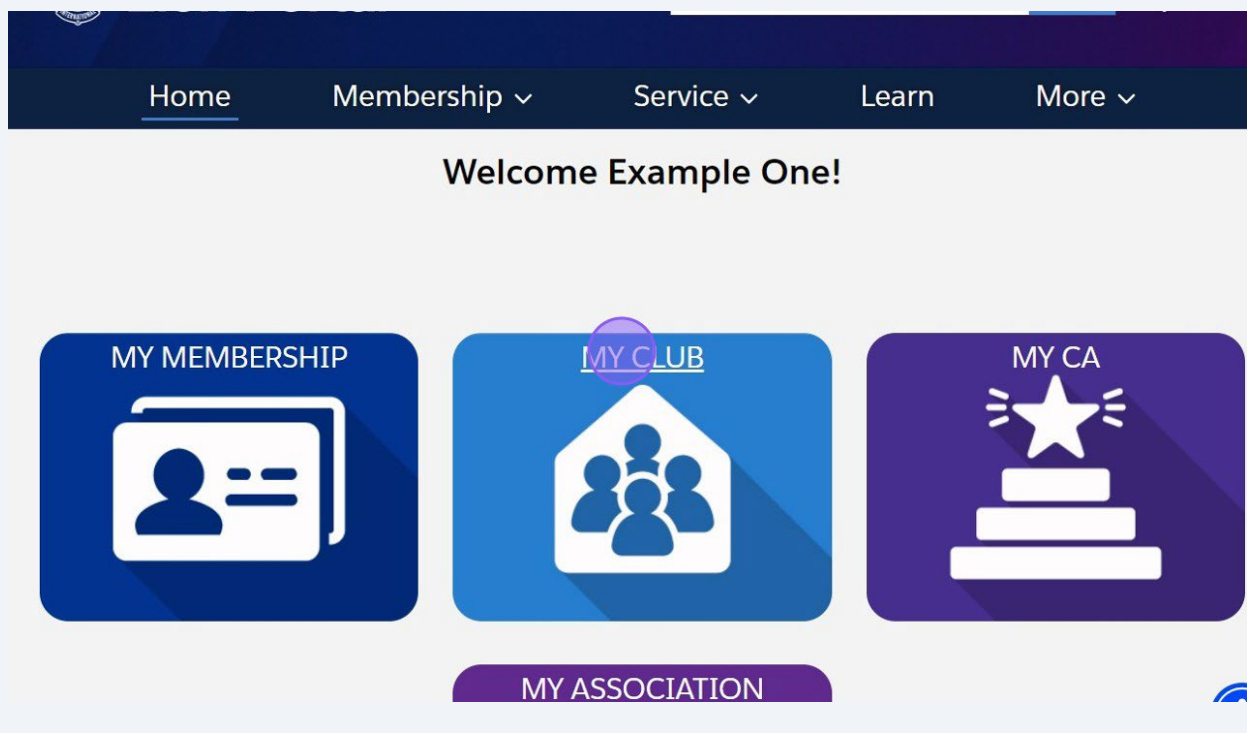


# 管理分会会员 - 编辑会员： 办理复会

本指南提供办理会员复会的逐步流程，对于希望有效管理会籍变更的分会行政人员来说非常重要。其中概述在指定复会期限内的复会流程，确保需求的明确性，例如适用时需要辅导会员等。本指南以清晰的说明和视觉提示简化复会的流程，帮助分会保持积极的会员管理。

**1** 登入 Lion Portal（狮子会门户网站） [lionportal.org](https://lionportal.org)

**2** 点选“我的分会”



在复会期限内复会



备注！退会日期在复会期限内的会员，复会时的会员“新增类型”将显示为员“复会会员”。此情况下不需要新的辅导会员。

3

点选“管理分会会员”

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
<a href="#">strict.1.J</a>	56
Region or Zone	Club Specialty
<a href="#">Zone 1</a>	Cultural
Account ID	Club Sub-Specialty
00158	

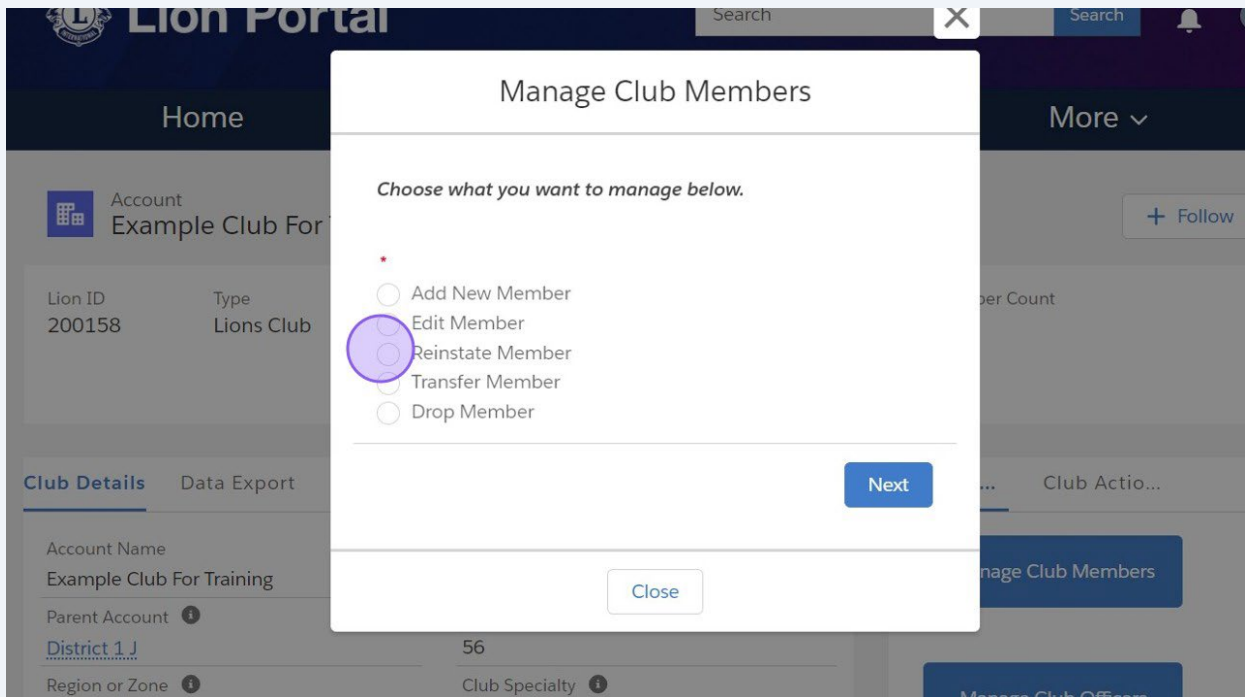
Member ... Club Acti...

Manage Club Members

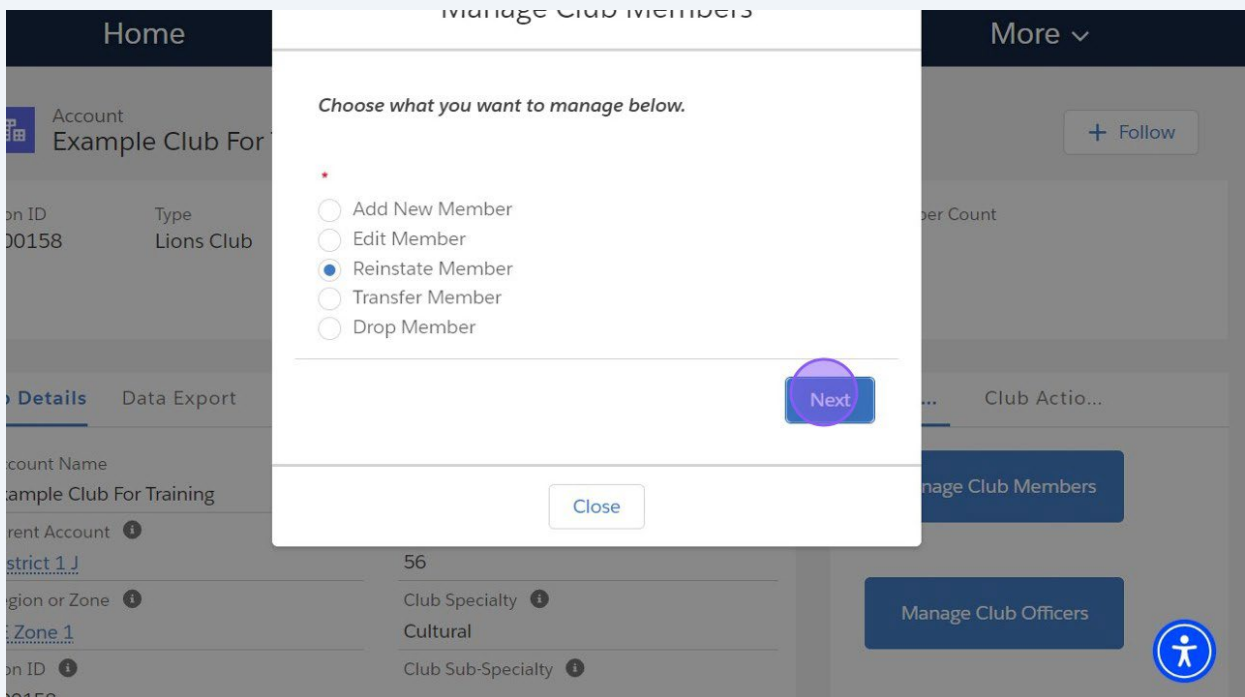
Manage Club Officers



#### 4 点选“办理复会”

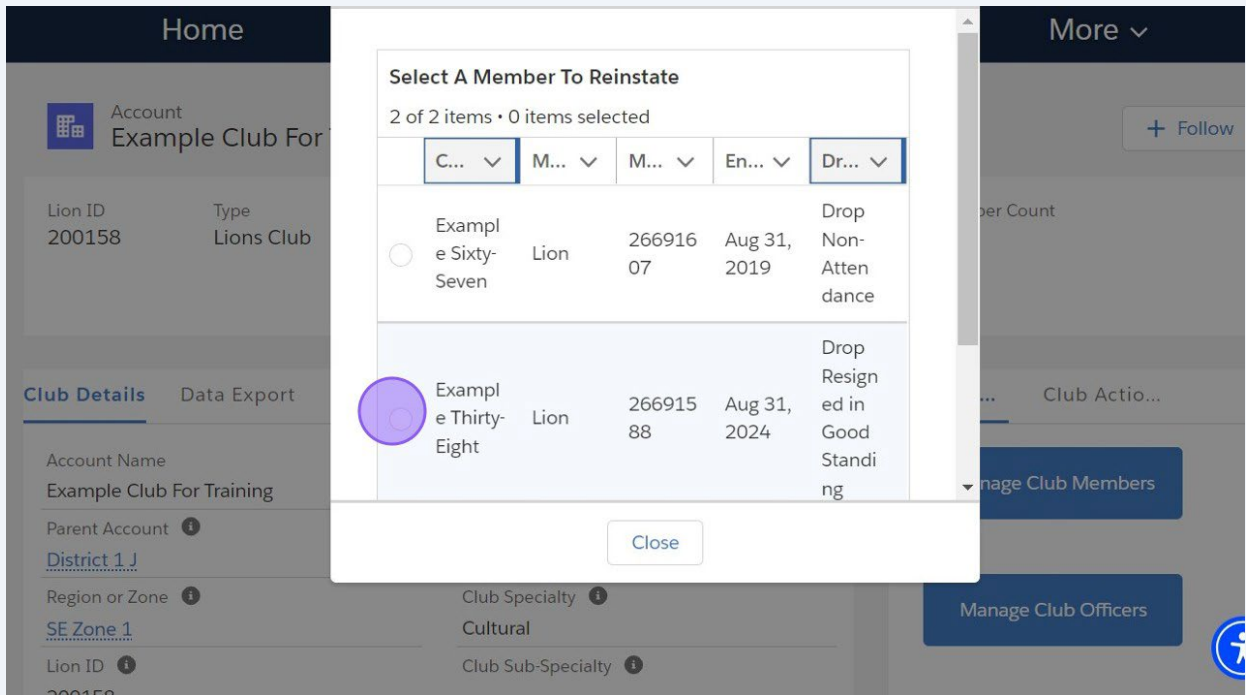


#### 5 点选“下一步”



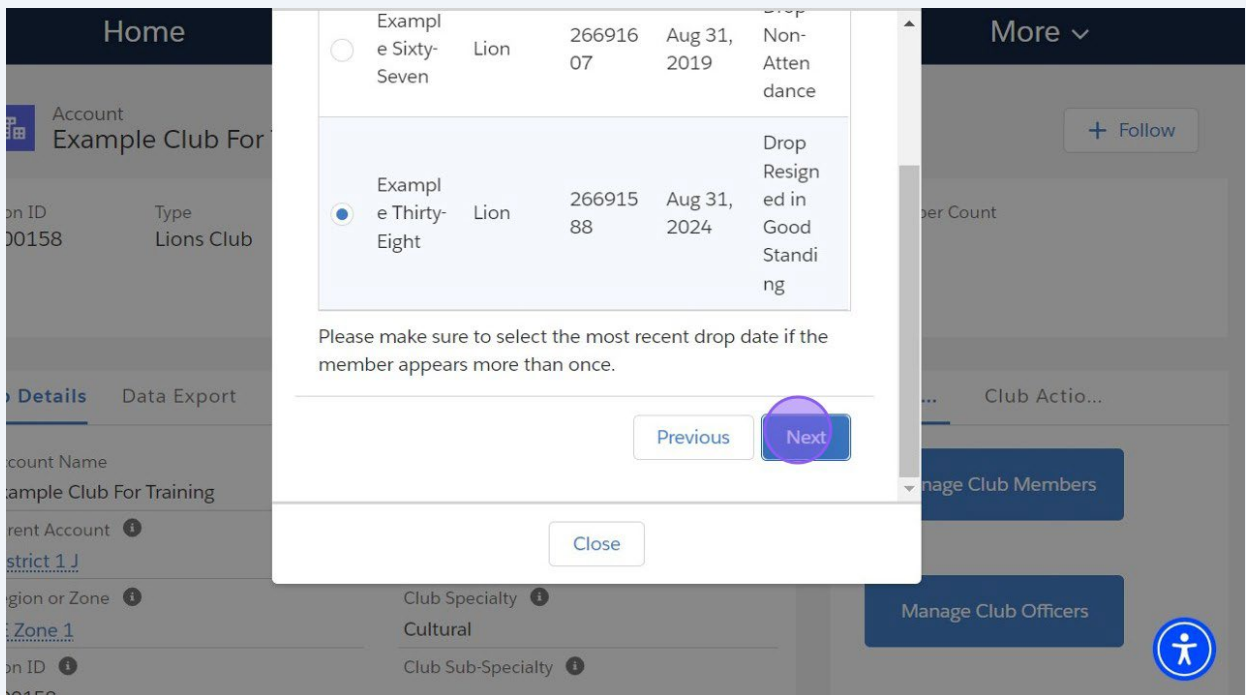
6

显示该分会中符合复会资格的已退会会员清单。点选会员旁边的“单选按钮”进行复会。



7

点选“下一步”



8 输入“复会日期”，并点选“下一步”

Home

Account  
Example Club For Training

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 从下拉式选单中选择“会籍类型”。

Lion Portal

Search Search

Home Membership x Service x Learn More ▾

Account  
Example Club For Training

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

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

Manage Club Members

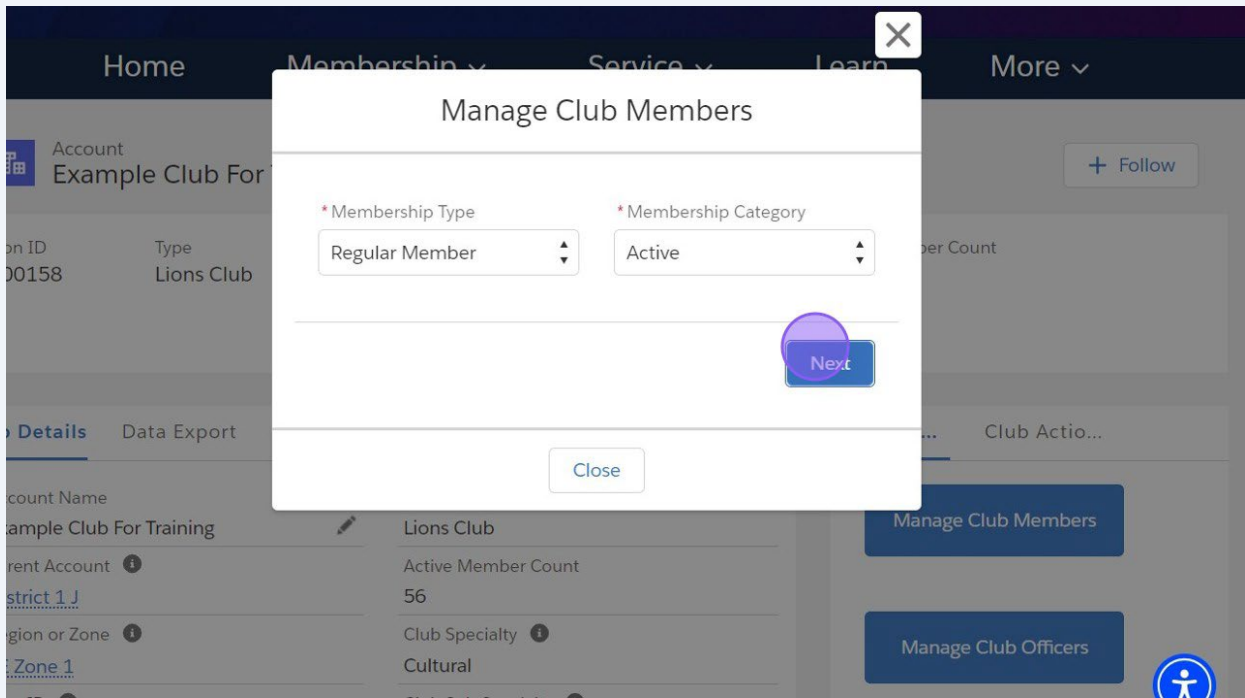
Membership Type  
Regular Member

Membership Category  
Active

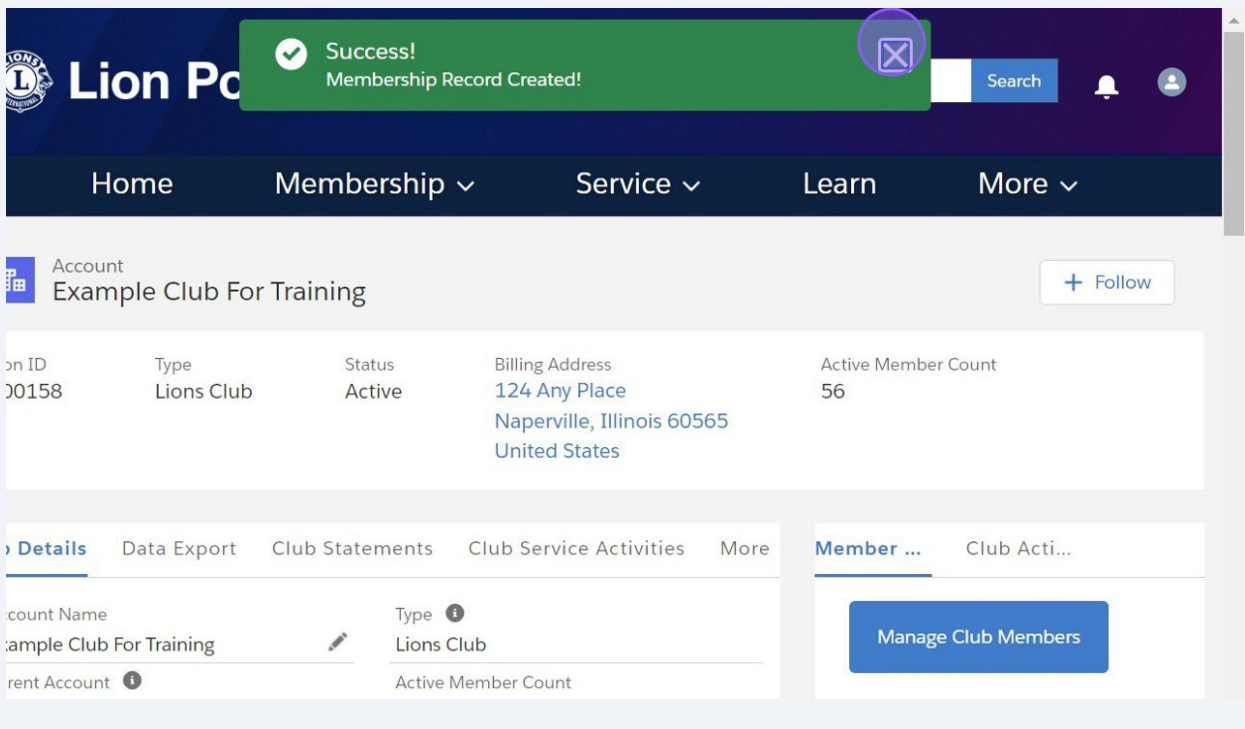
Next

Close

10 确认“会籍类别”，默认值为“活跃”。点选“下一步”



1 系统将显示一则绿色的确认信息。点选“X”图示关闭该信息。





查看新的会籍记录。

## 12 在分会页面中点选“查看全部”

Meeting City <i>i</i> Maple Maple	Meeting Local Country <i>i</i> US
Meeting State or Prov <i>i</i> Ontario	Online Meeting 1 <i>i</i> <input type="checkbox"/>
Meeting Zip Code <i>i</i> M5S 1A6	Online Meeting 1 Place <i>i</i> Online
Meeting Country <i>i</i> United States	Online Meeting 1 Address <i>i</i> Online
<b>Meeting Location 2</b>	
Meeting 2 Place <i>i</i> Online	Meeting 2 Local Place <i>i</i> Online
Meeting 2 Week of Month <i>i</i> 1	Meeting 2 Local Street <i>i</i> Online
Meeting 2 Day <i>i</i> 1	Meeting 2 Local City <i>i</i> Online
Meeting 2 Time <i>i</i> 12:00	Meeting 2 Local Zip Code <i>i</i> Online
Meeting 2 Street <i>i</i> Online	Meeting 2 Local State or Prov <i>i</i> Online

Sample	Regular	015@	0)
Fifteen	Regular	lionfa	223
n	[Active]	ke.co	-34
	e]	m	45
	Lion-		
	Chart	sbent	(55
Exam	er-	11@	5)
ple	Regul	msn.c	265
Three			55

[View All](#)

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

13 滚动至会员的会籍。

Home Membership Service Learn More

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]	<a href="mailto:zuser038@lionfake.co...">zuser038@lionfake.co...</a>	(630) 677-78...	7/1/2022
44	Example Thirty-Five	Lion-Regular [Active]	<a href="mailto:zuser035@lionfake.co...">zuser035@lionfake.co...</a>	(630) 344-45...	7/1/2022
45	Example Thirty-Four	Lion-Regular [Active]	<a href="mailto:zuser034@lionfake.co...">zuser034@lionfake.co...</a>	(630) 233-34...	7/15/2015
46	Example Thirty-Nine	Lion-Regular [Active]	<a href="mailto:zuser039@lionfake.co...">zuser039@lionfake.co...</a>	(630) 788-89...	7/1/2022
47	Example Thirty-One	Lion-Regular [Active]	<a href="mailto:zuser031@lionfake.co...">zuser031@lionfake.co...</a>	(630) 909-01...	7/15/2015
48	Example Thirty-Seven	Lion-Regular [Active]	<a href="mailto:zuser037@lionfake.co...">zuser037@lionfake.co...</a>	(630) 566-67...	7/1/2022
49	Example Thirty-Six	Lion-Regular [Active]	<a href="mailto:zuser036@lionfake.co...">zuser036@lionfake.co...</a>	(630) 455-56...	7/15/2015

14 点击右侧蓝色连结，以查看会籍记录的详细信息。

Home Membership Service Learn More

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...
	<a href="mailto:zuser038@lionfake.co...">zuser038@lionfake.co...</a>	(630) 677-78...	7/1/2022	9/28/2024		Active Memb...	<a href="#">MEMBER#001194398</a>
	<a href="mailto:zuser035@lionfake.co...">zuser035@lionfake.co...</a>	(630) 344-45...	7/1/2022	7/1/2022		Active Memb...	<a href="#">MEMBER#001194395</a>
	<a href="mailto:zuser034@lionfake.co...">zuser034@lionfake.co...</a>	(630) 233-34...	7/15/2015	7/15/2015		Active Memb...	<a href="#">MEMBER#001194394</a>
	<a href="mailto:zuser039@lionfake.co...">zuser039@lionfake.co...</a>	(630) 788-89...	7/1/2022	7/1/2022		Active Memb...	<a href="#">MEMBER#001194395</a>
	<a href="mailto:zuser031@lionfake.co...">zuser031@lionfake.co...</a>	(630) 909-01...	7/15/2015	7/15/2015		Active Memb...	<a href="#">MEMBER#001194393</a>
	<a href="mailto:zuser037@lionfake.co...">zuser037@lionfake.co...</a>	(630) 566-67...	7/1/2022	7/1/2022		Active Memb...	<a href="#">MEMBER#001194395</a>
	<a href="mailto:zuser036@lionfake.co...">zuser036@lionfake.co...</a>	(630) 455-56...	7/15/2015	7/15/2015		Active Memb...	<a href="#">MEMBER#001194394</a>
	<a href="mailto:zuser033@lionfake.co...">zuser033@lionfake.co...</a>	(630) 122-23...	7/15/2015	7/15/2015		Active Memb...	<a href="#">MEMBER#001194394</a>
	<a href="mailto:zuser032@lionfake.co...">zuser032@lionfake.co...</a>	(630) 011-12...	7/15/2015	7/15/2015		Active Memb...	<a href="#">MEMBER#001194393</a>

**15** 显示详细信息。注意！“新增类型”显示“复会会员”。

Contact <a href="#">Example Member Thirty-Eight</a>	Club <a href="#">Example Club For Training</a>	Club Branch	Membership Full Type Lion-Regular [Active]
--	---	-------------	---

**Details**

Club ⓘ <a href="#">Example Club For Training</a>	Membership Status ⓘ Active Member
Contact ⓘ <a href="#">Example Member Thirty-Eight</a>	Membership Type Lion
Club Branch ⓘ	Membership Category ⓘ Active
Relationship Type ⓘ	Program ⓘ Regular
Membership Sponsor ⓘ <a href="#">Example Member Eighteen</a>	Add Type ⓘ Reinstated

Membership Details

Lion Join Date ⓘ

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

No related lists to display

在复会期限外复会

**16** 点选“管理分会会员”

Home
Membership ▾
Service ▾
Learn
More ▾

Account  
**Example Club For Training**

+ Follow

Club ID 00158	Type Lions Club	Status Active	Billing Address <a href="#">124 Any Place</a> <a href="#">Naperville, Illinois 60565</a> <a href="#">United States</a>	Active Member Count 57
------------------	--------------------	------------------	---	---------------------------

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

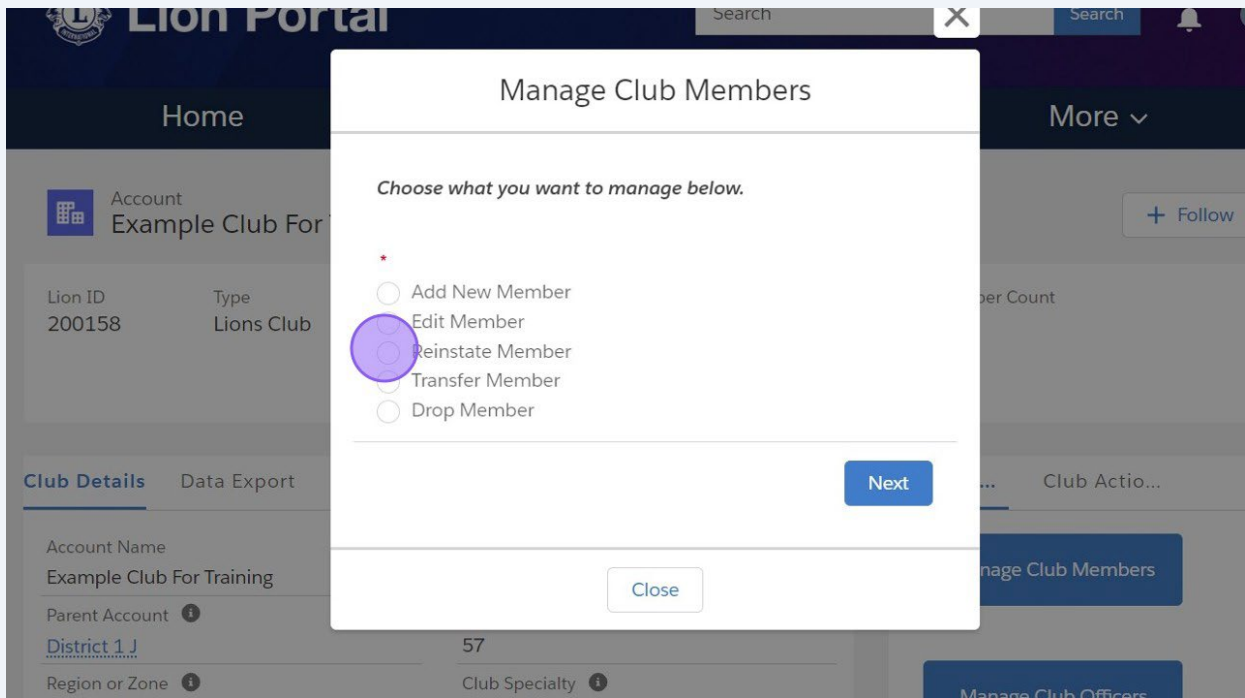
Account Name <a href="#">Example Club For Training</a>	Type ⓘ Lions Club
Parent Account ⓘ <a href="#">strict.1.J</a>	Active Member Count 57
Region or Zone ⓘ <a href="#">Zone 1</a>	Club Specialty ⓘ Cultural
Club ID ⓘ 00158	Club Sub-Specialty ⓘ

**Member ...**   Club Acti...

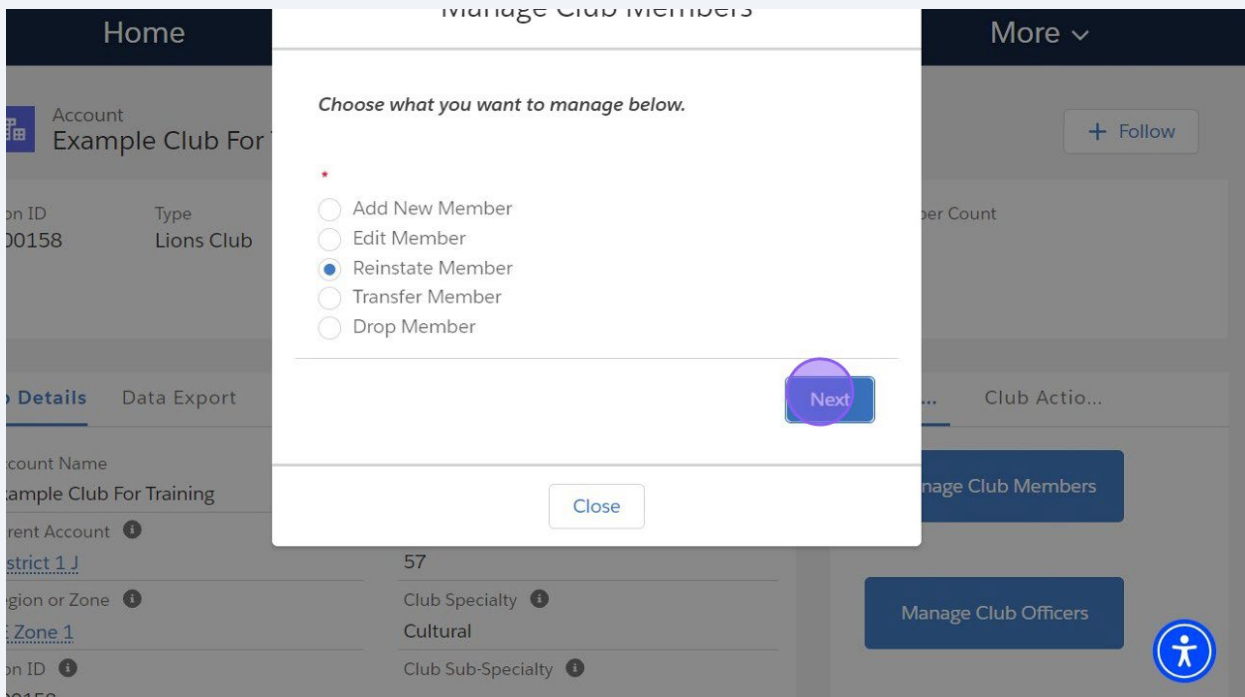
Manage Club Members

Manage Club Officers

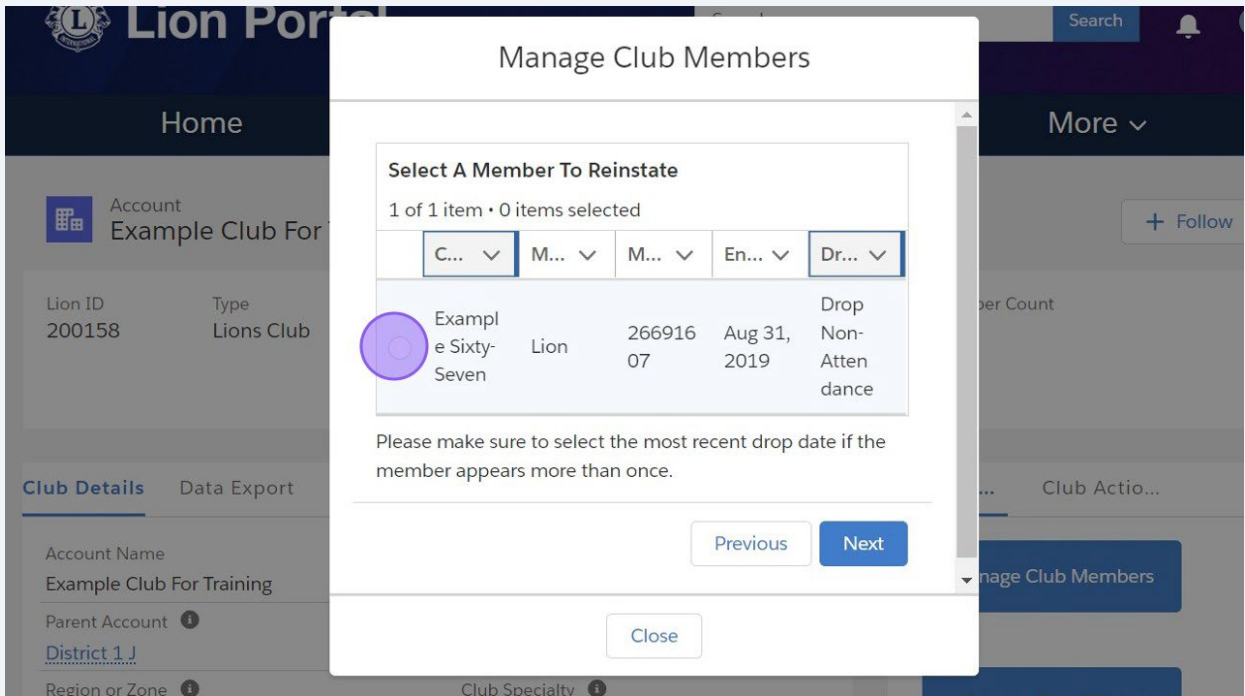
17 点选“复会会员”“单选按钮”。



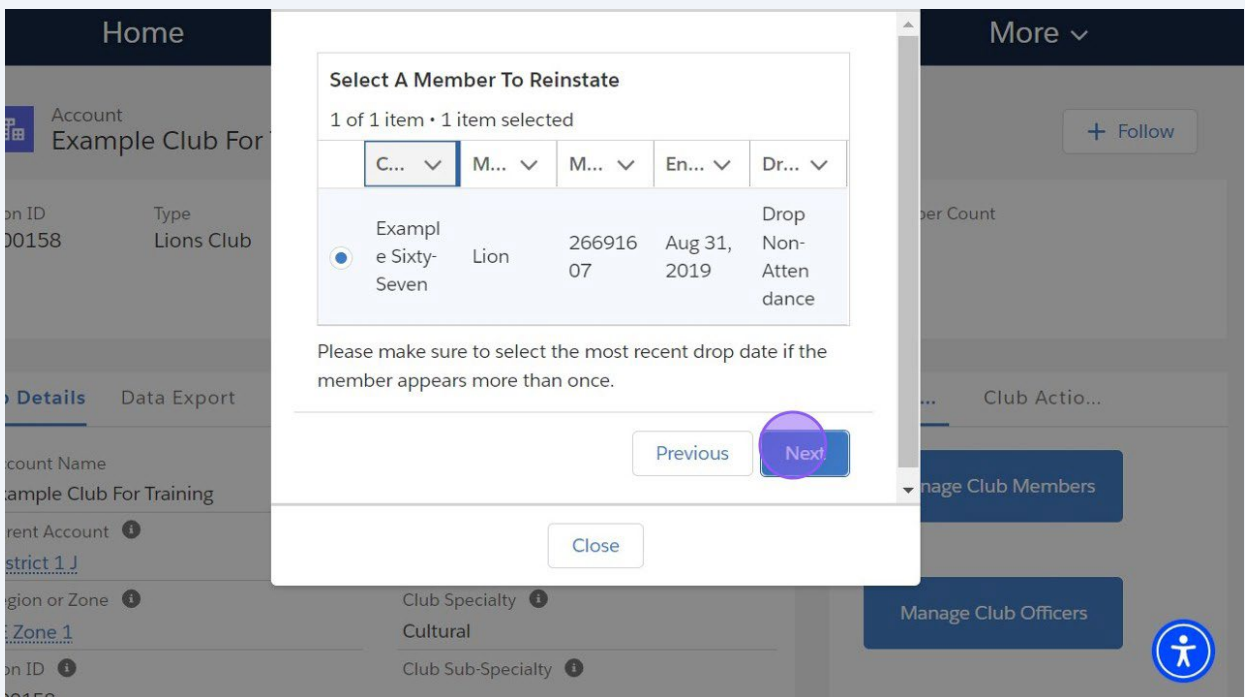
18 点选“下一步”



点选会员旁边的“单选按钮”以进行复会

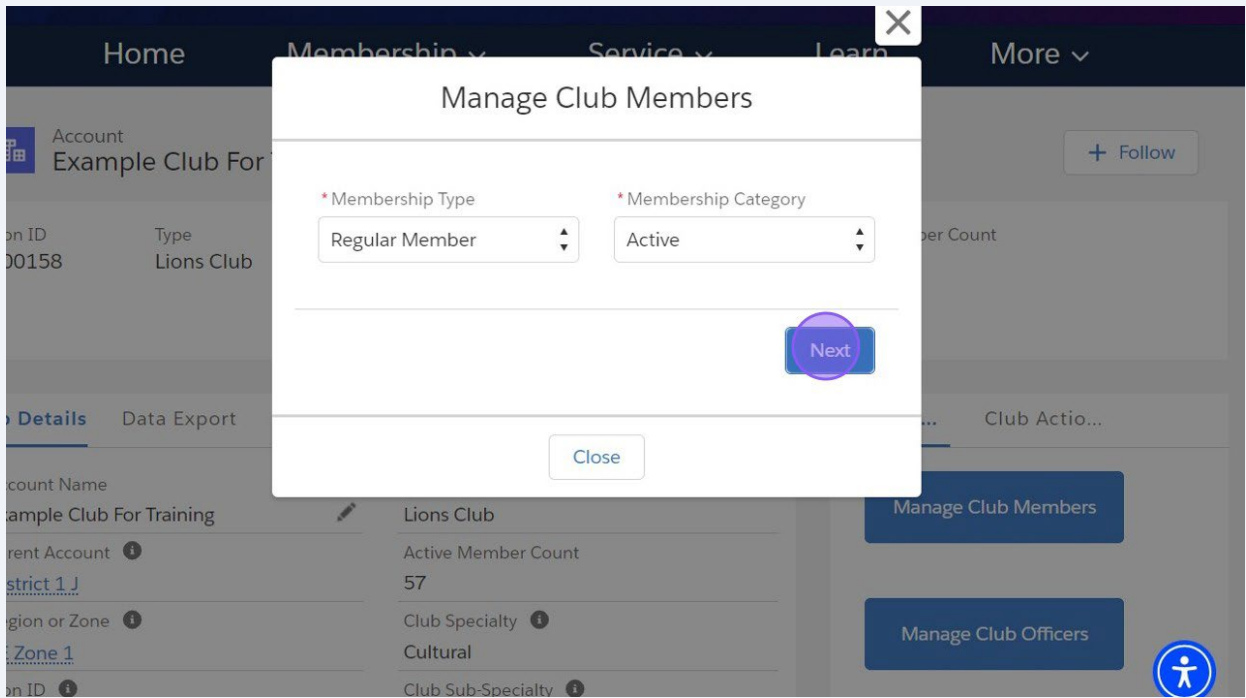


20 点选“下一步”



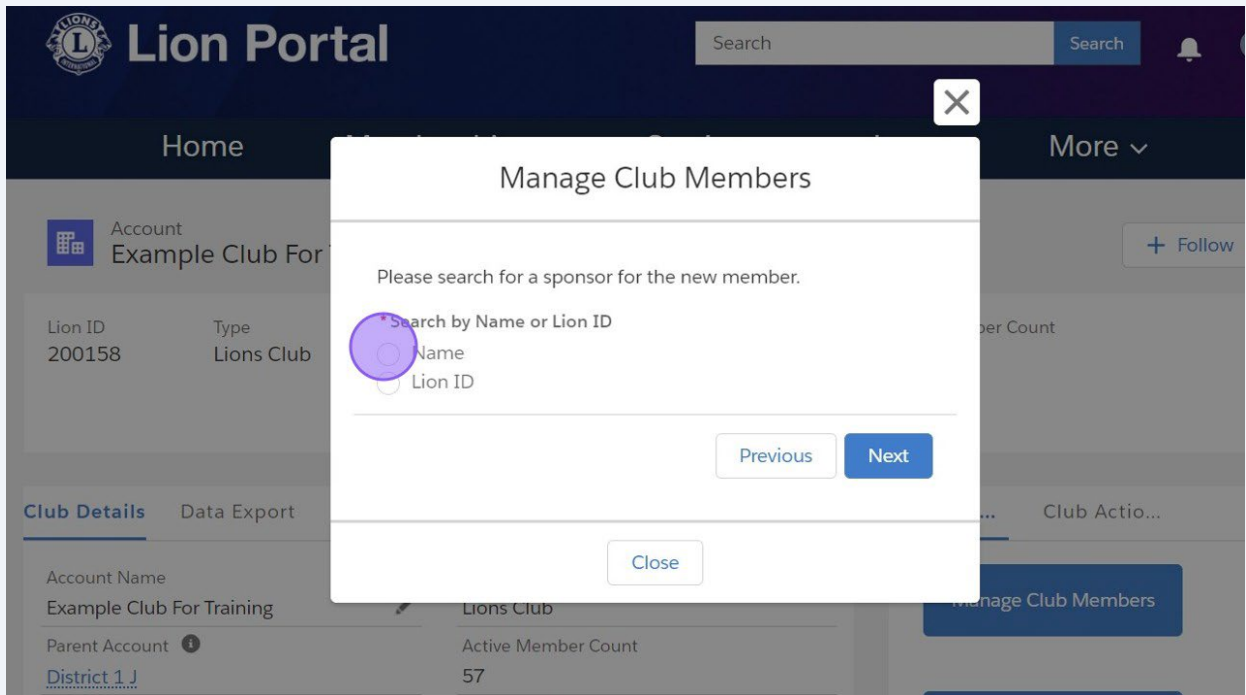


**23** 点选“下一步”

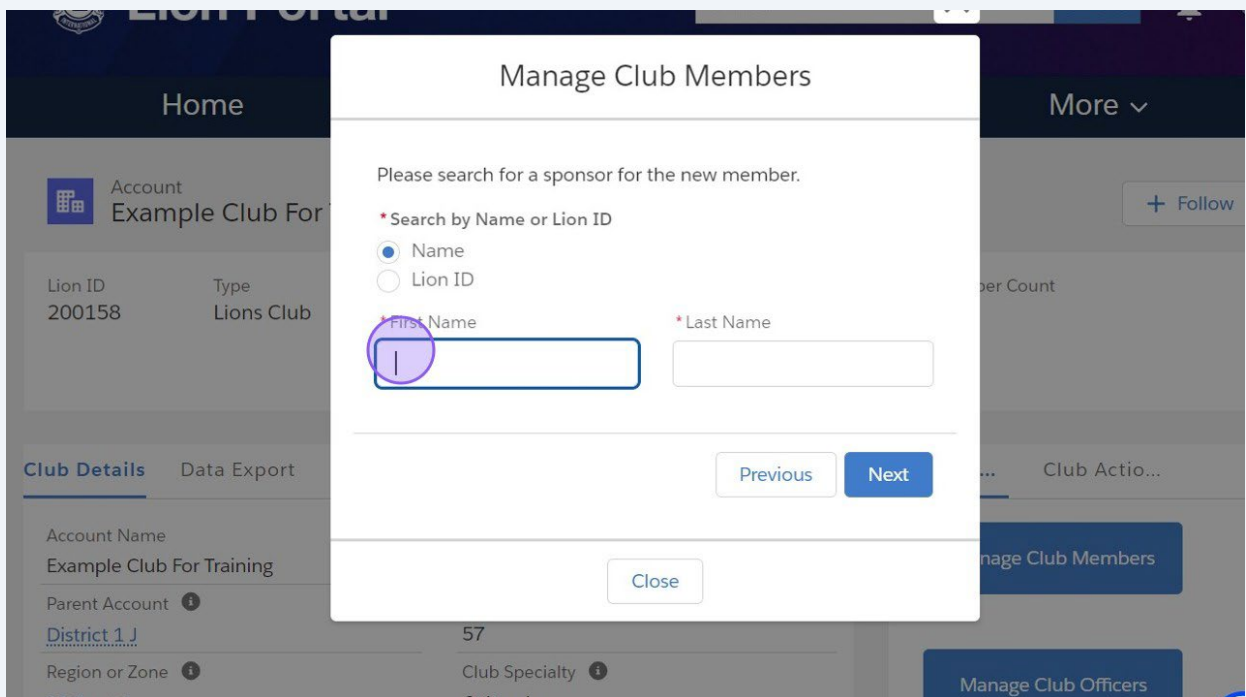


注意！复会的会员必须有一名辅导会员才能复会。

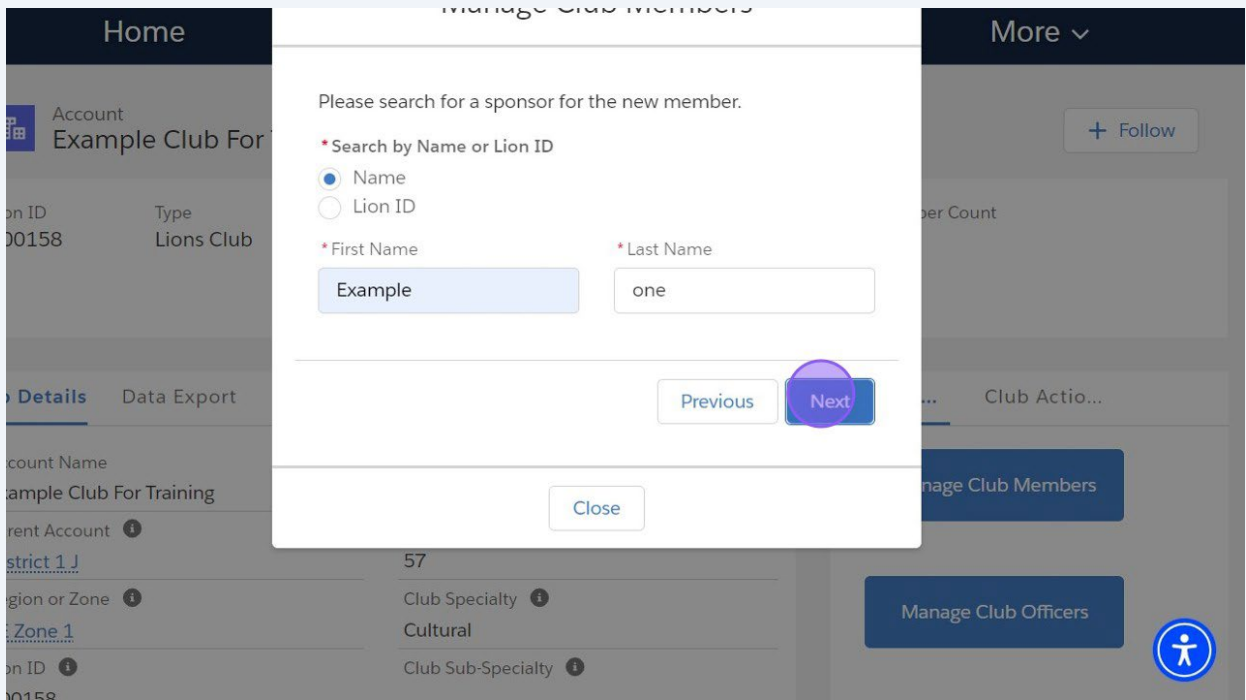
**24** 按姓名或会员号码搜寻辅导会员。



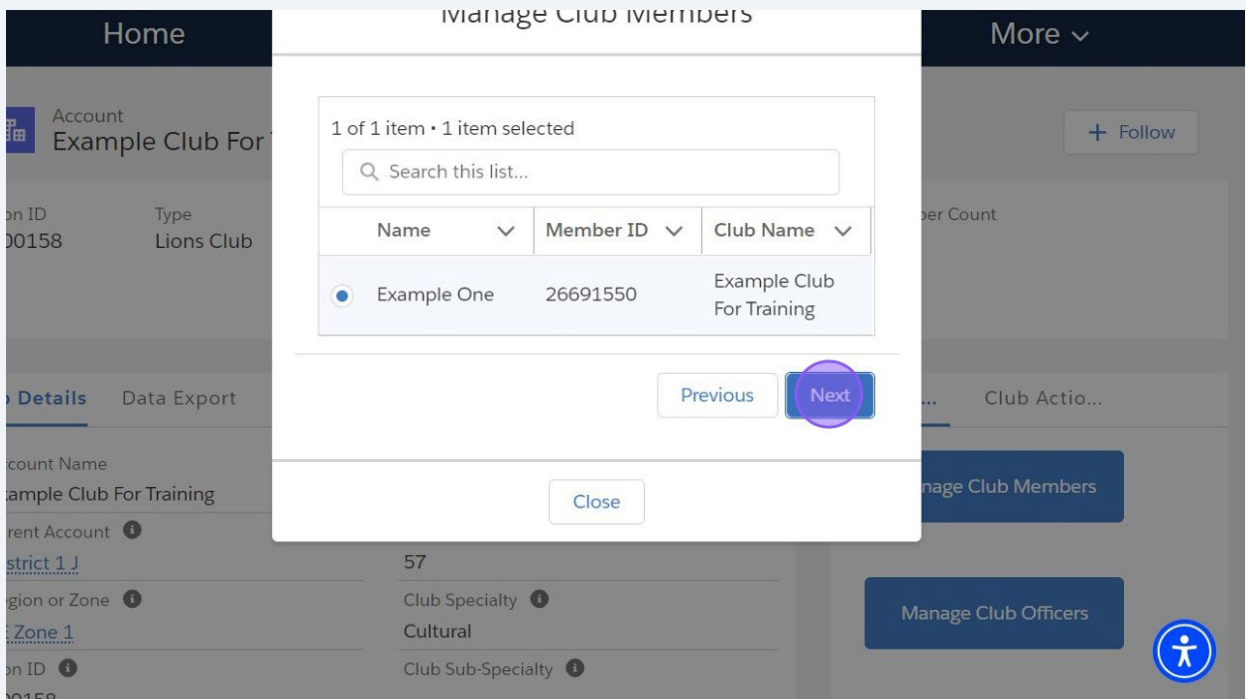
**25** 点此文字字段。



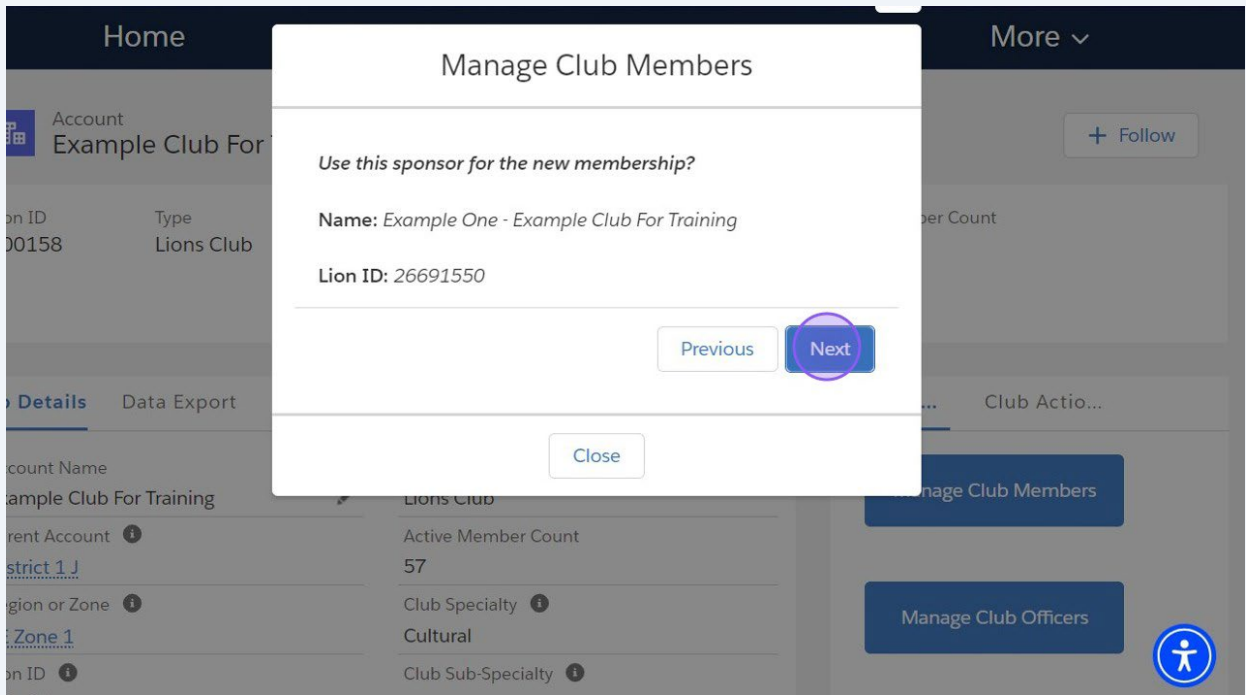
**26** 输入搜寻字段，并点选“下一步”



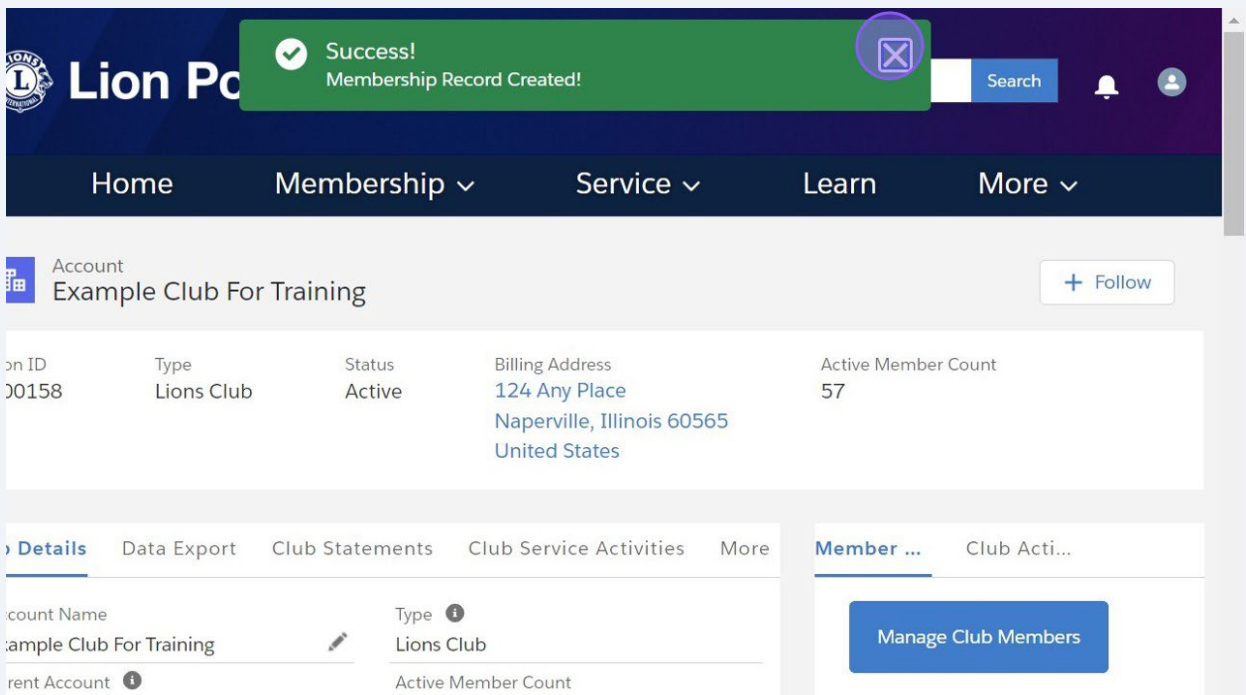
**27** 点选辅导会员姓名旁的“单选按钮”，然后点选“下一步”



**28** 确认辅导会员，并点选“下一步”



**2** 系统将显示一则绿色的确认信息。点选“X”图示关闭该信息。





查看新的会籍记录。

### 30 点选“查看全部”

123 TOWN ROAD

Meeting City *i*  
Mapleville

Meeting State or Prov *i*

Meeting Zip Code *i*  
39565

Meeting Country *i*  
United States

#### Meeting Location 2

Meeting 2 Place *i*

Meeting 2 Week of Month *i*

Meeting 2 Day *i*

Meeting 2 Time *i*

Meeting 2 Street *i*

123

Meeting Local Country *i*  
US

Online Meeting 1 *i*

Online Meeting 1 Place *i*

Online Meeting 1 Address *i*

Meeting 2 Local Place *i*

Meeting 2 Local Street *i*

Meeting 2 Local City *i*

Meeting 2 Local Zip Code *i*

Meeting 2 Local State or Prov *i*

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

Lion-Chart	zuser	(63
	008@	0)



#### Contact Members Services

Email: [lionssupport@lionsclubs.org](mailto:lionssupport@lionsclubs.org)

Phone: (+001) 630-468-6900

### 31 滚动至会员的会籍记录。

	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 点击右侧蓝色连结，以查看会籍记录的详细信息。

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** 请注意，此复会的“新增类型”显示为“新建”。

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

**Details**

Club ⓘ <a href="#">Example Club For Training</a>	Membership Status ⓘ Active Member
Contact ⓘ <a href="#">Example Member Sixty-Seven</a>	Membership Type Lion
Club Branch ⓘ	Membership Category ⓘ Active
Relationship Type ⓘ	Program ⓘ Regular
Membership Sponsor ⓘ <a href="#">Example Member One</a>	Add Type ⓘ New

Membership Details

Lion Join Date ⓘ

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

No related lists to display

**34** 点选分会名称中的蓝色连结以返回分会页面

Home Membership ▾ Service ▾ Learn More ▾

Membership  
MEMBER#0011943990

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

**Details**

Club ⓘ <a href="#">Example Club For Training</a>	Membership Status ⓘ Active Member
Contact ⓘ <a href="#">Example Member Sixty-Seven</a>	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 点选“首页”以返回登陆页面。

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".

The main content area displays account information for "Example Club For Training". It includes 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 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.

3 “管理分会会员 - 编辑会员：办理复会”快速指南到此结束。

The screenshot shows the Lion Portal homepage. It features four large navigation icons: "MY MEMBERSHIP" (a person icon), "MY CLUB" (a house icon with people), "MY CA" (a star icon), and "MY ASSOCIATION" (the Lions International logo). Below the icons, there is a "DONATE" button and a user profile icon. The text "Welcome to the Lion Portal" is displayed at the bottom.