

# **MyLion User Manual**



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## **Lions District 22B**

**November 29, 2020**

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# FOREWORD

This document addresses the concepts, methods and utilization of MyLion; and it is intended to be a significant resource for MyLion related questions.

It has been prepared to make understanding and adoption of MyLion easier for all Lions; and it addresses issues such as: How to Install the MyLion APP on your Mobile Device or how to access the MyLion WEB site on your Computer; while also explaining how to perform the various functions that are available within the two MyLion products.

It is intended to further demonstrate how the features can be incorporated and utilized to assist and improve the communications and management of activities that are being performed by the Lions Club(s) and Member Lions.

**Chapter-1** - Getting Started; **Chapter-2** - Security and Privacy Features; **Chapter-3** Users and Devices; and **Chapter-6** - Definitions and Instructions are designed so that they can be printed in whole or in part, to be used as hard-copy instructions and references, or as check-lists for performing certain functions.

**Chapter-4** - MyLion APP and **Chapter-5** - MyLion WEB are lengthy and although printable, they are not intended to be fully printed. They are designed to be used as electronic references and training resources to demonstrate the appearance of screens and to identify fields and explain contents that are displayed on the two platforms.

Note: This document may undergo future changes to include corrections and updates, or to incorporate other topics that are needed to avail information that will help Lions more fully understand and benefit from **MyLion**.

The most recent version of this manual will always be available on our website, at the following address: <http://www.e-district.org/sites/22b/#MyLionManual>

# CHAPTER 1 - Getting Started

## **DOWNLOADING, INSTALLING & REGISTERING for MyLion: on Mobile (Android / IOS), PC (Windows) or MAC (OSX) Devices**

### **Information you will need BEFORE YOU START:**

1. Your MyLCI **Lions Member Number**. If you don't know it, it is available from your Club Secretary. You can request your Lions Club Member Number in person, by phone or via Email.
2. Your **Email Address** or **Mobile Phone number**. This must match the information that was previously provided to your Club Secretary and must match what they established on the MyLCI Database. If you use multiple Email addresses or phone numbers, and are uncertain which one to specify, ask your Club Secretary to verify your information that is currently recorded on MyLCI.
3. Your **Birth Date**.

### **Instructions to INSTALL and REGISTER for MyLion:**

#### **Start [HERE](#) for Mobile Device platforms:**

1. **Download the \*Free\* MYLION app.** (for Android visit the Google Play Store, or for IPhone visit the Apple App Store. On either one, search for the FREE MyLion App and then download it.)
2. When offered the "**Install**" option, select it and allow the MyLion app to install on your device.
3. **Open the MyLion App.**
4. Select "**Register**". **(Mobile device users should advance beyond the PC or MAC Computer platform instructions; to "[\\*CONTINUE HERE For Both types of Devices:](#)" instructions.)**

**Start [HERE](#) for [PC or MAC Computer platforms](#):**

1. **Open your Internet Browser**, then either enter the following address or copy/paste this link: <https://lci-auth-app-prod.azurewebsites.net/account/login?> into your search field.
2. Select "**Register**" on the right side of the window. **One registration provides access to and is the same for both platforms.**

**\*CONTINUE [HERE](#) for [Both types of Devices](#):**

For either **Mobile or Desktop devices**, Enter your **Lions Member Number**, or your **Email Address**, and your **Birth Date** (where indicated).

1. Specify a **Password** and enter it into both password and confirmation password fields. NOTE: Memorize or Record this password so you will be able to re-enter it during future logins.
2. An Email message with **Registration Codes**, will be sent to the Email address that you specified.
3. Check your Email and **Retrieve** the issued **Registration Codes**.
4. Return to the MyLion registration screen and **Enter** the **Registration Codes** (where indicated) .

**CONGRATULATIONS ! You are now registered as a MyLion User.** Open the App or Login and familiarize yourself with Your profile, Your Club's profile and Your District's profile. On your Club's profile, select the Club Officers and Members who are already registered for MyLion and **Follow them**. Do the same for your District Officers and for any other Clubs or Lions you wish to follow. Review the Activities that have been created and view the News feeds that have been posted. Frequently review the activities shown on your Club's profile; and always indicate whether you plan to attend or participate when invited to do so. It is a very capable Lions organization and communication platform that benefits **Lions, Lions Clubs, Lions Districts** and **Lions Clubs International**.

**Have Questions? Need Assistance? Call MyLion Support**

Get help by calling MyLion Support at **630-468-7000**.

# CHAPTER 2 - Security and Privacy Features

Lions Clubs International has adopted the following controls and settings to mitigate the possibility of user information misuse. Within the MyLion programs, the only personal information disclosed is First Name, Last Name, and Club and District affiliation. MyLion users should **always avoid disclosing Personal Phone Numbers, Email Addresses or Mailing and Residence Addresses in MyLion Activity and News Feed Posts.**

## User - Security Provisions

**MyLion Security limits logins to Registered Users ONLY.** **Registration Security** requires verification that registering Member ID Numbers, Member Email Addresses and Member Birthdates all match the information maintained in the MyLCI database file by the Club or Cabinet Secretary. Additionally, there are MyLion User selectable **Privacy Settings** that can restrict access to or disclosure of Member information.

## User - Privacy Settings

**MyLion APP:** On Member Profile screen

Select the **3 vertical dots** in the upper right corner. Select "**Privacy Settings**" in the popup window. Select the options you want to use.

When finished, simply "back arrow" to exit.

**MyLion WEB:** On the MyLion Home screen

Select **your Name** drop-down in upper right corner. Then select "**My Profile**" in the drop-down window. On "User Profile", select options you want to use.

When finished, simply "back arrow" to exit.

### 1. Who can see your Profile details? - (Select & Specify your **Approved Audience.**)

#### Approved Audience

**ALL Lions and Users**  
**Constitutional Area**  
**Multiple District**  
**District**

\* **Club**

**Private** (unidentifiable)

#### Who CAN see you

**Everyone Worldwide**  
USA Districts, Clubs & Lions Only  
Your Club, D22 & MD22 Lions Only  
Your Club & D22B Lions Only

**Your Club's Lions Only**

**No identity** - Only shows "Private"

#### Who CAN'T see you (+) means "and above"

**You won't be hidden from anyone.**  
Foreign Districts & Lions **can't** see you  
Other MDs & Lions - **can't** see you  
Other MD22 Clubs & Lions **(+)** **can't** see you  
Other D22B Clubs & Lions **(+)** **can't** see you  
**No One** identifies you. Only Shows "Private"

\* **Club** is the **Functional Minimum**. It allows other Members of Your Club to be able to see your Profile, your Activities and your Posts & News Feeds. It also allows you and your fellow Club Members to exchange messages.

**District** allows Lions & Clubs in District 22B to see your Profile, Activities, News Feeds and to exchange messages.

**Multiple District** allows Lions & Clubs in Multiple District 22 to see your Profile, Activities, News Feeds. & to message.

**Constitutional Area.** allows Neighboring Lions and Clubs in other States and in other Multiple Districts to see your Profile, Activities, News Feeds and to exchange messages with you.

## 2. What Info should be visible? (To your **Approved Audience**.)

### Information

**My Connections**

**My Activities**

**My Badges**

### Explanation

(optional) Shows Who you Follow and Who Follows you

**(needed)** Shows Lions Club Activities & News Feeds that you post on MyLion

(optional) Shows the accomplishments you have achieved using MyLion

(Note: **"My Activities"** needs to be visible, others are optional for your **Approved Audience**.)

## 3. Who can communicate with you?

**Messages from Other Lions** **Yes/No** Specify **Yes** to accept messages from **Approved Audience**.

## Activity - Privacy Settings

**MyLion APP:** Go to "Activities" screen Select the Activity, then select the "Edit pen icon"

On the Activity Edit screen Scroll to bottom of page

Then Select **"Who can see this?"**

Then Select **"Who can join?"**

**Designate:** Only Me, Club or Everyone

**Designate:** Invite Only, Any Lion/LEO, or Everyone

**MyLion WEB:** On MyLion Home screen Select My Activities

On the Activity Screen Select the Activity you want to edit,  
then when the Activity opens, select "Edit Activity"  
Scroll down to "Privacy Settings"

Then Select **"Who can see this?"** **Designate:** Everyone, Club or Only Me

Then Select **"Who can join?"** **Designate:** Everyone, Any Lion/LEO, or Invite Only



## CHAPTER 3 - Users and Devices

### **WHO CAN USE MYLION & WHAT DEVICES CAN BE USED:**

#### **Who can use MyLion:**

**ALL Lions are potential users of MyLion**, from the International President at the top, to the most recently inducted member into a Lions Club at the bottom. However, the sphere of their associations (followed or following) will vary based upon practicality and their most immediate needs for communication.

The Android and IOS based Apps can conveniently be used for communications between Lions, within and between Lions Clubs; within and between Zones; within and between Regions; and within and between Districts. Lions can follow and be followed by any other Registered Lion within their approved audience (see *Chapter 2 "User Privacy Settings", Selecting your Approved Audience*).

Lions within a Club should follow all other Lions within their Club. Club Officers within a Zone or Region may want to follow each other in order to maintain communications among the Clubs in the Zone or Region; and District Officers may want to follow all Club Officers within their District as well as District Officers in neighboring Districts, and vice versa, in order to maintain communications within and between the Districts.

#### **What devices can access MyLion:**

MyLion can be executed on Personal Computers (Windows or MAC) and Mobile Devices (Android or IOS). **NOTE:** Simple Cell Phones, unable to execute Apps, will not be able to access MyLion.

#### **The Different Capabilities of the MyLion APP and MyLion WEB:**

Mobile based APP platforms can use all of the features of MyLion; however, Personal Computers do not have access to the "Social Media" capabilities; which include Following and News Feed postings.

Both platforms, allow Lions to Register, Login and use MyLion to create/view/edit and/or delete Activities. Additionally, the "Discover" capabilities of MyLion enable the user to locate Activities, and to Message Lions, Clubs, Districts, and Multiple Districts; throughout the world.

All registered users can view Club Activities, Club Member Lions, Club Officer Lions, Club Meeting times and places, District Lions, District Clubs, District Officers, Multiple Districts and Multiple District Officers. However, this can be limited by individual users depending upon their selected User Privacy settings or upon the Privacy Settings of their Activities. Lions can limit access to their information, to their **Approved Audience** by selecting options discussed in the (*Chapter 2*) "**User Privacy**" settings for their User Profile; or offered in the (*Chapter 2*) "**Activity Privacy**" settings for each of the User's created Activities.

## CHAPTER 4 - MyLion APP

### **MyLion APP - Mobile Device SCREENS:**

#### **MyLion APP - Loading "Banner" screen:**



**This screen displays momentarily on a mobile device while the application is loading.**

# MyLion APP - SCREEN STRUCTURE CHART:

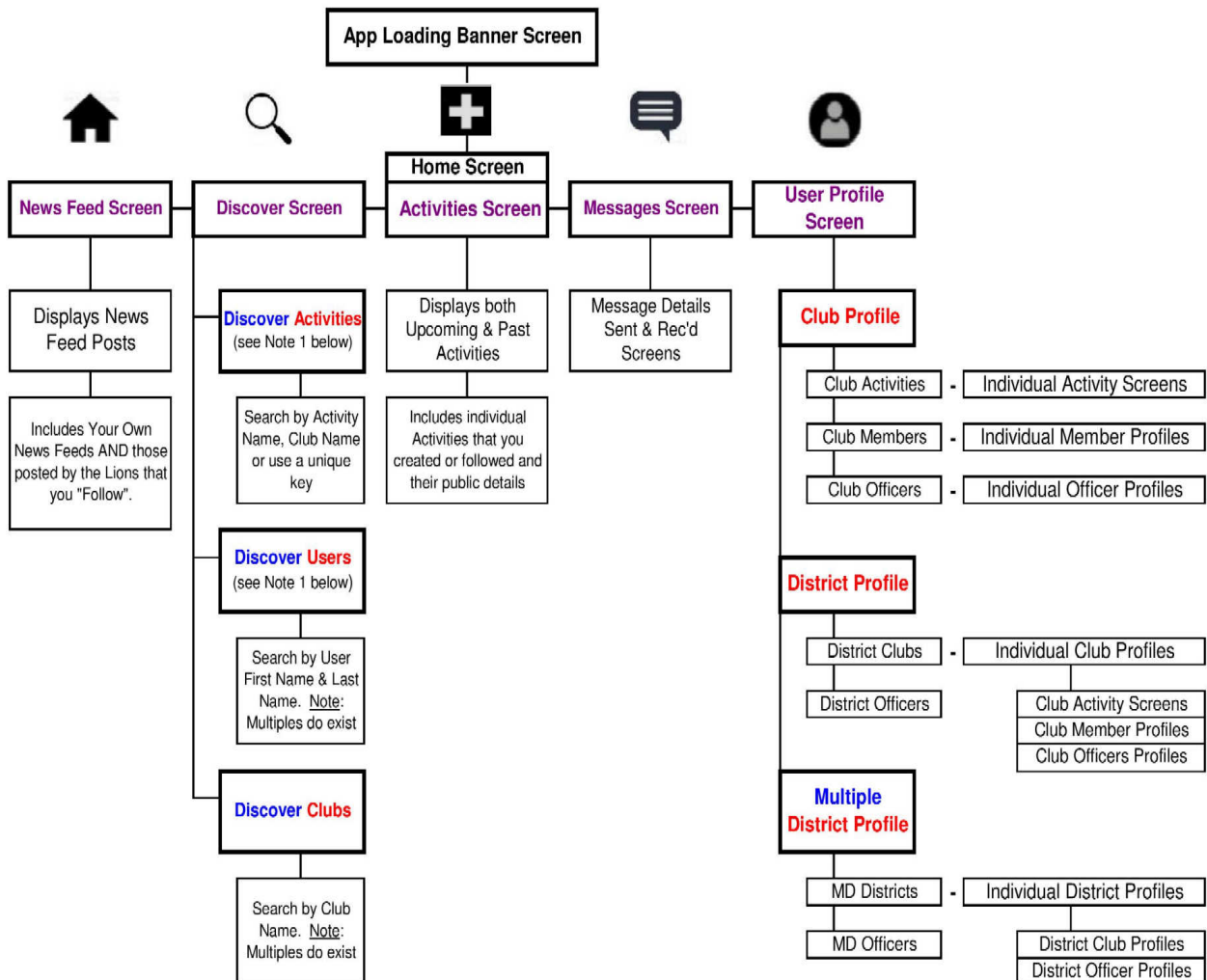
When the Activities List Screen is loaded, as the Home Page, it displays five Icons beneath the "Activities" entry photo.

From left to right, those five ICONS correlate to the "News Feed" Screen, the "Discover Screen", the "Activities Screen", the "Messages Screen" and the "User Profile Screen".

This chart shows the Structure, Path to, and Location of various screens and items.

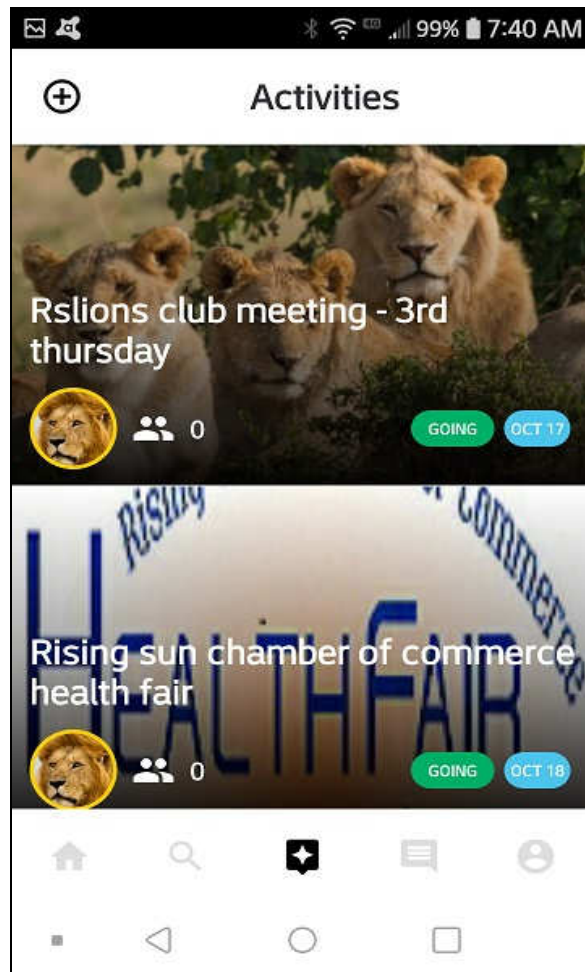
Date (mmddyy): 10/30/2019

## MyLion Mobile Device Screen Structure



NOTE 1: User information and Activity visibility may be limited or restricted by the user and/or activity Privacy Settings.

## MyLion APP - ACTIVITIES List (The HOME) screen:



This screen is the "**HOME**" screen. The first screen that appears after the app is loaded. It lists all of the Activities that have been created or followed by the current user.

The number next to the people icon within each activity is the number of Lions who have accepted invitations and have indicated that they will be participating or attending.

It also shows the five "**Quick Link Icons**" beneath the Activities photos window.

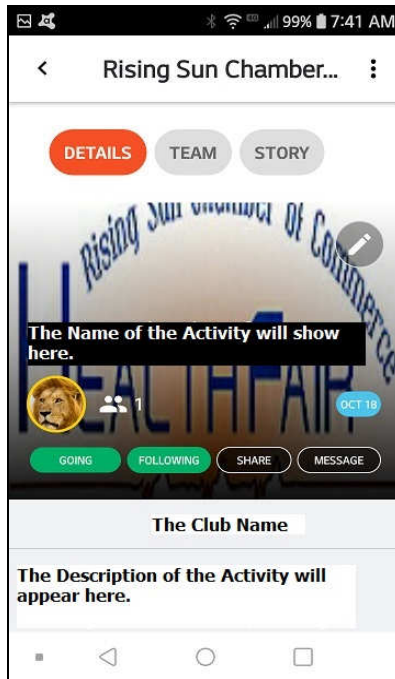
Those Icons are from Left to Right: the House which accesses the "**News Feed**" screen; the Magnifying Glass which accesses the "**Discover Activities**" screen; the Plus Sign, which accesses the "**Activities**" Screen; the Text Folder, which accesses the "**Messaging**" screen; and the Person Tab, which accesses the "**User Profile**" screen.

You can navigate by tapping those ICONS or you can screen swipe left to right or right to left.

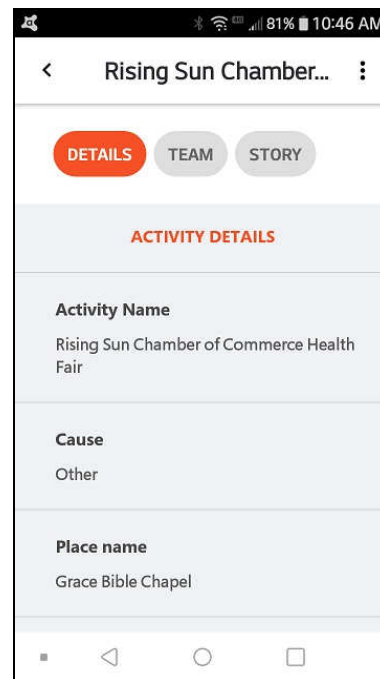
## MyLion APP - ACTIVITY DETAILS screens:

(These screens show Activity DETAILS)

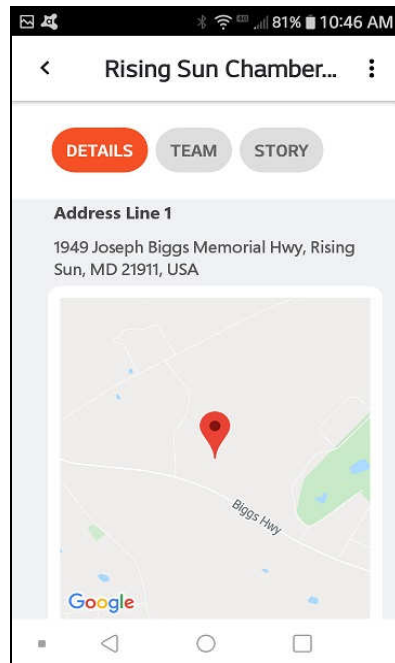
- A -



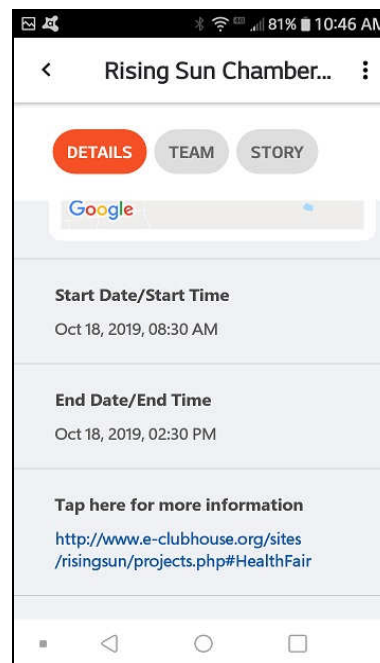
- B -



- C -

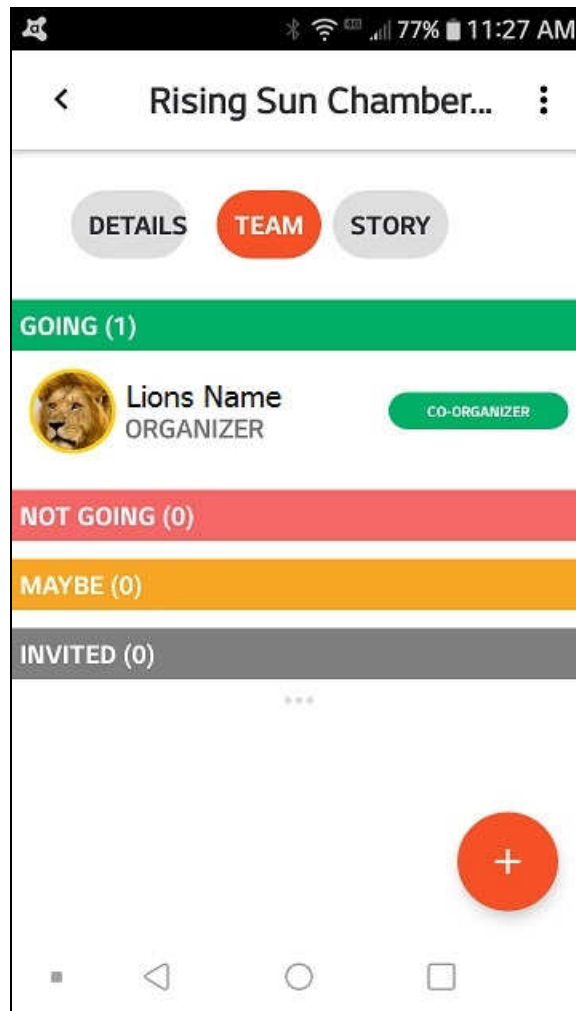


- D -



**The User can view all of the information about an activity, by simply scrolling down from screen A to B, C and D. "Tap here for more information" will follow an embedded link, if one exists; to a website page containing more information about the activity.**

## MyLion APP - ACTIVITY TEAM screen:



This screen shows the Organizer(s), the people who are **GOING**, and those who have indicated that they are, **NOT GOING**, or who **MAYBE** going to (undecided about attending) the event. It also displays all the people who were **INVITED**.

In addition to volunteers for Activities, this feature could also be used to track members who are attending Club meetings, Dinner meetings or Training Sessions, etc.

Select the "plus sign" to invite additional members.

## MyLion APP - ACTIVITY STORY screen:



**This screen can show the photos taken during a previous activity or of this Activity after it has passed. As of the date of this manual, there is no space for text descriptions or added comments.**

**Select the "Plus sign" in the lower right corner to input additional photographs to the STORY of an event.**

## **MyLion APP - NEWS FEED screen:**

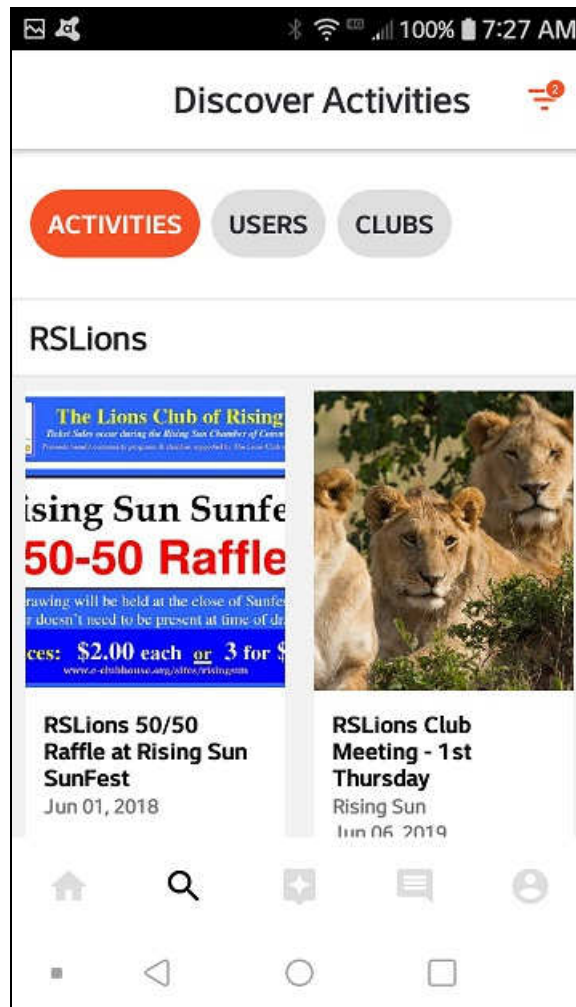


**These news feed screens can be used for several things; however, the most common use is to reflect activities and events that have occurred and to post a photo from the event. It also affords a place to publish the success or benefits derived from the activity or event and to announce appreciation to the volunteers and/or participants.**

**These should be entered by the Activity Chairperson or their designee and there should only be one entry for each Activity. If necessary, the Club President, Secretary or Service Chairperson could enter the News Feed for an Activity, if the Activity's Chairperson either declines or is unable to do so.**

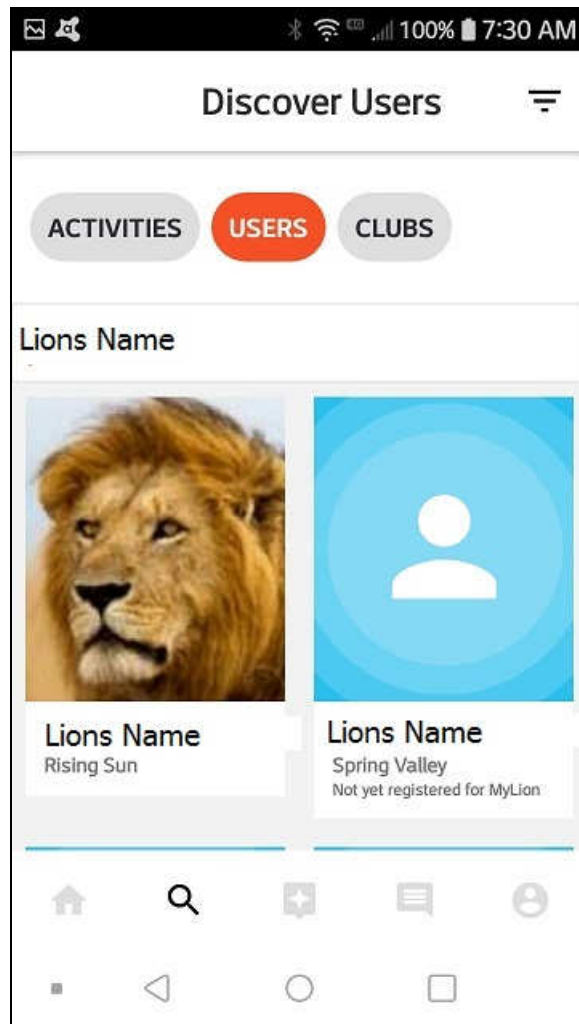


## MyLion APP - DISCOVER ACTIVITIES screen:



**This is where the user can SEARCH for activities. Search criteria varies and can be by Club Name, Activity Name or a Unique Key if a key has been placed in all of a Club's activity titles. The search is capable of locating specific activities or multiples of activities, if any exist. The user can scroll down to see all of the Activities that meet their selection or search criteria.**

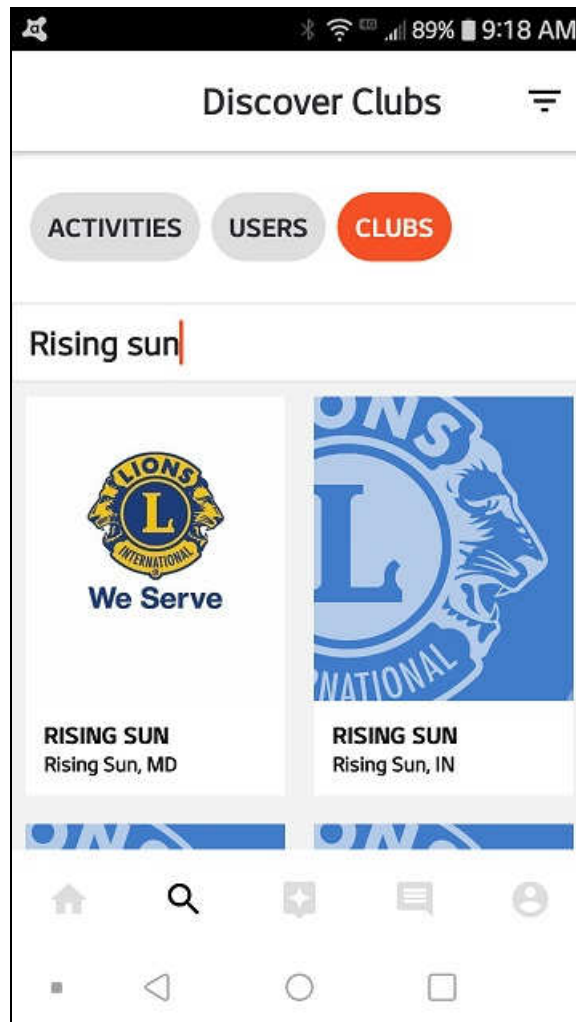
## **MyLion APP - DISCOVER USERS screen:**



**This screen allows the user to SEARCH for individual users. The most logical search would be by first and last name; however, at the present time, only a one word search key is functional. Also, because there are 1.5 million Lions in the world, you may have to scroll through multiple listings to find the specific individual for which you are looking. A quicker method may be to search for a CLUB and then scroll through the Club's Members or Officers.**

**You can view whatever information that a user has allowed to be visible to their approved audience and you can communicate directly with them by using the MyLion messaging service.**

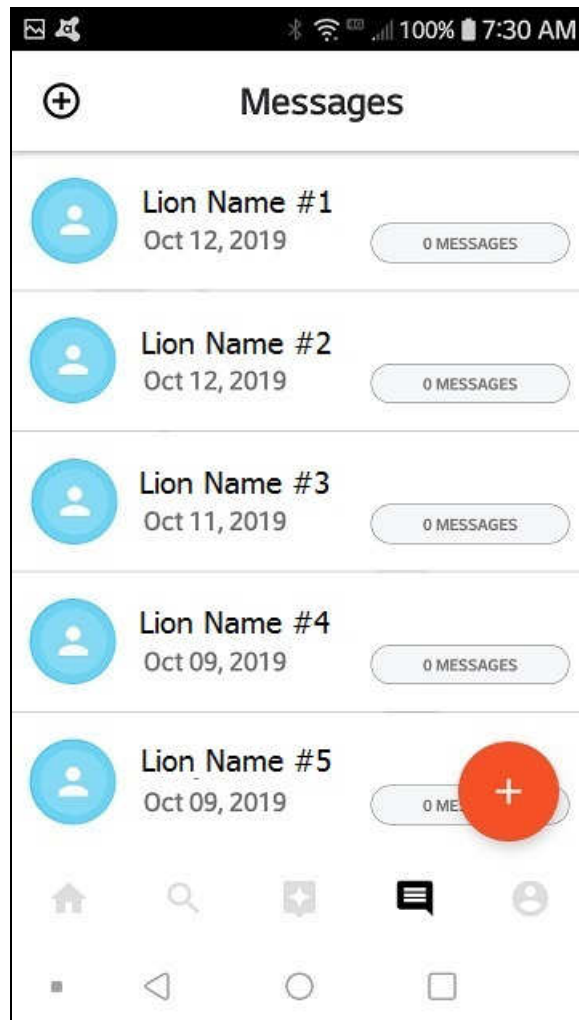
## **MyLion APP - DISCOVER CLUBS screen:**



**This screen allows a user to SEARCH for individual Clubs. The most logical search would be for a specific Club name, but multiples do exist and there are thousands of Lions Clubs in the world, if your first attempt is unproductive, you may want to search for a District, such as "District 22" and then manually scroll the screen to find the sought after sub-district (A,B,C,D or W) and then scroll for the specific Lions Club.**

**You can view the public details of any Club. You can also identify Club Officers and Members and communicate directly with them using the MyLion Messaging service or through a published Email address.**

## **MyLion APP - MESSAGES screen:**



**Messages can be sent or received and written or read by anyone who is a registered user of MyLion.**

**This is where users can communicate with other users. It works similar to Texting but is secured and availed within the MyLion App. The messaging service should only be used for Lions, Lions Club, Lions District or Multiple Lions District communication purposes. If you are initiating "personal" or "private" communications, you should continue using your Phones's voice and text communication services.**

**Selecting a user name will reveal the messages that have been exchanged between the current user and the named user on the Messages screen. Simply scroll down to view any additional users or messages that you have made or received.**

**Select the "plus sign" in the lower right corner to begin a new message.**

## **MyLion APP - USER PROFILE screen:**



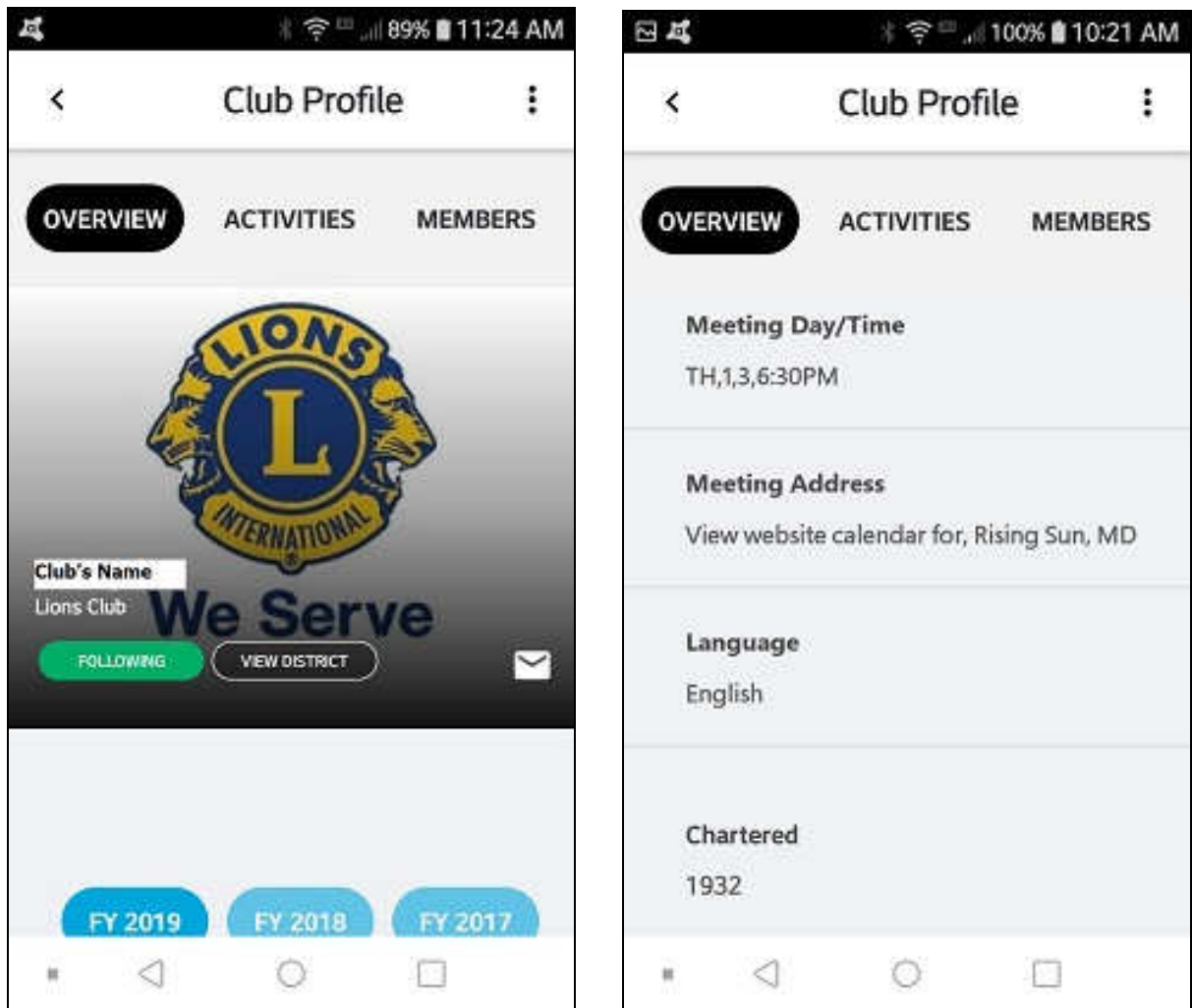
**This is a sample of the User Profile Screen. It shows the number of News Feed POSTS, the number of FOLLOWERS and the number of other users that this user is FOLLOWING. It also shows the number of years this member has been a Lion.**

**The number shown beneath the Club Name (above the "View Club" button) is the number of Activities that this Lion has attended or participated in.**

**You can view the followers and who this member follows by selecting the number beneath the respective header; unless the user has restricted access to this information.**

**You can view this User's Lions Club by selecting the "VIEW CLUB" button beneath the user name.**

## MyLion APP - CLUB PROFILE Overview screen:

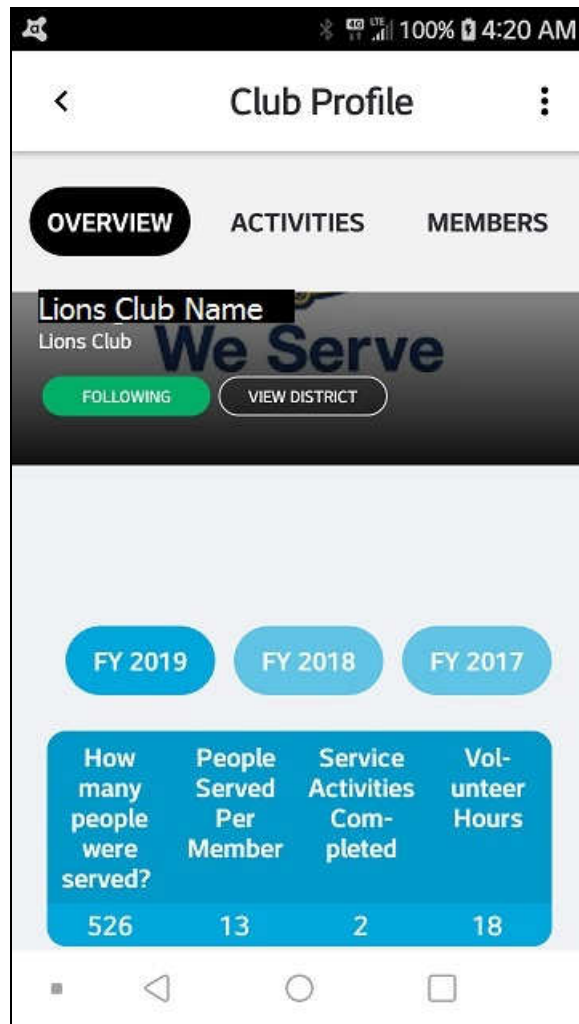


This overview screen allows you to access and view information about a specific Lions Club. by scrolling down, you can view the Club Service totals for the most recent three fiscal years. You can also select "VIEW DISTRICT" to visit the District and Multiple District to which the selected Club belongs.

The envelope icon in the bottom right corner of the photo is intended to allow any user to communicate by Email message to the Club's designated Email address.

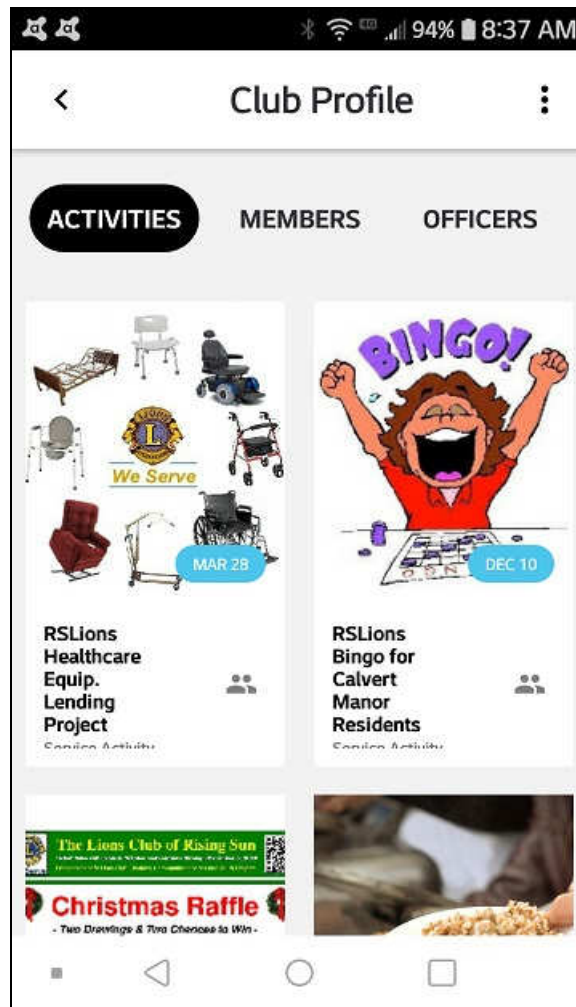
**You should ALWAYS follow your own Club and any other Clubs that you have interest in following; in order to receive and review their News Feed Postings and their Activity Postings.**

**MyLion APP - CLUB PROFILE Overview Service Totals screen:**



**This section of the Club Profile screen shows the accumulated service total information for the selected club.**

## MyLion APP - CLUB PROFILE Activities screen:

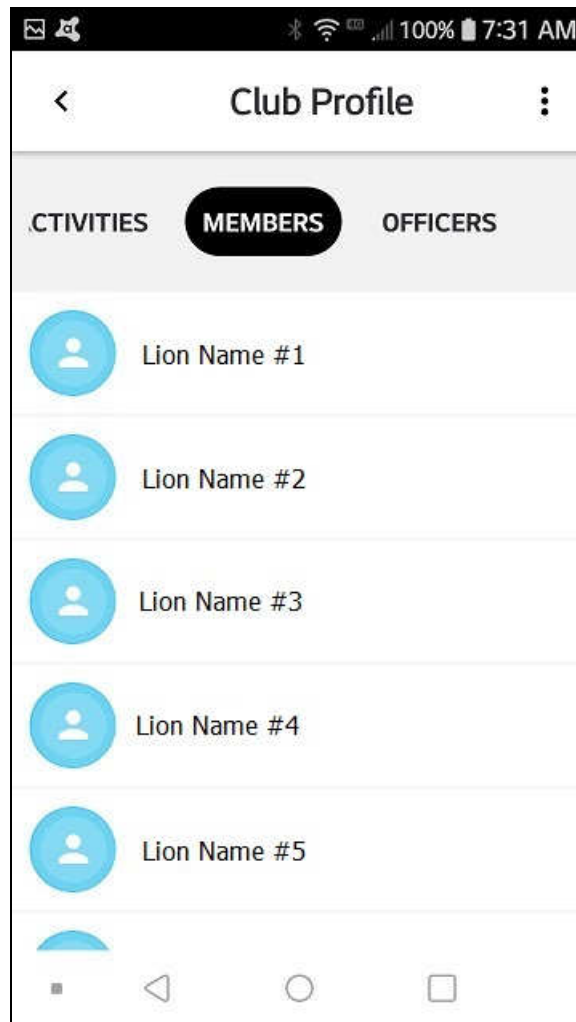


**This screen shows all of the past and future activities that have been created for the selected Lions Club.**

**If you want to view a specific Activity, simply scroll through the listed Activities until you find the one you want to review and then select it to view it's details.**



## **MyLion APP - CLUB PROFILE Members screen:**

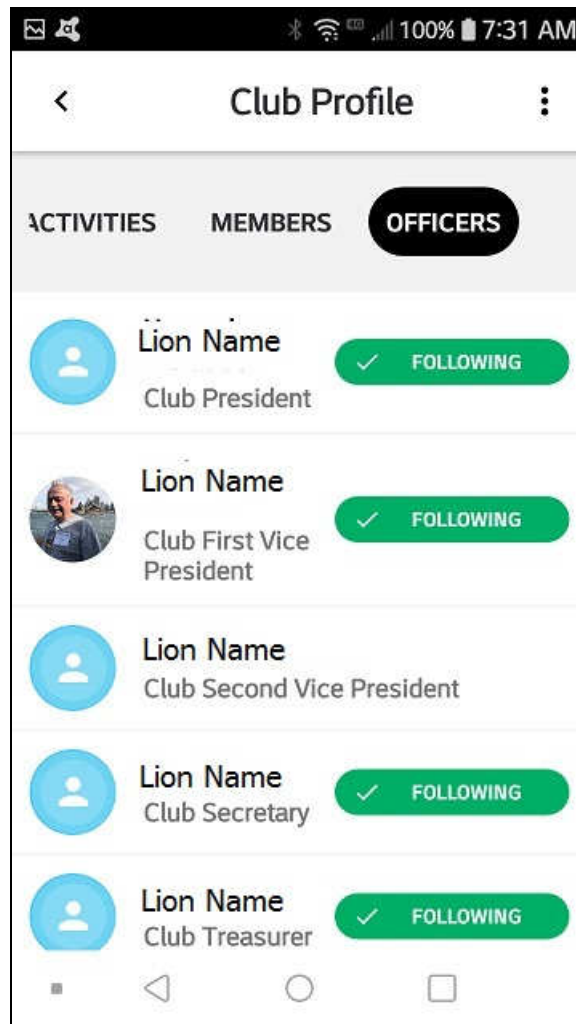


**This screen shows all of the Members of a specified Lions Club. It also shows whether the user is following or available to be followed by the Club Member named.**

**Simply select the "FOLLOW" button and it will automatically change to **FOLLOWING**; thereafter, you will be able to see all of the News Feed Posts and the Activities that the "Followed" Member creates. However, be aware that they must Follow you in order to be able to see your News Feed Posts and Activities.**

**To maximize usefulness, Lions should "FOLLOW" every other Registered Lion in their Club. This allows them to remain informed about all Activity and News Feed Postings in their Club. Following individual Lions outside of your Club should be based upon your need or preference to do so.**

## **MyLion APP - CLUB PROFILE Officers screen:**

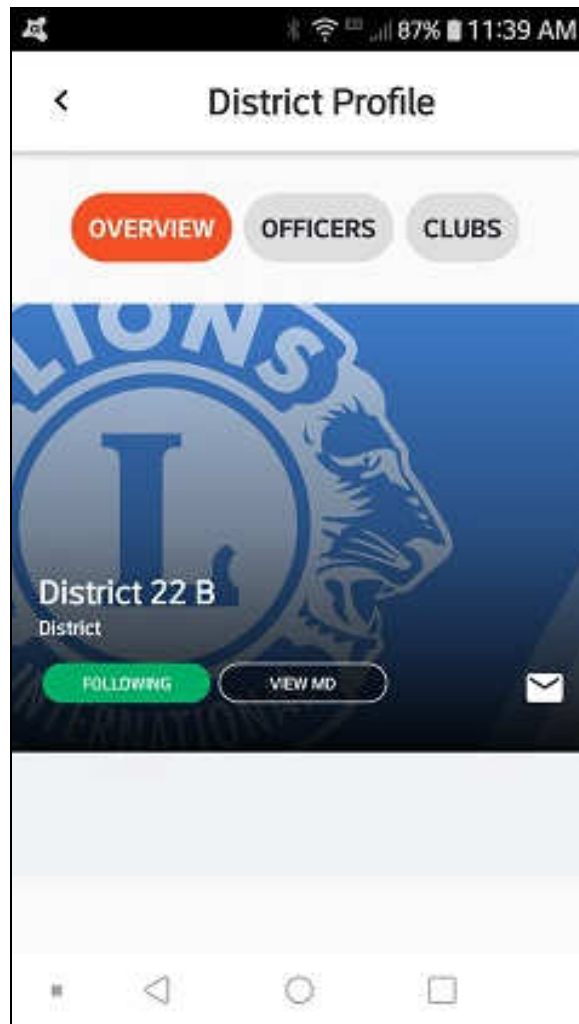


**This screen shows the officers of the specified Lions Club. It also shows whether the user is following the Officer or can follow the Officer.**

**Simply select the **FOLLOW** button and it will automatically change to **FOLLOWING**. Thereafter, if you are a member of the Lion's approved audience, you will be able to see all of the News Feed Posts and the Activities that the "Followed" Officer creates.**

**You should always "FOLLOW" ALL of the Officers in your Club; in order to remain informed of their News Feed Postings and their Activities Postings.**

## MyLion APP - DISTRICT PROFILE Overview screen:

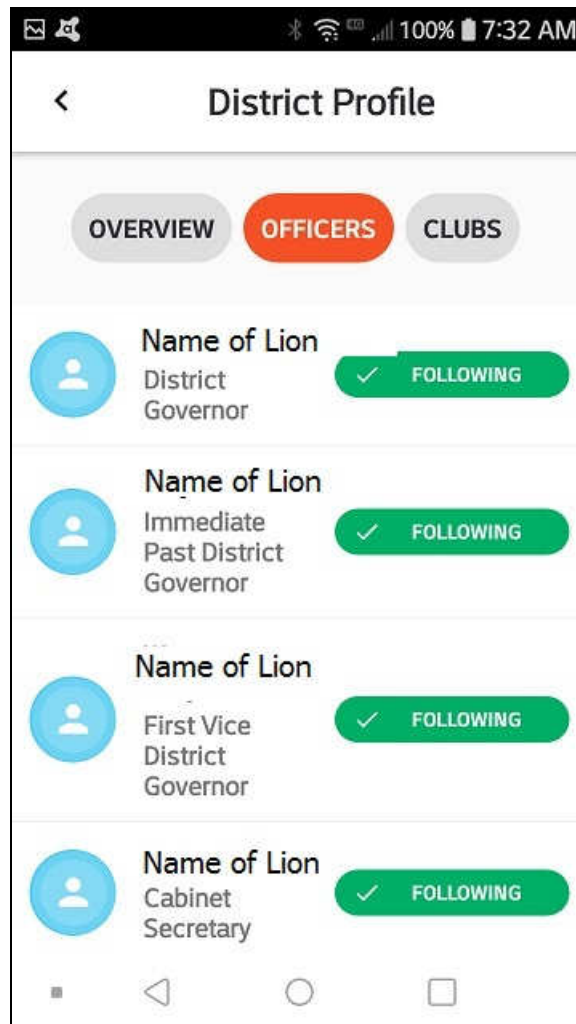


This shows the overview of the District Profile of a specific district, whether the current user is following the specified District and offers the option to view the Multiple District profile. To follow a District Profile, simply select the **FOLLOW** button and it will automatically change to **FOLLOWING**. To view the Multiple District, simply select the "VIEW MD" button.

The envelope icon in the bottom right corner of the photo is intended to allow any user to communicate by Email message to the District's designated Email address.

**It is recommended that you always "FOLLOW" your own District and optionally follow any other Districts in your Multiple District or in neighboring Multiple Districts, that you have interest in following.**

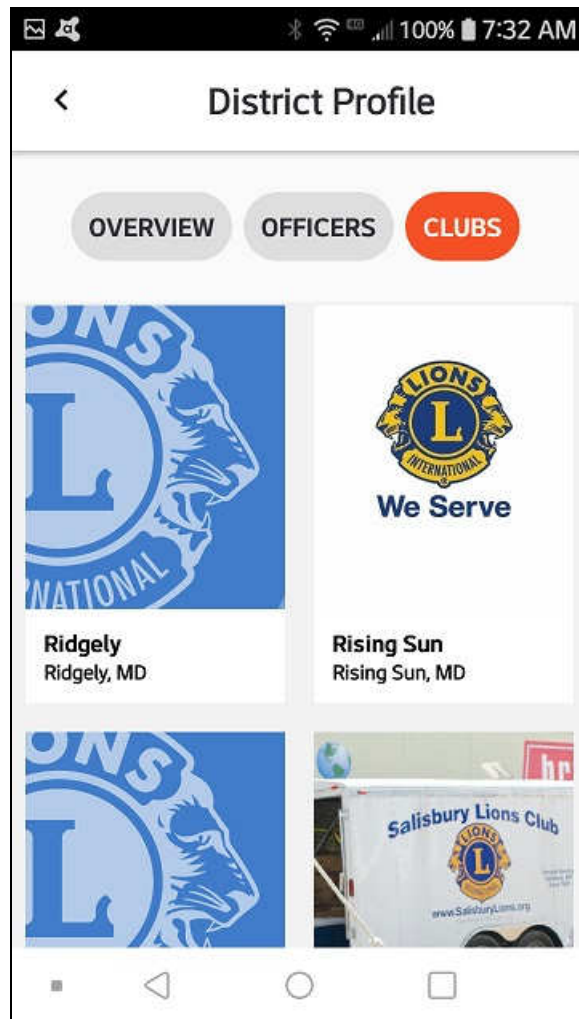
## **MyLion APP - DISTRICT PROFILE Officers screen:**



**This shows the officers of the District that you are viewing and indicates whether you are following them or not. Simply scroll down to view the rest of the Officers in the District.**

**It is recommended that you always "FOLLOW" your District Governor and Cabinet Secretary; and any other District Officers that you have interest in following; in order to remain informed about their News Feed Postings and their Activity Postings.**

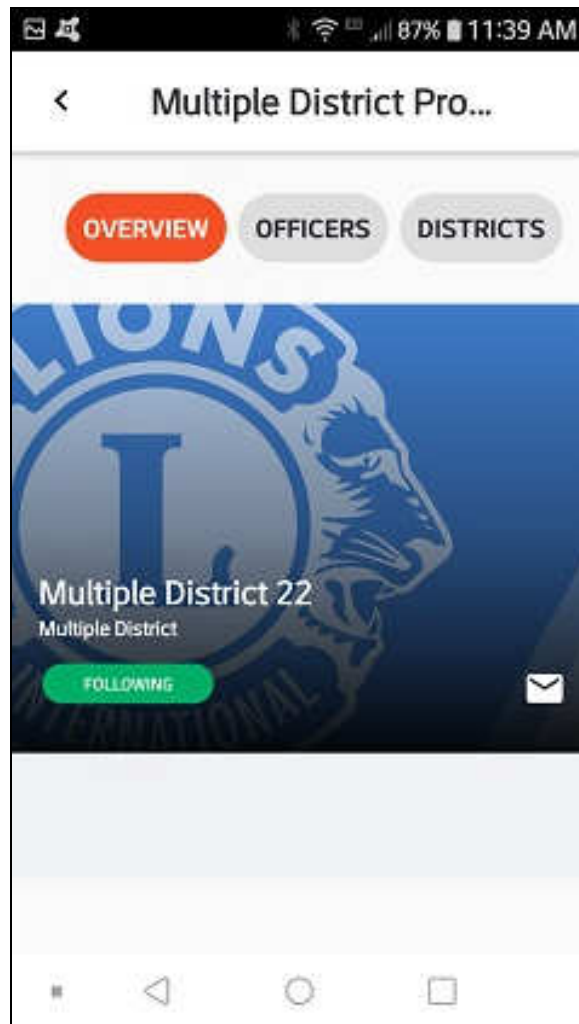
## **MyLion APP - DISTRICT PROFILE Clubs screen:**



**This screen shows the Clubs within the District that you are viewing and allows you to view specific Club Profiles. Simply scroll down to view the rest of the Clubs in the District.**

**It is recommended that you "FOLLOW" the Neighboring Clubs in your District or Neighboring Districts; and any other Clubs in your District or Neighboring Districts that you have interest in following, in order to remain informed about their News Feed Postings and their Activity Postings.**

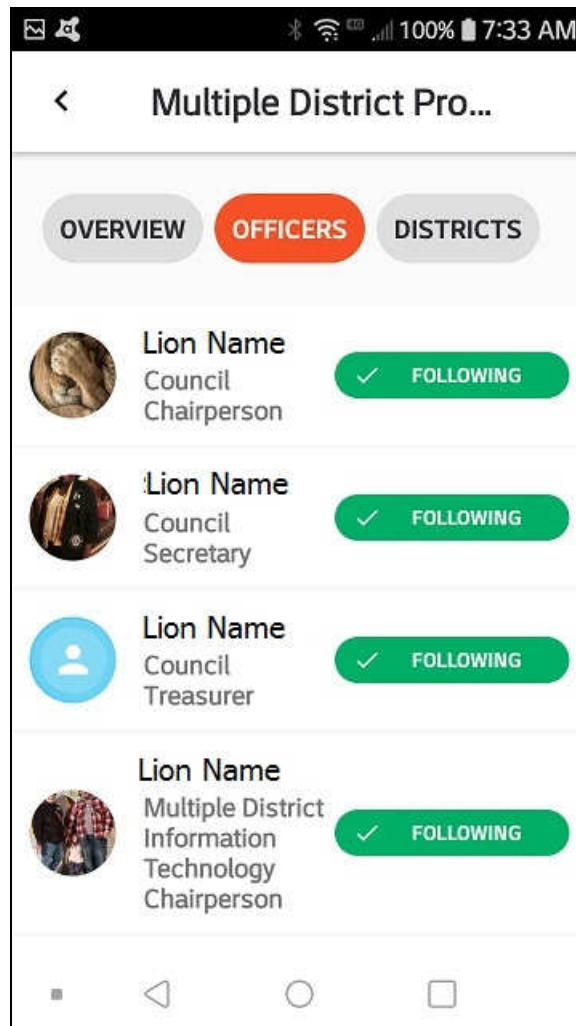
## **MyLion APP - MULTIPLE DISTRICT PROFILE Overview screen:**



**This is the screen that shows the selected Multiple District and allows you to view it's officers and districts.**

**The envelope icon in the bottom right corner of the photo is intended to allow any user to communicate by Email message to the Multiple District's designated Email address.**

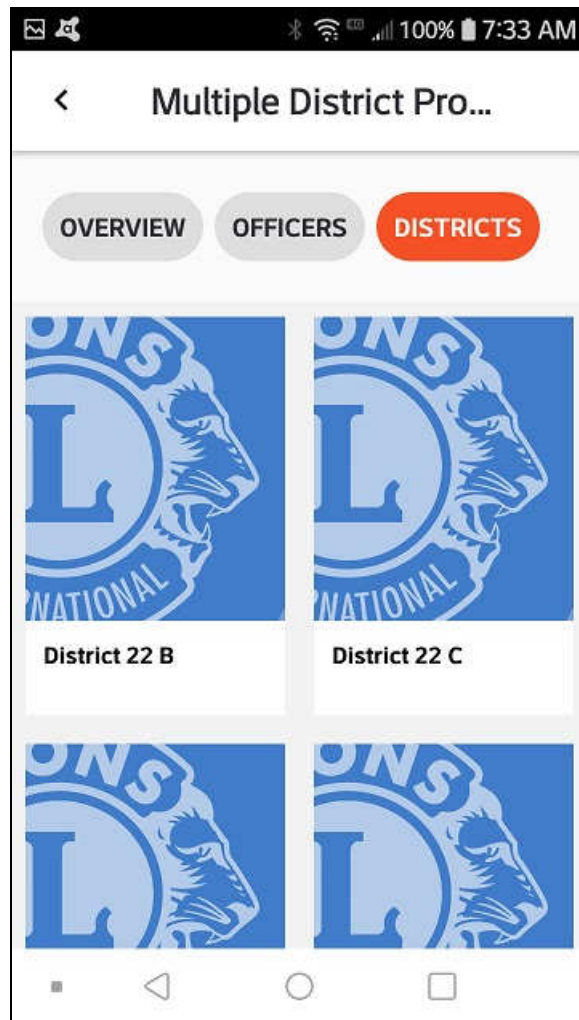
## **MyLion APP - MULTIPLE DISTRICT PROFILE Officers screen:**



**This screen shows the officers of the specific Multiple District that you are viewing.**

**Following these officers is optional, but recommended if you have reason or need to communicate and stay informed about their activities and News Feed postings.**

## **MyLion APP - MULTIPLE DISTRICT PROFILE Districts screen:**



**This screen shows the Districts that belong to the Multiple District that you are viewing.**

**Following the other Districts within your Multiple District is optional and should be based upon your need or preference to do so.**

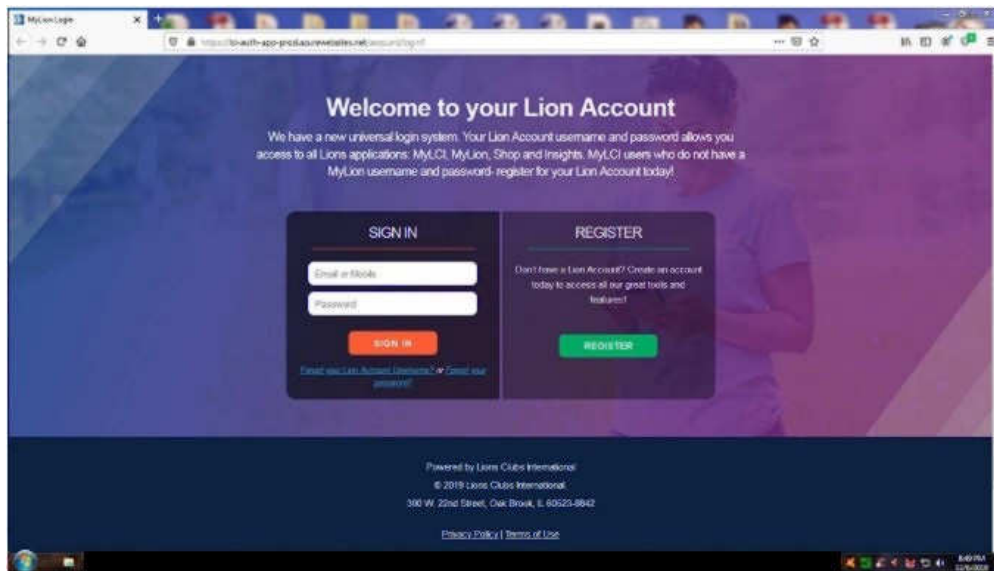


# CHAPTER 5 - MyLion WEB

## MyLion WEB - Lion Account WEBSITE SCREENS:

Web Address: <https://lci-auth-app-prod.azurewebsites.net/account/login?>

## MyLion WEB - Lion Account SIGN IN or REGISTRATION Screen:



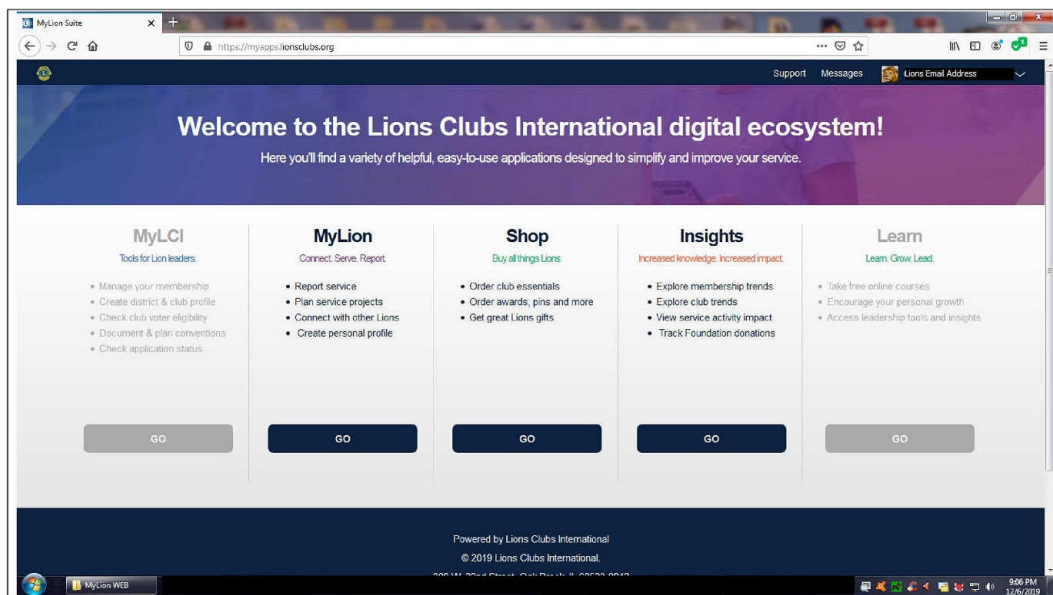
This is the computer browser based MyLion **WEB LOGIN** or **REGISTRATION** screen.

If you have previously registered for MyLion APP on your mobile device(s) or for MyLion WEB on your computer, then select "**SIGN IN**" and enter your LOGIN ID (*Email Address or Mobile Number*) and PASSWORD which applies to both MyLion WEB and MyLion APP. You can only register once and that login will thereafter use the same Email Address or Mobile Number, and Password on both platforms. The choice of Email Address or Mobile Number is made when you register and once selected, your choice will not change thereafter.

If you have NOT yet registered, then you should select the "**REGISTER**" option and follow the on-screen instructions to complete your MyLion Registration. (*Refer to Chapter 1 for detailed instructions.*) Once registered, you will use the same LOGIN ID (*Email Address or Mobile Number*) and PASSWORD which applies to both MyLion WEB and MyLion APP. You can only register once and that login will thereafter use the same Email Address or Mobile Number, and Password on both platforms. The choice of Email Address or Mobile Number is made when you register and they are mutually exclusive thereafter.

Note: If your actual Email Address or Mobile Phone Number changes after you have registered, you can contact MyLion Support at **630-468-7000** for instructions about how to proceed.

## **MyLion WEB - Lion Account Destination Selection Screen:**



After logging in, this screen allows you to select your destination. The destination choices include:

**MyLCI** - is only available to Lions who are listed within the MyLCI database as Club or District Officers. Minimally this includes the Club President, Secretary and Treasurer; or District Governor, Cabinet Secretary and Cabinet Treasurer; however, it can also include other Club or District Officers and elected Directors. It will be "grayed" out and inaccessible to non-officer/non-active Lions or for any Club or District Officers who have not been identified within the MyLCI database. Contact your Club or Cabinet Secretary to resolve the situation if you are a Club or District Officer who is NOT listed on the MyLCI database as an Officer.

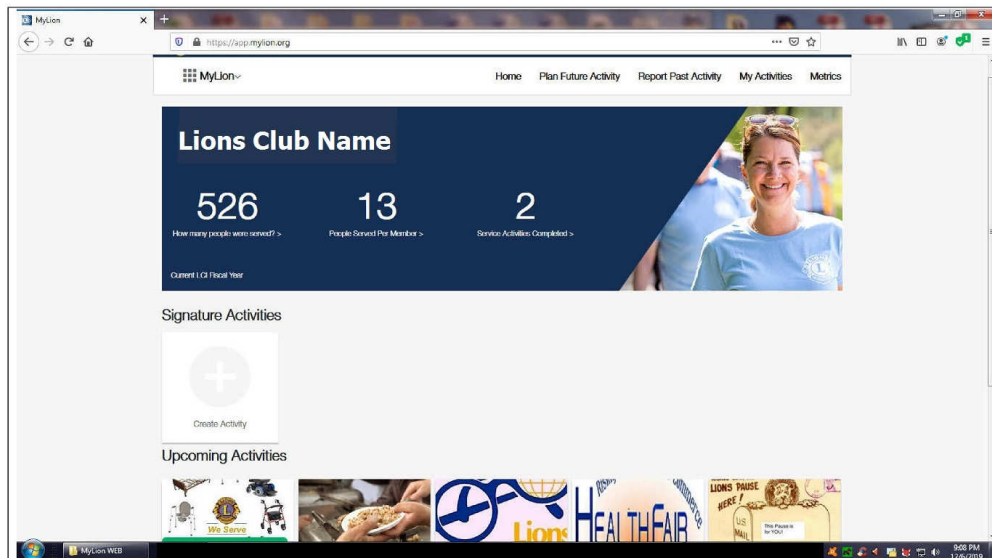
**MyLion** - is available for all Lions, Lioness' and LEOs who have registered on the MyLion APP or MyLion WEB. **Making this selection will advance you to the MyLion User Home Screen.**

**Shop** - is available for all Lions, Lioness' and LEOs who have registered on the MyLion APP or MyLion WEB.

**Insights** - is available for all Lions, Lioness' and LEOs who have registered on the MyLion APP or MyLion WEB.

**Learn** - is only available to Lion, Lioness and LEO Leaders who are registered on MyLCI, MyLion APP or MyLion WEB.

## MyLion WEB - Lion Account User HOME Screen:



This screen becomes your "Home Screen" when you are logged into the **MyLion** Website.

It shows your Club Name, How many People have been Served, the number of People Served per Member, the number of Service Activities Completed and the Number of Volunteer Hours. (Note: the numbers shown represent "Service Activities" ONLY, they do not include Fundraiser or Meeting Event hours or activities.)

From within the header on this page, you can access MyLion Support for help, by selecting "**Support**" in the header. You can access and read your **Messages** or use the **Messaging Service** by selecting "Messages" in the header. You can access or edit your **User Profile**, or you can **Log Out** by selecting your name in the header.

Your **User Profile** contains your Bio, Member ID, Mobile Number, Email Address and Privacy Setting Selections.

Your **Privacy Settings** allow you to designate who can access your Profile Details, What information will be visible, and Who can communicate with you through MyLion.

From within the sub header on this page, you can select:

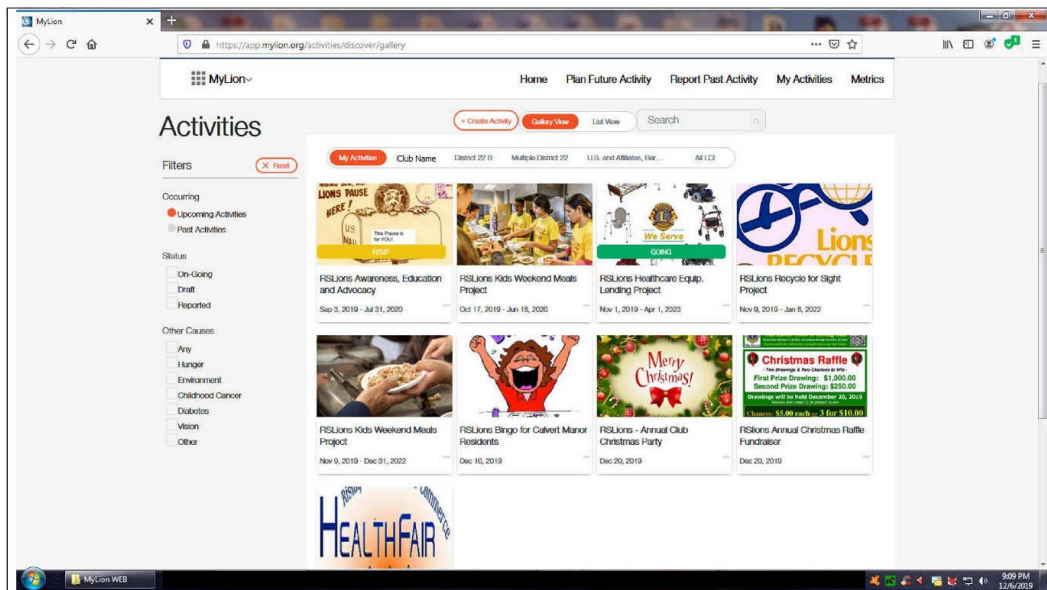
**"Plan Future Activity"** which accesses the New Activity Setup Screens.

**"Report Past Activity"** which accesses the Past Activity Reporting Screens

**"My Activities"** which accesses the Activity Search and Inquiry Screens

or **"Metrics"** which accesses the Details and Accumulation Screens for your Activities

## **MyLion WEB - Lion Account "Activities" Screen:**



This shows the Activities / Gallery View / My Activities Screenshot

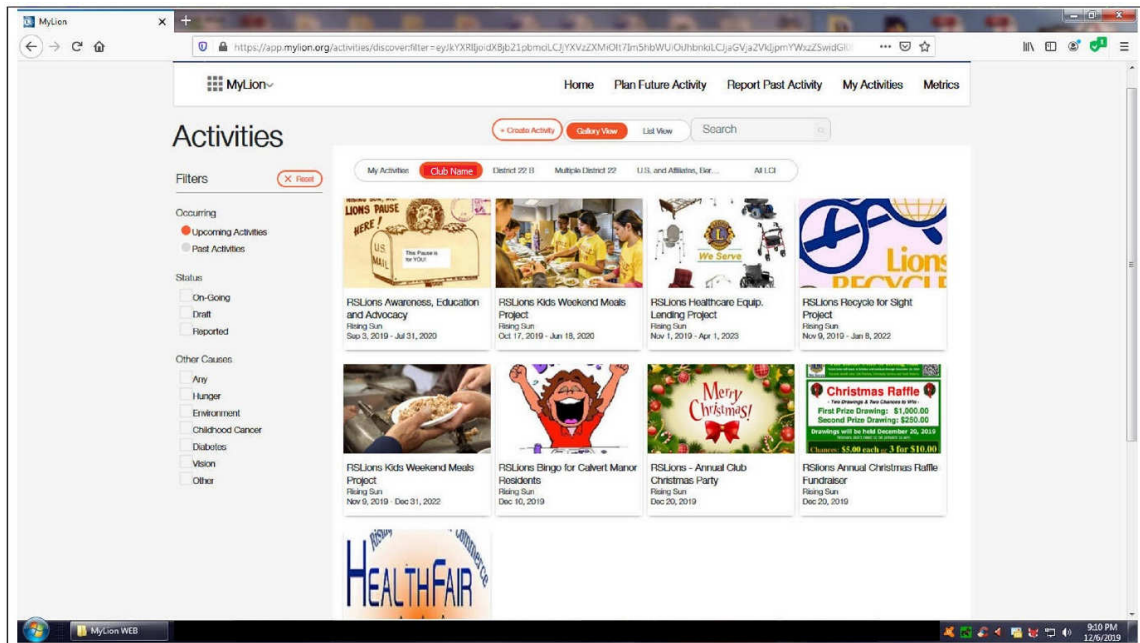
The **Activities Screens** allow you to view activities by the following selection criteria: My Activities, My Club's Activities, My District's Activities, My Multiple District's Activities, My Nation's Activities or World-wide Lions Activities. Or you can Search for a specific Activity Name or Key to identify or locate your targeted activity.

You can further designate that you want to **Select or View** activities by: when they are Occurring (Past or Upcoming), the activity's Status (on-going, Draft, or Reported), or by Cause (Any, Hunger, Environment, Childhood Cancer, Diabetes, Vision or Other)

Once you locate your targeted activity, or if you want to review any activity; select the activity's thumbnail and it will be opened so that you can review it. You can also indicate your attendance by selecting "Going", "Not Going" or "Maybe" (uncertain). And you can invite other members, either individually, or by Club, District, or Multiple District group.

If the activity was created by you or if you are an "organizer", you can edit, copy or delete the activity.

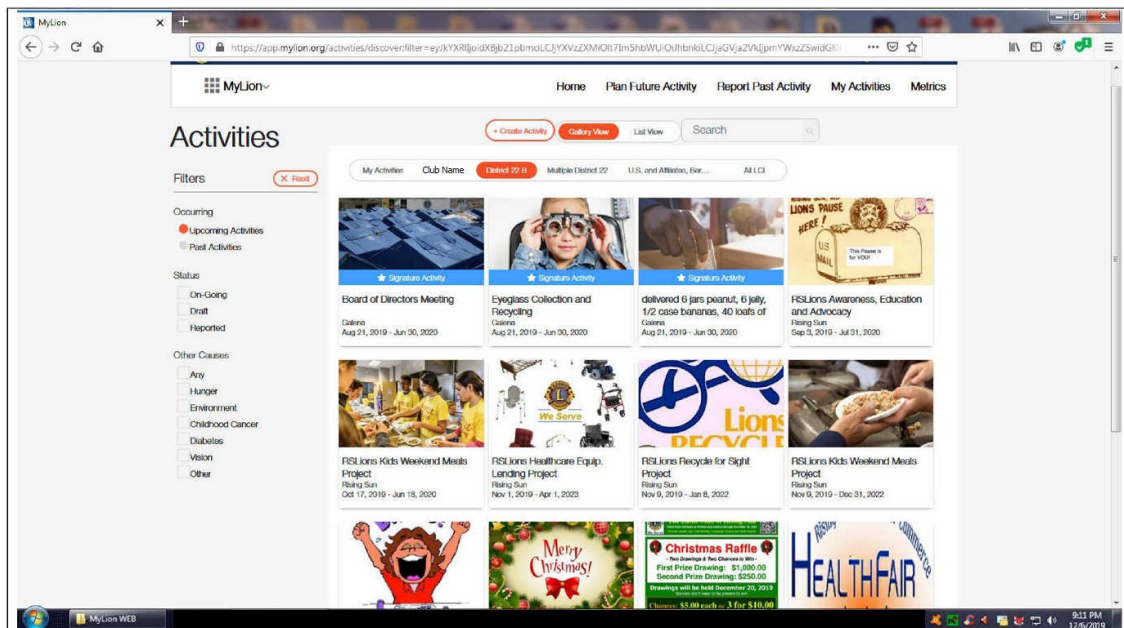
## **MyLion WEB - Lion Account CLUB Activities Screen:**



This shows the Activities / Gallery View / My Club's Activities Screenshot

This screen will show all of your Club's Activities that are public and accessible by you.

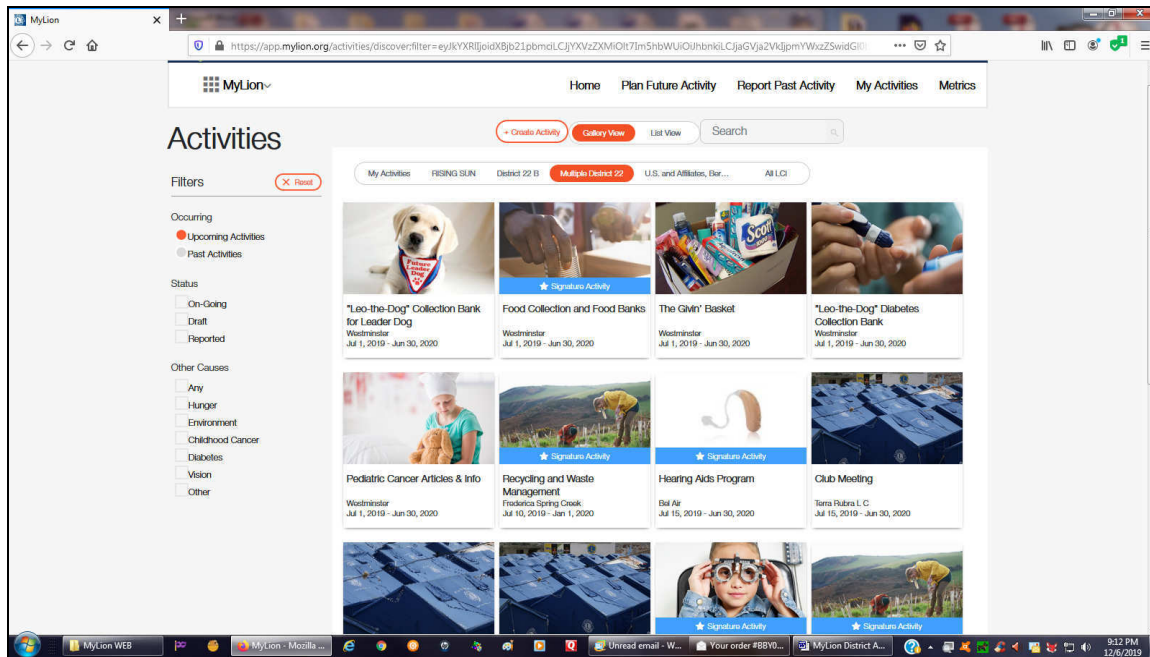
## **MyLion WEB - Lion Account DISTRICT Activities Screen:**



This shows the Activities / Gallery View / My District's Activities Screenshot

This screen will show all of your District's Activities that are public and accessible by you.

# **MyLion WEB - Lion Account MULTI-DISTRICT Activities Screen:**

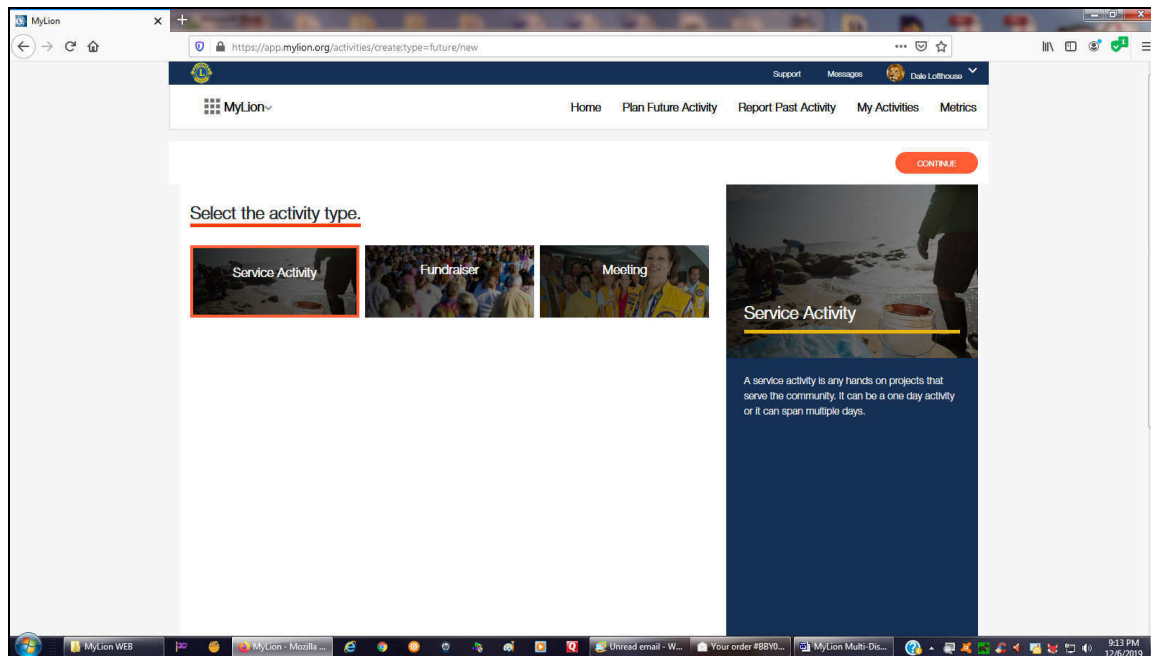


This shows the Activities / Gallery View / My Multiple District's Activities Screenshot

This screen will show all of your Multiple District's Activities that are public and accessible by you.

# MyLion WEB - Lion Account PLAN FUTURE ACTIVITY Screens:

## Select ACTIVITY TYPE Screen:



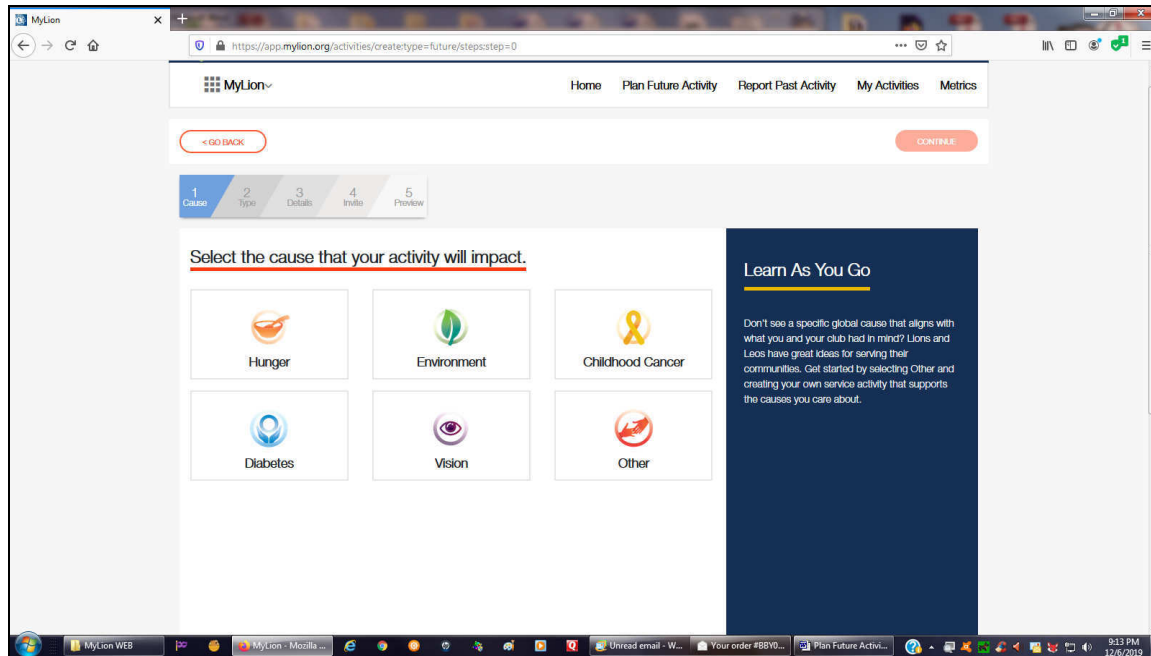
The select Activity Type screen allows you to select "**Service Activity**", "**Fundraiser**", or "**Meeting**" as your type of Activity.

At the time of publication of this manual, there was no "**Other**" type of Activity, so any activity that doesn't provide a service to someone, or that doesn't produce revenue; must by default be categorized as a "Meeting".

That would include activities that actually are meetings; such as Club Meetings and Board Meetings; but it would also include activities that are performed without "service to someone" or without "income production"; such as Seminars, Training Sessions, Community Participation Activities, Parades, Health Fairs or any activity that doesn't fit within the limited categories of either Service or Fundraiser Activities.

After you select the most appropriate designation and then select "**continue**".

## Select the CAUSE ACTIVITY WILL IMPACT Screen:



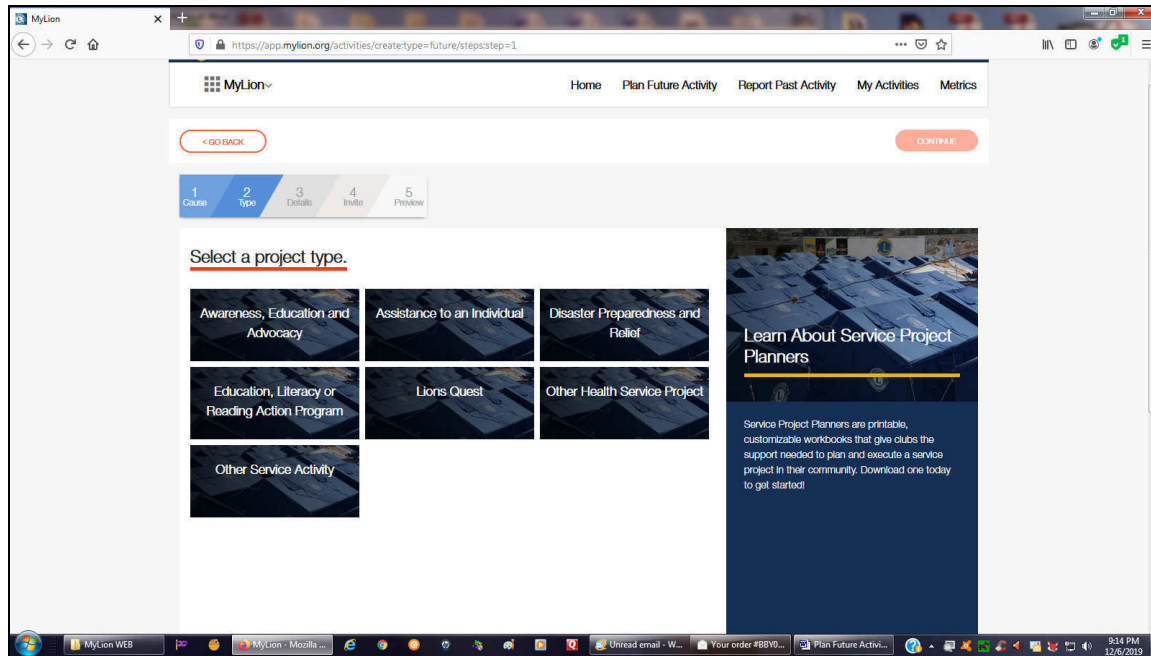
The Select the cause that your activity will impact screen allows you to select "**Hunger**", "**Environment**", "**Childhood Cancer**", "**Diabetes**", "**Vision**", or "**Other**" as what the activity will impact.

If your activity doesn't specifically fit within the defined categories, then it should be classified as "**Other**".

After you select the most appropriate designation and then select "**continue**".



## Select TYPE OF PROJECT Screen:



The Select a project type screen allows you to select "**Awareness, Education and Advocacy**", "**Assistance to an Individual**", "**Disaster Preparedness and Relief**", "**Education, Literacy or Reading Action Program**", "**Lions Quest**", "**Other Health Service Project**", or "**Other Service Activity**" as what the activity will impact.

If your activity doesn't specifically fit within the defined categories, then it should be classified as whichever of the "**Other**" categories most closely matches the project type.

After you select the most appropriate designation and then select "**continue**".

## Enter ACTIVITY DETAILS Screen:

The 1. Activity Details screen allows you to specify.

**Club Name:** will be entered automatically

**Activity Name:** must be entered manually and should be as concise as possible while providing the necessary information to make it relevant and understandable.

**Is the activity a "Signature Activity"?:** The answer options as of the time this manual was created are: "**No**" and "**Avenge Hunger**". Since those answers don't cover the universe of possible answers, the fewest options would be "No" and "Yes"; it would seem that this is under development and that it is not ready for use. At the present the answer should be "No"; unless it is a Signature activity that is actually to Avenge Hunger.

**Place Name:** must be entered and should be a name that will be known to the targeted audience of the Activity.

**Address or "Place":** must be entered and should be sufficient to clearly indicate "where" the activity will be occurring.

**Start Date/Time and End Date/Time:** Both Dates must be "future" and the End Date and Time must be equal or greater than the Start Date and Time. Both must be within a year from the date of setup.

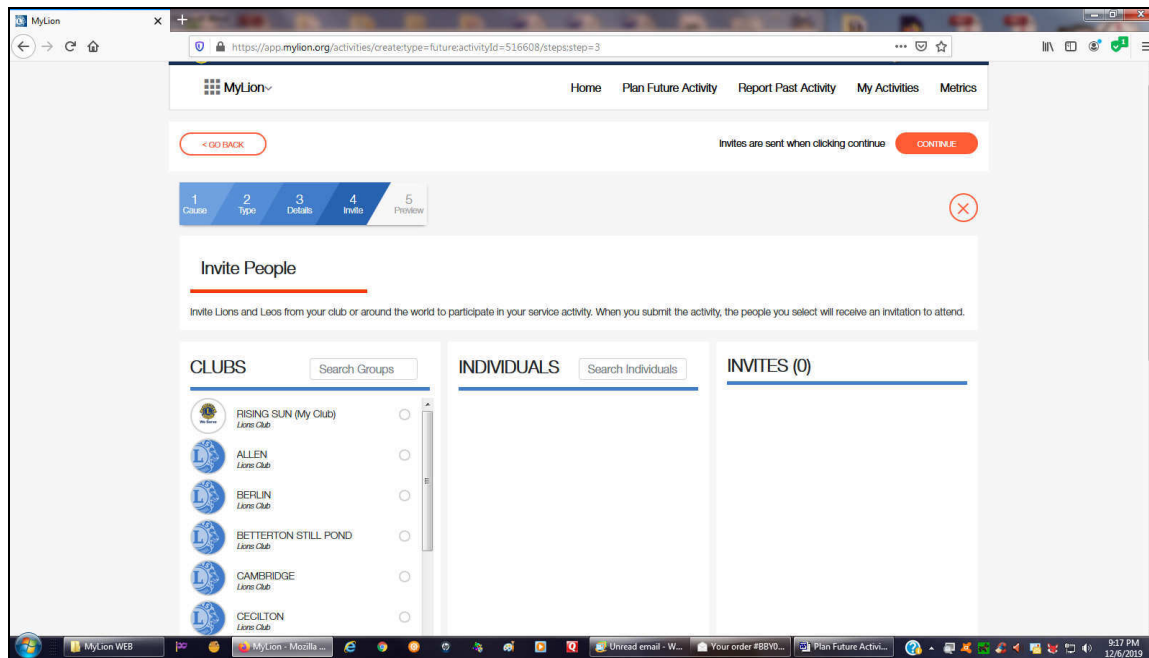
**Activity Description:** This entry should include as much information as is necessary to disclose precise details about the Activity.

**Who can see this?:** select "Everyone", "Club" or "Only Me".

**Who can join?:** select "Everyone", "Any Lion/LEO" or "Invite Only"

After you select or enter the most appropriate information then select "**continue**".

## Enter Activity INVITE PEOPLE Screen:



The Invite People screen allows you to specify.

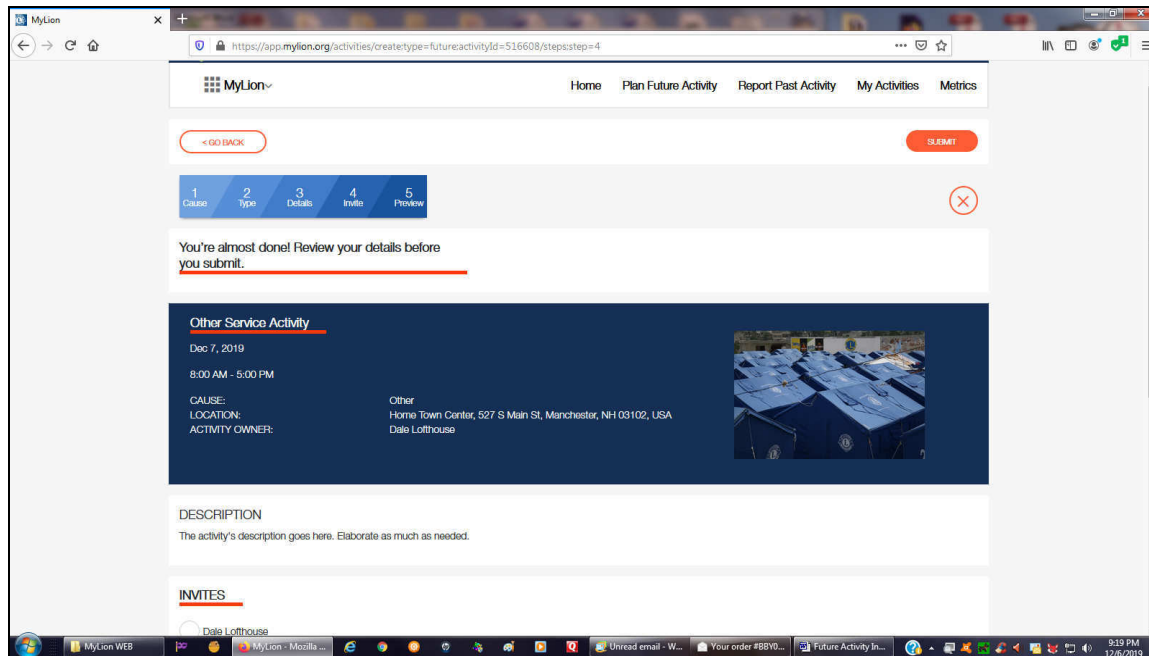
The **Club(s) or Individual(s)** to invite to attend or participate in the activity.

**Under Clubs**, your own Lions Club should be listed first. If it is not, then you can search for it by entering your Club's Name. *(Note: at the time of this manual's writing, sort and selection by Club Name is done only on the last word in the Club Name. For example, "New Market" would find all clubs with "Market" in their names.)*

**Under Individuals**, no names are listed by default. You can search for a name by entering it. *(Note: at the time of this manual's writing, selection by Lion Name is done only on the last word in the name. For example, "Smith" would produce all individuals with "Smith" in their names [first or last].)* Obviously for very common names like "Smith", the list would populate with thousands of responses. However, less common names may produce a very manageable list. If the first name is not common (avoid John's, Robert's, Bob's, William's, Bills, etc.) you may have more success by entering the first name. Use whatever search key that will produce the least number of responses, while being sure to gather the individual you are looking for. You may have to go through pages and pages of responses in order to locate your targeted individual; and unless or until they create a better search method, you may not find your targeted individual at all.

After you find and select your targeted individuals, you should then select "**continue**". At this point, announcements/invitations will be sent to all named individuals using the Email address that has been entered into the MyLCI member database.

## REVIEW Future ACTIVITY INFORMATION Screen:



This is the Review your New Activity's information screen.

The **Review Activity** screen allows you to review and edit all of the information that you have entered for your new future activity. Once it is complete and the information has been confirmed, you can click on "Submit" to publish the Activity and the Invitations to it.

# CHAPTER 6 - DEFINITIONS & INSTRUCTIONS

## WHAT ARE ACTIVITIES ?

**ACTIVITIES** are Service Events, Fundraiser Events, Meeting Events, Training Meetings, Community Participation Events, Public Relations Events; or anything that your Club or it's Lions will benefit from scheduling, organizing and promoting. Creating an activity will provide a means for your Club Officers, Committee Chairpersons and Event Managers to inform your member Lions, other Lions Clubs, your District and Multiple District of the details of an event and to allow you to invite your Member Lions or others to participate. Your Member Lions can indicate whether they will participate in an event, and others can indicate whether they will attend. It offers Officers, Chairpersons and Event Managers the ability to solicit participation and to plan allocation of member resources for an event. It will also provide a means of publishing and promoting an event. And finally, after the event, it will allow the means to solicit feedback and to critique an event so that it can be improved if it is to be performed again.

## How do you CREATE an Activity ?

### 1. On your Mobile Device using the **MyLion APP**,

**Login and go to the **Activities Screen**. Select the **"PLUS Sign"** in the **Activities Screen header** and enter the information for your new activity as it is requested.**

- a. **Select the type of Activity.** (*Service, Fundraiser, Meeting*)
- b. **Enter the Activity's Name** (*Begin with an abbrev. to assist future identification. use your "Club Initials" plus "Lions" **RSLions**, or your District's name as **D22B**, etc.)*)
- c. **Choose a Cause:** (*Hunger, Environment, Child Cancer, Diabetes, Vision, or Other*)
- d. **Enter the Address or Place name** (*a map will be generated within the Activity*)
- e. **Enter the Start Date and Time, and the End Date and Time** (*all must be future*)
- f. **Enter the Activity Description.** (*Be as detailed as necessary for full disclosure.*)
- g. **Enter "Who can see this"?** (*Only Me, My Club, or Everyone*)
- h. **Enter "Who can join"?** (*Invite Only, Any Lion or Leo, Everyone*)
- i. **Is this a Signature Activity?** (*indicate YES by checking, NO by leaving blank*)
- j. **Enter your "Invited Participants"**  
(*Search by Individual name, or select "My Club Members" and then uncheck individual names in order to remove those that are NOT being invited.*)
- k. **Save the newly created Activity.**

**You can later Edit an Activity to change or update it or to add graphics or a photo. You can also Delete an Activity if it is no longer wanted.**

## 2. On your Computer using **MyLion WEB**,

Go to <https://lci-auth-app-prod.azurewebsites.net/account/login?> and login, then select "Plan Future Activity" and enter the information for your new activity as it is requested.

- a. **Select the type of Activity.** (*Service, Fundraiser, Meeting*)
- b. **Choose a Cause:** (*Hunger, Environment, Child Cancer, Diabetes, Vision, Other*)
- c. **Select a Project type.** (*Awareness/Advocacy, Assistance/Individual, Disaster/Preparedness/Relief, Education/Literacy, Lions Quest, Other Health Service Project, Other Service Activity*)
- d. **Enter the Activity's Name** (*Begin with an abbrev. to assist future identification. use your "Club Initials" plus "Lions" RSLions, or your District's name as D22B, etc.*)
- e. **Is this a Signature Activity?**
- f. **Enter the Address or Place name.** (*a map will be generated within the Activity*)
- g. **Enter the Start Date and Time, and the End Date and Time** (*all must be future*)
- h. **Enter the Activity Description.** (*Be as detailed as necessary for full disclosure.*)
- i. **Enter "Who can see this"?** (*Everyone, My Club, or Only Me*)
- j. **Enter "Who can join"?** (*Everyone, Any Lion or LEO, or Invite Only*)
- k. **Enter your "Invited Participants"**  
(*Search by name, or select from My Club Members and click the "x" to remove any that are not being invited.*) *When you Click on Continue the invitations are sent.*
- l. **Save the newly created Activity.**

You can later **Edit** an Activity to change or update it or to add graphics or a photo. You can also **Delete** an Activity if it is no longer wanted.

## **How do you EDIT an Activity ?**

### **1. On your Mobile Device using MyLion APP:**

Login and go to the **Activities Screen**. Search for and select the "**Activity**" that you want to edit and then select it. Once the activity you want to edit has been selected, then select the "**Editing Pen**" in the upper right corner of the screen. The editing screens will open and you can make whatever changes you need to make.

### **2. On your Computer using MyLion WEB:**

Go to <https://lci-auth-app-prod.azurewebsites.net/account/login?> then login, and select "**My Activities**". Locate the activity that you want to change. Then select "**Edit**" and change the information that you want to change.

## **How do you COPY or REPEAT an Activity ?**

Whenever an activity is a recurring activity, such as a weekly, semi-monthly, monthly, quarterly, semi-annual or annual activity, you can copy most, but not all, of a "past" event's information into a NEW future event.

NOTE: As of the date of this publication, everything can be copied except for the photo and of course, the date and time fields of the future event.

Before you start, be sure it is categorized as the correct "type" of activity. For Example, if it is supposed to be a "*Service Activity*" and the original was opened as a "*Meeting Activity*", **DO NOT** copy it. Instead you should create an entire new activity and be sure to specify the correct type.

### **1. On your Mobile Device Using MyLion APP:**

To copy an activity, you should log in, select Activities screen and then locate the Activity you want to duplicate. Open it on your mobile device and select the three dots in the upper right corner of your screen. The options that will appear are: Attendee Feedback, **Copy Activity**, Remove Activity and Cancel.

Select "**Copy Activity**" and follow the screen prompts to create a new activity for a future date, from the old activity's information. You will be allowed to specify the new dates during the copy process.

After the new Activity has been created, you will need to select it and include a theme photo by selecting the "**Edit pen**", then by selecting the "**upload your photo**" button in the photo window.

### **2. On your Computer Using MyLion WEB:**

To copy an activity, open your browser and go to: <https://lci-auth-app-prod.azurewebsites.net/account/login?>, then go to "**My Activities**" and select the Activity that you want to duplicate from "**Upcoming Activities**" or from "**Past Activities**". Once the activity is open, you can indicate you want to copy it. Thereafter, simply follow the prompts to create a new future dated Activity.

At the present time, The old activity photo, at time of duplication doesn't pass to the new activity. You will need to edit the new activity after it has been created, to re-enter or change a photograph.



# WHAT ARE MESSAGES ?

**MESSAGES** provide a means for members to communicate with each other through the MyLion app or MyLion Web. It works very similarly to TEXT MESSAGING on your mobile device. The messages created can be sent to registered users of the mobile device MyLion App, as well as to the Email Addresses of Lions who are not registered users of the MyLion App, but who do have Email addresses on file in the MyLCI database.

## How do you READ, CREATE or SEND Messages ?

### 1. On your Mobile Device using MyLion APP:

You can **READ** messages, by logging in to the **MyLion APP** and then going to the **Messages Screen**. Then simply select a message to read or review it.

You can **CREATE** a Message by logging in to **MyLion APP** and then going to the **Messages Screen**. You can select the "**PLUS Sign**" in the Messages Screen header, select your recipient and then enter your message. When you have completed your message, carefully review it for spelling and content because [you can not make corrections after you send the message](#). If after review, the message is found to be correct, you can then go ahead and send it.

### 2. On your Computer using MyLion WEB:

You can **READ** messages, by logging in to the **MyLion WEB** and then select "Messages" in the sub header and go to the **Messages Screen**. Then simply select messages to a named sender (or recipient) to read or review it.

You can **CREATE** a Message by logging in to **MyLion WEB** and then select "Messages" in the sub header and go to the **Messages Screen**. Then select the "**New Message**" in the Conversation header, select your recipient and then enter your message. When you have completed your message, carefully review it for spelling and content because [you can not make corrections after you send the message](#). If after review, the message is found to be correct, you can then go ahead and send it.

## **WHAT ARE NEWS FEEDS ?**

**News Feeds** can be used to announce special events and circumstances or they can be used to record the occurrence and/or results of events that have recently concluded. You can create, view, like or comment, or delete News Feeds within the MyLion App, but you can NOT create, view, like or comment, or delete News Feeds from the PC Based MyLion website.

### **How do you **CREATE** News Feeds ?**

To create a News Feed, login to **MyLion** and go to the **News Feed Screen**. Select the "**PLUS Sign**" in the News Feed Screen header and enter the information for your new News Feed.

Since you CAN NOT EDIT News Feeds after they have been published, you should be very careful to proof-read spelling and content before publishing.

However, if you make a mistake, you can delete them immediately after publication and recreate them. **IMPORTANT:** If you wait until other Lions have Liked or Commented on your post, and then delete it, you will lose their LIKES and COMMENTS.

**NEWS FEEDS are NOT available on MyLion WEB**

### **How do you **LIKE** Other People's News Feed Posts ?**

To LIKE a News Feed Post, go to the News Feed screen on your mobile device and locate the News Feed entry that you want to like. Then select the "Heart" just beneath the entry and when it turns RED, you have "LIKED" the posting. It is unnecessary to LIKE your own News Feed Posts

### **How do you **COMMENT** on Other People's News Feed Posts ?**

To COMMENT about a News Feed, go to the News Feed Screen on your mobile device and locate the News Feed entry that you want to comment on. Then select "Comment" just beneath the News Feed and enter your comment. It is unnecessary to COMMENT on your own News Feed Posts.

## WHAT does FOLLOWING and UNFOLLOWING mean?

**Following a Lion, Club, District or Activity** means that the/their Activities will appear on your Activities Screen or that News Feed Posts by the Lion, Club or District will appear on your News Feed Posts screen. This is a good way to stay informed about the posts and activities of other Lions or nearby Clubs and Districts that are relevant to you. It is also a good way to gather ideas for fundraisers or other activities.

If a Lion begins to post excessively or if they are posting irrelevant information you can "UNFOLLOW" them to eliminate exposure to their postings and thus block their posts from appearing in your Activities List or on your News Feed Posts.

Following and being followed may seem like a way to achieve or demonstrate popularity; however, you should **apply a sense of selectivity and a recognition of relevance**; because of the magnitude of scale you may be creating. For example, if you FOLLOW "thousands" of Lions and Clubs, you may receive "hundreds" of Posts in your News Feeds. Beyond following ALL of your Club's member Lions, it is advisable to only follow those Lions who are relevant to your area, or activities that are of interest to you. Following everyone who follows you or everyone with whom you come into contact may result in excessive posts and activities appearing, that have no relevance and that you will have to wade through every time you view your Activities or News Feed screens.

Since Following can be a two way street. Basic guidelines indicate that All Members of a Lions Club should follow each other for comprehensive communications capability **within their Club**. Officers of a Club should also follow District, Region and Zone Officers. Likewise, District, Region and Zone Officers should follow each other as well as their own Club's Officers and their own individual Club Member Lions. You don't need to follow every unrelated Lion throughout the World who follows you, unless you are willing to accept the magnitude of scale that you may be creating. Obviously there may be a few Lions outside of your Multiple District or around the world who you do want to follow; but it is unlikely and unadvisable that you will want to follow all of the 1.5 Million Lions in the world.

Remember, you can limit your target audience and as a result limit the number of Lions who will be able to see and follow you, or see your posts and your activities. User Privacy Settings can limit the sphere of accessibility to your Club, District, Multiple District, Constitutional Area, or be open to Every Lion Worldwide. If you want to be able to follow Lions in an adjacent district that is not part of your Multiple District, you will need to allow access for the Constitutional Area. An example of a need to designate the Constitutional Area, would be District MD22 Lions and Clubs who want to see and be seen by adjacent State's Districts, Lions Clubs and Lions who are located on the other side of the two State's common border.

## How do you FOLLOW or UNFOLLOW Lions ?

**You can FOLLOW** a Lion, by locating the Profile screen on the MyLion App, for the LION that you want to follow. Then select **FOLLOW** on that screen, **or** go to their Club Profile screen and locate them on the *Members list* and then select **FOLLOW** there.

**You can UNFOLLOW** a Lion on the MyLion App, by going to either of the same locations and by selecting the **FOLLOWING** button adjacent to the Member name.

**FOLLOWING OPTIONS are NOT available on MyLion WEB**

## How do you FOLLOW or UNFOLLOW Clubs or Districts ?

**You can FOLLOW** a Club or District, by locating the District Profile screen on the MyLion App, for the Club or District that you want to follow. Then select **FOLLOW** on that screen, **or** go to their Club Profile screen or the District Profile screen and locate them on the *Clubs list* or the *Districts list* and then select **FOLLOW** there.

**You can UNFOLLOW** a Club or District on the MyLion App, by going to the same locations and by selecting the **FOLLOWING** button adjacent to the Club/District name.

**FOLLOWING OPTIONS are NOT available on MyLion WEB**

## How do you FOLLOW or UNFOLLOW Activities ?

**To FOLLOW** an Activity, locate the Activities screen on the MyLion App, for the Activity that you want to follow. Then select **FOLLOW** on that screen, **or** go to the Discover Activities screen and locate the Activity that you want to follow and then select **FOLLOW** there.

**You can UNFOLLOW** an activity on the MyLion App, by going to the same locations and by selecting the **FOLLOWING** button.

**FOLLOWING OPTIONS are NOT available on MyLion WEB**