How do I carry current year officers over to the next year? (District)

Robin N. - 2024-08-28 - Club Management

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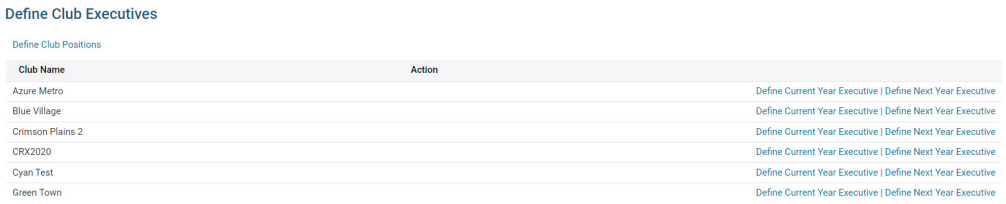
1. To manage a club's officers, you must go to your District's homepage and login. Click Member Login at the top right. Enter your login name and password, and click login.

2. Then, click on Member Area at the top right of the Club Website.

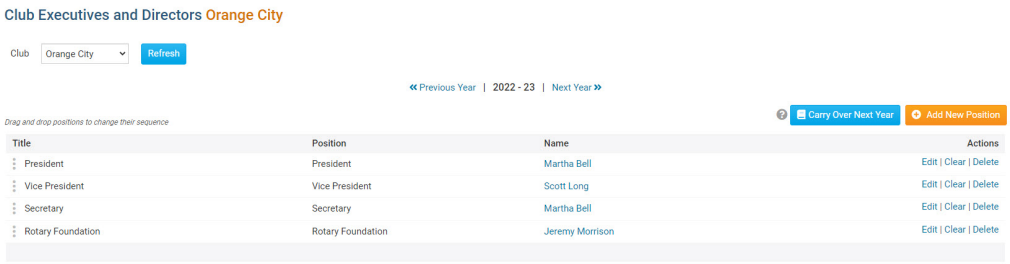
3. At the top of the page in the admin menu, click on the **Organization** tab.

4. The **Organization** tab contains several features which allow you to organize your club membership. Click on **Define Club Executives** under the Organization tab.

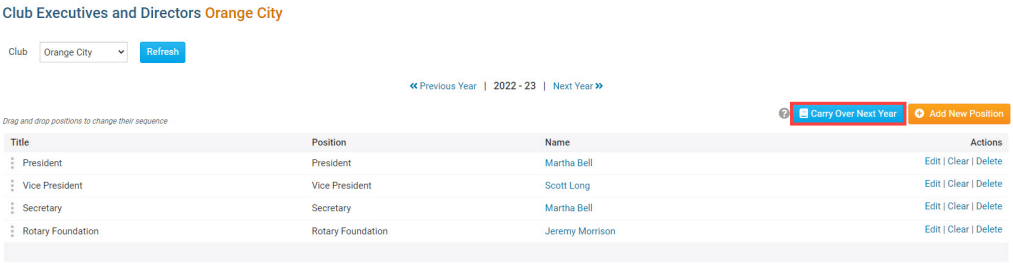
5. You are now on the **Define Club Executives** page. You'll be presented with a list of all the clubs in your district. Search for and select the club you want to make the desired changes for.



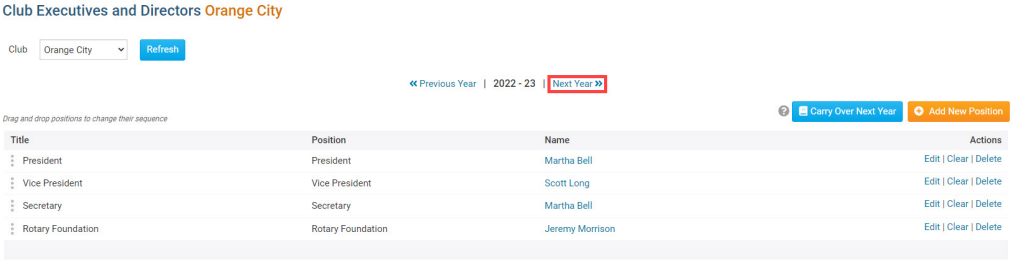
6. Here, you can identify each of the club's officers, remove past directors and executives, edit their contact details, and more.



7. To carry over the existing positions with their current members, click **Carry Over Next Year**, as highlighted below.



8. The assigned titles and positions are automatically carried over to the next year. The names of the members are not carried over. To view this, click **Next Year** at the top right.



9. Here, you can confirm the officer positions are correctly assigned for the next year.

Club Executives and Directors Orange City

Club Orange City Refresh

« Previous Year | 2023 - 24 | Next Year »

Drag and drop positions to change their sequence

Carry Over Next Year | Add New Position

Title	Position	Name	Actions
President	President		Edit | Clear | Delete
Vice President	Vice President		Edit | Clear | Delete
Secretary	Secretary		Edit | Clear | Delete
Rotary Foundation	Rotary Foundation		Edit | Clear | Delete