

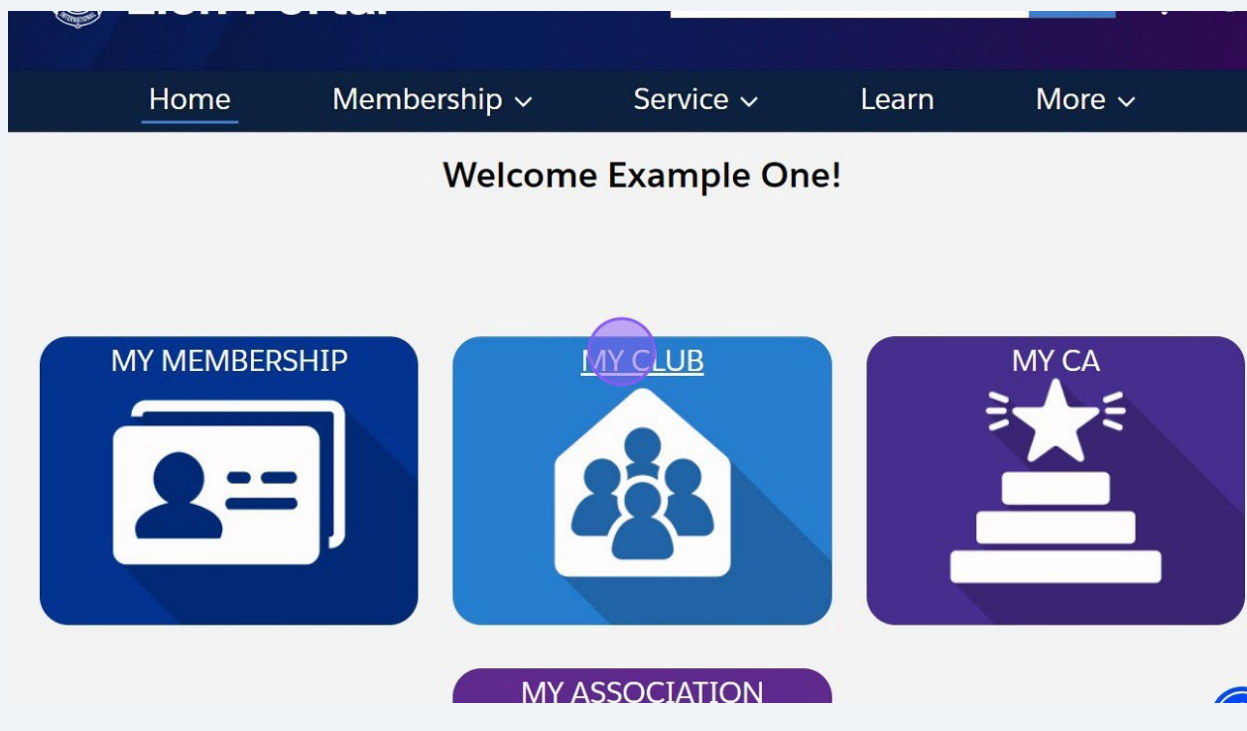
管理分會會員 - 編輯會員 - 更改會員類型

Lion Portal

本指南為分會行政人員提供如何在 Lion Portal（獅子會門戶網站）中更新會員的會員類型之全面流程。其中強調準確管理會員類型的重要性，這可能會影響代表人數和復籍的資格。透過遵循本指南，使用者可確保存下更新的記錄，並遵守 Lions International 的規定，進而提高分會管理的效率。

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

2 點選「我的分會」。



會員類型更新

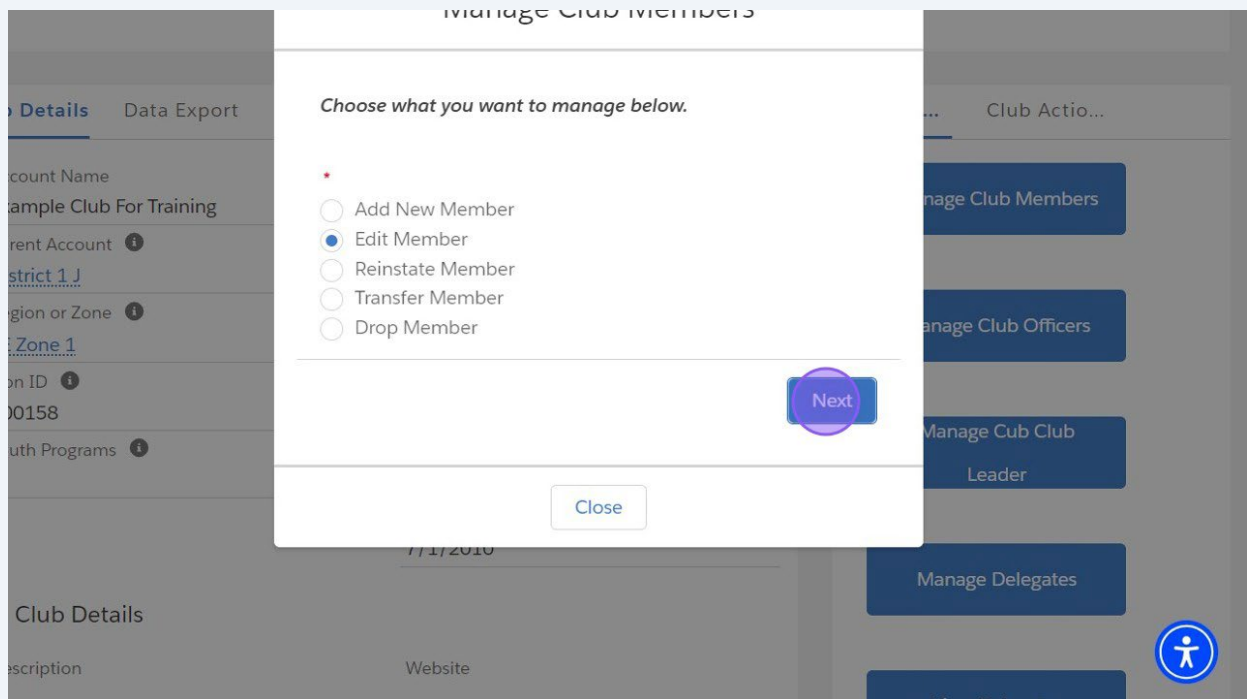
3 點選「管理分會會員」。

The screenshot displays a web interface for managing a club. At the top, there is a table with columns: Lion ID, Type, Status, Billing Address, and Active Member Count. The data row shows: 200158, Lions Club, Active, 124 Any Place, Naperville, Illinois 60565, United States, and 56. Below the table, there are tabs: Details, Data Export, Club Statements, Club Service Activities, and More. The 'Details' tab is active, showing fields for Account Name (Example Club For Training), Parent Account (District 1 J), Region or Zone (SE Zone 1), Lion ID (200158), and Youth Programs. On the right side, there are buttons for 'Manage Club Members', 'Manage Club Officers', and 'Manage Club Club Leader'. The 'Manage Club Members' button is highlighted with a purple circle.

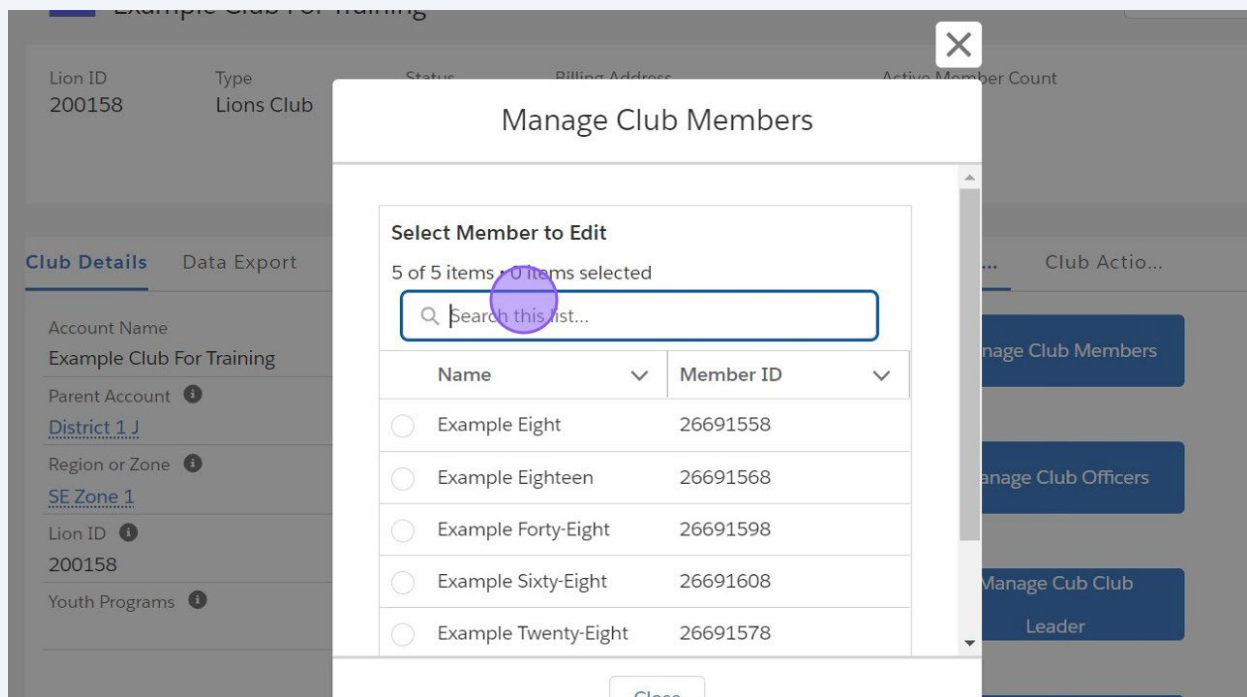
4 選擇「編輯會員」。

The screenshot shows a modal dialog box titled 'Manage Club Members' overlaid on the previous interface. The dialog contains the text 'Choose what you want to manage below.' and a list of radio button options: Add New Member, Edit Member, Reinstatement Member, Transfer Member, and Drop Member. The 'Edit Member' option is selected and highlighted with a purple circle. At the bottom of the dialog, there are 'Next' and 'Close' buttons. The background interface is dimmed, showing the same club details and management buttons as in the previous screenshot.

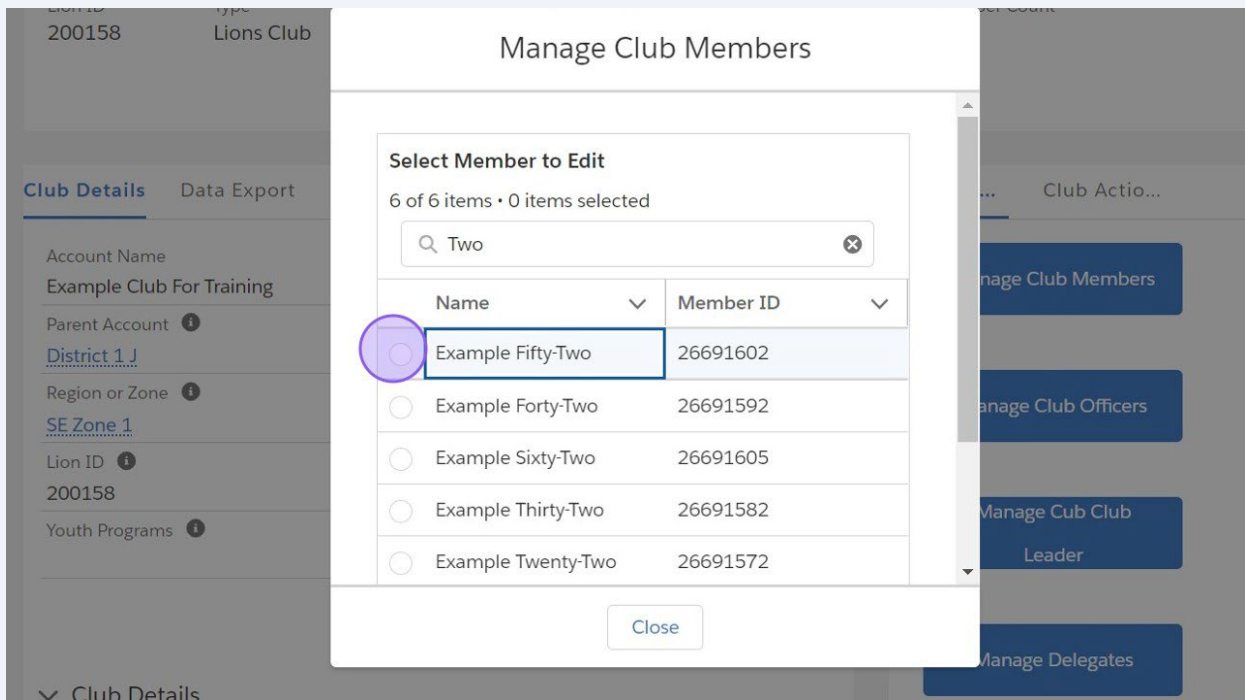
5 點選「下一步」。



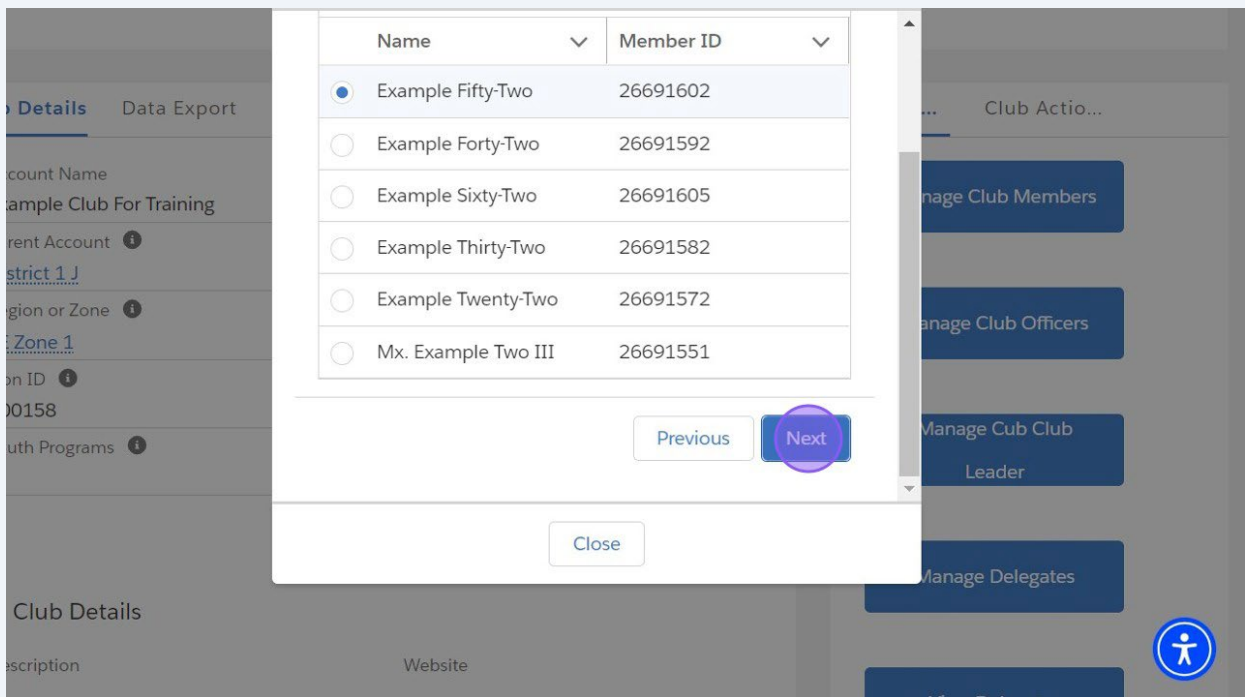
6 向下滾動會員清單，或點選「搜索此清單...」並輸入全部或部分姓名或會員 ID。



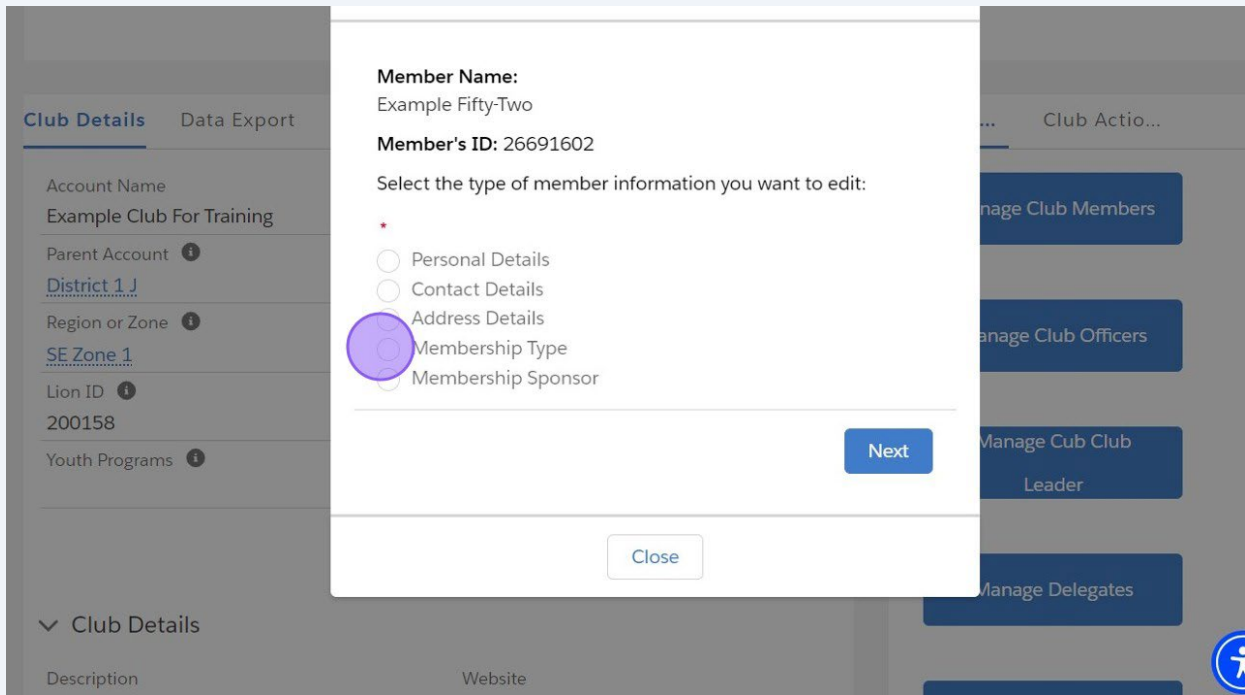
7 點選會員姓名旁的「單選按鈕」。



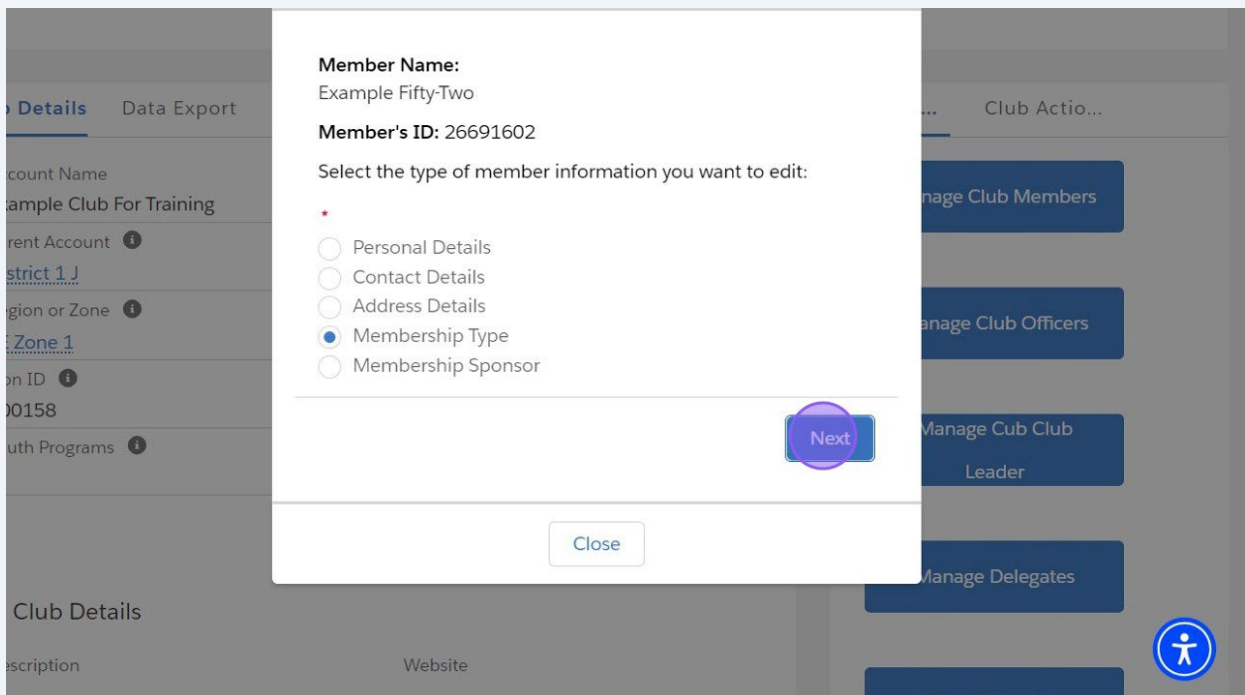
8 點選「下一步」。



9 點選「會員類型」選項的「單選按鈕」。



10 點選「下一步」。





提醒您 - 選擇將成為新的「會員類型」之「會員類型」。

11 點選「會員類型」下拉選單。

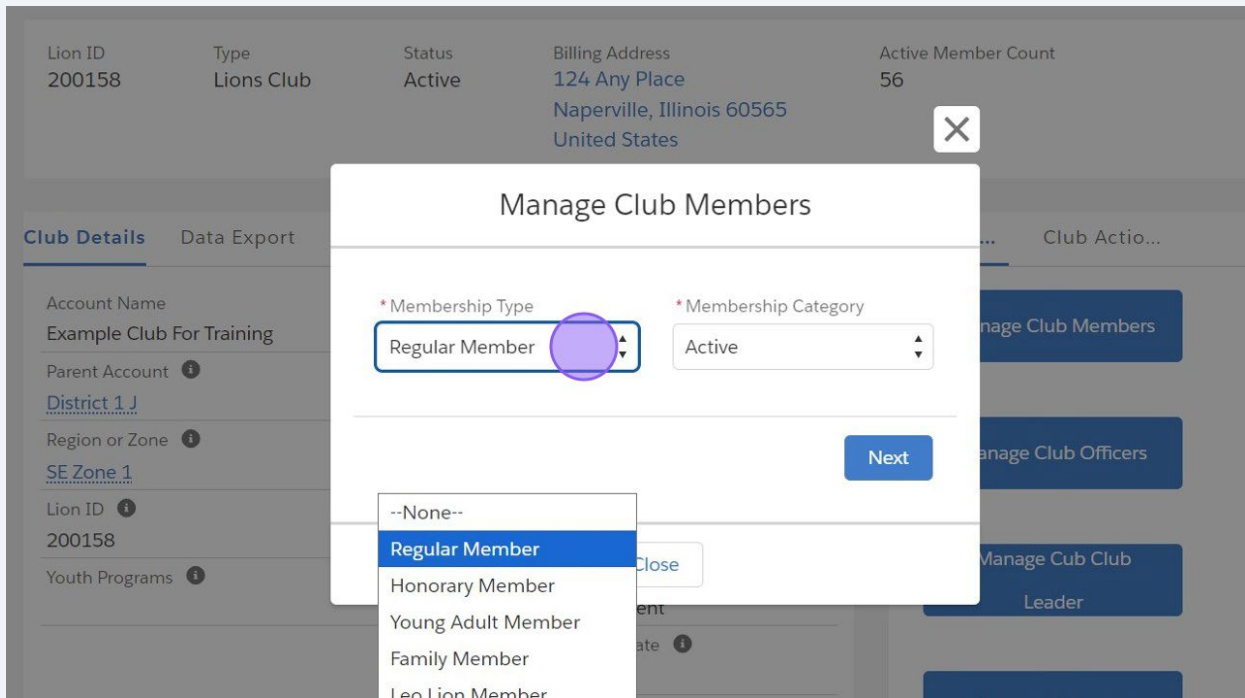
The screenshot shows a 'Manage Club Members' dialog box overlaid on a club details page. The dialog box contains two dropdown menus: '* Membership Type' and '* Membership Category'. The '* Membership Type' dropdown is open, showing a list of options: '--None--', 'Regular Member', 'Honorary Member', 'Young Adult Member', 'Family Member', and 'Lea Lion Member'. The '* Membership Category' dropdown is set to 'Active'. A 'Next' button is located at the bottom right of the dialog box. The background page shows club details for 'Example Club For Training' with fields for Lion ID (200158), Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (56).



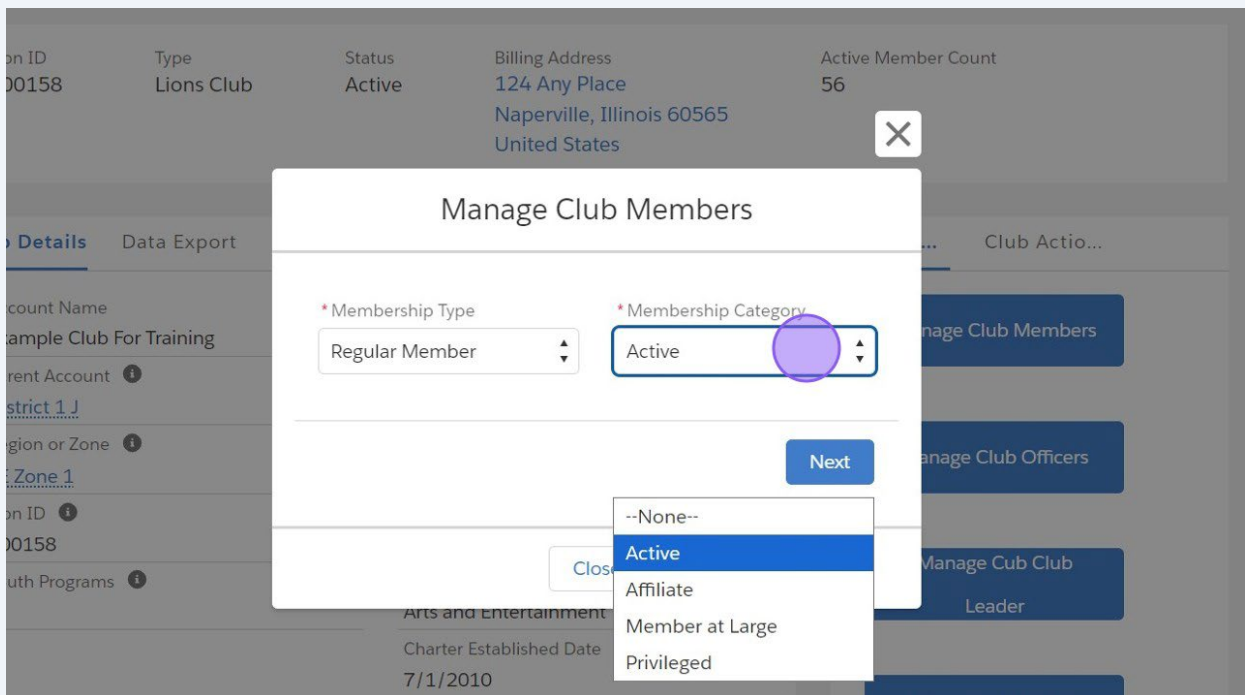
註：會員類型有：

- 普通會員（繳交全額會費的會員）
- 榮譽會員
- 年青會員
- 家庭會員
- 青獅獅友會員
- 學生會員

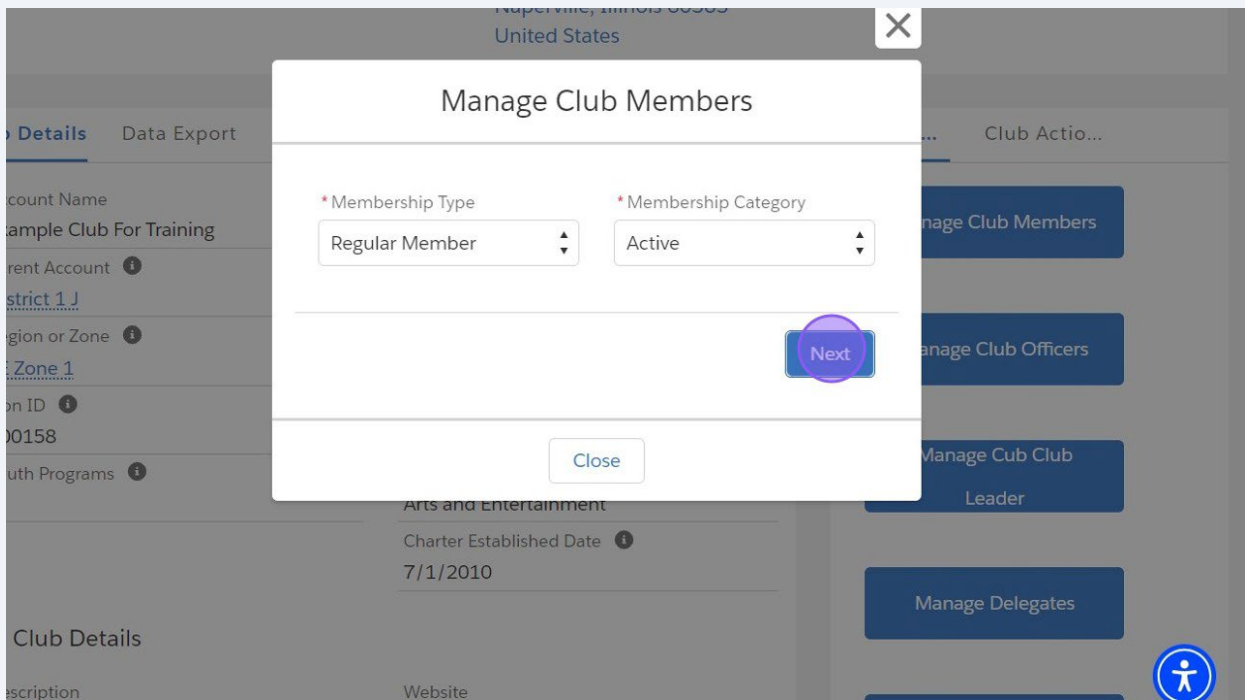
12 選擇新的會員類型。



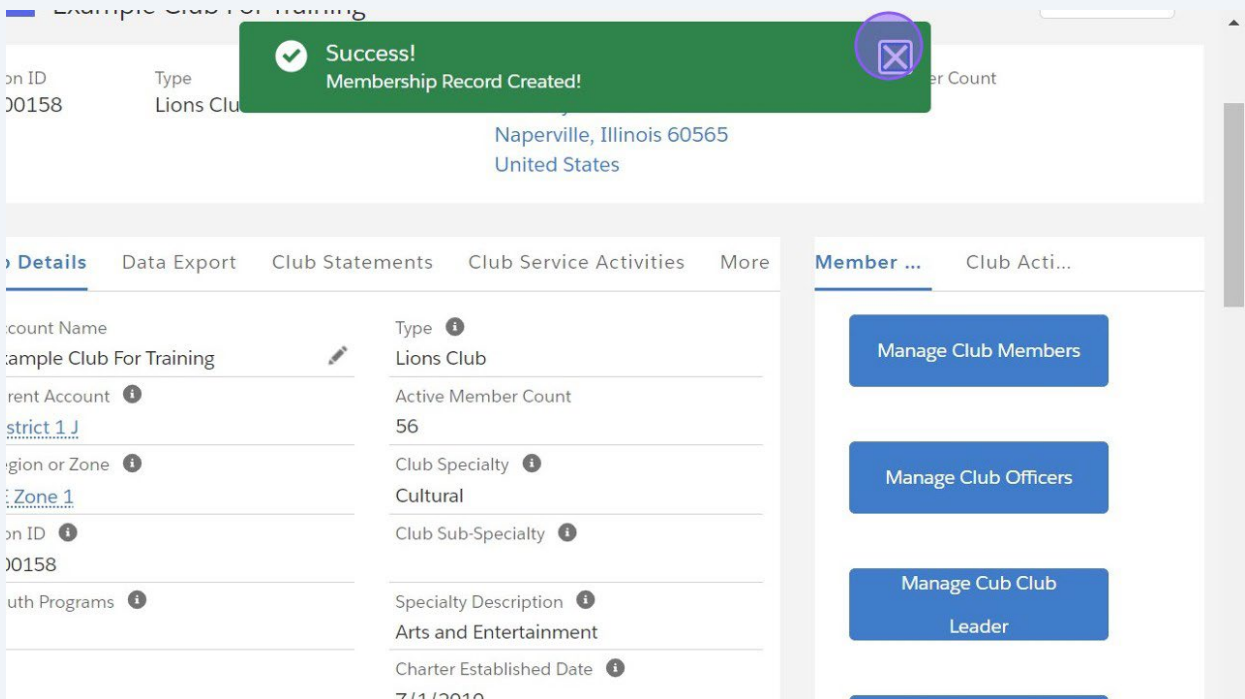
13 「活躍」為預設值。點選「會員類別」以查看更多選項。



14 點選「下一步」。



15 綠色的「成功！」訊息確認更改成功。點選“X”圖示以關閉。



查看會員的會籍歷史

16 從「分會細節」頁面找到該會員。

24 Any Place
 aperville, Illinois 60565
 nited States

Meeting Location 1

Meeting Place ⓘ Town Center	Meeting Local Place ⓘ 타운 센터
Meeting Week of Month ⓘ 1st	Meeting Local Street ⓘ
Meeting Day ⓘ Monday	Meeting Local City ⓘ
Meeting Time ⓘ 7:00	Meeting Local Zip Code ⓘ
Meeting Street ⓘ 155 Town Road	Meeting Local State or Prov ⓘ IL
Meeting City ⓘ Naperville	Meeting Local Country ⓘ US
Meeting State or Prov ⓘ	Online Meeting 1 ⓘ <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 ↓
Example Twelve	Lion-Chart	zuser	(630)
	er-	012@	
	Regul	lionfa	890
	ar	ke.co	-12
	[Activ	m	34
	e]		
Example Eight	Lion-Chart	zuser	(630)
	er-	008@	
	Regul	lionfa	456
	ar	ke.co	-78
	[Activ	m	90
	e]		

17 範例會員52的「會員類型」已更新。

Home Membership Service Learn More

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
 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 會員的會籍歷史顯示於右側。

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	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 點選「查看所有分會會籍」即可查看完整的歷史記錄。

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	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 使用列頂部的滑動條調整列的寬度。

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. Below the navigation, the page title is 'Club Memberships' and it indicates 'Sorted by Start Date'. A table with columns for Club Name, Membership Full Type, Start Date, End Date, and Membership details is displayed. A vertical slider is positioned over the 'End Date' column header to adjust its width.

Club Name	Membership Full Type	Start Date	End Date	Membership	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 請注意！會籍歷史記錄追蹤「會員類型」的變化，如此可確定列入分會代表人數或復籍的資格。有關具體詳情，請參閱 **Lions International** 《憲章及附則》，以及相關政策文件。

21

顯示此會員的會籍變更歷史記錄。預設排序順序為「開始日期」，從最舊的日期到最新的日期。

此會員：

- 於2024年6月15日成為「普通會員類型」（全額會費）的獅友，是支付全額會費的會員
- 於2024年9月18日改為「家庭會員類型」（優惠會費）
- 於2024年9月27日改為「普通會員類型」（全額會費）

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. The main content area displays the path 'contacts > Example Member Fifty-Two' and the title 'Club Memberships'. Below the title, there are controls for settings, refresh, and filter. A table lists the membership history with columns for Club Name, Membership Full Type, Start Date, End Date, Membership Status, and Membership ID. The table contains three rows of data.

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 若欲返回分會頁面，請點選顯示分會名稱的藍色連結。

The screenshot shows the 'Lion Portal' interface. At the top, there is a navigation bar with 'Home', 'Learn', and 'More' options. A search bar is also present. The main content area displays a member profile for 'Example Member Fifty-Two'. The profile includes fields for Name, Primary Affiliation, Nickname, Gender, Birthdate, and Occupation. A modal window titled 'Example Club For Training' is open, displaying details such as Lion ID (200158), Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (56). A blue link for 'Example Club For Training' is highlighted with a purple circle. Other elements include a 'Contact Members Services' section with email and phone information, and a 'Club Me...' section with a list of items.

23 返回分會頁面。

The screenshot shows the 'Example Club For Training' club page. The navigation bar includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. The club details are displayed in a table format:

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 'Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Details' tab is active, showing fields for Account Name (Example Club For Training), Parent Account (strict 1 J), Region or Zone (Zone 1), Type (Lions Club), Active Member Count (56), and Club Specialty (Cultural). On the right side, there are two blue buttons: 'Manage Club Members' and 'Manage Club Officers'. A purple circle highlights a link in the club details section.

24 點選「首頁」以返回登陸頁面。

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 club details:

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.

25 「管理分會會員 - 編輯會員更改會員類型」快速指南到此結束。

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