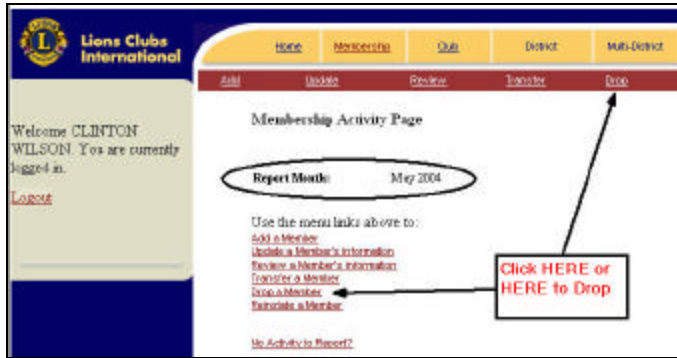


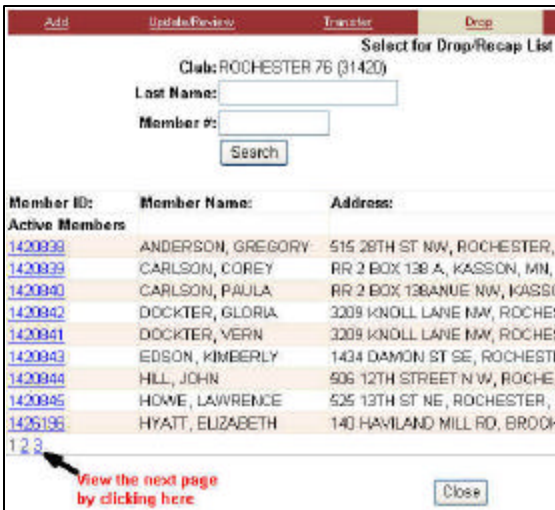
Dropping or Reinstating a Member

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.

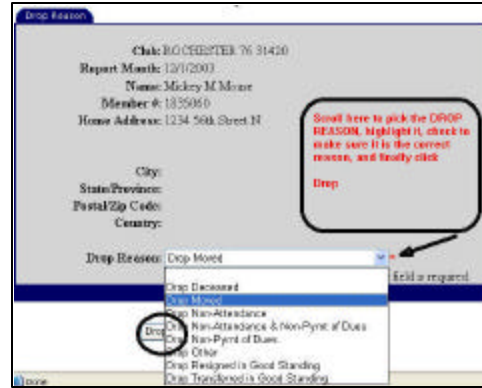


The window that appears next will allow you to choose by member number or name look-up the name of the Lion to be dropped. In that window, shown below, you can see additional names by with a **Click** on the page number at the bottom



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.



Clicking on any of the **Red** menu items at the top of the screen.

The Reinstatement Function

Choose the **Reinstatement** link on the **red menu** on any page. The Reinstatement 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 Reinstatement 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**.