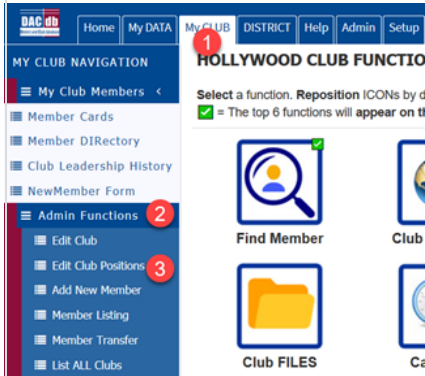


Use the "Search" field at the top right to search for a help topic.

HOW TO EDIT CLUB POSITIONS USING THE NEW USER INTERFACE

It is highly recommended that you go to the Help tab and on the left navigation column, scroll down and click on Club. There is an 11 minute video to watch that is very helpful. The way to edit positions is covered very nicely in this video.

Getting to the Edit Club Positions is slightly different in the New Use Interface. Once in the New Interface, you scroll down on the left navigation column to Admin Functions and select Edit Club Positions.



A new screen opens where you will see is an edit pencil in front of each member. Click on the pencil of the first individual you need to edit, and it will open to their information.

Edit	Club Member Name	MemberType	Sec. Lvl	2018-19 Positions
- A -				
	Aniston, Jennifer	Active	4	iPast President (IPP)
- B -				
	Baba, Ali	Active-Satellite	4	
	Brosnan, Pierce	Active-R85	1	
- C -				
	Cage, Nicolas	Active	5	
	Craig, Daniel	Active	1	
	CRMlast, CRMfirst	Active	1	
	Cruise, Tom	Active	4	President-Elect (PE)
- D -				
	Damon, Matt	Active	4	Secretary (S)
	Diaz, Cameron	Active	2	
	Dobra, Jed	Active	4	Club Executive Secretary (CES) (05/26/19 - 06/30/19)

When you click on the pencil, the Club Position Admin page opens for that individual:

Club Position Admin

Manage your Club position here. Click [Edit] to change or add new roles to position(s) that are already defined for a given time period. Click [Add] to add a new position in a different time period (in most situations this would be in a new OrgYear period).

Aniston, Jennifer ID=800218032 Close Clone Last Position Delete Edit Add

Active	Start Date	End Date	Club Position Name	Leader	S-Lvl	Sort	Updated
<input checked="" type="checkbox"/>	07/01/18	06/30/19	iPast President	<input checked="" type="checkbox"/>	4	32	Kelly, Lin 06/05/17
<input type="checkbox"/>	07/01/17	06/30/18	President	<input checked="" type="checkbox"/>	4	1	Kelly, Lin 06/05/17

Active position -- Current member position in use

LP (Leader Position) - Check this if you want the position shown at the top of the #SESSION.ClubLabel# listing.
S-Lvl (Security Level) - Security level for this position (e.g., 4 is #SESSION.ClubLabel# officer). You cannot grant a security level higher than your own.
Sort (Sort Position) - Affects the leader position sorting sequence; lower numbers sort first.

Now very important, you can only have one org year on a line, but you can have multiple positions in the same org year. If an individual is going to repeat their position from the year before, you can simply clone the last position. If they are going to have a new position, then you will click on the Add button.

Check the start date and end dates are correct; then select the grey "Add" button next to the position field:

Aniston, Jennifer ID={new} Cancel Add

You are about to ADD a new Club position. There must be only one (1) row per OrgYear and the Start and End dates should generally be the first and last days of the OrgYear -- unless you are adding a new position mid-year or terminating an existing position. To add club positions, click the [Add] button next to the Club position field. To ADD an additional Club "role" to an existing position, use the EDIT vs. ADD.

Active	Start Date	End Date	Club Position Name	Leader	S-Lvl	Sort
<input checked="" type="checkbox"/>	07/01/2019	06/30/2020	<input type="text" value=""/>	<input type="checkbox"/>	1	0
<input checked="" type="checkbox"/>	07/01/18	06/30/19	iPast President	<input checked="" type="checkbox"/>	4	32
<input type="checkbox"/>	07/01/17	06/30/18	President	<input checked="" type="checkbox"/>	4	1

In this example, this individual will hold three positions; put a check mark in all three and click on save on the bottom of the box.

Select Club Roles

District Default Key: Positive (red) (5 of 7 / Sort)

Check one or more roles from the list below for the SAME time period:

<input type="checkbox"/> Attendance Secretary (A02) (2/16)	<input type="checkbox"/> President-Nominee (P02) (2/16)
<input type="checkbox"/> Auditor/Editor (A03) (2/16)	<input type="checkbox"/> Public Relations Chair (P03) (2/16)
<input type="checkbox"/> CCD Club Conv. Offr (C00) (4/7)	<input type="checkbox"/> Recording Secretary
<input type="checkbox"/> Club Admin Chair (C01) (2/17)	<input type="checkbox"/> Rotary Foundation Chair (RF) (2/17)
<input checked="" type="checkbox"/> Club Director (C02) (4/1)	<input type="checkbox"/> Secretary (S) (4/1)
<input type="checkbox"/> Club Executive Secretary (C03) (4/3)	<input type="checkbox"/> Secretary-Elect (SE) (4/1)
<input type="checkbox"/> Club Programs Chair (CPC) (2/16)	<input type="checkbox"/> Sergeant-at-Arms (SAA) (2/17)
<input type="checkbox"/> Club Service Chair (CSC) (3/16)	<input type="checkbox"/> Service Projects Chair (SPC) (2/17)
<input type="checkbox"/> Community Service Chair (C04) (2/16)	<input type="checkbox"/> Toast (T01) (2/16)
<input type="checkbox"/> Disaster Relief Chair (DRC) (2/17)	<input type="checkbox"/> Training Officer (TO) (2/16)
<input type="checkbox"/> District Events Coord (DEC) (2/16)	<input checked="" type="checkbox"/> Treasurer (T) (4/4)
<input type="checkbox"/> Interact Club Sponsor (ICS) (2/16)	<input type="checkbox"/> Treasurer-Elect (TE) (4/4)
<input type="checkbox"/> International Service Chair (ISC) (2/16)	<input type="checkbox"/> Vice President (VP) (2/16)
<input type="checkbox"/> Past President (PP) (4/15)	<input type="checkbox"/> Vocational Service Chair (VSC) (2/16)
<input checked="" type="checkbox"/> Membership Chair (MC) (2/17)	<input type="checkbox"/> Webmaster (WM) (3/16)
<input type="checkbox"/> Past President (PP) (2/16)	<input type="checkbox"/> Youth Services Chair (YSC) (2/16)
<input type="checkbox"/> President (P) (4/1)	<input type="checkbox"/> Youth Services Project Chair (YSPC) (2/16)
<input type="checkbox"/> President-Elect (PE) (4/1)	

Cancel Save

Now click on Add:

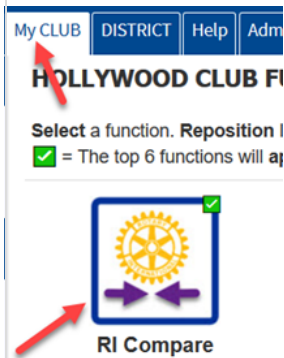
Aniston, Jennifer ID=(new) Cancel Add

You are about to ADD a new Club position. There must be only one (1) row per OrgYear and the Start and End dates should generally be the first and last days of the OrgYear -- unless you are adding a new position mid-year or terminating an existing position. To add club positions, click the [Add] button above and to the right to select one or more Club positions. To add an additional Club "role" to an existing position, use the EDIT vs. ADD.

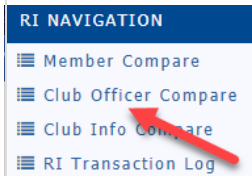
Active	Start Date	End Date	Club Position Name	Loader	St Lvl	Sort
new	07/01/2019	06/30/2020	Club Director,Treasurer,Membership Chair Add	<input checked="" type="checkbox"/>	4	4
<input checked="" type="checkbox"/>	07/01/18	06/30/19	Past President	<input checked="" type="checkbox"/>	4	32
	07/01/17	06/30/18	President	<input checked="" type="checkbox"/>	4	1

You can then close the pop-up box and move on to the next individual. Once you have added all your positions and if you have RI Integration turned on, it is good to check your Club Officer Compare to make sure the positions of President, Secretary, Treasurer, Membership Chair, Foundation Chair and Club Executive Secretary (if applicable) rolled up to RI.

Click on My Club, then the RI Compare Icon:



On the left-hand menu click on Club Officer Compare:



Now you can review the results.

The left and right sides should match. (For privacy reasons, the names are scrambled in the example below):

OrgYear: 2019-20					
Club President	avqL v QV	07/01/2019	06/30/2020	Viewlly, Didiem	07/01/2019 06/30/2020
Club Secretary	UW7BkyK, VEI Qj-McDblm	07/01/2019	06/30/2020	lloL, Setlajje	07/01/2019 06/30/2020
Club Treasurer	KQZn, nRWEBGHZ ZLVB	07/01/2019	06/30/2020	Old, Gabh	07/01/2019 06/30/2020
Club Membership Chair	PKALWfok, Dlj J	07/01/2019	06/30/2020	Pkdh, Evms	07/01/2019 06/30/2020
Club Foundation Chair	dyl, Dnu UyalOulw III	07/01/2019	06/30/2020	Wyth, Wifmam J. Sr.	07/01/2019 06/30/2020
Club Executive Secretary/Director					
OrgYear: 2020-21					
Club President	oURMUR, UsK EbcCng	07/01/2020	06/30/2021	Besjp, Cldg Jaeger	07/01/2020 06/30/2021
Club Secretary					
Club Treasurer					
Club Membership Chair					
Club Foundation Chair					
Club Executive Secretary/Director					
OrgYear: 2021-22					
Club President	avQpDRNvS, HNgp EcCD	07/01/2021	06/30/2022	Mamq/dks, KadBovhv	07/01/2021 06/30/2022
Club Secretary					
Club Treasurer					

However, if there are errors, pink arrows will show up in between the Rotary and DACdb listings, and then you can move information from the left to right or right to left, depending on the error.