



## DISTRICT 201T1



# How to Use MyLCI

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## THE BASICS FOR BOOKMARKING IN GOOGLE CHROME

Your web browser is your access tool into the internet and web sites. MyLCI is a web application and you will need to open it every time that you need to update or access information from Lions Clubs International. Bookmarks are a great way to save and organise specific websites for future use.

### **These instructions are for the Google Chrome web browser.**

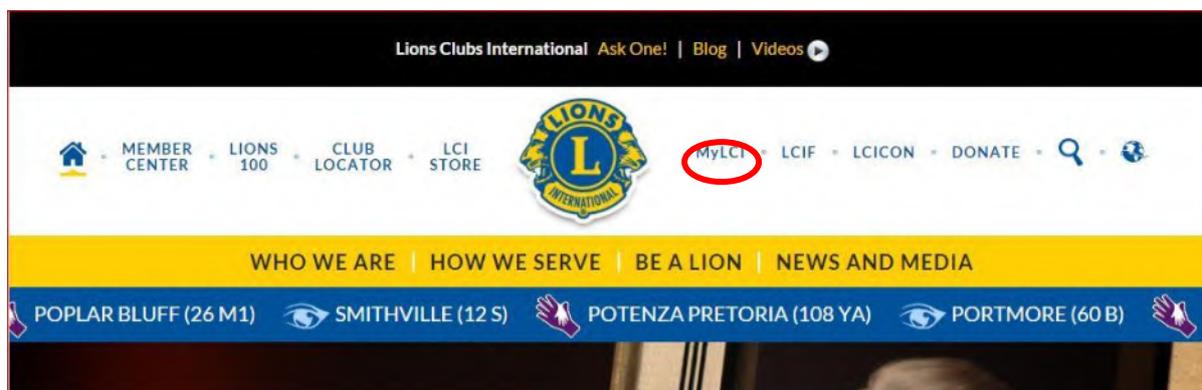
For other web browsers such as Internet Explorer and Mozilla Firefox the principles are the same but the language and the exact set up routine are different.

These instructions will set up **bookmarks** to various Lions web sites so that you can subsequently access the site with a single click of the mouse without having to remember the web address.

You only need to do this if the MyLCI web site is not already listed as a **bookmark** in **Google Chrome**

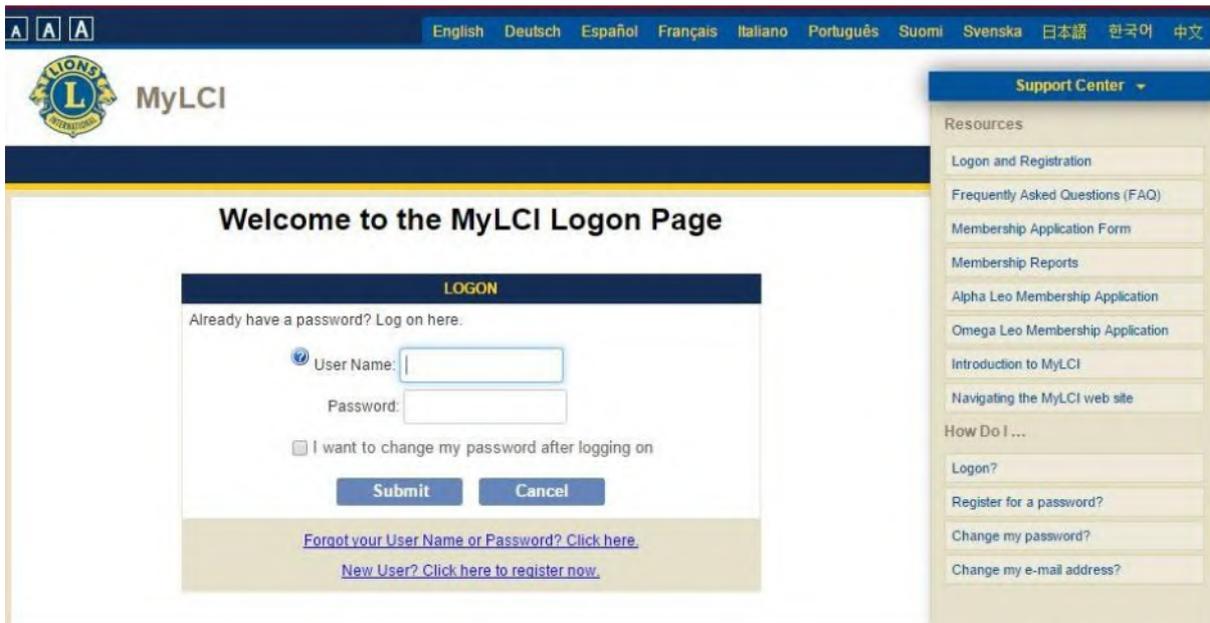
1. Open your web browser.
2. Type into the address bar the web address for LCI [www.lionsclubs.org](http://www.lionsclubs.org) and hit enter on the keyboard. This will open the LCI homepage. (Figure 1).

**Figure 1**



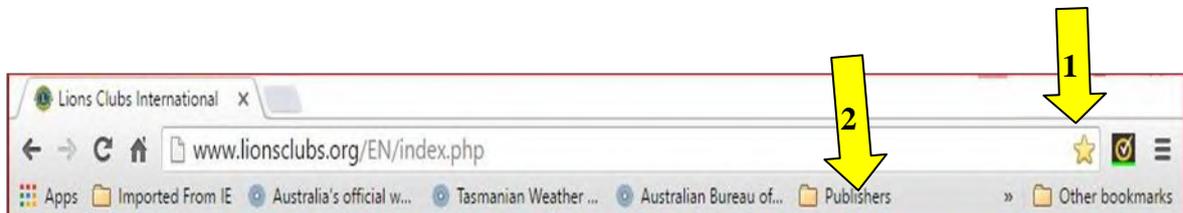
When on the LCI home page you can bookmark it immediately, or if preferred, select MyLCI (circled in red Figure 1) and open the logon page — shown in Figure 2.

**Figure 2**



You can bookmark either or both of these pages (one at a time) by clicking the star icon **Figure 3** (Arrow 1) then just click done. When you bookmark a page it will be saved to the bookmark bar **Figure 3** (Arrow 2) which will appear every time you open a new tab. Click a bookmark to navigate to that page.

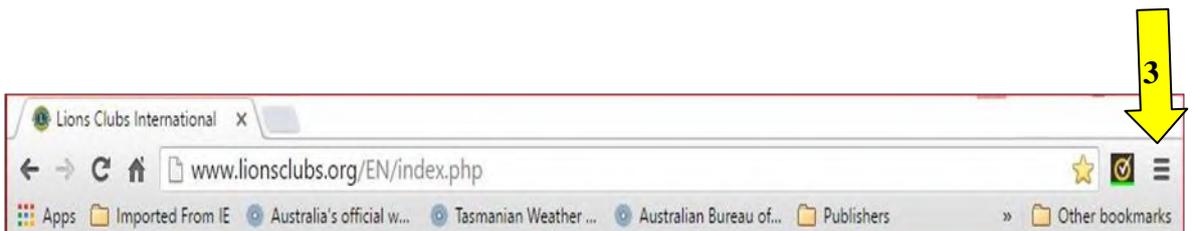
To be able to see the bookmark bar ensure that there is a tick next to the *show bookmarks bar*. **Figure 5** (Arrow 1)



**Figure 3**

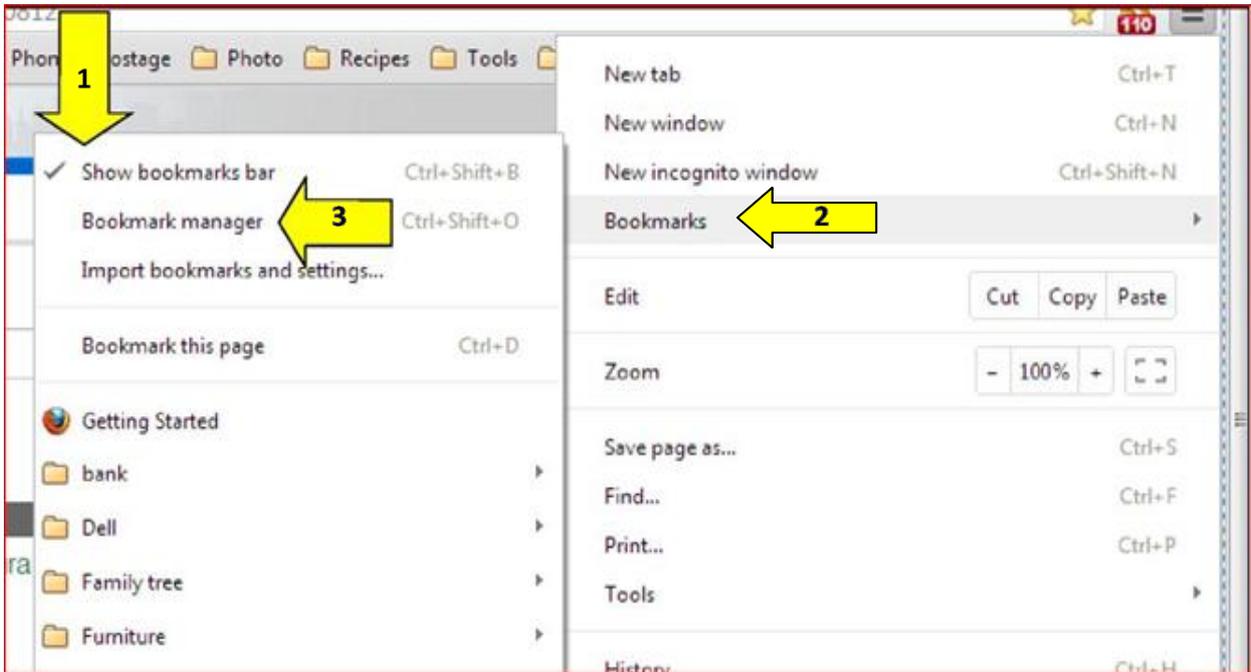
The bookmark bar only has room for a few sites, if you have many they will be saved in the bookmark manager. To see the bookmark manager click on the menu icon **Figure 4** - (Arrow 3).

**Figure 4**



Select bookmarks from the dropdown list **Figure 5** (Arrow 2), then bookmark manager. **Figure 5** (Arrow 3)

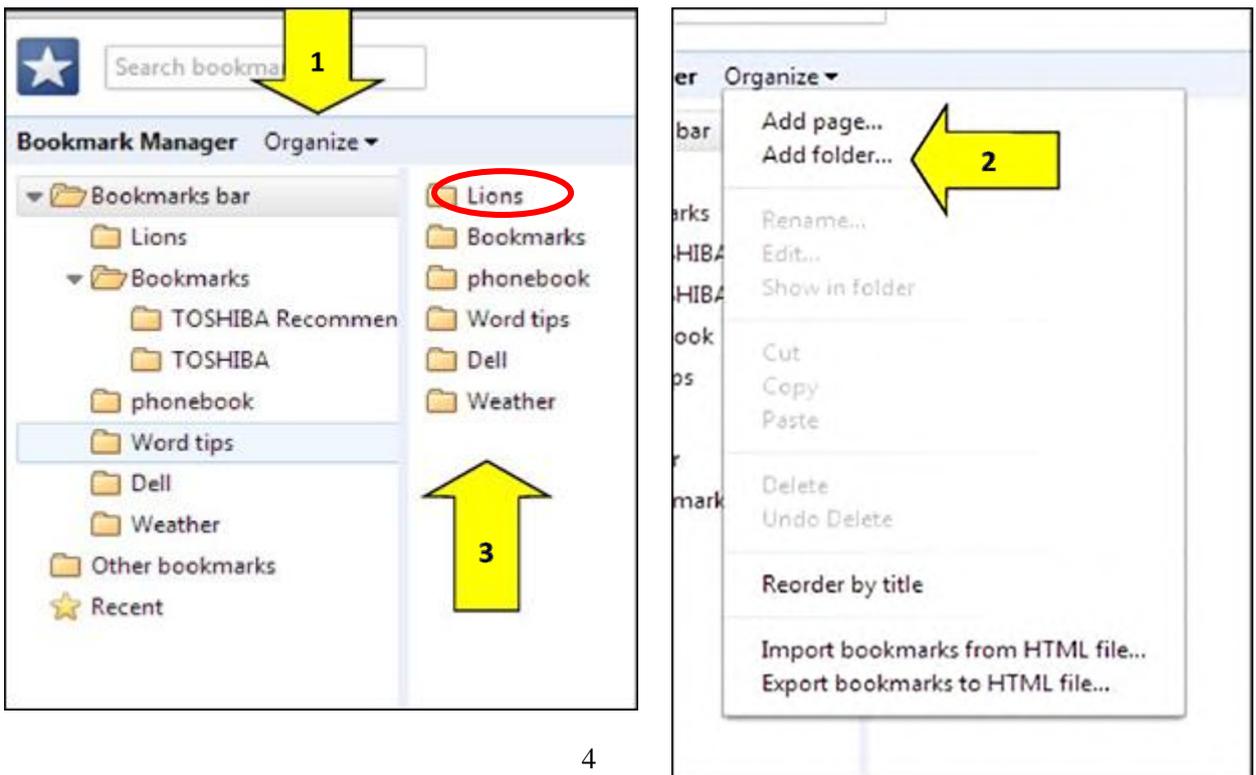
**Figure 5**



If you use bookmarks frequently you may want to keep a folder to keep them organised. New folders can be added to the bookmark bar folder or **OTHER** bookmarks folder.

To do this, click organise, **Figure 6** (Arrow 1) select **add folder** (Arrow 2) from the menu then just give it a name [eg. Lions](Arrow 3) and press enter.

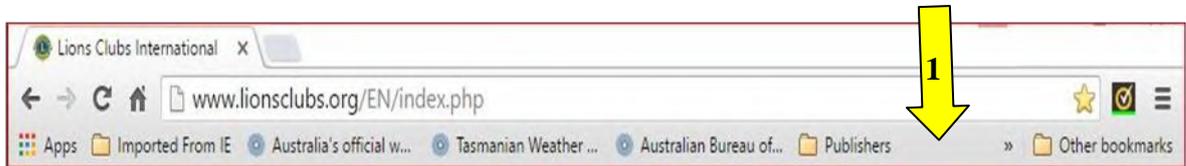
**Figure 6**



You can add a web page to a folder. One way is to:

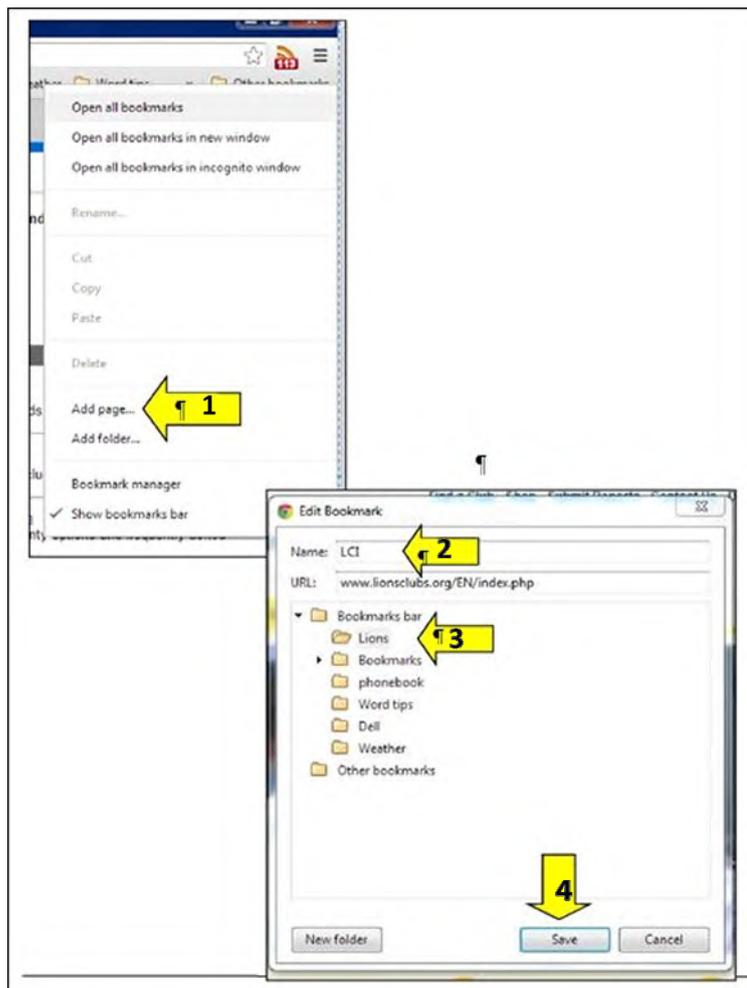
- Open the web page you want to bookmark.
- The bookmarks bar must be activated (visible). Put your mouse in the bookmarks bar but not on a folder in the bar and right click. **Figure 7** (Arrow 1).

**Figure 7**



- This will open a new window). Select *Add page*” **Figure 8** (Arrow 1). Another new window will open – name your page (Arrow 2). Select the folder to store it in (Arrow 3) and Save (Arrow 4)

**Figure 8**

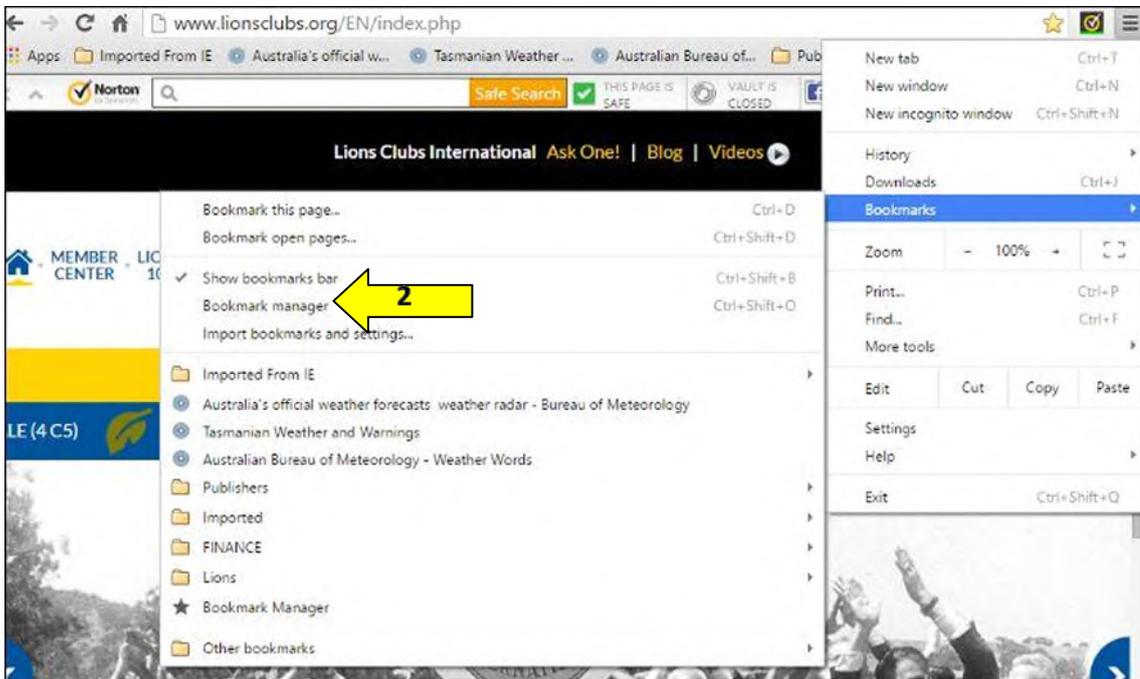


You can also save a bookmark directly to a folder. Click the star icon and select the desired folder from the dropdown menu (this procedure is not illustrated).

ALTERNATIVELY

Click on the Menu **Figure 9** (Arrow 1) A new window will open. Select Bookmarks (highlighted) and then select Bookmark Manager (Arrow 2)

**Figure 9**



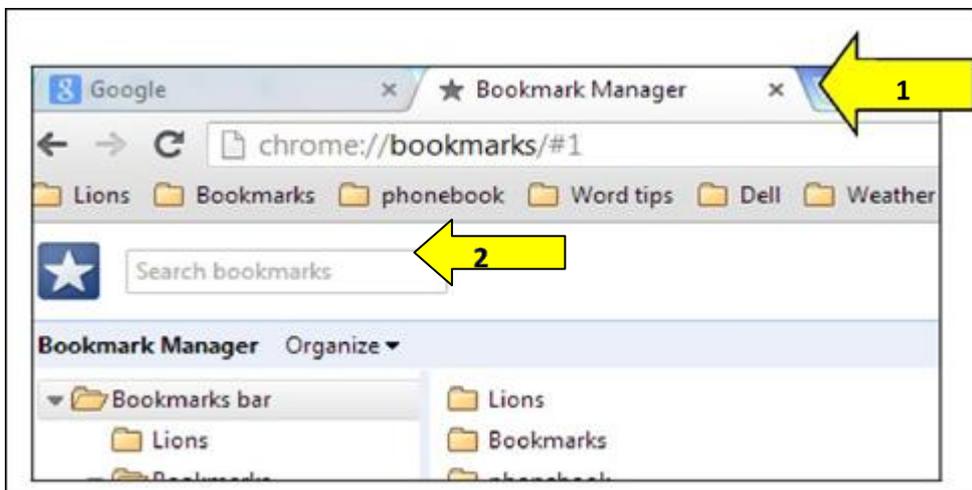
In the Bookmark Manager **Figure 10** (Arrow 1):

To add an existing bookmark to a folder just click and drag.

To delete a bookmark, right click and select delete

You can also search the bookmark manager for bookmarks **Figure 10** (Arrow 2) just type in an address or search term into the search bar and press enter and any managed bookmarks will appear

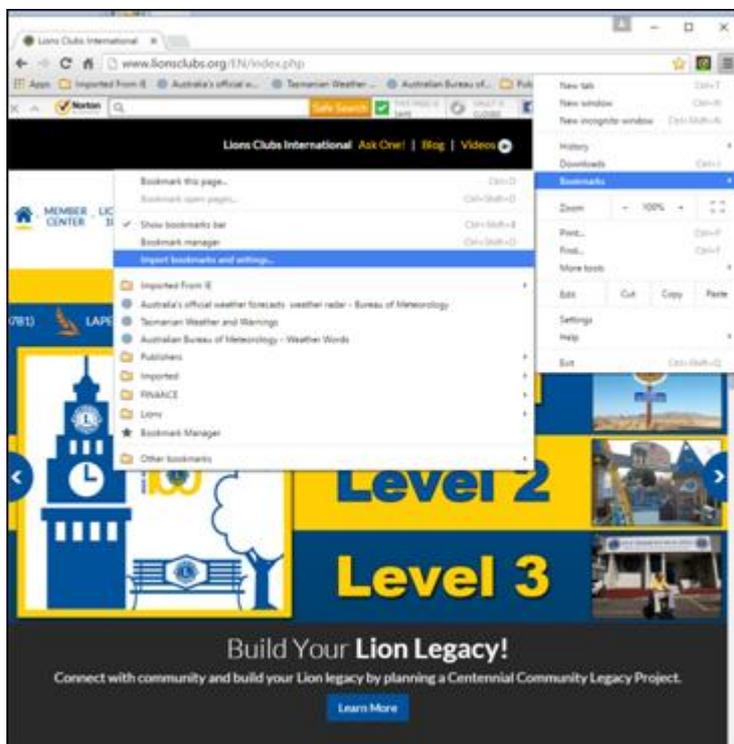
**Figure 10**



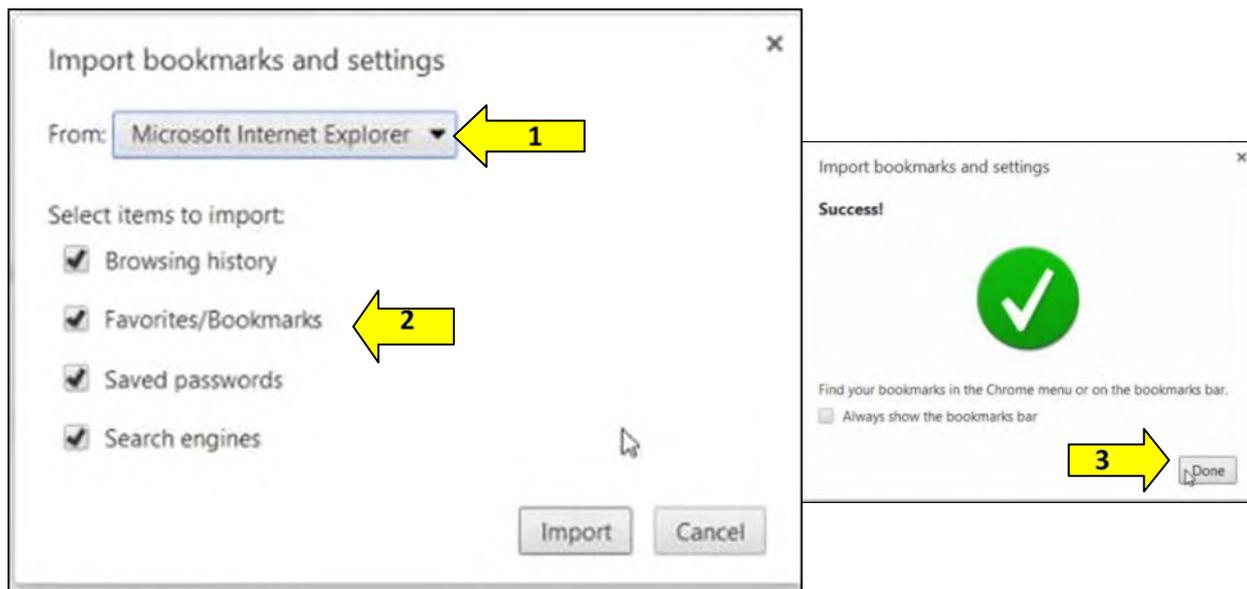
Finally, if you have bookmarks saved in another browser you can import them into Chrome.

Click the menu button, bookmark, then select import bookmarks and settings **Figure 11** (highlighted) then select the browser **Figure 12** (Arrow 1) and items to import, (Arrow 2) click import and done (Arrow 3) to close the window

**Figure 11**



**Figure 12**



## GETTING ACCESS TO MYLCI – USER NAME AND PASSWORD

MyLCI is the application available through the internet for updating Lions Clubs International records of membership and activities for all clubs. It is the method for entering club office bearers for next year (PU101 form).

You are responsible for updating membership and activity reports monthly and for completing the PU101 form when next year's office bearers are elected. It provides a number of tools and reports for managing and extracting information about your club and members.

***You will not be issued with a user name or password. Rather you will go into MyLCI and set up your own user name and password.***

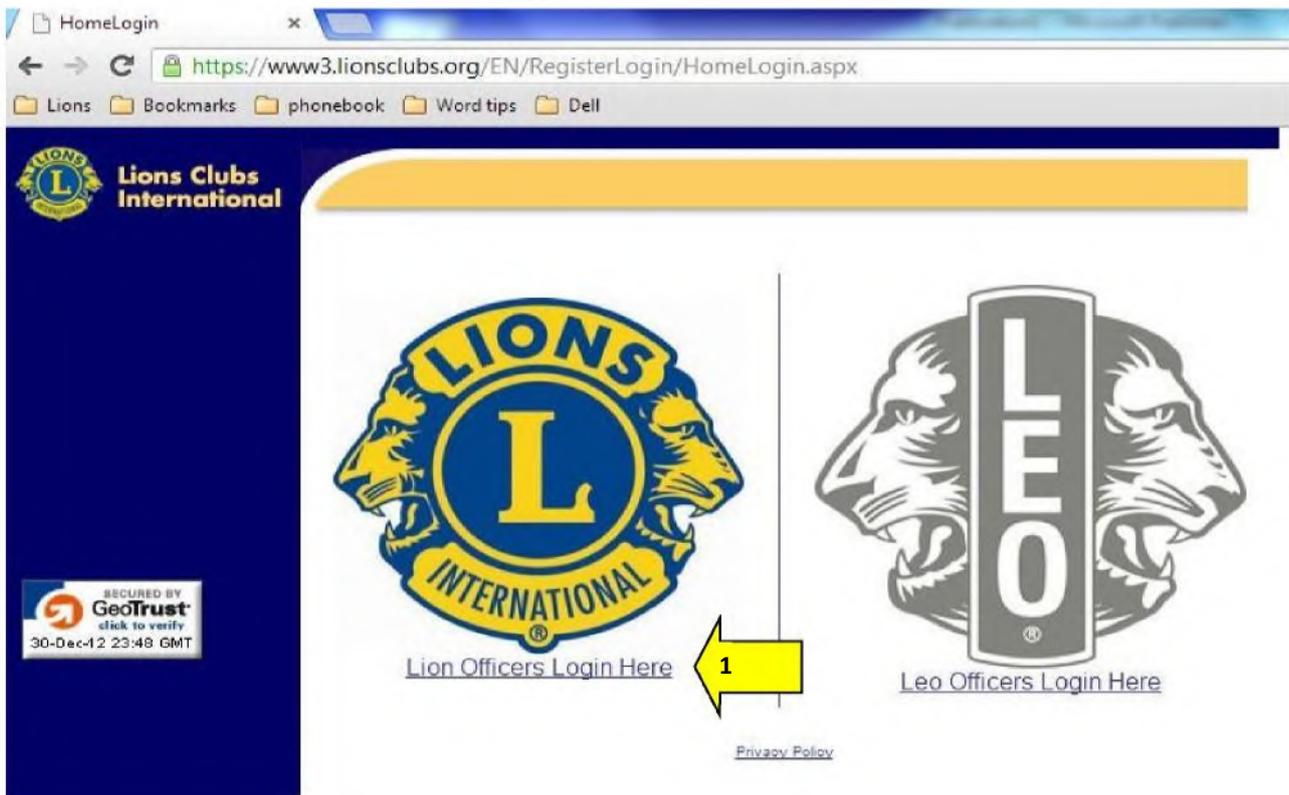
Before you start you will need to have:

1. Your member number
  2. The first line of your address as entered in MyLCI—You can get it from the address on your Lion Magazine
  3. The correct address is critical. You must match the spaces, commas, full stops and spelling exactly. If during trying to set up a user account (see later) your attempt fails it is usually due to an incorrectly matching address or because you have not correctly guessed the scrambled letters (Figure 3 arrow 4).
1. Open the MyLCI website using the MyLCI bookmark in the bookmark bar of Google Chrome. If the bookmark is not set up, go to the instruction set SETTING UP YOUR WEB BROWSER FOR ACCESS TO MyLCI and follow the instructions.
  2. The web site will open either as in Figure 1 or Figure 2 depending on how you set it up. If as in Figure 1, Click on Lion officers log in here (arrow 1 Figure 1) when Figure 2 will appear.
  3. Click on New User—click here to register (arrow 2 Figure 2).
  4. The password registration page (Figure 3) will open.
  5. Enter your member number at Arrow 3 on Figure 3 and then decipher and enter the scrambled letters (arrow 4, Figure 3)
  6. If you guessed the letters correctly, the password registration—identification form (figure 4) will open. Otherwise try the letters again.
  7. Fill in the fields on the password registration-identification form.
  8. Enter your user name (suggest your given and family names without spaces. Enter a password. The password must be at least 8 characters

and must include both numbers and letters with no spaces or punctuation. Make it something easy to remember. A good trick is to think up a sentence that will have meaning for you and use the first letter of each word eg “I was born on 7 December in Melbourne” gives a password lwbo7DiM. Do not use real words

9. The security questions are used should you forget your password and need to get assistance from LCI to access MyLCI. To set them up click on the drop arrow in each field, select 1 of the questions in the list (Figure 5) and provide an answer. Repeat for the second question
10. Click on **Submit**.
11. If registration fails, and it often does, the form will not close and the faulty information will have a line of red writing under it. It is almost always the address that fails. Make sure that you have put the address in exactly as on your Lion magazine. If it still fails then contact your club secretary or the Cabinet Secretary and ask for your correct address

**Figure 1**



**Figure 2**

Home >

## Welcome to the LCI Logon Page

The Lions Clubs International web site is being redesigned to be easier to use and to provide information that is relevant to you. [Learn more...](#)

For the best experience, we recommend the latest version of Internet Explorer, Firefox, Chrome or Safari.

**LOGON**

Already have a password? Log on here.

User Name:

Password:

I want to change my password after logging on

[Forgot your User Name or Password? Click here.](#)

[New User? Click here to register now.](#)

**Announcements**

**Weekly Website Outage** – System backups are performed each Sunday between 6:15 AM and 7:00 AM Central Time (Chicago USA). WMMR is not available during is time period.

**Support** - [wmmr@lionsclubs.org](mailto:wmmr@lionsclubs.org) - 630-468-6900

Resources

- [Create a free web site for your club \(e-Clubhouse\)](#)
- [Membership Application Form](#)
- [Membership Reports](#)
- [Reporting 2012-13 Officers Online](#)
- [WMMR What's New](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [WMMR Training Site](#)

How Do I ...

- 

**Figure 3**

**Lions Clubs International**

About Lions | Becoming a Lion | The Foundation | Our Work | Our Impact | News and Events | **Member Center**

### PASSWORD REGISTRATION - MEMBERSHIP VALIDATION

To register for your online access, enter your LCI member number.

Member Number:

Type the characters you see below. Letters are not case sensitive.

**trading rdylless**

stop spam. read books.

**Figure 4**  
 **Lions Clubs International**

About Lions   Becoming a Lion   The Foundation   Our Work   Our Impact   News and Events   **Member Center**

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**PASSWORD REGISTRATION - IDENTIFICATION**

1. Answer the following questions to verify your identity.

Enter your home street address:

Enter your current club name:

Enter your first and last name:

2. Enter the user name and password you would like to use as well as your e-mail address.

User Name:

Password:    Re-enter Password:

E-mail:    Re-enter E-mail:

3. Select or enter two security questions and enter answers in the event you forget your user name or password. To create your own question, type directly into the space below.

Select or enter a security question here

Select or enter another security question

4. Terms and conditions: Your acceptance is required before your password registration can be completed.

I agree to the LCI Web Usage Terms and Conditions.

I have reviewed the LCI Privacy Policy.

**Figure 5**

Select or enter another security question

**What is the name of the street on which you grew up?**

What was the make of your first car?

What is the name of the hospital where you were born?

What school did you go to?

What was the last name of your first boss?

What is your oldest cousin's name?

What is the name of your favorite book or author?

## PROCEDURE TO REGISTER A NEW MEMBER IN MYLCI

Provides instructions for entering a new member. Do not post a completed form to LCI. All you need to do is to go into MyLCI and record the person

1. Login in to MyLCI - open your web browser and click on the bookmarks folder Lions and then on MyLCI. If bookmarks (favourites in Internet Explorer) go to instruction set **setting up web browser to access MyLCI**.
2. On the window that opens when you have logged on click on **My Lions Club** (arrow 1 in Fig 1 below)
3. On the small window that opens click on **members** (figure 1—arrow 2)
4. In the window that opens (Figure 2) click on **add member** (Figure 2—arrow 3)
5. In the drop box that opens click on **new member** (figure 2—arrow 4)
6. The **add member** window opens (Figure 3)
7. Fill in the required information into the add member window. When you have selected the country then click in the show preview box to open up fields to enter the postal address for the new member.
8. Be very careful in entering the postal address making sure that information is entered into the correct fields (see Figure 4) and that you are very careful to use the standard for entering address information. Failure to do so will make it difficult at a later stage for the person to register for access to MyLCI if they become an officer of the club and may mean that their Lion magazine is not delivered. The standard format is available in your V5 Secretary manual entitled Lion addresses in MyLCI—rules for entry
9. Once you have filled in all fields, click on save.

Figure 1

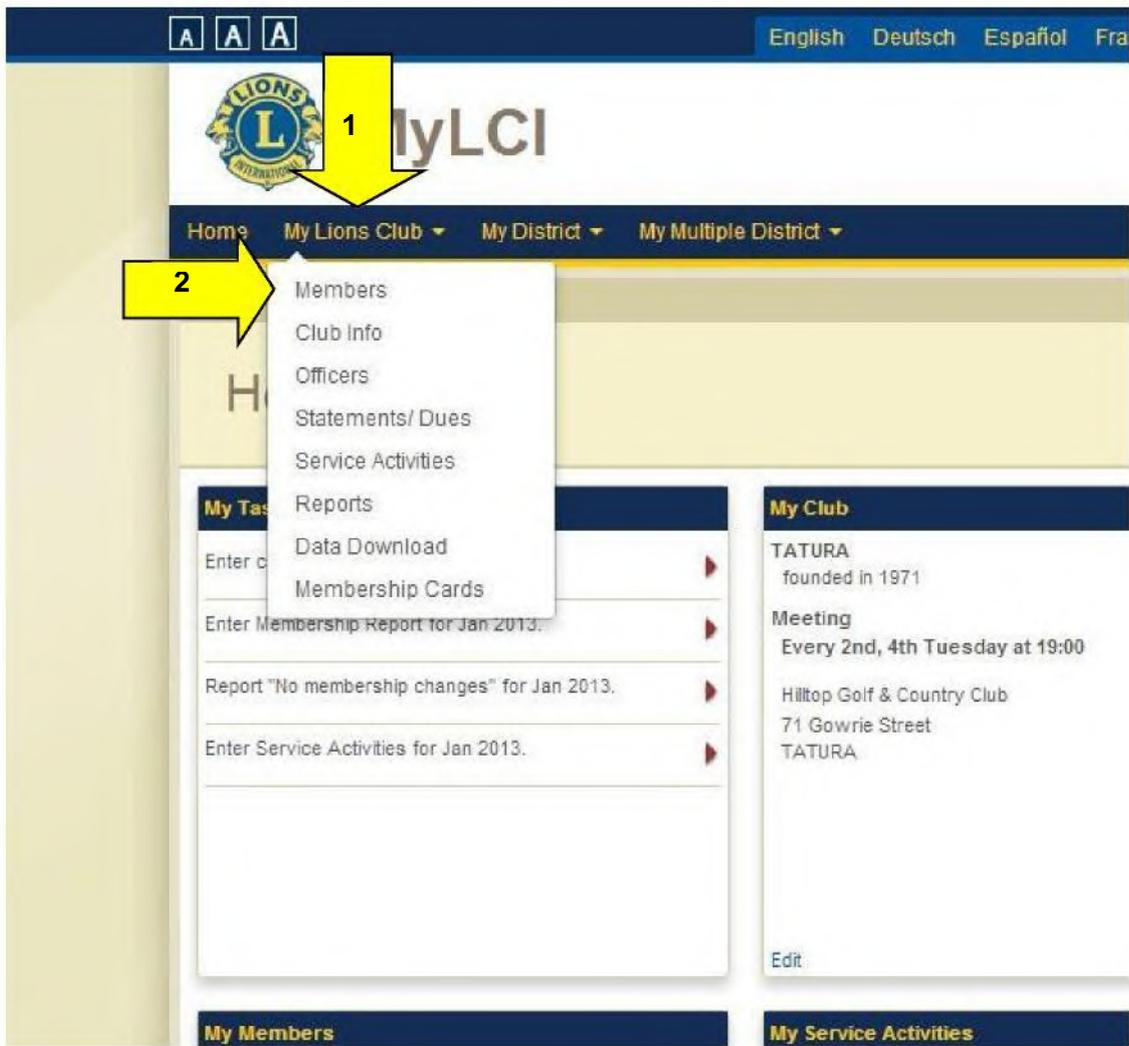


Figure 2

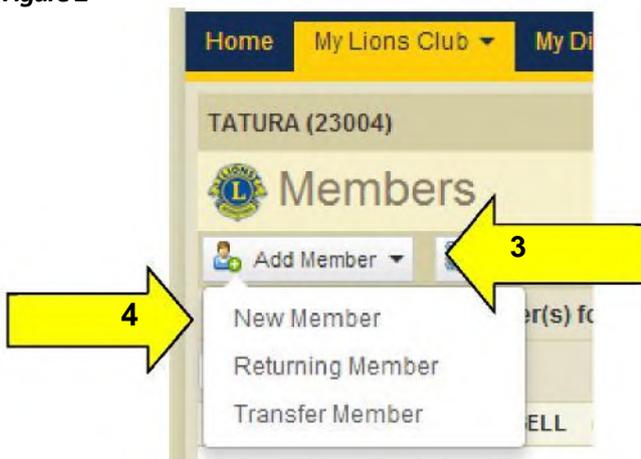


Figure 3

Home My Lions Club My District My Multiple District

TATURA (23004)

### Add Member

**Member Information**

Prefix

First Name

Middle Name

Last Name

Suffix

Gender

Year of Birth

**Membership Information**

Join Date

Member Type

Sponsor

Nickname

Occupation

Spouse/Companion

**Member Correspondence Address**

Country

Show Preview

**Contact Information**

	Country Code	Area Code	Phone	Extension
Work Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mobile Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Fax	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primary Email	<input type="text"/>			

When you have selected the country, click in the show preview box. Extra fields will appear as in Figure 4 on the next page to allow completion of the postal address

**Figure 4**

The screenshot shows a form titled "Member Correspondence Address" with the following fields: Country (dropdown menu with "AUSTRALIA" selected), Address Line 1, Address Line 2, Address Line 3, City, State (dropdown menu), and Postal Code. A "Show Preview" checkbox is located below the City field. Three callout boxes provide instructions: 1. A box pointing to the Address Line 1 field says "Put the street address or post office box number here – NOT THE SUBURB OR TOWN – AND FOLLOW THE STANDARD FORMAT". 2. A box pointing to the City field says "Suburb or town only". 3. A box pointing to the State dropdown menu says "Click on the drop arrow and then select the state".

### STANDARD TERMS FOR ENTRY OF A LION'S ADDRESS INTO WMMR (MYLCI)

The first line of a member's address in WMMR (MyLCI) is critical and must be entered consistently.

1. If a member needs to access WMMR(MyLCI) then in order to register and get a username and password they need to enter the first line of their address as part of the validation routine. **The validation will work only if they enter their address exactly as it is recorded in WMMR** ie exactly as the Secretary who submitted their details or subsequently changed them put them in.
2. The address in WMMR is used to post the Lion Magazine. Exact match of first line of address means exactly that:
3. The number of spaces between words or letters must be exactly the same
4. Punctuation must be exactly the same
5. Spelling must be exactly the same
6. Abbreviations for words such as street, if used, must be exactly the same.

Currently there are many different ways being used to enter the first line of the address. The single most difficult problem for members trying to log in to WMMR(MyLCI) has been issues with incorrect addresses.

To minimise the problem the following rules should apply:

1. Only the street address is included in the first line of the address – the suburb or town is NOT included
2. No abbreviations are used eg spell out street in full
3. Use Street, Avenue, Crescent, Boulevard etc starting with a capital letter and NOT St, Ave, Cr, Crs, Cres, Bv etc

4. Post Office boxes should be PO with no full stops and no space followed by 1 space and then the word Box and then the number - NOT P O or P. O. etc
5. Units should be Unit 5/24 Right Street Not Unit 5, 24 Right Street
6. Double check the spelling especially make sure that you haven't entered an i as a 1 or an l

### Examples

Correct	Wrong
25 Robinson Street	25 Robinson St. 25 robinson st, 25 Robinson street
PO Box 234	P.O. Box 234, Elmore P O Box 234,
Unit 5/24 Right Street	Unit 5 / 24 Right Street Unit 5,24 right Street,

### ALTERING A PERSON'S DETAILS IN MYLCI

If a person changes address, email, phone, partner etc you will need to go into MyLCI to make the necessary alterations

Putting a person's address details in correctly in the standard format and in the correct fields is **ABSOLUTELY CRITICAL**. See the document Standards for address entry in MyLCI for the standards and reasons (previous page)

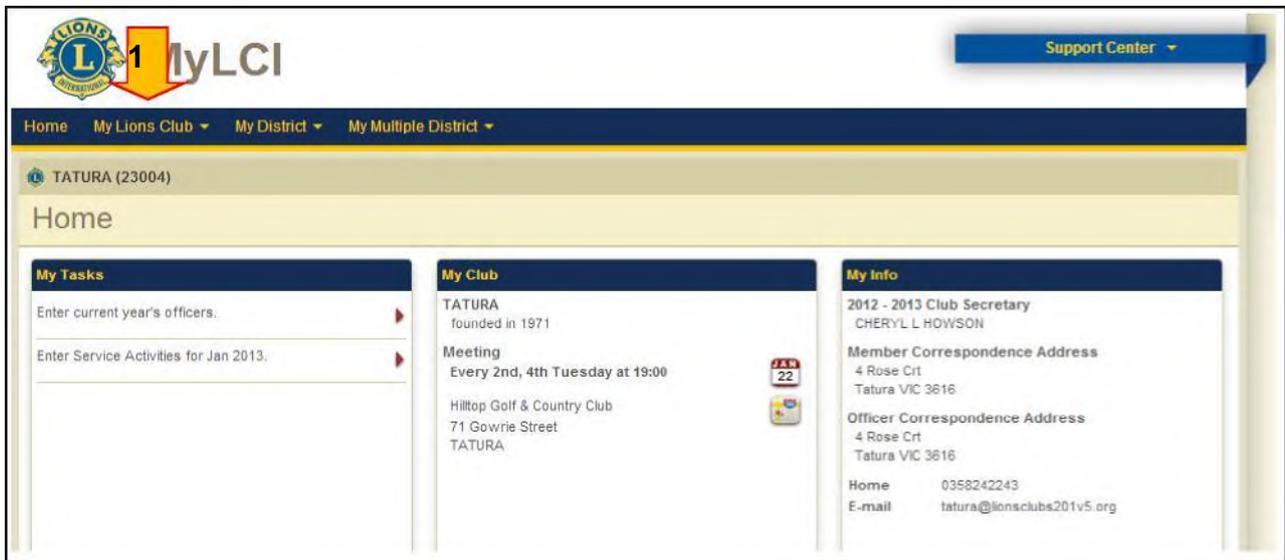
1. Log in to MyLCI
2. The screen that opens up (figure 1) gives you access to update your club information.
3. Click on My Lions Club (arrow 1 on Figure 1)
4. A drop box opens below My Lions Club (Figure 2)
5. Within the drop box click on Members (Arrow 2 in Figure 2)
6. It may take a few seconds to open and populate but the screen partly shown in Figure 3 will appear and you can scroll down to find the person whose details you need to change. Click on the person (arrow 3 on Figure 3) to open up the information about the person selected.
7. The recorded information about the person opens (Figure 4). Click on edit member (Arrow 4 on figure 4) to open a screen that allows you to edit the person's information (Figure 5).
8. On the screen shown in Figure 5, the various components are accessed differently.

9. If you want to change the member information then you must click on change member information request button (arrow 5) and then make the changes in the screen that appears (figure 6) and then click on submit (arrow 8 on figure 6).
10. If you want to change other information except for the sponsor, then change it on the screen shown in Figure 5 from arrow 6 downwards. When finished click on save at arrow 7 on figure 5.

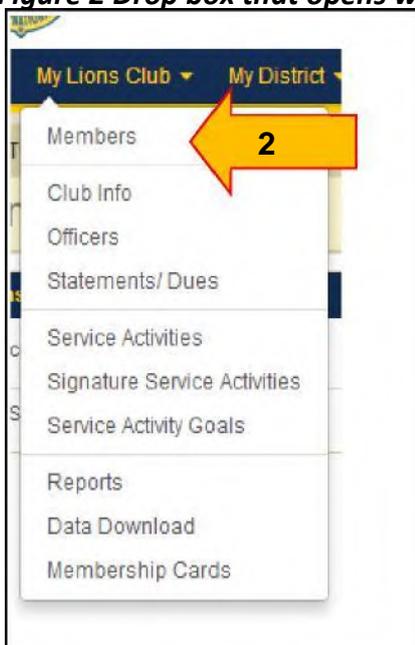
If you need further information on a specific action or want a place where you can try out without changing information then click on support centre which is found on the far right at the top of the screen shown in Figure 1.

**NOTE: The detailed instructions and the accompanying screen shots from MyLCI were correct as at the date of compiling this instruction. MyLCI is evolving and minor changes in appearance particularly of the screen shots may result.**

**Figure 1 Part of opening screen when you log in to MyLCI**



**Figure 2 Drop box that opens when you click on My Lions Club**



**Figure 3 Listing of members**

Home My Lions Club My District My Multiple District

TATURA (23004)

### Members

Add Member Report No Changes for Month Find Members

Active Members - 28 Member(s) found

Show 30 Page 1 of 1 Last Name

Name	ID	Membership Type	Date Added
Mr. MALCOLM M CAMPBELL	(2444712)	Regular Member	Added 12/1/2005
Mr. THOMAS HENRY DEANE	(1177538)	Regular Member	Added 5/1/1978
Mr. ARTHUR O FENNELL	(1177540)	Regular Member	Added 12/1/1986
Mr. KENNETH WILLIAM GRAY	(1177542)	Regular Member	Added 10/1/1982
ALANA HARRISON	(2765342)	Regular Member	Transferred 4/1/2012

**Figure 4 Details in MyLCI about selected person**

Mr. MALCOLM M CAMPBELL (2444712) Regular Member Added 12/1/2005

2012-2013 District Office Staff - Admin

Member Address

Officer Address

Joined Gender Sponsor

Year Of Birth Occupation

Edit Member Drop Member Create Family Unit

Mr. THOMAS HENRY DEANE (1177538) Regular Member Added 5/1/1978

Figure 5 Detailed information about person ready for editing

### Edit Member

**Member Information**

Member Number

Prefix

First Name   **5**

Middle Name

Last Name

Suffix

Gender  ▼

Year of Birth

**Membership Information** **6**

Join Date

Member Type  ▼

Sponsor

Nickname

Occupation  ▼

Spouse/Companion

**Member Correspondence Address**

Country  ▼

Address Line 1

Address Line 2

Address Line 3

City  State  ▼ Postal Code

Show Preview

Officer Correspondence Address Same as Member Correspondence Address

**Officer Correspondence Address**

**Contact Information**

	Country Code	Area Code	Phone	Extension
Work Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Phone	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fax	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Primary Email

**7**

Figure 6 screen to submit *changes* to member information

	Current Name	Change To
Prefix	Mr.	
First Name		
Middle Name	M	
Last Name		
Suffix		
Year of Birth		

Reason For Change

8 Submit Cancel

PROCEDURE TO REINSTATE A MEMBER IN MYLCI

Provides instructions for reinstating a member

1. Login in to MyLCI.
2. On the window that opens when you have logged on click on **My Lions Club** (arrow 1 in Fig 1 below)
3. On the small window that opens click on **members** (Figure 1—arrow 2)
4. In the window that opens (Figure 2) click on **add member** (Figure 2—arrow 3)
5. In the drop box that opens click on **returning member** (Figure 2—arrow 4)

6. The returning member search window opens (Figure 3).
7. Type in either the member number of the returning member OR both family and given names. Member number is best! Then click on **search**.
8. It may take a few moments but the returning members window will expand and show the name and contact details of the returning member (Figure 4). Check that you have the correct person (particularly important if you used the person's name to search). The person's name and address is blanked out in the example.
9. Click on **add member** (Figure 4—arrow 5).
10. The next returning member window appears (Figure 5). Check that the information is correct, then click in the **effective date** field (Figure 5—shown with date already selected—NB: shown in format month/day/year) and select the date for restoration of membership. Then click on the drop arrow for **member type** (Figure 5—arrow 5 and select the membership type).

Click on **Add** (Figure 5—arrow 7). The confirmation screen appears (Figure 6) and the task is complete.

**Figure 1**

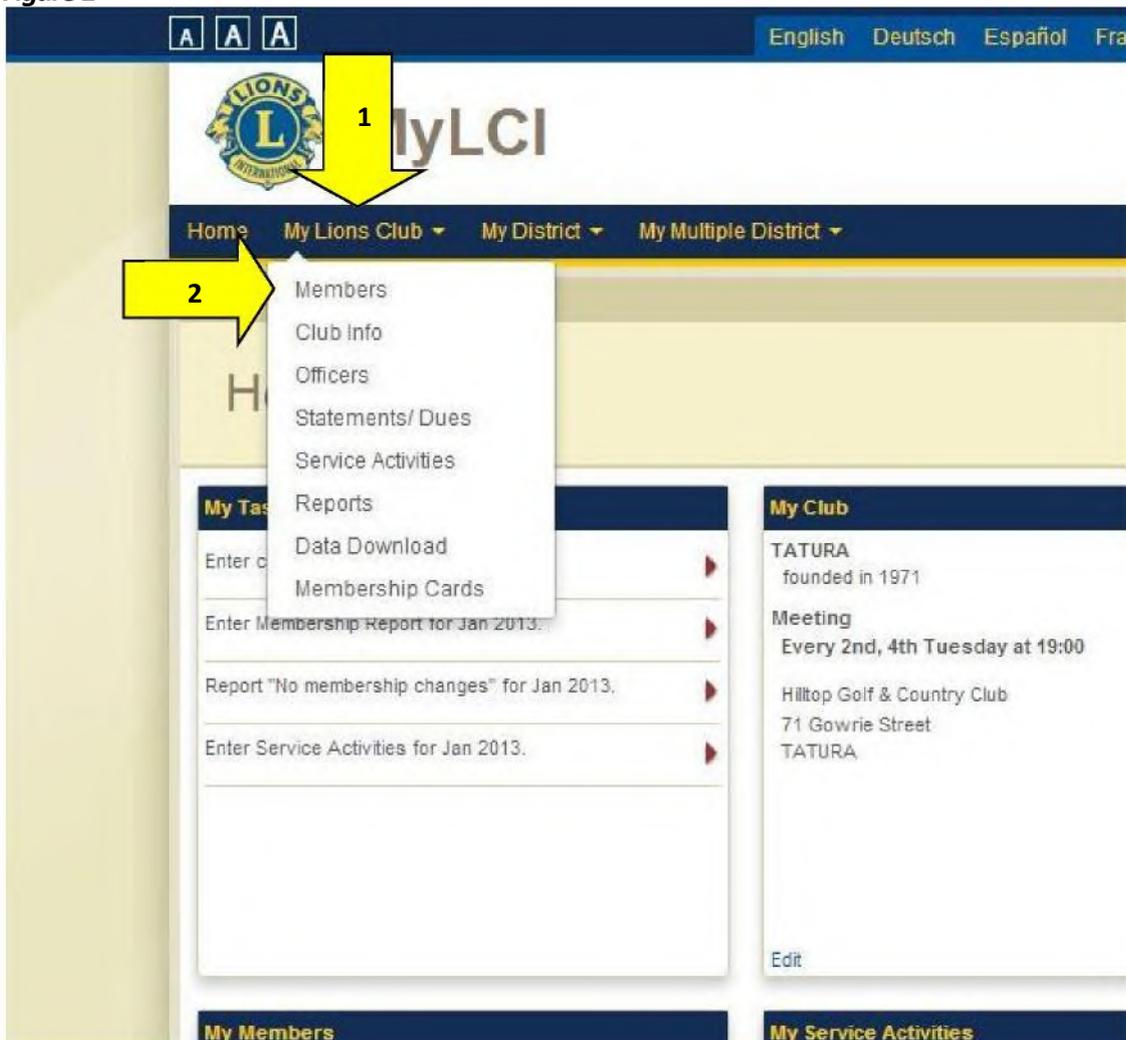


Figure 2

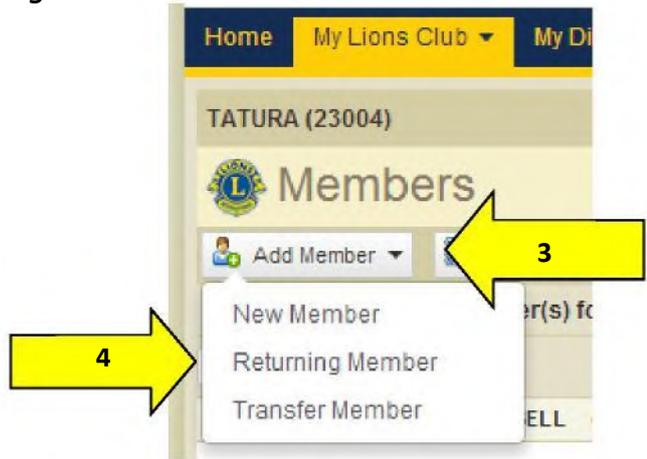


Figure 3

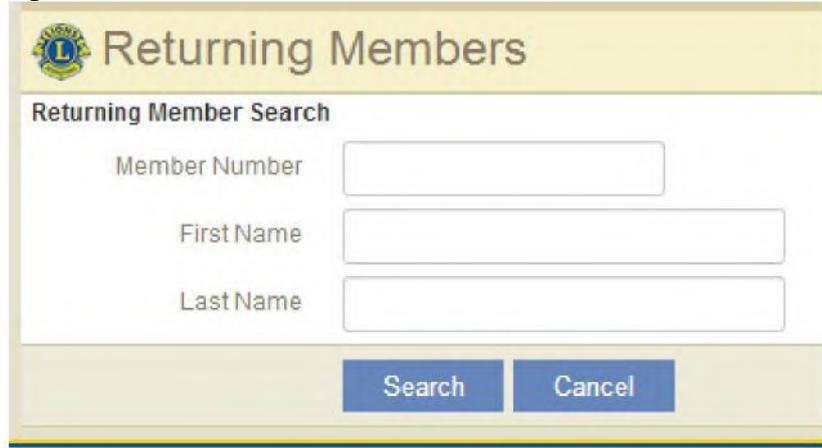


Figure 4

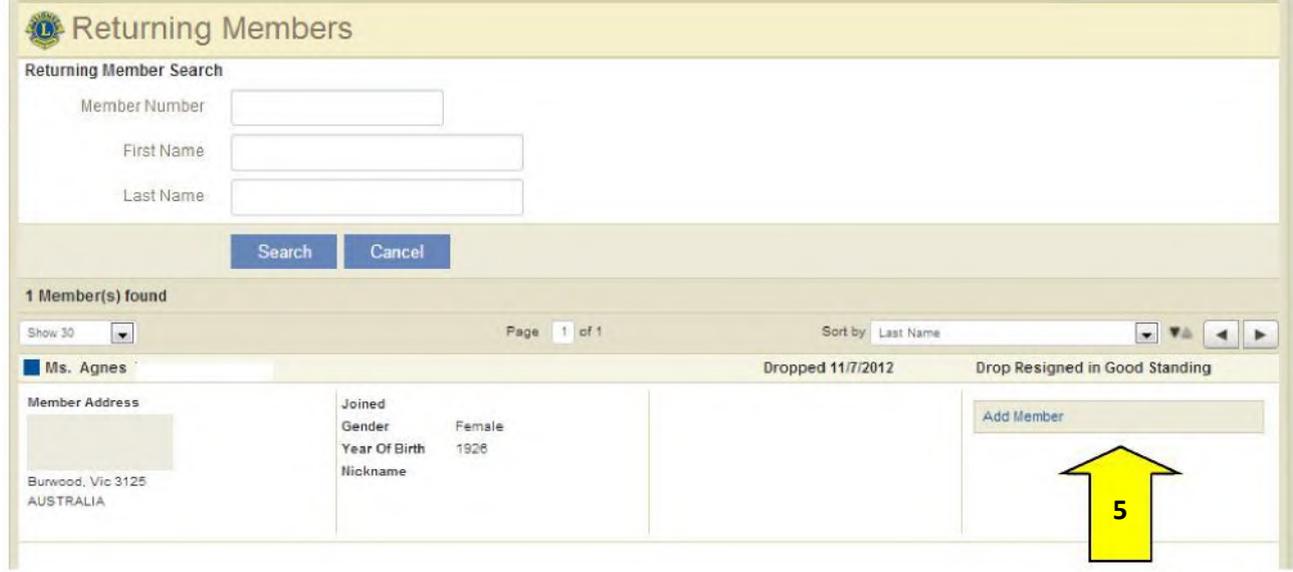


Figure 5

**Returning Member**

Member to add

Member Address

Effective Date

Join Date

Drop Date

Drop Reason

Member Type  

Figure 6

**Confirmation**

Member  has been re-instated.

Membership Reporting Status

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

### ORDERING NEW MEMBER KITS

New member kits are obtained from the Multiple District office in Newcastle and can be ordered by email.

Send an email to [clubsupplies@lions.org.au](mailto:clubsupplies@lions.org.au)

In the email you will need to specify the number of new members to be inducted and the date on which they are to be inducted. Without that information the kits will not be forwarded. Allow 7-10 days for delivery.

Kits **cannot** be ordered on the Multiple District web site

To view the information on the web site

1. open the Multiple District web site (fig 1) and click on **members** (arrow 1)
2. In the window that opens (fig 2), click on **new member induction kit** (arrow 2)
3. The information about ordering kits appears (fig 3)

Figure 1



Figure 2



Figure 3

New Member Induction Kits		
	<p>Product ID: NM10A</p> <p>Lions Clubs International have restricted the supply of New Member Induction Kits to the National Office. Therefore, we have implemented new procedures around clubs ordering kits.</p> <p>When ordering a kit, clubs will need to notify the National Office, preferably by email to enable prompt despatch, of the quantity and induction dates of new members requiring kits. Please advise these details at the time of ordering. Orders without this information will not be sent. Please email your requests to: <a href="mailto:clubsupplies@lions.org.au">clubsupplies@lions.org.au</a> Please allow 7-10 working days for the processing of your order.</p> <p>If you are looking for material to provide to prospective members, please review our <a href="#">PR section</a> where you will find many useful recruiting tools</p>	<p>N/A</p> <p>Info</p> <p>\$0.00</p>

## ENTERING CLUB ACTIVITIES IN MYLCI

Activities should be entered monthly at the same time as you complete the membership report in MyLCI

1. Log in to MyLCI
2. When you have completed the login process then the screen will display a window like Figure 1 FOR YOUR CLUB. You will probably need to scroll down to see all of the box labelled < My Service Activities > (Yellow arrow 1 on Figure 1).
3. Click on the words < more service activities > (Yellow arrow 2 on Figure 1). A new window will open (Figure 2). This will display the service activities that you have already entered for the current Lionistic year.
4. You can review, edit, delete, and print the listed activities.
5. To add a new activity click on the button < add activity > (yellow arrow 3 on Figure 2) which will open a new window (Figure 3).
6. On this window (Figure 3) the fiscal year will already be shown as will the current month. You can select a different month but not a different fiscal year.
7. Select the activity type by clicking on the <select activity> button at the right hand end of the activity type field (yellow arrow 4 on Figure 3). A new window will open (Figure 4). It displays a range of different activity types. YOU MUST SCROLL DOWN TO SEE ALL TYPES. Figure 5 is a composite of all the activity types seen when you scroll down.
8. Select the activity type by clicking on the appropriate button. The <add activity> window (Figure 3) reappears. Fill in the remaining fields and then click save. The confirmation window (Figure 6) opens.
9. You can
  - Return to the activities window
  - Start a new activity
  - OR go to your club home pageBy clicking on the appropriate button at yellow arrow 5 on Figure 6

**NOTE: The detailed instructions and the accompanying screen shots from MyLCI were correct as at the date of compiling this instruction. MyLCI is evolving and minor changes in appearance particularly of the screen shots may result**

**Figure 1 Window that shows when you log in to MyLCI**

The screenshot shows the MyLCI interface for club TATURA (23004). At the top, there is a navigation bar with 'Home', 'My Lions Club', 'My District', and 'My Multiple District'. Below this is a 'Home' header with the club name and ID. The main content area is divided into several sections:

- My Tasks:** A list of tasks such as 'Enter current year's officers', 'Enter Membership Report for Feb 2013', 'Report "No membership changes" for Feb 2013', and 'Enter Service Activities for Feb 2013'.
- My Club:** Information about the club, including 'TATURA founded in 1971', 'Meeting Every 2nd, 4th Tuesday at 19:00', and the address 'Hilltop Golf & Country Club, 71 Gowrie Street, TATURA'. A yellow arrow labeled '1' points to this section.
- My Info:** Contact information for the club secretary, Cheryl L Howson, including her address, phone number, and email.
- My Members:** A table showing membership reporting status by month and a summary of 28 regular members and 2 life members.
- My Service Activities:** A list of recent activities, including 'Christmas Carols for Town of Tatura', and a summary for the 2012-2013 fiscal year showing 23 total service activities, 847 lion hours, 6210.00 funds raised, 0.00 funds donated, and 24 people served. A yellow arrow labeled '2' points to this section.
- My Officers:** A list of officers including the District Governor (Glenda McLeod), Cabinet Secretary (Malcolm M Campbell), Cabinet Treasurer (Lin Byron), and Region Chairperson.

At the bottom of the page, there is a footer with copyright information for Lions Clubs International and links to 'Terms & Conditions', 'Privacy Policy', 'Contact Webmaster', and 'Online Directory (Password Required)'.

**Figure 2 Current Service Activities List**

The screenshot shows the 'Service Activities' page for club TATURA (23004). The page title is 'Service Activities' and it includes buttons for 'Add Activity', 'View/Print', and 'Find Activities'. Below the title, it says 'Current Fiscal Year Service Activities - 23 Activities found'. There is a 'Show' dropdown menu with a yellow arrow labeled '3' pointing to it. The page is displaying a list of activities for January 2013, with 'Page 1 of 1' and 'Sort by Date'.

Activity Name	Number of Lions	Number of Lion Hours	Other Info
Meals to elderly on weekends	16	16	Assistance to Individuals
Scholarship and Awards	3	0	education / language / literacy

Each activity entry includes an 'Edit Activity' button and a 'Delete Activity' button. The first activity also has a 'Shared' checkbox checked.

**Figure 3 Add Activity Window**

Home My Lions Club My District — My Multiple District

103 TATURA 123004)

## Add Activity

Basic Activity Information

Fiscal Year  

Month

Signature Activity

Activity Type  [Select Type](#)

Activity Title

Activity Description

Detailed Activity Information

- Share this story
- District-wide Activity
- Engaging our Youth campaign
- Sharing the Vision campaign
- Relieving the Hunger campaign
- Protecting our Environment campaign

Images (File types - .jpeg, .gif, .png. File size less than 4 MB.)

2013 Lions Clubs International  
300 W. 22nd Street, Oak Brook, IL 60523-8542

[Terms & Conditions](#) [Privacy Policy](#)  
[Contact Webmaster](#) [G Online Directory \(Password Required\)](#)

**Figure 4 Activity Type Selection Initial Window**

### Select an Activity Type.

#### Assistance to Individuals

aid to the elderly! disabled	aid to the vision/hearing impaired	Aid to disadvantaged children	aid to homeless
other assistance to individuals	aid to military families	aid to disadvantaged families	

#### Community & Cultural Activity

art /cultural event	sports / recreation event	facility improvement/ construction	civic services
food/clothes/toy collection	education/language/ literacy	assistance to school	drug awareness
food bank/food distribution	other community & cultural activity	Summer/recreation camp	social/community event

Figure 5 – Activity Type List – you have to scroll down to see the full list.



**Figure 6 Confirmation Screen**



## PROCEDURE TO PRINT A LIST OF CLUB MEMBERS AND DETAILS

Allows you to view or print out a full list of all current members with their contact details

1. Login in to MyLCI.
2. On the window that opens when you have logged on click on **My Lions Club** (arrow 1 in Fig 1 below)
3. On the drop down list that opens click on **Reports** (arrow 2 Figure 1)
4. On the reports list that opens (figure 2) click on **Lions Club Contact List**
5. Click on **View/Print**
6. The list of club members opens and can be printed or saved as a pdf file. To print right click with the mouse anywhere within the report, left click on print in the window that opens, then select the printer. If you want to keep the report and/or email it then select the pdf printer and save as a file.

Figure 1

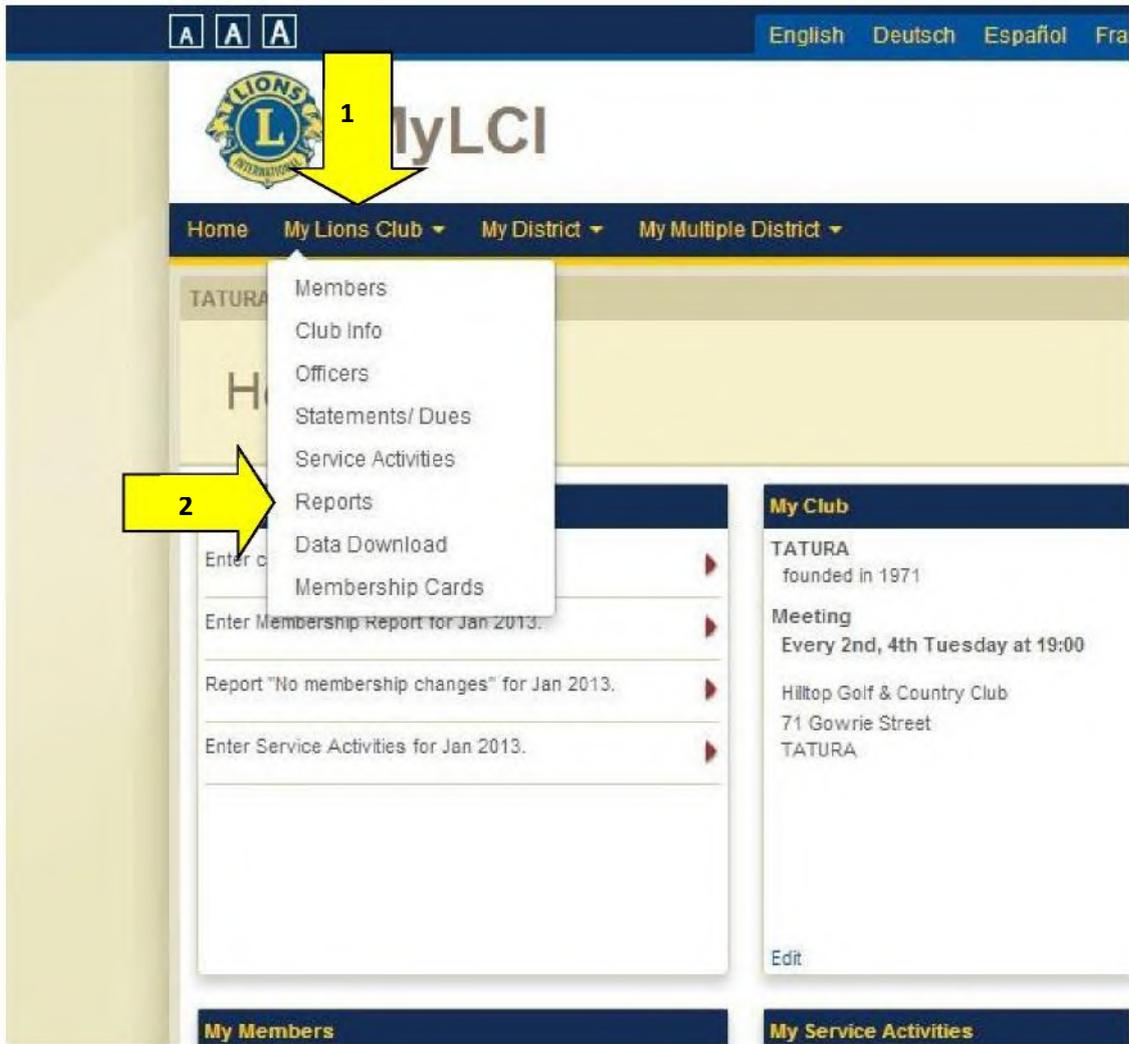
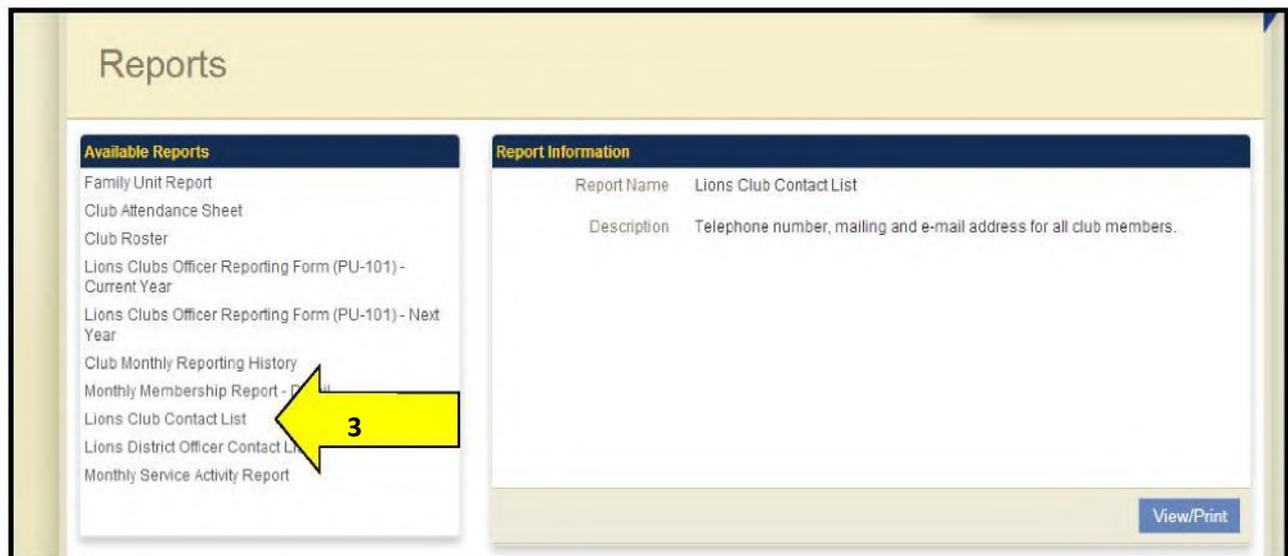


Figure 2



## PRINTING AN INVOICE FOR INTERNATIONAL DUES

International dues are required to be paid at six monthly intervals. Accounts are sent out to the personal address of the club treasurer or are emailed to the club treasurer but can also and very easily be downloaded from the International web site (MyLCI) by the Club Secretary or Club

To download the invoice:

1. Login in to MyLCI
2. The window shown in Figure 1 opens.
3. Click on **My Lions Club** - arrow 1 on figure 1
4. Click on **Statements/dues** - arrow 2 on figure 2
5. Click on **view/print** for the invoice that you want—arrow 3 on figure 3
6. Your invoice appears (figure 4)
7. You can print the invoice in the usual way—eg Right click your mouse anywhere in the invoice and select < print > from the small window that opens.

**Figure 1**

The screenshot shows the MyLCI website interface for club TATURA (23004). The navigation bar includes 'Home', 'My Lions Club', 'My District', and 'My Multiple District'. A yellow arrow labeled '1' points to the 'My Lions Club' dropdown menu. The main content area is titled 'Home' and contains several sections:

- My Tasks:** Enter current year's officers, Enter Membership Report for Feb 2013, Report "No membership changes" for Feb 2013, Enter Service Activities for Feb 2013.
- My Club:** TATURA founded in 1971, Meeting Every 2nd, 4th Tuesday at 19:00, Hilltop Golf & Country Club, 71 Gowrie Street, TATURA.
- My Info:** 2012 - 2013 Club Secretary CHERYL L. HOWSON, Member Correspondence Address 4 Rose Crt, Tatura VIC 3616, Officer Correspondence Address 4 Rose Crt, Tatura VIC 3616, Home 0358242243, E-mail tatura@lionsclubs201v5.org.
- My Members:** Membership Reporting Status, Month J A S O N D J F M A M J.
- My Service Activities:** Recent Service Activity c.
- My Officers:** District Governor Glenda McLeod.

Figure 2

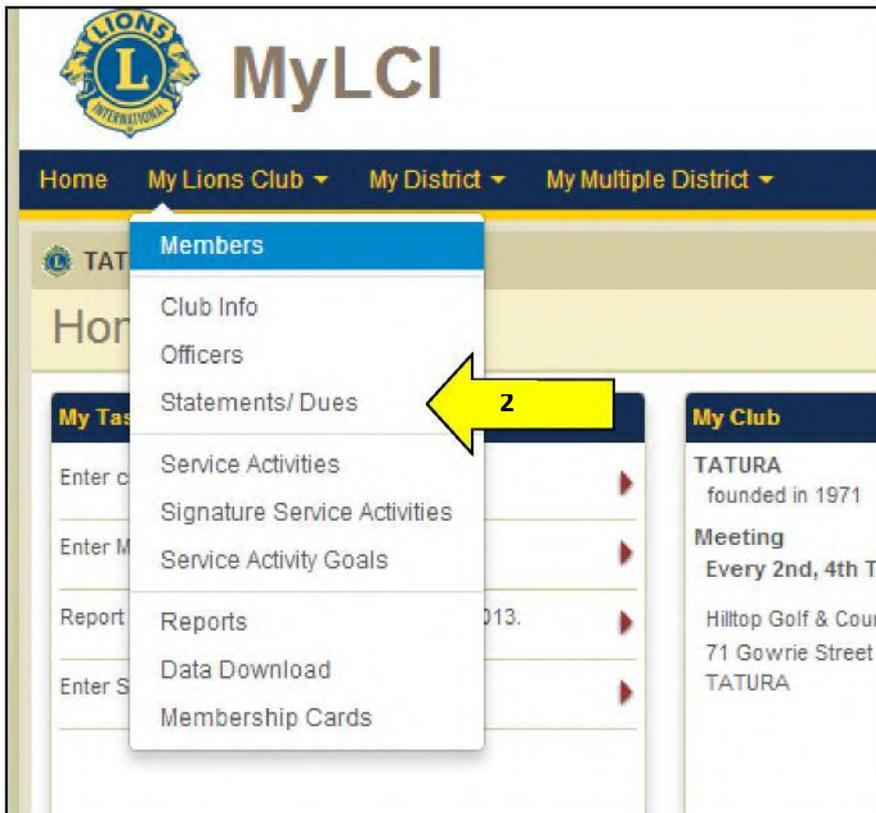


Figure 3

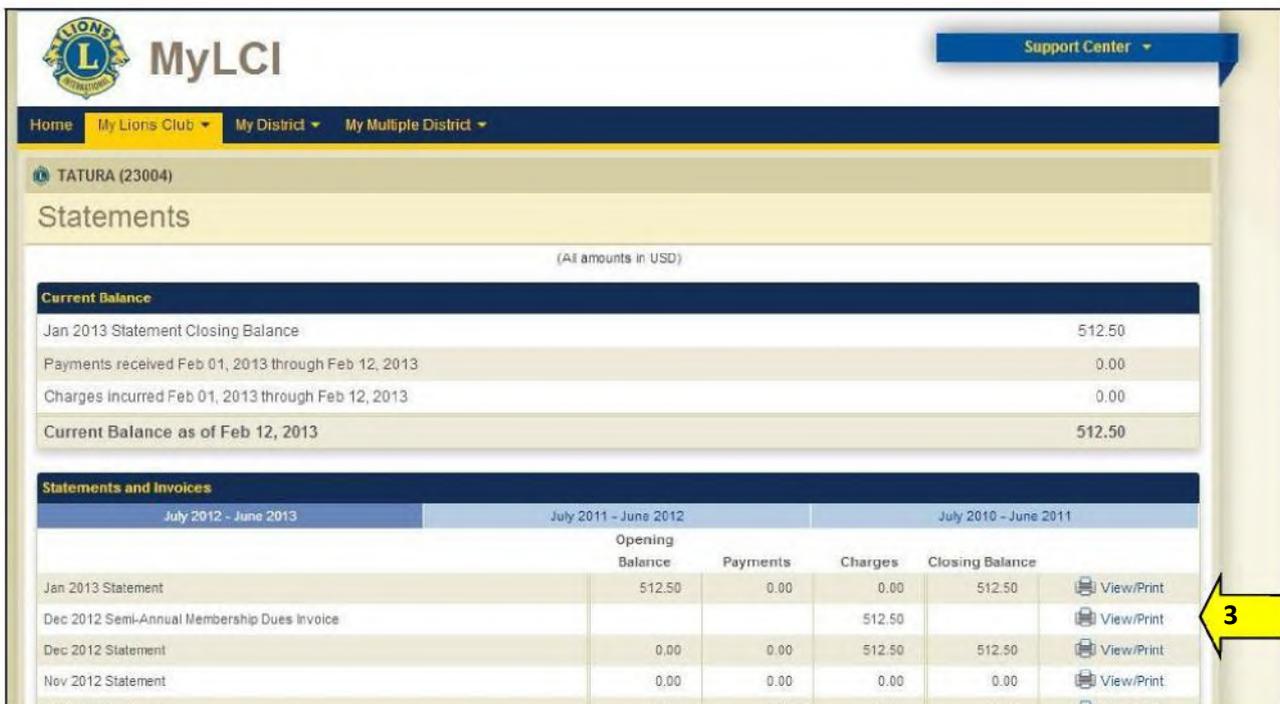


Figure 4



**The International Association of Lions Clubs**  
**300 W 22nd Street, Oak Brook, Illinois 60523-8842, U.S.A.**  
**SEMI-ANNUAL MEMBERSHIP DUES INVOICE**

Invoice: PC 00939855  
 Page 1 of 1

<u>Ident.</u>	<u>Club #</u>	<u>District</u>	<u>Lions Club Of</u>	<u>Invoice Date</u>	<u>Period To</u>
3710	23004	201V5	TATURA	MO. DAY YEAR 01-01-2013	MO. DAY YEAR 06-30-2013
<u>Member #</u>	<u>Name</u>	<u>Member #</u>	<u>Name</u>		
2444712	Mr. MALCOLM M CAMPBELL	1177538	Mr. THOMAS HENRY DEANE		
1177540	Mr. ARTHUR G FENNELL	1177542	Mr. KENNETH WILLIAM GRAY		
2765342	ALANA HARRISON	1388905	NOLA MARGARET HATTON		
1177543	Mrs. CHERYL L HOWSON	1177545	Mr. PETER JAMES IBBOTT		
3157842	Mr. Robert Brian Johnstone	3369395	Mrs. Joy Lawford		
1177546	Mr. JOHN MAPSON	1182912	Mr. EDWARD ERNEST MC CRACKEN		Life Mem
1182913	Mr. BRUCE ALEXANDER MC LEOD	1182914	Mrs. Glenda McLeod		Family Mem
1182915	Mr. ROBERT K MILLER	1182916	Mr. BILL MILNER		
1182917	Mr. DAVID WILLIAM MORETON	1182918	Mr. JOHN MATHEW MUIR		Life Mem
1182920	KIM O'TOOLE	3482508	Jennifer Roberts		
1182022	Mr. JOHN SCHRAMM	1188287	Mrs. LYNETTE GWENDA SCHRAMM		Family Mem
3577030	Michael Patrick Shalley	1188288	Mr. MICHAEL SHAY		
1592129	Mr. JOHN STANLEY TAYLOR	491435	Mr. DOUG TUHAN		
3551154	Mr. Ashley T Wiles	1188289	Mr. DAVID WILSON		

2 Life Members	@	No Charge	Semi-Annually		
24 Members	@	\$20.50	Semi-Annually	<b>Total</b>	<b>\$512.50</b>
2 Family Members	@	\$10.25	Semi-Annually		U.S. DOLLARS

**If the membership total appearing on this invoice differs from your total, send corrections on an MMR to the Club Officer & Record Administration Department as soon as possible.**

**PAYMENT IS DUE WITHIN 30 DAYS AFTER INVOICE DATE**

EN

## ELECTION, RECORDING AND REPORTING CLUB OFFICERS FOR NEXT YEAR

### Completing the PU101 form

Election of office bearers for the club for the coming year, recording those officers in MyLCI, providing the Cabinet Secretary with the appointees for forwarding for inclusion in the printed version of the multiple Districts Directory for the coming year. Unless the incoming officers are recorded in MyLCI they will not be able to access MyLCI and update membership and activities.

**Time lines: The completion dates for the PU101 form vary with the requirements of different parts of the organisation. The information provided to the Cabinet Secretary is used to produce the Multiple Districts Directory for the coming year and should be given to the Cabinet Secretary no later than the 15th April.**

- Club officer elections for the next Lionistic year should be held by the end of the second week in April.
- The incoming club officers should be recorded in MyLCI (instructions below) immediately after the election
- The PU101 form should be printed from the MyLCI web site, once the incoming officers have been entered and posted to the Cabinet Secretary to reach the Cabinet Secretary no later than the 15th April.

### STEPS REQUIRED

1. Elect office bearers for next year
2. Enter office bearers into MyLCI
3. Print out completed PU101 form from MyLCI and post/email to Cabinet Secretary.

**NOTE: The detailed instructions and the accompanying screen shots from MyLCI were correct as at the date of compiling this instruction. MyLCI is evolving and minor changes in appearance particularly of the screen shots may result.**

### Recording next year's Officers in MyLCI:

1. Log in to MyLCI in the normal fashion—Figure 1 appears on screen
2. Click on **My Lions Club** ( arrow 1 on figure 1) and the the drop box appears
3. In the drop box click on **Officers** (arrow 2 on Figure 1) - Figure 2 appears
4. Click on **Select term** (Arrow 3 in figure 2)
5. In the drop box that opens click on **Next year** (arrow 4 in figure 2)
6. In the new window that opens (Figure 3) click on the **Add Officer** button on the right hand side of the box headed **Club President** (arrow 5 figure 3)

7. In the window that opens (Figure 4) click on the **Select member** button (arrow 6 Figure 4)
8. In the window that opens (Figure 5) you need to select and accept the person who will be President next year by:
  - a. type the incoming president's family name into the field **Search by member name or ID** ( arrow 7—figure 5)
  - b. click the search button (arrow 8—figure 5)
  - c. check that the correct person id now listed in the field at arrow 9 (Figure 5) and if so then click on the name (arrow 9—figure 5)
9. A window (figure 6) now opens showing the selected person as president . Click on **Save** (arrow 10—figure 6)
10. In the Confirmation window (Figure 7) that opens click on **go back to Officers** if you have more officers to enter otherwise click on **go to home page**
11. You are now immediately returned to the officer entry window (Figure 3) and you must repeat steps 3 to 9 above for each of the other club officers listed in that window.

#### **WHEN ALL OFFICERS ENTERED CHECK AND PRINT THE PU101 FORM**

1. When you have entered all the Officers and returned to the officer entry window (Figure 8) click on **My Lions Club** (arrow 10—Figure 7) and in the drop box click on **Reports** (arrow 11— Figure 8).
2. The reports window opens (figure 9).
3. Click on **Lions clubs Officer reporting form (PU101) - next year** (arrow 13— figure 9)
4. The title of the report will appear at arrow 14.
5. Click on **view/print** (arrow 15—figure 9) and check that all of the information is correct.
6. To print the report - Right click anywhere on the screen within the report—in the options window that opens select **print** and proceed to print a paper copy OR a pdf file and post or email to the Cabinet Secretary.

Figure 1

The screenshot displays the MyLCI web application interface. At the top, there are three 'A' icons for font size and language options: English, Deutsch, Español, and Français. Below this, the user's name 'District Cabinet Secretary MALCOLM CAMPBELL' is shown. The MyLCI logo is prominently displayed, with a yellow arrow labeled '1' pointing to it. A navigation bar contains 'Home', 'My Lions Clubs', 'My District', and 'My Multiple District'. The 'My Lions Clubs' dropdown menu is open, showing options: Members, Club Info, Officers, Statements/ Dues, Service Activities, Signature Service Activities, Service Activity Goals, Reports, and Data Download. A yellow arrow labeled '2' points to the 'Officers' option. Below the menu, there are sections for 'My Tasks', 'My Clubs' (showing 'No New Clubs'), 'My Members' (with a table), and 'My Service Activities' (with a table).

English Deutsch Español Français

District Cabinet Secretary MALCOLM CAMPBELL

MyLCI

Home My Lions Clubs My District My Multiple District

- Members
- Club Info
- Officers
- Statements/ Dues
- Service Activities
- Signature Service Activities
- Service Activity Goals
- Reports
- Data Download

My Clubs

New	Status Quo
No New Clubs	

View All Newly Chartered Clubs

My Members

	This Month	This Year
Opening Balance	1,402	1,414

My Service Activities

	This Month
Clubs with Activities	20

Figure 2



Figure 3



Figure 4

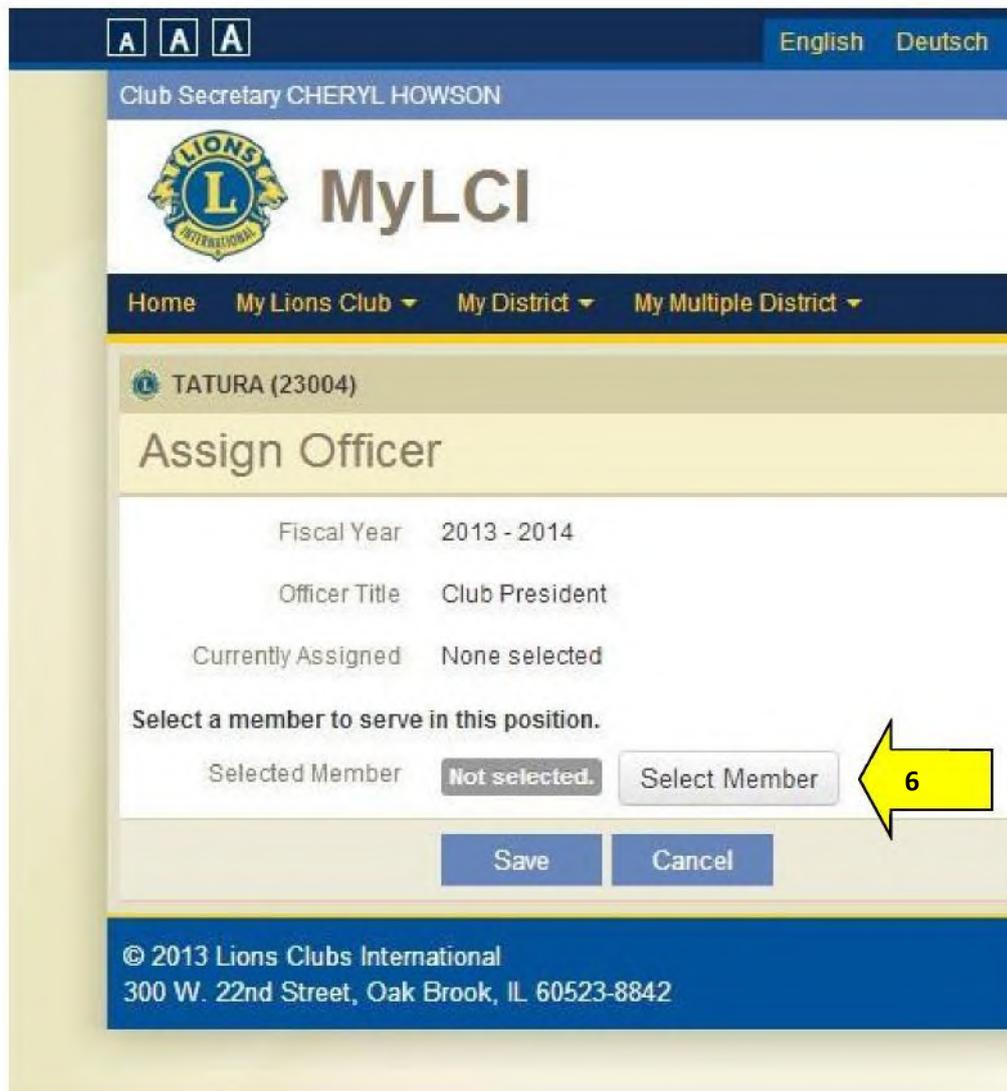


Figure 5



Figure 6

Club Secretary CHERYL HOWSON

English | Deutsch | Español

**MyLCI**

Home | My Lions Club | My District | My Multiple District

TATURA (23004)

### Assign Officer

Fiscal Year: 2013 - 2014

Officer Title: Club President

Currently Assigned: None selected

Select a member to serve in this position.

Selected Member: **DOUG TUHAN (491433)**

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10

Figure 7

Club Secretary CHERYL HOWSON

**MyLCI**

Home | My Lions Club | My District | My Multiple District

TATURA (23004)

### Confirmation

Assigned 2013 - 2014 Club President DOUG TUHAN (491433).

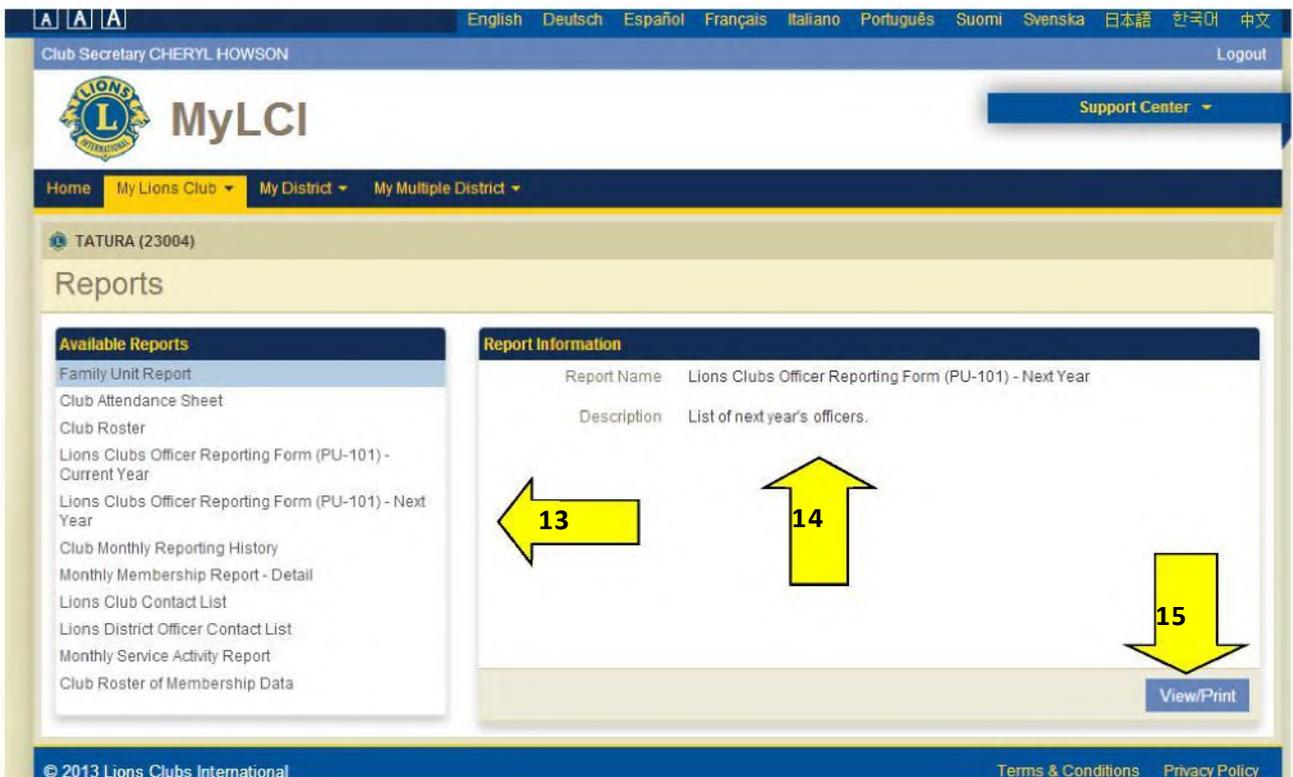
What would you like to do next?

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Figure 8



Figure 9



NOTES

*20171 GLT Committee acknowledges District V5  
for use of original documentation for adaption.*