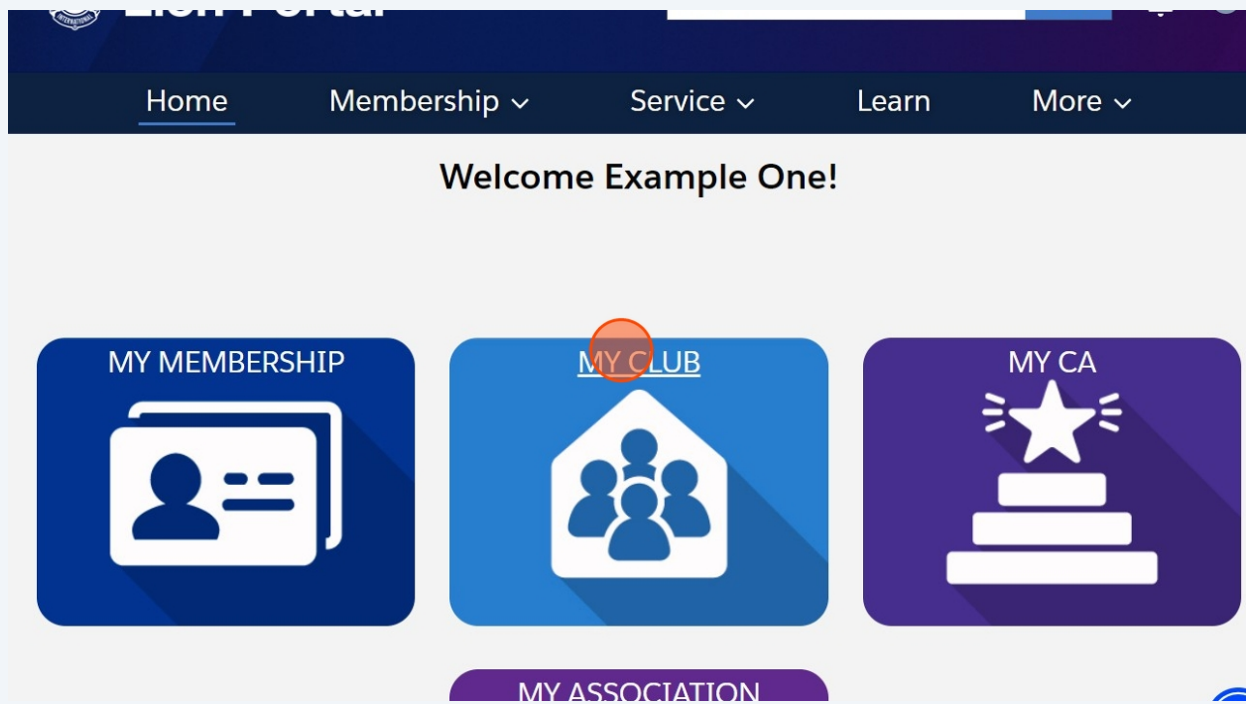


Member Actions - View Club Officers

This guide provides a straightforward method for club members to access information about their officers through the Lion Portal. It outlines the steps to view current, past, and upcoming officers, along with their contact details. By following this guide, members can easily connect with their club leadership, enhancing communication and engagement within the organization. It is a valuable resource for anyone looking to familiarize themselves with their club's structure and key contacts.

1 Sign in to the Lion Portal. lionportal.org

2 Click "MY CLUB"



 This action is available to all Club Members.

3 Click "View Club Officers"

Club 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

Mailing Address

24 Any Place
Naperville, Illinois 60565
United States

Billing Address

24 Any Place
Naperville, Illinois 60565
United States

Leader

Manage Delegates

View Delegates

View Club Officers

Club Me...

Club Offic...

More

Active Members

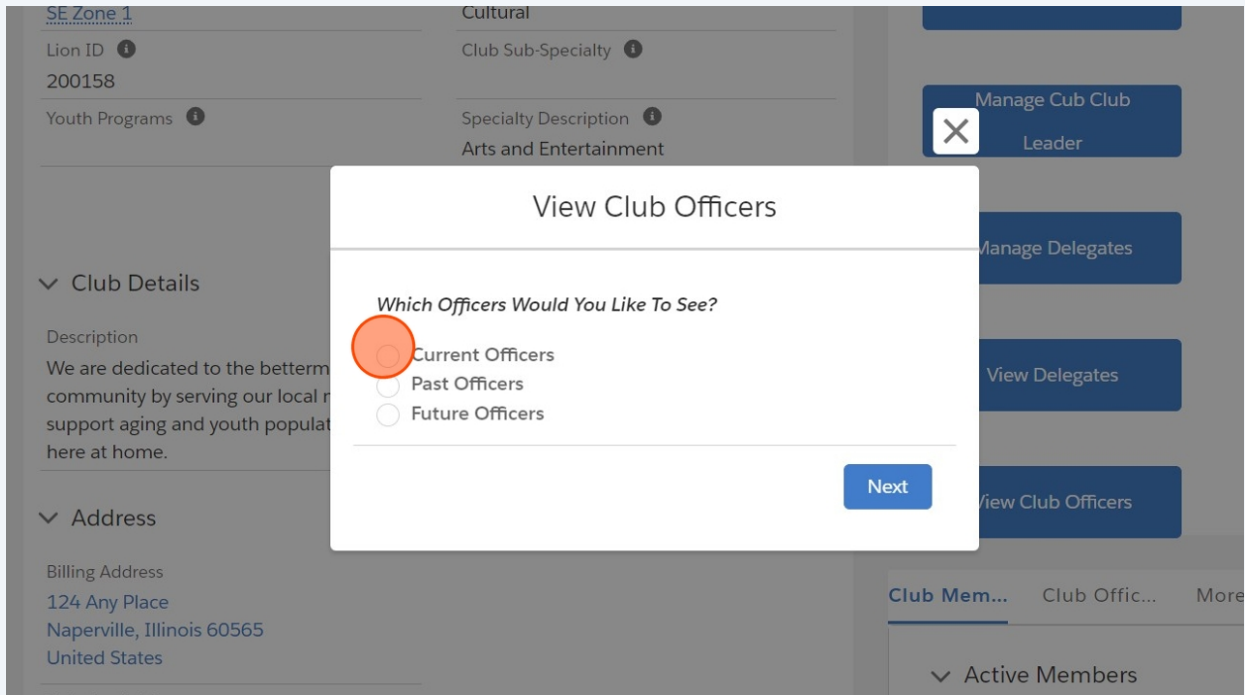
Active Members

60 of 60 items

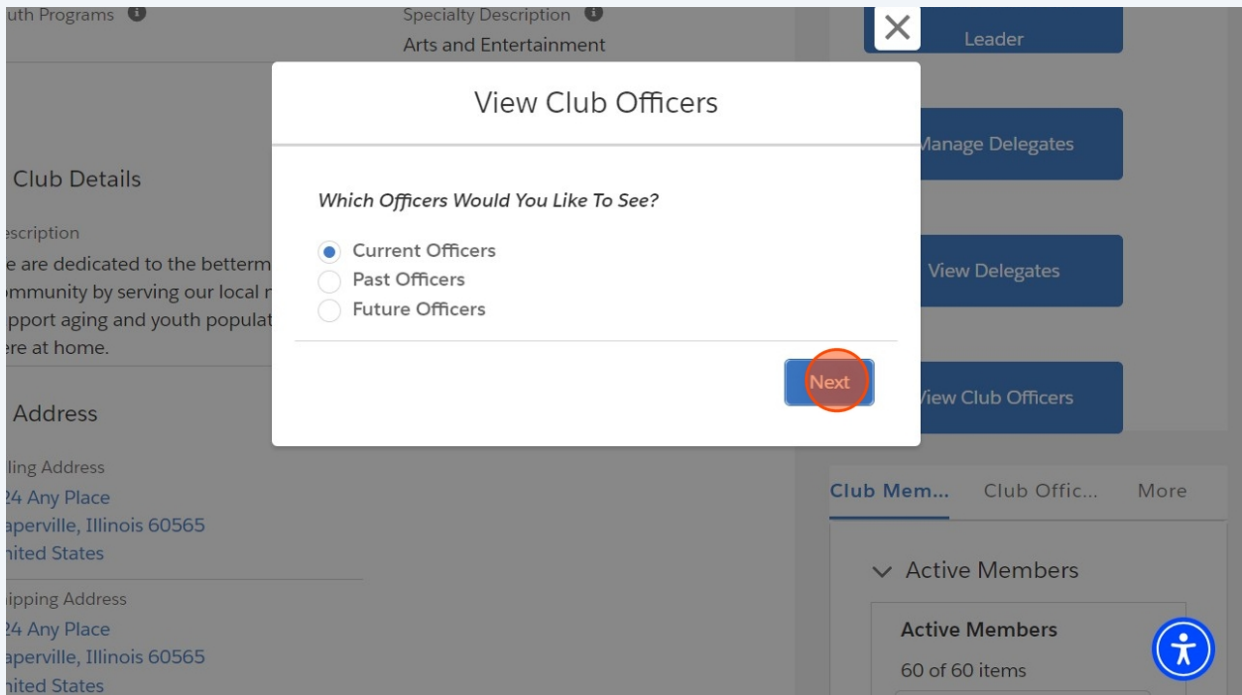


4 Select from the view choices. Choices are:

- Current Officers
- Past Officers
- Future Officers (upcoming Lion Year)

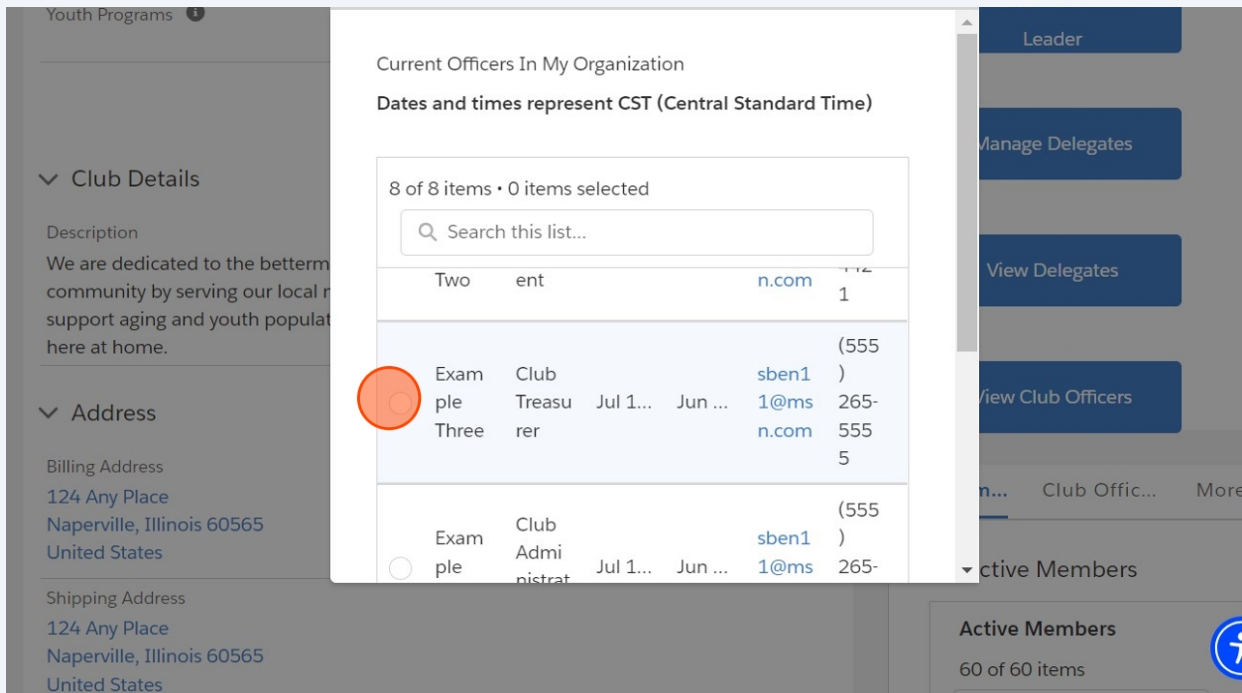


5 Click "Next"



The screenshot shows a web interface for a club. A modal dialog titled "View Club Officers" is centered on the screen. The dialog asks "Which Officers Would You Like To See?" and has three radio button options: "Current Officers" (which is selected), "Past Officers", and "Future Officers". A blue "Next" button is located at the bottom right of the dialog. The background shows club details, including a description, address, and a list of active members.

6 The list of officers is displayed. Scroll or search the list. Click the "Radio Button" next to the name.



The screenshot shows the "Current Officers In My Organization" list. The list is titled "Current Officers In My Organization" and includes a note: "Dates and times represent CST (Central Standard Time)". The list shows 8 of 8 items, with 0 items selected. A search bar is present at the top of the list. The list contains several rows of officer information, including names, roles, and contact details. A red circle highlights a radio button next to the name "Example Three".

Name	Role	Start Date	End Date	Contact Info	Phone
Two ent				n.com	114-1
Example Three	Club Treasurer	Jul 1...	Jun ...	sben1@msn.com	(555) 265-5555
Example	Club Administrator	Jul 1...	Jun ...	sben1@msn.com	(555) 265-5555

7 Click "Next"

Club Details

Example Five

Exam	Service	Join Date	Member ID	Phone
Example Five	Service Chairperson	Jul 1... Jun ...	zuser05@lionfak.com	(630) 123-4567
Example Seven	Club First Vice President	Jul 1... Jun ...	zuser07@lionfak.com	(630) 345-6789
Example Forty	Tailor	Sep ... Jun ...	zuser040@lionfak.com	(630) 899-9000

Previous **Next**

8 Contact data for the officer is displayed.

Club Details

Full Name	Join Date	Title	Member ID
Example Member Three	July 1, 2010	Club Treasurer 2024-03	26691553

Email	Phone	Nickname	Membership Type
Example Member Three	(555) 265-5555		Lion-Charter-Regular [Active]

Sponsor Name	Spouse Companion
Example Member Three	Example Member Three

Previous **Finish**

9 Click "Previous" to return to the list of Officers.

The screenshot shows a member profile modal with the following data:

Full Name	Join Date	Title	Member ID
Example Member Three	July 1, 2010	Club Treasurer 2024-03	26691553
Email	Phone	Nickname	Membershi p Type
sben11@msn.com	(555) 265-5555		Lion-Charter-Regular [Active]
Sponsor Name	Spouse		
	Companion Three		

At the bottom of the modal, there are two buttons: "Previous" (highlighted with an orange circle) and "Finish".

10 Click to view another officer.

The screenshot shows a list of officers modal with the following data:

2 of 2 items • 0 items selected

Search: presi

M. v	T.. v	Star...	End ...	M. v	M. v
<input type="radio"/>	Example Two	Club President	Jul 1... Jun ...	sben11@msn.com	555 265-4421
<input type="radio"/>	Example Seven	Club First Vice President	Jul 1... Jun ...	zuser07@lionfak.com	(630) 345-6789

At the bottom of the modal, there are two buttons: "Previous" and "Next" (highlighted with an orange circle).

11 Click "Next"

2 of 2 items • 1 item selected

Q presi

	M. v	T.. v	Star...	End ...	M. v	M. v
<input type="radio"/>	Exam ple Two	Club Presid ent	Jul 1...	Jun ...	sben1 1@ms n.com	555 265- 442 1
<input checked="" type="radio"/>	Exam ple Seven	Club First Vice Presid ent	Jul 1...	Jun ...	zuser0 07@li onfak e.com	(630) 345- 678 9

Previous **Next**

12 The contact details are displayed. Click "Finish" to exit.

Example Member Seven

July 1, 2010

Club First Vice President 2024-04

26691557

Email	Phone	Nickname	Membershi p Type
zuser007@li onfake.com	(630) 345- 6789		Lion- Charter- Regular [Active]

Sponsor Name	Spouse Companion Seven

Previous **Finish**

13 You are returned to the Club Details page.

Lion Portal Search Search [bell icon] [user icon]

Home Membership ▾ Service ▾ Learn More ▾

Account Example Club For Training [orange circle] + Follow

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	60

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

Account Name Example Club For Training [edit icon] Type Lions Club
Parent Account [info icon] Active Member Count

Manage Club Members

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

Lion Portal Search Search [bell icon] [user icon]

Home Membership ▾ Service ▾ Learn More ▾

Account Example Club For Training [orange circle] + Follow

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	60

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

Account Name Example Club For Training [edit icon] Type Lions Club
Parent Account [info icon] Active Member Count

Manage Club Members

15 This concludes the "Member Actions - View Club Officers" Quick Guide.

