

Add New Member

1. Click on Add or Add a Member.



2. If the person you are adding was not a prior member, click the No circle, and click Submit

***Note: Leave the rest of the fields blank.

Inactive Member Search

Search

Club: FRANKLIN (11330)

Prior Member: Yes No

If yes, then please fill in known fields below and click on 'Submit'. Otherwise, leave blank and click on 'Submit'

Member Last Name:

Member First Name:

Member #:

Former Club #:

Former Club Name:

City:

State/Province:

Country:

Submit Cancel

3. If the member you are adding was a prior member, select Yes. Enter the last name of prior member and any additional information you have about the member (or what you know about an existing or prior Lion) and click Submit.

***Note: Enter only the member number, if available, and click Submit.

Inactive Member Search

Search

Club: FRANKLIN (11330)

Prior Member: Yes No

If yes, then please fill in known fields below and click on 'Submit'. Otherwise, leave blank and click on 'Submit'

Member Last Name:

Member First Name:

Member #:

Former Club #:

Former Club Name:

City:

State/Province:

Country:

Submit Cancel

4. **Basic Member** Information page will open
5. Fill in **ALL** of the required fields marked with (*).
6. After entering all of the necessary information on the Basic form, click on **Member Sponsor**, or **Sponsor** tab to continue.

***Note: If not all of the required fields are filled in, an error message will display.

Basic Member Information

Club: FRANKLIN (11330) Reporting Month: April, 2009

Prefix: First: Middle: Last Name/Surname: Suffix:

Name: [dropdown] [text] [text] [text] [text]

Mailing Address: [text] [text] [text] [text] [text] [text]

City: [text]

County: [dropdown]

Gender: Male Female *

Year of Birth: [text] [text] [text] [text]

Join Date: [text] [text] [text] [text] [text] [text]

(Valid Date Range: 04/01/08 - 04/01/09)

Member of a Family Unit: Yes No *

Member Type: Regular Member *

Home Phone: [text] [text] [text] [text]

Work Phone: [text] [text] [text] [text]

Mobile Phone: [text] [text] [text] [text]

Fax: [text] [text] [text] [text]

Home Email: [text] [text] [text] [text]

Work Email: [text] [text] [text] [text]

Spouse Name: [text] [text] [text] [text]

Nickname: [text] [text] [text] [text]

Occupation: [dropdown]

Branch: [dropdown]

Status: Regular Member

Charter Member:

An asterisk (*) next to a field indicates that the field is required.

Member Sponsor Family Unit Save Member Cancel

7. Select a sponsor using the Sponsor Lookup window.
8. If the sponsor is from the same club, members will display in the box.
 - a. To scroll through the names, click the up or down arrows next to the box.
 - b. OR search for a sponsor within the club, fill in **Last** and **First Name** or **Member #** in the dialog box and click **Search**.
9. Click the name of the sponsor to highlight it, then click **Add**.
10. If the sponsor is from a different club, fill in the information in the **Different Club** window located at the bottom of the Sponsor Window.
11. Once you have selected a sponsor, click **Save Member**.

Sponsor Information

Club: FRANKLIN (11330)

Member Name:

Please choose either a sponsor from the same club using the sponsor lookup feature below or enter the sponsor name, sponsor member number (if known) and club number of the sponsor (if the sponsor is from another club).

Same Club:

Sponsor Member #: [text]

Sponsor Name: [text]

Different Club:

Sponsor Club #: [text]

Sponsor Name: [text]

Sponsor Member #: [text]

Member Basic Family Unit Save Member Cancel

Sponsor Lookup

Last Name: [text]

First Name: [text]

Member #: [text]

[text] Search [text]

<< Add Remove >>

ROGERS, JOANNA M (427445)

Rogers, Joyce A. (2443461)

ROGERS, ROBERT R (427444)

12. If the member is a part of a family unit, click the **Family Unit** button, and enter the Family Unit information.
13. Once the Family Unit information is entered, click the **Save Member** button.

Family Unit Information

Basic Sponsor **Family Unit**

Club: FRANKLIN (11330)
Member Name: (New)

Head of Household:

Family Unit: *

Relationship Type: *

Relationship Documentation: *

Address Documentation: *

Year of Birth: -****

An asterisk (*) next to a field indicates that the field is required.