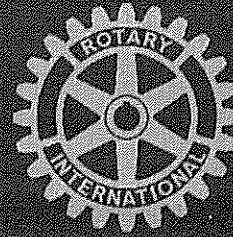


HOW TO ADD AN OFFICER



ROTARY.ORG > MY ROTARY | Sign in/Register

Club Finder Location/Language

Rotary My Rotary Exchange Ideas Take Action Learning & Reference **Manage** The Rotary Foundation Member News

1

Go to rotary.org and sign in to MyRotary. Then go to Manage, then Club Administration.

CLUB & DISTRICT ADMINISTRATION
Club Administration
District Administration
Contributions
Reports
Club Invoice

TOOLS
Community Marke
RSS Feeds
Mobile Apps
Member Data Inte.

PRODUCTS
Shop
Licensed Vendors
Special Offers

TRAVEL & EXPENSES

Images & Video

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

Home | Manage | Club & District Administration | Club Administration

CLUB ADMINISTRATION

CLUB FINANCES

☆ **Club Invoice**
View your club's invoice, pay dues with a credit card, or update invoice preferences.
Club invoice | Daily club balance report | Edit invoice preferences | About the club | Rotary exchange rates

CLUB & MEMBER DATA

☆ **Update Member Data**
Report membership changes within 30 days, or by 1 January or 1 July, to ensure your club invoice reflects the latest information. Record new member sponsors so they receive recognition.
Add, edit, or remove members | **Add, edit, or remove club officers** | Record a new member sponsor

2

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
<input type="button" value="Assign"/>	Club Membership Chair
<input type="button" value="Assign"/>	Treasurer

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

Assigned Incoming Year Officers

Position	Start Date	End Date	E-mail
----------	------------	----------	--------

3

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
<input type="button" value="Assign"/>	Club Membership Chair
<input type="button" value="Assign"/>	Executive Secretary/Director
<input type="button" value="Assign"/>	Foundation Chair
<input type="button" value="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
<input type="button" value="Add"/>	cybcyb cbcxyb cybcyb cbcxyb	02-Jul-2014
<input type="button" value="Add"/>	Sutser, Jeff	01-Aug-2014

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

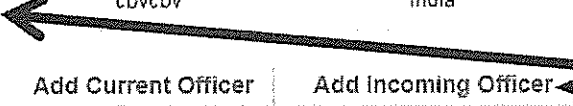
4



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
Edit Contact Info	cvbcb cbcxvb cvbcvb cbvcbv	dvg dfg MH India			ggghdsfgsd@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
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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**.

