

管理分会会员 - 新增家庭会员

本指南提供将家庭会员加入分会会籍的逐步流程，使现有会员可以轻松扩大其参与。其中强调重要的细节，例如会员限制、对会费折扣的影响，以及这些选择如何影响年会代表的人数。通过遵循此说明，会员可有效管理分会的家庭会员选项，并确保遵守分会规定。查看本指南将简化新增会员的流程，并澄清有关会费和代表身份的任何潜在疑虑。



要诀！此显示如何将新狮友新增为家庭会员。
辅导家庭会员必须是该分会中支付全额会费的会员。每个支付全额会费的主要会员最多可新增**4**名家庭会员。



注意！家庭会员是根据被选为与现有会员作为一家之主的会员。一家之主最多可新增**4**位会员为“家庭会员”。

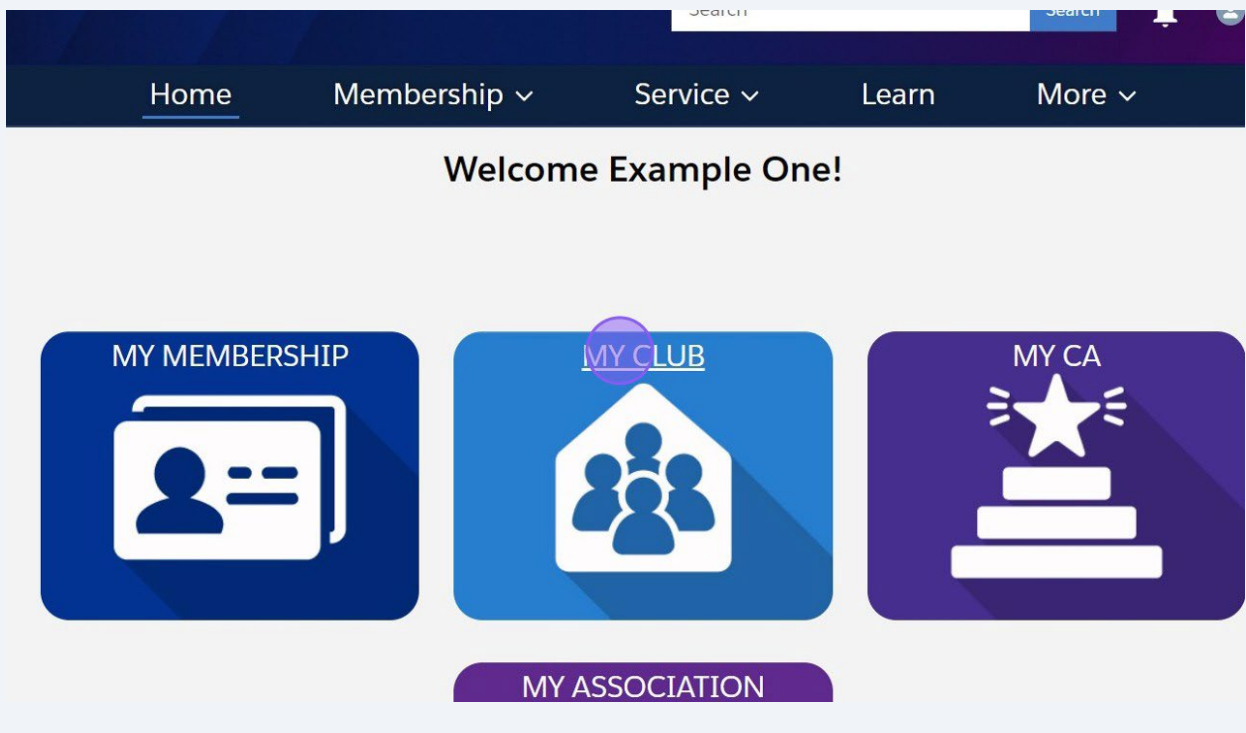
根据《宪章和附则》，享有会费折扣资格的家庭会员不再计入地方或国际年会的分会代表人数。

新增会员时可以选择“放弃折扣”。若选择此选项，将向该会员收取全额会费，并在满足一年又一天的连续会籍标准后，该会员将计入代表人数中。

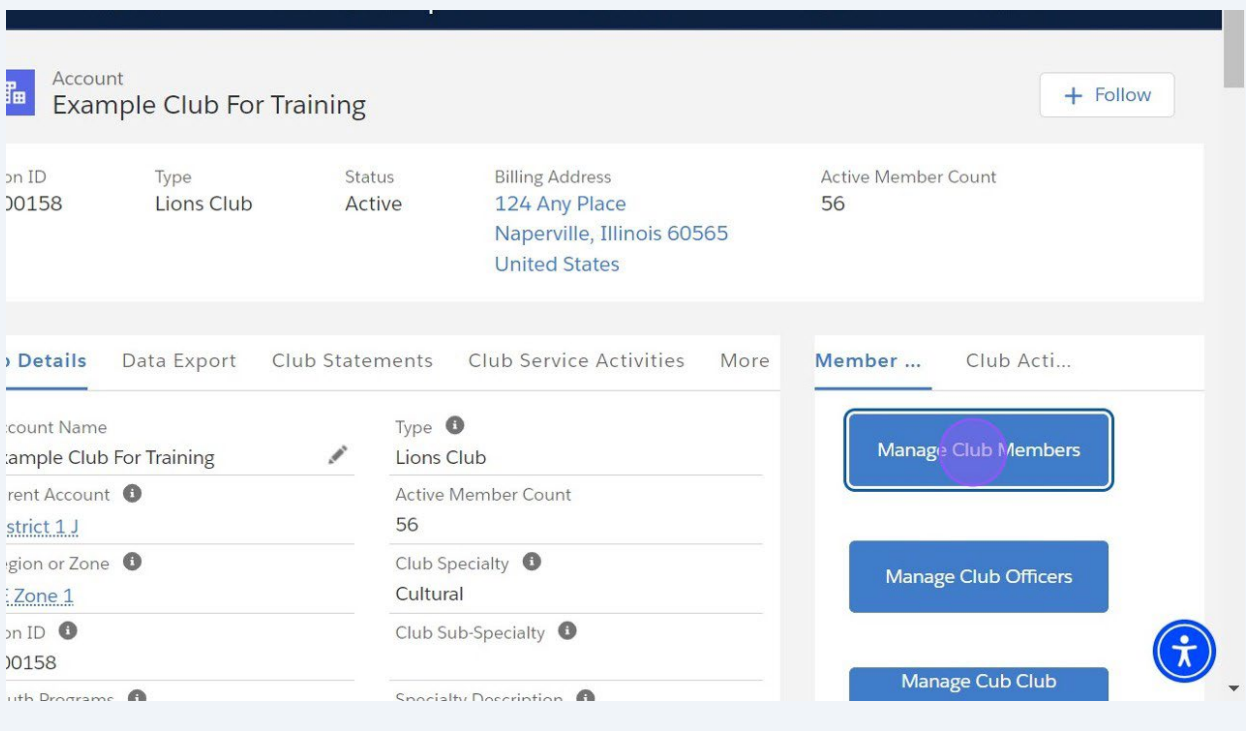
1

登录 Lion Portal（狮子会门户网站） lionportal.org。

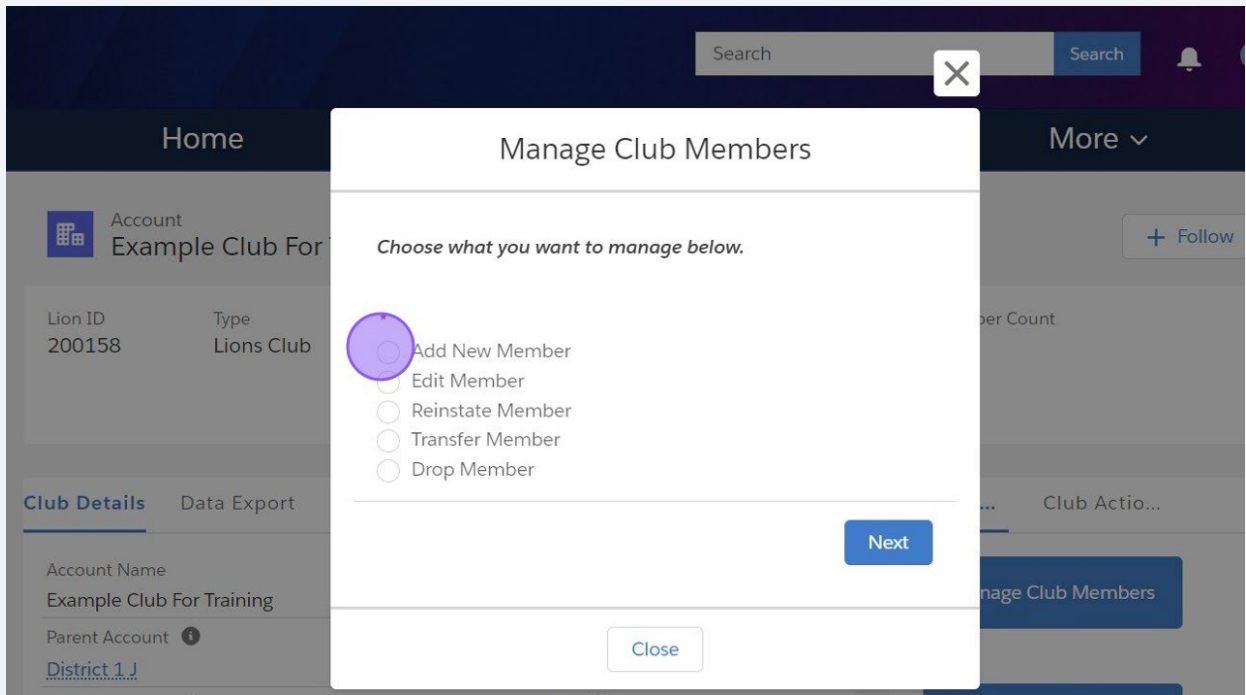
2 点选“我的分会”。



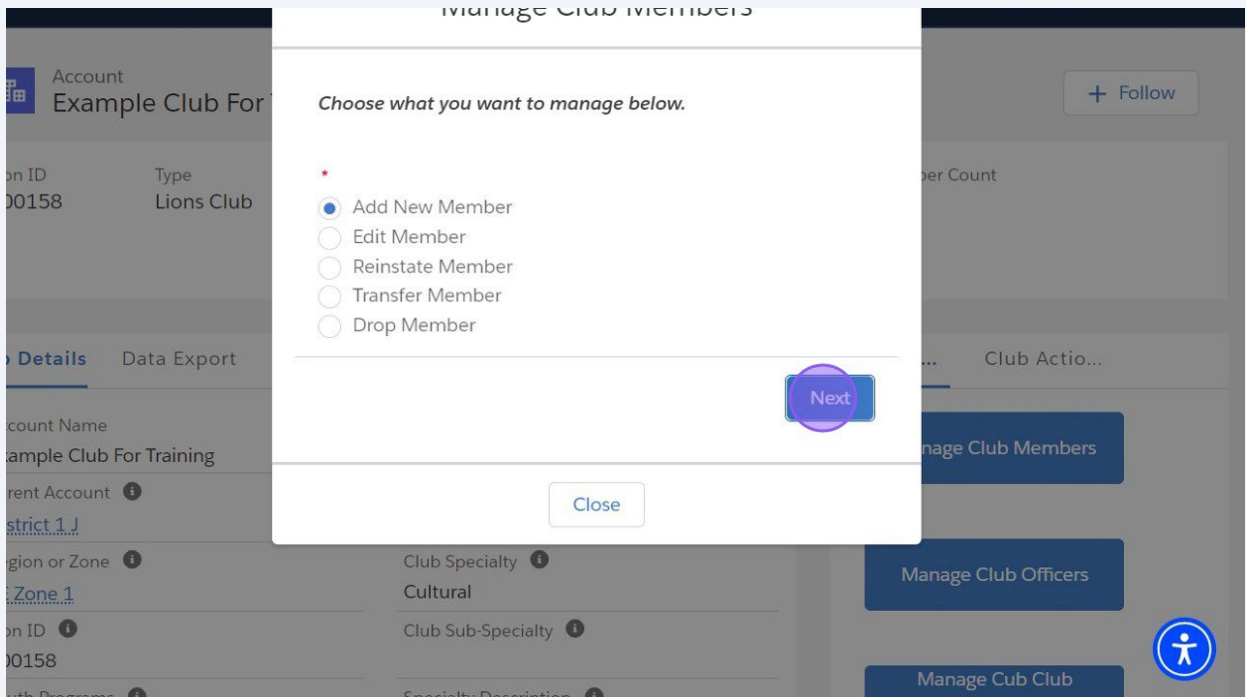
3 点选“管理分会会员”。



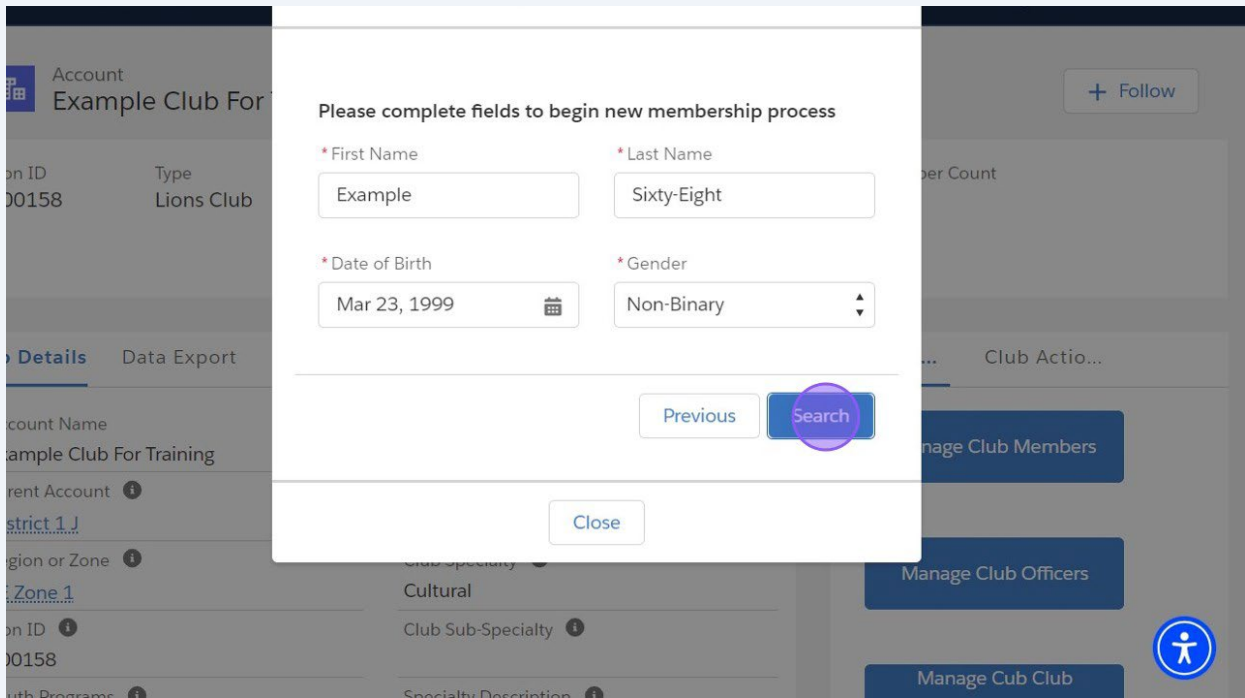
4 点选此处。



5 点选“下一步”。



6 输入所需数据并点选“搜索”以找出可能的重复会员。



The screenshot shows a modal window titled "Please complete fields to begin new membership process". It contains four input fields: "First Name" (Example), "Last Name" (Sixty-Eight), "Date of Birth" (Mar 23, 1999), and "Gender" (Non-Binary). A "Search" button is highlighted with a purple circle. Other buttons include "Previous", "Close", and "Follow".

Account
Example Club For Training

Lion ID 200158 Type Lions Club

Details Data Export

Account Name Example Club For Training

Parent Account District 1.J

Region or Zone SE Zone 1

Club Specialty Cultural

Club Sub-Specialty Cultural

Specialty Description

Follow

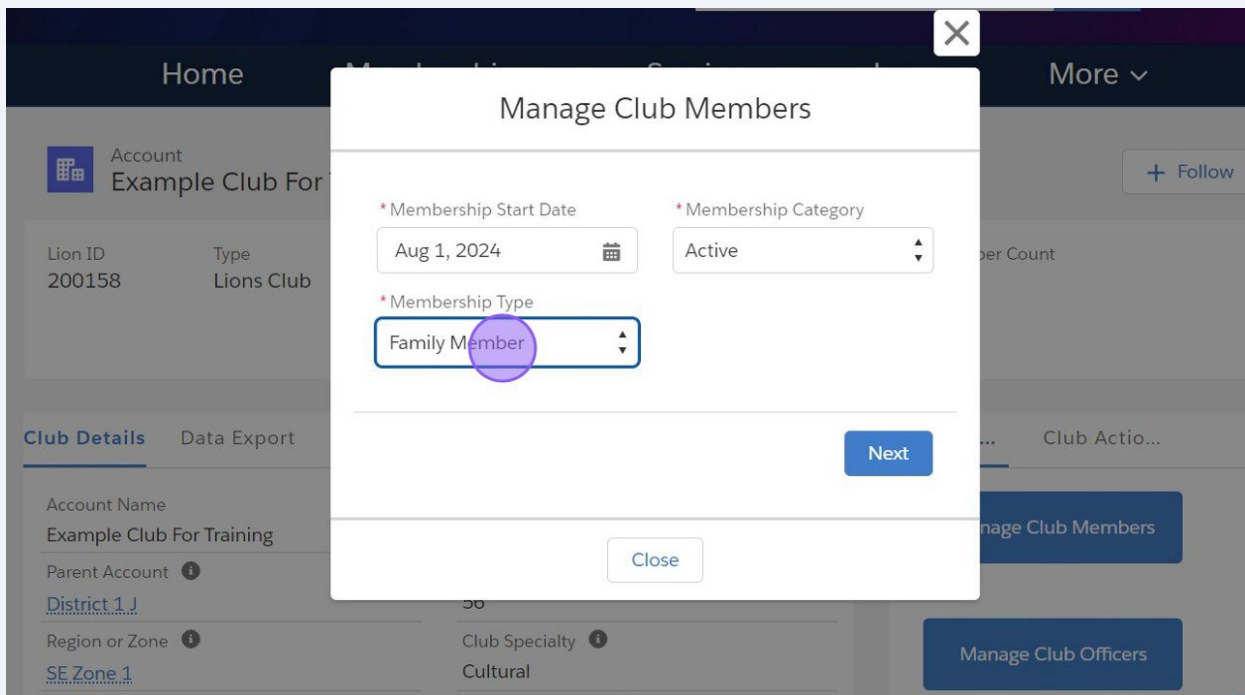
Club Actions

Manage Club Members

Manage Club Officers

Manage Club Club

7 选择“家庭会员”会员类型。



The screenshot shows a modal window titled "Manage Club Members". It contains three input fields: "Membership Start Date" (Aug 1, 2024), "Membership Category" (Active), and "Membership Type" (Family Member). The "Family Member" option in the dropdown is highlighted with a purple circle. A "Next" button is highlighted with a blue circle. Other buttons include "Close".

Home More

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

Club Specialty Cultural

Club Sub-Specialty Cultural

Specialty Description

Follow

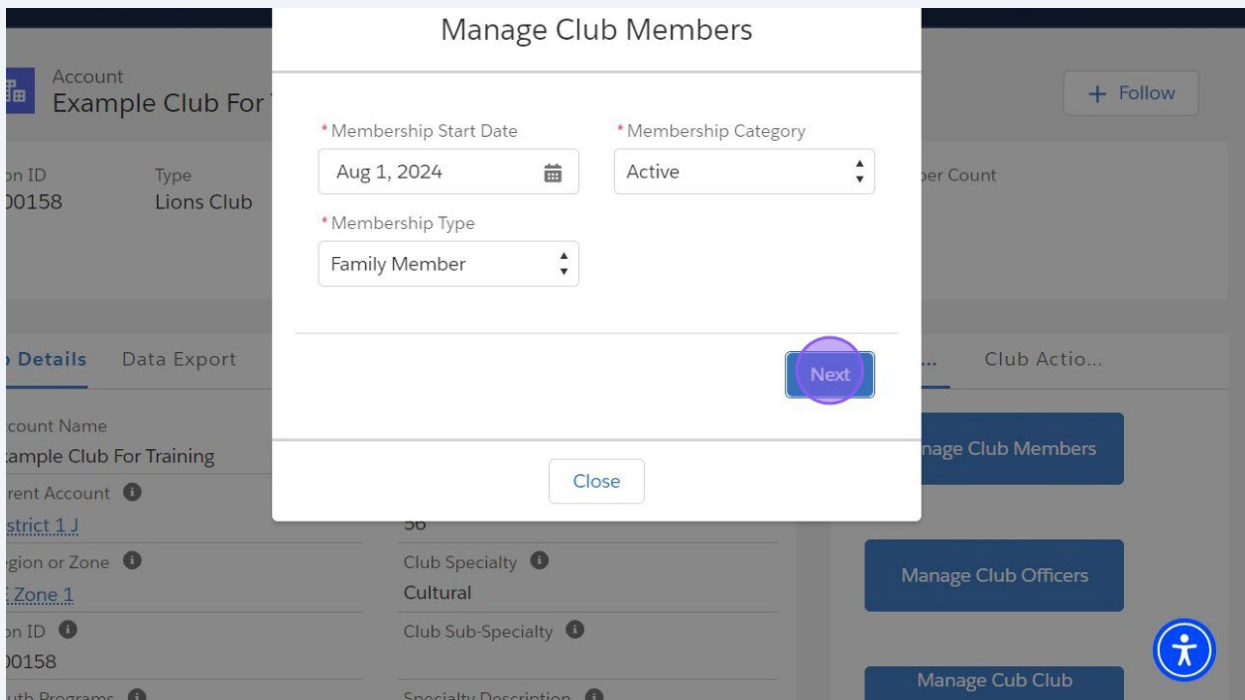
Club Actions

Manage Club Members

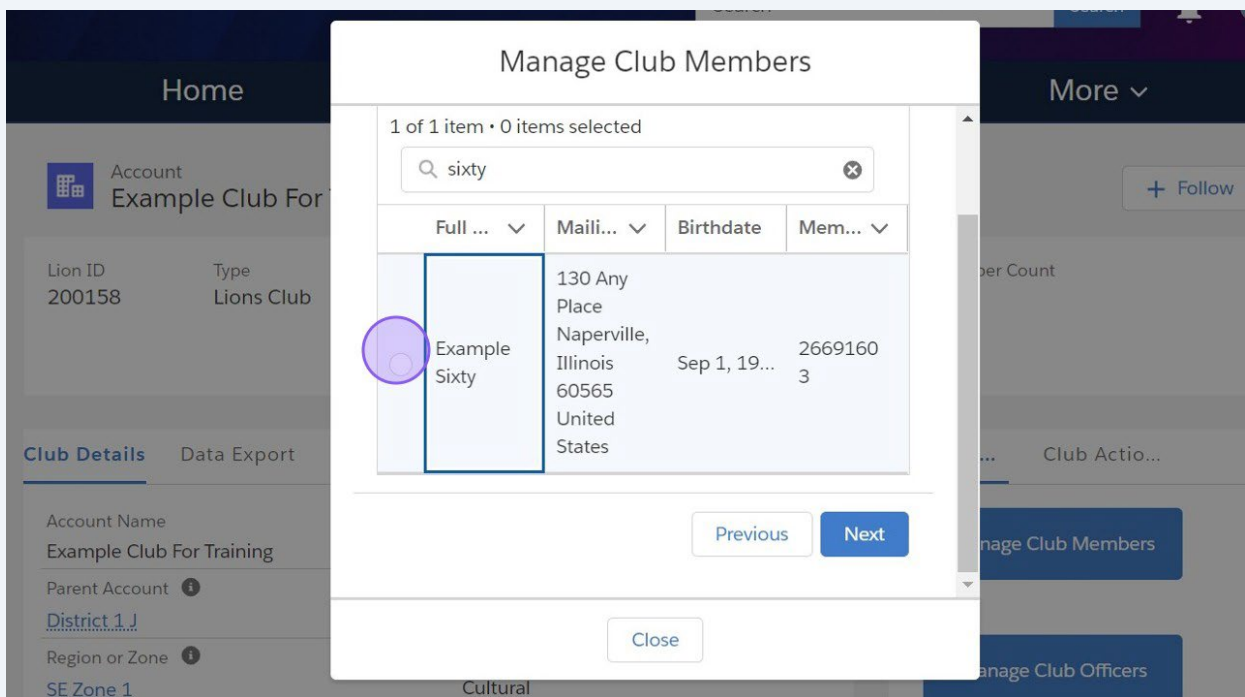
Manage Club Officers

Manage Club Club

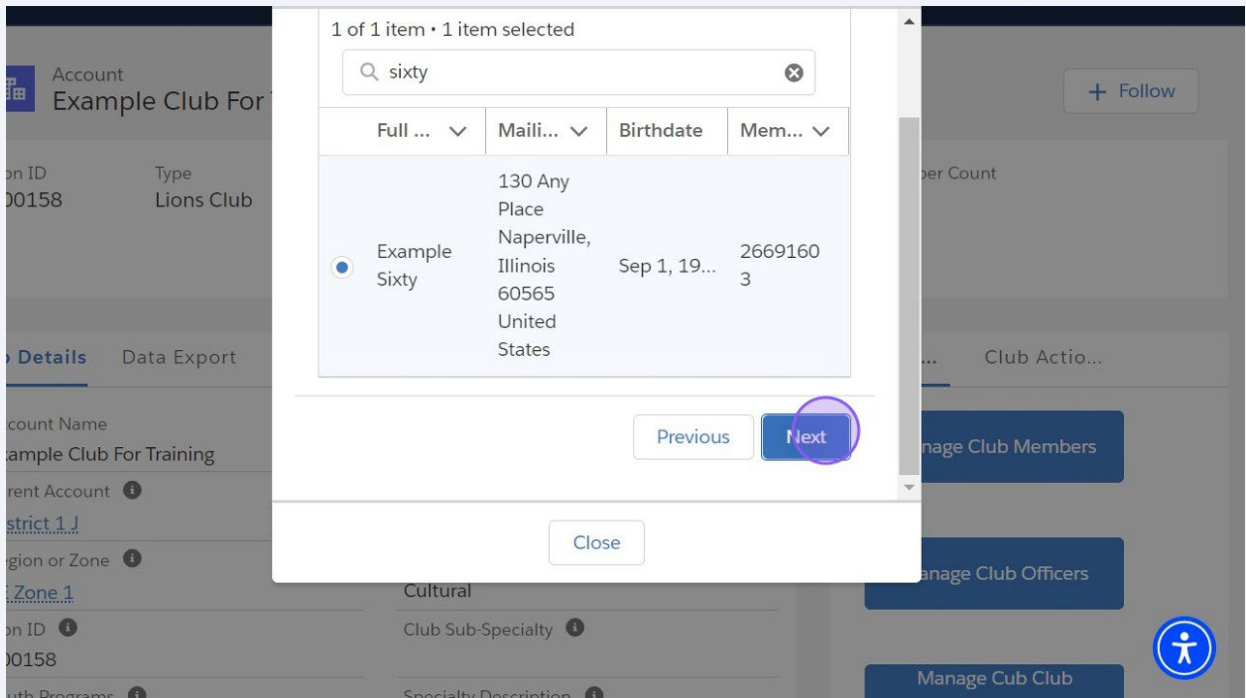
8 点选“下一步”。



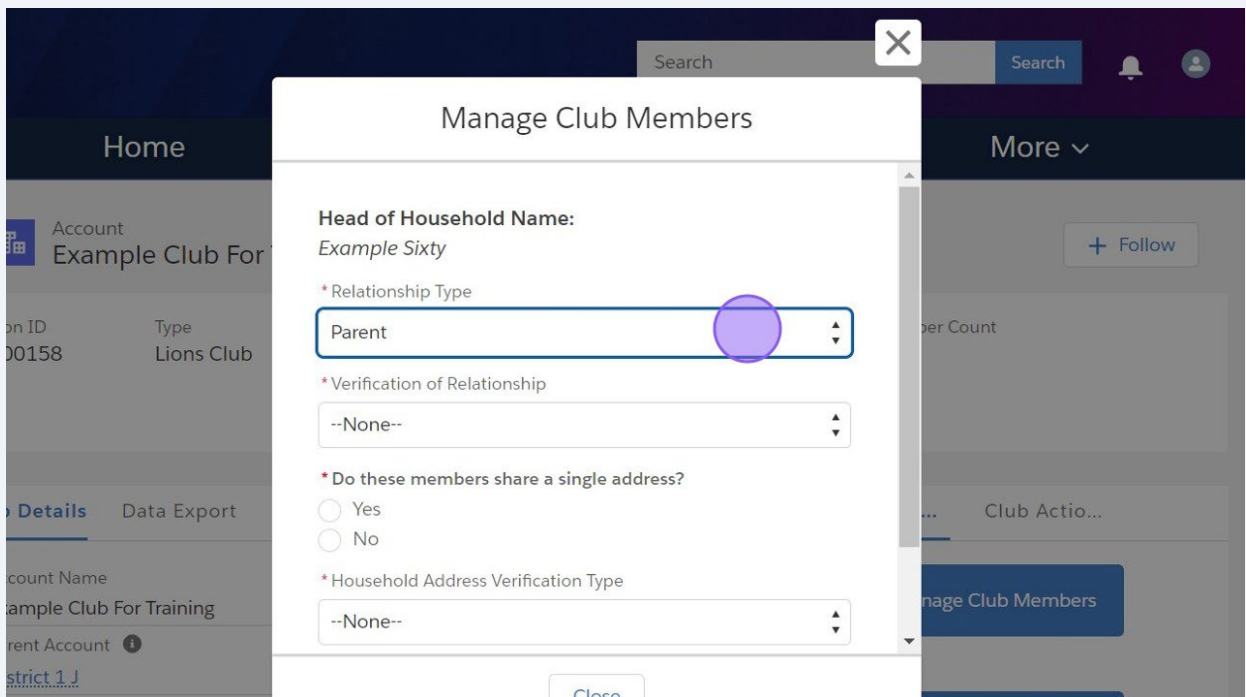
9 从显示的列表中选择家庭单位的户主。



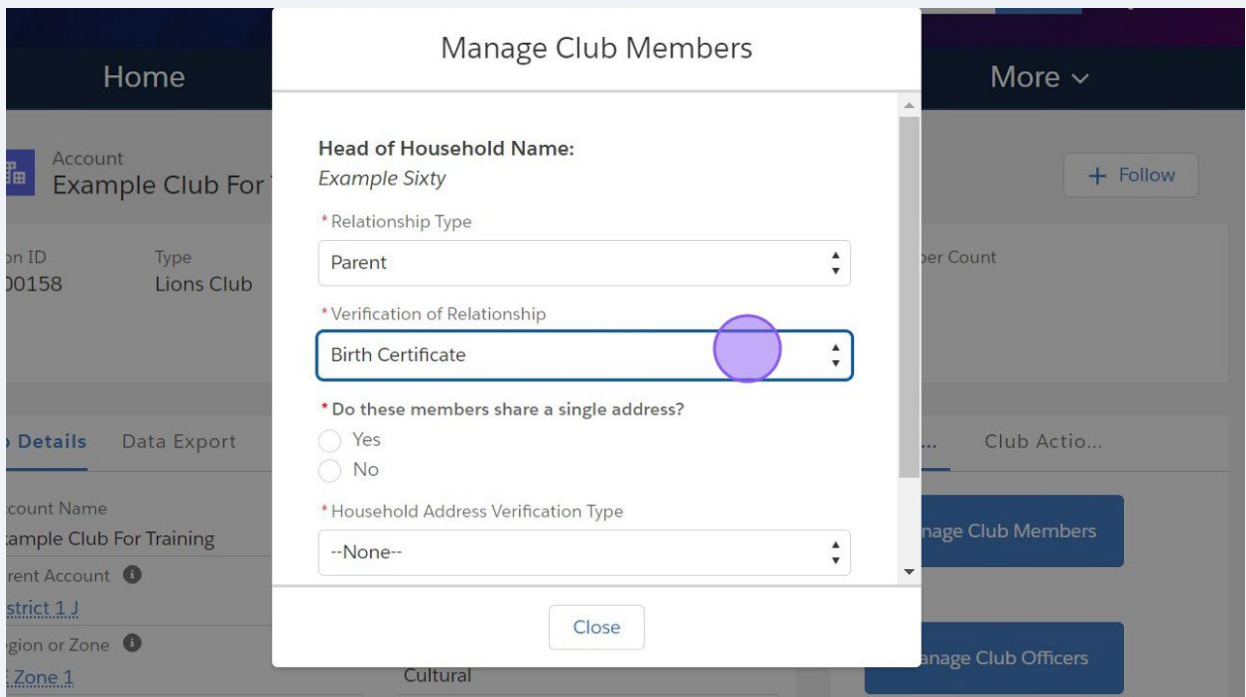
10 点选“下一步”。



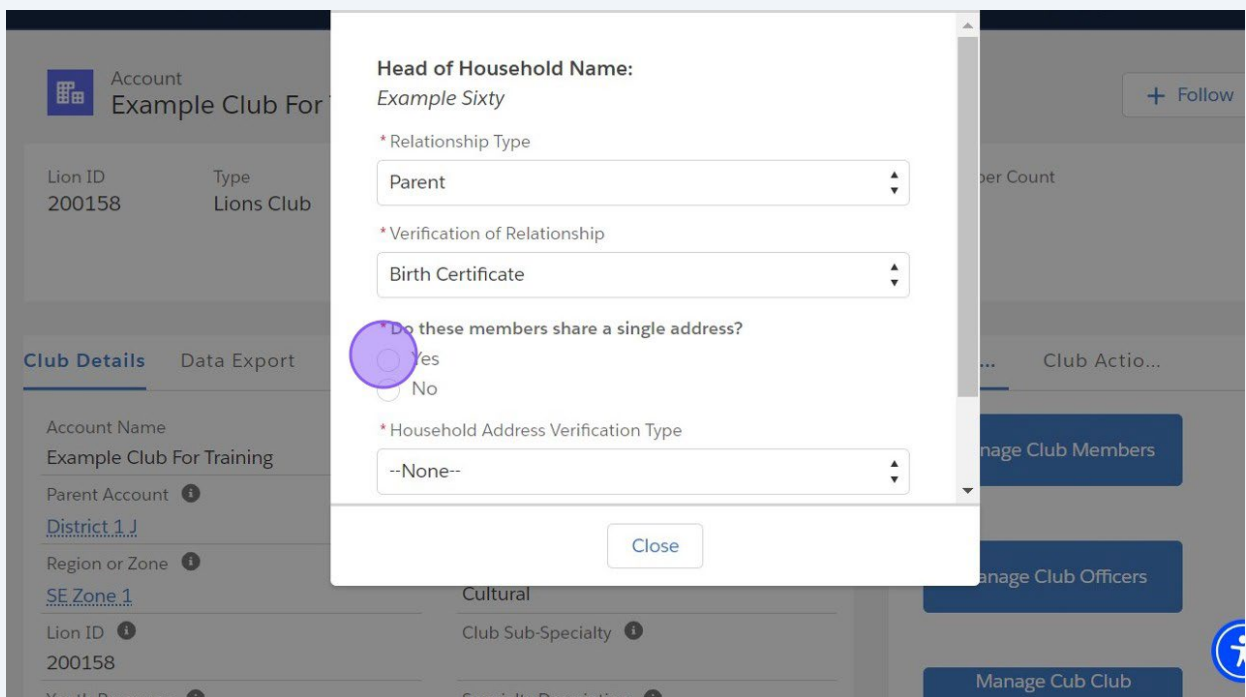
11 请输入新会员的所有必要数据。从下拉式选单的“关系类型”开始。



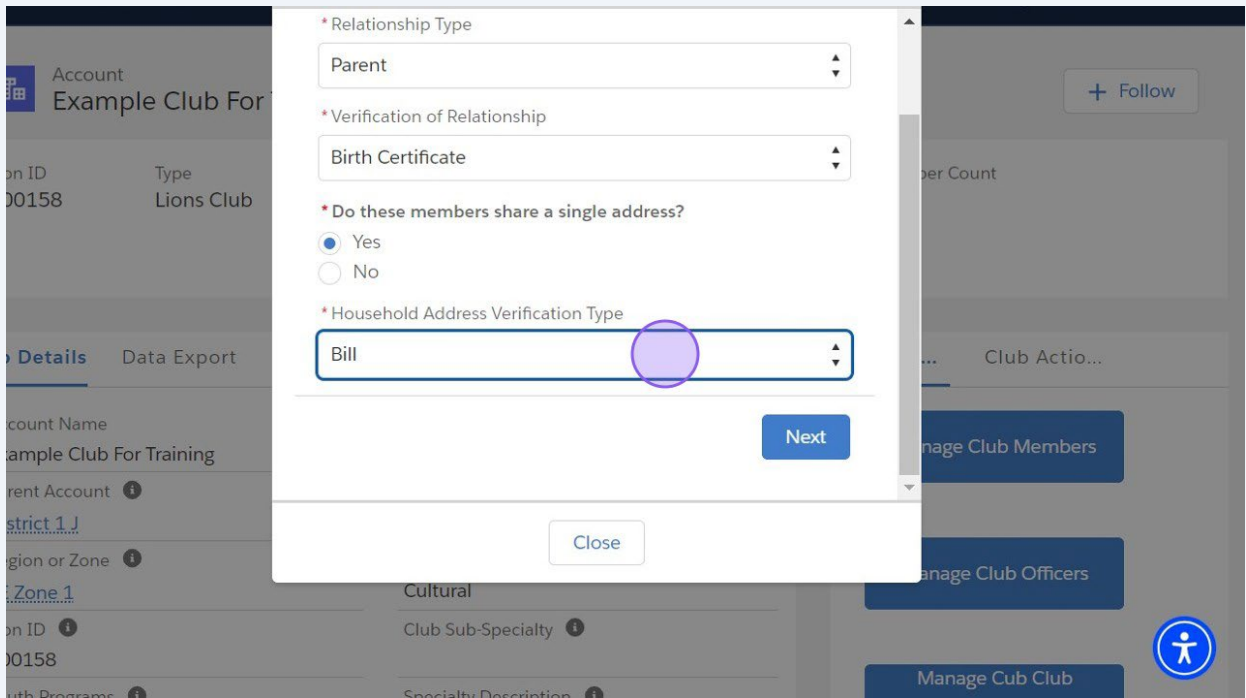
12 选择“关系验证”。



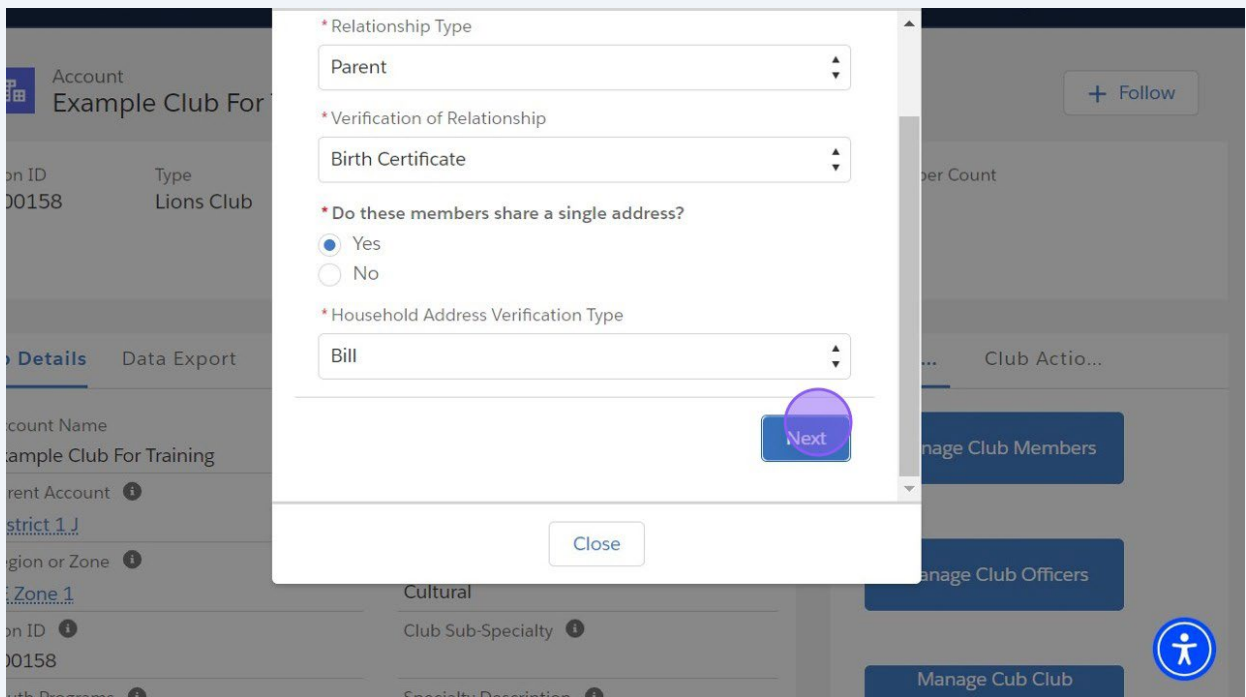
13 回答地址问题。



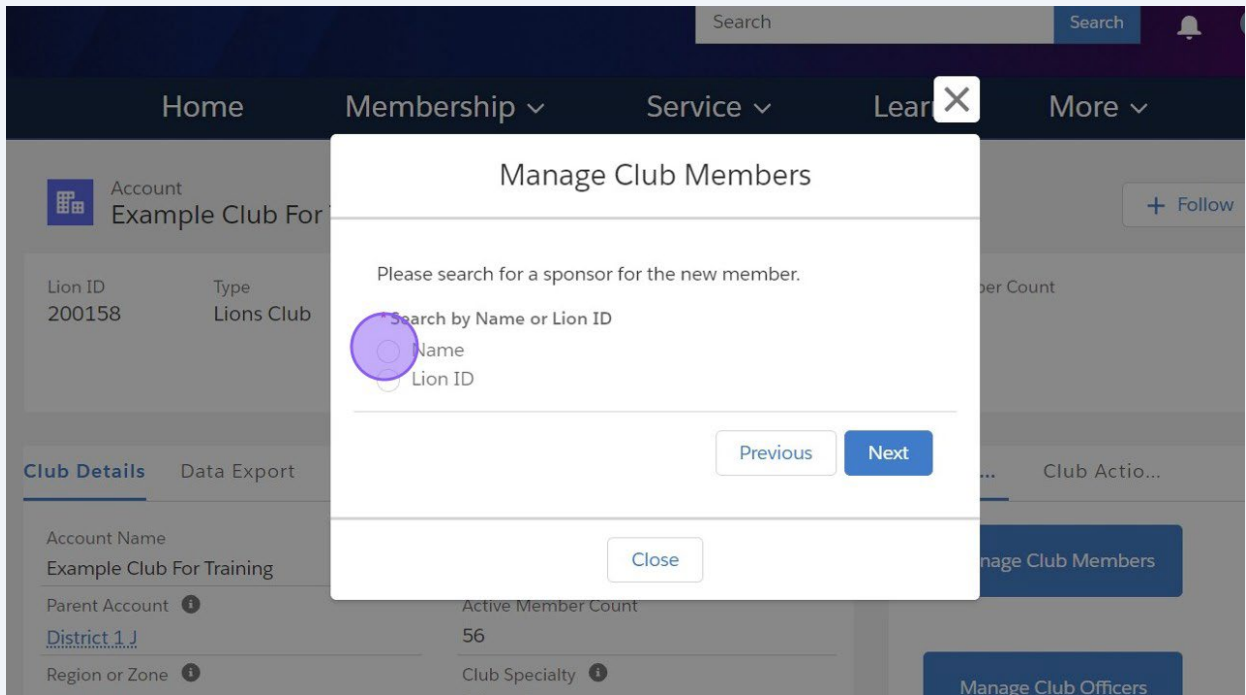
14 从下拉式选单中选择验证类型。



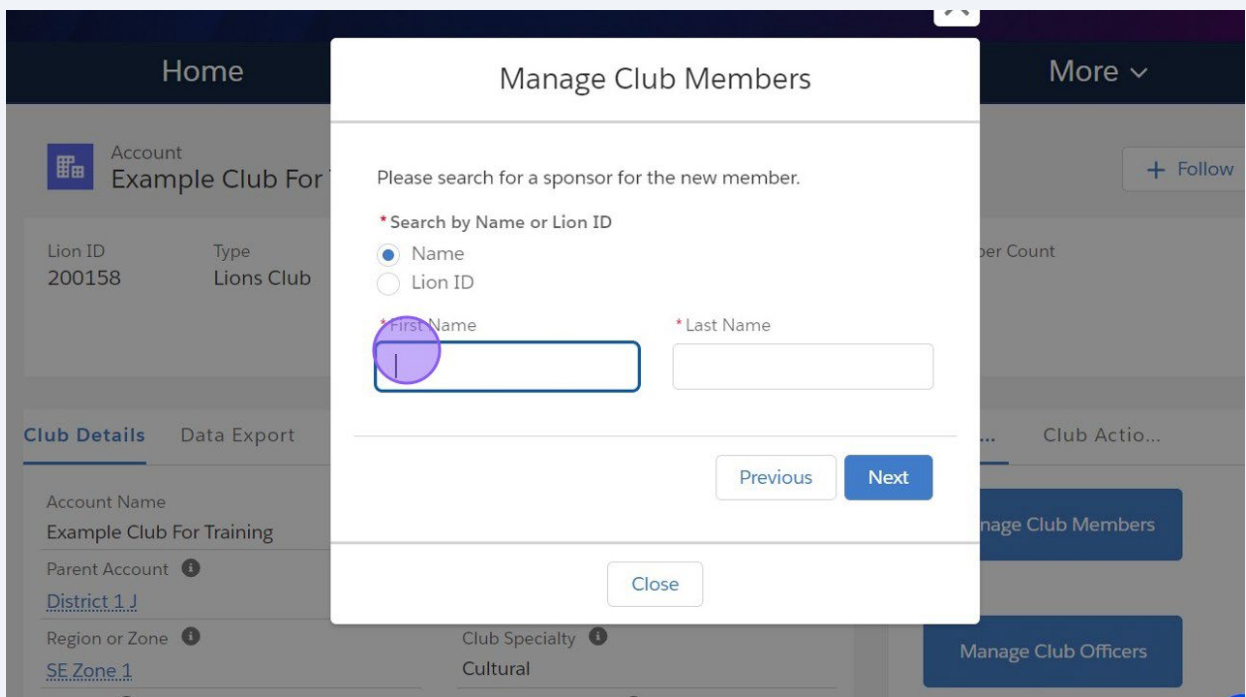
15 点选“下一步”。



16 按狮友 ID 或名称搜索辅导员。



17 此范例中以姓名搜索。输入姓名。



18 输入“Example” 跳格输入“sixty”。

19 点选“下一步”。

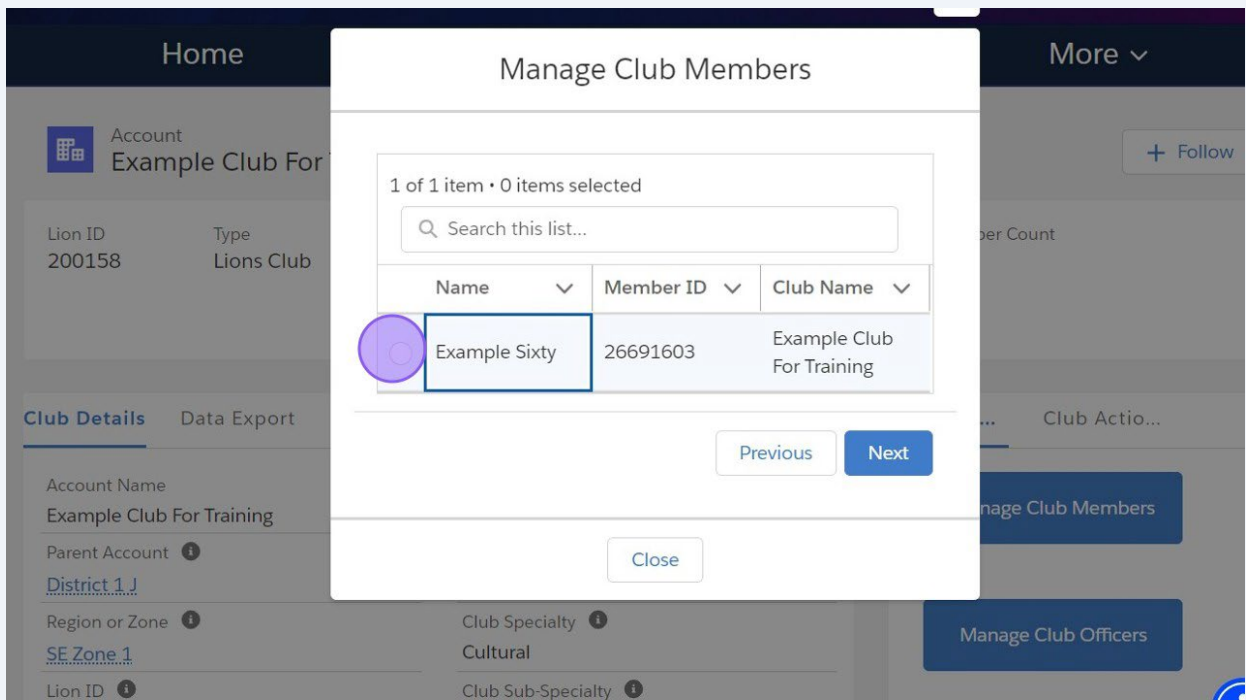
The image shows a web application interface for managing club members. A modal window is open in the center, titled "Please search for a sponsor for the new member." The modal contains the following elements:

- A heading: "Please search for a sponsor for the new member."
- A section: "* Search by Name or Lion ID"
- Two radio buttons: "Name" (selected) and "Lion ID"
- Two input fields: "First Name" with the value "Example" and "Last Name" with the value "sixty".
- Three buttons: "Previous", "Next" (highlighted with a purple circle), and "Close".

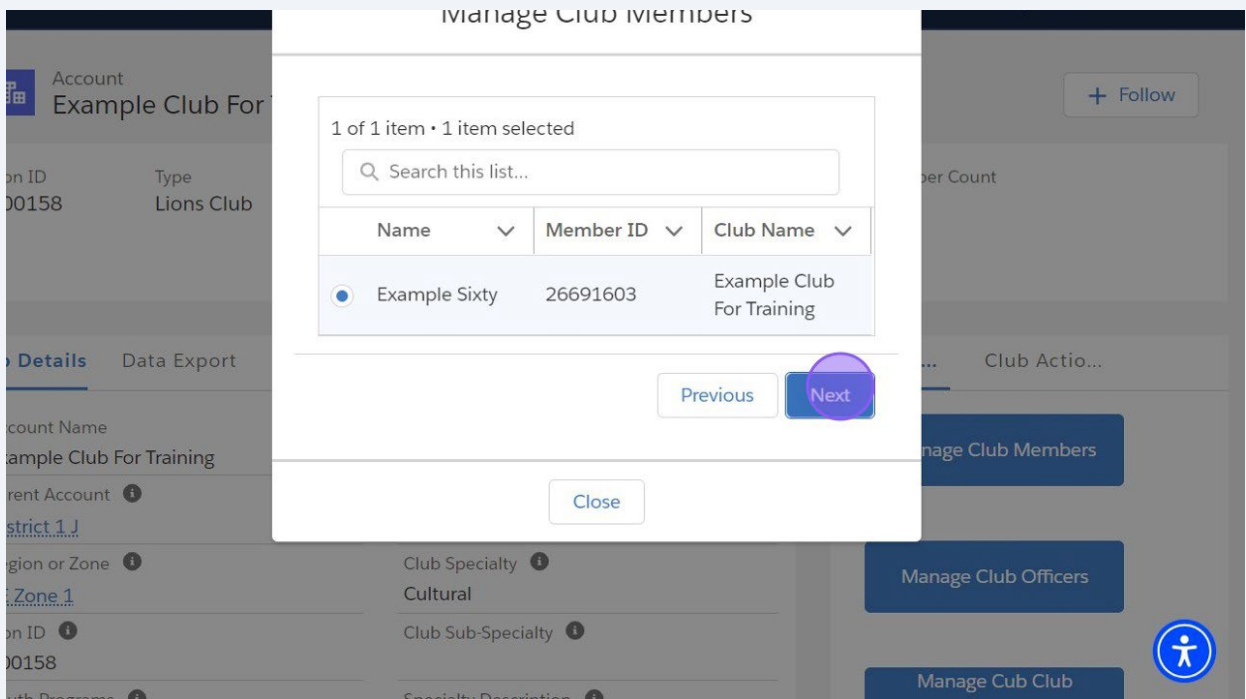
The background shows a "Manage Club Members" page with the following visible details:

- Account Name: Example Club For Training
- Club ID: 00158
- Club Type: Lions Club
- Club Specialty: Cultural
- Club Sub-Specialty: (empty)
- Club Description: (empty)
- Buttons: "Manage Club Members", "Manage Club Officers", "Manage Cub Club", "Follow", "Details", "Data Export".

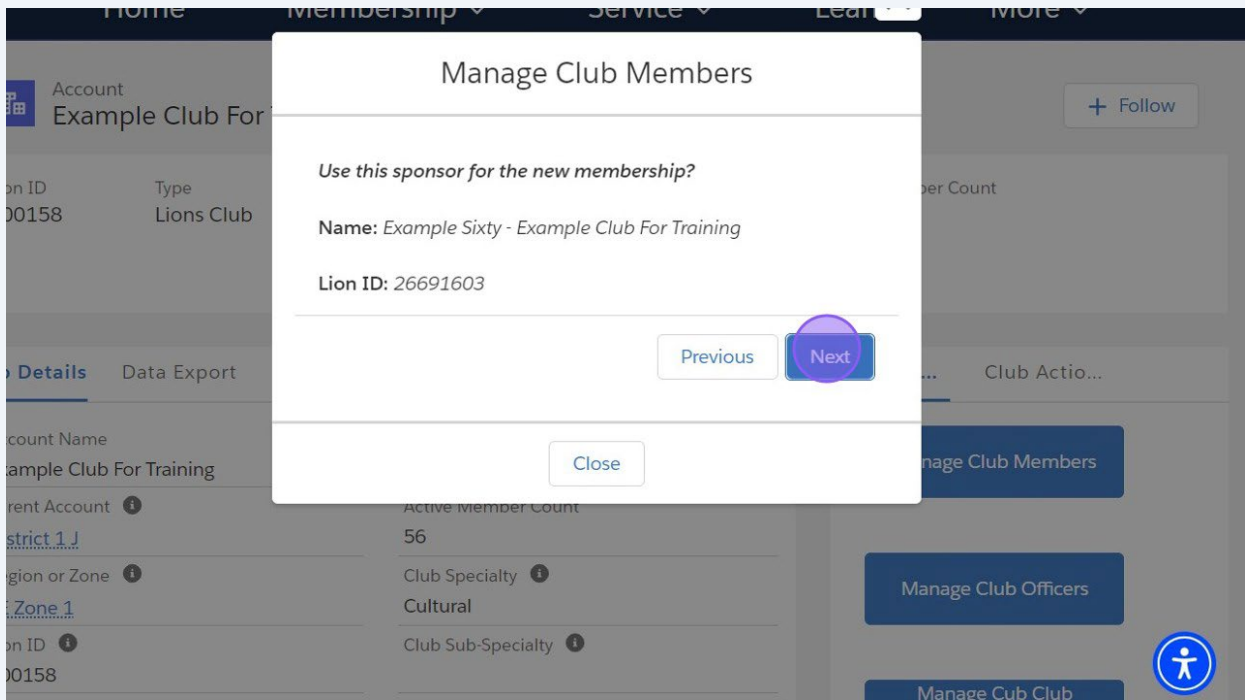
20 使用单选按钮选择辅导员。



21 点选“下一步”。



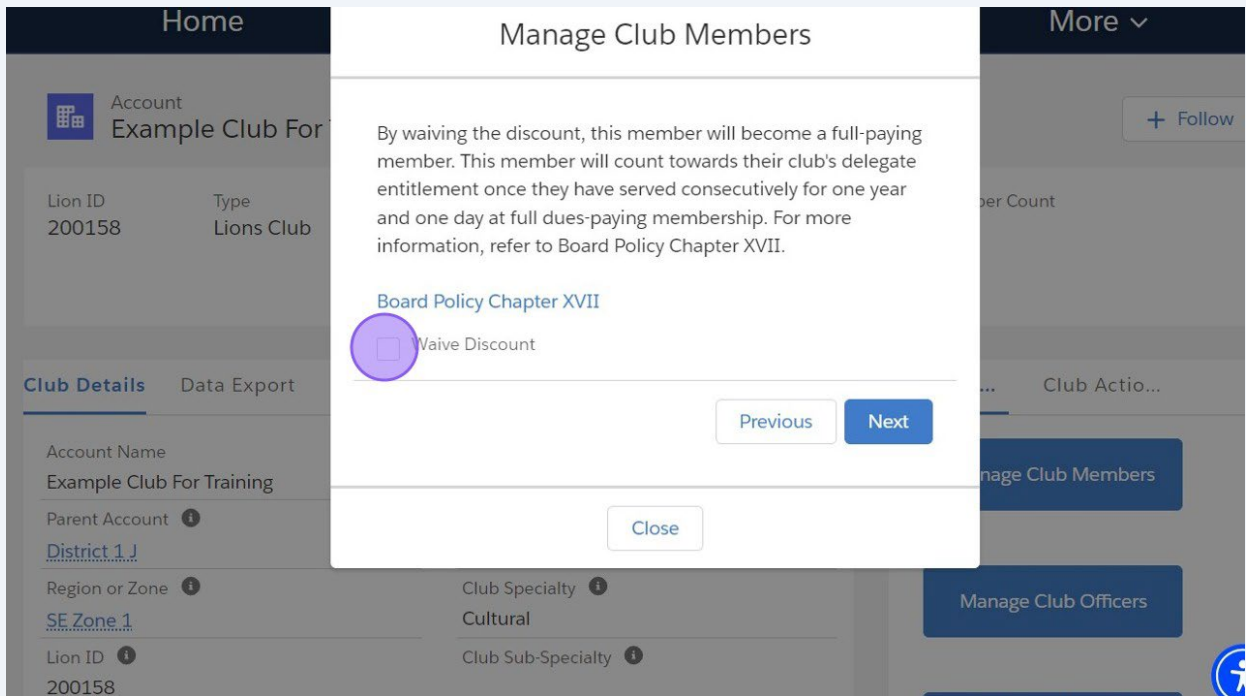
22 确认正确的辅导会员并点选“下一步”。



注意！这是要求您确认优惠或放弃优惠的地方。

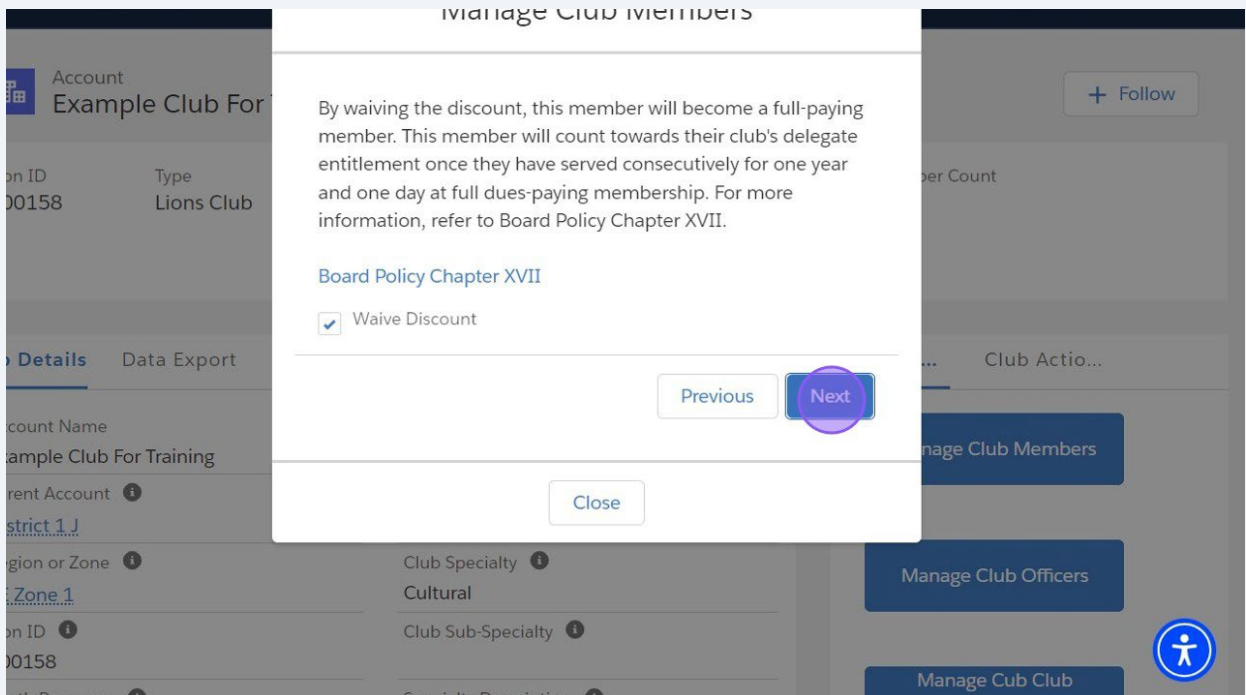
23

确认将此新增至家庭会费优惠中或放弃优惠。若放弃优惠，会员将需支付全额会费，并在成为会员的一年又一天后计入会员代表人数中。



24

勾选“放弃优惠”方格即可放弃优惠。不勾选此项目会使家庭优惠适用于新会员上。点选“下一步”。





要诀！已新增此会员。将显示一个绿色确认框。点选“X”图标以关闭该讯息。

25 点选“培训分会范例”以返回“我的分会”页面。

The screenshot shows a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below the navigation bar, there is a membership card for 'MEMBER#0011943980'. The card includes a 'Contact' link for 'Example Members Sixty-Eight' and a 'Club' link for 'Example Club For Training'. A purple circle highlights the 'Club' link, and a callout box points to it. Below the card, there is a 'Details' section with a table of membership information. To the right, there is a 'Phone' field and a 'No related lists to display' message.

Details	
Club ⁱ	Membership Status ⁱ
Example Club For Training	Active Member
Contact ⁱ	Membership Type
Example Members Sixty-Eight	Lion
Club Branch ⁱ	Membership Category ⁱ
	Active
Relationship Type ⁱ	Program ⁱ
Parent	Family Member
Membership Sponsor ⁱ	Add Type ⁱ

Phone: (+001) 630-468-6900

No related lists to display

26

点选“首页”以返回登陆页面。
“管理分会会员 - 新增家庭会员”快速指南到此结束。

The screenshot shows the Lion Portal interface. At the top, there is a dark blue header with the Lions Club logo and the text "Lion Portal". To the right of the header is a search bar with the text "Search" and a "Search" button. Below the header is a navigation menu with the following items: "Home" (highlighted with a purple circle), "Membership", "Service", "Learn", and "More".

Below the navigation menu, there is a section for the account "Example Club For Training". It includes 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	57

Below the table, there are two tabs: "Club Details" and "Member ...". The "Club Details" tab is active and shows the following information:

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

On the right side of the "Club Details" tab, there is a blue button labeled "Manage Club Members".