

# Manage Club Members - Edit Member Data



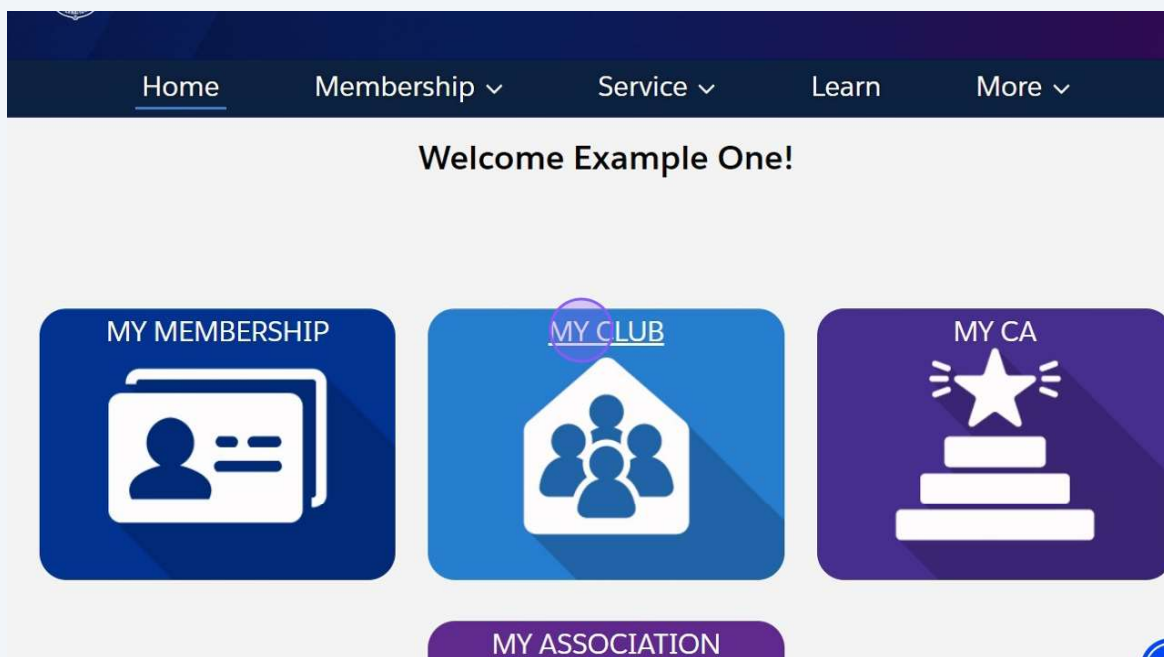
This guide is essential for Club Officers, as it provides a straightforward process for updating member information in the Lion Portal. It outlines the necessary permissions, step-by-step instructions for editing personal and contact details, and highlights important tips, such as the limited time frame for changing a membership sponsor. By following this guide, Club Officers can efficiently manage member data, ensuring accurate records and effective club administration.

**i** Tip! Member details can be updated at any time by Club Officers with the permissions to manage members. The Club Officer titles are: Club President, Club Secretary, Club Administrator.

District and Multiple District Administrators can edit the Member details for Clubs within their structure. At this level, first select the Club to manage.

**1** Sign in to the Lion Portal. [lionportal.org](https://lionportal.org)

**2** Click "MY CLUB"



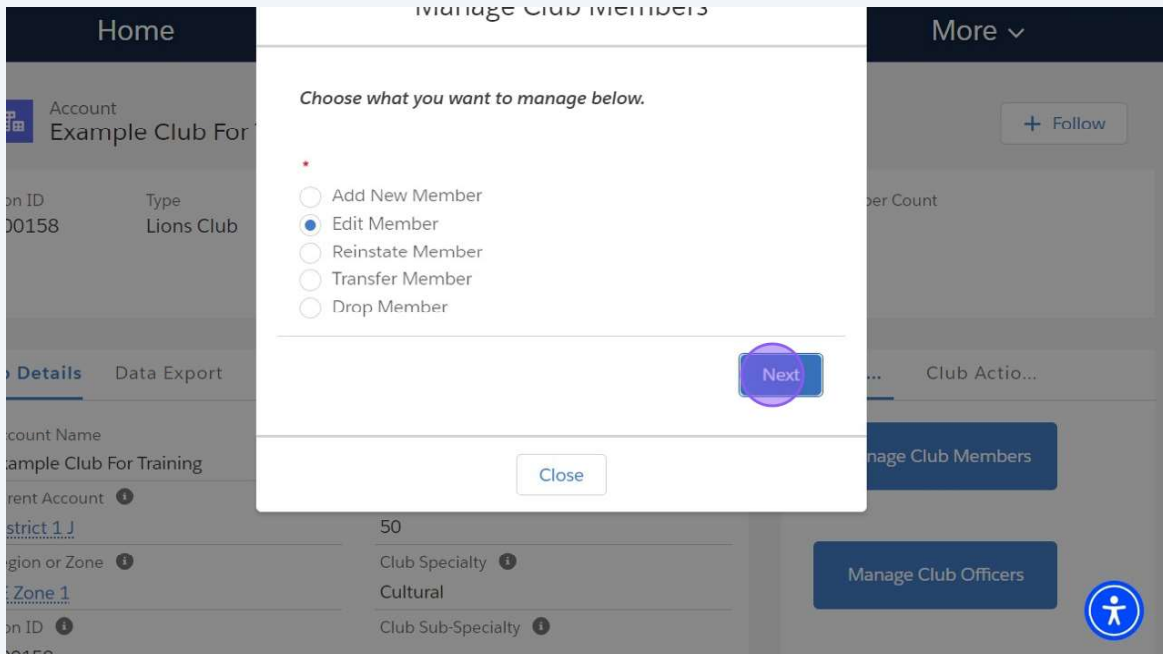
3 Click "Manage Club Members"

The screenshot shows the 'Example Club For Training' page in the Lion Portal. The top navigation bar includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. The club's account information is displayed, including the Lion ID (200158), Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (50). Below this, 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, and Club ID. To the right, there are buttons for 'Manage Club Members' and 'Manage Club Officers'. The 'Manage Club Members' button is highlighted with a purple circle.

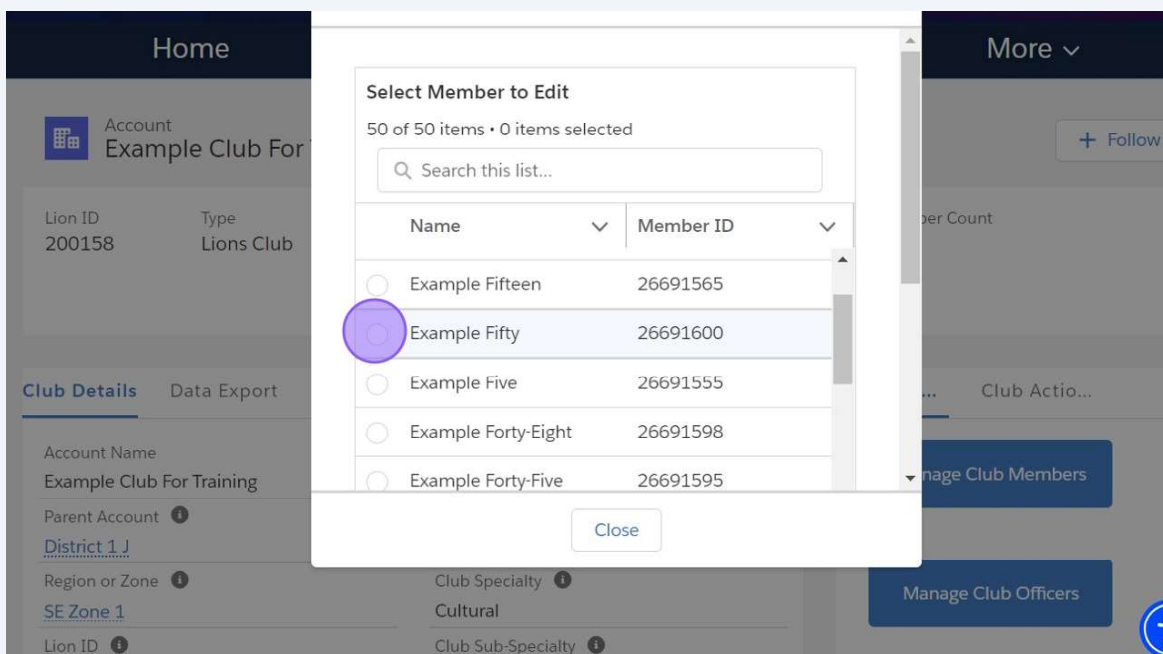
4 This Quick Guide shows "Edit Member" functions

The screenshot shows the 'Manage Club Members' modal in the Lion Portal. The modal has a title bar 'Manage Club Members' and a search bar. Below the title bar, it says 'Choose what you want to manage below.' and lists five options: 'Add New Member', 'Edit Member', 'Reinstate Member', 'Transfer Member', and 'Drop Member'. The 'Edit Member' option is highlighted with a purple circle. At the bottom right of the modal is a 'Next' button, and at the bottom center is a 'Close' button. The background shows the 'Example Club For Training' page with the 'Manage Club Members' button highlighted.

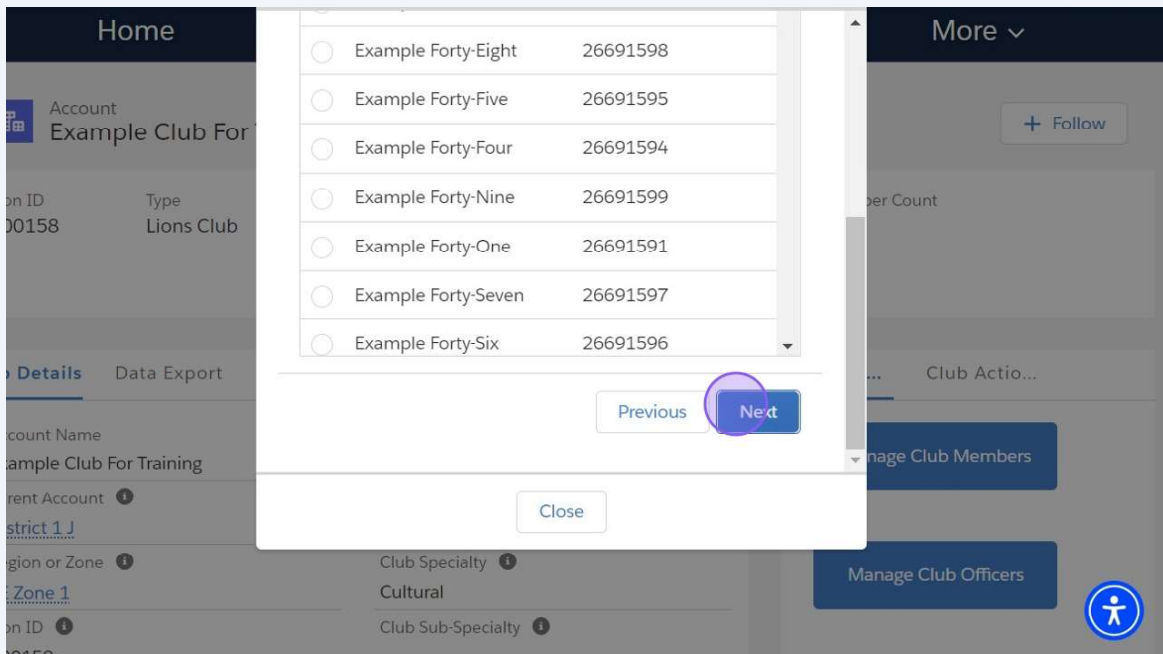
5 Select "Edit Member" and click "Next"



6 Scroll to or search for the member. Search by member name (part of name or Member ID). Select the radio button next to the member to edit.



7 Click "Next"



Tip! Edit Member Options:

- Personal Details - Name, gender, occupation, birthday (1 time update), Nickname, Companion
- Contact Details - phone numbers, email address
- Address - mailing address of the member
- Membership Type - change the details about the membership type/program
- Membership Sponsor - Sponsor can be change within the first 90 days

8 Select the radio button and click "Next"

Home

Account  
Example Club For

on ID  
00158

Type  
Lions Club

Details Data Export

Account Name  
Example Club For Training

Parent Account ⓘ

District 1 J

Region or Zone ⓘ  
Zone 1

on ID ⓘ  
00158

Club Specialty ⓘ  
Cultural

Club Sub-Specialty ⓘ

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

**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

Next

Close

9 Click into each field to change the data.

Lion Portal

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

Search

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

**Manage Club Members**

26691600

Address

Country  
United States ▾

Street

City  
Naperville

State/Province  
Illinois ▾

Zip/Postal Code  
60564

Close

10 when you have completed the updates click "Next"

The screenshot shows a web application interface with a 'Details' form. The form is open, displaying fields for Country, Street, City, State/Province, and Zip/Postal Code. The 'Next' button is highlighted with a red circle. The background shows a 'Home' page with a table of club details and a 'More' dropdown menu.

Account ID	Type
00158	Lions Club

Account Name
Example Club For Training

Parent Account
strict 1 J

Region or Zone
Zone 1

Account ID
00158

Club Specialty
Cultural

Club Sub-Specialty

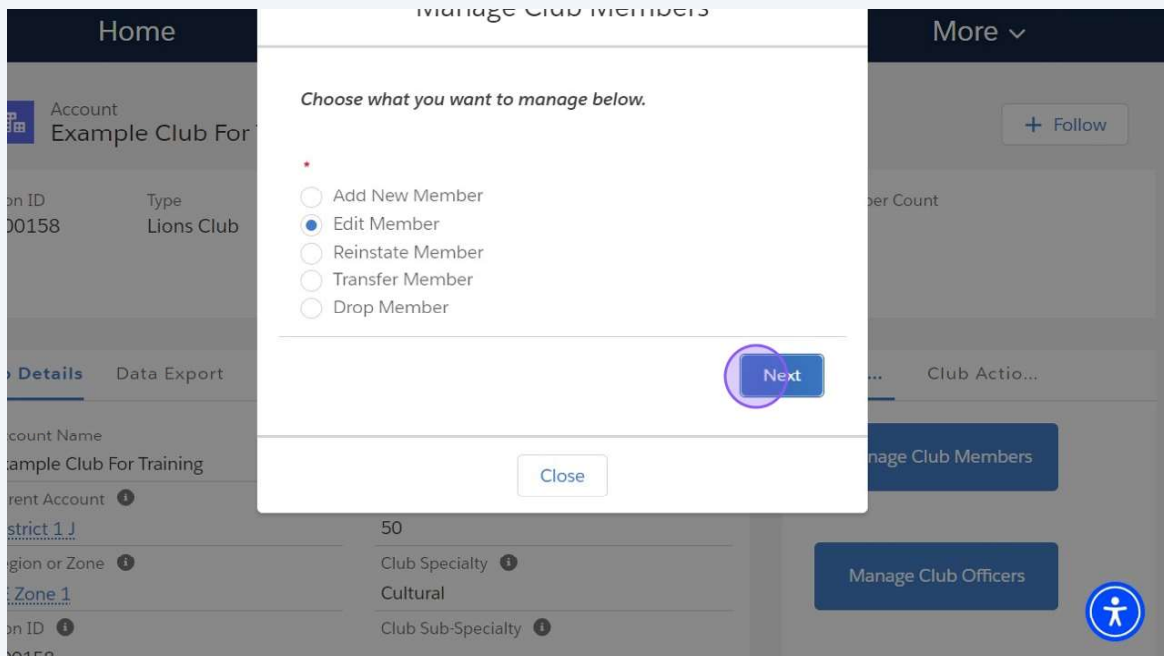
Buttons: Previous, Next (highlighted), Close



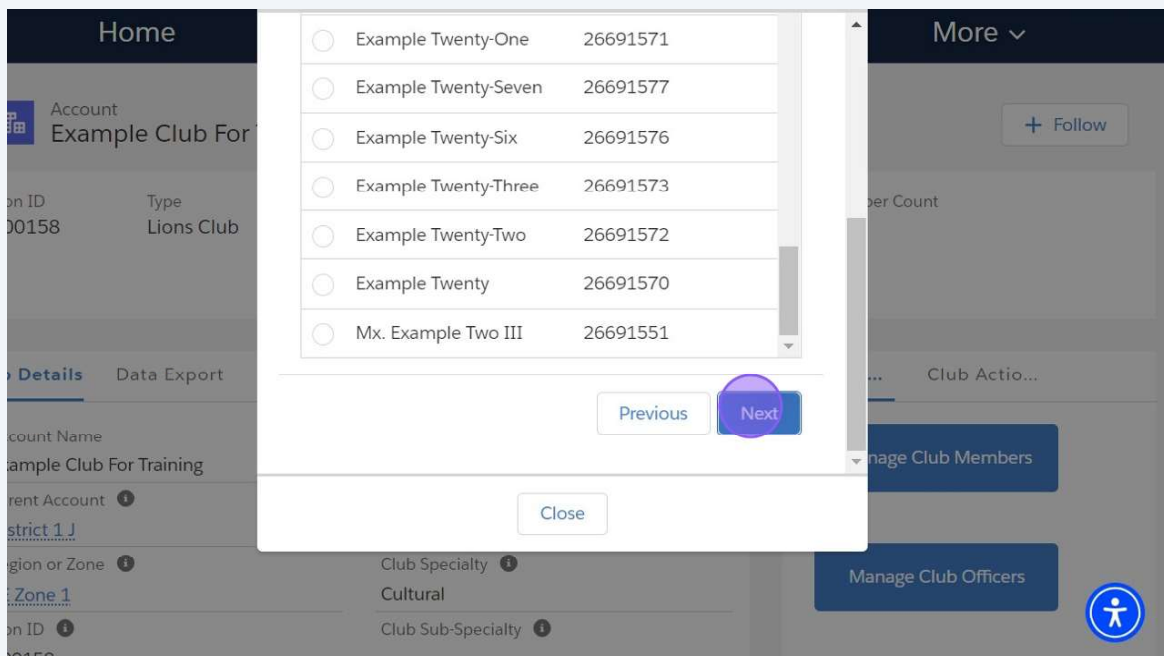
Tip! The next section shows the data that can be edited for:

- Edit Member
- Personal Details

11 Select "Edit Member" and click "Next"



12 Select the Member and click "Next"



**13** Select "Personal Details" and click "Next"

Home

Account  
Example Club For

on ID  
00158

Type  
Lions Club

Details Data Export

count Name  
Example Club For Training

rent Account ⓘ

strict 1 J

gion or Zone ⓘ

Zone 1

on ID ⓘ

00158

Club Specialty ⓘ

Cultural

Club Sub-Specialty ⓘ

More ▾

+ Follow

per Count

Club Actio...

Manage Club Members

Manage Club Officers

Next

Close

**14** Click into the data fields you wish to modify and enter the new data

Lion Portal

Home

Account  
Example Club For

on ID  
00158

Type  
Lions Club

Details Data Export

count Name  
Example Club For Training

rent Account ⓘ

Manage Club Members

Member Name:  
Example Fifty

Member's ID:  
26691600

Salutation

First Name  
Example

Middle Name  
Member

Last Name

Close



- 15 Click into the data fields you wish to modify and enter the new data

The screenshot shows a web application interface with a 'Home' header. On the left, there's a sidebar with 'Account' and 'Example Club For Training'. The main content area displays a member profile form. The form has several fields: 'Gender' (dropdown menu showing 'Male'), 'Date of Birth' (text input showing 'Oct 10, 2003'), 'Occupation' (dropdown menu showing 'Education/Training'), and 'Spouse Name' (text input showing 'Companion Fifty'). At the bottom of the form, there are three buttons: 'Previous', 'Next', and 'Close'. A purple circle highlights the 'Next' button. The background shows a blurred view of the club details page.

- 16 Select "Contact Details" and click "Next"

The screenshot shows a web application interface with a 'Home' header. On the left, there's a sidebar with 'Account' and 'Example Club For Training'. The main content area displays a member profile form. The form has several sections: 'Member Name' (text input showing 'Example Fifty'), 'Member's ID' (text input showing '26691600'), and a section titled 'Select the type of member information you want to edit:'. This section has five radio buttons: 'Personal Details', 'Contact Details' (selected), 'Address Details', 'Membership Type', and 'Membership Sponsor'. At the bottom of the form, there are two buttons: 'Next' and 'Close'. A purple circle highlights the 'Next' button. The background shows a blurred view of the club details page.

- 17 Click into the data fields you wish to modify and enter the new data

The screenshot shows a web application interface with a dark blue header and sidebar. A modal window titled "Manage Club Members" is open in the center. The modal contains the following fields:

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

A purple circle highlights the "Member Name" field. A "Close" button is at the bottom of the modal. The background shows a sidebar with "Home", "Account", and "Example Club For Training" sections, and a main area with a "More" dropdown and a "+ Follow" button.

- 18 Click into the data fields you wish to modify and enter the new data

This screenshot shows the same "Manage Club Members" modal form, but with additional fields and navigation buttons. The fields are:

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

Navigation buttons "Previous" and "Next" are located below the "Mobile Phone" field. A "Close" button is at the bottom of the modal. A purple circle highlights the "Email" field. The background shows the same sidebar and main area as the previous screenshot, but with additional details visible in the sidebar, such as "Club Details", "Data Export", "Account Name", "Example Club For Training", "Parent Account", "District 1 J", "Region or Zone", "SE Zone 1", "Lion ID", "Club Specialty", "Cultural", and "Club Sub-Specialty".



Alert! The Member Sponsor can only be changed during the first 90 days of membership.

For historical corrections contact the Member Service Center for assistance



Tip! For detailed steps to search and select sponsor see the "Manage Club Members - Add A Member" Quick Guide

## 19 Select "Membership Sponsor" and click "Next"

Home

Account  
Example Club For

on ID      Type  
00158      Lions Club

Details      Data Export

Account Name  
Example Club For Training

Parent Account ⓘ

District 1 J

Region or Zone ⓘ  
Zone 1

on ID ⓘ  
00158

Club Specialty ⓘ  
Cultural

Club Sub-Specialty ⓘ

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers ⓘ

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

Next

Close

20 Click "Close" to exit the "Edit Member" flow

Home

More ▾

Account  
Example Club For Training

+ Follow

Lion ID 200158 Type Lions Club

per Count

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 ⓘ

Manage Club Members

Manage Club Officers

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

Next

Close

21 To return to the landing page click "Home"

Lion Portal

Search Search

Home Membership ▾ Service ▾ Learn More ▾

Account  
Example Club For Training

+ Follow

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

Club Details Data Export Club Statements Club Service Activities More

Account Name  
Example Club For Training

Type ⓘ

Lions Club

Parent Account ⓘ

Active Member Count

Member ... Club Acti...

Manage Club Members

22

This concludes the Manage Club Members - Edit Member Data Quick Guide

