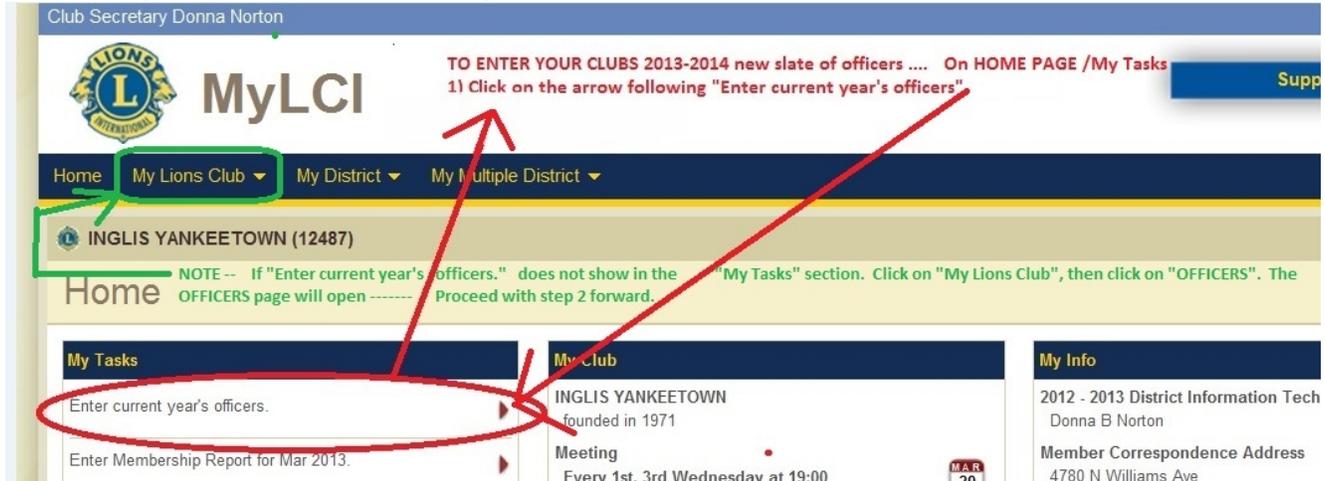


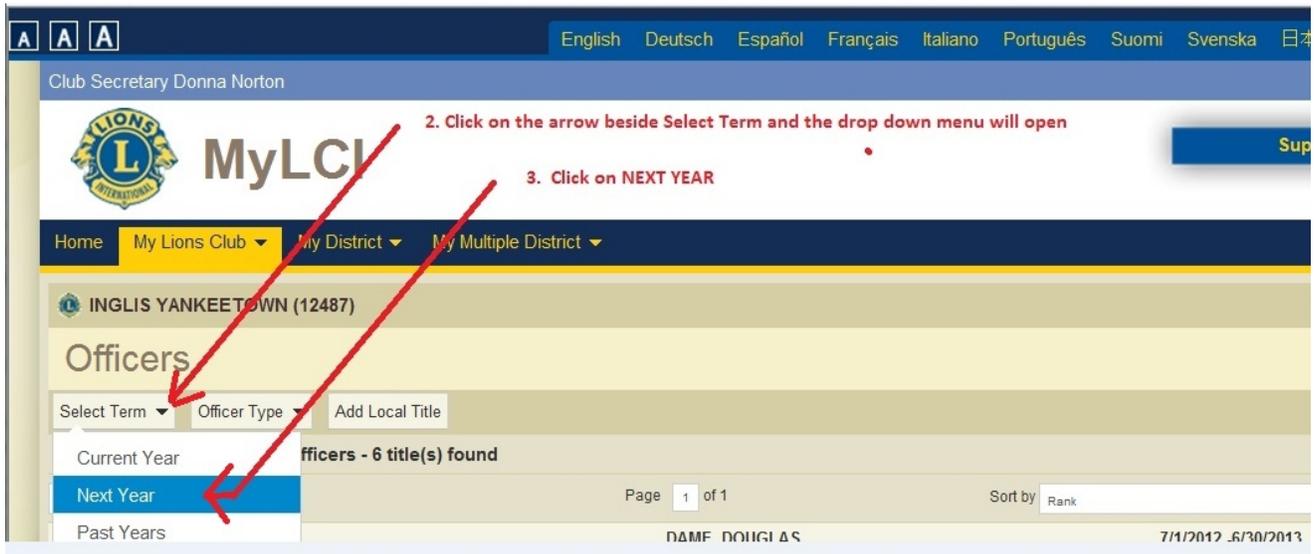
Instructions for Entering 2013/14 Officers – PU 101 – in My LCI

1. On MY LCI HOME Page , under My Tasks , click on the arrow beside “Enter Current Year’s Officers”

Note: If you do not see “Enter Current Year’s Officers” in the My Tasks box, click on “My Lions Club” (top left hand side of your MyLCI Home page screen, almost directly under the Lions Logo. Then click on OFFICERS.



2. The OFFICERS Page will open. Click on “Select Term” – a drop down menu will open –
3. Click on Next Year



4. A page to add 2013-2014 Officers will now be on your screen. Beside the first officer, typically President, click on “ Add Officer” - on the right side.



7. After adding your officers – to View and / or Print a list of your new officers go back to the HOME Page, under MY CLUB Click on REPORTS to go to the Reports Page.

Click on Lions Club Officer Reporting Form (PU 101) – Next Year. Near the bottom right of the page click on View / Print .

Your 2013-14 Officers will be displayed. To print click on FILE at the top left of your screen, then on Print.

(Note: You can not enter officers from the reports page –you may only view and print after entering following the steps above.)

Home My Lions Club My District My Multiple District

INGRIS YANKEETOWN (12487)

Reports Tip : You can not enter your new PU101 from the Reports page

Available Reports

- Family Unit Report
- Club Attendance Sheet
- Club Roster
- Lions Clubs Officer Reporting Form (PU-101) - Current Year
- Lions Clubs Officer Reporting Form (PU-101) - Next Year**
- Club Monthly Reporting History
- Monthly Membership Report - Detail
- Lions Club Contact List
- Lions District Officer Contact List
- Monthly Service Activity Report
- Club Roster of Membership Data

Report Information

Report Name	Lions Clubs Officer Reporting Form (PU-101) - Next Year
Description	List of next year's officers.

Under MY LIONS CLUB / Available Reports ...
The only purpose of Lions Clubs Officer Reporting Form (PU-101) - Next Year (Shown circled) is to allow you to view and / or print a list of your 2013-14 officers AFTER you have you entered them as shown above.

View/Print

8. Please make sure that you have the correct spelling for the officers, correct address, phone, and email. Also verify that your meeting information is current.

9. Send your 2013-2014 PU-101s to:

1st VDG Al Becker (albecker@earthlink.net)

2nd VDG Carolyn Lloyd (lioncarolyn@gmail.com)

Lion Mary Ann Bullock (maryannbullock@hotmail.com)

Lion Dianne Christian (liondiannechristian@gmail.com)

Lion Carol Reichard (angelion15@yahoo.com)

10. The deadline for submitting this information is April 15th.

FOR ASSISTANCE WITH MyLCI, CONTACT LION DONNA NORTON,
donnanorton@tampabay.rr.com, Res: 352-564-0315

FORM DATED MARCH 19, 2013