

How To Submit Your Section Officers to HQ

NOTES:

- The Section year begins June 1. As of that day, our system purges the officers from the previous year (with a few exceptions: Past Chair, Webmaster, etc.). Your officers can only be updated by a current Governing Board member, so do this before the end of May. After June 1, your new officers can be updated by any Governing Board member still listed on the “Officers” page of your Section website (or you can contact the Sections staff).

-You will need the SAE member number for each officer and their membership must be current. You’ll be adding this in real time, so you’ll know right away if anyone’s membership isn’t current).

- The contact information displayed for each person is what they currently have in our database. Each person can change their information through [MySAE](#) or by contacting SAE Customer Service at +724-776-4970 or 877-606-7323 (US and Canada only).

- The default is to show the email and phone number for each person but you can choose to hide them if desired.

Directions:

1. Go to the SAE website for your Section (you’ll need to be logged into the SAE website).

2. Click on “Officer Administration.” SAE Sections and Collegiate Chapters www.sae.org/sections

Search:

Advanced

[Global Sections](#)

[Local Events Calendar](#)

[Section Discussions](#)

For Section Officers Only:

[Homepage](#)

[Administration](#)

[Officer Administration](#)

[Event Administration](#)

[Announcement Administration](#)

[Newsletter Administration](#)

Welcome to the SAE Alabama Section

The SAE Alabama Section is an outstanding resource for engineering, management professionals involved all aspects of the vehicle mobility in the State of Alabama.

Local SAE members volunteer their leadership time and talent to organize opportunities for you to network with other professionals, stay up to date on trends, learn more about the industry and companies in our area, find new employees, customers, and much more!

Bookmark our site to stay abreast of upcoming events.

Send an email to ms010@email.sae.org for more information or to:

- Get involved in the leadership of our Section
- Learn how the Section can help you develop valuable career skills on the job
- Offer a tour or event at your facility
- Suggest ideas for future events or meeting topics
- Connect with engineering students and young professionals in your area
- Learn how you can help encourage children in your local school district interested in science, technology, engineering and math

SAE Alabama Section Events

3. Click on “Add an Officer to your Section.”

The screenshot shows the SAE International website interface for the Alabama Section. The top navigation bar includes 'SAE International', 'SAE Home', and icons for 'Contact Us' and 'Cart'. The main navigation bar features 'Alabama Section', 'Section Home', and 'Events'. A left sidebar contains a search bar, 'Advanced' search options, and various navigation links such as 'Global Sections', 'Local Events Calendar', and 'Section Discussions'. The main content area is titled 'Alabama Officer's Page Administration' and displays two officer profiles. Each profile has 'Edit' and 'Delete' buttons. The first profile is for Dr. Alan Druschitz, and the second is for Diane McGuire. Below the profiles is a link that says 'Add an Officer to Alabama Section'. A red arrow points from the top right towards this link.

4. Enter the SAE member number for the officer and click “Find.”

The screenshot shows the SAE International website interface for the Alabama Section, specifically the 'Alabama Officer's Page Administration' form. The top navigation bar includes 'SAE International', 'SAE Home', and icons for 'Contact Us', 'Help', 'Shopping', and 'Cart'. The main navigation bar features 'Alabama Section', 'Section Home', 'Events', 'Officers', 'Newsletters', and 'Education'. A left sidebar contains a search bar, 'Advanced' search options, and various navigation links. The main content area is titled 'Alabama Officer's Page Administration' and contains a form for adding an officer. The form includes a 'Member Number' field with a 'Find' button next to it, a 'Name' field, a 'Company' field, an 'Officer Title' dropdown menu (set to 'Acting Chairperson'), and radio buttons for 'Show Email Address' and 'Show Phone Number'. A 'Submit' button is at the bottom. A red arrow points from the top right towards the 'Find' button.

5. When their name and company appear, select the appropriate “Officer Title,” then click “Submit.”

If the exact position title you want isn't in the list, select the closest or use a generic title like “Committee Participant.”

Once entered, each officer will be listed on your “Officers” page and will have access to update your website.

If you have any questions, please contact:

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