

Instructions

Please do not change the column headings. They must be as follows at all times

username	email	password	first_name	last_name	phone_number	birth_date	membership_type	student_id	club_id	executive_role
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username and email address of a member must be same at all times.

password to be left blank at all times

birth_date format 1925-05-25

membership_type Student/Staff/Community

club_id can be found in the Add member application form dropdown titled Select Club.

executive_role is the role you want to assign the executive like Media Coordinator

You can add all executives to the same file. No need to submit each executive separately.