

Club Page - Explore Page & Tabs



This guide offers a comprehensive overview of the "My Club" landing page, detailing its structure and functionality for effective navigation. It highlights how to access essential club information through various tabs, including details on meetings, financial statements, and service activities, while tailoring options based on assigned Officer Titles. By following this guide, users can maximize their experience on the Lion Portal, enhancing their engagement and management of club-related tasks.



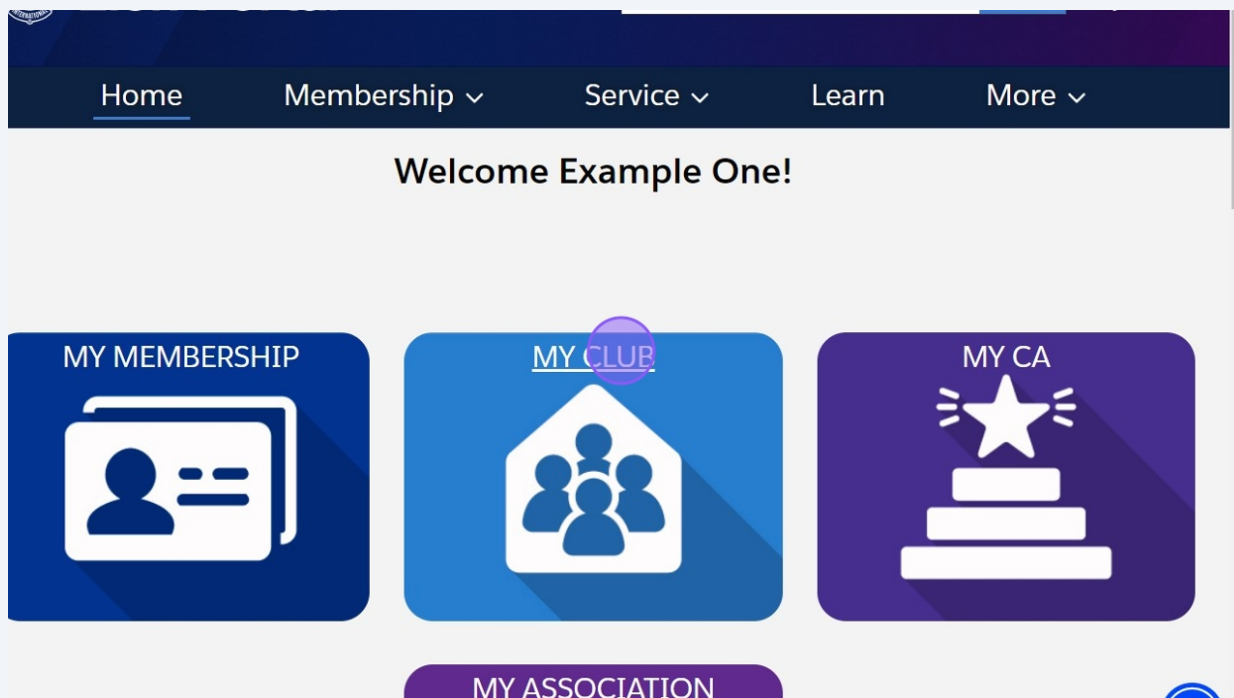
Tip! This guide will introduce you to the structure of the "My Club" landing page.

1

Sign into the Lion Portal lionportal.org

2

Click "MY CLUB"



Page Structure

3 Area 1 - Shows the summary information for the Club.

The screenshot shows the Lion Portal interface. At the top is a dark blue header with the Lion Portal logo and a search bar. Below the header is a navigation bar with links: Home, Membership, Service, Learn, Reports/Insights, Shop, and More. The main content area is divided into two columns. The left column is titled 'Account' and shows 'Example Club For Training'. It includes a table with the following data:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active		56

Below the table are tabs for 'Club Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'Club Financial Details'. The 'Club Details' tab is active, showing fields for Account Name, Parent Account, District, Region or Zone, SE Zone, and Lion ID. The right column is titled 'Member Action...' and contains buttons for 'Manage Club Members' and 'Manage Club Officers'. A red dashed box labeled '1' highlights the summary information section.

4 Area 2 - Shows the "Tabs" to access other data related to the Club

Area 3 - Show "Buttons" that perform actions. The actions available are based on the Officer Title's assigned to you.

The screenshot shows the Lion Portal interface with a red dashed box labeled '2' highlighting the tabs: 'Club Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'Club Financial Details'. The 'Club Details' tab is active, showing fields for Account Name, Parent Account, District, Region or Zone, SE Zone, and Lion ID. Below these fields are sections for 'Club Details' (Description) and 'Address' (Billing Address). The right column is titled 'Member Action...' and contains buttons for 'Manage Club Members', 'Manage Club Officers', 'Manage Cub Club Leader', 'Manage Delegates', 'View Delegates', and 'View Club Officers'. A red dashed box labeled '3' highlights the action buttons section.

5

Area 4 - Shows the information related to the selected "Tab". The information shown will change with each "Tab" selected.

Club Details | Data Export | Club Statements | Club Service Activities | Club Financial Details

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: 56

Club Specialty: Cultural

Club Sub-Specialty

Specialty Description: Arts and Entertainment

Charter Established Date: 7/1/2010

Website

Club Details

Description

Address

Billing Address: 124 Any Place, Naperville, Illinois 60565

Member Actions

Manage Club Members

Manage Club Officers

Manage Cub Club Leader

Manage Delegates

View Delegates

View Club Officers

https://lionsinternational--preprod.sandbox.my.site.com/s/account/001Nq0000M9vIOIAR/example-club-for-training?tabset-2f96e=1

Explore Tabs

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The "Details" tab shows information about the Club.

United States

Details | Data Export | Club Statements | 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: 56

Club Specialty: Cultural

Club Sub-Specialty

Specialty Description: Arts and Entertainment

Charter Established Date: 7/1/2010

Website

Club Details

Description

Member Actions

Manage Club Members

Manage Club Officers

Manage Cub Club Leader

Manage Delegates

7 Scroll to explore information about the Club.

Address

ling Address

24 Any Place
aperville, Illinois 60565
nited States

ipping Address

24 Any Place
aperville, Illinois 60565
nited States

Meeting Location 1

eeeting Place ⓘ

wn Center

eeeting Week of Month ⓘ

rst

eeeting Day ⓘ

onday

eeeting Time ⓘ

7:00

Meeting Local Place ⓘ

टाउन सेंटर

Meeting Local Street ⓘ

Meeting Local City ⓘ

Meeting Local Zip Code ⓘ

View Club Officers

Club Me... More

Active Members

56 of 56 items

Q Search this list...

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

8 Continue to scroll. This tab includes information about Meetings.

eeeting 2 Week of Month ⓘ

eeeting 2 Day ⓘ

eeeting 2 Time ⓘ

eeeting 2 Street ⓘ

eeeting 2 City ⓘ

eeeting 2 State or Prov ⓘ

eeeting 2 Zip Code ⓘ

eeeting 2 Country ⓘ

Meeting 2 Local Street ⓘ

Meeting 2 Local City ⓘ

Meeting 2 Local Zip Code ⓘ

Meeting 2 Local State or Prov ⓘ

Meeting 2 Local Country ⓘ

Online Meeting 2 ⓘ

☐

Online Meeting 2 Place ⓘ

Online Meeting 2 Address ⓘ

Contact Members Services

Email: lionssupport@lionsclubs.org

Phone: (+001) 630-468-6900

- 9 Click the "Data Export" tab to view information on this "Tab".

The screenshot shows the 'Example Club For Training' page. The top navigation bar includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. The club's account information is displayed at the top, including a 'Follow' button. Below this, a summary table provides key details:

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

The 'Data Export' tab is highlighted with a purple circle. The main content area is divided into two sections. The left section, 'Club Details', contains the following information:

Account Name	Type
Example Club For Training	Lions Club
Parent Account	Active Member Count
District 1 J	56
Region or Zone	Club Specialty
SE Zone 1	Cultural
Lion ID	Club Sub-Specialty
200158	

The right section, 'Member ...', contains two buttons: 'Manage Club Members' and 'Manage Club Officers'.

- 10 The "Data Export" tab will show the type of data available to export (download). The available options will change based on your Officer Titles.

The screenshot shows the 'Example Club For Training' page with the 'Data Export' tab selected. The top navigation bar and club summary table are identical to the previous screenshot. The 'Data Export' tab is highlighted with a purple circle. The main content area is divided into two sections. The left section, 'Data Export', contains the following information:

If the selected report does not generate any results, it is due to data privacy restrictions.

Member Contact Information

Club Officer Contact Information

Member Detail Information

Club Level Service Activities Information

The right section, 'Member ...', contains three buttons: 'Manage Club Members', 'Manage Club Officers', and 'Manage Cub Club'.

11 Click the "Club Statements" tab to view information on this "Tab"

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 56
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Club Details **Data Export** **Club Statements** Club Service Activities More

If the selected report does not generate any results, it is due to data privacy restrictions.

Member Contact Information

Club Officer Contact Information

Member Detail Information

Club Level Service Activities Information

Member ... Club Acti...

Manage Club Members

Manage Club Officers

Manage Cub Club

12 The "Club Statements" tab will show the financial summary and statement for the Club. The available options will change based on your Officer Titles.

Home Membership ▾ Service ▾ Learn Reports/Insights ▾ Shop More ▾

Account
Example Club For Training

+ Follow

Lion ID 200158	Type Lions Club	Status Active	Billing Address	Active Member Count 56
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Club Details Data Export **Club Statements** Club Service Activities Club Financial Details

Please contact [Member Services](#) with any questions or concerns.

Opt In/Out of Paper Statements

Monthly Activity

Pay with Paypal Pay Now

Description	Current Balance	View/Print ↓
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https://lionsinternational--preprod.sandbox.my.site.com/s/account/001Nq00000BFKEuIAP/burr-ridgehinsdaleoak-brook?tabset=2f96e=2

Member Actio... Club Actions

View Club Officers

Club Members Club Officers Sponsored Clu...

Active Members

Active Members

37 of 37 items

Search this list...

Name ▾ Mem... ▾ Mem... ▾ Mem... ▾

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Scroll to see the summary balances. The payment options will only show for the Club Treasurer.

Club Details Data Export **Club Statements** Club Service Activities Club Financial Details

Please contact [Member Services](#) with any questions or concerns.

Opt In/Out of Paper Statements

Monthly Activity Pay with Paypal Pay Now

Description	Current Balance	View/Print ↓
1 Apr 2024 Statement Closing Balance	0.00	
2 Payments received May 01, 2024 through Sep...	0.00	
3 Charges incurred May 01, 2024 through Sept ...	0.00	
4 Current Balance as of Sept 22, 2024	0.00	

Member Actions Club Actions

- Manage Club Members
- Manage Club Officers
- Manage Club Club Leader
- Manage Delegates
- View Delegates
- View Club Officers

https://lionsinternational--preprod.sandbox.my.site.com/s/account/001Nq00000M9vOIAR/example-club-for-training?tabset-2f96e=2 2023

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Continue to scroll to see monthly statements. Current, last year and prior to last year statements can be viewed. To view a statement, click the icon under "View Statements" to view the information.

Statements and Invoices 2025 2024 2023

Sta...	Type	Op...	Pay...	Ch...	Clo...	Date ↓	View Statements
Apr 2024 ...	Statement	-858.35	-214.98	71.12	-1002.21	Apr 30, 2...	
Mar 2024 ...	Statement	-870.84	-41.67	54.16	-858.35	Mar 31, 2...	
Feb 2024 ...	Statement	-615	-310	54.16	-870.84	Feb 29, 2...	
Jan 2024 ...	Statement	-202	-413	0	-615	Jan 31, 20...	
Dec 2023 ...	Statement	-615	-70	483	-202	Dec 31, 2...	
Dec 2023 ...	Invoice			483		Dec 31, 2...	
Nov 2023 ...	Statement	-338	-277	0	-615	Nov 30, 2...	
Oct 2023 ...	Statement	-100	-238	0	-338	Oct 31, 2...	
Sept 2023...	Statement	0	-100	0	-100	Sep 30, 2...	
Aug 2023 ...	Statement	0	0	0	0	Aug 31, 2...	

View Club Officers

Club Members Club Officers Sponsored Clu...

Active Members

56 of 56 items

Search this list...

Name	Mem...	Mem...	Mem...
Example Eight	Lion-Charter-Regular [Active]	zuser008@lionfake.com	(630) 456-7890
Example Nine	Lion-Charter-Regular [Active]	zuser009@lionfake.com	(630) 567-8901
Example Eighteen	Lion-Charter-Regular [Active]	zuser018@lionfake.com	(630) 556-6778

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The selected monthly statement will open in a pop-up window. When done scroll down to select "Close".

Mar 2024 Statement

OnlineStatements_BL0002 1 / 1 - 80% + [Icons]

LIONS CLUBS INTERNATIONAL
300 West 22nd Street
Oak Brook, Illinois 60523-8842
Tel: 630-571-5465

CLUB# 49338
LIONS CLUB OF
BURR RIDGE-HINSDALE-OAK BROOK
IL

PHIL LOIEWSKI
7930 WOODGLEN LN, APT. 201
DOWNERS GROVE IL 60516
USA

DISTRICT 17 MO 3 DAY 31 YR 24 IDENT. # 0073

NOTICE:
Please pay online or check and remit payment to:
The International Association of Lions Clubs
35842 Eagle Way, Chicago, IL 60678-1358

EXCHANGE RATE PER U.S. DOLLAR: _____

AMOUNT OF PAYMENT: _____

000049338 00000000 4

INVOICE DATE				INVOICE NUMBER		CLUB# 49338		DESCRIPTION OF ITEMS		CHARGES AND CREDITS	
MO.	DAY	YR.									
2	29	24					BALANCE FORWARD.....U.S. CURRENCY			970.84CR	
3	29	24			LICARP003277		PAYMENT			41.67CR	
3	26	24			MBR-6392878		MEMBERSHIP DUES AND FEES			54.16	
							HEATHER O'DONNELL				
							1 NEW REGULAR 02-24 TO 06-24		19.16		
							1 ENTRANCE FEES		35.00		
YOUR PROMPT PAYMENTS ARE MUCH APPRECIATED.											

View All

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Click "Club Service Activities" tab to view information on this "Tab".

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 56

Club Details Data Export **Club Statements** **Club Service Activities** More Member ... Club Acti...

Please contact [Member Services](#) with any questions or concerns.

[Opt In/Out of Paper Statements](#)

Monthly Activity

[Manage Club Members](#)

[Manage Club Officers](#)

[Manage Cub Club](#)

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The "Club Service Activities" tab shows a list of Club service activities. Click on a column header to sort the list by that field. Clicking the column a second time will reverse the sort order.

Club Details
Data Export
Club Service Activities
More

Service Activities (9)

9 items • Sorted by End Date • Updated a minute ago

	End Date ↓	Title	Service Acti...	Start Date
1	9/17/2024	Example Club SA4 - Service ...	SA-05292419	9/17/2024
2	9/15/2024	Example Club SA3 - Service ...	SA-05292418	9/15/2024
3	9/11/2024	Example Club SA5 - Fundrais...	SA-05292420	9/11/2024
4	9/2/2024	Example Club SA2 - Club Me...	SA-05292422	9/2/2024
5	8/5/2024	Example Club SA2 - Club Me...	SA-05292417	8/5/2024
6	7/5/2024	Example Club SA1 - Club Me...	SA-05292416	7/5/2024
7	7/4/2024	Example Club SA7 - Service ...	SA-05292423	7/4/2024
8		Example Club SA6 - Donatio...	SA-05292421	9/1/2024

Member ...
Club Acti...

Manage Club Members

Manage Club Officers

Manage Cub Club Leader

Manage Delegates

View Delegates

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Click "Home" to return to the landing page.

Lion Portal

Home
Membership ▾
Service ▾
Learn
More ▾

Account
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 56
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Club Details
Data Export
Club Statements
Club Financial Details
More

Balance Forward (USD)
Date of Latest Statement
Charges Since Last Statement (USD)

Member ...
Club Acti...

Manage Club Members

19 This concludes the "Club Page - Explore Page & Tabs" Quick Guide

