

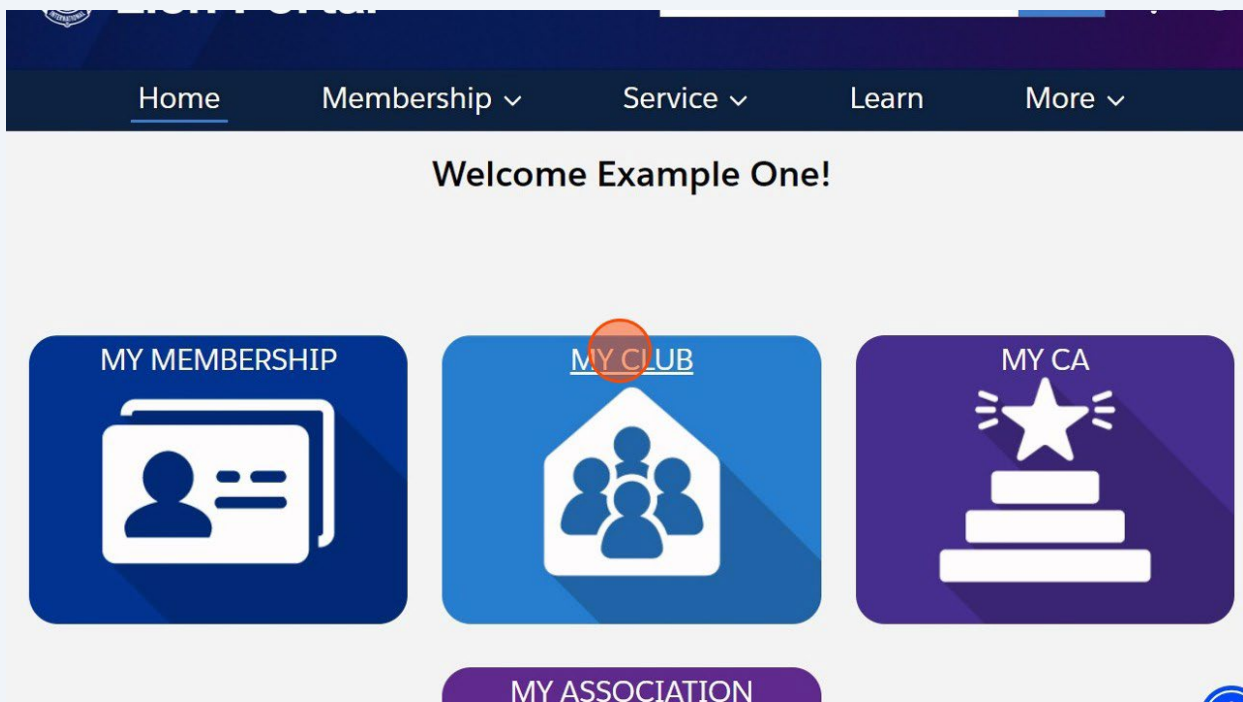
Club-Handlungen - Mitgliedsausweise erhalten



In diesem Leitfaden wird ein einheitliches Verfahren für Club-Führungskräfte beschrieben, um einfach und zügig Mitgliedsausweise über das Lion Portal zu erhalten. Indem Sie den beschriebenen Schritten folgen, können Sie Mitglieder zügig auswählen und deren Ausweise leicht formatieren. Der Leitfaden ist besonders hilfreich für diejenigen, die die Clubmitgliedschaften effektiv verwalten und Zeit sparen möchten.

1 Im Lion Portal anmelden. lionportal.org

2 Auf „MEIN CLUB“ klicken.



3 Auf „Club-Vorgänge“ klicken

Home Membership ▾ Service ▾ Learn More ▾

Account
Example Club For Training + Follow

Club 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

Club Name Example Club For Training	Type ⓘ Lions Club
Parent Account ⓘ District 1 J	Active Member Count 60
Region or Zone ⓘ Zone 1	Club Specialty ⓘ Cultural
Club ID ⓘ 00158	Club Sub-Specialty ⓘ

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

Manage Club Members

Manage Club Officers

4 Auf „Mitgliedsausweise erhalten“ klicken

Club 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

Club Name Example Club For Training	Type ⓘ Lions Club
Parent Account ⓘ District 1 J	Active Member Count 60
Region or Zone ⓘ Zone 1	Club Specialty ⓘ Cultural
Club ID ⓘ 00158	Club Sub-Specialty ⓘ
Membership Programs ⓘ	Specialty Description ⓘ Arts and Entertainment
	Charter Established Date ⓘ 7/1/2010

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

Get Membership Cards

Get Delegate Confirmation Letter

View Reports

5 Hier klicken.

Lion ID Type Status Billing Address Active Member Count

Get Membership Cards

Select Members

Newly added members may not be immediately available. Please try again later if a membership card is not available.

60 of 60 items • 0 items selected

<input type="checkbox"/> Full Name	▼	Lion ID
<input checked="" type="checkbox"/> Example Member Eight		26691558
<input type="checkbox"/> Example Member Eighteen		26691568
<input type="checkbox"/> Example Member Eleven		26691561
<input type="checkbox"/> Example Fifty-One		26691601
<input type="checkbox"/> Example Member Fifteen		26691565
<input type="checkbox"/> Example Member Fifty		26691600
<input type="checkbox"/> Example Member Fifty-Two		26691602

6 Mitglieder auswählen, Mehrfachauswahl ist möglich.

Select Members

Newly added members may not be immediately available. Please try again later if a membership card is not available.

60 of 60 items • 3 items selected

<input type="checkbox"/> Full Name	▼	Lion ID
<input checked="" type="checkbox"/> Example Member Eight		26691558
<input checked="" type="checkbox"/> Example Member Eighteen		26691568
<input checked="" type="checkbox"/> Example Member Eleven		26691561
<input type="checkbox"/> Example Fifty-One		26691601
<input type="checkbox"/> Example Member Fifteen		26691565
<input type="checkbox"/> Example Member Fifty		26691600
<input type="checkbox"/> Example Member Fifty-Two		26691602

▼ Club Details

Description Website

We are dedicated to the betterment of our <http://e-Clubhouse.org/sites/OakBrook>

7 Auf „Weiter“ klicken.

<input checked="" type="checkbox"/>	Example Member Eighteen	26691568
<input checked="" type="checkbox"/>	Example Member Eleven	26691561
<input checked="" type="checkbox"/>	Example Fifty-One	26691601
<input type="checkbox"/>	Example Member Fifteen	26691565
<input type="checkbox"/>	Example Member Fifty	26691600
<input type="checkbox"/>	Example Member Fifty-Two	26691602
<input type="checkbox"/>	Example Member Five	26691555
<input type="checkbox"/>	Example Member Forty	26691590
<input type="checkbox"/>	Example Member Forty-Eight	26691598

Next

Club Details

Description
are dedicated to the betterment of our

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



8 Die gewünschte Seitenformatierung auswählen.

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565	60

Get Membership Cards

Card Options

- A4_84x54_10
- A4_84x54_8
- A4_91x55_10
- Letter_2x35_10
- Letter_2x35_8

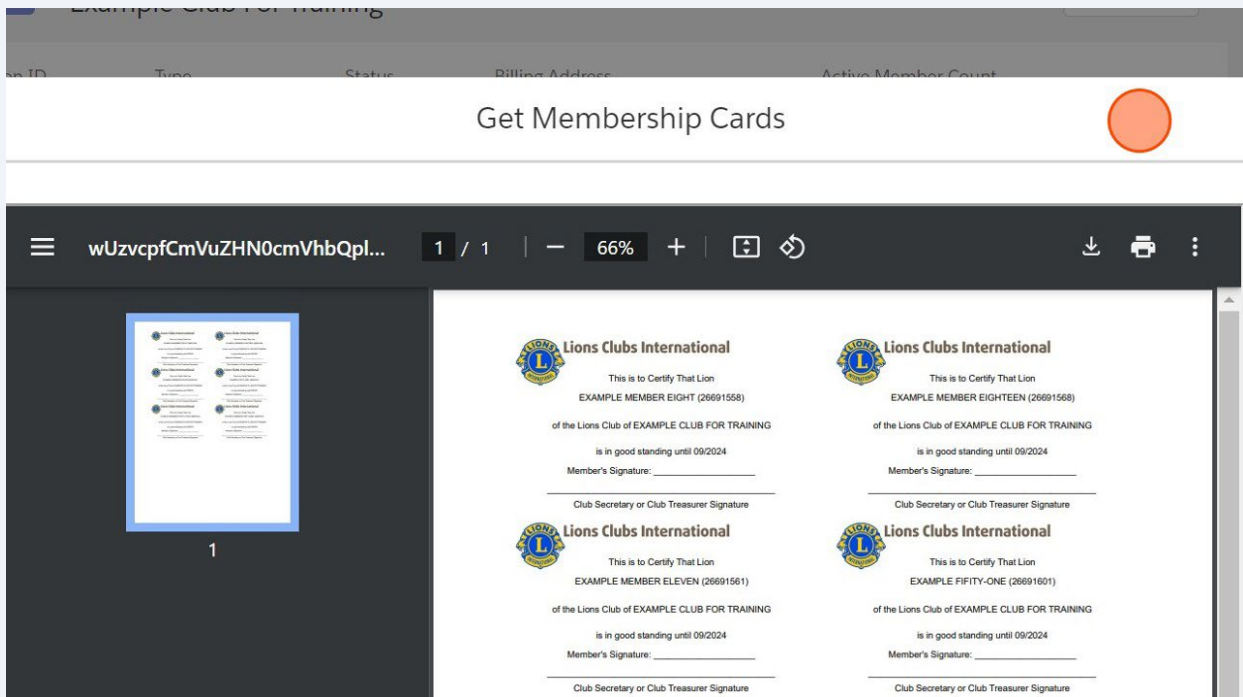
Good Standing Until

Sep 28, 2024

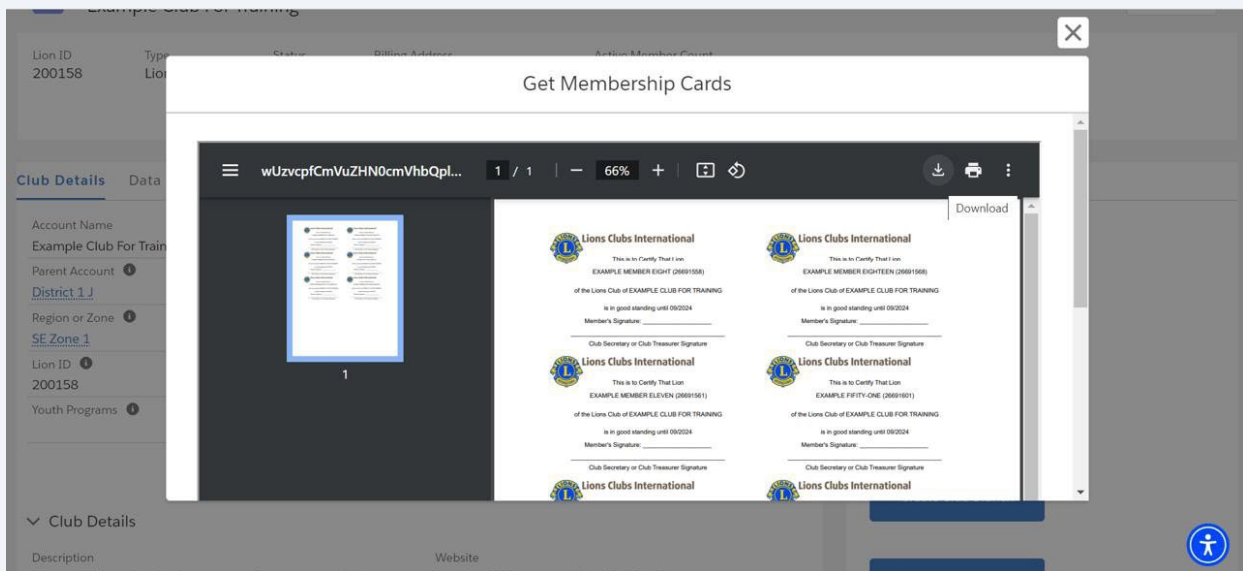
Previous Next

7/1/2010

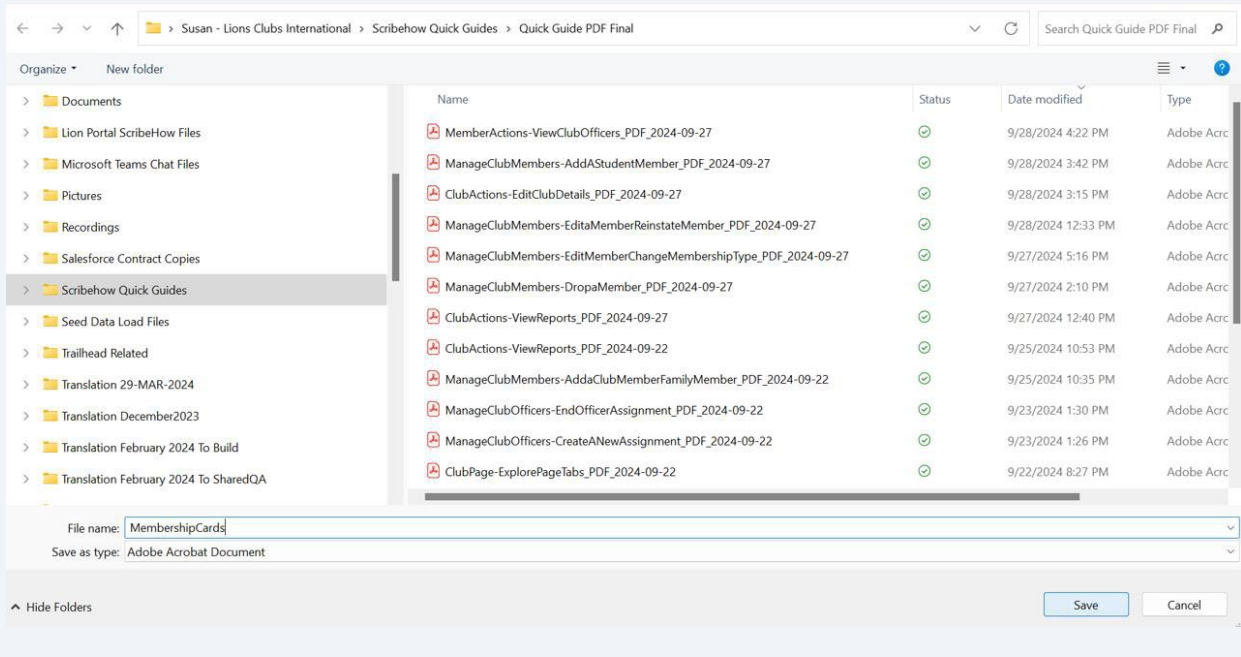
9 Ein neues Fenster mit Seite und gewählten Format öffnet sich.



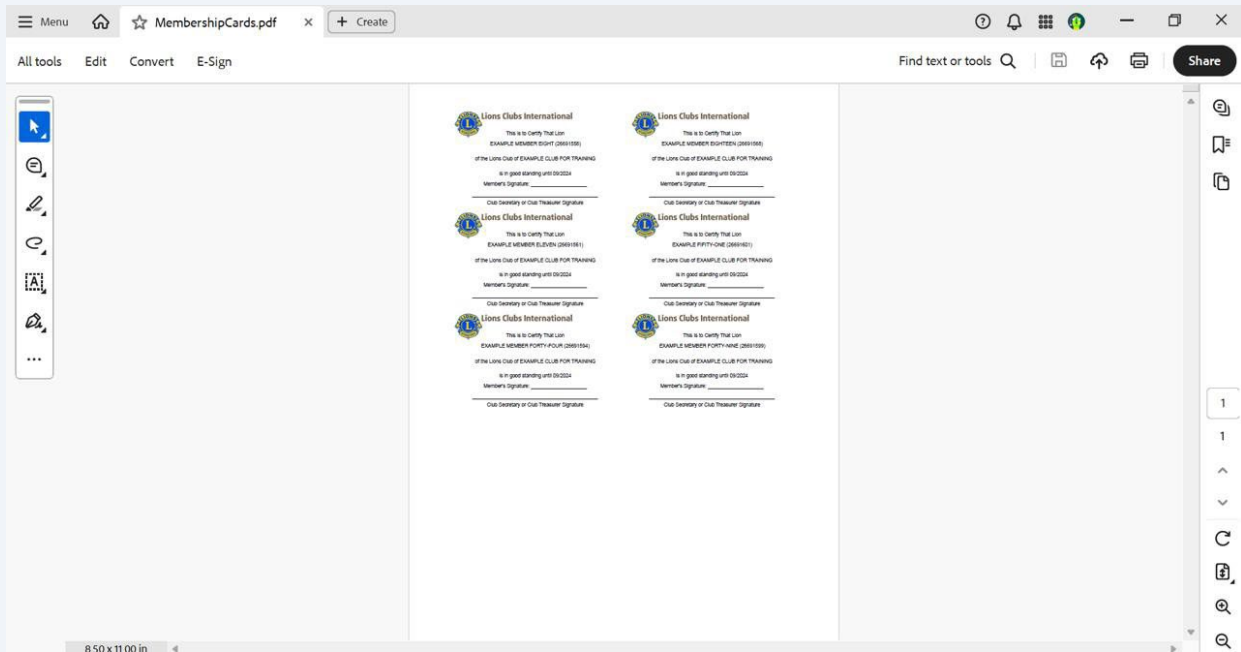
10 Auf das „Herunterladen“-Symbol klicken.



11 Speicherort für den Download auswählen.



12 Auf das heruntergeladene Dokument klicken, um die Vorschau der Mitgliedsausweise anzuzeigen.



13 Wenn Sie das Fenster schließen, kehren Sie zur Seite „Clubdetails“ zurück.

The screenshot shows the 'Club Details' page for 'Example Club For Training'. At the top, there is an account header with a building icon, the text 'Account Example Club For Training', and a '+ Follow' button. Below this is a summary table with the following data:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	60

Below the table is a navigation bar with tabs: 'Club Details' (selected), 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The main content area is split into two columns. The left column contains a form with the following fields:

- Account Name: Example Club For Training (with an edit icon)
- Parent Account: District 1 J (with an info icon)
- Region or Zone: SE Zone 1 (with an info icon)
- Lion ID: 200158 (with an info icon)
- Youth Programs (with an info icon)
- Type: Lions Club (with an info icon)
- Active Member Count: 60
- Club Specialty: Cultural (with an info icon)
- Club Sub-Specialty (with an info icon)
- Specialty Description: Arts and Entertainment (with an info icon)

The right column contains a 'Member A...' tab and a 'Club Acti...' tab. Under the 'Club Acti...' tab, there are three blue buttons: 'Get Membership Cards', 'Get Delegate Confirmation Letter', and 'View Reports'.

14 Auf „Home“ klicken, um zur Landing Page des Portals zurückzukehren.

The screenshot shows the 'Lion Portal' landing page. At the top, there is a dark blue header with the 'Lion Portal' logo on the left, a search bar with a 'Search' button on the right, and a notification bell and user profile icon. Below the header is a navigation bar with the following items: 'Home' (circled in orange), 'Membership' with a dropdown arrow, 'Service' with a dropdown arrow, 'Learn', and 'More' with a dropdown arrow. Below the navigation bar is the same account header as in the previous screenshot: 'Account Example Club For Training' with a '+ Follow' button. Below that is the same summary table as in the previous screenshot. Below the table is a navigation bar with tabs: 'Club Details' (selected), 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The main content area is split into two columns. The left column contains a form with the following fields:

- Account Name: Example Club For Training (with an edit icon)
- Parent Account (with an info icon)
- Type: Lions Club (with an info icon)
- Active Member Count

The right column contains a 'Member A...' tab and a 'Club Acti...' tab. Under the 'Club Acti...' tab, there is one blue button: 'Get Membership Cards'.

15 Damit ist der Schnelleitfaden „Club-Handlungen - Mitgliedsausweise erhalten“ beendet.

