

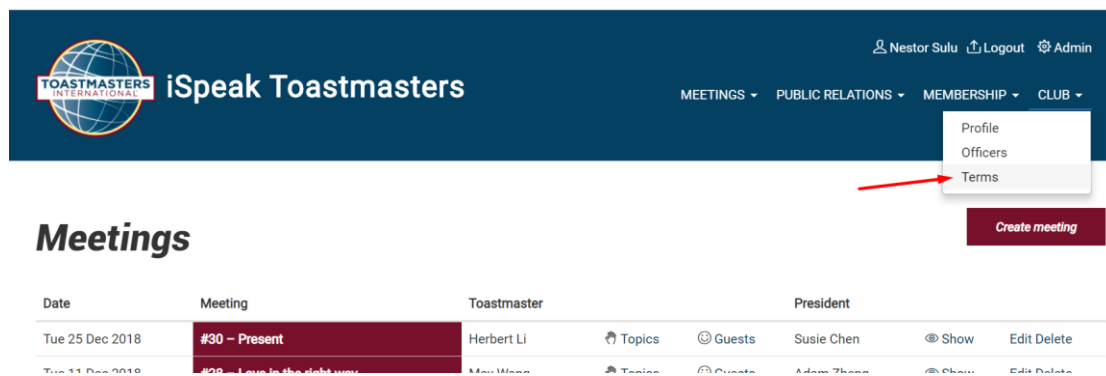
# Update Officers List

For each term, you can add terms and assign new officers from Skynet. This is not related to TI, you still need to login to TI to update officers list. Skynet is not associated to TI.

Is important to update Officers in Skynet, so new officers can get access to system.

## New Term

1. Go to **Club > Terms**

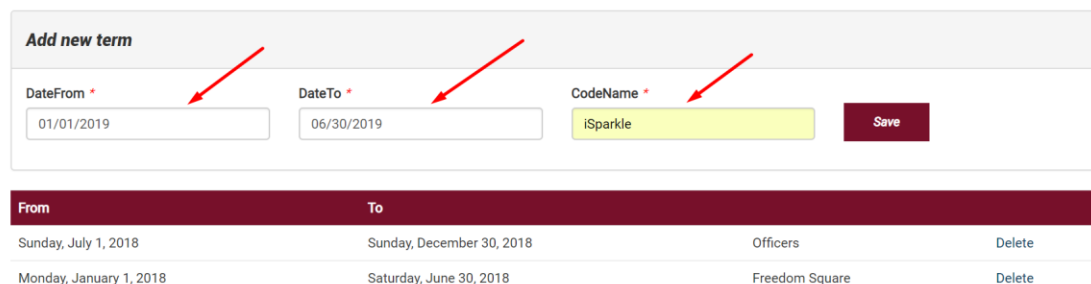


The screenshot shows the iSpeak Toastmasters website interface. The top navigation bar includes the logo, the name 'iSpeak Toastmasters', and user information 'Nestor Sulu' with 'Logout' and 'Admin' links. A dropdown menu is open under 'CLUB', with 'Terms' highlighted by a red arrow. Below the navigation, there is a 'Meetings' section with a 'Create meeting' button. A table lists meetings with columns for Date, Meeting, Toastmaster, and President.

Date	Meeting	Toastmaster	President
Tue 25 Dec 2018	#30 - Present	Herbert Li	Susie Chen
Tue 11 Dec 2018	#29 - Love in the right way	Max Wang	Adam Zhang

2. Type the terms dates, and optionally you can give a name to your new officers' team.

### Club > Terms



The screenshot shows the 'Add new term' form. It has three input fields: 'DateFrom \*' with the value '01/01/2019', 'DateTo \*' with the value '06/30/2019', and 'CodeName \*' with the value 'iSparkle'. A red arrow points to each of these fields. A 'Save' button is to the right. Below the form is a table showing existing terms.

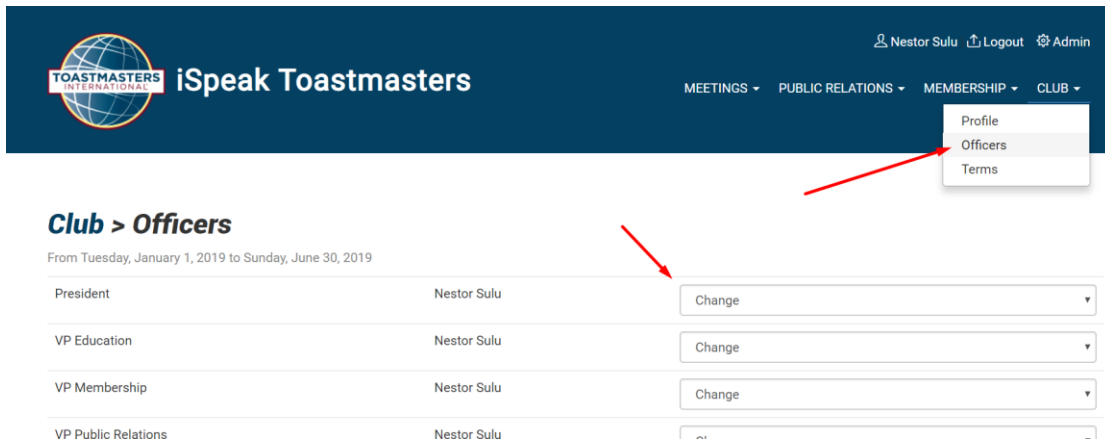
From	To		
Sunday, July 1, 2018	Sunday, December 30, 2018	Officers	Delete
Monday, January 1, 2018	Saturday, June 30, 2018	Freedom Square	Delete

3. Click **save**

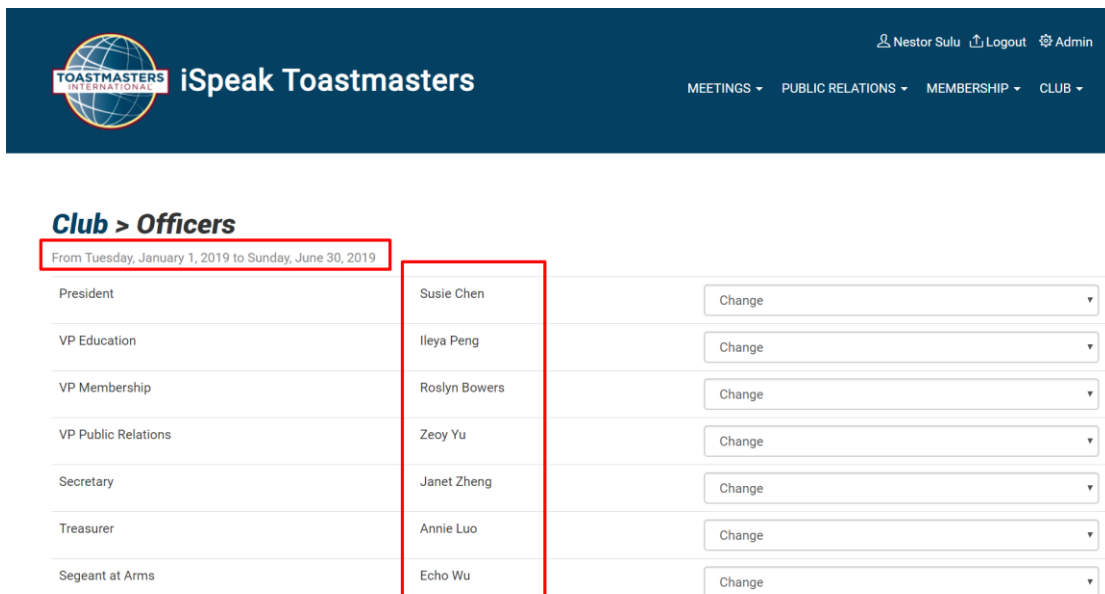
Now you can add new officers (see next page)

## New Officers

1. Go to Club > Officers



2. Choose from list to assign all new officers, one by one.



3. Congratulations, Skynet has now the new officers list updated. Now new officers have access to Skynet.

**REMINDER:** Don't forget to ask former club president to go TI update officers list, is important for DCP points. (Skynet is not financed by TI in any way, Skynet is an independent system from TI).