Checklist for Creating a New Officer Assignment in the Lion Portal

1. **Sign In**
    - Log in to the Lion Portal at lionportal.org.
2. **Access Club Management**
    - Click "MY CLUB."
    - Click "Manage Club Officers."
3. **Start New Assignment**
    - Click "Create New Assignment."
    - Click "Next."
4. **Select Assignment Year**
    - Choose "Current Lion Year" for immediate assignments (effective until June 30th).
    - Choose "Upcoming Lion Year" for next year assignments (effective July 1st to June 30th).
    - Click "Next."
5. **Select Title Type**
    - Use the dropdown to select "Officer" or "Administrator" title type.
    - Note: Official titles provide permissions for actions and data access; local titles are club-specific.
6. **Assign Titles**
    - Click the dropdown to view the list of official titles.
    - Scroll through or use the "Search this list..." bar to find the member.
    - Select the member using the radio button.
    - Click "Next."
7. **Add Officer Address (Optional)**
    - Select "Yes" to add an additional address for the officer or "No" to skip.
    - If "Yes," update the address information if necessary.

- Click "Save."

8. **Confirm Assignment**
    - Wait for the green "Success!" message to appear.
    - Click the "X" to close the message.
9. **Repeat for Additional Officers**
    - Select "Yes" to assign another officer or "No" to complete the process.
    - Follow steps 3–8 for each additional officer.
10. **Review Officer Assignments**
    - Click "View Club Officers."
    - Select the assignment to review (Current, Past, Future).
    - Click "Next" to view the list of officers.
    - Click "X" to close the window.
11. **Complete Process**
    - Click "Home" to return to the main page.

Notes:

- Ensure you have the appropriate title permissions (Club President, Club Secretary, or Club Administrator) to assign officers.
- Permissions may take up to 24 hours to become effective, depending on the organizational level.
- Every club should assign a Club President, Club Treasurer, Club Secretary, and Club Administrator.