

本指南对于希望通过 **Lion Portal**（狮子会门户网站）成立分会支部的任何人非常重要，它提供了逐步流程，以确保分会支部的成立符合所有必要的要求。本指南强调分会支部所需的关键角色，例如分会联络员和分会干部，同时也为用户在提交和核准的流程中提供指引。此外，本指南也概述分会支部在成立之后应如何管理和查看分会，是一个有效组织分会的全方位资源。遵循本指南，用户可以有效地成立和管理分会支部，提升分会支部的推广和影响力。

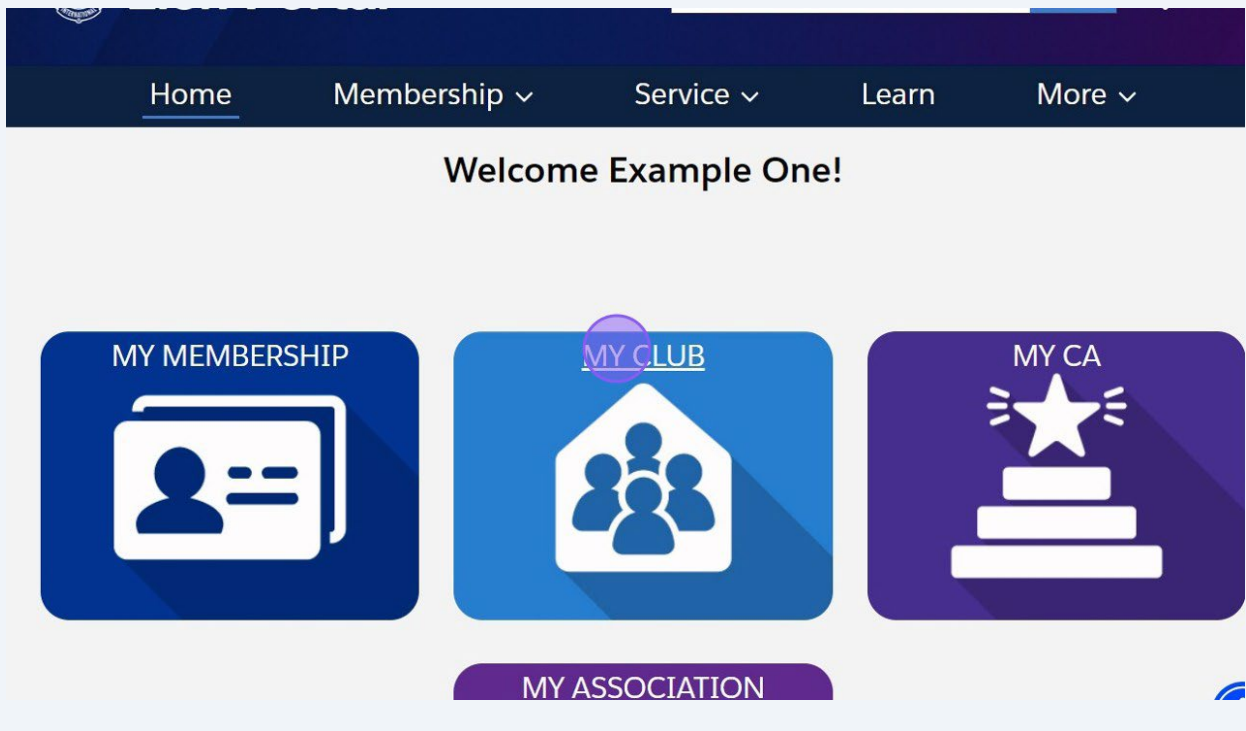
1 登入 **Lion Portal**（狮子会门户网站） lionportal.org

i 提示！本指南提供如何成立分会支部的逐一步骤。成立分会支部：

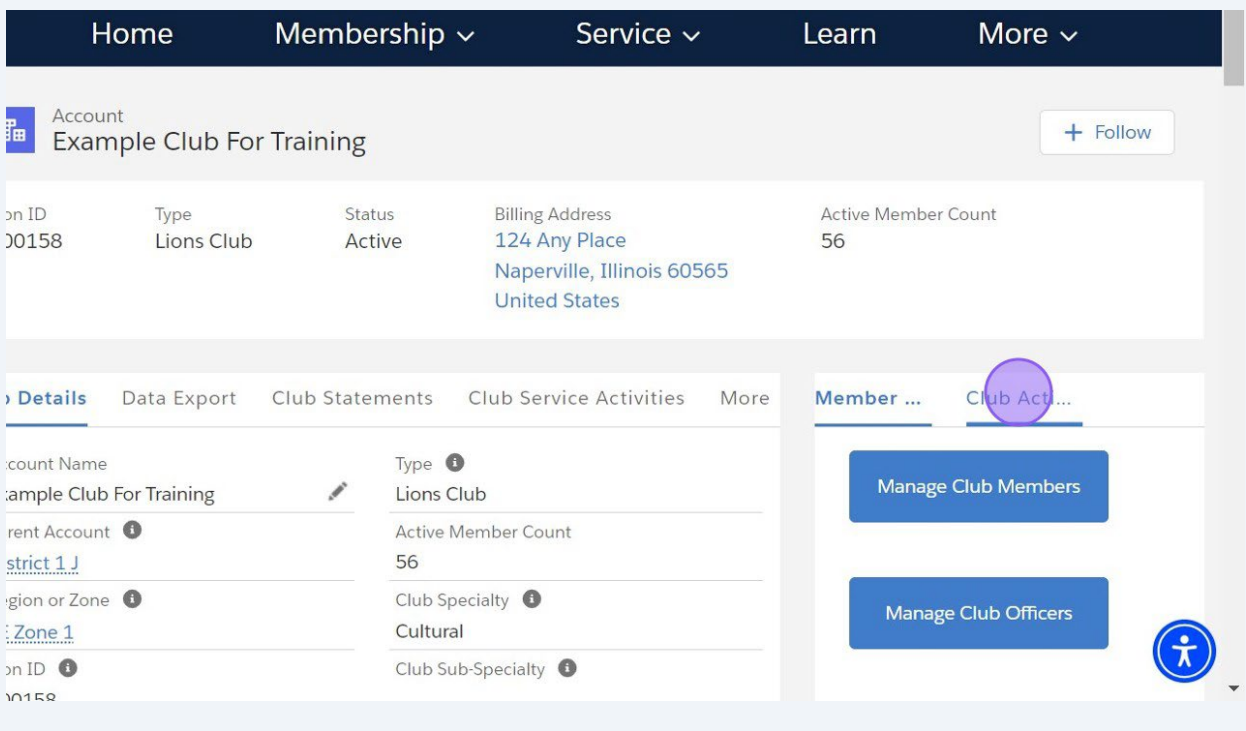
- 至少需要五（5）名会员
- 必须指派一名非分会支部的会员为支部联络员
- 分会支部的会长、秘书和财务必须是分会支部的会员

当 **LCI** 核准后，分会状态从「待定」变为「活跃」

2 点选「我的分会」



3 点选「分会行动」



成立分会支部

4 点选「成立分会支部」

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

Club Details

Description

Website

Address

Billing Address

Get Membership Cards

Get Delegate Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details

5 输入分会支部的信息。带有红色“*”的字段为必填。

United States

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

Club Details

Description

Create Club Branch

Please enter New Club Branch Details.

* Branch Name

Branch Specialty
-- none selected --

Club Branch Meeting Information (Optional)

Meeting Street

Meeting City

Meeting Zip Code

Meeting State/Prov

Meeting Country

Meeting Place

Meeting Week of the Month

Meeting Local Place

6 继续填写表格中所需的信息。

Create Club Branch

Please enter New Club Branch Details.

* Branch Name: Example Club Branch

Branch Specialty: Life-Stage/Experience

Branch Sub-Specialty: -- none selected --

Club Branch Meeting Information (Optional)

Meeting Street: []

Meeting City: []

Meeting Zip Code: []

Meeting State/Prov: []

Meeting Country: []

Meeting Place: []

7 当填完表格后，点选“下一步”继续。

Meeting Country: []

Meeting Place: Community House

Meeting Week of the Month: Second

Meeting Local Place: []

Meeting Day: Tuesday

Meeting Time: 11:30

Online Meeting

Next



提示！在此步骤中新增干部和联络员。每个头衔的下拉选单会显示会员的名单，点选名单中的姓名来选择担任干部的会员。

8

选择联络员

United States

Create Club Branch

Assign a Branch Liaison Officer to the Primary Club

* Branch Liaison
Example Eight

Assign Club Branch Officers

* Branch President
--None--

* Branch Secretary
--None--

* Branch Treasurer
--None--

Details Data Export

Account Name
Sample Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
Zone 1

Location ID ⓘ
00158

Membership Programs ⓘ

Club Details
Description

Membership Cards

Get Delegate

Confirmation Letter

View Reports

Create Club Branch

9 选择会长

The screenshot shows a 'Create Club Branch' dialog box overlaid on a club details page. The dialog has two main sections: 'Assign a Branch Liaison Officer to the Primary Club' and 'Assign Club Branch Officers'. In the first section, 'Example Eight' is selected for the Branch Liaison. In the second section, 'Example Forty-Four' is selected for the Branch President, which is highlighted with a purple circle. Other roles like Branch Secretary and Branch Treasurer are currently set to '--None--'. The background page shows club details for 'Sample Club For Training' and various action buttons like 'Membership Cards', 'Get Delegate', 'Confirmation Letter', 'View Reports', 'Create Club Branch', and 'Create New Application'.

Create Club Branch

Assign a Branch Liaison Officer to the Primary Club

* Branch Liaison
Example Eight

Assign Club Branch Officers

* Branch President
Example Forty-Four

* Branch Secretary
--None--

* Branch Treasurer
--None--

10 选择秘书

This screenshot is similar to the previous one, showing the 'Create Club Branch' dialog box. In this step, 'Example Forty-Five' is selected for the Branch Secretary role, highlighted with a purple circle. The Branch President remains 'Example Forty-Four'. The Branch Liaison is still 'Example Eight'. The Branch Treasurer remains '--None--'. The background page is the same as in the previous screenshot, showing the club details and action buttons.

Create Club Branch

Assign a Branch Liaison Officer to the Primary Club

* Branch Liaison
Example Eight

Assign Club Branch Officers

* Branch President
Example Forty-Four

* Branch Secretary
Example Forty-Five

* Branch Treasurer
--None--

11 选择财务

Account Name
Example Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
SE Zone 1

Lion ID ⓘ
200158

Youth Programs ⓘ

✓ Club Details

Description

✓ Address

Billing Address

424 Ave. Bl...

* Branch Liaison
Example Eight

Assign Club Branch Officers

* Branch President
Example Forty-Four

* Branch Secretary
Example Forty-Five

* Branch Treasurer
Example Forty-Six

Previous Continue

Membership Cards

Get Delegate

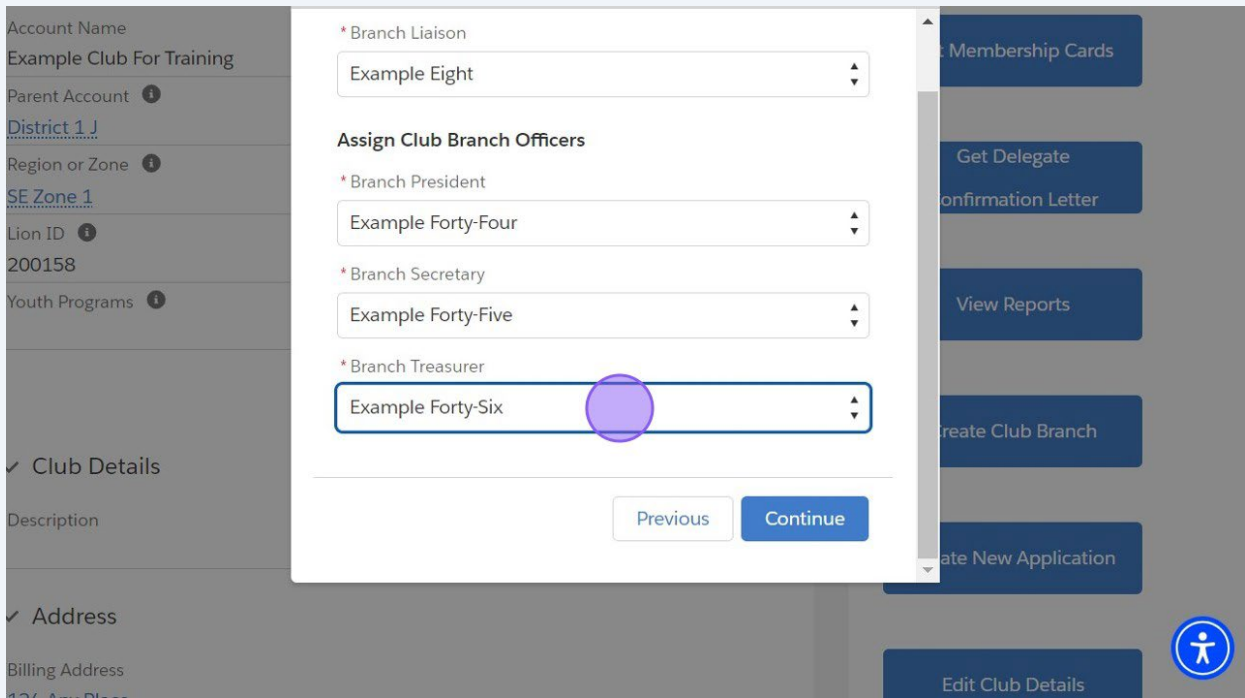
Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details



12 点选“继续”

Account Name
Example Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
SE Zone 1

Lion ID ⓘ
200158

Youth Programs ⓘ

Club Details

Description

Address

Billing Address

424 Ave. Bl...

* Branch Liaison
Example Eight

Assign Club Branch Officers

* Branch President
Example Forty-Four

* Branch Secretary
Example Forty-Five

* Branch Treasurer
Example Forty-Six

Previous Continue

Membership Cards

Get Delegate

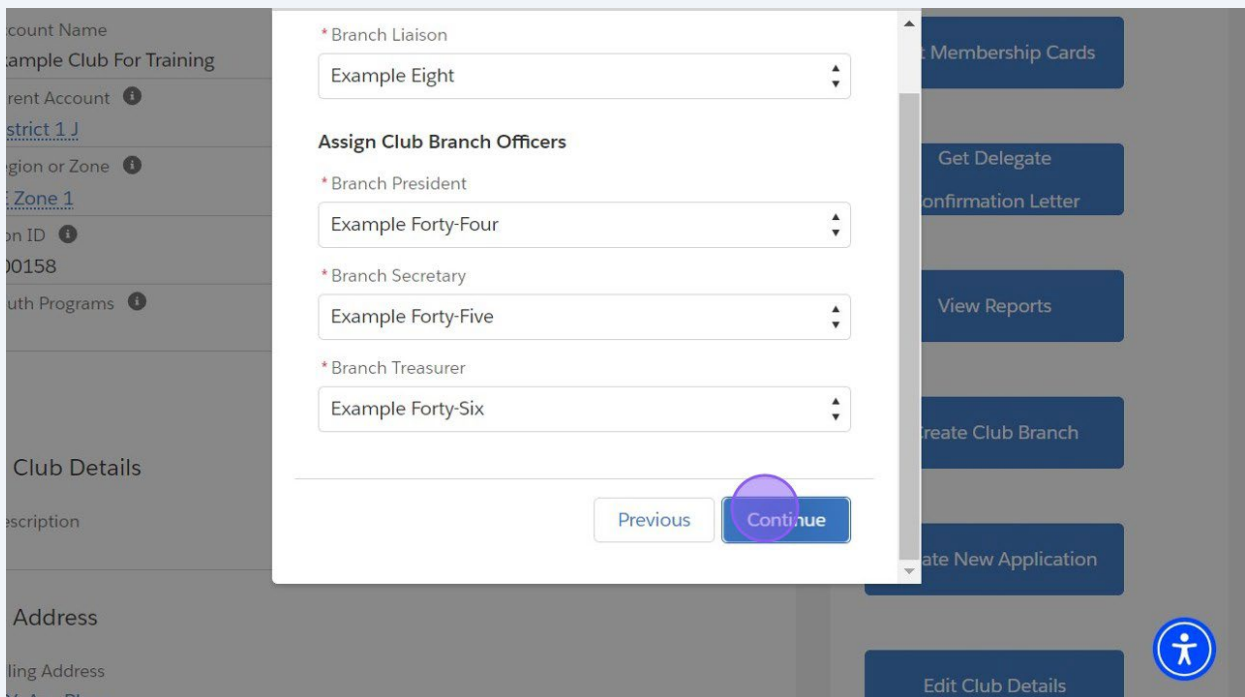
Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details



13 选择第四位分会支部会员

United States

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

Club Details

Description

Create Club Branch

Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.

* Club Branch President
Exempl

* Club Branch Secretary
Exempl

* Club Branch Treasurer
Exempl

* Member 4
Exempl

* Member 5
--None--

* Would you like to add additional Members?
 Yes
 No

Previous Next

14 选择第五位分会支部会员

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

Club Details

Description

Address

Create Club Branch

Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.

* Club Branch President
Exempl

* Club Branch Secretary
Exempl

* Club Branch Treasurer
Exempl

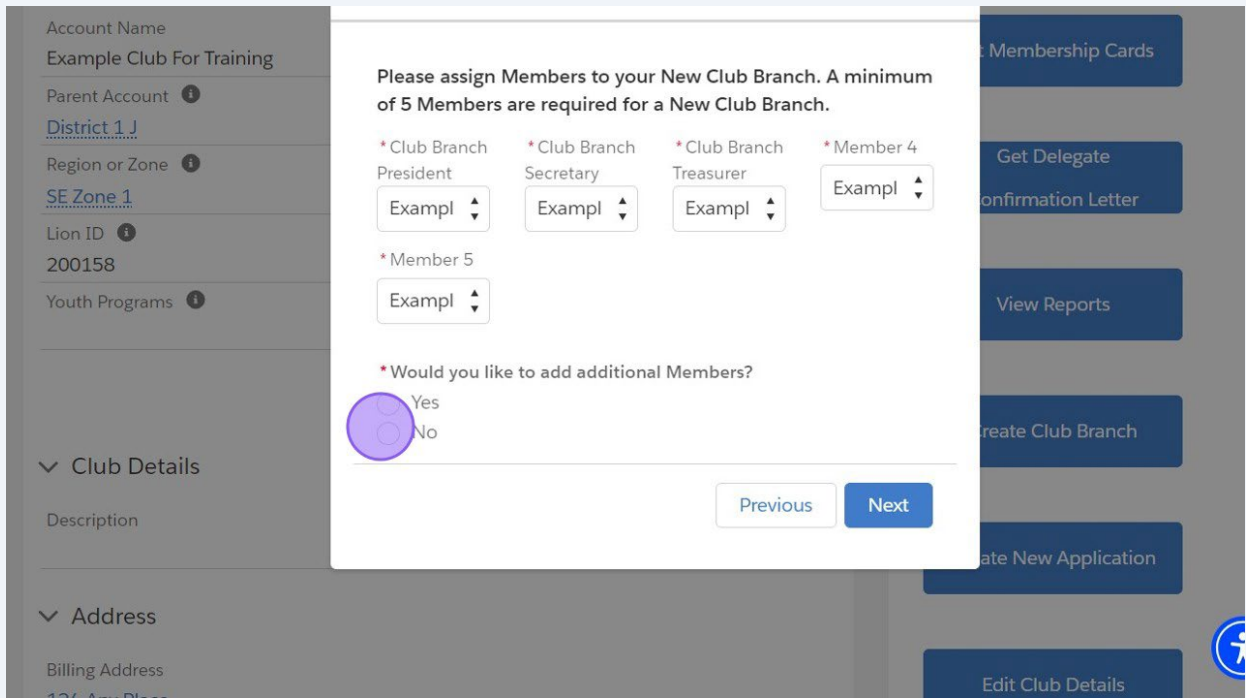
* Member 4
Exempl

* Member 5
Exempl

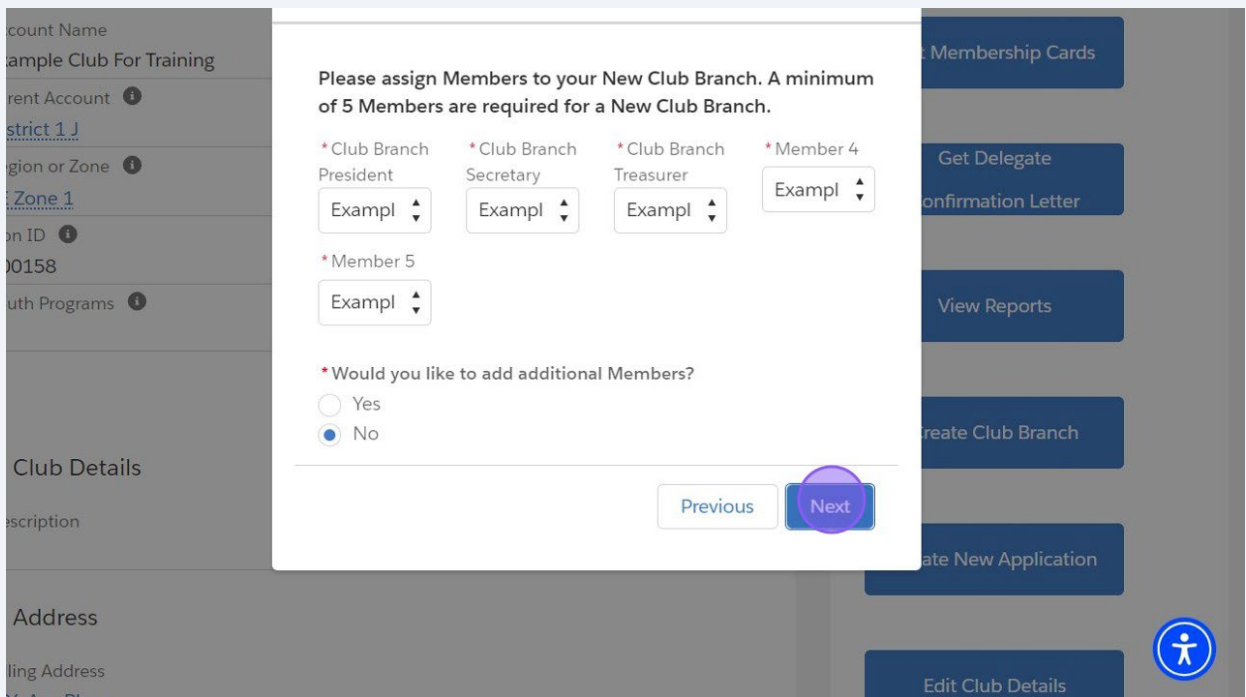
* Would you like to add additional Members?
 Yes
 No

Previous Next

15 选择“是”单选按钮即可新增额外的会员



16 新增完所有分会支部会员后，点选“下一步”。





提示！系统将显示一则绿色信息，表示分会已成立且提交给 LCI 审核。点选“X”图示以关闭该信息。

查看分会支部

17 点选“更多”

Club Details

Description Website

Address

Billing Address
24 Any Place
Springville, Illinois 60565
United States

Billing Address
24 Any Place
Springville, Illinois 60565
United States

Meeting Location 1

Meeting Place ⓘ
Town Center

Meeting Week of Month ⓘ
1st

Meeting Local Place ⓘ
टाउन सेंटर

Meeting Local Street ⓘ

Create Club Branch

Create New Application

Edit Club Details

Club Me... Club Offic... More

▼ Active Members

Active Members

56 of 56 items

N. ▼	M ▼	M ▼	M ▼
Lion-			

18 点选“辅导分会”

The screenshot displays a web interface for club management. On the left, the 'Club Details' section includes fields for 'Description', 'Website', 'Address', 'Billing Address', and 'Shipping Address', each with a sample address in Any Place, Illinois. Below this is the 'Meeting Location 1' section with fields for 'Meeting Place', 'Meeting Local Place', 'Meeting Week of Month', and 'Meeting Local Street'. On the right, there are three blue buttons: 'Create New Application', 'Edit Club Details', and a partially visible 'Club Me...'. Below the buttons is a dropdown menu with options 'Sponsored Clubs', 'Active Members', and 'More'. The 'Active Members' option is selected, showing a search bar and a list of members, with 'Lion-' visible at the bottom. A purple circle highlights the 'Sponsored Clubs' option, and a blue circle highlights a user icon in the bottom right corner.



提示！在“辅导分会”下列出了贵分会的所有辅导类型，包括：

- 分会支部
- 青少狮会
- 新会申请

19 这里显示的是被辅导分会的清单，点选分会旁边的单选按钮。

Springfield, Illinois 60565
United States

Shipping Address
24 Any Place
Springfield, Illinois 60565
United States

Meeting Location 1

Meeting Place ⓘ Town Center	Meeting Local Place ⓘ टाउन सेंटर
Meeting Week of Month ⓘ 1st	Meeting Local Street ⓘ
Meeting Day ⓘ Monday	Meeting Local City ⓘ
Meeting Time ⓘ 7:00	Meeting Local Zip Code ⓘ
Meeting Street ⓘ 1555 Town Road	Meeting Local State or Prov ⓘ IL
Meeting City ⓘ Springfield	Meeting Local Country ⓘ US


Club Mem... **Sponsor...** More

▼ Sponsored Clubs

1 of 1 item • 0 items selected

Search this list...

<input type="checkbox"/>	N ▼	T. ▼	S. ▼	Ch.
<input type="checkbox"/>	Example Club Branch	Club Branch	Pending Approval	

View 

20 点选“查看”以查看细节。

Springfield, Illinois 60565
United States

Shipping Address
24 Any Place
Springfield, Illinois 60565
United States

Meeting Location 1

Meeting Place ⓘ Town Center	Meeting Local Place ⓘ टाउन सेंटर
Meeting Week of Month ⓘ 1st	Meeting Local Street ⓘ
Meeting Day ⓘ Monday	Meeting Local City ⓘ
Meeting Time ⓘ 7:00	Meeting Local Zip Code ⓘ
Meeting Street ⓘ 1555 Town Road	Meeting Local State or Prov ⓘ IL
Meeting City ⓘ Springfield	Meeting Local Country ⓘ US


Club Mem... **Sponsor...** More

▼ Sponsored Clubs

1 of 1 item • 1 item selected

Search this list...

<input checked="" type="checkbox"/>	N ▼	T. ▼	S. ▼	Ch.
<input checked="" type="checkbox"/>	Example Club Branch	Club Branch	Pending Approval	

View 

21 这里显示的是所选的被辅导分会页面。

注：“状态”为“待核准”，核准后，“状态”将转为“活跃”。

22 点选“查看全部”以查看完整的会员名单。

Name	Type	Lion ID	Active Members
Example Club Branch	Regular	lionfa-ke.co	167-78
Example Club Branch	Regular	lionfa-ke.co	134-45



提示！当贵分会的会员被分配到分会支部时，他们的“会籍类型”现在将会显示为“支部”会员。

2

这里显示的是分配给分会支部的分会会员名单，点选该连结可返回分会支部页面。

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 'Accounts > Example Club Branch', with 'Example Club Branch' circled in purple. The main heading is 'Club Branch Members', followed by '5 items · Updated a few seconds ago'. To the right of the heading are icons for settings, refresh, and filter. Below this is a table with columns for Contact Full Name, Membership, Start Date, Email, Membership, Membership, and Membership. The table contains five rows of member data.

	Contact Full ...	Membershi...	Start ...	E...	Members...	Membershi...	Membershi...	
1	Example Forty-F...	Lion-Branch-Re...	4/15/20...		Active Memb...	Example Twent...	MEMBER#0011...	▼
2	Example Forty-Six	Lion-Branch-Fa...	4/15/20...		Active Memb...	Example Twent...	MEMBER#0011...	▼
3	Example Forty-E...	Lion-Branch-For...	6/14/20...		Active Memb...	Example One	MEMBER#0011...	▼
4	Example Forty-S...	Lion-Branch-Re...	6/14/20...		Active Memb...	Example Eleven	MEMBER#0011...	▼
5	Example Forty-F...	Lion-Branch-Re...	6/14/20...		Active Memb...	Example Forty-F...	MEMBER#0011...	▼

24 点选“分会干部”

Home Membership ▾ Service ▾ Learn More ▾

Account Example Club Branch + Follow

Account ID: 00164 Type: Club Branch Status: Pending Approval Billing Address

Details

Account Name	Type ⓘ
Example Club Branch	Club Branch
Parent Account ⓘ	Active Member Count
Example Club For Training	0
Region or Zone ⓘ	Club Specialty ⓘ
Account ID ⓘ	Club Sub-Specialty ⓘ
00164	
Auth Programs ⓘ	Specialty Description ⓘ

Club Acti...

Edit Club Branch

Club Me... Club Offi...

Active Members

Active Members

5 of 5 items

25 现在显示的是“现任”和“前任”干部，向下滚动至“查看全部”。

Example Club Branch

Parent Account ⓘ

Example Club For Training

Region or Zone ⓘ

Account ID ⓘ

00164

Auth Programs ⓘ

Club Details

Description

Address

Billing Address

Billing Address

Club branch

Active Member Count

0

Club Specialty ⓘ

Club Sub-Specialty ⓘ

Specialty Description ⓘ

Charter Established Date ⓘ

Website

Club Mem... Club Offi...

Active Officers

4 of 4 items

Search this list...

Exam	Bran	zuser	
ple	ch	044	(630)
Forty-	Presi	@lio	134-
Four	dent	nfake	4555
		.com	
Exam	Bran	zuser	
ple	ch	045	(630)
Forty-	Secre	@lio	145-
Five	tary	nfake	5666

26 点选“查看全部”以查看完整的干部名单。

Meeting Week of Month ⓘ Meeting Local Street ⓘ

Meeting Day ⓘ Meeting Local City ⓘ

Meeting Time ⓘ Meeting Local Zip Code ⓘ

Meeting Street ⓘ Meeting Local State or Prov ⓘ

Meeting City ⓘ Meeting Local Country ⓘ

Meeting State or Prov ⓘ Online Meeting 1 ⓘ

Meeting Zip Code ⓘ Online Meeting 1 Place ⓘ

Meeting Country ⓘ Online Meeting 1 Address ⓘ

Meeting Location 2

Meeting 2 Place ⓘ Meeting 2 Local Place ⓘ

Non-Active Officers

0 of 0 items

Search this list...

Na... Title End D...

No items to display.

View All

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

27 显示干部名单。

点选“OTA-#####”连结，查看“干部职称分配”（OTA）的详细信息。

点选分会名称连结以返回分会页面

Search Search

Home Membership Service Learn More

Accounts > Example Club Branch

Officers

4 items · Sorted by End Date · Updated a few seconds ago

Member Full Name Title Member Email Member Phone Online Status End Date Officer Title

1	Example Eight	Branch Liaison	zuser008@lionfake.co...	(630) 456-78...	Active	OTA-7290348
2	Example Forty-Four	Branch Preside...	zuser044@lionfake.co...	(630) 134-45...	Active	OTA-7290349
3	Example Forty-Five	Branch Secretary	zuser045@lionfake.co...	(630) 145-56...	Active	OTA-7290350
4	Example Forty-Six	Branch Treasurer	zuser046@lionfake.co...	(630) 156-67...	Active	OTA-7290351



注意！当分会处于“待核准”的状态时，将无法进行编辑。如需变更，请联络会员中心。

28

此新分会支部已由 LCI 核准，现在显示为活跃“状态”。

The screenshot displays a user interface for managing club branches. At the top, there is a dark navigation bar with links for Home, Membership, Service, Learn, and More. A search bar and user profile icons are also present. Below the navigation, the account name 'Example Club Branch' is shown with a '+ Follow' button. A table lists club branches with columns for Lion ID, Type, Status, and Billing Address. The 'Status' column for the first entry is circled in purple and labeled 'Active'. Below the table, there are two panels: 'Club Details' and 'Club Acti...'. The 'Club Details' panel shows fields for Account Name, Parent Account, Region or Zone, Type, Active Member Count, and Club Specialty. The 'Club Acti...' panel features an 'Edit Club Branch' button and a 'Club Me...' section with a 'Club Offic...' link. At the bottom, there is a section for 'Active Members'.

Lion ID	Type	Status	Billing Address
200164	Club Branch	Active	

Club Details

Account Name	Type ⓘ
Example Club Branch	Club Branch
Parent Account ⓘ	Active Member Count
Example Club For Training	0
Region or Zone ⓘ	Club Specialty ⓘ

Club Acti...

Edit Club Branch

Club Me... Club Offic...

Active Members

29 点选“编辑分会支部”以查看可进行的动作。

The screenshot shows a web interface for an account named "Example Club Branch". At the top, there is a header with the account name and a "+ Follow" button. Below the header is a table with columns: "Account ID", "Type", "Status", and "Billing Address". The table contains one row with values: "00164", "Club Branch", "Active", and "Billing Address".

Below the table, there are two main sections:

- Details:** A list of fields for editing the account. Fields include: Account Name (Example Club Branch), Parent Account (Example Club For Training), Region or Zone, Account ID (00164), and Youth Programs. On the right side of this section, there are fields for: Type (Club Branch), Active Member Count (0), Club Specialty, Club Sub-Specialty, and Specialty Description.
- Club Actions:** A section containing a prominent blue button labeled "Edit Club Branch".

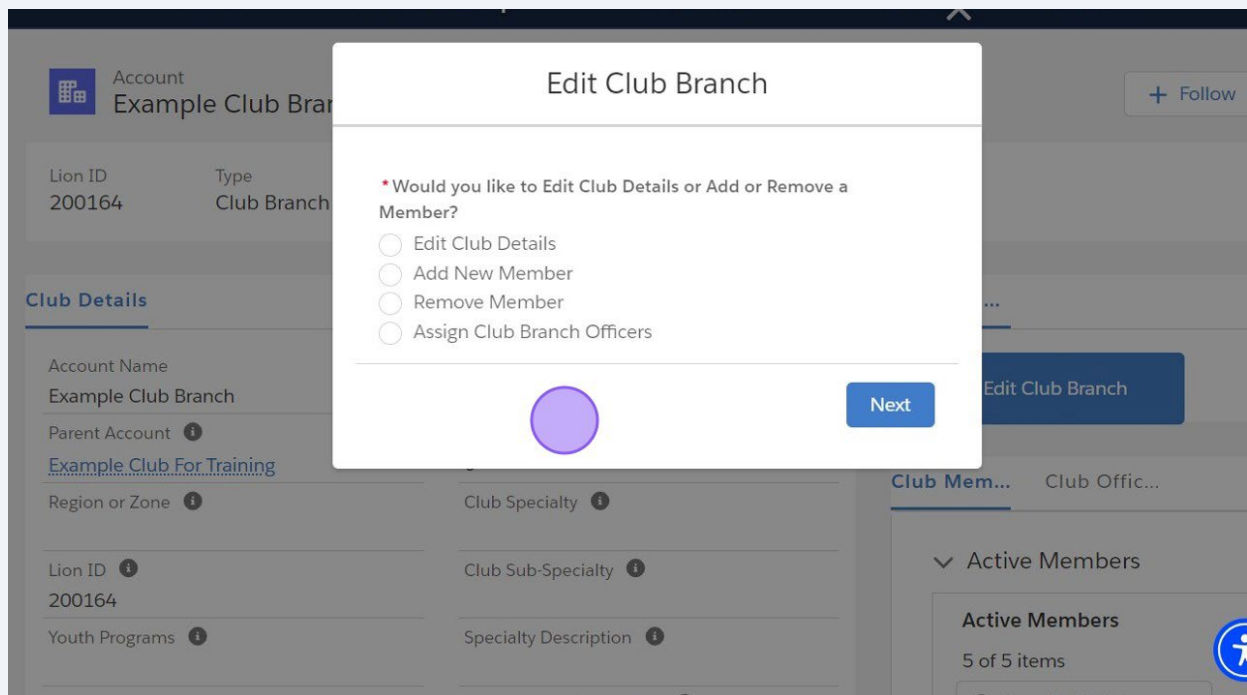
At the bottom right, there is a section for "Active Members" showing "5 of 5 items" and a person icon.



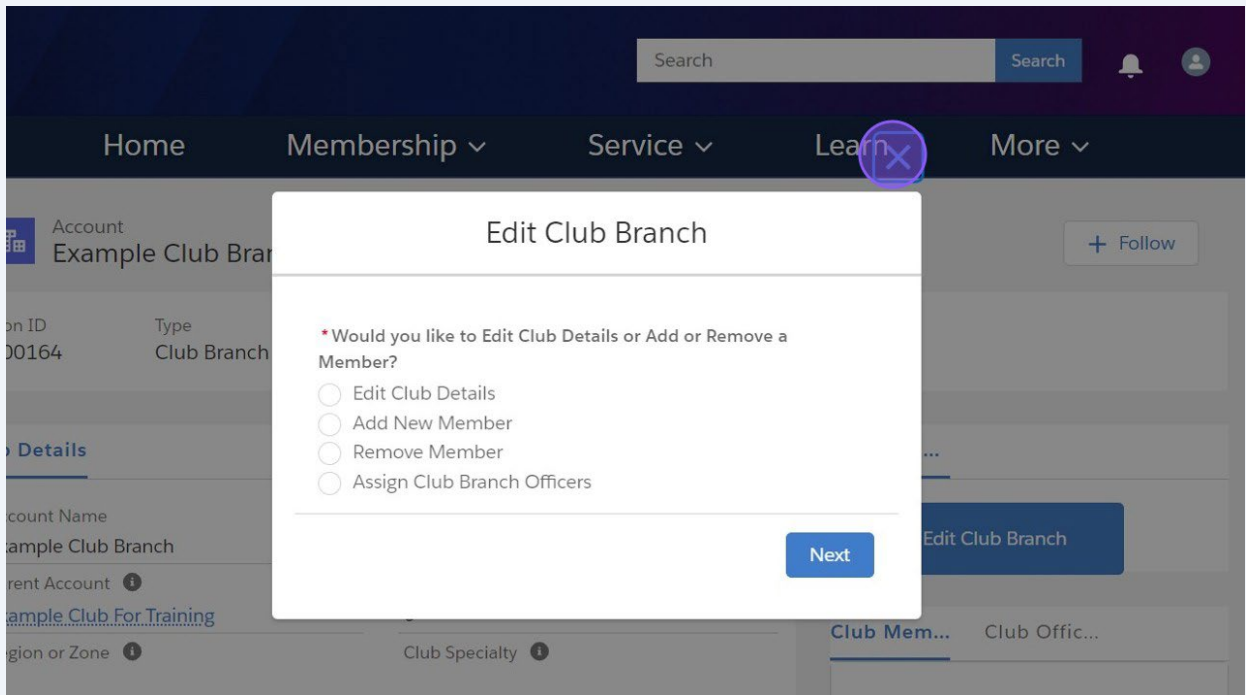
注意！此人必须是分会的会员才可被加入分会支部的名单，使用“新增会员”流程将此人加入辅导分会（母会）中，然后，新会员就会显示在“编辑分会支部 - 新增会员”的名单中。

30 这些是可进行的动作：

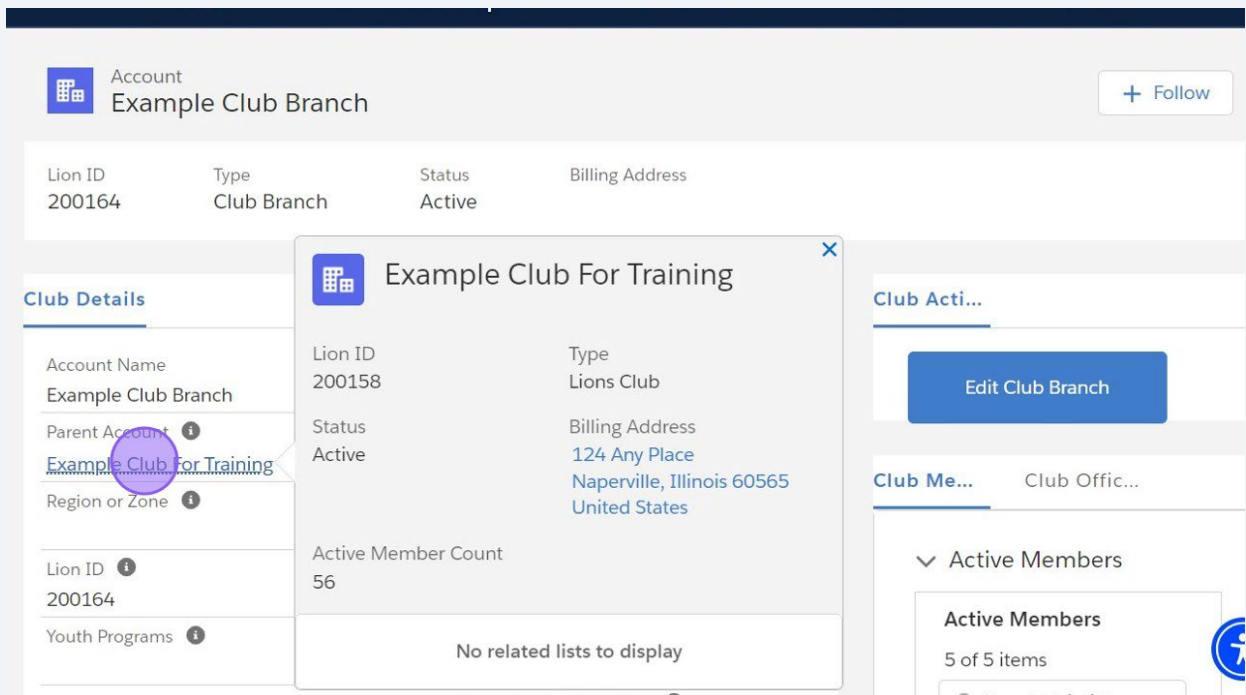
- 编辑分会细节
- 增加新会员
- 删除会员
- 指派分会支部干部



31 点选“X”图标关闭此窗口



32 点选“母会账户”下的连结以返回辅导分会页面



33 点选“首页”以返回登陆页面。

The screenshot shows a web application interface. At the top, there is a search bar with the text "Search" and a "Search" button. Below the search bar is a navigation menu with the following items: "Home" (highlighted with a purple circle), "Membership", "Service", "Learn", and "More".

Below the navigation menu, there is a section for the account "Example Club For Training". It includes a "Follow" button and 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, there are tabs for "Club Details", "Data Export", "Club Statements", "Club Service Activities", and "More". The "Club Details" tab is active, showing the following information:

Account Name	Type
Example Club For Training	Lions Club
Parent Account	Active Member Count
District 1 J	56

On the right side, there is a "Member ..." tab and a "Club Acti..." tab. Below the "Member ..." tab, there is a "Manage Club Members" button.

34 “分会行动 - 成立分会支部”快速指南到此结束

The screenshot shows a welcome page titled "Welcome Example One!". Below the title, there are four navigation buttons:

- MY MEMBERSHIP**: A blue button with a white icon of a person and a list.
- MY CLUB**: A blue button with a white icon of a house with three people inside.
- MY CA**: A purple button with a white icon of a star on top of a podium.
- MY ASSOCIATION**: A purple button with a white icon of the Lions Club logo.

At the bottom right, there is a purple circle and a blue icon of a person.