

To Add New Club Officers

Go to the portal and select MyClub

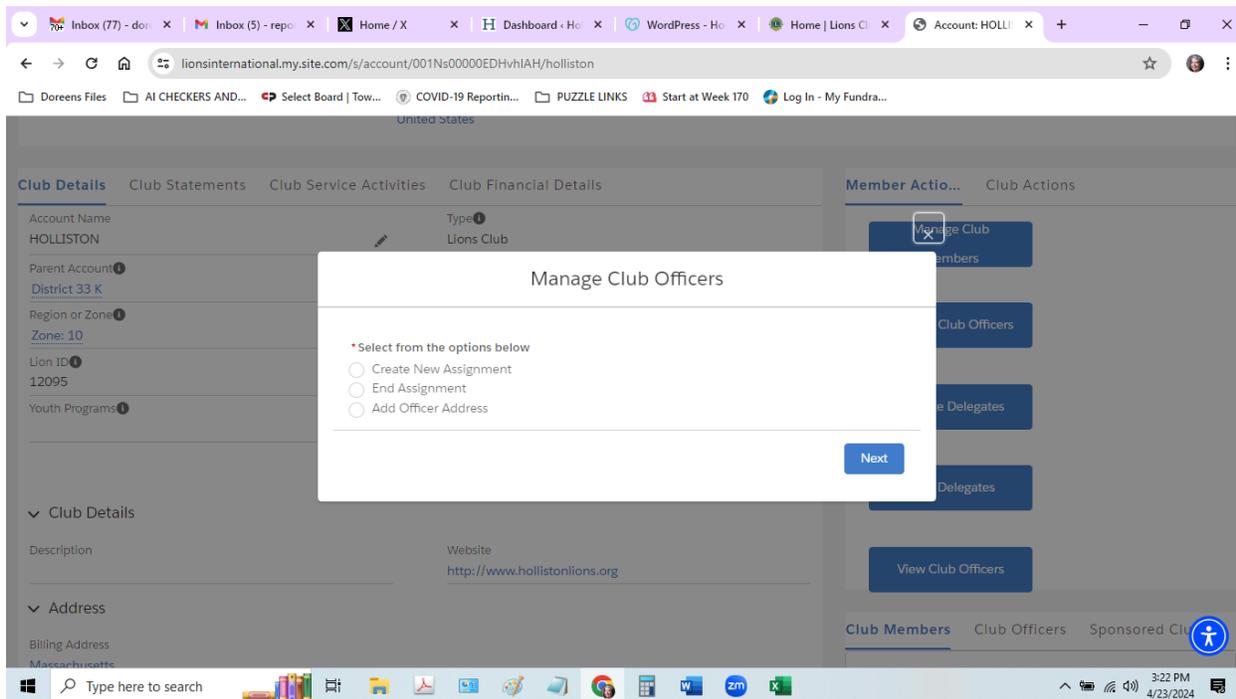
The screenshot shows the Lion Portal home page for user Doreen Martel. The navigation bar includes Home, Membership, Service, Learn, Reports/Insights, Shop, and More. The main content area features a welcome message and four large buttons: MY MEMBERSHIP, MY CLUB, MY CA, and MY ASSOCIATION. A dashboard widget for Lion M... is visible on the left, and a DONATE button is on the right. The bottom of the page shows a Windows taskbar with the date 4/23/2024 and time 3:15 PM.

When you select MyClub you will see this

The screenshot shows the MyClub page for the Holliston Lions Club. The page displays account information for Holliston, including Lion ID 12095, Type Lions Club, Status Active, Billing Address Massachusetts United States, and Active Member Count 74. The page is divided into sections for Club Details, Club Statements, Club Service Activities, Club Financial Details, Member Actions, and Club Actions. The Club Details section includes fields for Account Name, Parent Account, Region or Zone, Lion ID, Youth Programs, Type, Active Member Count, Club Specialty, Club Sub-Specialty, Specialty Description, and Charter Established Date. The Member Actions section includes buttons for Manage Club Members, Manage Club Officers, Manage Delegates, and View Delegates. The bottom of the page shows a Windows taskbar with the date 4/23/2024 and time 3:16 PM.

Lion ID	Type	Status	Billing Address	Active Member Count
12095	Lions Club	Active	Massachusetts United States	74

From that screen select Manage Club Officers and you will see this:



Follow the prompts to add officers for upcoming year.