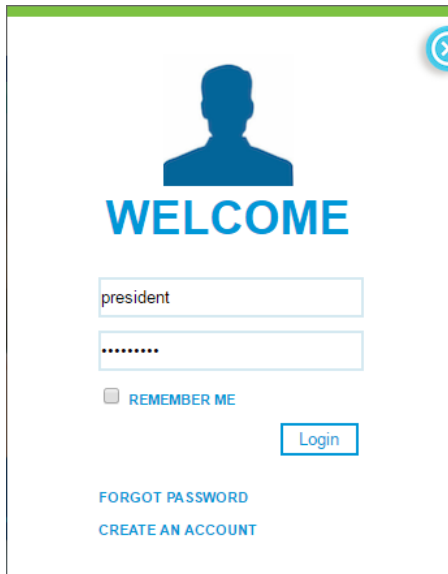


1. Current President to login to jci.cc at <http://jci.cc>. This guide assumes that the incoming president has registered to jci.cc and his/her account is already active.



2. Once you are logged in, in your My JCI tab, click your **LO name**.


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2016	President <i>Local Organization</i>
2015	Training Director <i>Local Organization</i>

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MY RECRUITS Add a recruit

Eva Janelle Dy	Confirmed
Nona Ariola	Confirmed

2 of 2 Recruits View all my recruits

My JCI Library

Based on your current JCI position we recommend that you download...

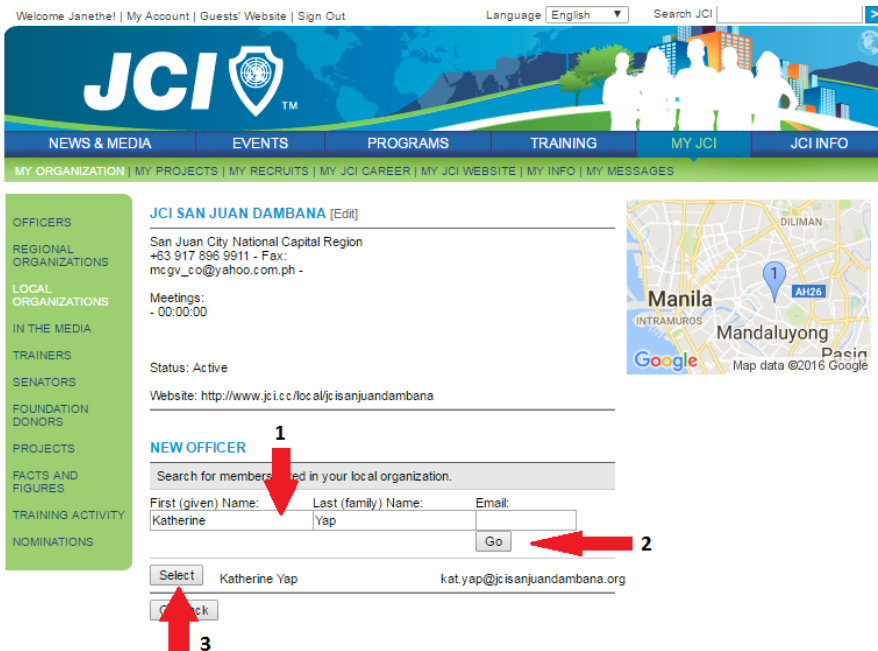
No recommendations at the moment.

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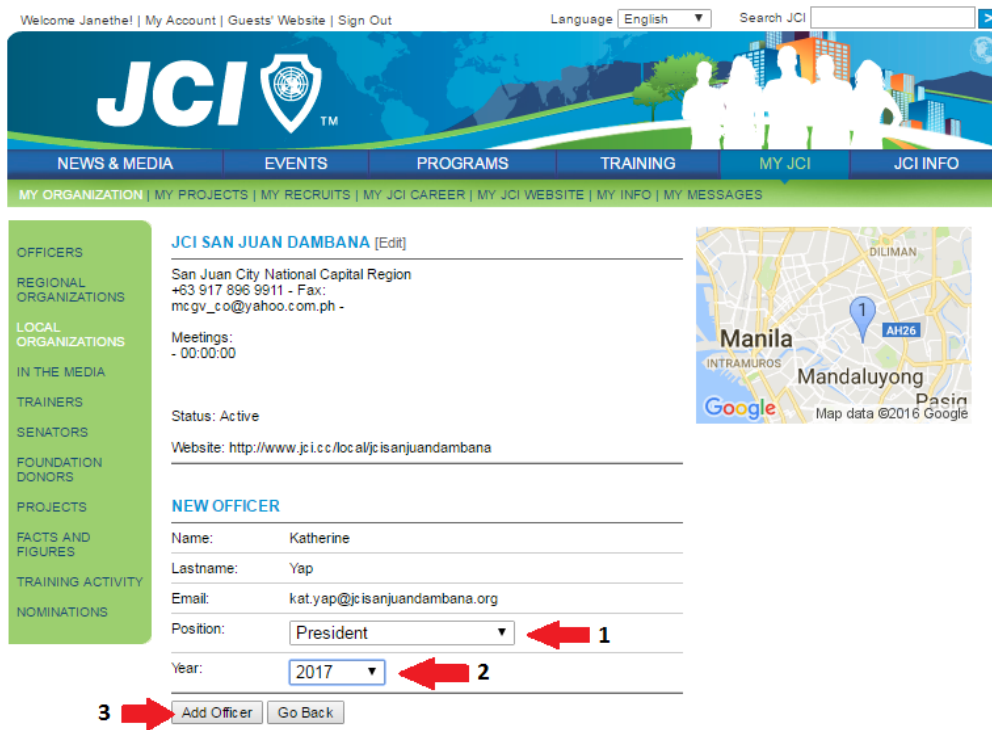
- The link will take you to your Local Organization page where you can add officers and activate/deactivate members. To setup and activate your incoming president as the next year's president, click the **"Add Officer"** link as shown below.



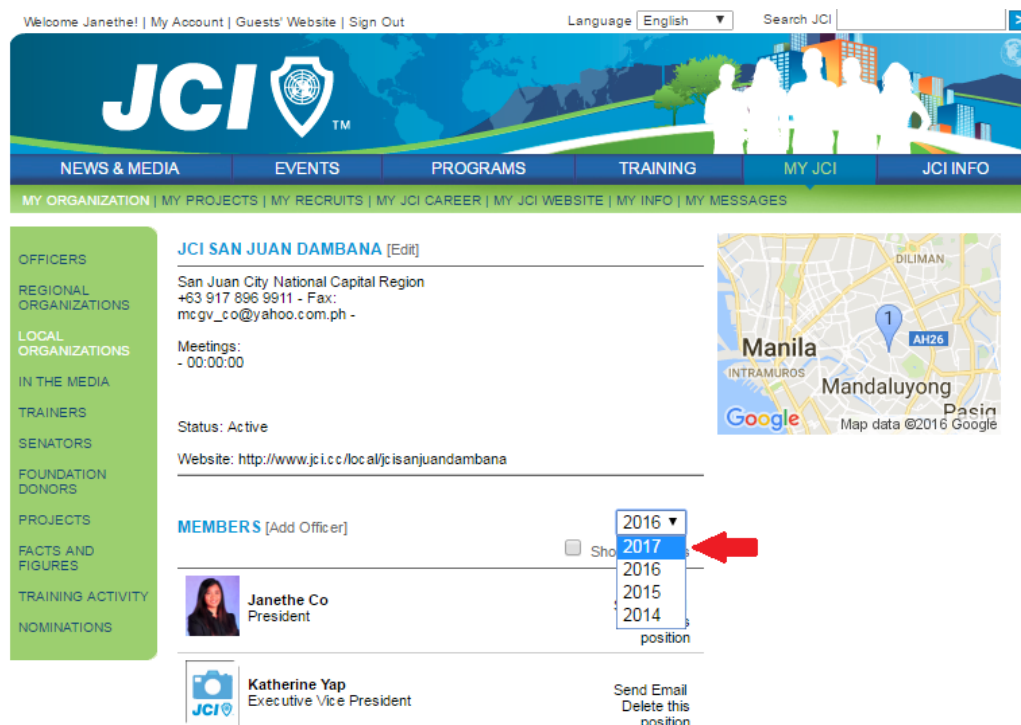
- In the New Officer form, input the **First Name** and **Last Name** of your incoming president, click **"Go"** button. Once the name shows as below the search field, click **"Select"** button.



- In the new officer page, click the drop-down menu for **Position** and choose “**President**”. Then click the drop-down menu for **Year** and choose the upcoming year. Then click “**Add Officer**” button.




- After clicking Add Officer, this will take you back to your Local Organization page. To validate and verify if changes has been made, click on the **Year** drop-down menu and choose the upcoming year as shown below.



7. The Member list for 2017, your upcoming president should now be listed as the President as shown below.

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JCI SAN JUAN DAMBANA [Edit]

San Juan City National Capital Region
+63 917 896 9911 - Fax: mcgv_co@yahoo.com.ph -

Meetings:
- 00:00:00


Status: Active

Website: <http://www.jci.cc/loc al/jc isanjuandambana>



MEMBERS [Add Officer] 2017 ▼

Show Inactives

	Katherine Yap President	Send Email Delete this position
Ana Herico	Active ▼	
Angelina Lopez	Active ▼	