

이 안내서는 라이온 포털에서 클럽 지회를 생성하는 방법을 단계별로 안내하고, 클럽 지회가 갖추어야 할 필수 조건을 만족했는지 확인하도록 돕습니다. 사용자에게 지회 조직 신청 및 승인 절차를 안내하고, 지회 연락원이나 클럽 임원 등 지회에 필요한 필수 직책에 대해 설명합니다. 또한, 클럽 지회 생성 후 검토하고 관리하는 방법을 안내하므로 효과적인 클럽 조직을 돕는 종합 자료집으로 활용할 수 있습니다. 이 안내서를 통해 효과적으로 클럽 지회를 조직하고 관리하면서 클럽의 활동 범위와 영향력을 늘릴 수 있습니다.

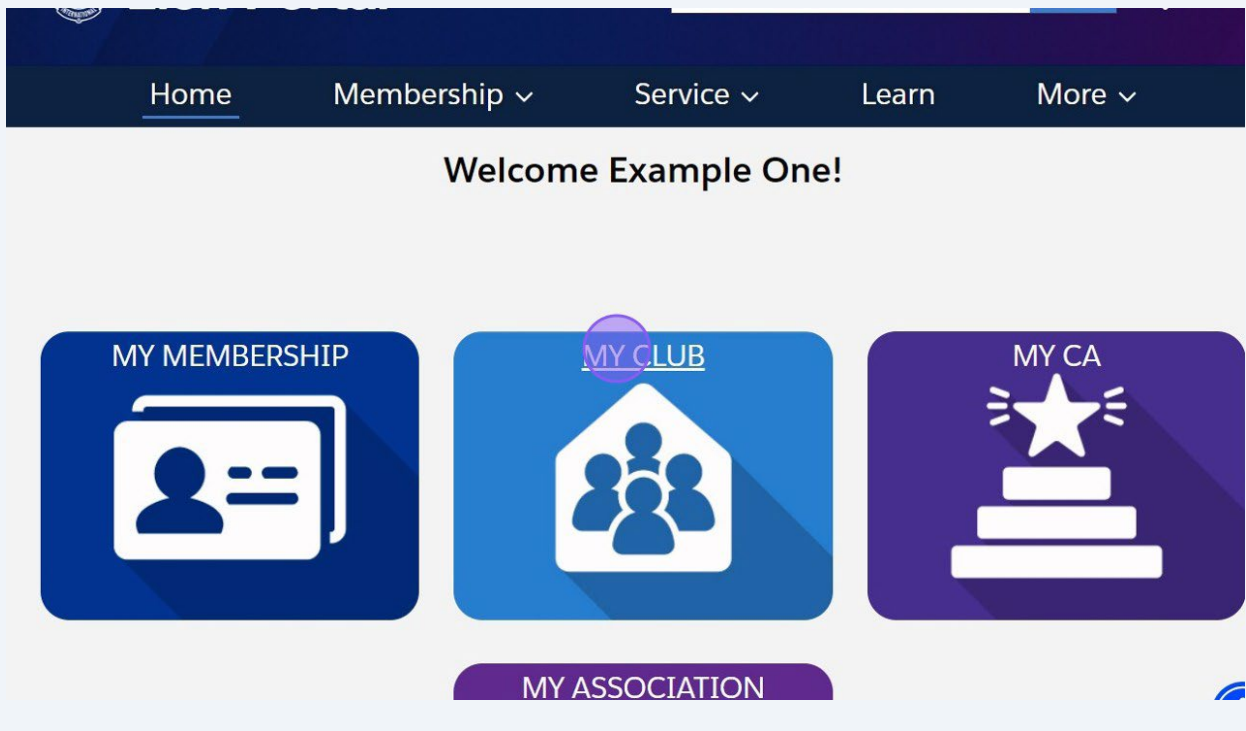
1 라이온 포털(lionportal.org)에 로그인합니다.

i 팁! 이 안내서는 클럽 지회를 생성하는 방법을 안내합니다. 클럽 지회를 조직하려면 다음 조건을 충족해야 합니다.

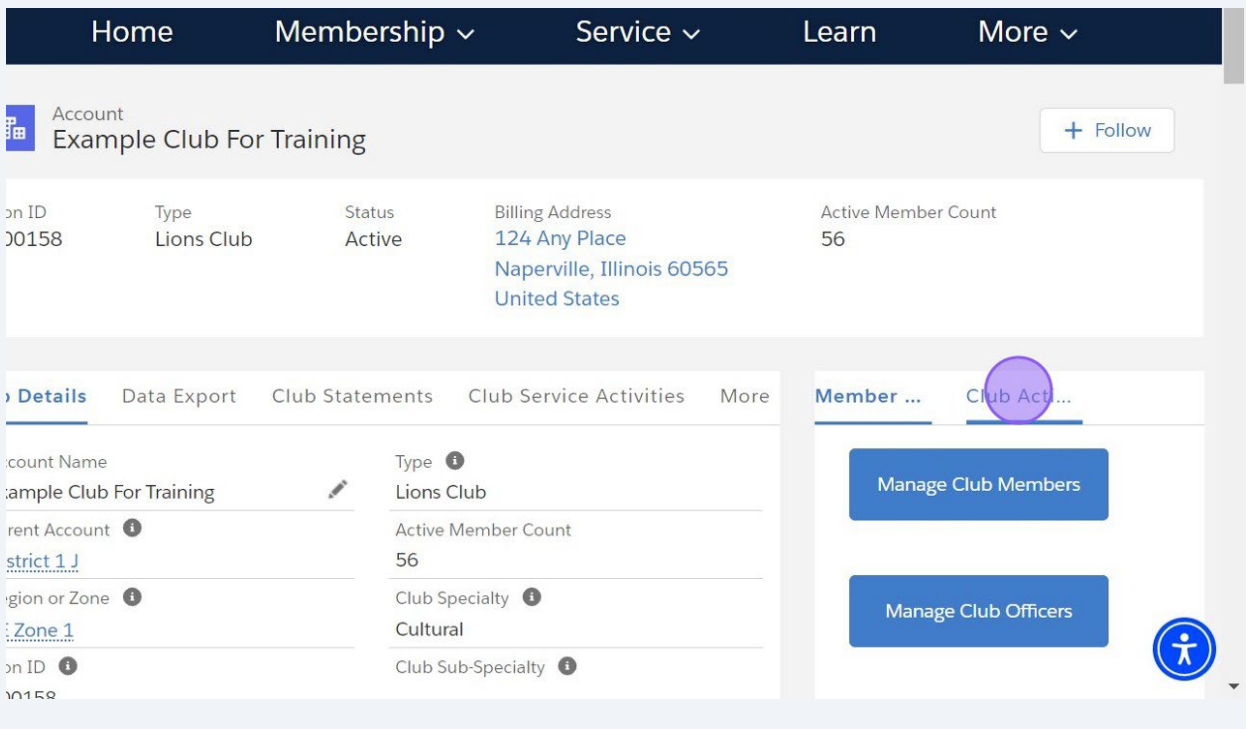
- 최소 5명의 회원이 필요합니다.
- 클럽 지회 회원이 아닌 지회 연락원을 보고해야 합니다.
- 회장, 총무, 재무를 보고해야 하며, 이 임원진은 해당 지회 소속 회원이어야 합니다.

국제협회가 이 클럽 지회를 승인하면, 지회의 상태가 '보류'에서 '활성화'로 변경됩니다.

2 '내 클럽'을 클릭합니다.



3 '클럽 활동'을 클릭합니다.



클럽 지회 생성하기

4 '클럽 지회 생성하기'를 클릭합니다.

The screenshot shows the 'Club Details' page for a club named 'Example Club For Training'. The page is divided into two columns of information. The left column contains fields for Account Name, Parent Account, Region or Zone, Lion ID, and Youth Programs. The right column contains fields for Type, Active Member Count, Club Specialty, Club Sub-Specialty, Specialty Description, and Charter Established Date. Below these fields are sections for Club Details (Description and Website) and Address (Billing Address). On the right side of the page, there is a vertical stack of blue buttons: 'Get Membership Cards', 'Get Delegate Confirmation Letter', 'View Reports', 'Create Club Branch' (highlighted with a purple circle), 'Create New Application', and 'Edit Club Details'. A user profile icon is visible at the bottom right.

Account Name	Type
Example Club For Training	Lions Club
Parent Account	Active Member Count
District 1 J	56
Region or Zone	Club Specialty
SE Zone 1	Cultural
Lion ID	Club Sub-Specialty
200158	
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 클럽 지회 정보를 입력합니다. 빨간색 '*'는 필수 입력란입니다.

The screenshot shows a 'Create Club Branch' modal form overlaid on the Club Details page. The modal has a title bar with 'United States' and a close button. The main content area is titled 'Create Club Branch' and contains the following sections:

- Please enter New Club Branch Details.**
 - *Branch Name: A text input field with a purple circle around it.
 - Branch Specialty: A dropdown menu showing '-- none selected --'.
- Club Branch Meeting Information (Optional)**
 - Meeting Street: Text input field.
 - Meeting City: Text input field.
 - Meeting Zip Code: Text input field.
 - Meeting State/Prov: Text input field.
 - Meeting Country: Text input field.
 - Meeting Place: Text input field.
 - Meeting Week of the Month: Text input field.
 - Meeting Local Place: Text input field.

The background shows the Club Details page with the 'Create Club Branch' button highlighted.

6 계속 스크롤을 내리면서 정보를 입력합니다.

Create Club Branch

Please enter New Club Branch Details.

* Branch Name: Example Club Branch

Branch Specialty: Life-Stage/Experience

Branch Sub-Specialty: -- none selected --

Club Branch Meeting Information (Optional)

Meeting Street: [] Meeting City: []

Meeting Zip Code: [] Meeting State/Prov: []

Meeting Country: [] Meeting Place: []

7 입력을 마치면 '다음'을 클릭합니다.

Meeting Country: [] Meeting Place: Community House

Meeting Week of the Month: Second

Meeting Local Place: [] Meeting Day: Tuesday

Meeting Time: 11:30

Online Meeting

Next



팁! 이제 임원 및 연락원을 입력할 순서입니다. 각 직책을 클릭하면 회원 명단이 나타납니다. 이름을 선택하십시오.

8

지회 연락원을 선택합니다.

United States

Create Club Branch

Assign a Branch Liaison Officer to the Primary Club

* Branch Liaison
Example Eight

Assign Club Branch Officers

* Branch President
--None--

* Branch Secretary
--None--

* Branch Treasurer
--None--

Details Data Export

Club Name
Sample Club For Training

Parent Account ⓘ

District 1 J

Region or Zone ⓘ

Zone 1

Club ID ⓘ

00158

Club Programs ⓘ

Club Details

Description

Membership Cards

Get Delegate

Confirmation Letter

View Reports

Create Club Branch

9 지회 회장을 선택합니다.

Create Club Branch

Assign a Branch Liaison Officer to the Primary Club

* Branch Liaison
Example Eight

Assign Club Branch Officers

* Branch President
Example Forty-Four

* Branch Secretary
--None--

* Branch Treasurer
--None--

10 지회 총무를 선택합니다.

Create Club Branch

Assign a Branch Liaison Officer to the Primary Club

* Branch Liaison
Example Eight

Assign Club Branch Officers

* Branch President
Example Forty-Four

* Branch Secretary
Example Forty-Five

* Branch Treasurer
--None--

11 지회 재무를 선택합니다.

The screenshot shows a web interface for assigning club branch officers. On the left, there is a sidebar with account details: Account Name (Example Club For Training), Parent Account (District 1 J), Region or Zone (SE Zone 1), Lion ID (200158), and Youth Programs. The main content area is titled 'Assign Club Branch Officers' and contains four dropdown menus: Branch Liaison (Example Eight), Branch President (Example Forty-Four), Branch Secretary (Example Forty-Five), and Branch Treasurer (Example Forty-Six). The 'Branch Treasurer' dropdown is highlighted with a purple circle. At the bottom of the form are 'Previous' and 'Continue' buttons. On the right side of the screen, there is a vertical list of buttons: Membership Cards, Get Delegate, Confirmation Letter, View Reports, Create Club Branch, Create New Application, and Edit Club Details. A blue person icon is visible in the bottom right corner.

12 '계속'을 클릭합니다.

This screenshot is identical to the previous one, showing the 'Assign Club Branch Officers' form. The 'Branch Treasurer' dropdown is still highlighted with a purple circle. However, the 'Continue' button at the bottom of the form is now highlighted with a purple circle, indicating the next step in the process. The rest of the interface, including the sidebar and the right-hand navigation menu, remains the same.

13 네 번째 회원을 선택합니다.

United States

Details Data Export

Account Name
Example Club For Training

Parent Account
District 1 J

Region or Zone
SE Zone 1

Lion ID
200158

Youth Programs

Club Details

Description

Create Club Branch

Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.

* Club Branch President
Exemplar

* Club Branch Secretary
Exemplar

* Club Branch Treasurer
Exemplar

* Member 4
Exemplar

* Member 5
--None--

* Would you like to add additional Members?
 Yes
 No

Previous Next

14 다섯 번째 회원을 선택합니다.

Club Details Data Export

Account Name
Example Club For Training

Parent Account
District 1 J

Region or Zone
SE Zone 1

Lion ID
200158

Youth Programs

Club Details

Description

Address

Create Club Branch

Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.

* Club Branch President
Exemplar

* Club Branch Secretary
Exemplar

* Club Branch Treasurer
Exemplar

* Member 4
Exemplar

* Member 5
Exemplar

* Would you like to add additional Members?
 Yes
 No

Previous Next

15 회원이 더 있는 경우, '네'를 선택한 후 추가로 입력할 수 있습니다.

Account Name
Example Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
SE Zone 1

Lion ID ⓘ
200158

Youth Programs ⓘ

Club Details

Description

Address

Billing Address

Membership Cards

Get Delegate

Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details

Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.

* Club Branch President
Exempl

* Club Branch Secretary
Exempl

* Club Branch Treasurer
Exempl

* Member 4
Exempl

* Member 5
Exempl

* Would you like to add additional Members?
 Yes
 No

Previous Next

16 지회 회원을 모두 선택했으면, '다음'을 클릭합니다.

Account Name
Example Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
Zone 1

Lion ID ⓘ
200158

Youth Programs ⓘ

Club Details

Description

Address

Billing Address

Membership Cards

Get Delegate

Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details

Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.

* Club Branch President
Exempl

* Club Branch Secretary
Exempl

* Club Branch Treasurer
Exempl

* Member 4
Exempl

* Member 5
Exempl

* Would you like to add additional Members?
 Yes
 No

Previous Next



팁! 클럽 지회가 생성되었으며, 국제협회에 승인 요청이 접수되었다고 안내하는 녹색창이 나타납니다. 'X'를 클릭하여 알림창을 닫습니다.

클럽 지회 살펴보기

17

'더보기'를 클릭합니다.

The screenshot displays a web interface for club management. On the left, the 'Club Details' section includes fields for 'Description', 'Website', 'Address', 'Billing Address', and 'Shipping Address'. Below this is 'Meeting Location 1' with fields for 'Meeting Place', 'Town Center', 'Meeting Week of Month', 'Meeting Local Place', and 'Meeting Local Street'. On the right, a sidebar contains buttons for 'Create Club Branch', 'Create New Application', and 'Edit Club Details'. Below these buttons is a 'Club Me...' section with a 'More' button. The 'Active Members' list is visible, showing '56 of 56 items' and a search bar. The list includes columns for 'N.', 'M.', 'M.', and 'M.', with a 'Lion-' entry visible. A blue circular icon with a person symbol is located at the bottom right of the list.

18 '스폰서한 클럽'을 클릭합니다.

The screenshot displays a web interface for club management. On the left, there is a 'Club Details' form with fields for 'Description', 'Website', 'Address', 'Billing Address', 'Shipping Address', and 'Meeting Location 1'. The 'Meeting Location 1' section includes fields for 'Meeting Place', 'Meeting Local Place', 'Meeting Week of Month', and 'Meeting Local Street'. On the right, there is a sidebar with buttons for 'Create New Application' and 'Edit Club Details'. Below these buttons is a menu with options 'Club Me...', 'Club Offic...', and 'More'. The 'Sponsored Clubs' option under 'More' is highlighted with a purple circle. Below the menu is a section for 'Active Members' with 56 items and a search bar. At the bottom right, there is a blue circular icon with a person silhouette.

i 팁! '스폰서한 클럽'에는 귀 클럽이 스폰서한 모든 유형의 클럽이 표시되며, 다음이 해당됩니다.

- 클럽 지회
- 레오클럽
- 신청 중인 신생 클럽

19 스폰서한 클럽 목록이 나타납니다. 클럽명 앞 선택란을 체크합니다.

Springfield, Illinois 60565
United States

Shipping Address
24 Any Place
Springfield, Illinois 60565
United States

Meeting Location 1

Meeting Place ⓘ Town Center	Meeting Local Place ⓘ टाउन सेंटर
Meeting Week of Month ⓘ 1st	Meeting Local Street ⓘ
Meeting Day ⓘ Monday	Meeting Local City ⓘ
Meeting Time ⓘ 7:00	Meeting Local Zip Code ⓘ
Meeting Street ⓘ 1555 Town Road	Meeting Local State or Prov ⓘ IL
Meeting City ⓘ Springfield	Meeting Local Country ⓘ US


Club Mem... **Sponsor...** More

▼ Sponsored Clubs

1 of 1 item • 0 items selected

Q Search this list...

<input type="checkbox"/>	N ▼	T. ▼	S. ▼	Ch.
<input type="checkbox"/>	Example Club Branch	Club Branch	Pending Approval	

View 

20 자세한 내용을 확인하려면 '보기'를 클릭합니다.

Springfield, Illinois 60565
United States

Shipping Address
24 Any Place
Springfield, Illinois 60565
United States

Meeting Location 1

Meeting Place ⓘ Town Center	Meeting Local Place ⓘ टाउन सेंटर
Meeting Week of Month ⓘ 1st	Meeting Local Street ⓘ
Meeting Day ⓘ Monday	Meeting Local City ⓘ
Meeting Time ⓘ 7:00	Meeting Local Zip Code ⓘ
Meeting Street ⓘ 1555 Town Road	Meeting Local State or Prov ⓘ IL
Meeting City ⓘ Springfield	Meeting Local Country ⓘ US


Club Mem... **Sponsor...** More

▼ Sponsored Clubs

1 of 1 item • 1 item selected

Q Search this list...

<input checked="" type="checkbox"/>	N ▼	T. ▼	S. ▼	Ch.
<input checked="" type="checkbox"/>	Example Club Branch	Club Branch	Pending Approval	

View 

21 스폰서한 클럽이 표시됩니다.

참고: 현재 상태는 '승인 대기'이며, 승인되면 상태가 '활성화'로 변경됩니다.

Home Membership ▾ Service ▾ Learn More ▾

Account Example Club Branch + Follow

Lion ID	Type	Status	Billing Address
200164	Club Branch	Pending Approval	

Club Details

Account Name	Type ⓘ
Example Club Branch	Club Branch
Parent Account ⓘ	Active Member Count
Example Club For Training	0
Region or Zone ⓘ	Club Specialty ⓘ
Lion ID ⓘ	Club Sub-Specialty ⓘ
200164	
Youth Programs ⓘ	Specialty Description ⓘ

Club Acti...

[Edit Club Branch](#)

Club Me... Club Offic...

▼ Active Members

Active Members

22 회원 명단을 보려면 '전체 보기'를 클릭합니다.

Address

Billing Address

Shipping Address

Meeting Location 1

Meeting Place ⓘ	Meeting Local Place ⓘ
Community House	
Meeting Week of Month ⓘ	Meeting Local Street ⓘ
Meeting Day ⓘ	Meeting Local City ⓘ
Meeting Time ⓘ	Meeting Local Zip Code ⓘ
Meeting Street ⓘ	Meeting Local State or Prov ⓘ
Meeting City ⓘ	Meeting Local Country ⓘ
Meeting State or Prov ⓘ	Online Meeting 1 ⓘ

Example	Regular	lionfa	167
Forty-	ar	ke.co	-78
Seven	[Activ	m	88
	e]		
Example	Lion-	zuser	(63
Forty-	Branch	044@	0)
Seven	h-	lionfa	134
	Regul	ke.co	-45
Four	ar	m	55
	[Activ		
	e]		

[View All](#)

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



팁! 클럽 회원을 클럽 지회 소속으로 입력하면, 그 회원의 '회원 유형'은 '지회' 회원으로 표시됩니다.

23

클럽 지회 회원 명부가 나타납니다. 확인 후 아래와 같이 링크를 클릭하여 '클럽 지회' 페이지로 돌아갑니다.

Lion Portal

Search [Search] [Bell] [User]

Home Membership ▾ Service ▾ Learn More ▾

Accounts > Example Club Branch
Club Branch Members

5 items · Updated a few seconds ago [Settings] [Refresh] [Filter]

	Contact Full ... ▾	Membershi... ▾	Start ... ▾	E... ▾	Members... ▾	Membershi... ▾	Membershi... ▾	
1	Example Forty-F...	Lion-Branch-Re...	4/15/20...		Active Memb...	Example Twent...	MEMBER#0011...	▾
2	Example Forty-Six	Lion-Branch-Fa...	4/15/20...		Active Memb...	Example Twent...	MEMBER#0011...	▾
3	Example Forty-E...	Lion-Branch-For...	6/14/20...		Active Memb...	Example One	MEMBER#0011...	▾
4	Example Forty-S...	Lion-Branch-Re...	6/14/20...		Active Memb...	Example Eleven	MEMBER#0011...	▾
5	Example Forty-F...	Lion-Branch-Re...	6/14/20...		Active Memb...	Example Forty-F...	MEMBER#0011...	▾

24 '클럽 임원'을 클릭합니다.

Home Membership ▾ Service ▾ Learn More ▾

Account Example Club Branch + Follow

Account ID	Type	Status	Billing Address
00164	Club Branch	Pending Approval	

Details

Account Name	Type ⓘ
Example Club Branch	Club Branch
Parent Account ⓘ	Active Member Count
Example Club For Training	0
Region or Zone ⓘ	Club Specialty ⓘ
	Club Sub-Specialty ⓘ
Account ID ⓘ	Specialty Description ⓘ
00164	
Auth Programs ⓘ	

Club Acti...

Edit Club Branch

Club Me... Club Offi...

Active Members

Active Members

5 of 5 items

25 '현임원'과 '전임원'이 표시됩니다. 스크롤을 내려 전체보기로 이동합니다.

Example Club Branch

Parent Account ⓘ	Active Member Count
Example Club For Training	0
Region or Zone ⓘ	Club Specialty ⓘ
	Club Sub-Specialty ⓘ
Account ID ⓘ	Specialty Description ⓘ
00164	
Auth Programs ⓘ	Charter Established Date ⓘ

Club Details

Description	Website

Address

Billing Address
Billing Address

Active Officers

4 of 4 items

Search this list...

Example Branch	zuser044 (630)
Forty-Four President	@lio134-nfake4555.com
Example Branch	zuser045 (630)
Forty-Five Secretary	@lio145-nfake5666.com

26 전체 임원 명단을 확인하기 위해 '전체 보기'를 클릭합니다.

Meeting Week of Month ⓘ Meeting Local Street ⓘ

Meeting Day ⓘ Meeting Local City ⓘ

Meeting Time ⓘ Meeting Local Zip Code ⓘ

Meeting Street ⓘ Meeting Local State or Prov ⓘ

Meeting City ⓘ Meeting Local Country ⓘ

Meeting State or Prov ⓘ Online Meeting 1 ⓘ

Meeting Zip Code ⓘ Online Meeting 1 Place ⓘ

Meeting Country ⓘ Online Meeting 1 Address ⓘ

Meeting Location 2

Meeting 2 Place ⓘ Meeting 2 Local Place ⓘ

Non-Active Officers

0 of 0 items

Search this list...

Na...	Title	End D...
No items to display.		

View All

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

27 임원 명단이 표시됩니다.

'OTA-#####' 링크를 클릭하여 '공식 직책'(OTA)을 확인합니다.
클럽 페이지로 돌아가려면 클럽명을 클릭합니다.

Search Search

Home Membership Service Learn More

Accounts > Example Club Branch Officers

4 items • Sorted by End Date • Updated a few seconds ago

	Member Full ...	Title	Member Email	Member P...	O...	E. ↓	Officer T...
1	Example Eight	Branch Liaison	zuser008@lionfake.co...	(630) 456-78...	Active	OTA-7290348	
2	Example Forty-Four	Branch Preside...	zuser044@lionfake.co...	(630) 134-45...	Active	OTA-7290349	
3	Example Forty-Five	Branch Secretary	zuser045@lionfake.co...	(630) 145-56...	Active	OTA-7290350	
4	Example Forty-Six	Branch Treasurer	zuser046@lionfake.co...	(630) 156-67...	Active	OTA-7290351	



주의! '승인 대기' 상태인 경우, 클럽 지회 정보를 수정할 수 없습니다. 수정이 필요한 경우, 회원 서비스 센터로 연락하십시오.

28

국제협회가 클럽 지회를 승인하면 상태가 '활성화'로 표시됩니다.

The screenshot shows a web application interface for managing club branches. At the top, there is a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More' menus. Below the navigation bar, the user's account information is displayed as 'Account Example Club Branch' with a '+ Follow' button. A table lists club branches with columns for 'Lion ID', 'Type', 'Status', and 'Billing Address'. The first entry has a Lion ID of 200164, Type of 'Club Branch', and Status of 'Active', which is circled in purple. Below the table, there are two panels: 'Club Details' and 'Club Acti...'. The 'Club Details' panel shows fields for 'Account Name' (Example Club Branch), 'Parent Account' (Example Club For Training), 'Region or Zone', 'Type' (Club Branch), 'Active Member Count' (0), and 'Club Specialty'. The 'Club Acti...' panel has an 'Edit Club Branch' button. At the bottom, there are tabs for 'Club Me...' and 'Club Offic...', and a dropdown menu for 'Active Members'.

29

'클럽 지회 수정하기'를 클릭하여 수정 가능한 항목을 확인합니다.

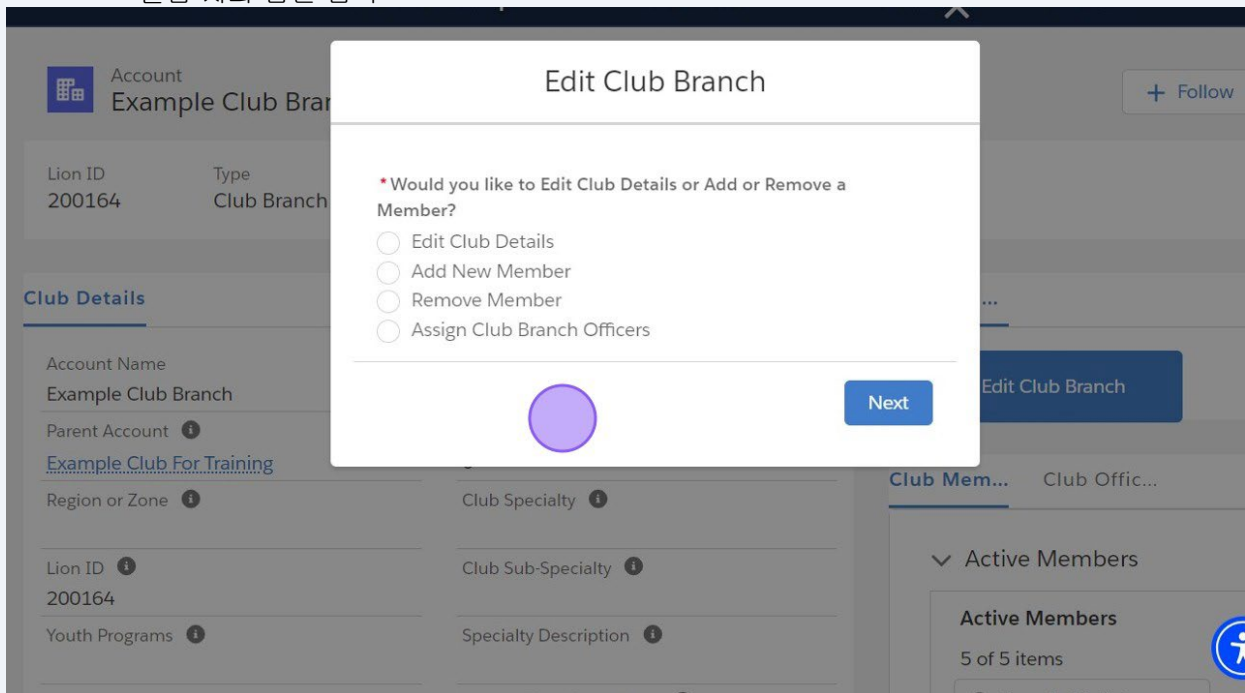
The screenshot shows a web interface for an account named 'Example Club Branch'. At the top, there is a header with the account name and a '+ Follow' button. Below the header is a table with columns: 'Account ID', 'Type', 'Status', and 'Billing Address'. The table contains one row with values: '00164', 'Club Branch', 'Active', and an empty cell. Below the table is a 'Details' section with several fields: 'Account Name' (Example Club Branch), 'Parent Account' (Example Club For Training), 'Region or Zone', 'Account ID' (00164), and 'Auth Programs'. To the right of these fields are 'Type' (Club Branch), 'Active Member Count' (0), 'Club Specialty', 'Club Sub-Specialty', and 'Specialty Description'. On the far right, there is a 'Club Acti...' section with a prominent blue button labeled 'Edit Club Branch'. Below that, there are sections for 'Club Me...' and 'Club Offic...', and a 'Active Members' section showing '5 of 5 items'.



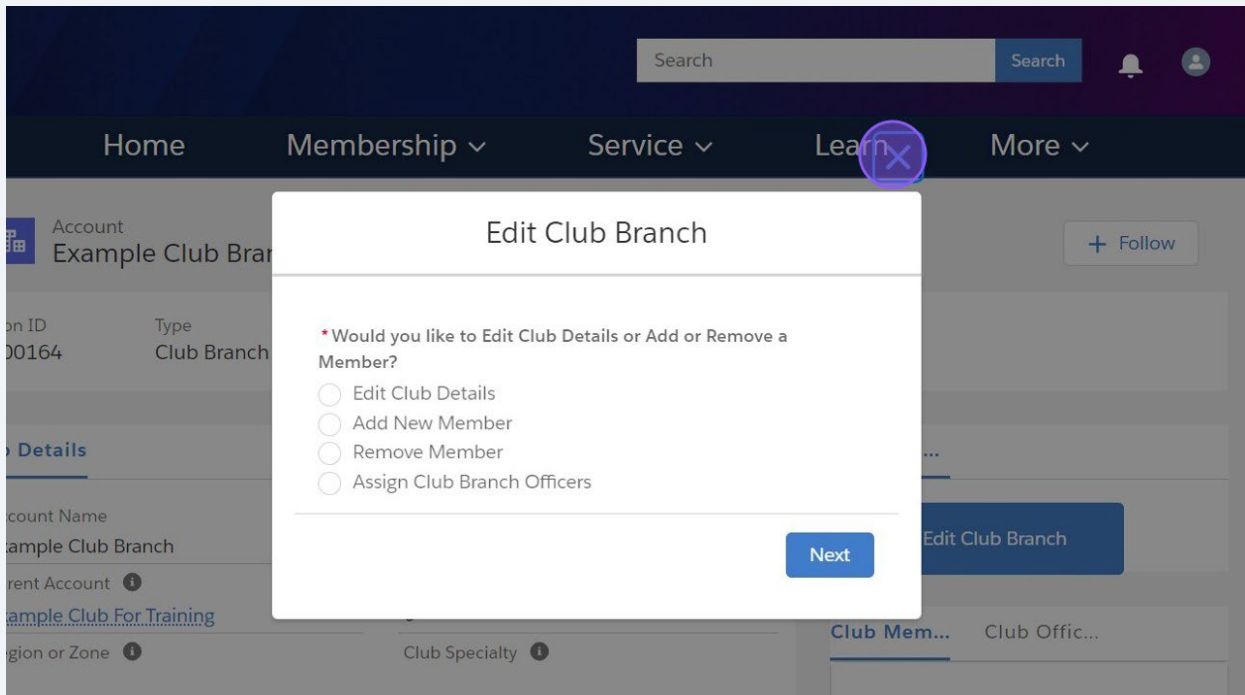
주의! 클럽 지회 명부에는 클럽 회원만 추가할 수 있습니다. 지회 회원으로 추가하려면 먼저 스폰서 클럽(모클럽)에 '회원 추가'를 하십시오. 그러면 '클럽 지회 수정 - 신입회원 추가' 명단에 그 회원 이름이 표시됩니다.

30 클럽 지회의 수정 가능한 항목은 다음과 같습니다.

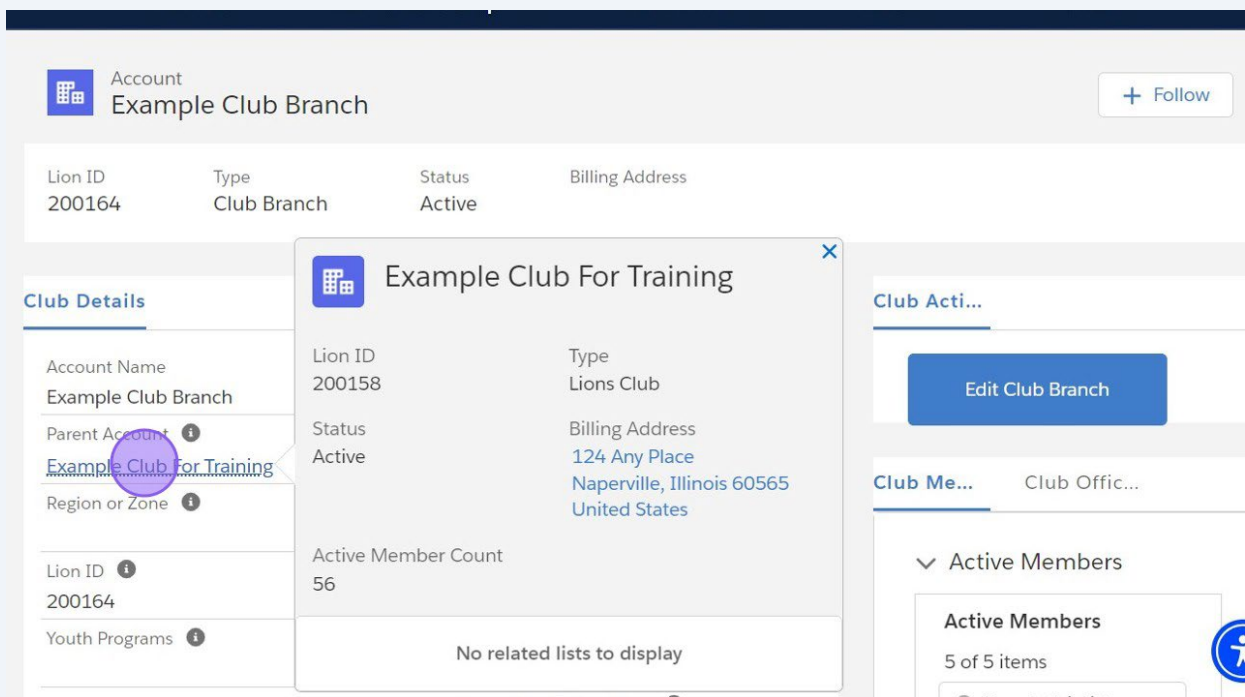
- 클럽 정보 수정
- 신입회원 추가
- 회원 삭제
- 클럽 지회 임원 입력



31 이 창을 닫으려면 "X"를 클릭합니다.



32 '상위 계정' 링크를 클릭하여 스폰서 클럽 페이지로 이동합니다.



33 메인 페이지로 돌아가려면 '홈'을 클릭합니다.

The screenshot shows a web application interface with a dark blue header. At the top right, there is a search bar with the text 'Search' and a search button. Below the header is a navigation menu with items: Home (highlighted with a purple circle), Membership, Service, Learn, and More. Below the navigation menu, there is a section for 'Account 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	56

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), 'Type' (Lions Club), 'Parent Account' (District 1 J), and 'Active Member Count' (56). To the right of the 'Club Details' tab, there is a 'Member ...' tab and a 'Club Acti...' tab. Below the 'Member ...' tab, there is a blue button labeled 'Manage Club Members'.

34 이상으로 '클럽 활동 - 클럽 지회 조직하기'를 마치겠습니다.

The screenshot shows a web application interface with a dark blue header. Below the header, there is a white box with the text 'Welcome Example One!'. Below this, there are four navigation options, each with an icon and a label: 'MY MEMBERSHIP' (with a person icon), 'MY CLUB' (with a house icon), 'MY CA' (with a star icon), and 'MY ASSOCIATION' (with a Lions Club logo icon). In the bottom right corner, there is a purple circle and a blue circle with a person icon.