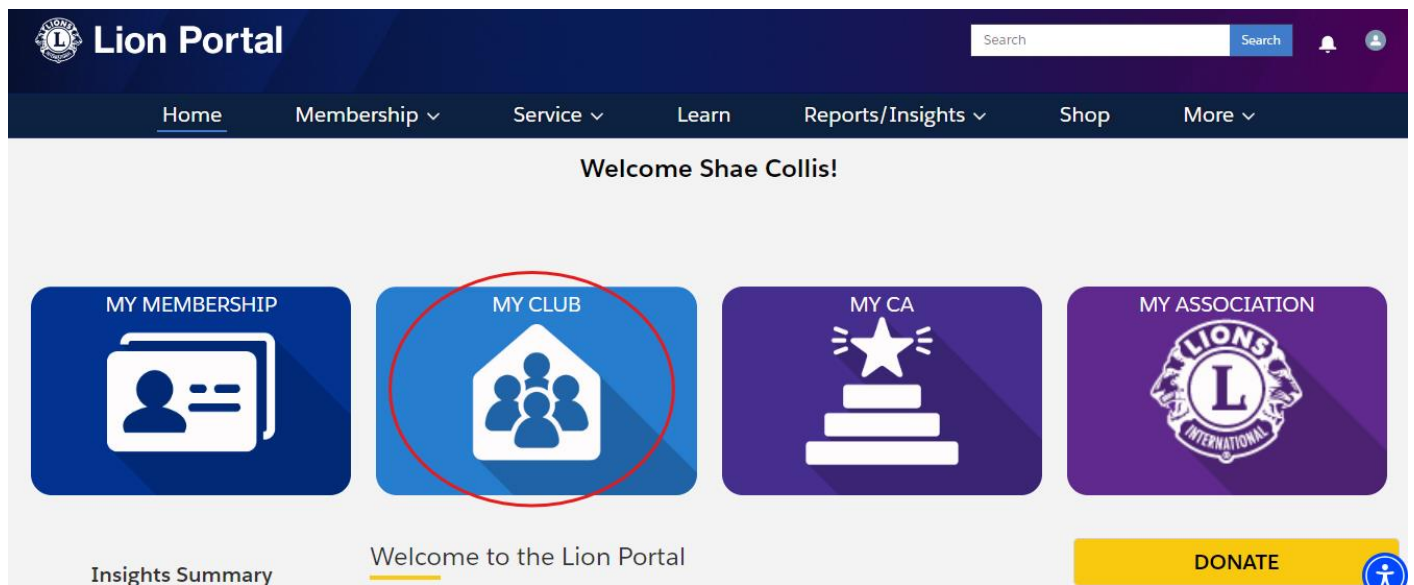


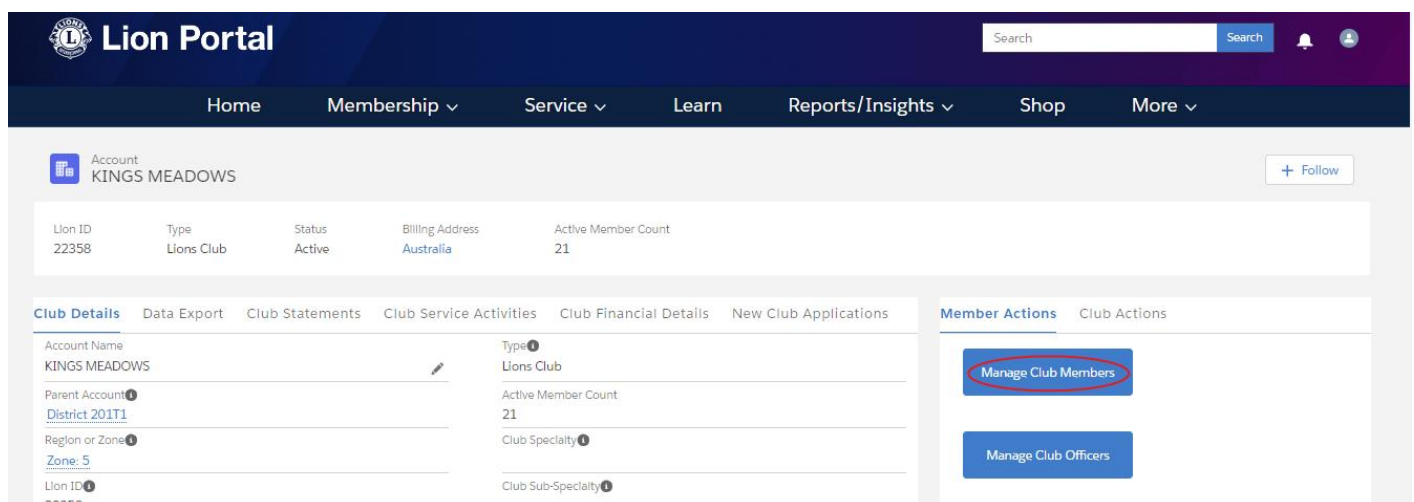
# Club Management: Adding New Members

Note: these actions are only accessible to members with officer permissions.

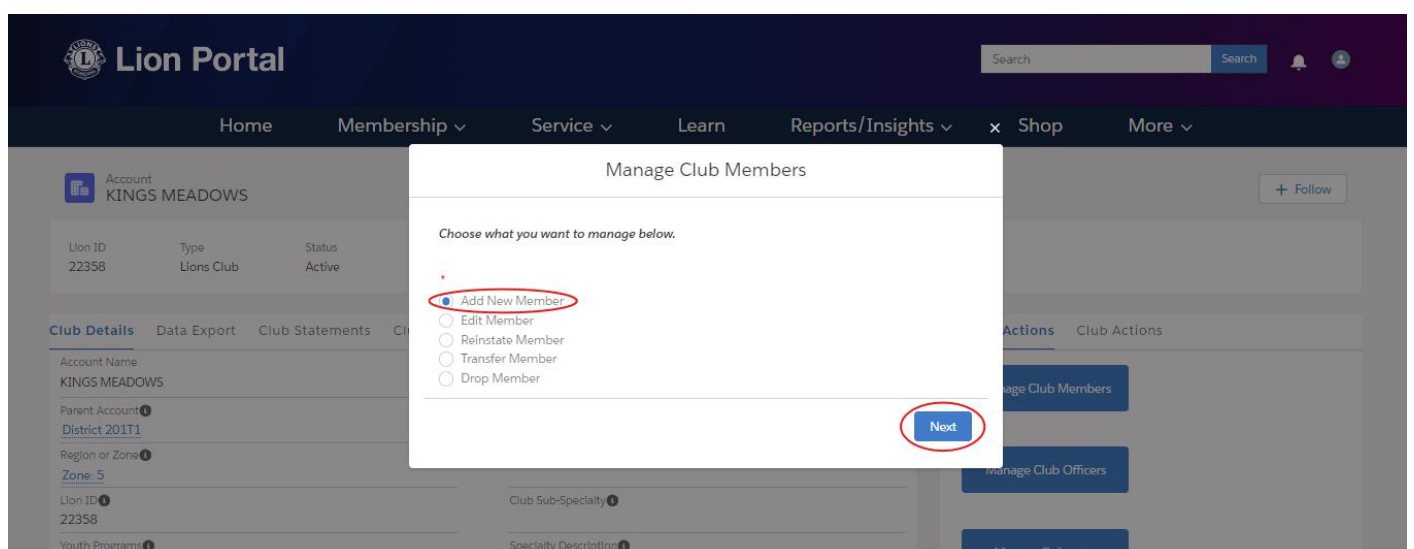
From the homepage navigate to the **My Club** page.



Select the **Manage Club Members** button located on the right of the screen under the **Member Actions** tab.



Here you will see the options available to manage a member within your Club select **Add New Member** and press the **next** button.



Type in you're the new members **first name, last name, date of birth, and gender**, then select **search**.

**Manage Club Members**

Please complete fields to begin new membership process

\* First Name: Jane  
\* Last Name: Smith  
\* Date of Birth: 2 Sept 1998  
\* Gender: Female

Previous Search

The system checks all existing members to see if the information entered matches a member in the system. If the member **is** a match, you may need to **transfer** or **reinstate** that member depending on their status.

**Manage Club Members**

Please select your possible match or click "next" to continue creating a new contact.

Duplicate Contacts

1 of 1 item - 0 items selected

| Full ...              | Dat...         | Clu...      | Clu... | Lio...  | Mai...   | Mai...    |
|-----------------------|----------------|-------------|--------|---------|----------|-----------|
| <input type="radio"/> | Kerry A Kievit | NEW NORFOLK | 22367  | 4741397 | Tasmania | Australia |

Previous Next

If the member is **not** a match, a screen will appear for you to **continue entering their information**. Enter as much information as you can, then scroll down and select **next**.

**Manage Club Members**

Create New Contact

\* First Name: Jane  
Middle Name:   
Prefix: Miss  
\* Gender: Female  
\* Last Name: Smith  
Nickname:   
Suffix:   
\* Date of Birth: 2 Sept 1998  
\* Address Fields Required  
Address:   
Country: Australia  
Street: Bond Street  
City: Kings Meadows  
State/Province: Tasmania  
Zip/Postal Code: 7249  
Primary Email: example@example.com  
Secondary Email: you@example.com  
Mobile Phone: 0400 000 000  
Work Phone:   
Home Phone:   
Occupation: --None--  
Spouse/Companion Full Name:   
Previous Next

Enter the **membership start date** and select the **membership type**. The **membership category** will automatically generate as 'Active' however this can be changed if required. Select **next**.

Manage Club Members

\* Membership Start Date: 2 Aug 2024

\* Membership Category: Active

\* Membership Type: Regular Member

Next

A **sponsor** is required to add a new member, you can either search the sponsor by **name** or **Line ID** (also known as *member ID*). Make sure that the name of the sponsor is exactly as it appears on their membership record. *Note: If more than one person holds that name in the area you will see a list of people available to choose from. In this case only one person was found, select the **correct sponsors name** and select **next**.*

Manage Club Members

1 of 1 item - 0 items selected

| Name        | Member ID | Club Name     |
|-------------|-----------|---------------|
| Shae Collis | 4926580   | KINGS MEADOWS |

Previous Next

You will then be asked to **verify** that you have selected the correct sponsor. Select **next** to do this.

Manage Club Members

Use this sponsor for the new membership?

Name: Shae Collis - KINGS MEADOWS

Lion ID: 4926580

Previous Next

Once the system has added the new member you will see a **green confirmation bar** appear at the top of the page to confirm your transaction has taken place. The page will refresh back to the **My Club** screen.

The screenshot shows the Lion Portal interface. At the top, a green notification bar displays "Success! Membership Record Created!". Below the navigation bar, the account name "KINGS MEADOWS" is shown. A summary table lists: Lion ID: 22358, Type: Lions Club, Status: Active, Billing Address: Australia, and Active Member Count: 21. The "Member Actions" panel on the right contains buttons for "Manage Club Members", "Manage Club Officers", and "Manage Delegates".

To view the new member you just added, scroll down the page and use the **Club Members List** located to the right of the screen. If required, select **view all** to expand the list for easier reading.

This screenshot shows the "Club Members" section of the interface. On the left, there are form fields for "Billing Address" (Australia), "Meeting Location 1" (Meeting Place: CLUB ROOMS, Meeting Day: Tuesday, Meeting Time: 18:30, Meeting Street: 18 MERINO STREET, Meeting City: KINGS MEADOWS, Meeting Country: AUSTRALIA), and "Meeting Location 2". On the right, the "Active Members" list is displayed, showing 22 of 22 items. The list includes names and membership details. The entry for "Miss Jane Smith" is circled in red, showing her membership type as "Lion-Regular [Active]", email as "example@example.com", and phone number as "0400 000 001". A "View All" button is also circled in red at the bottom right of the list.

| Name                | Memb...               | Memb...             | Memb...      |
|---------------------|-----------------------|---------------------|--------------|
| Mr Derek Porter     | Lion-Regular [Active] |                     |              |
| Shae Collis         | Lion-Regular [Active] |                     |              |
| Mrs Sandra Lethborg | Lion-Regular [Active] |                     |              |
| Ms Judith Fox       | Lion-Regular [Active] |                     |              |
| Mr Craig Edmunds    | Lion-Regular [Active] |                     |              |
| Mrs Sandra Whiteley | Lion-Regular [Active] |                     |              |
| Mr Andrew Burr      | Lion-Regular [Active] |                     |              |
| James Schafer       | Lion-Regular [Active] |                     |              |
| Miss Jane Smith     | Lion-Regular [Active] | example@example.com | 0400 000 001 |