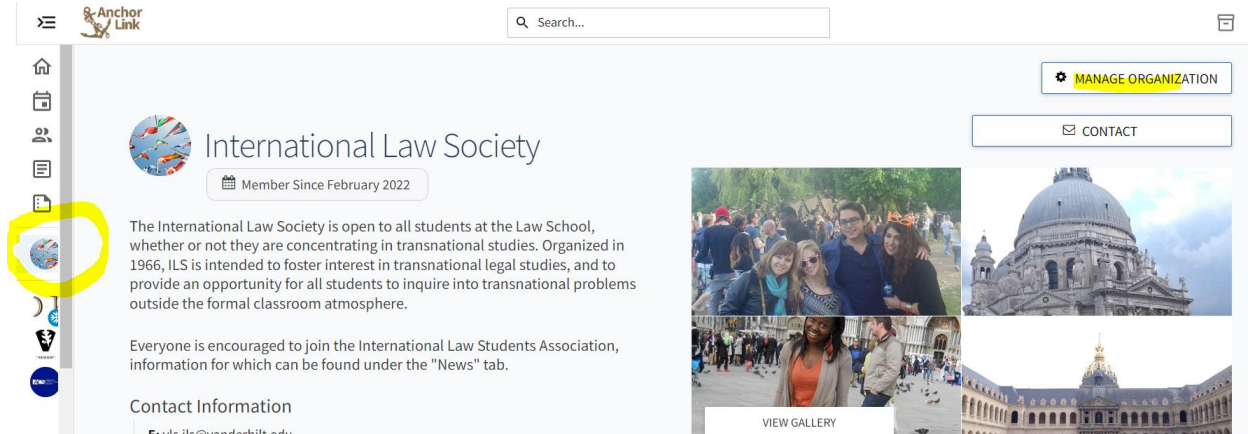
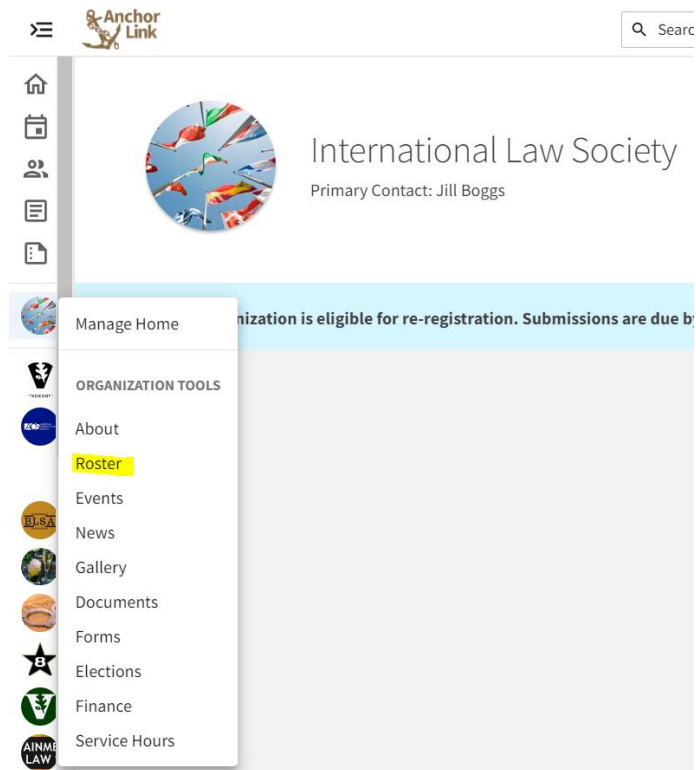


Instructions for Updating Your Roster:

1. Login to Anchor Link: anchorlink.vanderbilt.edu/
2. Search for your Organization.
3. Click “Manage Organization” at the top-right corner (see below)
4. On the far-left column, click on your org’s logo-



5. A pop-up menu will appear. Click “Roster”-



6. In your Roster, search for the name of your new President. When their name comes up, click the pencil icon to edit. Click the check box “President” and save.

7. If they are not currently a member, you will need to invite them. Click “Invite People” at the top, provide the email address of your new President. There will then be a drop-down menu to select position. Select “President” and send invite. They will need to accept.

Roster

MESSAGING MANAGE POSITIONS **INVITE PEOPLE** EXPORT ROSTER

JB
Primary Contact
Jill Boggs

Manage Roster

CURRENT PENDING PROSPECTIVE TERMS AND CONDITIONS

END MEMBERSHIP END ALL MEMBERSHIPS Search

Select	First Name	Last Name	Positions
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E-mail addresses

ADD E-MAIL ADDRESSES

Invitations will be sent to:

Invite as **President**

jennie.e.stumpf@vanderbilt.edu

SEND INVITATIONS CANCEL