Lions Clubs International Region Zone User Guide



This user guide is intended to help the District Governor and District the Governor Elect to assign clubs to a zone and optionally to assign zone(s) to regions and to assign region and zone chairpersons.

This guide describes the steps to build a region and zone structure from the an "empty" structure.

Special notes and background information

Throughout the guide we use the term "Region and Zone Structure" to mean the assignment of clubs to zones and optional the assignment of zones to regions.

The assignment of clubs to zones and the appointment of zone chairpersons is recommended for all districts. Assigning the zones to regions and appointment of region chairpersons is optional. This guide describes both options.

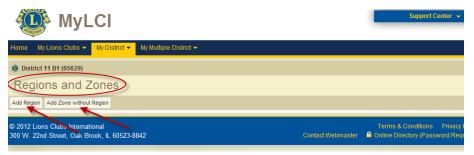
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A. Creating the Region Zone Structure

1. Regions

Zones can be created without assigning the zone to a region. If the zone you are creating will not be assigned to a Region skip to section A3 (Create zone without a region).



a) Click the Add Region link.

District Governor Richard Dettling	Logout
WyLCI	Support Center 👻
Home My Lions Clubs 👻 My District 👻 My Multiple District 👻	
District 11 B1 (65629)	
Regions and Zones	
Add Region Add Zone without Region	
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b) Type the name you will assign to the new region.

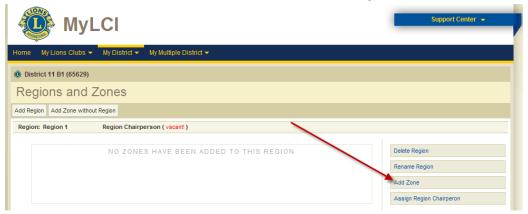
c) Click OK.

Add New Region	
Region Name	Region: My Region
	OK Cancel

2. Create a zone

(This step assumes a region was created in step A1.)

a) Click the Add Zone button that is associated with the region to add a zone.



b) Type the name you will assign to the new zone.

c) Click OK.

The image below shows the Region (Region1) and the Zone (Zone1). Note the blue action buttons that are associated with Zone1 (Delete Zone, Edit Zone, etc.). Skip to Step 4 to add clubs to the zone.

Home My Lions Clubs - My District - My Multiple District -							
District 11 B1 (65629)							
Regions and Zones							
Add Region Add Zone without Region							
Region: Region Chairperson (vacant)							
Zone: (Zone 1) Zone Chairperson (vacanti)	Delete Region						
	Rename Region						
NO CLUBS HAVE BEEN ADDED TO THIS ZONE	Add Zone						
Delete Zone Edit Zone Manage Clubs Assign Zone Chairperon	Assign Region Chairperon						

3. Create a zone without a region.

Note the blank space where the region information would otherwise go.

a) Click the Add Zones without Region button.

Regions and Zones 2		
Add Region Add Zone without Region		
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b) Type the name you will assign to the zone.

c) Click OK.



The image below shows the Zone name (ZoneAlone1). Note the blue action buttons that are associated with ZoneAlone1 (Delete Zone, Edit Zone, etc.).

Regions and Zones 3
Add Region Add Zone without Region
District 11 B1
District (1) Distri
Zone Zone Alone1 Zone Chairperson (vacant!)
NO CLUBS HAVE BEEN ADDED TO THIS ZONE
Delete Zone Edit Zone Manage Clubs Assign Zone Chairperon 2

4. Add clubs to the zone.

The Manage Club button will display all of the clubs that have been assigned to the zone and also will display all of the clubs that have not yet been assigned to any zone.

	. Manage clubs batton associated with the zone.		
Add Region Add Z	one without Region		
Region I	Region Chairperson (vacant!)		
Zone I Zo	ne Chairperson (vacanti)		Delete Region
			Rename Region
	NO CLUBS HAVE BEEN ADDED TO THIS ZONE		Add Zone
			Assign Region Chairperon
Delete Zone	Edit Zone Manage Clubs Assign Zone Chairperon		

a) Click the Manage Clubs button associated with the zone.

In this step you can add one or more clubs to the zone.

- b) Click the "Add" link of the club that you want to add to the zone. NOTE: Clicking the link will toggle between Add and Remove.
- c) Click OK to add the selected club(s).

Manage Clubs for Z	one l				×
ANN ARBOR EVENING (4421)	Add	ANN ARBOR HOST (4420)	Add	CHELSEA (33515)	Add
		DEXTER (36796)	Add	HURON VALLEY SUNRISE (39854)	Add
MANCHESTER (100514)	Add	SALINE (30713)	Add	TECUMSEH (109671)	Add
Click a club name to sele	d. OK	Cancel			

The image below shows the two clubs that were added to the Zone.

Home My Lions Clubs - My District - My Multiple District -								
District 11 B1 (65629)								
Regions and Zones								
Add Region Add Zone without Region								
Region: Region 1 Region Chairperson (vacant)								
Zone: Zone1 Zone Chairperson (vacant!) 2 club(s).	Delete Region							
ADRIAN BREAKFAST (34085)	Rename Region							
BATTLE CREEK HOST (4542)	Add Zone							
Delete Zone Edit Zone Manage Clubs Assign Zone Chairperon	Assign Region Chairperon							

5. Assign a zone chairperson to the zone.

The Zone Chairperson's name is displayed as "vacant", until a chairperson has been assigned.

a) To assign a chairperson to the zone, click the Assign Zone Chairperson button associated with the zone.

Regions and Zones	
Add Region Add Zone without Region	
Region: Region Chairperson (BURT FENBY)	
Zone: Zone1 Zone Chairperson (vacant) 2 club(s).	Delete Region
ADRIAN BREAKFAST (34085)	Rename Region
BATTLE CREEK HOST (4542)	Add Zone
Delete Zone Edit Zone Manage Clubs Assign Zone Chairperon	End Region Chairperon Term

A list of all members in the district will display in alphabetical order by first name.

b) Use the scroll bar on the right to scroll up or down to locate the member name or type first name of the member in the search box. Click the member name to select the member.

ch:			
AN MAC DAVITT (1420745)	ALAN NELSON (1088338)	ALBERT PODGORNIAK (1029062)	Alison Wright (2842127)
LLAN ROUNDS (1943026)	ANNETTE MAGDA (1147670)	ARTHUR TURNER (845992)	ARTHUR PENDLEY (975175)
RBARA MC NUTT (975167)	BARBARA RAY (210747)	Barbara Treichel (1045225)	BARRY ALLEN (2749558)
Ben Laser (2893575)	BERNARD LARSON (473457)	BETTT ROBINS (635140)	Beverly Baker-Jones (975357)
Brad Wite (2569945)	BRIAN MC CLAIN (1039842)	BURT FENBY (910037)	CALVIN HOLSER (2568615)
CAROLYN S BATER (2026661)	CATHY KONING (916033)	Charlene Chrisman (1292676)	CHARLES HUGHES (157579)
Club Secretary	CHARLES EDDLEMON (152227)	CHARLES ARMSTRONG JR (656784)	CHRISTOPHER CRAFT (851350)
CLAUDEA TEMPLETON	CUNTON JUSTICE (1147867)	Colin Pres (1201013)	CONNIE NEESE (2020015)

The image below shows the zone chairperson's name is displayed on the Regions and Zones page.

Regions and Zones						
Add Region Add Zone without Region						
Region: Region Chairperson (BURT FEIJBY)						
Zone: Zone1 Zone Chairperson (Barbara Treichel) 2 club(s).		Delete Region				
ADRIAN BREAKFAST (34085) BATTLE CREEK HOST (4542)		Rename Region				
		Add Zone				
Delete Zone Edit Zone Manage Clubs End Zone Chairperon Term		End Region Chairperon Term				

6. Assign the region chairperson.

If not using regions, skip this step.

The Region Chairperson's name is displayed as "vacant", until a chairperson has been assigned.

a) To assign a chairperson to the region, click the Assign Region Chairperson button associated with the Region.

gions and Zones		
egion Add Zone without Region		
on I Region Chairperson (vacanti)		
		Delete Region
Zone 1 Zone Chairperson (PEGGY ALLEN)	7 club(s).	
ANN ARBOR EVENING (4421)		Rename Region
ANN ARBOR HOST (4420)		Add Zone
CHELSEA (33515)		Assign Region Chairperon
DEXTER (36796)		
HURON VALLEY SUNRISE (39854)		
MANCHESTER (100514)		
SALINE (30713)		
Debte Zone Edit Zone Manage Clubs End Zone Chairperon Term		
Zotte II Zone Chairperson (JAME \$ SOUDER)	7 club(s).	
ADRIAN BREAKFAST (34085)		
ADRIAN EVENING (4418)		
BLISSFIELD & AREA (45569)		
INTER LAKES L C (4455)		

A list of all members in the district will display in alphabetical order by first name.



b) Use the scroll bar on the right to scroll up or down to locate the member name or type first name of the member in the search box. Click the member name to select the member.

The image below shows the zone chairperson's name is displayed on the Regions and Zones page.

My Lions Clubs 👻 My District 👻 My Multiple District 👻		
strict 11 B1 (65629)		
gions and Zones		
egion Add Zone without Region		
on: Region1 Region Chairperson (BURT FEIBY)		
on: Region1 Region Chairperson (BURT FENBY)	2 alubía)	Delete Region
	2 club(s).	Delete Region Rename Region
Zone: Zone1 Zone Chairperson (vacant!)	2 club(s).	-

7. Next steps

From this point you can continue to:

- a) Add more zones to the current region.
- b) Add more zones without a region.

c) Add more regions.

Regions and Zones	
Add Region Add Zone without Region	
Region Region 1 Region Chairperson (Barbara Treichel)	
Zone: Zone1 Zone Chairperson (Barbara Treichel) 2 club(s).	Delete Region
ADRIAN BREAKFAST (34085)	Rename Region
BATTLE CREEK HOST (4542)	Add Zone
Delete Zone Edit Zone Manage Clubs End Zone Chairperon Term	End Region Chairperon Term

B. Editing the Region Zone Structure

1. Assign a club to a different zone

A club can only be assigned to one zone. To assign a club to a different zone, the club must first be removed from the original zone.

a) From the Regions and Zones page, scroll to the original zone. Click the Manage Clubs button associated with the zone.

Zone: Zone1	Zone Chairperson (Barbara Treichel)	3 club(s)
ADRIAN BRE	EAKFAST (34085)	
	R EVENING (4421)	
BATTLE CR	EEK HOST (4542)	

b) From the Manage Clubs page, click the Remove link associated with the club. Click the OK button.

ADRIAN BREAKFAST (34085)	Remove	ADRIAN EVENING (4418)	Add	ALBION (99152)	Add
		ANN ARBOR EVENING (4421)	Remove	ANN ARBOR HOST (4420)	Add
				ATHENS AREA (30337)	Add
BATTLE CREEK CEREAL CITY (4543)	Add	BATTLE CREEK HOST (4542)	Remove	BEDFORD AREA L C (4545)	Add
				BLISSFIELD & AREA (45569)	Add
BROOKLYN (105904)	Add	CHELSEA (33515)	Add	CLARKLAKE (4550)	Add
CLINTON (107945)	Add	CONCORD (4551)	Add	DEXTER (38796)	Add
GRASS LAKE (4558)	Add	HANOVER HORTON AREA (4559)	Add	HILLSDALE (4562)	Add
		()		HOMER (4584)	Add
You have selected 3 clu	ıb(s).				

c) Once the club has been removed from the original zone, scroll to the new zone on the Regions and Zones page. Click the Manage Clubs button associated with the new zone. From the Manage Clubs page, click the Add link associated with the club. Click the OK button.

2. Assign a zone to a different region

The example below demonstrates reassigning Zone1 from Region1 to Region2.

a) From the Regions and Zones page, scroll to the zone that will be reassigned. Click the Edit Zone button that corresponds to the zone being reassigned.

Regions and Zones	
Add Region Add Zone without Region	
Region: Region 2 Region Chairperson (Brad Wise)	
Zone: Zone 3 Zone Chairperson (Vickie Philo) 3 club)(s).
PENNFIELD (29357)	
SALINE (30713)	
VANDERCOOK LAKE (4592)	
Delete Zone Edit Zone Manage Clubs End Zone Chairperon Term	
Region: Region Chairperson (BARRY ALLEN)	
Zone: Zone 2 Zone Chairperson (ALAN NELSON) 3 club)(s).
ADRIAN EVENING (4418)	
ANN ARBOR HOST (4420)	
BEDFORD AREA L C (4545)	
Delete Zone Edit Zone Manage Clubs End Zone Chairperon Term	
Zone: Zone 1 Zone Chairperson (Barbara Treichel) 3 clut)(s).
ADRIAN BREAKFAST (34085)	
ANN ARBOR EVENING (4421)	
BATTLE CREEK HOST (4542)	
Delete Zone Edit Zone Manage Clubs End Zone Chairperon Term	

b) From the Add Region Edit Zone page, click the Assign Zone to Region drop down arrow. Select the new region from the drop down list. Click the OK button.

Add Region Edit Z	lone
Region	Region: Region1
Zone Name	Zone: Zone1
Assign Zone to Region	Region: Region 1 Region: Region 2 Region: Region 1 Zone without Region OK

3. Assign a different zone chairperson

Each zone can only have one chairperson at a time. To assign a new chairperson, the original chairperson's term must be ended.

a) From the Regions and Zones page, click the End Zone Chairperson Term button associated with the Zone.

Regions and Zones		
Add Region Add Zone without Region		
Region: Region 1 Region Chairperson (BURT FENBY)		
Zone: Zone1 Zone Chairperson (Barbara Treichel) 3	club(s).	Delete Region
ADRIAN BREAKFAST (34085)		Rename Region
CHELSEA (33515) HANOVER HORTON AREA (4559)		Add Zone
Delete Zone Edit Zone Manage Clubs End Zone Chairperon Term		End Region Chairperon Term
Region: Region 2 Region Chairperson (ALLAN ROUNDS)		
Zone: Zone Chairperson (ARTHUR TURNER) 3	club(s).	Delete Region
ADRIAN EVENING (4418)		Rename Region
ANN ARBOR HOST (4420) BEDFORD AREA L C (4545)		Add Zone
Delete Zone Edit Zone Manage Clubs End Zone Chairperon Term	_	End Region Chairperon Term

b) Follow the instructions in step A5 to assign the new zone chairperson.

4. Assign a different region chairperson

Each region can only have one chairperson at a time. To assign a new chairperson, the original chairperson's term must be ended.

a) From the Regions and Zones page, click the End Region Chairperson Term button associated with the Region.



b) Click "End Term".



Note the Region Chairperson position is vacant.

Regions and Zones	
Add Region Add Zone without Region	
Region: Region1 Region Chairperson (vacant)	
Zone: Zone Chairperson (Barbara Treichel) 5 club(s).	Delete Region
ADRIAN BREAKFAST (34085) BATTLE CREEK HOST (4542)	Rename Region Add Zone
CHELSEA (33515) CONCORD (4551) HANOVER HORTON AREA (4559)	Assign Region Chairperon
Delete Zone Edit Zone Manage Clubs End Zone Chairperon Term	

c) Follow the instructions in step A6 to assign the new region chairperson.