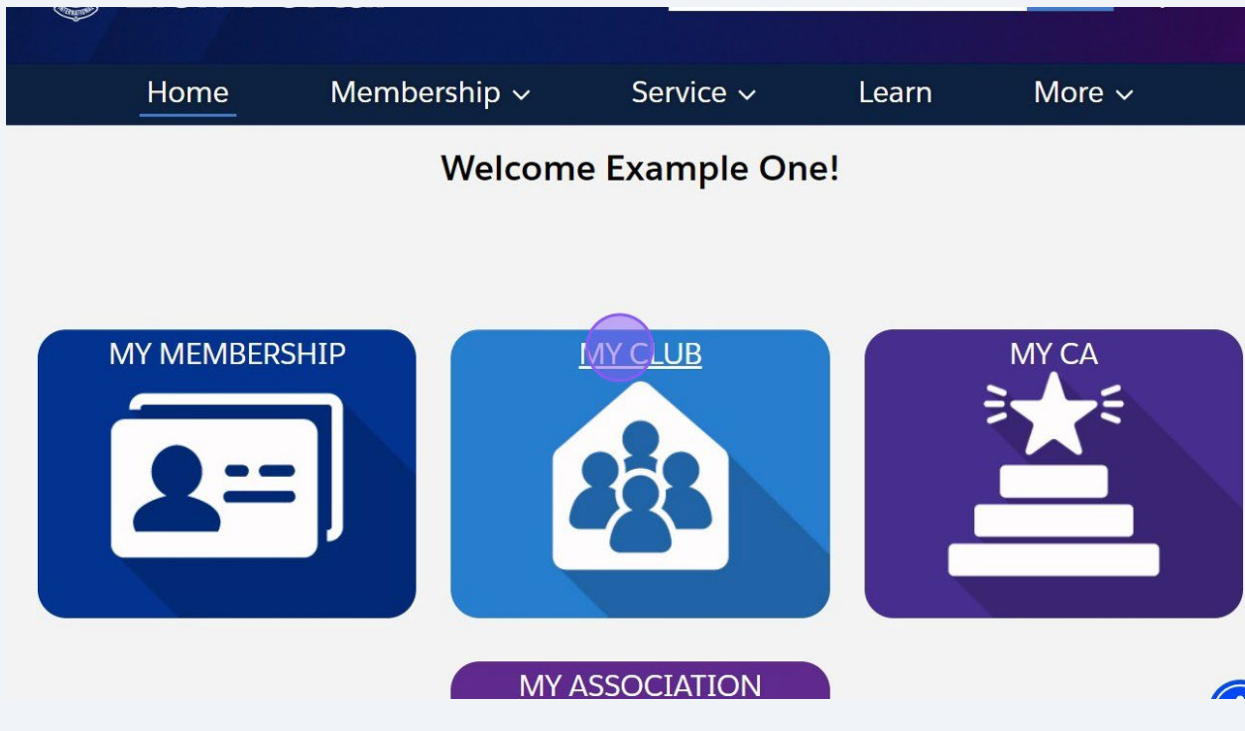


# 클럽 회원 관리 - 재입 처리하기

이 안내서는 퇴회한 클럽 회원을 재입 처리하는 방법을 단계별로 설명합니다. 따라서 회원 정보를 효율적으로 관리하고자 하는 클럽 관리자에게 유용합니다. 재입 회원의 스폰서 및 필수 조건을 명확히 설명하고 재입 기간과 그 외의 기간의 처리 방법을 모두 안내합니다. 이 안내서는 분명한 설명과 그림을 통해 재입 처리 과정을 간단히 이해하고 클럽 회원들의 활발한 활동을 유도하도록 돕습니다.

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

**2** '내 클럽'을 클릭합니다.



재입 가능 기간에 재입 처리하기



참고! 퇴회일이 재입 가능 기간에 해당하는 회원은 '유형 추가'에 '재입'이라고 표시됩니다. 이 경우, 새로운 스폰서가 필요하지 않습니다.

3

'클럽 회원 관리'를 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	56


[Details](#) | [Data Export](#) | [Club Statements](#) | [Club Service Activities](#) | [More](#)

Account Name	Type <sup>i</sup>
Example Club For Training	Lions Club
Parent Account <sup>i</sup>	Active Member Count
<a href="#">strict_1.J</a>	56
Region or Zone <sup>i</sup>	Club Specialty <sup>i</sup>
<a href="#">Zone 1</a>	Cultural
Account ID <sup>i</sup>	Club Sub-Specialty <sup>i</sup>
00158	

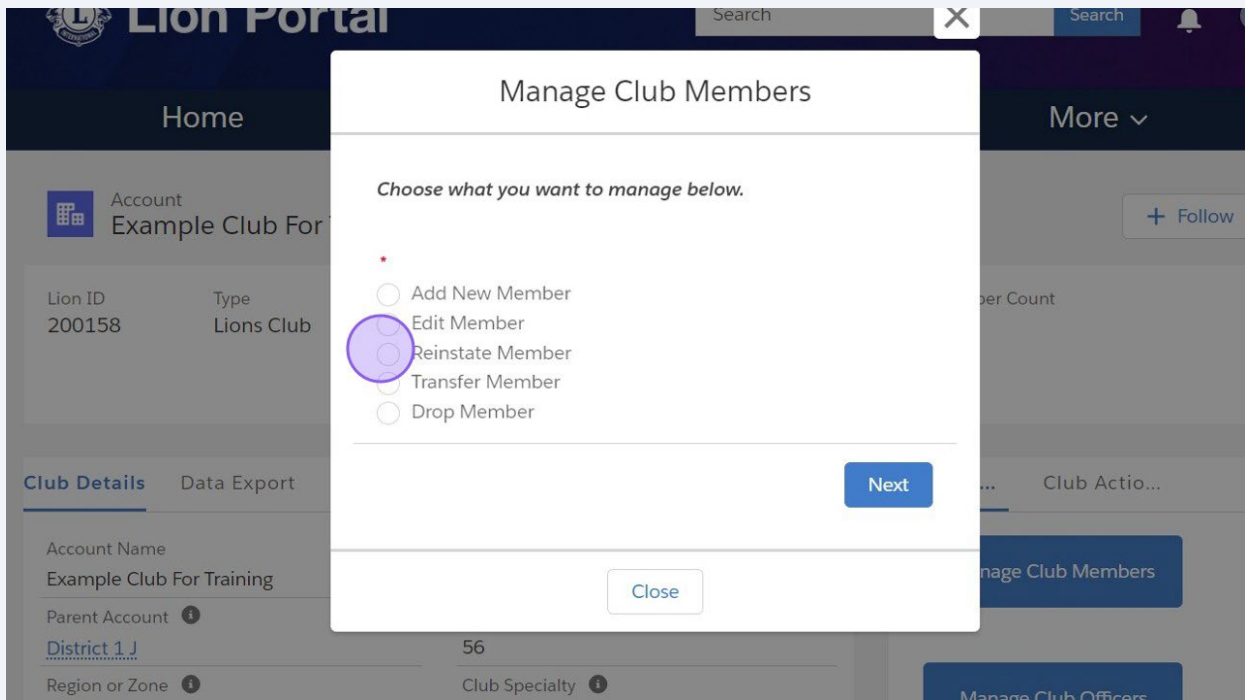
[Member ...](#) | [Club Acti...](#)

[Manage Club Members](#)

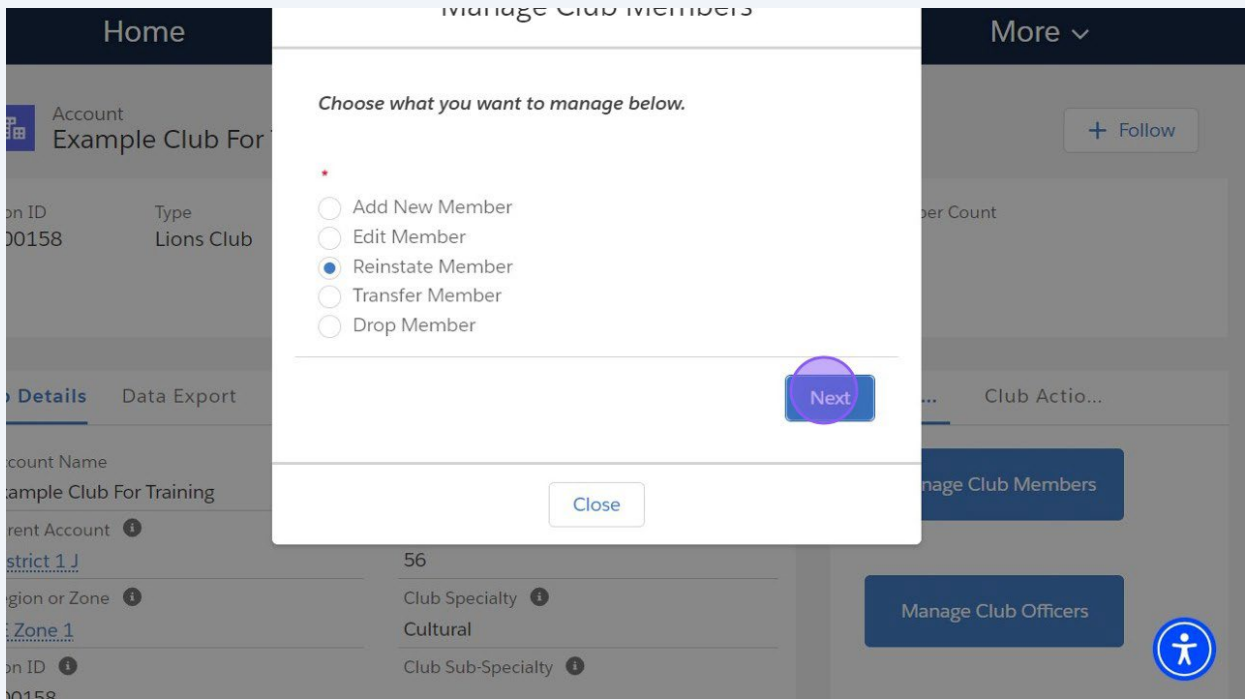
[Manage Club Officers](#)



4 '재입 처리하기'를 클릭합니다.



5 '다음'을 클릭합니다.



6

재입 가능한 퇴회 회원 명단이 표시됩니다. 재입시킬 회원 이름을 체크합니다.

Home

Account  
Example Club For Training

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

More

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

**Select A Member To Reinstat**

2 of 2 items • 0 items selected

C...	M...	M...	En...	Dr...	
<input type="radio"/>	Examp e Sixty- Seven	Lion	266916 07	Aug 31, 2019	Drop Non- Atten- dance
<input checked="" type="radio"/>	Examp e Thirty- Eight	Lion	266915 88	Aug 31, 2024	Drop Resign ed in Good Standi ng

Close

7

'다음'을 클릭합니다.

Home

Account  
Example Club For Training

on 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

on ID 200158

Club Specialty Cultural

Club Sub-Specialty

More

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

**Select A Member To Reinstat**

<input type="radio"/>	Examp e Sixty- Seven	Lion	266916 07	Aug 31, 2019	Drop Non- Atten- dance
<input checked="" type="radio"/>	Examp e Thirty- Eight	Lion	266915 88	Aug 31, 2024	Drop Resign ed in Good Standi ng

Please make sure to select the most recent drop date if the member appears more than once.

Previous **Next**

Close

8 '재입 날짜'를 입력하고 '다음'을 클릭합니다.

Home

Account  
Example Club For Training

Lion ID 200158 Type Lions Club

Details Data Export

Account Name  
Example Club For Training

Parent Account  
District 1 J

Region or Zone  
Zone 1

Lion ID 200158

Club Specialty  
Cultural

Club Sub-Specialty

Selected Member: Example Thirty-Eight

\* Gender  
Male

\* Date of Birth  
Nov 11, 1984

\* Resume Date  
Sep 28, 2024

Previous Next

Close

More

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

Person icon

9 드롭다운 목록에서 '회원 유형'을 선택합니다.

Lion Portal

Search Search

Home Membership Service Learn More

Account  
Example Club For Training

Lion ID 200158 Type Lions Club

Club Details Data Export

Account Name  
Example Club For Training

Parent Account  
District 1 J

Lions Club

Active Member Count  
56

Manage Club Members

Manage Club Members

Close

Manage Club Members

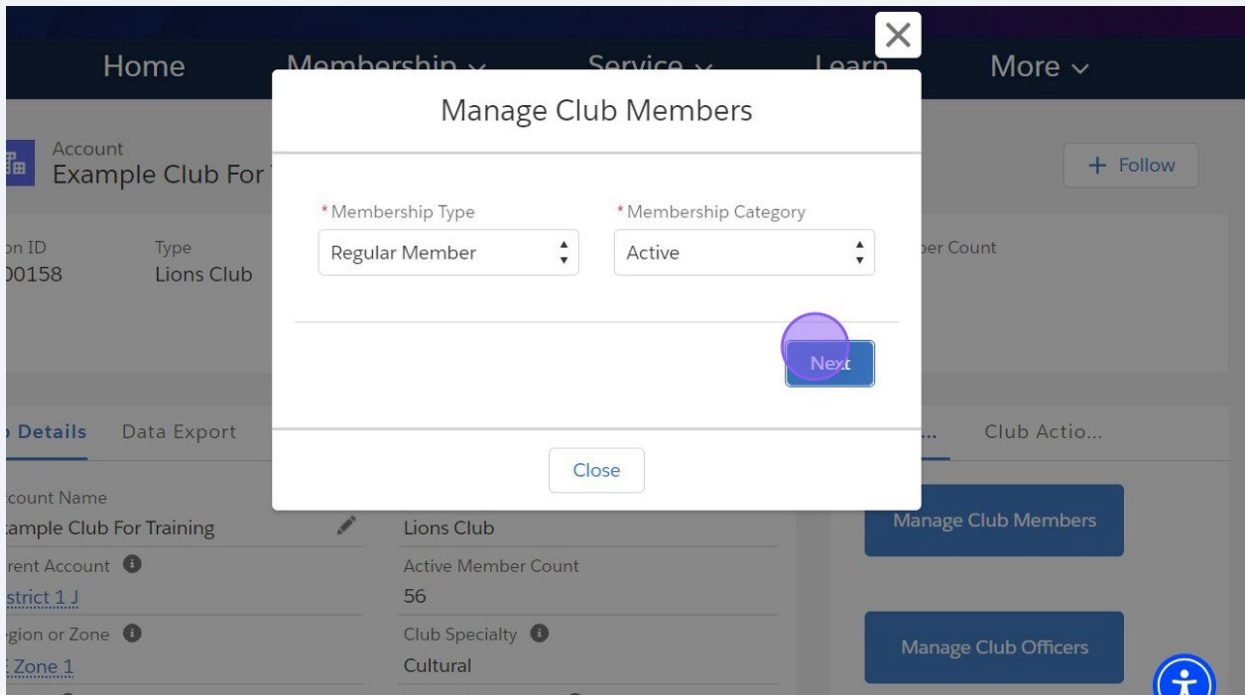
Membership Type  
Regular Member

Membership Category  
Active

Next

Close

10 '회원 범주'를 확인합니다. 기본 설정값은 '정회원'입니다. '다음'을 클릭합니다.



11 확인 안내가 녹색창으로 표시됩니다. 'X'를 클릭하여 알림창을 닫습니다.





다음은 새로운 회원 기록을 확인하는 방법입니다.

## 12

클럽 페이지에서 '전체 보기'를 클릭합니다.

Meeting City <i>i</i> Mapleville	Meeting Local Country <i>i</i> US
Meeting State or Prov <i>i</i>	Online Meeting 1 <i>i</i> <input type="checkbox"/>
Meeting Zip Code <i>i</i> 3565	Online Meeting 1 Place <i>i</i>
Meeting Country <i>i</i> United States	Online Meeting 1 Address <i>i</i>
<b>Meeting Location 2</b>	
Meeting 2 Place <i>i</i>	Meeting 2 Local Place <i>i</i>
Meeting 2 Week of Month <i>i</i>	Meeting 2 Local Street <i>i</i>
Meeting 2 Day <i>i</i>	Meeting 2 Local City <i>i</i>
Meeting 2 Time <i>i</i>	Meeting 2 Local Zip Code <i>i</i>
Meeting 2 Street <i>i</i>	Meeting 2 Local State or Prov <i>i</i>

ple	er-	015@	0)
Fiftee	Regul	lionfa	223
n	ar	ke.co	-34
	[Activ	m	45
	e]		
	Lion-		(55
Exam	er-	sben	5)
ple	Regul	11@	265
Thre		msn.c	55

[View All](#)

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

**13** 스크롤하여 회원 유형을 찾습니다.

Home Membership Service Learn More

Accounts > Example Club For Training  
Club Members

66 items • Sorted by Contact Full Name • Updated a few seconds ago

	Contact Full Na... ↑	Membership Full Type	Email	Phone	Lion Joi..
43	Example Thirty-Eight	Lion-Regular [Active]	<a href="mailto:zuser038@lionfake.co...">zuser038@lionfake.co...</a>	(630) 677-78...	7/1/202
44	Example Thirty-Five	Lion-Regular [Active]	<a href="mailto:zuser035@lionfake.co...">zuser035@lionfake.co...</a>	(630) 344-45...	7/1/202
45	Example Thirty-Four	Lion-Regular [Active]	<a href="mailto:zuser034@lionfake.co...">zuser034@lionfake.co...</a>	(630) 233-34...	7/15/20
46	Example Thirty-Nine	Lion-Regular [Active]	<a href="mailto:zuser039@lionfake.co...">zuser039@lionfake.co...</a>	(630) 788-89...	7/1/202
47	Example Thirty-One	Lion-Regular [Active]	<a href="mailto:zuser031@lionfake.co...">zuser031@lionfake.co...</a>	(630) 909-01...	7/15/20
48	Example Thirty-Seven	Lion-Regular [Active]	<a href="mailto:zuser037@lionfake.co...">zuser037@lionfake.co...</a>	(630) 566-67...	7/1/202
49	Example Thirty-Six	Lion-Regular [Active]	<a href="mailto:zuser036@lionfake.co...">zuser036@lionfake.co...</a>	(630) 455-56...	7/15/20

**14** 우측 파란색 링크를 클릭하여 회원 기록을 확인합니다.

Home Membership Service Learn More

Accounts > Example Club For Training  
Club Members

66 items • Sorted by Contact Full Name • Updated a few seconds ago

	Email	Phone	Lion Joi...	Start D...	E...	Members...	Membership: Me...
	<a href="mailto:zuser038@lionfake.co...">zuser038@lionfake.co...</a>	(630) 677-78...	7/1/2022	9/28/2024		Active Memb...	<a href="#">MEMBER#001194398</a>
	<a href="mailto:zuser035@lionfake.co...">zuser035@lionfake.co...</a>	(630) 344-45...	7/1/2022	7/1/2022		Active Memb...	<a href="#">MEMBER#001194395</a>
	<a href="mailto:zuser034@lionfake.co...">zuser034@lionfake.co...</a>	(630) 233-34...	7/15/2015	7/15/2015		Active Memb...	<a href="#">MEMBER#001194394</a>
	<a href="mailto:zuser039@lionfake.co...">zuser039@lionfake.co...</a>	(630) 788-89...	7/1/2022	7/1/2022		Active Memb...	<a href="#">MEMBER#001194395</a>
	<a href="mailto:zuser031@lionfake.co...">zuser031@lionfake.co...</a>	(630) 909-01...	7/15/2015	7/15/2015		Active Memb...	<a href="#">MEMBER#001194393</a>
	<a href="mailto:zuser037@lionfake.co...">zuser037@lionfake.co...</a>	(630) 566-67...	7/1/2022	7/1/2022		Active Memb...	<a href="#">MEMBER#001194395</a>
	<a href="mailto:zuser036@lionfake.co...">zuser036@lionfake.co...</a>	(630) 455-56...	7/15/2015	7/15/2015		Active Memb...	<a href="#">MEMBER#001194394</a>
	<a href="mailto:zuser033@lionfake.co...">zuser033@lionfake.co...</a>	(630) 122-23...	7/15/2015	7/15/2015		Active Memb...	<a href="#">MEMBER#001194394</a>
	<a href="mailto:zuser032@lionfake.co...">zuser032@lionfake.co...</a>	(630) 011-12...	7/15/2015	7/15/2015		Active Memb...	<a href="#">MEMBER#001194393</a>

**15** 상세 정보가 표시됩니다. 참고! '유형 추가'에 '재입'이라고 표시됩니다.

Contact <a href="#">Example Member Thirty-Eight</a>	Club <a href="#">Example Club For Training</a>	Club Branch	Membership Full Type Lion-Regular [Active]
--	---	-------------	---

**Details**

Club ⓘ <a href="#">Example Club For Training</a>	Membership Status ⓘ Active Member
Contact ⓘ <a href="#">Example Member Thirty-Eight</a>	Membership Type Lion
Club Branch ⓘ	Membership Category ⓘ Active
Relationship Type ⓘ	Program ⓘ Regular
Membership Sponsor ⓘ <a href="#">Example Member Eighteen</a>	Add Type ⓘ Reinstated

Membership Details

Lion Join Date ⓘ

**Contact Customer Service**  
 Email: lionssupport@lionsclubs.org  
 Phone: (+001) 630-468-6900

No related lists to display

## 재입 기간 이후에 재입 처리하기

**16** '클럽 회원 관리'를 클릭합니다.

Home
Membership ▾
Service ▾
Learn
More ▾

Account  
**Example Club For Training** + Follow

Club ID 00158	Type Lions Club	Status Active	Billing Address 124 Any Place Naperville, Illinois 60565 United States	Active Member Count 57
------------------	--------------------	------------------	---	---------------------------

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

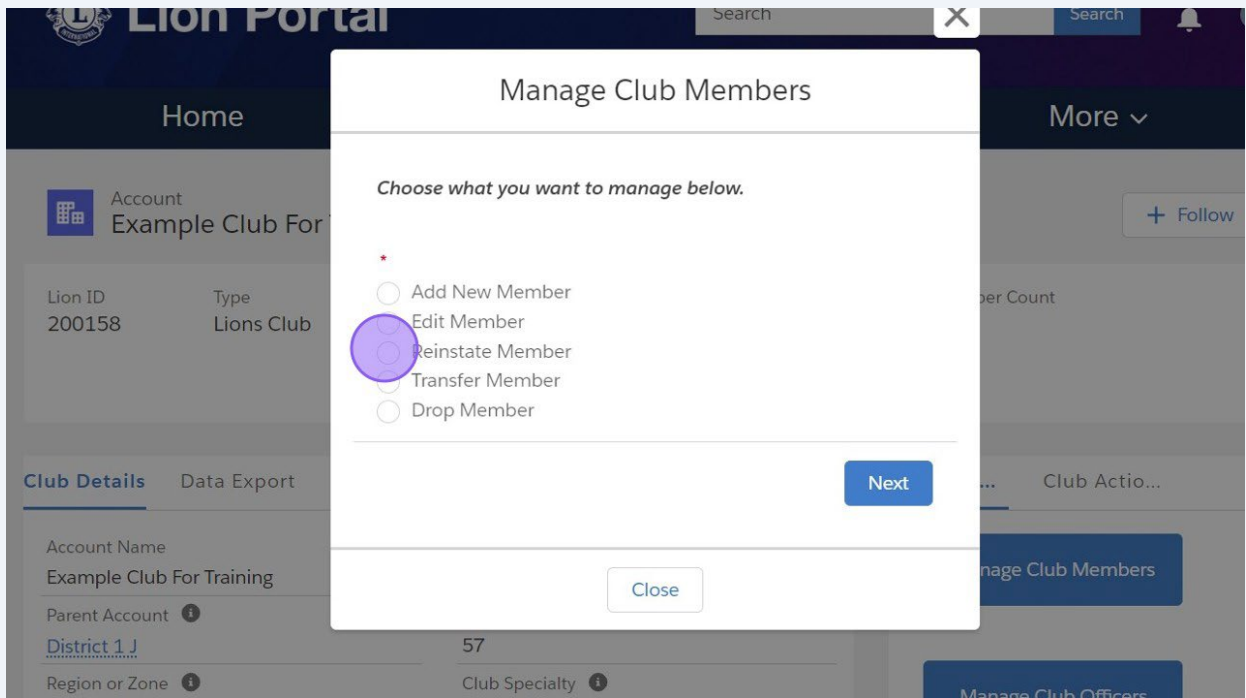
Club Name <a href="#">Example Club For Training</a>	Type ⓘ Lions Club
Parent Account ⓘ <a href="#">strict.1.J</a>	Active Member Count 57
Region or Zone ⓘ <a href="#">Zone 1</a>	Club Specialty ⓘ Cultural
Club ID ⓘ 00158	Club Sub-Specialty ⓘ

**Member ...**   Club Acti...

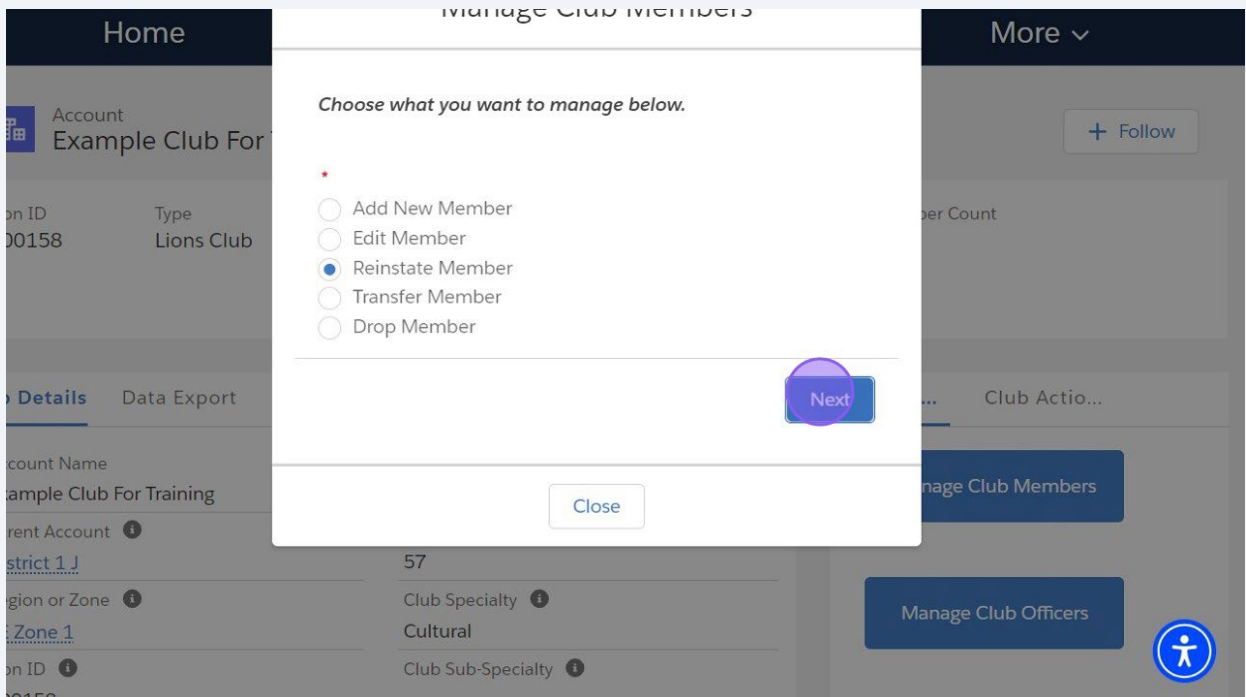
Manage Club Members

Manage Club Officers

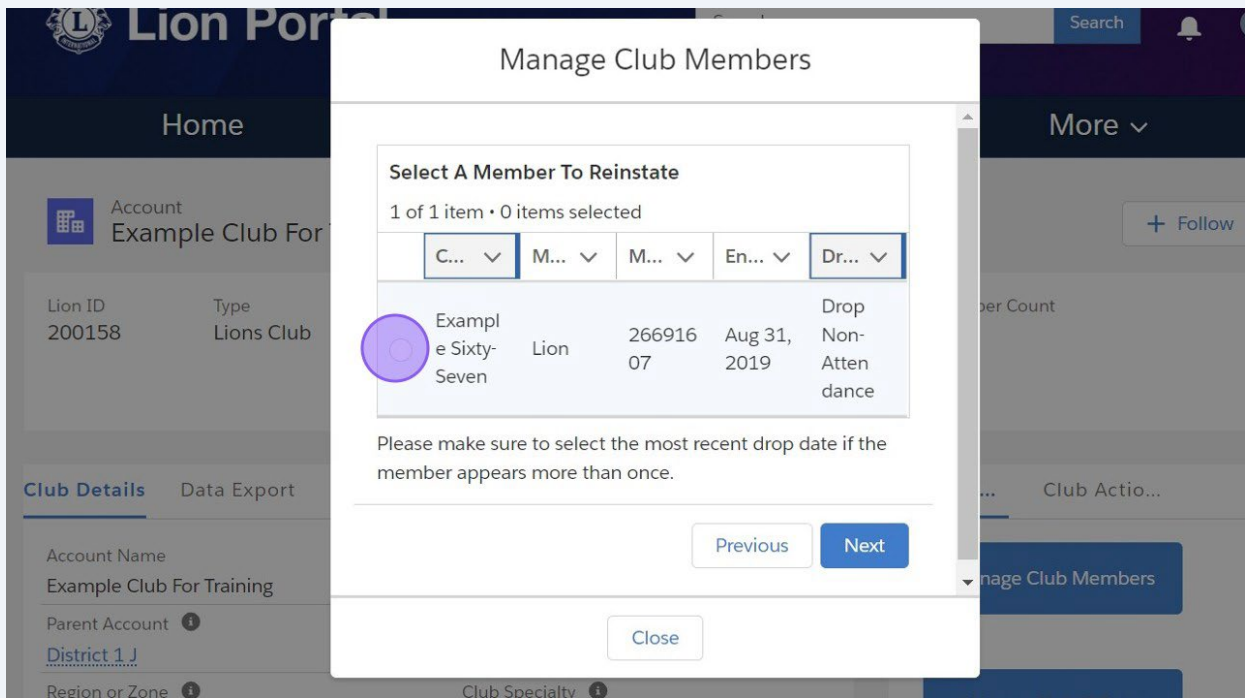
**17** '회원 재입' 선택란을 체크합니다.



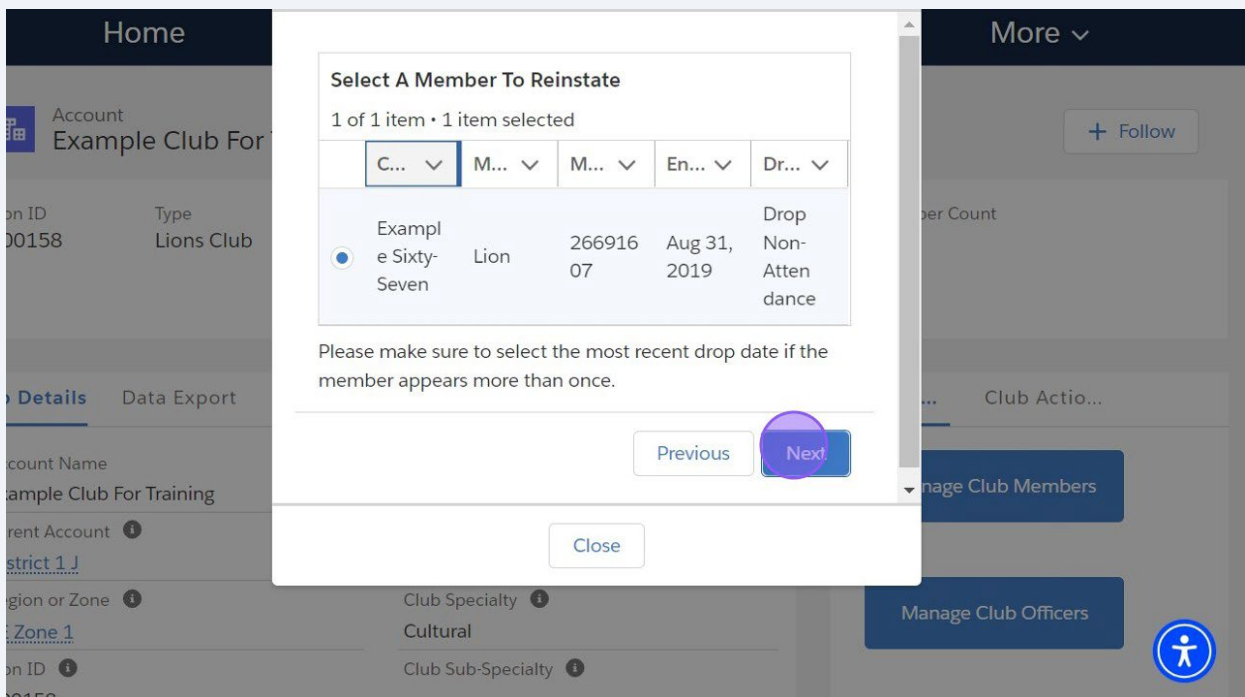
**18** '다음'을 클릭합니다.



**19** 재입시킬 회원 이름을 체크합니다.



**20** '다음'을 클릭합니다.



**21** '재입 날짜'를 입력하고 '다음'을 클릭합니다.

**Selected Member: Example Sixty-Seven**

\* Gender  
Female

\* Date of Birth  
Jan 2, 1972

\* Resume Date  
9/28/2024  
Format: Dec 31, 2024

Previous Next

Close

**22** '회원 유형'을 선택합니다.

**Manage Club Members**

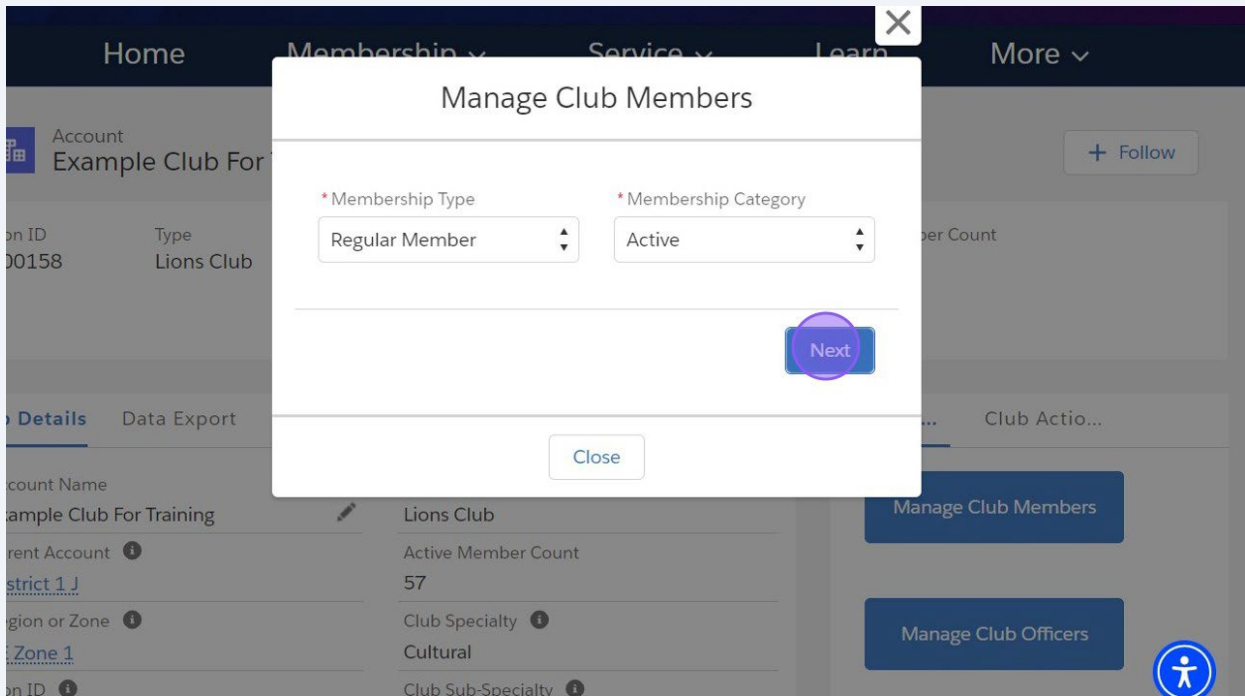
\* Membership Type  
Regular Member

\* Membership Category  
Active

Next

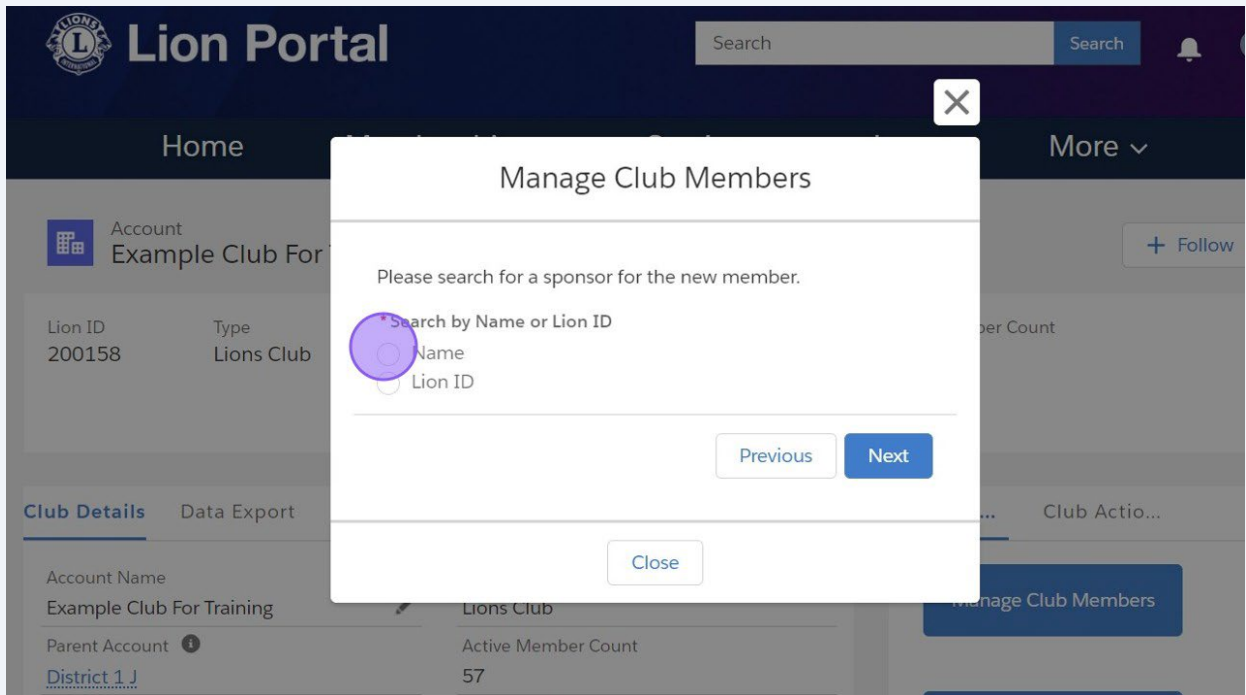
Close

**23** '다음'을 클릭합니다.

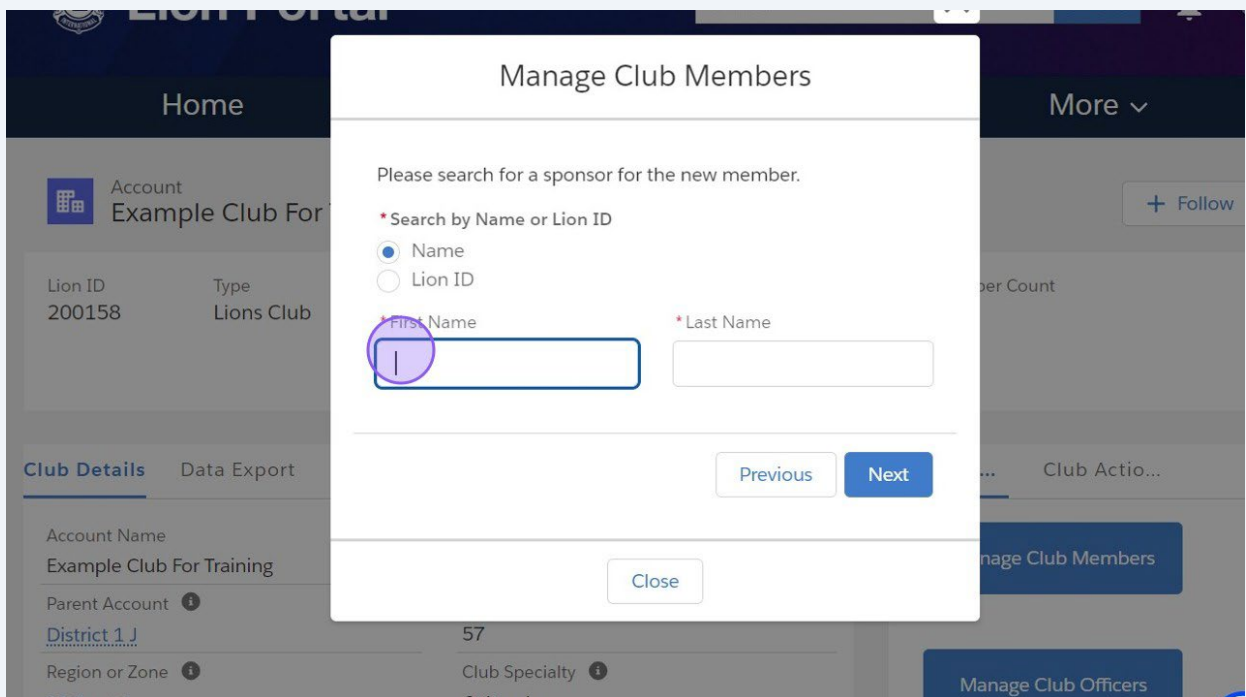


주의! 이 경우, 재입 회원의 스폰서 회원을 입력해야 합니다.

**24** 스폰서를 이름이나 회원 번호로 검색합니다.



**25** 아래와 같이 검색창을 클릭합니다.



**26** 검색창에 입력한 후 '다음'을 클릭합니다.

Home

Account  
Example Club For

on ID 00158 Type Lions Club

Details Data Export

Account Name  
Example Club For Training

Parent Account

District 1J 57

Region or Zone Zone 1

on ID 00158

Club Specialty Cultural

Club Sub-Specialty

More

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

Please search for a sponsor for the new member.

\* Search by Name or Lion ID

Name  
 Lion ID

\* First Name Example \* Last Name one

Previous Next

Close

**27** 스폰서 이름을 체크한 후 '다음'을 클릭합니다.

Home

Account  
Example Club For

on ID 00158 Type Lions Club

Details Data Export

Account Name  
Example Club For Training

Parent Account

District 1J 57

Region or Zone Zone 1

on ID 00158

Club Specialty Cultural

Club Sub-Specialty

More

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

1 of 1 item • 1 item selected

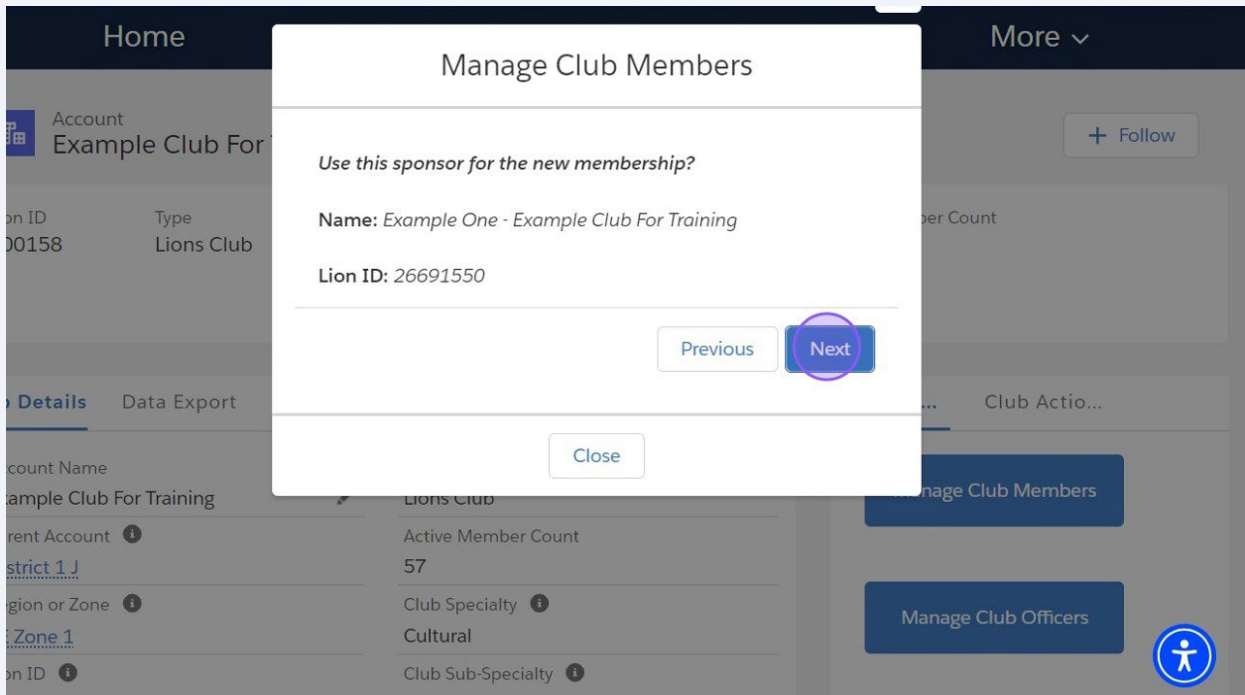
Search this list...

Name	Member ID	Club Name
<input checked="" type="radio"/> Example One	26691550	Example Club For Training

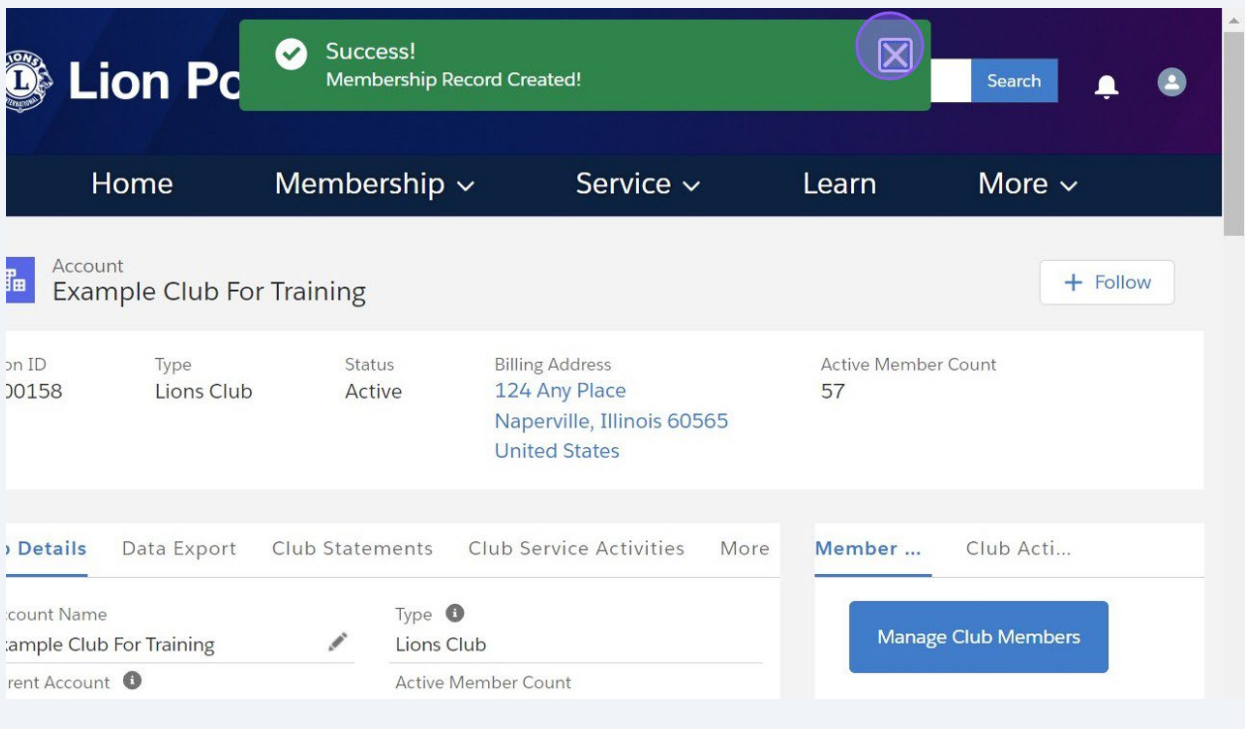
Previous Next

Close

**28** 스폰서가 정확한지 확인 후 '다음'을 클릭합니다.



**29** 확인을 알리는 녹색창이 나타납니다. 'X'를 클릭하여 알림창을 닫습니다.





다음은 새로운 회원 기록을 확인하는 방법입니다.

### 30

'전체 보기'를 클릭합니다.

12 TOWN ROAD

Meeting City ⓘ  
Maperville

Meeting State or Prov ⓘ

Meeting Zip Code ⓘ  
2565

Meeting Country ⓘ  
United States

Meeting Local Country ⓘ  
US

Online Meeting 1 ⓘ

Online Meeting 1 Place ⓘ

Online Meeting 1 Address ⓘ

Meeting Location 2

Meeting 2 Place ⓘ

Meeting 2 Local Place ⓘ

Meeting 2 Week of Month ⓘ

Meeting 2 Local Street ⓘ

Meeting 2 Day ⓘ

Meeting 2 Local City ⓘ

Meeting 2 Time ⓘ

Meeting 2 Local Zip Code ⓘ

Meeting 2 Street ⓘ

Meeting 2 Local State or Prov ⓘ

Lion-Chart	zuser	(63
Exam-er-	008@	0)
ple Regul	lionfa	456
Eight ar	ke.co	-78
[Activ	m	90
e]		



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

**31** 스크롤하여 회원 기록을 찾습니다.

Home    Membership ▾    Service ▾    Learn    More ▾							
Accounts > Example Club For Training Club Members							
50+ items · Sorted by Contact Full Name · Updated a few seconds ago							
	Contact Full Na... ↑ ▾	Membership Full Type ▾	Email ▾	Phone ▾	Lion Joi... ▾	Start D... ▾	E...
35	Example Sixty-One	Lion-Family Member [Active]	zsixtyone@f...	630 267-9033	6/15/2021	6/15/2021	
36	Example Sixty-Seven	Lion-Regular [Dropped]	zsixtyseven...	404 535-6768	4/15/2018	4/15/2018	9
37	Example Sixty-Seven	Lion-Regular [Active]	zsixtyseven...	404 535-6768	9/28/2024	9/28/2024	
38	Example Sixty-Three	Lion-Family Member [Active]	zsixtythree...		3/15/2021	3/15/2021	
39	Example Sixty-Two	Lion-Family Member [Active]	zsixtytwo@f...	630 764-3377	3/23/2022	3/23/2022	
40	Example Ten	Lion-Charter-Regular [Active]	zuser010@li...	(630) 678-90...	7/1/2010	7/1/2010	
41	Example Thirteen	Lion-Charter-Regular [Active]	zuser013@li...	(630) 901-23...	7/1/2010	7/1/2010	
42	Example Thirty	Lion-Regular [Active]	zuser030@li...	(630) 898-90...	12/5/2021	12/5/2021	

**32** 우측 파란색 링크를 클릭하여 회원 기록을 확인합니다.

Accounts > Example Club For Training Club Members							
50+ items · Sorted by Contact Full Name · Updated a minute ago							
▼	Email ▾	Phone ▾	Lion Joi... ▾	Start D... ▾	E... ▾	Members... ▾	Membership: Me... ▾
]	zsixtyone@f...	630 267-9033	6/15/2021	6/15/2021		Active Memb...	MEMBER#0011943968 ▾
]	zsixtyseven...	404 535-6768	4/15/2018	4/15/2018	9/1/...	Inactive Me...	MEMBER#0011943979 ▾
]	zsixtyseven...	404 535-6768	9/28/2024	9/28/2024		Active Memb...	MEMBER#0011943990 ▾
]	zsixtythree...		3/15/2021	3/15/2021		Active Memb...	MEMBER#0011943970 ▾
]	zsixtytwo@f...	630 764-3377	3/23/2022	3/23/2022		Active Memb...	MEMBER#0011943969 ▾
]	zuser010@li...	(630) 678-90...	7/1/2010	7/1/2010		Active Memb...	MEMBER#0011943918 ▾
]	zuser013@li...	(630) 901-23...	7/1/2010	7/1/2010		Active Memb...	MEMBER#0011943920 ▾
]	zuser030@li...	(630) 898-90...	12/5/2021	12/5/2021		Active Memb...	MEMBER#0011943937 ▾
]	zuser038@li...	(630) 677-78...	7/1/2022	7/1/2022	9/1/...	Inactive Me...	MEMBER#0011943955 ▾

**33** 이 재입회원의 '유형 추가'에 '신규'라고 표시됩니다.

Contact <a href="#">Example Member Sixty-Seven</a>	Club <a href="#">Example Club For Training</a>	Club Branch	Membership Full Type Lion-Regular [Active]
---	---	-------------	---

**Details**

Club ⓘ <a href="#">Example Club For Training</a>	Membership Status ⓘ Active Member
Contact ⓘ <a href="#">Example Member Sixty-Seven</a> ✎	Membership Type Lion
Club Branch ⓘ	Membership Category ⓘ Active
Relationship Type ⓘ	Program ⓘ Regular
Membership Sponsor ⓘ <a href="#">Example Member One</a>	Add Type ⓘ New

Membership Details

Lion Join Date ⓘ

**Contact Customer Service**  
 Email: lionssupport@lionsclubs.org  
 Phone: (+001) 630-468-6900

No related lists to display

**34** 클럽 페이지로 돌아가려면 파란색 클럽 링크를 클릭합니다.

Home
Membership ▾
Service ▾
Learn
More ▾

Membership  
MEMBER#0011943990

Contact <a href="#">Example Member Sixty-Seven</a>	Club <a href="#">Example Club For Training</a>
---	---

**Example Club For Training**

Lion ID 200158	Type Lions Club
Status Active	Billing Address 124 Any Place Naperville, Illinois 60565 United States
Active Member Count 58	

**Details**

Club ⓘ <a href="#">Example Club For Training</a>	Membership Status ⓘ Active Member
Contact ⓘ <a href="#">Example Member Sixty-Seven</a> ✎	Membership Type Lion
Club Branch ⓘ	Membership Category ⓘ Active
Relationship Type ⓘ	Program ⓘ Regular
Membership Sponsor ⓘ	Add Type ⓘ

No related lists to display

35 메인 페이지로 돌아가려면 '홈'을 클릭합니다.

The screenshot shows the Lion Portal interface. At the top, there is a search bar with the text 'Sixty-Seven' and a 'Search' button. Below the search bar is a navigation menu with 'Home' (highlighted with a purple circle), 'Membership', 'Service', 'Learn', and 'More'. The main content area displays account information for 'Example Club For Training'. A table lists the following details:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	58

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 side of the page.

36 이상으로 '클럽 회원 관리 - 재입 처리하기'를 마치겠습니다.

The screenshot shows the Lion Portal home page. It features four main navigation options: 'MY MEMBERSHIP', 'MY CLUB', 'MY CA', and 'MY ASSOCIATION'. Each option is represented by a blue or purple square with a white icon. Below these options, there is a 'Welcome to the Lion Portal' message. In the bottom right corner, there is a 'DONATE' button and a user profile icon.