

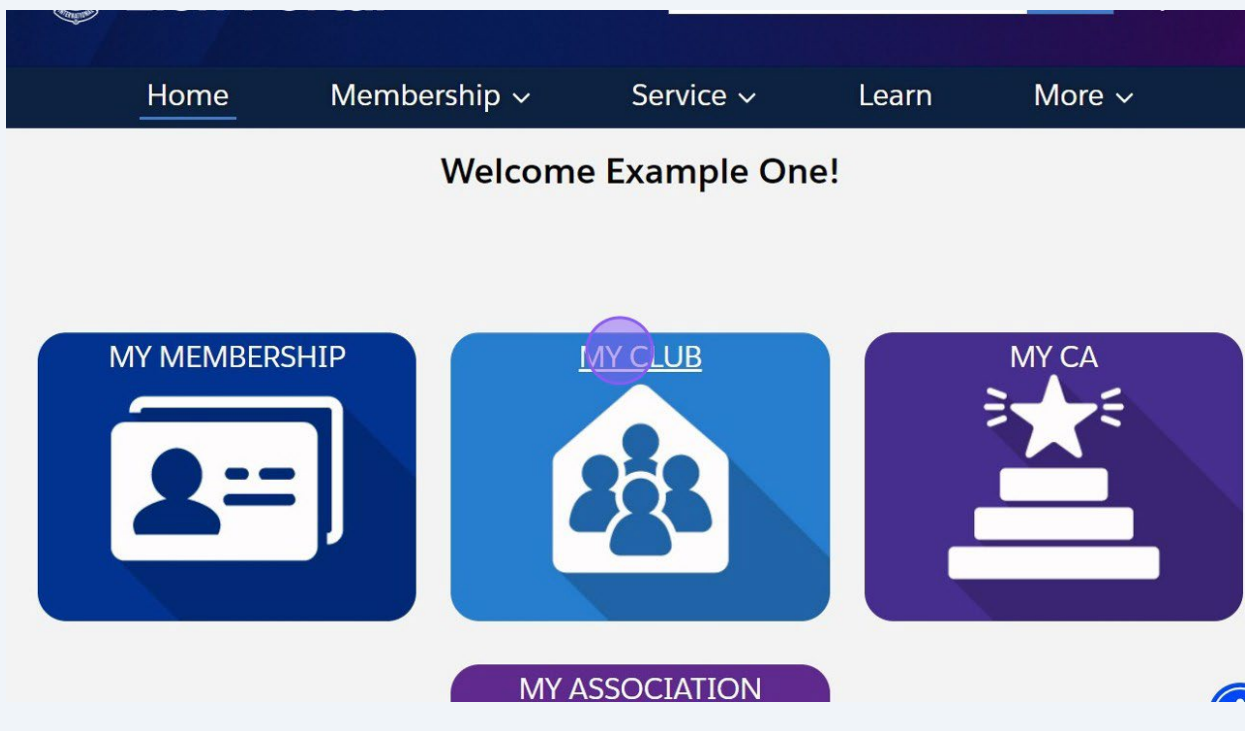
# Gestire i soci del club -

## Modificare un socio: Reintegrare un socio

Questa guida indica tutti i passaggi per il reintegro dei soci del club, ed è uno strumento essenziale per gli amministratori di club che desiderano gestire in modo efficiente le variazioni relative ai soci. Il documento delinea le procedure per il reintegro dei soci sia entro che al di fuori del periodo di reintegro designato, assicurando chiarezza sui requisiti, come la necessità di uno sponsor, qualora applicabile. Con istruzioni chiare e illustrazioni grafiche, questa guida semplifica il processo di reintegro, aiutando i club a mantenere i soci coinvolti e partecipi.

**1** Accedere al Lion Portal [lionportal.org](https://lionportal.org)

**2** Cliccare su "IL MIO CLUB".



## Reintegrare un socio entro il periodo di reintegro



Attenzione! Un socio con una data di dimissioni o di rimozione compresa nel periodo di reintegro, mostrerà un'opzione "Aggiungi tipo" per lo stato "Reintegrato". In questo caso, non è richiesto un nuovo sponsor.

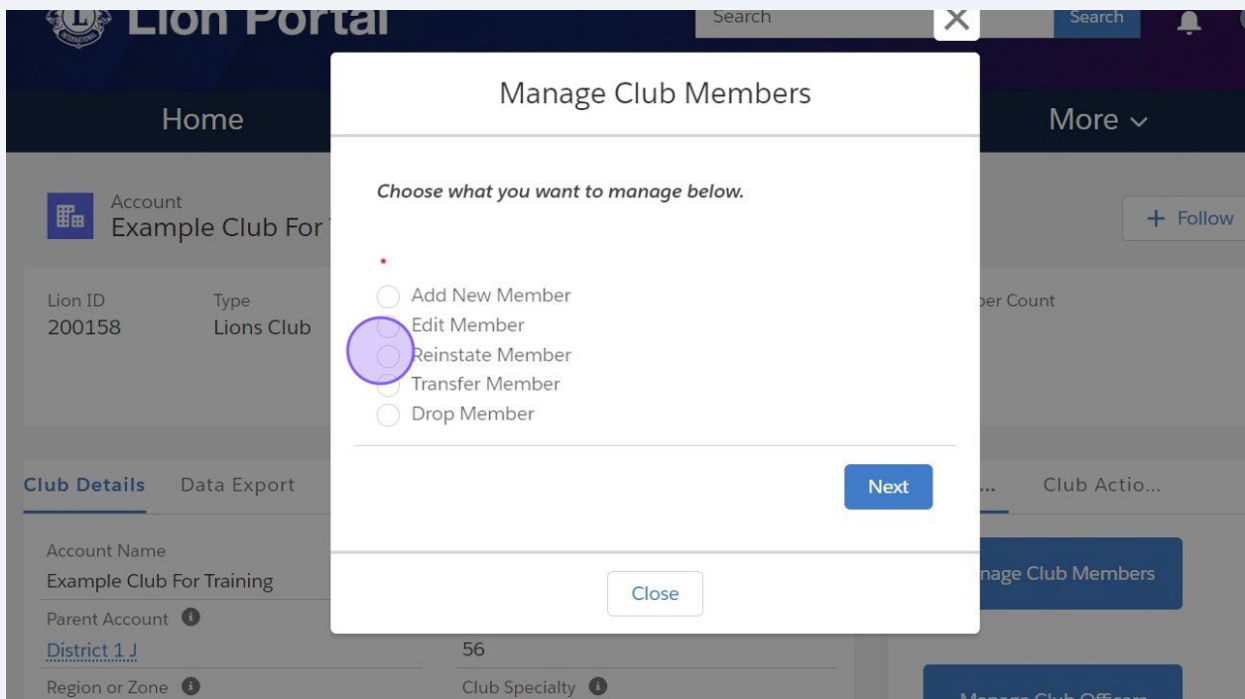
### 3 Fare clic su "Gestire i soci del club".

The screenshot displays a web application interface for managing a club. At the top, there is a navigation bar with links for Home, Membership, Service, Learn, and More. Below this, the account information for "Example Club For Training" is shown, including a "Follow" button. A summary table provides key details:

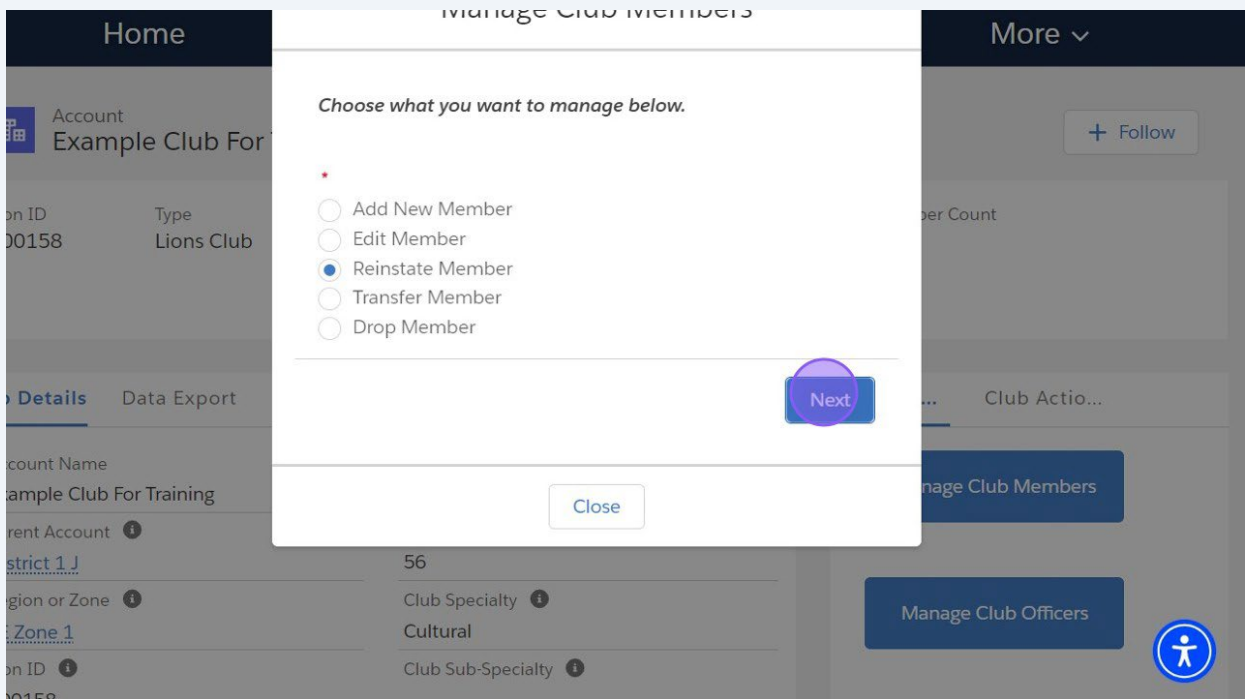
Account ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

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, Account Number, Region or Zone, Account ID, Type, Active Member Count, Club Specialty, and Club Sub-Specialty. To the right, there are two prominent blue buttons: "Manage Club Members" and "Manage Club Officers". A user profile icon is visible in the bottom right corner of the interface.

**4** Cliccare su "Reintegra socio".



**5** Cliccare su "Avanti".



6

Vengono visualizzati i soci dimissionari del club che corrispondono ai requisiti per il reintegro. Cliccare sul pulsante di opzione accanto al socio da reintegrare.

The screenshot shows a modal window titled "Select A Member To Reinststate" overlaid on a background page. The modal contains a table with 2 items and 0 items selected. The table has columns for member name, club type, ID, drop date, and drop reason. The second row is highlighted, and its radio button is selected.

	C...	M...	M...	En...	Dr...
<input type="radio"/>	Exempl e Sixty-Seven	Lion	26691607	Aug 31, 2019	Drop Non-Attendance
<input checked="" type="radio"/>	Exempl e Thirty-Eight	Lion	26691588	Aug 31, 2024	Drop Resigned in Good Standing

Buttons: Close

7

Cliccare su "Avanti".

The screenshot shows the same modal window as in the previous step. The "Next" button is now highlighted with a purple circle, indicating it should be clicked. A message below the table reads: "Please make sure to select the most recent drop date if the member appears more than once."

Buttons: Previous, Next, Close

**8** Inserire la "Data di reintegro" e fare clic su "Avanti".

Home

Account  
Example Club For

Lion ID 200158 Type Lions Club

Details Data Export

Account Name  
Example Club For Training

Parent Account  
District 1 J

Region or Zone  
Zone 1

Lion ID 200158

Club Specialty  
Cultural

Club Sub-Specialty

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

Selected Member: Example Thirty-Eight

\* Gender  
Male

\* Date of Birth  
Nov 11, 1984

\* Resume Date  
Sep 28, 2024

Previous Next

Close

**9** Selezionare la "Tipologia associativa" dall'elenco a tendina.

Lion Portal

Search Search

Home Membership Service Learn More ▾

Account  
Example Club For

Lion ID 200158 Type Lions Club

Club Details Data Export

Account Name  
Example Club For Training

Parent Account  
District 1 J

Lions Club

Active Member Count  
56

Manage Club Members

Manage Club Members

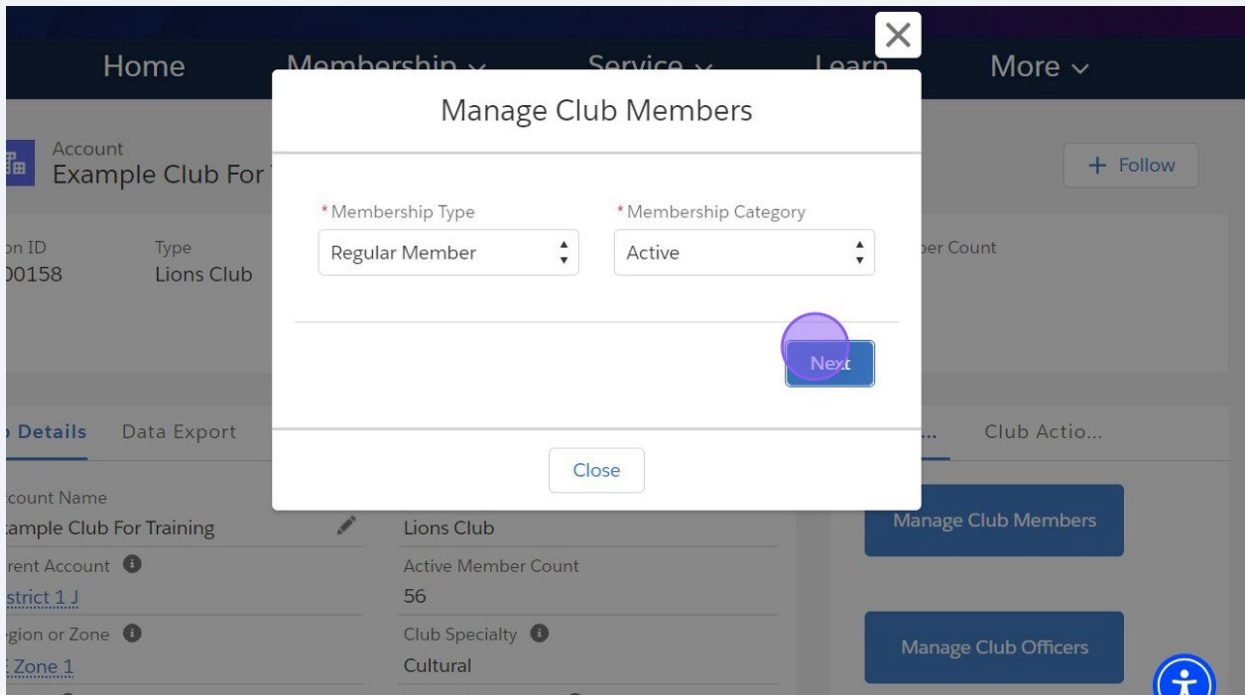
Membership Type  
Regular Member

Membership Category  
Active

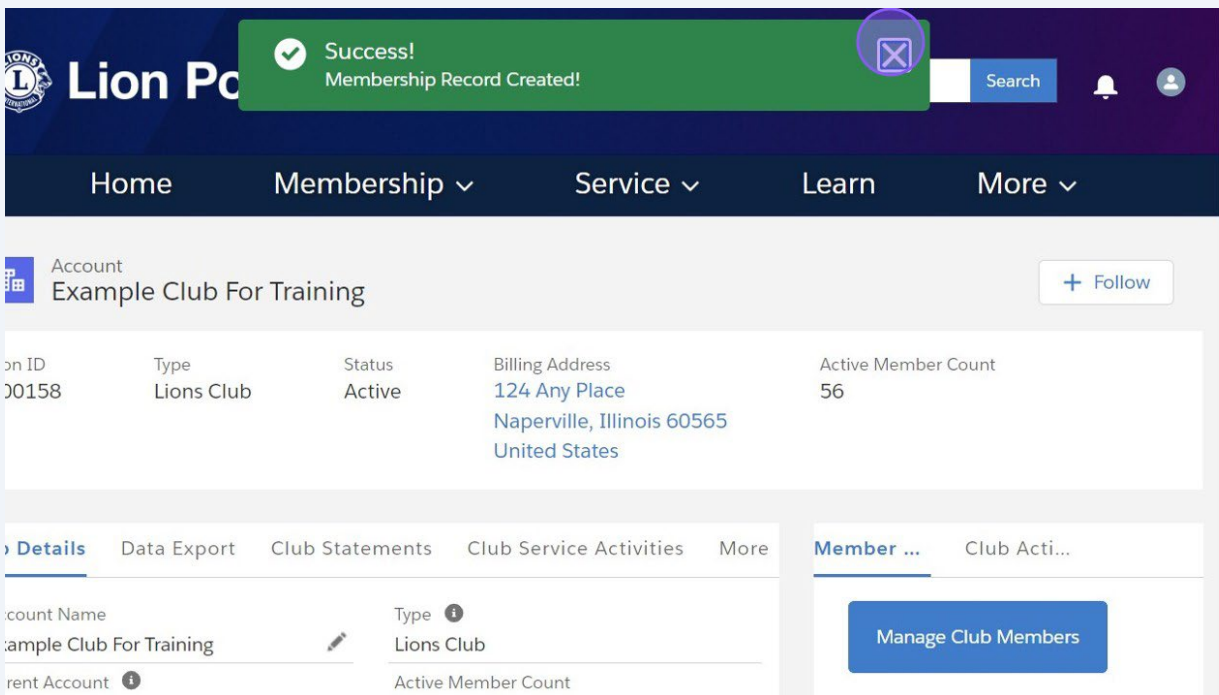
Next

Close

- 10** Confermare la "Categoria associativa", lo stato "Attivo" è l'impostazione predefinita. Cliccare su "Avanti".



- 11** Apparirà un messaggio di conferma in verde. Cliccare sull'icona "X" per chiudere il messaggio.





Visualizzare il nuovo record associativo.

## 12

Dalla Pagina del club, cliccare "Visualizza tutti".

Meeting City	Meeting Local Country
Maperville	US
Meeting State or Prov	Online Meeting 1
	<input type="checkbox"/>
Meeting Zip Code	Online Meeting 1 Place
0565	
Meeting Country	Online Meeting 1 Address
United States	
<b>Meeting Location 2</b>	
Meeting 2 Place	Meeting 2 Local Place
Meeting 2 Week of Month	Meeting 2 Local Street
Meeting 2 Day	Meeting 2 Local City
Meeting 2 Time	Meeting 2 Local Zip Code
Meeting 2 Street	Meeting 2 Local State or Prov

ple	er-	015@	0)
Fiftee	Regul	lionfa	223
n	ar	ke.co	-34
	[Activ	m	45
	e]		
	Lion-		(55
Exam	er-	sben	5)
ple	Regul	11@	265
Thre		msn.c	55

[View All](#)

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

**13** Scorrere fino al campo Associazione del socio.

Accounts > Example Club For Training  
Club Members

66 items • Sorted by Contact Full Name • Updated a few seconds ago

	Contact Full Na... ↑	Membership Full Type	Email	Phone	Lion Joi..
43	Example Thirty-Eight	Lion-Regular [Active]	<a href="mailto:zuser038@lionfake.co...">zuser038@lionfake.co...</a>	(630) 677-78...	7/1/202
44	Example Thirty-Five	Lion-Regular [Active]	<a href="mailto:zuser035@lionfake.co...">zuser035@lionfake.co...</a>	(630) 344-45...	7/1/202
45	Example Thirty-Four	Lion-Regular [Active]	<a href="mailto:zuser034@lionfake.co...">zuser034@lionfake.co...</a>	(630) 233-34...	7/15/20
46	Example Thirty-Nine	Lion-Regular [Active]	<a href="mailto:zuser039@lionfake.co...">zuser039@lionfake.co...</a>	(630) 788-89...	7/1/202
47	Example Thirty-One	Lion-Regular [Active]	<a href="mailto:zuser031@lionfake.co...">zuser031@lionfake.co...</a>	(630) 909-01...	7/15/20
48	Example Thirty-Seven	Lion-Regular [Active]	<a href="mailto:zuser037@lionfake.co...">zuser037@lionfake.co...</a>	(630) 566-67...	7/1/202
49	Example Thirty-Six	Lion-Regular [Active]	<a href="mailto:zuser036@lionfake.co...">zuser036@lionfake.co...</a>	(630) 455-56...	7/15/20

**14** Cliccare sul link blu a destra per visualizzare i dettagli del record associativo.

Accounts > Example Club For Training  
Club Members

66 items • Sorted by Contact Full Name • Updated a few seconds ago

	Email	Phone	Lion Joi...	Start D...	E...	Members...	Membership: Me...
	<a href="mailto:zuser038@lionfake.co...">zuser038@lionfake.co...</a>	(630) 677-78...	7/1/2022	9/28/2024		Active Memb...	<a href="#">MEMBER#001194398</a>
	<a href="mailto:zuser035@lionfake.co...">zuser035@lionfake.co...</a>	(630) 344-45...	7/1/2022	7/1/2022		Active Memb...	<a href="#">MEMBER#001194395</a>
	<a href="mailto:zuser034@lionfake.co...">zuser034@lionfake.co...</a>	(630) 233-34...	7/15/2015	7/15/2015		Active Memb...	<a href="#">MEMBER#001194394</a>
	<a href="mailto:zuser039@lionfake.co...">zuser039@lionfake.co...</a>	(630) 788-89...	7/1/2022	7/1/2022		Active Memb...	<a href="#">MEMBER#001194395</a>
	<a href="mailto:zuser031@lionfake.co...">zuser031@lionfake.co...</a>	(630) 909-01...	7/15/2015	7/15/2015		Active Memb...	<a href="#">MEMBER#001194393</a>
	<a href="mailto:zuser037@lionfake.co...">zuser037@lionfake.co...</a>	(630) 566-67...	7/1/2022	7/1/2022		Active Memb...	<a href="#">MEMBER#001194395</a>
	<a href="mailto:zuser036@lionfake.co...">zuser036@lionfake.co...</a>	(630) 455-56...	7/15/2015	7/15/2015		Active Memb...	<a href="#">MEMBER#001194394</a>
	<a href="mailto:zuser033@lionfake.co...">zuser033@lionfake.co...</a>	(630) 122-23...	7/15/2015	7/15/2015		Active Memb...	<a href="#">MEMBER#001194394</a>
	<a href="mailto:zuser032@lionfake.co...">zuser032@lionfake.co...</a>	(630) 011-12...	7/15/2015	7/15/2015		Active Memb...	<a href="#">MEMBER#001194393</a>

15

Compariranno tutti i dettagli del socio. Attenzione! Il campo "Aggiungi tipo" mostra lo stato "Reintegrato".

Contact: [Example Member Thirty-Eight](#) Club: [Example Club For Training](#) Club Branch: Club Branch Membership Full Type: Lion-Regular [Active]

**Details**

Club ⓘ <a href="#">Example Club For Training</a>	Membership Status ⓘ Active Member
Contact ⓘ <a href="#">Example Member Thirty-Eight</a> ✎	Membership Type Lion
Club Branch ⓘ	Membership Category ⓘ Active
Relationship Type ⓘ	Program ⓘ Regular
Membership Sponsor ⓘ <a href="#">Example Member Eighteen</a>	Add Type ⓘ Reinstated

Membership Details

Lion Join Date ⓘ

**Contact Customer Service**  
Email: [lionssupport@lionsclubs.org](mailto:lionssupport@lionsclubs.org)  
Phone: (+001) 630-468-6900

No related lists to display

## Reintegrare un socio al di fuori del periodo di reintegro

16

Fare clic su "Gestire i soci del club".

Home Membership ▾ Service ▾ Learn More ▾

Account  
Example Club For Training [+ Follow](#)

Club ID 00158	Type Lions Club	Status Active	Billing Address 124 Any Place Naperville, Illinois 60565 United States	Active Member Count 57
------------------	--------------------	------------------	---	---------------------------

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

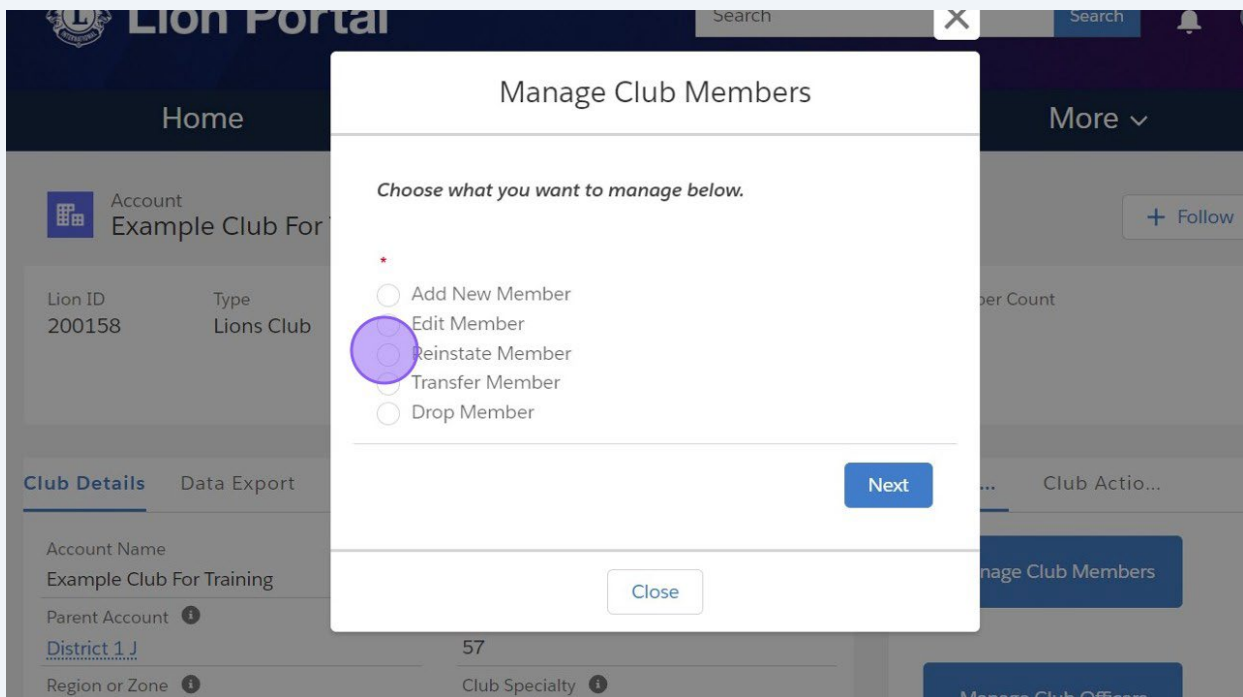
Club Name <a href="#">Example Club For Training</a> ✎	Type ⓘ Lions Club
Parent Account ⓘ <a href="#">strict.1.J</a>	Active Member Count 57
Region or Zone ⓘ <a href="#">Zone 1</a>	Club Specialty ⓘ Cultural
Club ID ⓘ 00158	Club Sub-Specialty ⓘ

Member ... Club Acti...

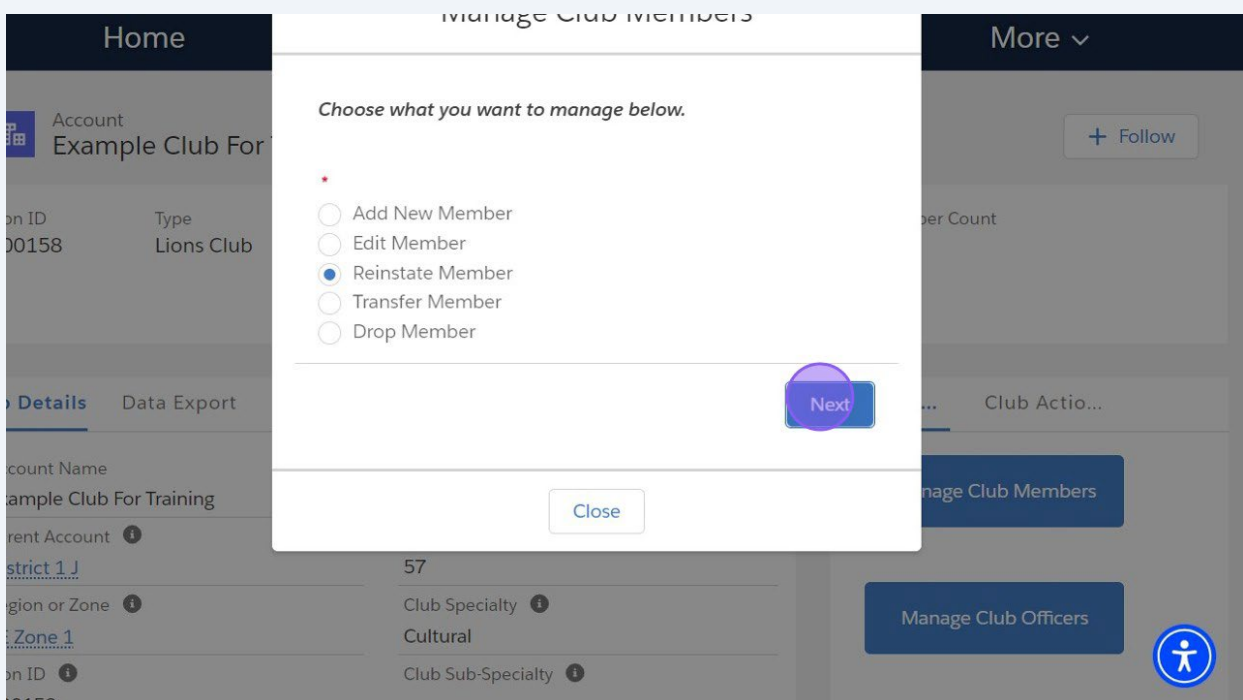
[Manage Club Members](#)

[Manage Club Officers](#)

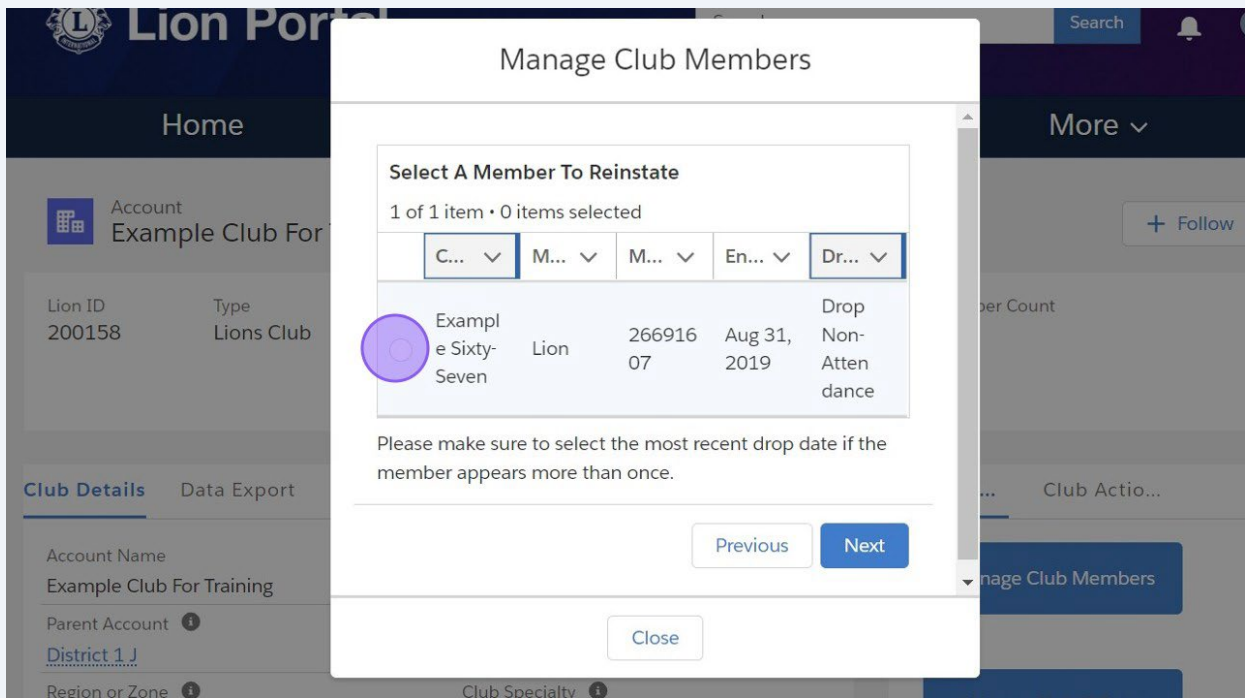
**17** Cliccare su pulsante di opzione "Reintegra socio".



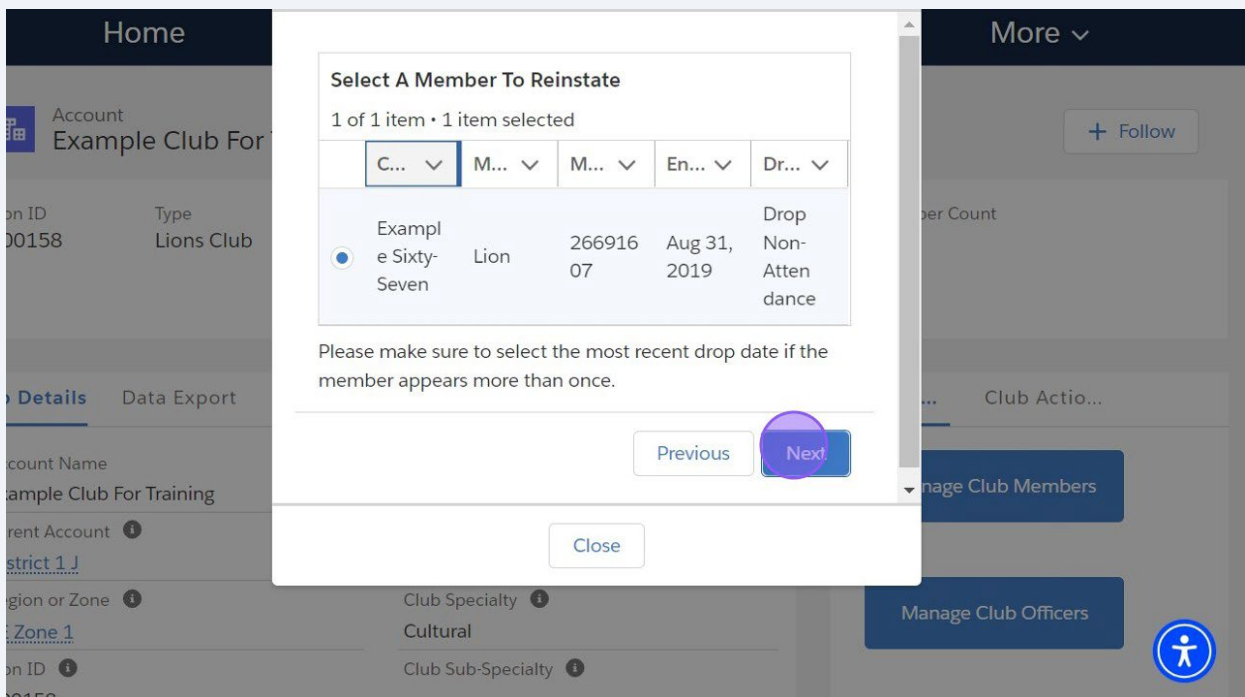
**18** Cliccare su "Avanti".



**19** Cliccare su pulsante di opzione accanto al nome del socio da reintegrare.

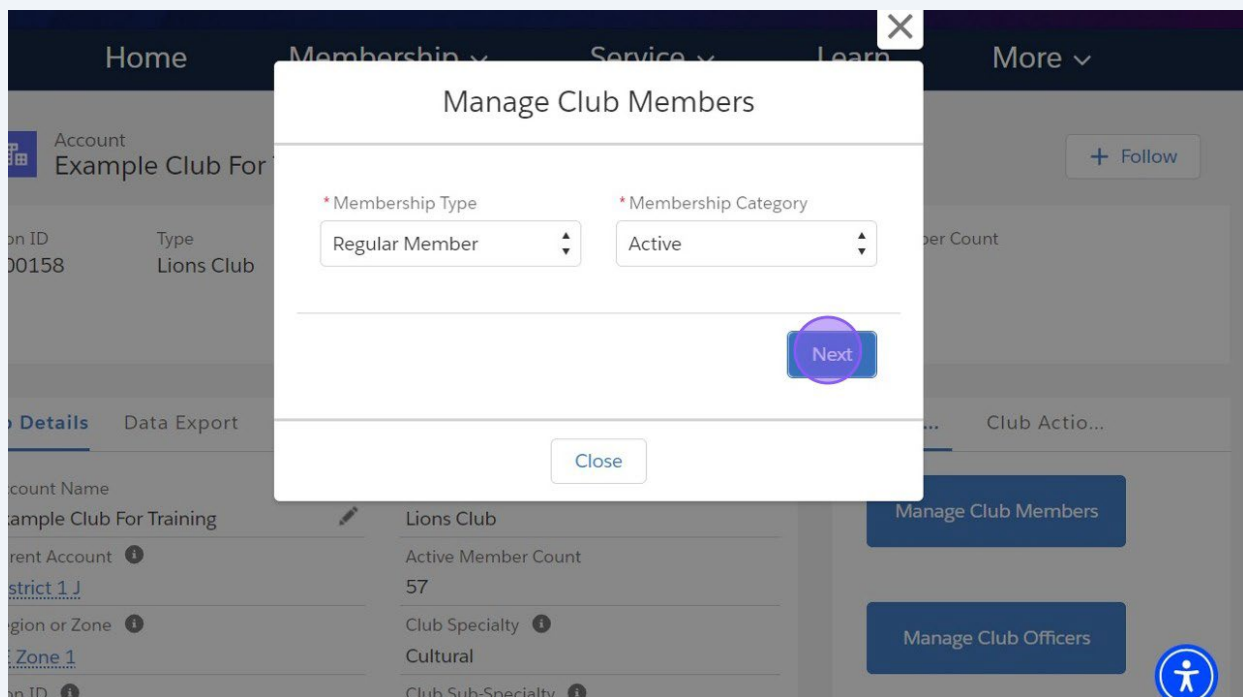


**20** Cliccare su "Avanti".



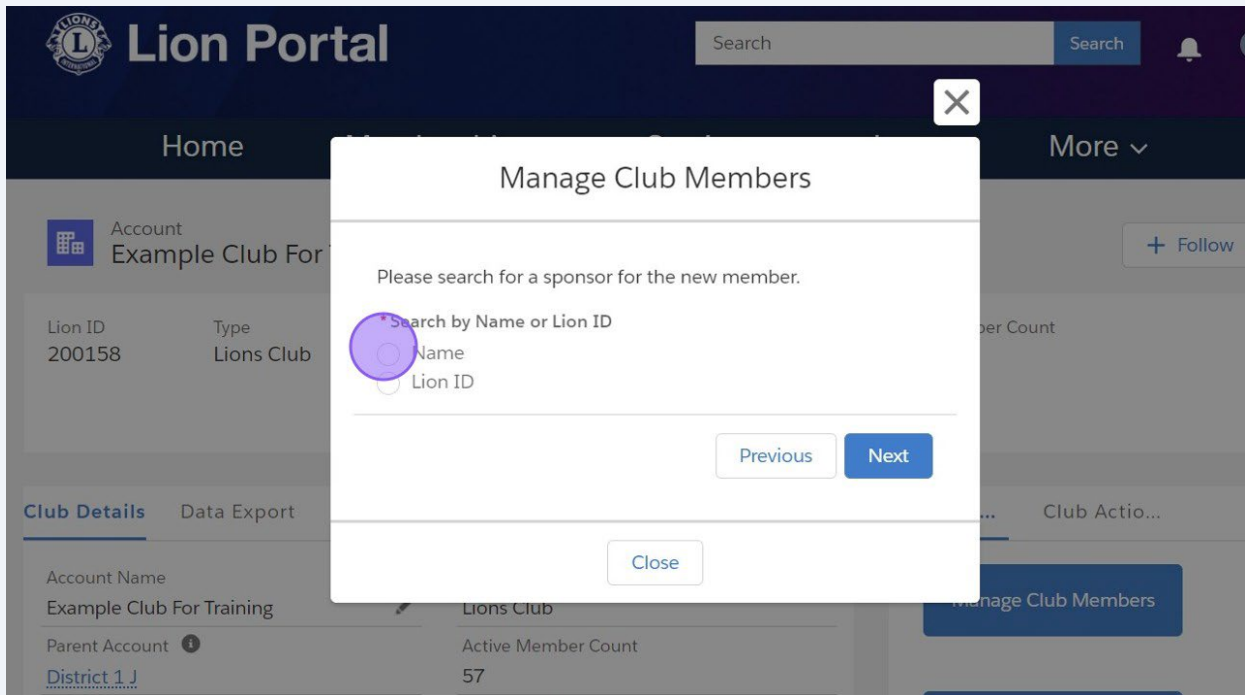


**23** Cliccare su "Avanti".

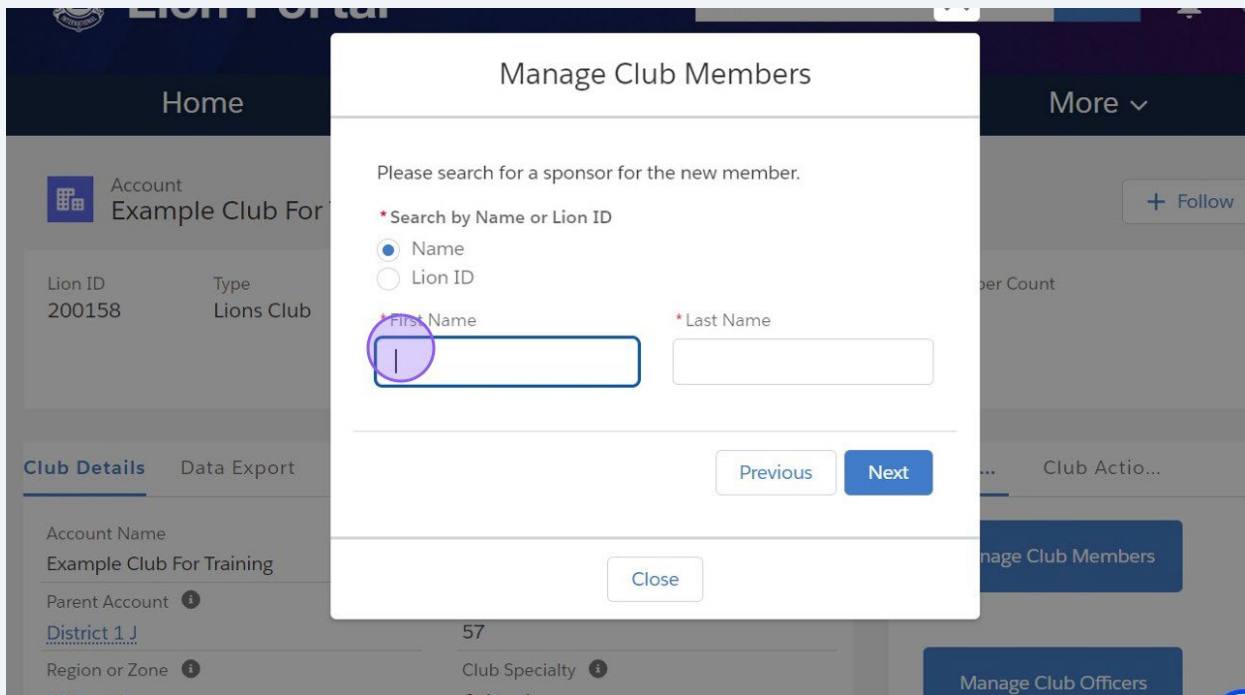


Attenzione! Tutti i soci reintegrati dovranno avere uno sponsor per il loro reintegro.

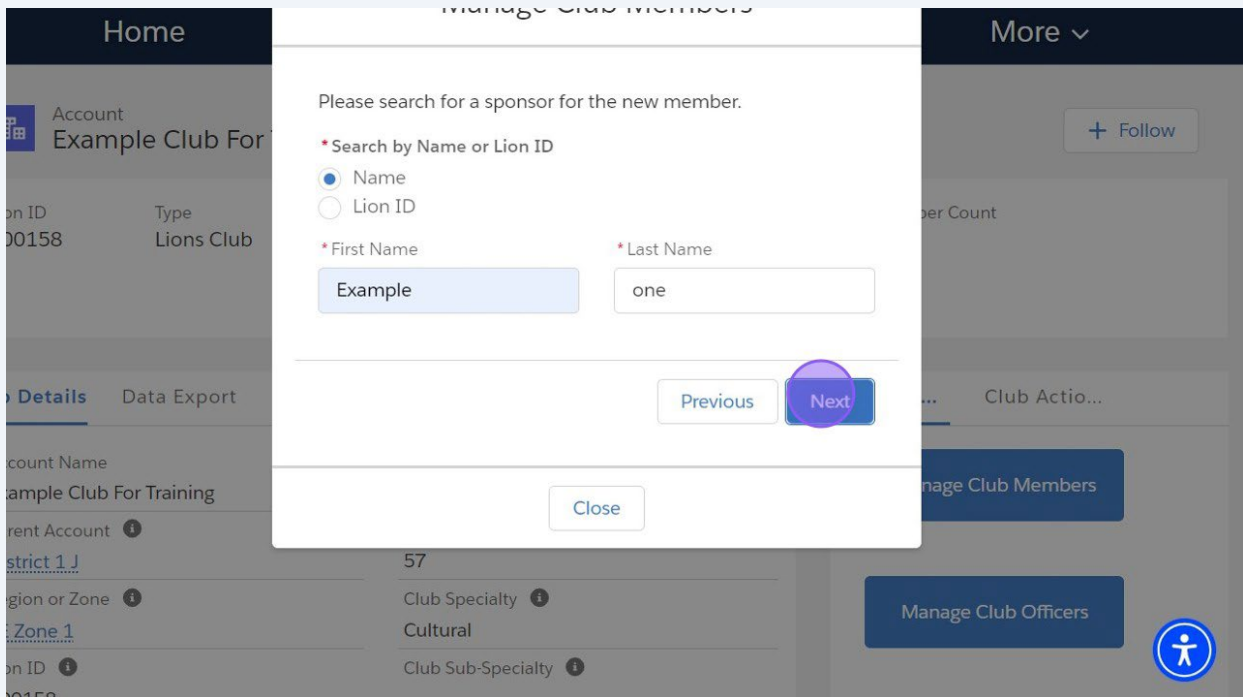
**24** Cercare lo sponsor in base al nome o all'identificativo (ID) Lion.



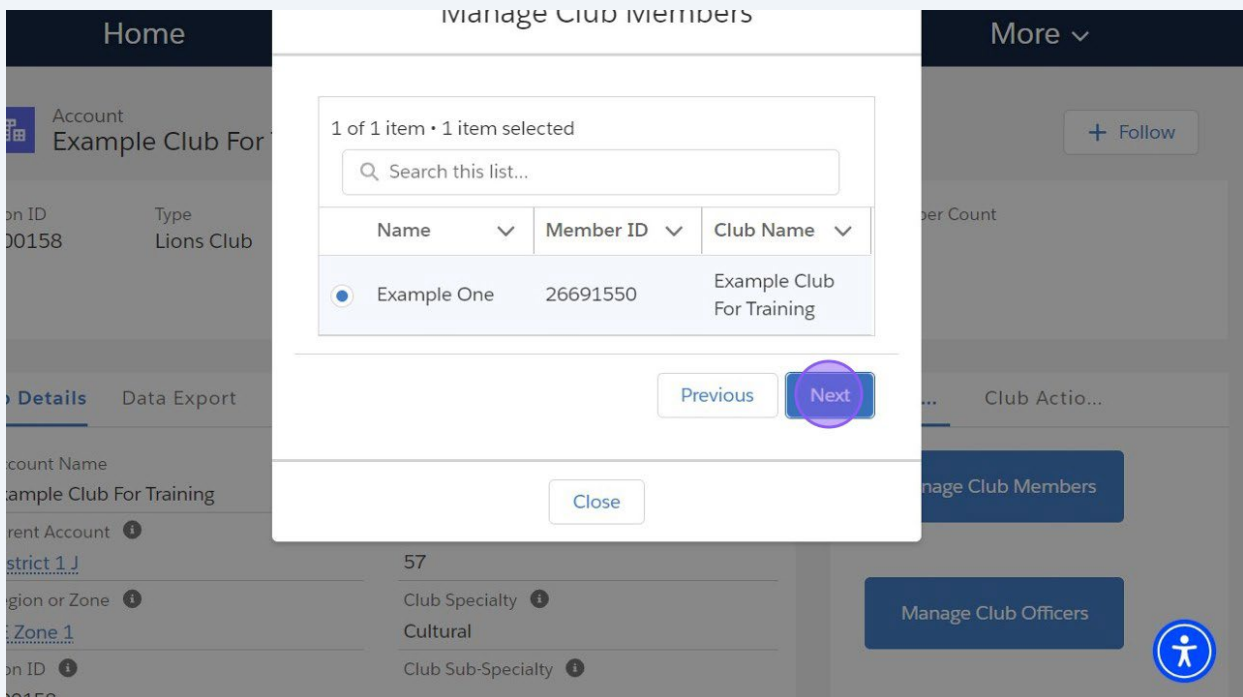
**25** Cliccare su questo campo di testo.



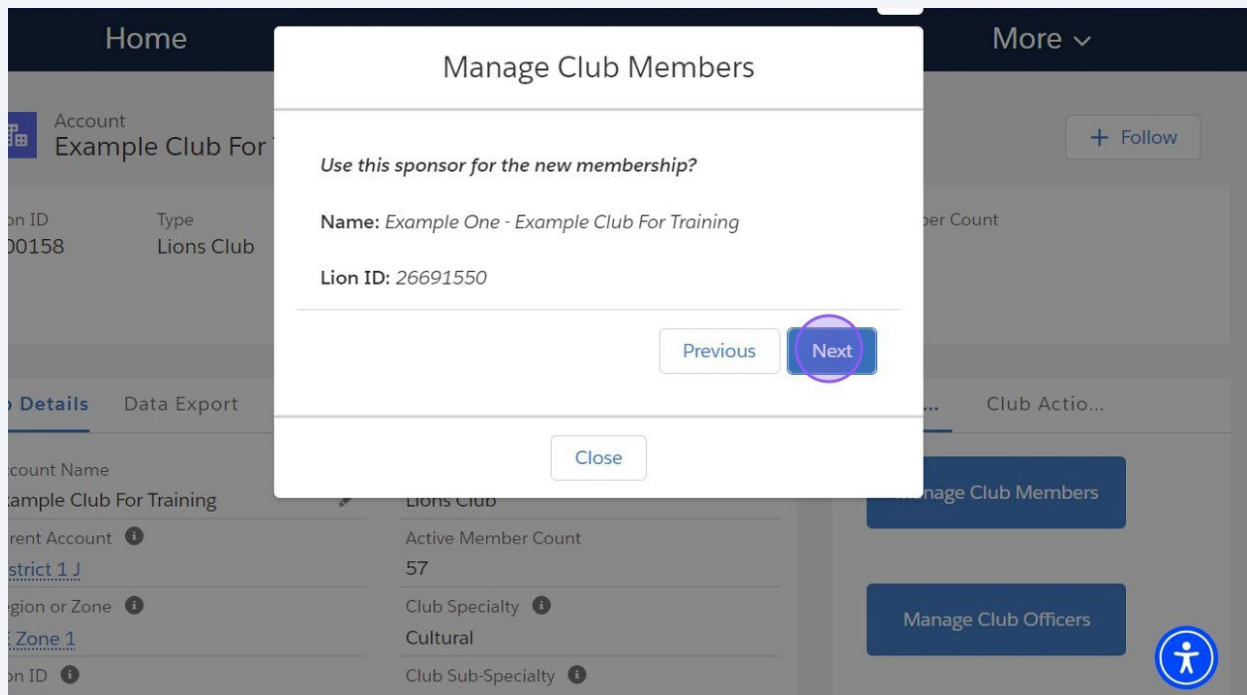
**26** Digitare nel campo di ricerca e fare clic su "Avanti".



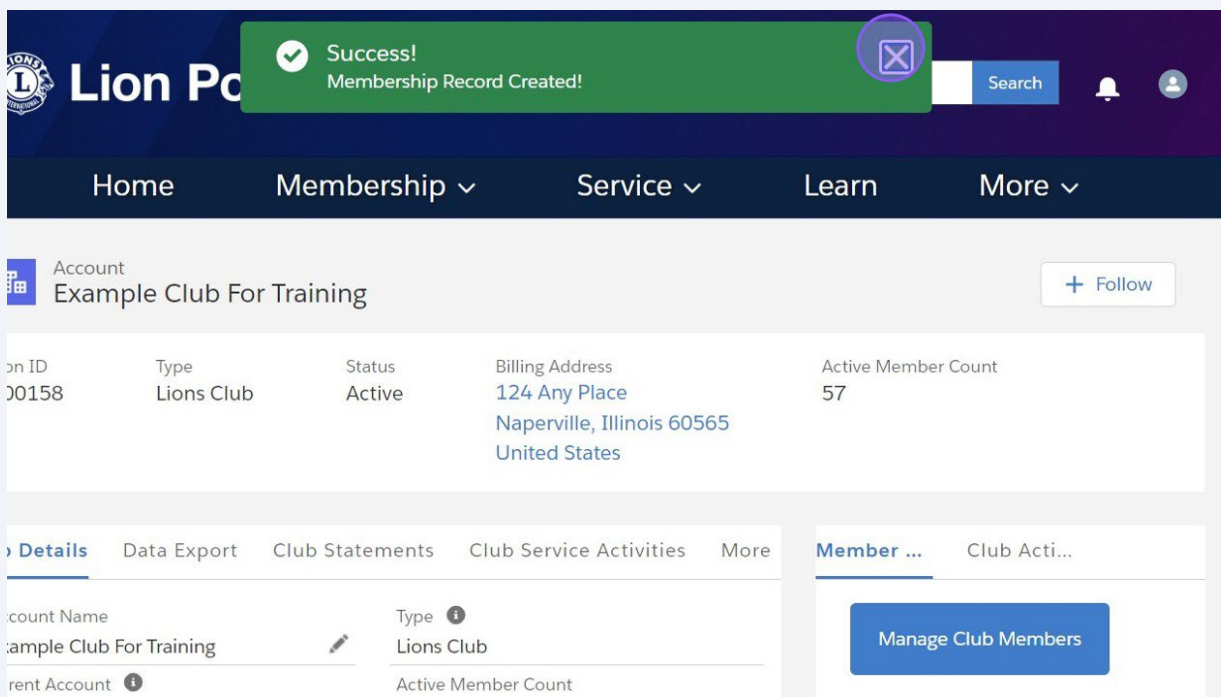
**27** Cliccare su pulsante di opzione accanto al nome dello sponsor e selezionare "Avanti".



**28** Selezionare lo sponsor e cliccare su "Avanti".



**29** Apparirà un messaggio di conferma in verde. Cliccare sull'icona "X" per chiudere il messaggio.





Visualizzare il nuovo record associativo.

### 30 Cliccare su "Visualizza tutti".

12 TOWN ROAD

Meeting City ⓘ  
Maperville

Meeting State or Prov ⓘ

Meeting Zip Code ⓘ  
2565

Meeting Country ⓘ  
United States

Meeting Location 2

Meeting 2 Place ⓘ

Meeting 2 Week of Month ⓘ

Meeting 2 Day ⓘ

Meeting 2 Time ⓘ

Meeting 2 Street ⓘ

Meeting Local Country ⓘ  
US

Online Meeting 1 ⓘ

Online Meeting 1 Place ⓘ

Online Meeting 1 Address ⓘ

Meeting 2 Local Place ⓘ

Meeting 2 Local Street ⓘ

Meeting 2 Local City ⓘ

Meeting 2 Local Zip Code ⓘ

Meeting 2 Local State or Prov ⓘ

Lion-Chart	zuser	(630)
Exam-er-	008@	456
ple	lionfa	-78
Eight	ke.co	90
[Active]	m	



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

### 31 Scorrere fino al record associativo del socio.

	Home	Membership ▾	Service ▾	Learn	More ▾	
Accounts > Example Club For Training Club Members						
50+ items · Sorted by Contact Full Name · Updated a few seconds ago						
	Contact Full Na... ↑ ▾	Membership Full Type ▾	Email ▾	Phone ▾	Lion Joi... ▾	Start D... ▾ E.
35	Example Sixty-One	Lion-Family Member [Active]	zsixtyone@f...	630 267-9033	6/15/2021	6/15/2021
36	Example Sixty-Seven	Lion-Regular [Dropped]	zsixtyseven...	404 535-6768	4/15/2018	4/15/2018 9
37	Example Sixty-Seven	Lion-Regular [Active]	zsixtyseven...	404 535-6768	9/28/2024	9/28/2024
38	Example Sixty-Three	Lion-Family Member [Active]	zsixtythree...		3/15/2021	3/15/2021
39	Example Sixty-Two	Lion-Family Member [Active]	zsixtytwo@f...	630 764-3377	3/23/2022	3/23/2022
40	Example Ten	Lion-Charter-Regular [Active]	zuser010@li...	(630) 678-90...	7/1/2010	7/1/2010
41	Example Thirteen	Lion-Charter-Regular [Active]	zuser013@li...	(630) 901-23...	7/1/2010	7/1/2010
42	Example Thirty	Lion-Regular [Active]	zuser030@li...	(630) 898-90...	12/5/2021	12/5/2021

### 32 Cliccare sul link blu a destra per visualizzare i dettagli del record associativo.

Accounts > Example Club For Training Club Members								
50+ items · Sorted by Contact Full Name · Updated a minute ago								
▾	Email ▾	Phone ▾	Lion Joi... ▾	Start D... ▾	E... ▾	Members... ▾	Membership: Me... ▾	
] ]	zsixtyone@f...	630 267-9033	6/15/2021	6/15/2021		Active Memb...	MEMBER#0011943968	▾
] ]	zsixtyseven...	404 535-6768	4/15/2018	4/15/2018	9/1/...	Inactive Me...	MEMBER#0011943979	▾
] ]	zsixtyseven...	404 535-6768	9/28/2024	9/28/2024		Active Memb...	MEMBER#0011943990	▾
] ]	zsixtythree...		3/15/2021	3/15/2021		Active Memb...	MEMBER#0011943970	▾
] ]	zsixtytwo@f...	630 764-3377	3/23/2022	3/23/2022		Active Memb...	MEMBER#0011943969	▾
] ]	zuser010@li...	(630) 678-90...	7/1/2010	7/1/2010		Active Memb...	MEMBER#0011943918	▾
] ]	zuser013@li...	(630) 901-23...	7/1/2010	7/1/2010		Active Memb...	MEMBER#0011943920	▾
] ]	zuser030@li...	(630) 898-90...	12/5/2021	12/5/2021		Active Memb...	MEMBER#0011943937	▾
] ]	zuser038@li...	(630) 677-78...	7/1/2022	7/1/2022	9/1/...	Inactive Me...	MEMBER#0011943955	▾

**33** Notare che il campo "Aggiungi tipo" mostra l'opzione "Nuovo" per questo reintegro.

Contact [Example Member Sixty-Seven](#) Club [Example Club For Training](#) Club Branch Membership Full Type [Lion-Regular \[Active\]](#)

**Details**

Club ⓘ <a href="#">Example Club For Training</a>	Membership Status ⓘ Active Member
Contact ⓘ <a href="#">Example Member Sixty-Seven</a>	Membership Type Lion
Club Branch ⓘ	Membership Category ⓘ Active
Relationship Type ⓘ	Program ⓘ Regular
Membership Sponsor ⓘ <a href="#">Example Member One</a>	Add Type ⓘ New

Membership Details

Lion Join Date ⓘ

**Contact Customer Service**  
Email: [lionssupport@lionsclubs.org](mailto:lionssupport@lionsclubs.org)  
Phone: (+001) 630-468-6900

No related lists to display

**34** Ritornare alla Pagina del club cliccando il link blu nel campo "Nome del club".

Home Membership ▾ Service ▾ Learn More ▾

Membership  
MEMBER#0011943990

Contact [Example Member Sixty-Seven](#) Club [Example Club For Training](#)

**Details**

Club ⓘ <a href="#">Example Club For Training</a>	Membership Status ⓘ Active Member
Contact ⓘ <a href="#">Example Member Sixty-Seven</a>	Membership Type Lion
Club Branch ⓘ	Membership Category ⓘ Active
Relationship Type ⓘ	Program ⓘ Regular
Membership Sponsor ⓘ	Add Type ⓘ

Active Member Count  
58

**Example Club For Training**

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

No related lists to display

**35** Cliccare su "Pagina iniziale" per tornare alla pagina di destinazione del portale.

The screenshot shows the Lion Portal interface. At the top, there is a search bar with the text "Sixty-Seven" and a "Search" button. Below the search bar is a navigation menu with "Home" (highlighted with a purple circle), "Membership", "Service", "Learn", and "More".

Below the navigation menu, there is a section for "Account Example Club For Training" with a "+ Follow" button. Underneath 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	58

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", "Type" (Lions Club), and "Active Member Count". A "Manage Club Members" button is visible on the right side of the page.

**36** Questo conclude la Guida rapida "Gestire i soci del club - Modificare un socio: Reintegrare un socio".

The screenshot shows the Lion Portal homepage. At the top, there are three navigation icons: "MY MEMBERSHIP" (a person icon), "MY CLUB" (a house icon with people), and "MY CA" (a star icon). Below these icons is a "MY ASSOCIATION" section with the Lions International logo.

At the bottom of the page, there is a "Welcome to the Lion Portal" message and a "DONATE" button with a person icon.