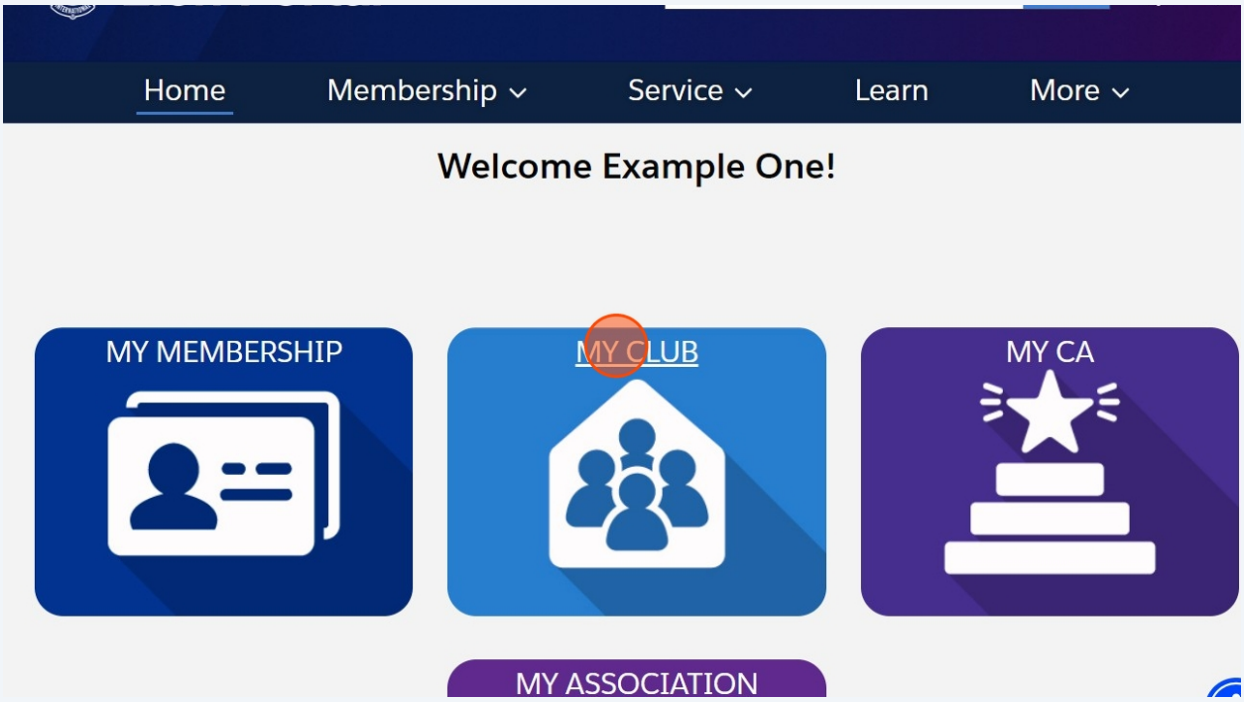
Manage Club Members - Add A Student Member

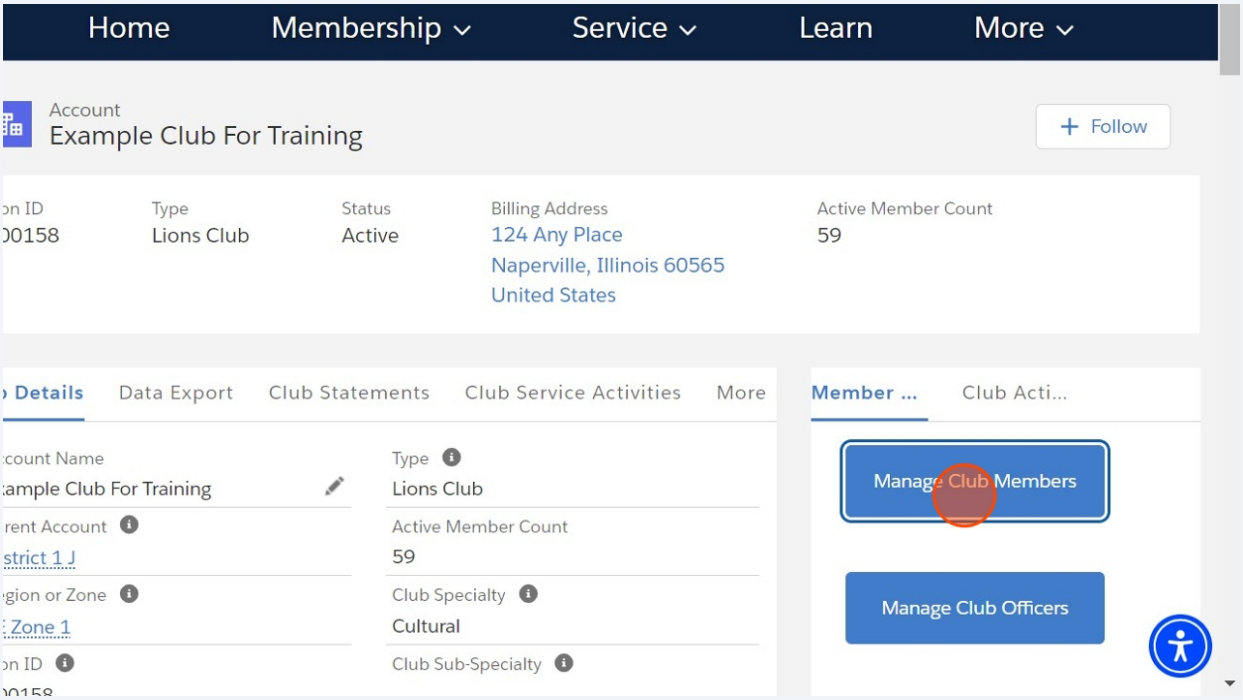
This guide provides a step-by-step process for efficiently adding a student member to a club through the Lion Portal. It simplifies the often complex membership management task, ensuring that users can complete the process smoothly and accurately. By following this guide, users can save time and avoid potential errors, making club administration more effective. It is an essential resource for anyone responsible for managing club memberships.

1 Sign in to the Lion Portal. lionportal.org

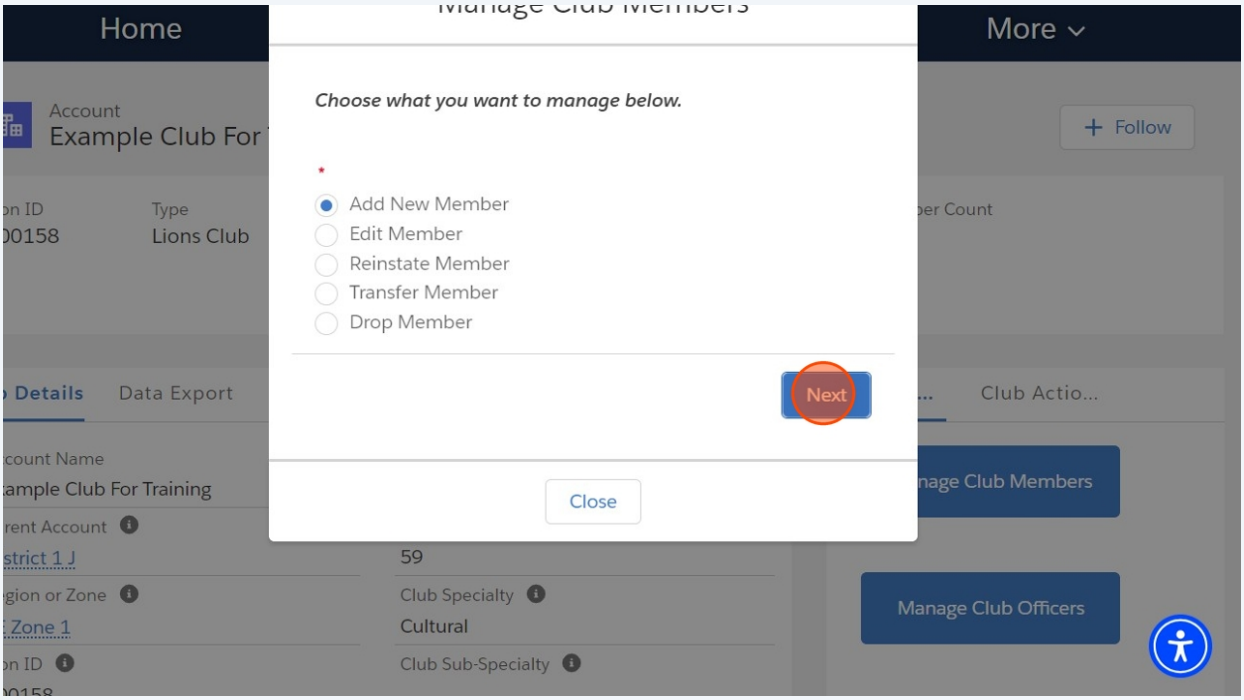
2 Click "MY CLUB"



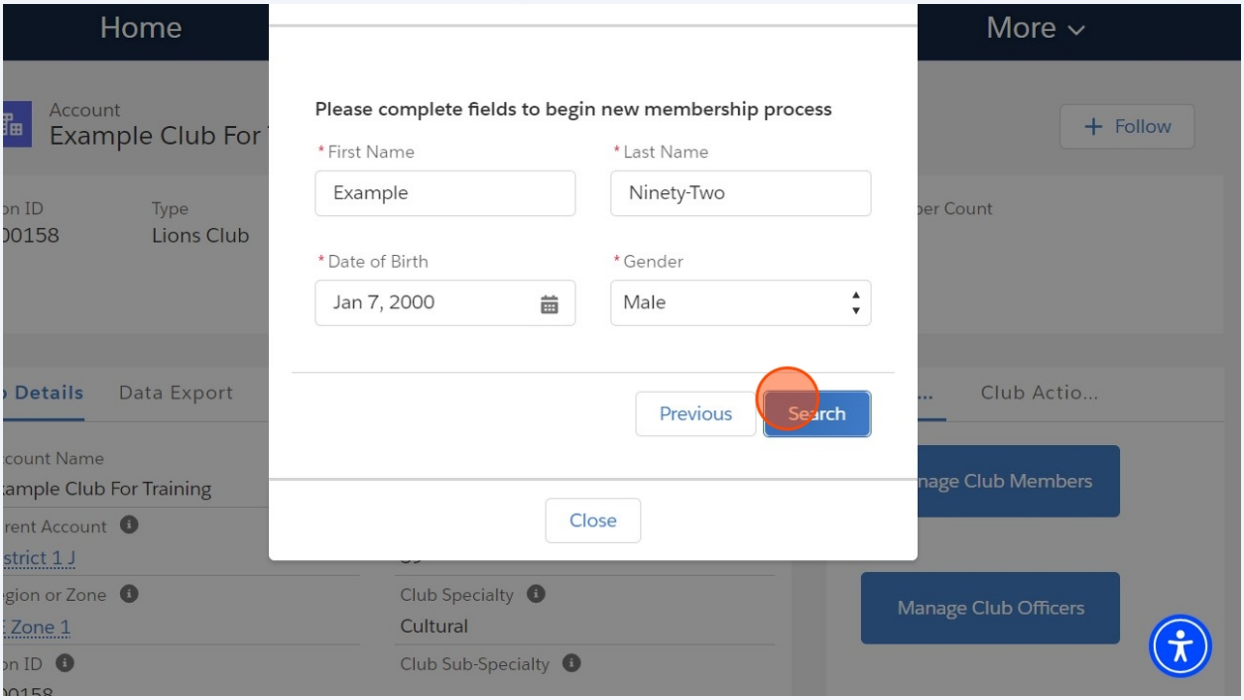
3 Click "Manage Club Members"



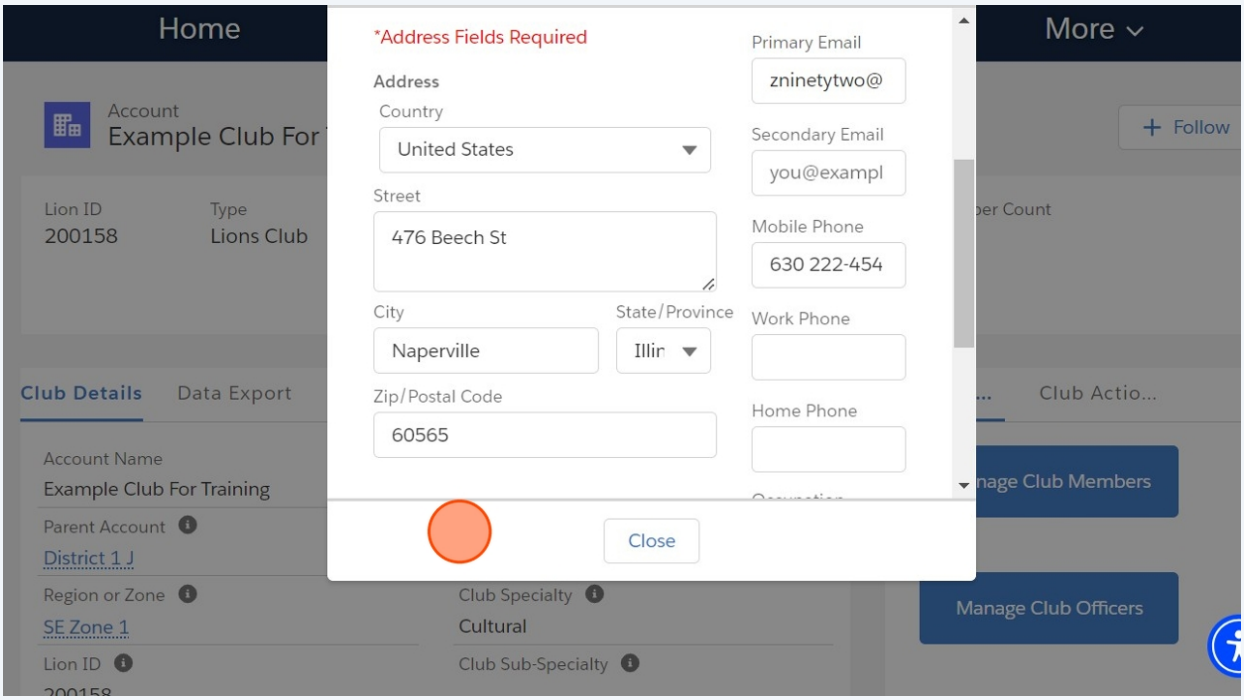
4 Click the "Radio Button" "Add New Member", click "Next"



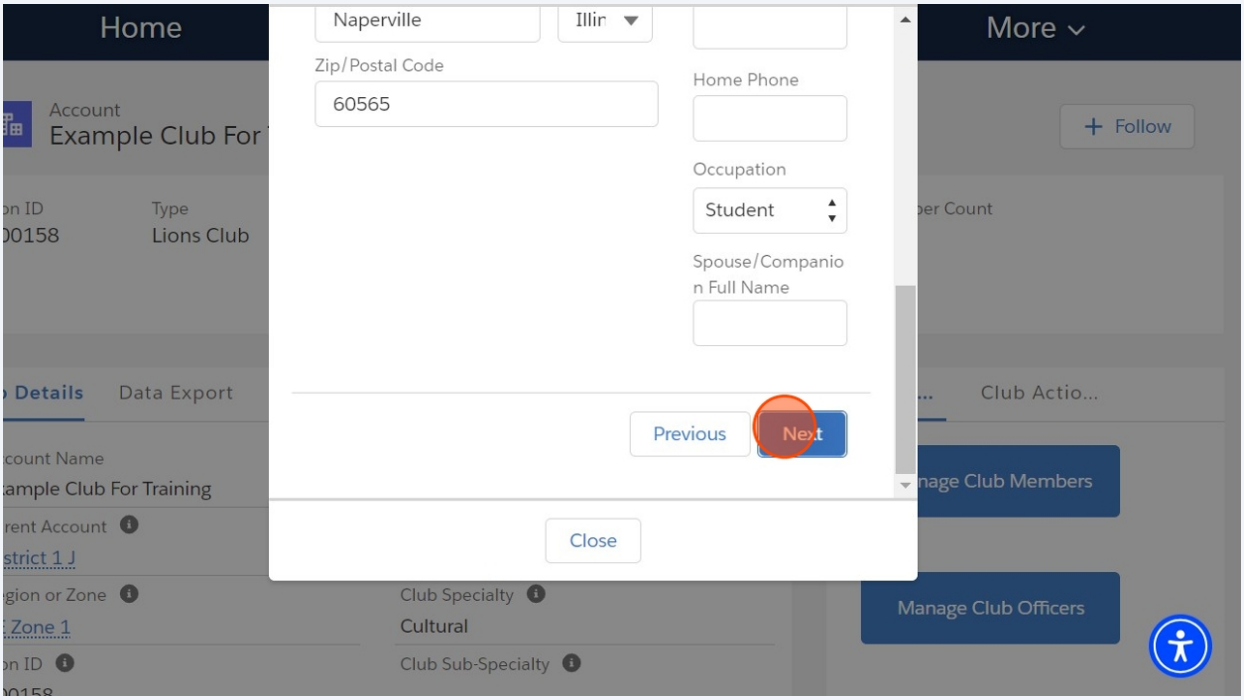
5 Enter the members data and click "Search"



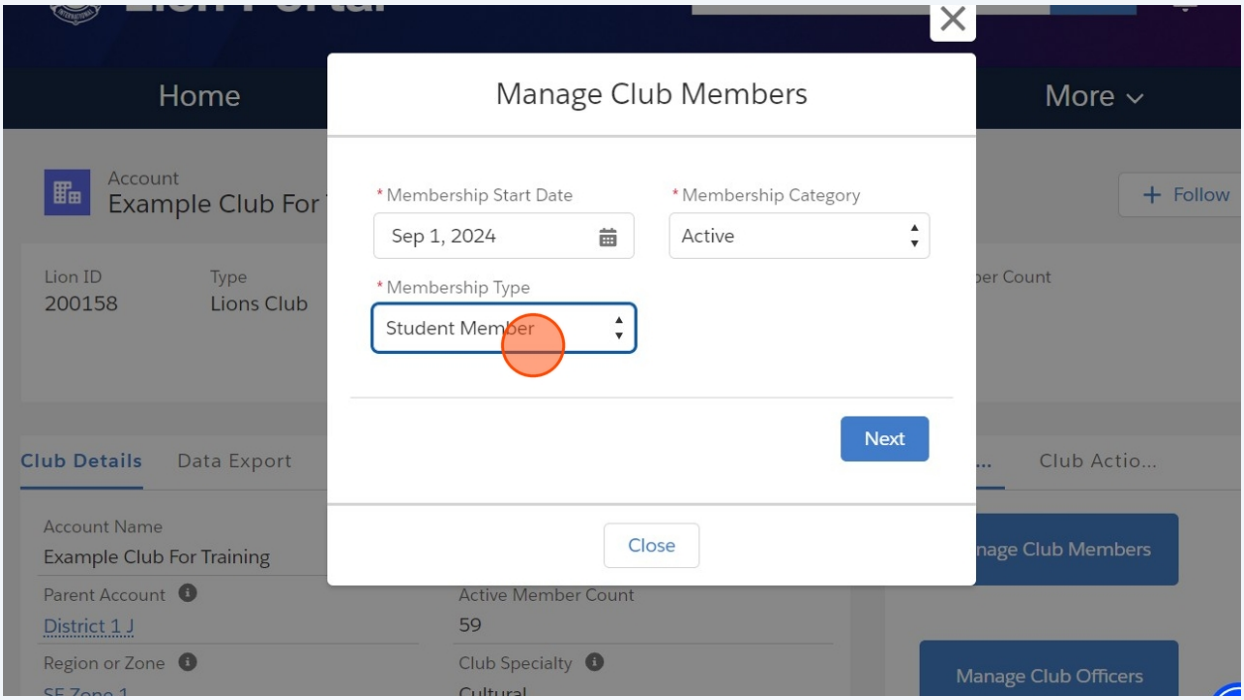
6 Enter address and other member data.



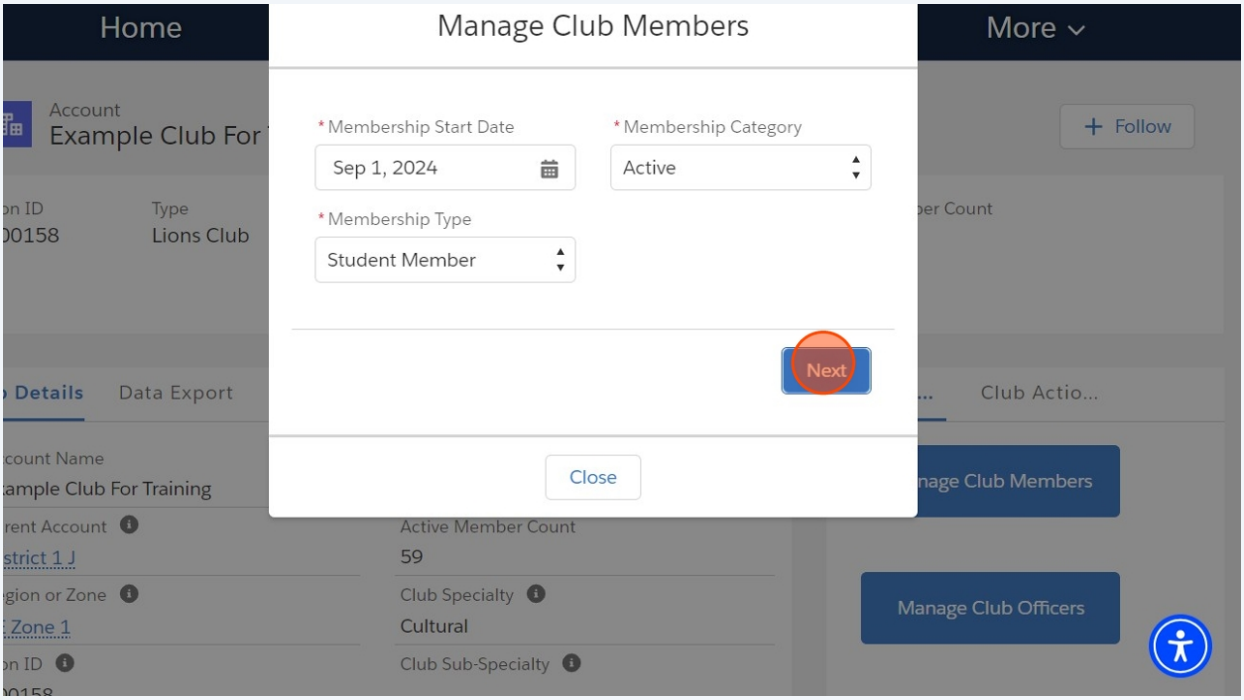
7 Click "Next"



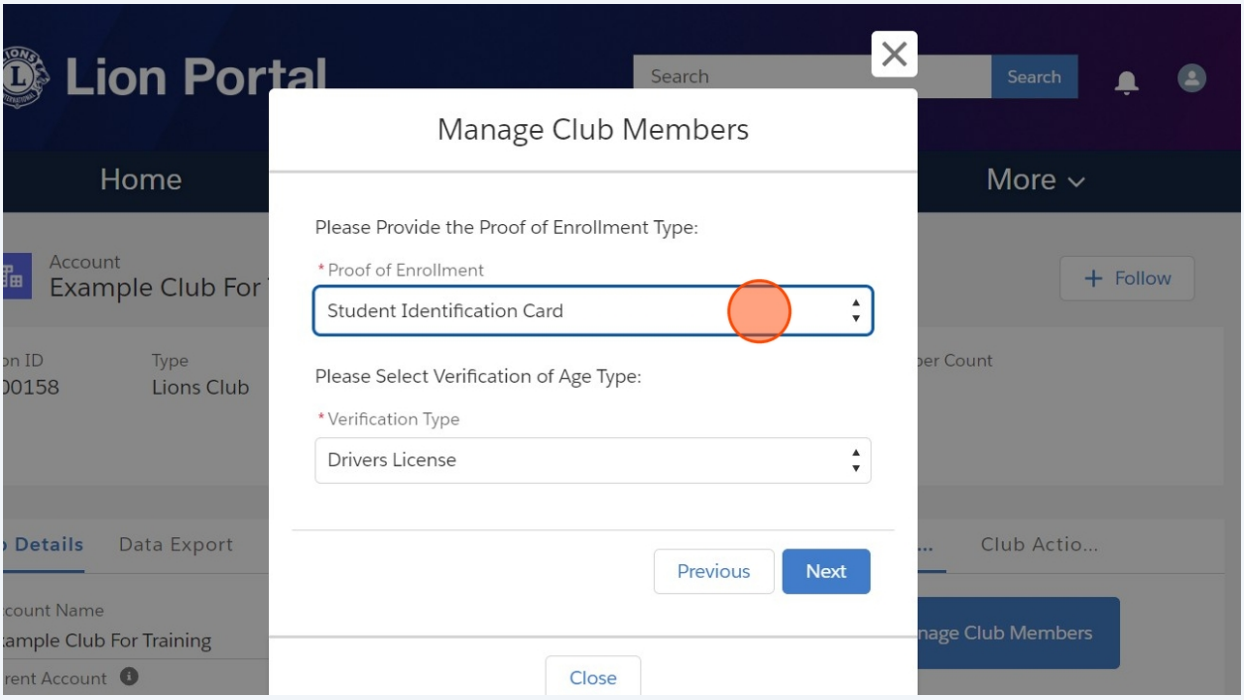
8 Enter the membership start date. Select the "Student Member" from the "Membership Type" drop down list.



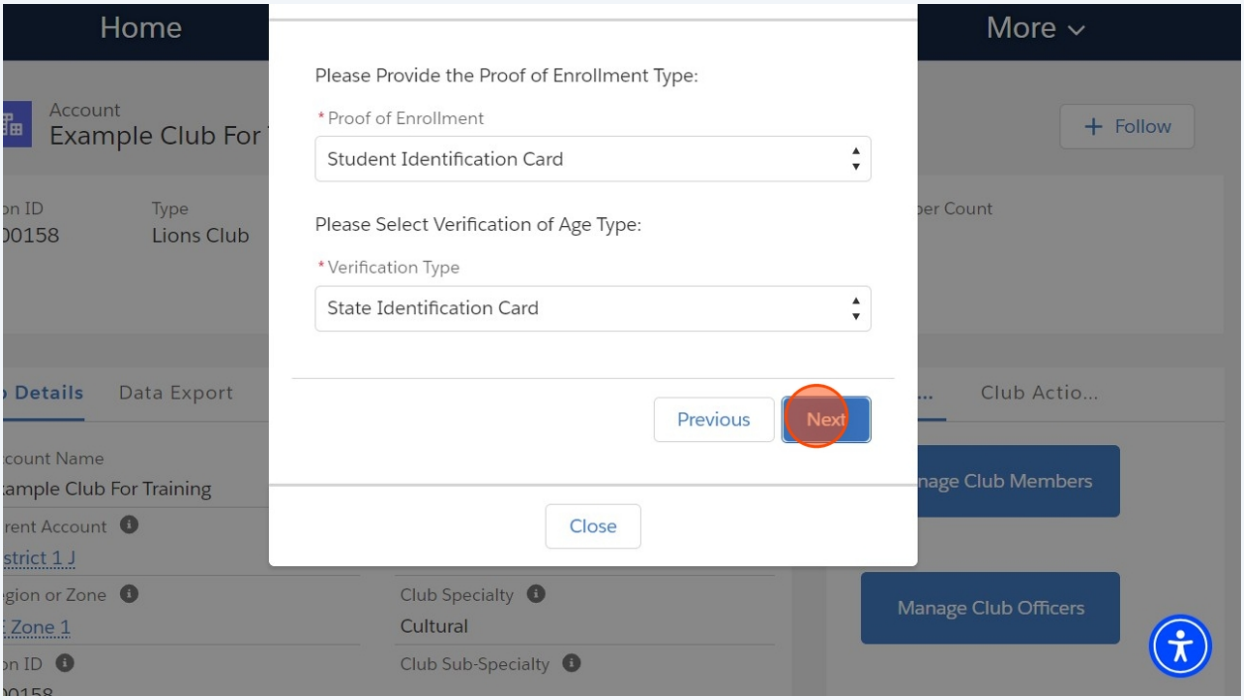
9 Click "Next"



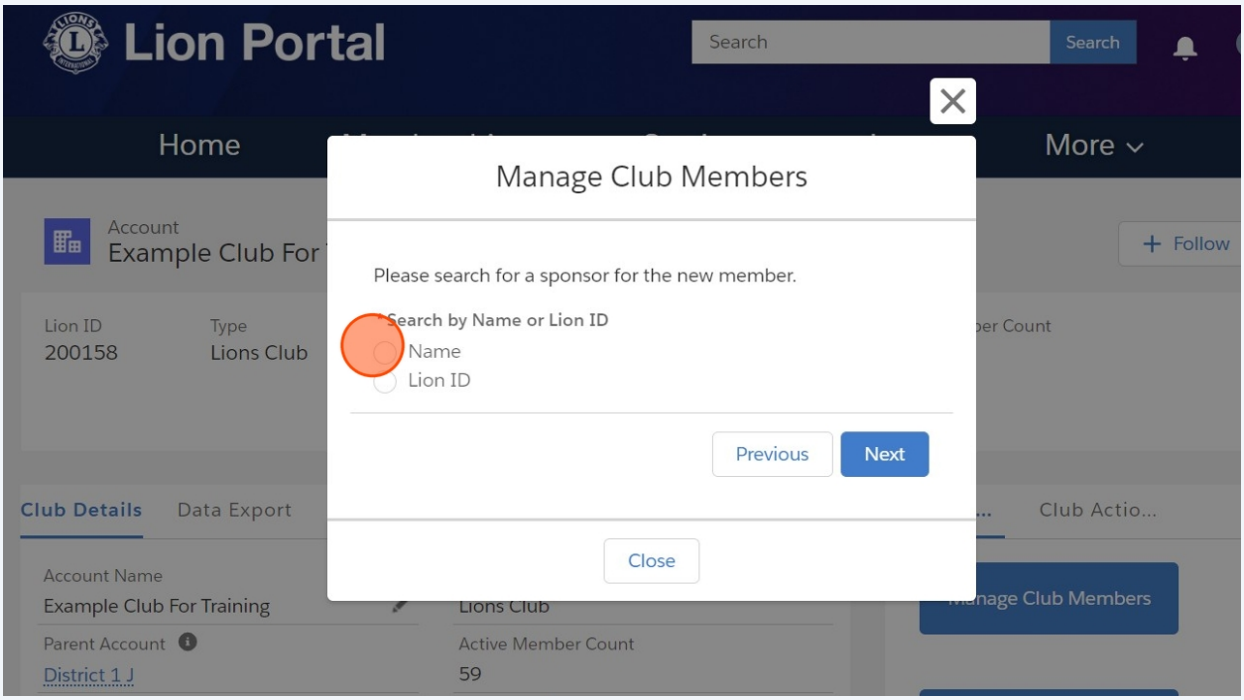
10 Provide the Proof of Enrollment Type required fields.



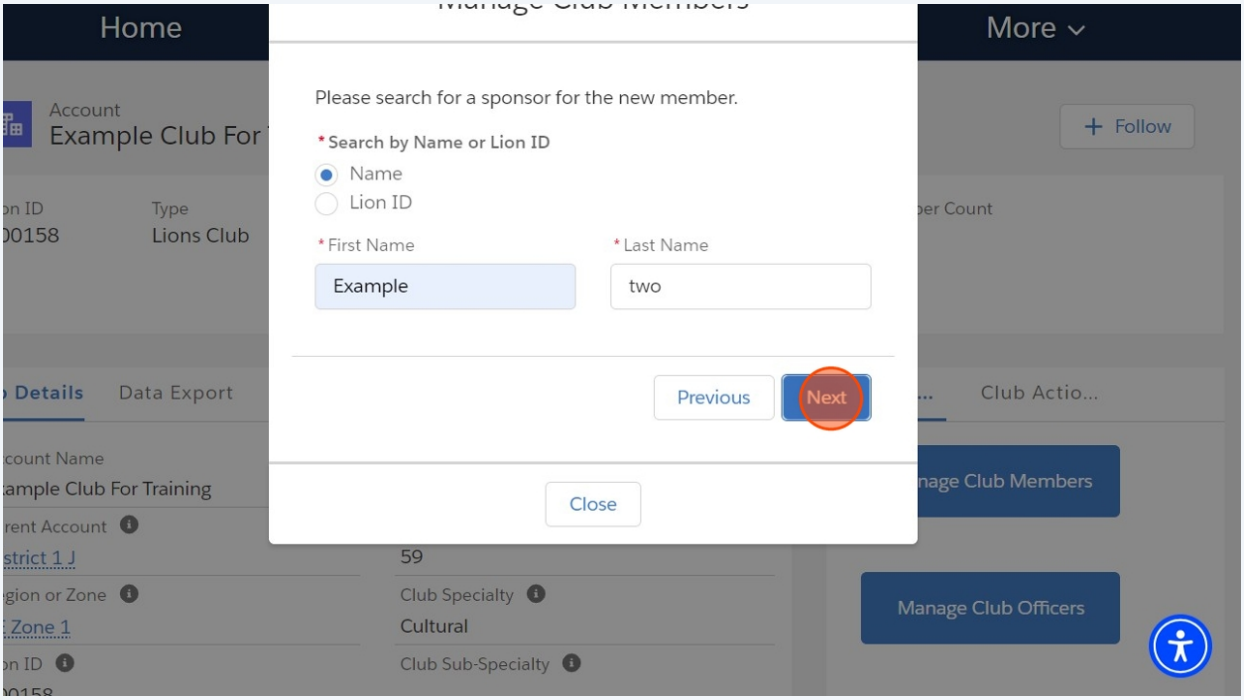
11 Click "Next"



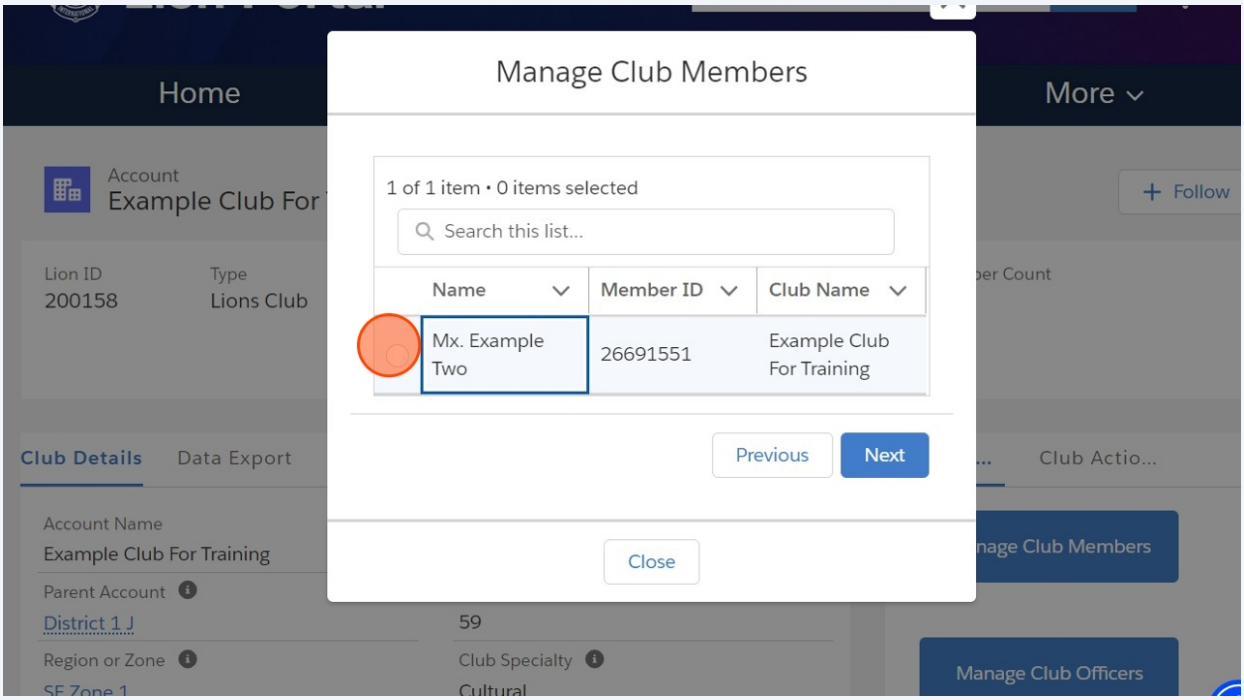
12 Select the member's sponsor.



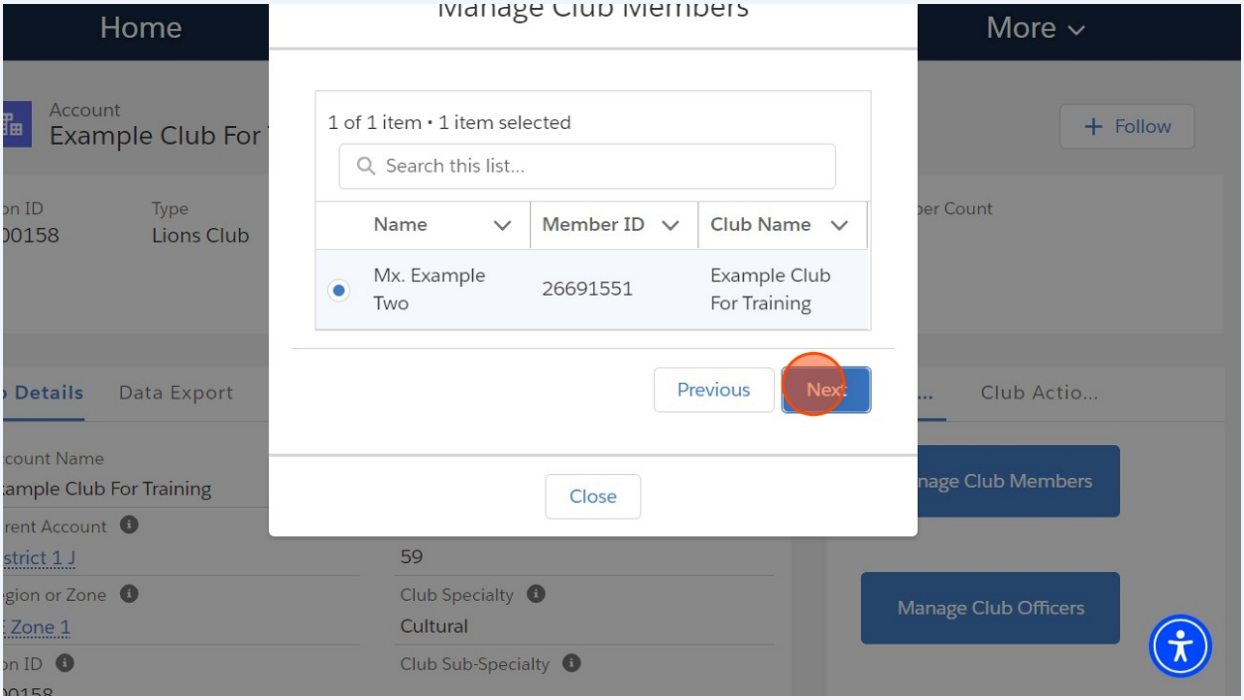
13 Click "Next"



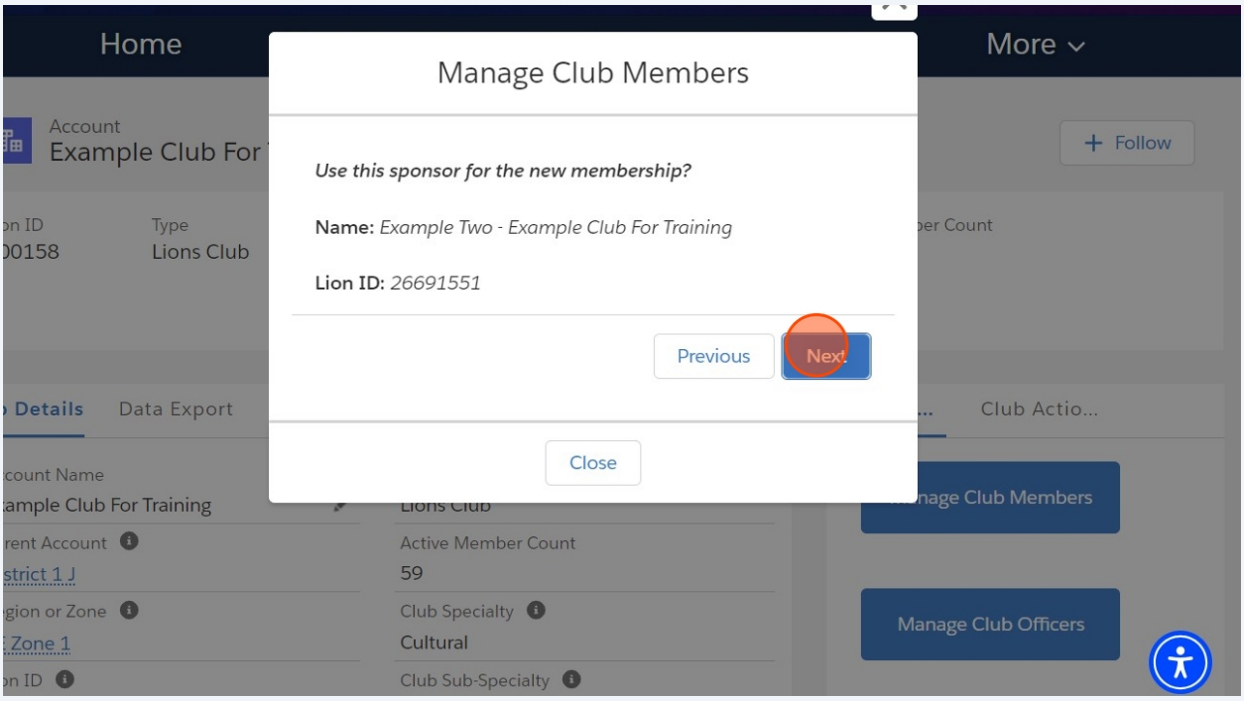
14 Click the "Radio Button" to select the sponsor



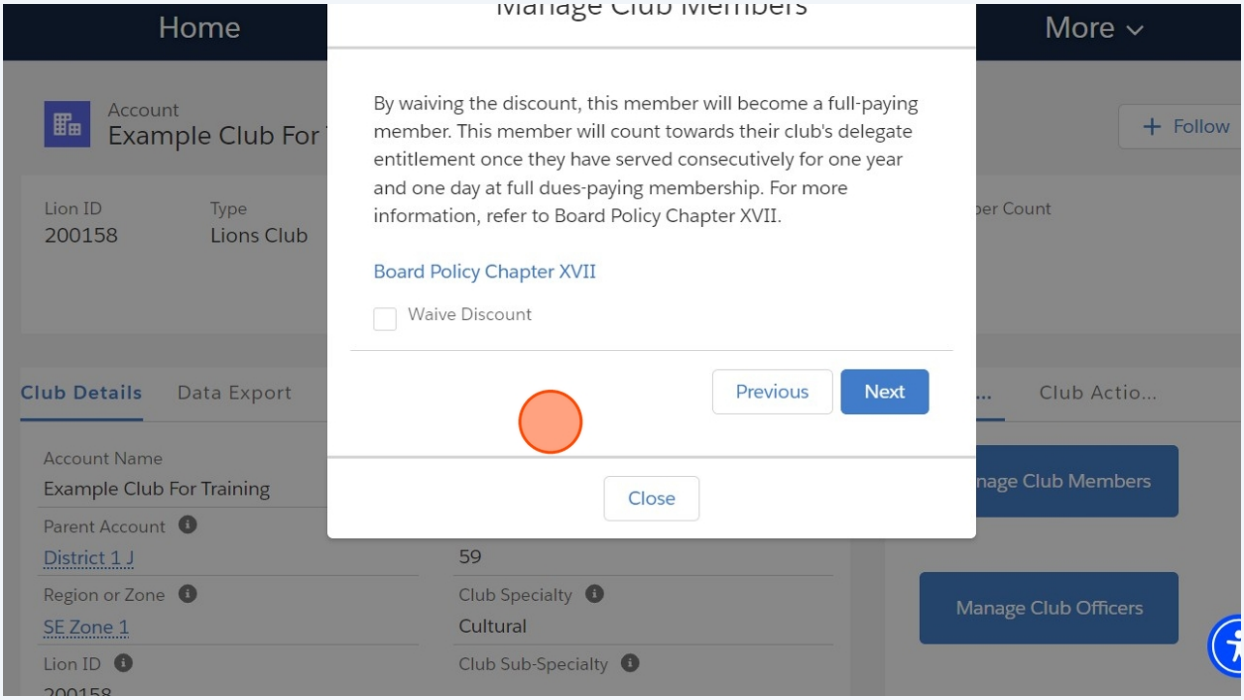
15 Click "Next"



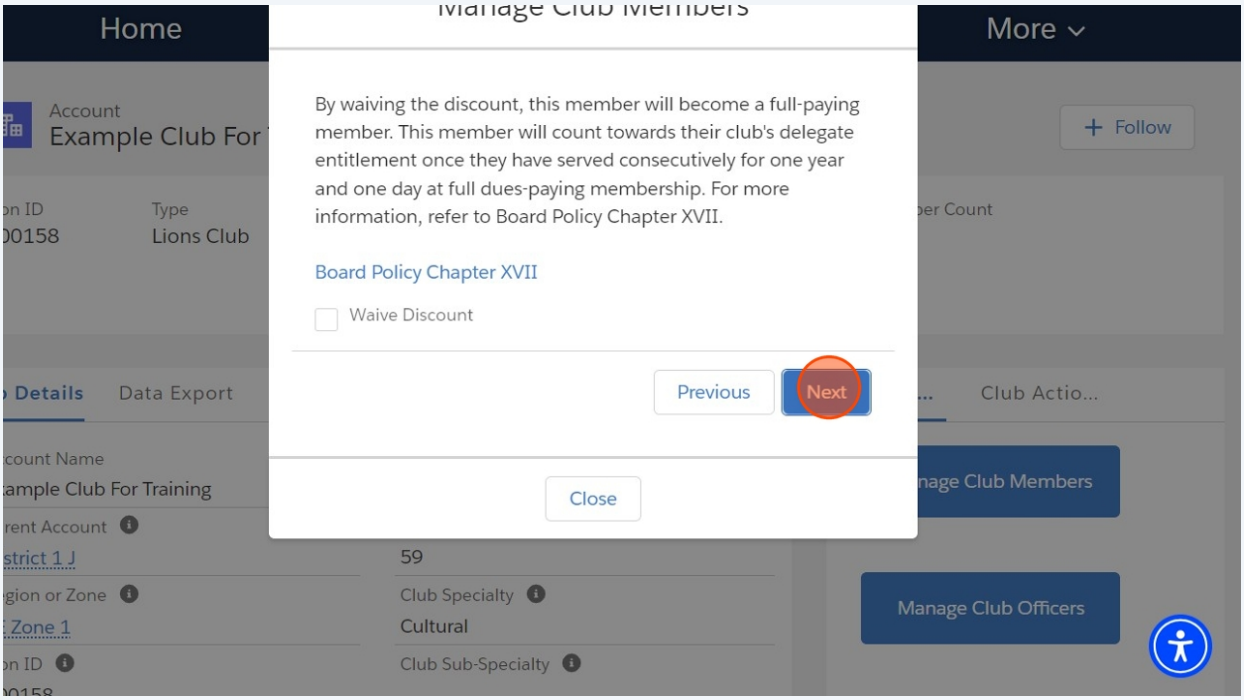
16 To confirm the sponsor "Click "Next"



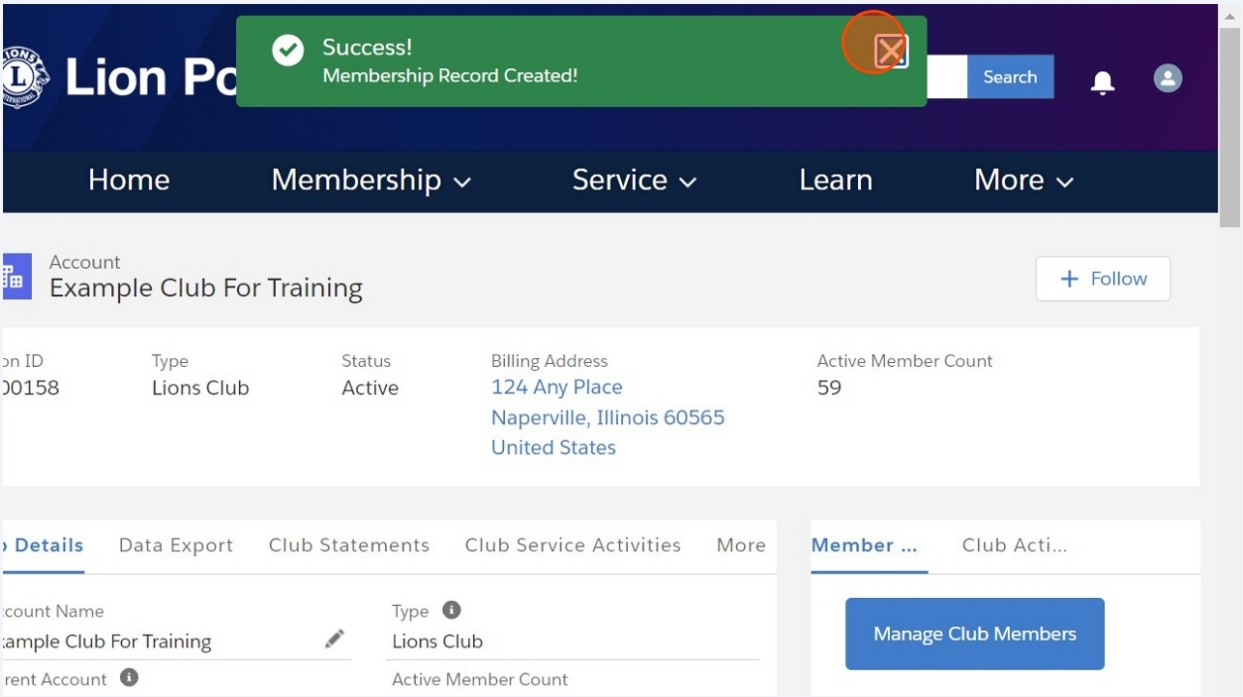
17 Review the option to "Waive Discount". To waive discount, click the "Waive Discount" checkbox.



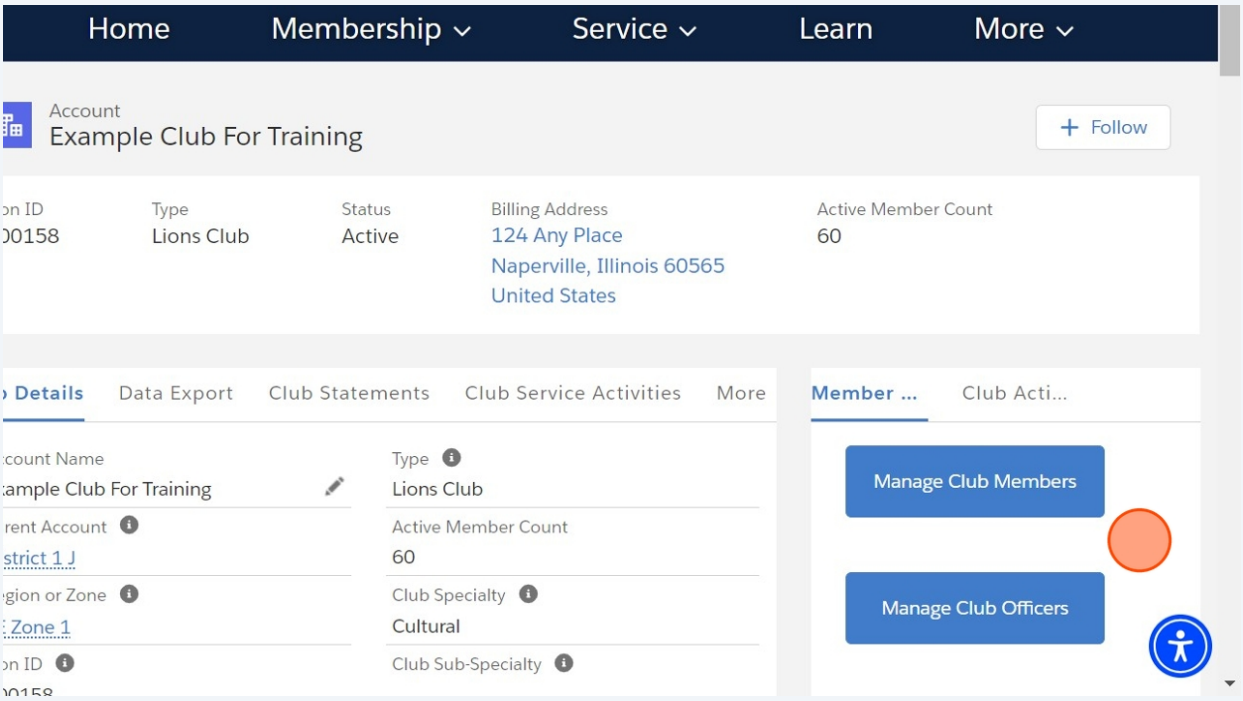
18 Click "Next"



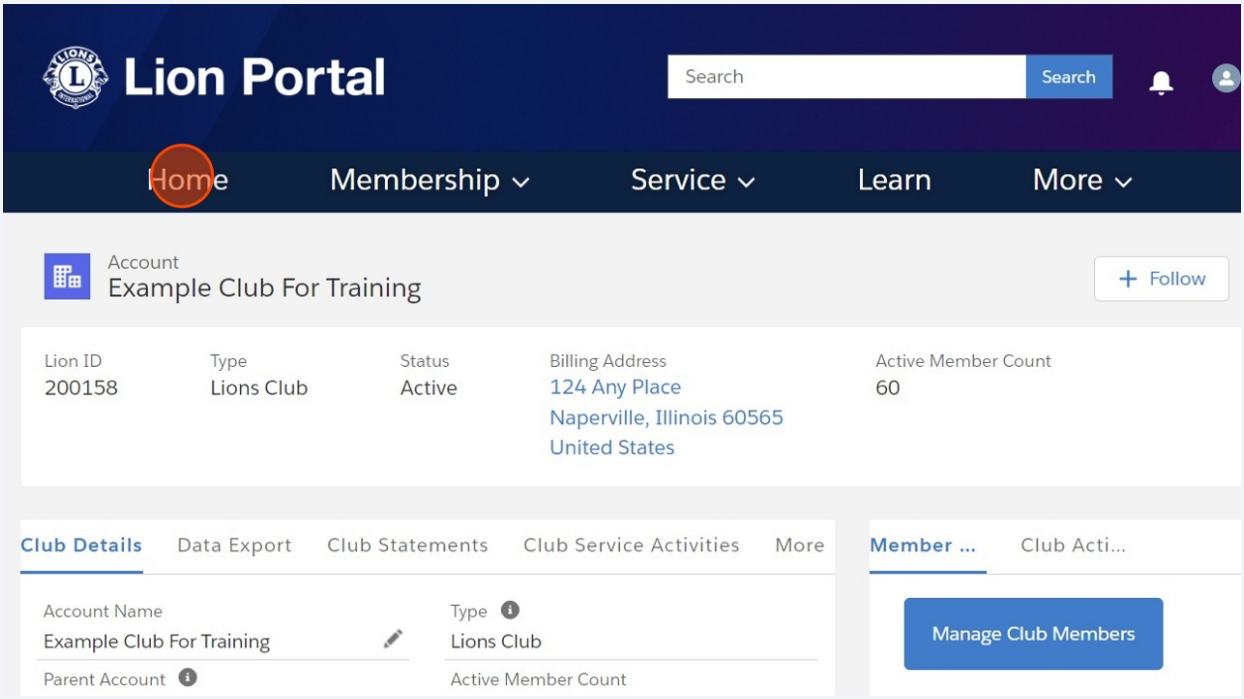
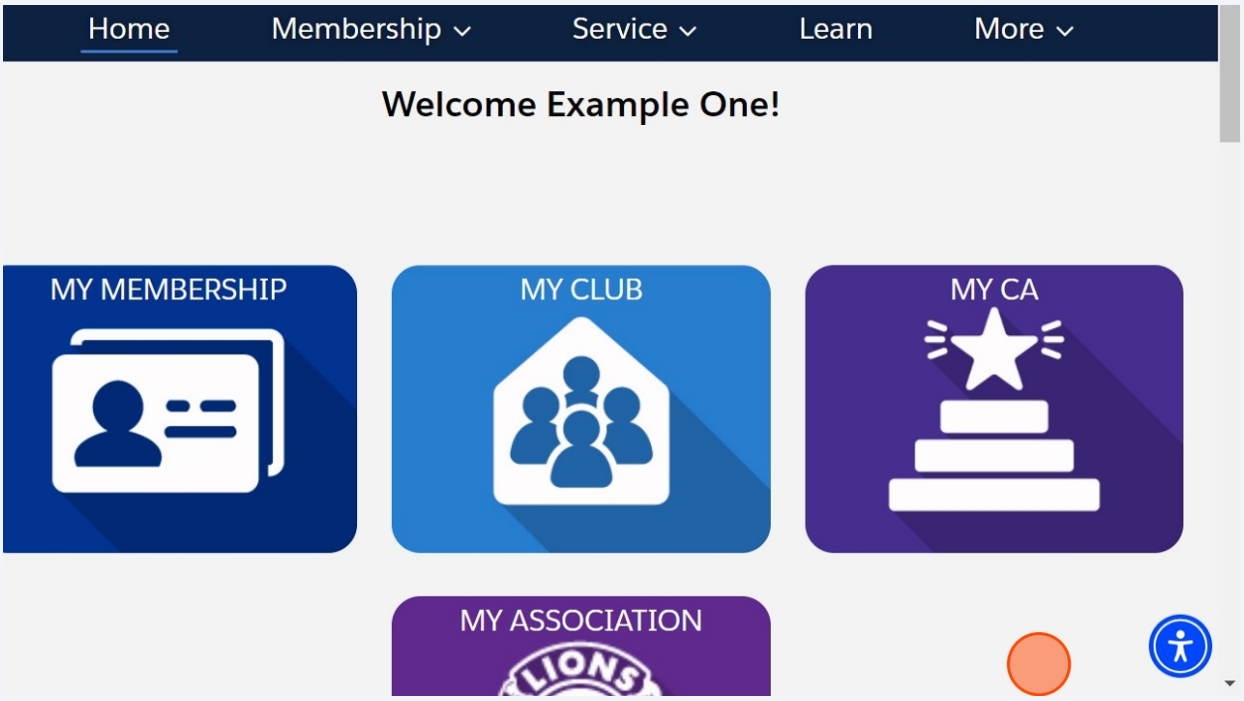
19 The green success message is displayed. Click the "X" icon to close the message.



20 The Club Details page is displayed.



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



22 This concludes the "Manage Club Members - Add A Student Member" Quick Guide