

portal

DESKTOP USER GUIDE



Join us in revolutionising Freemasonry for the digital age
with our membership app!

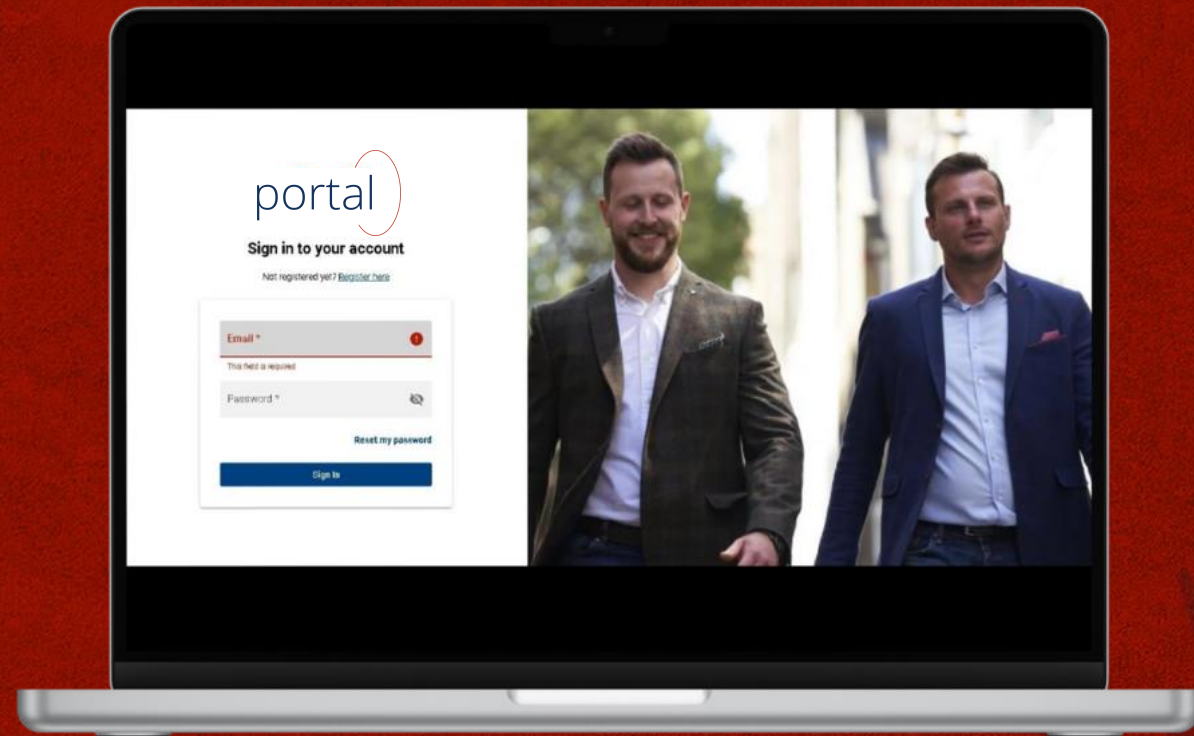
Your participation and feedback are crucial. Together,
we're creating a tool that will significantly enhance the
Masonic experience for years to come.

This is your chance to play a pivotal role in the success of
this exciting project.

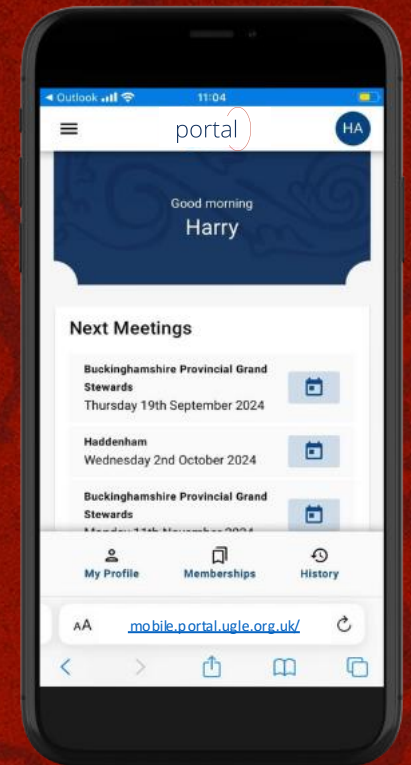
Portal is the new membership app for UGLE. It aims to coexist with and eventually replace Hermes and Adelphi by incorporating their functionalities into a unified system. This project will roll out in phases, ensuring that members' data is accurate and up-to-date, while improving user engagement through an intuitive interface.

This presentation aims to provide an overview of the membership app interface and its uses.





The new membership app will be accessible through both a mobile app and a website. Although some features may be limited to the web platform for administrative users, the goal is to ensure that most functionalities are available to all members on their phones.



How United Grand Lodge of England manage your data

Portal introduces enhanced **privacy controls**, enabling individuals to manage who can view their personal data within their profiles.

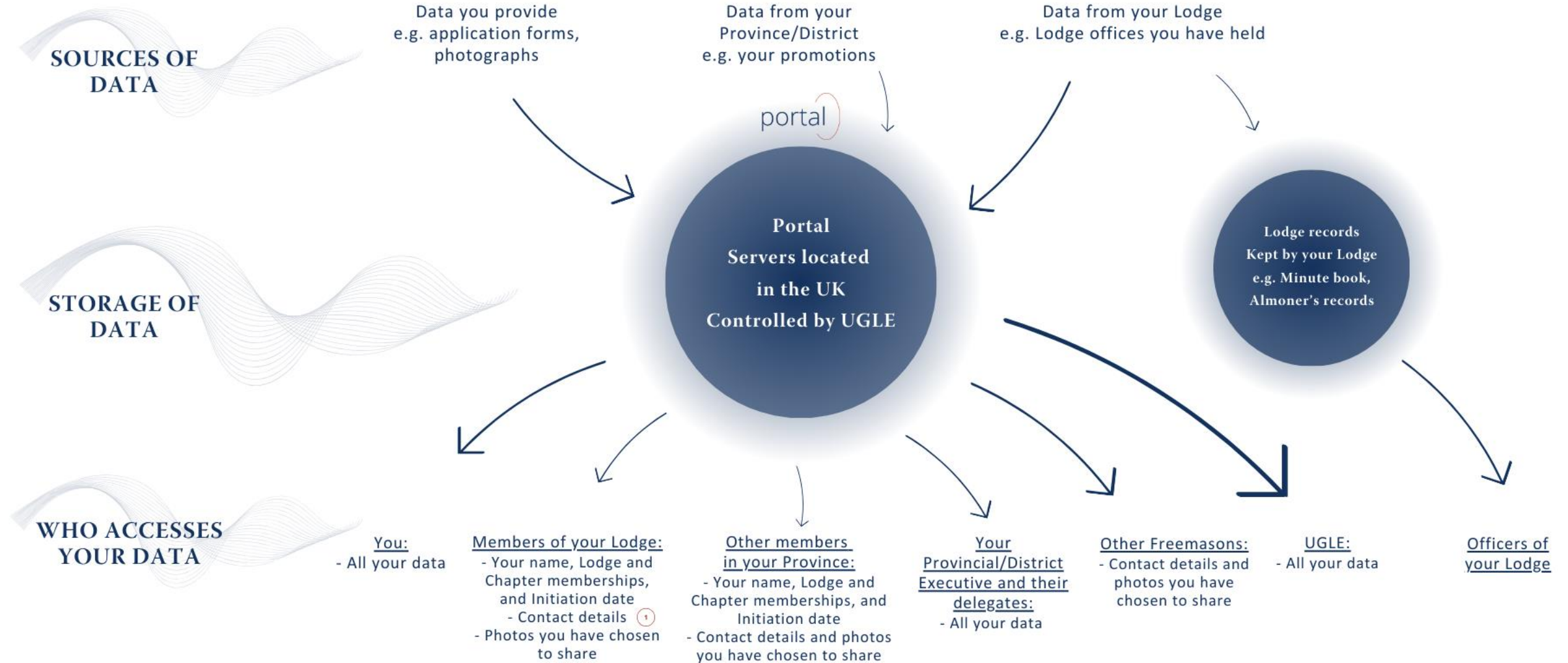
Users can adjust visibility settings for various elements, such as contact information and photos, at the Lodge/Chapter, Provincial/District, or global level.

Overall, the membership app aims to give users **greater control over their data privacy**.



How is my data held?

Note: this is an overview showing common data flows, for more detail please see the full data protection notice.



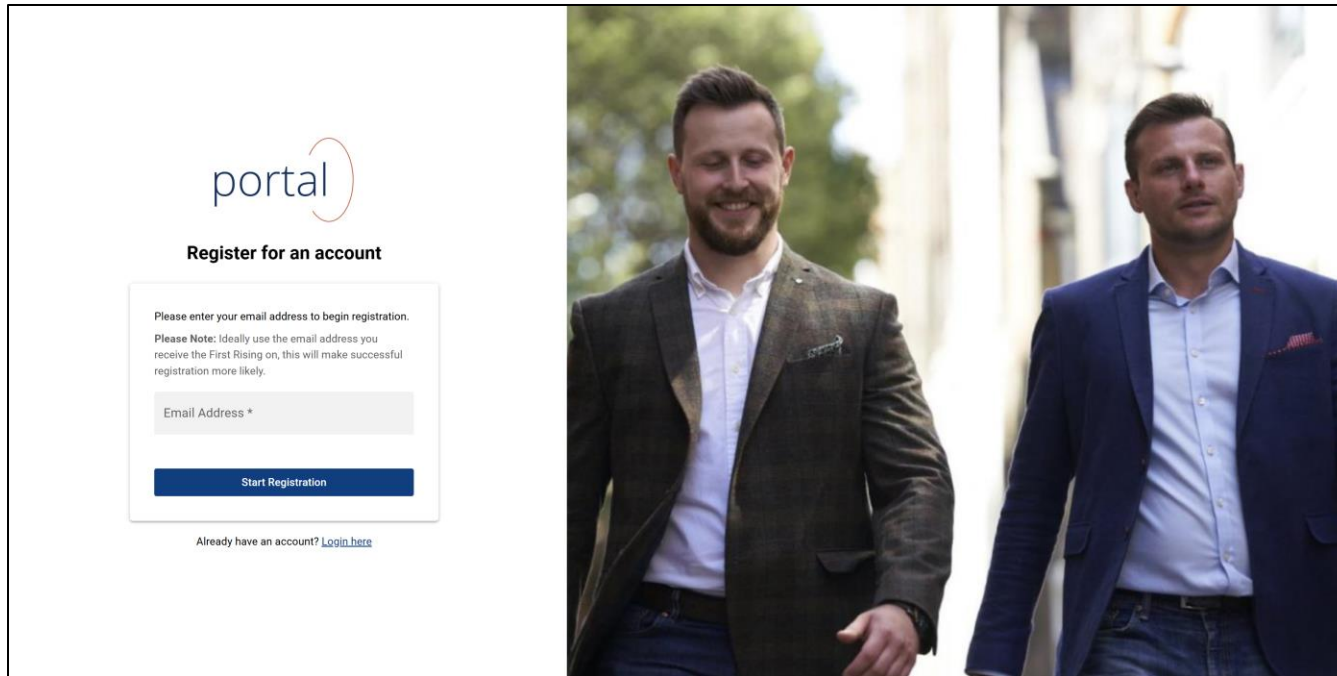
^① By default, your email address and postal address will be visible but your telephone number will not. You can change your preference at any time.

Registering for the first time

Creating your Portal account in 6 steps

Please use this link to access the **desktop version**:

<https://desktop.portal.ugle.org.uk/auth/register>



Creating your Portal account in 6 steps

1. Use your email address* to register



Register for an account

Please enter your email address to begin registration.

Please Note: Ideally use the email address you receive the First Rising on, this will make successful registration more likely.

Email Address *

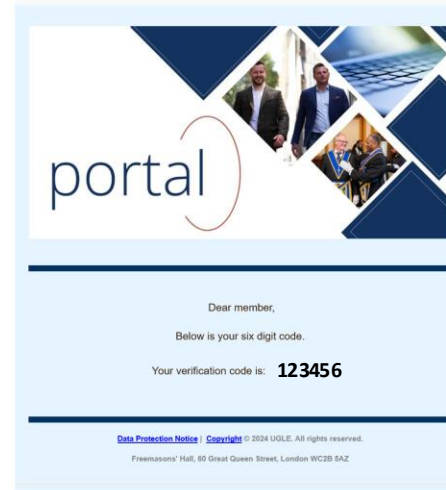
This field is required

Start Registration

Already have an account? [Login here](#)

* You must use the email address that UGLE and your Province have on record. This will be the email that you receive *First Rising* to.

2. Check your email for **the 6-digit code sent to you***



* Please check your spam folder for the 6- digit code

3. Use your email address **and the code sent to you**



Register for an account

Email Address*

This field is required
We have sent you a 6-digit code which you must enter below to verify your email address.

Please Note: Should you be unable to find the email, please check your spam/junk folders

Code *

This field is required

[Resend Code](#)

Verify Code

Already have an account? [Login here](#)



Creating your Portal account in 6 steps

4. Complete each field ensuring you use **ALL** of your names in full and an active Lodge/Chapter in our Province*



Register for an account

To help us match you to your record, please enter your full name (including any middle names), your date of birth and select a Lodge or Chapter that you are currently a member of.

First Name(s) *

This field is required

Surname *

This field is required

Date of Birth *

This field is required

Lodge/Chapter Name or Nu...

Required

Next

* Please use a Lodge or Chapter in our Province, to which you are a current subscribing member

5. You may be asked to provide additional information



Register for an account

Please now provide us with your Phone Number, Postcode, the month you were Initiated and a Certificate Number.

Please Note: Only Phone Number is mandatory but the more information you provide the greater the likelihood of an automatic match.

Phone Number *

This field is required

Postcode

Initiation Month

Certificate Number

Next

6. Set your password; which you will use every time that you log-in



Register for an account

Congratulations, we have successfully matched you to a member record. To complete your registration please set a password for your account and accept the Acceptable Use Policy.

e.g. LongLiveTheKing

Password *

Password Again *

☐

I agree to the [Acceptable Use Policy](#)

Set my password

Back to [Login](#)



Logging into Portal after registration

<https://desktop.portal.ugle.org.uk>

Logging in – post registration



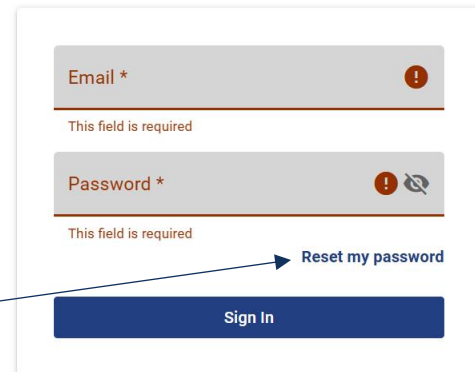
Sign in to your account

Not registered yet? [Register here](#)

1. Use your registered email address

2. Use the password you chose during the registration process

3. If you have forgotten your password, you can reset it here

A screenshot of a web form for logging in. It contains two input fields: 'Email *' and 'Password *'. Both fields have a red error message 'This field is required' below them. To the right of the password field is a link 'Reset my password'. At the bottom is a blue 'Sign In' button. Three blue arrows point from the numbered instructions on the left to these elements: the first arrow points to the email field, the second to the password field, and the third to the 'Reset my password' link.

Email *

This field is required

Password *

This field is required

[Reset my password](#)

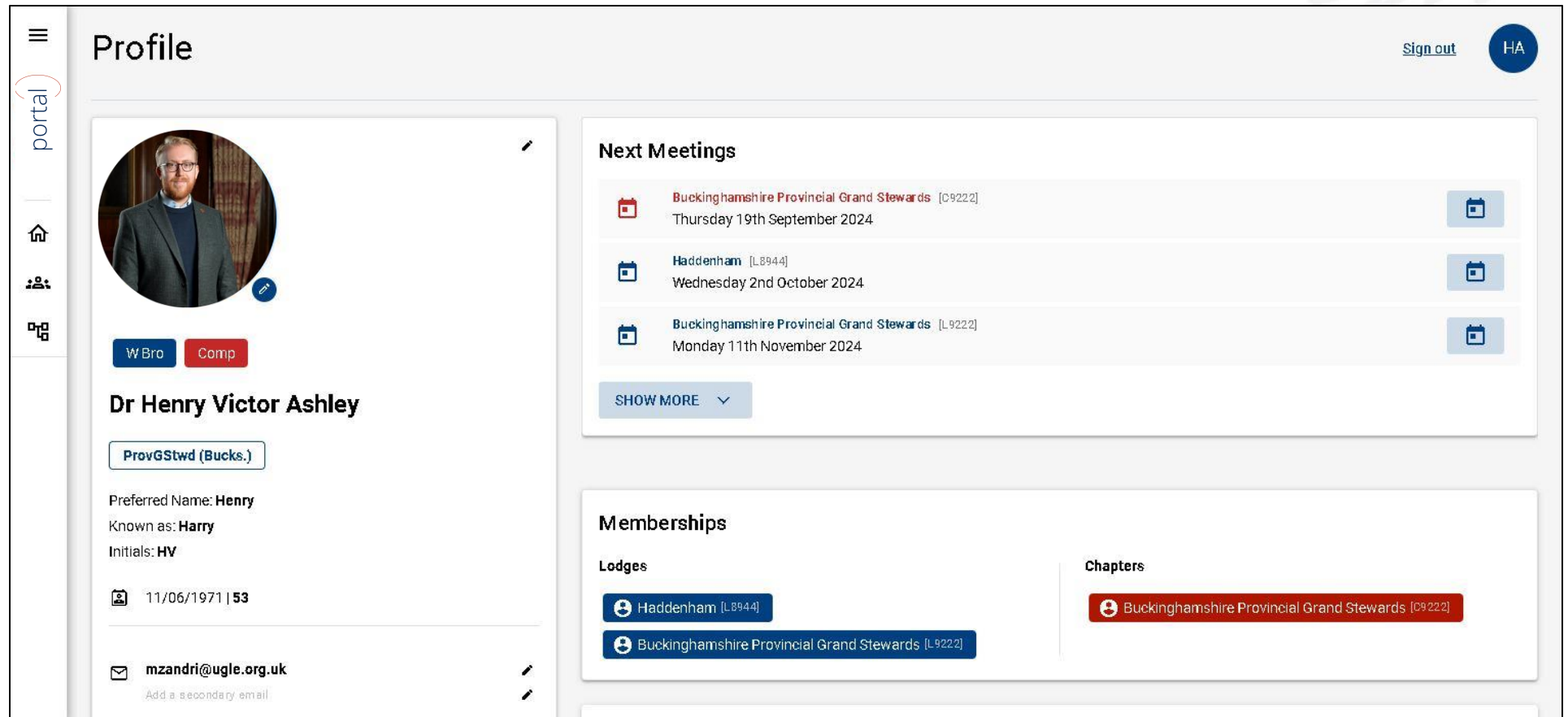
Sign In



Features and functionality in Portal

This is what your profile page will look like on desktop.

One of the main aims of Portal is to put the **control of data** in the hands of its users. You can add a **profile photo** and choose a **preferred name**. Please take some time to review your **contact details** to ensure they're up to date.



The screenshot displays the 'Profile' page of the Portal system. On the left is a vertical sidebar with icons for a menu, home, and contacts, and the 'portal' logo. The main content area is titled 'Profile' and includes a 'Sign out' link and a user avatar 'HA'. The profile section features a circular profile photo of Dr Henry Victor Ashley, with edit icons for the photo and name. Below the photo are buttons for 'W Bro' and 'Comp'. The name 'Dr Henry Victor Ashley' is displayed, followed by a 'ProvGStwd (Bucks.)' button. Further down, it lists 'Preferred Name: Henry', 'Known as: Harry', and 'Initials: HV'. A date field shows '11/06/1971 | 53'. At the bottom, an email field shows 'mzandri@ugle.org.uk' with an 'Add a secondary email' link. To the right, the 'Next Meetings' section lists three upcoming events: 'Buckinghamshire Provincial Grand Stewards' on Thursday 19th September 2024, 'Haddenham' on Wednesday 2nd October 2024, and 'Buckinghamshire Provincial Grand Stewards' on Monday 11th November 2024, each with a calendar icon and a 'SHOW MORE' button. The 'Memberships' section is divided into 'Lodges' (Haddenham and Buckinghamshire Provincial Grand Stewards) and 'Chapters' (Buckinghamshire Provincial Grand Stewards).

Profile [Sign out](#) HA

Next Meetings

- Buckinghamshire Provincial Grand Stewards** [C9222] Thursday 19th September 2024
- Haddenham** [L8944] Wednesday 2nd October 2024
- Buckinghamshire Provincial Grand Stewards** [L9222] Monday 11th November 2024

[SHOW MORE](#)

Memberships

Lodges

- Haddenham** [L8944]
- Buckinghamshire Provincial Grand Stewards** [L9222]

Chapters

- Buckinghamshire Provincial Grand Stewards** [C9222]

Dr Henry Victor Ashley

ProvGStwd (Bucks.)

Preferred Name: **Henry**
Known as: **Harry**
Initials: **HV**


11/06/1971 | 53

mzandri@ugle.org.uk
[Add a secondary email](#)

portal

Profile

[Sign out](#) HA





W Bro Comp

Dr Henry Victor Ashley







ProvGStwd (Bucks.)

Preferred Name: **Henry**
Known as: **Harry**
Initials: **HV**

 11/06/1971 | 53

 mzandri@ugle.org.uk
Add a secondary email



Next Meetings

	Buckinghamshire Provincial Grand Stewards [C9222] Thursday 19th September 2024	
	Haddenham [L8944] Wednesday 2nd October 2024	
	Buckinghamshire Provincial Grand Stewards [L9222] Monday 11th November 2024	


[SHOW MORE](#) ▾

Memberships

Lodges

-  **Haddenham** [L8944]
-  **Buckinghamshire Provincial Grand Stewards** [L9222]

Chapters

-  **Buckinghamshire Provincial Grand Stewards** [C9222]

The **'Next Meetings'** section allows easy access to information about upcoming Lodge and Chapter meetings. By clicking on the small calendar icon on the right, you can download an .ics file that automatically adds the event to your personal calendar.

In this section, you'll find information about your **Lodge Certificate Number** and **Provincial/District membership**.

Known as: **Harry**
Initials: **HV**
11/06/1971 | 53
mzandri@ugle.org.uk
020 7395 9373
020 7831 9811
Freemasons Hall WC2B 5AZ
Grand Lodge Certificate Number(s)
Cert Number: 5517/16 | Cert Number: 3511/23
Province/District
Provincial Grand Lodge of Buckinghamshire
Provincial Grand Chapter of Buckinghamshire
Grand Lodge Reference Number
GL Ref: 1047887A

Memberships
Lodges
Haddenham [L944]
Buckinghamshire Provincial Grand Stewards [L922]
Chapters
Buckinghamshire Provincial Grand Stewards [C9222]
Masonic Career History
Occupation(s)
+ Add Occupation


Masonic Career History
Grand Ranks
Honours / Posts
Craft Honours / Posts
Lodge Career

No.	Name	Prov / Dist.	Office/Post	Start date	End date
L8944	Haddenham	Bucks	ADC	27/03/2024	25/03/2025
L9222	Buckinghamshire Provincial Grand Stewards	Bucks	Stewd	13/11/2023	10/11/2024
L8944	Haddenham	Bucks	Treas	22/03/2023	
L8944	Haddenham	Bucks	IPM	22/03/2023	26/03/2024
L8944	Haddenham	Bucks	WM	23/03/2022	21/03/2023

Your **Lodges** and **Chapters memberships** are detailed here.

Review the details of your **Masonic Career History** by clicking here.

Profile



W Bro

Comp

Dr Henry Victor Ashley

ProvGStwd (Bucks.)

Preferred Name: **Henry**
Known as: **Harry**
Initials: **HV**

11/06/1971 | 53

mzandri@ugle.org.uk

Sign out

HA

Next Meetings

- Buckinghamshire Provincial Grand Stewards [C9222]
Thursday 19th September 2024
- Haddenham [L8944]
Wednesday 2nd October 2024
- Buckinghamshire Provincial Grand Stewards [L9222]
Monday 11th November 2024

SHOW MORE

Memberships

Lodges

- Haddenham [L8944]
- Buckinghamshire Provincial Grand Stewards [L9222]

Chapters

- Buckinghamshire Provincial Grand Stewards [C9222]

By clicking on your Lodges and Chapters Memberships you'll be able to access information on the **upcoming meetings** and details such as the consecration day and your Lodge/Chapter Officers.

The **names and details** of all **Lodge/Chapter members** can be viewed by clicking on the light blue bar at the bottom.

portal

Haddenham

LEAVE

Books

Lodge

Masonic Hall, 34 High Street, Thame, Oxfordshire, OX9 2EJ

Next Meetings

- Wednesday 2nd October 2024
- Wednesday 4th December 2025
- Wednesday 19th February 2026

SHOW MORE

Details

Status	Active	Subscription Month	April
Installed Masters	No	Installation Month	March
ritual	-	Provincial AG Month	June
Consecration Date	17th February 1981	Meeting Formula	1st Wed 2, 4th Wed 3, 1st Wed 5, 10, 12
Constitution Date	1st May 1980		

Lodge Statistics

Number of Meetings per Year

Number of Initiates

Average Age

Key Officer Details

Office	Name	Appointed
Wor	Christopher John Mosey	27/03/2024
Treas	Van Dominique Frank Ray	27/03/2024
Sec	Gerardo Richard Rensell	27/03/2024

SHOW MORE

See all lodge members

Members

Sign out HA

portal

home

members

Search by surname?

SORT BY

SA

Stephen John Acton

W Bro E Comp

Initiation date: 20/07/2010

FULL DETAILS

SA

Steven Adams

W Bro E Comp

Initiation date: 04/11/2005

FULL DETAILS

SA

Steven William Alfred Adkins

Bro

Initiation date: 06/12/2017

FULL DETAILS

TA

Timothy George Airstone

Bro

Initiation date: 21/02/2018

FULL DETAILS

GA

Graham Paul Alexander

W Bro E Comp

Initiation date: 02/03/1993

FULL DETAILS

TA

Timothy James Anders

W Bro E Comp

Initiation date: 19/05/1998

FULL DETAILS

All members details are also easily accessible by clicking on the 'Members' icon located on the left side of your screen.

portal

Dr Henry Victor Ashley

ProvGSTwd (Bucks.)

Preferred Name: Henry
Known as: Harry
Initials: HV

11/06/1971 | 53

mzandri@ugle.org.uk
Add a secondary email

020 7395 9373
020 7831 9811

Freemasons Hall WC2B 5AZ
Add an additional address

Grand Lodge Certificate Number(s)
Cert Number: 5517/16 Cert Number: 3511/23

Next Meetings

- Buckinghamshire Provincial Grand Stewards [C9222]
Thursday 19th September 2024
- Haddenham [L8944]
Wednesday 2nd October 2024
- Buckinghamshire Provincial Grand Stewards [L9222]
Monday 11th November 2024

SHOW MORE

Memberships

Lodges

- Haddenham [L8944]
- Buckinghamshire Provincial Grand Stewards [L9222]

Chapters

- Buckinghamshire Provincial Grand Stewards [C9222]

Masonic Career History

Occupation(s)

+ Add Occupation

Skills and Interests

Below a list of your skills and interests.

+ Add Skills & Interests

Add Occupation

Please add your job title below, then select the closest matching occupation by searching for your title in the occupation field. It need not be exact. Remember to check the checkbox if this is your current occupation.

Job title *

Occupation *

Please select the closest matching occupation for your profile. It need not be exact.

☐ Are you still engaged in this occupation?

CANCEL SAVE

Skills & Interest

Start by typing the name of your interest and selecting from the options presented. If you are not presented with any options that match, simply complete the name and hit enter. This will add your skill/interest as a new option.

Masonic skills

E.g. 3rd Degree Tools, Address to Brethren

Other skills & interests

E.g. Pottery, Instrumenting

CANCEL SAVE

In the 'Occupation(s)' and 'Skills and Interests' sections you have the opportunity to share more about yourself. Detailing your current or previous occupation, hobbies, or **favourite piece of ritual** can provide valuable insights for your Lodges and Chapters. This information helps build connections and enhances the shared experience within your community.

Regions & Groups

Sign out HA

All Units

Search regions and groups

- ▶ United Grand Lodge of England
- ▶ Supreme Grand Chapter

Search units SORT BY NEXT PAGE

The Grand Stewards'

ULEW

Freemasons' Hall, WC2B 5AZ

L0

LODGE DETAILS

Consecration Date: 5th August 2024

Grand Master's

LONDON

Freemasons' Hall, WC2B 5AZ

L1

LODGE DETAILS

Consecration Date: 5th August 2024

Lodge of Antiquity

ULEW

Freemasons' Hall, WC2B 5AZ

L2

LODGE DETAILS

Consecration Date: 5th August 2024

Lodge of Fidelity

LONDON

Freemasons' Hall, WC2B 5AZ

L3

LODGE DETAILS

Royal Somerset House and Inverness

ULEW

Freemasons' Hall, WC2B 5AZ

L4

LODGE DETAILS

St George's and Corner Stone

LONDON

Freemasons' Hall, WC2B 5AZ

L5

LODGE DETAILS

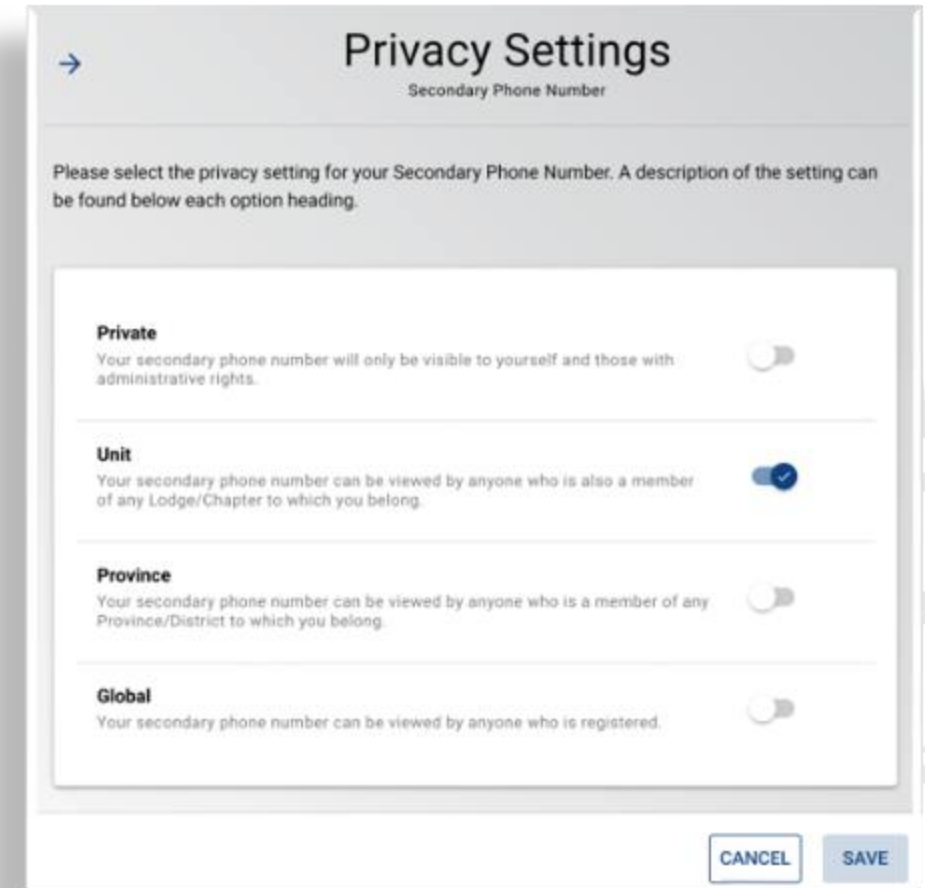
To access details of all UGLE and SGC Lodges and Chapters, click on the '**Regions & Groups**' icon located on the left side of your screen.

Privacy settings

The following data elements are now controlled by additional **privacy settings**:

- Primary Email
- Secondary Email
- Primary Phone
- Secondary Phone
- Primary Address
- Secondary Address
- Photograph

These elements could potentially be visible to others. However, admin users, including local Provincial admin accounts, can access this information regardless of privacy settings.



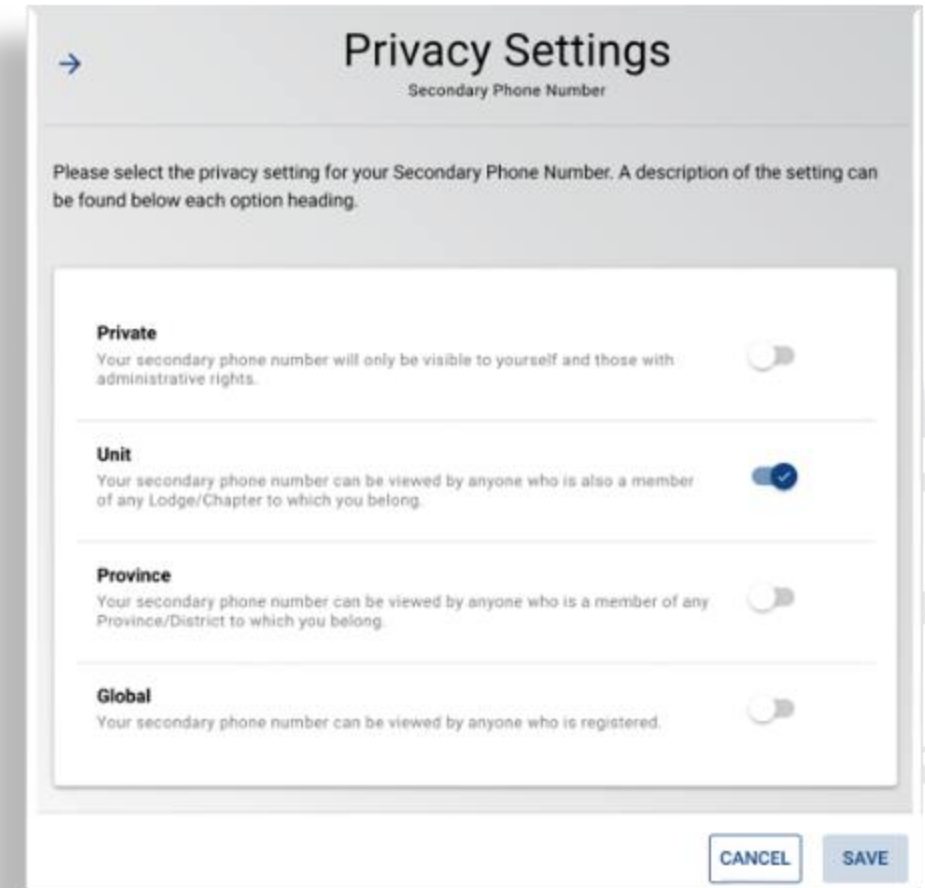
The screenshot shows a 'Privacy Settings' dialog box with a title bar containing a back arrow and the text 'Privacy Settings' and 'Secondary Phone Number'. Below the title bar is a grey box with the instruction: 'Please select the privacy setting for your Secondary Phone Number. A description of the setting can be found below each option heading.' The main content area is white and contains four settings, each with a heading, a description, and a toggle switch:

- Private**: Your secondary phone number will only be visible to yourself and those with administrative rights. (Toggle is off)
- Unit**: Your secondary phone number can be viewed by anyone who is also a member of any Lodge/Chapter to which you belong. (Toggle is on, indicated by a blue checkmark)
- Province**: Your secondary phone number can be viewed by anyone who is a member of any Province/District to which you belong. (Toggle is off)
- Global**: Your secondary phone number can be viewed by anyone who is registered. (Toggle is off)

At the bottom right of the dialog are two buttons: 'CANCEL' and 'SAVE'.

Members have control over the visibility of these data elements through specific **privacy settings**, allowing them to decide what can or cannot be seen by others. Each privacy setting offers four visibility options:

- **Private**
In this instance the data is only accessible to the member and any admin user
- **Unit**
In this instance the data is accessible to the member, any admin user and any member of a Lodge/Chapter in which the member is also a member
- **Province**
In this instance the data is accessible to the member, any admin user and any member of a unit within the same Province (District) as the member
- **Global**
There is no restriction and the data is available to any member who has logged in



The screenshot shows a 'Privacy Settings' dialog box for a 'Secondary Phone Number'. It contains four privacy options, each with a description and a toggle switch:

- Private**: Your secondary phone number will only be visible to yourself and those with administrative rights. (Toggle is off)
- Unit**: Your secondary phone number can be viewed by anyone who is also a member of any Lodge/Chapter to which you belong. (Toggle is on, indicated by a blue checkmark)
- Province**: Your secondary phone number can be viewed by anyone who is a member of any Province/District to which you belong. (Toggle is off)
- Global**: Your secondary phone number can be viewed by anyone who is registered. (Toggle is off)

At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

Thank you!

Please use this link to access the **desktop version**:

<https://desktop.portal.ugle.org.uk/>

