



Using MYLCI and MYLION



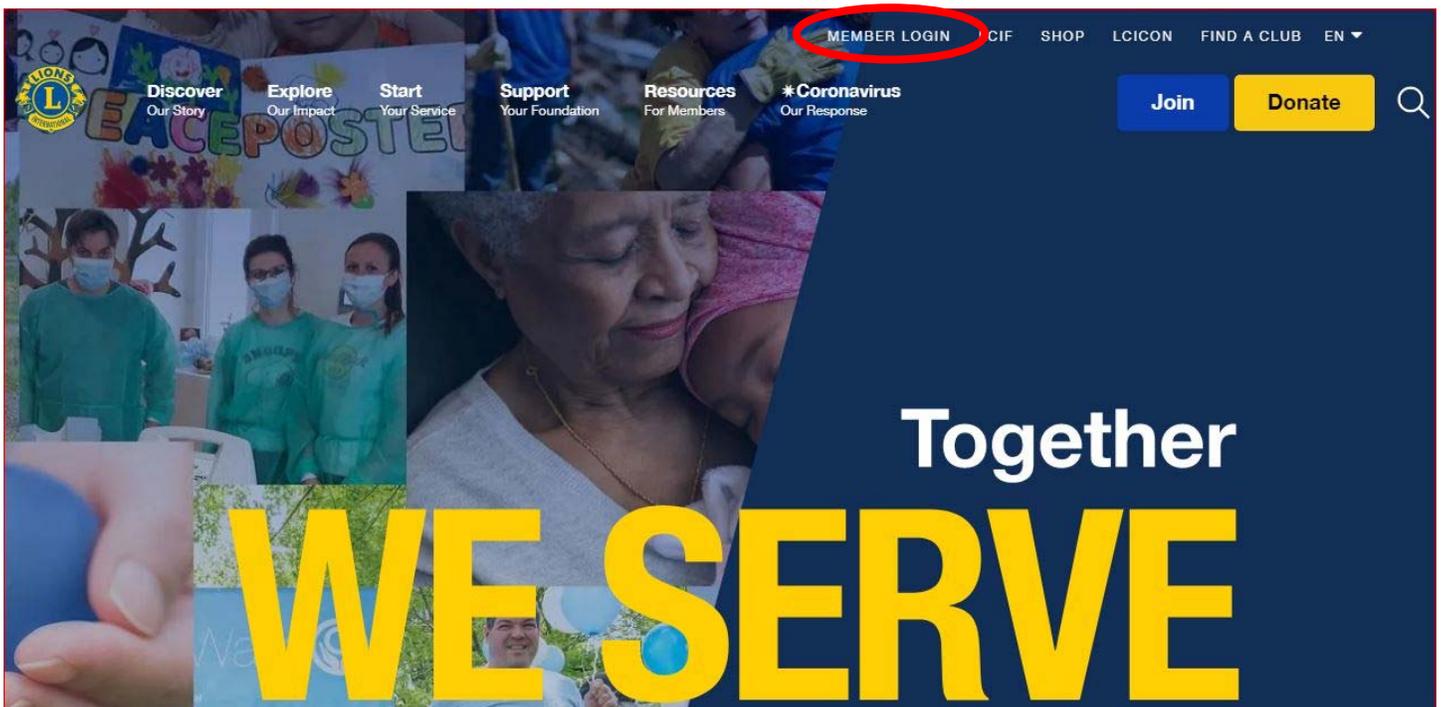
To begin, you must have an account at **LionsClubs.org**. If you are the club secretary, you should have one. Let us start with assumption that you do have one, and start from there. You will need to log into the LionsClubs.org home page.

How you login depends somewhat on the Browser that you use. LCI prefers Chrome, but other browsers work also.

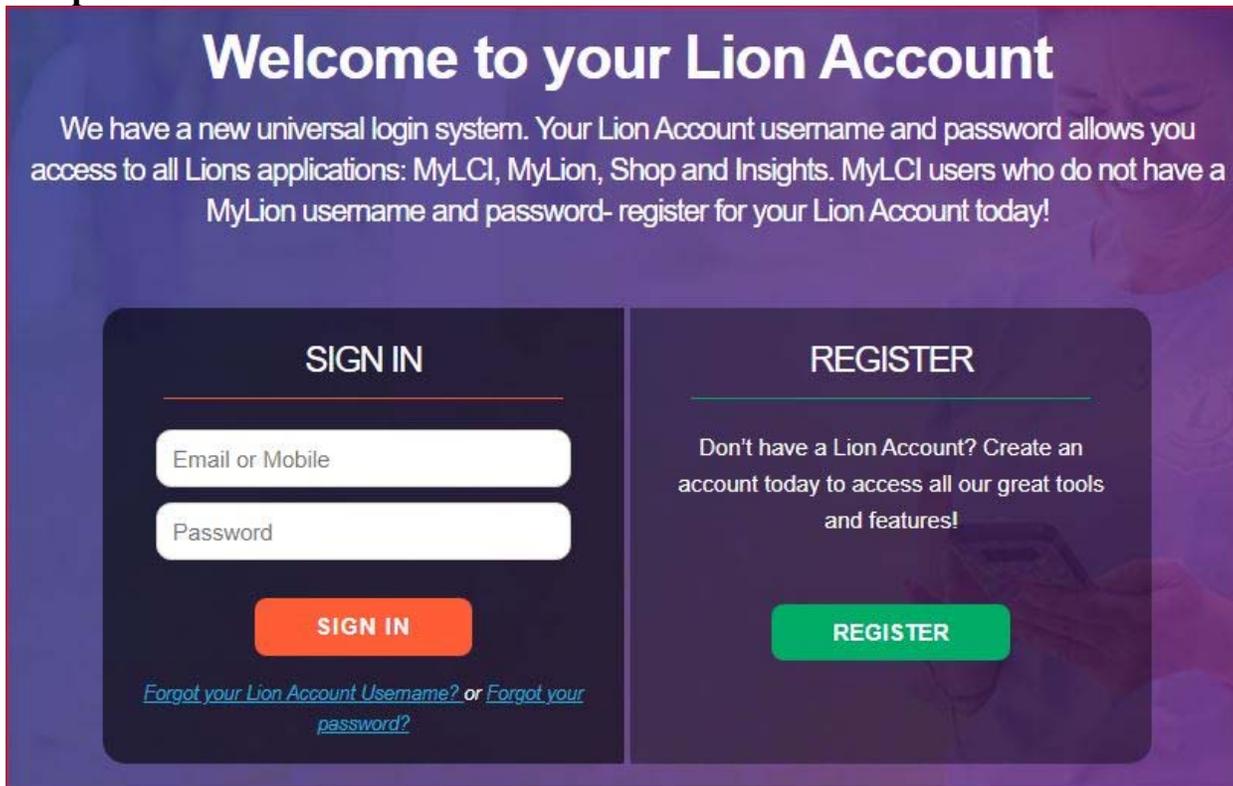
Using Chrome, open it and type www.lionsclubs.org , or just click the link shown in this sentence.

Having done that, you will see the following picture:

CLICK on the **MEMBER LOGIN** circled below.



When you **click** on **Member Login** as circled above, you will get the picture below. At this time, you should go ahead and log in with you email address and the password you have created earlier. On the other hand, if you **CLICK** on the **REGISTER BUTTON** on the right, you will get the form **BELOW** that picture; **Note that you will need your member number to complete the form.**



The image shows a digital interface for a 'Lion Account'. At the top, it says 'Welcome to your Lion Account' in large white text on a dark purple background. Below this, a message reads: 'We have a new universal login system. Your Lion Account username and password allows you access to all Lions applications: MyLCI, MyLion, Shop and Insights. MyLCI users who do not have a MyLion username and password- register for your Lion Account today!'. The interface is split into two main sections: 'SIGN IN' on the left and 'REGISTER' on the right. The 'SIGN IN' section has two white input fields labeled 'Email or Mobile' and 'Password', followed by an orange 'SIGN IN' button. Below the button is a link: 'Forgot your Lion Account Useername? or Forgot your password?'. The 'REGISTER' section has a green 'REGISTER' button and text that says: 'Don't have a Lion Account? Create an account today to access all our great tools and features!'. The background of the entire page features a faint image of a person's face.

When you **click** on the **REGISTER** side of the welcome page, you will get the picture on the left of the pictures below, and whether you **click** NO or YES, you will get the Window on the right, on the page below. **Note that you will need your Member ID.**

Have you registered on the MyLion app?

NO

YES



Create your Lion Account

Your Lion Account gives you access to all your favorite Lions Clubs International applications.

Member ID

Date of Birth

Month

Day

Year

Your Lion Account

Email Address

Mobile Number

Password

Retype Password

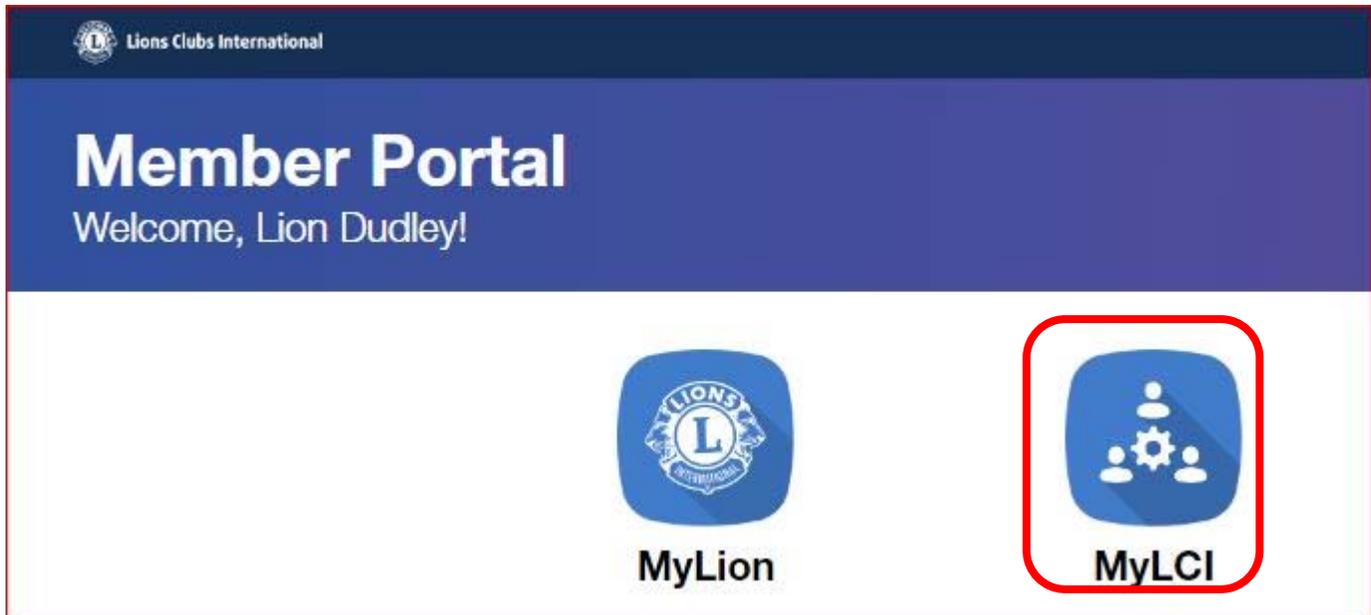
Password should be at least 6 characters, include an uppercase letter, a lowercase letter, and a number.

- I have read and I agree to the Lions Clubs International [Privacy Policy](#).
- I have read and I agree to the Lions Clubs International [Terms of Use](#).

CONTINUE

Now that you are logged in and have a registered account, let us talk about the most important functions you need to do for LCI — reporting Membership (adding members, removing members; any change, or no change in membership). Reporting membership monthly (on or before the last day of the month) is important, even if there is no change.

When you get completely logged in, you will see the picture below, shown as part of the window.



To report Membership, choose the **MYLCI** icon, as circled above. Before you click, you will note that the page you see will include the stats regarding service done by your club to date. As a member of the Rochester '76 club, this example picture shows OUR metrics. If you are logged in as **secretary** or other **authorized, registered member** of your club, it will show your club metrics.

After you click on **MYLCI**, you will see the window below on the next page:

Home **My Lions Clubs** My District My Multiple District

District 5M 1 (65582) - MN UNITED STATES

Home

My Tasks

View clubs that have not designated their 2020-2021 officers (PU-101)

View Clubs that have not reported Membership for Feb 2021

My Clubs

Status	Clubs	
Newly Chartered	1	View Clubs
Status Quo	0	
Cancelled	1	View Clubs
Pending		
Applications Started	0	
Applications Authorized	0	
Applications Completed	0	
Active	51	

My Info

2020 - 2021 Club Director
Dudley Parsons (1426204)

Club
ROCHESTER 76 (31420)

Member Correspondence Address
2607 5TH AVE NW
ROCHESTER, MN 55901 2364

Officer Correspondence Address
2607 5TH AVENUE NW
ROCHESTER, MN 55901-2364

Home 507 282-4013
Mobile 507 254-8952
E-mail parsons.dudley39@gmail.com

Here you can **click** the circled “my Lions clubs.” And then **Click** the little **down arrow** ▼ and **select** “Members.” You will get a list of all your choices for changing status of any member, as below:

My Lions Clubs My District

Members

Club Info

Officers

Conventions

Statements/ Dues

New Club Applications

Service Activities

Signature Service Activities

Reports

Data Download

Membership Cards

When you **CLICK** on **Members**, you will get the next window:

Members

Add Member

Report No Changes for Month

Here you can **Add Member** or **Report no changes**.

CLICKING on **Add member** will result in getting a form that allows you to enter all the demographic information for the new member. That window is not shown here.

CLICKING on **Report No Changes...** will result in a window which will allow you to pick a month for which to report; see window on next page:

Note the menu on the far-right side of the Members list, which looks like this:

Choose **Edit Member** to make changes in any member status which includes all the demographics for that member (name, address, contact information and more.)

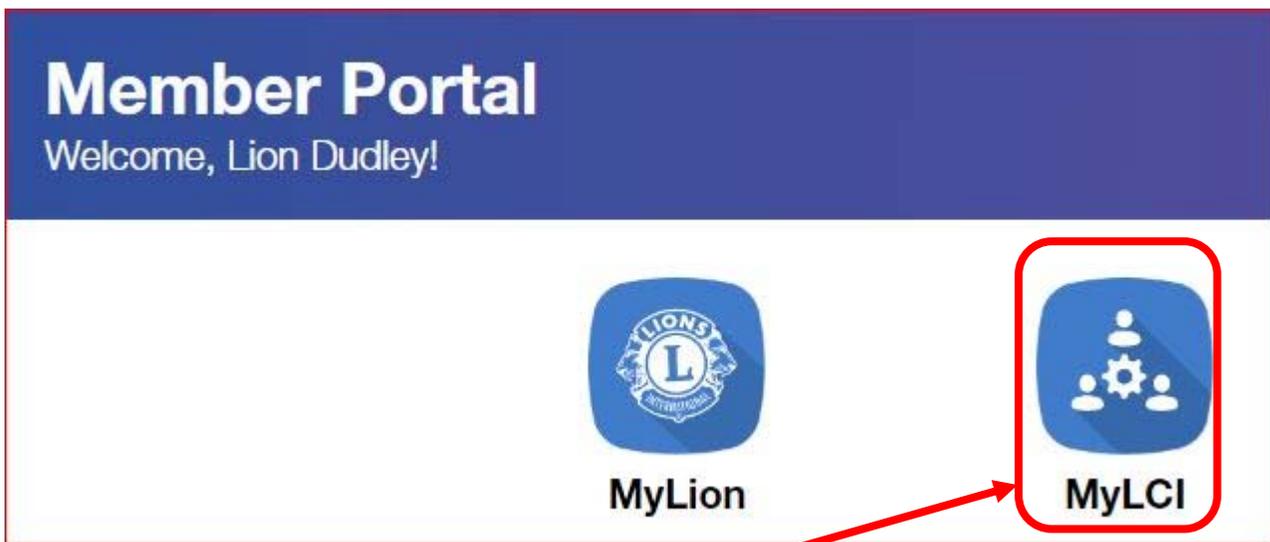
If you choose **Drop Member**, you will get a menu like this, with a “drop down” ▼ arrow with which to select a drop reason.

Drop Resigned in good standing.
Drop Non-payment of dues.
Drop Non-attendance.
Drop Non-attendance and Non-Pymt. of dues.
Drop Transferred in good standing.
Drop Moved.
Drop Deceased.
Drop Other.
Drop Reached max age for type of club.

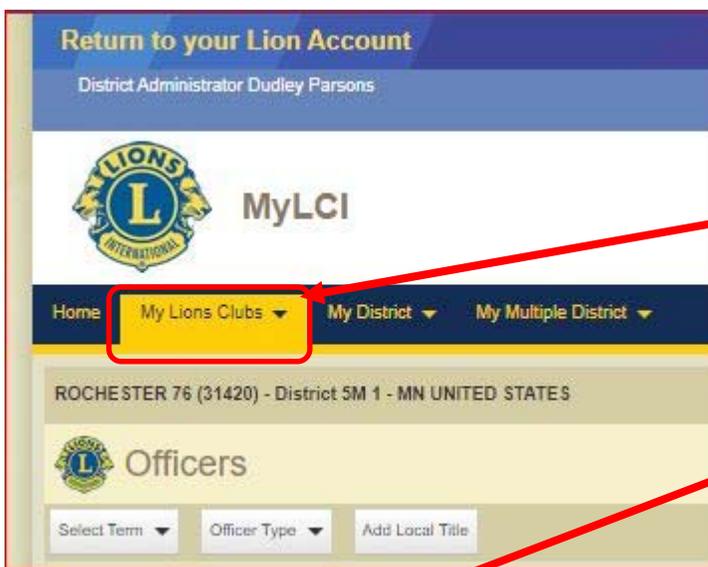
If you must drop a member due to death or other reasons, you should drop them ASAP, but always before December 30th or June 29. Otherwise, you will be charged in the next semi-annual billing for a member that has left your club. It normally takes about two days to process a drop. Therefore, you should report them dropped at least two days before the end of the current semi-annual billing period.

One of the other very necessary functions you need to (only once every year) is to report your new officers for the coming Lion's year. A function that was formerly called the PU101 form in which you entered the name and other demographic information on a form which was returned to LCI.

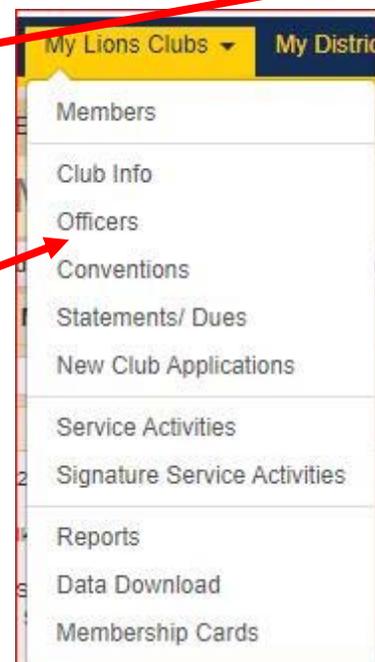
To get that done now, you will use the **MYLCI** application. When you have clicked on the **MYLCI** icon after you have logged in completely, you will see this window, shown in part below:



CLICK here to get the next screen:



Now you will need to **CLICK** on the **My Lions Clubs** and the down arrow ▼ To select from the drop-down menu:

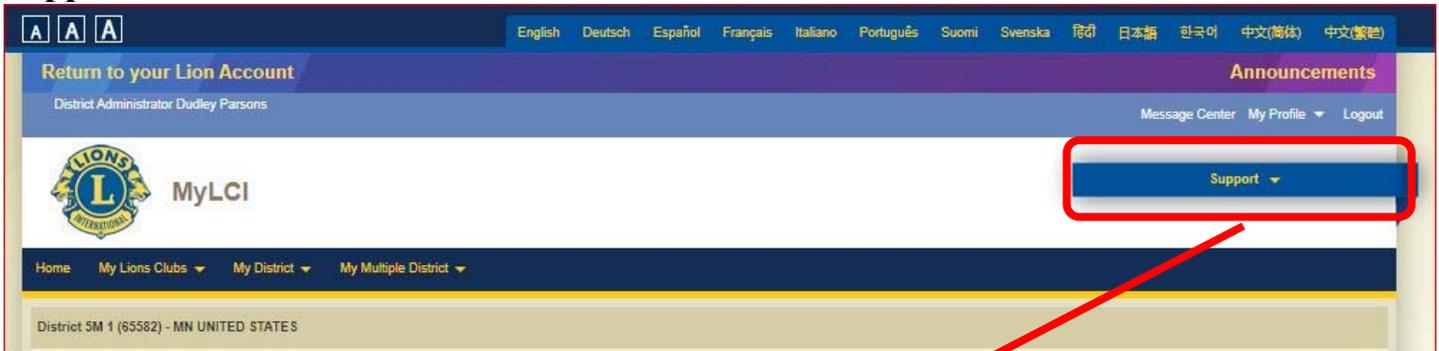


CLICK on **Officers**:

To get the form which will let you fill in all the demographics for the selected officer, not shown here.

Now that you have had a review of the most important MYLCI functions, I suggest you try finding the **TRAINING AREA**, which has an exact duplicate of your club information in which you can try any of these functions and explore the other functions by trying them out. Since this is an exact duplicate of the membership, you will **NOT** harm any of your club data.

You can find the training area after you are successfully logged in and selected **MYLCI**. See the picture below; the training area can be found when you click the down arrow ▼ in the **Support** area.



The **Training Area** is accessed by **CLICKING** on the second entry in the drop-down menu.



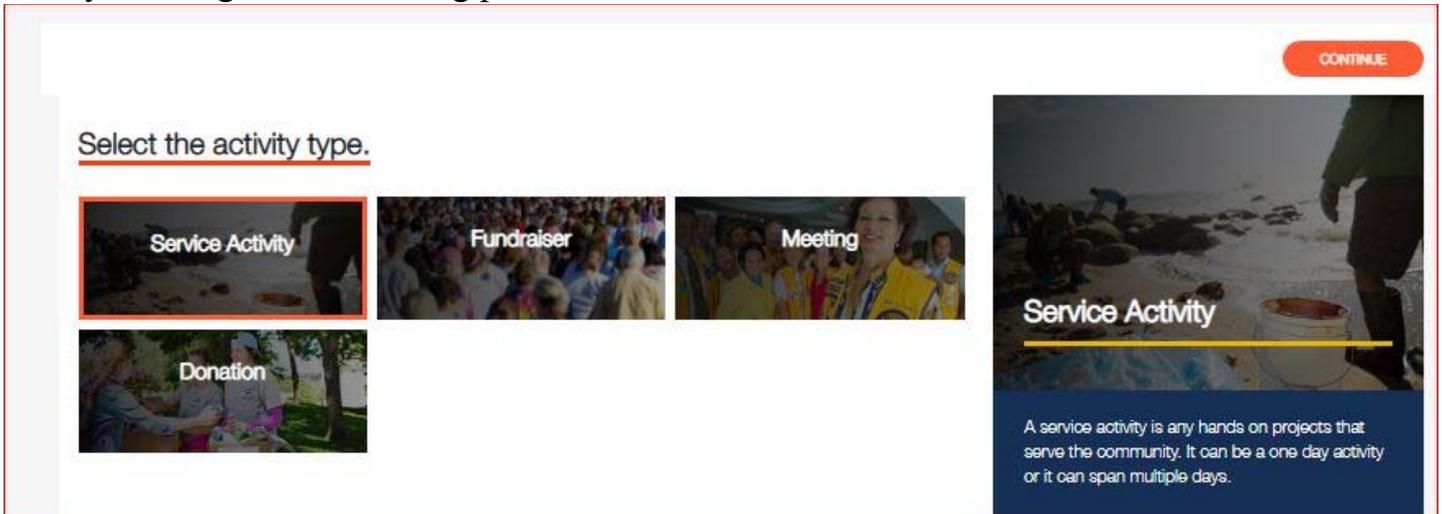
Now that you have acquainted yourself with the **MYLCI** functions and tried them out in the **TRAINING AREA**, let us look at the **MYLION** area where you report club projects, etc.

Remember that when you eventually logged in, you had to choose **MYLCI** to report drops or changes in membership. Now you are going to choose the **MYLION** to report service activities. When you **click** on **MYLION**, you will get a window like this:



You can see in this picture that you can choose to create a new activity, report on an existing activity, or one which your club has finished. Once you have **CLICKED** a choice, you must **CLICK** the Continue button found on the upper right.

Next you will get the following picture:



Select an activity type, then **click** the **continue** button as before.

On the next page, you will see that you must put in the details of the activity you are entering. Not shown in the picture is the panel where you can input the plan for the activity. In this example, what was chosen was Service Activity.

The rest of the choices will each bring up a new window with different content. In each new window, make a choice, **Click Continue**.

Note that you can either use the default image for the activity or your own, by **Clicking** on **EDIT CURRENT IMAGE**, and uploading your own image.

Below is an example of a page with different content.

Select the cause that your activity will impact.

 Hunger	 Environment	 Childhood Cancer
 Diabetes	 Vision	 Other

Learn As You Go

Don't see a specific global cause that aligns with what you and your club had in mind? Lions and Leos have great ideas for serving their communities. Get started by selecting Other and creating your own service activity that supports the causes you care about.

Most of these new windows are self-explanatory. Just remember that you must always click continue after you make each choice.

Sadly, LCI has not created a training area for the **MYLION** function.

If you have any questions about using **MYLION**, contact your district administrator. Your zone chair or your district governor will know who that is and probably give you contact information for him/her. Otherwise, you can **CLICK** on the link below, to get a document that explains the whole process.

<https://www.lionsclubs.org/en/resources-for-members/resource-center>

When you **CLICK** on this link, you will get to the top of the LCI Resource page, which looks like this:

In the Search dialog, type what is shown below, then **CLICK** **Search**.



SCROLL DOWN, and you will find a section like the image on the next page:

1 Resources

Category —

- Advocacy
- Awards
- Brand
- Campaign 100
- Centennial
- Club Administration
- Communications
- Convention
- District Administration
- Events
- Finance

REFERENCE



Type pdf Size 2.11 Pages 4

MyLion How to Report and Celebrate Service Guide

The MyLion How to Report and Celebrate Service Guide reviews how to submit service activities through the MyLion application.

 **VIEW**

Again, if you have any questions about using **MYLION** or **MYLCI**, contact your district administrator. Your zone chair or your district governor will know who that is and probably give you contact information for him/her. Otherwise, **CLICK** on the **MyLion**, above, to get a **.PDF** document which will explain the whole process.