

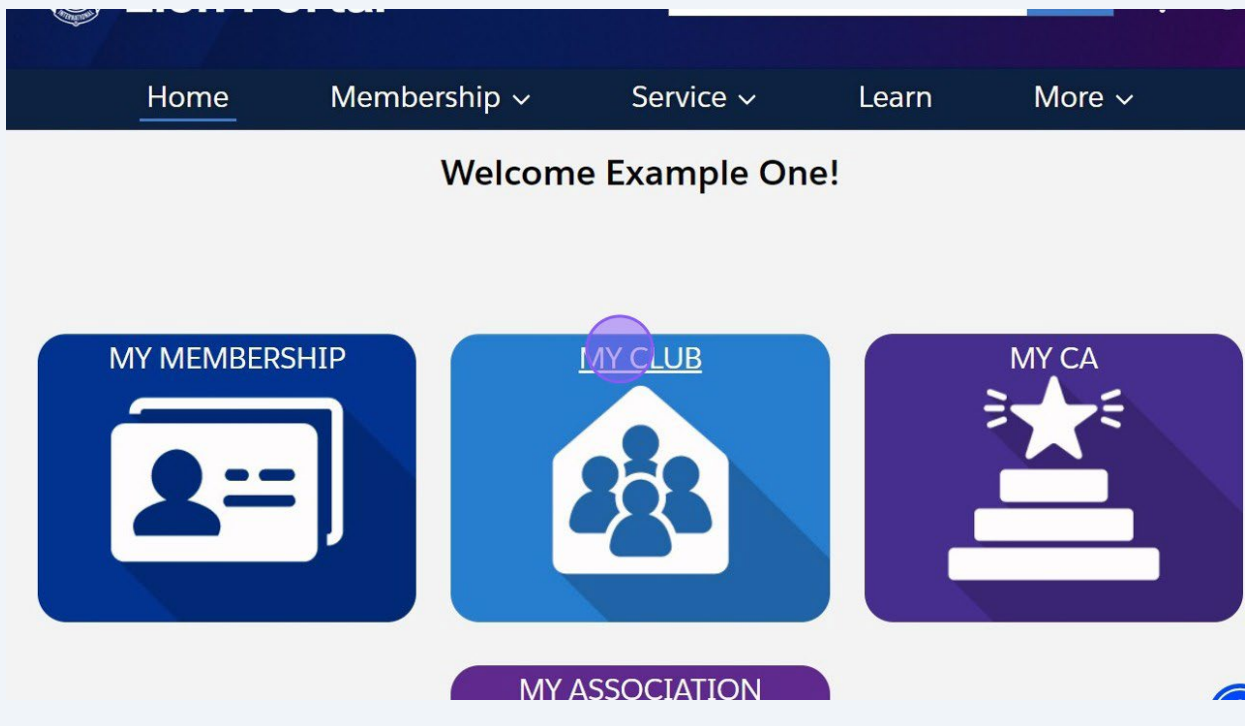
# Gestionar socios del club - Editar socio

## Lion Portal **Cambiar el tipo de Aumento de Afiliación**

Esta guía proporciona un tutorial completo para los administradores de clubes sobre cómo actualizar el tipo de afiliación de un socio en el Lion Portal. Enfatiza la importancia de gestionar con precisión los tipos de afiliación, lo que puede afectar la elegibilidad para el recuento de delegados y la reincorporación. Al seguir esta guía, los usuarios pueden asegurarse de mantener los registros actualizados y cumplir con las regulaciones de Lions International, mejorando en última instancia la eficiencia de la gestión del club.

**1** Inicie sesión en el Lion Portal. [lionportal.org](https://lionportal.org)

**2** Haga clic en "MI CLUB"



## **Actualización del tipo de aumento de afiliación**

### 3 Haga clic en "Administrar socios del club"

| Lion ID | Type       | Status | Billing Address  | Active Member Count |
|---------|------------|--------|--|---------------------|
| 200158  | Lions Club | Active | 124 Any Place<br>Naperville, Illinois 60565<br>United States | 56                  |

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

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

Account Name: Example Club For Training

Type: Lions Club

Parent Account: District 1 J

Active Member Count: 56

Region or Zone: SE Zone 1

Club Specialty: Cultural

Lion ID: 200158

Club Sub-Specialty

Youth Programs

Specialty Description: Arts and Entertainment

Charter Established Date: 7/1/2010

Buttons: Manage Club Members, Manage Club Officers, Manage Club Leader, Manage Club Club Leader, Manage Delegates

### 4 Seleccione "Editar socio"

Lion ID: 200158 | Type: Lions Club | Status: Active | Billing Address: 124 Any Place | Active Member Count: 56

**Club Details** | Data Export

Account Name: Example Club For Training

Parent Account: District 1 J

Region or Zone: SE Zone 1

Lion ID: 200158

Youth Programs

Specialty Description: Arts and Entertainment

Charter Established Date: 7/1/2010

**Manage Club Members**

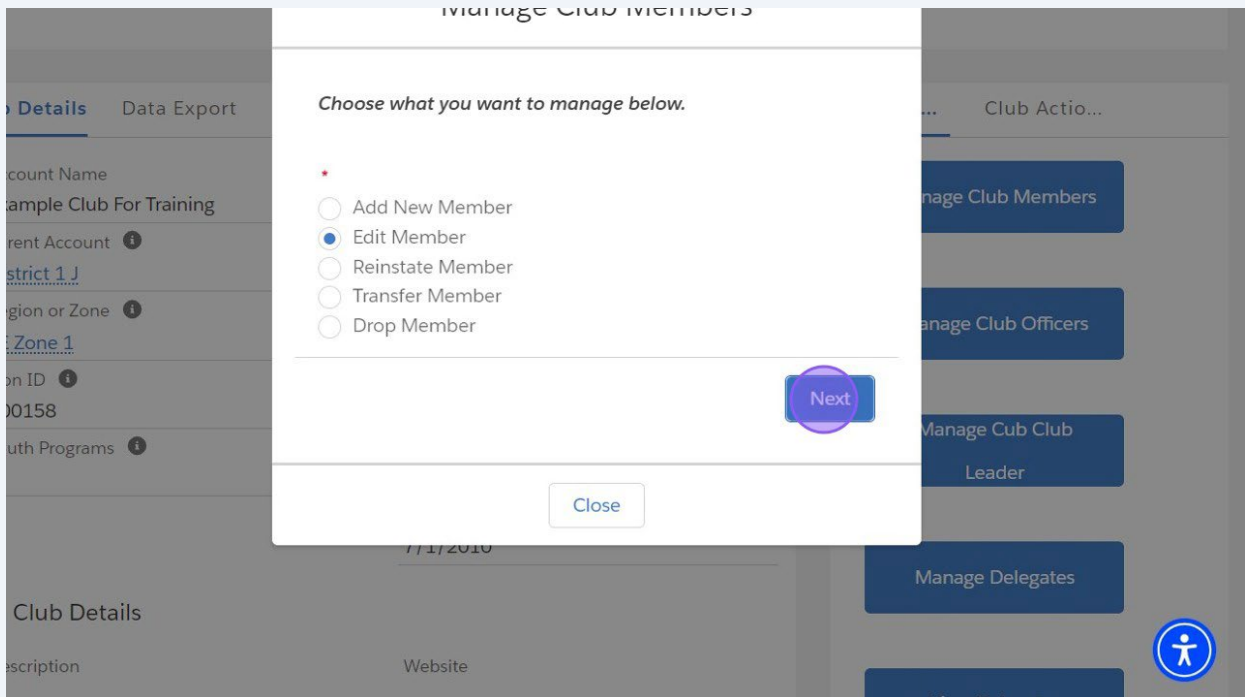
Choose what you want to manage below.

- Add New Member
- Edit Member
- Reinstate Member
- Transfer Member
- Drop Member

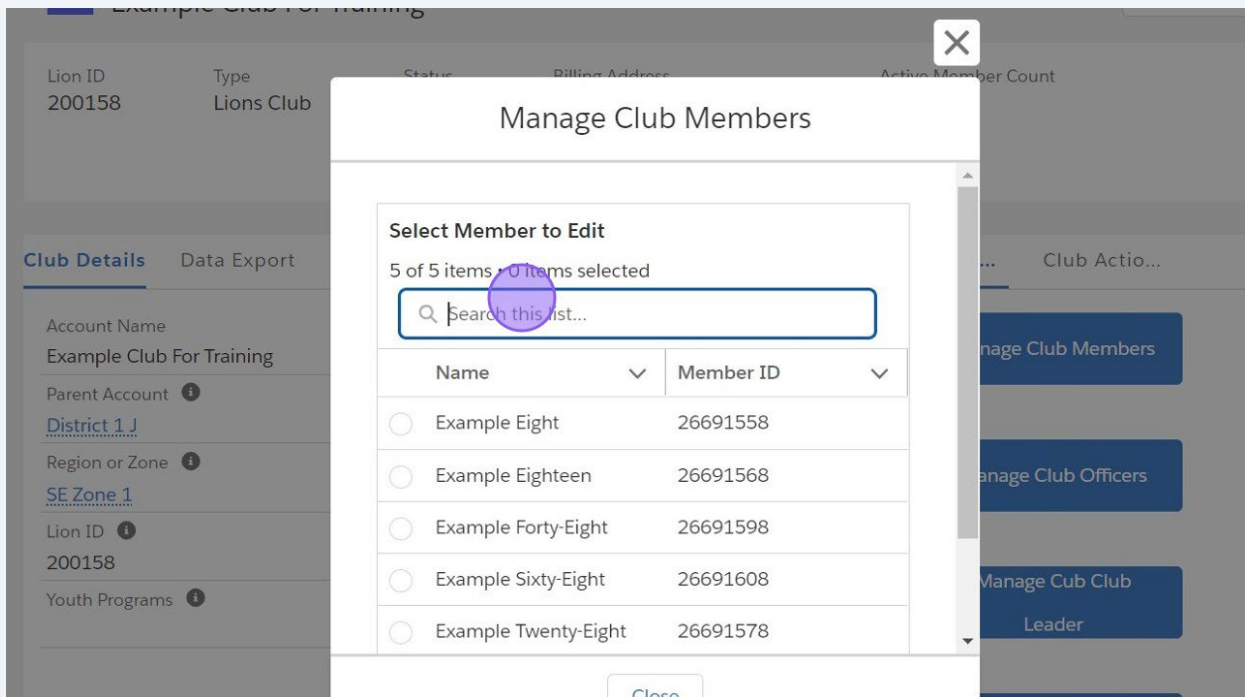
Next

Close

**5** Haga clic en "Siguiente"



**6** Desplácese hacia abajo en la lista de socios o haga clic en "Buscar en esta lista..." e introduzca todo o parte del nombre o número de socio.



**7** Haga clic en el "botón de radio" junto al nombre del socio.

Manage Club Members

Select Member to Edit

6 of 6 items • 0 items selected

Search: Two

| Name   | Member ID |
|--|-----------|
| <input checked="" type="radio"/> Example Fifty-Two | 26691602  |
| <input type="radio"/> Example Forty-Two            | 26691592  |
| <input type="radio"/> Example Sixty-Two            | 26691605  |
| <input type="radio"/> Example Thirty-Two           | 26691582  |
| <input type="radio"/> Example Twenty-Two           | 26691572  |

Close

**8** Haga clic en "Siguiente"

Manage Club Members

Select Member to Edit

6 of 6 items • 0 items selected

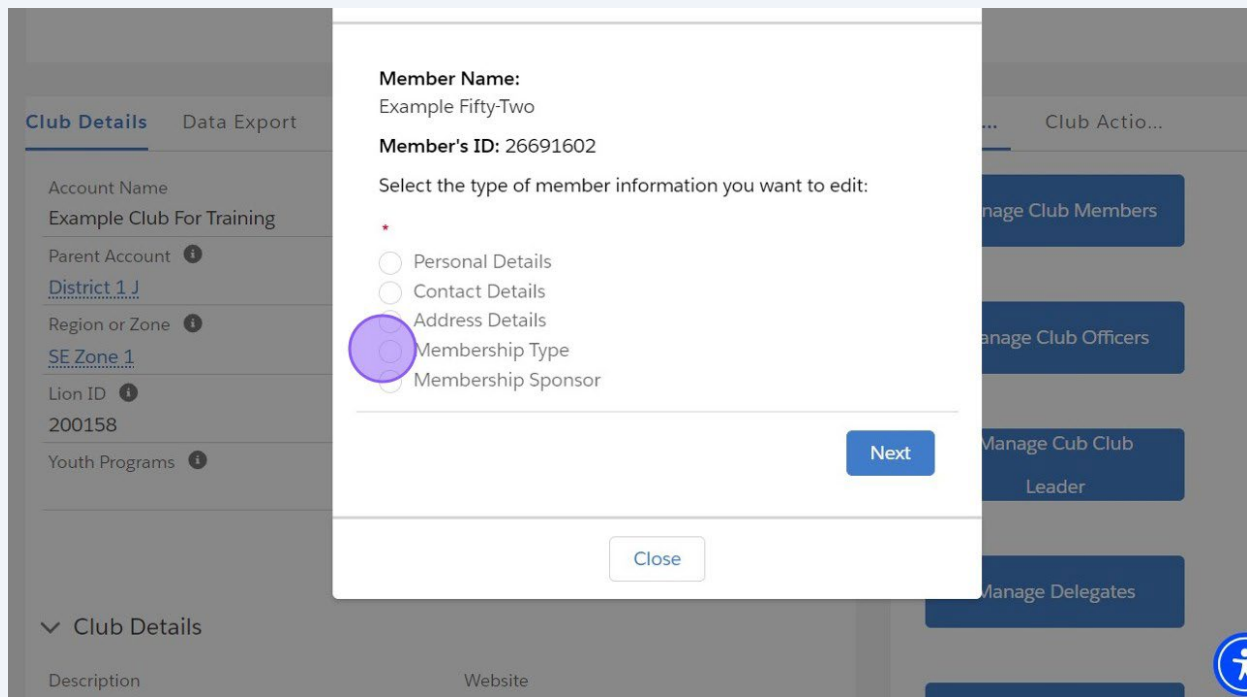
Search: Two

| Name   | Member ID |
|--|-----------|
| <input checked="" type="radio"/> Example Fifty-Two | 26691602  |
| <input type="radio"/> Example Forty-Two            | 26691592  |
| <input type="radio"/> Example Sixty-Two            | 26691605  |
| <input type="radio"/> Example Thirty-Two           | 26691582  |
| <input type="radio"/> Example Twenty-Two           | 26691572  |
| <input type="radio"/> Mx. Example Two III          | 26691551  |

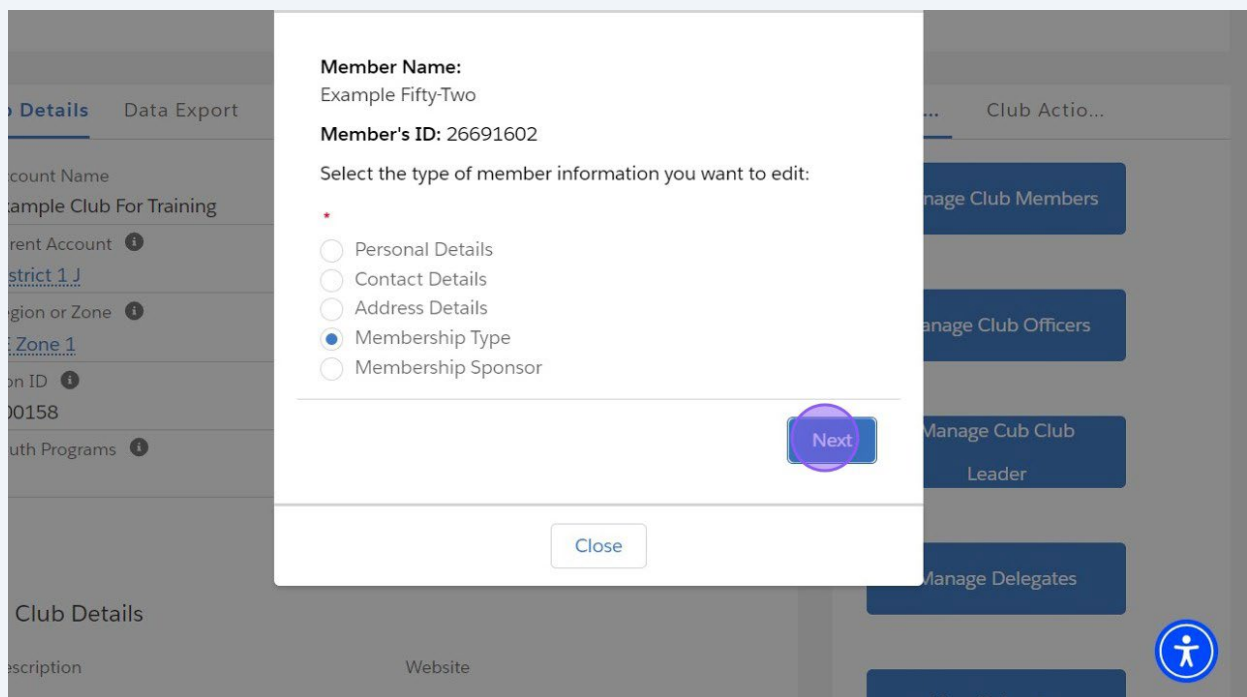
Previous Next

Close

**9** Haga clic en la opción "Botón de radio" "Tipo de Aumento de Afiliación".



**10** Haga clic en "Siguiente"





Recordatorio - Elija el "tipo de Aumento de Afiliación" que será el nuevo "tipo de Aumento de Afiliación".

**11** Haga clic en el menú desplegable "Tipo de Aumento de Afiliación".

Manage Club Members

\*Membership Type: Regular Member

\*Membership Category: Active

Next

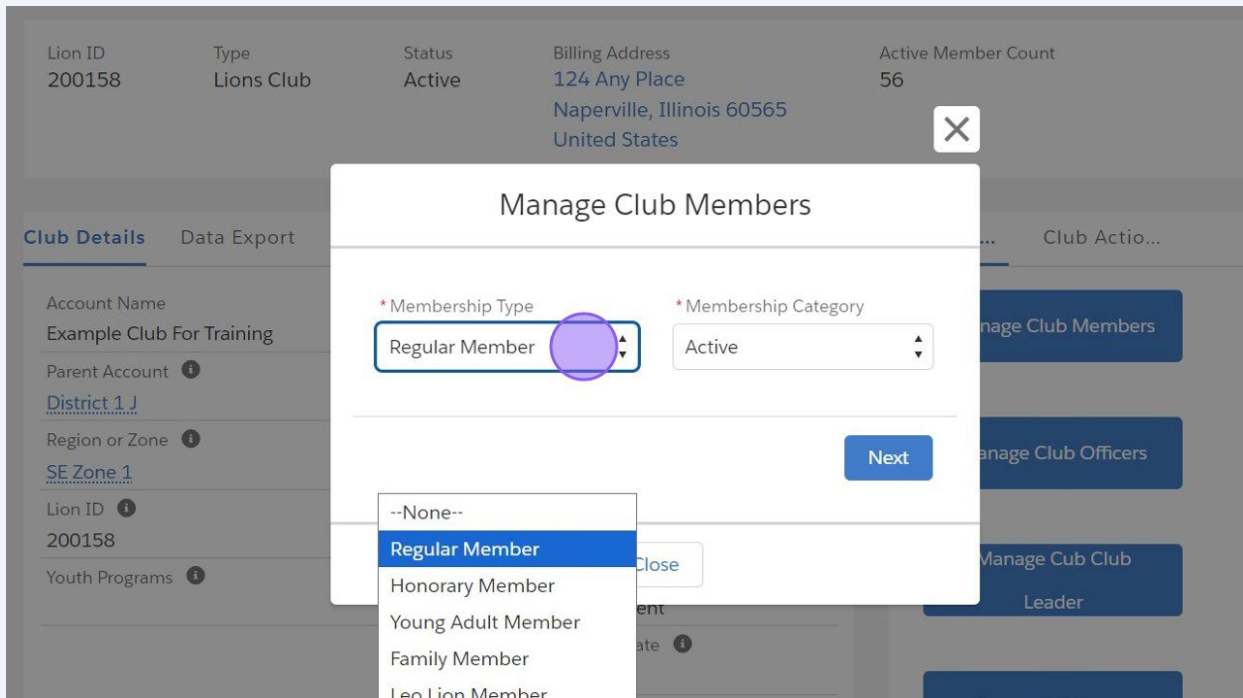
--None--  
Regular Member  
Honorary Member  
Young Adult Member  
Family Member  
Leo Lion Member



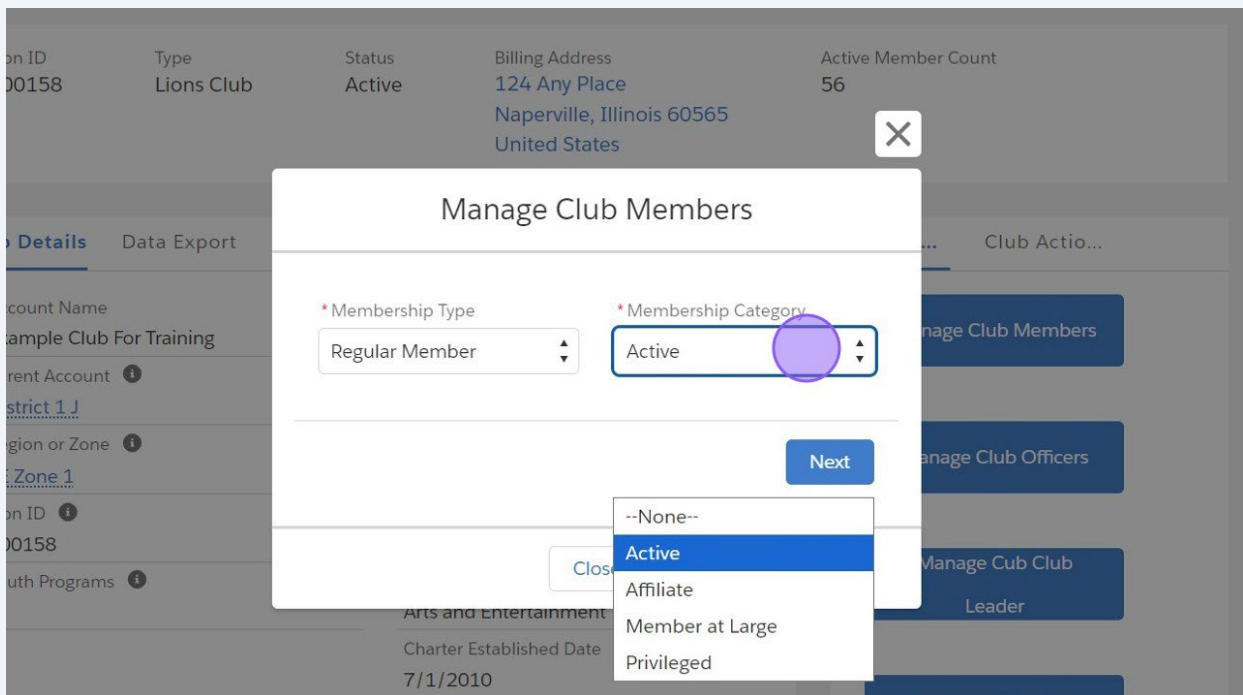
**Nota:** Los tipos de aumento de Afiliación son:

- Socio regular (socio que paga cuotas completas)
- Socio honorario
- Socio adulto joven
- Socio familiar
- Socio Leo-León
- Socio estudiante

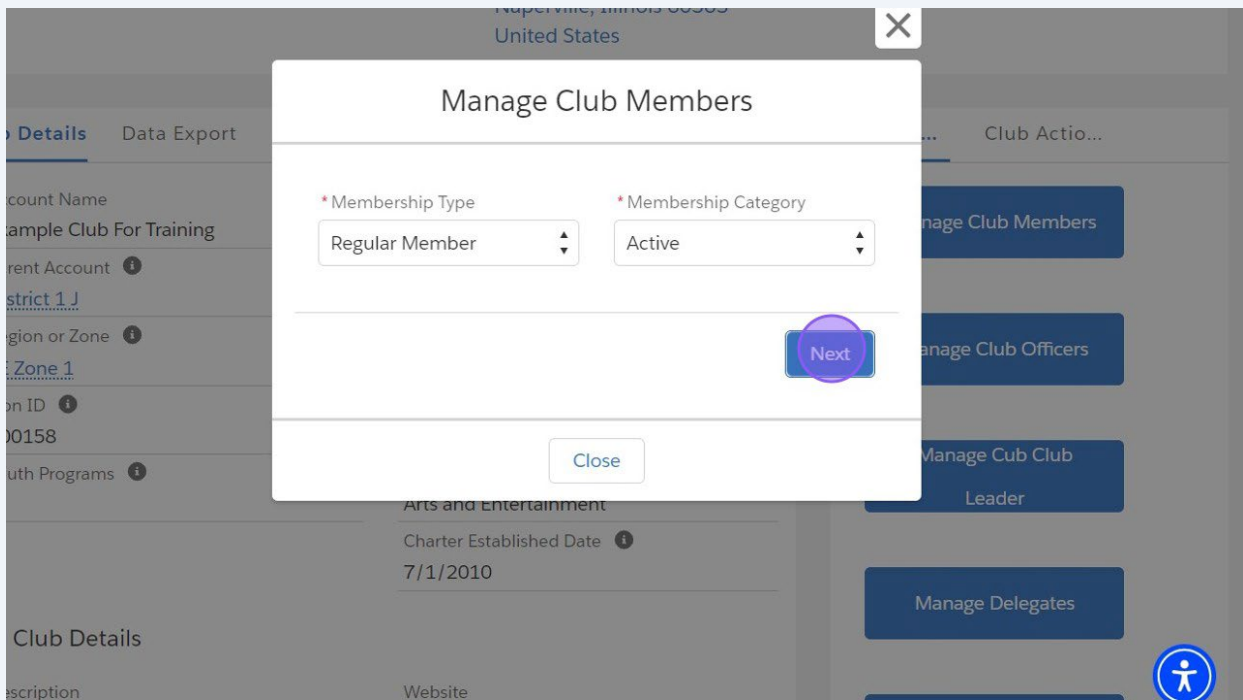
## 12 Seleccione el nuevo tipo de afiliación



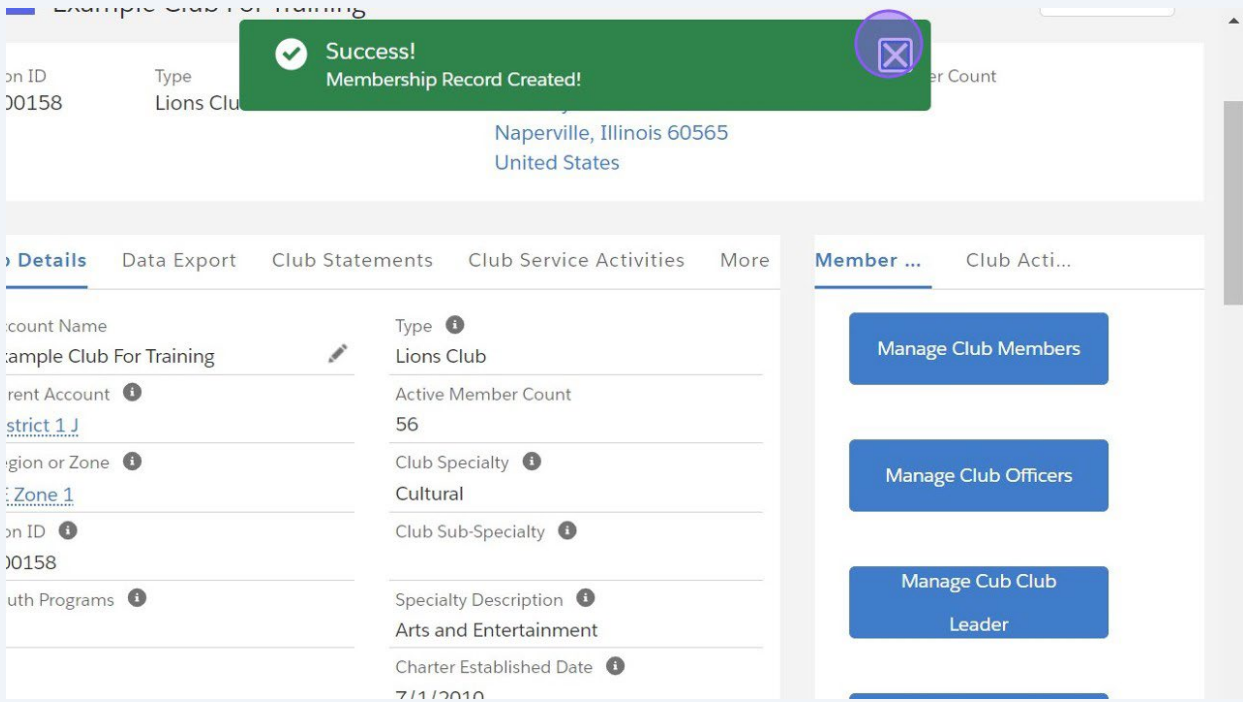
## 13 "Activo" es el valor predeterminado. Haga clic en la "Categoría de Aumento de Afiliación" para ver opciones adicionales



**14** Haga clic en "Siguiente"



**15** El mensaje verde "¡Éxito!" confirma el cambio. Haga clic en el icono "X" para cerrar.



**Ver el historial de afiliación del socio**

## 16 En la página Detalles del club localice al socio.

24 Any Place  
 Naperville, Illinois 60565  
 United States

---

### Meeting Location 1

|                                   |  |
|-----------------------------------|--|
| Meeting Place ⓘ<br>Town Center    | Meeting Local Place ⓘ<br>टाउन सेंटर            |
| Meeting Week of Month ⓘ<br>1st    | Meeting Local Street ⓘ                         |
| Meeting Day ⓘ<br>Monday           | Meeting Local City ⓘ                           |
| Meeting Time ⓘ<br>7:00            | Meeting Local Zip Code ⓘ                       |
| Meeting Street ⓘ<br>155 Town Road | Meeting Local State or Prov ⓘ<br>IL            |
| Meeting City ⓘ<br>Naperville      | Meeting Local Country ⓘ<br>US                  |
| Meeting State or Prov ⓘ           | Online Meeting 1 ⓘ<br><input type="checkbox"/> |
| Meeting Zip Code ⓘ                | Online Meeting 1 Place ⓘ                       |

### Active Members

#### Active Members

56 of 56 items

Search this list...

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

## 17 Se actualizó el "Tipo de Aumento de afiliación" de ejemplo de 52 socios.



Contact

Example Member Fifty-Two

+ Follow

Primary Affiliation

[Example Club For Training](#)

Member ID

26691602

Email

zfiftytwo@fake.com

Phone

773 2341111

Name

Example Member Fifty-Two

Spouse Name ⓘ

Companion Fifty-Two

Primary Affiliation ⓘ

[Example Club For Training](#)

Birthday ⓘ

September 20

Nickname ⓘ

Birthdate

9/20/1994

Gender ⓘ

Female

Occupation ⓘ

Transportation/Utilities

### Local Language Information

First Name (Local)

### Contact Members Services

Email: [lionssupport@lionsclubs.org](mailto:lionssupport@lionsclubs.org)

Phone: (+001) 630-468-6900



Club Me... (3)



3 items · Sorted by Start Date · Updated a few seconds ago

|   | Club Name ↓      | Membershi   |
|---|------------------|-------------|
| 1 | Example Club ... | Lion-Regula |
| 2 | Example Club ... | Lion-Discou |

**18** El historial de Aumento de afiliación del socio se muestra a la derecha.

Example Club For Training    26691602    ziftytwo@fake.com    773 2341111

---

Name  
Example Member Fifty-Two

Spouse Name ⓘ  
Companion Fifty-Two

Primary Affiliation ⓘ  
[Example Club For Training](#)

Spouse Name ⓘ  
Companion Fifty-Two

Birthdate  
September 20

Nickname ⓘ

Birthdate  
9/20/1994

Gender ⓘ  
Female

Occupation ⓘ  
Transportation/Utilities

✓ 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... (3) ⚙️ ↻

3 items • Sorted by Start Date • Updated a few seconds ago

|   | Club Name        | Membershi...   |
|---|------------------|----------------|
| 1 | Example Club ... | Lion-Regular [ |
| 2 | Example Club ... | Lion-Discount  |
| 3 | Example Club ... | Lion-Regular [ |

View All

**19** Haga clic en "Ver todos los socios del club" para ver la historia completa.

Name  
Example Member Fifty-Two

Spouse Name ⓘ  
Companion Fifty-Two

Primary Affiliation ⓘ  
[Example Club For Training](#)

Spouse Name ⓘ  
Companion Fifty-Two

Birthdate  
September 20

Nickname ⓘ

Birthdate  
9/20/1994

Gender ⓘ  
Female

Occupation ⓘ  
Transportation/Utilities

✓ Local Language Information

First Name (Local)

Middle Name (Local)

Last Name (Local)

✓ Contact Information

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

Club Me... (3) ⚙️ ↻

3 items • Sorted by Start Date • Updated a few seconds ago

|   | Club Name        | Membershi...   |
|---|------------------|----------------|
| 1 | Example Club ... | Lion-Regular [ |
| 2 | Example Club ... | Lion-Discount  |
| 3 | Example Club ... | Lion-Regular [ |

View All

Members Sponsored (0) ⓘ

**20** Use las barras de desplazamiento en la parte superior de la columna para hacerla más ancha o más delgada.

The screenshot shows the Lion Portal interface. At the top, there is a search bar and navigation tabs for Home, Membership, Service, Learn, and More. Below the navigation, the page title is "Club Memberships" and it shows "3 items". The table below has columns for Club Name, Membership Full Type, Start Date, End Date, Membership Status, and Membership ID. A purple circle highlights the scrollbar of the "End Date" column.

| Club Name           | Membership Full Type         | Start Date | End Date   | Membership Status | Membership ID |
|---------------------|------------------------------|------------|------------|-------------------|---------------|
| Example Club For... | Lion-Regular [Dropped]       | 6/15/2024  | 9/18/20... | Inactive Memb...  | MEMBER#00:    |
| Example Club For... | Lion-Discounted-Family Me... | 9/18/2024  | 9/27/20... | Inactive Memb...  | MEMBER#00:    |
| Example Club For... | Lion-Regular [Active]        | 9/27/2024  |            | Active Member     | MEMBER#00:    |

**i** ¡Nota! El historial del aumento de afiliación rastrea los cambios en el "tipo de Aumento de Afiliación" que puede determinar la elegibilidad para ser incluido en el recuento de delegados del club o ser elegible para ser reincorporado. Consulte los Estatutos y Reglamentos Internacionales y los documentos de Política para obtener detalles específicos.

2

Se muestra el historial de los cambios de afiliación de este socio. El orden predeterminado es "Fecha de inicio" desde la fecha más antigua hasta la fecha más reciente.

Este socio:

- Se convirtió en un León de "tipo Aumento de afiliación regular" (cuotas completas) el
- Cambió a "Tipo de Aumento de afiliación familiar" (cuotas con descuento) el 9/18/2024

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. The main content area displays the membership history for 'Example Member Fifty-Two'. The page title is 'Club Memberships'. Below the title, there are controls for settings, refresh, and filter. The data is presented in a table with columns for Club Name, Membership Full Type, Start Date, End Date, Membership Status, and Membership ID. The table shows three entries, sorted by Start Date in ascending order.

| Club Name           | Membership Full Type         | Start Date | End Date  | Membershi...     | M... | Membershi |
|---------------------|------------------------------|------------|-----------|------------------|------|-----------|
| Example Club For... | Lion-Regular [Dropped]       | 6/15/2024  | 9/18/2024 | Inactive Memb... |      | MEMBER#C  |
| Example Club For... | Lion-Discounted-Family Me... | 9/18/2024  | 9/27/2024 | Inactive Memb... |      | MEMBER#C  |
| Example Club For... | Lion-Regular [Active]        | 9/27/2024  |           | Active Member    |      | MEMBER#C  |

**22** Para volver a la página del club, haga clic en el enlace azul que muestra el Nombre del club.

The screenshot shows the 'Lion Portal' interface. At the top, there is a search bar and navigation links for 'Home', 'Learn', and 'More'. A user profile for 'Example Member Fifty-Two' is visible, with a purple circle highlighting the 'Primary Affiliation' link 'Example Club For Training'. A modal window is open over this link, displaying the following information:

|                     |        |                             |  |
|---------------------|--------|-----------------------------|--|
| Lion ID             | 200158 | Type                        | Lions Club   |
| Status              | Active | Billing Address             | 124 Any Place<br>Naperville, Illinois 60565<br>United States |
| Active Member Count | 56     | No related lists to display |  |

Below the modal, the user's details are partially visible: Name (Example Member Fifty-Two), Primary Affiliation (Example Club For Training), Nickname, Gender (Female), Birthdate (9/20/1994), and Occupation (Transportation / Utilities).

**23** Regresó a la página del club

The screenshot shows the club page for 'Example Club For Training'. The navigation bar includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. The club's account information is displayed as follows:

|         |        |      |            |        |        |                 |  |                     |    |
|---------|--------|------|------------|--------|--------|-----------------|--|---------------------|----|
| Lion ID | 200158 | Type | Lions Club | Status | Active | Billing Address | 124 Any Place<br>Naperville, Illinois 60565<br>United States | Active Member Count | 56 |
|---------|--------|------|------------|--------|--------|-----------------|--|---------------------|----|

Below this, there are tabs for 'Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Details' tab is active, showing the following information:

|                |                           |                     |            |
|----------------|---------------------------|---------------------|------------|
| Account Name   | Example Club For Training | Type                | Lions Club |
| Parent Account | strict 1 J                | Active Member Count | 56         |
| Region or Zone | Zone 1                    | Club Specialty      | Cultural   |

On the right side, there are buttons for 'Manage Club Members' and 'Manage Club Officers', along with a 'Follow' button at the top right.

**24** Haga clic en "Inicio" para volver a la página de inicio.

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 club details:

| Lion ID | Type       | Status | Billing Address  | Active Member Count |
|---------|------------|--------|--|---------------------|
| 200158  | Lions Club | Active | 124 Any Place<br>Naperville, Illinois 60565<br>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.

**2** Esto concluye la guía rápida "Gestionar socios del club - Editar tipo de Aumento de Afiliación de cambio de socio".

The screenshot shows the 'Lion Portal' home page. The navigation bar includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. The main heading reads 'Welcome Example One!'. Below this, there are four large buttons: 'MY MEMBERSHIP' (with a person icon), 'MY CLUB' (with a house and people icon), 'MY CA' (with a star and podium icon), and 'MY ASSOCIATION' (with the Lions Club logo). A user profile icon is visible in the bottom right corner.