

# Hallitse klubijäseniä - Lisää opiskelija jäsen



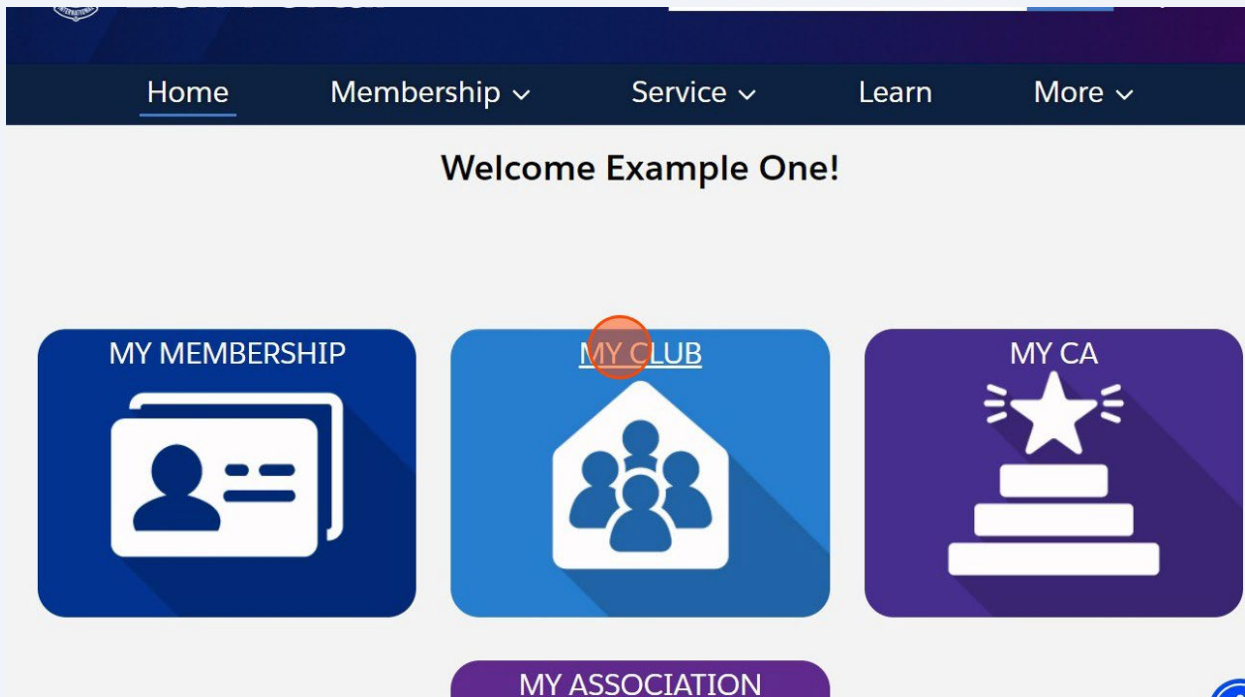
Lion Portal

## jäsen

Tämä opas antaa vaiheittaiset ohjeet opiskelijajäsenen lisäämiseksi Lion Portalissa. Se selkeyttää usein moninmutkaista jäsenten hallinnan tehtävää, varmistaen, että käyttäjät voivat käsitellä tietoja helposti ja tarkasti. Seuraamalla tätä opasta käyttäjät voivat säästää aikaa ja välttää potentiaalisia virheitä, jolloin klubin hallinnasta tulee tehokkaampaa. Tämä on tärkeä resurssi kenelle tahansa, jonka vastuulla on hallita klubin jäsentietoja.

**1** Kirjaudu Lion Portaliin [lionportal.org](https://lionportal.org)

**2** Klikkaa "MINUN KLUBINI"



### 3 Klikkaa "Hallitse klubin jäsentietoja"

The screenshot shows the user interface for managing a club. At the top, there is a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below this, the club's account information is displayed, including the name 'Example Club For Training' and a '+ Follow' button. A table provides key 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, there 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 side, there are two prominent blue buttons: 'Manage Club Members' and 'Manage Club Officers'. The 'Manage Club Members' button is circled in red, indicating the next step in the process.

### 4 Klikkaa "valintapainiketta" "Lisää uusi jäsen", ja sitten "Seuraava"

The screenshot shows a modal dialog box titled 'Manage Club Members' overlaid on the previous page. The dialog contains the instruction 'Choose what you want to manage below.' and a list of five radio button options: 'Add New Member', 'Edit Member', 'Reinstate Member', 'Transfer Member', and 'Drop Member'. The 'Add New Member' option is selected. At the bottom of the dialog, there is a 'Next' button circled in red and a 'Close' button. The background shows the same club details page as in the previous screenshot, but it is dimmed to focus on the dialog.

## 5 Syötä jäsentiedot ja klikkaa "Etsi"

Home

Account  
Example Club For

More ▾

+ Follow

ber Count

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 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 Syötä osoite ja muita jäsentietoja

Home

Account  
Example Club For

More ▾

+ Follow

ber 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 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 Klikkaa "Seuraava"

Home

Naperville Illir

Zip/Postal Code 60565

Home Phone

Occupation Student

Spouse/Companion Full Name

Previous Next

Close

More

+ Follow

Account Example Club For Training

Lion ID 200158 Type Lions Club

Details Data Export

Account Name Example Club For Training

Parent Account District 1 J

Region or Zone Zone 1

Club Specialty Cultural

Club Sub-Specialty

Manage Club Members

Manage Club Officers

## 8 Syötä Jäsenyyden alkamispäivä Valitse "Opiskelijajäsen" "Jäsenyystyyppi" pudotusvalikosta.

Home

Manage Club Members

\*Membership Start Date Sep 1, 2024

\*Membership Category Active

\*Membership Type Student Member

Next

Close

More

+ Follow

Account Example Club For Training

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

Active Member Count 59

Club Specialty Cultural

Manage Club Members

Manage Club Officers

**9** Klikkaa "Seuraava"

The screenshot shows a web application interface with a modal window titled "Manage Club Members". The modal contains the following fields:

- \* Membership Start Date: A date picker set to "Sep 1, 2024".
- \* Membership Category: A dropdown menu set to "Active".
- \* Membership Type: A dropdown menu set to "Student Member".

At the bottom of the modal, there is a blue "Next" button with a red circle around it, and a "Close" button.

**10** Anna tiedot todistuksista, joita vaaditaan tähän jäsenyyssyyppiin.

The screenshot shows the same "Manage Club Members" modal window, but now with additional fields for providing proof of enrollment and age verification:

- Please Provide the Proof of Enrollment Type:
  - \* Proof of Enrollment: A dropdown menu set to "Student Identification Card", with a red circle around it.
- Please Select Verification of Age Type:
  - \* Verification Type: A dropdown menu set to "Drivers License".

At the bottom of the modal, there are "Previous" and "Next" buttons, and a "Close" button.



### 13 Klikkaa "Seuraava"

Please search for a sponsor for the new member.

\* Search by Name or Lion ID

Name  
 Lion ID

\* First Name: Example  
\* Last Name: two

Buttons: Previous, Next (highlighted), Close

### 14 Klikkaa "Valintapainiketta" valitaksesi kummin.

1 of 1 item • 0 items selected

Search this list...

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

Buttons: Previous, Next (highlighted), Close

## 15 Klikkaa "Seuraava"

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 blurred view of the web application with a 'Home' header and a 'More' dropdown menu.

## 16 Varmista kummi, ja klikkaa "Seuraava"

The screenshot shows the 'Manage Club Members' dialog box with a confirmation prompt: 'Use this sponsor for the new membership?'. Below the prompt, the following details are displayed:

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

Below the details 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 blurred view of the web application with a 'Home' header and a 'More' dropdown menu.

1

Katso mahdollisuus "Alennuksen käyttämättä jättämisestä". Voit ohittaa alennuksen, rastittamalla "Ohita alennus" laatikko.

The screenshot shows a web application interface with a 'Manage Club Members' dialog box. The dialog box contains the following text: 'By waiving the discount, this member will become a full-paying member. This member will count towards their club's delegate entitlement once they have served consecutively for one year and one day at full dues-paying membership. For more information, refer to Board Policy Chapter XVII.' Below this text is a link 'Board Policy Chapter XVII' and a checkbox labeled 'Waive Discount'. At the bottom of the dialog box are three buttons: 'Previous', 'Next', and 'Close'. A red circle highlights the 'Waive Discount' checkbox.

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Klikkaa "Seuraava"

The screenshot shows the same 'Manage Club Members' dialog box as in the previous image. In this image, a red circle highlights the 'Next' button at the bottom right of the dialog box.

**19** Vihreä onnistumisviesti näkyy ruudussa. Klikkaa "X" sulkeaksesi viestin.

The screenshot shows a web interface with a dark blue header. A green success message box is at the top, containing a checkmark icon, the text "Success! Membership Record Created!", and a red "X" icon in a circle. Below the message is a navigation bar with "Home", "Membership", "Service", "Learn", and "More" menus. The main content area shows an "Account" for "Example Club For Training" with a "+ Follow" button. Below this is a table with columns: "Club ID", "Type", "Status", "Billing Address", and "Active Member Count". The table contains one row with the following data: Club ID: 00158, Type: Lions Club, Status: Active, Billing Address: 124 Any Place, Naperville, Illinois 60565, United States, 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" (Example Club For Training), "Type" (Lions Club), and "Active Member Count" (59). To the right, there is a "Member ..." tab and a "Club Acti..." tab, with a "Manage Club Members" button below them.

**20** Klubin tiedot sivu näkyy.

The screenshot shows the same web interface as above, but with the "Active Member Count" updated to 60. The "Details" tab is still active, but now shows additional fields: "Account Name" (Example Club For Training), "Type" (Lions Club), "Active Member Count" (60), "Account ID" (strict.1.J), "Region or Zone" (Zone 1), and "Club ID" (00158). The "Type" field has an information icon. To the right, the "Member ..." tab is active, showing two buttons: "Manage Club Members" and "Manage Club Officers". A red circle highlights the "Manage Club Members" button, and a blue circle highlights the "Manage Club Officers" button. A blue icon of a person is also visible at the bottom right.

**21** Klikkaa "Koti" palataksesi portaalin etusivulle.

**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	60

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 "Hallitse klubin jäsentietoja - Lisää opiskelijajäsen" pikaopas.

Home Membership Service Learn More

Welcome Example One!

MY MEMBERSHIP MY CLUB MY CA MY ASSOCIATION

LIONS