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.
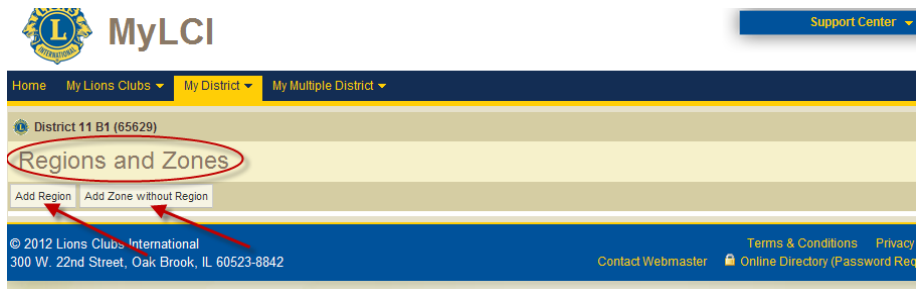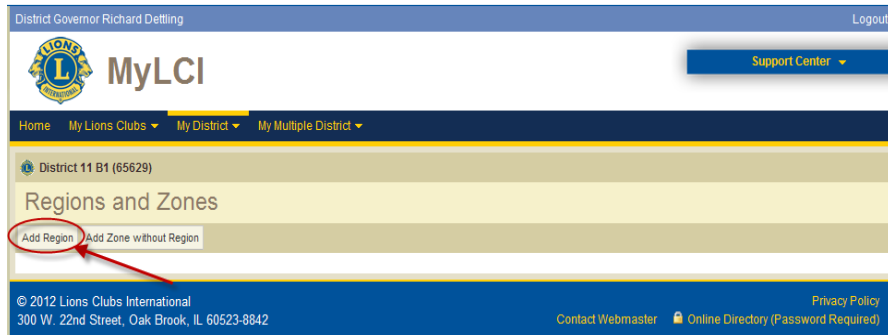
Contents

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).
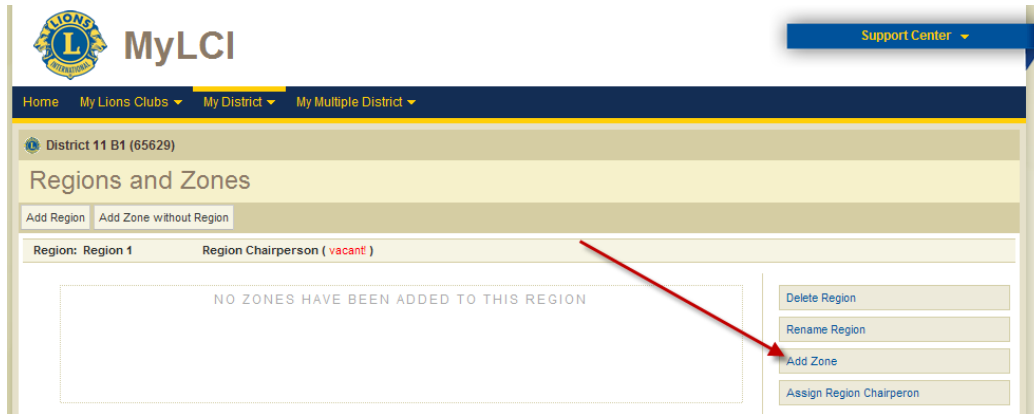

a)   Click the Add Region link.

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

c)   Click OK.

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.

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.**

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.).
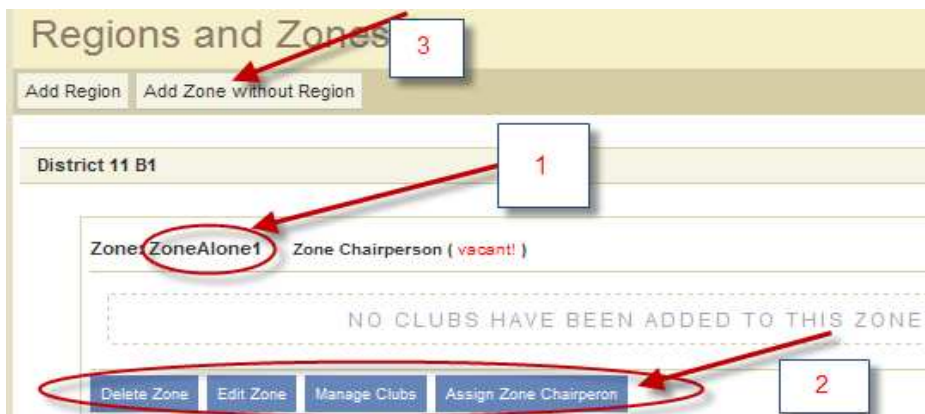
4. Add clubs to the zone.

The Manage Club button will display all of the clubs that have been assigned to the zone and will also display all of the clubs not yet assigned to any zone.
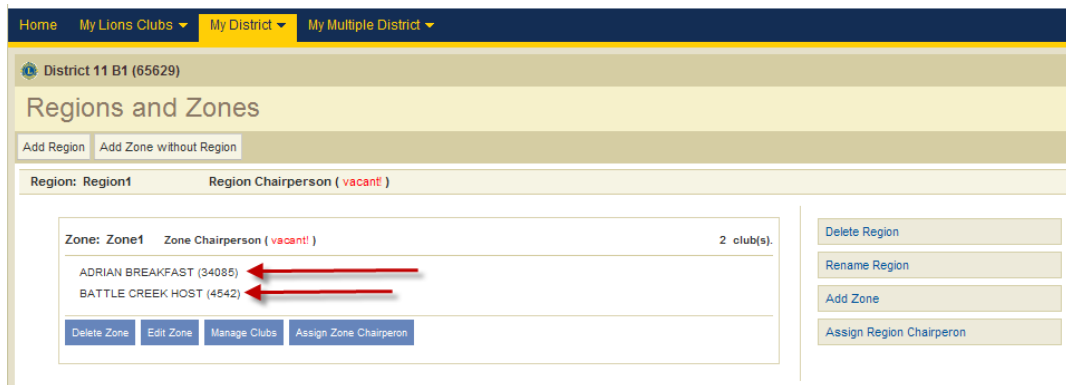
a) Click the Manage Clubs button associated with the zone.
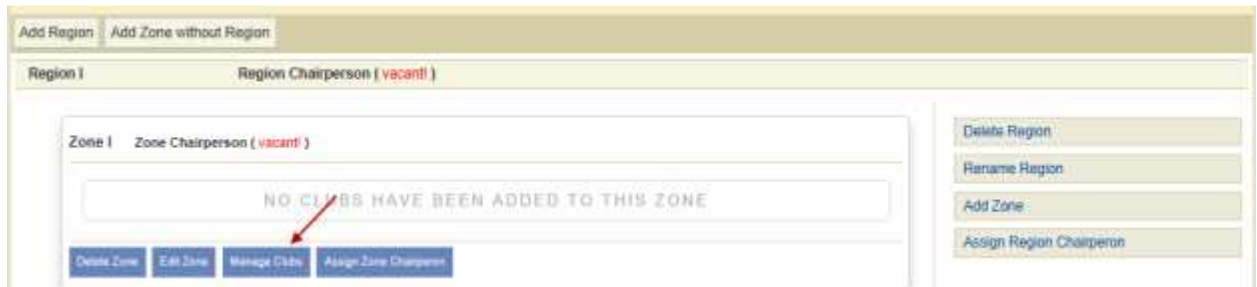
In this step you can add one or more clubs to the zone.

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).**

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

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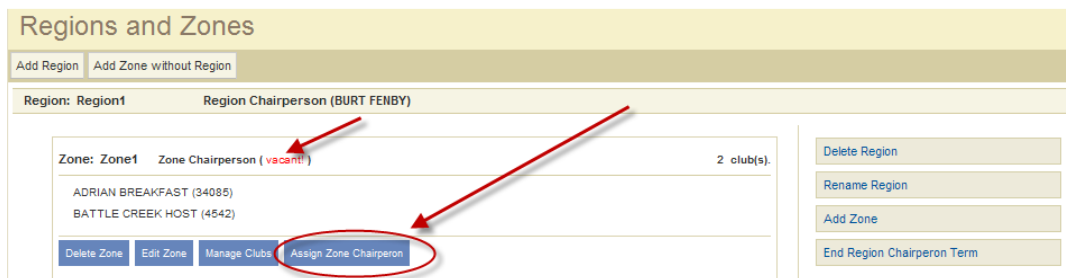
A list of all members in the district will display in alphabetical order by first name.

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 now shows the zone chairperson's name on the Regions and Zones page.

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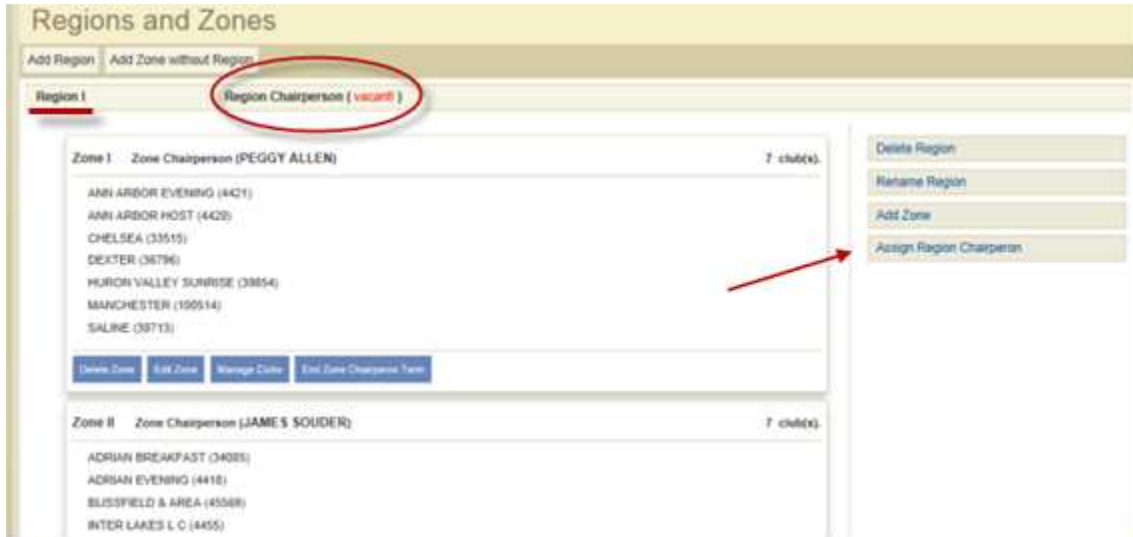
A list of all members in the district will display in alphabetical order by first name.

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 now shows the region chairperson's name on the Regions and Zones page.
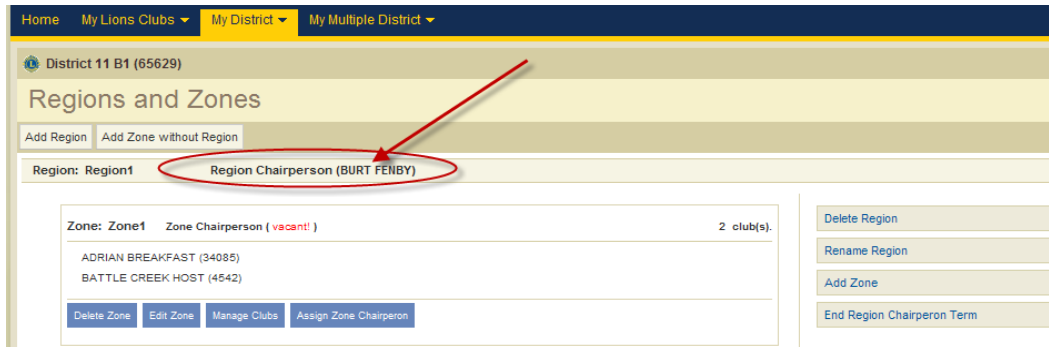
7. Next steps

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.**

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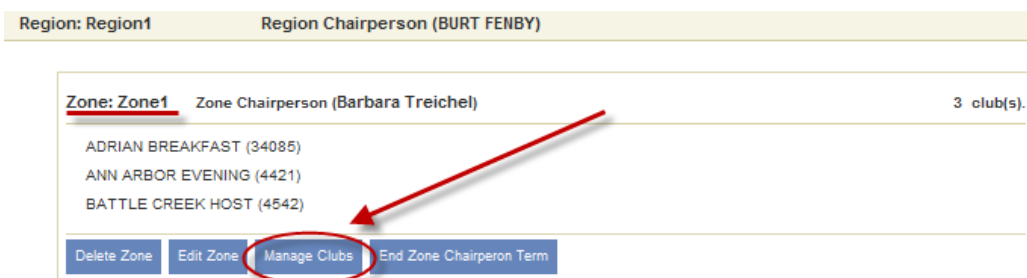
b) From the Manage Clubs page, click the Remove link associated with the club. Click the OK button.

c) Once the club is 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.**

b) **Click the downward arrow to view the existing Regions, then select the Region to which the zone will be assigned. Click the OK button.**

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.**

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.**
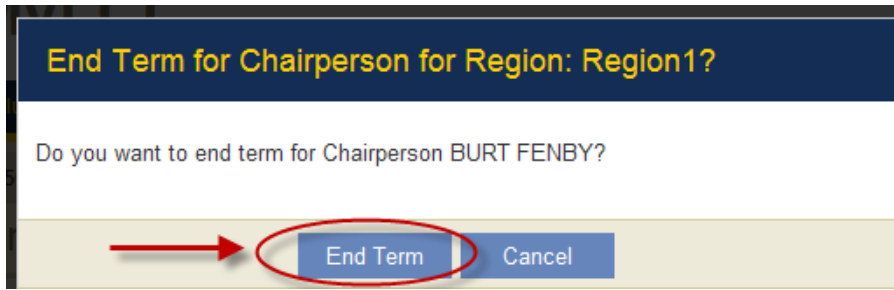
b) Click "End Term".

Note the Region Chairperson position is now vacant.

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