

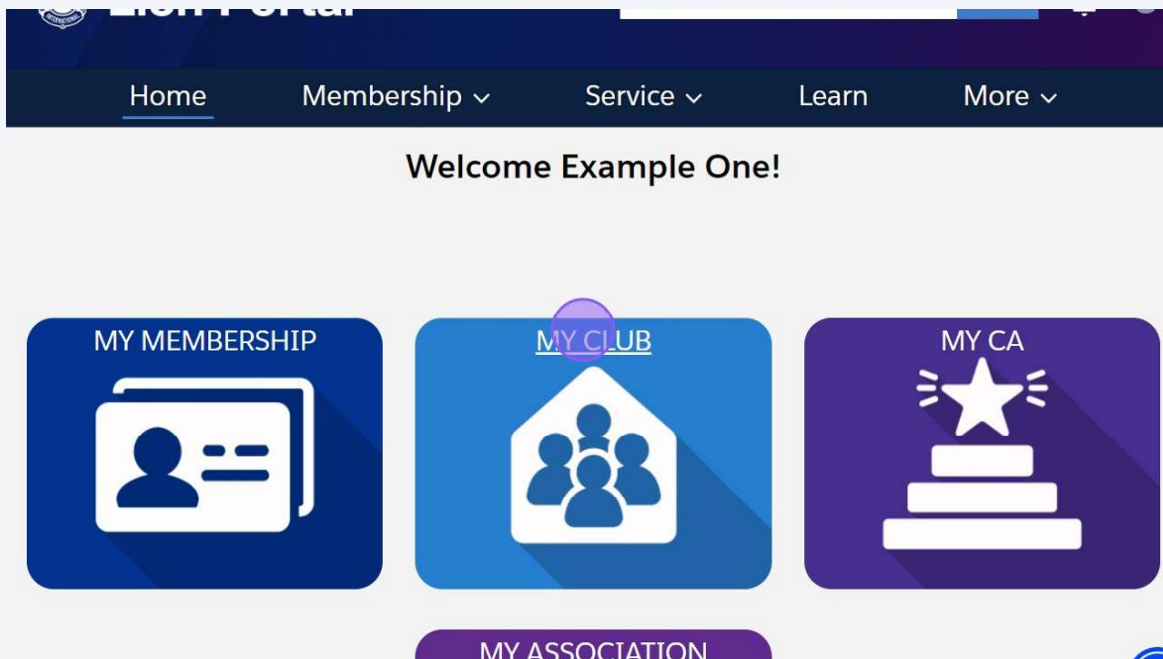
# Club Actions - View Reports



This guide provides a step-by-step process for accessing and viewing reports in the Lion Portal, making it easier for users to manage club data effectively. By following the outlined steps, users can quickly generate and download reports in various formats, including Excel and PDF. Utilizing this guide can enhance your understanding of club performance and streamline reporting tasks. It's a valuable resource for anyone looking to optimize their club's operations.

1 Sign into the Lion Portal [lionportal.org](https://lionportal.org)

2 Click "MY CLUB"



### 3 Click "Club Actions"

The screenshot shows a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below is a header for 'Example Club For Training' with a '+ Follow' button. A table lists club details:

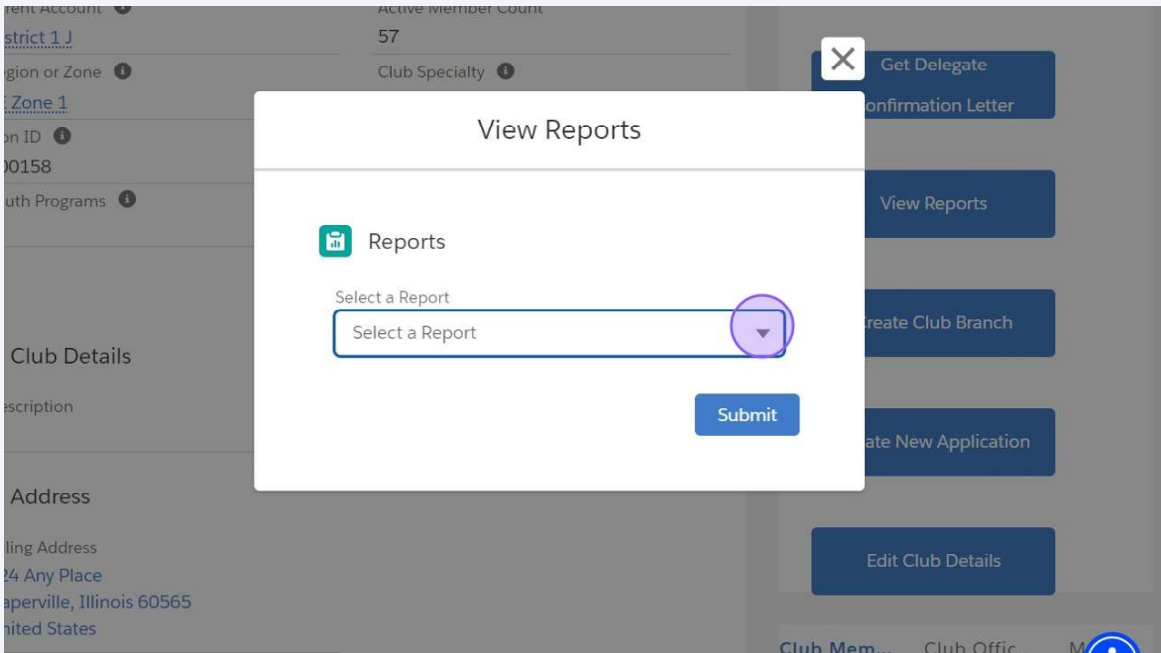
Club ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	57

Below the table are tabs: 'Details', 'Data Export', 'Club Statements', 'Club Service Activities', 'More', 'Member ...', and 'Club Acti...'. The 'Club Acti...' tab is highlighted with a purple circle. On the right, there are buttons for 'Manage Club Members' and 'Manage Club Officers'. A user profile icon is visible in the bottom right corner.

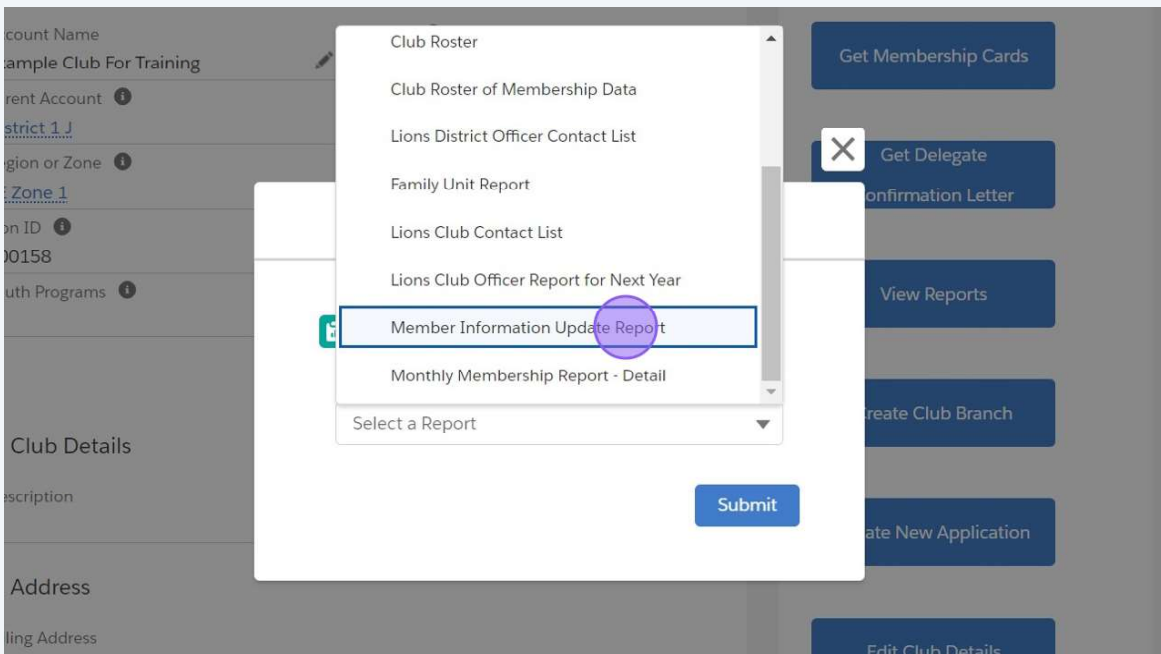
### 4 Click "View Reports"

The screenshot shows a detailed view of the club. On the left, there are input fields for 'Account Name', 'Parent Account', 'Region or Zone', and 'Club ID'. On the right, there are fields for 'Type', 'Active Member Count', 'Club Specialty', 'Club Sub-Specialty', 'Specialty Description', and 'Charter Established Date'. Below these are sections for 'Club Details', 'Description', and 'Address'. On the right side, there is a vertical list of buttons: 'Get Membership Cards', 'Get Delegate Confirmation Letter', 'View Reports' (highlighted with a purple circle), 'Create Club Branch', 'Create New Application', and 'Edit Club Details'.

5 Click "Select a Report"



6 Click the report from the list.





Tip! Club Level reports available are:

- Club Achievements
- Club Attendance (Excel option)
- Club Monthly Reporting History
- Lions Clubs Officer Report for Current Year (Excel option)
- Club Roster (Excel option)
- Club Roster of Membership Data
- Lions District Officer Contact List (Excel option)
- Family Unit Report
- Lions Club Contact List (Excel option)
- Lions Clubs Officer Report For Next Year (Excel option)
- Member Information Update Report (requires input of Member id)

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If additional input is needed for the selected report enter the required information for the report.

Region or Zone SE Zone 1

Lion ID 200158

Youth Programs

Get Delegate

Confirmation Letter

View Reports

Create Club Branch

Submit New Application

Edit Club Details

Club Mem... Club Offic... M

### View Reports

Reports

Select a Report

Member Information Update Report

Member IDs

Member IDs

Submit

Club Details

Description

Address

Billing Address

124 Any Place

Naperville, Illinois 60565

United States

Shipping Address

124 Any Place

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Some reports provide "Excel Format". To download to Excel select this option.

The screenshot shows a web application interface. A modal dialog titled "View Reports" is open in the center. Inside the dialog, there is a "Reports" section with a green calendar icon and a checked checkbox for "Excel Format". Below this, there is a "Select a Report" dropdown menu with "Lions Club Officer Report for Current Year" selected. A blue "Submit" button is located at the bottom right of the dialog. The background is a blurred view of the application's main content area, showing a sidebar with "Club Details" and "Address" sections, and a main area with buttons like "View Reports", "Create Club Branch", and "Edit Club Details".



Tip! The report will be shown in preview and can be downloaded in .pdf format. If the Excel option was chosen the "file download message" will be shown.

9 Click "Home"

This concludes the "Club Actions - View Reports" Quick Guide.

The screenshot displays the Lion Portal interface. At the top, there is a dark blue header with the Lions Club logo and the text "Lion Portal". A search bar is located on the right side of the header. Below the header is a navigation menu with the following items: "Home" (highlighted with a purple circle), "Membership", "Service", "Learn", and "More".

Below the navigation menu, there is a section for the current club account. It shows the account name "Example Club For Training" and a "+ Follow" button. Below this, there 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	57

Below the table, there is a section for "Club Details" with the following information:

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

On the right side of the "Club Details" section, there is a button labeled "Get Membership Cards".