

# PU-101 ONLINE

To submit your 2009-2010 Club Officers (PU101) ONLINE, please refer to the following instructions. Please be sure to update the membership information prior to adding the new officer.

- Log on to the Membership site
- Click the Club link in the yellow bar
- Click Club Officers
- Click the drop-down box entitled "Lionistic Year" & select 2009-2010
- Select the Title from the drop down list
- Click the Officer's name in the list of members
- Click the Add link
- Click the Submit button

The above procedure needs to be done for the president, secretary and treasurer. When you are done adding the officers for next year, you can print the completed PU-101 form by clicking on the Reports link and clicking the Print button next to the Officer Reporting Form (PU-101). For more detailed instructions see page 8 of the Quick Reference Guide.

## Or GO THROUGH EXAMPLE

To submit your 2009-2010 Club Officers (PU101) ONLINE, please refer to the following instructions. Please be sure to update the membership information prior to adding the new officer.

- Log on to the Membership site
- Click the Club link in the yellow bar



· **Click Club Officers**



· **Click the drop-down box entitled "Lionistic Year" & select 2009-2010**



· **Select the Title from the drop down list**

· **Click the Officer's name in the list of members**

· **Click the Add link**

· **Click the Submit button**



**The above procedure needs to be done for the president, secretary and treasurer.**

**When you are done adding the officers for next year, you can print the completed PU-101 form by clicking on the Reports link and clicking the Print button next to the Officer Reporting Form (PU-101).**

