

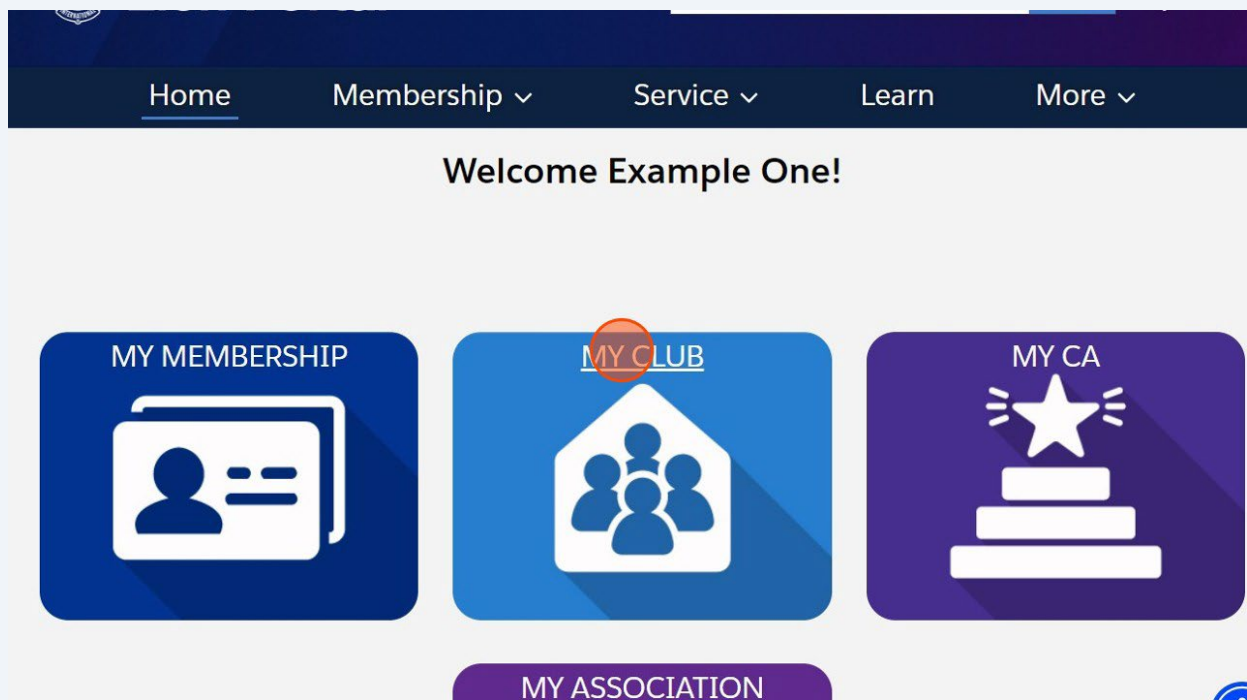
Gerenciar Associados do Clube - Adicionar um Associado Estudante



Este guia oferece um processo passo a passo para adicionar com eficiência um associado estudante a um clube por meio do Lion Portal. Ele simplifica a tarefa, muitas vezes complexa, de gerenciamento de associados, garantindo que os usuários possam concluir o processo com tranquilidade e precisão. Ao seguir este guia, os usuários podem economizar tempo e evitar possíveis erros, tornando a administração do clube mais eficaz. É um recurso essencial para qualquer pessoa responsável pelo gerenciamento de associados do clube.

1 Faça login no Lion Portal. lionportal.org

2 Clique "MEU CLUBE"



3 Clique "Gerenciar Associados do Clube"

The screenshot shows the top navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below is the club header '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, 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 Clique no "Botão de opção" "Adicionar Novo Associado", clique "Próximo"

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 radio button options: 'Add New Member' (selected), 'Edit Member', 'Reinstate Member', 'Transfer Member', and 'Drop Member'. At the bottom of the dialog, there is a 'Next' button (highlighted with a red circle) and a 'Close' button. The background shows the same club page as in the previous screenshot, but dimmed.

5 Insira os dados do associado e clique "Buscar"

Home

Account
Example Club For

More ▾

+ Follow

ber Count

on ID 200158 Type Lions Club

Details Data Export

Account Name
Example Club For Training

Parent Account ⓘ

District 1 J

Region or Zone ⓘ
SE Zone 1

Club ID ⓘ
200158

Club Specialty ⓘ
Cultural

Club Sub-Specialty ⓘ

Manage Club Officers

Manage Club Members

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 Digite o endereço e outros dados do associado.

Home

Account
Example Club For

More ▾

+ Follow

ber Count

Lion ID 200158 Type Lions Club

Club Details Data Export

Account Name
Example Club For Training

Parent Account ⓘ

District 1 J

Region or Zone ⓘ
SE Zone 1

Club ID ⓘ
200158

Club Specialty ⓘ
Cultural

Club Sub-Specialty ⓘ

Manage Club Officers

Manage Club Members

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 Clique "Próximo"

The screenshot shows a 'Manage Club Members' form overlaid on a club details page. The form contains the following fields and options:

- Location: Naperville, Illir
- Zip/Postal Code: 60565
- Home Phone: [Empty]
- Occupation: Student
- Spouse/Companion Full Name: [Empty]

Navigation buttons: Previous, Next (highlighted with a red circle), and Close.

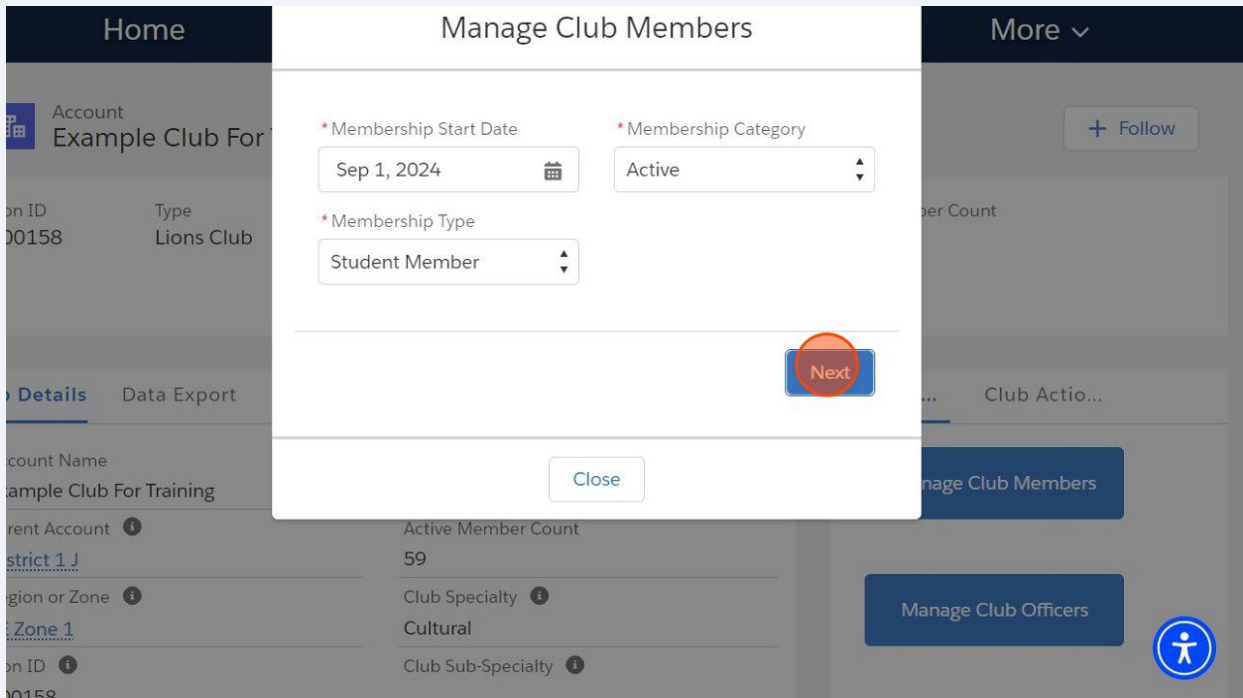
8 Digite a data de início da afiliação. Selecione "Associado Estudante" da lista suspensa do "Tipo de Afiliação".

The screenshot shows the 'Manage Club Members' form with the following data entered:

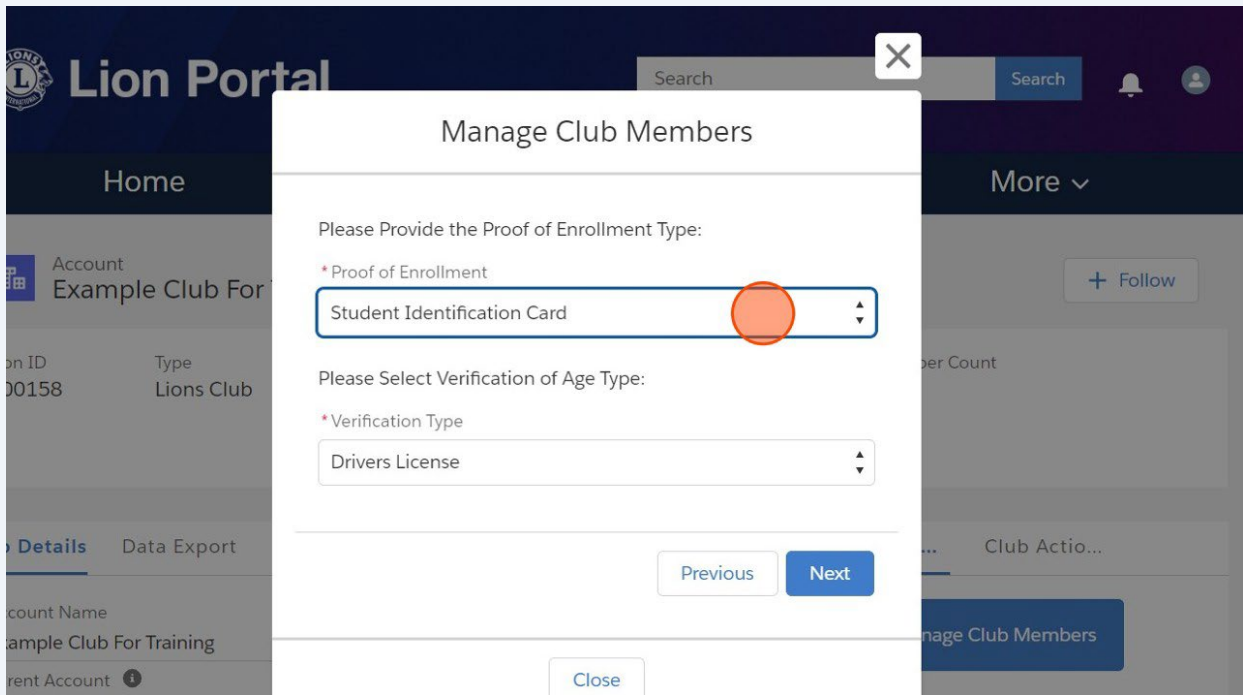
- * Membership Start Date: Sep 1, 2024
- * Membership Category: Active
- * Membership Type: Student Member (highlighted with a red circle)

Navigation buttons: Next (highlighted with a red circle) and Close.

9 Clique "Próximo"



10 Forneça os campos obrigatórios de Tipo de Comprovante de Matrícula.



11 Clique "Próximo"

Please Provide the Proof of Enrollment Type:

* Proof of Enrollment
Student Identification Card

Please Select Verification of Age Type:

* Verification Type
State Identification Card

Previous Next

Close

12 Seleccione o Patrocinador do Associado.

Manage Club Members

Please search for a sponsor for the new member.

Search by Name or Lion ID

Name
 Lion ID

Previous Next

Close

13 Clique "Próximo"

Please search for a sponsor for the new member.

* Search by Name or Lion ID

Name
 Lion ID

* First Name * Last Name

Previous Next Close

14 Clique o "botão de opção" para selecionar o Patrocinador.

1 of 1 item • 0 items selected

Search this list...

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

Previous Next Close

15 Clique "Próximo"

The screenshot shows a 'Manage Club Members' dialog box overlaid on a web application. 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 shows a 'Home' page with a 'More' dropdown menu and a 'Follow' button.

16 Para confirmar o Patrocinador, clique "Próximo"

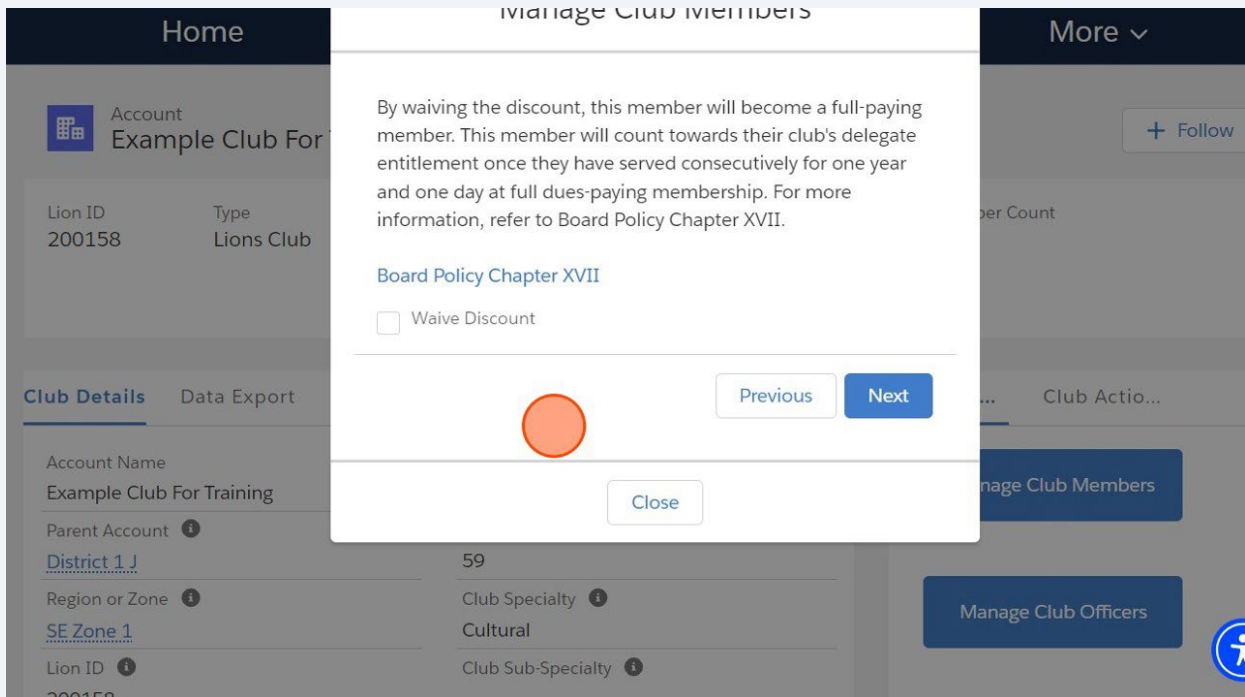
The screenshot shows the same 'Manage Club Members' dialog box, but now it displays a confirmation prompt: 'Use this sponsor for the new membership?'. Below the prompt, the following information is displayed:

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 shows the same 'Home' page as in the previous screenshot.

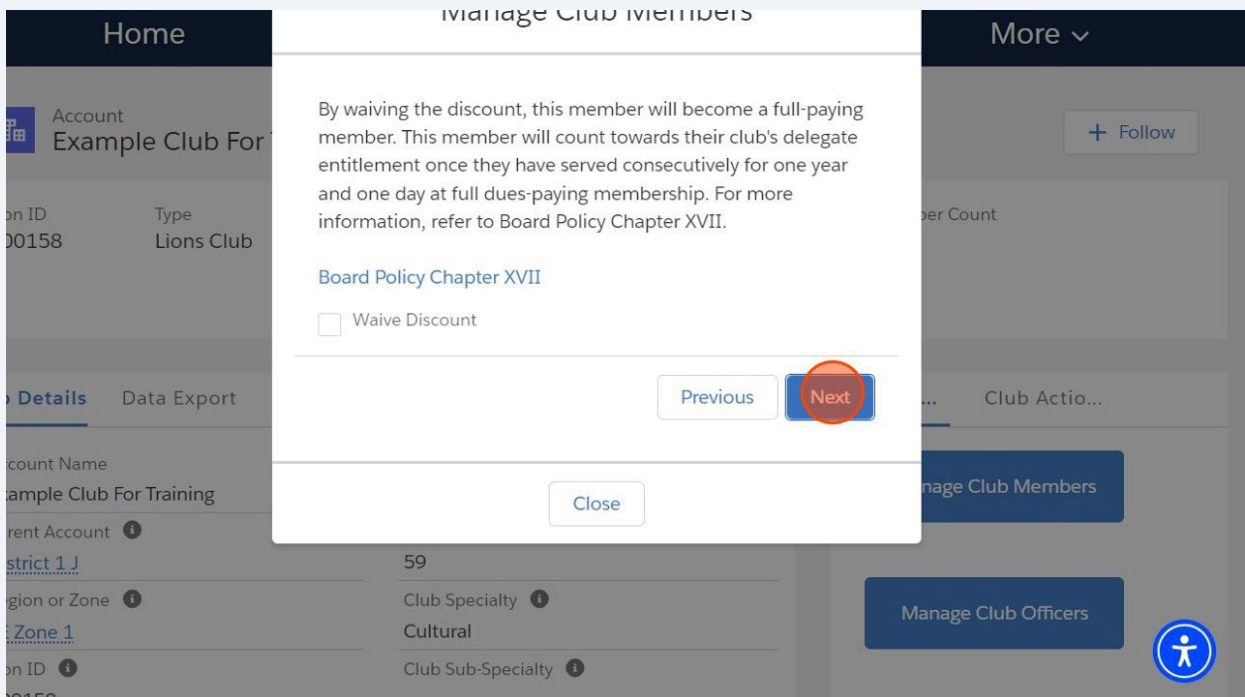
1

Revise a opção "Renunciar ao Desconto". Para renunciar ao desconto, clique na caixa de seleção "Renunciar ao Desconto".



18

Clique "Próximo"



19 Uma mensagem verde de "Sucesso!" será exibida. Clique no ícone "X" para fechar a mensagem.

The screenshot shows a web interface with a dark blue header. A green success message is displayed at the top: "Success! Membership Record Created!". The message has a checkmark icon on the left and a red "X" icon on the right. Below the message is a navigation bar with links: Home, Membership (dropdown), Service (dropdown), Learn, and More (dropdown). The main content area shows an "Account" 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: Details (selected), Data Export, Club Statements, Club Service Activities, and More. The "Details" tab shows fields for Account Name (Example Club For Training), Account Type (Lions Club), and Active Member Count. To the right of the details is a "Member ..." tab with a "Manage Club Members" button.

20 A "Página de Detalhes do Clube" é exibida.

The screenshot shows the same web interface as above, but the success message is gone. The "Active Member Count" in the table is now 60. The "Details" tab is selected, and the "Manage Club Members" button is highlighted with a red circle. Below it is a "Manage Club Officers" button. The "Club Service Activities" tab is also visible, showing "Cultural" as the Club Specialty. The "Account Name" field is now "Example Club For Training" and the "Account Type" is "Lions Club".

21 Clique na "Página Inicial" para retornar à página inicial.

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 club details:

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.

Isso conclui o Guia Rápido "Gerenciar Associados do Clube - Adicionar um Associado Estudante".

The screenshot shows the home page of the Lion Portal. The navigation bar includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. A welcome message reads 'Welcome Example One!'. Below this, 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 a profile icon and a notification bell.