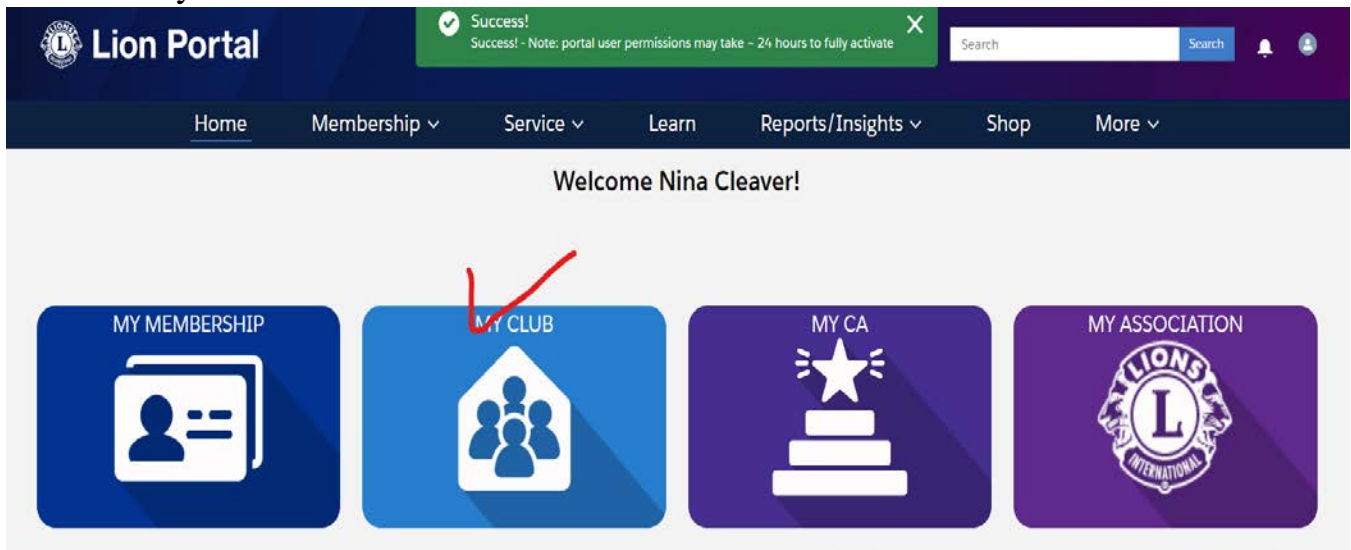


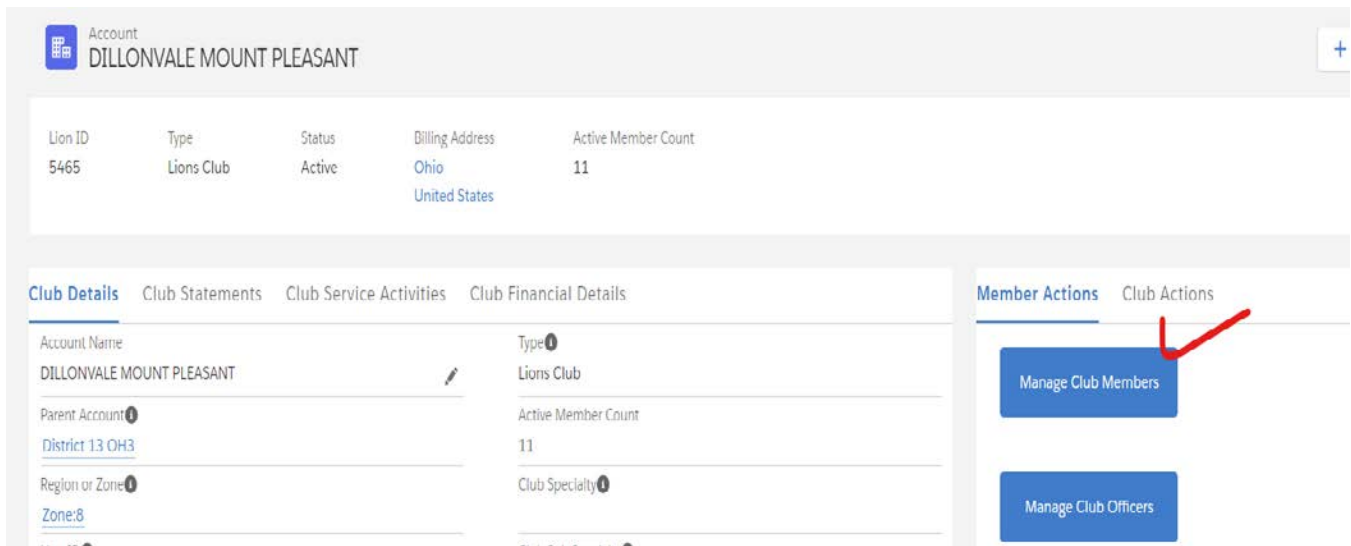
# To Drop a Member

Log into Lion Portal.

Click on My Club box.



Click on *Manage Club Members* box.




Check **Drop Member** then 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](#)


Select the name of person you are dropping and click on **NEXT**.

### Manage Club Members

**Select Member to Drop** 🔍 Search this list...

28 of 28 items • 1 item selected

Contact Full Name
<input type="radio"/> Maria Zaunik
<input type="radio"/> Martin Flask
<input type="radio"/> Michael Magda
<input type="radio"/> Philip Hodge
<input type="radio"/> Ronald Jewett
<input type="radio"/> Ronald Wilms
<input type="radio"/> Tammie Stevens
<input checked="" type="radio"/> Therese Chapman
<input type="radio"/> Victor Fluharty
<input type="radio"/> William Astalos

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

In **Membership End Date** field, type in date you are ending membership in. Use drop down arrow in **Drop Reason** field to select reason for dropping. Add any additional information, if needed, into **Drop Reason Details** field. Click on SAVE.


### Manage Club Members


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**Member Name:** *Therese Chapman*

**Member's ID:** 3768064

\* Membership End Date


Jul 2, 2024 

\* Drop Reason 

Resigned 

Drop Reason Details

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**Save**

You will then get a window pop up that you have successfully deleted the member from the club roster.