

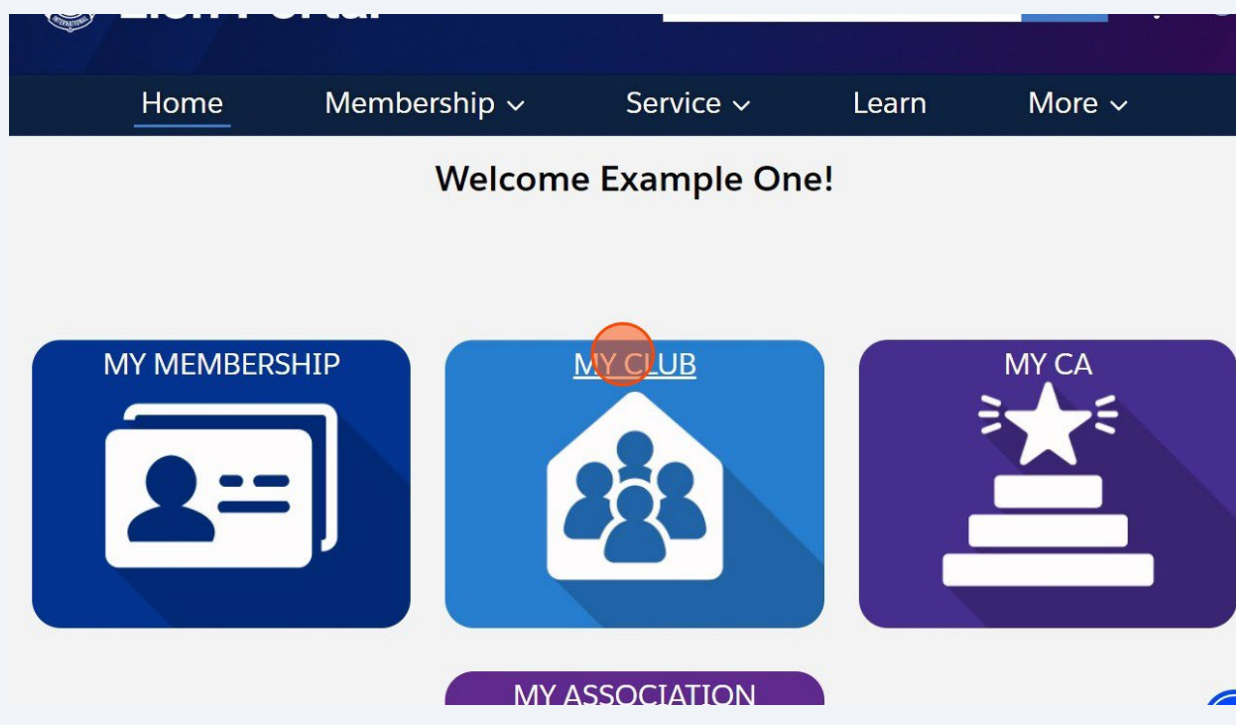
# Åtgärd i klubb –

## Ändra klubbens detaljer

I denna vägledning beskrivs en enkel process att uppdatera klubbens information i Lion Portal samt se till att den är aktuell och tillgänglig. Genom att följa de steg som beskrivs kan du enkelt ändra viktig information, till exempel klubbtyp, beskrivning och mötesinformation, vilket förbättrar synlighet och engagemang. Genom att använda denna vägledning kan du upprätthålla en organiserad och informativ närvaro om din klubb, vilket är avgörande för att locka nya medlemmar och hålla befintliga medlemmar informerade.

**1** Logga in på Lion Portal [lionportal.org](https://lionportal.org)

**2** Klicka på "MIN KLUBB".



### 3 Klicka på "Åtgärd i klubb".

Example Club For Training

Club ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	58

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

Member ... **Club Acti...**

Club Name: Example Club For Training | Type: Lions Club | Active Member Count: 58

Region or Zone: Zone 1 | Club Specialty: Cultural | Club Sub-Specialty: Arts and Entertainment

Charter Established Date: 7/1/2010

Manage Club Members

Manage Club Officers

Manage Club Club Leader

### 4 Bläddra ner och klicka på "Ändra klubbens detaljer".

Charter Established Date: 7/1/2010

Club Details

Description: | Website:

Address

Billing Address: 124 Any Place, Naperville, Illinois 60565, United States

Billing Address: 124 Any Place, Naperville, Illinois 60565, United States

Meeting Location 1

Meeting Place: | Meeting Local Place:

Create Club Branch

Create New Application

**Edit Club Details**

Club Me... | Club Offic... | More

Active Members

Active Members

58 of 58 items

Search this list...



## Information om din klubb omfattar:

- Allmän information: Typ av klubb, specialintresse, beskrivning och webbplats (eller annan adress, till exempel klubbens sida på Facebook eller i e-klubbhuset).
- Information om möten: Datum, tid och plats. Upp till två möten kan anges. Mötet kan också anges som möte "Online".

5

Här kan informationen om din klubb uppdateras.  
Klicka på det eller de fält som ska uppdateras och ange informationen.

Club Programs ⓘ Specialty Description ⓘ Arts and Entertainment View Reports

### Edit Club Details

▼ Club Details

Club Specialty  
Cultural

Specialty Description  
Arts and Entertainment

Club Website  
|

Club Description  
/

▼ Meeting Location 1

Meeting Place  
Town Center

Meeting Local Address  
Country  
--None--

Meeting Local Place ⓘ

## 6 Information om möten.

Arts and Entertainment

### Edit Club Details

populations right here at home.

Meeting Location 1

Meeting Place  
Town Center

Meeting Local Place ⓘ  
टाउन सेंटर

Meeting Week of the Month

- First
- Second
- Third
- Fourth
- Fifth

Meeting Local Address

Country  
--None--

Street

City  
State/Province  
--None--

Zip/Postal Code

Meeting Day

## 7 När uppdateringarna är klara klickar du på "Nästa" för att spara ändringarna.

Meeting 2 Address

Country  
--None--

Street

City  
State/Province  
--None--

Zip/Postal Code

Meeting 2 Time  
--None--

Online Meeting 2

Online Meeting 2 Place

Online Meeting 2 Address

Next

Meeting Place  
Town Center

Meeting Local Place ⓘ  
टाउन सेंटर

Meeting Week of the Month ⓘ  
First

Meeting Local Street ⓘ  
Street

N. v M v M v M v

Lion- ⓘ

## 8 Du kommer tillbaka till sidan Klubbens detaljer där ändringarna visas.

200158

Youth Programs ⓘ

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Specialty Description ⓘ  
Arts and Entertainment

Charter Established Date ⓘ  
7/1/2010

---

▼ Club Details

Description  
We are dedicated to the betterment of our community by serving our local needs. We support aging and youth populations right here at home.

Website  
<http://e-Clubhouse.org/sites/OakBrook>

---

▼ Address

Billing Address  
124 Any Place  
Naperville, Illinois 60565  
United States

---

Shipping Address  
124 Any Place  
Naperville, Illinois 60565

View Reports

---

Create Club Branch

---

Create New Application

---

Edit Club Details

Club Me... Club Offic... More

▼ Active Members

Active Members

## 9 Exempel: Information om möten har uppdaterats.

Meeting Location 1

Meeting Place ⓘ  
Town Center

Meeting Week of Month ⓘ  
1st

Meeting Day ⓘ  
Monday

Meeting Time ⓘ  
7:00

Meeting Street ⓘ  
15 Town Road

Meeting City ⓘ  
Naperville

Meeting State or Prov ⓘ

Meeting Zip Code ⓘ  
60565

Meeting Local Place ⓘ  
टाउन सेंटर

Meeting Local Street ⓘ  
400 Town Center

Meeting Local City ⓘ  
Naperville

Meeting Local Zip Code ⓘ  
60540

Meeting Local State or Prov ⓘ  
Illinois

Meeting Local Country ⓘ  
United States

Online Meeting 1 ⓘ

Online Meeting 1 Place ⓘ

Active Members

58 of 58 items

Search this list...

N. ▼	M ▼	M ▼	M ▼
Exam ple Twelv e	Lion- Chart er- Regul ar [Activ e]	zuser 012@ lionfa ke.co m	(63 0) 890 -12 34
Exam ple Eight	Lion- Chart er- Regul ar [Activ e]	zuser 008@ lionfa ke.co m	(63 0) 456 -78 90
	Lion- Chart	zuser	(63 0)

**10** Klicka på "Hem" för att återgå till startsidan.

The screenshot shows the Lion Portal interface. At the top, there is a search bar and navigation links for Home, Membership, Service, Learn, and More. Below the navigation is a section for the user's account, titled 'Account Example Club For Training', with a '+ Follow' button. A table displays club details:

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 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 'Get Membership Cards' button is visible on the right.

**11** Detta avslutar snabbvägledningen "Åtgärd i klubb - Ändra klubbens detaljer".

The screenshot shows a dashboard with four main navigation tiles: 'MY MEMBERSHIP' (with a person icon), 'MY CLUB' (with a house and people icon), 'MY CA' (with a star and podium icon), and 'MY ASSOCIATION' (with the Lions International logo). An orange circle and a user profile icon are visible in the bottom right corner.