



# MyLion Desktop Version Tutorial

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## INTRODUCTION:

This booklet is intended to assist Lions members in logging Service Activity information into the desktop (web site) version of MyLion.

All instructions and screen shots are based on the version of MyLion available as of mid-October 2019. Look for the various arrows and ovals highlighting items in the screenshots included in this booklet. The view you see on your computer screen should look similar to what is shown, but may vary slightly depending on your screen size, scale, and other settings on your computer.

MyLion support staff are constantly striving to make improvements and debug the MyLion tool, so some steps outlined in this booklet may have changed.

If you are on Facebook there is a group called “MyLion Forum” where members of the group discuss things like situations they have encountered, short cuts or tips, and answers to questions members have about MyLion. You may want to consider joining this group.

- Once you are a member of this group, there are multiple documents users have created as help tools. They are located under “Files” on the left side of the screen.

Remember that MyLion is used to enter only Service Activities. MyLCI is still the site where Club Secretaries or Presidents enter their Monthly Membership Reports (MMRs).

The log-in to both MyLion and MyLCI go through the same process. Once you reach what LCI refers to as the “digital ecosystem” page, you are able to choose if you want to go to:

- MyLCI (for membership)
- MyLion (for service activities)
- Shop (at the LCI store for club supplies, clothing, gifts, etc.)
- Insights (to explore membership and service trends and impacts)
- Lions Learning Center - LLC (FREE online courses for all Lions) (LLC is still being revised as of mid-Oct 2019)

Depending on your role in your club and District, the views and permissions to MyLCI and MyLion will vary. This may account for a tool being “greyed out” and not accessible when you get to the digital ecosystem page.

MyLion is also available in an App version for your phone or tablets. Go to the “store” for your phone if you want to download this free app. Note that the views shown in this booklet are only for the desktop version. There may be tutorials available on YouTube for using the app version.

#### Support:

If at any point the instructions in this booklet do not seem to work, you have reread them to be sure you have followed them correctly, or you are just plain stuck, MyLion does have a support desk available.

The support desk can be reached at 630-468-7000, M-F 8:00am-4:30pm.

The support desk does get busy near the end of the month when up to 48,000 other secretaries may have questions, so please be patient and be prepared to be put on hold. It will probably help to have your member # and club # ready when you talk to them, and be ready to clearly explain where you are in the MyLCI process and what your issue is.

#### Who can enter an activity?

Any Lion who has a MyLion account can CREATE an activity.

The thought behind this is that a committee chair for an activity can go into MyLion and CREATE the activity – it does not always fall on the shoulders of the Club Secretary.

#### Who can REPORT on an activity?

The Club Secretary, Club Service Chair (CSC), Club President, and Club Administrator can REPORT on an activity. A District Administrator can also report an activity for a club if needed.

This is to prevent duplication of REPORTING information. A committee chair could still gather all the information needed and give it to one of those with REPORTING privileges, but the committee chair cannot REPORT it themselves.

#### Instructions and Tips:

The instructions outlined in this booklet are very step-by-step. This makes it easy to take a step back if something doesn't work as expected and help you figure out what the issue might be.

Press “Ctrl” & “Home” to return to the start of this document

You will also find occasional TIPS in *green italics*. These are not required steps, but they are something that worked for someone to save time or steps, so you might want to give them a try.

## LOG-IN INTO MYLION (AND MYLCI):

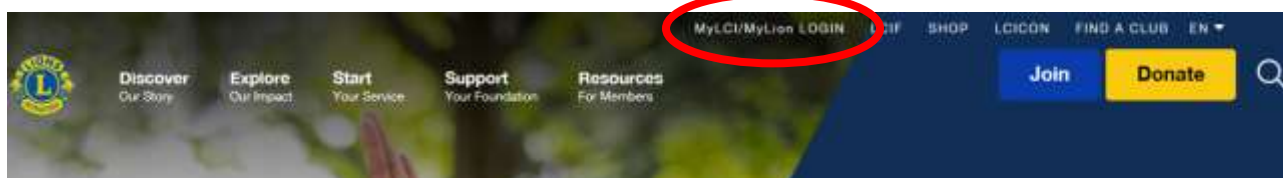
Any user of MyLion must establish a login Username (UN) and Password (PW) before they can access the sites.

As a Club Secretary if you are currently able to file your MMRs in MyLCI, then you are already set up with access and will be able to get into MyLion.

This booklet is going to assume you need to set up your login information and start from that point.

### Setting up your account:

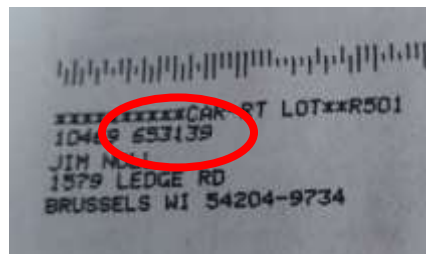
- Go to the LCI web site at <https://lionsclubs.org>
- At the top of the Home page there should be a title that says “MyLCI/MyLion LOGIN” (see below)
  - Pick on this text



- If you are already set up with a Lion Account (you have been able to report membership in MyLCI), you can enter your UN & PW in the left side box under SIGN IN
- If you need to set up a Lions Account, pick the “REGISTER” box in the right side REGISTER box (see below). Once you have set up your account, you will always use the left side SIGN IN box.



- There is some information you will need to have ready in order to set up your account. You will need:
  - Your Lions member ID number
  - Your birthdate
  - Your email or mobile phone #
  - The password you will want to use.
- If you do not know your member ID number and cannot get it from MyLCI or your secretary, you have a couple of choices:
  - Your member ID # is in the mailing label on your LION magazine and your WISCONSIN LION newspaper you receive in the mail. It is usually a 6-8 digit number. The 5-digit number to the left is your club #.



- 27B2 Lions can email PDG Jim Noll ([lionjim27b2@gmail.com](mailto:lionjim27b2@gmail.com)) or someone else you know who has access to MyLCI and they can look up your member ID #.
- **IMPORTANT:** Your birthdate and email or mobile number **MUST** match what LCI has on file in their MyLion database exactly. This has been one thing that has caused users to not be able to set up their Lions Account. The exact match is what LCI uses to help verify it is actually you setting up the account.
- Follow the prompts to finish your registration

## SELECTING THE MYLION TOOL:

Once you have your Lions account set up and are able to login, you will get to the “digital ecosystem page” (see below). Depending how your computer screen is set up the boxes may be in a row like shown below, or they may be stacked in multiple rows.



Getting into MyLion is as simple as picking the “GO” box below the MyLion header.

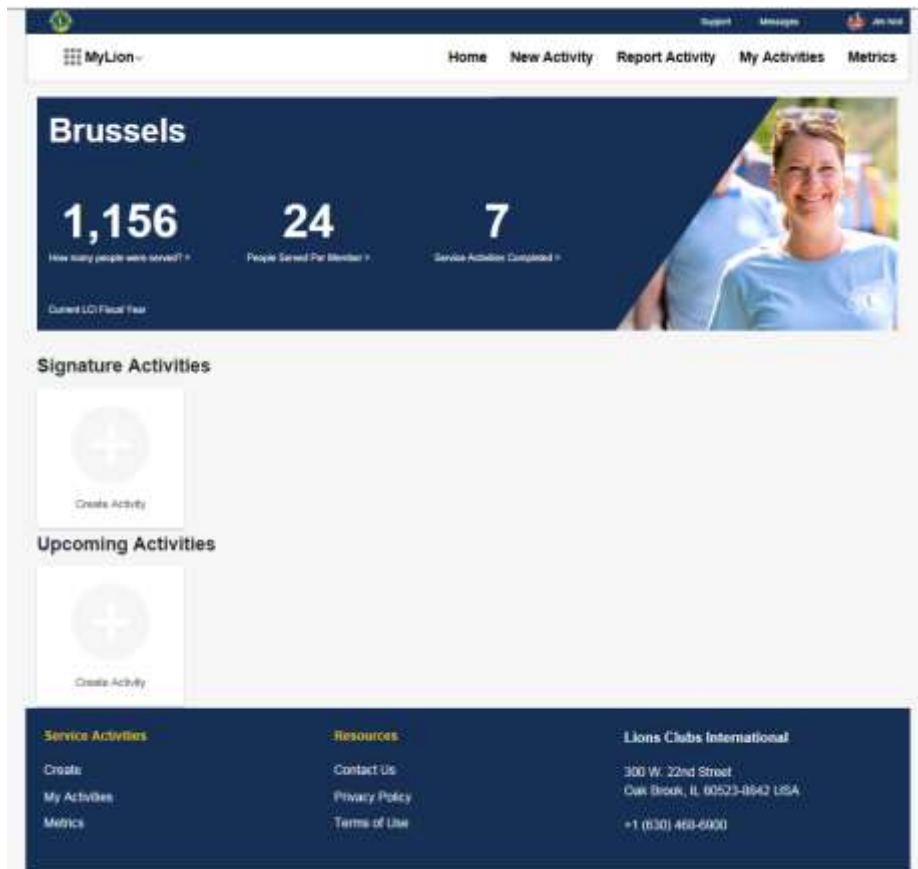
Picking this “GO” will take you to the MyLion Homepage for your club that will show some basic “metrics” of your club’s service (it will show all zeros (0) until you log an activity).



*TIP: If you ever want to get back to the digital ecosystem screen (let’s say you want to go to MyLCI, Shop, etc.), pick the MyLion^ in the upper left corner (red oval above).*



## WHAT IS ON THE HOME PAGE?



The HOME page is the starting point as you begin CREATING and REPORTING your club's service activities.

At the very top of the screen in the thin blue banner is the Lions emblem, and titles for Support, Messages, and your profile.

Next near the top of the screen in the white banner, are titles you can pick on to look at various parts of MyLion. These are detailed later in this booklet.

- Home: will bring you back to this Home page
- New Activity: will start the process of CREATING a future activity
- Report Activity: will start the process to REPORT an activity that has already taken place
  - REPORT activity can also be done for an activity that was CREATED previously. BUT IT MUST BE IN THE PAST!

- My Activities: will show a screen that allows you to view upcoming and past activities and sort them by activities you created, or by your club, District, Multiple District, Global Area, or all of LCI.
- Metrics: will show you a screen that allows you to see things like what focus areas (Diabetes, Environment, Childhood Cancer, Hunger Relief, Vision, & “Other”) activities have been in, the people served, volunteer hours, and other interesting “metrics” about your club’s service as well as the District, Multiple District, Global Area, or all of LCI.

In the large blue banner is a quick summary of the basic metrics for your club. Note these are just for this Lions fiscal year (July 1 – June 30). I assume these will start recalculating when we start the next fiscal year and there will likely be a way to look back at previous years logged in MyLion.

Be patient when you enter an activity if it does not show up right away in the metrics. There have been times when there is a delay in posting.

If your club has set up some Signature Activities or has some Upcoming Activities they will be displayed below the large blue banner.

At the bottom of the screen are the usual information links that most web sites contain. Note that the phone number is NOT the one for the MyLion support desk. If you call this 630-468-6900 number you will end up being transferred. The MyLion support desk is at 630-468-7000.

## CREATING A NEW ACTIVITY:

**First – remember this mantra: CREATING is for activities in the future, REPORTING is for activities in the past.**

MyLion will not let you CREATE an activity that has already taken place, you will REPORT on activities that have already taken place.

[Info to have before CREATING an activity:](#)

There are a few bits of information you should try to have available when you go in to CREATE an activity that will make the process go smoother. Having the info ready will prevent you from having to jump out of MyLion or open another search window.

The items you should have ready include (\* = it is a required entry):

- The name you want to give your activity\*
  - *TIP – You may want to include the date or month the activity takes place right in the name. This will help you pick out which activity is which if they are repeating activities. At some point the Metric lists of activities MyLion generates might include the date, but for now they do not. The views you will see of Activities on the Home page and in the My Activities section will show the date.*
  - *An example name would be: Food Bank work 2019-11 Nov. & Food Bank work 2019-12 Dec. & Food Bank work 2020-01 Jan. Note that by doing the date this way if an alpha/numeric list is generated they will fall into order of occurrence.*
- Is this a “signature activity” of your club?
  - A signature activity is a recurring activity which represents the identity and /or specialization of the organizing club, district or multiple district.
- Place Name
  - It can be as simple as the town/city name, or you can enter the name of a building/organization ex: Brussels Food Pantry, YMCA, Community Center, etc.
- Address or place\*
  - This helps generate a location on a google map so invitees can attend. You can get away with just listing the name of the town/city.
    - *TIP: Watch for the auto populate to show up below the box as you are typing the address/place.*
- Start date and time\*
  - There is a calendar that makes it easy to pick the date (but it must be in the future when CREATING)
  - If the time is not critical you could put in anything
- End date and time\*
  - Same comments as the Start date & time
- Activity Description\*
  - Gives you a chance to describe exactly what the activity is, who it benefits, etc.
- Privacy settings
  - Who can see this posting?

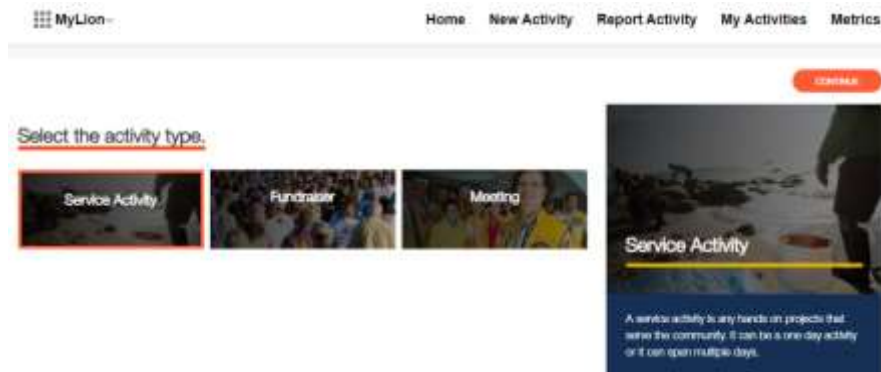
- Will you want everyone who uses MyLion to be able to see this activity, or will you limit it to just your club, or even just you (a draft for an activity posting)?
  - Who can join?
    - Will you want everyone who uses MyLion to be able to join in on this activity, or will you limit it to just Lions & Leos, or just send out invites?
- The image you want to show
  - MyLion does have default images, but you can also edit the current image and add one of your own (see a separate section in this booklet on images).
  - So if your activity takes place at the local food bank, why not take a photo and use that to show everyone.
  - Be careful about pictures that may show the face of someone who does not want their picture taken/published.
  - Know in advance where the photo is stored on your computer so you can upload it easily.

*TIP: You might find it helpful to create a folder on your computer called “MyLion Stuff” (or something similar) with a sub-folder called “Photos”. It will give you a location to store any photos you want to use, especially if it is a photo you will use repeatedly.*

*TIP: Something else to put in that MyLion Stuff folder would be a word processing document (ex: a WORD document) that you list commonly used titles, addresses, descriptions, etc. That way all you need to do is copy/paste the info into MyLion vs. recreating it every time you want to use it or looking back to past posts to get the wording the same.*

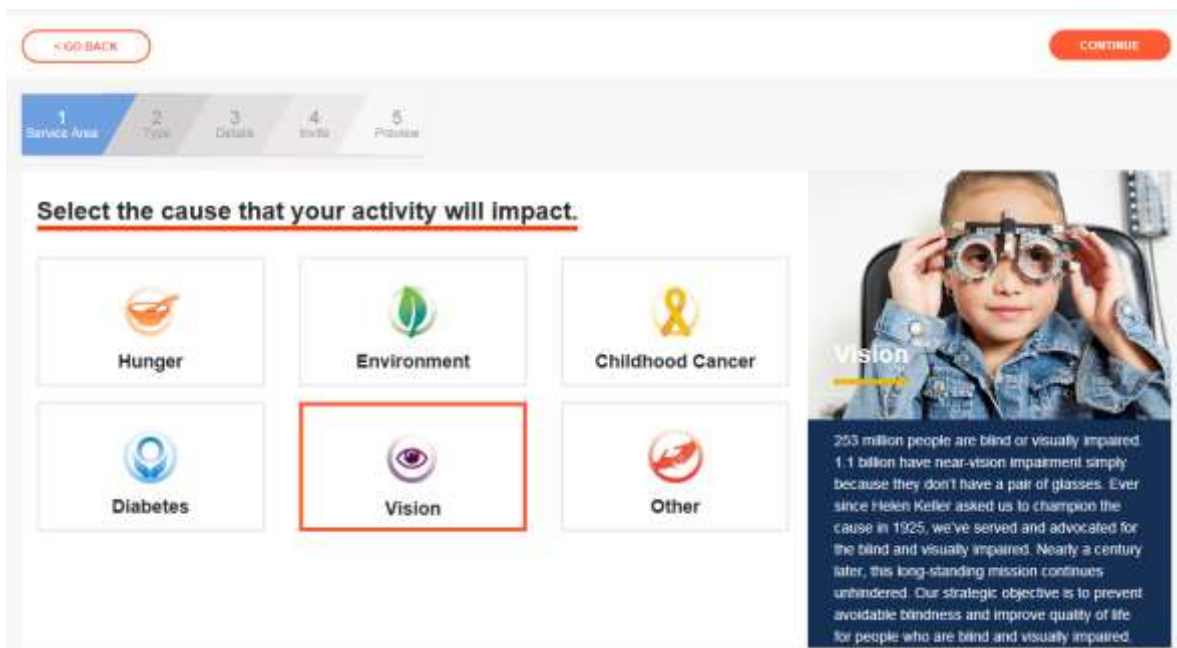
Let’s start **CREATING** a New Activity:

- Start by picking the “New Activity” title at the top of the Home page.
  - You will see a page that has 3 “types” of activities (note: more may be added by MyLion down the road). (see screenshot below)
  - The 3 types are:
    - Service Activity
    - Fundraiser
    - Meeting



- Note that as you pick one of the 3 types, an orange outline shows up around that type. The large box to the right will also change and give a brief description of what the activity type is.
- To go to the next screen you must pick “CONTINUE” in the orange oval to the right top or bottom of the screen.

If you selected a “Service Activity” or “A Fundraiser” as your type, the next screen will ask you to select the “cause” that your activity will impact. If you selected “Meeting” you will continue to the “Details” screen.



Note that again the orange box will highlight the cause that you pick, and the large blue description box to the right will change.

- Select the appropriate “cause”

- Pick “CONTINUE” to go to the next screen
  - Notice that you now also have a “GO BACK” oval in the upper and lower left corners if you need to go back and change your “Type”.

The next screen will have some suggested “project Types” within the “Cause” you selected. These may speed up the entry process if there is a project type that matches what you are creating. If there is not a match, the last box is usually an “OTHER” selection. These suggested project types may change as time goes on, so always check what is listed.

*TIP: In the large box to the right there may be some blue ovals that can help you in planning your service activity. Take advantage of the work someone else may have already done to help you in planning your activity.*



- Once you have selected/highlighted the type of project activity, pick “CONTINUE”

### Entering the Activity Details:

You are on step 3 of the entering process (notice the blue line scale near the top of the page).

Now is when you enter all the specific info about your activity (the info I suggested you gather earlier – remember!)

Pay attention to the items that are required (noted with an \*).

- Enter the requested information in each box.
  - You can either type it in as you go, or copy/paste it if you created that shortcut document mentioned above.



- If something is not filled in correctly red text will show up. It may or may not tell you exactly what is missing or is incorrect
- If you want to use your own image instead of the MyLion default image, see the separate section later in this booklet.

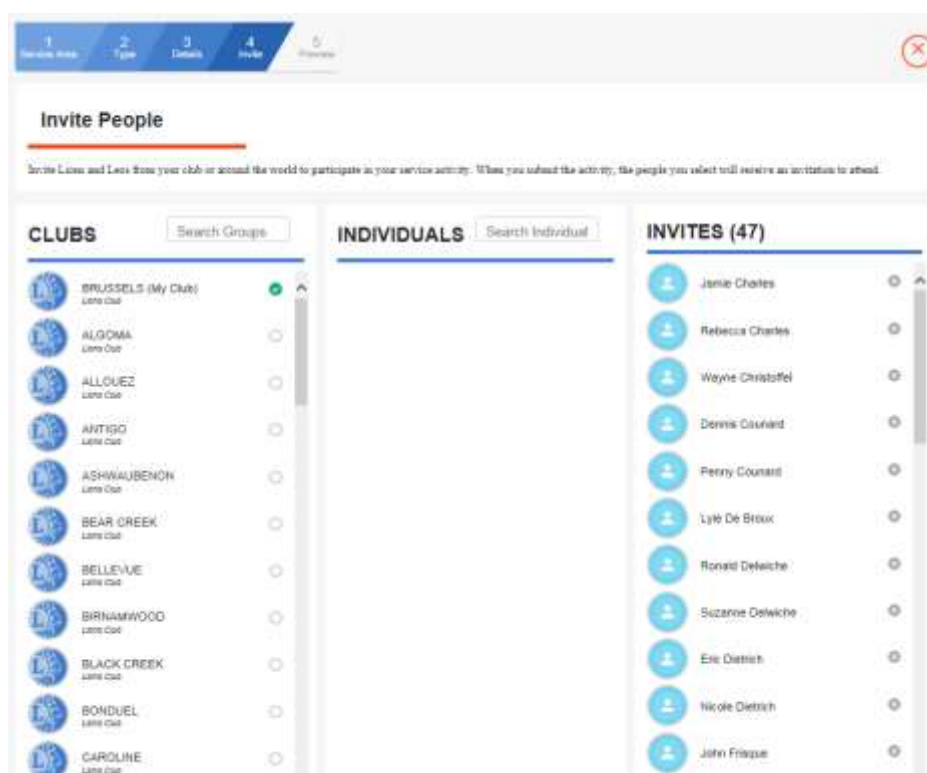
*TIP: Notice that there may be a planning guide over in the right hand blue box you can download to help you plan your activity. Check it out!*

- When you have all the details entered select the “CONTINUE” oval

### Inviting People to your Activity:

I’ll be real honest here – as of late October 2019 the invite action is something that still seems to be a work in progress.

The concept is that this allows you to select specific groups (clubs) to invite or specific individuals. By picking/checking the round “radio button” to the right of the club name, all the member names will show up in the right hand column. You can then EXCLUDE them receiving an invite by picking the “X” after their name.



If Lions have a MyLion account (either the app or the desktop version) they will receive an invitation. If they do NOT have a MyLion account but they have an email address on file in MyLCI, an email will be sent with an invitation.

From what I have seen on the Facebook MyLion Forum group, it looks like this does not always work as planned.

The good news is – YOU DO NOT HAVE TO SEND INVITES FOR A SERVICE ACTIVITY YOU ARE CREATING.

If you want to give using invites a try – go for it.

Either way (using it or not) there is a “CONTINUE” oval to select to go to the next step.

[Previewing your Activity:](#)

This is the last step on the blue line scale at the top of the page.

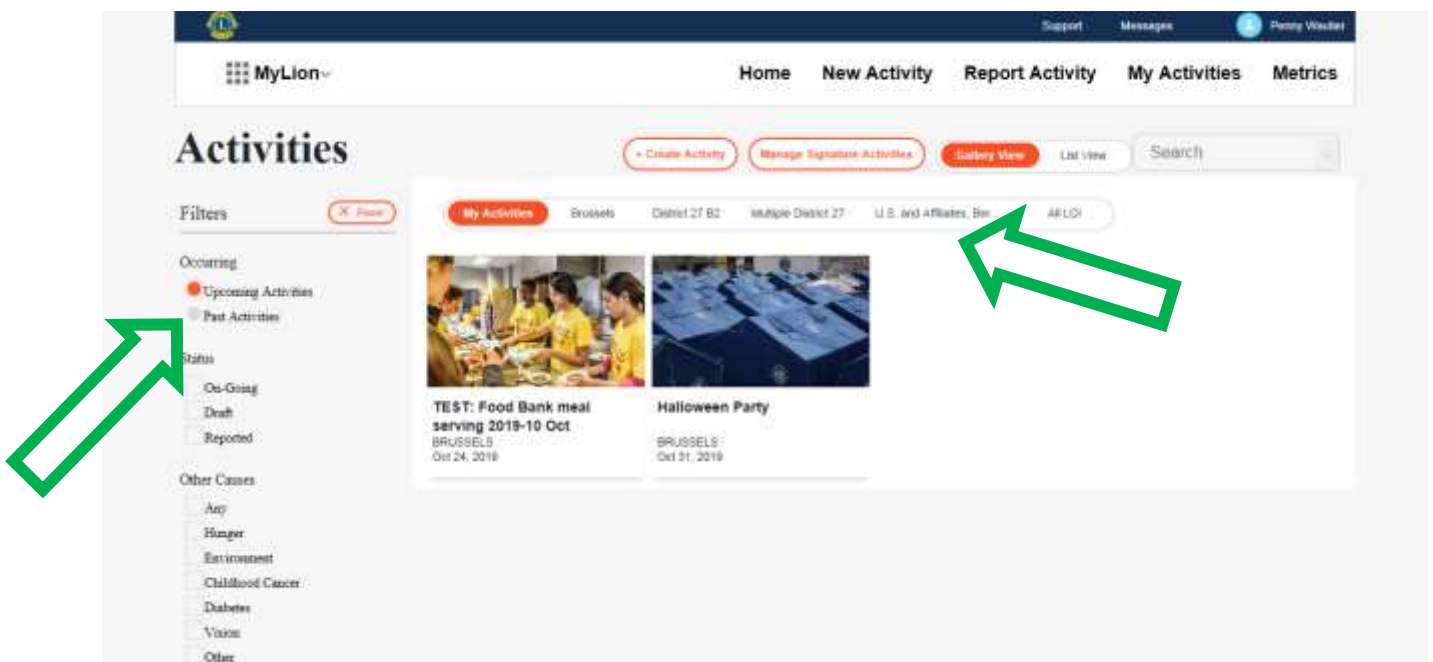
This screen gives you one last chance to review (preview) what will be published about the activity you just CREATED.

- Review all the information to see if it is what you intended to say



- *TIP: You can come back and edit an activity at any time, but what you have on this screen is what is sent out with invites and published on your home page. You might as well get it right the first time if you can.*
- If everything looks good, select the “SUBMIT” oval
  - A “pop-up box” should show up confirming you are finished entering an activity.
  - Pick the “CONTINUE” oval
- If something needs to be changed, you can use the “GO BACK” oval to step your way back in the process

You will now see a screen that lists the activities you have CREATED.



- Try picking on the various titles at the top and down the left side of the screen (green arrows above) to “slice and dice” all the information you have started entering.
- The more info you put in, the more activities that will show up.

*TIP: A big advantage of MyLion is that if you know that every month you are going to be having a reoccurring activity, you can go through and CREATE these activities for the*

entire year. Even if you do not know the exact date for every month, you can put in a default date and always confirm/change it later.

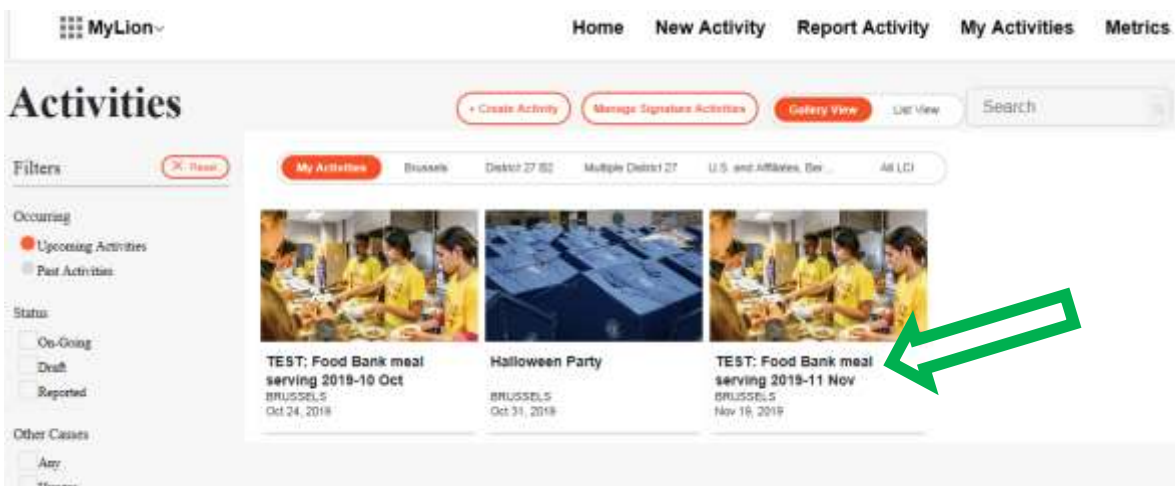
By **CREATING** all these activities in advance once the activity does take place, you simply need to go in and **REPORT** and all the details will already be there. All you will have to fill in when **REPORTING** are a few details about how the activity went.

If you do not **CREATE** an activity in advance, you will need to enter much of the same info covered in **CREATING** when you **REPORT**, so why not do it in advance.

If you see something that is incorrect or you come up with an image that you would rather use, you can pick on the activity on the “**ACTIVITIES**” page shown above, and edit whatever needs to be changed.

**TIP:** If you are doing the same activity in the future one of the choices is to “**COPY ACTIVITY**” (you can also **EDIT** or **DELETE** an activity)

- It took me about 30 seconds to **COPY/CREATE** the same Food Bank activity for November once I had already done the October. (see below)
- All I needed to change was the Project name and the dates
- You could **CREATE** a whole year’s worth of the same activity in just a few minutes



## REPORTING A COMPLETED ACTIVITY:

**Again – remember the mantra: CREATING is for activities in the future, REPORTING is for activities in the past.**

If you did not CREATE the activity before it occurred, you will be asked for the same type of basic information as was asked for in the [CREATING an Activity section](#). So you may want to refer back to the “information to have ready” before you dive into REPORTING it.

If you already CREATED an activity it will make REPORTING the activity much easier.

[Info to have before REPORTING an activity:](#)

There is information you can gather in advance before you go into MyLion to REPORT an activity.

The info you should have ready includes (\* = it is a required entry):

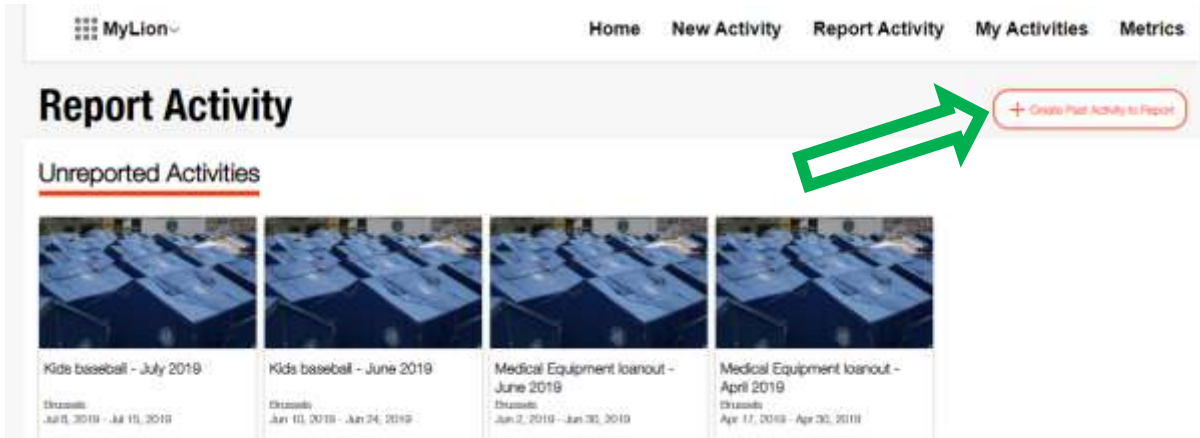
- People Served:
  - How many people were served?\*
  - How many people served were under 18?
  - Total Funds Donated
- Volunteers:
  - How many Lions volunteers?
  - How many Leo volunteers?
  - How many non-Lion volunteers?
  - How many TOTAL volunteers?\*
- Volunteer Hours:
  - How many Lion volunteer hours?
  - How many Leo volunteer hours?
  - How many other volunteer hours?
  - How many TOTAL volunteer hours?\*
- Community Outcome:
  - A description of what the activity accomplished – the impact it made
  - Was the activity funded by a LCIF grant – yes or no?

*TIP: There is a large blue box down the right side of the “Celebrate and Share” page that will guide you through answering some of these questions.*

## Entering an activity REPORT:

Select “Report Activity” at the top of the Home page (or any page)

- To REPORT an activity you did not CREATE before it occurred, select the “Create Past Activity to Report” oval in the upper right corner of the screen. (see below)



- Follow the steps described in the [CREATING an Activity section](#) of this booklet because they are the same.
- After you finish entering the “Details” for the activity (the same basic details you would have entered if you CREATED it in advance), you will come to the “Celebrate and Share” screen. (see below)

How many people were served? \*

How many people served were under 18?

Total Funds Donated

Total funds donated to a non-LCF cause in US Dollars

Number of Volunteers

Lion Volunteers

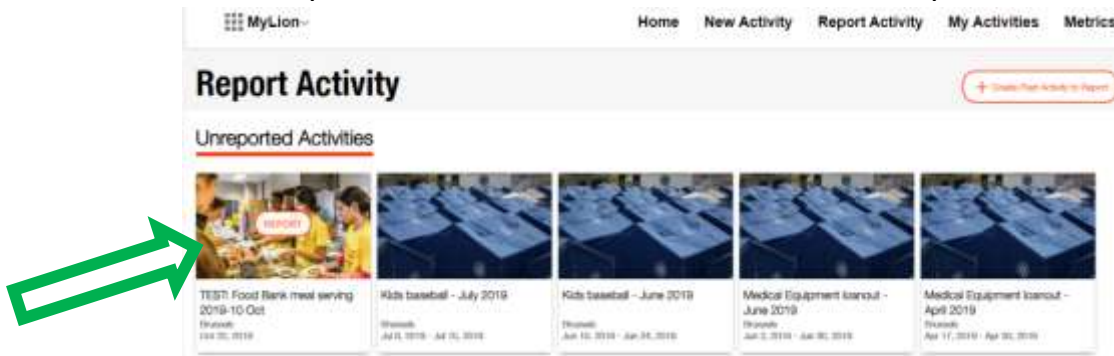
Lac Volunteers

Non-Member USA members

Service Reporting Guide

Sharing your impact is important to members, to clubs and to our organization as a whole. It helps us chart our progress as an organization, tell our story to prospective partners and much more. From simple community service projects to large, comprehensive screening projects, reporting will shine a light on how—and where—local clubs are making a difference in their

To REPORT on an activity that you did CREATE before it occurred, find the activity under the “Unreported Activities” section on the first “Report Activities” page.



- Pick the “Unreported Activity” you want to report on

The “Celebrate and Share” page will show up (see below)

The image shows a screenshot of the 'Celebrate and Share' reporting page. At the top, there are five numbered tabs: 1. Cause, 2. Type, 3. Details, 4. Share, and 5. Preview. The 'Details' tab is selected. The main content area has a title 'Celebrate and Share!' and several input fields for reporting: 'How many people were served? \*', 'How many people served were under 18?', 'Total Funds Donated', and 'Total funds donated to a non-LCF cause in US Dollars'. Below these are sections for 'Number of Volunteers' (Leo, Leo, Non Member, Total) and 'Number of Volunteer Hours' (Leo). On the right side, there is a blue sidebar titled 'Service Reporting Guide' with a close button. The sidebar contains text explaining the importance of reporting and provides two questions to guide the user: '1. What is a reportable service activity?' and '2. What data should be reported?'.

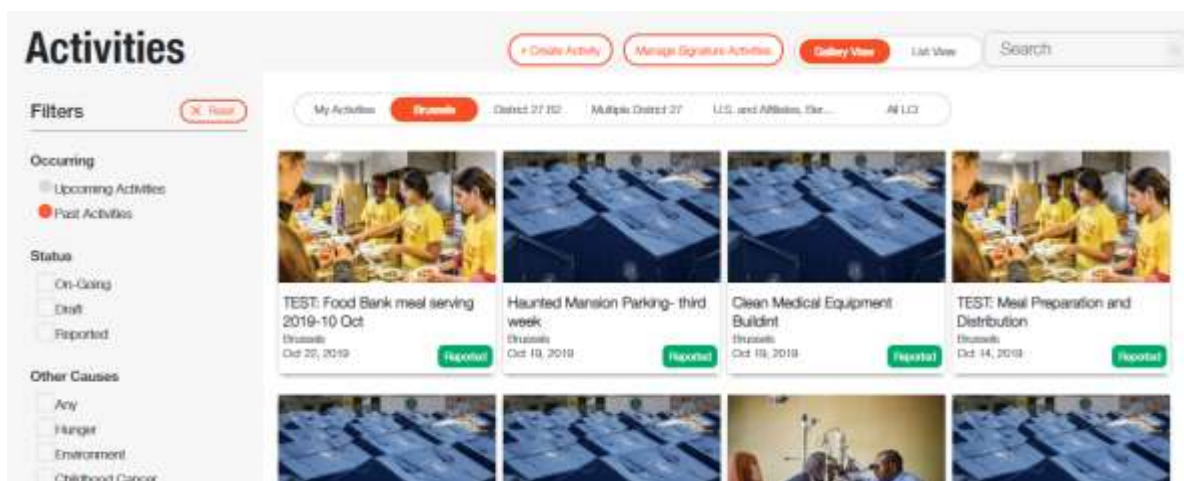
- Use the information you gathered in advance to fill in the information boxes on the “Celebrate and Share” page
  - *TIP: There is a large blue box down the right side of the “Celebrate and Share” page that will guide you through answering some of these questions.*
- When you have entered all the information pick the “CONTINUE” oval in the lower right corner.

Press “Ctrl” & “Home” to return to the start of this document



- You will be given a chance to review the information you have entered.
  - If everything looks good, pick the “REPORT” oval in the lower (or upper) right corner.
  - If something needs to be changed, pick the “<GO BACK” oval in the lower left corner and make the changes.
- A pop-up box will appear where you have one last chance to either “SUBMIT” the REPORT or “GO BACK”
  - Once you submit the service impact, it will be included in the total LCI service metrics.
  - NOTE: The service Impact may not immediately show up in your club METRICS, so be patient, it will be there eventually (typically within 24 hours - MyLion staff is working on this)

The activity will now move to your “Past Activities” on your clubs “MY Activities Page” and show as “REPORTED” (see below).



## EDITING THE DEFAULT IMAGE FOR AN ACTIVITY:

If you would like to insert a custom photo to be used with your activity (when CREATING, REPORTING, or EDITING), these are the steps.

A word of caution: There have been some bugs with this feature that can be frustrating, but the MyLion team is working on them.

One that I ran into was that I usually use Internet Explorer when I went into MyLion and for some reason the custom images I tried to load did not “stick”. If I went into MyLion using Chrome instead, it seemed to work. Hopefully this is something that the MyLion team will resolve as it is nice to be able to show your custom images vs. the defaults that MyLion uses with all the various internet tools.

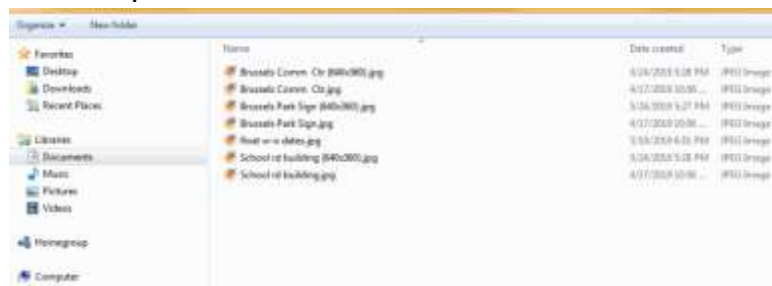
- As you are CREATING, REPORTING or EDITING an activity you can replace the default image with a custom image of your own. (see the *TIP* earlier about creating one storage folder for all the custom photos you want to use)
- When you are entering or editing the DETAILS you will see the MyLion default image.
  - Pick the oval above the image that says “Edit Current Image”



- Pick the box below the gray area that says “Select Image”



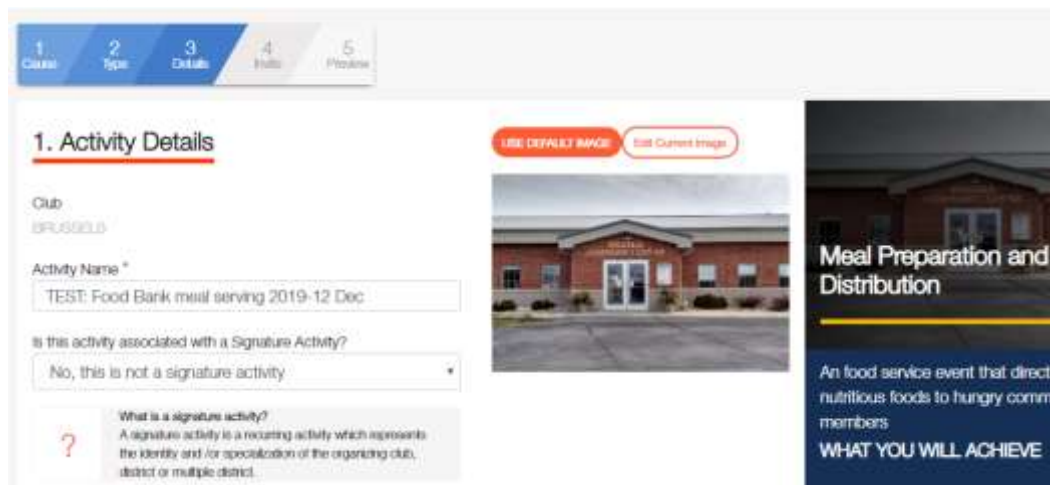
- It should pop up whatever computer file management program you use on your computer.



- Find the .jpg image you want to use and select it
  - *TIP: using an image that has been reduced in size/content seems to work better (and quicker)*
- The image will populate the gray area



- You can do some cropping of the image using the controls that overlay the new image
  - Once the new image looks the way you want it
    - Pick the “Save Image” oval
- The new image should now be the image that will be associated with that activity.



In the web version you are only able to load 1 photo with an activity. However, the app version allows you to load multiple photos.

## METRICS:

The METRICS may be something you want to bring up at each meeting of your club to let them know the impact they are making.



The METRICS automatically update as activities are reported and will provide information on the current Lions fiscal year (July 1 to June 30).

- Pick “Metrics” at the top of any page

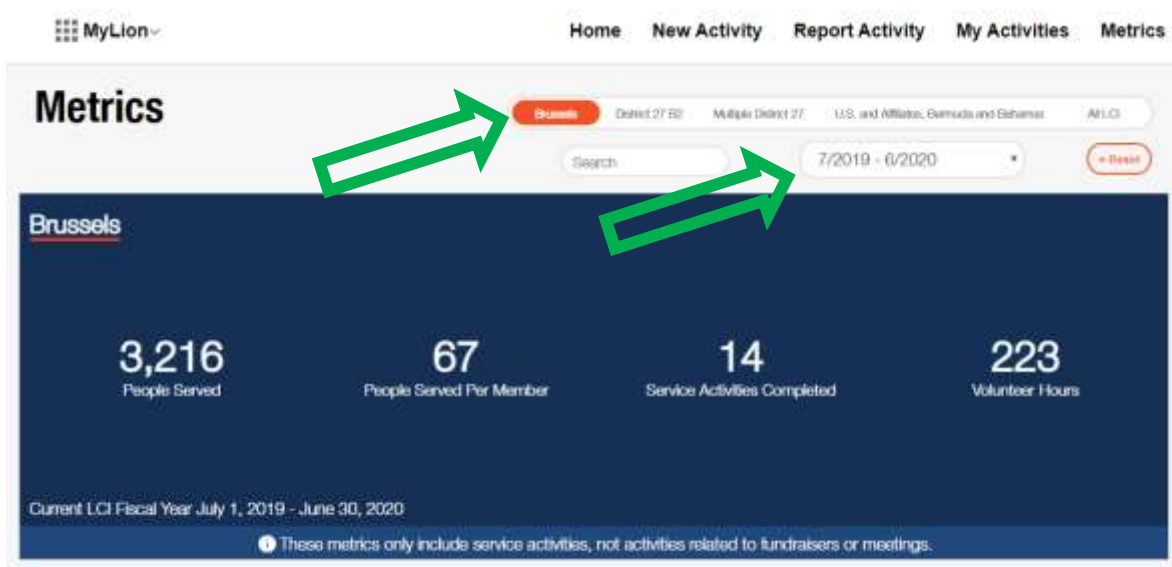
NOTE: These METRICS only include service activities, not activities related to fundraisers or meetings. This reminder appears in the blue area of the METRICS page when you select it.

The large blue box will show you:

- The people served
- The people served per member
- The service activities completed
- The number of volunteer hours

*TIP: You can see the Metrics noted above for your club, your District, your Multiple District, your Constitutional Area, or all of LCI by selecting the appropriate title to the right of the word “Metrics” above the blue box. You can also see the metrics for the past couple years (if your club entered them in the “old” MyLCI) by changing the date range you select (see below).*

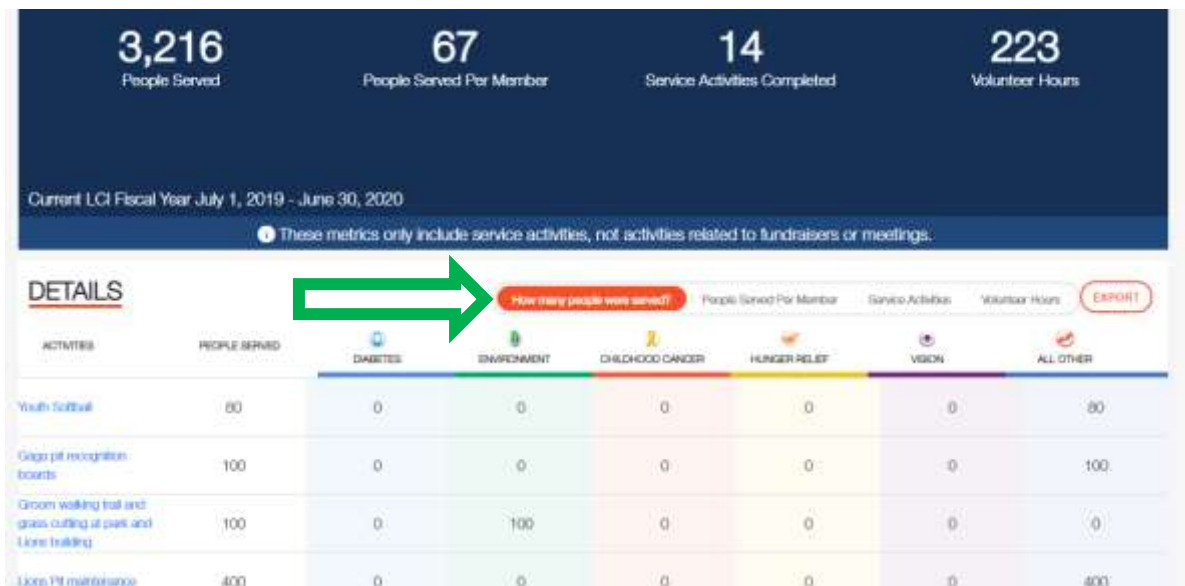
*You can also type the name of another club in the “Search” oval and it will show you what another club is doing for activities.*



Below the blue box are the “Details” of the Service Activity. Again, these can be looked up by your club, the District, etc. as noted in the tip above.

You are also able to see the metrics broken down by the categories below by picking an oval to the right of the “DETAILS” title (see below):

- How many people were served?
- People served per member
- Service Activities
- Volunteer Hours



Note that the page will show 10 activities at a time. You can advance to additional pages down in the lower right corner.

*TIP: You are able to EXPORT the metrics data in a .csv file (which can be converted to an Excel file) by picking the “EXPORT” oval all the way to the right of the “DETAILS” title.*

*WARNING: At this time, the reporting isn’t pretty in the .csv format, but if you know how to play with Excel spreadsheets you might be able to clean the information up. The MyLion team is planning to improve the report function down the road, but their priorities now are getting the web site debugged and working.*

## SIGNATURE ACTIVITIES:

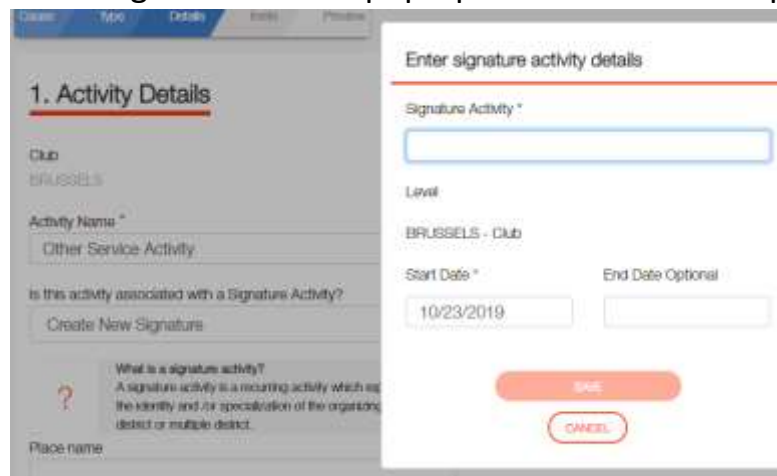
MyLion defines a Signature Activity as “a recurring activity which represents the identity and /or specialization of the organizing club, district or multiple district.”

The second question you will be asked when CREATING an activity will be if the activity is a Signature Activity or not.

Setting up a Signature Activity does not seem to pre-populate anything as you are CREATING or REPORTING an activity, but it will place a small blue banner across the image you used for that activity on your “Activities” page that says “\* Signature Activity” for any activities you identify as a Signature Activity.

To set up a Signature Activity:

- When you are entering the “Activity Details” as you are CREATING an activity or REPORTING an activity you did not CREATE in advance, the second question after the Activity Name is: “Is this activity associated with a Signature Activity?”
- If you pick on the drop-down arrow in the box you can “Create New Signature”
- Pick on “Create New Signature” and a pop-up box should come up (see below)



- Enter the name you want to use for your Signature Activity
- Enter a start date for the Signature Activity
  - Entering an end date is optional
- Pick “SAVE” and the title will now show up as a Signature Activity you can select when CREATING or REPORTING future activities

If you happen to create a Signature Activity that you decide is incorrect or you want to delete for some other reason, there is a way to get rid of it.

- Go to “My Activities” at the top of any page
- Pick the “Manage Signature Activities” oval near the top of the page
- You can edit or delete Signature Activities from this page
  - You can also CREATE new Signature Activities (oval in upper right)

## REPORTING DONATIONS YOUR CLUB MAKES:

At the current time MyLion does not let you enter a donation made to an individual, group, cause, etc. as a “Type” of activity. There is a place when REPORTING that you can note the amount that was donated to an activity, but it is not as user friendly as one would expect it to be.

This is a topic that the LCI Board is considering adding as a “Service Activity Type”, but there are feelings for and against making donations an actual Type category in MyLion. This is one of those things that we as users will have to wait and see how it is resolved. If you feel strongly about it, express your opinion to the MyLion team or on the MyLion Forum on Facebook.

### Is there a way to beat the system?

A way of entering donations in MyLion that I have seen suggested on the MyLion Forum Facebook site, is to CREATE or REPORT a donation as a Service Activity. Then identify the “Cause” and “Type”, if there is one that fits the donation, (otherwise use “Other”), and then describe the donation you make in the Activity Name and the Activity Description boxes.

For the Start/End dates and times you could use a regular meeting of the club where the donation was discussed.

When REPORTING the metrics you could use the number of Lions at the meeting multiplied by the time spent on the discussion to make the donation. This could be a regular club meeting or a Board meeting where you do budgeting of donations.

So the Name and Description for a donation might look something like:

- Name: Boy Scout Annual Donation \$300 2019-10-26
- Description: This is the club’s annual donation of \$300 to the Boy Scout troop #1234 for use to support their annual campouts and activities.

You could even set up “Donations” as a Signature Activity of your club and insert custom images to go with the donations (or even create a picture of a dollar sign that you use for any donations).

By using this method to enter donations they will show up in your “Past Activities” on your Club “My Activities” page.

## END OF DOCUMENT

Press “Ctrl” & “Home” to return to the start of this document