

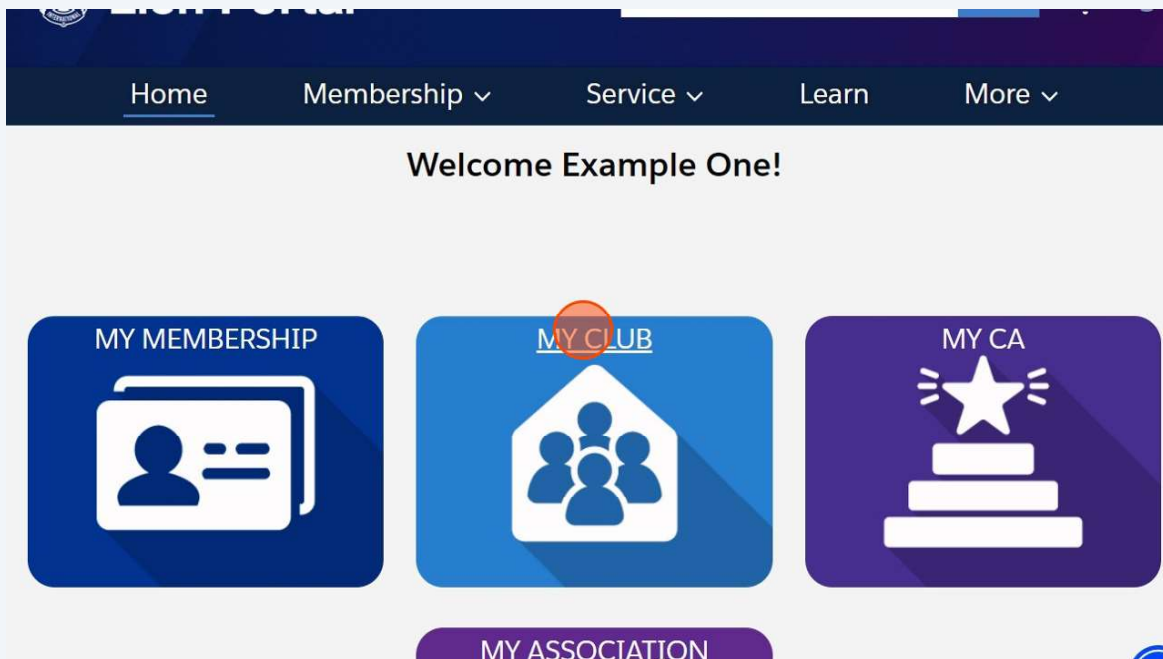
Club Actions - Edit Club Details



This guide provides a straightforward process for updating your club's details on the Lion Portal, ensuring that your information is current and accessible. By following the steps outlined, you can easily edit essential aspects such as club type, description, and meeting information, enhancing visibility and engagement. Utilizing this guide helps maintain an organized and informative presence for your club, which is crucial for attracting new members and keeping existing ones informed.

- 1 Sign in to the Lion Portal. lionportal.org

- 2 Click "MY CLUB"



3 Click "Club Actions"

Example Club For Training

| Club ID | Type | Status | Billing Address | Active Member Count |
|---------|------------|--------|--------------------------------------------------------------|---------------------|
| 00158 | Lions Club | Active | 124 Any Place Naperville, Illinois 60565 United States | 58 |

Details

Data Export

Club Statements

Club Service Activities

More

Account Name

Sample Club For Training

Type

Lions Club

Parent Account

strict 1 J

Region or Zone

Zone 1

Club ID

00158

Club Programs

Specialty Description

Arts and Entertainment

Charter Established Date

7/1/2010

Member ...

Club Acti...

Manage Club Members

Manage Club Officers

Manage Club Club Leader

4 Scroll down and click "Edit Club Details"

Charter Established Date

7/1/2010

Club Details

Description

Website

Address

Billing Address

124 Any Place
Naperville, Illinois 60565
United States

Shipping Address

124 Any Place
Naperville, Illinois 60565
United States

Meeting Location 1

Meeting Place

Meeting Local Place

Create Club Branch

Create New Application

Edit Club Details

Club Me...

Club Offic...

More

Active Members

58 of 58 items

Search this list...



Information about your Club includes:

- General information - Type of club, specialty, description and website (or any url, such as your Club Facebook page or E-Club House page).
- Information about Meetings - Date/Time, location. Up to two meetings can be captured. The meeting can also be designated as an "On-Line" meeting.

5

From here the details of your club can be updated. Click into the field(s) to be updated and enter the information.

uth Programs ⓘ

Specialty Description ⓘ
Arts and Entertainment

View Reports

Edit Club Details

▼ Club Details

Club Specialty

Cultural

Specialty Description

Arts and Entertainment

Club Website

Club Description

▼ Meeting Location 1

Meeting Place

Town Center

Meeting Local Address

Country

--None--

Meeting Local Place ⓘ

6

Meeting Information

Arts and Entertainment

Edit Club Details

populations right here at home

Meeting Location 1

Meeting Place
Town Center

Meeting Local Place ⓘ
टाउन सेंटर

Meeting Week of the Month

First
Second
Third
Fourth
Fifth

Meeting Local Address

Country
--None--

Street

City
State/Province
--None--

Zip/Postal Code

Meeting Day

7

When the updates are complete click "Next" to save the changes

Meeting 2 Address

Country
--None--

Street

City
State/Province
--None--

Zip/Postal Code

Meeting 2 Time
--None--

☐ Online Meeting 2

Online Meeting 2 Place

Online Meeting 2 Address

Next

Meeting Place
Town Center

Meeting Local Place ⓘ
टाउन सेंटर

Meeting Week of Month ⓘ

Meeting Local Street ⓘ

N. ▼ M ▼ M ▼ M ▼

Lion-

8 You are returned to the Club Details where the changes are shown.

200158
Youth Programs ⓘ

Specialty Description ⓘ
Arts and Entertainment
Charter Established Date ⓘ
7/1/2010

▼ Club Details

Description
We are dedicated to the betterment of our community by serving our local needs. We support aging and youth populations right here at home.

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

▼ Address

Billing Address
124 Any Place
Naperville, Illinois 60565
United States

Shipping Address
124 Any Place
Naperville, Illinois 60565

View Reports

Create Club Branch

Create New Application

Edit Club Details

Club Me... Club Offic... More

▼ Active Members

Active Members

9 Example Meeting information updated.

124 Any Place
Naperville, Illinois 60565
United States

Meeting Location 1

Meeting Place ⓘ
Town Center

Meeting Week of Month ⓘ
1st

Meeting Day ⓘ
Monday

Meeting Time ⓘ
7:00

Meeting Street ⓘ
15 Town Road

Meeting City ⓘ
Naperville

Meeting State or Prov ⓘ

Meeting Zip Code ⓘ
60565

Meeting Local Place ⓘ
टाउन सेंटर

Meeting Local Street ⓘ
400 Town Center

Meeting Local City ⓘ
Naperville

Meeting Local Zip Code ⓘ
60540

Meeting Local State or Prov ⓘ
Illinois

Meeting Local Country ⓘ
United States

Online Meeting 1 ⓘ
☐

Online Meeting 1 Place ⓘ

Active Members

58 of 58 items

Search this list...

| N. ▼ | M ▼ | M ▼ | M ▼ |
|-------|--------|--------|-----|
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| Eight | Regul | lionfa | 456 |
| | ar | ke.co | -78 |
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| | e] | | |
| | Lion- | zuser | (63 |
| | Chart | | |

- 10 Click "Home" to the Portal 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 | 58 |

Club Details Data Export Club Statements Club Service Activities More

Account Name Example Club For Training Type Lions Club

Parent Account Active Member Count

Get Membership Cards

- 11 This concludes the "Club Actions - Edit Club Details" Quick Guide

MY MEMBERSHIP MY CLUB MY CA MY ASSOCIATION

LIONS INTERNATIONAL