

LIONS CLUB
SUBMITTING CLUB ACTIVITIES AND MONTHLY MEMBERSHIP REPORTS

- Log In to mylci.lionsclubs.org
- Welcome to you Lion account will appear and you will sign in or register if you are logging in for the first time
- It will go to a screen that represents the home page for your club (This is where you submit your monthly membership for the current month - "Monthly Membership Report" - MMR - This is where you will add or drop members)
- In the middle of the second column on the bottom row you'll see "My Service Activities" - To submit your activities you will go to the Lion Emblem and click on MyLCI - This goes to the home page for International Lions Club - Click on "MyLCI/MyLion Login" to begin the activity report process
- Under the "MyLion" column click on "Go" at your club name - click on "New Activity" - select one of the three choices usually "Service Activity" and continue
- This now shows "Cause/Type/Details/Invite/Preview at the top - usually click on "Other" and continue - It will go to Type which is the 2nd part of the 5 steps - Select project type, which is usually "Other Service Activity" and continue - Details show up, and you will now provide the requested information and click on continue (it will tell you if information is missing) There are two parts to this 1) Activity Details and 2) Privacy Settings - For this you will choose "Everyone" usually - click on continue and it will go to Invite which is the 4th step - click on your club and continue which then show the 5th step, Preview to review your details before you submit - click on Submit
- At this point you will go to back to the page that shows your club's name and click on "Metrics" at the top right - From there find the activity you reported and complete "number of people served," "number of volunteers," and "community outcome" and click on continue (There are some choices on the left side to help you locate the activity just submitted)
- The information is there for you to review - then click on Report and to entering the next activity.