

Instructions for Entering 2014-15 Officers in MyLCI (PU101)

1. LogOn to MyLCI. Under “My Lions Club”, choose “Officers”
2. The OFFICERS Page will open. Click on “Select Term” – a drop down menu will open – Click on Next Year
3. A page to add 2014-2015 Officers will now be on your screen. Beside the first officer, typically President, click on “ Add Officer” - on the right side.
4. The ASSIGN OFFICER Page will open. Click on SELECT MEMBER
5. a) Type in your officers last name, CLICK on SEARCH, 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) Put your mouse pointer on the member that will be your new officer . The system will highlight that members info. Click on the member you have selected.

(Note: You may see an officer name with the member info ---that is the members 2013-14 officer title –just ignore that it’s there)

c) The system will return you to the page where you MUST click on SAVE to add the member as a 2014-15 officer.
d) Click on “Go Back To Officers” and repeat from Step 2 for each officer.
6. 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 2014-15 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.)
7. 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.
8. The deadline for submitting this information is April 15th or ASAP.

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