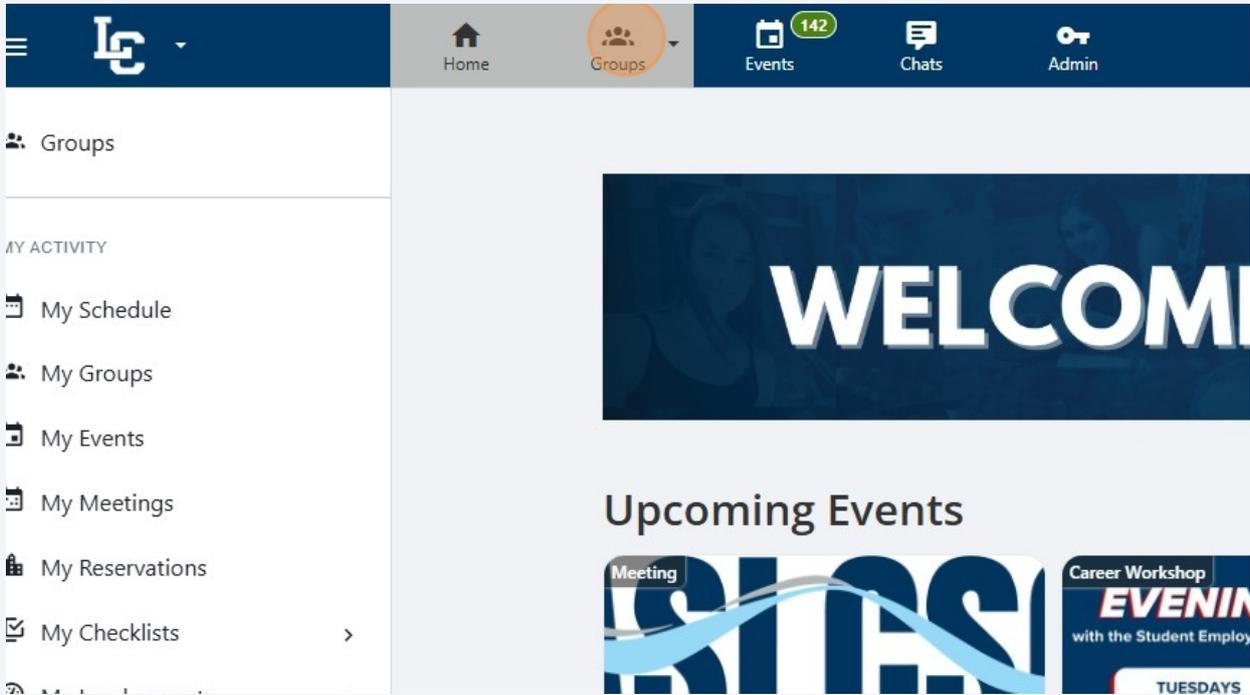
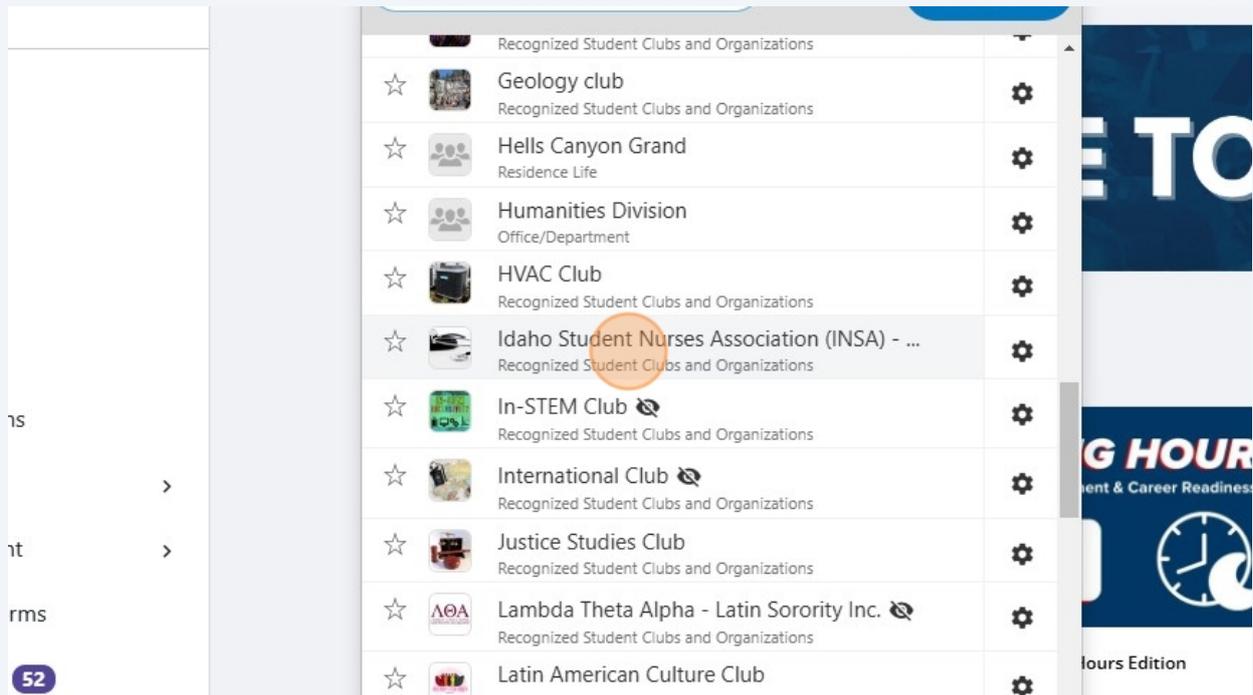


# Adding Officers in Do More

1 Go to "Groups"



## 2 Find and click on your group



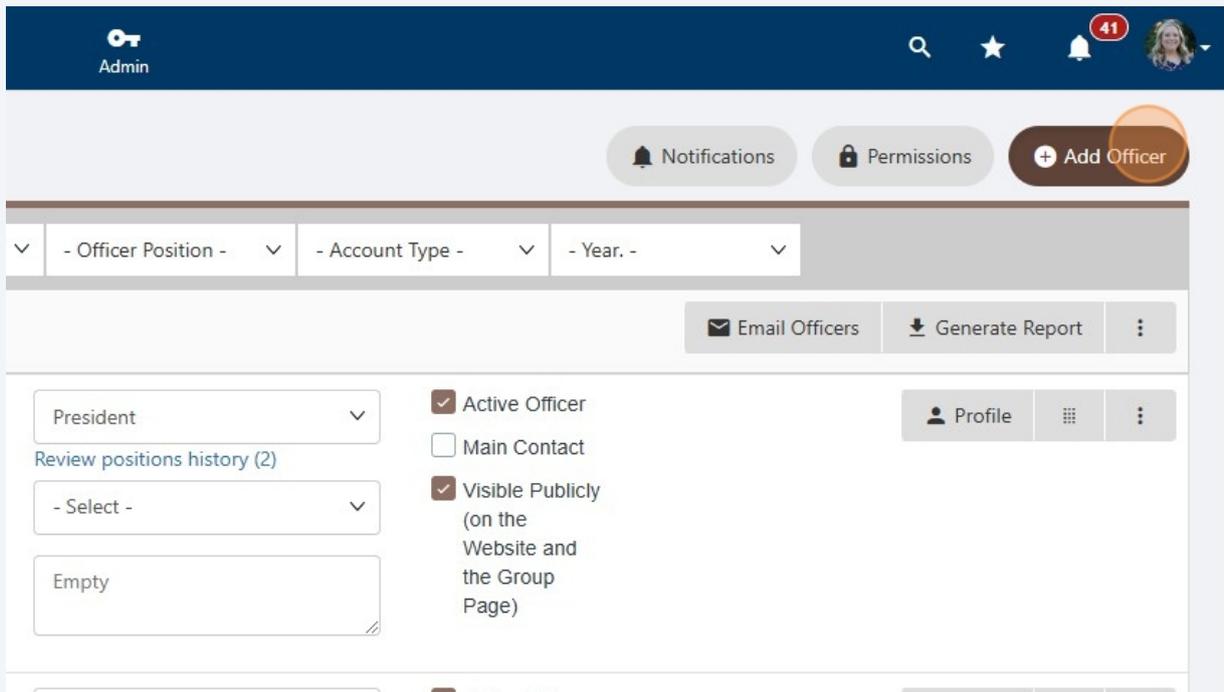
## 3 Click "Officers"

### dent Nurses Association (INSA) apter

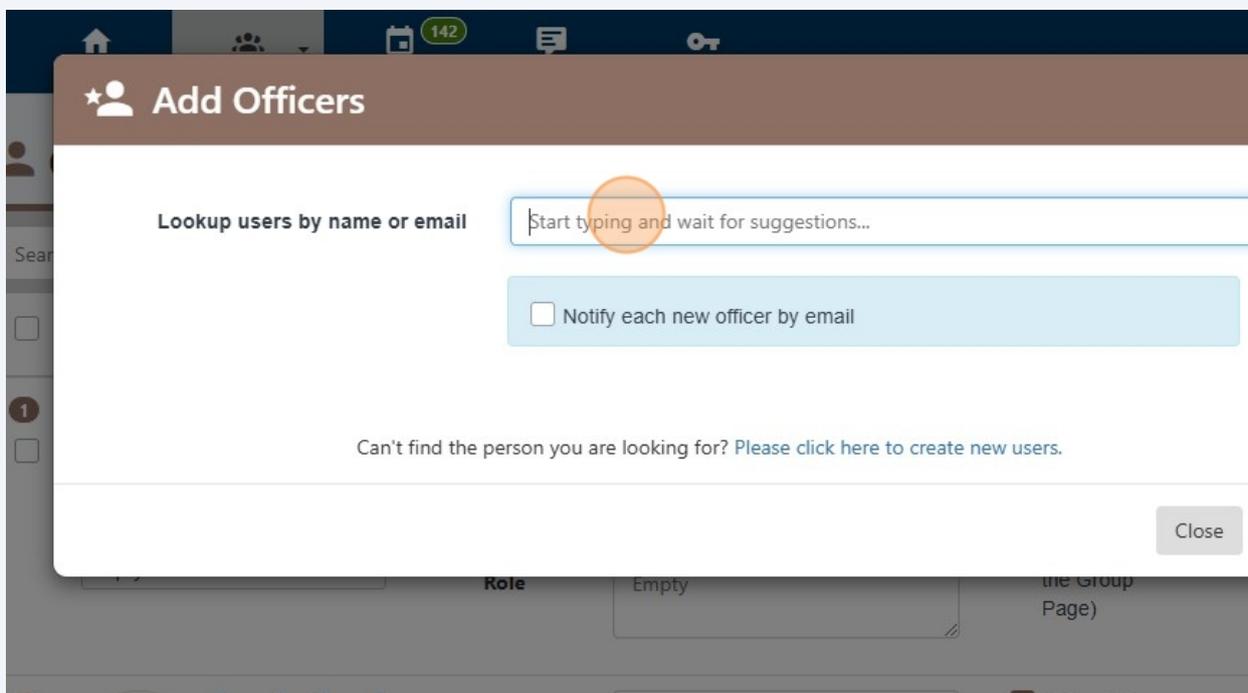
[Join Link & QR Code](#)

The screenshot shows the group page for "dent Nurses Association (INSA)". The page has a header with the group name and a "Join Link & QR Code" button. Below the header, there are three main tabs: "Members", "Officers", and "Recent Feed Posts". The "Officers" tab is selected and highlighted with an orange circle. The "Members" tab shows "16 Current" members. The "Officers" tab shows "2 Active" officers. The "Recent Feed Posts" section has a button that says "Keep your members updated! Post now!". Below this, there is an "Activity" section with a "TODAY" header. The activity list includes: "New group members: Grace Ichie" and "Officer login: Kristin Myers (1), Beverly I". Below the activity, there is a date header "THU, JAN 9".

4 Click "Add Officer"



5 Type the name of the student(s) you would like to add as an officer



## 6 Click "Add"

Typing and wait for suggestions...

Notify each new officer by email

are looking for? [Please click here to create new users.](#)

Close Add

Empty

the Group Page)

Advisor

- Select -

Is the faculty contact for any INSA

Active Officer

Main Contact

Visible Publicly (on the Website and

Profile

Profile

## 7 Once officers have been added you can update their position

Home Home Student... Events Chats Admin

### Officers (2)

Search Officers

Current Officers

- Officer Position -

- Account Type -

- Year. -

**1**

**Nneka Garrison**  
Undergraduate Student  
Appointed On: Nov 13, 2024

**Bio**  
Empty

**Position** President

Review positions history (2)

**Custom Position** - Select -

**Role** Empty

Active Officer

Main Contact

Visible Publicly (on the Website and the Group Page)

**2**

**Beverly Kloepfer**  
Faculty

**Position** Advisor

Active Officer

Main Contact