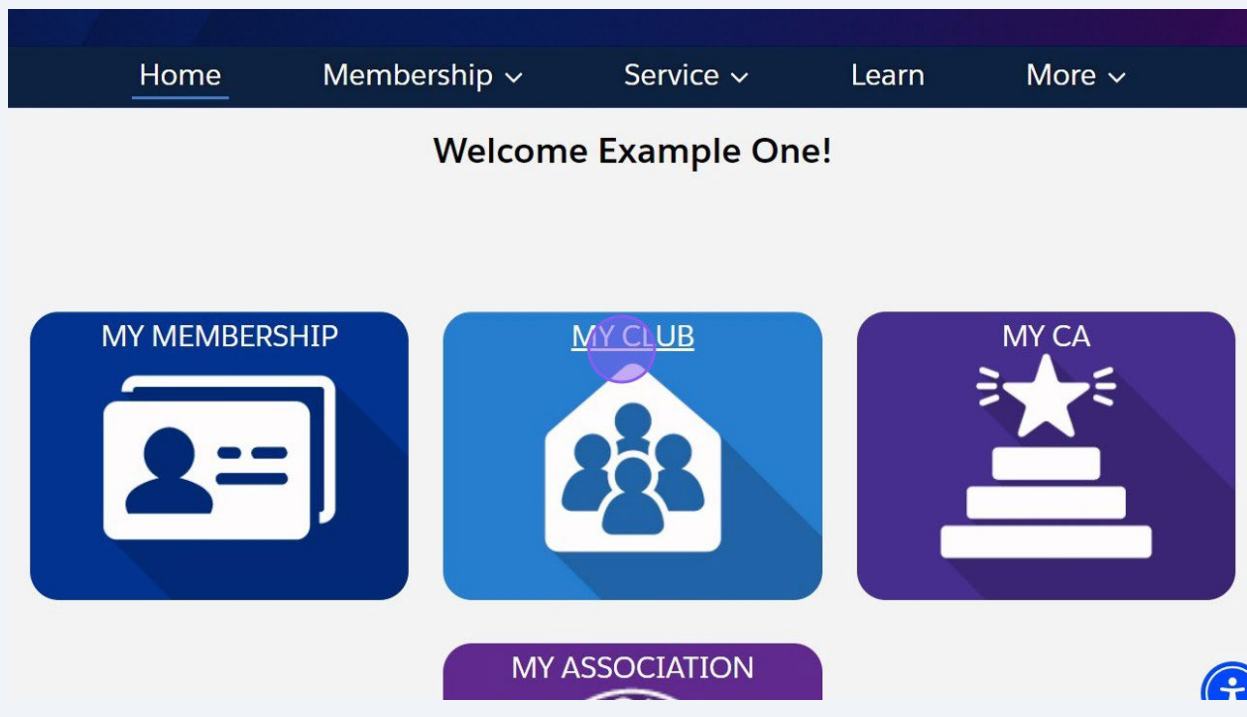


# Clubseite - Daten exportieren

In diesem Leitfaden wird eine einfache Methode beschrieben, um wichtige Mitglieder- und Hilfsaktivitätendaten aus dem Lion Portal zu exportieren. Wenn Sie den einzelnen Schritten folgen, können Sie wichtige Informationen über Clubmitglieder und ihre Hilfsaktivitäten anzeigen und bearbeiten, was die Berichterstattung und Analyse vereinfacht. Im Leitfaden finden Sie auch Tipps zur Optimierung der Datenkompatibilität mit verschiedenen Tabellenkalkulationsprogrammen, damit exportierte Daten effektiv genutzt werden können. Die Informationen in diesem Leitfaden sollen Ihnen dabei helfen, das Datenmanagement in den Clubs zu verbessern und zu optimieren.

**1** Anmeldung im Lion Portal [lionportal.org](https://lionportal.org)

**2** Hier klicken.



### 3 Auf den „Datenexport“-Reiter klicken.

The screenshot shows a web application interface for a club. At the top, there is a navigation menu with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below the menu, the club's account information is displayed: 'Account Example Club For Training' with a '+ Follow' button. A summary table provides key details:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

Below the summary, there are two main sections. The left section, 'Club Details', has tabs for 'Club Details', 'Data Export' (highlighted with a purple circle), 'Club Statements', 'Club Service Activities', and 'More'. It displays fields for Account Name, Parent Account, Region or Zone, Lion ID, Type, Active Member Count, Club Specialty, and Club Sub-Specialty. The right section, 'Member ...', contains buttons for 'Manage Club Members' and 'Manage Club Officers'.

**i** Tipp: Welche Daten exportiert werden können, hängt vom gewählten Berichtslink ab.

Auf Clubebene gibt es folgende Optionen:

Kontaktdaten des Mitglieds - Allgemeine Kontaktdaten: Mitgliedsnummer, Name, E-Mail, Telefon, Adresse, Name der Landessprache, Adresse, Name des (Ehe)Partners, Art der Mitgliedschaft, Club, Distrikt, Multidistrikt für ALLE Clubmitglieder

Kontaktdaten der Amtsträger - Allgemeine Kontaktdaten wie zuvor beschrieben für aktive Amtsträger mit Titel, Region und Zone.

Detaillierte Mitgliederdaten - Allgemeine Kontaktdaten, Geburtsdatum, Beruf, Geschlecht, Sponsor, Lion-Beitrittsdatum (Datum des Beitritts).

Informationen über Hilfsaktivitäten auf Clubebene - Art der Aktivität (Projekt, Spendenaktion, Spende, Treffen), Start- und Enddatum, Titel, Beschreibung, Kennzahlen (Begünstigte, Freiwilligenstunden, gesammelte Gelder, gespendete Gelder), Besondere Projekte, Club, Distrikt, Multidistrikt.

**4** Auf Berichtsdaten exportieren klicken. Dieses Beispiel verwendet: „Kontaktdaten des Mitglieds“.

Lion ID 200158	Type Lions Club	Status Active	Billing Address 124 Any Place Naperville, Illinois 60565 United States	Active Member Count 56
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Club Details   **Data Export**   Club Statements   Club Service Activities   More

If the selected report does not generate any results, it is due to data privacy restrictions.

[Member Contact Information](#)

[Club Officer Contact Information](#)

[Member Detail Information](#)

[Club Level Service Activities Information](#)

Member ...   Club Acti...

Manage Club Members

Manage Club Officers

Manage Cub Club Leader

Manage Delegates

**5** Der Bericht wird in einem neuen Reiter geöffnet. Die Anzahl der zu exportierenden Zeilen wird unter „Datensätze gesamt“ angezeigt. Dieser Club hat 56 Mitglieder.

Home   Membership ▾   Service ▾   Learn   More ▾

Report: Accounts with Memberships and Contact  
**Member Contact Information**  
 Member Listing of Name, Address, Email and Phone Numbers

Enable Field Editing   🔍   Add Chart   ⌵   ↻   Export

Total Records  
56

Parent Multiple District ↑ ▾	Parent District ↑ ▾	Account Name ↑ ▾	Contact Member ID ▾	Contact: Salutation ▾	Cont
<input type="checkbox"/> Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550	-	Exan
			26691551	Mx.	Exan
			26691553	-	Exan

6

Berichtsdaten durch Scrollen nach rechts und unten anzeigen. Auf „Filter“ klicken, um Berichtsfilter anzuzeigen.

Home Membership Service Learn More

Report: Accounts with Memberships and Contact  
**Member Contact Information**  
Member Listing of Name, Address, Email and Phone Numbers

Enable Field Editing Add Chart Filters Export

10 Records

Multiple District ↑	Parent District ↑	Account Name ↑	Contact Member ID	Contact: Salutation	Contact
Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550	-	Exan
			26691551	Mx.	Exan
			26691553	-	Exan

7

Die Filter werden angezeigt.

Member Contact Information  
Member Listing of Name, Address, Email and Phone Numbers

10 Records

Multiple District ↑	Parent District ↑	Account Name ↑	Contact Member ID
Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550
			26691551
			26691553
			26691568
			26691562

**Filters** Close Filter Panel

Show Me  
All accounts

Last Activity  
All Time

Type  
equals Alpha Leo Club, Leo Lions, Lions Club, Omega Leo Club

Membership Status  
equals Active Member

**Linked Filters**

Account Id  
equals 001Nq00000M9viOIAR

8 Auf diesen Button klicken, um das Filter-Fenster zu schließen.

Report: Accounts with Memberships and Contact  
**Member Contact Information**  
Member Listing of Name, Address, Email and Phone Numbers

Enable Field Editing

Add Chart

Export

Close Filter Panel

Multiple District ↑	Parent District ↑	Account Name ↑	Contact M
Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550
			26691551
			26691553

Filters

Show Me  
All accounts

Last Activity  
All Time

Type  
equals Alpha Leo Club, Leo Lions,  
Lions Club, Omega Leo Club

Membership Status  
equals Active Member

Linked Filters

Account Id  
equals 001Nc00000M9viQIAR

9 Auf „Exportieren“ klicken, um den Vorgang zu starten.

Report: Accounts with Memberships and Contact  
**Member Contact Information**  
Member Listing of Name, Address, Email and Phone Numbers

Enable Field Editing

Add Chart

Export

Multiple District ↑	Parent District ↑	Account Name ↑	Contact Member ID	Contact: Salutation	Cont
Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550	-	Exan
			26691551	Mx.	Exan
			26691553	-	Exan



Tipp: Für die beste Kompatibilität mit den meisten Tabellenkalkulationsprogrammen „Nur Details“ und .xlsx-Format auswählen.

1

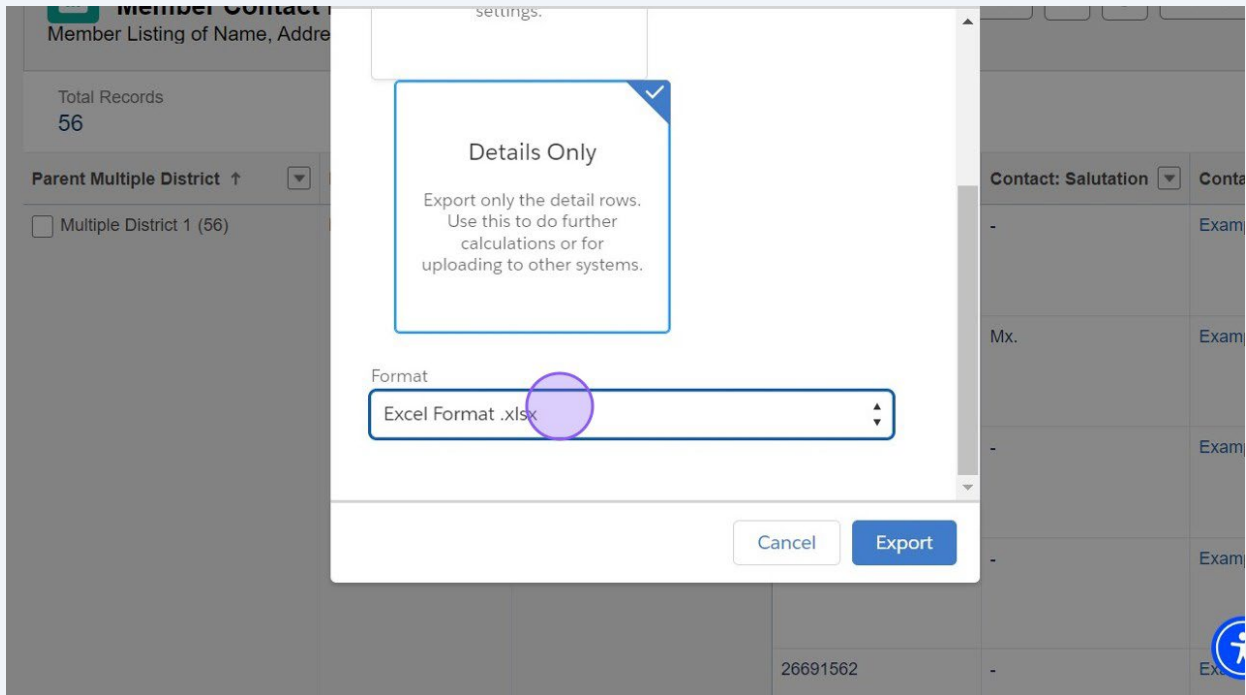
Auf „Nur die Detailzeilen exportieren“ klicken. Verwenden Sie diese, um weitere Berechnungen durchzuführen oder um sie in andere Systeme hochzuladen. Auf „Formatierter Bericht“ klicken, um Gruppierungen,

The screenshot shows a software interface for 'Member Contact' with a table of member listings. An export dialog box is open, offering two options: 'Formatted Report' and 'Details Only'. The 'Details Only' option is highlighted with a blue circle. The background table has columns for 'Contact: Salutation' and 'Exam'. The dialog box has 'Cancel' and 'Export' buttons at the bottom.

Contact: Salutation	Exam
-	Exam
Mx.	Exam
-	Exam
-	Exam
-	Exam

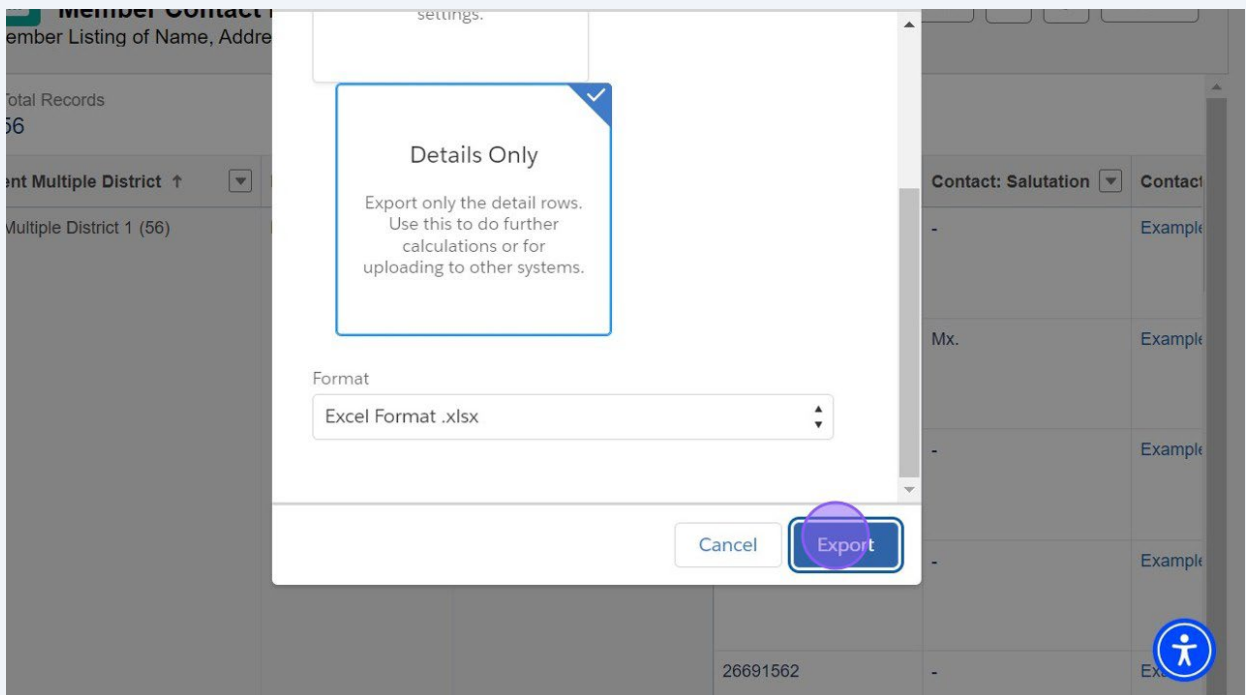
1

Auf diese Dropdown-Liste klicken und das Format .xlsx für maximale Kompatibilität auswählen. Weitere Formatoptionen sind: Comma Delineated .csv; ältere Excel .xls



12

Auf „Exportieren“ klicken.



### 13 Der Browser zeigt an, wenn der Download abgeschlossen ist.

The screenshot shows a web browser window with several tabs. The active tab is 'Report: Officer Contact Information'. The browser's address bar shows the URL: lionsinternational.my.site.com/s/report/000Ns00004EpRnMAK/officer-contact-information?reportFilters=%5B%7B%22column%22%3A%22...'. The page displays the 'Lion Portal' header with navigation links: Home, Membership, Service, Learn, and Open Folder Location. Below the header, there is a report titled 'Report: Accounts with Officer Title Assignments and Member Officer Contact Information'. A table is visible with columns for Parent Multiple District, Parent District, Account Name, Member: Last Name (Local), and Member: Local Address. A download notification is open in the top right corner, showing the file 'Officer Contact Information-2024-09-08-10-30-40.xls' with a size of 2.1 MB. Other files listed in the notification include 'Attachments\_2024-08-09.zip', 'ScribeHow Example - ClubLevel-ReportDataFromTheLionPortal\_.pdf', 'ScribeHow Example - UploadingImagesforClubServiceActivities.pdf', and 'Wine Basket For Auction-005Ns000001kZgXIAU-ai44pftu.jpg'. A red arrow points from the notification to the browser's download icon.

### 1 Auf den Link Clubname („Account“) klicken, um zu Ihrer Clubseite zurückzukehren, oder den neu geöffneten Reiter schließen.

The screenshot shows the 'Member Contact Information' report in the Lion Portal. The report title is 'Report: Accounts with Memberships and Contact Member Contact Information'. Below the title, there are buttons for 'Enable Field Editing', 'Add Chart', and 'Export'. The report shows a total of 56 records. The table has columns for Parent Multiple District, Parent District, Account Name, Contact Member ID, Contact: Salutation, and Contact: Phone Number. The first row of data is highlighted, and the 'Account Name' column contains the text 'Example Club For Training (56)', which is circled in purple. The table also shows several rows of data with Contact Member IDs and Contact: Salutations.

Parent Multiple District	Parent District	Account Name	Contact Member ID	Contact: Salutation	Contact: Phone Number
Multiple District 1 (56)	District 1 J (56)	Example Club For Training (56)	26691550	-	Exan
			26691551	Mx.	Exan
			26691553	-	Exan
			26691568	-	Exan

**15** Auf „Home“ klicken, um zur Landing Page zurückzukehren.

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 key account information:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

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 side of the page.

**16** Hier endet der Kurzleitfaden „Clubseite - Daten exportieren“.

The screenshot shows the 'Lion Portal' home page. The navigation bar at the top includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below the navigation bar, 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' (dark purple). The 'MY ASSOCIATION' button includes the Lions Club logo. In the bottom right corner, there is a purple circle and a blue user profile icon.