**Instructions for how to add an incoming alumnae**

**officer to Anchorbase**

* Log into [Anchorbase](https://anchorbase.deltagamma.org/).
* Select the Roster tab, then proceed to Tasks > Update Officers.
* If appointing a new alumnae group officer who has not yet taken office, click the box next to the current volunteer serving in that office and then select continue.
* Search for the new officer that you’d like to add into office.
* Enter the date that the new volunteer will be assuming the office. This will add an end date for the current (not continuing) officer.
* Proceed through the validation steps to complete the appointment in Anchorbase.
* If an alumnae officer is continuing to serve in the same role, you should not enter an end date and new start. Instead, leave the end date blank and do not make any further adjustments. This will indicate the officer is continuing to serve in the existing role. You should only update the roster if the person is changing roles or ending a term.