# Manage Club Officers - Create A New Assignment

This guide is essential for anyone involved in managing club officers within the Lions International framework, streamlining the process of assigning roles at various organizational levels. It provides clear instructions on how to effectively use the Lion Portal to assign club officers, ensuring that all necessary positions are filled for smooth club operations. Additionally, the guide emphasizes the importance of proper title permissions and offers tips for efficient management, making it a valuable resource for leaders within the Lions community. By following this guide, users can enhance their club's leadership structure and ensure compliance with organizational requirements.

Tip! This shows how to assign officers for your club. The process to assign officers at the district or multiple district follows the same system steps, the list of titles will change based on the level.

Officers can be assigned for the **current** year. These will become effective immediately and end on June 30th. **Upcoming** year will become effective on July 1st of the next Lion year and end on June 30th of that Lion year.

Alert! To assign officers you must have a title that gives you this permission.

Titles that can assign officers at the individual Club level are:

Club President

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- Club Secretary
- Club Administrator
- District Administrator can assign officers for your Club



#### 2 Click "MY CLUB"



# **Create Officer Assignment**

<b>3</b> Click "Mana	age Club Officers"	
	Naperville, Illin United States	ois 60565
• Details Data Export	Club Statements Club Service Acti	vities More Member Club Acti
count Name ample Club For Training	Type 🕚 Lions Club	Manage Club Members
rent Account    strict 1 J	Active Member Count 50	
gion or Zone 🕕	Club Specialty <b>1</b> Cultural	Manage Club Officers
on ID 🚯	Club Sub-Specialty 🚯	
uth Programs 🕚	Specialty Description ① Arts and Entertainment	Manage Cub Club Leader
	Charter Established Date	
Club Details		Manage Delegates
no cangato de	147-1 12	



#### Click "Create New Assignment"



	Sinted States	
<b>Details</b> Data Export	Manage Club Officers	Club Actio
count Name ample Club For Training rent Account ①	<ul> <li>Select from the options below</li> <li>Create New Assignment</li> <li>End Assignment</li> </ul>	nage Club Members
gion or Zone ①	Add Officer Address	anage Club Officers
0158 uth Programs ①	Specialty Description 🙂	Manage Cub Club
	Arts and Entertainment Charter Established Date ① 7/1/2010	Leader
Club Details		Manage Delegates
escription	Website	

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Click "Current Lion Year" to create an immediate assignment. Click "Upcoming Lion Year" to enter next year assignments; effective on July 1st.

200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	50	×
Club Details	Data Export		Manage Club Officers		Club Actio
Account Name Example Club	For Training	When Should 1	This Assignment Begin?		nage Club Members
Parent Account District 1 J	• •	Current Lic	n Year		
Region or Zone <u>SE Zone 1</u>	• •	Upcoming	Lion Year		anage Club Officers
Lion ID <b>1</b> 200158			Previou	s Next	
Youth Program	s 🚯	Speci Arts a	any Description 😈		Leader
		Chart 7/1/	er Established Date <b>③</b> 2010		
✓ Club Det	ails				Manage Delegates

	office states	
Details Data Export	Manage Club Officers	Club Actio
count Name ample Club For Training	When Should This Assignment Begin?	nage Club Members
rent Account ① strict 1 J rgion or Zone ① Zone 1	• • Current Lion Year • Upcoming Lion Year	anage Club Officers
on ID 0 )0158	Previous	Manage Cub Club
uth Programs 😈	Arts and Entertainment	Leader
	Charter Established Date ① 7/1/2010	Manage Delegates
Club Details		
escription	Website	

on ID <b>)0158</b>	Type Lions Club	Status Active	Billing Address 124 Any Place Naperville, Illinois 60565 United States	Active Men 50	nber Count
			Manage Club Officers		
Details	Data Export				Club Actio
count Name	For Training	What is the Off	ficer and Title Type for this title?		nage Club Members
rent Account strict 1 J	0	None		÷	
gion or Zone Zone 1	0	* Title Type 🚯 Official		\$	anage Club Officers
on ID 🕕 00158		None			Manage Cub Club
uth Programs	• •	Officer Administrator	ar Established Data		Leader
		7/1/2	2010		Manage Delegates

#### 8 Click this dropdown to select "Officer" or "Administrator" title type.



#### Alert!

**Official** titles provide the permissions to perform action in and view member data in the Lion Portal.

Local titles are specific to only your club and do not provide access to actions or data above the non-officer level.



#### Tip!

Every Club should assign:

- Club President
- Club Treasurer
- Club Secretary
- Club Administrator

Every District and Multiple District is encouraged to assign a District or Multiple District Administrator. These positions can assist and perform functions for the Clubs under their hierarchy.

	United States	_
	Manage Club Officers	
Details Data Export		Club Actio
ount Name	What is the Officer and Title Type for this title?	
mple Club For Training	* Officer Type	nage Club Members
ent Account 🕚	Officer 🖕	
trict 1 J	* Title Type	
ion or Zone 🕚 Zone 1	Official $($	anage Club Officers
ID 🚯		
158	Previous	Manage Cub Club
th Programs 🕚		Leader
	None	
	Official	
	Local	Manage Delegates
Club Details		
scription	Website	( <del>*</del>

#### 10 Click "Next"

	United States	
	Manage Club Officers	
Details Data Export		Club Actio
count Name	What is the Officer and Title Type for this title?	
ample Club For Training	* Officer Type	nage Club Members
rent Account	Officer *	
gion or Zone 🕕	* Title Type 🚯	
Zone 1	Official 🗘	anage Club Officers
on ID 🕕		-
00158	Previous Nex:	Manage Cub Club
uth Programs 🕚		Leader
	Charter Established Date 0	
	7/1/2010	
		Manage Delegates
Club Details		
escription	Website	

# **11** Click this dropdown to show the list of official titles which can be assigned.

Enter			
on ID 00158	Type Lions Club	Statue Billing Address Manage Club Officers	Active Momber Count
) Details	Data Export	* Officer Title	Club Actio
count Name ample Club rent Accoun strict 1 J	e D For Training t	Active Members 50 of 50 items • 0 items selected	nage Club Members
gion or Zone Zone 1 on ID ① 00158	• 0	Club Director Club First Vice President Club LCIF Coordinator Club Marketing Chairperson	anage Club Officers
uth Program	ns <b>O</b>	Club Membership Chairperson Club President Club Second Vice President	Leader

# **12** To select the member for the title scroll through the list or Click the "Search this list..." to search and limit the list.

on ID Type D0158 Lions (	Club Manage Club Officers	Active Momber Count
Deteile Dete Fre	* Officer Title	
count Name ample Club For Training	Active Members 50 of 50 items • 0 items selected	nage Club Members
strict 1 J gion or Zone ① Zone 1 on ID ①	Full Name     Member ID       Example Member Eight     26691558	anage Club Officers
0158 uth Programs 🕚	Example Member 26691568 Eighteen	Manage Cub Club Leader
	Example Member Eleven 26691561 Example Member Fifteen 26691565	✓ <i>I</i> anage Delegates

**13** Type in the text to search bar next to the magnifying glass icon.

### **14** A list of possible matches is shown. Click the radio button to select the member.

	* Officer Title			
ub Details Data Export	Club President		÷	Club Actio
Account Name Example Club For Training	Active Members 4 of 4 items • 0 items selected	d	nag	e Club Members
District 1 J	Q one	0		
Region or Zone ① SE Zone 1	Full Name 🗸 🗸	Member ID	∼ ana	ge Club Officers
Lion ID 0	Example Member Forty- One	26691591		
Youth Programs 1	Example Member One	26691550	Mar	lage Cub Club
	Example Member Thirty- One	26691581	- 5	
	Example Member		Man	age Delegates
<ul> <li>Club Details</li> </ul>				
Description	Website			

#### Scroll down, if necessary, and Click "Next"

	4 of 4 items • I item selected		A
	Q one	⊗	
Details Data Export	Full Name 🗸 🗸	Member ID 🗸 🗸	Club Actio
count Name ample Club For Training	C Example Member Forty- One	26691591	nage Club Members
rent Account	Example Member One	26691550	
gion or Zone	C Example Member Thirty- One	26691581	anage Club Officers
on ID 🕚 )0158	Example Member Twenty-One	26691571	
uth Programs 🕚			Manage Cub Club Leader
		Previous	
			✓ /anage Delegates
Club Details			
escription	Website		

# **16** If you would like to add a additional address for the officer, select the "Yes" radio button.

200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	50	<
Club Details	Data Export		Manage Club Officers		Club Actio
Account Name Example Club	For Training	Would you lik	e to add an officer address?		nage Club Members
Parent Accoun District 1 J	t <b>O</b>	() (res			
Region or Zone	• •	No			anage Club Officers
Lion ID <b>3</b> 200158				Next	
Youth Program	s 🕕	Arts	and Entertainment		Leader
		Char 7/1,	ter Established Date ①		
✓ Club Det	ails				Manage Delegates

	United States	×
Details Data Export	Manage Club Officers	Club Actio
count Name ample Club For Training rent Account ①	Would you like to add an officer address?	nage Club Members
strict 1 J gion or Zone ① Zone 1	Yes     No	anage Club Officers
0158 uth Programs		Manage Cub Club
	Charter Established Date  7/1/2010	
Club Details		Manage Delegates
escription	Website	

# **18** The member Home address and if there is an existing officer address will be displayed,

Details Data Export count Name ample Club For Training rent Account strict 1 J gion or Zone Zone 1 on ID D0158 uth Programs	If the Officer Address is different update it now. <b>Home Address:</b> 3806 Gladstone Avenue Riverside, Illinois 60546 United States	ent from the Home Address, Officer Address Country United States Street 542 Main Street City State/Province Riverside Zip/Postal Code 60546	Club Actio  nage Club Members  anage Club Officers  Manage Cub Club Leader
Club Details			Manage Delegates
escription	Website		

# If the information needs to be updated, enter the updates. If the information is correct, no changes need to be entered. When done Click "Save"

<b>Details</b> Data Export	Home Address: 3806 Gladstone Avenue Riverside, Illinois 60546 United States	Officer Address Country United States Street	•	Club Actio	
count Name ample Club For Training		542 Main Street	: //	nage Club Members	
strict 1 J		City	State/Province		
gion or Zone 🕕		Riverside	•		
Zone 1		Zip/Postal Code		anage Club Officers	
on ID 🚯		60546			
00158				Manage Cub Club	
uth Programs 🕕					
		Previous	Save	Leader	
				Vanage Delegates	
Club Details					
escription	Website				Ť



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Alert! Specific permissions may take up to 24 hours to become effective. The time to create permissions and data shares takes longer the higher the level of position. Multiple District (longest time) down to the Club level (shortest). Club level permissions are generally available within 5 - 30 minutes.

20 Upon creation of the assignment a green "Success!" message will appear. Click the "X" to close the message.

on ID Type	Success! Success! - Note: portal user permissions may take ~ 24 hours to fully	activate
	Naperville, Illinois 60565 United States	
Details Data Export	Manage Club Officers	Club Actio
count Name ample Club For Training	Would you like to create another Officer Title Assignment?	nage Club Members
rent Account ① strict 1 J	• Yes	
gion or Zone ①	• No	anage Club Officers
00158	Next	Manage Cub Club
	Arts and Entertainment	Leader
	Charter Established Date 1	

Select the "No" radio button to complete assigning officers.

Tip! The following steps repeat the process to add another "Official" title. This example is the Club Administrator. Skip to step 32 for completing officer assignments.

# 21 Select "Yes" to assign another officer. Select "No" to end adding officers.

200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	50	:
Club Details	Data Export		Manage Club Officers		Club Actio
Account Name Example Club	e For Training	Would you lik	e to create another Officer Title Assign	iment?	nage Club Members
Parent Accoun District 1 J Region or Zone SE Zone 1	t <b>0</b>	es No			anage Club Officers
Lion ID <b>1</b> 200158				Next	
Youth Program	ns 🛈	Spec	and Entertainment		Leader
✓ Club Det	ails	Char 7/1	ter Established Date 0 /2010		Manage Delegates

	United States	×
• Details Data Export	Manage Club Officers	Club Actio
count Name ample Club For Training	Would you like to create another Officer Title Assignment?	nage Club Members
rent Account ① strict 1 J gion or Zone ① Zone 1 on ID ①	• • Yes • No	anage Club Officers
0158		Manage Cub Club
uth Programs 🔍	Arts and Entertainment	Leader
	Charter Established Date ① 7/1/2010	Manage Delegates
Club Details		
escription	Website	

# 23 Click here.

200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	50	,
Club Details	Data Export		Manage Club Officers		Club Actio
Account Name Example Club	For Training	When Should T	'his Assignment Begin?		nage Club Members
Parent Account District 1 J	0	Current Lio	n Year		
Region or Zone	0	Upcoming	Lion Year		anage Club Officers
Lion ID 🕕 200158			Previous	Next	Managa Cub Club
Youth Programs	5 0	Specie Arts a	any Description 😈 and Entertainment		Leader
		Charte 7/1/:	er Established Date 🕚 2010		
✓ Club Deta	ails				Manage Delegates

	United States	×
Details Data Export	Manage Club Officers	Club Actio
count Name ample Club For Training	When Should This Assignment Begin?	nage Club Members
rent Account ① strict 1 J gion or Zone ① Zone 1	• • Current Lion Year • Upcoming Lion Year	anage Club Officers
00158	Previous	Manage Cub Club
uth Programs 🕚	Specially Description 🐨 Arts and Entertainment	Leader
	Charter Established Date 0 7/1/2010	
Club Details		
escription	Website	

# Click this dropdown.

on ID 00158	Type Lions Club	Status Active	Billing Address 124 Any Place Naperville, Illinois 60565 United States	Active Memb 50	er Count
) Details	Data Export		Manage Club Officers		Club Actio
count Name ample Club f	For Training	What is the Of	ficer and Title Type for this title?		nage Club Members
rent Account strict 1 J gion or Zone	0	Title Type	(	;	anago Club Officers
Zone 1 on ID <b>()</b> 00158		Official		÷	
uth Programs	0	Officer Administrator	·		Aanage Cub Club
		Charte 7/1/:	2010	N	Nanage Delegates

	United States	
	Manage Club Officers	
Details Data Export		Club Actio
count Name	What is the Officer and Title Type for this title?	
ample Club For Training	* Officer Type	nage Club Members
rent Account ① strict 1 J	Administrator	
gion or Zone 🕕	* Title Type 🚯	C 1 07
Zone 1	Official 🗘	anage Club Officers
on ID <b>0</b>		
uth Programs	Previous	Manage Cub Club
		Leader
	Charter Established Date 🕚	
	7/1/2010	
Club Details		
ascription	Website	

# 27 Select the title and the members to assign to the title.

00158	Lions Club	Manage Club Officers	
		* Officer Title	▲ 
Details	Data Export	Club Administrator	Club Actio
an unt Name		Please select a choice.	
ample Club	For Training	Active Members	nage Club Members
rent Account strict 1 J	0	50 of 50 items • 0 items selected	
gion or Zone	0	Q pearch this list	Lange Club Officers
Zone 1		Full Name 🗸 Member ID 🗸	anage Club Officers
on ID 🕕 00158		Example Member Eight 26691558	
uth Programs	• •	Eighteen 26691568	Manage Cub Club
		Example Member Eleven 26691561	
		Example Member	Aanage Delegates
Club Deta	ails		

	Full Name 🗸 🗸	Member ID 🗸 🗸	▲
<b>Details</b> Data Export	Example Member Forty- Four	26691594	Club Actio
count Name	Example Member Four	26691554	
ample Club For Training rent Account	Example Member Fourteen	26691564	nage Club Members
gion or Zone ①	Example Member Thirty- Four	26691584	anage Club Officers
on ID <b>0</b> 00158	Example Member Twenty-Four	26691574	
uth Programs 🕚			Leader
		Previous Next	
Club Details			▼ Manage Delegates
escription	Website		

#### Click "No" to skip adding an Officer address.



#### 30 Click "Next"

	United states	×
<b>Details</b> Data Export	Manage Club Officers	Club Actio
count Name ample Club For Training	Would you like to add an officer address?	nage Club Members
rent Account  strict 1 J gion or Zone Zone 1	• Ves • No	anage Club Officers
00158 uth Programs	Specially Description	Manage Cub Club
	Arts and Entertainment	Leader
	Charter Established Date ① 7/1/2010	
Club Details		Manage Delegates
escription	Website	

#### 

**31** Upon creation of the assignment a green "Success!" message will appear. Click the "X" to close the message.

Endin		114111116	
on ID <b>)0158</b>	Type Lior	Success! Success! - Note: portal user permissions may take ~ 24 hours to fully act	tivate
		Naperville, Illinois 60565 United States	
) Details	Data Export	Manage Club Officers	Club Actio
count Name ample Club I	For Training	Would you like to create another Officer Title Assignment?	nage Club Members
rent Account	0	• Yes	
<b>Zone 1</b>	•	Next	anage Club Officers
)0158 uth Programs	0	Specially Description	Vanage Cub Club
		Charter Established Date	

#### **32** Select "No" to complete adding officers. Click "Next"

	United States	×
<b>Details</b> Data Export	Manage Club Officers	Club Actio
count Name ample Club For Training	Would you like to create another Officer Title Assignment?	nage Club Members
rent Account  strict 1 J gion or Zone  Zone 1	• Yes No	anage Club Officers
00158 uth Programs	Specially Description	J Manage Cub Club
	Arts and Entertainment Charter Established Date 7/1/2010	
Club Details		Manage Delegates
escription	Website	

# **Review The Officer Assignment**

# Tip! Reviewing Officer Assignments. This section shows how to review the assignments of officers.

#### **33** Click "View Club Officers"

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gion or Zone 🔮	Club Specialty	Manage Club Officers
Zone 1	Cultural	
on ID 🚯	Club Sub-Specialty 🕕	
00158		
uth Programs 🚯	Specialty Description (1)	Manage Cub Club
	Arts and Entertainment	Leader
	Charter Established Date  🖲	
	7/1/2010	
		Manage Delegates
Club Details		
escription	Website	
		View Delegates
Address		
Address		
ling Address		
24 Any Place		View Club Officers
aperville, Illinois 60565		
nited States		
ipping Address		Club Me Club Offic Mor
24 April Diaco		

# **34** Select the assignment to review. Current, Past, Future and Click "Next"

gion or Zone 🕚	Club Specialty 🕕 Cultural	Manage Club Officers
on ID 0 )0158	View Club Officers	Manage Cub Club
uth Programs 0	Which Officers Would You Like To See?	Leader
Club Details	Current Officers     Past Officers     Future Officers	Janage Delegates
escription	1	Next View Delegates
Address		
ling Address 24 Any Place aperville, Illinois 60565		View Club Officers
nited States		Club Mem Club Offic
ipping Address 24 Any Place		

# The list of officers is displayed

Region or Zone  SE Zone 1 Lion ID 200158 Youth Programs	0	Exam ple One	Club Secret ary	Sep	Jun	sben1 1@ms n.com	404 535- 676 7	anage Club Officers Manage Cub Club
		Exam ple One	Club Presid ent	Sep	Jun	sben1 1@ms n.com	404 535- 676 7	Leader Aanage Delegates
✓ Club Details Description		Exam ple Four	Club Admi nistrat or	Sep	Jun	sben1 1@ms n.com	(555 ) 265- 554 4	View Delegates
<ul> <li>Address</li> <li>Billing Address</li> <li>124 Any Place</li> <li>Naperville, Illinois 60565</li> <li>United States</li> </ul>					Pre	vious	Next	/iew Club Officers ▼
Shipping Address 124 Any Place							С	Club Mem Club Offic M

### Click the "X" to Close this window

count Name ample Club For Training	Ty Li	pe 🚯 ons Club					nage Club Members
rent Account <sup>①</sup>		Vie	w Club	Offic	ers		
gion or Zone Zone 1 on ID 0158 uth Programs	Exan ple One	n Club Secret ary	Sep	Jun	sben1 1@ms n.com	404 535- 676 7	anage Club Officers
	Exan ple One	n Club Presid ent	Sep	Jun	sben1 1@ms n.com	404 535- 676 7	Leader Manage Delegates
Club Details	Exan ple Four	Club Admi nistrat or	Sep	Jun	sben1 1@ms n.com	(555 ) 265- 554 4	View Delegates
Address				Pre	vious	Next	liew Club Officers

### 37 Click "Home"

	ion Poi	rtal	Search		Search 🏚 😩
(H	lome	Membership	✓ Service ✓	Learn	More ~
Exar	nt nple Club For	r Training			+ Follow
Lion ID 200158	Type Lions Club	Status Active	Billing Address 124 Any Place Naperville, Illinois 6056 United States	Active Me 50 55	mber Count
Club Details	Data Export	Club Statements	Club Service Activities	More Member	Club Acti
Account Name Example Club For Training			D	Ма	anage Club Members
Parent Accoun	t	Active	Member Count		



