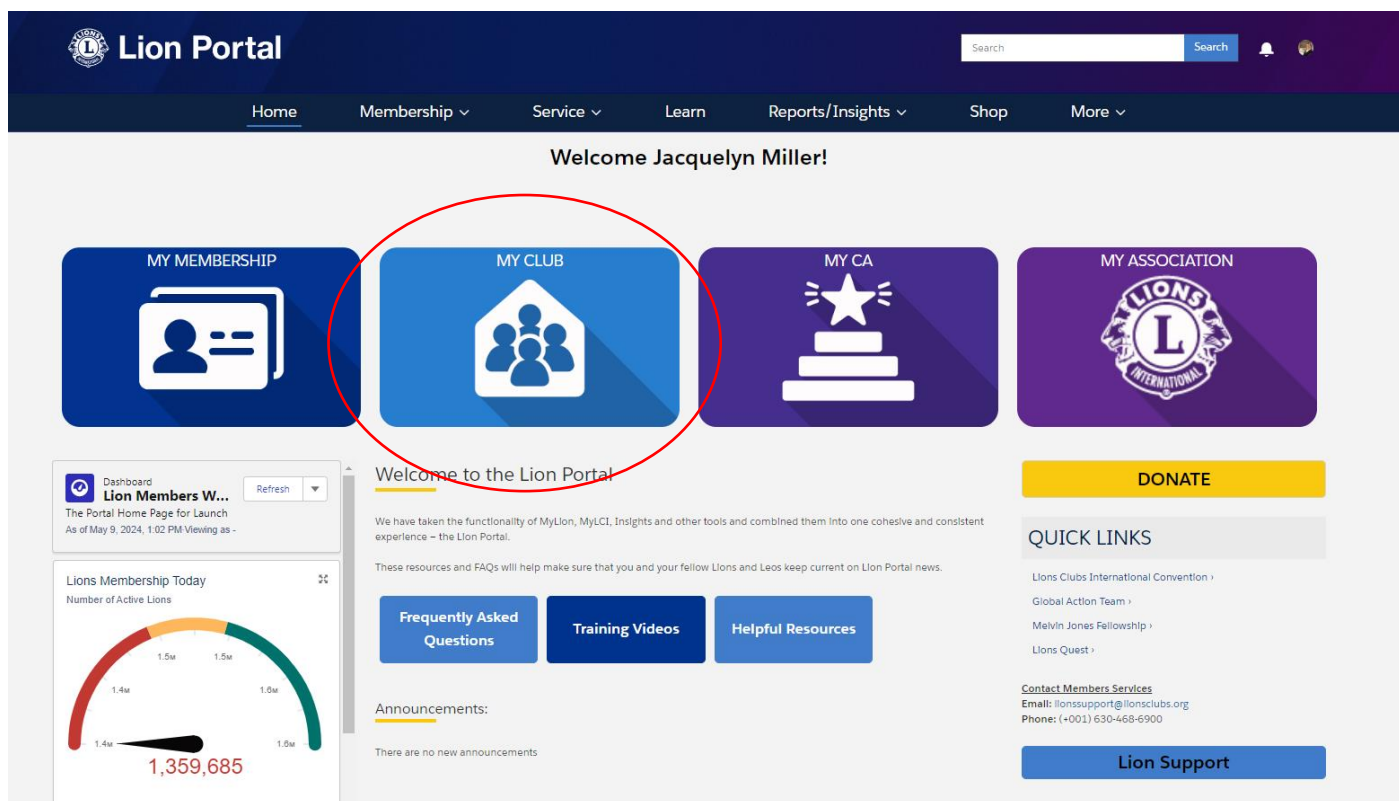


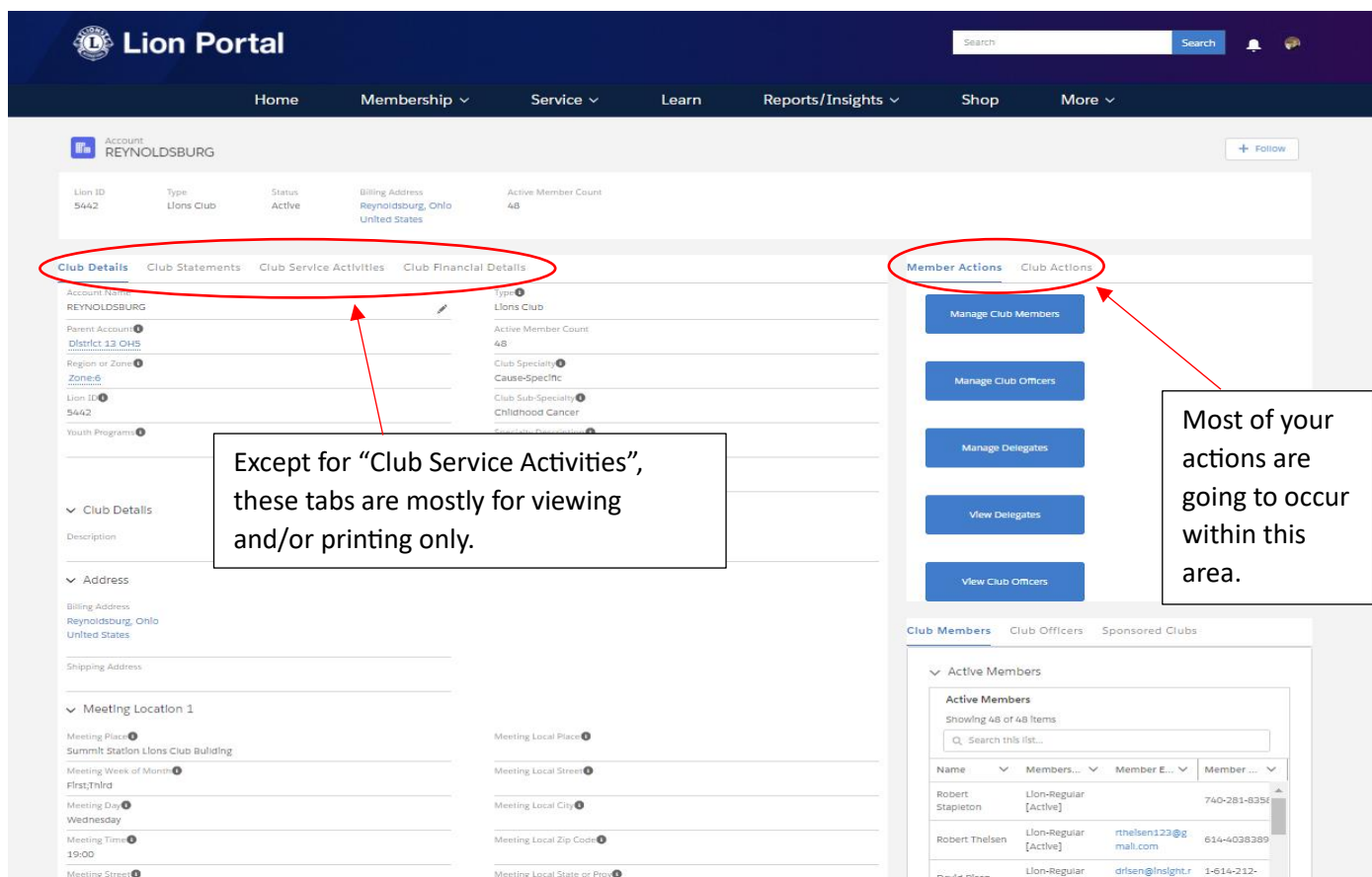
Your Personal Username
Your Personal Password

Dashboard:

Club Secretary, Administrator’s, Treasurer’s, and President’s:



These are the 2 areas you will find most everything you need to do:



Member Actions Tab includes:

Member Actions Club Actions

Manage Club Members

Manage Club Officers

Manage Delegates

View Delegates

View Club Officers

Manage Club Members

Choose what you want to manage below.

- Add New Member
- Edit Member
- Reinstate Member
- Transfer Member
- Drop Member

Manage Club Officers

** Select from the options below*

- Create New Assignment
- End Assignment
- Add Officer Address

Manage Delegates

President

View Delegates

*** Convention Type**

District

Multiple District

International

*** Time**

Past

Upcoming

Show Voided

Conventions

0 Items

Conventl...	Start Date	End Date	Venue	Is Void?
No Items to display.				

*** Convention Type**

District

Multiple District

International

*** Time**

Past

Upcoming

Show Voided

Conventions

0 Items

Conventl...	Start Date	End Date	Venue	Is Void?
No Items to display.				

View Club Officers

Which Officers Would You Like To See?

- Current Officers
- Past Officers
- Future Officers

Each section will have a “next” button for each option of information that needs to be changed/updated/viewed. **Most are pretty self-explanatory.** Handled by **Secretary, Club Administrator, and President (where indicated).**

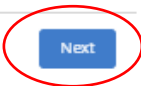
Secretary/Club Administrators will mostly handle the “Member Actions” Tab

Example (most actions are this simple – click the button and click next). Any field with an “*” is a required field of entry before you can continue. The other fields are optional. They also tell you what you need to do.

Manage Club Members

Choose what you want to manage below. ←

- ← Required field
- Add New Member
- Edit Member
- Reinstate Member
- Transfer Member
- Drop Member



Manage Club Members

Select Member to Drop ←

Showing 48 of 48 Items • 1 Item selected

Contact Full Name
<input type="radio"/> Stephanie Ayers
<input type="radio"/> Tammy Justice
<input type="radio"/> Dr Andy Kerek
<input type="radio"/> Mr Chester Bolyard
<input type="radio"/> Mr Jeremy Harper
<input type="radio"/> Mr. Michael Blsh
<input type="radio"/> Mr. Norm Brus
<input checked="" type="radio"/> Mr. Robert Marburger
<input type="radio"/> Mrs Louise Kohler
<input type="radio"/> Mrs. Joy Kerek
<input type="radio"/> Mrs. Susan Stuber



Manage Club Members

Member Name: Mr. Robert Marburger
Member's ID: 340468

* Membership End Date
[Empty field] Complete this field.

* Drop Reason ⓘ
--None--

Drop Reason Details
[Empty field]

Not a required entry

Save

- Drop Down reasons include:**
- Resigned
 - Inactive
 - Transferred
 - Moved
 - Deceased
 - Reached Maximum Age
 - Non-Payment of Dues
 - Other

Club Actions Tab includes:

Member Actions **Club Actions**

- Get Membership Cards
- Get Delegate Confirmation Letter
- View Reports
- Create Club Branch
- Create New Application
- Edit Club Details

Get Membership Cards

Select Members

Newly added members may not be immediately available. Please try again later if a membership card is not available.

Showing 48 of 48 items

<input type="checkbox"/>	Full Name	Lion ID
<input type="checkbox"/>	Stephanie N Ayers	5816343
<input type="checkbox"/>	Michael A Blsh	4618859
<input type="checkbox"/>	Jonathon E. Bolyard	4422134
<input type="checkbox"/>	Chester Lee Bolyard	4422130
<input type="checkbox"/>	Deborah Kay Bolyard	4703501
<input type="checkbox"/>	Jason A Broslous	4720368
<input type="checkbox"/>	Norm Brusik	3459176
<input type="checkbox"/>	Sara Chang	1215890
<input type="checkbox"/>	April L Darling	5267208
<input type="checkbox"/>	Juile A Evtlszoz	5931224
<input type="checkbox"/>	Kurt T Evtlszoz	5931227

Get Delegate Confirmation Letter

- *Convention Type
- District
 - Multiple District
 - International

Conventions

0 Items

Convention	Start Date	End Date	Venue	Is Valid?
No items to display.				

View Reports

Reports

Select a Report

Select a Report

Submit

With so many reports it's difficult to give more detail for all reports. Most of you should know what is needed for these reports if you are use to this. Otherwise, you'll learn this at your Leadership training, or contact me at a later date and I'll assist you with it.

pdgiackie@gmail.com

614-530-1861 (text or call)

Reports Include:

- Club Achievements
- Club Attendance Report (can get in Excel Format)
- Club Monthly Reporting History
- Lions Club Officer Report for Current Year (can get in Excel Format)
- Club Roster (can get in Excel Format)
- Club Roster of Membership Data (can get in Excel Format)
- Lions District Officer Contact List (can get in Excel Format)
- Family Unit Report
- Lions Club Contact List (can get in Excel Format)
- Lions Club Officer Report for Next Year (can get in Excel format)
- Member Information Update Report (Need Member IDs)
- Monthly Membership Report – Detail (Need Report Year and Month)

Club Actions Tab continued:

Member Action **Club Actions**

- Get Membership Cards
- Get Delegate Confirmation Letter
- View Reports
- Create Club Branch
- Create New Application
- Edit Club Details

New Club

Create Club Branch

Please enter New Club Branch Details

Branch Name Branch Specialty

Club Branch Meeting Information (Optional)

Meeting Street Meeting City
Meeting Zip Code Meeting State/Prov
Meeting Country Meeting Place
Meeting Local Place
Meeting Week of the Month
Meeting Day
Meeting Time

Online Meeting

It's not clear but this is for **New Club Sponsorship**

Create New Application

Enter the required information below to create your new club application.
As a Club-level Officer, your Club will automatically be set as the Club Sponsor on this new Application.
* Name of Proposed Club (include Distinguishing Designation)
Club Type
New Club Criteria
 I have read the New Club Criteria

The **Edit Club Details** screen shot is on the next page. This is the page that is most often incorrect and this is how you correct your club details. If you have 2 meetings a month and meet at 2 separate locations, there's a meeting location 1 and meeting location 2 so you can list the 2 different locations, times, or even days of the week for your meetings.

**Pay special attention to your club's meeting time as our club's time was off. Time is in Military time.

Edit Club Details

▼ Club Details

Club Specialty
Cause-Specific

Club Sub-Specialty
Childhood Cancer

Specialty Description

Club Website
reynoldsburglions.org

Club Description

▼ Meeting Location 1

Meeting Place
Summit Station Lions Club Building

Meeting Local Place

Meeting Week of the Month
First
Second
Third
Fourth
Fifth

Meeting Street
7600 Summit Road SW

Meeting Address
Country
United States

Street
7600 Summit Road SW

City
Pataskala

State/Province
--None--

Zip/Postal Code
43062

Meeting Local Address
Country
--None--

Street

City
State/Province
--None--

Zip/Postal Code

Meeting Day
Wednesday

Meeting Time
19:00

Online Meeting 1

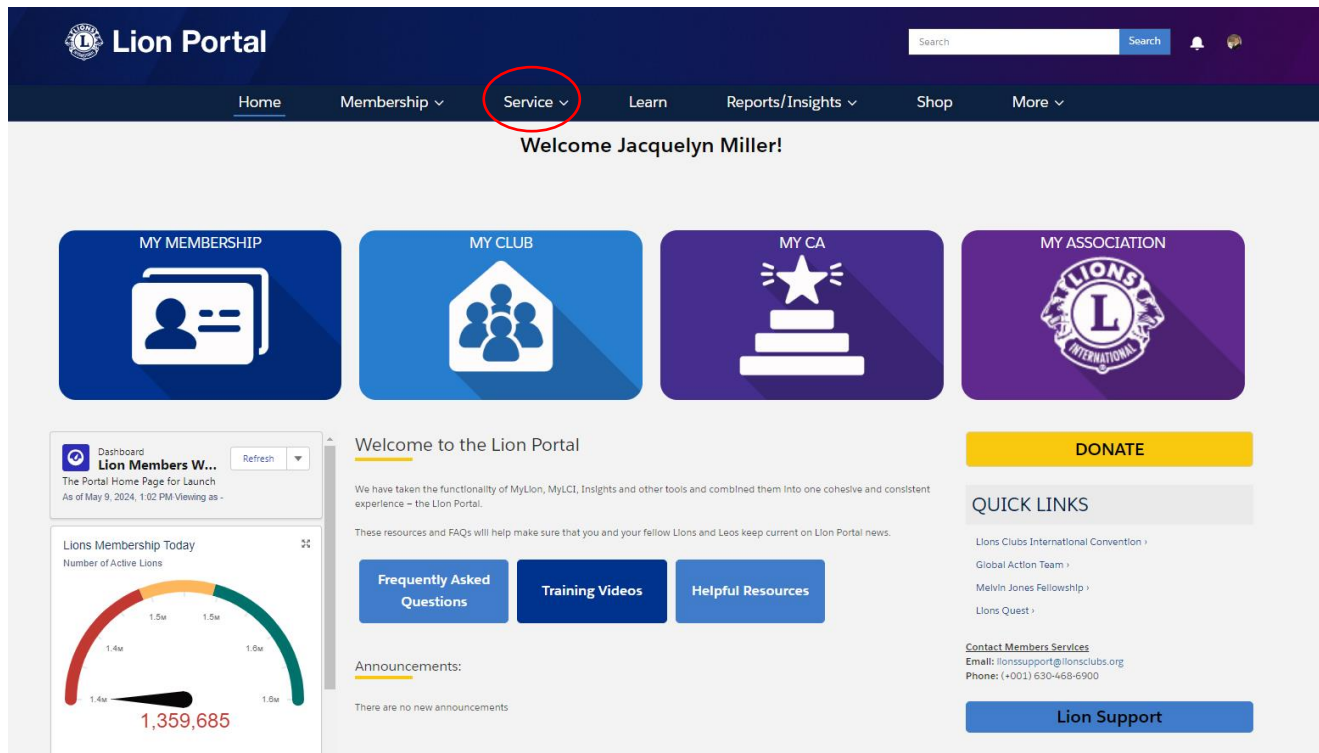
Online Meeting 1 Place

Online Meeting 1 Address

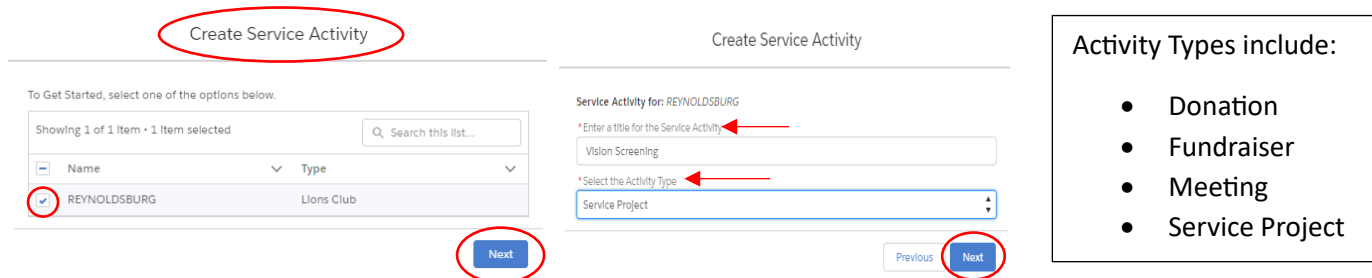
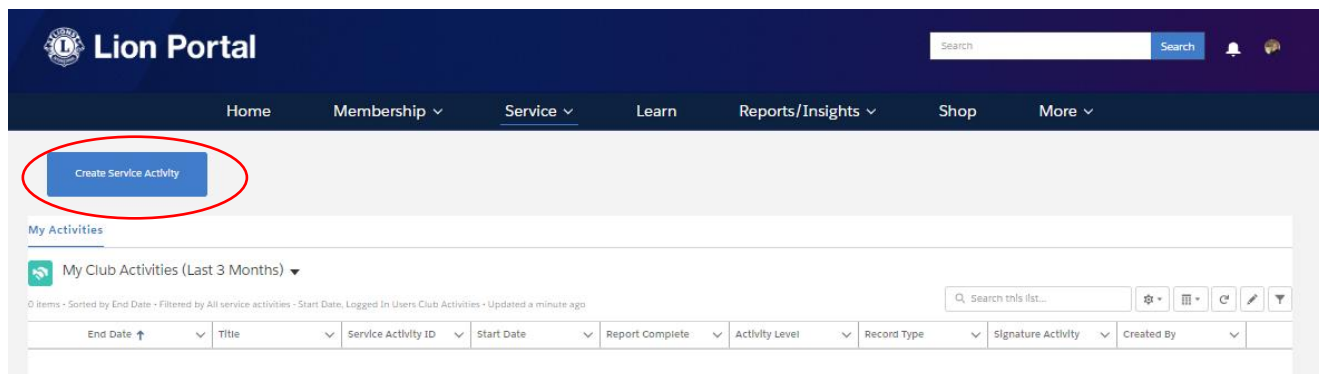
TIPS:

- Secretaries
 - Report new club officers under “Manager Club Officers” and “Upcoming Lion Year” – **PU101 Club Officer Reporting!**
 - These are done officer by officer
 - If another member takes over mid-term for another officer you will also use “Manager Club Officers” to replace them and make sure you “end assignment” of the current officer when replacing with someone new under “create new assignment”.

All officers/members can add service activities. Under the Service Tab select “My Activities”:



Select Create Service Activity: *****NOTE: ANY CLUB MEMBER can create a service activity!!**



See next 2 pages for how to complete service activities...

1st part of the service reporting...

Service Activity
SA-05596550

Title: Vision Screening Sponsor: REYNOLDSBURG Status: Ready to Report

Information

Record Type: Service Project

***Title** → Vision Screening

***Sponsor** → REYNOLDSBURG

Activity Level: Lions Club

Status: Ready to Report

***Start Date** → 5/4/2024

End Date → 5/4/2024

Required Metrics →

People Served: 12

Total Volunteers: 5

Non-Lions Participated:

Report Complete → You **MUST** click report complete or this will not show up for your club!

***Cause** → Vision → This includes all the LCI initiatives

Project Type → Youth Vision Screening → This will be based on the cause you list above

Description → [Empty text box] → Don't forget your description! You can't save this without a description

Created By: Jacquelyn Miller, 5/11/2024, 1:07 PM

Cancel **Save**

This "Save" is at the very bottom of the service reporting. **Make sure you click it once you are done with everything in order to save your reporting for all club members to see!** It is included on this first page because I didn't have any other details added from the 2nd page for this particular service activity.

2nd page – rest of the service reporting....

Optional Metrics

Currency
USD - U.S. Dollar

Total Funds Raised (USD)

Total Funds Donated (USD)

Organization Benefitted
YMCA

Donation to LCIF

Trees Planted/Cared for

Total Funds Raised (USD)
0.00

Total Funds Donated (USD)
0.00

Additional Details

Signature Activity

Funded by an LCIF Grant

Venue
American Postal Workers Union Hall

Start Time
12:00:00 PM

End Time
2:00:00 PM

Venue Time Zone

Venue Location

This area would be important if you are listing your project ahead of time and hope to have other clubs or the public join your club and/or you are partnering with another organization for your project and it's being held at a particular location others might need to know where it's located – don't forget for Venue to give the actual address, if so, which I did not here, because this was after the fact.

Sponsor Details

Sponsor CA
U.S. and Affiliates, Bermuda and Bahamas

Sponsor MD
Multiple District 13

Sponsor District
District 13 OHS