Reporting Club Officers

1. From LCI Main page (www.lionsclubs.org), click on **Lion Portal.**

2. Log on to your Club's Portal site.

3. Select "Member Actions", which is to the right of your screen.

4. Click on 'Manage Club Officers'

5. A small pop-up box will appear. Click on 'Create New Assignment'

6. The next pop-up box will ask "When should this assignment begin?" Select 'the upcoming year'. Then hit the NEXT button.

7. On the next pop-up box, you will be asked "What is the Officer and Title Type for this title?". Under Officer Type, click on the small arrows on the right and select either Officer or Administrator. Do the same for the next item, Title Type, (Official or Local). Click on the NEXT button.

8. A list of your club membership will be shown and at the top you select the officer type. Once done selecting member to fill office, click on the next button. You may need to use the grey bar on the right side to slide down to find the NEXT button.

9. Always select **YES** for adding officer address.

10. Make sure the officer's information is correct, if not make necessary updates.

11. You will follow the same procedure for each of your elected officers.

TO SEND TO THE MD19 OFFICE BEFORE May 15th:
While you are still in your club portal, send the club officer information to the MD19 Office by doing the following:

1. Select "Club Actions" on the right side of your screen (right next to Member Actions)

2. From the list that is shown, select "View Reports"

3. From the drop down list (use the arrow down symbol – right side) select 'Lions Club Officer Report for Next Year'. Hit the submit button.

4. A PDF will be generated, showing the officers and their information. SAVE THIS PDF by doing a right click with your mouse, selecting 'save as', give the file a name (ex: club name officers for 2025-2026) and placing it into a file you can easily find later. Sometimes just placing it on your desktop is the easiest way to save.

5. Email to the MD19 Office as an attachment.

6. All Done!!