Adding Officers in Do More



2 Find and click on your group

		Recognized	d Student Clubs and Organizations	- T .	E A
		☆ Geology Recognized	/ Club I Student Clubs and Organizations	٥	
		· Hells Car Residence L	nyon Grand _{Life}	٥	
		· Humanit Office/Depa	ties Division artment	٥	
		☆ 🗊 HVAC CI Recognized	lub I Student Clubs and Organizations	٥	
		났 🔄 Idaho St Recognized	udent Nurses Association (INSA) d Student Clubs and Organizations	٥	
		☆ 💽 In-STEM Recognized	I Club 🗞 I Student Clubs and Organizations	۵	
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	>	☆ 🕞 Justice S Recognized	Studies Club I Student Clubs and Organizations	٥	(
ns		차 AOA Lambda Recognized	Theta Alpha - Latin Sorority Inc. 🗞 I Student Clubs and Organizations	۵	×
52		🕁 🐽 Latin Am	nerican Culture Club	•	lours Edition



dent Nurses Association (INSA) apter

Recent Feed Posts (View All) Keep your members updated! Post now! Members Officers Activity List of members, List of officers, positions, to membership status, stats roles and permissions. TODAY and settings. Level New group members: Grace Ichie 2 Active **16 Current** * Officer login: Kristin Myers (1), Beverly THU, JAN 9 (m) -----

Ø Join Link & QR Code

Click "Add Officer"

4

O- Admin			۹ \star 🌲	41
		Notifications	ermissions + Ad	d Officer
- Officer Position - 🗸 -	Account Type - 🗸 - Year	~		
		Email Officers	🛓 Generate Report	÷
President Review positions history (2)	Active Officer Main Contact		L Profile	i
- Select -	Visible Publicly (on the			
Empty	the Group Page)			

5

Type the name of the student(s) you would like to add as an officer

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	*	Add Office	ers					
Sear		Lookup users by	name or email	Ştart typ	ping and wait for sug	gestions		
				Not	ify each new officer t	oy email		
0			Can't find the p	oerson you a	re looking for? Please	e click here to create new	w users.	
								Close
				Role	Empty		nie Group Page)	
-		D 1 1/1					-	

6 Click "Add"					
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tify each new officer by email		il Officers	🛨 Generate R	leport :	
are looking for? Please click here to create	new users.		L Profile		
	Close	Add			
Empty	Page)				
Advisor	Active Officer		L Profile		
- Select - V	Visible Publicly				
Is the faculty contact for any INSA	Website and				

7 Once officers have been added you can update their position

Searc	h Officers	Q Cur	rent Officers	 ✓ - Officer Position 	- 🗸 - Accour	nt Type - 🗸 - Yea
1		Nneka Garrison Undergraduate Studen	Position	President	×	Active Officer
	Bio	Appointed On: Nov 13, 202	4 Custom Position	- Select -	v	Visible Publicly (on the
	Empty		Role	Empty		Website and the Group Page)