

Hallinnoi klubin jäsentietoja - Muokkaa jäseniä



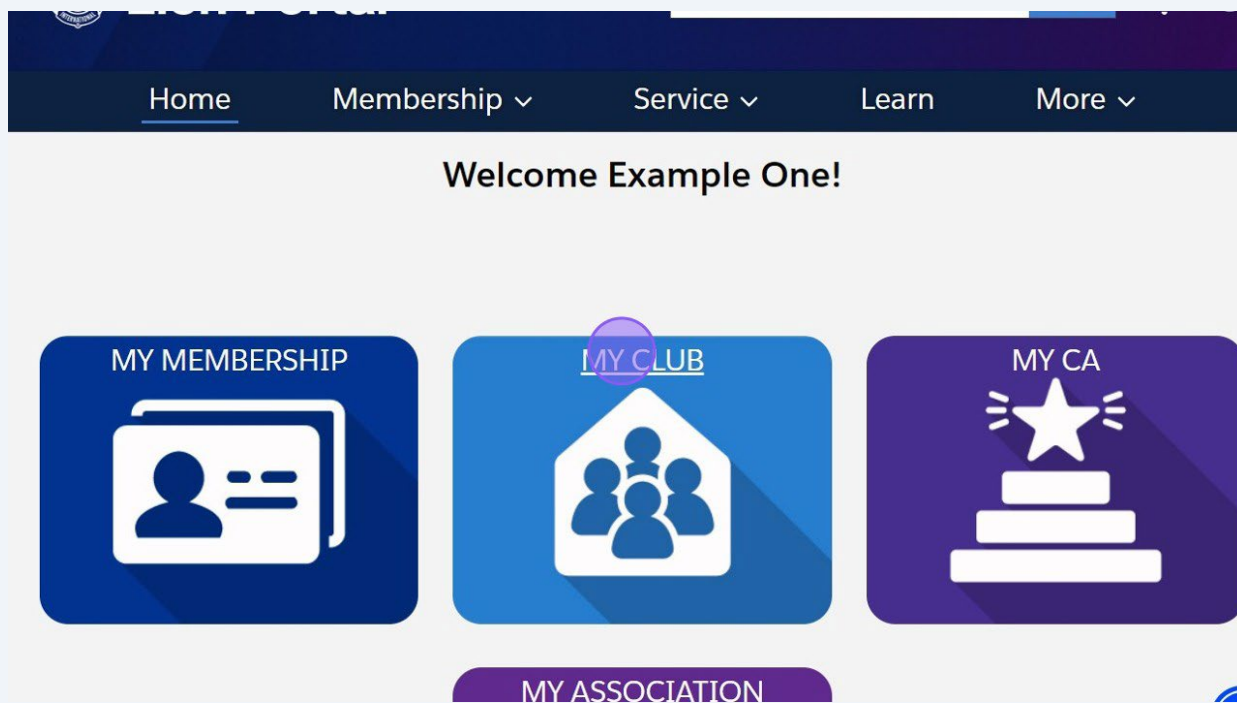
Lion Portal

Muokkaa jäsenyytyyppiä

Tässä oppaassa on yksityiskohtaiset ohjeet klubivirkailijoille jäsenen jäsenyytyyppiin muuttamisesta Lion Portalissa. Siinä painotetaan jäsentietojen tarkkaa käsittelyä, sillä se vaikuttaa myös klubien oikean edustajamäärän laskemiseen. Seuraamalla tätä opasta käyttäjät voivat varmistaa, että he tiedot on tallennettu oikein ja klubi noudattaa Lions Internationalin sääntöjä, parantaen lopulta klubin johtamisen tehokkuutta.

1 Kirjautu Lion Portaliin lionportal.org

2 Klikkaa "MINUN KLUBINI"



Jäsenyytyypin päivitys

3 Klikkaa "Hallitse klubin jäsentietoja"

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

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

Member ... | Club Acti...

Account Name: Example Club For Training

Parent Account: District 1 J

Region or Zone: SE Zone 1

Lion ID: 200158

Youth Programs

Type: Lions Club

Active Member Count: 56

Club Specialty: Cultural

Club Sub-Specialty

Specialty Description: Arts and Entertainment

Charter Established Date: 7/1/2010

Manage Club Members

Manage Club Officers

Manage Club Club Leader

4 Valitse "Muokkaa jäsentä"

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place	56

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

Charter Established Date: 7/1/2010

Manage Club Members

Manage Club Officers

Manage Club Club Leader

Manage Delegates

Manage Club Members

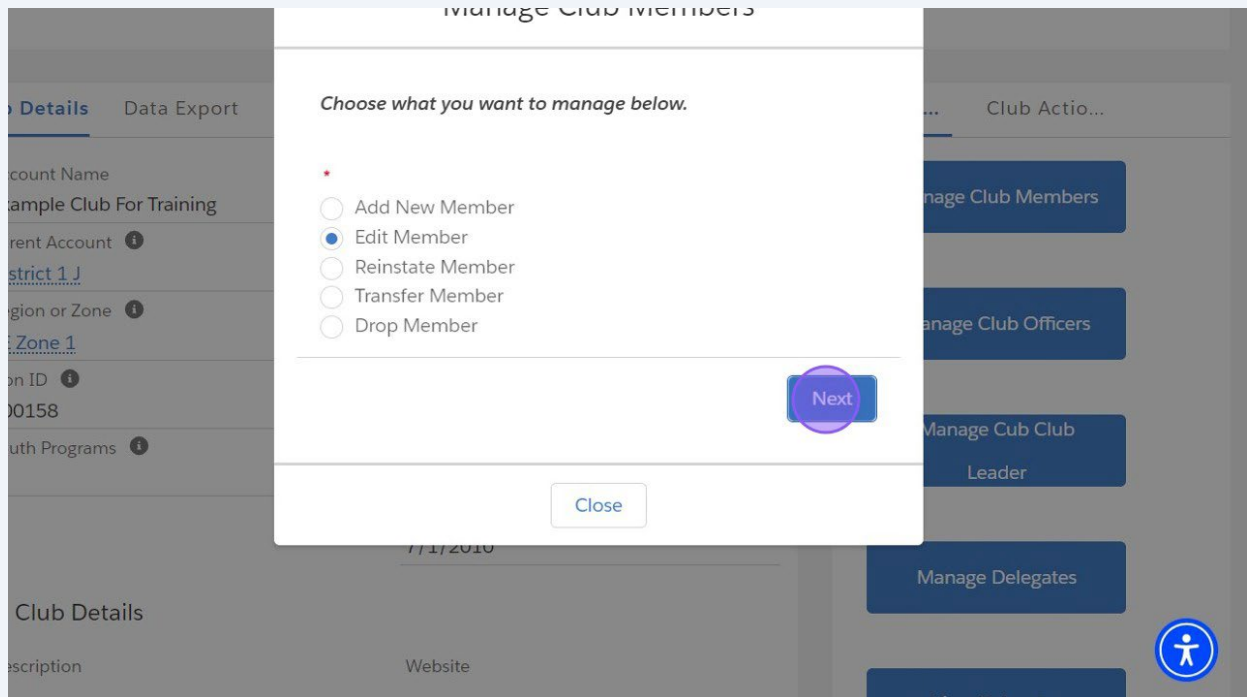
Choose what you want to manage below.

- Add New Member
- Edit Member
- Reinstate Member
- Transfer Member
- Drop Member

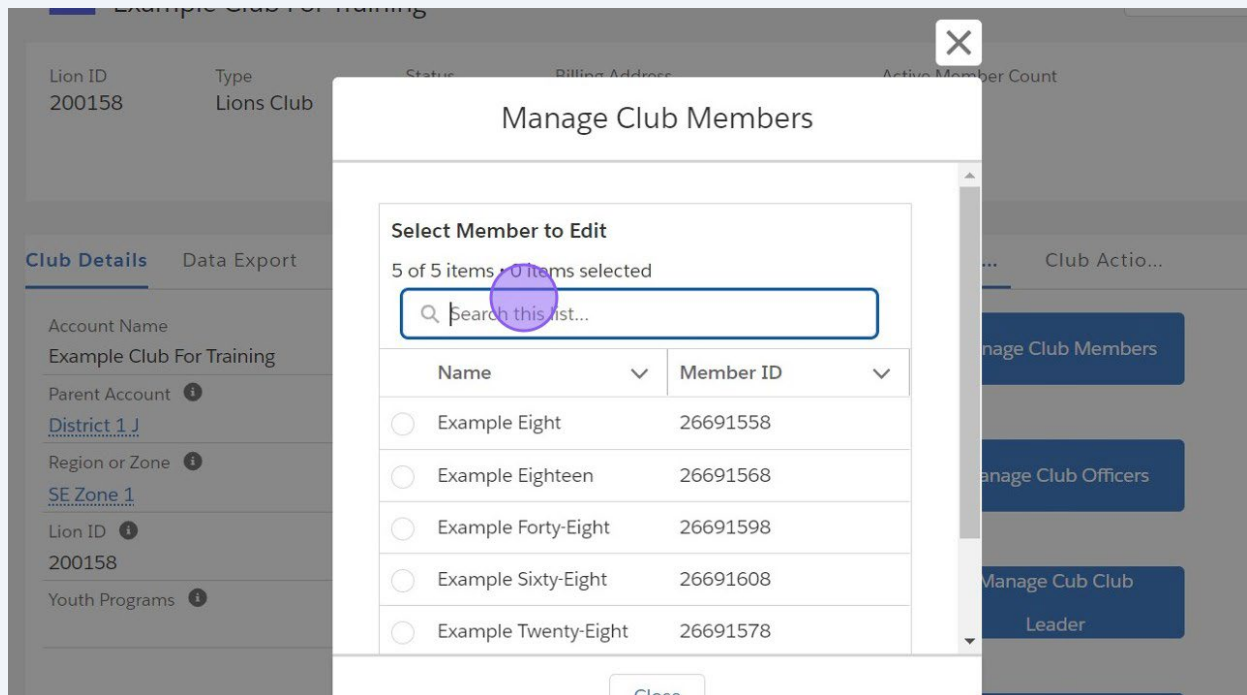
Next

Close

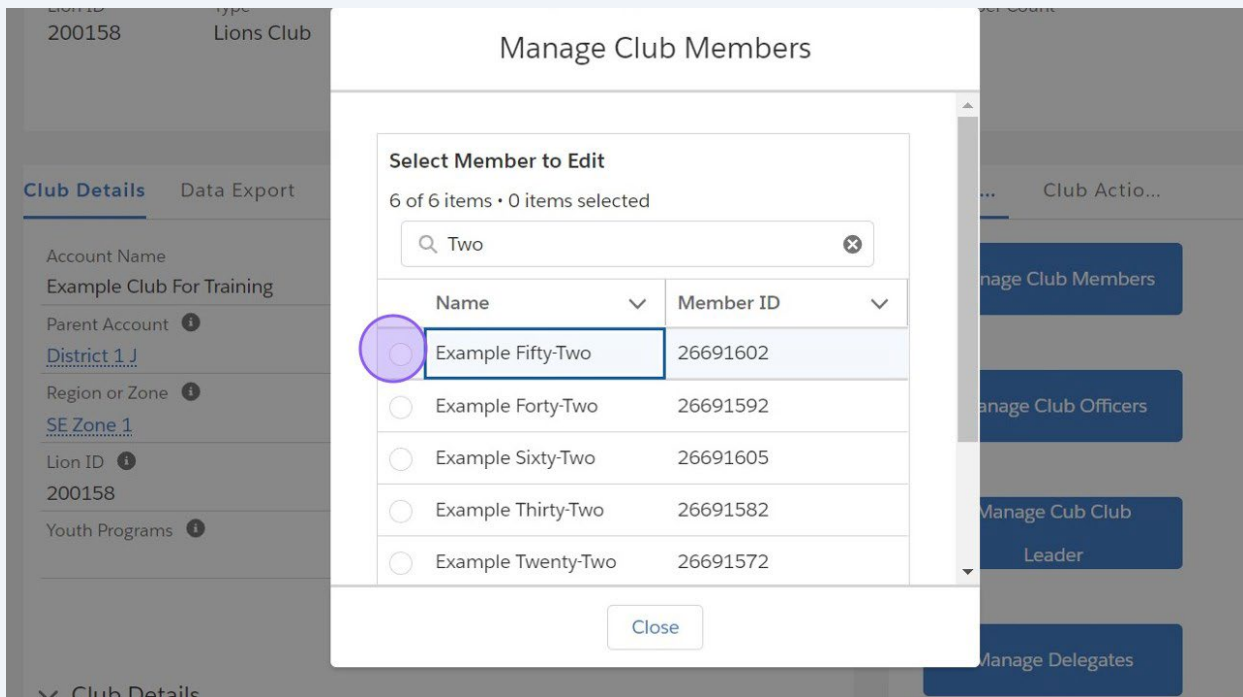
5 Klikkaa "Seuraava"



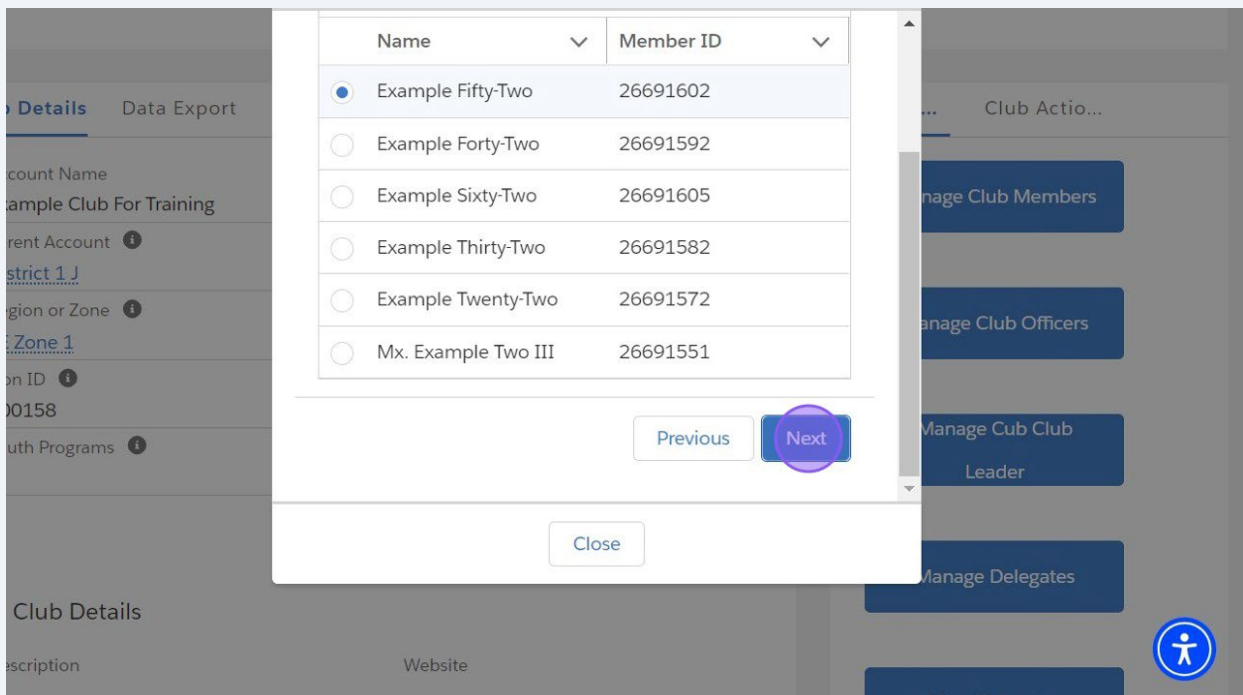
6 Rullaa listaa alas jäsenlistaa tai klikkaa "Hae tältä listalta" ja syötä jäsennumero tai osa siitä.



7 Klikkaa "valintapainiketta" jäsenen nimen vieressä.



8 Klikkaa "Seuraava"



9 Klikkaa "valintapainike" vaihtoehtoa "Jäsentyypi".

Member Name:
Example Fifty-Two

Member's ID: 26691602

Select the type of member information you want to edit:

- Personal Details
- Contact Details
- Address Details
- Membership Type
- Membership Sponsor

Next

Close

10 Klikkaa "Seuraava"

Member Name:
Example Fifty-Two

Member's ID: 26691602

Select the type of member information you want to edit:

- Personal Details
- Contact Details
- Address Details
- Membership Type
- Membership Sponsor

Next

Close



Muistutus - valitse "Jäsentyypi", josta tulee uusi "Jäsentyypi".

11 Klikkaa "Jäsentyypi" pudotusvalikkoa.

Manage Club Members

* Membership Type: Regular Member

* Membership Category: Active

Next

--None--
Regular Member
Honorary Member
Young Adult Member
Family Member
Leo Lion Member



Huomaa: Jäsenyystyytit ovat:

- Tavallinen jäsen (täyttä jäsenmaksua maksava)
- Kunniajäsen
- Nuori aikuinen jäsen
- Perhejäsen
- Leo-lion-jäsen
- Opiskelijajäsen

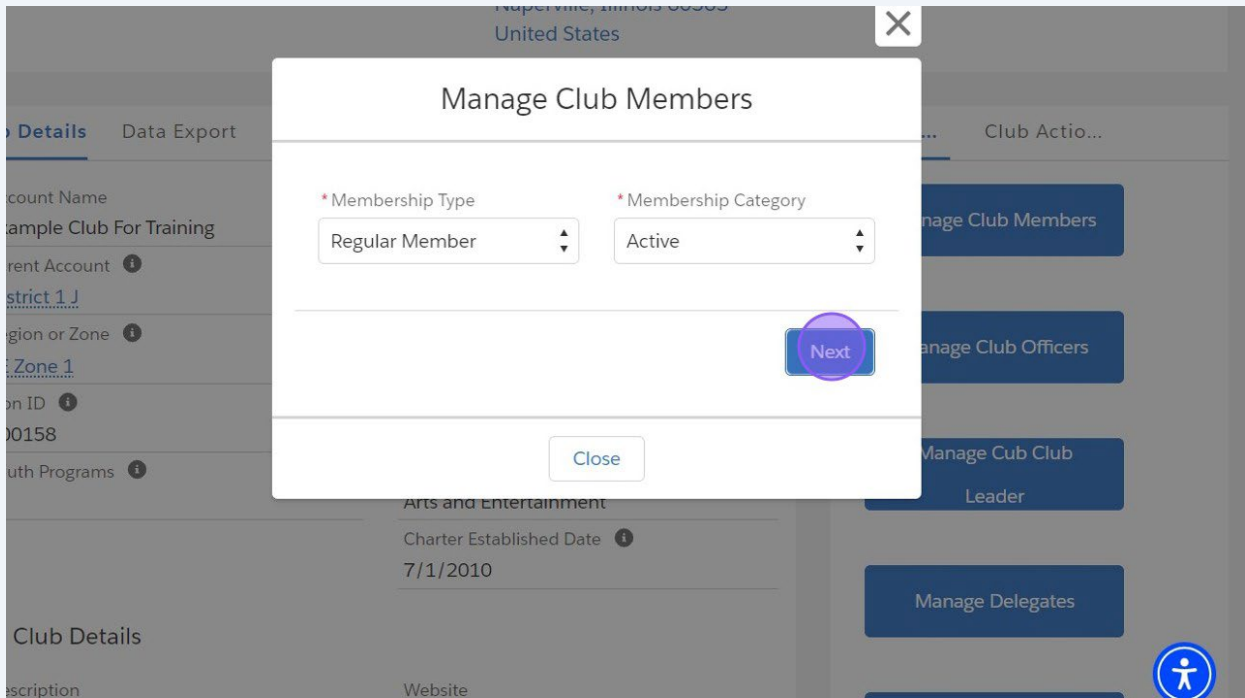
12 Valitse uusi jäsentyyppi

The screenshot shows a 'Manage Club Members' dialog box overlaid on a club details page. The dialog has two dropdown menus: '* Membership Type' and '* Membership Category'. The '* Membership Type' dropdown is open, showing a list of options: '--None--', 'Regular Member', 'Honorary Member', 'Young Adult Member', 'Family Member', and 'Leo Lion Member'. The 'Regular Member' option is highlighted in blue. A purple circle highlights the dropdown arrow of the '* Membership Type' menu. A 'Next' button is visible at the bottom right of the dialog. The background shows club details for 'Example Club For Training' with a status of 'Active' and 56 active members.

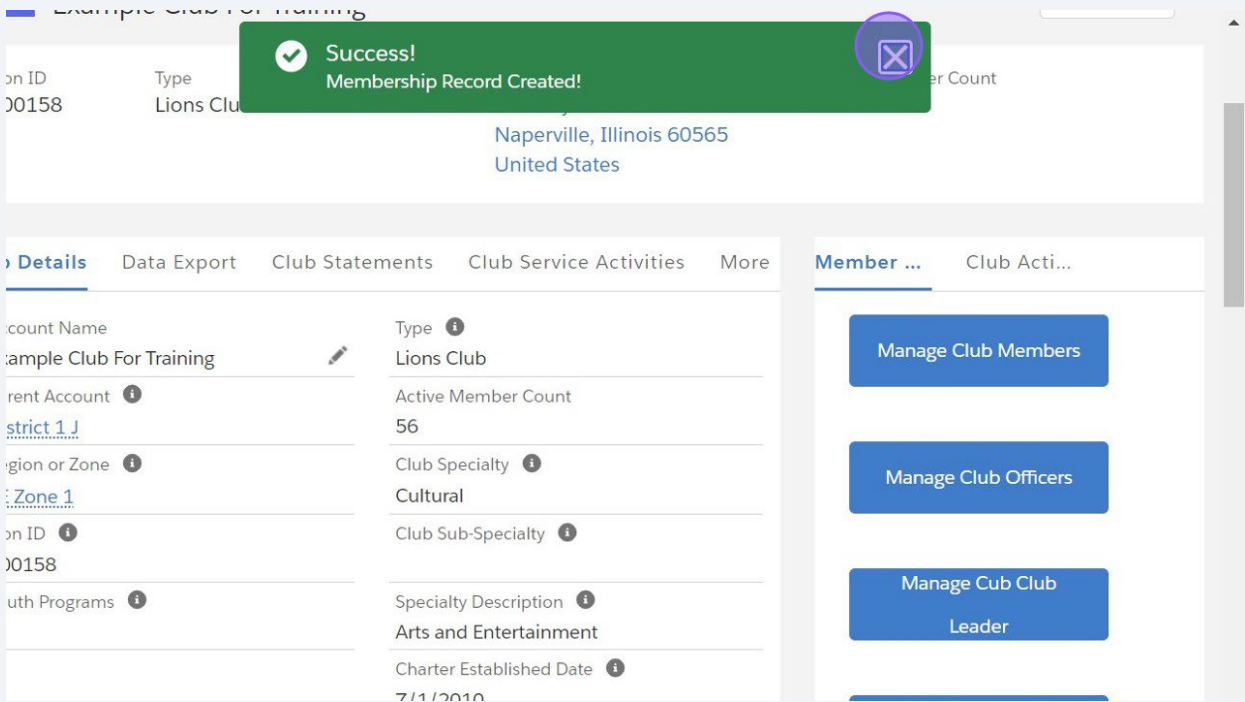
13 "Aktiivinen" on oletuksena. Klikkaa "Jäsenkategoriaa" nähdäksesi lisää vaihtoehtoja

The screenshot shows the same 'Manage Club Members' dialog box. In this view, the '* Membership Category' dropdown menu is open, showing a list of options: '--None--', 'Active', 'Affiliate', 'Member at Large', and 'Privileged'. The 'Active' option is highlighted in blue. A purple circle highlights the dropdown arrow of the '* Membership Category' menu. A 'Next' button is visible at the bottom right of the dialog. The background shows the same club details as in the previous screenshot.

14 Klikkaa "Seuraava"



15 Vihreä "Onnistui!" viesti vahvistaa muutoksen. Klikkaa "X" kuvaa sulkeaksesi ikkunan.



Katso jäsenen jäsenhistoria

16 Etsi jäsen klubin tiedot -sivulta.

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

17 Esimerkissä jäsenen viisikymmentäkaksi "Jäsenyystyyppi" päivitettiin.



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 Jäsenen jäsenhistoria näkyy oikealla.

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 Klikkaa "Katso kaikki klubijäsenyydet" nähdäksesi täyden historian.

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 Käytä vierityspalkkeja ylhäällä leventääksesi tai kaventaaksesi saraketta.

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, the page title is 'Example Member Fifty-Two Club Memberships'. The table below has columns for Club Name, Membership Full Type, Start Date, End Date, Membership Status, and Membership ID. A purple circle highlights the vertical scrollbar 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...



Huom! Jäsenhistoria jäljittää muutoksia "Jäsenyytyypissä", mikä vaikuttaa jäsenen kelpoisuuteen tulla lasketuksi mukaan klubin edustajien lukumäärän määrittelyssä. Katso Lions Clubs Internationalin Mallisäännöstä ja ohjesäännöstä lisätietoja.

2

Jäsenen muutokset jäsenyydessä näkyvät historiassa. Oletuksena suodatusjärjestyksessä on aikaisin alkamispäivä.

Tämä jäsen:

- Jäsenestä tuli "Tavallinen jäsen" (täysi jäsenmaksu) lion 15/6/2024 täyttä jäsenmaksua maksavana jäsenenä.
- Muuttui "Perhejäsenyydeksi" (jäsenmaksun alennusta) 18/9/2024
- Muuttui "Tavalliseksi jäseneksi" (täysi jäsenmaksu) 27/9/2024.

The screenshot shows the 'Lion Portal' interface. The header includes the Lion logo, the text 'Lion Portal', a search bar, and navigation icons for notifications and user profile. The main navigation bar contains 'Home', 'Membership', 'Service', 'Learn', and 'More'. The page content shows a breadcrumb trail 'Contacts > Example Member Fifty-Two' and a section titled 'Club Memberships'. Below this, there is a table with columns for Club Name, Membership Full Type, Start Date, End Date, Membership Status, and Membership ID. The table contains three rows of data.

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 Navigoi takaisin Klubin sivulle klikkaamalla sinistä linkkiä jossa on klubin nimi.

The screenshot shows the 'Lion Portal' interface. At the top, there is a search bar and navigation links for 'Home', 'Learn', and 'More'. A user profile for 'Example Member Fifty-Two' is visible, with a purple circle highlighting the 'Primary Affiliation' link 'Example Club For Training'. A modal window is open, displaying details for '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	56	No related lists to display	

Additional information visible in the background includes contact details for 'Example Club For Training' (Phone: 73 2341111) and 'Contact Members Services' (Email: lionssupport@lionsclubs.org, Phone: (+001) 630-468-6900).

23 Palaa klubin sivulle

The screenshot shows the 'Example Club For Training' page in the Lion Portal. The navigation bar includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. The page header shows the club name and a '+ Follow' button. A summary table provides key information:

Lion ID	200158	Type	Lions Club	Status	Active	Billing Address	124 Any Place Naperville, Illinois 60565 United States	Active Member Count	56
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Below the summary table, there are tabs for 'Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Details' tab is active, showing fields for 'Account 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 buttons for 'Manage Club Members' and 'Manage Club Officers'.

24 Klikkaa "Koti" palataksesi etusivulle.

The screenshot shows the Lion Portal interface. At the top, there is a dark blue header with the Lions Club logo on the left, the text "Lion Portal" in the center, and a search bar on the right. Below the header is a navigation bar with "Home" (highlighted with a purple circle), "Membership", "Service", "Learn", and "More".

Below the navigation bar, there is a section for the current club: "Account Example Club For Training" with a "+ Follow" button. Below this is 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 two tabs: "Club Details" and "Member ...". Under "Club Details", there are fields for "Account Name" (Example Club For Training), "Type" (Lions Club), and "Parent Account". Under "Member ...", there is a "Manage Club Members" button.

2 22 Tähän päättyy Hallinnoi klubin jäseniä - Muokkaa jäsentä - muuta jäsenyyystyyppiä -pikaopas

The screenshot shows the Lion Portal interface with a dark blue header containing "Home", "Membership", "Service", "Learn", and "More". Below the header, the text "Welcome Example One!" is displayed.

Below the welcome message, there are four large, colorful buttons with icons and text:

- MY MEMBERSHIP**: A blue button with a white icon of a person and a document.
- MY CLUB**: A blue button with a white icon of a house containing three people.
- MY CA**: A purple button with a white icon of a star above a stack of three books.
- 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.