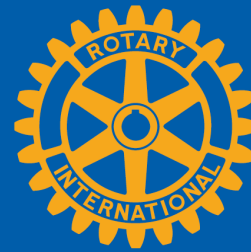


HOW TO ADD AN OFFICER



ROTARY.ORG > MY ROTARY | Sign in/Register Club Finder Location/Lan

Rotary My Rotary Exchange Ideas Take Action Learning & Reference **Manage** The Rotary Foundation Member News

1

CLUB & DISTRICT ADMINISTRATION

- Club Administration
- District Administration
- Contributions
- Reports
- Club Invoice

TOOLS

- Community Marke
- RSS Feeds
- Mobile Apps
- Member Data Inte

PRODUCTS

- Shop
- Licensed Vendors
- Special Offers

TRAVEL & EXPENSES

Images & Video

Πήγαινε στο rotary.org και μπες στο MyRotary. Στην συνέχεια στο **Manage** και μετά στο **Club Administration**

Προσθέτοντας ένα αξιωματούχο του Ομίλου στην βάση δεδομένων του Δ.Ρ. του περιέχεται πρόσβαση σε πληροφορίες σχετικές με την λειτουργία του Ροταρυ

Home | Manage | Club & District Administration | Club Administration

CLUB ADMINISTRATION

CLUB FINANCES

☆ **Club Invoice**
View your club's invoice, pay dues with a credit card, or update invoice preferences.
[Club invoice](#) | [Daily club balance report](#) | [Edit invoice preferences](#) | [About the Rotary exchange rates](#)

CLUB & MEMBER DATA

☆ **Update Member Data**
Report membership changes within 30 days, or by 1 January or 1 July, to ensure your club invoice reflects the latest information. Record new member sponsors so they receive recognition.
[Add, edit, or remove members](#) | **[Add, edit, or remove club officers](#)** | [Record a new member sponsor](#)

2

Επιλέξτε **Add/edit/remove club officer**.

Unassigned Current Year Officer Positions

The list below contains the open and partially filled terms for the **current Rotary year**. To assign a Current Year Officer Position, select the "Assign" link next to the unassigned position.

	Position
Assign	Club Membership Chair
Assign	Treasurer

Στην συνέχεια κάνετε scroll down έως την θέση με μη καταχωρημένο αξιωματούχο, επιλέξτε Assign για τους : Τρέχοντα και επόμενο αξιωματούχο

Assigned Incoming Year Officers

Position	Start Date	End Date	E-mail
----------	------------	----------	--------

3

Unassigned Incoming Year Officer Positions

The list below contains the open and partially filled terms for the **incoming Rotary year**. To assign an Incoming Year Officer Position, select the "Assign" link next to the unassigned position.

	Position
Assign	Club Membership Chair
Assign	Executive Secretary/Director
Assign	Foundation Chair
Assign	President

Step 1 of 3: Select club member.

Click "Add" to select the individual.

Rotary Club:

Active Members 20 record(s)

	Name	Start Date
Add	cvbcb cbcxvb cvbcvb cbvcbv	02-Jul-2014
Add	sdlsaj	01-Aug-2014

4

Επιλέξτε το μέλος από την λίστα των μελών του Ομίλου το οποί θα καλύψει την θέση κάνοντας click στο κουμπί **Add**.



Step 2 of 3: Confirm address and contact information.

If the information is correct, click "Add Current Officer" or "Add Incoming Officer." If any contact information is incorrect, click "Edit Contact Info." To choose a different individual, click "Back to Step 1 of 3."

	Name	Address	Phone	Fax	E-mail	Club
Edit Contact Info	cvbcb cbcxvb cvbcbv cbvcbv	dvg dfg MH India			gggghdsfgsd@cdv.com	Sakado Satsuki

[Add Current Officer](#)

[Add Incoming Officer](#)

Επιβεβαιώστε επιλέγοντας **Add Current Officer** ή **Add Incoming Officer**. Η μπορείτε να επιλέξετε **Edit Contact Info** για να κάνετε αλλαγές.

Step 3 of 3: Add incoming officer.

Choose a position and enter start date. Click "Submit."

Name: cvbcb cbcxvb cvbcbv cbvcbv

Rotary Club:

Club officers with partially completed terms

Position	Name	Start Date	End Date
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Position

Executive Secretary/Director

Start Date

01-JUL-2015

End Date

30-JUN-2016

Submit

Cancel

Επιλέξτε την σωστή θέση από την λίστα (Position). Ελέγξτε ότι οι πληροφορίες είναι σωστές και επιλέξτε Submit για να ολοκληρωθεί η ενημέρωση

