

## Transferring a Member into your Club

### Transfers INTO your club:

Click on the **Transfer** link on any screen. The next window is displayed:



Fill in the **Last Name** and **Former Club #** as a minimum and then **Click Search**.

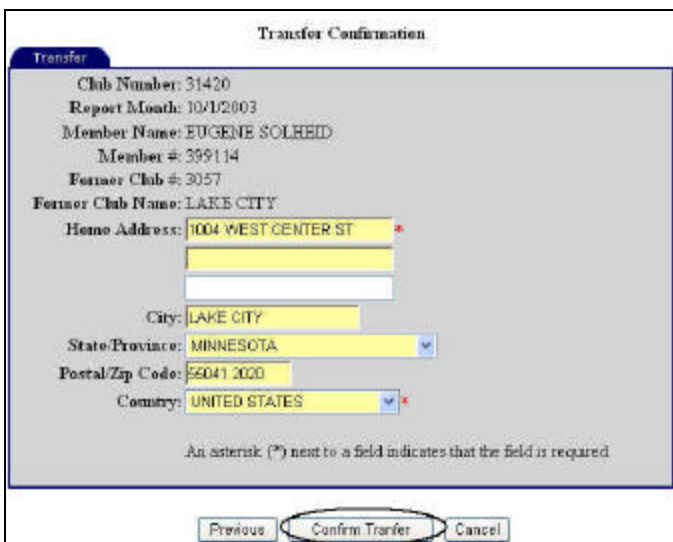
The program will look for Lions that have been dropped in **good standing** in the last six months, and display a window like this one:



Member ID	Member Name	Address	Former Club Name	Reason
399114	EUGENE SOLHEID	1004 WEST CENTER ST, LAKE CITY, MN, 55041	LAKE CITY	Drop Ex Standing

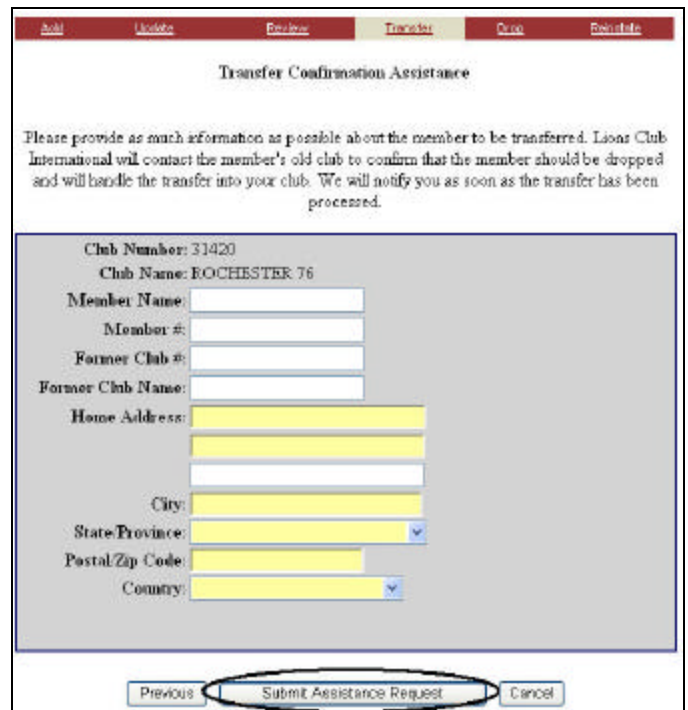
On this screen, select the member that you want to add by **clicking** on the **Member ID** on the left.

The next screen will be displayed.



Finally, to complete the transfer, **Click** the **Confirm Transfer** button as circled below, in the left column. The program will take you back to the **Dropped Member Search** screen, from which you can **Close** if you are done transferring members. Closing will return you to the **Membership Activity** page.

If you cannot locate a member to transfer, **Click** on the **Assistance** button on the **Dropped Member Search** window. The program will present the next window:



Fill in the data as well as you can and **Click** on the **Submit Assistance Request** button as circled above.

As indicated in the window, LCI will process the transfer for you.