

Lions Clubs International Region and Zone Frequently Asked Questions



Frequently Asked Questions

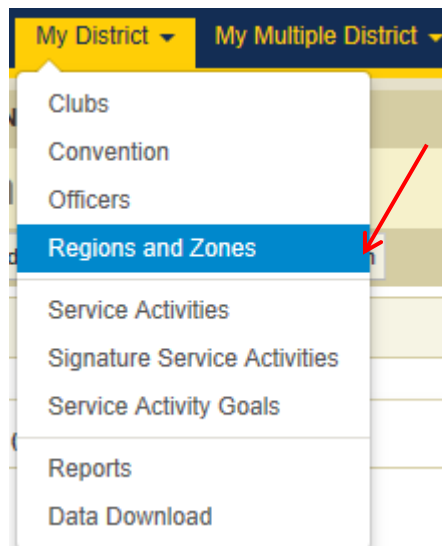
Q: How do I create my region/zone/club structure?

A: At the beginning of each fiscal year a region/zone/club structure must be established. You have the option to copy and edit the structure from the previous year or create a new structure.

The current year District Governor and District Governor-Elect will be able to select and display, either the current fiscal year or the incoming year.

Determine if you want to use regions in your district. Then determine if all of the zones will be assigned to a region.

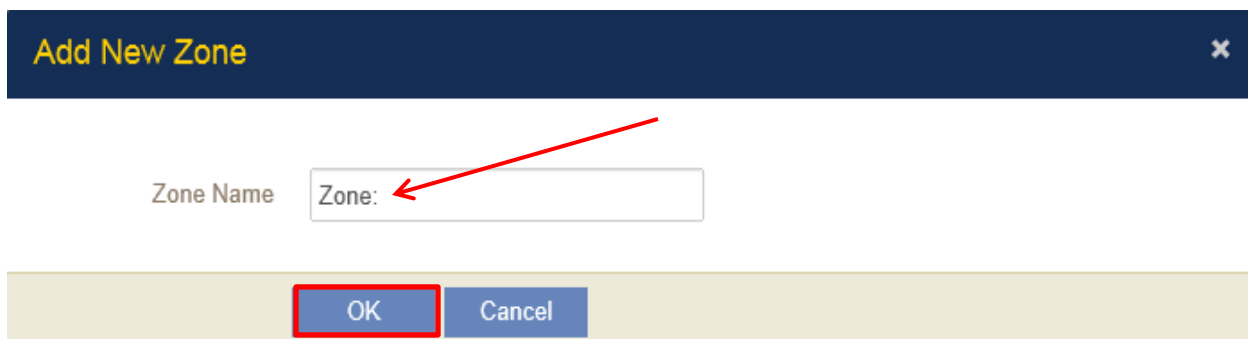
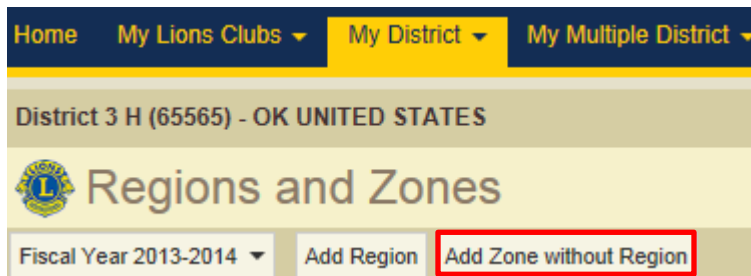
From the My District menu, select Regions and Zones.



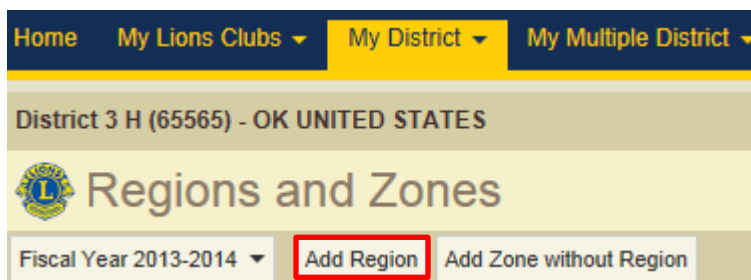
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For the zones that will not be assigned to a region, on the Regions and Zones page, select the **Add Zone without Region** button. On the Add New Zone selection that appears next, assign a name to the zone. Click OK.



For the zones that will be assigned to a region, on the Regions and Zones page, select the **Add Region** button. On the Add New Region selection that appears next, assign a name to the region. Click OK.



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For the zones that have not been assigned to a region, click the Manage Clubs button to add any Unassigned Clubs to the zone. Use the Assign Zone Chairperson button to assign the chairperson.

For the new regions that will be having zones assigned to them, click the Add Zone button within the corresponding region. On the Add New Zone selection that appears next, assign a name to the zone. Click OK. Use the Manage Clubs button to add any Unassigned Clubs to the zone. Use the Assign Zone Chairperson button to assign the chairperson.

Q: How do I assign a zone chairperson?

A: From the Regions and Zones page, scroll to the zone where the chairperson will be assigned. (Note: the chairperson can only be assigned to one person at a time. When the role has not been assigned, the Zone Chairperson's name will be displayed as "(vacant!)". When the role has already been assigned to another person, the term must be ended before a new person can be assigned to the role.)

Click the Assign Zone Chairperson button associated with the zone. On the next page, select the member name to assign the Zone Chairperson to that member.

Lions Clubs International

Region and Zone

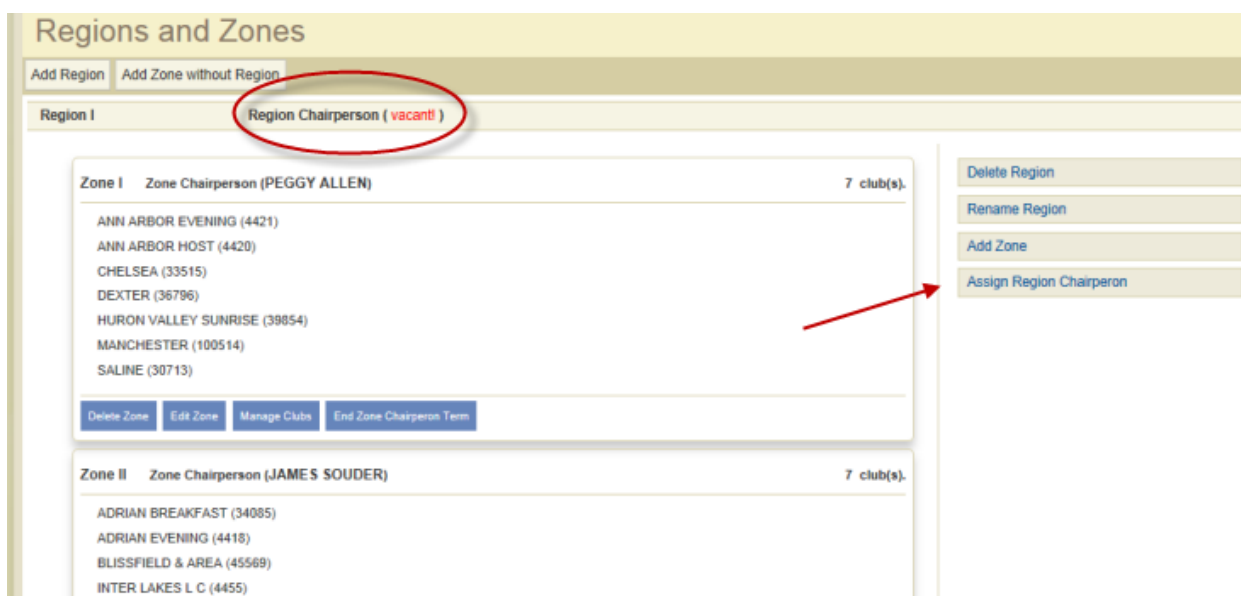
Frequently Asked Questions



Q: How do I assign a region chairperson?

A: From the Regions and Zones page, scroll to the region where the chairperson will be assigned. (Note: the chairperson role can only be assigned to one person at a time. When the role has not been assigned, the Region Chairperson's name will be displayed as "(vacant!)". When the role has already been assigned to another person, the term must be ended before a new person can be assigned to the role.)

Click the Assign Region Chairperson button associated with the region. From the next page, select the member name to assign the Region Chairperson to that member.



Q: How do I assign a zone to a different region?

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.

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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: Region1 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: Zone1 Zone Chairperson (Barbara Treichel) 3 club(s).

ADRIAN BREAKFAST (34085)
ANN ARBOR EVENING (4421)
BATTLE CREEK HOST (4542)

Delete Zone Edit Zone Manage Clubs End Zone Chairperon Term

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 Zone

Region Region: Region 1

Zone Name Zone: Zone1

Assign Zone to Region

Region- Region 1
Region- Region 2
Region- Region 1
Zone without Region

OK Cancel

Q: How do I assign a club to a different zone?

A: 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. From the Regions and Zones

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page, scroll to the original zone. Click the Manage Clubs button associated with the zone.

Region: Region1 Region Chairperson (BURT FENBY)

Zone: Zone1 Zone Chairperson (Barbara Treichel) 3 club(s).

ADRIAN BREAKFAST (34085)
ANN ARBOR EVENING (4421)
BATTLE CREEK HOST (4542)

Delete Zone Edit Zone **Manage Clubs** End Zone Chairperon Term

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

Manage Clubs for Zone: Zone1

ADRIAN BREAKFAST (34085) Remove	ADRIAN EVENING (4418) Add	ALBION (99152) Add
BATTLE CREEK CEREAL CITY (4543) Add	ANN ARBOR EVENING (4421) Remove	ANN ARBOR HOST (4420) Add
BROOKLYN (105904) Add	BATTLE CREEK HOST (4542) Remove	ATHENS AREA (30337) Add
CLINTON (107945) Add	CHELSEA (33515) Add	BEDFORD AREA L C (4545) Add
GRASS LAKE (4558) Add	CONCORD (4551) Add	BLISSFIELD & AREA (45589) Add
	HANOVER HORTON AREA (4559) Add	CLARKLAKE (4550) Add
		DEXTER (38796) Add
		HILLSDALE (4562) Add
		HOMER (4564) Add

i You have selected 3 club(s).

OK Cancel

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 that had been removed from the original zone. Click the OK button.

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Q: How do I get a report of my regions and zones?

A: From the Regions and Zones page, select the browser print option under the File menu to get a printed copy of the regions and zones.