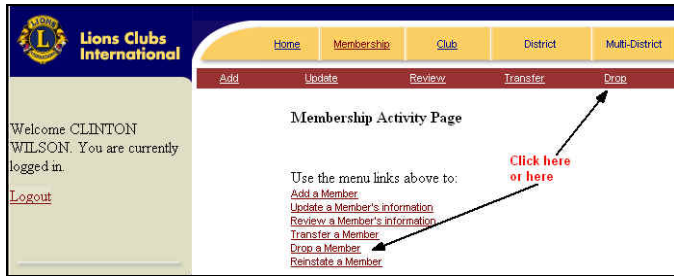


## Dropping or Reinstating a Member

### The Drop Function

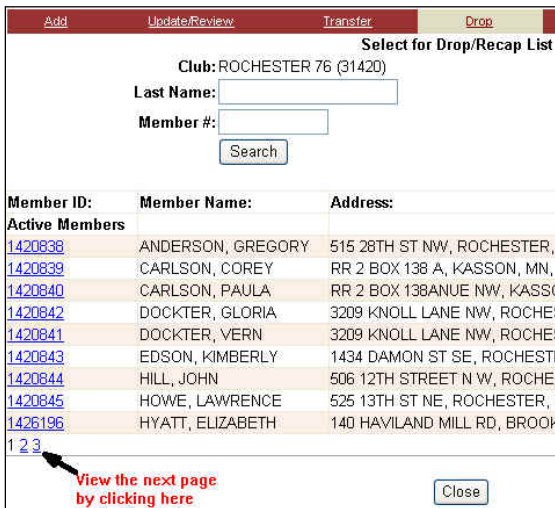
To **Drop** a member from your club roster, click on the **Drop** link in the **red menu** on any page, or the **Drop a Member** link on the **Membership Activity Page** as shown below.



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

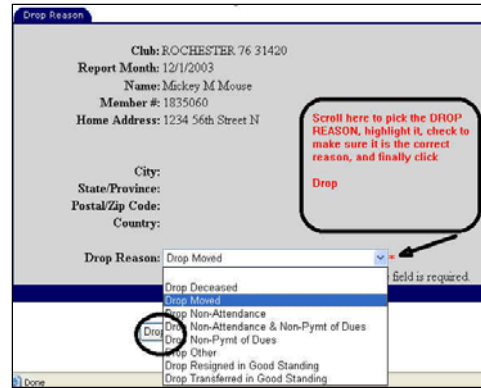
Assuming you have chosen the month and **Clicked** on **Submit**, you will get screen that confirms the reporting month. **Click OK** in the confirmation window.

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 with a **Click** on the page number at the bottom



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.

After choosing a drop reason from the drop-down menu, **Click** the **Drop** button, shown circled in the window in the next column.



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.

### The Reinstate Function

Choose the **Reinstate** link on the **red menu** on any page (Remember, you **may** have to choose a reporting month).

The Reinstate a Member window looks like this, and only lists members that have been dropped in the **past six months**



**Click** on each of the members that you wish to reinstate, and then **Click on Reinstate Selected**.

You will get a confirmation window that indicates all that will be reinstated.



If this window is correct, you will want to **Click** on the **Confirm Reinstatement** button. When you do that, you will be returned to the **Membership Activity Page**.