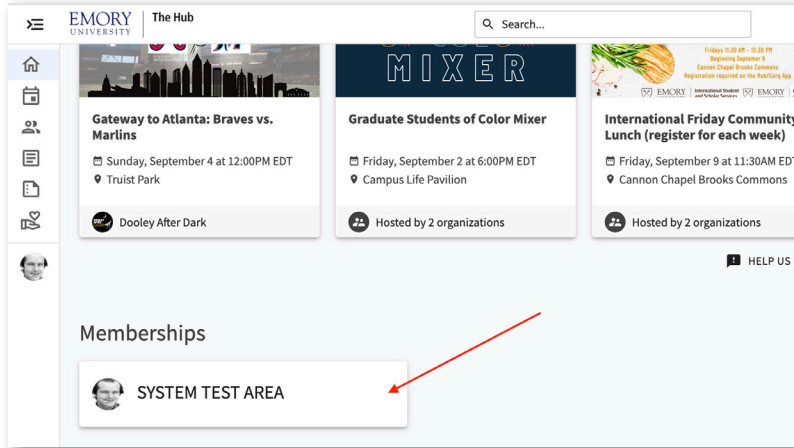


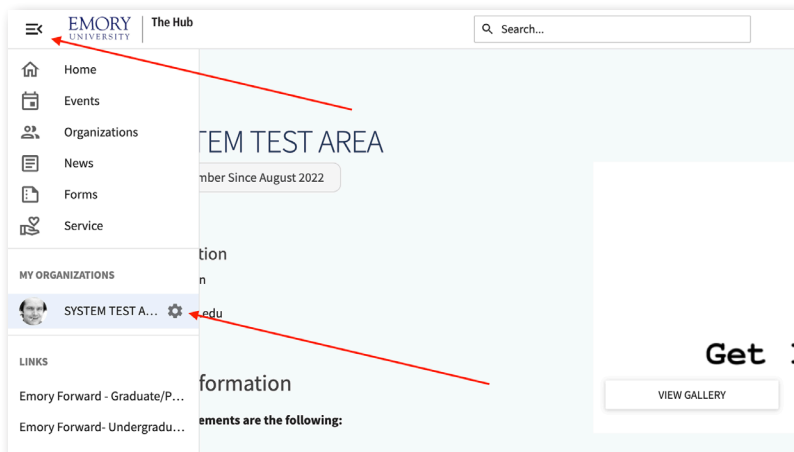
Changing Officers on The Hub

If the new officer is currently a member on the portal



Step 1.

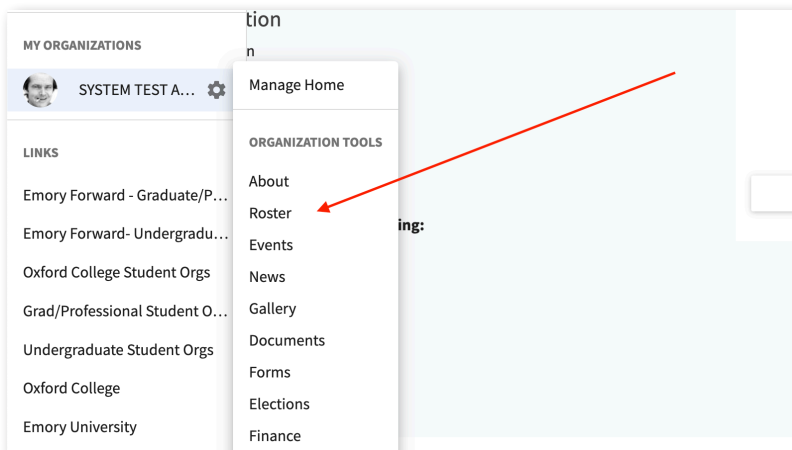
Log into The Hub and go to your organization's portal (located under "Memberships" on The Hub homepage)



Step 2.

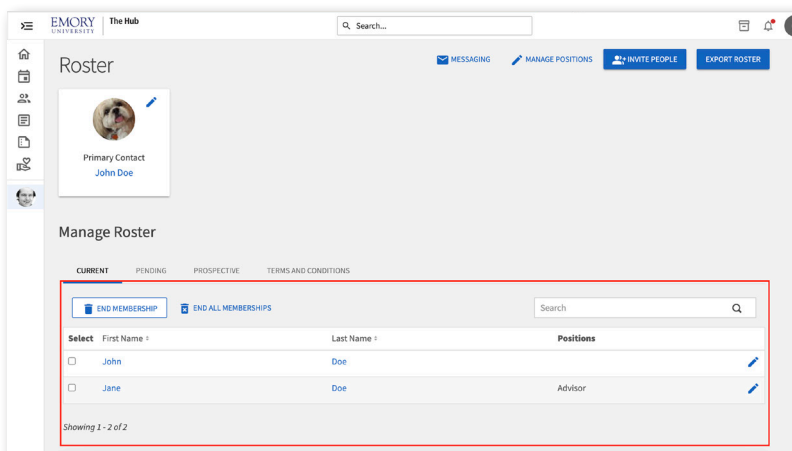
Once on your organization's page, click on the three lines in the upper left corner and then click on the gear icon underneath "My Organizations" in the left side menu.





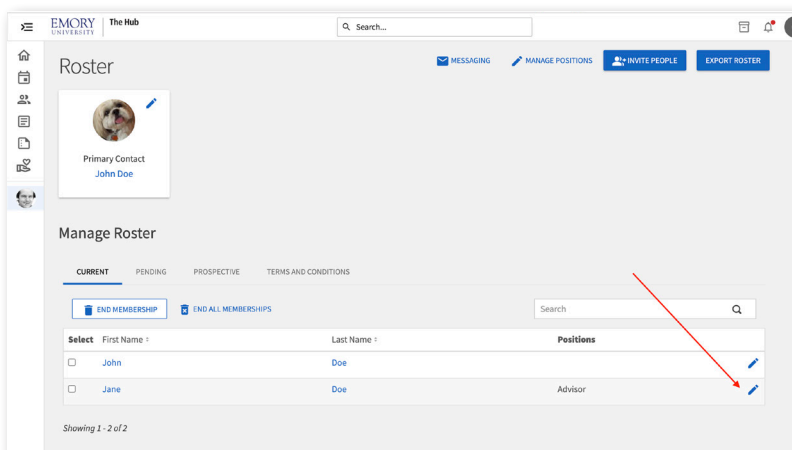
Step 3.

Click on "Roster".



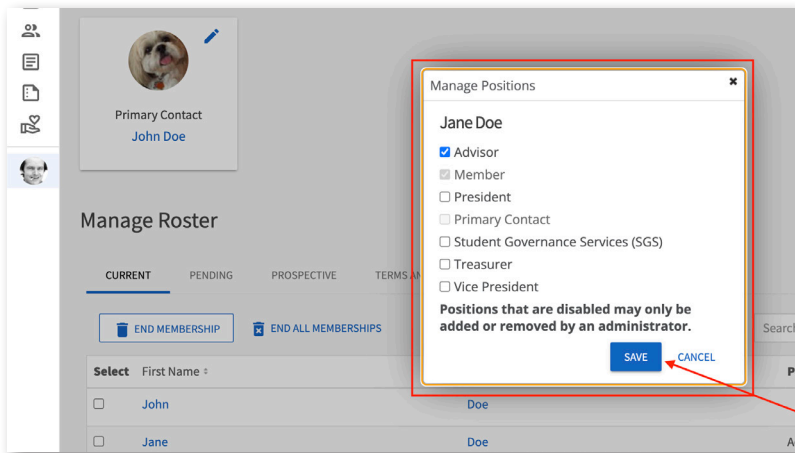
Step 4.

Once on the roster page, locate the name in the list of members. You can either scroll through or type the name in the search option.



Step 5.

Once you find the person you'd like to assign an officer position to, click on the blue pencil icon to the far right of their name.



Step 6.

Click on the box for the specific officer position you'd like to assign them and then hit "Save".