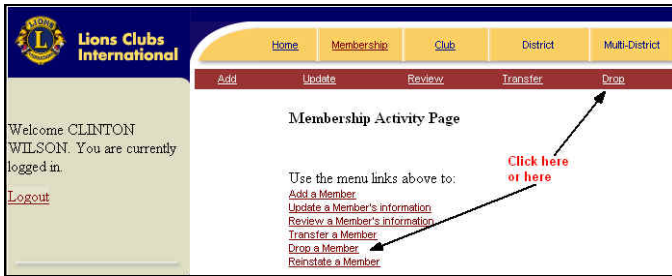


Dropping a Member

To **Drop** a member from your club roster, click on the **Drop** link in the **red menu** or the **Drop a Member** links on the **Membership Activity Page** as shown below.



You **may** need to indicate the reporting month on the next screen, if you haven't done that yet during this session.

Assuming you have chosen the month and **Clicked** on **Submit**, you will get screen that confirms the reporting month. **Click OK** in the confirmation window.

The window that appears next will allow you to choose by member number or name look-up the name of the Lion to be dropped. In that window, shown below, you can see additional names by **Clicking** on the page number at the bottom of the page.

The screenshot shows the 'Select for Drop/Recap List' window for Club: ROCHESTER 76 (31420). It has input fields for 'Last Name:' and 'Member #:' with a 'Search' button. Below is a table of 'Active Members' with columns for Member ID, Member Name, and Address. At the bottom, there are page numbers '1 2 3' and a 'Close' button. A red arrow points to the page number '3' with the text 'View the next page by clicking here'.

Member ID:	Member Name:	Address:
1420838	ANDERSON, GREGORY	515 28TH ST NW, ROCHESTER,
1420839	CARLSON, COREY	RR 2 BOX 138 A, KASSON, MN,
1420840	CARLSON, PAULA	RR 2 BOX 138ANUE NW, KASSO
1420842	DOCKTER, GLORIA	3209 KNOLL LANE NW, ROCHE
1420841	DOCKTER, VERN	3209 KNOLL LANE NW, ROCHE
1420843	EDSON, KIMBERLY	1434 DAMON ST SE, ROCHESTE
1420844	HILL, JOHN	506 12TH STREET N W, ROCHE
1420845	HOWE, LAWRENCE	525 13TH ST NE, ROCHESTER,
1426196	HYATT, ELIZABETH	140 HAVILAND MILL RD, BROOK

Select a member to drop by typing the last name or member number then, **Click Search OR Click** on the member number listed in the **Active Members** column on the left.

The following window opens:

The screenshot shows the 'Drop Reason' window. It contains the following information: Club: ROCHESTER 76 31420, Report Month: 12/1/2003, Name: Mickey M Mouse, Member #: 1835060, Home Address: 1234 56th Street N, City:, State/Province:, Postal/Zip Code:, and Country:. A dropdown menu for 'Drop Reason:' is open, showing options: Drop Moved, Drop Deceased, Drop Moved, Drop Non-Attendance, Drop Non-Attendance & Non-Pymt of Dues, Drop Non-Pymt of Dues, Drop Other, Drop Resigned in Good Standing, and Drop Transferred in Good Standing. A red box highlights the dropdown menu with the text 'Scroll here to pick the DROP REASON, highlight it, check to make sure it is the correct reason, and finally click Drop'. A red circle highlights the 'Drop' button in the dropdown menu. A red asterisk and the text 'field is required.' are visible next to the dropdown menu.

After choosing a drop reason from the drop-down menu, **Click the Drop** button, shown circled above.

You will be returned to the "Roster" window. **Click** on the **Close** button to return to the **Membership Activity Page**, or, you can choose a new membership function by **Clicking** on any of the **Red** menu items at the top of the screen.