

Please Note: ALL Club Officer Elect Reports should be completed online to best benefit your Club!

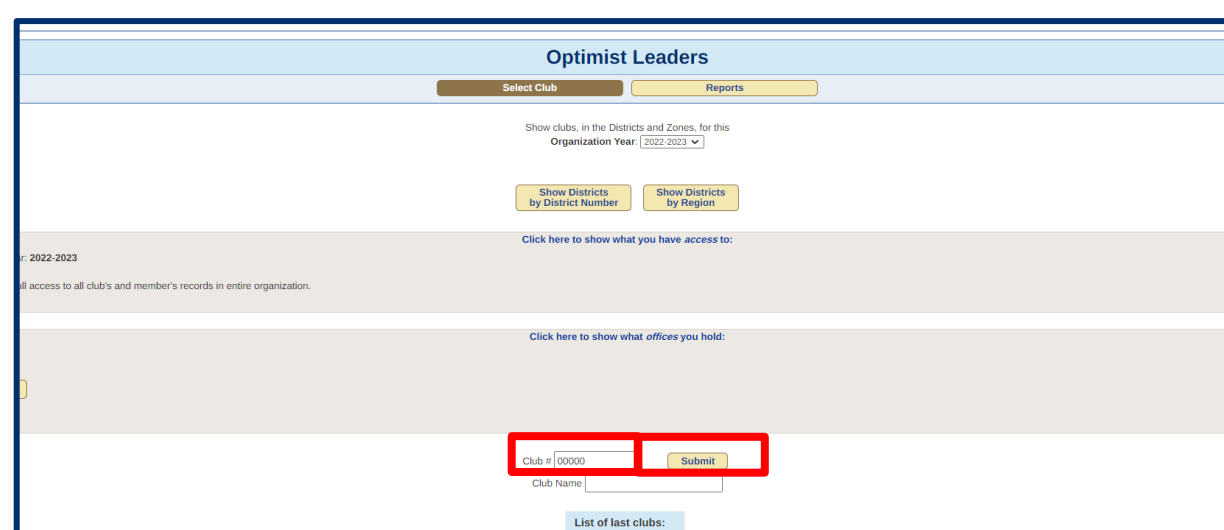
On the Optimist International website (<https://www.optimist.org>), click Optimist Leaders - Login (in the top left corner).



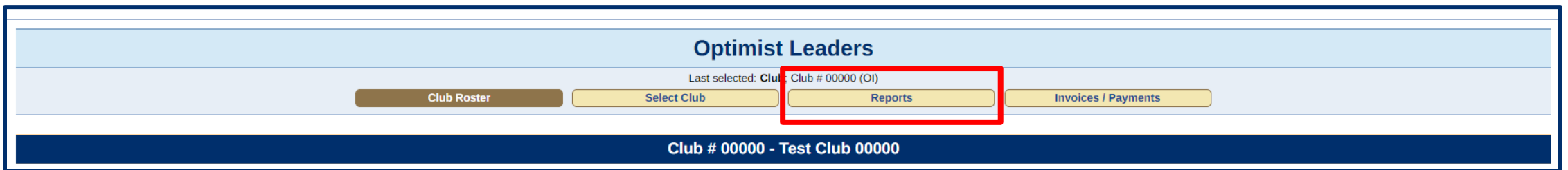
Enter your email and password. Click Login.



Once you are logged in, scroll down the page until you see the box to enter your Club Number. Enter your 5-digit Club Number and click Submit.



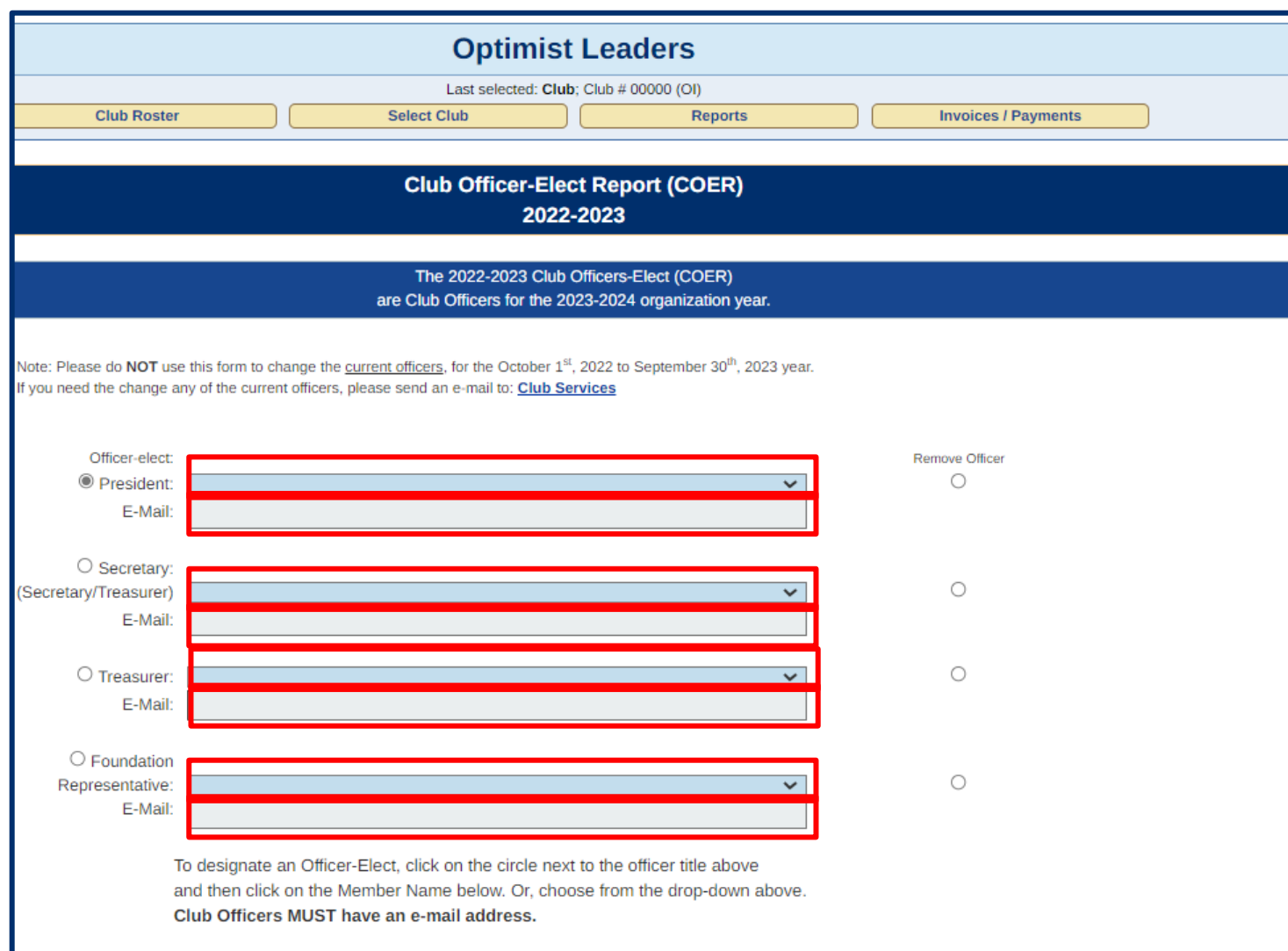
Once on your Club's page, click Reports.



On the reports page, scroll down until you find the section labeled Club Officer-Elect Report (COER) and click Report.



Use the dropdown list to select the name of the Member that will fill each Officer-Elect Position. Be sure to select a person for each of the 4 Officer-Elect positions, and if one person is filling two roles, for example Secretary/Treasurer, select that person for both of those roles. It is essential that you enter the correct email address for each person as well.

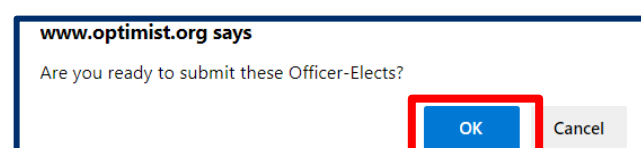


Please note that the report for the current year should list the officers for the following year. So, for example, the COER for 2022-2023 should list the officers for the 2023-2024 Organizational Year.

Once complete, scroll to the bottom of the page and click Submit.



Click "OK" on the popup to ensure you are ready to submit your Club Officer-Elect Report.



Questions about submitting the Club Officer-Elect Report?

Email: membership@optimist.org