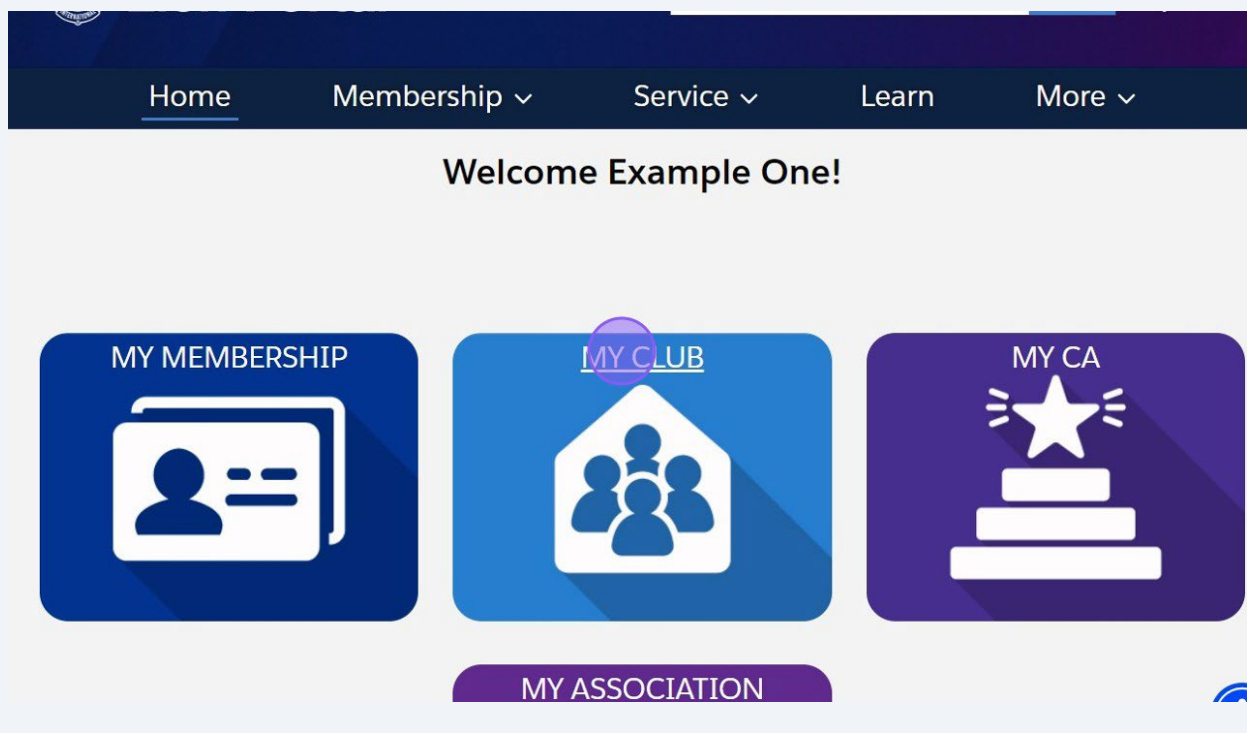


管理分會會員 - 編輯會員： 辦理復會

本指南提供辦理會員復會的逐步流程，對於希望有效管理會籍變更的分會行政人員來說非常重要。其中概述在指定復會期限內外的復會流程，確保需求的明確性，例如適用時需要輔導會員等。本指南以清晰的說明和視覺提示簡化復會的流程，幫助分會保持積極的會員管理。

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

2 點選「我的分會」



在復會期限內復會



備註！退會日期在復會期限內的會員，復會時的會員「新增類型」將顯示為「復會會員」。此情況下不需要新的輔導會員。

3

點選「管理分會會員」

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	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
Club ID ⓘ	Club Sub-Specialty ⓘ
00158	

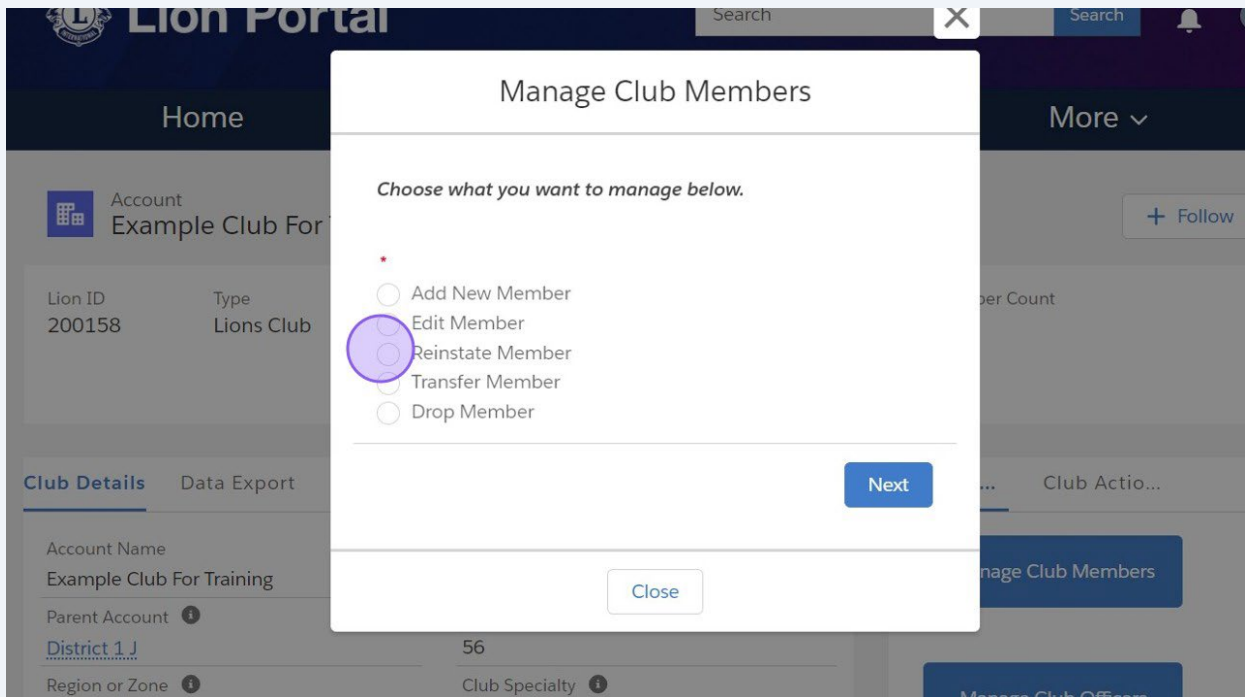
Member ... Club Acti...

Manage Club Members

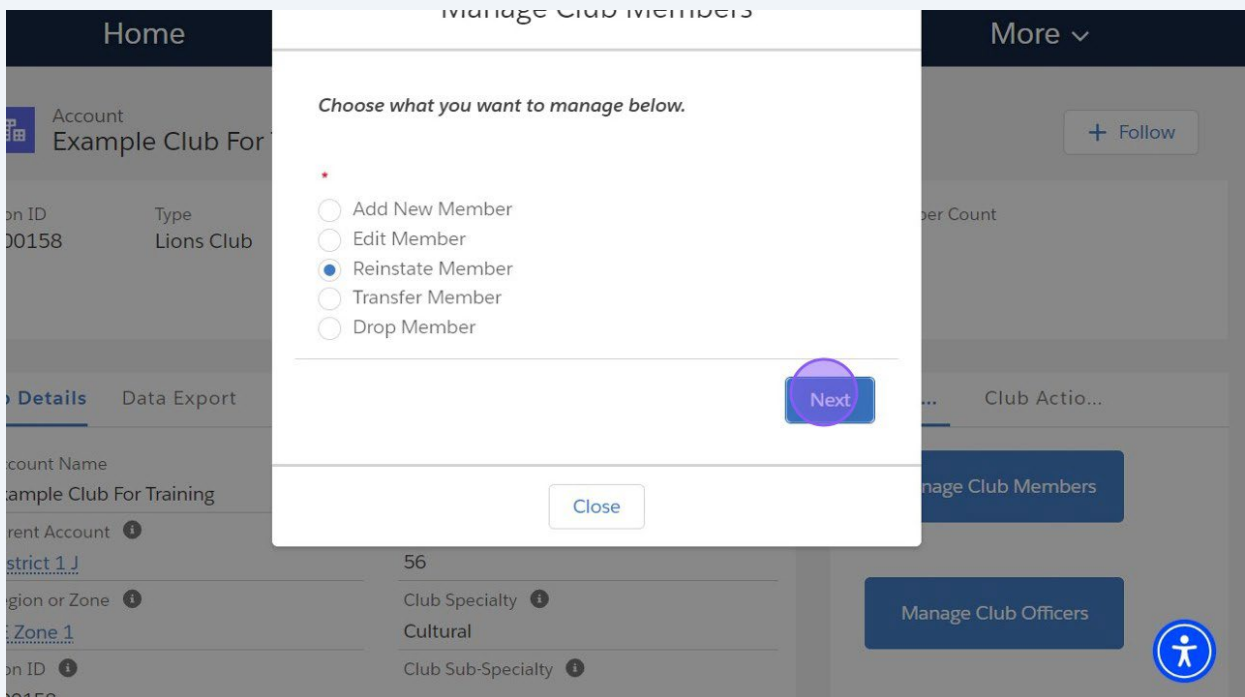
Manage Club Officers



4 點選「辦理復會」



5 點選「下一步」



6

顯示該分會中符合復會資格的已退會會員清單。點選會員旁邊的「單選按鈕」進行復會。

Select A Member To Reinstatement
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

點選「下一步」

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

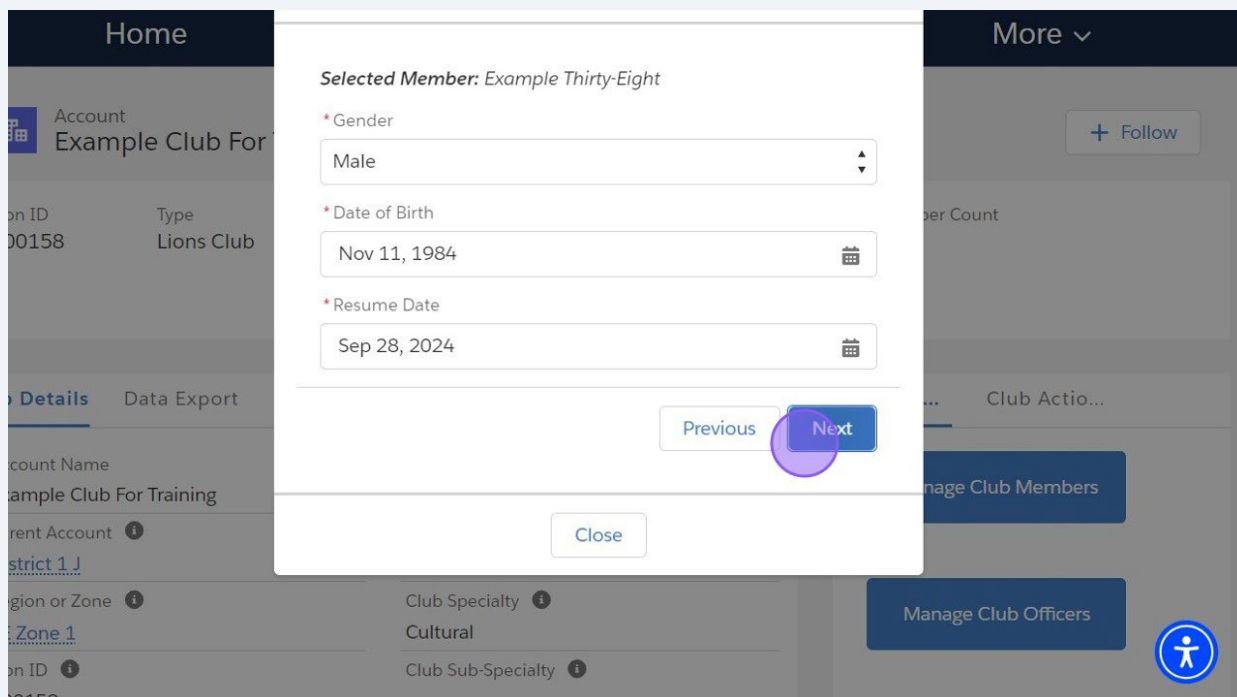
<input type="radio"/>	Exempl e Sixty- Seven	Lion	266916 07	Aug 31, 2019	Drop Non- Atten- dance
<input checked="" type="radio"/>	Exempl e Thirty- Eight	Lion	266915 88	Aug 31, 2024	Drop Resign ed in Good Standi ng

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

Previous **Next**

Close

8 輸入「復會日期」，並點選「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

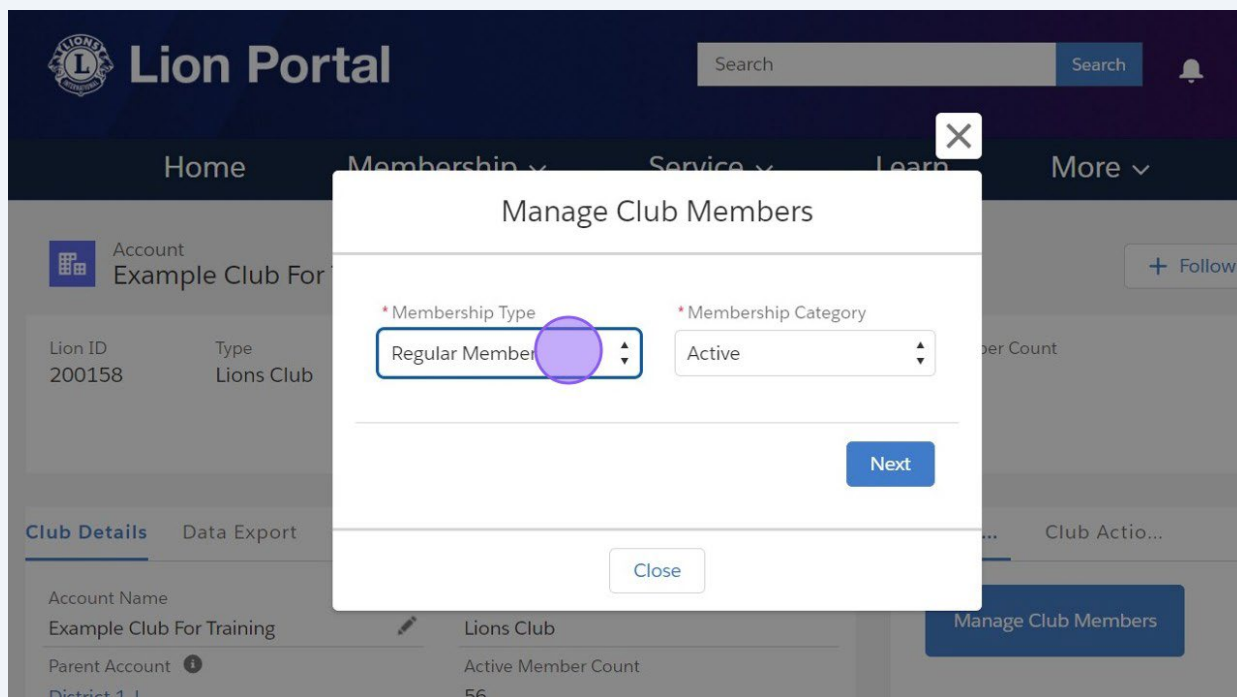
* Date of Birth
Nov 11, 1984

* Resume Date
Sep 28, 2024

Previous Next

Close

9 從下拉式選單中選擇「會籍類型」。



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

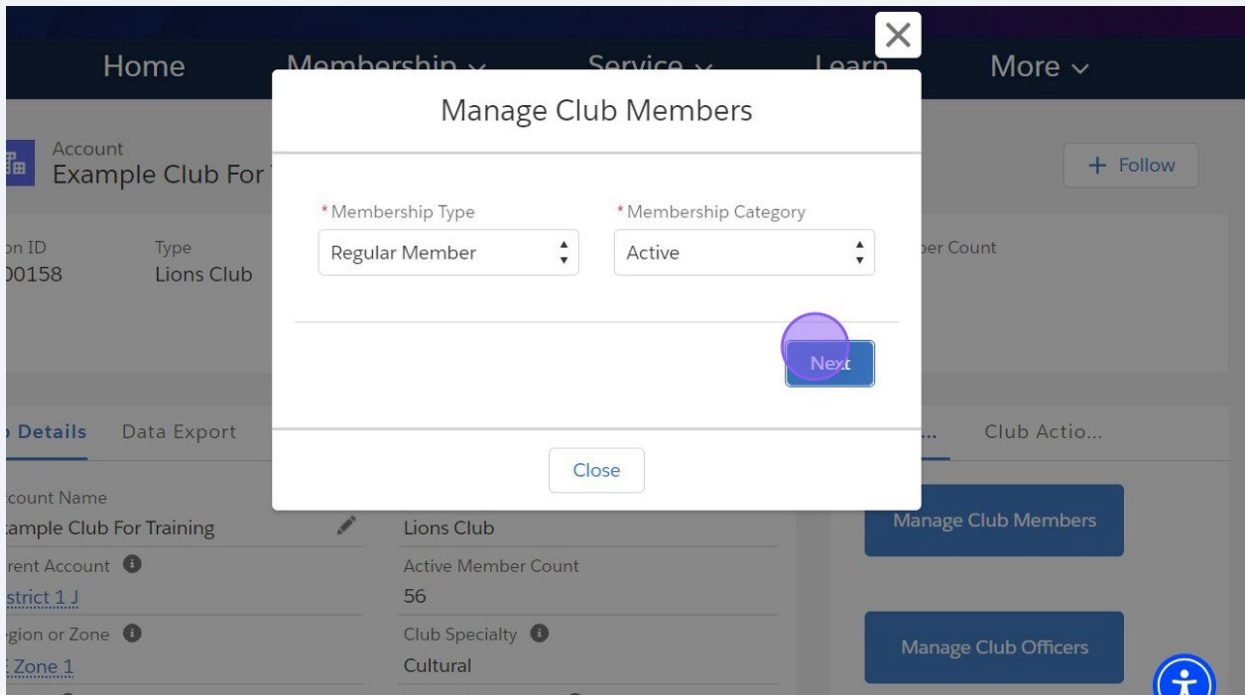
Membership Type
Regular Member

Membership Category
Active

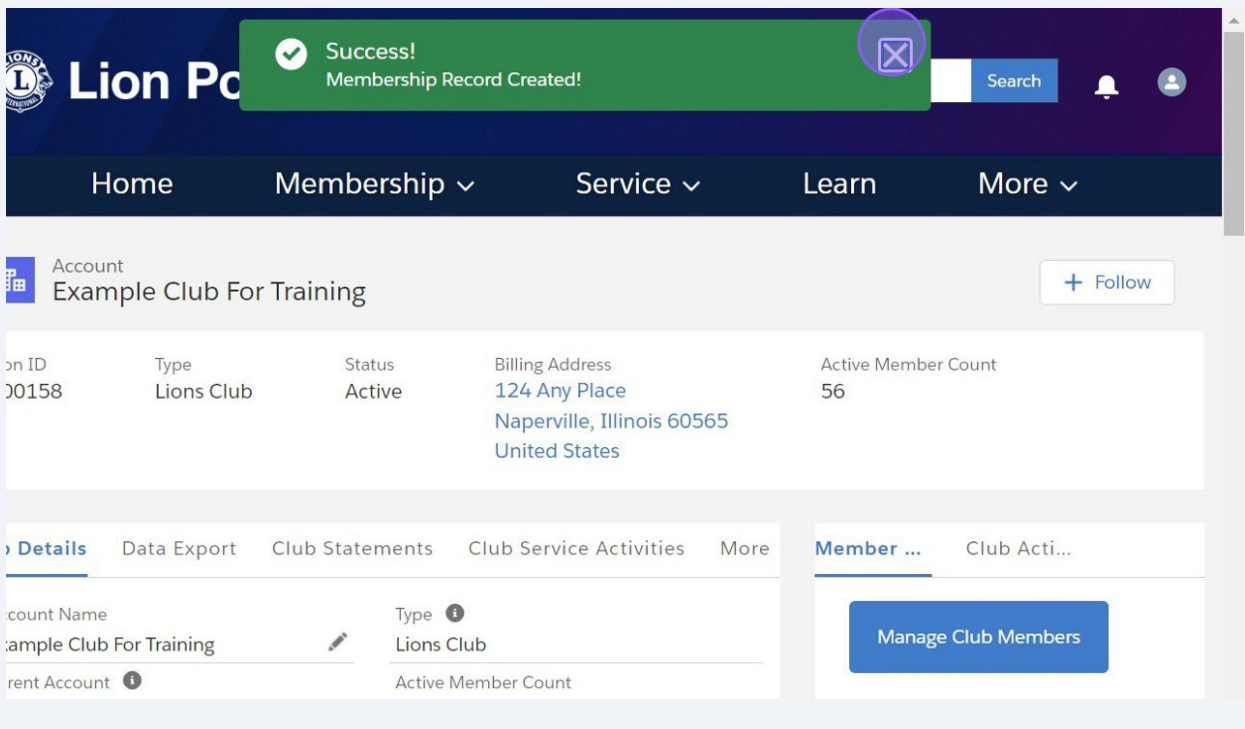
Next

Close

10 確認「會籍類別」，預設值為「活躍」。點選「下一步」



1 系統將顯示一則綠色的確認訊息。點選“X”圖示關閉該訊息。





查看新的會籍記錄。

12

在分會頁面中點選「查看全部」

Meeting City <i>i</i> Mapleville	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> 3565	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		msn.c	55

[View All](#)

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

13 滾動至會員的會籍。

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]	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 點選右側藍色連結，以查看會籍記錄的詳細資訊。

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...
	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 顯示詳細資訊。注意！「新增類型」顯示「復會會員」。

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



在復會期限外復會

16 點選「管理分會會員」

Home Membership ▾ Service ▾ Learn More ▾

Account [Example Club For Training](#) [+ Follow](#)

Club ID 00158	Type Lions Club	Status Active	Billing Address 124 Any Place Naperville, Illinois 60565 United States	Active Member Count 57
------------------	--------------------	------------------	---	---------------------------


Details Data Export Club Statements Club Service Activities More

Club 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
Club ID ⓘ 00158	Club Sub-Specialty ⓘ

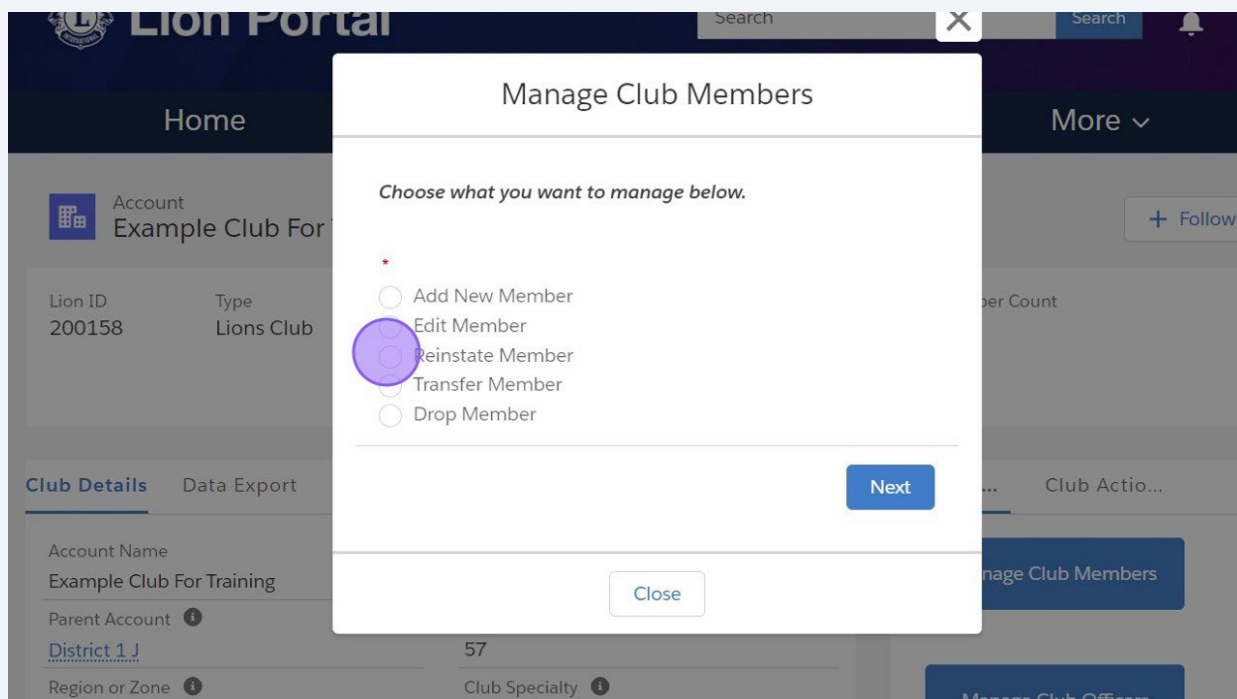
Member ... Club Acti...

[Manage Club Members](#)

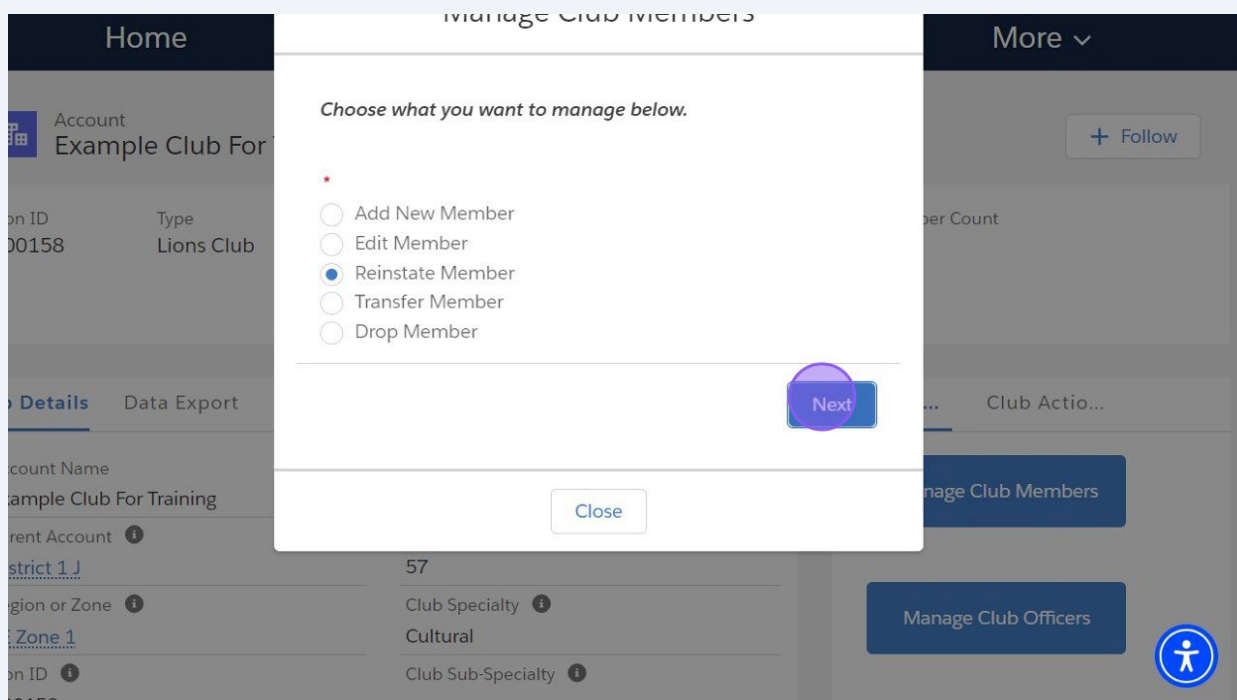
[Manage Club Officers](#)



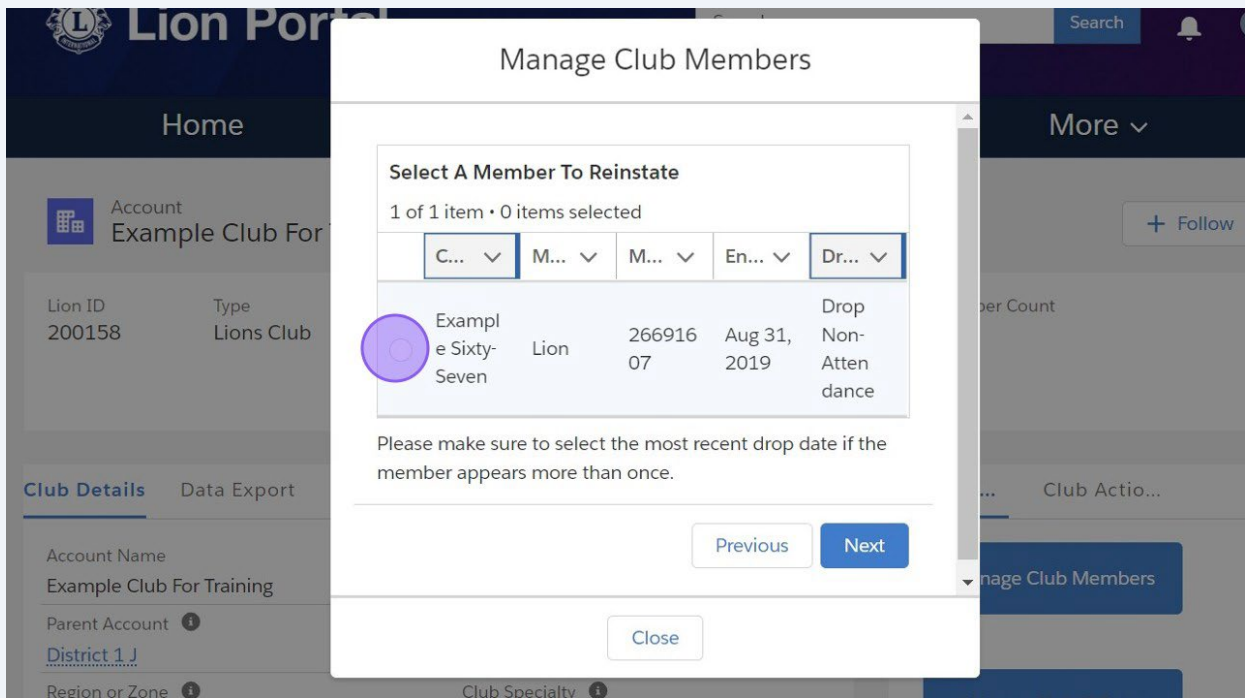
17 點選「復會會員」「單選按鈕」。



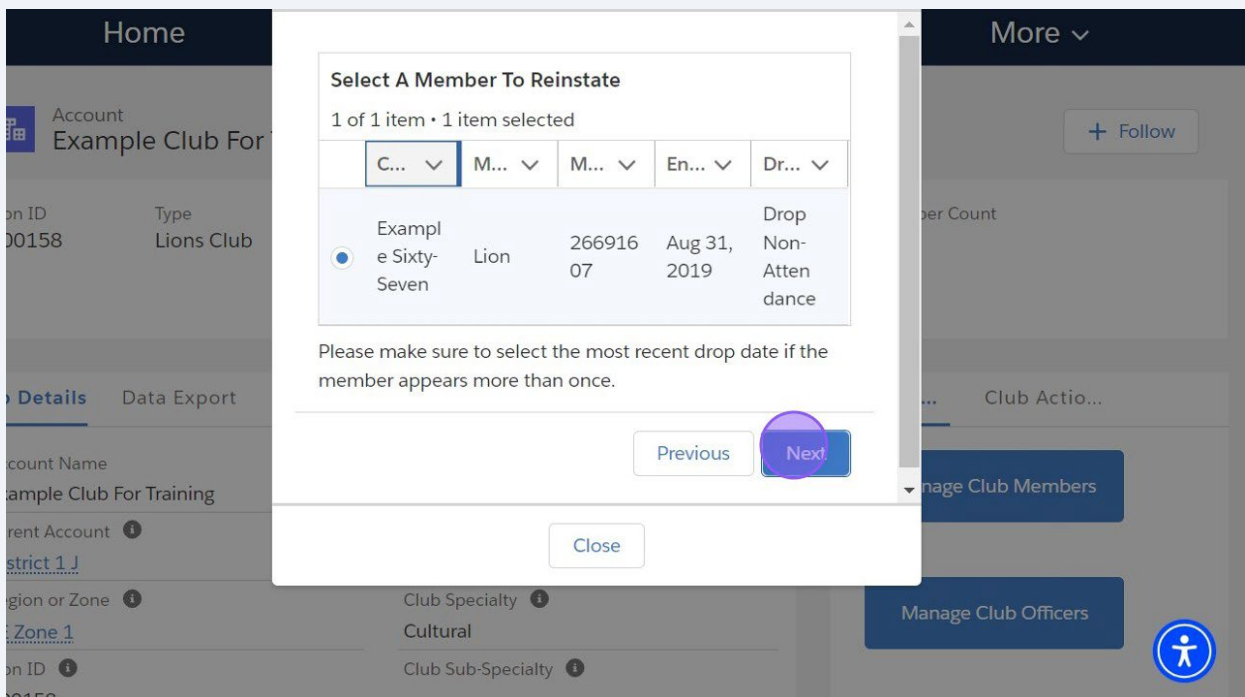
18 點選「下一步」



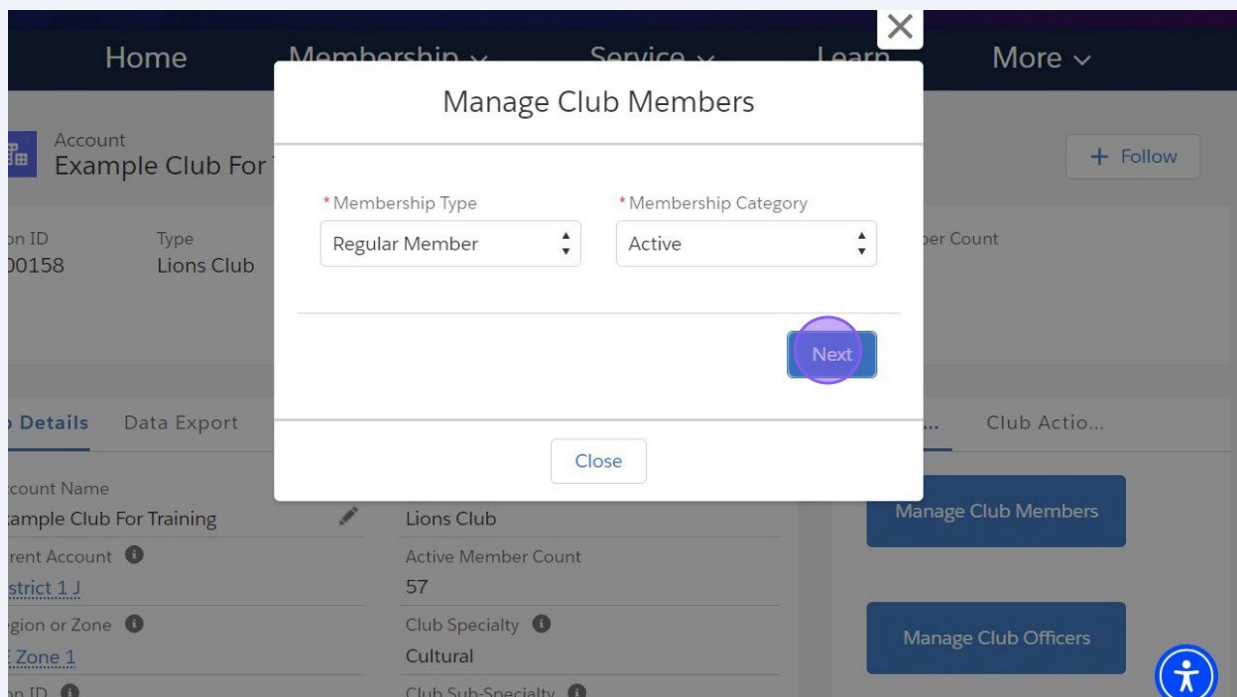
點選會員旁邊的「單選按鈕」以進行復會



20 點選「下一步」

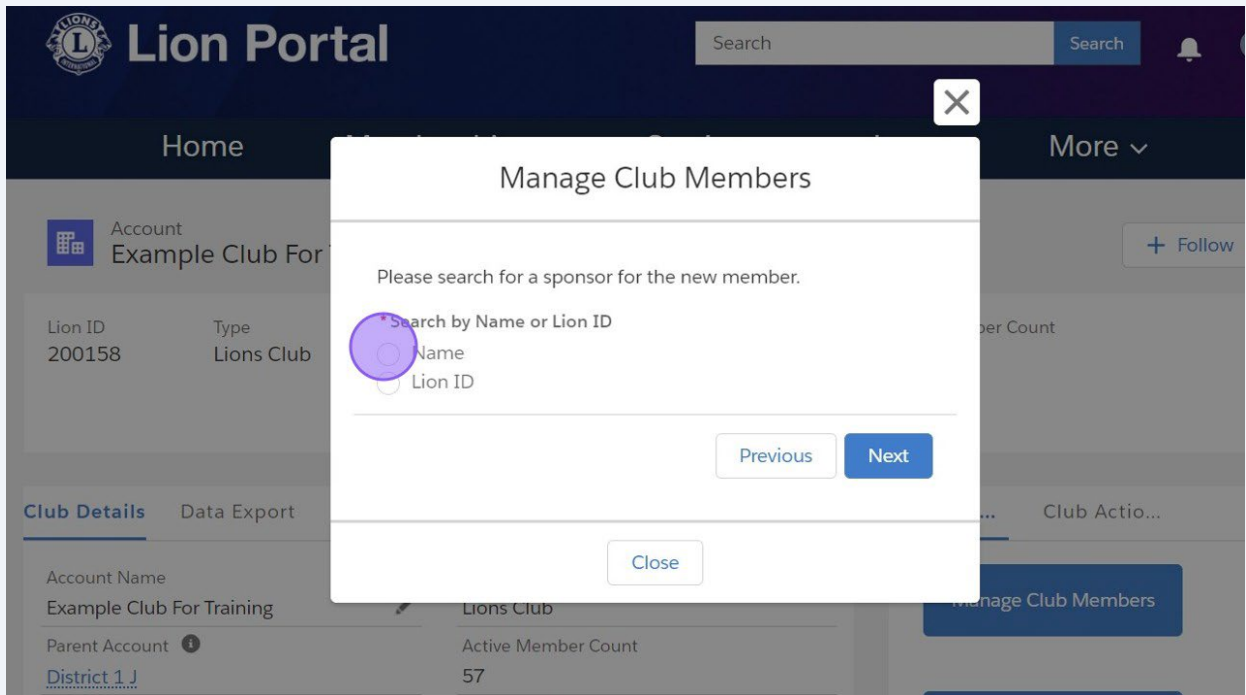


23 點選「下一步」

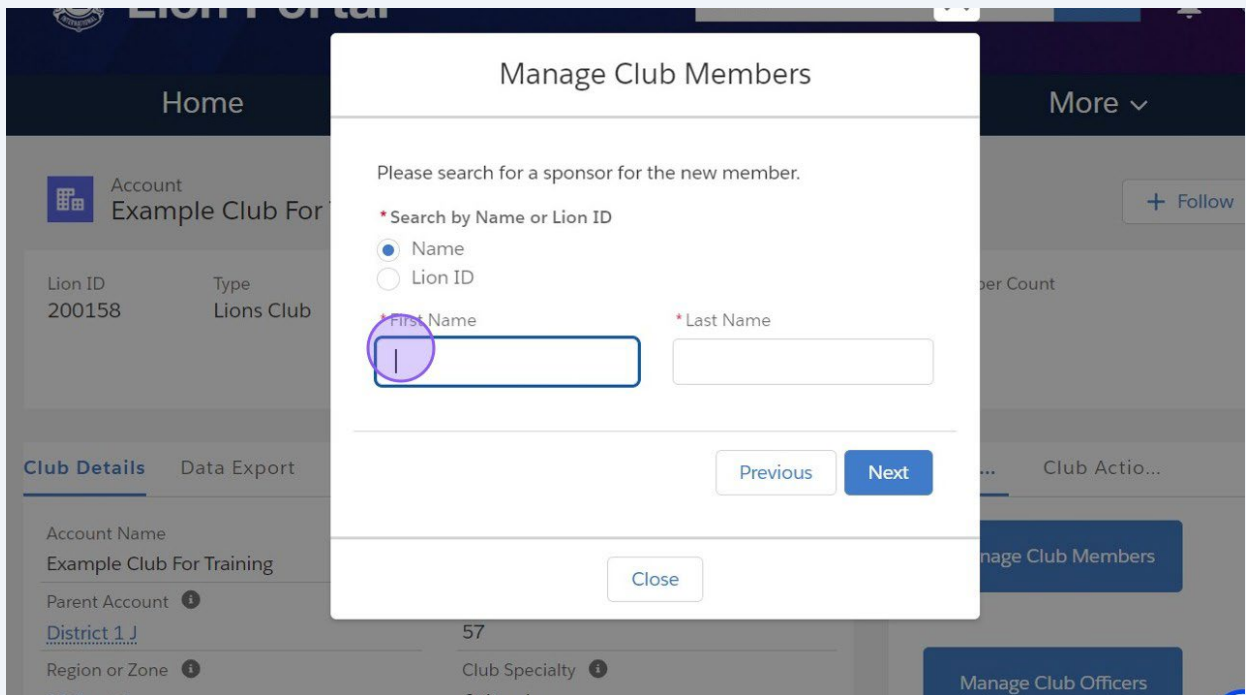


注意！復會的會員必須有一名輔導會員才能復會。

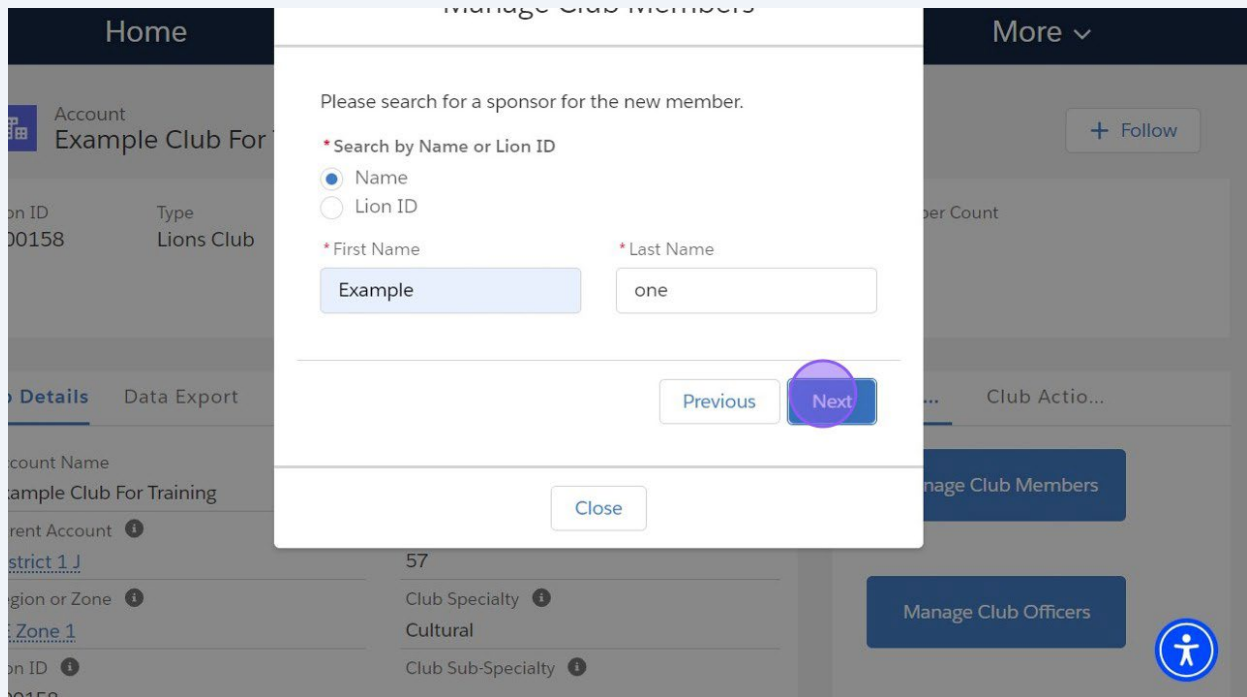
24 按姓名或會員號碼搜尋輔導會員。



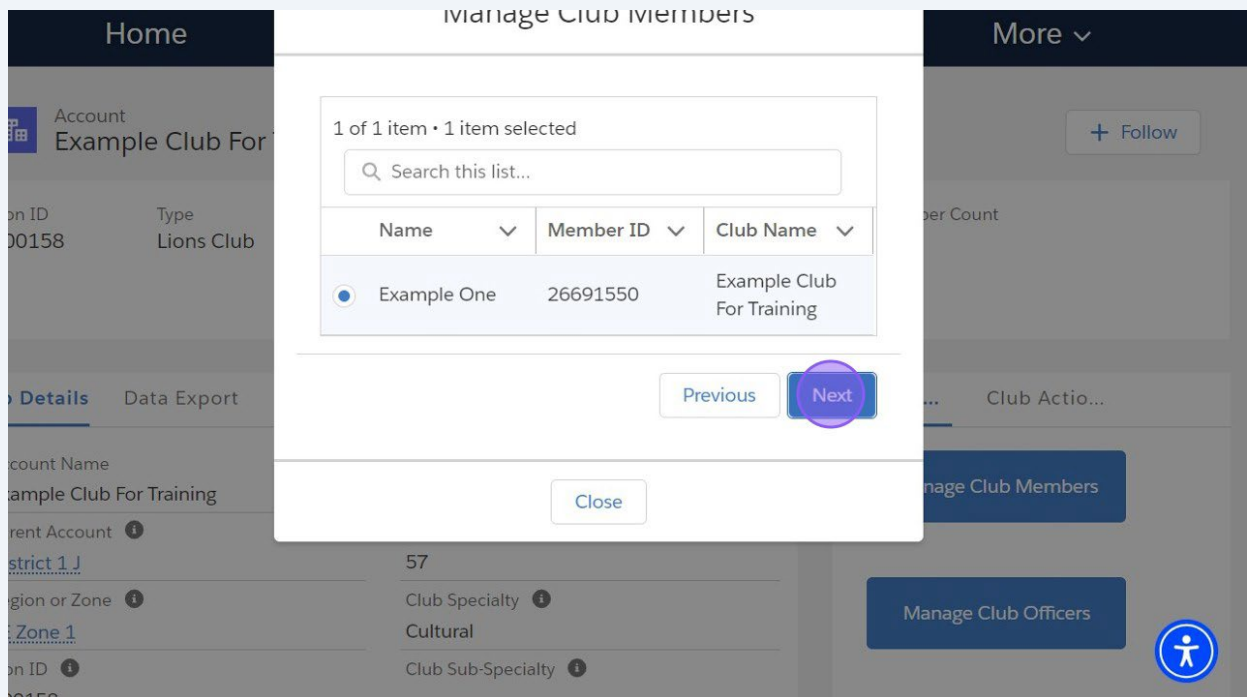
25 點此文字欄位。



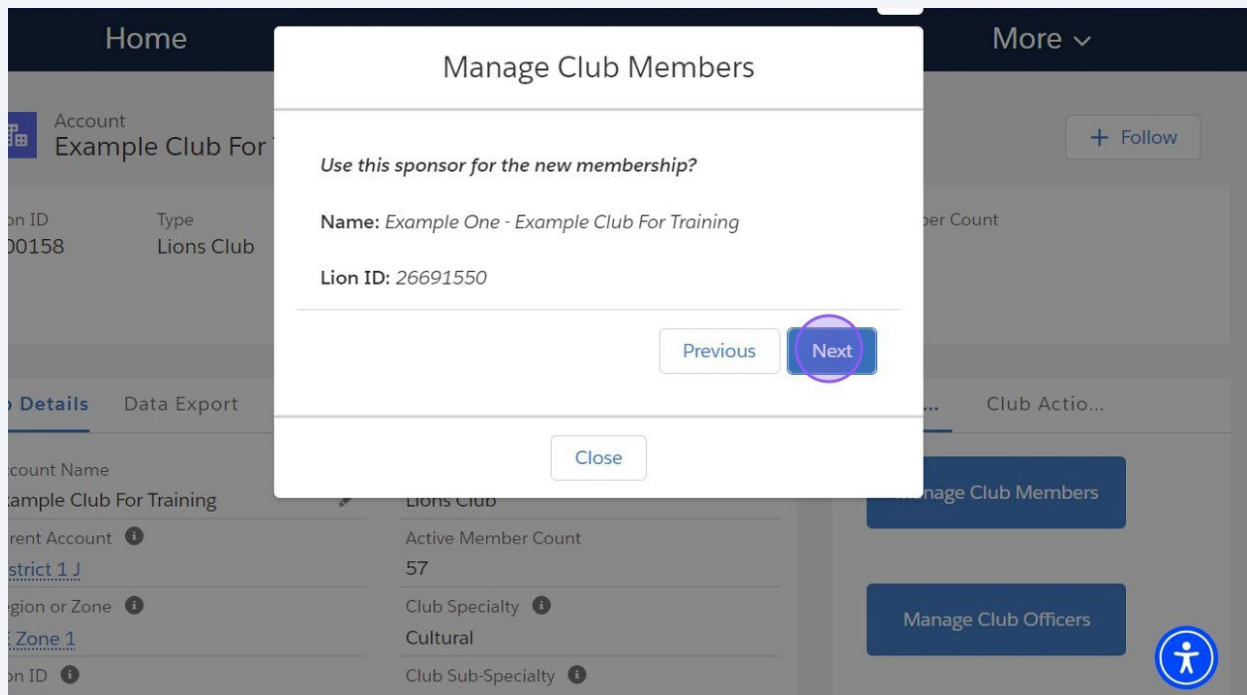
26 輸入搜尋欄位，並點選「下一步」



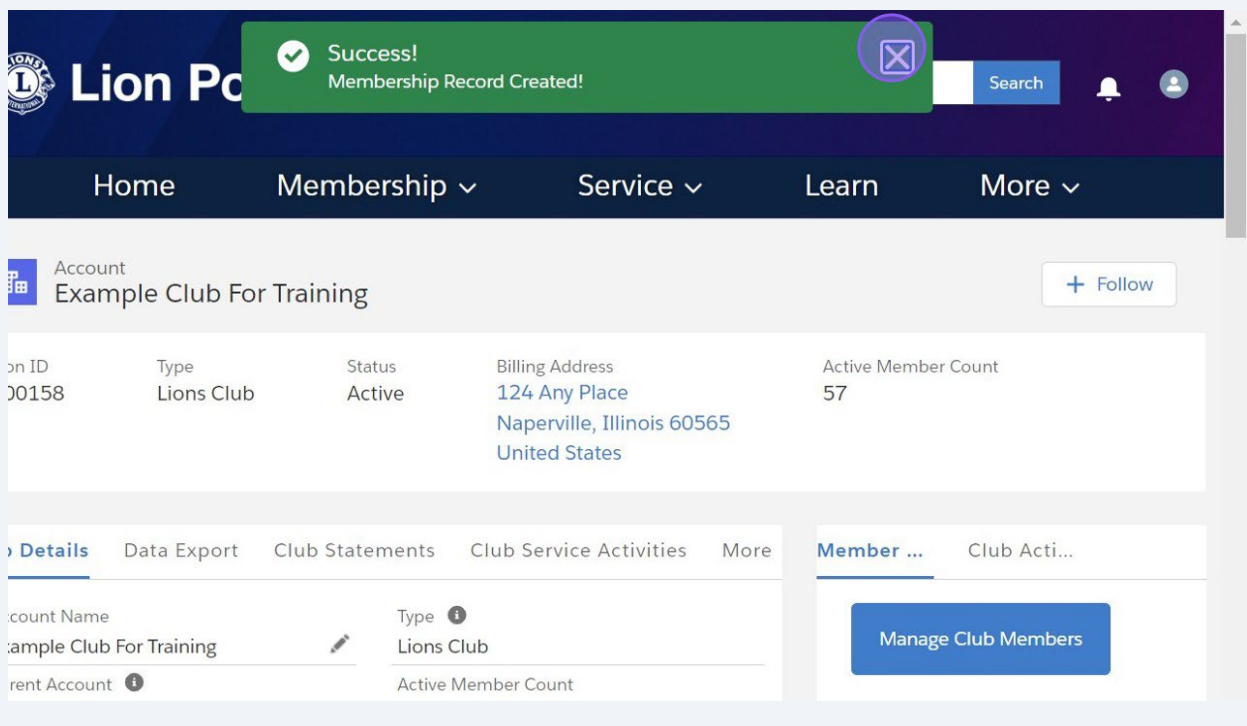
27 點選輔導會員姓名旁的「單選按鈕」，然後點選「下一步」



28 確認輔導會員，並點選「下一步」



2 系統將顯示一則綠色的確認訊息。點選“X”圖示關閉該訊息。





查看新的會籍記錄。

30

點選「查看全部」

12 TOWN ROAD

Meeting City ⓘ
Maperville

Meeting State or Prov ⓘ

Meeting Zip Code ⓘ
2565

Meeting Country ⓘ
United States

Meeting Location 2

Meeting 2 Place ⓘ

Meeting 2 Week of Month ⓘ

Meeting 2 Day ⓘ

Meeting 2 Time ⓘ

Meeting 2 Street ⓘ

IL

Meeting Local Country ⓘ
US

Online Meeting 1 ⓘ

Online Meeting 1 Place ⓘ

Online Meeting 1 Address ⓘ

Meeting 2 Local Place ⓘ

Meeting 2 Local Street ⓘ

Meeting 2 Local City ⓘ

Meeting 2 Local Zip Code ⓘ

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
Exam er-	008@	0)

[View All](#)

Contact Members Services

Email: lionssupport@lionsclubs.org

Phone: (+001) 630-468-6900

31 滾動至會員的會籍記錄。

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 點選右側藍色連結，以查看會籍記錄的詳細資訊。

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 請注意，此復會的「新增類型」顯示為「新建」。

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 點選分會名稱中的藍色連結以返回分會頁面

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 點選「首頁」以返回登陸頁面。

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), "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 「管理分會會員 - 編輯會員：辦理復會」快速指南到此結束。

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.

At the bottom of the page, there is a "Welcome to the Lion Portal" message.