Manage Club Members - Add a Club Member

This guide is essential for anyone involved in managing club memberships, specifically for adding new full dues-paying Lion members. It provides clear, step-by-step instructions for the process, including creating a unique Member ID that tracks an individual's membership history. By following this guide, users can efficiently navigate the Lion Portal and ensure accurate member records, which is crucial for maintaining club organization and communication. Overall, it streamlines the membership addition process, making it easier for club administrators to manage their members effectively.

> (i) Tip! This Quick Guide demonstrates how to add a new Lion member who is a full dues paying member.
>
> To add Family Member refer to the "Manage Club Members - Add a Family Member"
>
> To add Student Member refer to the "Manage Club Members - Other Member Types"

Tip! When adding a member to a club the person record is created this person is assigned a "Member ID" sometimes also called a "Lion ID". This identification is unique to the person and remains with them throughout their Lion journey.

Each time a Member changes there membership relationship a unique history record is created to track the Membership History. These include changes like:

• Regular Membership to Family Membership

• Dropping and then Reinstating or transferring clubs

• Having an association with another Club in addition to your primary club

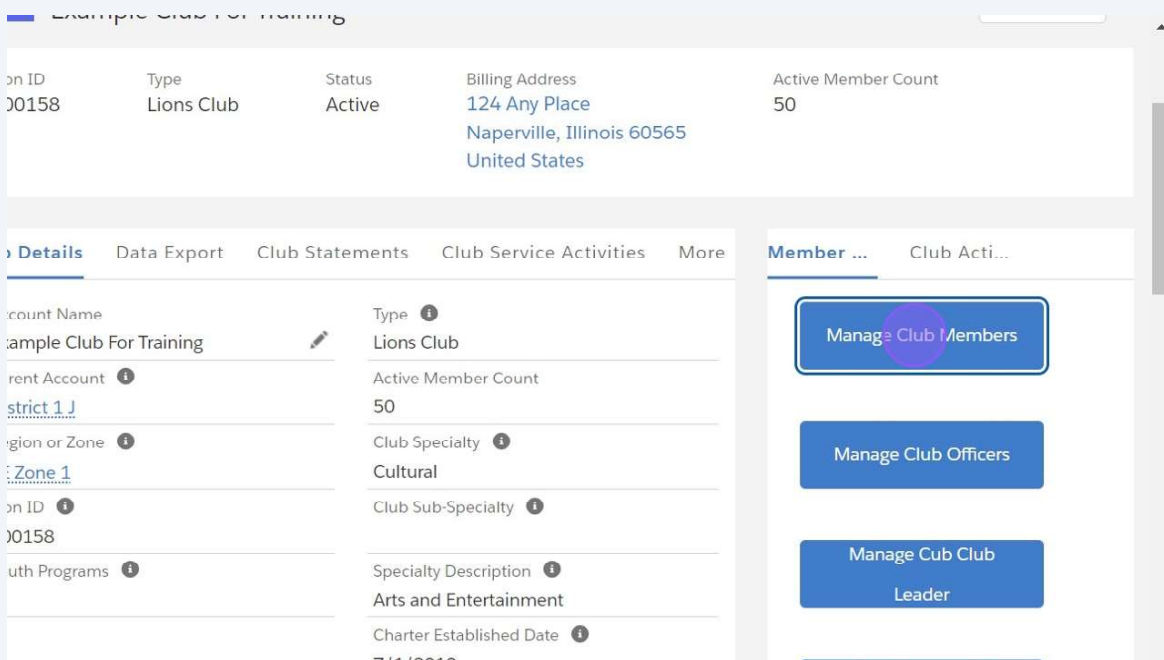This tracking number looks like: MEMBER#0011943930

1   Sign in to the Lion Portal. **lionportal.org**
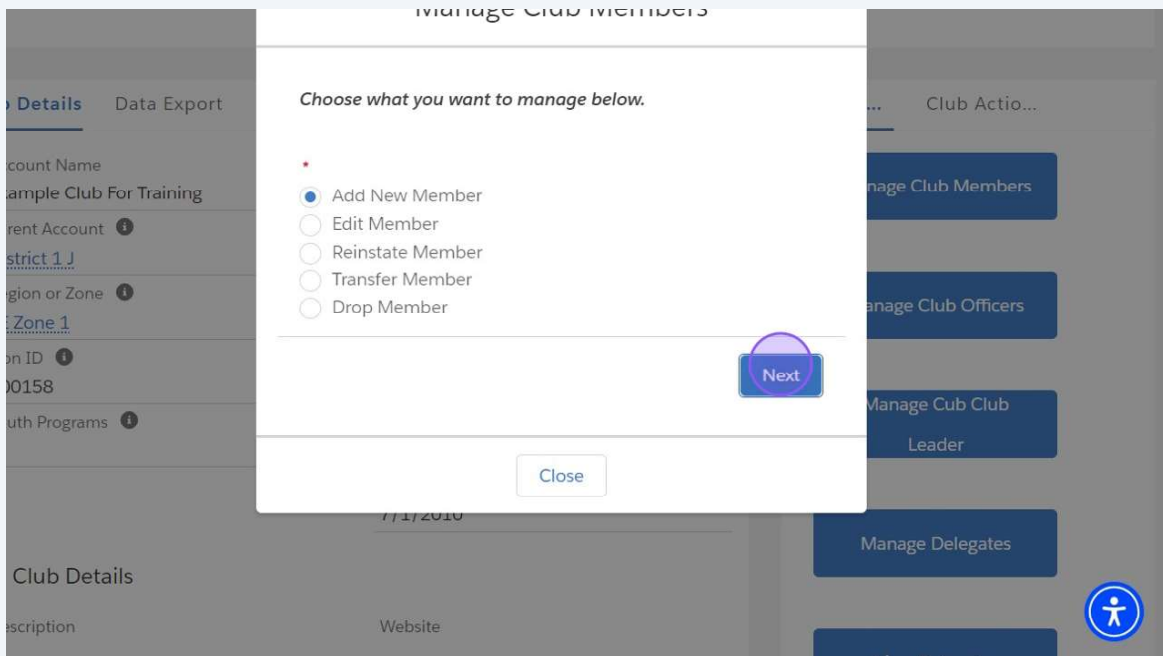
2 Click "MY CLUB"
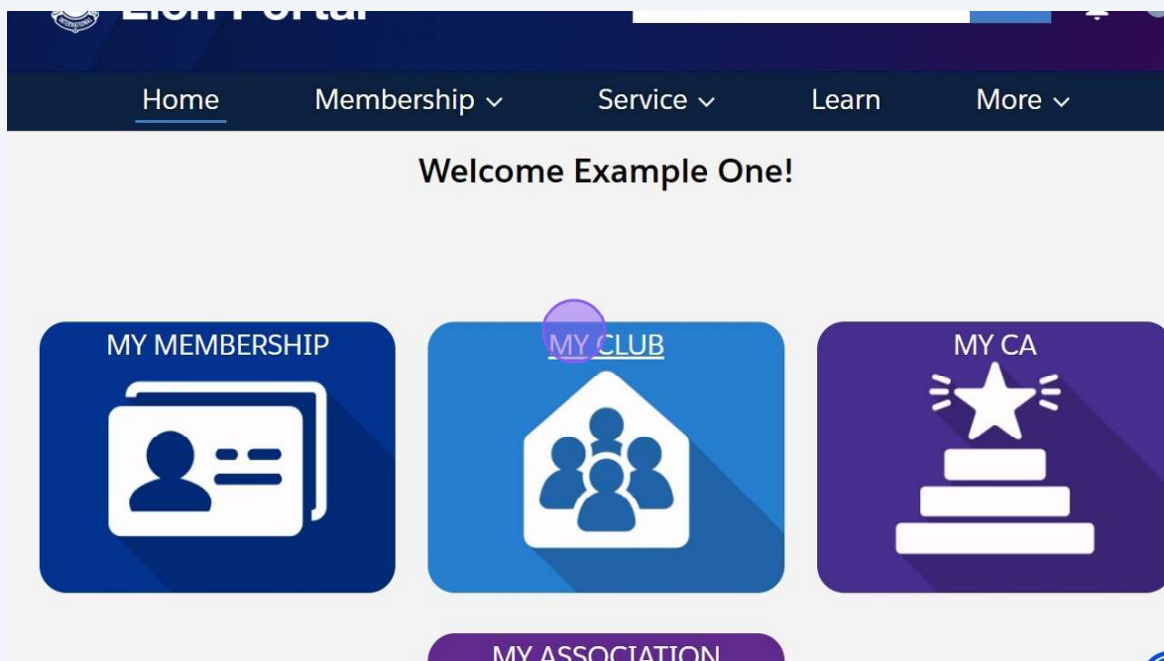
3 Click "Manage Club Members"

4   Select "Add New Member" and click "Next"

5   To begin the process enter the required data

6 Click this dropdown.

Tip! The system will search to ensure this is not a duplicate. If there are no potential duplicates you will be brought to the enter address step.

7 Click "Search"

8 Begin entering additional data

9   To add the address, first select the country

10   Click the "Country" to bring down the list of countries and select the country

11 enter the additional data for this member

*Address Fields Required

Address

Country

| United States ▼ |

Street

| 462 Spring Way |

City   State/Province
| Naperville | | Illir ▼ |

Zip/Postal Code

| | |

Primary Email
| zFiftyone@fa |

Secondary Email
| you@exampl |

Mobile Phone
| 630 942-223 |

Work Phone
| |

Home Phone
| |

Close

ub Details   Data Export

Account Name
Example Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
SE Zone 1

Lion ID ⓘ
200158

Youth Programs ⓘ

✓ Club Details

Description   Website

Club Actio...

nage Club Members

anage Club Officers

Manage Cub Club
Leader

Manage Delegates

---

12 Click "Next"

| Naperville | | Illir ▼ |

Zip/Postal Code
| 60565 |

Home Phone
| |

Occupation
| Business/Co ▲▼ |

Spouse/Companion Full Name
| Companion F |

Previous   **Next**

Close

Details   Data Export

count Name
ample Club For Training

rent Account ⓘ
strict 1 J

gion or Zone ⓘ
E Zone 1

on ID ⓘ
00158

uth Programs ⓘ

Club Details

escription   Website

Club Actio...

nage Club Members

anage Club Officers

Manage Cub Club
Leader

Manage Delegates

13 Enter the start date of the membership and the "Member Type"

14 Click "Next"

15 Add the member sponsor. To search for sponsor by name select "Name" and click next

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	50

Club Details   Data Export

Account Name
Example Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
SE Zone 1

Lion ID ⓘ
200158

Youth Programs ⓘ

Club Actio...

Manage Club Members

Manage Club Members

Please search for a sponsor for the new member.

*Search by Name or Lion ID
◯ Name
◯ Lion ID

Previous   **Next**

Close

Charter Established Date ⓘ
7/1/2010

Manage Club Officers

Manage Cub Club Leader

Manage Delegates

---

16 Enter the name and click "Next"

Manage Club Members

Details   Data Export

Please search for a sponsor for the new member.

*Search by Name or Lion ID
● Name
◯ Lion ID

*First Name   *Last Name

Example   one

Previous   Next

Close

count Name
ample Club For Training

rent Account ⓘ
strict 1 J

gion or Zone ⓘ
Zone 1

on ID ⓘ
00158

uth Programs ⓘ

Club Actio...

nage Club Members

anage Club Officers

Manage Cub Club Leader

Manage Delegates

Club Details

escription   Website

17   Select the member from the list and click "Next"
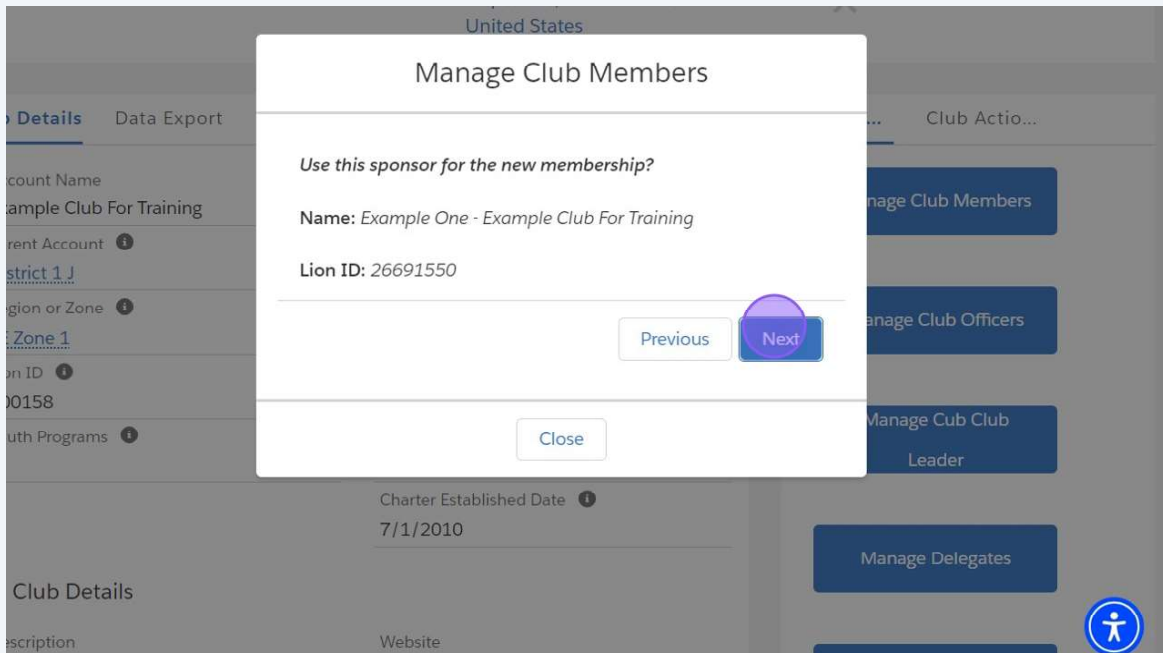

⚠ Alert! If this is not the correct sponsor member, click "Previous" to return the the search for sponsor step.

18   Confirm you have selected the correct sponsor member and click "Next"

19   A Green Success message will show at the top of the screen and you are returned to the "Club Details" page

View the Member and there Membership Details

20 Under "View Members" click "View All"

N. ˅	M ˅	M ˅	M ˅
Example Twelve	Lion-Chart er-Regular [Active]	zuser 012@ lionfa ke.co m	(630) 890 -12 34
Example Five	Lion-Chart er-Regular [Active]	zuser 005@ lionfa ke.co m	(630) 123 -45 67
	Lion-Chart	zuser	(630)

Meeting details (left column)	Local details (right column)
wn Center	टाउन सेंटर
Meeting Week of Month	Meeting Local Street
rst	४५५ टाउन रोड
eeting Day	Meeting Local City
onday	नेपरविल
eeting Time	Meeting Local Zip Code
7:00	
eeting Street	Meeting Local State or Prov
55 Town Road	IL
eeting City	Meeting Local Country
aperville	संयुक्त राज्य अमेरिका
eeting State or Prov	Online Meeting 1
eeting Zip Code	Online Meeting 1 Place
0565	
eeting Country	Online Meeting 1 Address
nited States	

Meeting Location 2

eeting 2 Place	Meeting 2 Local Place

View

Tip! You can make the columns larger or smaller by clicking and dragging the column as shown below

21 The member list is shown

22 To view the details of the Membership Type click the blue system identification for this membership

23   The details of the Membership Type are displayed

ontact | Club | Club Branch | Membership Full Type
:xample Fifity-One | Example Club For Training | | Lion-Regular [Active]

ails

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

ub 🛈	Membership Status 🛈	
:xample Club For Training	Active Member	
ontact 🛈	Membership Type 🛈	
:xample Fifity-One ✏	Lion	
ub Branch 🛈	Membership Category 🛈	
	Active	
lationship Type 🛈	Program 🛈	
	Regular	
embership Sponsor 🛈	Add Type 🛈	
:xample Member One	New	

No related lists to display

Membership Details

on Join Date 🛈

---

24   Scroll to see additional details

art Date 🛈
'1/2024 ✏

d Date 🛈

tal Years 🛈
.05

Hierarchies

embership Club	Constitutional Area
:ample Club For Training	U.S. and Affiliates, Bermuda and Bahamas
AT Constitutional Area	LCIF Constitutional Area
AT Constitutional Area 1	LCIF Constitutional Area 1
AT Group	LCIF Group
AT Group E - Area 1	LCIF Group C - Area 1
ultiple District	District
ultiple District 1	District 1 J
gion	Zone
: Region	SE Zone 1

25 Click the link under "Contact" to view the Member Details

Contact	Club	Club Branch	Membership Full Type
Example Fifity-One	Example Club For Training		Lion-Regular [Active]

Details

Club ⓘ
Example Club For Tra

Contact ⓘ
Example Fifity-One

Club Branch ⓘ

Relationship Type ⓘ

Regular

Membership Sponsor ⓘ
Example Member One

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

---

26 Details about the Member are shown

Primary Affiliation	Member ID	Email	Phone
Example Club For Training	26691601	zfiftyone@fake.com	630 942-2233

Name
Example Fifity-One

Spouse Name ⓘ
Companion Fifity-One

Primary Affiliation ⓘ
Example Club For Training

Birthday ⓘ
January 8

Nickname ⓘ
M-Man

Birthdate ⓘ
1/8/1988

Gender ⓘ
Male

Occupation ⓘ
Business/Consultant/Service Provider

∨ Local Language Information

First Name (Local)

Middle Name (Local)

Last Name (Local)

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

Club Me... (1) ⚙▾ ↻
1 item • Sorted by Start Date • Updated a few seconds ago

	Club Name ∨	Membershi...
1	Example Club ...	Lion-Regular [

View All

Members Sponsored (0)

27 Scroll to see more details

✓ Contact Information

Mailing Address
462 Spring Way
Naperville, Illinois 60565
United States

Local Address

Preferred Phone ⓘ
Mobile

Home Phone

Preferred Email ⓘ
Personal

Mobile
630 942-2233

Personal Email ⓘ
zfiftyone@fake.com

Work Phone ⓘ

Work Email ⓘ

Other Phone

Alternate Email ⓘ

Fax

📇 Officer Titles (0)

28 Click "Home" to return to the landing page

Lion Portal

Search [Search]

Home   Membership ⌄   Service ⌄   Learn   More ⌄

Contact
Example Fifity-One

+ Follow

Primary Affiliation
Example Club For Training

Member ID
26691601

Email
zfiftyone@fake.com

Phone
630 942-2233

Name
Example Fifity-One

Spouse Name ⓘ
Companion Fifty-One

Primary Affiliation ⓘ
Example Club For Training

Birthday ⓘ
January 8

Nickname ⓘ
M-Man

Birthdate
1/8/1988

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

📗 Club Me... (1)   ⚙▾ ⟳

1 item • Sorted by Start Date • Updated a few seconds ago

29   This concludes the Manage Club Members - Add a Club Member Quick Guide