



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.

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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.

PTA People Hubs Site Joins Money Settings SponsorShare

### PTA Officers and Committee Chairs

You may begin entering the information for new officers prior to the end of the fiscal year. Members for the new fiscal year (July1 – June 30) may be entered **AFTER** July 1 of each year.

Name	Office	Year
 <a href="#">Cyndi Soter O'Neil</a> ★	President	2017-2018
 <a href="#">Meredith Swindell</a> ★	Vice President 1	2017-2018
 <a href="#">Julie Poyer</a> ★	Membership Chair	2017-2018
 <a href="#">Jamie Jackson</a> ★	Advocacy Chair	2017-2018
 <a href="#">Clair Marshall</a> ★	Treasurer	2017-2018
 <a href="#">Sara Betz</a> ★	Secretary	2017-2018

#### PTA Pages

- ➔ **Officers** ?
- Unit Data
- Members
- Financial Review Confirmations
- Form 990 Confirmations

#### State PTA Documentation

Access help articles and videos for your specific state level PTA.

[North Carolina PTA](#)

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](#).

**Add Officer** ✕

Start typing a name and if you see a matching person select it from the dropdown. Otherwise just fill in each field.

First Name\*

Last Name\*

Email\*

Office\*

Term\*

Give Access to Admin Console

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 you 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.