

本指南提供使用 Lion Portal（獅子會門戶網站）將會員從一個分會轉移至另一個分會的逐步流程，確保無縫過渡，同時維護準確的會籍記錄。其中說明現任和新任分會幹部的職責，幫助使用者了解雙方所需採取的必要行動。透過遵循本指南，分會行政人員可有效地管理會籍變更，提高組織效率和會員滿意度。

- 1 登入 Lion Portal（獅子會門戶網站） [lionportal.org](https://lionportal.org)。

## 退會 - 從舊分會轉會。

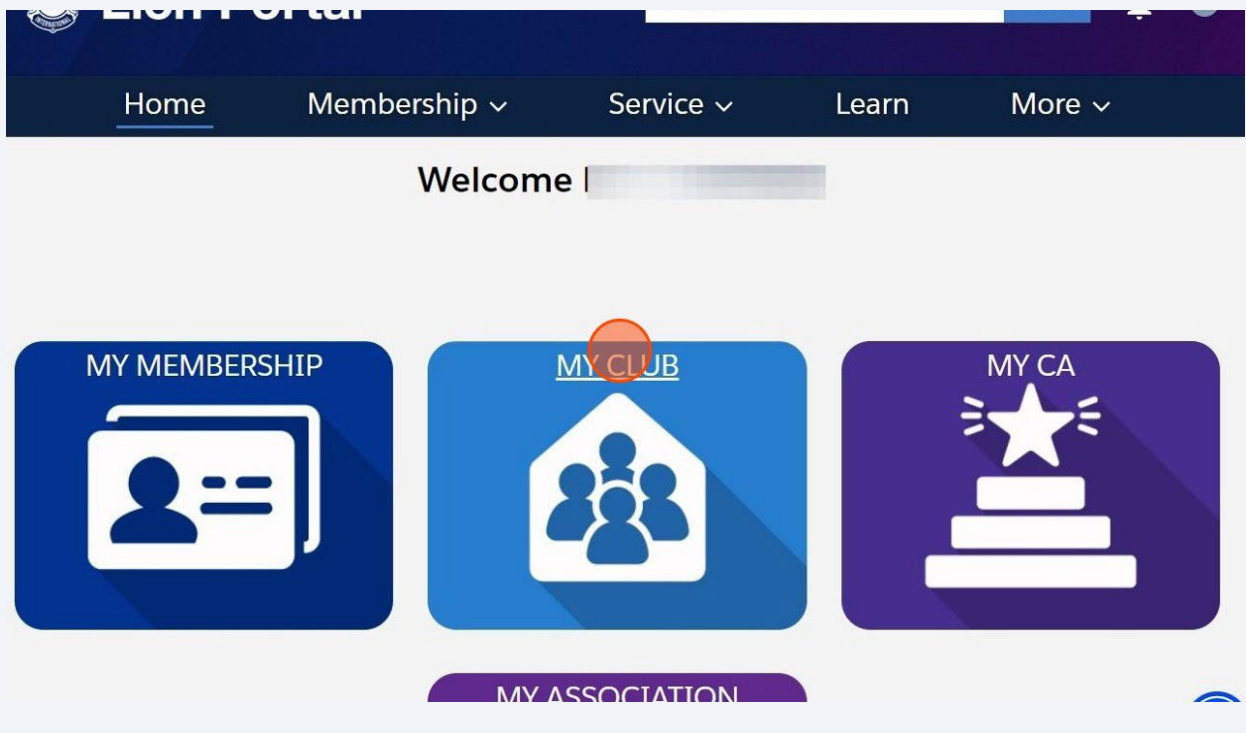


注意！欲將會員轉移到貴分會，該會員需要退出其目前的分會。本節中顯示的步驟由其他分會執行。

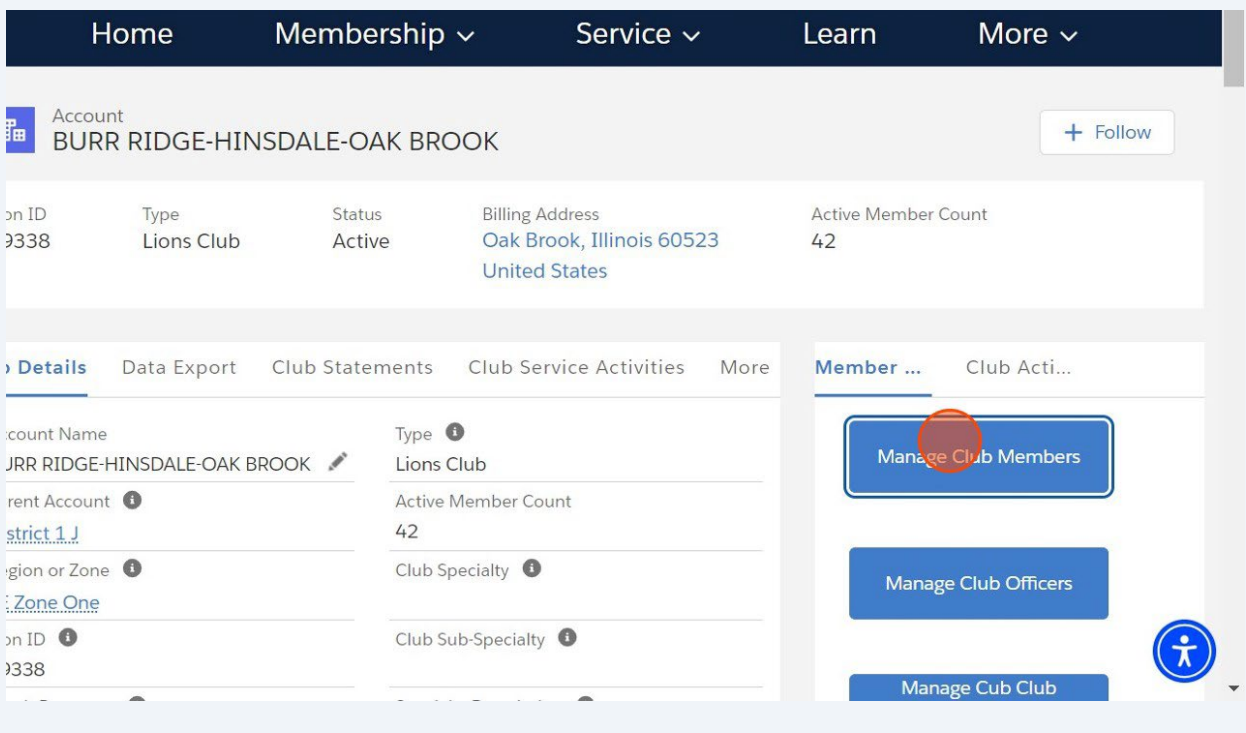


此步驟由目前的分會之幹部或行政人員完成。一旦會員辦理退會後，新分會的幹部或行政人員便可將該會員轉移至新分會。如此將在該會員的歷史記錄中建立新的「會籍」記錄。

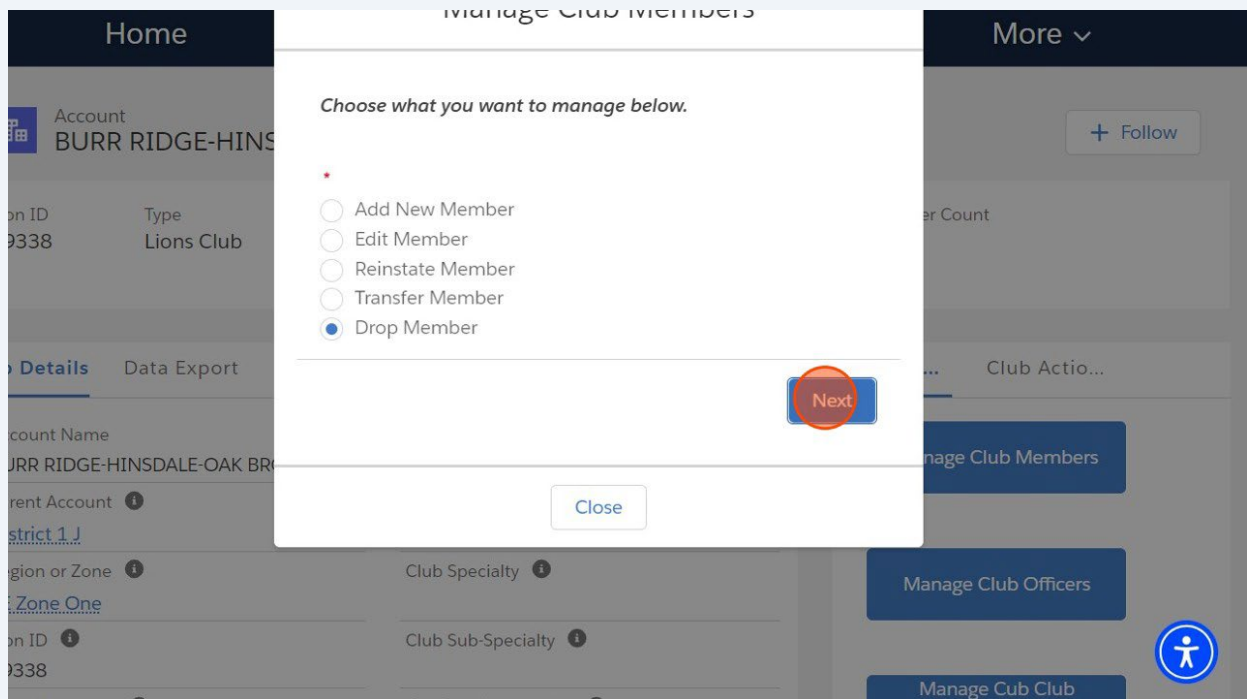
2 點選「我的分會」。



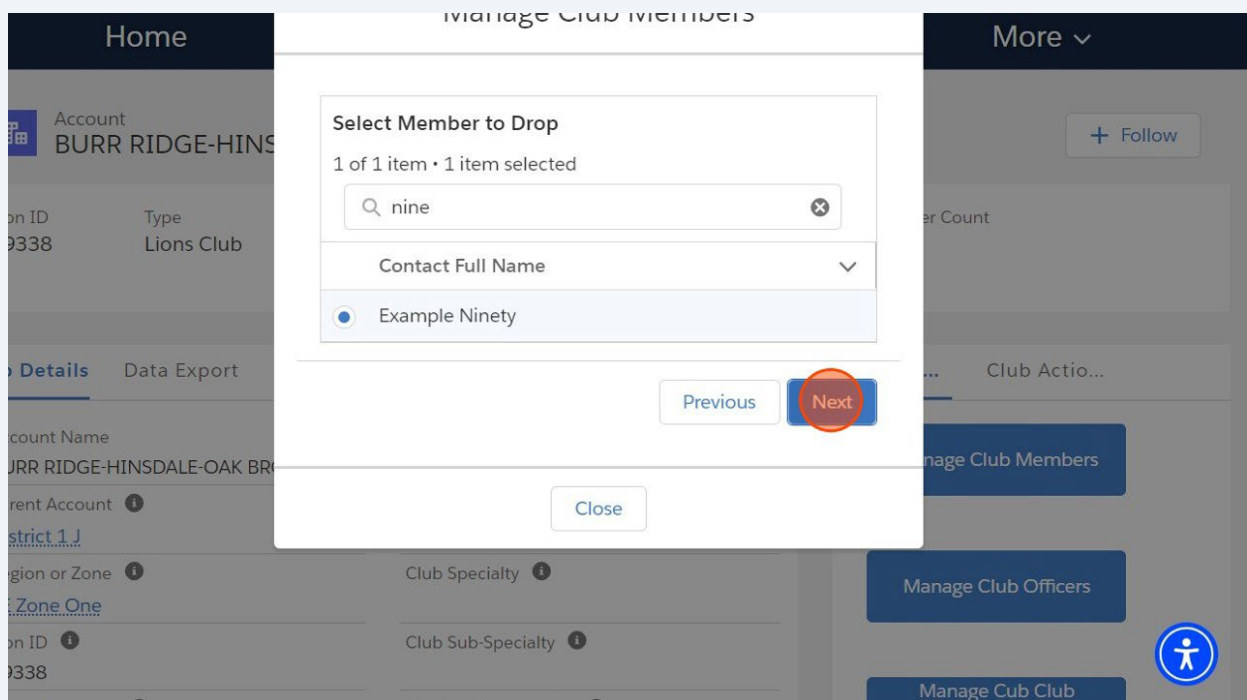
3 點選「管理分會會員」。



4 選擇「退會」旁的「單選按鈕」，並點選「下一步」。



5 點選會員姓名旁的「單選按鈕」以選擇要辦理退會的會員，然後點選「下一步」。



6

輸入「會籍結束日期」。在「退會原因」選項中，選擇「已轉會」的選項。

The screenshot shows a modal form for updating a member's information. The form is titled "Member Name: Example Ninety" and "Member's ID: 26691612". It contains the following fields:

- \* Membership End Date: Sep 1, 2024
- \* Drop Reason: Transferred
- Drop Reason Details: (empty text box)

Buttons for "Save" and "Close" are visible at the bottom of the modal. A red circle highlights the "Transferred" option in the dropdown menu.

7

可輸入「退會原因細節」。點選「儲存」。

The screenshot shows a modal form for updating a member's information. The form is titled "Member Name: Example Ninety" and "Member's ID: 26691612". It contains the following fields:

- \* Membership End Date: Sep 1, 2024
- \* Drop Reason: Transferred
- Drop Reason Details: Moving to Example Club For Training

Buttons for "Save" and "Close" are visible at the bottom of the modal. A red circle highlights the "Save" button.



該會員已從目前的分會退會。

## 新增 - 轉移到新分會



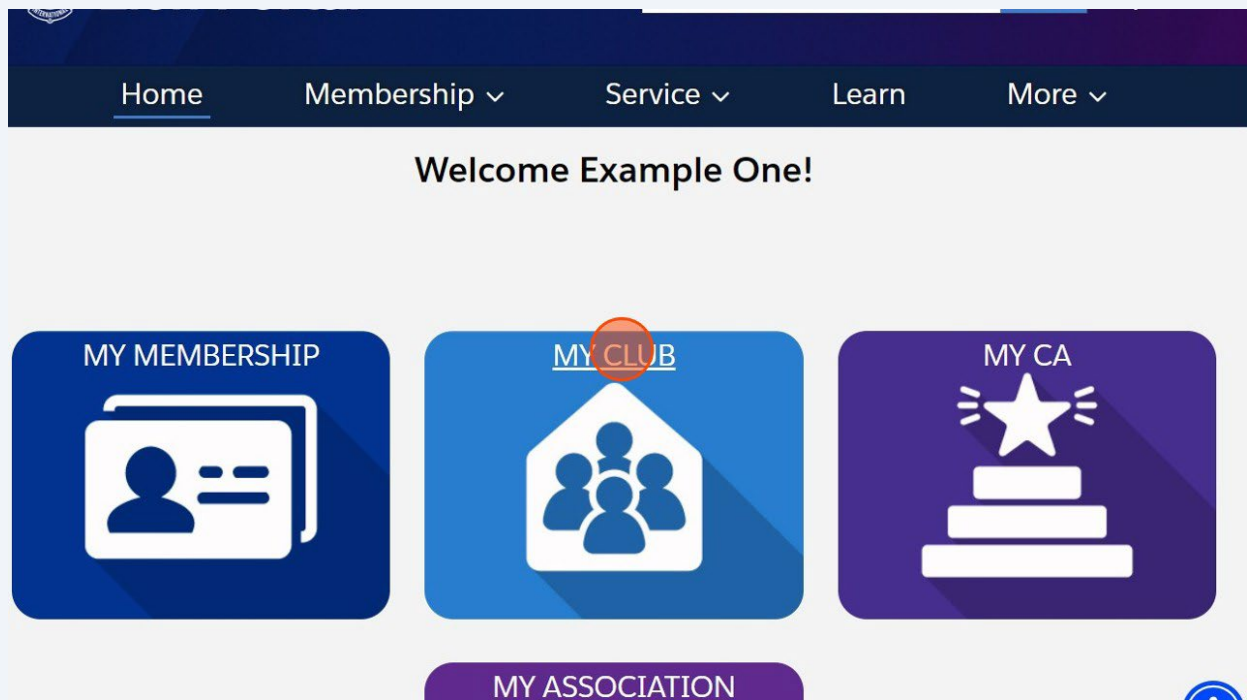
這些步驟由新分會的幹部或行政人員完成。如此將建立一個新的「會籍」記錄，新分會可以追蹤該會員的歷史記錄。

8

接收轉會會員的分會幹部或行政人員登入門戶網站。

9

點選「我的分會」



10 點選「管理分會會員」。

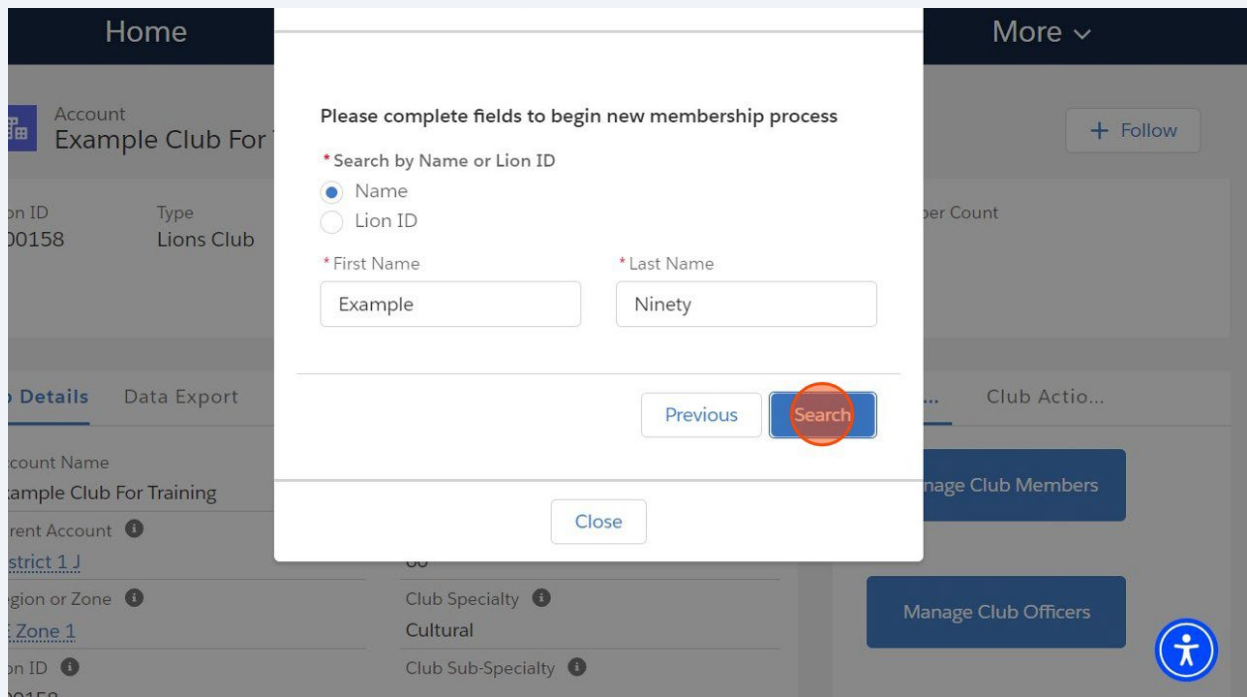
The screenshot shows the top navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below it is the club header for 'Example Club For Training' with a '+ Follow' button. A table displays club details: Club ID 00158, Type Lions Club, Status Active, Billing Address 124 Any Place, Naperville, Illinois 60565, United States, and Active Member Count 60. 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, Club ID, Type, Active Member Count, Club Specialty, and Club Sub-Specialty. On the right, there are buttons for 'Manage Club Members' (highlighted with a red circle) and 'Manage Club Officers', along with a user profile icon.

11 選擇「轉會」旁的「單選按鈕」，並點選「下一步」。

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

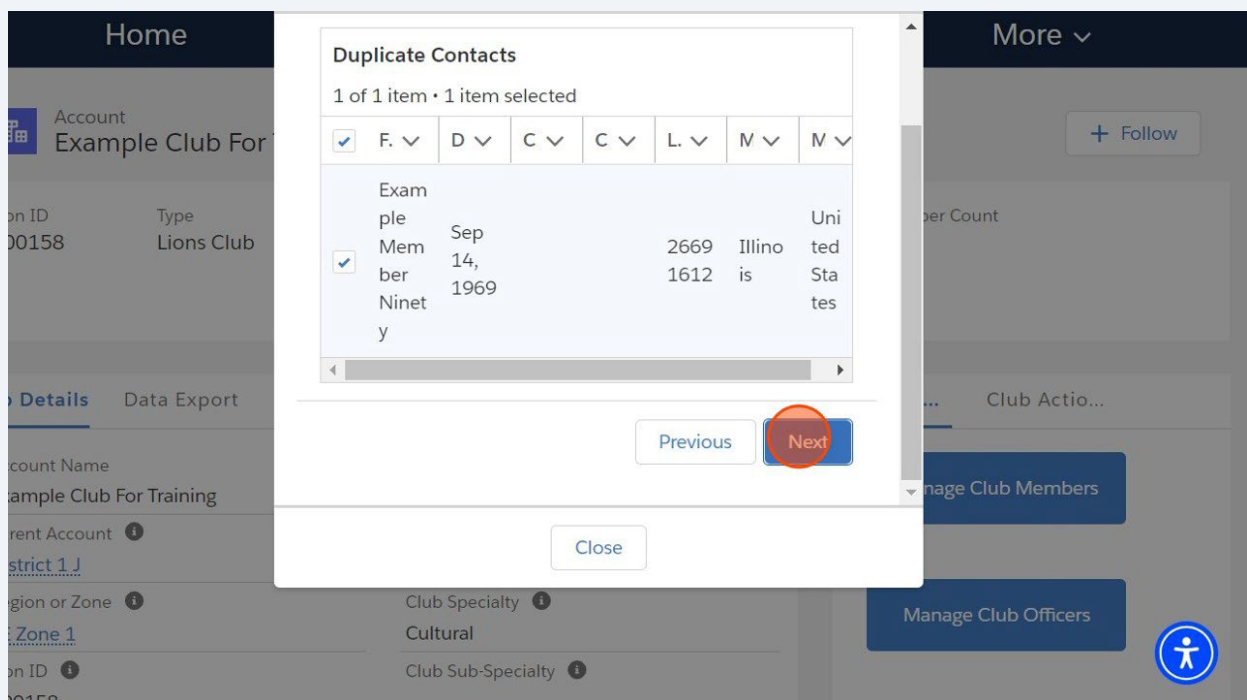
12

若要尋找會員，您可以按「姓名」或「獅友 ID」進行搜索。輸入資料並點選「搜索」。



13

點選會員姓名旁的「單選按鈕」，然後點選“下一步”。



## 14 確認會員的會籍。

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

be transferred.

Existing Memberships

1 of 1 item • 1 item selected

C	C	M	L	Dr...	M	D
BUR						Dro
R						p
RIDG						Tra
E-		Inact	Jun		Lion-	ns-
HINS	4933	ive	30,	Sep...	Regul	ferr
DALE	8	Mem	2020		ar	ed
-OAK		ber			[Dro	in
BRO					pped	Go
OK					]	od

Close

## 15 點選「下一步」。

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

be transferred.

Existing Memberships

1 of 1 item • 1 item selected

C	C	M	L	Dr...	M	D
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HINS	4933	ive	30,	Sep...	Regul	ferr
DALE	8	Mem	2020		ar	ed
-OAK		ber			[Dro	in
BRO					pped	Go
OK					]	od

Close

Next

16

輸入「會籍開始日期」，選擇「會員類型」選項、「會員類別」，然後點選「下一步」。

Home Manage Club Members More ▾

Account Example Club For Training

\* Membership Start Date \* Membership Category

Sep 10, 2024 Active

\* Membership Type

Regular Member

Next

Close

Account Name Example Club For Training

Account ID 00158 Type Lions Club

Active Member Count 60

Club Specialty Cultural

Club Sub-Specialty

Details Data Export

Follow

Manage Club Members

Manage Club Officers

17

系統將顯示綠色的成功訊息。點選“X”圖示以關閉該訊息。

Lion Po

Success! Membership Record Created!

Search

Home Membership ▾ Service ▾ Learn More ▾

Account Example Club For Training

Follow

Account ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	60

Details Data Export Club Statements Club Service Activities More

Account Name Example Club For Training Type Lions Club

Account ID 00158 Active Member Count

Manage Club Members

18 將顯示分會細節標籤頁。

The screenshot shows the 'Example Club For Training' page in the Lion Portal. The navigation bar at the top includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. The 'Home' item is highlighted with an orange circle. Below the navigation bar, 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	61

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' (Example Club For Training), 'Parent Account' (strict 1 J), 'Region or Zone' (Zone 1), 'Type' (Lions Club), 'Active Member Count' (61), and 'Club Specialty' (Cultural). To the right, there are buttons for 'Manage Club Members' and 'Manage Club Officers'.

19 點選「首頁」以返回登陸頁面。

The screenshot shows the 'Example Club For Training' page in the Lion Portal. The navigation bar at the top includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. The 'Home' item is highlighted with an orange circle. Below the navigation bar, 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	61

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' (strict 1 J), 'Type' (Lions Club), and 'Active Member Count' (61). To the right, there is a button for 'Manage Club Members'.

20 「管理分會會員 - 轉會」快速指南到此結束。

