# 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
MyLCI	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: Cone1) Zone Chairperson (vacant!)	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.).

Regio	ons and Zones 3
Add Region	Add Zone without Region
District 11	1 81 1
Zon	e ZoneAlone1 Zone Chairperson ( vecant! )
	NO CLUBS HAVE BEEN ADDED TO THIS ZONI
CDela	ete 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 will also display all of the clubs not yet assigned to any zone.

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

n I Region Chairperson ( vecanti )	
Zone I Zone Chairperson (vacant)	Dewte Region
	Rename Region
NO CLUBS HAVE BEEN ADDED TO THIS ZONE	Add Zone
Denks Zune Edit Zune Manage Claim Assign Zune Chargemen	Assign Region Charperon

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).

	ANN ARBOR HOST (4420)	( Add	CHELSEA (33515)	Add
	DEATER (36796)	Add	HURON VALLEY SUNRISE (39854)	Add
Add	SALINE (30713)	Add	TECUMSEH (109671)	Add
	Add			(39854)

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 Chairperson ( vacant )						
Zone: Zone1 Zone Chairperson (vscant!) 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.

n:			
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 (835140)	Beverly Baker-Jones (975357)
Brad Wise (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)
CI ALIDEA TEMPI ETON	CUNTON JUSTICE (1147667)	Colin Poss (1791913)	CONNE NEESE (2020015)

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

Regio	ns and Zones	
Add Region	Add Zone without Region	
Region: R	gion1 Region Chairperson (BURT FEUR)	
Zone	: Zone1 Zone Chairperson (Barbara Treichel) 2 club(s).	Delete Region
AD	Rename Region	
BA	TTLE CREEK HOST (4542)	Add Zone
Dele	e 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.

n 1 (Region Chairperson (vacant )		
Come 1 Zone Chairperson (PEGGY ALLEN)	7 children.	Delete Region
AMRI ARIBOR EVENING (4421)		Rename Region
AMI ARDOR HOST (4429)		Add Zone
CHELSEA (33515)		Assign Report Charperon
DEXTER (367%) HURON VALLEY SUNRISE (30054)		A REAL PROPERTY AND A REAL PROPERTY.
MANCHESTER (190514)	-	
SALINE (39713)		
Deven Town Ball Zone Baseage Calls   End Zone Dawyson Yane		
Zone II Zone Chargerson (JAMES SOUDER)	7 (546)5-	
ADRIAN BREAKPAST (MORE)		
ADRIAN EVENING (4418)		

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

arch:			1
EAN MAC DAVITT (1428745)	ALAN NELSON (1088336)	ALBERT PODGORNIAK (1029062)	Alison Wright (2842:127)
ALLAN ROUNDS (1943026)	ANNETTE MAGDA (1147670)	ARTHUR TURNER (145992)	ARTHUR PENDLEY (975175)
BARBARA MC NUTT (975167)	BARBARA RAY (210747)	Barbara Treichel (1045225)	BARRY ALLEN (2749558)
Ben Laser (2003575)	BERNARD LARSON (473457)	BETTY ROBINS (835140)	Beverly Baker-Jones (875357)
Brad Wise (2569945)	BRIAN MC CLAIN (1038842)	BURT FENBY (910037)	ULVIN HOLSER (2568615)
CAROLYN S BATER (2026661)	CATHY KONING (916033)	Charlene Chrisman (1292676)	CHARLES HUGHES (157579)
Club Secretary	CHARLES EDDLEMON (152227)	CHARLES ARMSTRONG JR (856784)	CHRISTOPHER CRAFT (851350)
CLAUDEA TEMPLETON	CLINITON HISTOCE (1147667)	Colin Ross (1791913)	COMMENENESS (2020035)

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.

e My Lions Clubs 👻 My District 👻 My Multiple District 👻	
District 11 B1 (65629)	
egions and Zones	
Region Add Zone without Region	
gion: Region1 Region Chairperson (BURT FENBY)	
Zone: Zone1 Zone Chairperson (vscan!)	2 club(s). Delete Region
	2 club(s).
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)	2.1111	Delete Region
ADRIAN BREAKFAST (34086)	2 club(s).	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
2010/2010		5 6100
ADRIAN BREAK	KFAST (34085)	
ANN ARBOR E	VENING (4421)	
ANN ARBOR E		

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
(cross)		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 (36796)	Add
GRASS LAKE (4558)	Add	HANOVER HORTON AREA (4559)	Add	HILLSDALE (4562)	Add
		1		HOMER (4564)	Add
You have selected 3 clu	ub(s)				

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.

Regions and Zones	
Add Region Add Zone without Region	
Region 2 Region Chairperson (Brad Wise)	
Zone: Zone 3 Zone Chairperson (Vickie Philo) 3 club(s	i).
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	i).
ADRIAN EVENING (4418)	
ANN ARBOR HOST (4420)	
BEDFORD AREA L C (4545)	
Delete Zone Edit Zone Manage Clubs End Zone Chairperon Term	
Zone: Zone Chairperson (Barbara Treichel) 3 club(s	i).
ADRIAN BREAKFAST (34085)	
ANN ARBOR EVENING (4421)	
BATTLE CREEK HOST (4542)	
Delete Zone Edit Zone Manage Clubs End Zone Chairperon Term	

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.

Add Region Edit Z	one
Region	Region: Region1
Zone Name	Zone: Zone1
Assign Zone to Region	Region: Region 1 Region: Region 2 Region: Region 1 Zone without Region Cancel

## 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)		Add Zone
HANOVER HORTON AREA (4559)		End Region Chairperon Term
Delete Zone Edit Zone Manage Clubs End Zone Chairperon Term		
Region: Region2 Region Chairperson (ALLAN ROUNDS)		
Zone: Zone 2 Zone Chairperson (ARTHUR TURNER)	3 club(s).	Delete Region
ADRIAN EVENING (4418)		Rename Region
ANN ARBOR HOST (4420)		Add Zone
BEDFORD AREA L C (4545)		End Region Chairperon Term
Delete Zone Edit Zone Manage Clubs End Zone 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 now vacant.

Re	gions and Zones	
Add R	egion Add Zone without Region	
Regi	on: Region 1 Region Chairperson ( vacant )	
	Zone: Zone 1 Zone Chairperson (Barbara Treichel) 5 club(s).	Delete Region
	ADRIAN BREAKFAST (34085)	Rename Region
	BATTLE CREEK HOST (4542)	Add Zone
	CHELSEA (33515)	
	CONCORD (4551)	Assign Region Chairperon
	HANOVER HORTON AREA (4559)	
	Delete Zone Edit Zone Manage Clubs End Zone Chairperon Term	

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