Updating Club Officers:
Addendum to Instructions for Updating Club Rosters

1) Click on the words “Club Officers” in blue under the words Club Management.

2) A Screen will appear where each of your current officers is listed in one row
   a. To add a more specific description such as "Activities VP", enter the description in the respective "Additional Description" field for that officer and click "Update" on the right-most column.
   b. To remove a member from an office, click "Remove" on the right-most column.
   c. To update an officer’s permissions on this page, under Authorization, select:
      i. "View" to allow the officer to view this club management page
      ii. "Update" to allow the officer to edit the members and officers on this page
      iii. "None" to prevent the officer from viewing this page
   d. And then click click "Update" on the right-most column.
3) To add another officer (ex. – when replacing someone that you have removed.) Click on “Add Another Officer.”
3) Add another officer (Continued)
   a. Select the title of the officer that you wish to add from the pull down menu under
      “Office”
   b. Select the name of the person from your roster that holds that position. If they are
      not on your roster, you will have to add them first.
   c. Additional Description – complete per the instruction in Step 2
   d. Authorization – completion is the same as the instructions in Step 2
   e. Click Add Officer
   f. If you need to add another officer – repeat the process.

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<tr>
<th><img src="image.png" alt="Image of a form for adding officers" /></th>
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**HINTS:**
- Limit update permission to two or three officers.
- Keep track of who has authorization.
- Viewing will be useful for most officers.

If you have any technical difficulties please e-mail webmaster@fjmco.org.