

HOW TO ADD AN OFFICER



ROTARY.ORG > MY ROTARY | Sign in/Register Club Finder Location/La

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

CLUB & DISTRICT ADMINISTRATION **TOOLS** **PRODUCTS**

- Club Administration
- District Administration
- Contributions
- Reports
- Club Invoice

- Community Marke
- RSS Feeds
- Mobile Apps
- Member Data Inte

- Shop
- Licensed Vendors
- Special Offers

TRAVEL & EXPENSES

Images & Video

1

Sign in to rotary.org. Then go to **Manage**, then **Club Administration**.

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

CLUB ADMINISTRATION

ADD/EDIT/REMOVE

2

Add/edit/remove member

Add new members, edit current member contact information, and remove members that are no longer in your club.

Add/edit/remove club officers

Install, edit, or remove current and incoming club officers.

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
Assign	Club Membership Chair
Assign	Treasurer

Next, select **Assign** for the current o 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 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
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: **Sakado Satsuki**

Active Members 20 record(s)

	Name	Start Date
Add	cvbcb cbcxvb cvbcbv cbvcbv	02-Jul-2014
Add	Sunsoy	01-Aug-2014
Add	Shigeru Hamada	
Add	Masafumi Handa	
Add	Akihiro Ichikawa	

Select from the member list 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 cvbcbv 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 cvbcbv cbvcbv

Rotary Club: Sakado Satsuki

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

Check to confirm all information is correct and select **Submit**.

