Ohio Lions
MyLion App Manual

Ric Houser
October 2019
Version 1

Index

Remember the Club President, Club Secretary, Club Service Chair, Club Administrator and the District Administrator are the ones who can create a past Activity, edit and submit an Activity Report. Any Lion can create a Future Activity.
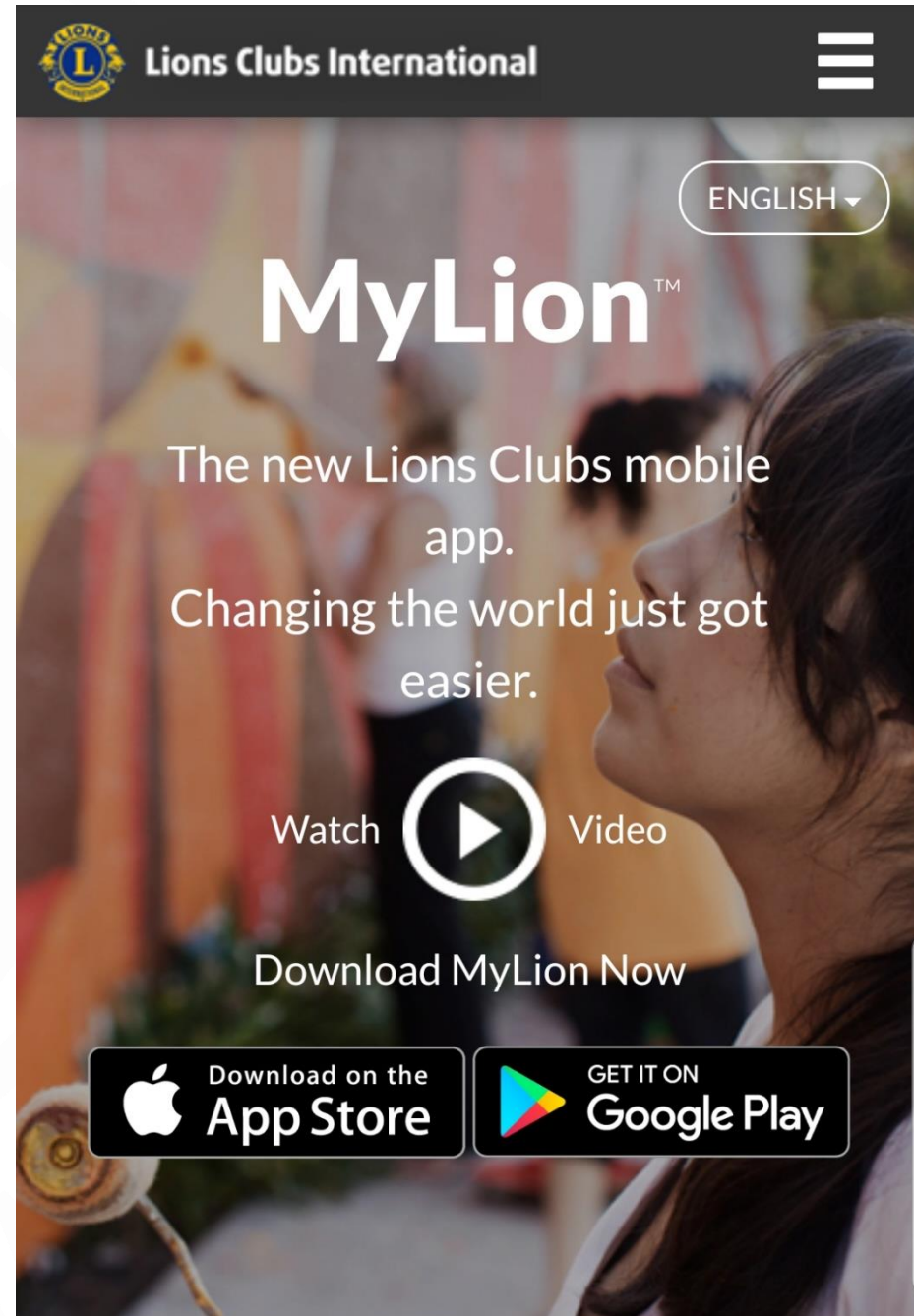
How to Access MyLion

Welcome to LCI's MyLion.

Using a smartphone or tablet, iphone, or android key in the following web address:

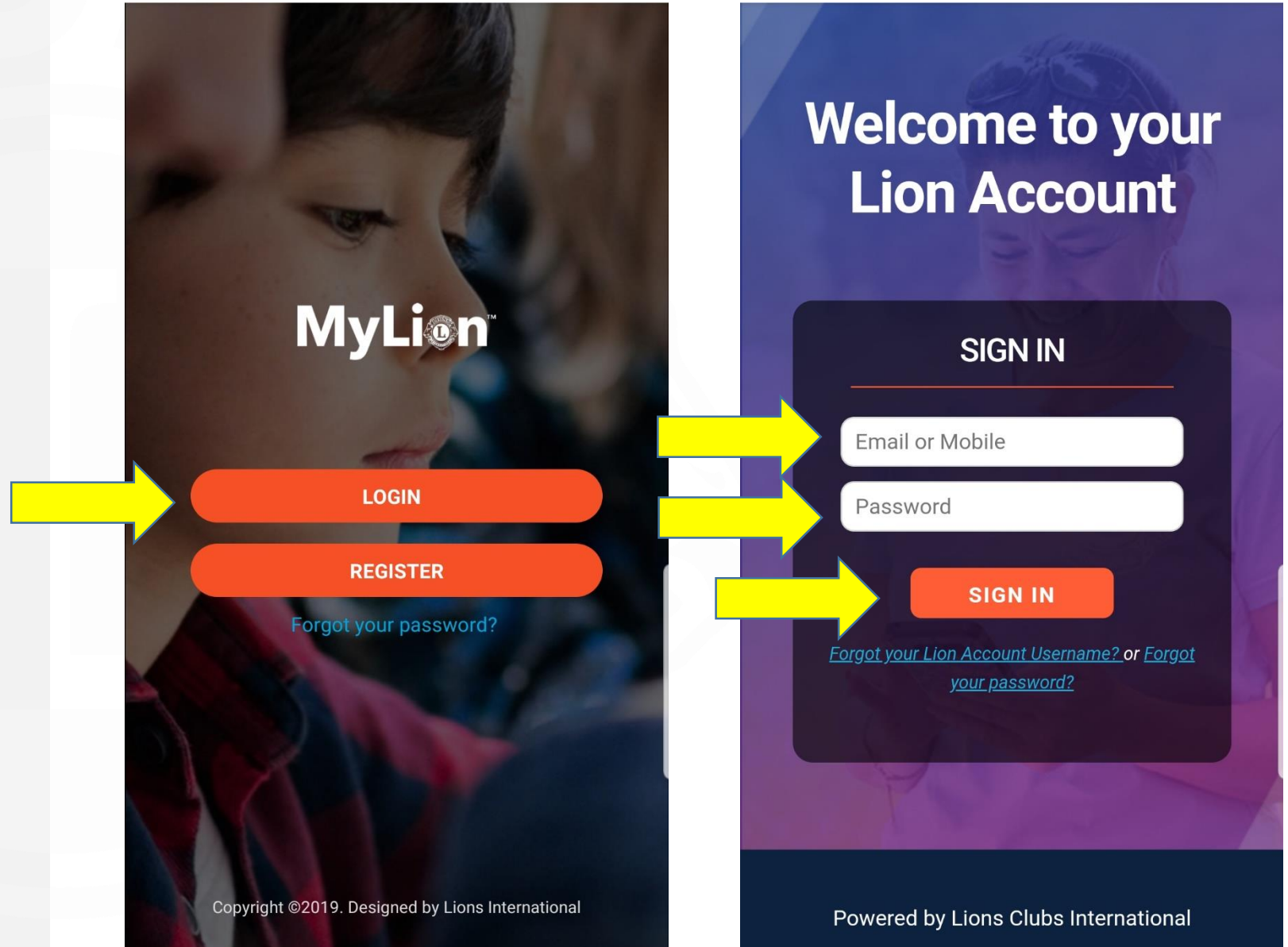**www.mylion.org**

Download the app you need.

Account Login

Next, click on the LOGIN. On the next screen enter your

Username and password.

Type your username and password in the screen to the far right. (Write this information down for future use.) The username and password is the same whether you use your desktop computer, laptop, tablet or smartphone. So write down your username and password so you can remember it.
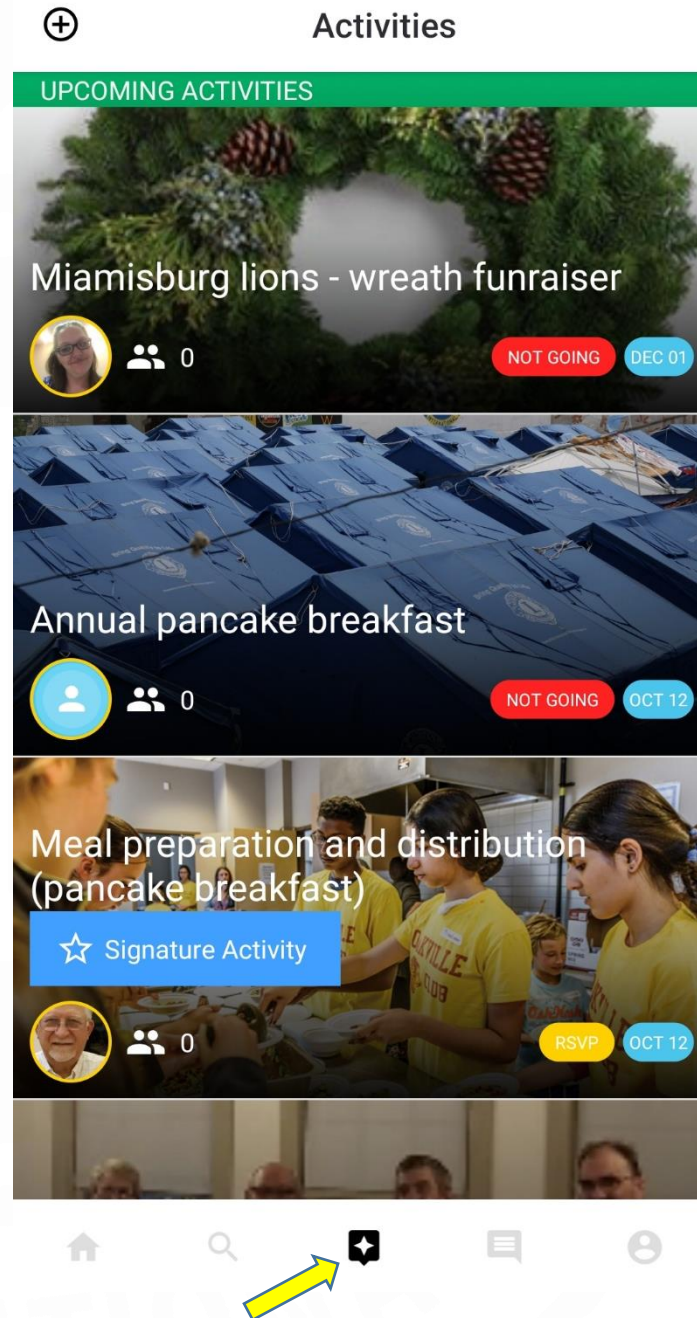
Click on Sign IN

MyLion™

LOGIN

REGISTER

Forgot your password?

Copyright ©2019. Designed by Lions International

Welcome to your Lion Account

SIGN IN

Email or Mobile

Password

SIGN IN

Forgot your Lion Account Username? or *Forgot your password?*

Powered by Lions Clubs International

Icons

Let's become familiar with the icons on the bottom of your screen.

Screen 1, This is your Home screen each time you sign in.

Screen 2, This is your News Feed screen. It's like Facebook and Twitter to share your news with other Lions.
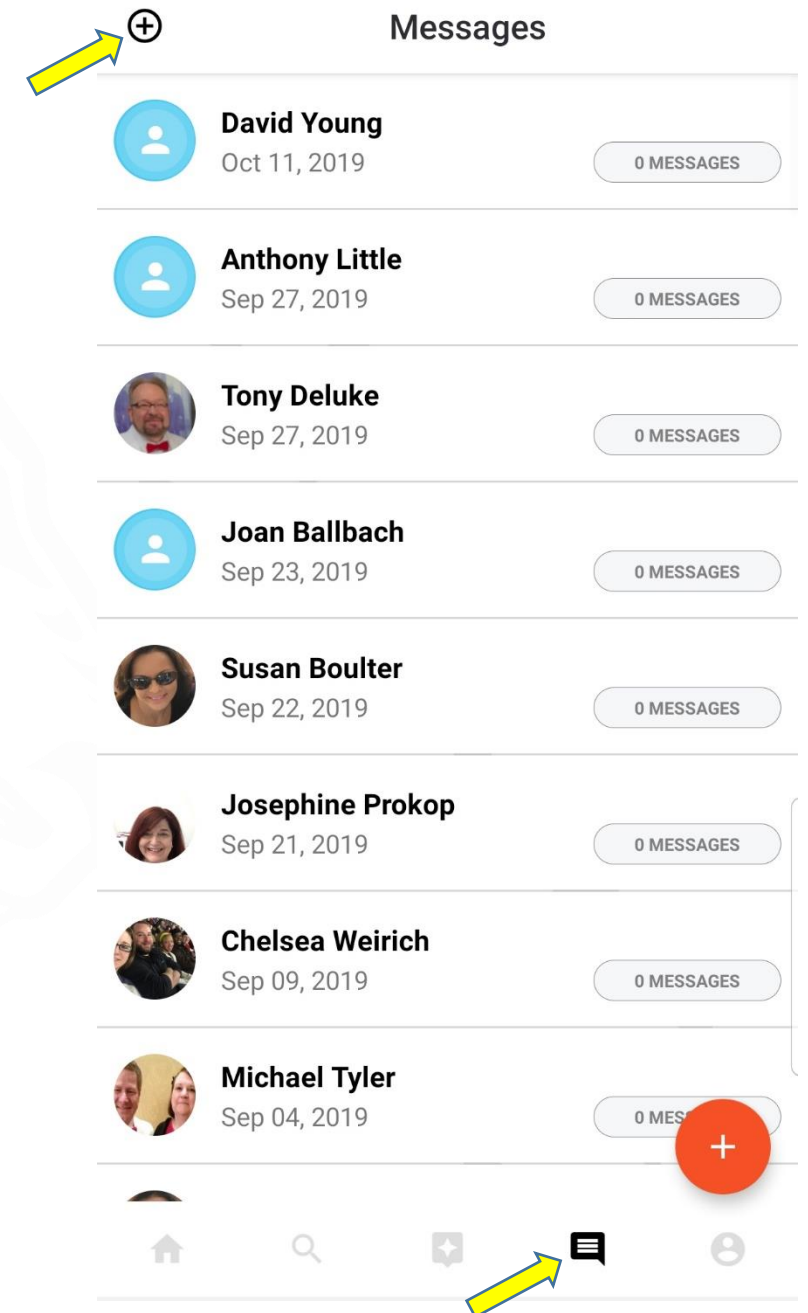

⊕ **Activities**

UPCOMING ACTIVITIES

Miamisburg lions - wreath funraiser

👥 0   NOT GOING   DEC 01

Annual pancake breakfast

👥 0   NOT GOING   OCT 12

Meal preparation and distribution (pancake breakfast)

⭐ Signature Activity

👥 0   RSVP   OCT 12

⊕ **News Feed**

DONATE TO LCIF

DONATE

Jeffrey Sweeney
Canal Winchester   •••

Zone 6 meeting. PDGs, PCCs, IPDG, DGs, oh my!

♡ 1 likes 💬   16 h

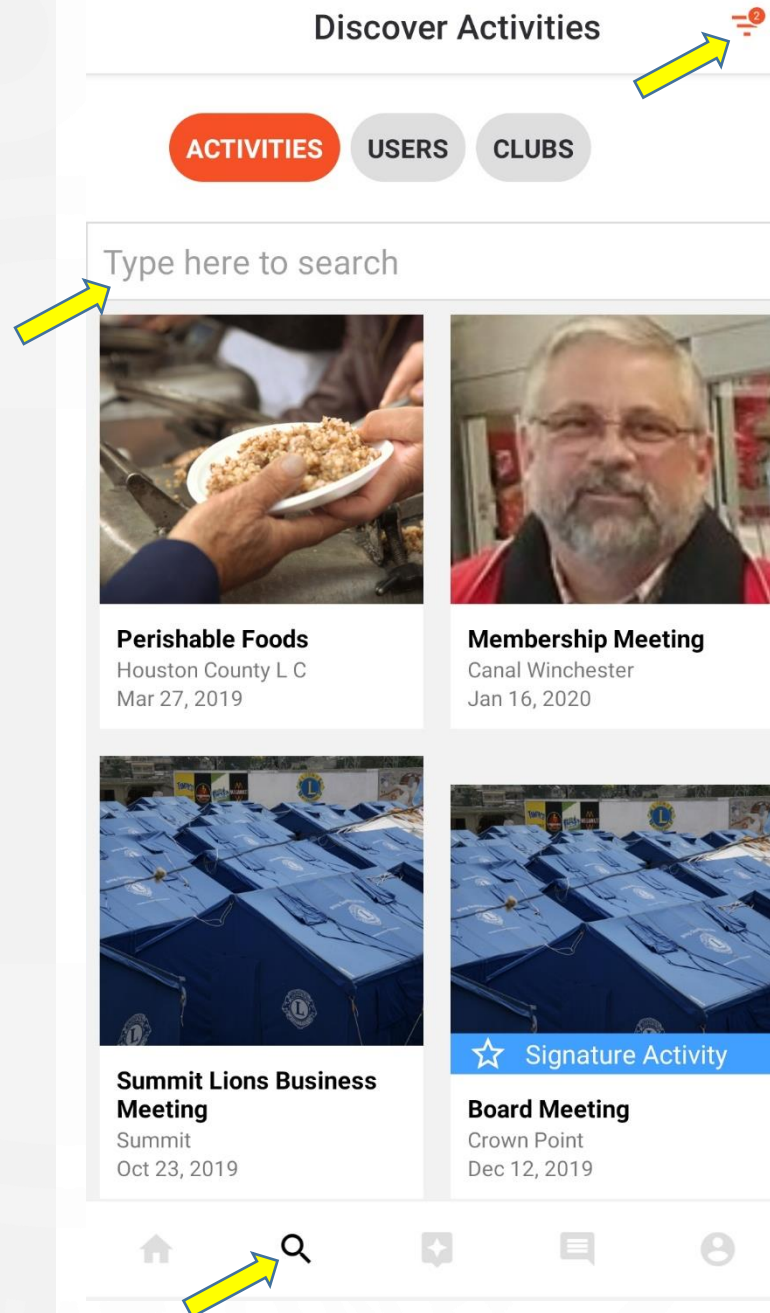Richard Houser
Mad River   •••

Screen 1, Discover Activities

On this screen you can search for activities, users or clubs. Notice the 3 lines in the upper right corner. This is for filters, clicking it will bring down another small screen where you can filter distance, club, district and such.

Screen 2, Messages

This screen shows anyone you have messaged, by clicking on their name again you can create a new message to them or if you are looking for an individual use the + icon and search for them to create a new message.

Discover Activities

ACTIVITIES USERS CLUBS

Type here to search

Perishable Foods
Houston County L C
Mar 27, 2019

Membership Meeting
Canal Winchester
Jan 16, 2020

Summit Lions Business Meeting
Summit
Oct 23, 2019

☆ Signature Activity

Board Meeting
Crown Point
Dec 12, 2019

Messages

David Young
Oct 11, 2019   0 MESSAGES

Anthony Little
Sep 27, 2019   0 MESSAGES

Tony Deluke
Sep 27, 2019   0 MESSAGES

Joan Ballbach
Sep 23, 2019   0 MESSAGES

Susan Boulter
Sep 22, 2019   0 MESSAGES

Josephine Prokop
Sep 21, 2019   0 MESSAGES

Chelsea Weirich
Sep 09, 2019   0 MESSAGES

Michael Tyler
Sep 04, 2019   0 MES

User Profile

**Screen 1, this is your info page.**

Notice the 3 dots in upper right corner. This will give you the dropdown in Screen 2. Here you have your account setting and more. If you have problems or suggestions you can choose Contact Support and let them know what you need too.
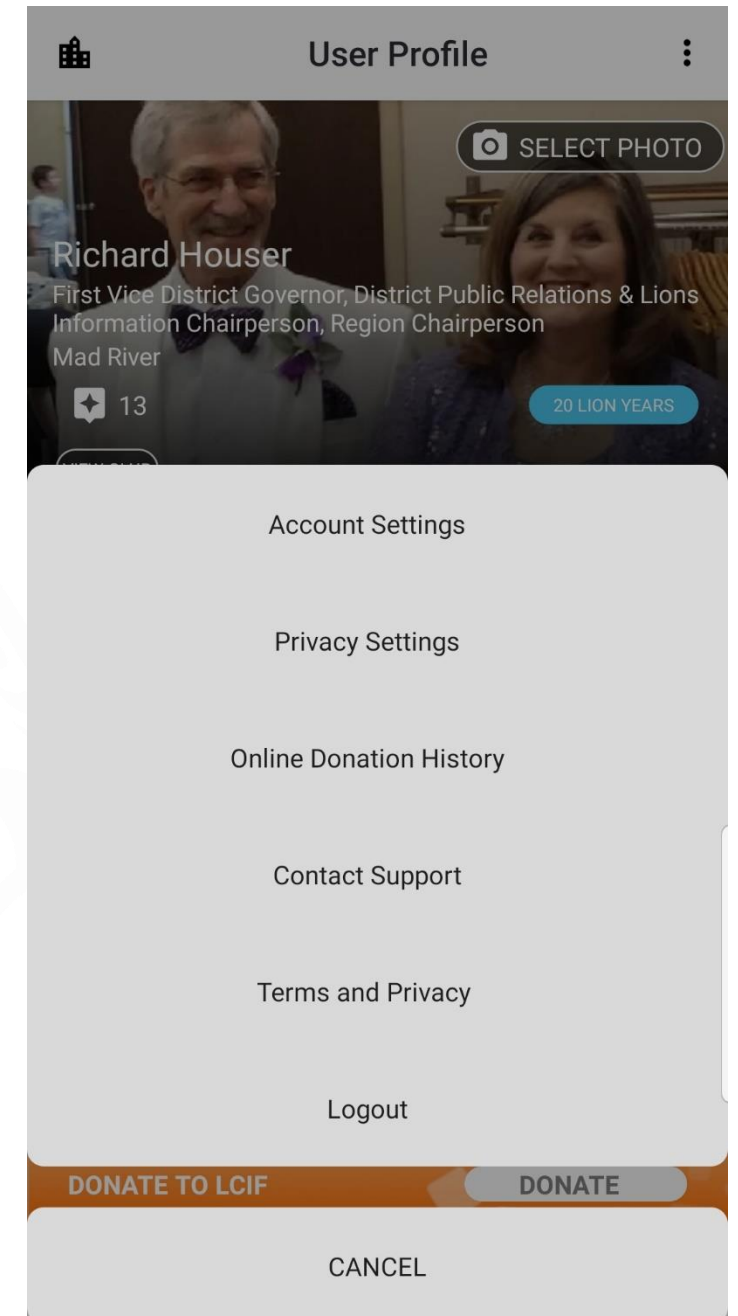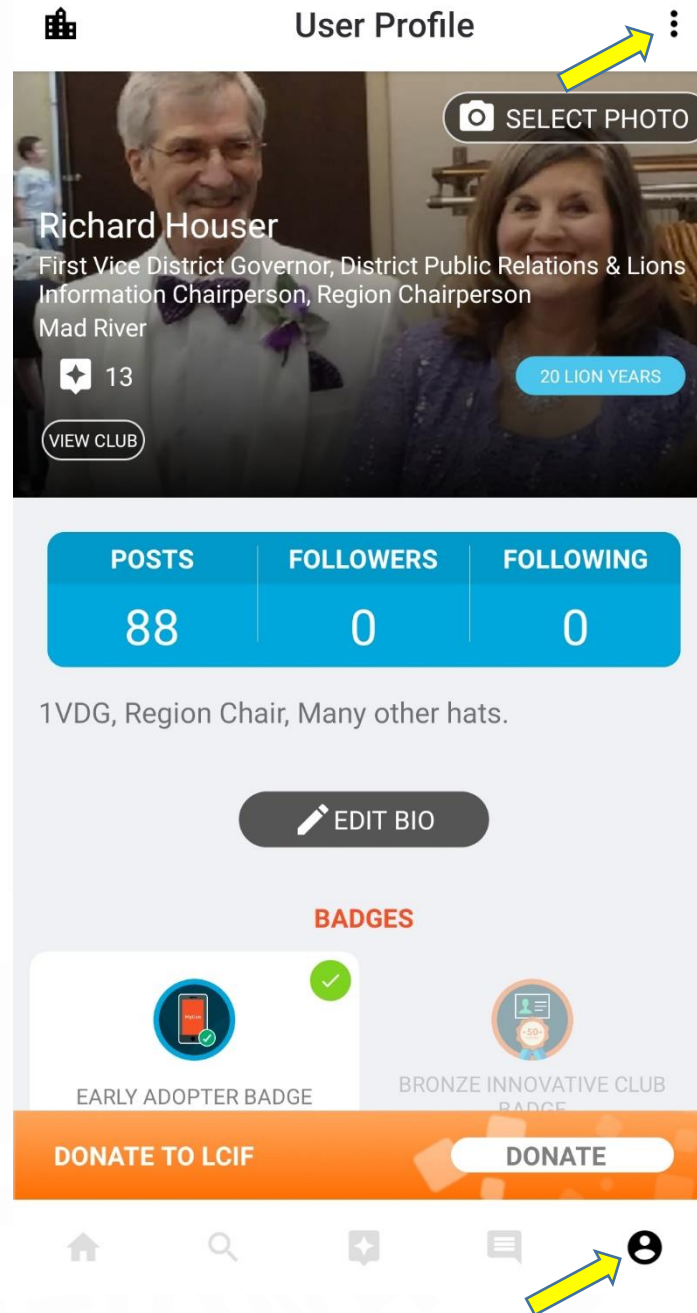
Activities

You will see any Activity you have created and/or any other Club's activities you are following. Notice the dates in lower right corner of each activity screen.

Now click the + in the upper left corner to create a Future (New) Activity.
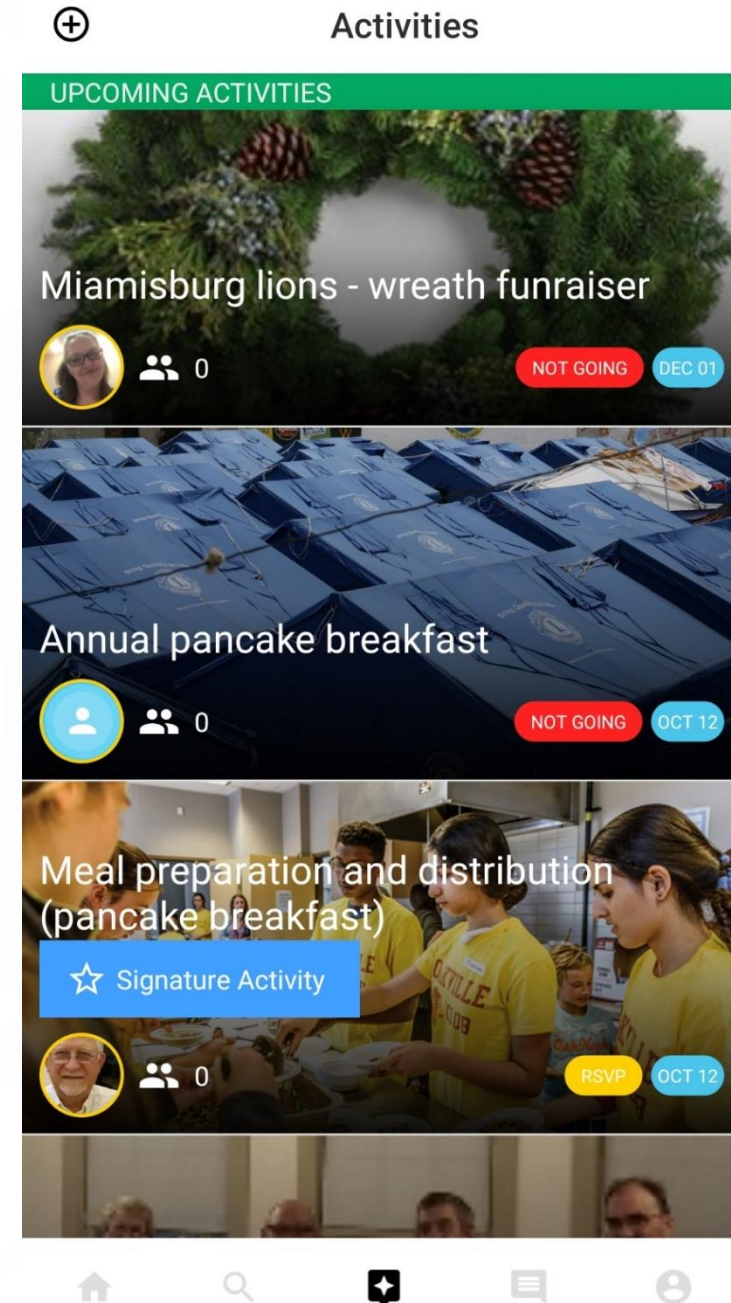
Set Up Future Activity

Click the SET UP FUTURE ACTIVITY on the 1st screen.

On the next screen you will see 3 pictures, Service Activity, Fundraiser, and Meeting and are selectable by clicking on them.

No matter which one you choose the process is the same. So for this scenario we are going to choose the Service Activity.

On the 2nd screen the 1 is circled in red just to indicate this is the 1st step.
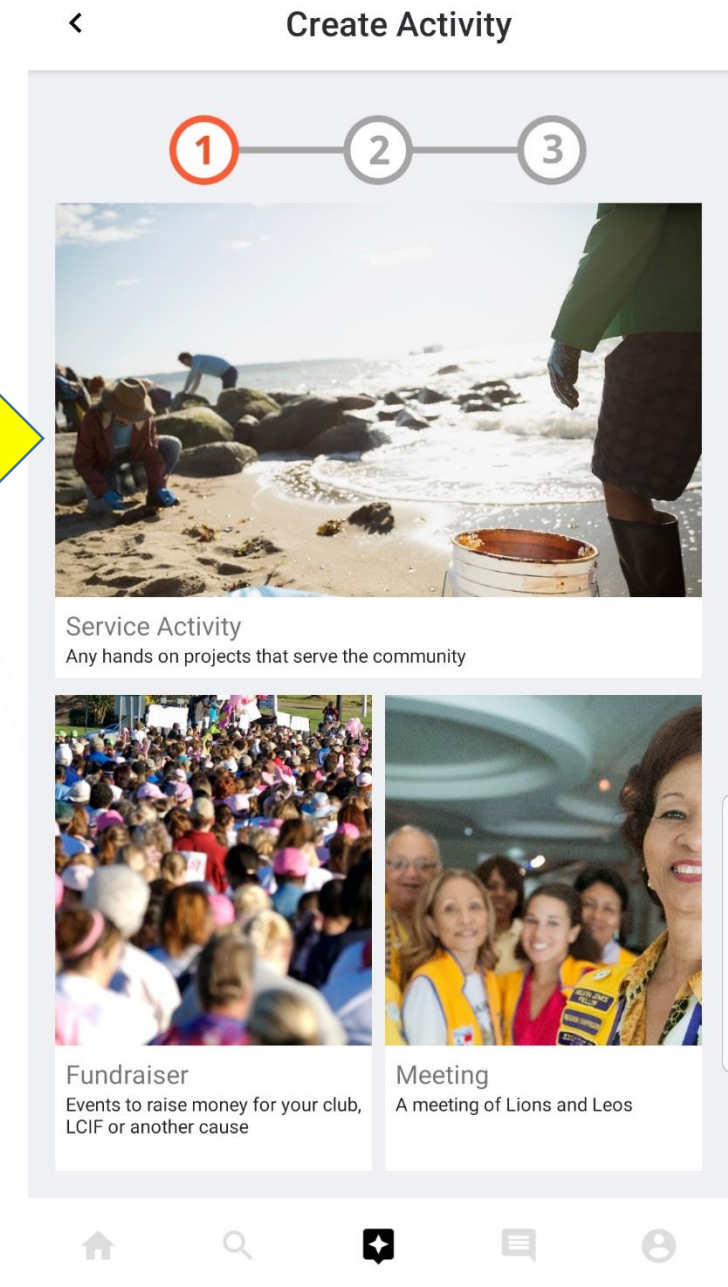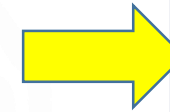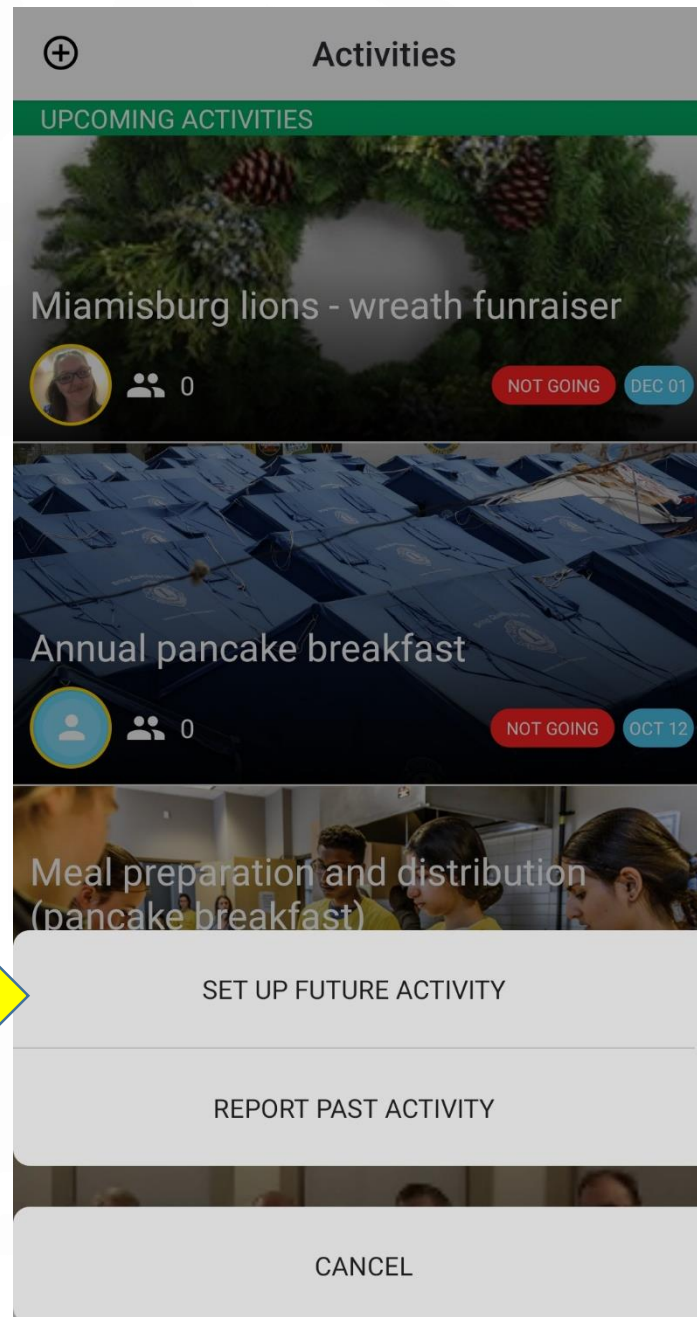
Create the Activity

You'll now see the 2 is circled at the top of each screen indicating you are on step 2. These 2 screens are really one but to show I had to split them into two.

Some of these blocks have drop downs after you click on them for you to choose your item. Like the Choose a Cause, a drop down will show Hunger, Environment, Childhood Cancer, Diabetes, Vision and Other to choose your cause.

Address, type the place and address here.

Start Date and End Date will give you a calendar to pick your date.

Start Time and End Time will give you a clock to pick your times.

The Description block is just that, maybe highlights, important facts, no book is needed.

Who can see this, Only me is private, Club and Everyone.

Who can join, Invite Only, Any Lion or Leo, Everyone.

Signature Activity, does the Public know because of this activity?

Now click PROCEED

Create Activity

1 — 2 — 3

Provide basic info about this activity

Activity Name

Choose a Cause

Address or Place

[Club] Mad River (5529)

Start Date

Start time

End date

End time

Enter a description

Create Activity

1 — 2 — 3

Provide basic info about this activity

Who can see this?: Everyone

Only me

Who can join?: Invite Only

Invite Only

Signature Activity

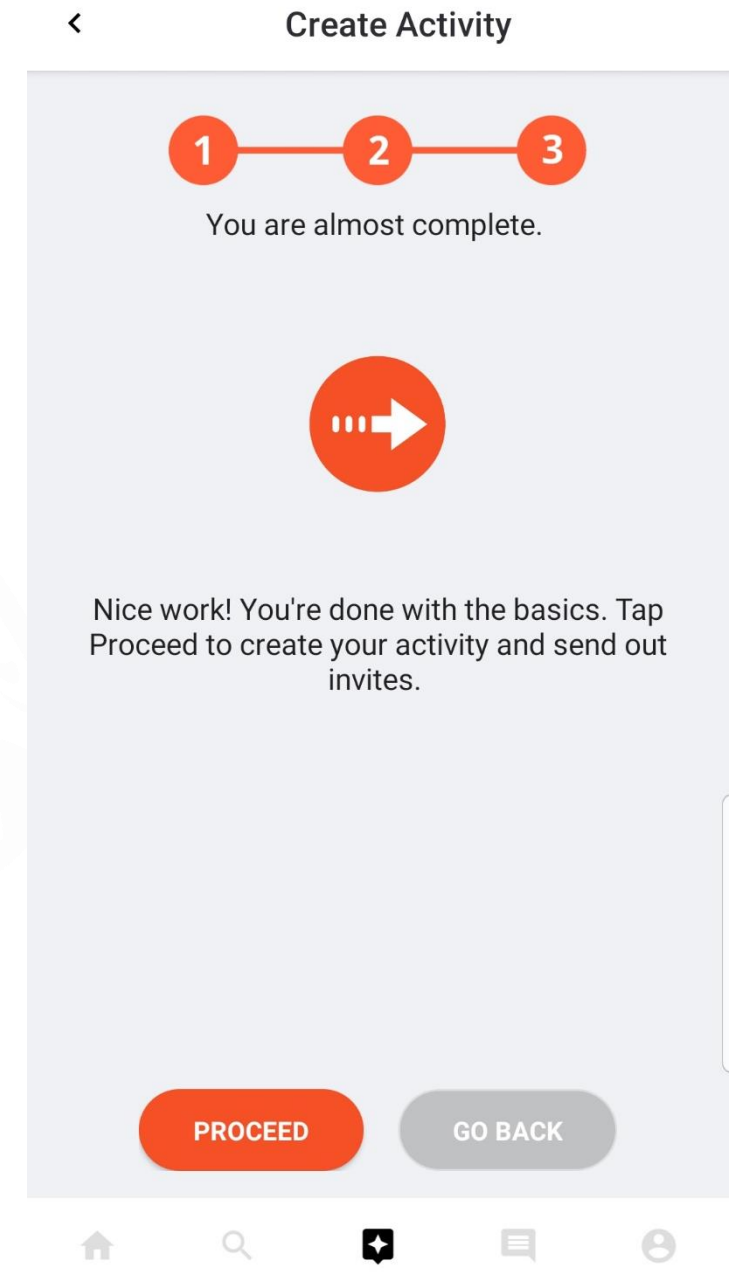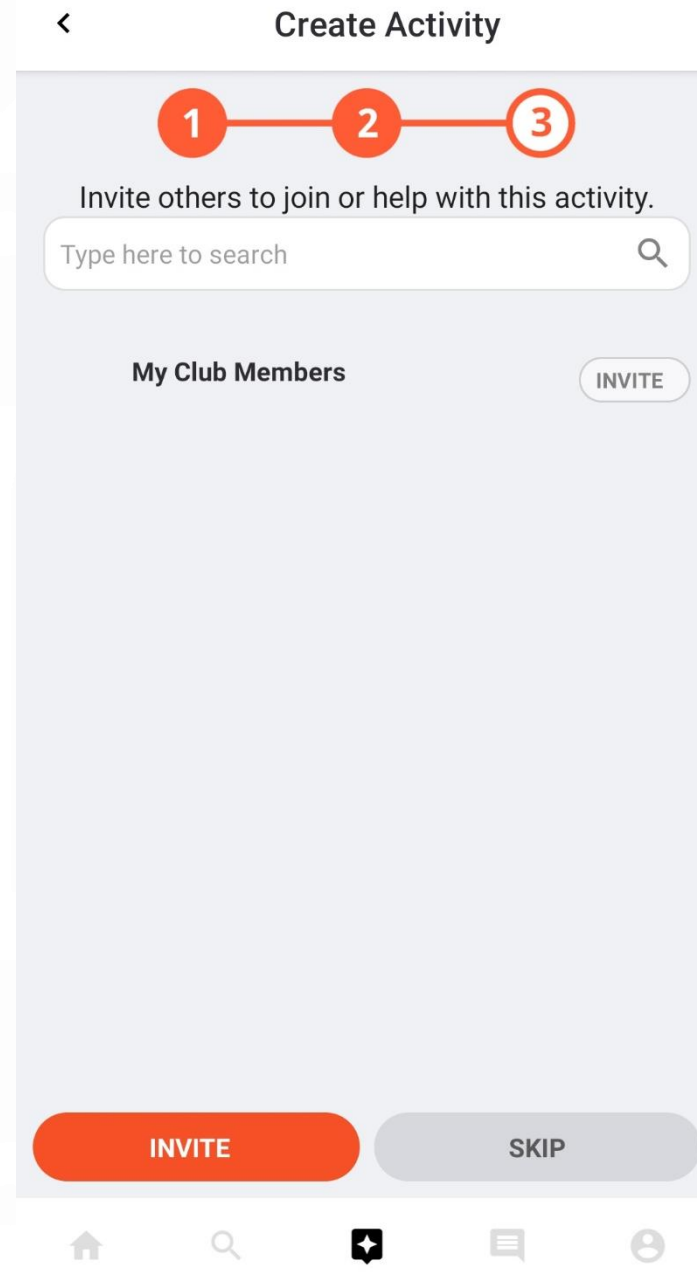☐ Is this activity associated with a Signature Activity?

PROCEED

Invite Step 3

Here you can send an invite to others you would like to join in or just come visit your activity. If they are registered in MyLion they will get an email about your activity. If they are not registered in MyLion they will get an email to register.

You will notice you can invite your club or in the Type here to search you can invite other Lions.

All Lions need to have an email listed in MyLCI in order to get these emails.

Now your ready to select INVITE or SKIP.

On the 2nd screen, click PROCEED

Create Activity

Invite others to join or help with this activity.

Type here to search

My Club Members　INVITE

INVITE　SKIP

Create Activity

You are almost complete.

Nice work! You're done with the basics. Tap Proceed to create your activity and send out invites.
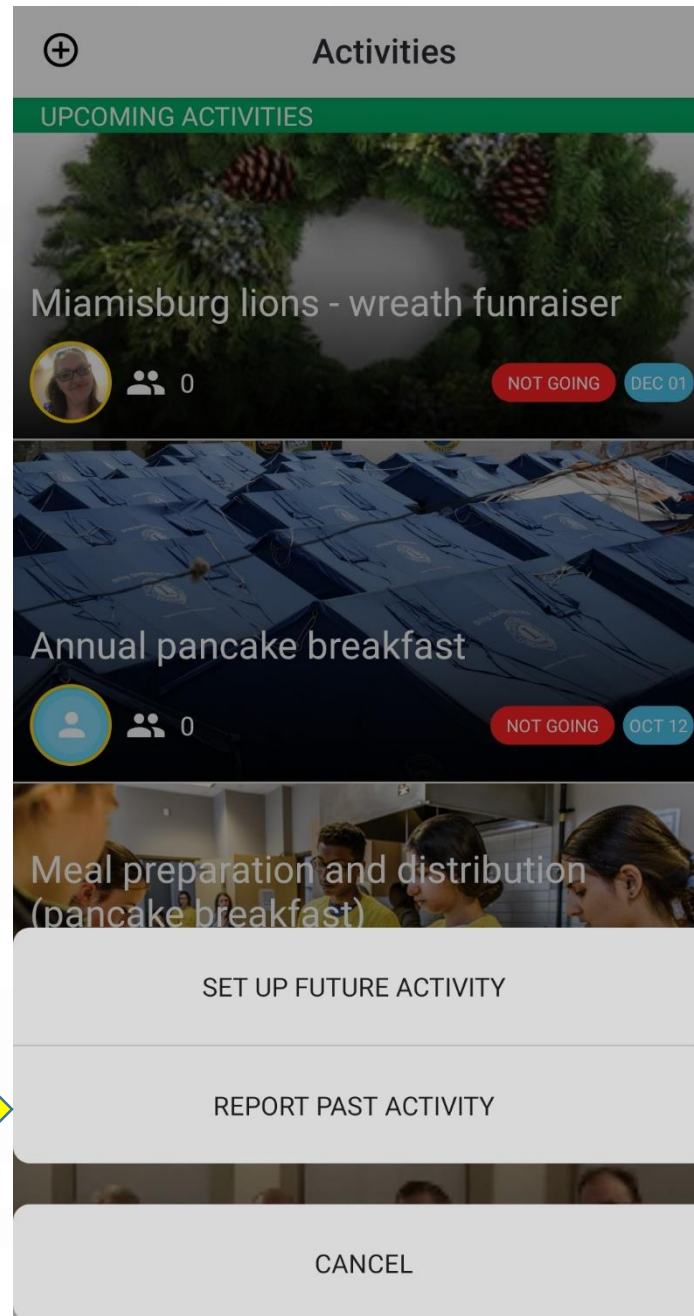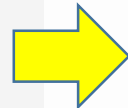
PROCEED　GO BACK
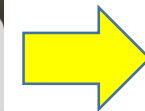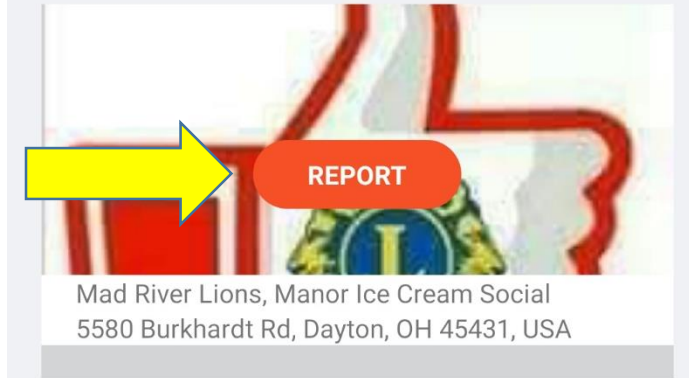
REPORT PAST ACTIVITY

You can only report an activity when it is completed, not in real time.

First screen choose REPORT PAST ACTIVITY

Second screen, if you have a past activity that requires reporting click the REPORT button on the picture. If nothing is listed on this page then click the CREATE PAST ACTIVITY TO REPORT at the bottom of the page. You will now go through the pages like when you created a new activity plus you will be adding the number Lions, volunteers, Leos, $, Hours, etc. Review your entries follow the pages to REPORT NOW.

Activities

UPCOMING ACTIVITIES

Miamisburg lions - wreath funraiser

👥 0   NOT GOING   DEC 01

Annual pancake breakfast

👥 0   NOT GOING   OCT 12

Meal preparation and distribution (pancake breakfast)

SET UP FUTURE ACTIVITY

REPORT PAST ACTIVITY

CANCEL

Report Activity

REPORT

Mad River Lions, Manor Ice Cream Social
5580 Burkhardt Rd, Dayton, OH 45431, USA

Don't see your activity?

CREATE PAST ACTIVITY TO REPORT

12

Your Activity is Reported

Fill in the blocks and click REPORT NOW.

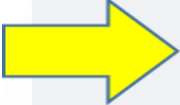**Mad River Lions, Manor Ice Cream Social**

To complete the quick report, enter the following information.

How many people were served?
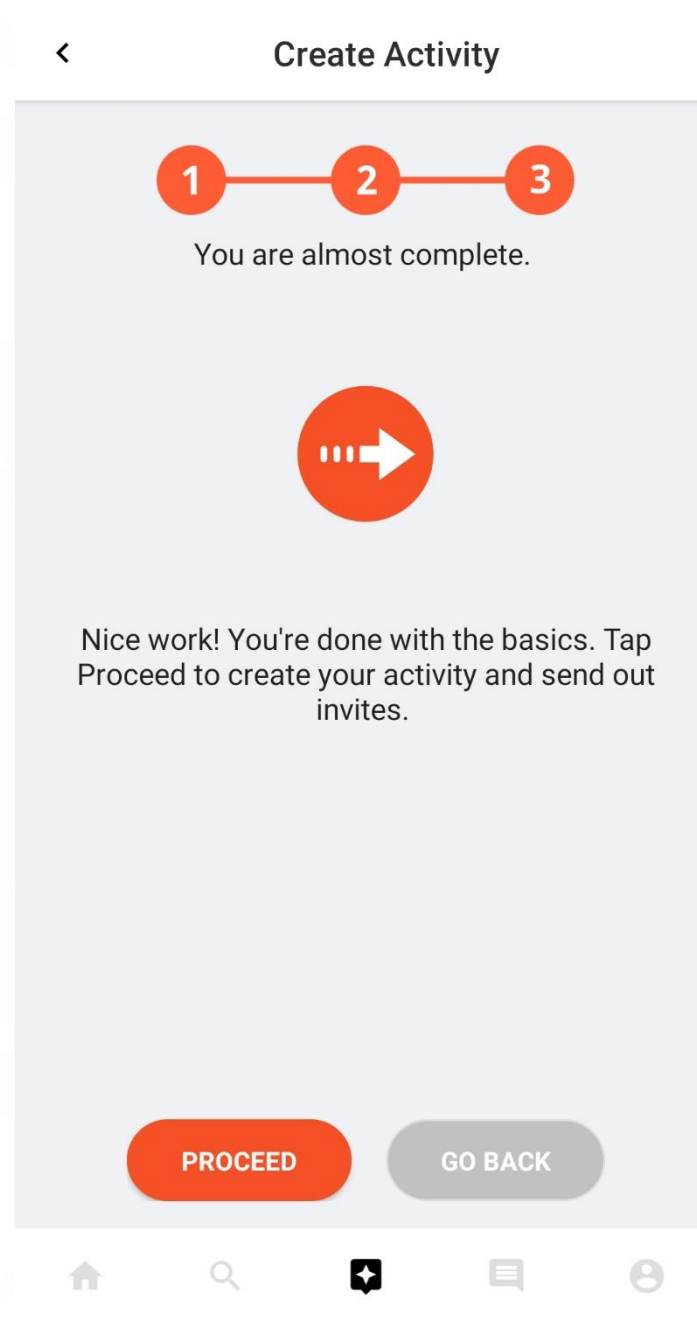
Total Volunteers

Total Volunteer Hours

REPORT NOW

At any Point

You feel you need to go back a screen to correct something use the small arrow in the top left corner of the screen. Do not use your devices back button, this may work sometimes and other times will exit you from MyLion.
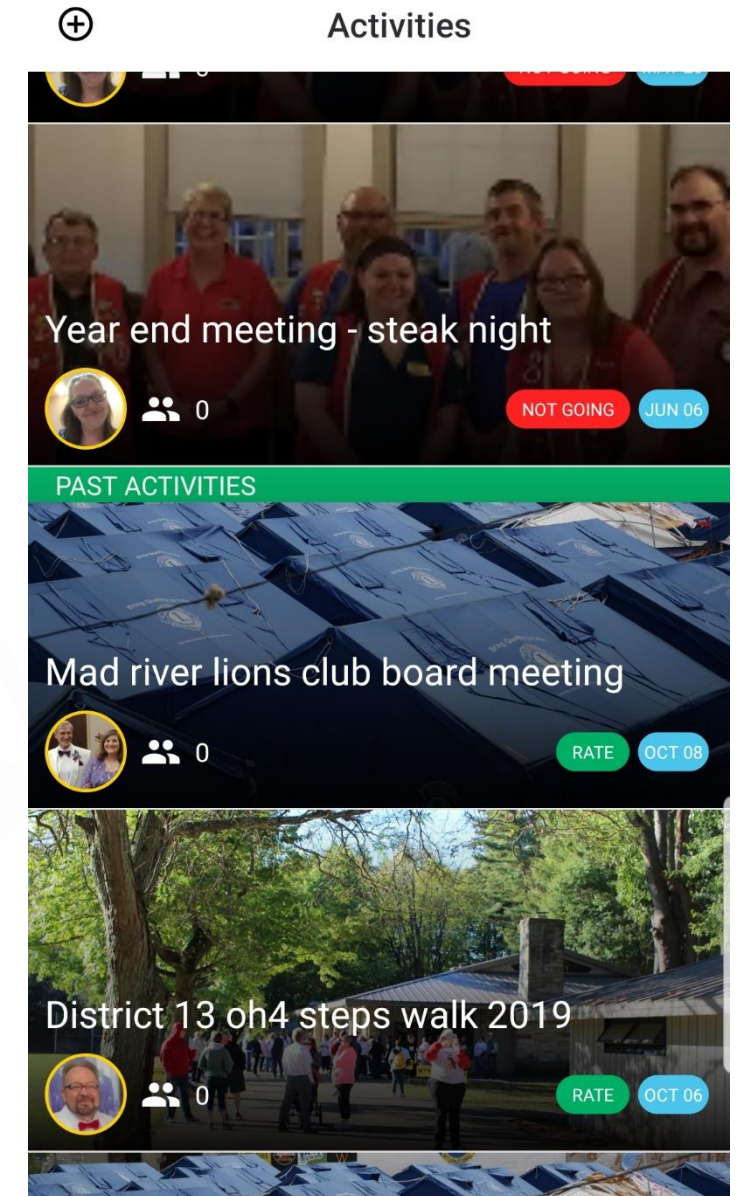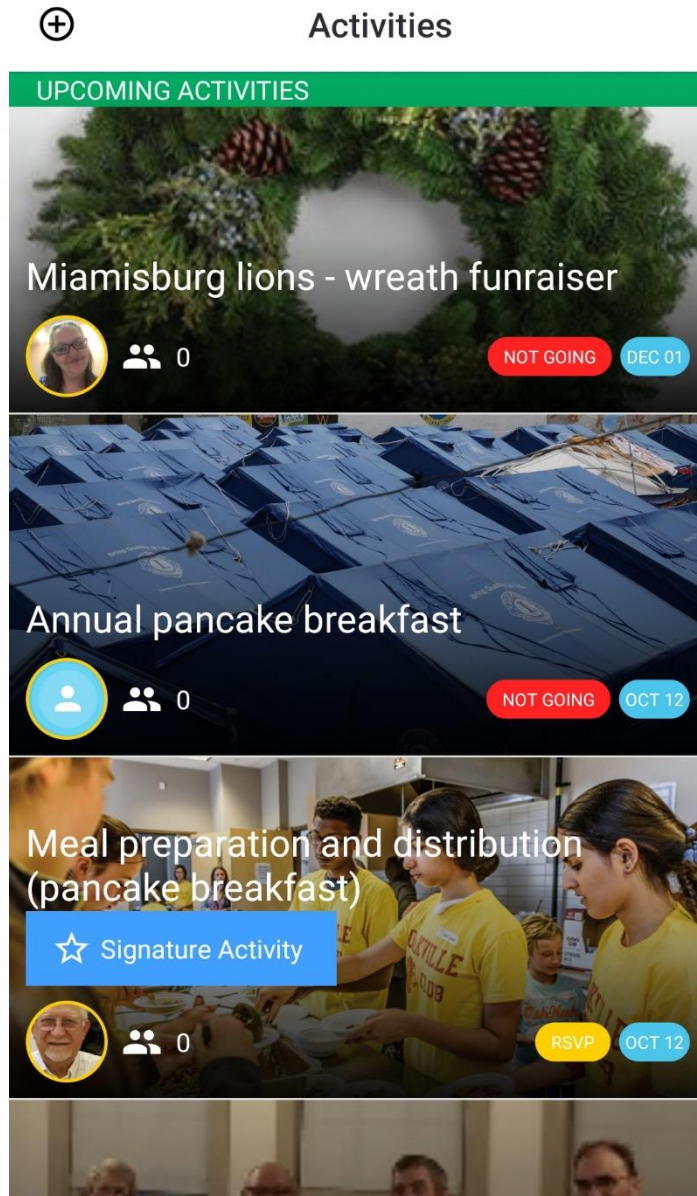
Then you will have to start all over!

Editing your Activity

Note the difference in the 2 screens. First screen shows UPCOMING ACTIVITIES and the second shows PAST ACTIVITIES. Upcoming and Past can all be edited if needed by the creator or Club President, Club Secretary, Club Service Chair, Club Administrator and the District Administrator.

Click on the Activity you would like to edit.

Activities

UPCOMING ACTIVITIES

Miamisburg lions - wreath funraiser

0   NOT GOING   DEC 01

Annual pancake breakfast

0   NOT GOING   OCT 12

Meal preparation and distribution (pancake breakfast)

⭐ Signature Activity

0   RSVP   OCT 12

Activities

Year end meeting - steak night

0   NOT GOING   JUN 06

PAST ACTIVITIES

Mad river lions club board meeting

0   RATE   OCT 08

District 13 oh4 steps walk 2019
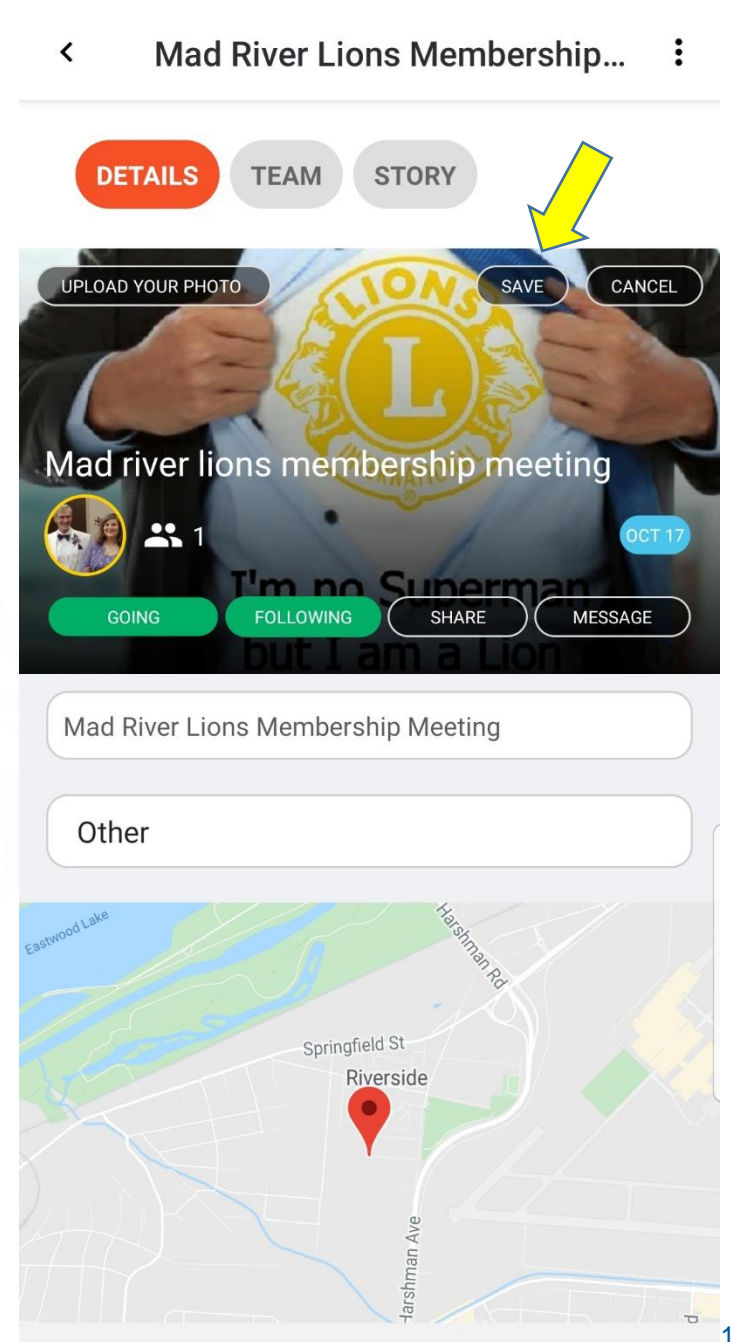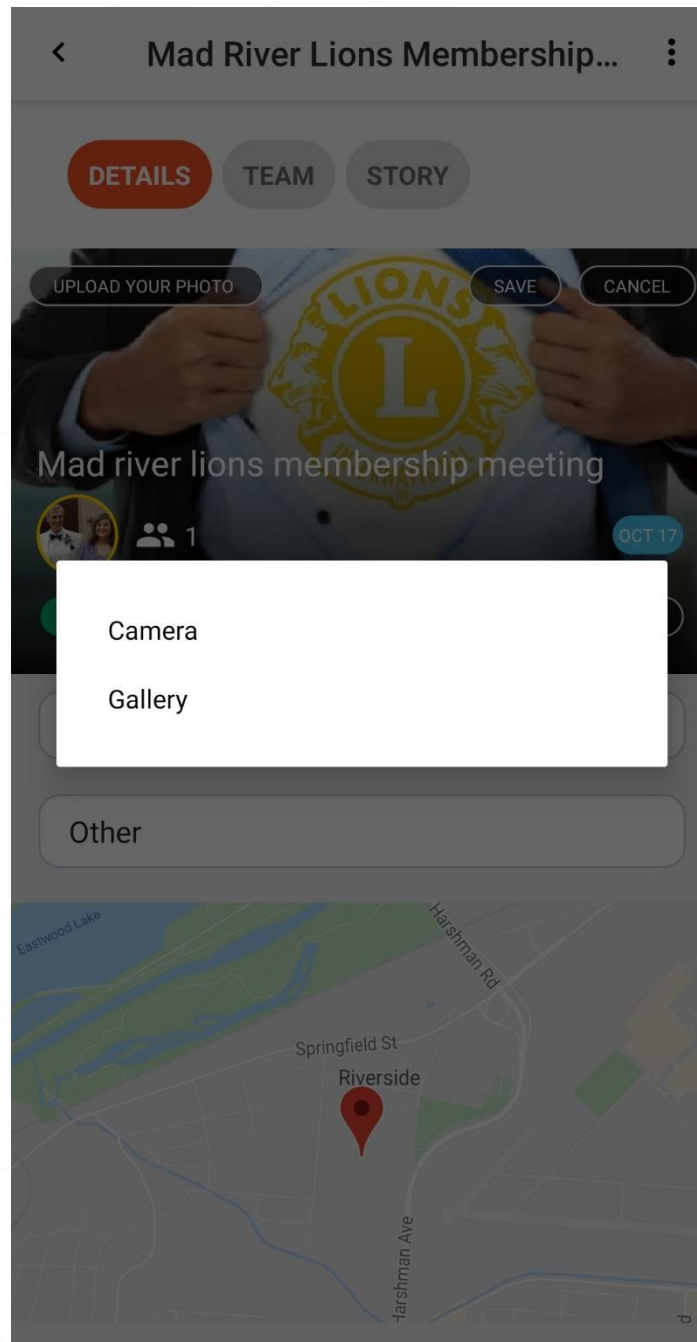
0   RATE   OCT 06

Edit an Activity

To edit the Activity information or the Photo click the pencil on the first screen. You are able to slide down the screen and edit the areas needed. If you would like to edit or change the picture click on the UPLOAD YOUR PICTURE on the second screen.
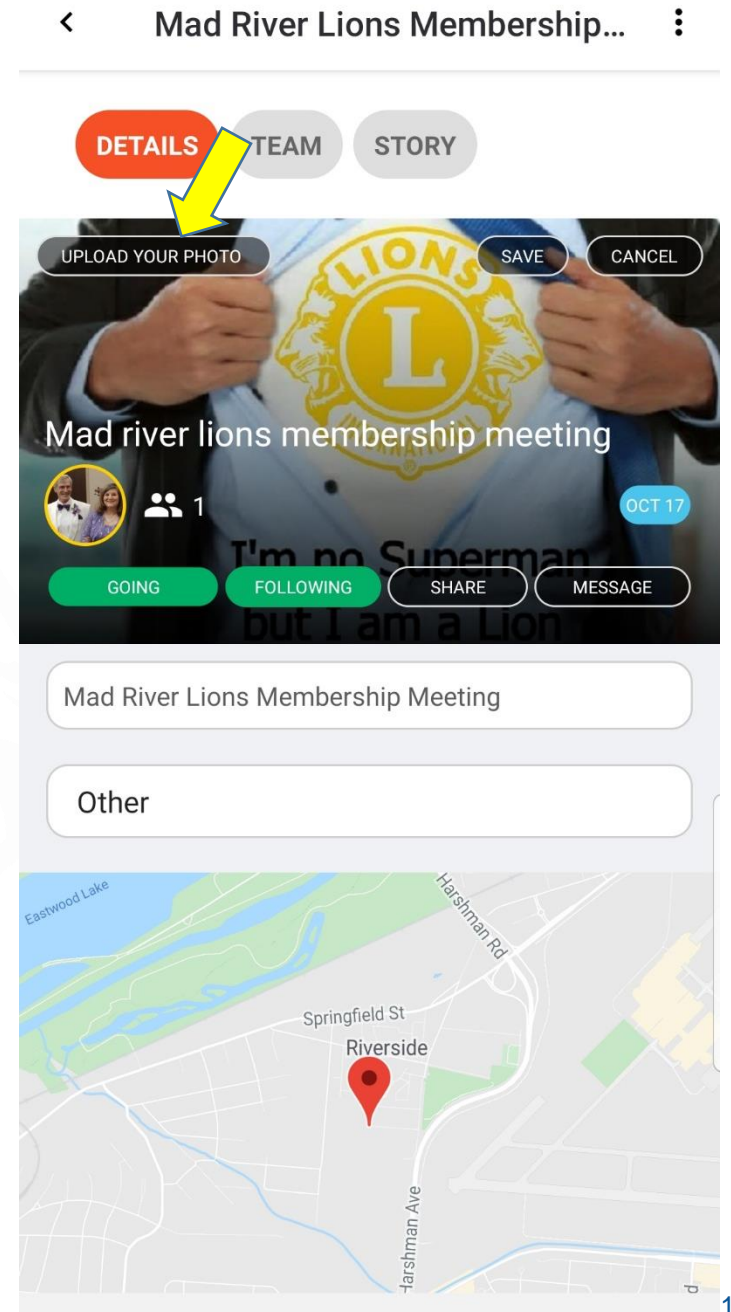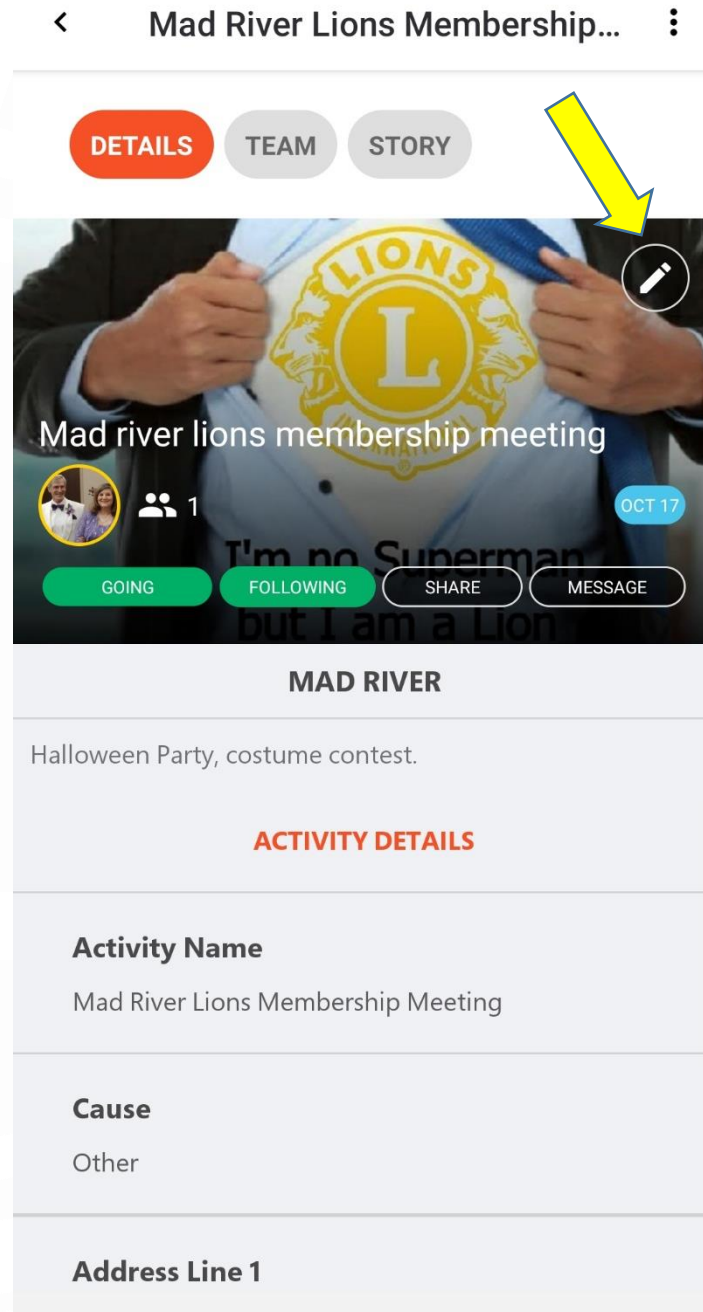
Choose your picture

Choose your picture on your device. It may take time after you choose to upload, give time.

Now click SAVE.

Thank you