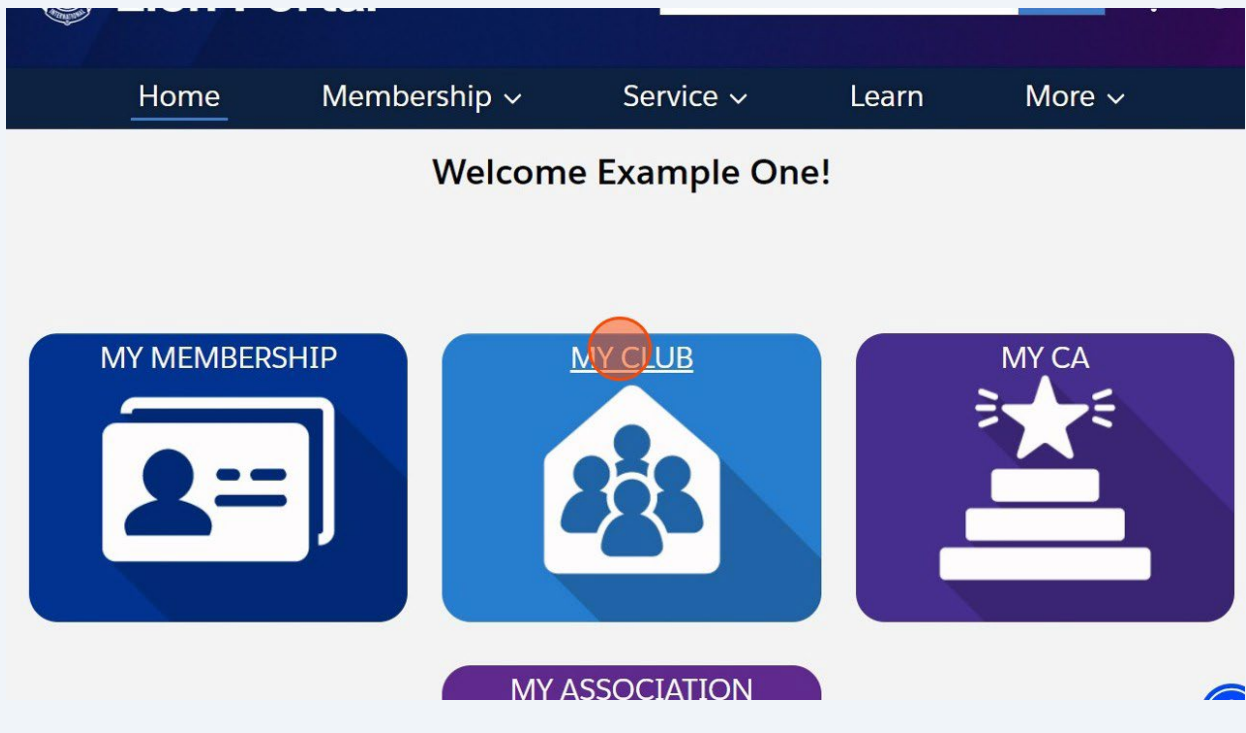


# 클럽 활동 - 회원증 발급하기

이 안내서는 클럽 지도자들이 라이온 포털에서 회원증을 손쉽게 발급받을 수 있는 방법을 설명합니다. 단계별 설명에 따라 사용자들은 신속하게 회원 및 회원증 서식을 선택하고 번거로움 없이 회원증을 발급할 수 있습니다. 이 안내서는 클럽을 효율적으로 관리하고 관리 업무 시간을 절약하기 원하는 사용자에게 유익한 자료입니다.

**1** 라이온 포털([lionportal.org](http://lionportal.org))에 로그인합니다.

**2** '내 클럽'을 클릭합니다.



3 '클럽 활동'을 클릭합니다.

Home Membership ▾ Service ▾ Learn More ▾

Account Example Club For Training + Follow

Account ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	60

Details Data Export Club Statements Club Service Activities More

Account Name	Type ⓘ
Example Club For Training	Lions Club
Parent Account ⓘ	Active Member Count
District 1 J	60
Region or Zone ⓘ	Club Specialty ⓘ
Zone 1	Cultural
Account ID ⓘ	Club Sub-Specialty ⓘ
00158	

Member ... Club Acti...

Manage Club Members

Manage Club Officers

4 '회원증 발급하기'를 클릭합니다.

Account ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	60

Details Data Export Club Statements Club Service Activities More

Account Name	Type ⓘ
Example Club For Training	Lions Club
Parent Account ⓘ	Active Member Count
District 1 J	60
Region or Zone ⓘ	Club Specialty ⓘ
Zone 1	Cultural
Account ID ⓘ	Club Sub-Specialty ⓘ
00158	
Specialty Programs ⓘ	Specialty Description ⓘ
	Arts and Entertainment
	Charter Established Date ⓘ
	7/1/2010

Member A... Club Acti...

Get Membership Cards

Get Delegate Confirmation Letter

View Reports

5 아래와 같이 클릭합니다.

Lion ID      Type      Status      Billing Address      Active Member Count

### Get Membership Cards

Select Members

Newly added members may not be immediately available. Please try again later if a membership card is not available.

60 of 60 items • 0 items selected

<input type="checkbox"/> Full Name	▼	Lion ID
<input checked="" type="checkbox"/> Example Member Eight		26691558
<input type="checkbox"/> Example Member Eighteen		26691568
<input type="checkbox"/> Example Member Eleven		26691561
<input type="checkbox"/> Example Fifty-One		26691601
<input type="checkbox"/> Example Member Fifteen		26691565
<input type="checkbox"/> Example Member Fifty		26691600
<input type="checkbox"/> Example Member Fifty-Two		26691602

6 회원을 선택합니다. 여러 명을 선택할 수 있습니다.

Select Members

Newly added members may not be immediately available. Please try again later if a membership card is not available.

60 of 60 items • 3 items selected

<input type="checkbox"/> Full Name	▼	Lion ID
<input checked="" type="checkbox"/> Example Member Eight		26691558
<input checked="" type="checkbox"/> Example Member Eighteen		26691568
<input checked="" type="checkbox"/> Example Member Eleven		26691561
<input type="checkbox"/> Example Fifty-One		26691601
<input type="checkbox"/> Example Member Fifteen		26691565
<input type="checkbox"/> Example Member Fifty		26691600
<input type="checkbox"/> Example Member Fifty-Two		26691602

▼ Club Details

Description      Website

We are dedicated to the betterment of our      <http://e-Clubhouse.org/sites/OakBrook>

**7** '다음'을 클릭합니다.

<input checked="" type="checkbox"/>	Example Member Eighteen	26691568
<input checked="" type="checkbox"/>	Example Member Eleven	26691561
<input checked="" type="checkbox"/>	Example Fifty-One	26691601
<input type="checkbox"/>	Example Member Fifteen	26691565
<input type="checkbox"/>	Example Member Fifty	26691600
<input type="checkbox"/>	Example Member Fifty-Two	26691602
<input type="checkbox"/>	Example Member Five	26691555
<input type="checkbox"/>	Example Member Forty	26691590
<input type="checkbox"/>	Example Member Forty-Eight	26691598

Next

Club Details

Description  
are dedicated to the betterment of our

Website  
<http://e-Clubhouse.org/sites/OakBrook>



**8** 회원증 서식을 선택합니다.

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565	60

Get Membership Cards

Card Options

- A4\_84x54\_10
- A4\_84x54\_8
- A4\_91x55\_10
- Letter\_2x35\_10
- Letter\_2x35\_8

Good Standing Until

Sep 28, 2024

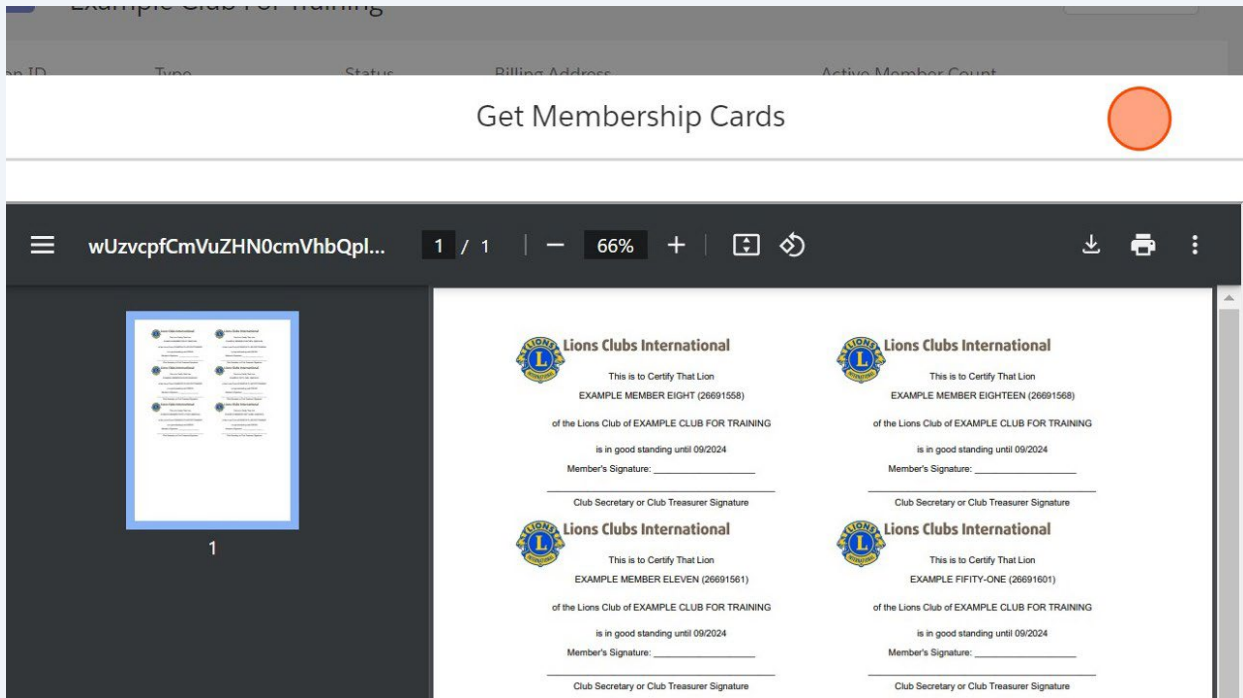


Previous

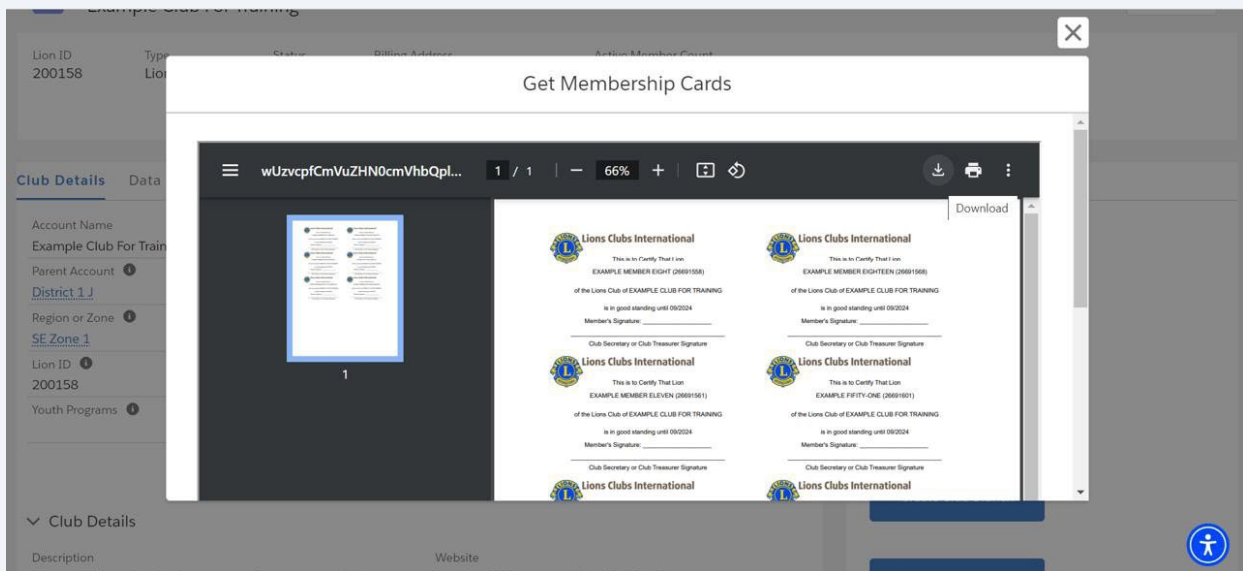
Next

7/1/2010

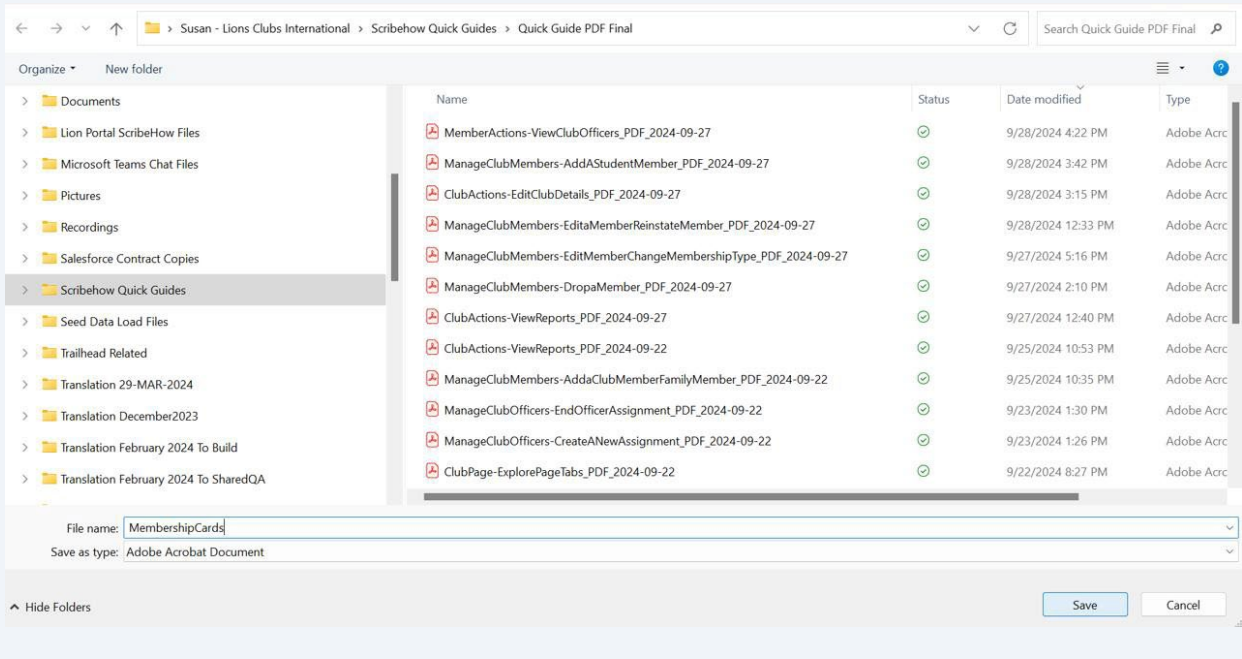
9 새로운 창이 열리고 페이지에 서식이 표시됩니다.



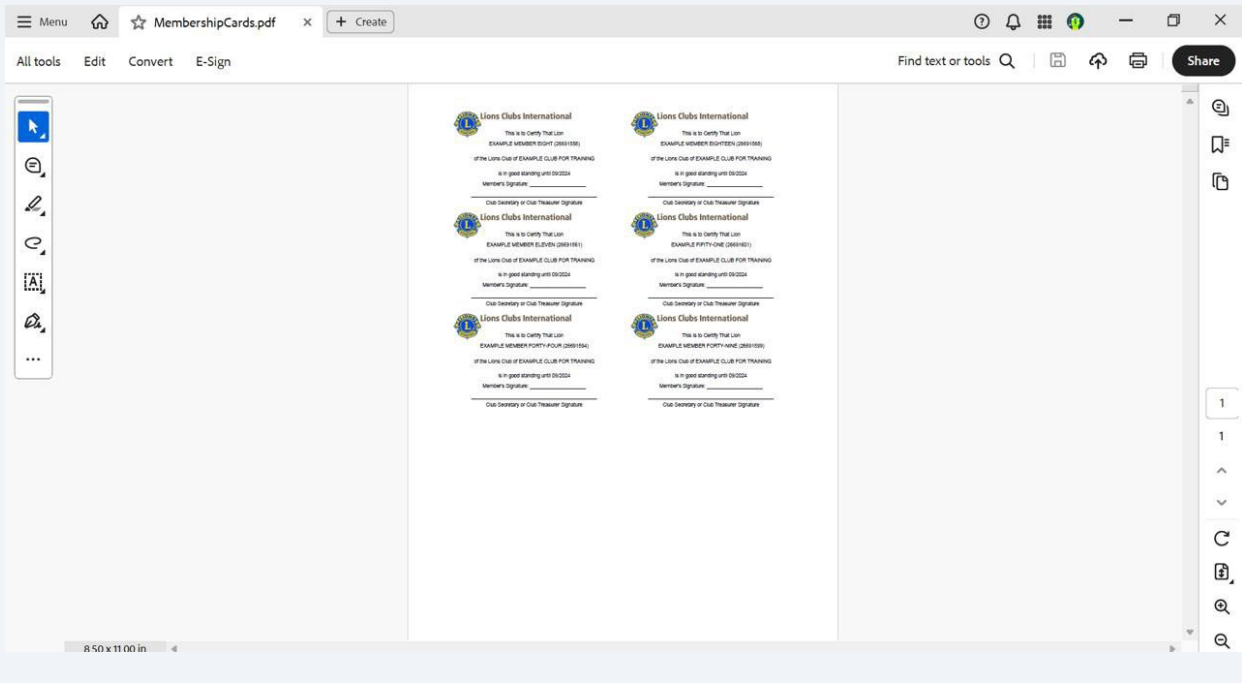
10 다운로드하려면 '다운로드' 아이콘을 클릭합니다.



## 11 파일을 저장할 위치를 선택합니다.



## 12 다운로드한 문서를 클릭하여 '회원증'을 미리보기합니다.



**13** 창을 닫으면 클럽 정보 페이지로 돌아갑니다.

Account **Example Club For Training** + Follow

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	60

**Club Details** | Data Export | Club Statements | Club Service Activities | More

Account Name Example Club For Training	Type ⓘ Lions Club
Parent Account ⓘ District 1 J	Active Member Count 60
Region or Zone ⓘ SE Zone 1	Club Specialty ⓘ Cultural
Lion ID ⓘ 200158	Club Sub-Specialty ⓘ
Youth Programs ⓘ	Specialty Description ⓘ Arts and Entertainment

Member A... **Club Acti...**

- [Get Membership Cards](#)
- [Get Delegate Confirmation Letter](#)
- [View Reports](#)

**14** 메인 페이지로 돌아가려면 '홈'을 클릭합니다.

# Lion Portal

Search

Home
Membership ▾
Service ▾
Learn
More ▾

Account **Example Club For Training** + Follow

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	60

**Club Details** | Data Export | Club Statements | Club Service Activities | More

Account Name Example Club For Training	Type ⓘ Lions Club
Parent Account ⓘ	Active Member Count

Member A... **Club Acti...**

- [Get Membership Cards](#)

**15** 이상으로 '클럽 활동 - 회원증 발급하기'를 마치겠습니다.

