

# Klubbens sida - Utforska sidan och flikarna

Denna vägledning ger en omfattande översikt över sidan "Min klubb" samt beskriver dess struktur och funktionalitet för effektiv navigering. Den visar hur man får tillgång till viktig klubbinformation via olika flikar, bland annat information om möten, kontoutdrag och serviceaktiviteter, samtidigt som den anpassar alternativ baserat på den titel som tjänsteman du har. Genom att följa denna vägledning kan användarna maximera sin upplevelse av Lion Portal samt förbättra sitt engagemang och sin hantering av klubbrelaterade uppgifter.



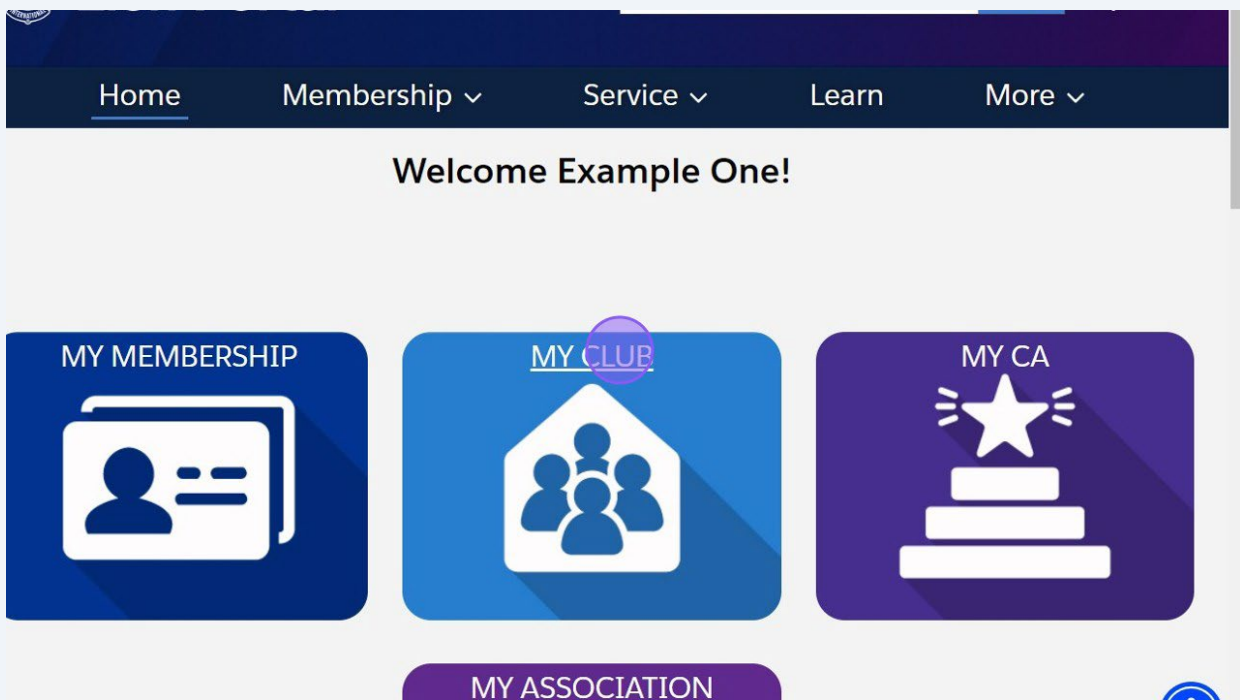
Tips! I denna vägledning får du en introduktion till strukturen på sidan "Min klubb".

1

Logga in på Lion Portal [lionportal.org](https://lionportal.org)

2

Klicka på "MIN KLUBB".



## Sidans struktur

**3** Område 1 - Visar sammanfattande information om klubben.

**Lion Portal** Search [ ] Search [ ] [ ] [ ]

Home Membership ▾ Service ▾ Learn Reports/Insights ▾ Shop More ▾

Account  
Example Club For Training [ ] + Follow

| Lion ID | Type       | Status | Billing Address | Active Member Count |
|---------|------------|--------|-----------------|---------------------|
| 200158  | Lions Club | Active |                 | 56                  |

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

Member Actio... | Club Actions

Manage Club Members

Manage Club Officers

Account Name: Example Club For Training  
Parent Account: District 1 J  
Region or Zone: SE Zone 1  
Lion ID: 200158  
Type: Lions Club  
Active Member Count: 56  
Club Specialty: Cultural  
Club Sub-Specialty: [ ]

**4** Område 2 - Visar flikar för att komma till annan information om klubben.

Område 3 - Visa knappar som utför åtgärder. De åtgärder du kan utföra är baserade på din titel som tjänsteman.

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

Member Actio... | Club Actions

Manage Club Members

Manage Club Officers

Manage Cub Club Leader

Manage Delegates

View Delegates

View Club Officers

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

Club Details

Description: [ ] Website: [ ]

Address

Billing Address: 124 Any Place, Naperville, Illinois 60565

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Område 4 - Visar information som tillhör vald flik. Den information som visas ändras för varje flik som väljs.

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

Member Actio... | Club Actions

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

Club Details

Description

Website

Address

Billing Address  
124 Any Place  
Naperville, Illinois 60565

Manage Club Members

Manage Club Officers

Manage Cub Club Leader

Manage Delegates

View Delegates

View Club Officers

https://lionsinternational-preprod.sandbox.my.site.com/s/account/001Ng0000M9viOJAR/example-club-for-training?tabset-2f96e=1

## Utforska flikar

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Fliken "Detaljer" visar information om klubben.

United States

Details | Data Export | Club Statements | 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

Club Details

Description

Website

Manage Club Members

Manage Club Officers

Manage Cub Club Leader

Manage Delegates

View Club Officers

## 7 Bläddra för att utforska information om klubben.

### Address

ling Address  
 24 Any Place  
 aperville, Illinois 60565  
 nited States

ipping Address  
 24 Any Place  
 aperville, Illinois 60565  
 nited States

### Meeting Location 1

Meeting Place ⓘ

own Center

Meeting Week of Month ⓘ

st

Meeting Day ⓘ

Monday

Meeting Time ⓘ

7:00

Meeting Local Place ⓘ

टाउन सेंटर

Meeting Local Street ⓘ

Meeting Local City ⓘ

Meeting Local Zip Code ⓘ

View Club Officers

Club Me... More

### Active Members

#### Active Members

56 of 56 items

Search this list...

| N. ▾  | M ▾    | M ▾    | M ▾ |
|-------|--------|--------|-----|
|       | Lion-  |        |     |
|       | Chart  | zuser  | (63 |
| Exam  | er-    | 008@   | 0)  |
| ple   | Regul  | lionfa | 456 |
| Eight | ar     | ke.co  | -78 |
|       | [Activ | m      | 90  |

## 8 Fortsätt att gå ner. Denna flik innehåller information om möten.

Meeting 2 Week of Month ⓘ

Meeting 2 Day ⓘ

Meeting 2 Time ⓘ

Meeting 2 Street ⓘ

Meeting 2 City ⓘ

Meeting 2 State or Prov ⓘ

Meeting 2 Zip Code ⓘ

Meeting 2 Country ⓘ

Meeting 2 Local Street ⓘ

Meeting 2 Local City ⓘ

Meeting 2 Local Zip Code ⓘ

Meeting 2 Local State or Prov ⓘ

Meeting 2 Local Country ⓘ

Online Meeting 2 ⓘ

Online Meeting 2 Place ⓘ

Online Meeting 2 Address ⓘ

### Contact Members Services

Email: [lionssupport@lionsclubs.org](mailto:lionssupport@lionsclubs.org)

Phone: (+001) 630-468-6900



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Klicka på fliken "Exportera data" för att visa information om denna flik.

The screenshot shows the top navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below is the club header 'Example Club For Training' with a '+ Follow' button. A summary table displays: Lion ID (200158), Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (56). The 'Data Export' tab is highlighted with a purple circle. The 'Club Details' section shows: Account Name (Example Club For Training), Parent Account (District 1 J), Region or Zone (SE Zone 1), Lion ID (200158), Type (Lions Club), Active Member Count (56), Club Specialty (Cultural), and Club Sub-Specialty. On the right, there are buttons for 'Manage Club Members' and 'Manage Club Officers'.

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Fliken "Exportera data" visar vilken typ av data som är tillgänglig för export (nedladdning). De tillgängliga alternativen ändras beroende på din titel som tjänsteman.

This screenshot shows the same club page as above, but with the 'Data Export' tab selected. A message states: 'If the selected report does not generate any results, it is due to data privacy restrictions.' Below this, a list of exportable data types is shown: Member Contact Information, Club Officer Contact Information, Member Detail Information, and Club Level Service Activities Information. The 'Data Export' tab is highlighted with a purple circle. The right-hand side buttons remain the same.

**11** Klicka på fliken "Klubbens kontoutdrag" för att visa information om denna flik.

Account  
Example Club For Training + Follow

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

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

If the selected report does not generate any results, it is due to data privacy restrictions.

Member Contact Information  
Club Officer Contact Information  
Member Detail Information  
Club Level Service Activities Information

Member ... Club Acti...

Manage Club Members  
Manage Club Officers  
Manage Cub Club

**12** Fliken "Klubbens kontoutdrag" visar en ekonomisk sammanfattning och klubbens kontoutdrag. De tillgängliga alternativen ändras beroende på din titel som tjänsteman.

Home Membership Service Learn Reports/Insights Shop More

Account  
Example Club For Training + Follow

|                   |                    |                  |                 |                           |
|-------------------|--------------------|------------------|-----------------|---------------------------|
| Lion ID<br>200158 | Type<br>Lions Club | Status<br>Active | Billing Address | Active Member Count<br>56 |
|-------------------|--------------------|------------------|-----------------|---------------------------|

Club Details Data Export **Club Statements** Club Service Activities Club Financial Details

Please contact Member Services with any questions or concerns.

Opt In/Out of Paper Statements

Monthly Activity Pay with Paypal Pay Now

| Description | Current Balance | View/Print ↓ |
|-------------|-----------------|--------------|
|             |                 |              |

Member Actio... Club Actions

View Club Officers

Club Members Club Officers Sponsored Clu...

Active Members

Active Members  
37 of 37 items

Search this list...

Name Mem... Mem... Mem...

<https://lionsinternational--preprod.sandbox.my.site.com/s/account/001Nq00000BFKEulAP/burr-ridgehinsdaleoak-brook?tabset-2f96e=2>

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Bläddra för att se saldon i sammandrag. Betalningsalternativen kommer endast att visas för klubbens kassör.

Please contact [Member Services](#) with any questions or concerns.

Opt In/Out of Paper Statements

Monthly Activity Pay with Paypal Pay Now

| Description                                      | Current Balance | View/Print ↓ |
|--|-----------------|--------------|
| 1 Apr 2024 Statement Closing Balance             | 0.00            |              |
| 2 Payments received May 01, 2024 through Sep...  | 0.00            |              |
| 3 Charges incurred May 01, 2024 through Sept ... | 0.00            |              |
| 4 <b>Current Balance as of Sept 22, 2024</b>     | 0.00            |              |

Member Actio... Club Actions

- Manage Club Members
- Manage Club Officers
- Manage Cub Club Leader
- Manage Delegates
- View Delegates
- View Club Officers

https://lionsinternational--preprod.sandbox.my.site.com/s/account/001Nq0000M9vOIAr/example-club-for-training?tabset-2f96e=2 2023

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Fortsätt att gå ner för att se månatliga kontoutdrag. Kontoutdrag för innevarande år, förra året och året innan kan visas. Om du vill se ett kontoutdrag klickar du på ikonen under "Visa kontoutdrag" för att se informationen.

Statements and Invoices 2025 2024 2023

| Sta...       | Type      | Op...   | Pay...  | Ch... | Clo...   | Date ↓        | View Statements |
|--------------|-----------|---------|---------|-------|----------|---------------|-----------------|
| Apr 2024 ... | Statement | -858.35 | -214.98 | 71.12 | -1002.21 | Apr 30, 2...  |                 |
| Mar 2024 ... | Statement | -870.84 | -41.67  | 54.16 | -858.35  | Mar 31, 2...  |                 |
| Feb 2024 ... | Statement | -615    | -310    | 54.16 | -870.84  | Feb 29, 2...  |                 |
| Jan 2024 ... | Statement | -202    | -413    | 0     | -615     | Jan 31, 20... |                 |
| Dec 2023 ... | Statement | -615    | -70     | 483   | -202     | Dec 31, 2...  |                 |
| Dec 2023 ... | Invoice   |         |         | 483   |          | Dec 31, 2...  |                 |
| Nov 2023 ... | Statement | -338    | -277    | 0     | -615     | Nov 30, 2...  |                 |
| Oct 2023 ... | Statement | -100    | -238    | 0     | -338     | Oct 31, 2...  |                 |
| Sept 2023... | Statement | 0       | -100    | 0     | -100     | Sep 30, 2...  |                 |
| Aug 2023 ... | Statement | 0       | 0       | 0     | 0        | Aug 31, 2...  |                 |

View Club Officers

Club Members Club Officers Sponsored Clu...

Active Members

Active Members  
56 of 56 items

Search this list...

| Name             | Mem...                        | Mem...                | Mem...         |
|------------------|-------------------------------|-----------------------|----------------|
| Example Eight    | Lion-Charter-Regular [Active] | zuser008@lionfake.com | (630) 456-7890 |
| Example Nine     | Lion-Charter-Regular [Active] | zuser009@lionfake.com | (630) 567-8901 |
| Example Eighteen | Lion-Charter-Regular [Active] | zuser018@lionfake.com | (630) 556-6778 |

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Det valda kontoutdraget öppnas i ett nytt fönster. När du är klar går du ner för att välja "Stäng".

Mar 2024 Statement

OnlineStatements BL0002

LIONS CLUBS INTERNATIONAL  
300 West 22nd Street  
Oak Brook, Illinois 60523-8842  
Tel: 630-571-6466

EN Page: 1

CLUB# 49338  
LIONS CLUB OF  
HEER RIDGE-HINSDALE-OAK BROOK  
IL

PHIL LOIEWSKI  
7930 WOODGLEN LN, APT. 201  
DOWNERS GROVE IL 60516  
USA

| MONTH | DAY | YR | INVOICE NUMBER | DESCRIPTION OF ITEMS   | CHARGES AND CREDITS     |
|-------|-----|----|----------------|--|-------------------------|
| 2     | 29  | 24 |                | BALANCE FORWARD.....U.S. CURRENCY  | 870.84CR                |
| 3     | 29  | 24 | LCTARPO032777  | PAYMENT  | 41.67CR                 |
| 3     | 26  | 24 | MBR-6392878    | MEMBERSHIP DUES AND FEES<br>HEATHER O'DONNELL<br>1 NEW REGULAR 02-24 TO 06-24<br>1 ENTRANCE FEES | 54.16<br>19.16<br>35.00 |

YOUR PROMPT PAYMENTS ARE MUCH APPRECIATED.

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Klicka på fliken "Klubbens serviceaktiviteter" för att se information om denna flik.

Account  
Example Club For Training

+ Follow

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

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

Please contact [Member Services](#) with any questions or concerns.

Opt In/Out of Paper Statements

Monthly Activity

Manage Club Members



Manage Club Officers

Manage Cub Club

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Fliken "Klubbens serviceaktiviteter" visar en lista över klubbens serviceaktiviteter. Klicka på en kolumnrubrik för att sortera listan efter det fältet. Om du klickar på kolumnen en andra gång vänds sorteringsordningen.

Club Details   Data Export   **Club Service Activities**   More

Service Activities (9)  

9 items • Sorted by End Date • Updated a minute ago

|   | End Date ↓ | Title                          | Service Acti... | Start Date |
|---|------------|--------------------------------|-----------------|------------|
| 1 | 9/17/2024  | Example Club SA4 - Service ... | SA-05292419     | 9/17/2024  |
| 2 | 9/15/2024  | Example Club SA3 - Service ... | SA-05292418     | 9/15/2024  |
| 3 | 9/11/2024  | Example Club SA5 - Fundrais... | SA-05292420     | 9/11/2024  |
| 4 | 9/2/2024   | Example Club SA2 - Club Me...  | SA-05292422     | 9/2/2024   |
| 5 | 8/5/2024   | Example Club SA2 - Club Me...  | SA-05292417     | 8/5/2024   |
| 6 | 7/5/2024   | Example Club SA1 - Club Me...  | SA-05292416     | 7/5/2024   |
| 7 | 7/4/2024   | Example Club SA7 - Service ... | SA-05292423     | 7/4/2024   |
| 8 |            | Example Club SA6 - Donatio...  | SA-05292421     | 9/1/2024   |

Member ...   Club Acti...

Manage Club Members

Manage Club Officers




Manage Cub Club Leader

Manage Delegates


View Delegates

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Klicka på "Hem" för att återgå till startsidan.

 **Lion Portal**   Search  Search  

**Home**   Membership ▾   Service ▾   Learn   More ▾

Account  Example Club For Training + Follow

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

Club Details   Data Export   Club Statements   **Club Financial Details**   More

Member ...   Club Acti...

Balance Forward (USD)   Date of Latest Statement

Charges Since Last Statement (USD)

Manage Club Members

**19** Detta avslutar snabbguiden "Klubbens sida - Utforska sidan och flikarna".

