Checklist for Adding a Club Member (Full Dues-Paying Lion Member)

1. **Sign in to the Lion Portal**: Go to lionportal.org and log in.
2. **Navigate to Club Management**:
    - Click "MY CLUB."
    - Select "Manage Club Members."
3. **Start Adding a New Member**:
    - Click "Add New Member" and then "Next."
4. **Enter Required Data**:
    - Input the necessary information.
    - Use the dropdown to check for duplicates.
    - Click "Search."
5. **Enter Address Details**:
    - Select the country from the dropdown list.
    - Enter additional address information.
    - Click "Next."
6. **Specify Membership Details**:
    - Enter the membership start date.
    - Select the "Member Type."
    - Click "Next."
7. **Add Member Sponsor**:
    - Search for the sponsor by name.
    - Enter the sponsor's name and click "Next."
    - Select the correct sponsor from the list.
    - Confirm the sponsor and click "Next."
8. **Confirm Success**:
    - Look for the green success message at the top of the screen.

- You will be returned to the "Club Details" page.

9. **View Member Details**:
    - Under "View Members," click "View All."
    - Adjust column sizes if needed.
    - Click the blue system identification to view membership type details.
    - Scroll to see additional details.
    - Click the link under "Contact" to view member details.
    - Scroll to see more details.
10. **Return to Home**:
    - Click "Home" to return to the landing page.