


Klubijäsenten tietojen hallinta - Muokkaa jäsen

Lion Portal **tietoja**

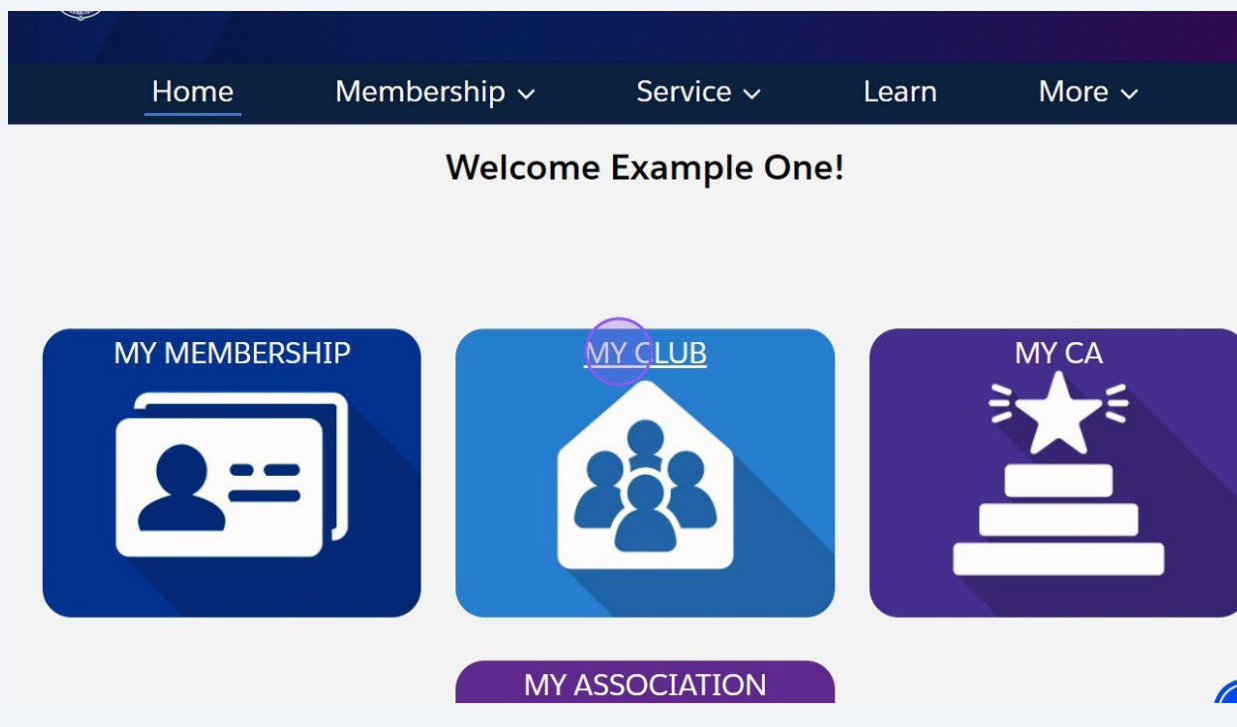
Tämä opas on tärkeä resurssi klubivirkailijoille, sillä tässä kerrotaan suoraviivaisesti miten jäsentietoja voi muokata Lion Portalissa. Se kertoo mitä lupia tarvitaan, miten yhteys- ja henkilötietoja muokataan, ja sisältää tärkeitä tietoja, kt. Että jäsenen kummin tietojen muokkaaminen on mahdollista vain tietyn ajan. Seuraamalla tätä opasta klubivirkailijat voivat tehdä muutoksia jäsentietoihin, varmistaa, että tiedot ovat ajantasalla ja siten hallinoida klubia tehokkaasti.

 Vinkki! Jäsentietoja voidaan päivittää milloin vain klubivirkailijoiden toimesta, kunhan henkilöllä on tarvittavat luvat siihen. Seuraavilla virkailijoilla on lupa editoida tietoja: Klubipresidentti, klubisihteeri, klubin hallinnoija.

Piirin ja moninkertaispiirin hallintovirkailijat voivat muokata jäsentietoja oman rakenteensa klubeissa. Tällä tasolla valitset ensin mitä klubia haluat hallinoida.

1 Kirjaudu Lion Portaliin lionportal.org

2 Klikkaa "MINUN KLUBINI"



The screenshot shows the top navigation bar of the Lion Portal website. The navigation tabs are: Home (underlined), Membership (with a dropdown arrow), Service (with a dropdown arrow), Learn, and More (with a dropdown arrow). Below the navigation bar, the text "Welcome Example One!" is displayed. Underneath, there are three main action buttons: "MY MEMBERSHIP" (dark blue button with a person icon), "MY CLUB" (medium blue button with a house and people icon, circled in purple), and "MY CA" (purple button with a star and podium icon). At the bottom, there is a purple button labeled "MY ASSOCIATION".

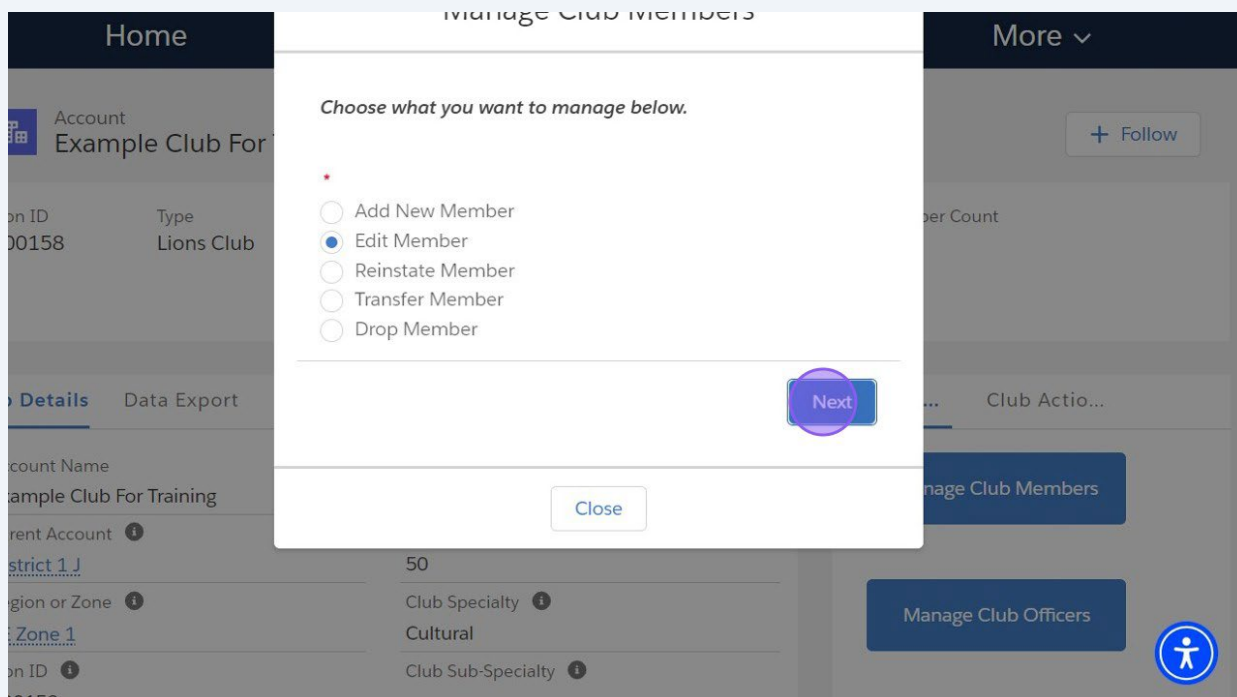
3 Klikkaa "Hallitse klubin jäsentietoja"

The screenshot shows the top navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below it is the account header for 'Example Club For Training' with a '+ Follow' button. A table displays club information: Lion ID 200158, Type Lions Club, Status Active, Billing Address 124 Any Place, Naperville, Illinois 60565, United States, and Active Member Count 50. A 'Details' tab is active, showing fields for Account Name, Parent Account, Region or Zone, Lion ID, Type, Active Member Count, Club Specialty, and Club Sub-Specialty. On the right, a 'Member ...' tab is active, featuring 'Manage Club Members' and 'Manage Club Officers' buttons, with a purple circle highlighting the 'Manage Club Members' button.

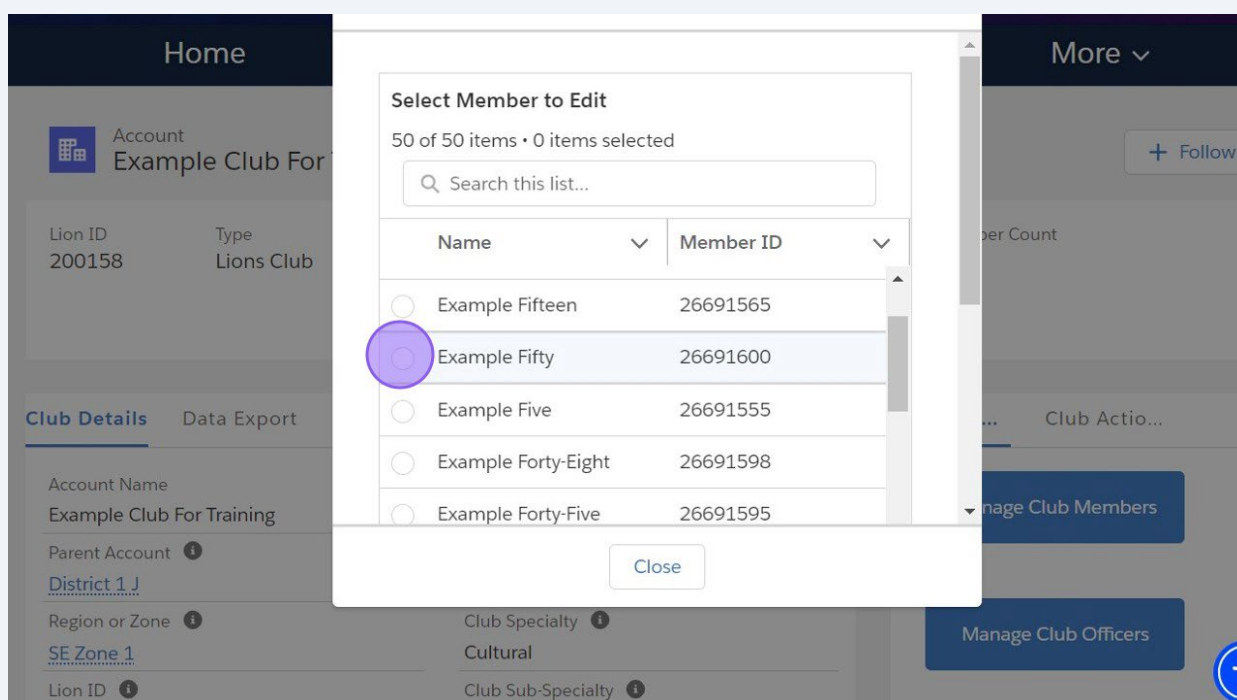
4 Tämä pikaopas näyttää "Muokkaa jäsentä" toiminnot.

The screenshot shows the 'Lion Portal' header with a search bar and a notification bell. The background shows the club details page. A modal window titled 'Manage Club Members' is open, displaying the text 'Choose what you want to manage below.' and a list of options: 'Add New Member', 'Edit Member', 'Reinstate Member', 'Transfer Member', and 'Drop Member'. The 'Edit Member' option is selected, indicated by a purple circle. A 'Next' button is at the bottom right of the modal, and a 'Close' button is at the bottom center.

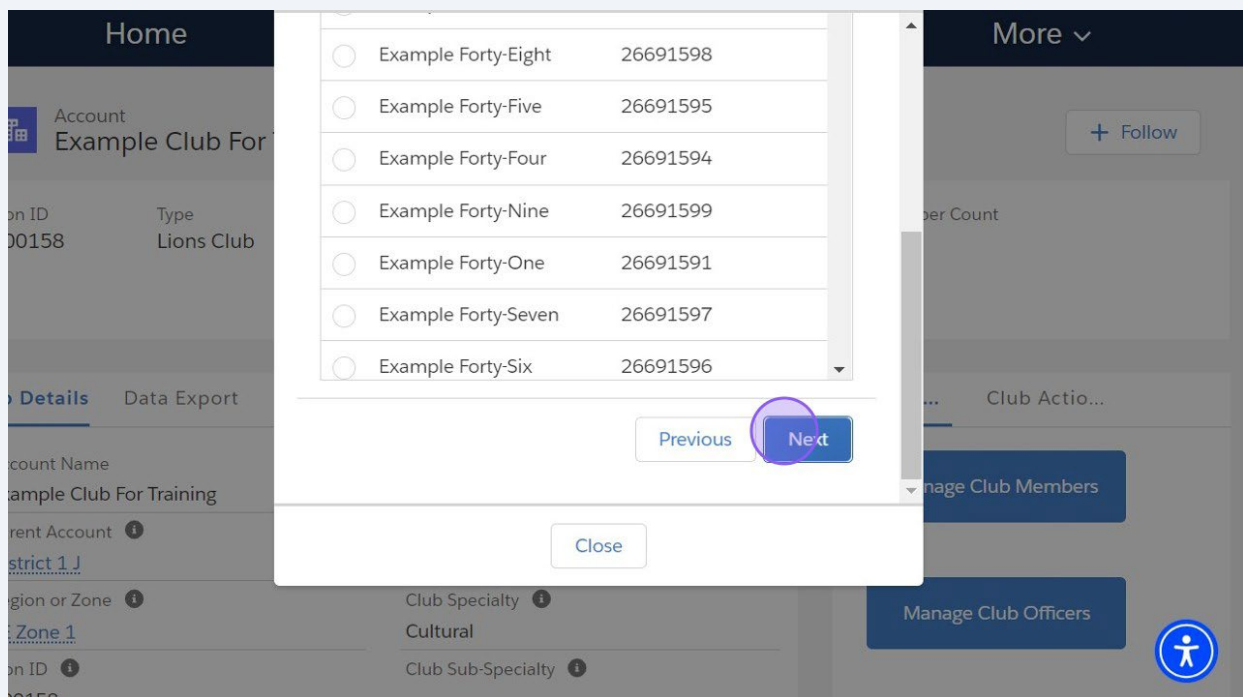
5 Valitse "Muokkaa jäsentä" ja klikkaa "Seuraava"



6 Rullaa tai etsi jäsen. Etsi jäsenen nimellä (osalla nimeä tai jäsennumerolla) Valitse jäsen klikkaamalla nappulaa haluamasi jäsenen nimen kohdalla.



7 Klikkaa "Seuraava"



The screenshot shows a web application interface with a modal window open. The modal window displays a list of members with radio buttons and a 'Next' button highlighted with a purple circle. The background shows a 'Home' page with a 'More' dropdown menu and a 'Follow' button.

<input type="radio"/>	Example Forty-Eight	26691598
<input type="radio"/>	Example Forty-Five	26691595
<input type="radio"/>	Example Forty-Four	26691594
<input type="radio"/>	Example Forty-Nine	26691599
<input type="radio"/>	Example Forty-One	26691591
<input type="radio"/>	Example Forty-Seven	26691597
<input type="radio"/>	Example Forty-Six	26691596

Buttons: Previous, Next, Close



Vinkki! Muokkaa jäsentä vaihtoehdot:

- Henkilötiedot - nimi, sukupuoli, ammatti, syntymäpäivä (voidaan muokata kerran), lempinimi, puoliso/kumppani
- Yhteystiedot - puhelinnumero, sähköpostiosoite
- Osoite - jäsenen postiosoite
- Jäsentyyppi - muuta jäsentyypin / ohjelman tietoja
- Jäsenen sponsori - Sponsori eli kummi voidaan nimetä 90 vuorokauden kuluessa

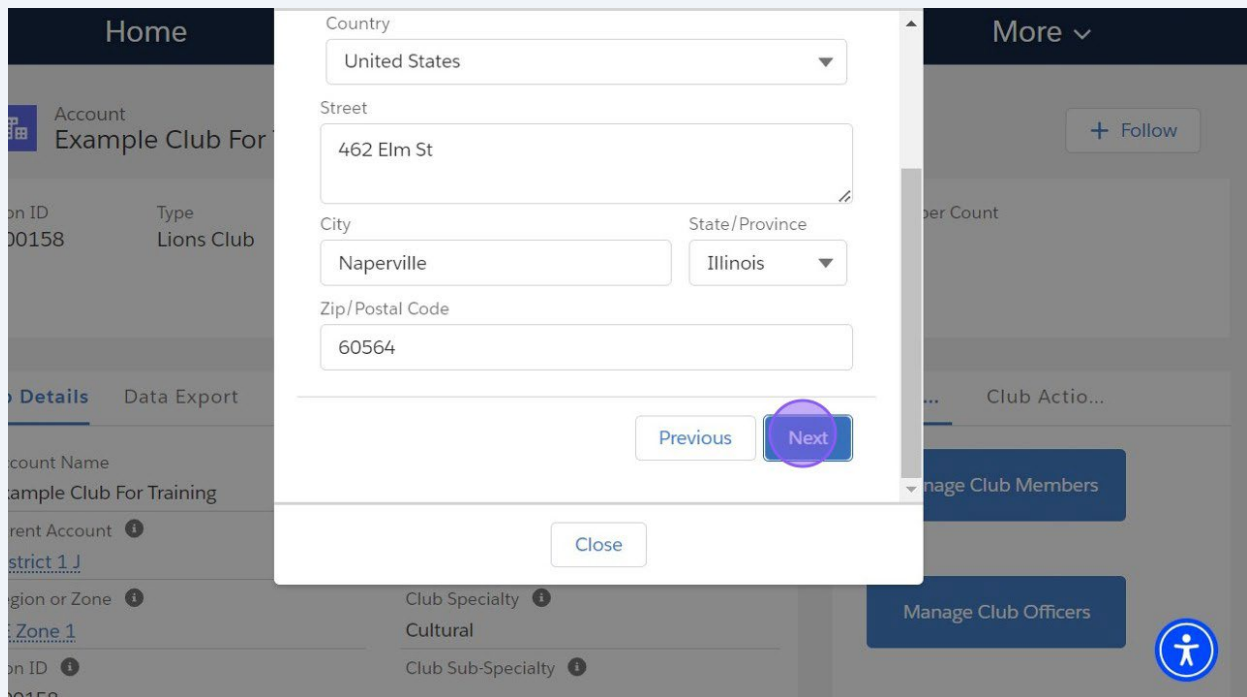
8 Valitse painike ja klikkaa "Seuraava"

The screenshot shows a modal window titled "Member Name: Example Fifty" and "Member's ID: 26691600". Below the title, it says "Select the type of member information you want to edit:". There are five radio button options: "Personal Details", "Contact Details", "Address Details" (which is selected), "Membership Type", and "Membership Sponsor". A blue "Next" button is circled in purple, and a "Close" button is at the bottom of the modal. The background shows a "Home" page with "Account Example Club For Training" and "Lion ID 200158 Type Lions Club".

9 Klikkaa jokaista tekstikenttää mitä haluat muokata

The screenshot shows a modal window titled "Manage Club Members" with a member ID of "26691600". It contains several text input fields: "Country" (set to "United States"), "Street" (empty), "City" (set to "Naperville"), "State/Province" (set to "Illinois"), and "Zip/Postal Code" (set to "60564"). A purple circle highlights the "Street" input field. A "Close" button is at the bottom of the modal. The background shows the "Lion Portal" header and "Home" page with "Account Example Club For Training" and "Lion ID 200158 Type Lions Club".

10 Kun olet tehnyt muutokset klikkaa "Seuraava"



Home

Account
Example Club For

on ID
00158

Type
Lions Club

Details Data Export

Account Name
Example Club For Training

Parent Account ⓘ

District 1.J

Region or Zone ⓘ
Zone 1

on ID ⓘ
00158

Country
United States

Street
462 Elm St

City
Naperville

State/Province
Illinois

Zip/Postal Code
60564

Previous Next

Close

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

ⓘ

i Vinkki! Seuraava osio näyttää, mitä tietoja voidaan editoida:

- Muokkaa jäsentä
- Henkilökohtaiset tiedot

11 Valitse "Muokkaa jäsentä" ja klikkaa "Seuraava"

Manage Club Members

Choose what you want to manage below.

- Add New Member
- Edit Member
- Reinstate Member
- Transfer Member
- Drop Member

Next

Close

12 Valitse jäsen ja klikkaa "Seuraava"

Manage Club Members

Choose what you want to manage below.

<input type="radio"/>	Example Twenty-One	26691571
<input type="radio"/>	Example Twenty-Seven	26691577
<input type="radio"/>	Example Twenty-Six	26691576
<input type="radio"/>	Example Twenty-Three	26691573
<input type="radio"/>	Example Twenty-Two	26691572
<input type="radio"/>	Example Twenty	26691570
<input type="radio"/>	Mx. Example Two III	26691551

Previous Next

Close

13 Valitse "Henkilötiedot" ja klikkaa "Seuraava"

Home

Account
Example Club For

Member ID: 00158 Type: Lions Club

Details Data Export

Account Name
Example Club For Training

Parent Account ⓘ

District 1 J

Region or Zone ⓘ Club Specialty ⓘ
Zone 1 Cultural

Member ID ⓘ Club Sub-Specialty ⓘ
00158

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

Next

Close

Member Name:
Example Fifty

Member's ID: 26691600

Select the type of member information you want to edit:

- Personal Details
- Contact Details
- Address Details
- Membership Type
- Membership Sponsor

14 Klikkaa tietokenttiä joita haluat muokata ja syötä uudet tiedot

Lion Portal

Home

Account
Example Club For

Member ID: 00158 Type: Lions Club

Details Data Export

Account Name
Example Club For Training

Parent Account ⓘ

District 1 J

Region or Zone ⓘ Club Specialty ⓘ
Zone 1 Cultural

Member ID ⓘ Club Sub-Specialty ⓘ
00158

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

Search

Manage Club Members

Member Name:
Example Fifty

Member's ID:
26691600

Salutation

First Name
Example

Middle Name
Member

Last Name

Close

15 Klikkaa tietokenttiä joita haluat muokata ja syötä uudet tiedot

The screenshot shows a web application interface with a modal form for editing member information. The form contains the following fields:

- Gender: Male
- Date of Birth: Oct 10, 2003
- Occupation: Education/Training
- Spouse Name: Companion Fifty

At the bottom of the form, there are three buttons: a purple circle highlighting the 'Next' button, a 'Previous' button, and a 'Close' button. The background shows a blurred view of the member's profile page with details like 'Account Example Club For Training' and 'Lion ID 200158'.

16 Valitse "Yhteystiedot" ja klikkaa "Seuraava"

The screenshot shows a web application interface with a modal form for selecting member information to edit. The form contains the following information:

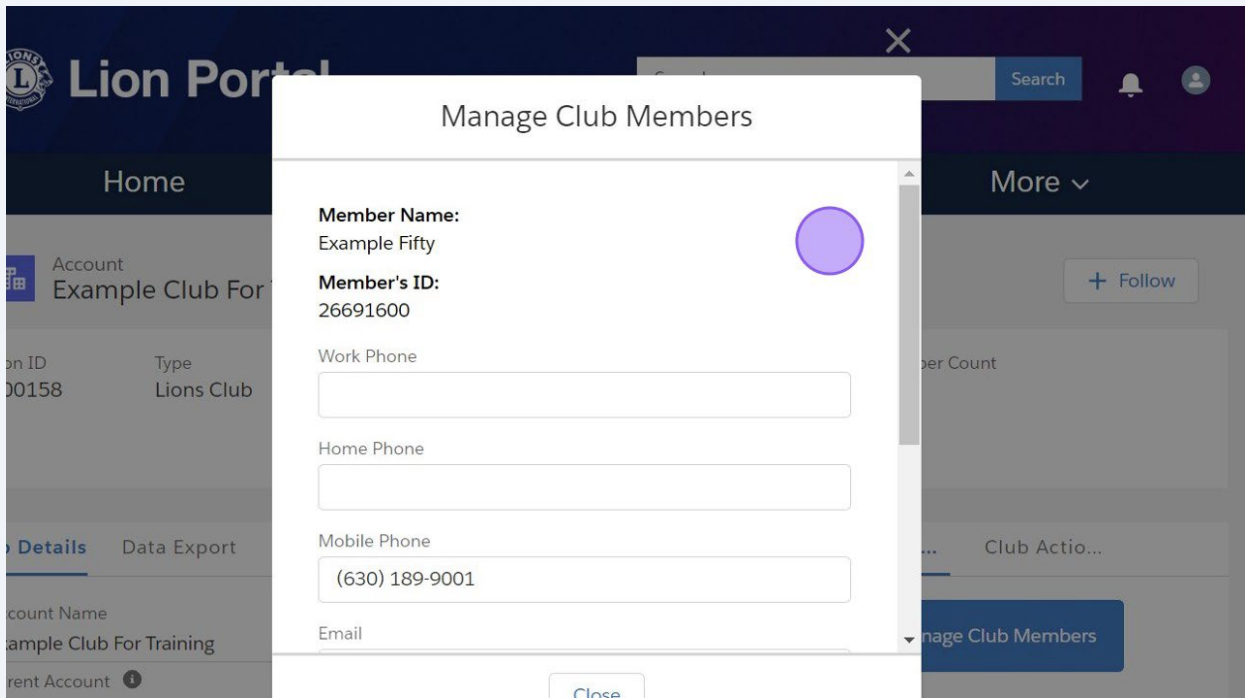
- Member Name: Example Fifty
- Member's ID: 26691600
- Select the type of member information you want to edit:

The selection options are:

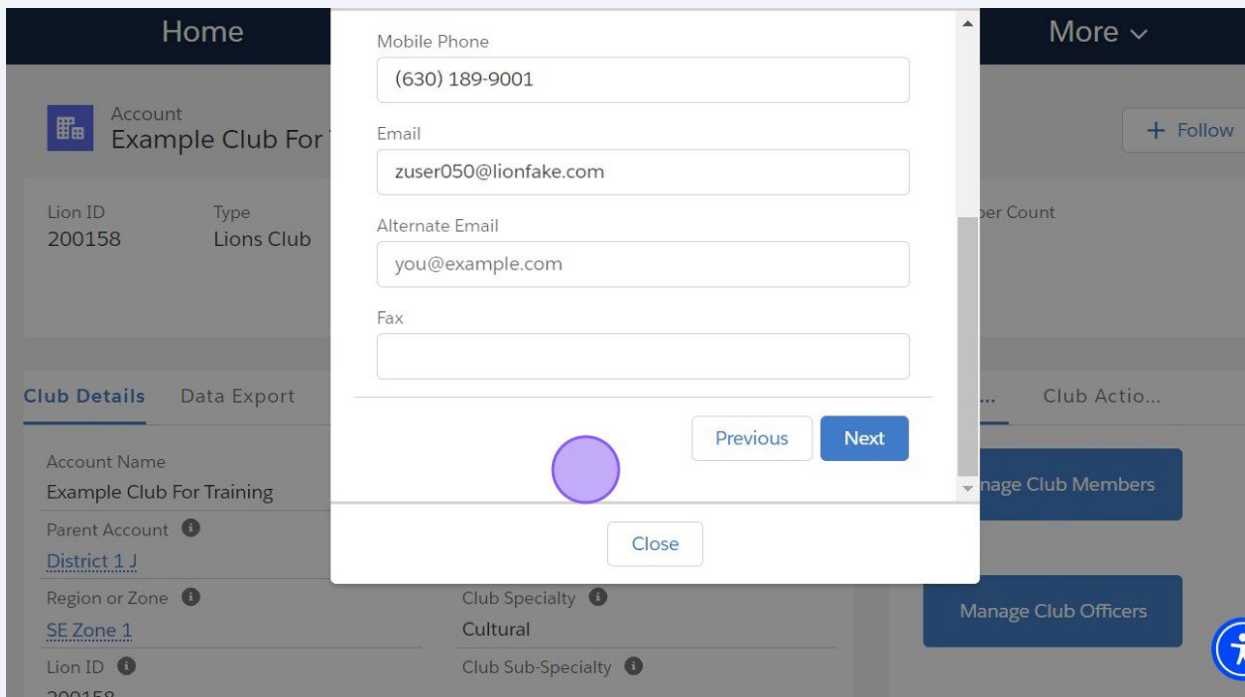
- Personal Details
- Contact Details
- Address Details
- Membership Type
- Membership Sponsor

At the bottom of the form, there are two buttons: a purple circle highlighting the 'Next' button and a 'Close' button. The background shows a blurred view of the member's profile page with details like 'Account Example Club For Training' and 'Lion ID 200158'.

17 Klikkaa tietokenttiä joita haluat muokata ja syötä uudet tiedot



18 Klikkaa tietokenttiä joita haluat muokata ja syötä uudet tiedot





Huomio! Jäsenen sponsori voidaan lisätä järjestelmään vain ensimmäisen 90 päivän aikana liittymisestä.

Jos tarvitaan korjauksia vanhempiin tietoihin ole yhteydessä Jäsenpalvelukeskukseen.



Vinkki! Tarkemmat ohjeet miten etsiä ja valita sponsori katso "Hallitse klubin jäsentietoja - Lisää jäsen" pikaopasta.

19

Valitse "Jäsenen sponsori" ja klikkaa "Seuraava"

The screenshot shows a web application interface with a modal dialog box open. The background is dimmed, showing a 'Home' page with a 'More' dropdown menu. The modal dialog is titled 'Member Name: Example Fifty' and 'Member's ID: 26691600'. It asks the user to 'Select the type of member information you want to edit:' and provides five radio button options: 'Personal Details', 'Contact Details', 'Address Details', 'Membership Type', and 'Membership Sponsor'. The 'Membership Sponsor' option is selected. A 'Next' button is highlighted with a purple circle, and a 'Close' button is visible at the bottom of the dialog. The background interface includes a 'Details' tab, 'Data Export' link, and various club-related buttons like 'Manage Club Members' and 'Manage Club Officers'.

20 Klikkaa "Sulje" poistuaksesi "Muokkaa jäsentä" kohdasta

Home

Account
Example Club For Training

Lion ID 200158 Type Lions Club

Member Name:
Example Fifty

Member's ID: 26691600

Select the type of member information you want to edit:

- Personal Details
- Contact Details
- Address Details
- Membership Type
- Membership Sponsor

Next

Close

More ▾

+ Follow

Member Count

Club Details Data Export

Account Name
Example Club For Training

Parent Account ⓘ

District 1 J

Region or Zone ⓘ

SE Zone 1

Lion ID ⓘ

200158

Club Specialty ⓘ

Cultural

Club Sub-Specialty ⓘ

Manage Club Members

Manage Club Officers

👤

21 Palaa aloitussivulle klikkaamalla "Koti"

Lion Portal

Search Search 🔔 👤

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	50

Club Details Data Export Club Statements Club Service Activities More

Member ... Club Acti...

Account Name
Example Club For Training ✎ Type ⓘ
Lions Club

Parent Account ⓘ Active Member Count

Manage Club Members

22 Tähän päättyy Hallinnoi klubin jäseniä - Muokkaa jäsentietoja -pikaopas

