You must submit New and Returning Officer Form to Florida PTA. Your officers will be entered, and all will be sent a link to access MemberHub.

1. If you are a Site Administrator for your PTA MemberHub site you will see the Admin Console button in the upper right. When you click on this button you will be taken to the PTA tab.

2. On the right, click on Officers. You will see the current year's officers as well as officers from previous years.

**Note:** After June 30, past year officer information cannot be updated or removed. Prior year officer information should remain in MemberHub for state-level PTA data record, therefore, you are not able to delete past officer information.

3. Click the Add Officer button on the left to add additional officers under that list. The resulting popup window will have you enter Name, Email, Office and Term. Only national PTA required offices are listed. If you have officers with roles not listed under Office, that is okay. If you still want to give them admin rights to your MemberHub site you can by following the instructions [here](#).
4. You can **Give Access to the Admin Console** if you want the officer to have admin rights on your site. If not, you can uncheck this box.

5. Click the **Add Officer** button on the bottom.

**Note:** We have experienced difficulties with Internet Explorer 11.0 and the officer search function. If your officer is already in the people tab you have to add them via the search option or you will get a message the email is already claimed. Please try another browser if you get this error.