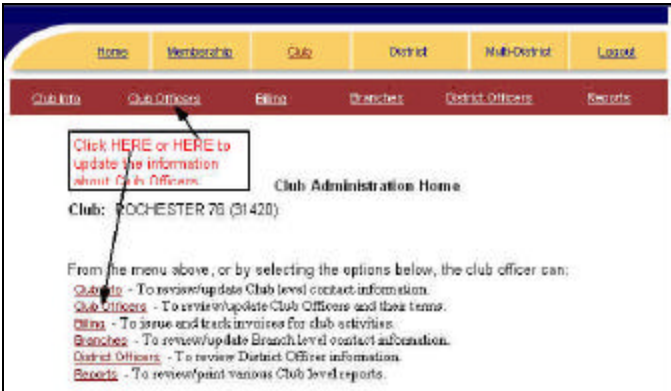


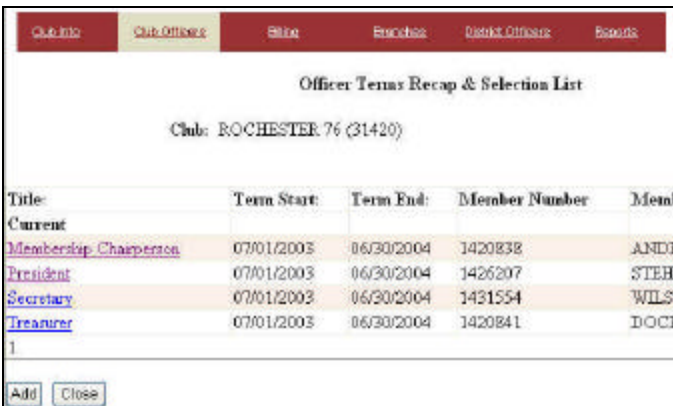
The Club Officer Function

The **Club Officer** link on the **Club Administration Page** can be used to file the information that used to be required on the PU101 form.

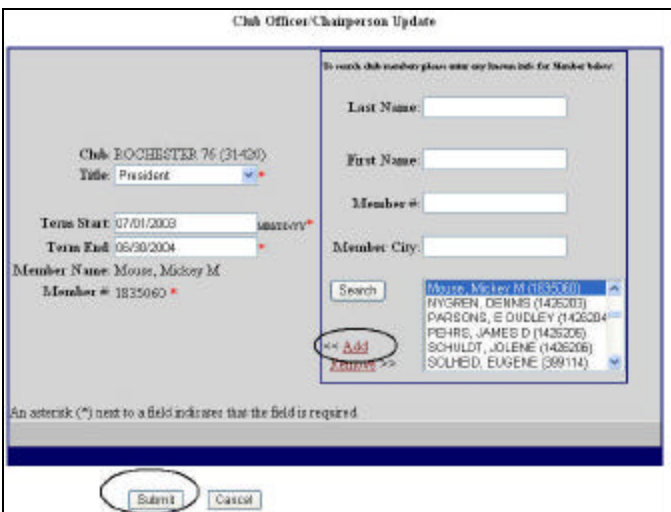
Click the **Club Officer** as shown in the window below.



The following window opens:



Click on any of the four officers shown in this window to change that information, effectively changing officers in mid year. A window like the following is displayed.



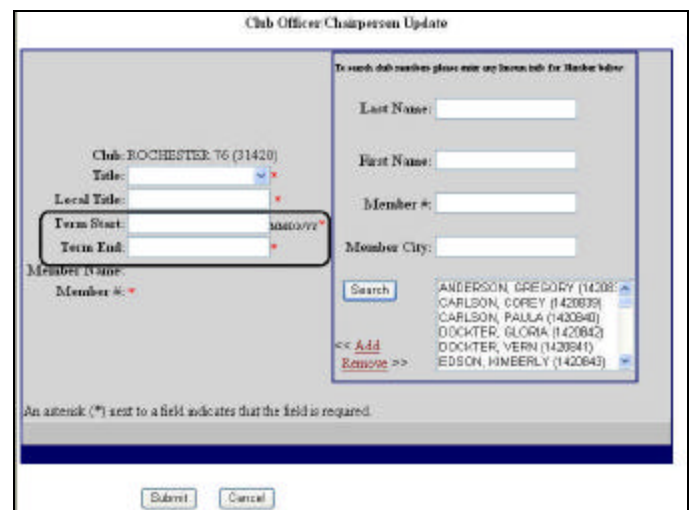
In that window, select the office to be filled by using the **Down Arrow**. Four choices are possible.

Scroll in the names box to find the member that will fill that office, **Click** the **Add** link to move the name to the left part of the window. Change the **Term Start** field to reflect the date the office was changed.

Click the **Submit** button. You will be returned to the **Officer Terms Recap and Selection List**, shown below the window at the left.

To enter the information for next year's officers, use the **Add** button in that window.

A blank Officer Update window is opened.



In the **Title** field, you can use the “down arrow” on the right to select an officer title. **Or**, place your own **Local Title** (one NOT recognized by Lions International; Program Chair, for example) in that field. Local title is **not** required as shown in the window above.

This window functions the same, except that you will want to be sure of the dates in the **Term Start** and **Term End** fields, as emphasized above. Normally, these dates would be the start of the new Lions year. If, however, you need to **Replace** a current officer, mid-year, you can do that by modifying the **Term End** for the current officer and then setting the **Term Start** for the new officer.

Click the **Submit** button to complete the process for this officer. You will be returned to the **Officer Terms Recap & Selection List** window, where, if you have completed all officer changes or adds, you will **Click** the **Close** window. This will return you to the **Club Administration Home**.