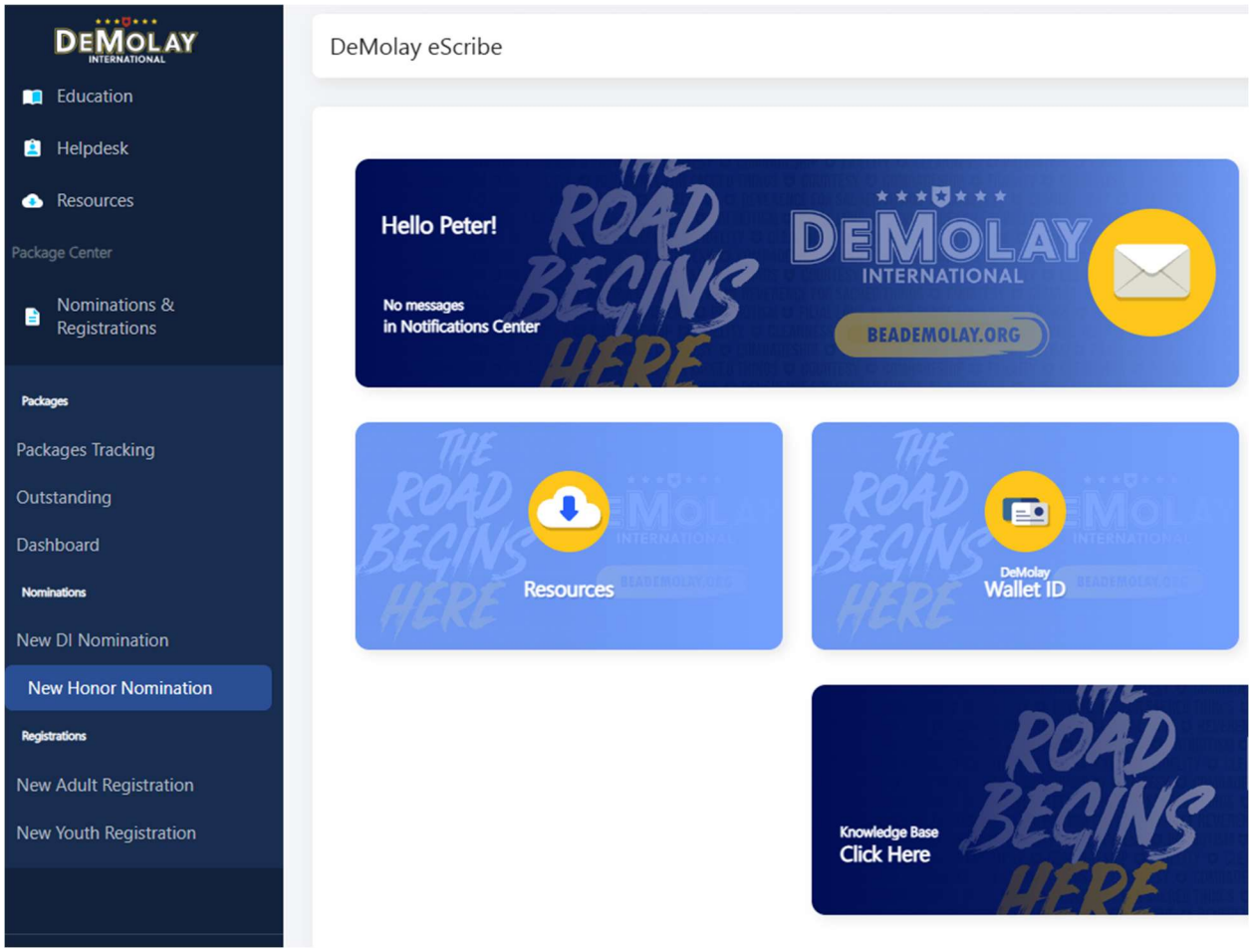
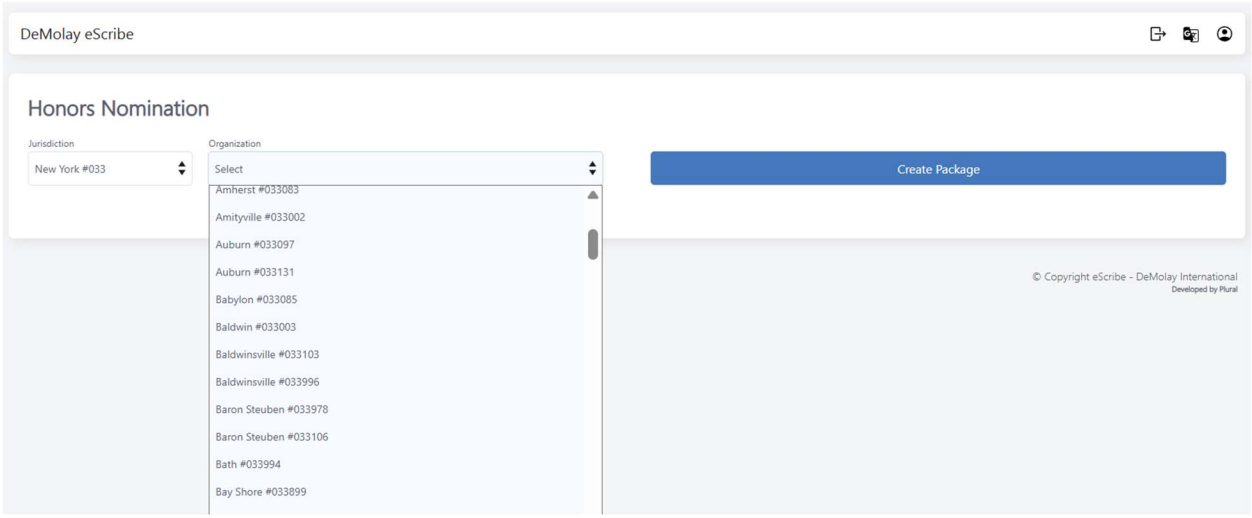
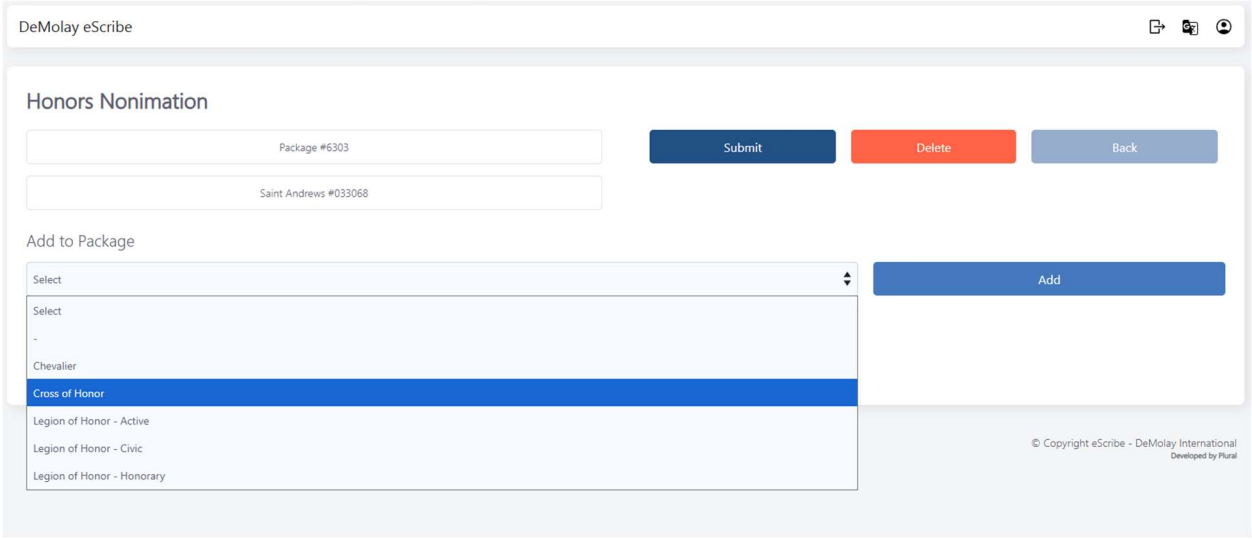
1. Log into E-scribe. (NOTE: For the purposes of this I am using myself as an example, I am not granting myself an honor)
2. Click on “New Honor Nomination” If you can’t see that part of the screen, email Peter Brusoe.



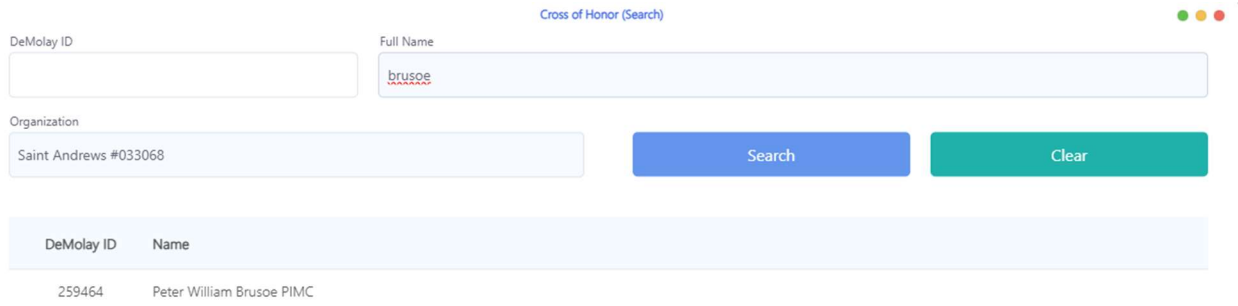
3. Then select the DeMolay Chapter or Unit the person is involved with. Some important notes: (A) It's based on the person's primary organization, so if the person belonged to St. Andrew's as a youth, but serves on the Empire Chapter advisory council, they will be under St. Andrew's. In some cases there are multiple chapters with the same name, but from different eras. Make sure that person is correct.



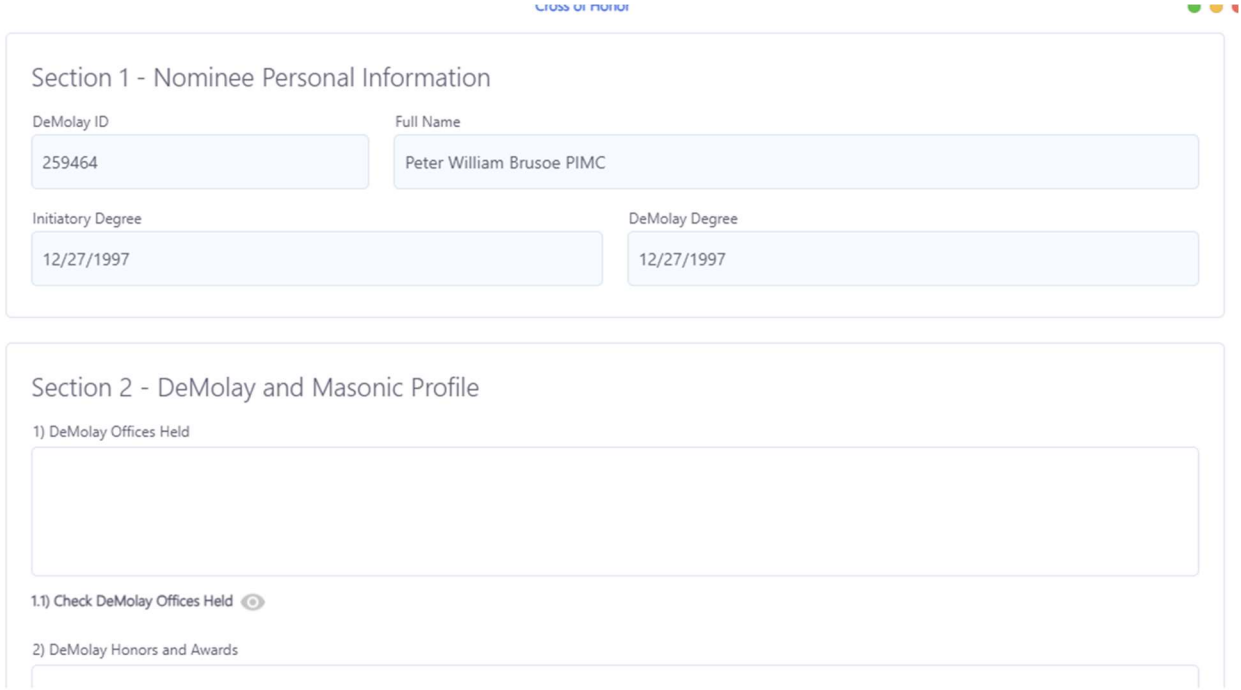
4. Select the honor you wish to put the person in for, and then click "add"



5. A pop-up screen will appear, put the person's last name in the search, or if you know their DeMolay ID, you can enter it there as well. If the person doesn't show up, reach out to Peter Brusoe.

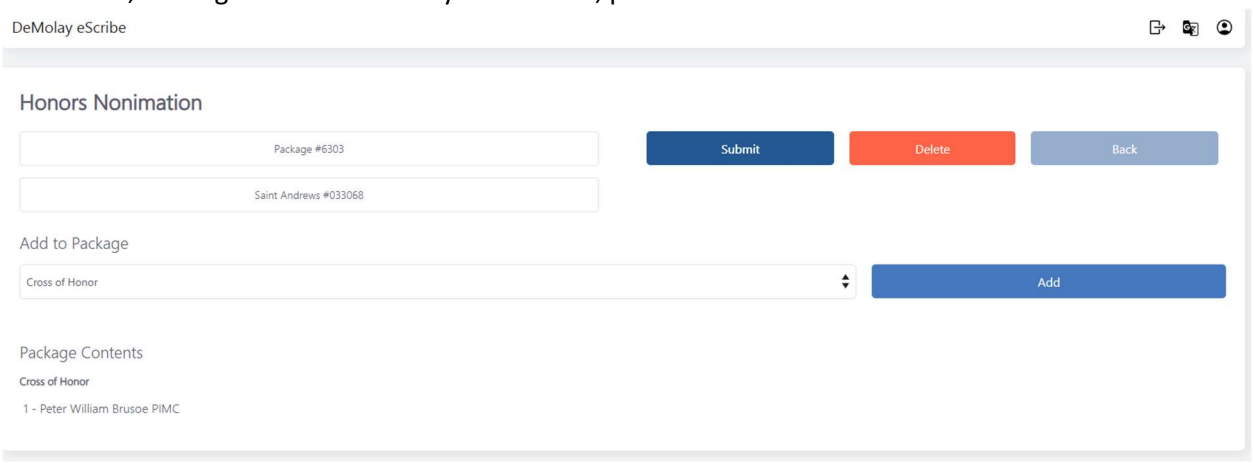


6. Click on the person's name and the nomination form will appear. I find the form clunky, so you may be better off typing it in a word document and then copying and pasting it.

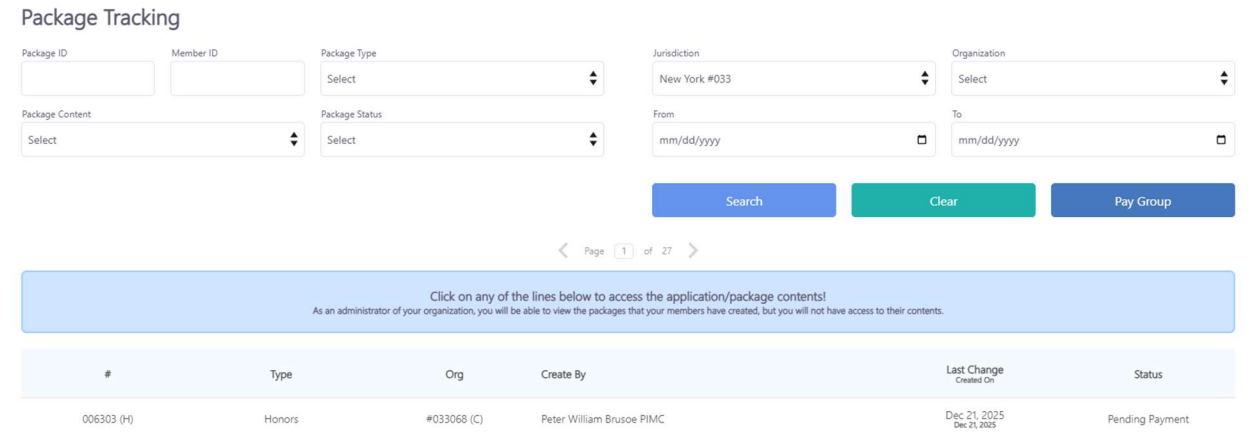


7. On the attachments, please upload your minutes of the meeting

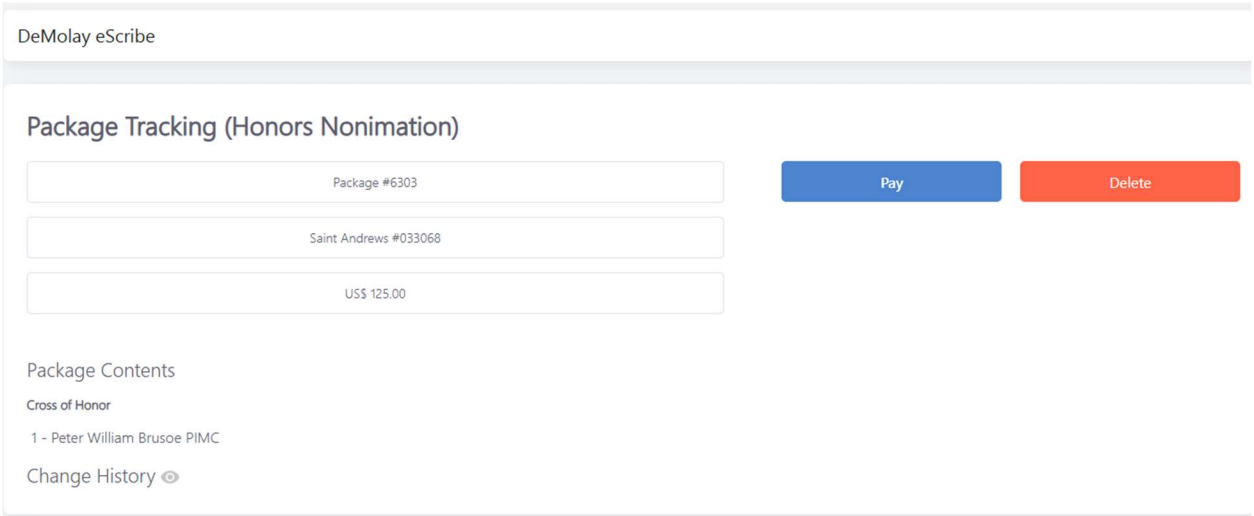
8. At the end, click agree. This will take you back out, please hit “submit”



9. Go to package tracking:



10. Click on the package, select “pay”



Pay and you’ll be all set.