

Åtgärd i klubb - Skapa en klubbfilial



Denna vägledning är viktig för alla som vill inregistrera en klubbfilial genom Lion Portal och innehåller en process som säkerställer att alla nödvändiga krav uppfylls. Den lyfter fram viktiga roller som behövs, till exempel klubbfilialens kontaktperson och klubbtjänstemän, samtidigt som den vägleder användarna genom processen att skicka in och att bli godkänd. Dessutom beskriver vägledningen hur man hanterar och visar klubbfilialen när den har skapats, vilket gör den till en omfattande resurs för effektiv klubbverksamhet. Genom att följa denna vägledning kan användarna effektivt navigera i skapandet och hanteringen av sin klubbfilial, vilket förbättrar klubbens räckvidd och påverkan.

1 Logga in på Lion Portal lionportal.org

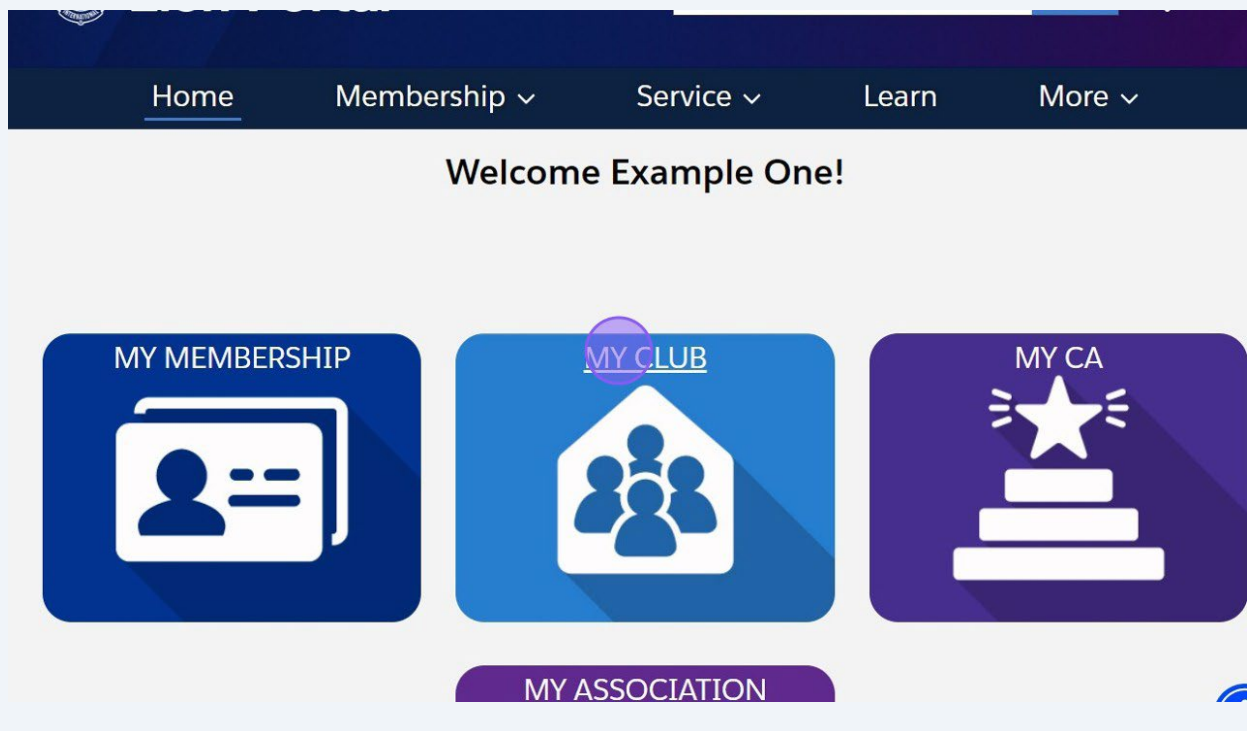


Tips! Den här vägledningen går igenom hur du skapar en klubbfilial. Att skapa en klubbfilial:

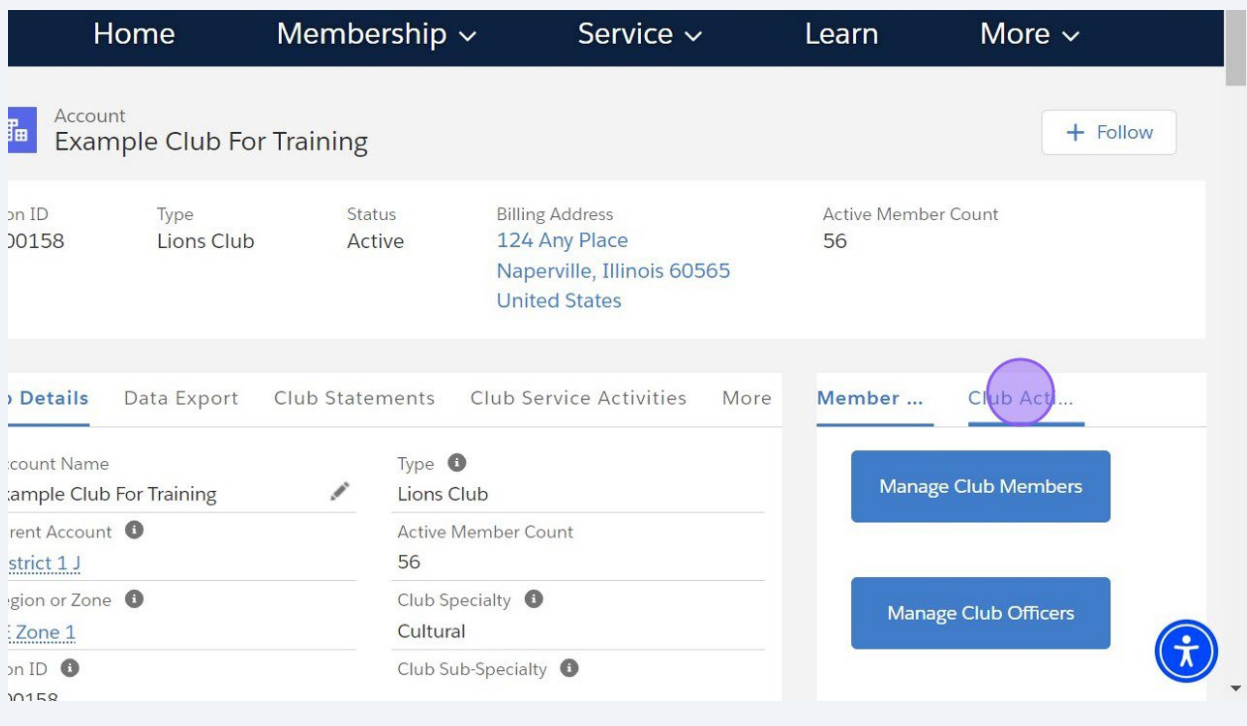
- Minst fem (5) medlemmar krävs
- En kontaktperson, som inte är medlem i klubbfilialen, måste utses
- Klubbfilialens tjänstemän, det vill säga president, sekreterare och kassör, måste utses och vara medlemmar i klubbfilialen

När LCI har godkänt klubbfilialen ändras dess status från "Väntar" till "Aktiv"

2 Klicka på "MIN KLUBB".



3 Klicka på "Åtgärd i klubb".



Skapa klubbfilialen

4 Klicka på "Skapa klubbfilial".

The screenshot shows the 'Club Details' page for a club named 'Example Club For Training'. The page is divided into two columns of information and a right-hand sidebar with action buttons. The 'Create Club Branch' button is highlighted with a purple circle.

Account Name	Type
Example Club For Training	Lions Club

Parent Account	Active Member Count
District 1 J	56

Region or Zone	Club Specialty
SE Zone 1	Cultural

Lion ID	Club Sub-Specialty
200158	

Youth Programs	Specialty Description
	Arts and Entertainment

	Charter Established Date
	7/1/2010

Club Details

Description	Website

Address

Billing Address

Right-hand sidebar buttons:

- Get Membership Cards
- Get Delegate Confirmation Letter
- View Reports
- Create Club Branch** (highlighted)
- Create New Application
- Edit Club Details

User Profile Icon: A blue circle containing a white person icon.

5 Ange information om klubbfilialen. Fält markerade med en röd stjärna (*) måste fyllas i.

The screenshot shows the 'Create Club Branch' modal form. The 'Branch Name' field is highlighted with a purple circle. The form is titled 'Create Club Branch' and contains several sections for entering details.

Create Club Branch

Please enter New Club Branch Details.

* Branch Name	Branch Specialty
<input type="text"/>	-- none selected --

Club Branch Meeting Information (Optional)

Meeting Street	Meeting City
<input type="text"/>	<input type="text"/>

Meeting Zip Code	Meeting State/Prov
<input type="text"/>	<input type="text"/>

Meeting Country	Meeting Place
<input type="text"/>	<input type="text"/>

Meeting Week of the Month: Meeting Local Place:

6 Fortsätt att bläddra genom formuläret och lägg till information.

Create Club Branch

Please enter New Club Branch Details.

* Branch Name: Example Club Branch

Branch Specialty: Life-Stage/Experience

Branch Sub-Specialty: -- none selected --

Club Branch Meeting Information (Optional)

Meeting Street: [Text Field]

Meeting City: [Text Field]

Meeting Zip Code: [Text Field]

Meeting State/Prov: [Text Field]

Meeting Country: [Text Field]

Meeting Place: [Text Field]

Next

7 När inmatningen av information är klar klickar du på "Nästa" för att fortsätta.

Meeting Country: [Text Field]

Meeting Place: Community House

Meeting Week of the Month: Second

Meeting Local Place: [Text Field]

Meeting Day: Tuesday

Meeting Time: 11:30

Online Meeting

Next



Tips! I detta steg läggs tjänstemännen och kontaktpersonen till. En lista över medlemmarna kommer att visas vid varje titel. Välj medlem genom att klicka på namnet.

8

Välj kontaktperson.

United States

Create Club Branch

Assign a Branch Liaison Officer to the Primary Club

* Branch Liaison
Example Eight

Assign Club Branch Officers

* Branch President
--None--

* Branch Secretary
--None--

* Branch Treasurer
--None--

Details Data Export

Club Name
Example Club For Training

Parent Account
District 1 J

Region or Zone
Zone 1

Club ID
00158

Club Details
Description

Membership Cards

Get Delegate

Confirmation Letter

View Reports

Create Club Branch

9 Välj president.

The screenshot shows a 'Create Club Branch' dialog box overlaid on a web application. The dialog has a title bar 'Create Club Branch' and a close button in the top right. It contains two sections: 'Assign a Branch Liaison Officer to the Primary Club' and 'Assign Club Branch Officers'. The first section has a dropdown menu for '* Branch Liaison' with 'Example Eight' selected. The second section has three dropdown menus: '* Branch President' (with 'Example Forty-Four' selected and a purple circle highlighting the selection), '* Branch Secretary' (with '--None--' selected), and '* Branch Treasurer' (with '--None--' selected). The background shows a 'Club Details' page with fields like 'Account Name', 'Region or Zone', and 'Club Description', and a sidebar with buttons like 'Membership Cards', 'Get Delegate', 'Confirmation Letter', 'View Reports', 'Create Club Branch', and 'Create New Application'.

10 Välj sekreterare.

The screenshot shows the same 'Create Club Branch' dialog box as in the previous image. In this step, the '* Branch Secretary' dropdown menu is selected, and 'Example Forty-Five' is highlighted with a purple circle. The other dropdown menus remain the same: '* Branch Liaison' is 'Example Eight', '* Branch President' is 'Example Forty-Four', and '* Branch Treasurer' is '--None--'. The background interface is identical to the previous screenshot.

11 Välj kassör.

Account Name
Example Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
SE Zone 1

Lion ID ⓘ
200158

Youth Programs ⓘ

✓ Club Details

Description

✓ Address

Billing Address

* Branch Liaison
Example Eight

Assign Club Branch Officers

* Branch President
Example Forty-Four

* Branch Secretary
Example Forty-Five

* Branch Treasurer
Example Forty-Six

Previous Continue

Membership Cards

Get Delegate

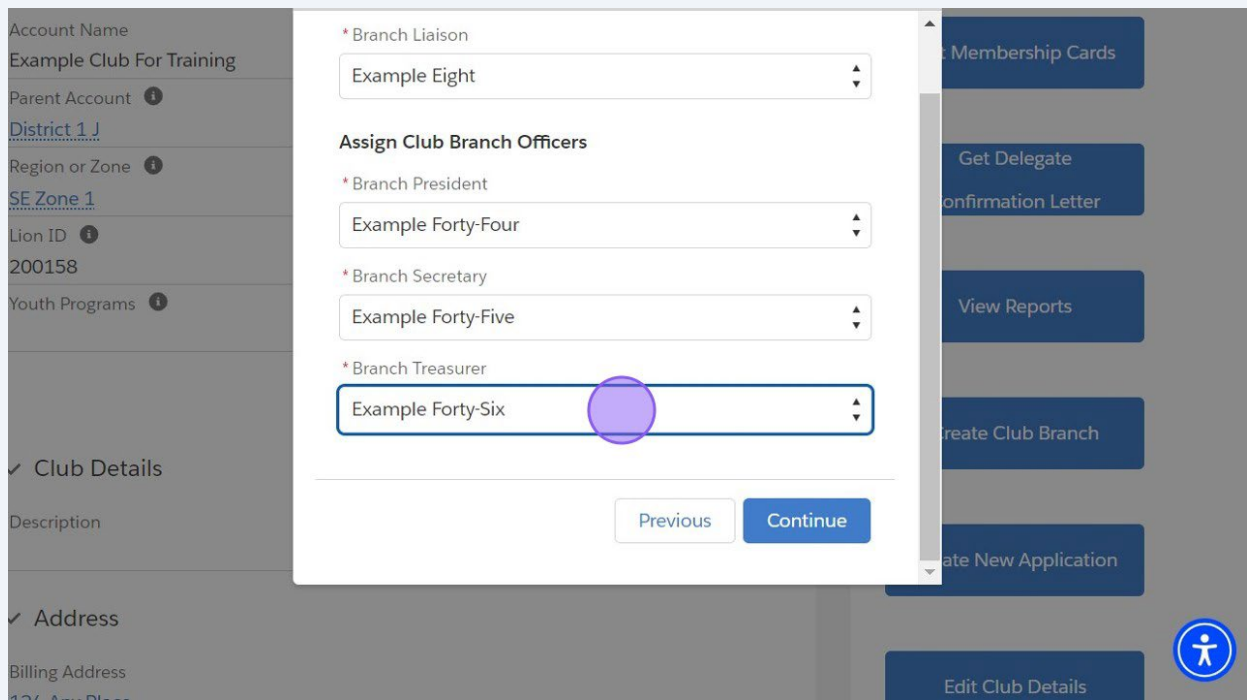
Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details



12 Klicka på "Fortsätt".

Account Name
Example Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
SE Zone 1

Lion ID ⓘ
200158

Youth Programs ⓘ

Club Details

Description

Address

Billing Address

* Branch Liaison
Example Eight

Assign Club Branch Officers

* Branch President
Example Forty-Four

* Branch Secretary
Example Forty-Five

* Branch Treasurer
Example Forty-Six

Previous Continue

Membership Cards

Get Delegate

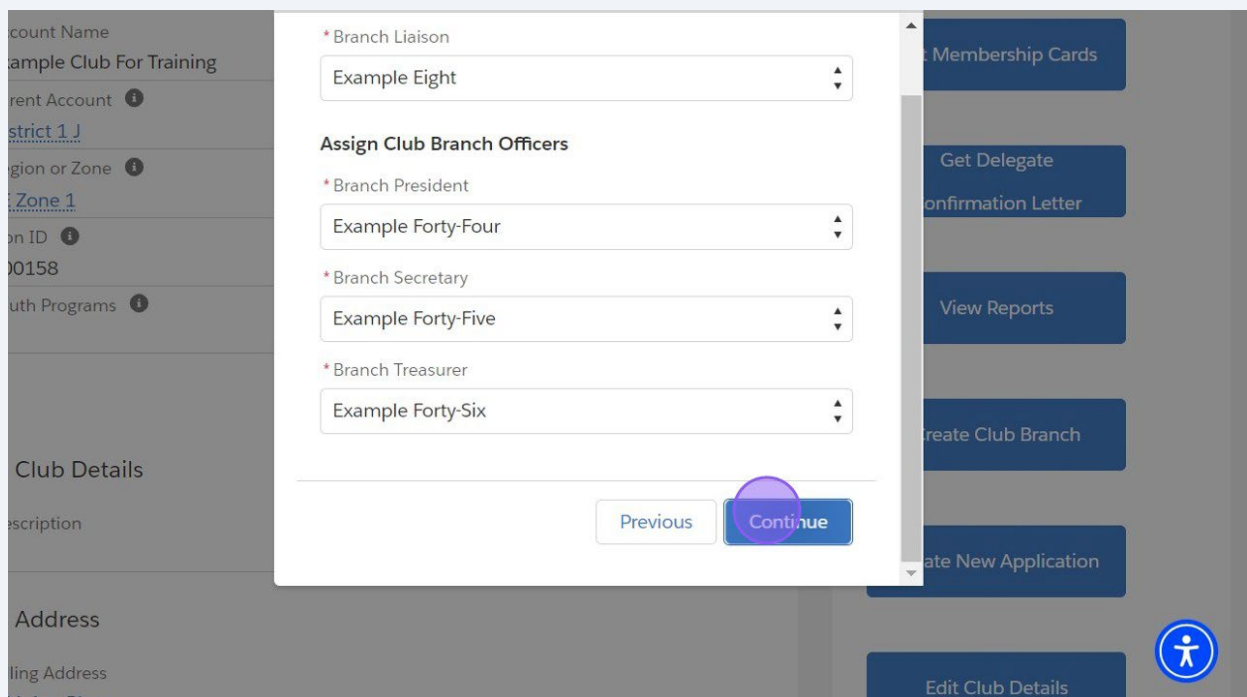
Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details



13 Välj den fjärde medlemmen i klubbfilialen.

United States

Details Data Export

Account Name
Example Club For Training

Parent Account
District 1 J

Region or Zone
SE Zone 1

Lion ID
200158

Youth Programs

Club Details

Description

Create Club Branch

Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.

* Club Branch President
Exempl

* Club Branch Secretary
Exempl

* Club Branch Treasurer
Exempl

* Member 4
Exempl

* Member 5
--None--

* Would you like to add additional Members?
 Yes
 No

Previous Next

14 Välj den femte medlemmen i klubbfilialen.

Club Details Data Export

Account Name
Example Club For Training

Parent Account
District 1 J

Region or Zone
SE Zone 1

Lion ID
200158

Youth Programs

Club Details

Description

Address

Create Club Branch

Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.

* Club Branch President
Exempl

* Club Branch Secretary
Exempl

* Club Branch Treasurer
Exempl

* Member 4
Exempl

* Member 5
Exempl

* Would you like to add additional Members?
 Yes
 No

Previous Next

15 Ytterligare medlemmar kan läggas till genom att välja knappen "Ja".

Account Name
Example Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
SE Zone 1

Lion ID ⓘ
200158

Youth Programs ⓘ

Club Details

Description

Address

Billing Address

Membership Cards

Get Delegate

Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details

Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.

* Club Branch President
Exempl

* Club Branch Secretary
Exempl

* Club Branch Treasurer
Exempl

* Member 4
Exempl

* Member 5
Exempl

* Would you like to add additional Members?
 Yes
 No

Previous Next

16 Klicka på "Nästa" när alla medlemmar i klubbfilialen har lagts till.

Account Name
Example Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
Zone 1

Lion ID ⓘ
200158

Youth Programs ⓘ

Club Details

Description

Address

Billing Address

Membership Cards

Get Delegate

Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details

Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.

* Club Branch President
Exempl

* Club Branch Secretary
Exempl

* Club Branch Treasurer
Exempl

* Member 4
Exempl

* Member 5
Exempl

* Would you like to add additional Members?
 Yes
 No

Previous Next



Tips! Ett grönt meddelande visas som anger att klubbfilialen har skapats och skickats till LCI för godkännande. Klicka på "X" för att stänga meddelandet.

Visa klubbfilialen

17

Klicka på "Mer".

The screenshot displays a web interface for managing club details. On the left, the 'Club Details' section includes fields for 'Description' and 'Website'. Below this, the 'Address' section is divided into 'Billing Address' and 'Shipping Address', both containing the text '24 Any Place, Naperville, Illinois 60565, United States'. The 'Meeting Location 1' section contains fields for 'Meeting Place' (with a green info icon), 'Meeting Local Place' (with a green info icon), 'Meeting Week of Month' (with a green info icon), and 'Meeting Local Street' (with a green info icon). The values for 'Meeting Local Place' and 'Meeting Local Street' are 'टाउन सेंटर' and 'Lion-' respectively. On the right, a sidebar contains three blue buttons: 'Create Club Branch', 'Create New Application', and 'Edit Club Details'. Below these buttons is a menu with three items: 'Club Me...', 'Club Offic...', and 'More' (highlighted with a purple circle). The 'More' menu is expanded to show 'Active Members' with a dropdown arrow, a search box containing 'Search this list...', and a list of items with dropdown arrows for 'N.', 'M.', 'M.', and 'M.'. A blue person icon is visible in the bottom right corner of the sidebar.

18 Klicka på "Fadderklubbar".

The screenshot displays a web interface for club management. On the left, there is a 'Club Details' form with fields for 'Description', 'Website', 'Address', 'Shipping Address', and 'Meeting Location 1'. The 'Meeting Location 1' section includes fields for 'Meeting Place', 'Meeting Local Place', 'Meeting Week of Month', and 'Meeting Local Street'. On the right, there are three blue buttons: 'Create New Application', 'Edit Club Details', and a partially visible 'Club Me...'. Below these buttons is a dropdown menu with options 'Club Me...', 'Club Offic...', and 'More'. The 'Club Me...' option is selected, showing a sub-menu with 'Sponsored Clubs' (circled in purple) and 'Active Members' (56 of 56 items). A search bar is present under 'Active Members'. At the bottom right, there is a blue circular icon with a white person silhouette.



Tips! Under "Fadderklubbar" anges alla de klubbar din klubb är fadder för. De omfattar:

- Klubbfilialer
- Leoklubbar
- Ansökan om ny klubb

19 En lista över fadderklubbar visas. Klicka på knappen intill klubben.

Springfield, Illinois 60565
United States

Shipping Address
24 Any Place
Springfield, Illinois 60565
United States

Meeting Location 1

Meeting Place ⓘ Town Center	Meeting Local Place ⓘ टाउन सेंटर
Meeting Week of Month ⓘ 1st	Meeting Local Street ⓘ
Meeting Day ⓘ Monday	Meeting Local City ⓘ
Meeting Time ⓘ 7:00	Meeting Local Zip Code ⓘ
Meeting Street ⓘ 155 Town Road	Meeting Local State or Prov ⓘ IL
Meeting City ⓘ Springfield	Meeting Local Country ⓘ US


Club Mem... **Sponsor...** More

▼ Sponsored Clubs

1 of 1 item • 0 items selected

🔍 Search this list...

<input type="checkbox"/>	N ▼	T. ▼	S. ▼	Ch.
<input type="checkbox"/>	Example Club Branch	Club Branch	Pending Approval	

View 

20 Klicka på "Visa" för att se detaljerna.

Springfield, Illinois 60565
United States

Shipping Address
24 Any Place
Springfield, Illinois 60565
United States

Meeting Location 1

Meeting Place ⓘ Town Center	Meeting Local Place ⓘ टाउन सेंटर
Meeting Week of Month ⓘ 1st	Meeting Local Street ⓘ
Meeting Day ⓘ Monday	Meeting Local City ⓘ
Meeting Time ⓘ 7:00	Meeting Local Zip Code ⓘ
Meeting Street ⓘ 155 Town Road	Meeting Local State or Prov ⓘ IL
Meeting City ⓘ Springfield	Meeting Local Country ⓘ US


Club Mem... **Sponsor...** More

▼ Sponsored Clubs

1 of 1 item • 1 item selected

🔍 Search this list...

<input checked="" type="checkbox"/>	N ▼	T. ▼	S. ▼	Ch.
<input checked="" type="checkbox"/>	Example Club Branch	Club Branch	Pending Approval	

View 

21 Sidan för den valda klubben visas.

Observera: "Status" är "Väntar på godkännande". När den är godkänd kommer "Status" att vara "Aktiv".

Home Membership Service Learn More

Account Example Club Branch + Follow

Lion ID	Type	Status	Billing Address
200164	Club Branch	Pending Approval	

Club Details

Account Name: Example Club Branch

Parent Account: Example Club For Training

Region or Zone:

Lion ID: 200164

Youth Programs:

Type: Club Branch

Active Member Count: 0

Club Specialty:

Club Sub-Specialty:

Specialty Description:

Club Acti...

Edit Club Branch

Club Me... Club Offic...

Active Members

Active Members

22 Klicka på "Visa alla" för att se en längre lista över medlemmarna.

Meeting Location 1

Meeting Place: Community House

Meeting Week of Month:

Meeting Day:

Meeting Time:

Meeting Street:

Meeting City:

Meeting State or Prov:

Meeting Local Place:

Meeting Local Street:

Meeting Local City:

Meeting Local Zip Code:

Meeting Local State or Prov:

Meeting Local Country:

Online Meeting 1:

Example Club Branch	Regular	lionfa.ke.co	167-78
Example Club Branch	Active Member		88
Example Club Branch	Regular	lionfa.ke.co	134-45
Example Club Branch	Active Member		55

View All

Contact Members Services
 Email: lionssupport@lionsclubs.org
 Phone: (+001) 630-468-6900



Tips! När en medlem i din klubb tilldelas klubbfilialen kommer deras "Medlemstyp" nu att visa "Filial" i deras "Medlemstyp".

23

Listan över medlemmar som tilldelats klubbfilialen visas. Klicka på länken för att återgå till sidan för klubbfilialen.

Lion Portal

Search [Search] [Bell] [User]

Home Membership ▾ Service ▾ Learn More ▾

Accounts > Example Club Branch
Club Branch Members

5 items · Updated a few seconds ago [Settings] [Refresh] [Filter]

	Contact Full ... ▾	Membershi... ▾	Start ... ▾	E... ▾	Members... ▾	Membershi... ▾	Membershi... ▾	
1	Example Forty-F...	Lion-Branch-Re...	4/15/20...		Active Memb...	Example Twent...	MEMBER#0011...	▾
2	Example Forty-Six	Lion-Branch-Fa...	4/15/20...		Active Memb...	Example Twent...	MEMBER#0011...	▾
3	Example Forty-E...	Lion-Branch-For...	6/14/20...		Active Memb...	Example One	MEMBER#0011...	▾
4	Example Forty-S...	Lion-Branch-Re...	6/14/20...		Active Memb...	Example Eleven	MEMBER#0011...	▾
5	Example Forty-F...	Lion-Branch-Re...	6/14/20...		Active Memb...	Example Forty-F...	MEMBER#0011...	▾

24 Klicka på "Klubbtjänstemän".

Home Membership ▾ Service ▾ Learn More ▾

Account Example Club Branch + Follow

Branch ID	Type	Status	Billing Address
00164	Club Branch	Pending Approval	

Details

Account Name	Type ⓘ
Example Club Branch	Club Branch
Parent Account ⓘ	Active Member Count
Example Club For Training	0
Region or Zone ⓘ	Club Specialty ⓘ
Branch ID ⓘ	Club Sub-Specialty ⓘ
00164	
Membership Programs ⓘ	Specialty Description ⓘ

Club Acti...

Edit Club Branch

Club Me... Club Offi...

Active Members

Active Members 5 of 5 items

25 Nu visas varje tjänsteman som "Aktiv" eller "Tidigare". Gå ner på sidan för att "Visa alla".

Example Club Branch

Parent Account ⓘ	Active Member Count
Example Club For Training	0
Region or Zone ⓘ	Club Specialty ⓘ
Branch ID ⓘ	Club Sub-Specialty ⓘ
00164	
Membership Programs ⓘ	Specialty Description ⓘ
	Charter Established Date ⓘ

Club Details

Description	Website

Address

Billing Address
Billing Address

Club Mem... Club Offi...

Active Officers

4 of 4 items

Search this list...

Example Branch	zuser044 (630)
Forty-Four	@lio 134-4555
Four	nfake .com
Example Branch	zuser045 (630)
Forty-Five	@lio 145-5666
Five	nfake .com

26 Klicka på "Visa alla" för att visa en längre lista över tjänstemän.

Meeting Local Street

Meeting Local City

Meeting Local Zip Code

Meeting Local State or Prov

Meeting Local Country

Online Meeting 1

Online Meeting 1 Place

Online Meeting 1 Address

Meeting 2 Local Place


Non-Active Officers

0 of 0 items

Na...	Title	End D...
No items to display.		

[View All](#)

Contact Members Services
Email: lionssupport@lionsclubs.org
Phone: (+001) 630-468-6900



27 Listan över tjänstemän visas.

Klicka på länken "TT-#####" för att se detaljerna i "Tjänstemannens titel" (TT).

Klicka på länken med klubbens namn för att återgå till sidan för klubben.

[Home](#) [Membership](#) [Service](#) [Learn](#) [More](#)

Accounts > Example Club Branch

Officers

4 items • Sorted by End Date • Updated a few seconds ago

	Member Full ...	Title	Member Email	Member P...	O...	E..	Officer T...
1	Example Eight	Branch Liaison	zuser008@lionfake.co...	(630) 456-78...	Active	OTA-7290348	
2	Example Forty-Four	Branch Preside...	zuser044@lionfake.co...	(630) 134-45...	Active	OTA-7290349	
3	Example Forty-Five	Branch Secretary	zuser045@lionfake.co...	(630) 145-56...	Active	OTA-7290350	
4	Example Forty-Six	Branch Treasurer	zuser046@lionfake.co...	(630) 156-67...	Active	OTA-7290351	



Observera! Ändringar kan inte göras i klubbfilialen när den har statusen "Väntar på godkännande". Om ändringar behövs kontaktar du Servicecenter för medlemmar.

28

Denna nya klubbfilial har godkänts av LCI och har nu "Status" som "Aktiv".

The screenshot shows a web application interface for managing club branches. At the top, there is a dark blue navigation bar with a search bar and a 'Search' button. Below the navigation bar, there are menu items: Home, Membership (with a dropdown arrow), Service (with a dropdown arrow), Learn, and More (with a dropdown arrow). The main content area features a header for 'Account Example Club Branch' with a '+ Follow' button. Below this is a table with columns: Lion ID (200164), Type (Club Branch), Status (Active, circled in purple), and Billing Address. The 'Status' field is highlighted with a purple circle. Below the table, there are two sections: 'Club Details' and 'Club Acti...'. The 'Club Details' section has two columns of information: Account Name (Example Club Branch), Parent Account (Example Club For Training), Region or Zone, Type (Club Branch), Active Member Count (0), and Club Specialty. The 'Club Acti...' section has an 'Edit Club Branch' button. Below this, there are tabs for 'Club Me...' and 'Club Offic...', and a dropdown menu for 'Active Members'.

29 Klicka på "Ändra klubbfilial" för att se möjliga åtgärder.

The screenshot displays a web interface for a club branch account. At the top, there is a header with the account name "Example Club Branch" and a "+ Follow" button. Below this is a table with columns for "Branch ID", "Type", "Status", and "Billing Address". The table contains one entry with ID "00164", Type "Club Branch", and Status "Active".

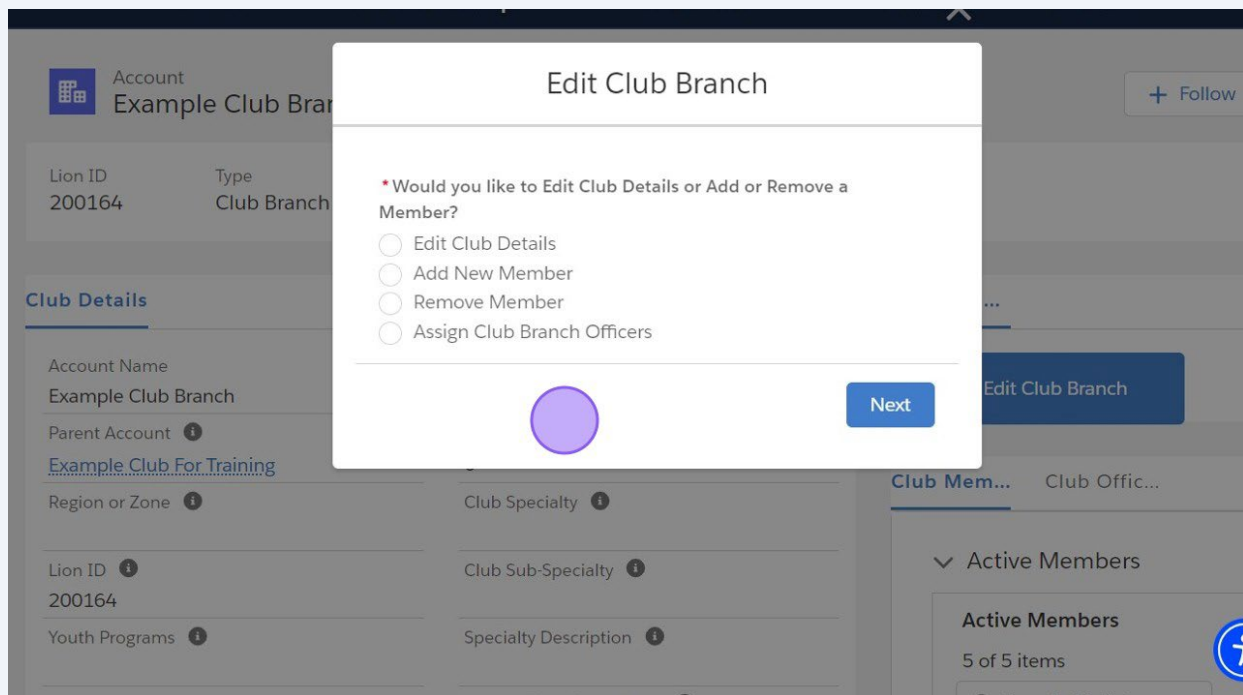
The main content area is divided into two sections. On the left, under the "Details" tab, there are several fields for editing the account: "Account Name" (Example Club Branch), "Parent Account" (Example Club For Training), "Region or Zone", "Branch ID" (00164), and "Circuit Programs". On the right, under the "Club Actions" tab, there is a prominent blue button labeled "Edit Club Branch" which is circled in purple. Below this, there are tabs for "Club Members" and "Club Officers". The "Club Members" tab is active, showing a list of "Active Members" with a sub-header "Active Members" and "5 of 5 items". A blue circular icon with a person symbol is visible in the bottom right corner of the members list.



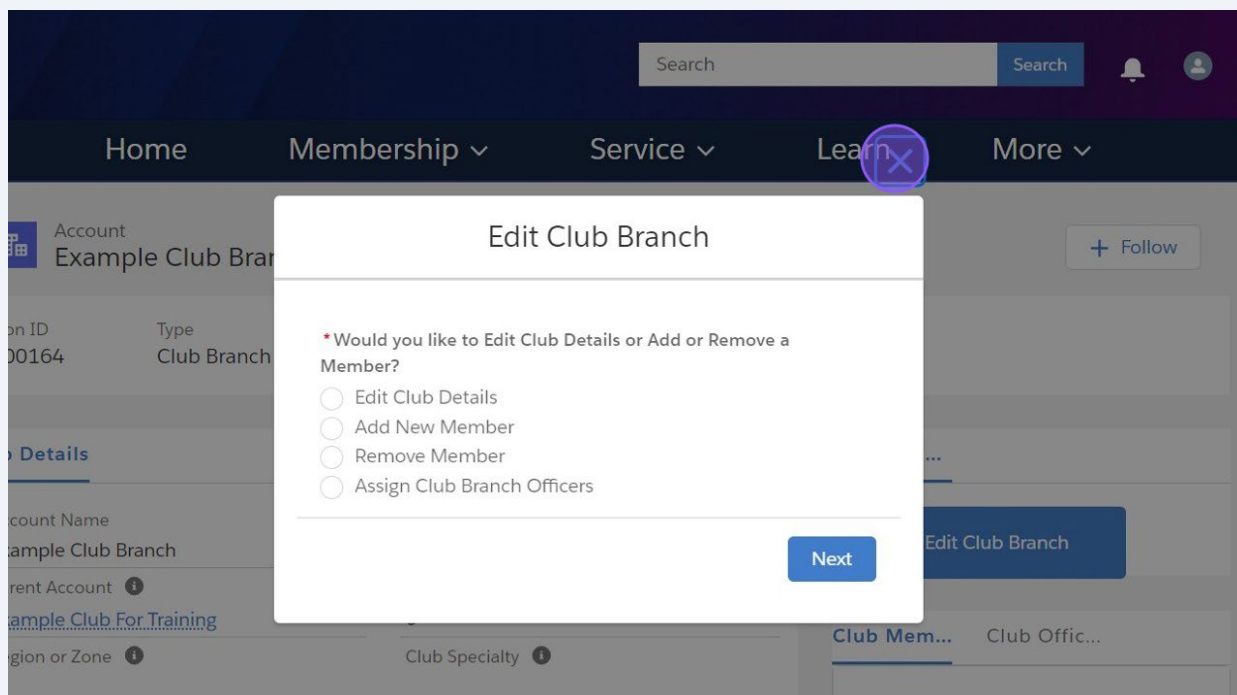
Observera! För att läggas till i medlemsförteckningen i klubbfilialen måste personen vara medlem i klubben. Lägg till personen i fadderklubben med hjälp av processen "Lägg till medlem". Den nya medlemmen kommer då att vara tillgänglig i listan "Ändra klubbfilial - Lägg till ny medlem".

30 Detta är de åtgärder som är möjliga:

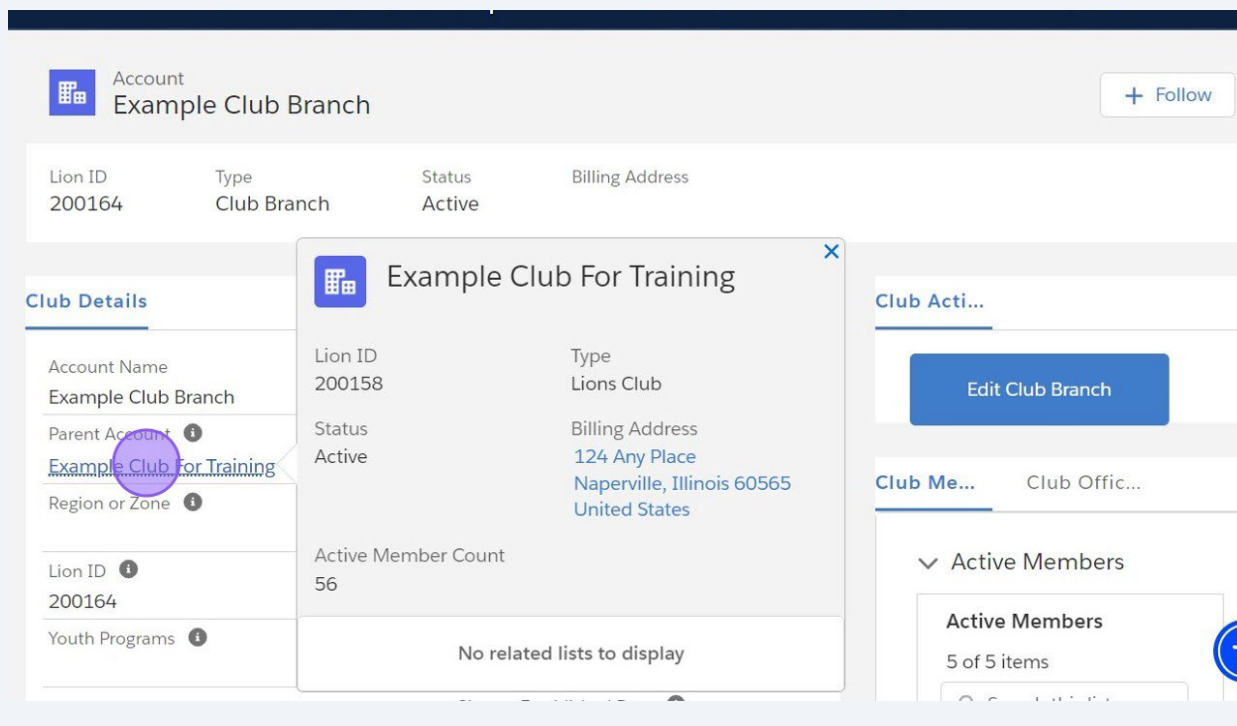
- Ändra information om klubb
- Lägg till ny medlem
- Ta bort medlem
- Inregistrera klubbfilialens tjänstemän



31 Klicka på "X" för att stänga detta fönster.



32 Gå tillbaka till sidan för fadderklubben genom att klicka på länken under "Fadderklubb".



33 Klicka på "Hem" för att återgå till startsidan.

The screenshot shows a web application interface for a Lions Club account. At the top, there is a search bar and a navigation menu with options: Home (highlighted), 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	56

Below the table, there are tabs for "Club Details" (selected), "Data Export", "Club Statements", "Club Service Activities", and "More". The "Club Details" section shows:

Account Name	Type
Example Club For Training	Lions Club
Parent Account	Active Member Count
District 1 J	56

On the right side, there is a "Member ..." tab and a "Club Acti..." tab. A "Manage Club Members" button is visible.

34 Detta avslutar snabbvägledningen "Åtgärd i klubb - Skapa klubbfilial".

The screenshot shows a welcome page for a Lions Club. The main heading is "Welcome Example One!". Below the heading, there are four large buttons with icons and text:

- MY MEMBERSHIP**: Icon of a person and a document.
- MY CLUB**: Icon of a house with three people inside.
- MY CA**: Icon of a star on a podium.
- MY ASSOCIATION**: Icon of the Lions Club logo.

At the bottom right, there are two circular icons: a purple one and a blue one with a person icon.