

管理分会会员 - 办理退会

本指南为分会行政人员提供简易的流程，有效地办理退会，同时确保遵循所有必要的步骤。其中强调主要会员退会的影响，特别是对于其他会籍的影响，并强调纪录退会原因的重要性。通过遵循本指南，用户可准确管理分会会籍，并在 **Lion Portal** 中保持正确的记录。总而言之，这是一个有效管理分会的重要工具。



在本快速指南中，您将逐步了解办理会员退会的流程。

当会员自分会退会时，其在该分会的会籍将被标记为“非活跃”，退会日期也会记录于系统中。

必须由下拉式选单中选择退会的原因。

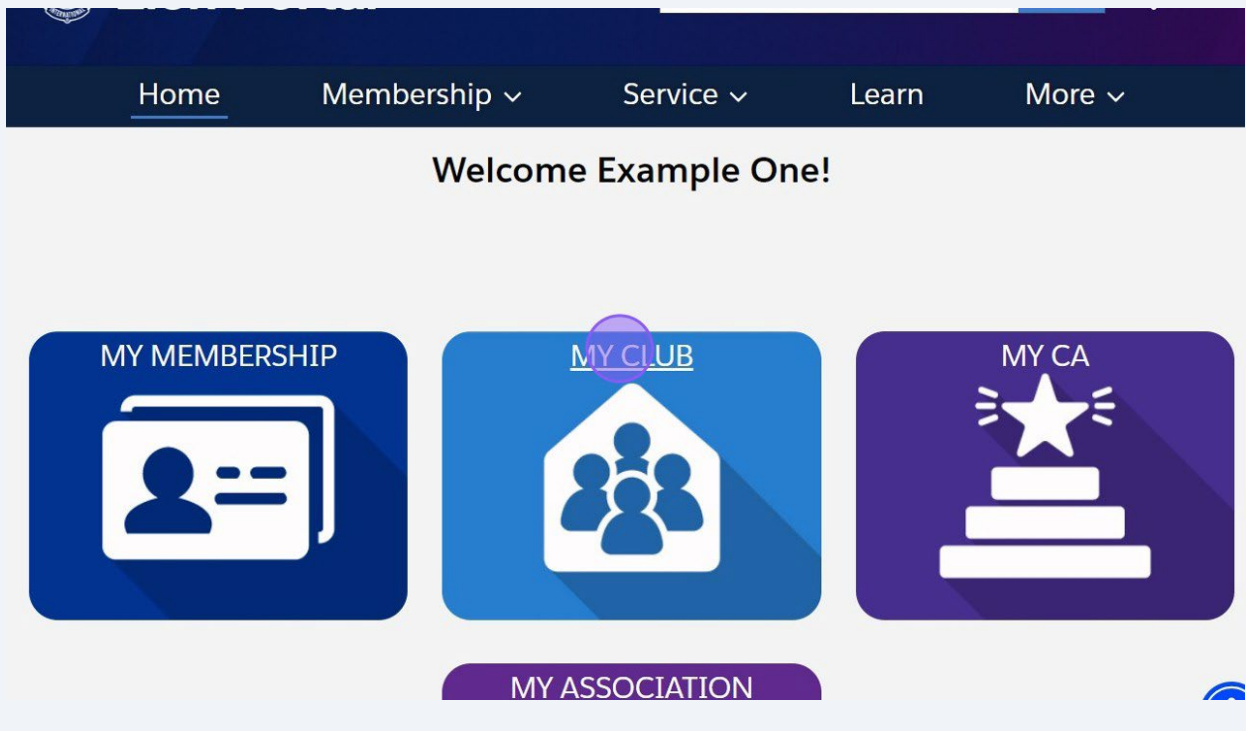


注意！若会员拥有多个会籍（另一个分会的“副会员”），则当主要所属分会会籍被取消时，所有其他会籍也将被取消且终止。若会员取消其他会籍类型，则仅该会籍会被终止并标记为非活跃状态。

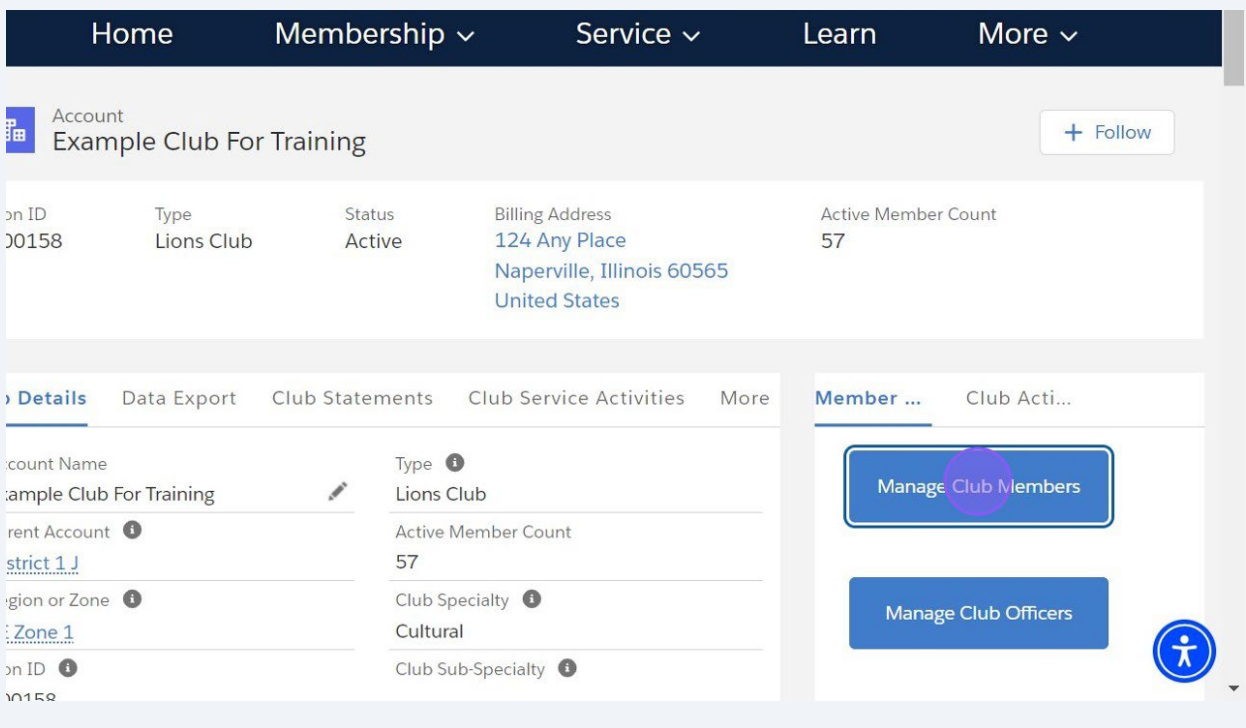
1

登入 Lion Portal（狮子会门户网站） lionportal.org

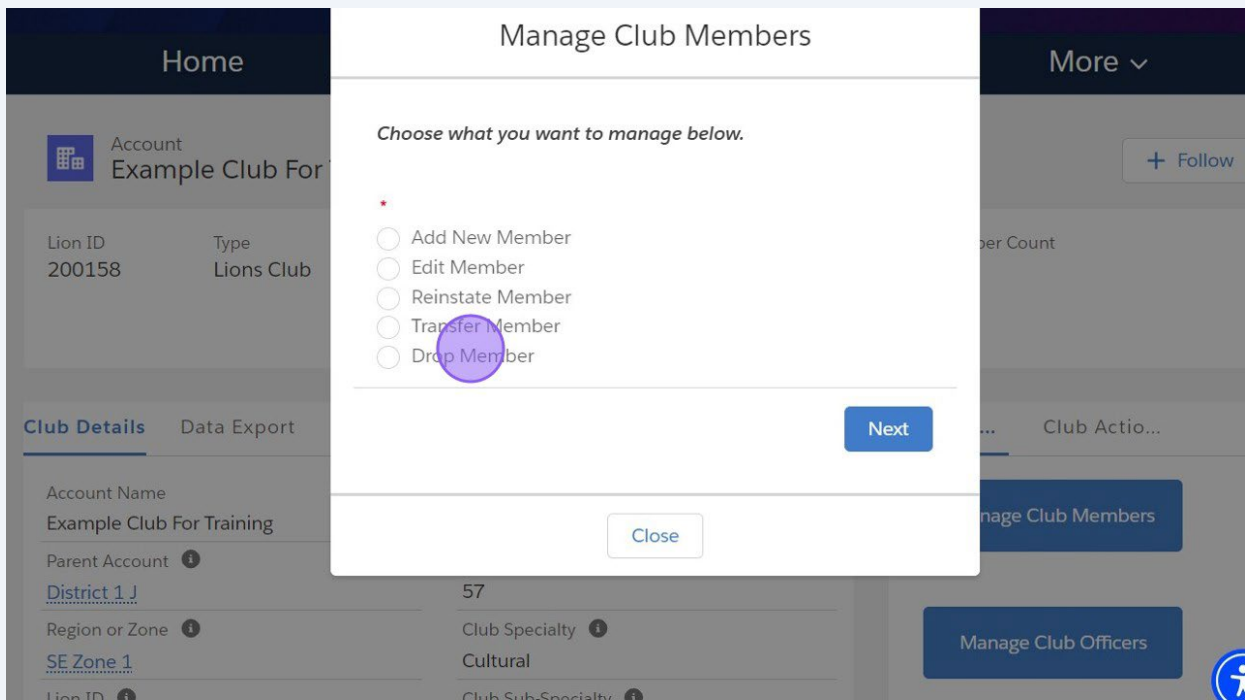
2 点选“我的分会”



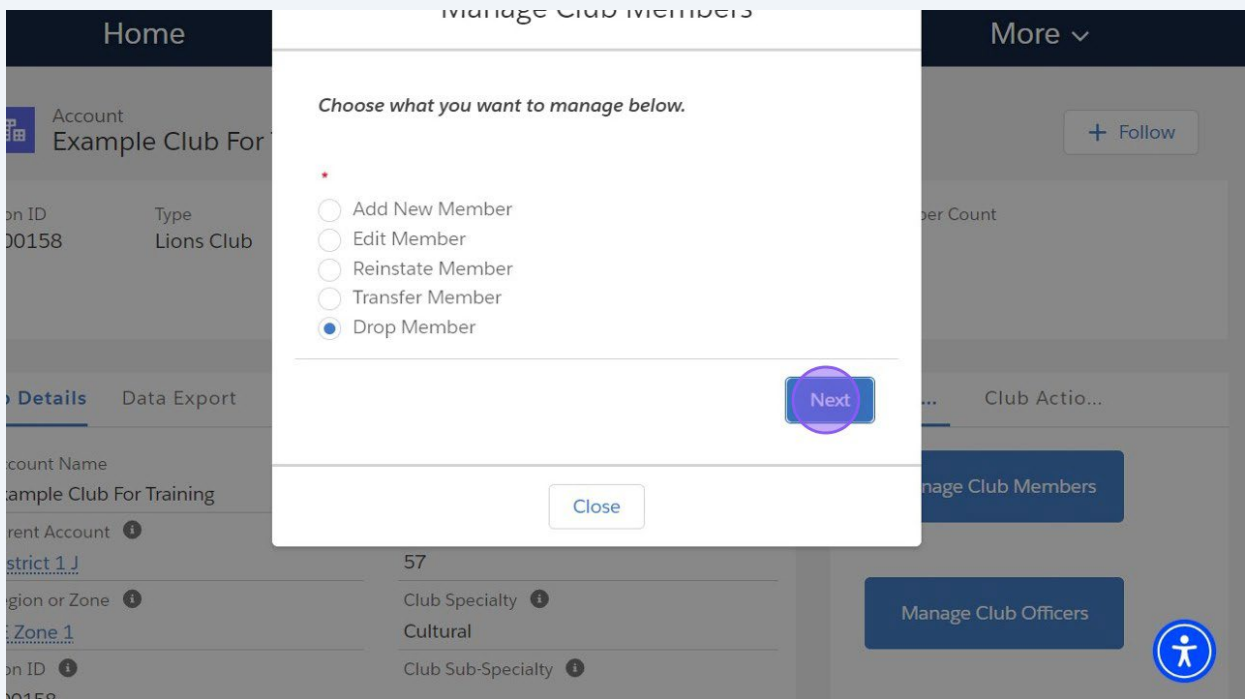
3 点选“管理分会会员”



4 点选“办理退会”

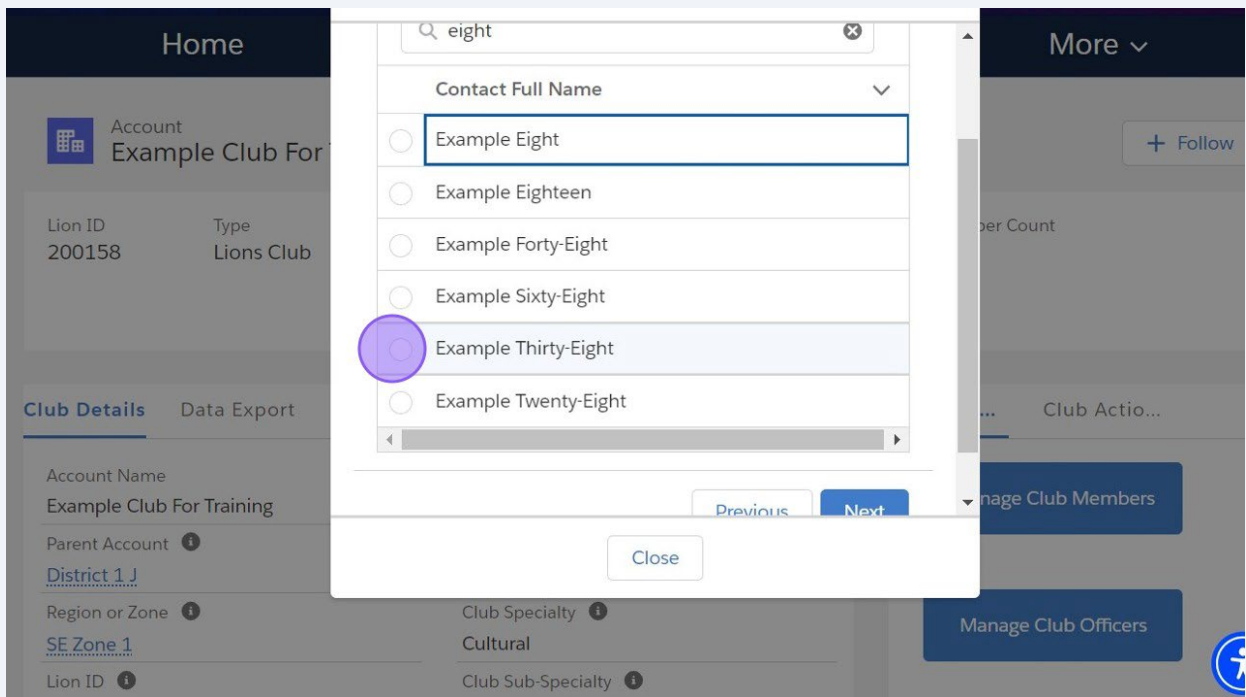


5 点选“下一步”



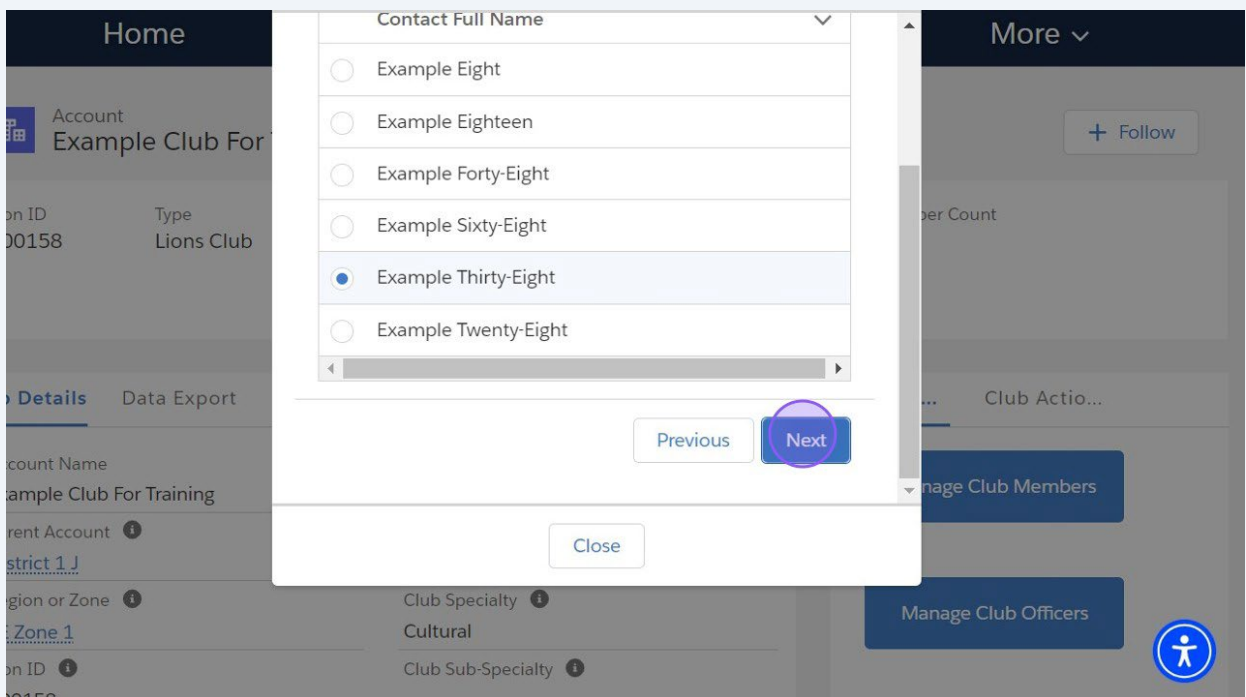
6

显示活跃分会成员的清单，按姓名搜寻或滚动清单，点选会员姓名旁边的“单选按钮”。



7

点选“下一步”



8

输入会籍结束的日期。点选“退会原因”选择退会原因。

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

Club Actio...

Manage Club Members

Manage Club Officers

9

点选此文字字段可新增退会的其他详细信息。

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

Club Actio...

Manage Club Members

Manage Club Officers

Club Specialty ⓘ
Cultural

Club Sub-Specialty ⓘ

10 点选“储存”

The screenshot displays a web interface for managing a member's profile. A modal form is open, showing the following fields and options:

- Member Name:** Example Thirty-Eight
- Member's ID:** 26691588
- Membership End Date:** Sep 1, 2024 (with a calendar icon)
- Drop Reason:** Resigned (with an information icon)
- Drop Reason Details:** in good standing

A blue "Save" button is highlighted with a purple circle, and a "Close" button is visible at the bottom of the modal. The background shows a sidebar with "Home" and "More" options, and a main content area with "Details" and "Data Export" tabs. A "Follow" button is also visible in the top right.



提示！系统将出现一个绿色信息框，点选 X 图示关闭该信息。而后将显示分会页面。

11 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 a user profile icon. Below the navigation bar, the account name 'Example Club For Training' is displayed with a '+ Follow' button. A table provides details about the club:

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.

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The screenshot shows the 'MY ASSOCIATION' section of the Lion Portal. It features a large purple button with the Lions Club logo and the text 'MY ASSOCIATION'. Below this, there is a 'Welcome to the Lion Portal' message with a yellow 'DONATE' button. To the left, there is a 'Insights Summary' section with a bar chart showing '.37M'. To the right, there is a 'QUICK LINKS' section with a user icon.