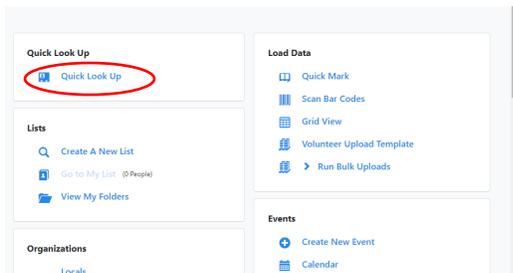


## How to: Update the Roles of Local Contacts

Log into LAN and, in the “My Campaign” tab, click on **Quick Look Up**



Enter **last and first name** of the person for whom you will change the information and click “Search”

A screenshot of the 'Quick Look Up' search form. The 'Last Name' field contains 'cooper' and the 'First Name' field contains 'kevin'. The 'Search' button is circled in red. Other fields include Middle Name, Nickname, Phone, VANID, Street Address, City/Town, State, Zip, and Country.

Click on the person’s name to go to their information.

Records can only be merged two at a time

Follow	Name	Address	City	State/Province	Country
<input type="checkbox"/> <a href="#">+ Follow</a>	<a href="#">Cooper, Kevin M</a>	3519 13th St NW # 304	Washington	DC	United States
<input type="checkbox"/> <a href="#">+ Follow</a>	Cooper, Kevin Michael	6706 Neosho St Apt 3W	Saint Louis	MO	United States
<input type="checkbox"/> <a href="#">+ Follow</a>	Cooper, Kevin Richard	21587 SW 99th Ave	Tualatin	OR	United States

3 People - 1 Page

Click on “Roles” to unfold the options.

Click on “Edit”, next to the role you want to change or update.

If there are no roles, click on “Add New Local.”

International	Local/Worksite	Title	Roles	
CWA	CWA 00000000	Local Union/Political Coord.	Local Union Coordinator (2018) 	<a href="#">Edit</a>
CWA	CWA 00001101		Volunteer	<a href="#">Edit</a>
<a href="#">Add New Local</a>				

On “Title”, select “**Local Union/Political Coord.**”

Fax  -  -

Home Phone  202 -  434 -  1365

Email

**Title\***

Roles

- Chief Steward
- Emeritus
- Executive Board Member
- Executive Council
- Executive VP
- Field Representative
- Financial Secretary
- Lead Organizer
- Local Representative
- Local Union/Political Coord.**
- Organizer
- Other
- President
- Secretary
- Secretary-Treasurer
- Support Staff
- Treasurer
- VP
- Worksite Coordinator

Check the “Local Union Coordinator” box next to “Roles,” and enter “2018” next to “Year”

Fax  -  -

Home Phone  202 -  434 -  1365

Email

Title\*

Roles  Local Union Coordinator

Year

Officer

Newsletter Coordinator

Retiree Coordinator

Zone Coordinator

Shop Steward

Click the “Save” button on the bottom right.

Title\*

Roles  Local Union Coordinator

Year

Officer

Newsletter Coordinator

Retiree Coordinator

Zone Coordinator

Shop Steward