

管理分會會員 - 新增分會會員



本指南對於參與管理分會會員資格的任何人都至關重要，特別是對於增加新的繳全額會費之獅子會會員。其中為此流程提供清晰的逐步說明，包括建立一個獨特的會員 ID 來追蹤該個人會員的歷史記錄。

透過遵循本指南，使用者可以有效地瀏覽 **Lion Portal**，並確保準確的會員記錄，這對於維持分會組織和溝通至關重要。總體而言，此簡化了添加會員的流程，使分會行政人員更容易有效地管理會員。



要訣！本快速指南示範如何新增繳全額會費的新獅子會會員。

新增家庭會員，請參閱「管理分會會員 - 新增家庭成員」

新增學生會員，請參閱「管理分會會員 - 其他會員類型」



要訣！當將會員新增至分會時，系統會建立人事記錄，並為此人事指派一個「會員 ID」，有時也稱為「獅子會 ID」。此 ID 對此人來說是獨一無二的，並在他們的獅子會旅程中一直伴隨著他們。

每次會員更改其會籍關係時，都會建立一個獨特的歷史記錄，以追蹤會籍歷史記錄。其中包括以下變化：

- 普通會員到家庭會員
- 退會然後復籍或轉會
- 除了您的主要分會外，還有與其他分會的聯繫

此追蹤號碼如下所示：會員#0011943930

Lion Portal

twenty-three Search

Home Membership Service Learn Reports/Insights Shop More

Contact Example Member Twenty-Three **Lion Member ID** + Follow

Primary Affiliation Example Club For Training Member ID 26691573 Email zuser023@lionfake.com Phone (630) 101-1213

History Of Memberships

Contact Members Services
Email: lionssupport@lionsclubs.org
Phone: (+001) 630-468-6900

Club Memberships (4)
4 Items • Sorted by Start Date • Updated a few seconds ago

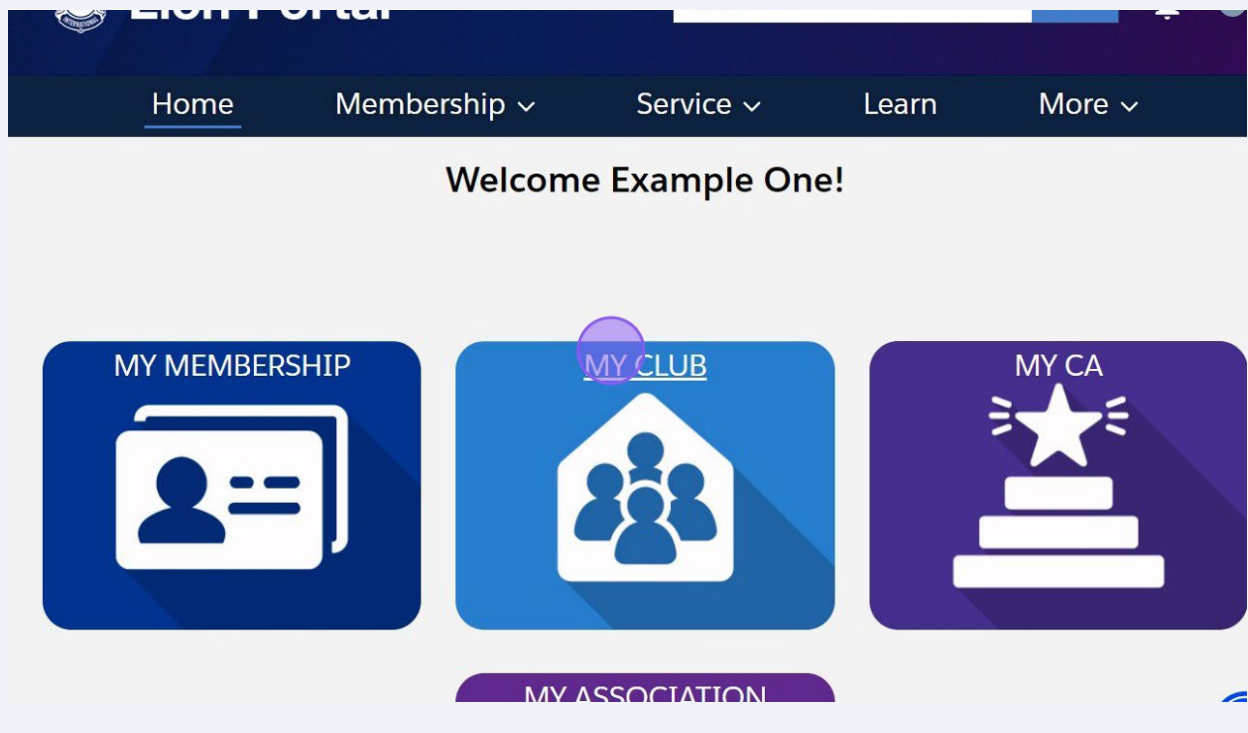
	Club Name	Membershi...	Start Date	End
1	Example Club ...	Lion-Charter-R...	8/1/2010	6/30
2	BURR RIDGE-H...	Lion-Associate-...	7/5/2015	6/30
3	Example Club ...	Lion-Charter-Fa...	7/1/2017	12/31
4	Example Club ...	Lion-Charter-R...	12/16/2021	

View All

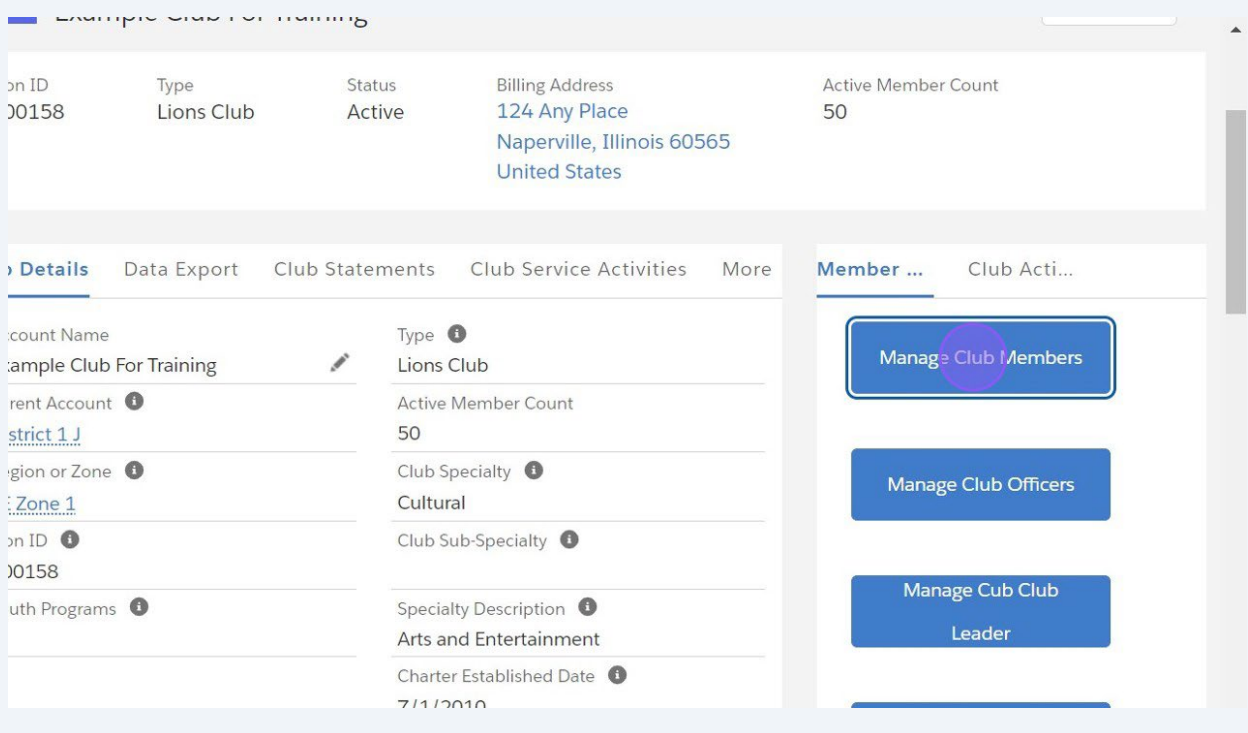
1

登入 Lion Portal（獅子會門戶網站） lionportal.org。

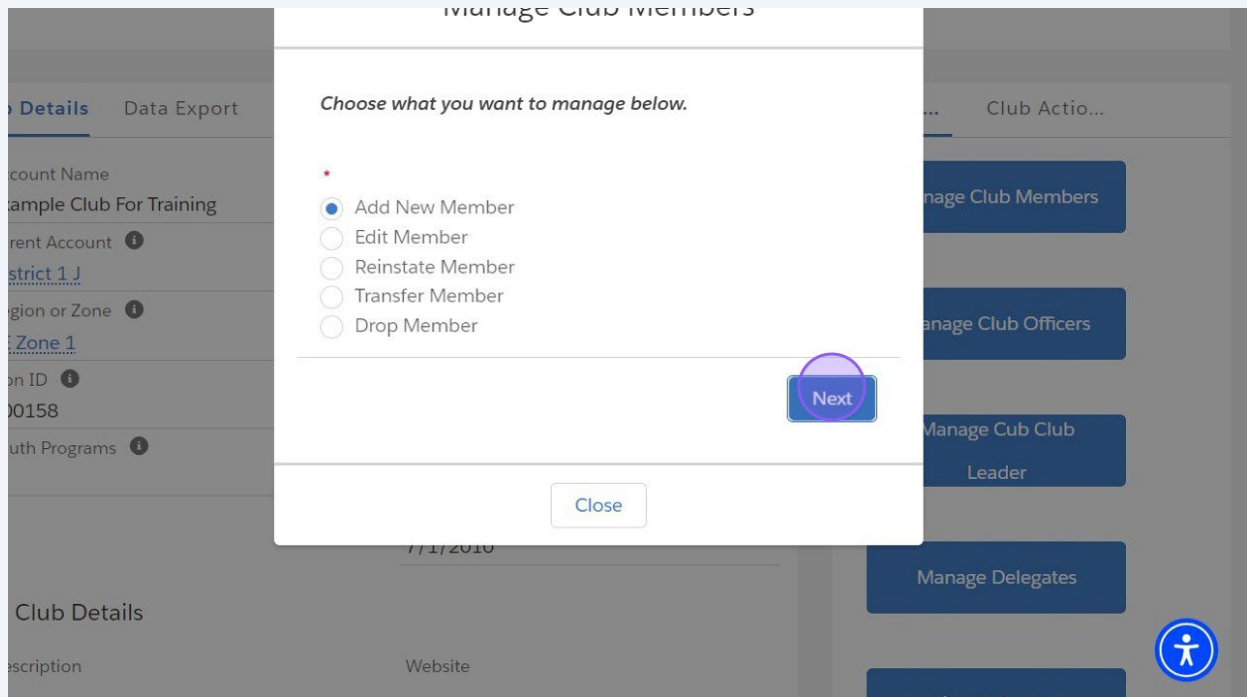
2 點選「我的分會」。



3 點選「管理分會會員」。



4 選擇「新增會員」並點選「下一步」。



5 欲開始此流程，請輸入所需的資料。

6

點選此下拉式選單。

The screenshot shows a web interface for managing club members. The main heading is "Manage Club Members". Below it, a message reads "Please complete fields to begin new membership process". There are four required fields: "First Name" (with "Example" entered), "Last Name" (with "Fifty-One" entered), "Date of Birth" (with "Jan 8, 1988" and a calendar icon), and "Gender" (with "--None--" selected). A purple circle highlights the "Gender" dropdown menu, which is open and shows options: "--None--", "Male", "Female", "Non-Binary", and "Prefer Not To Answer". At the bottom of the form, there are "Previous" and "Search" buttons. The background shows a sidebar with "Details" and "Data Export" tabs, and a list of club actions like "Manage Club Members", "Manage Club Officers", "Manage Club Club Leader", and "Manage Delegates".



要訣！系統將進行搜索，以確保這不是重複的記錄。若沒有潛在的重複記錄，您將進入輸入地址的步驟。

7 點選「搜索」。

Please complete fields to begin new membership process

* First Name * Last Name

* Date of Birth * Gender

MMM d, yyyy

8 開始輸入額外的資料。

Manage Club Members

Create New Contact

* First Name Middle Name Prefix * Gender

* Last Name Nickname Suffix * Date of Birth

MMM d, yyyy

* Address Fields Required

Address Primary Email

Country Secondary Email

9 若欲新增地址，請先選擇國家。

The screenshot shows a 'Manage Club Members' form. The 'Country' dropdown menu is open, displaying a list of countries. A purple circle highlights the dropdown arrow. The form includes fields for Address, City, State/Province, Zip/Postal Code, Primary Email, Secondary Email, Mobile Phone, Work Phone, and Home Phone. The background shows a sidebar with 'Club Details' and a table with columns for Lion ID, Type, Status, Billing Address, and Active Member Count.

10 點選「國家」以顯示國家清單，並選擇國家。

The screenshot shows the same 'Manage Club Members' form, but the 'Country' dropdown menu is expanded to show a list of countries: Tunisia, Turkey, Turks and Caicos Islands, Uganda, Ukraine, United Arab Emirates, United Kingdom, and United States. A purple circle highlights the 'United States' option. The form includes fields for Address, City, State/Province, Zip/Postal Code, Primary Email, Secondary Email, Mobile Phone, Work Phone, and Home Phone. The background shows a sidebar with 'Club Details' and a table with columns for Lion ID, Type, Status, Billing Address, and Active Member Count.

11 輸入該會員的其他資料。

***Address Fields Required**

Address

Country: United States

Street: 462 Spring Way

City: Naperville State/Province: Illir

Zip/Postal Code: |

Primary Email: zFiftyone@fa

Secondary Email: you@exampl

Mobile Phone: 630 942-223

Work Phone:

Home Phone:

Close

12 點選「下一步」。

Naperville Illir

Zip/Postal Code: 60565

Home Phone:

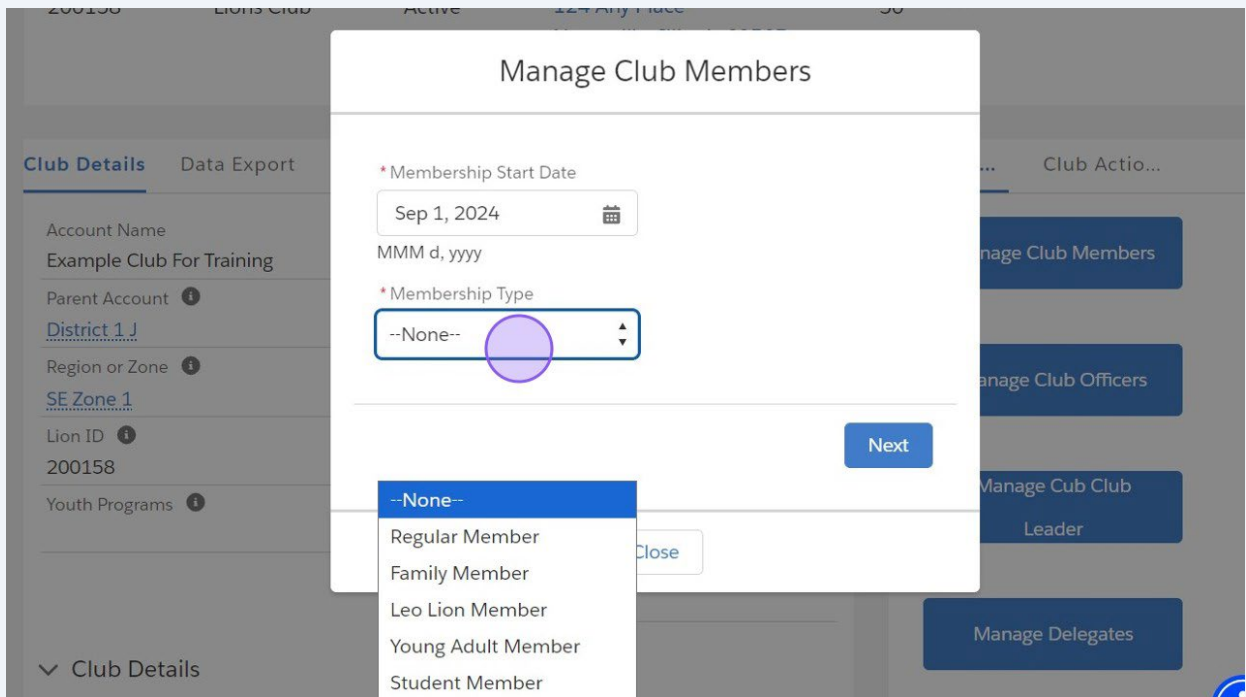
Occupation: Business/Co

Spouse/Companion Full Name: Companion f

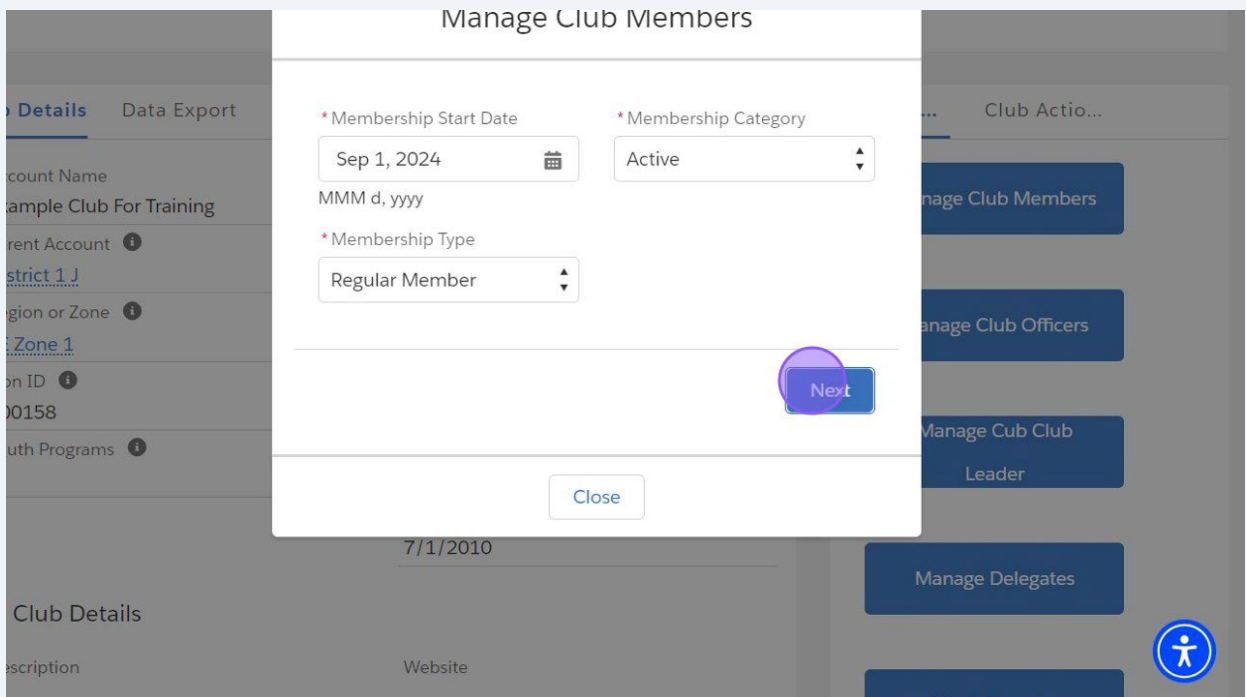
Previous Next

Close

13 輸入會籍的開始日期和「會員類型」。

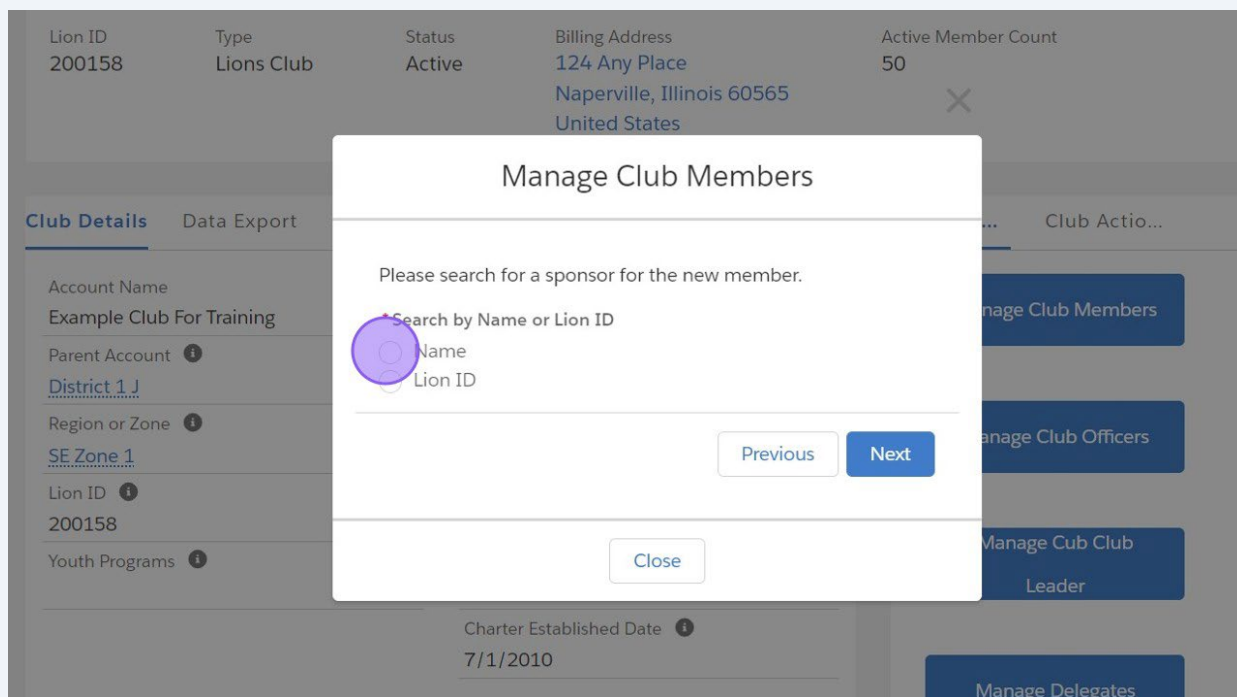


14 點選「下一步」。



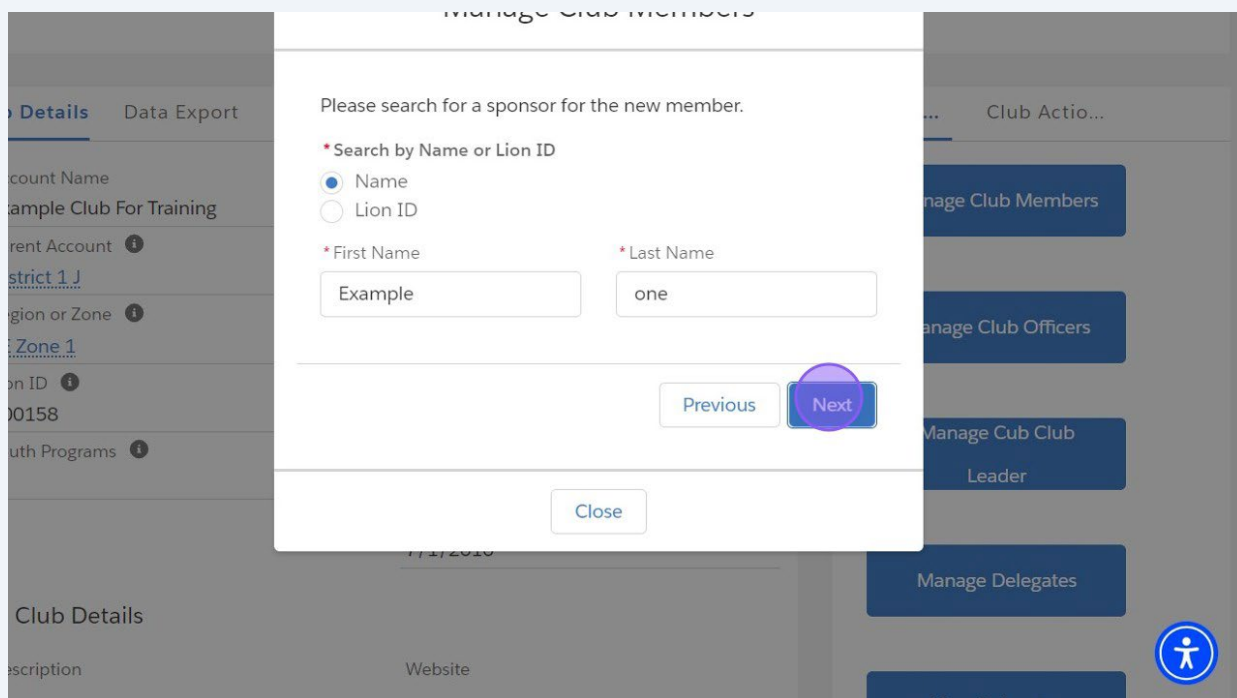
15

新增輔導會員。若要按名稱搜索輔導會員，請選擇「名稱」，然後點選下一步。



16

輸入名稱，並點選「下一步」。



17 從清單中選擇會員，然後點選「下一步」。

Manage Club Members

1 of 1 item • 0 items selected

Search this list...

Name	Member ID	Club Name
Example One	26691550	Example Club For Training

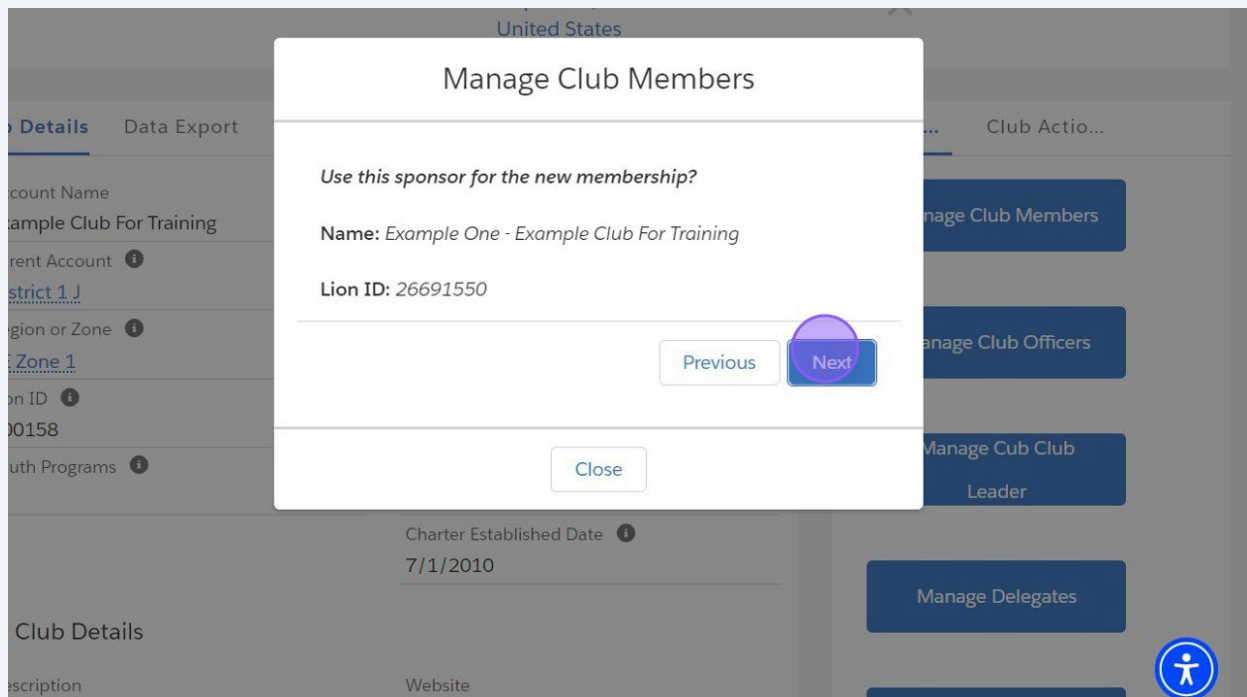
Previous Next

Close



注意！若這不是正確的輔導會員，請按一下「上一步」，返回至搜尋輔導會員的步驟。

18 確認您選擇了正確的輔導會員，然後點選「下一步」。



19 螢幕頂部將顯示綠色的成功訊息，然後您將返回「分會詳細資料」頁面。

查看會員及其會籍詳細資訊

20 在「查看會員」下點選「查看全部」。

<p>Meeting Location 1</p> <p>Meeting Week of Month <i>i</i></p> <p>Meeting Day <i>i</i></p> <p>Meeting Time <i>i</i></p> <p>Meeting Street <i>i</i></p> <p>Meeting City <i>i</i></p> <p>Meeting State or Prov <i>i</i></p> <p>Meeting Zip Code <i>i</i></p> <p>Meeting Country <i>i</i></p> <p>Meeting Location 2</p> <p>Meeting 2 Place <i>i</i></p>	<p>टाउन सेंटर</p> <p>Meeting Local Street <i>i</i></p> <p>Meeting Local City <i>i</i></p> <p>Meeting Local Zip Code <i>i</i></p> <p>Meeting Local State or Prov <i>i</i></p> <p>Meeting Local Country <i>i</i></p> <p>Online Meeting 1 <i>i</i></p> <p>Online Meeting 1 Place <i>i</i></p> <p>Online Meeting 1 Address <i>i</i></p> <p>Meeting 2 Local Place <i>i</i></p>
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N. v	M v	M v	M v
Example Twelve	Lion-Chart Regular [Active]	zuser012@lionfa.ke.com	(630) 890-1234
Example Five	Lion-Chart Regular [Active]	zuser005@lionfa.ke.com	(630) 123-4567
Example	Lion-Chart Regular [Active]	zuser006@lionfa.ke.com	(630) 123-4567

i 要訣！您可透過點選並拖曳列來放大或縮小該列，如下所示。

21 顯示會員清單。

Lion Portal Search [Search] [Bell] [User]

Home Membership Service Learn More

Accounts > Example Club For Training
Club Members

50+ items • Sorted by Contact Full Name • Updated a few seconds ago

	Con...	Mem...	Email	Phone	Lion J...	Start ...	E...	Mem...	Mem...
1	Example ...	Lion-Cha...	zuser008...	(630) 45...	7/1/2010	7/1/2010	Active M...	MEMBER...	▼
2	Example ...	Lion-Cha...	zuser018...	(630) 55...	7/1/2010	7/1/2010	Active M...	MEMBER...	▼
3	Example ...	Lion-Cha...	zuser011...	(630) 78...	7/1/2010	7/1/2010	Active M...	MEMBER...	▼
4	Example ...	Lion-Reg...	zfiftyone...	630 942...	9/1/2024	9/1/2024	Active M...	MEMBER...	▼
5	Example ...	Lion-Cha...	zuser015...	(630) 22...	7/1/2010	7/1/2010	Active M...	MEMBER...	▼
6	Example ...	Lion-Stu...	zuser050...	(630) 18...	6/14/20...	6/14/20...	Active M...	MEMBER...	▼

22 欲查看會員類型的詳細資訊，請點選該會籍的藍色系統標識。

Home Membership Service Learn More

Accounts > Example Club For Training
Club Members

50+ items • Sorted by Contact Full Name • Updated a few seconds ago

	Contact Full Name ↑	Mem...	Email	Phone	Lion J...	Start ...	E...	Mem...	Mem...
1	Example Eight	Lion-Cha...	zuser008...	(630) 45...	7/1/2010	7/1/2010	Active M...	M	▲
2	Example Eighteen	Lion-Cha...	zuser018...	(630) 55...	7/1/2010	7/1/2010	Active M...	M	
3	Example Eleven	Lion-Cha...	zuser011...	(630) 78...	7/1/2010	7/1/2010	Active M...	M	
4	Example Fifty-One	Lion-Reg...	zfiftyone...	630 942...	9/1/2024	9/1/2024	Active M...	M	
5	Example Fifteen	Lion-Cha...	zuser015...	(630) 22...	7/1/2010	7/1/2010	Active M...	M	
6	Example Fifty	Lion-Stu...	zuser050...	(630) 18...	6/14/20...	6/14/20...	Active M...	M	
7	Example Five	Lion-Cha...	zuser005...	(630) 12...	7/1/2010	7/1/2010	Active M...	M	
8	Example Forty	Lion-Reg...	zuser040...	(630) 89...	6/14/20...	6/14/20...	Active M...	M	

23 顯示會員類型的詳細資訊。

Contact	Club	Club Branch	Membership Full Type
Example Fifty-One	Example Club For Training		Lion-Regular [Active]

Details	
Club	Membership Status
Example Club For Training	Active Member
Contact	Membership Type
Example Fifty-One	Lion
Club Branch	Membership Category
	Active
Relationship Type	Program
	Regular
Membership Sponsor	Add Type
Example Member One	New

Membership Details

Join Date

Contact Customer Service
 Email: lionssupport@lionsclubs.org
 Phone: (+001) 630-468-6900

No related lists to display



24 滾動以查看其他細節。

Start Date	
1/2024	
End Date	
Total Years	
05	

Hierarchies

Membership Club	Constitutional Area
Example Club For Training	U.S. and Affiliates, Bermuda and Bahamas
LCIF Constitutional Area	LCIF Constitutional Area
LCIF Constitutional Area 1	LCIF Constitutional Area 1
LCIF Group	LCIF Group
LCIF Group E - Area 1	LCIF Group C - Area 1
LCIF District	District
LCIF District 1	District 1 J
LCIF Region	Zone
LCIF Region	SE Zone 1



25 點選「聯絡人」下方的連結以返回會員細節。

Contact Example Fifty-One	Club Example Club For Training	Club Branch	Membership Full Type Lion-Regular [Active]
--	---	-------------	---

Details

Club ⓘ
[Example Club For Tra](#)

Contact ⓘ
[Example Fifty-One](#)

Club Branch ⓘ

Relationship Type ⓘ
Regular

Membership Sponsor ⓘ
[Example Member One](#)

Add Type ⓘ
New

Membership Details

Lion Join Date ⓘ

Contact Customer Service
Email: lionssupport@lionsclubs.org
Phone: (+001) 630-468-6900

No related lists to display

26 顯示有關該會員的詳細資訊。

Primary Affiliation Example Club For Training	Member ID 26691601	Email zfiftyone@fake.com	Phone 630 942-2233
--	-----------------------	---	-----------------------

Name Example Fifty-One	Spouse Name ⓘ Companion Fifty-One
Primary Affiliation ⓘ Example Club For Training	Birthday ⓘ January 8
Nickname ⓘ M-Man	Birthdate 1/8/1988
Gender ⓘ Male	Occupation ⓘ Business/Consultant/Service Provider

Local Language Information

First Name (Local)

Middle Name (Local)

Last Name (Local)

Contact Members Services
Email: lionssupport@lionsclubs.org
Phone: (+001) 630-468-6900

Club Me... (1) [Settings] [Refresh]

1 item · Sorted by Start Date · Updated a few seconds ago

Club Name	Membershi...
1 Example Club ...	Lion-Regular [Active]

View All



Members Sponsored (0)

27 滾動以查看更多細節。


✓ Contact Information

Mailing Address	Local Address
462 Spring Way Naperville, Illinois 60565 United States	
Preferred Phone ⓘ	
Mobile	
Home Phone	Preferred Email ⓘ
	Personal
Mobile	Personal Email ⓘ
630 942-2233	zfiftyone@fake.com
Work Phone ⓘ	Work Email ⓘ
Other Phone	Alternate Email ⓘ
	Fax



Officer Titles (0)



28 點選「首頁」以返回登陸頁面。



Lion Portal

Search




[Home](#) [Membership](#) [Service](#) [Learn](#) [More](#)

Contact [Example Fifty-One](#) [+ Follow](#)

Primary Affiliation	Member ID	Email	Phone
Example Club For Training	26691601	zfiftyone@fake.com	630 942-2233

Name	Spouse Name ⓘ
Example Fifty-One	Companion Fifty-One
Primary Affiliation ⓘ	Birthday ⓘ
Example Club For Training	January 8
Nickname ⓘ	Birthdate
M-Man	1/8/1988

Contact Members Services
Email: lionssupport@lionsclubs.org
Phone: (+001) 630-468-6900

 Club Me... (1)  

1 item · Sorted by Start Date · Updated a few seconds ago

29

「管理分會會員 - 新增分會會員」快速指南到此結束。

