

portal

DESKTOP USER GUIDE



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

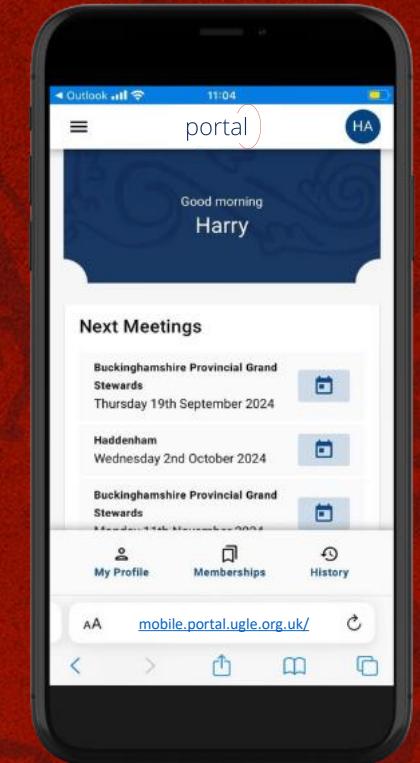
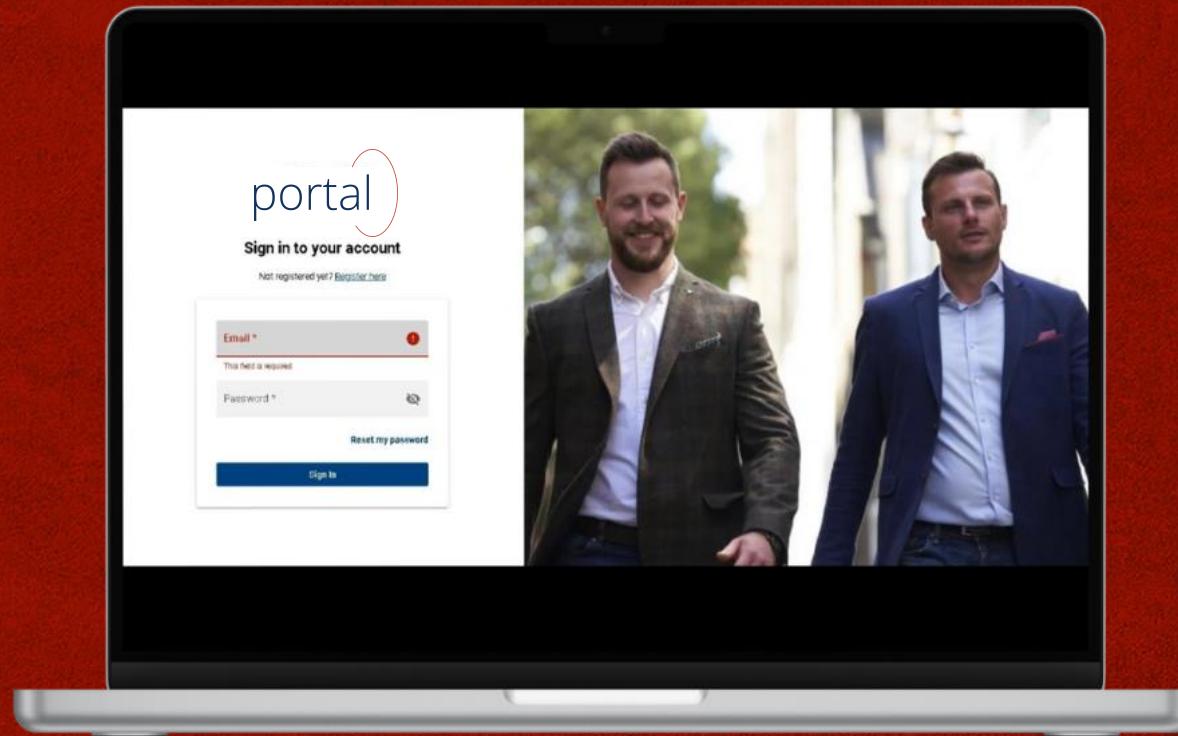
Your participation and feedback are crucial. Together,  
we're creating a tool that will significantly enhance the  
Masonic experience for years to come.

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.

## SOURCES OF DATA

Data you provide  
e.g. application forms,  
photographs

Data from your  
Province/District  
e.g. your promotions

Data from your Lodge  
e.g. Lodge offices you have held

## STORAGE OF DATA

Portal  
Servers located  
in the UK  
Controlled by UGLE

Lodge records  
Kept by your Lodge  
e.g. Minute book,  
Almoner's records

## WHO ACCESSES YOUR DATA

You:  
- All your data

Members of your Lodge:  
- Your name, Lodge and  
Chapter memberships,  
and Initiation date  
- Contact details <sup>①</sup>  
- Photos you have chosen  
to share

Other members  
in your Province:  
- Your name, Lodge and  
Chapter memberships, and  
Initiation date  
- Contact details and photos  
you have chosen to share

Your  
Provincial/District  
Executive and their  
delegates:  
- All your data

Other Freemasons:  
- Contact details and  
photos you have  
chosen to share

UGLE:  
- All your data

Officers of  
your Lodge

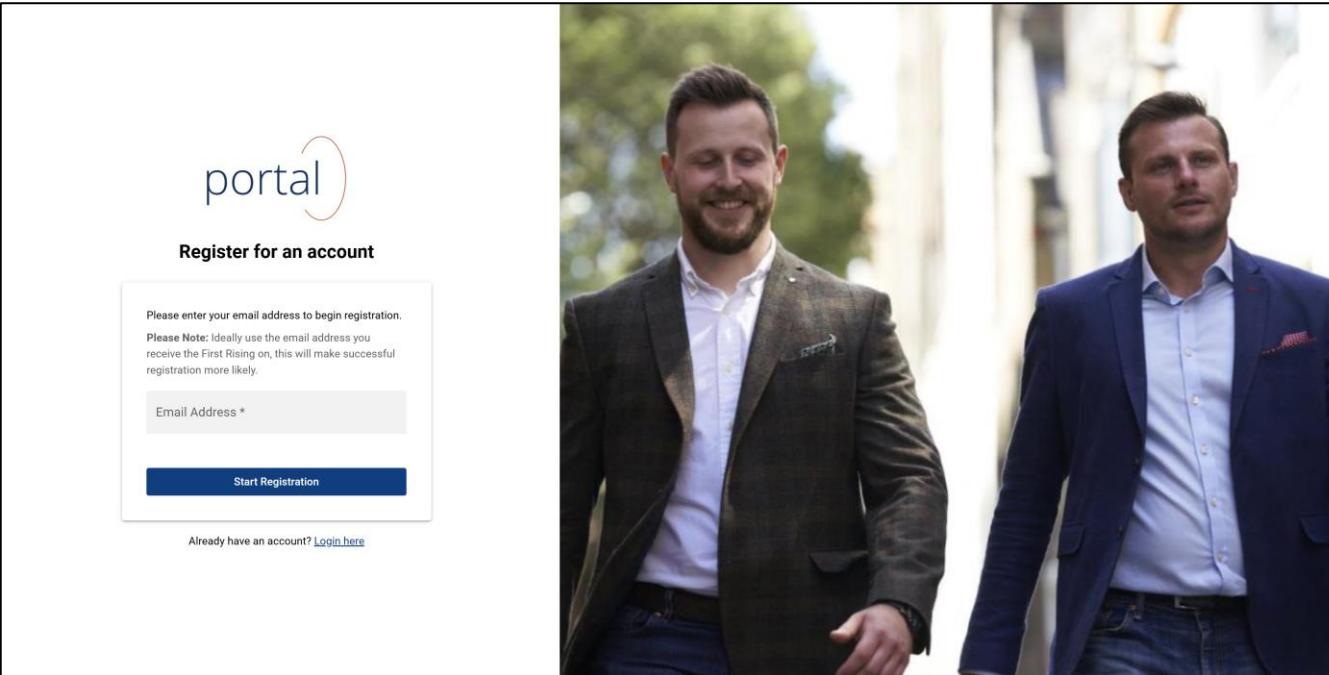
<sup>①</sup> By default, your email address and postal address will be visible but your telephone number will not. You can change your preference at any time.

# 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

**portal**

### 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.

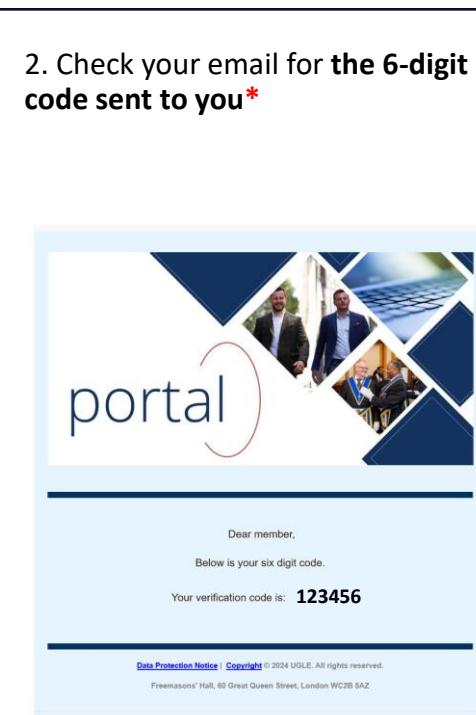
**Email Address \*** !  
This field is required

**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\*



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

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### 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



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

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Sign in to your account

Not registered yet? [Register here](#)

Email \* !

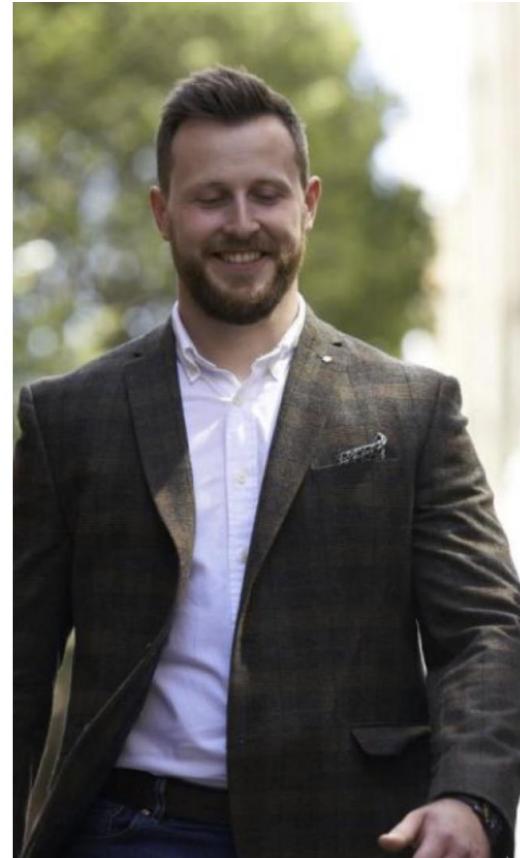
This field is required

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.

≡

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Home

Members

Logins

## 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

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]

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Profile

Sign out HA

W Bro Comp

Dr Henry Victor Ashley

ProvGStwd (Bucks.)

Preferred Name: Henry  
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11/06/1971 | 53

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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**.

The screenshot shows a user profile page with the following details:

- Known as:** Harry
- Initials:** HV
- Date of Birth:** 11/06/1971 | 53
- Email:** mzandri@ugle.org.uk
- Phone:** 020 7395 9373, 020 7831 9811
- Address:** Freemasons Hall WC2B 5AZ
- Grand Lodge Certificate Number(s):** Cert Number: 5517/16, Cert Number: 8511/28
- Province/District:** Provincial Grand Lodge of Buckinghamshire, Provincial Grand Chapter of Buckinghamshire
- Grand Lodge Reference Number:** GL Ref: 1047887A

**Memberships**

- Lodges:** Haddenham [L8944] (highlighted in blue), Buckinghamshire Provincial Grand Stewards [L9222]
- Chapters:** Buckinghamshire Provincial Grand Stewards [C9222]

**Masonic Career History**

**Occupation(s):** + Add Occupation

**Masonic Career History**

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.	Stwd	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**



**Next Meetings**

- Buckinghamshire Provincial Grand Stewards [L9222]  
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 [L9222]

**Add a secondary email**

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**

L8944 Bucks Lodge

Masonic Hall, 14 High Street, Thame, Oxfordshire, OX9 2BZ

**Next Meetings**

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

**SHOW MORE**

**Details**

Status	Normal	Subscription Month	April
Installed Masters	No	Installation Month	March
Ritual	-	Provincial AR Month	June
Consecration Date	17th February 1981	Meeting Formula	3rd Wed. 2; 4th Wed. 3; 1st Wed. 5, 10, 12
Constitution Date	1st May 1980		

**Lodge Statistics** (COMING SOON)

Number of Meetings per Year	Number of Initiates	Average Age
--	--	--

**Key Officer Details**

Office	Name	Appointed
WM	Christopher John Money	27/09/2024
Treas	Ian Dominique Frank Ray	27/09/2024
Sec	Dennis Richard Forrest	27/09/2024

**SHOW MORE**

**See all lodge members**

Members

Sort by

Members

Stephen John Acton

Initiation date: 20/07/2010

W Bro E Comp

Stephen Adams

Initiation date: 04/11/2005

W Bro E Comp

Stephen William Alfred Adkins

Initiation date: 06/12/2017

Bro

Timothy George Airstone

Initiation date: 21/02/2018

Bro

Graham Paul Alexander

Initiation date: 02/03/1993

W Bro E Comp

Timothy James Anders

Initiation date: 19/05/1998

W Bro E Comp

FULL DETAILS

FULL DETAILS

FULL DETAILS

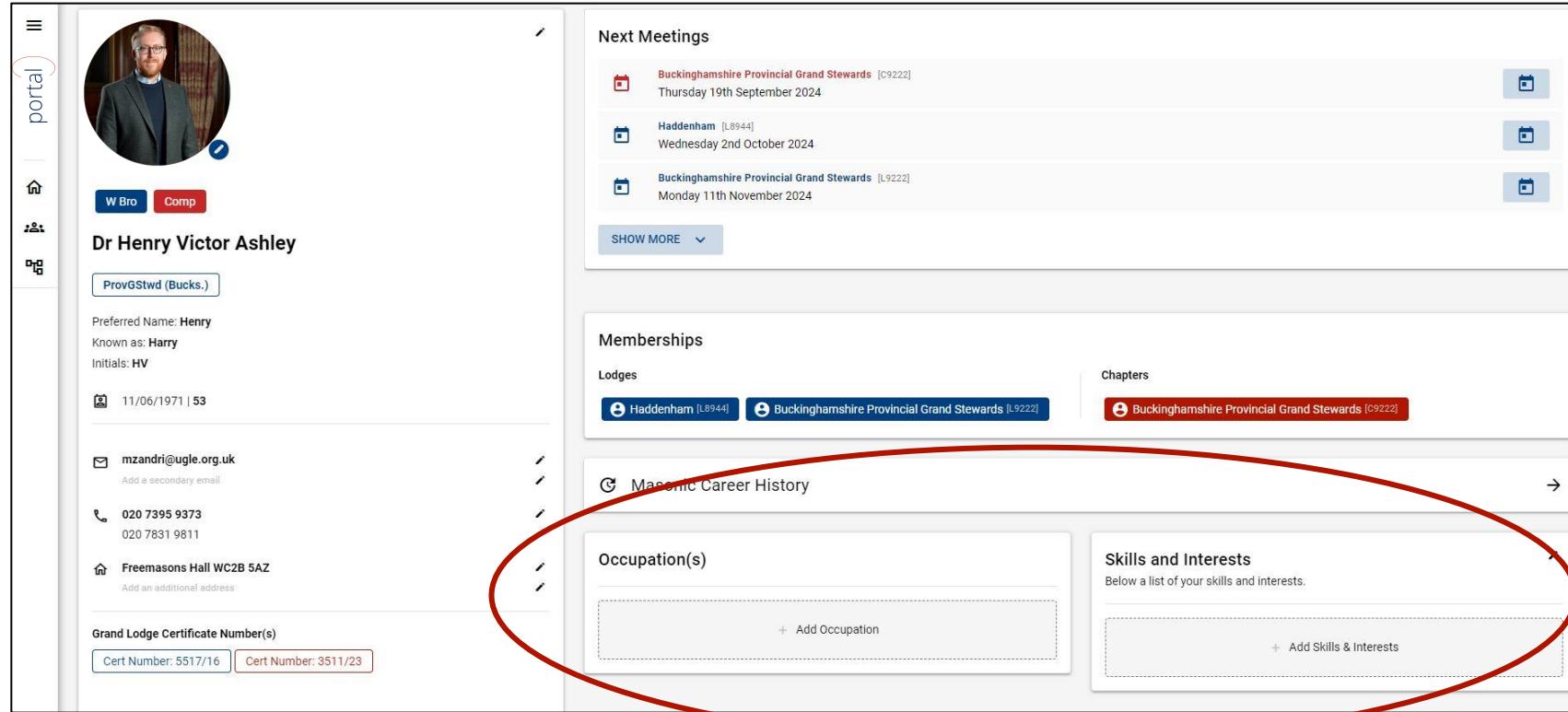
FULL DETAILS

FULL DETAILS

FULL DETAILS

portal

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



The screenshot shows a user profile page for Dr. Henry Victor Ashley. At the top left is a circular profile picture of a man with a beard. Below it are two buttons: 'W Bro' (blue) and 'Comp' (red). The user's name, 'Dr Henry Victor Ashley', is displayed in bold. Underneath is a box labeled 'ProvGStd (Bucks.)'. Below this are sections for 'Preferred Name: Henry', 'Known as: Harry', and 'Initials: HV'. A birth date '11/06/1971 | 53' is shown. Contact information includes an email 'mzandri@ugle.org.uk' and a phone number '020 7395 9373'. Address details 'Freemasons Hall WC2B 5AZ' are also listed. Under 'Grand Lodge Certificate Number(s)', there are two boxes: 'Cert Number: 5517/16' and 'Cert Number: 3511/23'. On the right, there are sections for 'Next Meetings' (listing three meetings for 'Buckinghamshire Provincial Grand Stewards' on various dates) and 'Memberships' (listing 'Lodges' like 'Haddenham' and 'Chapters' like 'Buckinghamshire Provincial Grand Stewards'). A large red oval highlights the 'Occupation(s)' and 'Skills and Interests' sections at the bottom. The 'Occupation(s)' section has a button '+ Add Occupation'. The 'Skills and Interests' section has a button '+ Add Skills & Interests'. A red arrow points downwards from this section to the explanatory text below.

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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.

### 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 job title, 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.

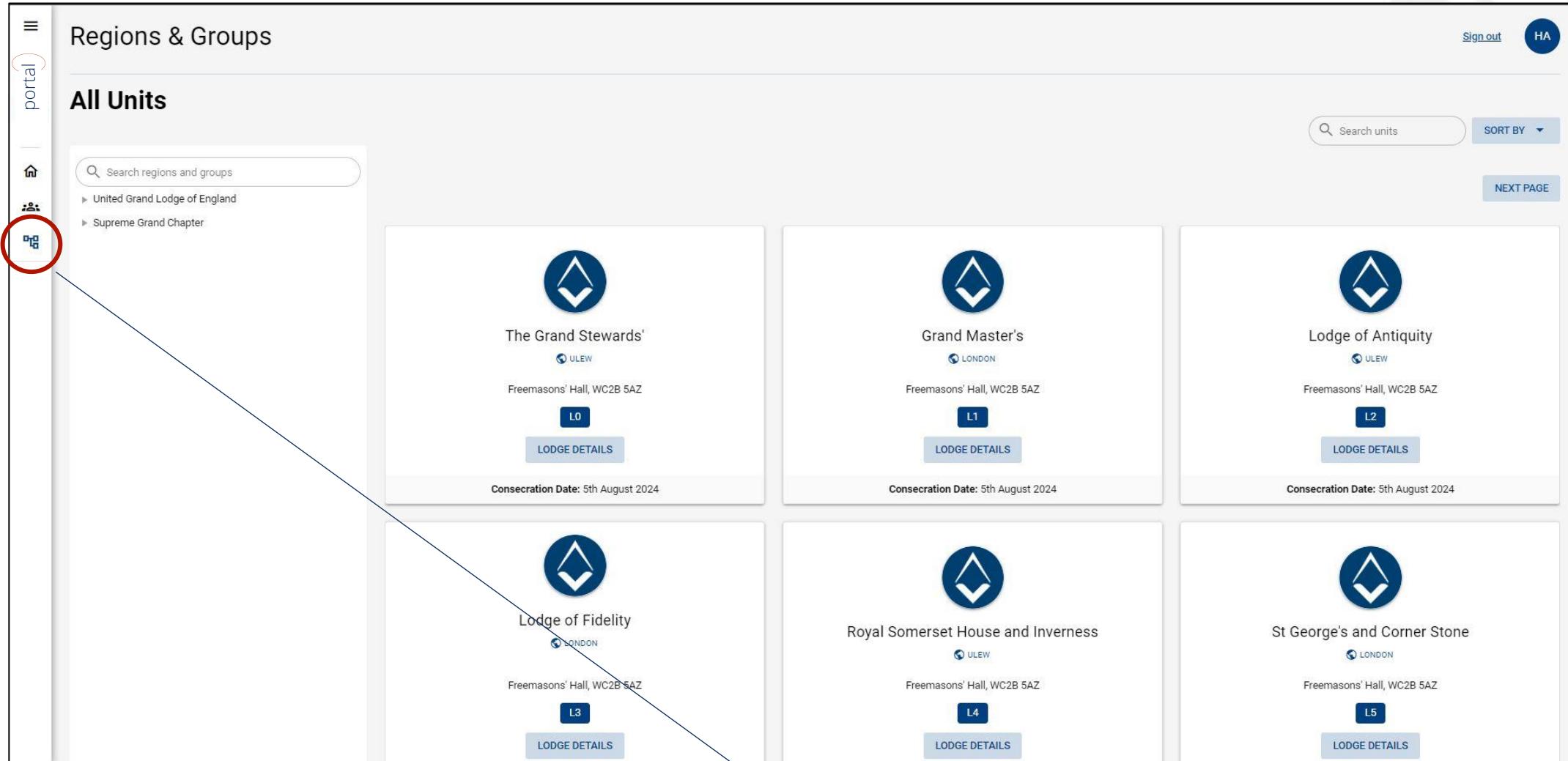
Masonic skills

Eg. 2nd Degree Tools, Address to Brethren.

Other skills & interests

Eg. Fishing, Volunteering

CANCEL SAVE



Regions & Groups

All Units

Search regions and groups

United Grand Lodge of England

Supreme Grand Chapter

The Grand Stewards'   
Freemasons' Hall, WC2B 5AZ  
L0 [LODGE DETAILS](#)  
Consecration Date: 5th August 2024

Grand Master's   
Freemasons' Hall, WC2B 5AZ  
L1 [LODGE DETAILS](#)  
Consecration Date: 5th August 2024

Lodge of Antiquity   
Freemasons' Hall, WC2B 5AZ  
L2 [LODGE DETAILS](#)  
Consecration Date: 5th August 2024

Lodge of Fidelity   
Freemasons' Hall, WC2B 5AZ  
L3 [LODGE DETAILS](#)

Royal Somerset House and Inverness   
Freemasons' Hall, WC2B 5AZ  
L4 [LODGE DETAILS](#)

St George's and Corner Stone   
Freemasons' Hall, WC2B 5AZ  
L5 [LODGE DETAILS](#)

Search units [SORT BY](#) [NEXT PAGE](#)

portal

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.

→ **Privacy Settings**  
Secondary Phone Number

Please select the privacy setting for your Secondary Phone Number. A description of the setting can be found below each option heading.

**Private**  
Your secondary phone number will only be visible to yourself and those with administrative rights.

**Unit**  
Your secondary phone number can be viewed by anyone who is also a member of any Lodge/Chapter to which you belong.

**Province**  
Your secondary phone number can be viewed by anyone who is a member of any Province/District to which you belong.

**Global**  
Your secondary phone number can be viewed by anyone who is registered.

**CANCEL** **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**

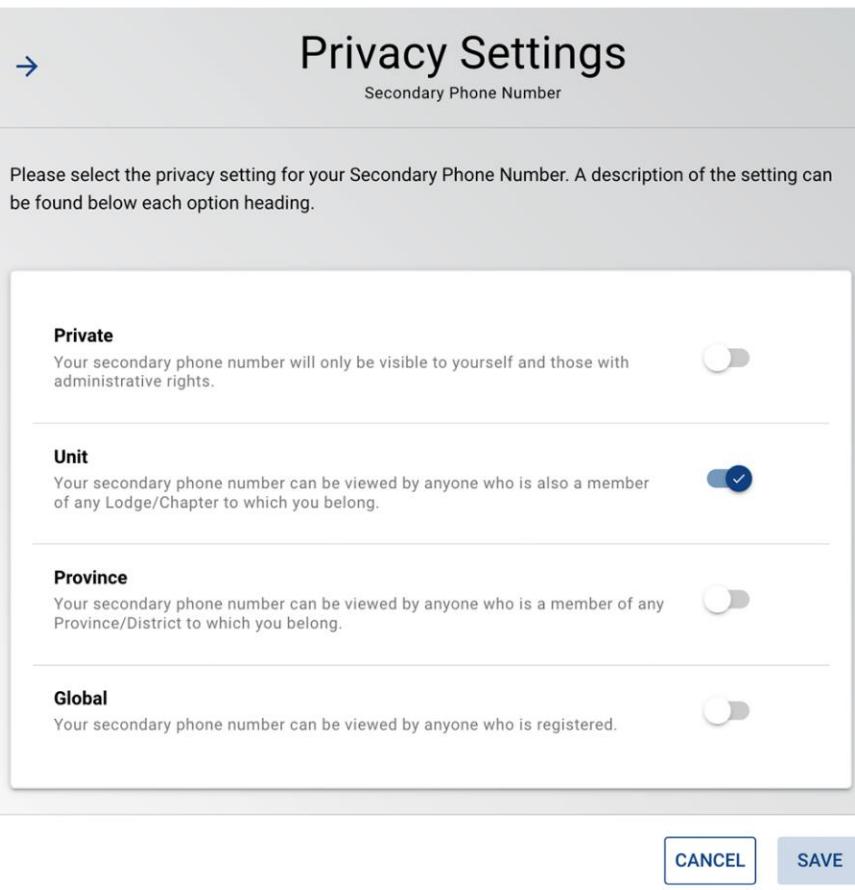
*In this instance the data is accessible to the member, any admin user and any member of a Lodge/Chapter in which the member is also a member*

- **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*



→ **Privacy Settings**  
Secondary Phone Number

Please select the privacy setting for your Secondary Phone Number. A description of the setting can be found below each option heading.

**Private**  
Your secondary phone number will only be visible to yourself and those with administrative rights.

**Unit**  
Your secondary phone number can be viewed by anyone who is also a member of any Lodge/Chapter to which you belong.

**Province**  
Your secondary phone number can be viewed by anyone who is a member of any Province/District to which you belong.

**Global**  
Your secondary phone number can be viewed by anyone who is registered.

**CANCEL** **SAVE**

# Thank you!

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

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

