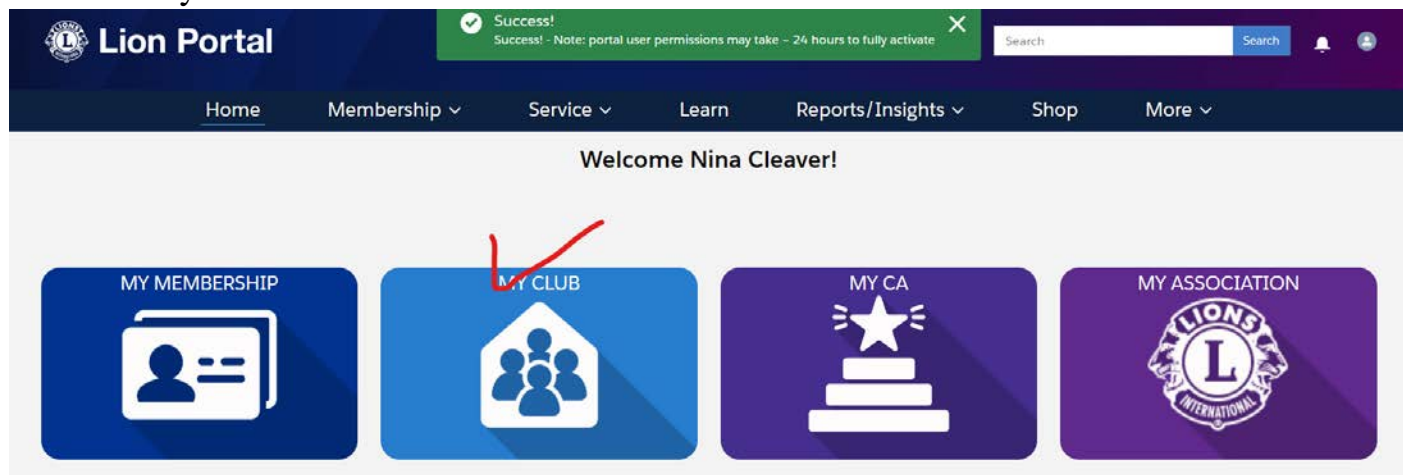


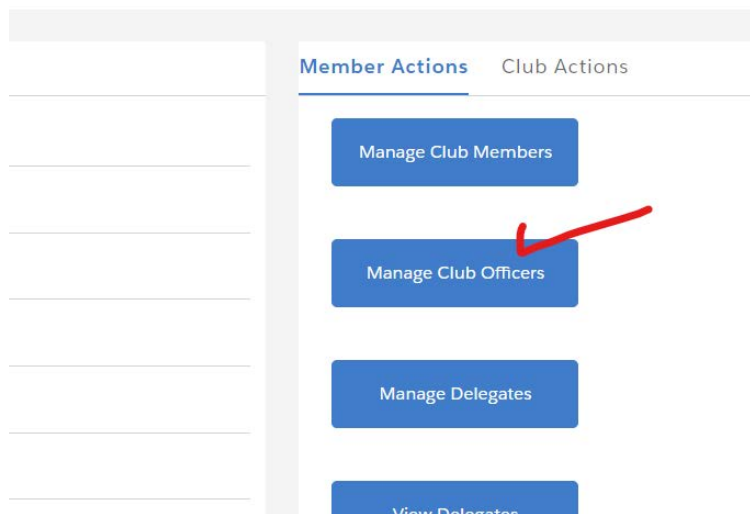
## To Add an Officer

Log into Lion Portal.

Click on My Club box.



Go to Manage Club Officers box located on the right.



Select Create New Assignment. NEXT

---

## Manage Club Officers

---

\*Select from the options below

- Create New Assignment
- End Assignment
- Add Officer Address

---

Next

Select what year you wish to record – Current Lion Year or Upcoming Lion Year. NEXT

---

## Manage Club Officers

---

When Should This Assignment Begin?

- Current Lion Year
- Upcoming Lion Year

---

Previous

Next

Officer Type – use drop down to choose Officer or Administrator.

Title Type – use drop down to choose Official or Local (position in your club outside of the Official ones.)

---

## Manage Club Officers

---

What is the Officer and Title Type for this title?

\* Officer Type

Officer

\* Title Type ⓘ

Official

---

Previous

Next

Officer Title – use drop down to select what position you want to record. Select the name of person to fill that position. Scroll down to bottom of page. Next.

## Manage Club Officers

\* Officer Title  
Club Service Chairperson

**Active Members**

Showing 11 of 11 items • 1 item selected

Full Name	Member ID
<input type="radio"/> Karen Balvin	[REDACTED]
<input type="radio"/> Annette Y. Butler	[REDACTED]
<input type="radio"/> Wayne M. Butler	[REDACTED]
<input checked="" type="radio"/> Nina J Cleaver	[REDACTED]
<input type="radio"/> [REDACTED]	[REDACTED]

Would you like to add an officer address?  
Select YES if you need to add or edit an address.  
Select NO if you wish to keep address already in system.  
NEXT

## Manage Club Officers

Would you like to add an officer address?

Yes  
 No

Next

Would you like to create another Officer Title Assignment?  
Click YES if you need to add more officers.  
Click NO if you are done.  
NEXT

## Manage Club Officers

Would you like to create another Officer Title Assignment?

Yes  
 No

Next

Repeat these steps if you have chosen to create another Officer Title Assignment.