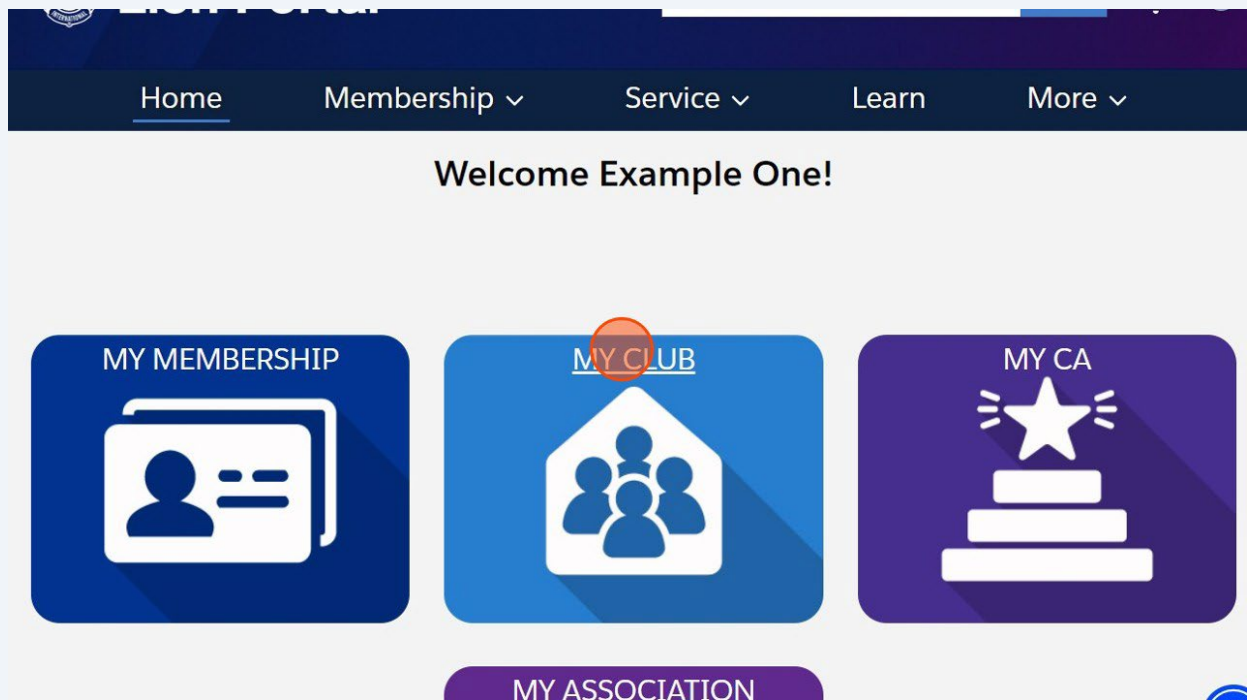


分会行动 - 编辑分会详情

本指南提供在 **Lion Portal** 上更新分会详情的简易流程，确保您的信息是最新并能轻易取得。通过遵循概述的步骤，您可以轻松编辑重要的数据，例如分会类型、描述和会议信息，进而提高可见度和参与度。使用本指南有助于保持贵分会建立有系统且丰富的信息，对吸引新会员和让现有会员了解情况非常重要。

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

2 点选“我的分会”。



3 点选“分会行动”。

Example Club For Training

Club ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	58

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

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

Club Name: Example Club For Training | Type: Lions Club | Active Member Count: 58

Region or Zone: Zone 1 | Club Specialty: Cultural | Club Sub-Specialty: Arts and Entertainment

Charter Established Date: 7/1/2010

Manage Club Members

Manage Club Officers

Manage Club Club Leader

4 向下滚动并点选“编辑分会详情”。

Charter Established Date: 7/1/2010

Club Details

Description: | Website:

Address

Billing Address: 124 Any Place, Naperville, Illinois 60565, United States

Billing Address: 124 Any Place, Naperville, Illinois 60565, United States

Meeting Location 1

Meeting Place: | Meeting Local Place:

Create Club Branch

Create New Application

Edit Club Details

Club Me... | Club Offic... | More

Active Members

Active Members

58 of 58 items

Search this list...



您分会的信息包括：

- 一般信息 - 分会类型、特殊兴趣、描述和网站（或任何 URL，例如您的分会脸书页面或电子分会会所页面。
- 会议的信息 - 日期/时间、地点。最多可纪录两场会议。该会议也可以指定为“线上”会议。

5

在此可更新您的分会详情。点选欲更新的栏位并输入信息。

Youth Programs ⓘ Specialty Description ⓘ Arts and Entertainment View Reports

Edit Club Details

▼ Club Details

Club Specialty
Cultural

Specialty Description
Arts and Entertainment

Club Website
|

Club Description

▼ Meeting Location 1

Meeting Place
Town Center

Meeting Local Address
Country
--None--

Meeting Local Place ⓘ

6 会议信息。

Arts and Entertainment

Edit Club Details

populations right here at home.

Meeting Location 1

Meeting Place
Town Center

Meeting Local Place ⓘ
टाउन सेंटर

Meeting Week of the Month

- First
- Second
- Third
- Fourth
- Fifth

Meeting Local Address

Country
--None--

Street

City
State/Province
--None--

Zip/Postal Code

Meeting Day

7 更新完成后，点选“下一步”以保存变更。

Meeting 2 Address

Country
--None--

Street

City
State/Province
--None--

Zip/Postal Code

Meeting 2 Time
--None--

Online Meeting 2

Online Meeting 2 Place

Online Meeting 2 Address

Next

Meeting Place
Town Center

Meeting Local Place
टाउन सेंटर

Meeting Week of the Month ⓘ
First

Meeting Local Street ⓘ
Town Center

N. v M. v M. v M. v

Lion- ⓘ

8 您将返回分会详情页面，并将显示更改后的信息。

200158

Youth Programs ⓘ

Specialty Description ⓘ
Arts and Entertainment

Charter Established Date ⓘ
7/1/2010

▼ Club Details

Description
We are dedicated to the betterment of our community by serving our local needs. We support aging and youth populations right here at home.

Website
<http://e-Clubhouse.org/sites/OakBrook>

▼ Address

Billing Address
124 Any Place
Naperville, Illinois 60565
United States

Shipping Address
124 Any Place
Naperville, Illinois 60565

View Reports

Create Club Branch

Create New Application

Edit Club Details

Club Me... Club Offic... More

▼ Active Members

Active Members

9 范例会议信息已更新。

Meeting Location 1

Meeting Place ⓘ
Town Center

Meeting Week of Month ⓘ
1st

Meeting Day ⓘ
Monday

Meeting Time ⓘ
7:00

Meeting Street ⓘ
35 Town Road

Meeting City ⓘ
Naperville

Meeting State or Prov ⓘ

Meeting Zip Code ⓘ
60565

Meeting Local Place ⓘ
टाउन सेंटर

Meeting Local Street ⓘ
400 Town Center

Meeting Local City ⓘ
Naperville

Meeting Local Zip Code ⓘ
60540

Meeting Local State or Prov ⓘ
Illinois

Meeting Local Country ⓘ
United States

Online Meeting 1 ⓘ

Online Meeting 1 Place ⓘ

Active Members

58 of 58 items

Search this list...

N. ▼	M ▼	M ▼	M ▼
Exam ple Twelv e	Lion- Chart er- Regul ar [Activ e]	zuser 012@ lionfa ke.co m	(63 0) 890 -12 34
Exam ple Eight	Lion- Chart er- Regul ar [Activ e]	zuser 008@ lionfa ke.co m	(63 0) 456 -78 90
	Lion- Chart	zuser	(63 0)

10 点选“首页”以返回登陆页面。

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 is a section for the user's account, titled 'Account Example Club For Training'. A table displays the following information:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	58

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', 'Type' (Lions Club), and 'Active Member Count'. A 'Get Membership Cards' button is visible on the right side of the page.

11 “分会行动 - 编辑分会详情”快速指南到此结束。

The screenshot shows the Lion Portal dashboard with four main navigation tiles:

- MY MEMBERSHIP**: Represented by a blue tile with a white icon of a person and a document.
- MY CLUB**: Represented by a blue tile with a white icon of a house containing three people.
- MY CA**: Represented by a purple tile with a white icon of a star above a stack of three books.
- MY ASSOCIATION**: Represented by a purple tile with the Lions Club International logo.

At the bottom right of the dashboard, there is an orange circle and a blue icon of a person.