Lodge Secretary: Installation and Getting Started

For Lodge Secretaries installing Lodge Secretary 3.0 · Nov 14, 2026

Before you start

What it is. Lodge Secretary is a desktop app for running a lodge: members, summons, minutes, attendance, dining, dues and returns. It runs on your own computer and keeps the lodge's records there, not on a website. It's free; donations are welcome but optional.

What you need

- A Mac (Apple Silicon or Intel) or a Windows 10 or 11 PC (64-bit).
- At least 1 GB of free disk space.
- An internet connection to download it, and later for e-mail, Google forms and backups. The app itself works offline.
- Optional but recommended: a **Google account for the lodge** (for example *yourlodge1234@gmail.com*), used for booking forms, e-mails and backups.

Which download. Go to **lodgesecretary.uk** and choose one of the three Download buttons:

Your computer	Download
Windows 10 or 11	**Windows** (LSWINLatest.exe)
Mac with an Apple chip (M1, M2, M3, M4, M5)	**Apple Silicon** (LSMACMLatest.dmg)
Older Mac with an Intel processor	**Intel Mac** (LSMACXLatest.dmg)

Not sure which Mac you have? Click the **Apple menu (top left) → About This Mac**. If it says **Chip: Apple M…**, choose Apple Silicon; if it says **Processor: …Intel…**, choose Intel Mac.

The buttons always fetch the latest version, so the same buttons are used for updates.

1. Installing on a Mac

1. Download the right file for your Mac (see above). It goes to your **Downloads** folder.
2. Double-click the downloaded **.dmg** file. A window opens showing the Lodge Secretary icon and an **Applications** folder.

3. **Drag the Lodge Secretary icon onto the Applications folder.** Wait for the copy to finish, then close the window and eject the disk (the eject button next to "Lodge Secretary" in Finder's sidebar).
4. Open your **Applications** folder and double-click **Lodge Secretary**.

The first time, the Mac will probably refuse to open it. Lodge Secretary is free charity software and isn't registered with Apple, so macOS says it can't check it for malicious software. This is expected. To allow it, once:

1. Click **Done** (or **OK**) on the warning.
2. Open **System Settings → Privacy & Security**, scroll down to the **Security** section, and click **Open Anyway** next to the message about Lodge Secretary.
3. Enter your Mac password if asked, then click **Open Anyway** again.

From then on it opens normally. To keep it handy, right-click its icon in the Dock and choose **Options → Keep in Dock**.

There's a step-by-step page with pictures at **lodgesecretary.uk/mac-installation**.

2. Installing on Windows

1. Download **LSWINLatest.exe** from lodgesecretary.uk. It goes to your **Downloads** folder.
2. Double-click it to run the installer.
3. **Windows may show a blue box: "Windows protected your PC".** This appears because the software isn't registered with Microsoft. Click **More info**, then **Run anyway**.
4. Follow the installer. When it finishes, Lodge Secretary opens, and a shortcut is added to the Start menu (and usually the desktop).

If your antivirus asks about it, choose to allow it.

3. The first time you open it

Lodge Secretary asks three things the first time it starts.

Who is using this computer? A box headed *"Welcome to Lodge Secretary — How are you using this installation?"* gives three choices:

Choose	When
Lodge Secretary	You are the Secretary. Most people pick this.

Choose	When
Treasurer	You look after the lodge's money and the Secretary will share data with you.
Assistant Secretary	You help the Secretary and will receive data from him.

If you pick Treasurer or Assistant Secretary, you are shown an **Installation Code**. Give this code to your Secretary ("Give your Secretary this code") so he can link your copy to his. You can change the role later in **Settings → Access Control**.

Create a Secretary PIN. The Secretary chooses a 4-digit PIN and clicks **Save PIN & Continue**. The PIN is asked for when you restore a backup and when you hand the lodge over to someone else. **Write it down somewhere safe.**

The donation reminder. Lodge Secretary is free; the lodge is asked to make a donation to charity. A reminder box appears. After a short wait you can click **Continue without donating**, or, if the lodge has donated, click **I've Made a Donation** and enter the response code you were given.

4. Creating your lodge

When there are no lodges yet, Lodge Secretary takes you to **Lodge Management**.

1. Click **Add New Lodge**.
2. Fill in:
   - **Lodge name** and **number**.
   - **Province** (this must be filled in), for example *Metropolitan Grand Lodge of London* or *Province of Surrey*.
   - **Order**: Craft Lodge, Royal Arch Chapter, Mark Lodge and about 25 others.
3. Save. The new lodge is now selected.
4. Open **Lodge Details** and fill in what you know: meeting place, meeting dates, installation month, officers and so on. You can come back to this at any time.

More than one lodge or chapter? Add each one the same way. Switch between them with the **Lodge Selector** at the top of the screen. Each lodge keeps its own members, dining, attendance and records.

5. Bringing in your members from the UGLE Portal

If your lodge is on the UGLE Portal, Lodge Secretary can read your member list straight from it, so you don't have to type everyone in.

Important: import into a **new, empty lodge**. Lodge Secretary refuses to import into a lodge that already has members ("Import Prohibited… You must always import into a fresh/empty lodge"), so nothing you've already entered can be overwritten.

1. Select the new lodge, then go to **Membership** and click **Import from UGLE Portal**.
2. A separate window opens at the Portal (desktop.portal.ugle.org.uk). **Log in as you normally do.**
3. Go to your lodge's **members** page. (Its web address contains */members?unit_id=* followed by your lodge's number on the Portal.)
4. A floating button **Extract Members →** appears. Click it.
5. Lodge Secretary shows the list it found. Tick **Import into lodge**, then check each Brother. Click the coloured badge on a row to change it between **Create**, **Update** and **Skip**.
6. Confirm. Your members are added.

What comes across: title, Masonic title, names, e-mail, phone, home address, and ranks and provinces.

Your privacy: the reading is done on your own computer. Nothing is sent to Lodge Secretary or anyone else, and your Portal password is never stored.

Not on the Portal? You can also bring members in from another lodge you already have in Lodge Secretary, or from an Excel spreadsheet, or add them one by one in Membership.

6. Next steps

- **Connect the lodge's Google account** in **Settings → Google Drive Backup**. This lets Lodge Secretary back up to Google Drive and send e-mails (dining forms, summonses, member records) from the lodge's Gmail.
- **Back up regularly.** Backups can be encrypted. Keep your Secretary PIN safe; you need it to restore.
- **Treasurer and Assistant Secretary.** Ask them to install Lodge Secretary, choose their role, and give you their Installation Code. Then link them in **Settings → Access Control**.
- **Updating.** Download the latest version from lodgesecretary.uk with the same buttons and install it over the top. Your data stays.
- **Moving to a new computer.** Make a backup on the old one, install on the new one, then restore the backup (you'll need your PIN).

7. If something goes wrong

Problem	What to do
Mac says it can't open the app	System Settings → Privacy & Security → **Open Anyway** (section 1).
Mac says the app is "damaged"	You probably downloaded the wrong Mac version. Check Apple Silicon or Intel and download again.
Windows blue "protected your PC" box	**More info → Run anyway** (section 2).
Portal import button doesn't appear	Make sure you are on the lodge **members** page, not the home page. Reload the page if needed.
"Import Prohibited"	The lodge already has members. Create a new, empty lodge and import into that.
E-mails won't send	Connect the Google account again in Settings → Google Drive Backup.
Forgotten PIN	Contact Lodge Secretary support through lodgesecretary.uk.

For more help, see the other guides at **lodgesecretary.uk/guides**.