

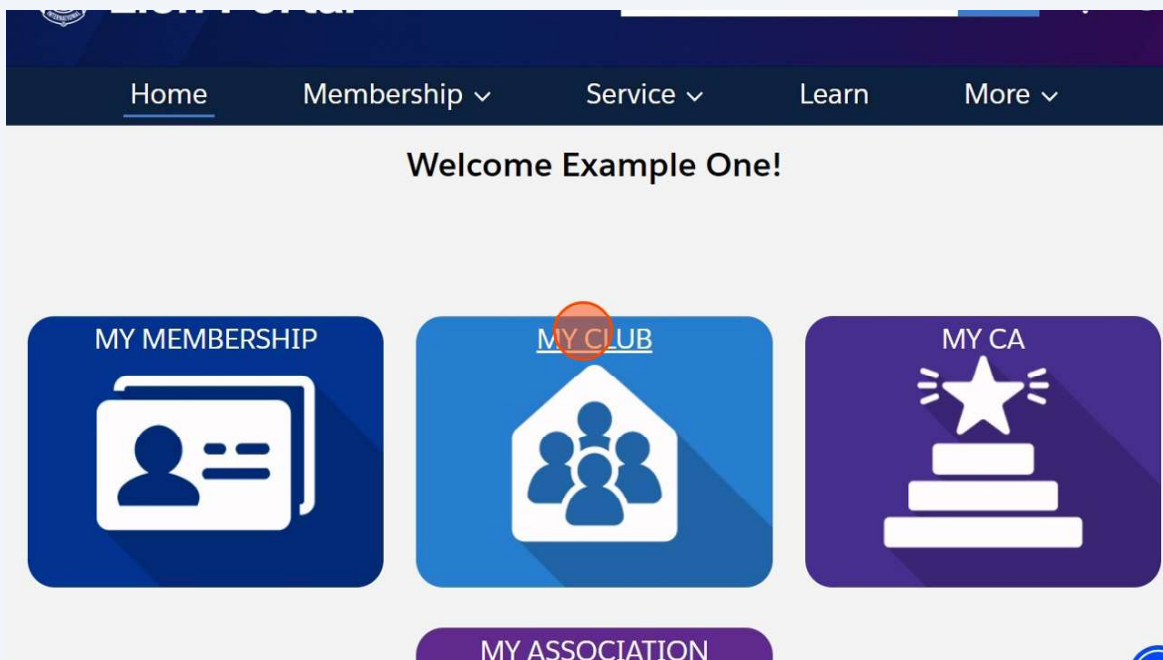
# Club Actions - Get Membership Cards



This guide provides a streamlined process for club leaders to efficiently obtain membership cards through the Lion Portal. By following the outlined steps, users can quickly select members and customize their card formatting, ensuring a hassle-free experience. It is an essential resource for anyone looking to manage club memberships effectively and save time in the administrative process.

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

- 2 Click "MY CLUB"



### 3 Click "Club Actions"

The screenshot shows the 'Example Club For Training' page. The top navigation bar includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. The club's account information is displayed at the top, including a 'Follow' button. Below this is a table with columns: 'Club ID', 'Type', 'Status', 'Billing Address', and 'Active Member Count'. The table contains one row for 'Example Club For Training' (ID: 00158, Type: Lions Club, Status: Active, Billing Address: 124 Any Place, Naperville, Illinois 60565, United States, Active Member Count: 60). Below the table is a tabbed interface with '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', 'Club ID', 'Type', 'Active Member Count', 'Club Specialty', and 'Club Sub-Specialty'. The 'Club Actions' tab is highlighted with a red circle. The 'Club Actions' panel on the right contains buttons for 'Manage Club Members' and 'Manage Club Officers', and a user icon at the bottom right.

Club ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	60

Account Name: Example Club For Training  
Parent Account: District 1 J  
Region or Zone: Zone 1  
Club ID: 00158  
Type: Lions Club  
Active Member Count: 60  
Club Specialty: Cultural  
Club Sub-Specialty:

Club Actions: Manage Club Members, Manage Club Officers

### 4 Click "Get Membership Cards"

The screenshot shows the 'Example Club For Training' page. The top navigation bar includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. The club's account information is displayed at the top, including a 'Follow' button. Below this is a table with columns: 'Club ID', 'Type', 'Status', 'Billing Address', and 'Active Member Count'. The table contains one row for 'Example Club For Training' (ID: 00158, Type: Lions Club, Status: Active, Billing Address: 124 Any Place, Naperville, Illinois 60565, United States, Active Member Count: 60). Below the table is a tabbed interface with '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', 'Club ID', 'Type', 'Active Member Count', 'Club Specialty', 'Club Sub-Specialty', 'Specialty Description', and 'Charter Established Date'. The 'Club Actions' tab is highlighted with a red circle. The 'Club Actions' panel on the right contains buttons for 'Get Membership Cards', 'Get Delegate Confirmation Letter', and 'View Reports', and a user icon at the bottom right.

Club ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	60

Account Name: Example Club For Training  
Parent Account: District 1 J  
Region or Zone: Zone 1  
Club ID: 00158  
Type: Lions Club  
Active Member Count: 60  
Club Specialty: Cultural  
Club Sub-Specialty: Arts and Entertainment  
Specialty Description: Arts and Entertainment  
Charter Established Date: 7/1/2010

Club Actions: Get Membership Cards, Get Delegate Confirmation Letter, View Reports

5 Click here.

Lion ID	Type	Status	Billing Address	Active Member Count
Get Membership Cards				
Select Members				
Newly added members may not be immediately available. Please try again later if a membership card is not available.				
60 of 60 items • 0 items selected				
<input type="checkbox"/>	Full Name	▼	Lion ID	
<input type="checkbox"/>	Example Member Eight		26691558	
<input type="checkbox"/>	Example Member Eighteen		26691568	
<input type="checkbox"/>	Example Member Eleven		26691561	
<input type="checkbox"/>	Example Fifty-One		26691601	
<input type="checkbox"/>	Example Member Fifteen		26691565	
<input type="checkbox"/>	Example Member Fifty		26691600	
<input type="checkbox"/>	Example Member Fifty-Two		26691602	

6 Select the members, multiple members can be chosen.

Lion ID	Type	Status	Billing Address	Active Member Count
Get Membership Cards				
Select Members				
Newly added members may not be immediately available. Please try again later if a membership card is not available.				
60 of 60 items • 3 items selected				
<input type="checkbox"/>	Full Name	▼	Lion ID	
<input checked="" type="checkbox"/>	Example Member Eight		26691558	
<input checked="" type="checkbox"/>	Example Member Eighteen		26691568	
<input checked="" type="checkbox"/>	Example Member Eleven		26691561	
<input type="checkbox"/>	Example Fifty-One		26691601	
<input type="checkbox"/>	Example Member Fifteen		26691565	
<input type="checkbox"/>	Example Member Fifty		26691600	
<input type="checkbox"/>	Example Member Fifty-Two		26691602	

▼ Club Details

Description

We are dedicated to the betterment of our

Website

<http://e-Clubhouse.org/sites/OakBrook>

## 7 Click "Next"

<input checked="" type="checkbox"/>	Example Member Eighteen	26691568
<input checked="" type="checkbox"/>	Example Member Eleven	26691561
<input checked="" type="checkbox"/>	Example Fifty-One	26691601
<input type="checkbox"/>	Example Member Fifteen	26691565
<input type="checkbox"/>	Example Member Fifty	26691600
<input type="checkbox"/>	Example Member Fifty-Two	26691602
<input type="checkbox"/>	Example Member Five	26691555
<input type="checkbox"/>	Example Member Forty	26691590
<input type="checkbox"/>	Example Member Forty-Eight	26691598

Next

Club Details

Description

Website

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<http://e-Clubhouse.org/sites/OakBrook>

## 8 Select the desired page formatting

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565	60

Get Membership Cards

Card Options

☒ A4\_84x54\_10

☐ A4\_84x54\_8

☐ A4\_91x55\_10

☐ Letter\_2x35\_10

☐ Letter\_2x35\_8

Good Standing Until

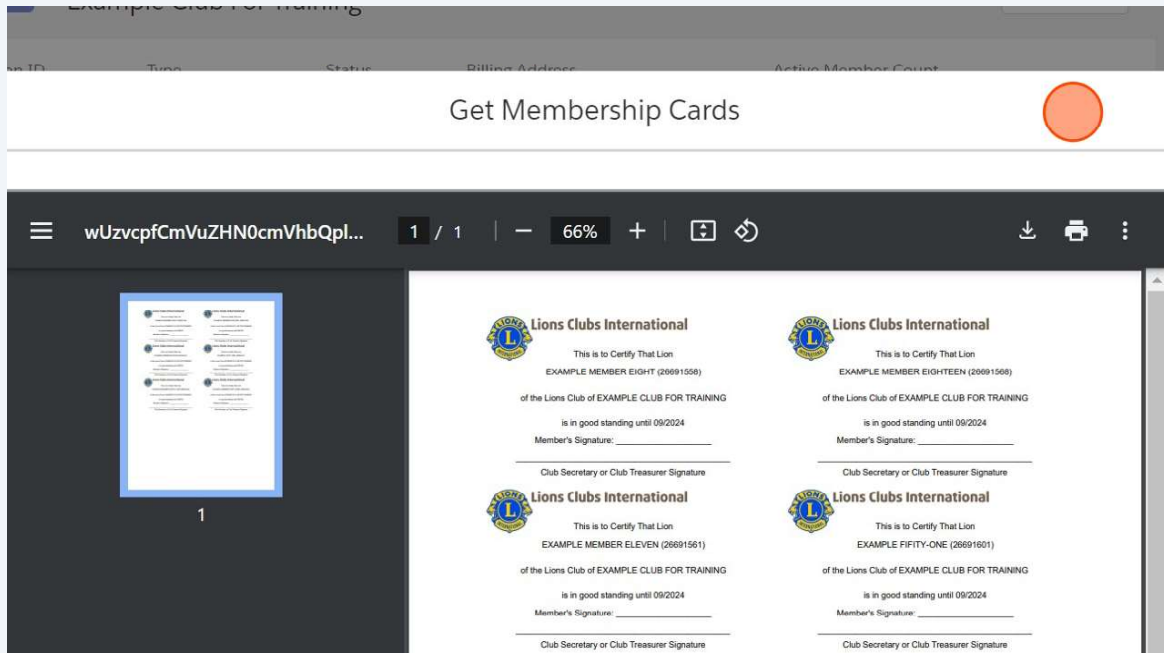
Sep 28, 2024

Previous

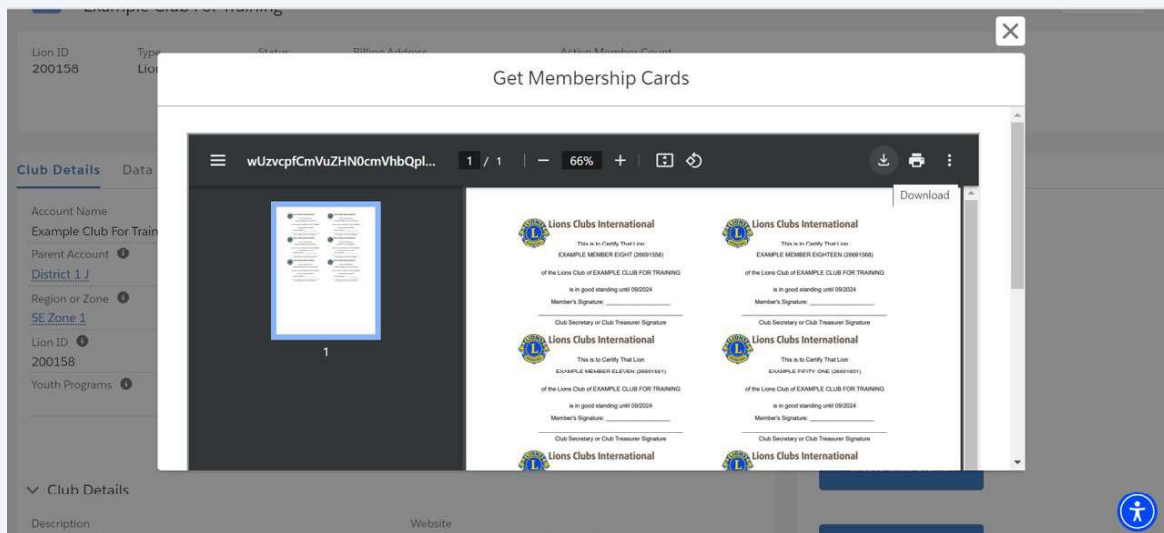
Next

7/1/2010

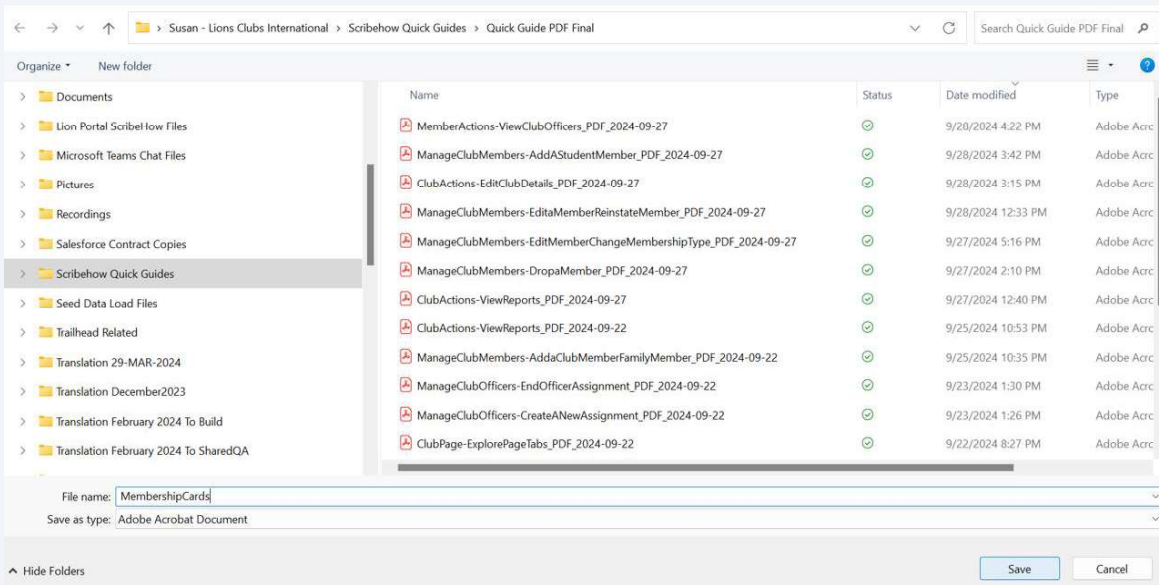
- 9 A new window opens displaying the page and formatting.



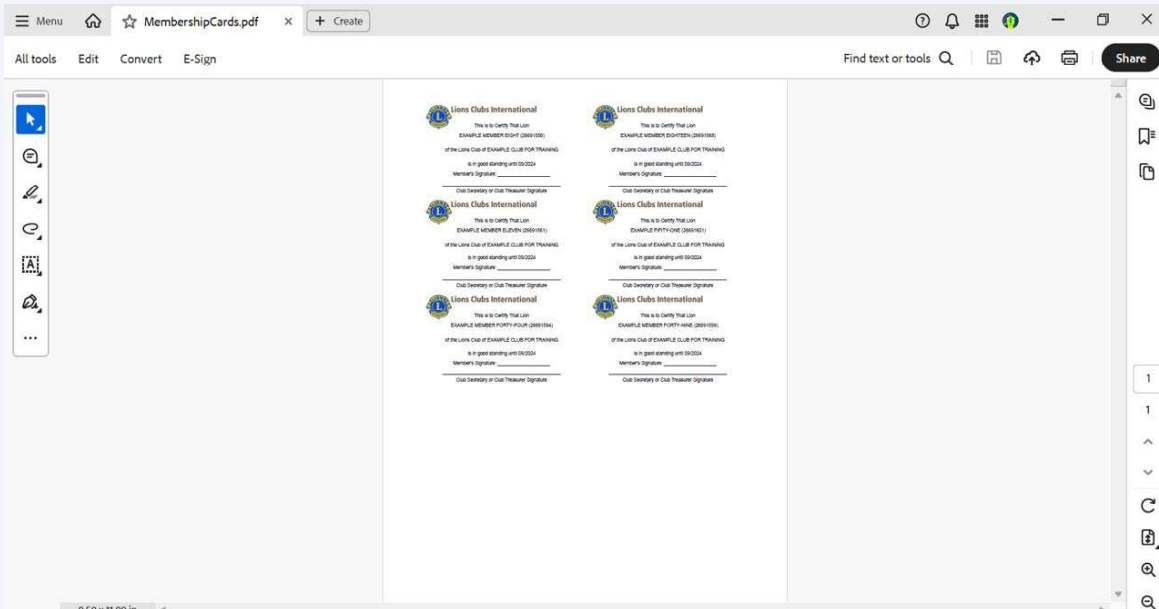
- 10 Click the "Download" icon to begin the download process.




## 11 Select the location to save the download.



## 12 Click on the downloaded document to preview the "Membership Cards"



- 13 After closing the window, you are returned to the Club Details page.

 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 60
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Club Details | Data Export | Club Statements | Club Service Activities | More

Account Name  
Example Club For Training

Parent Account ⓘ  
District 1 J

Region or Zone ⓘ  
SE Zone 1

Lion ID ⓘ  
200158

Youth Programs ⓘ

Type ⓘ  
Lions Club

Active Member Count  
60

Club Specialty ⓘ  
Cultural

Club Sub-Specialty ⓘ  
Arts and Entertainment

Specialty Description ⓘ




Member A... | Club Acti...

Get Membership Cards


Get Delegate Confirmation Letter

View Reports

- 14 Click "Home" to return to the portal landing page.

 **Lion Portal**  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 60
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Club Details | Data Export | Club Statements | Club Service Activities | More

Account Name  
Example Club For Training

Parent Account ⓘ

Type ⓘ  
Lions Club

Active Member Count

Member A... | Club Acti...

Get Membership Cards

15

This concludes the "Club Actions - Get Membership Cards" Quick Guide.

