

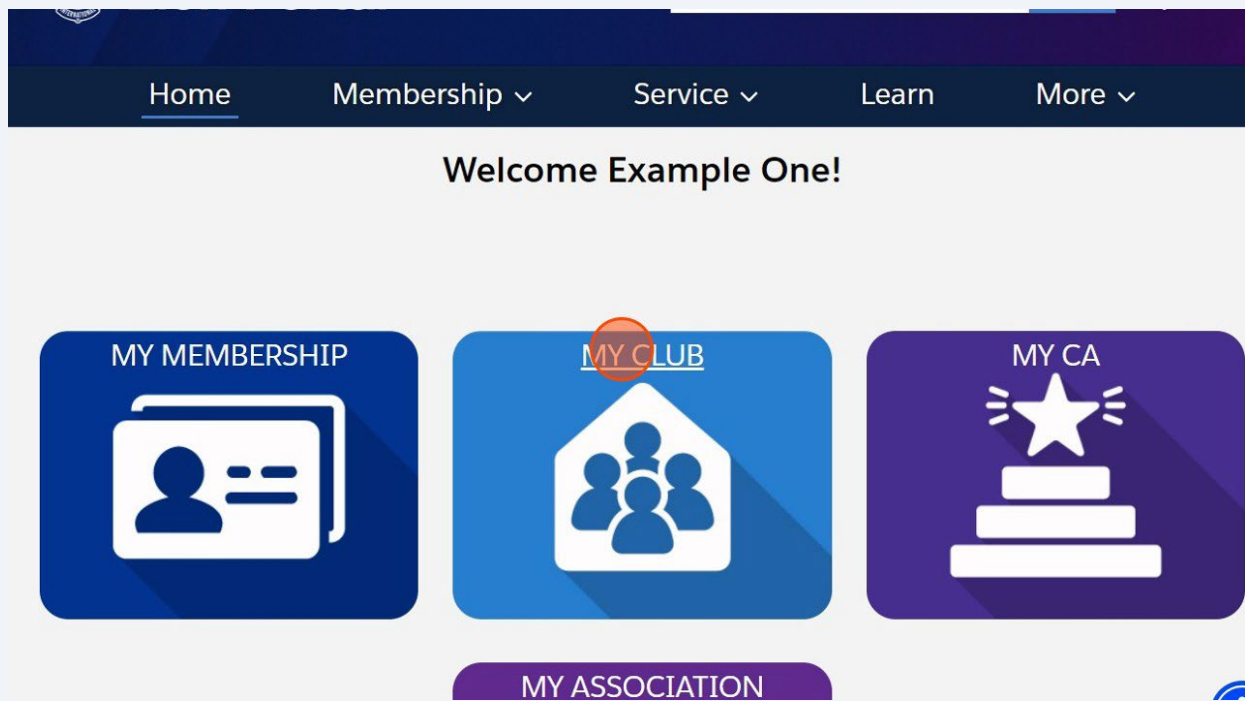
# Clubmitglieder verwalten - Studentisches Mitglied

## Lion Portal **hinzufügen**

In diesem Leitfaden wird Schritt für Schritt beschrieben, wie man ein studentisches Mitglied über das Lion Portal in einen Club aufnimmt. Damit wird die oft komplexe Verwaltungsaufgabe erleichtert, da Nutzer/innen den Prozess korrekt und einfach ausführen können. Der Leitfaden spart Zeit, sorgt für die Fehlervermeidung und vereinfacht die Clubverwaltung. Damit ist er eine hilfreiche Quelle für jede Person, die Clubmitgliedschaften verwaltet.

**1** Im Lion Portal anmelden. [lionportal.org](https://lionportal.org)

**2** Auf „MEIN CLUB“ klicken.



**3** Auf „Clubmitglieder verwalten“ klicken.

The screenshot shows a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below it is an account header for 'Example Club For Training' with a '+ Follow' button. A table displays club information: 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 (Example Club For Training), Parent Account (strict 1 J), Region or Zone (Zone 1), Club ID (00158), Type (Lions Club), Active Member Count (59), Club Specialty (Cultural), and Club Sub-Specialty. On the right, there are two blue buttons: 'Manage Club Members' (highlighted with a red circle) and 'Manage Club Officers'. A user icon is visible in the bottom right corner.

**4** Auf die Optionsschaltfläche „Neues Mitglied hinzufügen“ und dann auf „Weiter“ klicken

The screenshot shows the 'Manage Club Members' dialog box overlaid on the previous interface. The dialog has a title bar 'Manage Club Members' and a close button. The main content area contains the text 'Choose what you want to manage below.' followed by a list of options: 'Add New Member' (selected with a blue radio button), '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.

**5** Die Mitgliederdaten eingeben und auf „Suchen“ klicken.

Home

Account  
Example Club For

Lion 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

Lion ID 200158

Club Specialty  
Cultural

Club Sub-Specialty

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

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** Die Adresse des Mitglieds und weitere Informationen eingeben.

Home

Account  
Example Club For

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

Lion ID 200158

Club Specialty  
Cultural

Club Sub-Specialty

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

\*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** Auf „Weiter“ klicken.

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

- Location: Naperville, Illir
- Zip/Postal Code: 60565
- Home Phone: (empty)
- Occupation: Student
- Spouse/Companion Full Name: (empty)

At the bottom of the dialog, there are three buttons: 'Previous', 'Next' (highlighted with a red circle), and 'Close'.

**8** Das Startdatum der Mitgliedschaft eingeben. Aus der Liste der „Mitgliedschaftsarten“ die Auswahl „Studentisches Mitglied“

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

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

At the bottom of the dialog, there are two buttons: 'Next' and 'Close'.

**9** Auf „Weiter“ klicken.

Home Manage Club Members More ▾

Account Example Club For

\* Membership Start Date \* Membership Category

Sep 1, 2024 Active

\* Membership Type

Student Member

Next

Close

**10** Die Felder zum Immatrikulationsnachweis ausfüllen.

Lion Portal

Home Manage Club Members More ▾

Please Provide the Proof of Enrollment Type:

\* Proof of Enrollment

Student Identification Card

Please Select Verification of Age Type:

\* Verification Type

Drivers License

Previous Next

Close

**11** Auf „Weiter“ klicken.

The screenshot shows a web portal interface with a modal window in the center. The modal is titled "Please Provide the Proof of Enrollment Type:" and contains two dropdown menus. The first dropdown is labeled "\* Proof of Enrollment" and has "Student Identification Card" selected. The second dropdown is labeled "\* Verification Type" and has "State Identification Card" selected. Below the dropdowns are three buttons: "Previous", "Next" (highlighted with a red circle), and "Close". The background shows a "Home" page with a "Lion Portal" header, a search bar, and a "Manage Club Members" button.

**12** Den Sponsor des Mitglieds auswählen.

The screenshot shows a web portal interface with a modal window titled "Manage Club Members". The modal contains a search bar and two radio buttons. The first radio button is labeled "Search by Name or Lion ID" and is selected (highlighted with a red circle). The second radio button is labeled "Name" and "Lion ID". Below the radio buttons are three buttons: "Previous", "Next" (highlighted with a red circle), and "Close". The background shows a "Home" page with a "Lion Portal" header, a search bar, and a "Manage Club Members" button.

### 13 Auf „Weiter“ klicken.

Please search for a sponsor for the new member.

\* Search by Name or Lion ID

Name  
 Lion ID

\* First Name  \* Last Name

### 14 Mit der Optionsschaltfläche den Sponsoren auswählen.

1 of 1 item • 0 items selected

Search this list...

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

**15** Auf „Weiter“ klicken.

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** Auf „Weiter“ klicken, um den Sponsoren zu bestätigen.

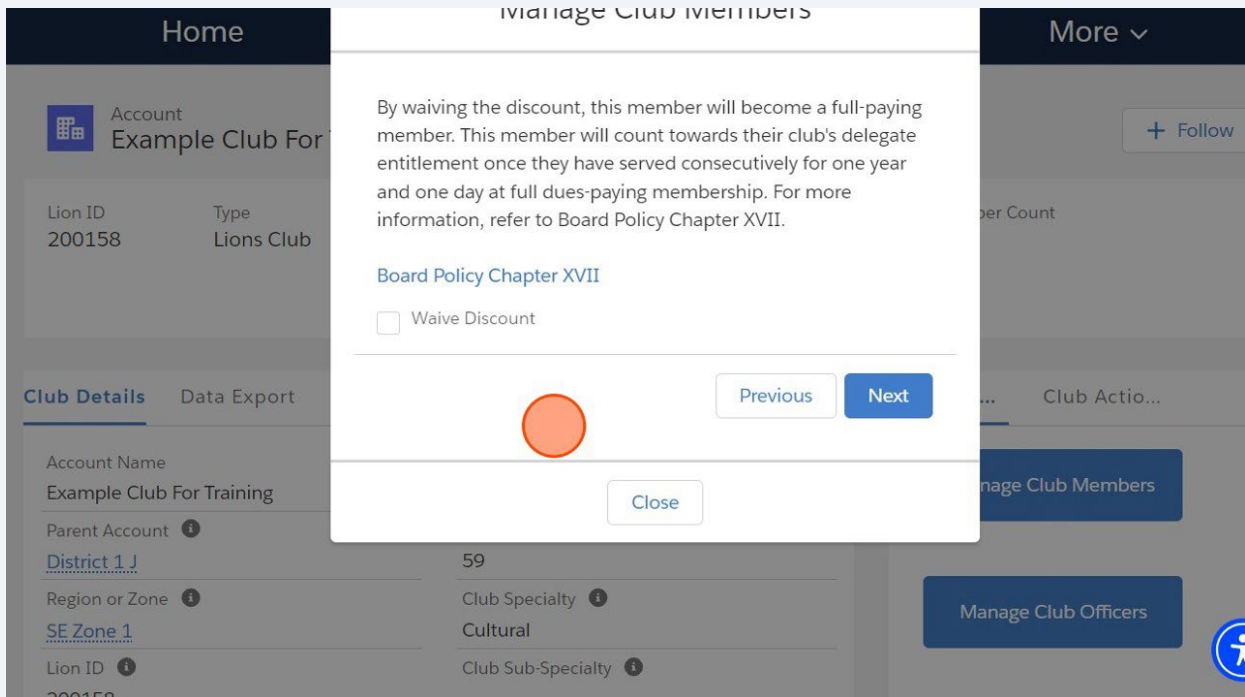
The screenshot shows the same 'Manage Club Members' dialog box, but now it displays a confirmation prompt: 'Use this sponsor for the new membership?'. Below the prompt, the following information is displayed:

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

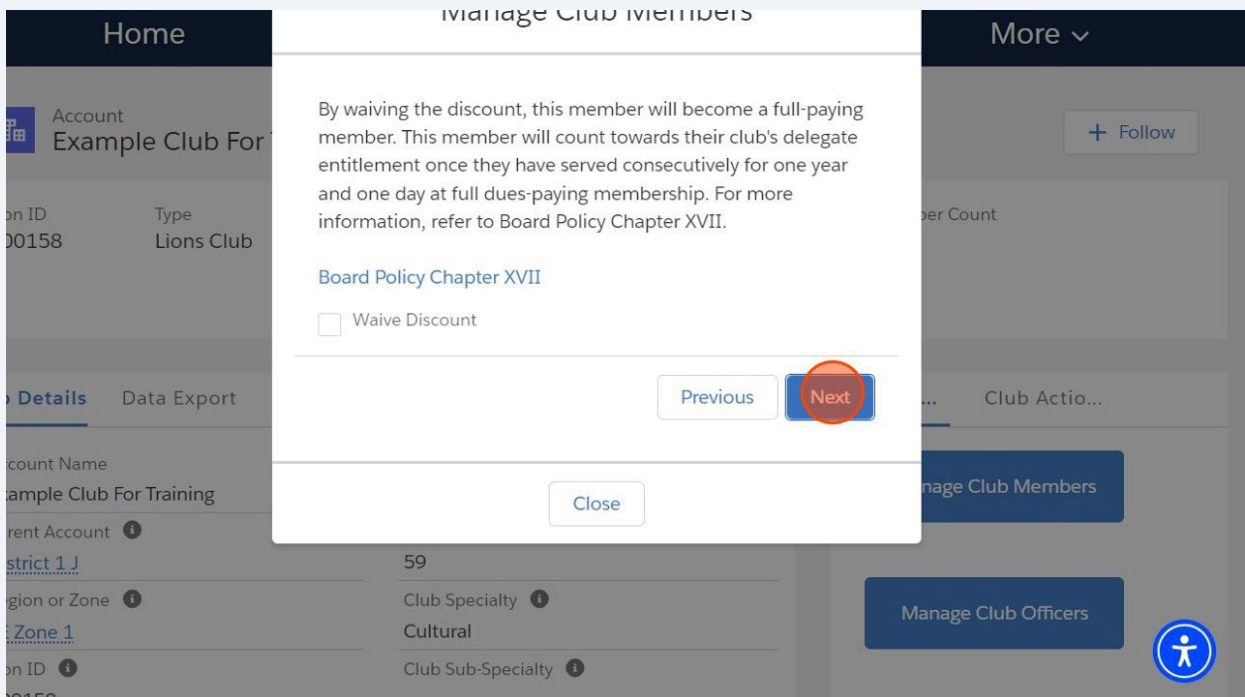
1

Optionen zur Ermäßigung prüfen. Um auf die Ermäßigung zu verzichten, das entsprechende Feld anklicken.



18

Auf „Weiter“ klicken.



**19** Eine grüne Erfolgsmeldung wird angezeigt. Auf das „X“-Symbol klicken, um die Nachricht zu schließen.

The screenshot shows a web interface with a dark blue header. A green success message banner at the top reads "Success! Membership Record Created!". A red circle highlights an "X" icon in the top right corner of the banner. Below the banner is a navigation menu with "Home", "Membership", "Service", "Learn", and "More". The main content area shows an "Account" for "Example Club For Training" with a "+ Follow" button. A table displays club information:

Club 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). A "Manage Club Members" button is visible on the right.

**20** Der Seite mit den „Clubdetails“ wird angezeigt.

The screenshot shows the same web interface as above, but with the "Details" tab selected. The "Active Member Count" in the table has updated to 60. The "Details" tab shows additional fields: "Account Name" (Example Club For Training), "Type" (Lions Club), "Active Member Count" (60), "Region or Zone" (Zone 1), and "Club Sub-Specialty" (Cultural). A "Manage Club Members" button is highlighted with a red circle, and a "Manage Club Officers" button is visible below it. A blue icon of a person is also present in the bottom right corner of the details panel.

**21** Auf „Home“ klicken, um zur Landing Page des Portals zurückzukehren.

The screenshot shows the 'Lion Portal' interface. At the top, there is a search bar and a user profile icon. The navigation menu includes 'Home' (highlighted with a red circle), 'Membership', 'Service', 'Learn', and 'More'. Below the navigation, 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.

**22** Damit ist der Schnellleitfaden „Clubmitglieder verwalten - studentisches Mitglied hinzufügen“ beendet.

The screenshot shows the 'Lion Portal' home page. The navigation menu includes 'Home' (underlined), 'Membership', 'Service', 'Learn', and 'More'. Below the navigation, a welcome message reads 'Welcome Example One!'. The main content area features four large, colorful buttons: 'MY MEMBERSHIP' (dark blue), 'MY CLUB' (medium blue), 'MY CA' (purple), and 'MY ASSOCIATION' (purple). The 'MY ASSOCIATION' button includes the Lions Club logo. In the bottom right corner, there is a red circle and a user profile icon.