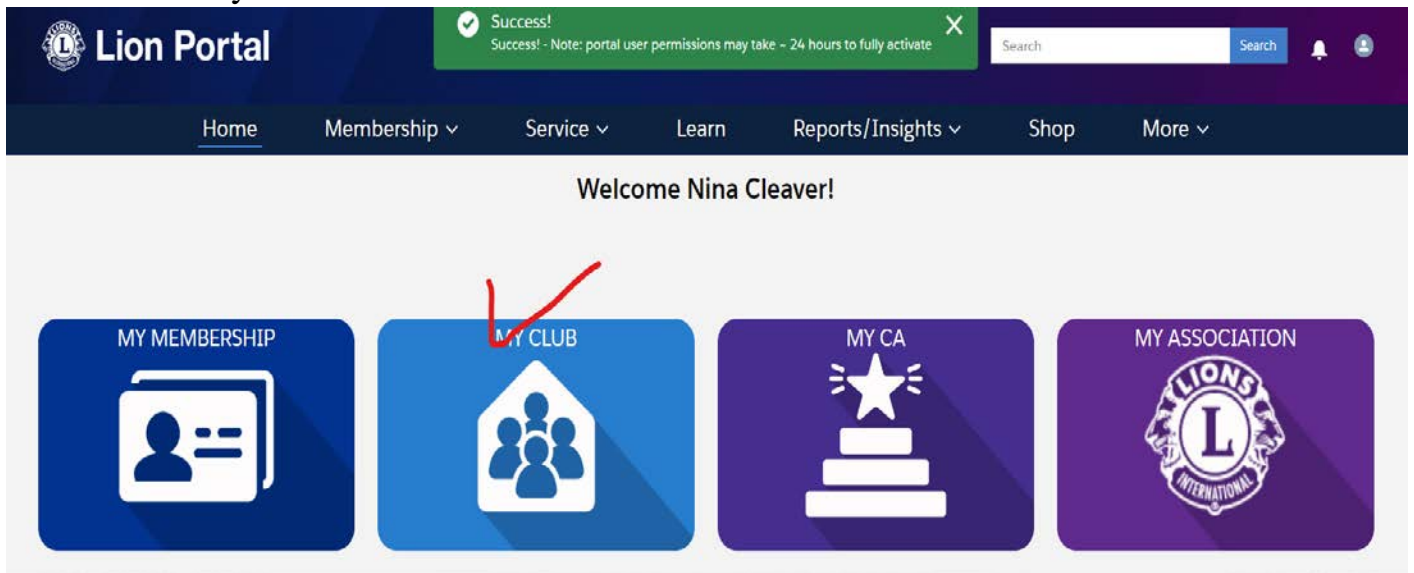


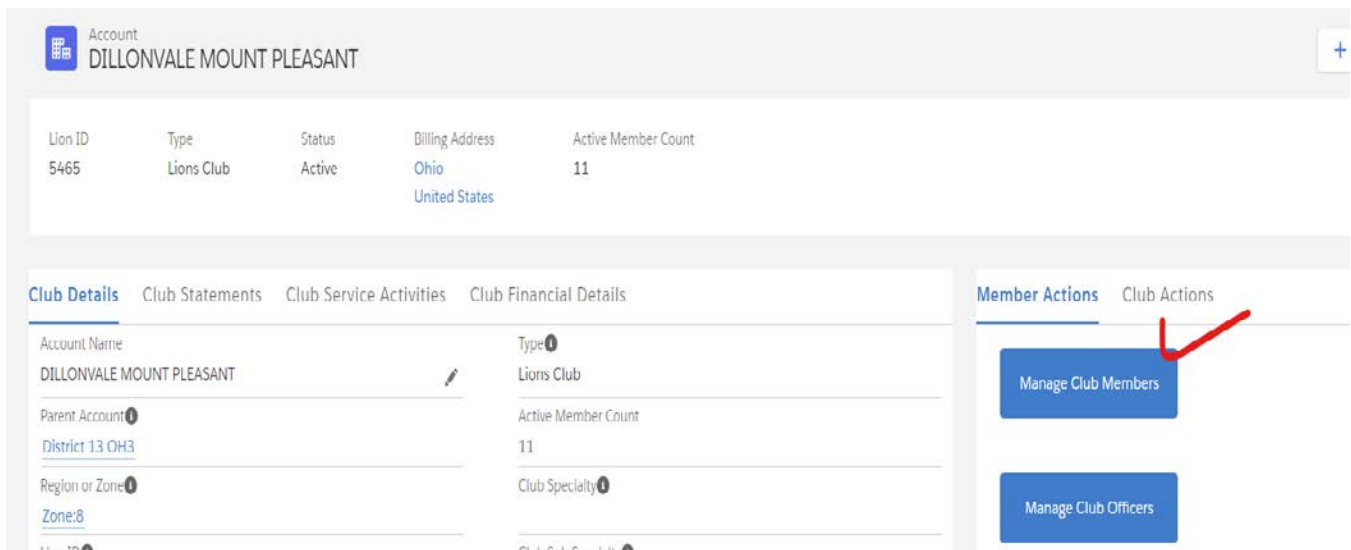
# To Add a Member

Log into Lion Portal.

Click on the My Club box.



Click on *Manage Club Members* box.




Check **Add New Member**. Click on **Next**.

### Manage Club Members

Choose what you want to manage below.

- Add New Member
- Edit Member
- Reinstate Member
- Transfer Member
- Drop Member

---


 [Next](#)

Fill in all fields – **First Name, Last Name, Date of Birth, Gender**. For **Date of Birth**, click on Calendar icon to select date. Use the drop-down arrow to select the gender. When done, click on **Search**. NOTE: Fields marked with \* are required.


### Manage Club Members

---

Please complete fields to begin new membership process

<p>* First Name</p> <input type="text"/> <p>Complete this field.</p>	<p>* Last Name</p> <input type="text"/>
<p>* Date of Birth</p> <input type="text" value=""/> 	<p>* Gender</p> <input type="text" value="--None--"/>

---

[Previous](#)  [Search](#)

Fill in all required fields and as many other fields as you can. NOTE – you should have a working email address and/or phone number for every member even though they are not marked required.

## Manage Club Members

### Create New Contact

* First Name Joe	Middle Name 	Prefix 	* Gender Male
* Last Name Schmoe	Nickname 	Suffix 	* Date of Birth Nov 5, 1964
*Address Fields Required		Primary Email you@example.com	
Address Country --None--		Secondary Email you@example.com	
Street 		Mobile Phone 	
City 	State/Province --None--	Work Phone 	
Zip/Postal Code 		Home Phone 	

Scroll down to finish filling in fields. fill in *Spouse/ Companion Full Name*. Click on *Next* when done.

Zip/Postal Code 	Home Phone 
	Occupation --None--
	Spouse/Companion Full Name 
	Previous Next

Use Calendar icon to select start date. You cannot use a date in the future. Use drop-down arrow to select what type of member they are – Regular, Family, Leo Lion, Young Adult, Student, or Honorary. Click on *Next*.

Manage Club Members

---


\* Membership Start Date

[Empty date field with calendar icon]

Complete this field.

\* Membership Type

--None--

  
[Next](#)

Use drop-down arrow to select what type of Membership.

Manage Club Members

---

\* Membership Start Date


May 8, 2024

\* Membership Category

Active

\* Membership Type

Regular Member

  
[Next](#)

You must enter who the sponsor is for the new member. Check *Name* then *Next*.

Manage Club Members


---

Please search for a sponsor for the new member.

\* Search by Name or Lion ID

Name

Lion ID

  
[Previous](#) [Next](#)

Type in the **First Name** and **Last Name** of sponsor. Click on **Next**.

### Manage Club Members

Please search for a sponsor for the new member.

\* Search by Name or Lion ID

Name  
 Lion ID

\* First Name   
Please enter some valid input. Input is not optional.

\* Last Name   
Please enter some valid input. Input is not optional.

[Previous](#) [Next](#)

Check name of sponsor then click **Next**.

### Manage Club Members

Showing 1 of 1 item

Search this list...

Name	Member ID	Club Name
<input checked="" type="checkbox"/> Nina Cleaver	3553425	DILLONVALE MOUNT PLEASANT

[Previous](#) [Next](#)

Confirm the sponsor's name by clicking **Next**. Your new member has now been added.

### Manage Club Members

Use this sponsor for the new membership?

Name: Nina Cleaver - DILLONVALE MOUNT PLEASANT

Lion ID: 3553425

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