



ORDER OF THE ARROW  
**LODGE MASTER**



## Lodge Administrator Update Request

Council Number: \_\_\_\_\_ Council Name: \_\_\_\_\_

### OA LodgeMaster Lodge Administrators

#### Primary Lodge Administrator

Appointee Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

User Account: \_\_\_\_\_ New user, create account and send login information.  
 \_\_\_\_\_ Existing user, already has login information.

#### Alternate Lodge Administrator

Appointee Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

User Account: \_\_\_\_\_ New user, create account and send login information.  
 \_\_\_\_\_ Existing user, already has login information.

The two individuals listed above are authorized to serve as this council's primary and alternate OA LodgeMaster Lodge Administrator until they are removed from or succeeded in this position. I authorize these individuals to:

- Create, edit, and delete users on the system,
- Provide access codes and usernames to users on the system,
- Have complete access to all lodge data stored in the OA LodgeMaster system, and
- Act as the first point of contact for the OA LodgeMaster staff to this lodge.

\_\_\_\_\_  
**Scout Executive (or designee)**

\_\_\_\_\_  
**Date**

### Lodge Support Email Address

Lodge emails include a single support email in the footer of all messages and is the reply address for account emails. Lodges can update this address at any time (<http://bit.ly/OALMSupportEmail>) or can optionally update the address below. Commonly this is an address like support@lodgename.org and goes to key leadership.

Support Email (Optional): \_\_\_\_\_

*Please complete entire form and have signed by the Scout Executive or his designee. Please email a scan of the completed form to [Rebecca.martinez@scouting.org](mailto:Rebecca.martinez@scouting.org) at the national office. Once the form is received and processed, the OA LodgeMaster team will update your administrators and contact you if needed.*