

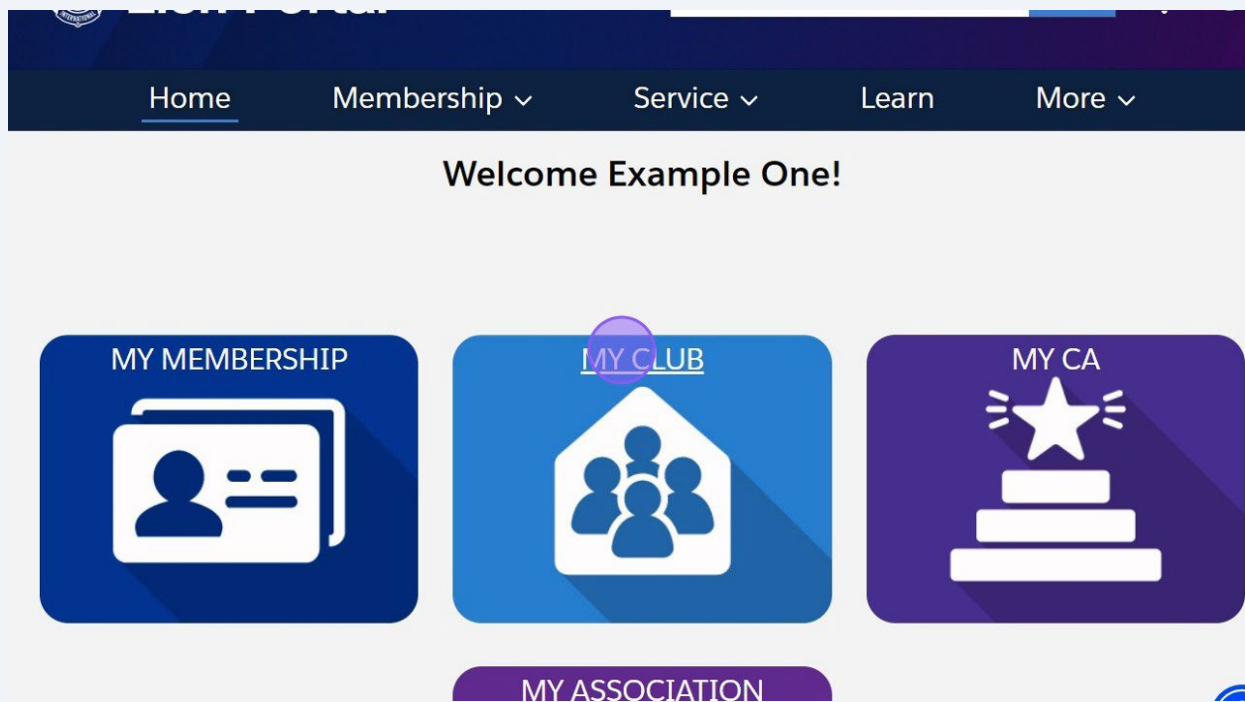
Hantera klubbmedlemmar –

Ändra en medlem: Ändra medlemstyp

Denna vägledning innehåller en omfattande genomgång för klubbadministratörer om hur man uppdaterar medlemstyp i Lion Portal. Den betonar vikten av att hantera medlemstyper på ett korrekt sätt, vilket kan påverka rätten att räkna klubbens delegater och återinförande i klubben. Genom att följa denna vägledning kan användarna säkerställa att de har uppdaterade medlemslistor och följer Lions Internationals regler och policy, vilket förbättrar effektiviteten i klubbens administration.

1 Logga in på Lion Portal lionportal.org

2 Klicka på "MIN KLUBB".



Uppdatera medlemstyp

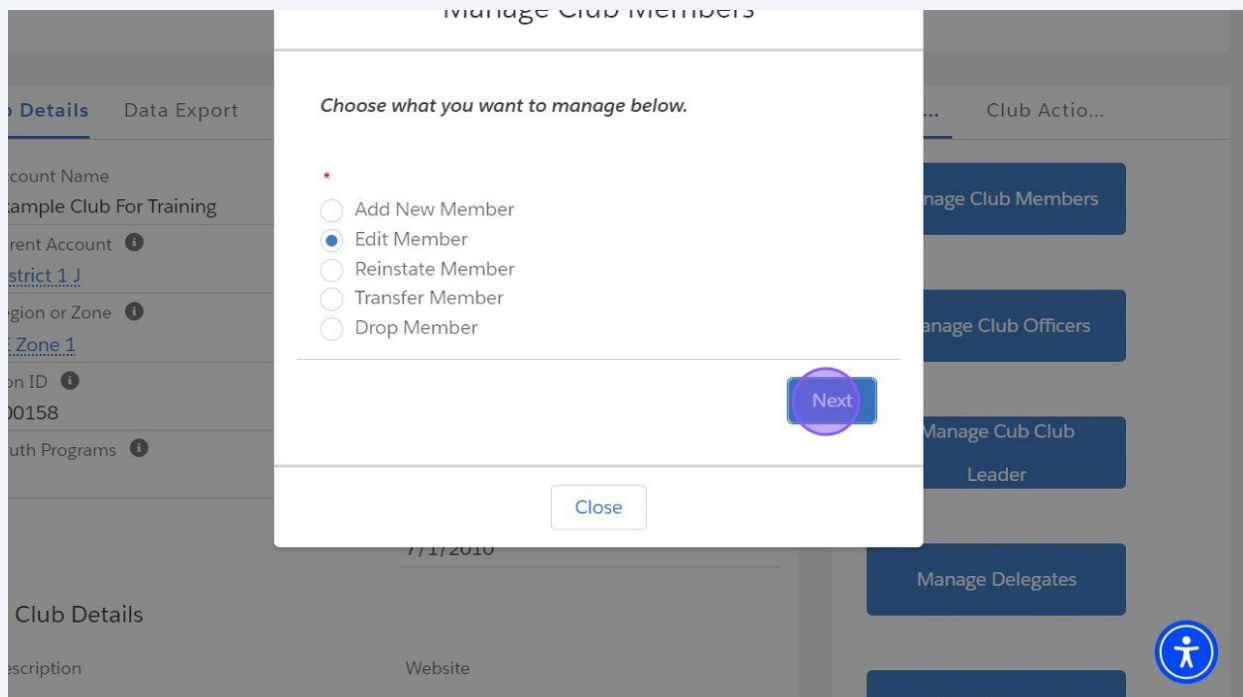
3 Klicka på "Hantera klubbens medlemmar".

The screenshot displays a club profile page. At the top, a summary row shows: Lion ID 200158, Type Lions Club, Status Active, Billing Address 124 Any Place, Naperville, Illinois 60565, United States, and Active Member Count 56. Below this, a navigation bar includes 'Details' (selected), 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The main content area is split into two columns. The left column shows 'Account Name' (Example Club For Training), 'Parent Account' (District 1 J), 'Region or Zone' (SE Zone 1), 'Lion ID' (200158), and 'Youth Programs'. The right column shows 'Type' (Lions Club), 'Active Member Count' (56), 'Club Specialty' (Cultural), 'Club Sub-Specialty', 'Specialty Description' (Arts and Entertainment), and 'Charter Established Date' (7/1/2010). On the far right, a 'Member ...' sidebar contains several blue buttons: 'Manage Club Members' (highlighted with a purple circle), 'Manage Club Officers', 'Manage Club Club Leader', and 'Manage Delegates'.

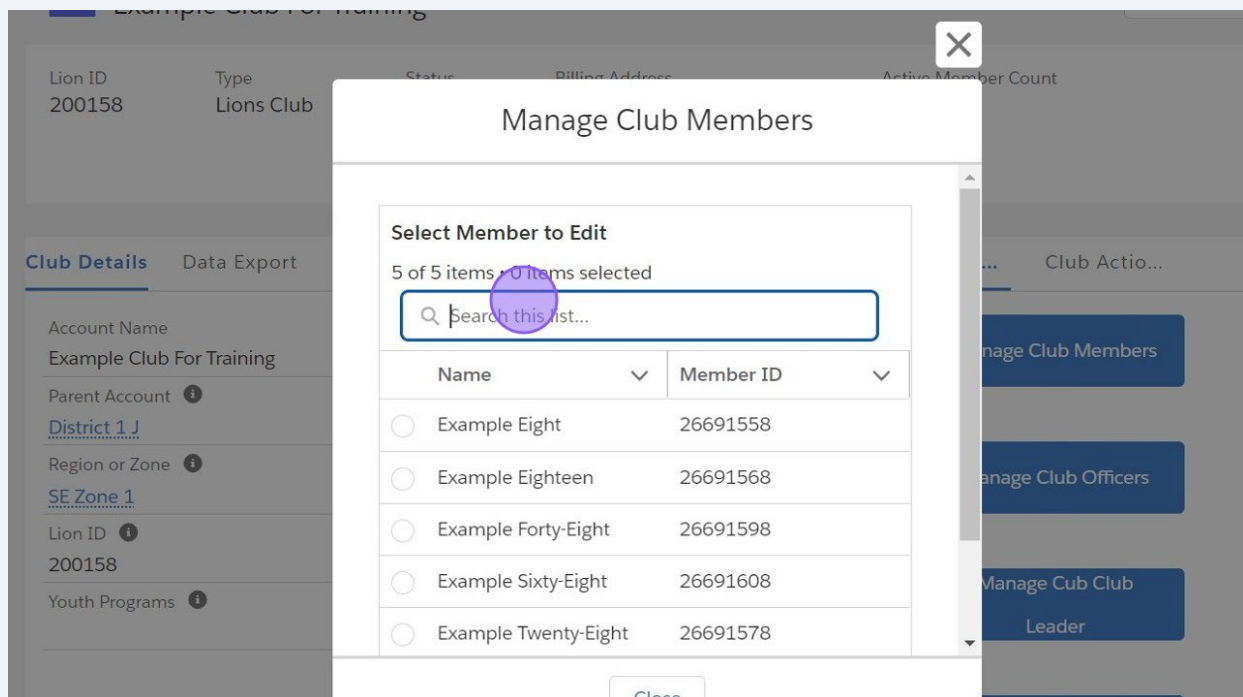
4 Välj "Ändra medlem".

The screenshot shows a modal dialog box titled 'Manage Club Members' overlaid on the club details page. The dialog has a close button (X) in the top right corner. Below the title, it says 'Choose what you want to manage below.' and lists five options with radio buttons: 'Add New Member', 'Edit Member' (highlighted with a purple circle), 'Reinstate Member', 'Transfer Member', and 'Drop Member'. At the bottom of the dialog, there is a blue 'Next' button and a 'Close' button.

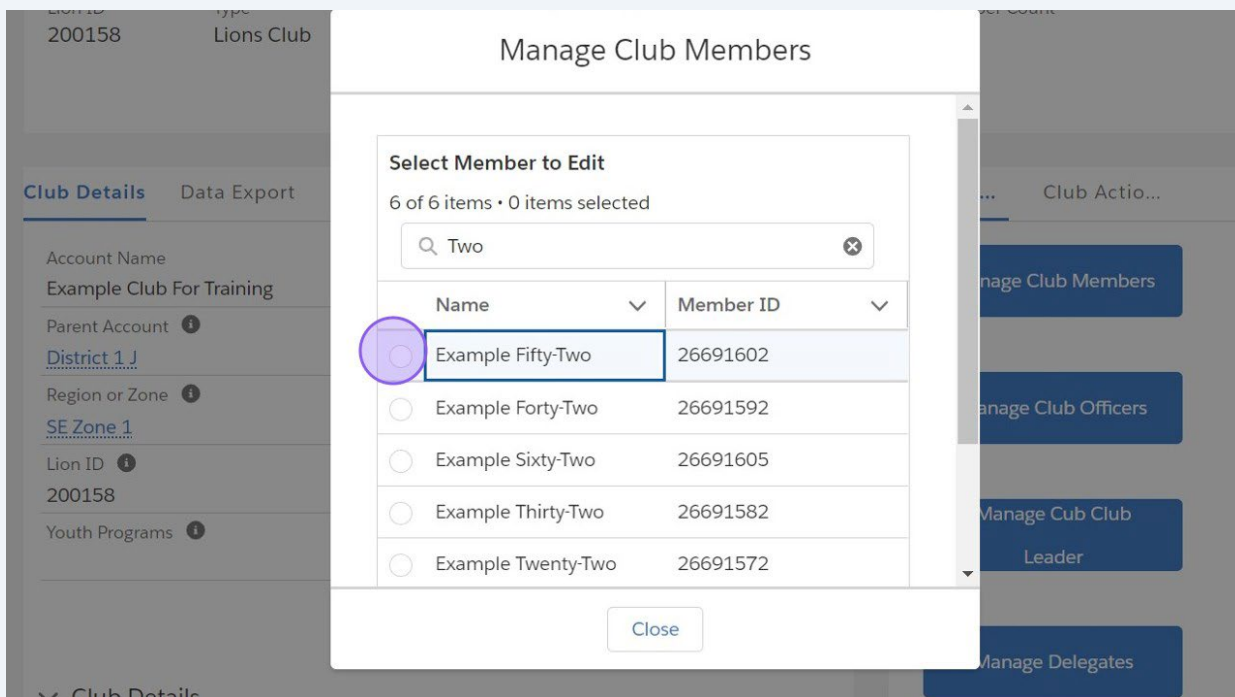
5 Klicka på "Nästa".



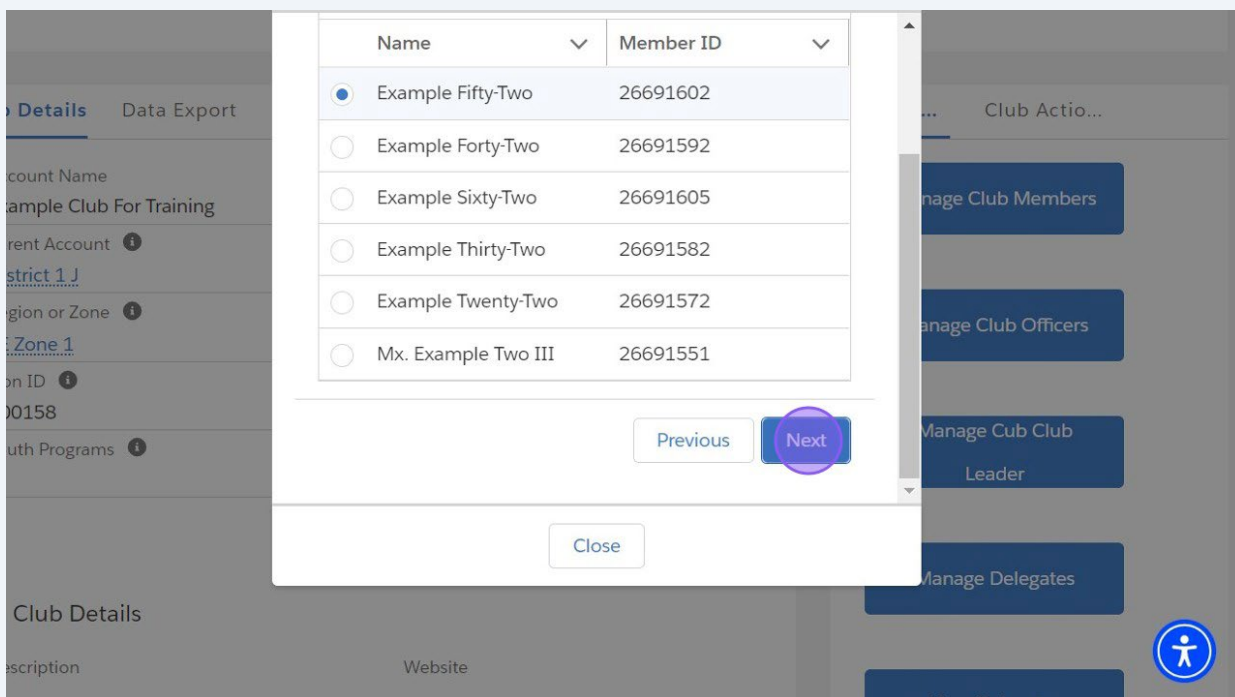
6 Bläddra i listan över medlemmar eller klicka på "Sök i listan..." och ange hela eller delar av namnet eller medlemsnummer.



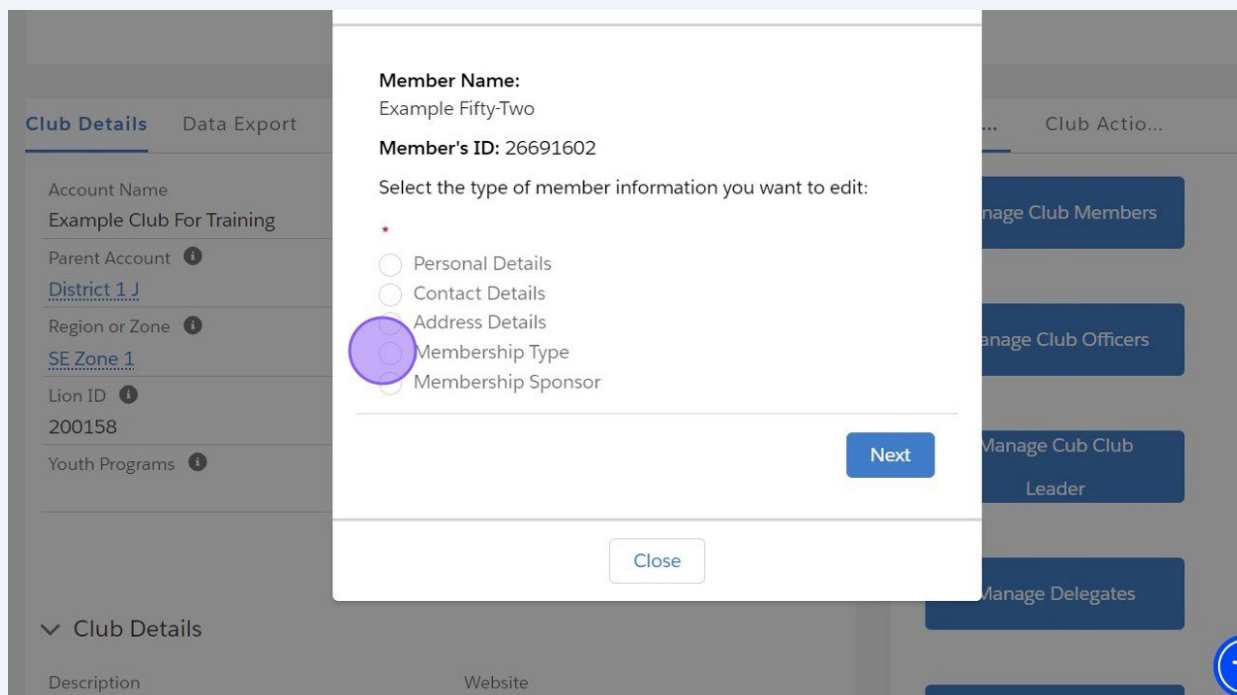
7 Klicka på knappen intill medlemmens namn.



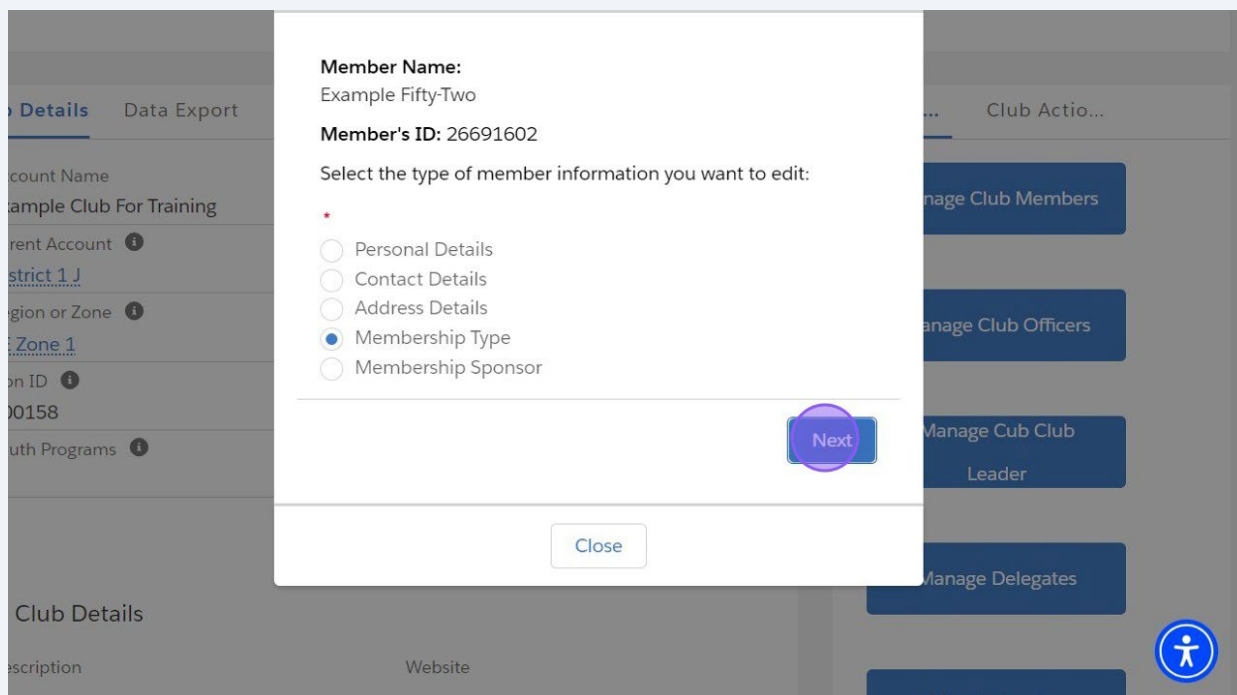
8 Klicka på "Nästa".



9 Klicka på knappen med alternativet "Medlemstyp".



10 Klicka på "Nästa".





Påminnelse: Välj den "Medlemstyp" som ska bli den nya medlemstypen.

11 Klicka på menyn "Medlemstyp".

Manage Club Members

*Membership Type: Regular Member

*Membership Category: Active

Next

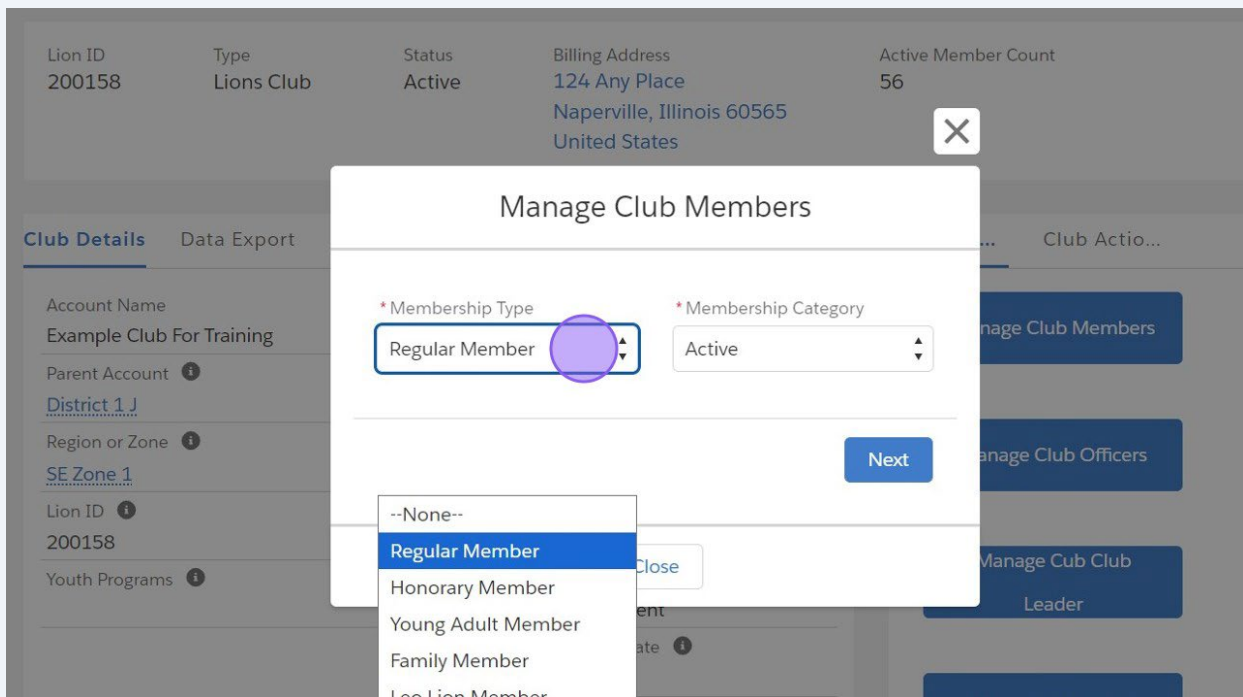
--None--
Regular Member
Honorary Member
Young Adult Member
Family Member
Leo Lion Member



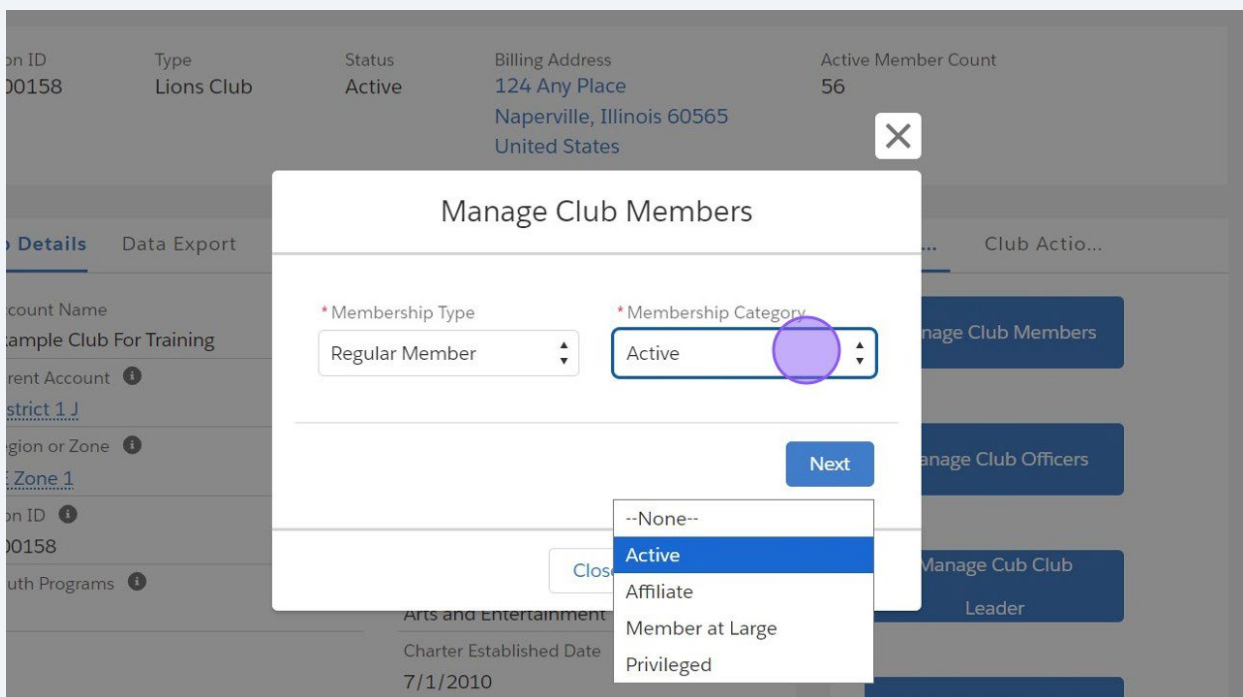
Notera: Medlemstyper är:

- Vanlig medlem (betalar full medlemsavgift)
- Hedersmedlem
- Ung vuxen medlem
- Familjemedlem
- Leo lionmedlem
- Studentmedlem

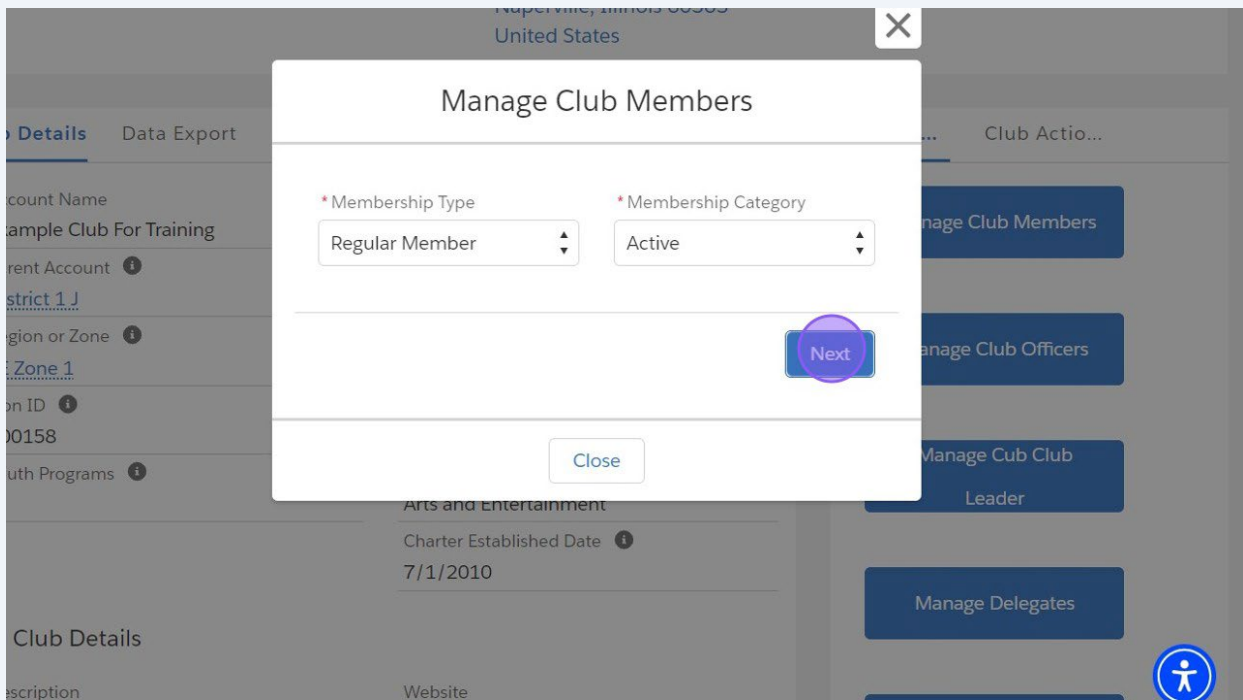
12 Välj den nya medlemstypen.



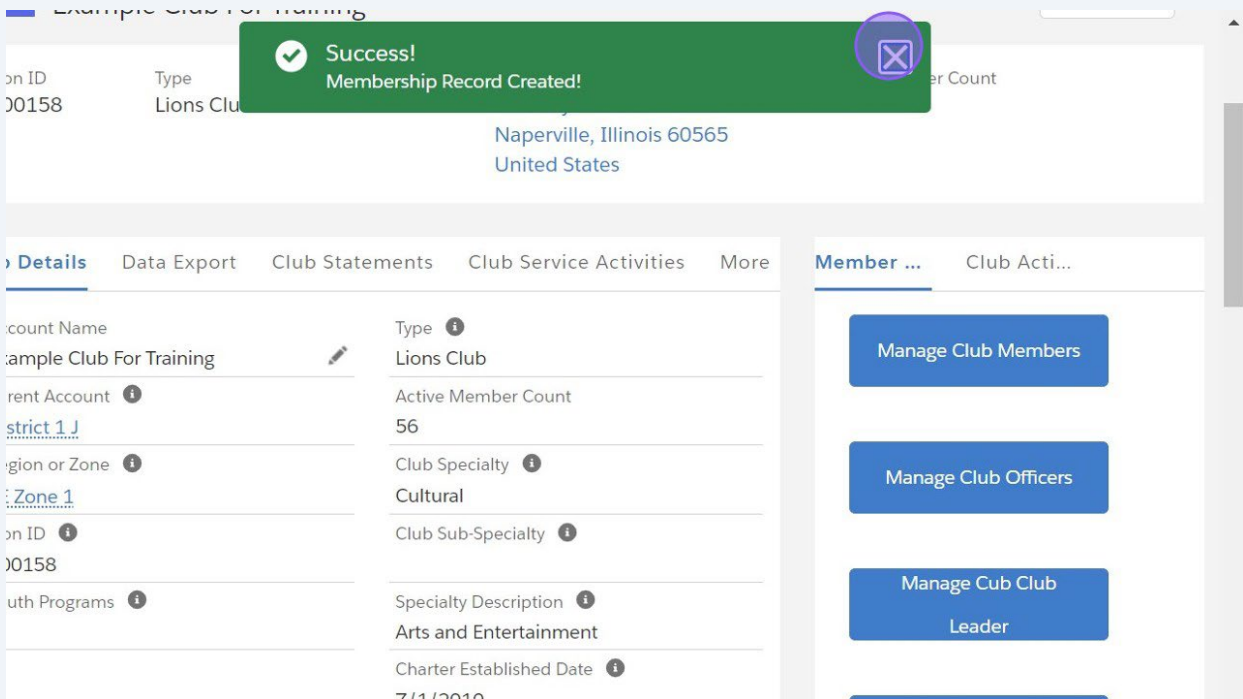
13 "Aktiv" är standard. Klicka på "Medlemskategori" för ytterligare alternativ.



14 Klicka på "Nästa".



15 Det gröna meddelandet bekräftar ändringen. Klicka på "X" för att stänga det.



Visa medlemmens medlemshistorik

16 Leta upp medlemmen på sidan "Klubbens detaljer".

24 Any Place
 Naperville, Illinois 60565
 United States

Meeting Location 1

Meeting Place ⓘ
 Town Center

Meeting Week of Month ⓘ
 First

Meeting Day ⓘ
 Monday

Meeting Time ⓘ
 7:00

Meeting Street ⓘ
 35 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) |
| Twelv | er- | lionfa | 890 |
| e | Regul | ke.co | -12 |
| | ar | m | 34 |
| | [Activ | e] | |
| Exam | Lion- | zuser | (63 |
| ple | Chart | 008@ | 0) |
| Eight | er- | lionfa | 456 |
| | Regul | ke.co | -78 |
| | ar | m | 90 |
| | [Activ | e] | |

17 Exempel: "Medlemstyp" för *Medlem Femtiotvå* uppdaterades.

Home Membership Service Learn More



Contact
 Example Member Fifty-Two + Follow

Primary Affiliation [Example Club For Training](#) Member ID 26691602 Email zfftytwo@fake.com Phone 773 2341111

Name Example Member Fifty-Two 
 Primary Affiliation ⓘ [Example Club For Training](#)
 Nickname ⓘ
 Gender ⓘ Female
 Spouse Name ⓘ Companion Fifty-Two
 Birthday ⓘ September 20
 Birthdate 9/20/1994
 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 Medlemshistoriken för medlemmen visas till höger.

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 | Birthday ⓘ September 20 |
| Nickname ⓘ | Birthdate 9/20/1994 |
| Gender ⓘ Female | 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 Klicka på "Visa alla" för att se hela historiken.

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 | Birthday ⓘ September 20 |
| Nickname ⓘ | Birthdate 9/20/1994 |
| Gender ⓘ Female | 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 Använd reglagen längst upp i kolumnen för att göra den bredare eller smalare.

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 the navigation, the page title is 'Example Member Fifty-Two Club Memberships'. The table below has columns for Club Name, Membership Full Type, Start Date, End Date, and Membership status. A purple circle highlights the vertical resize handle on the 'End Date' column header.

| Club Name | Membership Full Type | Start Date | End Date | Membership | 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: |



Observera! Medlemskapshistorik följer ändringar i "Medlemstyp", vilket kan avgöra om man är berättigad att inräknas bland klubbens delegater eller om man är berättigad att återinföras i klubben. För mer information läser du Lions Internationals stadgar och arbetsordningar samt policy.

21

Historiken för denna medlems medlemsändringar visas. Standard för sorteringsordning är "Startdatum" från äldsta datum till nyaste datum.

Denna medlem:

- Blev en "Vanlig medlem" (full medlemsavgift) den 15 juni 2024 och betalar full medlemsavgift
- Ändrad till "Familjemedlem" (rabatterad avgift) den 18 september 2024
- Ändrad till "Vanlig medlem" (full medlemsavgift) den 27 september 2024

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 the navigation, the page title is 'Example Member Fifty-Two Club Memberships'. The table below lists the member's club memberships, sorted by start date. The table has columns for Club Name, Membership Full Type, Start Date, End Date, Membership Status, and Membership ID.

| 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 För att navigera tillbaka till klubbsidan klickar du på den blå länken som visar klubbnamnet.

The screenshot shows the 'Lion Portal' interface. At the top, there is a navigation bar with 'Home', 'Learn', and 'More' options. A search bar is also present. Below the navigation bar, there is a member profile for 'Example Member Fifty-Two'. The profile includes fields for Name, Primary Affiliation, Nickname, Gender, Birthdate, and Occupation. A modal window is open over the Primary Affiliation field, displaying details for 'Example Club For Training':

| | | | |
|---------------------|--------|-----------------------------|--|
| 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 | |

Below the modal window, there is a 'Contact Members Services' section with email and phone information, and a 'Club Me...' section with 3 items.

23 Nu är du tillbaka på klubbsidan.

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 displayed as follows:

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

Below the details, there is a 'Details' tab with sub-tabs for 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Details' tab is active, showing the club name 'Example Club For Training', parent account 'strict 1 J', region or zone 'Zone 1', type 'Lions Club', active member count '56', and club specialty 'Cultural'. On the right side, there are two blue buttons: 'Manage Club Members' and 'Manage Club Officers'.

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

The screenshot shows the 'Lion Portal' interface. At the top, there is a search bar and a user profile icon. Below the search bar is a navigation menu with 'Home' (highlighted), 'Membership', 'Service', 'Learn', and 'More'. The main content area displays the account name 'Example Club For Training' with a '+ Follow' button. Below this is a table with the following data:

| 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 are two tabs: 'Club Details' and 'Member ...'. 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 in the 'Member ...' tab area.

25 Detta avslutar snabbvägledningen "Hantera klubbens medlemmar - Ändra en medlem: Ändra medlemstyp".

The screenshot shows the 'Lion Portal' home page. At the top, there is a navigation menu with 'Home' (highlighted), 'Membership', 'Service', 'Learn', and 'More'. Below the navigation menu is a welcome message: 'Welcome Example One!'. The main content area features 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). In the bottom right corner, there is a user profile icon and a small blue circle with a person icon.