

March 4, 2009

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.

1. Log on to the Membership Reporting site (WMMR)
2. Click the Club link in the yellow bar
3. Click Club Officers
4. Click the drop-down box entitled "Lionistic Year" & select 2009-2010
5. Select the Title from the drop down list
6. Click the Officer's name in the list of members
7. Click the Save 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 pages 27-30 in the WMMR complete reference guide.