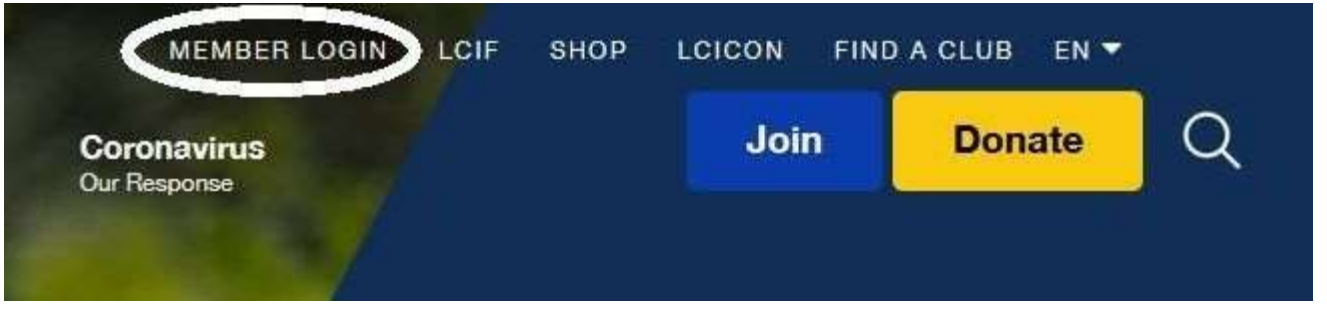
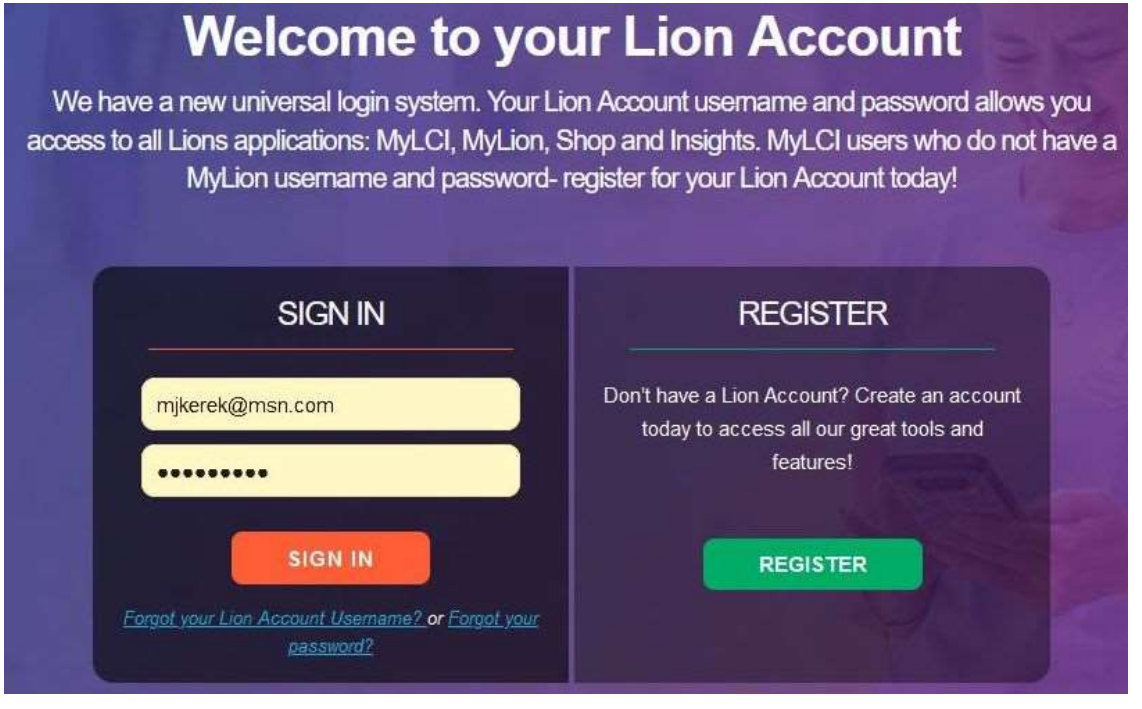
MyLion Made Easy

Start at the home page for LCI:
https://lionsclubs.org/en
Top of page look for Member Login.

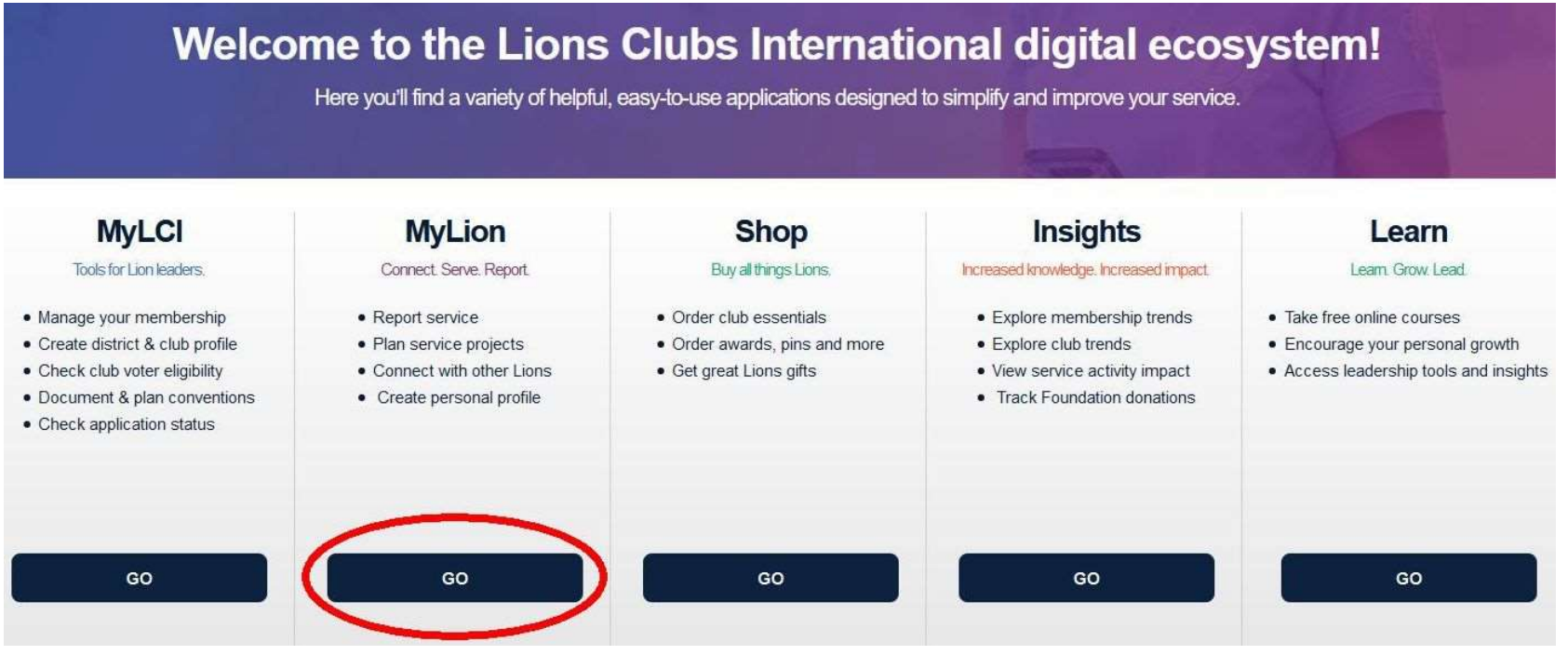


Logging In

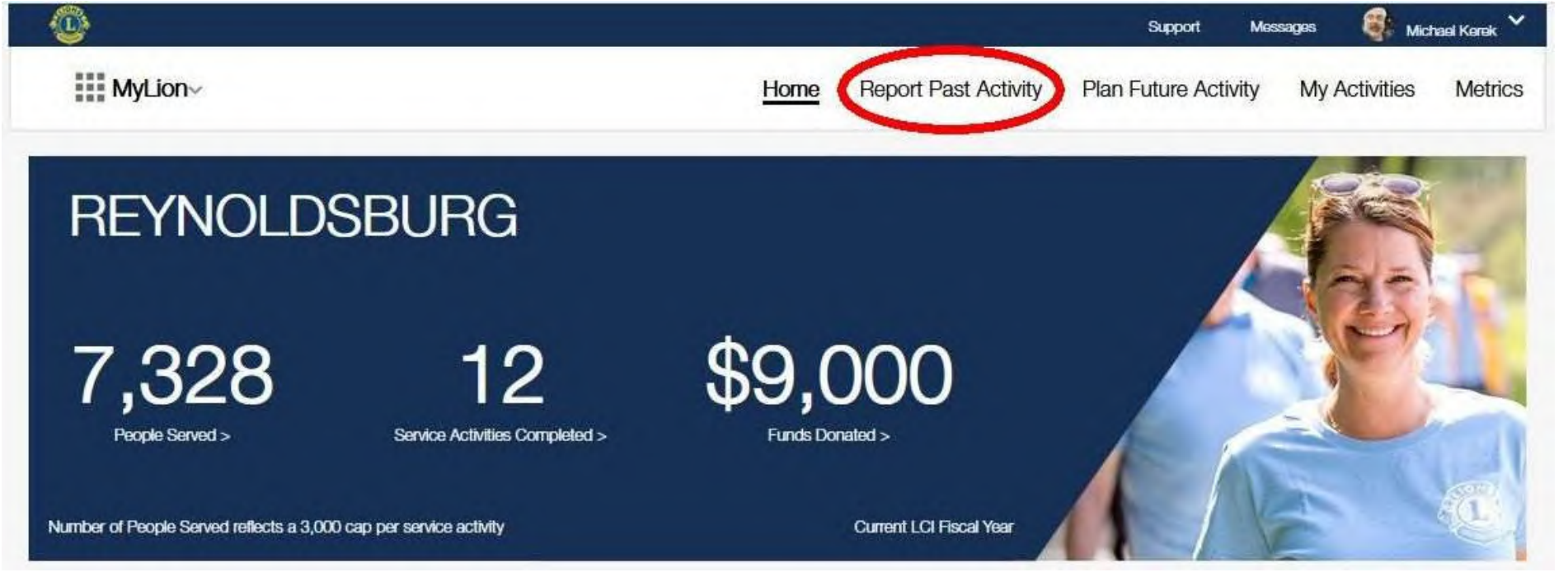
Use your email address (as it is in LCI) and password. If you do not have an account, it is easy to set up. If you need help, ASK!



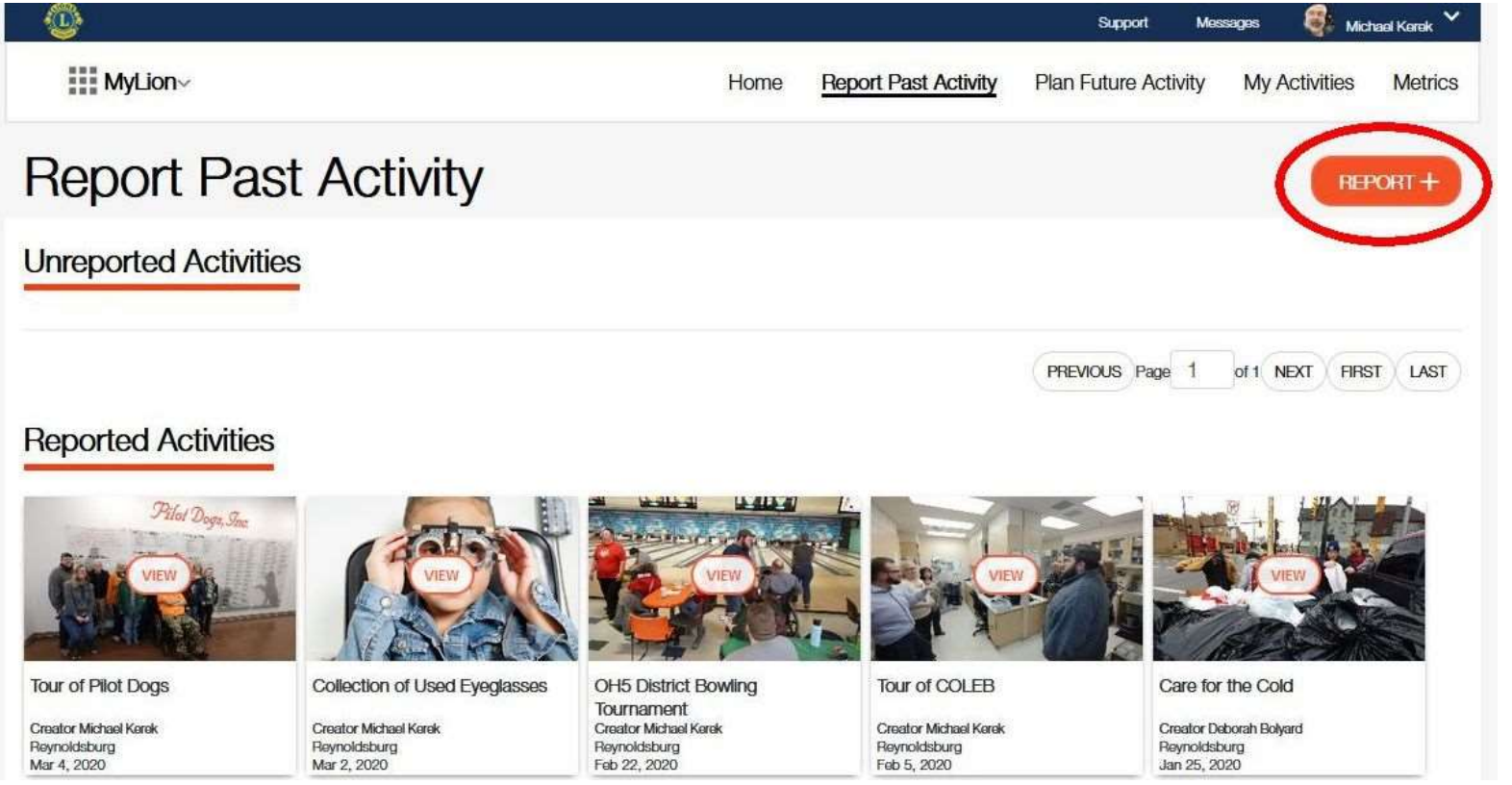
Getting into MyLion



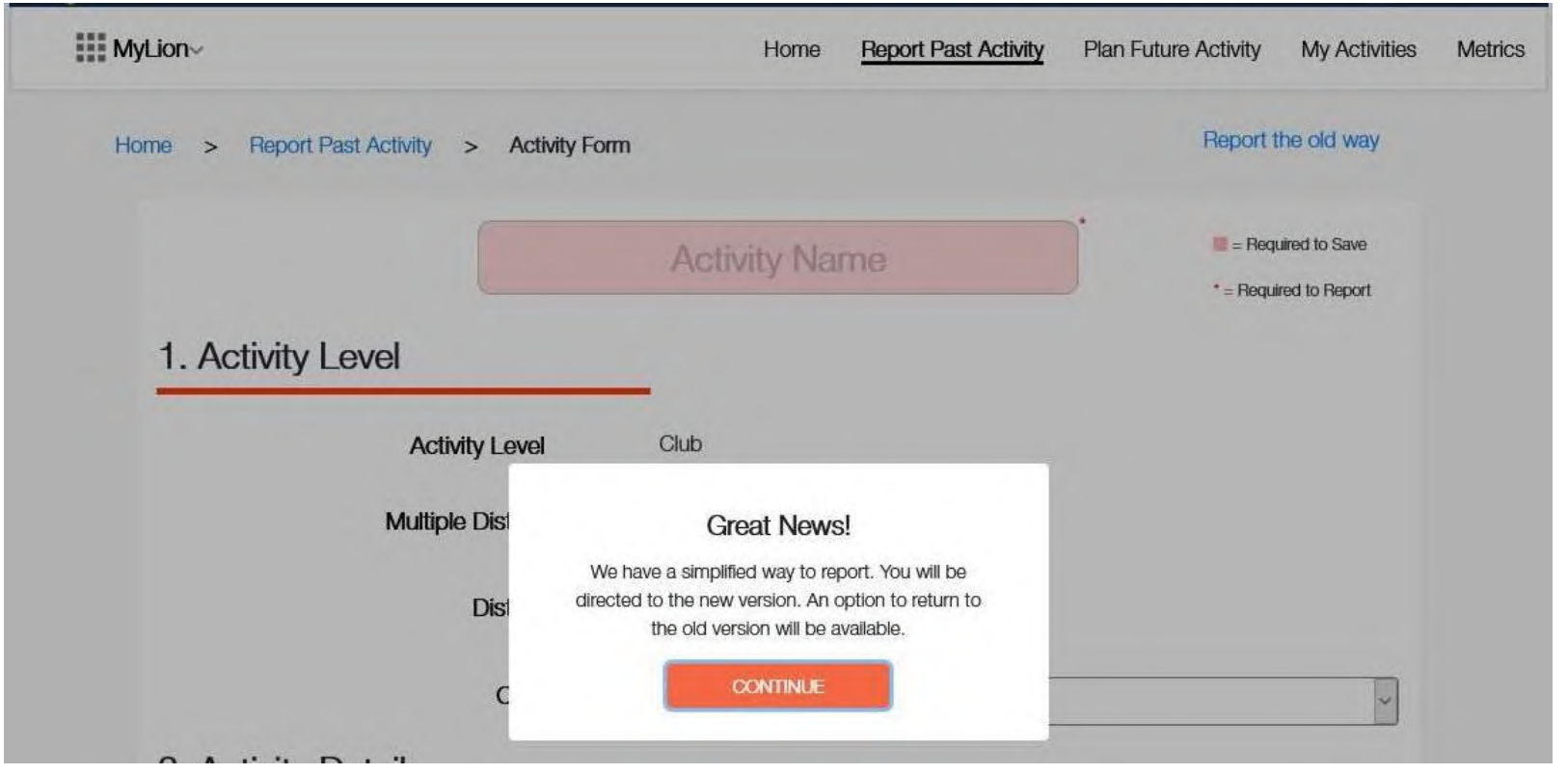
Reporting a Past Activity
New Format – Start by pushing ”Report Past Activity”



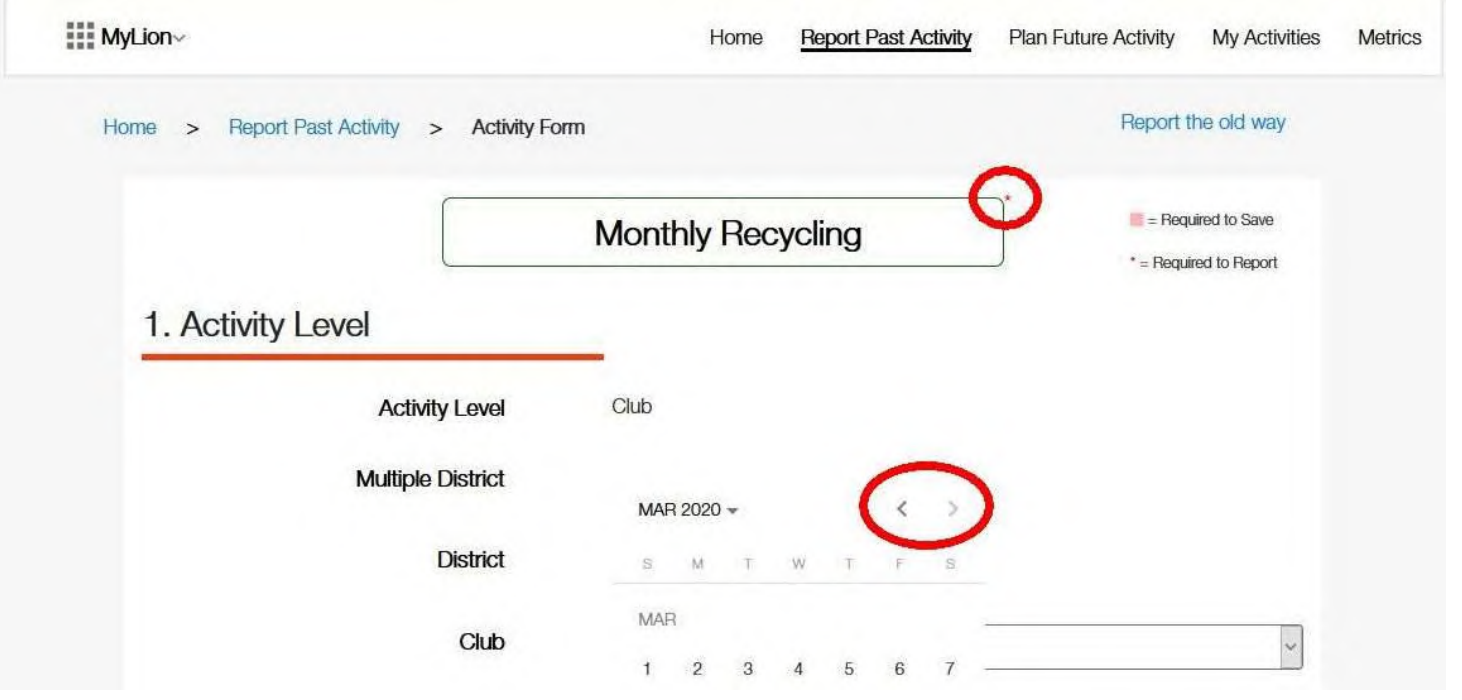
Click on orange “REPORT” Button



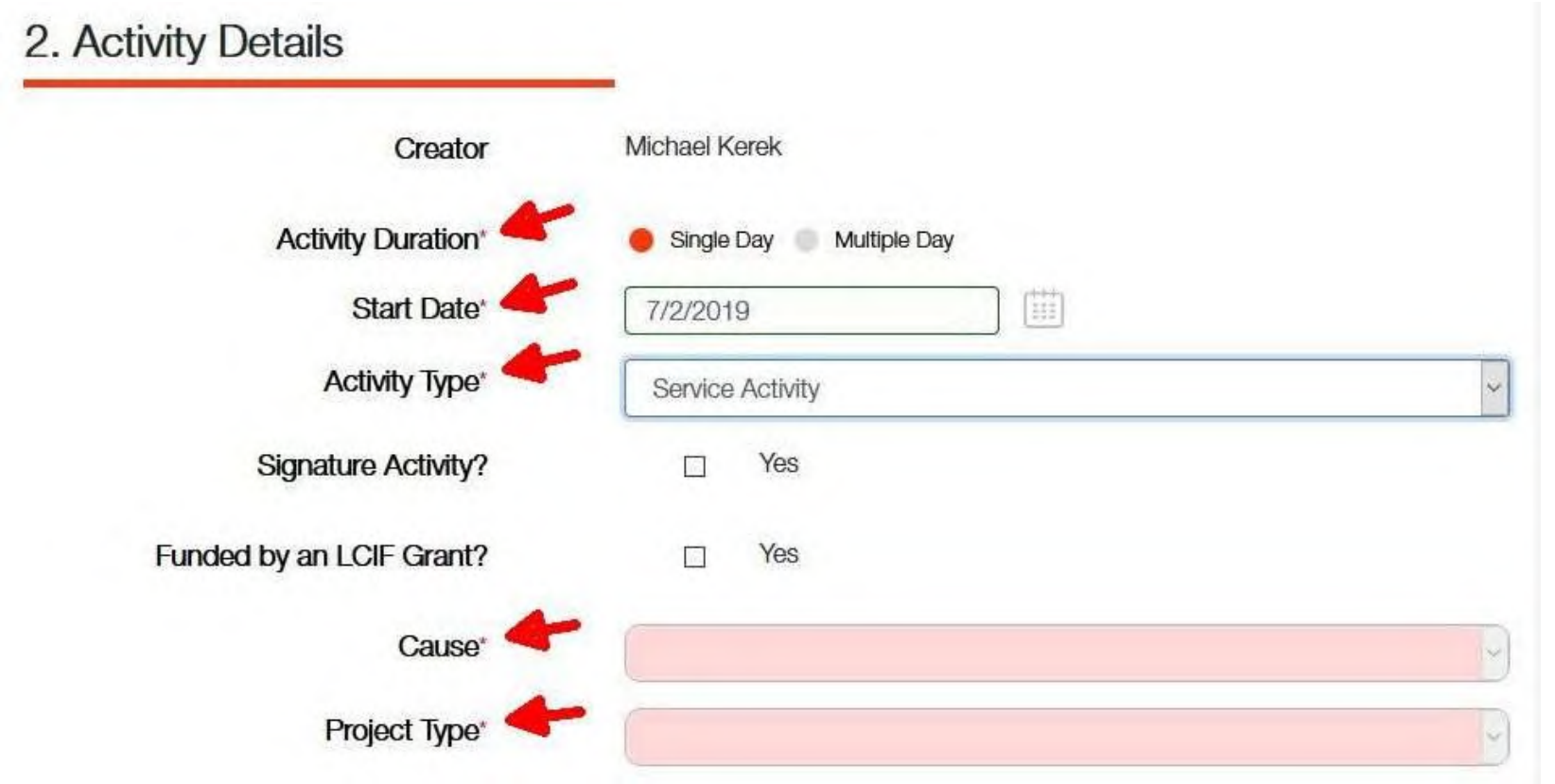
You may get a pop-up that looks like this – hit “continue” and go on.



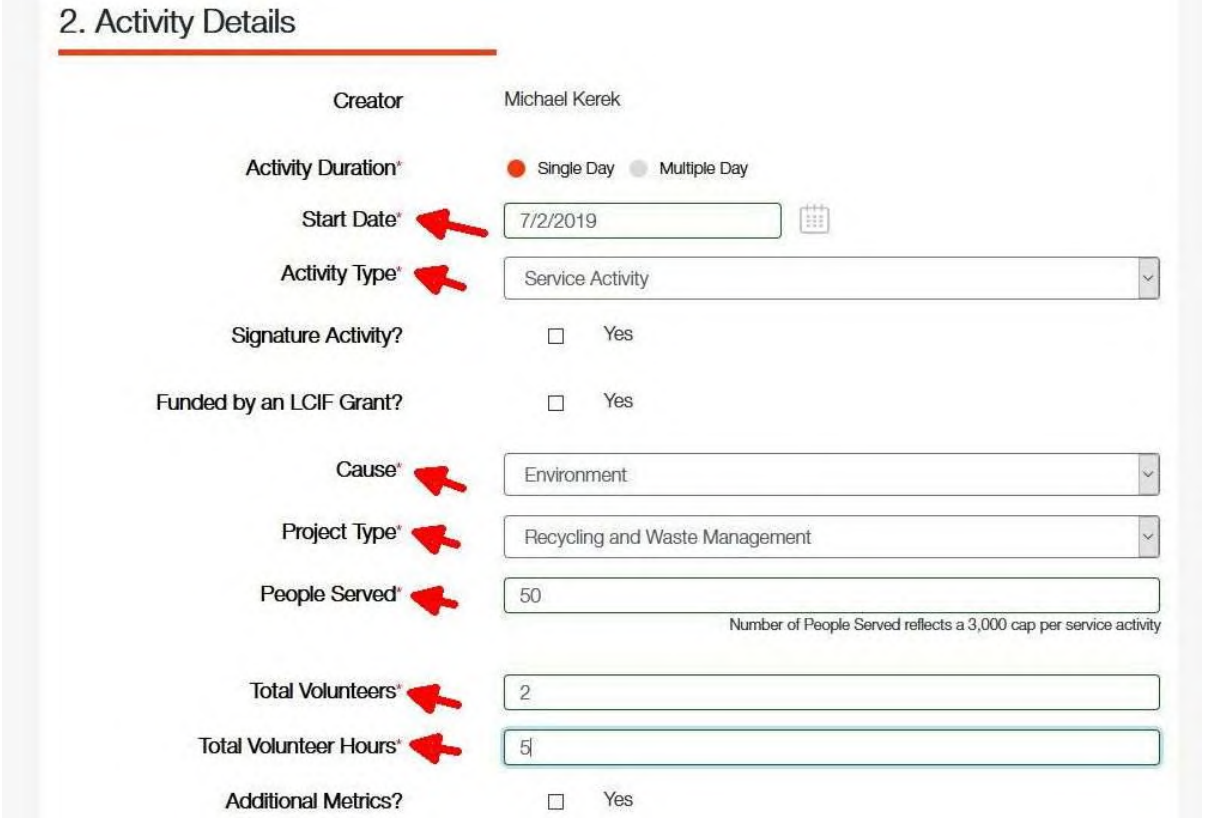
Name your project and choose the date by using the arrow buttons to choose the month, then clicking on the right day.



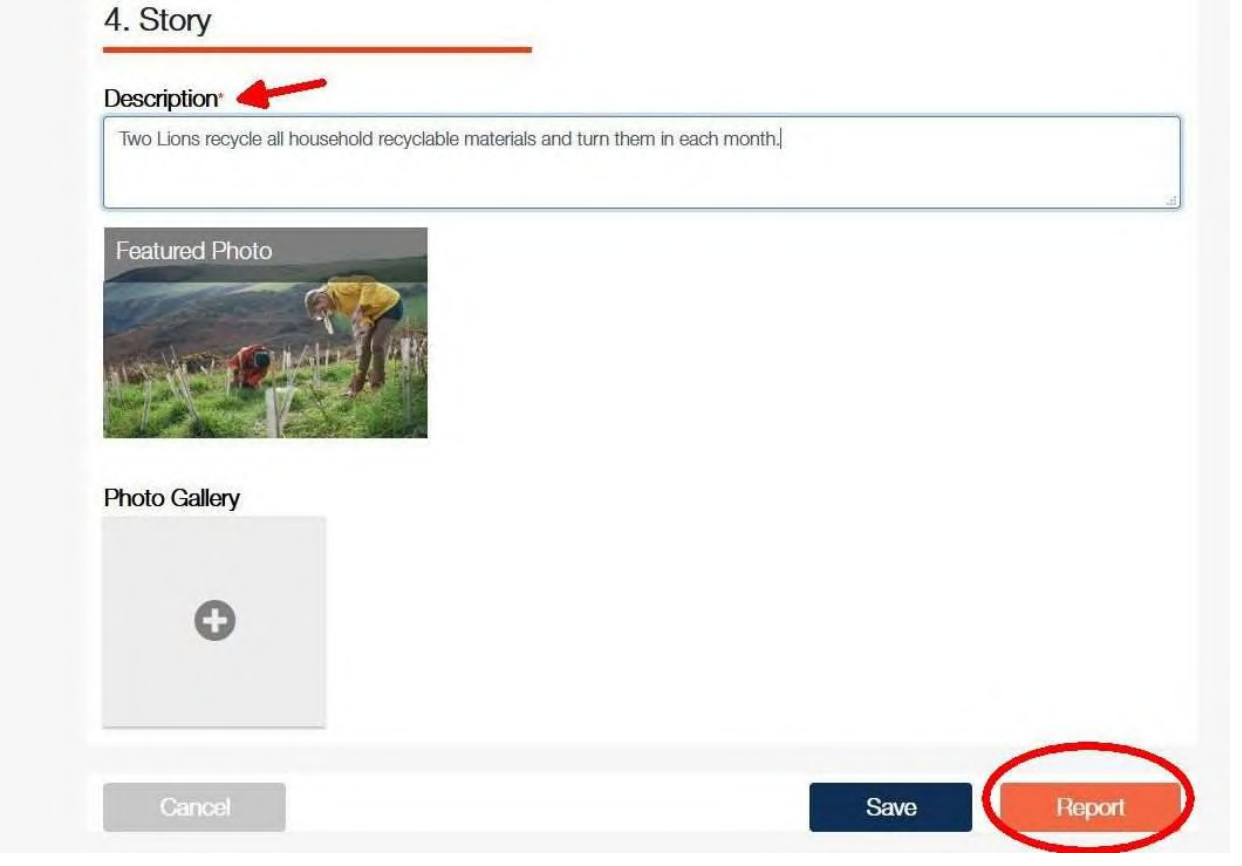
Every line with a red “*” MUST be filled out! Activity Type, Cause and Project Type are all drop menus.



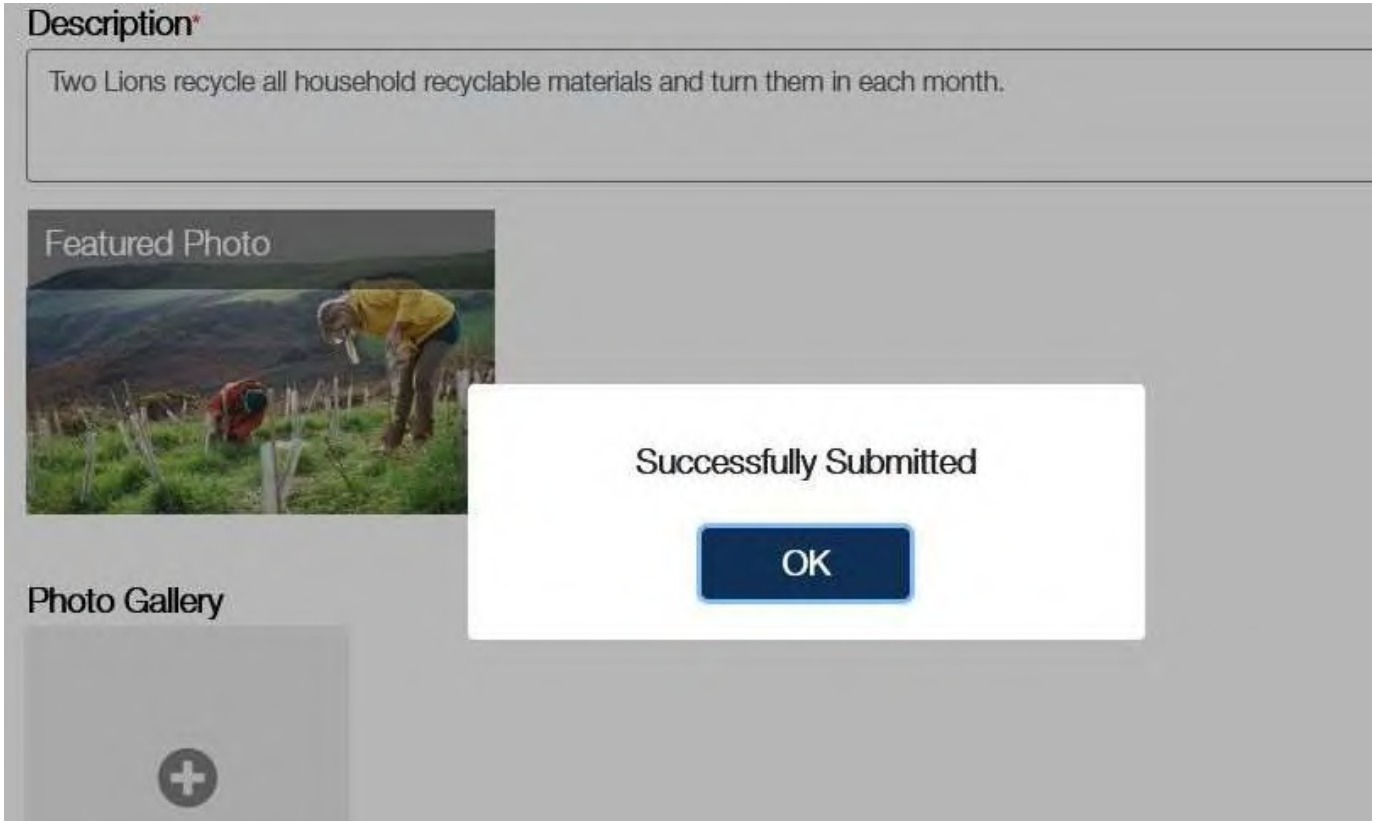
Estimate people served if needed, but do NOT leave blank. Same with volunteers and hours.



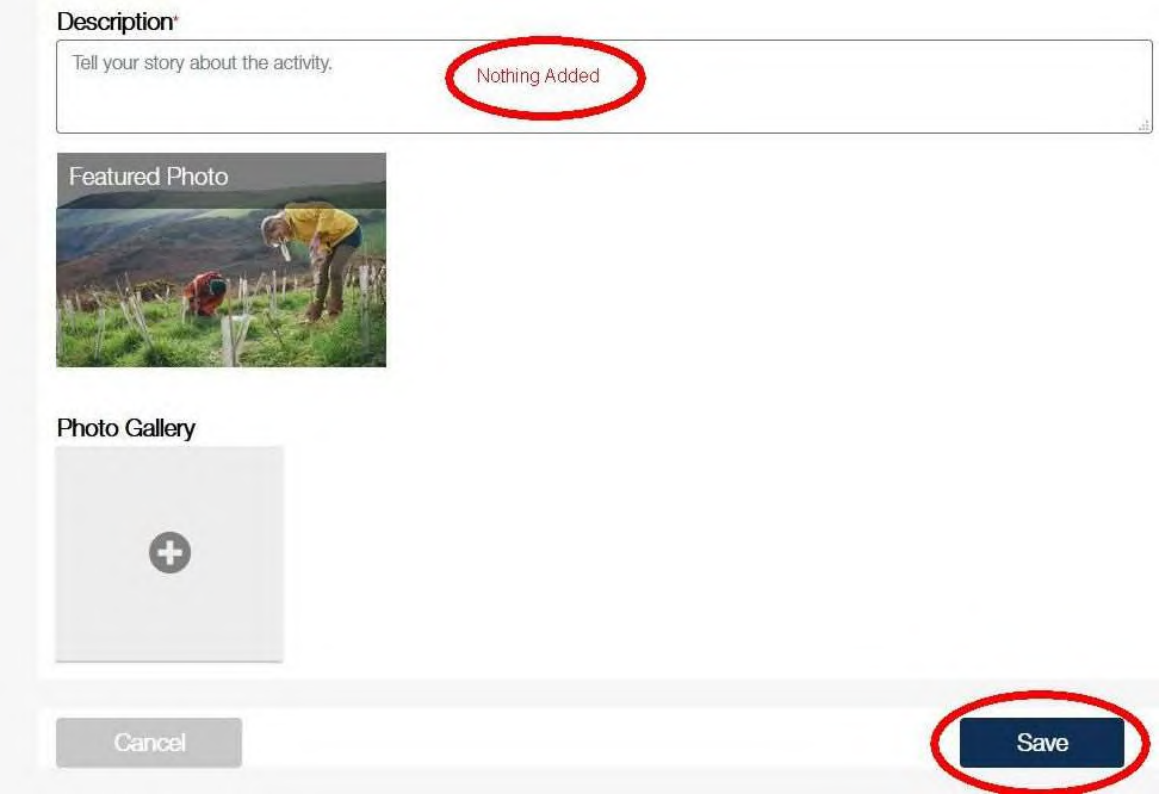
At least something MUST go into the Description box. When finished, click on “Report.”



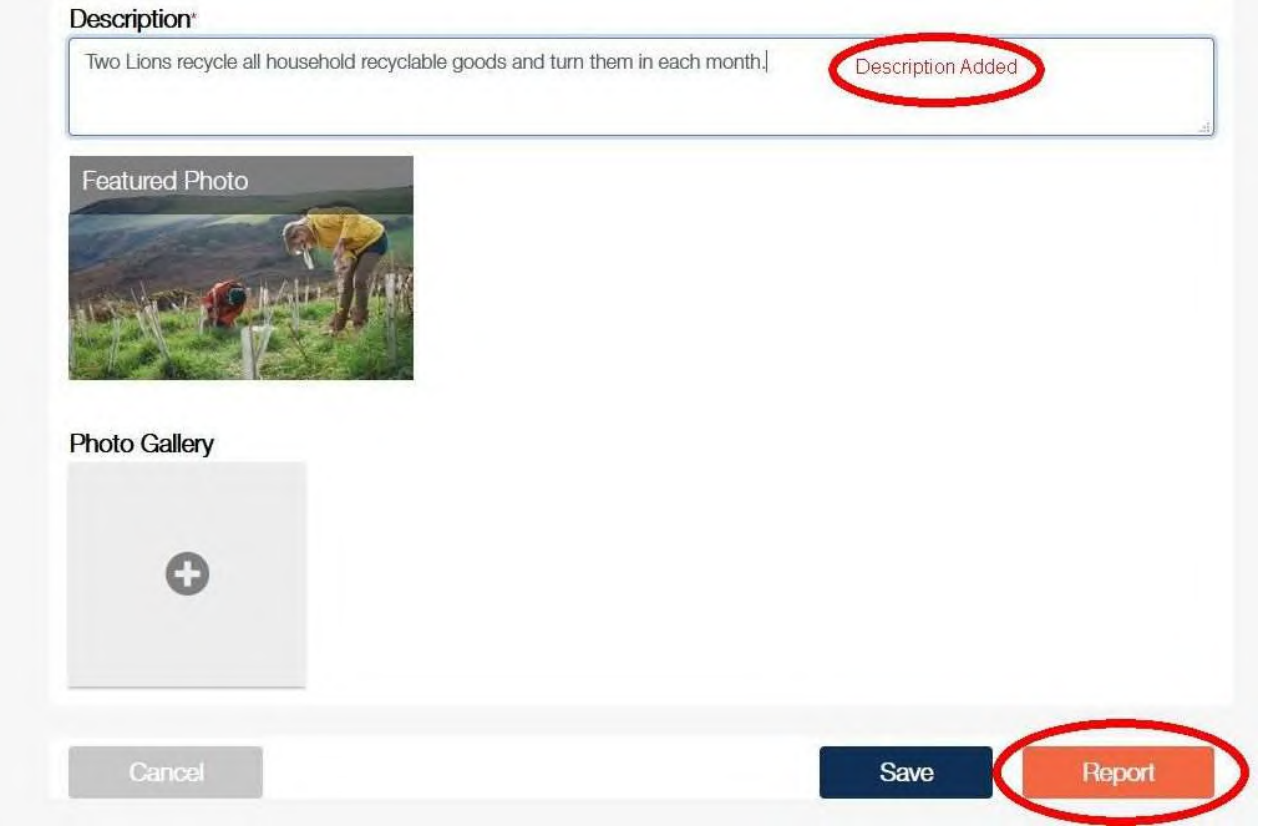
If you did it right, you'll get this box. Click "OK" and go on.



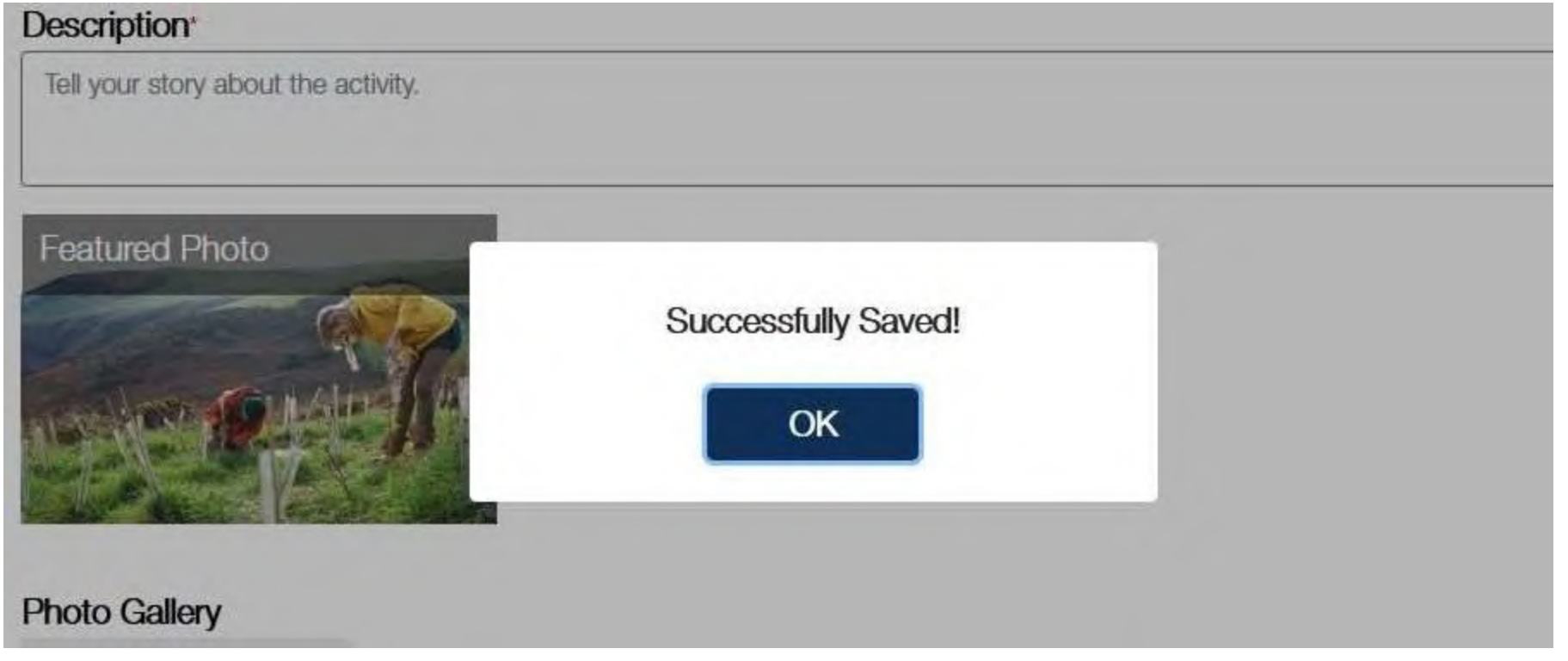
Remember, no description, no submission. All you can do is save it. This is NOT reported!



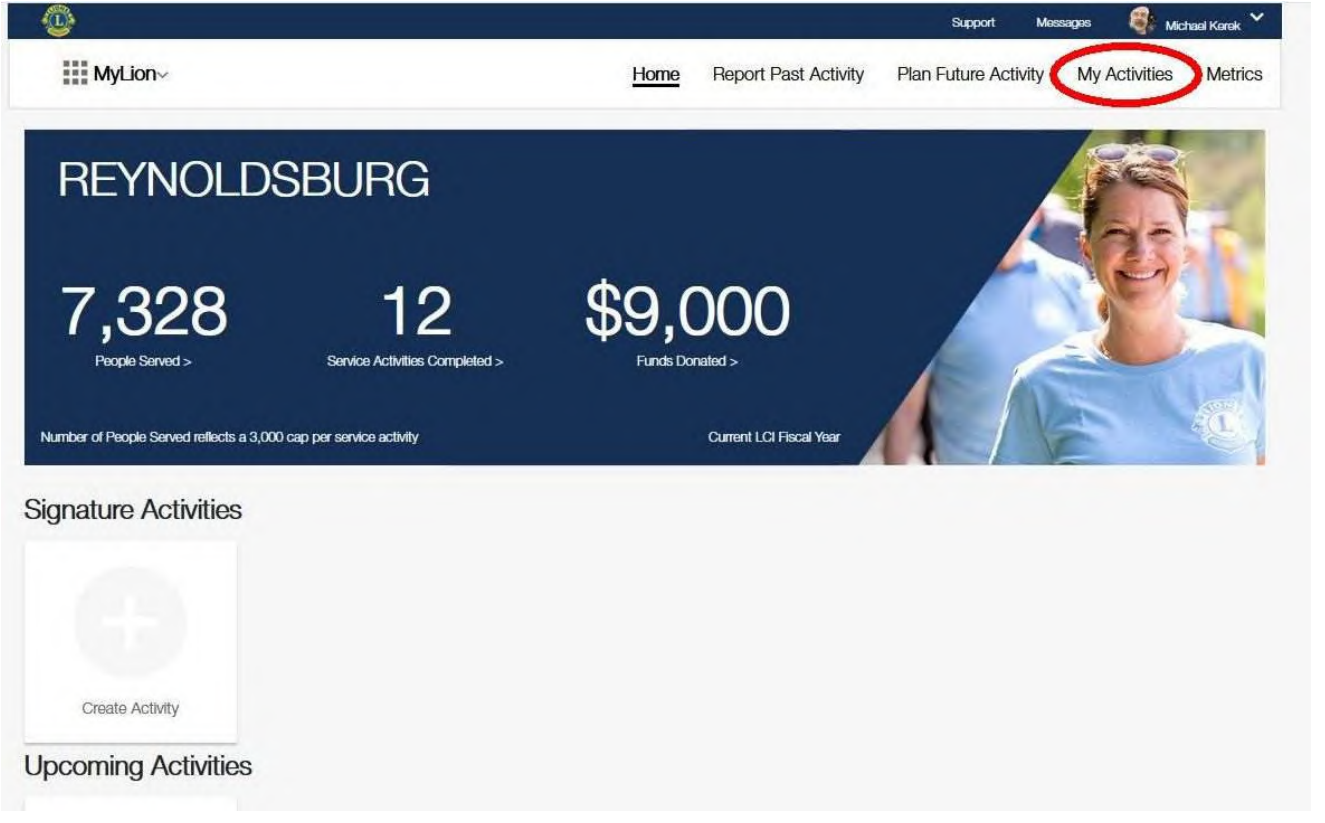
If all your fields are filled in including the description, you have the choice to report. Please note, “reported” and “submitted” are the same thing.



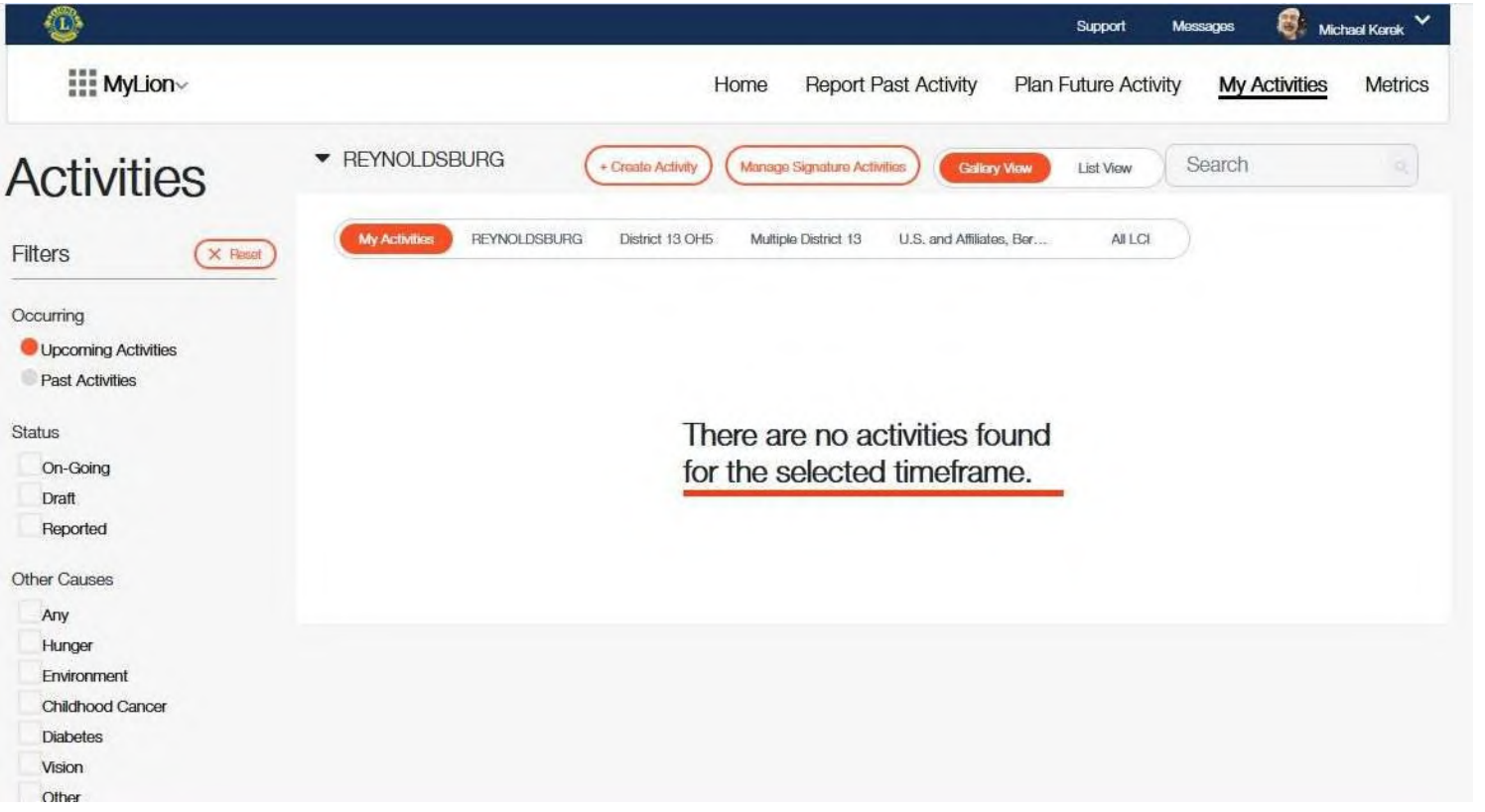
If you see this, you missed something. Go back and edit.



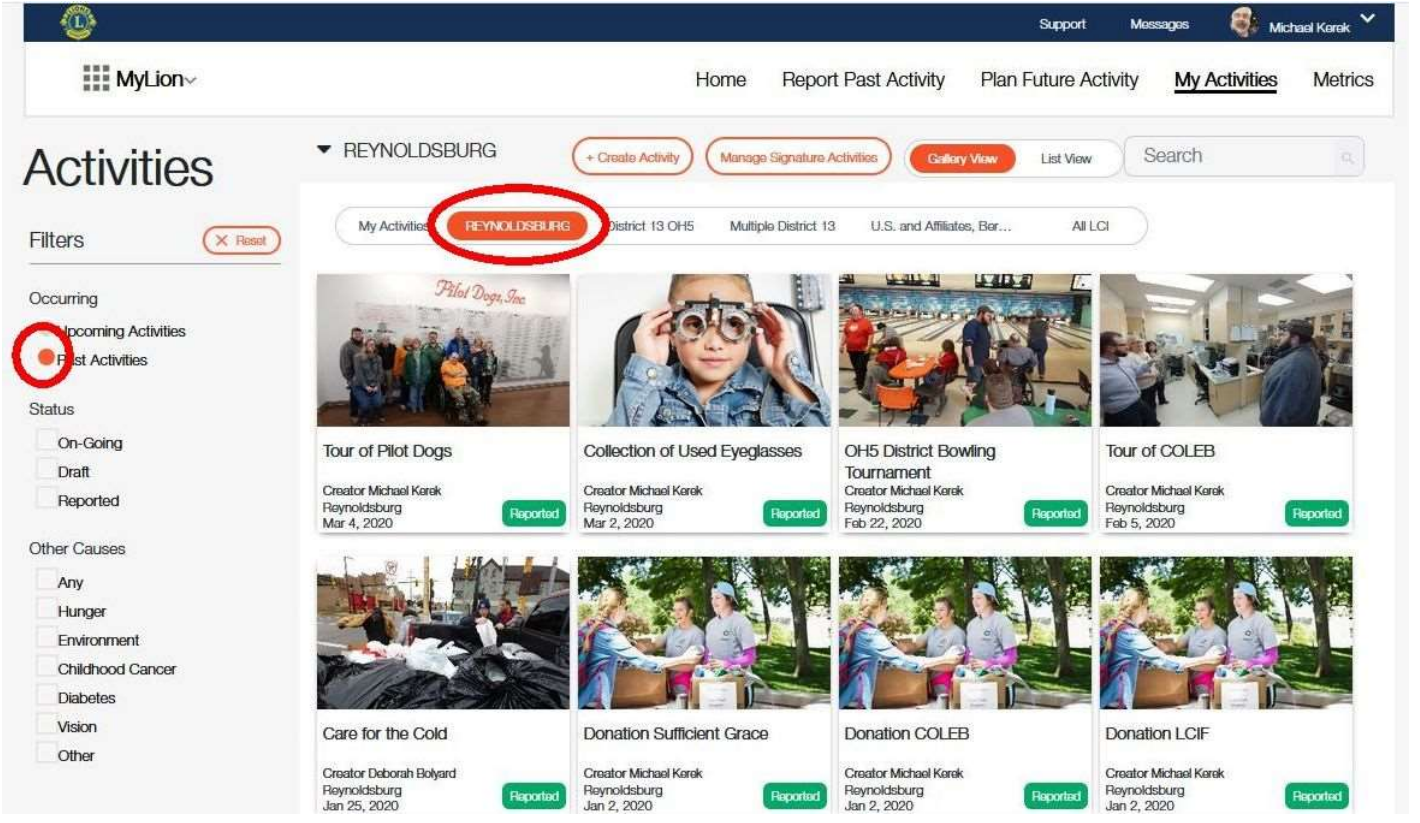
You can check your posts to see if there are any problems by going to your Home Page and clicking on My Activities.



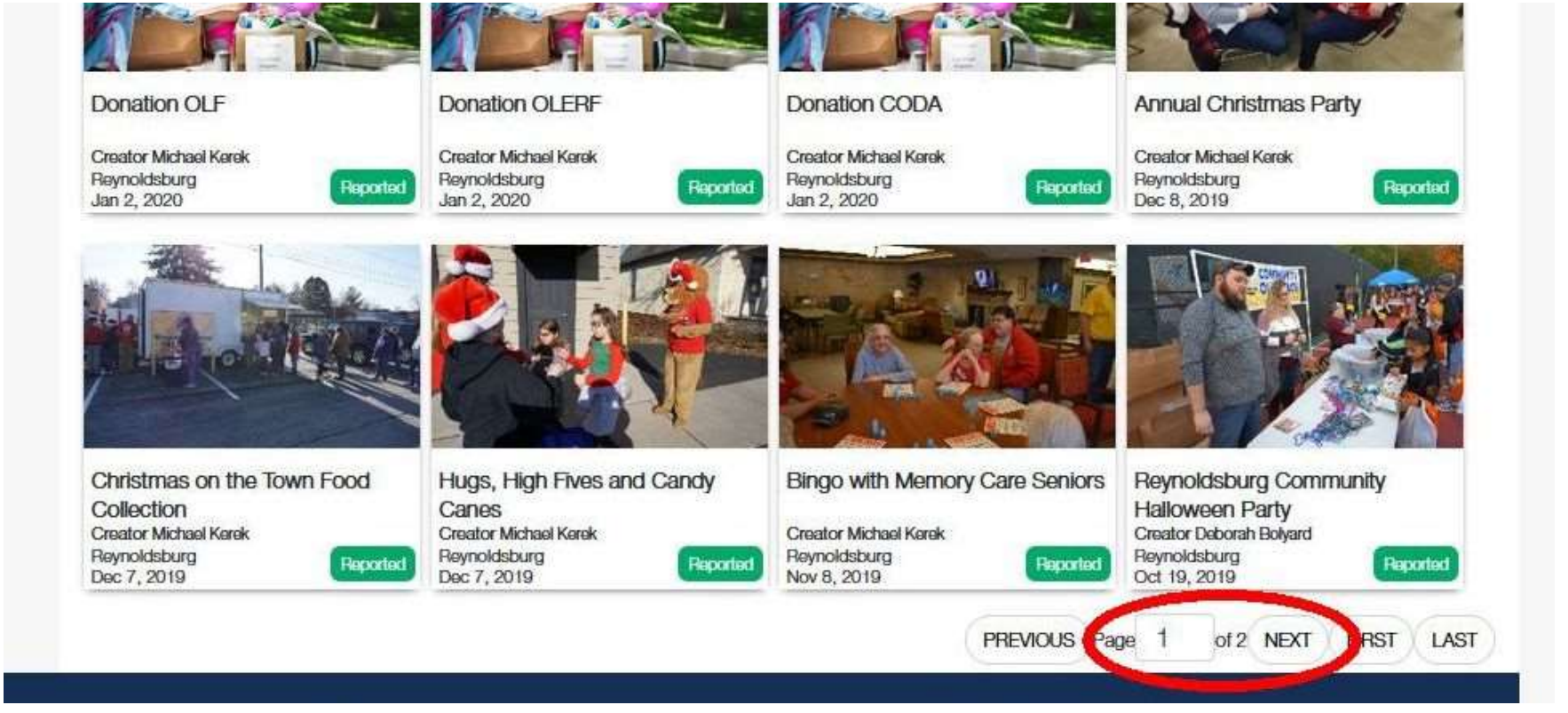
You'll see this blank screen. Do not be alarmed!



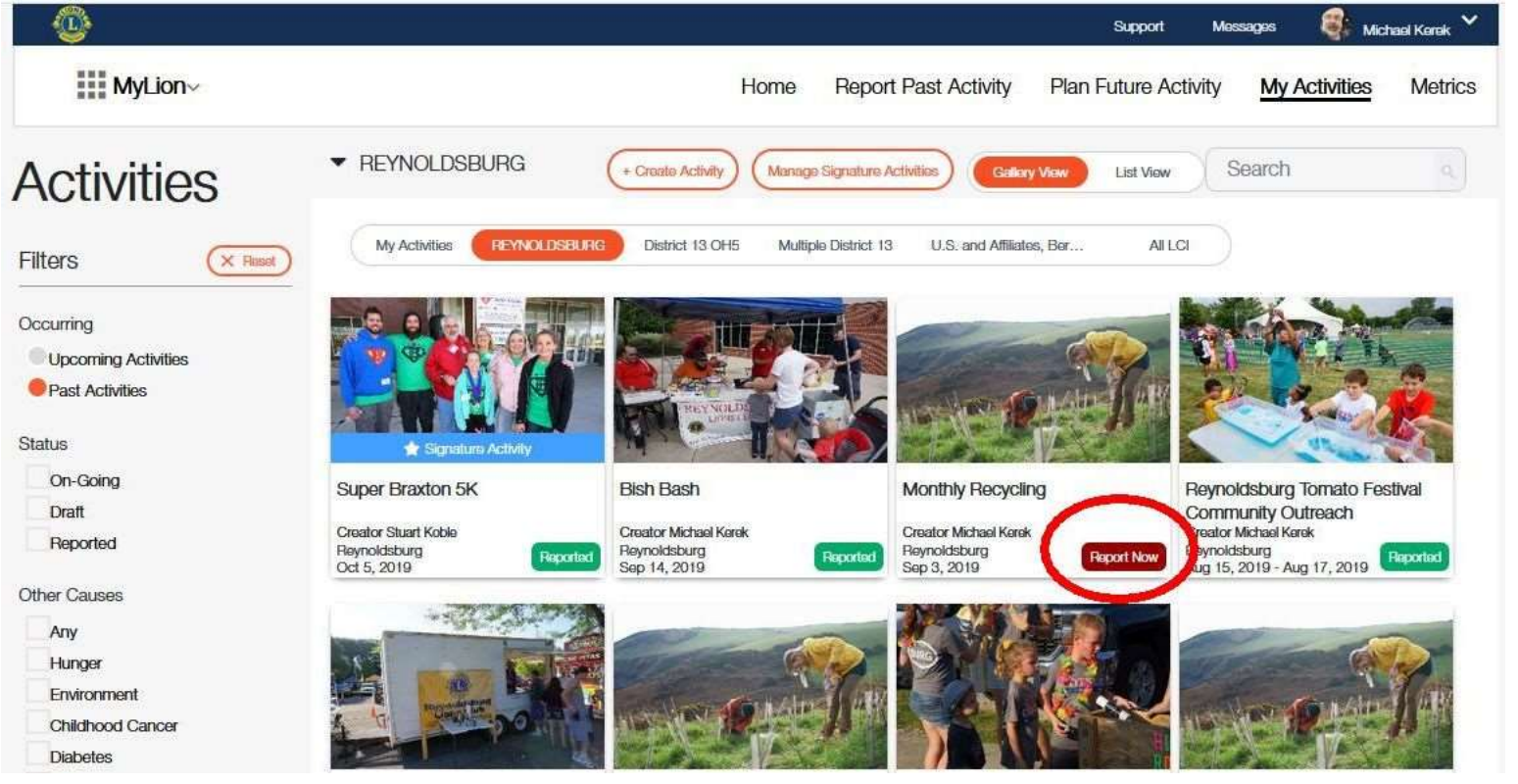
By simply clicking on the Past Activities (left) and your club name (upper middle), all activities that have been reported this Lions Year show up. If it's STILL empty, you have some serious work to do!



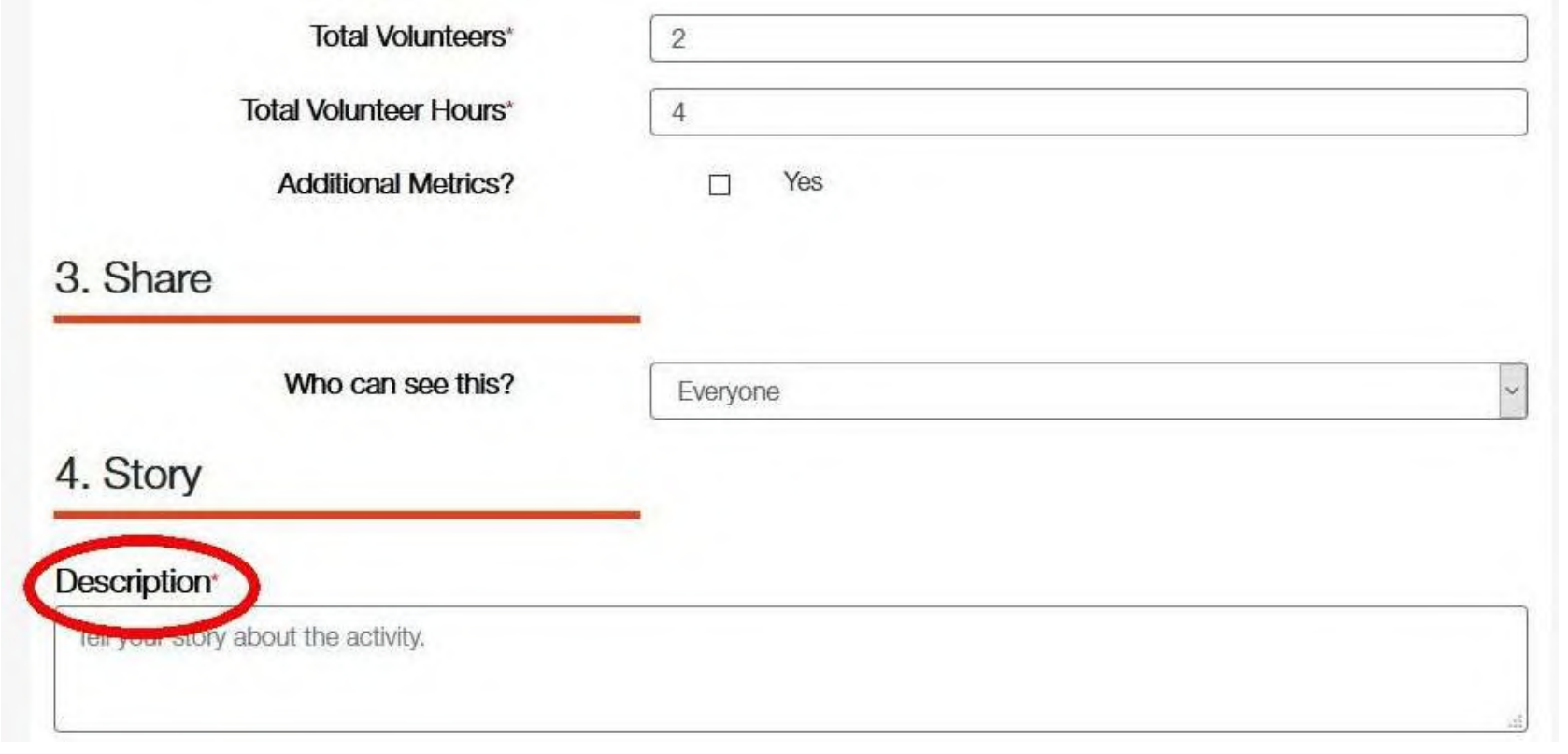
If you have more than one page of events entered, you can go to older posts by using the arrow buttons on the bottom right of the Activities screen.



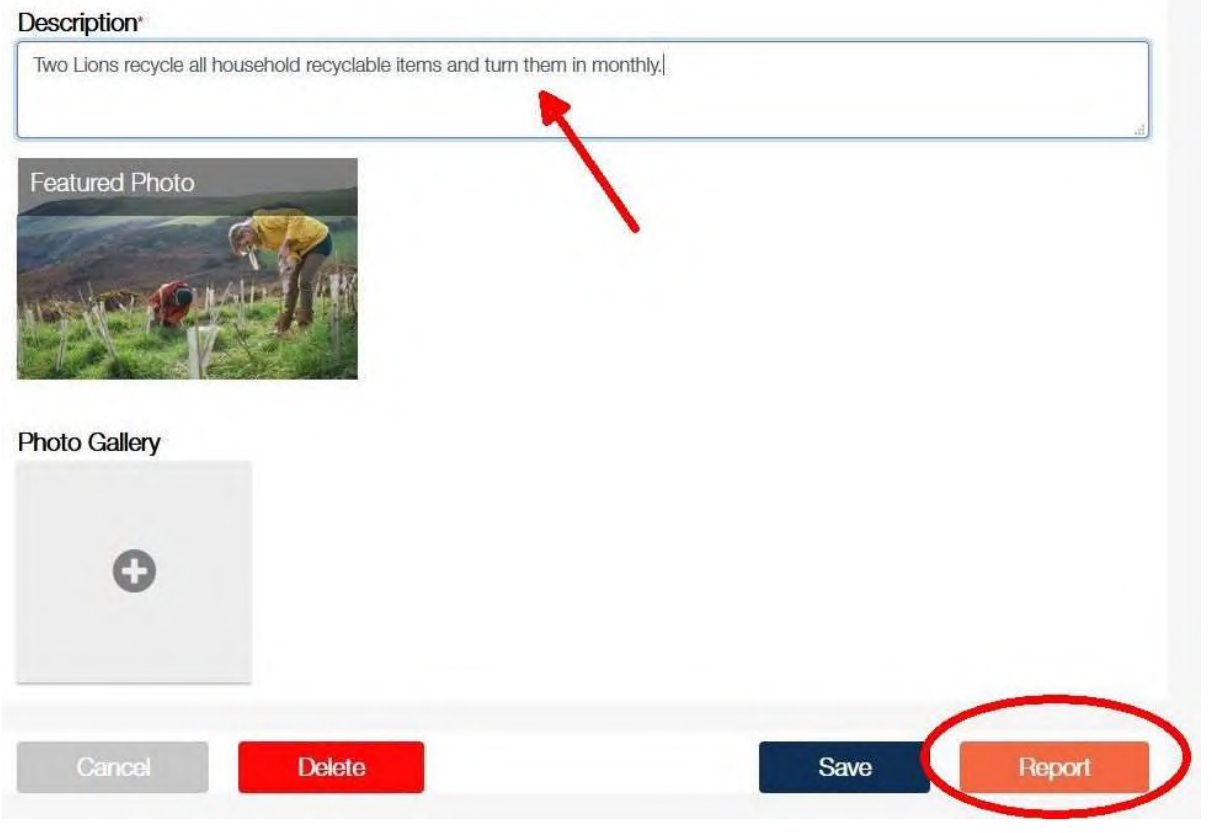
If you have a red “Report Now” showing, something was missed when entering. Click on the post and hit “Edit,” then find the error and submit.



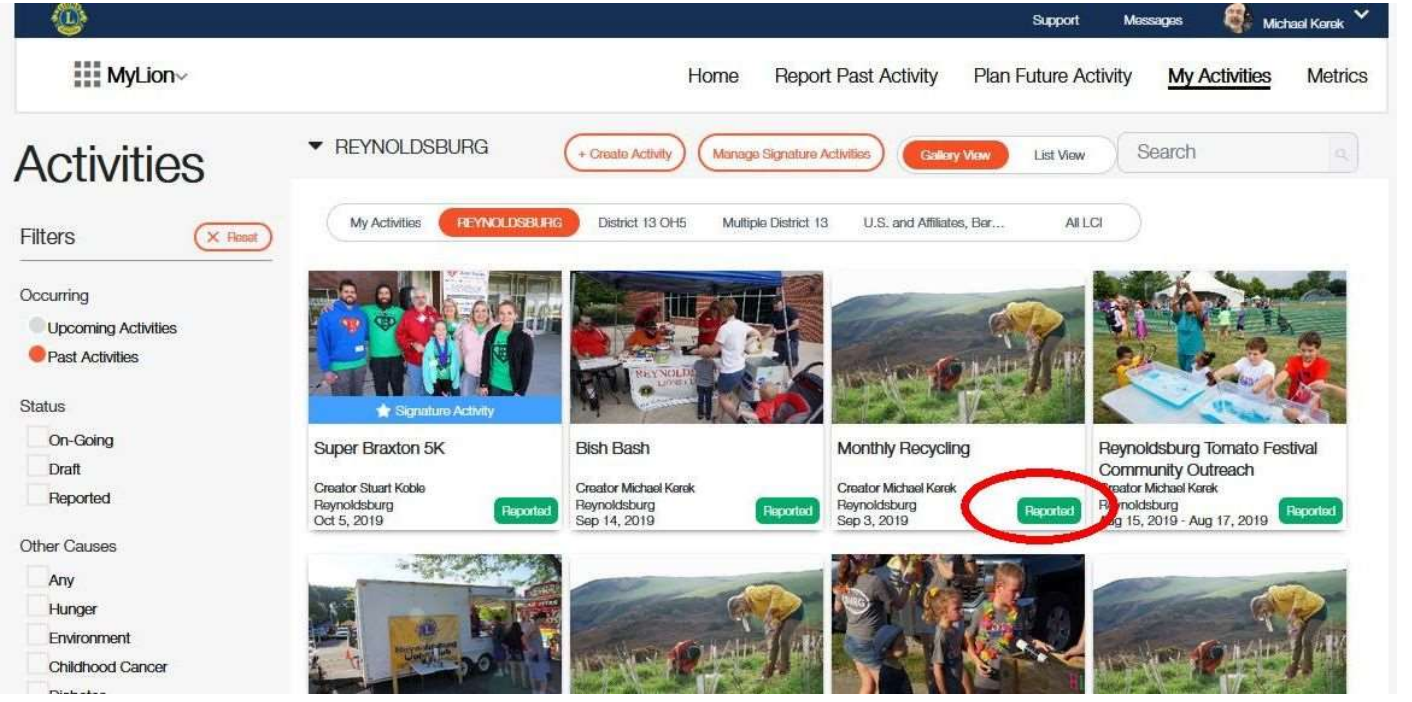
In this example, it was the description. Simply by filling this block in with a few words, it gave not only the Save option but also the Report option.



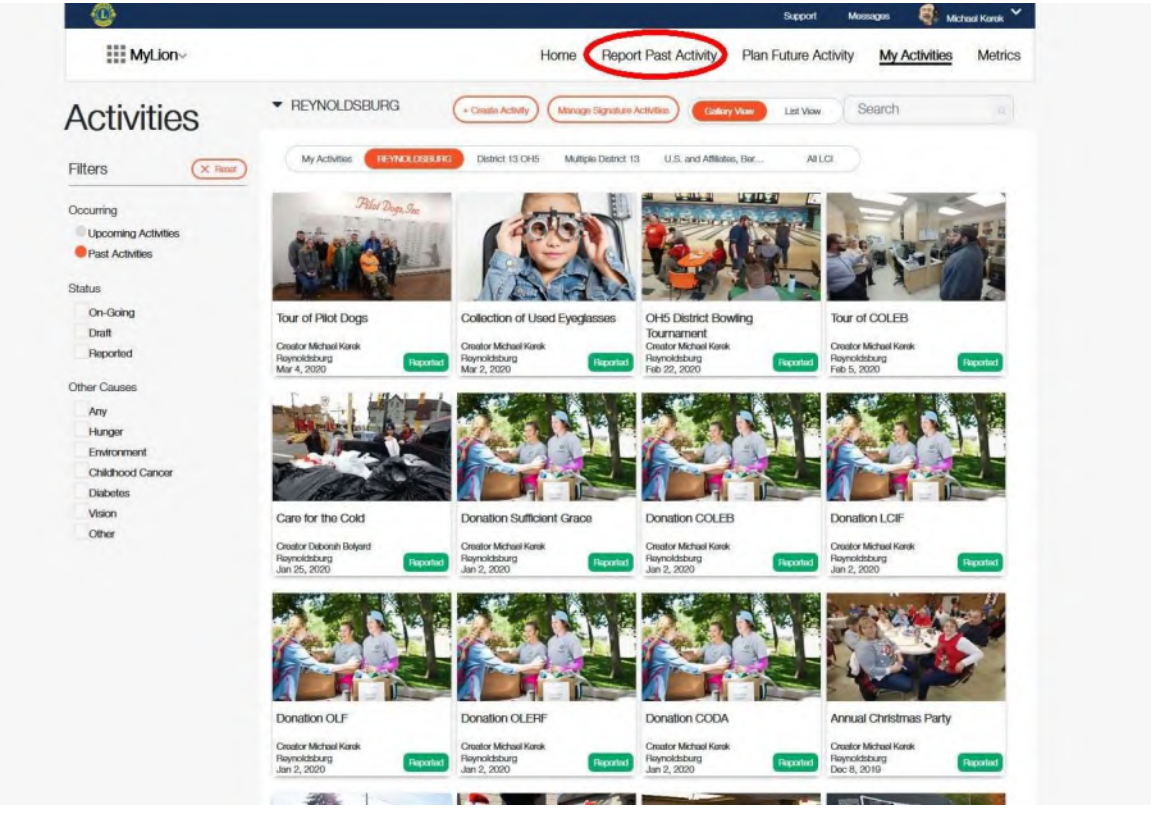
Click on the Report button after making your corrections.



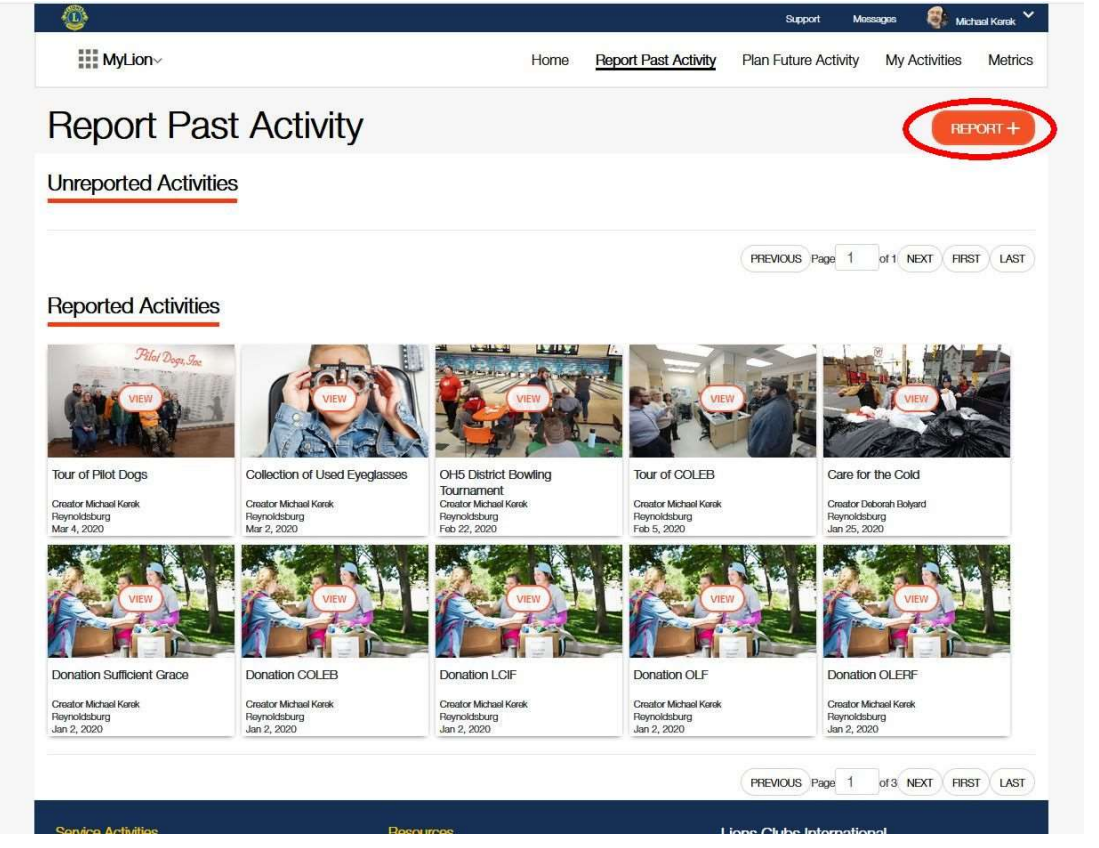
When you go back to look, it should be green.



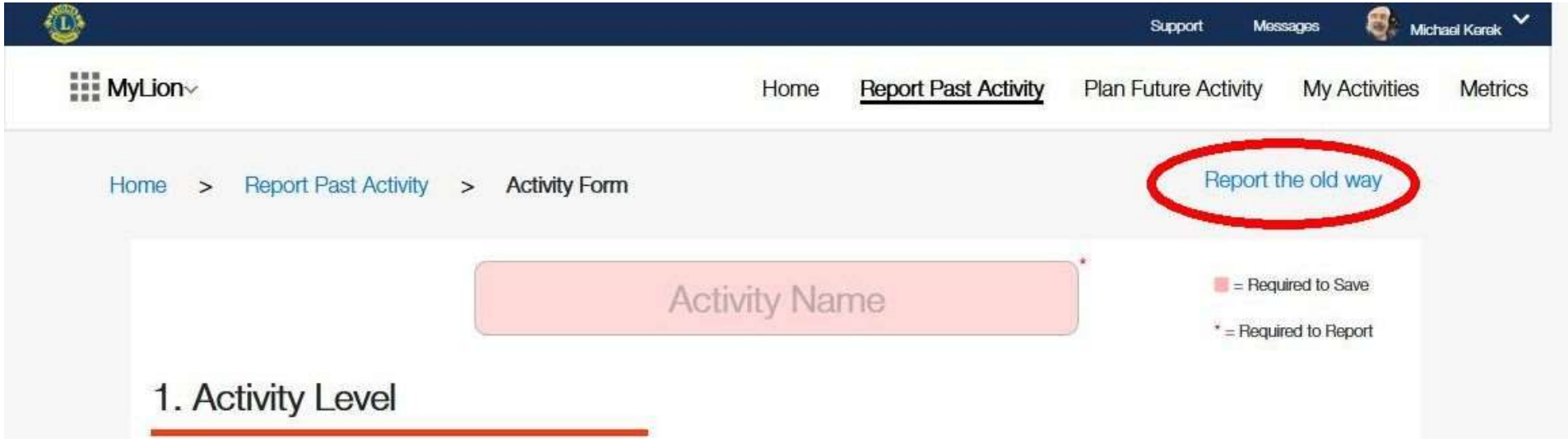
While the new version is easier, some are more comfortable with the previous version. This is also good to know if you have to correct old posts.



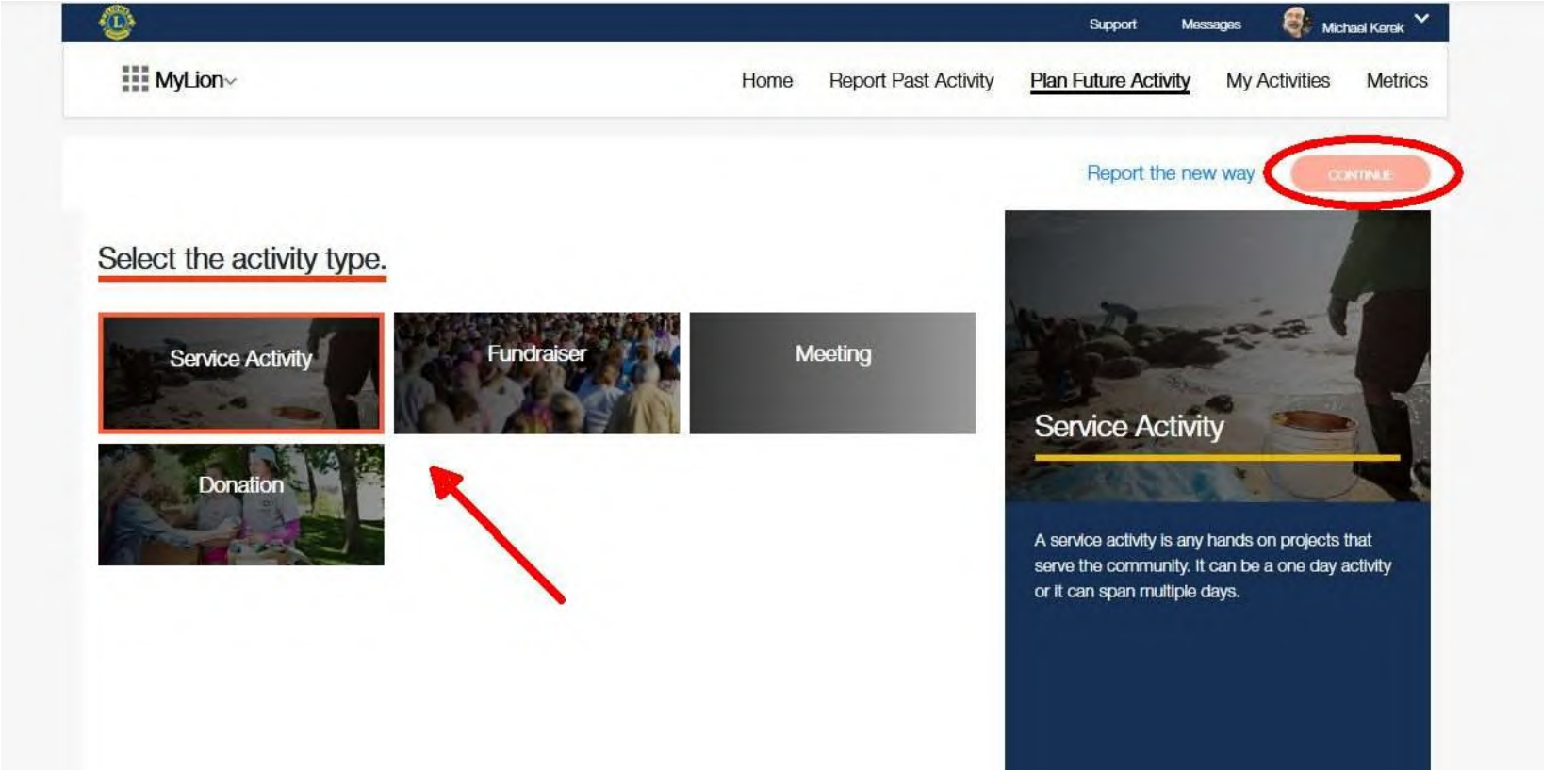
After hitting “Report Past Activity,” click on REPORT.



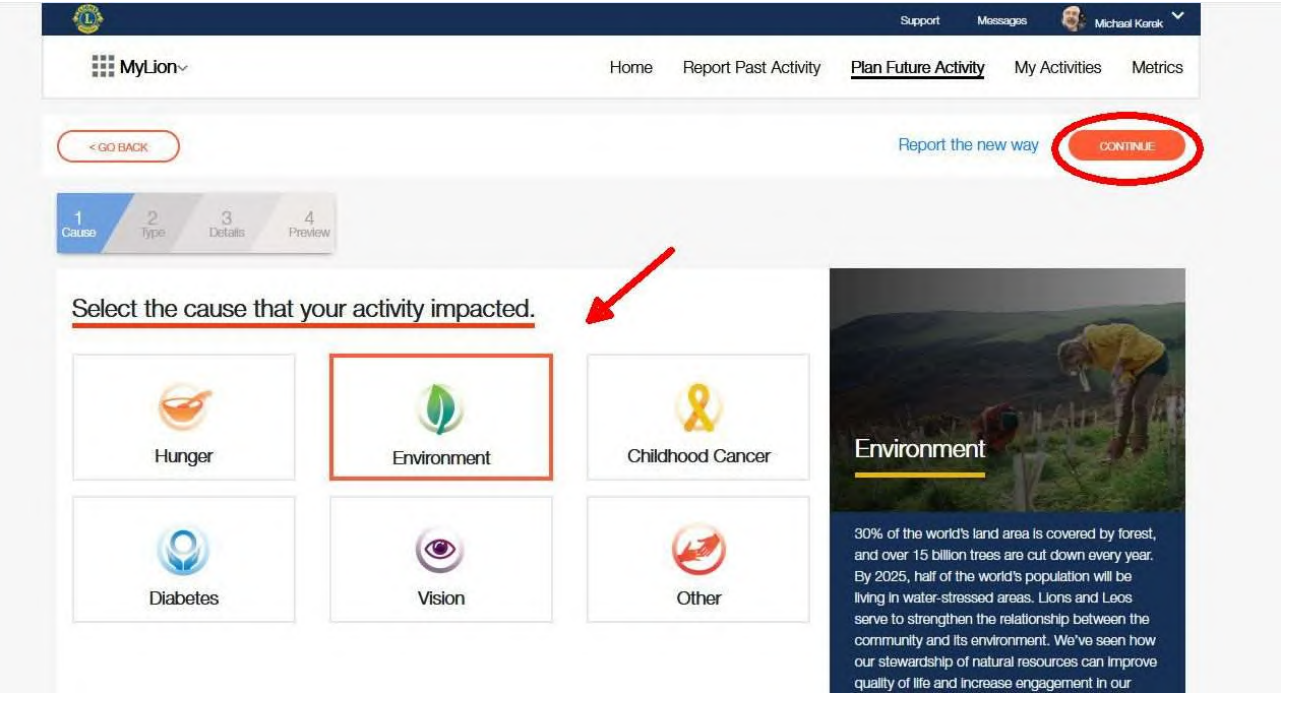
In the upper right, you'll see a small blue option, "Report the old way."



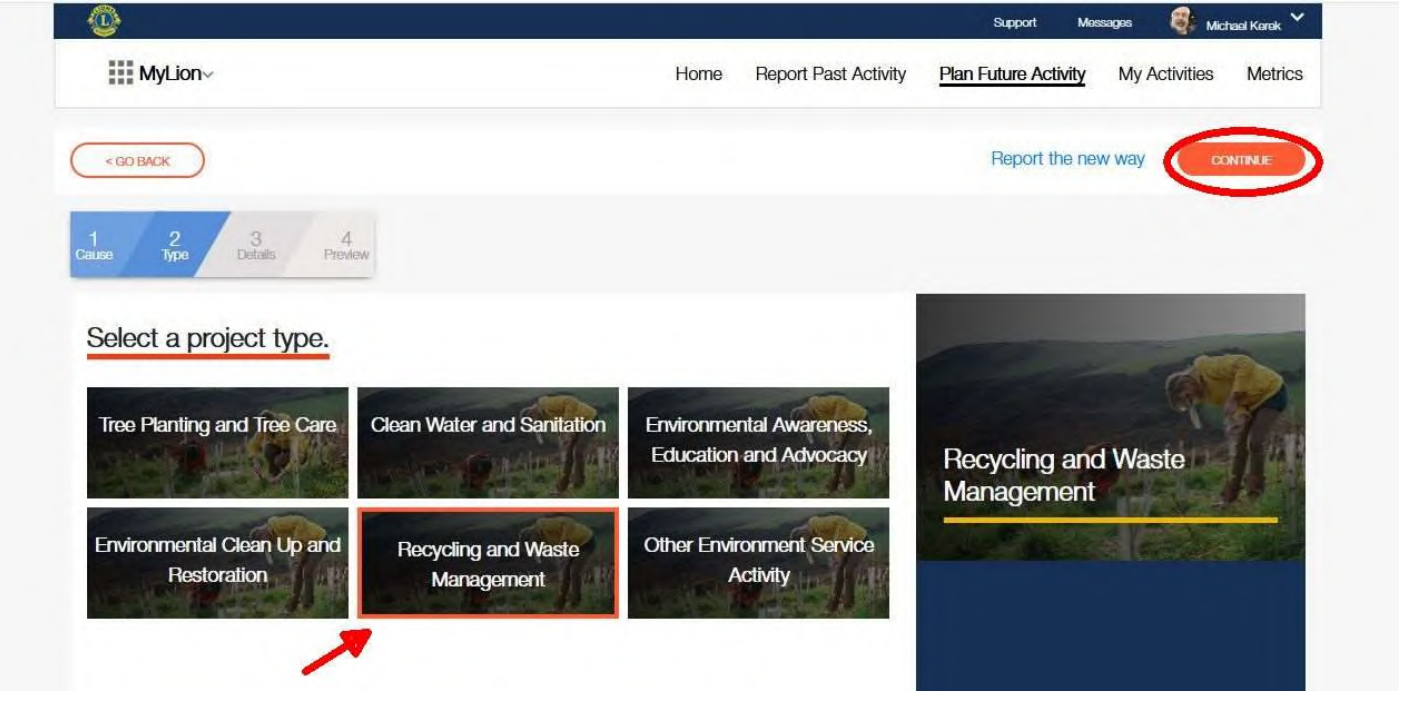
Choose your option by clicking once. Then click “Continue”



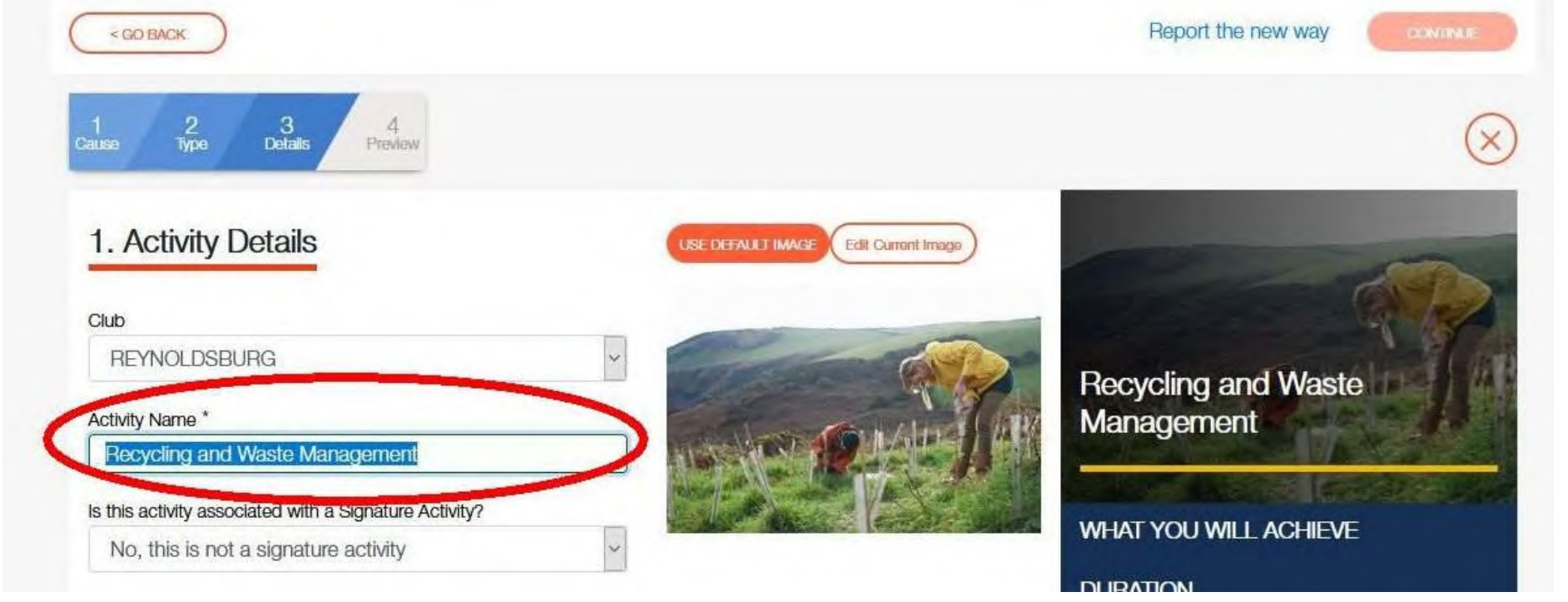
Choose the cause by clicking once, then click “Continue”



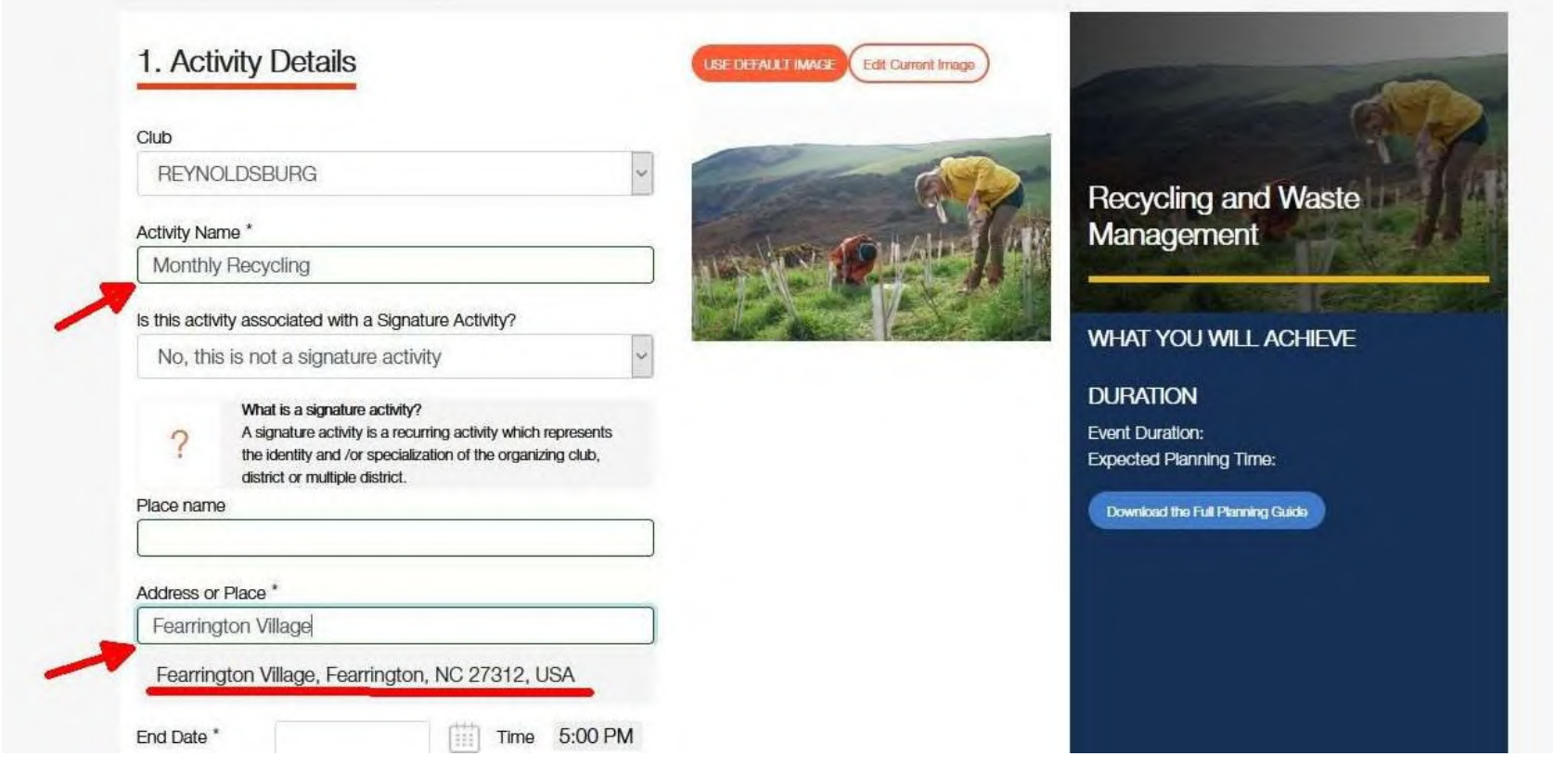
Refine your selection by clicking once, then click “Continue”



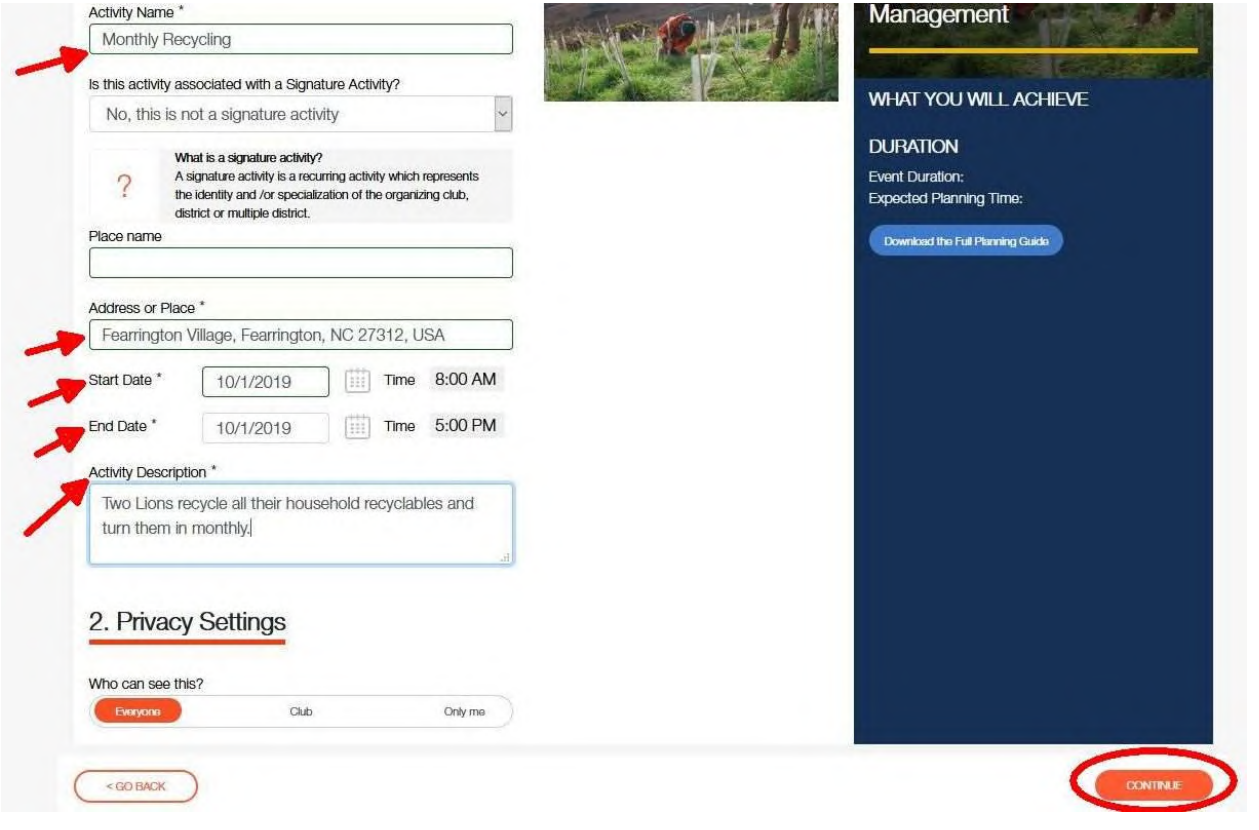
The name of your project will default to a generic name. You can choose to rename it by typing over the highlighted text.



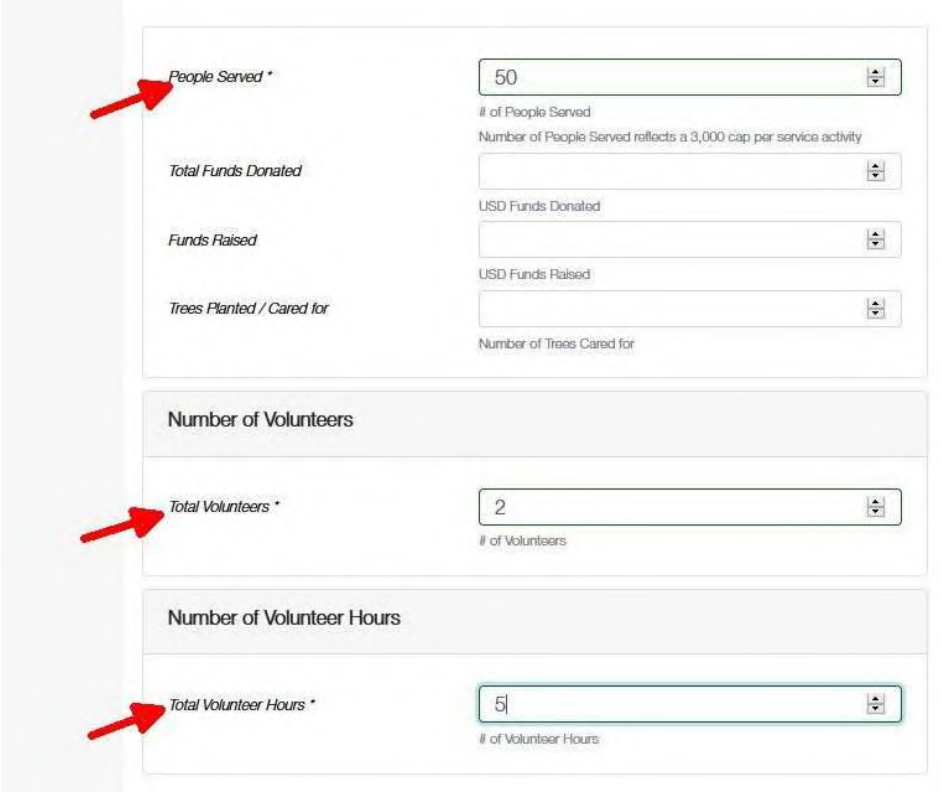
You must identify the place or address. Type in the location or name of venue, and it should pop up below the block. Left click on what comes up and it will populate your required field. (See underlined below as example.)



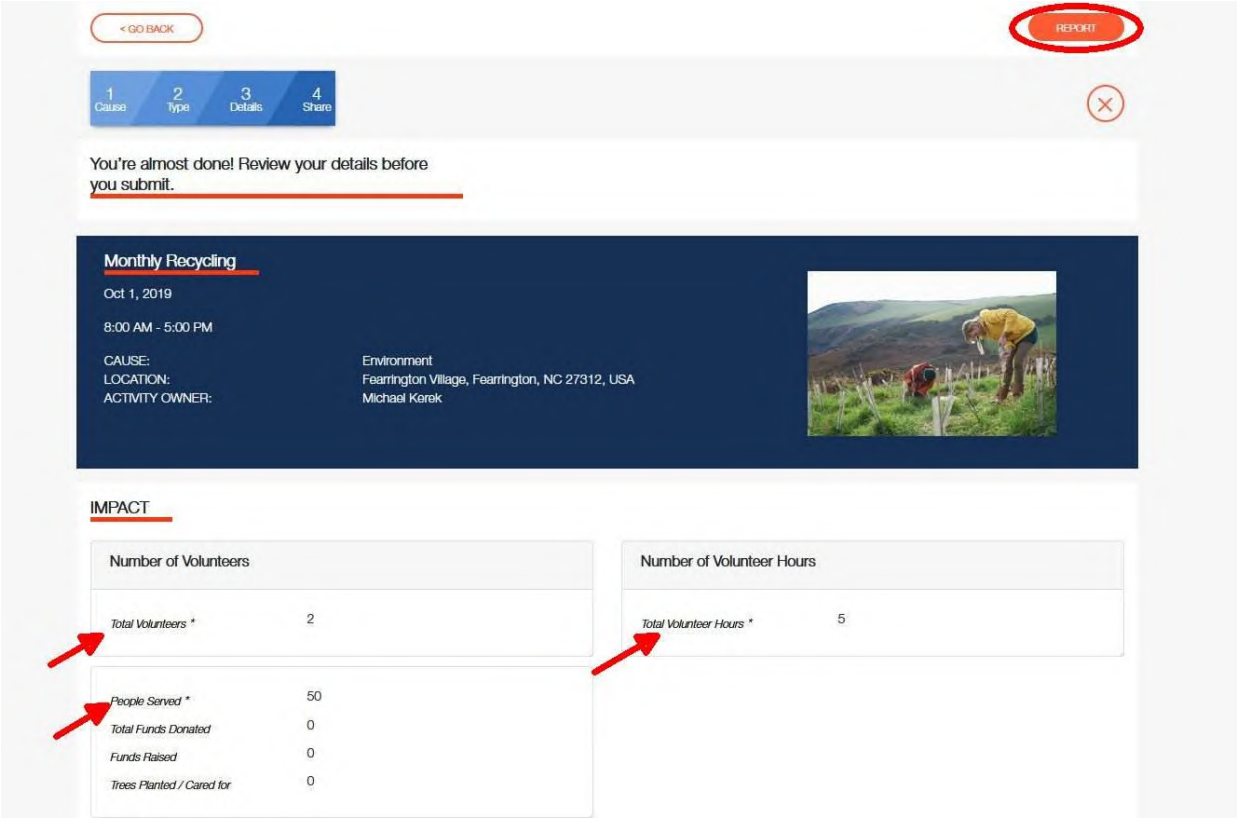
Be SURE to fill in EVERY block with an “*” next to it! Continue.



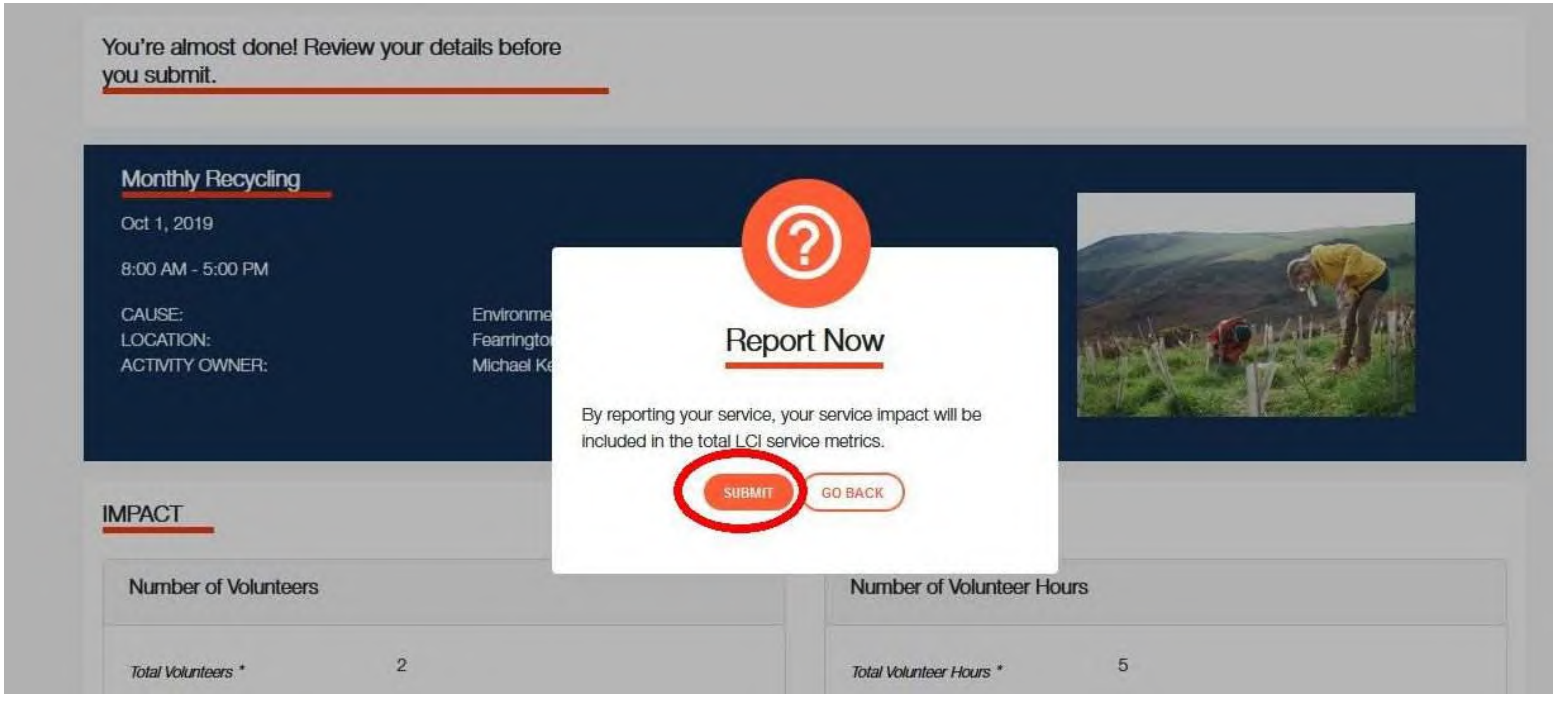
As with the simpler version, estimate if needed, don’t leave blank if required.



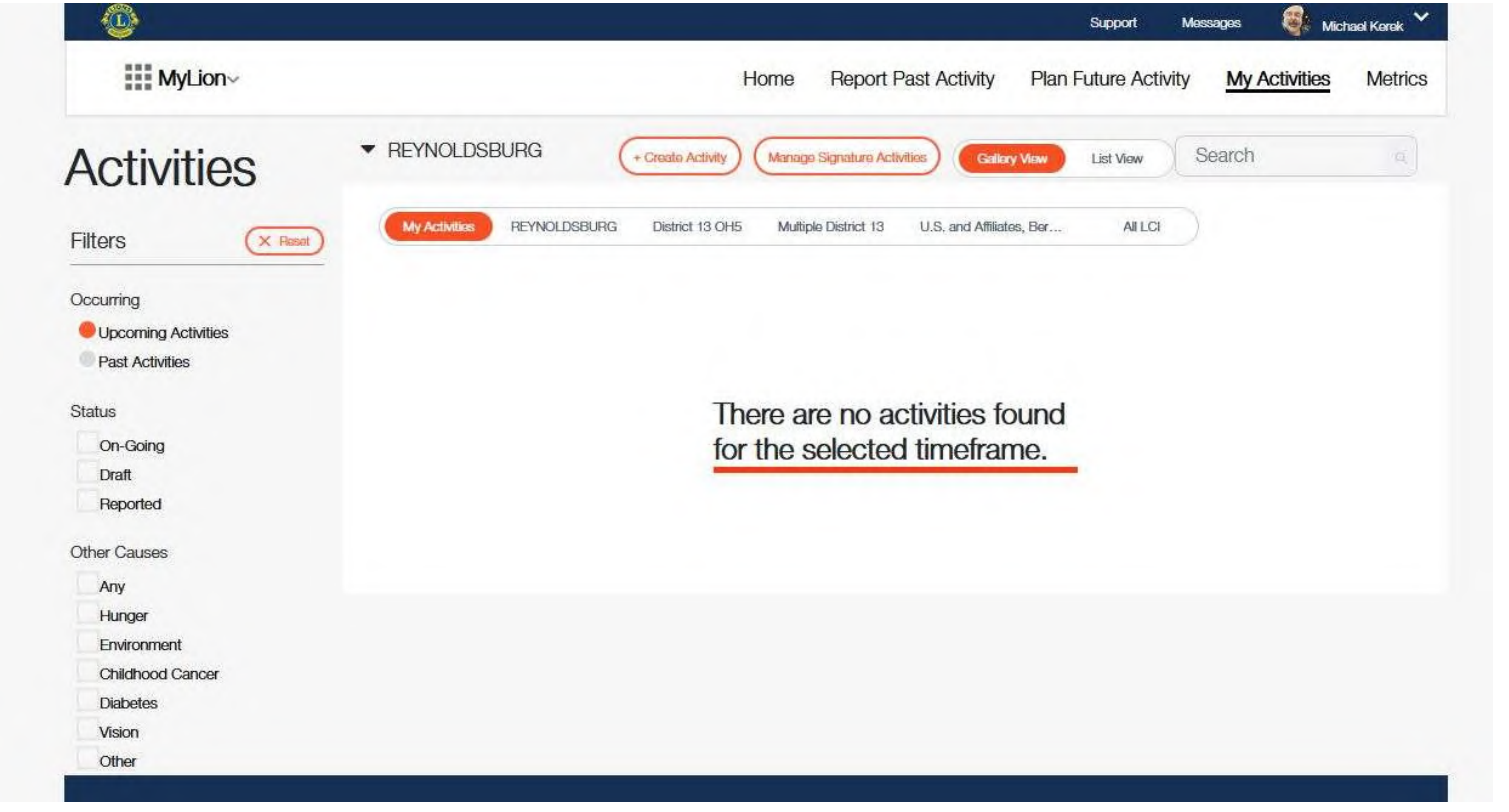
Review and Report



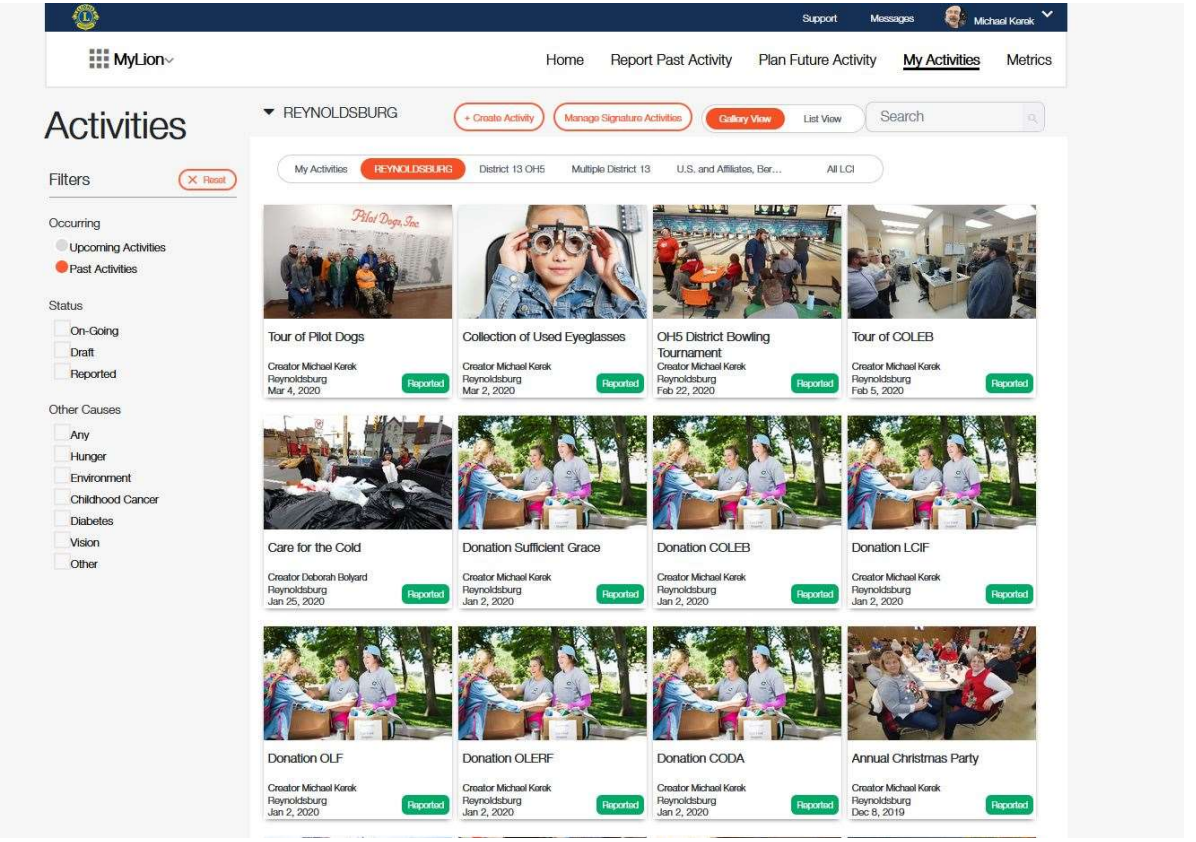
If this pop-up comes up, you did it all right! Click on “Submit”



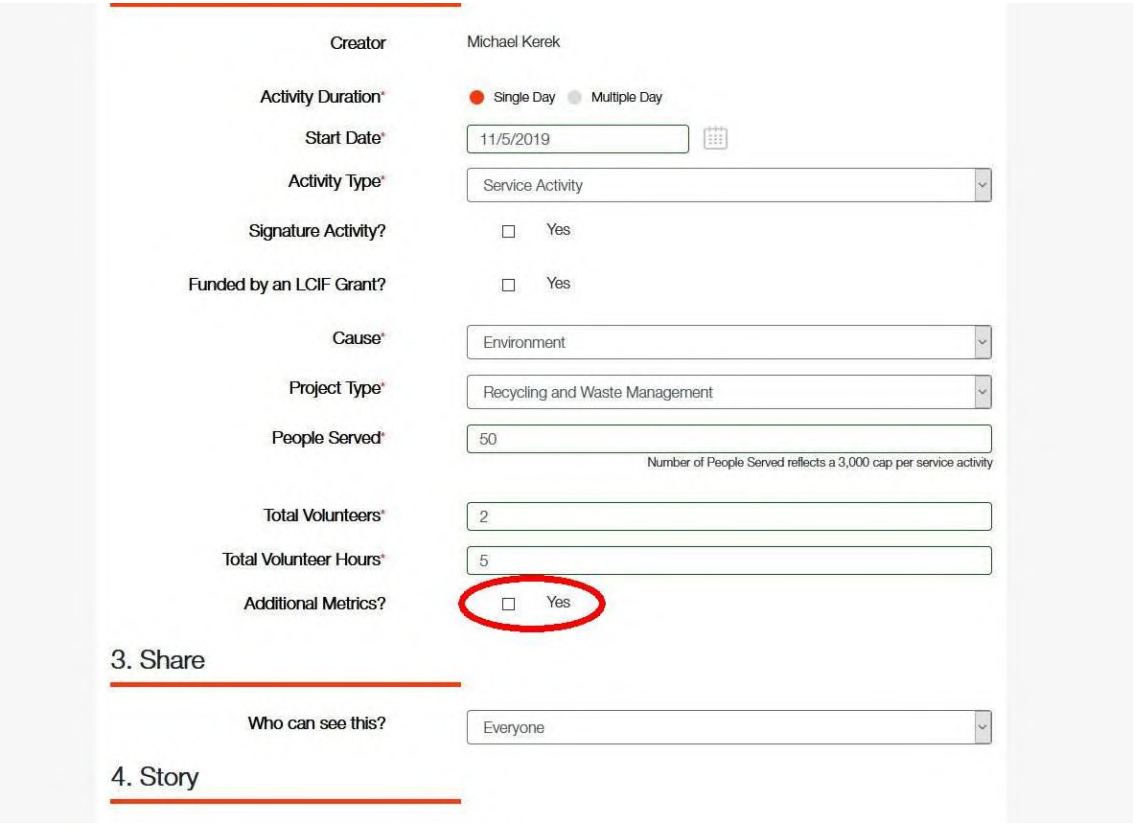
You'll come back to this screen.



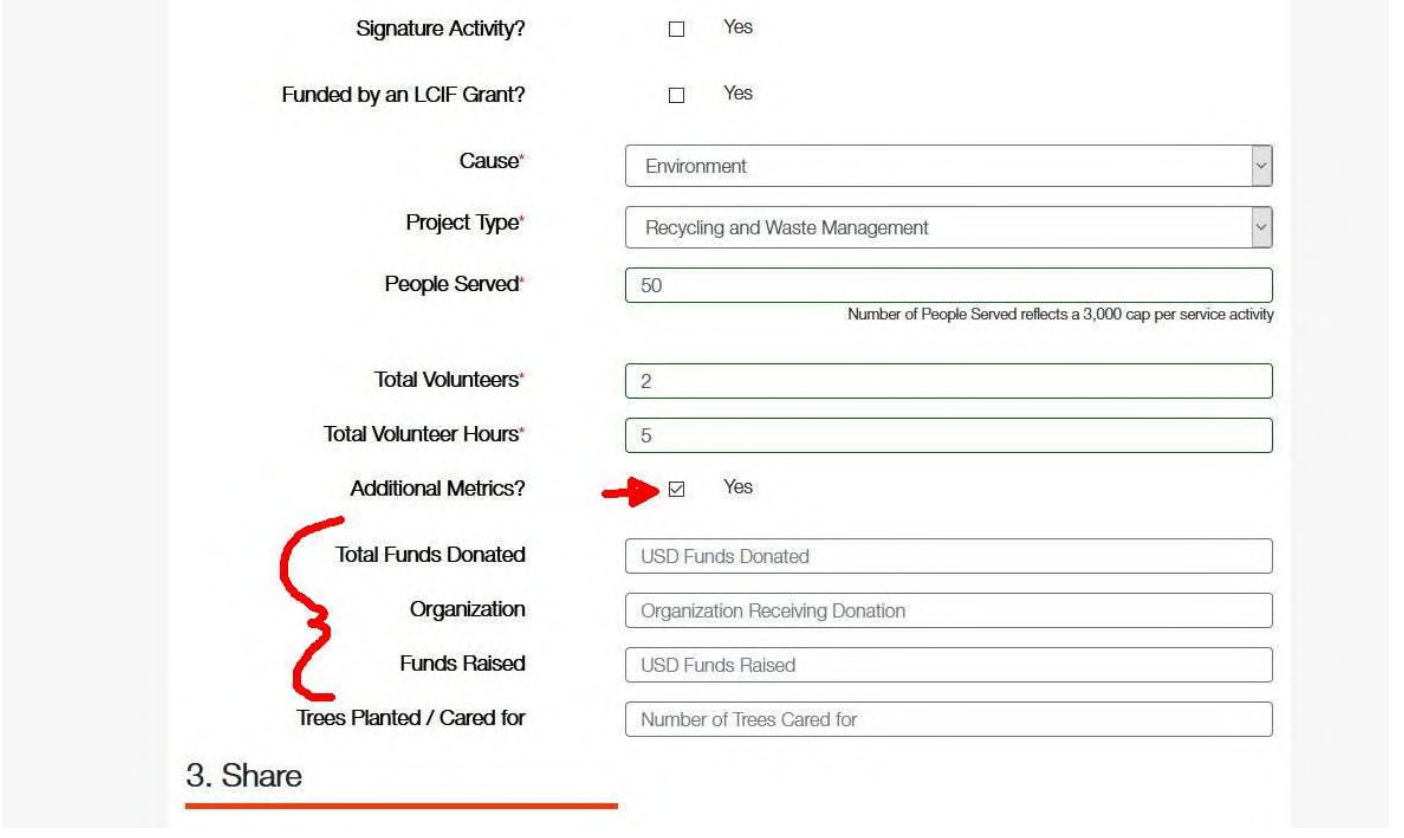
You can add extra metrics to your posts if you choose.



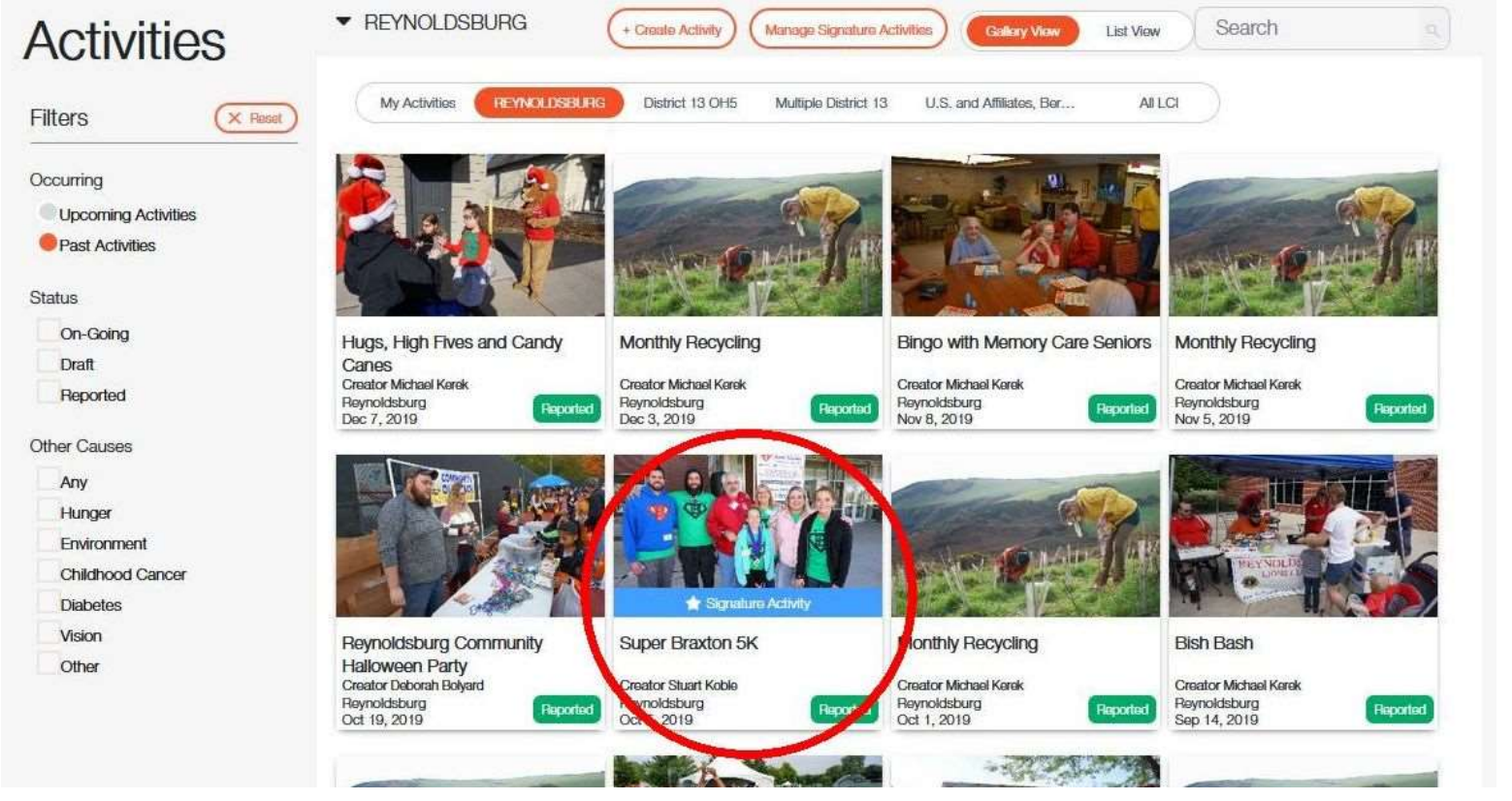
In the new version, below the Volunteer Hours there is a box marked “Additional Metrics”



If you click “Yes,” a drop down list of options to fill in is added. You can choose which ones of these to fill in and what to leave blank.

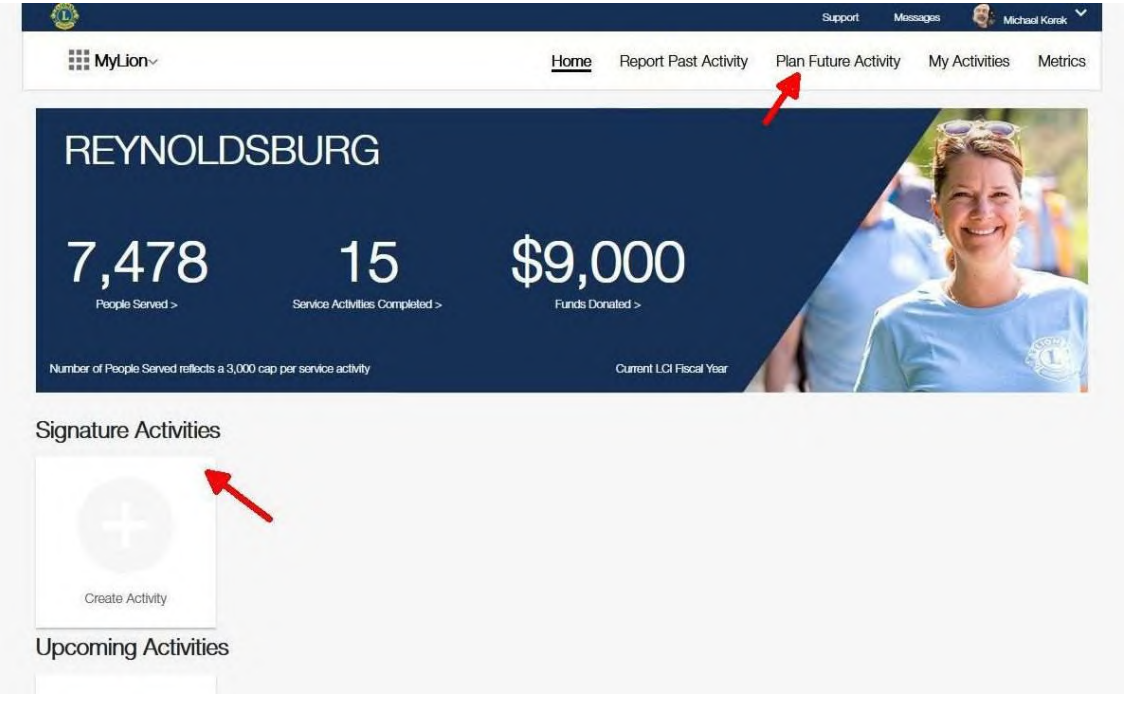


If your club has an activity or event that characterizes your club, you can designate that event as a “Signature Event.” You can designate it either while reporting a past activity, or when creating a future event for others to know about.

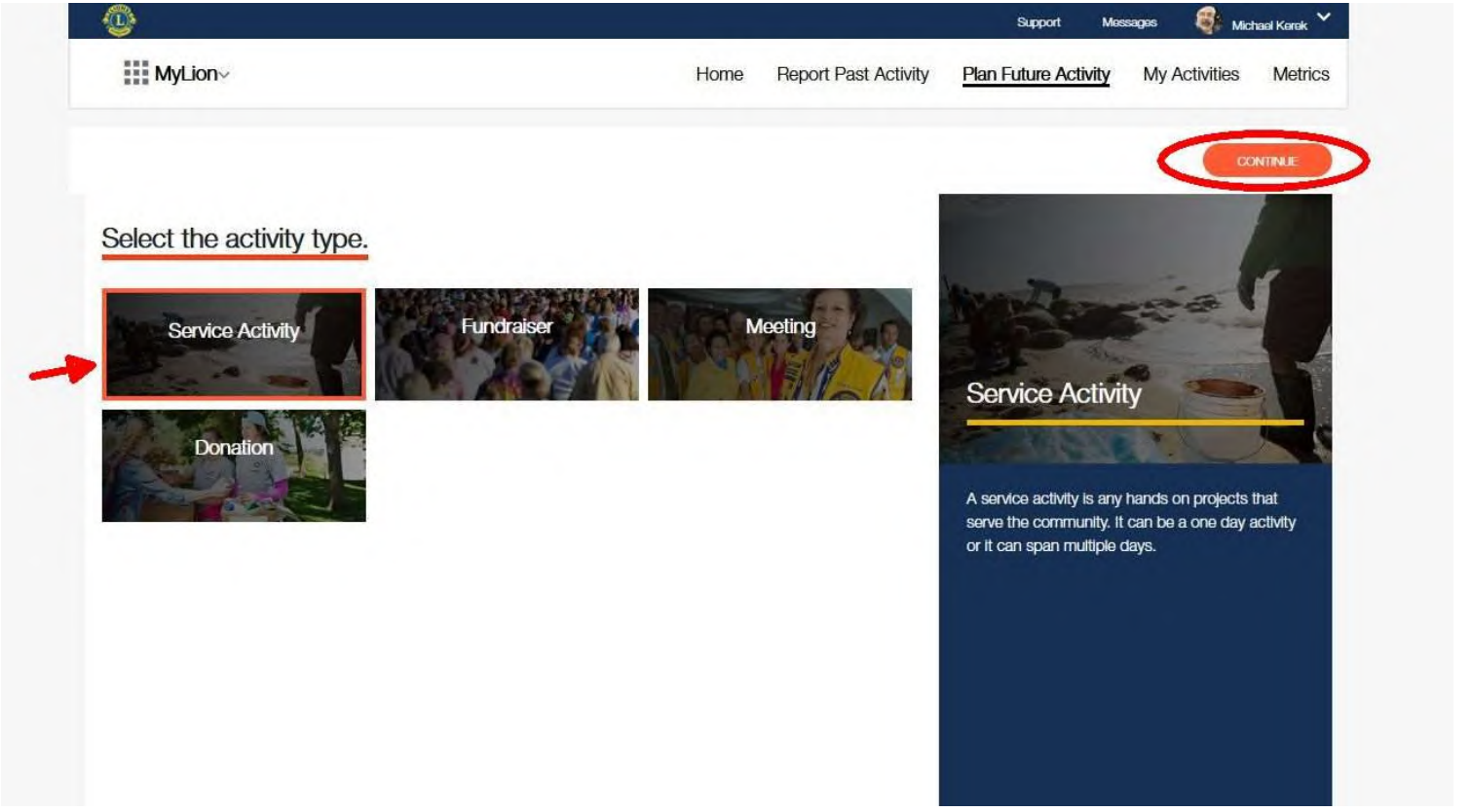


It will show up as a signature event either way.

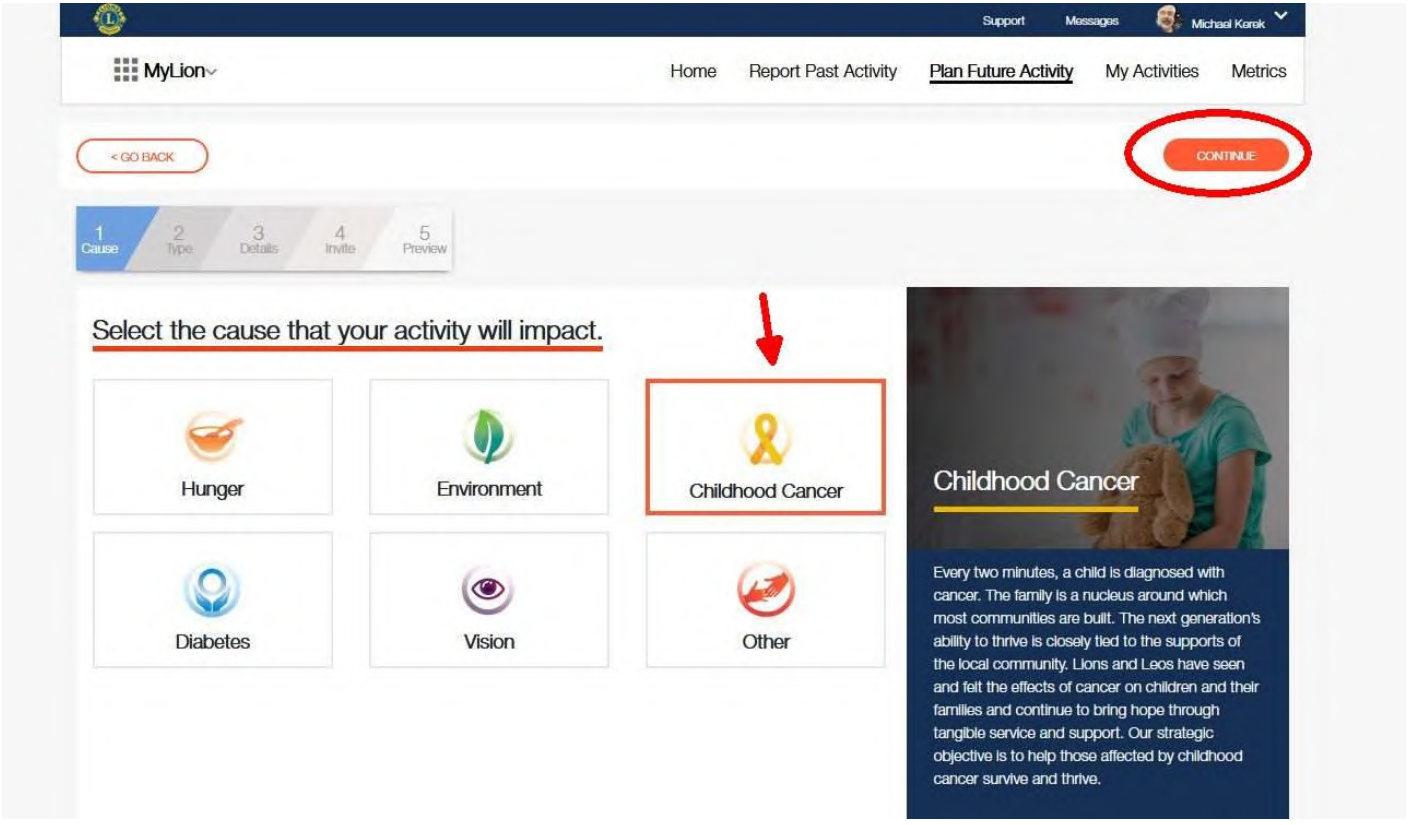
If you choose to advertise upcoming events, you can do so by clicking on “Plan Future Activity.” You can go back and edit and report this activity with final results after the event is over.



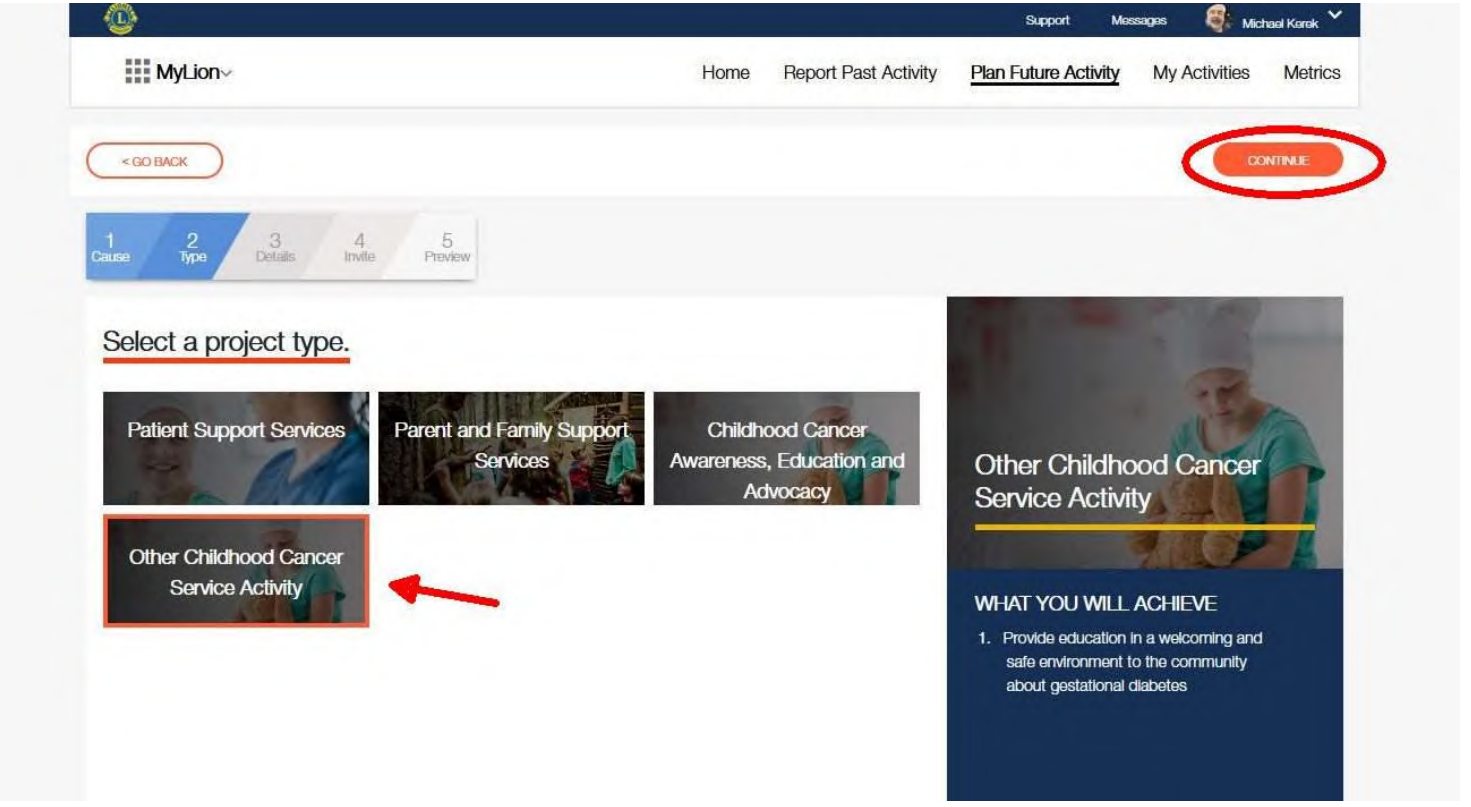
Choose the type and continue



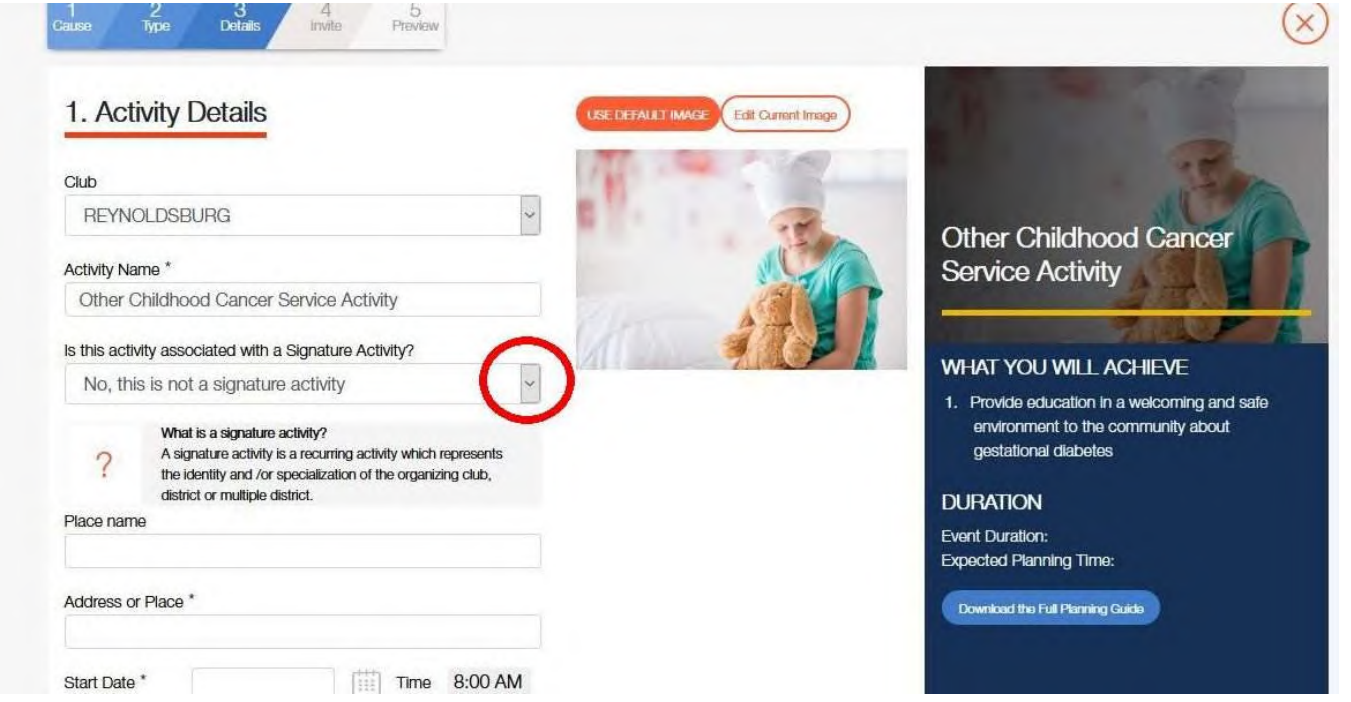
Choose the cause and continue



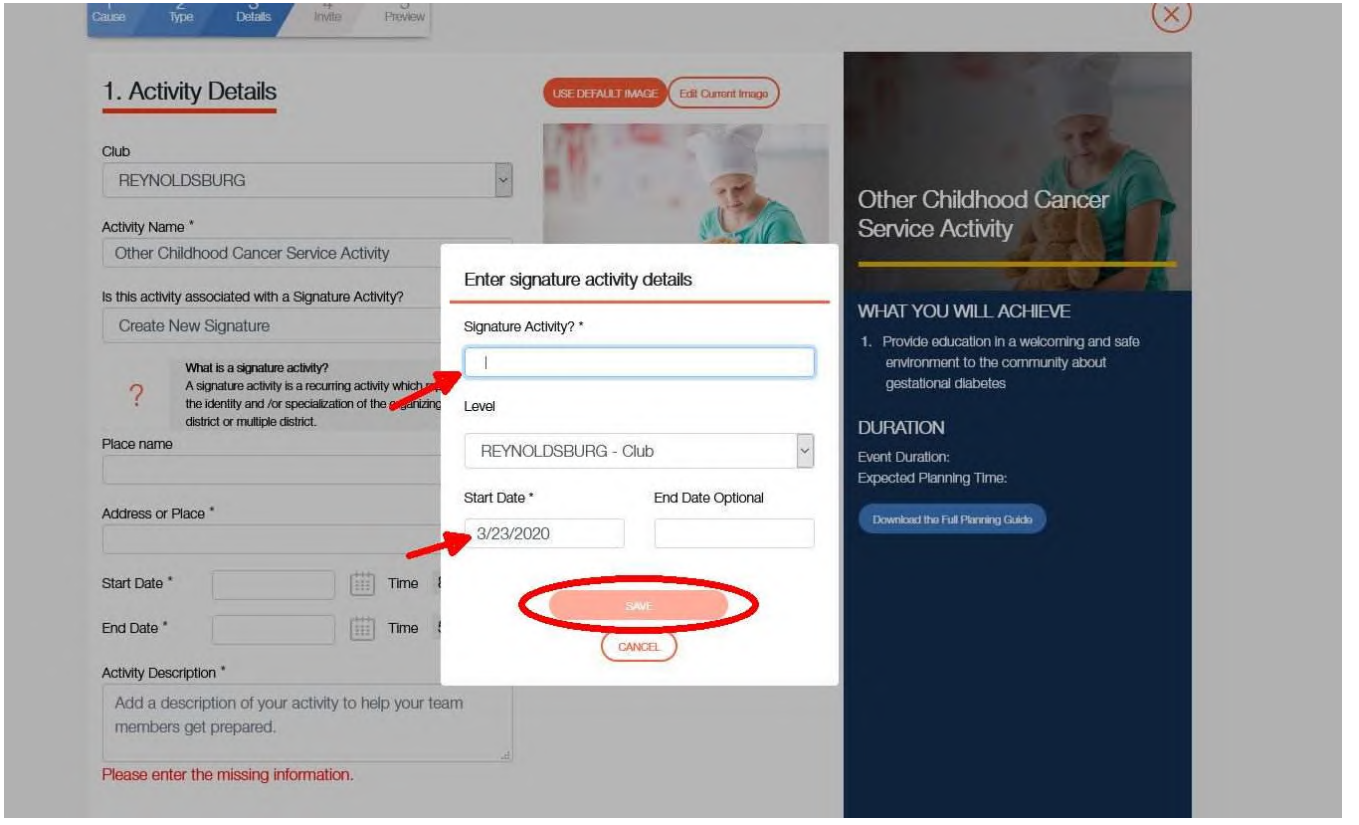
Choose the project type and continue



If it is NOT a signature event, fill in the rest as normal and continue. If it IS, click on the drop menu option on the right of this block. If you already have this event listed, you can select it. If not, you can set one up here.



Fill in the fields required and click “Save.” It will then be available.



Again, make sure ALL required fields are filled in!

Club

REYNOLDSBURG

Activity Name *

Other Childhood Cancer Service Activity

Is this activity associated with a Signature Activity?

Super Braxton 5K

What is a signature activity?
A signature activity is a recurring activity which represents the identity and /or specialization of the organizing club, district or multiple district.

Place name

Summit High School

Address or Place *

8579 Summit Rd, Reynoldsburg, OH 43068, USA

Start Date * 11/21/2020 Time 8:00 AM

End Date * 11/21/2020 Time 5:00 PM

Activity Description *

The Super Braxton 5K is a district 5K event hosted by the Reynoldsburg Lions Club that promotes awareness of Pediatric Cancer and raises funds for

WHAT YOU WILL ACHIEVE

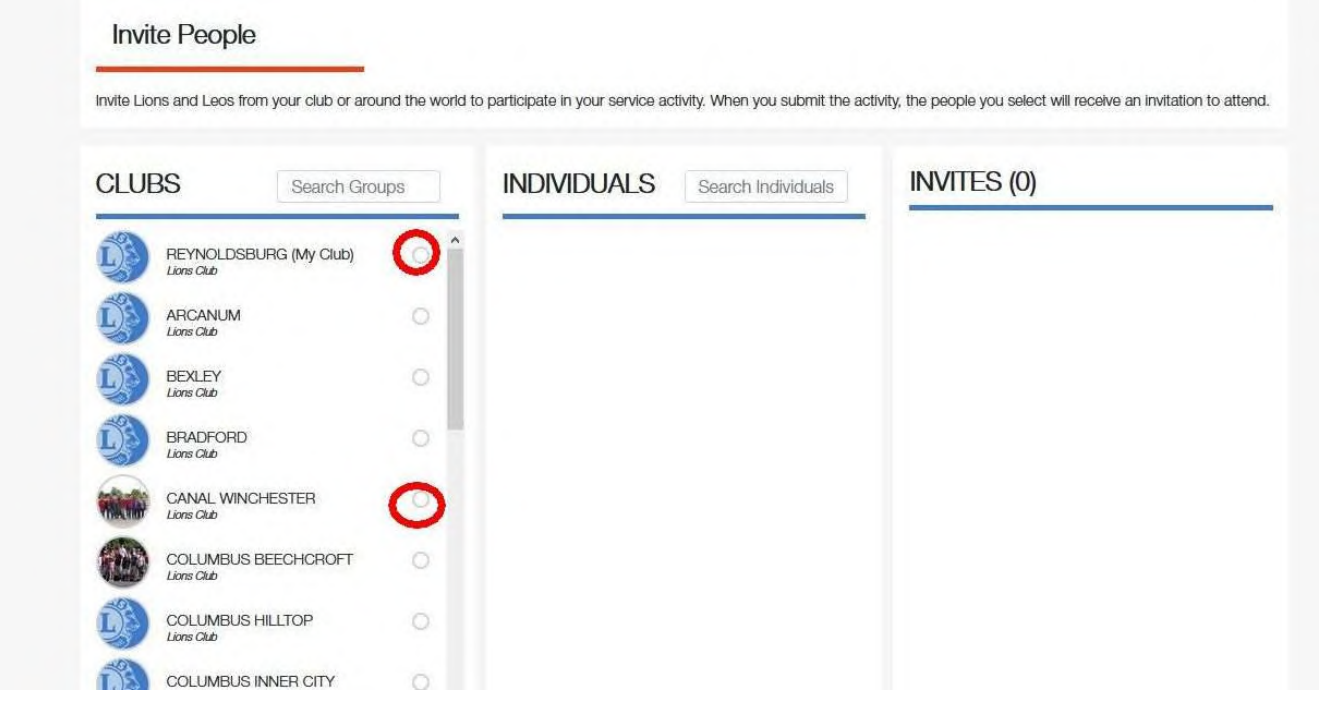
1. Provide education in a welcoming and safe environment to the community about gestational diabetes

DURATION

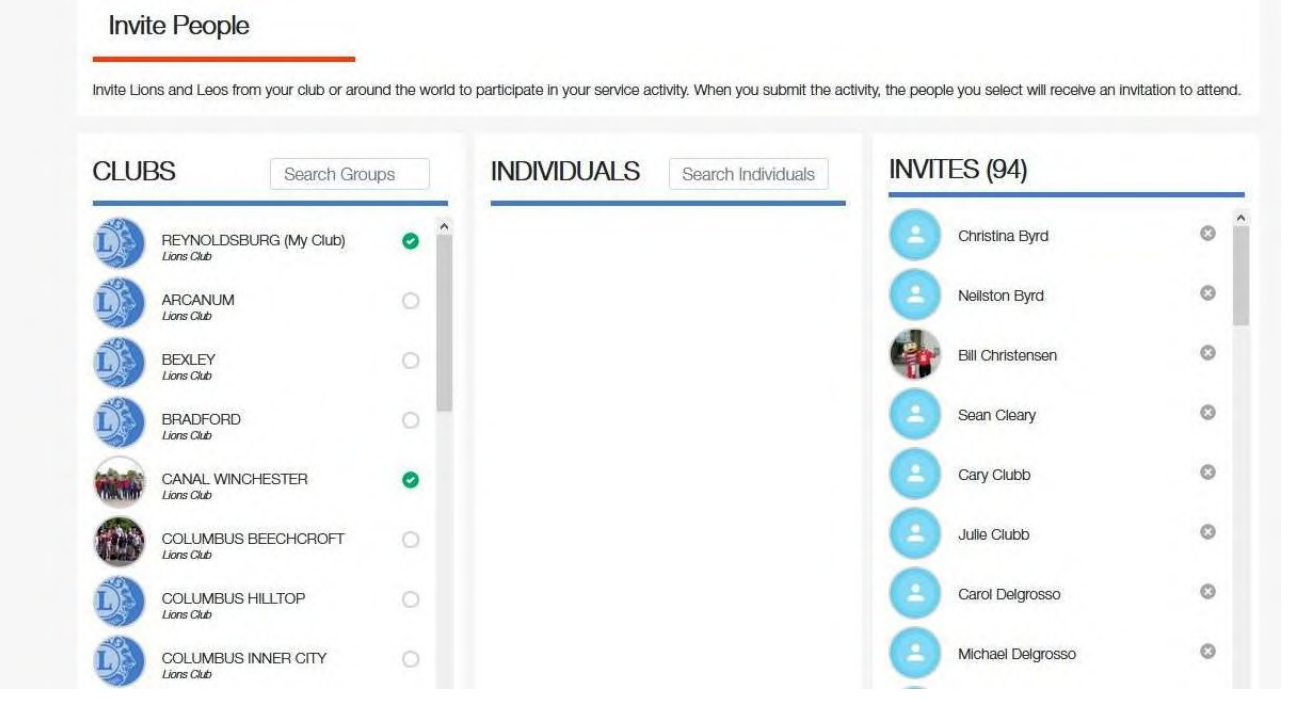
Event Duration:
Expected Planning Time:

Download the Full Planning Guide

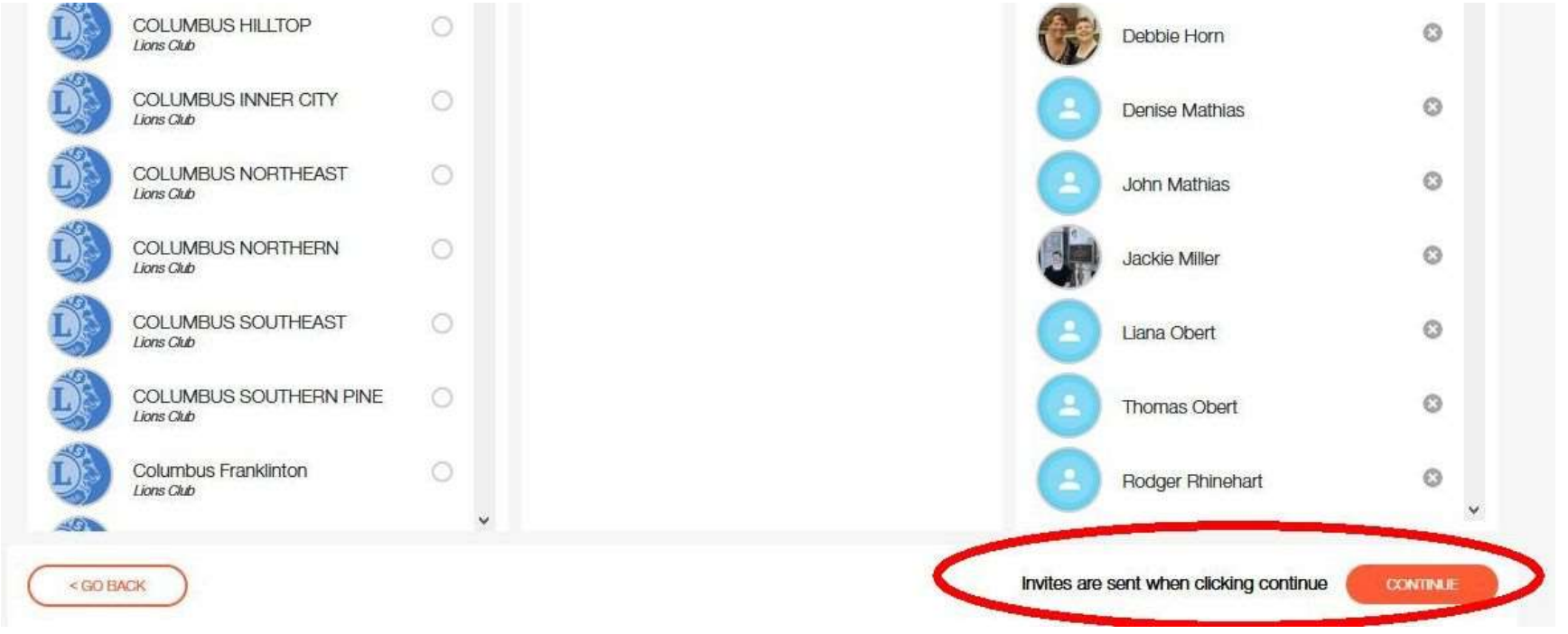
You will then come to this screen. You can choose who you invite. Clicking on a club automatically invites all members of that club.



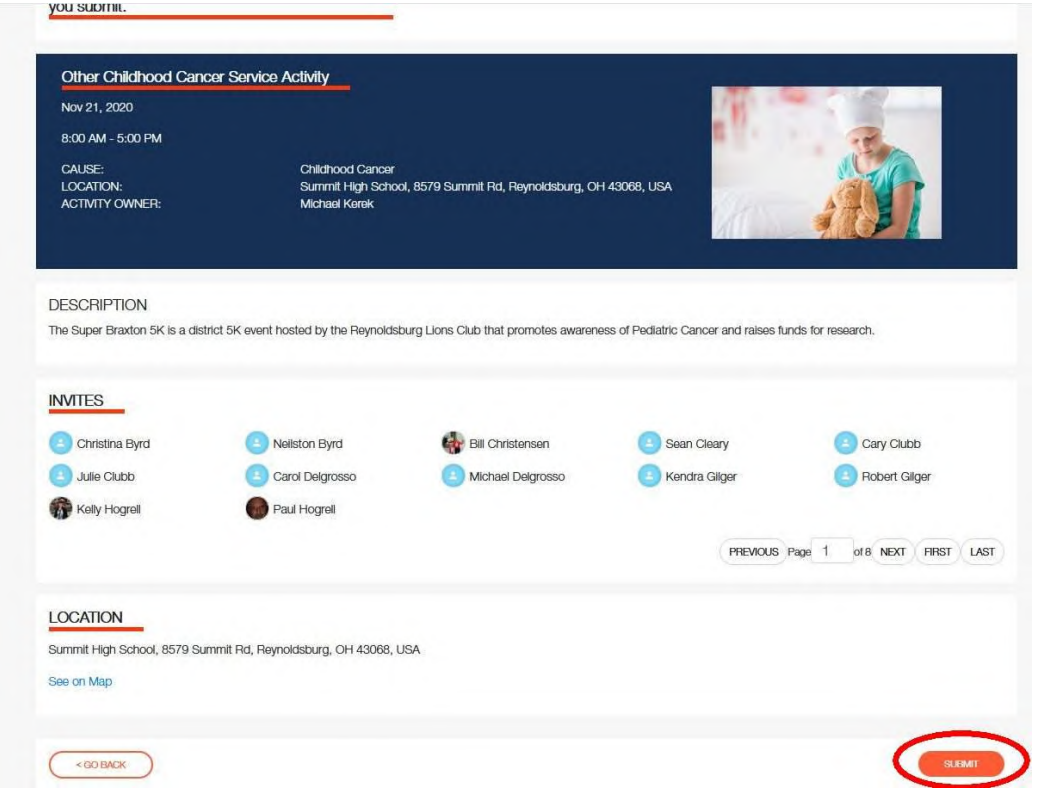
It will autofill their names. You can also choose to seek individuals.



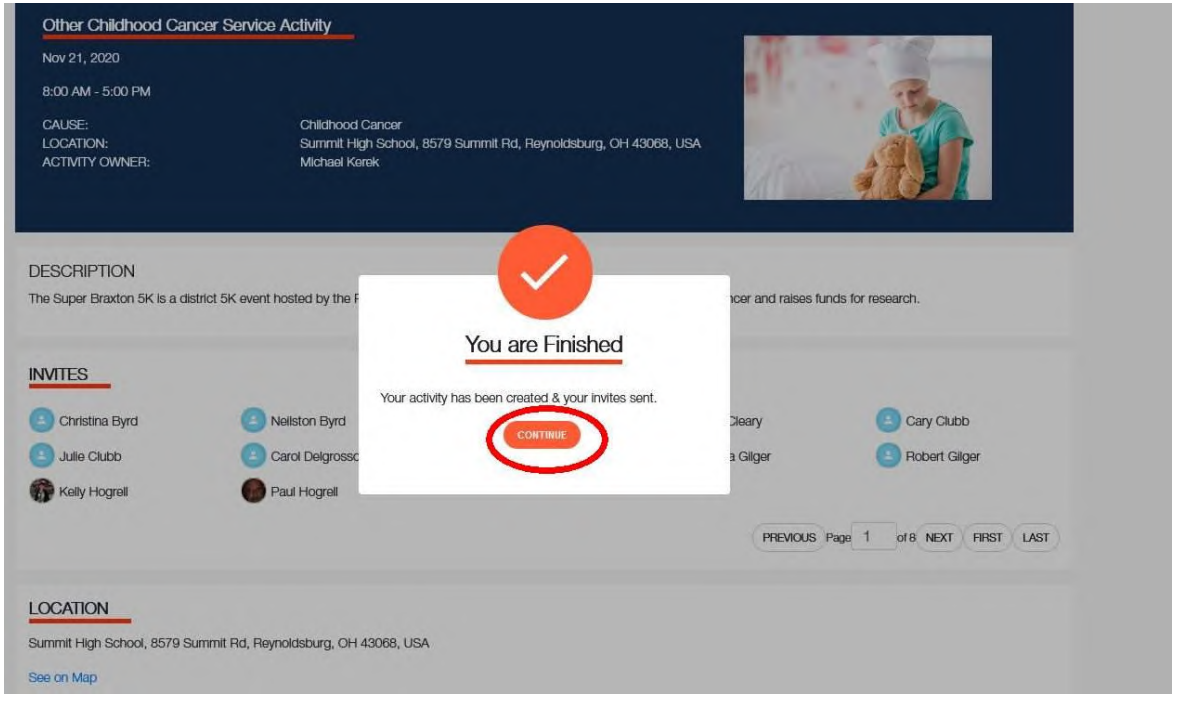
When done, continue



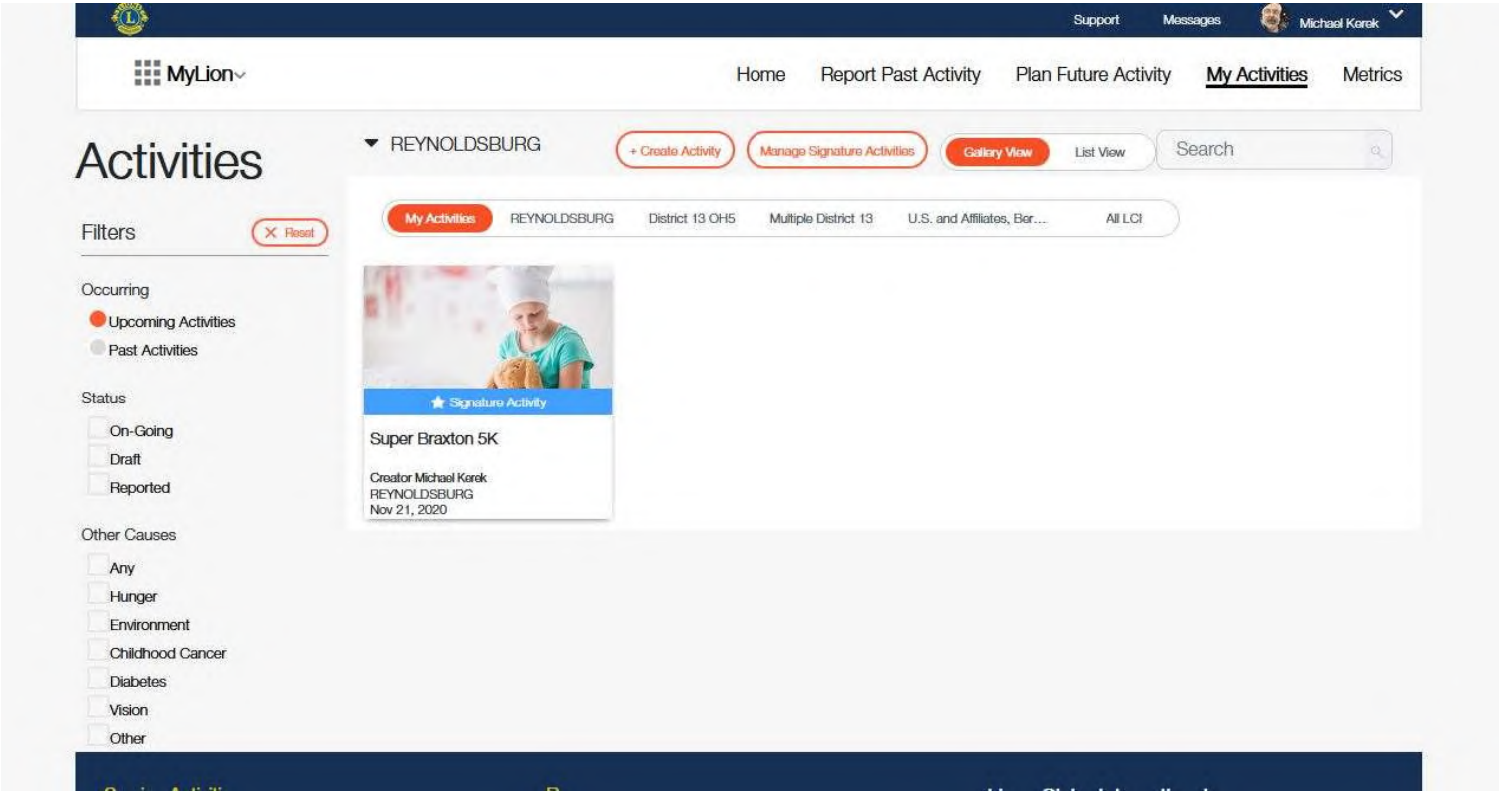
Look over and, if happy with it, click on “Submit.”



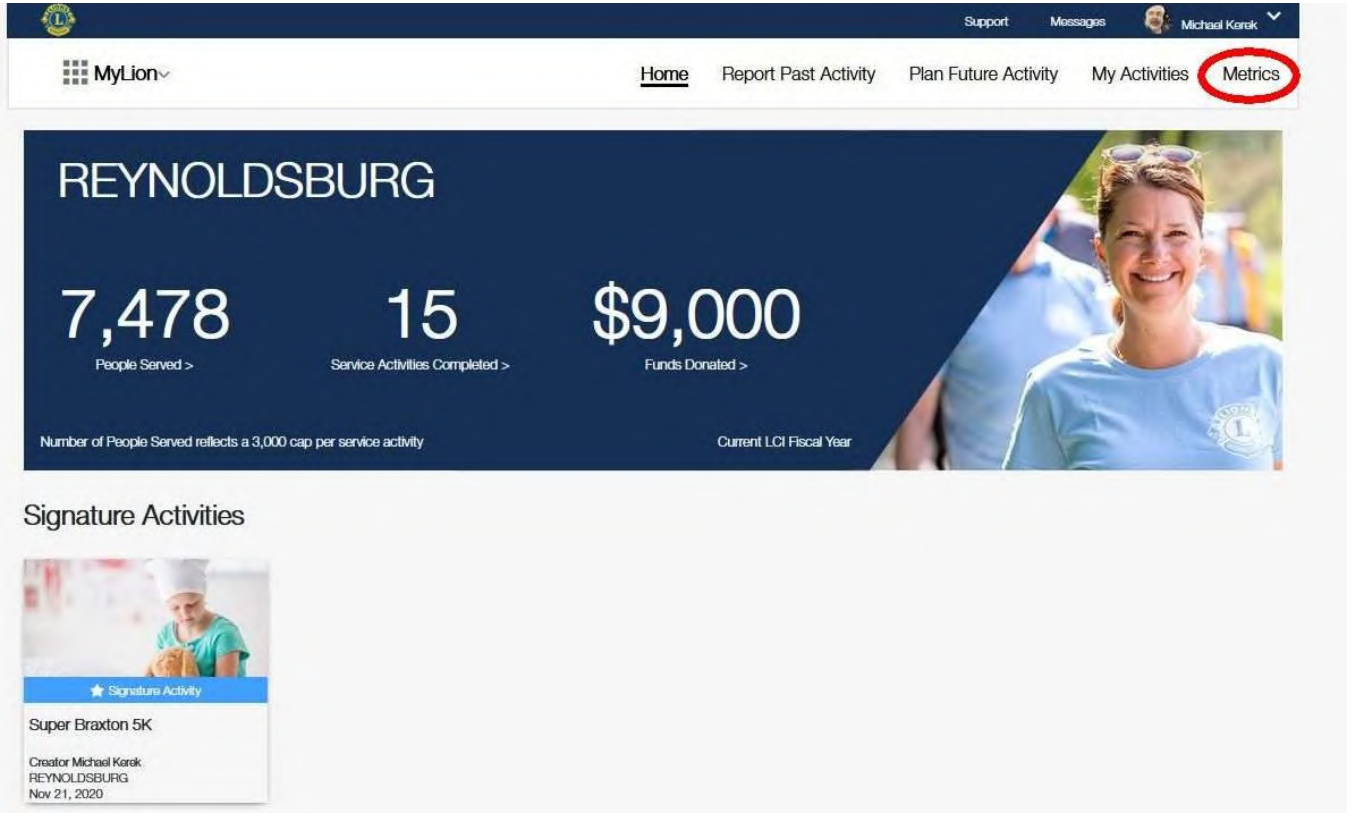
If you did it all correctly, you will get this pop-up. Continue.



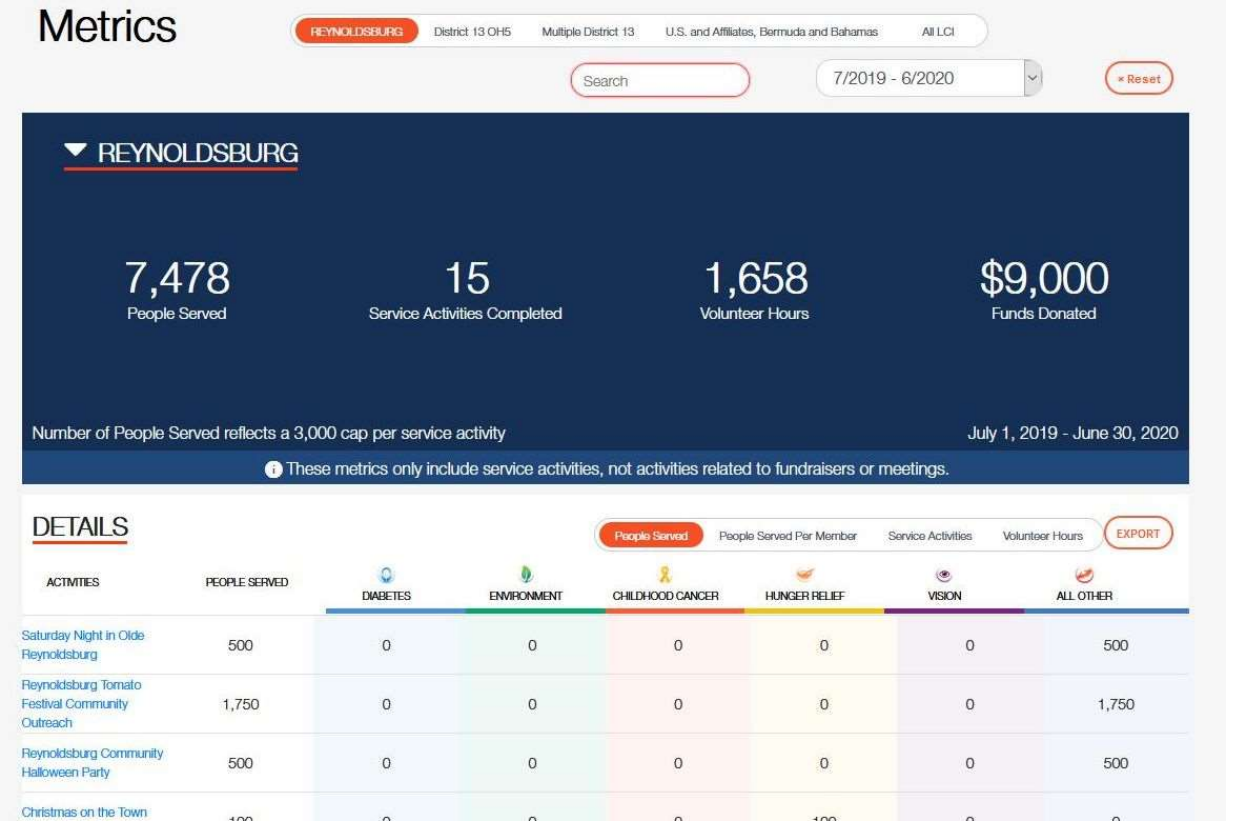
Your event will then show as an upcoming event.



To see how your club is doing regarding serving your community, click on the Metrics button.



Metrics tells you how your club is doing in a variety of parameters. It does NOT take anything except service projects into account, FYI! Donations are registered and recorded, but not factored in here – only ones made as part of a service project will show.



You can also see how your club stacks up against other clubs' work. This is all public information. If it isn't here, your club doesn't do anything in the eyes of anyone who is interested in looking!

District 13 OH5

71,366	361	10,773	$39,343
People Served	Service Activities Completed	Volunteer Hours	Funds Donated

Number of People Served reflects a 3,000 cap per service activity

July 1, 2019 - June 30, 2020

These metrics only include service activities, not activities related to fundraisers or meetings.

DETAILS

People Served | People Served Per Member | Service Activities | Volunteer Hours | EXPORT

ACTIVITIES	PEOPLE SERVED	DIABETES	ENVIRONMENT	CHILDHOOD CANCER	HUNGER RELIEF	VISION	ALL OTHER
REYNOLDSBURG	7,478	1	150	1,000	100	3,000	3,227
REYNOLDSBURG HIGH SCHOOL	0	0	0	0	0	0	0
RIDGEDALE	3,200	0	0	0	0	0	3,200
RIDGEDALE HIGH SCHOOL	0	0	0	0	0	0	0
SAINT PARIS	691	0	0	0	0	50	641

Why are we so concerned? Our district is very much under-reporting!

Multiple District 13

749,590	2,664	93,327	$331,282
People Served	Service Activities Completed	Volunteer Hours	Funds Donated

Number of People Served reflects a 3,000 cap per service activity

July 1, 2019 - June 30, 2020

These metrics only include service activities, not activities related to fundraisers or meetings.

DETAILS

People Served | People Served Per Member | Service Activities | Volunteer Hours | EXPORT

DISTRICT	PEOPLE SERVED	DIABETES	ENVIRONMENT	CHILDHOOD CANCER	HUNGER RELIEF	VISION	ALL OTHER
District 13 OH2	158,781	430	23,707	6,332	25,994	36,366	65,952
District 13 OH7	153,124	102	12,584	39	34,915	7,710	97,774
District 13 OH1	48,060	616	5,017	80	2,242	8,818	31,287
District 13 OH5	71,366	802	2,372	1,147	12,648	18,736	35,661
District 13 OH3	45,733	1	4,680	1,221	5,640	6,506	27,685
District 13 OH6	128,377	2,342	14,424	1,790	20,912	19,690	69,219
District 13 OH4	144,149	2	33,202	3,518	14,083	27,474	65,870
TOTAL	749,590	4,295	95,986	14,127	116,434	125,300	393,448

What didn’t we cover?

- How to put in pictures into posts
- What other things you can do in the member area (MyLCI, shopping, etc)

Who can report?

- Club Secretaries
- Club Presidents
- Club Administrators
- Club Service Chairs

Why are activities not reported?

- Unfamiliarity with the new system
- Not knowing who to go to for help.
- Constant change, which has created frustration
- Whoops! Let me say that again. **CHANGE!** Lions HATE change!

Where can help be found?

- PDG Mike Kerek, (740) 412-4692, mjkerek@msn.com. If I don't answer after 5pm, it's because I'm helping someone else! Leave a message, I always call back. **(Daytime calls are not an option due to work.)**
- Other club secretaries who have figured it out
- LCI has several videos available
- 1VDG OH6 Ric Houser, (937) 520-1936
- This slide show, which will be available to all who want it.
- Other guides floating all over the internet from various districts who are fed up with no one reporting

What are your good excuses now?

- NONE