Manage Club Members - Add a Club Member Family Member

This guide provides a step-by-step process for adding family members to a club membership, making it easy for current members to expand their participation. It highlights important details such as membership limits, the implications of discounted dues, and how these choices affect delegate counts for conventions. By following the instructions, members can efficiently manage their club's family membership options and ensure compliance with club regulations. Viewing this guide will streamline the membership addition process and clarify any potential confusion regarding dues and delegate status.

Tip! This shows how to add a new Lion as a Family Member. The sponsoring family member must be a full dues paying member of the club.

Each Primary Full paying dues member may add up to 4 family members.

Alert! Family Membership is based on the member chosen to associate with an existing member as the head of the family. There is a limit of 4 members that can be added as "Family Members" for a head of the family.

Under the Constitution and By-Laws family members with a discounted dues status no longer count toward the club delegate count for local or international conventions.

There is the option to "Waive Discount" during the add of the member. If this option is chosen, full dues will be billed for the member and the member will count toward the number of delegates, after meeting the year and a day continuous membership criteria.

Sign into the Lion Portal lionportal.org

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2 Click "MY CLUB"



3

Click "Manage Club Members"

Accour	nt 1ple Club Foi	r Training			+ Follow
on ID 00158	Type Lions Club	Sta	tus tive	Billing Address 124 Any Place Naperville, Illinois 60565 United States	Active Member Count 56
Details	Data Export For Training	Club State	ments Type Lions	Club Service Activities Mor Club	e Member Club Acti Manage Club Members
rent Account strict 1 J gion or Zone	0		Active 56 Club S	Member Count	Manage Club Officers
Zone 1 on ID () 00158			Cultu Club S	ral	Manage Cub Club
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Click here.

	Search	Search 🔔
Home	Manage Club Members	More ~
Account Example Club For	Choose what you want to manage below.	+ Follow
Lion ID Type 200158 Lions Club	Add New Member Edit Member Reinstate Member Transfer Member Drop Member	per Count
Club Details Data Export Account Name Example Club For Training	Next	Club Actio
Parent Account ① District 1 J	Close	

5 Click "Next"

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Account Example Club For	Choose what you want to manage below.	+ Follow
on ID Type D0158 Lions Club	• • Add New Member Edit Member Reinstate Member Transfer Member Drop Member	ber Count
Details Data Export		Next
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rent Account	Close	
gion or Zone ①	Club Specialty 0 Cultural	Manage Club Officers
on ID 0 00158	Club Sub-Specialty	
uth Programs	Spacialty Description	Manage Cub Club

Enter the required data and click "Search" to identify potential duplicate members.

Account Example Club For	Please complete fields to be	gin new membership process	+ Follow
on ID Type	* First Name	* Last Name	per Count
00158 Lions Club	Example	Sixty-Eight	
	* Date of Birth	*Gender	
	Mar 23, 1999 🛗	Non-Binary	•
Details Data Export			Club Actio
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gion or Zone 🕕			Manage Club Officers
Zone 1	Cultural		
on ID 🕚	Club Sub-Specialty	0	
uth Programs	Specialty Description	•	Manage Cub Club

7 Select the Membership Type, "Family Member".

6

Home	Manage Clu	ub Members	X More ~
Account Example Club For	* Membership Start Date	* Membership Category	+ Follow
Lion ID Type 200158 Lions Club	Aug 1, 2024	Active +	per Count
Club Details Data Export Account Name Example Club For Training Parent Account District 1 1		Next	Club Actio nage Club Members
Region or Zone SE Zone 1	Club Specialty ① Cultural		Manage Club Officers

8	Click "Next"

		Manage Club	Members	
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00158	Lions Club	*Membership Type		
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Details	Data Export		Next	Club Actio
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on ID 🚯		Club Sub-Specialty 🕕		
00158				Mapage Cub Club
uth Drograms		Specialty Description		

9 Select the head of the family unit from the list shown.

Home	Ma	nage Clu	b Membe	ers	More ~
	1 of 1 item • 0 ite	ms selected			A
Account Example Club For	Q sixty			8	+ Follow
	Full 🗸	Maili 🗸	Birthdate	Mem ∨	
Lion ID Type 200158 Lions Club Club Details Data Export	Example Sixty	130 Any Place Naperville, Illinois 60565 United States	Sep 1, 19	2669160 3	per Count Club Actio
Account Name Example Club For Training			Previous	Next	nage Club Members
District 1 J Region or Zone	Cultural	Clo	se		anage Club Officers

10 Click "Next"		
	1 of 1 item • 1 item selected	A
Account	Q sixty	+ Follow
Example Club For	Full V Maili V Birthdate Mem V	
on ID Type D0158 Lions Club	Example Sixty Six	per Count
Details Data Export	States	Club Actio
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gion or Zone	Close	
Zone 1	Cultural	anage Club Officers
on ID 🕕	Club Sub-Specialty 0	
00158		Manage Cub Club
uth Programs	Specialty Description	0

11 Enter the required data for the new member. Beginning with "Relationship Type" from the drop down list.

Search	Search 📮 😩
Manage Club Members	More ~
Head of Household Name: Example Sixty * Relationship Type	+ Follow
Parent + * Verification of Relationship None	per Count
* Do these members share a single address? Yes No	Club Actio
* Household Address Verification Type	nage Club Members
	Search Manage Club Members Head of Household Name: Example Sixty *Relationship Type Parent *Verification of RelationshipNone *Do these members share a single address? Yes No *Household Address Verification TypeNone *

Select "Verification of Relationship"

Home	Manage Club Members	More ~
Account Example Club For	Head of Household Name: Example Sixty * Relationship Type	+ Follow
on ID Type 00158 Lions Club	Parent Verification of Relationship Birth Certificate	per Count
Details Data Export	 Do these members share a single address? Yes No 	Club Actio
count Name ample Club For Training rent Account	Household Address Verification Type None	nage Club Members
strict 1 J gion or Zone ① Zone 1	Close	anage Club Officers

Answer the address question.

Account Example Club For	Head of Household Name: Example Sixty	+ Follow
Lion ID Type 200158 Lions Club	Parent	ber Count
	Birth Certificate	
Club Details Data Export	es	Club Actio
Account Name Example Club For Training	* Household Address Verification Type	nage Club Members
Parent Account District 1 J Decise of Zero	Close	-
SE Zone 1	Cultural	anage Club Officers
200158 Youth Programs	Specialty Description	Manage Cub Club

14 Select the verification type from the drop down list.

_	* Relationship Type	A
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Example Club For	* Verification of Relationship	+ Follow
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00158 Lions Club	 Do these members share a single address? Yes No Household Address Verification Type 	
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on ID 🕕	Club Sub-Specialty	
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uth Programs	Spacialty Description	Manage Cub Club

15 Click "Next"

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Example Club For	* Verification of Relationship	+ Follow
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00158 Lions Club	 Do these members share a single address? Yes No Household Address Verification Type 	
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rent Account ① strict 1 J gion or Zone ①	Close	anage Club Officers
Zone 1	Cultural	
00158		
uth Drograms	Specialty Description	Manage Cub Club

Search for Sponsor by Lion ID or Name

		Search		Search
Home	Membership ~	Service ~	Lear ×	More ~
Account Example Club For	Manage	e Club Members		+ Follow
Lion ID Type 200158 Lions Club	Please search for a sponse Search by Name or Lion I Name Lion ID	or for the new member.		ber Count
Club Details Data Export		Previous	Next	Club Actio
Account Name Example Club For Training		Close		nage Club Members
Parent Account ① District 1 J Region or Zone ①	Active Member C 56 Club Specialty	D	Ma	anage Club Officers

17 This example does a name search. Enter first and last name.

Home	Manage Club Members	More ~
Account Example Club For Lion ID Type 200158 Lions Club	Please search for a sponsor for the new member. Search by Name or Lion ID Name Lion ID Lion ID Last Name	+ Follow
Club Details Data Export Account Name Example Club For Training Parent Account District 1 1	Previous Next	Club Actio nage Club Members
Region or Zone SE Zone 1	Club Specialty Cultural	Manage Club Officers

Type "Example **tab** sixty"

19 Click "Next"

	10101050		
Account Example Club For on ID Type D0158 Lions Club	Please search for a sponsor * Search by Name or Lion ID Name Lion ID	for the new member.	+ Follow
	* First Name	*Last Name	
	Example	sixty	
o Details Data Export count Name ample Club For Training		Previous	Club Actio nage Club Members
rent Account ① <u>strict 1 J</u>		Close	
gion or Zone 🕚	Club Specialty 🕚		Manage Club Officers
Zone 1	Cultural		
on ID 0 00158	Club Sub-Specialty	0	
uth Programs	Specialty Description	an A	Manage Cub Club

Use the radio button to select the sponsor.

Home	Manage Club Members	More ~
Account Example Club For	1 of 1 item • 0 items selected	+ Follow
Lion ID Type	Q Search this list	ber Count
200136 LIONS Club	Name v Member ID v Club Name v	
	Example Sixty 26691603 Example Club For Training	
Club Details Data Export	Previous Next	Club Actio
Account Name Example Club For Training		nage Club Members
Parent Account ① District 1 J	Close	
Region or Zone ① SE Zone 1	Club Specialty ① Cultural	Manage Club Officers
Lion ID 🕚	Club Sub-Specialty 🕕	

21 Click "Next"

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Account Example Club For	1 of 1 item • 1 item selected	+ Follow
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00158 Lions Club	Name V Member ID V Club N	Name 🗸
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gion or Zone 🕕	Club Specialty	Manage Club Officers
Zone 1	Cultural	
on ID U	Club Sub-Specialty 🔮	
uth Drograms	Specialty Description	- Manage Cub Club

22 Confirm the correct member sponsor and click "Next"

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Account Example Club For	Manage Club Members	+ Follow
on ID Type D0158 Lions Club	Use this sponsor for the new membership? Name: Example Sixty - Example Club For Training Lion ID: 26691603	ber Count
Details Data Export	Previous	Next Club Actio
count Name ample Club For Training	Close	nage Club Members
rent Account ① strict 1 J gion or Zone ① Zone 1	Club Specialty Cultural	Manage Club Officers
on ID 0 00158	Club Sub-Specialty	Manage Cub Club



Alert! This is where you are asked to confirm the discount or waive of discount.

23 Confirm this is to be added at the Family Dues discount or Waive the discount. If the discount is waived the member will be charged full dues and count toward the member delegate count after 1 year 1 day of membership.

Home	Manage Club Members	More ~
Account Example Club For	By waiving the discount, this member will become a full-paying member. This member will count towards their club's delegate	+ Follow
Lion ID Type 200158 Lions Club	entitlement once they have served consecutively for one year and one day at full dues-paying membership. For more information, refer to Board Policy Chapter XVII.	per Count
	Board Policy Chapter XVII	
Club Details Data Export	Waive Discount	Club Actio
Account Name	Previous	
Example Club For Training		nage Club Members
Parent Account ① District 1 J	Close	
Region or Zone	Club Specialty 🕚	Manage Club Officers
SE Zone 1	Cultural	
Lion ID 3	Club Sub-Specialty	6
200100		

24 Check the "Waive Discount" box to waive discount. Leave unchecked to have the family discount applied to the new member. Click "Next"

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Account Example Club For	By waiving the discount, this member will become a full-paying member. This member will count towards their club's delegate	+ Follow
on ID Type D0158 Lions Club	entitlement once they have served consecutively for one year and one day at full dues-paying membership. For more information, refer to Board Policy Chapter XVII. Board Policy Chapter XVII	per Count
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rent Account ① strict 1 J	Close	
gion or Zone	Club Specialty Cultural	Manage Club Officers
on ID 🕚	Club Sub-Specialty	
00158 uth Programs	Spacially Description	Manage Cub Club

Tip! The member has been added. A green confirmation box will show. Click the "X" icon to close the message.

25 Click "Example Club For Training" to return to you "My Club" page.

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Home M	embership ~	Service ~	Learn	More ~
Membership MEMBER#00119439	980			×
Contact Example Members Sixty-Eight	Club Example Club For	Training		
Details				
Club Club For Training	Membership Sta Active Member	tus 🚯	Phone: (+002	1) 630-468-6900
Contact G Example Members Sixty-Eight	Membership Typ	e	No	related lists to display
Club Branch 🕚	Membership Ca Active	tegory 🕚		
Relationship Type 🕚 Parent	Program 1 Family Membe	r		
Membership Sponsor 🕕	Add Type			

Click "Home" to return to the landing page. This concludes the "Manage Club Members - Add a Club Member Family Member" Quick Guide.

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(lome	Membershi	ip ~ Service \	∽ Learn	More ~
Exar	nt nple Club For	^r Training			+ Follow
Lion ID 200158	Type Lions Club	Status Active	Billing Address 124 Any Place Naperville, Illinois 60 United States	Active Me 57 1565	ember Count
Club Details	Data Export	Club Statement	s Club Service Activities	More Member	Club Acti
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