


Club Page - Explore Page & Tabs

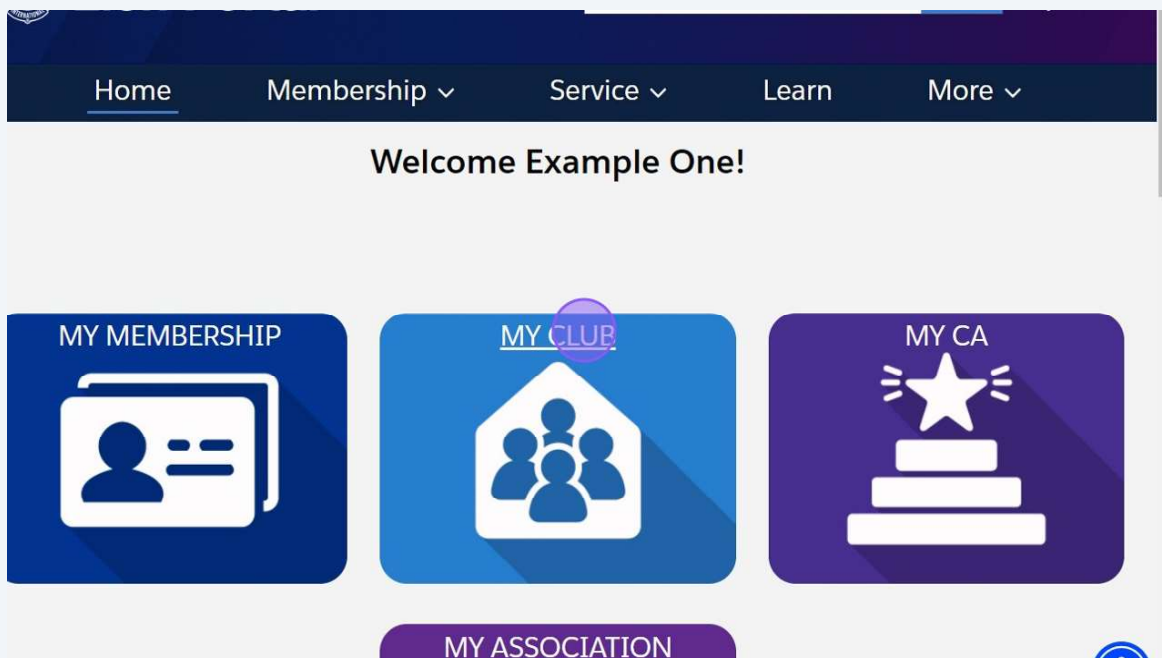


This guide offers a comprehensive overview of the "My Club" landing page, detailing its structure and functionality for effective navigation. It highlights how to access essential club information through various tabs, including details on meetings, financial statements, and service activities, while tailoring options based on assigned Officer Titles. By following this guide, users can maximize their experience on the Lion Portal, enhancing their engagement and management of club-related tasks.

 Tip! This guide will introduce you to the structure of the "My Club" landing page.

1 Sign into the Lion Portal lionportal.org

2 Click "MY CLUB"



Page Structure

3 Area 1 - Shows the summary information for the Club.

The screenshot shows the Lion Portal interface. At the top is a navigation bar with links: Home, Membership, Service, Learn, Reports/Insights, Shop, and More. Below the navigation bar is a search bar and a user profile icon. The main content area is divided into two sections. The left section, labeled '1', contains a summary card for 'Example Club For Training'. This card displays the following information: Lion ID (200158), Type (Lions Club), Status (Active), Billing Address, and Active Member Count (56). Below the summary card is a tabbed interface with tabs for Club Details, Data Export, Club Statements, Club Service Activities, and Club Financial Details. The 'Club Details' tab is active, showing fields for Account Name (Example Club For Training), Parent Account (District 1 J), Region or Zone (SE Zone 1), Lion ID (200158), Type (Lions Club), Active Member Count (56), Club Specialty (Cultural), and Club Sub-Specialty. The right section contains a 'Member Action...' panel with buttons for 'Manage Club Members' and 'Manage Club Officers'. A '+ Follow' button is also visible in the top right corner of the summary card area.

4 Area 2 - Shows the "Tabs" to access other data related to the Club

Area 3 - Show "Buttons" that perform actions. The actions available are based on the Officer Title's assigned to you.

This screenshot provides a closer look at the 'Club Details' tab and the 'Member Action...' panel. The 'Club Details' tab is highlighted with a dashed box labeled '2'. It shows a form with various fields for the club, including Account Name, Parent Account, Region or Zone, Lion ID, Type, Active Member Count, Club Specialty, Club Sub-Specialty, Specialty Description, Charter Established Date, Description, and Website. The 'Member Action...' panel is highlighted with a dashed box labeled '3'. It contains a list of buttons for performing actions: 'Manage Club Members', 'Manage Club Officers', 'Manage Cub Club Leader', 'Manage Delegates', 'View Delegates', and 'View Club Officers'. A user profile icon is visible in the bottom right corner of the panel.

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Area 4 - Shows the information related to the selected "Tab". The information shown will change with each "Tab" selected.

The screenshot shows a web application interface for a Lions Club. The top navigation bar includes tabs: Club Details, Data Export, Club Statements, Club Service Activities, Club Financial Details, Member Actions, and Club Actions. The 'Club Details' tab is selected and highlighted with a purple circle. The main content area is divided into two columns. The left column contains form fields for club information: Account Name (Example Club For Training), Parent Account (District 1 J), Region or Zone (SE Zone 1), Lion ID (200158), Youth Programs, Description, and Address (Billing Address: 124 Any Place, Naperville, Illinois 60565). The right column displays club statistics and details: Type (Lions Club), Active Member Count (56), Club Specialty (Cultural), Club Sub-Specialty, Specialty Description (Arts and Entertainment), and Charter Established Date (7/1/2010). A purple circle labeled '4' is placed over the right column. On the far right, there is a vertical sidebar with buttons: Manage Club Members, Manage Club Officers, Manage Cub Club Leader, Manage Delegates, View Delegates, and View Club Officers. A user profile icon is at the bottom right.

Explore Tabs

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The "Details" tab shows information about the Club.

This screenshot is identical to the one above, showing the 'Club Details' page. The 'Details' tab in the navigation bar is highlighted with a purple circle. The interface displays the same club information and management options as described in the previous block.

7 Scroll to explore information about the Club.

Address

ling Address
24 Any Place
aperville, Illinois 60565
nited States

ipping Address
24 Any Place
aperville, Illinois 60565
nited States

Meeting Location 1

eeeting Place ⓘ

own Center

eeeting Week of Month ⓘ

rst

eeeting Day ⓘ

onday

eeeting Time ⓘ

7:00

Meeting Local Place ⓘ

टाउन सेंटर

Meeting Local Street ⓘ

Meeting Local City ⓘ

Meeting Local Zip Code ⓘ

View Club Officers

Club Me...

More

Active Members

Active Members

56 of 56 items

Search this list...

N. ▾	M ▾	M ▾	M ▾
Lion- Chart	zuser	(63	
Exam er-	008@	0)	
ple Regul	lionfa	456	
Eight ar	ke.co	-78	
[Activ	m	90	

8 Continue to scroll. This tab includes information about Meetings.

eeeting 2 Week of Month ⓘ

eeeting 2 Day ⓘ

eeeting 2 Time ⓘ

eeeting 2 Street ⓘ

eeeting 2 City ⓘ

eeeting 2 State or Prov ⓘ

eeeting 2 Zip Code ⓘ

eeeting 2 Country ⓘ

Meeting 2 Local Street ⓘ

Meeting 2 Local City ⓘ

Meeting 2 Local Zip Code ⓘ

Meeting 2 Local State or Prov ⓘ

Meeting 2 Local Country ⓘ

Online Meeting 2 ⓘ



Online Meeting 2 Place ⓘ

Online Meeting 2 Address ⓘ

Contact Members Services

Email: lionssupport@lionsclubs.org

Phone: (+001) 630-468-6900



- 9 Click the "Data Export" tab to view information on this "Tab".

The screenshot shows the 'Example Club For Training' page. The top navigation bar includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. The account name is '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	56

The 'Data Export' tab is highlighted with a purple circle. The 'Club Details' section shows the following information:

Account Name	Example Club For Training	Type	Lions Club
Parent Account	District 1 J	Active Member Count	56
Region or Zone	SE Zone 1	Club Specialty	Cultural
Lion ID	200158	Club Sub-Specialty	

The 'Member ...' section contains two buttons: 'Manage Club Members' and 'Manage Club Officers'.

- 10 The "Data Export" tab will show the type of data available to export (download). The available options will change based on your Officer Titles.

The screenshot shows the 'Example Club For Training' page with the 'Data Export' tab selected. The top navigation bar and account information are the same as in the previous screenshot. The 'Data Export' tab is highlighted with a purple circle. Below the tab, a message states: 'If the selected report does not generate any results, it is due to data privacy restrictions.' The 'Member ...' section contains three buttons: 'Manage Club Members', 'Manage Club Officers', and 'Manage Cub Club'.

- 11 Click the "Club Statements" tab to view information on this "Tab"

The screenshot shows the account page for 'Example Club For Training'. At the top, there's a header with the account name and a '+ Follow' button. Below this is a table with club details:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

Below the table is a navigation bar with tabs: 'Club Details', 'Data Export', 'Club Statements' (highlighted with a purple circle), 'Club Service Activities', and 'More'. To the right of the 'Club Statements' tab is a 'Member ...' tab. Below the navigation bar, there's a message: 'If the selected report does not generate any results, it is due to data privacy restrictions.' Below this message are links for 'Member Contact Information', 'Club Officer Contact Information', 'Member Detail Information', and 'Club Level Service Activities Information'. On the right side, there are three blue buttons: 'Manage Club Members', 'Manage Club Officers', and 'Manage Cub Club'.

- 12 The "Club Statements" tab will show the financial summary and statement for the Club. The available options will change based on your Officer Titles.

The screenshot shows the account page for 'Example Club For Training' with the 'Club Statements' tab selected. The top navigation bar includes links for 'Home', 'Membership', 'Service', 'Learn', 'Reports/Insights', 'Shop', and 'More'. Below the header is the account name and a '+ Follow' button. The table from the previous screenshot is still present. Below the table, the navigation bar now includes 'Club Details', 'Data Export', 'Club Statements' (selected), 'Club Service Activities', and 'Club Financial Details'. The main content area shows a message: 'Please contact Member Services with any questions or concerns.' Below this is a blue button labeled 'Opt In/Out of Paper Statements'. Further down, there's a section for 'Monthly Activity' with a table that has columns for 'Description', 'Current Balance', and 'View/Print'. There are also buttons for 'Pay with Paypal' and 'Pay Now'. On the right side, there's a 'Member Action...' tab with a 'View Club Officers' button. Below this is a 'Club Members' tab with a 'Sponsored Clu...' tab. The 'Club Members' tab shows a list of 'Active Members' with 37 of 37 items. There's a search bar and a table with columns for 'Name', 'Mem...', 'Mem...', and 'Mem...'. A URL is visible at the bottom: 'https://lionsinternational--preprod.sandbox.mysite.com/s/account/001Nq000008FKuAP/burr-ridgehinsdaleoak-brook?tabset-2f96e=2'.

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Scroll to see the summary balances. The payment options will only show for the Club Treasurer.

Club Details Data Export **Club Statements** Club Service Activities Club Financial Details

Please contact [Member Services](#) with any questions or concerns.

Opt In/Out of Paper Statements

Monthly Activity

Pay with Paypal Pay Now

Description	Current Balance	View/Print ↓
1 Apr 2024 Statement Closing Balance	0.00	
2 Payments received May 01, 2024 through Sep...	0.00	
3 Charges incurred May 01, 2024 through Sept ...	0.00	
4 Current Balance as of Sept 22, 2024	0.00	

Member Actions Club Actions

- Manage Club Members
- Manage Club Officers
- Manage Club Club Leader
- Manage Delegates
- View Delegates
- View Club Officers

<https://lionsinternational--preprod.sandbox.my.site.com/s/account/001Nq0000M9vOIAR/example-club-for-training?tabset=2996e2> 2023

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Continue to scroll to see monthly statements. Current, last year and prior to last year statements can be viewed. To view a statement, click the icon under "View Statements" to view the information.

Statements and Invoices

2025 2024 2023

Sta...	Type	Op...	Pay...	Ch...	Clo...	Date ↓	View Statements
Apr 2024 ...	Statement	-858.35	-214.98	71.12	-1002.21	Apr 30, 2...	
Mar 2024 ...	Statement	-870.84	-41.67	54.16	-858.35	Mar 31, 2...	
Feb 2024 ...	Statement	-615	-310	54.16	-870.84	Feb 29, 2...	
Jan 2024 ...	Statement	-202	-413	0	-615	Jan 31, 20...	
Dec 2023 ...	Statement	-615	-70	483	-202	Dec 31, 2...	
Dec 2023 ...	Invoice			483		Dec 31, 2...	
Nov 2023 ...	Statement	-338	-277	0	-615	Nov 30, 2...	
Oct 2023 ...	Statement	-100	-238	0	-338	Oct 31, 2...	
Sept 2023 ...	Statement	0	-100	0	-100	Sep 30, 2...	
Aug 2023 ...	Statement	0	0	0	0	Aug 31, 2...	

View Club Officers

Club Members Club Officers Sponsored Clu...

Active Members

56 of 56 items

Search this list...

Name	Mem...	Mem...	Mem...
Example Eight	Lion-Charter-Regular [Active]	zuser008@lionfake.com	(630) 456-7890
Example Nine	Lion-Charter-Regular [Active]	zuser009@lionfake.com	(630) 567-8901
Example Eighteen	Lion-Charter-Regular [Active]	zuser018@lionfake.com	(630) 556-6778

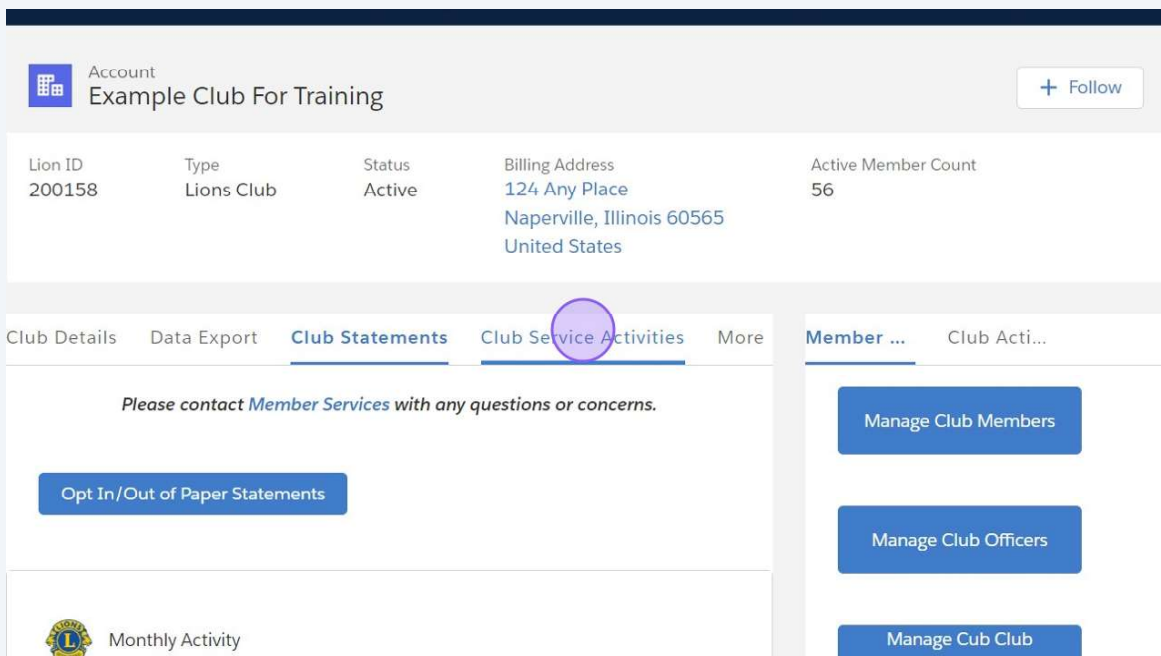
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The selected monthly statement will open in a pop-up window. When done scroll down to select "Close".



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Click "Club Service Activities" tab to view information on this "Tab".



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The "Club Service Activities" tab shows a list of Club service activities. Click on a column header to sort the list by that field. Clicking the column a second time will reverse the sort order.

Club Details Data Export **Club Service Activities** More

Service Activities (9) 9 items • Sorted by End Date • Updated a minute ago

	End Date ↓	Title	Service Acti...	Start Date
1	9/17/2024	Example Club SA4 - Service ...	SA-05292419	9/17/2024
2	9/15/2024	Example Club SA3 - Service ...	SA-05292418	9/15/2024
3	9/11/2024	Example Club SA5 - Fundrais...	SA-05292420	9/11/2024
4	9/2/2024	Example Club SA2 - Club Me...	SA-05292422	9/2/2024
5	8/5/2024	Example Club SA2 - Club Me...	SA-05292417	8/5/2024
6	7/5/2024	Example Club SA1 - Club Me...	SA-05292416	7/5/2024
7	7/4/2024	Example Club SA7 - Service ...	SA-05292423	7/4/2024
8		Example Club SA6 - Donatio...	SA-05292421	9/1/2024

Member ... Club Acti...

Manage Club Members

Manage Club Officers

Manage Club Club Leader

Manage Delegates

View Delegates

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Click "Home" to return to the landing page.

Lion Portal

Search

Home Membership Service Learn More

Account Example Club For Training + Follow

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

Club Details Data Export Club Statements **Club Financial Details** More

Member ... Club Acti...

Manage Club Members

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This concludes the "Club Page - Explore Page & Tabs" Quick Guide

