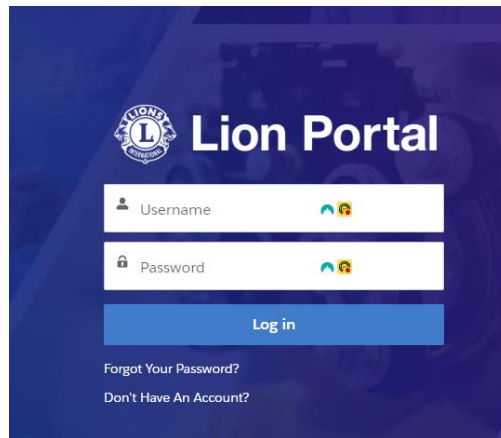
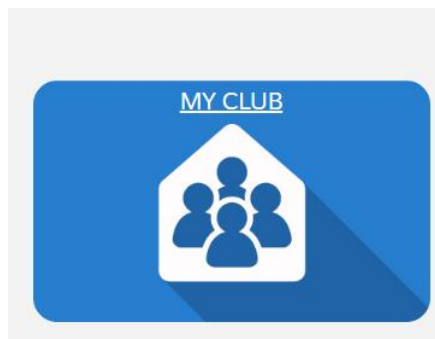


Assigning Delegates in the new Portal for the MD5M Convention:

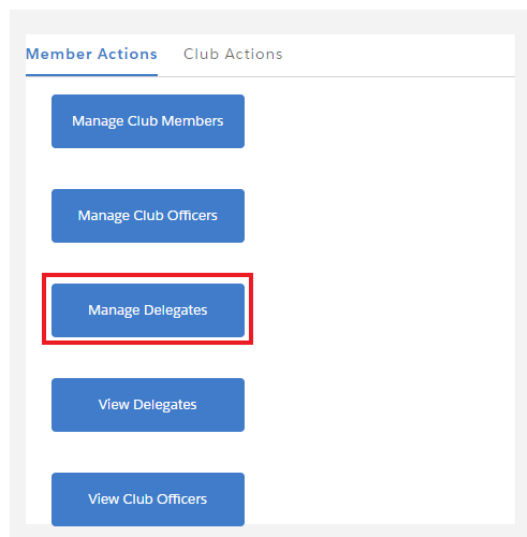
1. Sign in to the **Lions Portal**



2. From the home page select the **My Club** tile.



3. On the right-hand side of the screen select **Manage Delegates** from the **Member Actions** pane.



4. Select **Multiple District** from the **Convention Type** and then click radio button in front of the **Multiple Convention** to select it and click **next**.

Manage Delegates

\* Convention Type

District

Multiple District

International

\* Time

Past

Upcoming

Show Voided

Conventions

Showing 1 of 1 item · 1 item selected

Conventi...	Start Date	End Date	Venue	Is Void?
<input checked="" type="checkbox"/> Multiple convention	Apr 19, 2024	Apr 21, 2024	Victoria Inn	

Next

5. Click the radio button in front **Assign Delegate** and then click **next**.

Manage Delegates

**Multiple convention - 2023-2024**

April 19, 2024 - April 21, 2024

Victoria Inn

VIP Delegates: 0

Allowed Delegates: 5

Assigned Delegates: 0

Available Delegates: 5

Financial good standing must be obtained by **April 4, 2024** in order to vote.

Number of Eligible Members: 51

Eligible member counts are based on members active during: **February 28, 2023-March 1, 2024**

Voting Status: **Good Standing**

Outstanding Dues (USD): 0

Outstanding Balance over 90 Days: 0

Amount to pay in order to vote: 0

\* What do you like to do?

Assign a Delegate

Previous Next

6. Select the delegates desired by clicking the radio button in front of their names and selecting **Next**.

The screenshot shows a web interface titled "Manage Delegates". Under the heading "Multiple convention - 2023-2024", the dates "April 19, 2024 - April 21, 2024" and location "Victoria Inn" are listed. Below this is a search bar with the text "Select a member to assign as a delegate" and a search input field containing "Search this list...". A status line indicates "Showing 70 of 70 items - 1 item selected". A list of member names follows, each with a radio button. The radio button for "Mr. Matthew Huggenvik" is selected and highlighted with a red box. At the bottom right, there are two buttons: "Previous" and "Next", with the "Next" button highlighted by a red box.

7. The user will see a successful completed message in green at the top of the screen and then be asked if they would like to manage more delegates, select **yes** to repeat the process to continue to add more delegates, when all delegates have been added leave the default **no** and select **next**.

The screenshot shows the same "Manage Delegates" interface. Below the member list, a green message is visible at the top. A question is displayed: "\* Would you like to manage more delegates for this convention?". Below the question are two radio button options: "Yes" and "No". The "No" option is selected and highlighted with a red box. At the bottom right, there are two buttons: "Previous" and "Next", with the "Next" button highlighted by a red box.