

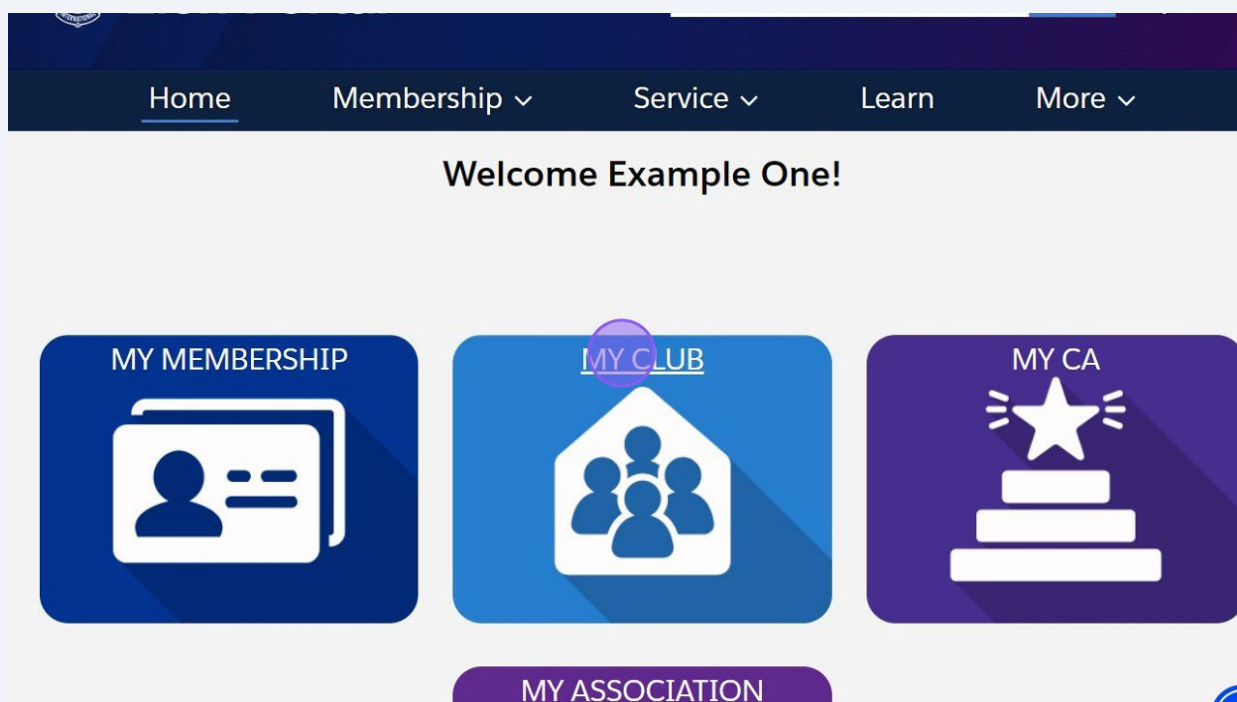
Hantera klubbens medlemmar - Lion Portal

Ändra en medlem: Återinföra medlem

Denna vägledning innehåller en process om att återinföra medlemmar i klubben, vilket gör den viktig för klubbadministratörer som vill hantera medlemsändringar på ett effektivt sätt. Den beskriver proceduren att återinföra medlemmar både inom och utanför den tillåtna perioden för återinförande samt säkerställer tydlighet i fråga om krav, till exempel behov av en fadder när så är tillämpligt. Med tydliga instruktioner och bilder förenklar denna vägledning processen att återinföra medlemmar och hjälper klubbarna att upprätthålla ett aktivt engagemang bland sina medlemmar.

1 Logga in på Lion Portal lionportal.org

2 Klicka på "MIN KLUBB".



Återinföra en medlem inom den tillåtna perioden för återinförande



Observera! En medlem med ett datum inom den tillåtna perioden för återinförande kommer att visas med typen "Återinförd". En ny fadder krävs inte.

3 Klicka på "Hantera klubbens medlemmar".

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	56

Details Data Export Club Statements Club Service Activities More

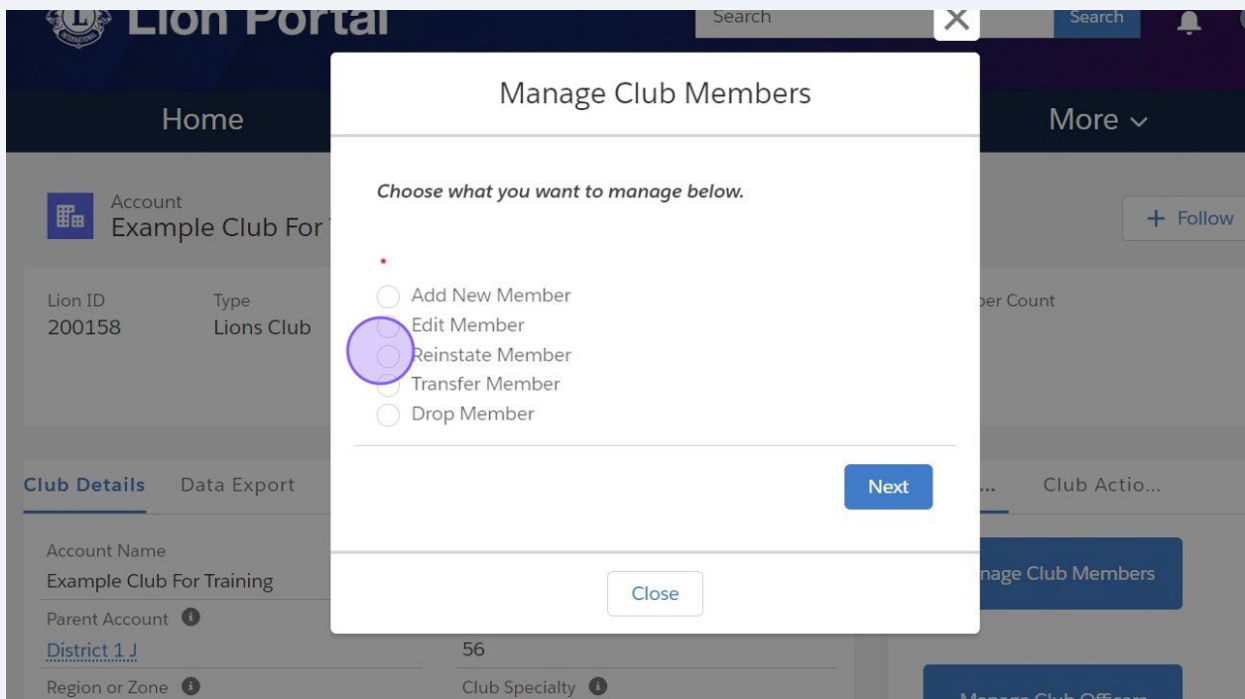
Account Name	Type ⓘ
Example Club For Training	Lions Club
Parent Account ⓘ	Active Member Count
strict_1.J	56
Region or Zone ⓘ	Club Specialty ⓘ
Zone 1	Cultural
Account ID ⓘ	Club Sub-Specialty ⓘ
00158	

Member ... Club Acti...

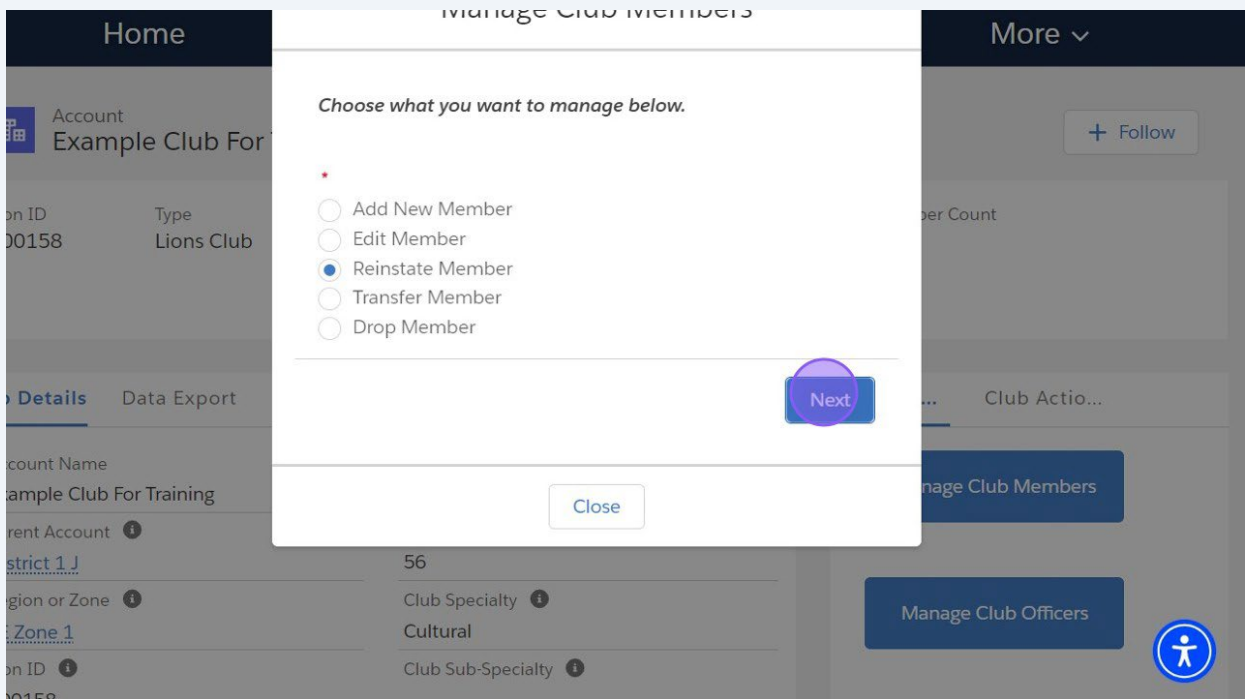
[Manage Club Members](#)

[Manage Club Officers](#)

4 Klicka på "Återinför medlem".



5 Klicka på "Nästa".



6

Avregistrerade medlemmar i klubben som är kvalificerade att återinföras visas. Klicka på knappen intill medlemmens namn för att återinföra.

Select A Member To Reinstate
2 of 2 items • 0 items selected

C...	M...	M...	En...	Dr...	
<input type="radio"/>	Exempl e Sixty- Seven	Lion	266916 07	Aug 31, 2019	Drop Non- Atten- dance
<input checked="" type="radio"/>	Exempl e Thirty- Eight	Lion	266915 88	Aug 31, 2024	Drop Resign ed in Good Standi ng

Close

7

Klicka på "Nästa".

Exempl
e Sixty-
Seven

Exempl
e Thirty-
Eight

Please make sure to select the most recent drop date if the member appears more than once.

Previous **Next**

Close

8 Ange "Återinförd datum" och klicka på "Nästa".

Home

Account
Example Club For

Lion ID 200158 Type Lions Club

Details Data Export

Account Name
Example Club For Training

Parent Account
District 1 J

Region or Zone
Zone 1

Lion ID 200158

Club Specialty
Cultural

Club Sub-Specialty

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

Selected Member: Example Thirty-Eight

* Gender
Male

* Date of Birth
Nov 11, 1984

* Resume Date
Sep 28, 2024

Previous Next

Close

9 Välj "Medlemstyp" i listan.

Lion Portal

Search Search

Home Membership Service Learn More ▾

Account
Example Club For

Lion ID 200158 Type Lions Club

Club Details Data Export

Account Name
Example Club For Training

Parent Account
District 1 J

Lions Club

Active Member Count
56

Manage Club Members

Manage Club Members

Close

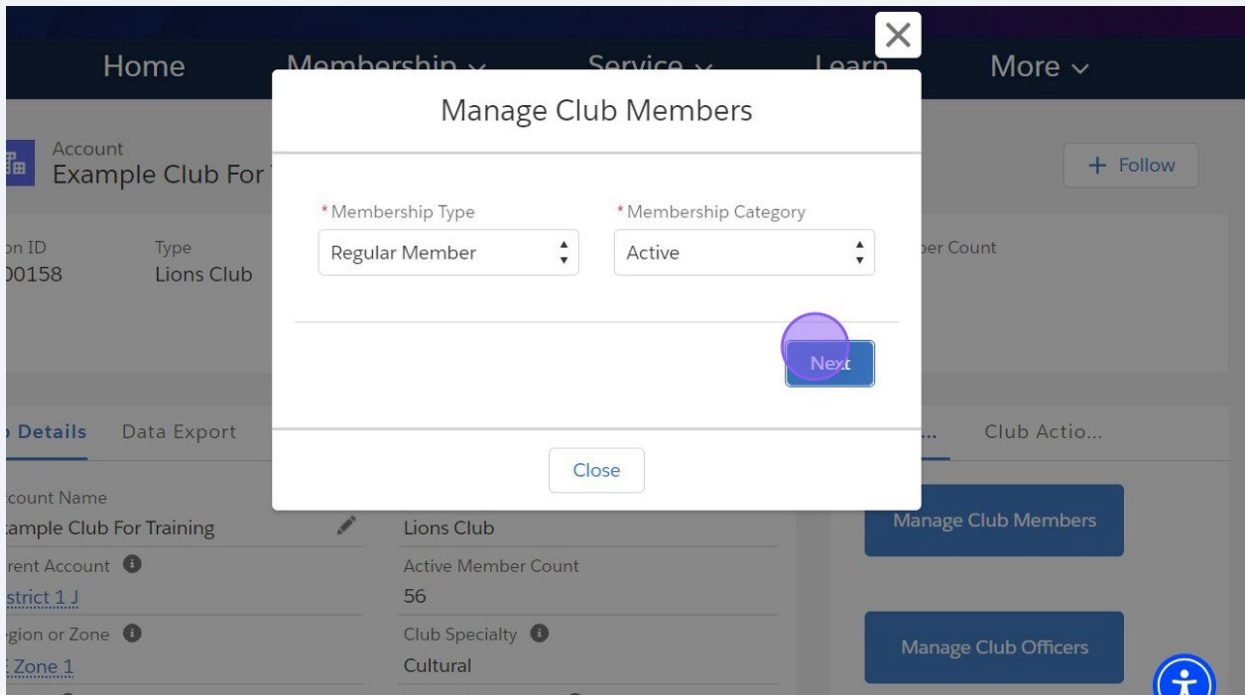
Manage Club Members

* Membership Type
Regular Member

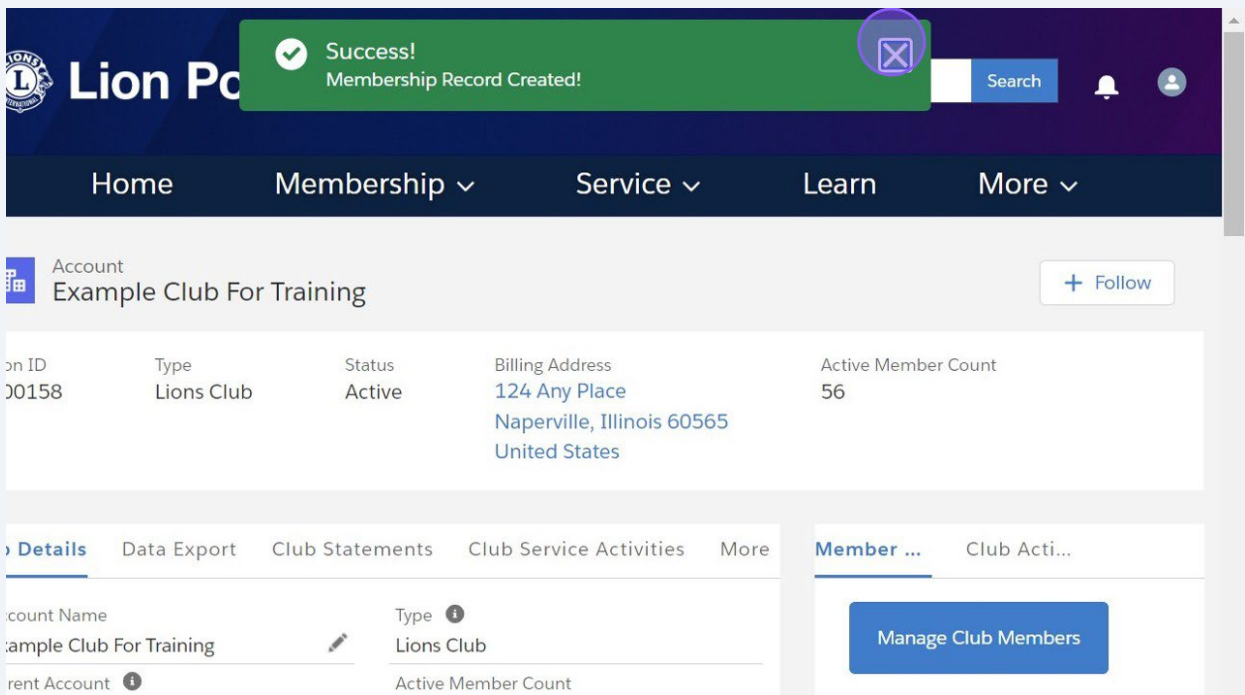
* Membership Category
Active

Next

10 Bekräfta "Medlemskategori". "Aktiv" är standard. Klicka på "Nästa".



11 Ett grönt bekräftelsemeddelande visas. Klicka på "X" för att stänga meddelandet.





Visa den nya medlemsregistreringen.

12 På klubbsidan klickar du på "Visa alla".

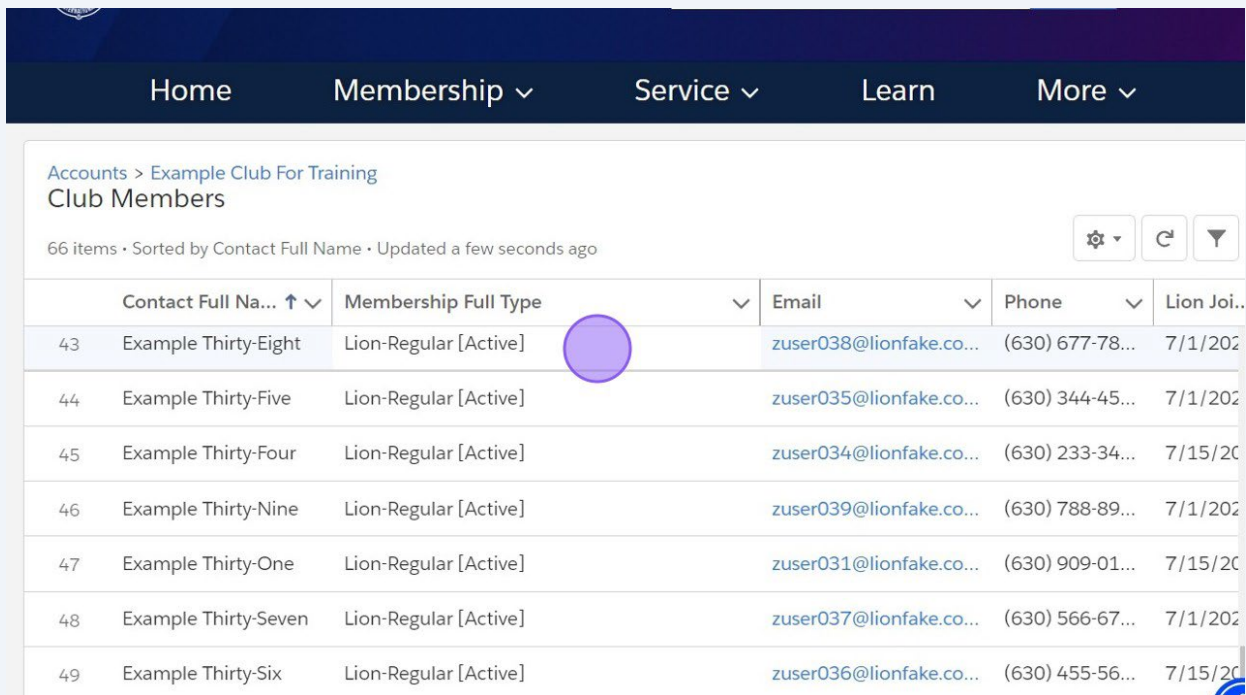
Meeting City <i>i</i> Naperville	Meeting Local Country <i>i</i> US
Meeting State or Prov <i>i</i>	Online Meeting 1 <i>i</i> <input type="checkbox"/>
Meeting Zip Code <i>i</i> 60565	Online Meeting 1 Place <i>i</i>
Meeting Country <i>i</i> United States	Online Meeting 1 Address <i>i</i>
Meeting Location 2	
Meeting 2 Place <i>i</i>	Meeting 2 Local Place <i>i</i>
Meeting 2 Week of Month <i>i</i>	Meeting 2 Local Street <i>i</i>
Meeting 2 Day <i>i</i>	Meeting 2 Local City <i>i</i>
Meeting 2 Time <i>i</i>	Meeting 2 Local Zip Code <i>i</i>
Meeting 2 Street <i>i</i>	Meeting 2 Local State or Prov <i>i</i>

ple	er-	015@	0)
Fiftee	Regul	lionfa	223
n	ar	ke.co	-34
	[Activ	m	45
	e]		
	Lion-		(55
Exam	er-	sben	5)
ple	Regul	11@	265
Thre	ce	msn.c	55

[View All](#)

Contact Members Services
 Email: lionssupport@lionsclubs.org
 Phone: (+001) 630-468-6900

13 Bläddra till medlemmens medlemskap.

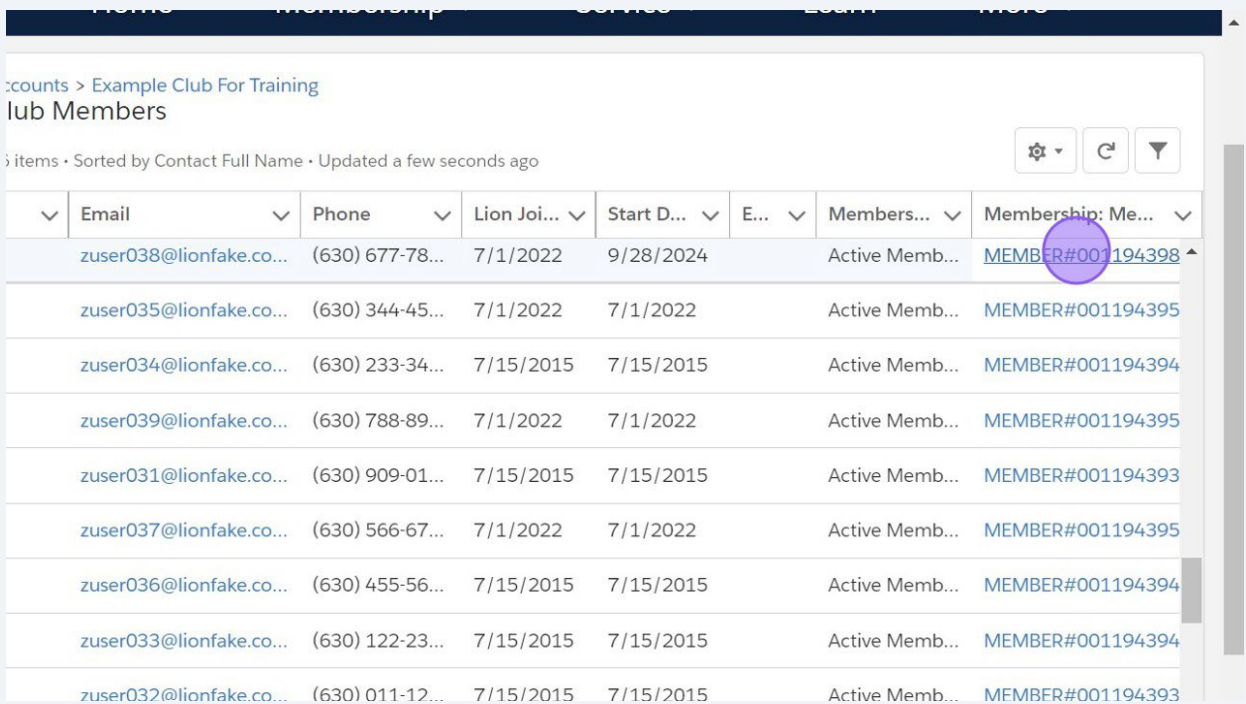


Accounts > Example Club For Training
Club Members

66 items • Sorted by Contact Full Name • Updated a few seconds ago

	Contact Full Na... ↑	Membership Full Type	Email	Phone	Lion Joi..
43	Example Thirty-Eight	Lion-Regular [Active]	zuser038@lionfake.co...	(630) 677-78...	7/1/202
44	Example Thirty-Five	Lion-Regular [Active]	zuser035@lionfake.co...	(630) 344-45...	7/1/202
45	Example Thirty-Four	Lion-Regular [Active]	zuser034@lionfake.co...	(630) 233-34...	7/15/20
46	Example Thirty-Nine	Lion-Regular [Active]	zuser039@lionfake.co...	(630) 788-89...	7/1/202
47	Example Thirty-One	Lion-Regular [Active]	zuser031@lionfake.co...	(630) 909-01...	7/15/20
48	Example Thirty-Seven	Lion-Regular [Active]	zuser037@lionfake.co...	(630) 566-67...	7/1/202
49	Example Thirty-Six	Lion-Regular [Active]	zuser036@lionfake.co...	(630) 455-56...	7/15/20

14 Klicka på den blå länken till höger för att se detaljerna om medlemmens information.



Accounts > Example Club For Training
Club Members

66 items • Sorted by Contact Full Name • Updated a few seconds ago

	Email	Phone	Lion Joi...	Start D...	E...	Members...	Membership: Me...
	zuser038@lionfake.co...	(630) 677-78...	7/1/2022	9/28/2024		Active Memb...	MEMBER#001194398
	zuser035@lionfake.co...	(630) 344-45...	7/1/2022	7/1/2022		Active Memb...	MEMBER#001194395
	zuser034@lionfake.co...	(630) 233-34...	7/15/2015	7/15/2015		Active Memb...	MEMBER#001194394
	zuser039@lionfake.co...	(630) 788-89...	7/1/2022	7/1/2022		Active Memb...	MEMBER#001194395
	zuser031@lionfake.co...	(630) 909-01...	7/15/2015	7/15/2015		Active Memb...	MEMBER#001194393
	zuser037@lionfake.co...	(630) 566-67...	7/1/2022	7/1/2022		Active Memb...	MEMBER#001194395
	zuser036@lionfake.co...	(630) 455-56...	7/15/2015	7/15/2015		Active Memb...	MEMBER#001194394
	zuser033@lionfake.co...	(630) 122-23...	7/15/2015	7/15/2015		Active Memb...	MEMBER#001194394
	zuser032@lionfake.co...	(630) 011-12...	7/15/2015	7/15/2015		Active Memb...	MEMBER#001194393

15 Detaljerna visas. Observera! Medlemmens typ visar "Återinförd".

Contact [Example Member Thirty-Eight](#) Club [Example Club For Training](#) Club Branch Membership Full Type [Lion-Regular \[Active\]](#)

Details

Club ⓘ Example Club For Training	Membership Status ⓘ Active Member
Contact ⓘ Example Member Thirty-Eight ✎	Membership Type Lion
Club Branch ⓘ	Membership Category ⓘ Active
Relationship Type ⓘ	Program ⓘ Regular
Membership Sponsor ⓘ Example Member Eighteen	Add Type ⓘ Reinstated

Membership Details

Lion Join Date ⓘ

Contact Customer Service
Email: lionssupport@lionsclubs.org
Phone: (+001) 630-468-6900

No related lists to display

Återinföra en medlem utanför den tillåtna perioden för återinförande

16 Klicka på "Hantera klubbens medlemmar".

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	57

Details Data Export Club Statements Club Service Activities More

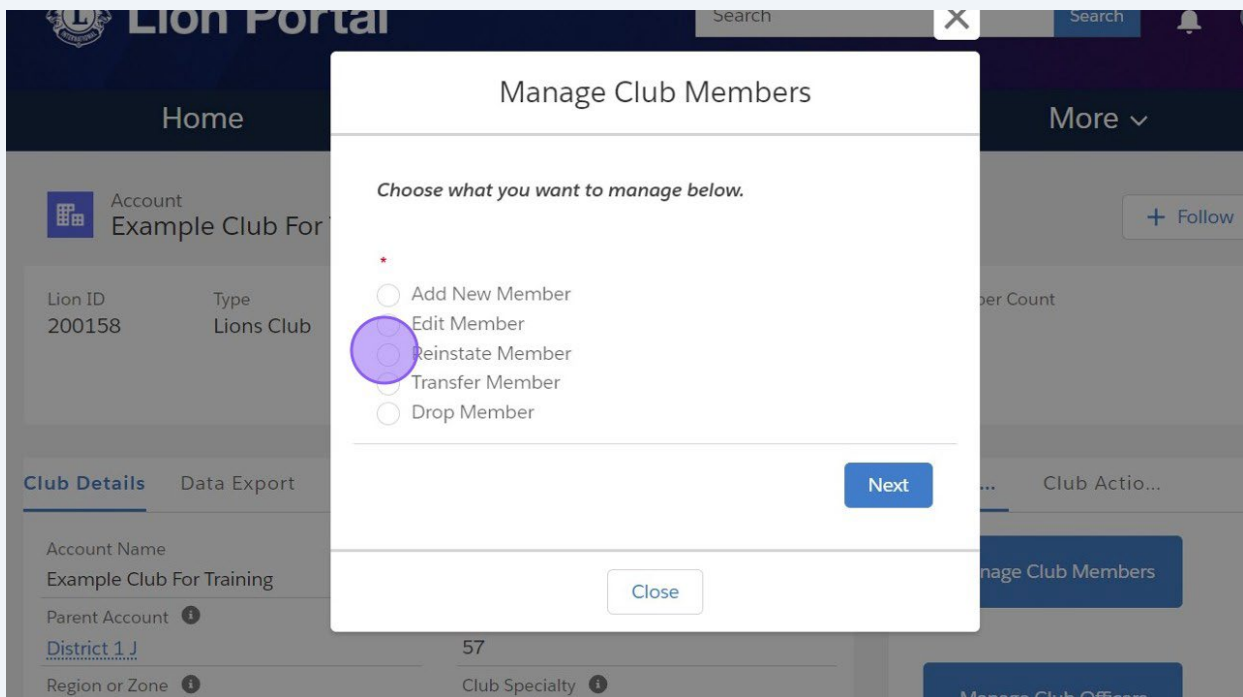
Account Name Example Club For Training ✎	Type ⓘ Lions Club
Parent Account ⓘ strict.1.J	Active Member Count 57
Region or Zone ⓘ Zone 1	Club Specialty ⓘ Cultural
Account ID ⓘ 00158	Club Sub-Specialty ⓘ

Member ... Club Acti...

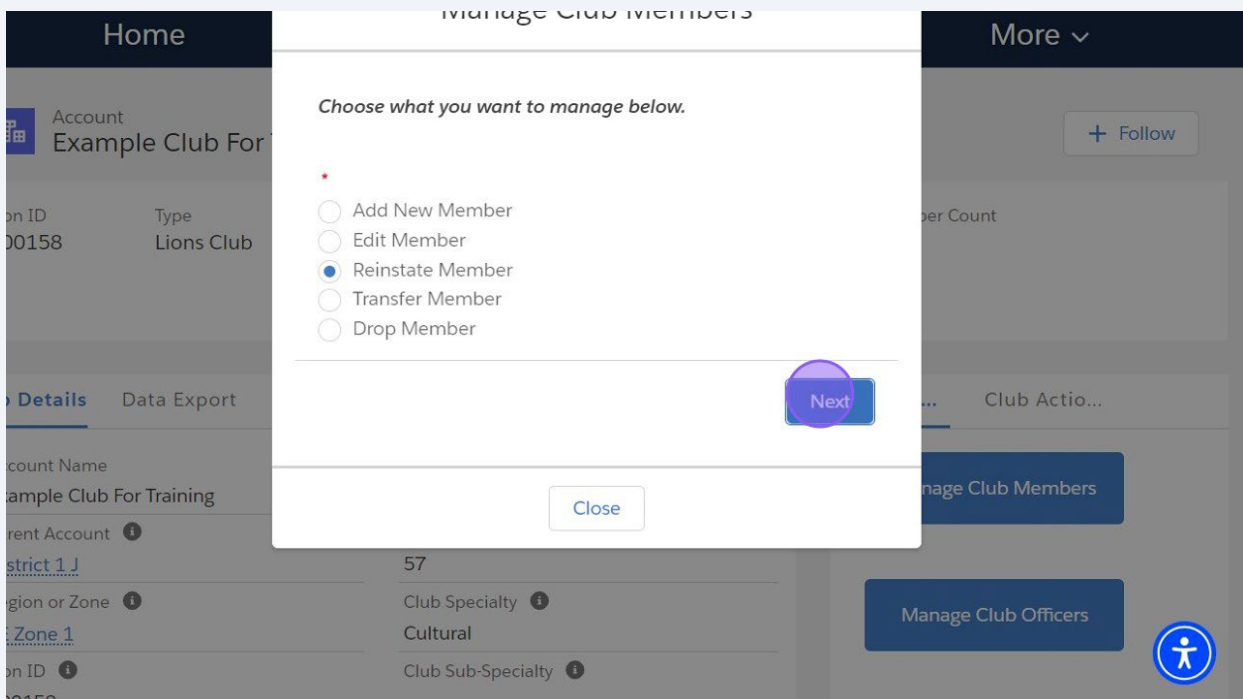
[Manage Club Members](#)

[Manage Club Officers](#)

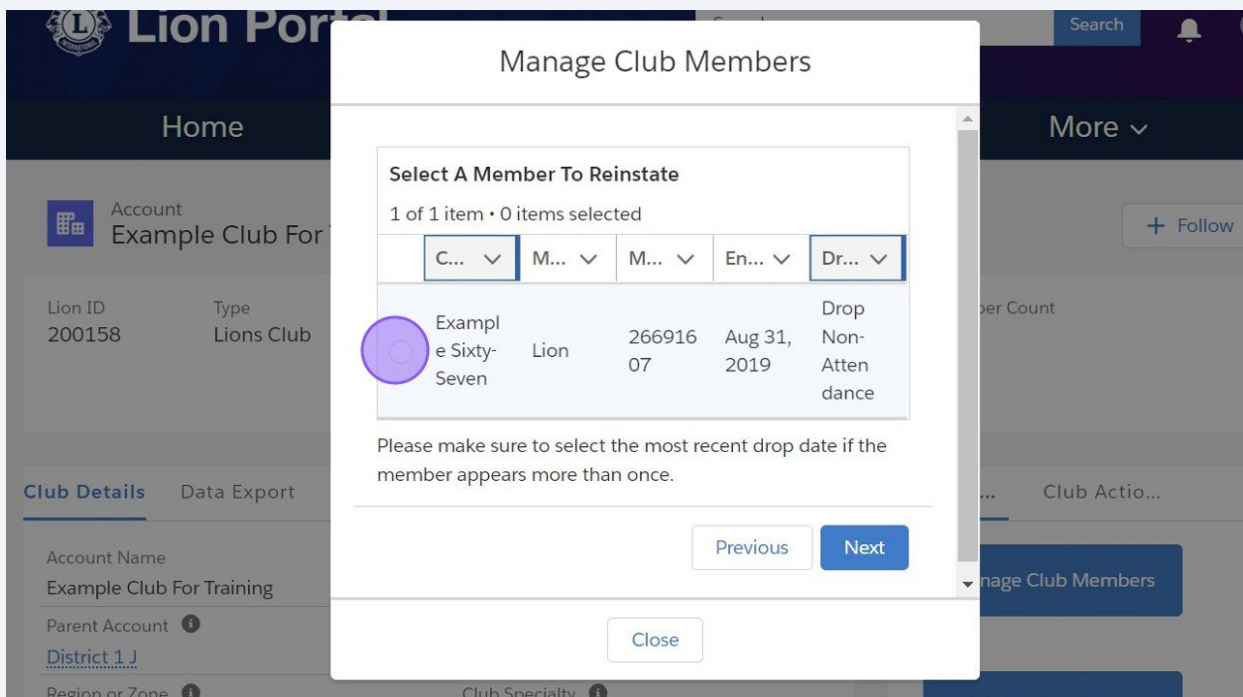
17 Klicka på knappen "Återinföra medlem".



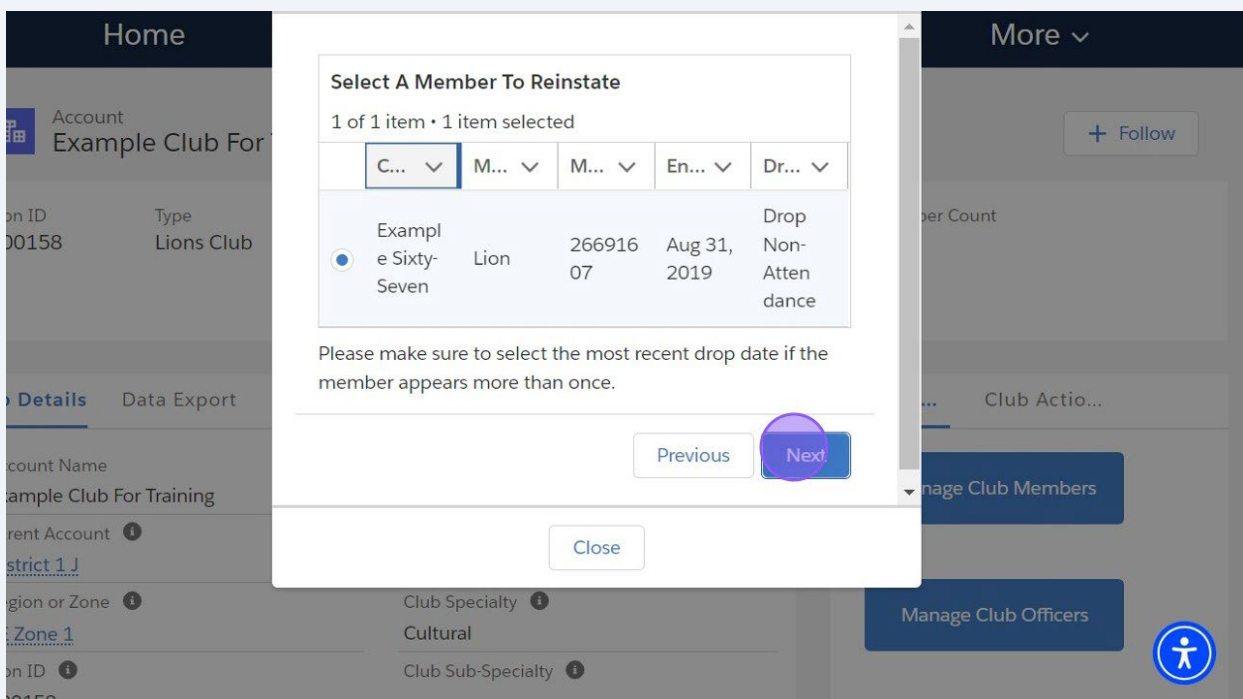
18 Klicka på "Nästa".



19 Klicka på knappen intill medlemmens namn för att återinföra.



20 Klicka på "Nästa".



23 Klicka på "Nästa".

Home Membership Service Learn More

Account Example Club For Training

Membership ID: 00158 Type: Lions Club

Details Data Export

Account Name: Example Club For Training

Active Member Count: 57

Club Specialty: Cultural

Club Sub-Specialty: Cultural

Manage Club Members

Manage Club Officers

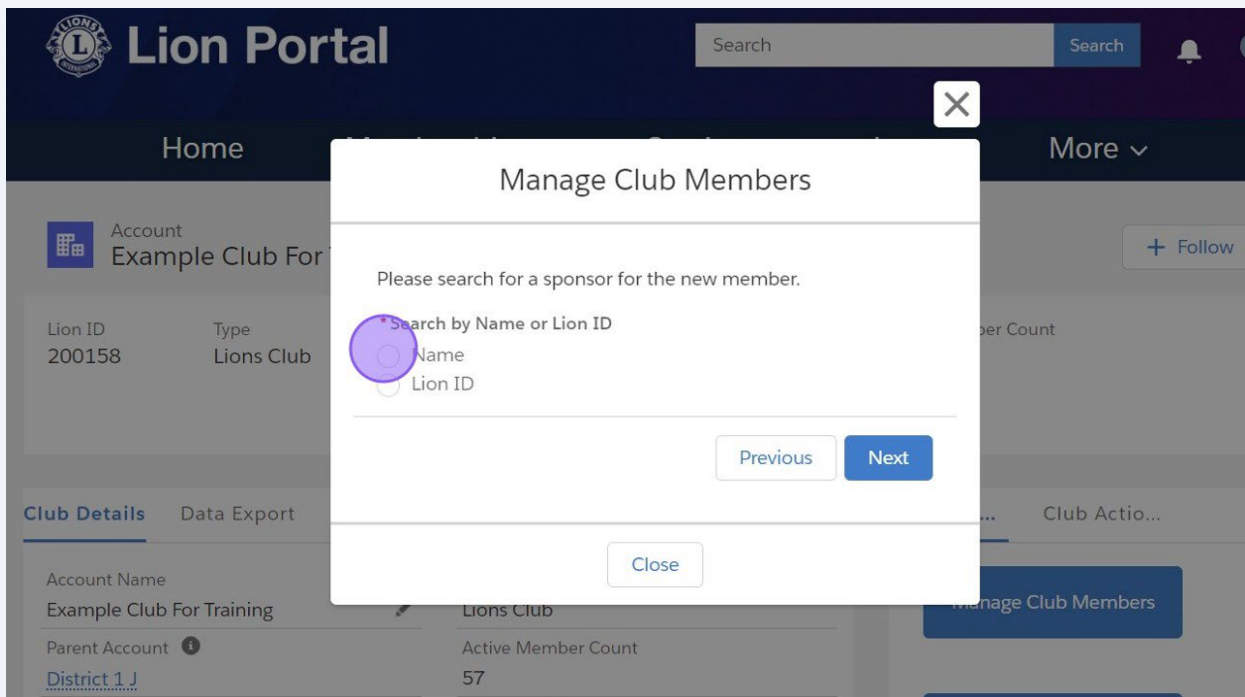
Close

Next

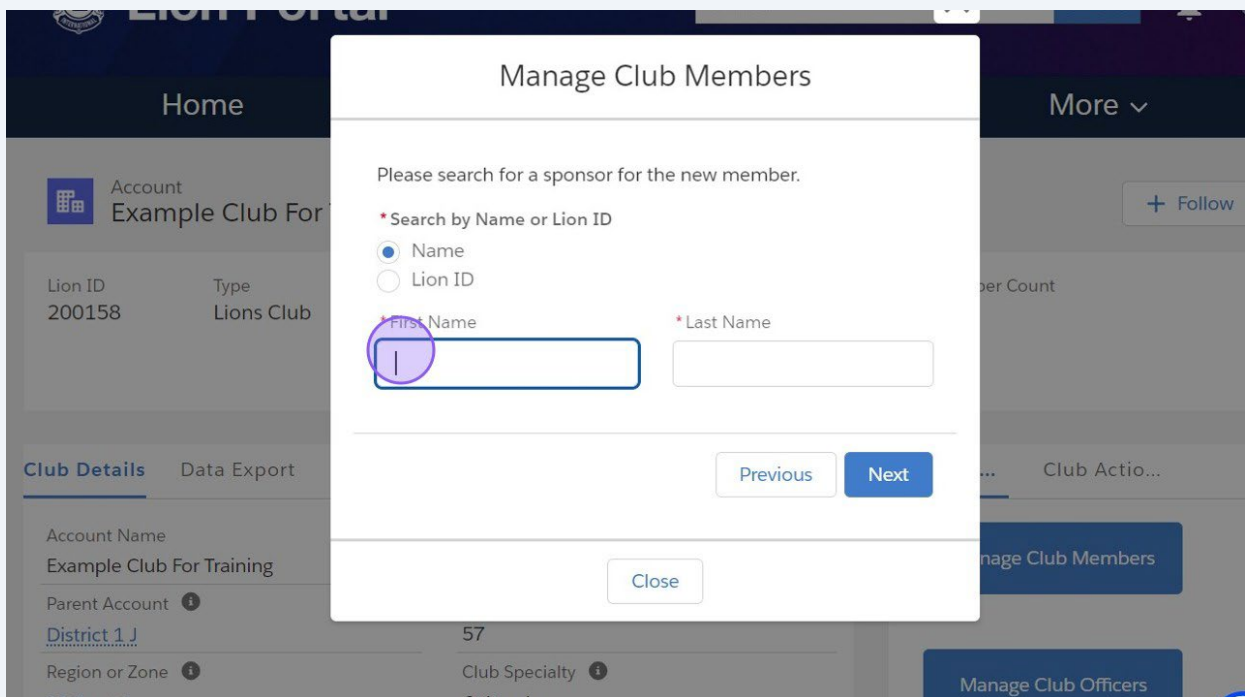


Observera! Den medlem som återinförs måste ha en fadder för att kunna återinföras.

24 Sök efter en fadder med namn eller medlemsnummer.



25 Klicka på detta textfält.



26 Ange ett namn i sökfältet och klicka på "Nästa".

Home Manage Club Members More ▾

Account Example Club For Training

Account ID 00158 Type Lions Club

Details Data Export

Account Name Example Club For Training

Parent Account District 1J 57

Region or Zone Zone 1 Club Specialty Cultural

Account ID 00158 Club Sub-Specialty

Please search for a sponsor for the new member.

* Search by Name or Lion ID

Name
 Lion ID

* First Name Example * Last Name one

Previous Next

Close

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

27 Klicka på knappen bredvid fadderns namn och klicka på "Nästa".

Home Manage Club Members More ▾

Account Example Club For Training

Account ID 00158 Type Lions Club

Details Data Export

Account Name Example Club For Training

Parent Account District 1J 57

Region or Zone Zone 1 Club Specialty Cultural

Account ID 00158 Club Sub-Specialty

1 of 1 item • 1 item selected

Search this list...

Name	Member ID	Club Name
Example One	26691550	Example Club For Training

Previous Next

Close

+ Follow

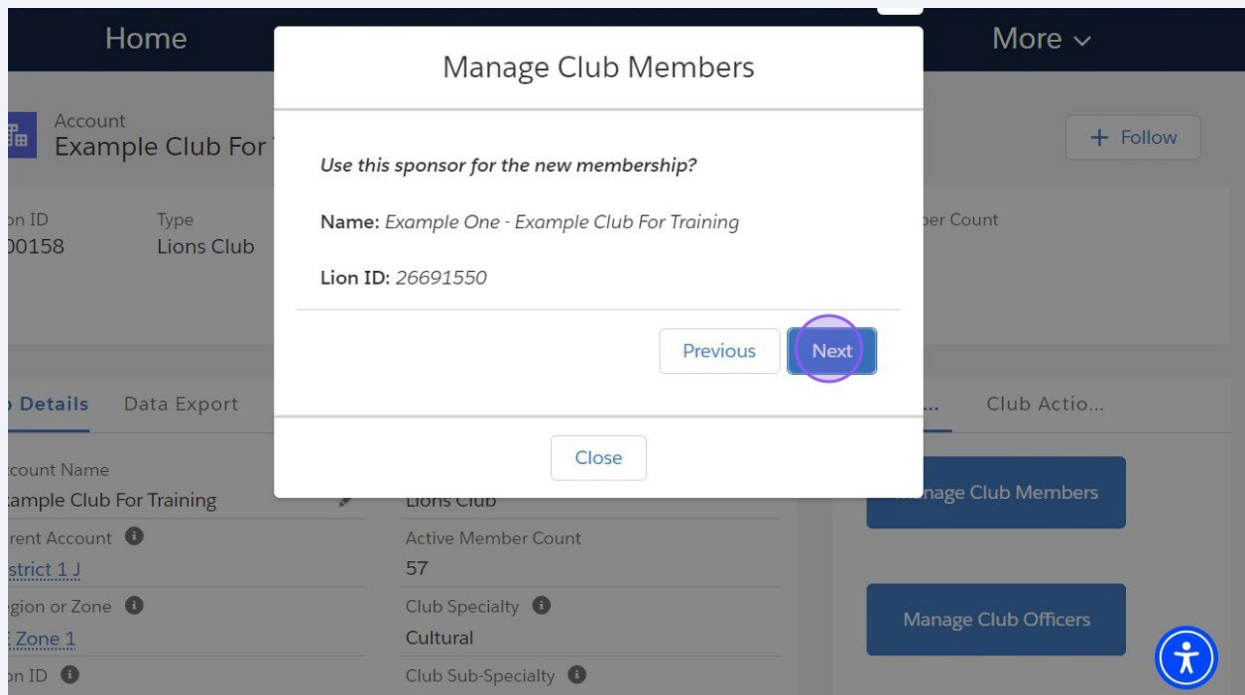
Member Count

Club Actio...

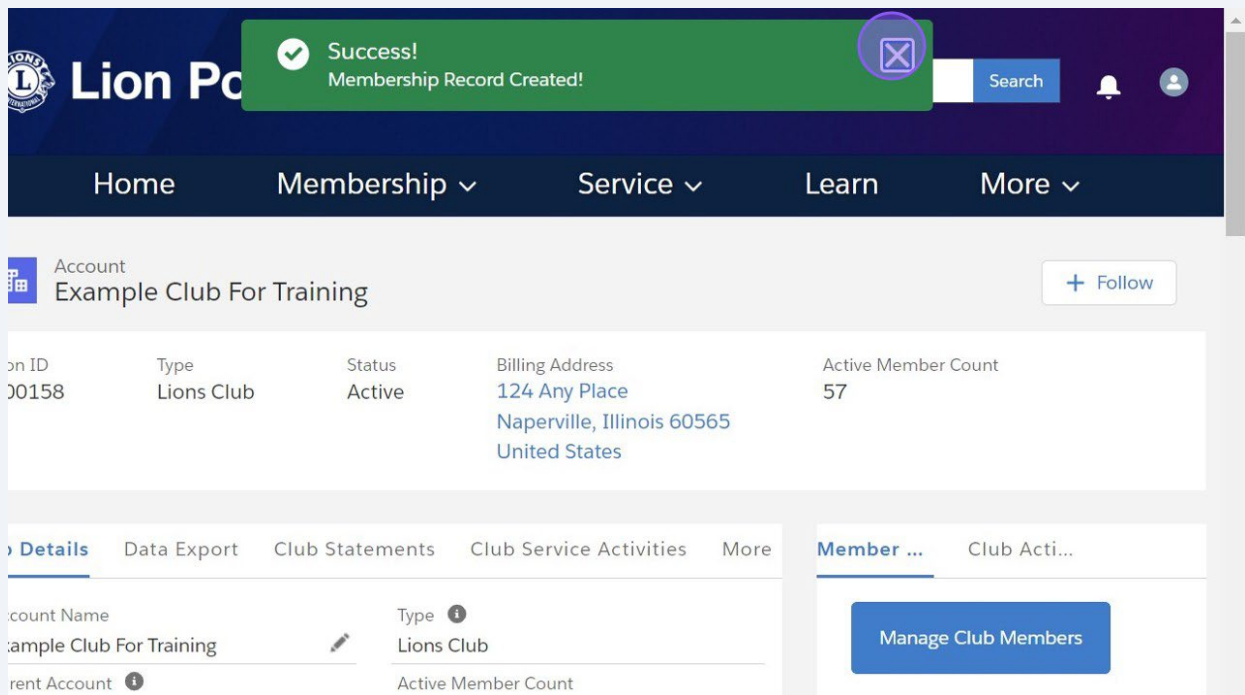
Manage Club Members

Manage Club Officers

28 Bekräfta faddern och klicka på "Nästa".



29 Ett grönt bekräftelsemeddelande visas. Klicka på "X" för att stänga meddelandet.





Visa den nya medlemsregistreringen.

30

Klicka på "Visa alla".

12 TOWN ROAD

Meeting City ⓘ
Maperville

Meeting State or Prov ⓘ

Meeting Zip Code ⓘ
0565

Meeting Country ⓘ
United States

Meeting Local Country ⓘ
US

Online Meeting 1 ⓘ

Online Meeting 1 Place ⓘ

Online Meeting 1 Address ⓘ

Meeting Location 2

Meeting 2 Place ⓘ

Meeting 2 Local Place ⓘ

Meeting 2 Week of Month ⓘ

Meeting 2 Local Street ⓘ

Meeting 2 Day ⓘ

Meeting 2 Local City ⓘ

Meeting 2 Time ⓘ

Meeting 2 Local Zip Code ⓘ

Meeting 2 Street ⓘ

Meeting 2 Local State or Prov ⓘ

Lion-Chart	zuser	(63
Exam	er-	008@ 0)
ple	Regul	lionfa 456
Eight	ar	ke.co -78
	[Activ	m 90
	e]	
Lion-Chart	zuser	(63
	008@	0)



Contact Members Services
Email: lionssupport@lionsclubs.org
Phone: (+001) 630-468-6900

31 Bläddra till medlemmens information.

	Home	Membership ▾	Service ▾	Learn	More ▾	
Accounts > Example Club For Training Club Members						50+ items · Sorted by Contact Full Name · Updated a few seconds ago
	Contact Full Na... ↑ ▾	Membership Full Type ▾	Email ▾	Phone ▾	Lion Joi... ▾	Start D... ▾ E...
35	Example Sixty-One	Lion-Family Member [Active]	zsixtyone@f...	630 267-9033	6/15/2021	6/15/2021
36	Example Sixty-Seven	Lion-Regular [Dropped]	zsixtyseven...	404 535-6768	4/15/2018	4/15/2018 9
37	Example Sixty-Seven	Lion-Regular [Active]	zsixtyseven...	404 535-6768	9/28/2024	9/28/2024
38	Example Sixty-Three	Lion-Family Member [Active]	zsixtythree...		3/15/2021	3/15/2021
39	Example Sixty-Two	Lion-Family Member [Active]	zsixtytwo@f...	630 764-3377	3/23/2022	3/23/2022
40	Example Ten	Lion-Charter-Regular [Active]	zuser010@li...	(630) 678-90...	7/1/2010	7/1/2010
41	Example Thirteen	Lion-Charter-Regular [Active]	zuser013@li...	(630) 901-23...	7/1/2010	7/1/2010
42	Example Thirty	Lion-Regular [Active]	zuser030@li...	(630) 898-90...	12/5/2021	12/5/2021

32 Klicka på den blå länken till höger för att se detaljerna om medlemmens information.

Accounts > Example Club For Training Club Members								50+ items · Sorted by Contact Full Name · Updated a minute ago
▼	Email ▾	Phone ▾	Lion Joi... ▾	Start D... ▾	E... ▾	Members... ▾	Membership: Me... ▾	
]	zsixtyone@f...	630 267-9033	6/15/2021	6/15/2021		Active Memb...	MEMBER#0011943968 ▾	
]	zsixtyseven...	404 535-6768	4/15/2018	4/15/2018	9/1/...	Inactive Me...	MEMBER#0011943979 ▾	
]	zsixtyseven...	404 535-6768	9/28/2024	9/28/2024		Active Memb...	MEMBER#0011943990 ▾	
]	zsixtythree...		3/15/2021	3/15/2021		Active Memb...	MEMBER#0011943970 ▾	
]	zsixtytwo@f...	630 764-3377	3/23/2022	3/23/2022		Active Memb...	MEMBER#0011943969 ▾	
]	zuser010@li...	(630) 678-90...	7/1/2010	7/1/2010		Active Memb...	MEMBER#0011943918 ▾	
]	zuser013@li...	(630) 901-23...	7/1/2010	7/1/2010		Active Memb...	MEMBER#0011943920 ▾	
]	zuser030@li...	(630) 898-90...	12/5/2021	12/5/2021		Active Memb...	MEMBER#0011943937 ▾	
]	zuser038@li...	(630) 677-78...	7/1/2022	7/1/2022	9/1/...	Inactive Me...	MEMBER#0011943955 ▾	

33 Observera att typ visas som "Ny" för detta återinförande.

Contact [Example Member Sixty-Seven](#) Club [Example Club For Training](#) Club Branch Membership Full Type **Lion-Regular [Active]**

Details

Club ⓘ Example Club For Training	Membership Status ⓘ Active Member
Contact ⓘ Example Member Sixty-Seven	Membership Type Lion
Club Branch ⓘ	Membership Category ⓘ Active
Relationship Type ⓘ	Program ⓘ Regular
Membership Sponsor ⓘ Example Member One	Add Type ⓘ New

Membership Details

Lion Join Date ⓘ

Contact Customer Service
Email: lionssupport@lionsclubs.org
Phone: (+001) 630-468-6900

No related lists to display

34 Gå tillbaka till klubb sidan genom att klicka på den blå länken i klubb namnet.

Home Membership ▾ Service ▾ Learn More ▾

Membership
MEMBER#0011943990

Contact [Example Member Sixty-Seven](#) Club [Example Club For Training](#)

Details

Club ⓘ Example Club For Training	Membership Status ⓘ Active Member
Contact ⓘ Example Member Sixty-Seven	Membership Type Lion
Club Branch ⓘ	Membership Category ⓘ Active
Relationship Type ⓘ	Program ⓘ Regular
Membership Sponsor ⓘ	Add Type ⓘ

Active Member Count
58

Example Club For Training

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

No related lists to display

35 Klicka på "Hem" för att återgå till startsidan.

The screenshot shows the Lion Portal interface. At the top, there is a search bar with the text "Sixty-Seven" and a "Search" button. Below the search bar is a navigation menu with "Home" (highlighted with a purple circle), "Membership", "Service", "Learn", and "More".

Below the navigation menu, there is a section for "Account" titled "Example Club For Training" with a "+ Follow" button. Below this is a 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	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 "Account Name: Example Club For Training" and "Type: Lions Club". There is also a "Parent Account" field and an "Active Member Count" field. To the right, there is a "Member ..." tab and a "Club Acti..." tab, with a "Manage Club Members" button below them.

36 Detta avslutar snabbvägledningen "Hantera klubbmedlemmar - Ändra en medlem: Återinföra medlem".

The screenshot shows the Lion Portal interface with a welcome message. At the top, there are three navigation options: "MY MEMBERSHIP", "MY CLUB", and "MY CA". Below these are three icons: a person icon, a group of people icon, and a star icon. Below the icons is a "MY ASSOCIATION" section with the Lions Club International logo. At the bottom, there is a "Welcome to the Lion Portal" message and a "DONATE" button with a person icon.