

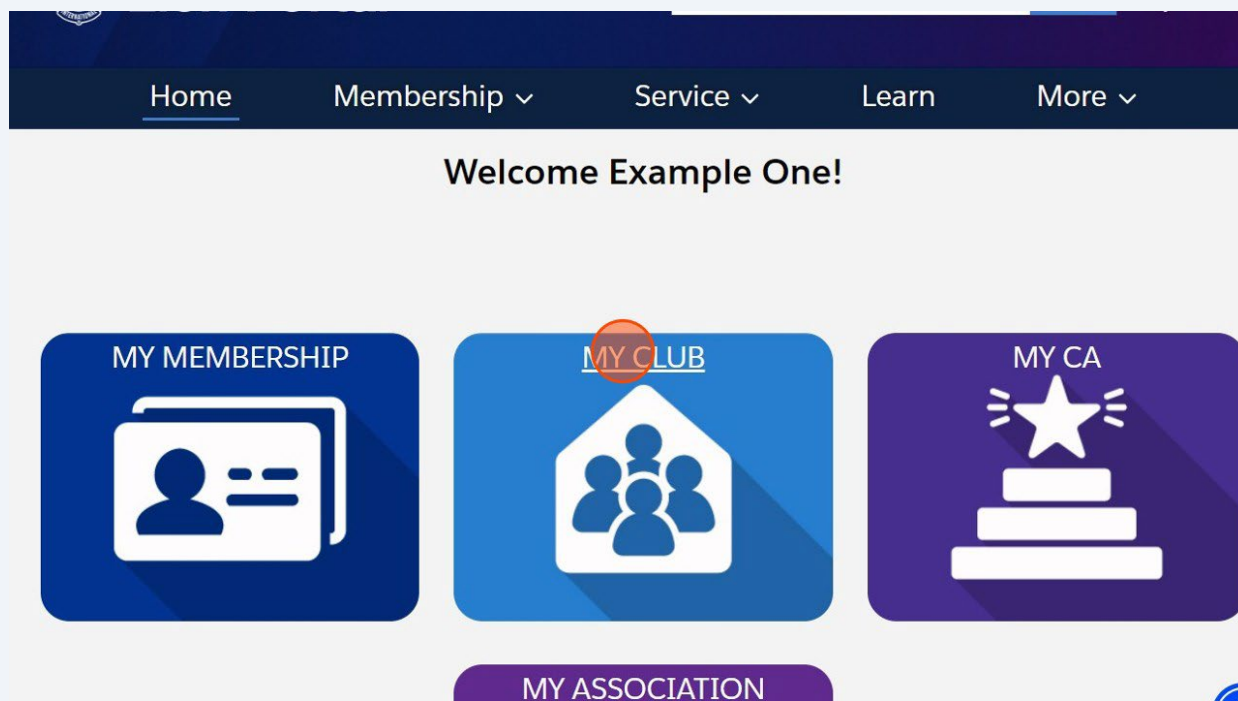
Hantera klubbens medlemmar - Lägga till en studentmedlem



Denna vägledning innehåller en process om att lägga till en studentmedlem i en klubb via Lion Portal. Den förenklar uppgiften att hantera medlemmar och säkerställer att användarna kan slutföra processen smidigt och korrekt. Genom att följa denna vägledning kan användarna spara tid och undvika möjliga fel, vilket gör klubbadministrationen mer effektiv. Den är en viktig resurs för alla som ansvarar för att hantera klubbens medlemmar.

1 Logga in på Lion Portal lionportal.org

2 Klicka på "MIN KLUBB".



3 Klicka på "Hantera klubbens medlemmar".

The screenshot shows a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below it is the account header for 'Example Club For Training' with a '+ Follow' button. A table displays club information: Club ID 00158, Type Lions Club, Status Active, Billing Address 124 Any Place, Naperville, Illinois 60565, United States, and Active Member Count 59. Below the table are tabs for 'Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Details' tab is active, showing fields for Account Name (Example Club For Training), Parent Account (strict 1 J), Region or Zone (Zone 1), Club ID (00158), Type (Lions Club), Active Member Count (59), Club Specialty (Cultural), and Club Sub-Specialty. On the right, there are buttons for 'Manage Club Members' and 'Manage Club Officers', with a user icon at the bottom right.

4 Klicka på knappen "Lägg till ny medlem" och klicka på "Nästa".

The screenshot shows a modal dialog titled 'Manage Club Members' overlaid on the club details page. The dialog contains the text 'Choose what you want to manage below.' and a list of options: 'Add New Member' (selected), 'Edit Member', 'Reinstate Member', 'Transfer Member', and 'Drop Member'. At the bottom of the dialog are 'Next' and 'Close' buttons. The background shows the same club details as in the previous screenshot, but dimmed.

5 Ange medlemmens uppgifter och klicka på "Sök".

Home

Account
Example Club For

More ▾

+ Follow

ber Count

on 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 ID ⓘ
200158

Club Specialty ⓘ
Cultural

Club Sub-Specialty ⓘ

Manage Club Officers

Manage Club Members

Manage Club Officers

Close

Please complete fields to begin new membership process

* First Name
Example

* Last Name
Ninety-Two

* Date of Birth
Jan 7, 2000

* Gender
Male

Previous Search

Close

6 Ange adress och andra uppgifter om medlemmen.

Home

Account
Example Club For

More ▾

+ Follow

ber Count

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 ID ⓘ
200158

Club Specialty ⓘ
Cultural

Club Sub-Specialty ⓘ

Manage Club Officers

Manage Club Members

Manage Club Officers

Close

*Address Fields Required

Address
Country
United States

Street
476 Beech St

City
Naperville

State/Province
Illir

Zip/Postal Code
60565

Primary Email
zninetytwo@

Secondary Email
you@exampl

Mobile Phone
630 222-454

Work Phone

Home Phone

Close

7 Klicka på "Nästa".

The screenshot shows a 'Manage Club Members' form overlaid on a club details page. The form contains the following fields and options:

- Location: Naperville, Illir
- Zip/Postal Code: 60565
- Home Phone: [Empty]
- Occupation: Student
- Spouse/Companion Full Name: [Empty]

Buttons: Previous, Next (highlighted with a red circle), Close.

8 Ange medlemskaps startdatum. Välj "Studentmedlem" i menyn "Medlemstyp".

The screenshot shows the 'Manage Club Members' form with the following fields and options:

- * Membership Start Date: Sep 1, 2024
- * Membership Category: Active
- * Membership Type: Student Member (highlighted with a red circle)

Buttons: Next, Close.

9 Klicka på "Nästa".

Home Manage Club Members More ▾

Account Example Club For

* Membership Start Date * Membership Category

Sep 1, 2024 Active

* Membership Type

Student Member

Next

Close

Details Data Export

Account Name Example Club For Training

Parent Account Active Member Count

District 1.J 59

Region or Zone Club Specialty Cultural

Zone 1 Club Sub-Specialty

Follow

Club Actio...

Manage Club Members

Manage Club Officers

10 Fyll i de obligatoriska fälten om "Verifiering av inskrivning".

Lion Portal

Home Manage Club Members More ▾

Please Provide the Proof of Enrollment Type:

* Proof of Enrollment

Student Identification Card

Please Select Verification of Age Type:

* Verification Type

Drivers License

Previous Next

Close

Search

Search

Follow

Club Actio...

Manage Club Members

13 Klicka på "Nästa".

The dialog box is titled "Manage Club Members" and contains the following elements:

- Text: "Please search for a sponsor for the new member."
- Section: "* Search by Name or Lion ID"
- Radio buttons: "Name" (selected) and "Lion ID"
- Text input fields: "* First Name" with value "Example" and "* Last Name" with value "two".
- Buttons: "Previous", "Next" (highlighted with a red circle), and "Close".

14 Klicka på knappen för att välja fadder.

The dialog box is titled "Manage Club Members" and displays a list of members. The list has the following structure:

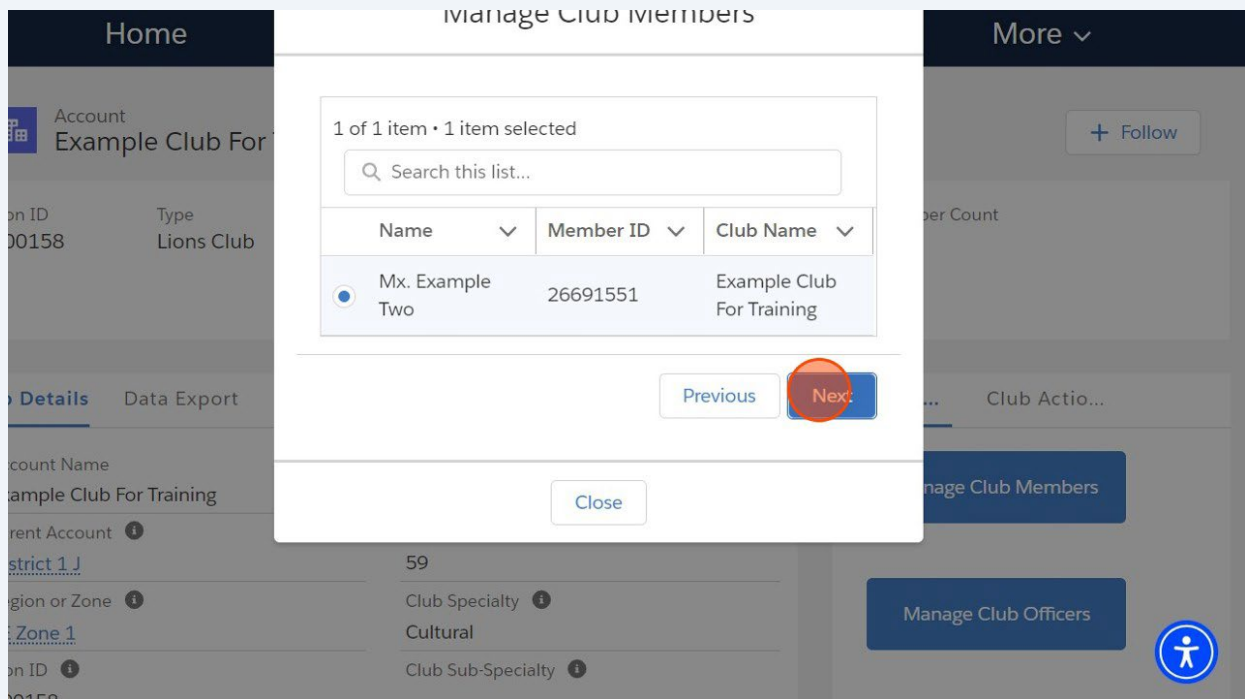
1 of 1 item • 0 items selected

Search this list...

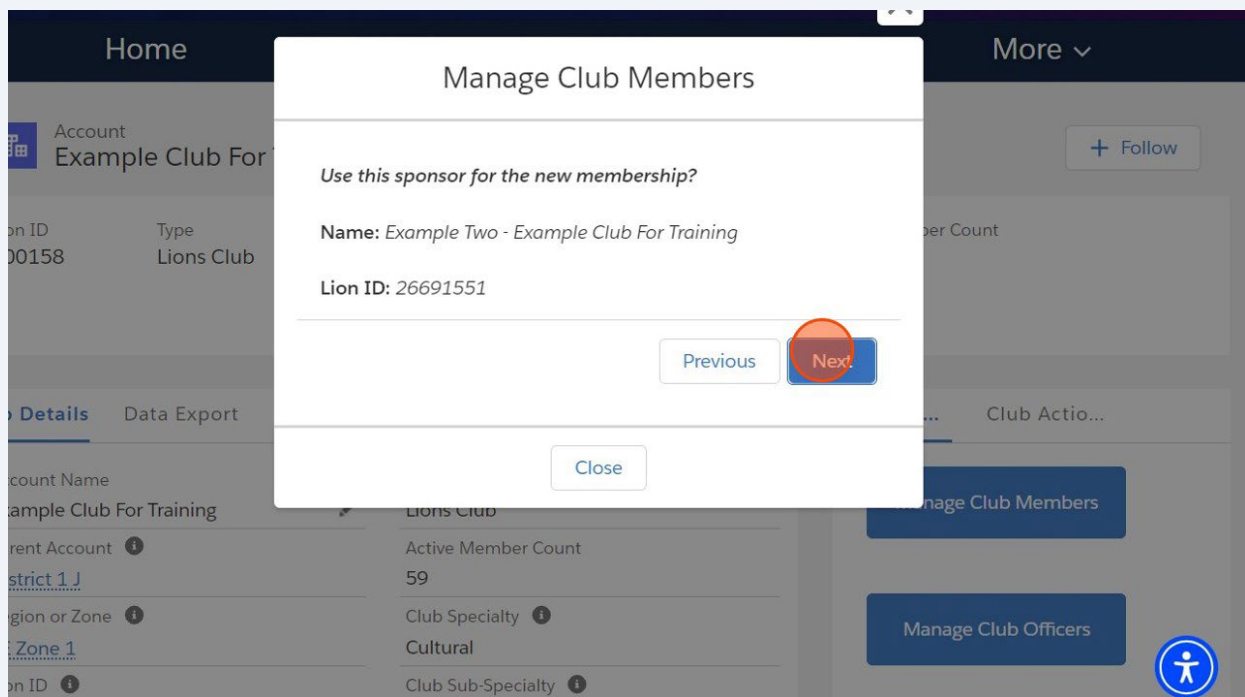
Name	Member ID	Club Name
Mx. Example Two	26691551	Example Club For Training

Buttons: "Previous", "Next" (highlighted with a red circle), and "Close".

15 Klicka på "Nästa".

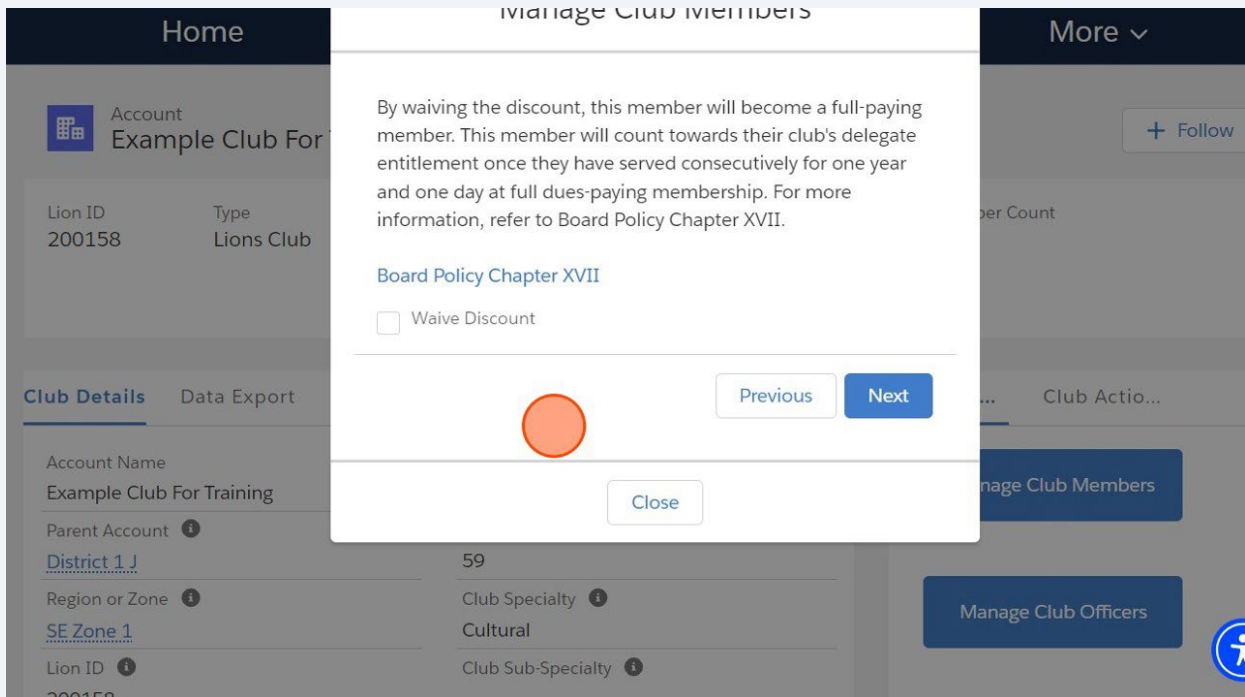


16 För att bekräfta faddern klickar du på "Nästa".



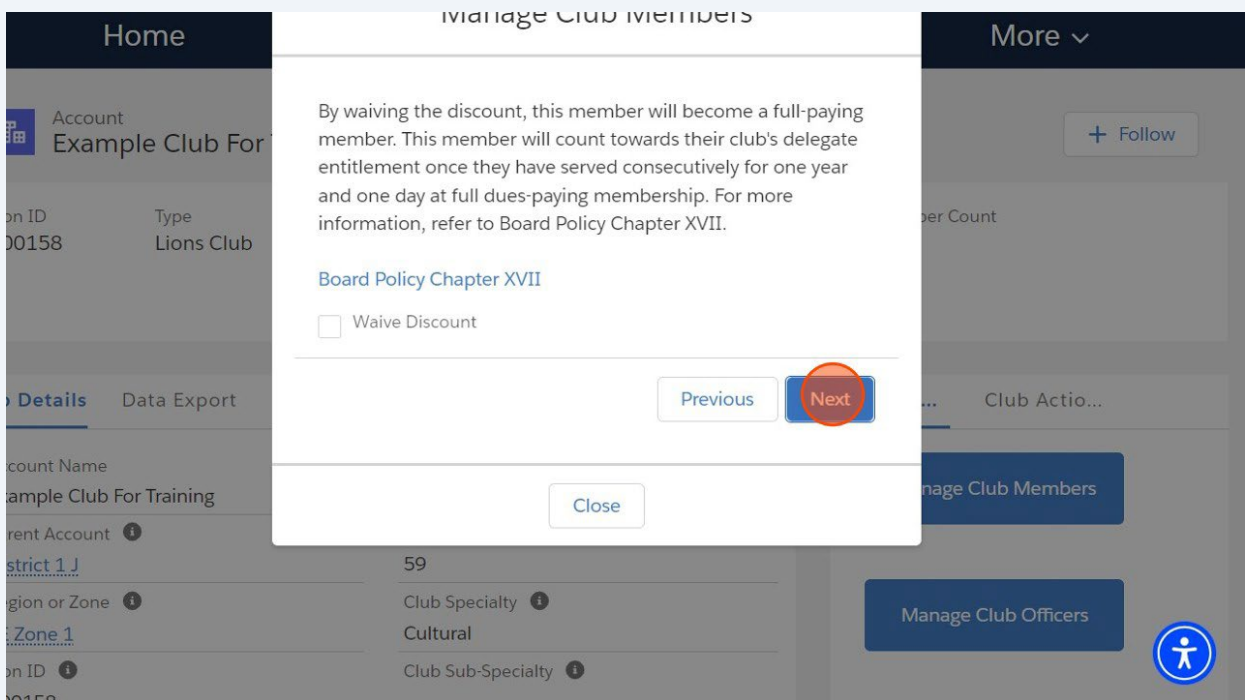
17

Läs igenom alternativet "Avstå från rabatt". För att avstå från rabatt klickar du i rutan "Avstå från rabatt".



18

Klicka på "Nästa".



19 Ett grönt meddelande visas. Klicka på "X" för att stänga meddelandet.

The screenshot shows a web interface with a dark blue header. On the left is the Lions Club logo. A green notification banner at the top center contains a checkmark icon, the text "Success! Membership Record Created!", and a red "X" icon in a square. To the right of the banner are a search bar, a bell icon, and a user profile icon. Below the header is a navigation menu with "Home", "Membership", "Service", "Learn", and "More". The main content area shows an "Account" for "Example Club For Training" with a "+ Follow" button. Below this is a table with the following data:

Account ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	59

Below the table are tabs for "Details", "Data Export", "Club Statements", "Club Service Activities", and "More". The "Details" tab is active, showing fields for "Account Name" (Example Club For Training), "Type" (Lions Club), and "Active Member Count" (59). To the right of the details is a "Member ..." tab and a "Club Acti..." tab. A blue button labeled "Manage Club Members" is visible.

20 Sidan med klubbens detaljer visas.

The screenshot shows the same web interface as above, but with more detailed information. The "Active Member Count" in the table is now 60. The "Details" tab is expanded to show additional fields:

Account Name	Type
Example Club For Training	Lions Club
Account ID	Active Member Count
00158	60
Region or Zone	Club Specialty
Zone 1	Cultural
Account ID	Club Sub-Specialty
00158	

On the right side, there are two blue buttons: "Manage Club Members" and "Manage Club Officers". A red circle highlights the "Manage Club Members" button, and a blue circle highlights the "Manage Club Officers" button. A user profile icon is also visible at the bottom right.

21 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 with an orange circle), 'Membership', 'Service', 'Learn', and 'More'. The main content area displays account information for '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	60

Below the table 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 side of the page.

22 Detta avslutar snabbvägledningen "Hantera klubbens medlemmar - Lägg till en studentmedlem".

The screenshot shows the 'Lion Portal' home page. At the top, there is a navigation menu with 'Home' (underlined), 'Membership', 'Service', 'Learn', and 'More'. Below the navigation menu is a welcome message: 'Welcome Example One!'. The main content area features four large, colorful buttons: 'MY MEMBERSHIP' (dark blue), 'MY CLUB' (medium blue), 'MY CA' (purple), and 'MY ASSOCIATION' (dark purple). The 'MY ASSOCIATION' button includes the Lions Club logo. At the bottom right, there is an orange circle and a user profile icon.