

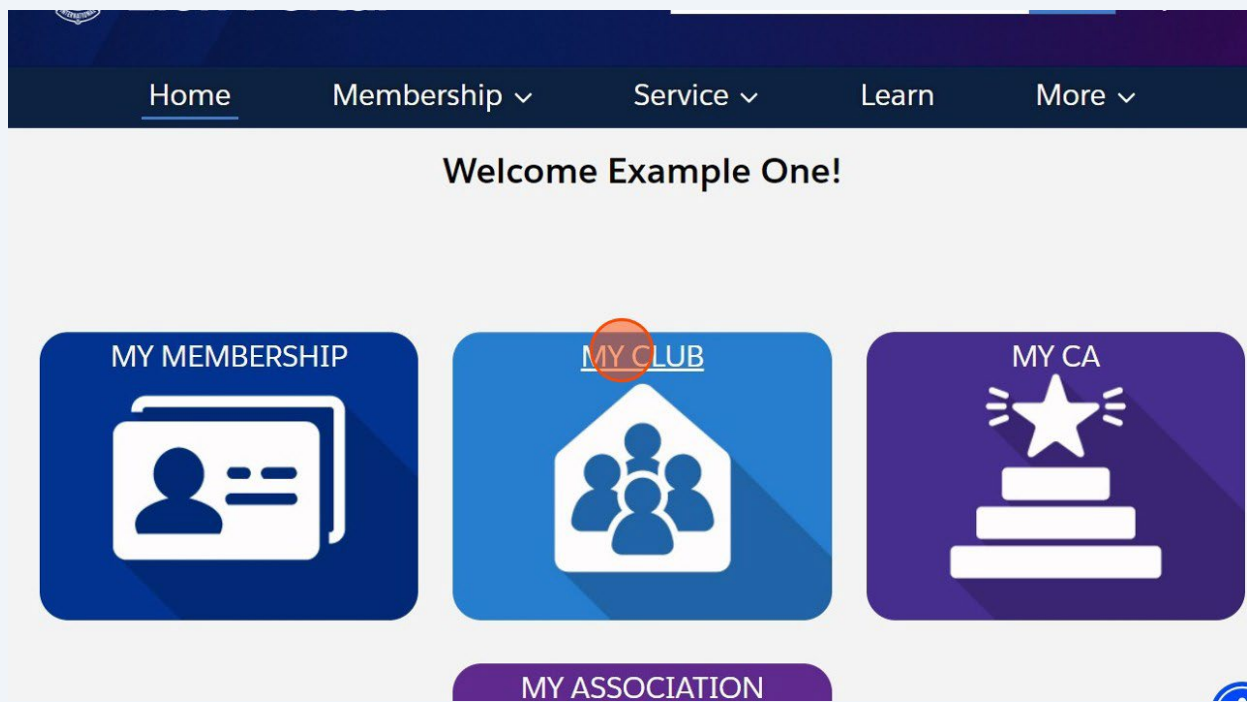
管理分会会员 - 新增学生

Lion Portal 会员

本指南提供通过 **Lion Portal** 有效地将学生会员新增到分会的逐步流程。其中简化通常较复杂的会员管理任务，确保用户能够顺利、准确地完成流程。通过遵循本指南，用户可节省时间，并避免潜在的错误，从而更有效地管理分会。对于负责管理分会会员资格的任何人来说，这都是项重要的资源。

1 登入 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”

The screenshot shows the top 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:

Account ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	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, Account ID, Type, Active Member Count, Club Specialty, and Club Sub-Specialty. On the right, there are buttons for 'Manage Club Members' (highlighted with a red circle) and 'Manage Club Officers'.

4 点选“单选按钮”“新增成员”，点选“下一步”

The screenshot shows a modal dialog box titled 'Manage Club Members' overlaid on the club details page. The dialog contains the text 'Choose what you want to manage below.' and a list of radio button options:

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

At the bottom of the dialog, there is a 'Next' button (highlighted with a red circle) and a 'Close' button.

5 输入会员信息并点选“搜寻”

Home

Account
Example Club For

More ▾

+ Follow

ber Count

Club Actio...

Manage Club Members

Manage Club Officers

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 ⓘ

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 输入地址和其他会员信息。

Home

Account
Example Club For

More ▾

+ Follow

ber Count

Club Actio...

Manage Club Members

Manage Club Officers

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 ⓘ

*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 点选“下一步”

Naperville Illir

Zip/Postal Code
60565

Home Phone

Occupation
Student

Spouse/Companion Full Name

Previous Next

Close

8 输入会籍开始日期。在“会籍类型”下拉式选单中选择“学生会员”。

Manage Club Members

*Membership Start Date
Sep 1, 2024

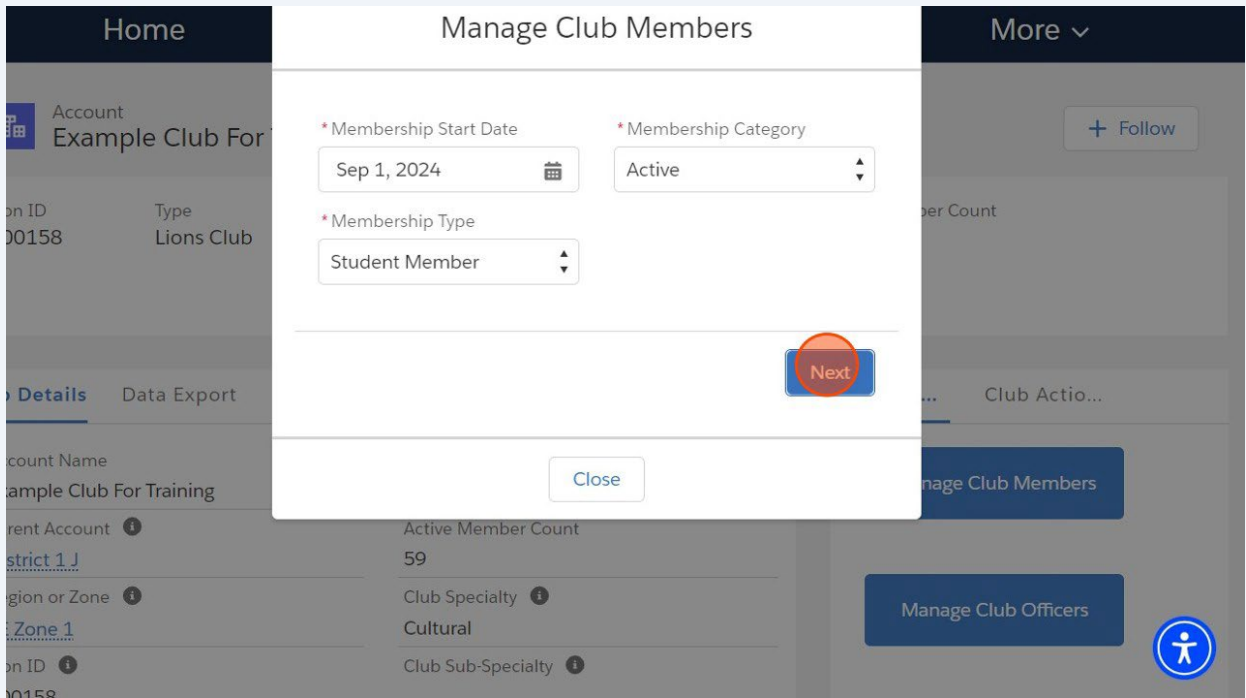
*Membership Category
Active

*Membership Type
Student Member

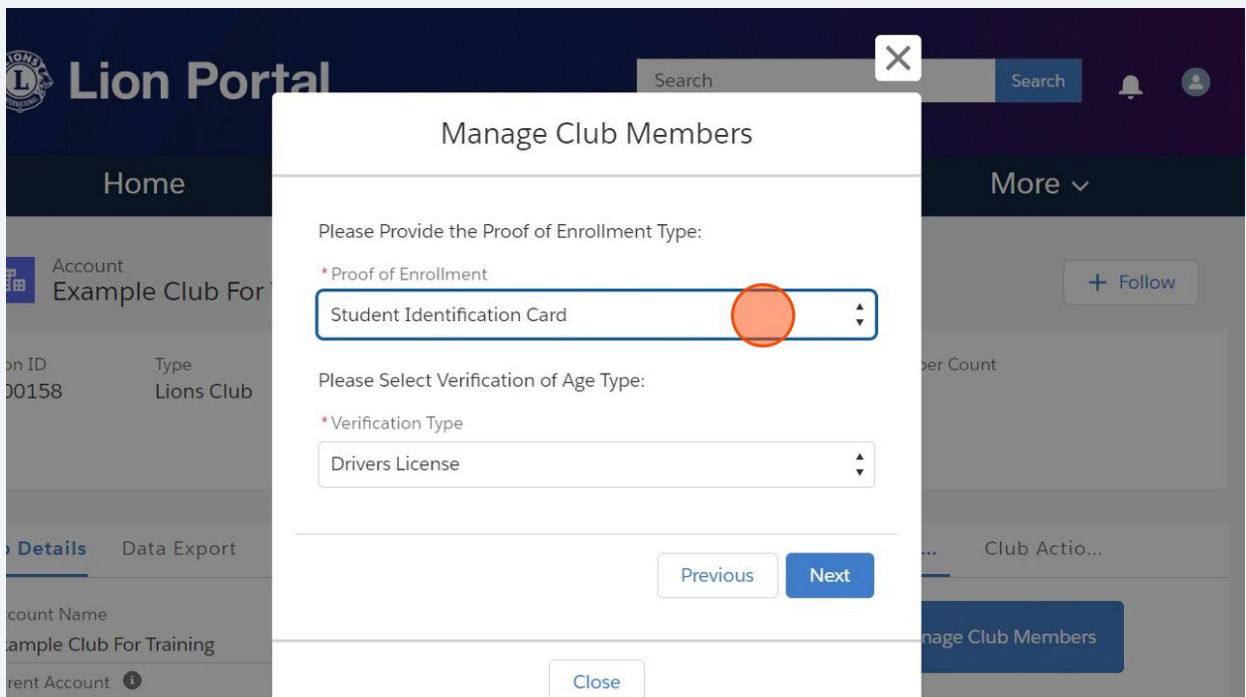
Next

Close

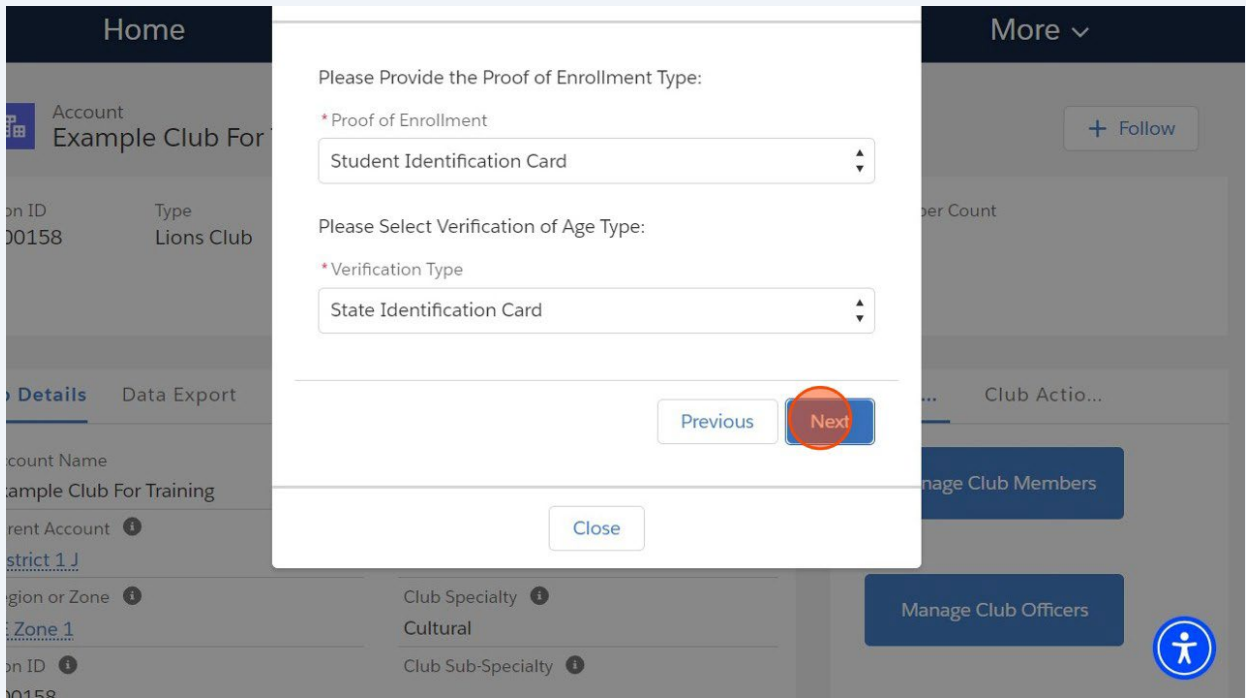
9 点选“下一步”



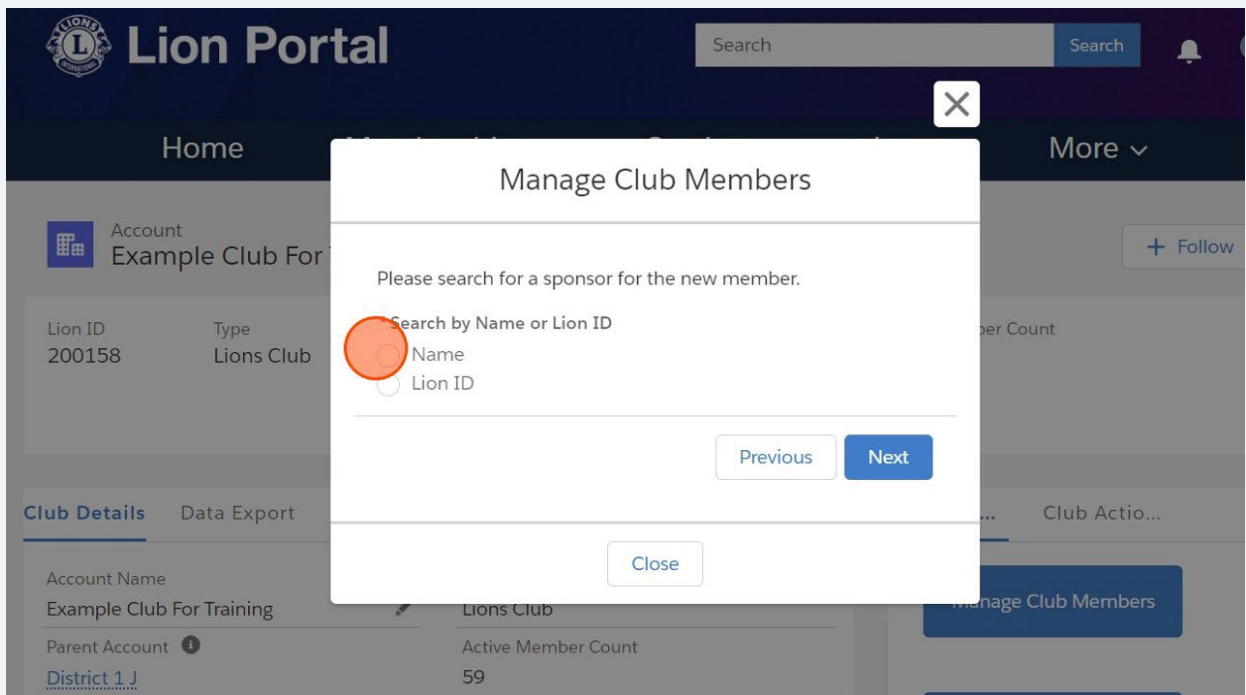
10 提供注册证明类型为必填字段。



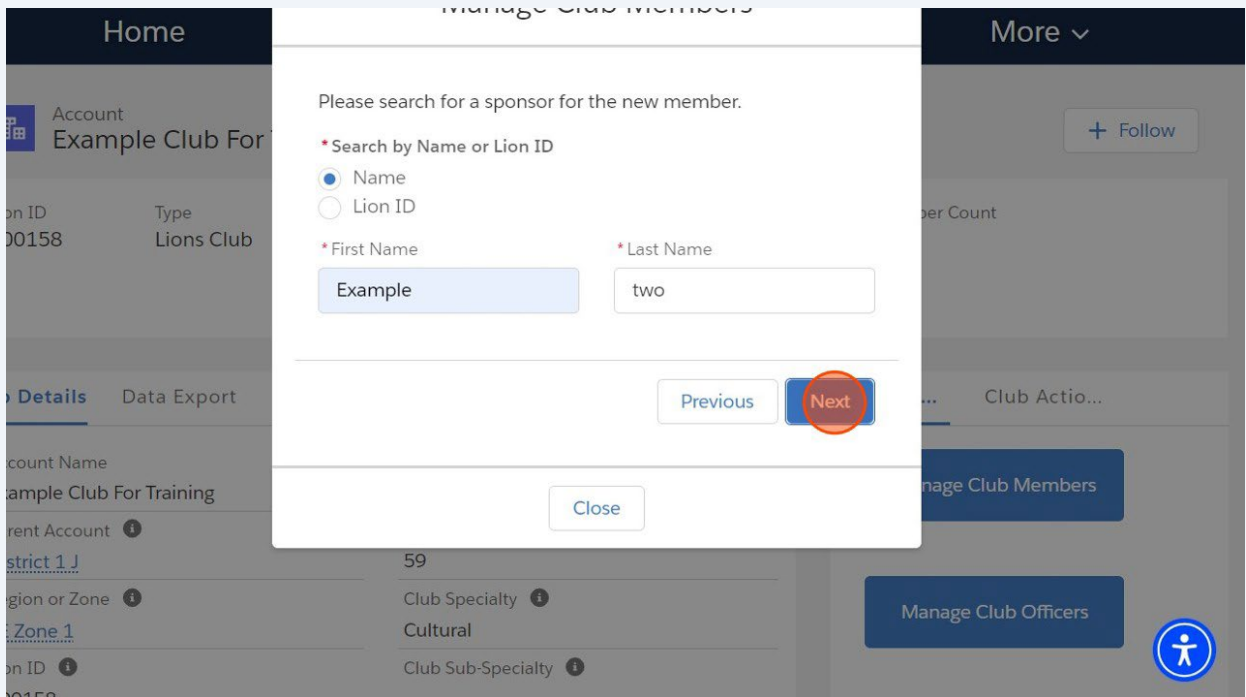
11 点选“下一步”



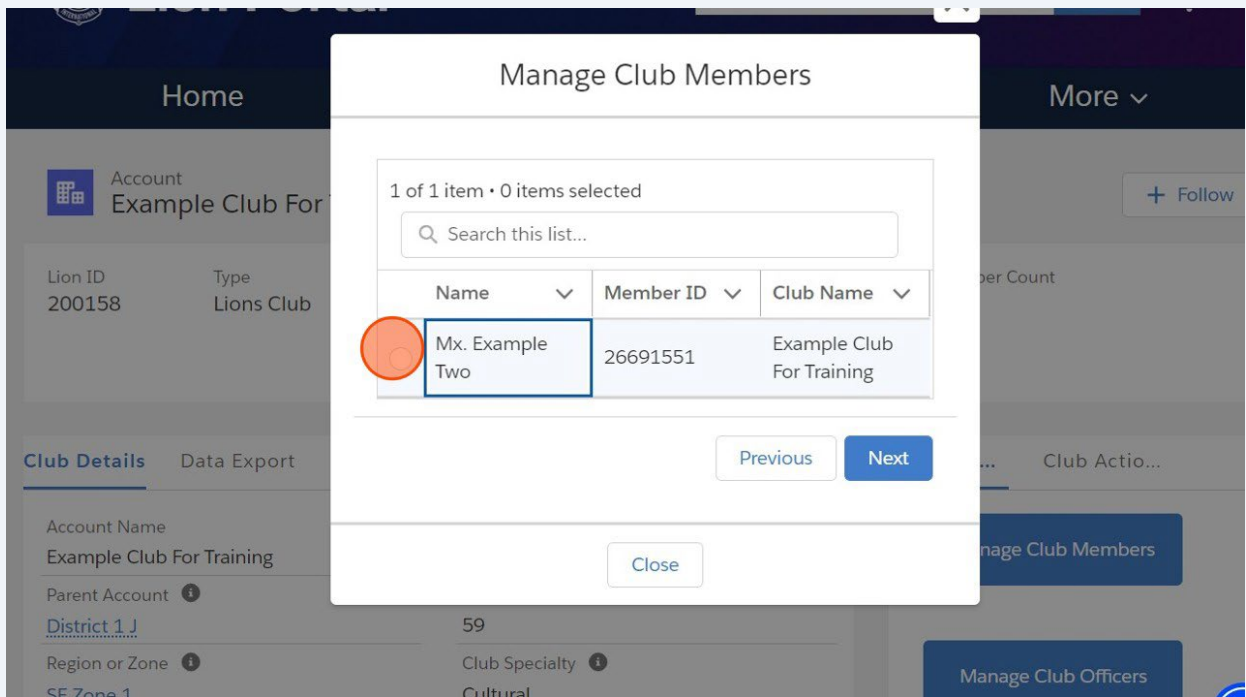
12 选择会员的辅导会员。



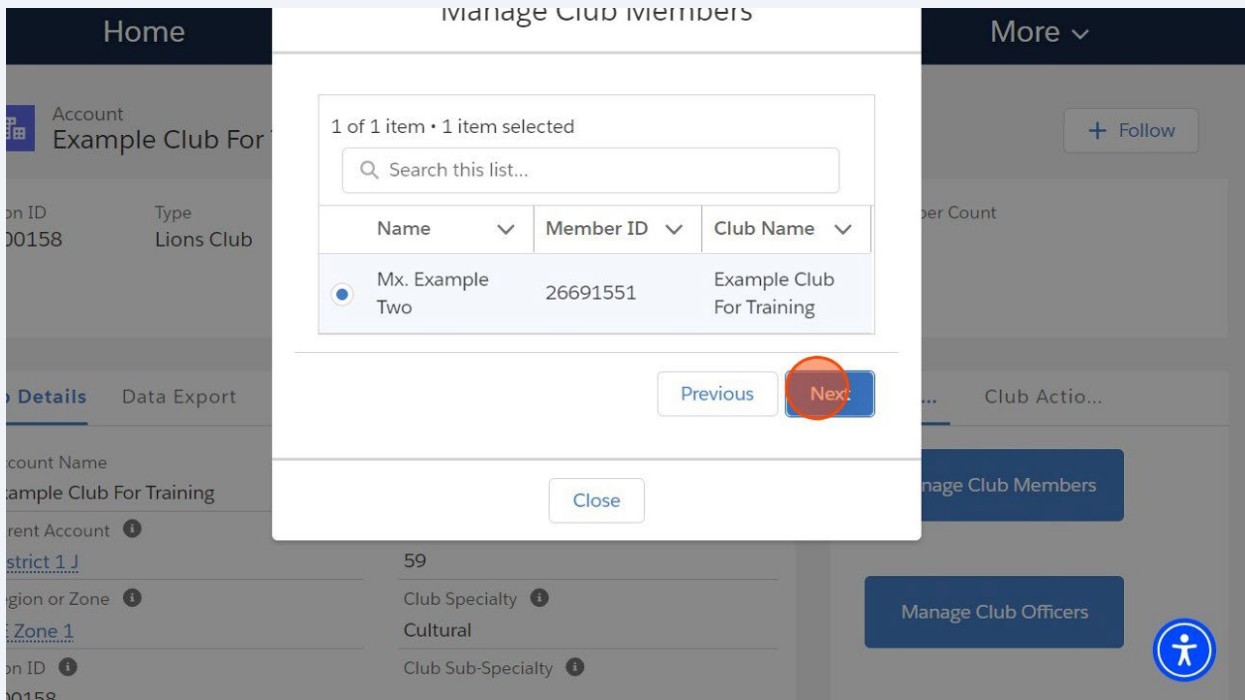
13 点选“下一步”



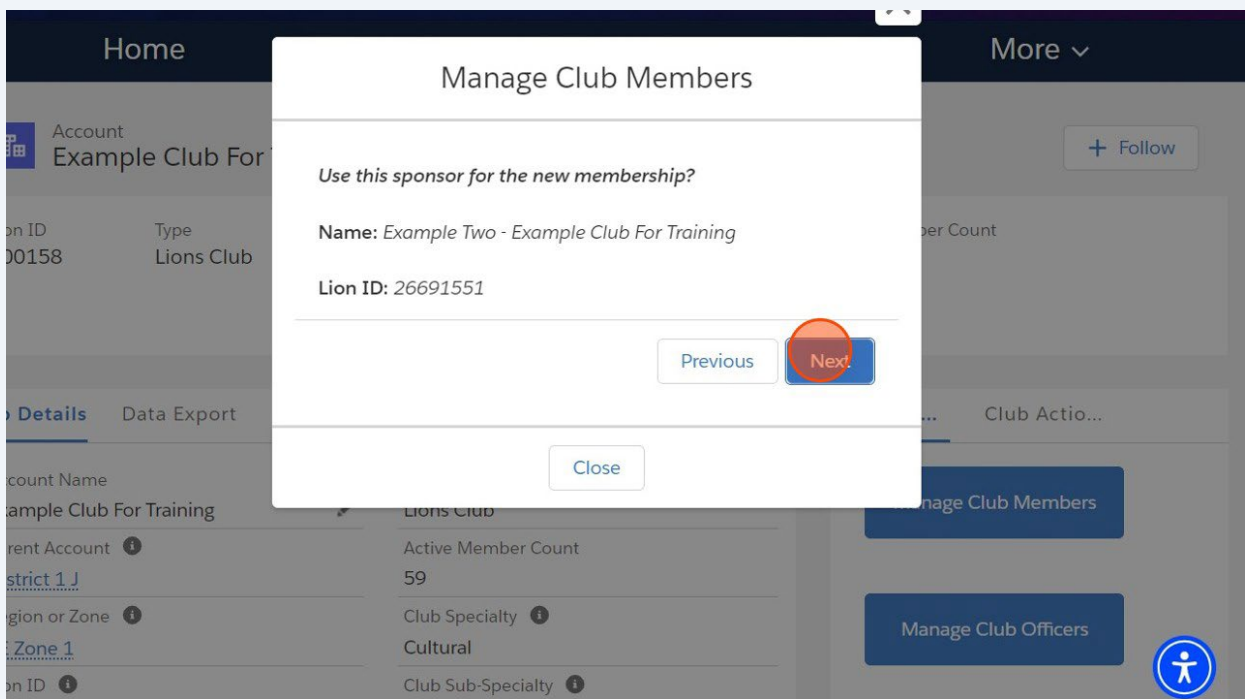
点选“单选按钮”选择辅导会员。



15 点选“下一步”

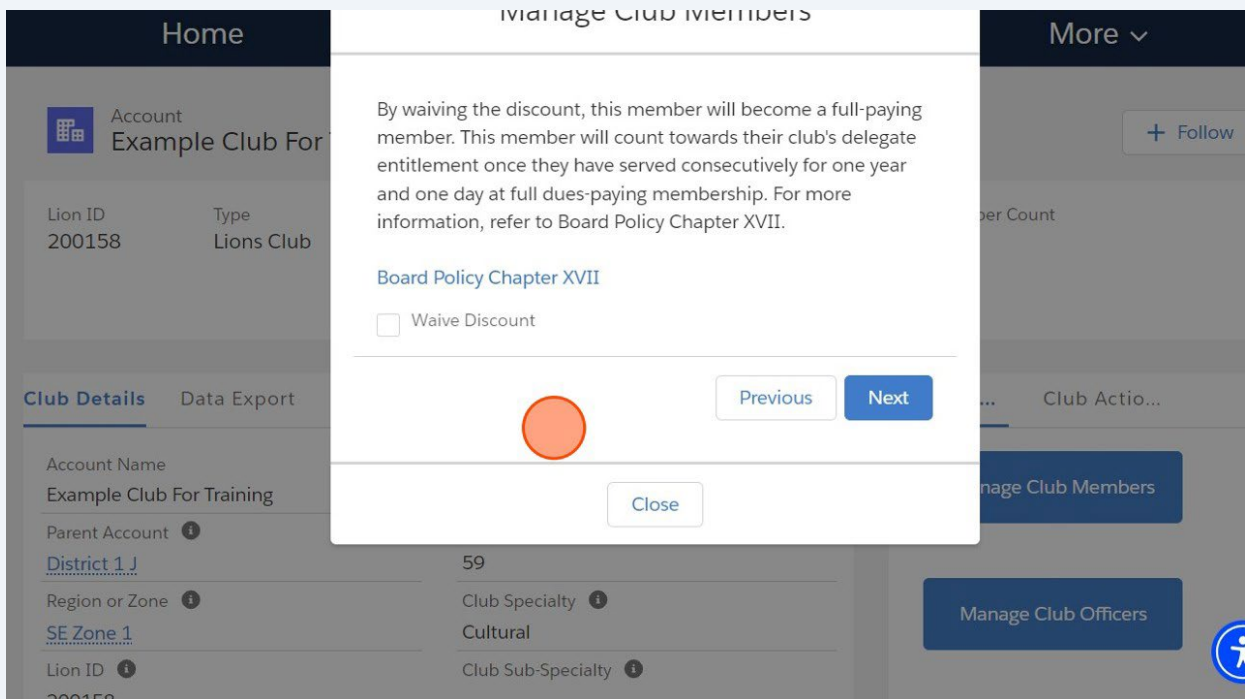


16 确认辅导会员，点选“下一步”



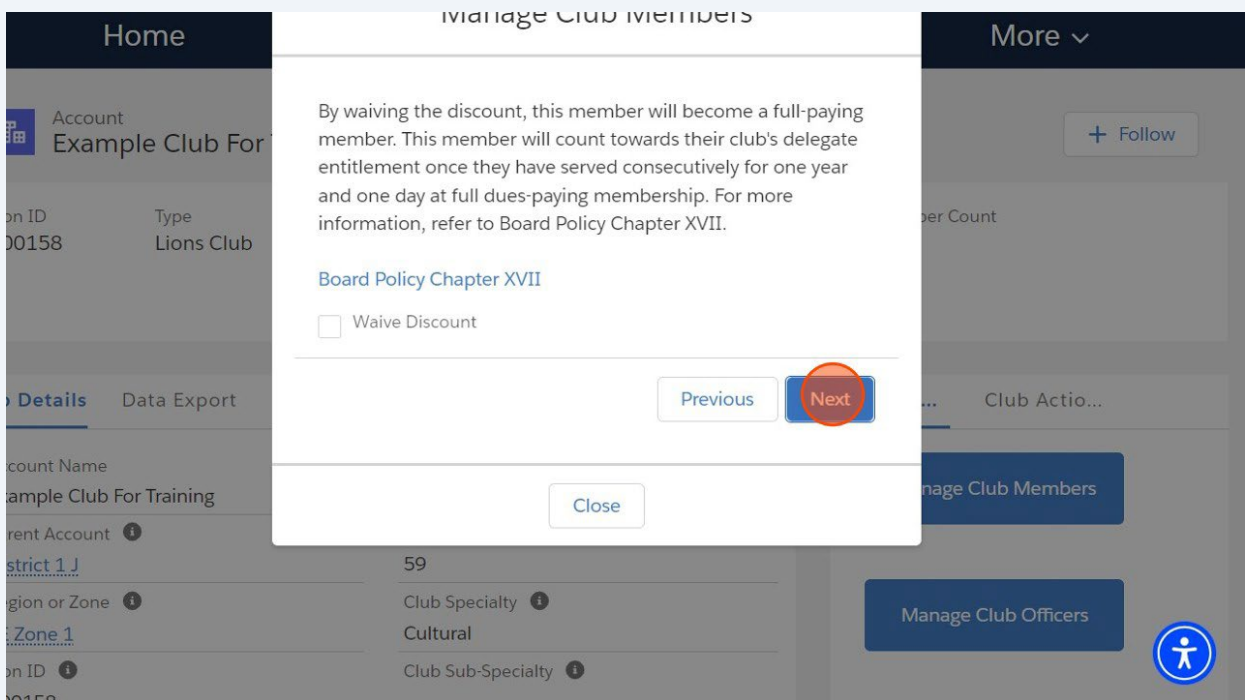
17

查看“放弃优惠”选项。若要放弃优惠，请勾选“放弃优惠”方框。



18

点选“下一步”



19 将显示绿色成功信息。点选“X”图示关闭该信息。

The screenshot shows a web interface with a dark blue header. A green success message box is displayed at the top, containing a checkmark icon, the text "Success! Membership Record Created!", and a red "X" icon in a circle. Below the header is a navigation menu with "Home", "Membership", "Service", "Learn", and "More". The main content area shows an "Account" for "Example Club For Training" with a "+ Follow" button. A table displays club information:

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 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), "Type" (Lions Club), and "Active Member Count" (59). A "Manage Club Members" button is visible on the right.

20 显示分会细节页面。

The screenshot shows the same web interface as above, but with more details visible. The "Active Member Count" in the table has increased to 60. The "Details" tab is expanded to show additional fields:

Account Name	Type	Active Member Count
Example Club For Training	Lions Club	60

Additional fields include "Region or Zone" (Zone 1) and "Club Specialty" (Cultural). A "Manage Club Officers" button is now visible below the "Manage Club Members" button. A red circle highlights the "Manage Club Members" button, and a blue circle highlights the "Manage Club Officers" button.

21 点选“首页”以返回登陆页面。

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 a red 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 “管理分会会员 - 新增学生会会员”快速指南到此结束

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' (dark purple). The 'MY ASSOCIATION' button includes the Lions Club logo. At the bottom right, there is a red circle and a user profile icon.