



## Updating Your Club Officers in my.friendshipforce.org

1. From your Dashboard, visit the Membership List for your club. The officers are updated by clicking on their names in the Membership List and then choosing their club role from the drop-down menu.

My Clubs and Activities   Club Details   **Membership List**   Coming soon

### Membership List




**FFI Headquarters - FFIHQ**

Download Member List

[+ Add a Member](#)

- Click "Approve" to verify a current member of your club
- Click "Reject" for anyone erroneously identifying themselves as a member of your club
- Click "Suspend" when a member has voluntarily withdrawn from the club or has been suspended by the club board for poor behavior

[Appoint your club's administrator here](#)

Member Name	Member ID	Member Email		
 Fraser, Kimberly	AU387157	kimberly@friendshipforce.org	✓	...
 Harrell, Tracy	US410601	tracy@friendshipforce.org	✓	...
 Hogan, Kerstin	DE518696	kerstin@friendshipforce.org	✓	...

2. Click on the name of the member you want to list as an officer. You will then see this screen:

< Back to Membership List

**Edit Member** **FFI Headquarters**  
Club #FFIHQ

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**General Information**

First Name *	Last Name *	<b>Member Status</b>
<input type="text" value="Kimberly"/>	<input type="text" value="Fraser"/>	<input type="text" value="APPROVED"/>

Member ID  
AU387157

Member Email \*  |

**Club Roles**

Add Club Role


3. Next, use the drop-down menu to select his or her club role:

**Club Roles**

Add Club Role

- Board Member
- Club Manager
- Newsletter Editor
- Other
- President**
- Secretary
- Treasurer
- Vice-President

4. After selecting the club role for this person, click on the ADD button. Finally, click on the Save Changes button. When you return to the Club Details screen, this is how it looks - the selected President(s) are now shown under "Club Leadership".


**Club Details** 

**FFI Headquarters**  
Club#FFIHQ

Location	Membership	Founding Date
<b>Other</b> Global	<b>12 Members</b> <a href="#">View the Members List</a>	<b>March 1977</b>




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**Club Leadership**



Kimberly Fraser, President

**General Contact Information**

-  [ceo@friendshipforce.org](mailto:ceo@friendshipforce.org)
-  +14045229490
-  [www.friendshipforce.org](http://www.friendshipforce.org)

**A couple of tips:**

- Don't forget to click on ADD before saving changes.
- Remember that only Presidents will show on the Club Details page in the Club Leadership screen (our programmers are working on adding all club roles in the Membership List view.)
- if you click on *Download Member List* in your Membership List screen, you will get a list emailed to you with all your selected officers.

**FFI Headquarters - FFIHQ**

Download Member List

 [Add a Member](#)