


本指南為分會行政人員提供簡易的流程，有效地辦理退會，同時確保遵循所有必要的步驟。其中強調主要會員退會的影響，特別是對於其他會籍的影響，並強調紀錄退會原因的重要性。透過遵循本指南，使用者可準確管理分會會籍，並在 **Lion Portal** 中保持正確的記錄。總而言之，這是一個有效管理分會的重要工具。

 在本快速指南中，您將逐步了解辦理會員退會的流程。

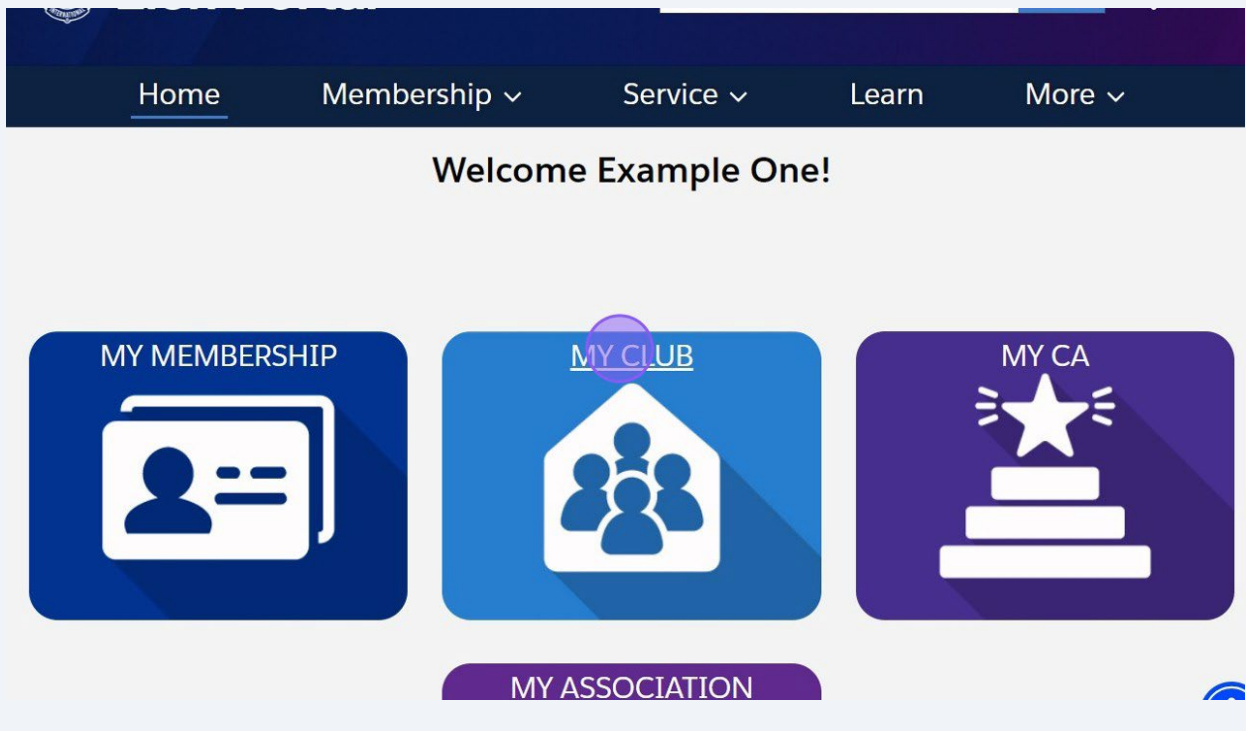
當會員自分會退會時，其在該分會的會籍將被標記為「非活躍」，退會日期也會記錄於系統中。

必須由下拉式選單中選擇退會的原因。

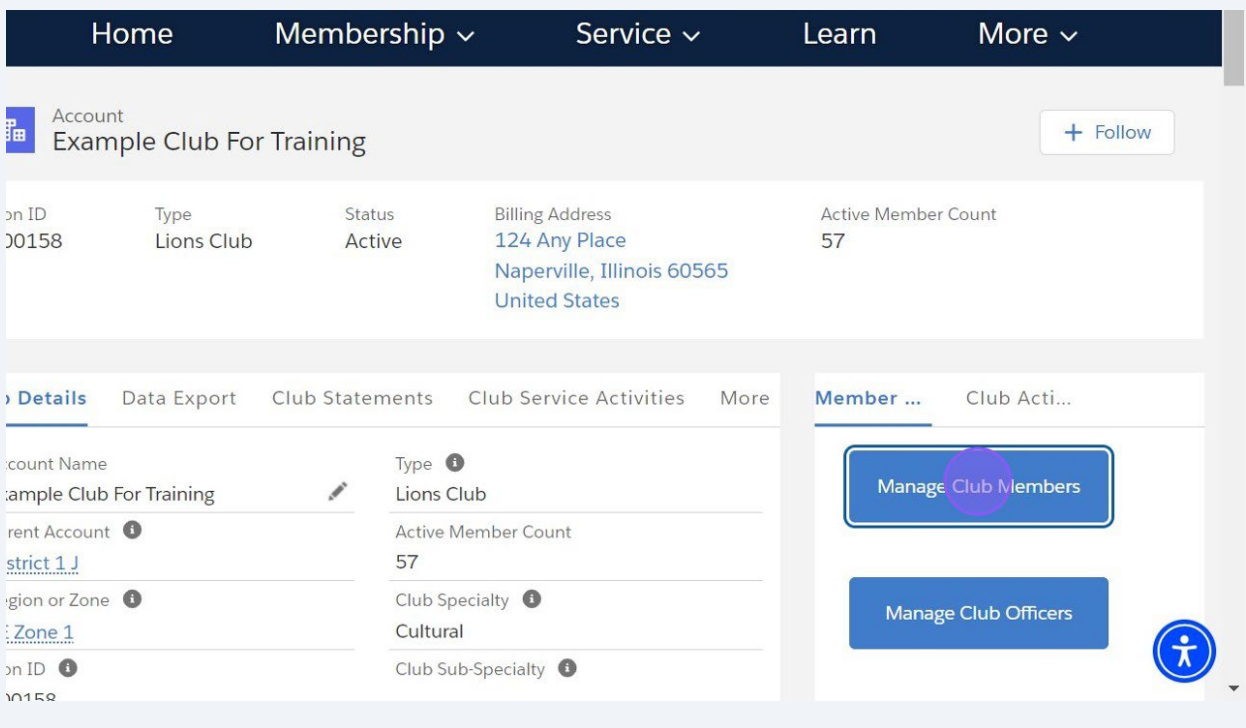
 注意！若會員擁有多個會籍（另一個分會的「副會員」），則當主要所屬分會會籍被取消時，所有其他會籍也將被取消且終止。若會員取消其他會籍類型，則僅該會籍會被終止並標記為非活躍狀態。

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

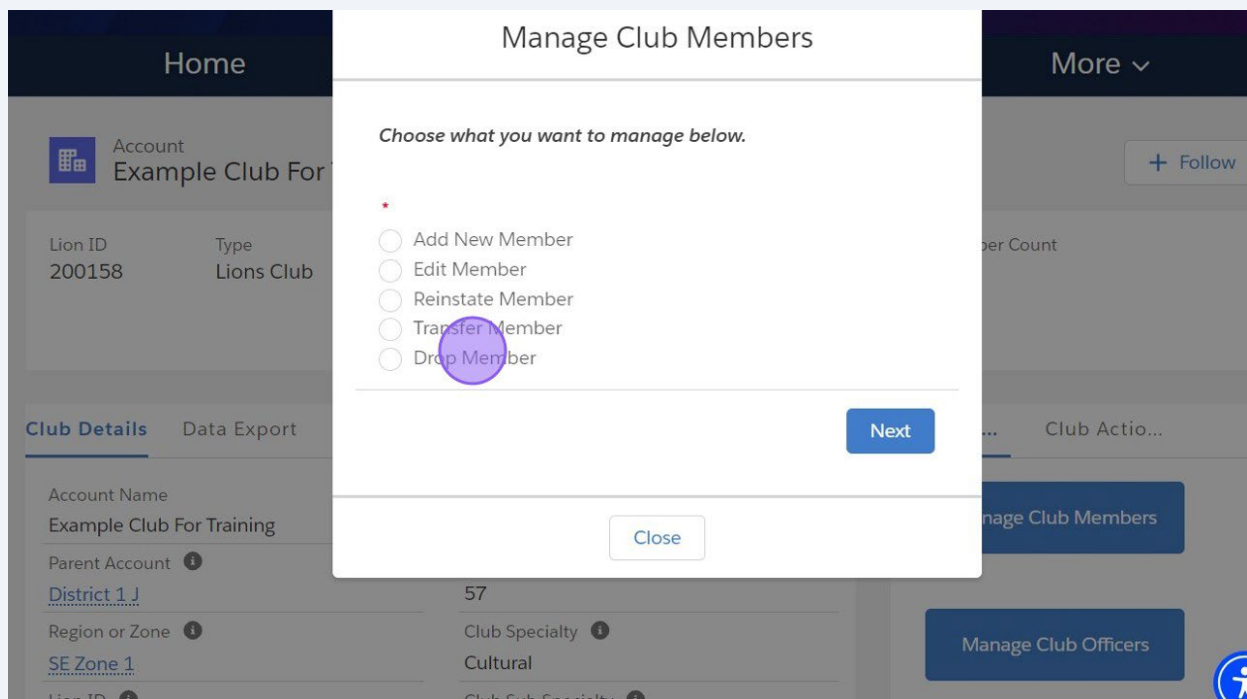
2 點選「我的分會」



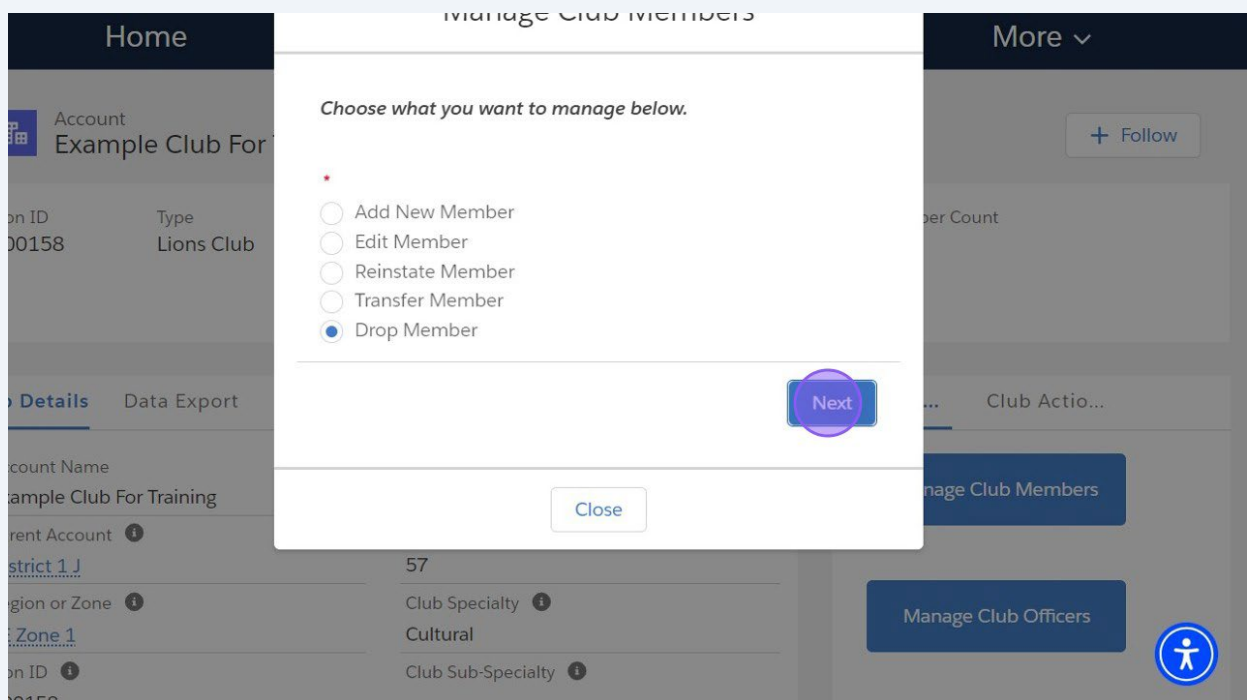
3 點選「管理分會會員」



#### 4 點選「辦理退會」

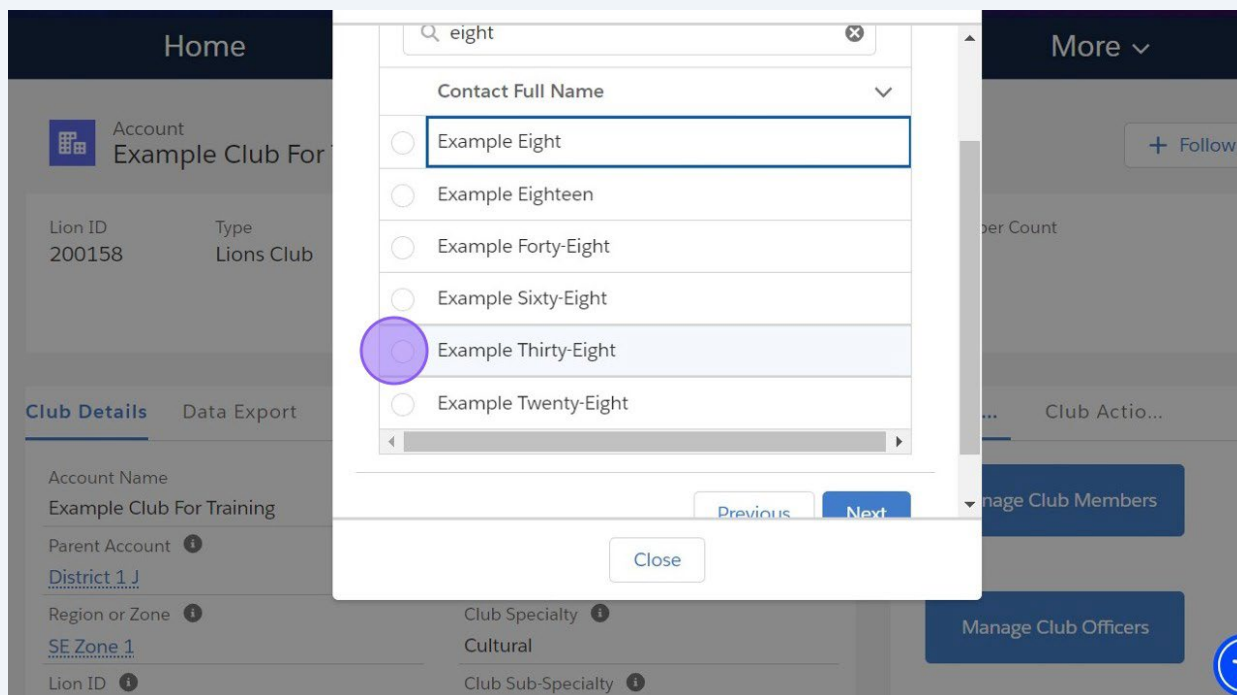


#### 5 點選「下一步」



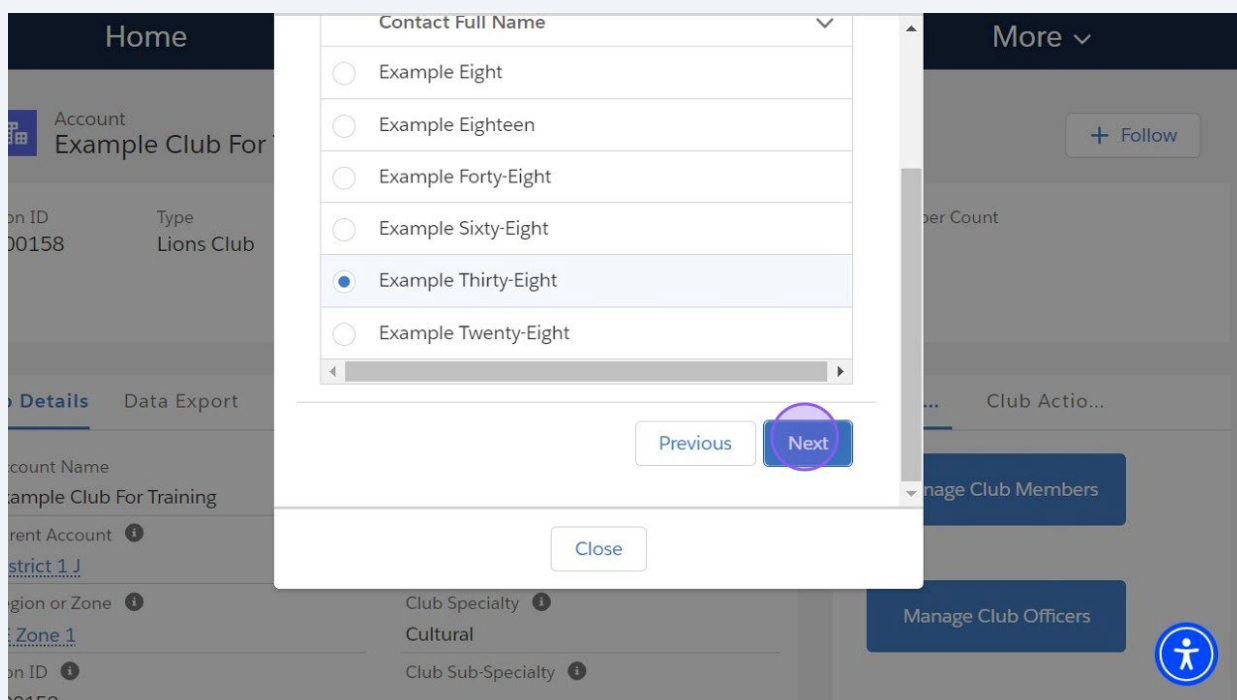
6

顯示活躍分會成員的清單，按姓名搜尋或滾動清單，點選會員姓名旁邊的「單選按鈕」。



7

點選「下一步」



8

輸入會籍結束的日期。點選「退會原因」選擇退會原因。

Home

Account  
Example Club For

Member Name: Example Thirty-Eight  
Member's ID: 26691588

\* Membership End Date  
Sep 1, 2024

\* Drop Reason ⓘ  
--None--

Drop Reason Details

--None--  
Resigned  
Inactive  
Transferred  
Moved  
Deceased

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

9

點選此文字欄位可新增退會的其他詳細資訊。

Home

Account  
Example Club For

Member Name: Example Thirty-Eight  
Member's ID: 26691588

\* Membership End Date  
Sep 1, 2024

\* Drop Reason ⓘ  
Resigned

Drop Reason Details

|

Save

Close

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

Club Specialty ⓘ  
Cultural


Club Sub-Specialty ⓘ

## 10 點選「儲存」

The screenshot displays a web interface for managing a club member. A modal form is open, showing the following fields:

- Member Name:** Example Thirty-Eight
- Member's ID:** 26691588
- \* Membership End Date:** Sep 1, 2024
- \* Drop Reason:** Resigned
- Drop Reason Details:** in good standing

A blue 'Save' button is highlighted with a purple circle. Below the form is a 'Close' button. The background shows a 'Home' page with a 'More' dropdown menu containing options like '+ Follow', 'Manage Club Members', and 'Manage Club Officers'.

 提示！系統將出現一個綠色訊息框，點選 **X** 圖示關閉該訊息。而後將顯示分會頁面。

11 點選「首頁」以返回登陸頁面。

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 options: Home (highlighted), Membership, Service, Learn, and More. The main content area displays account information for 'Example Club For Training'. A table lists the following 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, 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 'Manage Club Members' button is visible on the right side of the interface.

12 「管理分會會員 - 辦理退會」快速指南到此結束

The screenshot shows the Lion Portal interface. At the top, there are three navigation icons: a blue folder icon, a blue briefcase icon, and a purple briefcase icon. Below these icons is a large purple square with the text 'MY ASSOCIATION' and the Lions Club International logo. To the right of this square is a purple circular button. Below the navigation icons and the 'MY ASSOCIATION' square, there is a 'Welcome to the Lion Portal' message. The message reads: 'We have taken the functionality of MyLion, MyLCI, Insights and other tools and combined them into one cohesive and consistent experience – the Lion Portal.' To the right of the message is a yellow 'DONATE' button. Below the 'DONATE' button is a 'QUICK LINKS' section with a user profile icon. On the left side of the interface, there is a 'Insights Summary' section with a bar chart showing a value of .37M.