



ORDER OF THE ARROW  
**LODGE MASTER**



## Lodge Administrator Update Request

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

The two individuals listed below 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**

### OA LodgeMaster 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.

*Please complete entire form and have signed by the Scout Executive or his designee. Please email a scan of the completed form to [Stephanie.Jordan@scouting.org](mailto:Stephanie.Jordan@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.*