

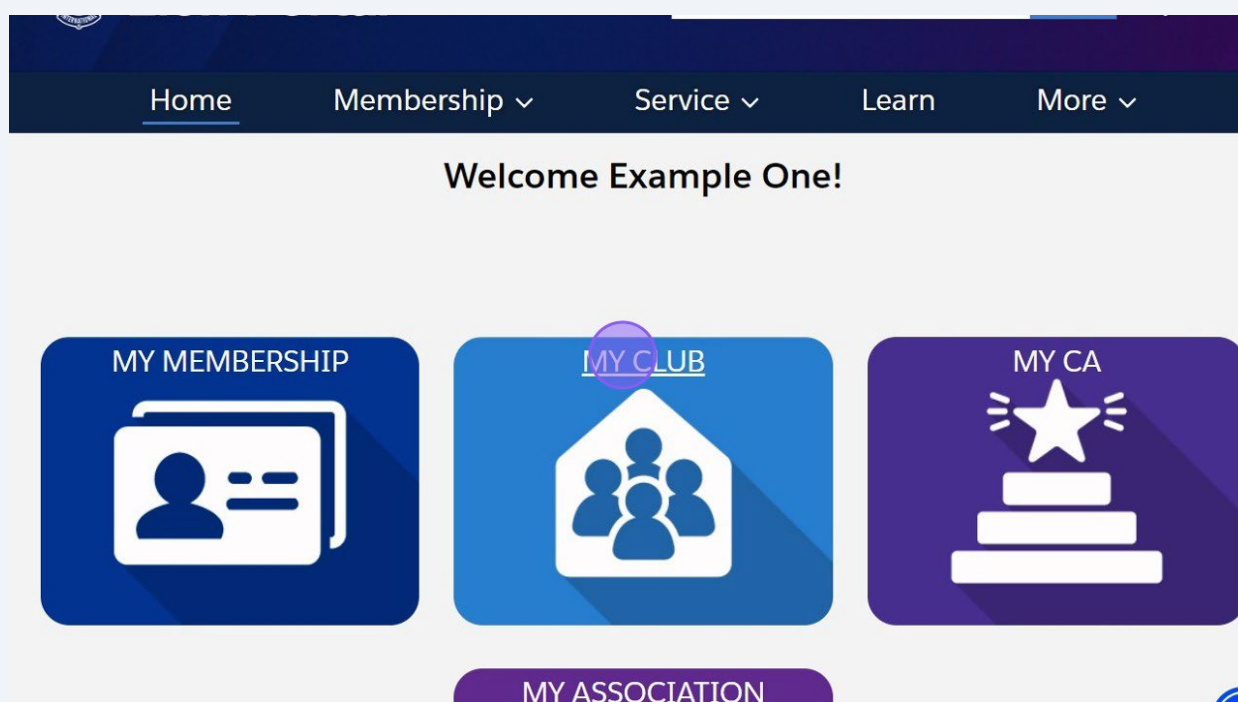
Gerenciar Associados do Clube - Editar um Associado: Reintegrar Associado



Este guia oferece um processo passo a passo para reintegrar associados de clube, o que o torna essencial para os administradores do clube que desejam gerenciar com eficiência as mudanças no quadro associativo. Ele descreve os procedimentos para a reintegração de associados dentro e fora do período de reintegração designado, garantindo clareza sobre os requisitos, como a necessidade de um patrocinador, quando aplicável. Com instruções claras e dicas visuais, este guia simplifica o processo de reintegração, ajudando os clubes a manter a participação ativa de seus associados.

1 Faça login no Lion Portal. lionportal.org

2 Clique "MEU CLUBE"



Reintegrar um Associado dentro do Período de Reintegração



Observe que: Um associado com uma data de baixa dentro do período de reintegração mostrará um "Adicionar Tipo" de "Reintegrado". Não é necessário um novo patrocinador.

3 Clique "Gerenciar Associados do Clube"

The screenshot displays a web interface for managing a club. At the top, there is a navigation bar with links for Home, Membership, Service, Learn, and More. Below this, the account name "Example Club For Training" is shown with a "+ Follow" button. A summary table provides key information:

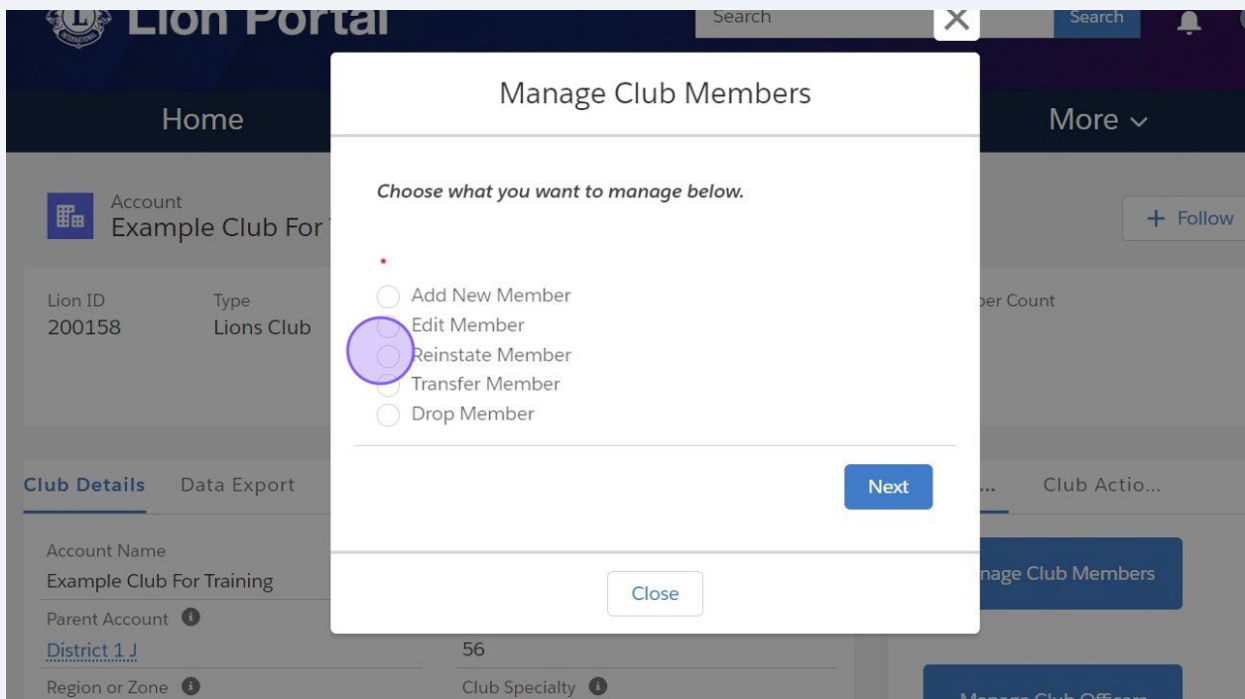
Account ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

Below the summary table, there are tabs for "Details", "Data Export", "Club Statements", "Club Service Activities", and "More". The "Details" tab is active, showing a list of fields:

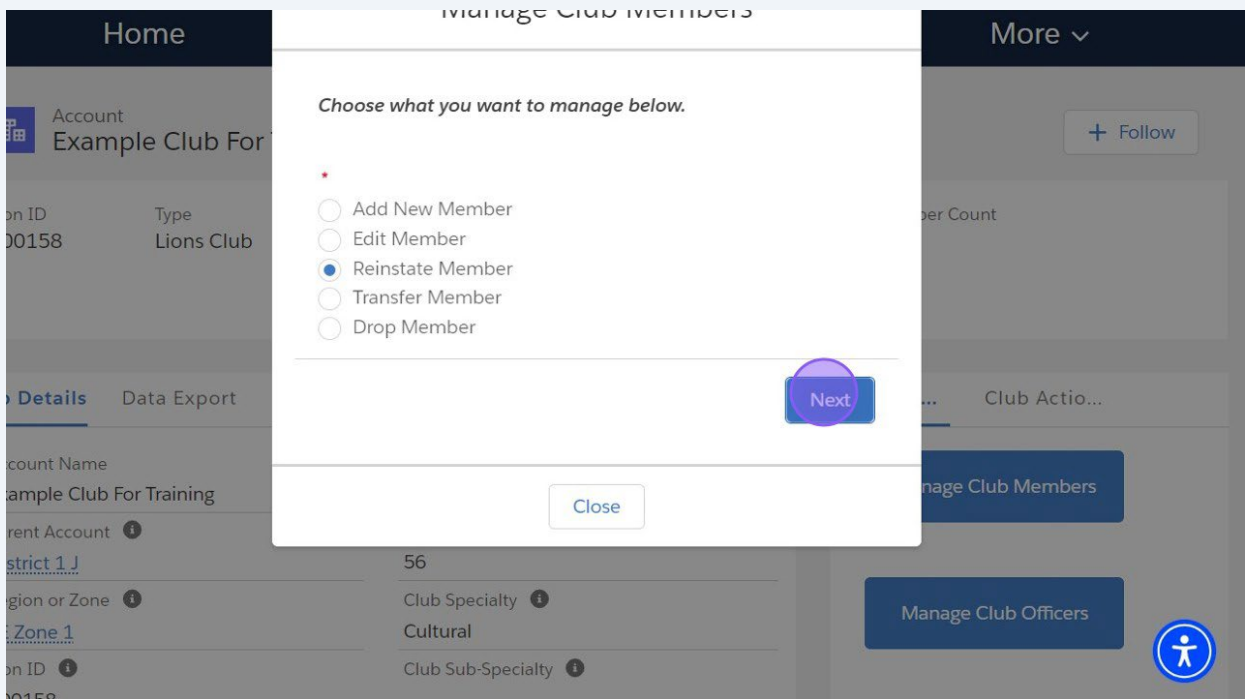
- Account Name: Example Club For Training
- Account Type: Lions Club
- Account ID: 00158
- Active Member Count: 56
- Region or Zone: Zone 1
- Club Specialty: Cultural
- Club Sub-Specialty: (empty)

On the right side, there are two prominent blue buttons: "Manage Club Members" and "Manage Club Officers". A small person icon is visible at the bottom right of this section.

4 Clique "Reintegrar Asociado"



5 Clique "Próximo"



6

Os associados baixados do clube elegíveis para reintegração são exibidos. Clique no "botão de opção" ao lado do nome do associado para reintegrá-lo.

Select A Member To Reinstatement
2 of 2 items • 0 items selected

	C...	M...	M...	En...	Dr...
<input type="radio"/>	Examp e Sixty- Seven	Lion	266916 07	Aug 31, 2019	Drop Non- Atten- dance
<input checked="" type="radio"/>	Examp e Thirty- Eight	Lion	266915 88	Aug 31, 2024	Drop Resign ed in Good Standi ng

Close

7

Clique "Próximo"

Examp
e Sixty-
Seven Lion 266916
07 Aug 31,
2019 Drop
Non-
Atten-
dance

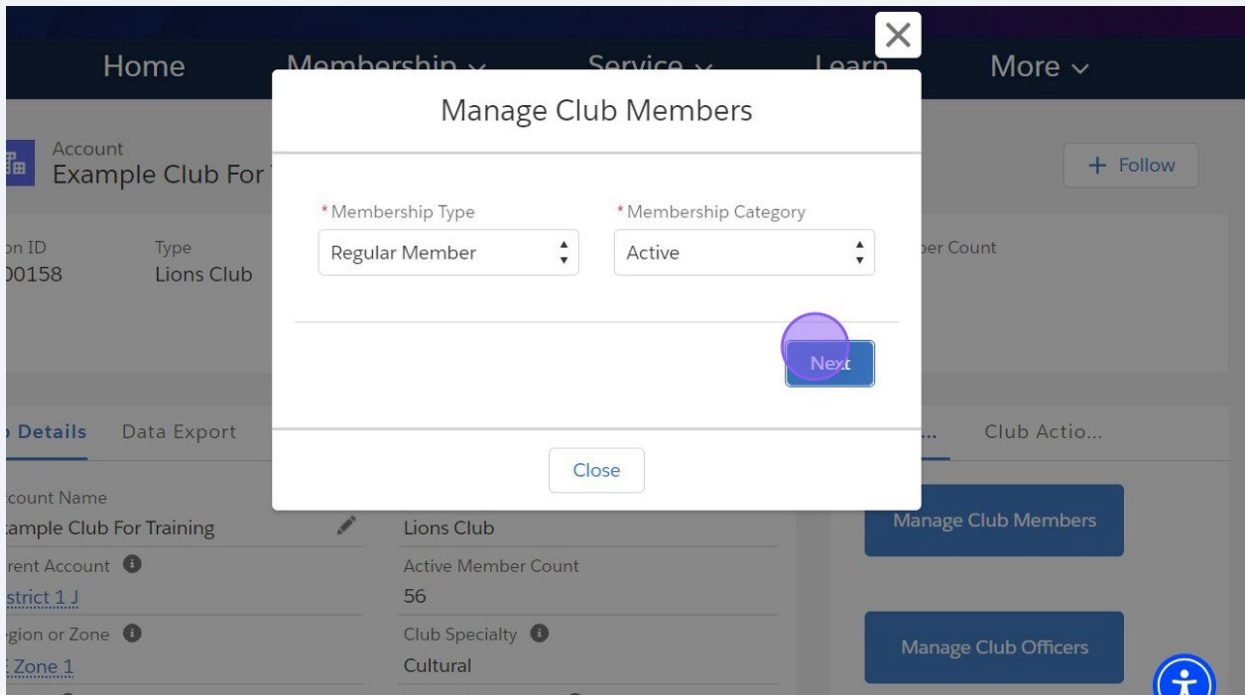
Examp
e Thirty-
Eight Lion 266915
88 Aug 31,
2024 Drop
Resign
ed in
Good
Standi
ng

Please make sure to select the most recent drop date if the member appears more than once.

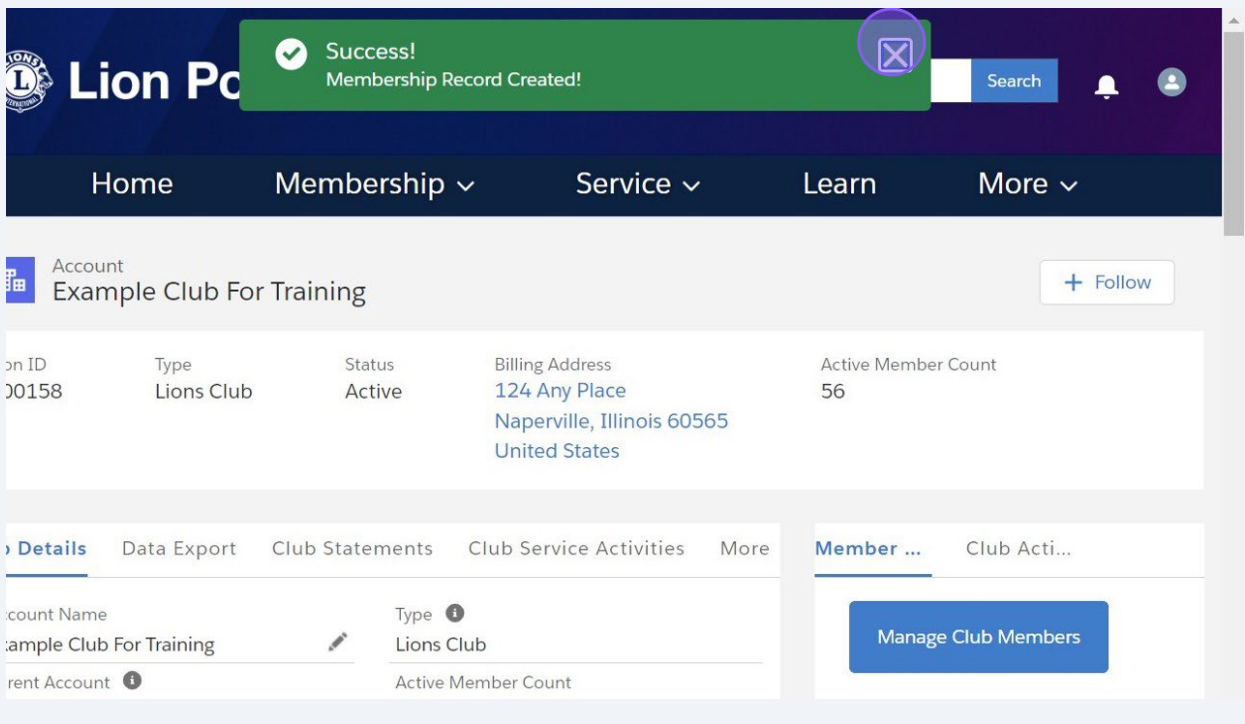
Previous **Next**

Close

10 Confirme a "Categoria de Afiliação", "Ativo" é o valor padrão. Clique "Próximo"



1 Uma mensagem verde de "Sucesso!" é exibida. Clique no ícone "X" para fechar a mensagem.





Visualize o novo registro de afiliação.

12

Na Página do Clube, clique "Visualizar Todos"

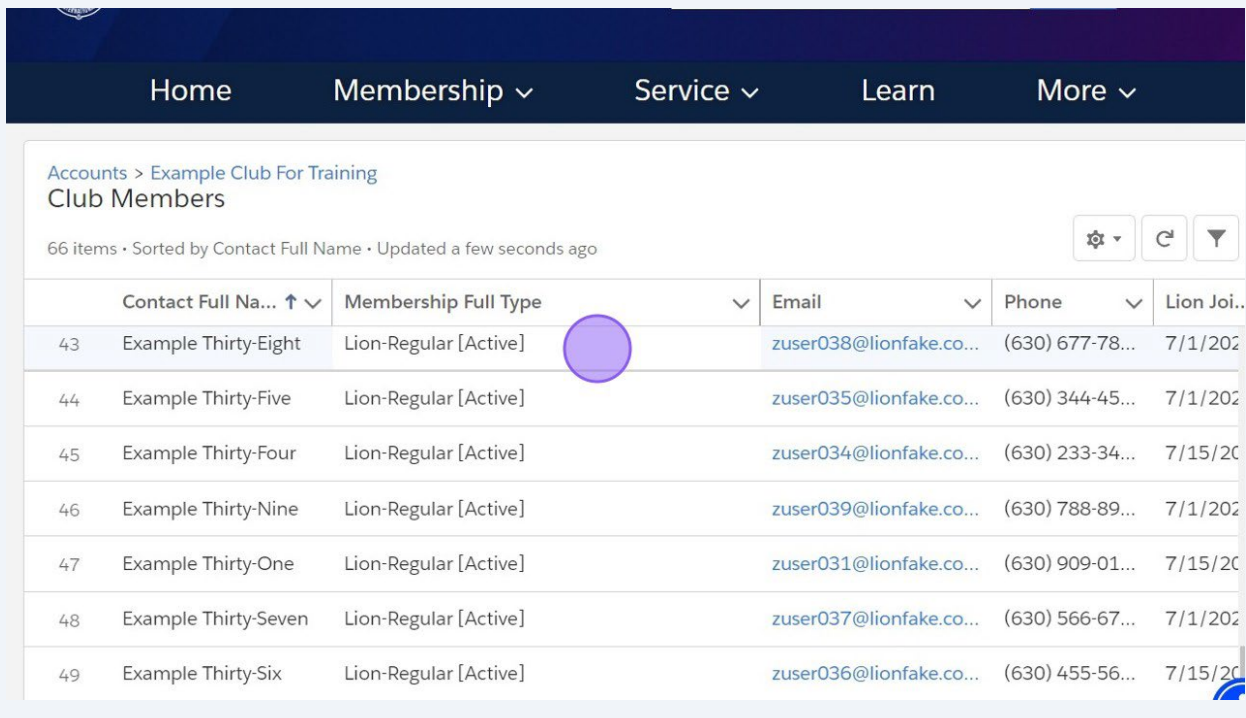
Meeting City <i>i</i> Maperville	Meeting Local Country <i>i</i> US
Meeting State or Prov <i>i</i>	Online Meeting 1 <i>i</i> <input type="checkbox"/>
Meeting Zip Code <i>i</i> 3565	Online Meeting 1 Place <i>i</i>
Meeting Country <i>i</i> United States	Online Meeting 1 Address <i>i</i>
Meeting Location 2	
Meeting 2 Place <i>i</i>	Meeting 2 Local Place <i>i</i>
Meeting 2 Week of Month <i>i</i>	Meeting 2 Local Street <i>i</i>
Meeting 2 Day <i>i</i>	Meeting 2 Local City <i>i</i>
Meeting 2 Time <i>i</i>	Meeting 2 Local Zip Code <i>i</i>
Meeting 2 Street <i>i</i>	Meeting 2 Local State or Prov <i>i</i>

ple	er-	015@	0)
Fiftee	Regul	lionfa	223
n	ar	ke.co	-34
	[Activ	m	45
	e]		
	Lion-		(55
Exam	er-	sben	5)
ple	Regul	11@	265
Thre		msn.c	55

[View All](#)

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

13 Role até a Afiliação do Associado.

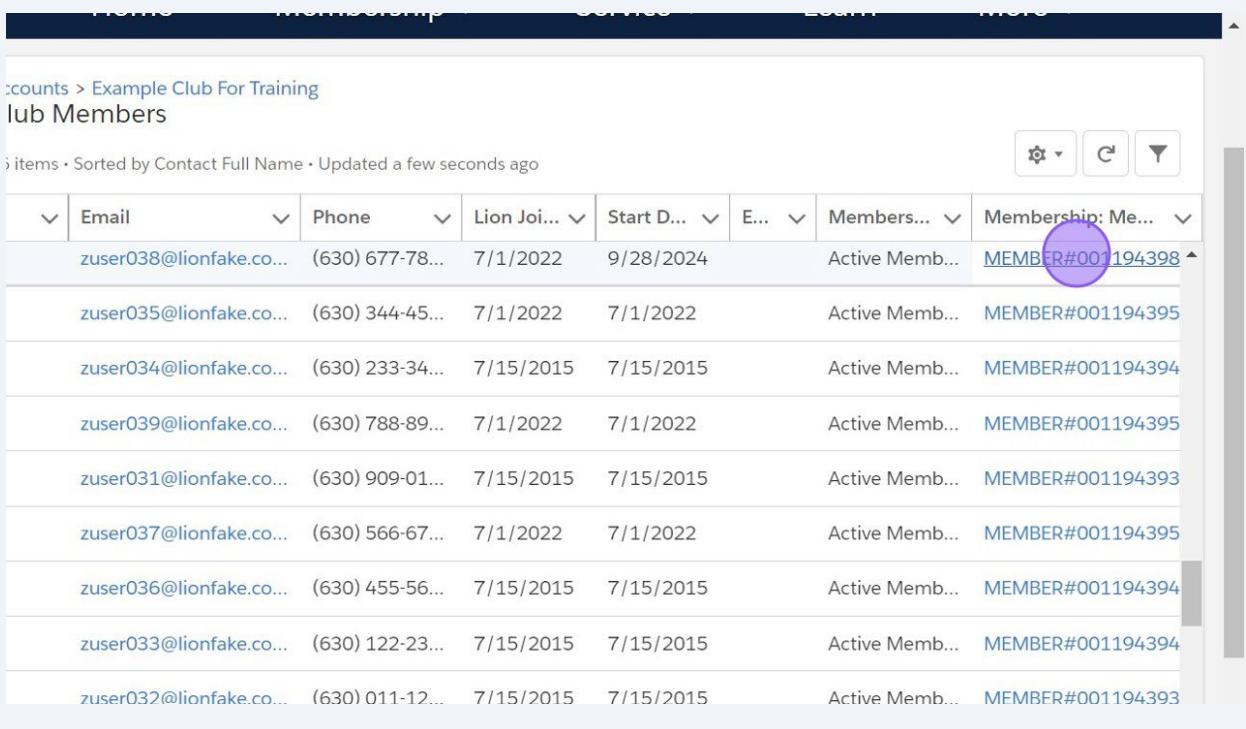


Accounts > Example Club For Training
Club Members

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

	Contact Full Na... ↑	Membership Full Type	Email	Phone	Lion Joi..
43	Example Thirty-Eight	Lion-Regular [Active]	zuser038@lionfake.co...	(630) 677-78...	7/1/202
44	Example Thirty-Five	Lion-Regular [Active]	zuser035@lionfake.co...	(630) 344-45...	7/1/202
45	Example Thirty-Four	Lion-Regular [Active]	zuser034@lionfake.co...	(630) 233-34...	7/15/20
46	Example Thirty-Nine	Lion-Regular [Active]	zuser039@lionfake.co...	(630) 788-89...	7/1/202
47	Example Thirty-One	Lion-Regular [Active]	zuser031@lionfake.co...	(630) 909-01...	7/15/20
48	Example Thirty-Seven	Lion-Regular [Active]	zuser037@lionfake.co...	(630) 566-67...	7/1/202
49	Example Thirty-Six	Lion-Regular [Active]	zuser036@lionfake.co...	(630) 455-56...	7/15/20

14 Clique no link azul à direita para visualizar os detalhes do Registro de Afiliação.



Accounts > Example Club For Training
Club Members

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

	Email	Phone	Lion Joi...	Start D...	E...	Members...	Membership: Me...
	zuser038@lionfake.co...	(630) 677-78...	7/1/2022	9/28/2024		Active Memb...	MEMBER#001194398
	zuser035@lionfake.co...	(630) 344-45...	7/1/2022	7/1/2022		Active Memb...	MEMBER#001194395
	zuser034@lionfake.co...	(630) 233-34...	7/15/2015	7/15/2015		Active Memb...	MEMBER#001194394
	zuser039@lionfake.co...	(630) 788-89...	7/1/2022	7/1/2022		Active Memb...	MEMBER#001194395
	zuser031@lionfake.co...	(630) 909-01...	7/15/2015	7/15/2015		Active Memb...	MEMBER#001194393
	zuser037@lionfake.co...	(630) 566-67...	7/1/2022	7/1/2022		Active Memb...	MEMBER#001194395
	zuser036@lionfake.co...	(630) 455-56...	7/15/2015	7/15/2015		Active Memb...	MEMBER#001194394
	zuser033@lionfake.co...	(630) 122-23...	7/15/2015	7/15/2015		Active Memb...	MEMBER#001194394
	zuser032@lionfake.co...	(630) 011-12...	7/15/2015	7/15/2015		Active Memb...	MEMBER#001194393

15 Os detalhes são exibidos. Observe que o "Adicionar Tipo" mostra Reintegrado".

Contact: [Example Member Thirty-Eight](#) Club: [Example Club For Training](#) Club Branch: Membership Full Type: Lion-Regular [Active]

Details

Club ⓘ Example Club For Training	Membership Status ⓘ Active Member
Contact ⓘ Example Member Thirty-Eight ✎	Membership Type Lion
Club Branch ⓘ	Membership Category ⓘ Active
Relationship Type ⓘ	Program ⓘ Regular
Membership Sponsor ⓘ Example Member Eighteen	Add Type ⓘ Reinstated

Membership Details
Lion Join Date ⓘ

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

No related lists to display

Reintegrar um Associado fora do Período de Reintegração

16 Clique "Gerenciar Associados do Clube"

Home Membership ▾ Service ▾ Learn More ▾

Account
[Example Club For Training](#) + Follow

Club ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	57

Details Data Export Club Statements Club Service Activities More

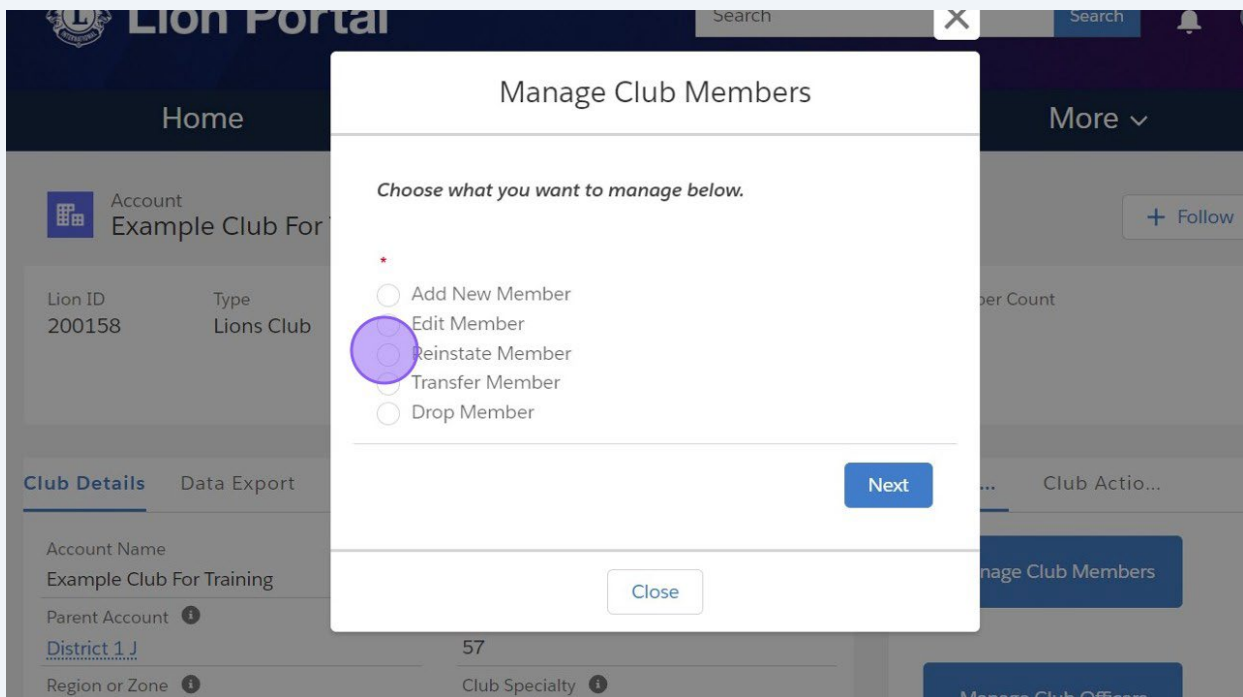
Account Name Example Club For Training ✎	Type ⓘ Lions Club
Parent Account ⓘ strict.1.J	Active Member Count 57
Region or Zone ⓘ Zone 1	Club Specialty ⓘ Cultural
Club ID ⓘ 00158	Club Sub-Specialty ⓘ

Member ... Club Acti...

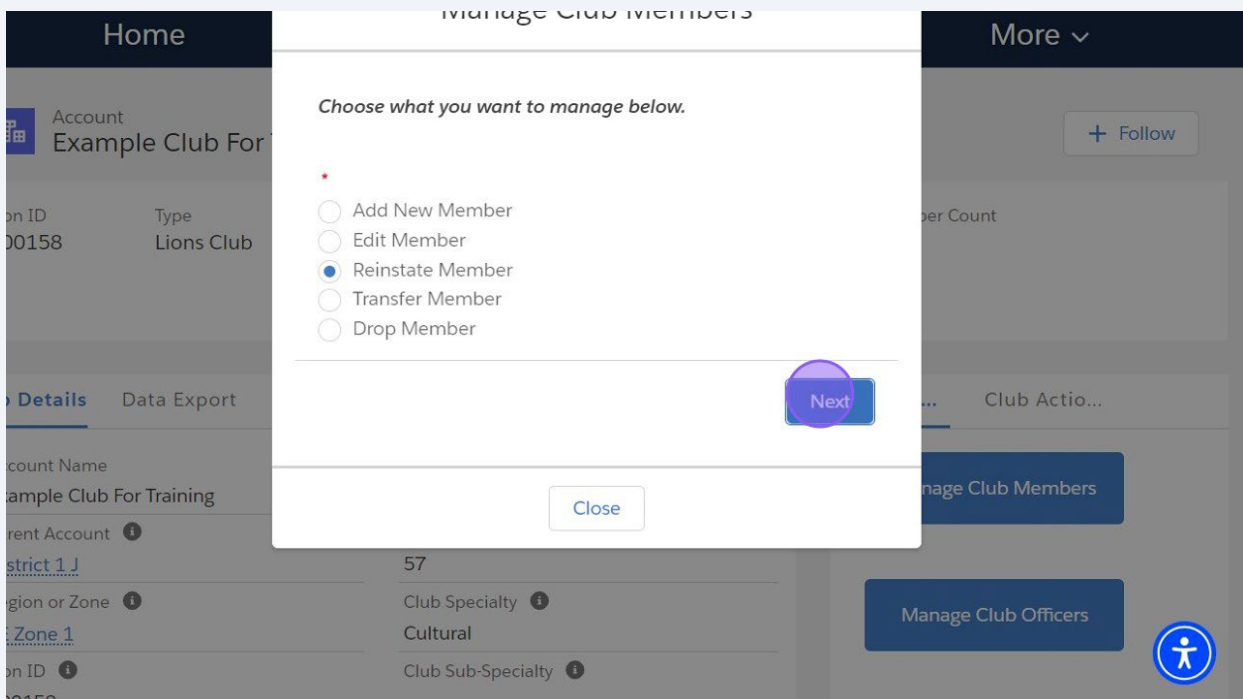
Manage Club Members

Manage Club Officers

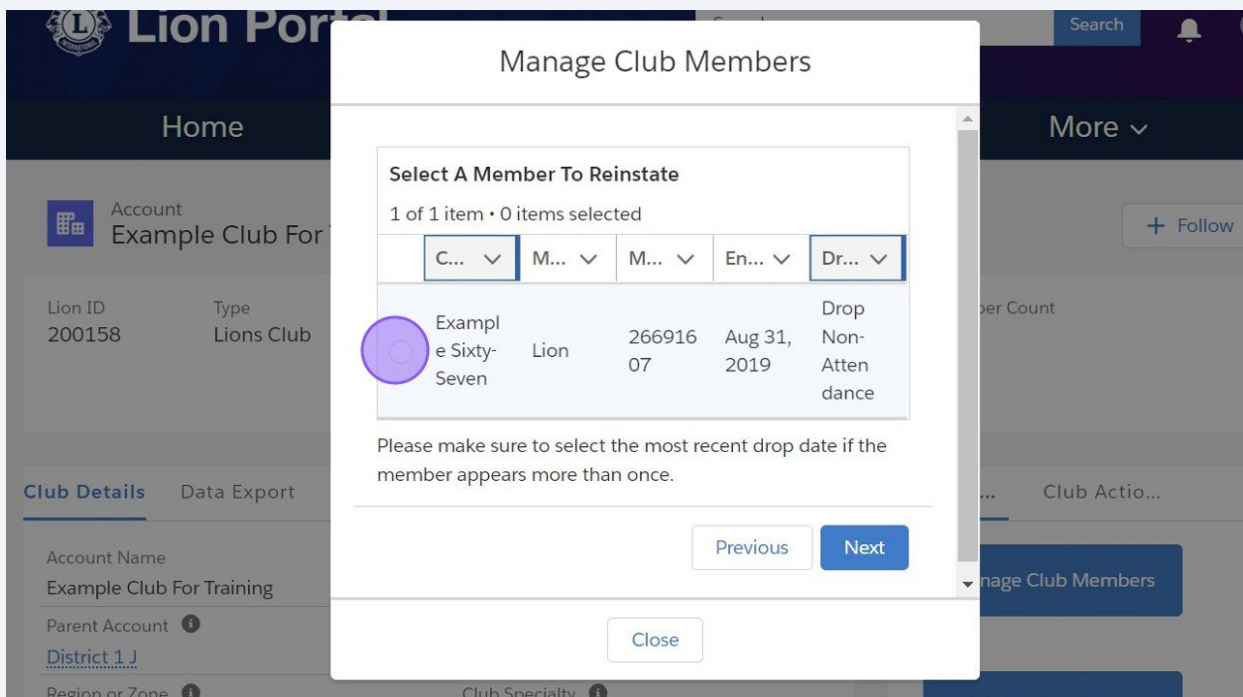
17 Clique no "Botão de opção" "Reintegrar Associado".



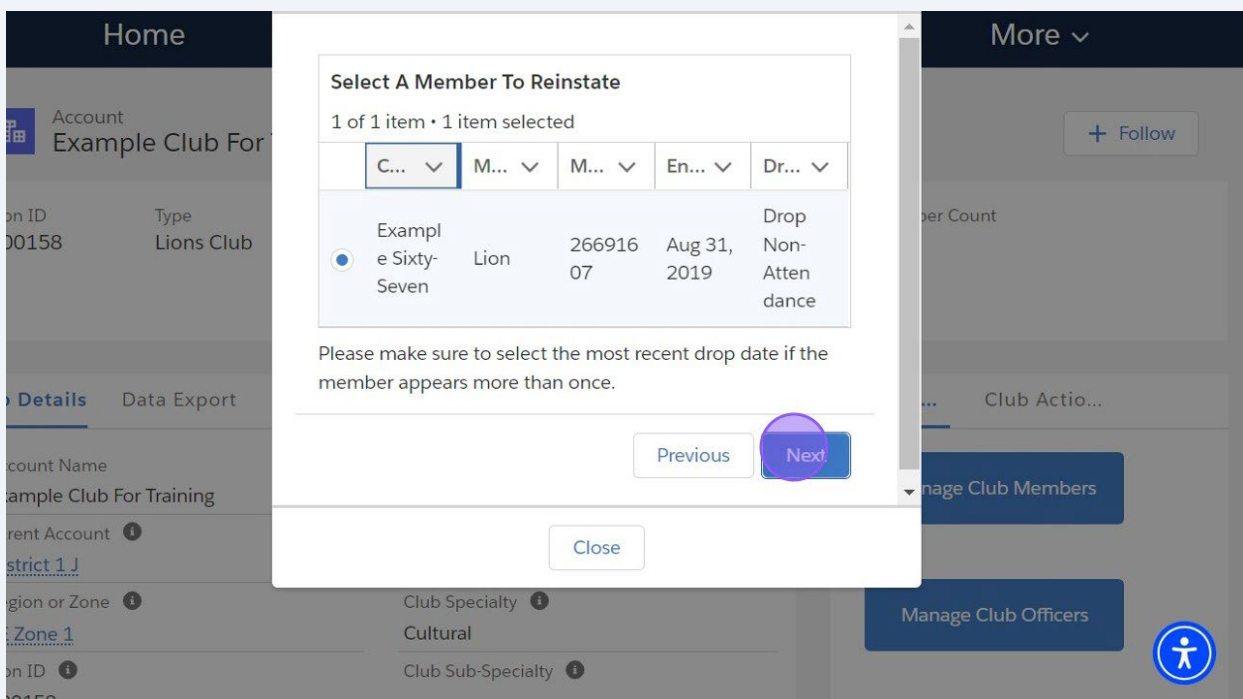
18 Clique "Próximo"



19 Clique no "botão de opção" ao lado do associado para reintegrá-lo.



20 Clique "Próximo"



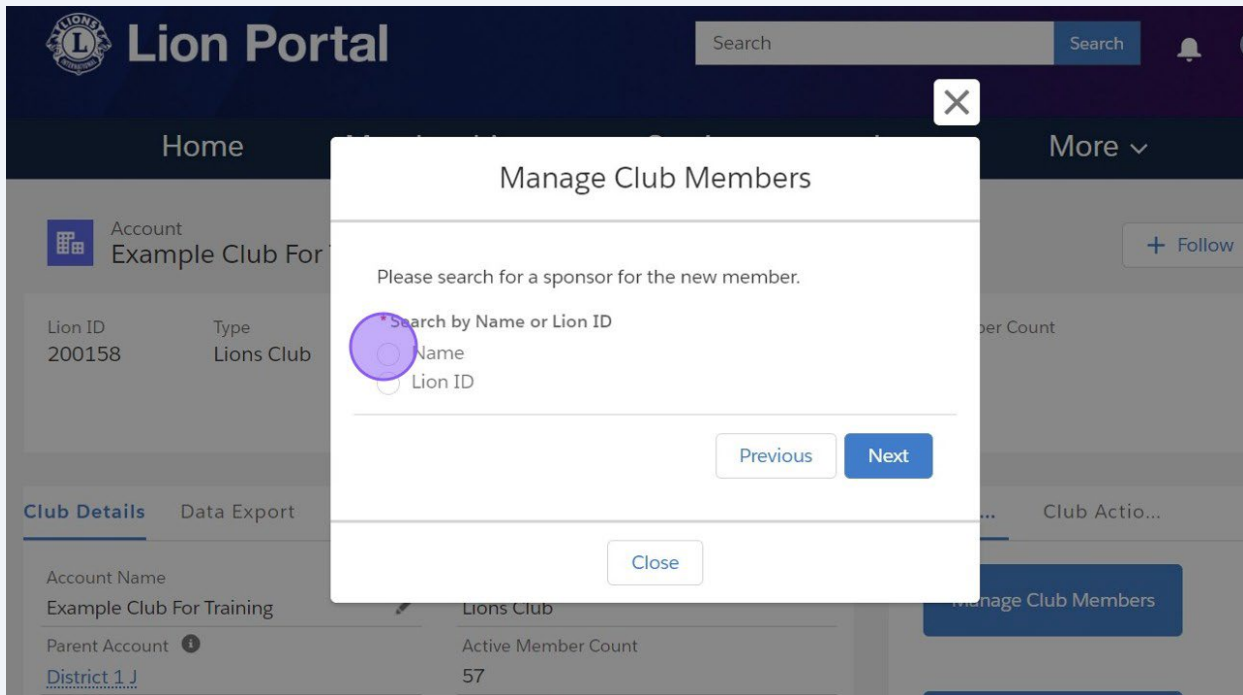
23 Clique "Próximo"

The screenshot displays a web interface with a modal dialog titled "Manage Club Members". The dialog contains two dropdown menus: "Membership Type" with the selection "Regular Member" and "Membership Category" with the selection "Active". A purple "Next" button is highlighted, and a "Close" button is located at the bottom center of the dialog. The background shows a club profile for "Example Club For Training" with details such as "Lions Club", "Active Member Count: 57", "Club Specialty: Cultural", and "Club Sub-Specialty".

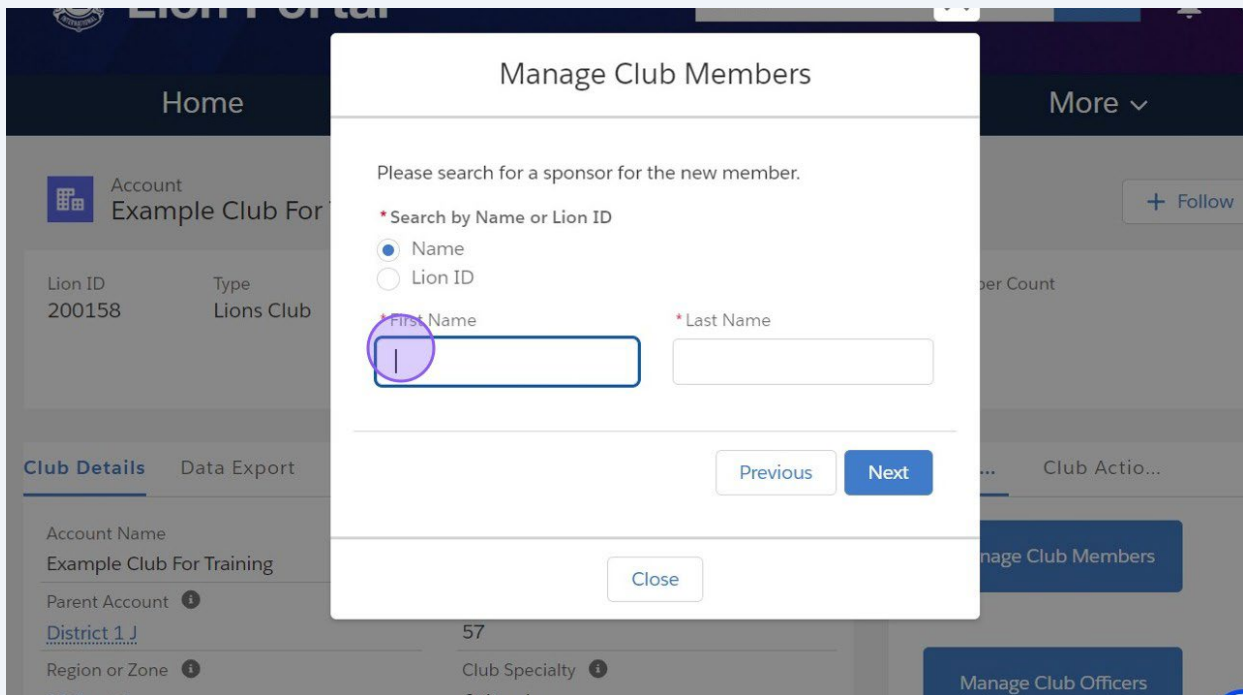


Alerta! O associado que está sendo reintegrado precisa ter um Patrocinador para a reintegração.

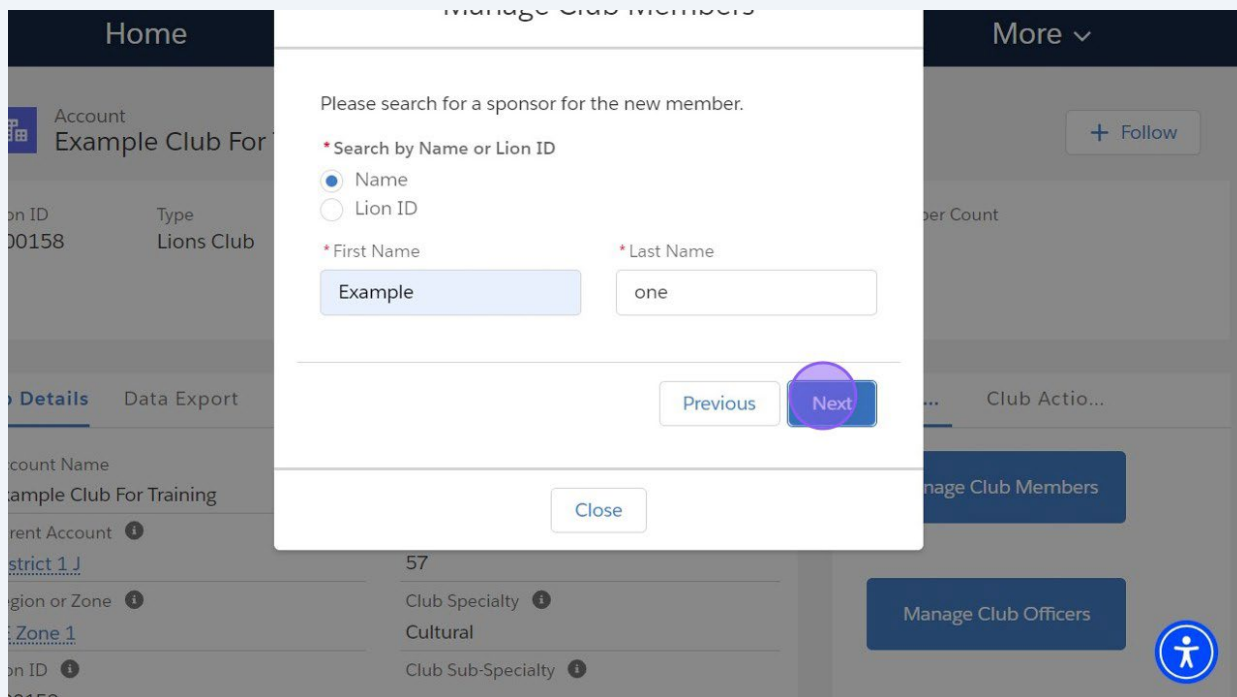
24 Busque pelo Patrocinador por nome ou ID do Leão.



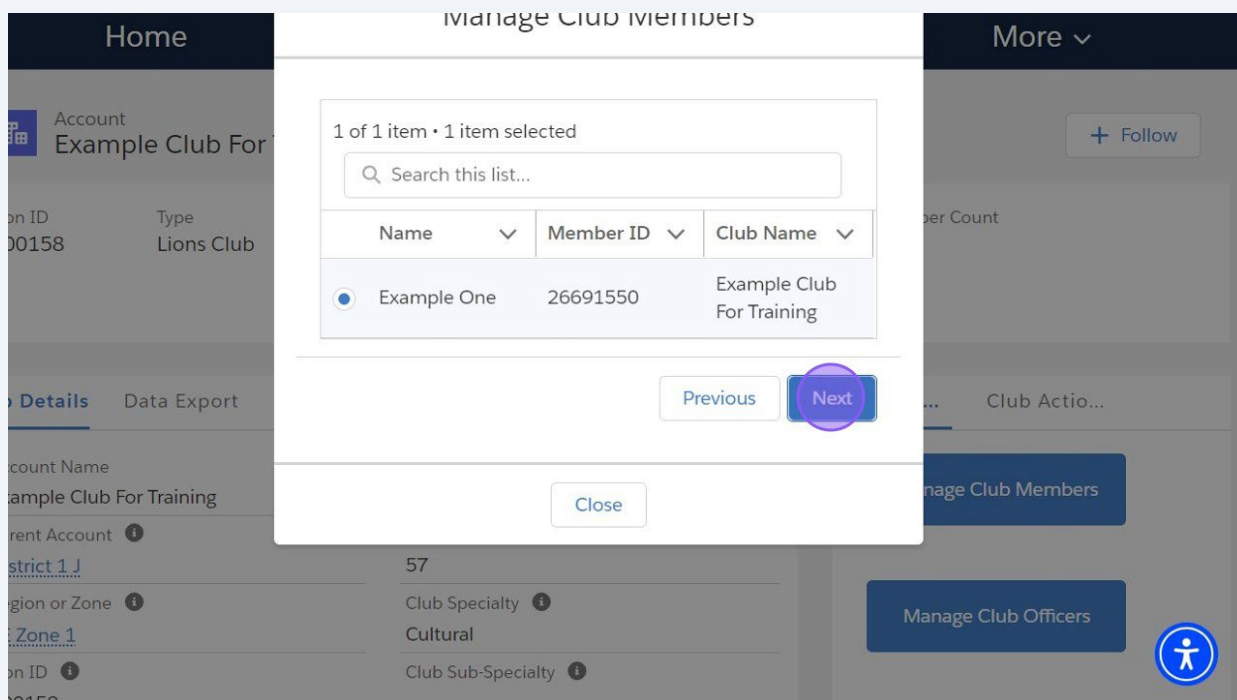
25 Clique nesse campo de texto.



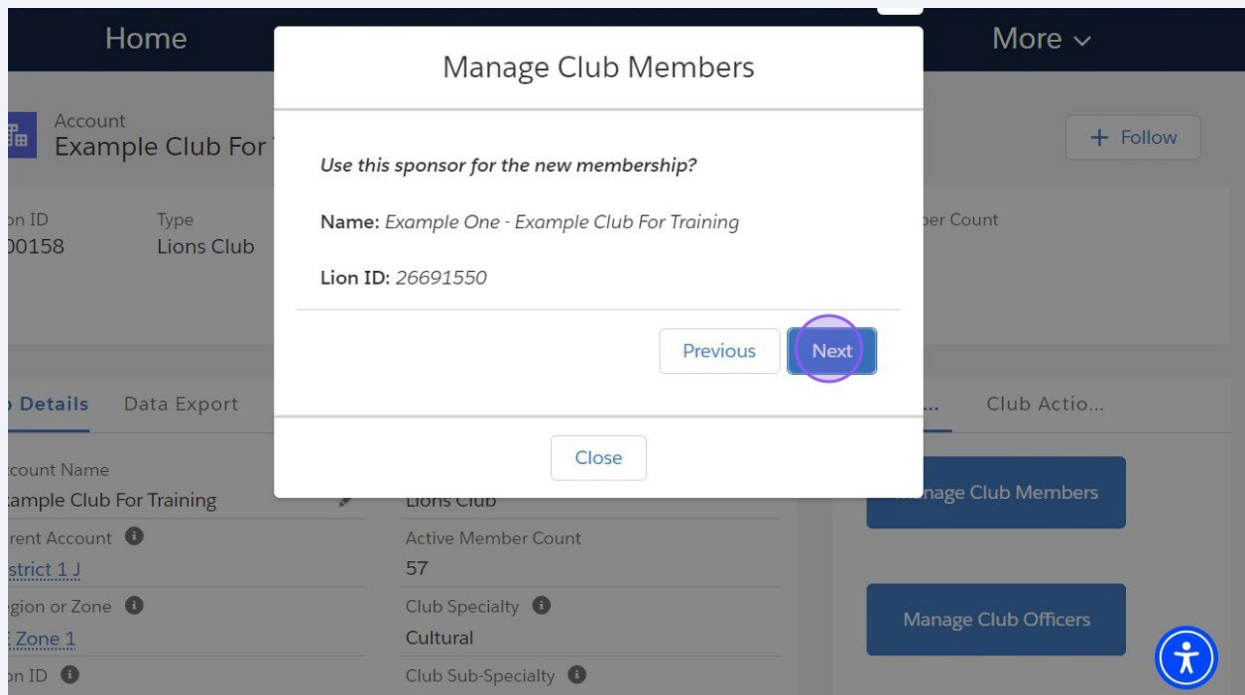
26 Digite os campos de busca e clique "Próximo"



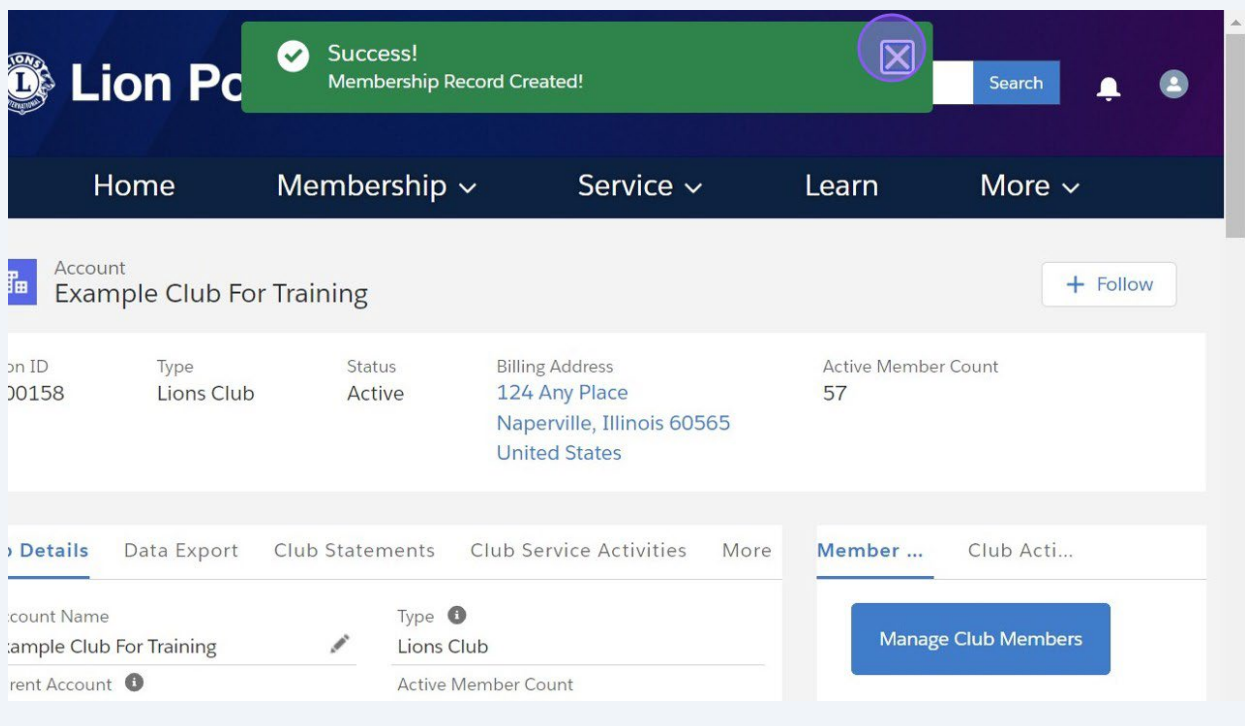
27 Clique no "Botão de opção" ao lado do nome do patrocinador e clique "Próximo"



28 Confirme o patrocinador e clique "Próximo"



29 Uma mensagem verde de "Sucesso!" é exibida. Clique no ícone "X" para fechar a mensagem.





Visualize o novo registro de afiliação.

30

Clique "Visualizar Todos"

12 TOWN ROAD

Meeting City ⓘ
Maperville

Meeting State or Prov ⓘ

Meeting Zip Code ⓘ
3565

Meeting Country ⓘ
United States

Meeting Location 2

Meeting 2 Place ⓘ

Meeting 2 Week of Month ⓘ

Meeting 2 Day ⓘ

Meeting 2 Time ⓘ

Meeting 2 Street ⓘ

IL

Meeting Local Country ⓘ
US

Online Meeting 1 ⓘ

Online Meeting 1 Place ⓘ

Online Meeting 1 Address ⓘ

Meeting 2 Local Place ⓘ

Meeting 2 Local Street ⓘ

Meeting 2 Local City ⓘ

Meeting 2 Local Zip Code ⓘ

Meeting 2 Local State or Prov ⓘ

Lion-Chart	zuser	(63
Exam	er-	008@ 0)
ple	Regul	lionfa 456
Eight	ar	ke.co -78
	[Activ	m 90
	e]	
Lion-Chart	zuser	(63
	008@	0)



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

31 Role até o registro de Afiliação do Associado.

	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 Na... ↑ ▾	Membership Full Type ▾	Email ▾	Phone ▾	Lion Joi... ▾	Start D... ▾ E.
35	Example Sixty-One	Lion-Family Member [Active]	zsixtyone@f...	630 267-9033	6/15/2021	6/15/2021
36	Example Sixty-Seven	Lion-Regular [Dropped]	zsixtyseven...	404 535-6768	4/15/2018	4/15/2018 9
37	Example Sixty-Seven	Lion-Regular [Active]	zsixtyseven...	404 535-6768	9/28/2024	9/28/2024
38	Example Sixty-Three	Lion-Family Member [Active]	zsixtythree...		3/15/2021	3/15/2021
39	Example Sixty-Two	Lion-Family Member [Active]	zsixtytwo@f...	630 764-3377	3/23/2022	3/23/2022
40	Example Ten	Lion-Charter-Regular [Active]	zuser010@li...	(630) 678-90...	7/1/2010	7/1/2010
41	Example Thirteen	Lion-Charter-Regular [Active]	zuser013@li...	(630) 901-23...	7/1/2010	7/1/2010
42	Example Thirty	Lion-Regular [Active]	zuser030@li...	(630) 898-90...	12/5/2021	12/5/2021

32 Clique no link azul à direita para visualizar os detalhes do Registro de Afiliação.

Accounts > Example Club For Training							
Club Members							
50+ items · Sorted by Contact Full Name · Updated a minute ago							
▾	Email ▾	Phone ▾	Lion Joi... ▾	Start D... ▾	E... ▾	Members... ▾	Membership: Me... ▾
]]	zsixtyone@f...	630 267-9033	6/15/2021	6/15/2021		Active Memb...	MEMBER#0011943968 ▾
]]	zsixtyseven...	404 535-6768	4/15/2018	4/15/2018	9/1/...	Inactive Me...	MEMBER#0011943979 ▾
]]	zsixtyseven...	404 535-6768	9/28/2024	9/28/2024		Active Memb...	MEMBER#0011943990 ▾
]]	zsixtythree...		3/15/2021	3/15/2021		Active Memb...	MEMBER#0011943970 ▾
]]	zsixtytwo@f...	630 764-3377	3/23/2022	3/23/2022		Active Memb...	MEMBER#0011943969 ▾
]]	zuser010@li...	(630) 678-90...	7/1/2010	7/1/2010		Active Memb...	MEMBER#0011943918 ▾
]]	zuser013@li...	(630) 901-23...	7/1/2010	7/1/2010		Active Memb...	MEMBER#0011943920 ▾
]]	zuser030@li...	(630) 898-90...	12/5/2021	12/5/2021		Active Memb...	MEMBER#0011943937 ▾
]]	zuser038@li...	(630) 677-78...	7/1/2022	7/1/2022	9/1/...	Inactive Me...	MEMBER#0011943955 ▾

33 Observe que o "Adicionar Tipo" é exibido como "Novo" para essa reintegração.

Contact [Example Member Sixty-Seven](#) Club [Example Club For Training](#) Club Branch Membership Full Type [Lion-Regular \[Active\]](#)

Details

Club ⓘ Example Club For Training	Membership Status ⓘ Active Member
Contact ⓘ Example Member Sixty-Seven	Membership Type Lion
Club Branch ⓘ	Membership Category ⓘ Active
Relationship Type ⓘ	Program ⓘ 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

34 Retorne à Página do Clube clicando no link azul do nome do clube

Home Membership ▾ Service ▾ Learn More ▾

Membership
MEMBER#0011943990

Contact [Example Member Sixty-Seven](#) Club [Example Club For Training](#)

Details

Club ⓘ Example Club For Training	Membership Status ⓘ Active Member
Contact ⓘ Example Member Sixty-Seven	Membership Type Lion
Club Branch ⓘ	Membership Category ⓘ Active
Relationship Type ⓘ	Program ⓘ Regular
Membership Sponsor ⓘ	Add Type ⓘ

Active Member Count
58

Example Club For Training

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

No related lists to display

35 Clique na "Página Inicial" para retornar à página inicial do Portal.

The screenshot shows the Lion Portal interface. At the top, there is a search bar with the text "Sixty-Seven" and a "Search" button. Below the search bar is a navigation menu with "Home" (highlighted with a purple circle), "Membership", "Service", "Learn", and "More".

Below the navigation menu, there is a section for "Account" with the name "Example Club For Training" and 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	58

Below the table, there are two tabs: "Club Details" and "Member ...". The "Club Details" tab is active and shows the following information:

Account Name	Type
Example Club For Training	Lions Club
Parent Account	Active Member Count

There is also a "Manage Club Members" button in the "Member ..." tab.

3 Isso conclui o Guia Rápido "Gerenciar Associados do Clube - Editar um Associado: Reintegrar Associado."

The screenshot shows the Lion Portal interface with four navigation options:

- MY MEMBERSHIP
- MY CLUB
- MY CA
- MY ASSOCIATION (with the Lions Club logo)

At the bottom, there is a "Welcome to the Lion Portal" message and a "DONATE" button with a user profile icon.