

Submit PU-101 (Key Officers)

1. Click on the **Club** link on the WMMR welcome page.



2. Click on the **Club Officers** link to update or add club officer information.



3. Click on the **Office Title** of the officer you wish to update.



Office Title	Member Name
President	John Smith
Secretary	Martha Bing
Treasurer	David Rita
Membership Chairperson	

- Select a new individual you wish to replace the current officer with by scrolling through the list, and then clicking on the name.
- Click **Save** to finalize your selection.

ASSIGN OFFICERS
Franklin

To assign a member to this office, select a club and a member and click "Save". To replace an officer with another member, select the new member and click "Save". To end the term of an officer, click the "End Term" button.

2008-2009
President
Currently Assigned Member: Smith [REDACTED], John

Select a Member to serve in this position:

Brown [REDACTED], Jarod	▲
O'Reilly [REDACTED], Michael	■
* Rita [REDACTED], David	▼
* Smith [REDACTED], John	▼

** Member is currently serving as an officer.*

- After you click **Save**, an updated officer list will appear.

Officers
Franklin

Select the appropriate Lionistic Year and Officer Type. Click on the Office Title to add or change the officer.

Lionistic Year: Officer Type:

2008-2009

Office Title	Member Name
President	Michael O'Reilly
Secretary	Martha Bing
Treasurer	David Rita
Membership Chairperson	

- If you wish to end the term of an officer, for whom you do not have a replacement yet, select that individual from the list.
- Click **End Term**.

ASSIGN OFFICERS
Franklin

To assign a member to this office, select a club and a member and click "Save". To replace an officer with another member, select the new member and click "Save". To end the term of an officer, click the "End Term" button.

2008-2009
Treasurer
Currently Assigned Member: Rita [REDACTED], David

Select a Member to serve in this position:

Brookenfeild [REDACTED], Peter	▲
Brown [REDACTED], Jarod	■
* O'Reilly [REDACTED], Michael	▼
* Rita [REDACTED], David	▼

** Member is currently serving as an officer.*

9. An updated officer list will appear.

Officers
Franklin

Select the appropriate *Lionistic Year* and *Officer Type*. Click on the *Office Title* to add or change the officer.

Lionistic Year: 2008-2009	Officer Type Officers
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2008-2009

<u>Office Title</u>	<u>Member Name</u>
President	Michael O'Reilly
Secretary	Martha Bing
Treasurer	
Membership Chairperson	

10. To add an officer to your list, click on the **Office Title**, select a new officer from the list.
11. Click **Save**.

Officers
Franklin

Select the appropriate *Lionistic Year* and *Officer Type*. Click on the *Office Title* to add or change the officer.

Lionistic Year: 2008-2009	Officer Type Officers
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2008-2009

<u>Office Title</u>	<u>Member Name</u>
President	Michael O'Reilly
Secretary	Martha Bing
Treasurer	David Rita
Membership Chairperson	

12. An updated officer list will appear as a confirmation.

***Note: to confirm, review, and/or print a copy of your submitted club officers:

- Click on the yellow banner tab - CLUB link
- Click Reports
- Click the Print button next to the Officer Reporting Form (PU-101)
- Select either current or next year
- Click run report

Officers
Franklin

Select the appropriate *Lionistic Year* and *Officer Type*. Click on the *Office Title* to add or change the officer.

Lionistic Year: 2008-2009	Officer Type Officers
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2008-2009

<u>Office Title</u>	<u>Member Name</u>
President	Michael O'Reilly
Secretary	Martha Bing
Treasurer	Suzanne Tingle
Membership Chairperson	