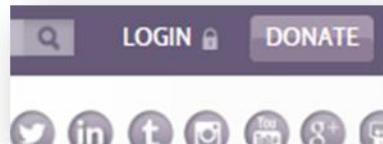


UPLOAD A LEADERSHIP ROSTER

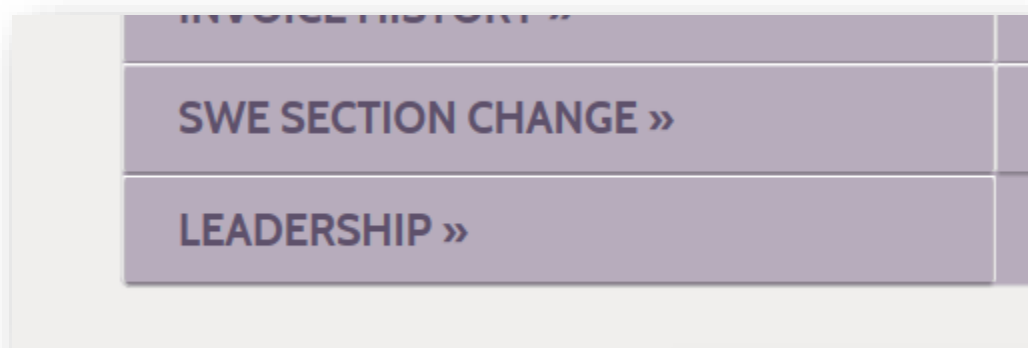
Use these instructions to upload your section's leadership roster for the current fiscal year via the online Leader Portal.

1. Navigate to www.swe.org.
2. Click the **Login** button at the top-right corner of your screen and enter your login information.



3. Click the **Leadership** button.

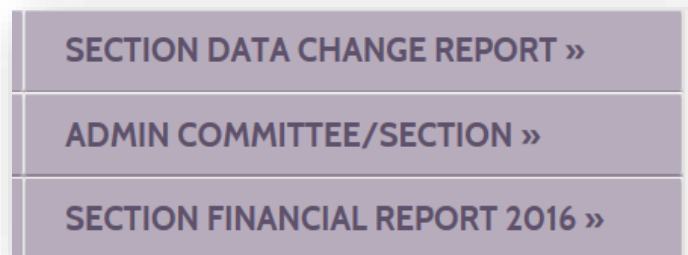
Note: This button will only be available to leaders who have submitted their Leadership Roster for the current Fiscal Year.



UPLOAD A LEADERSHIP ROSTER

- Click the **ADMIN COMMITTEE/SECTION** button.

Note: This button will only be available to the President, Treasurer, and Data Officer of a Section.



- Select the button below** to add an individual to a Leadership Position for this fiscal year.



- Complete the form** below to add an individual to a Leadership Position, then select **Save**.

*Note: The **END DATE** should always be the end of the upcoming Fiscal Year (June 30th)*

Example:

Member ID or Last Name: 123

Position: Use drop down to select President

Start Date: 03/28/2017 (auto populated)

End Date: 06/30/2018 (end of next fiscal year)

Member ID or Last Name*	<input type="text"/>
Position*	Select a Position <input type="button" value="v"/>
Start Date*	03/28/2017
End Date	<input type="text"/>
Administrator	<input type="checkbox"/>
	<input type="button" value="Save"/>

UPLOAD A LEADERSHIP ROSTER

7. **Repeat Steps 4-5** as needed until all Leadership Positions have been added for your Section.
8. **Navigate back to the SWE website** and start browsing to see how you can be a positive influence in your workplace, your community, and SWE!