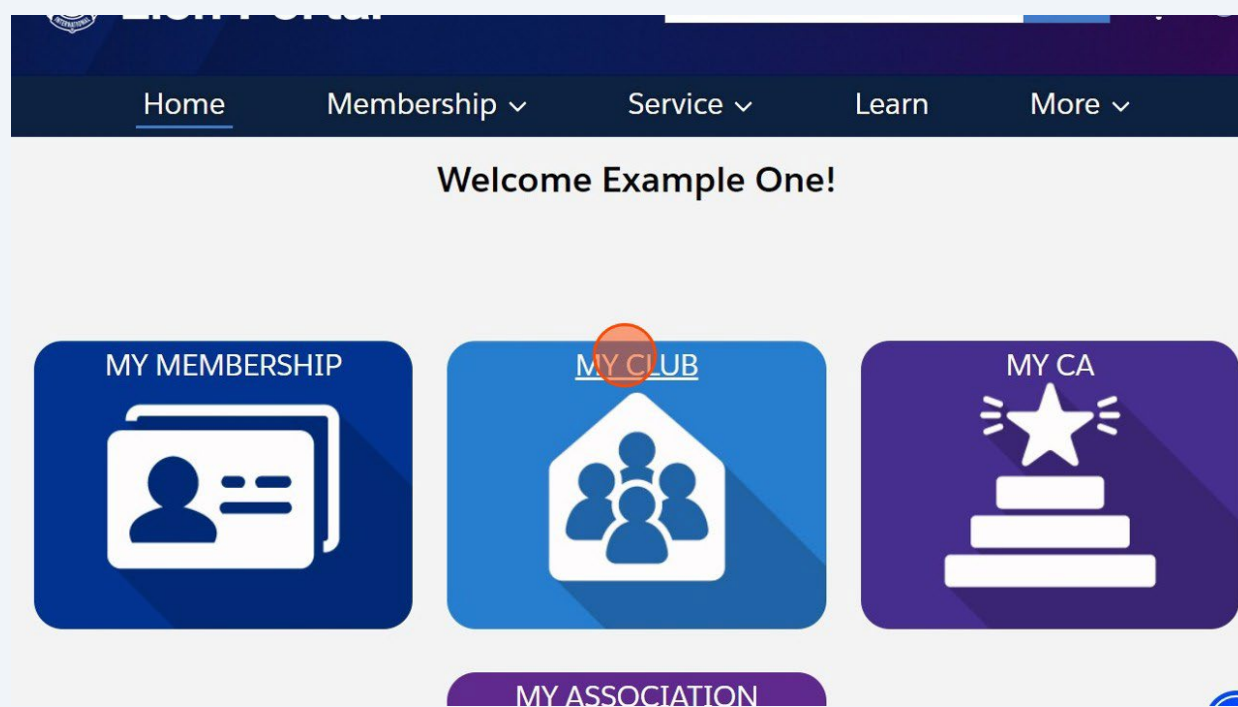


## Ações do Clube - Editar Detalhes do Clube

Este guia oferece um processo simples para atualizar os detalhes do seu clube no Lion Portal, garantindo que suas informações estejam atualizadas e acessíveis. Seguindo as etapas descritas, você pode editar facilmente aspectos essenciais, como o tipo de clube, a descrição e as informações de reunião, aumentando a visibilidade e o engajamento. A utilização deste guia ajuda a manter uma presença organizada e informativa para o seu clube, o que é crucial para atrair novos associados e manter os atuais associados informados.

**1** Faça login no Lion Portal. [lionportal.org](https://lionportal.org)

**2** Clique "MEU CLUBE"



### 3 Clique "Ações do Clube".

Example Club For Training

Club ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	58

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

Member ... **Club Acti...**

Club Name: Example Club For Training | Type: Lions Club | Active Member Count: 58

Club Specialty: Cultural | Club Sub-Specialty: | Specialty Description: Arts and Entertainment | Charter Established Date: 7/1/2010

Manage Club Members

Manage Club Officers

Manage Club Club Leader

### 4 Role a tela para baixo e clique "Editar Detalhes do Clube".

Charter Established Date: 7/1/2010

Club Details

Description: | Website: |

Address

Billing Address: 124 Any Place, Naperville, Illinois 60565, United States

Billing Address: 124 Any Place, Naperville, Illinois 60565, United States

Meeting Location 1

Meeting Place: | Meeting Local Place: |

Create Club Branch

Create New Application

**Edit Club Details**

Club Me... | Club Offic... | More

Active Members

Active Members

58 of 58 items

Search this list...



### As informações sobre seu clube incluem:

- Informações Gerais - Tipo de clube, especialidade, descrição e website (ou qualquer url, como a página do clube no Facebook ou a página do e-Clubhouse).
- Informações sobre Reuniões - Data/horário, local. Podem ser capturadas até duas reuniões. A reunião também pode ser designada como uma reunião "Online".

5

A partir daí, os detalhes de seu clube podem ser atualizados. Clique no(s) campo(s) a ser(em) atualizado(s) e insira as informações.

Club Programs ⓘ Specialty Description ⓘ Arts and Entertainment View Reports

### Edit Club Details

▼ Club Details

Club Specialty: Cultural

Specialty Description: Arts and Entertainment

Club Website:

Club Description:

▼ Meeting Location 1

Meeting Place: Town Center

Meeting Local Address:

Country: --None--

Meeting Local Place ⓘ

## 6 Informações sobre a Reunião

Arts and Entertainment

### Edit Club Details

populations right here at home.

Meeting Location 1

Meeting Place  
Town Center

Meeting Local Place ⓘ  
टाउन सेंटर

Meeting Week of the Month

- First
- Second
- Third
- Fourth
- Fifth

Meeting Local Address

Country  
--None--

Street

City  
State/Province  
--None--

Zip/Postal Code

Meeting Day

## 7 Quando as atualizações estiverem concluídas, clique "Próximo" para salvar as mudanças.

Meeting 2 Address

Country  
--None--

Street

City  
State/Province  
--None--

Zip/Postal Code

Meeting 2 Time  
--None--

Online Meeting 2

Online Meeting 2 Place

Online Meeting 2 Address

Next

Meeting Place  
Town Center

Meeting Local Place ⓘ  
टाउन सेंटर

Meeting Week of the Month ⓘ  
First

Meeting Local Street ⓘ  
Town Center

N. v M v M v M v

Lion- ⓘ

## 8 Você retornará aos Detalhes do clube, onde as alterações são exibidas.

200158

Youth Programs ⓘ

---

Specialty Description ⓘ  
Arts and Entertainment

Charter Established Date ⓘ  
7/1/2010

---

▼ Club Details

Description  
We are dedicated to the betterment of our community by serving our local needs. We support aging and youth populations right here at home.

Website  
<http://e-Clubhouse.org/sites/OakBrook>

---

▼ Address

Billing Address  
124 Any Place  
Naperville, Illinois 60565  
United States

---

Shipping Address  
124 Any Place  
Naperville, Illinois 60565

View Reports

Create Club Branch

Create New Application

Edit Club Details

---

Club Me... Club Offic... More

▼ Active Members

Active Members

## 9 Exemplo de atualização das informações da reunião.

Meeting Location 1

Meeting Place ⓘ  
Town Center

Meeting Week of Month ⓘ  
1st

Meeting Day ⓘ  
Monday

Meeting Time ⓘ  
7:00

Meeting Street ⓘ  
35 Town Road

Meeting City ⓘ  
Naperville

Meeting State or Prov ⓘ

Meeting Zip Code ⓘ  
60565

Meeting Local Place ⓘ  
टाउन सेंटर

Meeting Local Street ⓘ  
400 Town Center

Meeting Local City ⓘ  
Naperville

Meeting Local Zip Code ⓘ  
60540

Meeting Local State or Prov ⓘ  
Illinois

Meeting Local Country ⓘ  
United States

Online Meeting 1 ⓘ

Online Meeting 1 Place ⓘ

Active Members

58 of 58 items

Search this list...

N. ▼	M ▼	M ▼	M ▼
Exam ple Twelv e	Lion- Chart er- Regul ar [Activ e]	zuser 012@ lionfa ke.co m	(63 0) 890 -12 34
Exam ple Eight	Lion- Chart er- Regul ar [Activ e]	zuser 008@ lionfa ke.co m	(63 0) 456 -78 90
	Lion- Chart	zuser	(63 0)

**10** Clique na "Página Inicial" para retornar à página inicial do portal.

The screenshot shows the Lion Portal interface. At the top, there is a search bar and a user profile icon. Below the search bar is a navigation menu with options: Home (highlighted with a red circle), Membership, Service, Learn, and More. The main content area displays account information for 'Example Club For Training'. A table lists the following details:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	58

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 blue button labeled 'Get Membership Cards' is visible on the right side of the details section.

**11** Isso conclui o Guia Rápido "Ações do Clube - Editar Detalhes do Clube".

The screenshot shows a grid of four navigation icons on a light gray background. The icons are:

- MY MEMBERSHIP**: A blue square icon with a white silhouette of a person and a document.
- MY CLUB**: A blue square icon with a white silhouette of a house containing three people.
- MY CA**: A purple square icon with a white star and three horizontal bars below it.
- MY ASSOCIATION**: A purple square icon with the Lions Club International logo.

In the bottom right corner, there is a red circle and a blue circular icon with a white person silhouette.