

HELP PSEA STAY CONNECTED WITH YOUR LOCAL ASSOCIATION LEADERS. PLEASE NOTIFY PSEA OF CHANGES TO YOUR LOCAL ASSOCIATION LEADERSHIP FOR THE 2024-2025 MEMBERSHIP YEAR AFTER YOUR ELECTION HAS TAKEN PLACE. IT IS ESPECIALLY IMPORTANT TO HAVE CURRENT CELL PHONE NUMBERS AND HOME EMAIL ADDRESSES ON FILE.

ONLINE CHANGES AND UPDATES CAN BE MADE BY GOING TO <u>WWW.PSEA.ORG/LEADERTOOLS</u> AND CLICKING ON LOCAL OPERATIONS, CHANGE LOCAL OFFICERS. DETAILED INSTRUCTIONS ARE AVAILABLE IN THE LOCAL LEADER TOOLS ONLINE REFERENCE MANUAL. ONCE CHANGES ARE ENTERED, AN EMAIL WILL BE SENT THROUGH LOCAL LEADER TOOLS TO THE WESTERN REGION STAFF ASSOCIATE WHO WILL APPROVE THE CHANGES. YOU WILL SEE A MESSAGE IN THE STATUS BAR UNTIL THE CHANGES ARE APPROVED.

YOU CAN ALSO EMAIL OFFICER CHANGES DIRECTLY TO THE WESTERN REGION OFFICE AT <u>WESTERNREGION@PSEA.ORG</u>. REMEMBER TO INCLUDE THE EFFECTIVE DATE FOR EACH NEWLY ELECTED OFFICER.

> IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE WESTERN REGION OFFICE ON 412-381-2400.