

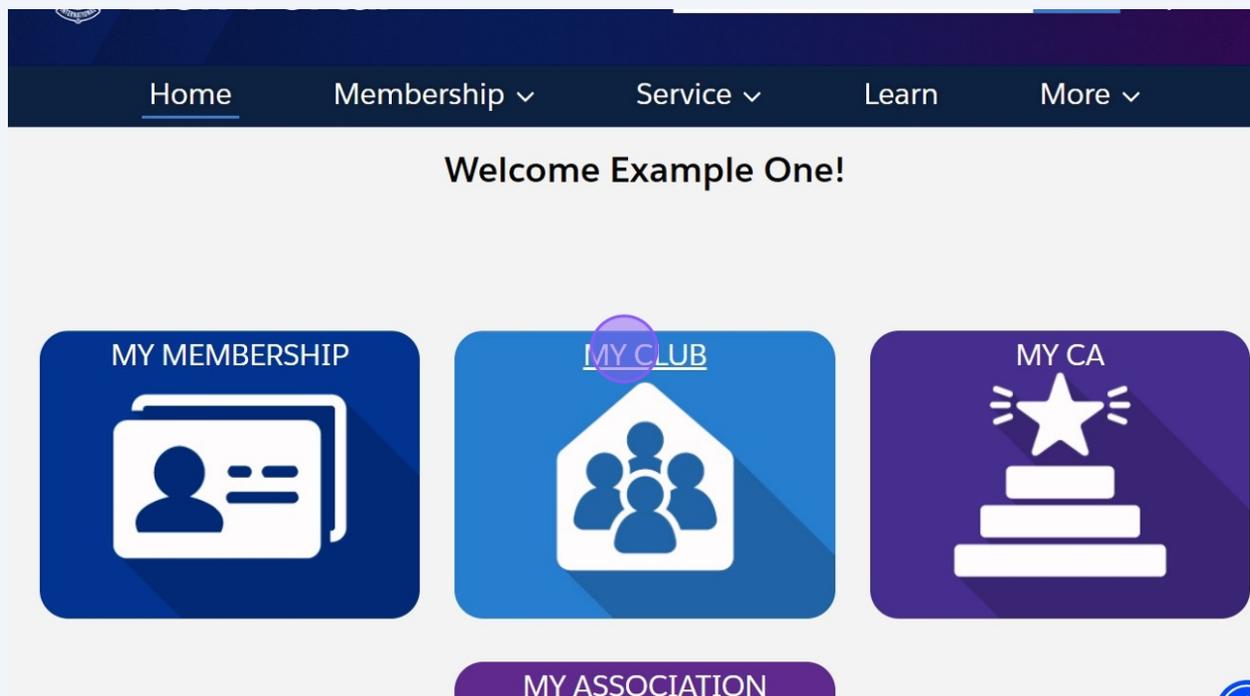
Manage Club Members - Edit a Member: Reinstate Member



This guide provides a step-by-step process for reinstating club members, making it essential for club administrators looking to efficiently manage membership changes. It outlines procedures for reinstating members both within and outside the designated reinstatement period, ensuring clarity on requirements, such as the need for a sponsor when applicable. With clear instructions and visual cues, this guide simplifies the reinstatement process, helping clubs maintain active participation engagement among their members.

1 Sign in to the Lion Portal. lionportal.org

2 Click "MY CLUB"



Reinstate a Member Within the Reinstatement Period



Note! A member with a drop date within the reinstatement time fame will show an "Add Type" of "Reinstated". A new sponsor is not required.

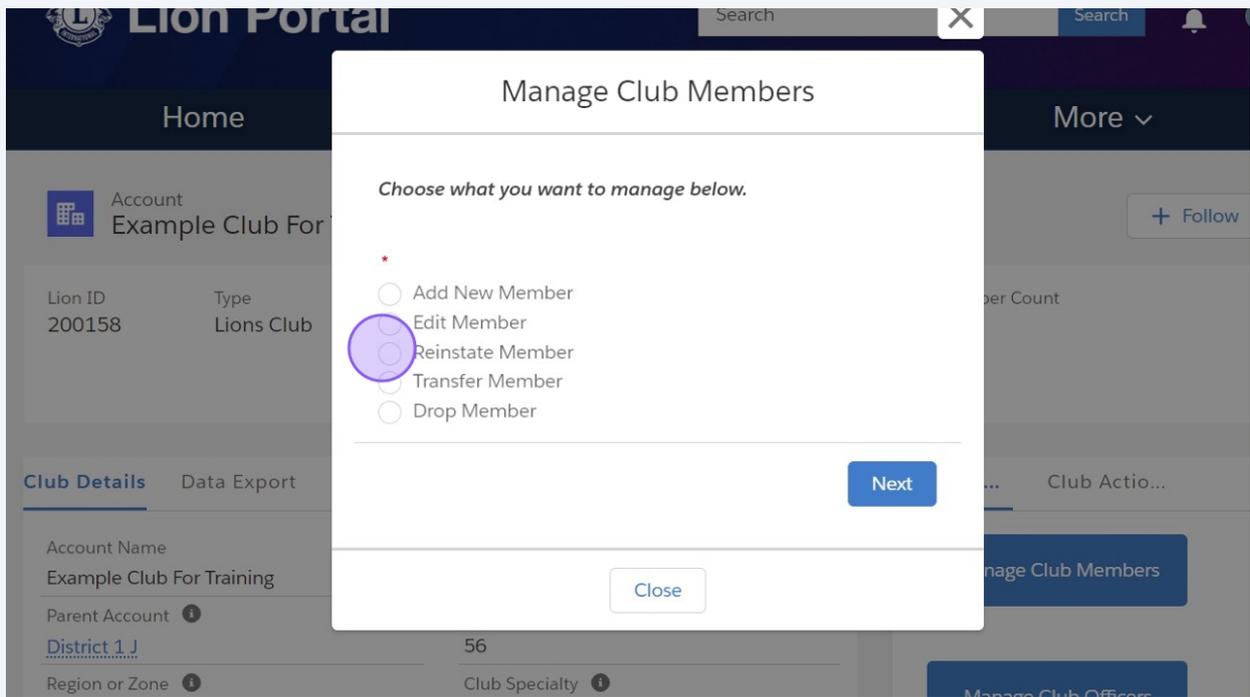
3 Click "Manage Club Members"

The screenshot displays a web application interface for managing a club. At the top, there is a navigation bar with links for Home, Membership, Service, Learn, and More. Below this, the account name "Example Club For Training" is shown with a "+ Follow" button. A summary table provides key information:

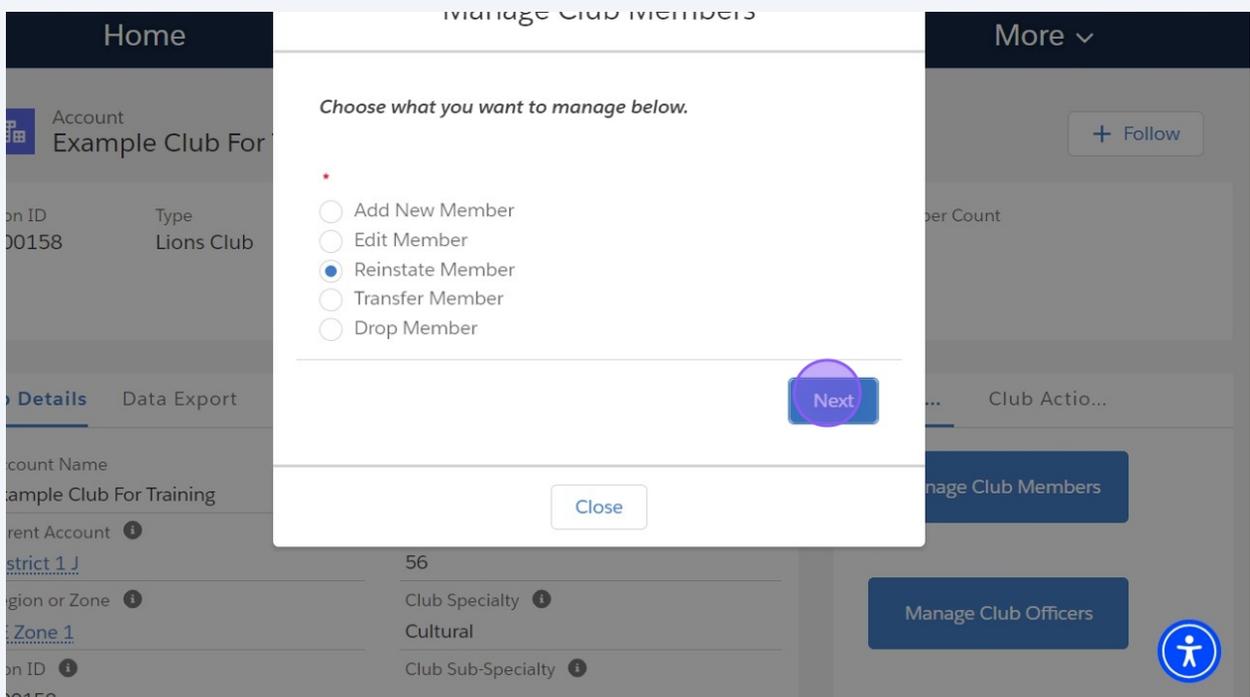
Account ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

Below the summary table, there 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. To the right, under the "Member ..." tab, there are two prominent blue buttons: "Manage Club Members" (highlighted with a purple circle) and "Manage Club Officers". A user profile icon is visible in the bottom right corner.

4 Click "Reinstate Member".



5 Click "Next"



6

The dropped members of the club eligible for reinstatement is displayed. Click the "Radio Button" next to the member to reinstate.

Select A Member To Reinstatement
2 of 2 items · 0 items selected

	C...	M...	M...	En...	Dr...
<input type="radio"/>	Examp e Sixty- Seven	Lion	266916 07	Aug 31, 2019	Drop Non- Atten- dance
<input checked="" type="radio"/>	Examp e Thirty- Eight	Lion	266915 88	Aug 31, 2024	Drop Resign ed in Good Standi ng

Close

7

Click "Next"

Examp
e Sixty-
Seven

Examp
e Thirty-
Eight

Please make sure to select the most recent drop date if the member appears more than once.

Previous Next

Close

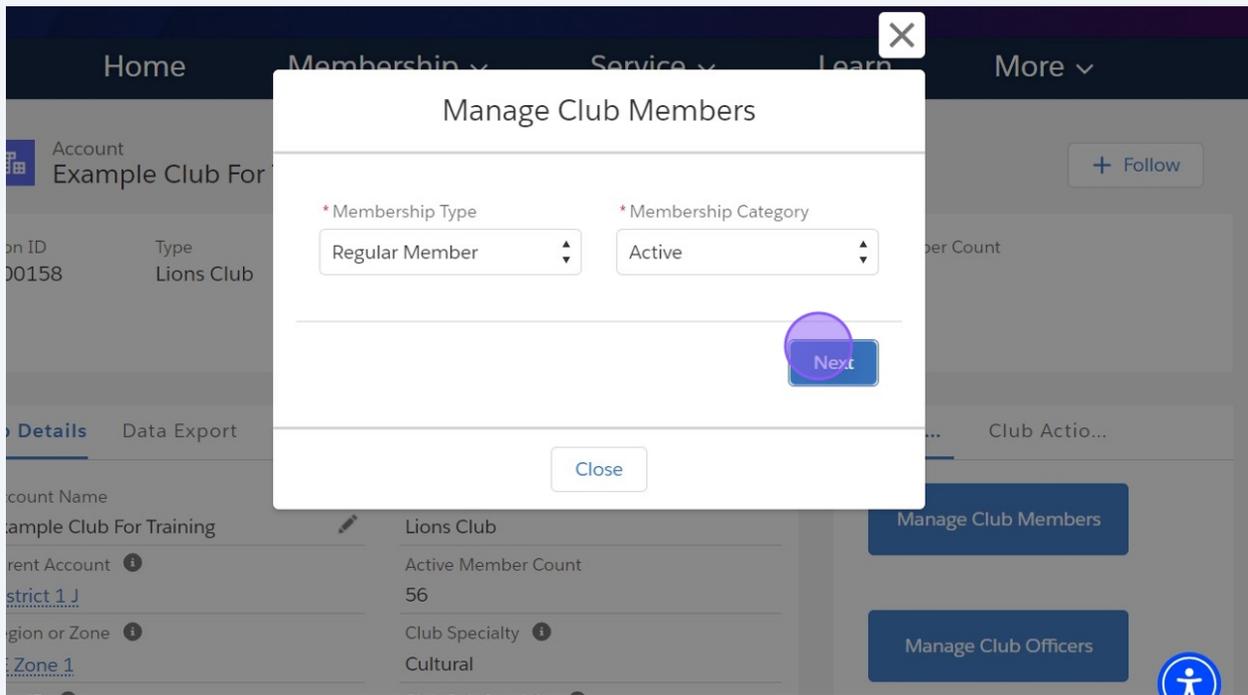
8 Enter the "Resume Date" Click "Next"

The screenshot shows a modal window titled "Selected Member: Example Thirty-Eight" overlaid on a web page. The modal contains three input fields: "Gender" with a dropdown menu set to "Male", "Date of Birth" with a date picker set to "Nov 11, 1984", and "Resume Date" with a date picker set to "Sep 28, 2024". At the bottom of the modal, there are "Previous", "Next", and "Close" buttons. The "Next" button is highlighted with a purple circle. The background page shows a "Home" header and a "More" dropdown menu.

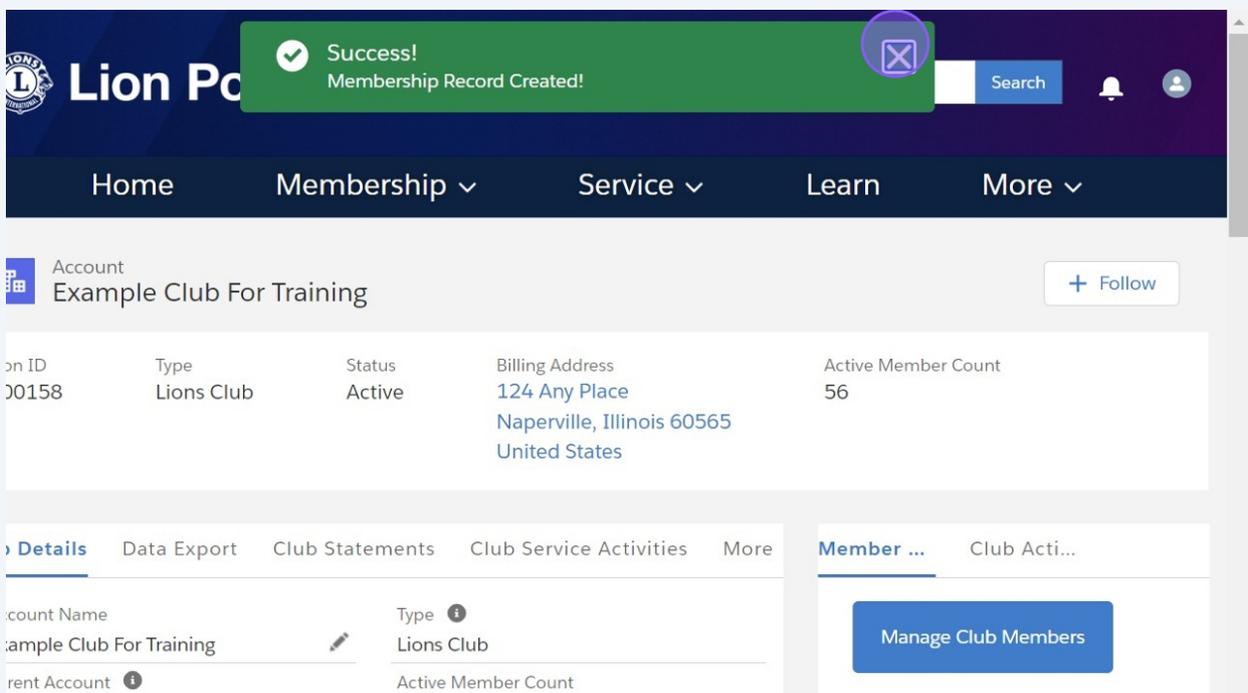
9 Select the "Membership Type" from the drop down list.

The screenshot shows a modal window titled "Manage Club Members" overlaid on the "Lion Portal" web page. The modal contains two input fields: "Membership Type" with a dropdown menu set to "Regular Member" and "Membership Category" with a dropdown menu set to "Active". The "Membership Type" dropdown is highlighted with a purple circle. At the bottom of the modal, there are "Next" and "Close" buttons. The background page shows the "Lion Portal" header and a "Home" navigation menu.

10 Confirm the "Membership Category", "Active" is the default value. Click "Next"



11 A green confirmation message is displayed. Click the "X" icon to close the message.





View the new membership record.

12

From the Club page click "View All"

Meeting City <i>i</i> Mapleville	Meeting Local Country <i>i</i> US
Meeting State or Prov <i>i</i>	Online Meeting 1 <i>i</i> <input type="checkbox"/>
Meeting Zip Code <i>i</i> 3565	Online Meeting 1 Place <i>i</i>
Meeting Country <i>i</i> United States	Online Meeting 1 Address <i>i</i>
Meeting Location 2	
Meeting 2 Place <i>i</i>	Meeting 2 Local Place <i>i</i>
Meeting 2 Week of Month <i>i</i>	Meeting 2 Local Street <i>i</i>
Meeting 2 Day <i>i</i>	Meeting 2 Local City <i>i</i>
Meeting 2 Time <i>i</i>	Meeting 2 Local Zip Code <i>i</i>
Meeting 2 Street <i>i</i>	Meeting 2 Local State or Prov <i>i</i>

ple	er-	015@	0)
Fiftee	Regul	lionfa	223
n	ar	ke.co	-34
	[Activ	m	45
	e]		
	Lion-		(55
Exam	er-	sben	5)
ple	Regul	11@	265
Thre	er-	msn.c	55

[View All](#)

Contact Members Services

Email: lionssupport@lionsclubs.org

Phone: (+001) 630-468-6900

13 Scroll to the Member's Membership.

Accounts > Example Club For Training
Club Members

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

	Contact Full Na... ↑	Membership Full Type	Email	Phone	Lion Joi..
43	Example Thirty-Eight	Lion-Regular [Active]	zuser038@lionfake.co...	(630) 677-78...	7/1/202
44	Example Thirty-Five	Lion-Regular [Active]	zuser035@lionfake.co...	(630) 344-45...	7/1/202
45	Example Thirty-Four	Lion-Regular [Active]	zuser034@lionfake.co...	(630) 233-34...	7/15/20
46	Example Thirty-Nine	Lion-Regular [Active]	zuser039@lionfake.co...	(630) 788-89...	7/1/202
47	Example Thirty-One	Lion-Regular [Active]	zuser031@lionfake.co...	(630) 909-01...	7/15/20
48	Example Thirty-Seven	Lion-Regular [Active]	zuser037@lionfake.co...	(630) 566-67...	7/1/202
49	Example Thirty-Six	Lion-Regular [Active]	zuser036@lionfake.co...	(630) 455-56...	7/15/20

14 Click the blue link to the right to view the details of the Membership record.

Accounts > Example Club For Training
Club Members

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

	Email	Phone	Lion Joi...	Start D...	E...	Members...	Membership: Me...
	zuser038@lionfake.co...	(630) 677-78...	7/1/2022	9/28/2024		Active Memb...	MEMBER#001194398
	zuser035@lionfake.co...	(630) 344-45...	7/1/2022	7/1/2022		Active Memb...	MEMBER#001194395
	zuser034@lionfake.co...	(630) 233-34...	7/15/2015	7/15/2015		Active Memb...	MEMBER#001194394
	zuser039@lionfake.co...	(630) 788-89...	7/1/2022	7/1/2022		Active Memb...	MEMBER#001194395
	zuser031@lionfake.co...	(630) 909-01...	7/15/2015	7/15/2015		Active Memb...	MEMBER#001194393
	zuser037@lionfake.co...	(630) 566-67...	7/1/2022	7/1/2022		Active Memb...	MEMBER#001194395
	zuser036@lionfake.co...	(630) 455-56...	7/15/2015	7/15/2015		Active Memb...	MEMBER#001194394
	zuser033@lionfake.co...	(630) 122-23...	7/15/2015	7/15/2015		Active Memb...	MEMBER#001194394
	zuser032@lionfake.co...	(630) 011-12...	7/15/2015	7/15/2015		Active Memb...	MEMBER#001194393

15 The details are displayed. Note! the "Add Type" shows "Reinstated".

Contact: [Example Member Thirty-Eight](#) Club: [Example Club For Training](#) Club Branch: Membership Full Type: Lion-Regular [Active]

Details

Club ⓘ Example Club For Training	Membership Status ⓘ Active Member
Contact ⓘ Example Member Thirty-Eight ✎	Membership Type Lion
Club Branch ⓘ	Membership Category ⓘ Active
Relationship Type ⓘ	Program ⓘ Regular
Membership Sponsor ⓘ Example Member Eighteen	Add Type ⓘ Reinstated

Membership Details
Lion Join Date ⓘ

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

No related lists to display

Reinstate a Member Outside of the Reinstatement Period

16 Click "Manage Club Members"

Home Membership ▾ Service ▾ Learn More ▾

Account
[Example Club For Training](#) [+ Follow](#)

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

Details Data Export Club Statements Club Service Activities More

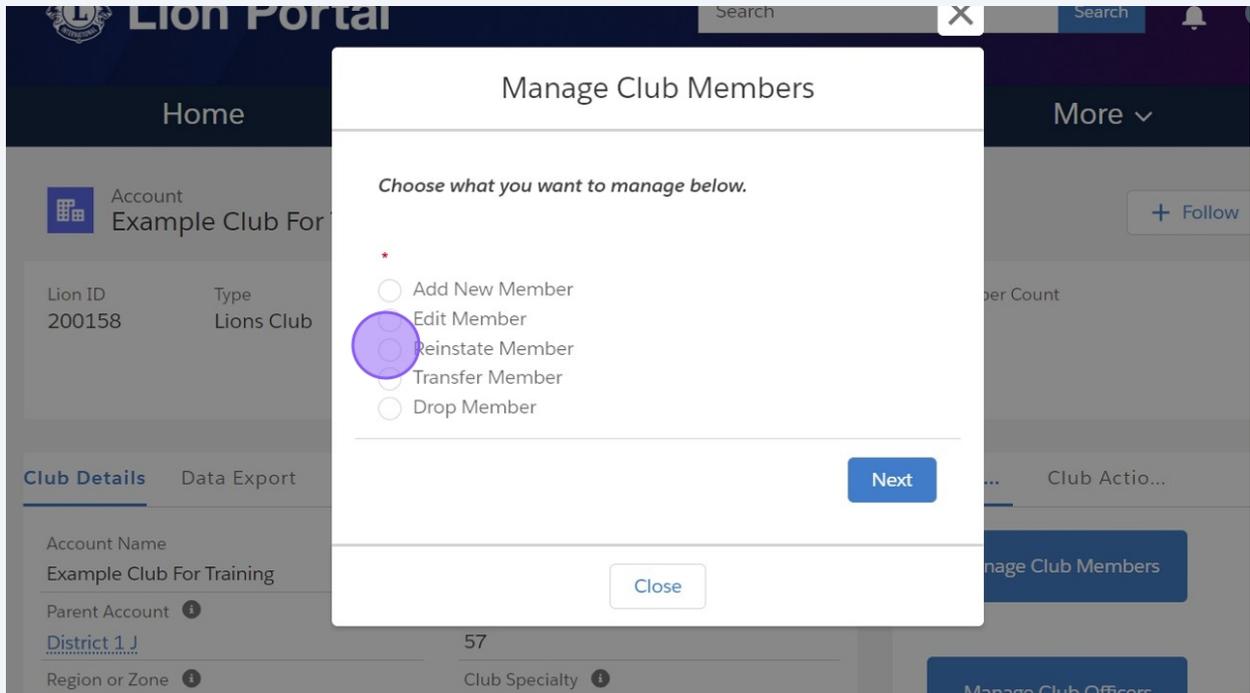
Account Name Example Club For Training ✎	Type ⓘ Lions Club
Parent Account ⓘ District 1 J	Active Member Count 57
Region or Zone ⓘ Zone 1	Club Specialty ⓘ Cultural
Account ID ⓘ 00158	Club Sub-Specialty ⓘ

Member ... Club Acti...

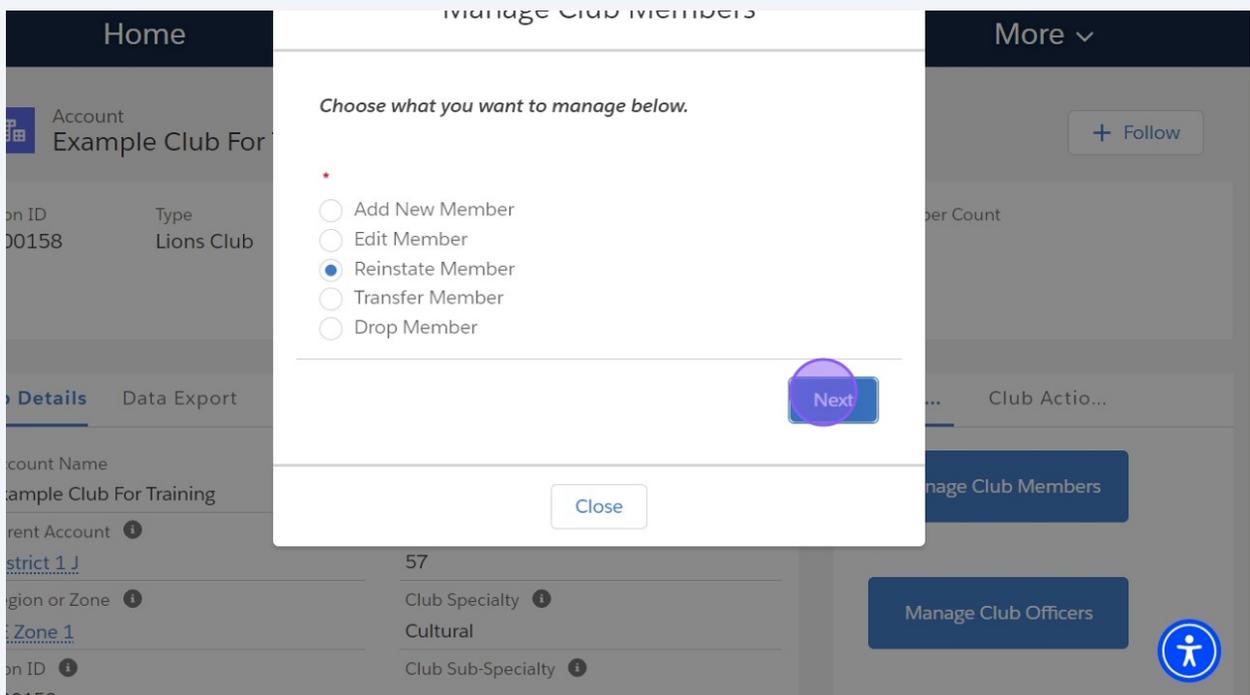
[Manage Club Members](#)

[Manage Club Officers](#)

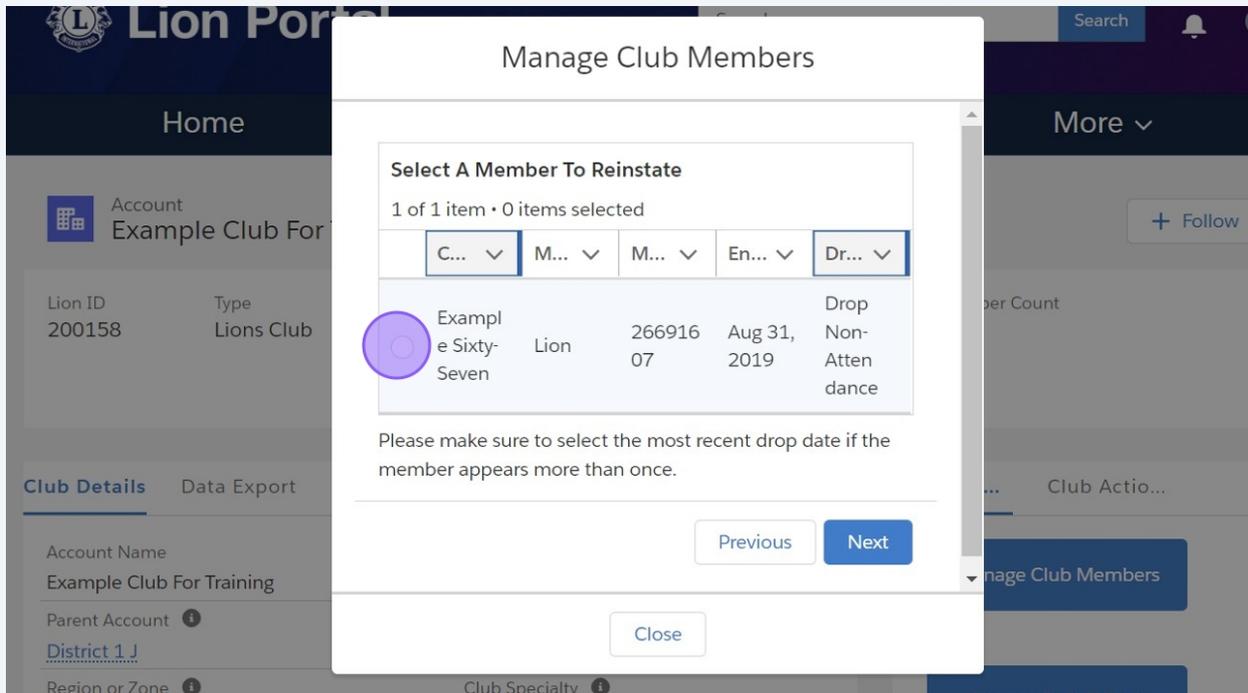
17 Click "Reinstate Member" "Radio Button".



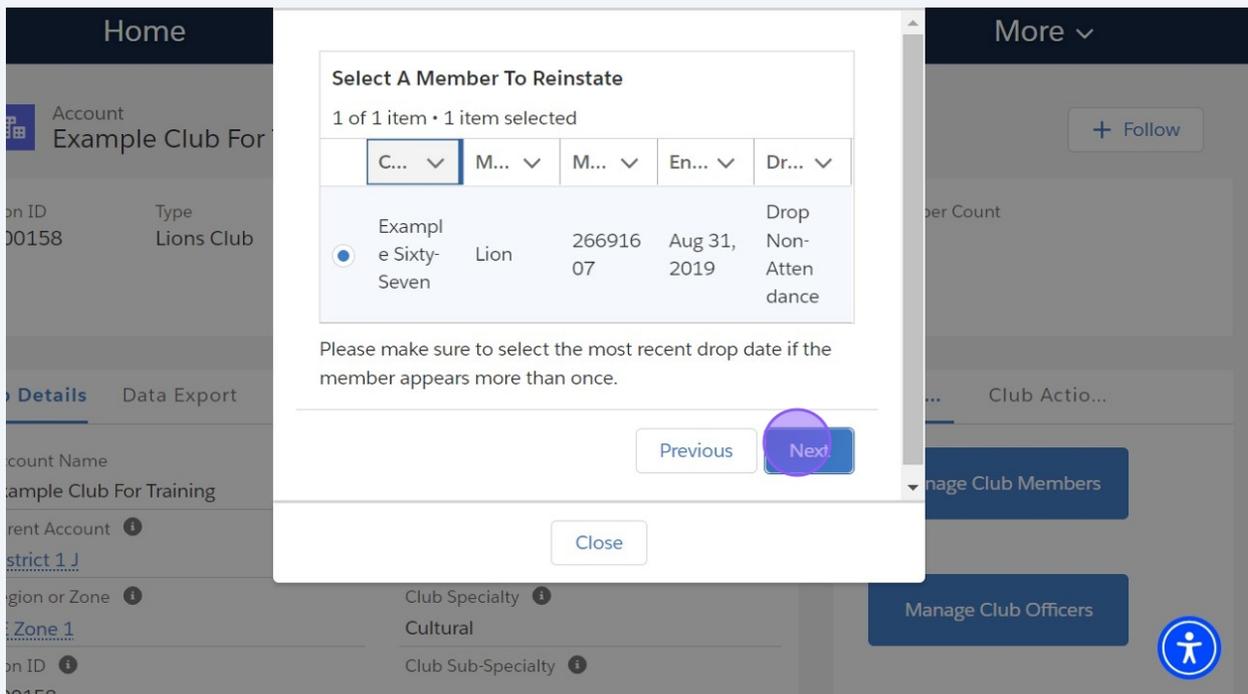
18 Click "Next"



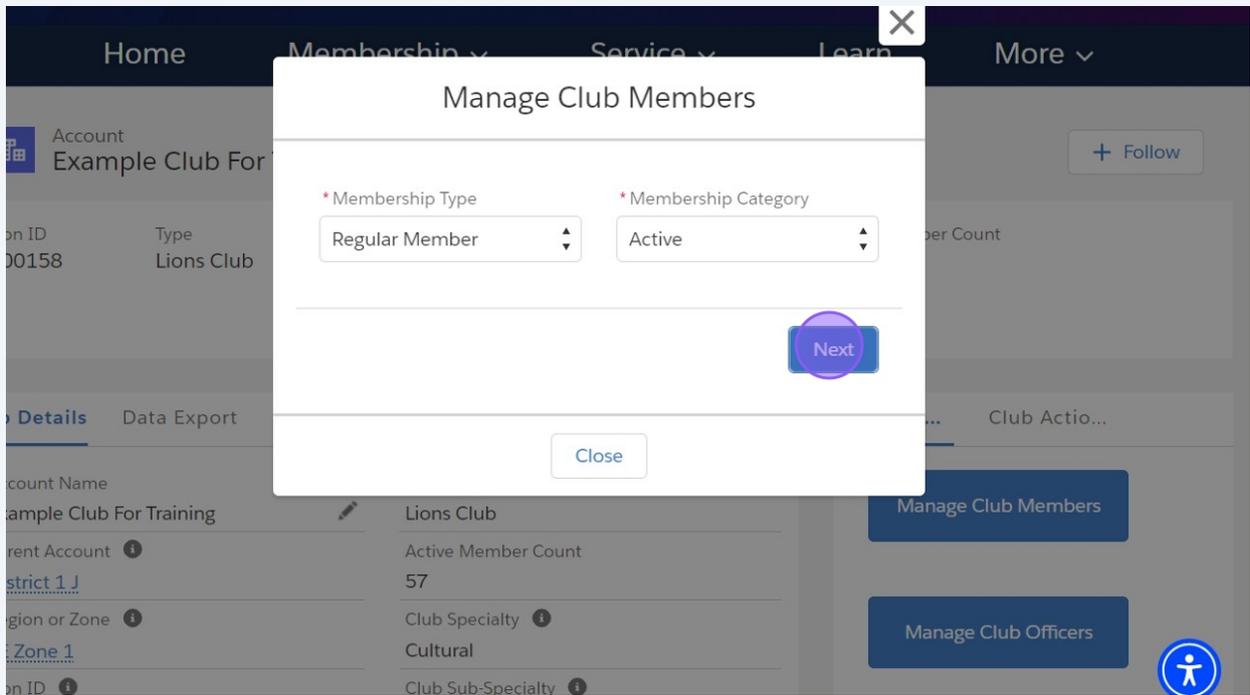
19 Click the "Radio Button" next to the member to reinstate.



20 Click "Next"

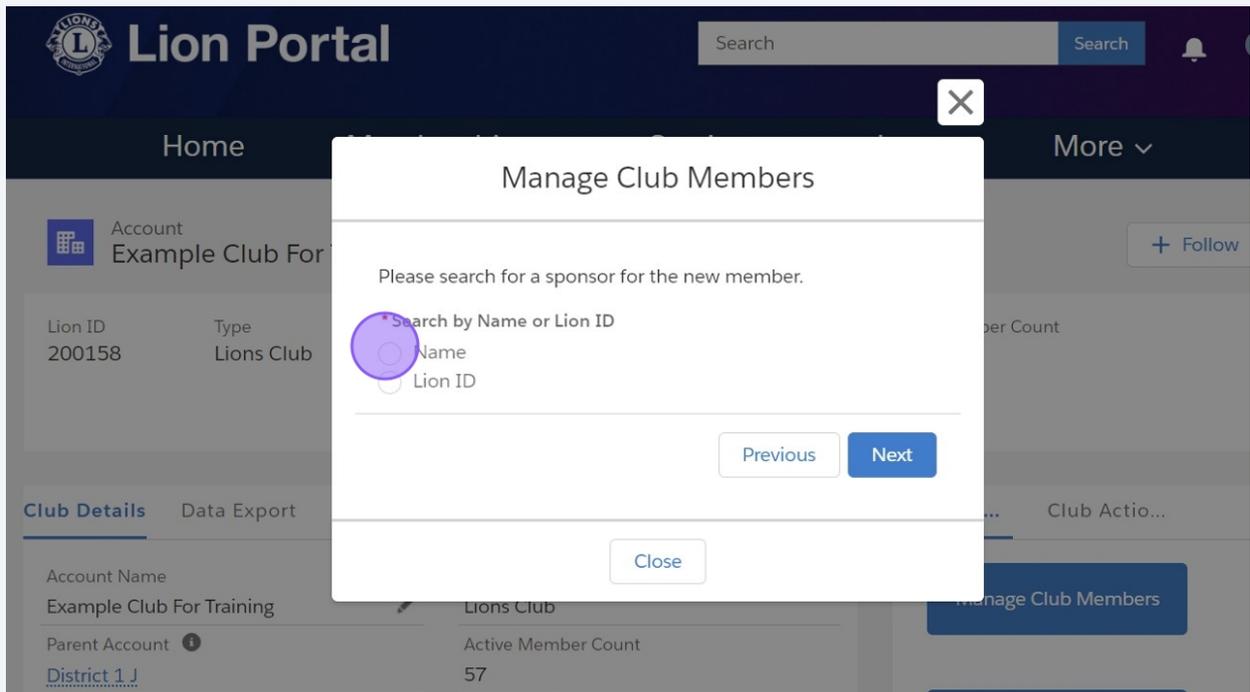


23 Click "Next"

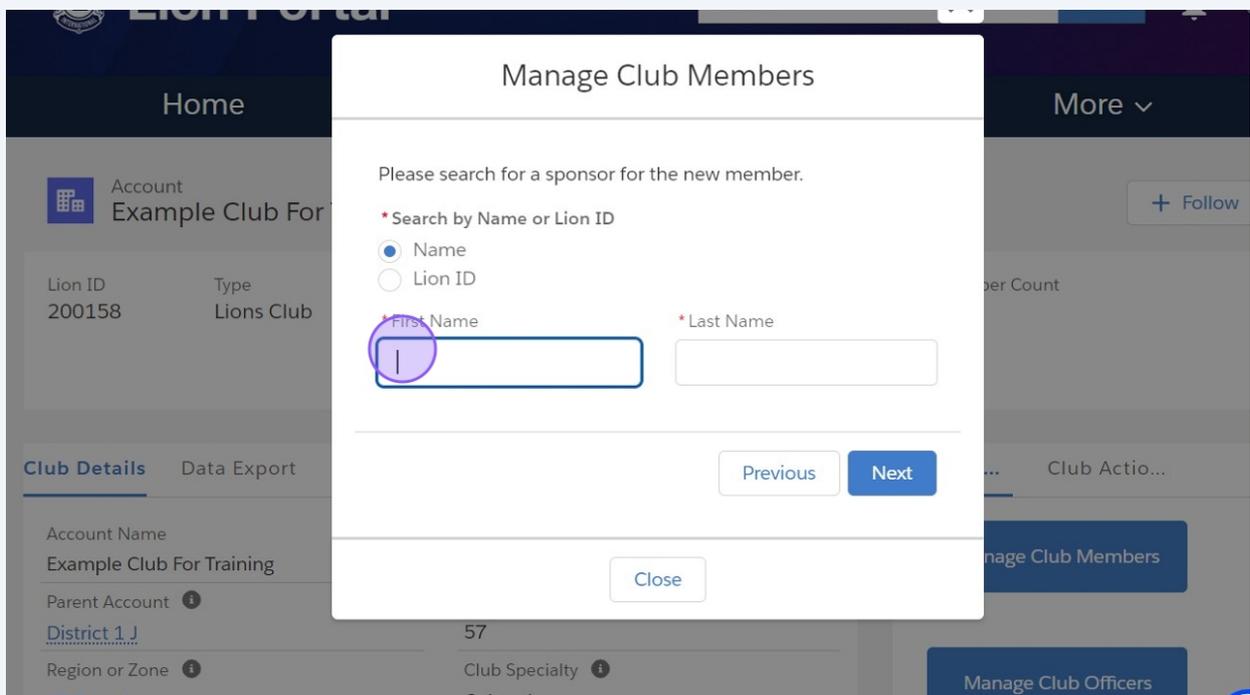


Alert! The member being reinstated is required to have a Sponsor for the reinstatement.

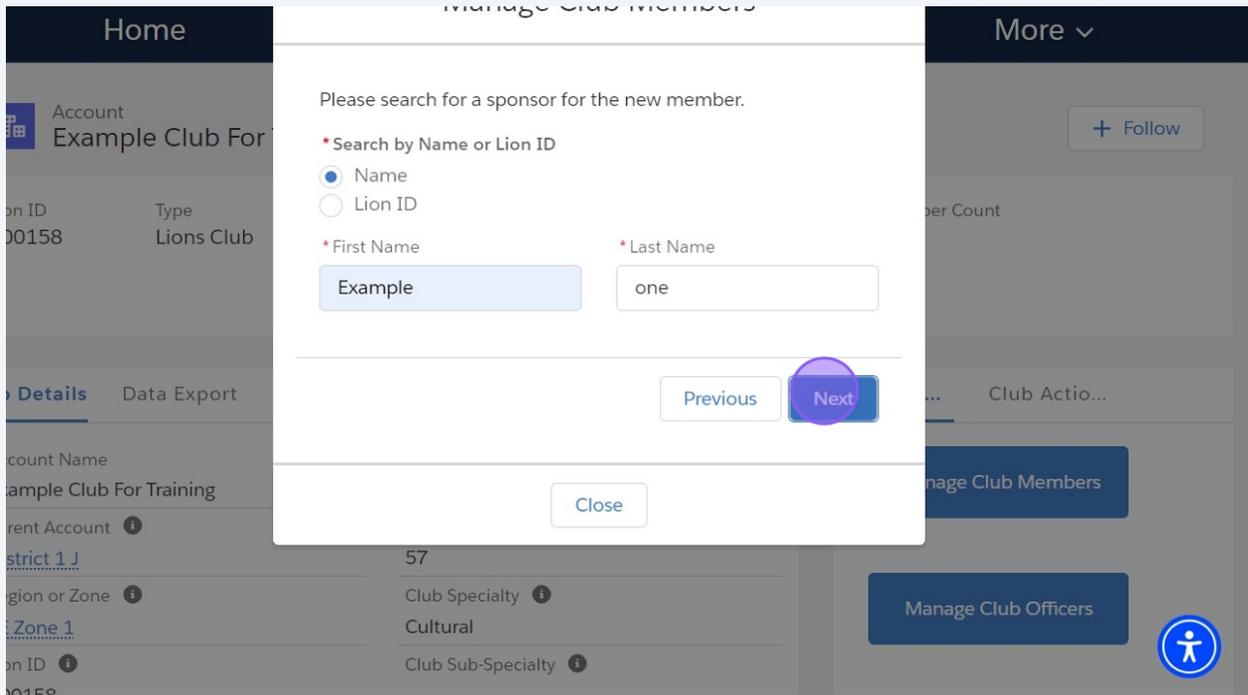
24 Search for the Sponsor by name or Lion ID.



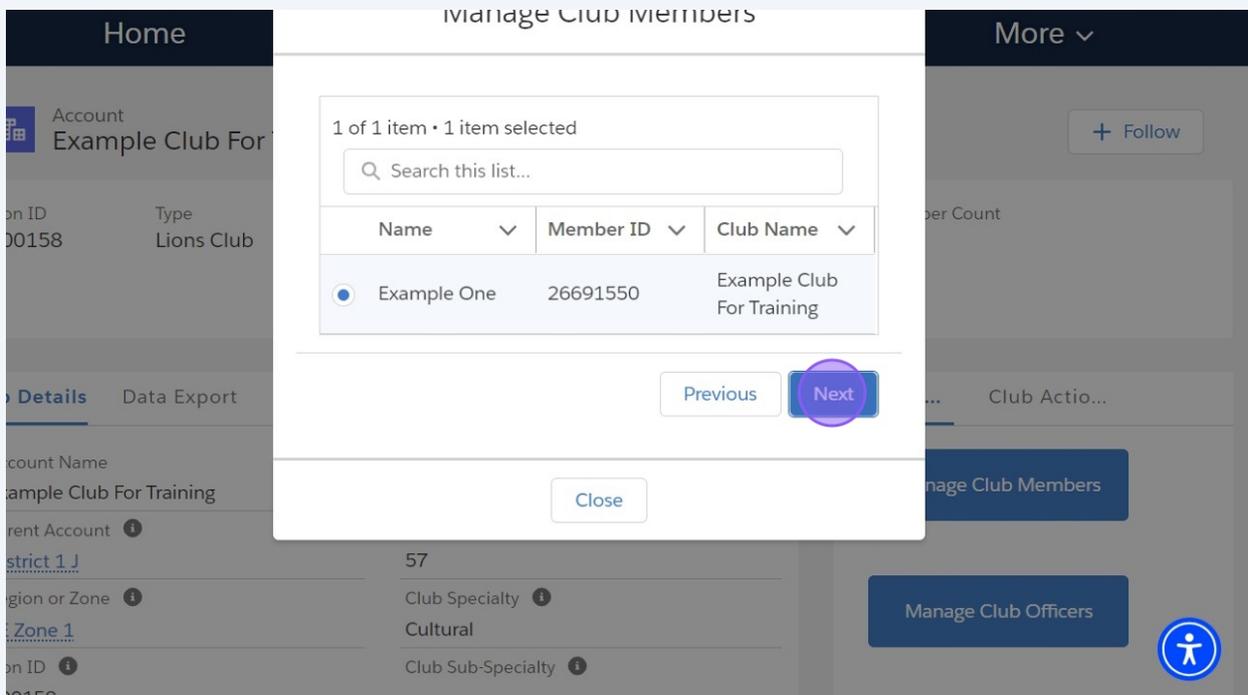
25 Click this text field.



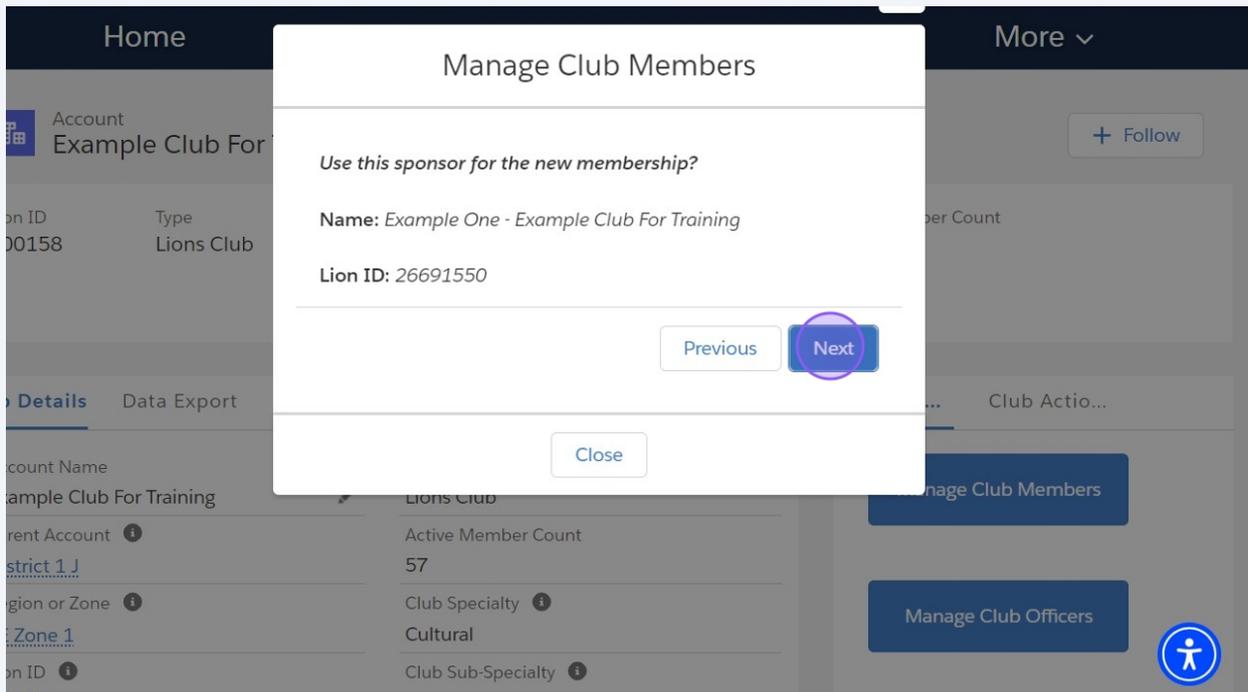
26 Enter the search fields and click "Next"



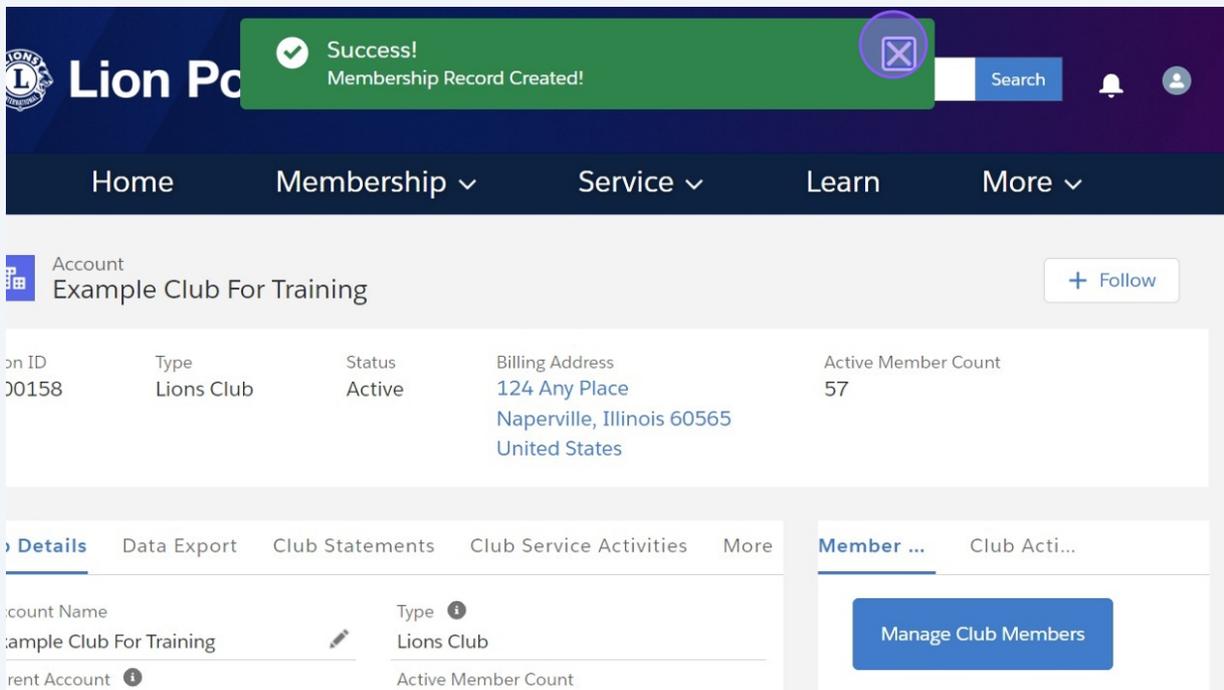
27 Click the "Radio Button" next to the sponsor's name and click "Next"



28 Confirm the sponsor and click "Next"



29 A green confirmation message is displayed. Click the "X" icon to close the message.





View the new membership record.

30

Click "View All"

100 TOWN ROAD

Meeting City *i*
Mapleville

Meeting State or Prov *i*

Meeting Zip Code *i*
3565

Meeting Country *i*
United States

Meeting Location 2

Meeting 2 Place *i*

Meeting 2 Week of Month *i*

Meeting 2 Day *i*

Meeting 2 Time *i*

Meeting 2 Street *i*

IL

Meeting Local Country *i*
US

Online Meeting 1 *i*



Online Meeting 1 Place *i*

Online Meeting 1 Address *i*

Meeting 2 Local Place *i*

Meeting 2 Local Street *i*

Meeting 2 Local City *i*

Meeting 2 Local Zip Code *i*

Meeting 2 Local State or Prov *i*

Exam	Lion-Chart	zuser	(630)
ple	er-	008@	0)
Eight	Regul	lionfa	456
	ar	ke.co	-78
	[Activ	m	90
	e]		

Lion-Chart	zuser	(630)

[View All](#)

Contact Members Services

Email: lionssupport@lionsclubs.org

Phone: (+001) 630-468-6900

31 Scroll to the Member's Membership record.

Home Membership ▾ Service ▾ Learn More ▾							
Accounts > Example Club For Training Club Members							
50+ items · Sorted by Contact Full Name · Updated a few seconds ago							
	Contact Full Na... ↑ ▾	Membership Full Type ▾	Email ▾	Phone ▾	Lion Joi... ▾	Start D... ▾	E...
35	Example Sixty-One	Lion-Family Member [Active]	zsixtyone@f...	630 267-9033	6/15/2021	6/15/2021	
36	Example Sixty-Seven	Lion-Regular [Dropped]	zsixtyseven...	404 535-6768	4/15/2018	4/15/2018	9
37	Example Sixty-Seven	Lion-Regular [Active]	zsixtyseven...	404 535-6768	9/28/2024	9/28/2024	
38	Example Sixty-Three	Lion-Family Member [Active]	zsixtythree...		3/15/2021	3/15/2021	
39	Example Sixty-Two	Lion-Family Member [Active]	zsixtytwo@f...	630 764-3377	3/23/2022	3/23/2022	
40	Example Ten	Lion-Charter-Regular [Active]	zuser010@li...	(630) 678-90...	7/1/2010	7/1/2010	
41	Example Thirteen	Lion-Charter-Regular [Active]	zuser013@li...	(630) 901-23...	7/1/2010	7/1/2010	
42	Example Thirty	Lion-Regular [Active]	zuser030@li...	(630) 898-90...	12/5/2021	12/5/2021	

32 Click the blue link to the right to view the details of the Membership record.

Accounts > Example Club For Training Club Members							
50+ items · Sorted by Contact Full Name · Updated a minute ago							
	Email ▾	Phone ▾	Lion Joi... ▾	Start D... ▾	E... ▾	Members... ▾	Membership: Me... ▾
]	zsixtyone@f...	630 267-9033	6/15/2021	6/15/2021		Active Memb...	MEMBER#0011943968 ▾
]	zsixtyseven...	404 535-6768	4/15/2018	4/15/2018	9/1/...	Inactive Me...	MEMBER#0011943979 ▾
]	zsixtyseven...	404 535-6768	9/28/2024	9/28/2024		Active Memb...	MEMBER#0011943990 ▾
]	zsixtythree...		3/15/2021	3/15/2021		Active Memb...	MEMBER#0011943970 ▾
]	zsixtytwo@f...	630 764-3377	3/23/2022	3/23/2022		Active Memb...	MEMBER#0011943969 ▾
]	zuser010@li...	(630) 678-90...	7/1/2010	7/1/2010		Active Memb...	MEMBER#0011943918 ▾
]	zuser013@li...	(630) 901-23...	7/1/2010	7/1/2010		Active Memb...	MEMBER#0011943920 ▾
]	zuser030@li...	(630) 898-90...	12/5/2021	12/5/2021		Active Memb...	MEMBER#0011943937 ▾
]	zuser038@li...	(630) 677-78...	7/1/2022	7/1/2022	9/1/...	Inactive Me...	MEMBER#0011943955 ▾

33 Note the "Add Type" is shown as "New" for this reinstatement.

Contact [Example Member Sixty-Seven](#) Club [Example Club For Training](#) Club Branch Membership Full Type Lion-Regular [Active]

Details

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

Membership Details

Lion Join Date ⓘ

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

No related lists to display

34 Return to the Club page by clicking the blue link in the Club Name

Home Membership ▾ Service ▾ Learn More ▾

Membership
MEMBER#0011943990

Contact [Example Member Sixty-Seven](#) Club [Example Club For Training](#)

Details

Club ⓘ Example Club For Training	Membership Status ⓘ Active Member
Contact ⓘ Example Member Sixty-Seven	Membership Type Lion
Club Branch ⓘ	Membership Category ⓘ Active
Relationship Type ⓘ	Program ⓘ Regular
Membership Sponsor ⓘ	Add Type ⓘ

Active Member Count
58

Example Club For Training

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

No related lists to display

35 Click "Home" to return to the Portal landing Page.

The screenshot shows the Lion Portal interface. At the top, there is a search bar with the text "Sixty-Seven" and a "Search" button. Below the search bar is a navigation menu with "Home" (highlighted with a purple circle), "Membership", "Service", "Learn", and "More".

Below the navigation menu, there is a section for "Account Example Club For Training" with a "+ Follow" button. Below this 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	58

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". There is also a "Parent Account" field and an "Active Member Count" field. A "Manage Club Members" button is visible on the right side of the interface.

36 This concludes the "Manage Club Members - Edit a Member: Reinstate Member" Quick Guide.

The screenshot shows the Lion Portal landing page. At the top, there are three navigation options: "MY MEMBERSHIP", "MY CLUB", and "MY CA". Below these are three icons: a person icon, a house icon with people, and a star icon with a podium. Below these icons is a "MY ASSOCIATION" section with the Lions International logo. At the bottom, there is a "Welcome to the Lion Portal" message and a "DONATE" button with a person icon.