

Gestire i soci del club - Modificare i dati di un socio



Questa guida è un supporto fondamentale per gli officer di club, in quanto indica la procedura per aggiornare i dati dei soci nel Lion Portal. La guida indica le autorizzazioni necessarie, le istruzioni passo-passo per la modifica dei dati personali e di contatto e fornisce suggerimenti importanti, come il periodo di tempo entro cui è possibile sostituire lo sponsor. Grazie a questa guida, gli officer di club potranno gestire in modo efficiente i dati dei soci, garantendo massima precisione ed efficienza nella gestione dei dati e nell'amministrazione del club.

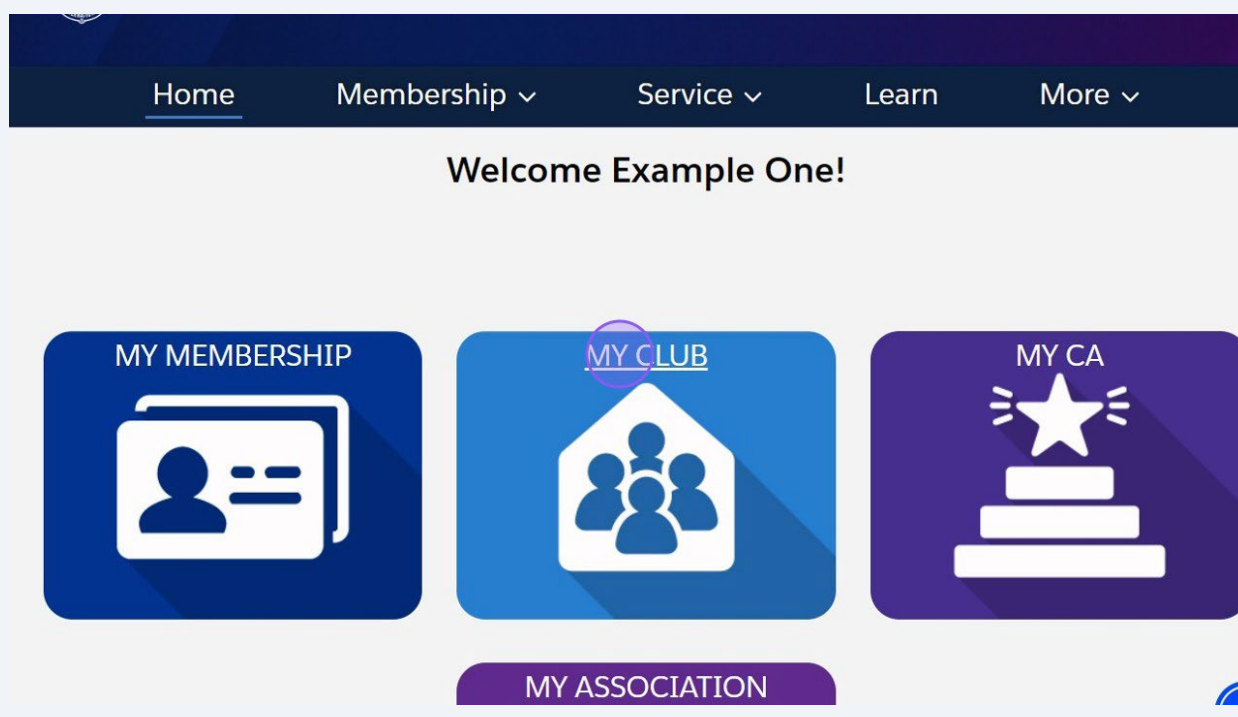


Suggerimento! I dati dei soci possono essere aggiornati in qualsiasi momento dagli officer del club autorizzati alla gestione dei dati dei soci. I titoli di officer del club sono: Presidente di club, Segretario di club, Amministratore di club

Gli amministratori di distretti e multidistretti possono modificare i dati dei soci dei club che fanno parte della loro organizzazione. A questo livello, selezionare innanzitutto il Club da gestire.

1 Accedere al Lion Portal lionportal.org

2 Cliccare su "IL MIO CLUB"



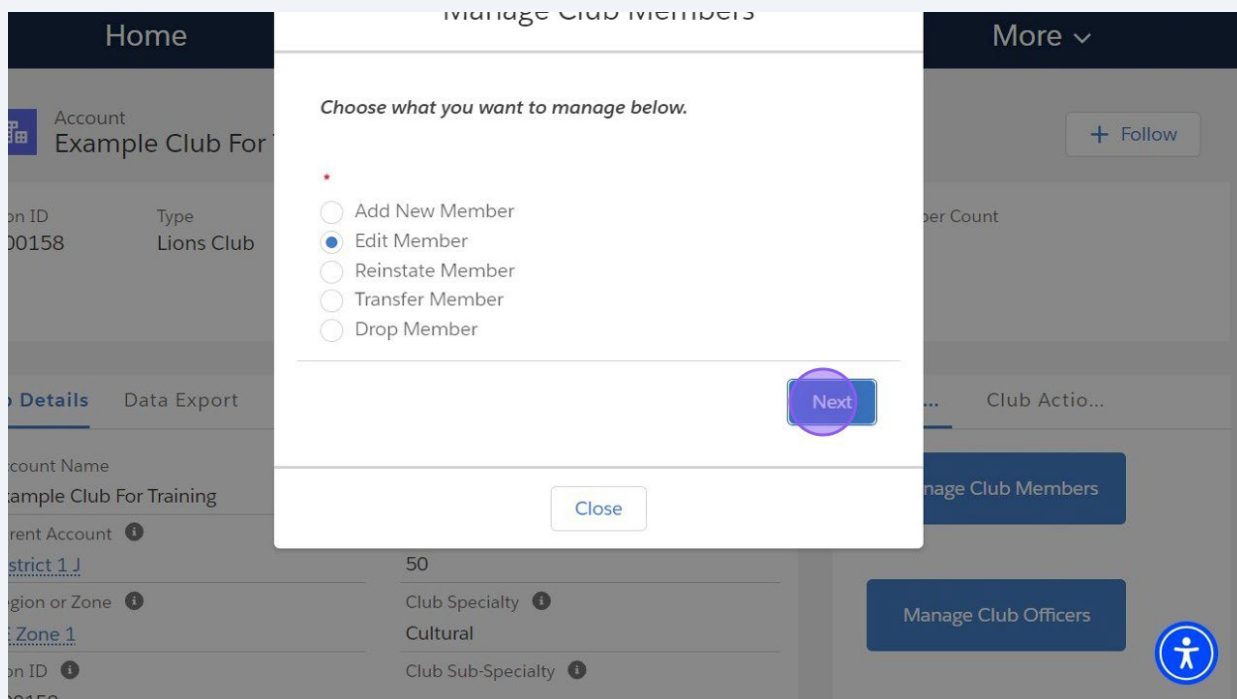
3 Cliccare su "Gestire i soci del club".

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 information: Lion ID (200158), Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (50). A menu below the table includes 'Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Details' section shows fields for Account Name, Parent Account, Region or Zone, Lion 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 a user profile icon at the bottom right.

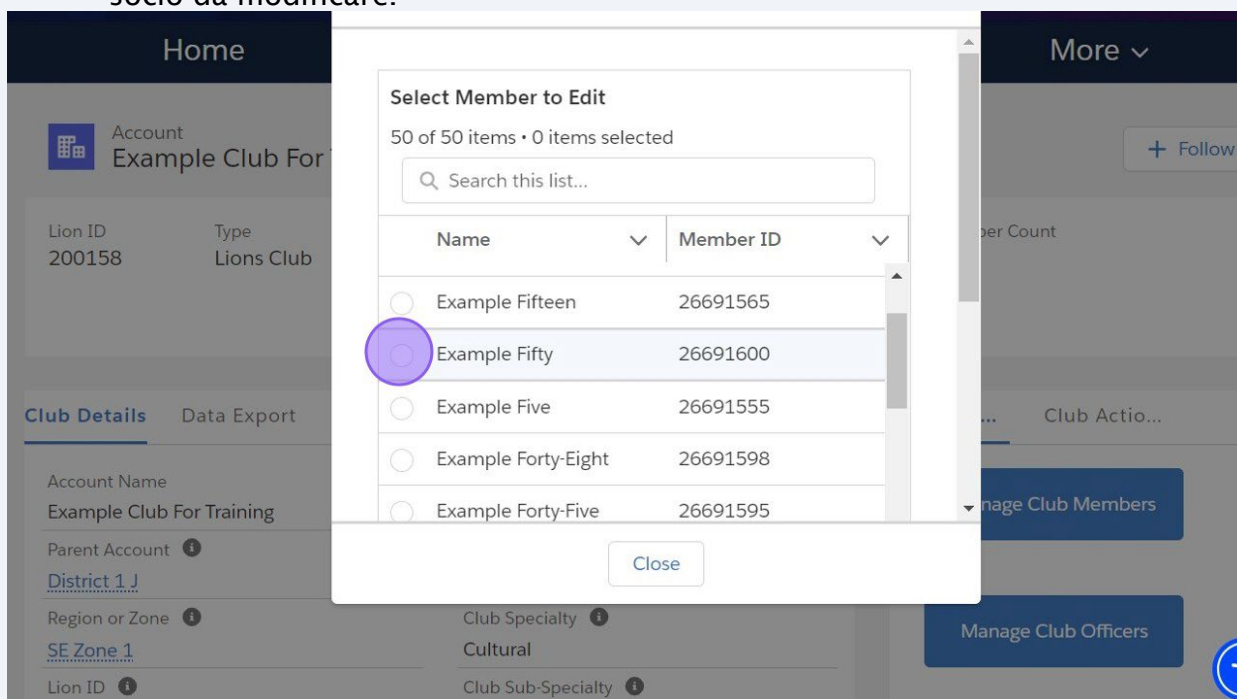
4 Questa Guida rapida mostra le funzioni di "Modifica socio".

The screenshot shows the 'Manage Club Members' modal window overlaid on the club details page. The modal has a title 'Manage Club Members' and a subtitle 'Choose what you want to manage below.' It contains a list of radio button options: 'Add New Member', 'Edit Member', 'Reinstate Member', 'Transfer Member', and 'Drop Member'. The 'Edit Member' option is selected and highlighted with a purple circle. At the bottom of the modal, there is a 'Next' button and a 'Close' button. The background shows the club details page with the 'Manage Club Members' button highlighted.

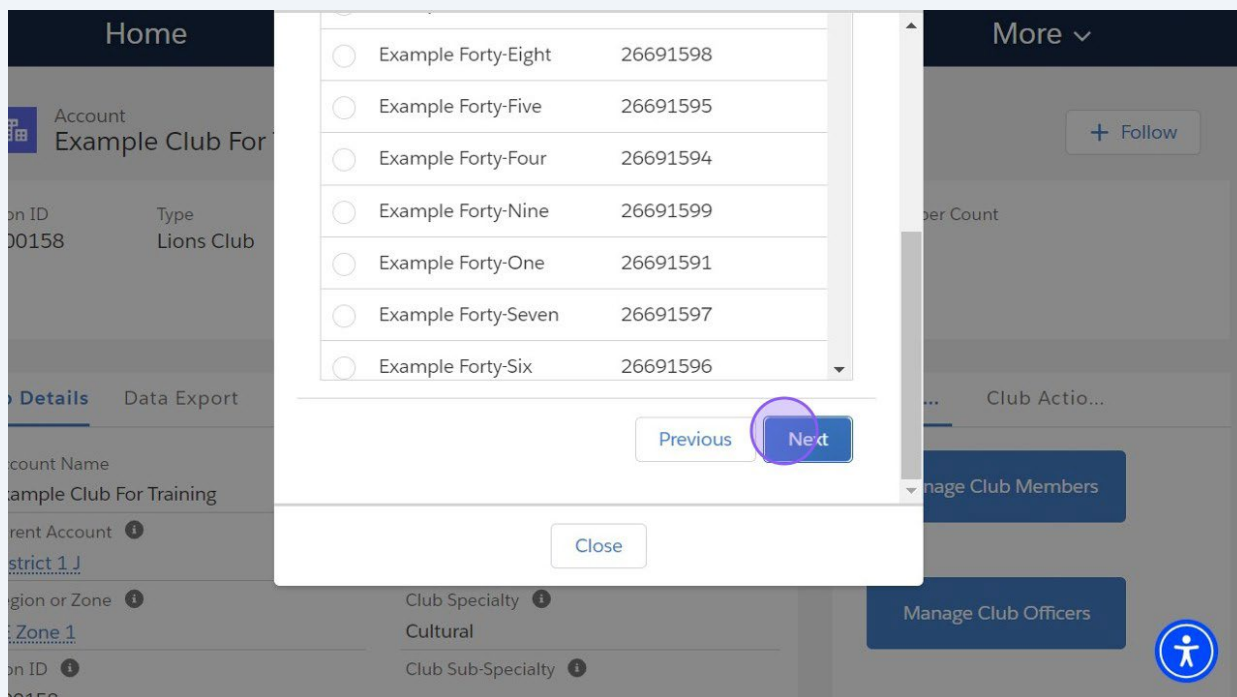
5 Selezionare "Modifica socio" e cliccare su "Avanti"



6 Scorrere o cercare il socio. Ricerca per nome del socio (parte del nome o il codice identificativo socio). Cliccare sul pulsante di opzione accanto al socio da modificare.



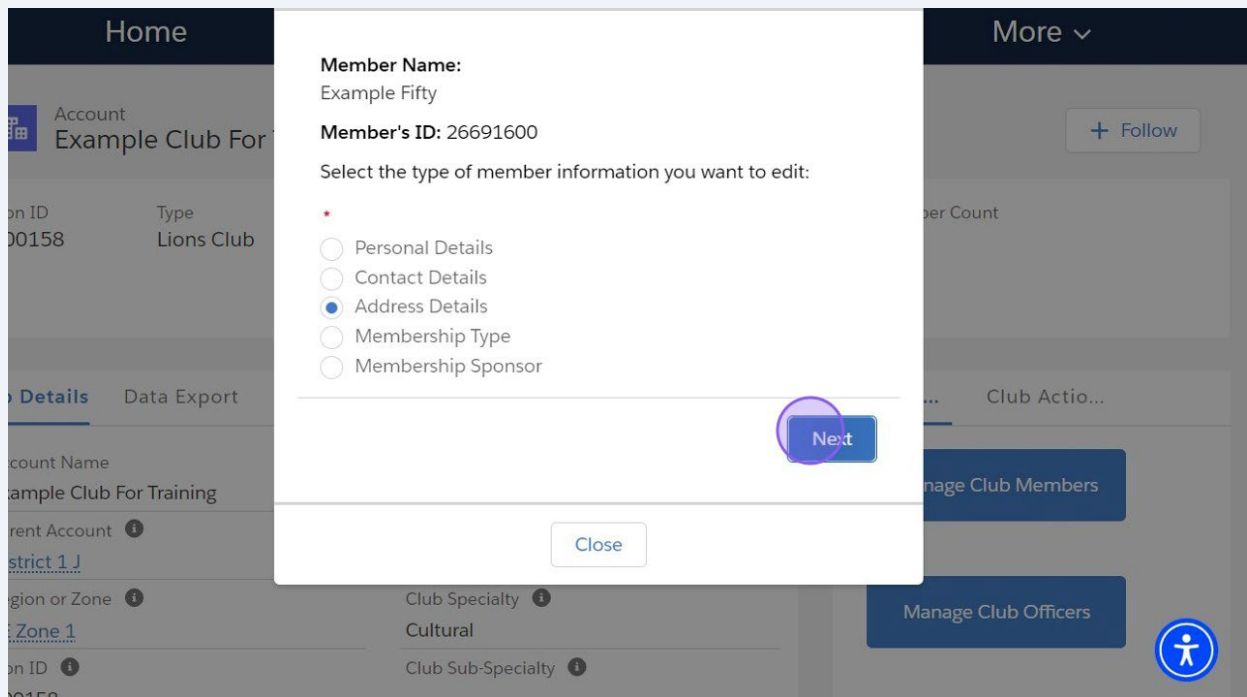
7 Cliccare su "Avanti".



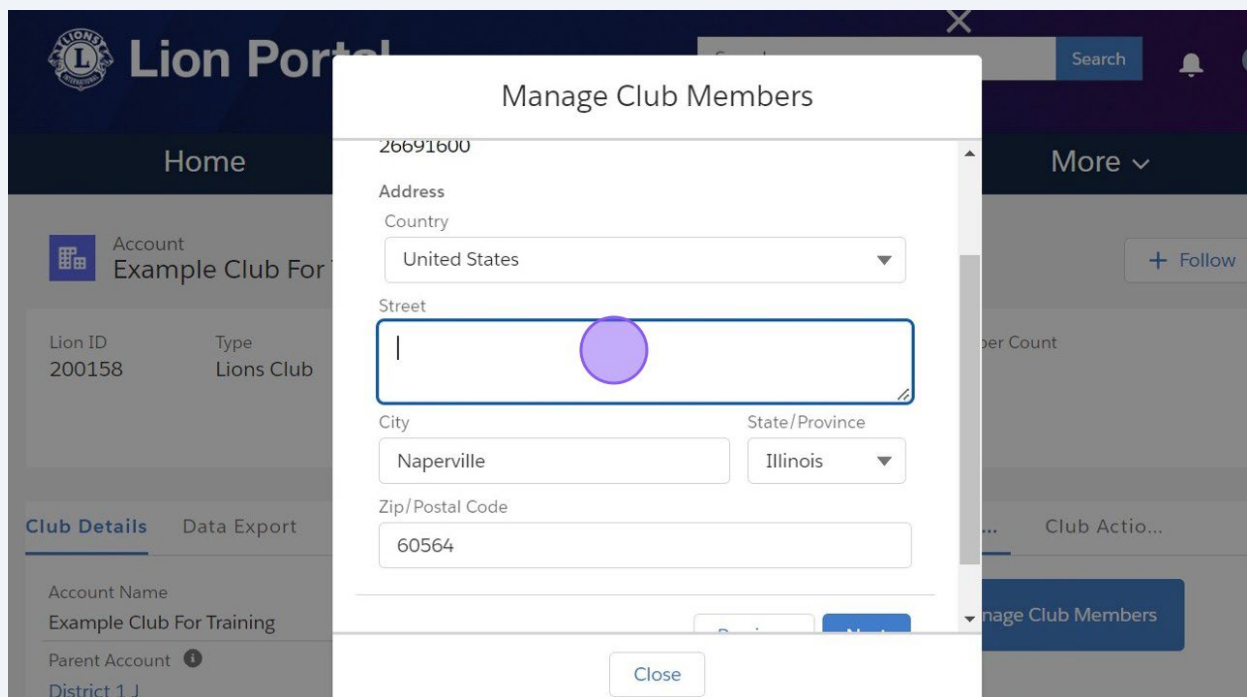
Suggerimento! Opzioni per la modifica socio:

- Dati personali - Nome, sesso, occupazione, compleanno (aggiornamento 1 volta), Soprannome, Compagno
- Recapiti/dati di contatto - numeri di telefono, indirizzo e-mail
- Indirizzo - indirizzo postale del socio
- Categoria associativa - cambia i dettagli relativi al tipo di associazione/programma associativo
- Sponsor del socio - Lo sponsor può essere sostituito entro i primi 90 giorni

8 Selezionare il pulsante di opzione e cliccare su "Avanti".



9 Cliccare su ciascun campo per modificare i dati.



10 Una volta completati gli aggiornamenti, cliccare su "Avanti".

The screenshot shows a web application interface with a modal form for updating club details. The form is centered and contains the following fields and buttons:

- Country: United States (dropdown menu)
- Street: 462 Elm St (text input)
- City: Naperville (text input)
- State/Province: Illinois (dropdown menu)
- Zip/Postal Code: 60564 (text input)
- Buttons: Previous, Next (highlighted with a purple circle), Close

The background interface is dimmed and shows a 'Home' header, a 'More' dropdown, and various club management options like 'Manage Club Members' and 'Manage Club Officers'.

i Suggerimento! La sezione successiva mostra i dati che possono essere modificati:

- Modifica socio
- Dettagli personali

11 Selezionare "Modifica socio" e cliccare su "Avanti"

The screenshot shows a 'Manage Club Members' dialog box overlaid on a web interface. The dialog box contains the following text and options:

Choose what you want to manage below.

- Add New Member
- Edit Member
- Reinstate Member
- Transfer Member
- Drop Member

At the bottom of the dialog box, there are two buttons: 'Next' (highlighted with a purple circle) and 'Close'.

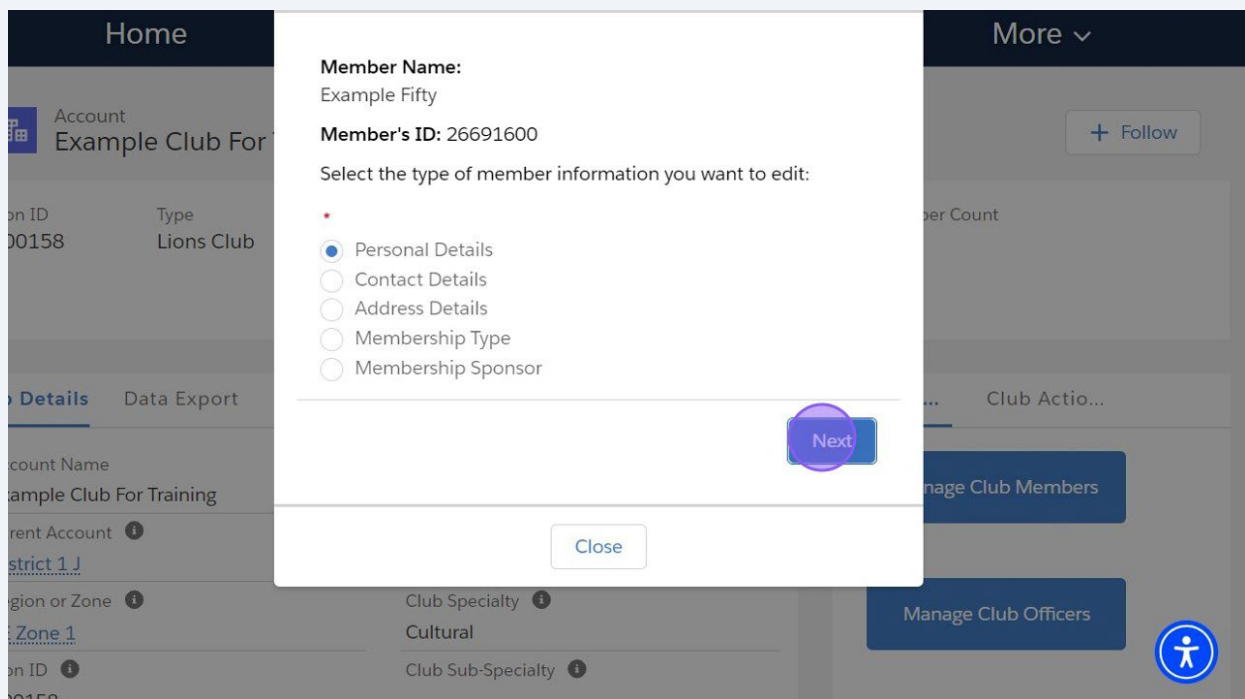
12 Selezionare il socio e clicca su "Avanti"

The screenshot shows the 'Manage Club Members' dialog box with a list of members. The list is as follows:

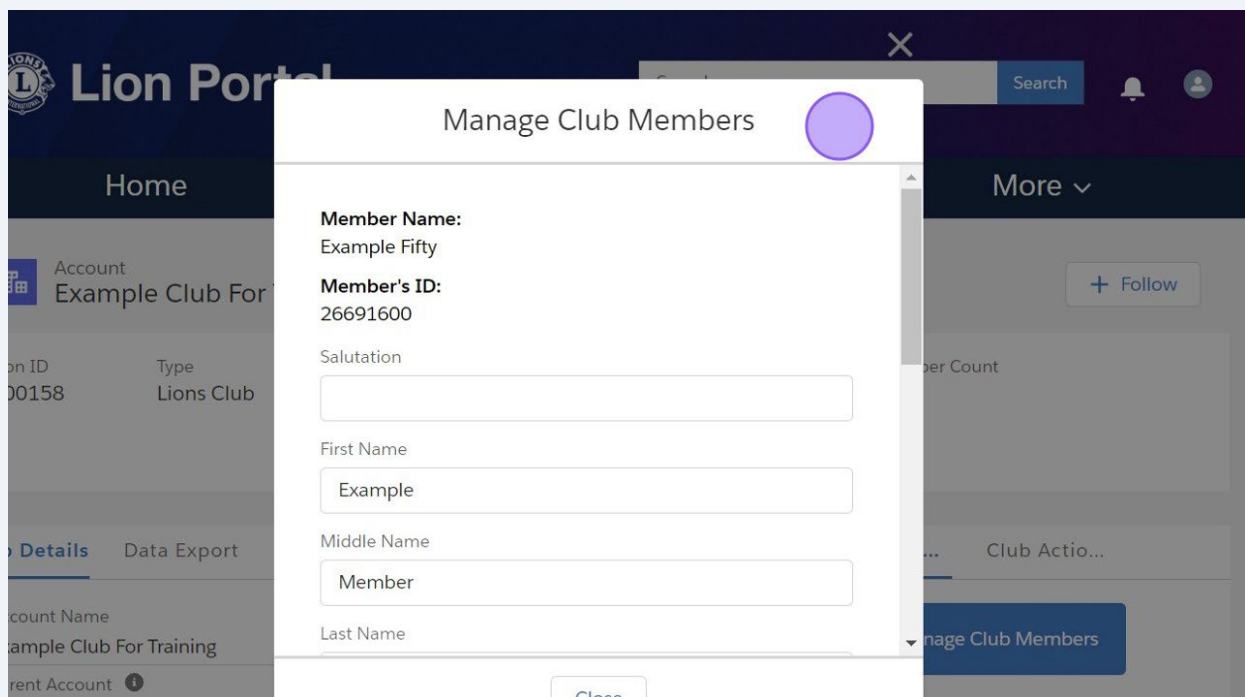
<input type="radio"/>	Example Twenty-One	26691571
<input type="radio"/>	Example Twenty-Seven	26691577
<input type="radio"/>	Example Twenty-Six	26691576
<input type="radio"/>	Example Twenty-Three	26691573
<input type="radio"/>	Example Twenty-Two	26691572
<input type="radio"/>	Example Twenty	26691570
<input type="radio"/>	Mx. Example Two III	26691551

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

13 Selezionare "Dettagli personali" e cliccare su "Avanti".



14 Cliccare sui campi dati che si desidera modificare e inserire i nuovi dati.



15 Cliccare sui campi dati che si desidera modificare e inserire i nuovi dati.

The screenshot shows a web application interface with a modal form for editing member information. The background displays a 'Home' page for 'Example Club For Training' with details like 'Lion ID 200158' and 'Type Lions Club'. The modal form contains the following fields:

- Gender:** A dropdown menu with 'Male' selected.
- Date of Birth:** A date picker showing 'Oct 10, 2003'.
- Occupation:** A dropdown menu with 'Education/Training' selected.
- Spouse Name:** A text input field containing 'Companion Fifty'.

At the bottom of the modal, there are three buttons: 'Previous' (disabled), 'Next' (active), and 'Close'.

16 Selezionare "Modifica socio" e clicca su "Avanti".

The screenshot shows a web application interface with a modal form for selecting the type of member information to edit. The background displays the same 'Home' page as in the previous screenshot. The modal form contains the following information:

- Member Name:** Example Fifty
- Member's ID:** 26691600
- Select the type of member information you want to edit:**

The selection options are:

- Personal Details
- Contact Details
- Address Details
- Membership Type
- Membership Sponsor

At the bottom of the modal, there are two buttons: 'Next' (active) and 'Close'.

17 Cliccare sui campi dati che si desidera modificare e inserire i nuovi dati.

The screenshot shows a web application interface with a modal window titled "Manage Club Members". The modal contains the following fields and values:

- Member Name:** Example Fifty
- Member's ID:** 26691600
- Work Phone:** (empty text input)
- Home Phone:** (empty text input)
- Mobile Phone:** (630) 189-9001
- Email:** (empty text input)

At the bottom of the modal, there is a "Close" button. The background shows a sidebar with "Home" and "Details" tabs, and a main content area with a "Manage Club Members" button.

18 Cliccare sui campi dati che si desidera modificare e inserire i nuovi dati.

This screenshot shows the same "Manage Club Members" modal form, but with additional fields and navigation options:

- Mobile Phone:** (630) 189-9001
- Email:** zuser050@lionfake.com
- Alternate Email:** you@example.com
- Fax:** (empty text input)

At the bottom of the modal, there are three buttons: "Previous", "Next", and "Close". A purple circle highlights the "Next" button. The background shows the same sidebar and main content area as in the previous screenshot.



Attenzione! Lo Sponsor può essere cambiato solamente durante i primi 90 giorni dalla data di ingresso nell'associazione.

Contattare il Centro Assistenza Soci per ricevere assistenza per le correzioni allo storico associativo.



Suggerimento! Per la procedura dettagliata di ricerca e selezione dello sponsor, consultare la Guida rapida "Gestione dei soci del club - Aggiungere un socio"

19 Selezionare "Sponsor del socio" e cliccare su "Avanti"

The screenshot displays a mobile application interface with a modal form overlaid on a blurred background. The background shows a 'Home' screen with a header, a 'More' dropdown menu, and a list of member details including 'Account Name', 'Club Specialty', and 'Club Sub-Specialty'. The modal form is titled 'Member Name: Example Fifty' and 'Member's ID: 26691600'. It prompts the user to 'Select the type of member information you want to edit:' and provides five radio button options: 'Personal Details', 'Contact Details', 'Address Details', 'Membership Type', and 'Membership Sponsor'. The 'Membership Sponsor' option is selected. A purple 'Next' button is highlighted with a purple circle, and a 'Close' button is visible at the bottom of the modal.

20 Cliccare su "Chiudi" per uscire dall'area "Modifica socio".

The screenshot shows the 'Modifica socio' (Edit Member) page in the Lion Portal. A modal dialog is open in the center, displaying the following information:

- Member Name:** Example Fifty
- Member's ID:** 26691600
- Select the type of member information you want to edit:
- Personal Details
- Contact Details
- Address Details
- Membership Type
- Membership Sponsor

At the bottom of the modal, there is a blue 'Next' button and a blue 'Close' button. The 'Close' button is circled in purple. The background page shows the 'Home' tab selected, with account details for 'Example Club For Training' (Lion ID: 200158, Type: Lions Club). Other visible elements include 'Club Details', 'Data Export', 'Account Name', 'Parent Account', 'District 1 J', 'Region or Zone', 'SE Zone 1', 'Club Specialty', 'Cultural', 'Club Sub-Specialty', and buttons for 'Manage Club Members' and 'Manage Club Officers'.

21 Per tornare alla pagina di destinazione, cliccare su "Home".

The screenshot shows the Lion Portal home page. The header includes the 'Lion Portal' logo, a search bar, and navigation links: Home, Membership, Service, Learn, and More. The 'Home' link is circled in purple. Below the header, the account details for 'Example Club For Training' are displayed, including a '+ Follow' button. A table provides key information:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	50

Below the table, there are tabs for 'Club Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Club Details' tab is active, showing 'Account Name' (Example Club For Training) and 'Type' (Lions Club). A 'Parent Account' section is also visible. On the right side, there is a 'Member ...' tab and a 'Club Acti...' tab, with a prominent blue 'Manage Club Members' button.

22 Questo conclude la Guida rapida "Gestire i soci di un club - Modificare i dati un socio".

