

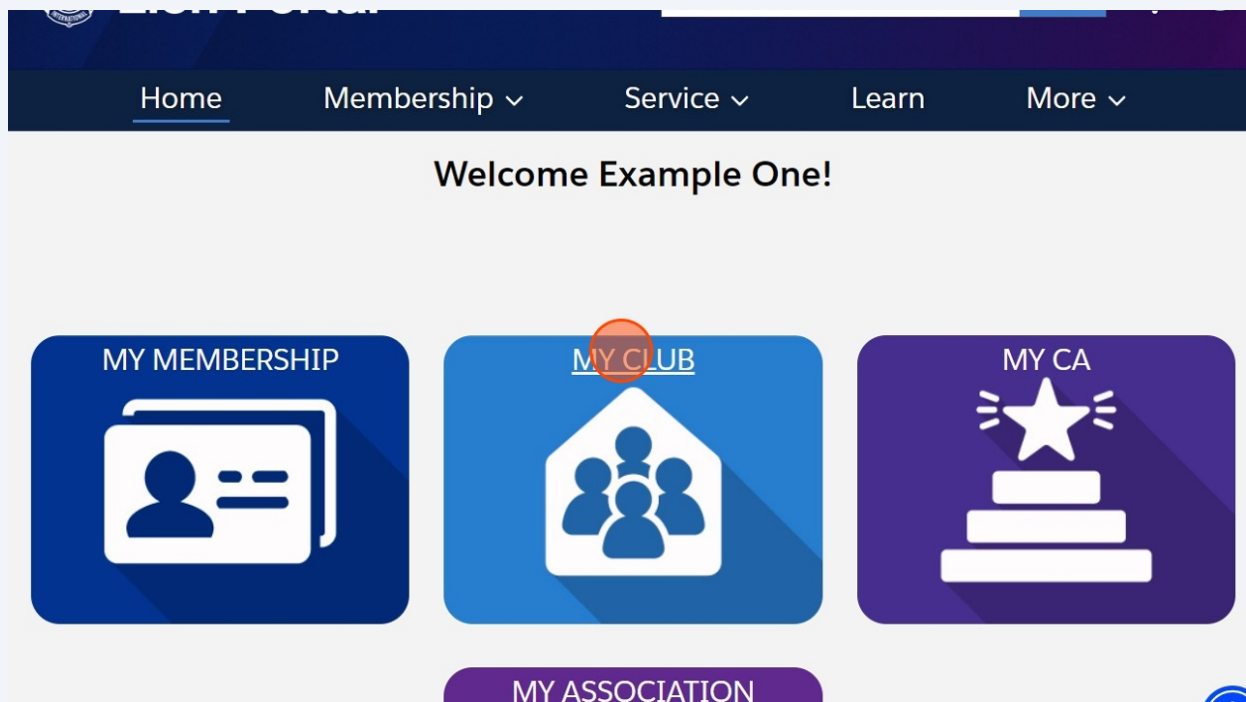
Club Actions - Get Membership Cards



This guide provides a streamlined process for club leaders to efficiently obtain membership cards through the Lion Portal. By following the outlined steps, users can quickly select members and customize their card formatting, ensuring a hassle-free experience. It is an essential resource for anyone looking to manage club memberships effectively and save time in the administrative process.

- 1 Sign in to the Lion Portal. lionportal.org

- 2 Click "MY CLUB"



3 Click "Club Actions"

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

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

Club ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	60

[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](#)

Club ID

00158

Type

Lions Club

Active Member Count

60

Club Specialty

Cultural

Club Sub-Specialty

Member ...

Club Acti...

Manage Club Members

Manage Club Officers



4 Click "Get Membership Cards"

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

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

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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](#)

Club ID

00158

Club Sub-Specialty

Specialty Description

Arts and Entertainment

Charter Established Date

7/1/2010

Type

Lions Club

Active Member Count

60

Club Specialty

Cultural

Club Sub-Specialty

Member A...

Club Acti...

Get Membership Cards

Get Delegate Confirmation Letter

View Reports

5

[Click here.](#)

Get Membership Cards

Select Members

Newly added members may not be immediately available. Please try again later if a membership card is not available.

60 of 60 items • 0 items selected

☐ Full Name	Lion ID
☒ Example Member Eight	26691558
☐ Example Member Eighteen	26691568
☐ Example Member Eleven	26691561
☐ Example Fifty-One	26691601
☐ Example Member Fifteen	26691565
☐ Example Member Fifty	26691600
☐ Example Member Fifty-Two	26691602

6

Select the members, multiple members can be chosen.

Select Members

Newly added members may not be immediately available. Please try again later if a membership card is not available.

60 of 60 items • 3 items selected

☐ Full Name	☐ Lion ID
☒ Example Member Eight	26691558
☒ Example Member Eighteen	26691568
☒ Example Member Eleven	26691561
☐ Example Fifty-One	26691601
☐ Example Member Fifteen	26691565
☐ Example Member Fifty	26691600
☐ Example Member Fifty-Two	26691602

▼ Club Details

Description

We are dedicated to the betterment of our

Website

<http://le-Clubhouse.org/sites/GokBrook>

7 Click "Next"

☒	Example Member Eighteen	26691568
☒	Example Member Eleven	26691561
☒	Example Fifty-One	26691601
☐	Example Member Fifteen	26691565
☐	Example Member Fifty	26691600
☐	Example Member Fifty-Two	26691602
☐	Example Member Five	26691555
☐	Example Member Forty	26691590
☐	Example Member Forty-Eight	26691598

Next

Club Details

Description

are dedicated to the betterment of our

Website

<http://e-Clubhouse.org/sites/OakBrook>

8 Select the desired page formatting

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

Get Membership Cards

Card Options

☒ A4_84x54_10

☐ A4_84x54_8

☐ A4_91x55_10

☐ Letter_2x35_10

☐ Letter_2x35_8

Good Standing Until

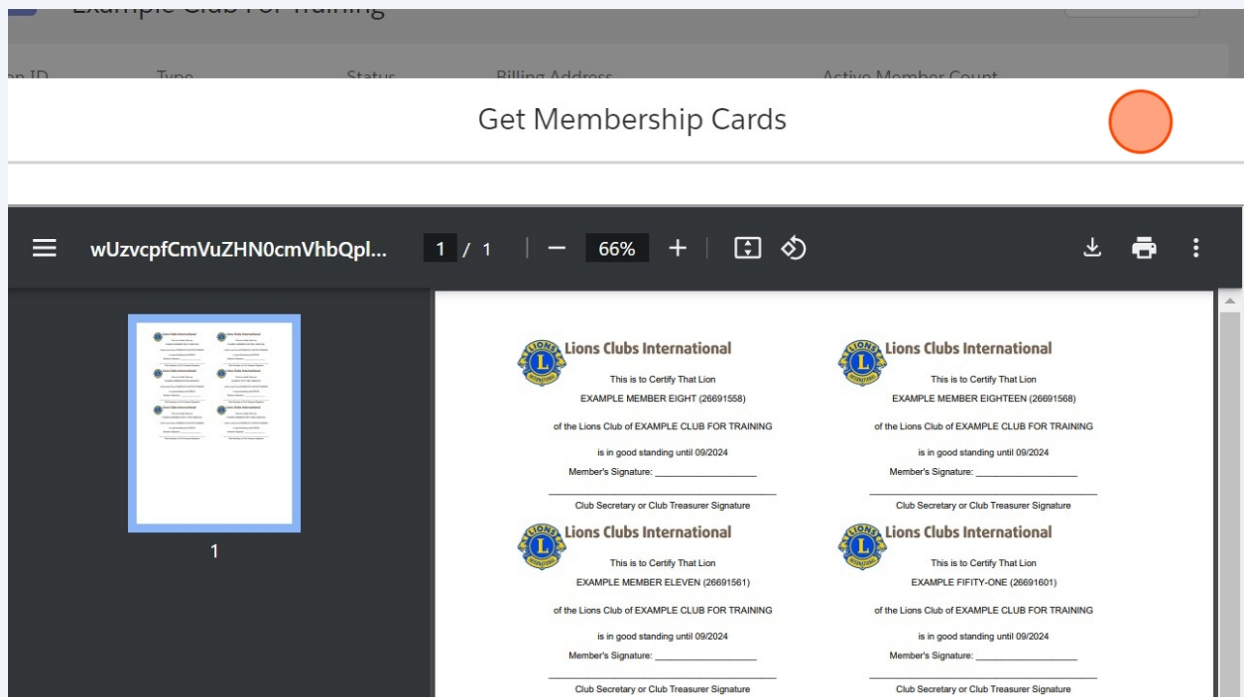
Sep 28, 2024

Previous

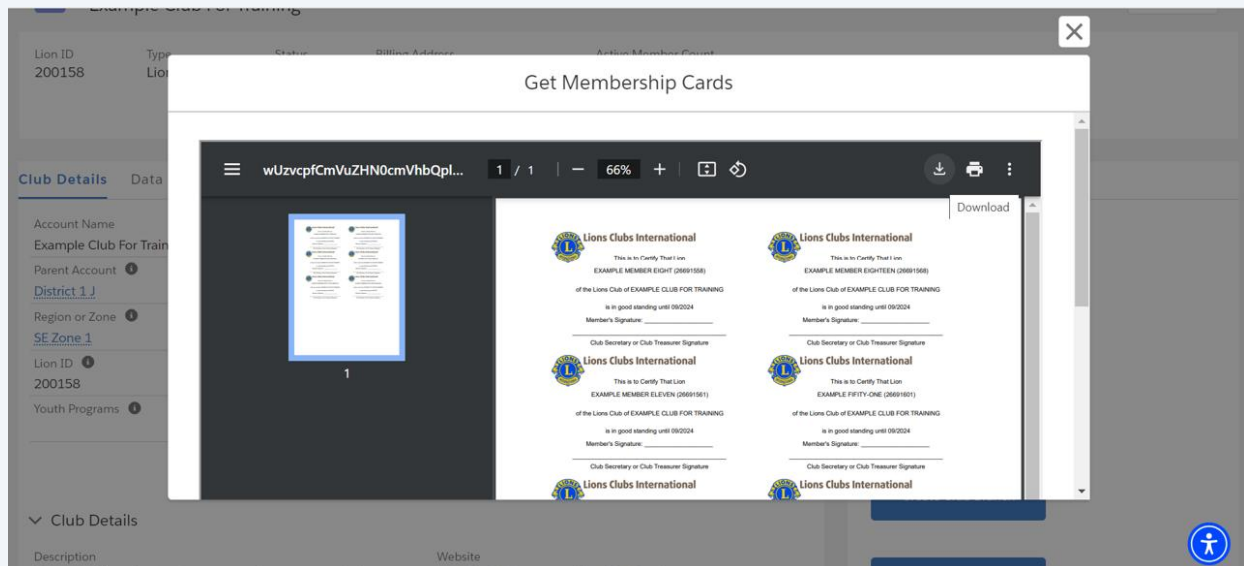
Next

7/1/2010

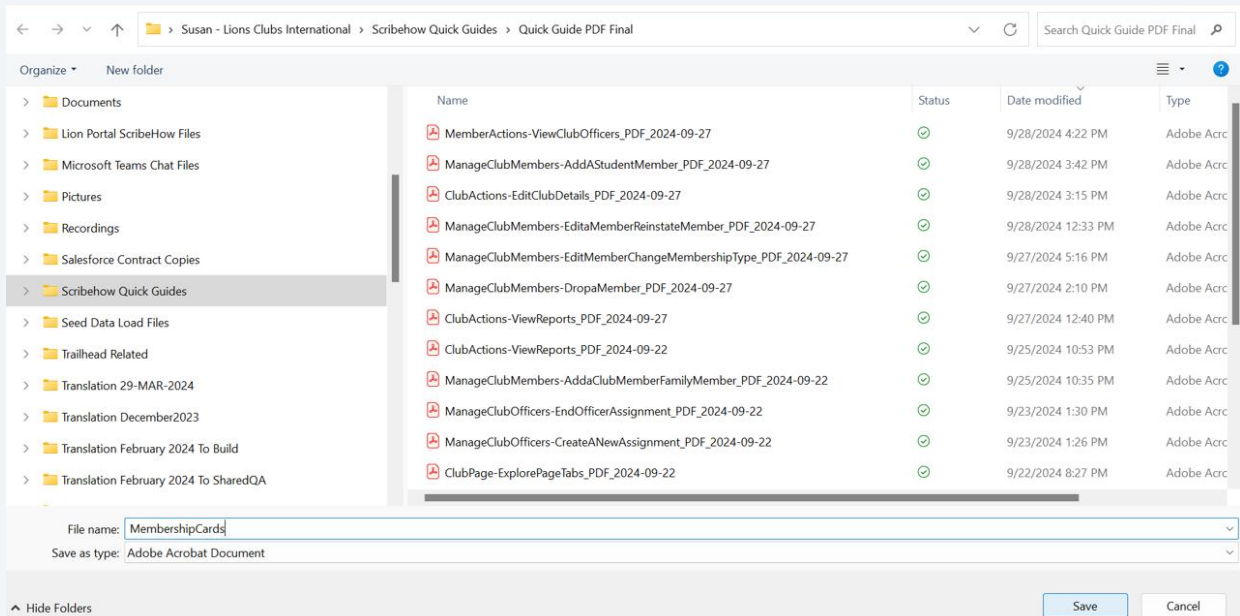
- 9 A new window opens displaying the page and formatting.



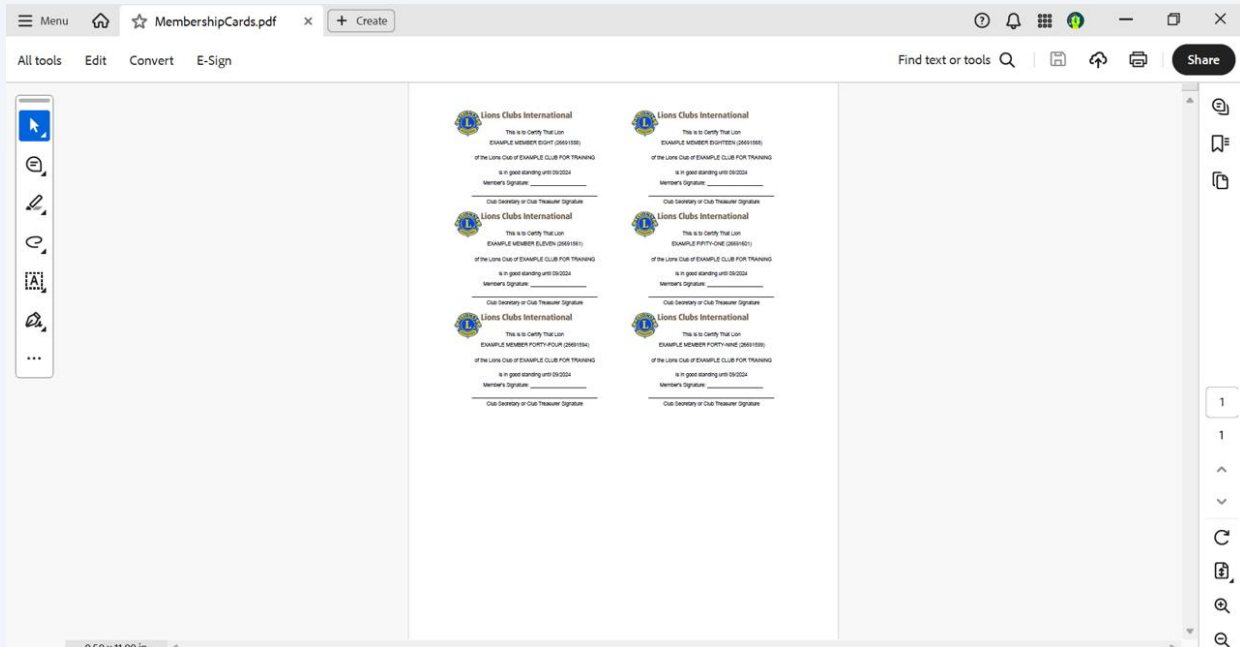
- 10 Click the "Download" icon to begin the download process.



11 Select the location to save the download.



12 Click on the downloaded document to preview the "Membership Cards"



13 After closing the window, you are returned to the Club Details page.

 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 60
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Club Details Data Export Club Statements Club Service Activities More

Account Name
Example Club For Training

Parent Account ⓘ
District 1 J

Region or Zone ⓘ
SE Zone 1

Lion ID ⓘ
200158

Youth Programs ⓘ

Type ⓘ
Lions Club

Active Member Count
60

Club Specialty ⓘ
Cultural

Club Sub-Specialty ⓘ
Arts and Entertainment

Specialty Description ⓘ

Member A... Club Acti...

Get Membership Cards

Get Delegate Confirmation Letter

View Reports

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

 **Lion Portal** 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 60
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Club Details Data Export Club Statements Club Service Activities More

Account Name
Example Club For Training

Parent Account ⓘ

Type ⓘ
Lions Club

Active Member Count

Member A... Club Acti...

Get Membership Cards

15

This concludes the "Club Actions - Get Membership Cards" Quick Guide.

