

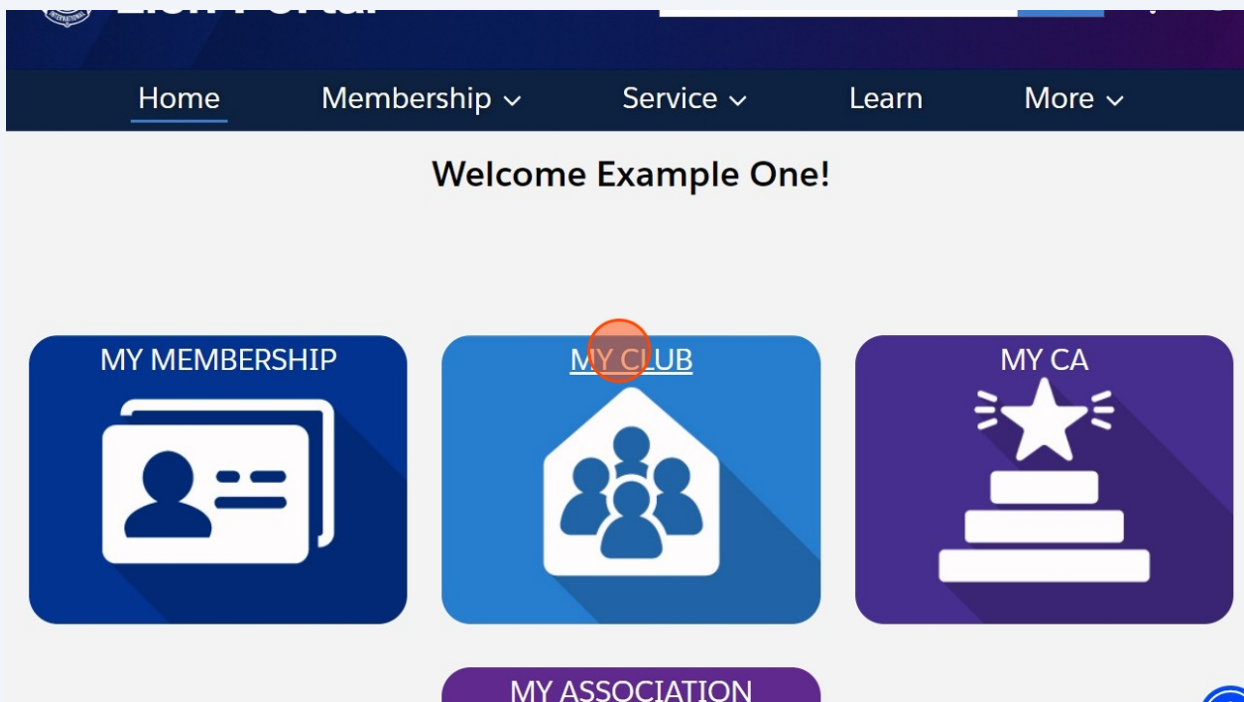
Club Actions - Get Membership Cards



This guide provides a streamlined process for club leaders to efficiently obtain membership cards through the Lion Portal. By following the outlined steps, users can quickly select members and customize their card formatting, ensuring a hassle-free experience. It is an essential resource for anyone looking to manage club memberships effectively and save time in the administrative process.

1 Sign in to the Lion Portal. lionportal.org

2 Click "MY CLUB"



3 Click "Club Actions"

The screenshot shows a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below is an account header for 'Example Club For Training' with a '+ Follow' button. A table lists club details: Club ID 00158, Type Lions Club, Status Active, Billing Address 124 Any Place, Naperville, Illinois 60565, United States, and Active Member Count 60. A 'Details' tab is active, showing fields for Account Name (Example Club For Training), Parent Account (strict 1 J), Region or Zone (Zone 1), Club ID (00158), Type (Lions Club), Active Member Count (60), Club Specialty (Cultural), and Club Sub-Specialty. On the right, a 'Club Actions' tab is highlighted with a red circle, containing buttons for 'Manage Club Members' and 'Manage Club Officers'.

4 Click "Get Membership Cards"

This screenshot is similar to the previous one but highlights the 'Get Membership Cards' button in the 'Club Actions' menu with a red circle. The 'Details' tab on the left now includes 'Specialty Description' (Arts and Entertainment) and 'Charter Established Date' (7/1/2010). The 'Club Actions' menu also includes 'Get Delegate Confirmation Letter' and 'View Reports' buttons.

5 Click here.

Lion ID Type Status Billing Address Active Member Count

Get Membership Cards

Select Members

Newly added members may not be immediately available. Please try again later if a membership card is not available.

60 of 60 items • 0 items selected

<input type="checkbox"/> Full Name	▼	Lion ID
<input checked="" type="checkbox"/> Example Member Eight		26691558
<input type="checkbox"/> Example Member Eighteen		26691568
<input type="checkbox"/> Example Member Eleven		26691561
<input type="checkbox"/> Example Fifty-One		26691601
<input type="checkbox"/> Example Member Fifteen		26691565
<input type="checkbox"/> Example Member Fifty		26691600
<input type="checkbox"/> Example Member Fifty-Two		26691602

6 Select the members, multiple members can be chosen.

Select Members

Newly added members may not be immediately available. Please try again later if a membership card is not available.

60 of 60 items • 3 items selected

<input type="checkbox"/> Full Name	▼	Lion ID
<input checked="" type="checkbox"/> Example Member Eight		26691558
<input checked="" type="checkbox"/> Example Member Eighteen		26691568
<input checked="" type="checkbox"/> Example Member Eleven		26691561
<input type="checkbox"/> Example Fifty-One		26691601
<input type="checkbox"/> Example Member Fifteen		26691565
<input type="checkbox"/> Example Member Fifty		26691600
<input type="checkbox"/> Example Member Fifty-Two		26691602

▼ Club Details

Description	Website
We are dedicated to the betterment of our	http://e-Clubhouse.org/sites/OakBrook


7 Click "Next"

<input checked="" type="checkbox"/>	Example Member Eighteen	26691568
<input checked="" type="checkbox"/>	Example Member Eleven	26691561
<input checked="" type="checkbox"/>	Example Fifty-One	26691601
<input type="checkbox"/>	Example Member Fifteen	26691565
<input type="checkbox"/>	Example Member Fifty	26691600
<input type="checkbox"/>	Example Member Fifty-Two	26691602
<input type="checkbox"/>	Example Member Five	26691555
<input type="checkbox"/>	Example Member Forty	26691590
<input type="checkbox"/>	Example Member Forty-Eight	26691598

[Next](#)

Club Details

Description: We are dedicated to the betterment of our community.
Website: <http://e-Clubhouse.org/sites/OakBrook>




8 Select the desired page formatting

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565	60

Get Membership Cards

Card Options

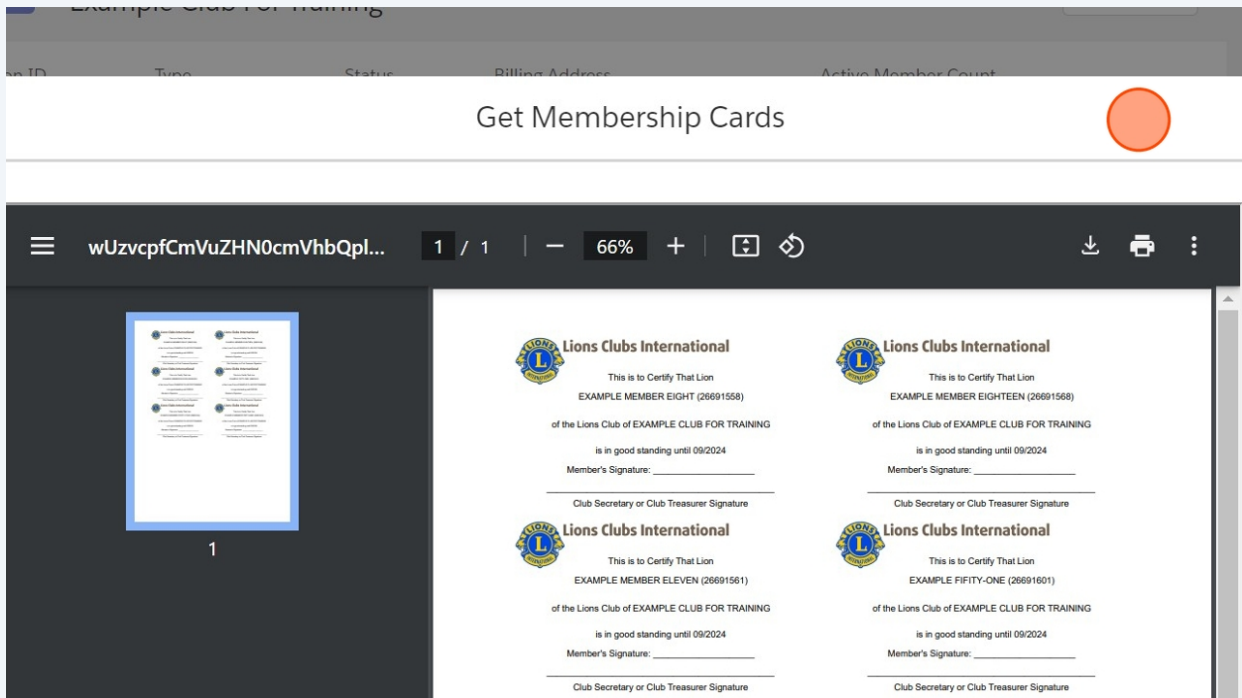
- A4_84x54_10
- A4_84x54_8
- A4_91x55_10
- Letter_2x35_10
- Letter_2x35_8

Good Standing Until: 

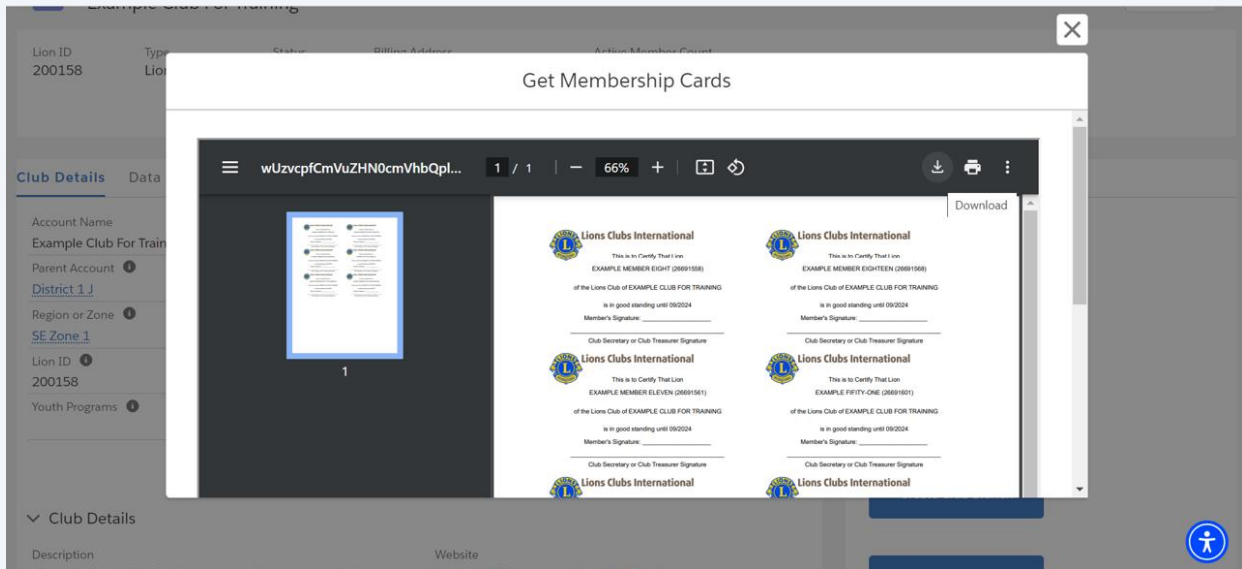
[Previous](#) [Next](#)

7/1/2010

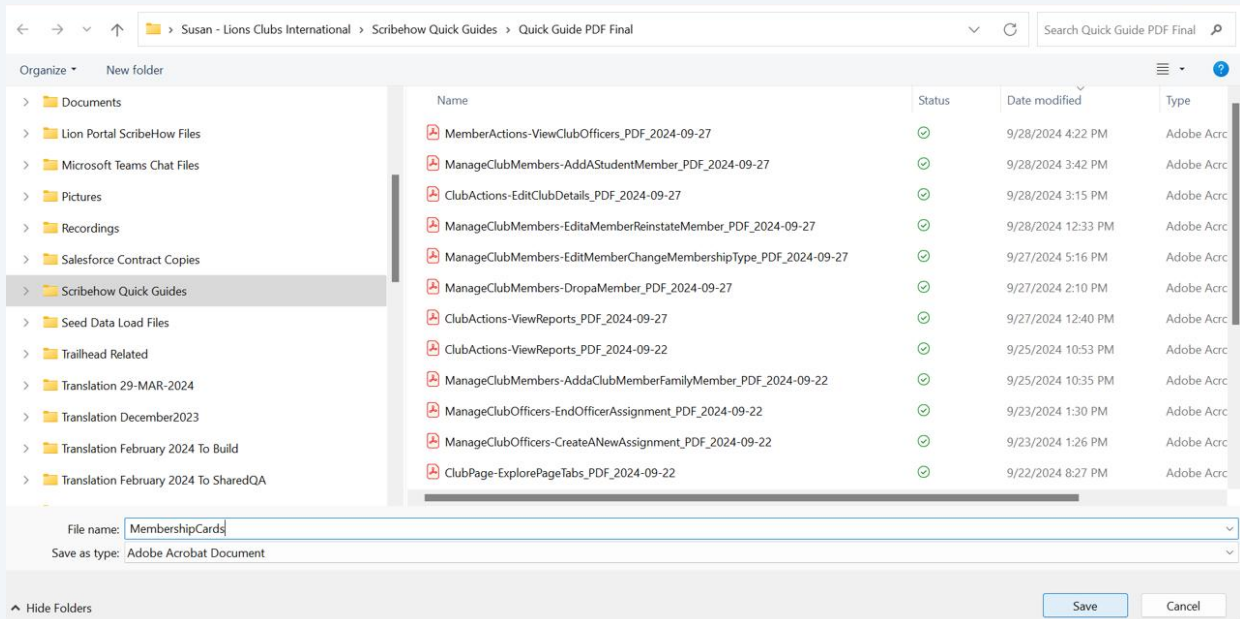
9 A new window opens displaying the page and formatting.



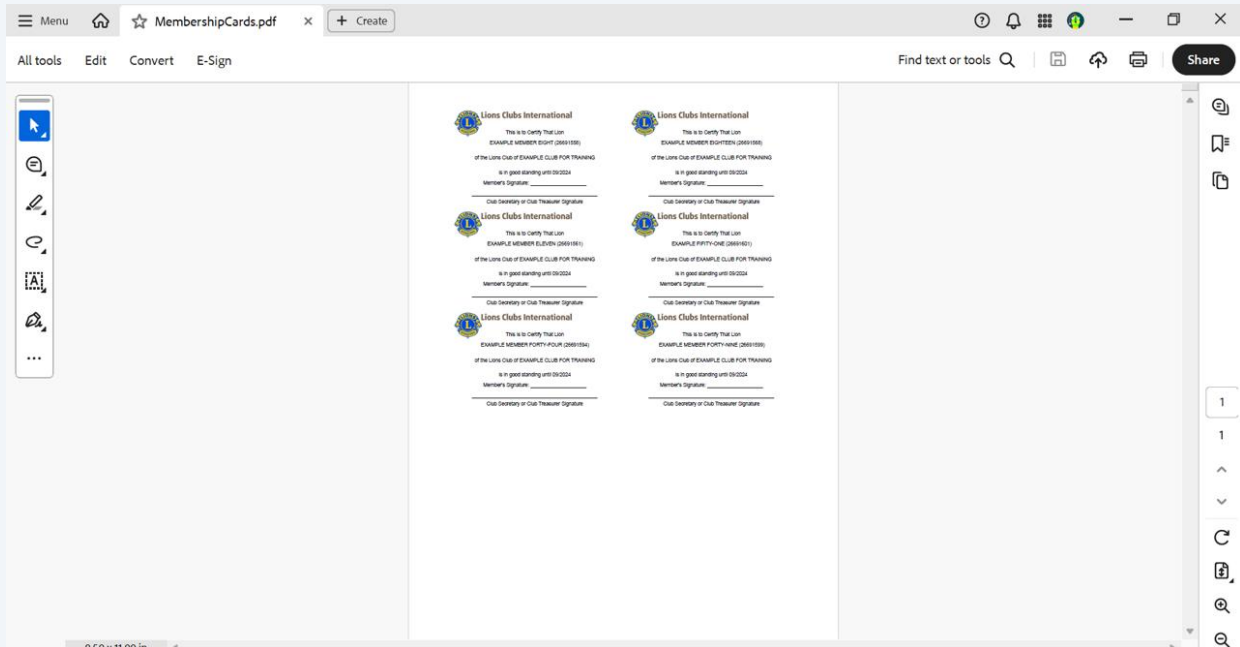
10 Click the "Download" icon to begin the download process.



11 Select the location to save the download.



12 Click on the downloaded document to preview the "Membership Cards"



13 After closing the window, you are returned to the Club Details page.

Account Example Club For Training [+ Follow](#)

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	60

[Club Details](#) [Data Export](#) [Club Statements](#) [Club Service Activities](#) [More](#)

Account Name Example Club For Training	Type ⓘ Lions Club
Parent Account ⓘ District 1 J	Active Member Count 60
Region or Zone ⓘ SE Zone 1	Club Specialty ⓘ Cultural
Lion ID ⓘ 200158	Club Sub-Specialty ⓘ
Youth Programs ⓘ	Specialty Description ⓘ Arts and Entertainment

Member A... [Club Acti...](#)

[Get Membership Cards](#)

[Get Delegate Confirmation Letter](#)

[View Reports](#)

14 Click "Home" to return to the portal landing page.



Lion Portal

[Search](#)

[Home](#)

[Membership](#) ▾

[Service](#) ▾

[Learn](#)

[More](#) ▾



Account Example Club For Training

[+ Follow](#)

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	60

[Club Details](#) [Data Export](#) [Club Statements](#) [Club Service Activities](#) [More](#)

Account Name Example Club For Training	Type ⓘ Lions Club
Parent Account ⓘ	Active Member Count

Member A... [Club Acti...](#)

[Get Membership Cards](#)

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This concludes the "Club Actions - Get Membership Cards" Quick Guide.

