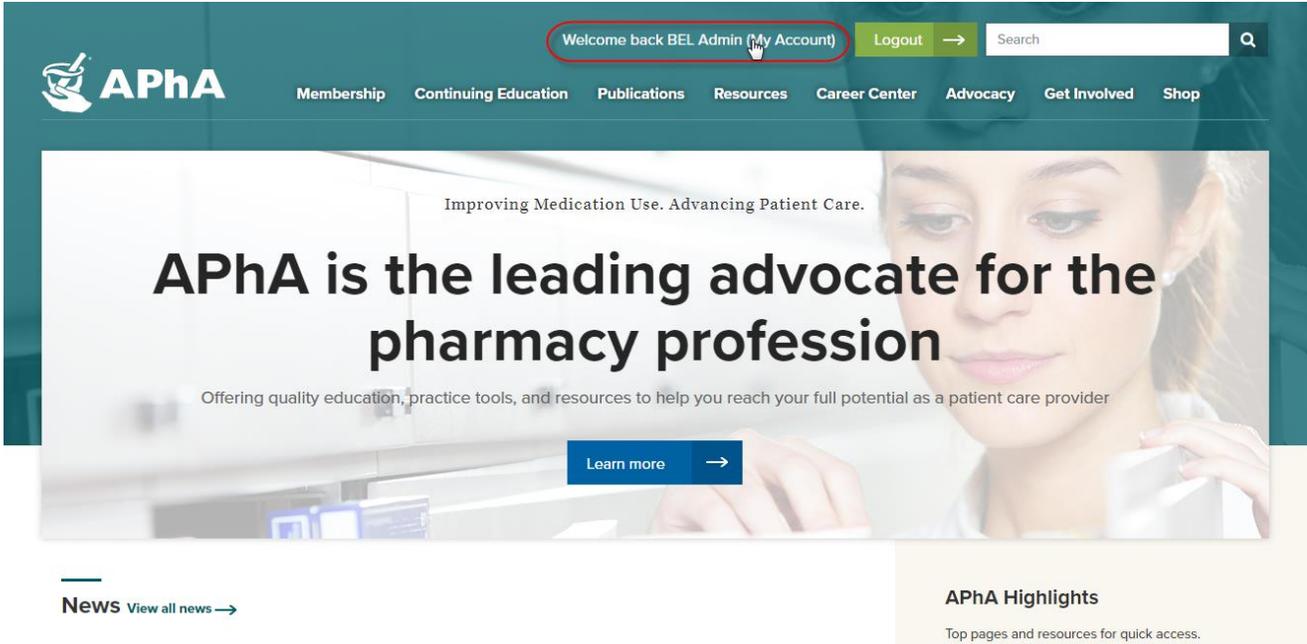
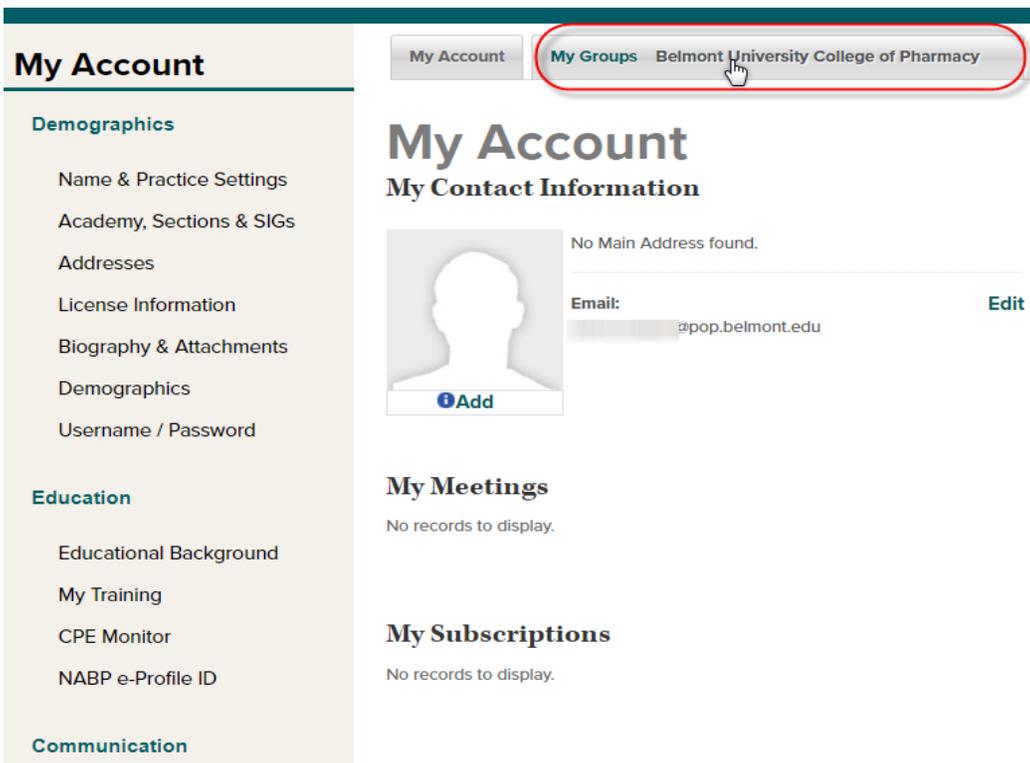


Instructions for Updating Executive Committee Members:

Step 1: Login to your Chapter Administrator Account and Select “My Account”



Step 2: Select “My Groups” next to chapter name



Step 3: On the “Committee Management” page select “Add Committee Member”

Committee Management

My Account My Groups Belmont University College of Pharmacy

Belmont University College of Pharmacy

Last Name:	First Name:	Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>
City:	State/Province:	Country:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Position:	Status:	Date to:
<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input checked="" type="checkbox"/> Current	<input type="text"/>
	<input type="checkbox"/> Future	Date from:
		<input type="text"/>

Search Clear

Actions: Reappoint Go View Reports Add Committee Member

Step 4: Enter committee members name in the “Last Name” and “First Name” fields and select “Search”; Select bubble beside committee members name in “Search Results” and click “Continue”

New Committee Member Search

My Account My Groups Belmont University College of Pharmacy

Email Address:	<input type="text"/>
Last Name:	<input type="text"/>
First Name:	Amber
APhA ID:	<input type="text"/>

Search

Search Results for Amber Morgan

Select	APhA ID	Name	Primary Phone	City	State
<input type="checkbox"/>	000000	Amber Morgan	(615) 221-1000	Nashville	TN

Continue

Step 5: Enter "Position", "Participation Status" as "Active", and "Start Date" as the same date you are entering the position and "Save" (**Note:** All other fields will automatically populate)

* *Required*

Name:	Amber I [redacted]
* Position:	Select 
Sub-Position:	Select 
* Participation Status:	Select 
* From:	<input type="text"/> 
* To:	<input type="text"/> 
* Voting Status:	Select 

Save 

Cancel