

Instructions for Changing Church Officers in eAdventist.net

1. Go to the Organization tab on eAdventist.net and click on “search”.
2. Enter your church name in the search field and then click on the result, underlined as a link.
 - **Do NOT, under any circumstances**, change the Organization Type field (Church, Company, Group) on your church’s information page. That is for Conference use only.

On the bottom half of the screen you will see the officers currently listed for your church.

- 3a. If a person is staying in the same office as previously listed, click **RENEW**.
- 3b. If a different person is elected to serve in an office already listed in the **Office title** column of the **Officers** tab in the bottom portion of the screen:
 - Click on the underlined office title, which will bring up the **Select Officer** screen.
- 3c. If the office you need to assign is not listed in the **Office title** column:
 - Click the “New Office” button at the top of the list.
 - Select the office title you need from the **Office title** drop-down menu on the top of the **New Officer** screen.
 - Enter a **Custom office title** if your organization uses a different name for this position.
4. Indicate where mail to this particular officer is to be sent – their default personal address or the church’s address – by clicking in the appropriate circle of the **Mail to** option.
5. Enter the first few letters of the person’s last name in the **Last name** field and click the “Search” button on the right side of your screen.
6. Click in the circle to the left of the correct person.
7. Click the “Save” button on the right side of your screen and you will be taken back to the **Officers** tab of the **Organization** screen where you will see that the change has been made.
8. If there are any offices that are currently listed, but not currently used by your church, simply click the “trash can” button on the far right of the screen and that officer will be deleted from your list.
9. Once completed, click on the “Officer’s list” link next to the New Office button in order to download your Officer’s List as a PDF.