

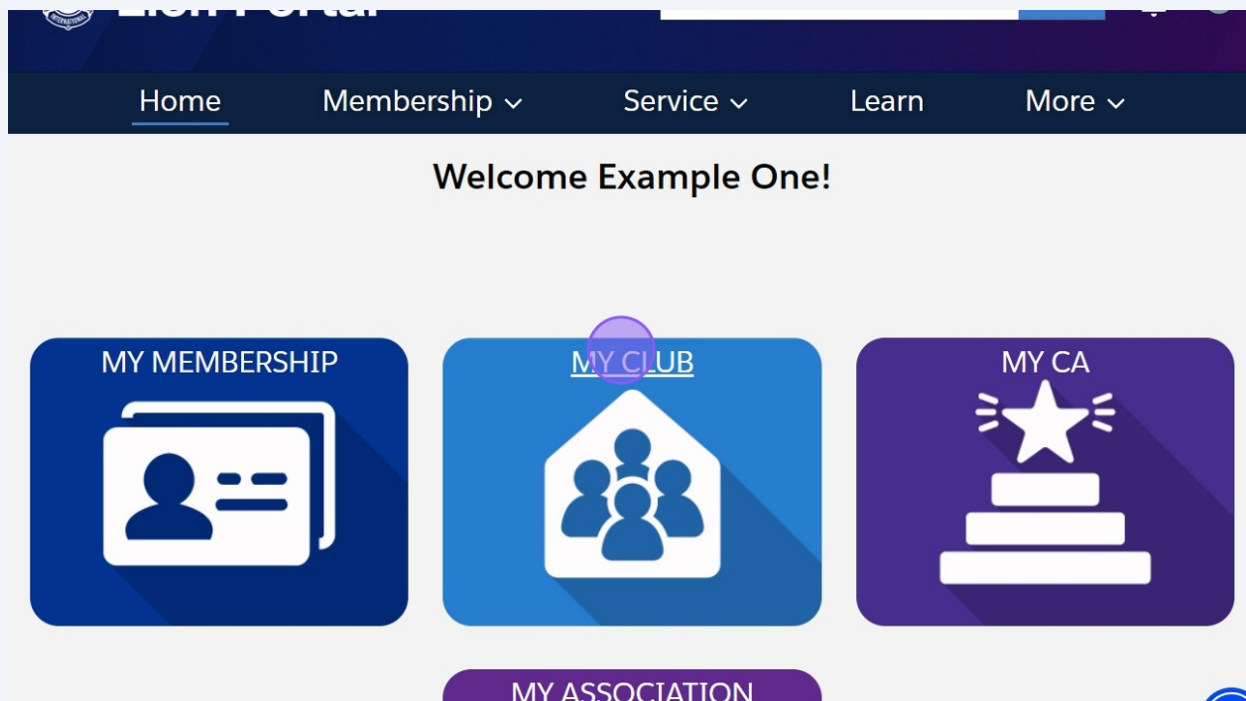
Club Actions - View Reports



This guide provides a step-by-step process for accessing and viewing reports in the Lion Portal, making it easier for users to manage club data effectively. By following the outlined steps, users can quickly generate and download reports in various formats, including Excel and PDF. Utilizing this guide can enhance your understanding of club performance and streamline reporting tasks. It's a valuable resource for anyone looking to optimize their club's operations.

1 Sign into the Lion Portal lionportal.org

2 Click "MY CLUB"



3 Click "Club Actions"

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

 Account

Example Club For Training

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Account ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	57

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

Account Name

Example Club For Training

Type ⓘ

Lions Club

Parent Account ⓘ

[strict 1 J](#)

Active Member Count

57

Region or Zone ⓘ

[Zone 1](#)

Club Specialty ⓘ

Cultural

Account ID ⓘ

00158

Club Sub-Specialty ⓘ

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

Manage Club Members

Manage Club Officers



4 Click "View Reports"

Account Name

Example Club For Training

Type ⓘ

Lions Club

Parent Account ⓘ

[strict 1 J](#)

Active Member Count

57

Region or Zone ⓘ

[Zone 1](#)

Club Specialty ⓘ

Cultural

Account ID ⓘ

00158

Club Sub-Specialty ⓘ

Club Details

Description

Website

Address

Billing Address

Get Membership Cards

Get Delegate Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details

5 Click "Select a Report"

The screenshot shows a 'View Reports' modal dialog box overlaid on a blurred background of a club's profile page. The modal has a title bar with a close button (X). Below the title, there is a green icon of a document with a bar chart and the word 'Reports'. Underneath, the text 'Select a Report' is followed by a dropdown menu that also displays 'Select a Report'. A purple circle highlights the dropdown arrow. To the right of the dropdown is a blue 'Submit' button.

6 Click the report from the list.

This screenshot shows the same 'View Reports' modal dialog, but the dropdown menu is now expanded to show a list of report options. The options are: 'Club Roster', 'Club Roster of Membership Data', 'Lions District Officer Contact List', 'Family Unit Report', 'Lions Club Contact List', 'Lions Club Officer Report for Next Year', 'Member Information Update Report', and 'Monthly Membership Report - Detail'. A purple circle highlights the 'Member Information Update Report' option. At the bottom of the list is a 'Select a Report' label with a downward arrow. The blue 'Submit' button remains at the bottom right of the modal.



Tip! Club Level reports available are:

- Club Achievements
- Club Attendance (Excel option)
- Club Monthly Reporting History
- Lions Clubs Officer Report for Current Year (Excel option)
- Club Roster (Excel option)
- Club Roster of Membership Data
- Lions District Officer Contact List (Excel option)
- Family Unit Report
- Lions Club Contact List (Excel option)
- Lions Clubs Officer Report For Next Year (Excel option)
- Member Information Update Report (requires input of Member id)

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If additional input is needed for the selected report enter the required information for the report.

View Reports

Region or Zone SE Zone 1

Lion ID 200158

Youth Programs

Get Delegate Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details

Club Mem... Club Offic... M

Reports

Select a Report

Member Information Update Report ▼

Member IDs

Member IDs

Submit

Club Details

Description

Address

Billing Address

124 Any Place

Naperville, Illinois 60565

United States

Shipping Address

124 Any Place

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Some reports provide "Excel Format". To download to Excel select this option.

The screenshot shows a web application interface with a 'View Reports' modal open. The modal has a title bar 'View Reports'. Below the title, there is a section with a green Excel icon and the word 'Reports'. To the right of this is a checkbox labeled 'Excel Format' which is checked. Below this, there is a label 'Select a Report' and a dropdown menu showing 'Lions Club Officer Report for Current Year'. At the bottom right of the modal is a blue 'Submit' button. The background of the application is dimmed, showing various buttons like 'Get Delegate', 'Confirmation Letter', 'View Reports', 'Create Club Branch', 'Create New Application', and 'Edit Club Details'. There are also tabs for 'Club Mem...', 'Club Offic...', and a user profile icon.



Tip! The report will be shown in preview and can be downloaded in .pdf format. If the Excel option was chosen the "file download message" will be shown.

9 Click "Home"

This concludes the "Club Actions - View Reports" Quick Guide.

The screenshot displays 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 notification bell and user profile icon on the right. Below the header is a navigation bar with links for Home (highlighted with a purple circle), Membership, Service, Learn, and More. The main content area shows the account details for "Example Club For Training". A table lists key information: Lion ID (200158), Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (57). Below this, 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), Parent Account, Type (Lions Club), and Active Member Count. A blue button labeled "Get Membership Cards" is visible on the right side of the Club Details section.

Lion Portal

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Account
Example Club For Training

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Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	57

Club Details Data Export Club Statements Club Service Activities More

Member A... Club Acti...

Account Name
Example Club For Training

Parent Account

Type
Lions Club

Active Member Count

Get Membership Cards