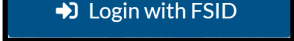


## HOW TO CHANGE ROLES IN myZBT

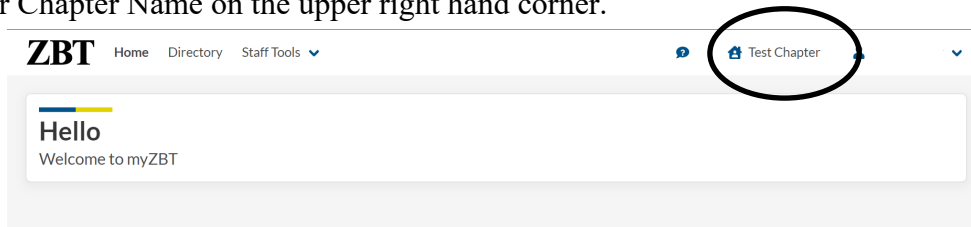
**Note: You must have a role as Chapter President, Operations Director or Finance Director to see this function.**

### FIRST STEP

Go to portal.zbt.org and login with your FSID.  You should already have your FSID, it is the same email address you used when you joined as a new brother. If you do not, either contact ZBT or you can also choose the Sign Up for a login option.

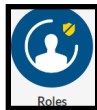
### SECOND STEP

Click on your Chapter Name on the upper right hand corner.



### THIRD STEP

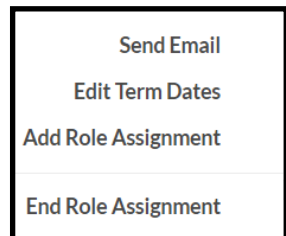
Click the ROLES button



### FOURTH STEP

You will see a list of the current roles and who is placed in them. If you click the three dots in the upper right side, you will have several options. From this option, you can:

- **Edit Term Dates** - Use this when you know the dates ahead of time or you have to retroactively edit the dates that the Brother is in the position
- **Add Role Assignment** - Add a new Brother to that position. You may also edit Term Dates with this option
- **End Role Assignment** - Use this to end a Brother's role in your organization



### STAY UP TO DATE!

It is very important to keep your Roles up to date, as we send specific information out to various roles. If you have elections, you can input the information into the Portal right after elections and choose your start and end date. You can do this by Editing Term Dates or Add Role Assignment.

#### ZBT INTERNATIONAL HEADQUARTERS

 1320 City Center Drive, Suite 225, Carmel IN 46032

 ZBT@zbtnational.org

 317-334-1898

 ZBT.org