

OptimistLeaders and OptimistMail Instructions for 2013-2014 Officers

1. Officers from the Club to International level will be required to submit a valid e-mail address to Optimist International. Club officers will need to include their e-mail on the Club Officer Election Report (COER).
2. A password will be randomly generated by Optimist International and emailed out to officers before the beginning of the 2013-2014 Optimist year. The password will be the same to access both OptimistLeaders.org and Optimistmail.org accounts.
3. Messages sent to Optimistmail.org will be automatically forwarded to the personal e-mail address submitted for the Club President or International officer.
4. Officers can access their OptimistMail.org e-mail boxes:
 - to change OptimistMail.org Club password.
 - to change the e-mail address to which the messages are forwarded. Officers may add e-mail addresses once they have the approval of the intended recipients.

Please remember – Officers may use the password recovery function on **OptimistLeaders.org** and **Optimistmail.org**. Enter the e-mail on the Club roster and the password will be sent to that address.

