

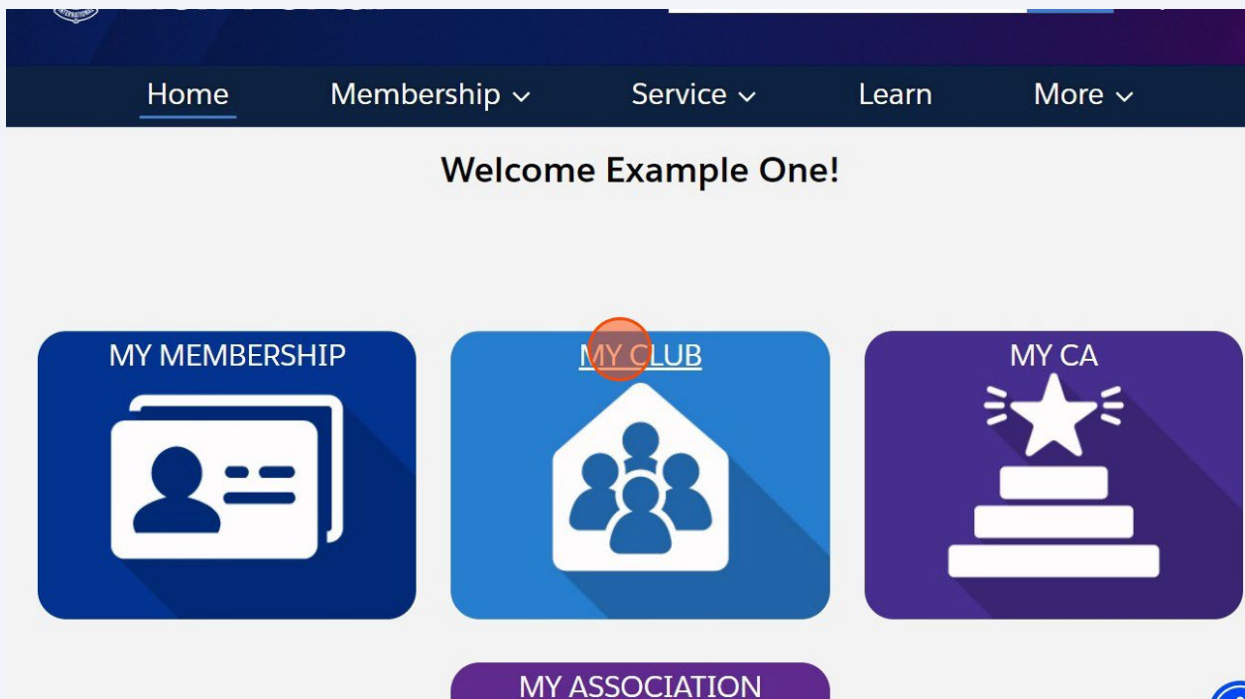
Gestionar socios del club - Agregar un estudiante

Lion Portal **Socio**

Esta guía proporciona un proceso paso a paso para añadir de manera eficiente a un socio estudiante a un club a través del Lion Portal. Simplifica la tarea de gestión de afiliación, a menudo compleja, asegurando que los usuarios puedan completar el proceso sin problemas y con precisión. Al seguir esta guía, los usuarios pueden ahorrar tiempo y evitar posibles errores, haciendo que la administración del club sea más eficaz. Es un recurso esencial para cualquier persona responsable de gestionar la afiliación en el club.

1 Inicie sesión en el Lion Portal. lionportal.org

2 Haga clic en "MI CLUB"



3 Haga clic en "Administrar socios del club"

The screenshot shows the top navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below 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, Parent Account, Region or Zone, Club ID, Type, Active Member Count, Club Specialty, and Club Sub-Specialty. On the right, there are buttons for 'Manage Club Members' and 'Manage Club Officers', with the 'Manage Club Members' button circled in red.

4 Haga clic en el botón "Radio" "Añadir socio nuevo", haga clic en "Next"

The screenshot shows a modal dialog box titled 'Manage Club Members' overlaid on the previous page. The dialog contains the text 'Choose what you want to manage below.' and a list of radio buttons: 'Add New Member' (selected), 'Edit Member', 'Reinstate Member', 'Transfer Member', and 'Drop Member'. At the bottom of the dialog are 'Next' and 'Close' buttons, with the 'Next' button circled in red.

5 Introduzca los datos de los socios y haga clic en "Buscar"

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 Introduzca la dirección y otros datos de los socios.

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 Haga clic en "Siguiente"

The screenshot shows a 'Manage Club Members' modal form. The background is a club details page for 'Example Club For Training' with a Lions Club type. The modal form contains the following fields and buttons:

- Location: Naperville, Illir
- Zip/Postal Code: 60565
- Home Phone: [Empty]
- Occupation: Student
- Spouse/Companion Full Name: [Empty]
- Buttons: Previous, Next (highlighted with a red circle), Close

8 Introduzca la fecha de inicio de la afiliación. Seleccione el "Socio Estudiante" en la lista desplegable de "Tipo de Afiliación".

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

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

9 Haga clic en "Siguiente"

Home Manage Club Members More ▾

Account Example Club For

* Membership Start Date * Membership Category

Sep 1, 2024 Active

* Membership Type

Student Member

Next

Close

10 Proporcione los campos obligatorios de Prueba de Tipo de Inscripción.

Lion Portal

Home Manage Club Members More ▾

Please Provide the Proof of Enrollment Type:

* Proof of Enrollment

Student Identification Card

Please Select Verification of Age Type:

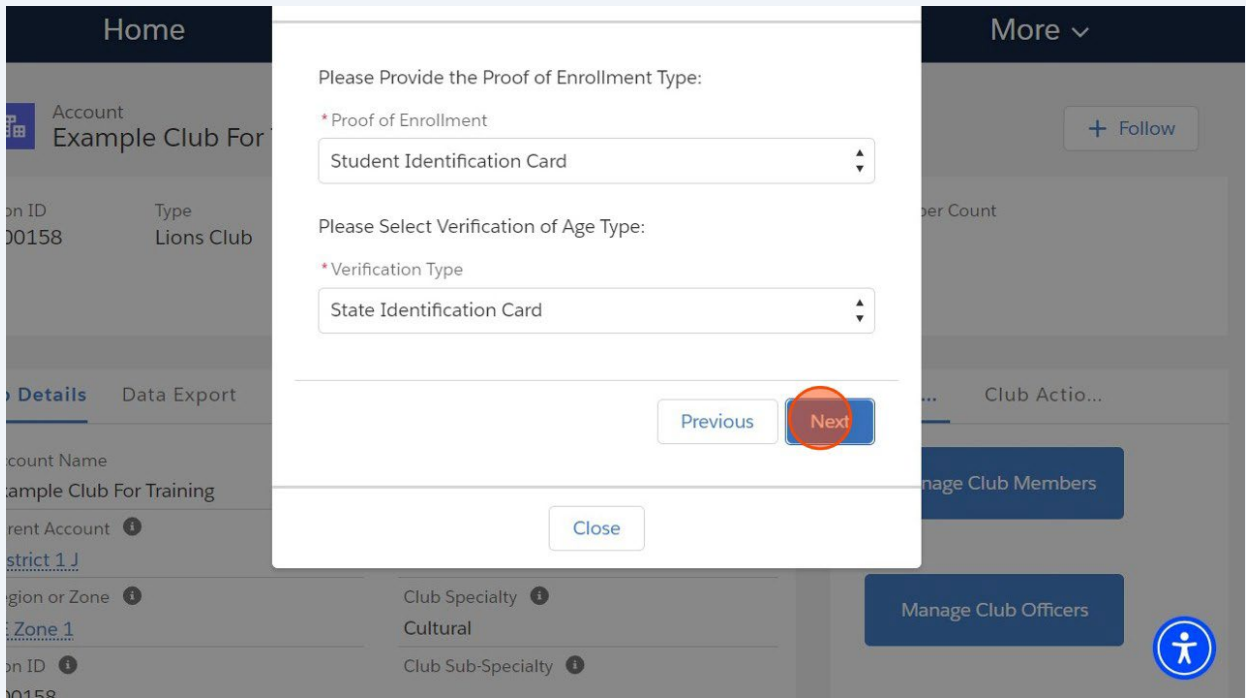
* Verification Type

Drivers License

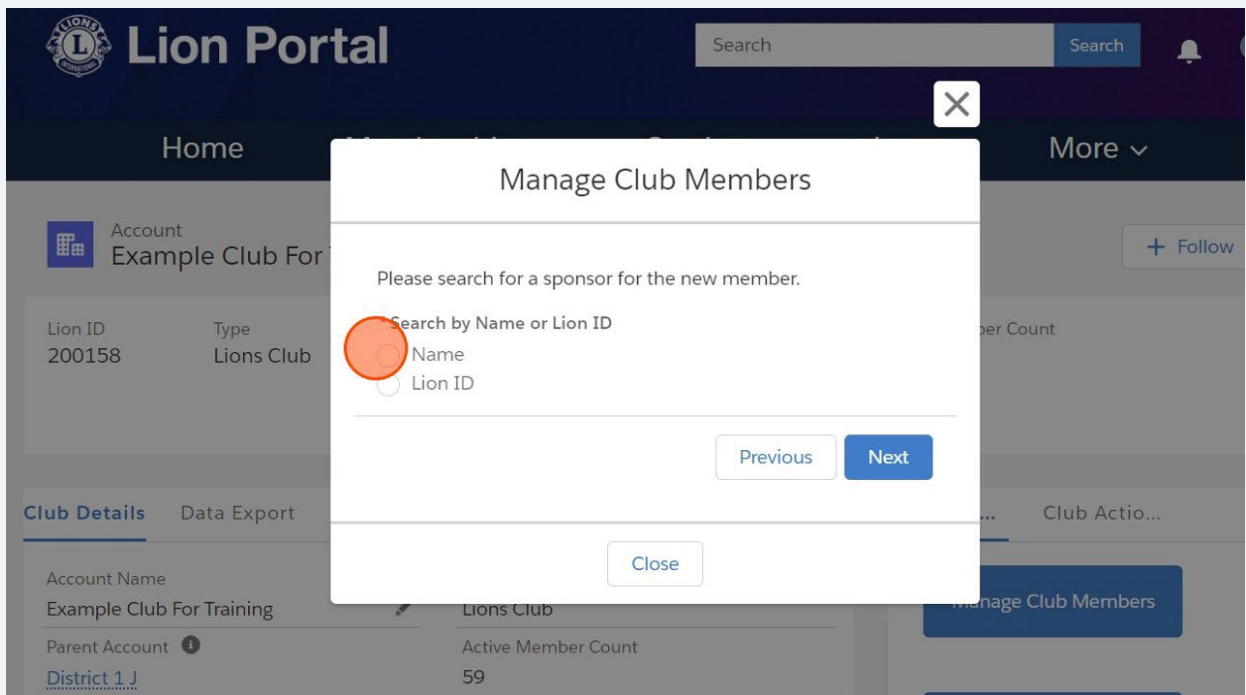
Previous Next

Close

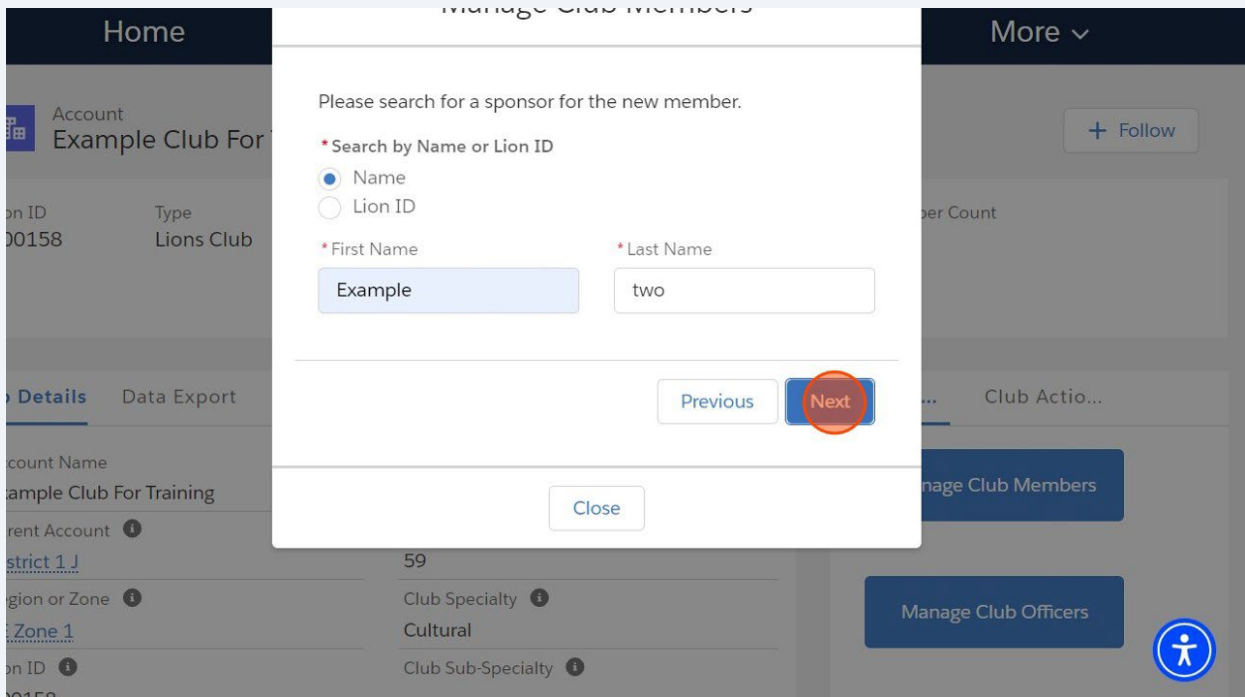
11 Haga clic en "Siguiente"



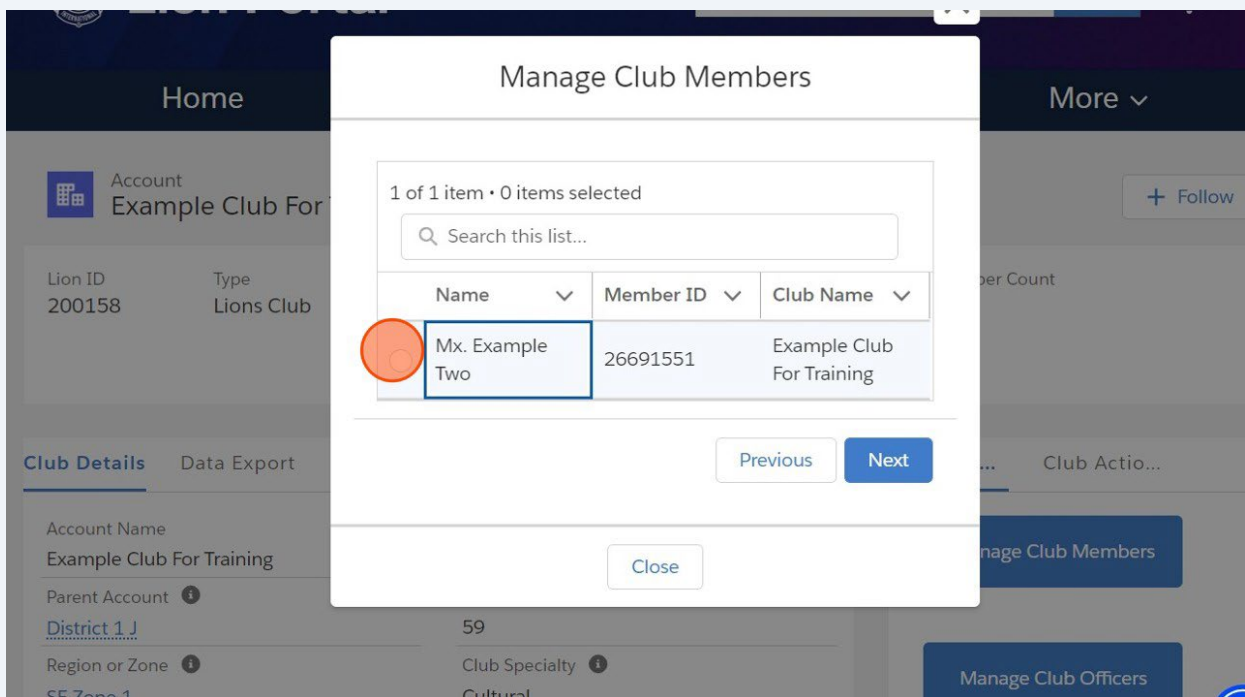
12 Seleccione el patrocinador del socio.



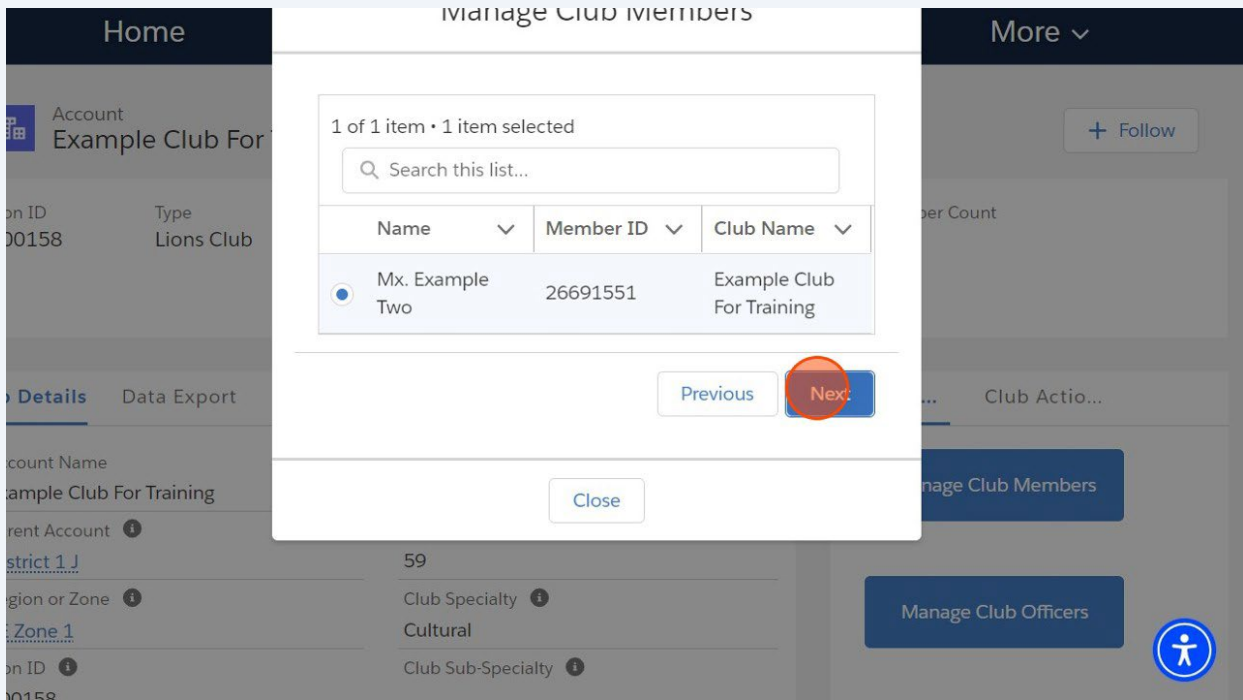
13 Haga clic en "Siguiente"



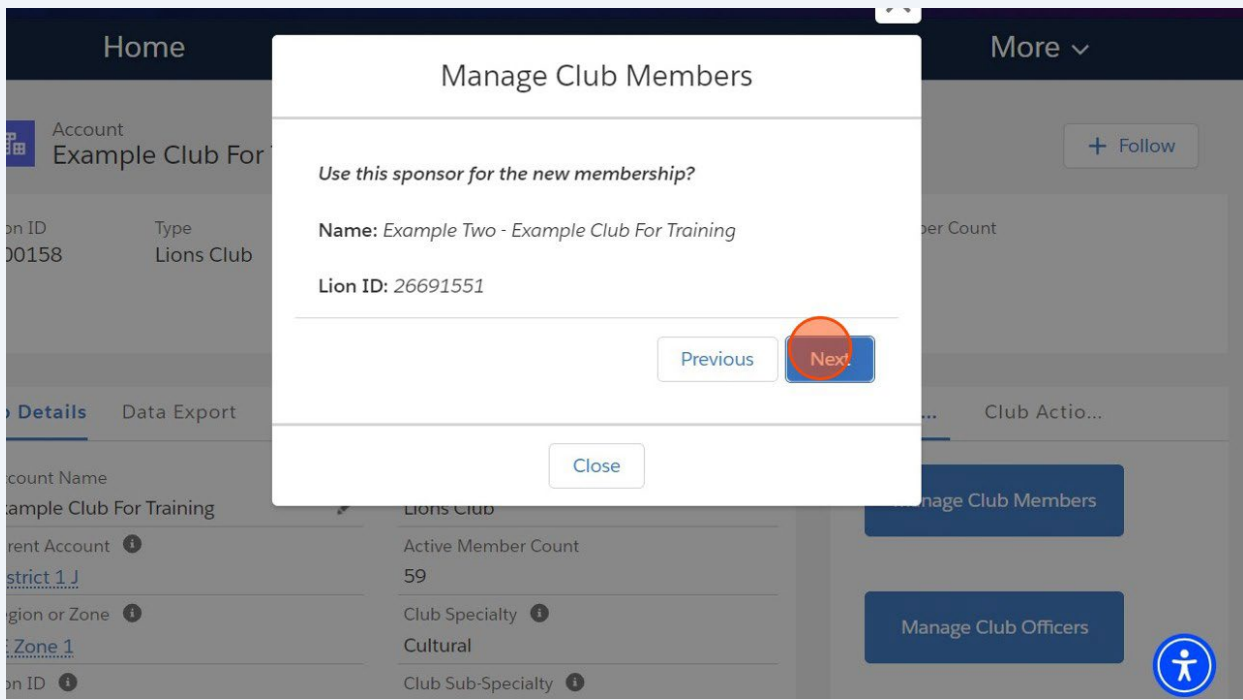
14 Haga clic en el botón "Radio" para seleccionar el patrocinador



15 Haga clic en "Siguiente"

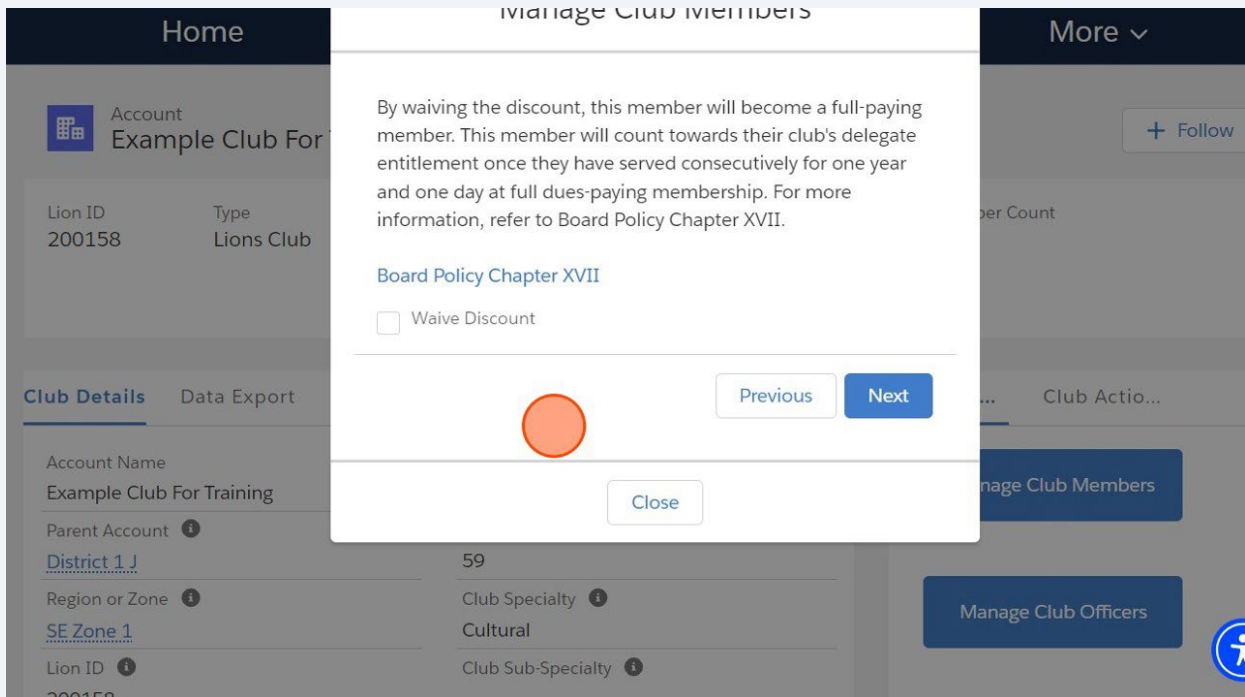


16 Para confirmar el patrocinador, haga clic en "Siguiente"



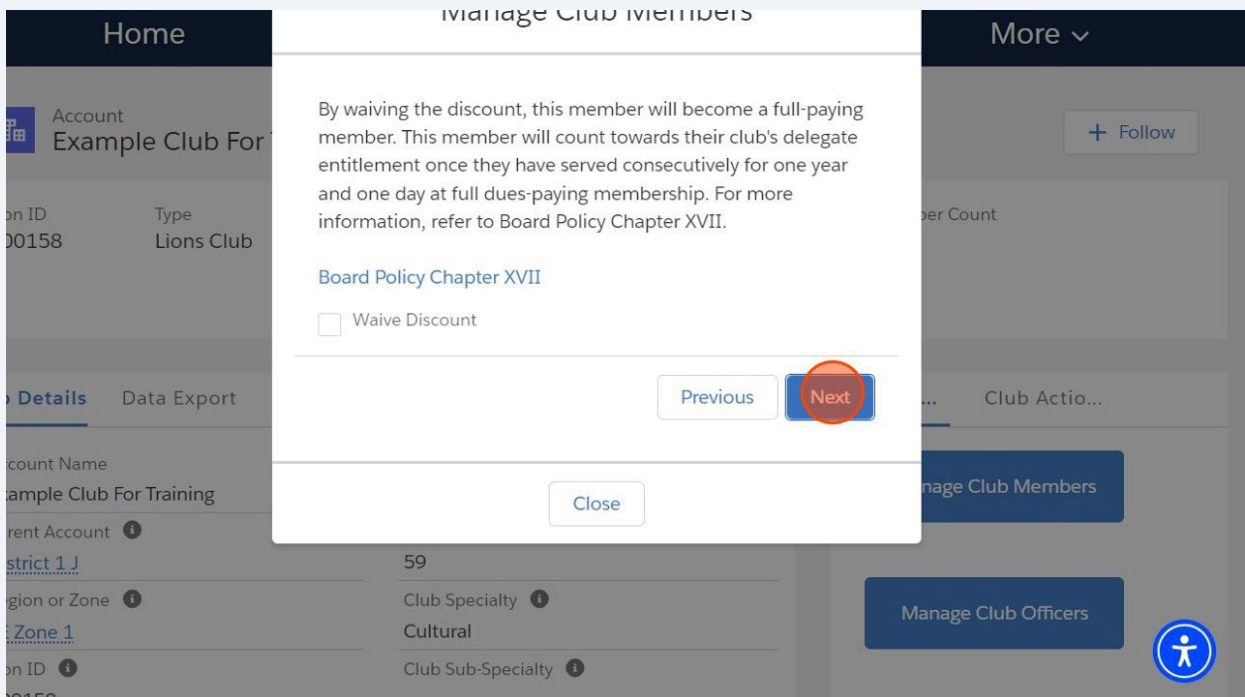
1

Revise la opción de "Renunciar al descuento". Para renunciar al descuento, haga clic en la casilla de "Exención de descuento".



18

Haga clic en "Siguiente"



19 Se muestra el mensaje de éxito verde. Haga clic en el icono "X" para cerrar el mensaje.

Success! Membership Record Created!

Home Membership Service Learn More

Account Example Club For Training + Follow

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

Details Data Export Club Statements Club Service Activities More

Account Name Example Club For Training Type Lions Club

Active Member Count Active Member Count

Manage Club Members

20 Aparecerá la página Detalles del club.

Home Membership Service Learn More

Account Example Club For Training + Follow

| Club ID | Type | Status | Billing Address | Active Member Count |
|---------|------------|--------|--|---------------------|
| 00158 | Lions Club | Active | 124 Any Place Naperville, Illinois 60565 United States | 60 |

Details Data Export Club Statements Club Service Activities More

Account Name Example Club For Training Type Lions Club

Active Member Count Active Member Count

Region or Zone Zone 1

Club Sub-Specialty Cultural

Manage Club Members

Manage Club Officers

21 Haga clic en "Inicio" para volver a la página de inicio del 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. A table lists club details:

| 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.

22 Esto concluye la guía rápida "Gestionar socios del club - Añadir un socio estudiante"

The screenshot shows the 'Lion Portal' home page. The navigation menu at the top includes 'Home' (underlined), 'Membership', 'Service', 'Learn', and 'More'. The main content area features a 'Welcome Example One!' message. Below the welcome message are four large, colorful buttons: 'MY MEMBERSHIP' (dark blue), 'MY CLUB' (medium blue), 'MY CA' (purple), and 'MY ASSOCIATION' (purple). The 'MY ASSOCIATION' button includes the Lions Club logo. At the bottom right, there is an orange circle and a user profile icon.