## 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 <u>Current</u> 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.

Club Secretary Donna Norton		
MyLCI	TO ENTER YOUR CLUBS 2013-2014 new slate of officers 1) Click on the arrow following "Enter current year's offic	On HOME PAGE /My Tasks
Home My Lions Club 🗸 My District 🗸	My Multiple District 🗸	
INGLIS YANKEETOWN (12487)		
Home OFFICERS page will open	officers." does not show in the "My Tasks" section. Click of Proceed with step 2 forward.	n "My Lions Club", then click on "OFFICERS". The
My Tasks	My Club	My Info
Enter current year's officers.	INGLIS YANKEETOWN founded in 1971	2012 - 2013 District Information Tech Donna B Norton
Enter Membership Report for Mar 2013.	Meeting Every 1st, 3rd Wednesday at 19:00	Member Correspondence Address 4780 N Williams Ave

 The OFFICERS Page will open. Click on "<u>Select Term</u>" – a drop down menu will open – 3. Click on <u>Next Year</u>

A		English	Deutsch	Español	Français	Italiano	Português	Suomi	Svenska	日本
	Club Secretary Donna Norton									
	MyLCI 2. Click on the	e arrow bes . Click on N	ide Select '	Ferm and t	he drop do •	wn menu	will open			Sup
	Home My Lions Club 🗸 My District 👻 My Multiple D	)istrict 👻								
	🛞 INGLIS YANKEETSWN (12487)									
	Officers									
	Select Term - Officer Type Add Local Title									
	Current Year fficers - 6 title(s) found									
	Next Year	I	Page 1 of	1			Sort by Rank			
	Past Years		DAME					7/	1/2012 _6/30/	2013

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

Next Year - Lions Club Officers - 6 title(s) found	4. Your page will change to look like this.	Click on Add Officer on the right side of the page.	
Show 30	Page 1 of 1	Sort Ly Rank	<b>•</b>
Club President	Vacant		
This position is currently vacant.		Add Officer	>
Club First Vice President	Vacant		
This position is currently vacant.		Add Officer	
Club Second Vice President	Vacant		

5. The ASSIGN OFFICER Page will open. Click on SELECT MEMBER

🛞 My	LCI	5. Click on SELECT MEMBER	
Home 🛛 My Lions Club 👻	My District 👻	My Multiple District 👻	
	N (12487)		
Assign Office	r		
Fiscal Year	2013 - 2014		
Officer Title	Club President		
Currently Assigned	None selected		
Select a member to serve	in this position.	V	
Colosted Member	Not selected.	Select Member	

6. a) <u>Type in your officers last name, CLICK on SEARCH,</u> and all members in your club with that name will show on the screen.

(**Note:** If you hit enter instead of clicking on search – it will take you back to the previous screen and you will need to repeat step 5.)

b) <u>Put your mouse pointer on the member that will be your new officer</u>. The system will highlight that members info. <u>Click on the member you have</u> <u>selected</u>.

(**Note:** You may see an officer name with the member info ---that is the members 2012-13 officer title –just ignore that it's there)

- c) The system will return you to the page where you MUST <u>click on SAVE</u> to add the member as a 2013-14 officer.
- d) Click on "Go Back To Officers" and repeat from Step 2 for each officer.



 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 <u>Lions Club Officer Reporting Form (PU 101 ) – Next Year</u>. 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 :	<b>*</b>				
INGLIS YANKEETOWN (12487)					
Reports	Tip : You can not enter your new PU101 from the Reports page				
Available Reports	eport Information				
Family Unit Report Club Attendance Sheet Club Roster Lions Clubs Officer Reporting Form (PU-101) - Current Year Club Monthly Beporting History Monthly Membership Report - Detail Lions Club Contact List Lions District Officer Contact List Monthly Service Activity Report Club Roster of Membership Data	Report NameLions Clubs Officer Reporting Form (PU-101) - Next YearDescriptionList of next year's officers.Under MY LIONS CLUB / Available ReportsThe 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 2013-14officers 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