

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

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

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

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.

#### Define Club Executives

Define Club Positions

Club Name	Action
Azure Metro	<a href="#">Define Current Year Executive</a>   <a href="#">Define Next Year Executive</a>
Blue Village	<a href="#">Define Current Year Executive</a>   <a href="#">Define Next Year Executive</a>
Crimson Plains 2	<a href="#">Define Current Year Executive</a>   <a href="#">Define Next Year Executive</a>
CRX2020	<a href="#">Define Current Year Executive</a>   <a href="#">Define Next Year Executive</a>
Cyan Test	<a href="#">Define Current Year Executive</a>   <a href="#">Define Next Year Executive</a>
Green Town	<a href="#">Define Current Year Executive</a>   <a href="#">Define Next Year Executive</a>

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

Club Executives and Directors Orange City

Club Orange City Refresh

« Previous Year | 2022 - 23 | Next Year »

Drag and drop positions to change their sequence

Carry Over Next Year Add New Position

Title	Position	Name	Actions
President	President	Martha Bell	Edit   Clear   Delete
Vice President	Vice President	Scott Long	Edit   Clear   Delete
Secretary	Secretary	Martha Bell	Edit   Clear   Delete
Rotary Foundation	Rotary Foundation	Jeremy Morrison	Edit   Clear   Delete

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

Club Executives and Directors Orange City

Club Orange City Refresh

« Previous Year | 2022 - 23 | Next Year »

Drag and drop positions to change their sequence

Carry Over Next Year Add New Position

Title	Position	Name	Actions
President	President	Martha Bell	Edit   Clear   Delete
Vice President	Vice President	Scott Long	Edit   Clear   Delete
Secretary	Secretary	Martha Bell	Edit   Clear   Delete
Rotary Foundation	Rotary Foundation	Jeremy Morrison	Edit   Clear   Delete

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.

Club Executives and Directors Orange City

Club Orange City Refresh

« Previous Year | 2022 - 23 | Next Year »

Drag and drop positions to change their sequence

Carry Over Next Year Add New Position

Title	Position	Name	Actions
President	President	Martha Bell	Edit   Clear   Delete
Vice President	Vice President	Scott Long	Edit   Clear   Delete
Secretary	Secretary	Martha Bell	Edit   Clear   Delete
Rotary Foundation	Rotary Foundation	Jeremy Morrison	Edit   Clear   Delete

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

