Managing your club through MyLCl

An online training hosted by Lions Clubs International
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Managing your club through MyLCI

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Global Action Team
Managing your club through MyLCI

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Member Service Center
This webinar is being recorded

The recording and PowerPoint will be available afterward

Your microphone has been muted and will remain so for the duration of this webinar

If you have a question during the presentation, submit it using the questions tab located in the Sidebar
Agenda

- Virtual tour of MyLCI
- Maintaining/Updating officer information
- Maintaining Membership
- Review statements and reports
  - What’s available?
- Q&A
Quick poll:
How familiar are you with MyLCI?
Let’s begin:

Virtual tour of MyLCI
Welcome to your Lion Account

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!

SIGN IN

Email or Mobile
Password

SIGN IN

REGISTER

Don't have a Lion Account? Create an account today to access all our great tools and features!

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Do you have the mobile app? Download it here.
Welcome to the Lions Clubs International digital ecosystem!

Here you’ll find a variety of helpful, easy-to-use applications designed to simplify and improve your service.

**MyLCI**
Tools for Lion leaders.
- Manage your membership
- Create district & club profile
- Check club voter eligibility
- Document & plan conventions
- Check application status

**MyLion**
- Report service
- Plan service projects
- Connect with other Lions
- Create personal profile

**Shop**
Buy all things Lions.
- Order club essentials
- Order awards, pins and more
- Get great Lions gifts

**Insights**
Increased knowledge. Increased impact.
- Explore membership trends
- Explore club trends
- View service activity impact
- Track Foundation donations

**Learn**
- Take free online courses
- Encourage your personal growth
- Access leadership tools and insights

[GO] [GO] [GO] [GO] [GO]
MyLCI custom home page provides:

**My Tasks** – View role-based pending tasks for the month.

**My Clubs** – View club’s personalized information.

**My Info** – View your contact information.

**My Members** – View status summary of membership reporting.

**My Service Activities** – Current information is now stored in MyLion.

**My Officers** – View officers that may be able to help you.
MyLCI custom home page provides:

- **Select a language** – Change the MyLCI text language.
- **Select a different title** – View club’s personalized information.
Finally, the MyLCI custom home page also provides:

- **Support Center** – View your contact information.
- **Training Area** – View status summary of membership reporting.
- **Membership Reports**
- **Directory Link** – View officers that may be able to assist you.
- **Version History** – Shows enhancements and fixes made to MyLCI
The Members page allows you to:

- **Add Member** – Add New Members, Reinstate Members and Transfer Members
- **Report No Changes for Month** – Select this if no membership transactions occurred.
- **Edit Member** – View your contact information.
- **Drop Member**
- **Create Family Unit**
- **View History** – View membership/officer history.
Let’s practice adding a member:

- **Add Member** – Click Add new member
The Member Types are:

- Regular Member
- Honorary Member
- Affiliate Member
- At Large Member
- Privileged member
- Student Member
- Leo Lion Member
✓ Complete the Leo to Lion Certification Form (LL2)
**Confirmation**

Member E has been added.

### Membership Reporting Status

<table>
<thead>
<tr>
<th>Month</th>
<th>J</th>
<th>A</th>
<th>S</th>
<th>O</th>
<th>N</th>
<th>D</th>
<th>J</th>
<th>F</th>
<th>M</th>
<th>A</th>
<th>M</th>
<th>J</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reported</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

What would you like to do next?
- Add another new member
- Go back to Members
- View/Print Reports
You can also select certain member filters:

- Active Members
- Student Members
- Dropped Members
- Added Lion Members
- Associate Members
- Life Members
- Pending Transfers
- New Members Without Sponsors
- Updated Members
Club Information page allows you to:

- Upload a picture
- Add your Club Web Address/URL
- Add a Club Biography
- Select a Club Specialty
- Add your Club Meeting Location
The Club Officers page allows you to:

- **Select Term** – Select the term to manage officers: Current Year, Next Year, or Past Years

- **Officer Type** – Select between officers and local titles.

- **Add Local Title** – Enter your own title and assign an officer.

- **Add Officer** – Click to select an officer for the selected term.

- **End Officer Term** – Click to remove an officer.

- **View History** – View membership/officer history.
The Convention page allows you to:

- View upcoming or past conventions
- View Delegates and Officers
- View Eligible Member Counts
MyLCI statements page provides:

**Current Balance** – Summary of your current balance.

**Month to Date Financial Transactions** - View or print a breakdown of your club's dues.

**Make a Payment** – Treasurers can click Make a Payment to pay their balance by credit card or PayPal.

**Paper Statements** – Click Opt Out of Paper Statements to go green and stop receiving statements in the mail.

**Statements and Invoices** – View or print up to three years worth of statements and semi-annual dues invoices.
New Clubs Application

Process:

Pending Submission - The creation of a new club starts in this stage

Pending District Governor Authorization

Pending LCI Authorization

Pending Completion - During this stage, the charter members can be added, the officers can be assigned and the application can be submitted to LCI for final approval

Pending LCI Final Approval

Approved
MyLCI New Club Application
– Pending Submission

The application begins in the Pending Submission stage.

The application is made up of 6 simple sections:
1. New Club Information
2. Sponsoring Club
3. New Club Officers
4. Estimate of Charter Members
5. Club Criteria/Submit
6. Comments
A Confirmation page will display indicating that the new club application has been submitted to the District Governor for authorization.

At this time, a notification email is sent to the District Governor with copies sent to the Sponsoring Club President and Secretary.
MyLCI New Club Application – Pending Final Approval

A Confirmation page will display indicating:

1. The application has been submitted to LCI
2. The Total Charter Fee due
3. An invoice for the Total Charter Fee was emailed

At this time a notification email is sent to LCI with copies sent to the District Governor, the Sponsoring Club Officers and the New Club Officers
MyLCI New Club Application – Newly Chartered

Upon LCI Approval, the application moves to Approved status and the club becomes a Newly Chartered Club.

At this time a notification email is sent to the District Governor, the Sponsoring Club Officers and the New Club Officers.
MyLCI Reports page provides:

Monthly Membership Report—View a specific month’s membership transactions.
Available Reports
- Club Attendance Sheet
- Club Monthly Reporting History
- Monthly Membership Report - Detail
- Club Roster
- Club Roster of Membership Data
- Family Unit Report
- Lions Club Officer Report for Current Year
- Lions Club Contact List
- Lions District Officer Contact List
- Lions Club Officer Report for Next Year
- Member Information Update Report
- Club Achievements

Report Information
- Report Name: Monthly Membership Report - Detail
- Description: Current Month Membership Report
- Report Year (yyyy): 2020
- Report Month (mm): 03

View/Print
# MONTHLY MEMBERSHIP REPORT

**June 2019**

(Submitted: 6/27/2019 10:56:35AM)

<table>
<thead>
<tr>
<th>RESIGNED IN GOOD STANDING</th>
<th>MEMBERS FROM LAST REPORT</th>
</tr>
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<tbody>
<tr>
<td>0</td>
<td>34</td>
</tr>
<tr>
<td>DROPPED FOR NON PAYMENT</td>
<td>A NEW MEMBERS</td>
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<tr>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>DROPPED FOR NON ATTENDANCE</td>
<td>B REINSTATED MEMBERS</td>
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<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>DROPPED FOR NON PAYMENT AND NON ATTENDANCE</td>
<td>C TRANSFER MEMBERS</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TRANSFERRED IN GOOD STANDING</td>
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<tr>
<td>0</td>
<td></td>
</tr>
<tr>
<td>MOVED</td>
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<tr>
<td>0</td>
<td></td>
</tr>
<tr>
<td>DECEASED</td>
<td></td>
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<tr>
<td>0</td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
</tr>
<tr>
<td>0</td>
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<tr>
<td>TOTAL</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>IDENT.</th>
<th>CLUB</th>
<th>NAME OF CLUB</th>
<th>MEMBERSHIP NUMBER</th>
<th>DIST. NO.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**SECRETARY’S NAME**

Leo Club members

Total: 0

<table>
<thead>
<tr>
<th>MMR Date</th>
<th>MMR Activity</th>
<th>Name</th>
<th>Address</th>
<th>Gender</th>
<th>Year of Birth</th>
<th>Occupation</th>
<th>Sponsor</th>
<th>Former Club</th>
<th>Drop Description</th>
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<tbody>
<tr>
<td>06/2019</td>
<td>New</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>05/2019</td>
<td>No Activity</td>
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<tr>
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<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>
MyLCI Reports page provides:

Club Roster of Membership Data— List of club members with Membership Type, Join Date, and other Membership Data.
<table>
<thead>
<tr>
<th>Name</th>
<th>Join Date</th>
<th>Sponsor</th>
<th>Birth Year</th>
<th>Primary Lions Membership Years</th>
<th>Highest Office Held</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2018/10/08</td>
<td>Regular Member</td>
<td>2018</td>
<td>4.54</td>
<td>Club President</td>
</tr>
<tr>
<td></td>
<td>1989/04/01</td>
<td>Regular Member</td>
<td>1989</td>
<td>0.06</td>
<td>Club President</td>
</tr>
<tr>
<td></td>
<td>2013/04/01</td>
<td>Regular Member</td>
<td>2013</td>
<td>0.06</td>
<td>Club President</td>
</tr>
<tr>
<td></td>
<td>2020/04/01</td>
<td>Regular Member</td>
<td>2020</td>
<td>0.06</td>
<td>Club President</td>
</tr>
<tr>
<td></td>
<td>1999/02/01</td>
<td>Regular Member</td>
<td>1999</td>
<td>0.06</td>
<td>Club President</td>
</tr>
<tr>
<td></td>
<td>1992/03/01</td>
<td>Regular Member</td>
<td>1992</td>
<td>0.06</td>
<td>Club President</td>
</tr>
<tr>
<td></td>
<td>2018/10/08</td>
<td>Regular Member</td>
<td>2018</td>
<td>1.54</td>
<td>Club President</td>
</tr>
</tbody>
</table>

Note: The table lists members of a Lion Club with their join dates, sponsors, birth years, and years of membership. The highest office held by some members is indicated as Club President.
MyLCI Reports page provides:

**Lions Club Officer Report for Current Year** – List of club officers for this year
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Club President</td>
<td></td>
<td>@lionsclubs.org</td>
</tr>
<tr>
<td>Club First Vice President</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club Secretary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club Treasurer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Club Service Chairperson</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MyLCI Data Download page provides the ability to:

Download specific data for club members

Download specific data for current or next years officers
MyLCI Membership cards page page provides:

- **Select Paper Size** – Choose between letter and A4 paper and 8 or 10 cards per page.
- **Color Option** – Print in color or black & white.
- **Good standing until** – Enter an expiration month for the cards.
- **Available members** – Click any member to print.
Thank You

An online training hosted by Lions Clubs International