

MyLCI - FAQ's

How do I?		Need another language?
Club info	Change the meeting day and time?	https://extranet.lionsclubs.org/common/docs/Club/ClubFAQ_EN.pdf
	Change the meeting location?	https://extranet.lionsclubs.org/common/docs/Club/ClubFAQ_EN.pdf
	Update the club web site address shown on Find a Club?	https://extranet.lionsclubs.org/common/docs/Club/ClubFAQ_EN.pdf
Registration	Change my e-mail address?	https://extranet.lionsclubs.org/common/docs/LogonHome/MyLCIRegistrationFAQ_EN.pdf
	Change my password?	https://extranet.lionsclubs.org/common/docs/LogonHome/MyLCIRegistrationFAQ_EN.pdf
	Logon?	https://extranet.lionsclubs.org/common/docs/LogonHome/MyLCIRegistrationFAQ_EN.pdf
	Register for a password?	https://extranet.lionsclubs.org/common/docs/LogonHome/MyLCIRegistrationFAQ_EN.pdf
Member	Add a member?	https://extranet.lionsclubs.org/common/docs/Member/MemberFAQ_EN.pdf
	Change a member's name?	https://extranet.lionsclubs.org/common/docs/Member/MemberFAQ_EN.pdf
	Create a Family Unit?	https://extranet.lionsclubs.org/common/docs/Member/MemberFAQ_EN.pdf
	Drop a member?	https://extranet.lionsclubs.org/common/docs/Member/MemberFAQ_EN.pdf
	Edit a mailing address?	https://extranet.lionsclubs.org/common/docs/Member/MemberFAQ_EN.pdf
	Report membership changes from earlier this year?	https://extranet.lionsclubs.org/common/docs/Member/MemberFAQ_EN.pdf
	Report No Membership Changes?	https://extranet.lionsclubs.org/common/docs/Member/MemberFAQ_EN.pdf
	Transfer a member?	https://extranet.lionsclubs.org/common/docs/Member/MemberFAQ_EN.pdf
Officer	Change an officer's contact information?	https://extranet.lionsclubs.org/common/docs/Officer/OfficerFAQ_EN.pdf
	End an officer's term?	https://extranet.lionsclubs.org/common/docs/Officer/OfficerFAQ_EN.pdf
	Report new officers?	https://extranet.lionsclubs.org/common/docs/Officer/OfficerFAQ_EN.pdf
	Download club member data to Excel or Word?	https://extranet.lionsclubs.org/common/docs/Reports/ReportsFAQ_EN.pdf
	Get a list of club officer phone numbers?	https://extranet.lionsclubs.org/common/docs/Reports/ReportsFAQ_EN.pdf
	Avoid receiving statements in the mail?	https://extranet.lionsclubs.org/common/docs/Statement/StatementFAQ_EN.pdf
	Ensure that I am notified when monthly statements are available?	https://extranet.lionsclubs.org/common/docs/Statement/StatementFAQ_EN.pdf
	Print a statement?	https://extranet.lionsclubs.org/common/docs/Statement/StatementFAQ_EN.pdf
Other	View the club's outstanding balance?	https://extranet.lionsclubs.org/common/docs/Statement/StatementFAQ_EN.pdf
	Fix a blank page problem?	https://extranet.lionsclubs.org/common/docs/LogonHome/HomeFAQ_EN.pdf

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Leo Clubs	Change my Leo club type to either Alpha or Omega?	http://extranet.lionsclubs.org/common/docs/Club/ClubFAQ_EN.pdf
	Change the meeting day and time?	http://extranet.lionsclubs.org/common/docs/Club/ClubFAQ_EN.pdf
	Change the meeting location?	http://extranet.lionsclubs.org/common/docs/Club/ClubFAQ_EN.pdf
	Update the club web site?	http://extranet.lionsclubs.org/common/docs/Club/ClubFAQ_EN.pdf
	Change my e-mail address?	http://extranet.lionsclubs.org/common/docs/LogonHome/MyLCIRegistrationFAQ_EN.pdf
	Change my password?	http://extranet.lionsclubs.org/common/docs/LogonHome/MyLCIRegistrationFAQ_EN.pdf
	Approve a new Leo member?	http://extranet.lionsclubs.org/common/docs/Member/ConsentFAQ_EN.pdf
	Add a Leo member if I have not received the Leo-50 Membership Application form yet?	http://extranet.lionsclubs.org/common/docs/Member/ConsentFAQ_EN.pdf
	Reject a new Leo member?	http://extranet.lionsclubs.org/common/docs/Member/ConsentFAQ_EN.pdf
	Add a member?	http://extranet.lionsclubs.org/common/docs/Member/MemberFAQ_EN.pdf
	Change a member's name?	http://extranet.lionsclubs.org/common/docs/Member/MemberFAQ_EN.pdf
	Drop a member?	http://extranet.lionsclubs.org/common/docs/Member/MemberFAQ_EN.pdf
	Edit a mailing address?	http://extranet.lionsclubs.org/common/docs/Member/MemberFAQ_EN.pdf
	Find the Leo member I just added?	http://extranet.lionsclubs.org/common/docs/Member/MemberFAQ_EN.pdf
	Report No Membership Changes?	http://extranet.lionsclubs.org/common/docs/Member/MemberFAQ_EN.pdf
	Change an officer's contact information?	http://extranet.lionsclubs.org/common/docs/Officer/OfficerFAQ_EN.pdf
	End an officer's term?	http://extranet.lionsclubs.org/common/docs/Officer/OfficerFAQ_EN.pdf
	Get a list of club officer phone numbers?	http://extranet.lionsclubs.org/common/docs/Officer/OfficerFAQ_EN.pdf
	Report new officers?	http://extranet.lionsclubs.org/common/docs/Officer/OfficerFAQ_EN.pdf
	Download club member data to Excel or Word?	http://extranet.lionsclubs.org/common/docs/Reports/ReportsFAQ_EN.pdf
Region Zone	Change the sort order of the clubs?	http://extranet.lionsclubs.org/common/docs/District/ClubsPlusFAQ_EN.pdf
	Find a club's reporting history?	http://extranet.lionsclubs.org/common/docs/District/ClubsPlusFAQ_EN.pdf
	Find clubs with missing officers?	http://extranet.lionsclubs.org/common/docs/District/ClubsPlusFAQ_EN.pdf
	Select a different club?	http://extranet.lionsclubs.org/common/docs/District/ClubsPlusFAQ_EN.pdf
	View a club's statement?	http://extranet.lionsclubs.org/common/docs/District/ClubsPlusFAQ_EN.pdf
	View or print club reports?	http://extranet.lionsclubs.org/common/docs/District/ClubsPlusFAQ_EN.pdf
	Assign a club to a different zone?	http://extranet.lionsclubs.org/common/docs/District/RegionZoneFAQ_EN.pdf
	Assign a region chairperson?	http://extranet.lionsclubs.org/common/docs/District/RegionZoneFAQ_EN.pdf
	Assign a zone chairperson?	http://extranet.lionsclubs.org/common/docs/District/RegionZoneFAQ_EN.pdf
	Assign a zone to a different region?	http://extranet.lionsclubs.org/common/docs/District/RegionZoneFAQ_EN.pdf
	Create my region/ zone/ club structure?	http://extranet.lionsclubs.org/common/docs/District/RegionZoneFAQ_EN.pdf
	Get a report of my regions and zones?	http://extranet.lionsclubs.org/common/docs/District/RegionZoneFAQ_EN.pdf
	Create a custom data download?	http://extranet.lionsclubs.org/common/docs/District/ReportsPlusFAQ_EN.pdf
	Download data for a district?	http://extranet.lionsclubs.org/common/docs/District/ReportsPlusFAQ_EN.pdf
	Create a download with only officer contact data?	http://extranet.lionsclubs.org/common/docs/District/ReportsPlusFAQ_EN.pdf
	Download officer data to Excel or Word?	http://extranet.lionsclubs.org/common/docs/District/ReportsPlusFAQ_EN.pdf
	View or print reports?	http://extranet.lionsclubs.org/common/docs/District/ReportsPlusFAQ_EN.pdf

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District / MD	Assign courtesy passwords?	http://extranet.lionsclubs.org/common/docs/District/AccessPlusFAQ_EN.pdf
	Find the password for a "guest user"	http://extranet.lionsclubs.org/common/docs/District/AccessPlusFAQ_EN.pdf
	Provide GMT and GLT access to view district information?	http://extranet.lionsclubs.org/common/docs/District/AccessPlusFAQ_EN.pdf
	Change the sort order of the clubs?	http://extranet.lionsclubs.org/common/docs/District/ClubPlusFAQ_EN.pdf
	Find a club's reporting history?	http://extranet.lionsclubs.org/common/docs/District/ClubPlusFAQ_EN.pdf
	Find all club officers in the district?	http://extranet.lionsclubs.org/common/docs/District/ClubPlusFAQ_EN.pdf
	Find clubs with missing officers?	http://extranet.lionsclubs.org/common/docs/District/ClubPlusFAQ_EN.pdf
	View a club's statement?	http://extranet.lionsclubs.org/common/docs/District/ClubPlusFAQ_EN.pdf
	View a list of clubs on Status Quo?	http://extranet.lionsclubs.org/common/docs/District/ClubPlusFAQ_EN.pdf
	View or print club reports?	http://extranet.lionsclubs.org/common/docs/District/ClubPlusFAQ_EN.pdf
	Change my contact information?	http://extranet.lionsclubs.org/common/docs/District/DistrictFAQ_EN.pdf
	Remove tasks from my task list?	http://extranet.lionsclubs.org/common/docs/District/DistrictFAQ_EN.pdf
	See the officers in my multiple district?	http://extranet.lionsclubs.org/common/docs/District/DistrictFAQ_EN.pdf
	Submit your District Convention information?	http://extranet.lionsclubs.org/common/docs/District/DistrictFAQ_EN.pdf
	See the clubs in my district?	http://extranet.lionsclubs.org/common/docs/District/NavigationPlusFAQ_EN.pdf
	Use the MyLCI web site?	http://extranet.lionsclubs.org/common/docs/District/NavigationPlusFAQ_EN.pdf
	Replace a district chairperson?	http://extranet.lionsclubs.org/common/docs/District/OfficerPlusFAQ_EN.pdf
	Report District Chairpersons?	http://extranet.lionsclubs.org/common/docs/District/OfficerPlusFAQ_EN.pdf
	Report District Officers?	http://extranet.lionsclubs.org/common/docs/District/OfficerPlusFAQ_EN.pdf
	Update District Officers & Chairpersons?	http://extranet.lionsclubs.org/common/docs/District/OfficerPlusFAQ_EN.pdf
	Assign a club to a different zone?	http://extranet.lionsclubs.org/common/docs/District/RegionZoneFAQ_EN.pdf
	Assign a region chairperson?	http://extranet.lionsclubs.org/common/docs/District/RegionZoneFAQ_EN.pdf
	Assign a zone chairperson?	http://extranet.lionsclubs.org/common/docs/District/RegionZoneFAQ_EN.pdf
	Assign a zone to a different region?	http://extranet.lionsclubs.org/common/docs/District/RegionZoneFAQ_EN.pdf
	Create my region/ zone/ club structure?	http://extranet.lionsclubs.org/common/docs/District/RegionZoneFAQ_EN.pdf
District / MD	Get a report of my regions and zones?	http://extranet.lionsclubs.org/common/docs/District/RegionZoneFAQ_EN.pdf
	Create a custom data download?	http://extranet.lionsclubs.org/common/docs/District/ReportsPlusFAQ_EN.pdf
	Create a download with only officer contact data?	http://extranet.lionsclubs.org/common/docs/District/ReportsPlusFAQ_EN.pdf
	Download data for a district?	http://extranet.lionsclubs.org/common/docs/District/ReportsPlusFAQ_EN.pdf
	Download data for a single club?	http://extranet.lionsclubs.org/common/docs/District/ReportsPlusFAQ_EN.pdf
	Download officer data to Excel or Word?	http://extranet.lionsclubs.org/common/docs/District/ReportsPlusFAQ_EN.pdf
	Print a report for a single club?	http://extranet.lionsclubs.org/common/docs/District/ReportsPlusFAQ_EN.pdf
	Print a report for all clubs in my district?	http://extranet.lionsclubs.org/common/docs/District/ReportsPlusFAQ_EN.pdf
	Print Membership Cards?	http://extranet.lionsclubs.org/common/docs/District/ReportsPlusFAQ_EN.pdf
	View or print reports?	http://extranet.lionsclubs.org/common/docs/District/ReportsPlusFAQ_EN.pdf
	Add a signature service activity?	http://extranet.lionsclubs.org/common/docs/District/SARPlusFAQ_EN.pdf
	Add an objective?	http://extranet.lionsclubs.org/common/docs/District/SARPlusFAQ_EN.pdf
	Add service activity goals?	http://extranet.lionsclubs.org/common/docs/District/SARPlusFAQ_EN.pdf
	Delete service activity goals?	http://extranet.lionsclubs.org/common/docs/District/SARPlusFAQ_EN.pdf
	Edit or delete an objective?	http://extranet.lionsclubs.org/common/docs/District/SARPlusFAQ_EN.pdf
	Edit or delete signature service activities?	http://extranet.lionsclubs.org/common/docs/District/SARPlusFAQ_EN.pdf

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District / MD	See activities reported by other districts?	http://extranet.lionsclubs.org/common/docs/District/SARPlusFAQ_EN.pdf
	Print all service activities for the district?	http://extranet.lionsclubs.org/common/docs/District/SARPlusFAQ_EN.pdf
	See activities reported in a prior year?	http://extranet.lionsclubs.org/common/docs/District/SARPlusFAQ_EN.pdf
	See activities tied to a Global Service Action Campaign?	http://extranet.lionsclubs.org/common/docs/District/SARPlusFAQ_EN.pdf
	Sort service activities?	http://extranet.lionsclubs.org/common/docs/District/SARPlusFAQ_EN.pdf
	Provide GMT and GLT access to view Multiple District information?	http://extranet.lionsclubs.org/common/docs/MultipleDistrict/AccessPlusFAQ_EN.pdf
	Change the sort order of the District Summary view?	http://extranet.lionsclubs.org/common/docs/MultipleDistrict/DistrictPlusFAQ_EN.pdf
	Submit your Multiple District Convention information?	http://extranet.lionsclubs.org/common/docs/MultipleDistrict/MultipleDistrictFAQ_EN.pdf
	Update Multiple District Officers & Chairpersons?	http://extranet.lionsclubs.org/common/docs/MultipleDistrict/OfficerPlusFAQ_EN.pdf
	Use advanced search to find service activities?	http://extranet.lionsclubs.org/common/docs/MultipleDistrict/SARPlusFAQ_EN.pdf

Need the answer in another language? It's easy. Simply replace the "EN" in the URL with the 2 letter abbreviation for the language in the URL.

For example: to get a Spanish translation - Using the URL

http://extranet.lionsclubs.org/common/docs/MultipleDistrict/SARPlusFAQ_EN.pdf

Replace the "EN" with "ES" for Spanish.

http://extranet.lionsclubs.org/common/docs/MultipleDistrict/SARPlusFAQ_ES.pdf

Language abbreviations used in IT Division

Finnish	FI
French	FR
German	DE
Italian	IT
Swedish	SV
Portuguese	PT
Spanish	ES
Chinese	ZH
Japanese	JA
Korean	KO