

# To Add a Member

Log into Lion Portal and go to HOME page.  
Click on My Club box.

The screenshot shows the Lion Portal interface. At the top, there is a dark blue navigation bar with the 'Lion Portal' logo on the left and a search bar on the right. Below the navigation bar, a green success message reads: 'Success! - Note: portal user permissions may take ~ 24 hours to fully activate'. The main content area features a 'Welcome Nina Cleaver!' message. Below the welcome message, there are four large, rounded rectangular buttons: 'MY MEMBERSHIP' (dark blue with a person icon), 'MY CLUB' (blue with a house and people icon, highlighted with a red checkmark), 'MY CA' (purple with a star and podium icon), and 'MY ASSOCIATION' (purple with the Lions International logo). The navigation bar includes links for Home, Membership, Service, Learn, Reports/Insights, Shop, and More.

Click on *Manage Club Members* box.

The screenshot shows the 'Manage Club Members' page for the 'DILLONVALE MOUNT PLEASANT' club. At the top, there is an 'Account' section with a plus sign icon. Below this, there is a table with the following data:

Lion ID	Type	Status	Billing Address	Active Member Count
5465	Lions Club	Active	Ohio United States	11


Below the table, there are two main sections: 'Club Details' and 'Member Actions'. The 'Club Details' section has tabs for 'Club Statements', 'Club Service Activities', and 'Club Financial Details'. The 'Member Actions' section has tabs for 'Member Actions' and 'Club Actions'. The 'Manage Club Members' button in the 'Member Actions' section is highlighted with a red checkmark. Other buttons in the 'Member Actions' section include 'Manage Club Officers'.

Check **Add New Member**. Click on **Next**.

### Manage Club Members

Choose what you want to manage below.



- Add New Member
- Edit Member
- Reinstate Member
- Transfer Member
- Drop Member


 [Next](#)

Fill in all fields – **First Name, Last Name, Date of Birth, Gender**. For **Date of Birth**, click on Calendar icon to select date. Use the drop-down arrow to select the gender. When done, click on **Search**. NOTE: Fields marked with \* are required.

### Manage Club Members

Please complete fields to begin new membership process

<p>* First Name</p> <input type="text"/> <span style="color: red;">Complete this field.</span>	<p>* Last Name</p> <input type="text"/>
<p>* Date of Birth</p> <input style="border: 1px solid #ccc;" type="text"/> 	<p>* Gender</p> <input type="text" value="--None--"/> 

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Fill in all required fields and as many other fields as you can. NOTE – you should have a working email address and/or phone number for every member even though they are not marked required.

## Manage Club Members

### Create New Contact

* First Name Joe	Middle Name 	Prefix 	* Gender Male
* Last Name Schmoe	Nickname 	Suffix 	* Date of Birth Nov 5, 1964
<b>*Address Fields Required</b>			
Address Country --None--		Primary Email you@example.com	
Street 		Secondary Email you@example.com	
City 		Mobile Phone 	
State/Province --None--		Work Phone 	
Zip/Postal Code 		Home Phone 	

Scroll down to finish filling in fields. If spouse is also a member, you should fill in **Spouse/ Companion Full Name**. Click on **Next** when done.

Zip/Postal Code 	Home Phone 
	Occupation --None--
	Spouse/Companion Full Name 
	<b>Next</b>

Use Calendar icon to select start date. You cannot use a date in the future. Use drop-down arrow to select what type of member they are – Regular, Family, Leo Lion, Young Adult, Student, or Honorary. Click on *Next*.

Manage Club Members

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\* Membership Start Date


Complete this field.

\* Membership Type

--None--

▲▼

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Use drop-down arrow to select what type of Membership.

Manage Club Members

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\* Membership Start Date

May 8, 2024

▲▼

\* Membership Category

Active


▲▼

\* Membership Type

Regular Member

▲▼

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[Next](#)

You must enter who the sponsor is for the new member. Check *Name* then *Next*.

Manage Club Members

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Please search for a sponsor for the new member.

\* Search by Name or Lion ID

Name

Lion ID

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Type in the **First Name** and **Last Name** of sponsor. Click on **Next**.

### Manage Club Members

Please search for a sponsor for the new member.

\* Search by Name or Lion ID

Name  
 Lion ID

\* First Name   
Please enter some valid input. Input is not optional.

\* Last Name   
Please enter some valid input. Input is not optional.

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Check name of sponsor then click **Next**.

### Manage Club Members

Showing 1 of 1 item

Name	Member ID	Club Name
<input checked="" type="checkbox"/> Nina Cleaver	3553425	DILLONVALE MOUNT PLEASANT

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Confirm the sponsor's name by clicking **Next**. Your new member has now been added.

### Manage Club Members

*Use this sponsor for the new membership?*

**Name:** Nina Cleaver - DILLONVALE MOUNT PLEASANT

**Lion ID:** 3553425

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