

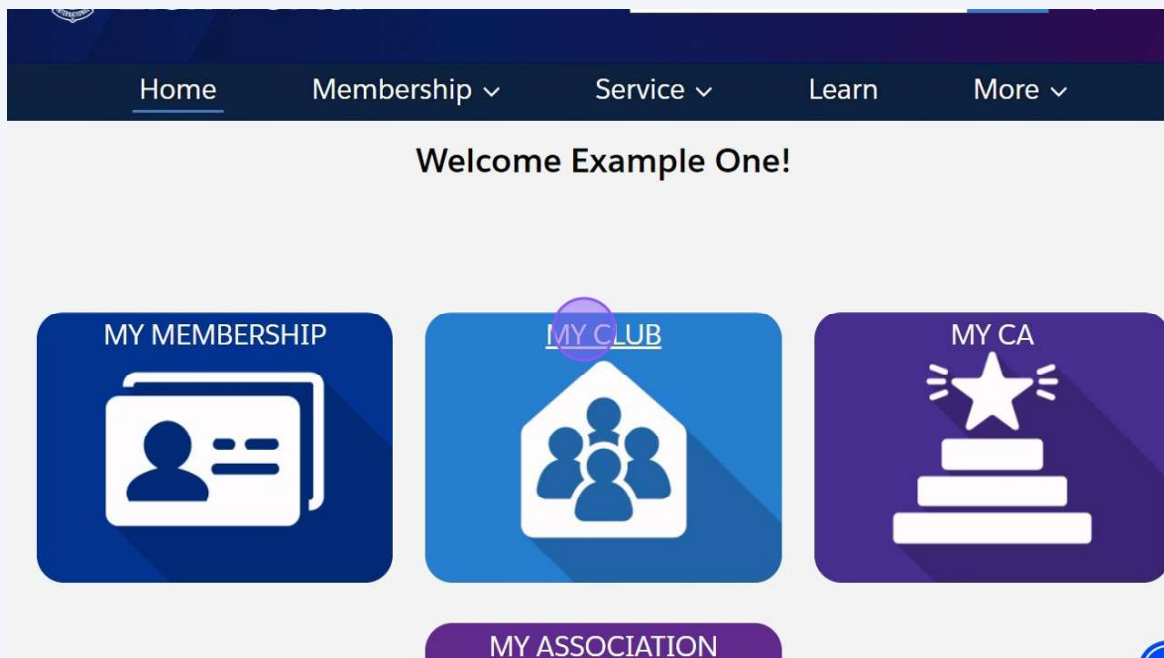
Manage Club Members - Edit a Member: Reinstate Member



This guide provides a step-by-step process for reinstating club members, making it essential for club administrators looking to efficiently manage membership changes. It outlines procedures for reinstating members both within and outside the designated reinstatement period, ensuring clarity on requirements, such as the need for a sponsor when applicable. With clear instructions and visual cues, this guide simplifies the reinstatement process, helping clubs maintain active participation engagement among their members.

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

- 2 Click "MY CLUB"



Reinstate a Member Within the Reinstatement Period



Note! A member with a drop date within the reinstatement time frame will show an "Add Type" of "Reinstated". A new sponsor is not required.

3

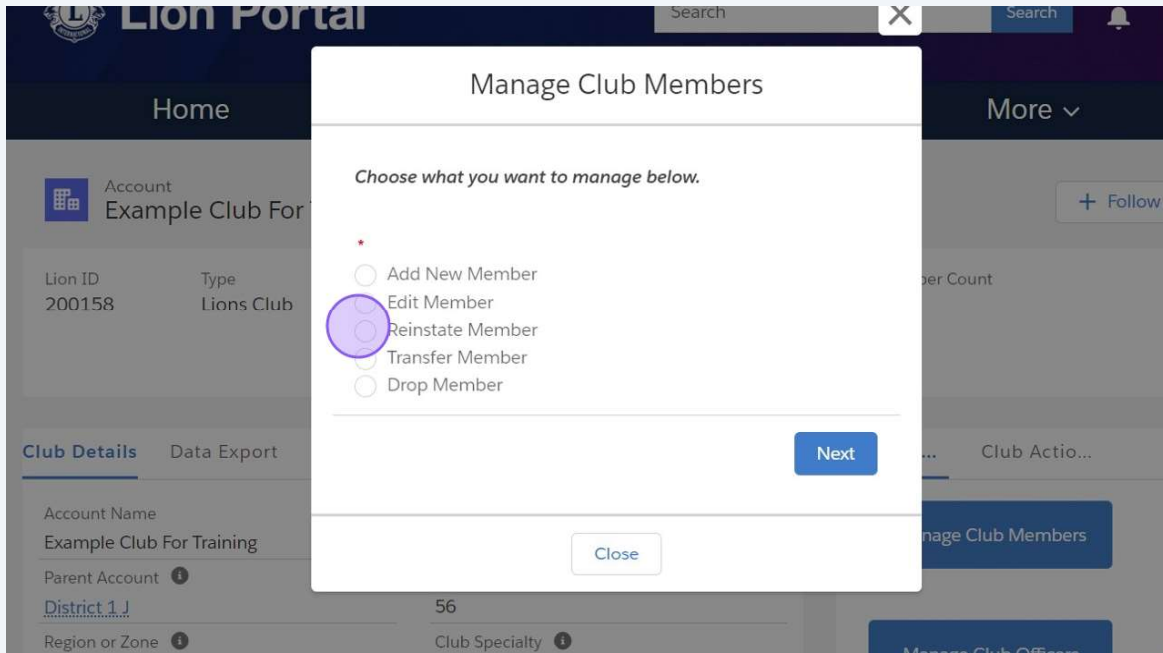
Click "Manage Club Members"

The screenshot displays a web application interface for managing a club. At the top is a dark blue navigation bar with links: Home, Membership (with a dropdown arrow), Service (with a dropdown arrow), Learn, and More (with a dropdown arrow). Below this is a header section for the 'Example Club For Training' account, featuring a small icon, the account name, and a '+ Follow' button. A summary table provides key information:

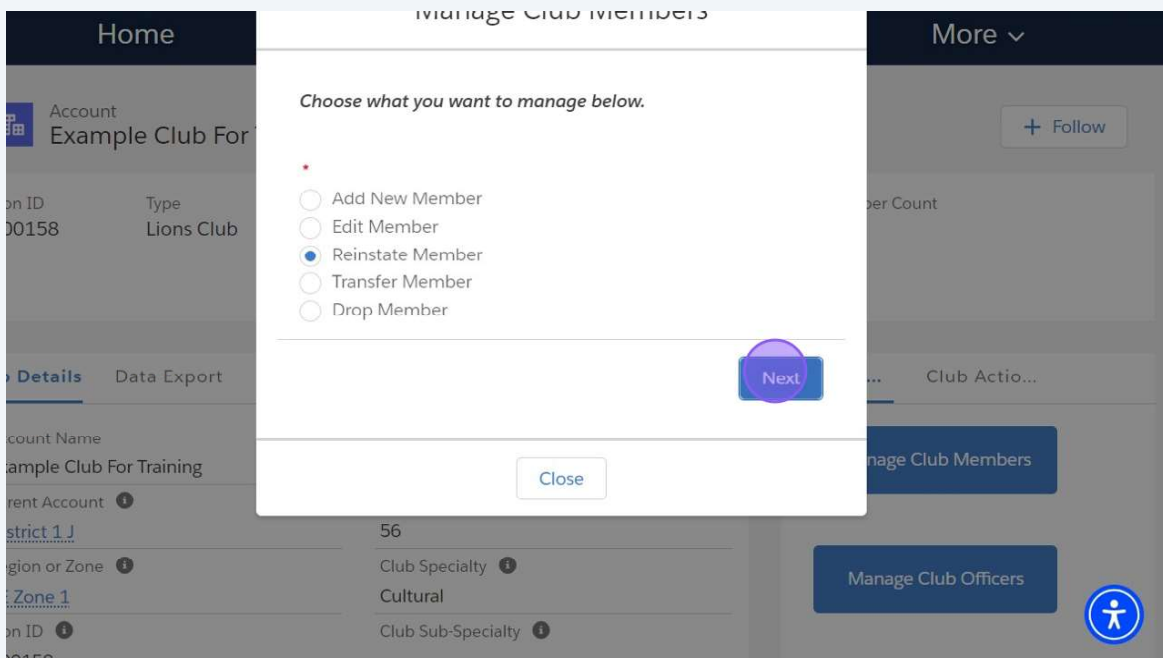
Account ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

Below the table are tabs for 'Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Details' tab is active, showing a form with fields for Account Name, Parent Account, Region or Zone, and Account ID, each with an information icon. To the right of these fields are labels for Type, Active Member Count, Club Specialty, and Club Sub-Specialty, also with information icons. The sidebar on the right contains two main buttons: 'Manage Club Members' (highlighted with a purple circle) and 'Manage Club Officers'. A user profile icon is visible at the bottom right of the sidebar.

4 Click "Reinstate Member".



5 Click "Next"



6

The dropped members of the club eligible for reinstatement is displayed. Click the "Radio Button" next to the member to reinstate.

Select A Member To Reinstate
2 of 2 items • 0 items selected

C...	M...	M...	En...	Dr...
<input type="radio"/>	Examp e Sixty- Seven	Lion	266916 07	Aug 31, 2019 Drop Non- Atten- dance
<input checked="" type="radio"/>	Examp e Thirty- Eight	Lion	266915 88	Aug 31, 2024 Drop Resign ed in Good Standi ng

Close

7

Click "Next"

Select A Member To Reinstate
2 of 2 items • 0 items selected

C...	M...	M...	En...	Dr...
<input type="radio"/>	Examp e Sixty- Seven	Lion	266916 07	Aug 31, 2019 Drop Non- Atten- dance
<input checked="" type="radio"/>	Examp e Thirty- Eight	Lion	266915 88	Aug 31, 2024 Drop Resign ed in Good Standi ng

Please make sure to select the most recent drop date if the member appears more than once.

Previous Next

Close

8 Enter the "Resume Date" Click "Next"

The screenshot shows a web application interface with a modal dialog box titled "Selected Member: Example Thirty-Eight". The dialog contains three required fields, each marked with an asterisk:

- * Gender:** A dropdown menu with "Male" selected.
- * Date of Birth:** A date picker showing "Nov 11, 1984".
- * Resume Date:** A date picker showing "Sep 28, 2024".

At the bottom of the dialog, there are three buttons: "Previous", "Next" (highlighted with a purple circle), and "Close". The background shows a "Home" page with a sidebar and a "More" dropdown menu.

9 Select the "Membership Type" from the drop down list.

The screenshot shows the "Lion Portal" interface with a modal dialog box titled "Manage Club Members". The dialog contains two required fields, each marked with an asterisk:

- * Membership Type:** A dropdown menu with "Regular Member" selected.
- * Membership Category:** A dropdown menu with "Active" selected.

At the bottom of the dialog, there are two buttons: "Next" (highlighted with a purple circle) and "Close". The background shows the "Lion Portal" header with a search bar and a navigation menu.

- 10 Confirm the "Membership Category", "Active" is the default value. Click "Next"

The screenshot shows a modal window titled "Manage Club Members" overlaid on a web application. The modal contains two dropdown menus: "Membership Type" with "Regular Member" selected, and "Membership Category" with "Active" selected. A purple circle highlights the "Next" button. A "Close" button is at the bottom of the modal. The background shows a club profile for "Example Club For Training" with details like "Lions Club", "Active Member Count: 56", and "Club Specialty: Cultural".

- 11 A green confirmation message is displayed. Click the "X" icon to close the message.

The screenshot shows the web application after the membership record creation. A green success message banner at the top reads "Success! Membership Record Created!" with a close "X" icon highlighted by a purple circle. The main content area shows the club profile for "Example Club For Training" with details like "Lions Club", "Active Member Count: 56", and "Club Specialty: Cultural". A "Manage Club Members" button is visible in the bottom right.



View the new membership record.

12

From the Club page click "View All"

Meeting City ⓘ Maperville	Meeting Local Country ⓘ US
Meeting State or Prov ⓘ	Online Meeting 1 ⓘ <input type="checkbox"/>
Meeting Zip Code ⓘ 0565	Online Meeting 1 Place ⓘ
Meeting Country ⓘ United States	Online Meeting 1 Address ⓘ
Meeting Location 2	
Meeting 2 Place ⓘ	Meeting 2 Local Place ⓘ
Meeting 2 Week of Month ⓘ	Meeting 2 Local Street ⓘ
Meeting 2 Day ⓘ	Meeting 2 Local City ⓘ
Meeting 2 Time ⓘ	Meeting 2 Local Zip Code ⓘ
Meeting 2 Street ⓘ	Meeting 2 Local State or Prov ⓘ

ple	er-	015@	0)
Fiftee	Regul	lionfa	223
n	ar	ke.co	-34
	[Activ	m	45
	e]		
	Lion-		(55
Exam	er-	sben	5)
ple	Regul	11@	265
Th...		msn.c	55

[View All](#)

Contact Members Services

Email: lionssupport@lionsclubs.org

Phone: (+001) 630-468-6900

13 Scroll to the Member's Membership.

Home Membership Service Learn More						
Accounts > Example Club For Training Club Members						
66 items • Sorted by Contact Full Name • Updated a few seconds ago						
	Contact Full Na... ↑	Membership Full Type	Email	Phone	Lion Joi...	
43	Example Thirty-Eight	Lion-Regular [Active]	zuser038@lionfake.co...	(630) 677-78...	7/1/202	
44	Example Thirty-Five	Lion-Regular [Active]	zuser035@lionfake.co...	(630) 344-45...	7/1/202	
45	Example Thirty-Four	Lion-Regular [Active]	zuser034@lionfake.co...	(630) 233-34...	7/15/20	
46	Example Thirty-Nine	Lion-Regular [Active]	zuser039@lionfake.co...	(630) 788-89...	7/1/202	
47	Example Thirty-One	Lion-Regular [Active]	zuser031@lionfake.co...	(630) 909-01...	7/15/20	
48	Example Thirty-Seven	Lion-Regular [Active]	zuser037@lionfake.co...	(630) 566-67...	7/1/202	
49	Example Thirty-Six	Lion-Regular [Active]	zuser036@lionfake.co...	(630) 455-56...	7/15/20	

14 Click the blue link to the right to view the details of the Membership record.

Home Membership Service Learn More						
Accounts > Example Club For Training Club Members						
66 items • Sorted by Contact Full Name • Updated a few seconds ago						
	Email	Phone	Lion Joi...	Start D...	E...	Members...
	zuser038@lionfake.co...	(630) 677-78...	7/1/2022	9/28/2024		Active Memb...
	zuser035@lionfake.co...	(630) 344-45...	7/1/2022	7/1/2022		Active Memb...
	zuser034@lionfake.co...	(630) 233-34...	7/15/2015	7/15/2015		Active Memb...
	zuser039@lionfake.co...	(630) 788-89...	7/1/2022	7/1/2022		Active Memb...
	zuser031@lionfake.co...	(630) 909-01...	7/15/2015	7/15/2015		Active Memb...
	zuser037@lionfake.co...	(630) 566-67...	7/1/2022	7/1/2022		Active Memb...
	zuser036@lionfake.co...	(630) 455-56...	7/15/2015	7/15/2015		Active Memb...
	zuser033@lionfake.co...	(630) 122-23...	7/15/2015	7/15/2015		Active Memb...
	zuser032@lionfake.co...	(630) 011-12...	7/15/2015	7/15/2015		Active Memb...

- 15 The details are displayed. Note! the "Add Type" shows "Reinstated".

Contact	Club	Club Branch	Membership Full Type
Example Member Thirty-Eight	Example Club For Training		Lion-Regular [Active]

Details

Club ⓘ

[Example Club For Training](#)

Contact ⓘ

[Example Member Thirty-Eight](#)

Club Branch ⓘ

Relationship Type ⓘ

Membership Sponsor ⓘ

[Example Member Eighteen](#)

▼ Membership Details

Lion Join Date ⓘ

Membership Status ⓘ

Active Member

Membership Type

Lion

Membership Category ⓘ

Active

Program ⓘ

Regular

Add Type ⓘ

Reinstated

Contact Customer Service

Email: lionssupport@lionsclubs.org

Phone: (+001) 630-468-6900

No related lists to display

Reinstate a Member Outside of the Reinstatement Period

- 16 Click "Manage Club Members"

Home	Membership ▾	Service ▾	Learn	More ▾
------	--------------	-----------	-------	--------

Account

Example Club For Training

+ Follow

on ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	57

Details

Data Export

Club Statements

Club Service Activities

More

Account Name

[Example Club For Training](#)

Account Type ⓘ

Lions Club

Account ID ⓘ

strict 1 J

Region or Zone ⓘ

Zone 1

Account ID ⓘ

00158

Type ⓘ

Lions Club

Active Member Count

57

Club Specialty ⓘ

Cultural

Club Sub-Specialty ⓘ

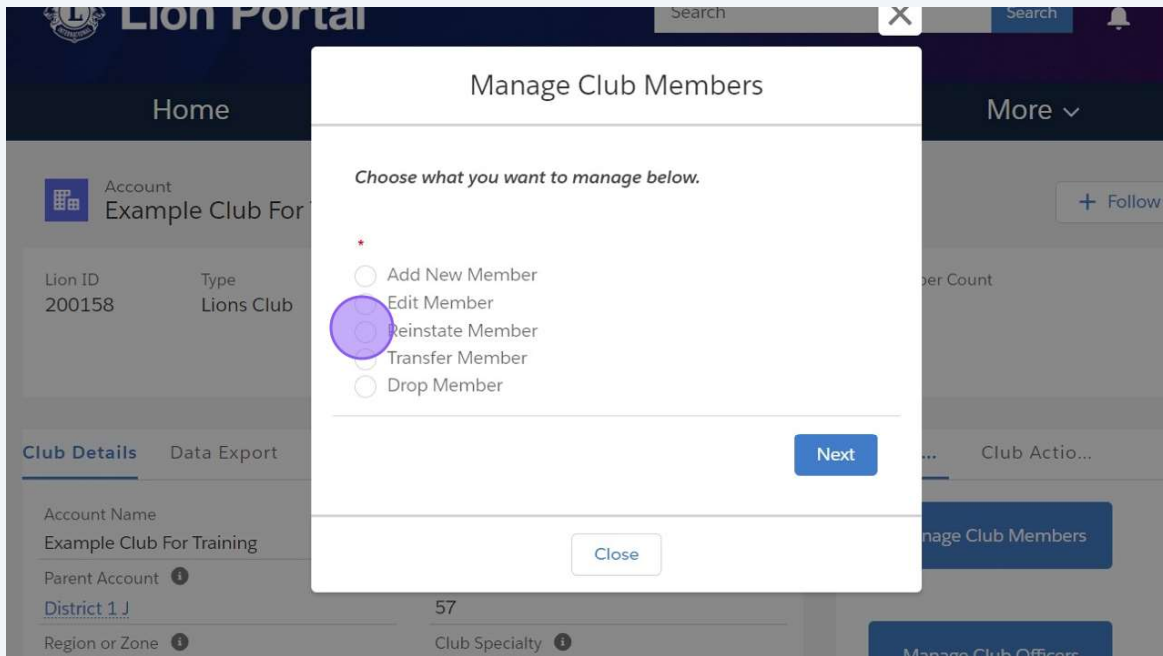
Member ...

Club Acti...

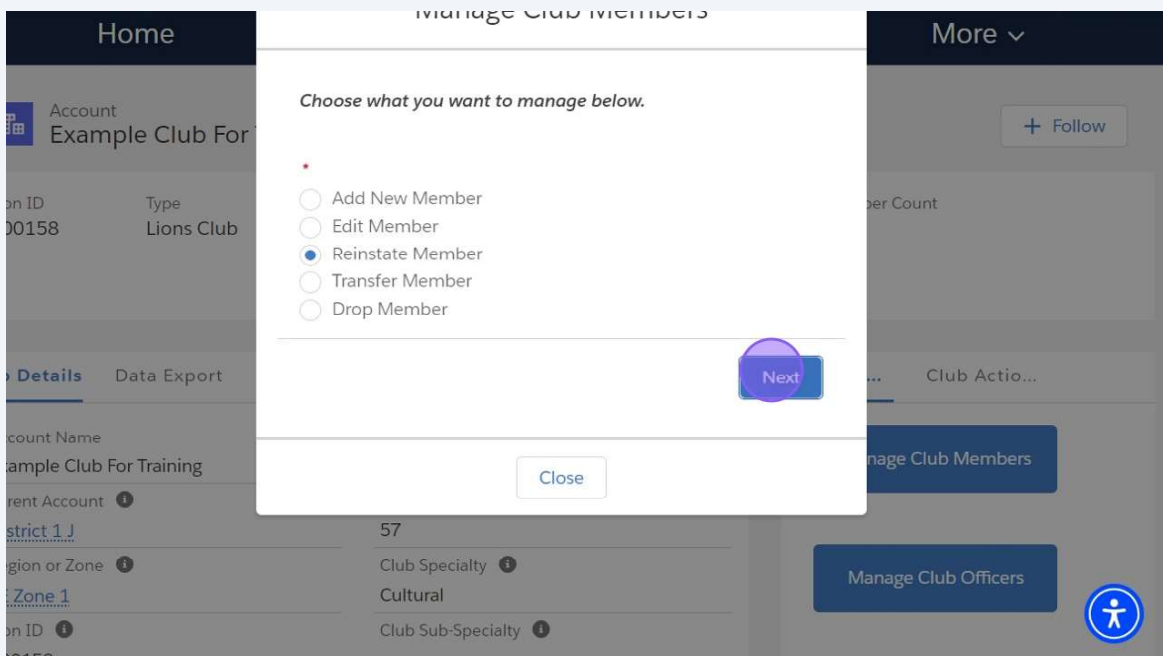
Manage Club Members

Manage Club Officers

17 Click "Reinstate Member" "Radio Button".



18 Click "Next"



- 19 Click the "Radio Button" next to the member to reinstate.

Manage Club Members

Select A Member To Reinstate

1 of 1 item • 0 items selected

C...	M...	M...	En...	Dr...
Exempl e Sixty- Seven	Lion	266916 07	Aug 31, 2019	Drop Non- Atten- dance

Please make sure to select the most recent drop date if the member appears more than once.

Previous Next

Close

- 20 Click "Next"

Manage Club Members

Select A Member To Reinstate

1 of 1 item • 1 item selected

C...	M...	M...	En...	Dr...
Exempl e Sixty- Seven	Lion	266916 07	Aug 31, 2019	Drop Non- Atten- dance

Please make sure to select the most recent drop date if the member appears more than once.

Previous Next

Close

21

Home

More ▾

Account

Example Club For Training

Member ID

Type

00158

Lions Club

Details

Data Export

Account Name

Example Club For Training

Parent Account

strict 1 J

Region or Zone

Zone 1

Member ID

00158

Club Specialty

Cultural

Club Sub-Specialty

Follow

Member Count

Club Actions

Manage Club Members

Manage Club Officers

Help

Selected Member: Example Sixty-Seven

* Gender

Female

* Date of Birth

Jan 2, 1972

* Resume Date

9/28/2024

Format: Dec 31, 2024

Previous

Next

Close

22

Lion Portal

Search

Home

Membership

Service

Learn

More ▾

Account Example Club For Training

+ Follow

Lion ID
200158

Type
Lions Club

* Membership Type

Regular Member

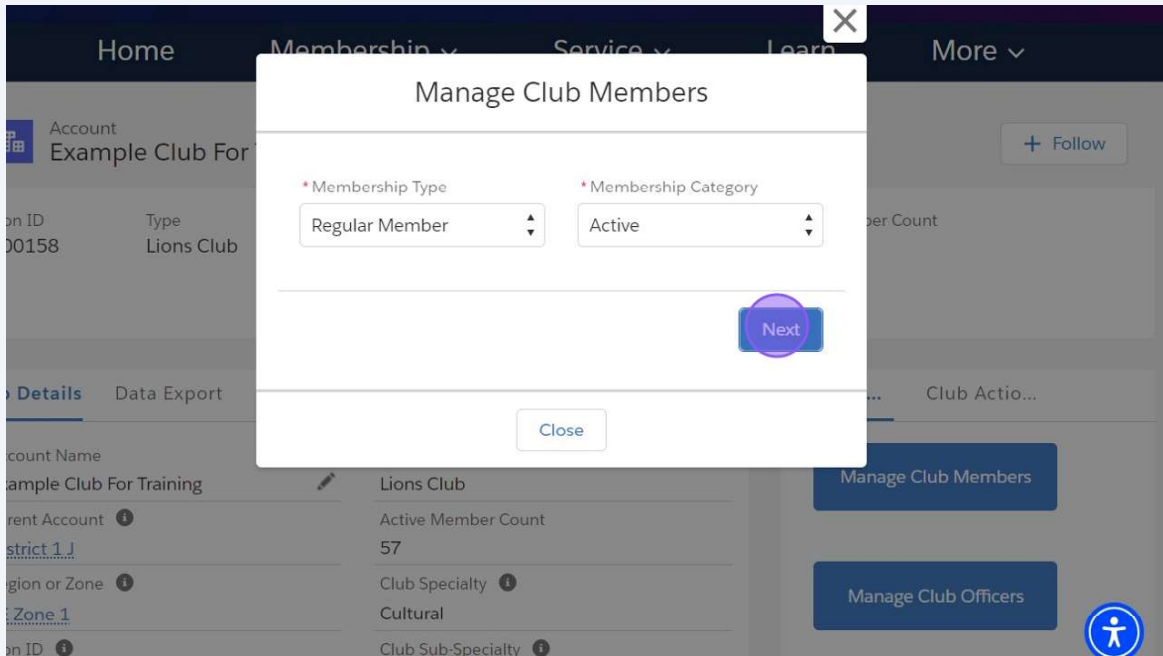
* Membership Category

Active

Next

Close

23 Click "Next"



The screenshot shows a web application interface with a dark blue header containing navigation links: Home, Membership, Service, Learn, and More. A modal dialog box titled "Manage Club Members" is centered on the screen. The dialog has a white background and a close button (X) in the top right corner. Inside the dialog, there are two dropdown menus: "Membership Type" with "Regular Member" selected, and "Membership Category" with "Active" selected. A blue "Next" button is located at the bottom right of the dialog, and a "Close" button is at the bottom center. The background of the application is dimmed, showing a sidebar with "Account" and "Example Club For Training" details, and a main content area with "Lions Club" information, including "Active Member Count: 57", "Club Specialty: Cultural", and "Club Sub-Specialty". There are also buttons for "Manage Club Members" and "Manage Club Officers" in the background.



Alert! The member being reinstated is required to have a Sponsor for the reinstatement.

- 24 Search for the Sponsor by name or Lion ID.

Lion Portal

Search

Home

More ▾

Account Example Club For

+ Follow

Lion ID 200158 Type Lions Club

per Count

Club Details Data Export

Account Name Example Club For Training

Parent Account District 1 J

Lions Club Active Member Count 57

Manage Club Members

Manage Club Members

Manage Club Officers

Manage Club Members

Please search for a sponsor for the new member.

* Search by Name or Lion ID

☒ Name

☐ Lion ID

Previous Next

Close

- 25 Click this text field.

Lion Portal

Search

Home

More ▾

Account Example Club For

+ Follow

Lion ID 200158 Type Lions Club

per Count

Club Details Data Export

Account Name Example Club For Training

Parent Account District 1 J

Lions Club Active Member Count 57

Manage Club Members

Manage Club Officers

Manage Club Members

Please search for a sponsor for the new member.

* Search by Name or Lion ID

☒ Name

☐ Lion ID

* First Name

* Last Name

Previous Next

Close

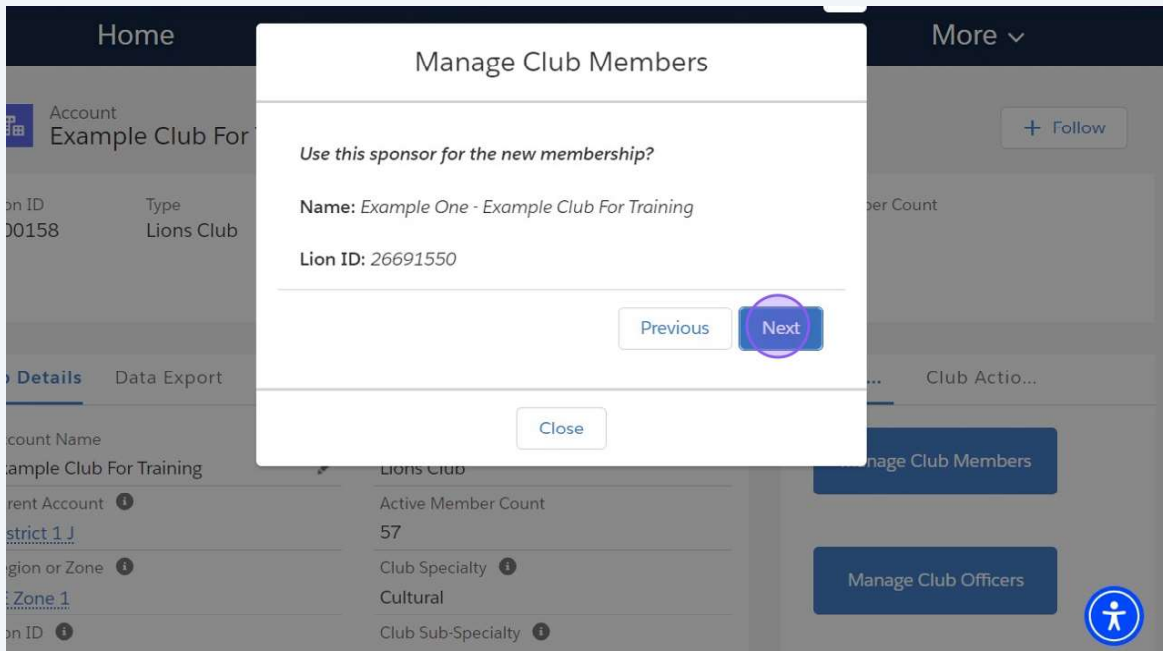
26 Enter the search fields and click "Next"

The screenshot shows a 'Manage Club Members' dialog box overlaid on a background interface. The dialog box has a title bar 'Manage Club Members' and a close button. The main content area contains the text 'Please search for a sponsor for the new member.' followed by a section titled '* Search by Name or Lion ID'. This section has two radio buttons: 'Name' (selected) and 'Lion ID'. Below these are two text input fields: '* First Name' with the value 'Example' and '* Last Name' with the value 'one'. At the bottom of the dialog box are three buttons: 'Previous', 'Next' (highlighted with a red circle), and 'Close'.

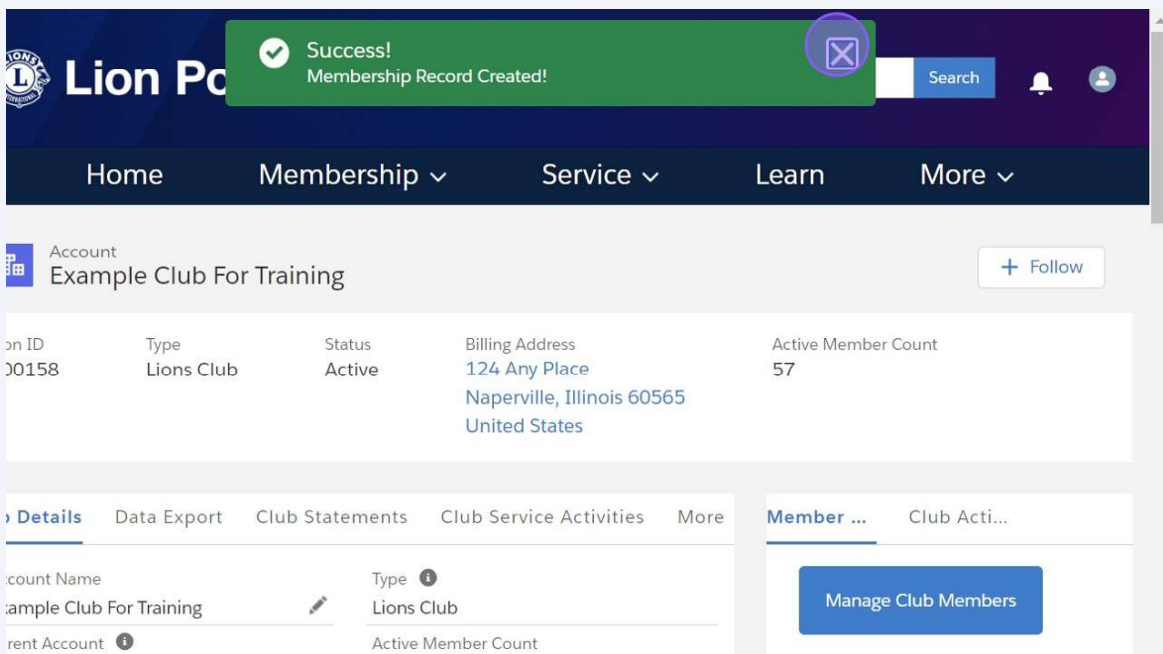
27 Click the "Radio Button" next to the sponsor's name and click "Next"

The screenshot shows the same 'Manage Club Members' dialog box, but now it displays a list of search results. The title bar is 'Manage Club Members'. The main content area shows '1 of 1 item • 1 item selected' and a search bar 'Search this list...'. Below the search bar is a table with three columns: 'Name', 'Member ID', and 'Club Name'. The table has one row with the following data: 'Example One', '26691550', and 'Example Club For Training'. To the left of the first cell in the table is a radio button, which is selected. At the bottom of the dialog box are three buttons: 'Previous', 'Next' (highlighted with a red circle), and 'Close'.

28 Confirm the sponsor and click "Next"



29 A green confirmation message is displayed. Click the "X" icon to close the message.





View the new membership record.

30

Click "View All"

Meeting City	Meeting Local Country
aperville	US
Meeting State or Prov	Online Meeting 1
	<input type="checkbox"/>
Meeting Zip Code	Online Meeting 1 Place
0565	
Meeting Country	Online Meeting 1 Address
ited States	
Meeting Location 2	
Meeting 2 Place	Meeting 2 Local Place
Meeting 2 Week of Month	Meeting 2 Local Street
Meeting 2 Day	Meeting 2 Local City
Meeting 2 Time	Meeting 2 Local Zip Code
Meeting 2 Street	Meeting 2 Local State or Prov

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

View All

Contact Members Services

Email: lionssupport@lionsclubs.org

Phone: (+001) 630-468-6900

31 Scroll to the Member's Membership record.

Home

Membership ▾

Service ▾

Learn

More ▾

Accounts > Example Club For Training

Club Members

50+ items • Sorted by Contact Full Name • Updated a few seconds ago

⚙️

🔄

⌵

	Contact Full Na... ⬆ ▾	Membership Full Type ▾	Email ▾	Phone ▾	Lion Joi... ▾	Start D... ▾	E...
35	Example Sixty-One	Lion-Family Member [Active]	zsixtyone@f...	630 267-9033	6/15/2021	6/15/2021	
36	Example Sixty-Seven	Lion-Regular [Dropped]	zsixtyseven...	404 535-6768	4/15/2018	4/15/2018	9
37	Example Sixty-Seven	Lion-Regular [Active]	zsixtyseven...	404 535-6768	9/28/2024	9/28/2024	
38	Example Sixty-Three	Lion-Family Member [Active]	zsixtythree...		3/15/2021	3/15/2021	
39	Example Sixty-Two	Lion-Family Member [Active]	zsixtytwo@f...	630 764-3377	3/23/2022	3/23/2022	
40	Example Ten	Lion-Charter-Regular [Active]	zuser010@li...	(630) 678-90...	7/1/2010	7/1/2010	
41	Example Thirteen	Lion-Charter-Regular [Active]	zuser013@li...	(630) 901-23...	7/1/2010	7/1/2010	
42	Example Thirty	Lion-Regular [Active]	zuser030@li...	(630) 898-90...	12/5/2021	12/5/2021	

32 Click the blue link to the right to view the details of the Membership record.

Accounts > Example Club For Training Club Members							
50+ items • Sorted by Contact Full Name • Updated a minute ago							
▼	Email ▾	Phone ▾	Lion Joi... ▾	Start D... ▾	E... ▾	Members... ▾	Membership: Me... ▾
]	zsixtyone@f...	630 267-9033	6/15/2021	6/15/2021		Active Memb...	MEMBER#0011943968 ▾
	zsixtyseven...	404 535-6768	4/15/2018	4/15/2018	9/1/...	Inactive Me...	MEMBER#0011943979 ▾
	zsixtyseven...	404 535-6768	9/28/2024	9/28/2024		Active Memb...	MEMBER#0011943990 ▾
]	zsixtythree...		3/15/2021	3/15/2021		Active Memb...	MEMBER#0011943970 ▾
]	zsixtytwo@f...	630 764-3377	3/23/2022	3/23/2022		Active Memb...	MEMBER#0011943969 ▾
]	zuser010@li...	(630) 678-90...	7/1/2010	7/1/2010		Active Memb...	MEMBER#0011943918 ▾
]	zuser013@li...	(630) 901-23...	7/1/2010	7/1/2010		Active Memb...	MEMBER#0011943920 ▾
	zuser030@li...	(630) 898-90...	12/5/2021	12/5/2021		Active Memb...	MEMBER#0011943937 ▾
	zuser038@li...	(630) 677-78...	7/1/2022	7/1/2022	9/1/...	Inactive Me...	MEMBER#0011943955 ▾

33 Note the "Add Type" is shown as "New" for this reinstatement.

Contact Example Member Sixty-Seven	Club Example Club For Training	Club Branch	Membership Full Type Lion-Regular [Active]
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Details

Club ⓘ
[Example Club For Training](#)

Contact ⓘ
[Example Member Sixty-Seven](#)

Club Branch ⓘ

Relationship Type ⓘ

Membership Sponsor ⓘ
[Example Member One](#)

Membership Status ⓘ
Active Member

Membership Type
Lion

Membership Category ⓘ
Active

Program ⓘ
Regular

Add Type ⓘ
New

Membership Details

Lion Join Date ⓘ

Contact Customer Service
Email: lionssupport@lionsclubs.org
Phone: (+001) 630-468-6900

No related lists to display

34 Return to the Club page by clicking the blue link in the Club Name

HomeMembership ▾Service ▾LearnMore ▾

Membership

MEMBER#0011943990

Contact
[Example Member Sixty-Seven](#)

Club
[Example Club For Training](#)

Details

Club ⓘ
[Example Club For Training](#)

Contact ⓘ
[Example Member Sixty-Seven](#)

Club Branch ⓘ

Relationship Type ⓘ

Membership Sponsor ⓘ

Membership Status ⓘ
Active Member

Membership Type
Lion

Membership Category ⓘ
Active

Program ⓘ
Regular

Add Type ⓘ

Active Member Count
58

No related lists to display

Example Club For Training

Lion ID
200158

Status
Active

Active Member Count
58

Type
Lions Club

Billing Address
124 Any Place
Naperville, Illinois 60565
United States

- 35 Click "Home" to return to the Portal landing Page.

The screenshot shows the Lion Portal interface. At the top, there's a dark blue header with the Lion logo and the text "Lion Portal". To the right of the header is a search bar containing "Sixty-Seven" and a "Search" button. Below the header is a navigation bar with links: "Home" (highlighted with a purple circle), "Membership", "Service", "Learn", and "More".

Below the navigation bar, there's a section for the user's account. It shows a grid icon, the text "Account Example Club For Training", and 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	58

Below the table, there's a section with tabs: "Club Details", "Data Export", "Club Statements", "Club Service Activities", and "More". The "Club Details" tab is active. It shows the following information:

Account Name	Type
Example Club For Training	Lions Club

Below this, there's a "Parent Account" link and an "Active Member Count" link. To the right of the "Club Details" section, there's a "Member ..." tab and a "Club Acti..." tab. Below the "Member ..." tab is a blue button labeled "Manage Club Members".

- 36 This concludes the "Manage Club Members - Edit a Member: Reinstate Member" Quick Guide.

The screenshot shows the Lion Portal landing page. At the top, there's a dark blue header with the Lion logo and the text "Lion Portal". Below the header is a navigation bar with links: "Home" (highlighted with a purple circle), "Membership", "Service", "Learn", and "More".

Below the navigation bar, there's a section with four large icons representing different features: "MY MEMBERSHIP" (a person icon), "MY CLUB" (a group of people icon), "MY CA" (a star icon), and "MY ASSOCIATION" (the Lion logo). Below these icons is a "Welcome to the Lion Portal" message. In the bottom right corner, there's a yellow button labeled "DONATE" and a user profile icon.