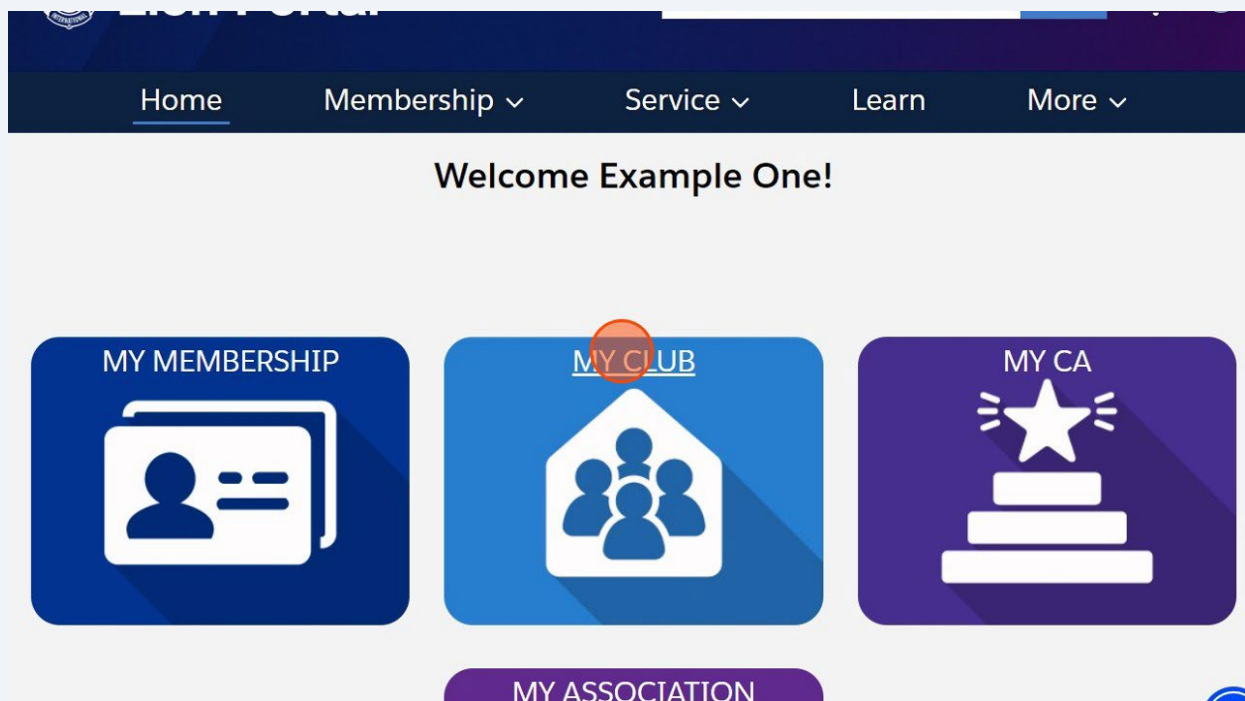


Actions/Club - Modifier les informations de votre club

Ce guide vous explique comment actualiser facilement les informations de votre club sur le Lion Portal, afin de garantir que vos données restent exactes et accessibles. En suivant ces étapes, vous pourrez modifier des éléments essentiels, tels que la catégorie de votre club, sa description ou les détails de ses réunions, pour accroître sa visibilité et son dynamisme. Des informations claires et à jour sont indispensables pour attirer de nouveaux membres et fidéliser ceux déjà inscrits.

1 Connectez-vous au Lion Portal. lionportal.org

2 Cliquez sur « MON CLUB ».



3 Cliquez sur « Actions/Club ».

Example Club For Training

Club ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	58

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

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

Club Name: Example Club For Training | Type: Lions Club | Active Member Count: 58

Club Specialty: Cultural | Club Sub-Specialty: | Specialty Description: Arts and Entertainment | Charter Established Date: 7/1/2010

Buttons: Manage Club Members, Manage Club Officers, Manage Club Club Leader

4 Faites défiler la page vers le bas et cliquez sur « Modifier les informations de club ».

Charter Established Date: 7/1/2010

Club Details

Description: | Website: |

Address

Billing Address: 124 Any Place, Naperville, Illinois 60565, United States

Billing Address: 124 Any Place, Naperville, Illinois 60565, United States

Meeting Location 1

Meeting Place: | Meeting Local Place: |

Buttons: Create Club Branch, Create New Application, **Edit Club Details**

Club Me... | Club Offic... | More

Active Members

Active Members

58 of 58 items

Search this list...



Les informations de votre club comprennent :

- Informations générales - catégorie de club, spécialité, description et site web (ou tout autre lien, comme la page Facebook de votre club ou une page e-Clubhouse).
- Informations sur les réunions - date, heure et lieu. Vous pouvez enregistrer jusqu'à deux réunions. Vous pouvez également indiquer qu'une réunion se déroulera en ligne.

5

Vous pouvez maintenant mettre à jour les informations de votre club. Cliquez sur le(s) champ(s) à modifier et saisissez les nouvelles informations.

Club Programs Specialty Description Arts and Entertainment [View Reports](#)

Edit Club Details

▼ Club Details

Club Specialty: Cultural

Specialty Description: Arts and Entertainment

Club Website:

Club Description:

▼ Meeting Location 1

Meeting Place: Town Center

Meeting Local Address:

Country: --None--

Meeting Local Place

6 Informations relatives aux réunions

Arts and Entertainment

Edit Club Details

populations right here at home.

Meeting Location 1

Meeting Place
Town Center

Meeting Local Place ⓘ
टाउन सेंटर

Meeting Week of the Month

- First
- Second
- Third
- Fourth
- Fifth

Meeting Local Address

Country
--None--

Street

City
State/Province
--None--

Zip/Postal Code

Meeting Day

7 Une fois vos modifications effectuées, cliquez sur « Suivant » pour enregistrer les changements.

Meeting 2 Address

Country
--None--

Street

City
State/Province
--None--

Zip/Postal Code

Meeting 2 Time
--None--

Online Meeting 2

Online Meeting 2 Place

Online Meeting 2 Address

Next

Meeting Place
Town Center

Meeting Local Place
टाउन सेंटर

Meeting Week of the Month ⓘ
First

Meeting Local Street ⓘ
Street

N. v M v M v M v

Lion- ⓘ

8 Vous serez alors redirigé(e) vers la page des informations de club, où les modifications apparaîtront.

200158

Youth Programs ⓘ

Specialty Description ⓘ
Arts and Entertainment

Charter Established Date ⓘ
7/1/2010

▼ Club Details

Description
We are dedicated to the betterment of our community by serving our local needs. We support aging and youth populations right here at home.

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

▼ Address

Billing Address
124 Any Place
Naperville, Illinois 60565
United States

Shipping Address
124 Any Place
Naperville, Illinois 60565

View Reports

Create Club Branch

Create New Application

Edit Club Details

Club Me... Club Offic... More

▼ Active Members

Active Members

9 Exemple : mises à jour des informations relatives aux réunions.

Meeting Location 1

Meeting Place ⓘ
Town Center

Meeting Week of Month ⓘ
1st

Meeting Day ⓘ
Monday

Meeting Time ⓘ
7:00

Meeting Street ⓘ
35 Town Road

Meeting City ⓘ
Naperville

Meeting State or Prov ⓘ

Meeting Zip Code ⓘ
60565

Meeting Local Place ⓘ
टाउन सेंटर

Meeting Local Street ⓘ
400 Town Center

Meeting Local City ⓘ
Naperville

Meeting Local Zip Code ⓘ
60540

Meeting Local State or Prov ⓘ
Illinois

Meeting Local Country ⓘ
United States

Online Meeting 1 ⓘ

Online Meeting 1 Place ⓘ

ACTIVE MEMBERS

58 of 58 items

Search this list...

N. ▼	M ▼	M ▼	M ▼
Exam ple Twelv e	Lion- Chart er- Regul ar [Activ e]	zuser 012@ lionfa ke.co m	(63 0) 890 -12 34
Exam ple Eight	Lion- Chart er- Regul ar [Activ e]	zuser 008@ lionfa ke.co m	(63 0) 456 -78 90
	Lion- Chart	zuser	(63 0)

10 Cliquez sur « Accueil » pour revenir à la page d'accueil du Lion Portal.

The screenshot shows the Lion Portal interface. At the top, there is a dark blue header with the Lions Club logo and the text 'Lion Portal'. A search bar is located on the right side of the header. Below the header, there is a navigation menu with the following items: 'Home' (highlighted with an orange circle), 'Membership', 'Service', 'Learn', and 'More'. Below the navigation menu, there is a section for the account 'Example Club For Training'. This section includes 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	58

Below the table, there are several tabs: 'Club Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Club Details' tab is active, showing the account name 'Example Club For Training', the type 'Lions Club', and the parent account. There is also a button labeled 'Get Membership Cards'.

Le guide « Actions/Club - Modifier les informations de Club » est à présent terminé.

The screenshot shows a grid of four navigation buttons. The buttons are labeled 'MY MEMBERSHIP', 'MY CLUB', 'MY CA', and 'MY ASSOCIATION'. Each button has a corresponding icon: a person with a checkmark for 'MY MEMBERSHIP', a house with three people for 'MY CLUB', a star on a pedestal for 'MY CA', and the Lions Club logo for 'MY ASSOCIATION'. There is also a small orange circle and a blue icon with a person symbol in the bottom right corner.