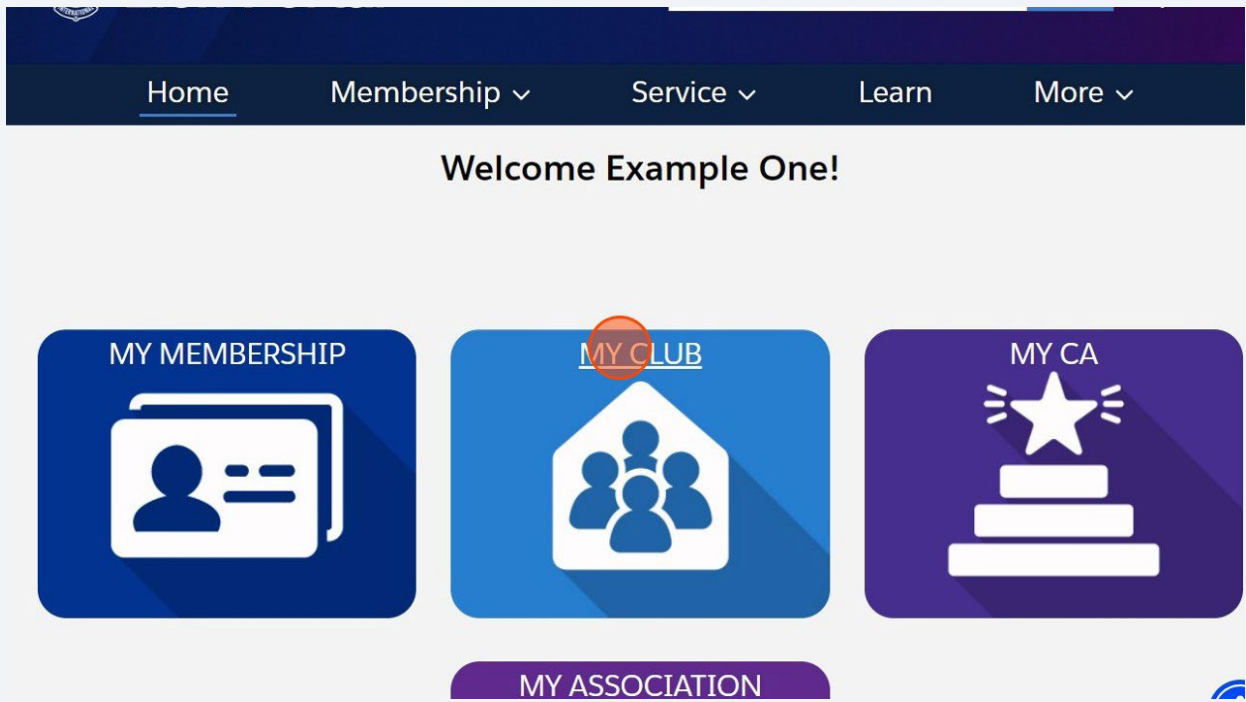


클럽 회원 관리 - 학생회원 추가하기

이 안내서는 라이온 포털에서 학생회원을 효율적으로 추가하는 단계별 절차를 설명합니다. 복잡한 회원 관리 업무를 간소화하여 사용자가 이 절차를 수월하고 정확하게 처리하도록 돕습니다. 이 안내서를 통해 관리 시간을 절약하고 오류를 미연에 방지하며 효과적으로 클럽을 관리할 수 있습니다. 이 안내서는 클럽 회원 관리 담당자에게 유용한 필수 자료입니다.

1 라이온 포털(lionportal.org)에 로그인합니다.

2 '내 클럽'을 클릭합니다.



3 '클럽 회원 관리'를 클릭합니다.

The screenshot shows the top navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below it is the club header '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. A '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, a 'Member ...' tab is active, featuring a 'Manage Club Members' button circled in red, and a 'Manage Club Officers' button below it.

4 '신입회원 추가하기'를 체크한 후 '다음'을 클릭합니다.

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

5 회원 정보를 입력한 후 '검색'을 클릭합니다.

The screenshot shows a web interface for a Lions Club. A modal window is open with the title "Please complete fields to begin new membership process". The form contains the following fields:

- *First Name: Example
- *Last Name: Ninety-Two
- *Date of Birth: Jan 7, 2000
- *Gender: Male

At the bottom of the modal, there are three buttons: "Previous", "Search" (highlighted with an orange circle), and "Close".

6 주소 및 기타 회원 정보를 입력합니다.

The screenshot shows the same web interface, but the modal window now displays address and contact information fields. The title is "*Address Fields Required".

Address Fields:

- Country: United States
- Street: 476 Beech St
- City: Naperville
- State/Province: Illir
- Zip/Postal Code: 60565

Contact Fields:

- Primary Email: zninetytwo@
- Secondary Email: you@exampl
- Mobile Phone: 630 222-454
- Work Phone: (empty)
- Home Phone: (empty)

At the bottom of the modal, there is a "Close" button and an orange circle highlighting the bottom-left corner of the modal.

7 '다음'을 클릭합니다.

The screenshot shows a 'Manage Club Members' dialog box overlaid on a web application. The dialog box contains the following fields and buttons:

- Location: Naperville, Illir
- Zip/Postal Code: 60565
- Home Phone: (empty)
- Occupation: Student
- Spouse/Companion Full Name: (empty)
- Buttons: Previous, Next (highlighted with a red circle), Close

8 임회일을 입력하고 '회원 유형' 드롭다운 목록에서 '학생회원'을 선택합니다.

The screenshot shows a 'Manage Club Members' dialog box overlaid on a web application. The dialog box contains the following fields and buttons:

- Membership Start Date: Sep 1, 2024
- Membership Category: Active
- Membership Type: Student Member (highlighted with a red circle)
- Buttons: Next, Close

9 '다음'을 클릭합니다.

The screenshot shows a web interface for managing club members. A modal window titled "Manage Club Members" is open, displaying a form with the following fields:

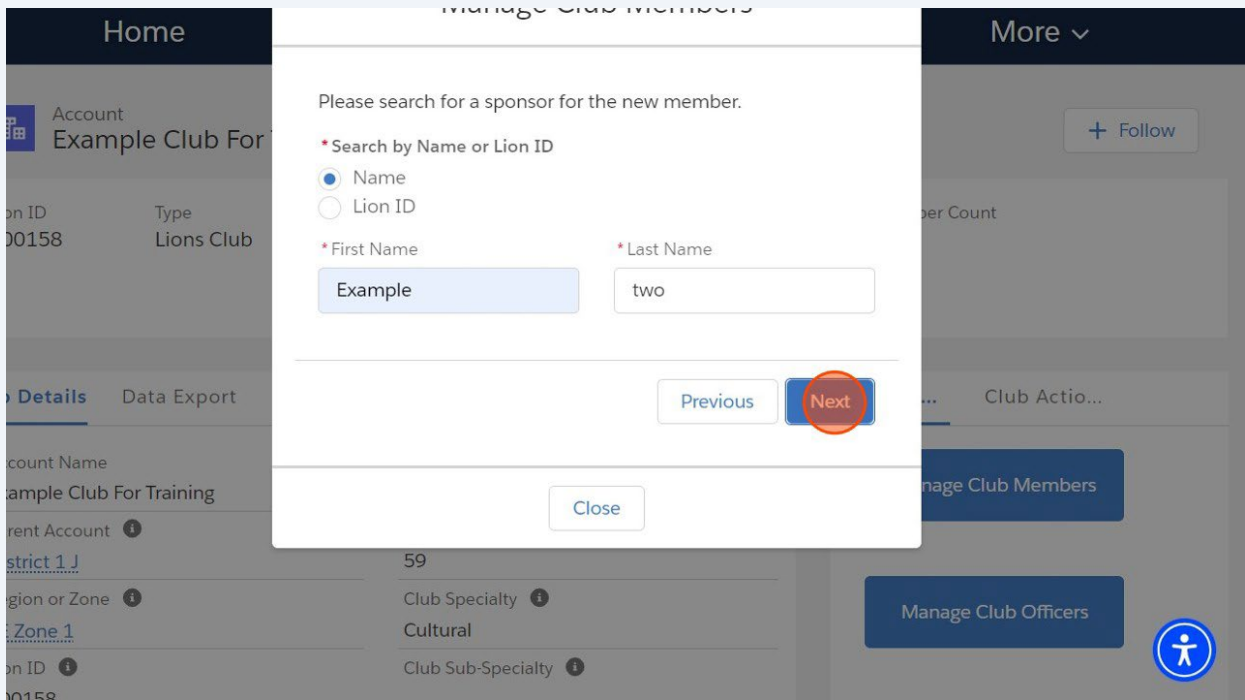
- * Membership Start Date: Sep 1, 2024
- * Membership Category: Active
- * Membership Type: Student Member

A red circle highlights the "Next" button at the bottom right of the form. A "Close" button is also visible at the bottom center of the modal.

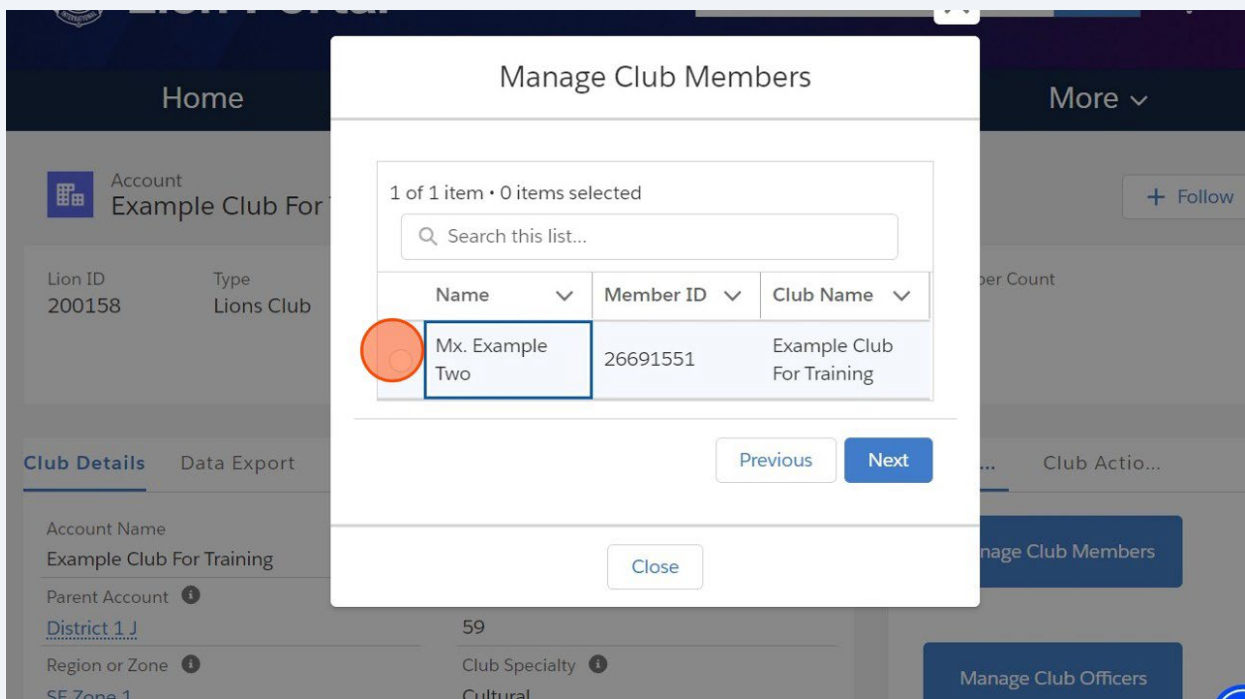
10 등록 증명 서류를 선택합니다. 이 칸은 필수 항목입니다.

The screenshot shows the same "Manage Club Members" modal window, but now with a second step in the form. The text "Please Provide the Proof of Enrollment Type:" is displayed above the dropdown menu. The dropdown menu is open, and "Student Identification Card" is selected. A red circle highlights the dropdown menu. Below this, the text "Please Select Verification of Age Type:" is displayed above another dropdown menu, which has "Drivers License" selected. At the bottom of the form, there are "Previous" and "Next" buttons, with "Next" highlighted in blue. A "Close" button is also visible at the bottom center of the modal.

13 '다음'을 클릭합니다.



14 스폰서로 선택할 회원을 체크합니다.



15 '다음'을 클릭합니다.

The screenshot shows a 'Manage Club Members' dialog box overlaid on a web interface. The dialog box contains a search bar with the text '1 of 1 item · 1 item selected' and 'Search this list...'. Below the search bar is a table with three columns: 'Name', 'Member ID', and 'Club Name'. The table has one row with the following data:

Name	Member ID	Club Name
Mx. Example Two	26691551	Example Club For Training

Below the table are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red circle. At the bottom of the dialog box is a 'Close' button. The background interface shows a 'Home' header, 'Account Example Club For Training', and various details like 'Lions Club', 'Active Member Count 59', and 'Club Specialty Cultural'.

16 '다음'을 클릭하여 스폰서를 확정합니다.

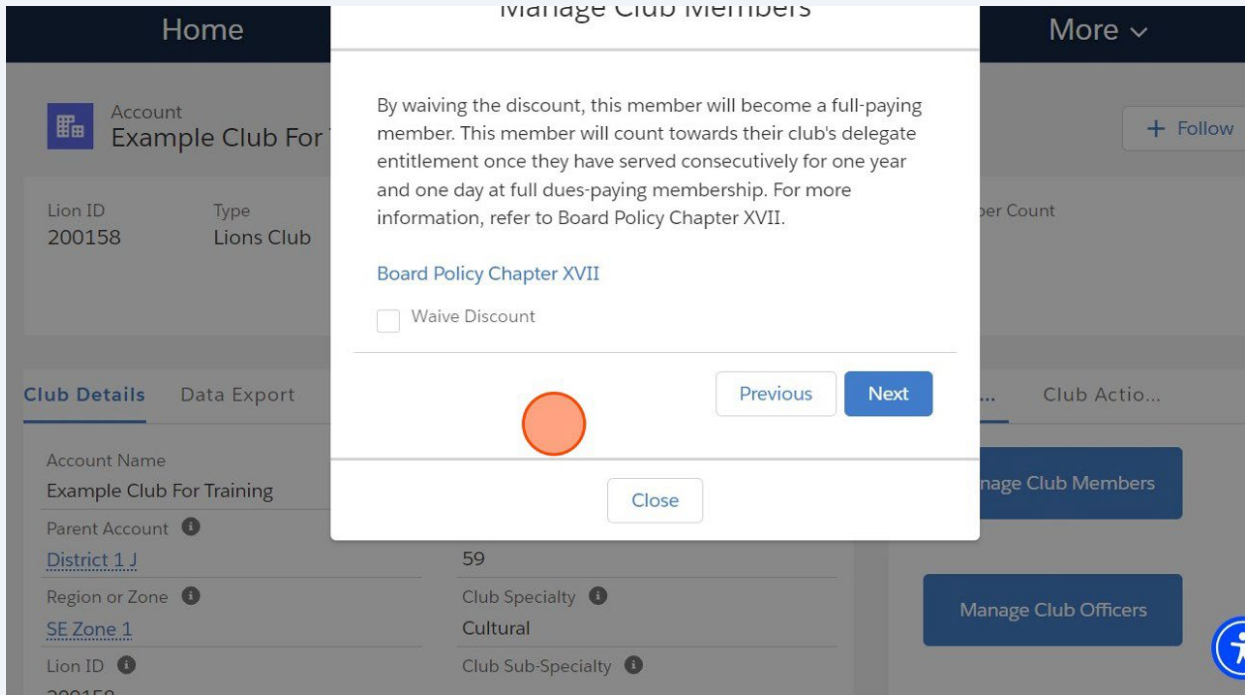
The screenshot shows the same 'Manage Club Members' dialog box, but now it displays a confirmation prompt: 'Use this sponsor for the new membership?'. Below the prompt, the following information is shown:

Name: Example Two - Example Club For Training
Lion ID: 26691551

Below this information are two buttons: 'Previous' and 'Next'. The 'Next' button is highlighted with a red circle. At the bottom of the dialog box is a 'Close' button. The background interface is the same as in the previous screenshot.

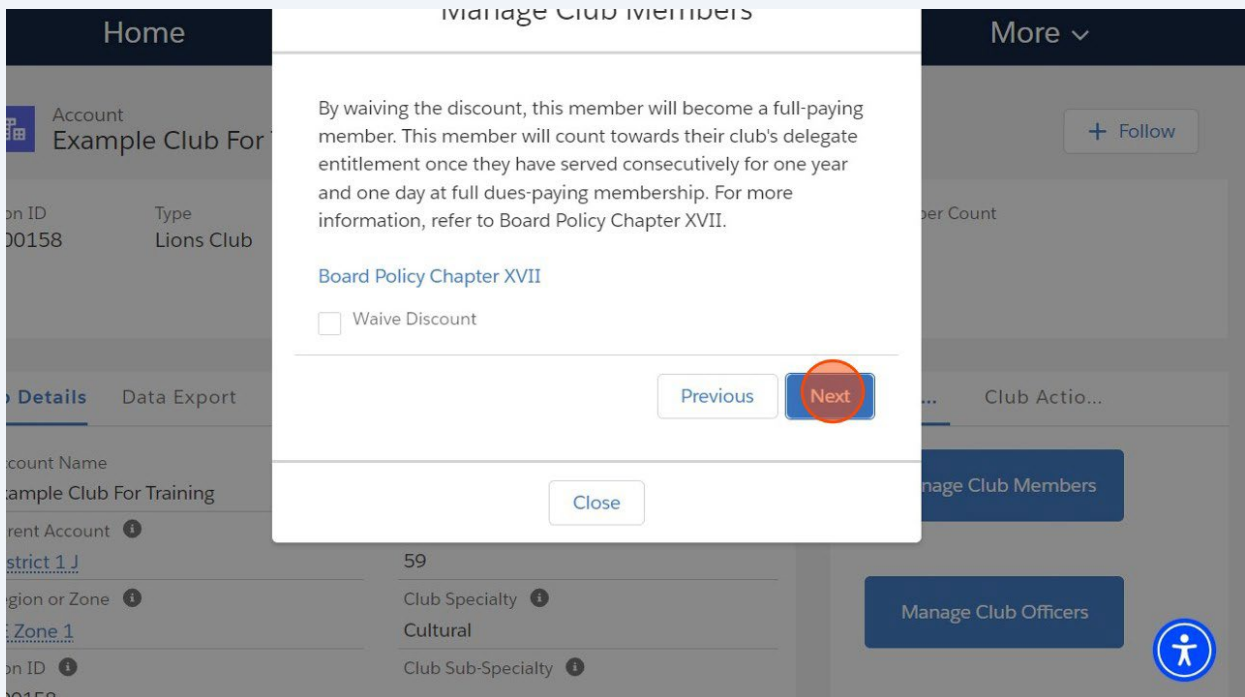
17

'할인 중단' 선택 여부를 확인합니다. 할인 혜택을 중단하려면 '할인 중단'을 체크합니다.



18

'다음'을 클릭합니다.



19 성공을 안내하는 녹색창이 표시됩니다. 'X'를 클릭하여 알림창을 닫습니다.

The screenshot shows a web interface with a dark blue header. A green success message box is displayed at the top, containing a checkmark icon and the text "Success! Membership Record Created!". A red circle highlights a close button (an 'X' icon) in the top right corner of the message box. Below the header is a navigation menu with items: Home, Membership (with a dropdown arrow), Service (with a dropdown arrow), Learn, and More (with a dropdown arrow). The main content area features an "Account" section for "Example Club For Training" with a "+ Follow" button. Below this is a table with the following data:

Account ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	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" (59). To the right, there is a "Member ..." tab and a "Manage Club Members" button.

20 클럽 정보 페이지가 표시됩니다.

The screenshot shows the same web interface as above, but with a different set of data in the table and tabs. The "Active Member Count" is now 60. The "Details" tab is active, showing fields for "Account Name" (Example Club For Training), "Type" (Lions Club), "Active Member Count" (60), "Region or Zone" (Zone 1), and "Club Specialty" (Cultural). The "Member ..." tab is active, showing a "Manage Club Members" button and a "Manage Club Officers" button. A red circle highlights a user icon (a person silhouette) in the bottom right corner of the "Member ..." tab area.

21 메인 페이지로 돌아가려면 '홈'을 클릭합니다.

The screenshot shows the 'Lion Portal' interface. At the top, there is a search bar and a user profile icon. Below the navigation bar, the account name 'Example Club For Training' is displayed with a '+ Follow' button. A table provides details about the club:

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, 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.

22 이상으로 '클럽 회원 관리 - 학생회원 추가하기'를 마치겠습니다.

The screenshot shows the 'Lion Portal' home page. The navigation bar includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. A welcome message 'Welcome Example One!' is displayed. Below the message, there are four main navigation buttons: '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 Club logo). At the bottom right, there is an orange circle and a user profile icon.