



OHIO LIONS DESKTOP MYLION MANUAL

Debbie Horn, September 2019

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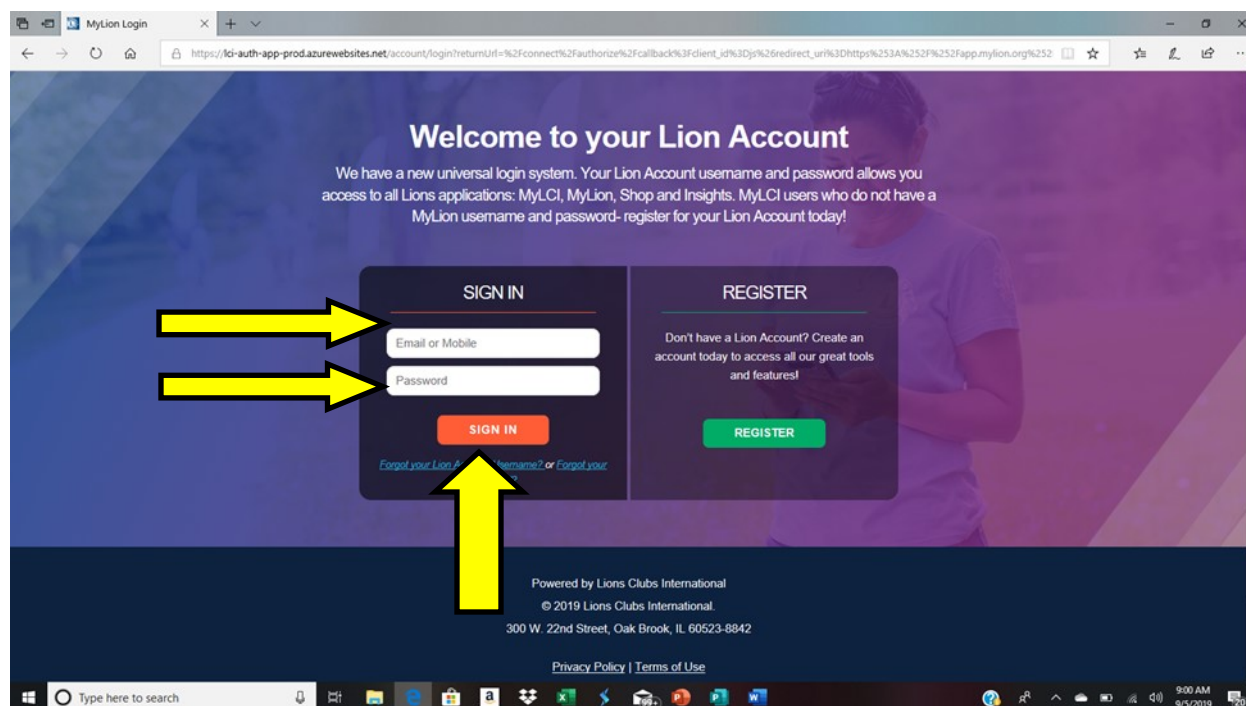
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How to Access MyLion

Welcome to LCIF's MyLion. Using a laptop or a desktop computer key in the following web address:

<http://lci-auth-app-prod.azurewebsites.net>

If you entered the address correctly you should see the below screen.

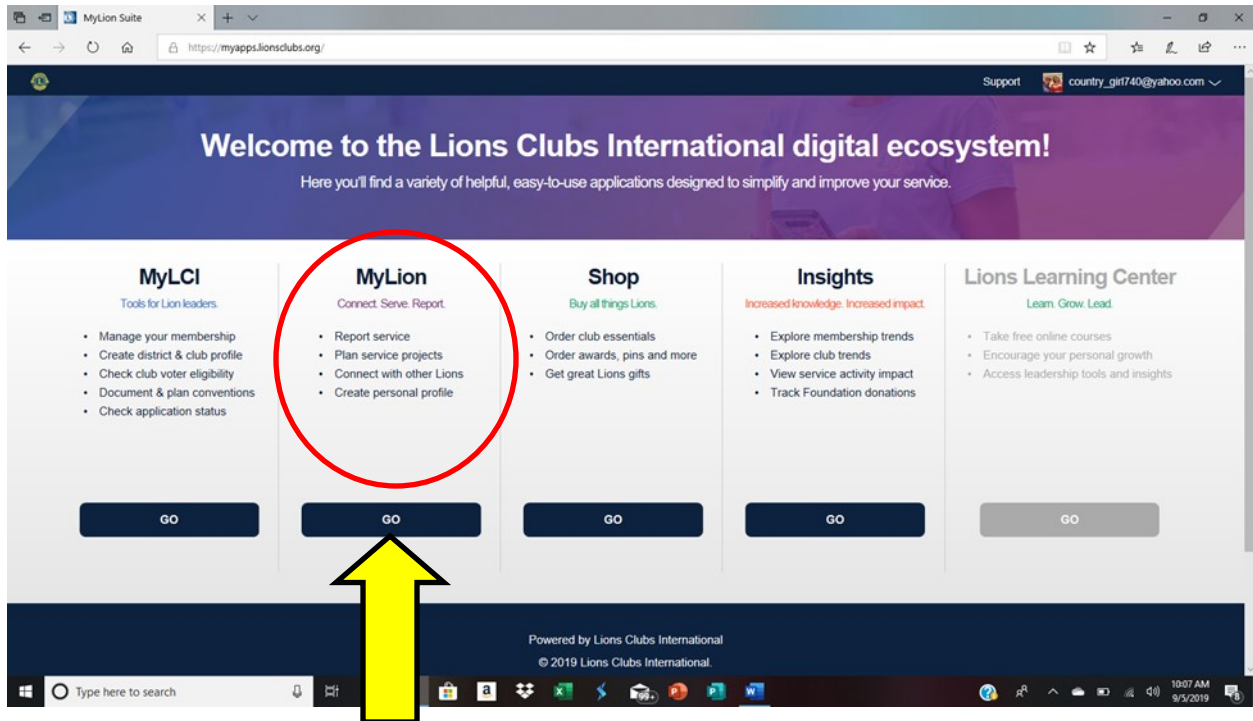


Next, enter your **Username and password**. (Write this information down for future use.) Don't hesitate to write it in the screen above. The username and password is the same whether you use your desktop computer, laptop or mobile device. So write down your username and password so you can remember it.

Click on Sign IN

Welcome Page

Once you have a successfully logged in this is your welcome screen. This screen will be different depending on your permissions. If you are a District Governor, President, Secretary, your screen may look identical to the below screen. If you are just a Lion member you may have all Columns except the MyLCI. It just depends on your permissions and what you are assigned to do within your club.



So next we are going to review everything except what is under the MyLCI column.

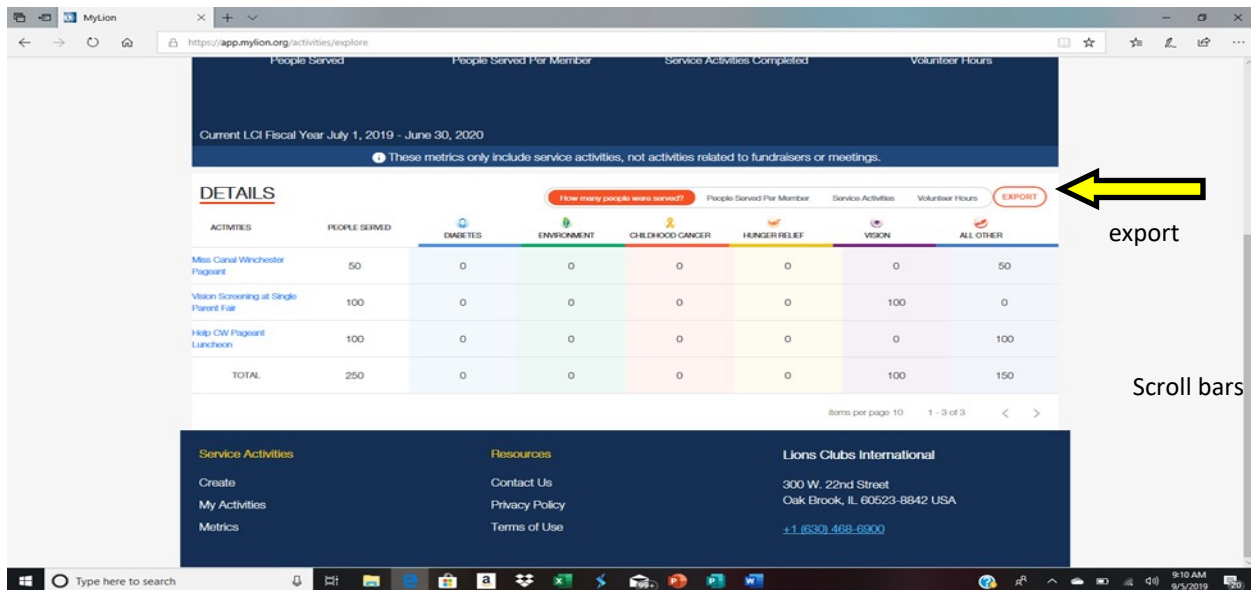
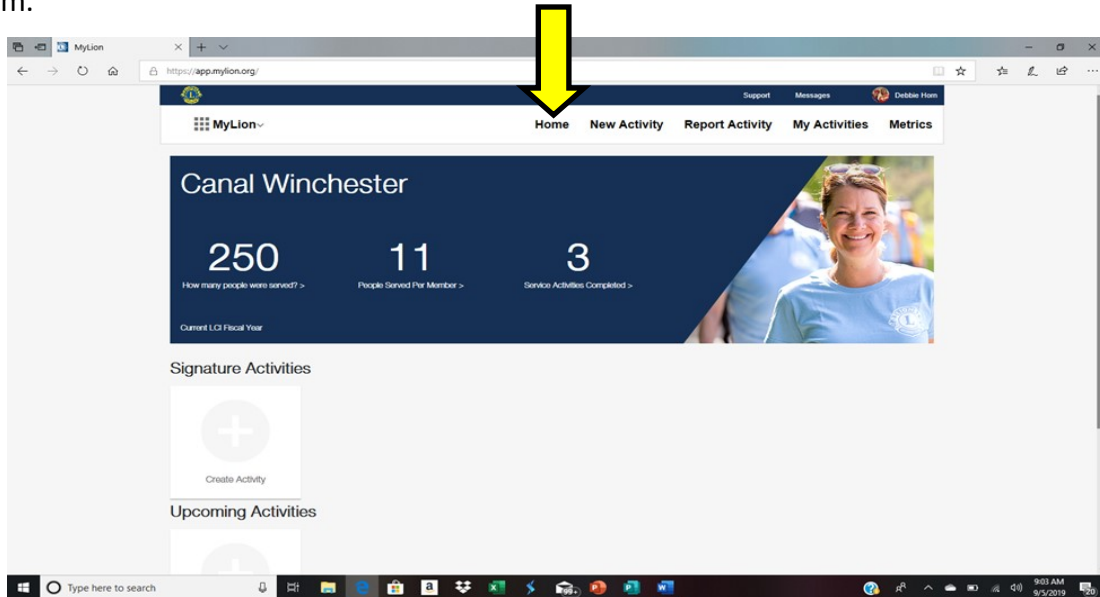
In the MyLion Column

STEP 1: Click on GO.

Home Page

This is your Home screen. This is what your club is doing at a glance.

Example: The screen shows there where 250 people served but I want to know what activities we served them.



From here you can **export** the report if you want just click on the button. To get back to the beginning, use your **scroll bars** and scroll up or click on your **HOME** link.

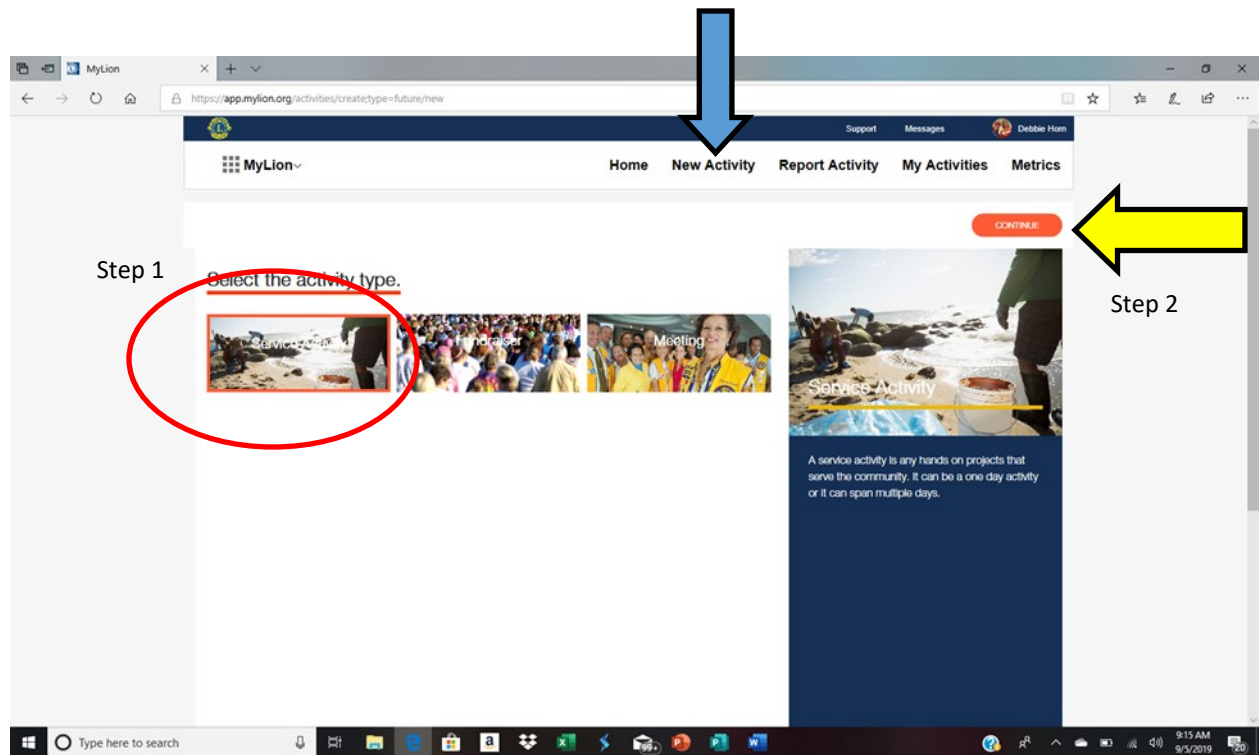
New Activity Link

- **Click on the New Activity Link:**

Under this Link you have several different activity types you can set up. You can set up a Service Activity, Funraiser Activity, or a Meeting. No matter which one you choose the process is the same. So for this scenario we are going to choose the Service Activity.

STEP 1: Click on Service Activity (there should be a red box around it)

STEP 2: Click on Continue

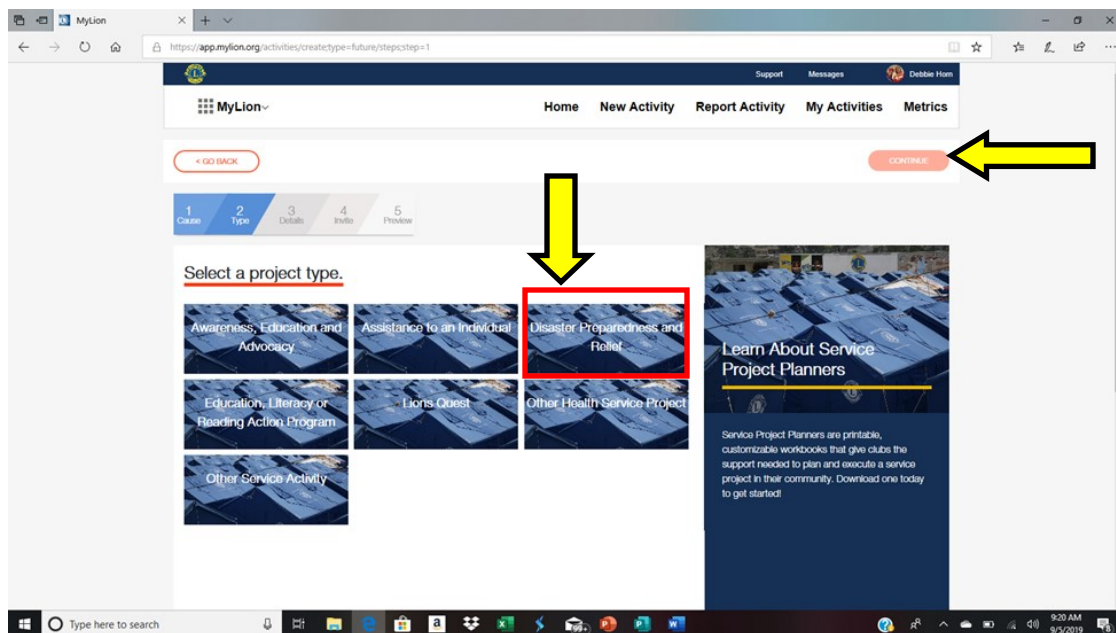
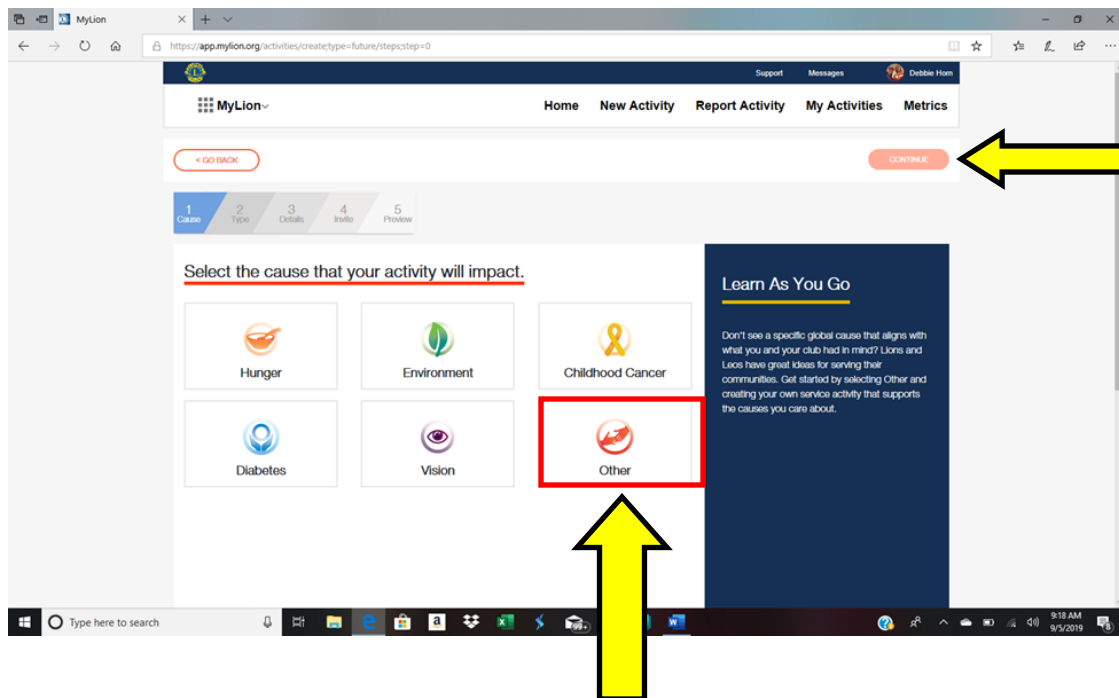


STEP 3: Click on the Cause of your activity (there will be a red box around whichever box you choose)

STEP 4: Click on Continue

STEP 5: Click on Project type (there will be a red box around whichever box you choose)

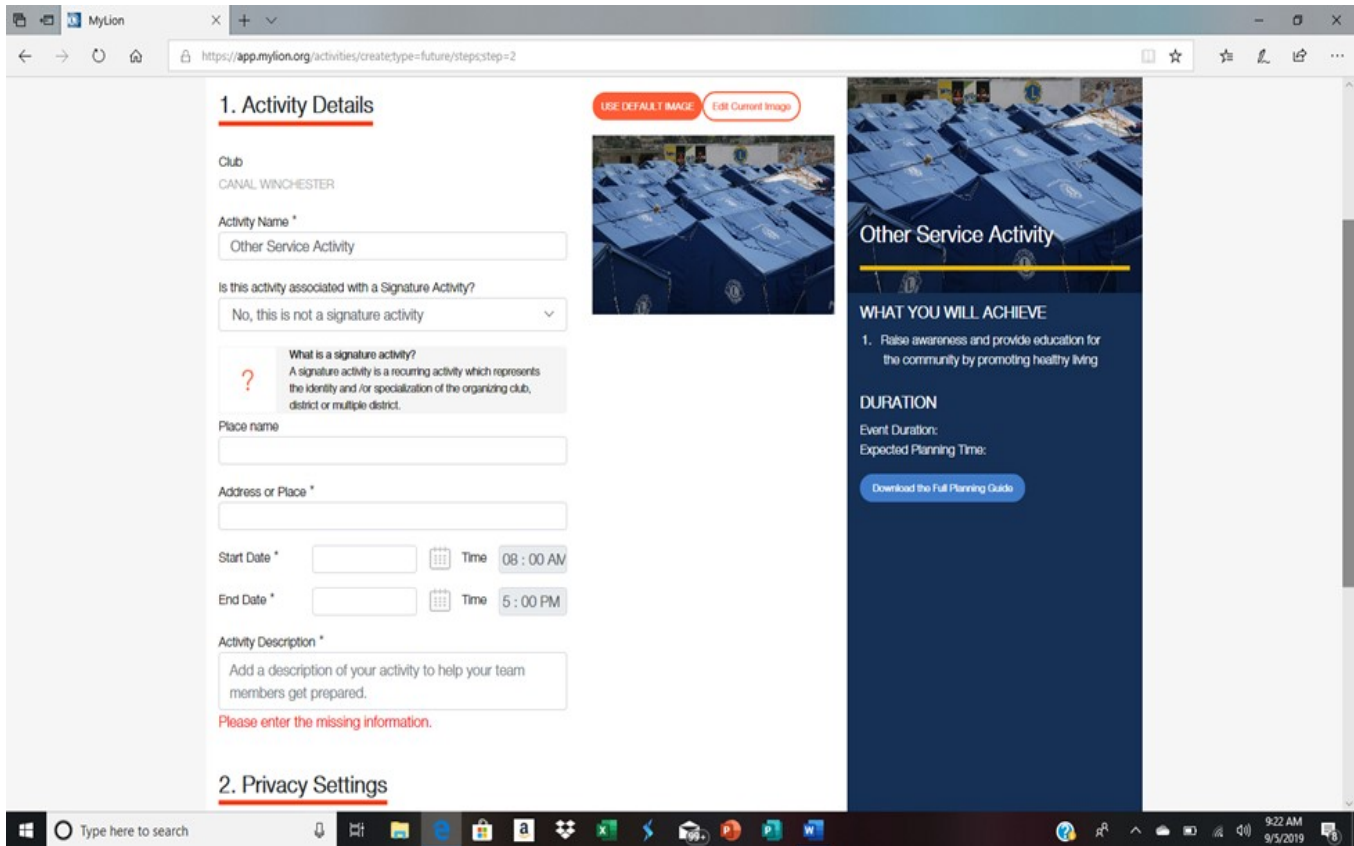
STEP 6: Click on Continue



STEP 7: Complete the Fields for the Activity. Give as much as detail as you can.

Under your **Privacy Settings**, you set who see your activity.

NOTE: If you change the default image and download your own, it may take some time. The system seems to get hung up.



MyLion

https://app.mylion.org/activities/create?type=future/steps/step=2

1. Activity Details

Club
CANAL WINCHESTER

Activity Name *
Other Service Activity

Is this activity associated with a Signature Activity?
No, this is not a signature activity

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

Address or Place *

Start Date * Time 08 : 00 AM

End Date * Time 5 : 00 PM

Activity Description *
Add a description of your activity to help your team members get prepared.
Please enter the missing information.

2. Privacy Settings

USE DEFAULT IMAGE Edit Current Image

Other Service Activity

WHAT YOU WILL ACHIEVE

1. Raise awareness and provide education for the community by promoting healthy living

DURATION

Event Duration:
Expected Planning Time:

Download the Full Planning Guide

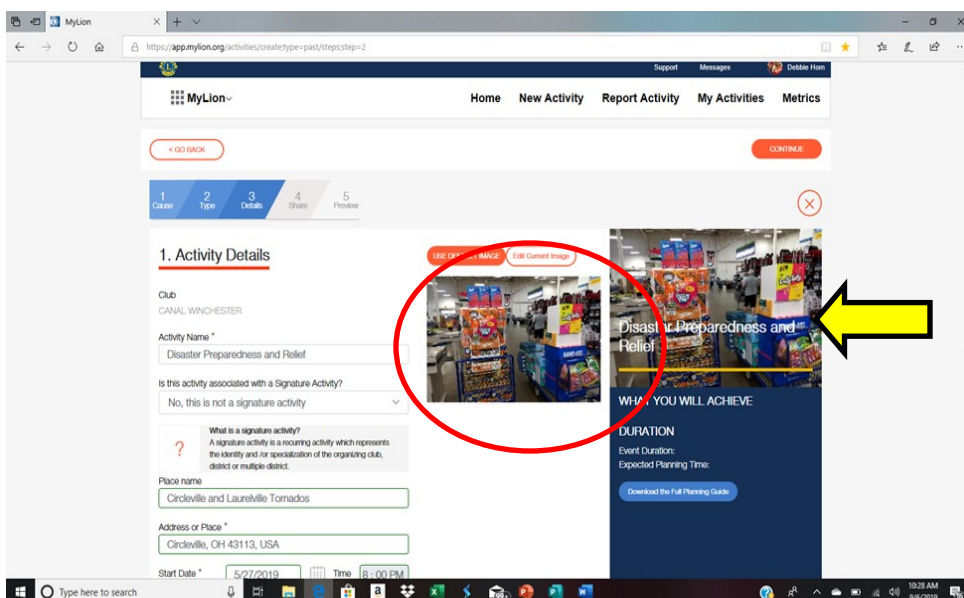
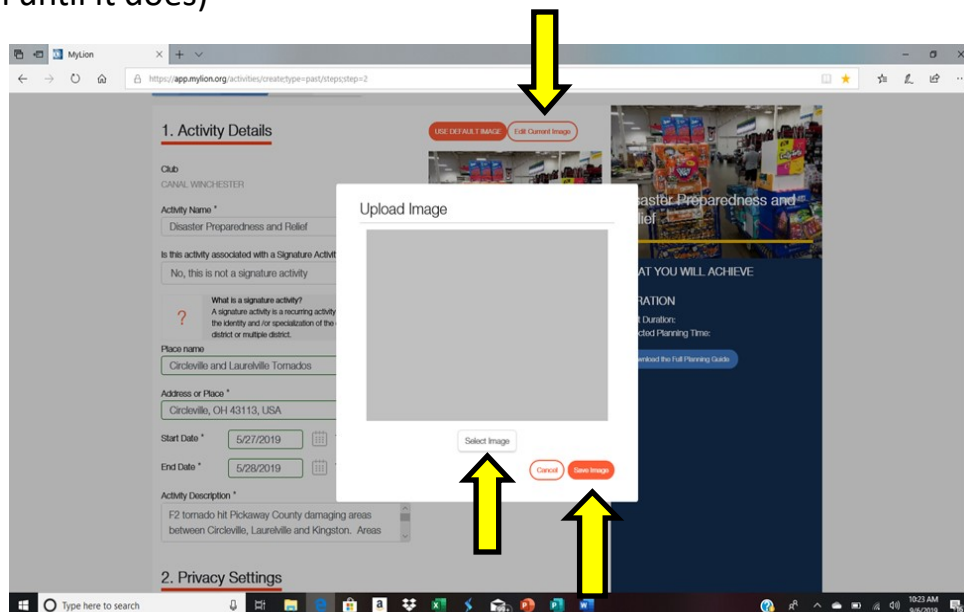
To upload the image:

STEP 1: Click on the Edit Current Image button

STEP 2: Click on the Select image button

STEP 3: Navigate to where your image is stored on your computer

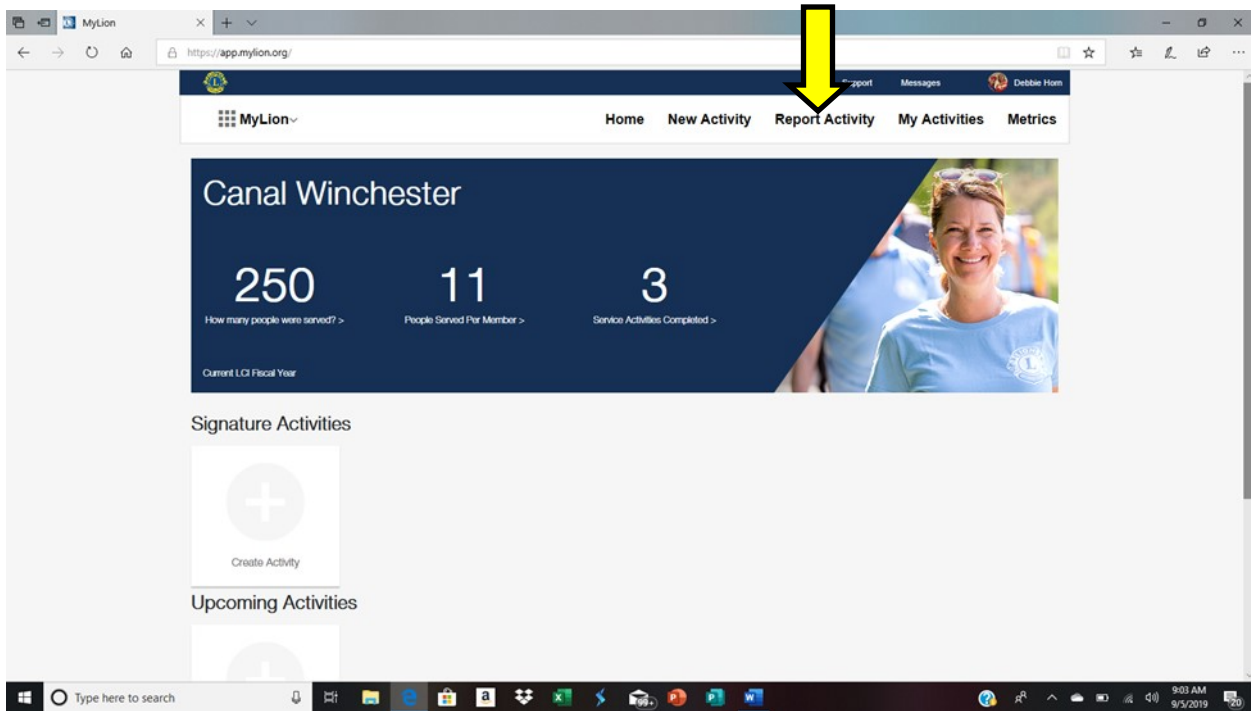
STEP 4: Click Save Image (Your Image should show in the box. If it does, follow the steps again until it does)



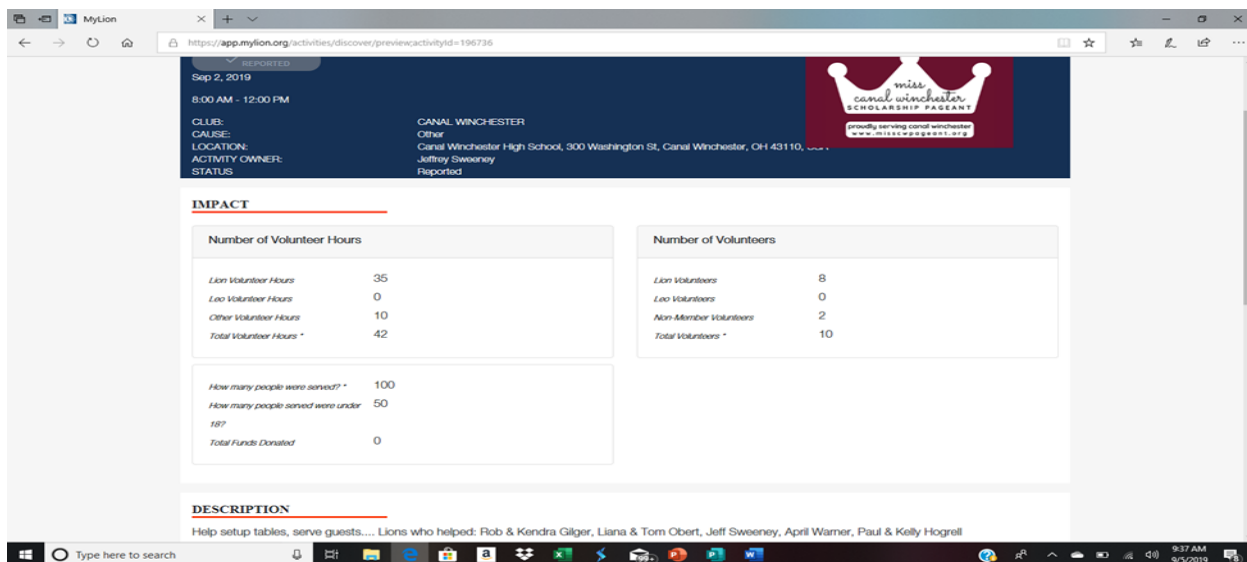
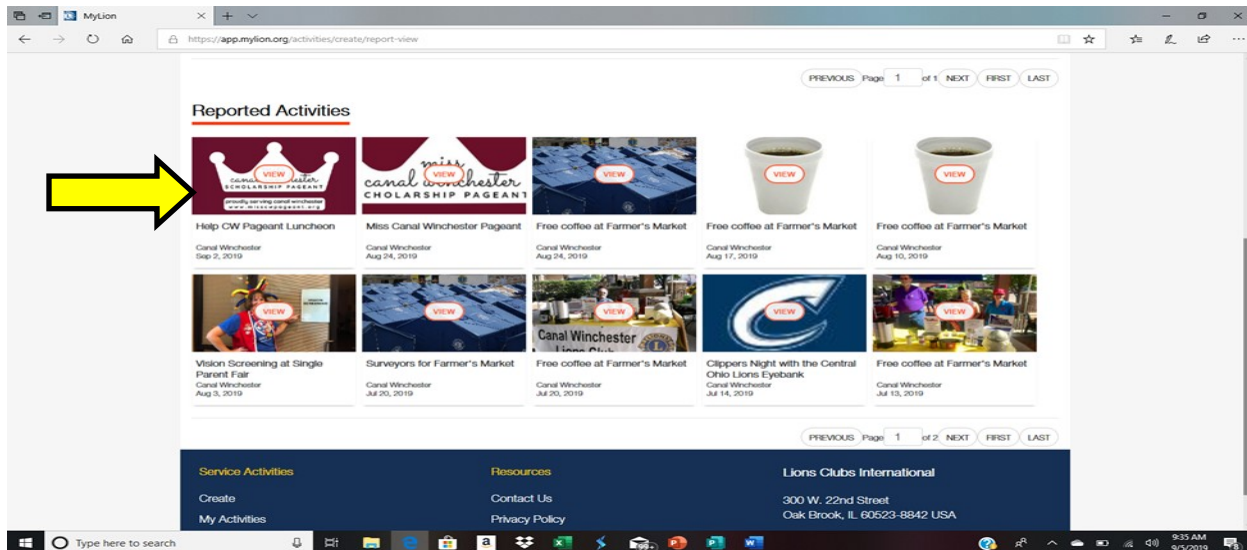
Report Activities

Depending on your permissions you may not have the ability to enter reports . You may only be able to **review Reports only**. This section covers both the ability to enter reports and review reports.

STEP 1: Click on the Report Activity Link



If you only have limited permissions your view will look like this. You will only be able to review all the reports that your officers enter into the system. **Click on the Report you want to review.**

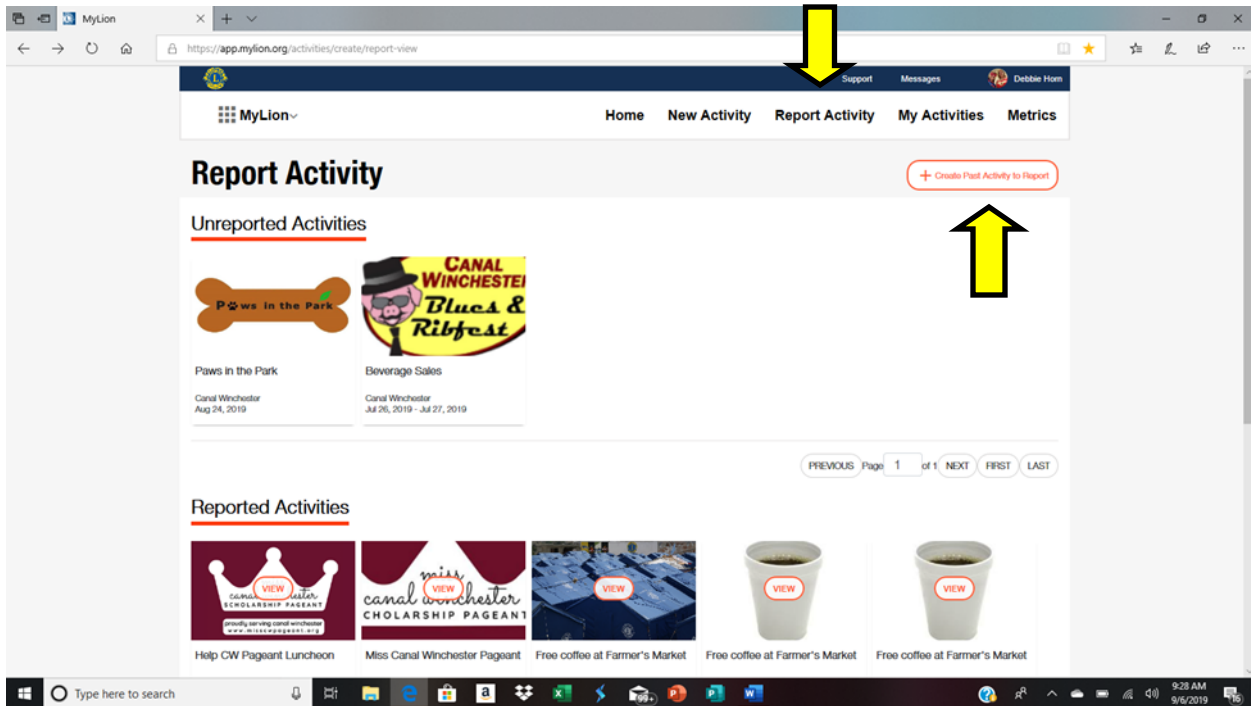


When you are done reviewing your report you can scroll down your screen until you find your **GO BACK** button and click on it or use your **scroll bars** and scroll up and click on your **HOME LINK**.

Creating a Report

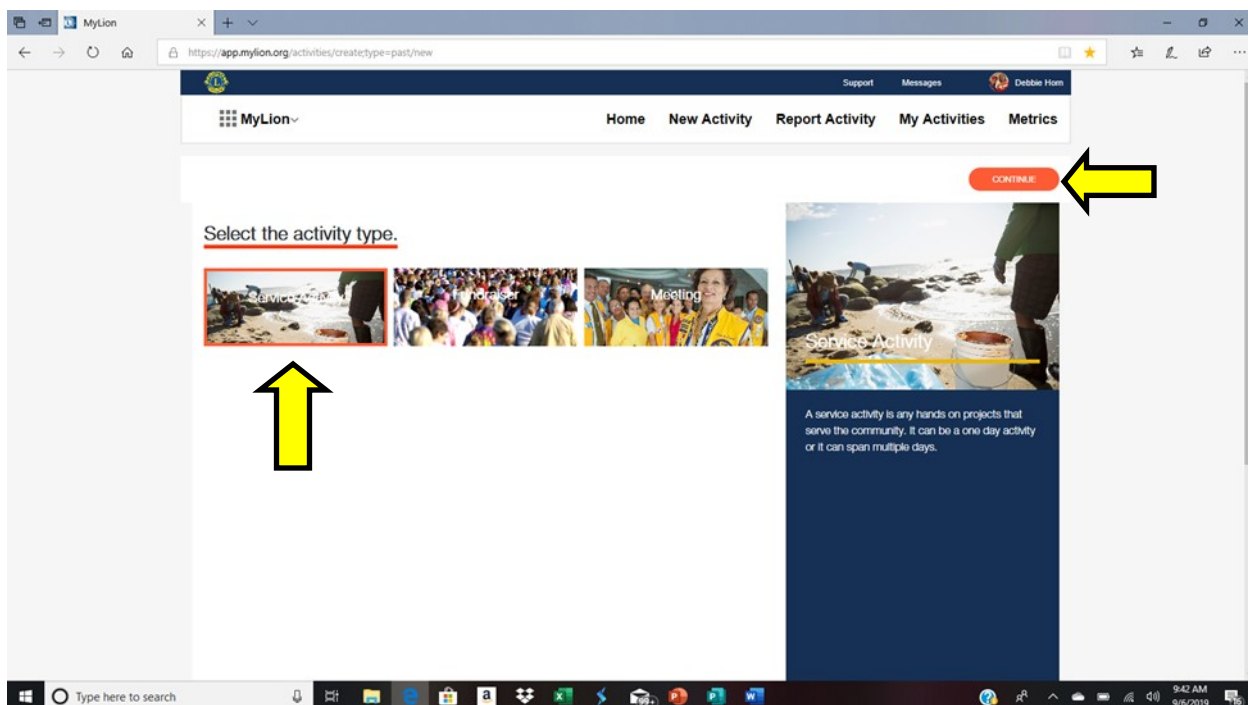
STEP 1: Click on the Report ActivityLink

STEP 2: Click on the button Create Past Activity to Report



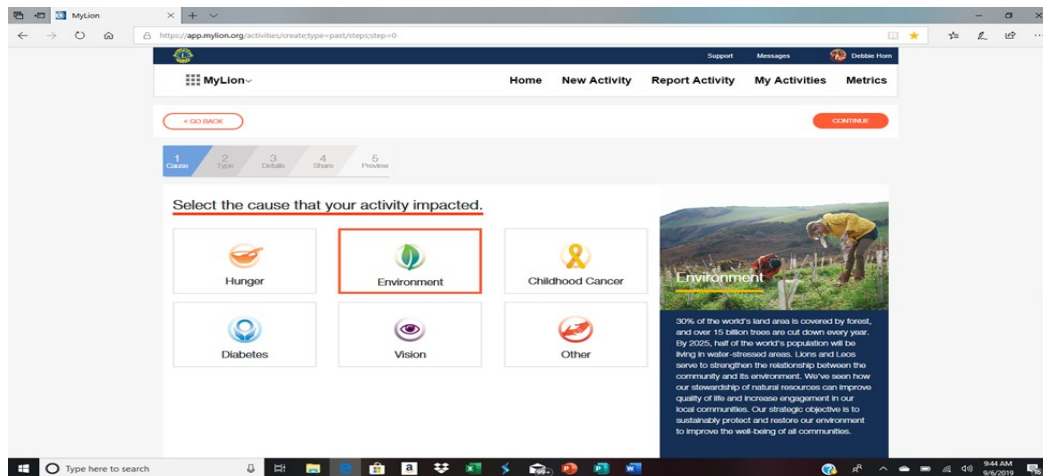
STEP 3: Click on an Activity type. (whichever one you choose will have a red box around it.)

STEP 4: Click on Continue



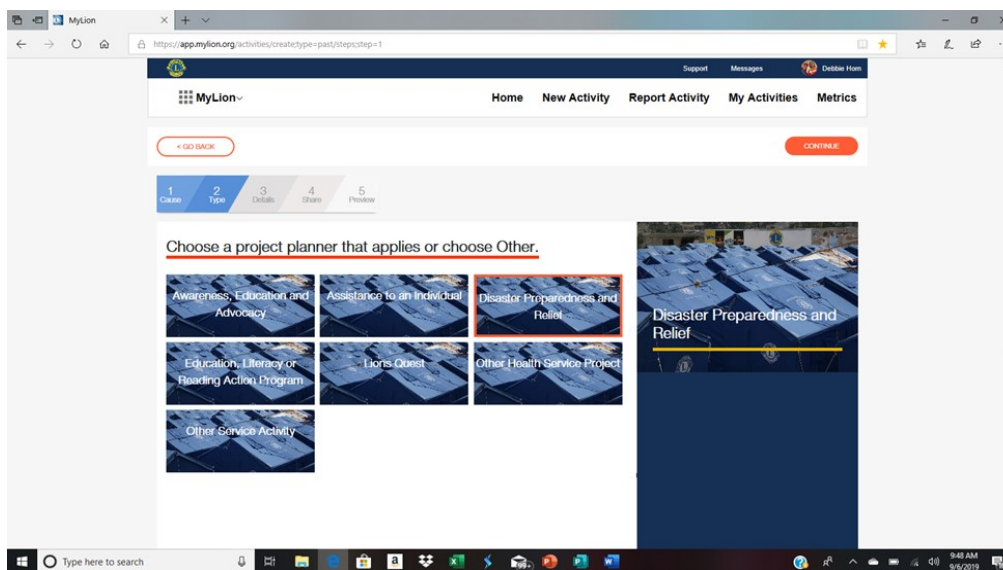
STEP 5: Click on the Cause of your Activity (a red box will appear around your choice)

STEP 6: Click on Continue



STEP 7: Click on a project planner that applies. (a red box will appear around your choice)

STEP 8: Click on Continue




Complete **All** the fields that have an “*” . The more information that is entered the better for your club members to see what is going on in your club.

****NOTE: If you download an image the system seems slows. So if you don't mind their photos you can use their default photos.****

1. Activity Details

Club
CANAL WINCHESTER

Activity Name * 
Disaster Preparedness and Relief

Is this activity associated with a Signature Activity?
No, this is not a signature activity

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
Circleville and Laurelvile Tornadoes

Address or Place *
Circleville, OH 43113, USA

Start Date * 5/27/2019 Time 8:00 PM

End Date * 5/28/2019 Time 5:00 PM

Activity Description *
F2 tornado hit Pickaway County damaging areas between Circleville, Laurelvile and Kingston. Areas

2. Privacy Settings

Disaster Preparedness and Relief

WHAT YOU WILL ACHIEVE

DURATION
Event Duration:
Expected Planning Time:
[Download the Full Planning Guide](#)

To Upload /download an image

STEP 1: Click on Edit Current image

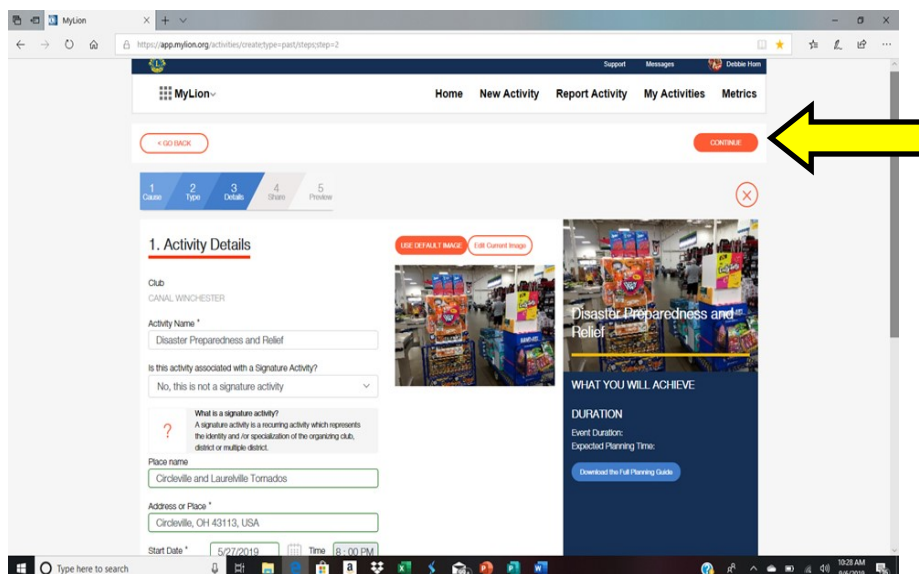
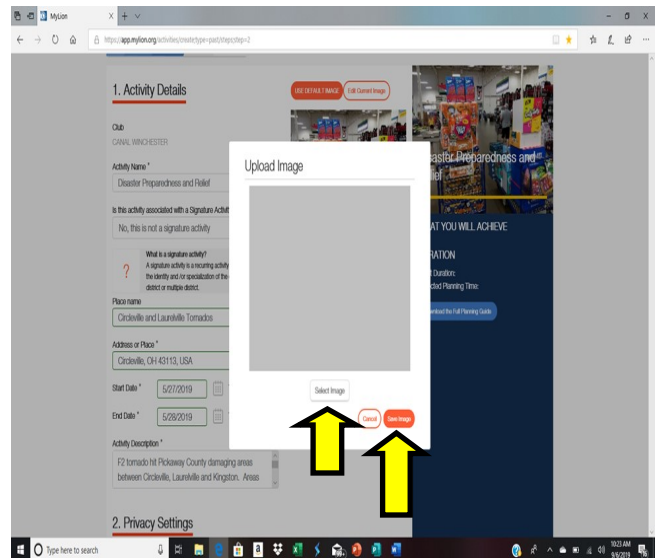
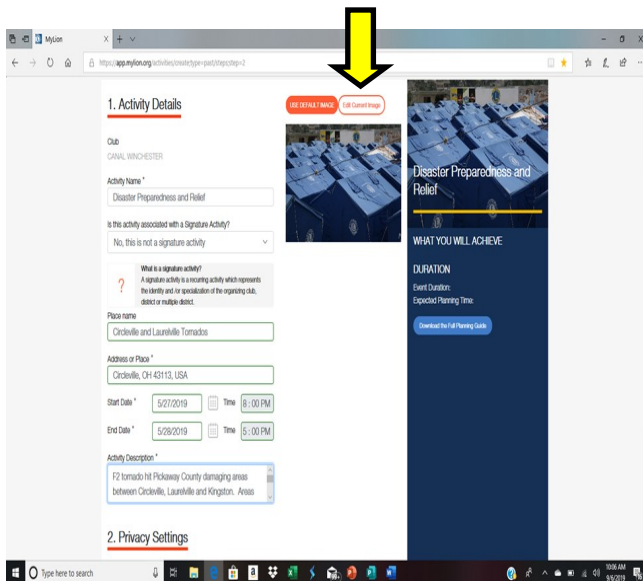
STEP 2: Select Image

STEP 3: Navigate on your laptop/desktop where your image is that you are downloading.

STEP 4: Click Open (not pictured. This step is from step 3 where you are navigating to your laptop/desktop image)

STEP 5: Click Save Image (your Image should show in the box. If it doesn't follow steps 1-5 again.)

STEP 6: Click Continue



Complete all the fields on form. When you are finished

Click on the Continue button.

The screenshot shows a web browser window with the URL <https://app.mylion.org/activities/create?type=past&activityId=212421/stepstep=3>. The page is titled "Celebrate and Share!". It contains several input fields for reporting service data:

- How many people were served? *** (input field)
- How many people served were under 18?** (input field)
- Total Funds Donated** (input field)
- Number of Volunteers** section with fields for:
 - Lion Volunteers
 - Leo Volunteers
 - Non-Member Volunteers
 - Total Volunteers *
- Number of Volunteer Hours** section with fields for:
 - Lion Volunteer Hours
 - Leo Volunteer Hours
 - Other Volunteer Hours
 - Total Volunteer Hours *

On the right side, there is a "Service Reporting Guide" section with text explaining the importance of reporting and a "Download the Reporting Guide" button. The Windows taskbar at the bottom shows the date as 9/5/2019.

Review your Report . Once you are finished reviewing your report

Click on the Report button.

*****NOTE: If you click on the GO BACK button or the “x” button you will have to start from the beginning.*****

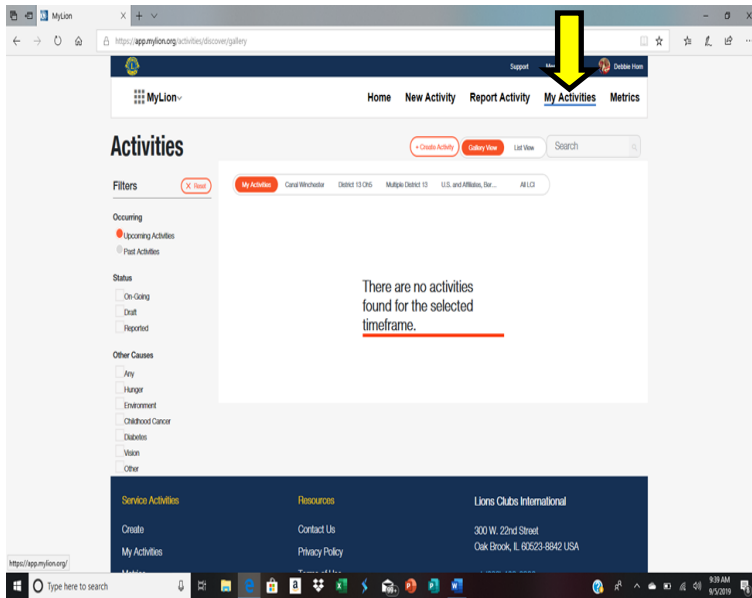
The screenshot shows the "Report Activity" page in the MyLion application. The URL is <https://app.mylion.org/activities/create?type=past&activityId=212421/stepstep=4>. The page has a navigation bar with links: Home, New Activity, Report Activity, My Activities, and Metrics. Below the navigation bar, there are two buttons: "GO BACK" and "REPORT". A large yellow arrow points to the "REPORT" button. Below the buttons, there is a progress indicator with five steps: 1. Cause, 2. Type, 3. Details, 4. Share, and 5. Preview. The "Details" step is currently active. Below the progress indicator, there is a message: "You're almost done! Review your details before you submit." Below this message, there is a section titled "Disaster Preparedness and Relief" with the following details:

- May 27, 2019 8:00 PM - May 28, 2019 5:00 PM
- CAUSE: Other
- LOCATION: Circleville and Laurelsville, Circleville, OH 43113, USA
- ACTIVITY OWNER: Debbie Horn

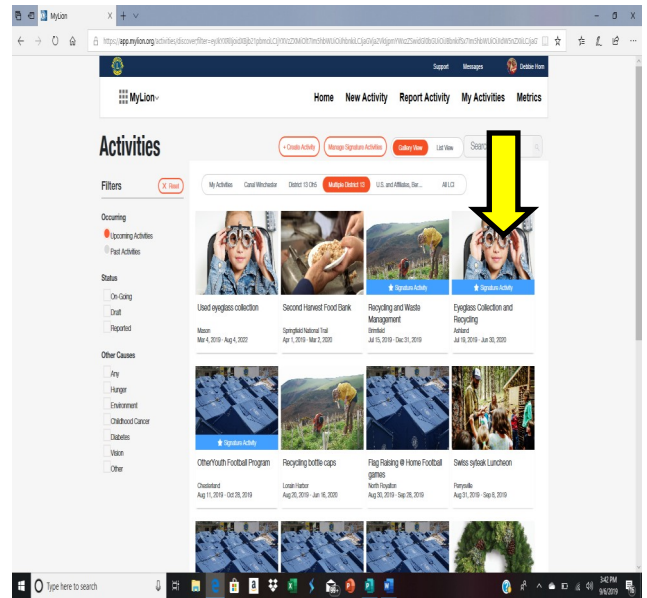
Below the details section, there is a section titled "IMPACT" with two input fields: "Number of Volunteer Hours" (with the value 50) and "Number of Volunteers" (with the value 4). The Windows taskbar at the bottom shows the date as 9/6/2019.

My Activities link

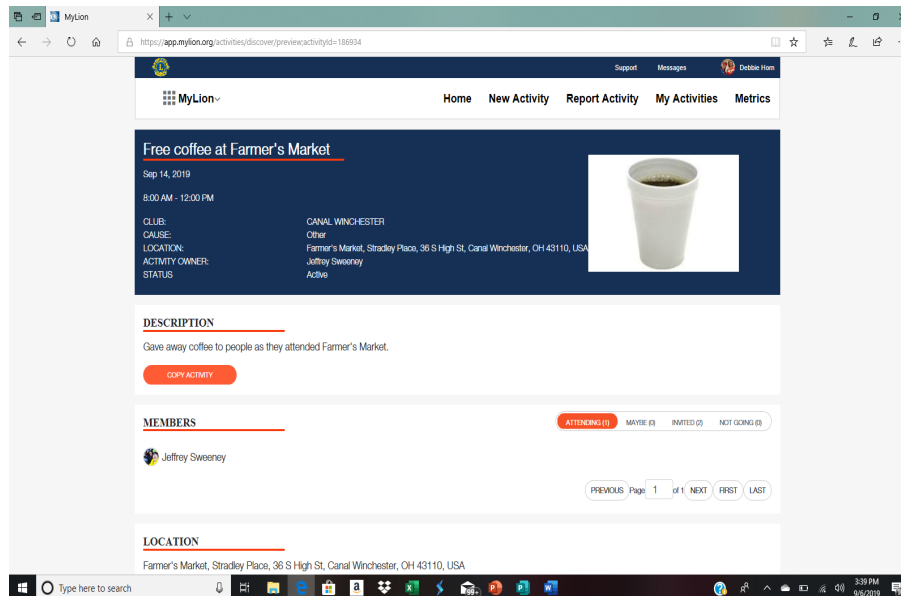
Click on the **My Activities** link. If you have any Activities this is where they will show up. To view the details just **click on the Activity**.



No Activities



List of Activities

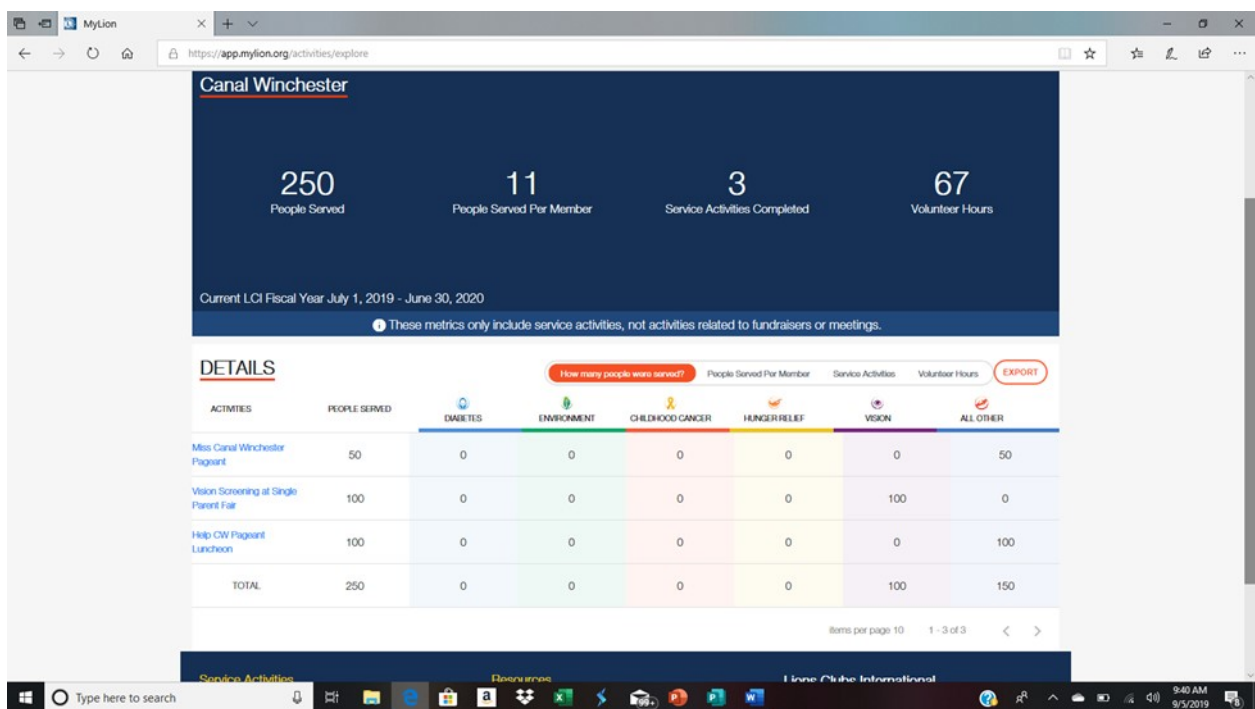


Details of Activities

METRICS

Click on the Metrics Link

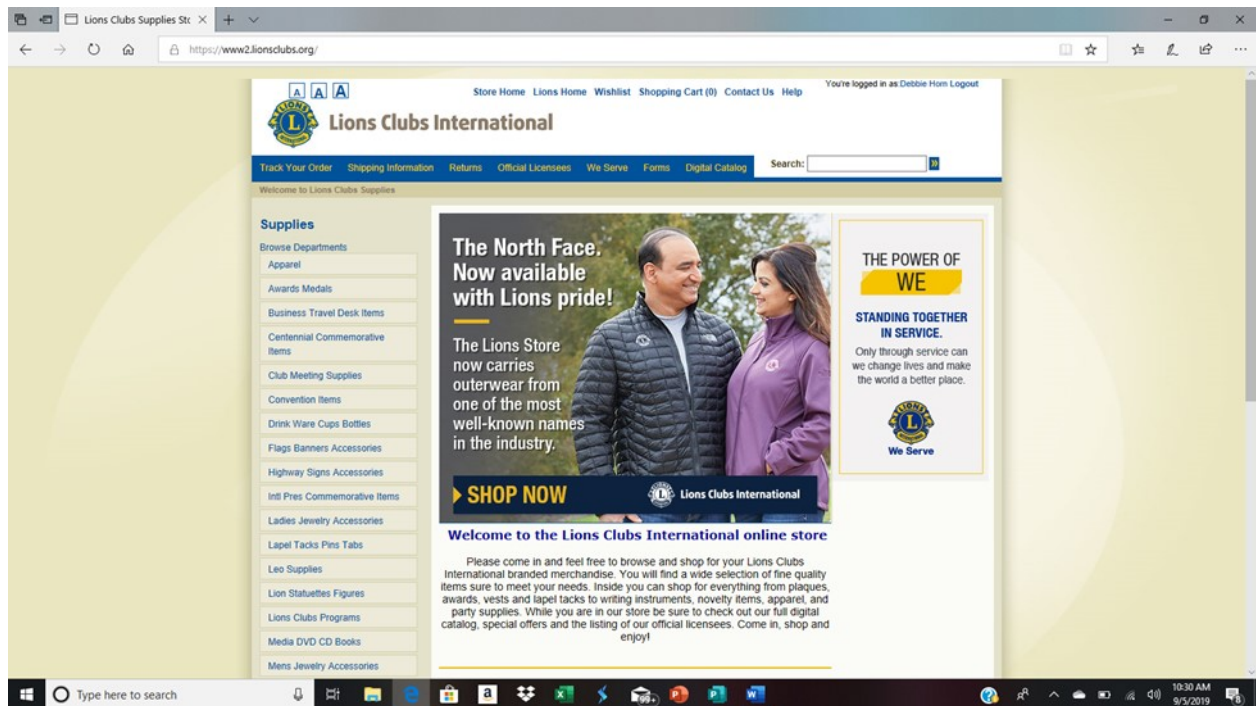
The Metrics gives you the overall report of everything your club has been involved in and the categories that everything has been reported to LCIF.



The Shop Column

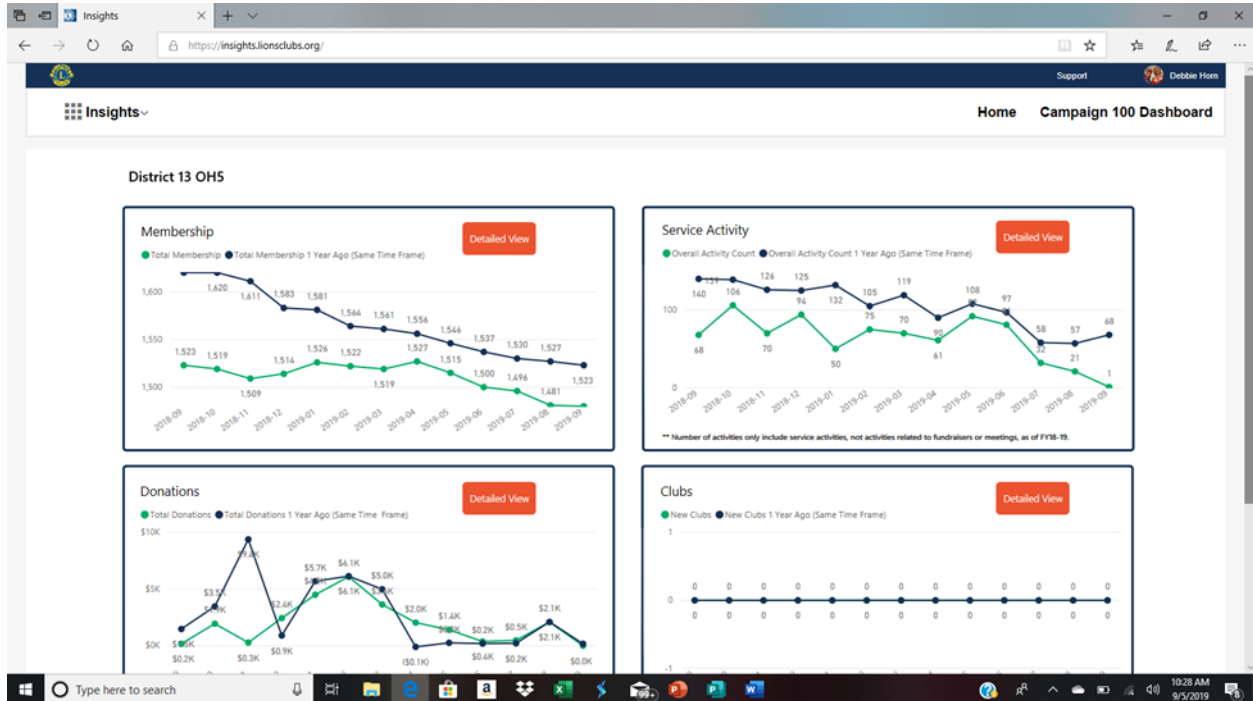
The Shop Column– Everything you can purchase online at Lions International

Have FUN SHOPPING!!!!



Insights Column.

This report shows you the trends throughout Lions. We can track the donations to LCIF.



NOTES:

If you need assistance or have any questions please contact :

Stu Koble 614– 561-1873 jj1550@hotmail.com

Mike Kerek 740-412-4692 mjkerek@msn.com