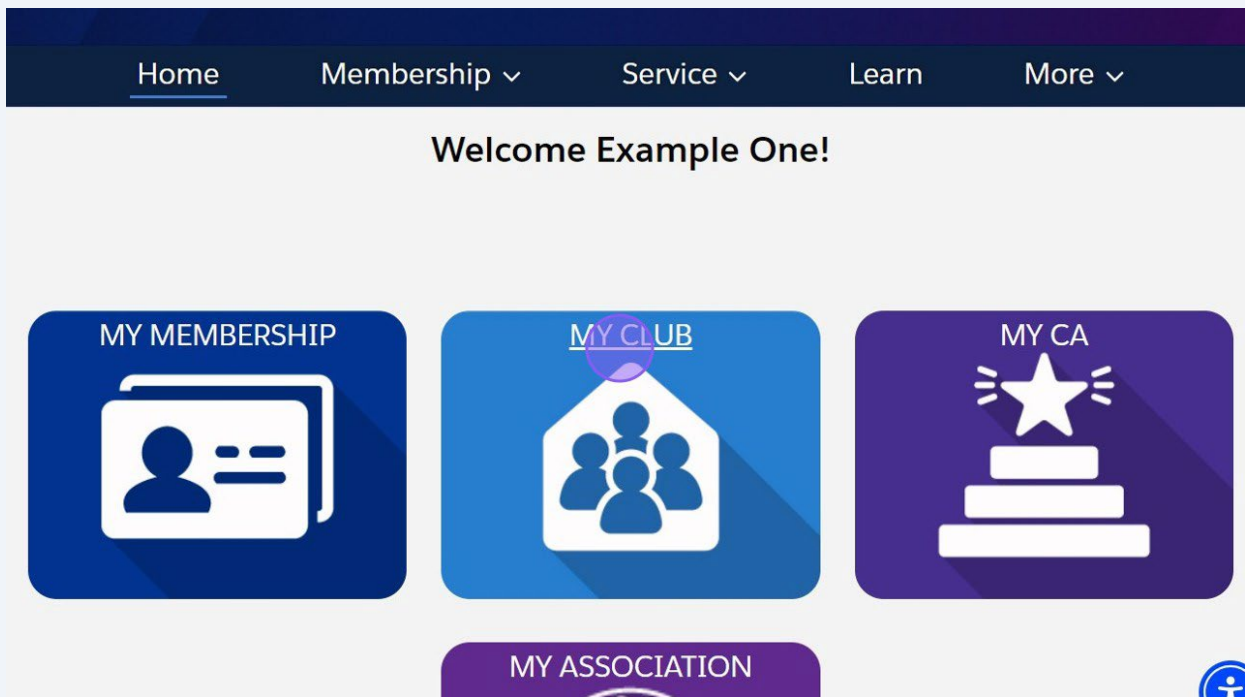


이 안내서는 라이온 포털에서 회원 및 봉사활동 데이터를 출력하는 방법을 설명하므로 클럽 임원 및 관리자에게 유용합니다. 사용자는 단계별 안내에 따라 클럽 회원 및 활동에 대한 중요 정보를 확인하거나 수정할 수 있고, 정보가 정확히 보고 및 분석되도록 돕습니다. 또한 이 안내서는 다양한 스프레드시트 프로그램과의 데이터 호환을 최적화하는 팁을 제공하여 사용자가 다운로드받은 데이터를 효과적으로 사용하도록 안내합니다. 이 안내서를 통해 클럽의 데이터를 효과적으로 관리할 수 있습니다.

1 라이온 포털(lionportal.org)에 로그인합니다.

2 아래와 같이 클릭합니다.



3 '데이터 출력' 탭을 클릭합니다.

The screenshot shows a web interface for a club. At the top, there is a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below this, the club's account information is displayed: 'Example Club For Training' with a '+ Follow' button. A summary table shows: Lion ID (200158), Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (56). Below the summary, there are tabs for 'Club Details', 'Data Export' (highlighted), 'Club Statements', 'Club Service Activities', and 'More'. The 'Data Export' tab shows a list of fields: Account Name (Example Club For Training), Parent Account (District 1 J), Region or Zone (SE Zone 1), Lion ID (200158), Type (Lions Club), Active Member Count (56), Club Specialty (Cultural), and Club Sub-Specialty. On the right side, there are buttons for 'Manage Club Members' and 'Manage Club Officers'.

i 팁! 선택한 보고서에 따라 출력 가능한 데이터가 달라집니다.

클럽 수준의 데이터는 다음과 같습니다.

클럽 회원 정보 - 기본 정보: 모든 클럽 회원의 회원번호, 이름, 이메일, 전화번호, 주소, 현지 언어, 주소, 배우자/동반인 이름, 회원 유형, 클럽, 지구, 복합지구

임원 정보 - 활동 중인 임원에 대한 공식 직책, 지역 및 지대, 위에 설명된 기본 정보

회원 상세정보 - 기본 정보, 생년월일, 직업, 성별, 스폰서, 라이온 입회 날짜(회원이 된 날짜)

클럽 봉사활동 정보 - 활동 유형(사업, 모금활동, 기부활동, 회의), 시작일 및 종료일, 제목, 설명, 지표(수혜자, 봉사 시간, 모금액, 기부액), 대표 활동, 클럽, 지구, 복합지구.

4 출력할 보고서를 클릭합니다. 이 예시에서는 '클럽 회원 정보'를 선택하겠습니다.

Lion ID 200158	Type Lions Club	Status Active	Billing Address 124 Any Place Naperville, Illinois 60565 United States	Active Member Count 56
-------------------	--------------------	------------------	---------------------------------------------------------------------------------	---------------------------

Club Details **Data Export** Club Statements Club Service Activities More

If the selected report does not generate any results, it is due to data privacy restrictions.

[Member Contact Information](#)

[Club Officer Contact Information](#)

[Member Detail Information](#)

[Club Level Service Activities Information](#)

Member ... Club Acti...

Manage Club Members

Manage Club Officers

Manage Cub Club Leader

Manage Delegates

5 새로운 탭이 열리고 보고서가 나타납니다. 출력할 개수가 '총 기록'에 표시됩니다. 이 클럽에는 56명의 회원이 있습니다.

Home Membership ▾ Service ▾ Learn More ▾

Report: Accounts with Memberships and Contact
Member Contact Information
 Member Listing of Name, Address, Email and Phone Numbers

Enable Field Editing 🔍 Add Chart 📄 🔄 Export

Total Records
56

Parent Multiple District ↑ ▾	Parent District ↑ ▾	Account Name ↑ ▾	Contact Member ID ▾	Contact: Salutation ▾	Cont
<input type="checkbox"/> Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550	-	Exan
			26691551	Mx.	Exan
			26691553	-	Exan

6

스크롤을 상하, 좌우로 움직이며 데이터를 확인합니다. 보고서 필터를 사용하려면 '필터'를 클릭합니다.

Home Membership Service Learn More

Report: Accounts with Memberships and Contact
Member Contact Information
 Member Listing of Name, Address, Email and Phone Numbers

Enable Field Editing Add Chart **Filters** Export

10 Records

Multiple District ↑	Parent District ↑	Account Name ↑	Contact Member ID	Contact: Salutation	Contact
Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550	-	Exan
			26691551	Mx.	Exan
			26691553	-	Exan

7

필터가 나타납니다.

Member Contact Information
 Member Listing of Name, Address, Email and Phone Numbers

10 Records

Multiple District ↑	Parent District ↑	Account Name ↑	Contact Member ID
Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550
			26691551
			26691553
			26691568
			26691562

Filters Close Filter Panel →

Show Me
All accounts

Last Activity
All Time

Type
equals Alpha Leo Club, Leo Lions, Lions Club, Omega Leo Club

Membership Status
equals Active Member

Linked Filters ×

Account Id
equals 001Nq00000M9viOIAR

8 필터 창을 닫으려면 아래와 같이 클릭합니다.

Home Membership Service Learn More

Report: Accounts with Memberships and Contact
Member Contact Information
 Member Listing of Name, Address, Email and Phone Numbers

Enable Field Editing Add Chart Export

10 Records

Multiple District ↑	Parent District ↑	Account Name ↑	Contact M
Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550
			26691551
			26691553

Filters Close Filter Panel

Show Me All accounts

Last Activity All Time

Type equals Alpha Leo Club, Leo Lions, Lions Club, Omega Leo Club

Membership Status equals Active Member

Linked Filters Account Id equals 001Nn00000M9viQIAR

9 다운로드하려면 '출력'을 클릭합니다.

Home Membership Service Learn More

Report: Accounts with Memberships and Contact
Member Contact Information
 Member Listing of Name, Address, Email and Phone Numbers

Enable Field Editing Add Chart Export

10 Records

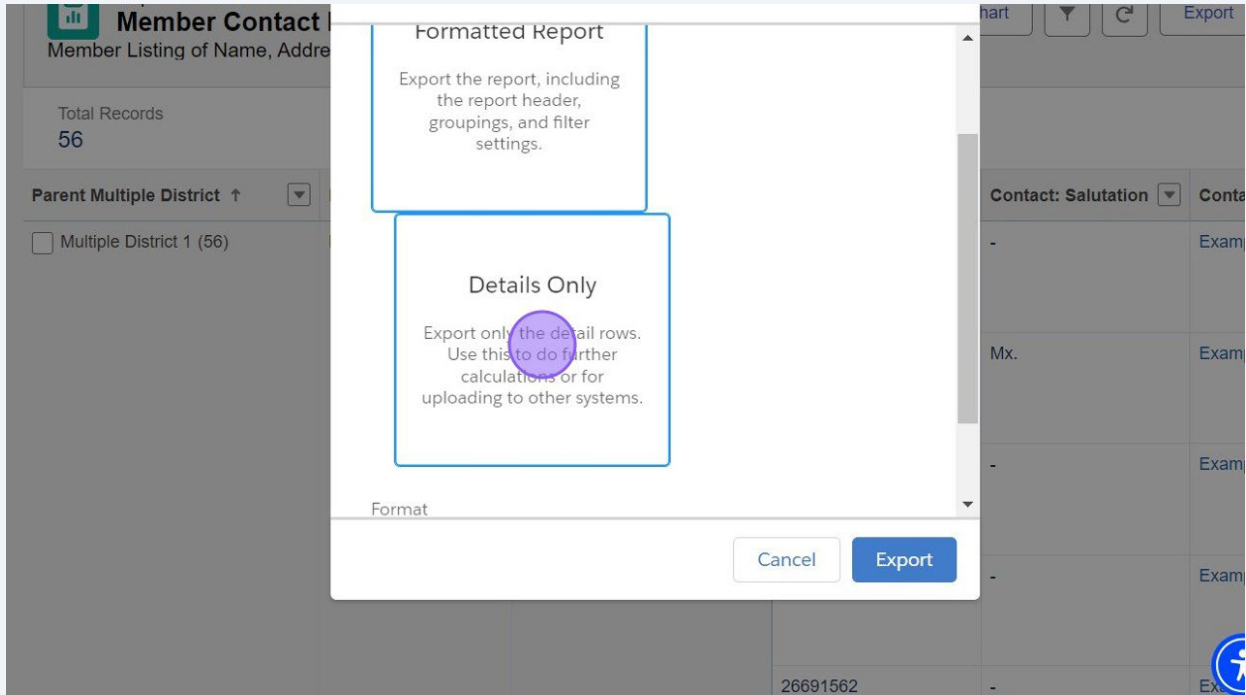
Multiple District ↑	Parent District ↑	Account Name ↑	Contact Member ID	Contact: Salutation	Contact
Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550	-	Example
			26691551	Mx.	Example
			26691553	-	Example



팁! 스프레드시트 프로그램과의 호환성을 위해 '세부정보만 출력하기'와 .xlsx 형식을 선택하십시오.

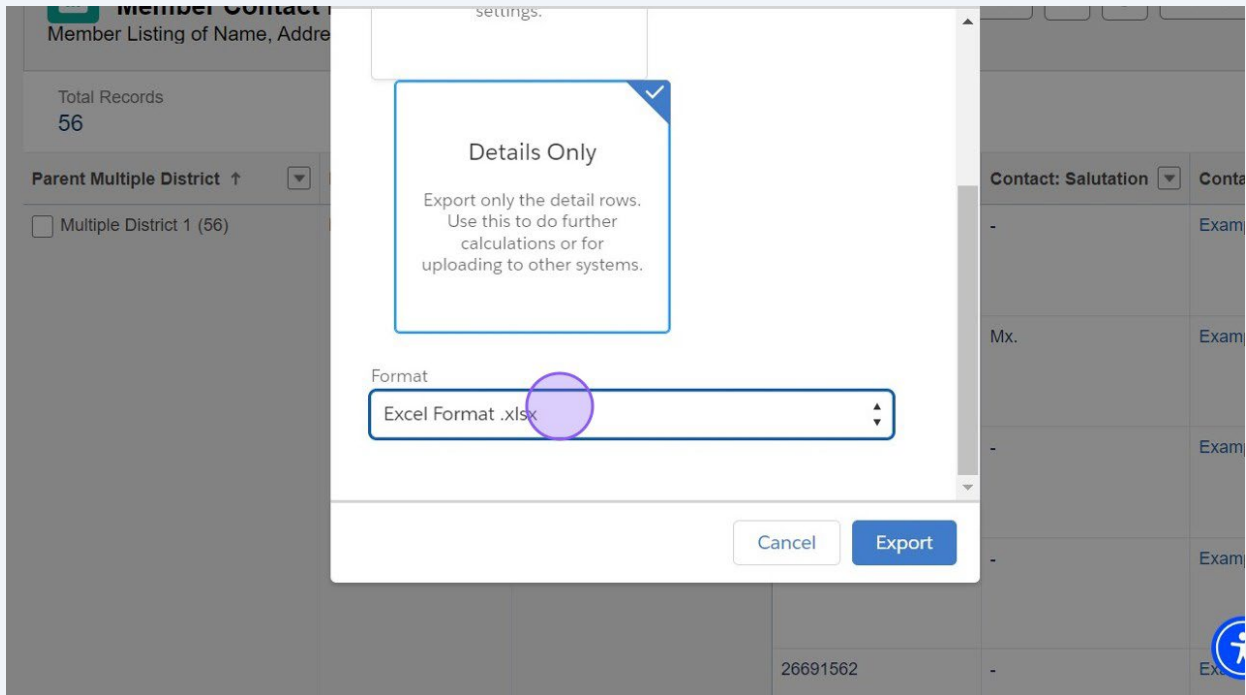
10

'세부정보만 출력하기. 이 데이터를 추가로 분석하거나 다른 시스템에 업로드할 수 있습니다.'라는 메시지를 클릭합니다. 그룹화된 데이터, 소계 및 합계를 유지하기 위해 '서식화된 보고서'를 클릭합니다.



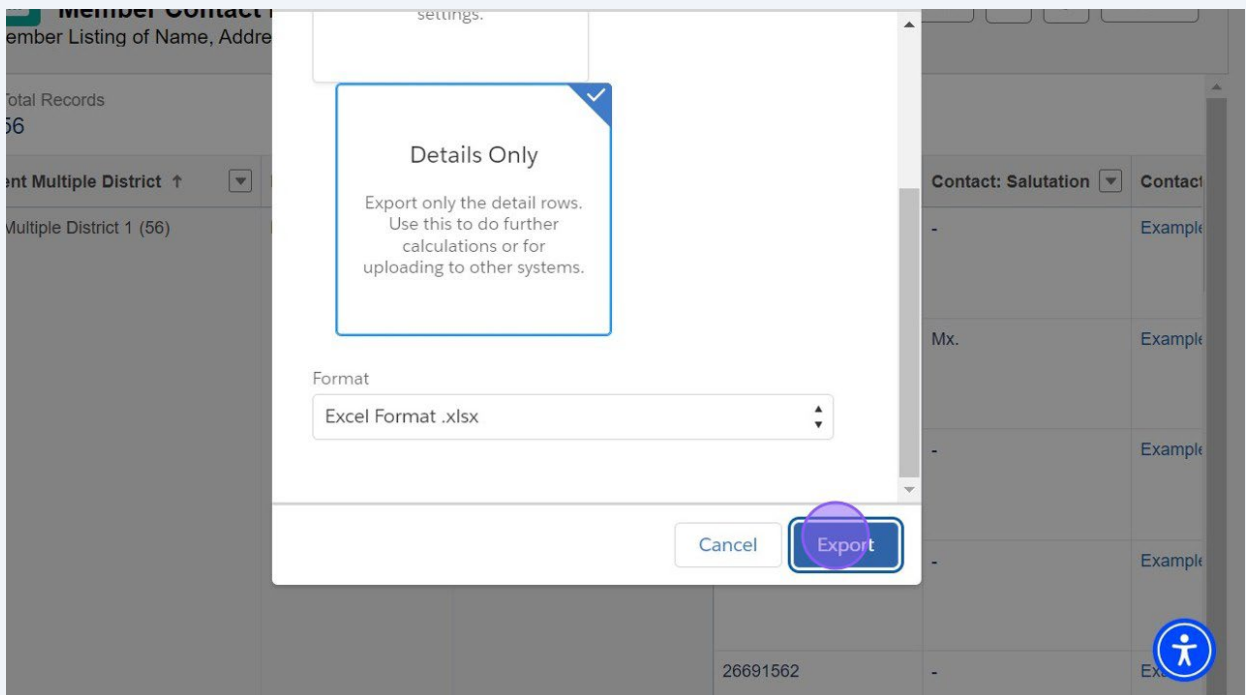
11

아래의 드롭다운 목록을 클릭하고 호환성을 위해 .xlsx 형식을 선택합니다. 그 외에 선택 가능한 파일 형식은 텍스트 파일(.csv), 예전 버전의 엑셀 파일(.xls)이 있습니다.



12

'출력하기'를 클릭합니다.



13 다운로드가 완료되면 브라우저 상단에 표시됩니다.

The screenshot shows the Lion Portal interface. At the top, there are navigation tabs: Home, Membership, Service, Learn, and Open Folder Location. Below the navigation, there is a report titled "Report: Accounts with Officer Title Assignments and Member Officer Contact Information". A download button is visible, and a file explorer overlay is open, showing a list of files including "Officer Contact Information-2024-09-08-10-30-40.xls", "ScribeHow Example - ClubLevel-ReportDataFromTheLionPortal_.pdf", "Attachments_2024-08-09.zip", "ScribeHow Example - UploadingImagesforClubServiceActivities.pdf", "Wine Basket For Auction-005Ns000001kZgXIAU-ui44pftu.jpg", and "Scribe_3.3.5 (3).msi".

14 클럽 링크(계정)를 클릭하여 클럽 페이지로 돌아가거나, 새롭게 열린 탭을 닫습니다.

The screenshot shows the Lion Portal interface. At the top, there are navigation tabs: Home, Membership, Service, Learn, and More. Below the navigation, there is a report titled "Report: Accounts with Memberships and Contact Member Contact Information". A table of member contact information is displayed, with the "Account Name" column circled in purple. The table has the following data:

Parent Multiple District	Parent District	Account Name	Contact Member ID	Contact: Salutation	Contact: Phone
Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550	-	Exan
			26691551	Mx.	Exan
			26691553	-	Exan
			26691568	-	Exan

15 메인 페이지로 돌아가려면 '홈'을 클릭합니다.

The screenshot shows the 'Lion Portal' interface. At the top, there is a search bar and navigation links for Home, Membership, Service, Learn, and More. Below the navigation is the account information for 'Example Club For Training'. A table displays key details:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

Below the table, there are tabs for 'Club Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Club Details' tab is active, showing fields for Account Name (Example Club For Training), Parent Account, Type (Lions Club), and Active Member Count. A 'Manage Club Members' button is visible on the right side of the page.

16 이상으로 '클럽 페이지 - 데이터 출력하기'를 마치겠습니다.

The screenshot shows the 'Lion Portal' home page. The navigation bar at the top includes Home, Membership, Service, Learn, and More. The main content area features a welcome message: 'Welcome Example One!'. Below this, there are four main navigation buttons: 'MY MEMBERSHIP' (with a person icon), 'MY CLUB' (with a house and people icon), 'MY CA' (with a star and podium icon), and 'MY ASSOCIATION' (with the Lions Club logo). In the bottom right corner, there are two circular icons: a purple one and a blue one with a person icon.