

REGION & ZONE  
**INSTRUCTION GUIDE**

This document contains instructions to establish and administer your Region/Zone/Club structure.

To establish the region/zone/club structure, follow these steps.

<b>1st</b>	<b>2nd</b>	<b>3rd</b>
Establish your Region(s) Name Region chairperson(s)	Establish your Zones Name Zone chairperson(s)	ADD Clubs to the zone(s).

**WHERE IS IT? and HOW DO I LOG IN?**

- 1) Go to the LCI main website address at: <http://www.lionsclubs.org>
- 2) Click SUBMIT REPORTS (located below the blue language banner)
- 3) Click LION OFFICERS LOGIN HERE (located below the LIONS emblem)
- 4) Enter your User Name and Password.
- 5) Click **Submit**.
- 6) Click the DISTRICT link
- 7) Click the Region and Zones link

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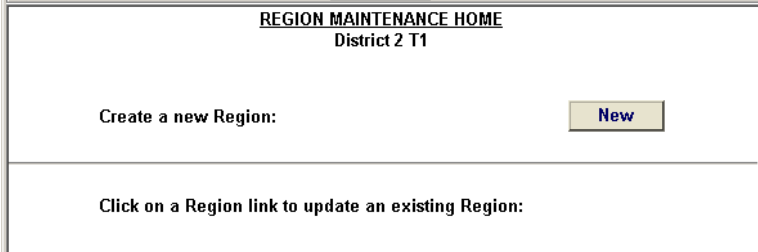
### **To ADD Regions**

\* Reminder: PATH = DISTRICT / REGION and ZONES

- 1) Click the **Regions and Zones** link

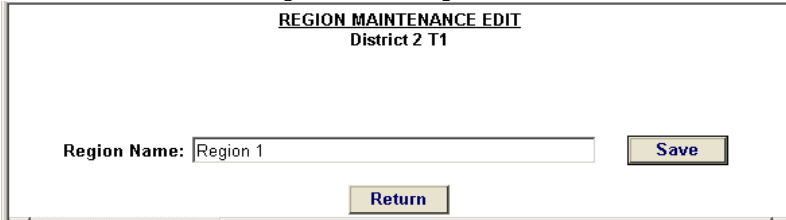


- 2) Click the **NEW** button to Create a new Region



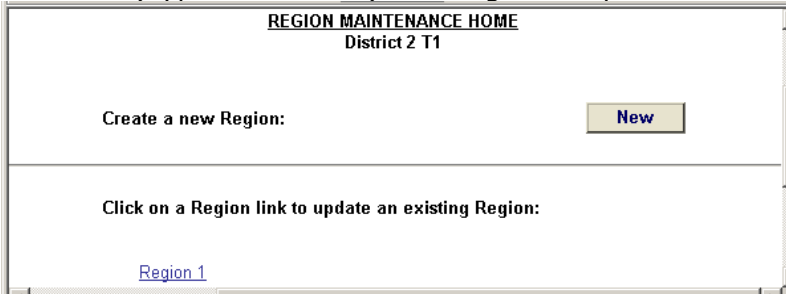
- 3) **Key in** the Region name (you choose name)

- 4) Click the **SAVE** button. **[FINAL STEP ]**



\* To CONTINUE CREATING more Regions, click the **NEW** button and go to step 3

\* To UPDATE or CORRECT a Region's spelling or name, click on the region's name (hyperlink in blue). Then go to step 3



### **To ADD Chairpersons To Created Regions**

- 1) Click the **Regions and Zones** link



- 2) Click the desired region's name hyperlink (in blue)

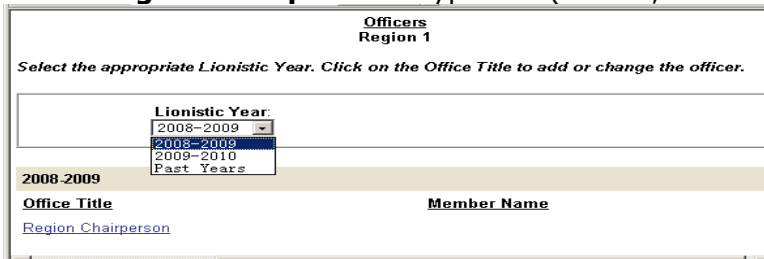


- 3) Select the **Region Officers** tab  
4) Click the **NEW** button

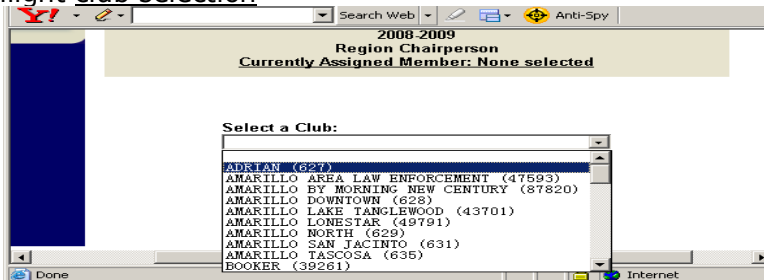


\* Note the **Lionistic Year** (make sure date is what you want)

- 5) Click the **"Region Chairperson"** hyperlink (in blue, under the Office Title column heading)



- 6) Click the drop-down arrow in the **"Select a Club"** field:  
7) Highlight club selection



- 8) Highlight name of region chairperson

\* If you want to **ALLOW** a Region Chairperson to EDIT their assigned Region then click the box given.

- 9) Click the **SAVE** button (located below). **[FINAL STEP]**

Select a Club:  
ADRIAN (627)

Select a Member to serve in this position:

[BIRDSONG, KENT](#)  
BLAIR, WILLIAM  
BLANKENSHIP, A P  
BLANKENSHIP, MORRIS  
BRONNIMAN, HARVEY  
BRONNIMAN, OSCAR  
BROWN, BILLY DON  
BROWN, DAVIS  
BROWN, FINIS  
DRAKE, LINDA  
FAIRCHILD, LARRY  
FORTENBERRY, JAKE  
JOHNSON, DAVID

\* Member is currently serving as an officer.  
 Allow to Edit Zones

Save End Term Cancel / Return

\* To REMOVE THE SELECTED CHAIRPERSON, Click the chairperson's name (hyperlink in blue)...

<u>Lionistic Year</u>	<u>Chairperson</u>
2008-2009	<a href="#">BIRDSONG, KENT</a>

...and Click the **END TERM** button

Select a Club:  
ADRIAN (627)

Select a Member to serve in this position:

[BIRDSONG, KENT](#)  
BLAIR, WILLIAM  
BLANKENSHIP, A P  
BLANKENSHIP, MORRIS  
BRONNIMAN, HARVEY  
BRONNIMAN, OSCAR  
BROWN, BILLY DON  
BROWN, DAVIS  
BROWN, FINIS  
DRAKE, LINDA  
FAIRCHILD, LARRY  
FORTENBERRY, JAKE  
JOHNSON, DAVID  
KROMER, KEITH

\* Member is currently serving as an officer.  
 Allow to Edit Zones

Save End Term Cancel / Return

### To ADD Zones

1) Click the **Regions and Zones** link

Home	Membership	Club	Zone	Region	District	Multi-District	Logout
District Officers	Convention	Extra Logins	Regions and Zones	Reports			

**REGION MAINTENANCE HOME**  
District 2 T1

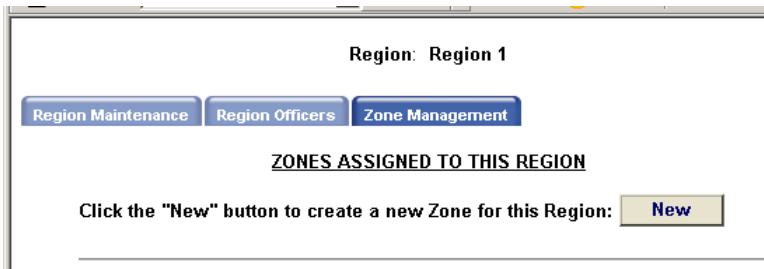
2) Click Region choice

[Region 1](#)

[Region 2](#)

[Region 3](#)

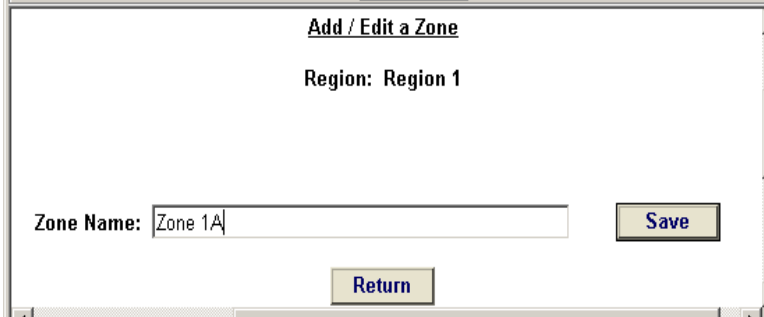
3) Click **Zone Management** tab  
4) Click **NEW** button



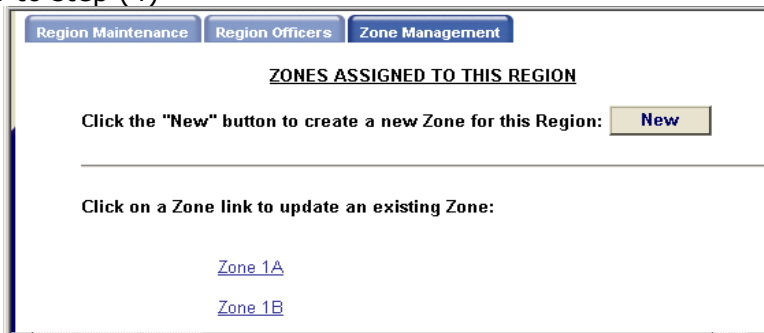
5) Key in zone name of your choice

6) Click **SAVE** button. **[FINAL STEP]**

\* GO TO STEP (4) TO CONTINUE CREATING NEW zones within the same region.



\* TO UPDATE or CORRECT a Zone's spelling or name, click on the Zone name's hyperlink (in blue). Then go to step (4)



### **To ADD Chairpersons To Created Zones**

1) Click the **Regions and Zones** link



2) Click your region selection



- 3) Select the **Zone Management** tab
- 4) Select the zone you wish to add a chairperson to (in the color blue)

- 5) Select the **Zone Officers** tab
- 6) Click **NEW** button

\* Note the **Lionistic Year** (make sure date is what you want).

- 7) Click "**Zone Chairperson**" (hyperlink in blue)

- 8) In the "**Select a Club**" field, click the drop-down arrow:  
- Highlight club selection

- Highlight name of zone chairperson

9) Click **SAVE** button. **[FINAL STEP]**

Select a Club:  
ADRIAN (627)

Select a Member to serve in this position:

- BIRDSONG, KENT
- BLAIR, WILLIAM
- BLANKENSHIP, A P
- BLANKENSHIP, MORRIS
- BRONNIMAN, HARVEY
- BRONNIMAN, OSCAR
- BROWN, BILLY DON
- BROWN, DAVIS
- BROWN, FINIS
- DRAKE, LINDA
- FAIRCHILD, LARRY
- FORTENBERRY, JAKE
- JOHNSON, DAVID

\* Member is currently serving as an officer.

Save End Term Cancel / Return

\* If you want to **CORRECT YOUR ENTRY**, click the **NEW** button and Go to step (7).

Zone: Zone 1A

Zone Maintenance Zone Officers Club Management

Zone Officers

Click the "New" button to assign a new Chairperson to this Zone: [New](#)

Lionistic Year	Chairperson
2008-2009	<a href="#">BIRDSONG, KENT</a>

\* To CONTINUE ADDING CHAIRPERSONS for the rest of your zones (under the current region) you will have to Go to step (1).

### To ADD Clubs to Zones

1) Click the **Regions and Zones** link

Home Membership Club Zone Region District Multi-District Logout

District Officers Convention Extra Logins **Regions and Zones** Reports

**REGION MAINTENANCE HOME**  
District 2 T1

2) Click desired region's name (hyperlink in blue)

**REGION MAINTENANCE HOME**  
District 2 T1

Create a new Region: [New](#)

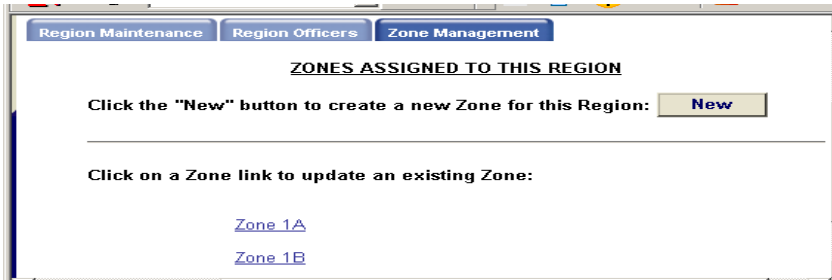
Click on a Region link to update an existing Region:

[Region 1](#)  
[Region 2](#)  
[Region 3](#)

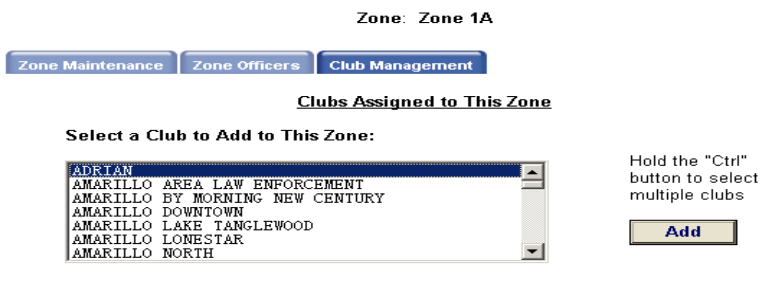
[Return](#)

3) Click **Zone Management** tab

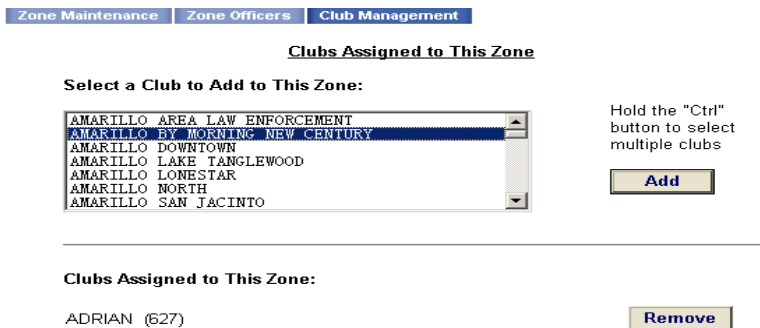
4) Click the desired zone's name (hyperlink in blue)



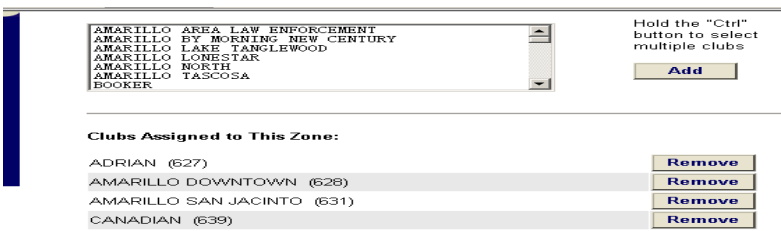
- 5) Click **Club Management** tab
- 6) Highlight the club's name
  - \* Can select multiple clubs: Hold down the CTRL key while highlighting club selections. **[go to step 7 ]**
  - \*Can select multiple clubs in series: Hold down the SHIFT key, highlight first club then highlight last club in series. **[go to step 7 ]**
- 7) Click the **ADD** button. **[FINAL STEP ]**



- \* To continue ADDing clubs to zone, highlight another club then click the **ADD** button



- \* To REMOVE any of the clubs selected, click the **REMOVE** button to the right of the club's name.



### **To Re-Name/Correct Region Names**

- \* (This does not delete the Region -only changes the Region's name.)

- 1) Click the **Regions and Zones** link

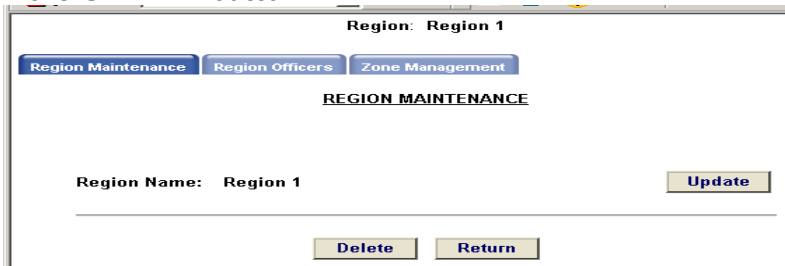




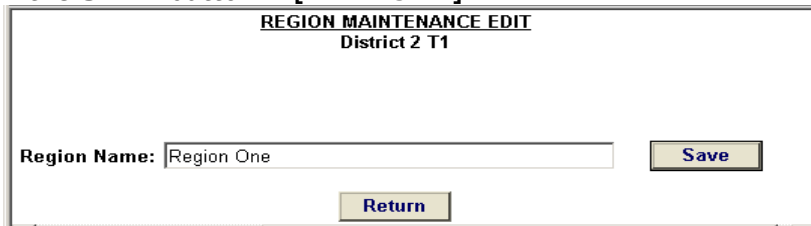
- 2) Click desired region's name (hyperlink in blue)



- 3) Click the **UPDATE** button



- 4) Key in desired NEW or MODIFIED region name  
5) Click the **SAVE** button. [ **FINAL STEP** ]



### **To Re-Name/Correct Zone Names**

\* (This does not delete the Zone -only changes the Zone's name.)

- 1) Click the **Regions and Zones** link



- 2) Click desired region's name (hyperlink in blue)

- 3) Click **Zone Management** tab
- 4) Click the zone name (hyperlink in blue) that is to be RE-Named

- 5) Click the **UPDATE** button

- 6) Key in desired *new* or *modified* zone name
- 7) Click the SAVE button. **[FINAL STEP]**

### **To Delete or Replace a Region or Zone Chairpersons**

- \* Determine whether the chairperson is Region or Zone, then path accordingly.
- \* To REPLACE a sitting chairperson, first, you must END their term (see part **I** below)

PATH to REGION Chairperson:

**Regions and Zones** (link) ->>> select **region's name** (hyperlink, in blue) ->>> **Region Officers** (tab) ->>> [ go to part I ]

PATH to ZONE Chairperson:

**Regions and Zones** (link) ->>> select the desired **region's name** (hyperlink, in blue)  
->>> **Zone Management** (tab) ->>> select the desired **zone's name** (hyperlink, in blue) ->>> **Zone Officers** (tab) ->>> [ go to part I ]

General Instruction to END / REPLACE the Region or Zone officer:

**I First, END The Sitting Chairperson's Term:**

- 1) Path to chairperson's name using applicable direction above.
- 2) Click the chairperson's name (blue hyperlink)

<u>REGION OFFICERS</u>	
Click the "New" button to assign a new Chairperson to this Region: <input type="button" value="New"/>	
<hr/>	
<u>Lionistic Year</u>	<u>Chairperson</u>
2008-2009	<a href="#">BIRDSONG, KENT</a>

- OR -

<u>Zone Officers</u>	
Click the "New" button to assign a new Chairperson to this Zone: <input type="button" value="New"/>	
<hr/>	
<u>Lionistic Year</u>	<u>Chairperson</u>
2008-2009	<a href="#">BIRDSONG, KENT</a>

\* The sitting chairperson's name should now be highlighted by default.

- 3) Click the **END TERM** button

Select a Club: [ADRIAN (627)]
Select a Member to serve in this position:
* BIRDSONG, KENT * BLAIR, WILLIAM BLANKENSHIP, A F BLANKENSHIP, MORRIS BRONNIMAN, HARVEY BRONNIMAN, OSCAR BROWN, BILLY DON BROWN, DAVIS BROWN, FINIS DRAKE, LINDA FAIRCHILD, LARRY FORTENBERRY, JAKE JOHNSON, DAVLD KROMER, KEITH
* Member is currently serving as an officer. <input type="checkbox"/> Allow to Edit Zones
<input type="button" value="Save"/> <input type="button" value="End Term"/> <input type="button" value="Cancel / Return"/>

**II Second, REPLACE The Outgoing Chairperson:**

- \* Path using applicable instruction above according to officer type.
- 1) Click the **NEW** button

Region: Region 1		
<a href="#">Region Maintenance</a>	<a href="#">Region Officers</a>	<a href="#">Zone Management</a>
<u>REGION OFFICERS</u>		
Click the "New" button to assign a new Chairperson to this Region: <input type="button" value="New"/>		
<hr/>		
<input type="button" value="Return"/>		

- OR -

Zone: Zone 1A

Zone Maintenance   Zone Officers   Club Management

**Zone Officers**

Click the "New" button to assign a new Chairperson to this Zone:   **New**

---

**Return**

2) Click the [ "Region Chairperson" or "Zone Chairperson" ] hyperlink (in blue)

Lionistic Year:  
2008-2009

2008-2009

Office Title	Member Name
<a href="#">Region Chairperson</a>	

**- OR -**

Lionistic Year:  
2008-2009

2008-2009

Office Title	Member Name
<a href="#">Zone Chairperson</a>	

3) In the "Select a Club" field, click the drop-down arrow:

4) Highlight club selection

Select a Club:

- ADRIAN (627)
- AMARILLO AREA LAW ENFORCEMENT (47593)
- AMARILLO BY MORNING NEW CENTURY (87820)
- AMARILLO DOWNTOWN (628)
- AMARILLO LAKE TANGLEWOOD (43701)
- AMARILLO LONESTAR (49791)
- AMARILLO NORTH (629)
- AMARILLO SAN JACINTO (631)
- AMARILLO TASCOSA (635)
- BOOKER (39261)

\* Member is currently serving as an officer.

Allow to Edit Zones

**Save**   **End Term**   **Cancel / Return**

5) Highlight name of chairperson.

6) Click the **SAVE** button. [FINAL STEP]

Select a Club:  
ADRIAN (627)

Select a Member to serve in this position:

- \* BLAIR, WILLIAM
- BLANKENSHIP, A P
- BLANKENSHIP, MORRIS
- BRONNIMAN, HARVEY
- BRONNIMAN, OSCAR
- BROWN, BILLY DON
- BROWN, DAVIS
- BROWN, FINIS
- DRAKE, LINDA
- FATRCHILD, LARRY
- FORTENDERRY, TAKE
- JOHNSON, DAVID

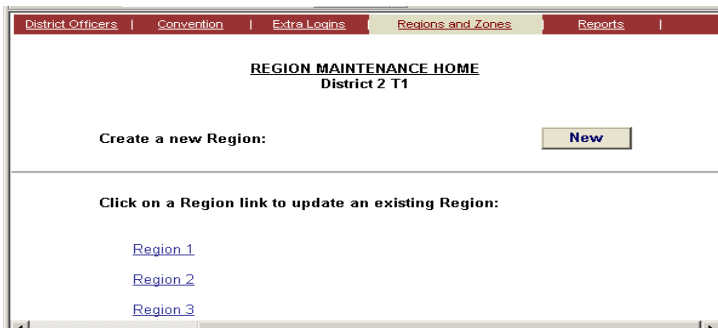
\* Member is currently serving as an officer.

Allow to Edit Zones

**Save**   **End Term**   **Cancel / Return**

**To VIEW Region(s)**

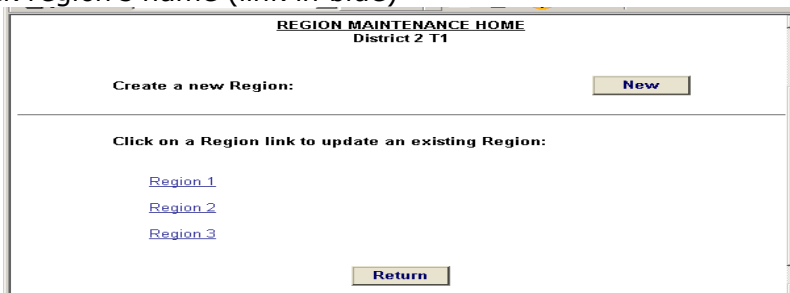
1) Click **Regions and Zones** link



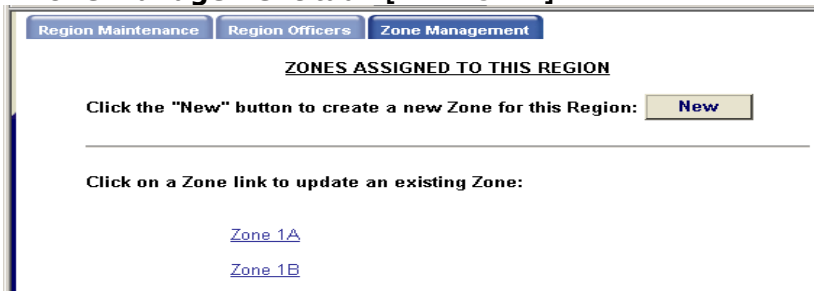
### **To VIEW Zones**

\* Follow step (1) of "TO VIEW REGIONS"

2) Click region's name (link in blue)



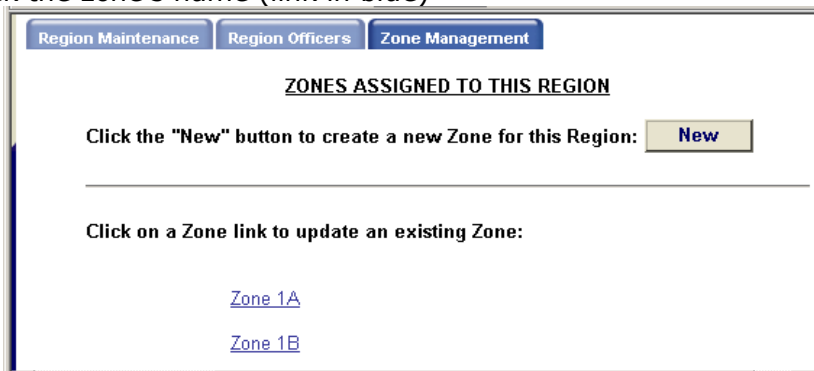
3) Click **Zone Management** tab. **[FINAL STEP ]**



### **To VIEW Clubs**

\* Follow steps (1) through (3) of "TO VIEW ZONES".

4) Click the zone's name (link in blue)



- 5) Click **Club Management** tab. [FINAL STEP]

The screenshot shows a web application window with three tabs: "Zone Maintenance", "Zone Officers", and "Club Management". The "Club Management" tab is active. The main heading is "Clubs Assigned to This Zone". Below this, there is a section "Select a Club to Add to This Zone:" with a list box containing the following items: AMARILLO DOWNTOWN, AMARILLO LAKE TANGLEWOOD, AMARILLO LONESTAR, AMARILLO NORTH, AMARILLO SAN JACINTO, AMARILLO TASCOSA, and BOOKER. To the right of the list box is a text instruction: "Hold the 'Ctrl' button to select multiple clubs" and an "Add" button. Below the list box, there is a section "Clubs Assigned to This Zone:" with a list of clubs: ADRIAN (627), AMARILLO AREA LAW ENFORCEMENT (47593), and AMARILLO BY MORNING NEW CENTURY (67820). Each club name has a "Remove" button to its right.

### To Delete Club(s) from Zone

- 1) Click the **Regions and Zones** link
- 2) Click your region selection
- 3) Select the **Zone Management** tab
- 4) Select the zone from which you wish to remove a club (in the color blue)

The screenshot shows a web application window with three tabs: "Region Maintenance", "Region Officers", and "Zone Management". The "Zone Management" tab is active. The main heading is "ZONES ASSIGNED TO THIS REGION". Below this, there is a section "Click the 'New' button to create a new Zone for this Region:" with a "New" button. Below that, there is a section "Click on a Zone link to update an existing Zone:" with two blue links: "Zone 1A" and "Zone 1B".

- 5) Select the **Club Management** tab
  - 6) Click any of the **REMOVE** button icons associated with the club(s) you wish to remove from the zone. [FINAL STEP]
- \* In this same screen you can also ADD clubs. Refer to the ADD Clubs instruction, starting with step (6).

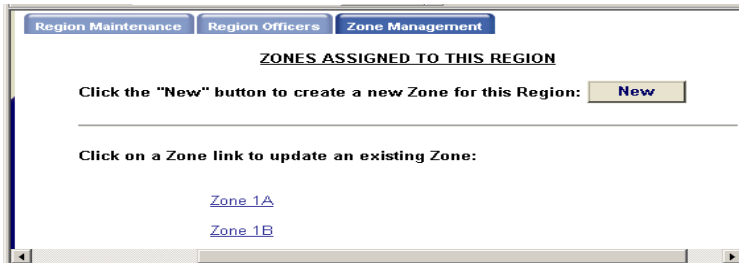
The screenshot shows a web application window with three tabs: "Zone Maintenance", "Zone Officers", and "Club Management". The "Club Management" tab is active. The main heading is "Clubs Assigned to This Zone". Below this, there is a section "Select a Club to Add to This Zone:" with a list box containing the following items: AMARILLO BY MORNING NEW CENTURY, AMARILLO DOWNTOWN, AMARILLO LAKE TANGLEWOOD, AMARILLO LONESTAR, AMARILLO NORTH, AMARILLO SAN JACINTO, and AMARILLO TASCOSA. To the right of the list box is a text instruction: "Hold the 'Ctrl' button to select multiple clubs" and an "Add" button. Below the list box, there is a section "Clubs Assigned to This Zone:" with a list of clubs: ADRIAN (627) and AMARILLO AREA LAW ENFORCEMENT (47593). Each club name has a "Remove" button to its right.

### **ALERT !!!**

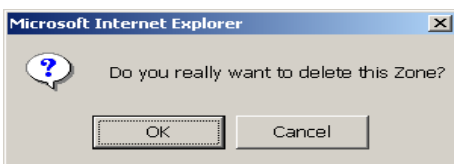
**!! When DELETING Region or Zones, make sure that you END the terms of any sitting officers BEFORE you delete the Region or Zone !!**

**To Delete A Zone \*See ALERT at top !**

- 1) Click the **Regions and Zones** link
- 2) Click your region selection
- 3) Select the **Zone Management** tab
- 4) Select the zone you wish to remove (in the color blue)



- 5) Click the **DELETE** button  
\* You will get a confirmation prompt.
- 6) Click **OK** to confirm the delete. **[FINAL STEP]**



### **To Delete Region** \*See ALERT at top !

- 1) Click the **Regions and Zones** link
- 2) Click your region selection (in the color blue)
- 3) Click the **DELETE** button  
\* You will get a confirmation prompt.
- 4) Click **OK** to confirm the delete. **[FINAL STEP]**

