

本指南對於希望透過 **Lion Portal**（獅子會門戶網站）成立分會支部的任何人非常重要，它提供了逐步流程，以確保分會支部的成立符合所有必要的要求。本指南強調分會支部所需的關鍵角色，例如分會聯絡員和分會幹部，同時也為使用者在提交和核准的流程中提供指引。此外，本指南也概述分會支部在成立之後應如何管理和查看分會，是一個有效組織分會的全方位資源。遵循本指南，使用者可以有效地成立和管理分會支部，提升分會支部的推廣和影響力。

**1** 登入 **Lion Portal**（獅子會門戶網站） [lionportal.org](https://lionportal.org)

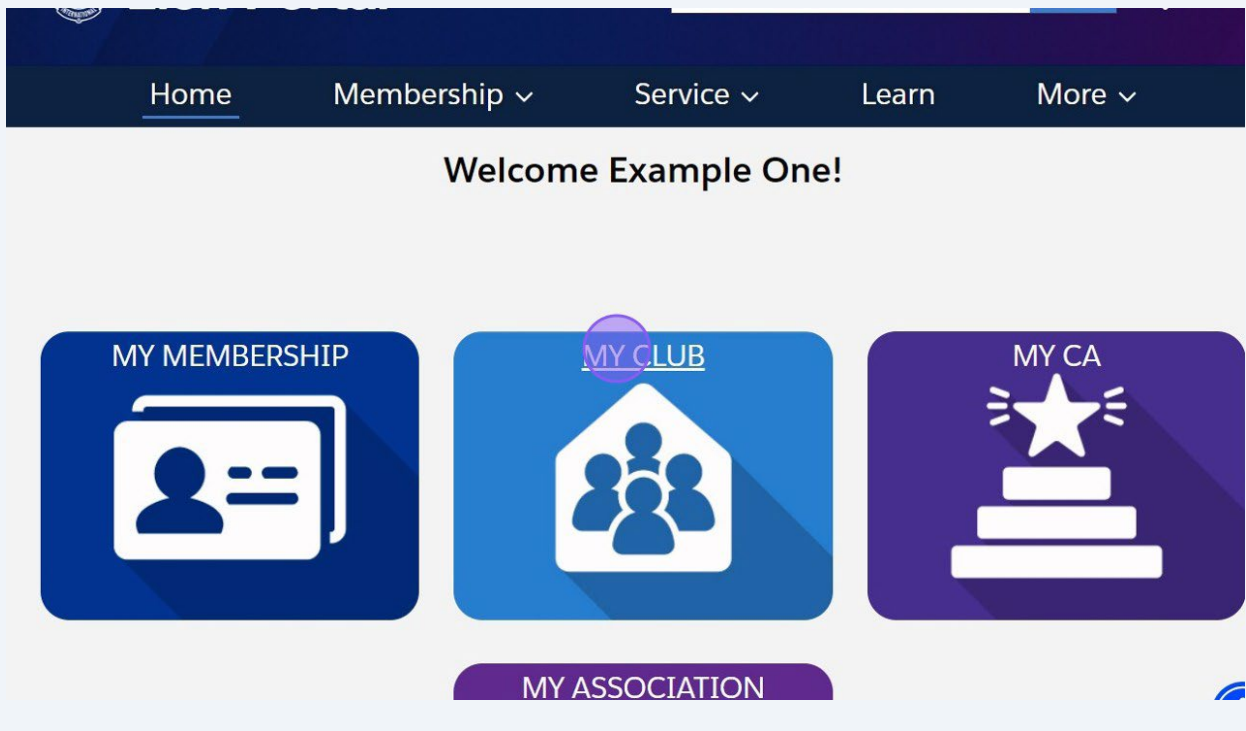


提示！本指南提供如何成立分會支部的逐一步驟。成立分會支部：

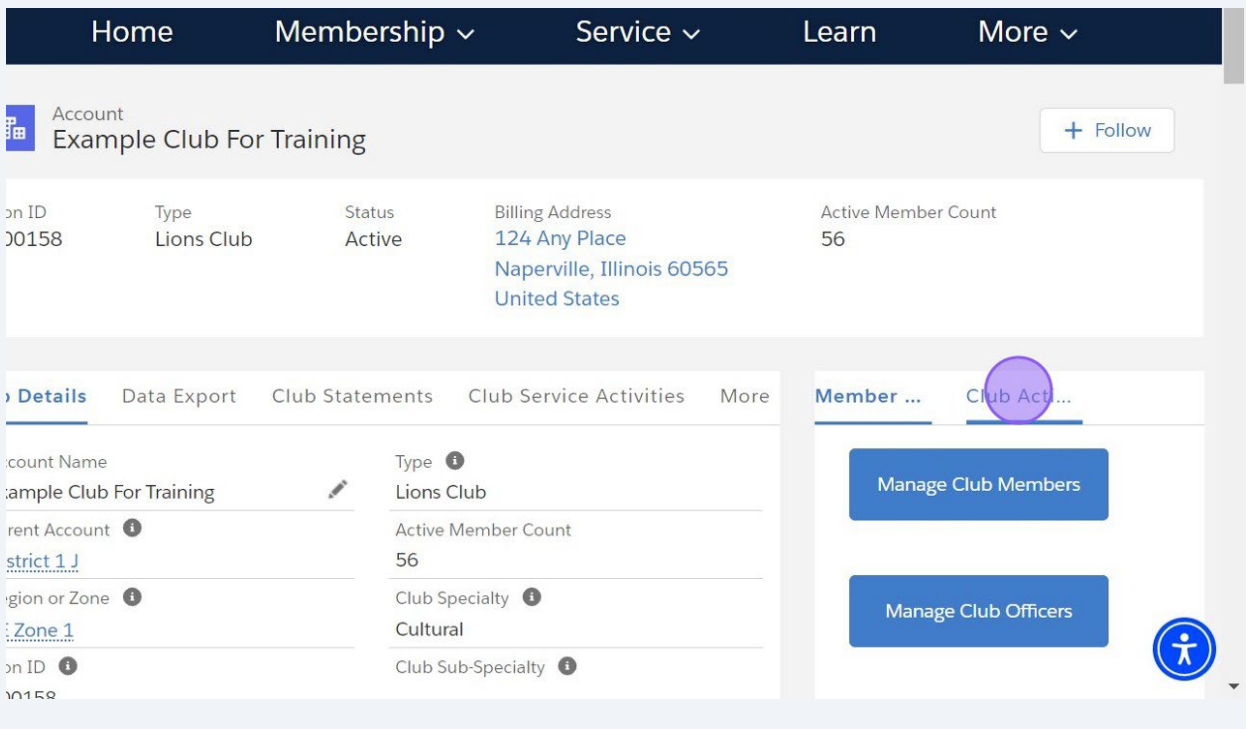
- 至少需要五（5）名會員
- 必須指派一名非分會支部的會員為支部聯絡員
- 分會支部的會長、秘書和財務必須是分會支部的會員

當 **LCI** 核准後，分會狀態從「待定」變為「活躍」

## 2 點選「我的分會」



## 3 點選「分會行動」



成立分會支部

#### 4 點選「成立分會支部」

Account Name Example Club For Training	Type Lions Club	Get Membership Cards
Parent Account District 1 J	Active Member Count 56	Get Delegate Confirmation Letter
Region or Zone SE Zone 1	Club Specialty Cultural	View Reports
Lion ID 200158	Club Sub-Specialty	Create Club Branch
Youth Programs	Specialty Description Arts and Entertainment	Create New Application
Club Details	Charter Established Date 7/1/2010	Edit Club Details
Description	Website	
Address		
Mailing Address		

#### 5 輸入分會支部的資訊。帶有紅色「\*」的欄位為必填。

United States

Club Details Data Export

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

Create Club Branch

Please enter New Club Branch Details.

\* Branch Name

Branch Specialty  
-- none selected --

Club Branch Meeting Information (Optional)

Meeting Street

Meeting City

Meeting Zip Code

Meeting State/Prov

Meeting Country

Meeting Place

Meeting Week of the Month

Meeting Local Place

**6** 繼續填寫表格中所需的資料。

**Create Club Branch**

Please enter New Club Branch Details.

\* Branch Name: Example Club Branch

Branch Specialty: Life-Stage/Experience

Branch Sub-Specialty: -- none selected --

Club Branch Meeting Information (Optional)

Meeting Street: [ ] Meeting City: [ ]

Meeting Zip Code: [ ] Meeting State/Prov: [ ]

Meeting Country: [ ] Meeting Place: [ ]

**7** 當填完表格後，點選「下一步」繼續。

Meeting Country: [ ] Meeting Place: Community House

Meeting Week of the Month: Second

Meeting Local Place: [ ] Meeting Day: Tuesday

Meeting Time: 11:30

Online Meeting

Next



提示！在此步驟中新增幹部和聯絡員。每個頭銜的下拉選單會顯示會員的名單，點選名單中的姓名來選擇擔任幹部的會員。

## 8

### 選擇聯絡員

United States

### 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--

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

Membership Cards

Get Delegate

Confirmation Letter

View Reports

Create Club Branch

## 9 選擇會長

The screenshot shows a 'Create Club Branch' dialog box overlaid on a club details page. The dialog has two main sections: 'Assign a Branch Liaison Officer to the Primary Club' and 'Assign Club Branch Officers'. In the first section, 'Example Eight' is selected for the Branch Liaison. In the second section, 'Example Forty-Four' is selected for the Branch President, which is highlighted with a purple circle. Other roles like Branch Secretary and Branch Treasurer are currently set to '--None--'. The background page shows club details for 'Sample Club For Training' and various action buttons like 'Membership Cards', 'Get Delegate', 'Confirmation Letter', 'View Reports', 'Create Club Branch', and 'Create New Application'.

**Create Club Branch**

**Assign a Branch Liaison Officer to the Primary Club**

\* Branch Liaison  
Example Eight

**Assign Club Branch Officers**

\* Branch President  
Example Forty-Four

\* Branch Secretary  
--None--

\* Branch Treasurer  
--None--

## 10 選擇秘書

This screenshot is similar to the previous one, showing the 'Create Club Branch' dialog box. In this instance, 'Example Forty-Five' is selected for the Branch Secretary role, highlighted with a purple circle. The Branch President remains 'Example Forty-Four', and the Branch Liaison is 'Example Eight'. The Branch Treasurer is still '--None--'. The background page is the same as in the previous screenshot, showing the club details and various action buttons.

**Create Club Branch**

**Assign a Branch Liaison Officer to the Primary Club**

\* Branch Liaison  
Example Eight

**Assign Club Branch Officers**

\* Branch President  
Example Forty-Four

\* Branch Secretary  
Example Forty-Five

\* Branch Treasurer  
--None--

## 11 選擇財務

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

421 Ave. Bl...

\* 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 點選「繼續」

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

421 Ave. Bl...

\* 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 選擇第四位分會支部會員

United States

Details Data Export

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

### Create Club Branch

Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.

\* Club Branch President  
Exempl

\* Club Branch Secretary  
Exempl

\* Club Branch Treasurer  
Exempl

\* Member 4  
Exempl

\* Member 5  
--None--

\* Would you like to add additional Members?  
 Yes  
 No

Previous Next

### 14 選擇第五位分會支部會員

Club Details Data Export

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

### Create Club Branch

Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.

\* Club Branch President  
Exempl

\* Club Branch Secretary  
Exempl

\* Club Branch Treasurer  
Exempl

\* Member 4  
Exempl

\* Member 5  
Exempl

\* Would you like to add additional Members?  
 Yes  
 No

Previous Next

15 選擇「是」單選按鈕即可新增額外的會員

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

Membership Cards

Get Delegate

Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details

Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.

\* Club Branch President  
Exempl

\* Club Branch Secretary  
Exempl

\* Club Branch Treasurer  
Exempl

\* Member 4  
Exempl

\* Member 5  
Exempl

\* Would you like to add additional Members?  
 Yes  
 No

Previous Next

16 新增完所有分會支部會員後，點選「下一步」。

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

Membership Cards

Get Delegate

Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details

Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.

\* Club Branch President  
Exempl

\* Club Branch Secretary  
Exempl

\* Club Branch Treasurer  
Exempl

\* Member 4  
Exempl

\* Member 5  
Exempl

\* Would you like to add additional Members?  
 Yes  
 No

Previous Next



提示！系統將顯示一則綠色訊息，表示分會已成立且提交給 LCI 審核。點選「X」圖示以關閉該訊息。

## 查看分會支部

### 17 點選「更多」

#### Club Details

Description Website

---

**Address**

Billing Address  
24 Any Place  
Springville, Illinois 60565  
United States

---

Shipping Address  
24 Any Place  
Springville, Illinois 60565  
United States

---

**Meeting Location 1**

Meeting Place ⓘ  
Town Center

---

Meeting Week of Month ⓘ  
1st

Meeting Local Place ⓘ  
टाउन सेंटर

---

Meeting Local Street ⓘ

Create Club Branch

---

Create New Application

---

Edit Club Details

Club Me... Club Offic... More

▼ Active Members

**Active Members**

56 of 56 items

🔍 Search this list...

N. ▼	M ▼	M ▼	M ▼
Lion-			

## 18 點選「輔導分會」

### Club Details

Description

Website

### Address

Shipping Address

24 Any Place  
Naperville, Illinois 60565  
United States

Billing Address

24 Any Place  
Naperville, Illinois 60565  
United States

### Meeting Location 1

Meeting Place ⓘ

Town Center

Meeting Week of Month ⓘ

1st

Meeting Local Place ⓘ

टाउन सेंटर

Meeting Local Street ⓘ

Create New Application

Edit Club Details

Club Me... Club Offic... More

Sponsored Clubs

### Active Members

56 of 56 items

Search this list...

N. ▾

M ▾

M ▾

M ▾

Lion-



提示！在「輔導分會」下列出了貴分會的所有輔導類型，包括：

- 分會支部
- 青少獅會
- 新會申請

**19** 這裏顯示的是被輔導分會的清單，點選分會旁邊的單選按鈕。

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 ⓘ 타운 센터
Meeting Week of Month ⓘ 1st	Meeting Local Street ⓘ
Meeting Day ⓘ Monday	Meeting Local City ⓘ
Meeting Time ⓘ 7:00	Meeting Local Zip Code ⓘ
Meeting Street ⓘ 1555 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** 點選「查看」以查看細節。

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 ⓘ 타운 센터
Meeting Week of Month ⓘ 1st	Meeting Local Street ⓘ
Meeting Day ⓘ Monday	Meeting Local City ⓘ
Meeting Time ⓘ 7:00	Meeting Local Zip Code ⓘ
Meeting Street ⓘ 1555 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** 這裏顯示的是所選的被輔導分會頁面。

註：「狀態」為「待核准」，核准後，「狀態」將轉為「活躍」。

**22** 點選「查看全部」以查看完整的會員名單。



提示！當貴分會的會員被分配到分會支部時，他們的「會籍類型」現在將會顯示為「支部」會員。

2

這裏顯示的是分配給分會支部的分會會員名單，點選該連結可返回分會支部頁面。

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 breadcrumb path is "Accounts > Example Club Branch" and the page title is "Club Branch Members". A purple circle highlights the "Example Club Branch" part of the breadcrumb. Below the title, it says "5 items · Updated a few seconds ago". There are three icons for settings, refresh, and filter. The main content is a table with the following columns: Contact Full Name, Membership Type, Start Date, Email, Membership Status, Membership ID, and a dropdown arrow. The table contains five rows of member data.

	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-Fo...	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** 點選「分會幹部」

Home Membership ▾ Service ▾ Learn More ▾

Account Example Club Branch + Follow

Account 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 ⓘ
Account ID ⓘ	Specialty Description ⓘ
00164	
Membership Programs ⓘ	

**Club Acti...**

Edit Club Branch

**Club Me... Club Offi...**

Active Members

Active Members

5 of 5 items

**25** 現在顯示的是「現任」和「前任」幹部，向下滾動至「查看全部」。

Example Club Branch

Parent Account ⓘ

Example Club For Training

Region or Zone ⓘ

Account ID ⓘ

00164

Membership Programs ⓘ

**Club Details**

Description

Address

Billing Address

Billing Address

**Club branch**

Active Member Count

0

Club Specialty ⓘ

Club Sub-Specialty ⓘ

Specialty Description ⓘ

Charter Established Date ⓘ

Website

**Club Mem... Club Offi...**

Active Officers

4 of 4 items

Search this list...

Exam	Bran	zuser	
ple	ch	044	(630)
Forty-	Presi	@lio	134-
Four	dent	nfake	4555
		.com	
Exam	Bran	zuser	
ple	ch	045	(630)
Forty-	Secre	@lio	145-
Five	tary	nfake	5666

## 26 點選「查看全部」以查看完整的幹部名單。

The screenshot shows a web interface with various filters for meetings. On the left, there are two columns of filters: Meeting Week of Month, Meeting Day, Meeting Time, Meeting Street, Meeting City, Meeting State or Prov, Meeting Zip Code, Meeting Country, Meeting Local Street, Meeting Local City, Meeting Local Zip Code, Meeting Local State or Prov, Meeting Local Country, Online Meeting 1, Online Meeting 1 Place, Online Meeting 1 Address, Meeting Location 2, Meeting 2 Place, and Meeting 2 Local Place. On the right, there is a 'Non-Active Officers' section with a search bar, a table with columns 'Na...', 'Title', and 'End D...', and a 'View All' button. Below this, there is contact information for Members Services: Email: lionssupport@lionsclubs.org, Phone: (+001) 630-468-6900, and a user icon.

## 27 顯示幹部名單。

點選「OTA-#####」連結，查看「幹部職稱分配」（OTA）的詳細資訊。

點選分會名稱連結以返回分會頁面

The screenshot shows a web interface with a search bar and navigation menu. The navigation menu includes Home, Membership, Service, Learn, and More. Below the navigation menu, there is a breadcrumb trail: Accounts > Example Club Branch. The main content area is titled 'Officers' and shows a table with 4 items, sorted by End Date. The table has columns: Member Full Name, Title, Member Email, Member Phone, Online Status, End Date, and Officer Title. The table contains 4 rows of data, each with a dropdown arrow next to the Officer Title.

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



注意！當分會處於「待核准」的狀態時，將無法進行編輯。如需變更，請聯絡會員服務中心。

**28** 此新分會支部已由 LCI 核准，現在顯示為活躍「狀態」。

The screenshot displays a web interface for a club branch. At the top, there is a dark navigation bar with a search bar and a 'Search' button. Below the navigation bar, there are menu items: Home, Membership (with a dropdown arrow), Service (with a dropdown arrow), Learn, and More (with a dropdown arrow). The main content area shows the profile for 'Example Club Branch'. It includes a table with the following data:

Lion ID	Type	Status	Billing Address
200164	Club Branch	Active	

The 'Status' field is circled in purple. Below the table, there are two sections: 'Club Details' and 'Club Acti...'. The 'Club Details' section 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...' section has an 'Edit Club Branch' button. At the bottom, there are tabs for 'Club Me...' and 'Club Offic...', and a dropdown menu for 'Active Members'.

**29** 點選「編輯分會支部」以查看可進行的動作。

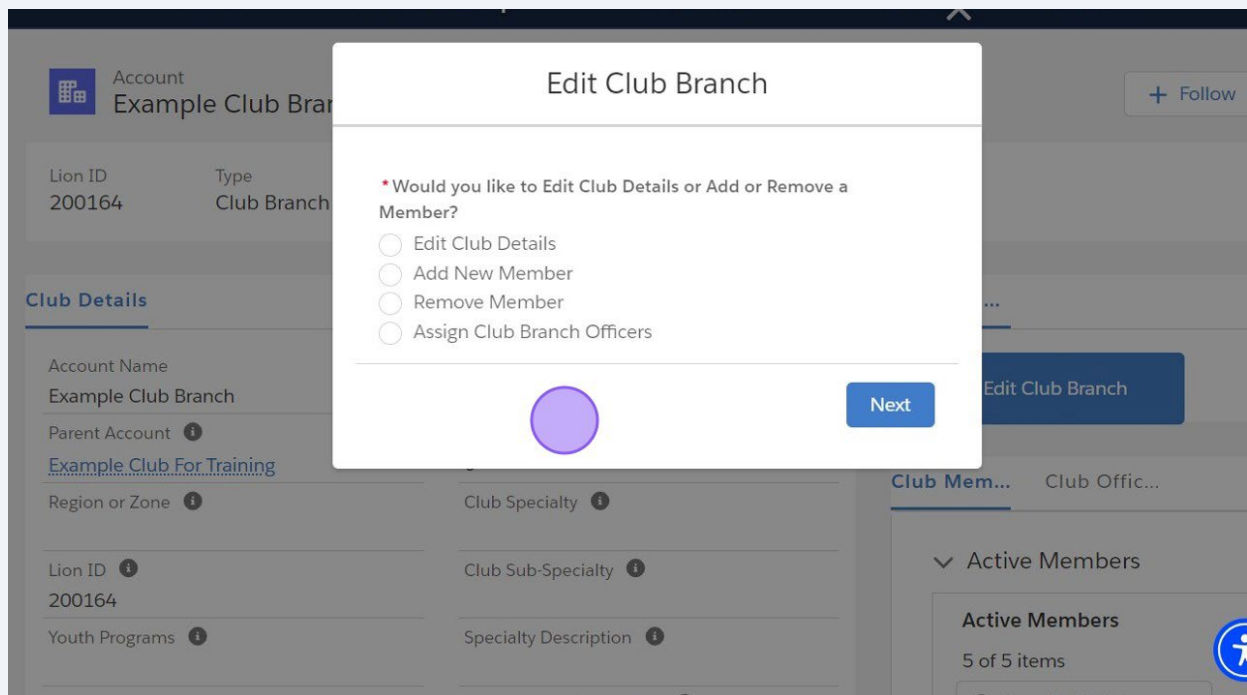
The screenshot shows a web interface for an account named 'Example Club Branch'. At the top, there is a header with the account name and a '+ Follow' button. Below the header is a table with columns: 'Account ID', 'Type', 'Status', and 'Billing Address'. The table contains one row with values: '00164', 'Club Branch', 'Active', and an empty cell. Below the table is a 'Details' section with two columns of fields. The left column includes 'Account Name' (Example Club Branch), 'Parent Account' (Example Club For Training), 'Region or Zone', 'Account ID' (00164), and 'Enrollment Programs'. The right column includes 'Type' (Club Branch), 'Active Member Count' (0), 'Club Specialty', 'Club Sub-Specialty', and 'Specialty Description'. To the right of the details is a 'Club Actions' section with a blue button labeled 'Edit Club Branch'. Below that is a 'Club Members' section with a sub-section for 'Active Members' showing '5 of 5 items' and a person icon.



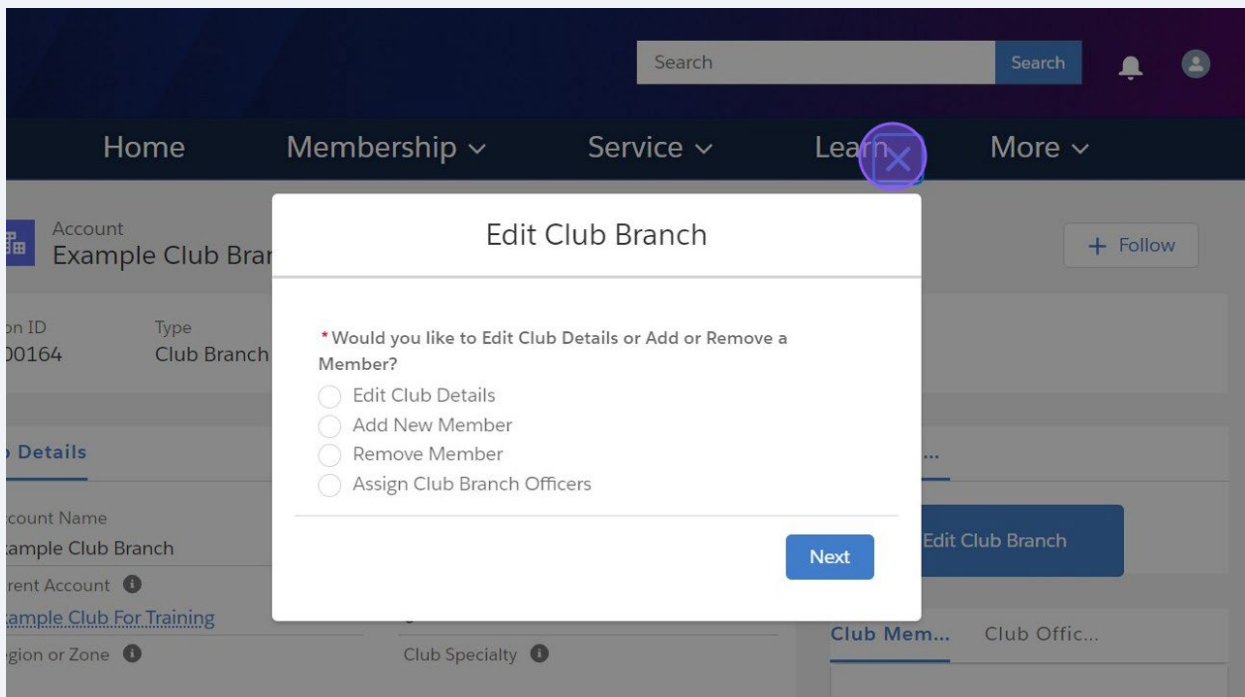
注意！此人必須是分會的會員才可被加入分會支部的名單，使用「新增會員」流程將此人加入輔導分會（母會）中，然後，新會員就會顯示在「編輯分會支部 - 新增會員」的名單中。

**30** 這些是可進行的動作：

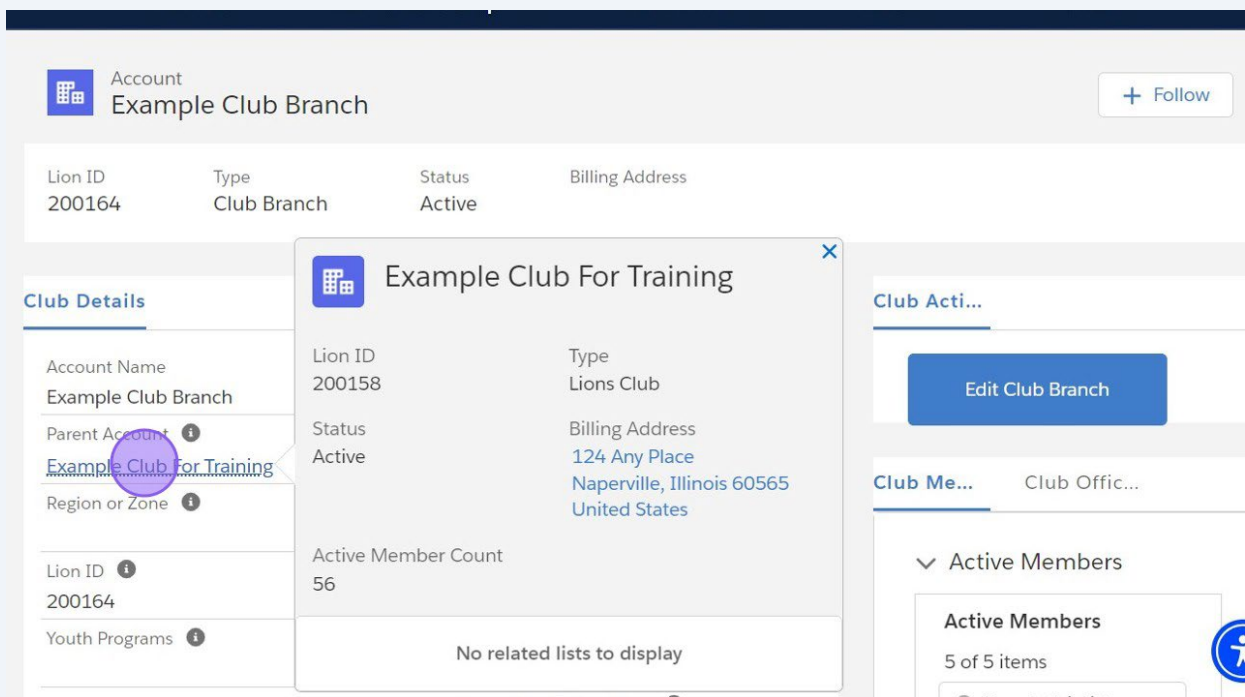
- 編輯分會細節
- 增加新會員
- 刪除會員
- 指派分會支部幹部



**31** 點選「X」圖示關閉此視窗



**32** 點選「母會帳戶」下的連結以返回輔導分會頁面



**33** 點選「首頁」以返回登陸頁面。

The screenshot shows a web application interface for a Lions Club account. At the top, there is a search bar and a navigation menu with options: Home (highlighted), Membership, Service, Learn, and More. Below the navigation is a header for the account: "Account Example Club For Training" with a "+ Follow" button. A table displays 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 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 of the interface.

**34** 「分會行動 - 成立分會支部」快速指南到此結束

The screenshot shows a welcome page for a Lions Club. The main heading is "Welcome Example One!". Below the heading are four large, colorful buttons with icons and text:

- MY MEMBERSHIP**: Icon of a person and a document.
- MY CLUB**: Icon of a house with three people inside.
- MY CA**: Icon of a star on top of a podium.
- MY ASSOCIATION**: Icon of the Lions Club logo.

At the bottom right, there are two circular icons: a purple one and a blue one with a person icon.