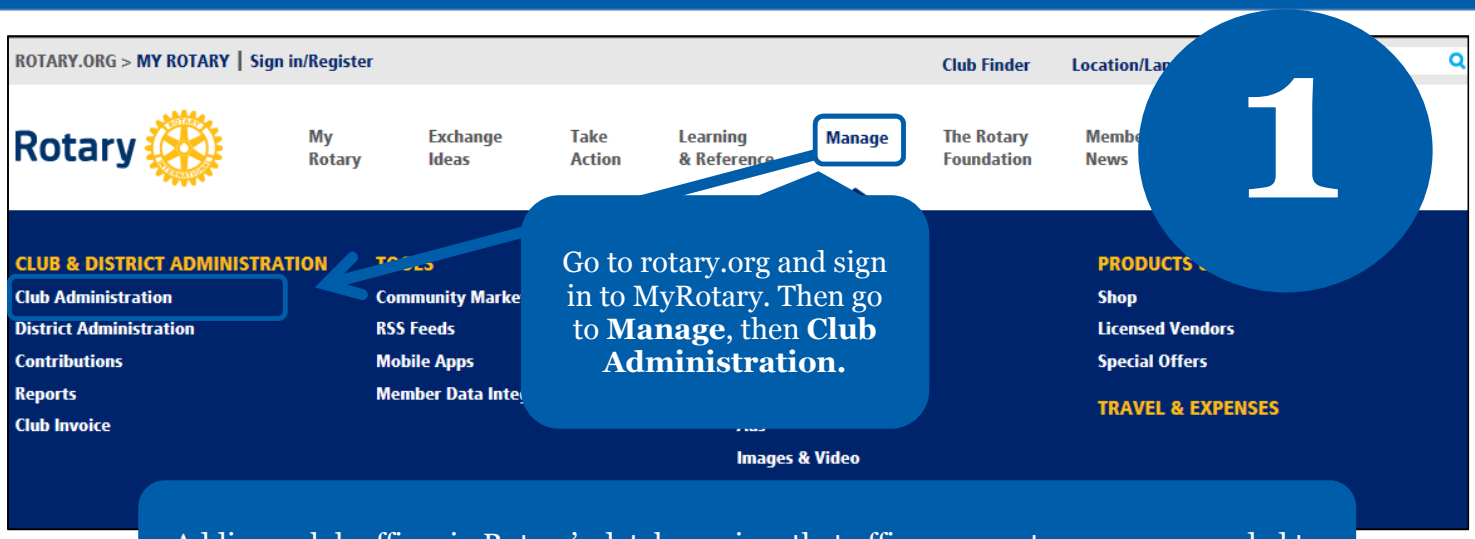
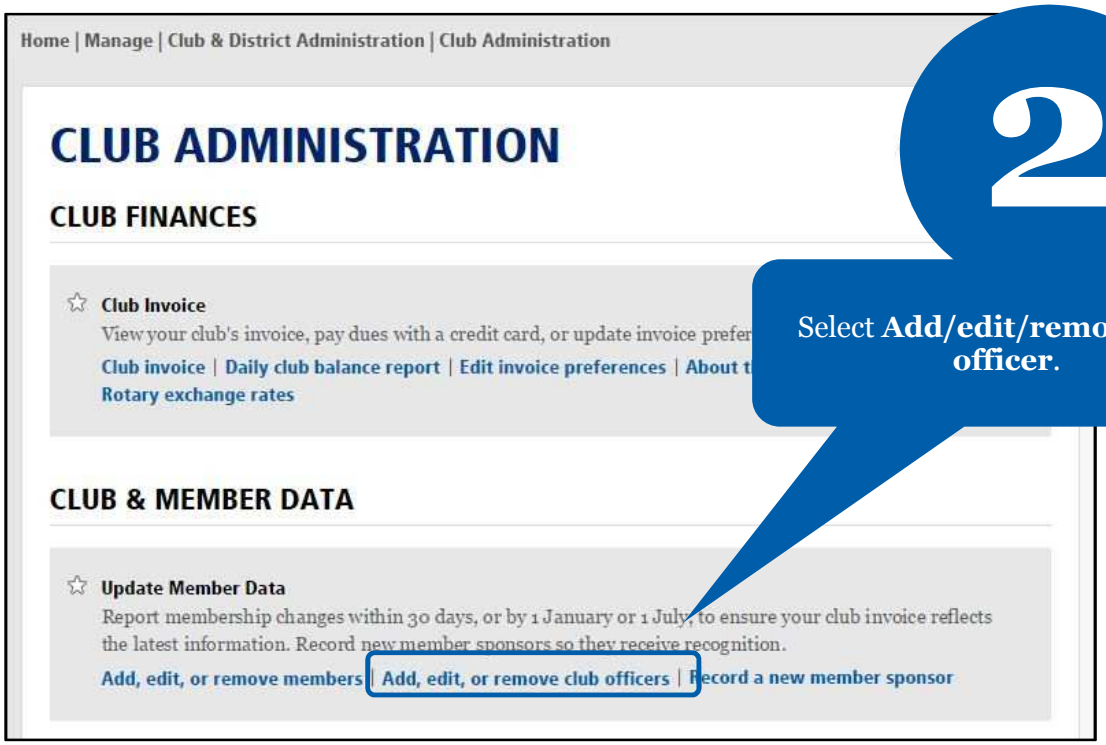
HOW TO ADD AN OFFICER



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



Rotary

May 2015

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.

	Position
Assign	Club Membership Chair
Assign	Treasurer

Next, scroll down to the **Unassigned officer positions** and select **Assign** for the current or incoming officer position you want to assign.

3

Assigned Incoming Year Officers

Position	Start Date	End Date	E-mail

Unassigned Incoming Year Officer Positions

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

	Position
Assign	Club Membership Chair
Assign	Executive Secretary/Director
Assign	Foundation Chair
Assign	President

Step 1 of 3: Select club member.

Click "Add" to select the individual.

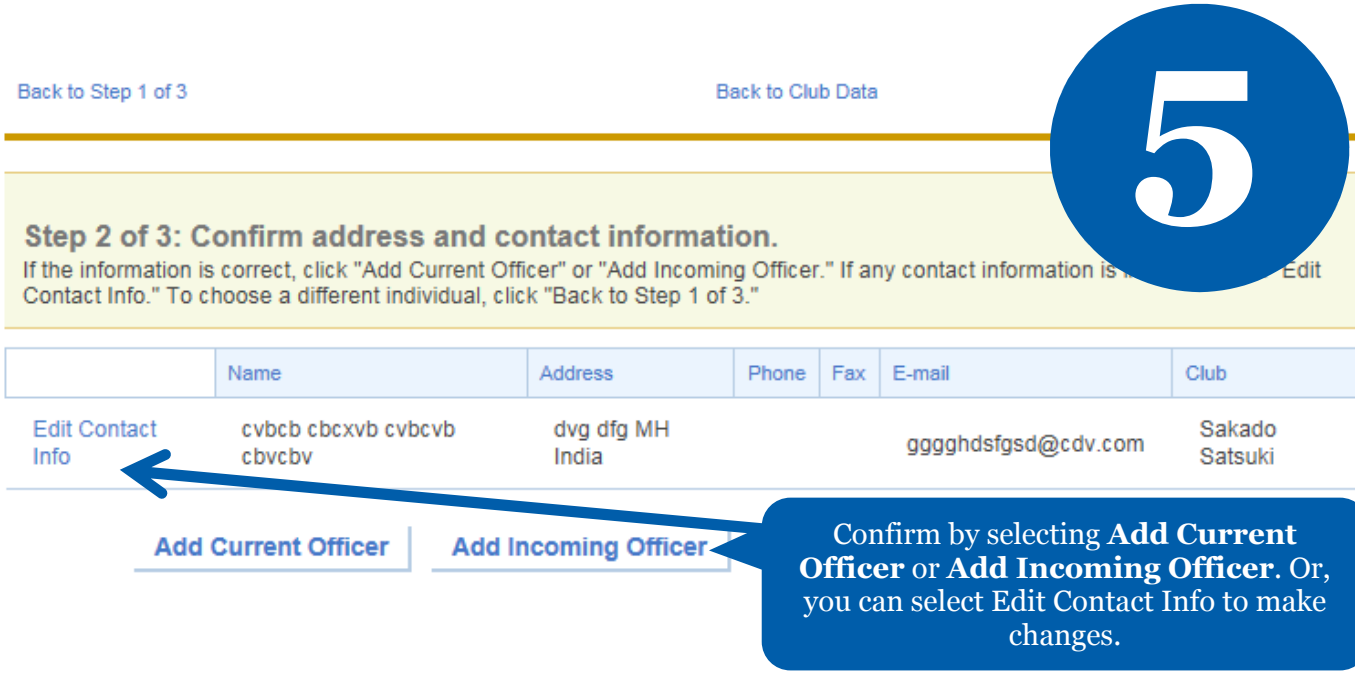
Rotary Club:

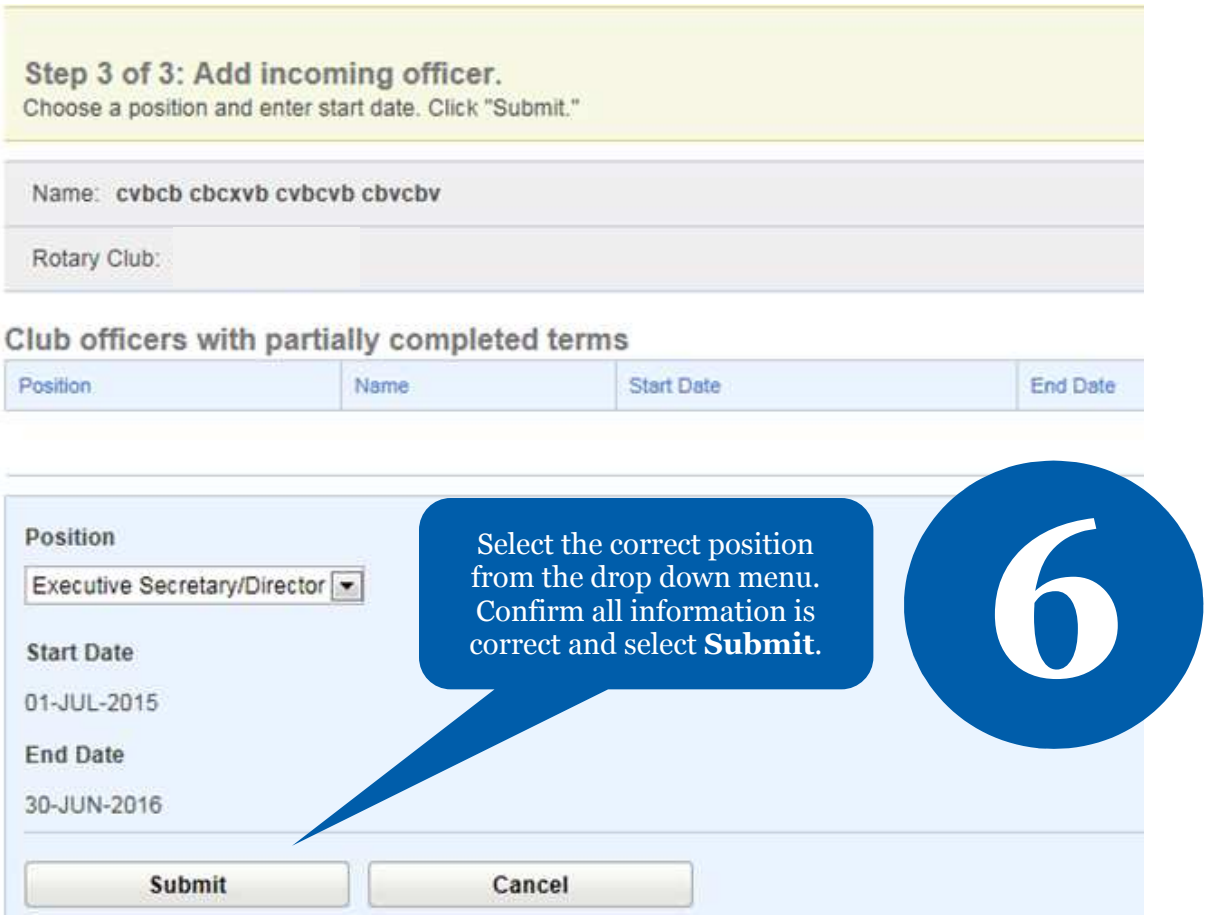
Active Members 20 record(s)

	Name	Start Date
Add	cvbcb cbcxvb cvbcvb cbvcbv	02-Jul-2014
Add	sdfsaj [illegible]	01-Aug-2014

4

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


Back to Step 1 of 3
Back to Club Data
5
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 i Edit Contact Info." To choose a different individual, click "Back to Step 1 of 3."
Name
Address
Phone
Fax
E-mail
Club
Edit Contact Info
cvbcb cbcxvb cvbcvb 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 cvbcvb cbvcbv
Rotary Club:
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
Submit
Cancel
Select the correct position from the drop down menu. Confirm all information is correct and select Submit.
6