# **Club Actions - Get Membership Cards**

#### Lion Portal

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.

<b>1</b> Sign in to the Lion P	ortal. <u>lionport</u>	tal.org		
2 Click "MY CLUB"				
Home Men	nbership ~	Service ~	Learn	More ~
	Welcom	e Example One	e!	
MY MEMBERSHIP		MYCLUB		MY CA
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#### 3 Click "Club Actions"

ŀ	lome	Membe	rship ~	Service $\sim$		Learn	More ∽
Acco Exa	ample Club Fo	or Training	5				+ Follow
on ID 00158	Type Lions Club	Stat Act	us ive	Billing Address 124 Any Place Naperville, Illinois 605 United States	65	Active Member 60	Count
Details     count Name     ample Club	Data Export	Club Stater	ments Clu Type 🛈 Lions Club	ub Service Activities	More	Member Manage	Club Acti
rent Accoun strict 1 J gion or Zone	• •		Active Mem 60 Club Specia	ber Count		Manag	
<b>Zone 1</b>			Cultural Club Sub-Sp	Decialty 🚺		Wallag	

#### 4 Click "Get Membership Cards" Billing Address on ID Status Active Member Count Туре 00158 Lions Club 124 Any Place Active 60 Naperville, Illinois 60565 United States ) Details Data Export Club Statements Club Service Activities More Member A... Club Acti... count Name Туре 🚯 Get Membership Cards ample Club For Training ø Lions Club rent Account 🕚 Active Member Count 60 strict 1 J Get Delegate Club Specialty 🚯 gion or Zone 🚺 Cultural Zone 1 on ID 🚯 Club Sub-Specialty 🕕 )0158 uth Programs 🚯 Specialty Description 🔋 View Reports Arts and Entertainment Charter Established Date 🌖 7/1/2010

5 Click here.

Lion ID	Tupo	Statuc	Rilling Addrose	Active Member Count				
Get Membership Cards								
Select M	lembers							
Newly a	dded members may not	be immediately avail	lable. Please try aga	in later if a membership card is not available.				
60 of 6	0 items • 0 items selecte	d						
Fi	ull Name		~	Lion ID				
E	xample Member Eight			26691558				
E>	xample Member Eightee	n		26691568				
E>	xample Member Eleven			26691561				
E>	xample Fifity-One			26691601				
E>	xample Member Fifteen			26691565				
E>	xample Member Fifty			26691600				
E>	xample Member Fifty-Two	þ		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 c	f 60 items • 3 items selected			
	-	Full Name	~	Lion ID	
	~	Example Member Eight		26691558	
	•	Example Member Eighteen		26691568	
	~	Example Member Eleven		26691561	
		Example Fifity-One		26691601	
		Example Member Fifteen		26691565	
		Example Member Fifty		26691600	
		Example Member Fifty-Two		26691602	
~	Clu	ıb Details			
C	)escrip	ation	Website		
V	ve are	e dedicated to the netterment of our	nith //e-i iiinhoilise org/site	PSTLIAKKINOK	

### 7 Click "Next"

_		
~	Example Member Eighteen	26691568
•	Example Member Eleven	26691561
~	Example Fifity-One	26691601
	Example Member Fifteen	26691565
	Example Member Fifty	26691600
	Example Member Fifty-Two	26691602
	Example Member Five	26691555
	Example Member Forty	26691590
	Example Member Forty-Eight	26691598
		Next
Clu	ıb Details	
e ar	otion Web a dedicated to the betterment of our bttp	e le-Clubhouse org/sites/OakBrook

# 8 Select the desired page formatting

Lion ID 200158	Type Lions Club	Status Active	Billing Address 124 Any Place Naponvillo, Illinois 60565	Active Member Count 60	
			Get Membership Ca	rds	
Card Options A4_84x5 A4_84x5 A4_91x5 Letter_2 Letter_2 Good Stand	64_10 64_8 65_10 k35_10 k35_8 ling Until				
Sep 28, 2	2024	<b></b>			
				Previous	Ne>
		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.

ganize   New folder				≣ •
Documents	Name	Status	Date modified	Туре
Lion Portal ScribeHow Files	MemberActions-ViewClubOfficers_PDF_2024-09-27	$\odot$	9/28/2024 4:22 PM	Adobe A
Microsoft Teams Chat Files	AnageClubMembers-AddAStudentMember_PDF_2024-09-27	$\odot$	9/28/2024 3:42 PM	Adobe /
Pictures	ClubActions-EditClubDetails_PDF_2024-09-27	$\odot$	9/28/2024 3:15 PM	Adobe A
Recordings	AmageClubMembers-EditaMemberReinstateMember_PDF_2024-09-27	$\odot$	9/28/2024 12:33 PM	Adobe /
Salesforce Contract Copies	AmageClubMembers-EditMemberChangeMembershipType_PDF_2024-09-27	$\odot$	9/27/2024 5:16 PM	Adobe /
Scribehow Quick Guides	ManageClubMembers-DropaMember_PDF_2024-09-27	$\odot$	9/27/2024 2:10 PM	Adobe /
🔁 Seed Data Load Files	ClubActions-ViewReports_PDF_2024-09-27	$\odot$	9/27/2024 12:40 PM	Adobe
Trailhead Related	ClubActions-ViewReports_PDF_2024-09-22	$\odot$	9/25/2024 10:53 PM	Adobe
Translation 29-MAR-2024	ManageClubMembers-AddaClubMemberFamilyMember_PDF_2024-09-22	$\odot$	9/25/2024 10:35 PM	Adobe
Translation December2023	ManageClubOfficers-EndOfficerAssignment_PDF_2024-09-22	$\odot$	9/23/2024 1:30 PM	Adobe
Translation February 2024 To Build	ManageClubOfficers-CreateANewAssignment_PDF_2024-09-22	$\odot$	9/23/2024 1:26 PM	Adobe
Translation February 2024 To SharedQA	ClubPage-ExplorePageTabs_PDF_2024-09-22	$\odot$	9/22/2024 8:27 PM	Adobe
File name: MembershipCards				
Save as type: Adobe Acrobat Document				

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

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

Accor Exa	<sup>unt</sup> mple Club Fo	or Trainin	5			+ Follow
Lion ID 200158	Type Lions Club	Star Act	us İve	Billing Address 124 Any Place Naperville, Illinois 60565 United States	Active Memb 60	er Count
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Example Club Parent Account District 1 J	For Training	/	Lions C Active N 60	lub Iember Count		
Region or Zone SE Zone 1	0		Club Spe Cultura	ecialty 🚺	Cor	Get Delegate
Lion ID <b>1</b> 200158			Club Sul	b-Specialty 🚯		
Youth Programs	6		Specialt	y Description (1)		View Reports

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

😳 Lion Po	ortal	Search	Search		
Home	Membership	<ul> <li>Service </li> </ul>	Learn	More ~	
Account Example Club	For Training			+ Follow	
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