

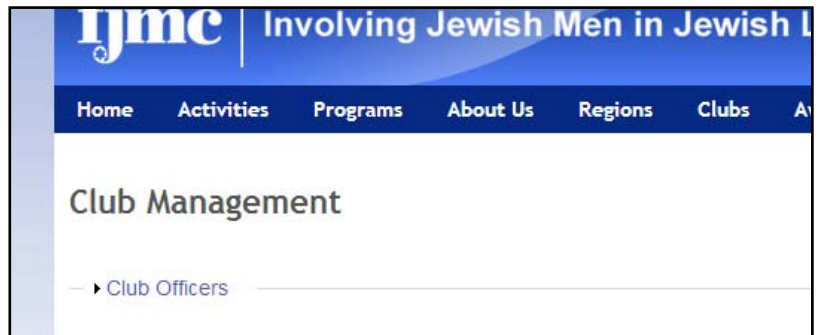
*Effective 7/10/2014*

*Please see last page on where to send comments.*

*Thank you for updating your club roster!*

## Updating Club Officers: Addendum to Instructions for Updating Club Rosters

- 1) Click on the words "Club Officers" in blue under the words Club Management.



Office	Member	Additional Description	Authorization	Action
Club President	Arthur Q. Public	<input type="text"/>	Update ▼	Remove   Update
Club Vice President	John Doe	<input type="text"/>	None ▼	Remove   Update
Club Treasurer	Anthony Smith	<input type="text"/>	Update ▼	Remove   Update

▶ [+ Add Another Officer]

- 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."

▼ [+] Add Another Officer

Office  
Club President ▼

Member  
Altman, Ron ▼

Additional Description

Authorization  
None ▼

Add 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.

#### 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@fjmc.org](mailto:webmaster@fjmc.org).