

## Pennsylvania DeMolay Online Advisor Training & Registration

So, you're interested in becoming a DeMolay Advisor for one of our DeMolay Chapters in Pennsylvania? We're excited to hear that and happy to provide a step-by-step guide to becoming a DeMolay Advisor in our jurisdiction.

**Step 1 – DeMolay Website**      Go to DeMolay International's website at [www.demolay.org](http://www.demolay.org).

### Step 2 – DeMolay Navigation

Hover over the **Resources** tab in the navigation bar.

Click on **New Advisor Training Registration** in the drop-down.

### Step 3 – eScribe Sign-Up/Sign-In

You'll be asked to complete a new advisor account.

If you already have a record with DeMolay International as a Senior DeMolay or a former advisor there may already be an account created for you. If there is, you will be prompted to access it with an email address and password, which will be your DeMolay identification number.

If you don't have this information readily available, you can try to secure the information by utilizing the **Login Recovery Tool** that should allow you to update your account with the your most recent information.

If you have any problems with this, please contact Executive Secretary Dave Berry and have him secure that information for you. He can be reached at 800-266-8424 X4 or at [dwberry@pademolay.net](mailto:dwberry@pademolay.net).

Once you have updated your eScribe information, you will be provided with log-in credentials and you can begin the Online Advisor Training educational modules.

## Step 4 – Complete On-Line Education Modules

This is a 6-module video program that provides a review of the essential information on the Order of DeMolay and the role of an advisor.

Each module concludes with a series of questions that need to be answered.

Once you have completed all 6 modules you will receive instructions regarding the next steps needed in order to become an advisor. You'll also have an opportunity to print a certificate of completion. The training session should take you around 90 minutes in one setting – but can be spread out over several sessions if you prefer to complete it in that manner.

Once completed, the Executive Officer will be notified.

## Step 5 – Complete On-Line Registration

This on-line registration has six distinct sections. You will need to complete each section carefully – **and in full**.

The sections include:

- Section 1     Personal Information
- Section 2     Standards of Service
  - Each standard must be checked
- Section 3     Profile Information
  - Personal
  - Masonic
  - Employment
  - Educational
  - Driver's
    - Download PA Driver's License Release Form
    - Complete Sections C & E
    - Scan & Attach to Online Form
  - Reference Profile
    - Only 1 can be a family member
    - (immediate or extended)
- Section 4     Advisor Organization
  - Check one and only one chapter
  - New Chapter Development Advisors should check
  - Pennsylvania DeMolay at Large
- Section 5     Acknowledgement
  - Name must be entered exactly as it appears at the top of section 1.

Once fully completed, with the PA Driver's Release Form attached, your information will be provided to the Executive Officer and the Executive Secretary for their review. Along with reviewing the form, they will secure the authorization of the Chairman of your Advisory Council. Once that approval has been received, the Executive Officer will approve your advisor application which will initiate the background check process.

The background check will take between 4 and 6 weeks, but once you're approved by the Executive Officer you will be able to go to work as an Advisor for your Chapter. If anything is found during the background check process this may be suspended for a short time as the problem is investigated and resolved.

**Please note: If you're given the opportunity to pay for the background check fee during this process, please do not pay it! The PA Masonic Youth Foundation sponsors this fee, and we've rarely had problems with this function of the online E-Scribe registration process, although some new advisors have notified us that they received the prompt to pay.**

## **Step 6 – Attend PA DeMolay Advisory Training Session**

Within 6 months of the completion of the online registration, you'll need to attend a two-hour Pennsylvania DeMolay specific advisor session that will be offered at Patton Campus during each of the DeMolay Weekends – and we'll also be "taking it on the road" to various locations in PA that will be posted in the near future.

## **Questions?**

Please contact Executive Secretary Dave Berry if you have any questions or encounter any problems with this process. His contact information is available in Step 3.

**Thanks for your interest in becoming a DeMolay Advisor!**