

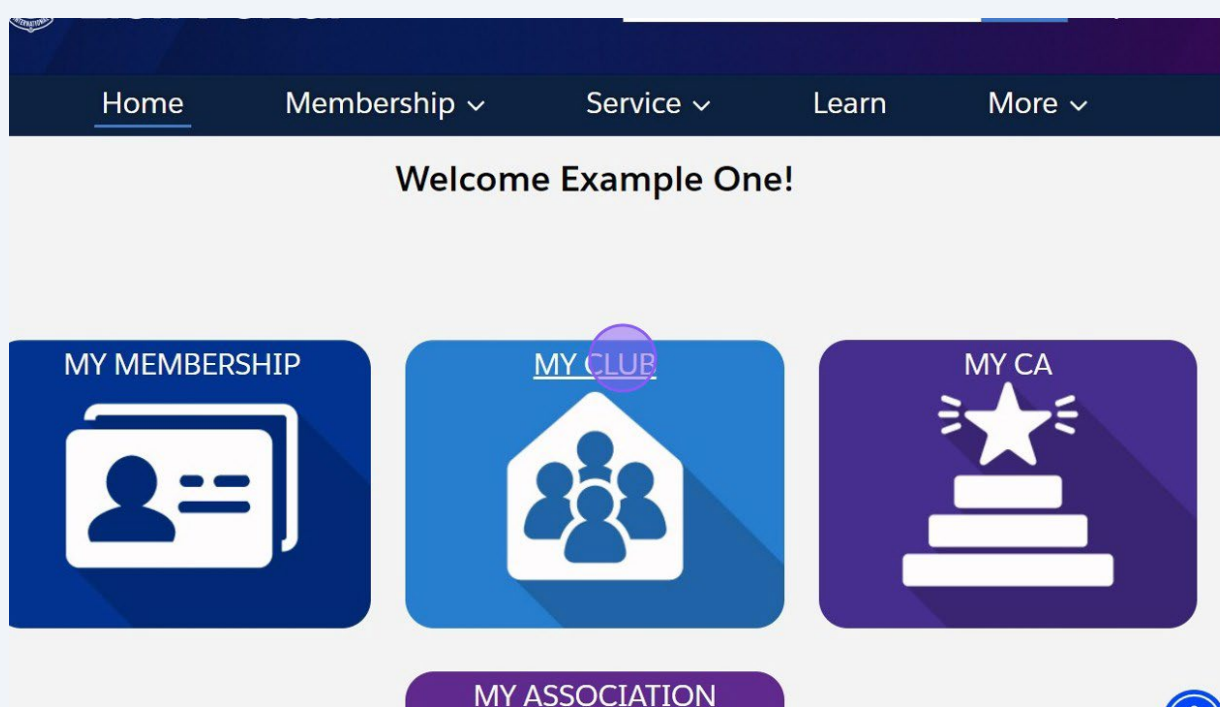
# 分會頁面 - 探索頁面和標籤頁

本指南提供「我的分會」登陸頁面的全面概述，詳細介紹頁面的結構和功能，以助有效導覽。指南重點介紹如何透過各種標籤頁取得重要的分會資訊，包括會議、財務帳單和服務活動的詳細資訊，同時根據指派的幹部職稱客製選項。遵循本指南，使用者獲得 Lion Portal 的最佳使用體驗，提升參與度和他們管理分會的相關工作。

 提示！您可從本指南瞭解「我的分會」登陸頁面的結構。

**1** 登入 Lion Portal（獅子會門戶網站） [lionportal.org](https://lionportal.org)

**2** 點選「我的分會」



## 頁面結構

**3** 區域 1 - 顯示分會的摘要資訊。

**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

**4** 區域 2 - 顯示取得與分會相關的其他資料的「標籤頁」

區域 3 - 顯示執行動作的「按鈕」。可執行的動作取決於您所被指派的幹部職位。

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

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

Description

Website

Billing Address: 124 Any Place, Naperville, Illinois 60565

Member Actio... | Club Actions

Manage Club Members

Manage Club Officers

Manage Cub Club Leader

Manage Delegates

View Delegates

View Club Officers

5

區域 4 - 顯示與所選「標籤頁」相關的資訊，顯示的資訊將隨所選擇的各「標籤頁」而改變。

The screenshot shows a web application interface with two main columns. The left column is titled 'Club Details' and contains several sections: '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, Website), and 'Address' (Billing Address: 124 Any Place, Naperville, Illinois 60565). The right column is titled 'Member Actions' and contains several blue buttons: 'Manage Club Members', 'Manage Club Officers', 'Manage Cub Club Leader', 'Manage Delegates', 'View Delegates', and 'View Club Officers'. A purple circle with the number '4' is positioned over the 'Type' field in the 'Club Details' section, which is 'Lions Club'. A dashed red box highlights the entire 'Club Details' section.

## 探索標籤頁

6

「詳細資料」標籤頁中顯示分會的資料

The screenshot shows a web application interface with two main columns. The left column is titled 'Details' and contains several sections: '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, Website), and 'Address' (Billing Address: 124 Any Place, Naperville, Illinois 60565). The right column is titled 'Member Actions' and contains several blue buttons: 'Manage Club Members', 'Manage Club Officers', 'Manage Cub Club Leader', 'Manage Delegates', and 'View Club Officers'. A purple circle highlights the 'Details' tab in the navigation bar. The text 'United States' is visible at the top of the page.

## 7 滾動拉軸瀏覽分會資料

### 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 ⓘ

rst

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 繼續滾動。此標籤頁列有會議相關的資訊。

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



9 點選「資料輸出」標籤頁查看此「標籤頁」中的資料。

The screenshot shows the top navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below is the club header for 'Example Club For Training' with a '+ Follow' button. A summary table displays key information:

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

The 'Data Export' tab is highlighted with a purple circle. The 'Club Details' section shows:

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	

On the right, there are buttons for 'Manage Club Members' and 'Manage Club Officers'.

1 「資料輸出」標籤頁將顯示可輸出（下載）的資料類型，可輸出的選項將根據您的幹部職位而改變。

The screenshot shows the same club profile 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 report types is shown:

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

The 'Data Export' tab is highlighted with a purple circle. The 'Manage Club Members' and 'Manage Club Officers' buttons are still visible on the right.

11

點選「分會帳單」標籤頁查看此「標籤頁」的資料

Account  
Example Club For Training + Follow

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

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

Member ... Club Acti...

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

Manage Club Members

Manage Club Officers

Manage Cub Club

1

「分會帳單」標籤頁將顯示分會的財務摘要和帳單。可輸出的選項將根據您的幹部職位而改變。

Home Membership Service Learn Reports/Insights Shop More

Account  
Example Club For Training + Follow

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

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

Member Actio... Club Actions

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 ↓
4-1-2024 Club...	1,000.00	

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>

1

滾動拉軸查看餘額/欠款摘要，只有分會財務才能看到付款選項。

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 ↓
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 Club Leader

Manage Delegates

View Delegates

View Club Officers

https://lionsinternational--preprod.sandbox.my.site.com/s/account/001Nq00000M9vOIAr/example-club-for-training?tabset-2f96e=2 2023

1

繼續滾動以查看月度帳單，可查看當年、去年和前年的帳單。若要查看帳單，請點選「查看帳單」下的圖示查看帳單中的資料。

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

1

選定的月度帳單會在彈出的視窗中開啟，查看完畢後向下滾動選擇「關閉」。

Mar 2024 Statement

OnlineStatements BL0002 1 / 1 80%

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

EN Page: 1

CLUB# 49338 DISTRICT 11 MO 3 DAY 31 YR. 24 IDENT.# 0073

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

NOTICE:  
 Please pay online or detach and send payment to:  
 The International Association of Lions Clubs  
 15842 Eagle Way, Chicago, IL 60676-1358

EXCHANGE RATE PER U.S. DOLLAR

AMOUNT OF PAYMENT: \_\_\_\_\_

000049338 00000000 4

INVOICE DATE				RETAIN THIS PORTION FOR YOUR PERMANENT RECORDS			CHARGES AND CREDITS	
MO	DAY	YR.	INVOICE NUMBER	CLUB#	DESCRIPTION OF ITEMS			
2	29	24		49338	BALANCE FORWARD.....U.S. CURRENCY		870.84CR	
3	29	24	LCTARP0032777		PAYMENT		41.67CR	
3	26	24	MBR-6392878		MEMBERSHIP DUES AND FEES		54.16	
					HEATHER O'DONNELL	19.16		
					1 NEW REGULARS 02-24 TO 06-24			
					1 ENTRANCE FEES	35.00		
YOUR PROMPT PAYMENTS ARE MUCH APPRECIATED.								

16

點選「分會服務活動」標籤頁，查看此「標籤頁」上的資料。

Account  
 Example Club For Training + Follow

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

Club Details Data Export **Club Statements** Club Service Activities More Member ... Club Acti...

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

1

「分會服務活動」標籤頁中顯示分會服務活動列表，點選欄位標題即可依該欄位排序列表，再次點選則可逆向排序。

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

Member ...   Club Acti...

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

Manage Club Members

Manage Club Officers

Manage Cub Club Leader

Manage Delegates

View Delegates

18

點選「首頁」返回登陸頁面

**Lion Portal**   Search   Search  

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

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

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

「分會頁面 - 探索頁面和標籤頁」快速指南到此結束

