

Clubmitglieder verwalten – Mitgliederdaten bearbeiten



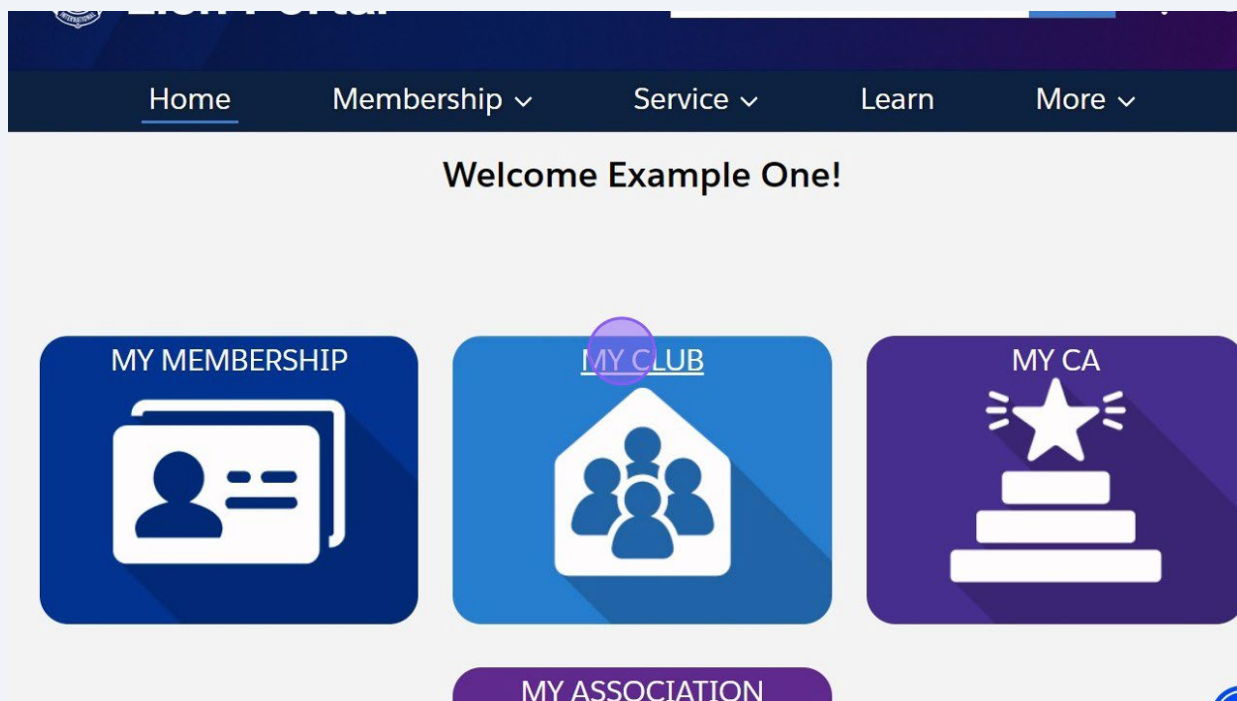
Lion Portal

Mitgliedschaftsart ändern

Dieser Leitfaden enthält eine umfassende Anleitung für Club-Administratoren, wie die Art der Mitgliedschaft eines Mitglieds im Lions Portal aktualisiert werden kann, und unterstreicht auch die Bedeutung einer genauen Verwaltung der Mitgliedschaftsarten, die sich auf die Delegiertenzahl und Wiedereinsetzung auswirken kann. So wird sichergestellt, dass Club-Unterlagen auf dem neuesten Stand sind und den Richtlinien von Lions International entsprechen.

- 1 Im Lion Portal anmelden. lionportal.org

- 2 Auf „MEIN CLUB“ klicken.



Aktualisierung der Mitgliedschaftsart

3 Auf „Clubamtsträger verwalten“ klicken.

The screenshot displays a web interface for managing a club. At the top, a table lists club 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 two main sections: "Details" and "Member ...".

The "Details" section contains the following information:

- Account Name: Example Club For Training
- Parent Account: District 1 J
- Region or Zone: SE Zone 1
- Lion ID: 200158
- Youth Programs: (none listed)
- Type: Lions Club
- Active Member Count: 56
- Club Specialty: Cultural
- Club Sub-Specialty: (none listed)
- Specialty Description: Arts and Entertainment
- Charter Established Date: 7/1/2010

The "Member ..." section contains several blue buttons for managing club members and officers:

- Manage Club Members (highlighted with a purple circle)
- Manage Club Officers
- Manage Club Club Leader
- Manage Delegates

4 „Mitgliederdaten bearbeiten“ auswählen.

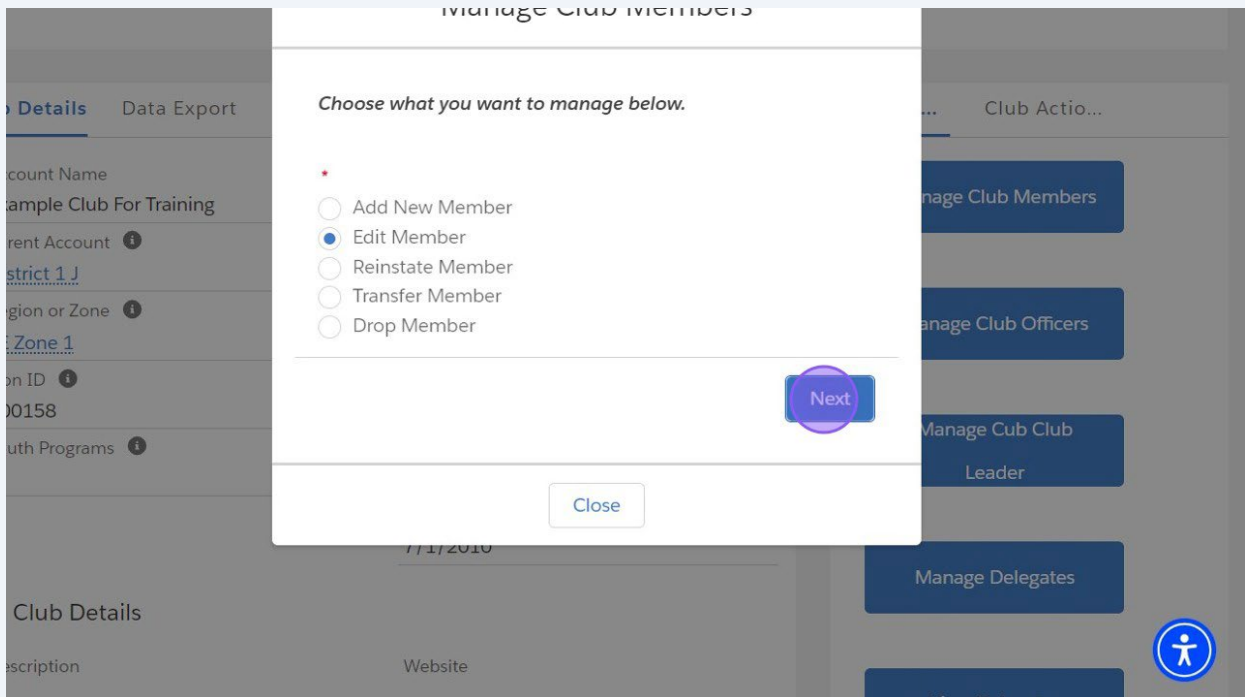
The screenshot shows a "Manage Club Members" dialog box overlaid on the club details page. The dialog box contains the following text and options:

Choose what you want to manage below.

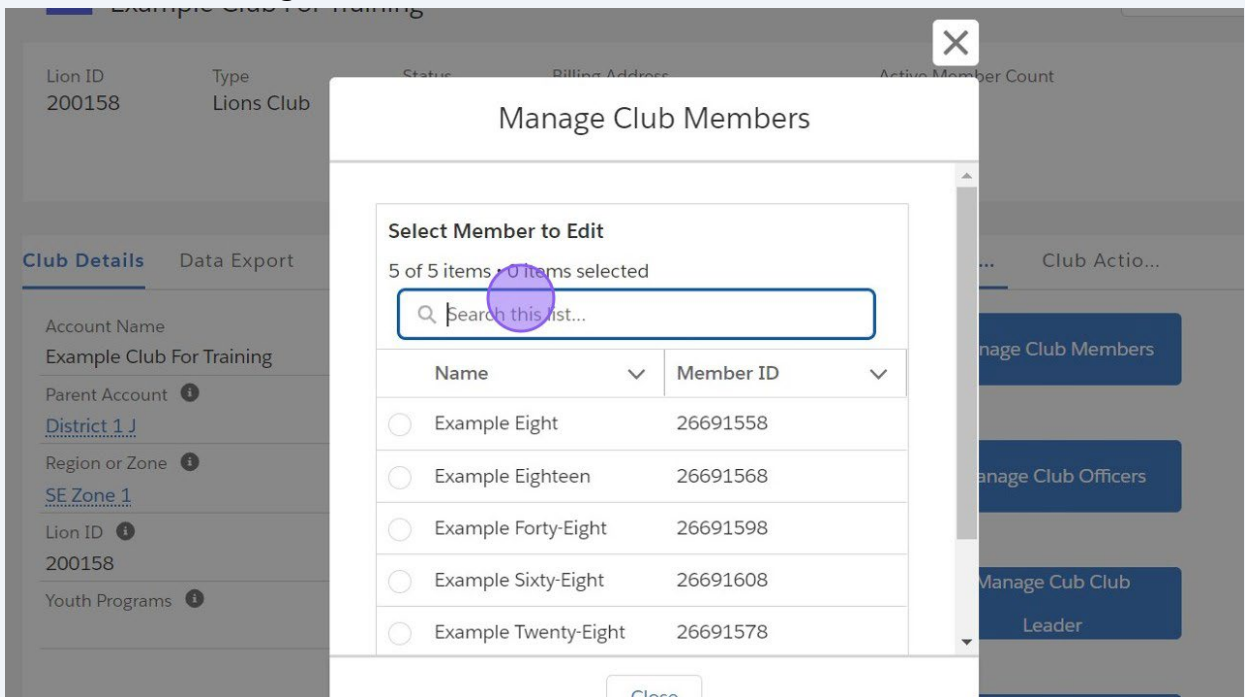
- Add New Member
- Edit Member
- Reinstate Member
- Transfer Member
- Drop Member

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

5 Auf „Weiter“ klicken.



6 In der Liste der Mitglieder nach unten scrollen oder auf „Diese Liste durchsuchen...“ klicken und den Namen oder die Mitgliedsnummer ganz oder teilweise eingeben.



7 Auf das Optionsfeld neben dem Namen des Mitglieds klicken.

Manage Club Members

Select Member to Edit

6 of 6 items • 0 items selected

Search: Two

Name	Member ID
Example Fifty-Two	26691602
Example Forty-Two	26691592
Example Sixty-Two	26691605
Example Thirty-Two	26691582
Example Twenty-Two	26691572

Close

8 Auf „Weiter“ klicken.

Manage Club Members

Select Member to Edit

6 of 6 items • 0 items selected

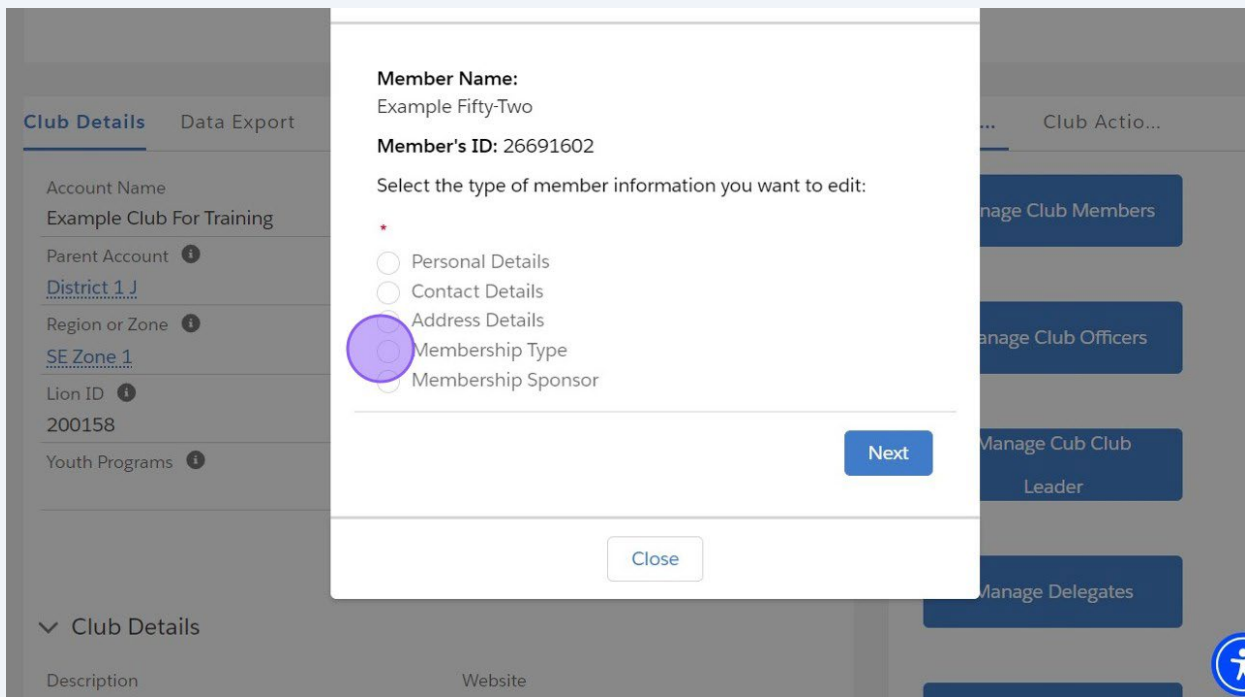
Search: Two

Name	Member ID
Example Fifty-Two	26691602
Example Forty-Two	26691592
Example Sixty-Two	26691605
Example Thirty-Two	26691582
Example Twenty-Two	26691572
Mx. Example Two III	26691551

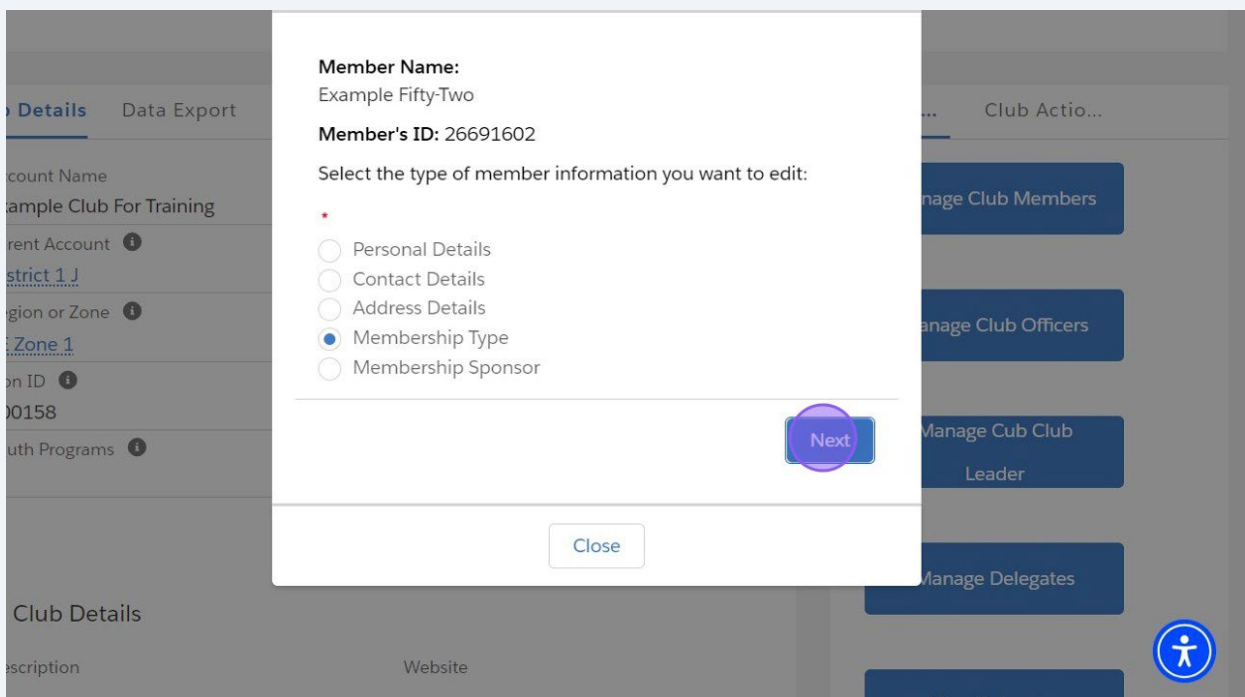
Previous Next

Close

9 Auf den Button „Mitgliedschaftsart“ klicken.



10 Auf „Weiter“ klicken.





Erinnerung - Wählen Sie die „Mitgliedschaftsart“ aus, die die neue „Mitgliedschaftsart“ werden soll.

11 Auf die Dropdown-Liste „Mitgliedschaftsart“ klicken.

Manage Club Members

* Membership Type: Regular Member

* Membership Category: Active

Next

--None--
Regular Member
Honorary Member
Young Adult Member
Family Member
Leo Lion Member



Hinweis: Mitgliedschaftsarten

- Reguläres Mitglied (Vollmitgliedschaft/volle Beitragszahlung)
- Ehrenmitglied
- Junge Erwachsene
- Familienmitglied
- Leo-Lion-Mitglied
- Studentisches Mitglied

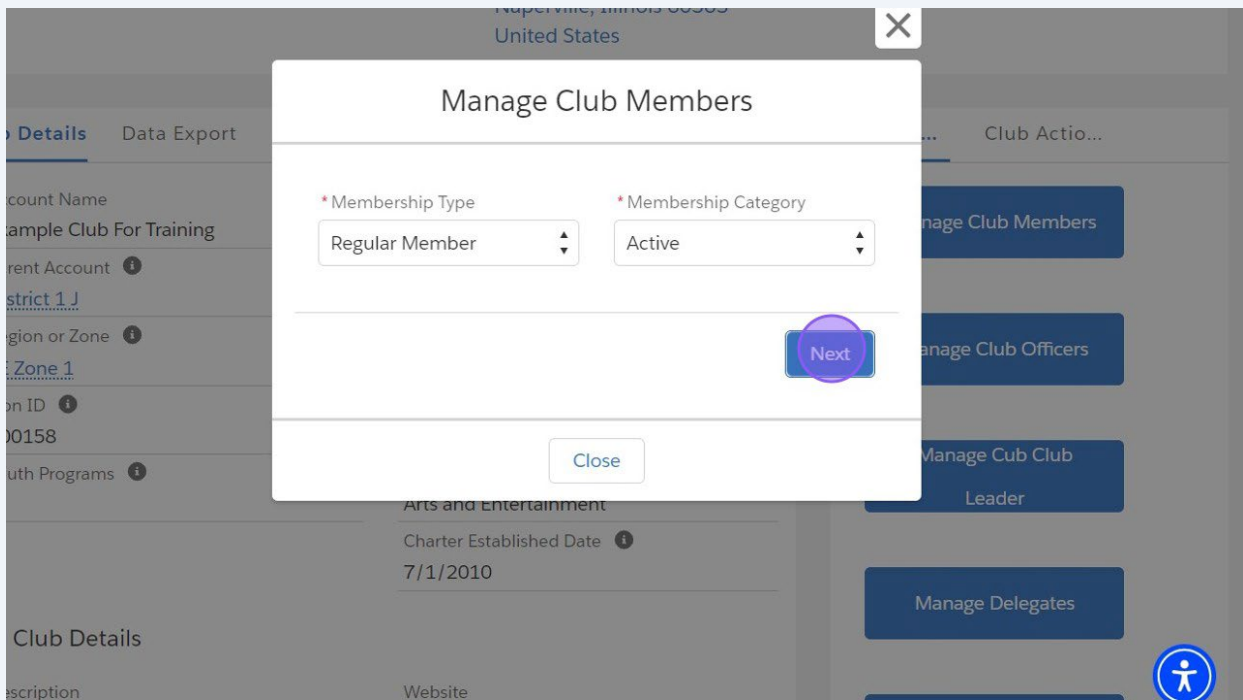
12 Die neue Mitgliedschaftsart auswählen.

The screenshot shows a web application interface for managing club members. A modal dialog titled "Manage Club Members" is open. It contains two dropdown menus: "* Membership Type" and "* Membership Category". The "Membership Type" dropdown is currently open, showing a list of options: "--None--", "Regular Member", "Honorary Member", "Young Adult Member", "Family Member", and "Leo Lion Member". The "Regular Member" option is highlighted. The "Membership Category" dropdown is set to "Active". A "Next" button is visible at the bottom right of the dialog. In the background, a table displays club details for Lion ID 200158, including Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (56).

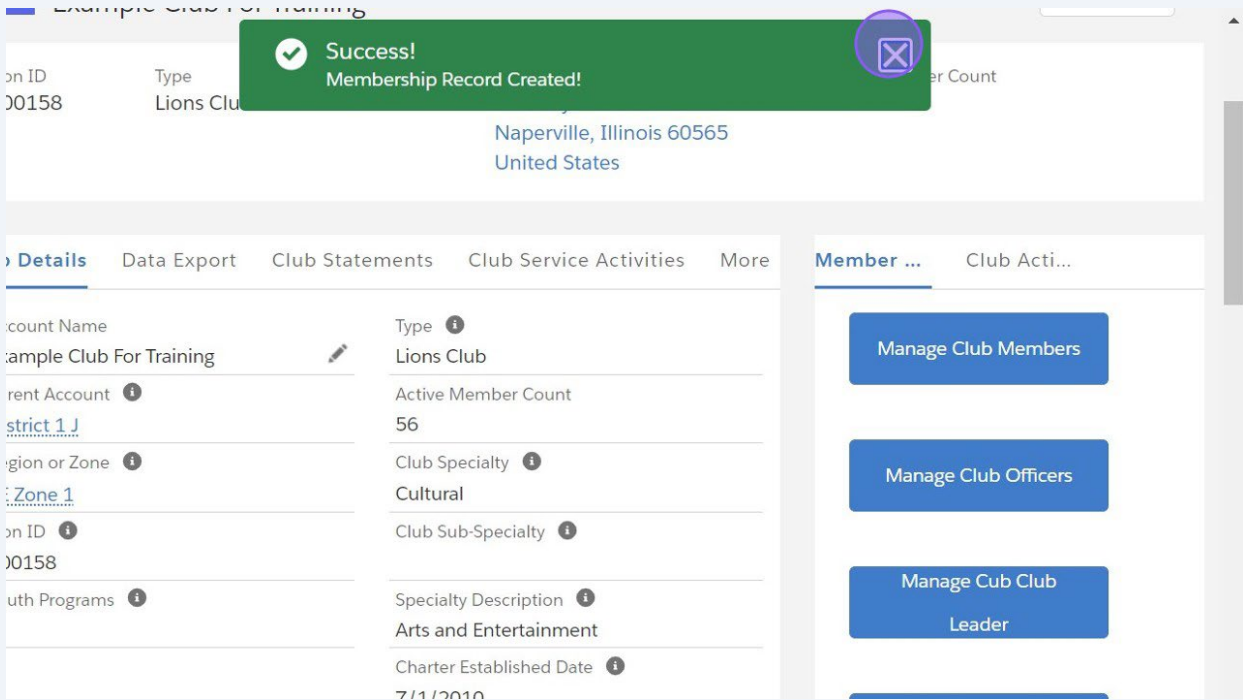
13 Die Standardeinstellung ist „Aktiv“. Für weitere Auswahlmöglichkeiten auf die „Mitgliedschaftsart“ klicken.

The screenshot shows the same "Manage Club Members" dialog box. In this view, the "Membership Category" dropdown menu is open, showing a list of options: "--None--", "Active", "Affiliate", "Member at Large", and "Privileged". The "Active" option is highlighted. The "Membership Type" dropdown is now closed and shows "Regular Member". The "Next" button remains visible. The background table and club details are the same as in the previous screenshot.

14 Auf „Weiter“ klicken.



15 Die grüne Meldung „Erfolg!“ bestätigt die Änderung. Auf das „X“-Symbol klicken, um die Nachricht zu schließen.



Historie einer Mitgliedschaft anzeigen

16 Suchen Sie auf der Seite „Clubdetails“ nach dem Mitglied.

24 Any Place
 Naperville, Illinois 60565
 United States

Meeting Location 1

Meeting Place ⓘ
 Town Center

Meeting Week of Month ⓘ
 1st

Meeting Day ⓘ
 Monday

Meeting Time ⓘ
 7:00

Meeting Street ⓘ
 1555 Town Road

Meeting City ⓘ
 Naperville

Meeting State or Prov ⓘ

Meeting Zip Code ⓘ

Meeting Local Place ⓘ
 टाउन सेंटर

Meeting Local Street ⓘ

Meeting Local City ⓘ

Meeting Local Zip Code ⓘ

Meeting Local State or Prov ⓘ
 IL

Meeting Local Country ⓘ
 US

Online Meeting 1 ⓘ

Online Meeting 1 Place ⓘ

Active Members

Active Members

56 of 56 items

Search this list...

N. ▾	M ▾	M ▾	M ▾
Exam	Lion-	zuser	(63
ple	Chart	012@	0)
Twel	er-	lionfa	890
e	Regul	ke.co	-12
	[Activ	m	34
	e]		
Exam	Lion-	zuser	(63
ple	Chart	008@	0)
Eight	er-	lionfa	456
	Regul	ke.co	-78
	[Activ	m	90
	e]		

17 Beispiel: Die „Mitgliedschaftsart“ von Mitglied Zweiundfünfzig wurde aktualisiert.



Contact

Example Member Fifty-Two

+ Follow

Primary Affiliation

[Example Club For Training](#)

Member ID

26691602

Email

zfiftytwo@fake.com

Phone

773 2341111

Name

Example Member Fifty-Two

Spouse Name ⓘ

Companion Fifty-Two

Primary Affiliation ⓘ

[Example Club For Training](#)

Birthday ⓘ

September 20

Nickname ⓘ

Birthdate

9/20/1994

Gender ⓘ

Female

Occupation ⓘ

Transportation/Utilities

Local Language Information

First Name (Local)

Contact Members Services

Email: lionssupport@lionsclubs.org

Phone: (+001) 630-468-6900



Club Me... (3)



3 items · Sorted by Start Date · Updated a few seconds ago

	Club Name ▾	Membershi
1	Example Club ...	Lion-Regula
2	Example Club ...	Lion-Discou

18 Auf der rechten Seite wird die Mitgliedschaftshistorie des Mitglieds angezeigt.

Example Club For Training 26691602 ziftytwo@fake.com 773 2341111

Name
Example Member Fifty-Two

Spouse Name ⓘ
Companion Fifty-Two

Primary Affiliation ⓘ
[Example Club For Training](#)

Spouse Name ⓘ
Companion Fifty-Two

Birthdate
September 20

Nickname ⓘ

Spouse Name ⓘ
Companion Fifty-Two

Birthdate
9/20/1994

Gender ⓘ
Female

Spouse Name ⓘ
Companion Fifty-Two

Occupation ⓘ
Transportation/Utilities

Local Language Information

First Name (Local)

Middle Name (Local)

Last Name (Local)

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

Club Me... (3) ⓘ ⌵ ⌲

3 items • Sorted by Start Date • Updated a few seconds ago

	Club Name	Membershi...
1	Example Club ...	Lion-Regular [
2	Example Club ...	Lion-Discount
3	Example Club ...	Lion-Regular [

View All

19 Auf „Alle Clubmitgliedschaften anzeigen“ klicken, um den gesamten Verlauf anzuzeigen.

Example Club For Training 26691602 ziftytwo@fake.com 773 2341111

Name
Example Member Fifty-Two

Spouse Name ⓘ
Companion Fifty-Two

Primary Affiliation ⓘ
[Example Club For Training](#)

Spouse Name ⓘ
Companion Fifty-Two

Birthdate
September 20

Nickname ⓘ

Spouse Name ⓘ
Companion Fifty-Two

Birthdate
9/20/1994

Gender ⓘ
Female

Spouse Name ⓘ
Companion Fifty-Two

Occupation ⓘ
Transportation/Utilities

Local Language Information

First Name (Local)

Middle Name (Local)

Last Name (Local)

Contact Information

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

Club Me... (3) ⓘ ⌵ ⌲

3 items • Sorted by Start Date • Updated a few seconds ago

	Club Name	Membershi...
1	Example Club ...	Lion-Regular [
2	Example Club ...	Lion-Discount
3	Example Club ...	Lion-Regular [

View All

Members Sponsored (0) ⓘ

20 Die Spalten am oberen Rand erweitern oder enger stellen.

The screenshot shows the 'Lion Portal' interface. At the top, there is a search bar and navigation links for Home, Membership, Service, Learn, and More. Below this, the page title is 'Example Member Fifty-Two Club Memberships'. A table lists membership records with columns for Club Name, Membership Full Type, Start Date, End Date, Membership Status, and Membership ID. A purple circle highlights the vertical line between the 'End Date' and 'Membershi...' columns, which is used to adjust the column width.

Club Name	Membership Full Type	Start Date	End Date	Membershi...	M...	Membership:
Example Club For...	Lion-Regular [Dropped]	6/15/2024	9/18/20...	Inactive Memb...		MEMBER#00:
Example Club For...	Lion-Discounted-Family Me...	9/18/2024	9/27/20...	Inactive Memb...		MEMBER#00:
Example Club For...	Lion-Regular [Active]	9/27/2024		Active Member		MEMBER#00:



Hinweis: In der Mitgliedschaftshistorie werden Änderungen in der „Mitgliedschaftsart“ verfolgt, die über die Berechtigung zur Aufnahme in die Clubdelegiertenliste oder zur Wiederaufnahme in den Club entscheiden können. Weitere Einzelheiten finden Sie in der offiziellen Satzung und Zusatzbestimmungen sowie den Richtlinien von Lions International.

2

Der Verlauf der Änderungen in der Mitgliedschaft dieses Mitglieds wird angezeigt. Standardmäßig ist die Sortierfolge „Startdatum“ - ältestes Datum bis jüngstes Datum eingestellt.

Dieses Mitglied:

- Wurde am 15.06.2024 voll beitragszahlendes Lionsmitglied - „Reguläre Mitgliedschaft“
- Am 18.09.2024 Umstellung auf eine „Familienmitgliedschaft“ (ermäßigter Beitrag)
- Am 27.09.2024 Umstellung auf eine „Reguläre Mitgliedschaft“ (voller Mitgliedsbeitrag)

The screenshot shows the 'Lion Portal' interface. At the top, there is a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More' (highlighted with a purple circle). Below the navigation bar, the breadcrumb path is 'contacts > Example Member Fifty-Two' and the page title is 'Club Memberships'. The table below shows the membership history, sorted by 'Start Date' in ascending order. The table has columns for Club Name, Membership Full Type, Start Date, End Date, Membership Status, and Membership ID. Three rows are visible, showing a transition from an inactive regular membership to a discounted family membership, and finally to an active regular membership.

Club Name	Membership Full Type	Start Date	End Date	Membershi...	M...	Membershi
Example Club For...	Lion-Regular [Dropped]	6/15/2024	9/18/2024	Inactive Memb...		MEMBER#C
Example Club For...	Lion-Discounted-Family Me...	9/18/2024	9/27/2024	Inactive Memb...		MEMBER#C
Example Club For...	Lion-Regular [Active]	9/27/2024		Active Member		MEMBER#C

22 Um zurück zur Clubseite zu gelangen, auf den blauen Link, der den Clubnamen anzeigt, klicken.

The screenshot shows the 'Lion Portal' interface. At the top, there is a search bar and navigation links for 'Home', 'Learn', and 'More'. A member profile for 'Example Member Fifty-Two' is displayed, with a purple circle highlighting the 'Example Club For Training' link under 'Primary Affiliation'. A modal window for 'Example Club For Training' is open, showing the following details:

Lion ID	200158	Type	Lions Club
Status	Active	Billing Address	124 Any Place Naperville, Illinois 60565 United States
Active Member Count	56	No related lists to display	

Additional information visible in the background includes contact details for 'Example Club For Training' (Email: lionssupport@lionsclubs.org, Phone: (+001) 630-468-6900) and a 'Club Me...' section with 3 items.

23 Zurück zur Clubseite

The screenshot shows the club page for 'Example Club For Training'. The navigation bar includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. The club details are as follows:

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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Below the details, there are tabs for 'Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Details' tab is active, showing:

- Account Name: Example Club For Training
- Parent Account: strict 1 J
- Region or Zone: Zone 1
- Type: Lions Club
- Active Member Count: 56
- Club Specialty: Cultural

On the right side, there are buttons for 'Manage Club Members' and 'Manage Club Officers', along with a 'Follow' button at the top right.

24 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 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', '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.

2 Hier endet der Kurzleitfaden „Clubmitglieder verwalten - Mitgliederdaten bearbeiten Mitgliedschaftsart ändern“.

The screenshot shows the landing page for 'Example One!'. It features a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below the navigation bar, the text 'Welcome Example One!' is displayed. The main content area contains four large buttons: 'MY MEMBERSHIP' (with a person icon), 'MY CLUB' (with a house and people icon), 'MY CA' (with a star and podium icon), and 'MY ASSOCIATION' (with the Lions Club logo). A user profile icon is visible in the bottom right corner.