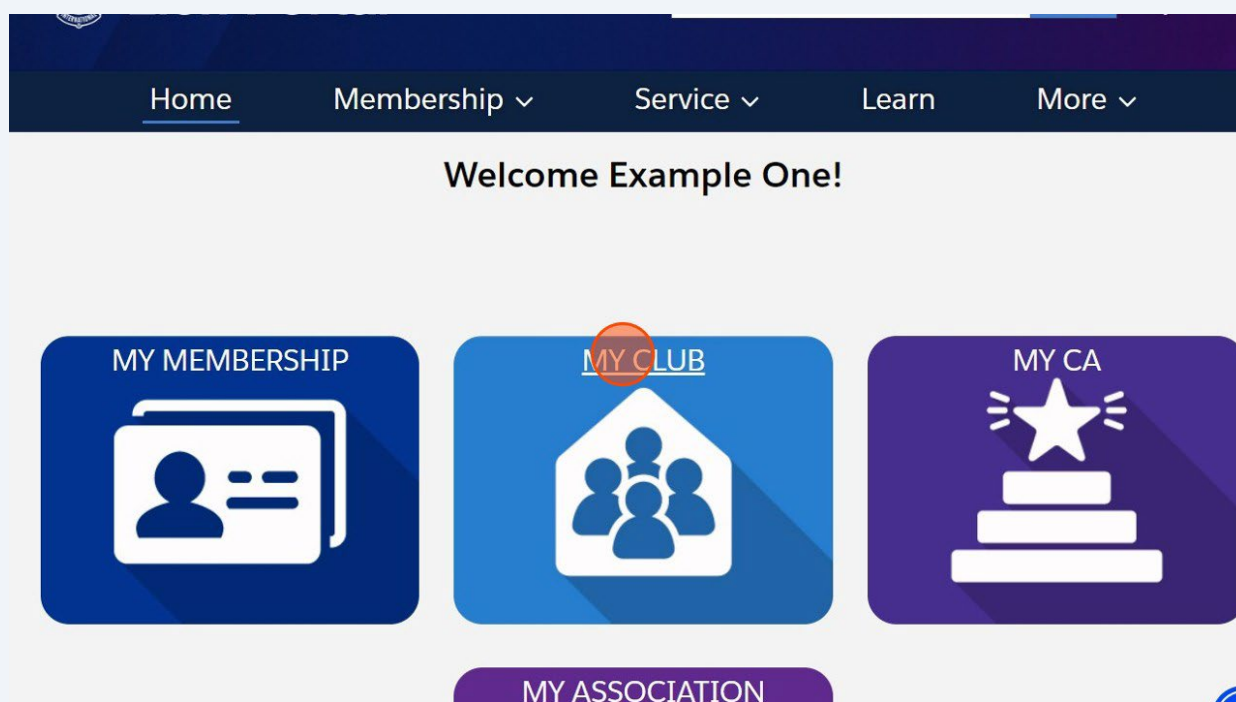


Gestire i soci del club – Aggiungere un socio studente

Questa guida contiene la procedura dettagliata per l'aggiunta di un socio studente a un club tramite il Lion Portal. Semplifica il compito, spesso complesso, della gestione dei soci del club, permettendo agli utenti di completare il processo in modo efficiente e accurato. Seguendo le indicazioni in questa guida, sarà possibile risparmiare tempo ed evitare potenziali errori, rendendo più efficace l'amministrazione del club. Questa risorsa è uno strumento essenziale per chiunque sia responsabile della gestione dei soci del club.

1 Accedere al Lion Portal lionportal.org

2 Cliccare su "IL MIO CLUB".



3 Fare clic su "Gestire i soci del club".

The screenshot shows the top navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below is the account header for 'Example Club For Training' with a '+ Follow' button. A table displays club details: Club ID 00158, Type Lions Club, Status Active, Billing Address 124 Any Place, Naperville, Illinois 60565, United States, and Active Member Count 59. Below the table are tabs for 'Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Details' tab is active, showing fields for Account Name, Parent Account, Region or Zone, Club ID, Type, Active Member Count, Club Specialty, and Club Sub-Specialty. On the right, there are buttons for 'Manage Club Members' (highlighted with a red circle) and 'Manage Club Officers', along with a user profile icon.

4 Cliccare su pulsante di opzione, quindi selezionare "Aggiungi un nuovo socio" e cliccare su "Avanti".

The screenshot shows a modal dialog titled 'Manage Club Members' overlaid on the previous page. The dialog contains the text 'Choose what you want to manage below.' and a list of radio button options: 'Add New Member' (selected), 'Edit Member', 'Reinstate Member', 'Transfer Member', and 'Drop Member'. At the bottom of the dialog are 'Next' and 'Close' buttons. The 'Next' button is highlighted with a red circle. The background page is dimmed.

5 Digitare i dati del socio e fare clic su "Cerca".

Home

Account
Example Club For

More ▾

+ Follow

ber Count

on ID 200158 Type Lions Club

Details Data Export

Club Actio...

Account Name
Example Club For Training

Management Club Members

Parent Account ⓘ

District 1 J

Region or Zone ⓘ

SE Zone 1

Club Specialty ⓘ

Cultural

Club Sub-Specialty ⓘ

Manage Club Officers

Close

Please complete fields to begin new membership process

* First Name Example

* Last Name Ninety-Two

* Date of Birth Jan 7, 2000

* Gender Male

Previous Search

Close

6 Inserire l'indirizzo e altri dati del socio.

Home

Account
Example Club For

More ▾

+ Follow

ber Count

Lion ID 200158 Type Lions Club

Club Details Data Export

Club Actio...

Account Name
Example Club For Training

Management Club Members

Parent Account ⓘ

District 1 J

Region or Zone ⓘ

SE Zone 1

Club Specialty ⓘ

Cultural

Club Sub-Specialty ⓘ

Manage Club Officers

Close

*Address Fields Required

Address

Country United States

Street 476 Beech St

City Naperville State/Province Illir

Zip/Postal Code 60565

Primary Email zninetytwo@

Secondary Email you@exampl

Mobile Phone 630 222-454

Work Phone

Home Phone

Close

7 Cliccare su "Avanti".

Naperville Illir

Zip/Postal Code
60565

Home Phone

Occupation
Student

Spouse/Companion Full Name

Previous **Next**

Close

8 Inserire la data di inizio associazione, ossia la data di adesione all'associazione. Selezionare "Socio studente" dal menu a tendina

Manage Club Members

*Membership Start Date *Membership Category
Sep 1, 2024 Active

*Membership Type
Student Member

Next

Close

9 Cliccare su "Avanti".

The screenshot shows a modal window titled "Manage Club Members" overlaid on a web application. The modal contains the following fields:

- * Membership Start Date: A date picker set to "Sep 1, 2024".
- * Membership Category: A dropdown menu set to "Active".
- * Membership Type: A dropdown menu set to "Student Member".

At the bottom right of the modal, a blue button labeled "Next" is highlighted with a red circle. A "Close" button is located at the bottom center of the modal.

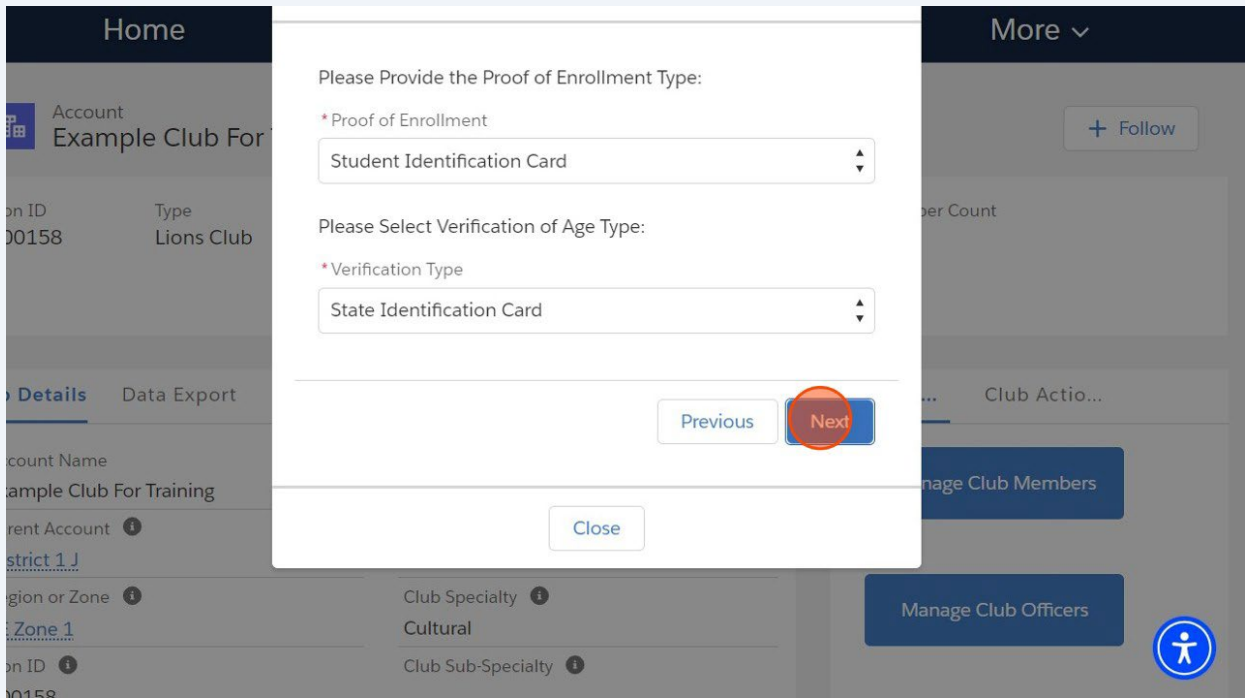
10 Indicare i campi obbligatori come "Tipo di prova dell'avvenuta iscrizione".

The screenshot shows the same "Manage Club Members" modal window, but with additional fields and a highlighted dropdown menu:

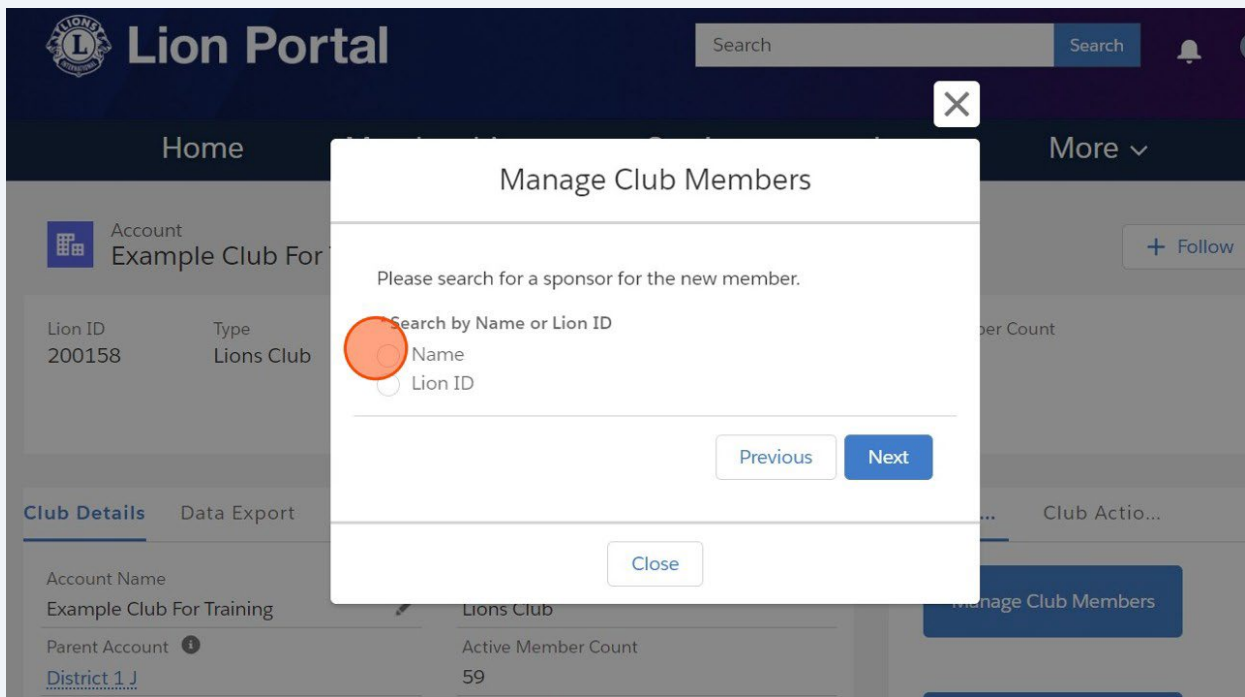
- Please Provide the Proof of Enrollment Type:
 - * Proof of Enrollment: A dropdown menu set to "Student Identification Card", which is highlighted with a red circle.
- Please Select Verification of Age Type:
 - * Verification Type: A dropdown menu set to "Drivers License".

At the bottom of the modal, there are "Previous" and "Next" buttons, and a "Close" button at the bottom center.

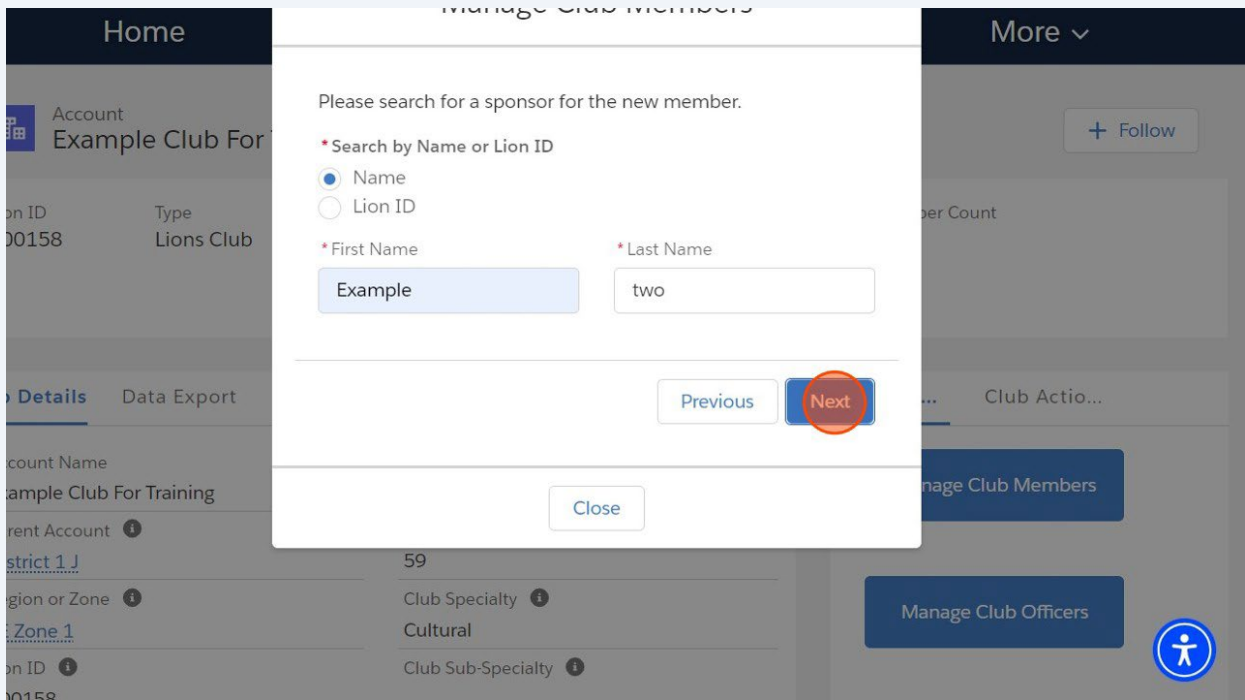
11 Cliccare su "Avanti".



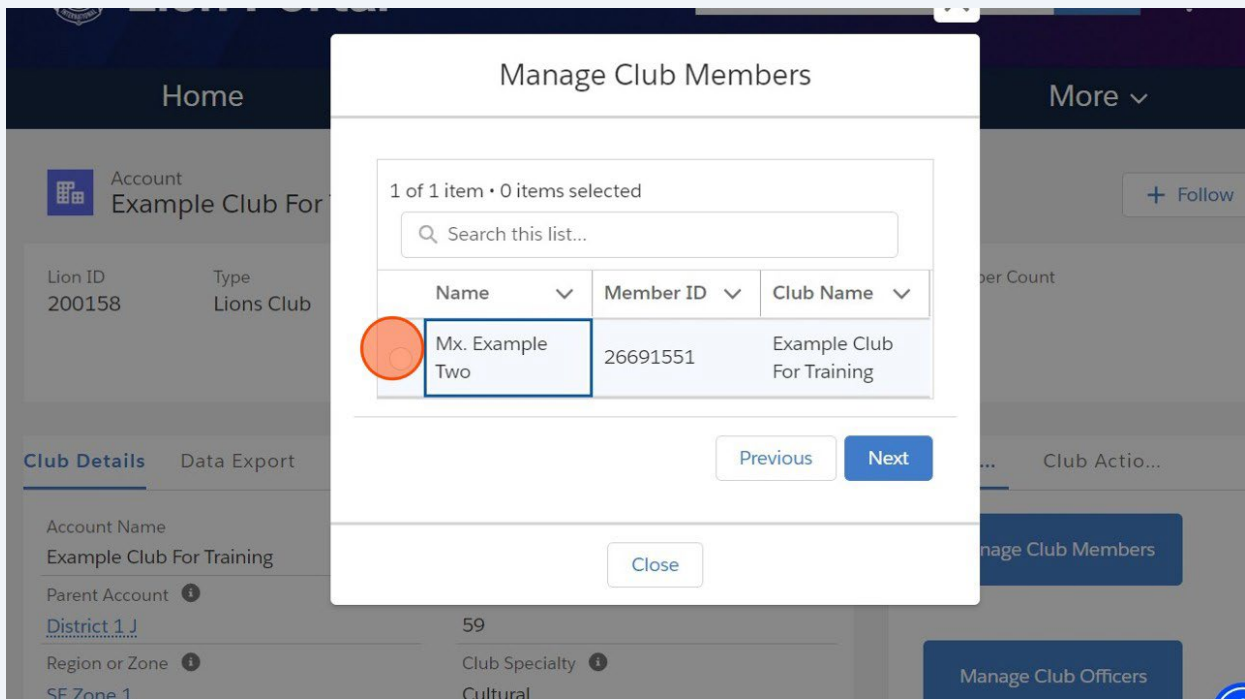
12 Selezionare lo sponsor del socio.



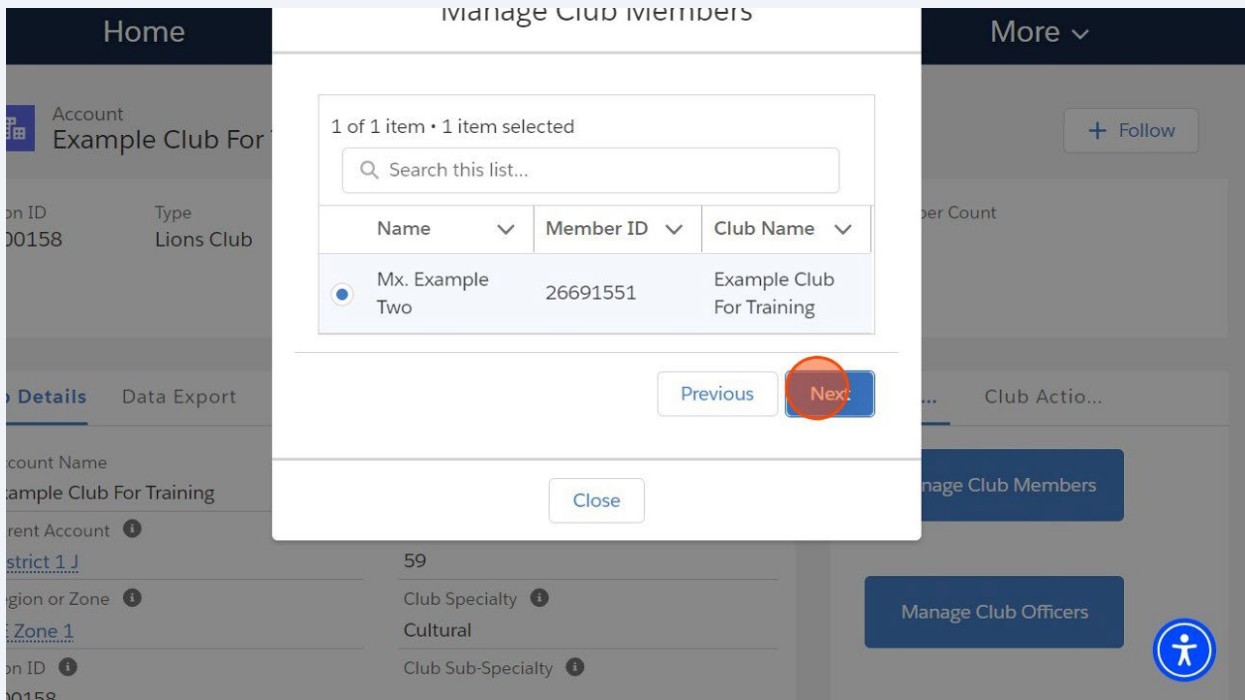
13 Cliccare su "Avanti".



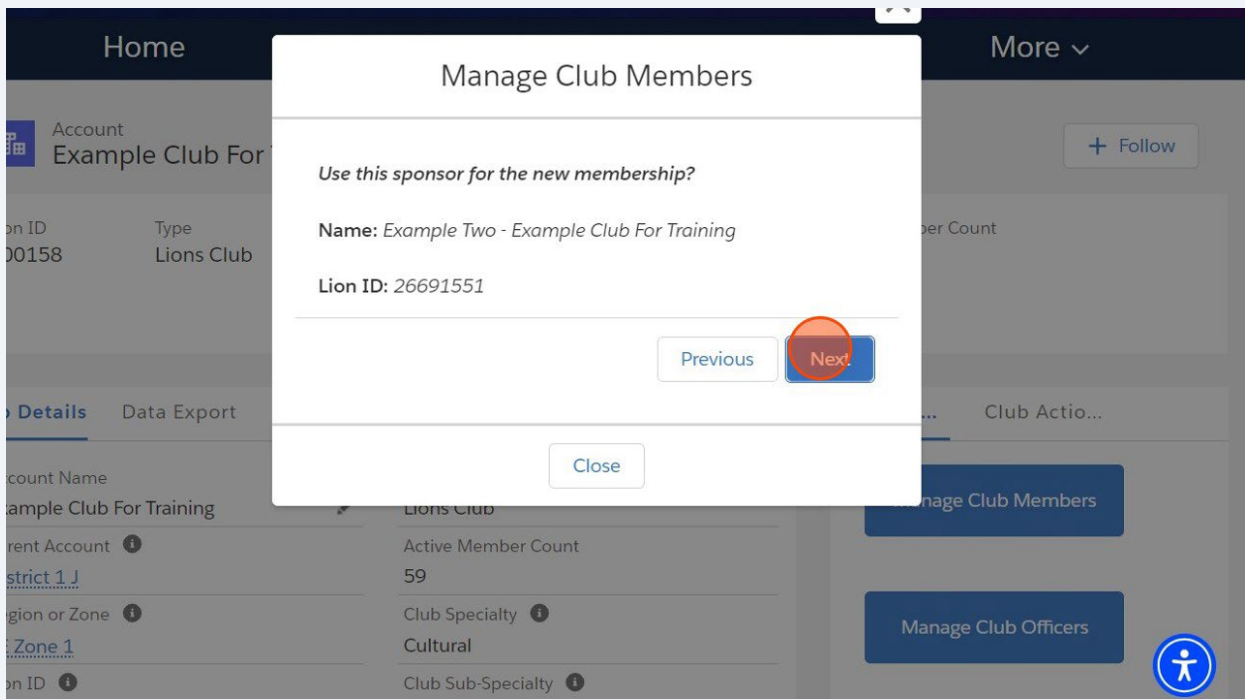
14 Cliccare su pulsante di opzione per selezionare lo sponsor.



15 Cliccare su "Avanti".

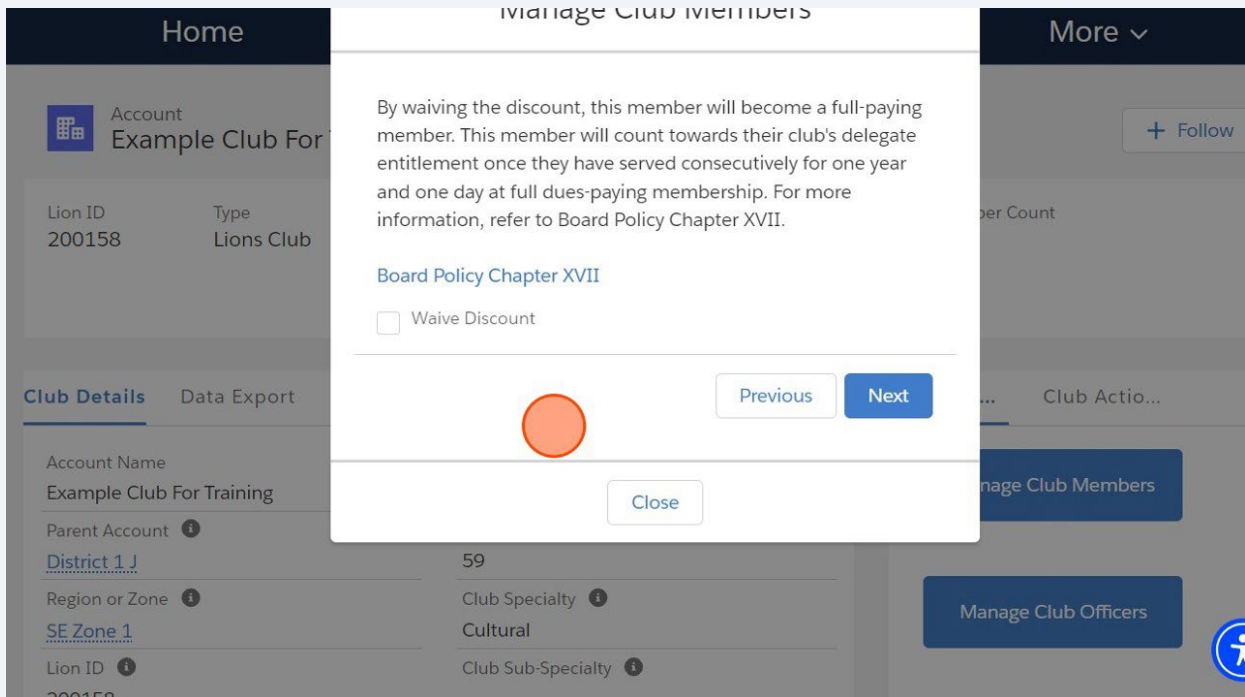


16 Per confermare lo sponsor, fare clic su "Avanti".



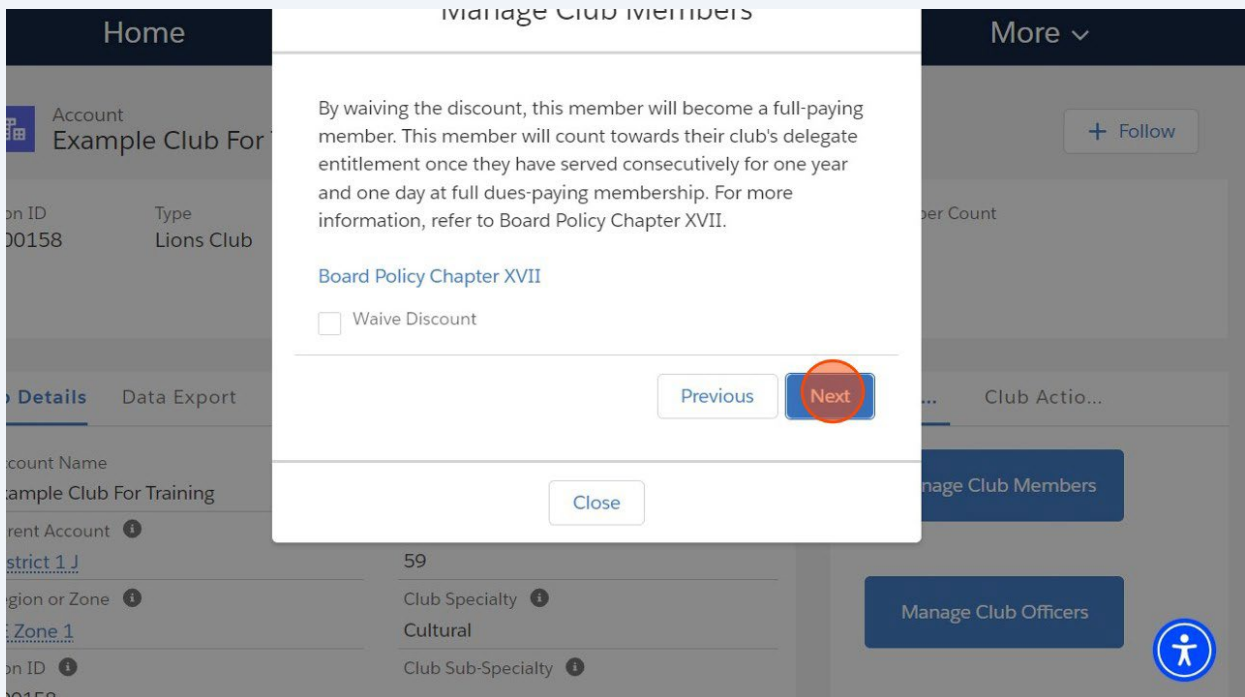
17

Rivedere l'opzione "Rinuncia allo sconto". Per rinunciare allo sconto, selezionare la casella di spunta "Rinuncia allo sconto".



18

Cliccare su "Avanti".



19

Apparirà un messaggio di conferma in verde per indicare che l'operazione è andata a buon fine. Cliccare sull'icona "X" per chiudere il messaggio.

The screenshot shows a web interface with a dark blue header. A green success message banner at the top reads "Success! Membership Record Created!". Below the header is a navigation menu with "Home", "Membership", "Service", "Learn", and "More". The main content area displays the "Account" for "Example Club For Training" with a "+ Follow" button. A table lists club details: Club ID 00158, Type Lions Club, Status Active, Billing Address 124 Any Place, Naperville, Illinois 60565, United States, and Active Member Count 59. Below the table are tabs for "Details", "Data Export", "Club Statements", "Club Service Activities", and "More". The "Details" tab is active, showing fields for "Account Name" (Example Club For Training), "Type" (Lions Club), and "Active Member Count". A "Manage Club Members" button is visible on the right.

20

Sarà visualizzata la pagina "Dettagli del club".

The screenshot shows the "Details" page for the "Example Club For Training" account. The navigation menu and success message are still present. The table now shows the Active Member Count as 60. The "Details" tab is selected, displaying more information: "Account Name" (Example Club For Training), "Type" (Lions Club), "Active Member Count" (60), "Region or Zone" (Zone 1), and "Club Specialty" (Cultural). A "Manage Club Members" button is highlighted with an orange circle, and a "Manage Club Officers" button is visible below it. A blue icon of a person is also present in the bottom right corner of the details section.

21 Cliccare su "Pagina iniziale" per tornare alla pagina di destinazione del portale.

The screenshot shows the 'Lion Portal' interface. At the top, there is a search bar and a user profile icon. Below the search bar is a navigation menu with 'Home' (highlighted with a red circle), 'Membership', 'Service', 'Learn', and 'More'. The main content area displays account information for '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	60

Below the 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 'Manage Club Members' button is visible on the right side of the page.

22 Questo conclude la Guida rapida "Gestire i soci del club - Aggiungere un socio studente".

The screenshot shows the 'Lion Portal' home page. At the top, there is a navigation menu with 'Home' (underlined), 'Membership', 'Service', 'Learn', and 'More'. Below the navigation menu is a welcome message: 'Welcome Example One!'. The main content area features four large, colorful buttons: 'MY MEMBERSHIP' (dark blue), 'MY CLUB' (medium blue), 'MY CA' (purple), and 'MY ASSOCIATION' (purple). The 'MY ASSOCIATION' button includes the Lions Club logo. At the bottom right, there is a red circle and a user profile icon.