

Club Monthly Reporting Requirements & Help Suggestions

These YouTube videos were created to help Club secretaries do their **Club Membership Reports and Service Activity Reports in MyLCI**. **These two monthly "reports" are required to be completed for every Lions Club**. It is the hope of the District Governor's Team that should you need assistance these short, task focused YouTube videos will help you in completing your Club reporting duties.

General

Accessing MyLCI, logon and logout -	https://youtu.be/XMYvwd0cZwQ
Overview of the MyLCI Home Screen -	https://youtu.be/MpQrV_5YHiY
Editing your Club's Information in MyLCI -	https://youtu.be/dUuckoOtPpM
Reports from MyLCI available to Club Secretaries -	https://youtu.be/9T9on6vBrm4
Creating Membership Cards in MyLCI -	https://youtu.be/8MkphMkIRhE

Monthly Membership Report (MMR)

If no membership activity occurred in your Club in the month being reported you will be reporting no Membership Activity on MyLCI https://youtu.be/ddPvXiw4_w

Otherwise, enter each of the membership activity in your club as it occurs and by the end of the month the reporting will have been done. Afterwards, all that is needed is a quick review on the last day of the month to correct any errors.

Adding a new member on MyLCI	https://youtu.be/u18h1WqbWtl
Dropping a Club member in MyLCI	https://youtu.be/lx0jeFcN50o
Transferring in a member in MyLCI	https://youtu.be/-c8IT7BTpOk
Editing/updating a Club member's information on MyLCI	https://youtu.be/vRM8XG1sGH8
Reinstating a former Club member on MyLCI	https://youtu.be/Pt7XJQGj8y4
Creating a Family Unit on MyLCI	https://youtu.be/04TJUctP_N4

Service Activity Report (SAR)

The SAR can be completed by reporting Service and Administrative Activities immediately after they occur, while the details are fresh in the minds of the Lions involved. Afterwards, all that is needed is a quick review on the last day of the month to correct any errors. Alternatively, a Club Secretary could wait until the end of the month and enter all the activities for the previous month. However, this approach is much harder since members may have a harder time recalling details of the event as time passes. The use of Signature Service Activities will make the work much more efficient as it creates a re-useable template of any activity's Title and Description for recurring activities by your Club.

Reporting a Service Activity in MyLCI	https://youtu.be/c9NbxzC8D00
Editing or deleting a Service Activity on MyLCI	https://youtu.be/3_aDpg5hhgg
Reporting Administrative Service Activities in your SAR in MyLCI	https://youtu.be/l1X0s9_ZSEM
Create a Signature Service Activity MyLCI to speed up reporting	https://youtu.be/o1c4Xv2BUMU
Reporting Lioness Service Activities in your SAR in MyLCI	https://youtu.be/OWplBaejBqY

Information from District A16