

Manage Club Members - Drop a Member



This guide provides a straightforward process for club administrators to drop a member efficiently while ensuring that all necessary steps are followed. It highlights the implications of dropping a primary member, particularly regarding other memberships, and emphasizes the importance of recording a reason for the drop. By following this guide, users can manage club memberships accurately and maintain proper records within the Lion Portal. Overall, it's an essential tool for effective club management.



This Quick Guide you will walk through the process of dropping a club member.

When a member is dropped from a club their membership in that club is marked "Inactive" and the date recorded.

A reason for the drop is required from the list in the drop down.

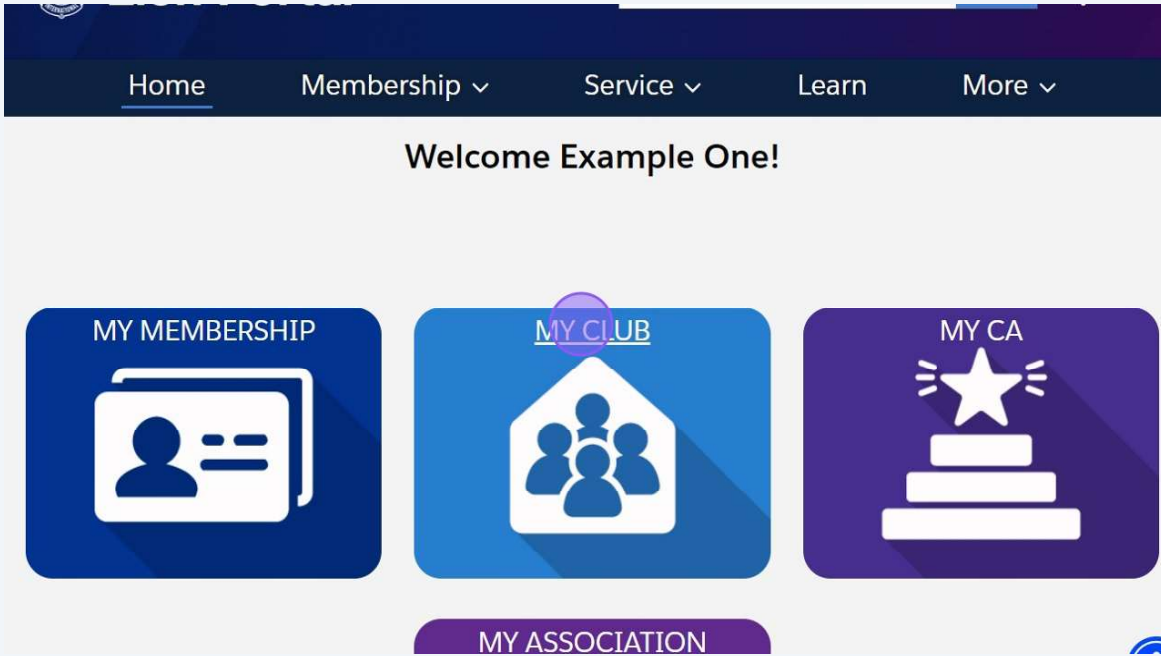


Alert! If a member holds multiple memberships ("Associate Member" of another club) when the primary home club membership is dropped all other memberships are also dropped and end dated. If the member is dropping an additional membership type only that membership will be end dated and marked inactive.

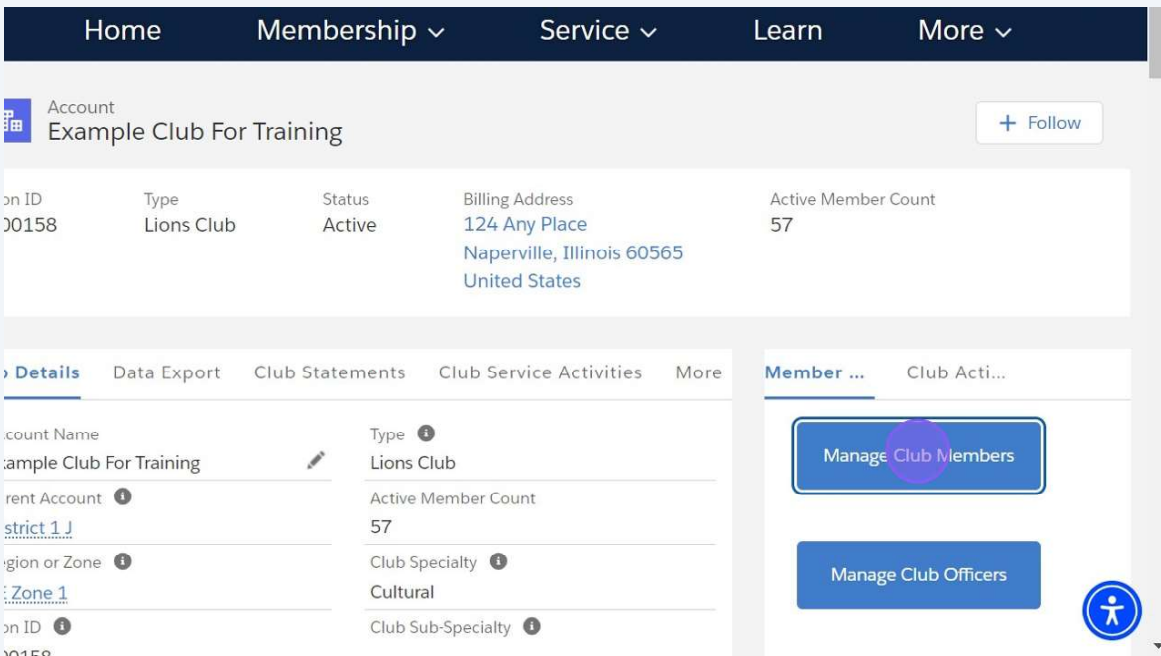
1

Sign in to the Lion Portal. lionportal.org

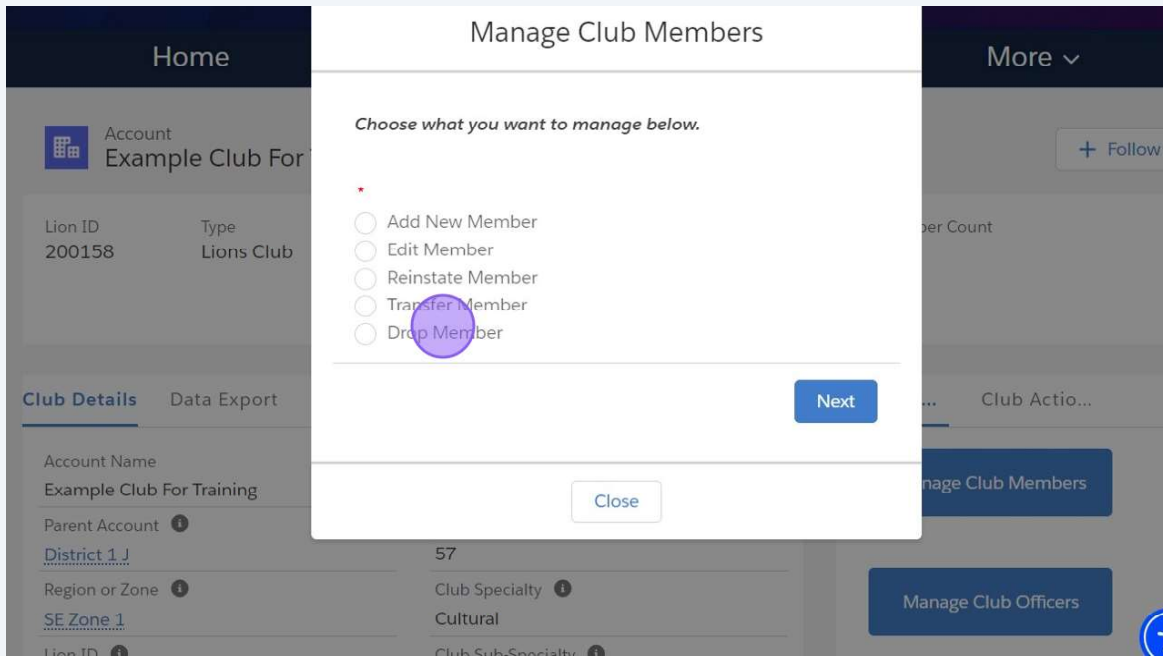
2 Click "MY CLUB"



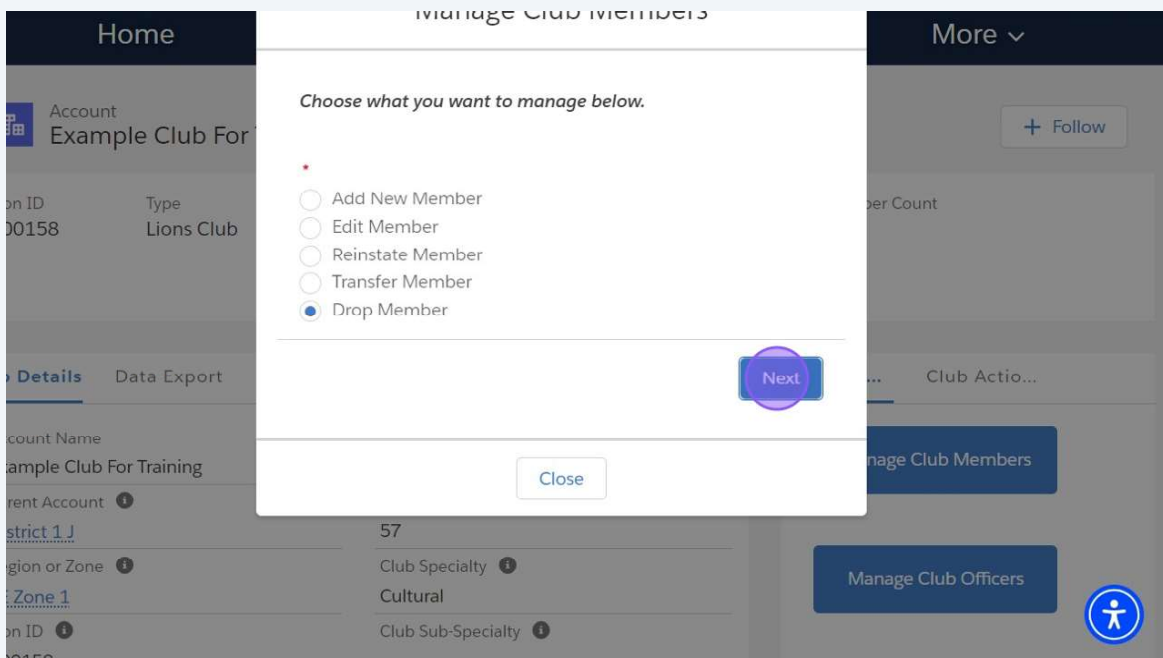
3 Click "Manage Club Members"



4 Click "Drop Member"

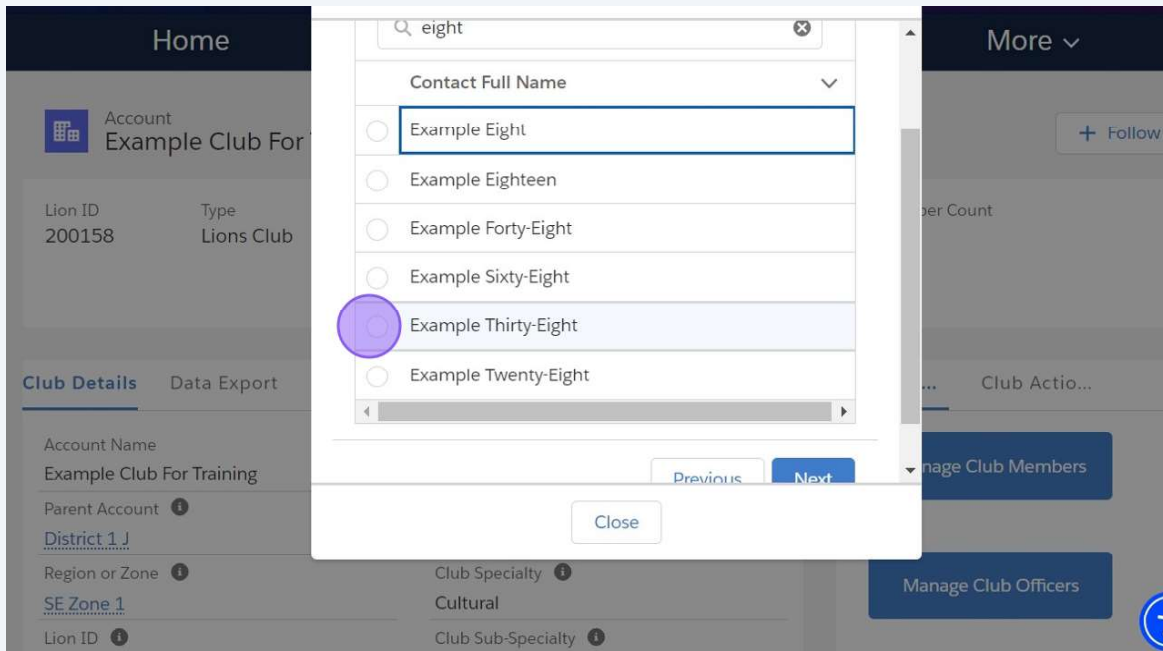


5 Click "Next"



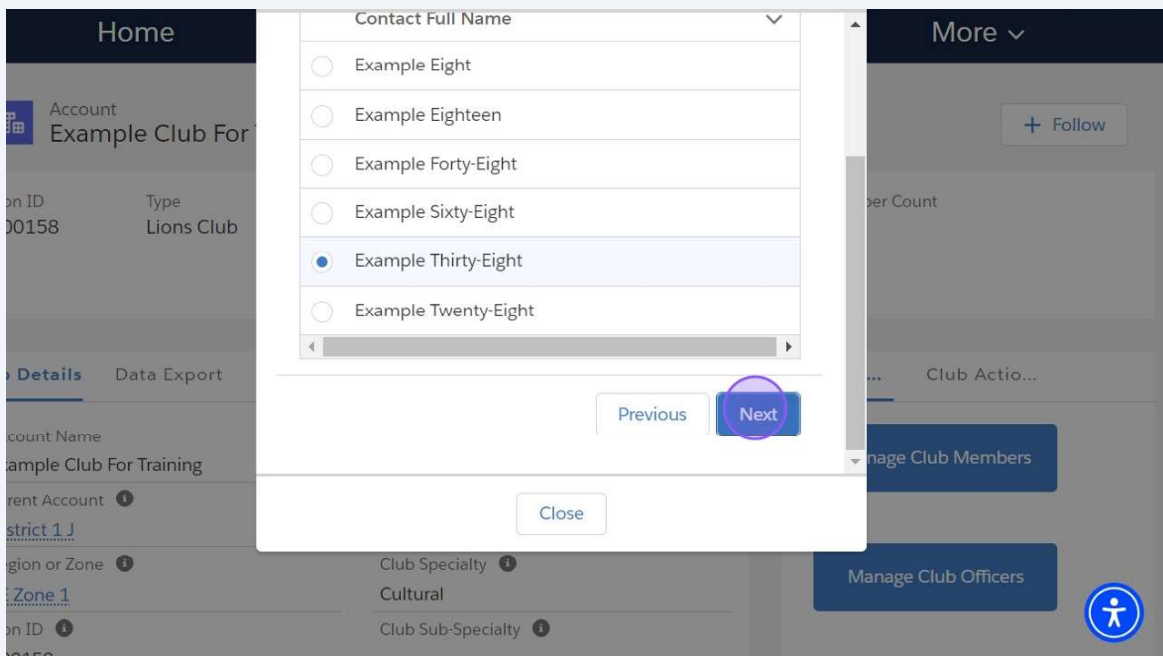
6

A list of active club members is shown. Search by name or scroll through the list. Click the "Radio Button" next to the member name.



7

Click "Next"



8

Enter the date the membership ended. Click "Drop Reason" to select the reason for the drop.

The screenshot shows a web interface for managing a member's profile. The member's name is "Example Thirty-Eight" and their ID is "26691588". The "Membership End Date" is set to "Sep 1, 2024". The "Drop Reason" dropdown menu is open, showing options: "--None--", "Resigned", "Inactive", "Transferred", "Moved", and "Deceased". A purple circle highlights the "--None--" option. The background shows a "Home" page with a table of members and a "More" menu with options like "Follow", "Manage Club Members", and "Manage Club Officers".

9

Click this text field to add additional detail of the drop.


The screenshot shows the same membership management form as in the previous image. The "Drop Reason" is now set to "Resigned". The "Drop Reason Details" text field is highlighted with a purple circle, indicating where to click to add additional detail. The "Save" button is visible below the text field. The background shows the same "Home" page and "More" menu.

10 Click "Save"

The screenshot displays a web application interface for managing club members. A modal form is open, showing the following details:

- Member Name:** Example Thirty-Eight
- Member's ID:** 26691588
- * Membership End Date:** Sep 1, 2024
- * Drop Reason:** Resigned
- Drop Reason Details:** in good standing

The form includes a blue "Save" button, which is highlighted with a purple circle. A "Close" button is also visible at the bottom of the modal. The background shows a "Home" page with a table of members and a "More" dropdown menu.

 Tip! A green message box will appear, click the "X" icon to close the message. The Club Page is now displayed.

11 Click "Home" to return to the main landing page.

The screenshot shows the Lion Portal interface. At the top, there is a dark blue header with the Lion logo and the text "Lion Portal". To the right of the header is a search bar with a "Search" button and a notification bell icon. Below the header 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 the account "Example Club For Training". It includes a "Follow" button and 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

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", "Type: Lions Club", and "Parent Account" (with an information icon). To the right, there is a "Member ..." tab and a "Club Acti..." tab, with a "Manage Club Members" button below them.

12 This concludes the "Manage Club Members - Drop a Member" Quick Guide

The screenshot shows the Lion Portal home page. At the top, there are three blue buttons with white icons: a clipboard, a person, and a document. Below these is a purple button with the text "MY ASSOCIATION" and the Lion logo.

Below the "MY ASSOCIATION" button, there is a "Welcome to the Lion Portal" section. It includes a "DONATE" button and a "QUICK LINKS" section with a person icon. To the left, there is a "Insights Summary" section with a bar chart showing ".37M" and a person icon.

The "Welcome to the Lion Portal" section contains the following text: "We have taken the functionality of MyLion, MyLCI, Insights and other tools and combined them into one cohesive and consistent experience – the Lion Portal."