



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 at the national office. Once the form is received and processed, the OA LodgeMaster team will update your administrators and contact you if needed.