


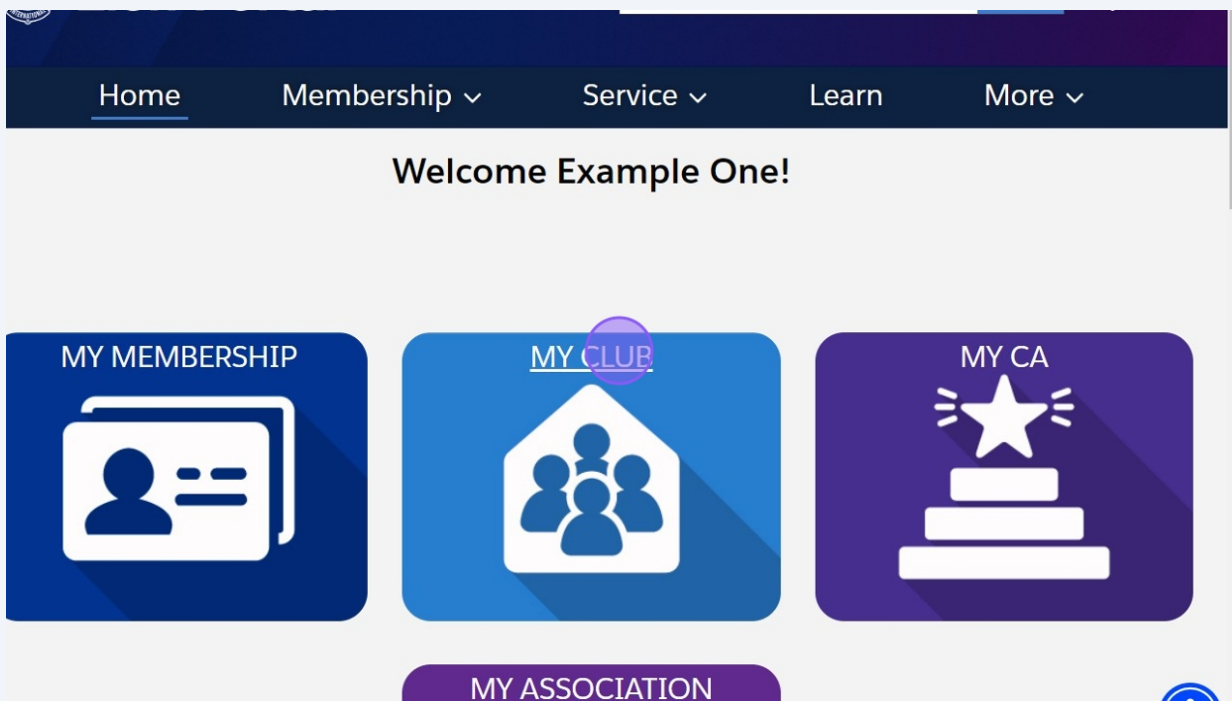
Club Page - Explore Page & Tabs

This guide offers a comprehensive overview of the "My Club" landing page, detailing its structure and functionality for effective navigation. It highlights how to access essential club information through various tabs, including details on meetings, financial statements, and service activities, while tailoring options based on assigned Officer Titles. By following this guide, users can maximize their experience on the Lion Portal, enhancing their engagement and management of club-related tasks.

 Tip! This guide will introduce you to the structure of the "My Club" landing page.

1 Sign into the Lion Portal lionportal.org

2 Click "MY CLUB"



Page Structure

3 Area 1 - Shows the summary information for the Club.

The screenshot shows the Lion Portal interface. At the top, there is a navigation bar with the Lion Portal logo and a search bar. Below the navigation bar, there are tabs for Home, Membership, Service, Learn, Reports/Insights, Shop, and More. The main content area displays the account information for "Example Club For Training". A dashed red box highlights the summary information, and a purple circle with the number 1 is placed over it. The summary information includes the Lion ID (200158), Type (Lions Club), Status (Active), Billing Address, and Active Member Count (56). Below the summary information, there are tabs for Club Details, Data Export, Club Statements, Club Service Activities, and Club Financial Details. The Club Details tab is selected, showing the account name, parent account, district, region or zone, and lion ID. To the right of the Club Details tab, there are buttons for "Manage Club Members" and "Manage Club Officers".

4 Area 2 - Shows the "Tabs" to access other data related to the Club

Area 3 - Show "Buttons" that perform actions. The actions available are based on the Officer Title's assigned to you.

The screenshot shows the Lion Portal interface, focusing on the Club Details tab. A dashed red box highlights the tabs and buttons, and purple circles with the numbers 2 and 3 are placed over them. The Club Details tab is selected, showing the account name, parent account, district, region or zone, and lion ID. Below the Club Details tab, there are buttons for "Manage Club Members", "Manage Club Officers", "Manage Club Club Leader", "Manage Delegates", "View Delegates", and "View Club Officers". The URL at the bottom of the page is https://lionsinternational--preprod.sandbox.my.site.com/s/account/001Nq0000M9vi0IAR/example-club-for-training?tabset-2f96e=1.

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Area 4 - Shows the information related to the selected "Tab". The information shown will change with each "Tab" selected.

The screenshot shows a web interface with a top navigation bar containing tabs: Club Details, Data Export, Club Statements, Club Service Activities, and Club Financial Details. The 'Club Details' tab is active. Below the navigation bar, there are two columns of information. The left column contains fields for Account Name (Example Club For Training), Parent Account (District 1 J), Region or Zone (SE Zone 1), Lion ID (200158), and Youth Programs. The right column contains fields for Type (Lions Club), Active Member Count (56), Club Specialty (Cultural), Club Sub-Specialty, Specialty Description (Arts and Entertainment), and Charter Established Date (7/1/2010). Below these columns are sections for Club Details (Description, Website) and Address (Billing Address: 124 Any Place, Naperville, Illinois 60565). On the right side of the page, there is a 'Member Actions' sidebar with buttons for Manage Club Members, Manage Club Officers, Manage Cub Club Leader, Manage Delegates, View Delegates, and View Club Officers. A purple circle with the number '4' is positioned over the 'Club Details' tab in the navigation bar.

Explore Tabs

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The "Details" tab shows information about the Club.

This screenshot is similar to the one above, showing the 'Club Details' page. The top navigation bar includes 'United States' and tabs for 'Details', 'Data Export', 'Club Statements', and 'More'. The 'Details' tab is highlighted with a purple circle. The content area below the navigation bar is identical to the previous screenshot, showing club information for 'Example Club For Training' and a sidebar with management actions.

7 Scroll to explore information about the Club.

Address

Original Address
 24 Any Place
 Anytown, Illinois 60565
 United States

Shipping Address
 24 Any Place
 Anytown, Illinois 60565
 United States

Meeting Location 1

Meeting Place ⓘ
 Town Center

Meeting Week of Month ⓘ
 1st

Meeting Day ⓘ
 Monday

Meeting Time ⓘ
 7:00

Meeting Local Place ⓘ
 टाउन सेंटर

Meeting Local Street ⓘ

Meeting Local City ⓘ

Meeting Local Zip Code ⓘ

View Club Officers

Club Me... More

Active Members

Active Members

56 of 56 items

Search this list...

N. ▾	M ▾	M ▾	M ▾
	Lion-		
	Chart	zuser	(63
Exam	er-	008@	0)
ple	Regul	lionfa	456
Eight	ar	ke.co	-78
	[Activ	m	90

8 Continue to scroll. This tab includes information about Meetings.

Meeting 2 Week of Month ⓘ

Meeting 2 Day ⓘ

Meeting 2 Time ⓘ

Meeting 2 Street ⓘ

Meeting 2 City ⓘ

Meeting 2 State or Prov ⓘ

Meeting 2 Zip Code ⓘ

Meeting 2 Country ⓘ

Meeting 2 Local Street ⓘ

Meeting 2 Local City ⓘ

Meeting 2 Local Zip Code ⓘ

Meeting 2 Local State or Prov ⓘ

Meeting 2 Local Country ⓘ

Online Meeting 2 ⓘ

Online Meeting 2 Place ⓘ

Online Meeting 2 Address ⓘ

Contact Members Services

Email: lionssupport@lionsclubs.org

Phone: (+001) 630-468-6900



9 Click the "Data Export" tab to view information on this "Tab".

The screenshot shows the top navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below is the club header 'Example Club For Training' with a '+ Follow' button. A summary table displays: Lion ID (200158), Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (56). The 'Data Export' tab is highlighted with a purple circle. The 'Club Details' section shows fields for Account Name, Parent Account (District 1 J), Region or Zone (SE Zone 1), Lion ID, Type (Lions Club), Active Member Count (56), Club Specialty (Cultural), and Club Sub-Specialty. On the right, there are buttons for 'Manage Club Members' and 'Manage Club Officers'.

10 The "Data Export" tab will show the type of data available to export (download). The available options will change based on your Officer Titles.

This screenshot shows the same club page but with the 'Data Export' tab selected, highlighted with a purple circle. A message states: 'If the selected report does not generate any results, it is due to data privacy restrictions.' Below this, a list of exportable data types is shown: Member Contact Information, Club Officer Contact Information, Member Detail Information, and Club Level Service Activities Information. The right-hand side of the page remains the same, with buttons for 'Manage Club Members', 'Manage Club Officers', and 'Manage Cub Club'.

11 Click the "Club Statements" tab to view information on this "Tab"

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	56

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

Member ... Club Acti...

If the selected report does not generate any results, it is due to data privacy restrictions.

Member Contact Information

Club Officer Contact Information

Member Detail Information

Club Level Service Activities Information

Manage Club Members

Manage Club Officers

Manage Cub Club

12 The "Club Statements" tab will show the financial summary and statement for the Club. The available options will change based on your Officer Titles.

Home Membership Membership ▼ Service Service ▼ Learn Reports/Insights Reports/Insights ▼ Shop More More ▼

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

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active		56

Club Details Data Export **Club Statements** Club Service Activities Club Financial Details

Member Actio... Club Actions

Please contact [Member Services](#) with any questions or concerns.

Opt In/Out of Paper Statements

Monthly Activity [Pay with Paypal](#) [Pay Now](#)

Description	Current Balance	View/Print ↓
-------------	-----------------	--------------

Club Members Club Officers Sponsored Clu...

Active Members

Active Members

37 of 37 items

Search this list...

Name ▼ Mem... ▼ Mem... ▼ Mem... ▼

<https://lionsinternational--preprod.sandbox.my.site.com/s/account/001Nq000008FKEuIAP/burr-ridgehinsdaleoak-brook?tabset=2f96e=2>

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Scroll to see the summary balances. The payment options will only show for the Club Treasurer.

Please contact Member Services with any questions or concerns.

Opt In/Out of Paper Statements

Monthly Activity Pay with Paypal Pay Now

Description	Current Balance	View/Print ↓
1 Apr 2024 Statement Closing Balance	0.00	
2 Payments received May 01, 2024 through Sep...	0.00	
3 Charges incurred May 01, 2024 through Sept ...	0.00	
4 Current Balance as of Sept 22, 2024	0.00	

Member Actio... Club Actions

- Manage Club Members
- Manage Club Officers
- Manage Cub Club Leader
- Manage Delegates
- View Delegates
- View Club Officers

https://lionsinternational--preprod.sandbox.my.site.com/s/account/001Nq0000M9viOIAr/example-club-for-training?tabset-2f96e=2 2023

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Continue to scroll to see monthly statements. Current, last year and prior to last year statements can be viewed. To view a statement, click the icon under "View Statements" to view the information.

Statements and Invoices 2025 2024 2023

Sta...	Type	Op...	Pay...	Ch...	Clo...	Date ↓	View Statements
Apr 2024 ...	Statement	-858.35	-214.98	71.12	-1002.21	Apr 30, 2...	
Mar 2024 ...	Statement	-870.84	-41.67	54.16	-858.35	Mar 31, 2...	
Feb 2024 ...	Statement	-615	-310	54.16	-870.84	Feb 29, 2...	
Jan 2024 ...	Statement	-202	-413	0	-615	Jan 31, 20...	
Dec 2023 ...	Statement	-615	-70	483	-202	Dec 31, 2...	
Dec 2023 ...	Invoice			483		Dec 31, 2...	
Nov 2023 ...	Statement	-338	-277	0	-615	Nov 30, 2...	
Oct 2023 ...	Statement	-100	-238	0	-338	Oct 31, 2...	
Sept 2023...	Statement	0	-100	0	-100	Sep 30, 2...	
Aug 2023 ...	Statement	0	0	0	0	Aug 31, 2...	

View Club Officers

Club Members Club Officers Sponsored Clu...

Active Members

56 of 56 items

Search this list...

Name	Mem...	Mem...	Mem...
Example Eight	Lion-Charter-Regular [Active]	zuser008@lionfake.com	(630) 456-7890
Example Nine	Lion-Charter-Regular [Active]	zuser009@lionfake.com	(630) 567-8901
Example Eighteen	Lion-Charter-Regular [Active]	zuser018@lionfake.com	(630) 556-6778

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The selected monthly statement will open in a pop-up window. When done scroll down to select "Close".

Mar 2024 Statement

OnlineStatements_BL0002 1 / 1 - 80% +

LIONS CLUBS INTERNATIONAL
 300 West 22nd Street
 Oak Brook, Illinois 60523-8842
 Tel: 630-571-5469

EN Page: 1

CLUB# 49338
 LIONS CLUB OF
 HUBER EDGE-HINSDALE-OAK BROOK
 IL

PHIL LOIEWSKI
 7930 WOODGLEN LN, APT. 201
 DOWNERS GROVE IL 60516
 USA

DISTRICT	MO.	DAY	YR.	IDENT. #
17	3	31	24	0073

NOTICE:
 Please pay online or detach and mail payment to:
 The International Association of Lions Clubs
 35842 Eagle Way, Chicago, IL 60678-1358

EXCHANGE RATE PER U.S. DOLLAR

AMOUNT OF PAYMENT: 1

000049338 00000000 4

INVOICE DATE	INVOICE NUMBER	DESCRIPTION OF ITEMS	CHARGES AND CREDITS
2 29 24		BALANCE FORWARD.....U.S. CURRENCY	970.84CR
3 29 24	LCTAR0032777	PAYMENT	41.67CR
3 26 24	MBR-6392878	MEMBERSHIP DUES AND FEES HEATHER O'DONNELL 1 NEW REGULAR 02-24 TO 06-24 1 ENTRANCE FEES	54.16 19.16 35.00

YOUR PROMPT PAYMENTS ARE MUCH APPRECIATED.

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Click "Club Service Activities" tab to view information on this "Tab".

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	56

Club Details Data Export **Club Statements** **Club Service Activities** More Member ... Club Acti...

Please contact Member Services with any questions or concerns.

Opt In/Out of Paper Statements

Monthly Activity

Manage Club Members



Manage Club Officers

Manage Cub Club

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The "Club Service Activities" tab shows a list of Club service activities. Click on a column header to sort the list by that field. Clicking the column a second time will reverse the sort order.

Club Details Data Export **Club Service Activities** More

Service Activities (9)  

9 items • Sorted by End Date • Updated a minute ago




	End Date ↓	Title	Service Acti...	Start Date
1	9/17/2024	Example Club SA4 - Service ...	SA-05292419	9/17/2024
2	9/15/2024	Example Club SA3 - Service ...	SA-05292418	9/15/2024
3	9/11/2024	Example Club SA5 - Fundrais...	SA-05292420	9/11/2024
4	9/2/2024	Example Club SA2 - Club Me...	SA-05292422	9/2/2024
5	8/5/2024	Example Club SA2 - Club Me...	SA-05292417	8/5/2024
6	7/5/2024	Example Club SA1 - Club Me...	SA-05292416	7/5/2024
7	7/4/2024	Example Club SA7 - Service ...	SA-05292423	7/4/2024
8		Example Club SA6 - Donatio...	SA-05292421	9/1/2024

Member ... Club Acti...


- Manage Club Members
- Manage Club Officers
- Manage Cub Club Leader
- Manage Delegates
- View Delegates

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Click "Home" to return to the landing page.

 **Lion Portal** Search Search  

Home Membership ▾ Service ▾ Learn More ▾

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

Lion ID 200158	Type Lions Club	Status Active	Billing Address 124 Any Place Naperville, Illinois 60565 United States	Active Member Count 56
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Club Details Data Export Club Statements **Club Financial Details** More

Member ... Club Acti...

Balance Forward (USD) Date of Latest Statement Charges Since Last Statement (USD)

- Manage Club Members

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This concludes the "Club Page - Explore Page & Tabs" Quick Guide

