

管理分会会员 - 编辑会员数据

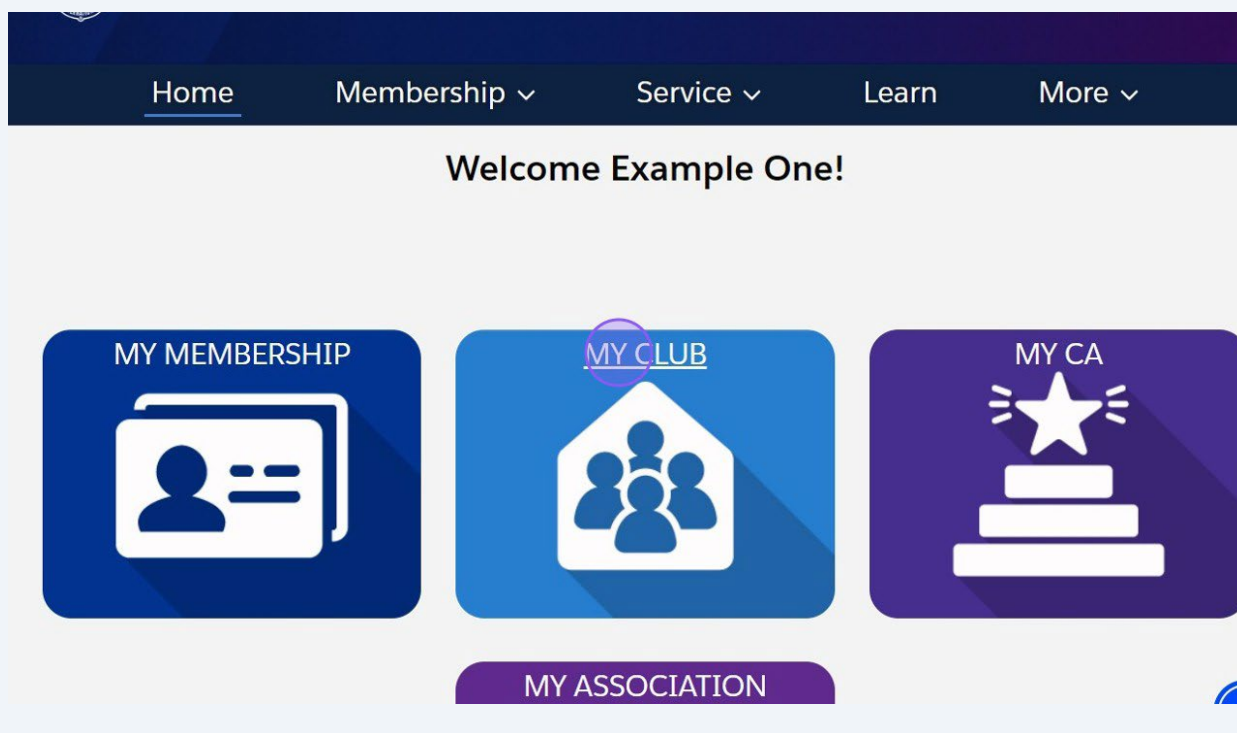
本指南对分会干部至关重要，因为它提供了在 Lion Portal 中更新会员信息的简单流程。其中概述必要的权限、编辑个人和联络信息的逐步说明，并强调重要的要诀，例如更改辅导会员的时限。通过遵循本指南，分会干部可有效地管理会员数据，确保准确的记录和有效的分会管理。

i 要诀！具有管理会员权限的分会干部可随时更新会员数据。分会干部的职称为：分会会长、分会秘书、分会行政人员。

区和复合区行政人员可在其结构内编辑分会的会员数据。此级中，首先选择欲管理的分会。

1 登录 Lion Portal（狮子会门户网站） lionportal.org。

2 点选“我的分会”。



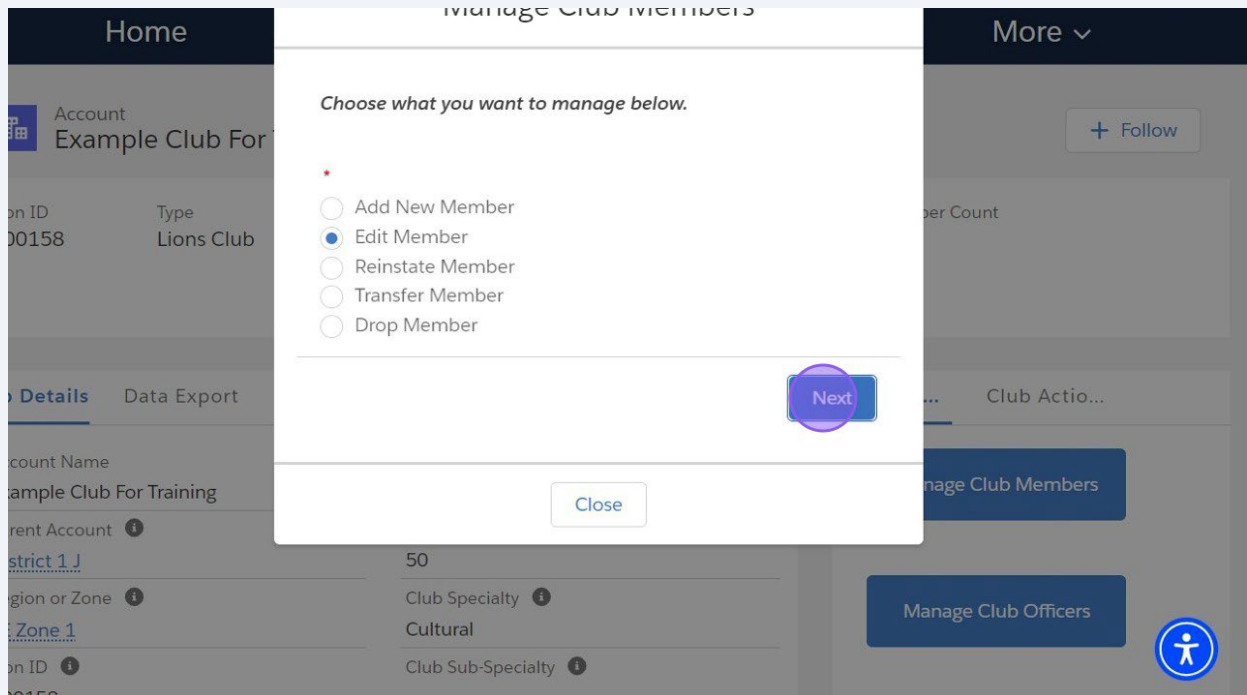
3 点选“管理分会会员”。

The screenshot shows the top navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below is the account header for 'Example Club For Training' with a '+ Follow' button. A table displays club information: Lion ID (200158), Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (50). Below the table are tabs for 'Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Details' tab is active, showing fields for Account Name, Parent Account, Region or Zone, Lion ID, Type, Active Member Count, Club Specialty, and Club Sub-Specialty. On the right, there are buttons for 'Manage Club Members' and 'Manage Club Officers', with a user profile icon at the bottom right.

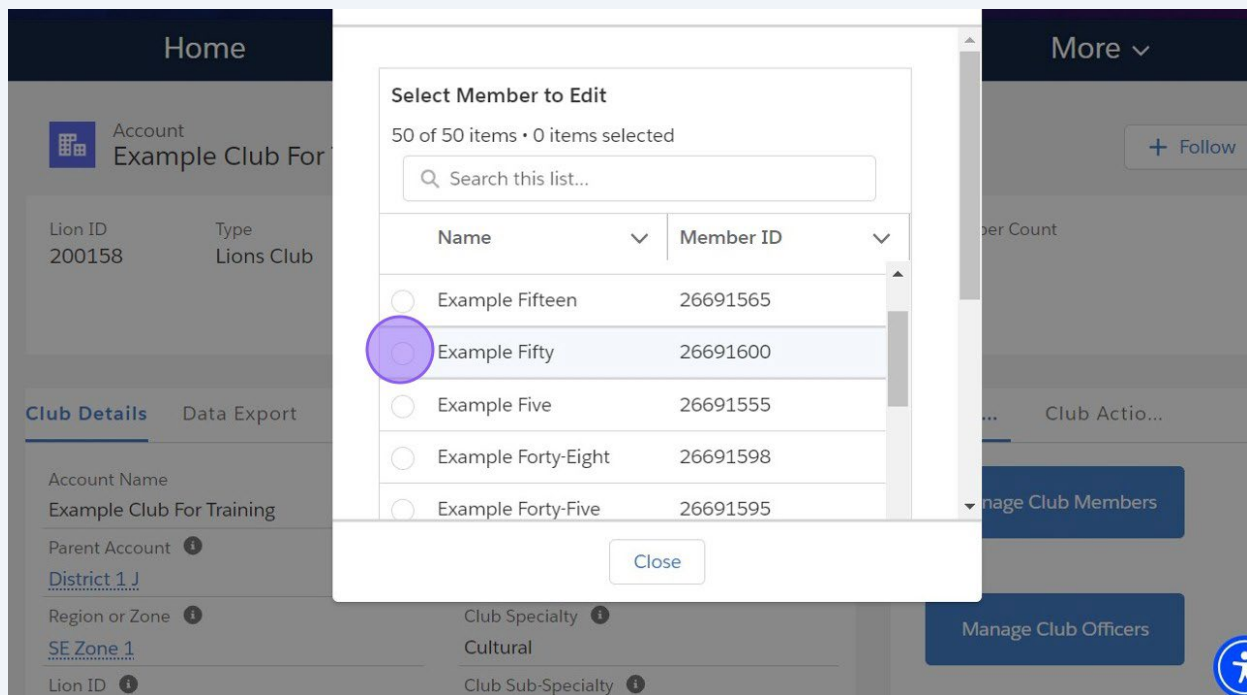
4 本快速指南显示“编辑会员”的功能。

The screenshot shows the 'Lion Portal' header with a search bar and a notification bell. The background is the same club details page as in the previous screenshot. A modal window titled 'Manage Club Members' is open in the center. It contains the text 'Choose what you want to manage below.' and a list of options: 'Add New Member', 'Edit Member', 'Reinstate Member', 'Transfer Member', and 'Drop Member'. The 'Edit Member' option is selected, indicated by a purple circle around its radio button. At the bottom of the modal are 'Next' and 'Close' buttons.

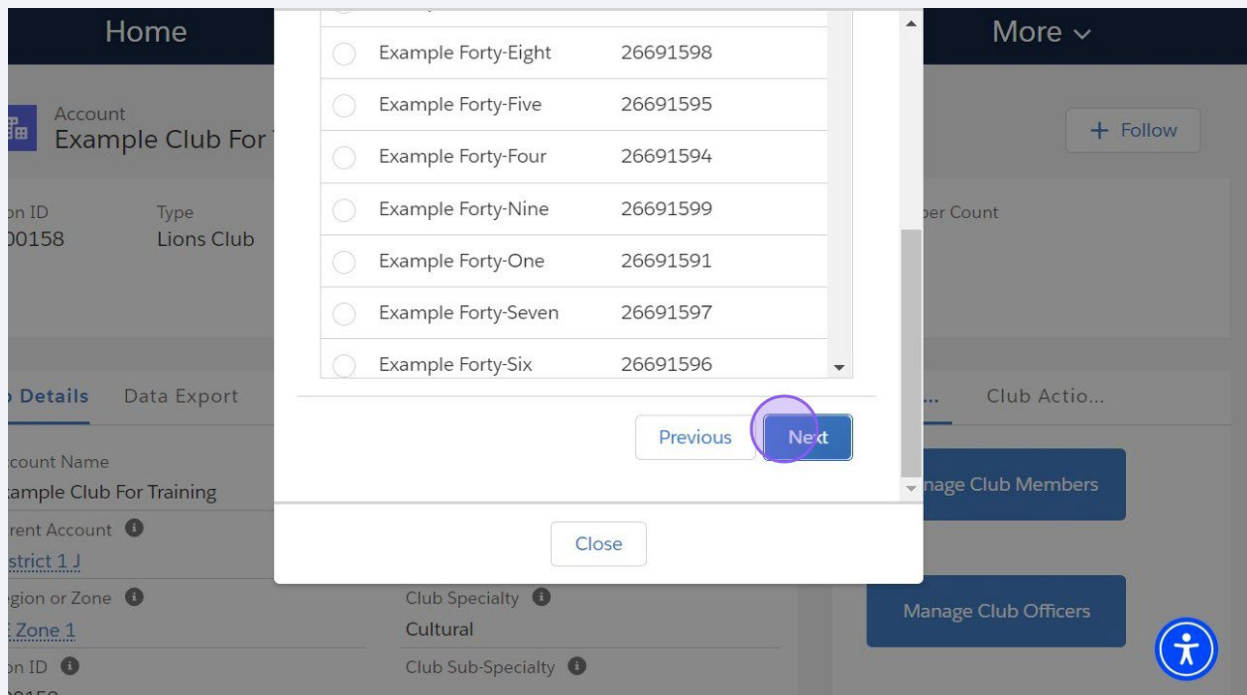
5 选择“编辑会员”并点选“下一步”。



6 滚动或搜索该会员。按会员姓名（姓名的一部分或会员 ID）搜寻。点选会员旁边的单选按钮以进行编辑。



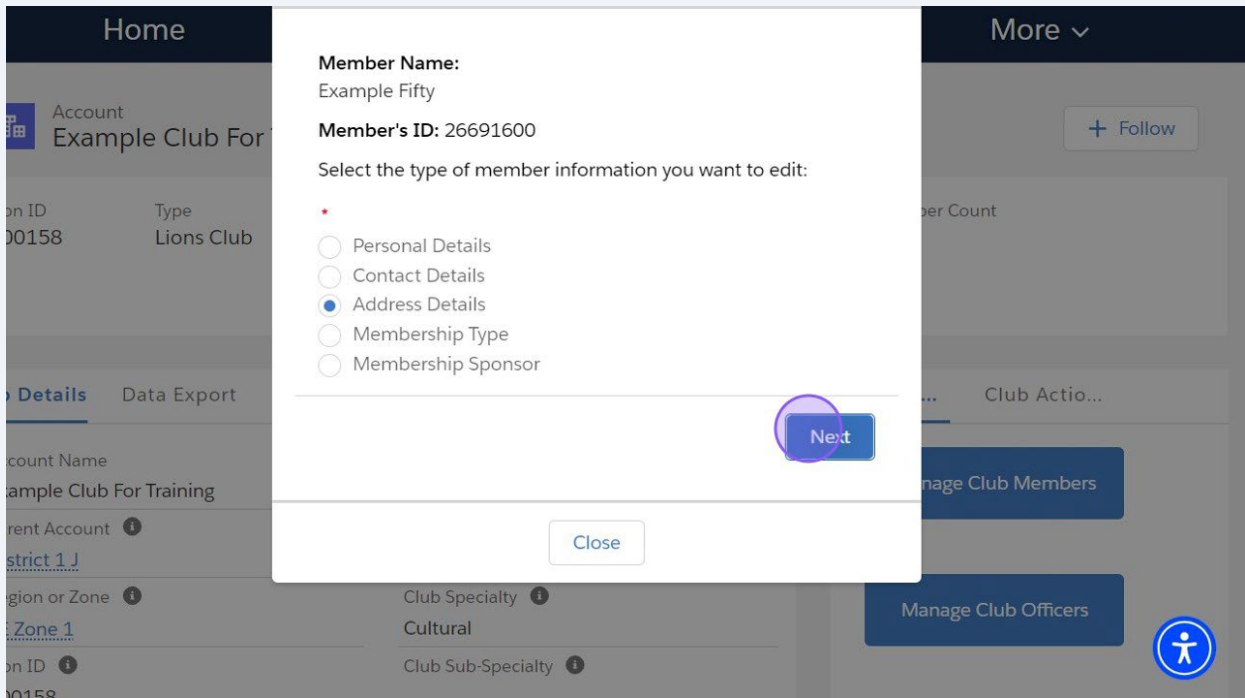
7 点选“下一步”。



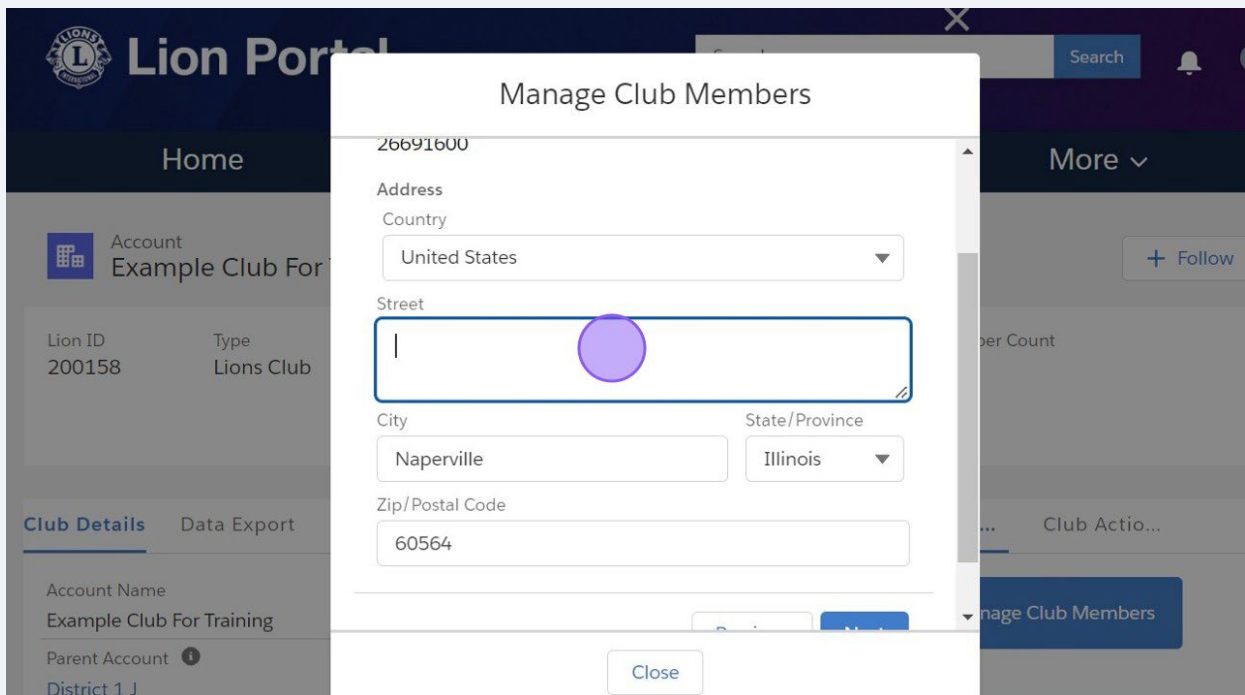
要诀！编辑会员选项：

- 个人详情 - 姓名、性别、职业、生日（一次更新）、昵称、同伴
- 联络详情 - 电话号码、电子邮件地址
- 地址 - 此会员的邮件地址
- 会籍类型 - 更改有关会籍类型/计划的详情
- 辅导会员 - 辅导会员可在头90天内更改

8 选择单选按钮并点选“下一步”。



9 点选各栏位以更改数据。



10 完成更新后，点选“下一步”。

The screenshot shows a web application interface with a modal form for updating club information. The form is centered and contains the following fields and buttons:

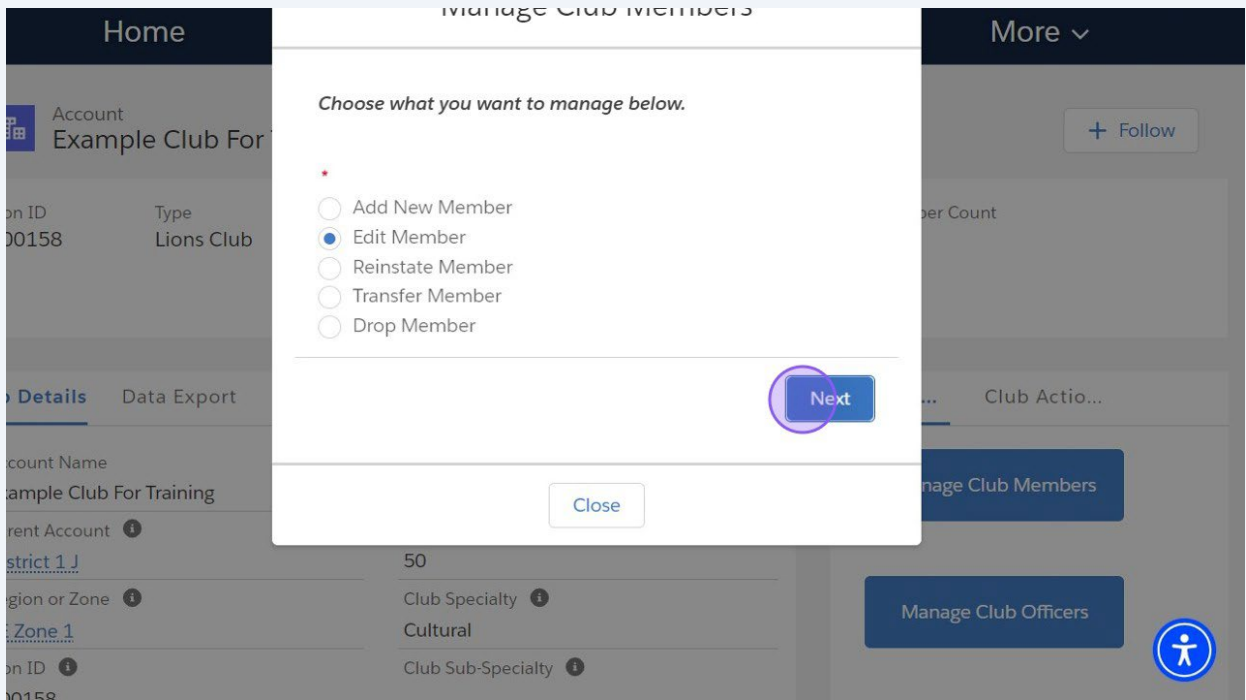
- Country:** A dropdown menu with "United States" selected.
- Street:** A text input field containing "462 Elm St".
- City:** A text input field containing "Naperville".
- State/Province:** A dropdown menu with "Illinois" selected.
- Zip/Postal Code:** A text input field containing "60564".
- Buttons:** "Previous", "Next", and "Close". The "Next" button is highlighted with a purple circle.

The background interface shows a "Home" header, a "More" dropdown, and various club details and management options like "Details", "Data Export", "Manage Club Members", and "Manage Club Officers".

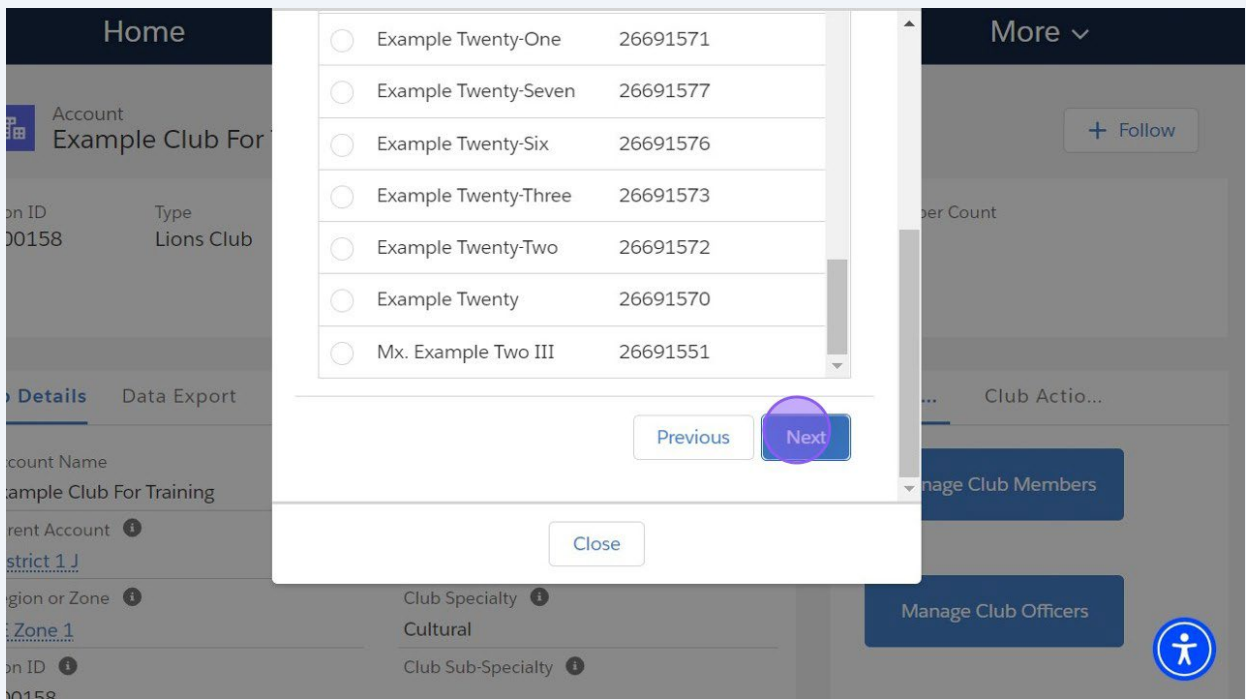
i 要诀！下一部分显示可编辑的数据：

- 编辑会员
- 个人详情

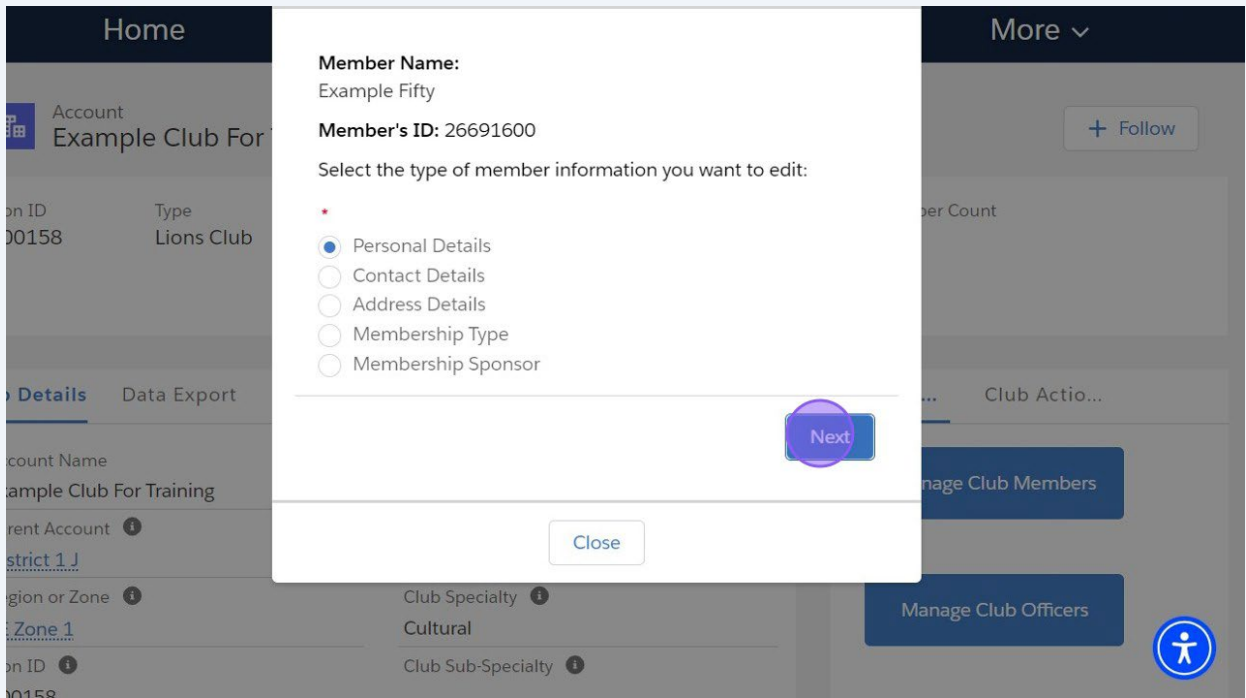
11 选择“编辑会员”并点选“下一步”。



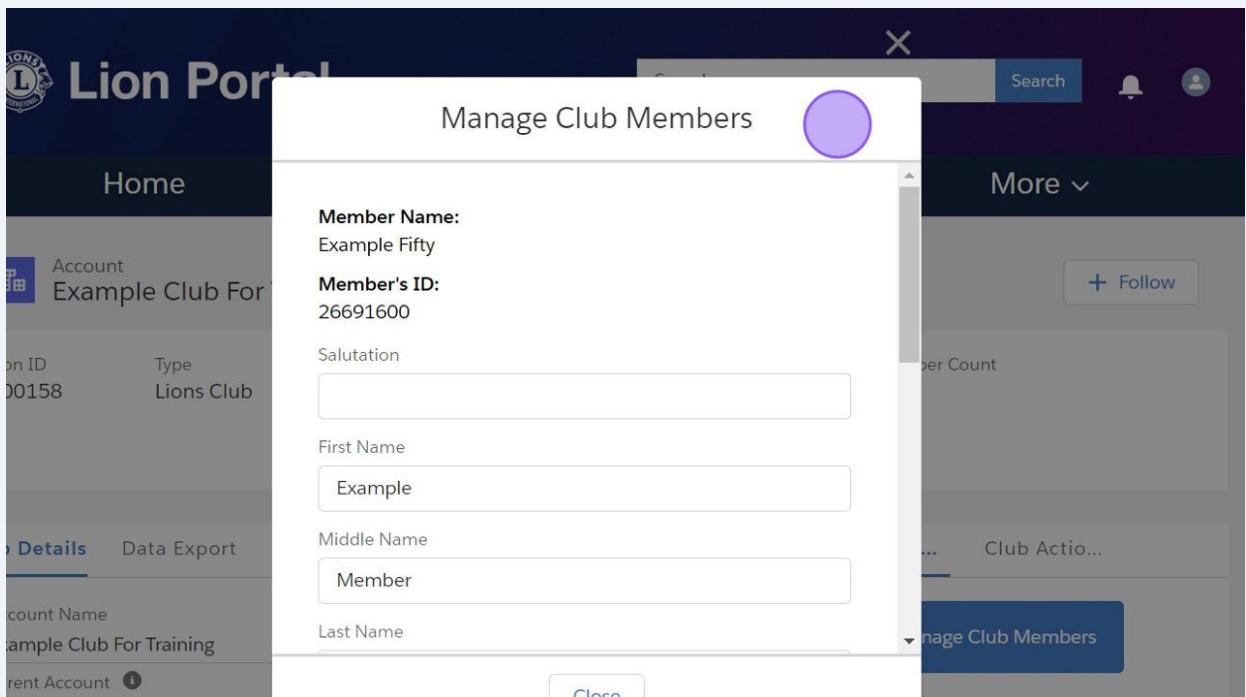
12 选择会员并点选“下一步”。



13 选择“个人详情”并点选“下一步”。



14 点选您欲修改的栏位并输入新信息。



15 点选您欲修改的栏位并输入新信息。

The screenshot shows a web application interface with a modal form for editing member information. The background displays a member profile for 'Example Club For Training' with details like Lion ID 200158 and Club Specialty Cultural. The modal form contains the following fields:

- Gender: A dropdown menu with 'Male' selected.
- Date of Birth: A text input field containing 'Oct 10, 2003' with a calendar icon.
- Occupation: A dropdown menu with 'Education/Training' selected.
- Spouse Name: A text input field containing 'Companion Fifty'.

At the bottom of the modal, there are three buttons: 'Previous' (disabled), 'Next' (active), and 'Close'.

16 选择“联络详情”并点选“下一步”。

The screenshot shows the same web application interface with a modal form for selecting member information to edit. The background displays the same member profile. The modal form contains the following information:

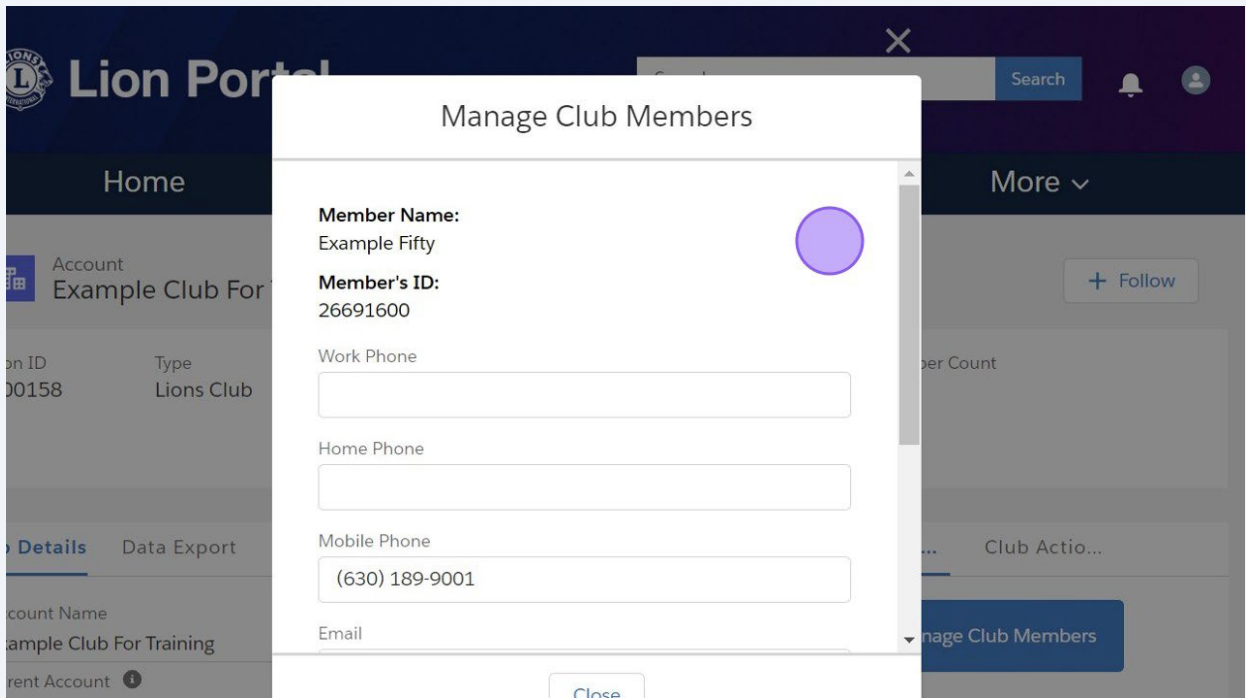
- Member Name: Example Fifty
- Member's ID: 26691600
- Select the type of member information you want to edit:

The selection options are:

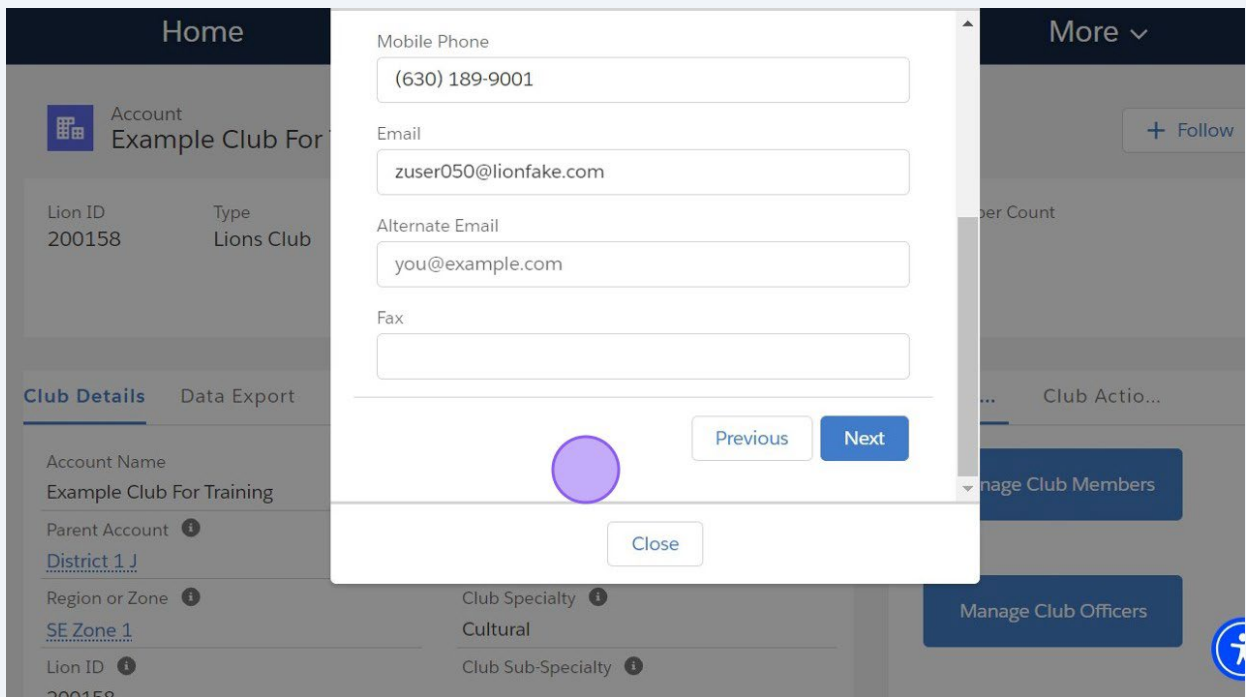
- Personal Details
- Contact Details
- Address Details
- Membership Type
- Membership Sponsor

At the bottom of the modal, there are two buttons: 'Next' (active) and 'Close'.

17 点选您欲修改的栏位并输入新信息。



18 点选您欲修改的栏位并输入新信息。





注意！辅导会员只能在成为会员后的头90天内更改。

如需更正历史记录，请向会员服务中心寻求协助。

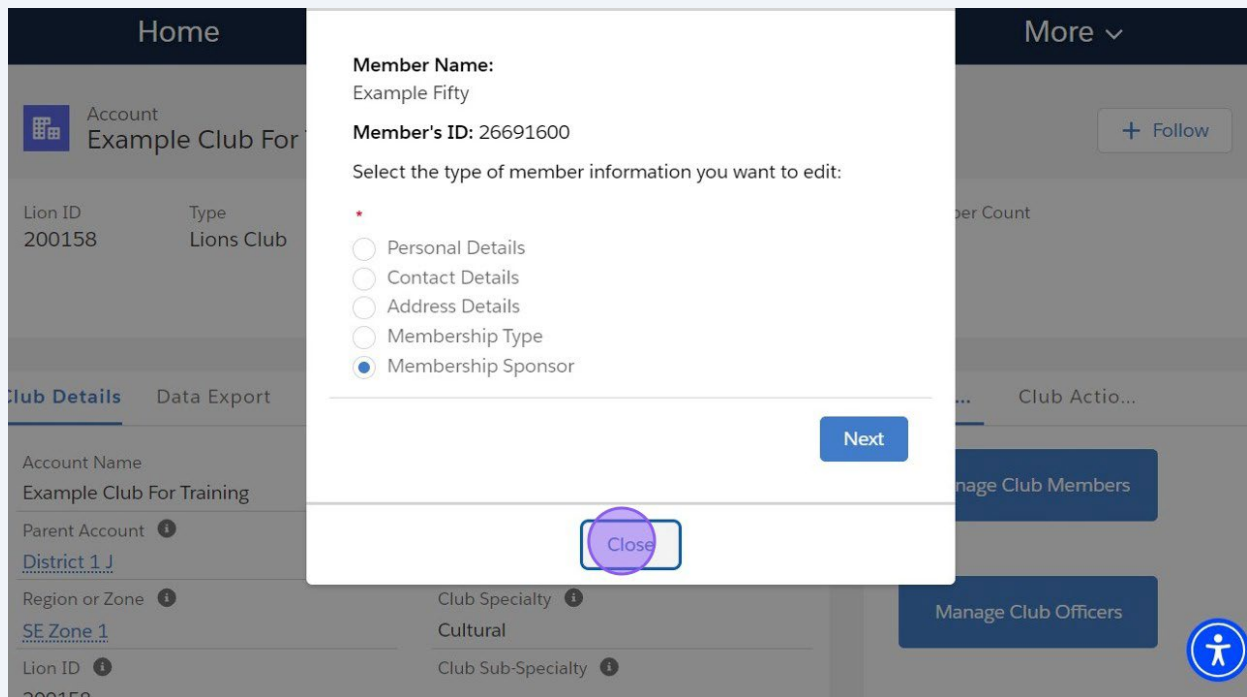


要诀！有关搜索和选择辅导会员的详细步骤，请参阅“管理分会会员 - 新增会员”快速指南。

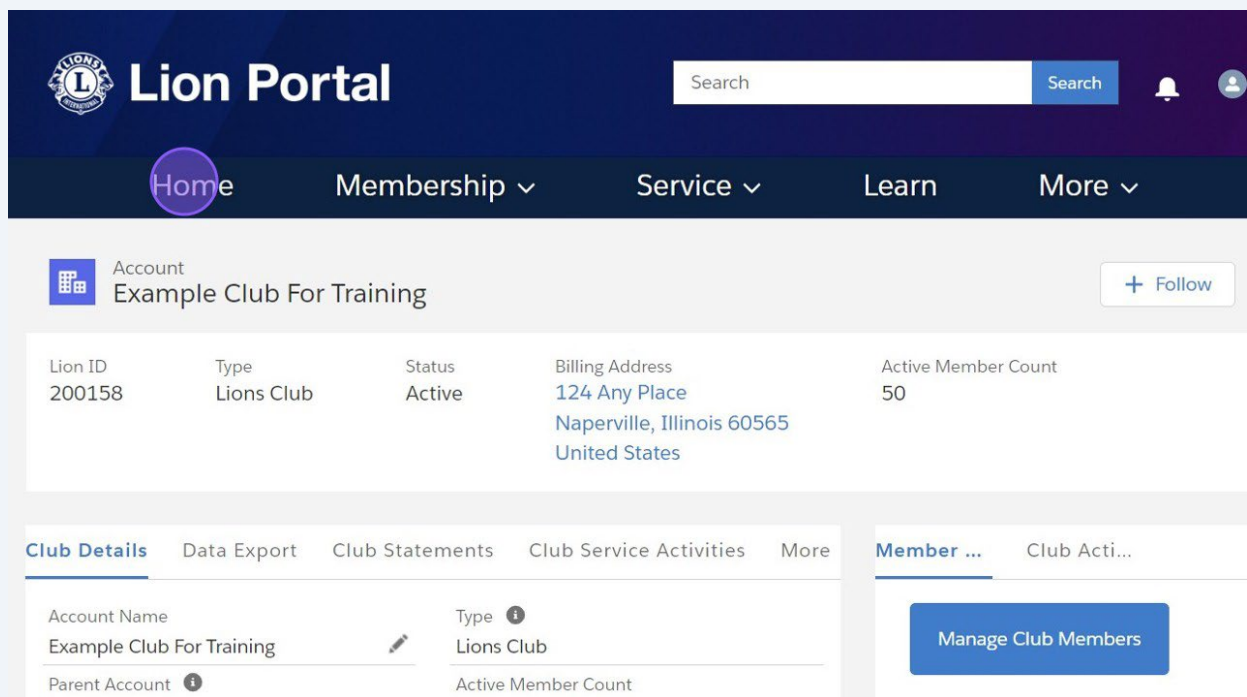
19 选择“辅导会员”并点选“下一步”。

The screenshot shows a web interface with a modal form overlaid on a background page. The background page has a dark header with 'Home' on the left and 'More' with a dropdown arrow on the right. Below the header, there's a table with columns 'Account ID' and 'Type'. The first row shows '00158' and 'Lions Club'. Below the table are buttons for 'Details' and 'Data Export'. The modal form is white and contains the following text: 'Member Name: Example Fifty', 'Member's ID: 26691600', and 'Select the type of member information you want to edit:'. Below this text are five radio button options: 'Personal Details', 'Contact Details', 'Address Details', 'Membership Type', and 'Membership Sponsor'. The 'Membership Sponsor' option is selected. At the bottom of the modal are two buttons: 'Next' (highlighted with a purple circle) and 'Close'.

20 点选“关闭”退出“编辑会员”流程。



21 欲返回登陆页面，请点选“首页”。



22

“管理分会会员 - 编辑会员数据”快速指南到此结束。

