


1. Log into E-scribe. (NOTE: For the purposes of this I am using myself as an example, I am not granting myself an honor)
2. Click on “New Honor Nomination” If you can’t see that part of the screen, email Peter Brusoe.



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DeMolay eScribe

Hello Peter!


No messages in Notifications Center










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3. Then select the DeMolay Chapter or Unit the person is involved with. Some important notes: (A) It's based on the person's primary organization, so if the person belonged to St. Andrew's as a youth, but serves on the Empire Chapter advisory council, they will be under St. Andrew's. In some cases there are multiple chapters with the same name, but from different eras. Make sure that person is correct.

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### Honors Nomination

Jurisdiction: New York #033

Organization: Select

- Amherst #033083
- Amityville #033002
- Auburn #033097
- Auburn #033131
- Babylon #033085
- Baldwin #033003
- Baldwinville #033103
- Baldwinville #033996
- Baron Steuben #033978
- Baron Steuben #033106
- Bath #033994
- Bay Shore #033899

Create Package

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4. Select the honor you wish to put the person in for, and then click “add”

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### Honors Nomination

Package #6303

Saint Andrews #033068

Submit Delete Back

Add to Package

Select

- Select
- 
- Chevalier
- Cross of Honor
- Legion of Honor - Active
- Legion of Honor - Civic
- Legion of Honor - Honorary

Add

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5. A pop-up screen will appear, put the person's last name in the search, or if you know their DeMolay ID, you can enter it there as well. If the person doesn't show up, reach out to Peter Brusoe.

Cross of Honor (Search)

DeMolay ID:

Full Name:

Organization:

DeMolay ID	Name
259464	Peter William Brusoe PIMC

6. Click on the person's name and the nomination form will appear. I find the form clunky, so you may be better off typing it in a word document and then copying and pasting it.

Cross of Honor

### Section 1 - Nominee Personal Information

DeMolay ID:

Full Name:

Initiatory Degree:

DeMolay Degree:

### Section 2 - DeMolay and Masonic Profile

1) DeMolay Offices Held

1.1) Check DeMolay Offices Held ☐

2) DeMolay Honors and Awards

7. On the attachments, please upload your minutes of the meeting

Supporting documents could include a resume, pertinent news articles, online features, video clips, and much more! Upload any items you feel are important for the committee to review

<input type="text"/>	<input type="button" value="Attach"/>	<input type="text"/>	<input type="button" value="Attach"/>
<input type="text"/>	<input type="button" value="Attach"/>	<input type="text"/>	<input type="button" value="Attach"/>

8. At the end, click agree. This will take you back out, please hit “submit”

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### Honors Nonimation

Add to Package

Package Contents

Cross of Honor

1 - Peter William Brusoe PIMC

9. Go to package tracking:

### Package Tracking

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Click on any of the lines below to access the application/package contents!

As an administrator of your organization, you will be able to view the packages that your members have created, but you will not have access to their contents.

#	Type	Org	Create By	Last Change Created On	Status
006303 (H)	Honors	#033068 (C)	Peter William Brusoe PIMC	Dec 21, 2025 Dec 21, 2025	Pending Payment

10. Click on the package, select “pay”

DeMolay eScribe

### Package Tracking (Honors Nonimation)

Package Contents

Cross of Honor

1 - Peter William Brusoe PIMC

Change History

Pay and you'll be all set.