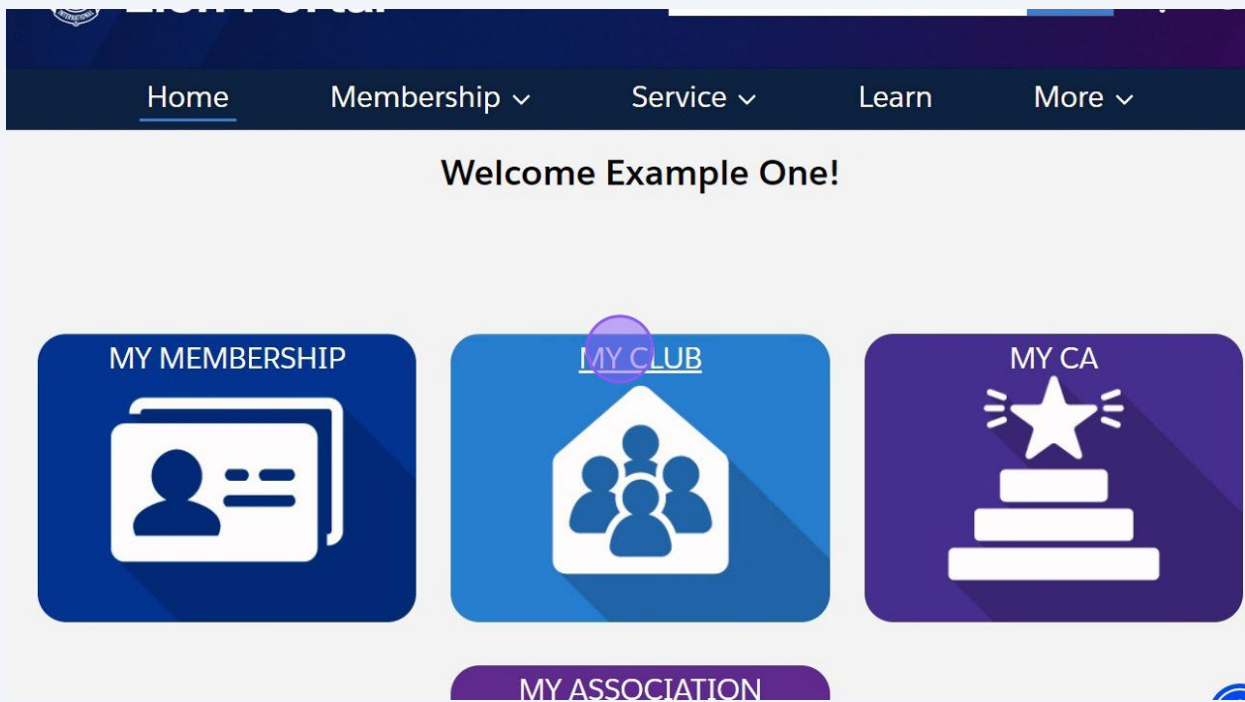


管理分会会员 - 编辑会员 - 更改会员类型

本指南为分会行政人员提供如何在 Lion Portal（狮子会门户网站）中更新会员的会员类型之全面流程。其中强调准确管理会员类型的重要性，这可能会影响代表人数和复籍的资格。通过遵循本指南，用户可确保存下更新的记录，并遵守 Lions International 的规定，进而提高分会管理的效率。

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

2 点选“我的分会”。



会员类型更新

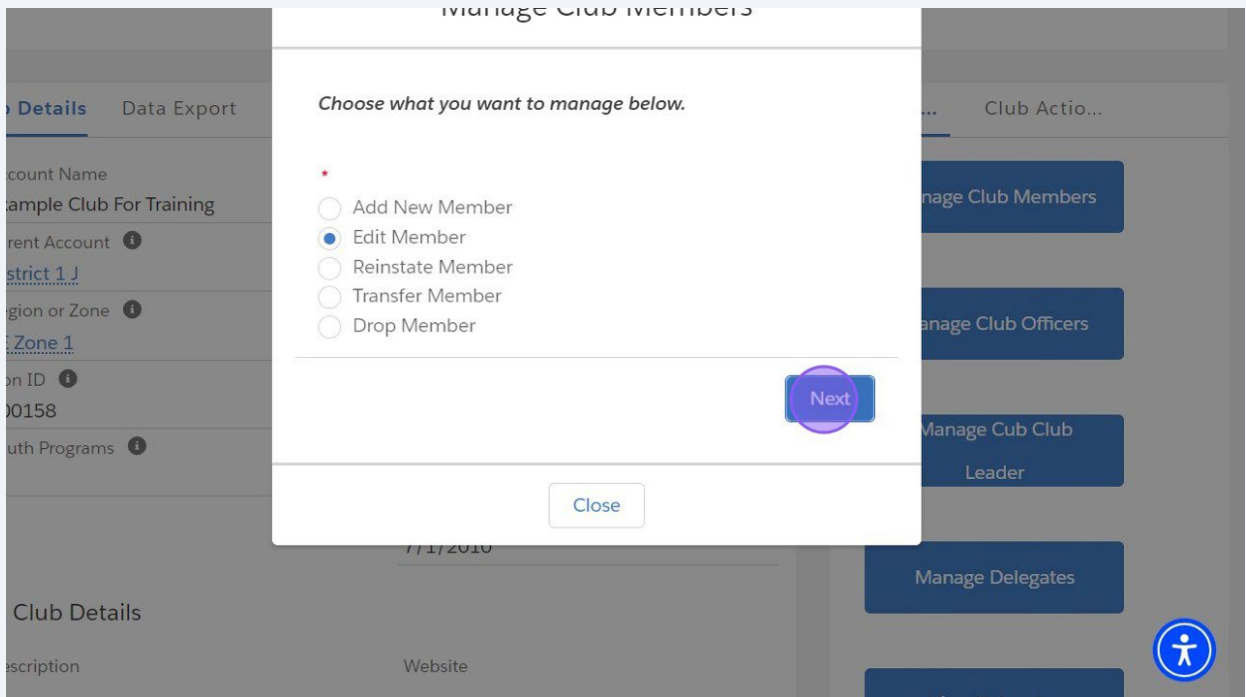
3 点选“管理分会会员”。

The screenshot displays a club profile for 'Example Club For Training'. The top section shows key information: Lion ID 200158, Type Lions Club, Status Active, Billing Address 124 Any Place, Naperville, Illinois 60565, United States, and Active Member Count 56. Below this, 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 (District 1 J), Region or Zone (SE Zone 1), Lion ID (200158), and Youth Programs. On the right side, there are several blue buttons for management: 'Manage Club Members' (highlighted with a purple circle), 'Manage Club Officers', 'Manage Club Club Leader', and 'Manage Delegates'.

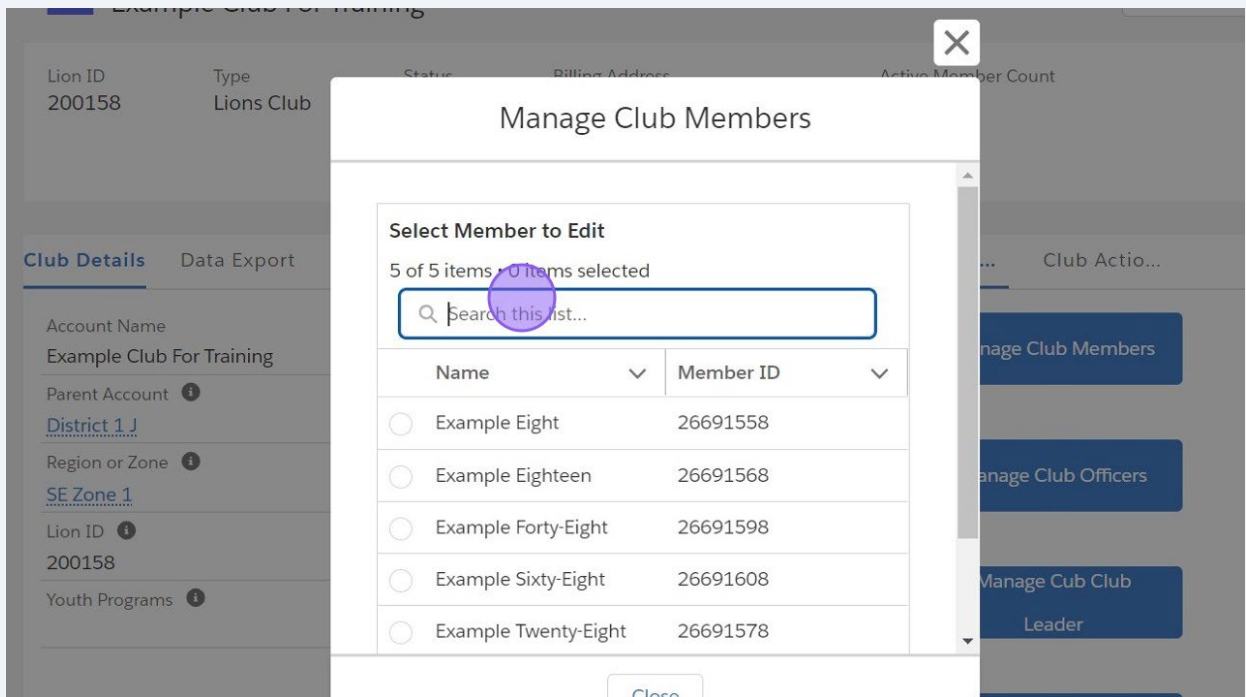
4 选择“编辑会员”。

The screenshot shows a 'Manage Club Members' dialog box overlaid on the club details page. The dialog box has a title bar with a close button (X) and the text 'Choose what you want to manage below.' Below the title bar, there are five radio button options: 'Add New Member', 'Edit Member' (selected and highlighted with a purple circle), 'Reinstate Member', 'Transfer Member', and 'Drop Member'. At the bottom of the dialog box, there are two buttons: 'Next' and 'Close'.

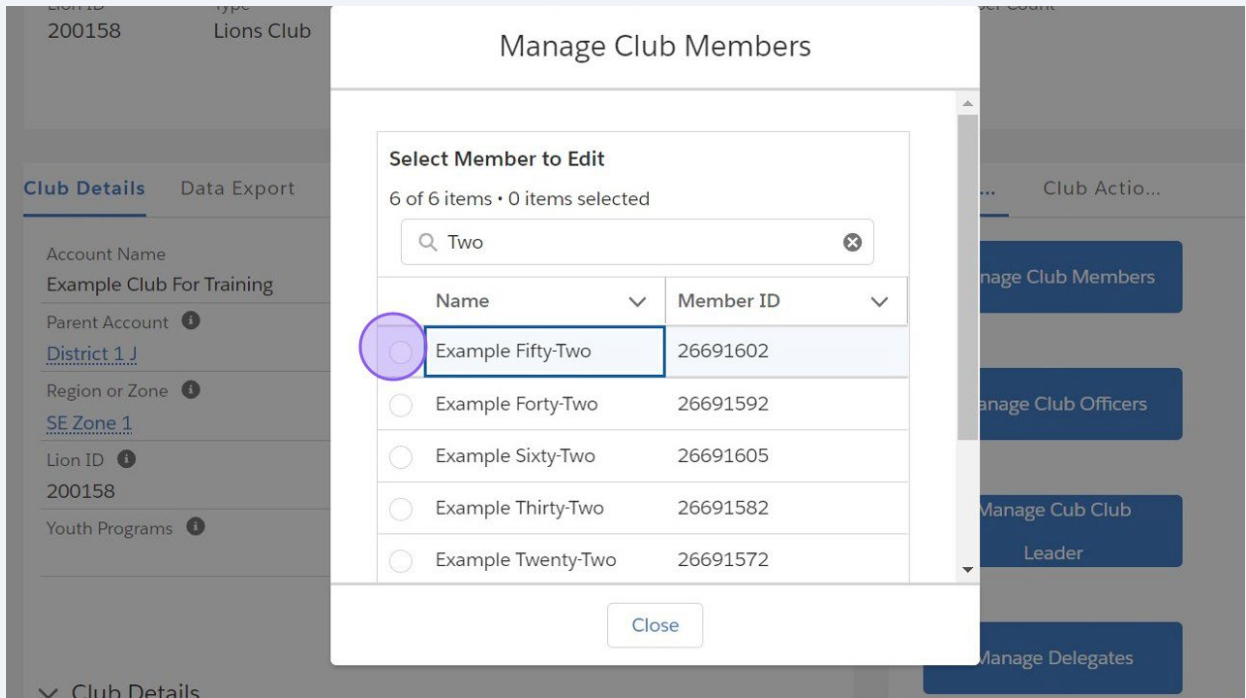
5 点选“下一步”。



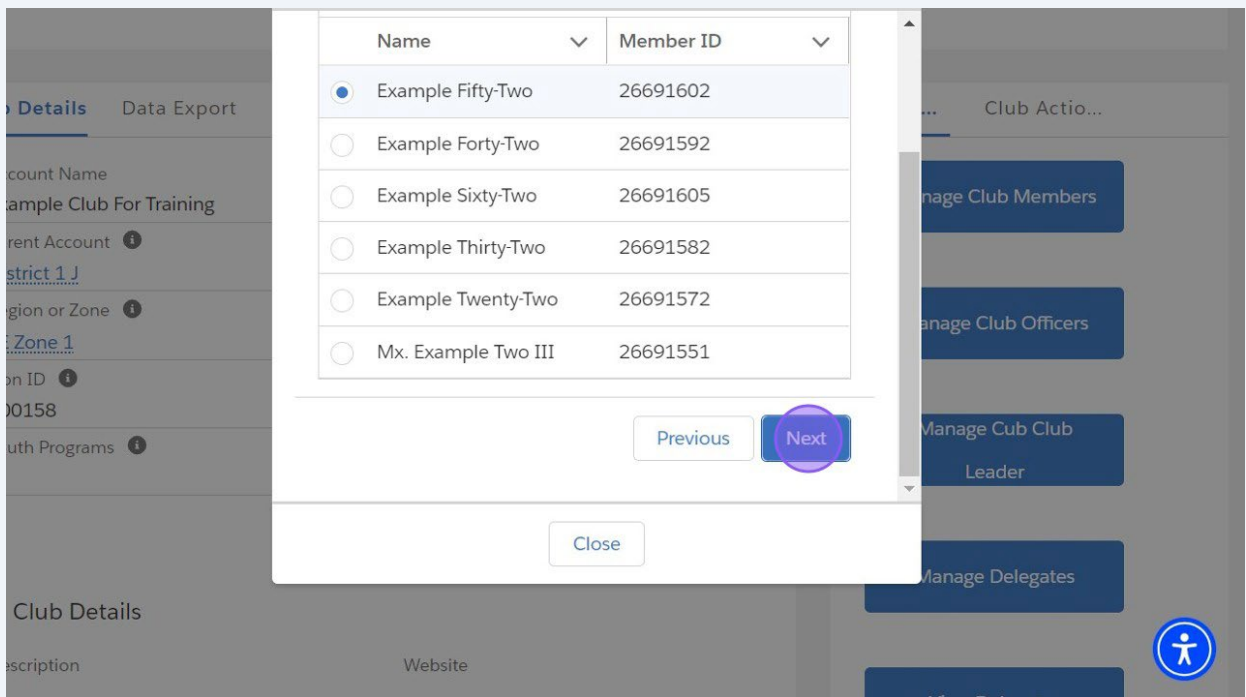
6 向下滚动会员清单，或点选“搜索此清单...”并输入全部或部分姓名或会员 ID。



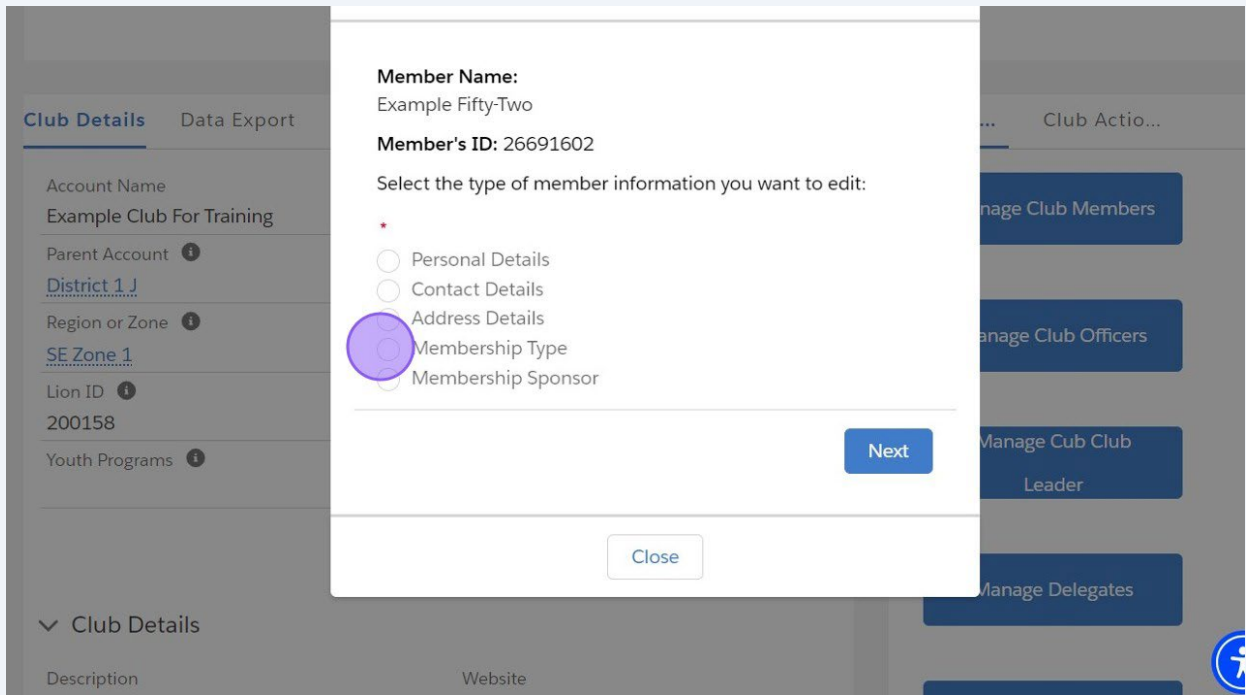
7 点选会员姓名旁的“单选按钮”。



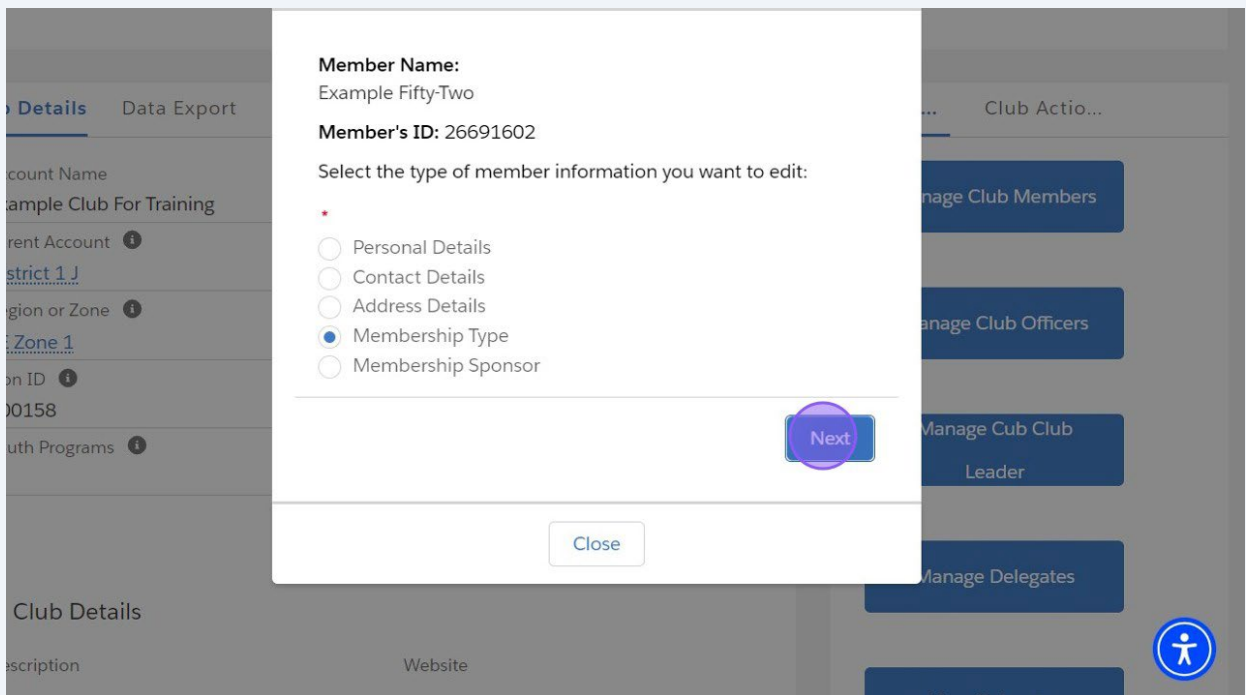
8 点选“下一步”。



9 点选“会员类型”选项的“单选按钮”。



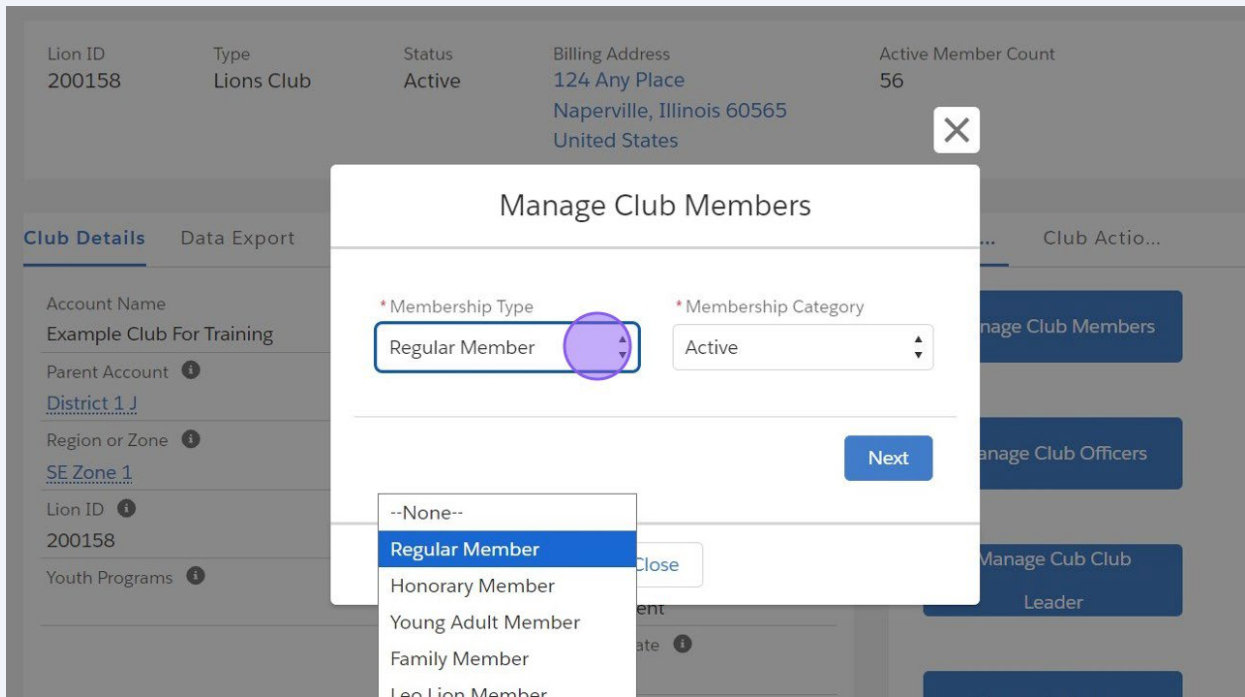
10 点选“下一步”。





提醒您 - 选择将成为新的“会员类型”之“会员类型”。

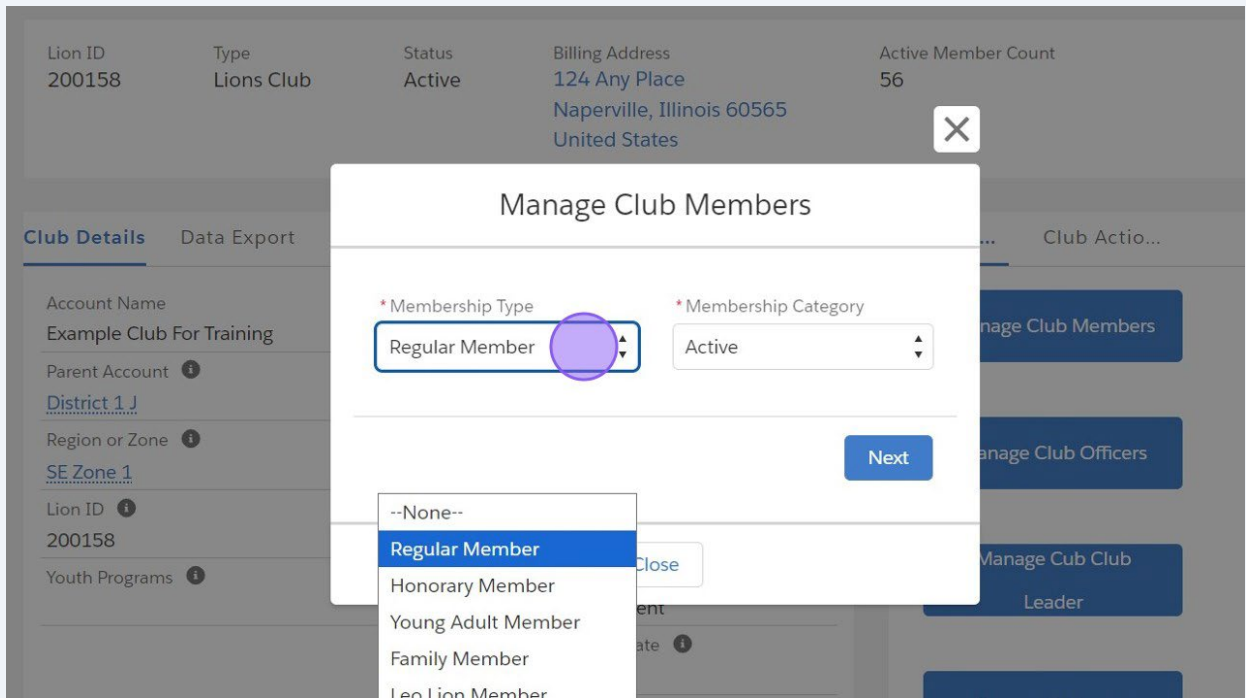
11 点选“会员类型”下拉选单。



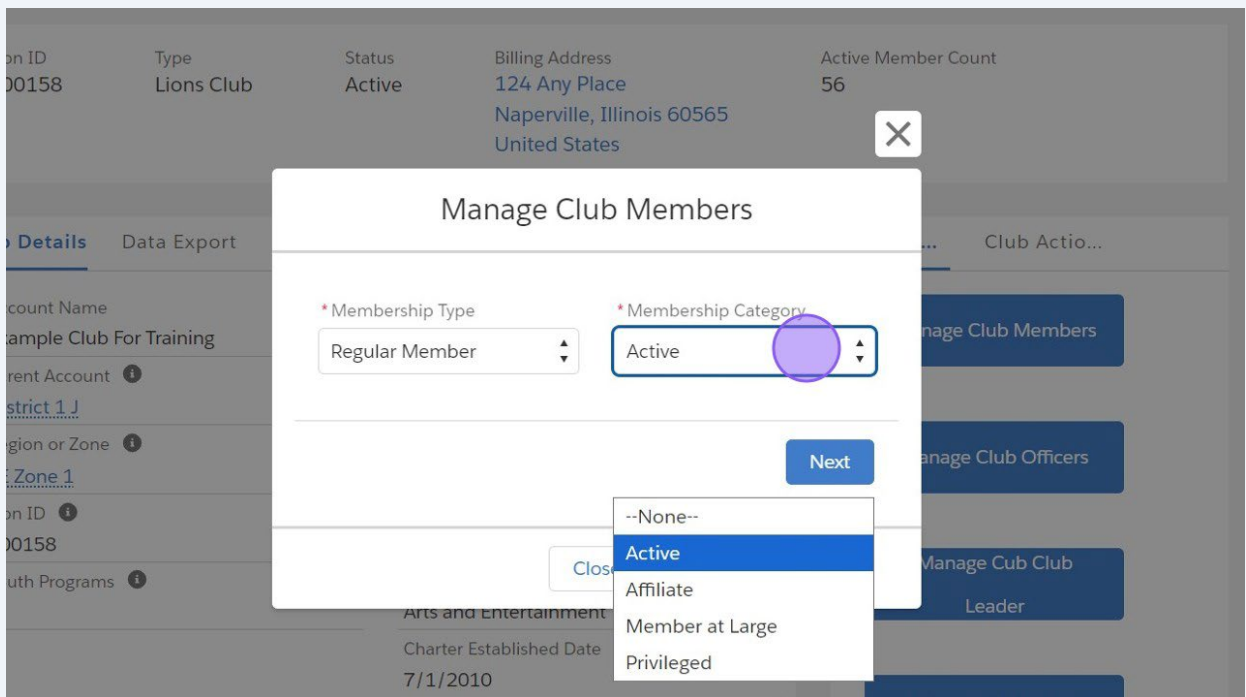
i 注：会员类型有：

- 普通会员（缴交全额会费的会员）
- 荣誉会员
- 年青会员
- 家庭会员
- 青狮狮友会员
- 学生会会员

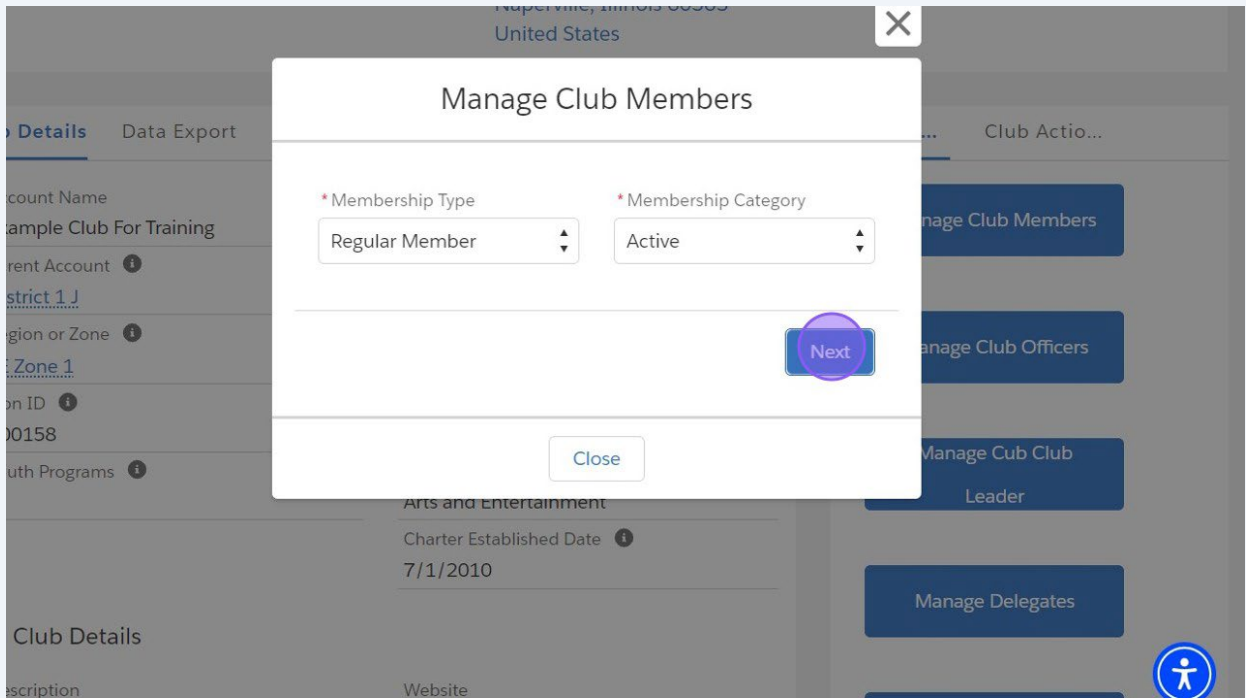
12 选择新的会员类型。



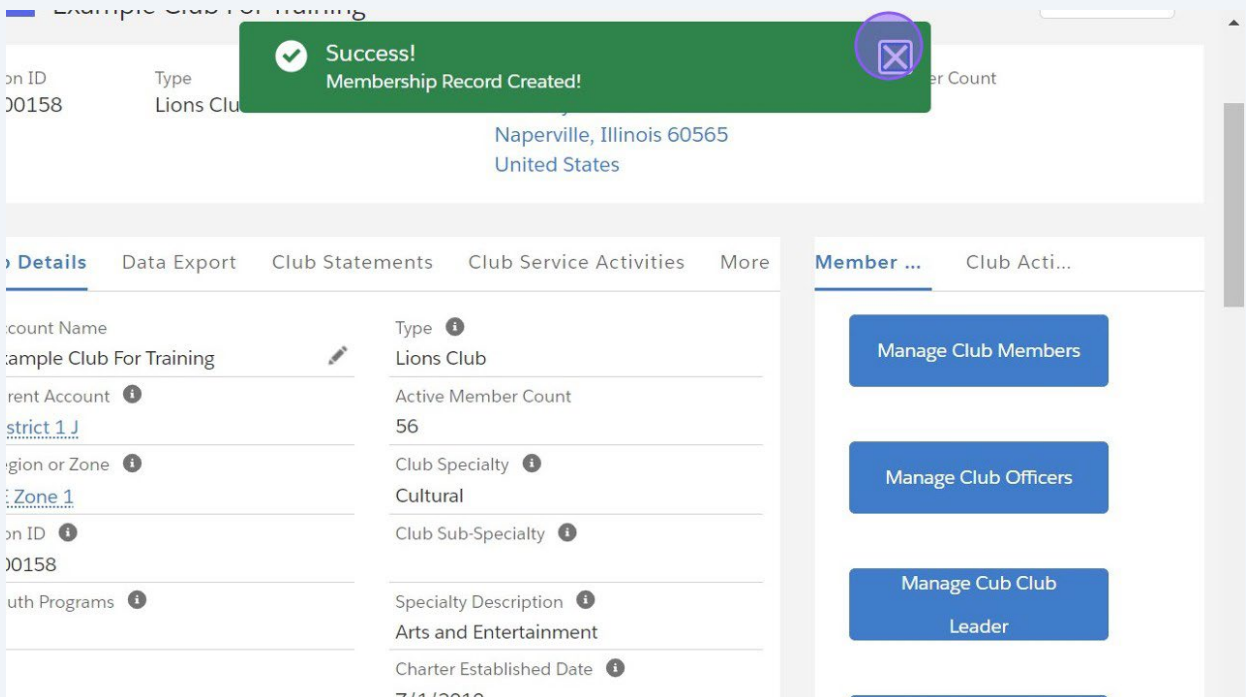
13 “活跃”为默认值。点选“会员类别”以查看更多选项。



14 点选“下一步”。



15 绿色的“成功！”讯息确认更改成功。点选“X”图示以关闭。



查看会员的会籍历史

16 从“分会详情”页面找到该会员。

24 Any Place
 Naperville, 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 ⓘ Naperville	Meeting Local Country ⓘ US
Meeting State or Prov ⓘ	Online Meeting 1 ⓘ <input type="checkbox"/>
Meeting Zip Code ⓘ	Online Meeting 1 Place ⓘ

Active Members

Active Members

56 of 56 items

Search this list...

N. ↓	M ↓	M ↓	M ↓
Example Twelve	Lion-Chart	zuser012@lionfa	(630)
	Regular	lionfa.ke.co	890
	[Active]	m	-1234
Example Eight	Lion-Chart	zuser008@lionfa	(630)
	Regular	lionfa.ke.co	456
	[Active]	m	-7890

17 范例会员52的“会员类型”已更新。

Home
Membership
Service
Learn
More

Contact

Example Member Fifty-Two

+ Follow

Primary Affiliation Example Club For Training	Member ID 26691602	Email zfiftytwo@fake.com	Phone 773 2341111
--	-----------------------	-----------------------------	----------------------

Name Example Member Fifty-Two	Spouse Name ⓘ Companion Fifty-Two
Primary Affiliation ⓘ Example Club For Training	Birthday ⓘ September 20
Nickname ⓘ	Birthdate 9/20/1994
Gender ⓘ Female	Occupation ⓘ Transportation/Utilities

Local Language Information

First Name (Local)

Contact Members Services

Email: lionssupport@lionsclubs.org

Phone: (+001) 630-468-6900

Club Me... (3)

⚙️
↻

3 items · Sorted by Start Date · Updated a few seconds ago

	Club Name	Membershi
1	Example Club ...	Lion-Regula
2	Example Club ...	Lion-Discou

18 会员的会籍历史显示于右侧。

Example Club For Training 26691602 ziftytwo@fake.com 773 2341111

Name Example Member Fifty-Two	Spouse Name ⓘ Companion Fifty-Two
Primary Affiliation ⓘ Example Club For Training	Birthday ⓘ September 20
Nickname ⓘ	Birthdate 9/20/1994
Gender ⓘ Female	Occupation ⓘ Transportation/Utilities

✓ Local Language Information

First Name (Local)

Middle Name (Local)

Last Name (Local)

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

Club Me... (3) ⚙️ ↻

3 items • Sorted by Start Date • Updated a few seconds ago

	Club Name	Membershi...
1	Example Club ...	Lion-Regular [
2	Example Club ...	Lion-Discount
3	Example Club ...	Lion-Regular [

View All

19 点选“查看所有分会会籍”即可查看完整的历史记录。

Example Club For Training 26691602 ziftytwo@fake.com 773 2341111

Name Example Member Fifty-Two	Spouse Name ⓘ Companion Fifty-Two
Primary Affiliation ⓘ Example Club For Training	Birthday ⓘ September 20
Nickname ⓘ	Birthdate 9/20/1994
Gender ⓘ Female	Occupation ⓘ Transportation/Utilities

✓ Local Language Information

First Name (Local)

Middle Name (Local)

Last Name (Local)

✓ Contact Information

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

Club Me... (3) ⚙️ ↻

3 items • Sorted by Start Date • Updated a few seconds ago

	Club Name	Membershi...
1	Example Club ...	Lion-Regular [
2	Example Club ...	Lion-Discount
3	Example Club ...	Lion-Regular [

View All

Members Sponsored (0) ⓘ

20 使用列顶部的滑动条调整列的宽度。

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 page title is 'Club Memberships' under the breadcrumb 'contacts > Example Member Fifty-Two'. The table below has columns: Club Name, Membership Full Type, Start Date, End Date, Membership Status, and Membership ID. A purple circle highlights a vertical slider on the 'End Date' column header.

Club Name	Membership Full Type	Start Date	End Date	Membership Status	Membership ID
Example Club For...	Lion-Regular [Dropped]	6/15/2024	9/18/20...	Inactive Memb...	MEMBER#00...
Example Club For...	Lion-Discounted-Family Me...	9/18/2024	9/27/20...	Inactive Memb...	MEMBER#00...
Example Club For...	Lion-Regular [Active]	9/27/2024		Active Member	MEMBER#00...

i 请注意！会籍历史记录追踪“会员类型”的变化，如此可确定列入分会代表人数或复籍的资格。有关具体详情，请参阅 **Lions International** 《宪章及附则》，以及相关政策文件。

21

显示此会员的会籍变更历史记录。默认排序顺序为“开始日期”，从最旧的日期到最新的日期。

此会员：

- 于2024年6月15日成为“普通会员类型”（全额会费）的狮友，是支付全额会费的会员
- 于2024年9月18日改为“家庭会员类型”（优惠会费）
- 于2024年9月27日改为“普通会员类型”（全额会费）

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 page title is 'Example Member Fifty-Two Club Memberships'. The table below shows the membership history, sorted by Start Date. The table has columns for Club Name, Membership Full Type, Start Date, End Date, Membership Status, and Membership ID.

Club Name	Membership Full Type	Start Date	End Date	Membershi...	M...	Membershi
Example Club For...	Lion-Regular [Dropped]	6/15/2024	9/18/2024	Inactive Memb...		MEMBER#C
Example Club For...	Lion-Discounted-Family Me...	9/18/2024	9/27/2024	Inactive Memb...		MEMBER#C
Example Club For...	Lion-Regular [Active]	9/27/2024		Active Member		MEMBER#C

22 若欲返回分会页面，请点选显示分会名称的蓝色链接。

The screenshot shows the 'Lion Portal' interface. At the top, there is a search bar and navigation links for 'Home', 'Learn', and 'More'. A member profile for 'Example Member Fifty-Two' is displayed, with a purple circle highlighting the 'Primary Affiliation' link 'Example Club For Training'. A modal window titled 'Example Club For Training' is open, showing the following details:

Lion ID	200158	Type	Lions Club
Status	Active	Billing Address	124 Any Place Naperville, Illinois 60565 United States
Active Member Count	56	No related lists to display	

Below the modal, the member's personal information is visible: Name (Example Member Fifty-Two), Primary Affiliation (Example Club For Training), Nickname, Gender (Female), Birthdate (9/20/1994), and Occupation (Transportation / Utilities). To the right, there are contact details for 'Contact Members Services' and a 'Club Me...' section with 3 items.

23 返回分会页面。

The screenshot shows the 'Example Club For Training' club page. The navigation bar includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. The club's account information is displayed at the top, with a purple circle highlighting the club name 'Example Club For Training'. Below this, a summary table provides key details:

Lion ID	200158	Type	Lions Club	Status	Active	Billing Address	124 Any Place Naperville, Illinois 60565 United States	Active Member Count	56
---------	--------	------	------------	--------	--------	-----------------	--	---------------------	----

The page features a 'Details' tab with sub-sections for 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Details' section shows the club name 'Example Club For Training', parent account 'strict 1 J', region or zone 'Zone 1', type 'Lions Club', active member count '56', and club specialty 'Cultural'. On the right side, there are two prominent blue buttons: 'Manage Club Members' and 'Manage Club Officers'.

24 点选“首页”以返回登陆页面。

The screenshot shows the 'Lion Portal' interface. At the top, there is a search bar and navigation links for Home, Membership, Service, Learn, and More. Below the navigation is an account summary for 'Example Club For Training' with a '+ Follow' button. A table displays club details:

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 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.

25 “管理分会会员 - 编辑会员更改会员类型”快速指南到此结束。

The screenshot shows the 'Lion Portal' home page. At the top, there is a navigation bar with links for Home, Membership, Service, Learn, and More. Below the navigation bar is a welcome message: 'Welcome Example One!'. The main content area features four large buttons: 'MY MEMBERSHIP' (with a person icon), 'MY CLUB' (with a house and people icon), 'MY CA' (with a star and podium icon), and 'MY ASSOCIATION' (with the Lions Club logo). In the bottom right corner, there is a user profile icon.