



Updating Leo club information:

Adding new members, assigning club officers and changing club types

This document was designed to offer Leo officers a step-by-step walkthrough guiding them through the process of updating their club information, adding new members and assigning officers. At the bottom of this document are additional tips for added success.

Steps to assign club officers

Step	Action
1	Open an internet browser and go to the Lion Account website by typing in myapps.lionsclubs.org into the browser's address bar. Press Enter.
2	<p>On the login page, enter your Lion Account ID and password (Figure 1). Click the Sign In button.</p> <p>Once you're on the Member Portal homepage, click the MyLCI button at the top of the page (Figure 2). You will be directed to the MyLCI page.</p> <div><div><h3>Access to your Lion Account</h3><div><div><h4>Sign in</h4><div><div>Lion Account ID* ⓘ Enter Email or Mobile Phone <small>Forgot Lion Account ID</small></div><div><div>Password*</div><div>Enter Password <small>View</small> <small>Forgot Password</small></div></div><div><input type="checkbox"/> Remember Me</div><div><small>By clicking Sign In, you agree to our Privacy Policy and Terms of Use</small></div><div>SIGN IN</div></div><div><h4>Register</h4><div><small>Don't have an account?</small></div><div>Register</div></div></div></div><p>Figure 1</p></div></div>

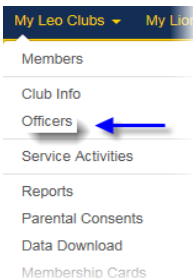
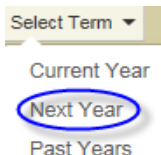
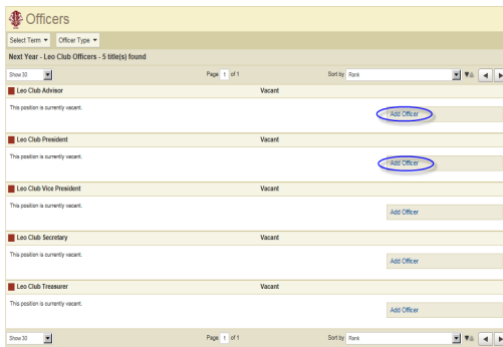
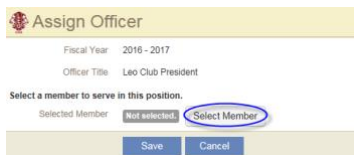



Step	Action
	<div><div><div><div>Leo Club International</div><div>SupportMessagesBrian</div></div><div><div>Member Portal</div><div>Welcome, Lion Briant!</div></div><div><div><div><div><div></div><div>MyLion</div></div><div><div><div></div><div>MyLCI</div></div><div><div><div></div><div>Insights</div></div><div><div><div></div><div>Learn</div></div><div><div><div></div><div>Shop</div></div></div><div>Take the tour</div></div></div></div></div><div>Figure 2</div></div></div></div></div>
3	<p>Before you can assign the officer, he or she needs to be added to MyLCI as a Leo member. Under the My Leo Clubs menu, select Members (Figure 1). Scroll down to determine if the Leo member already exists (Figure 2). If the Leo member already exists, skip to step 5.</p> <div><div><div>My Leo Clubs</div><div>My Lion</div><div>Members</div><div>Club Info</div><div>Officers</div><div>Service Activities</div><div>Reports</div><div>Parental Consents</div><div>Data Download</div><div>Membership Cards</div></div></div> <div>Figure 1</div> <div><div><div>Members</div><div><div>Add Member</div><div>Report No Changes for Month</div><div>Find Members</div></div><div>Active Leo Members - 5 Member(s) found</div><div>Page: 1 of 1</div><div>Sort by: Leo Name</div><div>Leo Member Added 2/1/2016</div><div><div><div>Leo Brooks</div><div>Member Address Oak Brook, IL 60521 UNITED STATES E-mail: leo.brooks@leoclub.net</div><div>Leo Since Gender Year Of Birth Male 1988</div><div>2/1/2016</div><div>Leo Member Added 2/1/2016</div><div><div>Edit Member</div><div>Drop Member</div><div>Print Membership Certificate</div></div></div><div><div>Lawrence Lions</div><div>Member Address Oak Brook, IL 60521 UNITED STATES E-mail: lawrence.lions@leoclub.net</div><div>Leo Since Gender Year Of Birth Male 1985</div><div>2/1/2016</div><div>Leo Member Added 2/1/2016</div><div><div>Edit Member</div><div>Drop Member</div><div>Print Membership Certificate</div></div></div><div><div>Leonardo Presidents</div><div>Member Address Oak Brook, IL 60521 UNITED STATES E-mail: leonardo.presidents@leoclub.net</div><div>Leo Since Gender Year Of Birth Male 2000</div><div>1/26/2016</div><div>Leo Member Added 1/26/2016</div><div><div>Edit Member</div><div>Drop Member</div><div>Print Membership Certificate</div></div></div></div></div></div> <div>Figure 2</div>
4	<p>Under the Add Member drop down, select New Member (Figure 1). Complete the form (Figure 2). The required fields are listed below.</p> <ul style="list-style-type: none">• First Name• Last Name• Gender• Birth date• Join Date• Country• Address• Primary Email <p>Click the Save button. A confirmation page will display.</p> <div><div><div>Members</div><div><div>Add Member</div><div>New Member</div><div>Returning Member</div><div>Transfer Member</div></div></div></div> <div>Figure 1</div>

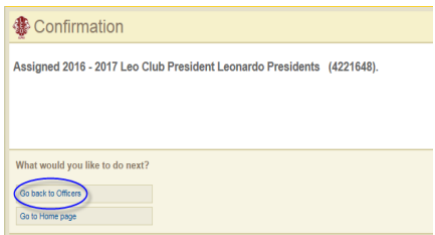


Step	Action
	<div></div> <p>Figure 2</p>
4a	<p>For Leo Members 18 years of age and younger, parental approval of the membership is required. To affirm that you have reviewed the Leo-50 Membership Application form and obtained parental consent on the form, select Parental Consent from the My Leo Clubs menu.</p> <div></div> <div></div> <p>On the Parental Consent page, click Approve when you have reviewed the Leo-50 form.</p> <div></div>

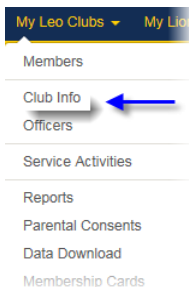
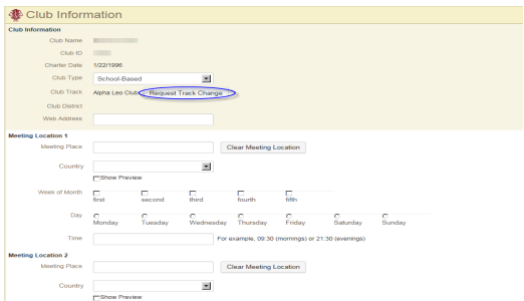


Step	Action
5	<p>Next, assign the Leo officers. Under the My Leo Clubs menu, select Officers.</p> 
6	<p>Under the Select Term drop-down, select the appropriate term.</p> 
7	<p>Click the Add Officer button associated with the title you are ready to assign.</p> 
8	<p>On the Assign Officer page, click the Select Member button.</p> 
9	<p>Click the member name to select the member who is to serve in this position. Click the Save button. A confirmation page will display.</p> 
10	<p>On the Confirmation page, click the Go back to Officers button.</p>

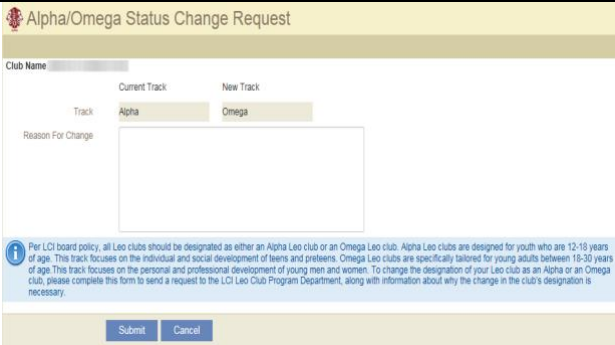
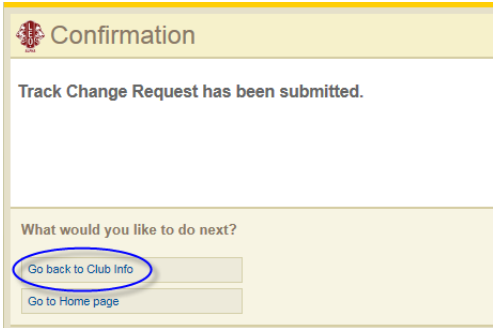
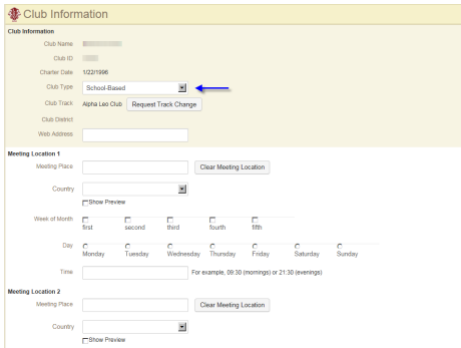


Step	Action
	
11	Repeat steps 6 through 10 to assign other Leo club officers.

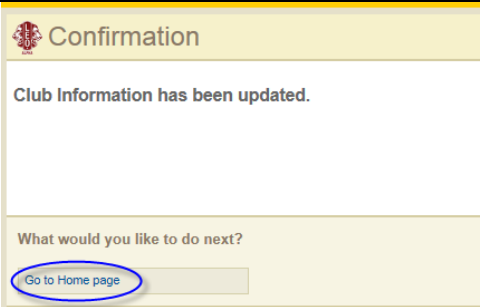
Steps to change Leo club track or type

Step	Action
1	<p>Under the My Leo Clubs menu, select Club Info.</p> 
2	<p>On the Club Information page, click the Request Track Change button (Figure 1). The Alpha/Omega Status Change Request page will display (Figure 2). Type the reason for the change. Click the Submit button. A confirmation page will display indicating the request was sent to the Lions Clubs International Member Service Center.</p>  <p style="text-align: center;">Figure 1</p>



Step	Action
	<div><p>The screenshot shows the 'Alpha/Omega Status Change Request' form. It includes fields for 'Club Name', 'Current Track' (Alpha), and 'New Track' (Omega). There is a 'Reason For Change' text area. A blue information box at the bottom states: 'Per LCI board policy, all Leo clubs should be designated as either an Alpha Leo club or an Omega Leo club. Alpha Leo clubs are designed for youth who are 12-18 years of age. This track focuses on the individual and social development of teens and preteens. Omega Leo clubs are specifically tailored for young adults between 18-30 years of age. This track focuses on the personal and professional development of young men and women. To change the designation of your Leo club as an Alpha or an Omega club, please complete this form to send a request to the LCI Leo Club Program Department, along with information about why the change in the club's designation is necessary.' Below the box are 'Submit' and 'Cancel' buttons.</p></div> <p>Figure 2</p>
3	<p>On the Confirmation page, click the Go back to Club Info button.</p> <div><p>The screenshot shows the 'Confirmation' page with the message 'Track Change Request has been submitted.' Below this, it asks 'What would you like to do next?' and provides two buttons: 'Go back to Club Info' (circled in blue) and 'Go to Home page'.</p></div>
4	<p>On the Club Information page, click the drop-down arrow next to Club Type to select school-based or community-based. Click the Save button. A confirmation page will display.</p> <div><p>The screenshot shows the 'Club Information' form. It includes fields for 'Club Name', 'Club ID', 'Charter Date', 'Club Type' (with a dropdown arrow highlighted by a blue arrow), 'Club Track', 'Club District', and 'Web Address'. There are sections for 'Meeting Location 1' and 'Meeting Location 2', each with fields for 'Meeting Place', 'Country', 'Week of Month', 'Day', and 'Time'. 'Save Meeting Location' buttons are present for each location.</p></div>
5	<p>Click the Go to Home page button to return to the Home page.</p>



Step	Action
	

Pro tips:

1. Club officers and Leo club advisors can be added before their term begins. As a result, they will be able to access MyLCI as soon as their term starts.
2. Ensure that all officers and Leo club advisors have their own unique email address reported to Lions International so that they receive relevant information about the Leo Club Program.
3. On the Leo Club Officers page, verify the Leo club advisor's contact information is correct. To change the advisor's information, go to the Lions Club Members page.

If you have questions or would like to request more information, please email us at memberservicecenter@lionsclubs.org.