

管理分會會員 - 新增家庭會員

本指南提供將家庭會員加入分會會籍的逐步流程，使現有會員可以輕鬆擴大其參與。其中強調重要的細節，例如會員限制、對會費折扣的影響，以及這些選擇如何影響年會代表的人數。透過遵循此說明，會員可有效管理分會的家庭會員選項，並確保遵守分會規定。查看本指南將簡化新增會員的流程，並澄清有關會費和代表身份的任何潛在疑慮。



要訣！此顯示如何將新獅友新增為家庭會員。
輔導家庭會員必須是該分會中支付全額會費的會員。每個支付全額會費的主要會員最多可新增**4**名家庭會員。



注意！家庭會員是根據被選為與現有會員作為一家之主的會員。一家之主最多可新增**4**位會員為「家庭會員」。

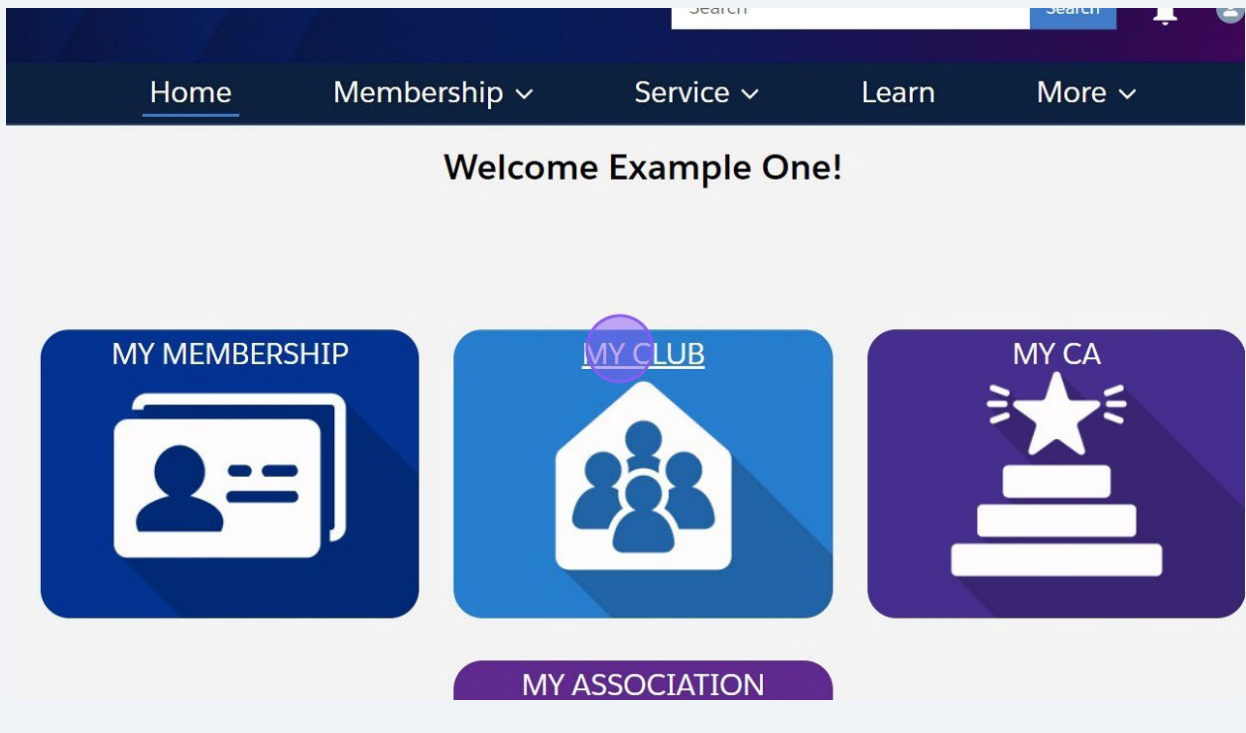
根據《憲章和附則》，享有會費折扣資格的家庭會員不再計入地方或國際年會的分會代表人數。

新增會員時可以選擇「放棄折扣」。若選擇此選項，將向該會員收取全額會費，並在滿足一年又一天的連續會籍標準後，該會員將計入代表人數中。

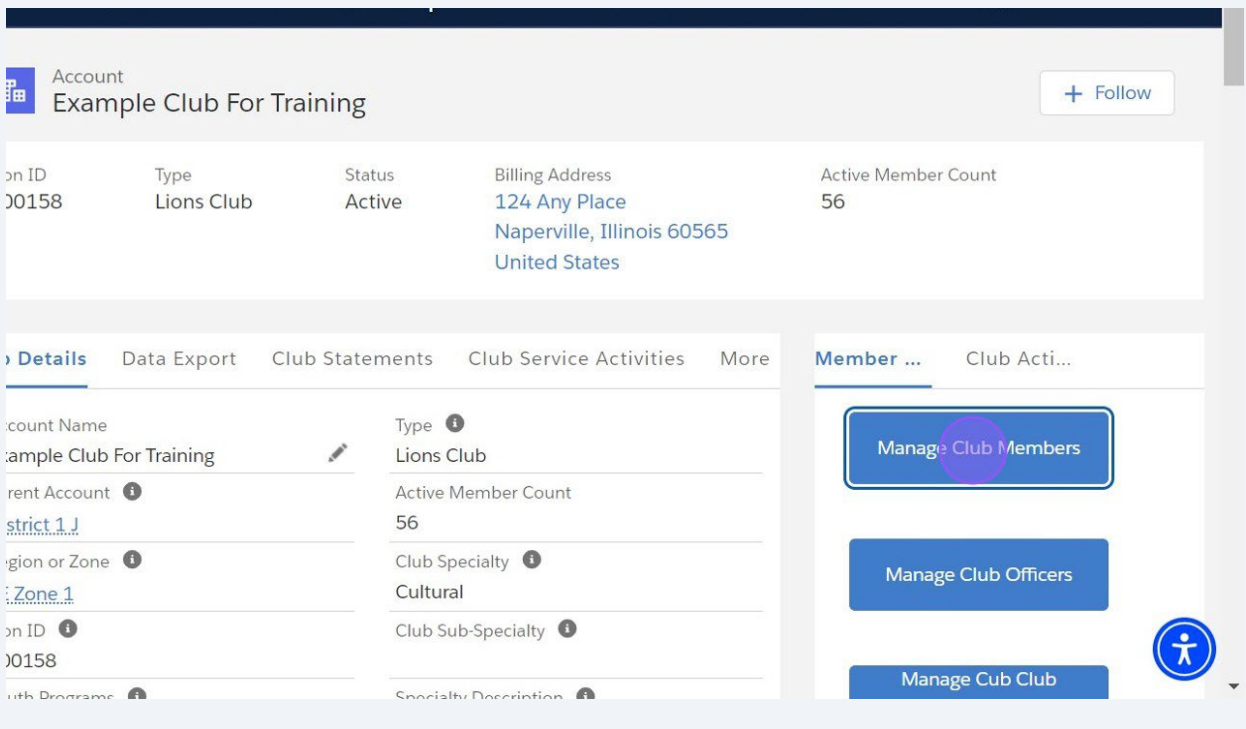
1

登入 Lion Portal（獅子會門戶網站） lionportal.org。

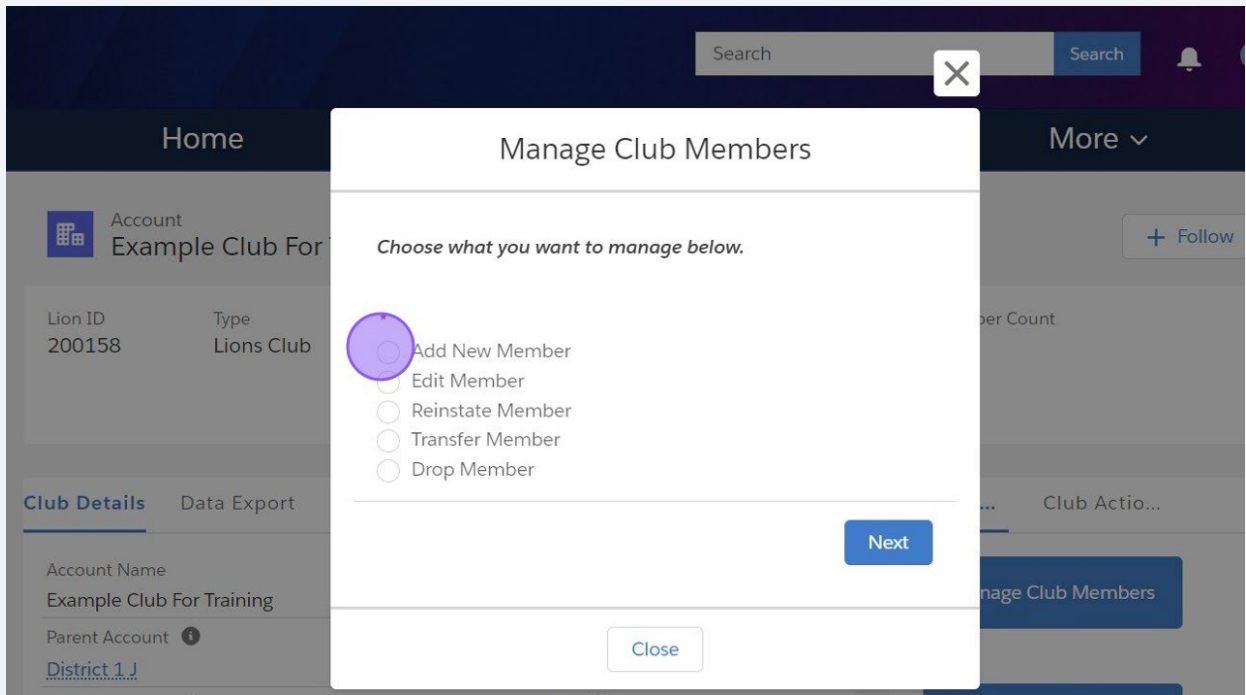
2 點選「我的分會」。



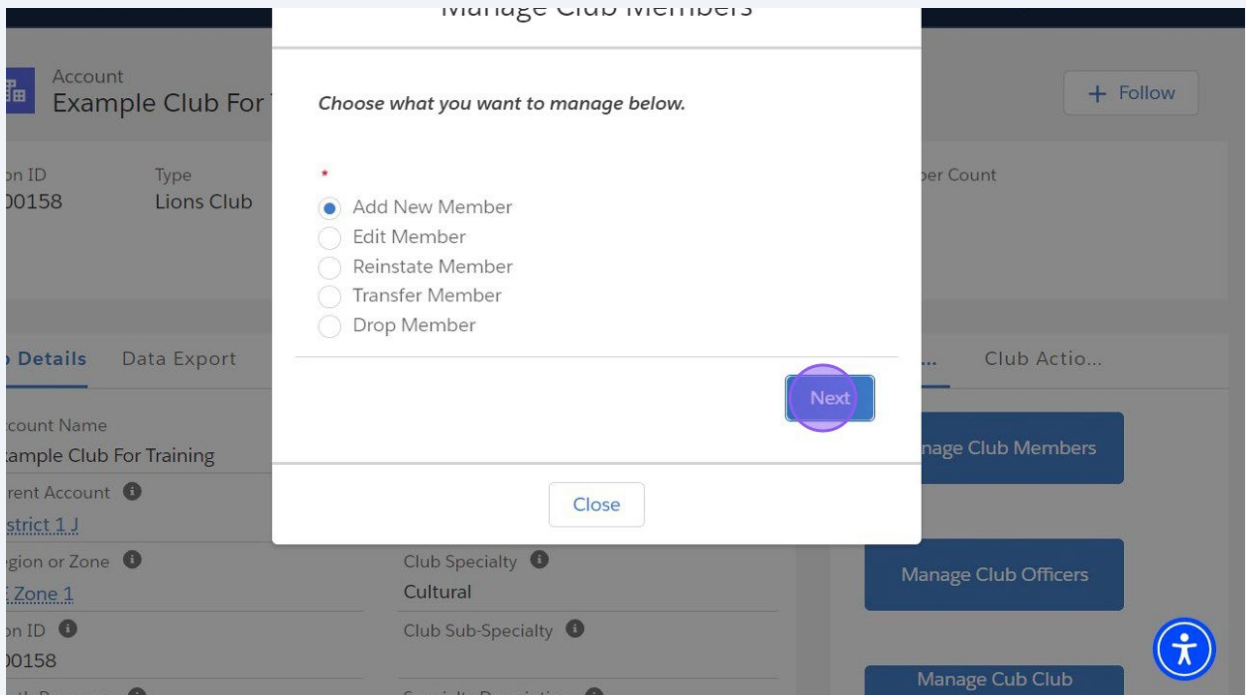
3 點選「管理分會會員」。



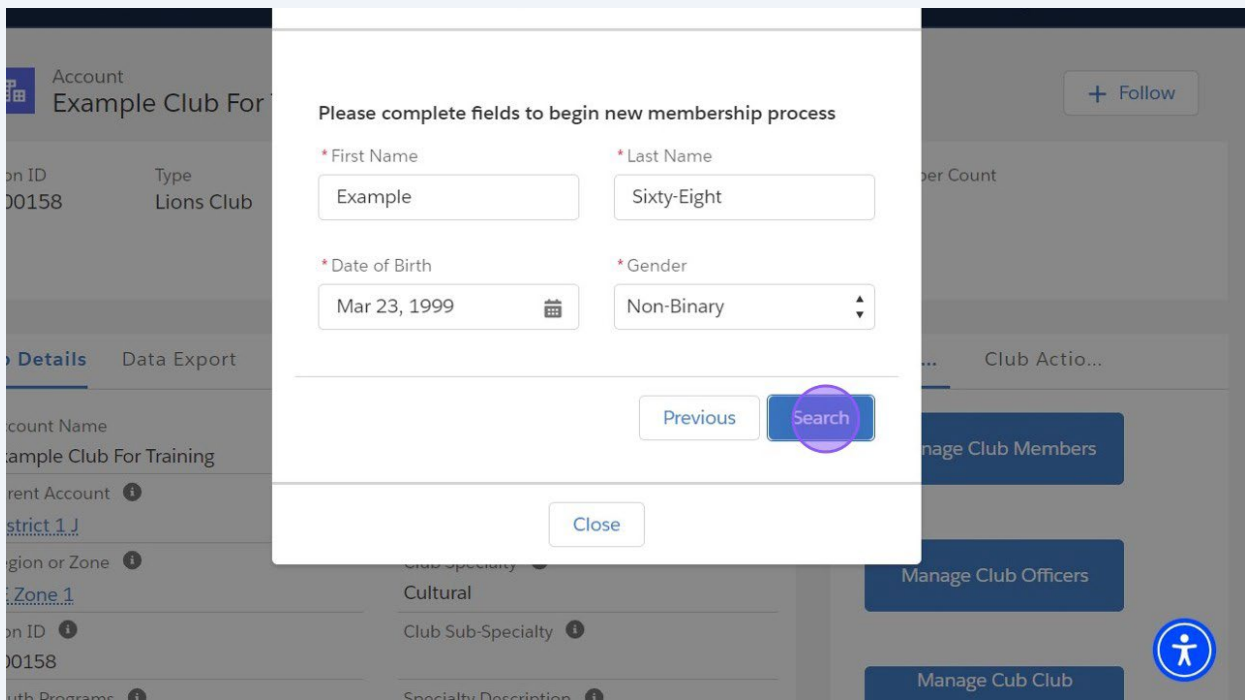
4 點選此處。



5 點選「下一步」。



6 輸入所需資料並點選「搜索」以找出可能的重複會員。

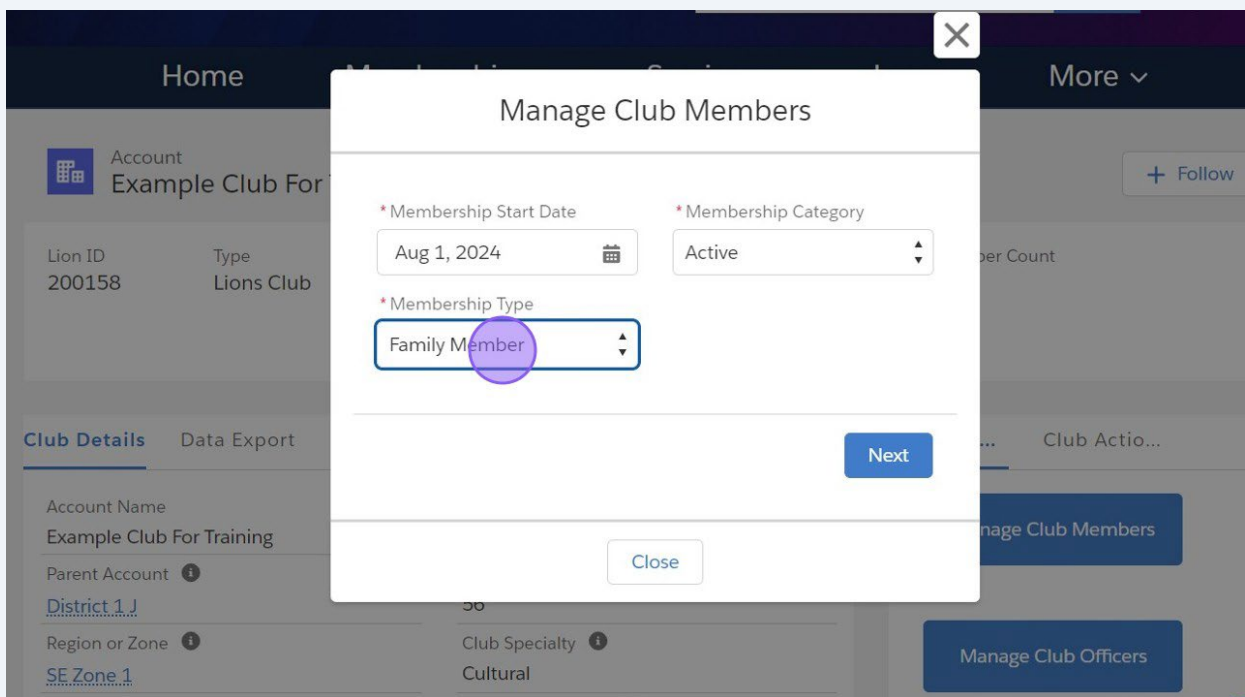


The screenshot shows a web application interface for managing club members. A modal window titled "Please complete fields to begin new membership process" is centered on the screen. The modal contains the following fields:

- * First Name: Text input with "Example" entered.
- * Last Name: Text input with "Sixty-Eight" entered.
- * Date of Birth: Date picker showing "Mar 23, 1999".
- * Gender: Dropdown menu with "Non-Binary" selected.

At the bottom of the modal, there are three buttons: "Previous", "Search" (highlighted with a purple circle), and "Close". The background shows a "Club Details" page for "Example Club For Training" with a "Lion ID" of 200158 and "Type" of "Lions Club".

7 選擇「家庭會員」會員類型。



The screenshot shows the "Manage Club Members" modal window. The modal contains the following fields:

- * Membership Start Date: Date picker showing "Aug 1, 2024".
- * Membership Category: Dropdown menu with "Active" selected.
- * Membership Type: Dropdown menu with "Family Member" selected (highlighted with a purple circle).

At the bottom of the modal, there are two buttons: "Next" and "Close". The background shows the "Home" page of the application with a "Club Details" section for "Example Club For Training" with a "Lion ID" of 200158 and "Type" of "Lions Club".

8 點選「下一步」。

Manage Club Members

* Membership Start Date: Aug 1, 2024

* Membership Category: Active

* Membership Type: Family Member

Next

Close

9 從顯示的清單中選擇家庭單位的戶主。

Manage Club Members

1 of 1 item • 0 items selected

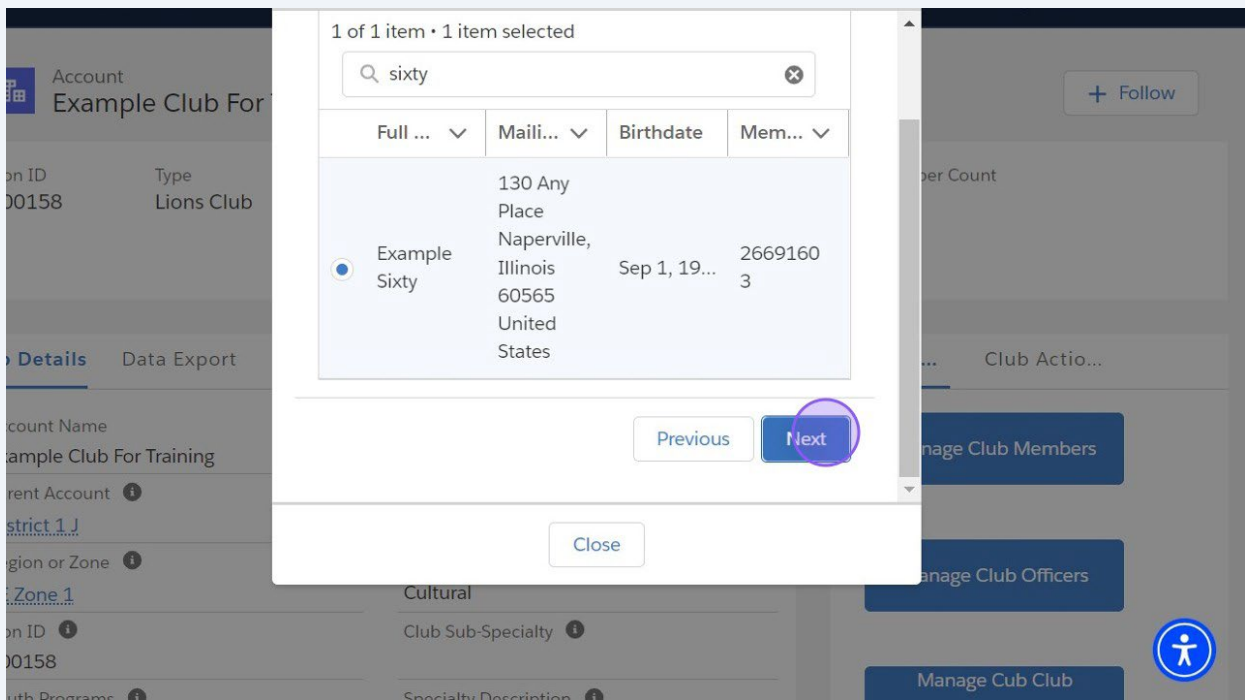
Search: sixty

Full ...	Maili...	Birthdate	Mem...
Example Sixty	130 Any Place Naperville, Illinois 60565 United States	Sep 1, 19...	26691603

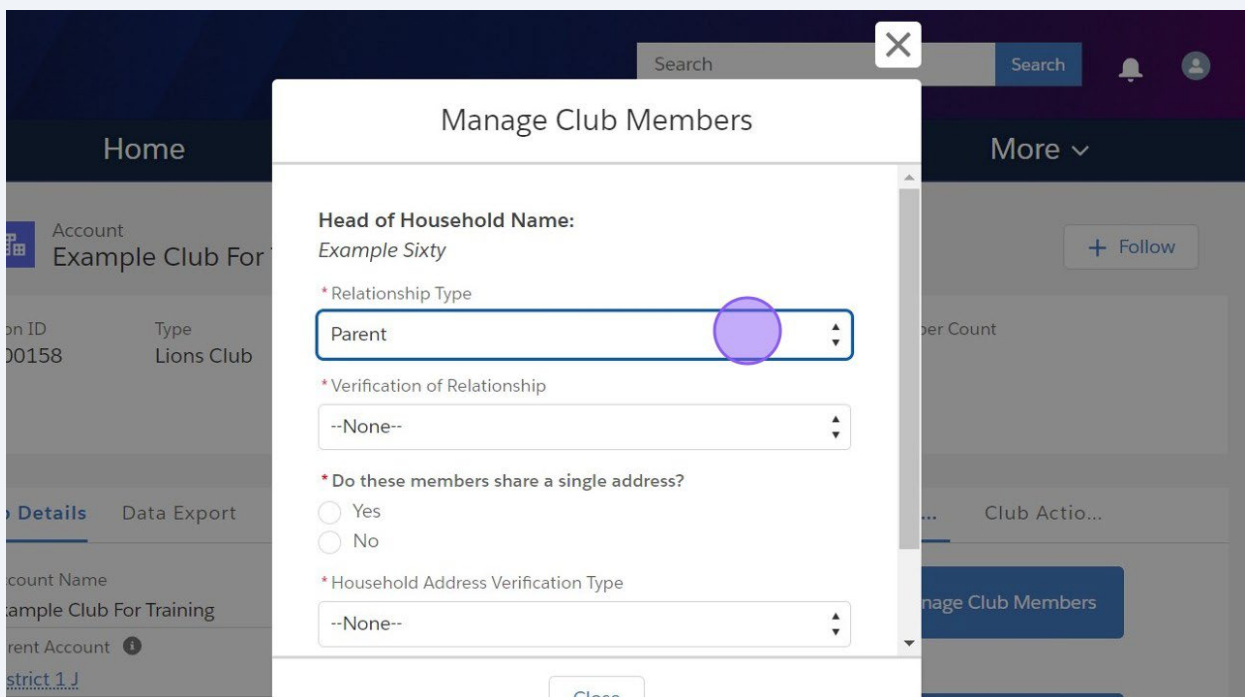
Previous Next

Close

10 點選「下一步」。



11 請輸入新會員的所有必要資料。從下拉式選單的「關係類型」開始。



12 選擇「關係驗證」。

Home

Account
Example Club For

More ▾

+ Follow

Head of Household Name:
Example Sixty

* Relationship Type
Parent

* Verification of Relationship
Birth Certificate

* Do these members share a single address?
 Yes
 No

* Household Address Verification Type
--None--

Close

13 回答地址問題。

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

Region or Zone ⓘ

SE Zone 1

Lion ID ⓘ
200158

Youth Programs ⓘ

Cultural

Club Sub-Specialty ⓘ

Specialty Description ⓘ

Head of Household Name:
Example Sixty

* Relationship Type
Parent

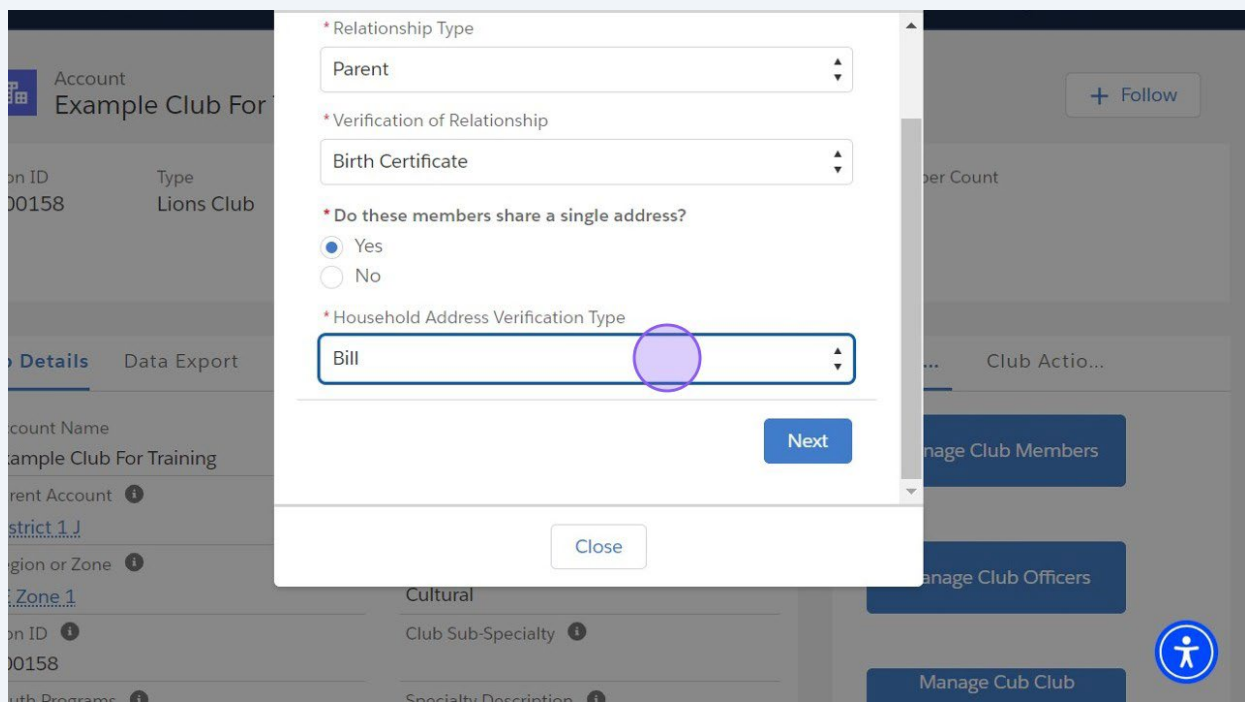
* Verification of Relationship
Birth Certificate

* Do these members share a single address?
 Yes
 No

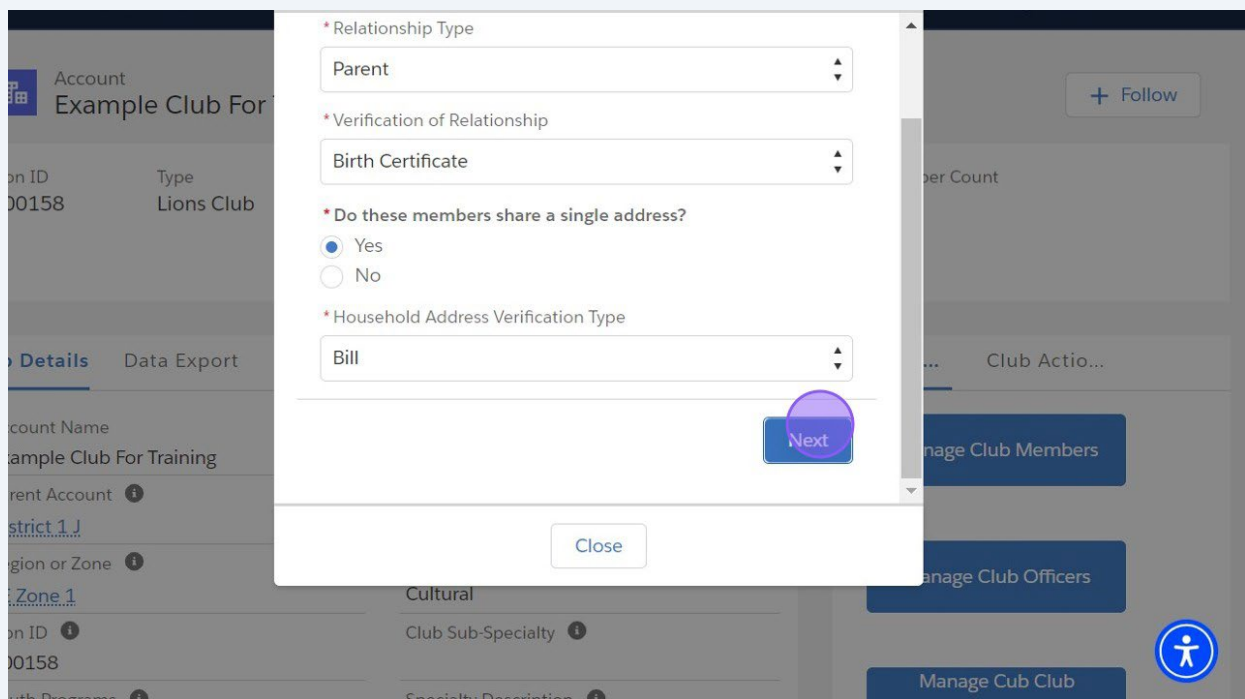
* Household Address Verification Type
--None--

Close

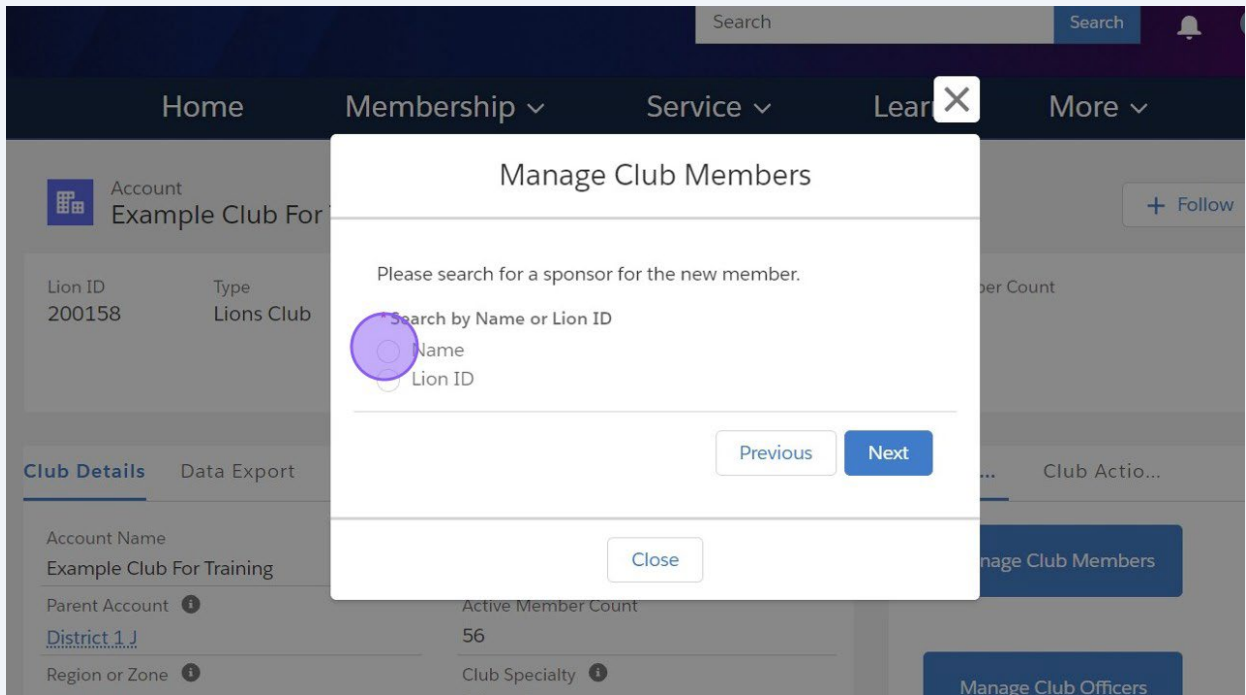
14 從下拉式選單中選擇驗證類型。



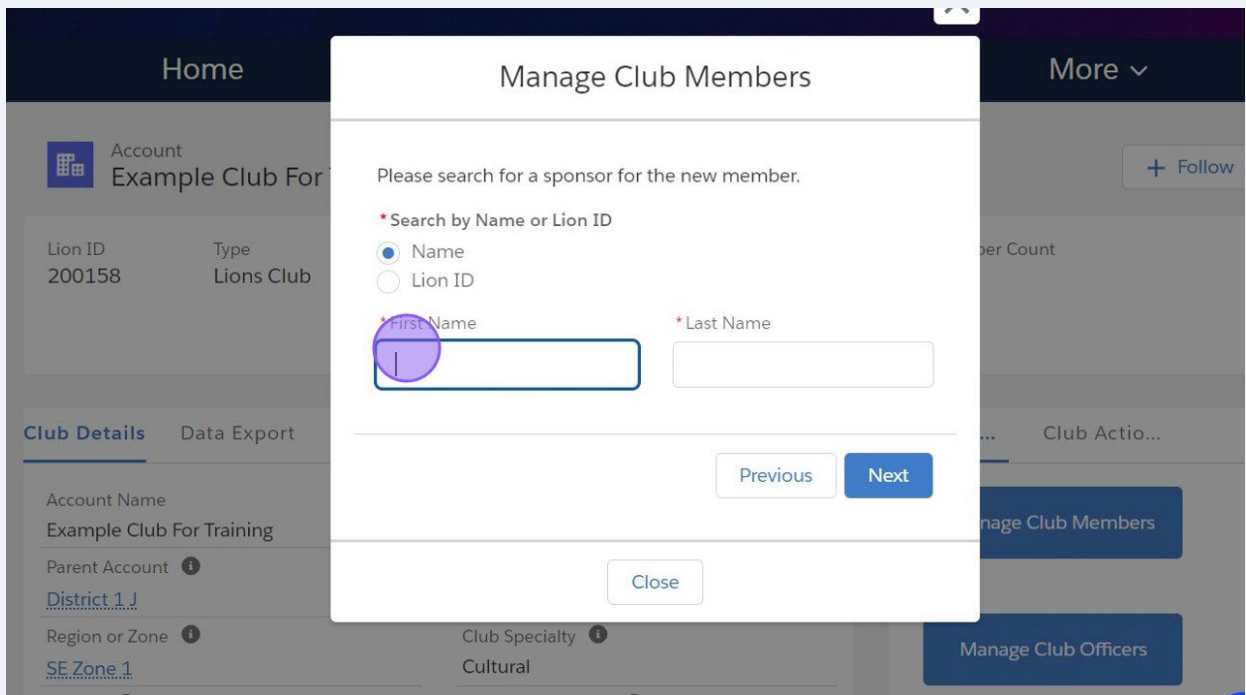
15 點選「下一步」。



16 按獅友 ID 或名稱搜索輔導員。



17 此範例中以姓名搜索。輸入姓名。



18 輸入「Example」跳格輸入「sixty」。

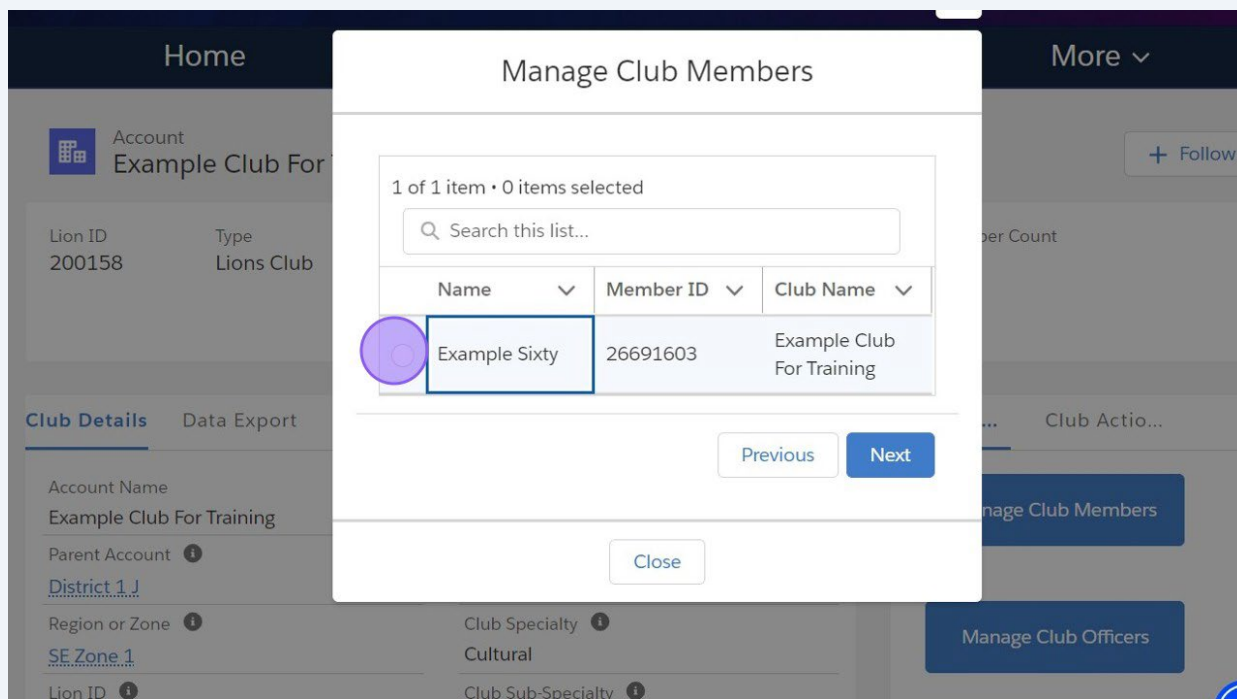
19 點選「下一步」。

The screenshot shows a 'Manage Club Members' dialog box overlaid on a web page. The dialog box contains the following elements:

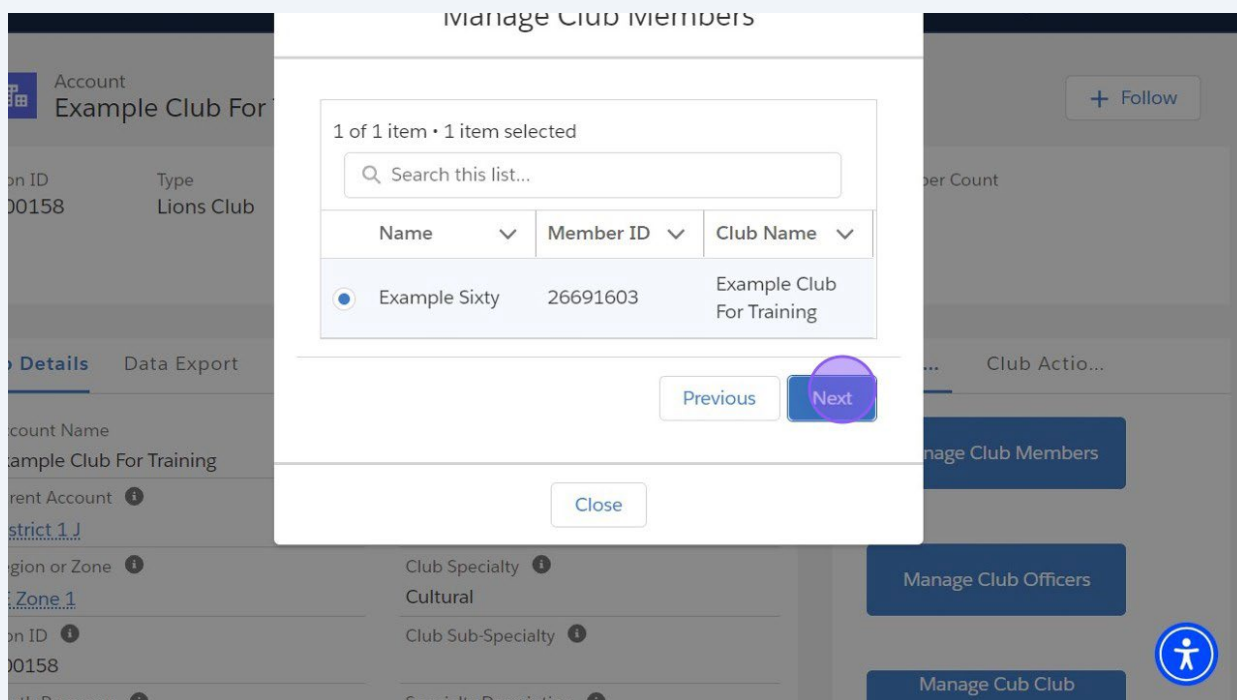
- Title: Please search for a sponsor for the new member.
- Search by Name or Lion ID:
 - Name
 - Lion ID
- * First Name: Example
- * Last Name: sixty
- Buttons: Previous, Next (highlighted with a purple circle), Close

The background page shows a 'Details' section for an account named 'Example Club For Training' with a 'Lions Club' type. It also features buttons for 'Manage Club Members', 'Manage Club Officers', and 'Manage Cub Club'.

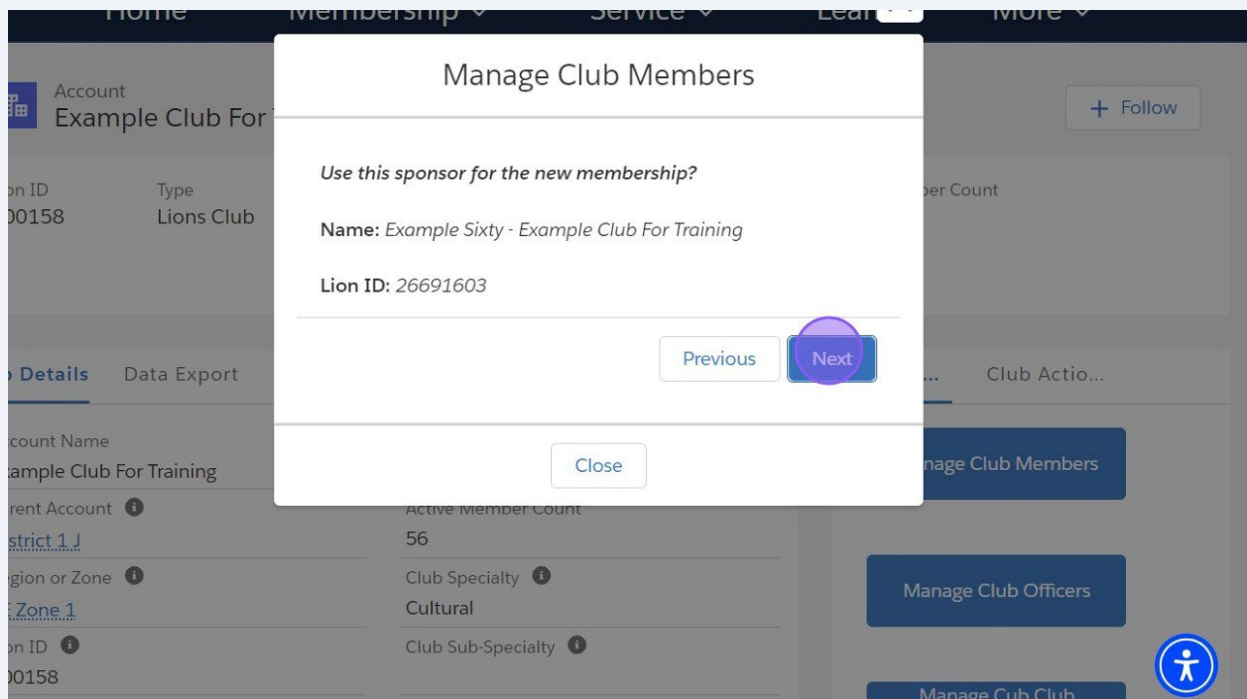
20 使用單選按鈕選擇輔導員。



21 點選「下一步」。



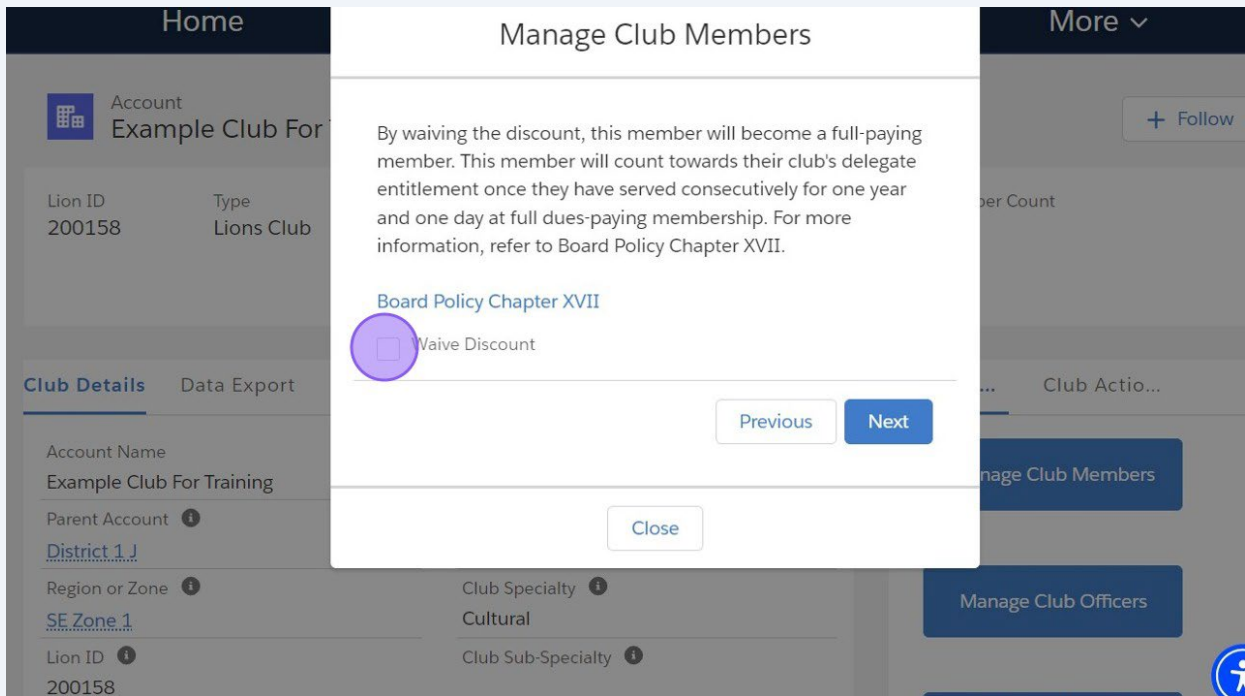
22 確認正確的輔導會員並點選「下一步」。



 注意！這是要求您確認優惠或放棄優惠的地方。

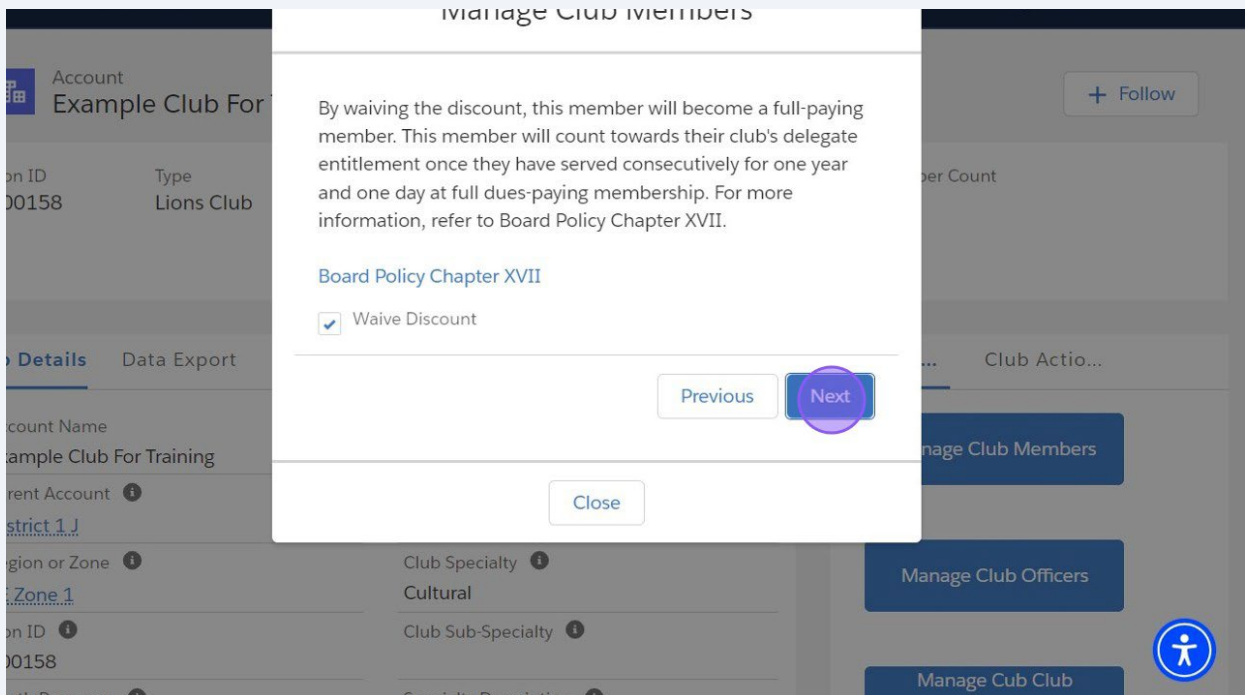
23

確認將此新增至家庭會費優惠中或放棄優惠。若放棄優惠，會員將需支付全額會費，並在成為會員的一年又一天後計入會員代表人數中。



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勾選「放棄優惠」方格即可放棄優惠。不勾選此項目會使家庭優惠適用於新會員上。點選「下一步」。





要訣！已新增此會員。將顯示一個綠色確認框。點選“X”圖示以關閉該訊息。

25 點選「培訓分會範例」以返回「我的分會」頁面。

The screenshot shows a user interface for a membership profile. At the top, there is a navigation bar with links for Home, Membership, Service, Learn, and More. Below this, the user's membership details are displayed, including a green membership icon, the word "Membership", and the member ID "MEMBER#0011943980".

Two links are visible: "Contact Example Members Sixty-Eight" and "Club Example Club For Training". A purple circle highlights the "Club" link, and a callout box with a blue 'X' in the top right corner points to it. The callout box contains a blurred image of a confirmation message.

Below the links is a "Details" section with a grid of fields:

- Club: Example Club For Training
- Membership Status: Active Member
- Contact: Example Members Sixty-Eight
- Membership Type: Lion
- Club Branch: [Redacted]
- Membership Category: Active
- Relationship Type: Parent
- Program: Family Member
- Membership Sponsor: [Redacted]
- Add Type: [Redacted]

On the right side, there is a phone number: "Phone: (+001) 630-468-6900" and a box that says "No related lists to display".

26

點選「首頁」以返回登陸頁面。
「管理分會會員 - 新增家庭會員」快速指南到此結束。

The screenshot shows the Lion Portal interface. At the top, there is a dark blue header with the Lions Club logo and the text 'Lion Portal'. A search bar is located on the right side of the header. Below the header is a navigation menu with options: Home (highlighted with a purple circle), Membership, Service, Learn, and More. The main content area displays account information for 'Example Club For Training'. A table lists key details: Lion ID (200158), Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (57). Below this table 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 blue button labeled 'Manage Club Members' is visible on the right side of the page.

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	57

Account Name	Type
Example Club For Training	Lions Club
Parent Account	Active Member Count