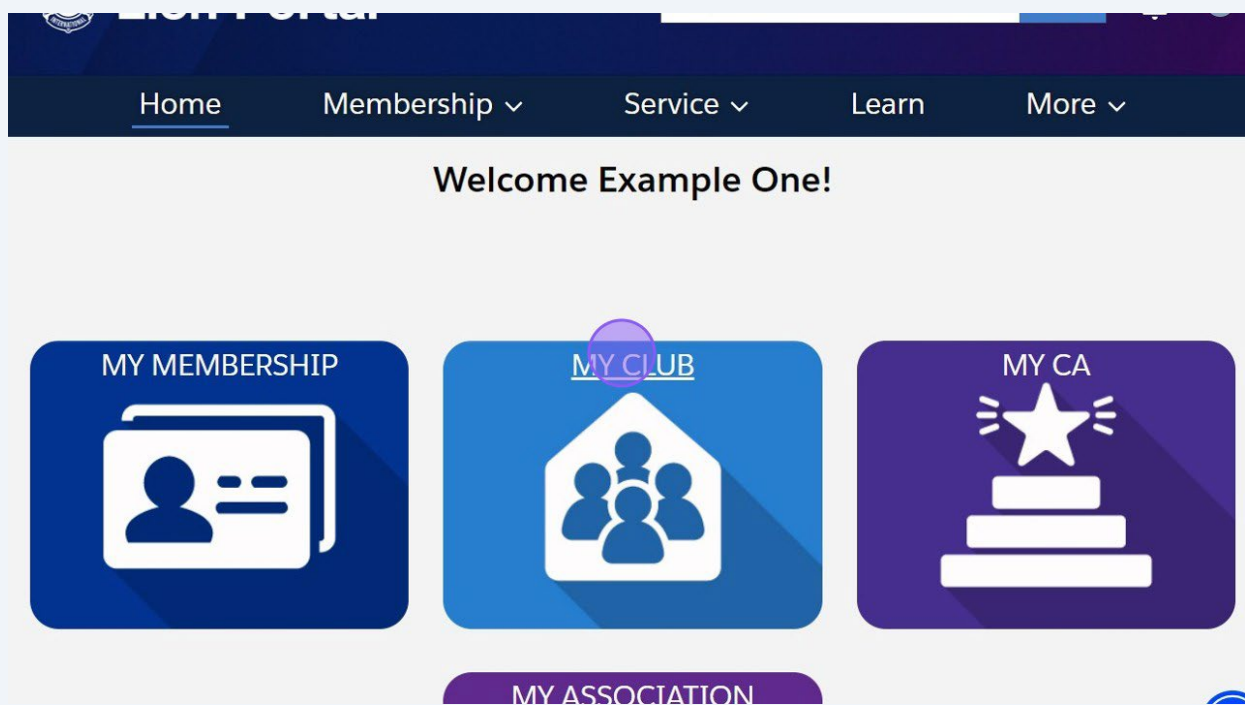


# Azioni per il club - Visualizzazione rapporti

Questa guida fornisce una procedura passo-passo per l'accesso e la visualizzazione dei rapporti nel Lion Portal, consentendo agli utenti una gestione efficace dei dati del club. Seguendo la procedura descritta, gli utenti possono generare e scaricare rapidamente rapporti in vari formati, tra cui Excel e PDF. L'utilizzo di questa guida può migliorare la conoscenza delle prestazioni del club e semplificare le attività di trasmissione dati. La guida è una risorsa preziosa per chiunque voglia ottimizzare le operazioni del proprio club.

**1** Accedere al Lion Portal [lionportal.org](https://lionportal.org)

**2** Cliccare su "IL MIO CLUB"



### 3 Cliccare su "Azioni del club"

Home Membership ▾ Service ▾ Learn More ▾

Account  
Example Club For Training + Follow

Club ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	57

**Details** Data Export Club Statements Club Service Activities More

Club Name	Type ⓘ
Example Club For Training	Lions Club
Parent Account ⓘ	Active Member Count
strict 1 J	57
Region or Zone ⓘ	Club Specialty ⓘ
Zone 1	Cultural
Club ID ⓘ	Club Sub-Specialty ⓘ
00158	

Member ... **Club Acti...**

Manage Club Members

Manage Club Officers

### 4 Cliccare su "Visualizza rapporti"

Club Name	Type ⓘ
Example Club For Training	Lions Club
Parent Account ⓘ	Active Member Count
strict 1 J	57
Region or Zone ⓘ	Club Specialty ⓘ
Zone 1	Cultural
Club ID ⓘ	Club Sub-Specialty ⓘ
00158	
Club Programs ⓘ	Specialty Description ⓘ
	Arts and Entertainment
	Charter Established Date ⓘ
	7/1/2010

Club Details

Description	Website

Address

Billing Address

Get Membership Cards

Get Delegate Confirmation Letter

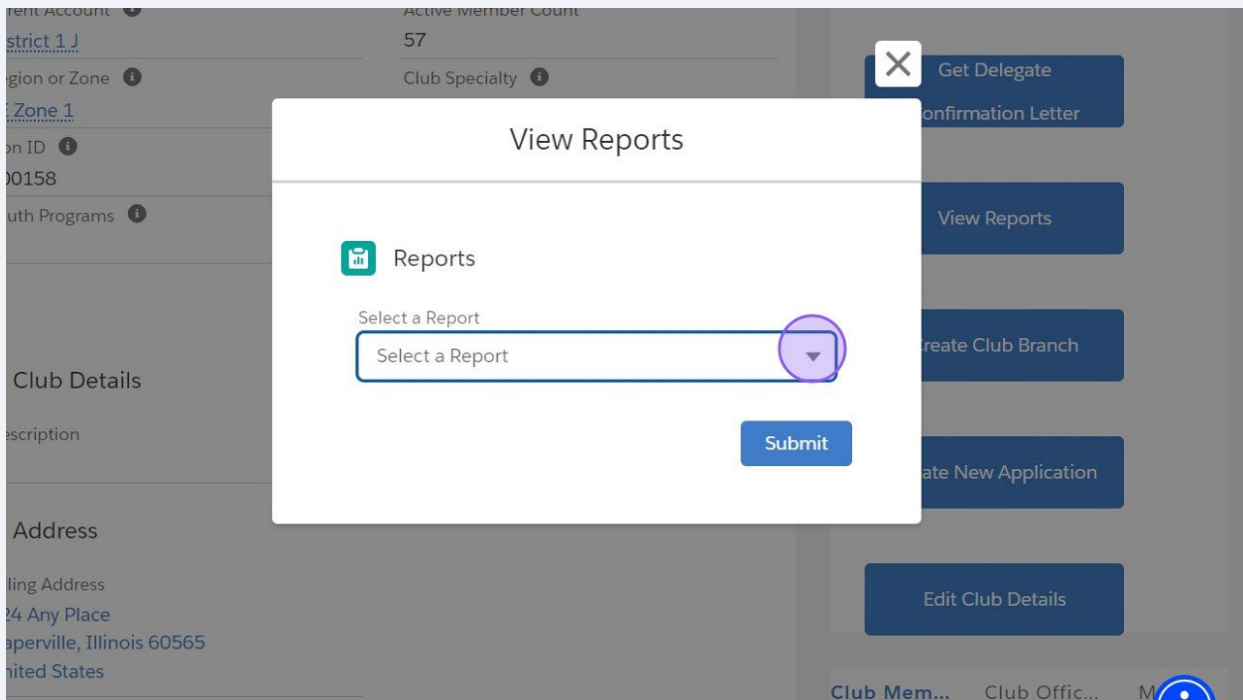
**View Reports**

Create Club Branch

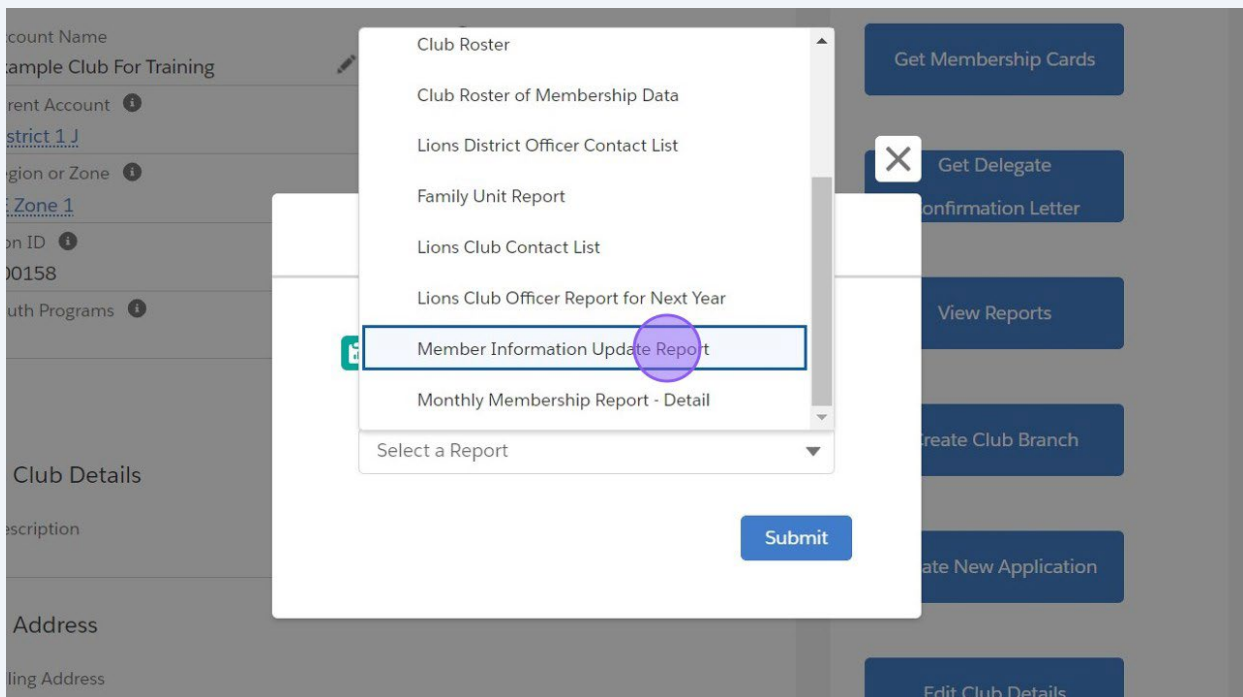
Create New Application

Edit Club Details

**5** Cliccare su "Seleziona un rapporto".



**6** Cliccare sul rapporto dall'elenco.





Suggerimento! I rapporti a livello di club disponibili sono:

- I risultati del club
- Presenza nel club (opzione Excel)
- Storico dei rapporti mensili del club
- Rapporto sugli officer Lions Clubs per l'anno in corso (opzione Excel)
- Elenco soci (opzione Excel)
- Elenco dei dati dei soci del club
- Elenco dei contatti degli Officer distrettuali Lions (opzione Excel)
- Rapporto sui nuclei familiari
- Elenco contatti Lions Club (opzione Excel)
- Rapporto sugli officer Lions Clubs per il prossimo anno (opzione Excel)
- Rapporto di aggiornamento delle informazioni sui soci (richiede l'inserimento della matricola socio)

7

Se sono necessari ulteriori input per il report selezionato, inserire le informazioni richieste.

Region or Zone SE Zone 1

Lion ID 200158

Youth Programs

Club Details

Description

Address

Billing Address  
124 Any Place  
Naperville, Illinois 60565  
United States

Shipping Address  
124 Any Place

View Reports

Get Delegate

Confirmation Letter

Create Club Branch

Generate New Application

Edit Club Details

Club Mem... Club Offic... M

### View Reports

Reports

Select a Report

Member Information Update Report

Member IDs

Member IDs

Submit

**8** Alcuni rapporti forniscono l'opzione "Formato Excel". Per scaricare su Excel, selezionare questa opzione.

The screenshot displays a web interface for managing club reports. A modal window titled "View Reports" is centered on the screen. Inside the modal, there is a "Reports" section with a green Excel icon and a checked checkbox labeled "Excel Format". Below this, a "Select a Report" dropdown menu is open, showing "Lions Club Officer Report for Current Year". A blue "Submit" button is located at the bottom right of the modal. The background shows a sidebar with "Club Details" and "Address" sections, and a main content area with buttons like "View Reports", "Create Club Branch", and "Edit Club Details".



**Suggerimento!** Il rapporto verrà visualizzato in anteprima e potrà essere scaricato in formato .pdf. Se è stata scelta l'opzione Excel, verrà visualizzato il "messaggio di download del file".

9 Cliccare su "Home".

Questo conclude la Guida rapida "Azioni per il club -

The screenshot displays the Lion Portal interface. At the top, there is a dark blue header with the Lion Portal logo 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 options: Home (highlighted with a purple circle), Membership, Service, Learn, and More. The main content area shows the account details for 'Example Club For Training'. A table lists key information: Lion ID (200158), Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (57). Below this, 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 blue button labeled 'Get Membership Cards' is visible on the right side of the page.

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	57

Account Name	Type
Example Club For Training	Lions Club
Parent Account	Active Member Count