

Manage Club Members - Drop a Member

This guide provides a straightforward process for club administrators to drop a member efficiently while ensuring that all necessary steps are followed. It highlights the implications of dropping a primary member, particularly regarding other memberships, and emphasizes the importance of recording a reason for the drop. By following this guide, users can manage club memberships accurately and maintain proper records within the Lion Portal. Overall, it's an essential tool for effective club management.



This Quick Guide you will walk through the process of dropping a club member.

When a member is dropped from a club their membership in that club is marked "Inactive" and the date recorded.

A reason for the drop is required from the list in the drop down.

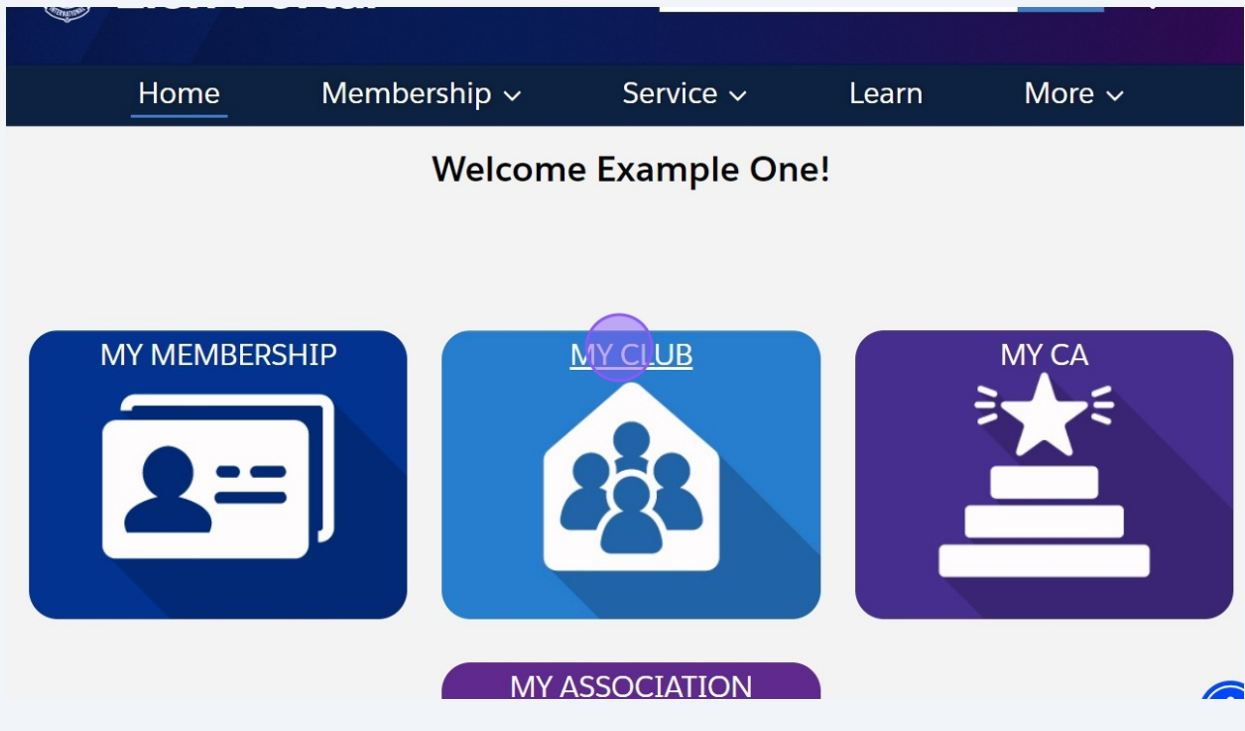


Alert! If a member holds multiple memberships ("Associate Member" of another club) when the primary home club membership is dropped all other memberships are also dropped and end dated. If the member is dropping an additional membership type only that membership will be end dated and marked inactive.

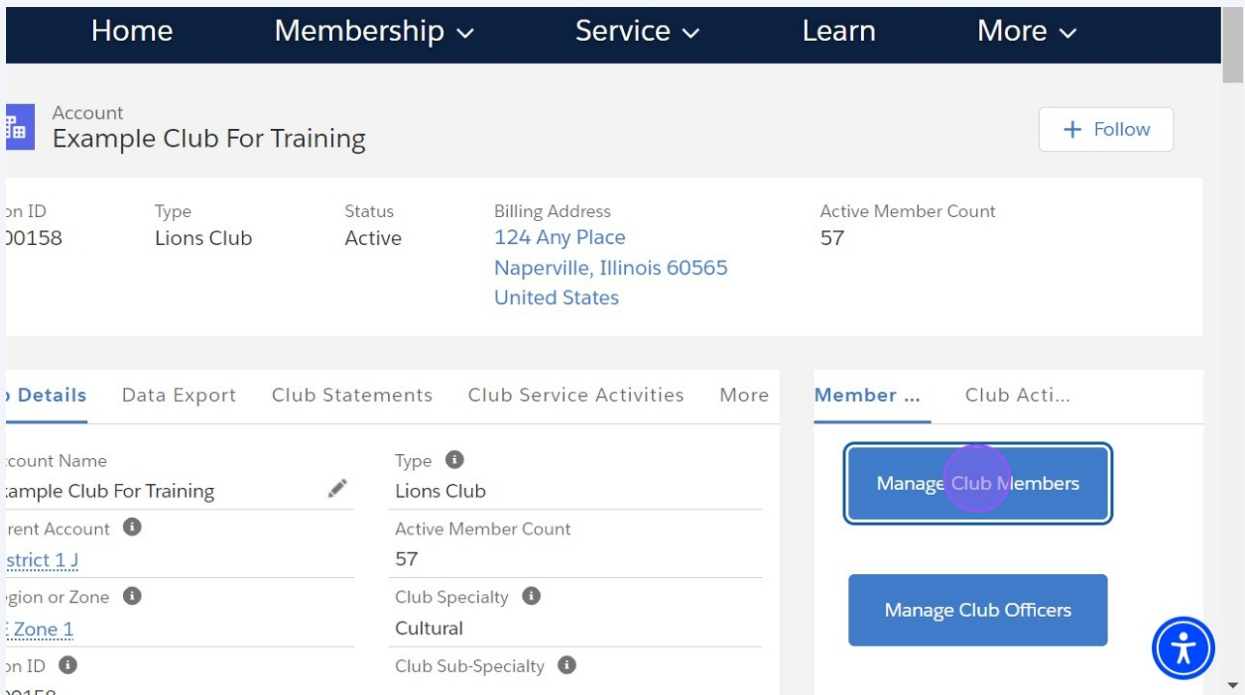
1

Sign in to the Lion Portal. lionportal.org

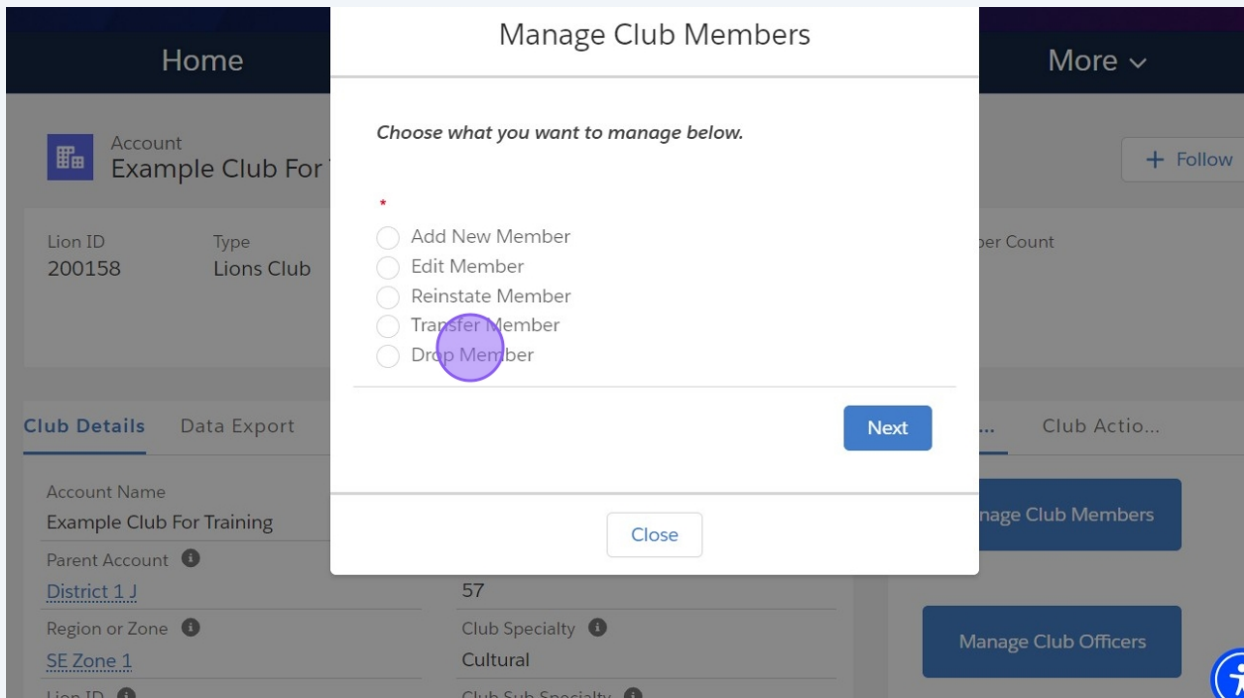
2 Click "MY CLUB"



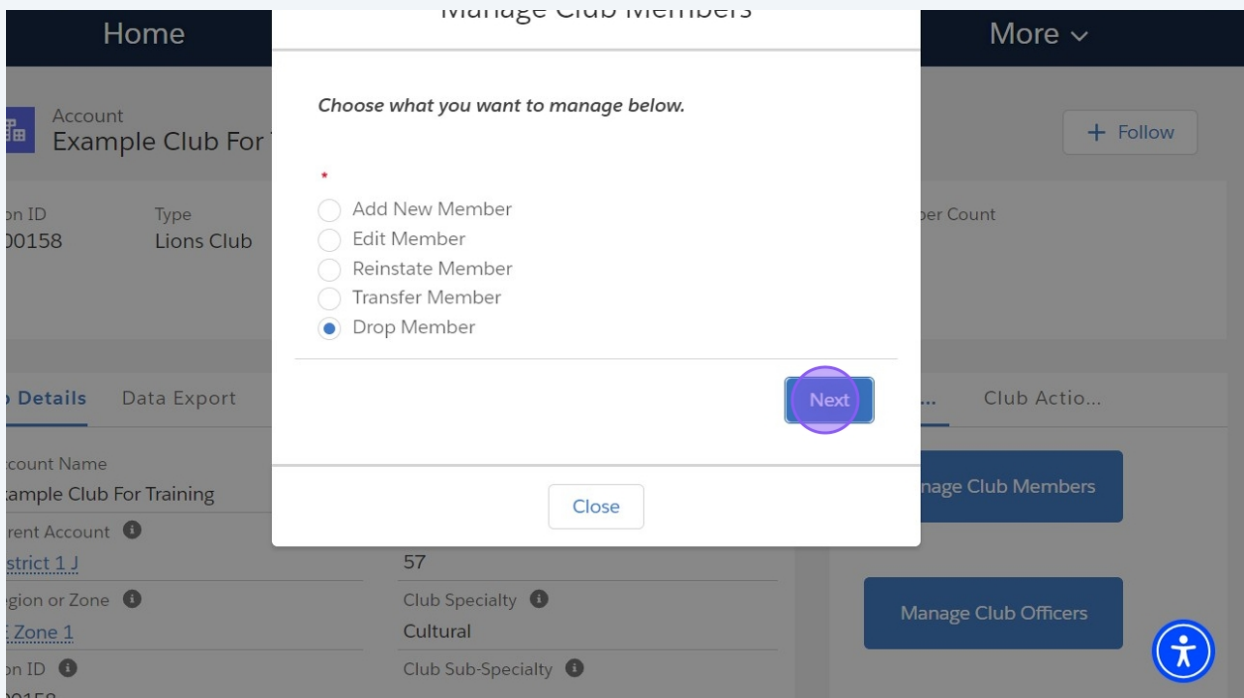
3 Click "Manage Club Members"



4 Click "Drop Member"

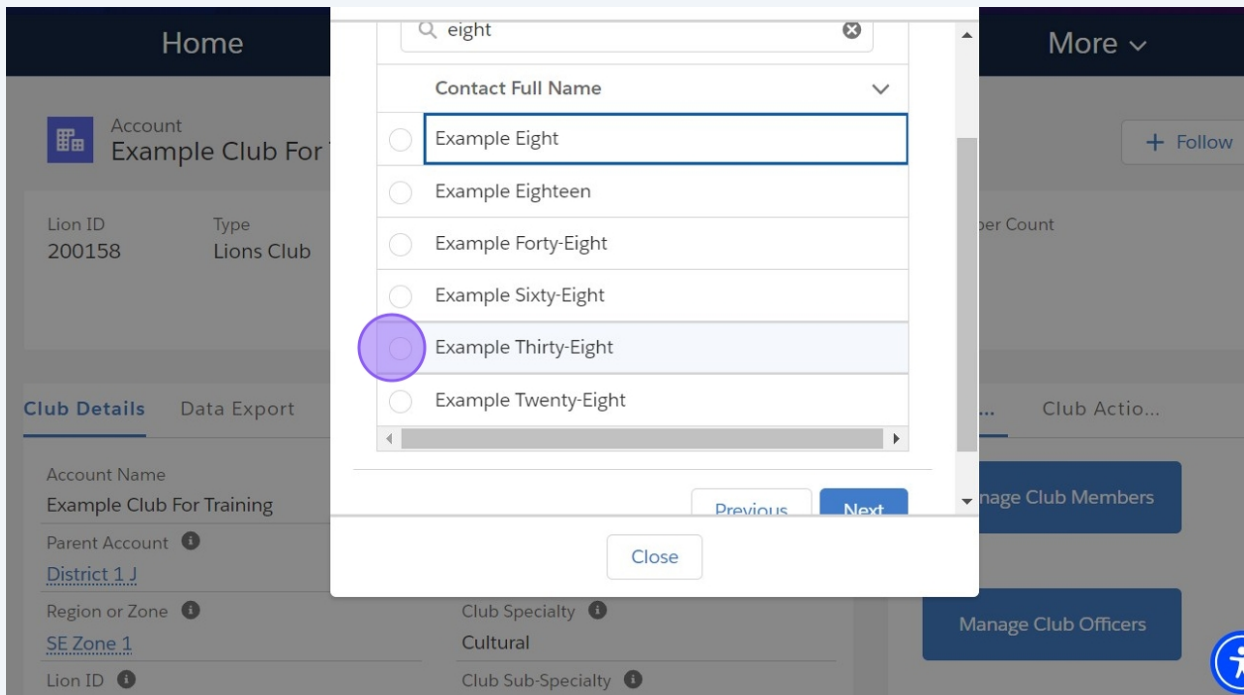


5 Click "Next"



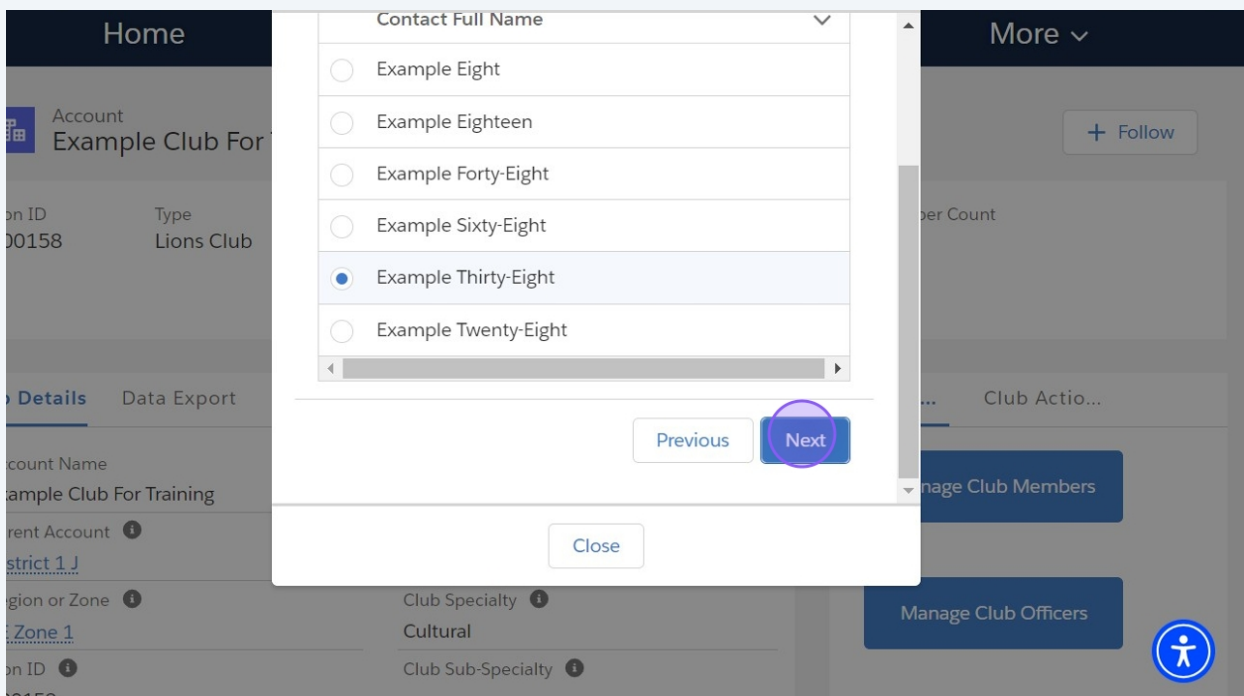
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A list of active club members is shown. Search by name or scroll through the list. Click the "Radio Button" next to the member name.



7

Click "Next"



8

Enter the date the membership ended. Click "Drop Reason" to select the reason for the drop.

The screenshot shows a mobile application interface for managing a member. The background is a blurred view of the 'Home' screen for 'Example Club For Training'. A modal form is open, displaying the following fields:

- Member Name:** Example Thirty-Eight
- Member's ID:** 26691588
- * Membership End Date:** Sep 1, 2024 (with a calendar icon)
- * Drop Reason:** A dropdown menu is open, showing options: --None-- (highlighted in blue), Resigned, Inactive, Transferred, Moved, and Deceased.
- Drop Reason Details:** An empty text input field.

A purple circle highlights the dropdown menu. The background interface includes a 'Home' header, a 'More' dropdown, a '+ Follow' button, and buttons for 'Manage Club Members' and 'Manage Club Officers'.

9

Click this text field to add additional detail of the drop.

This screenshot shows the same membership management form as in step 8, but with the 'Drop Reason' dropdown set to 'Resigned'. The 'Drop Reason Details' text input field is now highlighted with a purple circle, indicating it is the focus for adding additional information. A 'Save' button is visible below the text field, and a 'Close' button is at the bottom of the modal.

The background interface is the same as in step 8, showing the 'Home' screen for 'Example Club For Training' with various navigation and management options.

10 Click "Save"

The screenshot shows a web application interface with a modal form for editing member information. The form is titled "Member Name: Example Thirty-Eight" and "Member's ID: 26691588". It contains the following fields:

- * Membership End Date: A date input field with the value "Sep 1, 2024" and a calendar icon.
- * Drop Reason: A dropdown menu with the selected value "Resigned".
- Drop Reason Details: A text input field with the value "in good standing".

A blue "Save" button is highlighted with a purple circle. Below the form is a "Close" button. The background shows a "Home" page with a "More" dropdown menu and various club-related options like "Follow", "Manage Club Members", and "Manage Club Officers".



Tip! A green message box will appear, click the "X" icon to close the message. The Club Page is now displayed.

11 Click "Home" to return to the main landing page.

The screenshot shows the Lion Portal interface. At the top, there is a dark blue header with the Lion Portal logo on the left, a search bar in the center, and a notification bell and user profile icon on the right. 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: 'Account Example Club For Training' with a '+ Follow' button. Below this 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	56

Below the table, there are two tabs: 'Club Details' (selected) and 'Member ...'. Under 'Club Details', there are two columns of information: 'Account Name' (Example Club For Training) and 'Parent Account' (with an information icon), and 'Type' (Lions Club) and 'Active Member Count'. To the right of these details is a blue button labeled 'Manage Club Members'.

12 This concludes the "Manage Club Members - Drop a Member" Quick Guide

The screenshot shows the Lion Portal interface. At the top, there are three blue buttons with white icons: a clipboard, a person, and a document. Below these is a purple square with the text 'MY ASSOCIATION' and the Lions International logo. To the right of this is a purple circle. Below the purple square is a yellow button labeled 'DONATE'. At the bottom left, there is a section titled 'Insights Summary' with a blue bar showing '.37M' and a small icon. To the right of this is a section titled 'Welcome to the Lion Portal' with a yellow underline. Below this is a paragraph of text: 'We have taken the functionality of MyLion, MyLCI, Insights and other tools and combined them into one cohesive and consistent experience – the Lion Portal.' To the right of this is a section titled 'QUICK LINKS' with a blue icon of a person.