

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.

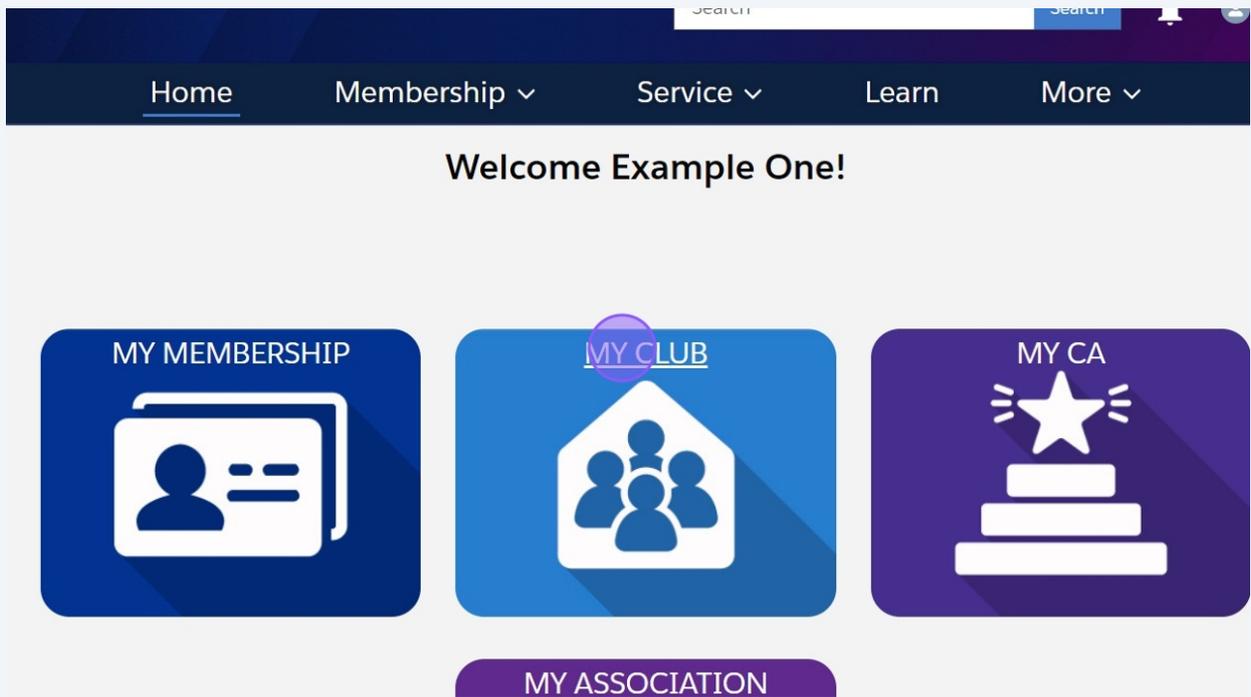
Under the Constitution and By-Laws family members with a discounted dues status no longer count toward the club delegate count for local or international conventions.

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.

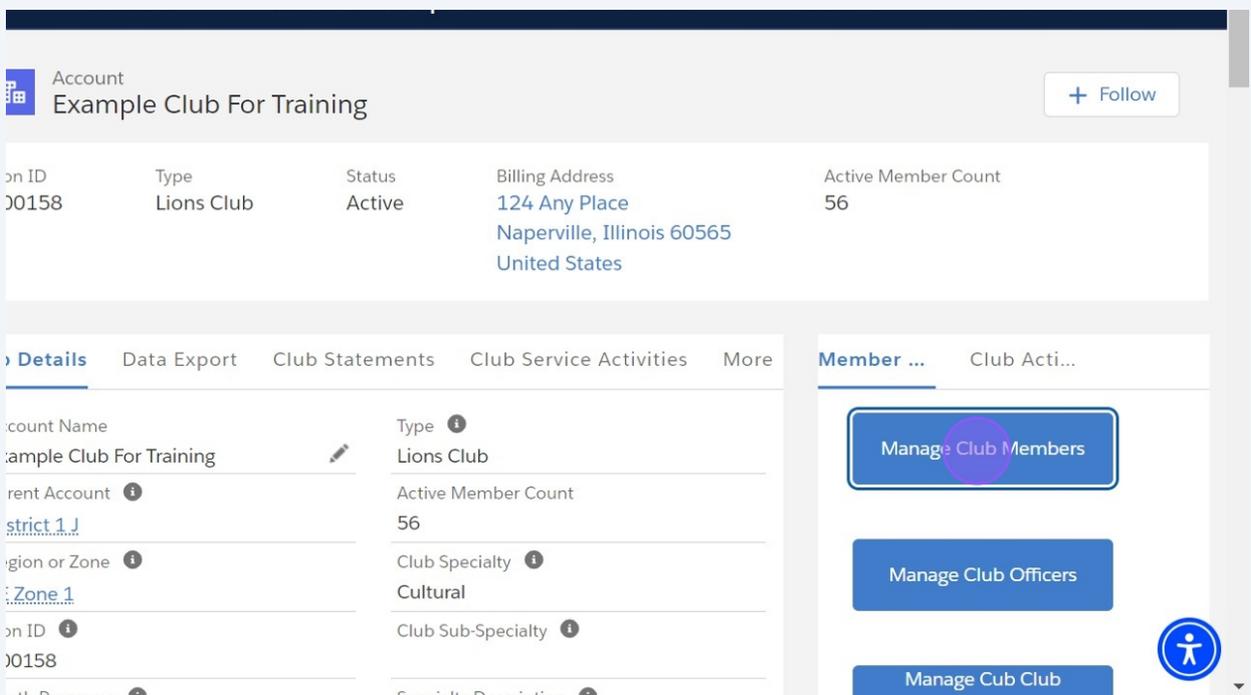
1

Sign into the Lion Portal lionportal.org

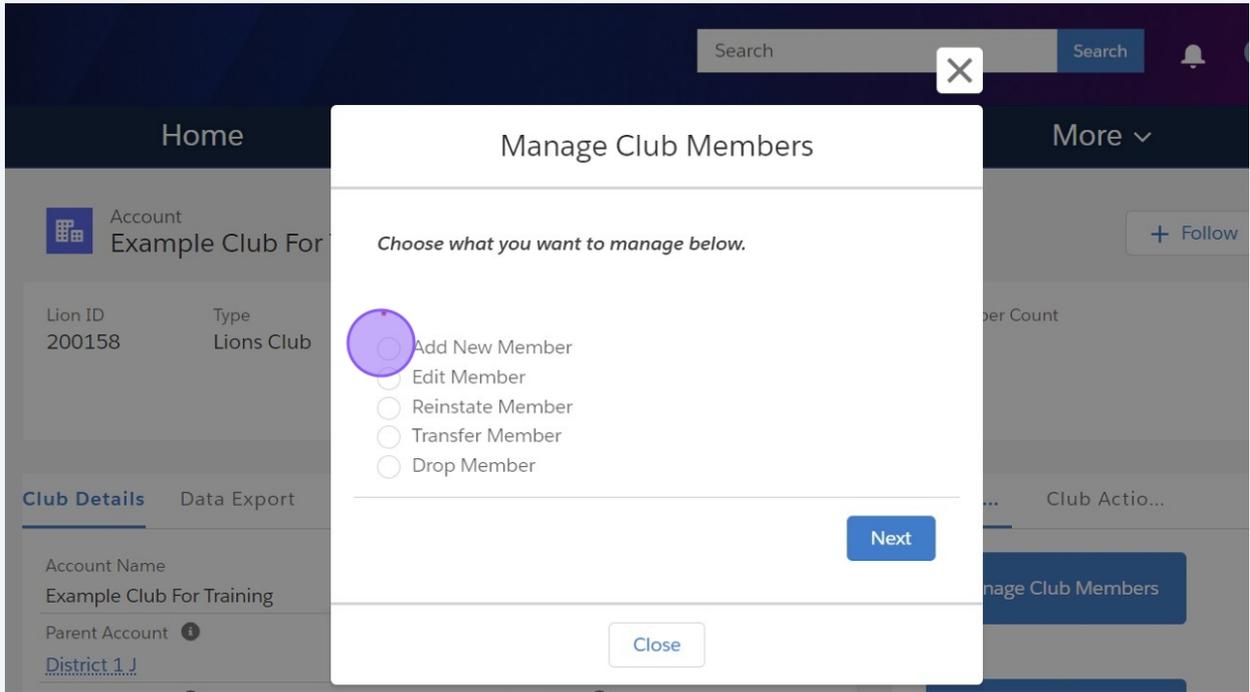
2 Click "MY CLUB"



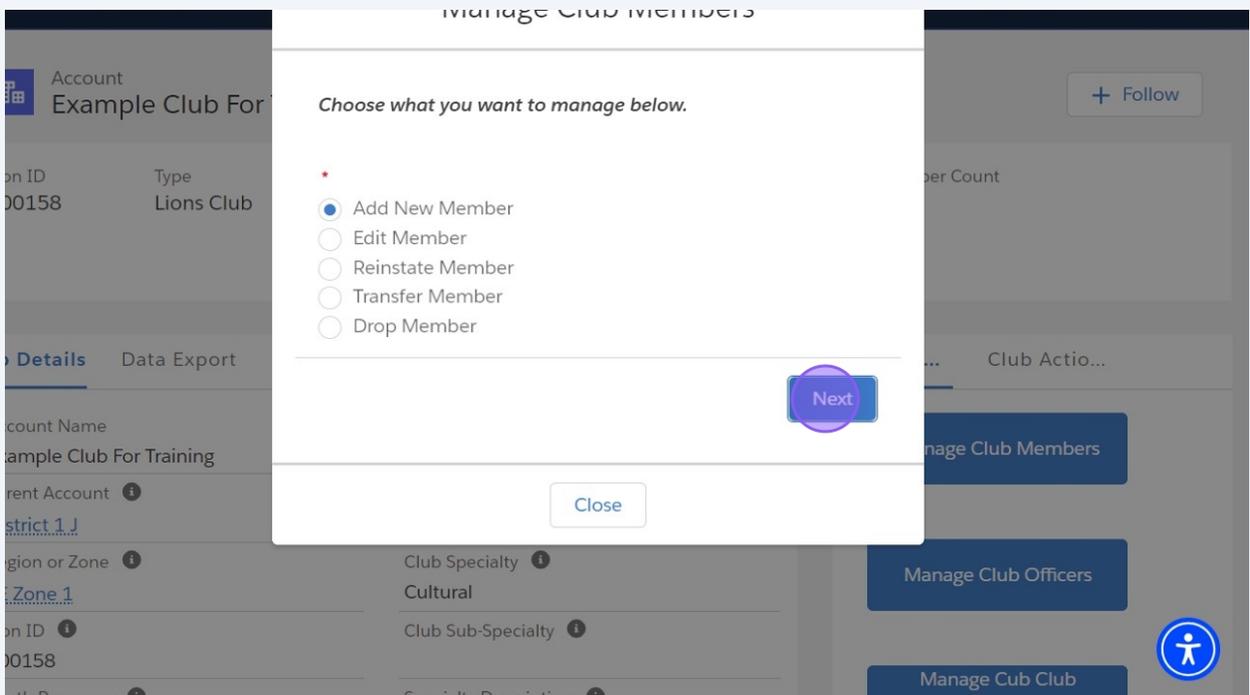
3 Click "Manage Club Members"



4 Click here.



5 Click "Next"



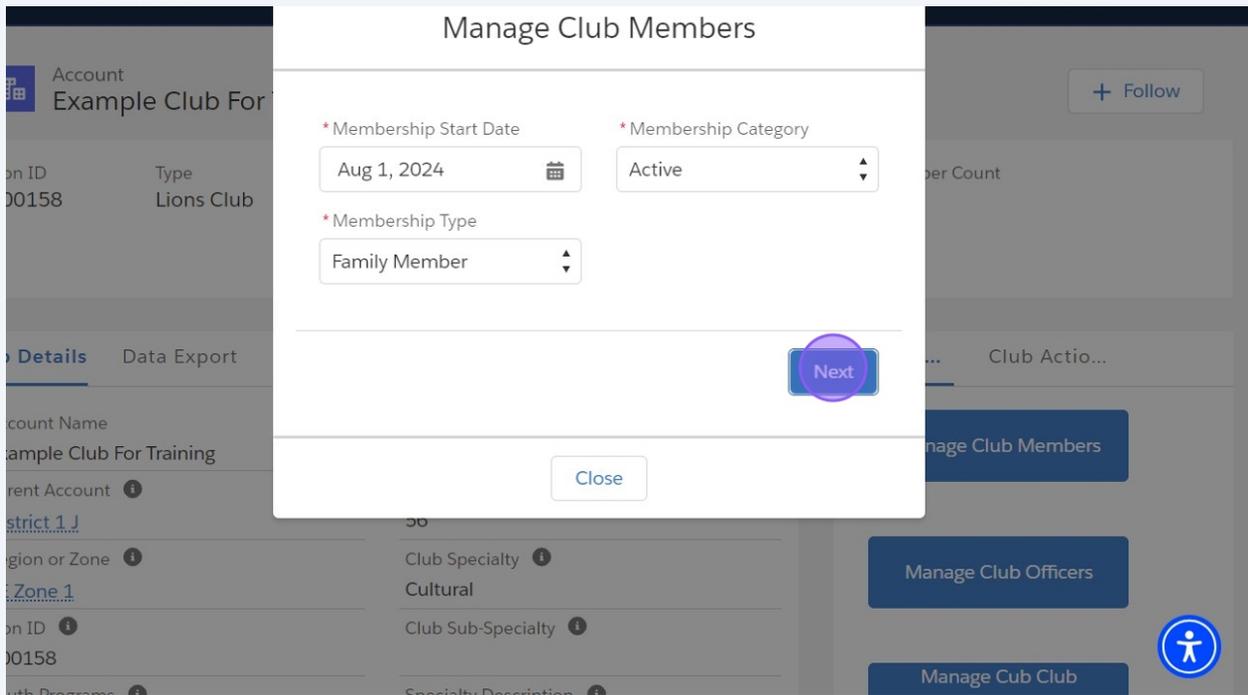
6 Enter the required data and click "Search" to identify potential duplicate members.

The screenshot shows a modal window titled "Please complete fields to begin new membership process". It contains four required fields: "First Name" (Example), "Last Name" (Sixty-Eight), "Date of Birth" (Mar 23, 1999), and "Gender" (Non-Binary). At the bottom, there are "Previous", "Search", and "Close" buttons. A purple circle highlights the "Search" button.

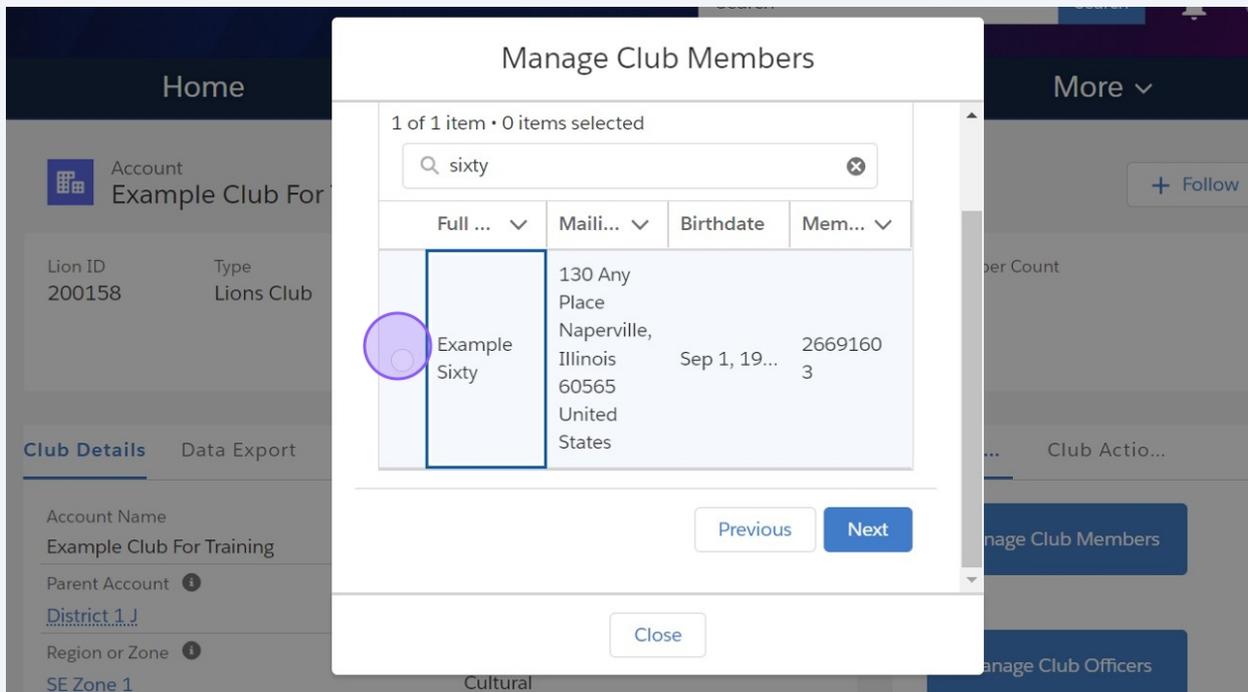
7 Select the Membership Type, "Family Member".

The screenshot shows a modal window titled "Manage Club Members". It contains three required fields: "Membership Start Date" (Aug 1, 2024), "Membership Category" (Active), and "Membership Type" (Family Member). The "Family Member" option in the dropdown is highlighted with a purple circle. At the bottom, there are "Next" and "Close" buttons.

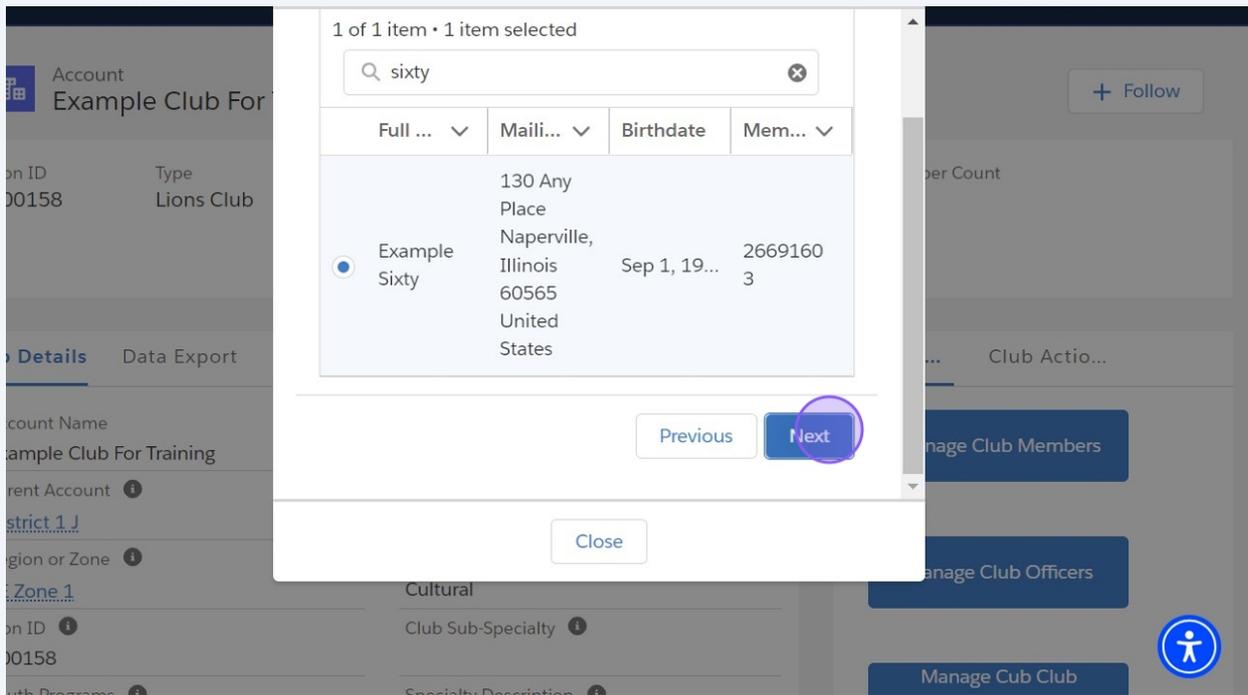
8 Click "Next"



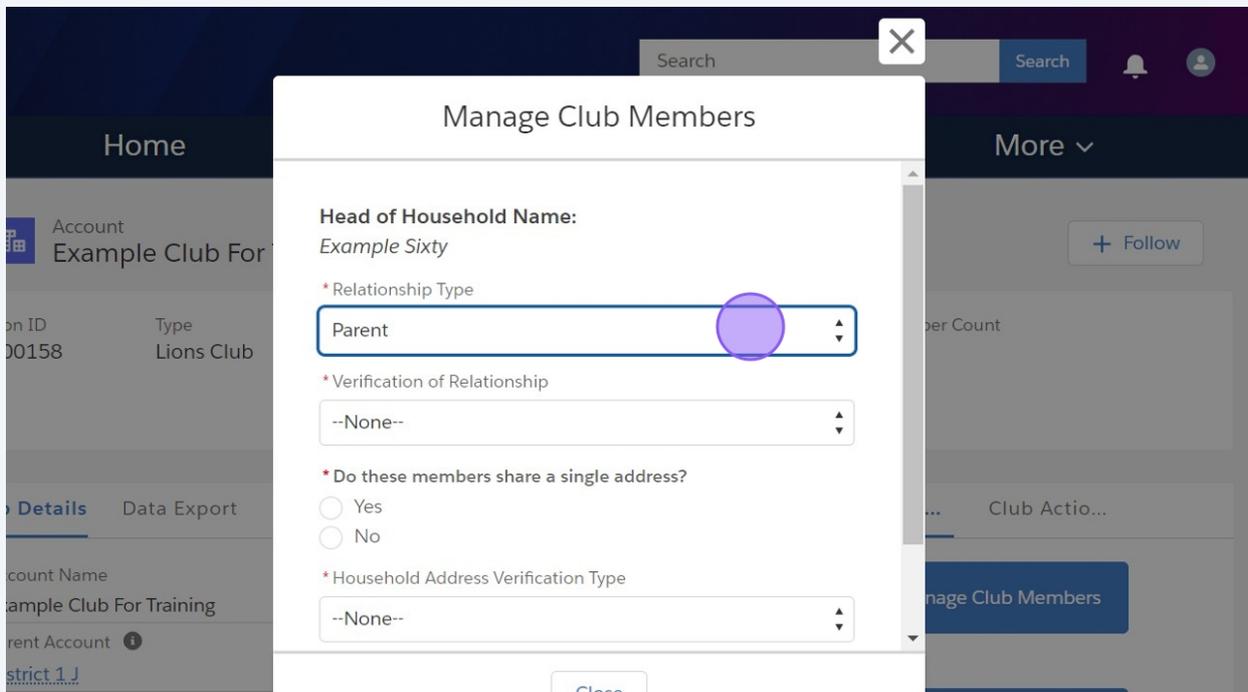
9 Select the head of the family unit from the list shown.



10 Click "Next"



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



12 Select "Verification of Relationship"

Home

Account
Example Club For

on ID
00158

Type
Lions Club

Details Data Export

Account Name
Example Club For Training

Parent Account ⓘ

District 1 J

Region or Zone ⓘ

Zone 1

Cultural

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

Close

Head of Household Name:
Example Sixty

* Relationship Type
Parent

* Verification of Relationship
Birth Certificate

* Do these members share a single address?
 Yes
 No

* Household Address Verification Type
--None--

13 Answer the address question.

Account
Example Club For

Lion ID
200158

Type
Lions Club

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 ⓘ

Cultural

Club Sub-Specialty ⓘ

Specialty Description ⓘ

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

Manage Cub Club

Close

Head of Household Name:
Example Sixty

* Relationship Type
Parent

* Verification of Relationship
Birth Certificate

* Do these members share a single address?
 Yes
 No

* Household Address Verification Type
--None--

14 Select the verification type from the drop down list.

* Relationship Type
Parent

* Verification of Relationship
Birth Certificate

* Do these members share a single address?
 Yes
 No

* Household Address Verification Type
Bill

Next

Close

15 Click "Next"

* Relationship Type
Parent

* Verification of Relationship
Birth Certificate

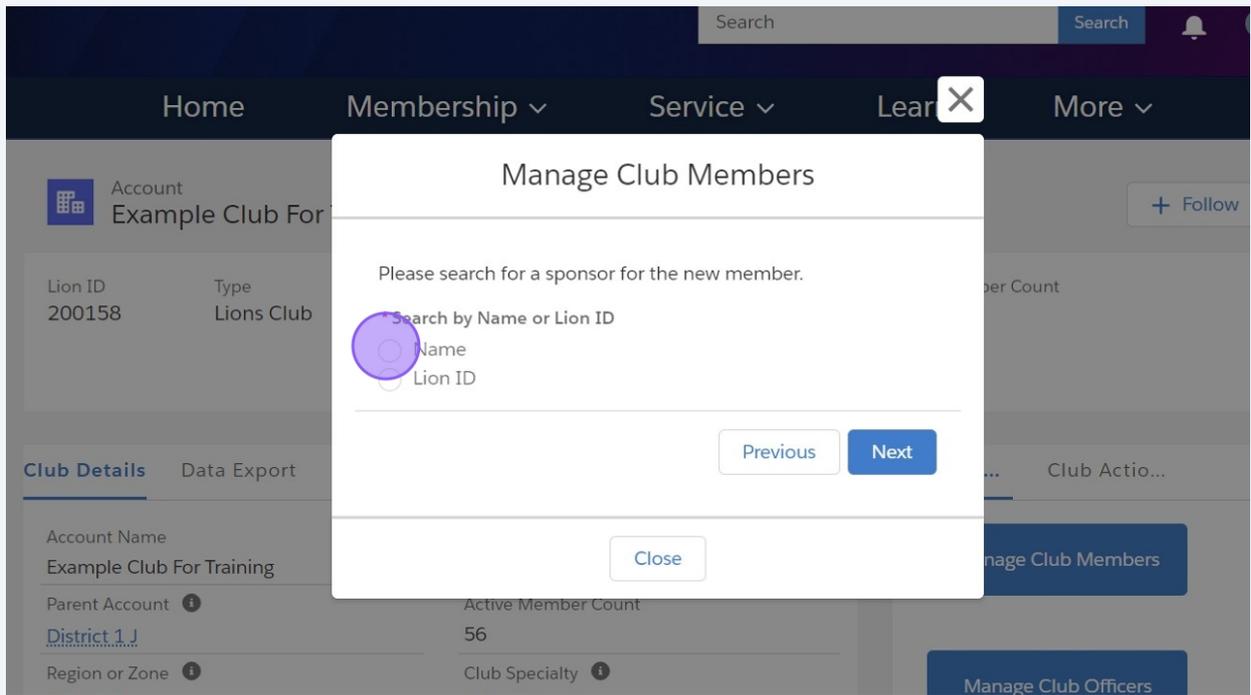
* Do these members share a single address?
 Yes
 No

* Household Address Verification Type
Bill

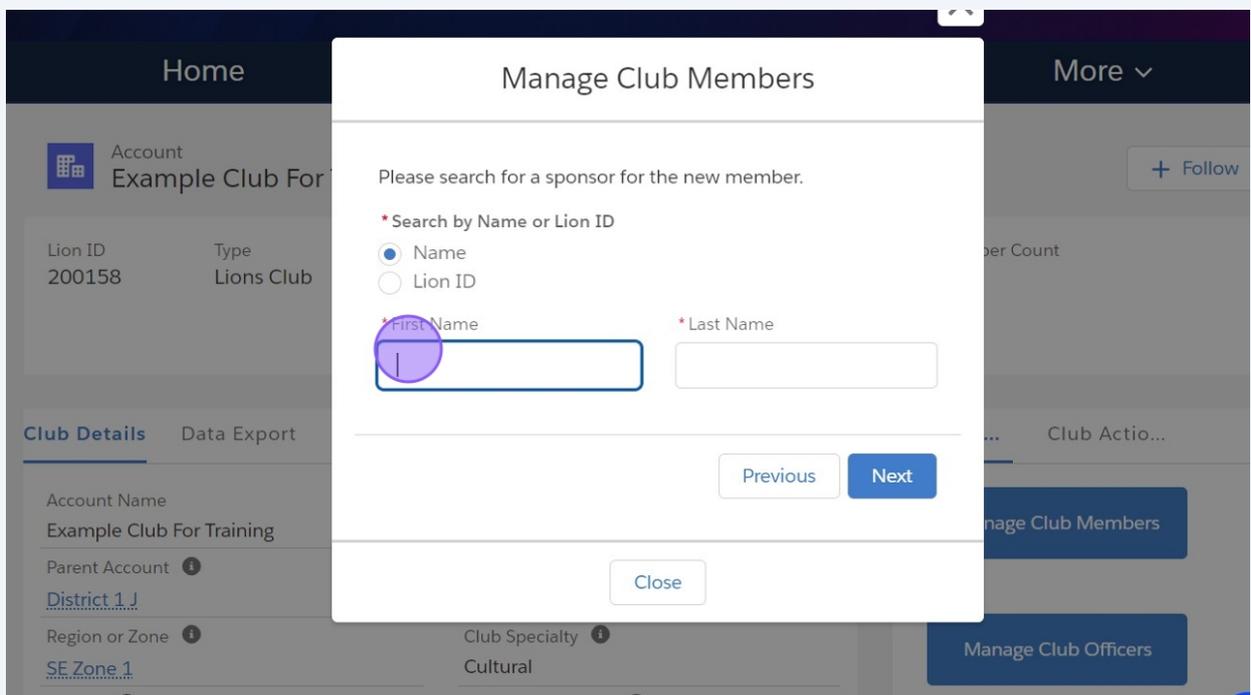
Next

Close

16 Search for Sponsor by Lion ID or Name



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



18 Type "Example **tab** sixty"

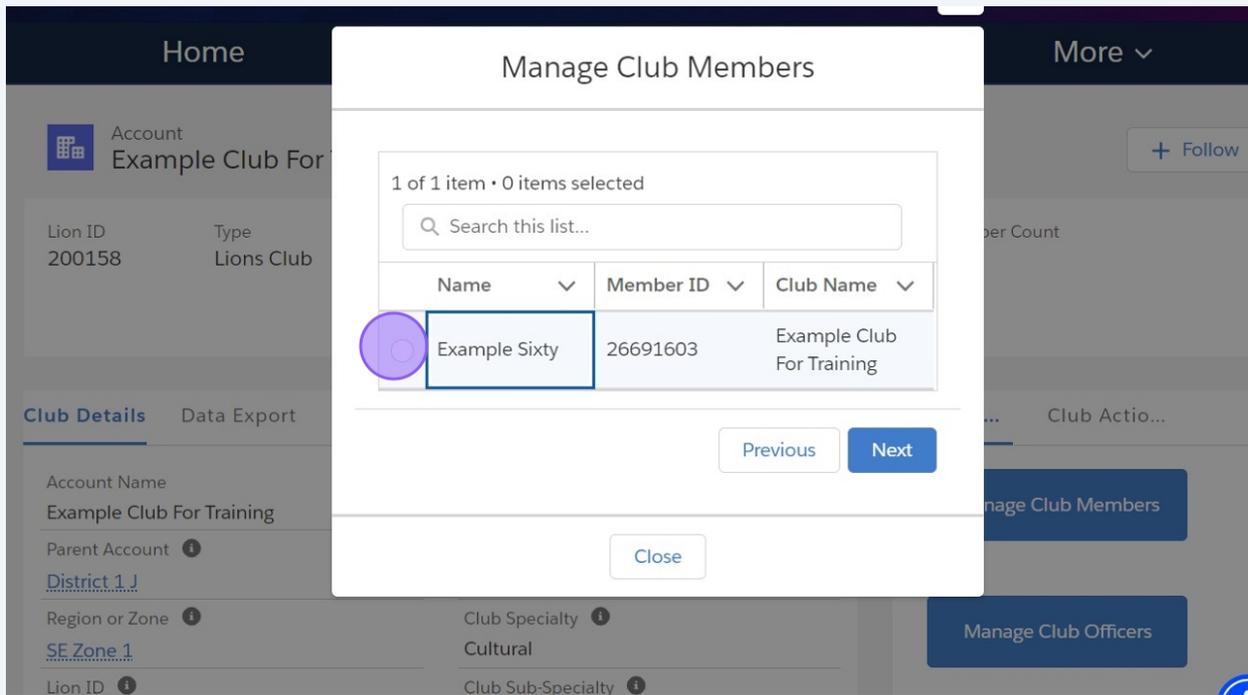
19 Click "Next"

The image shows a 'Manage Club Members' dialog box overlaid on a web application. The dialog box contains the following elements:

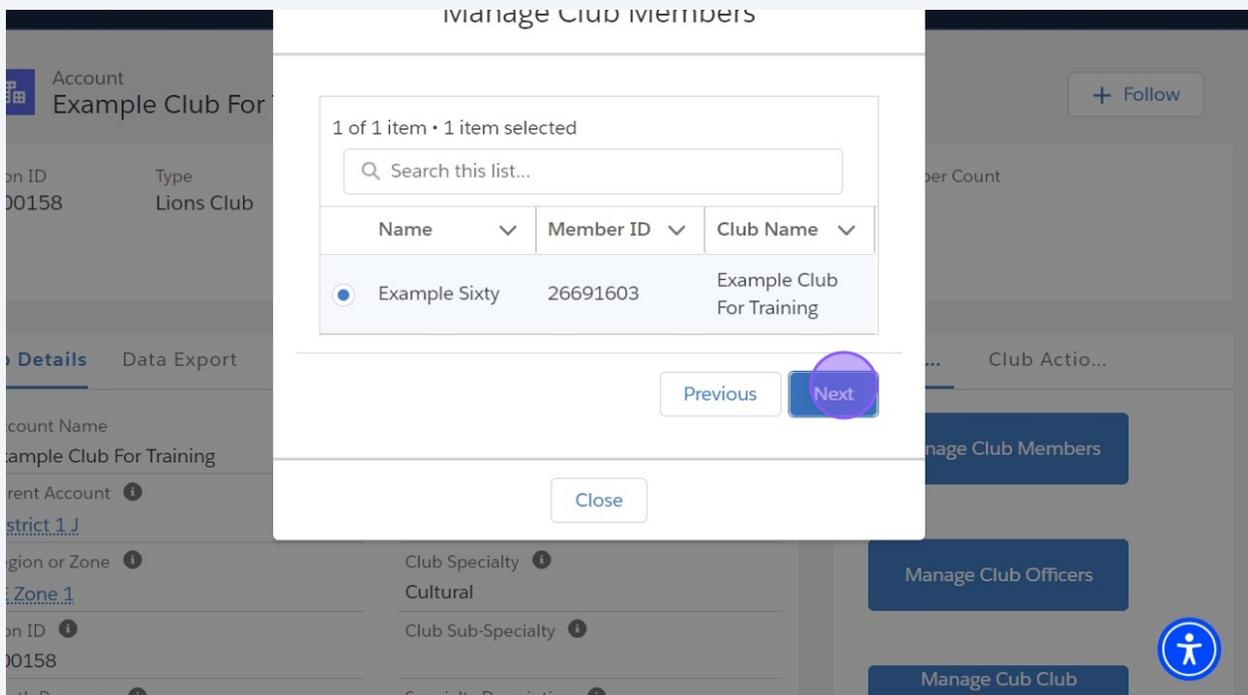
- Title: Manage Club Members
- Text: Please search for a sponsor for the new member.
- Section: * Search by Name or Lion ID
 - Name
 - Lion ID
- Form fields:
 - * First Name: Example
 - * Last Name: sixty
- Buttons: Previous, Next (highlighted with a red circle), Close

The background application shows a 'Details' tab for a club with fields for Account Name, Account ID, Region or Zone, and Club Specialty. The Club Specialty is set to 'Cultural'.

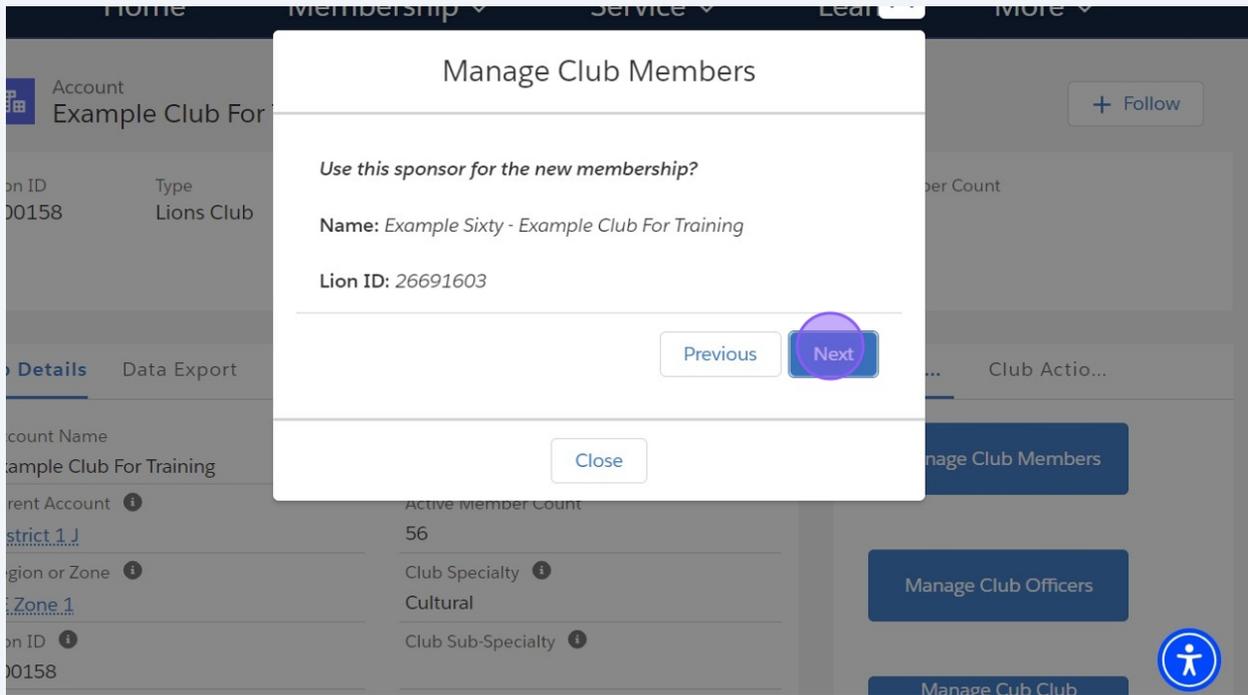
20 Use the radio button to select the sponsor.



21 Click "Next"



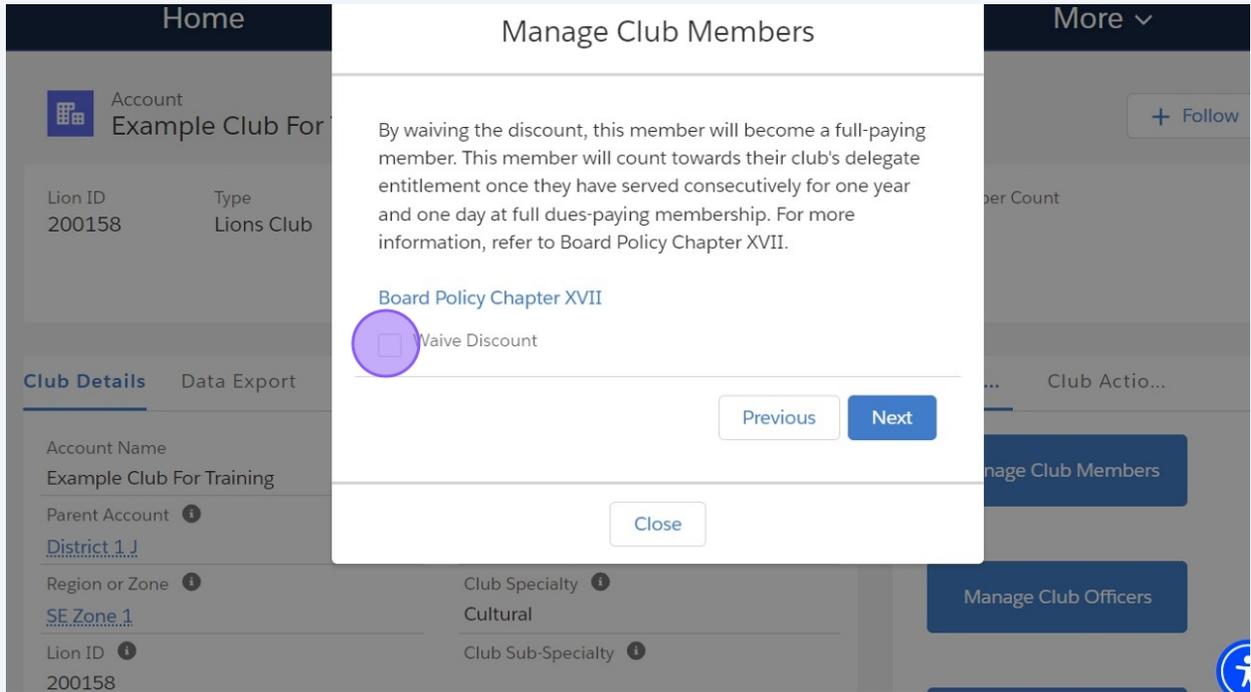
22 Confirm the correct member sponsor and click "Next"



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

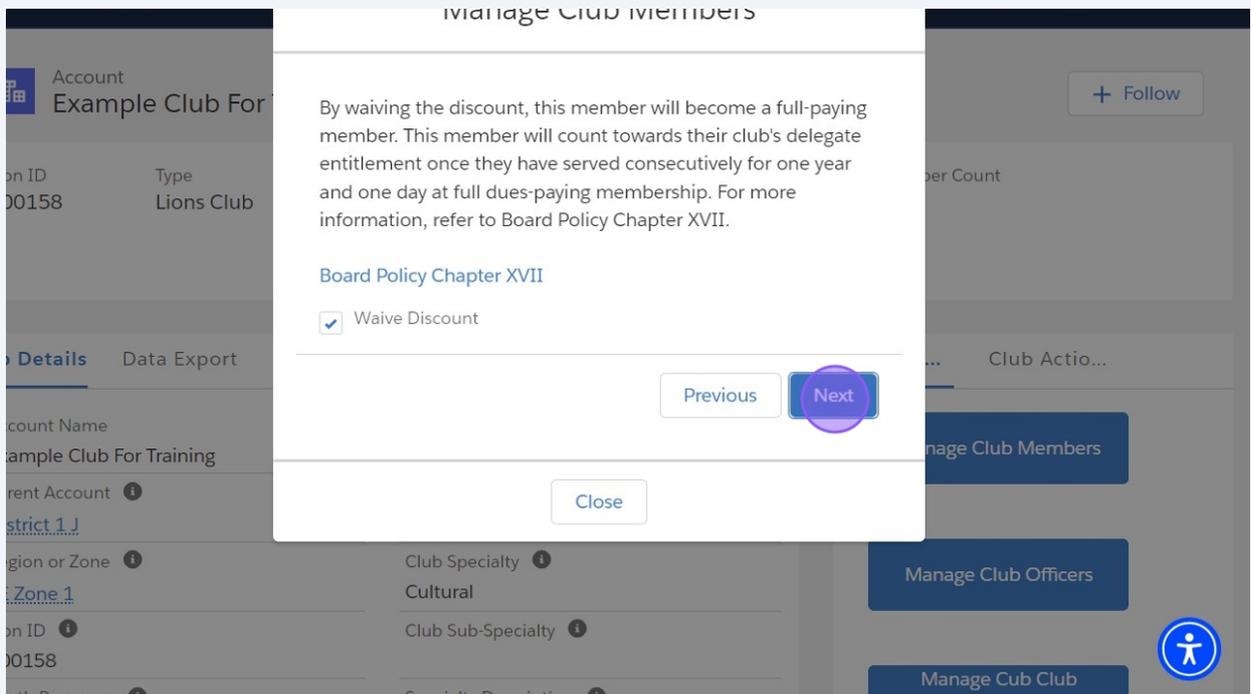
23

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.



24

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





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.

Home Membership Service Learn More

Membership MEMBER#0011943980

Contact [Example Members Sixty-Eight](#) Club [Example Club For Training](#)

Details

Club i Example Club For Training	Membership Status i Active Member
Contact i Example Members Sixty-Eight	Membership Type Lion
Club Branch i	Membership Category i Active
Relationship Type i Parent	Program i Family Member
Membership Sponsor i	Add Type i

Phone: (+001) 630-468-6900

No related lists to display

26

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

The screenshot displays the Lion Portal interface. At the top, there is a dark blue header with the Lions Club logo and the text "Lion Portal". To the right of the header is a search bar with the text "Search" and a "Search" button. Further right are a notification bell icon and a user profile icon. Below the header is a navigation bar with the following items: "Home" (highlighted with a purple circle), "Membership" with a dropdown arrow, "Service" with a dropdown arrow, "Learn", and "More" with a dropdown arrow.

Below the navigation bar, there is a section for the current account. It features a building icon, the text "Account", and the name "Example Club For Training". To the right of this section is a "+ Follow" button.

Below the account section is a table with the following data:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	57

Below the table is a horizontal menu with the following items: "Club Details" (highlighted), "Data Export", "Club Statements", "Club Service Activities", and "More".

Below the menu, there are two columns of information. The left column contains:

- Account Name: Example Club For Training (with an edit icon)
- Parent Account: (with an information icon)

The right column contains:

- Type: Lions Club (with an information icon)
- Active Member Count

To the right of these columns is a blue button labeled "Manage Club Members".