Checklist for Ending Officer Assignments in the Lion Portal

1. **Verify Permissions**
    - Ensure you have the required title to end officer assignments:
        - Club President
        - Club Secretary
        - Club Administrator
        - District Administrator (for club-level assignments)
2. **Sign In**
    - Go to lionportal.org and sign in.
3. **Navigate to Club Management**
    - Click "MY CLUB."
    - Select "Manage Club Officers."
4. **End Assignment**
    - Click "End Assignment."
    - Click "Next."
5. **Search for Officer**
    - Scroll through the list or use the search bar to find the officer by name or title.
    - Example: Type "market" and press "Enter" to find the Club Marketing Chairperson.
6. **Select Officer**
    - Click the radio button next to the officer's name.
7. **Confirm Action**
    - Click "Next."
    - Look for the green "Success!" message.
    - Click the "X" to close the message.
8. **Verify Changes**

- Click "Club Officers" to confirm one less "Active Officers."

9. **Return to Home**
    - Click "Home" to return to the main page.

This checklist ensures a smooth process for ending officer assignments in the Lion Portal.