

本指南提供使用 Lion Portal（狮子会门户网站）将会员从一个分会转移至另一个分会的逐步流程，确保无缝过渡，同时维护准确的会籍记录。其中说明现任和新任分会干部的职责，帮助用户了解双方所需采取的必要行动。通过遵循本指南，分会行政人员可有效地管理会籍变更，提高组织效率和会员满意度。

**1** 登录 Lion Portal（狮子会门户网站） [lionportal.org](https://lionportal.org)。

## 退会 - 从旧分会转会。

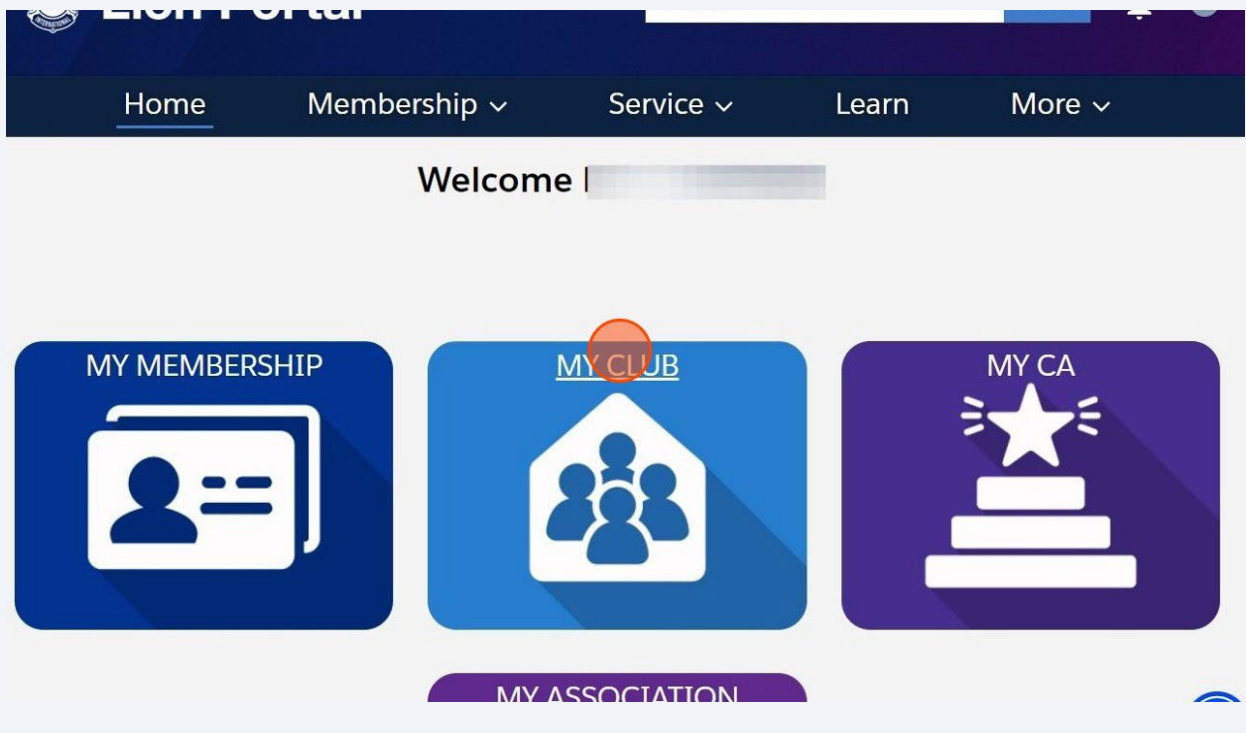


注意！欲将会员转移到贵分会，该会员需要退出其目前的分会。本节中显示的步骤由其他分会执行。

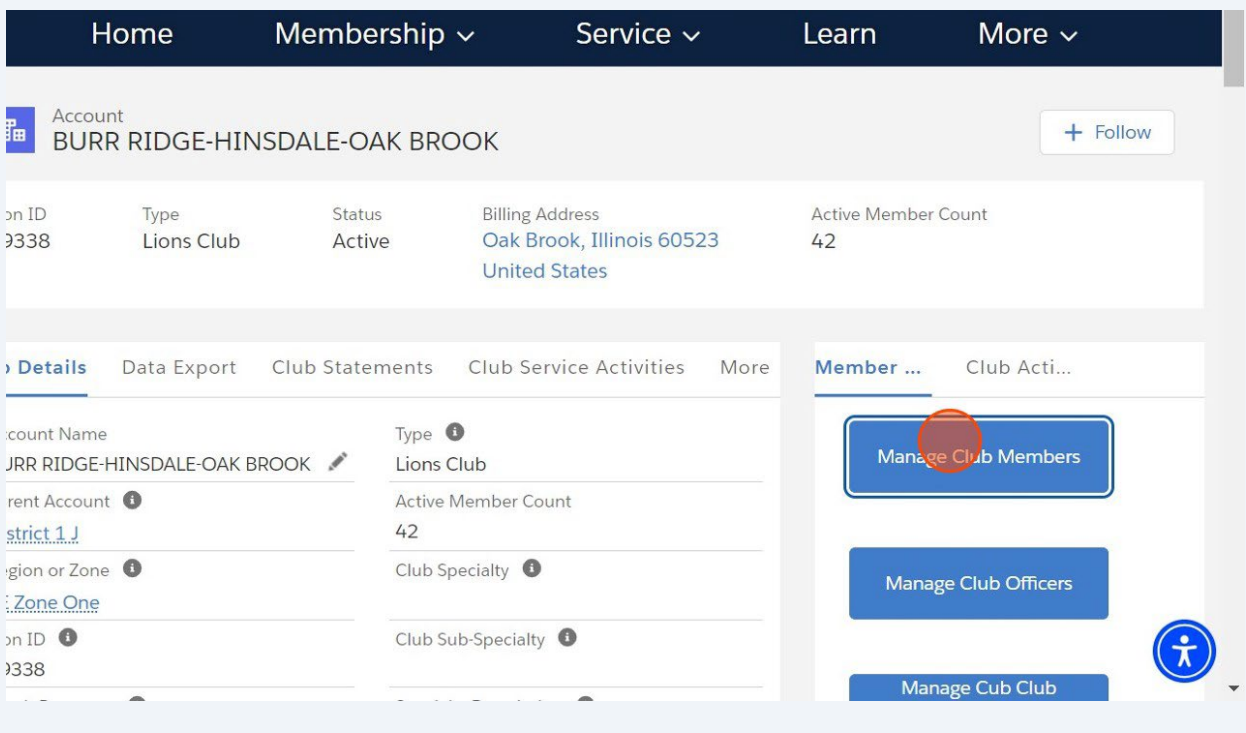


此步骤由目前的分会之干部或行政人员完成。一旦会员办理退会后，新分会的干部或行政人员便可将该会员转移至新分会。如此将在该会员的历史记录中建立新的“会籍”记录。

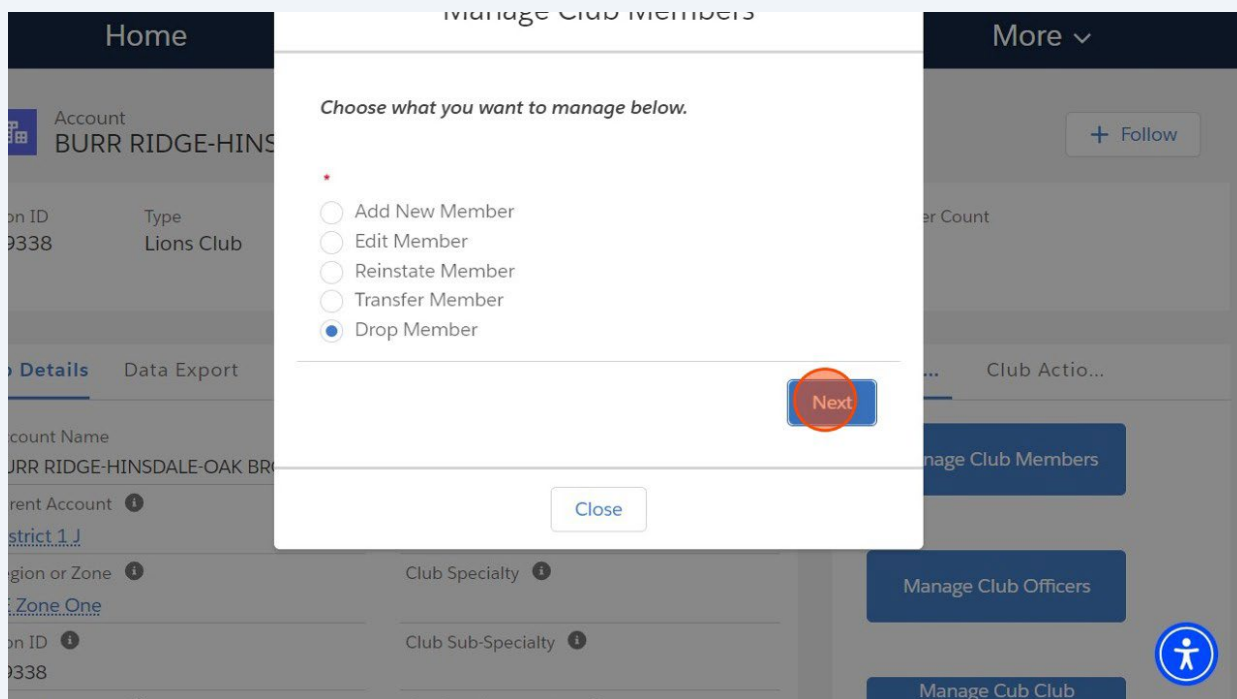
2 点选“我的分会”。



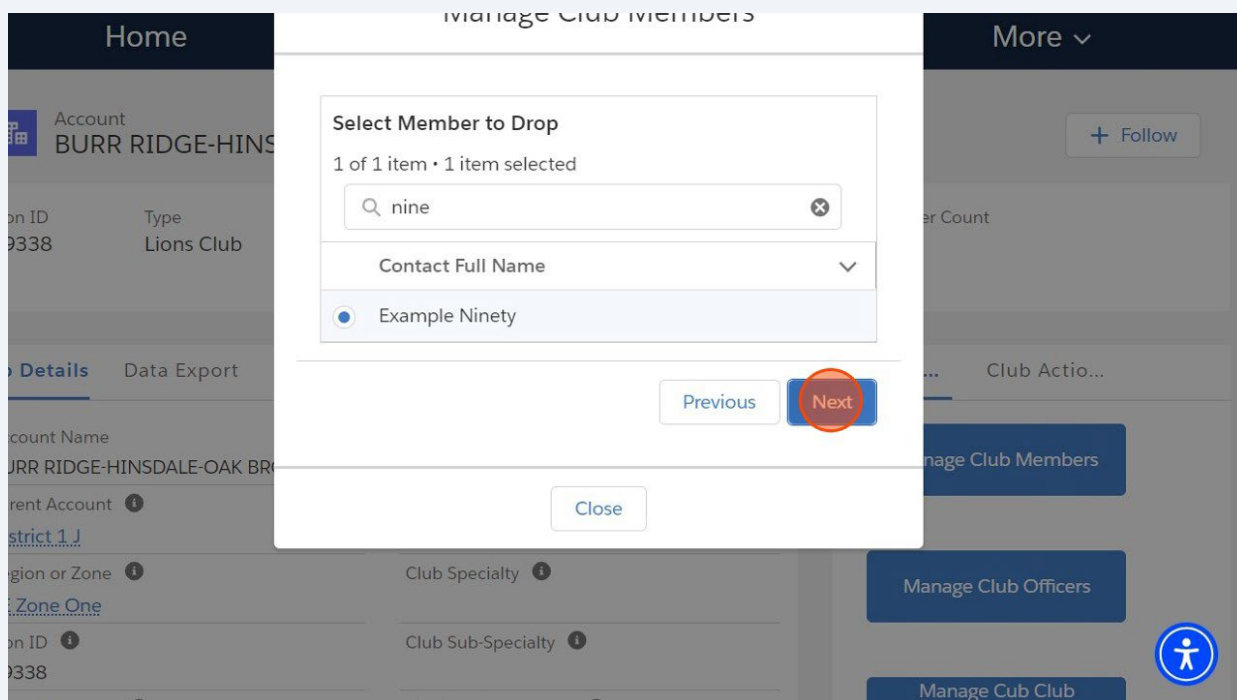
3 点选“管理分会会员”。



4 选择“退会”旁的“单选按钮”，并点选“下一步”。



5 点选会员姓名旁的“单选按钮”以选择要办理退会的会员，然后点选“下一步”。



6

输入“会籍结束日期”。在“退会原因”选项中，选择“已转会”的选项。

Home

Account  
BURR RIDGE-HINSDALE-OAK BR

Lion ID 49338 Type Lions Club

Club Details Data Export

Member Name: Example Ninety  
Member's ID: 26691612

\* Membership End Date  
Sep 1, 2024

\* Drop Reason ⓘ  
Transferred

Drop Reason Details

Save

Close

7

可输入“退会原因详情”。点选“保存”。

Home

Account  
BURR RIDGE-HINSDALE-OAK BR

Lion ID 49338 Type Lions Club

Club Details Data Export

Member Name: Example Ninety  
Member's ID: 26691612

\* Membership End Date  
Sep 1, 2024

\* Drop Reason ⓘ  
Transferred

Drop Reason Details  
Moving to Example Club For Training

Save

Close



该会员已从目前的分会退会。

## 新增 - 转移到新分会



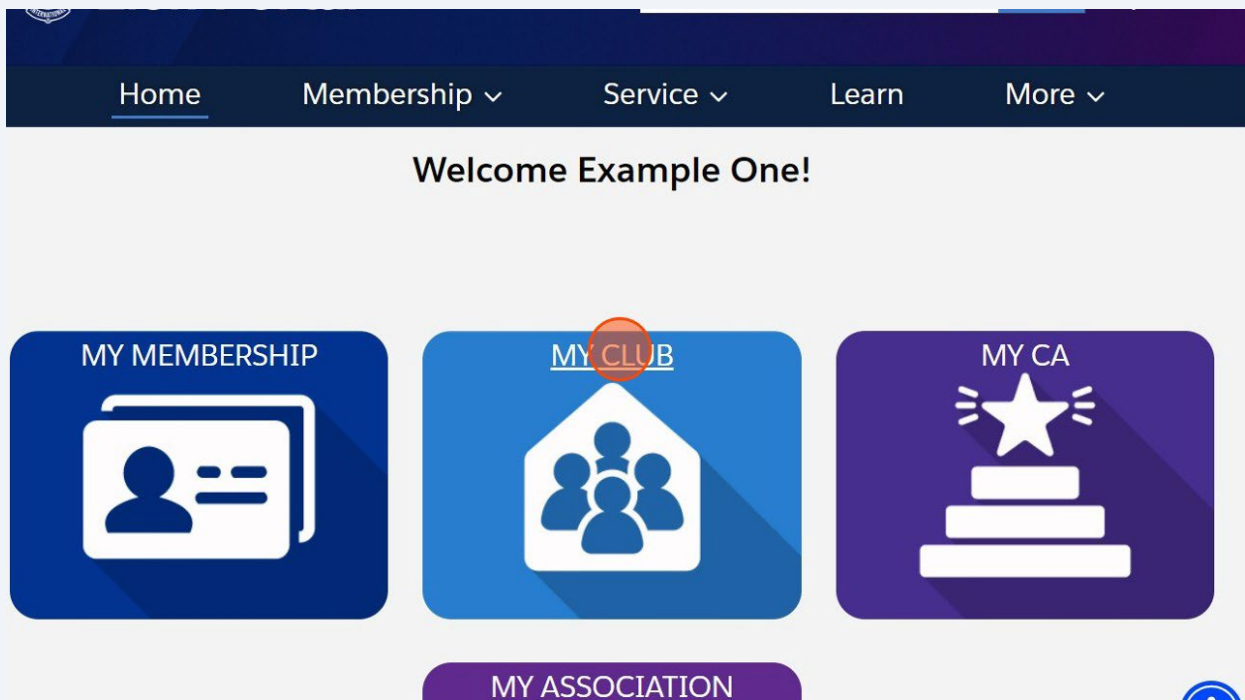
这些步骤由新分会的干部或行政人员完成。如此将建立一个新的“会籍”记录，新分会可以追踪该会员的历史记录。

8

接收转会会员的分会干部或行政人员登录门户网站。

9

点选“我的分会”。



10 点选“管理分会会员”。

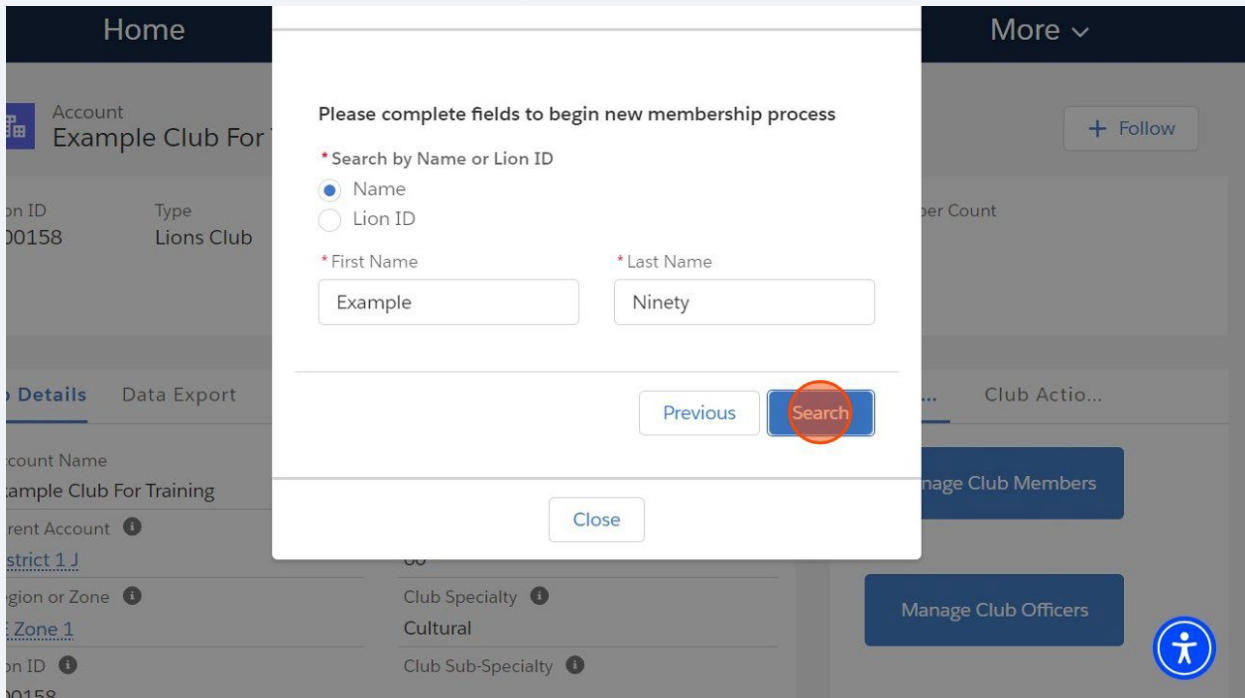
The screenshot shows a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below it is the account header for 'Example Club For Training' with a '+ Follow' button. A table lists club details: Club ID 00158, Type Lions Club, Status Active, Billing Address 124 Any Place, Naperville, Illinois 60565, United States, and Active Member Count 60. Below the table are tabs for 'Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Details' tab is active, showing fields for Account Name, Parent Account, Region or Zone, Club ID, Type, Active Member Count, Club Specialty, and Club Sub-Specialty. On the right, there are buttons for 'Manage Club Members' and 'Manage Club Officers', with the 'Manage Club Members' button circled in red. A user profile icon is visible in the bottom right corner.

11 选择“转会”旁的“单选按钮”，并点选“下一步”。

The screenshot shows a modal dialog box titled 'Manage Club Members' overlaid on the club management interface. The dialog contains the text 'Choose what you want to manage below.' and a list of radio button options: 'Add New Member', 'Edit Member', 'Reinstate Member', 'Transfer Member' (which is selected), and 'Drop Member'. At the bottom of the dialog, there is a 'Next' button circled in red and a 'Close' button. The background interface is dimmed, showing the same club details and navigation elements as in the previous screenshot.

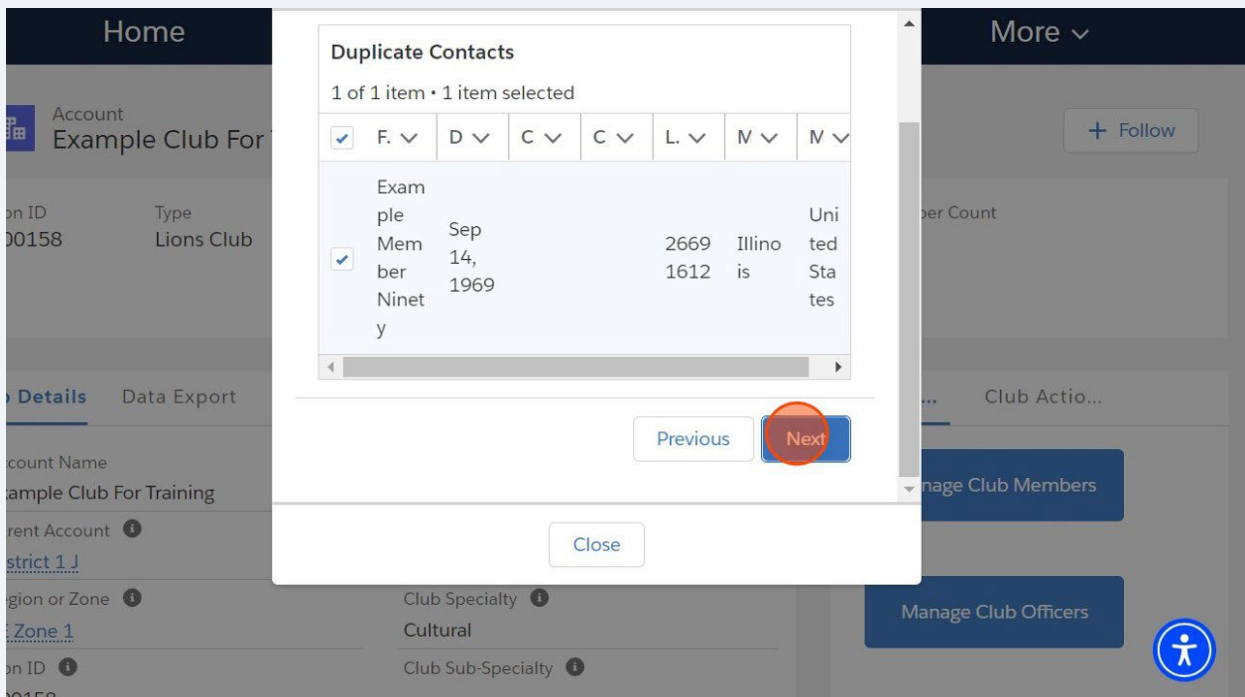
12

若要寻找会员，您可以按“姓名”或“狮友 ID”进行搜索。输入数据并点选“搜索”。



13

点选会员姓名旁的“单选按钮”，然后点选“下一步”。



## 14 确认会员的会籍。

The screenshot shows a web application interface with a modal window titled "Existing Memberships". The modal displays a table with one row selected. A red circle highlights the first row of the table. The background shows a "Home" page for "Example Club For Training" with various details and buttons.

Existing Memberships  
1 of 1 item • 1 item selected

C	C	M	L	Dr...	M	D
BUR						Dro
R						p
RIDG						Tra
E-		Inact	Jun		Lion-	ns-
HINS	4933	ive	30,	Sep...	Regul	ferr
DALE	8	Mem	2020		ar	ed
-OAK		ber			[Dro	in
BRO					pped	Go
OK					]	od

Close

## 15 点选“下一步”。

The screenshot shows the same web application interface as in step 14, but with a red circle highlighting the "Next" button at the bottom of the modal window. The "Close" button is also visible.

Next

Close

16

输入“会籍开始日期”，选择“会员类型”选项、“会员类别”，然后点选“下一步”。

Home Manage Club Members More ▾

Account Example Club For Training

\* Membership Start Date Sep 10, 2024

\* Membership Category Active

\* Membership Type Regular Member

Next

Close

Account Name Example Club For Training

Account ID 00158 Type Lions Club

Active Member Count 60

Club Specialty Cultural

Club Sub-Specialty

Details Data Export

Follow

Manage Club Members

Manage Club Officers

17

系统将显示绿色的成功讯息。点选“X”图标以关闭该讯息。

Lion Po

Success! Membership Record Created!

Search

Home Membership ▾ Service ▾ Learn More ▾

Account Example Club For Training

Follow

Account ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	60

Details Data Export Club Statements Club Service Activities More

Account Name Example Club For Training Type Lions Club

Account ID 00158 Active Member Count

Member ... Club Acti...

Manage Club Members

18 将显示分会详情标签页。

Home Membership Service Learn More

Account Example Club For Training + Follow

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	61

Details Data Export Club Statements Club Service Activities More

Account Name Example Club For Training Type Lions Club

Parent Account strict 1 J Active Member Count 61

Region or Zone Zone 1 Club Specialty Cultural

Member ... Club Acti...

Manage Club Members

Manage Club Officers

19 点选“首页”以返回登陆页面。

Lion Portal Search Search

Home Membership Service Learn More

Account Example Club For Training + Follow

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	61

Club Details Data Export Club Statements Club Service Activities More

Account Name Example Club For Training Type Lions Club

Parent Account Active Member Count

Member ... Club Acti...

Manage Club Members

**20** “管理分会会员 - 转会” 快速指南到此结束。

