

# Club-Vorgänge - Clubzweig erstellen Lion Portal

In diesem Leitfaden wird Schritt für Schritt beschrieben, wie man im Lion Portal einen Clubzweig erstellt. Wichtige Positionen wie z. B. die Clubzweig-Verbindungsperson und Clubamtsträger sowie das Einreichungs- und Genehmigungsverfahren werden beschrieben. Außerdem finden Sie Informationen darüber, wie der Clubzweig nach der Gründung verwaltet und angezeigt werden kann - eine umfassende und nützliche Ressource für eine effektive Cluborganisation. Die beschriebenen Schritte des Leitfadens sollen den Gründungsprozess sowie die Verwaltung des Clubzweigs vereinfachen, sodass Reichweite und Wirkung des Clubs erhöht werden.

## 1 Anmeldung im Lion Portal [lionportal.org](https://lionportal.org)

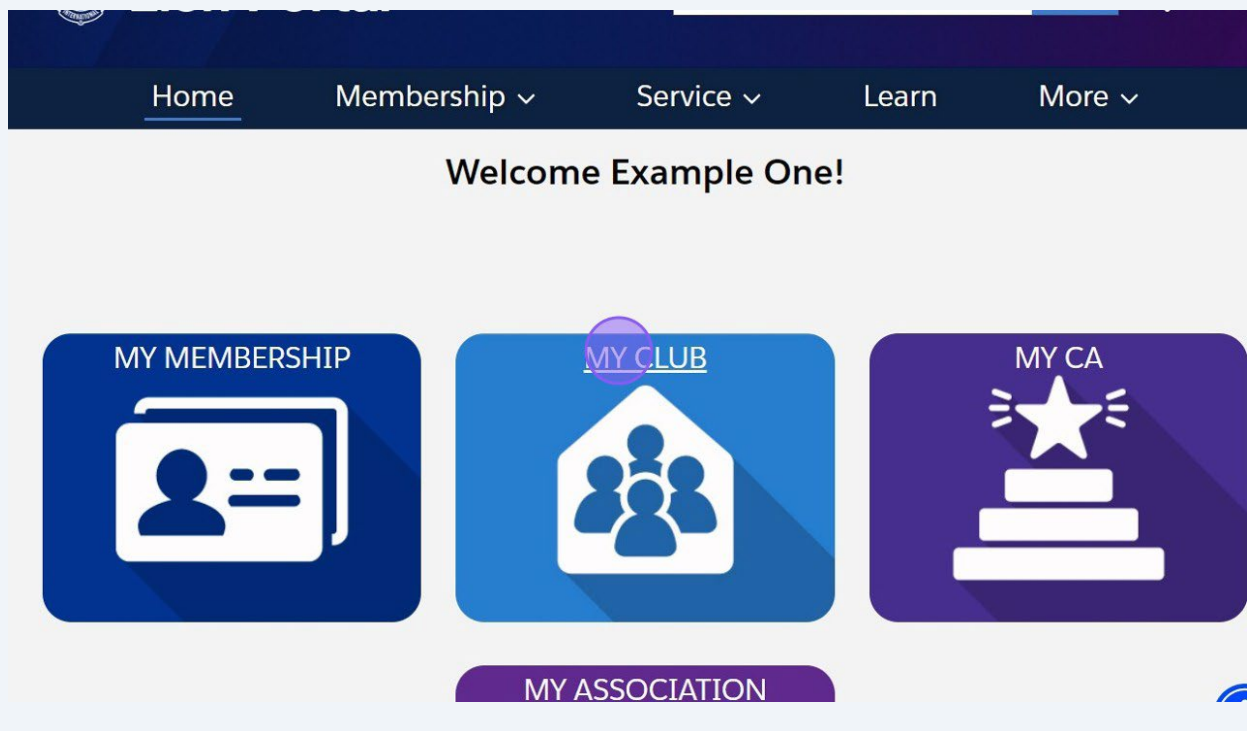


**Tipp:** In diesem Leitfaden werden die einzelnen Schritte einer Clubzweiggründung beschrieben. Um einen Clubzweig zu gründen,

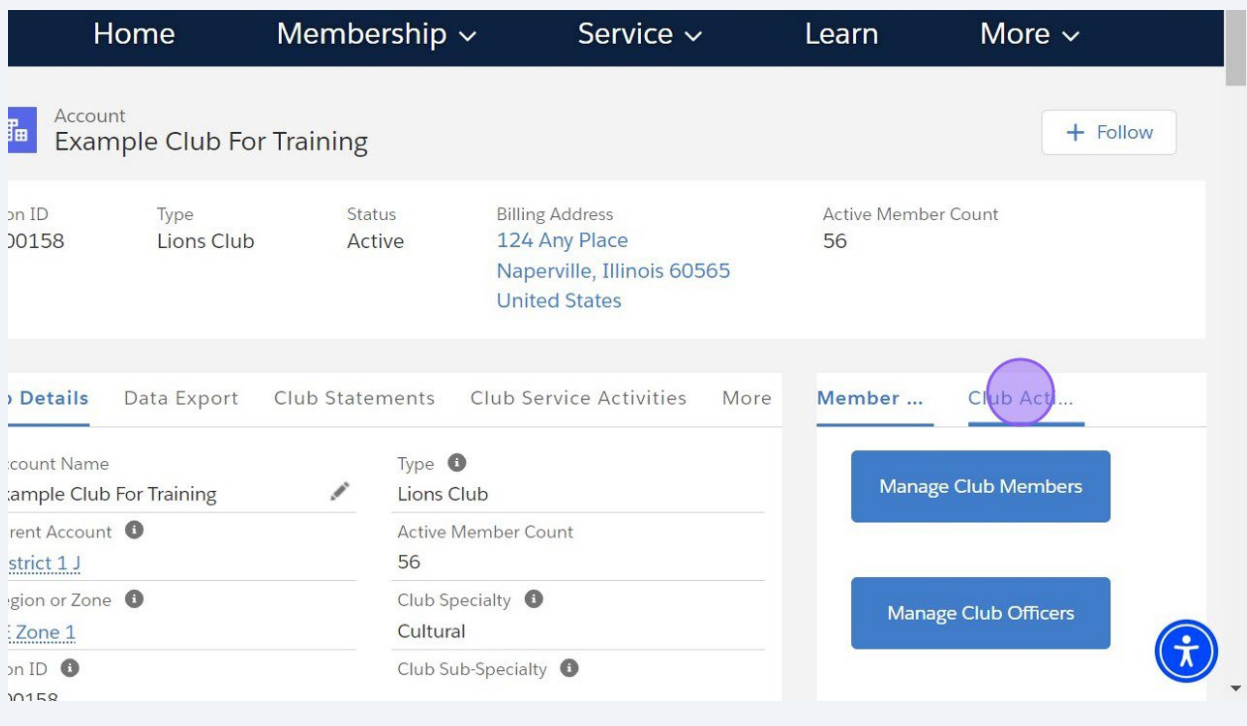
- sind mindestens fünf (5) Mitglieder erforderlich.
- muss eine Verbindungsperson, die nicht Mitglied des Clubzweigs ist, ernannt sein.
- Die Amtsträger des Clubzweigs - Präsident/in, Sekretär/in und Schatzmeister/in - müssen ernannt werden und Mitglieder des Clubzweigs sein.

Nach Genehmigung durch LCI wird der Status des Clubzweigs von „Genehmigung noch ausstehend“ auf „Aktiv“ geändert.

**2** Auf „MEIN CLUB“ klicken.



**3** Auf „Club-Vorgänge“ klicken.



## Den Clubzweig erstellen

#### 4 Auf „Clubzweig erstellen“ klicken.

The screenshot shows the 'Club Details' page for 'Example Club For Training'. The page is divided into two columns of information and a right-hand sidebar with action buttons. The 'Create Club Branch' button is highlighted with a purple circle.

Account Name	Type
Example Club For Training	Lions Club

Parent Account	Active Member Count
District 1 J	56

Region or Zone	Club Specialty
SE Zone 1	Cultural

Lion ID	Club Sub-Specialty
200158	

Youth Programs	Specialty Description
	Arts and Entertainment

	Charter Established Date
	7/1/2010

**Club Details**

Description	Website

**Address**

Billing Address

**Right Sidebar Buttons:**

- Get Membership Cards
- Get Delegate Confirmation Letter
- View Reports
- Create Club Branch** (highlighted)
- Create New Application
- Edit Club Details

#### 5 Die Angaben zum Clubzweig eingeben. Felder mit einem roten „\*“ sind Pflichtfelder.

The screenshot shows the 'Create Club Branch' modal form. The 'Branch Name' field is highlighted with a purple circle. The form includes a title bar, a close button, and a 'Data Export' link. The form is divided into two main sections: 'Please enter New Club Branch Details.' and 'Club Branch Meeting Information (Optional)'. The 'Branch Name' field is marked with a red asterisk, indicating it is a required field. The 'Branch Specialty' field is a dropdown menu with 'none selected' chosen. The 'Meeting Information' section includes fields for Meeting Street, Meeting City, Meeting Zip Code, Meeting State/Prov, Meeting Country, Meeting Place, Meeting Week of the Month, and Meeting Local Place.

**Create Club Branch**

Please enter New Club Branch Details.

* Branch Name	Branch Specialty
<input type="text"/>	-- none selected --

**Club Branch Meeting Information (Optional)**

Meeting Street	Meeting City
<input type="text"/>	<input type="text"/>

Meeting Zip Code	Meeting State/Prov
<input type="text"/>	<input type="text"/>

Meeting Country	Meeting Place
<input type="text"/>	<input type="text"/>

Meeting Week of the Month	Meeting Local Place
<input type="text"/>	<input type="text"/>

**6** Durch das Formular scrollen und Daten hinzufügen.

The screenshot shows a web interface with a modal window titled "Create Club Branch". The modal 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 vertical scroll bar is visible on the right side of the modal, and a purple circle highlights the scroll bar's track. In the background, a sidebar on the left shows "Details" and "Data Export" tabs, and a main panel on the right shows "Club Acti..." with buttons for "Membership Cards", "Get Delegate", "Confirmation Letter", "View Reports", "Create Club Branch", and "Create New Application".

**7** Wenn alle Daten eingegeben sind, auf „Weiter“ klicken, um fortzufahren.

The screenshot shows the same "Create Club Branch" modal window, but with more data entered and the "Next" button highlighted. The "Meeting Week of the Month" dropdown is set to "Second". The "Meeting Day" dropdown is set to "Tuesday", and the "Meeting Time" dropdown is set to "11:30". The "Online Meeting" checkbox is unchecked. A purple circle highlights the "Next" button at the bottom right of the modal. The background interface is the same as in the previous screenshot.



Tipp: In diesem Schritt werden Amtsträger und die Verbindungsperson hinzugefügt. Zu jedem Titel wird eine Mitgliederliste angezeigt. Auf den Namen des Mitglieds klicken, um das Mitglied auszuwählen.

8

Verbindungsperson auswählen.

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 Acti...

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 Präsident/in auswählen.

The screenshot shows a 'Create Club Branch' dialog box overlaid on a club details page. 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 set to '--None--'. The background page shows club details for 'Sample Club For Training' with fields for account name, district, region, zone, and 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 Sekretär/in auswählen.

This screenshot is similar to the previous one, showing the 'Create Club Branch' dialog box. In this step, the 'Branch Secretary' dropdown in the 'Assign Club Branch Officers' section is highlighted with a purple circle and set to 'Example Forty-Five'. The 'Branch President' dropdown remains set to 'Example Forty-Four'. The background page 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 Schatzmeister/in auswählen.

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  
424 Ave. Bl...

\* 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 Auf „Weiter“ klicken.

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  
424 Ave. Bl...

\* 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 Das vierte Clubzweigmitglied auswählen.

United States

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

Club Details

Description

### Create Club Branch

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  
--None--

\* Would you like to add additional Members?  
 Yes  
 No

Previous Next

### 14 Das fünfte Clubzweigmitglied auswählen.

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

Club Details

Description

Address

### Create Club Branch

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

**15** Weitere Mitglieder können durch Auswahl des Buttons „Ja“ hinzugefügt werden.

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** Auf „Weiter“ klicken, wenn alle Clubzweigmitglieder erfasst wurden.

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



Tipp: Eine grüne Meldung, dass der Clubzweig angelegt und zur Genehmigung an LCI weitergeleitet wurde, wird angezeigt. Auf das „X“-Symbol klicken, um die Nachricht zu schließen.

## Den Clubzweig anzeigen

### 17 Auf „Mehr“ klicken

The screenshot displays a web interface for club management. On the left, the 'Club Details' section includes fields for 'Description' and 'Website', 'Address' (with sub-fields for mailing and shipping addresses), and 'Meeting Location 1' (with sub-fields for meeting place, town center, meeting week of month, meeting local place, and meeting local street). 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 highlighted 'More' option. The 'More' menu is expanded to show 'Active Members' with a search bar and a list of members, including one named 'Lion-'. A blue circular icon with a person symbol is visible in the bottom right corner of the sidebar.

## 18 Auf „Gesponserte Clubs“ klicken

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', 'Meeting Local Place', 'Meeting Week of Month', and 'Meeting Local Street' sub-sections). On the right, there are three blue buttons: 'Create New Application', 'Edit Club Details', and a partially visible 'Club Me...'. Below these buttons is a dropdown menu with 'Sponsored Clubs' highlighted in purple. Underneath the dropdown is an 'Active Members' section showing '56 of 56 items' and a search bar. At the bottom right, there are navigation buttons labeled 'N.', 'M.', 'M.', and 'M.' and a user profile icon.



**Tipp:** Unter „Gesponserte Clubs“ finden Sie alle Patenschaftsoptionen Ihres Clubs. Dazu gehören:

- Clubzweige
- Leo Clubs
- Antrag auf Gründung eines neuen Clubs

**19** Eine Liste der gesponserten Clubs wird angezeigt. Auf den Button neben dem Club klicken.

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 ⓘ 155 Town Road	Meeting Local State or Prov ⓘ IL
Meeting City ⓘ Springfield	Meeting Local Country ⓘ US


Club Mem... **Sponsore...** 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** Auf „Anzeigen“ klicken, um Einzelheiten anzuzeigen.

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 ⓘ 155 Town Road	Meeting Local State or Prov ⓘ IL
Meeting City ⓘ Springfield	Meeting Local Country ⓘ US


Club Mem... **Sponsore...** 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** Die Seite des ausgewählten gesponserten Club wird angezeigt.

Hinweis: Der „Status“ wird als „Genehmigung noch ausstehend“ angezeigt. Sobald die Genehmigung erfolgt ist, wird der „Status“ als „Aktiv“ angezeigt.

Home Membership ▾ Service ▾ Learn More ▾

Account Example Club Branch + Follow

Lion ID	Type	Status	Billing Address
200164	Club Branch	Pending Approval	

**Club Details**

Account Name	Example Club Branch	Type	Club Branch
Parent Account	<a href="#">Example Club For Training</a>	Active Member Count	0
Region or Zone		Club Specialty	
Lion ID	200164	Club Sub-Specialty	
Youth Programs		Specialty Description	

**Club Acti...**

[Edit Club Branch](#)

**Club Me...** Club Offic...

Active Members

Active Members

**22** Auf „Alle anzeigen“ klicken, um eine größere Mitgliederliste anzuzeigen.

Meeting Location 1

Meeting Place	Community House	Meeting Local Place	
Meeting Week of Month		Meeting Local Street	
Meeting Day		Meeting Local City	
Meeting Time		Meeting Local Zip Code	
Meeting Street		Meeting Local State or Prov	
Meeting City		Meeting Local Country	
Meeting State or Prov		Online Meeting 1	

Example Club Branch	Regular	lionfa.ke.co	167-78
Example Club Branch	[Active]	m	88
Example Club Branch	Lion-Branch	zuser.044@lionfa.ke.co	(630) 134-45
Example Club Branch	Regular	lionfa.ke.co	134-45
Example Club Branch	[Active]	m	55

[View All](#)

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



Tipp: Wenn ein Mitglied Ihres Clubs dem Clubzweig zugeordnet wurde, wird die „Mitgliedschaftsart“ als „Zweig“ angezeigt.

2

Die Liste aller Clubmitglieder, die dem Clubzweig zugeordnet sind, wird angezeigt. Auf den Link klicken, um zur Clubzweig-Seite zurückzukehren.

The screenshot shows the Lion Portal interface. At the top, there is a dark blue header with the Lion Portal logo on the left, a search bar in the center, and a notification bell and user profile icon on the right. 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 displays the breadcrumb "Accounts > Example Club Branch" and the title "Club Branch Members". Below the title, it says "5 items · Updated a few seconds ago". To the right of this text are three icons: a settings gear, a refresh arrow, and a filter funnel. Below these icons is a table with the following columns: "Contact Full ...", "Membershi...", "Start ...", "E...", "Members...", "Membershi...", and "Membershi...". The table contains five rows of member data. A purple circle highlights the "Example Club Branch" link in the breadcrumb.

	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** Auf „Clubamtsträger“ klicken.

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 Acti...**

Edit Club Branch

**Club Me... Club Offi...**

Active Members

Active Members

5 of 5 items

**25** Jetzt werden alle „aktiven“ und „ehemaligen“ Amtsträger angezeigt. Nach unten zu „Alle anzeigen“ scrollen.

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 ⓘ	Charter Established Date ⓘ

**Club Details**

Description	Website

**Address**

Billing Address
Billing Address

**Club Mem... Club Offi...**

Active Officers

4 of 4 items

Search this list...

Example Branch	zuser044 (630)
Forty-Four President	@lio134-nfake4555.com
Example Branch	zuser045 (630)
Forty-Five Secretary	@lio145-nfake5666

**26** Auf „Alle anzeigen“ klicken, um eine größere Clubamtsträgerliste anzuzeigen.

The screenshot shows a search interface with various filters for meeting details. On the right, a dropdown menu is open, showing a list of 'Non-Active Officers'. The list is currently empty, displaying '0 of 0 items' and a search box. Below the search box, there are columns for 'Na...', 'Title', and 'End D...'. A purple circle highlights the 'View All' button at the bottom right of the list.

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

**27** Die Clubamtsträgerliste wird angezeigt.

Auf „Clubamtsträger-Zuweisung (OTA)-#####“ klicken, um die Einzelheiten der Clubamtsträger-Zuweisung (OTA) anzuzeigen.

Auf den Clubnamen-Link klicken, um zur Clubseite zurückzukehren.

The screenshot shows a web interface with a navigation bar and a list of Club Officers. The breadcrumb 'Accounts > Example Club Branch' is highlighted with a purple circle. Below the breadcrumb, the title 'Officers' is displayed. The list contains 4 items, sorted by End Date. The table below shows the details of the officers.

	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



Achtung! Solange der Status „Genehmigung noch ausstehend“ ist, können keine Änderungen am Clubzweig vorgenommen werden. Um Änderungen vorzunehmen, bitte das Member Service Center kontaktieren.

**28**

Dieser Clubzweig wurde durch LCI genehmigt und der „Status“ erscheint jetzt als „Aktiv“.

The screenshot shows a web application interface for managing club branches. At the top, there is a navigation bar with a search field and a user profile icon. Below the navigation bar, there are menu items: Home, Membership, Service, Learn, and More. The main content area displays the account details for 'Example Club Branch'. A table lists the club branch with columns for Lion ID, Type, Status, and Billing Address. The 'Status' column shows 'Active', which 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, Parent Account, Region or Zone, Type, Active Member Count, 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 menu for 'Active Members'.

Lion ID	Type	Status	Billing Address
200164	Club Branch	Active	

**Club Details**

Account Name	Type
Example Club Branch	Club Branch
Parent Account	Active Member Count
<a href="#">Example Club For Training</a>	0
Region or Zone	Club Specialty

**Club Acti...**

Edit Club Branch

**Club Me...** **Club Offic...**

Active Members

**29** Auf „Clubzweig bearbeiten“ klicken, um alle Optionen anzuzeigen.

Account  
Example Club Branch + Follow

Account ID	Type	Status	Billing Address
00164	Club Branch	Active	

**Details**

Account Name: Example Club Branch

Type: Club Branch

Parent Account: Example Club For Training

Region or Zone:

Account ID: 00164

Auth Programs:

Active Member Count: 0

Club Specialty:

Club Sub-Specialty:

Specialty Description:

**Club Acti...**

[Edit Club Branch](#)

**Club Me...** **Club Offic...**

Active Members

Active Members

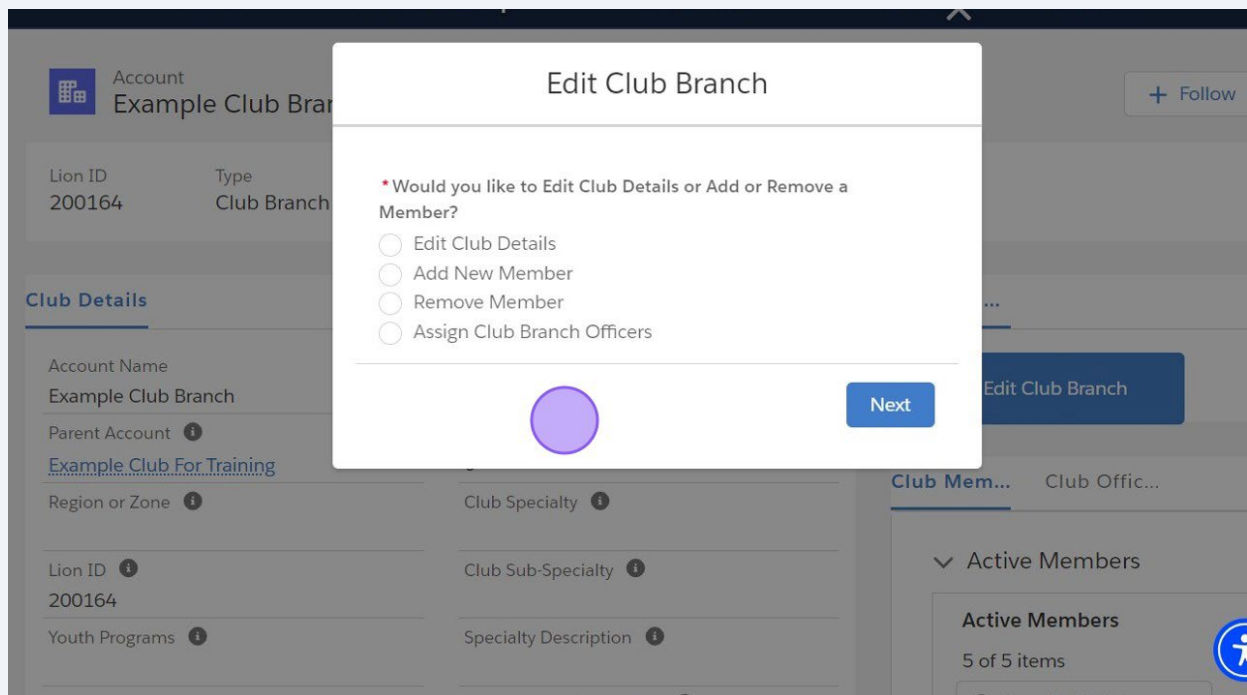
5 of 5 items



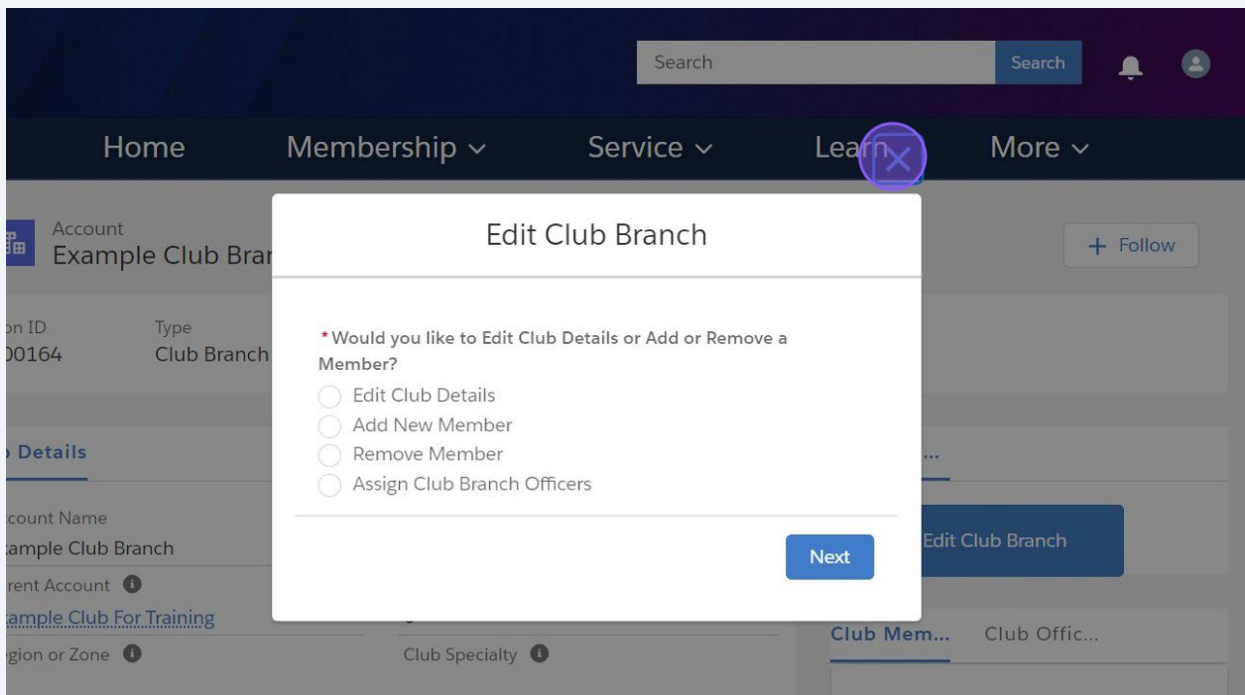
**Achtung!** Um die Person der Clubzweig-Mitgliederliste hinzuzufügen, muss sie Mitglied des Clubs sein. Auf „Mitglied hinzufügen“ klicken, um die Person dem sponsernden Club (Stammclub) hinzuzufügen. Anschließend kann das neue Mitglied über „Clubzweig bearbeiten - Neues Mitglied hinzufügen“ erfasst werden.

**30** Es gibt folgende Optionen:

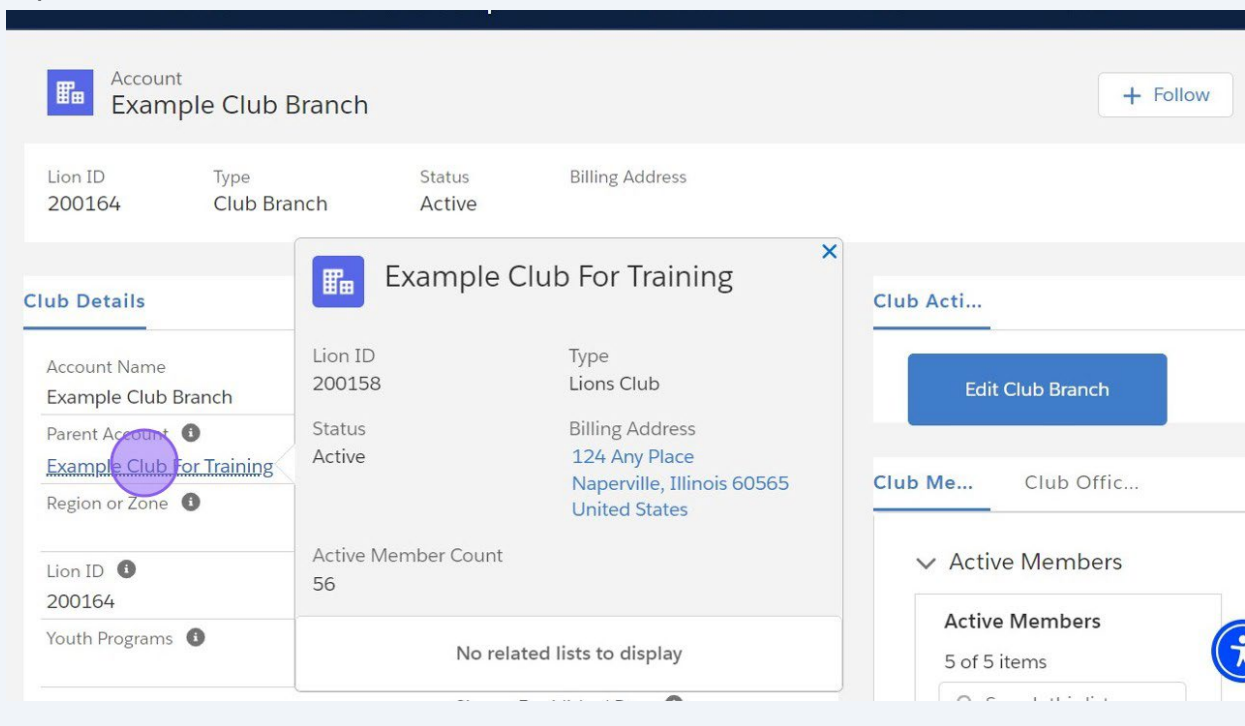
- Clubdetails bearbeiten
- Neues Mitglied hinzufügen
- Mitglied löschen
- Amtsträger des Clubzweigs zuordnen



**31** Auf das „X“-Symbol klicken, um das Fenster zu schließen.



**32** Auf den Link unter „Übergeordneten Account“ klicken, um auf die Seite des Sponsorclubs zurückzukehren.



**33** Auf „Home“ klicken, um zur Landing Page zurückzukehren.

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), Membership, Service, Learn, and More. Below the navigation, the account name "Example Club For Training" is displayed with a "+ Follow" button. A table provides 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, 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.

**34** Hier endet der Kurzleitfaden „Club-Vorgänge - Clubzweig erstellen“.

The screenshot shows a welcome page for a Lions Club. The main heading is "Welcome Example One!". Below the heading, there are four large buttons with icons and text: "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 are two circular icons: a purple one and a blue one with a person icon.