


Actions du club - Création de Branche de club

Ce guide est essentiel pour toute personne cherchant à créer une branche de club via le Lion Portal. Il fournit une procédure étape par étape pour veiller à remplir les conditions minimum. Il met en évidence les rôles clés nécessaires, tels que la Liaison de branche et les officiels de club, tout en guidant les utilisateurs tout au long du processus de soumission et d'approbation. Ce guide explique également comment gérer et consulter la branche de club une fois qu'elle est créée, ce qui en fait une ressource complète pour une organisation de club efficace. En suivant ce guide, les utilisateurs peuvent naviguer efficacement dans la création et la gestion de leur branche de club, améliorant ainsi la portée et l'impact de leur club.

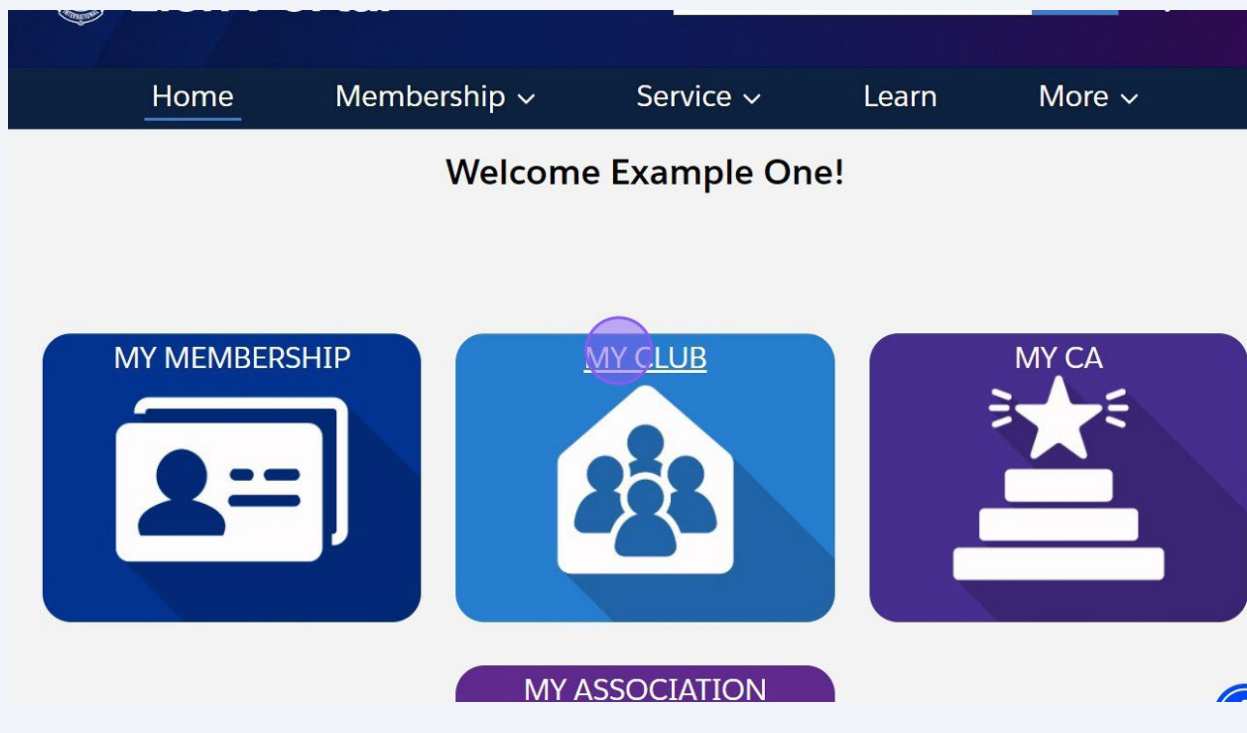
1 Se connecter au Lion Portal lionportal.org

 Astuce ! Ce guide explique comment créer une branche de club. Pour créer une branche de club :

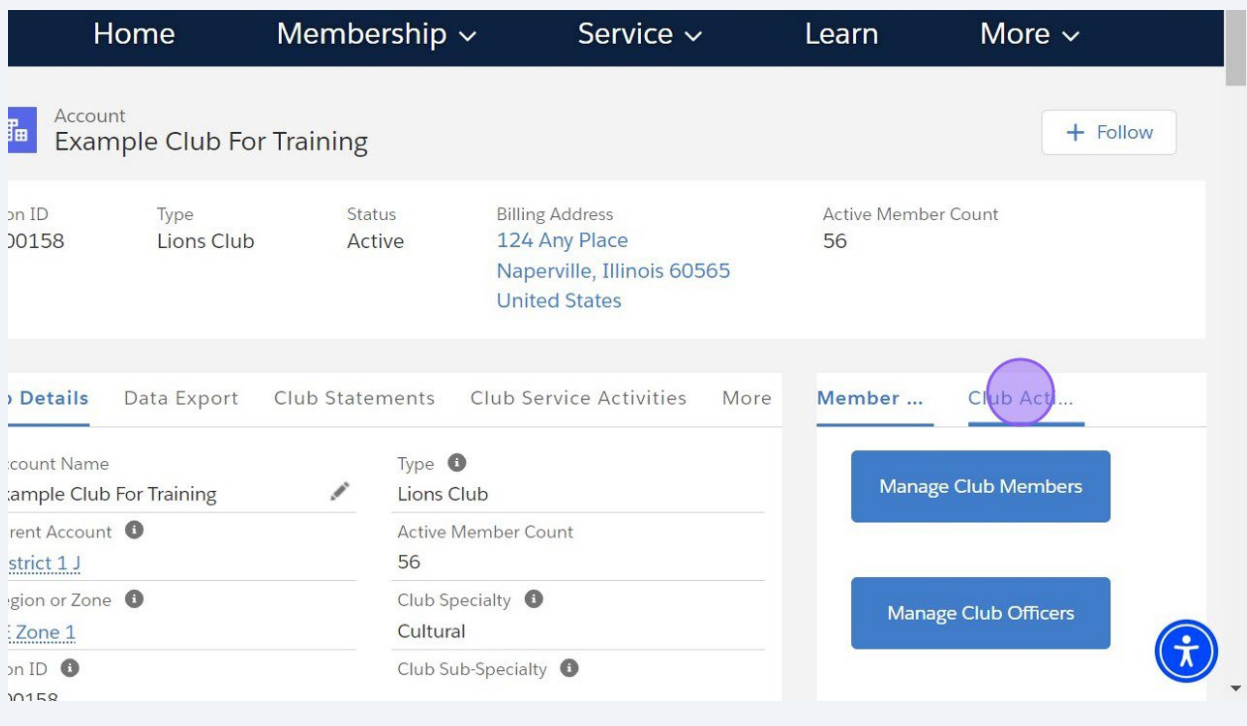
- Un minimum de cinq (5) membres requis
- Une Liaison de branche qui n'est pas membre de la branche de club doit être assignée
- Les officiels du président, du secrétaire et du trésorier de la branche de club doivent être désignés et être membres de la branche de club

Une fois approuvé par le LCI, le statut de la branche de club passe de « En attente » à « Actif »

2 Cliquer sur « MON CLUB »



3 Cliquer sur « Actions/Club »



Créer la branche de Club

4 Cliquer sur « Créer Branche de club »

The screenshot shows a web interface for club management. On the left, there are two columns of information. The first column contains: Account Name (Example Club For Training), Parent Account (District 1 J), Region or Zone (SE Zone 1), Lion ID (200158), and Youth Programs. The second column contains: 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). Below these is a 'Club Details' section with fields for Description and Website, and an 'Address' section with a field for Billing Address. On the right side, there is a vertical stack of blue buttons: 'Get Membership Cards', 'Get Delegate Confirmation Letter', 'View Reports', 'Create Club Branch' (highlighted with a purple circle), 'Create New Application', and 'Edit Club Details'. A user profile icon is visible at the bottom right.

5 Saisir les informations sur la branche de club. Les champs accompagnés d'une étoile rouge sont à remplir obligatoirement.

The screenshot shows a modal window titled 'Create Club Branch' overlaid on a blurred background of the club details page. The modal contains the following fields and sections:

- Please enter New Club Branch Details.**
 - *Branch Name (text input field, highlighted with a purple circle)
 - Branch Specialty (dropdown menu showing "-- none selected --")
- Club Branch Meeting Information (Optional)**
 - Meeting Street (text input field)
 - Meeting City (text input field)
 - Meeting Zip Code (text input field)
 - Meeting State/Prov (text input field)
 - Meeting Country (text input field)
 - Meeting Place (text input field)
 - Meeting Week of the Month (text input field)
 - Meeting Local Place (text input field)

6 Continuer à faire défiler le formulaire en ajoutant des données.

The screenshot shows a modal window titled "Create Club Branch" overlaid on a background page. The modal contains the following sections:

- Please enter New Club Branch Details.**
 - * Branch Name:** A text input field containing "Example Club Branch".
 - Branch Specialty:** A dropdown menu with "Life-Stage/Experience" selected.
 - Branch Sub-Specialty:** A dropdown menu with "-- none selected --" selected.
- Club Branch Meeting Information (Optional)**
 - Meeting Street:** An empty text input field.
 - Meeting City:** An empty text input field.
 - Meeting Zip Code:** An empty text input field.
 - Meeting State/Prov:** An empty text input field.
 - Meeting Country:** An empty text input field.
 - Meeting Place:** An empty text input field.

A vertical scroll bar is visible on the right side of the modal, and a purple circle highlights the scroll bar's handle.

7 Une fois la saisie des données terminée, cliquer sur « Suivant » pour continuer.

The screenshot shows the same "Create Club Branch" modal window, but with more data entered and the "Next" button highlighted. The modal contains the following sections:

- Meeting Country:** An empty text input field.
- Meeting Place:** A text input field containing "Community House".
- Meeting Week of the Month:** A dropdown menu with "Second" selected.
- Meeting Local Place:** An empty text input field.
- Meeting Day:** A dropdown menu with "Tuesday" selected.
- Meeting Time:** A dropdown menu with "11:30" selected.
- Online Meeting:** An unchecked checkbox.

A purple circle highlights the "Next" button at the bottom right of the modal.



Astuce ! À cette étape, les officiels et la Liaison sont ajoutés. La liste des membres s'affiche à chaque titre. Sélectionner le membre en cliquant sur son nom.

8

Sélectionner la Liaison

United States

Details Data Export

Account Name
Example Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
Zone 1

Location ID ⓘ
00158

Membership Programs ⓘ

Club Details
Description

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--

Membership Cards

Get Delegate

Confirmation Letter

View Reports

Create Club Branch

9 Choisir le président

The screenshot shows a 'Create Club Branch' dialog box overlaid on a web application. The dialog has two main sections: 'Assign a Branch Liaison Officer to the Primary Club' and 'Assign Club Branch Officers'. In the first section, a dropdown menu is set to 'Example Eight'. In the second section, the 'Branch President' dropdown is highlighted with a blue border and a purple circle, showing 'Example Forty-Four'. Other dropdowns for 'Branch Secretary' and 'Branch Treasurer' are set to '--None--'. The background shows a 'Club Details' page with fields like 'Account Name', 'Region or Zone', and 'Club ID'.

10 Sélectionner le secrétaire

This screenshot is similar to the previous one, showing the 'Create Club Branch' dialog box. In this step, the 'Branch Secretary' dropdown menu is highlighted with a blue border and a purple circle, and it displays 'Example Forty-Five'. The 'Branch President' dropdown remains set to 'Example Forty-Four'. The 'Branch Treasurer' dropdown is still set to '--None--'. The background interface is the same as in the previous screenshot.

11 Sélectionner le trésorier

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 Cliquer sur « Continuer »

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

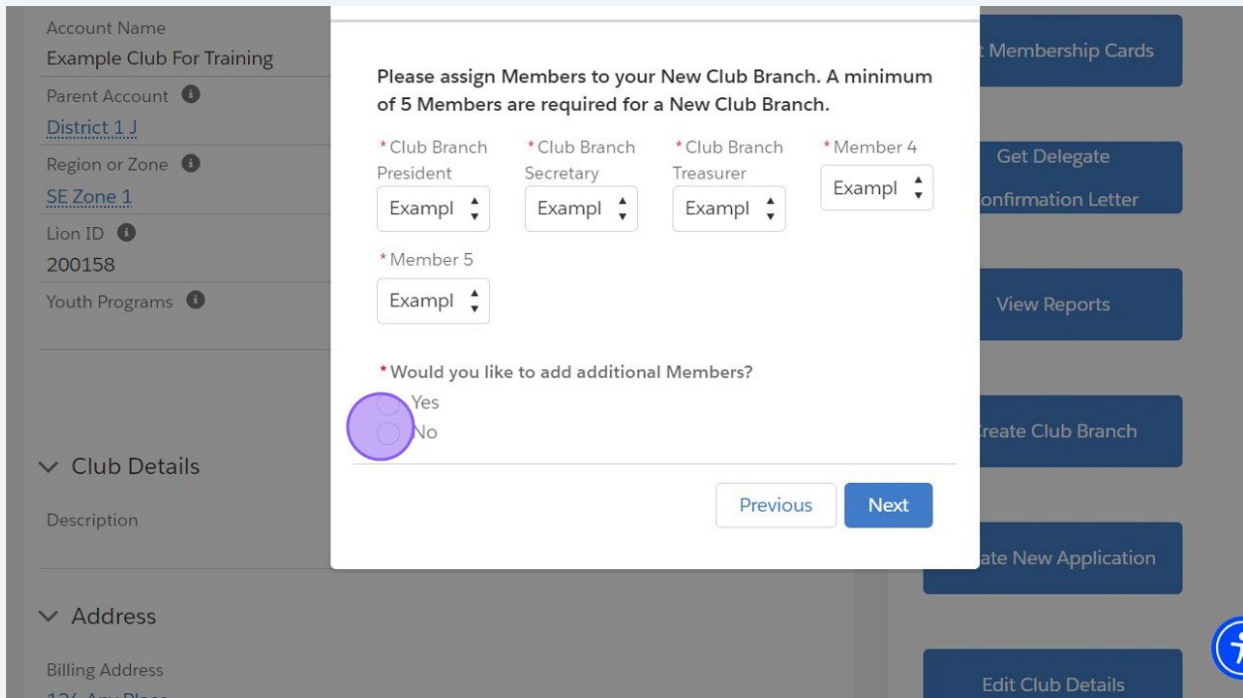
13 Sélectionner le quatrième membre de la branche de club

The screenshot shows a 'Create Club Branch' dialog box overlaid on a web application. The dialog box has a title bar 'Create Club Branch' and a close button. Below the title, there is a message: 'Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.' There are four dropdown menus for assigning members to roles: 'Club Branch President', 'Club Branch Secretary', 'Club Branch Treasurer', and '* Member 4'. The 'Member 4' dropdown is highlighted with a purple circle. Below these are two more dropdowns: '* Member 5' (set to '--None-') and a question '* Would you like to add additional Members?' with radio buttons for 'Yes' and 'No'. At the bottom are 'Previous' and 'Next' buttons. The background shows a 'Club Details' page with fields like 'Account Name', 'Parent Account', 'Region or Zone', and 'Lion ID'.

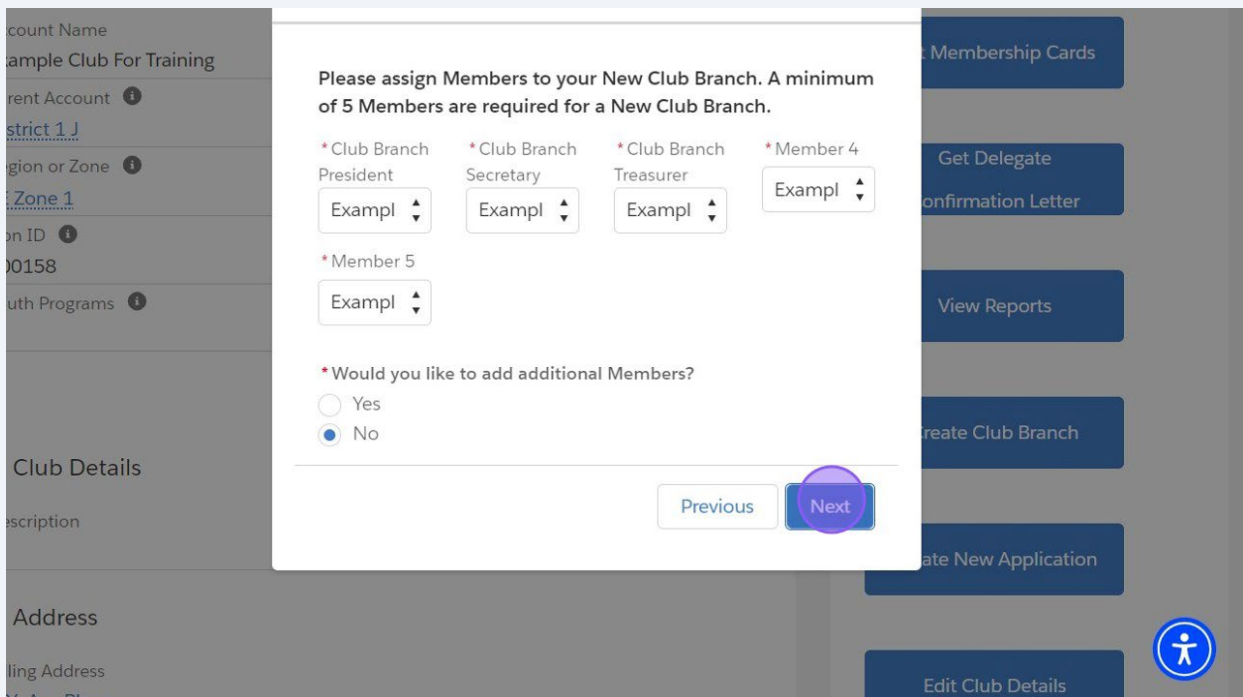
14 Sélectionner le cinquième membre de la branche de club

The screenshot shows the same 'Create Club Branch' dialog box. In this step, the '* Member 5' dropdown menu is highlighted with a purple circle, indicating it has been selected. The other elements, including the role dropdowns, the 'Member 4' dropdown, the 'Would you like to add additional Members?' question, and the 'Previous' and 'Next' buttons, remain the same as in the previous screenshot. The background 'Club Details' page is also visible.

15 Il est possible d'ajouter d'autres membres en cliquant sur « Oui »



16 Cliquer sur « Suivant » lorsque tous les membres de la branche de club ont été ajoutés.





Astuce ! Un message vert indiquant que la branche de club a été créée et soumise au LCI pour approbation s'affichera. Cliquer sur l'icône X pour fermer le message.

Voir la branche de Club

17

Cliquer sur « Plus »

The screenshot displays a web interface for managing club details. On the left, the 'Club Details' section includes fields for 'Description' and 'Website', and 'Address' with sub-fields for 'Billing Address' and 'Shipping Address'. Below this is 'Meeting Location 1' with fields for 'Meeting Place', 'Meeting Local Place', 'Meeting Week of Month', and 'Meeting Local Street'. On the right, a sidebar contains buttons for 'Create Club Branch', 'Create New Application', and 'Edit Club Details'. Below these buttons is a 'More' menu with options for 'Club Me...', 'Club Offic...', and 'More'. The 'More' menu is expanded, showing 'Active Members' with a search bar and a list of items. A blue circular icon with a person symbol is visible in the bottom right corner of the sidebar.

18 Cliquer sur « clubs parrains »

The screenshot displays a user interface for managing club details. 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 the following items: 'Sponsored Clubs' (highlighted with a purple circle), 'Active Members' (with a sub-item '56 of 56 items' and a search bar), and a list of items with columns 'N.', 'M.', 'M.', and 'M.'. A blue circular icon with a person symbol is visible in the bottom right corner of the dropdown menu.



Astuce ! Sous « Clubs parrainés », tous les types de parrainage par votre club sont listés. Notamment :

- Branche de club
- Leo clubs
- Demande de création de club

19 Une liste des clubs parrainés s'affiche. Cliquer sur le bouton à côté du nom du club

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 Cliquer sur « Consulter » pour voir les détails.

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 La page correspondant au club parrainé sélectionné s'affiche.

Note : le statut est « En attente d'approbation ». Une fois approuvé, le statut sera « Actif ».

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	Type	Club Branch
Parent Account	Example Club For Training	Active Member Count	0
Region or Zone		Club Specialty	
Lion ID	200164	Club Sub-Specialty	
Youth Programs		Specialty Description	

Club Acti...

[Edit Club Branch](#)

Club Me... Club Offic...

Active Members

Active Members

22 Cliquer sur « Consulter » tout pour voir une liste plus complète des membres

Billing Address

Shipping Address

Meeting Location 1

Meeting Place	Community House	Meeting Local Place	
Meeting Week of Month		Meeting Local Street	
Meeting Day		Meeting Local City	
Meeting Time		Meeting Local Zip Code	
Meeting Street		Meeting Local State or Prov	
Meeting City		Meeting Local Country	
Meeting State or Prov		Online Meeting 1	

Example Club Branch	Regular	lionfa.ke.co	167
Example Club Branch	Regular	lionfa.ke.co	134
Example Club Branch	Regular	lionfa.ke.co	88
Example Club Branch	Regular	lionfa.ke.co	55

[View All](#)

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



Astuce ! Lorsqu'un membre de votre club est affecté à la branche de club, son « Type d'affiliation » apparaîtra désormais comme « Branche » dans son « Type d'affiliation ».

2

La liste des membres du club assignés à la branche de club s'affiche. Cliquer sur le lien pour revenir à la page Branche de club.

The screenshot shows the Lion Portal interface. At the top, there is a dark blue header with the Lion Portal logo and name on the left, a search bar in the center, and notification and user icons on the right. Below the header is a navigation menu with links for Home, Membership, Service, Learn, and More. The main content area displays the breadcrumb path "Accounts > Example Club Branch" and the title "Club Branch Members". Below the title, it indicates "5 items · Updated a few seconds ago" and provides options for settings, refresh, and filter. A table lists five members with columns for Contact Full Name, Membership, Start Date, Email, Membership Status, Membership ID, and a dropdown menu. A purple circle highlights the "Example Club Branch" link in the breadcrumb path.

	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 Cliquer sur « Officiels de club »

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 ⓘ
	Club Sub-Specialty ⓘ
Branch ID ⓘ	Specialty Description ⓘ
00164	
Membership Programs ⓘ	

Club Acti...

Edit Club Branch

Club Me... Club Offi...

Active Members

Active Members 5 of 5 items

25 Les Officiels « Actif » et « Past » s'affichent. Faire défiler vers le bas jusqu'à « Voir tout ».

Example Club Branch

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

Club Details

Description Website

Address

Billing Address

Shipping Address

Club Mem... Club Offi...

Active Officers

4 of 4 items

Search this list...

Example Branch Forty-Four	Branch President	zuser044@liofake.com (630) 134-4555
Example Branch Forty-Five	Branch Secretary	zuser045@liofake.com (630) 145-5666

26 Cliquer sur « Consulter tout » pour afficher une liste plus large d'officiels.

Meeting Week of Month ⓘ Meeting Local Street ⓘ

Meeting Day ⓘ Meeting Local City ⓘ

Meeting Time ⓘ Meeting Local Zip Code ⓘ

Meeting Street ⓘ Meeting Local State or Prov ⓘ

Meeting City ⓘ Meeting Local Country ⓘ

Meeting State or Prov ⓘ Online Meeting 1 ⓘ

Meeting Zip Code ⓘ Online Meeting 1 Place ⓘ

Meeting Country ⓘ Online Meeting 1 Address ⓘ

Meeting Location 2

Meeting 2 Place ⓘ Meeting 2 Local Place ⓘ

Non-Active Officers

0 of 0 items

Search this list...

Na... v Title v End D...

No items to display.

[View All](#)

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

27 La liste des officiels s'affiche.

Cliquer sur le lien « OTA-##### » pour afficher l'assignation de titre d'officiel (OTA).

Cliquer sur le lien du nom du club pour revenir à la page du club.

Search Search

Home Membership v Service v Learn More v

Accounts > Example Club Branch

Officers

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

	Member Full ... v	Title v	Member Email v	Member P... v	O... v	E.. ↓ v	Officer T... v
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



Attention ! Aucune modification ne peut être apportée à la branche de club en statut En attente d'approbation. Contacter le Centre de service aux membres si des changements sont nécessaires.

28 Cette nouvelle branche de club a été approuvée par le LCI et affiche maintenant le statut « Actif »

The screenshot displays a web application interface. At the top, there is a dark navigation bar with a search box and a 'Search' button. Below this is a menu with items: Home, Membership (with a dropdown arrow), Service (with a dropdown arrow), Learn, and More (with a dropdown arrow). The main content area shows an 'Account' section for 'Example Club Branch' with a '+ Follow' button. Below this is a table with columns: Lion ID, Type, Status, and Billing Address. The table contains one row with the following data: Lion ID: 200164, Type: Club Branch, Status: Active (circled in purple), and Billing Address: (empty). Below the table, there are two panels: 'Club Details' and 'Club Acti...'. The 'Club Details' panel shows fields for 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...' panel has an 'Edit Club Branch' button. At the bottom, there are tabs for 'Club Me...' and 'Club Offic...', and a section for 'Active Members' with a dropdown arrow.

Lion ID	Type	Status	Billing Address
200164	Club Branch	Active	

Club Details

Account Name	Type ⓘ
Example Club Branch	Club Branch
Parent Account ⓘ	Active Member Count
Example Club For Training	0
Region or Zone ⓘ	Club Specialty ⓘ

Club Acti...

Edit Club Branch

Club Me... **Club Offic...**

Active Members

29 Cliquer sur « Modifier la branche de club » pour voir les actions disponibles.

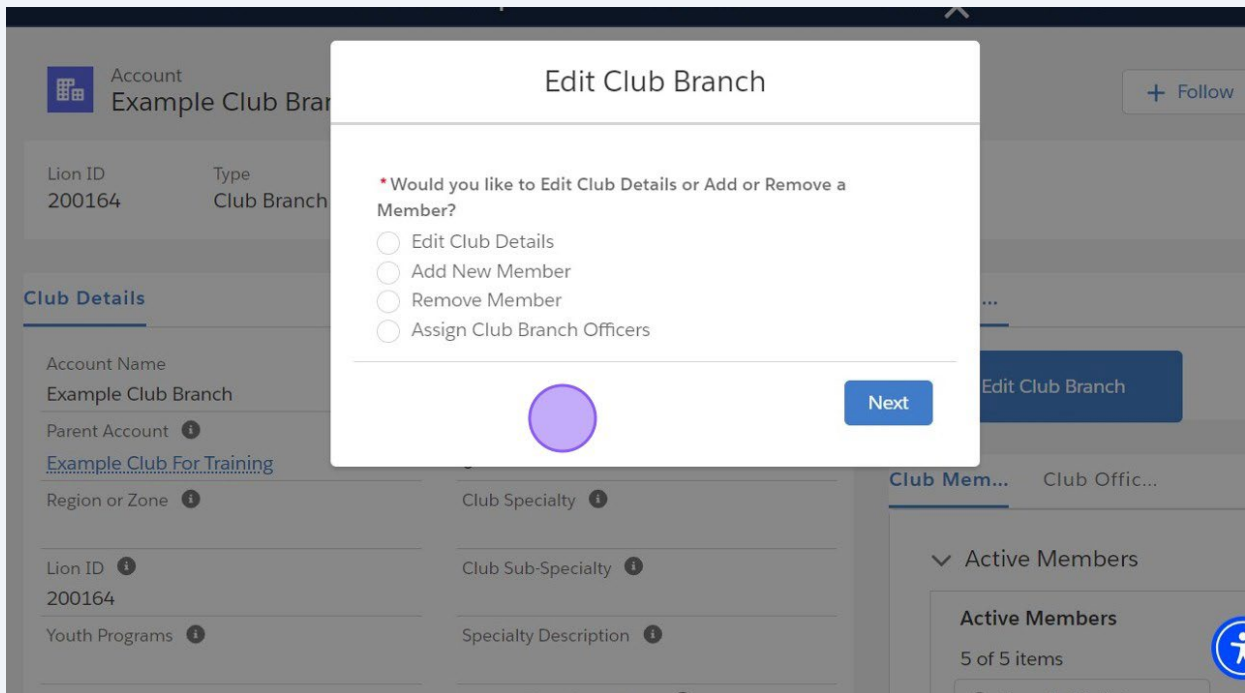
The screenshot displays a user interface for managing a club branch. At the top, there is a header for 'Account Example Club Branch' with a '+ Follow' button. Below this is a table with columns for 'Branch ID', 'Type', 'Status', and 'Billing Address'. The first row shows '00164', 'Club Branch', and 'Active'. The main content area is divided into two sections: 'Details' on the left and 'Club Actions' on the right. The 'Details' section contains several input fields for 'Account Name', 'Parent Account', 'Region or Zone', 'Branch ID', and 'Enrollment Programs', along with corresponding labels like 'Type', 'Active Member Count', 'Club Specialty', 'Club Sub-Specialty', and 'Specialty Description'. The 'Club Actions' section features a prominent blue button labeled 'Edit Club Branch', which is circled in purple. Below this, there are tabs for 'Club Members' and 'Club Officers', and a dropdown menu for 'Active Members' showing '5 of 5 items'.



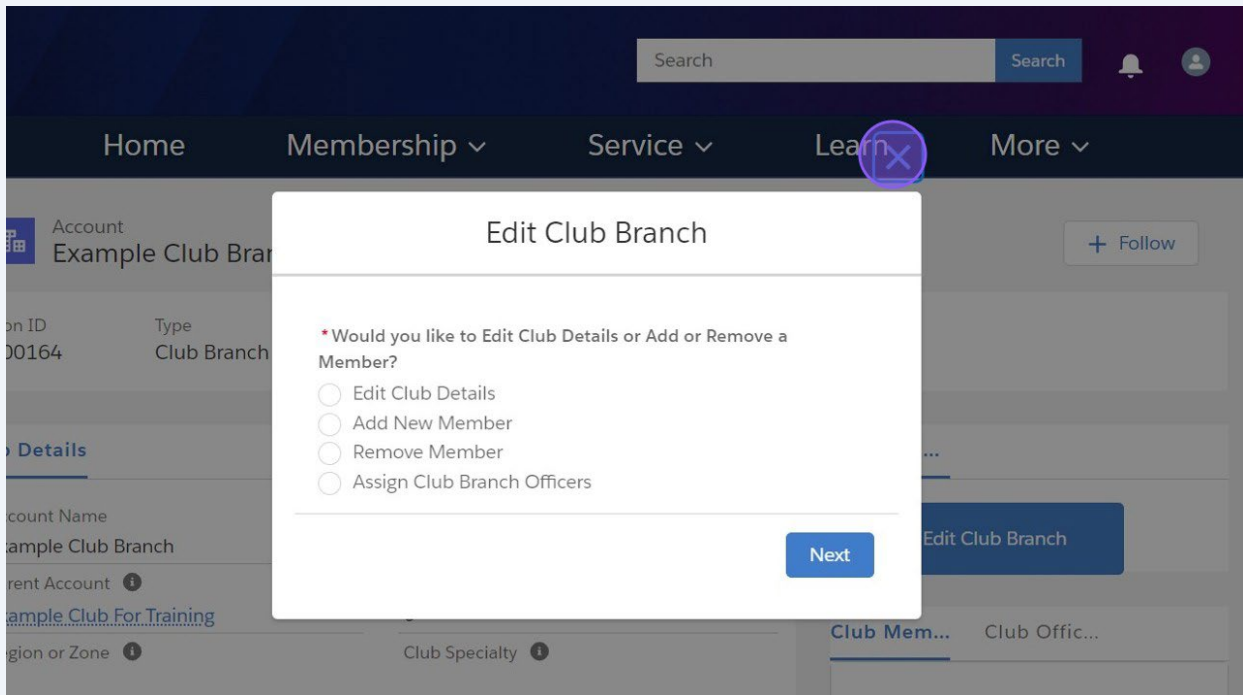
Attention ! Pour être ajouté à la liste des membres d'une branche de club, la personne doit être membre du club. Ajouter la personne au Club parrain (club parent) à l'aide du processus « Ajouter un membre ». Le nouveau membre sera alors disponible pour la liste Modifier une branche de club - Ajouter un nouveau membre.

30 Voici les actions disponibles :

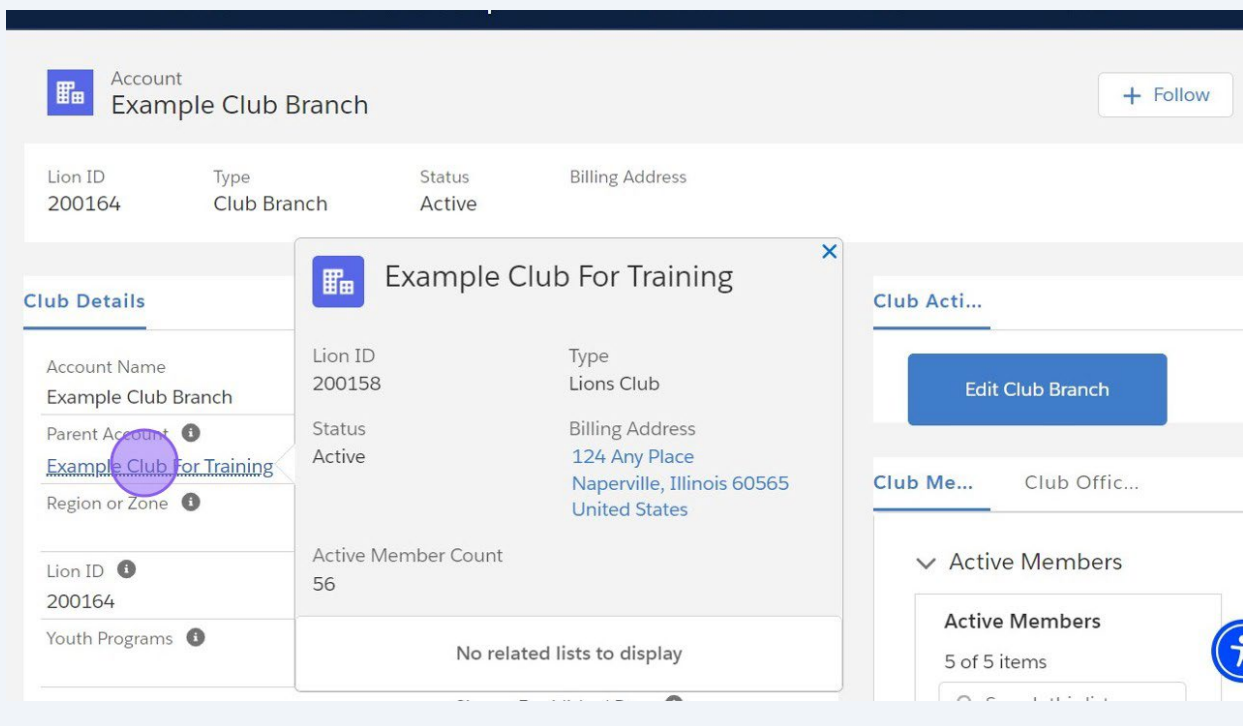
- Modifier les informations du club
- Ajouter un nouveau membre
- Supprimer un membre
- Assigner les officiels de la branche de club



31 Cliquer sur l'icône X pour fermer cette fenêtre



32 Revenir à la page Club parrain en cliquant sur le lien sous Compte parent



33 Cliquer sur « Accueil » pour revenir à la page d'accueil.

The screenshot shows the top navigation bar with a search box and a 'Home' button highlighted in purple. Below the navigation bar, the account name 'Example Club For Training' is displayed with a '+ Follow' button. A table provides account 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' (District 1 J), 'Type' (Lions Club), and 'Active Member Count' (56). A 'Manage Club Members' button is visible on the right side.

34 Le guide « Actions de club - Créer une branche de club » est à présent terminé.

The screenshot shows a welcome message 'Welcome Example One!' at the top. Below the message, there are four navigation buttons: 'MY MEMBERSHIP', 'MY CLUB', 'MY CA', and 'MY ASSOCIATION'. Each button has a corresponding icon: a person with a list for membership, a house with people for club, a star on a podium for CA, and the Lions Club logo for association. A purple circle and a person icon are visible in the bottom right corner.