To Add a Member

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

Click on *Manage Club Members* box.

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

* First Name

Complete this field.

* Last Name

* Date of Birth

* Gender

--None--

Previous   Search

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 note marked required.

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.

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

*Membership Start Date

Complete this field.

*Membership Type

--None--

Next

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

Manage Club Members

*Membership Start Date

May 8, 2024

*Membership Type

Regular Member

*Membership Category

Active

Next

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

Manage Club Members

Please search for a sponsor for the new member.

*Search by Name or Lion ID

○ Name
○ Lion ID

Previous   Next

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

Check name of sponsor then click *Next.*

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