

HOW TO MANAGE CLUB OFFICERS

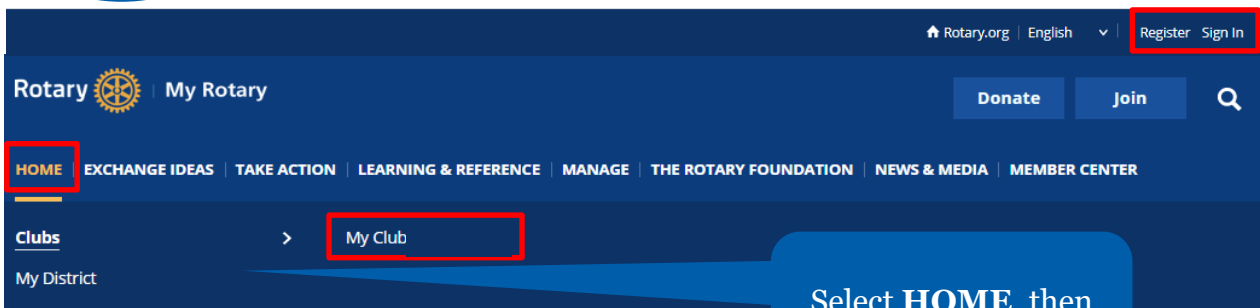


1

GO TO YOUR CLUB'S PAGE

Go to My Rotary and sign in.

Or select **Register** to get a My Rotary account.



Select **HOME**, then **My Club**.

2

GO TO THE MANAGE CLUB OFFICERS PAGE

Madrid Puerta de

Select **Members**.

Club Details

Members

Administration

Rotary Club

NOT EDITABLE

Location	District	Chartered
null, Spain		2002

Contact Information

EDIT

Email Address
None

Phone Number

Fax Number

1 of 6

DELETE EDIT

NewOnlinemeetingname1

Language
Chinese

Notes
Meeting Comment

When
Monday at 10:30
once a week

Where (Online)
online location
To join the meeting remotely, access the website:
www.rotary.org

Lane Cove

Club Details

Members

If you have questions about your club membership, please contact your Club and District Support Team.

ADD A MEMBER

MANAGE CLUB OFFICERS

Select **MANAGE CLUB OFFICERS**.

Search club members

Term

Name

E-Mail

E-mail

SEARCH

3


VIEW CLUB OFFICERS

Manage Club Officers

Select club members to fulfill designated roles

This page shows the list filled and empty club roles.
Here, you can add, edit, or remove club officers.

Name

Use the arrow to select the year.

CLUB OFFICERS (6)

CLUB EXECUTIVE SECRETARY/DIRECTOR



BmQkVXEjdH ZiYNvCerBf WbROv

Start: 2019-07-01 End: 2020-06-23



Start: 2020-06-24 End: 2020-06-30



CLUB FOUNDATION CHAIR



LuK DMYUYtBh sDoeVwJEo

Start: 2019-07-01 End: 2020-06-30



4 ADD A CLUB OFFICER

Manage Club Officers

Select club members to fulfill designated roles

Term

2020-2021 | v

CLUB OFFICERS (6)

CLUB FOUNDATION CHAIR
Unassigned

CLUB MEMBERSHIP CHAIR
Unassigned

CLUB PRESIDENT

 **vdbcjb N ttBgaP**
Start: 2020-07-01 End: 2021-06-30

Select the + by a role to assign a member to that role.
Note: Only incoming and current club officers can add officers to My Rotary.



Select a member

Select a member for the role of **Club Executive Secretary/Director** for 2020-07-01 through 2021-06-30.

Search by name




Search by email

SEARCH

To search for a member, type a name or email address. Then select **SEARCH**.

Or, scroll through the member list to find a member.

CLUB MEMBERS (36)

	IZ CLFNKNxnN BkywqVjwmT Member Member since 2006	SELECT
	njnWrJJ vzUIGvIr de Honorary Member since 2020	SELECT
	gl vZVU wykyCHiO Club President Member since 2018	SELECT

Choose **SELECT** by the member's name to assign that member the role.

Confirm Officer Details

Please make sure the member's email address is up-to-date.

Member

IZ CLFNKNxnN BkywqVJwmT

Review the officer's details and confirm the information is correct.

Term

2020-2021 Start: 2020-07-01 End: 2021-06-30

Role

Club Executive Secretary/Director

Start Date

2020-07-01

End Date

2021-06-30

Member Email*

Select FINISH.

FINISH

5 REMOVE A CLUB OFFICER

< Members

Manage Club Officers

Select club members to fulfill designated roles

Name

CLUB OFFICERS (6)

CLUB EXECUTIVE SECRETARY/DIRECTOR



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Start: 2020-06-24 End: 2020-06-30



CLUB FOUNDATION CHAIR



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Start: 2019-07-01 End: 2020-06-30



Select the ... in the member's record.

Select **Remove from officer role.**

- View Member Details
- Remove from officer role**

Remove this person from officer role?

The club officer position will become unassigned. Please select an end date.

End Date*

2020-06-23



REMOVE

CANCEL AND BACK TO CLUB ROSTER

Select REMOVE.

Manage Club Officers

Select club members to fulfill designated roles

Name

2019-2020



CLUB OFFICERS (6)

CLUB EXECUTIVE SECRETARY/DIRECTOR



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Start: 2019-07-01 End: 2020-06-23



Start: 2020-06-24 End: 2020-06-30



CLUB FOUNDATION CHAIR



LuK DMYUYtBh sDoeVwjEo

Start: 2019-07-01 End: 2020-06-24



Start: 2020-06-25 End: 2020-06-30

