

## MONTHLY MEMBERSHIP REPORTING

***Remember that membership must be reported every month, even if you have no changes!***

1. Go to [WWW.LIONSCLUBS.ORG](http://WWW.LIONSCLUBS.ORG)
2. Click MEMBER LOGIN
3. Enter your USER NAME and PASSWORD. (If you don't have an account, click REGISTER to sign up)
4. Select the MyLCI button
5. At the bottom of the box labeled "My Members," click on MORE MEMBERSHIP
6. At the top of the next page, select either the ADD MEMBER drop-down or the REPORT NO CHANGE FOR MONTH drop-down. If you have to drop a member (Heaven forbid!), find them in the list of members and use the DROP MEMBER box on the right. This is also where you can EDIT MEMBER to update anyone's contact info. (If you're editing a member who is in the district directory, please also send an email to [DIRECTORYCHANGE@20WLIONS.ORG](mailto:DIRECTORYCHANGE@20WLIONS.ORG).)

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Got problems or questions? Get answers from PDG Ed Stano,  
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