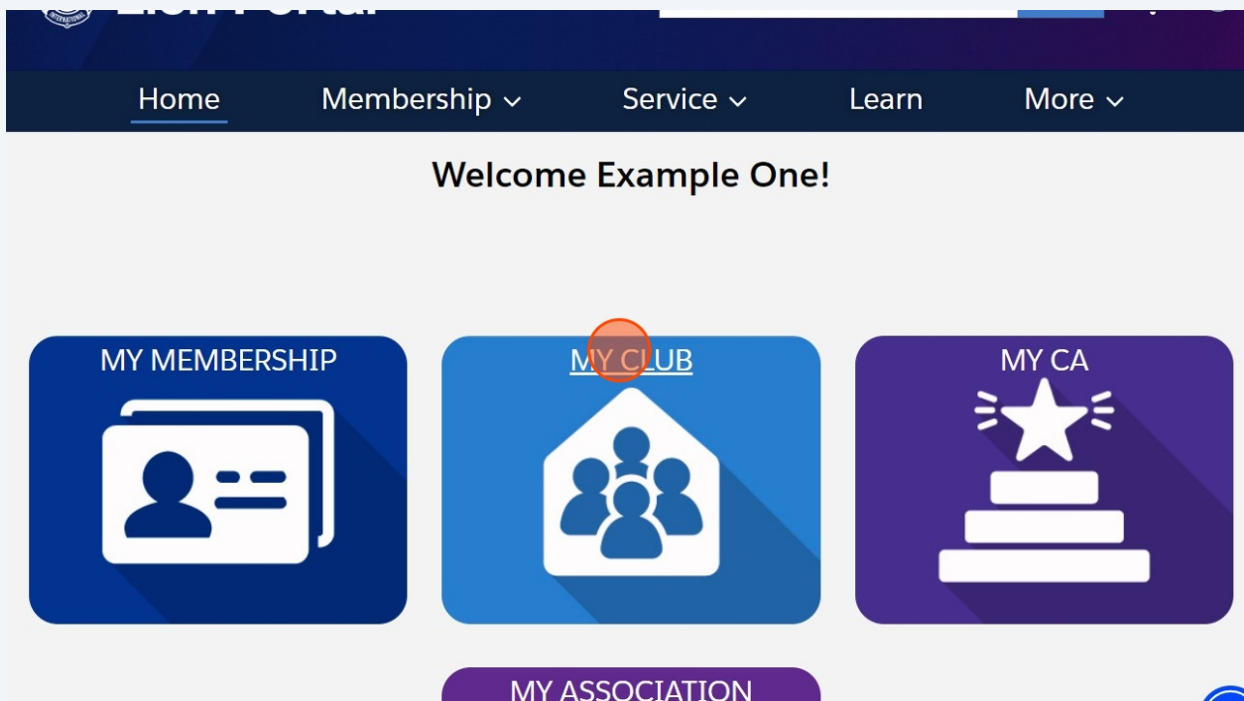


Club Actions - Edit Club Details

This guide provides a straightforward process for updating your club's details on the Lion Portal, ensuring that your information is current and accessible. By following the steps outlined, you can easily edit essential aspects such as club type, description, and meeting information, enhancing visibility and engagement. Utilizing this guide helps maintain an organized and informative presence for your club, which is crucial for attracting new members and keeping existing ones informed.

1 Sign in to the Lion Portal. lionportal.org

2 Click "MY CLUB"



3 Click "Club Actions"

Example Club For Training

Club ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	58

Details | Data Export | Club Statements | Club Service Activities | More

Member ... **Club Acti...**

- Manage Club Members
- Manage Club Officers
- Manage Club Club Leader

4 Scroll down and click "Edit Club Details"

Charter Established Date ⓘ
7/1/2010

Club Details

Description

Website

Address

Billing Address
124 Any Place
Naperville, Illinois 60565
United States

Billing Address
124 Any Place
Naperville, Illinois 60565
United States

Meeting Location 1

Meeting Place ⓘ

Meeting Local Place ⓘ

Create Club Branch

Create New Application

Edit Club Details

Club Me... | Club Offic... | More

Active Members

Active Members

58 of 58 items

Search this list...



Information about your Club includes:

- General information - Type of club, specialty, description and website (or any url, such as your Club Facebook page or E-Club House page.
- Information about Meetings - Date/Time, location. Up to two meetings can be captured. The meeting can also be designated as an "On-Line" meeting.

5

From here the details of your club can be updated. Click into the field(s) to be updated and enter the information.

Club Programs ⓘ Specialty Description ⓘ Arts and Entertainment View Reports

Edit Club Details

▼ Club Details

Club Specialty: Cultural

Specialty Description: Arts and Entertainment

Club Website:

Club Description:

▼ Meeting Location 1

Meeting Place: Town Center

Meeting Local Address: Country: --None--

Meeting Local Place ⓘ

6 Meeting Information

Arts and Entertainment

Edit Club Details

populations right here at home.

Meeting Location 1

Meeting Place
Town Center

Meeting Local Place ⓘ
टाउन सेंटर

Meeting Week of the Month

- First
- Second
- Third
- Fourth
- Fifth

Meeting Local Address

Country
--None--

Street

City
State/Province
--None--

Zip/Postal Code

Meeting Day

7 When the updates are complete click "Next" to save the changes

Meeting 2 Address

Country
--None--

Street

City
State/Province
--None--

Zip/Postal Code

Meeting 2 Time
--None--

Online Meeting 2

Online Meeting 2 Place

Online Meeting 2 Address

Next


Meeting Place
Town Center

Meeting Local Place ⓘ
टाउन सेंटर

Meeting Week of the Month ⓘ
First

Meeting Local Street ⓘ
Town Center

N. v M. v M. v M. v

Lion- 

8 You are returned to the Club Details where the changes are shown.

200158

Youth Programs ⓘ

Specialty Description ⓘ
Arts and Entertainment

Charter Established Date ⓘ
7/1/2010

▼ Club Details

Description
We are dedicated to the betterment of our community by serving our local needs. We support aging and youth populations right here at home.

Website
<http://e-Clubhouse.org/sites/OakBrook>

▼ Address

Billing Address
124 Any Place
Naperville, Illinois 60565
United States

Shipping Address
124 Any Place
Naperville, Illinois 60565

View Reports

Create Club Branch

Create New Application

Edit Club Details

Club Me... Club Offic... More

▼ Active Members

Active Members

58 of 58 items

9 Example Meeting information updated.

Meeting Location 1

Meeting Place ⓘ
Town Center

Meeting Week of Month ⓘ
1st

Meeting Day ⓘ
Monday

Meeting Time ⓘ
7:00

Meeting Street ⓘ
155 Town Road

Meeting City ⓘ
Naperville

Meeting State or Prov ⓘ

Meeting Zip Code ⓘ
60565

Meeting Local Place ⓘ
टाउन सेंटर

Meeting Local Street ⓘ
400 Town Center

Meeting Local City ⓘ
Naperville

Meeting Local Zip Code ⓘ
60540

Meeting Local State or Prov ⓘ
Illinois

Meeting Local Country ⓘ
United States

Online Meeting 1 ⓘ

Online Meeting 1 Place ⓘ

Active Members

58 of 58 items

Search this list...

N. ▼	M ▼	M ▼	M ▼
Example Twelve	Lion-Chart	zuser	(630)
	er-012@	lionfa	890
	Regul	ke.co	-12
	[Activ	m	34
	e]		
Example Eight	Lion-Chart	zuser	(630)
	er-008@	lionfa	456
	Regul	ke.co	-78
	[Activ	m	90
	e]		
	Lion-Chart	zuser	(630)

10 Click "Home" to the Portal landing page.

Lion Portal

Search [Search] [Bell] [User]

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	58

Club Details Data Export Club Statements Club Service Activities More

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

Get Membership Cards

11 This concludes the "Club Actions - Edit Club Details" Quick Guide

MY MEMBERSHIP MY CLUB MY CA MY ASSOCIATION

[Orange Circle] [Blue Person Icon]