

# Reporting Lions Activities with MyLion for secretaries

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Below are step by step instructions to report club activities to the **MyLion** website. If you have any questions about the procedures, feel free to give me a call.

1. Go to the **MyLion** website (if you haven't been there before you need to open an account)

2. at the top of the page select the “**Report Past Activity**” selection by clicking on it.

3. Click on the orange rectangle that says

**REPORT +**

4. When you click the **REPORT +** box a new screen will appear. Type the name of the activity in the large rectangle at the top

**Activity Name**

(**examples:** *Board Meeting - Food Shelf Donation - Ditch Clean Up – Pancake Feed*)

5. As long as you have entered the MyLion web site with your “Lions Account ID” and your “password” the -

**1. Activity Level** materials should already be provided – go on to the next section

## **2. Activity Details**

a) under **Activity Duration** select either  single day  multiple day

b) go to **Date** and select the calendar to the right and select the single date or the dates when the even started and ended

c) go to **Activity Type** and go the far right of the box and select one of the four choices

**Service Project**

**Fund Raiser**

**Meeting**

**Donation**

d) next go to **Cause** and selection one of the six options

<b>Hunger</b>	<b>Diabetes</b>
<b>Environmental</b>	<b>Vision</b>
<b>Childhood Cancer</b>	<b>Other</b>



e) next go to the area called **Project Type** and select one of the options listed in the box to the right



**3. Metrics** – go through the questions asked in each section and fill the required information

**4. Share** – Who Can See This? - in most cases just leave the **“Everyone”**

**5. Story** – under this area it asks for a **“Description”** of what you did. Just write a sentence or two describing what your club did

Featured Photo – If you have a photo about your activity, you can download it by hitting the **UPLOAD** box in the photo, otherwise the system provides a picture

Go to the bottom and hit the blue rectangle that says  and then hit 

Next go back to the bottom and click on the orange rectangle  and then hit the blue 

That should complete the reporting process. After you are done there should be a picture of your activity at the top of the page.

You need to do this for **each** activity.

It is a good practice to report soon after the event so that you don't end up with a backlog of activities to report.