

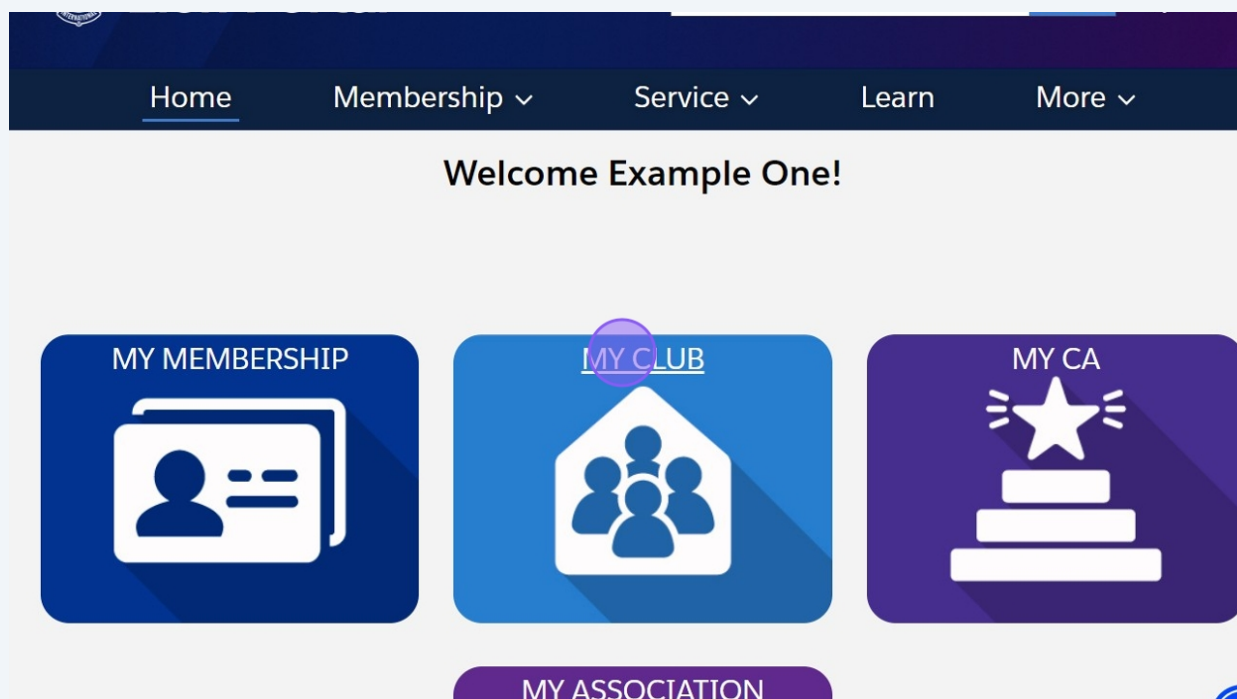
Manage Club Members - Edit a Member: Reinstate Member



This guide provides a step-by-step process for reinstating club members, making it essential for club administrators looking to efficiently manage membership changes. It outlines procedures for reinstating members both within and outside the designated reinstatement period, ensuring clarity on requirements, such as the need for a sponsor when applicable. With clear instructions and visual cues, this guide simplifies the reinstatement process, helping clubs maintain active participation engagement among their members.

1 Sign in to the Lion Portal. lionportal.org

2 Click "MY CLUB"



Reinstate a Member Within the Reinstatement Period



Note! A member with a drop date within the reinstatement time frame will show an "Add Type" of "Reinstated". A new sponsor is not required.

3 Click "Manage Club Members"

[Home](#) [Membership ▾](#) [Service ▾](#) [Learn](#) [More ▾](#)

 Account

Example Club For Training

[+ Follow](#)

on ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

[Details](#) [Data Export](#) [Club Statements](#) [Club Service Activities](#) [More](#)

Account Name

Example Club For Training 

Parent Account 

[District 1 J](#)

Region or Zone 

[Zone 1](#)

on ID 

00158

Type 

Lions Club

Active Member Count

56

Club Specialty 

Cultural

Club Sub-Specialty 

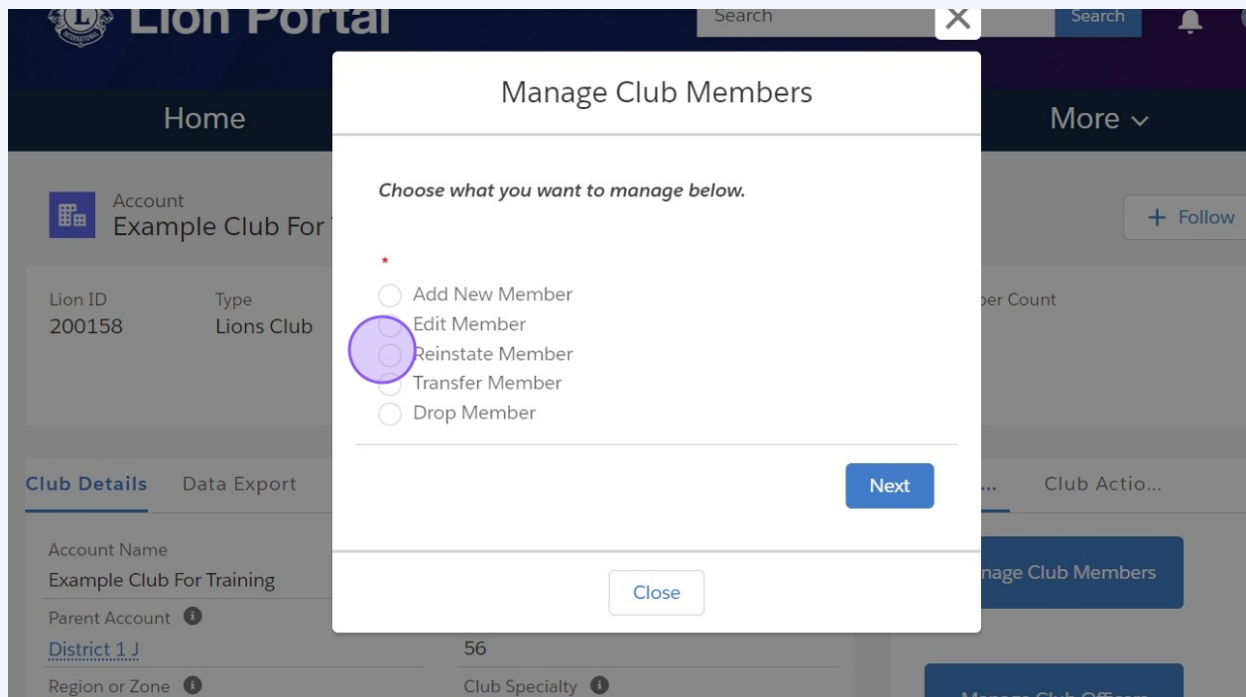
[Member ...](#) [Club Acti...](#)

[Manage Club Members](#)

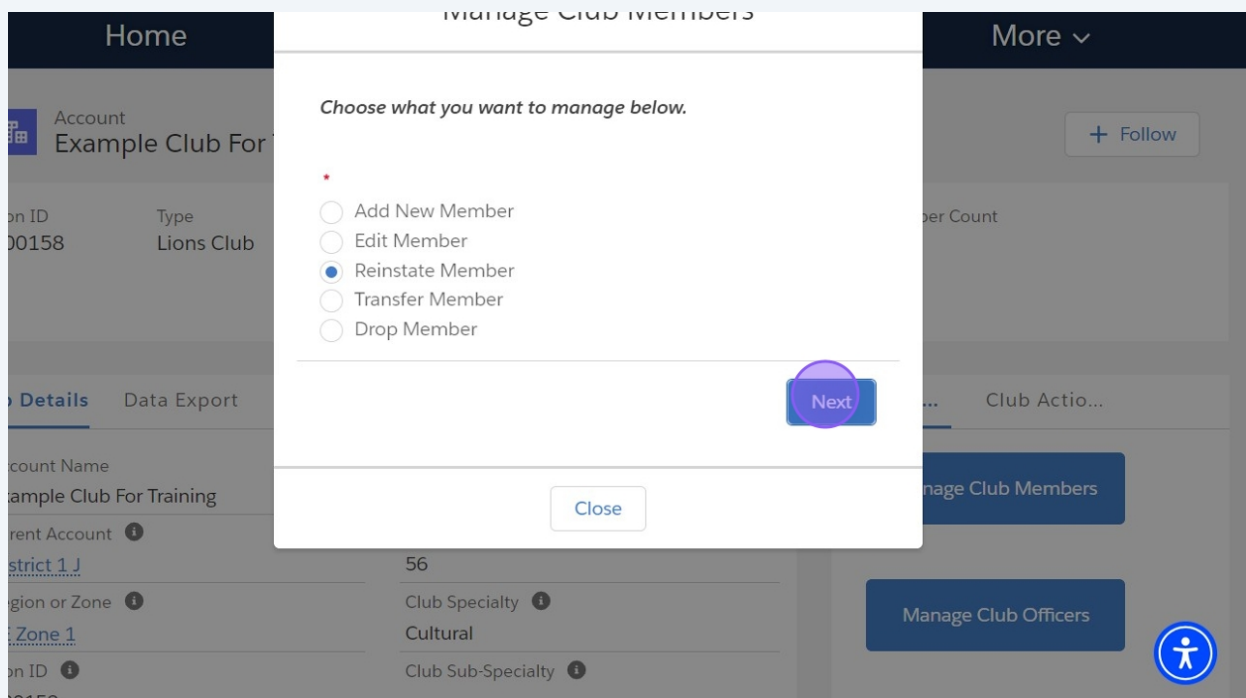
[Manage Club Officers](#)



4 Click "Reinstate Member".



5 Click "Next"



6

The dropped members of the club eligible for reinstatement is displayed. Click the "Radio Button" next to the member to reinstate.

Select A Member To Reinstate

2 of 2 items • 0 items selected

C...	M...	M...	En...	Dr...
☐	Example Sixty-Seven	Lion	26691607	Aug 31, 2019 Drop Non-Attendance
☒	Example Thirty-Eight	Lion	26691588	Aug 31, 2024 Drop Resigned in Good Standing

Close

7

Click "Next"

Select A Member To Reinstate

2 of 2 items • 0 items selected

☐	Example Sixty-Seven	Lion	26691607	Aug 31, 2019 Drop Non-Attendance
☒	Example Thirty-Eight	Lion	26691588	Aug 31, 2024 Drop Resigned in Good Standing

Please make sure to select the most recent drop date if the member appears more than once.

Previous Next

Close

8 Enter the "Resume Date" Click "Next"

The screenshot shows a modal window titled "Selected Member: Example Thirty-Eight" overlaid on the "Lion Portal" interface. The modal contains three required fields, each marked with an asterisk:

- * Gender:** A dropdown menu with "Male" selected.
- * Date of Birth:** A date picker showing "Nov 11, 1984".
- * Resume Date:** A date picker showing "Sep 28, 2024".

At the bottom of the modal, there are three buttons: "Previous", "Next" (highlighted with a purple circle), and "Close". The background interface shows the "Home" tab and a "More" dropdown menu.

9 Select the "Membership Type" from the drop down list.

The screenshot shows the "Manage Club Members" modal window. It contains two required fields, each marked with an asterisk:

- * Membership Type:** A dropdown menu with "Regular Member" selected. This field is highlighted with a purple circle.
- * Membership Category:** A dropdown menu with "Active" selected.

At the bottom of the modal, there are two buttons: "Next" (highlighted with a purple circle) and "Close". The background interface shows the "Lion Portal" header with a search bar and navigation tabs like "Home", "Membership", "Service", and "Learn".

- 10 Confirm the "Membership Category", "Active" is the default value. Click "Next"

The screenshot shows a modal window titled "Manage Club Members" overlaid on a web application. The modal has a close button (X) in the top right corner. It contains two dropdown menus: "* Membership Type" with "Regular Member" selected, and "* Membership Category" with "Active" selected. A "Next" button is highlighted with a purple circle, and a "Close" button is at the bottom center. The background shows a club profile for "Example Club For Training" with details like "Lions Club", "Active Member Count: 56", and "Club Specialty: Cultural".

- 11 A green confirmation message is displayed. Click the "X" icon to close the message.

The screenshot shows the web application after a successful action. A green banner at the top displays a checkmark icon and the text "Success! Membership Record Created!". A purple circle highlights an "X" icon in the top right corner of the banner, indicating it can be closed. The navigation bar includes "Home", "Membership", "Service", "Learn", and "More". The main content area shows the club profile for "Example Club For Training" with a "Follow" button. Below the profile, there are tabs for "Details", "Data Export", "Club Statements", "Club Service Activities", and "More". The "Details" tab is active, showing fields like "Account Name", "Type", "Status", "Billing Address", and "Active Member Count". A "Manage Club Members" button is visible in the bottom right corner.



View the new membership record.

12

From the Club page click "View All"

Meeting City ⓘ aperville	Meeting Local Country ⓘ US
Meeting State or Prov ⓘ	Online Meeting 1 ⓘ ☐
Meeting Zip Code ⓘ 0565	Online Meeting 1 Place ⓘ
Meeting Country ⓘ nited States	Online Meeting 1 Address ⓘ
Meeting Location 2	
Meeting 2 Place ⓘ	Meeting 2 Local Place ⓘ
Meeting 2 Week of Month ⓘ	Meeting 2 Local Street ⓘ
Meeting 2 Day ⓘ	Meeting 2 Local City ⓘ
Meeting 2 Time ⓘ	Meeting 2 Local Zip Code ⓘ
Meeting 2 Street ⓘ	Meeting 2 Local State or Prov ⓘ

ple	er-	015@	0)
Fiftee	Regul	lionfa	223
n	ar	ke.co	-34
	[Activ	m	45
	e]		
	Lion-		(55
Exam	er-	sben	5)
ple	Regul	11@	265
Thre		msn.c	55

View All

Contact Members Services

Email: lionssupport@lionsclubs.org

Phone: (+001) 630-468-6900

13 Scroll to the Member's Membership.

Home Membership Service Learn More					
Accounts > Example Club For Training Club Members					
66 items • Sorted by Contact Full Name • Updated a few seconds ago					
	Contact Full Na... ↑	Membership Full Type	Email	Phone	Lion Joi...
43	Example Thirty-Eight	Lion-Regular [Active]	zuser038@lionfake.co...	(630) 677-78...	7/1/202
44	Example Thirty-Five	Lion-Regular [Active]	zuser035@lionfake.co...	(630) 344-45...	7/1/202
45	Example Thirty-Four	Lion-Regular [Active]	zuser034@lionfake.co...	(630) 233-34...	7/15/20
46	Example Thirty-Nine	Lion-Regular [Active]	zuser039@lionfake.co...	(630) 788-89...	7/1/202
47	Example Thirty-One	Lion-Regular [Active]	zuser031@lionfake.co...	(630) 909-01...	7/15/20
48	Example Thirty-Seven	Lion-Regular [Active]	zuser037@lionfake.co...	(630) 566-67...	7/1/202
49	Example Thirty-Six	Lion-Regular [Active]	zuser036@lionfake.co...	(630) 455-56...	7/15/20

14 Click the blue link to the right to view the details of the Membership record.

Accounts > Example Club For Training

Club Members

66 items • Sorted by Contact Full Name • Updated a few seconds ago

▼	Email	▼	Phone	▼	Lion Joi...	▼	Start D...	▼	E...	▼	Members...	▼	Membership: Me...	▼
	zuser038@lionfake.co...		(630) 677-78...		7/1/2022		9/28/2024				Active Memb...		MEMBER#001194398	▲
	zuser035@lionfake.co...		(630) 344-45...		7/1/2022		7/1/2022				Active Memb...		MEMBER#001194395	
	zuser034@lionfake.co...		(630) 233-34...		7/15/2015		7/15/2015				Active Memb...		MEMBER#001194394	
	zuser039@lionfake.co...		(630) 788-89...		7/1/2022		7/1/2022				Active Memb...		MEMBER#001194395	
	zuser031@lionfake.co...		(630) 909-01...		7/15/2015		7/15/2015				Active Memb...		MEMBER#001194393	
	zuser037@lionfake.co...		(630) 566-67...		7/1/2022		7/1/2022				Active Memb...		MEMBER#001194395	
	zuser036@lionfake.co...		(630) 455-56...		7/15/2015		7/15/2015				Active Memb...		MEMBER#001194394	
	zuser033@lionfake.co...		(630) 122-23...		7/15/2015		7/15/2015				Active Memb...		MEMBER#001194394	
	zuser032@lionfake.co...		(630) 011-12...		7/15/2015		7/15/2015				Active Memb...		MEMBER#001194393	

15 The details are displayed. Note! the "Add Type" shows "Reinstated".

Contact Example Member Thirty-Eight	Club Example Club For Training	Club Branch	Membership Full Type Lion-Regular [Active]
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Details

Club ⓘ
[Example Club For Training](#)

Contact ⓘ
[Example Member Thirty-Eight](#)

Club Branch ⓘ

Relationship Type ⓘ

Membership Sponsor ⓘ
[Example Member Eighteen](#)

▼ Membership Details

Lion Join Date ⓘ

Membership Status ⓘ
Active Member

Membership Type
Lion

Membership Category ⓘ
Active

Program ⓘ
Regular

Add Type ⓘ
Reinstated

Contact Customer Service
Email: lionssupport@lionsclubs.org
Phone: (+001) 630-468-6900

No related lists to display

Reinstate a Member Outside of the Reinstatement Period

16 Click "Manage Club Members"

Home	Membership ▾	Service ▾	Learn	More ▾
------	--------------	-----------	-------	--------

Account
[Example Club For Training](#)

+ Follow

on ID 00158	Type Lions Club	Status Active	Billing Address 124 Any Place Naperville, Illinois 60565 United States	Active Member Count 57
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Details Data Export Club Statements Club Service Activities More

Account Name
[Example Club For Training](#)

Parent Account ⓘ
[strict 1 J](#)

Region or Zone ⓘ
[Zone 1](#)

on ID ⓘ
00158

Type ⓘ
Lions Club

Active Member Count
57

Club Specialty ⓘ
Cultural

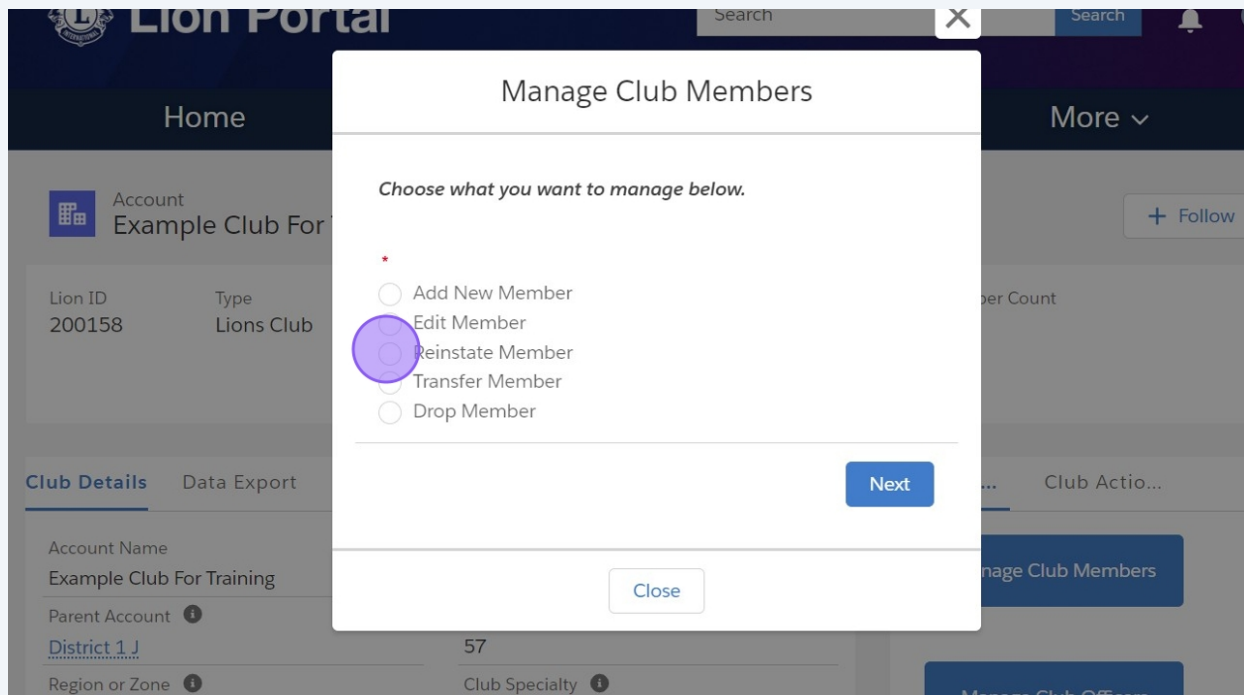
Club Sub-Specialty ⓘ

Member ... Club Acti...

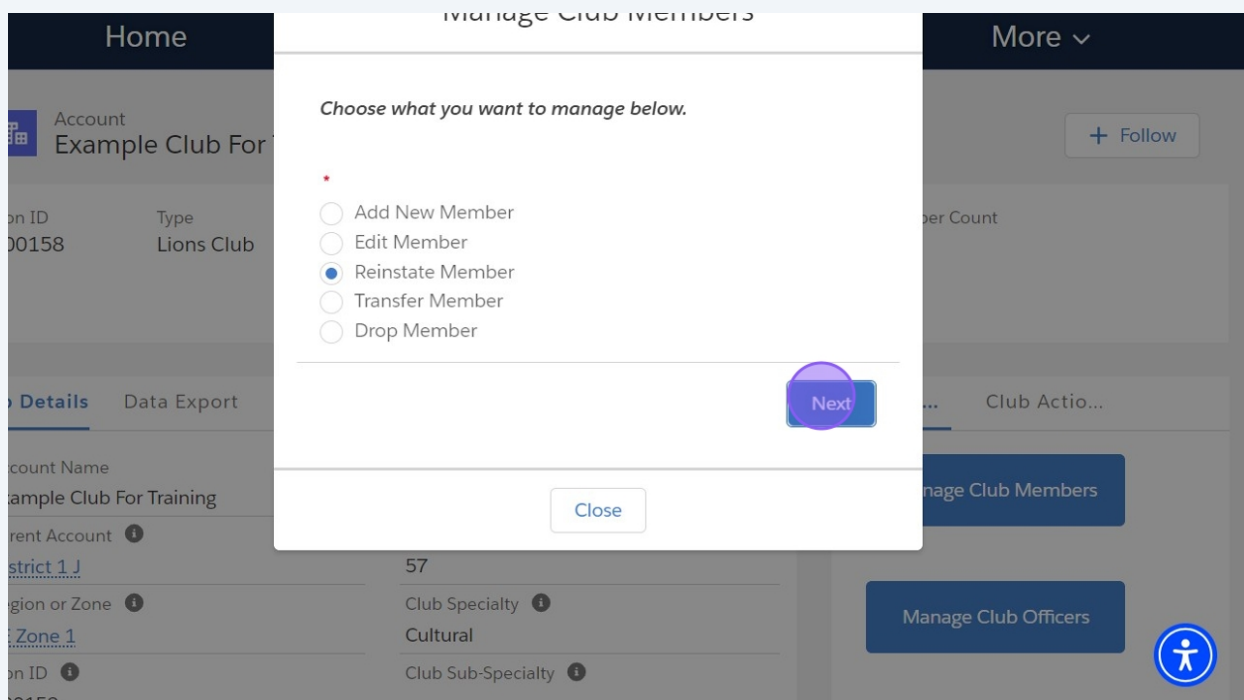
Manage Club Members

Manage Club Officers

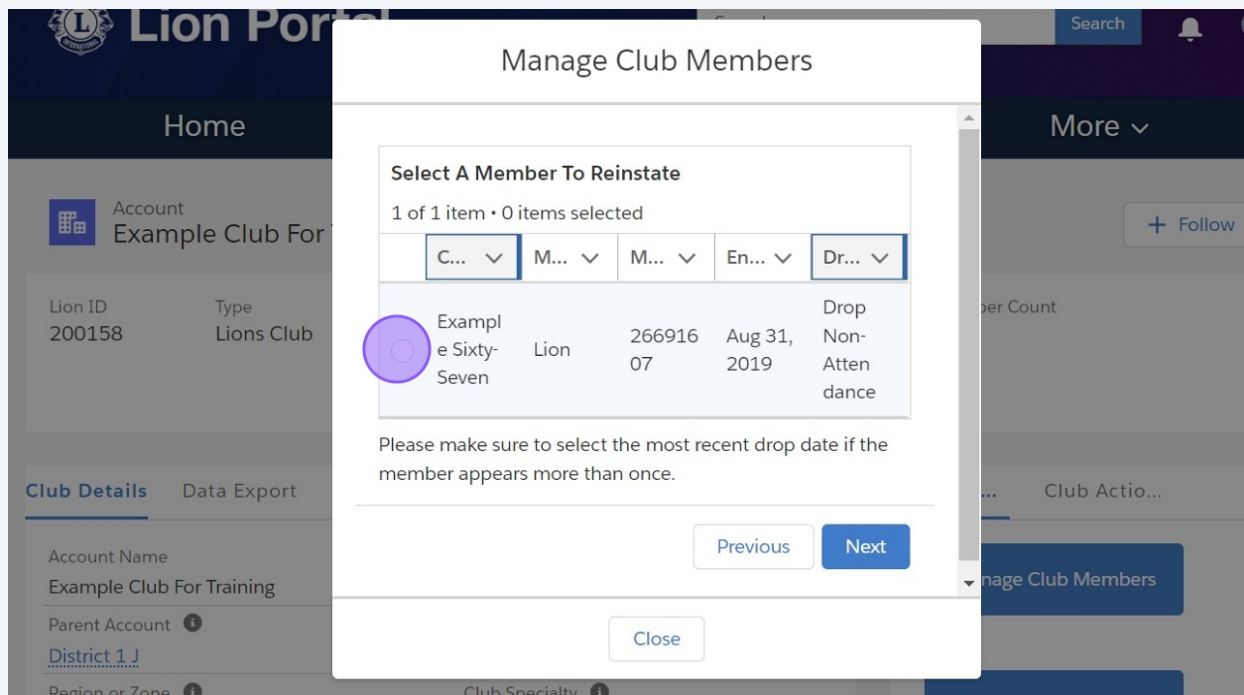
17 Click "Reinstate Member" "Radio Button".



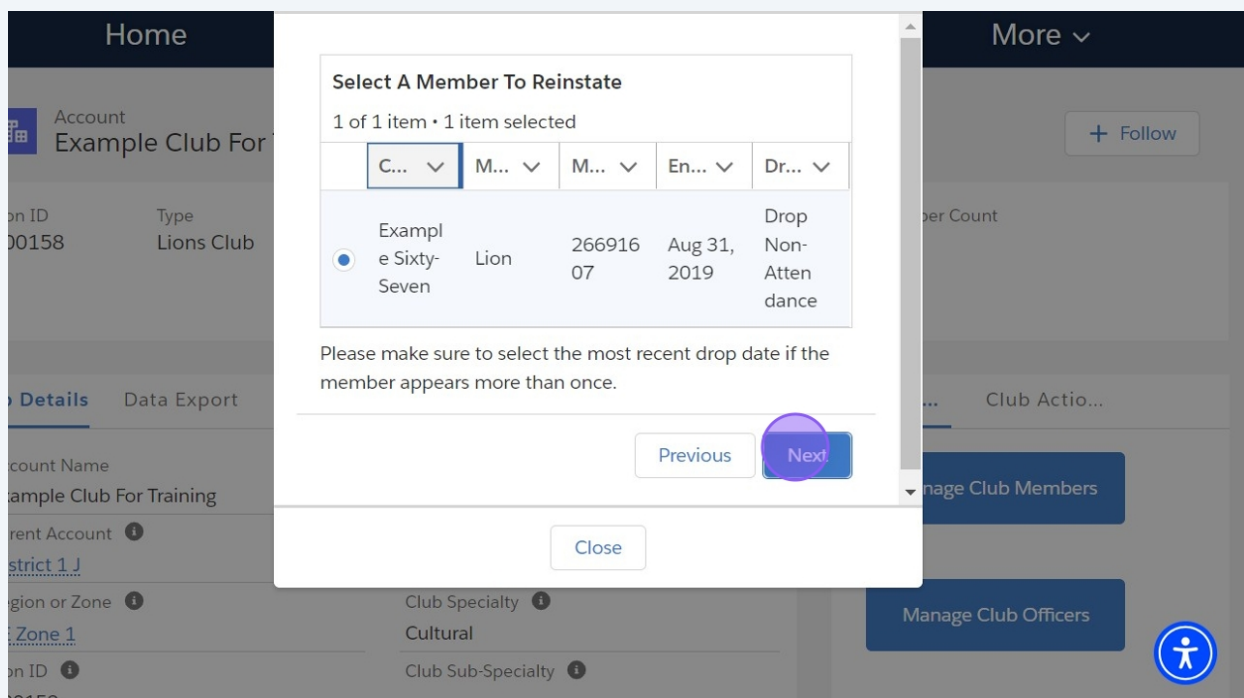
18 Click "Next"



- 19 Click the "Radio Button" next to the member to reinstate.



- 20 Click "Next"



21 Enter the "Resume Date" and click "Next"

The screenshot shows a web application interface with a modal form titled "Selected Member: Example Sixty-Seven". The form contains the following fields:

- * Gender: Female
- * Date of Birth: Jan 2, 1972
- * Resume Date: 9/28/2024 (highlighted with a red circle)

Below the fields, there is a "Format: Dec 31, 2024" label. At the bottom of the modal, there are three buttons: "Previous", "Next" (highlighted with a red circle), and "Close". The background shows a "Home" page with a "More" dropdown menu and a "Follow" button.

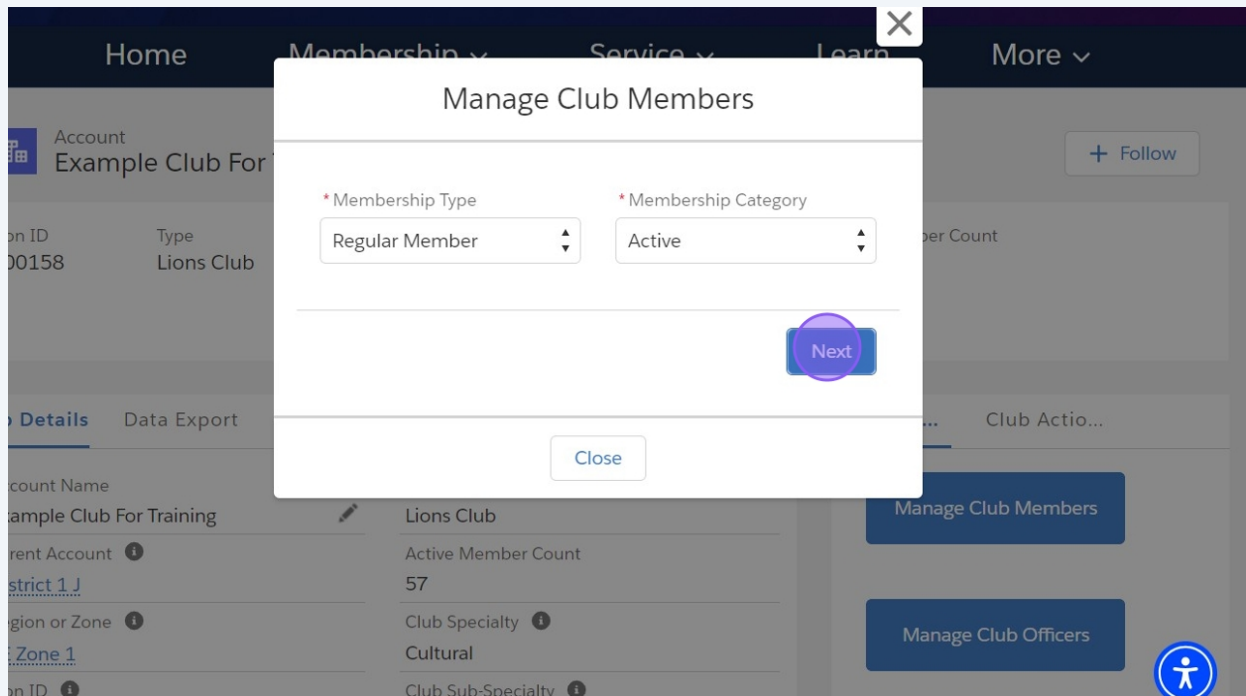
22 Select the "Membership Type"

The screenshot shows the "Manage Club Members" modal form. The form contains the following fields:

- * Membership Type: Regular Member (highlighted with a red circle)
- * Membership Category: Active

At the bottom of the modal, there are two buttons: "Next" and "Close". The background shows a "Lion Portal" header with a search bar and a "More" dropdown menu.

23 Click "Next"



The screenshot shows a web application interface with a dark blue header containing navigation links: Home, Membership, Service, Learn, and More. A modal dialog box titled "Manage Club Members" is centered on the screen. The dialog has a white background and a dark blue border. It contains two dropdown menus: "Membership Type" with "Regular Member" selected, and "Membership Category" with "Active" selected. Below these is a purple "Next" button. At the bottom of the dialog is a "Close" button. The background of the application is dimmed, showing a sidebar with "Details" and "Data Export" tabs, and a main content area with a table of club information. The table has columns for "Account Name", "Account ID", "Type", "Lions Club", "Active Member Count", "Club Specialty", and "Club Sub-Specialty". The "Active Member Count" is 57, and the "Club Specialty" is "Cultural".



Alert! The member being reinstated is required to have a Sponsor for the reinstatement.

24 Search for the Sponsor by name or Lion ID.

Lion Portal

Search

Home

Account
Example Club For

Lion ID
200158

Type
Lions Club

Club Details Data Export

Account Name
Example Club For Training

Parent Account
District 1 J

Lions Club

Active Member Count
57

Manage Club Members

Manage Club Members

Manage Club Officers

Manage Club Members

Please search for a sponsor for the new member.

* Search by Name or Lion ID

☒ Name

☐ Lion ID

Previous Next

Close

25 Click this text field.

Lion Portal

Search

Home

Account
Example Club For

Lion ID
200158

Type
Lions Club

Club Details Data Export

Account Name
Example Club For Training

Parent Account
District 1 J

Lions Club

Active Member Count
57

Manage Club Members

Manage Club Officers

Manage Club Members

Please search for a sponsor for the new member.

* Search by Name or Lion ID

☒ Name

☐ Lion ID

* First Name

* Last Name

Previous Next

Close

26 Enter the search fields and click "Next"

The screenshot shows a modal window titled "Manage Club Members" overlaid on a background interface. The modal contains the following elements:

- Header: "Manage Club Members"
- Text: "Please search for a sponsor for the new member."
- Section: "* Search by Name or Lion ID"
- Radio buttons: ☒ Name, ☐ Lion ID
- Form fields:
* First Name: "Example"
* Last Name: "one"
- Buttons: "Previous", "Next" (highlighted with a purple circle), and "Close"

The background interface includes a "Home" header, a "More" dropdown, and various club management buttons like "Manage Club Members" and "Manage Club Officers".

27 Click the "Radio Button" next to the sponsor's name and click "Next"

The screenshot shows the same "Manage Club Members" modal, but now it displays a list of search results. The modal contains the following elements:

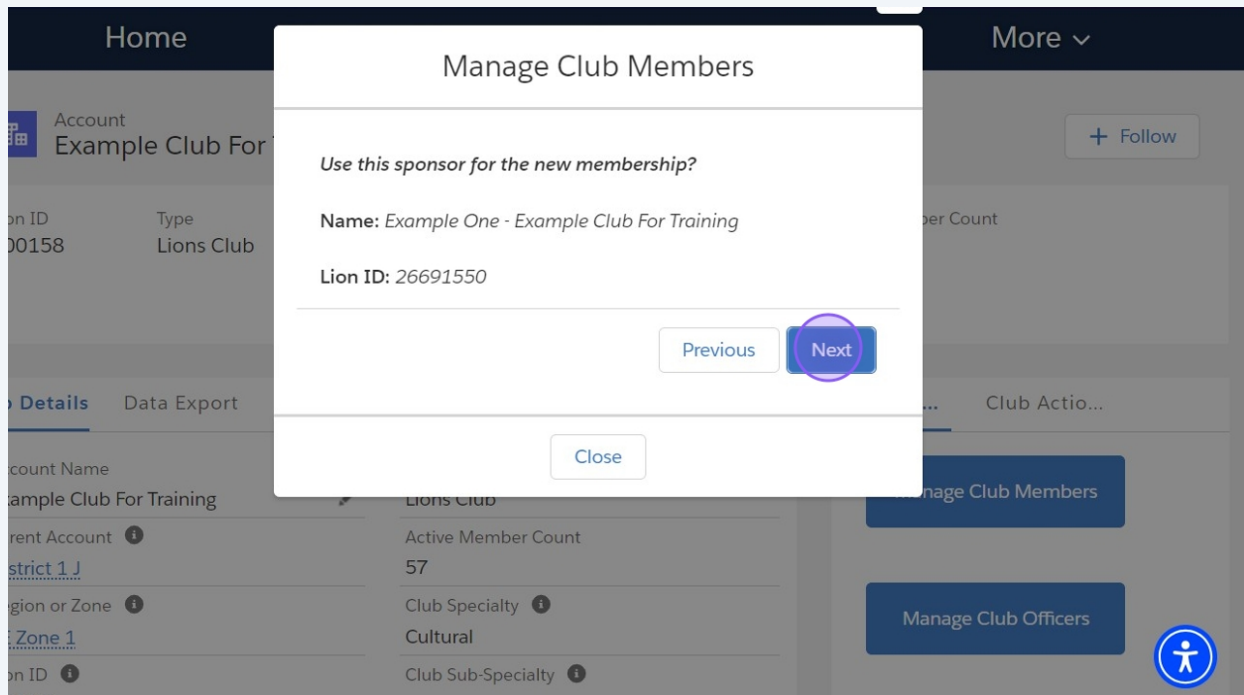
- Header: "Manage Club Members"
- Text: "1 of 1 item • 1 item selected"
- Search bar: "Search this list..."
- Table of results:

Name	Member ID	Club Name
☒ Example One	26691550	Example Club For Training

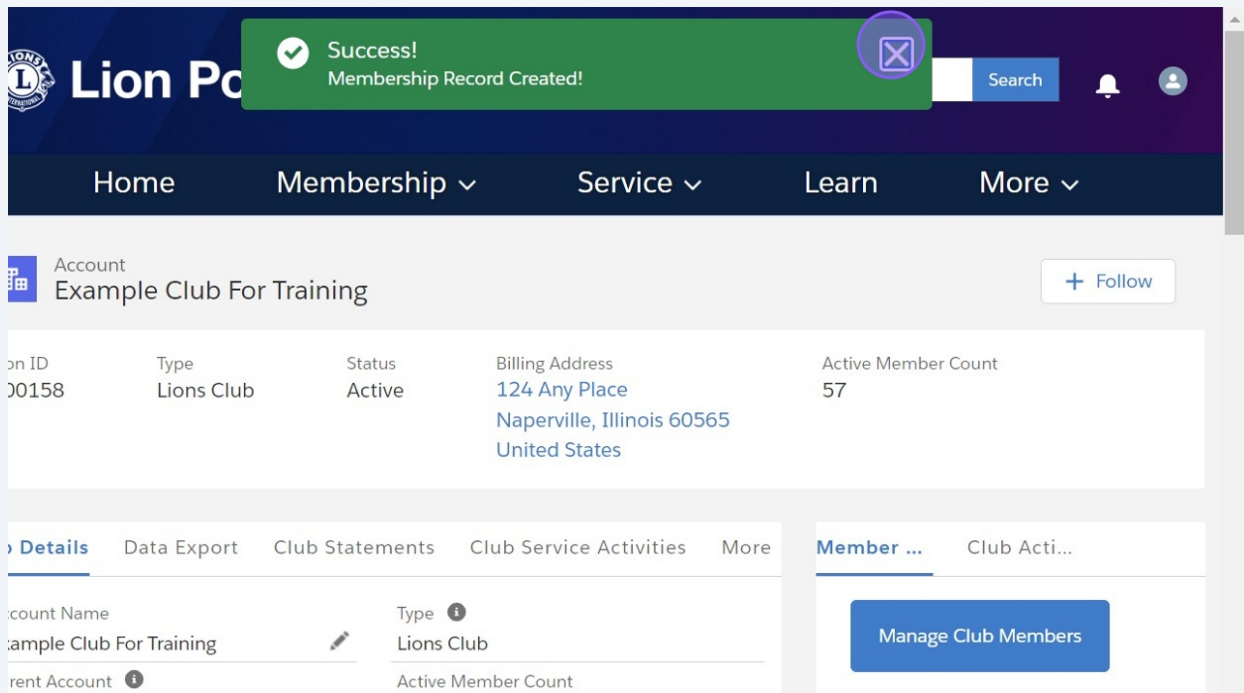
- Buttons: "Previous", "Next" (highlighted with a purple circle), and "Close"

The background interface is the same as in the previous screenshot.

28 Confirm the sponsor and click "Next"



29 A green confirmation message is displayed. Click the "X" icon to close the message.





View the new membership record.

30

Click "View All"

55 TOWN ROAD

Meeting City

aperville

Meeting State or Prov

Meeting Zip Code

0565

Meeting Country

United States

Meeting Location 2

Meeting 2 Place

Meeting 2 Week of Month

Meeting 2 Day

Meeting 2 Time

Meeting 2 Street

IL

Meeting Local Country

US

Online Meeting 1



Online Meeting 1 Place

Online Meeting 1 Address

Meeting 2 Local Place

Meeting 2 Local Street

Meeting 2 Local City

Meeting 2 Local Zip Code

Meeting 2 Local State or Prov

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

Lion-
Chart [zuser](#) (63
Exam er- [008@](#) 0)

[View All](#)

Contact Members Services

Email: lionssupport@lionsclubs.org

Phone: (+001) 630-468-6900

31 Scroll to the Member's Membership record.

Home Membership Service Learn More							
Accounts > Example Club For Training Club Members							
50+ items • Sorted by Contact Full Name • Updated a few seconds ago							
	Contact Full Na... ↑	Membership Full Type	Email	Phone	Lion Joi...	Start D...	E.
35	Example Sixty-One	Lion-Family Member [Active]	zsixtyone@f...	630 267-9033	6/15/2021	6/15/2021	
36	Example Sixty-Seven	Lion-Regular [Dropped]	zsixtyseven...	404 535-6768	4/15/2018	4/15/2018	9
37	Example Sixty-Seven	Lion-Regular [Active]	zsixtyseven...	404 535-6768	9/28/2024	9/28/2024	
38	Example Sixty-Three	Lion-Family Member [Active]	zsixtythree...		3/15/2021	3/15/2021	
39	Example Sixty-Two	Lion-Family Member [Active]	zsixtytwo@f...	630 764-3377	3/23/2022	3/23/2022	
40	Example Ten	Lion-Charter-Regular [Active]	zuser010@li...	(630) 678-90...	7/1/2010	7/1/2010	
41	Example Thirteen	Lion-Charter-Regular [Active]	zuser013@li...	(630) 901-23...	7/1/2010	7/1/2010	
42	Example Thirty	Lion-Regular [Active]	zuser030@li...	(630) 898-90...	12/5/2021	12/5/2021	

32 Click the blue link to the right to view the details of the Membership record.

Accounts > Example Club For Training Club Members							
50+ items • Sorted by Contact Full Name • Updated a minute ago							
	Email	Phone	Lion Joi...	Start D...	E...	Members...	Membership: Me...
	zsixtyone@f...	630 267-9033	6/15/2021	6/15/2021		Active Memb...	MEMBER#0011943968
	zsixtyseven...	404 535-6768	4/15/2018	4/15/2018	9/1/...	Inactive Me...	MEMBER#0011943979
	zsixtyseven...	404 535-6768	9/28/2024	9/28/2024		Active Memb...	MEMBER#0011943990
	zsixtythree...		3/15/2021	3/15/2021		Active Memb...	MEMBER#0011943970
	zsixtytwo@f...	630 764-3377	3/23/2022	3/23/2022		Active Memb...	MEMBER#0011943969
	zuser010@li...	(630) 678-90...	7/1/2010	7/1/2010		Active Memb...	MEMBER#0011943918
	zuser013@li...	(630) 901-23...	7/1/2010	7/1/2010		Active Memb...	MEMBER#0011943920
	zuser030@li...	(630) 898-90...	12/5/2021	12/5/2021		Active Memb...	MEMBER#0011943937
	zuser038@li...	(630) 677-78...	7/1/2022	7/1/2022	9/1/...	Inactive Me...	MEMBER#0011943955

33 Note the "Add Type" is shown as "New" for this reinstatement.

Contact Example Member Sixty-Seven	Club Example Club For Training	Club Branch	Membership Full Type Lion-Regular [Active]
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Details

Club ⓘ
[Example Club For Training](#)

Contact ⓘ
[Example Member Sixty-Seven](#)

Club Branch ⓘ

Relationship Type ⓘ

Membership Sponsor ⓘ
[Example Member One](#)

▼ Membership Details

Lion Join Date ⓘ

Membership Status ⓘ
Active Member

Membership Type
Lion

Membership Category ⓘ
Active

Program ⓘ
Regular

Add Type ⓘ
New

Contact Customer Service
Email: lionssupport@lionsclubs.org
Phone: (+001) 630-468-6900

No related lists to display

34 Return to the Club page by clicking the blue link in the Club Name

HomeMembership ▾Service ▾LearnMore ▾

Membership
MEMBER#0011943990

Contact
[Example Member Sixty-Seven](#)

Club
[Example Club For Training](#)

Details

Club ⓘ
[Example Club For Training](#)

Contact ⓘ
[Example Member Sixty-Seven](#)

Club Branch ⓘ

Relationship Type ⓘ

Membership Sponsor ⓘ

Membership Status ⓘ
Active Member

Membership Type
Lion

Membership Category ⓘ
Active

Program ⓘ
Regular

Add Type ⓘ

Example Club For Training

Lion ID
200158

Type
Lions Club

Status
Active

Billing Address
[124 Any Place](#)
[Naperville, Illinois 60565](#)
[United States](#)

Active Member Count
58

No related lists to display

19

- 35 Click "Home" to return to the Portal 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 containing 'Sixty-Seven' 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 'Account Example Club For Training' with a '+ Follow' button. Below this is a table with the following data:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	58

Below the table, there are two tabs: 'Club Details' and 'Member ...'. The 'Club Details' tab is active, showing the following information:

Account Name	Type ⓘ
Example Club For Training	Lions Club
Parent Account ⓘ	Active Member Count

On the right side of the 'Club Details' tab, there is a blue button labeled 'Manage Club Members'.

- 36 This concludes the "Manage Club Members - Edit a Member: Reinstate Member" Quick Guide.

The screenshot shows the Lion Portal landing page. At the top, there is a dark blue header with the Lion Portal logo on the left, a search bar containing 'Sixty-Seven' 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 'Account Example Club For Training' with a '+ Follow' button. Below this is a table with the following data:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	58

Below the table, there are two tabs: 'Club Details' and 'Member ...'. The 'Club Details' tab is active, showing the following information:

Account Name	Type ⓘ
Example Club For Training	Lions Club
Parent Account ⓘ	Active Member Count

On the right side of the 'Club Details' tab, there is a blue button labeled 'Manage Club Members'.