

# Manage Club Members - Drop a Member



This guide provides a straightforward process for club administrators to drop a member efficiently while ensuring that all necessary steps are followed. It highlights the implications of dropping a primary member, particularly regarding other memberships, and emphasizes the importance of recording a reason for the drop. By following this guide, users can manage club memberships accurately and maintain proper records within the Lion Portal. Overall, it's an essential tool for effective club management.



This Quick Guide you will walk through the process of dropping a club member.

When a member is dropped from a club their membership in that club is marked "Inactive" and the date recorded.

A reason for the drop is required from the list in the drop down.

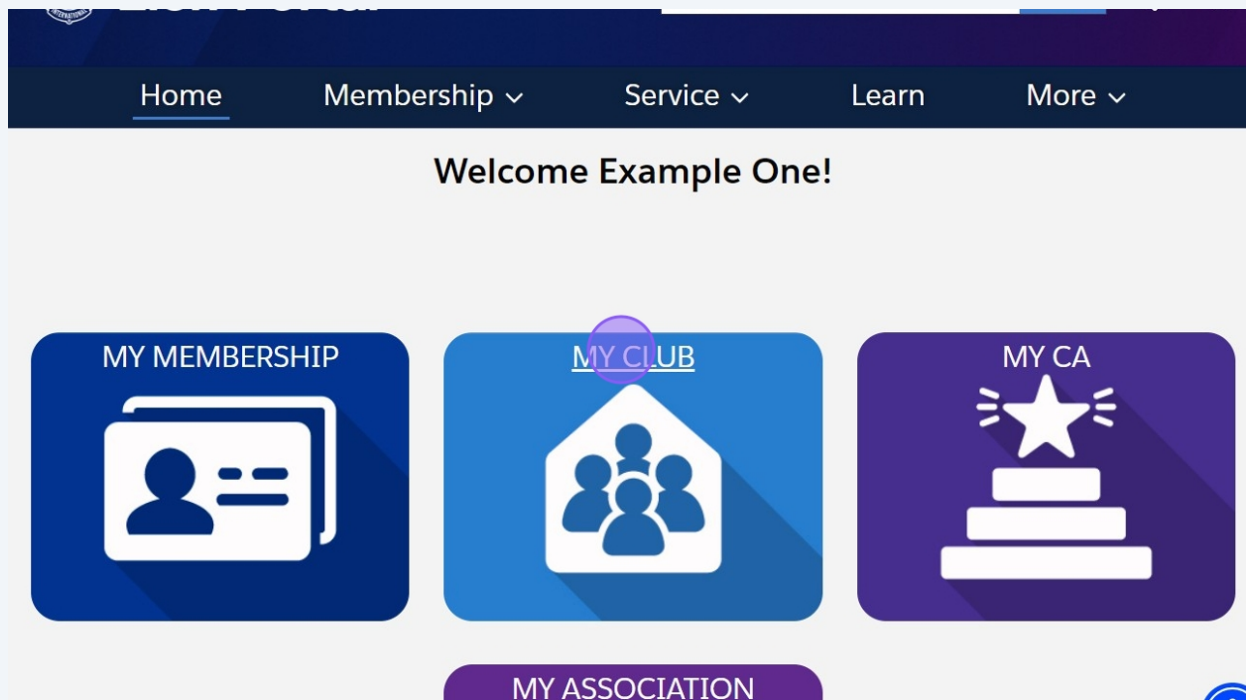


Alert! If a member holds multiple memberships ("Associate Member" of another club) when the primary home club membership is dropped all other memberships are also dropped and end dated. If the member is dropping an additional membership type only that membership will be end dated and marked inactive.

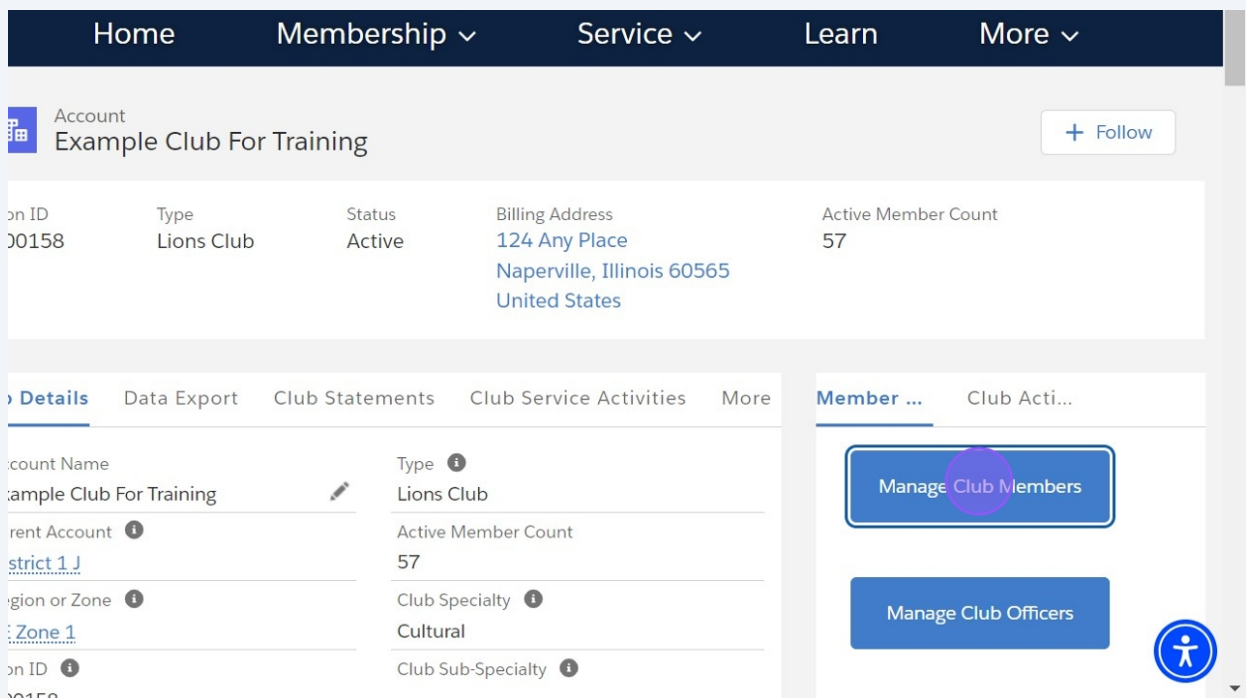
1

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

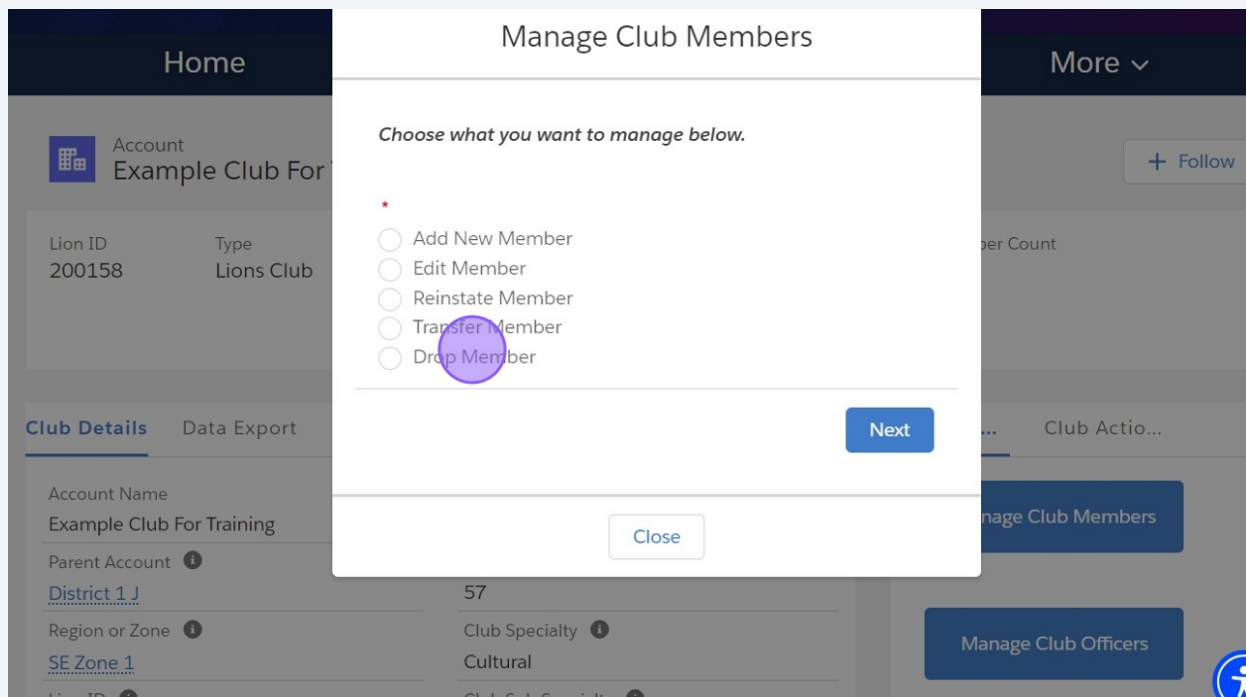
## 2 Click "MY CLUB"



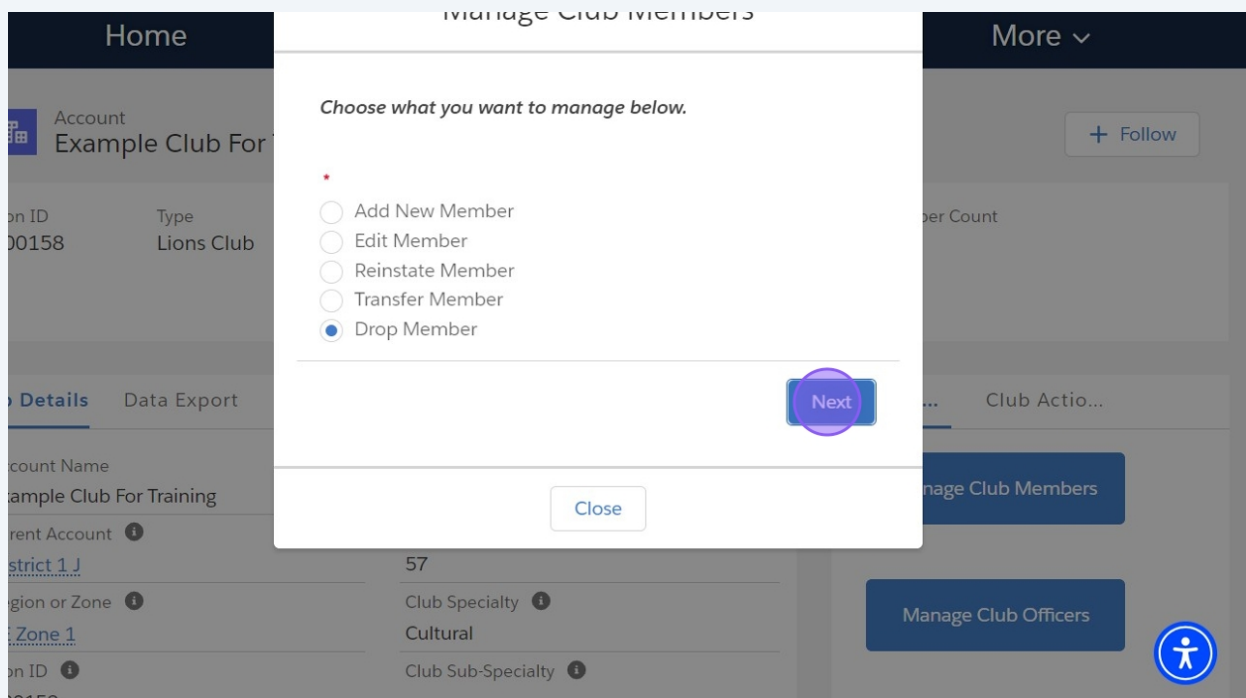
## 3 Click "Manage Club Members"



#### 4 Click "Drop Member"

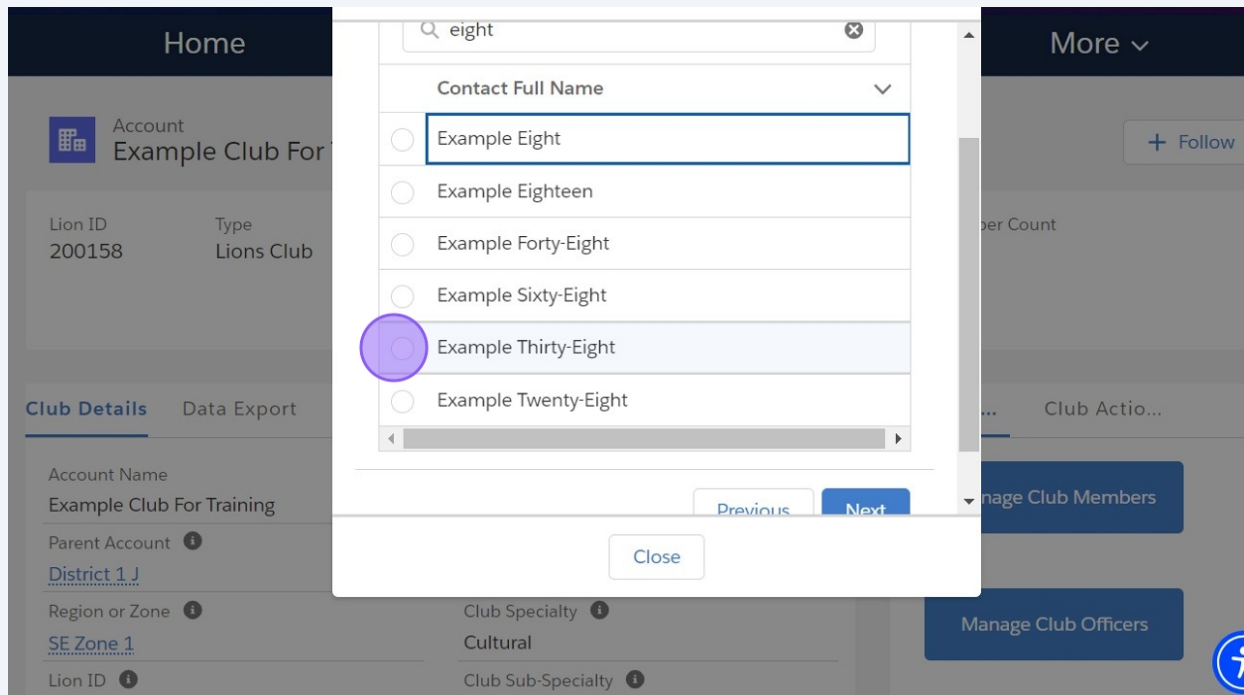


#### 5 Click "Next"



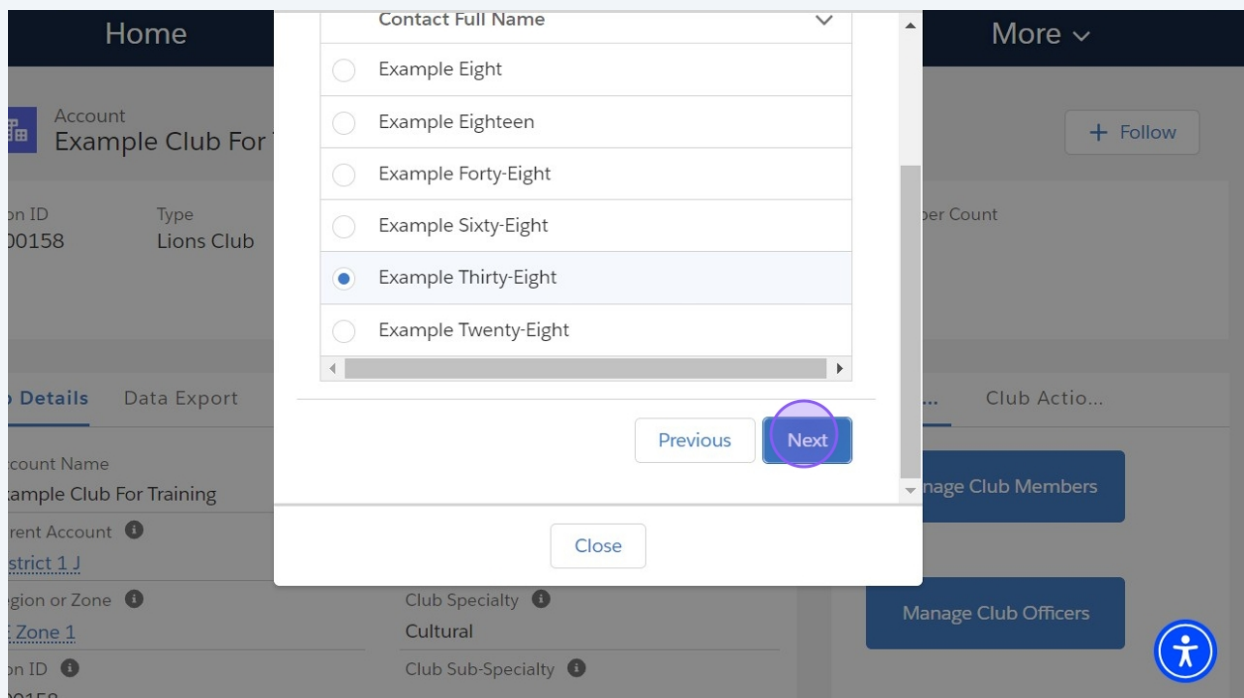
6

A list of active club members is shown. Search by name or scroll through the list. Click the "Radio Button" next to the member name.



7

Click "Next"



8

Enter the date the membership ended. Click "Drop Reason" to select the reason for the drop.

Home

Account  
Example Club For

on ID  
00158

Type  
Lions Club

Details Data Export

Account Name  
Example Club For Training

Parent Account ⓘ

District 1 J

Region or Zone ⓘ

Zone 1

on ID ⓘ

Member Name: Example Thirty-Eight

Member's ID: 26691588

\* Membership End Date

Sep 1, 2024

\* Drop Reason ⓘ

--None--

Drop Reason Details

--None--

Resigned

Inactive

Transferred

Moved

Deceased

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

ⓘ

9

Click this text field to add additional detail of the drop.

Home

Account  
Example Club For

on ID  
00158

Type  
Lions Club

Details Data Export

Account Name  
Example Club For Training

Parent Account ⓘ

District 1 J

Region or Zone ⓘ

Zone 1

on ID ⓘ

Member Name: Example Thirty-Eight

Member's ID: 26691588

\* Membership End Date

Sep 1, 2024

\* Drop Reason ⓘ

Resigned

Drop Reason Details

|

Save

Close

Club Specialty ⓘ

Cultural

Club Sub-Specialty ⓘ

More ▾

+ Follow

Member Count

Club Actio...

Manage Club Members

Manage Club Officers

ⓘ

## 10 Click "Save"

The screenshot shows a web application interface with a modal form for editing member information. The background is a blurred view of a 'Home' page for 'Example Club For Training'. The modal form contains the following fields:

- Member Name:** Example Thirty-Eight
- Member's ID:** 26691588
- \* Membership End Date:** Sep 1, 2024 (with a calendar icon)
- \* Drop Reason:** Resigned (with an information icon and a dropdown arrow)
- Drop Reason Details:** in good standing

At the bottom of the modal, there are two buttons: a blue 'Save' button (highlighted with a purple circle) and a white 'Close' button.



Tip! A green message box will appear, click the "X" icon to close the message. The Club Page is now displayed.

- 11 Click "Home" to return to the main landing page.

The screenshot shows the Lion Portal interface. At the top, there is a dark blue header with the Lion Portal logo on the left, a search bar in the center, and a bell icon and user profile icon on the right. Below the header is a navigation bar with the following items: Home (highlighted with a purple circle), Membership (with a dropdown arrow), Service (with a dropdown arrow), Learn, and More (with a dropdown arrow). Below the navigation bar, there is a section for the 'Example Club For Training' account. This section includes a table with the following data:

| Lion ID | Type       | Status | Billing Address                                              | Active Member Count |
|---------|------------|--------|--------------------------------------------------------------|---------------------|
| 200158  | Lions Club | Active | 124 Any Place<br>Naperville, Illinois 60565<br>United States | 56                  |

Below the table, there are tabs for 'Club Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Club Details' tab is active, showing the account name 'Example Club For Training', the parent account, and the club type 'Lions Club'. To the right of the club details, there is a button labeled 'Manage Club Members'.

- 12 This concludes the "Manage Club Members - Drop a Member" Quick Guide

The screenshot shows the Lion Portal interface. At the top, there are three blue icons: a clipboard, a person, and a document. Below these icons is a large purple square with the text 'MY ASSOCIATION' and the Lions International logo. To the right of this square is a purple circle. Below the purple square, there is a section titled 'Welcome to the Lion Portal' with a yellow underline. To the left of this section is a box labeled 'Insights Summary' with a blue bar showing '.37M' and a small icon of three people. To the right of the 'Welcome to the Lion Portal' section is a yellow button labeled 'DONATE'. Below the 'DONATE' button is a section labeled 'QUICK LINKS' with a blue icon of a person. The text 'We have taken the functionality of MyLion, MyLCI, Insights and other tools and combined them into one cohesive and consistent experience – the Lion Portal.' is displayed below the 'Welcome to the Lion Portal' section.