Lodge Secretary: Lodge Passport Link — Secretary's Guide

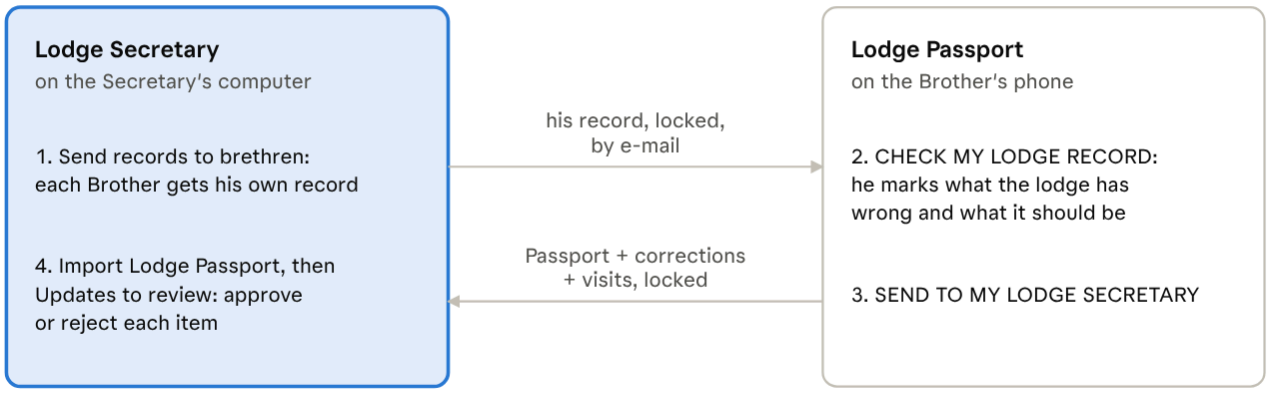
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Overview

Lodge Secretary (the Secretary's desktop app) and **Lodge Passport** (each Brother's personal record at lodgepassport.com) can now check each other. Each Brother sees exactly what his lodge holds about him, tells the Secretary what is wrong, and passes on things the Secretary wouldn't otherwise know, such as his visits to other lodges. The Secretary stays in charge: nothing on the lodge's records changes until he approves it.

There is no server and no online account. Both apps keep their data on the device they run on. Information travels only as **files**, sent by e-mail, and every file is **locked** (encrypted) with the lodge's **Link Code** (it looks like LSP-ABCD-EFGH-JKLM). A file locked with one lodge's code can only be opened by that lodge's Lodge Secretary or by a Brother who has the code.

Only locked files travel between the two apps; the Secretary approves every change



the round trip · 4 steps, files only

The round trip has four steps:

1. **Secretary sends.** Lodge Secretary e-mails each Brother a locked file of his lodge record.
2. **Brother checks.** In Lodge Passport he opens it with **CHECK MY LODGE RECORD**. Passport puts the lodge's details beside his own and marks the differences. For each item he says whether the lodge is right, whether his Passport is right, or what it should be.

3. **Brother replies.** He taps **SEND TO MY LODGE SECRETARY** and e-mails the file back. His corrections and his visits to other lodges travel inside it.
4. **Secretary reviews.** Lodge Secretary imports the file. Every correction, every other difference from his Passport, and his new visits become **flags** under **Membership → ⚑ Updates to review**, where the Secretary approves or rejects each one.

The Brother can also send his Passport at any time without being asked (step 3 on its own); any differences still arrive as flags.

Versions needed: Lodge Secretary **3.0.8** or later and Lodge Passport **1.16.0** or later.

1. Secretary: one-off set-up

1. In Lodge Secretary, open **Lodge Details** and find the **Lodge Passport link** panel.
2. Click **Make a Link Code for this lodge**. A code like **LSP-ABCD-EFGH-JKLM** appears.
3. Use **Copy instructions for the Brethren** to paste ready-made instructions into an e-mail or the summons, or **Copy code** for the code on its own.
4. Make sure the lodge's Google account is connected (**Settings → Google Drive Backup**): records are e-mailed from it.

Treat the code like a key. Give it only to members of the lodge. Each lodge you manage has its own code. If you ever click **Make a new code**, files made with the old code can no longer be opened, so give the brethren the new one.

Also check each Brother has an e-mail address on his record (Identity tab), because that's where his record will be sent.

2. Secretary: sending each Brother his record

1. Go to **Membership** and click **Send records to brethren**.
2. Everyone with an e-mail address is ticked. Untick anyone you don't want to send to. Brethren without an e-mail address are listed but can't be ticked; use the **download** button (⬇) on their line to save their file and send it another way.
3. Optional: tick **Also list his details in the e-mail itself** for brethren who don't use Lodge Passport. They can then reply with corrections in an ordinary e-mail.
4. Click **Send to N Brethren** and confirm. The e-mails go one at a time from the lodge's Google account ("Sending… 12 of 40"); keep the window open until it finishes. It then says how many were sent and names anyone it couldn't reach.

What each Brother receives: an e-mail headed "Your lodge record — *your lodge*", the attached file (named like *lodge-record-Smith-2026-11-13.json*), the lodge's Link Code, and four short steps telling him what to do in Lodge Passport.

What the record contains: his title, names, date of birth, Grand Lodge Certificate number, e-mail addresses, phone numbers and home address; his proposer, the proposal, ballot and degree dates and where each degree was taken; his mentor; his current and past offices in the lodge; his honours; and his other lodge memberships. Nothing about dues, dining or other members is included.

3. What the Brother does

The brethren have their own booklet, **Lodge Passport: Checking Your Lodge Record**, on the Guides page of lodgesecretary.uk. Send them the link with your first batch of records. In short, in his Passport (version 1.16.0 or later):

1. He saves the file from your e-mail, opens **Settings**, types the Link Code and taps **CHECK MY LODGE RECORD**.
2. For each item he says whether the lodge is right, whether his Passport is right, or what it should be, and can add a note about anything else. He taps **SAVE MY ANSWERS**.
3. He taps **SEND TO MY LODGE SECRETARY** and e-mails you the file, named like *lodge-passport-for-secretary-SMITH-2026-11-13.json*. It carries his whole Passport, his corrections and his visits to other lodges.

A Brother can also send his Passport at any time without being asked, for example after a new degree or some visits. It's imported in exactly the same way.

4. Secretary: importing a Passport and reviewing the flags

Importing

1. Save the file from the Brother's e-mail, then go to **Membership → Import Lodge Passport** and choose it. Lodge Secretary works out which of your lodges it's for from the Link Code.
2. Check **Which member is this?**. The best match is chosen for you; a member already linked to that Passport always comes first.
3. Click **Compare** to preview: the corrections he asked for (red), other differences between his Passport and the record (amber), items in his Passport but blank on the record (green), and how many visits to other lodges he has logged.
4. Click **Add to review list**. **Nothing on his record changes yet.** His Passport is linked to his record and kept as a document on it (Documents tab).

Reviewing: the ⚑ **Updates to review** button on the Membership page turns red and shows how many items are waiting. Click it to see them grouped by Brother. Each item shows what the record says now and what it would become, with a coloured tag:

Tag	Meaning
He asked for this	A correction he marked in his Passport. Any note he wrote is shown in quotes.
Differs from his Passport	His Passport and the record don't agree, or the record is blank.
From his Passport	His visits to other lodges not yet on his record.

- **Approve** makes the change on his record.
- **Reject** leaves the record as it is.
- **Done** appears instead of Approve for items Lodge Secretary can't change by itself, such as a new address typed into "anything else". Change it on his record yourself, then press Done.
- **Approve all** and **Reject all** deal with all of one Brother's items at once.

Decided items are kept on his record as history. If he sends a newer Passport before you've reviewed the last one, the new items replace the old ones still waiting.

Visits on his record: approved visits appear on the member's record, **Lodge Admin** tab, under **Visits to Other Lodges** (newest first). Meetings of your own lodge are never counted as visits. Each visit can be removed with ×.

5. What is compared

How each item in Lodge Passport lines up with the member's record in Lodge Secretary. Passport stores most text in capitals; Lodge Secretary tidies it ("ST JAMES'S LODGE" becomes "St James's Lodge") before comparing, and dates are compared as dates, so 1/6/70 and 01/06/1970 match.

Item	Lodge Passport	Lodge Secretary	Correction applied on Approve?
Masonic title	Rank (W Brother etc.)	Identity → Masonic title	Yes
Forenames	Forenames 1–3	Identity → Forenames	Yes
Surname	Surname	Identity → Surname	Yes
Date of birth	Date of birth	Identity → Date of birth	Yes
E-mail	Contact e-mail	Identity → E-mail 1	Yes

Item	Lodge Passport	Lodge Secretary	Correction applied on Approve?
Second e-mail, phones	(not kept)	Identity → E-mail 2, Mobile 1 and 2	Yes
Home address	(not kept)	Identity → Home address	By hand (Done)
Grand Lodge Certificate no.	Grand Lodge Certificate	Identity → GL Certificate number	Yes
Photograph	Photo	Member photo	Yes (difference only)
Proposer	Sponsor	Lodge Admin → Proposer	Yes
Proposed, balloted	Proposed date, Balloted date	Lodge Admin → dates	Yes
Initiated, passed, raised	Degree certificate dates	Lodge Admin → degree dates	Yes
Where each degree was taken	Degree certificate lodge	Lodge Admin → "in another lodge" + lodge	Yes (difference only)
Mentor	Mother Lodge Mentor (latest)	Lodge Admin → Mentor	Yes
Offices in this lodge	Offices Held, Worshipful Master	Offices → Past offices	Yes (difference only)
Provincial honours	Masonic Honours	Promotions	Yes (difference only)
Other lodges, chapters, orders	Other Lodges / Chapters / Orders	Lodge Admin → Other Lodge Memberships	Yes (difference only)
Visits to other lodges	Summons & Notes and older Visits list	Lodge Admin → Visits to Other Lodges	Yes
Anything else	Free-text note	—	By hand (Done)

"Difference only" means the item comes across as a Passport difference, not as a correction the Brother can type. A current office is reported for information only, because offices are set in Officer Management. Dues, dining, attendance at his own lodge, LoI attendance and the ritual log are not copied into the record; they stay in his Passport file, kept on his record under Documents.

6. Questions and troubleshooting

Problem	What to do
Passport says "That file can't be opened with this Link Code"	The code typed in Settings doesn't match the one the record was locked with. Copy it again from the Secretary's e-mail. If the Secretary has made a new code since, he needs to send the record again.
Passport says "That isn't a lodge record file"	He chose the wrong file, such as a Passport backup. Choose the file from the Secretary's e-mail, named *lodge-record-…json*.
No CHECK MY LODGE RECORD button	His Passport is older than 1.16.0. Close and reopen it with an internet connection so it updates.
Lodge Secretary says the file was made with a different Link Code	The Brother used an old or mistyped code. Give him the current code from Lodge Details and ask him to send again.
Lodge Secretary says it's an ordinary Passport backup	He used BACKUP PASSPORT instead of SEND TO MY LODGE SECRETARY. Ask him to send it with the Link Code.
The wrong member is suggested	Choose the right one under **Which member is this?**. His Passport is then linked to that member and will be matched automatically next time.
A Brother isn't on the list in Send records	He has no e-mail address, or he's marked inactive, deceased, ceased or a non-member. Add his e-mail on the Identity tab, or use the download button.
"The lodge's Google account isn't connected"	Connect it in **Settings → Google Drive Backup**, then send again.
Approve says "The Passport this came from is no longer on his record"	The Passport document was deleted from his Documents tab. Import his Passport file again.

Is it safe to e-mail these files? Each file is encrypted with AES-256 using the lodge's Link Code, so a file that goes astray can't be read without the code. The e-mail to the Brother contains the code so that he can open his file; anyone who has both his e-mail and the

attachment could read his record, just as with any e-mail sent to him. The Link Code should stay within the lodge.

Does anything happen automatically? No. Nothing is sent without someone pressing Send, nothing is uploaded to a server, and nothing changes on the lodge's records until the Secretary approves it.

Appendix: technical details

For anyone maintaining either app. The two apps must stay in step on everything below.

Encryption (both directions). The key is derived from the Link Code with all characters except A–Z and 0–9 removed and upper-cased (`LSPABCDEFGHJKLM`), using PBKDF2 with SHA-256, 200,000 iterations and a random 16-byte salt, giving an AES-256-GCM key. Each file has a random 12-byte IV. Salt, IV and ciphertext are base64. A Link Code is `LSP` plus 12 characters from `ABCDEFGHJKLMNPQRSTUVWXYZ23456789` (no 0, O, 1 or I).

Lodge record file (Lodge Secretary → Passport). Made by `services/passportRecord.ts` (`buildMemberRecord`, `lockRecord`); opened by `app.js` (`decryptLodgeRecord`, `renderLodgeRecordCheck`).

```
{ "format": "lodge-secretary-record-for-passport", "version": 1, "createdAt":
"…",
  "kdf": { "name": "PBKDF2", "hash": "SHA-256", "iterations": 200000, "salt":
"…" },
  "cipher": { "name": "AES-GCM", "iv": "…" }, "data": "…" }
```

Decrypted: `{ kind: "lodge-secretary-record", recordVersion: 1, sentAt, memberRef, lodge: { name, number }, fields: [{ key, section, label, value, passportHolds }], lists: { currentOffice, pastOffices[], honours[], otherMemberships[] } }`. Dates in `value` are DD/MM/YYYY. Field keys: `masonicTitle, forenames, surname, dob, glcert, email, email2, mobile, mobile2, homeAddress, proposer, proposed, balloted, dateInitiated, initiatedWhere, datePassed, passedWhere, dateRaised, raisedWhere, mentor`. These are the same keys as the rows of Lodge Secretary's Passport comparison (`comparePassport` in `services/lodgePassport.ts`).

Passport file (Passport → Lodge Secretary). Unchanged envelope `lodge-passport-for-lodge-secretary` version 1, decrypted `{ kind: "lodge-passport-share", passportVersion, passportInstallCode, lodgeLabel, sentAt, backup }`. From Passport 1.16.0 it may also carry `corrections: [{ key, label, lodgeValue,`

`correctValue, note? }]`, `recordMemberRef` and `recordCheckedAt`. The key `other` is the free-text note. Older Lodge Secretary versions ignore these extra fields, so the change is backwards-compatible.

Where things are kept.

- Passport: `profile.lsLinkCode`, `profile.lsCorrections` (waiting), `profile.lsCorrectionsSent` (last sent), `profile.lsRecordMemberRef`, `profile.lsRecordCheckedAt`.
- Lodge Secretary: `member.updateFlags[]` (`MemberUpdateFlag`: source `brother` / `passport` / `visits`, status `pending` / `approved` / `rejected`, and an `op` saying what approval does: `set` a field path, re-apply a `passport-row`, add `visits`, or `info` for a change made by hand); `member.lodgeAdmin.visits[]`; `member.lodgeAdmin.passport` (link); the Passport file itself in `member.documents.files` (id starting `passport-`).

Versions. Lodge Secretary 3.0.8 (new files: `services/passportRecord.ts`, `components/MemberFlagsReview.tsx`, `components/SendMemberRecordsModal.tsx`). Lodge Passport 1.16.0 (change `APP_VERSION` in `app.js`, the cache name in `service-worker.js` and the `?v=` numbers in `index.html` together).