

# Gerenciar Associados do Clube - Editar Associado

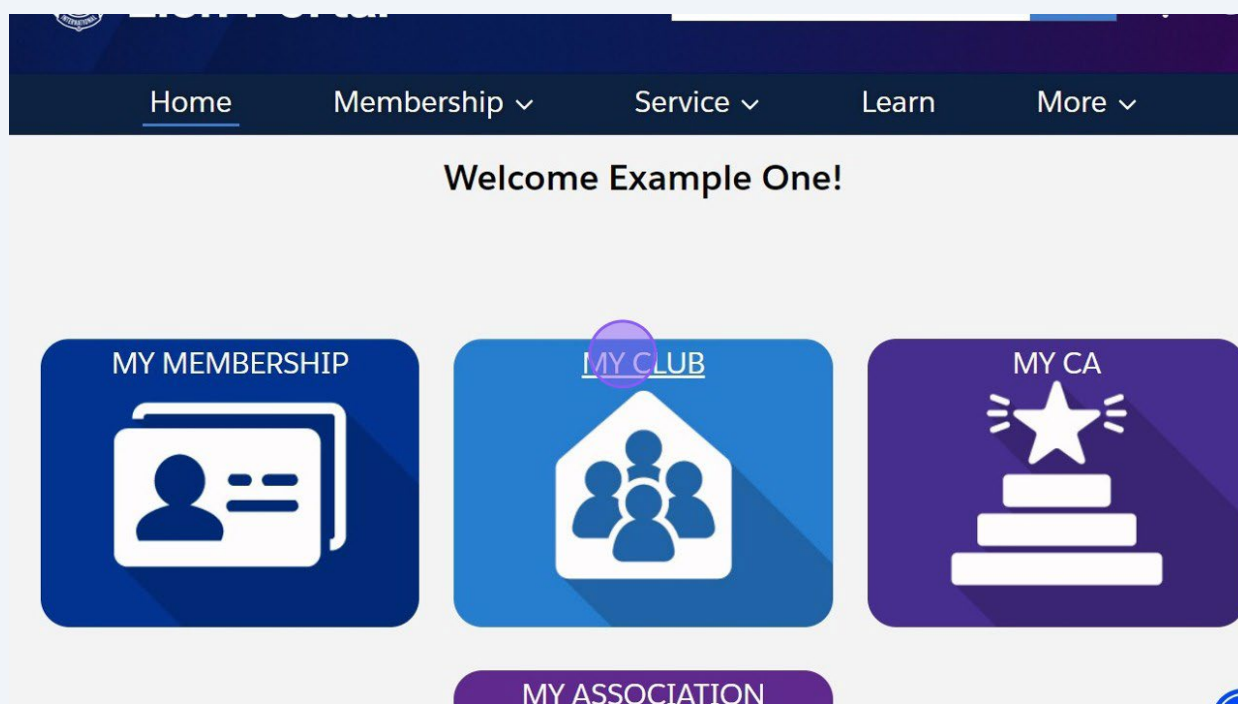
## - Alterar Tipo de Afiliação



Este guia oferece um passo a passo abrangente para os administradores de clube sobre como atualizar o tipo de afiliação de um associado no Lion Portal. Ele enfatiza a importância de gerenciar com precisão os tipos de afiliação, o que pode afetar a elegibilidade para contagem de delegados e reintegração. Ao seguir este guia, os usuários podem garantir a manutenção de registros atualizados e o cumprimento dos regulamentos de Lions International, aumentando a eficiência da administração do clube.

**1** Faça login no Lion Portal. [lionportal.org](https://lionportal.org)

**2** Clique "MEU CLUBE"



## Atualização do Tipo de Afiliação

### 3 Clique "Gerenciar Associados do Clube"

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 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 Club Leader

### 4 Seleccione "Editar Asociado"

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

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

#### Manage Club Members

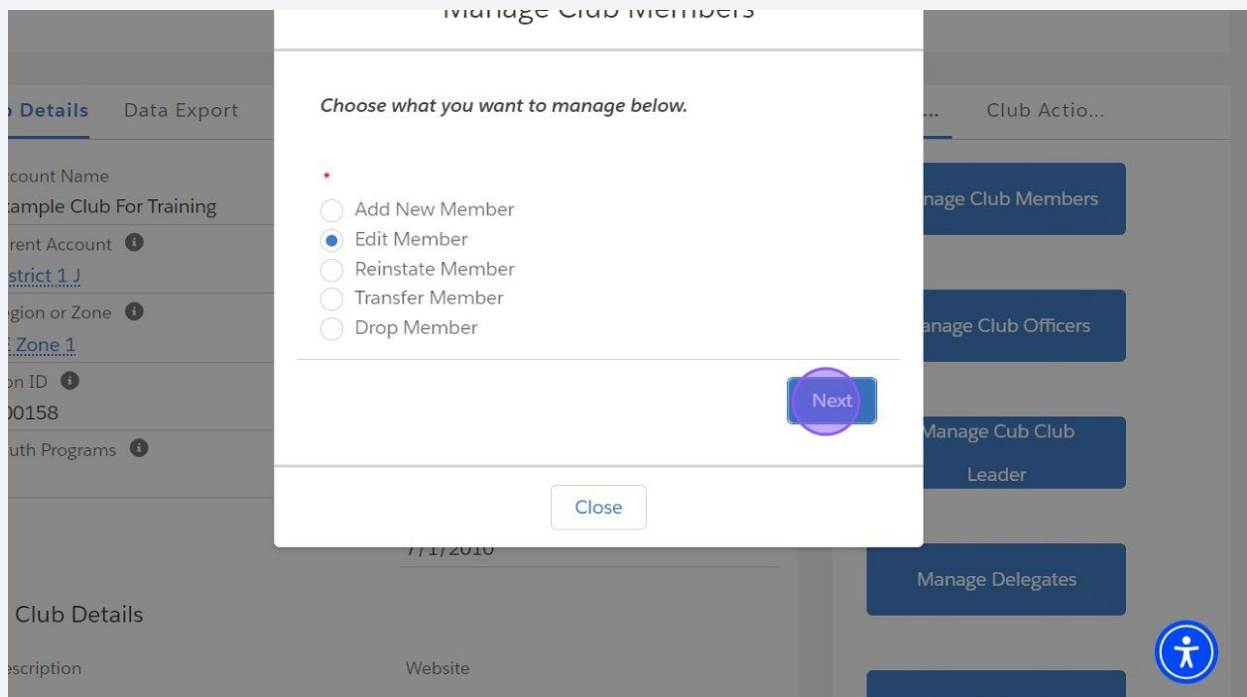
Choose what you want to manage below.

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

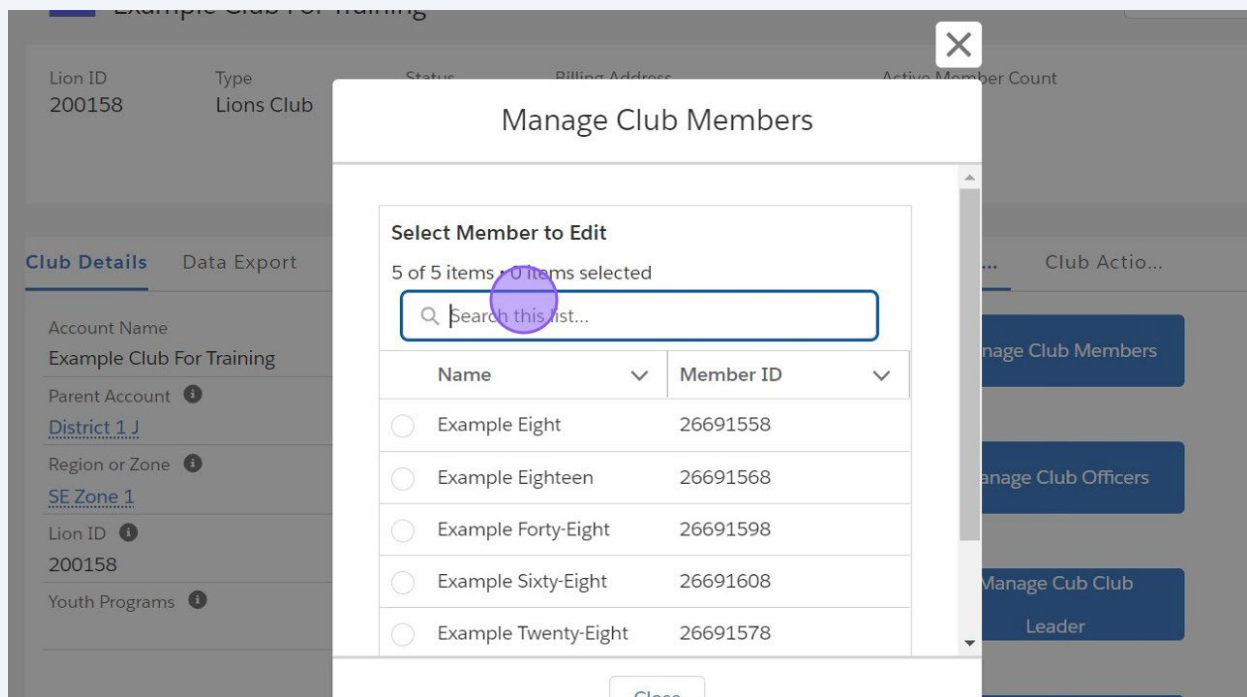
Next

Close

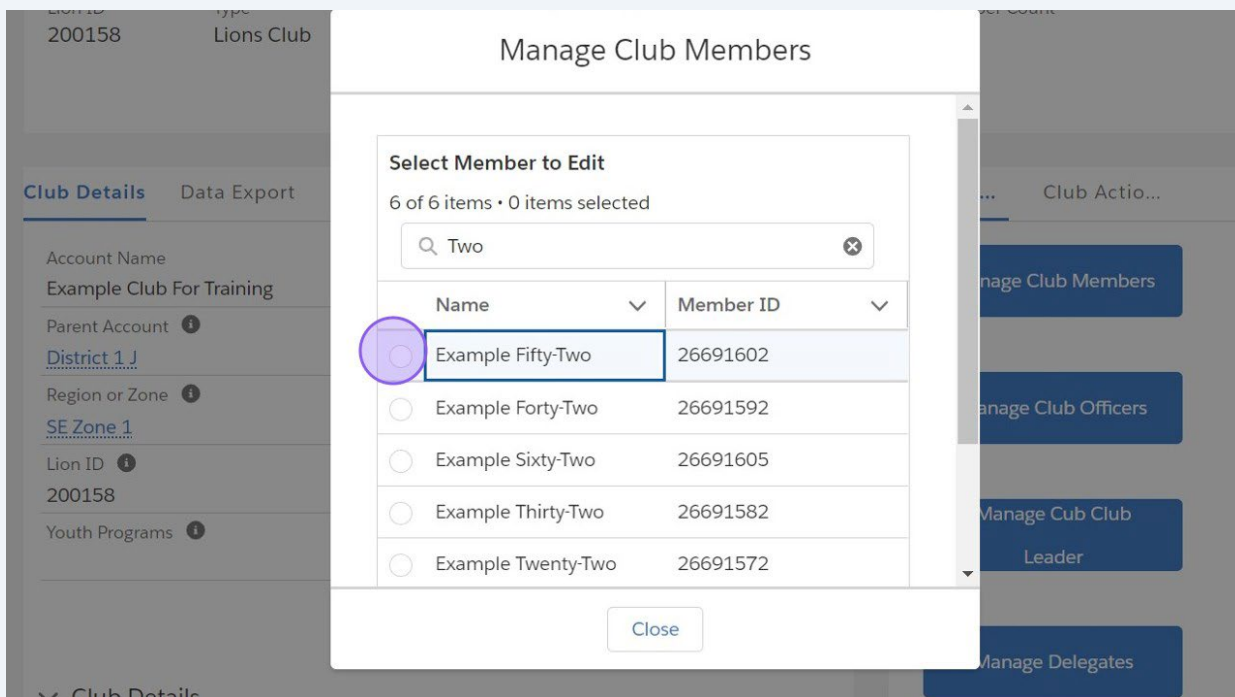
## 5 Clique "Próximo"



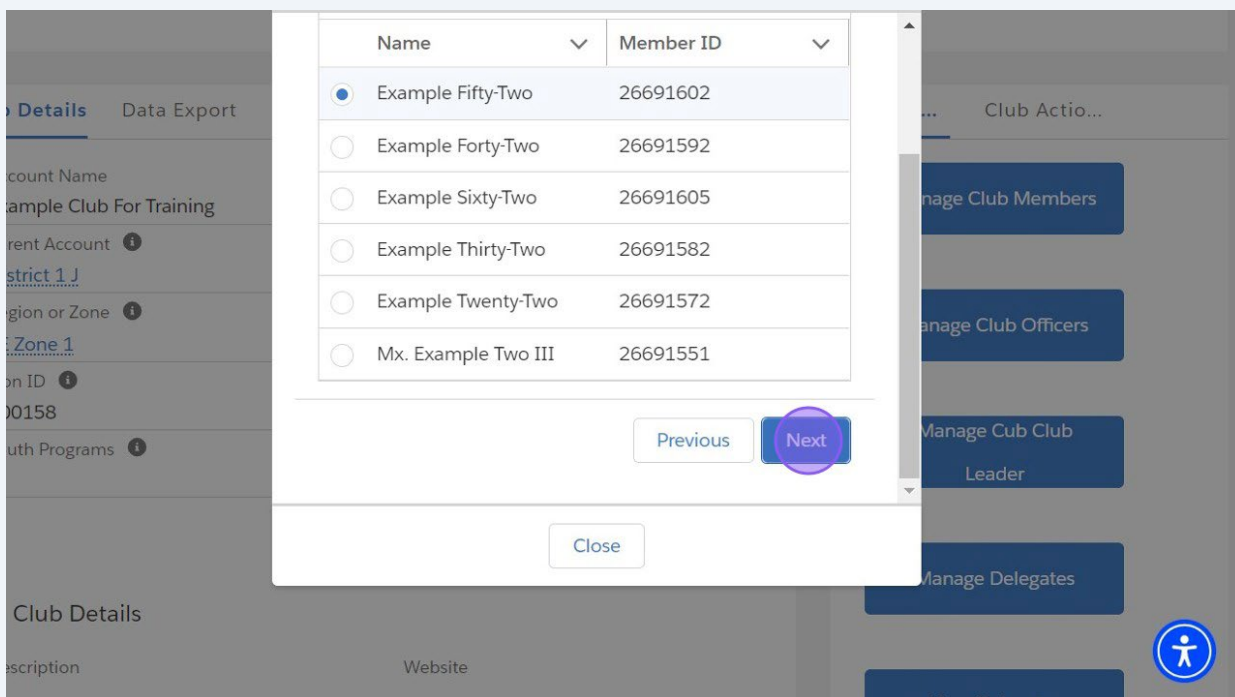
## 6 Role a lista de associados para baixo ou clique em "Buscar na lista..." e digite todo ou parte do nome ou do número de identificação de associado.



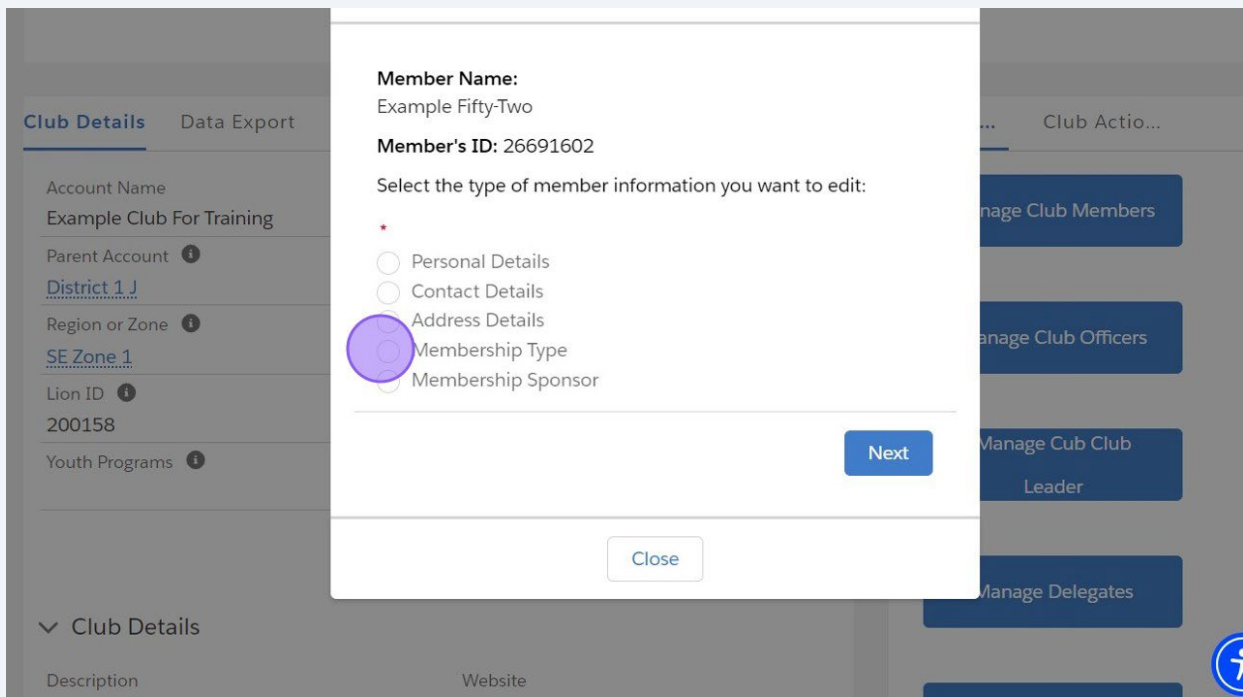
7 Clique no "botão de opção" ao lado do nome do associado.



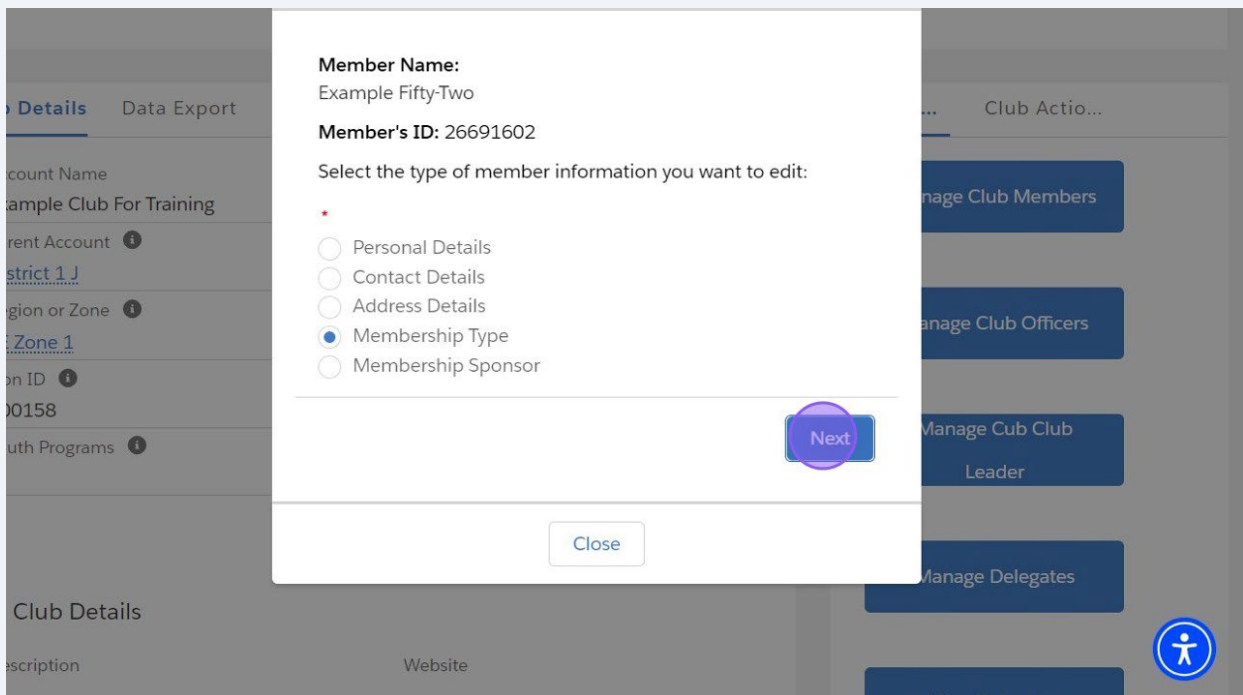
8 Clique "Próximo"



**9** Clique no "botão de opção" "Tipo de Afiliação".



**10** Clique "Próximo"





Lembrete - Escolha o "Tipo de Afiliação" que será o novo "Tipo de Afiliação".

## 11 Clique no menu suspenso "Tipo de Afiliação".

Manage Club Members

\* Membership Type: Regular Member

\* Membership Category: Active

Next

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



Obs.: Os Tipos de Afiliação são:

- Associado Regular (que pagam quotas integrais)
- Associado Honorário
- Associado Jovem Adulto
- Associado Membro da Família
- Associado Leo-Lion
- Associado Estudante

## 12 Seleccione o novo tipo de afiliação

The screenshot shows the 'Manage Club Members' dialog box overlaid on a club details page. The dialog has two dropdown menus: '\* Membership Type' and '\* Membership Category'. The '\* Membership Type' dropdown is open, showing a list of options: '--None--', 'Regular Member', 'Honorary Member', 'Young Adult Member', 'Family Member', and 'Leo Lion Member'. The 'Regular Member' option is highlighted in blue. A purple circle highlights the dropdown arrow of the '\* Membership Type' menu. A 'Next' button is visible at the bottom right of the dialog.

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

Membership Type: Regular Member

Membership Category: Active

Next

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

## 13 "Ativo" é o padrão. Clique em "Categoria de Afiliação" para outras opções

The screenshot shows the 'Manage Club Members' dialog box overlaid on a club details page. The dialog has two dropdown menus: '\* Membership Type' and '\* Membership Category'. The '\* Membership Category' dropdown is open, showing a list of options: '--None--', 'Active', 'Affiliate', 'Member at Large', and 'Privileged'. The 'Active' option is highlighted in blue. A purple circle highlights the dropdown arrow of the '\* Membership Category' menu. A 'Next' button is visible at the bottom right of the dialog.

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

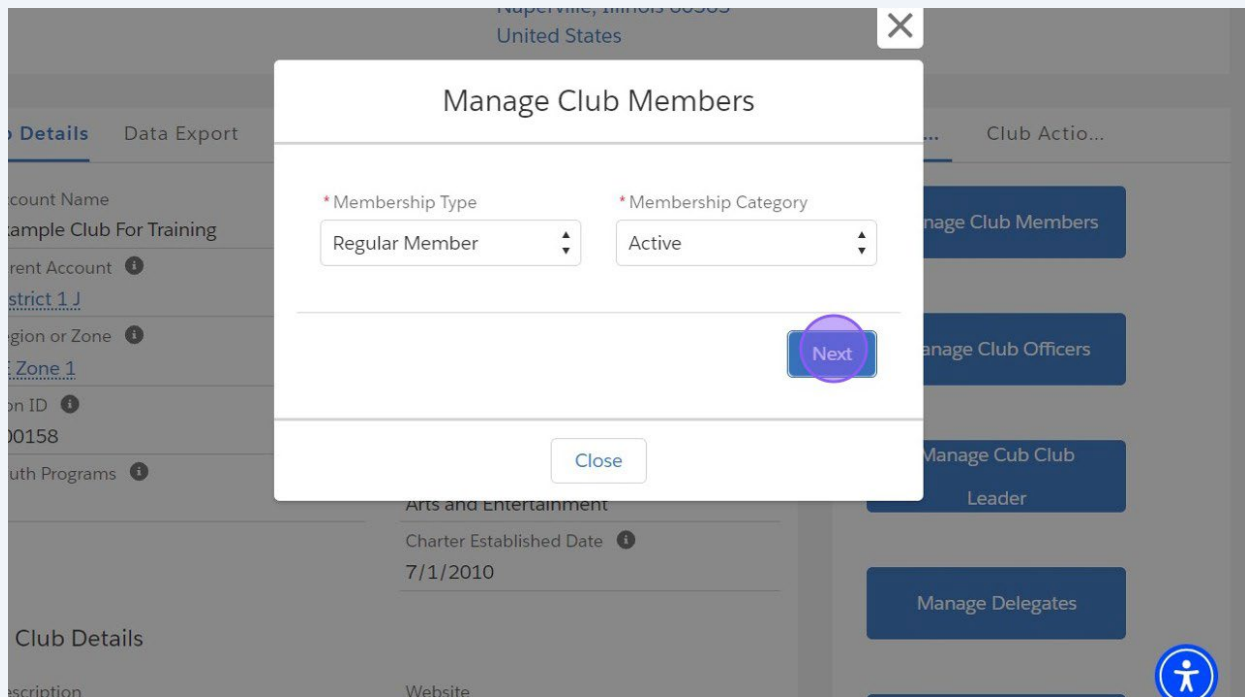
Membership Type: Regular Member

Membership Category: Active

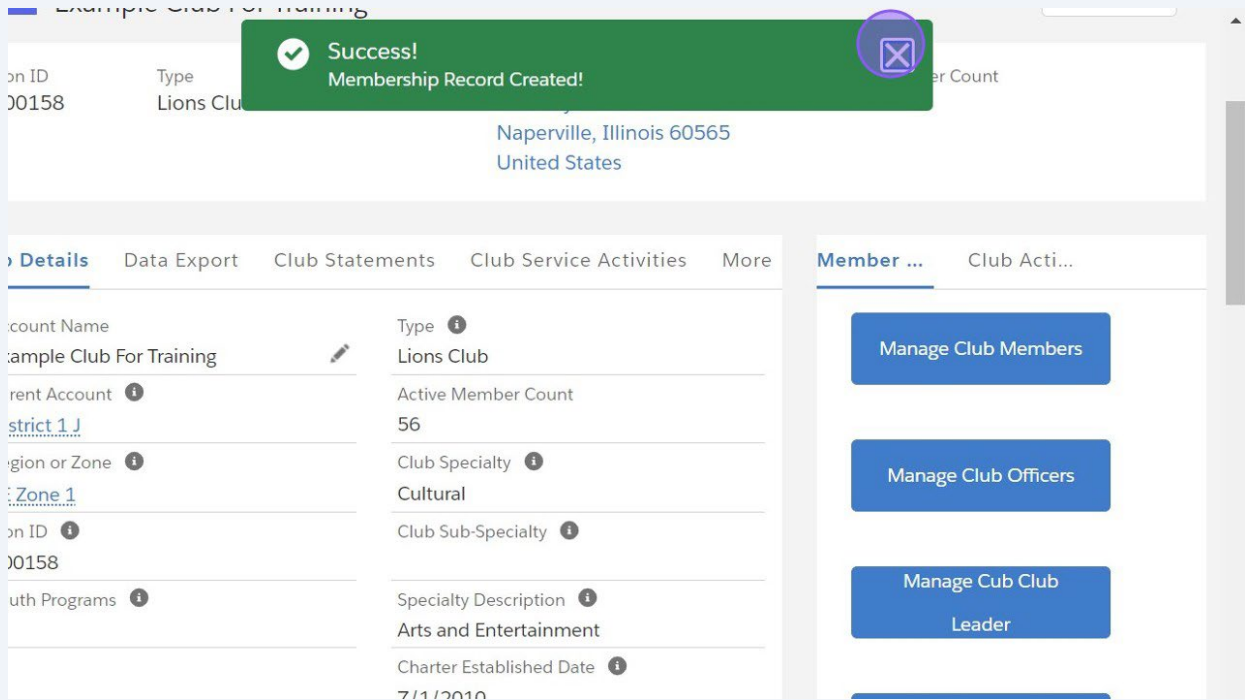
Next

--None--  
Active  
Affiliate  
Member at Large  
Privileged

## 14 Clique "Próximo"



## 15 Uma mensagem verde de "Sucesso!" confirma a alteração. Clique no ícone "X" para fechar a mensagem.



## Visualizar o Histórico de Afiliação do Associado

## 16 Na página de Detalhes do Clube, localize o associado.

24 Any Place  
 aperville, Illinois 60565  
 nited States

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**Meeting Location 1**

Meeting Place ⓘ  
 own Center

Meeting Week of Month ⓘ  
 st

Meeting Day ⓘ  
 onday

Meeting Time ⓘ  
 7:00

Meeting Street ⓘ  
 35 Town Road

Meeting City ⓘ  
 aperville

Meeting State or Prov ⓘ

Meeting Zip Code ⓘ

Meeting Local Place ⓘ  
 टाउन सेंटर

Meeting Local Street ⓘ

Meeting Local City ⓘ

Meeting Local Zip Code ⓘ

Meeting Local State or Prov ⓘ  
 IL

Meeting Local Country ⓘ  
 US

Online Meeting 1 ⓘ

Online Meeting 1 Place ⓘ

▼ Active Members

**Active Members**

56 of 56 items

🔍 Search this list...

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

## 17 Exemplo de Associado Cinquenta e Dois "Tipo de Afiliação" foi atualizado.

Home
Membership ▼
Service ▼
Learn
More ▼

Contact  
**Example Member Fifty-Two**

+ Follow

<p>Primary Affiliation  <a href="#">Example Club For Training</a></p>	<p>Member ID                  26691602</p>	<p>Email                  zfiftytwo@fake.com</p>	<p>Phone                  773 2341111</p>
---	--	--	---

Name  
 Example Member Fifty-Two

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

Nickname ⓘ

Gender ⓘ  
 Female

Spouse Name ⓘ  
 Companion Fifty-Two

Birthday ⓘ  
 September 20

Birthdate  
 9/20/1994

Occupation ⓘ  
 Transportation/Utilities

**Contact Members Services**

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

Phone: (+001) 630-468-6900

▼ Local Language Information

First Name (Local)

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** O Histórico de Afiliação do Associado é exibido à direita.

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

---

Name Example Member Fifty-Two	Spouse Name ⓘ Companion Fifty-Two
Primary Affiliation ⓘ <a href="#">Example Club For Training</a>	Birthday ⓘ 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** Clique em "Ver Todas as Afiliações do Clube" para ver o histórico completo.

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

---

Name Example Member Fifty-Two	Spouse Name ⓘ Companion Fifty-Two
Primary Affiliation ⓘ <a href="#">Example Club For Training</a>	Birthday ⓘ 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 as barras deslizantes na parte superior da coluna para torná-la mais larga ou mais estreita.

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 'Example Member Fifty-Two Club Memberships'. The table below has columns for Club Name, Membership Full Type, Start Date, End Date, Membership Status, and Membership ID. A purple circle highlights a slider bar on the 'End Date' column header.

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** Observe que: O histórico de afiliação rastreia as alterações no "Tipo de Afiliação", o que pode determinar a elegibilidade para ser incluído na contagem de delegados do clube ou ser elegível para reintegração. Consulte o Estatuto e Regulamentos oficiais de Lions International e os documentos de normas para obter detalhes específicos.

2

O histórico das alterações de afiliação desse associado é exibido. A ordem de classificação padrão é "Data de Início", da data mais antiga para a mais recente.

Este associado:

- Tornou-se um Leão do "Tipo de Afiliação Regular" (quotas integrais) em 15/6/2024 como
- Alterado para "Tipo de Membro da Família" (quotas com desconto) em 18/9/2024

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 breadcrumb path is 'contacts > Example Member Fifty-Two' and the page title is 'Club Memberships'. The table below shows the membership history, sorted by Start Date. The table has columns for Club Name, Membership Full Type, Start Date, End Date, Membership Status, and Membership ID. Three rows are visible, showing a transition from a regular membership to a discounted family membership and then to an active membership.

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 navegar de volta à Página do Clube, clique no link azul que exibe o Nome do Clube.

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

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

Below the modal, the member'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** De volta à Página do Clube

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

Lion ID	200158	Type	Lions Club	Status	Active	Billing Address	124 Any Place Naperville, Illinois 60565 United States	Active Member Count	56
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Below the details, there are tabs for 'Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Details' tab is active, showing:

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 two blue buttons: 'Manage Club Members' and 'Manage Club Officers'. A purple circle highlights the club name 'Example Club For Training' in the header area.

**24** Clique na "Página Inicial" para retornar à página inicial.

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 'Home' (highlighted), 'Membership', 'Service', 'Learn', and 'More'. The main content area displays account information for 'Example Club For Training' with 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	56

Below the table 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 page.

**2** Isso conclui o Guia Rápido "Gerenciar Associados do Clube - Editar Associado - Alterar Tipo de Afiliação".

The screenshot shows the 'Lion Portal' home page. At the top, there is a navigation menu with 'Home' (highlighted), 'Membership', 'Service', 'Learn', and 'More'. Below the navigation menu is a welcome message: 'Welcome Example One!'. The main content area features four large, colorful buttons: 'MY MEMBERSHIP' (dark blue), 'MY CLUB' (medium blue), 'MY CA' (purple), and 'MY ASSOCIATION' (dark purple). The 'MY ASSOCIATION' button includes the Lions Club logo. In the bottom right corner, there is a user profile icon and a small purple circle.