HOW TO ADD AN OFFICER





Adding a club officer in Rotary's database gives that officer access to resources needed to do Rotary business online.

CLUB ADMINISTRATION

ADD/EDIT/REMOVE

Add/edit/remove member

Add new members, edit current member contact information, and remove members that are no longer in your club.

Add/edit/remove club officers

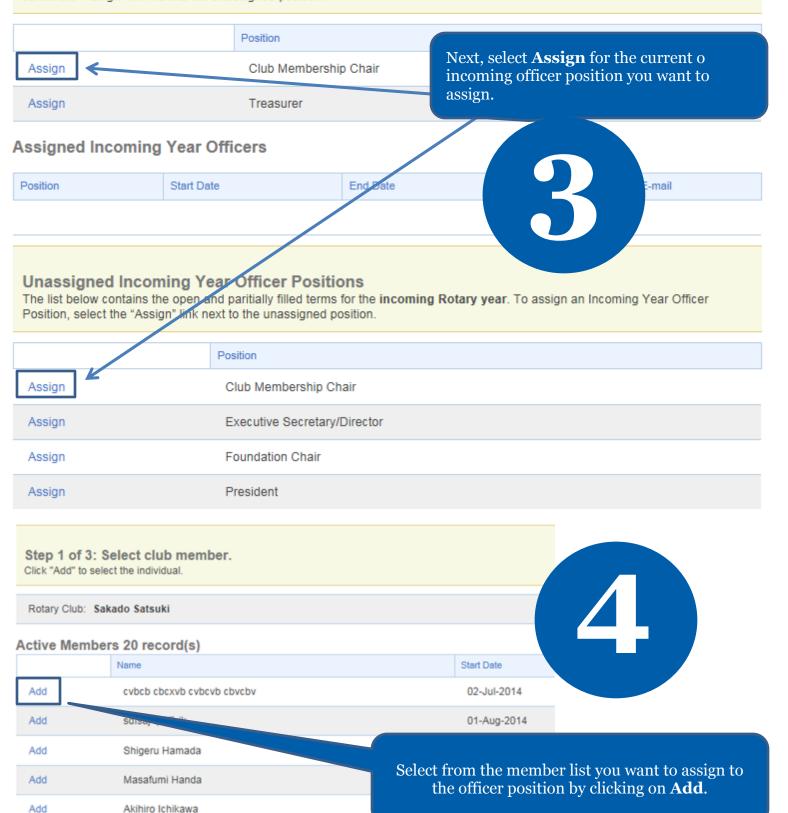
Install, edit, or remove current and incoming club officers.

Select Add/edit/remove club officer.



Unassigned Current Year Officer Positions

The list below contains the open and paritially filled terms for the current Rotary year. To assign a Current Year Officer Position, select the "Assign" link next to the unassigned position.





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Step 2 of 3: Confirm address and contact information.

If the information is correct, click "Add Current Officer" or "Add Incoming Officer." If any contact information is Contact Info." To choose a different individual, click "Back to Step 1 of 3."

Name Address Phone Fax E-mail Club

Edit Contact cvbcb cbcxvb cvbcvb dvg dfg MH India gggghdsfgsd@cdv.com Satsuki

Add Current Officer

Add Incoming Officer

Confirm by selecting **Add Current Officer** or **Add Incoming Officer**. Or, you can select Edit Contact Info to make changes.

Step 3 of 3: Add incoming officer.

Choose a position and enter start date. Click "Submit."

Name: cybcb cbcxyb cybcyb cbycby

Rotary Club: Sakado Satsuki

Club officers with partially completed terms

Position Name Start Date End Date

Position Executive Secretary/Director Start Date 01-JUL-2015 End Date 30-JUN-2016	Check to confirm all information is correct and select Submit .	6
Submit	Cancel	

