

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.

The screenshot shows the DeMolay eScribe mobile application. The left side is a dark sidebar with the DeMolay International logo at the top. Below the logo are several menu items with icons: Education (book), Helpdesk (person), Resources (cloud), Package Center, Nominations & Registrations (document), Packages (box), Packages Tracking, Outstanding, Dashboard, Nominations, New DI Nomination, New Honor Nomination (which is highlighted with a blue background), and Registrations. Under Registrations, there are links for New Adult Registration and New Youth Registration. The main content area on the right is titled "DeMolay eScribe" and features a large banner with the text "Hello Peter!" and "ROAD BEGINS HERE". The banner also includes the DeMolay International logo and a yellow button with an envelope icon labeled "BEADEMOLAY.ORG". Below the banner are three smaller cards: one for "Resources" with a download icon, one for "DeMolay Wallet ID" with a card icon, and one for "Knowledge Base Click Here" with a "ROAD BEGINS HERE" graphic.

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.

DeMolay eScribe

Honors Nomination

| | |
|---------------|--|
| Jurisdiction | Organization |
| New York #033 | Select Amherst #033083 Amityville #033002 Auburn #033097 Auburn #033131 Babylon #033085 Baldwin #033003 Baldwinsville #033103 Baldwinsville #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"

DeMolay eScribe

Honors Nonimation

| | | | |
|-----------------------|--------|--------|------|
| Package #6303 | Submit | Delete | Back |
| Saint Andrews #033068 | | | |

Add to Package

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

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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 | 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 259464 | Full Name Peter William Brusoe PIMC |
| Initiatory Degree 12/27/1997 | DeMolay Degree 12/27/1997 |

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="file"/> | Attach | <input type="file"/> | Attach |
| <input type="file"/> | Attach | <input type="file"/> | Attach |

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

DeMolay eScribe

Honors Nonimation

Package #6303

Saint Andrews #033068

Submit Delete Back

Add to Package

Cross of Honor

Add

Package Contents

Cross of Honor

1 - Peter William Brusoe PIMC

9. Go to package tracking:

Package Tracking

| | | | | |
|----------------------|----------------------|--------------|---------------|--------------|
| Package ID | Member ID | Package Type | Jurisdiction | Organization |
| <input type="text"/> | <input type="text"/> | Select | New York #033 | Select |
| Package Content | Package Status | From | To | |
| Select | Select | mm/dd/yyyy | mm/dd/yyyy | |

Search Clear Pay Group

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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 #6303

Saint Andrews #033068

US\$ 125.00

Pay Delete

Package Contents

Cross of Honor

1 - Peter William Brusoe PIMC

Change History

Pay and you'll be all set.