The Club Officer Function

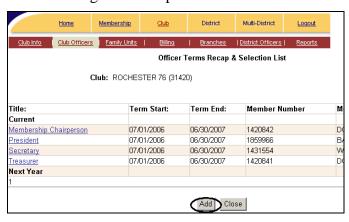
Add Next Year Officers

The <u>Club Officer</u> link on the <u>Club Administration</u> **Home** page can be used to file the new officer information.

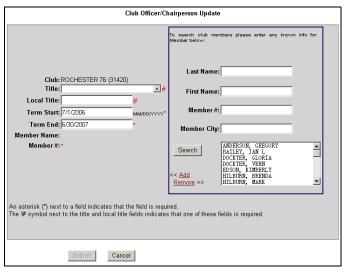
Click the <u>Club Officer</u> link as shown in the window below.



The following window opens:



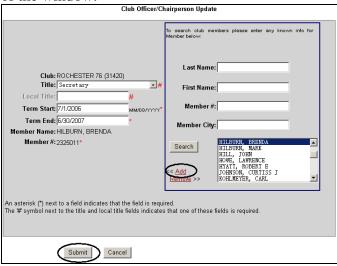
Click on the **Add** button as shown above. The following window is displayed:



In that window, select the office to be filled by using the **Down Arrow** next to **Title**. Four choices are possible. Or, place your **Local Title** (one NOT recognized by Lions International; Program Chair, for example) in that field.

Enter the **Term Start** and **Term End** dates field to reflect the dates for this office.

Scroll in the names box to find the member that will fill that office, **Click** the name to highlight it, then **Click** the **Add** link to move the name to the left part of the window.

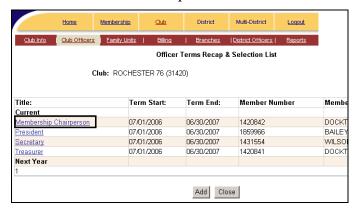


Click the Submit button. You will be returned to the Officer Terms Recap and Selection List. To add another officer click the Add button and repeat the above procedure.

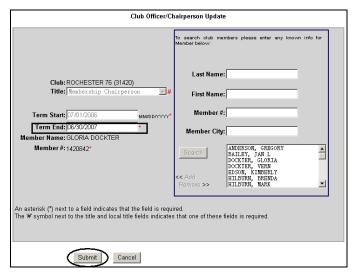
When you are done adding the officers for next year, you can print the completed PU-101 form by clicking on the **Reports** link and clicking the **Print** button next to the **Lions Clubs Officer Reporting Form (PU-101)** report.

Update Current Year Officer

To update the current year officer term end date and enter a replacement officer, click on the **officer title** in the Officer Terms Recap and Selection List.

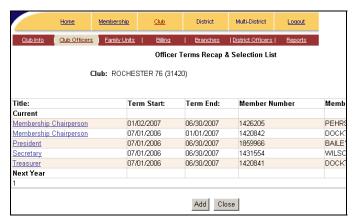


Enter the **Term End** date for the existing officer and click **Submit.**



You will be returned to the **Officer Terms Recap** and **Selection List** window. Click the **Add** button to enter the information for the replacement officer. Make sure the term start date is greater than the term end date of the prior officer. When you are done entering the information for the replacement officer click **Submit**.

You will be returned to the **Officer Terms Recap** and **Selection List** window. The updated list will show the previous officer as well as the replacement officer as shown in the next screen.



If you have completed all officer adds or term updates click the **Close** button and you will return to the **Club Administration Home** screen.