

# HOW TO ADD AN OFFICER



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**CLUB & DISTRICT ADMINISTRATION** **TOOLS** **PRODUCTS**

- Club Administration
- District Administration
- Contributions
- Reports
- Club Invoice

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- Mobile Apps
- Member Data Inte

- Shop
- Licensed Vendors
- Special Offers

**TRAVEL & EXPENSES**

Images & Video

**1**

Sign in to rotary.org. Then go to **Manage**, then **Club Administration**.

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

**2**

**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 partially filled terms for the **current Rotary year**. To assign a Current Year Officer Position, select the "Assign" link next to the unassigned position.

	Position
<a href="#">Assign</a>	Club Membership Chair
<a href="#">Assign</a>	Treasurer

Next, select **Assign** for the current o incoming officer position you want to assign.

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## Assigned Incoming Year Officers

Position	Start Date	End Date	E-mail
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## Unassigned Incoming Year Officer Positions

The list below contains the open and partially filled terms for the **incoming Rotary year**. To assign an Incoming Year Officer Position, select the "Assign" link next to the unassigned position.

	Position
<a href="#">Assign</a>	Club Membership Chair
<a href="#">Assign</a>	Executive Secretary/Director
<a href="#">Assign</a>	Foundation Chair
<a href="#">Assign</a>	President

### Step 1 of 3: Select club member.

Click "Add" to select the individual.

Rotary Club: **Sakado Satsuki**

### Active Members 20 record(s)

	Name	Start Date
<a href="#">Add</a>	cvbcb cbcxvb cvbcbv cbvcbv	02-Jul-2014
<a href="#">Add</a>	Sunsoy	01-Aug-2014
<a href="#">Add</a>	Shigeru Hamada	
<a href="#">Add</a>	Masafumi Handa	
<a href="#">Add</a>	Akihiro Ichikawa	

Select from the member list you want to assign to the officer position by clicking on **Add**.

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[Back to Step 1 of 3](#)

[Back to Club Data](#)



### 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 incorrect, click "Edit Contact Info." To choose a different individual, click "Back to Step 1 of 3."

	Name	Address	Phone	Fax	E-mail	Club
<a href="#">Edit Contact Info</a>	cvbcb cbcxvb cvbcbv cbvcbv	dvg dfg MH India			gggghdsfgsd@cdv.com	Sakado 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: cvbcb cbcxvb cvbcbv cbvcbv

Rotary Club: Sakado Satsuki

### Club officers with partially completed terms

Position	Name	Start Date	End Date
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Position

Executive Secretary/Director

Start Date

01-JUL-2015

End Date

30-JUN-2016

Submit

Cancel

Check to confirm all information is correct and select **Submit**.

