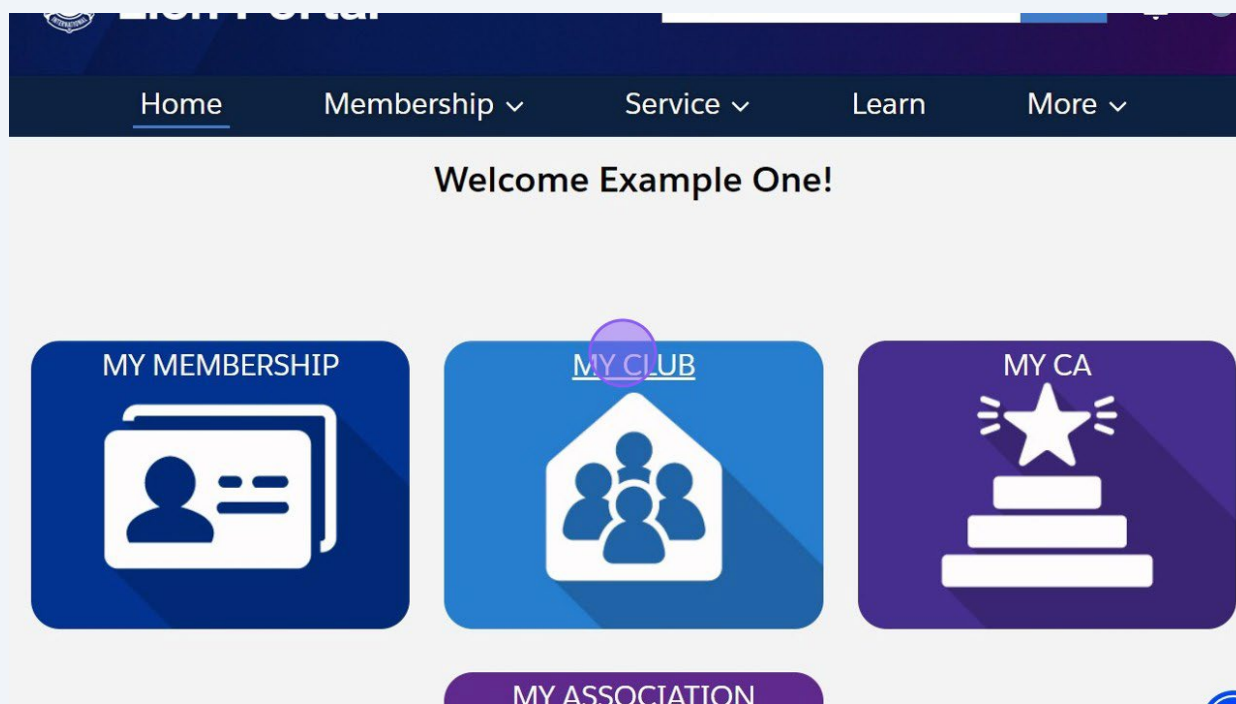


分會行動 - 查看報告

本指南提供存取和查看 Lion Portal（獅子會門戶網站）中的報告之逐步流程，讓使用者能更輕鬆地有效管理分會的資料。透過遵循概述的步驟，使用者可快速產生和下載各種格式的報告，包括 Excel 和 PDF。利用本指南可讓您更加瞭解分會的表现，並簡化提報的工作。對於任何想要改善分會運作的人來說，這是一項寶貴的資源。

1 登入 Lion Portal（獅子會門戶網站） lionportal.org。

2 點選「我的分會」。



3 點選「分會行動」。

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



4 點選「查看報告」。

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

Youth Programs Specialty Description Arts and Entertainment

Charter Established Date 7/1/2010

Club Details

Description Website

Address

Billing Address

Get Membership Cards

Get Delegate Confirmation Letter

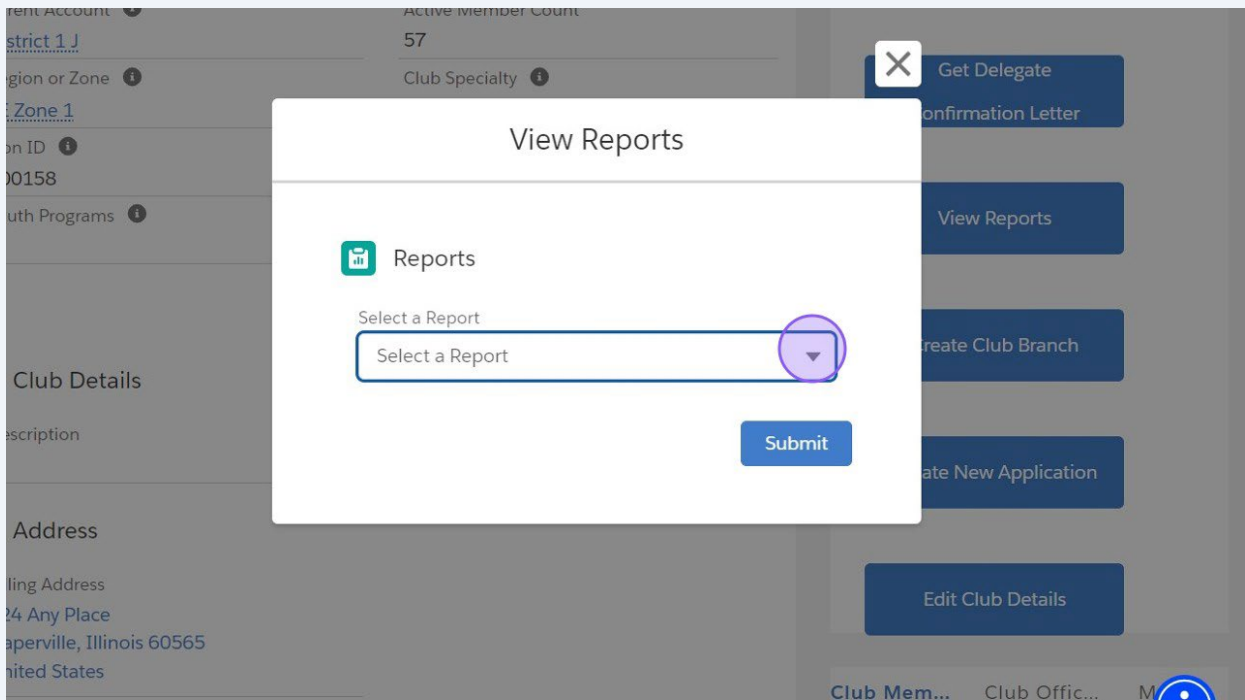
View Reports

Create Club Branch

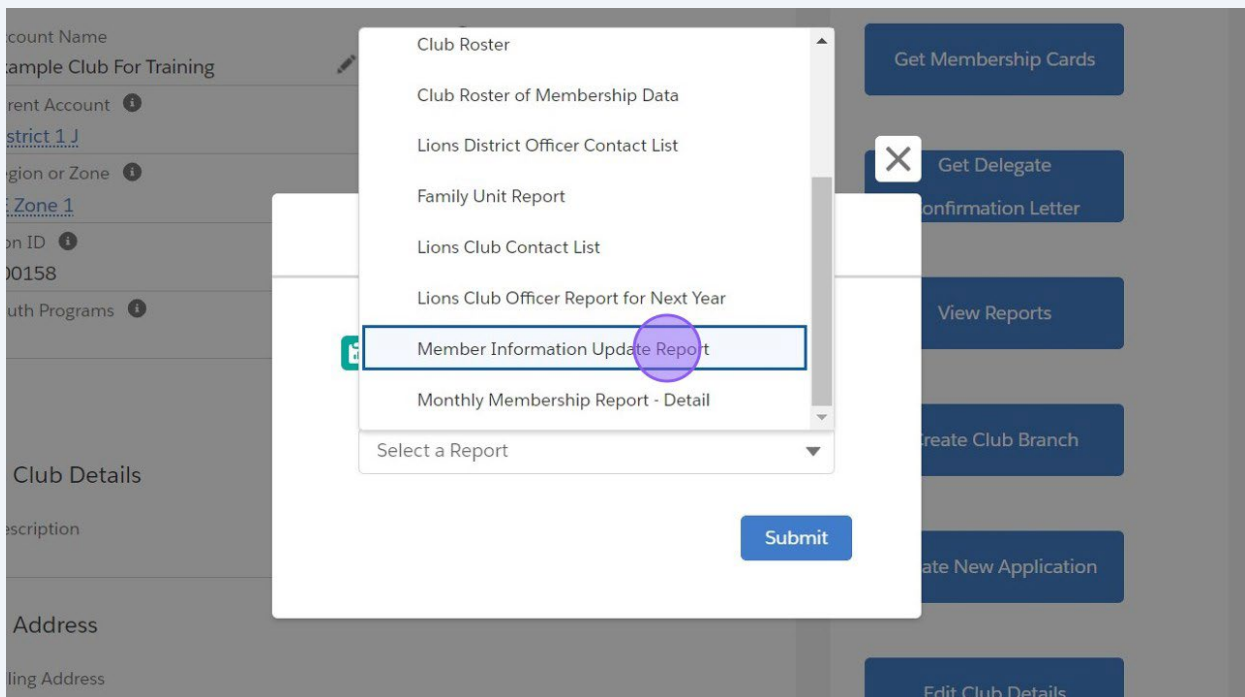
Create New Application

Edit Club Details

5 點選「選擇報告」。



6 點選清單中的報告。





要訣！可用的分會級報告有：

- 分會成就
- 分會出席情況 (Excel 選項)
- 分會會員月報表之歷史
- 本年度獅子會幹部報告 (Excel 選項)
- 分會名冊 (Excel 選項)
- 分會會籍名冊
- 獅子會區幹部聯絡名單 (Excel 選項)
- 家庭單位報告
- 獅子會聯絡人名單 (Excel 選項)
- 明年獅子會幹部報告 (Excel 選項)
- 會員資料更新報告 (需輸入會員 id)

7

若所選報告需要輸入其他資料，請輸入報告所需的資訊。

Region or Zone ⓘ
SE Zone 1

Lion ID ⓘ
200158

Youth Programs ⓘ

▼ Club Details

Description

▼ Address

Billing Address
124 Any Place
Naperville, Illinois 60565
United States

Shipping Address
124 Any Place

View Reports

Get Delegate Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details

Club Mem... Club Offic... M

View Reports

Reports

Select a Report

Member Information Update Report

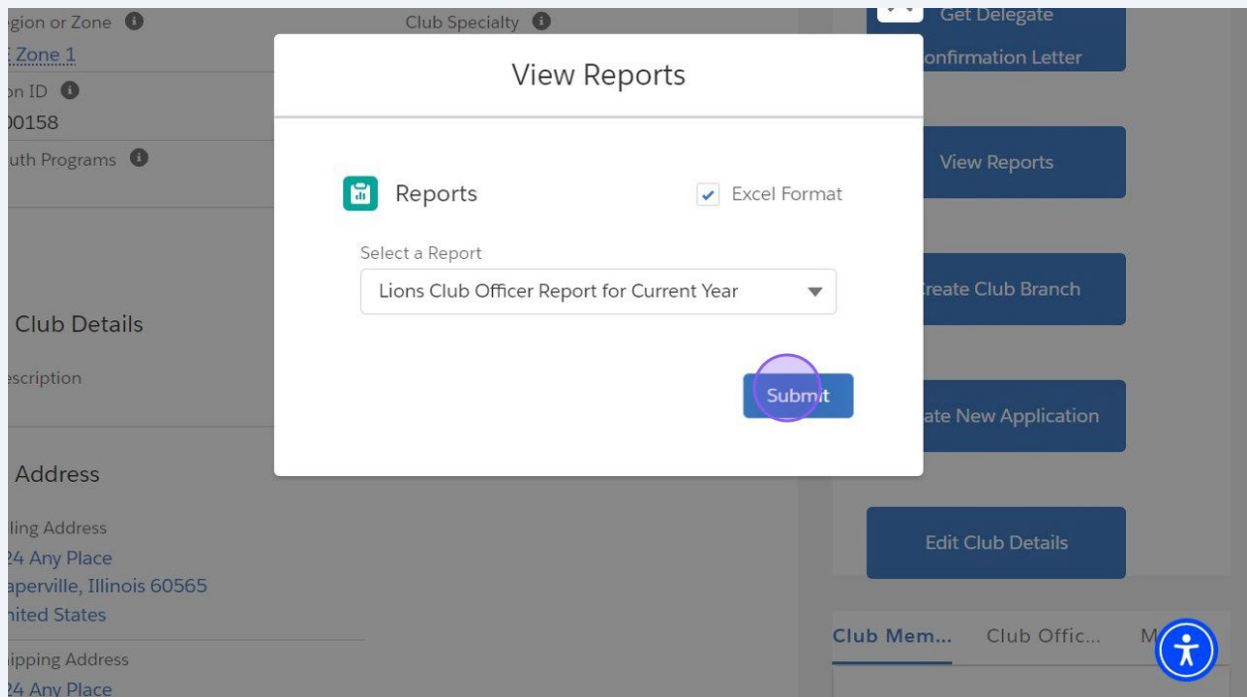
Member IDs

Member IDs

Submit

8

有些報告提供「Excel 格式」。若要以 Excel 格式下載，請選擇此選項。



要訣！該報告將以預覽形式顯示，並可以 .pdf 格式下載。若選擇 Excel 選項，將顯示「檔案下載訊息」。

9 點選「首頁」。

「分會行動 - 查看報告」快速指南到此結束。

The screenshot displays the Lion Portal interface. At the top, there is a dark blue header with the 'Lion Portal' logo on the left, a search bar in the center, and a notification bell and user profile icon on the right. Below the header is a navigation menu with 'Home' (highlighted with a purple circle), 'Membership', 'Service', 'Learn', and 'More'. The main content area shows the account details for 'Example Club For Training'. A table lists key information: Lion ID (200158), Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (57). Below this table 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 page.

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	57

Account Name	Type
Example Club For Training	Lions Club
Parent Account	Active Member Count