

How to Add New Club Officers

IMPORTANT NOTICE

If you plan to change your club officers in the MMS please read this note first.

The Right Way

You MUST go to the “roles” page and add new roles for the next year. The screen shot below shows where to do that. Go to your club page – and click on the “roles” button. Then choose the underlined “add club member role.”

RITAN NATIONAL
Membership Management System

home MEMBERS GRAPHS MEETINGS REPORTS **ROLES** INVOICES SECURITY HE

Club Roles - Ruritan Road

[ADD CLUB MEMBER ROLE](#)

Role	Member	Start	End		
Club President	Chrisley, Michael	01/01/2011	12/31/2011	UPDATE	DELETE
Club Vice President	Westpfahl, Amanda Sue	01/01/2011	12/31/2011	UPDATE	DELETE
Club Treasurer	Lawson, Tina	01/01/2011	12/31/2011	UPDATE	DELETE
Club Secretary	Williams, Iris Lyons	01/01/2011	12/31/2011	UPDATE	DELETE
Club Director	Hines, Lonnie	01/01/2011	12/31/2011	UPDATE	DELETE
Club Director	Alley, Betty G	01/01/2011	12/31/2011	UPDATE	DELETE
Club Director	Westpfahl, Bonnie	01/01/2011	12/31/2011	UPDATE	DELETE
Club President	Westpfahl, Bonnie	01/01/2010	12/31/2010	UPDATE	
Club Vice President	Chrisley, Michael	01/01/2010	12/31/2010	UPDATE	
Club Treasurer	Lawson, Tina	02/16/2010	12/31/2010	UPDATE	
Club Secretary	Williams, Iris Lyons	01/01/2010	12/31/2010	UPDATE	
Club Director	Hines, Lonnie	01/01/2010	12/31/2010	UPDATE	
Club Director	Alley, Betty G	01/01/2010	12/31/2010	UPDATE	
Club Director	King, Gary	01/01/2010	10/11/2010		
Club Treasurer	Lawson, Tina	01/01/2010	02/15/2010		
Club President	Pugh, Christy Lynn	01/01/2009	12/31/2009		
Club Vice President	Brown, Carolyn	01/01/2009	12/31/2009		
Club Treasurer	Lawson, Tina	01/01/2009	12/31/2009		
Club Secretary	Westpfahl, Bonnie	01/01/2009	12/31/2009		

You will see an option where you can:

1. Choose the member's name
2. Choose the new role (office)
3. Set the term of office

NOTE: Make sure that the new officer's term starts when the old officer's term ends so you are never without an active officer. This becomes important because only club officers can access the club MMS pages. If your officer terms have a gap – during that time you will NOT have access to your club page.

RURITAN NATIONAL
Membership Management System

home MEMBERS GRAPHS MEETINGS REPORTS ROLES INVOICES SECURITY

ADD MEMBER ROLE

Role: Club President [v] [ADD]

Member: Alley, Betty G - 22874 [v]

Starts: [] SEL [] SEL

Ends: [] SEL [] SEL

Pull down menus for offices and members.

Select start and end dates for officer's term

Alley, Betty G - 22874
Chrisley, Michael - 21568
Everett, James A. "Jim" - 37216
Hines, Jean L - 22536
Hines, Lonnie - 22537
Lawson, Tina - 85841
Pugh, Anthea - 56860
Pugh, Christy Lynn - 54333
Snell, Howard - 44531
Westpfahl, Amanda Sue - 103115
Westpfahl, Bonnie - 93938
Williams, Iris Lyons - 98998

Wrong Way #1

Some users have actually clicked on the current officers' names and changed the information that comes up – what happens is that they are overriding the individual members' information and those members cease to exist in the MMS. See below.

RURITAN NATIONAL
Membership Management System

home MEMBERS GRAPHS MEETINGS REPORTS ROLES INV

1597 - Ruritan Road
District - 34 - New River
Zone- 1
Club Type - Regular
STATUS-ACTIVE
5451 Lyons Road
Dublin VA, 24084

Club Officers

Club President [Bonnie Westpfahl](#)

Club Vice President [Michael Chrisley](#)

Club Treasurer [Tina Lawson](#)

Club Secretary [Iris Williams](#)

Club Director [Betty Alley](#)

Club Director [Lonnie Hines](#)

Past Club President [Christy Pugh](#)

Club Member Count - 31

Involvement Level
Associate
Full
SEND E-MAIL TO

Club Members by Type

Type	Count
Adult	29
Bus/Org	1
Youth	1

Club Members by Involvement Level

Level	Count
Associate	19
Full	12

Club Officers

Member Number	Name
22874	Alley, Betty
89210	Arnold, Shamm
81197	Baldwin, Debbi
103109	Bower, Hilda
21568	Chrisley, Micha
79992	Dean, Russell
70052	Ely, Linda
22122	Ely, Richard
37216	Everett, James
88359	Folino, Karen

Some people are clicking on these names and CHANGING THEM, thinking they are entering their new officers. What they are doing is deleting these people completely from the MMS and giving their member numbers other identities.

Wrong Way #2

Other users have clicked the “update” button on the roles page (rather than ADD NEW ROLES) and changed the officers there. That is wrong for two reasons. First – the current officer being replaced IMMEDIATELY loses access to the MMS (even the officer entering the data, once he or she logs off). It is better to enter the new roles so that they begin when the new officers actually take office.

Club Roles - Dan River Community
[ADD CLUB MEMBER ROLE](#)

Role	Member	Start	End	UPDATE	DELETE
Club President	Ingram, Ira	01/01/2011	12/31/2011	UPDATE	DELETE
Club Vice President	Glascock, Joe	01/01/2011	12/31/2011	UPDATE	DELETE
Club Treasurer	Stevens, Wallace	01/01/2011	12/31/2011	UPDATE	DELETE
Club Secretary	Brooks, Charles	01/01/2011	12/31/2011	UPDATE	DELETE
Club President	Satterfield, Earl	11/03/2010	12/31/2010	UPDATE	
Club Vice President	Ingram, Ira	11/03/2010	12/31/2010	UPDATE	
Club Treasurer	Stevens, Wallace	11/03/2010	12/31/2010	UPDATE	
Club Secretary	Lamberth, William Danny	11/03/2010	12/31/2010	UPDATE	
Club Director	Satterfield, Martha	01/01/2010	12/31/2010	UPDATE	
Club Director	Terry, Henry	01/01/2010	12/31/2010	UPDATE	
Club Director	Telesco, Victor	01/01/2010	02/10/2010		
Club President	Glascock, Joe	01/01/2009	12/31/2009		
Club Treasurer	Stevens, Wallace	01/01/2009	12/31/2009		
Club Secretary	Lamberth, William Danny	11/13/2009	12/31/2009		
Club Secretary	Nichols, Patricia	01/01/2009	11/13/2009		
Club President	Lamberth, William Danny	01/01/2008	12/31/2008		
Club Vice President	Satterfield, Sammy	01/01/2008	12/31/2008		
Club Treasurer	Stevens, Wallace	01/01/2008	12/31/2008		

This officer actually updated the officers rather than add new roles, deleting his 2010 officers completely from any historical record. Craig tried to fix it by going back in... but the system won't let him go back before today, so the historical record will show that these 2010 officers served from November 3 to the end of December instead of the entire year.

An Important Note

There is no historical record of the current officers having served if you override them **as described above in Wrong Way #2**. Look under any individual member’s MMS page, lower right corner, and you will see a history of the offices he or she held. If you override them in the roles page – there is no record that they served. Once you override them, **the system will not allow you** to reinstate them as officers in the past.

If you have ANY questions, please don’t hesitate to call our membership representative Sue Ervine toll free 877-787-8727 ext 22 or our service representative Craig Whitt toll free at 877-787-8727 ext. 13. These staff members will be happy to walk you through the steps.