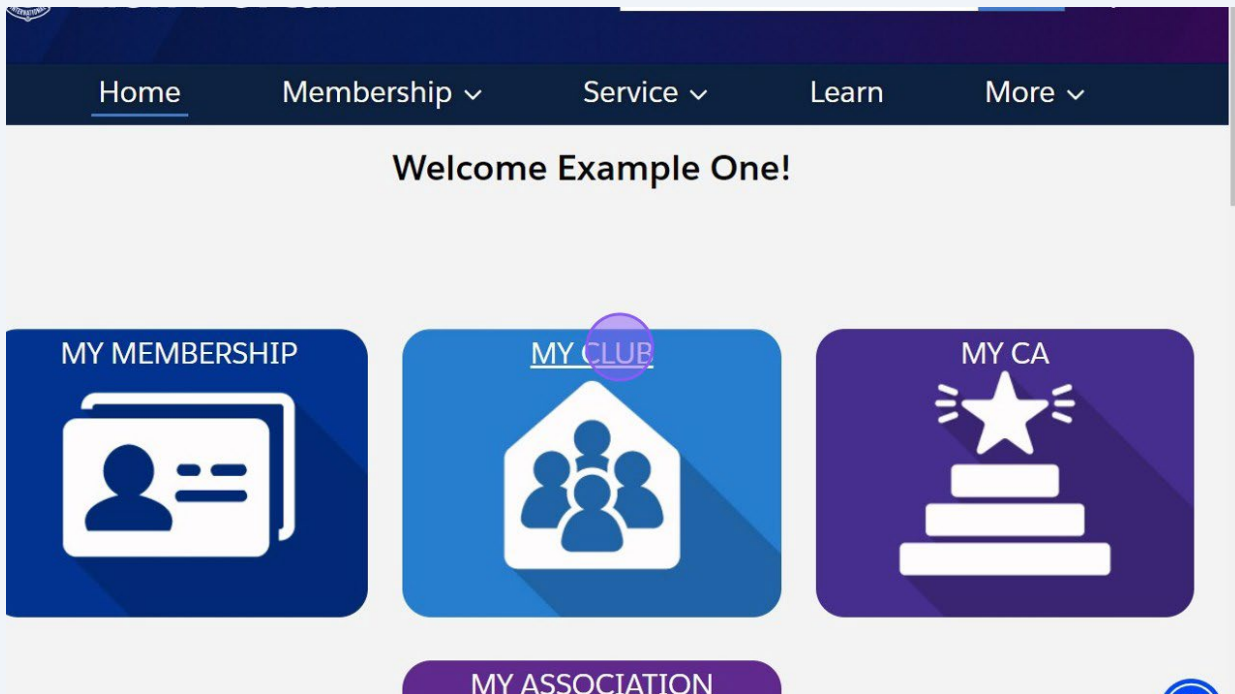


이 안내서는 '내 클럽' 페이지를 전체적으로 설명하고, 효과적으로 업무 기능을 찾아 처리할 수 있도록 페이지 구조 및 기능을 자세히 설명합니다. 회의 정보, 클럽 명세서, 봉사활동 등 다양한 탭에서 클럽 기본 정보를 확인하는 방법을 설명하고, 직책 별 업무를 위한 기능은 무엇이 있는지를 안내합니다. 사용자는 이 안내서를 통해 라이온 포털을 최대한으로 활용하면서 클럽 활동 및 관리 업무를 더욱 잘 수행할 수 있습니다.

i 팁! 이 안내서는 '내 클럽' 페이지의 구조를 설명합니다.

1 라이온 포털(lionportal.org)에 로그인합니다.

2 '내 클럽'을 클릭합니다.



3 1번 부분 - 클럽 기본 정보가 표시됩니다.

Lion Portal Search [] Search [] [] []

Home Membership ▾ Service ▾ Learn Reports/Insights ▾ Shop More ▾

Account
Example Club For Training [] + Follow

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active		56

Club Details | Data Export | Club Statements | Club Service Activities | Club Financial Details

Member Actio... | Club Actions

Manage Club Members

Manage Club Officers

Account Name: Example Club For Training
Parent Account: District 1 J
Region or Zone: SE Zone 1
Lion ID: 200158
Type: Lions Club
Active Member Count: 56
Club Specialty: Cultural
Club Sub-Specialty: []

4 2번 부분 - '탭'마다 각각의 상세 정보를 확인할 수 있습니다.

3번 부분 - '버튼'을 누르면 해당 업무를 실행할 수 있습니다. 많은 직책에 따라 다른 버튼이 표시됩니다.

Club Details | Data Export | Club Statements | Club Service Activities | Club Financial Details

Member Actio... | Club Actions

Manage Club Members

Manage Club Officers

Manage Cub Club Leader

Manage Delegates

View Delegates

View Club Officers

Account Name: Example Club For Training
Parent Account: District 1 J
Region or Zone: SE Zone 1
Lion ID: 200158
Youth Programs: []
Type: Lions Club
Active Member Count: 56
Club Specialty: Cultural
Club Sub-Specialty: []
Specialty Description: Arts and Entertainment
Charter Established Date: 7/1/2010

Club Details

Description

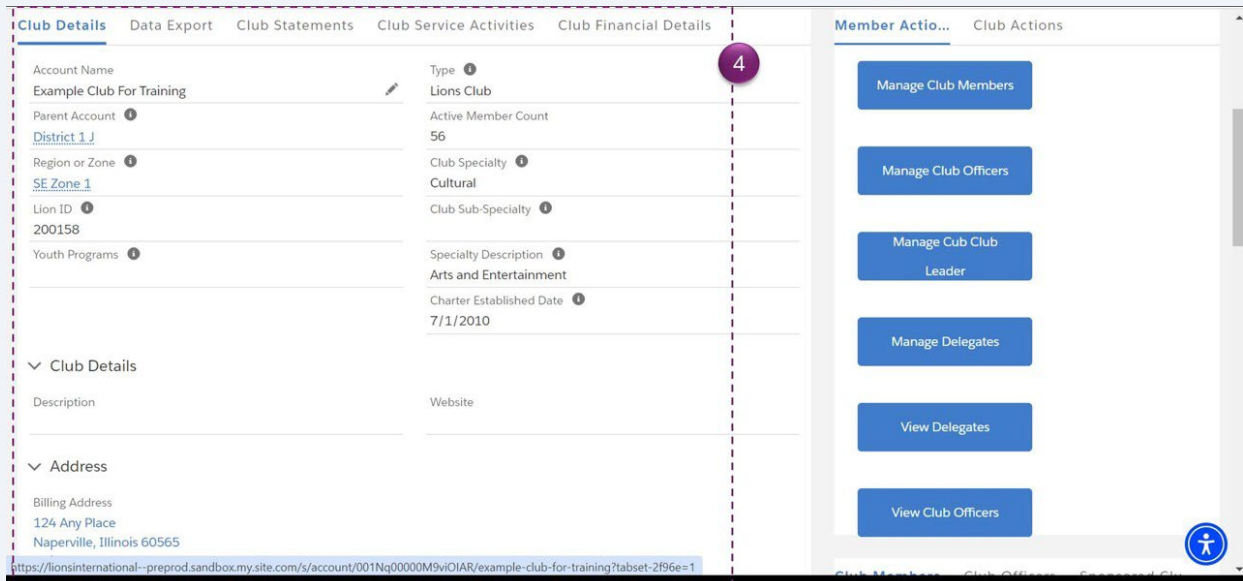
Website

Address

Billing Address
124 Any Place
Naperville, Illinois 60565

5

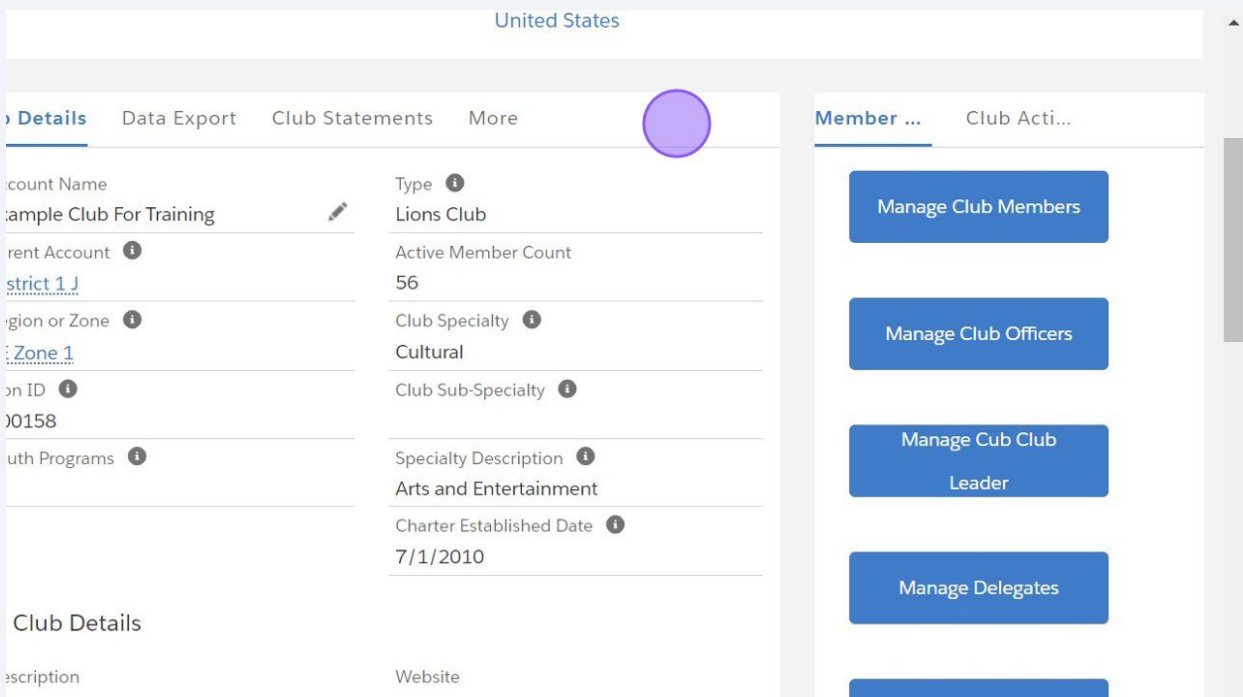
4번 부분 - 선택한 '탭'과 관련된 정보가 표시됩니다. '탭'마다 다른 정보가 표시됩니다.



탭 탐색하기

6

'클럽 정보' 탭을 선택하면 클럽의 상세 정보가 표시됩니다.



7 스크롤하여 클럽 정보를 확인합니다.

Address

ling Address
24 Any Place
aperville, Illinois 60565
nited States

ipping Address
24 Any Place
aperville, Illinois 60565
nited States

Meeting Location 1

eeeting Place ⓘ
wn Center

eeeting Week of Month ⓘ
st

eeeting Day ⓘ
onday

eeeting Time ⓘ
7:00

Meeting Local Place ⓘ
टाउन सेंटर

Meeting Local Street ⓘ

Meeting Local City ⓘ

Meeting Local Zip Code ⓘ

View Club Officers

Club Me... More

▼ Active Members

Active Members

56 of 56 items

🔍 Search this list...

N. ▼	M ▼	M ▼	M ▼
	Lion-		
	Chart	zuser	(63
Exam	er-	008@	0)
ple	Regul	lionfa	456
Eight	ar	ke.co	-78
	[Activ	m	90

8 계속 스크롤합니다. 이 탭에는 회의 정보도 포함됩니다.

eeeting 2 Week of Month ⓘ

eeeting 2 Day ⓘ

eeeting 2 Time ⓘ

eeeting 2 Street ⓘ

eeeting 2 City ⓘ

eeeting 2 State or Prov ⓘ

eeeting 2 Zip Code ⓘ

eeeting 2 Country ⓘ

Meeting 2 Local Street ⓘ

Meeting 2 Local City ⓘ

Meeting 2 Local Zip Code ⓘ

Meeting 2 Local State or Prov ⓘ

Meeting 2 Local Country ⓘ

Online Meeting 2 ⓘ

Online Meeting 2 Place ⓘ

Online Meeting 2 Address ⓘ

Contact Members Services

Email: lionssupport@lionsclubs.org

Phone: (+001) 630-468-6900

9 이 탭에 있는 정보를 저장하려면 '데이터 출력하기' 탭을 클릭합니다.

Home Membership ▾ Service ▾ Learn More ▾

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

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

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

Member ... Club Acti...

Account Name Example Club For Training

Parent Account District 1 J

Region or Zone SE Zone 1

Lion ID 200158

Type Lions Club

Active Member Count 56

Club Specialty Cultural

Club Sub-Specialty

[Manage Club Members](#)

[Manage Club Officers](#)

10 '데이터 출력하기' 탭 화면에 저장(다운로드) 가능한 데이터 종류가 나타납니다. 직책에 따라 다른 데이터가 표시됩니다.

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

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

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

Member ... Club Acti...

If the selected report does not generate any results, it is due to data privacy restrictions.

[Member Contact Information](#)

[Club Officer Contact Information](#)

[Member Detail Information](#)

[Club Level Service Activities Information](#)

[Manage Club Members](#)

[Manage Club Officers](#)

[Manage Cub Club](#)

11

'클럽 명세서' 탭을 클릭하면 관련 내용을 확인할 수 있습니다.

Account
Example Club For Training + Follow

Lion ID 200158	Type Lions Club	Status Active	Billing Address 124 Any Place Naperville, Illinois 60565 United States	Active Member Count 56
-------------------	--------------------	------------------	---	---------------------------

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

If the selected report does not generate any results, it is due to data privacy restrictions.

Member Contact Information
Club Officer Contact Information
Member Detail Information
Club Level Service Activities Information

Member ... Club Acti...

Manage Club Members
Manage Club Officers
Manage Cub Club

12

'클럽 명세서' 탭에서 재정 정보 요약 및 클럽 명세서를 확인할 수 있습니다. 직책에 따라 다른 정보가 표시됩니다.

Home Membership Service Learn Reports/Insights Shop More

Account
Example Club For Training + Follow

Lion ID 200158	Type Lions Club	Status Active	Billing Address	Active Member Count 56
-------------------	--------------------	------------------	-----------------	---------------------------

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

Please contact Member Services with any questions or concerns.

Opt In/Out of Paper Statements

Monthly Activity Pay with Paypal Pay Now

Description	Current Balance	View/Print ↓

Member Actio... Club Actions

View Club Officers

Club Members Club Officers Sponsored Clu...

Active Members

Active Members
37 of 37 items

Search this list...

Name Mem... Mem... Mem...

https://lionsinternational--preprod.sandbox.my.site.com/s/account/001Nq00000BFKEuAP/burr--ridgehinsdaleoak-brook?tabset-2f96e=2

13

스크롤하여 명세서를 확인합니다. 납부 방법은 클럽 재무에게만 나타납니다.

Club Details | Data Export | **Club Statements** | Club Service Activities | Club Financial Details

Please contact *Member Services* with any questions or concerns.

Opt In/Out of Paper Statements

Monthly Activity Pay with Paypal Pay Now

Description	Current Balance	View/Print ↓
1 Apr 2024 Statement Closing Balance	0.00	
2 Payments received May 01, 2024 through Sep...	0.00	
3 Charges incurred May 01, 2024 through Sept ...	0.00	
4 Current Balance as of Sept 22, 2024	0.00	

Member Actio... | Club Actions

- Manage Club Members
- Manage Club Officers
- Manage Cub Club Leader
- Manage Delegates
- View Delegates
- View Club Officers

https://lionsinternational--preprod.sandbox.my.site.com/s/account/001Nq00000M9vOIAr/example-club-for-training?tabset-2f96e=2 2023

14

계속 스크롤하여 월별 명세서를 확인합니다. 현재, 작년, 작년 이전 명세서를 조회할 수 있습니다. 명세서를 확인하려면 '명세서 보기' 아이콘을 클릭합니다.

Statements and Invoices 2025 2024 2023

Sta...	Type	Op...	Pay...	Ch...	Clo...	Date ↓	View Statements
Apr 2024 ...	Statement	-858.35	-214.98	71.12	-1002.21	Apr 30, 2...	
Mar 2024 ...	Statement	-870.84	-41.67	54.16	-858.35	Mar 31, 2...	
Feb 2024 ...	Statement	-615	-310	54.16	-870.84	Feb 29, 2...	
Jan 2024 ...	Statement	-202	-413	0	-615	Jan 31, 20...	
Dec 2023 ...	Statement	-615	-70	483	-202	Dec 31, 2...	
Dec 2023 ...	Invoice			483		Dec 31, 2...	
Nov 2023 ...	Statement	-338	-277	0	-615	Nov 30, 2...	
Oct 2023 ...	Statement	-100	-238	0	-338	Oct 31, 2...	
Sept 2023...	Statement	0	-100	0	-100	Sep 30, 2...	
Aug 2023 ...	Statement	0	0	0	0	Aug 31, 2...	

View Club Officers

Club Members | Club Officers | Sponsored Clu...

Active Members

56 of 56 items

Search this list...

Name	Mem...	Mem...	Mem...
Example Eight	Lion-Charter-Regular [Active]	zuser008@lionfake.com	(630) 456-7890
Example Nine	Lion-Charter-Regular [Active]	zuser009@lionfake.com	(630) 567-8901
Example Eighteen	Lion-Charter-Regular [Active]	zuser018@lionfake.com	(630) 556-6778

15

월별 명세서가 팝업창으로 나타납니다. 확인 후 아래로 스크롤하여 '닫기'를 클릭합니다.

Mar 2024 Statement

OnlineStatements BL0002 1 / 1 80%

LIONS CLUBS INTERNATIONAL
 300 West 22nd Street
 Oak Brook, Illinois 60523-8842
 Tel: 630-571-6466

EN Page: 1

CLUB# 49338 DISTRICT 11 MO 3 DAY 31 YR 24 IDENT.# 0073

PHIL LOIEWSKI
 7930 WOODGLEN LN, APT. 201
 DOWNERS GROVE IL 60516

NOTICE:
 Please pay online or details and credit payment to:
 The International Association of Lions Clubs
 15842 Eagle Way, Chicago, IL 60676-1358

EXCHANGE RATE PER U.S. DOLLAR: _____

AMOUNT OF PAYMENT: _____

000049338 00000000 4

INVOICE DATE				RETAIN THIS PORTION FOR YOUR PERMANENT RECORDS			CHARGES AND CREDITS	
MO	DAY	YR	INVOICE NUMBER	CLUB#	DESCRIPTION OF ITEMS			
2	29	24		49338	BALANCE FORWARD.....U.S. CURRENCY		870.84CR	
3	29	24	LCTARPO03277		PAYMENT		41.67CR	
3	26	24	MBR-6392878		MEMBERSHIP DUES AND FEES		54.16	
					HEATHER O'DONNELL	19.16		
					1 NEW REGULAR 02-24 TO 06-24			
					1 ENTRANCE FEES	35.00		

YOUR PROMPT PAYMENTS ARE MUCH APPRECIATED.

16

'클럽 봉사활동' 탭을 클릭하면 관련 내용을 확인할 수 있습니다.

Account Example Club For Training + Follow

Lion ID 200158 Type Lions Club Status Active Billing Address 124 Any Place Naperville, Illinois 60565 United States Active Member Count 56

Club Details Data Export **Club Statements** Club Service Activities More Member ... Club Acti...

Please contact Member Services with any questions or concerns.

Opt In/Out of Paper Statements

Monthly Activity

Manage Club Members



Manage Club Officers

Manage Cub Club

17

'클럽 봉사활동' 탭에 클럽 봉사활동 목록이 표시됩니다. 목록 상단에 있는 분류명을 클릭하여 원하는 순서대로 정렬합니다. 다시 한번 클릭하면 원래의 정렬 순서로 돌아갑니다.

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

Service Activities (9)  

9 items • Sorted by End Date • Updated a minute ago




	End Date ↓	Title	Service Acti...	Start Date
1	9/17/2024	Example Club SA4 - Service ...	SA-05292419	9/17/2024
2	9/15/2024	Example Club SA3 - Service ...	SA-05292418	9/15/2024
3	9/11/2024	Example Club SA5 - Fundrais...	SA-05292420	9/11/2024
4	9/2/2024	Example Club SA2 - Club Me...	SA-05292422	9/2/2024
5	8/5/2024	Example Club SA2 - Club Me...	SA-05292417	8/5/2024
6	7/5/2024	Example Club SA1 - Club Me...	SA-05292416	7/5/2024
7	7/4/2024	Example Club SA7 - Service ...	SA-05292423	7/4/2024
8		Example Club SA6 - Donatio...	SA-05292421	9/1/2024

Member ... Club Acti...


- Manage Club Members
- Manage Club Officers
- Manage Cub Club Leader
- Manage Delegates
- View Delegates

18

메인 페이지로 돌아가려면 '홈'을 클릭합니다.

 **Lion Portal** Search Search  

Home Membership ▾ Service ▾ Learn More ▾

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

Lion ID 200158	Type Lions Club	Status Active	Billing Address 124 Any Place Naperville, Illinois 60565 United States	Active Member Count 56
-------------------	--------------------	------------------	---	---------------------------

Club Details Data Export Club Statements **Club Financial Details** More

Member ... Club Acti...

Balance Forward (USD)	Date of Latest Statement
	Charges Since Last Statement (USD)

Manage Club Members

19 이상으로 '클럽 페이지 - 페이지 및 탭 탐색하기'를 마치겠습니다.

