

# Manage Club Members - Edit Member Data

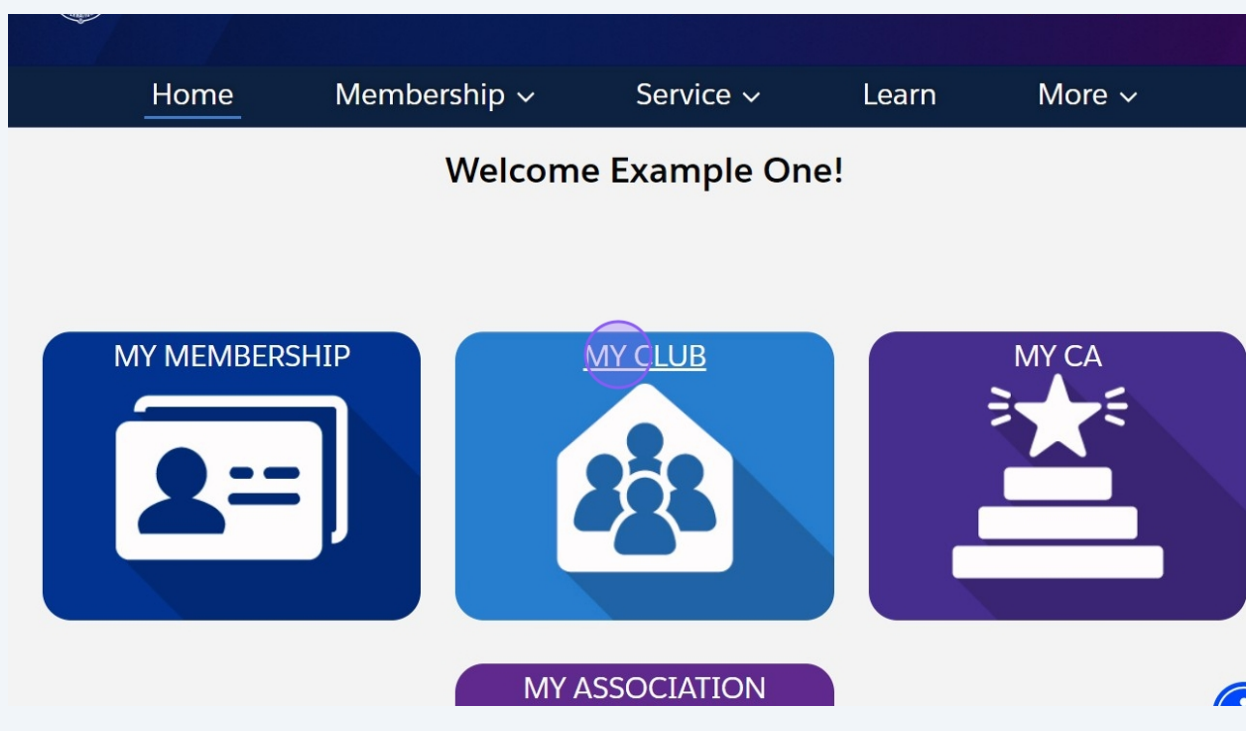
This guide is essential for Club Officers, as it provides a straightforward process for updating member information in the Lion Portal. It outlines the necessary permissions, step-by-step instructions for editing personal and contact details, and highlights important tips, such as the limited time frame for changing a membership sponsor. By following this guide, Club Officers can efficiently manage member data, ensuring accurate records and effective club administration.

**i** Tip! Member details can be updated at any time by Club Officers with the permissions to manage members. The Club Officer titles are: Club President, Club Secretary, Club Administrator.

District and Multiple District Administrators can edit the Member details for Clubs within their structure. At this level, first select the Club to manage.

**1** Sign in to the Lion Portal. [lionportal.org](https://lionportal.org)

**2** Click "MY CLUB"



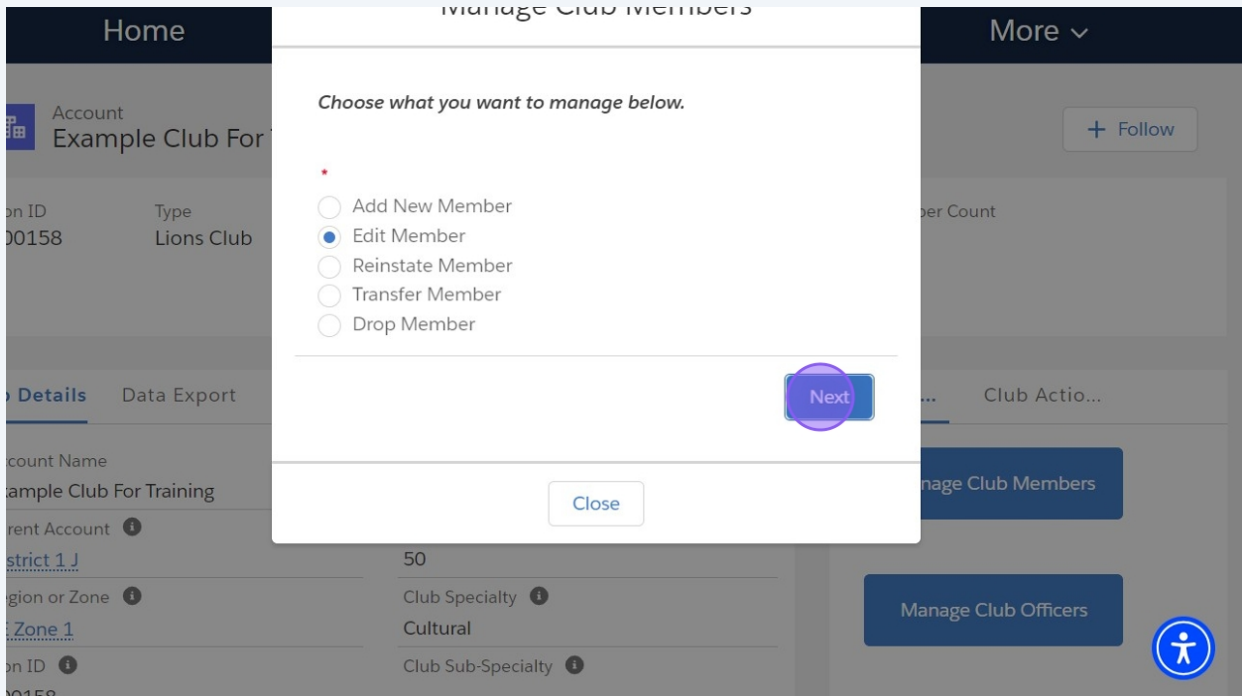
3 Click "Manage Club Members"

The screenshot shows the top navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below is the account header for 'Example Club For Training' with a '+ Follow' button. A table displays club details: Lion ID 200158, Type Lions Club, Status Active, Billing Address 124 Any Place, Naperville, Illinois 60565, United States, and Active Member Count 50. A secondary navigation bar includes 'Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Member ...' section is active, showing a 'Manage Club Members' button (circled in purple) and a 'Manage Club Officers' button. A user profile icon is visible in the bottom right.

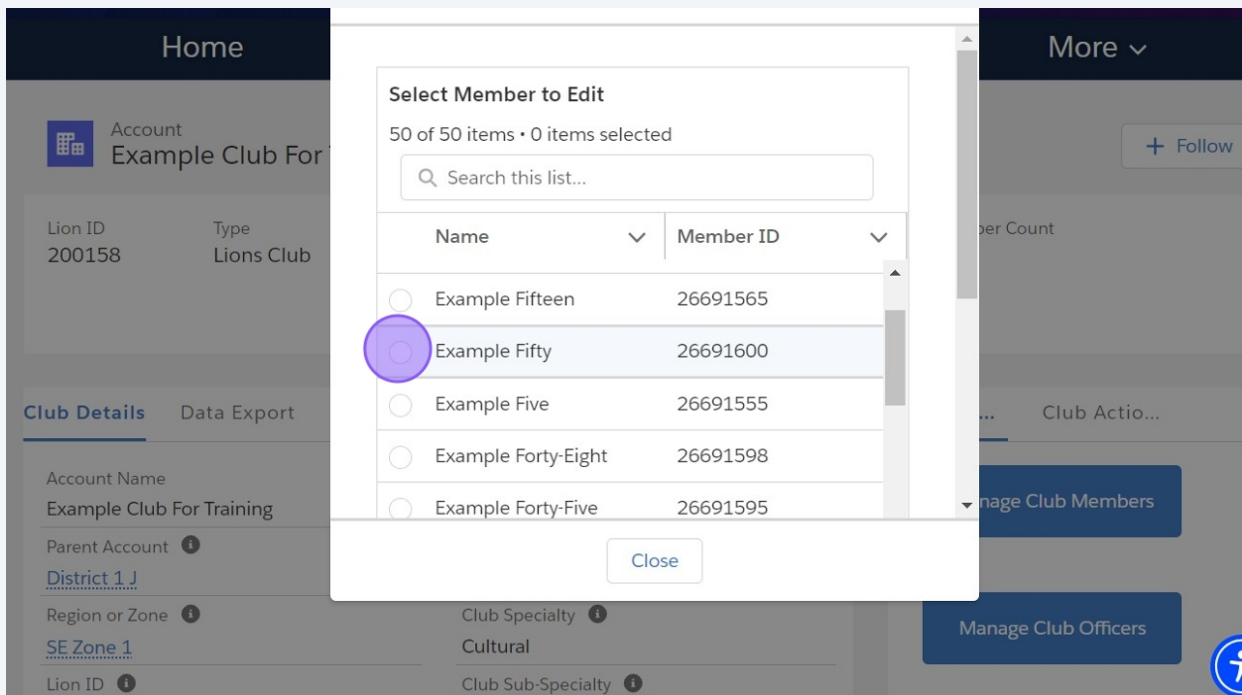
4 This Quick Guide shows "Edit Member" functions

The screenshot shows the 'Manage Club Members' modal window overlaid on the portal. The modal title is 'Manage Club Members' and contains the instruction 'Choose what you want to manage below.' A list of options is shown with radio buttons: 'Add New Member', 'Edit Member' (selected and circled in purple), 'Reinstate Member', 'Transfer Member', and 'Drop Member'. A 'Next' button is at the bottom right of the modal, and a 'Close' button is at the bottom center. The background shows the portal interface with the 'Example Club For Training' details visible.

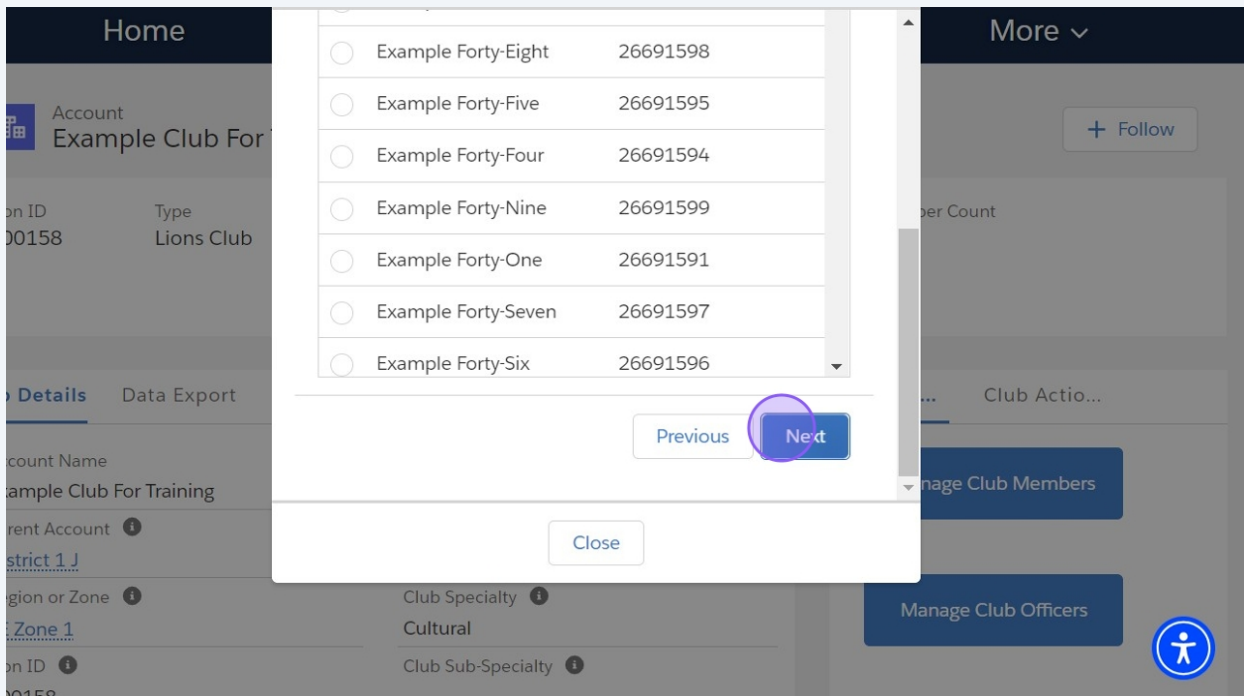
5 Select "Edit Member" and click "Next"



6 Scroll to or search for the member. Search by member name (part of name or Member ID). Select the radio button next to the member to edit.



## 7 Click "Next"



The screenshot shows a web application interface with a modal window open. The modal window contains a list of club members with radio buttons for selection. The 'Next' button is highlighted with a purple circle.

<input type="radio"/>	Example Forty-Eight	26691598
<input type="radio"/>	Example Forty-Five	26691595
<input type="radio"/>	Example Forty-Four	26691594
<input type="radio"/>	Example Forty-Nine	26691599
<input type="radio"/>	Example Forty-One	26691591
<input type="radio"/>	Example Forty-Seven	26691597
<input type="radio"/>	Example Forty-Six	26691596

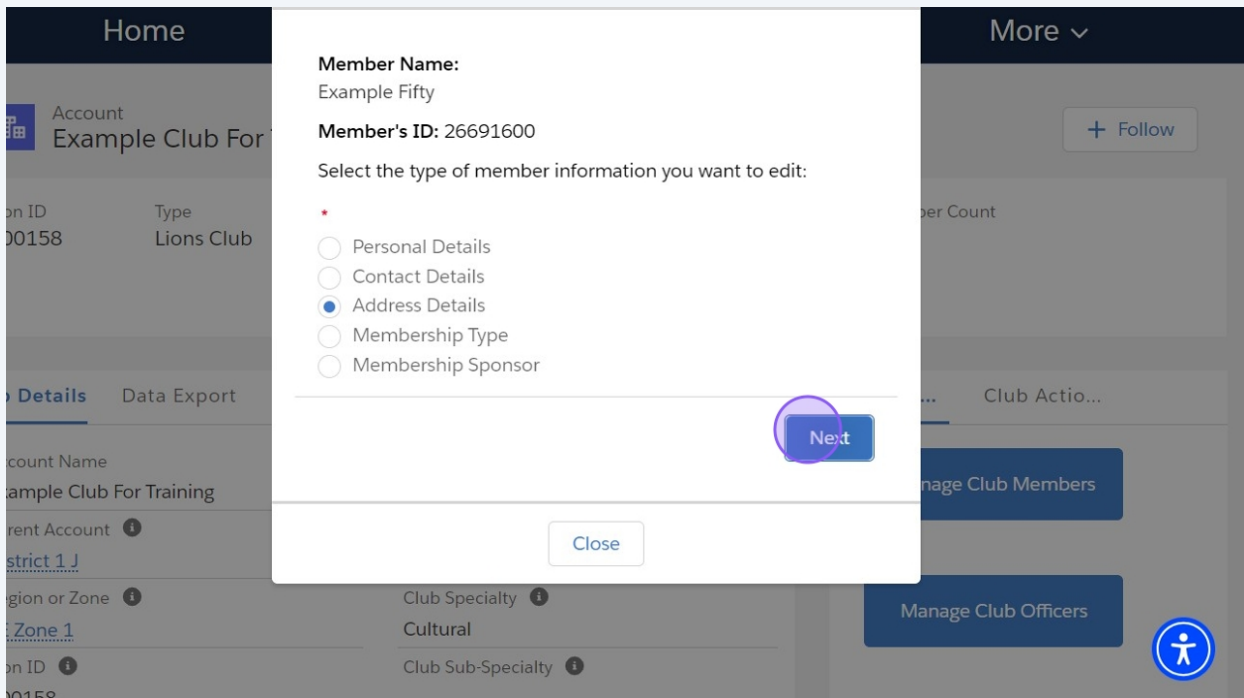
Buttons: Previous, Next, Close



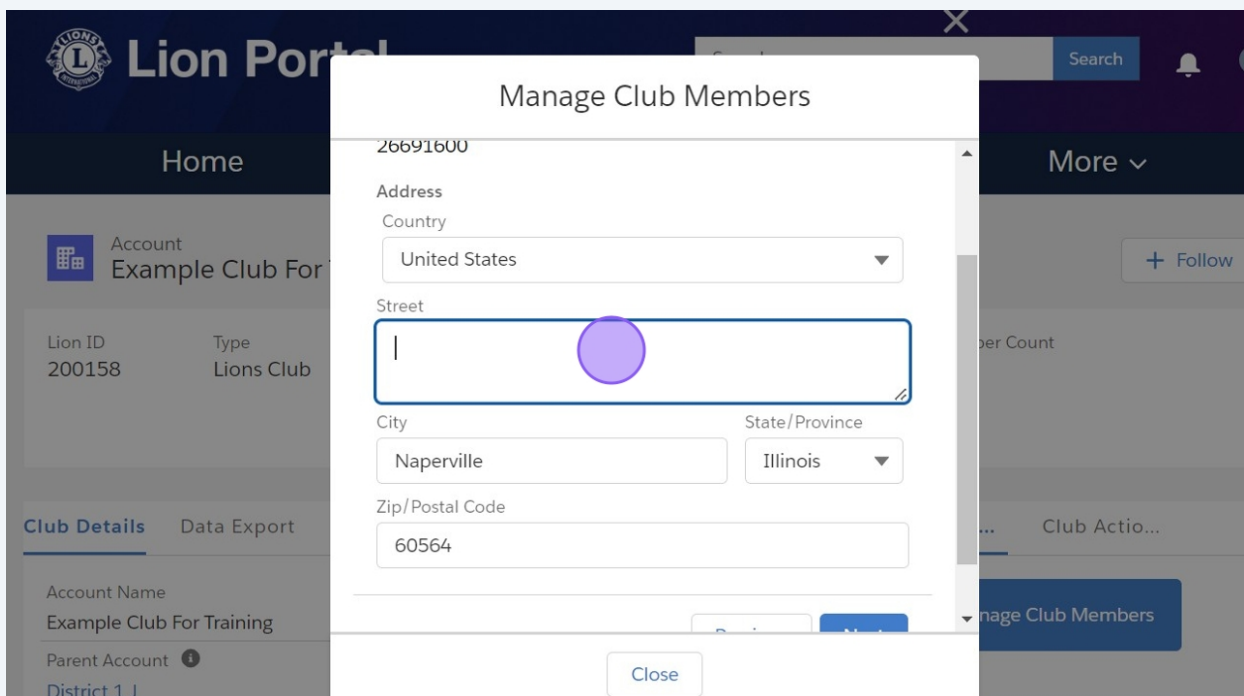
### Tip! Edit Member Options:

- Personal Details - Name, gender, occupation, birthday (1 time update), Nickname, Companion
- Contact Details - phone numbers, email address
- Address - mailing address of the member
- Membership Type - change the details about the membership type/program
- Membership Sponsor - Sponsor can be change within the first 90 days

8 Select the radio button and click "Next"



9 Click into each field to change the data.



**10** when you have completed the updates click "Next"

The screenshot shows a web application interface with a modal form for updating club details. The form is centered and contains the following fields:

- Country: United States (dropdown menu)
- Street: 462 Elm St (text input)
- City: Naperville (text input)
- State/Province: Illinois (dropdown menu)
- Zip/Postal Code: 60564 (text input)

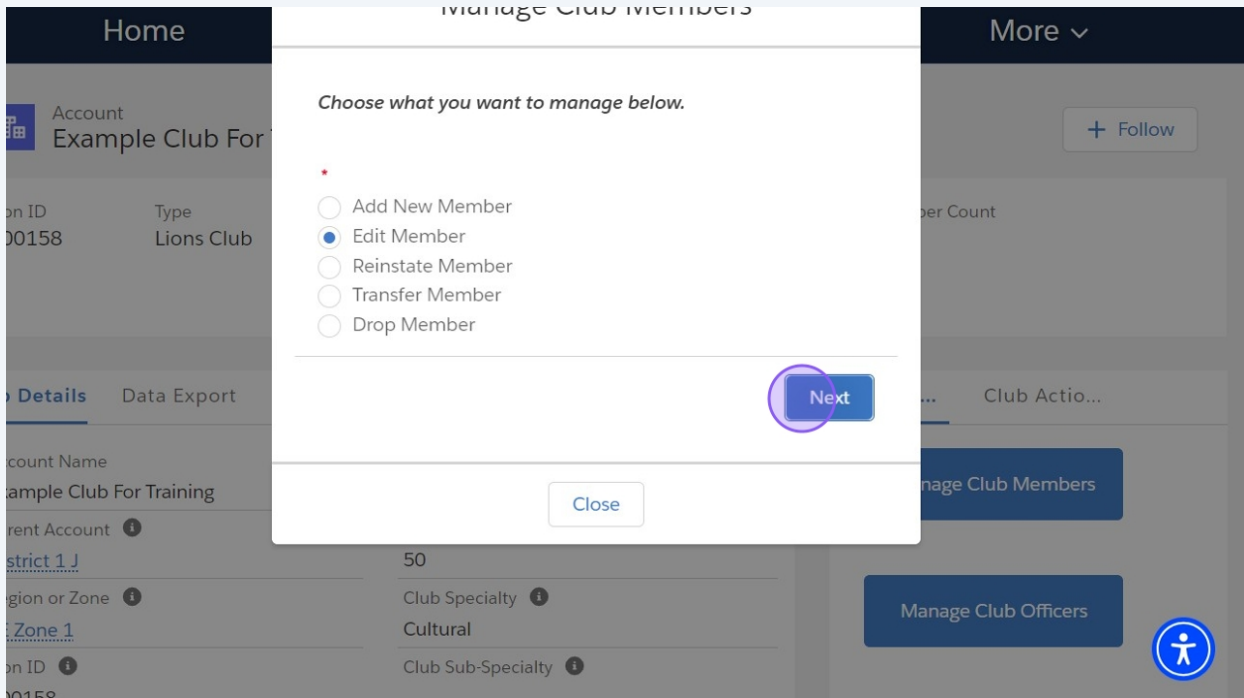
At the bottom of the form, there are three buttons: "Previous", "Next" (highlighted with a purple circle), and "Close". The background shows a blurred view of the application's "Home" page, including a "More" dropdown menu and various club management options like "Manage Club Members" and "Manage Club Officers".



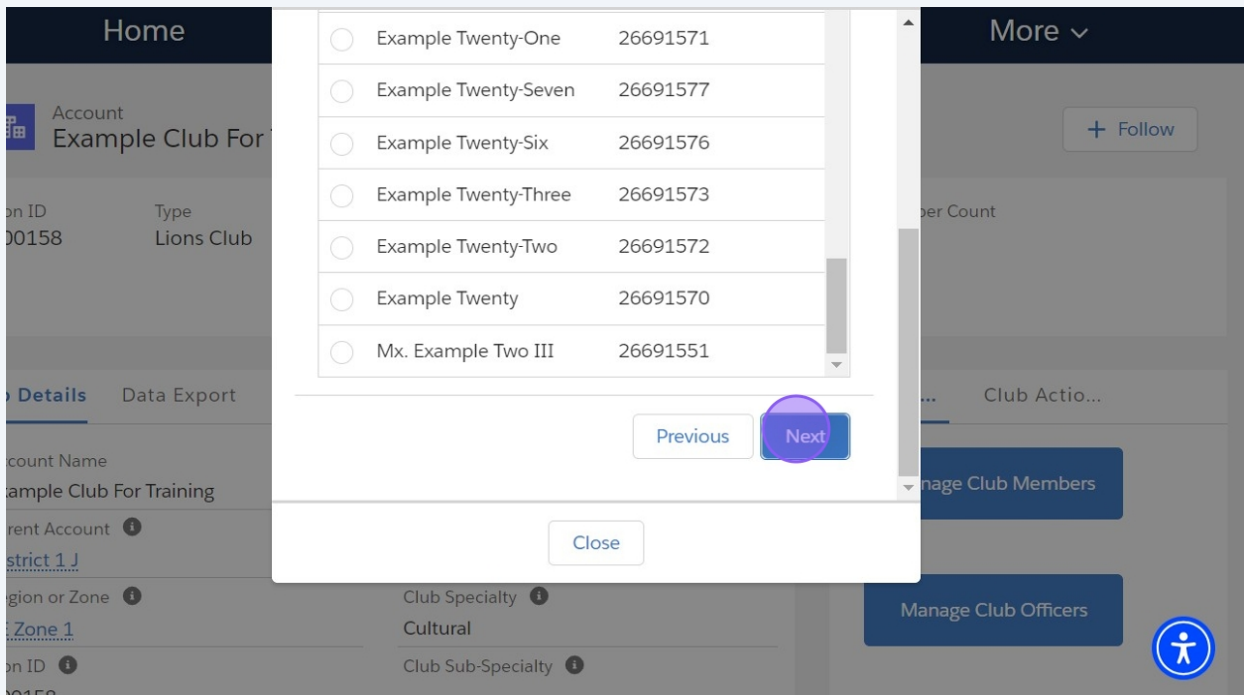
Tip! The next section shows the data that can be edited for:

- Edit Member
- Personal Details

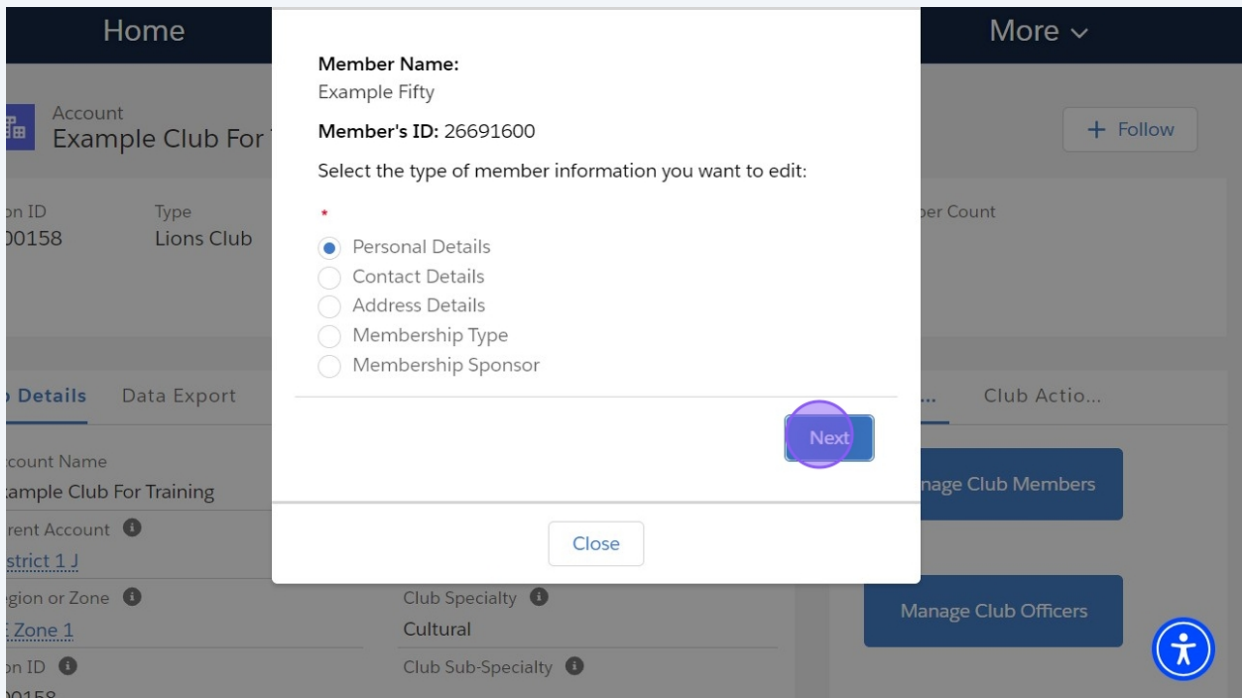
## 11 Select "Edit Member" and click "Next"



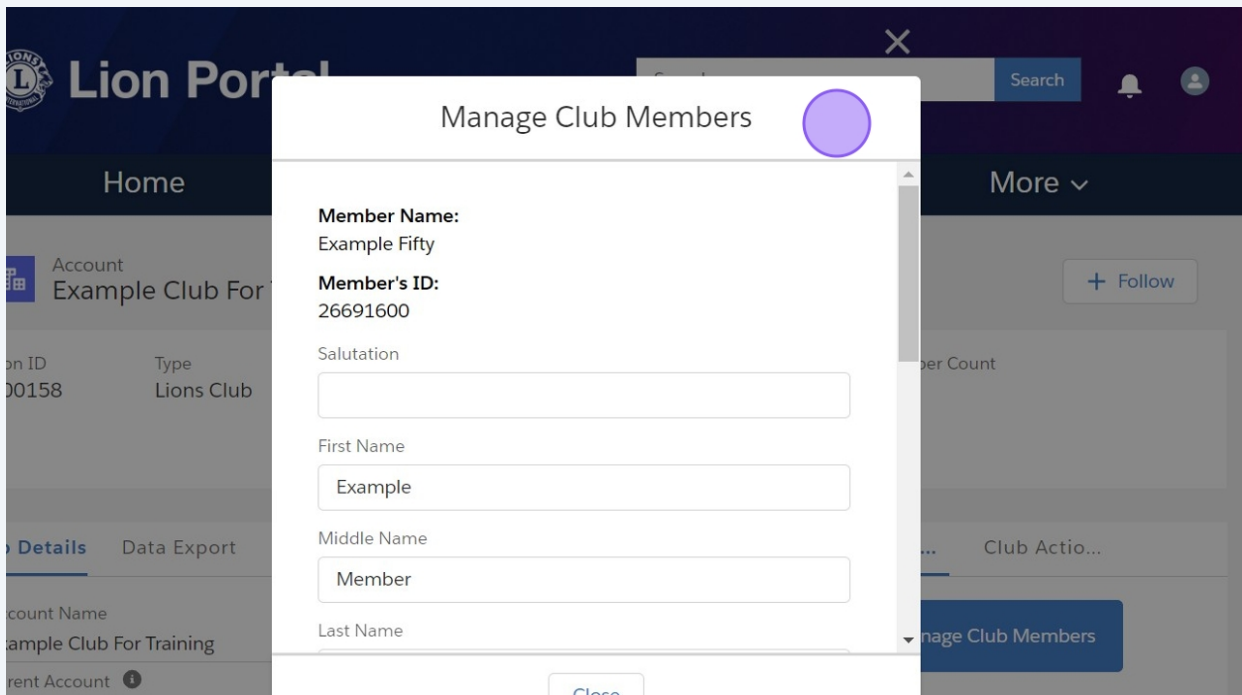
## 12 Select the Member and click "Next"



13 Select "Personal Details" and click "Next"

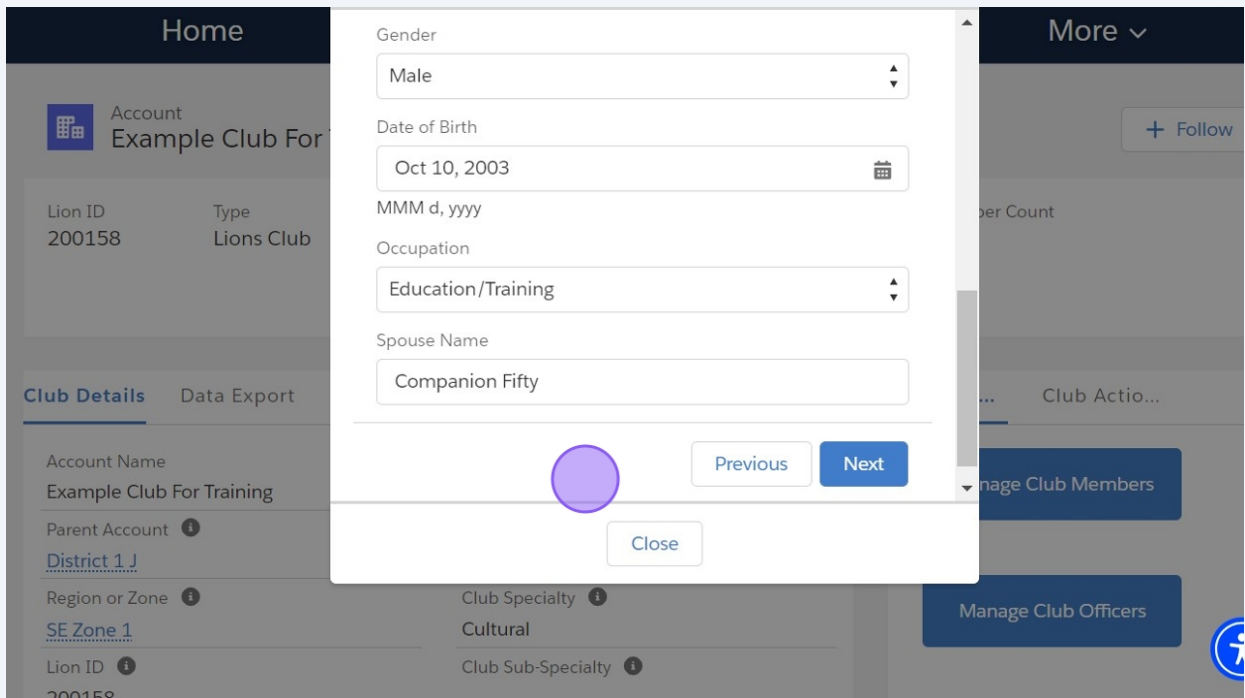


14 Click into the data fields you wish to modify and enter the new data

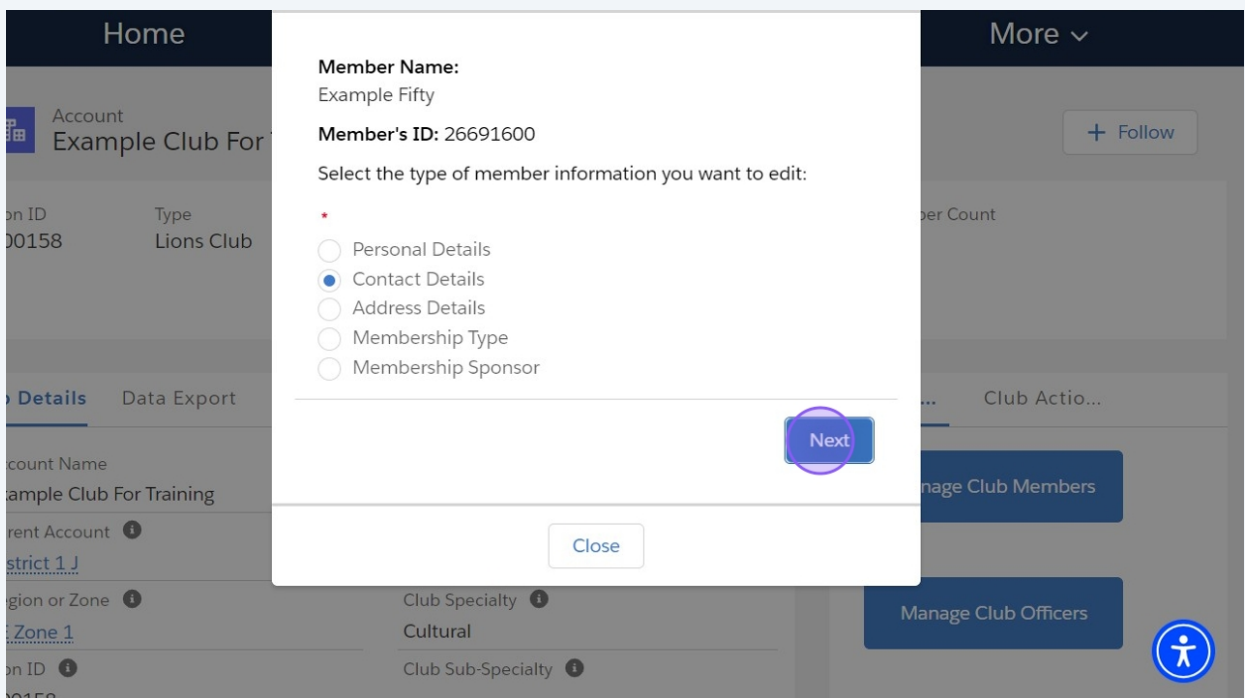




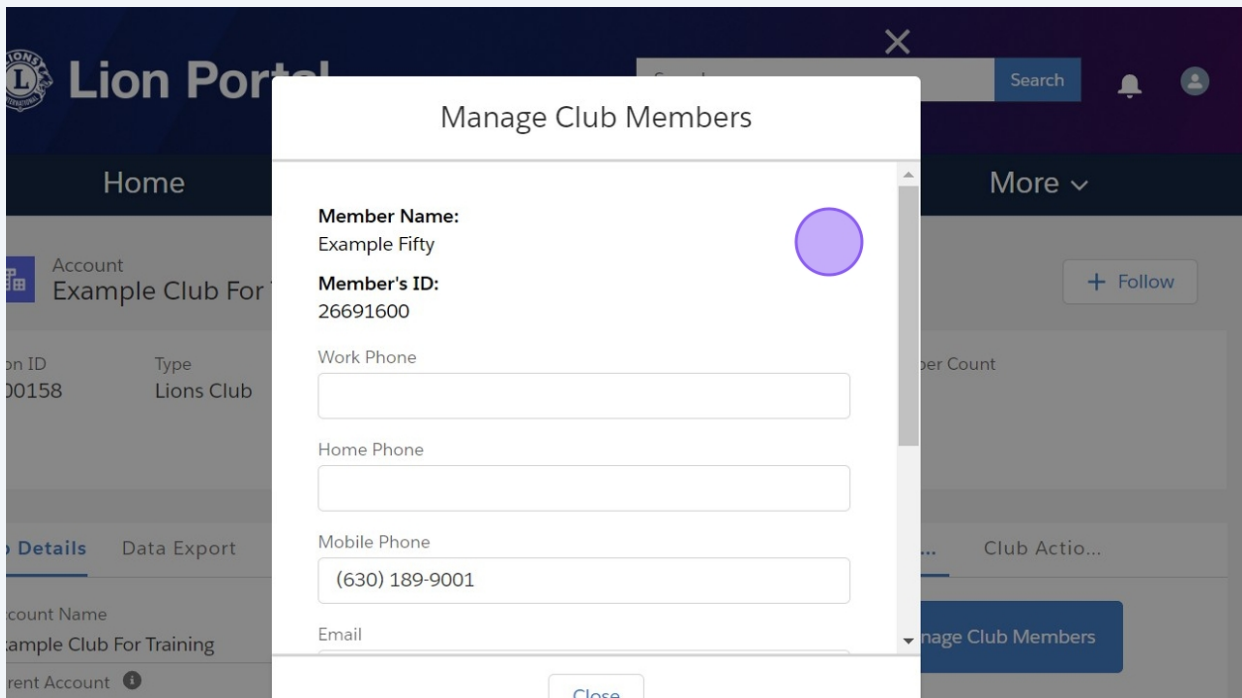
15 Click into the data fields you wish to modify and enter the new data



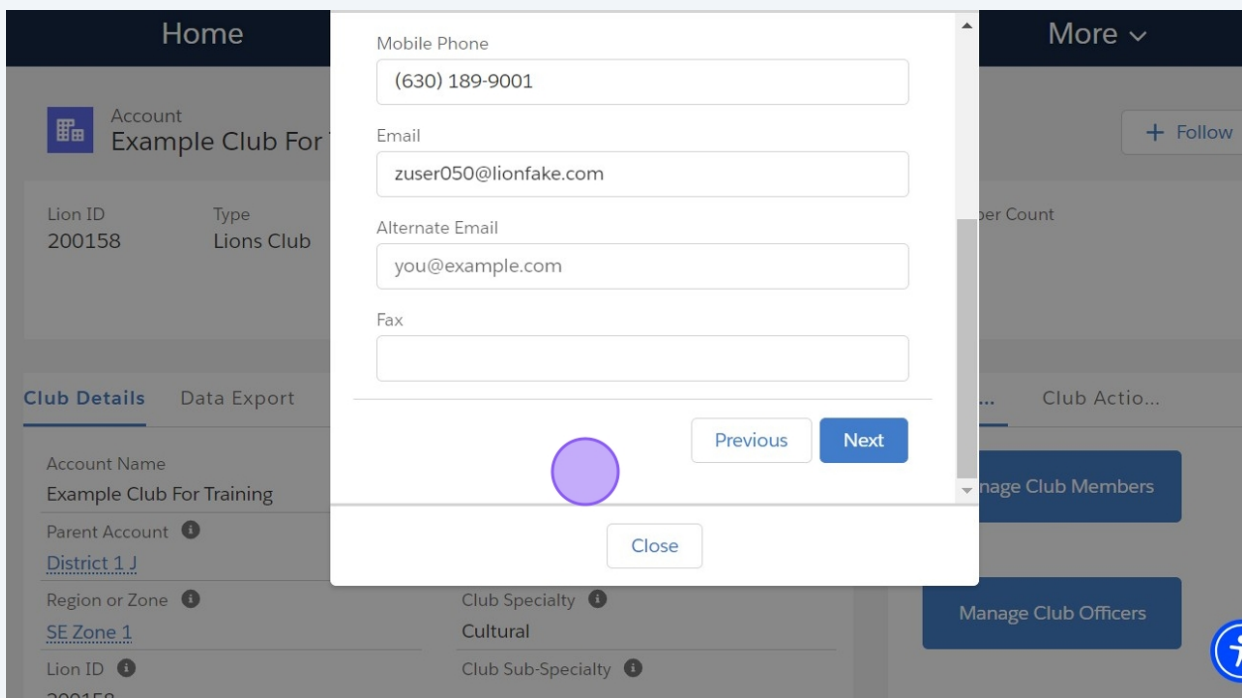
16 Select "Contact Details" and click "Next"



17 Click into the data fields you wish to modify and enter the new data



18 Click into the data fields you wish to modify and enter the new data





Alert! The Member Sponsor can only be changed during the first 90 days of membership.

For historical corrections contact the Member Service Center for assistance



Tip! For detailed steps to search and select sponsor see the "Manage Club Members - Add A Member" Quick Guide

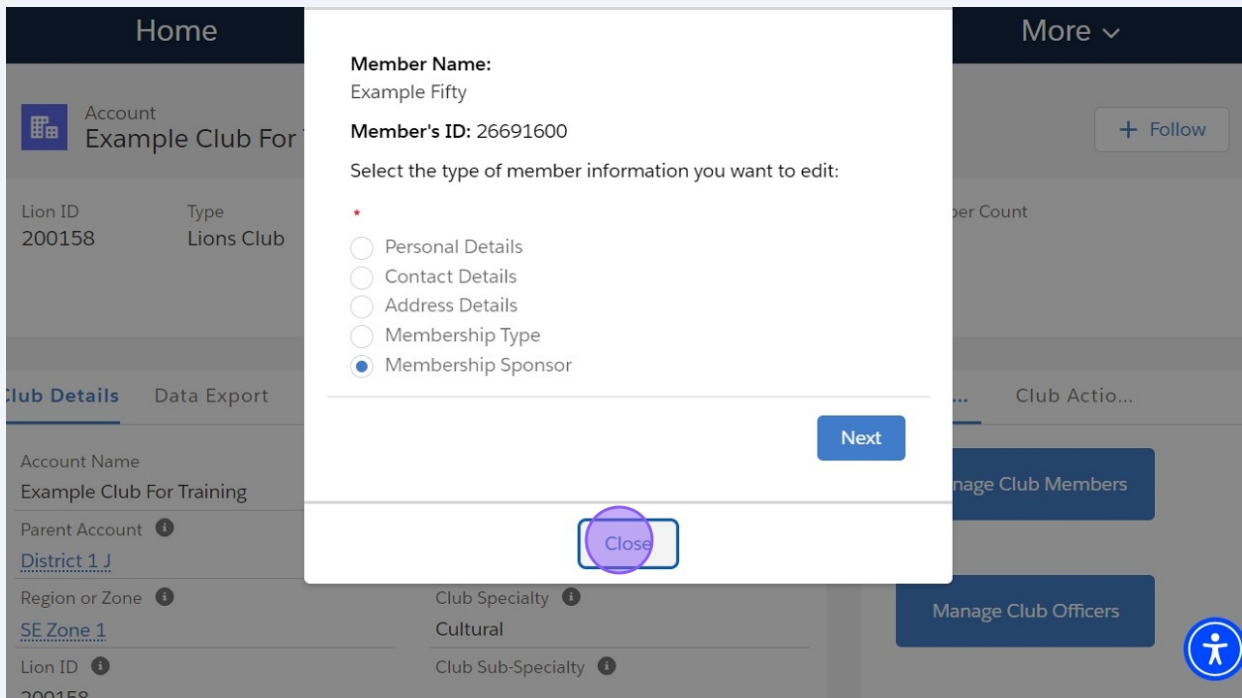
## 19 Select "Membership Sponsor" and click "Next"

The screenshot shows a web application interface with a modal dialog box open. The dialog box contains the following text and options:

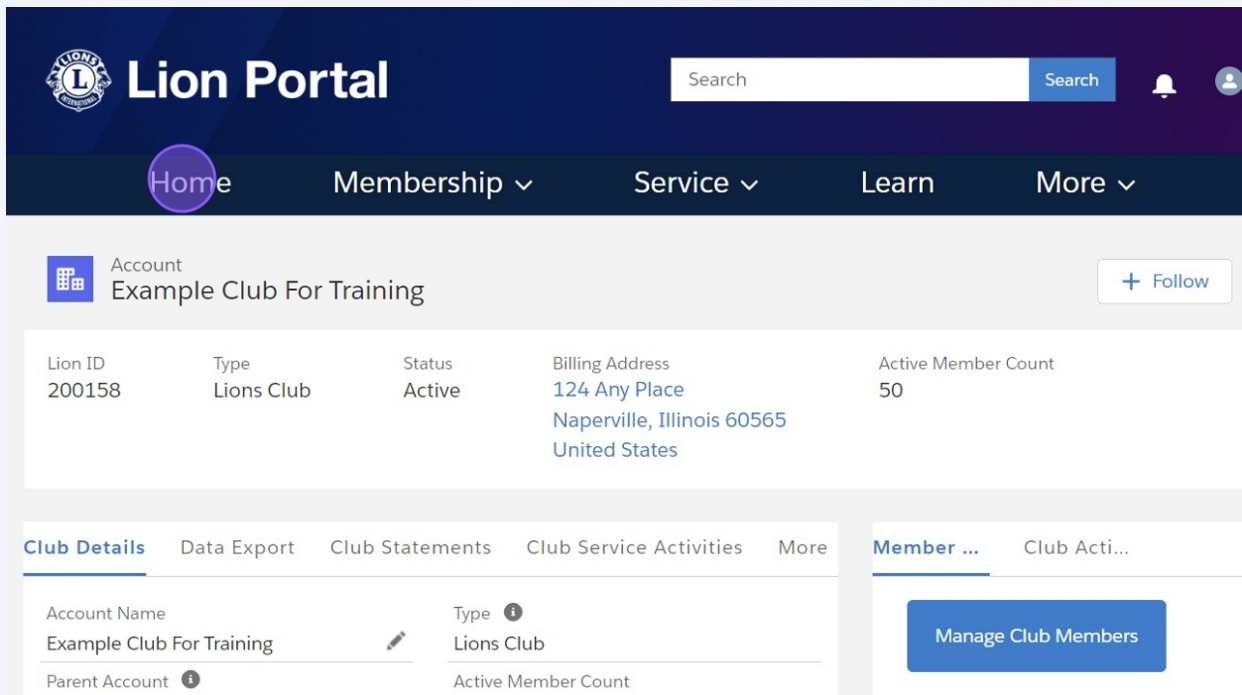
- Member Name:** Example Fifty
- Member's ID:** 26691600
- Select the type of member information you want to edit:
- Personal Details
- Contact Details
- Address Details
- Membership Type
- Membership Sponsor

At the bottom of the dialog box, there is a blue "Next" button and a white "Close" button. The background of the application is dimmed, showing a "Home" header, a "More" dropdown menu, and various club details and action buttons like "Manage Club Members" and "Manage Club Officers".

20 Click "Close" to exit the "Edit Member" flow



21 To return to the landing page click "Home"



22 This concludes the Manage Club Members - Edit Member Data Quick Guide

