

Azioni per il club - Creare un satellite di club

La presente guida è essenziale per tutti coloro che desiderano costituire un satellite di club tramite il Lion Portal e contiene il processo dettagliato da seguire per soddisfare tutti i requisiti necessari. La guida evidenzia i ruoli chiave richiesti, come il referente per il satellite e gli officer di club, fornendo agli utenti indicazioni per il processo di invio e approvazione. Inoltre, descrive come gestire e visualizzare il satellite di club una volta creato, rendendolo una risorsa completa per garantire un'organizzazione efficiente del club. Seguendo questa guida, gli utenti potranno creare e gestire in modo efficiente il loro satellite, allargando la portata e l'impatto del loro club.

1 Accedere al Lion Portal lionportal.org.

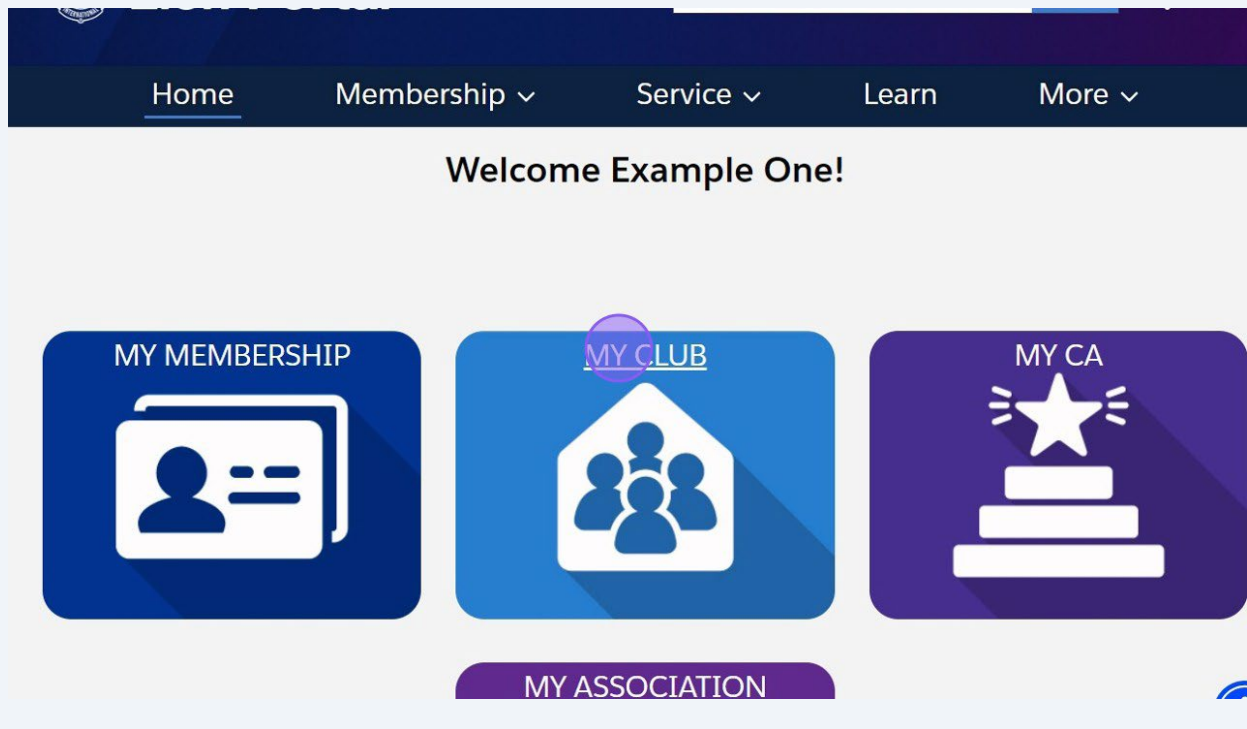


Suggerimento! Questa guida ti accompagna nel processo di costituzione di un satellite di club. Per costituire un satellite di club:

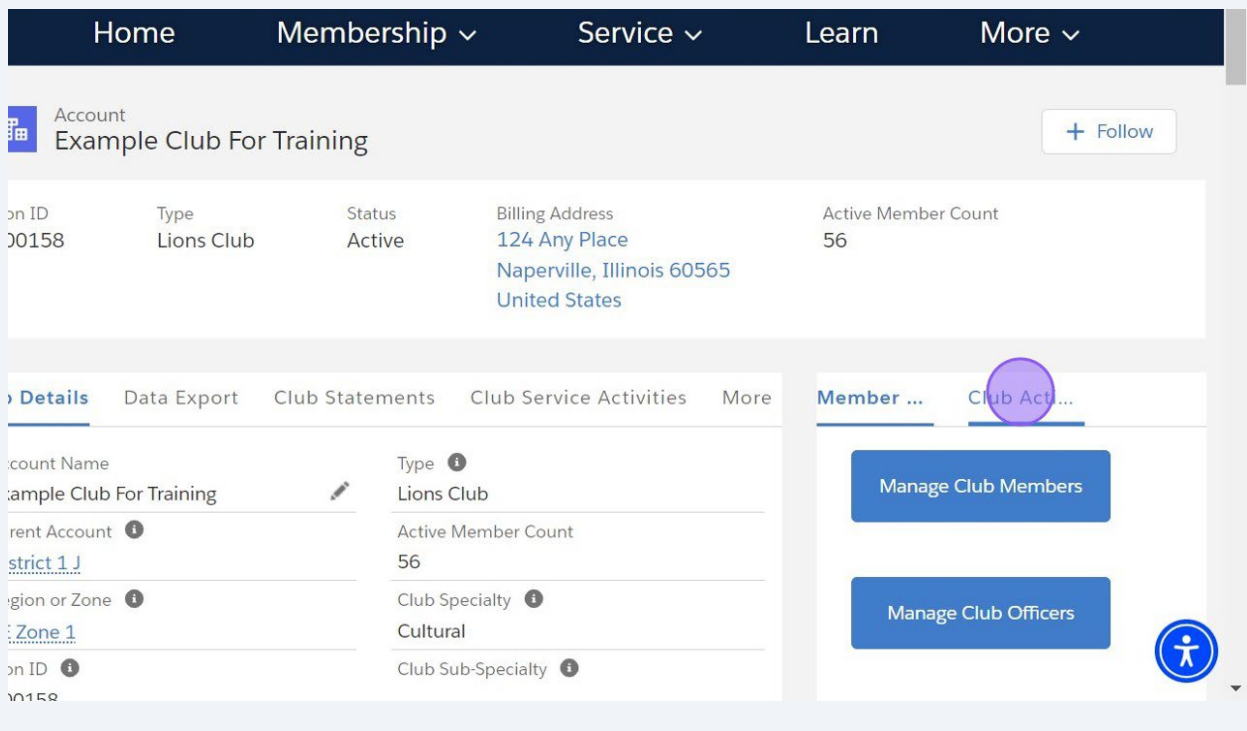
- È richiesto un numero minimo di cinque (5) soci
- Deve essere assegnato un referente per il satellite che non sarà un socio del satellite del club.
- È necessario assegnare gli officer del satellite, un Presidente, un Segretario e un Tesoriere, che saranno soci del satellite del club.

Una volta approvato da LCI, lo stato del satellite passerà da "In attesa" a "Attivo".

2 Cliccare su "IL MIO CLUB".

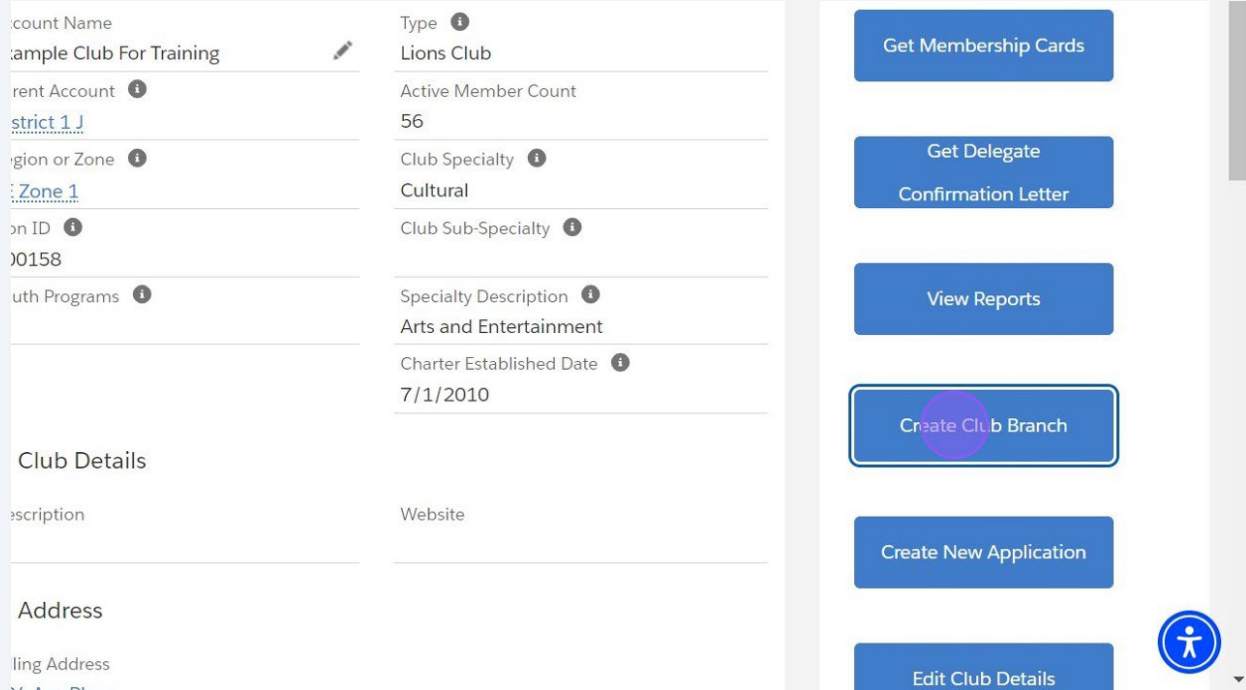


3 Cliccare su "Azioni del club".



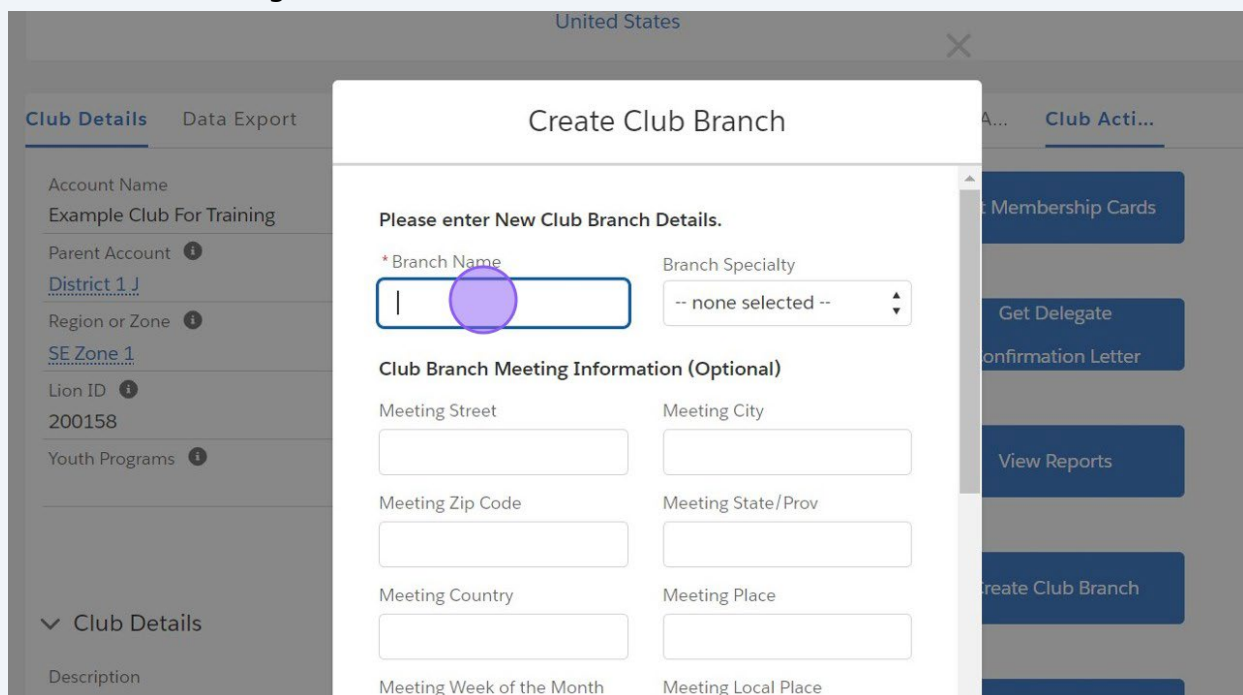
Creare il satellite del club

4 Cliccare su "Crea satellite di club".



The screenshot shows a web interface for club management. On the left, there are several input fields for club details: Account Name (Example Club For Training), Parent Account (District 1J), Region or Zone (SE Zone 1), Lion ID (200158), and Youth Programs. On the right, there are fields for Type (Lions Club), Active Member Count (56), Club Specialty (Cultural), Club Sub-Specialty, Specialty Description (Arts and Entertainment), and Charter Established Date (7/1/2010). Below these are sections for Club Details (Description, Website) and Address (Billing Address, Mailing Address). On the far right, a vertical column of blue buttons includes: Get Membership Cards, Get Delegate Confirmation Letter, View Reports, **Create Club Branch** (highlighted with a purple circle), Create New Application, and Edit Club Details. A user profile icon is visible at the bottom right.

5 Inserire le informazioni sul satellite di club. I campi contrassegnati da una "*" rossa sono obbligatori.



The screenshot shows a modal window titled "Create Club Branch" overlaid on the club details page. The modal contains the following fields:

- Please enter New Club Branch Details.**
- * Branch Name (text input, highlighted with a purple circle)
- Branch Specialty (dropdown menu, currently showing "-- none selected --")
- Club Branch Meeting Information (Optional)**
- Meeting Street (text input)
- Meeting City (text input)
- Meeting Zip Code (text input)
- Meeting State/Prov (text input)
- Meeting Country (text input)
- Meeting Place (text input)
- Meeting Week of the Month (text input)
- Meeting Local Place (text input)

6 Continuare a scorrere il modulo inserendo i dati.

The screenshot shows a 'Create Club Branch' modal form. The form is titled 'Create Club Branch' and contains the following sections:

- Please enter New Club Branch Details.**
 - * Branch Name:** Text input field containing 'Example Club Branch'.
 - Branch Specialty:** Dropdown menu with 'Life-Stage/Experience' selected.
 - Branch Sub-Specialty:** Dropdown menu with '-- none selected --' selected.
- Club Branch Meeting Information (Optional)**
 - Meeting Street:** Text input field.
 - Meeting City:** Text input field.
 - Meeting Zip Code:** Text input field.
 - Meeting State/Prov:** Text input field.
 - Meeting Country:** Text input field.
 - Meeting Place:** Text input field.

A purple circle highlights the 'Create Club Branch' button on the right side of the modal.

7 Al termine dell'inserimento dati, cliccare su "Avanti" per continuare.

The screenshot shows the 'Create Club Branch' modal form with the following sections:

- Meeting Country:** Text input field.
- Meeting Place:** Text input field containing 'Community House'.
- Meeting Week of the Month:** Dropdown menu with 'Second' selected.
- Meeting Local Place:** Text input field.
- Meeting Day:** Dropdown menu with 'Tuesday' selected.
- Meeting Time:** Dropdown menu with '11:30' selected.
- Online Meeting

A purple circle highlights the 'Next' button at the bottom of the modal.



Suggerimento! In questa fase vengono aggiunti gli Officer e un Lion referente per il satellite. Per ogni titolo sarà visualizzato un elenco dei soci. Selezionare il socio cliccando sul nome.

8

Selezionare il Referente (Liaison).

United States

Details Data Export

Account Name
Example Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
Zone 1

Club ID ⓘ
00158

Club Details
Description

Club Actions

Membership Cards

Get Delegate

Confirmation Letter

View Reports

Create Club Branch

Create Club Branch

Assign a Branch Liaison Officer to the Primary Club

* Branch Liaison
Example Eight

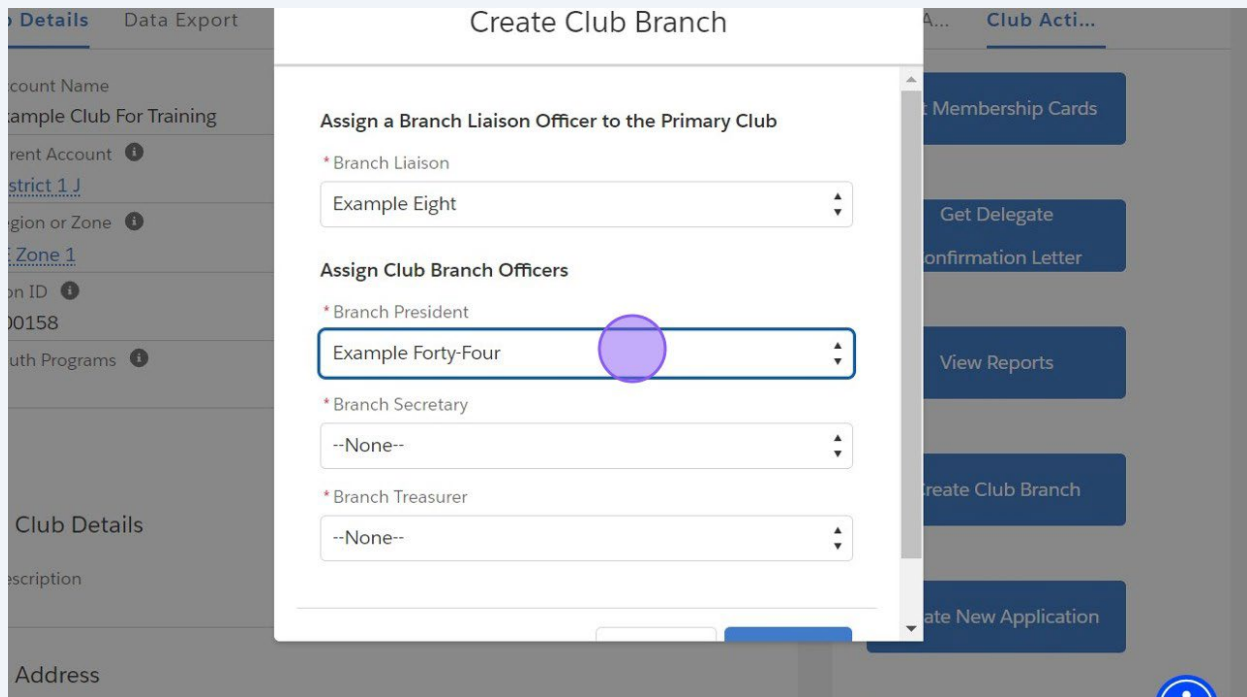
Assign Club Branch Officers

* Branch President
--None--

* Branch Secretary
--None--

* Branch Treasurer
--None--

9 Selezionare il Presidente.



The screenshot shows a 'Create Club Branch' dialog box overlaid on a web application. The dialog has two main sections: 'Assign a Branch Liaison Officer to the Primary Club' and 'Assign Club Branch Officers'. In the first section, the 'Branch Liaison' dropdown is set to 'Example Eight'. In the second section, the 'Branch President' dropdown is highlighted with a purple circle and set to 'Example Forty-Four'. Other dropdowns for 'Branch Secretary' and 'Branch Treasurer' are currently set to '--None--'. The background shows a 'Club Details' page with fields like 'Account Name', 'Region or Zone', and 'Club ID'.

Create Club Branch

Assign a Branch Liaison Officer to the Primary Club

* Branch Liaison
Example Eight

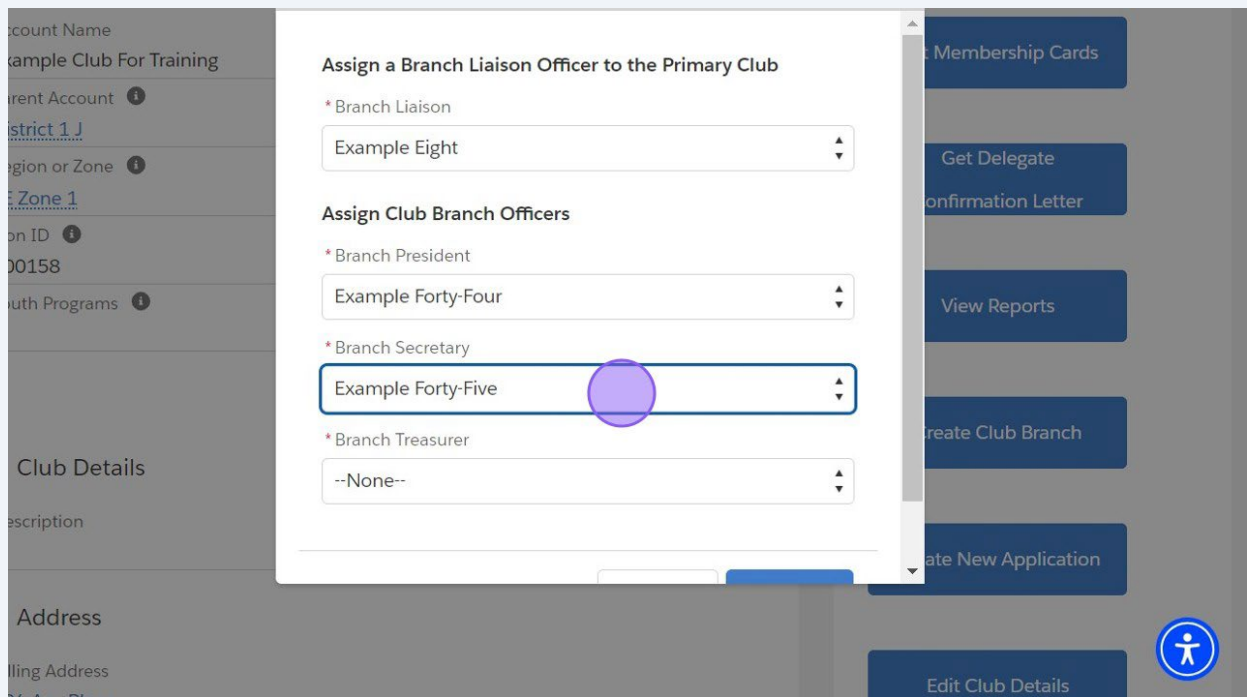
Assign Club Branch Officers

* Branch President
Example Forty-Four

* Branch Secretary
--None--

* Branch Treasurer
--None--

10 Selezionare il Segretario.



This screenshot is similar to the previous one, showing the 'Create Club Branch' dialog box. In this step, the 'Branch Secretary' dropdown is highlighted with a purple circle and set to 'Example Forty-Five'. The 'Branch President' dropdown remains set to 'Example Forty-Four'. The 'Branch Liaison' dropdown is still 'Example Eight'. The 'Branch Treasurer' dropdown is still '--None--'. The background interface is the same as in the previous screenshot.

Create Club Branch

Assign a Branch Liaison Officer to the Primary Club

* Branch Liaison
Example Eight

Assign Club Branch Officers

* Branch President
Example Forty-Four

* Branch Secretary
Example Forty-Five

* Branch Treasurer
--None--

11 Selezionare il Tesoriere.

Account Name
Example Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
SE Zone 1

Lion ID ⓘ
200158

Youth Programs ⓘ

✓ Club Details

Description

✓ Address

Billing Address

* Branch Liaison
Example Eight

Assign Club Branch Officers

* Branch President
Example Forty-Four

* Branch Secretary
Example Forty-Five

* Branch Treasurer
Example Forty-Six

Previous Continue

Membership Cards

Get Delegate

Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details

12 Cliccare su "Continua"

Account Name
Example Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
SE Zone 1

Lion ID ⓘ
200158

Youth Programs ⓘ

Club Details

Description

Address

Billing Address

* Branch Liaison
Example Eight

Assign Club Branch Officers

* Branch President
Example Forty-Four

* Branch Secretary
Example Forty-Five

* Branch Treasurer
Example Forty-Six

Previous Continue

Membership Cards

Get Delegate

Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details

13 Selezionare il quarto socio del satellite di club.

The screenshot shows a 'Create Club Branch' dialog box overlaid on a web application. The dialog box has a title 'Create Club Branch' and a subtitle 'Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.' It contains four dropdown menus for roles: 'President', 'Secretary', 'Treasurer', and 'Member 4'. Each dropdown menu has 'Exempl' selected. A purple circle highlights the 'Member 4' dropdown. Below the dropdowns is a dropdown for 'Member 5' with '--None-' selected. At the bottom, there is a question 'Would you like to add additional Members?' with radio buttons for 'Yes' and 'No'. 'Next' and 'Previous' buttons are at the bottom right.

14 Selezionare il quinto socio del satellite di club.

The screenshot shows the same 'Create Club Branch' dialog box. In this step, the 'Member 5' dropdown menu is highlighted with a purple circle and contains 'Exempl' selected. The other dropdowns remain the same. The 'Next' and 'Previous' buttons are still visible at the bottom right.

15 È possibile aggiungere altri soci selezionando l'opzione "Sì".

Account Name
Example Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
SE Zone 1

Lion ID ⓘ
200158

Youth Programs ⓘ

Club Details

Description

Address

Billing Address

Membership Cards

Get Delegate

Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details

Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.

* Club Branch President
Exempl

* Club Branch Secretary
Exempl

* Club Branch Treasurer
Exempl

* Member 4
Exempl

* Member 5
Exempl

* Would you like to add additional Members?
 Yes
 No

Previous Next

16 Cliccare su "Avanti" dopo aver aggiunto tutti i soci del satellite di club.

Account Name
Example Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
Zone 1

Lion ID ⓘ
200158

Youth Programs ⓘ

Club Details

Description

Address

Billing Address

Membership Cards

Get Delegate

Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details

Please assign Members to your New Club Branch. A minimum of 5 Members are required for a New Club Branch.

* Club Branch President
Exempl

* Club Branch Secretary
Exempl

* Club Branch Treasurer
Exempl

* Member 4
Exempl

* Member 5
Exempl

* Would you like to add additional Members?
 Yes
 No

Previous Next



Suggerimento! Sarà visualizzato un messaggio in verde che indica che il satellite è stato creato e i suoi dati sono stati inviati a LCI per l'approvazione. Cliccare sull'icona "X" per chiudere il messaggio.

Visualizzare il satellite di club

17 Cliccare su "Altro"

The screenshot displays a web interface for club management. On the left, the 'Club Details' section includes fields for 'Description' and 'Website'. Below this, the 'Address' section is divided into 'Billing Address' and 'Shipping Address', both containing the text '24 Any Place, Naperville, Illinois 60565, United States'. The 'Meeting Location 1' section contains fields for 'Meeting Place' (with a dropdown arrow), 'Meeting Local Place' (containing 'टाउन सेंटर'), 'Meeting Week of Month' (with a dropdown arrow), and 'Meeting Local Street' (with a dropdown arrow). On the right, a sidebar contains three blue buttons: 'Create Club Branch', 'Create New Application', and 'Edit Club Details'. Below these buttons is a menu with 'Club Me...', 'Club Offic...', and a 'More' button circled in purple. The 'More' menu is expanded to show 'Active Members' with a search bar and a list of items. A blue circular icon with a person symbol is visible at the bottom right of the sidebar.

18 Cliccare su "Club sponsorizzati".

The screenshot displays a web interface for club management. On the left, the 'Club Details' section includes fields for 'Description' and 'Website', 'Address' (with 'Billing Address' and 'Shipping Address' sub-sections), and 'Meeting Location 1' (with 'Meeting Place' and 'Meeting Week of Month' sub-sections). On the right, there are three blue buttons: 'Create New Application', 'Edit Club Details', and a dropdown menu. The dropdown menu is open, showing 'Sponsored Clubs' (circled in purple), 'Active Members' (56 of 56 items), and a search bar. Below the search bar are several filter buttons labeled 'N.', 'M.', 'M.', and 'M.'. A blue circular icon with a person symbol is visible in the bottom right corner of the interface.



Suggerimento! Sotto "Club sponsorizzati" sono elencati tutti i tipi di sponsorizzazioni effettuate dal tuo club. La lista comprenderà:

- Satelliti di club
- Leo Club
- Richiesta per un nuovo club

19 Sarà visualizzata una lista dei club sponsorizzati. Cliccare sul pulsante di opzione accanto al club.

Springfield, Illinois 60565
United States

Shipping Address
24 Any Place
Springfield, 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 ⓘ 15 Town Road	Meeting Local State or Prov ⓘ IL
Meeting City ⓘ Springfield	Meeting Local Country ⓘ US


Club Mem... **Sponsor...** More

▼ Sponsored Clubs

1 of 1 item • 0 items selected

Search this list...

<input type="checkbox"/>	N ▼	T. ▼	S. ▼	Ch.
<input type="checkbox"/>	Example Club Branch	Club Branch	Pending Approval	

View 

20 Cliccare su "Visualizza" per visualizzare i dettagli.

Springfield, Illinois 60565
United States

Shipping Address
24 Any Place
Springfield, 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 ⓘ 15 Town Road	Meeting Local State or Prov ⓘ IL
Meeting City ⓘ Springfield	Meeting Local Country ⓘ US


Club Mem... **Sponsor...** More

▼ Sponsored Clubs

1 of 1 item • 1 item selected

Search this list...

<input checked="" type="checkbox"/>	N ▼	T. ▼	S. ▼	Ch.
<input checked="" type="checkbox"/>	Example Club Branch	Club Branch	Pending Approval	

View 

21 Viene visualizzata la pagina del club sponsorizzato selezionato.

Attenzione: lo "Stato" è "In attesa di approvazione".
Una volta approvato, lo "Stato" sarà "Attivo".

The screenshot shows a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below it is the account information for 'Example Club Branch' with a '+ Follow' button. A table lists club details:

Lion ID	Type	Status	Billing Address
200164	Club Branch	Pending Approval	

The 'Club Details' section includes:

- Account Name: Example Club Branch
- Parent Account: Example Club For Training
- Region or Zone
- Lion ID: 200164
- Youth Programs
- Type: Club Branch
- Active Member Count: 0
- Club Specialty
- Club Sub-Specialty
- Specialty Description

On the right, there is a 'Club Acti...' section with an 'Edit Club Branch' button and a 'Club Me...' section with a 'Club Offic...' sub-section. A 'Active Members' list is partially visible.

22 Cliccare su "Visualizza tutti" per visualizzare un elenco più lungo di officer.

The screenshot shows the 'Meeting Location 1' section with various input fields for meeting details. To the right, a list of officers is displayed:

Example Club Branch	Regular	lionfa	167
Example Club Branch	Regular	ke.co	-78
Example Club Branch	[Active]	m	88
Example Club Branch	Regular	zuser	(63
Example Club Branch	Regular	044@	0)
Example Club Branch	Regular	lionfa	134
Example Club Branch	Regular	ke.co	-45
Example Club Branch	[Active]	m	55

A 'View All' button is located below the list. At the bottom right, there is a 'Contact Members Services' section with contact information: Email: lionssupport@lionsclubs.org, Phone: (+001) 630-468-6900. A person icon is also visible.



Suggerimento! Quando un socio del club viene assegnato al satellite, la sua "Categoria associativa" indicherà "Satellite".

23

Viene visualizzato l'elenco dei soci del club assegnati al satellite di club. Cliccare sul link per tornare alla pagina del satellite di club.

The screenshot shows the Lion Portal interface. At the top, there is a dark blue header with the Lion logo and the text "Lion Portal". To the right of the header is a search bar with the text "Search" and a "Search" button. Below the header is a navigation menu with the following items: "Home", "Membership" (with a dropdown arrow), "Service" (with a dropdown arrow), "Learn", and "More" (with a dropdown arrow). The main content area shows a breadcrumb trail: "Accounts > Example Club Branch". Below this is the title "Club Branch Members" and a status indicator "5 items · Updated a few seconds ago". To the right of the status indicator are three icons: a settings gear, a refresh icon, and a filter icon. Below this is a table with the following columns: "Contact Full ...", "Membershi...", "Start ...", "E...", "Members...", "Membershi...", and "Membershi...". The table contains five rows of data, each representing a club member. A purple circle highlights the "Example Club Branch" breadcrumb link.

	Contact Full ...	Membershi...	Start ...	E...	Members...	Membershi...	Membershi...	
1	Example Forty-F...	Lion-Branch-Re...	4/15/20...		Active Memb...	Example Twent...	MEMBER#0011...	▼
2	Example Forty-Six	Lion-Branch-Fa...	4/15/20...		Active Memb...	Example Twent...	MEMBER#0011...	▼
3	Example Forty-E...	Lion-Branch-For...	6/14/20...		Active Memb...	Example One	MEMBER#0011...	▼
4	Example Forty-S...	Lion-Branch-Re...	6/14/20...		Active Memb...	Example Eleven	MEMBER#0011...	▼
5	Example Forty-F...	Lion-Branch-Re...	6/14/20...		Active Memb...	Example Forty-F...	MEMBER#0011...	▼

24 Cliccare su "Officer di club".

Home Membership ▾ Service ▾ Learn More ▾

Account Example Club Branch + Follow

Account ID	Type	Status	Billing Address
00164	Club Branch	Pending Approval	

Details

Account Name	Type ⓘ
Example Club Branch	Club Branch
Parent Account ⓘ	Active Member Count
Example Club For Training	0
Region or Zone ⓘ	Club Specialty ⓘ
	Club Sub-Specialty ⓘ
Account ID ⓘ	Specialty Description ⓘ
00164	
Auth Programs ⓘ	

Club Actions

Edit Club Branch

Club Members **Club Officers**

Active Members

Active Members

5 of 5 items

25 Ora vengono mostrati gli Officer "Attivi" e "Past". Scorrere verso il basso fino a "Visualizza tutti".

Example Club Branch

Parent Account ⓘ	Active Member Count
Example Club For Training	0
Region or Zone ⓘ	Club Specialty ⓘ
	Club Sub-Specialty ⓘ
Account ID ⓘ	Specialty Description ⓘ
00164	
Auth Programs ⓘ	Charter Established Date ⓘ

Club Details

Description	Website

Address

Billing Address
Billing Address

Club Members **Club Officers**

Active Officers

4 of 4 items

Search this list...

Example Club For Training	Branch	zuser044	(630)
Forty-Four	President	@liofake	134-4555
		.com	
Example Club For Training	Branch	zuser045	(630)
Forty-Five	Secretary	@liofake	145-5666
		.com	

26 Cliccare su "Visualizza tutti" per visualizzare un elenco più lungo di officer.

The screenshot shows a web interface with various filters for meetings. On the right, there is a section for 'Non-Active Officers' which currently shows '0 of 0 items' and a search bar. A purple circle highlights the 'View All' button at the bottom right of this section. Below the filters, there is contact information for 'Members Services' and a user icon.

27 Sarà visualizzata una lista di officer.

Cliccare sul link "Assegnazione di un titolo di officer#####" per visualizzare i dettagli dell'"Assegnazione di un titolo di officer" (OTA).

Cliccare sul link del nome del club per tornare alla pagina del club.

The screenshot shows a web interface with a navigation bar and a list of officers. The breadcrumb 'Accounts > Example Club Branch' has 'Example Club Branch' highlighted with a purple circle. Below the breadcrumb, there is a table of officers with columns for Member Full Name, Title, Member Email, Member Phone, Online status, and End Date. The table contains 4 items, sorted by End Date.

	Member Full ...	Title	Member Email	Member P...	O...	E..	Officer T...
1	Example Eight	Branch Liaison	zuser008@lionfake.co...	(630) 456-78...	Active		OTA-7290348
2	Example Forty-Four	Branch Preside...	zuser044@lionfake.co...	(630) 134-45...	Active		OTA-7290349
3	Example Forty-Five	Branch Secretary	zuser045@lionfake.co...	(630) 145-56...	Active		OTA-7290350
4	Example Forty-Six	Branch Treasurer	zuser046@lionfake.co...	(630) 156-67...	Active		OTA-7290351



Attenzione! Non è possibile apportare modifiche al satellite di club se risulta "In attesa di approvazione". Se sono necessarie delle modifiche, contattare il Centro assistenza soci.

28

Il nuovo satellite di club è stato approvato da LCI e ora il suo "Stato" è Attivo.

The screenshot shows a web application interface for a club branch account. At the top, there is a search bar and navigation tabs: Home, Membership, Service, Learn, and More. Below the navigation, the account name is "Example Club Branch" with a "+ Follow" button. A table lists the account details:

Lion ID	Type	Status	Billing Address
200164	Club Branch	Active	

The "Active" status is circled in purple. Below the table, there are two sections: "Club Details" and "Club Acti...". The "Club Details" section shows fields for Account Name (Example Club Branch), Parent Account (Example Club For Training), Region or Zone, Type (Club Branch), Active Member Count (0), and Club Specialty. The "Club Acti..." section has an "Edit Club Branch" button. At the bottom, there are tabs for "Club Me..." and "Club Offic...", and a dropdown for "Active Members".

29 Cliccare su "Modifica satellite di club" per visualizzare le azioni disponibili.

Account
Example Club Branch + Follow

Branch ID	Type	Status	Billing Address
00164	Club Branch	Active	

Details

Account Name	Type ⓘ
Example Club Branch	Club Branch
Parent Account ⓘ	Active Member Count
Example Club For Training	0
Region or Zone ⓘ	Club Specialty ⓘ
Branch ID ⓘ	Club Sub-Specialty ⓘ
00164	
Youth Programs ⓘ	Specialty Description ⓘ

Club Actions

[Edit Club Branch](#)

Club Members Club Officers

Active Members

Active Members

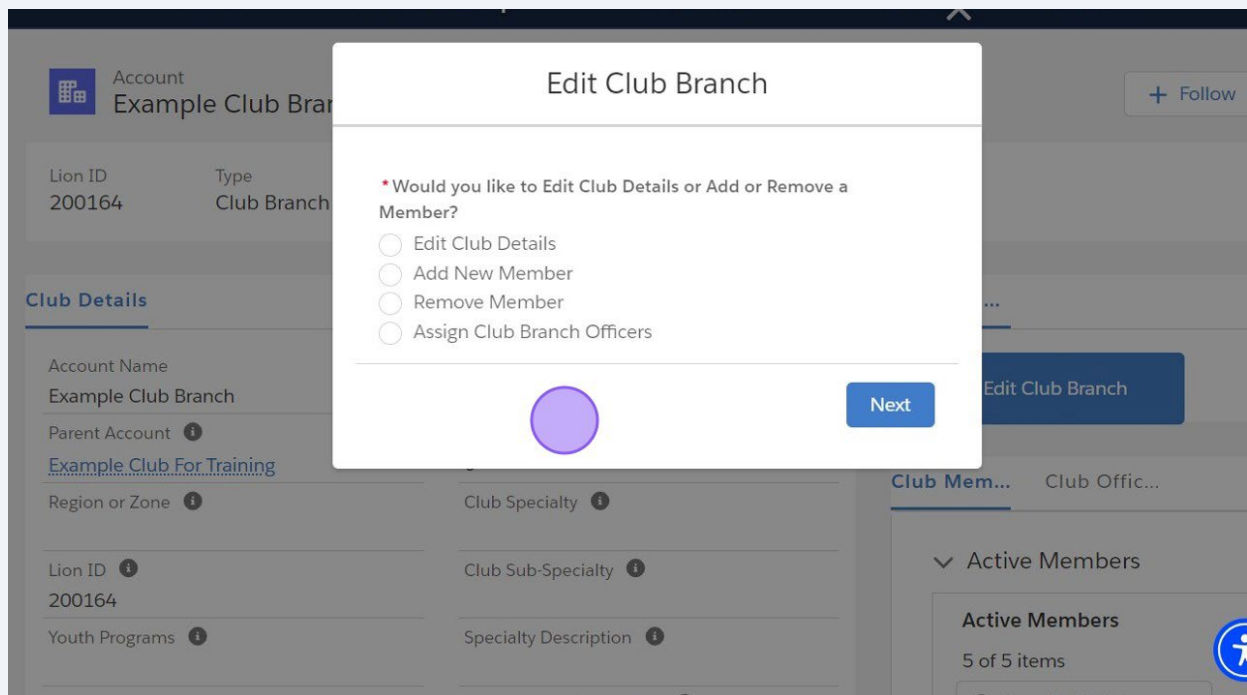
5 of 5 items



Attenzione! Per essere inseriti nell'elenco di un satellite di un club, è necessario essere soci del club. Aggiungere la persona al club sponsor (club padrino) utilizzando la procedura "Aggiungi socio". Il nuovo socio sarà quindi disponibile per l'elenco "Modifica satellite di club - Aggiungi nuovo socio".

30 Queste sono le azioni disponibili:

- Modifica le informazioni sul club
- Aggiungi un nuovo socio
- Rimuovi un socio
- Assegna gli officer del satellite di club



33 Cliccare su "Home" per tornare alla pagina di destinazione.

The screenshot shows a web application interface for a Lions Club account. At the top, there is a search bar and a navigation menu with options: Home (highlighted with a purple circle), Membership, Service, Learn, and More. Below the navigation menu, the account name "Example Club For Training" is displayed with a "+ Follow" button. A table provides details about the club:

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 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" (District 1 J), "Type" (Lions Club), and "Active Member Count" (56). A "Manage Club Members" button is visible on the right side of the interface.

34 Questo conclude la Guida rapida "Azioni per il club - Creare un satellite di club".

The screenshot shows a welcome page for a Lions Club. The main heading is "Welcome Example One!". Below the heading, 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 podium.
- MY ASSOCIATION**: A purple button with a white icon of the Lions Club logo.

At the bottom right of the page, there are two circular icons: a purple circle and a blue circle with a white person icon.