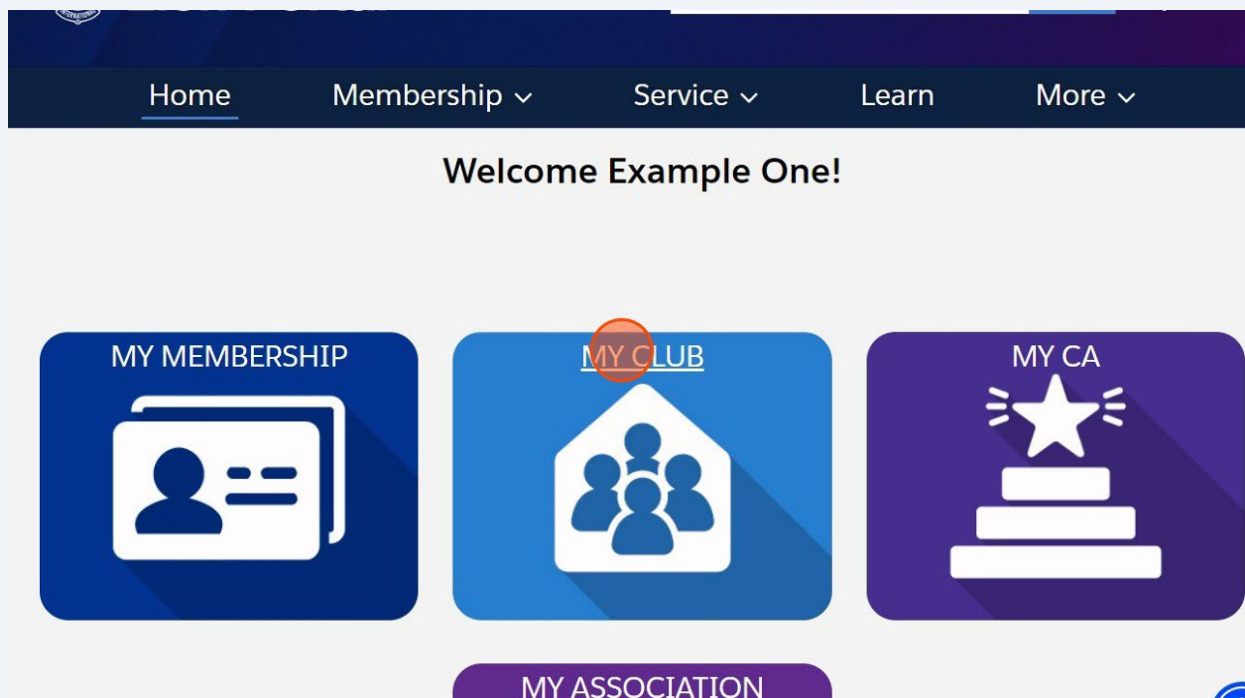


Gérer les membres du club - ajouter un membre étudiant

Ce guide vous explique comment ajouter un membre étudiant à votre club via le Lion Portal. Vous pourrez gérer toutes les étapes nécessaires, de la saisie des informations du membre jusqu'à la confirmation de son affiliation, de manière fluide et sans erreur. Ce processus vous permettra d'optimiser votre gestion de l'effectif tout en assurant la conformité des informations saisies.

1 Connectez-vous au Lion Portal. lionportal.org

2 Cliquez sur « MON CLUB »



3 Cliquez sur « Gérer les membres du club »

The screenshot shows a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below it is the account header for 'Example Club For Training' with a '+ Follow' button. A table displays club details: Club ID 00158, Type Lions Club, Status Active, Billing Address 124 Any Place, Naperville, Illinois 60565, United States, and Active Member Count 59. Below the table are tabs for 'Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Details' tab is active, showing fields for Account Name (Example Club For Training), Parent Account (strict 1 J), Region or Zone (Zone 1), Club ID (00158), Type (Lions Club), Active Member Count (59), Club Specialty (Cultural), and Club Sub-Specialty. On the right, there are two blue buttons: 'Manage Club Members' (highlighted with a red circle) and 'Manage Club Officers'. A user icon is visible in the bottom right corner.

4 Cliquez sur le « Bouton radio », puis « Ajouter un nouveau membre », ensuite cliquez sur « Suivant »

The screenshot shows the 'Manage Club Members' dialog box overlaid on the club management interface. The dialog box has a title bar 'Manage Club Members' and a subtitle 'Choose what you want to manage below.' Below the subtitle is a list of radio buttons: 'Add New Member' (selected), 'Edit Member', 'Reinstate Member', 'Transfer Member', and 'Drop Member'. At the bottom of the dialog box are two buttons: 'Next' (highlighted with a red circle) and 'Close'.

5 Saisissez les données Effectif et cliquez sur « Rechercher »

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
SE Zone 1

Lion ID 200158

Club Specialty
Cultural

Club Sub-Specialty

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

Please complete fields to begin new membership process

* First Name Example

* Last Name Ninety-Two

* Date of Birth Jan 7, 2000

* Gender Male

Previous Search

Close

6 Saisissez l'adresse et d'autres données Effectif.

Home

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

Club Specialty
Cultural

Club Sub-Specialty

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

*Address Fields Required

Address Country United States

Street 476 Beech St

City Naperville State/Province Illir

Zip/Postal Code 60565

Primary Email zninetytwo@

Secondary Email you@exampl

Mobile Phone 630 222-454

Work Phone

Home Phone

Close

7 Cliquez sur « Suivant ».

The screenshot shows a 'Manage Club Members' modal form overlaid on a club details page. The form contains the following fields:

- Location: Naperville
- District: Illir
- Zip/Postal Code: 60565
- Home Phone: (empty)
- Occupation: Student
- Spouse/Companion Full Name: (empty)

At the bottom of the form, there are three buttons: 'Previous', 'Next' (highlighted with a red circle), and 'Close'.

8 Saisissez la date d'affiliation. Sélectionnez « Membre étudiant » dans la liste déroulante « Catégorie d'affiliation ».

The screenshot shows the 'Manage Club Members' modal form with the following fields filled:

- * Membership Start Date: Sep 1, 2024
- * Membership Category: Active
- * Membership Type: Student Member (highlighted with a red circle)

At the bottom of the form, there are two buttons: 'Next' and 'Close'.

9 Cliquez sur « Suivant ».

The screenshot shows a modal window titled "Manage Club Members" overlaid on a web application. The modal contains the following fields:

- * Membership Start Date: A date picker showing "Sep 1, 2024".
- * Membership Category: A dropdown menu showing "Active".
- * Membership Type: A dropdown menu showing "Student Member".

At the bottom right of the modal, there is a blue button labeled "Next" with a red circle around it. A "Close" button is located at the bottom center of the modal.

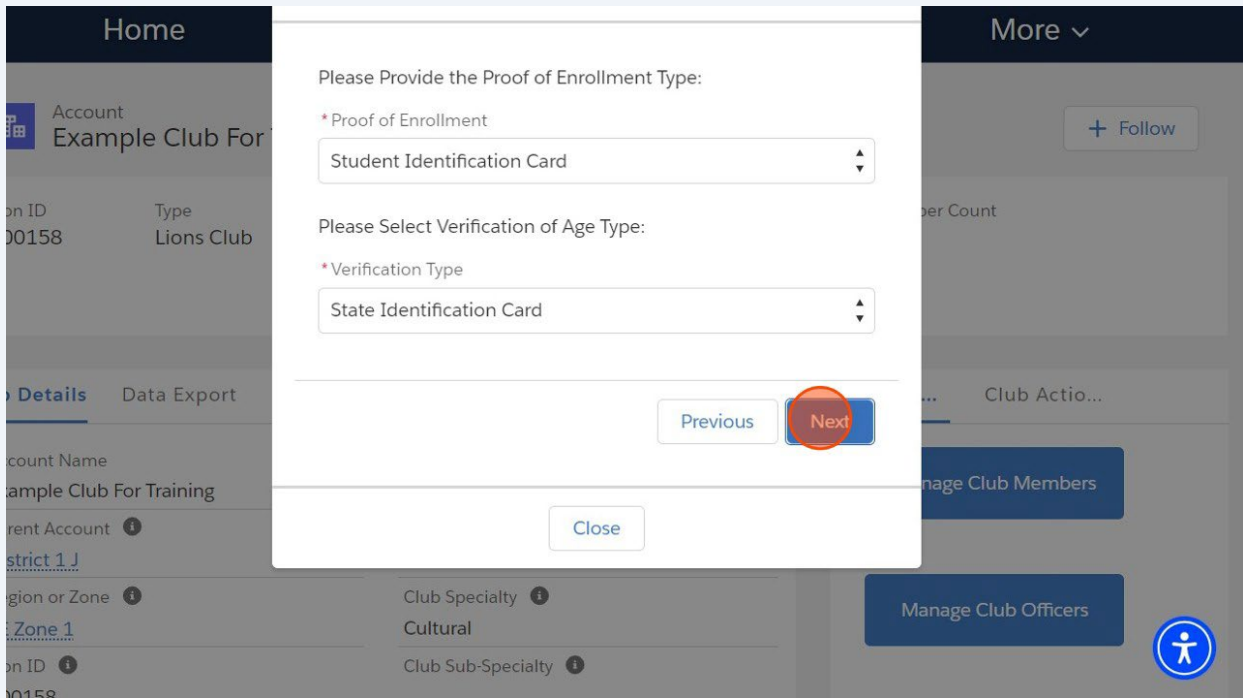
10 Précisez le type de preuve d'inscription.

The screenshot shows the same "Manage Club Members" modal window, now on the second step. The text "Please Provide the Proof of Enrollment Type:" is displayed above the fields:

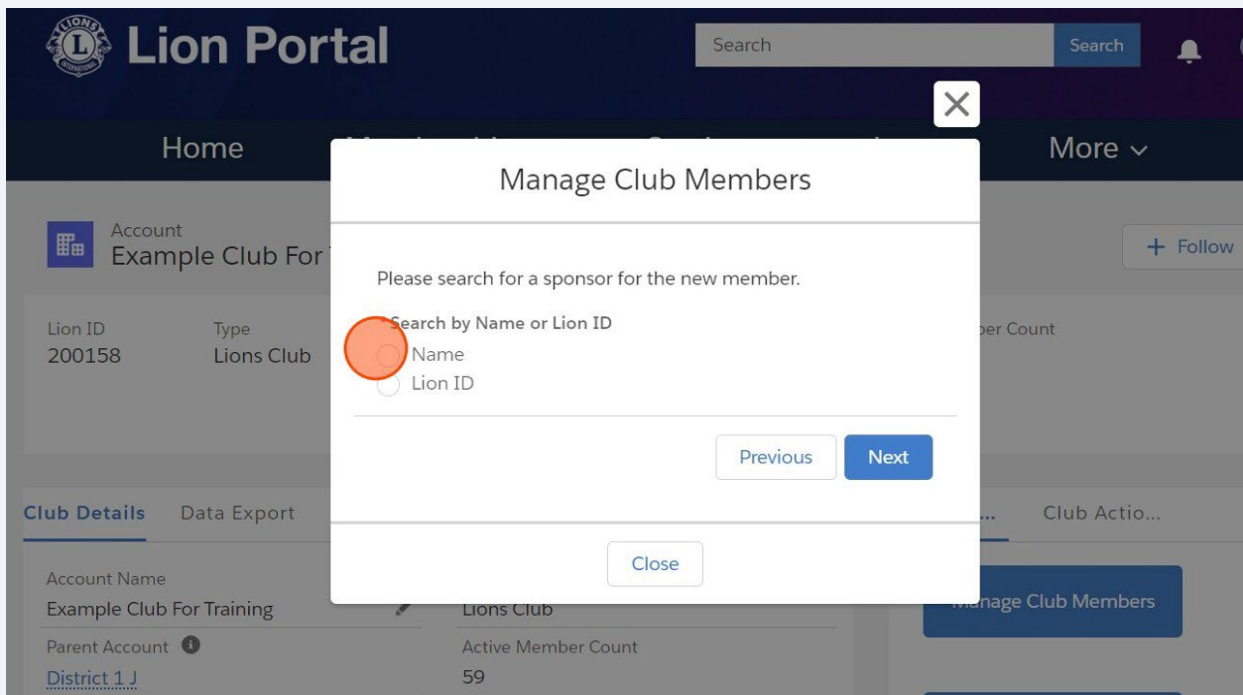
- * Proof of Enrollment: A dropdown menu showing "Student Identification Card". A red circle highlights this dropdown.
- Please Select Verification of Age Type:
- * Verification Type: A dropdown menu showing "Drivers License".

At the bottom of the modal, there are two buttons: "Previous" and "Next". The "Next" button is highlighted with a red circle. A "Close" button is located at the bottom center of the modal.

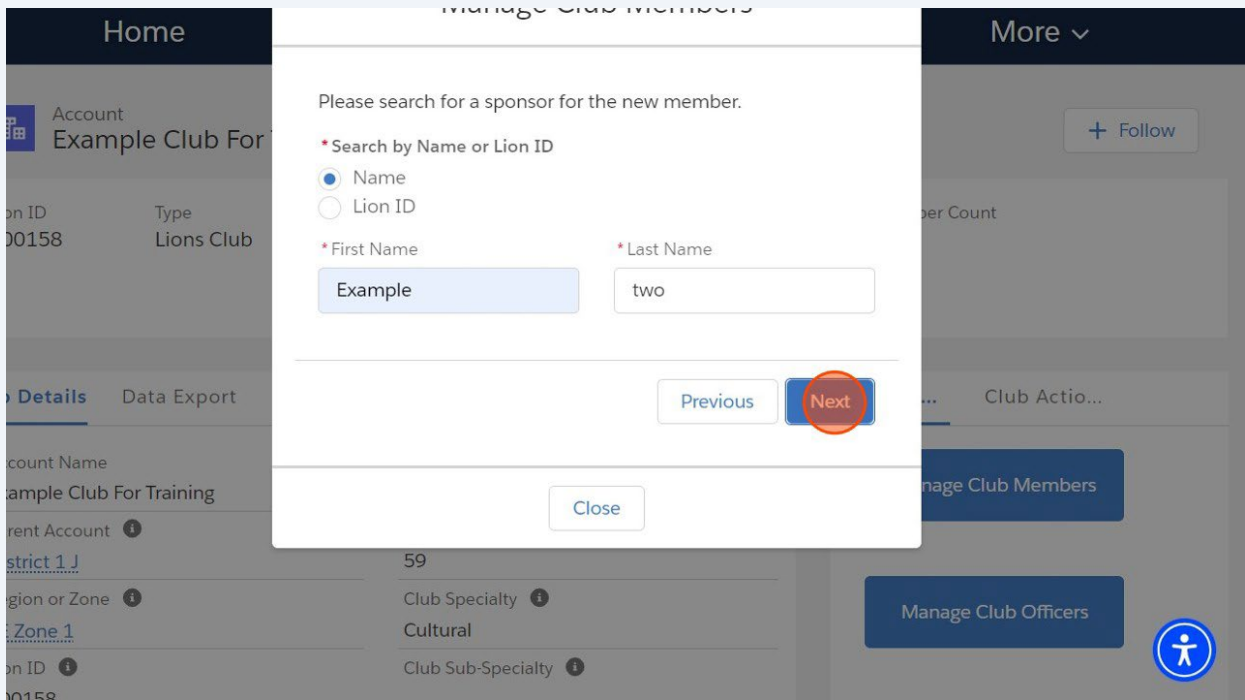
11 Cliquez sur « Suivant ».



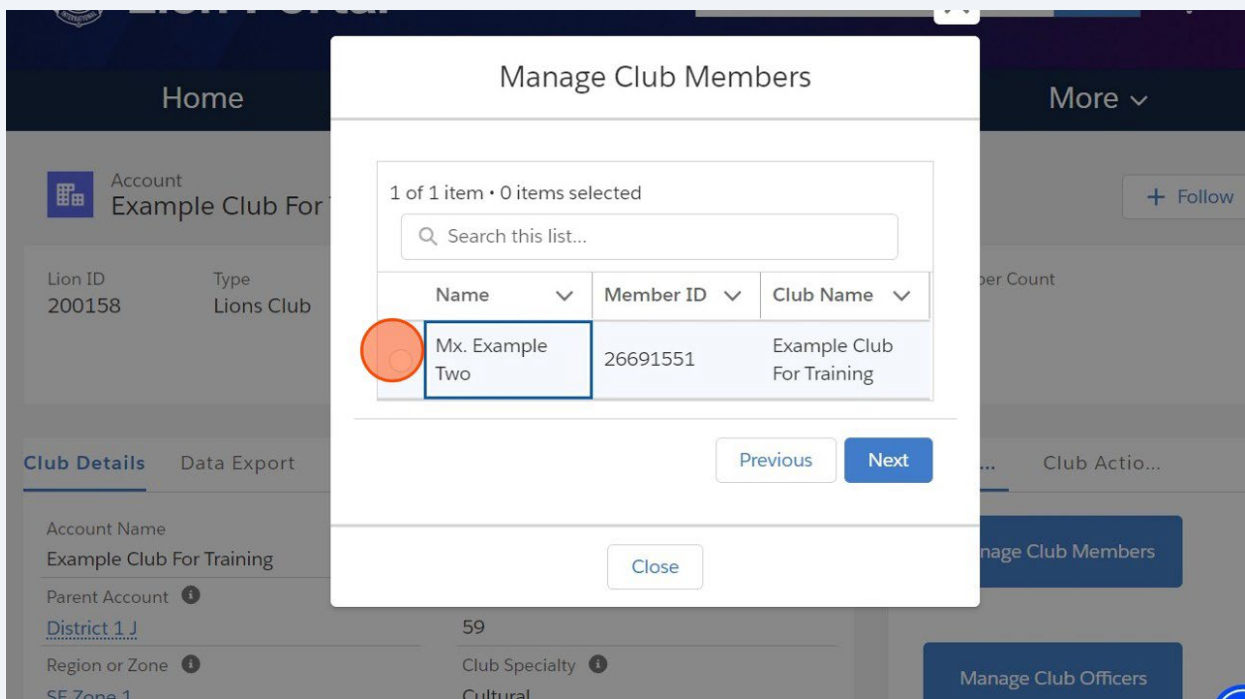
12 Sélectionnez le parrain du membre.



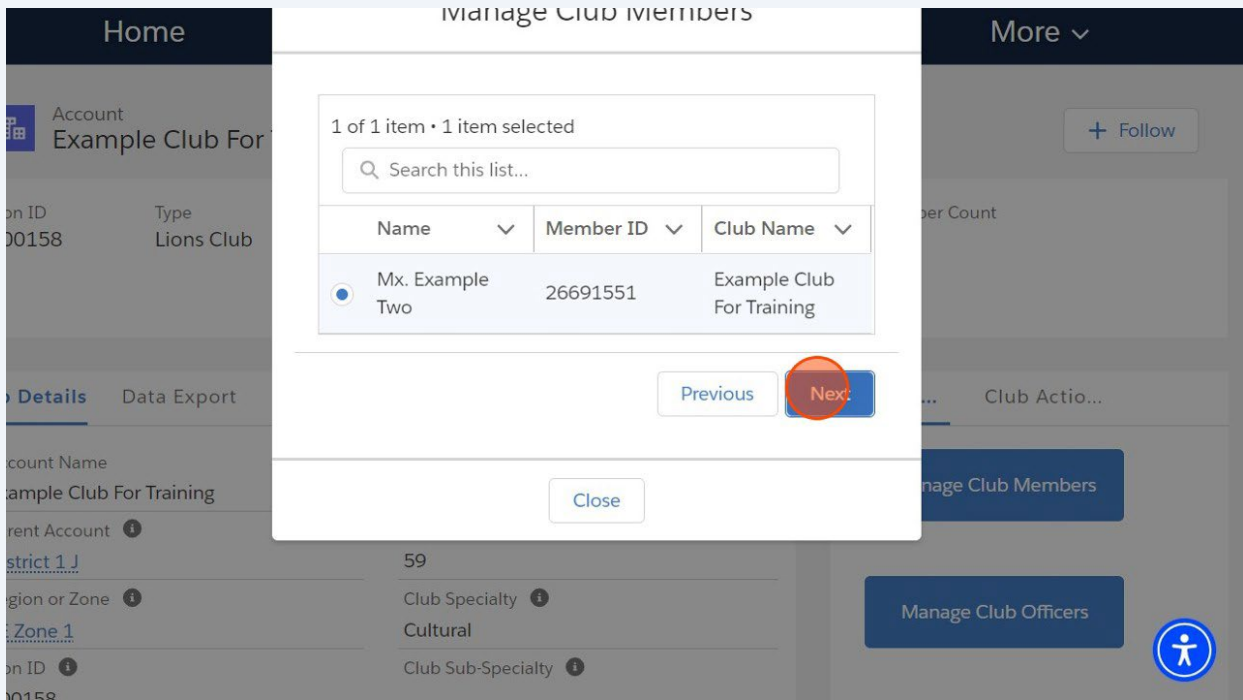
13 Cliquez sur « Suivant ».



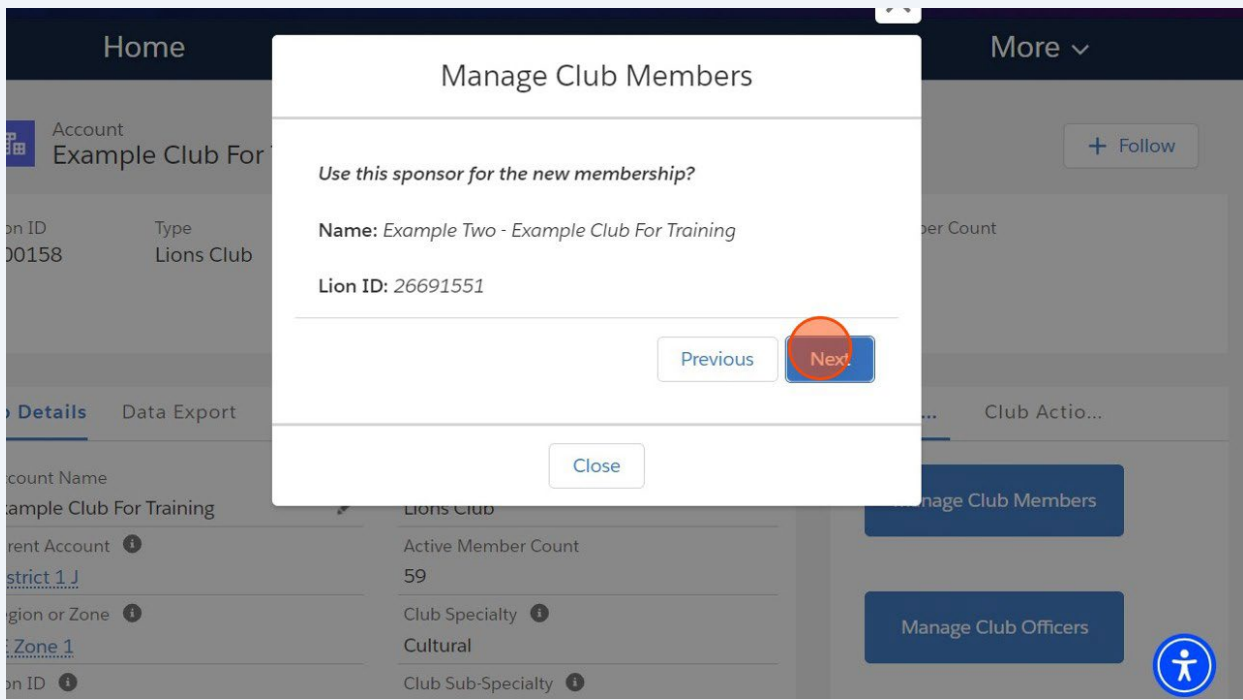
14 Cliquez sur le « Bouton radio » pour sélectionner le parrain.



15 Cliquez sur « Suivant ».

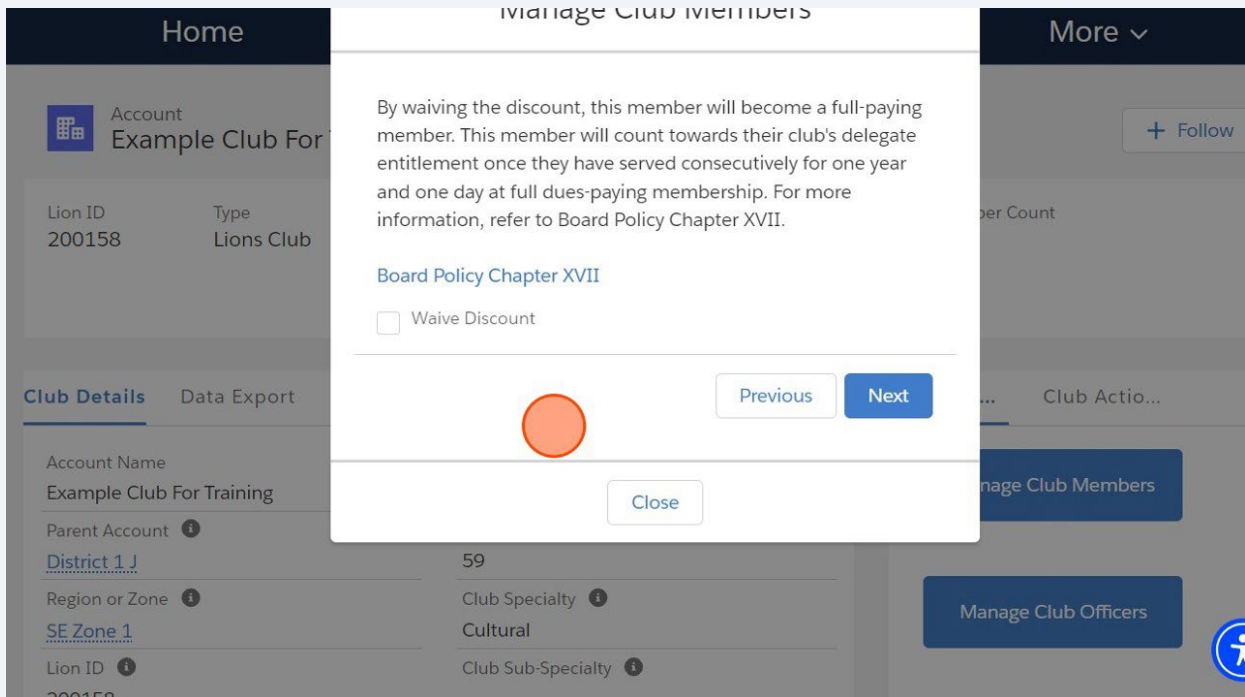


16 Pour confirmer le parrain, cliquer sur « Suivant »



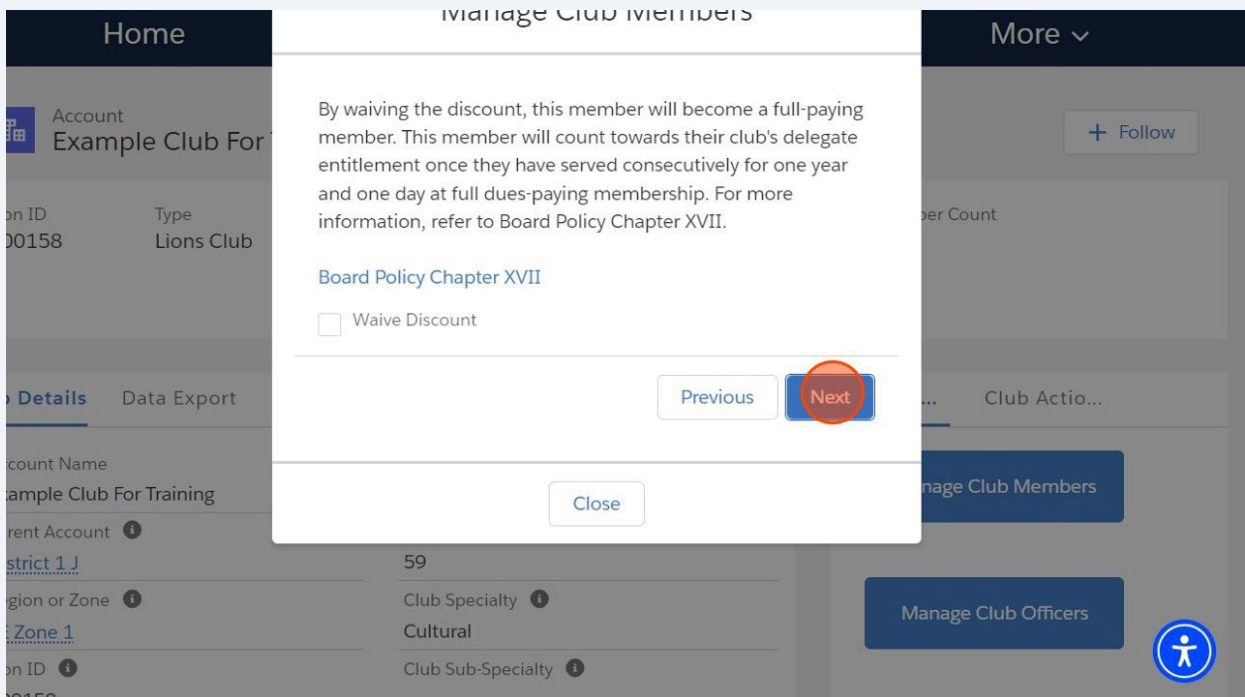
1

Passez en revue l'option « Renoncer à la réduction ». Pour renoncer à la réduction, cochez la case correspondante.



18

Cliquez sur « Suivant ».



19 Un message de confirmation en vert apparaît. Cliquez sur l'icône X pour fermer le message.

The screenshot shows a web interface for a Lions Club. At the top, there is a dark blue navigation bar with the following items: Home, Membership (with a dropdown arrow), Service (with a dropdown arrow), Learn, and More (with a dropdown arrow). Below the navigation bar, there is a header section for the club account, labeled 'Account Example Club For Training', with a '+ Follow' button on the right. A green success message banner is displayed at the top, containing a checkmark icon, the text 'Success! Membership Record Created!', and a red circle around a close button (X icon). Below the banner, there is a table with the following data:

Club ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	59

Below the table, there are two tabs: 'Details' (selected) and 'Member ...'. The 'Details' tab shows a form with the following fields:

- Account Name: Example Club For Training (with an edit icon)
- Type: Lions Club (with an info icon)
- Parent Account: (with an info icon)
- Active Member Count: (with an info icon)

The 'Member ...' tab shows a blue button labeled 'Manage Club Members'.

20 La page Informations du club s'affiche.

The screenshot shows the same web interface as above, but with the 'Details' tab selected. The table below the header now shows an updated 'Active Member Count' of 60. The 'Details' tab shows the following fields:

- Account Name: Example Club For Training (with an edit icon)
- Type: Lions Club (with an info icon)
- Parent Account: (with an info icon)
- Club Specialty: Cultural (with an info icon)
- Club Sub-Specialty: (with an info icon)

The 'Member ...' tab now shows two blue buttons: 'Manage Club Members' (circled in red) and 'Manage Club Officers' (with a person icon). The 'Follow' button is still present in the top right corner.

21 Cliquez sur « Accueil » pour revenir à la page d'accueil du Lion Portal.

The screenshot shows the Lion Portal interface. At the top, there is a search bar and a user profile icon. Below the search bar is a navigation menu with 'Home' (highlighted with an orange circle), 'Membership', 'Service', 'Learn', and 'More'. The main content area displays account information for 'Example Club For Training' with a '+ Follow' button. Below this 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	60

Below the 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 'Manage Club Members' button is visible on the right side of the page.

22 Le guide « Gérer les membres du club - Ajouter un membre étudiant » est à présent terminé.

The screenshot shows the Lion Portal home page. At the top, there is a navigation menu with 'Home' (underlined), 'Membership', 'Service', 'Learn', and 'More'. Below the navigation menu is a welcome message: 'Welcome Example One!'. The main content area features four large buttons: '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). At the bottom right, there is an orange circle and a user profile icon.