

How to Create a Council Profile

1. In your browser, go to www.iowakofc.org
2. Once in the Iowa Knights of Columbus web page, click on "Sign Up" as show below by the green arrows:



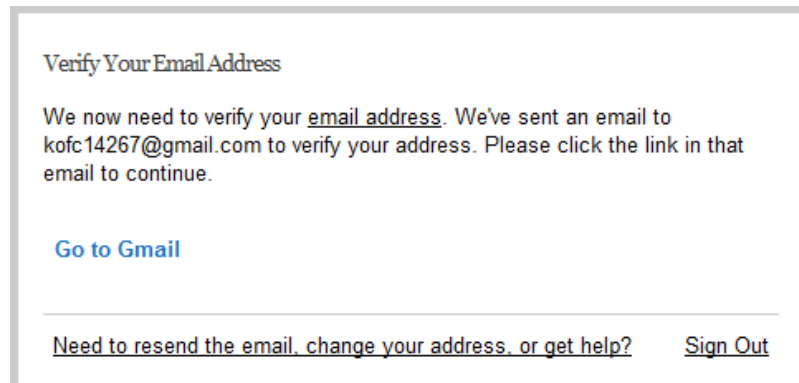
3. In the Sign Up page, enter an email for your council account.

If you do not have a council account, you can get a free account from sites like www.gmail.com, www.hotmail.com, or www.yahoo.com. Here are a few examples of names you can pick for your council:

- a. kofc14267_dsm@yahoo.com
 - b. kofc2839HolyRosary@gmail.com
 - c. marionkofc5390@hotmail.com
4. Select a password that is easy to remember and to pass on to other members in your councils.
 5. Enter the password again on the Retype Password field.
 6. On birthdate, you can enter your Councils Charter date.
 7. The anti-spam box is to make sure that a person is creating this account (to avoid programs or spam to create accounts in our page.) Enter the two words shown on the type field. In the following example the words are slabek horses;



8. Click on "Sign Up". This will take you to the verification screen that looks as follows:



9. Click on the "Go to Gmail" (or yahoo, or Hotmail, depending on your email service) so you can verify the signup.
10. In your Inbox you will have an email from Iowa Knights of Columbus (mail@iowakofc.org) asking you to verify your account. Click on the link you received so you will go to the Profile Creation page as the one shown below:

Create Profile on Iowa Knights of Columbus
Almost there! Just tell us a bit [more](#) about yourself.

Full Name *

Country *

What KC Council do you belong to? *

What is the name of your Parish? *

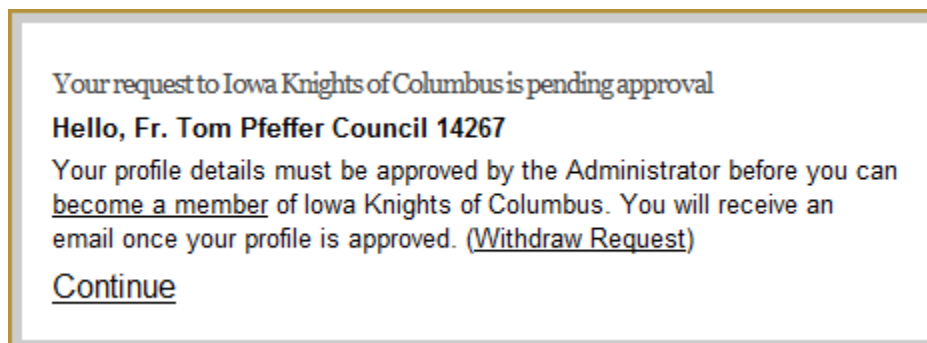
What degree in the KC's have you attained? *

Please Choose your Classification *

If you are an "Iowa Knight Supporter," who recommended you register with the Iowa Knights of Columbus web site?

[Join](#) By [signing up](#), you agree to the [Terms of Service](#).

11. On Full Name enter your Council's full name such as "Holy Rosary Council 2839", "Fr. Tom Pfeffer Council 14267", or "Msgr. TJ McCann Council 2663"
12. On Country, select United States
13. After selecting United States a Zip Code field will appear. After entering your zip code, the screen will show your city and state.
14. On the "What KC Council do you belong to?" field enter your council number.
15. On the "What is the name of your Parish?" field enter the name of the Primary parish of your council.
16. On the "What degree in the KC's have you obtained?" field enter the highest degree a member of your council has achieved (hopefully 4th)
17. On the "Please Choose your Classification" drop menu, select Iowa Knights of Columbus.
18. Click on Join.
19. You will see a request pending window as the one shown below. When you are approved, you will receive an email in your council account.



20. And that is it! Questions, contact webmaster@iowakofc.org