

管理分會會員 - 編輯會員資料

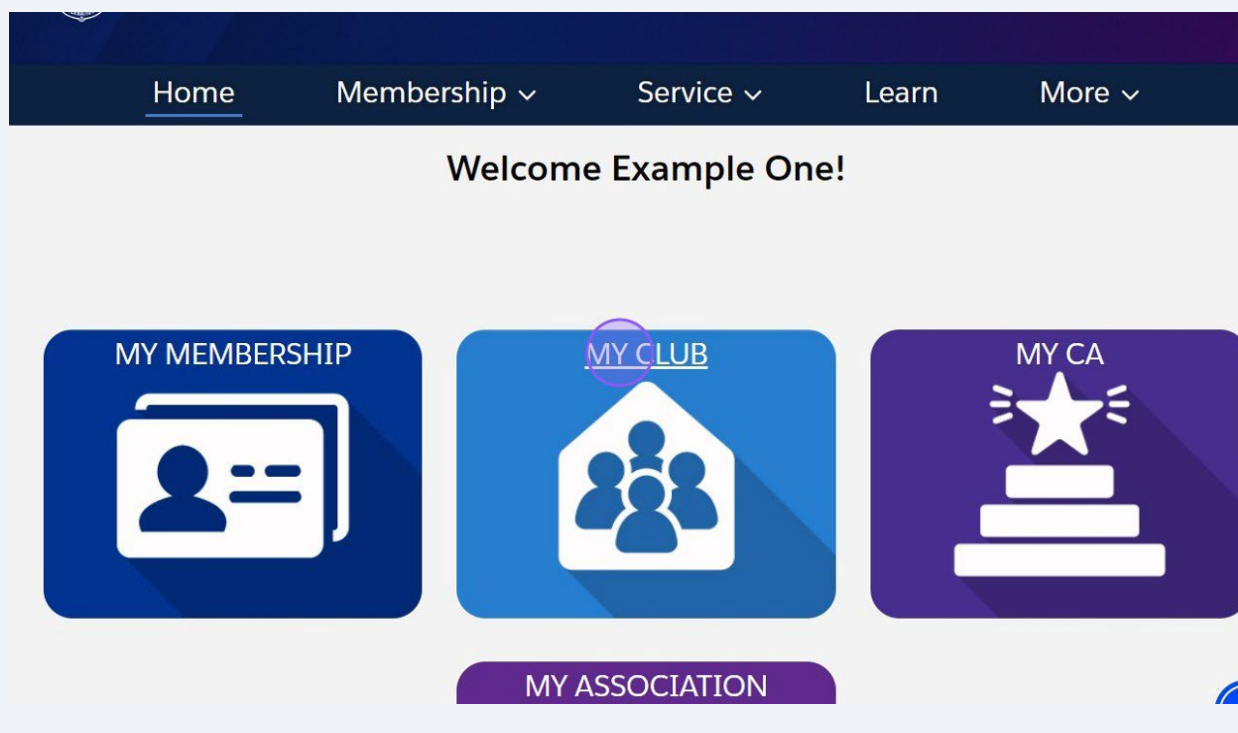
本指南對分會幹部至關重要，因為它提供了在 Lion Portal 中更新會員資訊的簡單流程。其中概述必要的權限、編輯個人和聯絡資訊的逐步說明，並強調重要的要訣，例如更改輔導會員的時限。透過遵循本指南，分會幹部可有效地管理會員資料，確保準確的記錄和有效的分會管理。

i 要訣！具有管理會員權限的分會幹部可隨時更新會員資料。分會幹部的職稱為：分會會長、分會秘書、分會行政人員。

區和複合區行政人員可在其結構內編輯分會的會員資料。此級中，首先選擇欲管理的分會。

1 登入 Lion Portal（獅子會門戶網站） lionportal.org。

2 點選「我的分會」。



3 點選「管理分會會員」。

The screenshot shows the top navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below is the account header for 'Example Club For Training' with a '+ Follow' button. A summary table displays club information:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	50

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, Lion ID, Type, Active Member Count, Club Specialty, and Club Sub-Specialty. On the right, there are buttons for 'Manage Club Members' and 'Manage Club Officers', with the first button circled in purple.

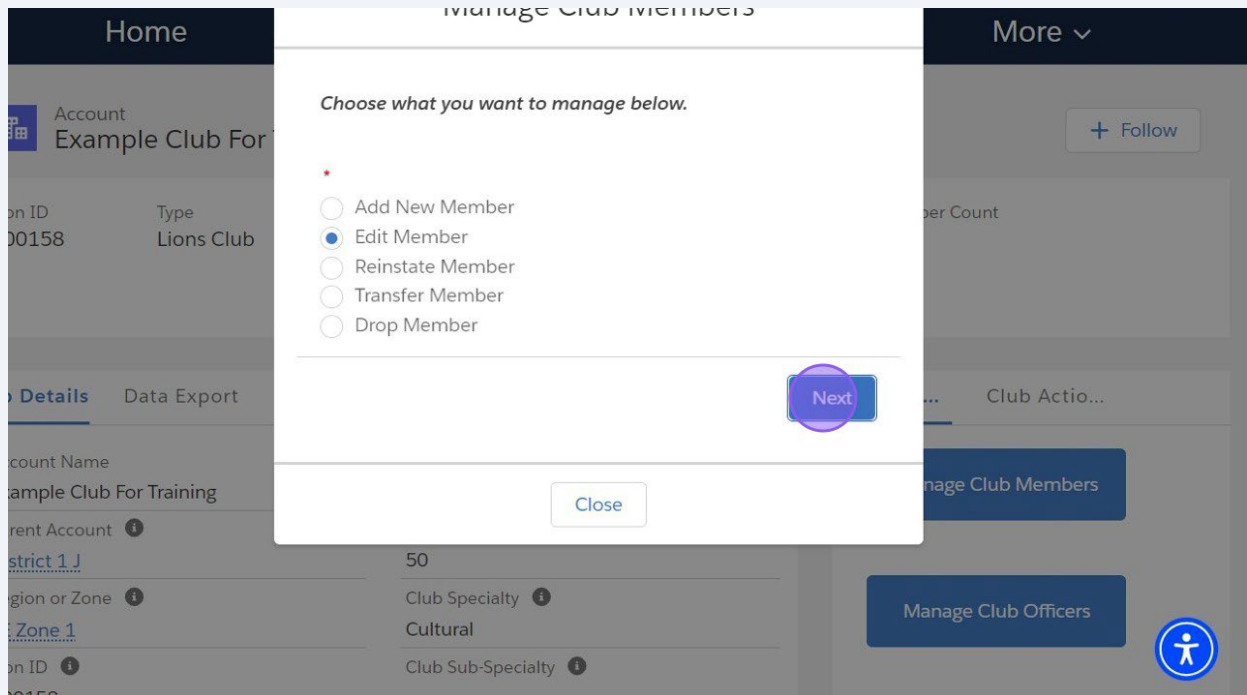
4 本快速指南顯示「編輯會員」的功能。

The screenshot shows the 'Lion Portal' header with a search bar and a notification bell. A modal window titled 'Manage Club Members' is open, displaying the text 'Choose what you want to manage below.' and a list of options:

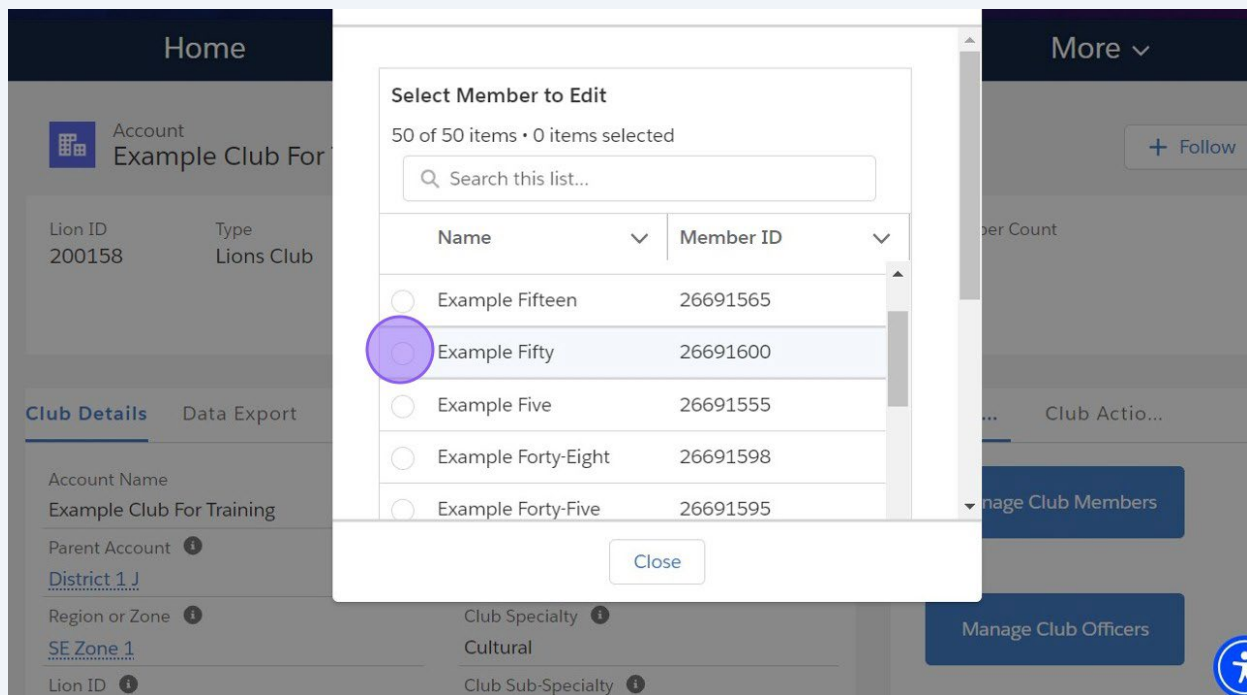
- Add New Member
- Edit Member
- Reinstate Member
- Transfer Member
- Drop Member

The 'Edit Member' option is circled in purple. At the bottom of the modal are 'Next' and 'Close' buttons.

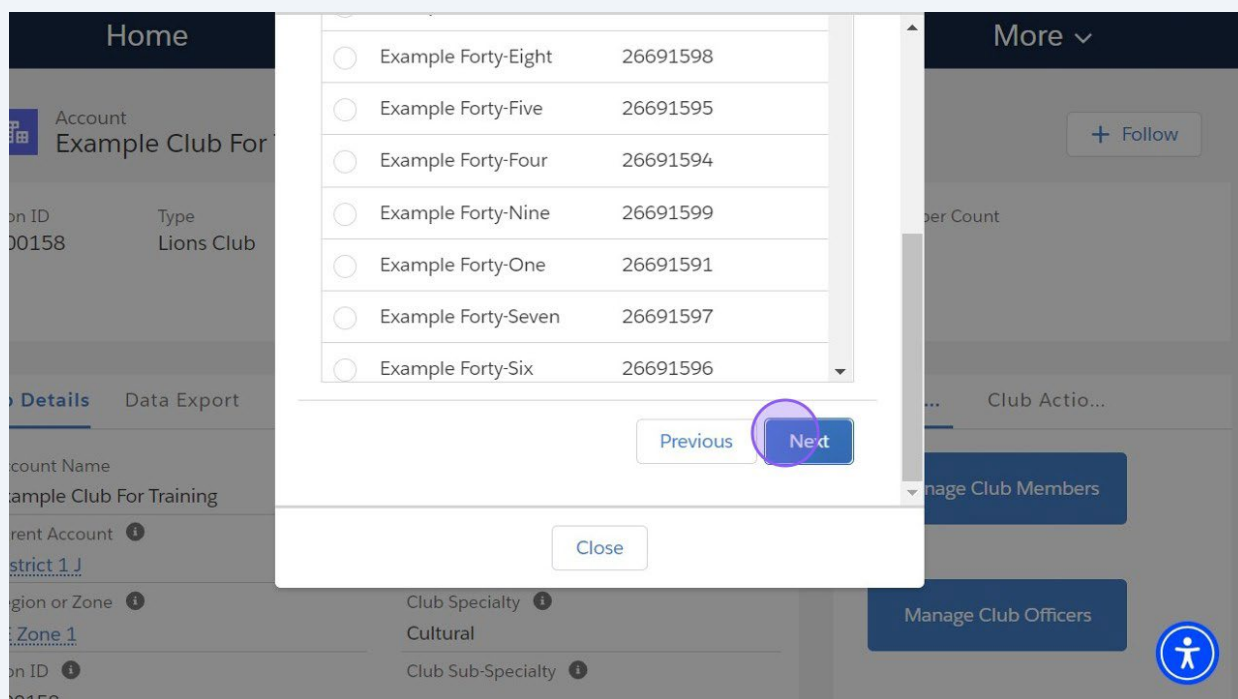
5 選擇「編輯會員」並點選「下一步」。



6 滾動或搜索該會員。按會員姓名（姓名的一部分或會員 ID）搜尋。點選會員旁邊的單選按鈕以進行編輯。



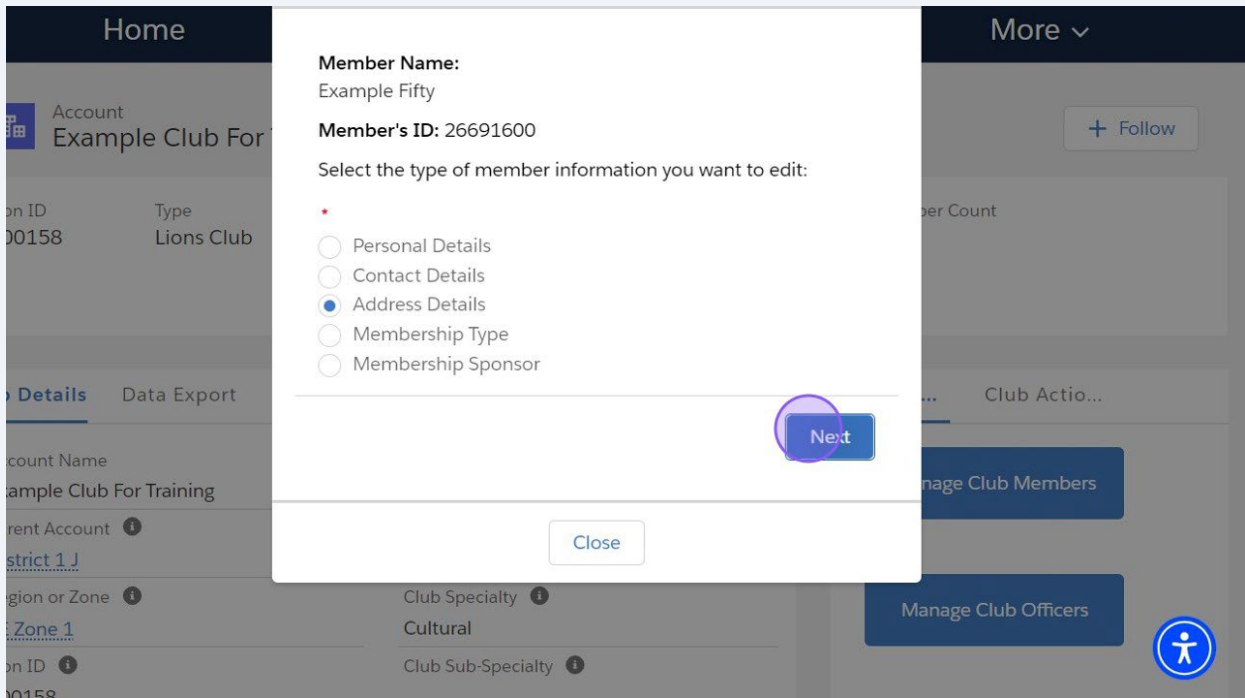
7 點選「下一步」。



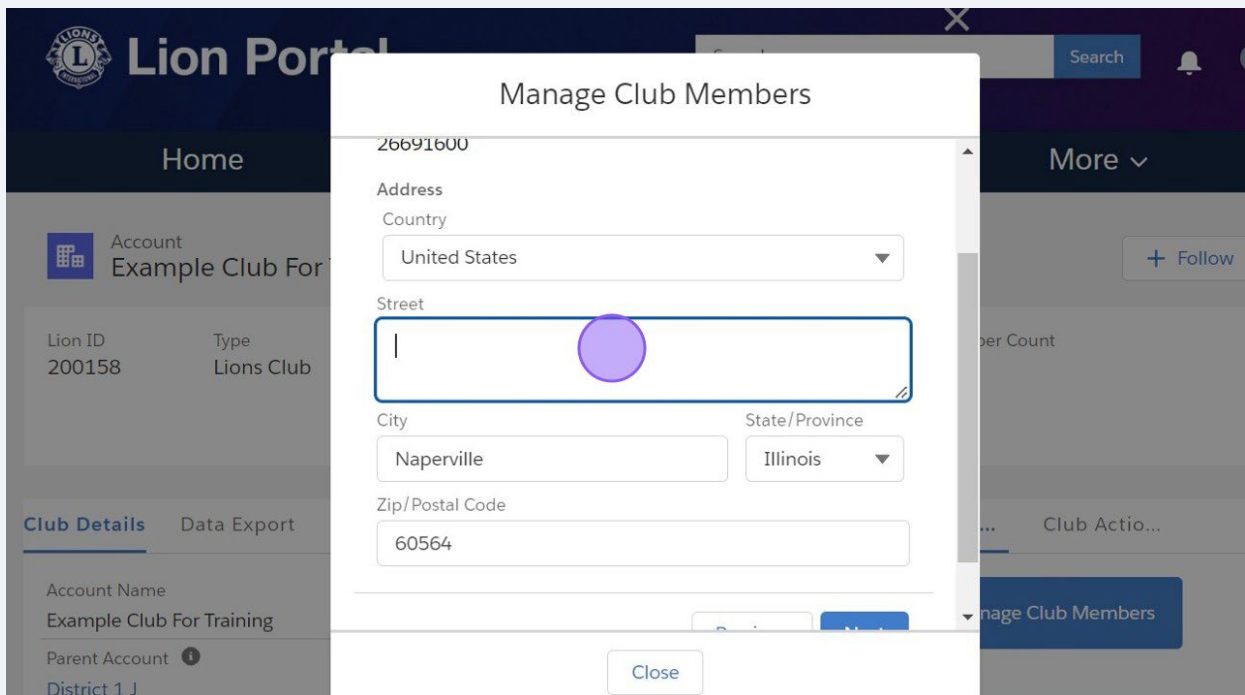
要訣！編輯會員選項：

- 個人資料 - 姓名、性別、職業、生日（一次更新）、暱稱、同伴
- 聯絡資料 - 電話號碼、電子郵件地址
- 地址 - 此會員的郵寄地址
- 會籍類型 - 更改有關會籍類型/計劃的詳細資料
- 輔導會員 - 輔導會員可在頭90天內更改

8 選擇單選按鈕並點選「下一步」。



9 點選各欄位以更改資料。



10 完成更新後，點選「下一步」。

The screenshot shows a web application interface with a modal form for updating club information. The form is titled 'Home' and contains the following fields:

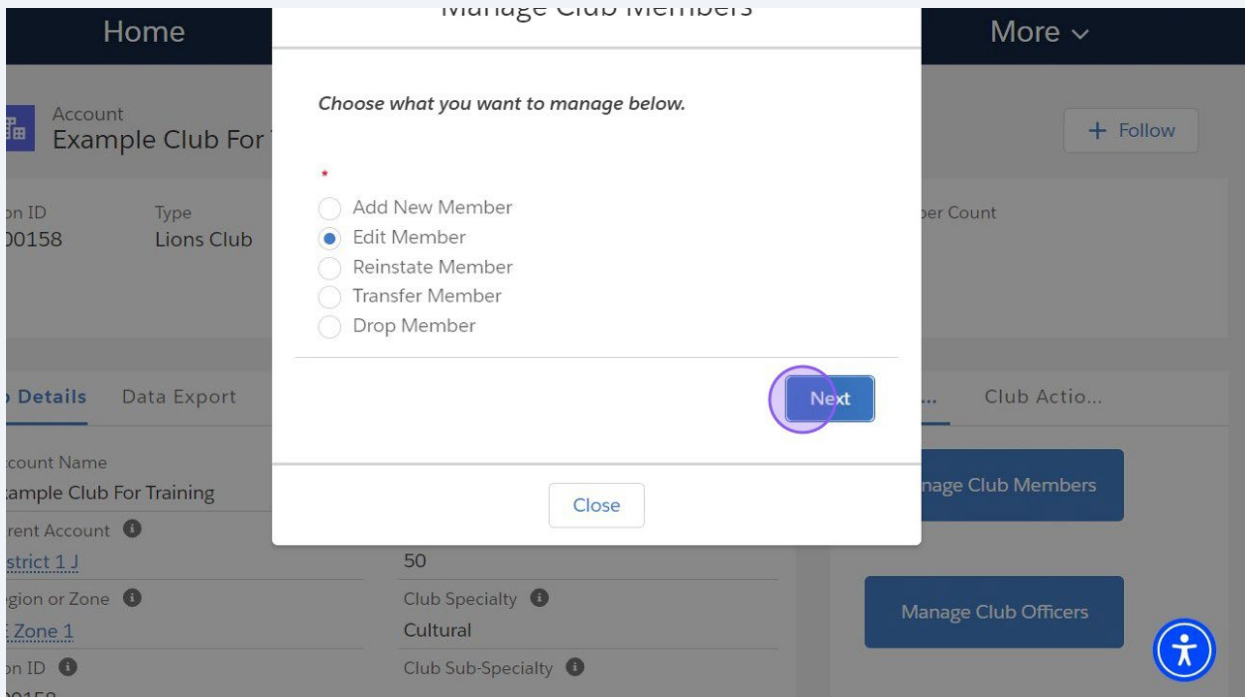
- Country: United States
- Street: 462 Elm St
- City: Naperville
- State/Province: Illinois
- Zip/Postal Code: 60564

At the bottom of the form, there are three buttons: 'Previous', 'Next', and 'Close'. The 'Next' button is highlighted with a purple circle. The background shows a blurred view of the application's main interface, including a 'More' dropdown menu and a 'Follow' button.

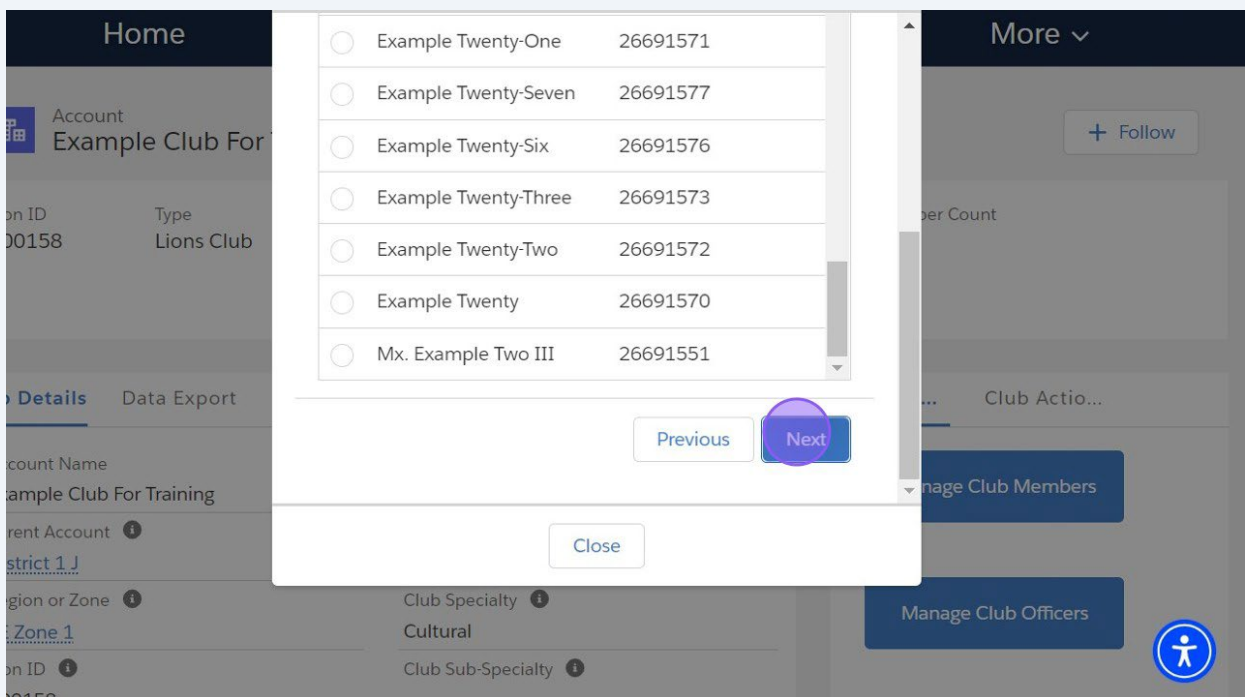
i 要訣！下一部分顯示可編輯的資料：

- 編輯會員
- 個人資料

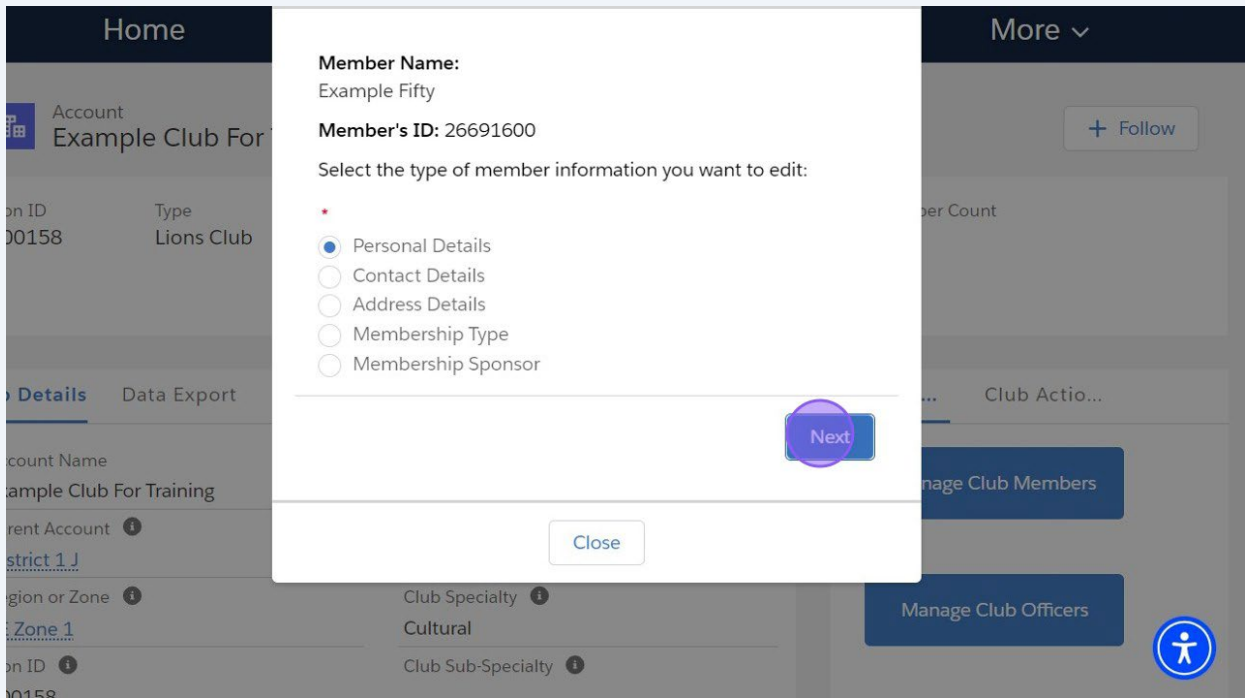
11 選擇「編輯會員」並點選「下一步」



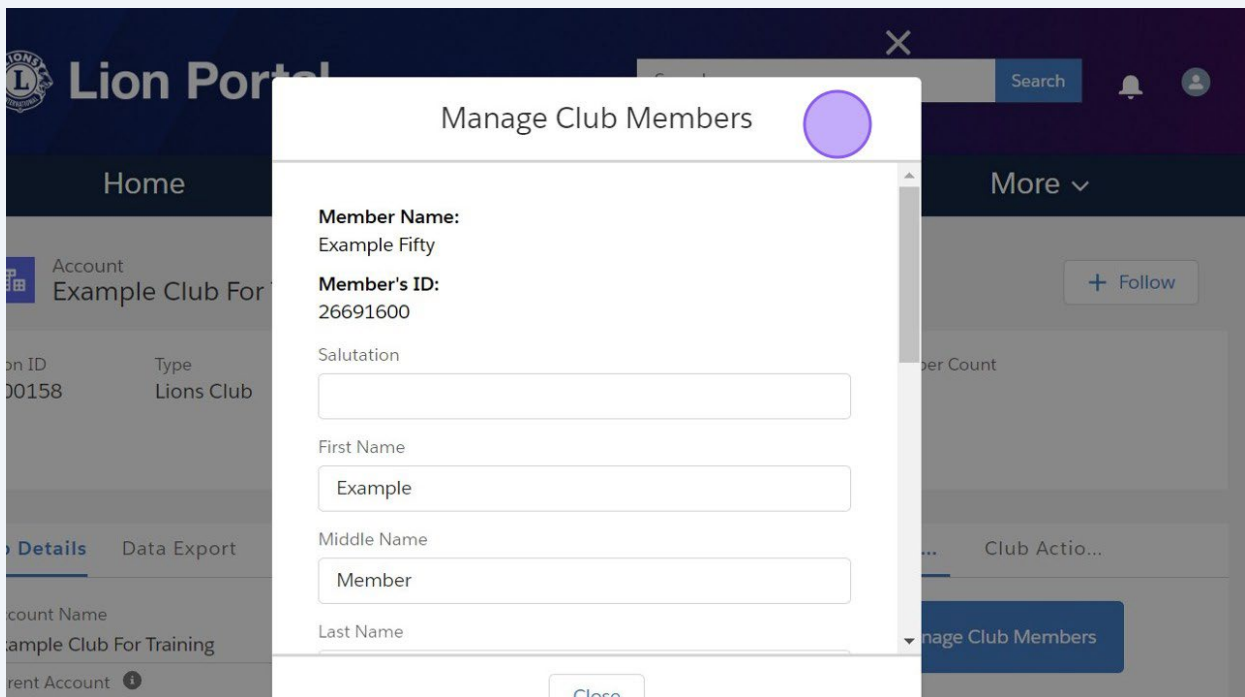
12 選擇會員並點選「下一步」。



13 選擇「個人資料」並點選「下一步」。



14 點選您欲修改的欄位並輸入新資訊。



15 點選您欲修改的欄位並輸入新資訊。

The screenshot shows a web application interface with a modal form for editing member information. The background displays a member profile for 'Example Club For Training' with details like Lion ID 200158 and Club Specialty Cultural. The modal form contains the following fields:

- Gender: A dropdown menu with 'Male' selected.
- Date of Birth: A date input field containing 'Oct 10, 2003' with a calendar icon.
- Occupation: A dropdown menu with 'Education/Training' selected.
- Spouse Name: A text input field containing 'Companion Fifty'.

At the bottom of the modal, there are three buttons: 'Previous' (disabled), 'Next' (active), and 'Close'.

16 選擇「聯絡資料」並點選「下一步」。

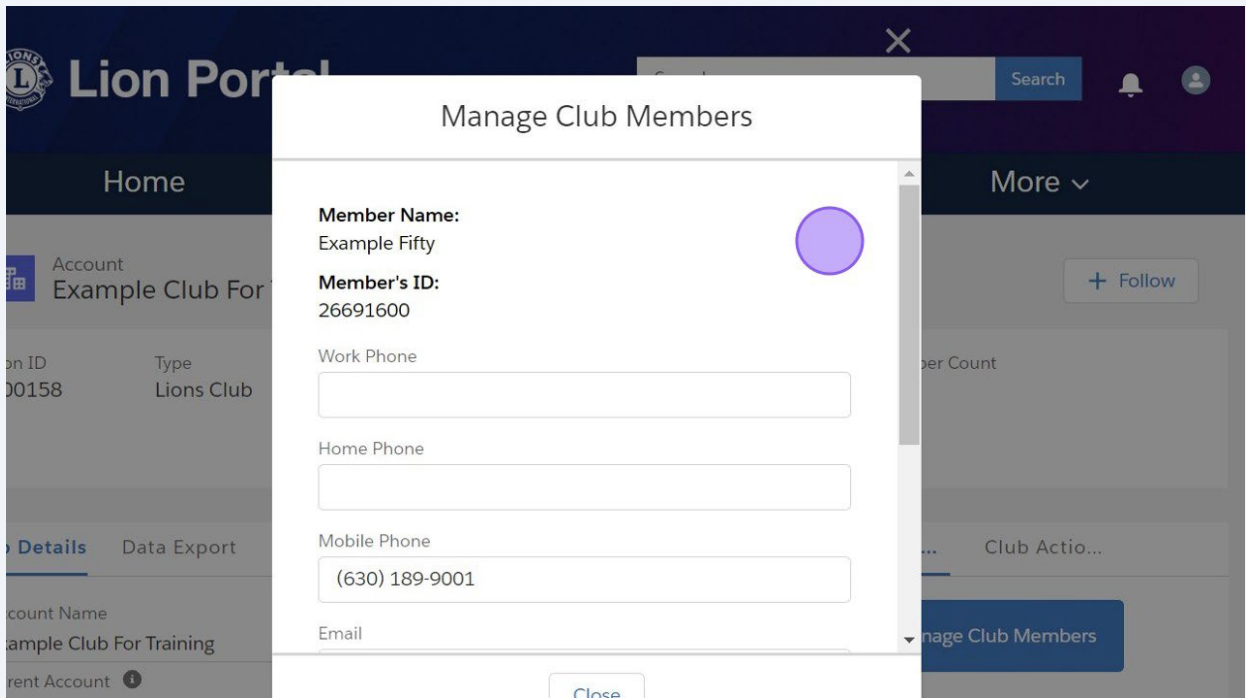
The screenshot shows the same web application interface with a modal form for selecting member information to edit. The background displays the same member profile. The modal form contains the following information:

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

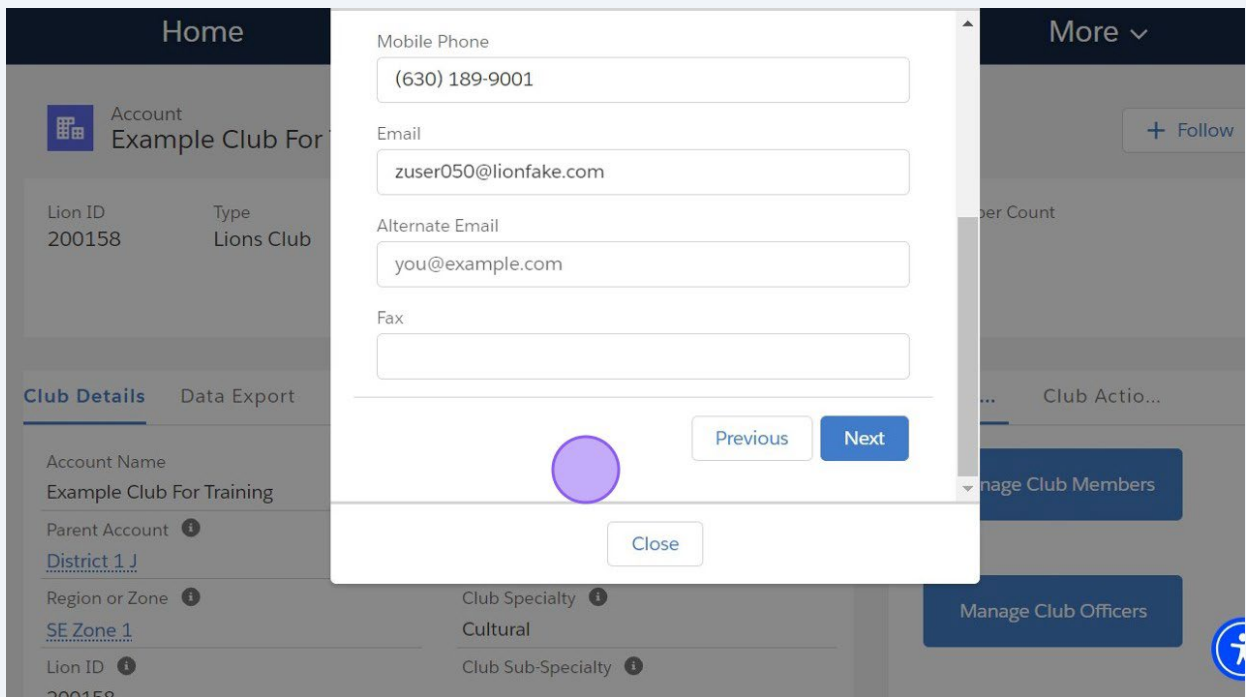
- Personal Details
- Contact Details
- Address Details
- Membership Type
- Membership Sponsor

At the bottom of the modal, there are two buttons: 'Next' (active) and 'Close'.

17 點選您欲修改的欄位並輸入新資訊。



18 點選您欲修改的欄位並輸入新資訊。





注意！輔導會員只能在成為會員後的頭90天內更改。

如需更正歷史記錄，請向會員服務中心尋求協助。



要訣！有關搜索和選擇輔導會員的詳細步驟，請參閱「管理分會會員 - 新增會員」快速指南。

19 選擇「輔導會員」並點選「下一步」。

The screenshot shows a web application interface with a modal dialog box open. The dialog box contains the following text:

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

At the bottom of the dialog box, there are two buttons: "Next" (highlighted with a purple circle) and "Close".

The background of the application shows a "Home" header, a "More" dropdown menu, and a list of member details including "Account Name", "Example Club For Training", "Member ID", "Type", "Lions Club", "Club Specialty", "Cultural", and "Club Sub-Specialty".

20 點選「關閉」退出「編輯會員」流程。

Home

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

Lion ID ⓘ
200158

Club Specialty ⓘ
Cultural

Club Sub-Specialty ⓘ

More ▾

+ Follow

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

21 欲返回登陸頁面，請點選「首頁」。

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

Account Name Example Club For Training Type ⓘ Lions Club

Parent Account ⓘ Active Member Count

Member ... Club Acti...

Manage Club Members

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「管理分會會員 - 編輯會員資料」快速指南到此結束。

