



Lodge & Property Officer Updates

📱 **Online:** Your Lodge Officer Roster and lodge meeting information must be updated online at www.sonsofnorway.com. Detailed instructions are on the reverse of this sheet.

Both Sons of Norway Headquarters and your district secretary are able to access your information from the website.

😊 **No Changes?** Please still visit the Officer Update section on our website and confirm the no changes option.

🔊 **Deadline - December 31st:** Timely reporting of this information to Fraternal assures that your lodge's information will be correct in the Sons of Norway Headquarters database and in the online directory. Also, lodges meeting this deadline will score points towards the Lodge of the Year and Gold/Silver/Bronze merit awards.

If the deadline is approaching and your lodge hasn't reported its new officer roster, please submit the information you have and/or contact Fraternal. Changes made after the 12/31 deadline should still be reported, though these updates may not be reflected in the new district directories.

👁 **NOTE:** Your updated officer roster and lodge location changes will not appear in the online lodge directory or be active in the Sons of Norway Headquarters system until 1/15. Year-end reports and forms from Headquarters will be sent to the previous year's officers.

😊 **Questions:** Contact Fraternal at Sons of Norway Headquarters by phone at 1-800-945-8851 extension 4643 or by email at fraternal@sofn.com.



Lodge & Property Officer Updates Online

To Update Your Officer Roster:

Sign on to www.sofn.com with your username and password.

Click "Lodge Officer Updates" on the menu to the left of your name on your Profile Page.

To register your new Officer Roster, click on the "Officers" button.

- **No changes?** Click the "No Changes for Upcoming Year" button at the top of the page.
- Adding a completely **new officer position** for next year? Click "Add a new position" and then enter the title and member number of the person filling the office. Hit "Submit." Then hit "Save the Changes."
- To record a **change in officer**, delete the member number of the outgoing officer and type in the member number of the incoming officer. (The names will NOT change on the screen at this point.)
- If your lodge is **eliminating a position**, click the "Remove this position" button for that entry.
- Once you have made ALL your changes, click the "SUBMIT CHANGES" button at the bottom of the page.
- You will see a list of your changes. If they are correct, click "Save the Changes." Both Sons of Norway Headquarters and the District Secretary will receive a notification email.
- Your updated roster of officers has been recorded!

To Update Your Meeting Information:

Click "Lodge Officer Updates" from the menu to the left of your name on your Profile Page:

- Click the "Change Meeting Information" button.
- Make your changes and click the "Save" button.

All lodges should affirm or change their lodge officer rosters by December 31.

Please contact Fraternal at 612-821-4643 or fraternal@sofn.com with any questions.

***Please note that changes will not be live on the website until January 15th.**