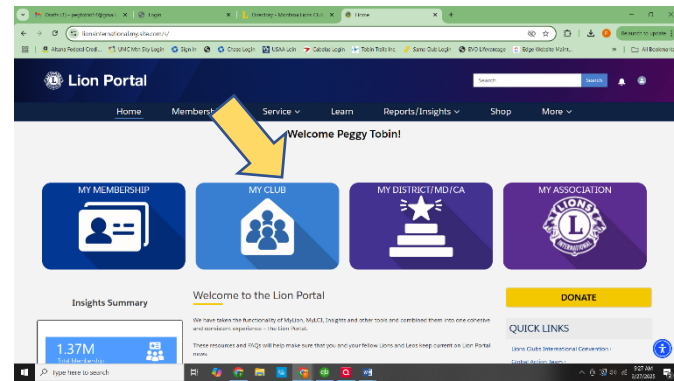


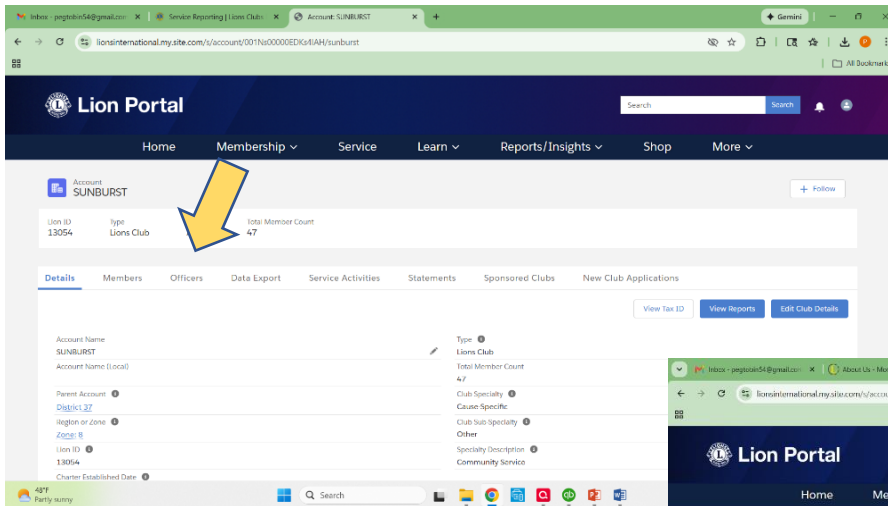
Entering Next Year's Officers on the Lion Portal

“Club Actions” on the Lion Portal:

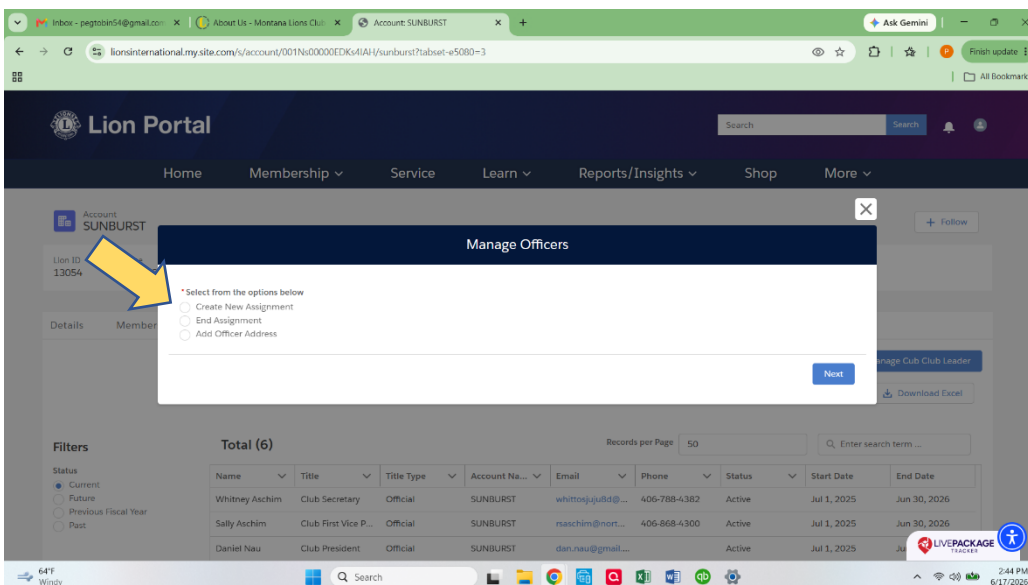
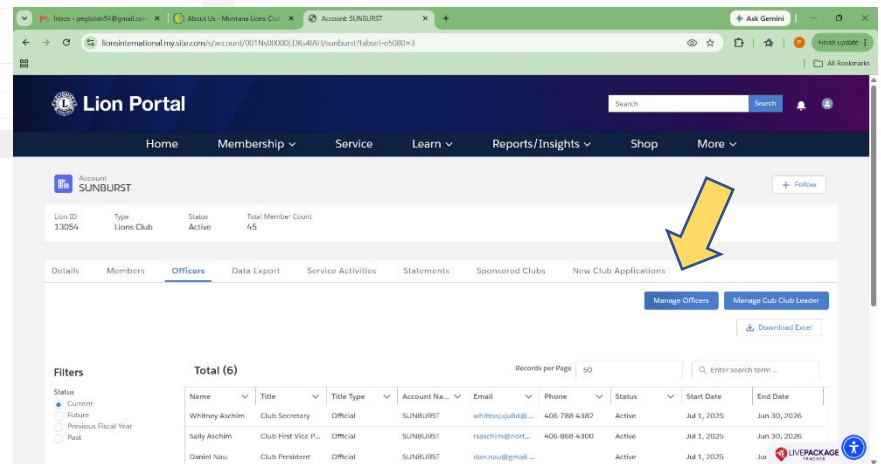
After logging into the portal, click on “My Club”



You will now have a menu across the top of the page to choose from that includes “Officers”.



The next page that comes up will have two blue buttons on the right – click on “Manage Officers”



On the pop up page, click on “Create New Assignment”

Once you click on that, you can select the Current Lion Year or the Upcoming Lion Year. Select Upcoming Lion Year and click Next.

When Should This Assignment Begin?

☐ Current Lion Year

☒ Upcoming Lion Year

Previous Next

Name	Title	Title Type	Account Na...	Email	Phone	Status	Start Date	End Date
Whitney Aschim	Club Secretary	Official	SUNBURST	whittosju8d@...	406-788-4382	Active	Jul 1, 2025	Jun 30, 2026
Sally Aschim	Club First Vice P...	Official	SUNBURST	rsachim@nort...	406-868-4300	Active	Jul 1, 2025	Jun 30, 2026
Daniel Nau	Club President	Official	SUNBURST	dan.nau@gmail...		Active	Jul 1, 2025	

The next screen will have “What is the Officer Type and Title?” Officer Type will say “none”. Click on that and you will see two choices – “Officer” or “Administrator” – You will select “Officer” for all club officers EXCEPT the Club Administrator position. If you are entering that, then click on “Administrator”.

What is the Officer Type and Title for this title?

Officer Type

--None--

Officer

Administrator

Previous Next

In Either case, you will then have to select “Official” or “Local”. Unless it is a local club office (Tail Twister, Director, etc), click on “**Official**”. Once you do that, your club roster will pop up with “Officer Title” at the top. Select the title of the officer you are entering, then select the club member who will be filling the position. Click “Next”.

It will ask if you want to add an “Officer Address” (as opposed to the address already in the system for that Lion). If you click “yes” it will let you add an address. If you click “No” the process will be completed and your new officer for the upcoming year will be entered.

You will be asked if you want to enter another officer – click “yes” to continue the process for all of next year’s officers. Click “no” if you are done.