

Adding Offices and Terms

1) Log into your administrative side.

- i) Click on your <Run My PTA/OMDRplus> tab
- ii) Click on <My PTA Tab>
- iii) Then click the red link: **Office and Terms**
- iv) Click on the red words: **Add Office**. You should see a returned view like this:

NAME OF OFFICE	TERM LENGTH	TERM BEGINS (MM/DD)	TERM ENDS (MM/DD)	
Other Office	24 months	Dec 1	Nov 30	[Edit] [Delete]
President	month(s)	/	/	[Add]

[Add Office]



- v) Now use the drop down arrow to the right of the input field under name of office to receive the list of current office selections and click on the office you wish to add. Note if your office is not in there select Other Office. We will add treasurer in this example, so click on this office name:

- b) Your returned screen should appear to be something like the following snapshot:

NAME OF OFFICE	TERM LENGTH	TERM BEGINS (MM/DD)	TERM ENDS (MM/DD)	
Other Office	24 months	Dec 1	Nov 30	[Edit] [Delete]
Treasurer	month(s)	/	/	[Add]

[Add Office]

To place somebody in one of these PTA offices, you must first make them a member, then promote that member to the office.