MSU ALUMNI ASSOCIATION
CLUB ADMIN PANEL / HOW TO DELETE/EDIT/ADD BOARD MEMBERS

STEP 1
Login in to the Club Admin Panel on the MSU Alumni Association website at http://alumni.msu.edu/get-together/club-admin.

If you’ve forgotten your username and/or password, please contact Barb Susa-Fineis at susab@msu.edu or 517-432-2211.

STEP 2
You will most likely be directed to the “Dashboard” tab and the page will look like:

... and you’ll get an overview of the information the MSUAA currently has for your club.
STEP 3
Click on the “Edit” button in the Board Members section to update and add information.
STEP 4 – CONFIRM, UPDATE AND/OR ADD YOUR BOARD MEMBER INFORMATION

***In all sections, items with a red asterisk are required.***

The initial page is an overview of the board member information the MSUAA currently has for your club.

| Name       | Position                  | Email                  | Option *
|------------|---------------------------|------------------------|--------
| MSU Spartan| Vice Chair/President/Director | boardmember@msu.edu    | x      |
| MSU Spartan| Chair/President/Director     | msuspartan@msu.edu     | x      |

To delete a person who is no longer a board member:

1. Click on the “X” icon.
2. A text box will appear that reads “Please provide explanation”. Enter an explanation (e.g., “no longer on board”, “moved”) and click on the “X” icon a second time.

3. A text box will appear that asks “Are you sure you want to delete this club person? This action cannot be undone”. Click the “OK” button to delete.
To edit board member information:
1. Click on the “Edit” icon.

2. On this page, you'll confirm, update and/or add the following for each board member:
   - Name
   - Contact information – phone, email, and mailing address
   - Position
   - Term dates

HELPFUL HINTS FOR COMPLETING THIS SECTION

“Donor ID” is assigned by MSU and does not need to be entered.

“Position” = If the board member holds a position that is not listed in the drop down, choose “General Member” e.g., if the board member is the Philanthropy Chair, they should be denoted as “General Member”.

“Email” = Preferred email address for the board member, not the club.

Address information should be the home mailing address for the board member, not the club.

All board members must have a “Term Start Date” and “Term End Date”.

3. Click on “Update Person” at the bottom of the page.
To add a new board member:
1. Click on the “New Board Member” button.

2. Add the following for each board member:
   - Name
   - Contact information - phone, email, and mailing address
   - Position
   - Term dates

HELPFUL HINTS FOR COMPLETING THIS SECTION

Refer to “Edit Board Member Information” helpful hints above.

3. Click on “Add Board Member” at the bottom of the page.

The MSU Alumni Association will review the information and we will contact you if we have any questions.

Thank you and Go Green!