

Manage Club Officers - End Officer Assignment



This guide provides essential instructions for club leaders on how to effectively end officer assignments within the Lion Portal, streamlining the management process. It highlights the necessary permissions required and offers a straightforward, step-by-step approach to ensure a smooth transition when ending assignments. By following this guide, users can easily navigate the portal and maintain accurate records of club officers, promoting better organizational efficiency.



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

The end date is effective immediately.

Let us get started!



Alert! To end officer assignments you must have a title that gives you this permission.

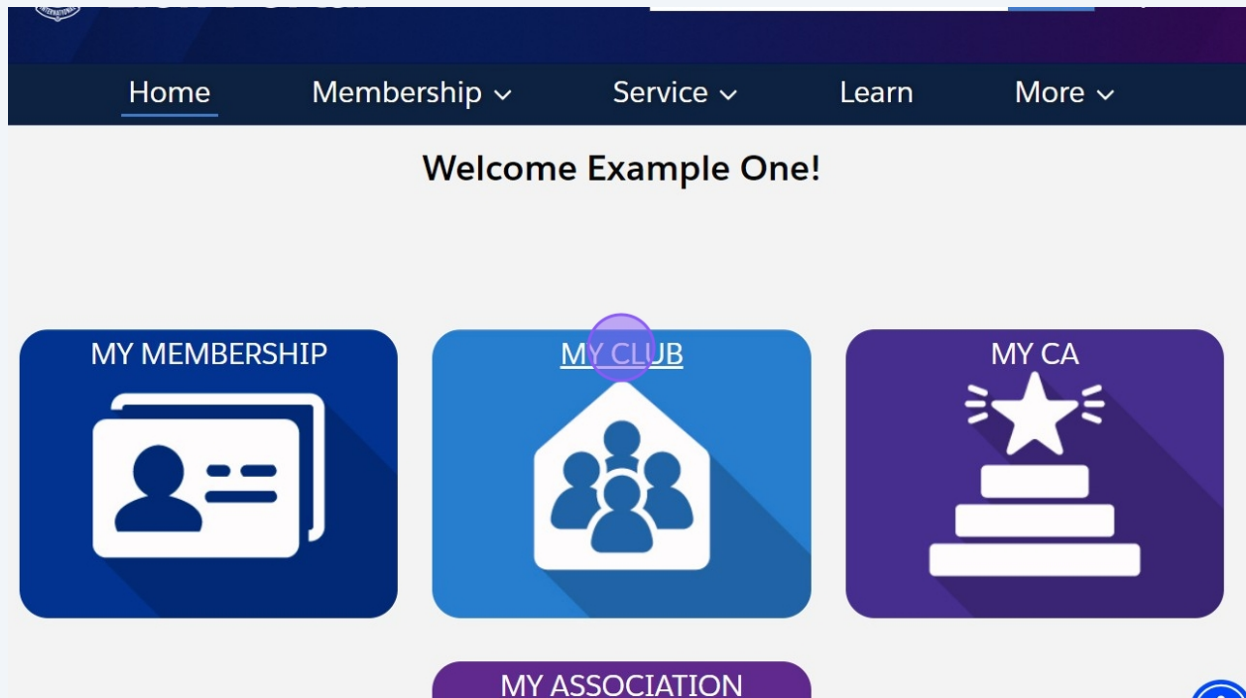
Titles that can end officer assignments at the individual Club level are:

- Club President
- Club Secretary
- Club Administrator
- District Administrator can end officer assignments for your Club

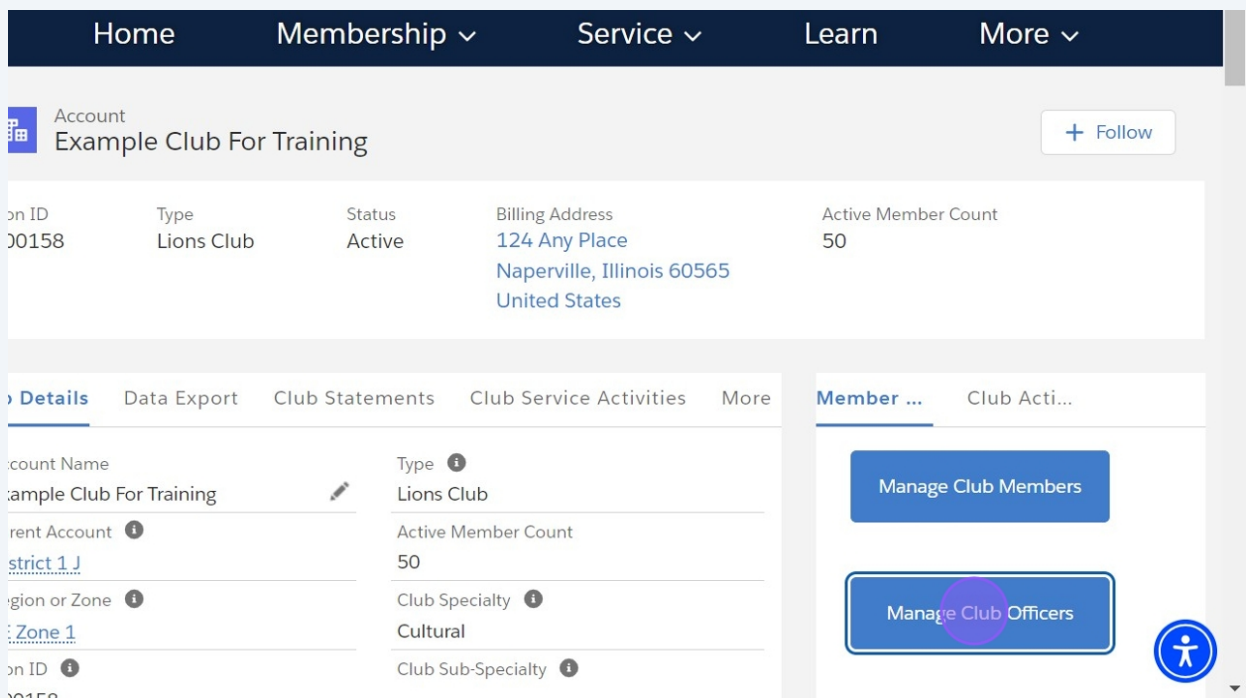
1

Sign in to the Lion Portal. lionportal.org

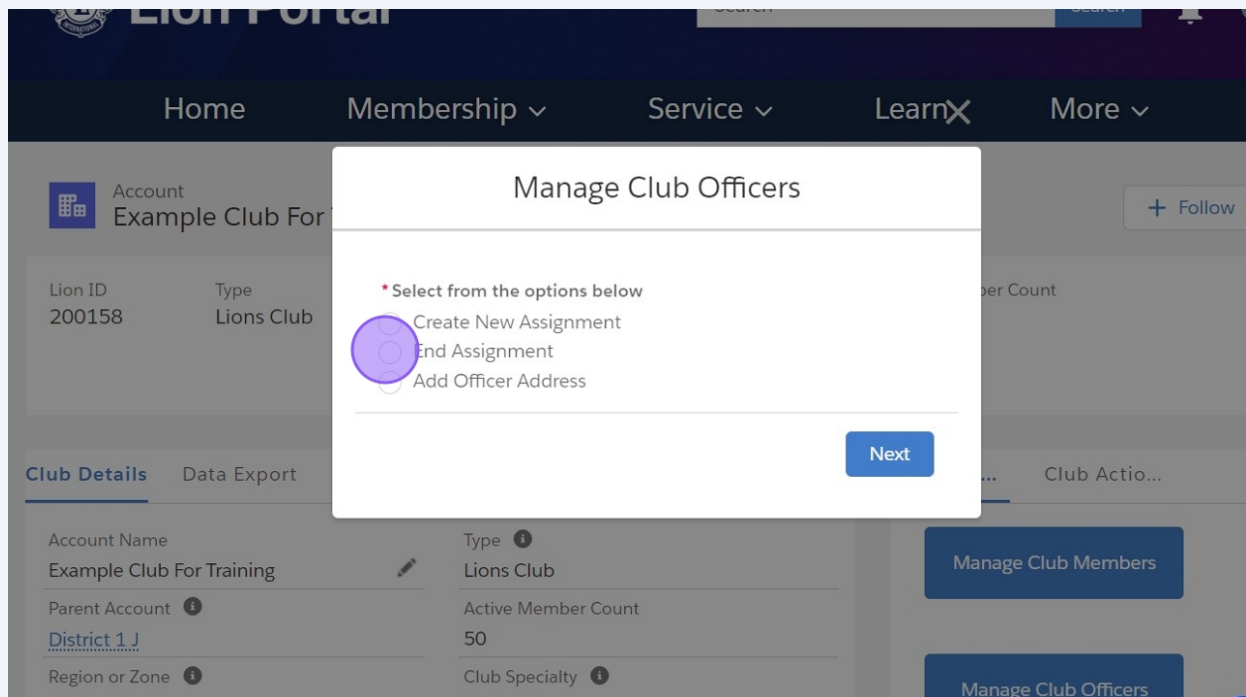
2 Click "MY CLUB"



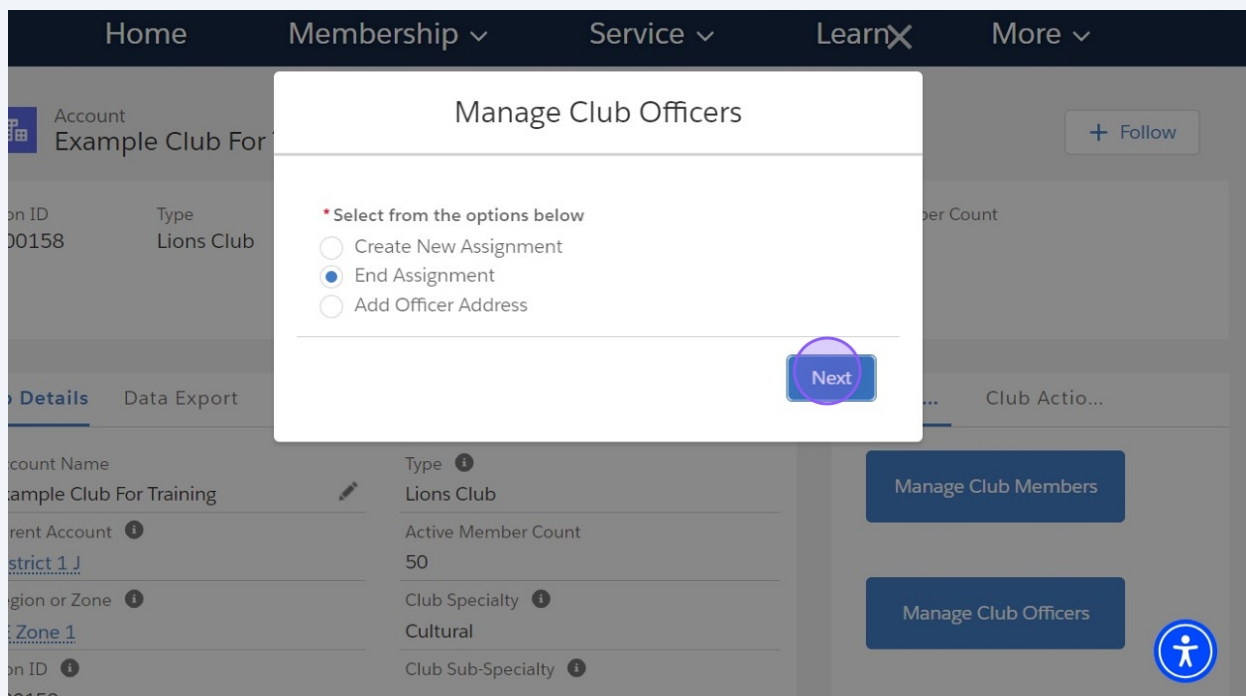
3 Click "Manage Club Officers"



4 Click "End Assignment".



5 Click "Next"





Tip! The list of all officer assignments is displayed. You can scroll through the list to the officer to end assignment or you can type text to search in the search bar. The search will search both name and title.

6

In this example the Club Marketing Chairperson officer assignment is being ended. If you type "market" and hit and hit "enter" matching entries will be displayed

7

Click the radio button to select the officer.

The screenshot shows a modal window titled "Active Officer Assignments" with a search bar containing "market". Below the search bar is a table with one row of data. A radio button is highlighted next to the name "Example Six".

M...	M...	Title	St...	En...
☒ Example Six	zuser006@lionf ake.com	Club Marketing Chairperson	Jun 30, 2024	Jun 29, 2025

Next

8 Click "Next"

The screenshot shows a modal window titled "Active Officer Assignments" with a search bar containing "market". Below the search bar is a table with columns: M..., M..., Title, St..., and En... The table contains one row with the following data: Example Six, zuser006@lionf...ake.com, Club Marketing Chairperson, Jun 30, 2024, and Jun 29, 2025. A "Next" button is highlighted with a purple circle at the bottom right of the modal.

M...	M...	Title	St...	En...
Example Six	zuser006@lionf...ake.com	Club Marketing Chairperson	Jun 30, 2024	Jun 29, 2025

9 Upon ending the officer assignment a green "Success!" message will appear. Click the "X" to close the message.

The screenshot shows the Lion Pack website with a green success message at the top: "Success! Officer Assignment has been ended." with a close button (X). The website header includes "Home", "Membership", "Service", "Learn", and "More". The main content area shows the "Example Club For Training" account details, including the club ID (00158), type (Lions Club), status (Active), billing address (124 Any Place, Naperville, Illinois 60565, United States), and active member count (50). The "Details" tab is selected, showing the account name and type. The "Member ..." tab is also visible, with a "Manage Club Members" button.

Success! Officer Assignment has been ended.

Account Name: Example Club For Training
Type: Lions Club
Status: Active
Billing Address: 124 Any Place, Naperville, Illinois 60565, United States
Active Member Count: 50

Manage Club Members

10 Click "Club Officers"

Club Details

Description

Website

Address

Billing Address

24 Any Place
Springville, Illinois 60565
United States

Billing Address

24 Any Place
Springville, Illinois 60565
United States

Meeting Location 1

Meeting Place ⓘ

Down Center

Meeting Week of Month ⓘ
First

Meeting Local Place ⓘ

टाउन सेंटर

Meeting Local Street ⓘ

४५५ टाउन रोड

View Delegates

View Club Officers

Club Me...

Club Offic...

More

Active Members

Active Members

50 of 50 items

Search this list...

N. ▾

M ▾

M ▾

M ▾

Lion-

11 The club is now showing one less "Active Officers"

Springville, Illinois 60565
United States

Billing Address

24 Any Place
Springville, Illinois 60565
United States

Meeting Location 1

Meeting Place ⓘ

Down Center

Meeting Week of Month ⓘ
First

Meeting Day ⓘ

Monday

Meeting Time ⓘ

7:00

Meeting Street ⓘ

35 Town Road

Meeting City ⓘ

Springville

Meeting Local Place ⓘ

टाउन सेंटर

Meeting Local Street ⓘ

४५५ टाउन रोड

Meeting Local City ⓘ

नेपरविल

Meeting Local Zip Code ⓘ

Meeting Local State or Prov ⓘ

IL

Meeting Local Country ⓘ

संयुक्त राज्य अमेरिका

Club Mem...

Club Offi...

More

Active Officers

Active Officers

7 of 7 items

Search this list...

N ▾

T. ▾

M ▾

M ▾

E

Exam	Club	sben	404
ple	Secre	11@	535-
One	tary	msn.	6767

Exam	Club	zuser	(630)
ple	LCIF	012	890-
Twelv	Coor	@lio	1234
e	dinat	nfake	
	or	.com	

- 12 Click "Home" to return to your home page

This concludes the "Manage Club Officers - End Officer Assignment" Quick Guide

