

# To Drop 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 navigation bar with the following items: Home, Membership, Service, Learn, Reports/Insights, Shop, and More. A green notification banner at the top center reads "Success! Success! - Note: portal user permissions may take ~ 24 hours to fully activate". Below the navigation bar, a welcome message says "Welcome Nina Cleaver!". Underneath, there are four main action buttons: "MY MEMBERSHIP" (with a person icon), "MY CLUB" (with a house and people icon, highlighted with a red checkmark), "MY CA" (with a star and podium icon), and "MY ASSOCIATION" (with the Lions International logo).

Click on *Manage Club Members* box.

The screenshot shows the "Manage Club Members" page for the account "DILLONVALE MOUNT PLEASANT". At the top, 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 tabs: "Club Details" and "Member Actions". The "Member Actions" tab is selected and highlighted with a red checkmark. Under this tab, there are two buttons: "Manage Club Members" (highlighted with a red checkmark) and "Manage Club Officers".

Check **Drop Member** then 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](#)


Select the name of person you are dropping and click on **NEXT**.

### Manage Club Members

**Select Member to Drop** 🔍 Search this list...

28 of 28 items • 1 item selected

Contact Full Name
<input type="radio"/> Maria Zaunik
<input type="radio"/> Martin Flask
<input type="radio"/> Michael Magda
<input type="radio"/> Philip Hodge
<input type="radio"/> Ronald Jewett
<input type="radio"/> Ronald Wilms
<input type="radio"/> Tammie Stevens
<input checked="" type="radio"/> Therese Chapman
<input type="radio"/> Victor Fluharty
<input type="radio"/> William Astalos

[Previous](#)  [Next](#)


In **Membership End Date** field, type in date you are ending membership in. Use drop down arrow in **Drop Reason** field to select reason for dropping. Add any additional information, if needed, into **Drop Reason Details** field. Click on SAVE.


### Manage Club Members


**Member Name:** *Therese Chapman*

**Member's ID:** 3768064


\* Membership End Date

Jul 2, 2024 

\* Drop Reason 

Resigned 

Drop Reason Details



You will then get a window pop up that you have successfully deleted the member from the club roster.