

管理分会会员 - 新增分会会员

本指南对于参与管理分会会员资格的任何人都至关重要，特别是对于增加新的缴全额会费之狮子会会员。其中为此流程提供清晰的逐步说明，包括建立一个独特的会员 ID 来追踪该个人会员的历史记录。

透过遵循本指南，用户可以有效地浏览 **Lion Portal**，并确保准确的会员记录，这对于维持分会组织和沟通至关重要。总体而言，此简化了添加会员的流程，使分会行政人员更容易有效地管理会员。



要诀！本快速指南示范如何新增缴全额会费的新狮子会会员。

新增家庭会员，请参阅“管理分会会员 - 新增家庭成员”

新增学生会员，请参阅“管理分会会员 - 其他会员类型”



要诀！当将会员新增至分会时，系统会建立人事记录，并为此人事指派一个“会员 ID”，有时也称为“狮子会 ID”。此 ID 对此人来说是独一无二的，并在他们的狮子会旅程中一直伴随着他们。

每次会员更改其会籍关系时，都会建立一个独特的历史记录，以追踪会籍历史记录。其中包括以下变化：

- 普通会员到家庭会员
- 退会然后复籍或转会
- 除了您的主要分会外，还有与其他分会的联系

此追踪号码如下所示：会员#0011943930

Lion Portal twenty-three Search

Home Membership Service Learn Reports/Insights Shop More

Contact Example Member Twenty-Three **Lion Member ID** + Follow

Primary Affiliation Example Club For Training Member ID 26691573 Email zuser023@lionfake.com Phone (630) 101-1213

History Of Memberships

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

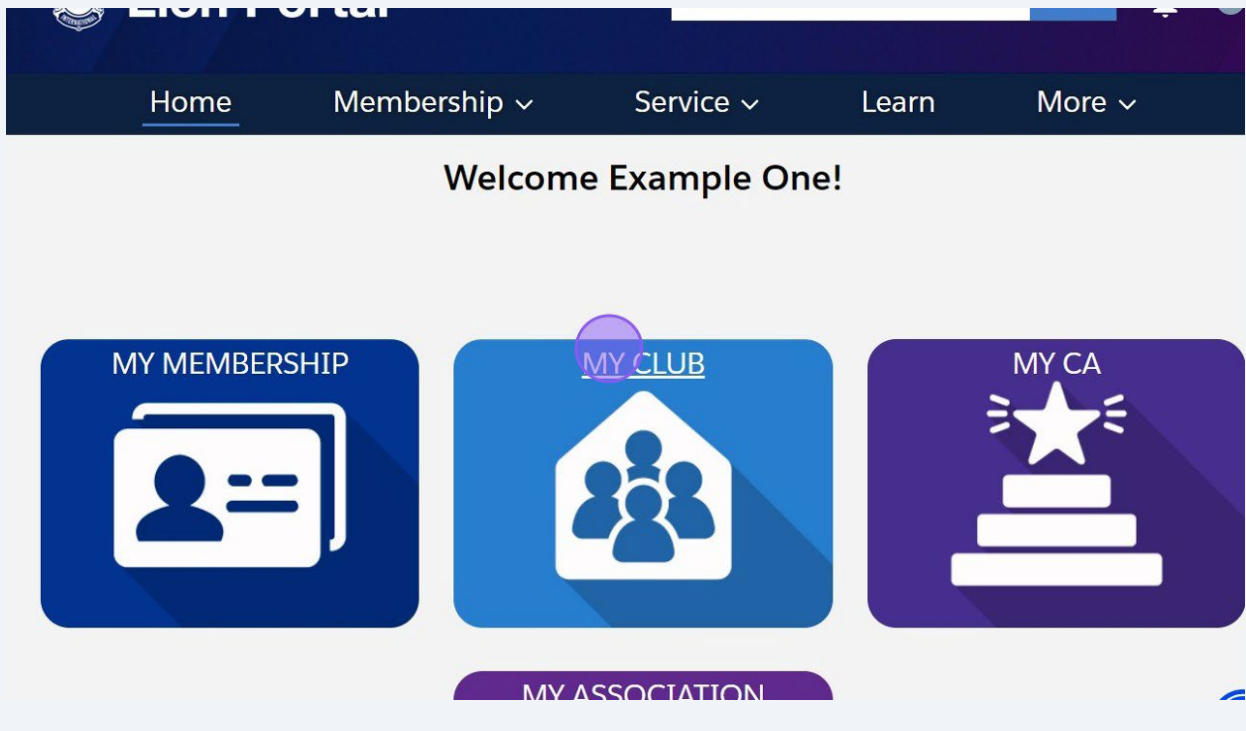
Club Memberships (4)
4 Items • Sorted by Start Date • Updated a few seconds ago

	Club Name	Membershi...	Start Date	End
1	Example Club ...	Lion-Charter-R...	8/1/2010	6/30
2	BURR RIDGE-H...	Lion-Associate-...	7/5/2015	6/30
3	Example Club ...	Lion-Charter-Fa...	7/1/2017	12/...
4	Example Club ...	Lion-Charter-R...	12/16/2021	

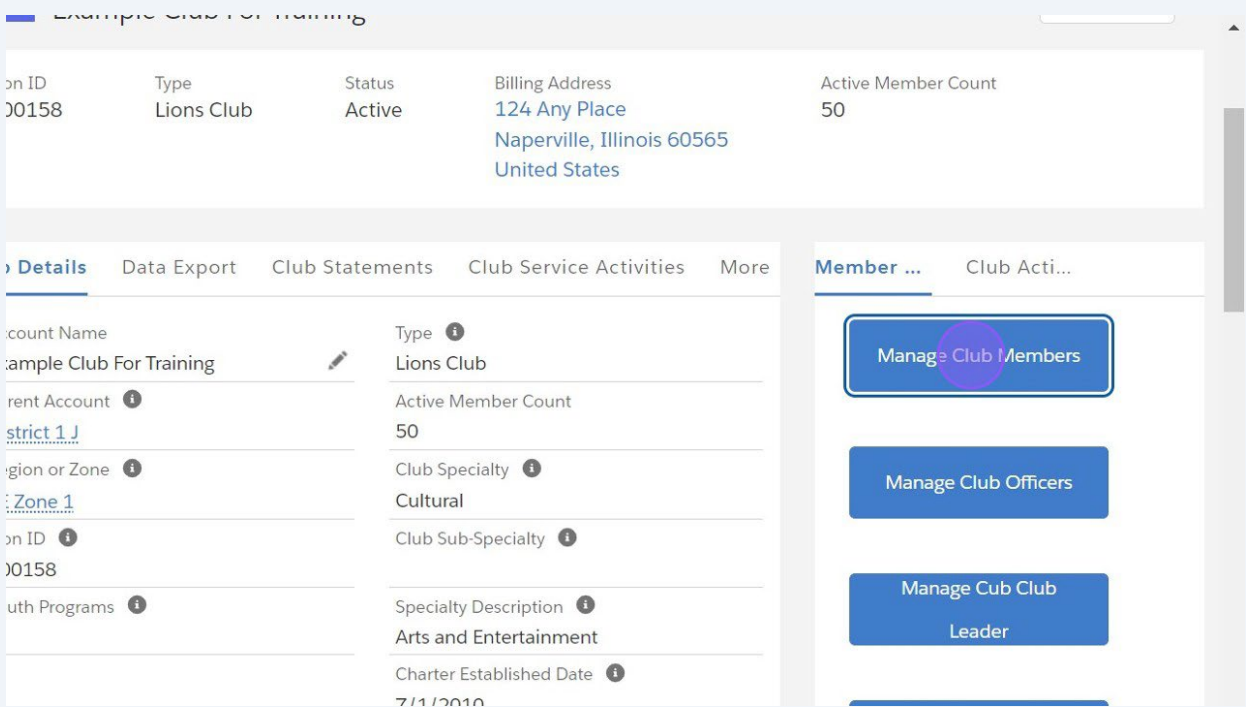
1

登录 Lion Portal（狮子会门户网站） lionportal.org。

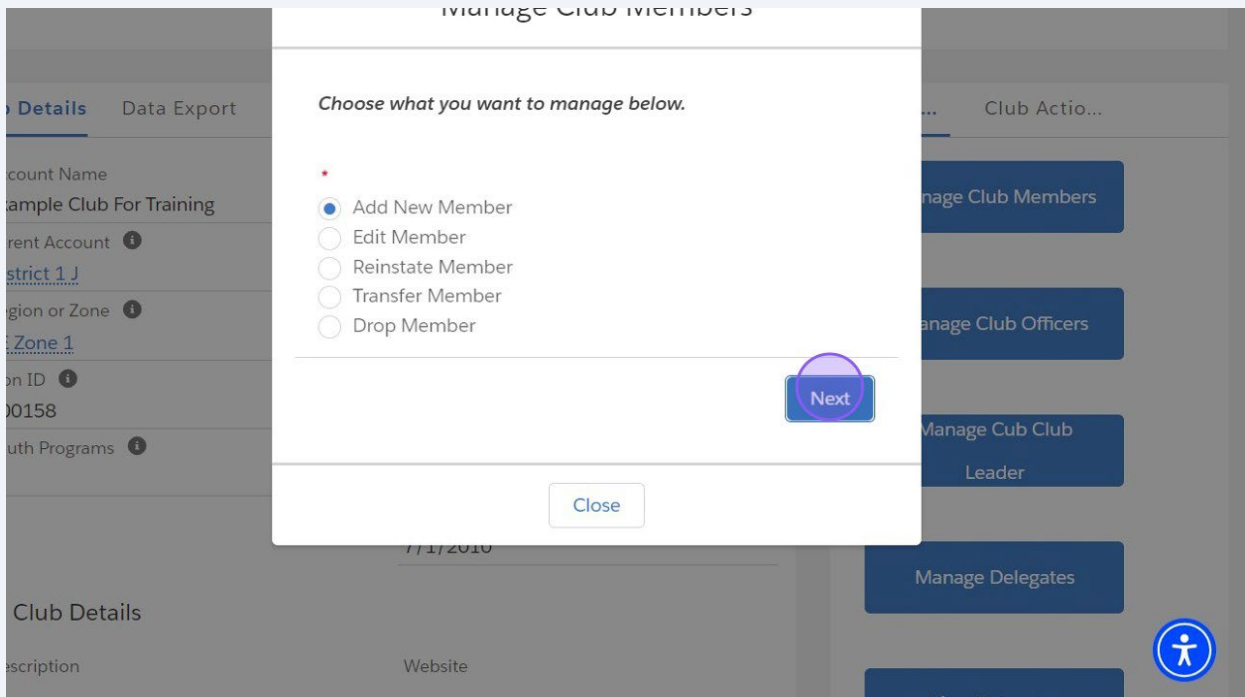
2 点选“我的分会”。



3 点选“管理分会会员”。



4 选择“新增会员”并点选“下一步”。



5 欲开始此流程，请输入所需的数据。

6

点选此下拉式选单。

The screenshot shows a web interface for managing club members. The main heading is "Manage Club Members". Below it, a message reads "Please complete fields to begin new membership process". There are four input fields: "First Name" (containing "Example"), "Last Name" (containing "Fifty-One"), "Date of Birth" (containing "Jan 8, 1988" with a calendar icon and the format "MMM d, yyyy"), and "Gender" (containing "--None--"). A purple circle highlights the "Gender" dropdown menu, which is open and shows options: "--None--", "Male", "Female", "Non-Binary", and "Prefer Not To Answer". At the bottom of the form, there are "Previous" and "Search" buttons. The background shows a sidebar with "Details" and "Data Export" tabs, and a list of club actions like "Manage Club Members", "Manage Club Officers", "Manage Club Club Leader", and "Manage Delegates".



要诀！系统将进行搜索，以确保这不是重复的记录。若没有潜在的重复记录，您将进入输入地址的步骤。

7 点选“搜索”。

Please complete fields to begin new membership process

* First Name	Example	* Last Name	Fifty-One
* Date of Birth	Jan 8, 1988	* Gender	Male

MMM d, yyyy

Previous Search Close

Club Details

Account Name Example Club For Training

Parent Account District 1 J

Region or Zone SE Zone 1

Lion ID 200158

Youth Programs

Manage Club Members

Manage Club Officers

Manage Club Club Leader

Manage Delegates

8 开始输入额外的数据。

Manage Club Members

Create New Contact

* First Name	Exempl	Middle Name		Prefix		* Gender	Male
* Last Name	Fifty-O	Nickname		Suffix		* Date of Birth	Jan 8

MMM d, yyyy

*Address Fields Required

Address Country --None--

Primary Email you@exampl

Secondary Email

Close

200158 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

Manage Club Members

Manage Club Officers

Manage Club Club Leader

Manage Delegates

9 若欲新增地址，请先选择国家。

The screenshot shows a 'Manage Club Members' form. The 'Country' dropdown menu is open, displaying a list of countries. A purple circle highlights the dropdown arrow. The form includes fields for Address, City, State/Province, Zip/Postal Code, Primary Email, Secondary Email, Mobile Phone, Work Phone, and Home Phone. The background shows a sidebar with 'Club Details' and a table of club members.

10 点击“国家”以显示国家列表，并选择国家。

The screenshot shows the 'Manage Club Members' form with the 'Country' dropdown menu open. The dropdown menu is expanded, showing a list of countries: Tunisia, Turkey, Turks and Caicos Islands, Uganda, Ukraine, United Arab Emirates, United Kingdom, and United States. A purple circle highlights the 'United States' option. The form includes fields for Address, City, State/Province, Zip/Postal Code, Primary Email, Secondary Email, Mobile Phone, Work Phone, and Home Phone. The background shows a sidebar with 'Club Details' and a table of club members.

11 输入该会员的其他数据。

***Address Fields Required**

Address

Country: United States

Street: 462 Spring Way

City: Naperville

State/Province: Illir

Zip/Postal Code: |

Primary Email: zfiftyone@fa

Secondary Email: you@exampl

Mobile Phone: 630 942-223

Home Phone:

Close

12 点选“下一步”。

Naperville

Illir

Zip/Postal Code: 60565

Home Phone:

Occupation: Business/Co

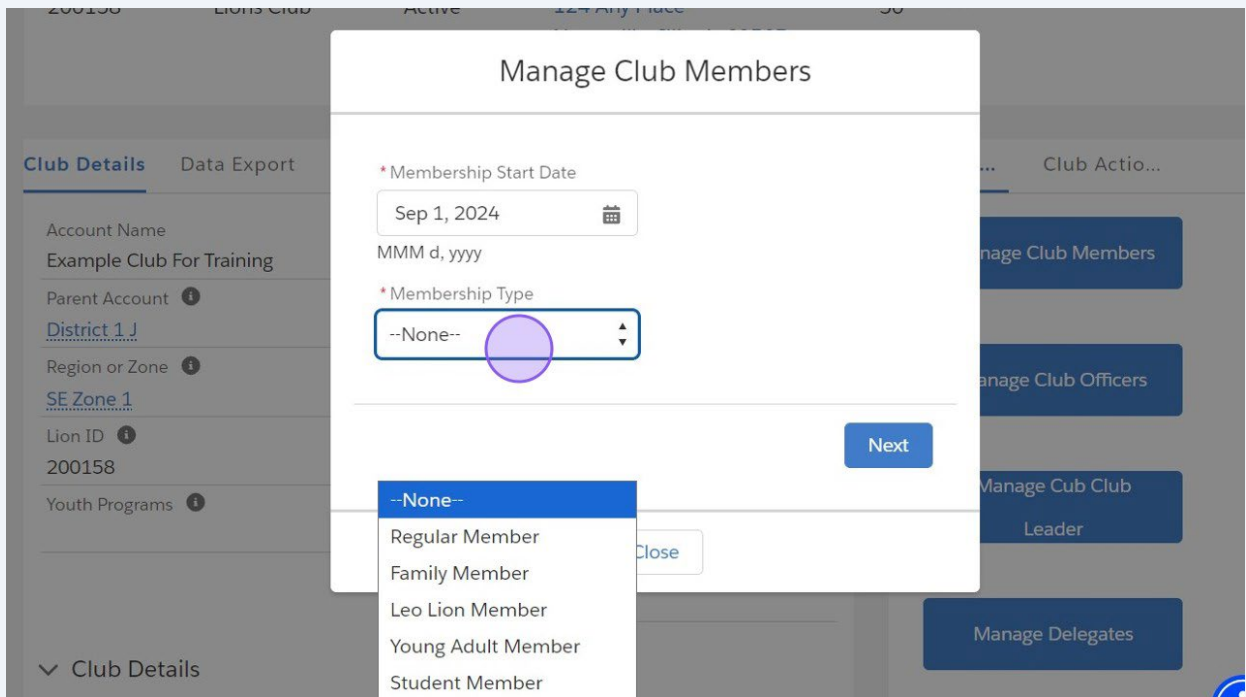
Spouse/Companion Full Name: Companion f

Previous

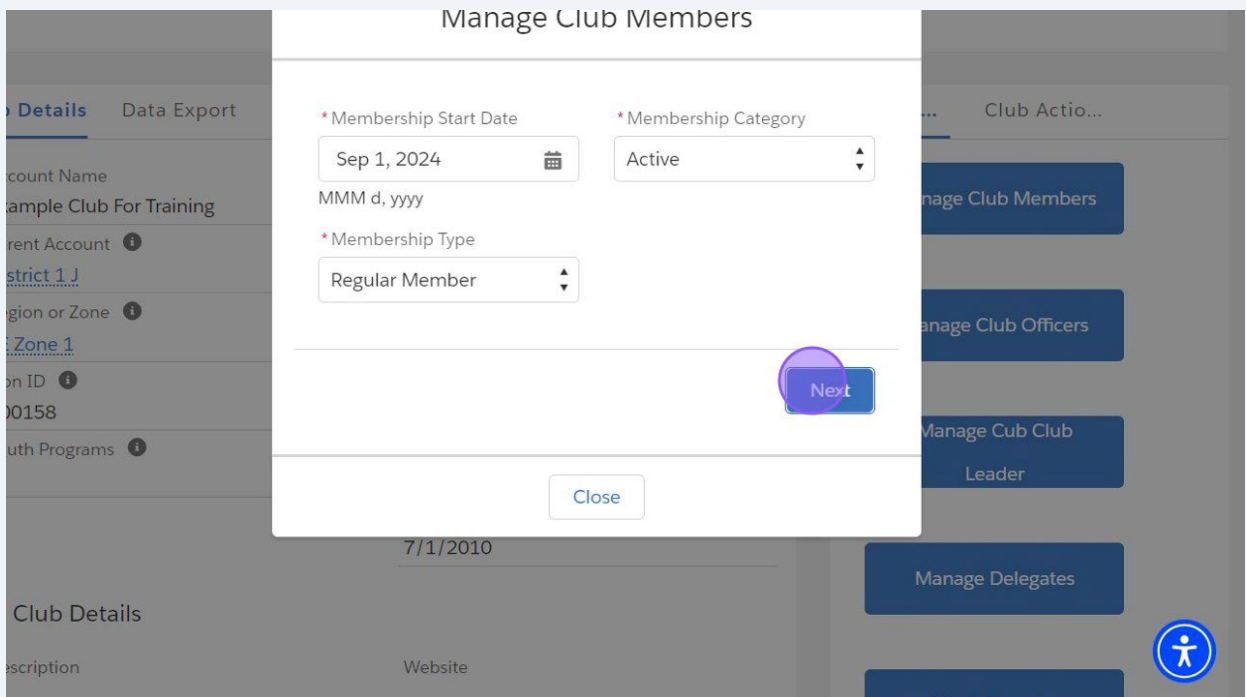
Next

Close

13 输入会籍的开始日期和“会员类型”。

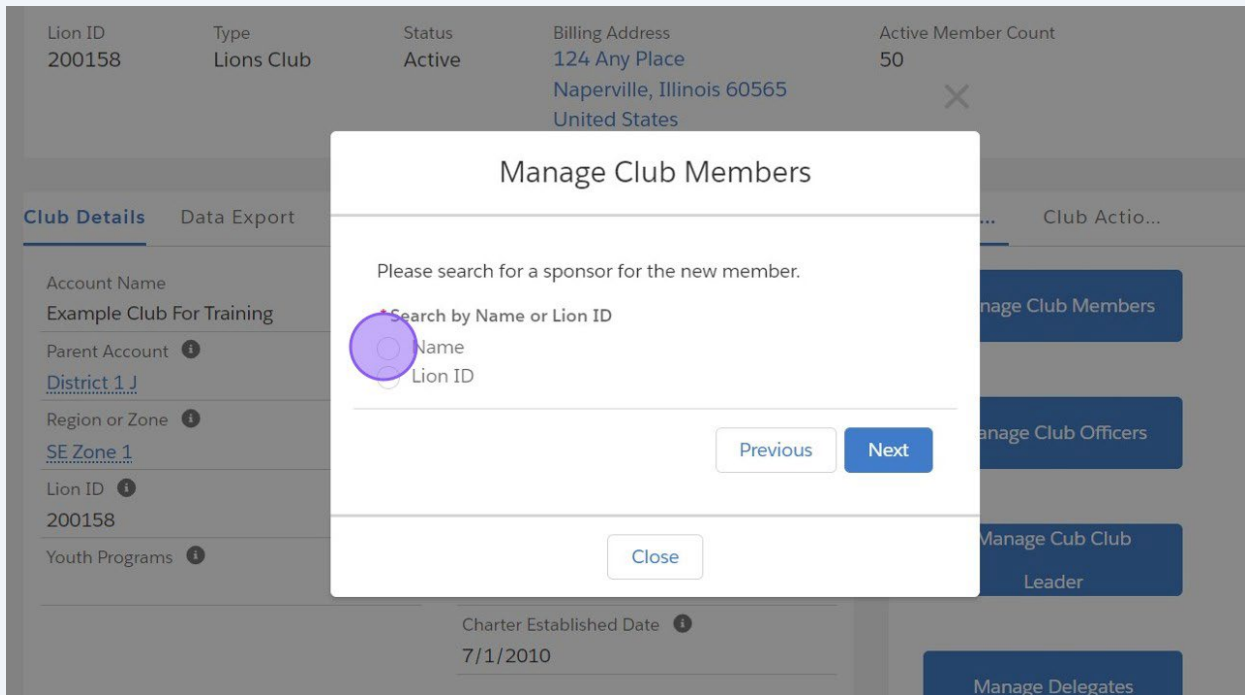


14 点选“下一步”。



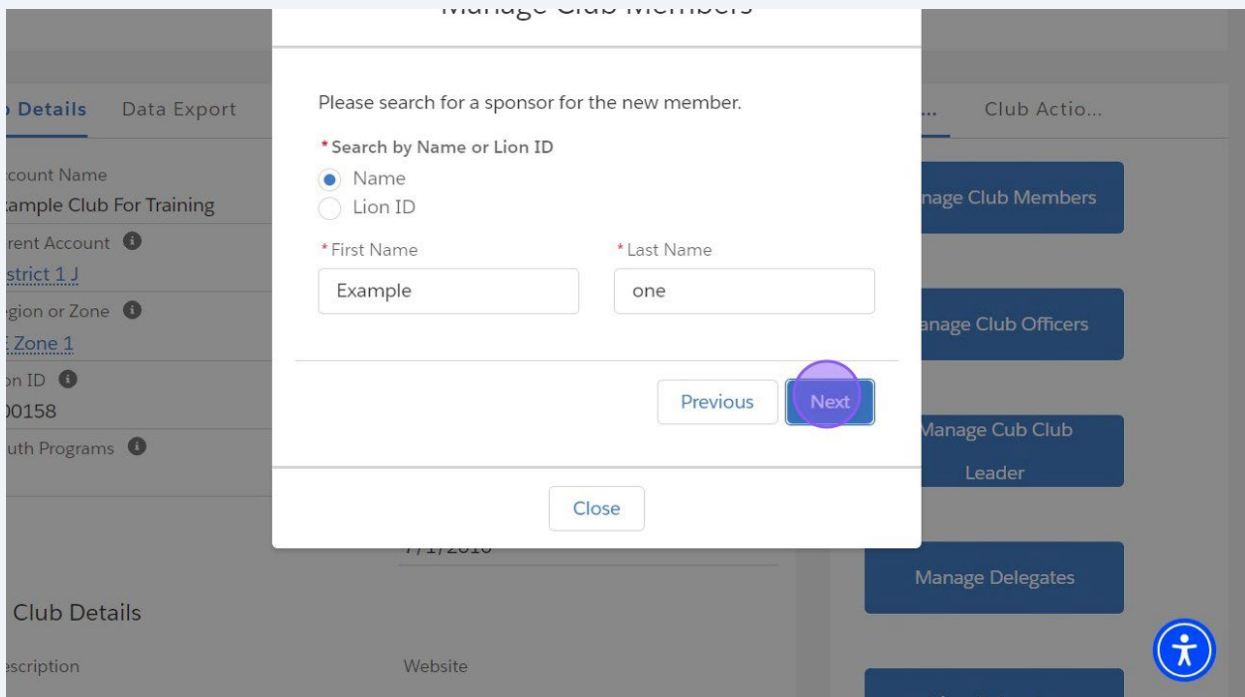
15

新增辅导会员。若要按名称搜索辅导会员，请选择“名称”，然后点选下一步。



16

输入名称，并点选“下一步”。



17 从清单中选择会员，然后点选“下一步”。

Manage Club Members

1 of 1 item • 0 items selected

Search this list...

Name	Member ID	Club Name
Example One	26691550	Example Club For Training

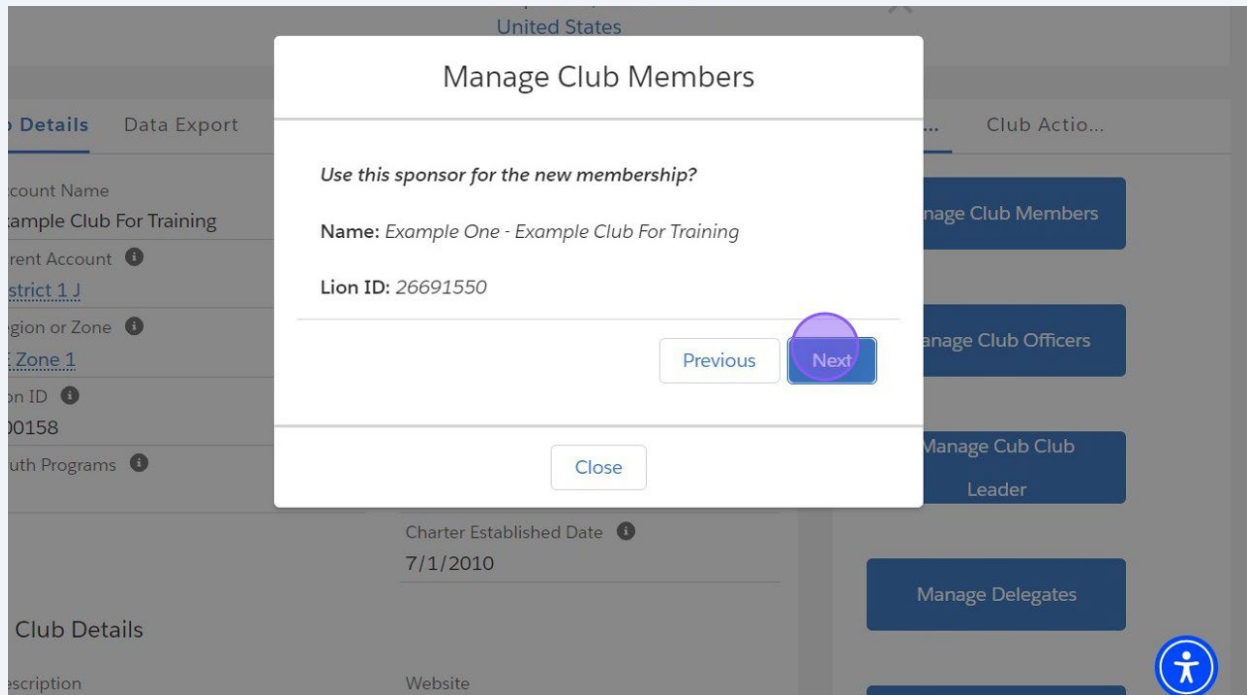
Previous Next

Close



注意！若这不是正确的辅导会员，请单击“上一步”，返回至搜寻辅导会员的步骤。

18 确认您选择了正确的辅导会员，然后点选“下一步”。



19 屏幕顶部将显示绿色的成功信息，然后您将返回“分会详细信息”页面。

查看会员及其会籍详细信息

20 在“查看会员”下点选“查看全部”。

<p>Meeting Location 1</p> <p>Meeting Week of Month ⓘ</p> <p>Meeting Day ⓘ</p> <p>Meeting Time ⓘ</p> <p>Meeting Street ⓘ</p> <p>Meeting City ⓘ</p> <p>Meeting State or Prov ⓘ</p> <p>Meeting Zip Code ⓘ</p> <p>Meeting Country ⓘ</p> <p>Meeting Location 2</p> <p>Meeting 2 Place ⓘ</p>	<p>टाउन सेंटर</p> <p>Meeting Local Street ⓘ</p> <p>Meeting Local City ⓘ</p> <p>Meeting Local Zip Code ⓘ</p> <p>Meeting Local State or Prov ⓘ</p> <p>Meeting Local Country ⓘ</p> <p>Online Meeting 1 ⓘ</p> <p>Online Meeting 1 Place ⓘ</p> <p>Online Meeting 1 Address ⓘ</p> <p>Meeting 2 Local Place ⓘ</p>
<p>1st</p> <p>Monday</p> <p>7:00</p> <p>15 Town Road</p> <p>Maperville</p> <p></p> <p>1565</p> <p>United States</p>	<p>४५५ टाउन रोड</p> <p>नेपरविल</p> <p></p> <p>IL</p> <p>संयुक्त राज्य अमेरिका</p> <p><input type="checkbox"/></p> <p></p>

N. ▾	M ▾	M ▾	M ▾
Example Twelve	Lion-Chart Regular [Active]	zuser012@lionfa.ke.com	(630) 890-1234
Example Five	Lion-Chart Regular [Active]	zuser005@lionfa.ke.com	(630) 123-4567
Example	Lion-Chart Regular [Active]	zuser006@lionfa.ke.com	(630) 123-4567

i 要诀！您可通过点选并拖曳列来放大或缩小该列，如下所示。

21 显示会员列表。

Accounts > Example Club For Training
Club Members

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

Con...	Mem...	Email	Phone	Lion J...	Start ...	E...	Mem...	Mem...
1	Example ...	Lion-Cha...	zuser008...	(630) 45...	7/1/2010	7/1/2010	Active M...	MEMBER...
2	Example ...	Lion-Cha...	zuser018...	(630) 55...	7/1/2010	7/1/2010	Active M...	MEMBER...
3	Example ...	Lion-Cha...	zuser011...	(630) 78...	7/1/2010	7/1/2010	Active M...	MEMBER...
4	Example ...	Lion-Reg...	zfiftyone...	630 942...	9/1/2024	9/1/2024	Active M...	MEMBER...
5	Example ...	Lion-Cha...	zuser015...	(630) 22...	7/1/2010	7/1/2010	Active M...	MEMBER...
6	Example ...	Lion-Stu...	zuser050...	(630) 18...	6/14/20...	6/14/20...	Active M...	MEMBER...

22 欲查看会员类型的详细信息，请点击该会籍的蓝色系统标识。

Accounts > Example Club For Training
Club Members

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

Contact Full Name ↑	Mem...	Email	Phone	Lion J...	Start ...	E...	Mem...	Mem...
1	Example Eight	Lion-Cha...	zuser008...	(630) 45...	7/1/2010	7/1/2010	Active M...	M
2	Example Eighteen	Lion-Cha...	zuser018...	(630) 55...	7/1/2010	7/1/2010	Active M...	M
3	Example Eleven	Lion-Cha...	zuser011...	(630) 78...	7/1/2010	7/1/2010	Active M...	M
4	Example Fifty-One	Lion-Reg...	zfiftyone...	630 942...	9/1/2024	9/1/2024	Active M...	M
5	Example Fifteen	Lion-Cha...	zuser015...	(630) 22...	7/1/2010	7/1/2010	Active M...	M
6	Example Fifty	Lion-Stu...	zuser050...	(630) 18...	6/14/20...	6/14/20...	Active M...	M
7	Example Five	Lion-Cha...	zuser005...	(630) 12...	7/1/2010	7/1/2010	Active M...	M
8	Example Forty	Lion-Reg...	zuser040...	(630) 89...	6/14/20...	6/14/20...	Active M...	M

23 显示会员类型的详细信息。

Contact	Club	Club Branch	Membership Full Type
Example Fifty-One	Example Club For Training		Lion-Regular [Active]

Details	
Club	Membership Status
Example Club For Training	Active Member
Contact	Membership Type
Example Fifty-One	Lion
Club Branch	Membership Category
	Active
Relationship Type	Program
	Regular
Membership Sponsor	Add Type
Example Member One	New

Membership Details

Join Date

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

No related lists to display



24 滚动以查看其他细节。

Start Date	
1/2024	
End Date	
Total Years	
05	

Hierarchies


Membership Club	Constitutional Area
Example Club For Training	U.S. and Affiliates, Bermuda and Bahamas
LCIF Constitutional Area	LCIF Constitutional Area
LCIF Constitutional Area 1	LCIF Constitutional Area 1
LCIF Group	LCIF Group
LCIF Group E - Area 1	LCIF Group C - Area 1
LCIF District	District
LCIF District 1	District 1 J
Region	Zone
Region	SE Zone 1



25 点选“联络人”下方的链接以返回会员详情。

Contact Example Fifty-One	Club Example Club For Training	Club Branch	Membership Full Type Lion-Regular [Active]
--	---	-------------	---

Details

Club ⁱ Example Club For Tra	
Contact ⁱ Example Fifty-One	
Club Branch ⁱ	
Relationship Type ⁱ Regular	
Membership Sponsor ⁱ Example Member One	Add Type ⁱ New

Membership Details

Lion Join Date ⁱ

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

No related lists to display

26 显示有关该会员的详细信息。

Primary Affiliation Example Club For Training	Member ID 26691601	Email zfiftyone@fake.com	Phone 630 942-2233
--	-----------------------	---	-----------------------

Name Example Fifty-One	Spouse Name ⁱ Companion Fifty-One
Primary Affiliation ⁱ Example Club For Training	Birthday ⁱ January 8
Nickname ⁱ M-Man	Birthdate 1/8/1988
Gender ⁱ Male	Occupation ⁱ Business/Consultant/Service Provider


Local Language Information

First Name (Local)

Middle Name (Local)

Last Name (Local)

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

 Club Me... (1) ⚙️ ↻

1 item · Sorted by Start Date · Updated a few seconds ago

Club Name	Membershi...
1 Example Club ...	Lion-Regular [



[View All](#)

27 滚动以查看更多详情。


✓ Contact Information

Mailing Address 462 Spring Way Naperville, Illinois 60565 United States	Local Address
Preferred Phone ⓘ Mobile	
Home Phone	Preferred Email ⓘ Personal
Mobile 630 942-2233	Personal Email ⓘ zfiftyone@fake.com
Work Phone ⓘ	Work Email ⓘ
Other Phone	Alternate Email ⓘ
	Fax



Officer Titles (0)



28 点选“首页”以返回登陆页面。



Lion Portal

Search




[Home](#) [Membership](#) [Service](#) [Learn](#) [More](#)

Contact [Example Fifty-One](#) [+ Follow](#)

Primary Affiliation Example Club For Training	Member ID 26691601	Email zfiftyone@fake.com	Phone 630 942-2233
--	-----------------------	---	-----------------------

Name Example Fifty-One	Spouse Name ⓘ Companion Fifty-One
Primary Affiliation ⓘ Example Club For Training	Birthday ⓘ January 8
Nickname ⓘ M-Man	Birthdate 1/8/1988

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

 Club Me... (1)  

1 item · Sorted by Start Date · Updated a few seconds ago

29

“管理分会会员 - 新增分会会员”快速指南到此结束。

