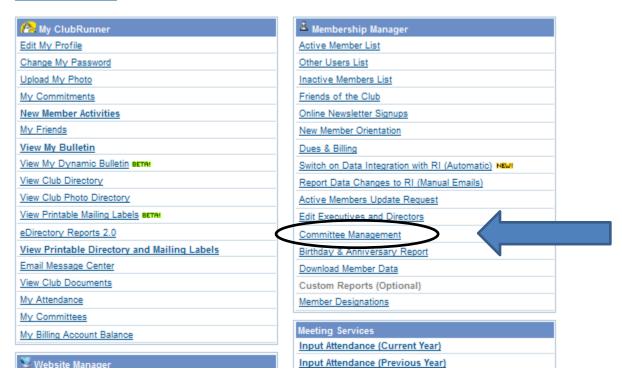
Committee Module Tutorial

To manage your committee, log into the club website at www.soonerrotary.org

When you log in, you will be taken to the admin page.

Link to old admin screen



On the right, under Membership Manager, click on the Committee Management link.



On the left side of the page, click on the link with your committee name.

Example: Community Service



On this page, you can add or remove committee members.

To remove a member, click the RED X to the right of the line with their name.

To add a member, click the Add Member link in the upper right corner.

Across the top of the section, you will see tabs that are named

Members/Subcommittees/Documents/Email.

You can create sub committees, folders for documents and e-mail your committee.

On the documents tab, you can double-click on the Main Folder.

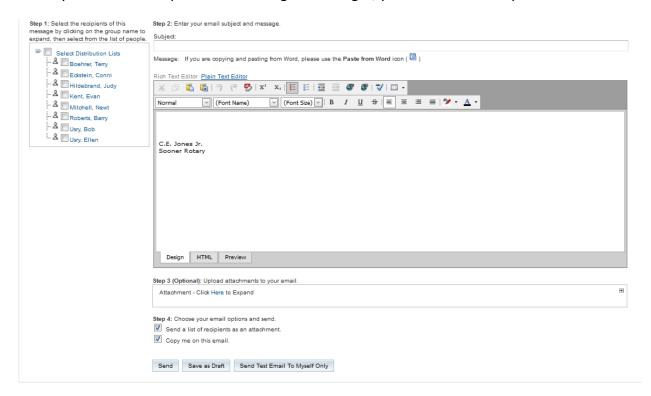
Here, you can store committee documents. You can also create sub-folders for groups of documents.



On the E-Mail tab, you can create messages and send them to your committee.



When you click on Compose New Message to the right, you will see a list of your committee members.



Enter a subject, compose your message. To the left, click the top box in the distribution list to send the message to everyone on your committee. You can also select individual committee members.

Once you have finished your message, click the Send button at the bottom of the page.