

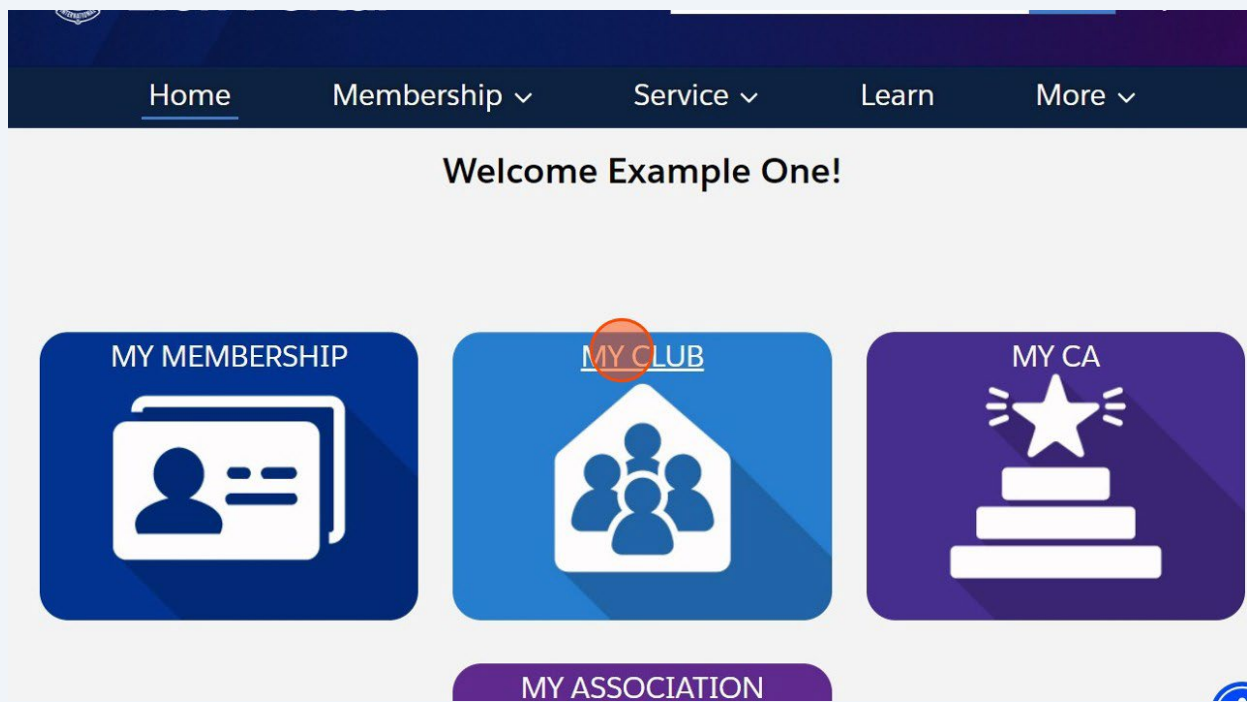
管理分會會員 - 新增學生

Lion Portal 會員

本指南提供透過 Lion Portal 有效地將學生會員新增到分會的逐步流程。其中簡化通常較複雜的會員管理任務，確保使用者能夠順利、準確地完成流程。透過遵循本指南，使用者可節省時間，並避免潛在的錯誤，從而更有效地管理分會。對於負責管理分會會員資格的任何人來說，這都是項重要的資源。

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

2 點選「我的分會」



3 點選「管理分會會員」

The screenshot shows the top navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below the navigation bar, the account name 'Example Club For Training' is displayed with a '+ Follow' button. A table provides club details:

Account ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	59

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', 'Parent Account', 'Region or Zone', 'Account ID', 'Type', 'Active Member Count', 'Club Specialty', and 'Club Sub-Specialty'. The 'Manage Club Members' button is highlighted with a red circle.

4 點選「單選按鈕」「新增成員」，點選「下一步」

The screenshot shows the 'Manage Club Members' dialog box overlaid on the club details page. The dialog box contains the following text and options:

Choose what you want to manage below.

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

At the bottom of the dialog box, there is a 'Next' button (highlighted with a red circle) and a 'Close' button.

5 輸入會員資料並點選「搜尋」

Home

Account
Example Club For

More ▾

+ Follow

ber Count

Club Actio...

Manage Club Members

Manage Club Officers

Home

Account
Example Club For

Lion ID 200158 Type Lions Club

Details Data Export

Account Name
Example Club For Training

Parent Account ⓘ

District 1 J

Region or Zone ⓘ
SE Zone 1

Lion ID ⓘ
200158

Club Specialty ⓘ
Cultural

Club Sub-Specialty ⓘ

Please complete fields to begin new membership process

* First Name Example

* Last Name Ninety-Two

* Date of Birth Jan 7, 2000

* Gender Male

Previous Search

Close

6 輸入地址和其他會員資料。

Home

Account
Example Club For

More ▾

+ Follow

ber Count

Club Actio...

Manage Club Members

Manage Club Officers

Home

Account
Example Club For

Lion ID 200158 Type Lions Club

Club Details Data Export

Account Name
Example Club For Training

Parent Account ⓘ

District 1 J

Region or Zone ⓘ
SE Zone 1

Lion ID ⓘ
200158

Club Specialty ⓘ
Cultural

Club Sub-Specialty ⓘ

*Address Fields Required

Address

Country United States

Street 476 Beech St

City Naperville State/Province Illir

Zip/Postal Code 60565

Primary Email zninetytwo@

Secondary Email you@exampl

Mobile Phone 630 222-454

Work Phone

Home Phone

Close

7 點選「下一步」

The screenshot shows a 'Manage Club Members' form with the following fields and values:

- Location: Naperville, Illir
- Zip/Postal Code: 60565
- Home Phone: (empty)
- Occupation: Student
- Spouse/Companion Full Name: (empty)

Buttons: Previous, Next (highlighted), Close.

8 輸入會籍開始日期。在「會籍類型」下拉式選單中選擇「學生會員」。

The screenshot shows the 'Manage Club Members' form with the following fields and values:

- * Membership Start Date: Sep 1, 2024
- * Membership Category: Active
- * Membership Type: Student Member (highlighted)

Buttons: Next, Close.

9 點選「下一步」

Home Manage Club Members More ▾

Account Example Club For

* Membership Start Date * Membership Category

Sep 1, 2024 Active

* Membership Type

Student Member

Next

Close

Details Data Export

Account Name Example Club For Training

Account ID 00158 Type Lions Club

Active Member Count 59

Region or Zone Zone 1 Club Specialty Cultural

Club Sub-Specialty

+ Follow

Club Actio...

Manage Club Members

Manage Club Officers

10 提供註冊證明類型為必填欄位。

Lion Portal

Home Manage Club Members More ▾

Please Provide the Proof of Enrollment Type:

* Proof of Enrollment

Student Identification Card

Please Select Verification of Age Type:

* Verification Type

Drivers License

Previous Next

Close

Search

Search

Account Example Club For

Account ID 00158 Type Lions Club

Active Member Count

Region or Zone Club Specialty

Club Sub-Specialty

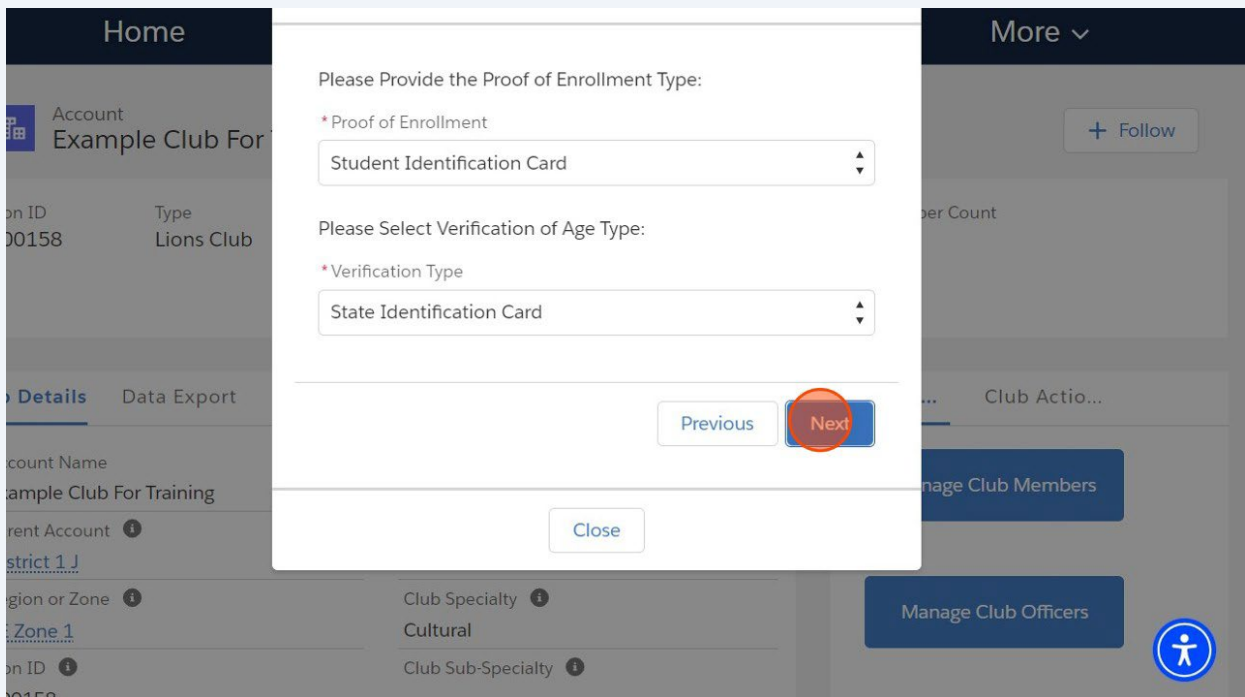
+ Follow

Club Actio...

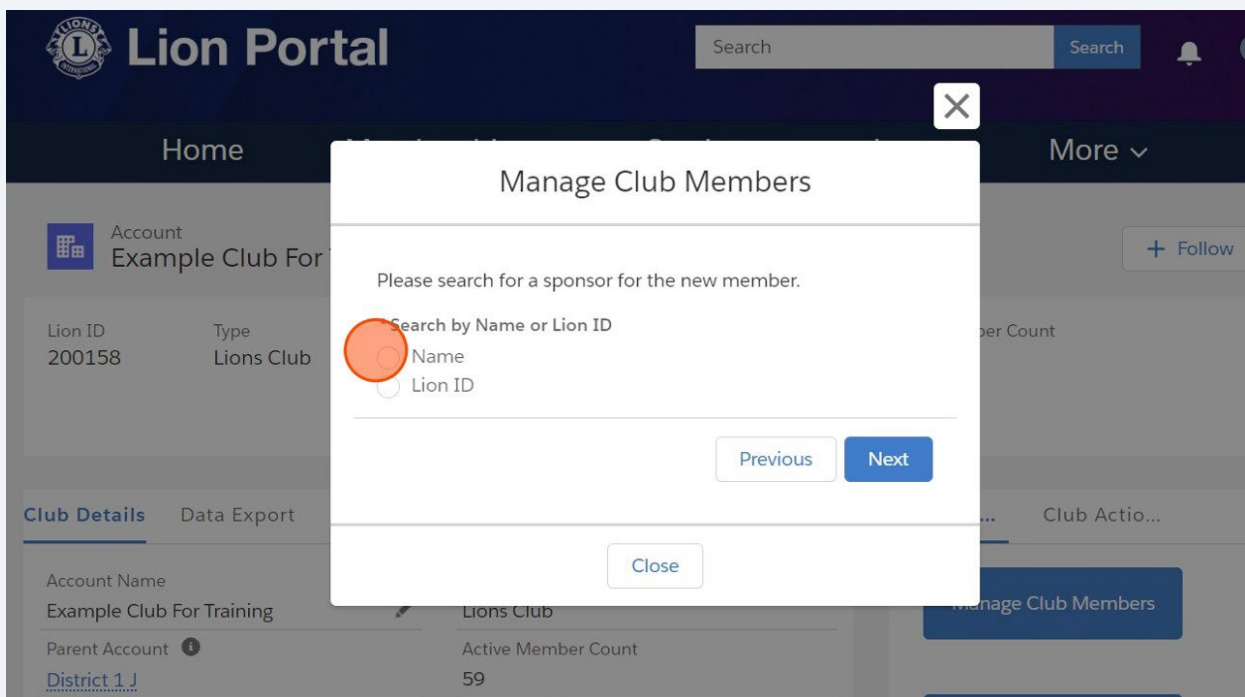
Manage Club Members

Manage Club Officers

11 點選「下一步」



12 選擇會員的輔導會員。



13 點選「下一步」

Please search for a sponsor for the new member.

* Search by Name or Lion ID

Name
 Lion ID

* First Name: Example
* Last Name: two

Buttons: Previous, Next (highlighted), Close

點選「單選按鈕」以選擇輔導會員。

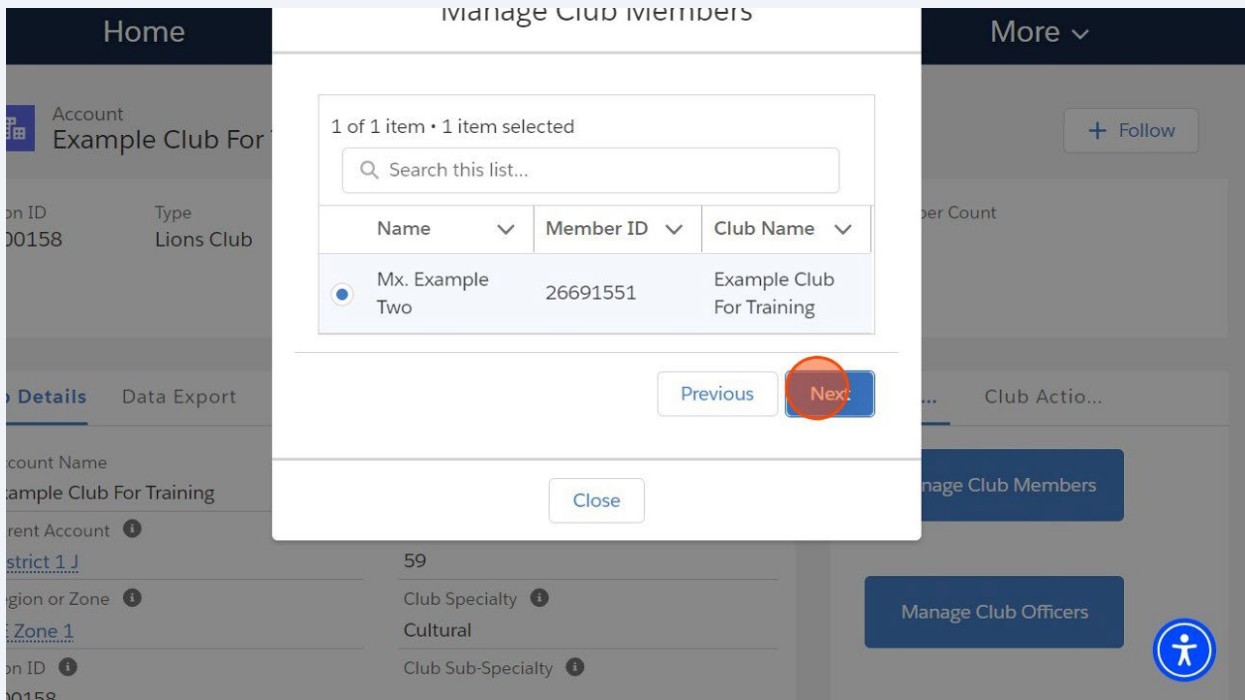
1 of 1 item • 0 items selected

Search this list...

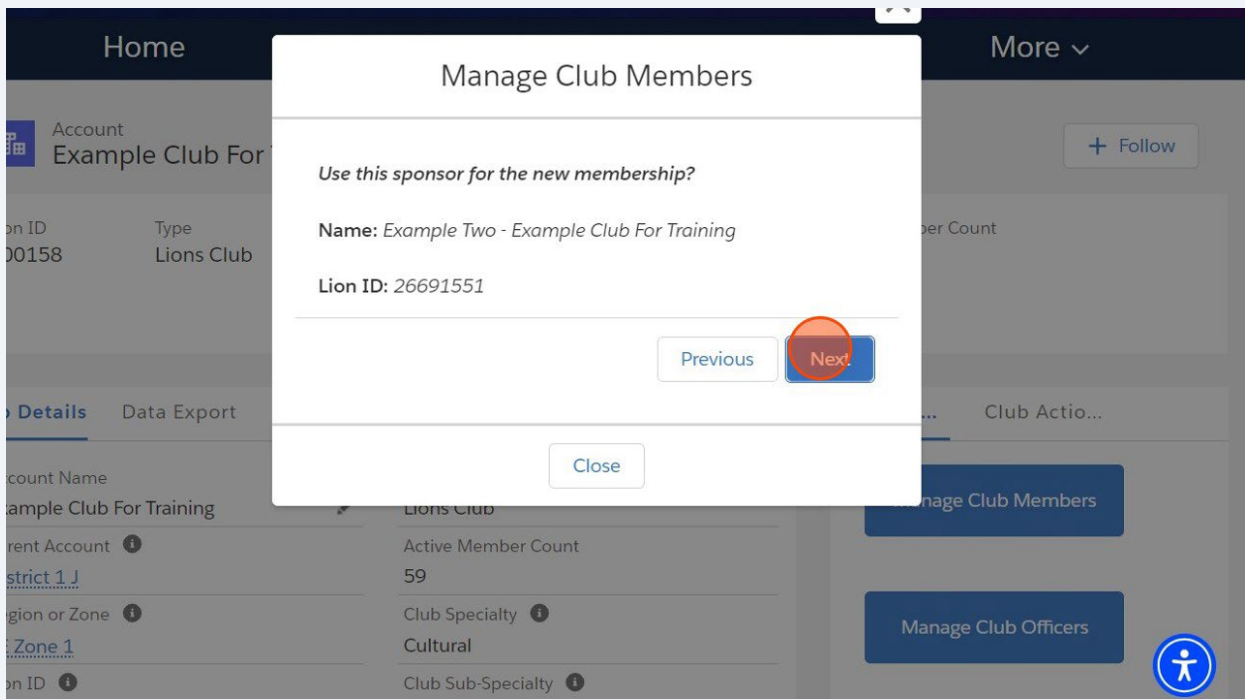
Name	Member ID	Club Name
Mx. Example Two	26691551	Example Club For Training

Buttons: Previous, Next, Close

15 點選「下一步」

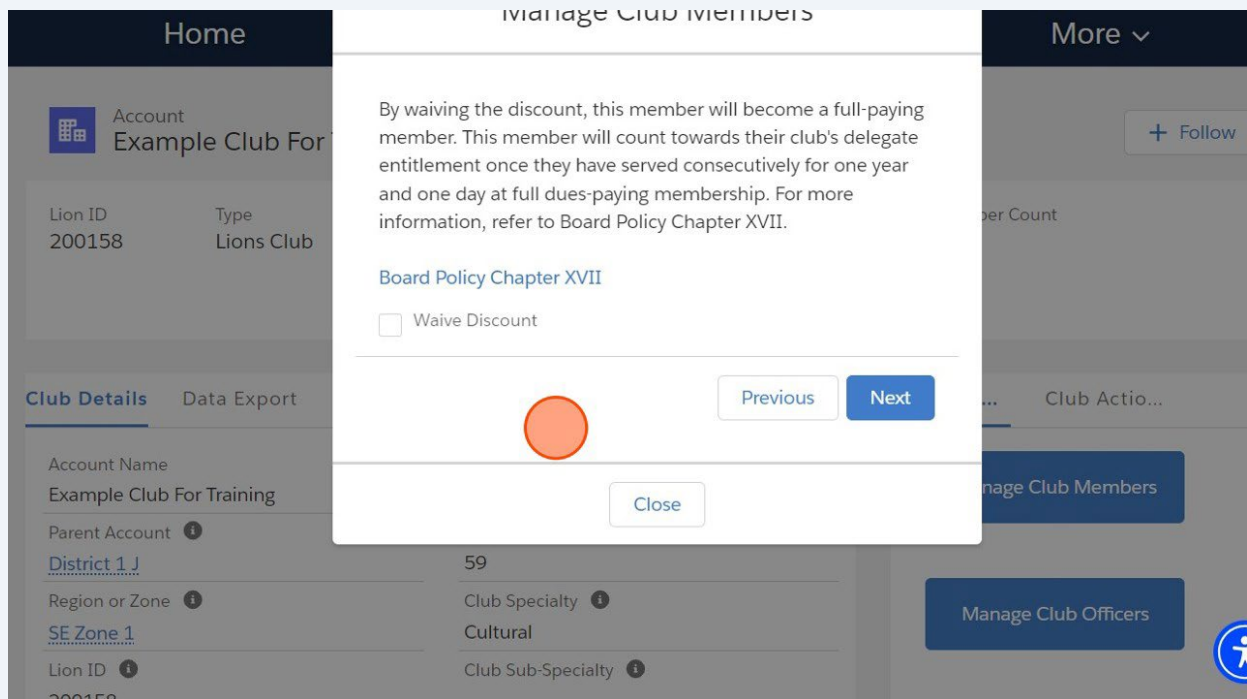


16 確認輔導會員，點選「下一步」



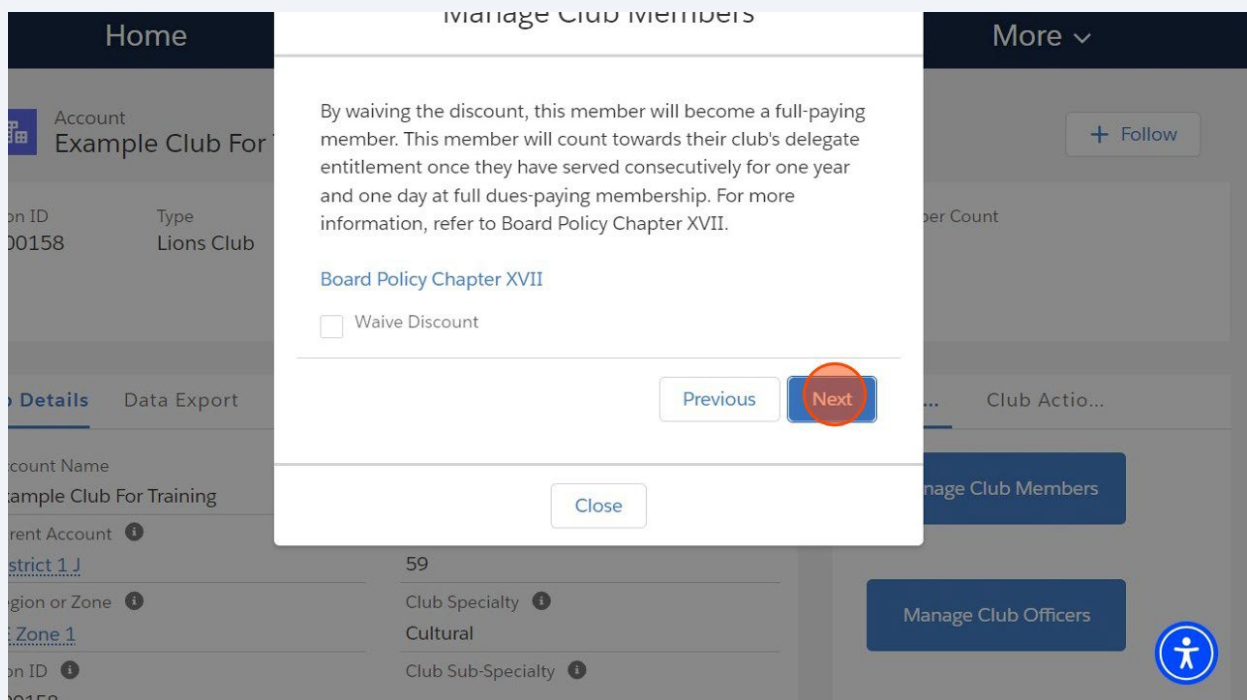
17

查看「放棄優惠」選項。若要放棄優惠，請勾選「放棄優惠」方框。



18

點選「下一步」



19 將顯示綠色成功訊息。點選「X」圖示關閉該訊息。

The screenshot shows a web interface with a dark blue header. A green success message banner at the top reads "Success! Membership Record Created!". A red circle highlights an "X" icon in the top right corner of the banner, indicating how to close the message. Below the banner is a navigation menu with "Home", "Membership", "Service", "Learn", and "More". The main content area shows an "Account" for "Example Club For Training" with a "+ Follow" button. Below this is a table with columns: "Club ID", "Type", "Status", "Billing Address", and "Active Member Count". The table contains one row with the following data: Club ID: 00158, Type: Lions Club, Status: Active, Billing Address: 124 Any Place, Naperville, Illinois 60565, United States, Active Member Count: 59. Below the table are tabs for "Details", "Data Export", "Club Statements", "Club Service Activities", and "More". The "Details" tab is active, showing fields for "Club Name" (Example Club For Training), "Type" (Lions Club), and "Active Member Count" (59). To the right of the details is a "Member ..." tab with a "Manage Club Members" button.

20 顯示分會細節頁面。

The screenshot shows the same web interface as above, but with more details visible. The "Active Member Count" in the table has increased to 60. The "Details" tab is still active, but now shows additional fields: "Region or Zone" (Zone 1) and "Club Sub-Specialty" (Cultural). The "Member ..." tab is now active, showing two buttons: "Manage Club Members" and "Manage Club Officers". A red circle highlights the "Manage Club Officers" button, and a blue circle highlights a person icon in the bottom right corner of the page.

21 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 search bar is a navigation menu with 'Home' (highlighted with an orange circle), 'Membership', 'Service', 'Learn', and 'More'. The main content area displays the account name '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	60

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.

22 「管理分會會員 - 新增學生會員」快速指南到此結束

The screenshot shows the 'Lion Portal' home page. The navigation menu at the top includes 'Home' (underlined), 'Membership', 'Service', 'Learn', and 'More'. The main content area features a 'Welcome Example One!' message. Below the welcome message are 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. At the bottom right, there is an orange circle and a user profile icon.