



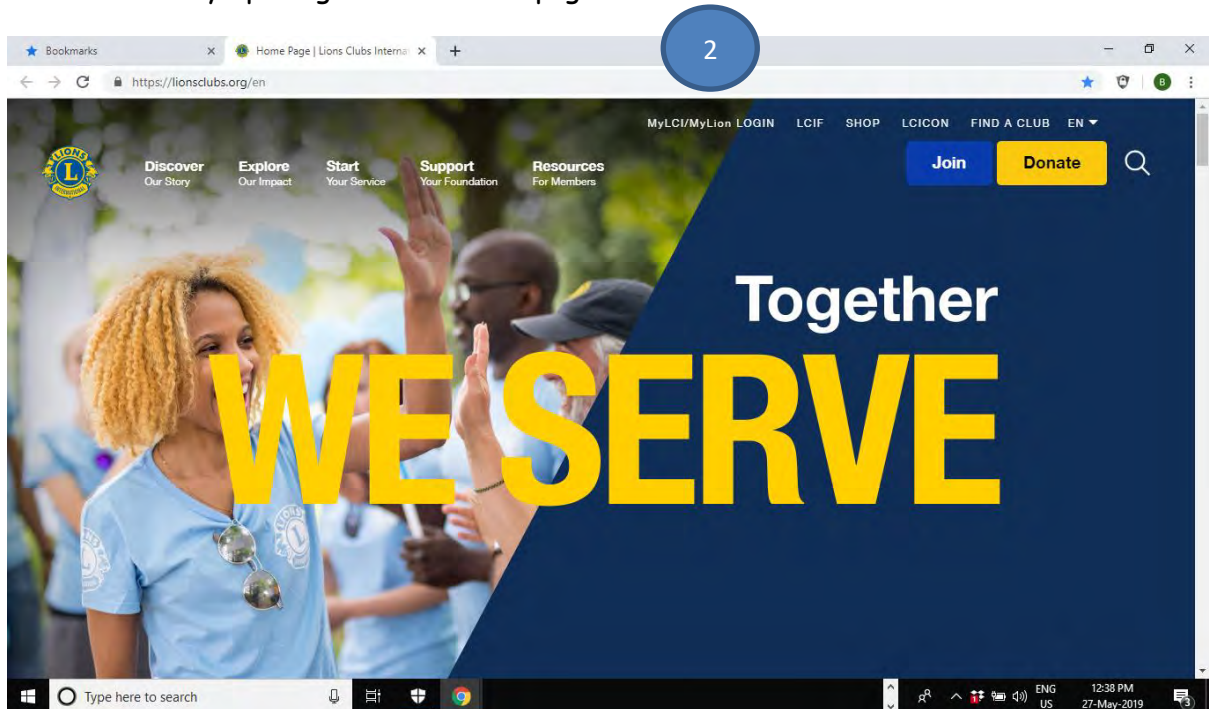
MyLCI/MyLion

A Guide for Club Secretaries and/or
Club Service Chairs
relative to the submission of
Monthly Service Activity Reports

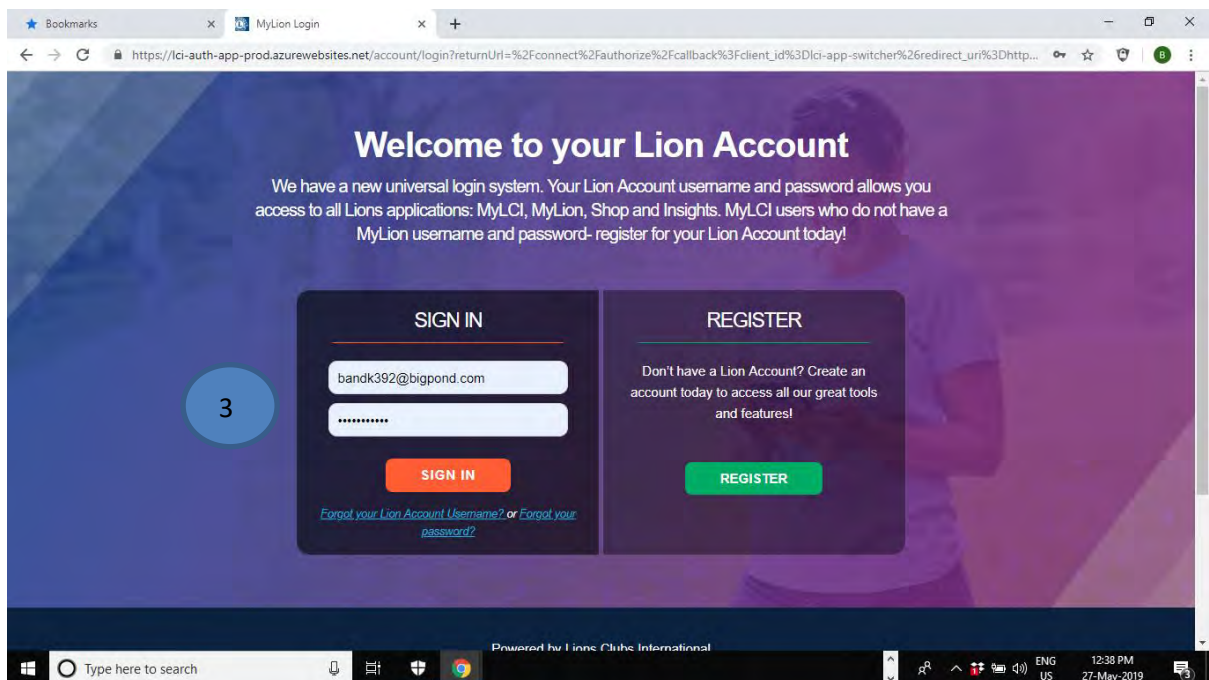
PDG Bryan Hearn

How to Save a PAST ACTIVITY on My Lion Web

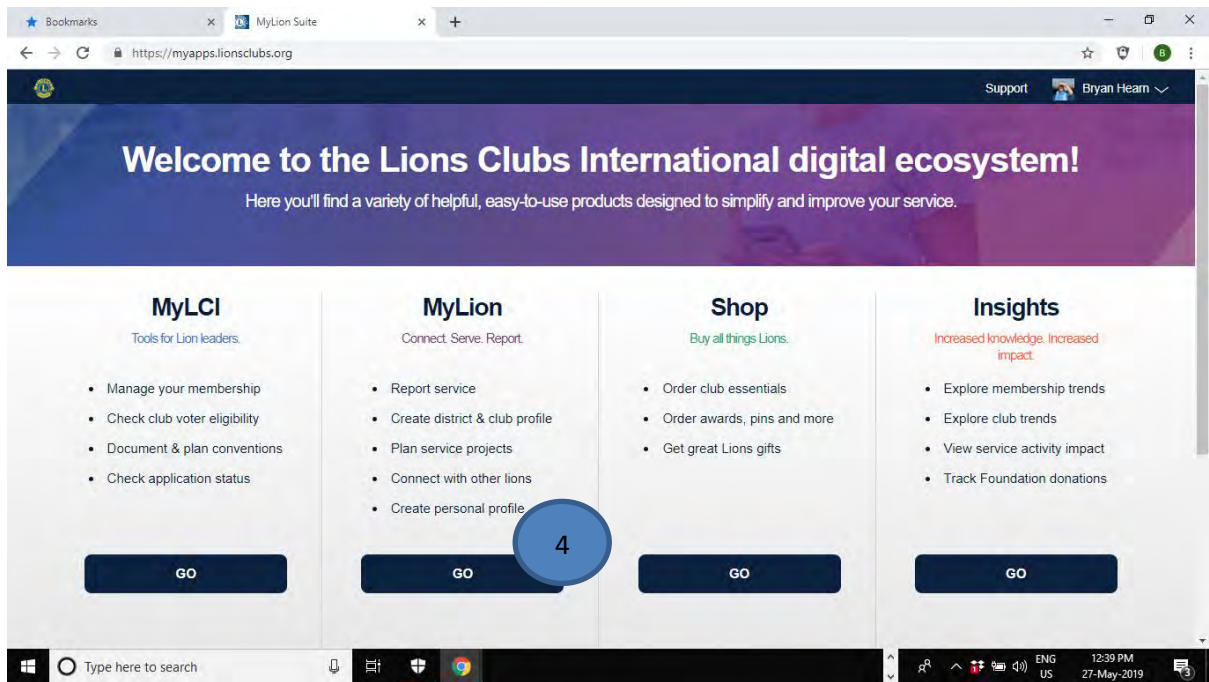
1 Start by opening the LCI home page



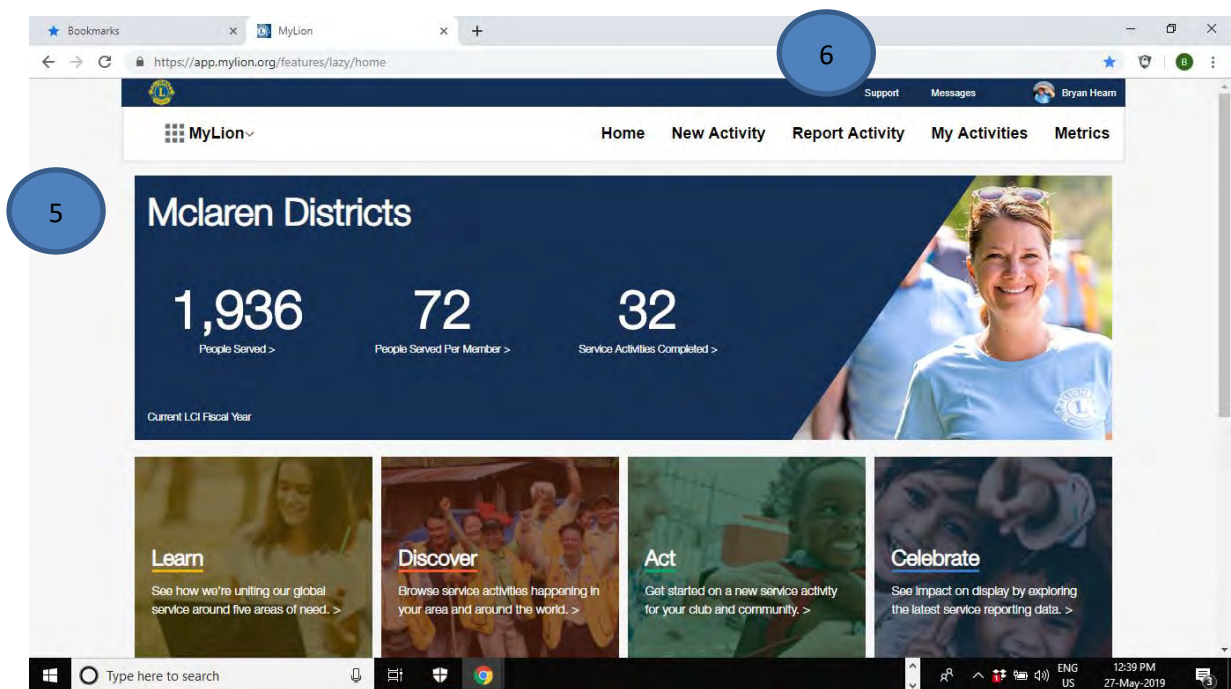
2 Click on "MyLCI/MyLion Login"



3 Sign in with your personal details



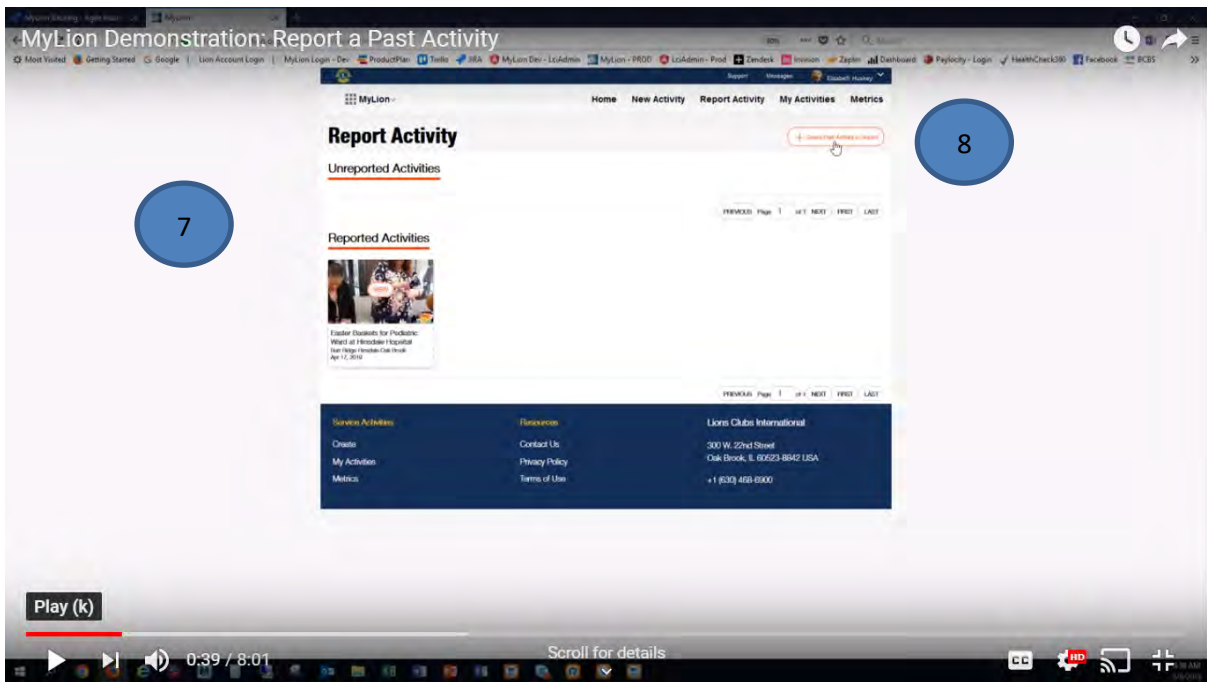
4 Click on "GO" under MyLion



5 This will open your own Club HOME page

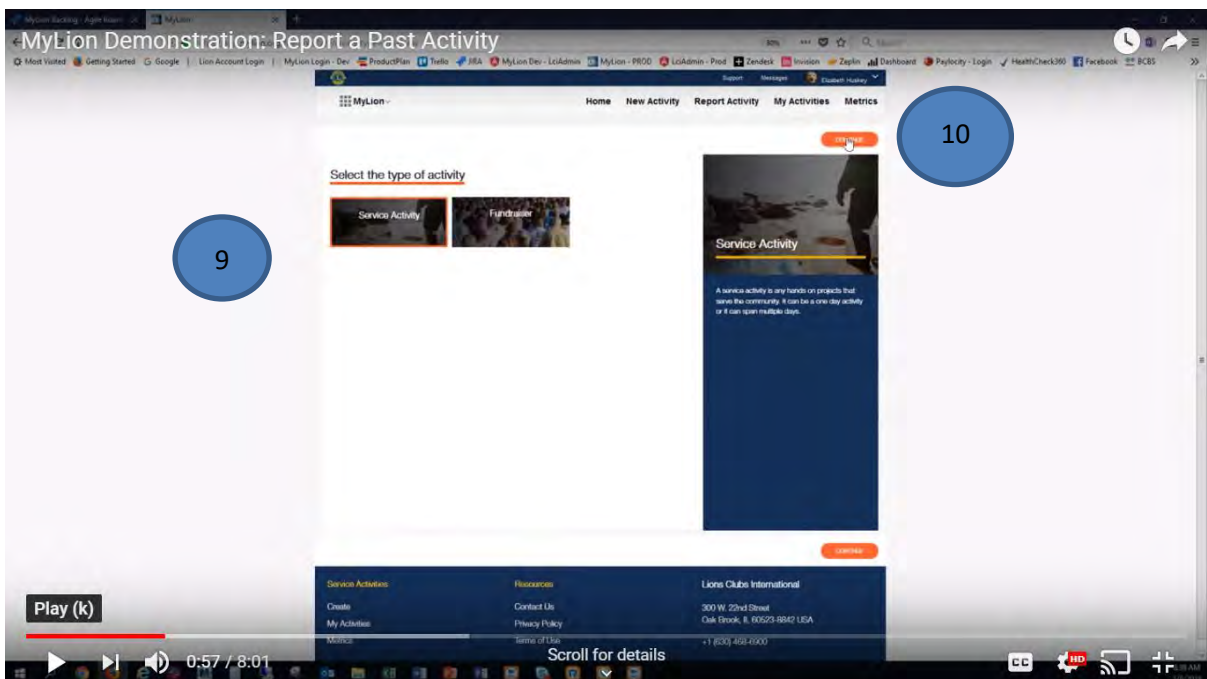
NB Above I've shown my own club page but slides that follow are shown using another club but for demonstration purposes only

6 Click on "Report Activity"



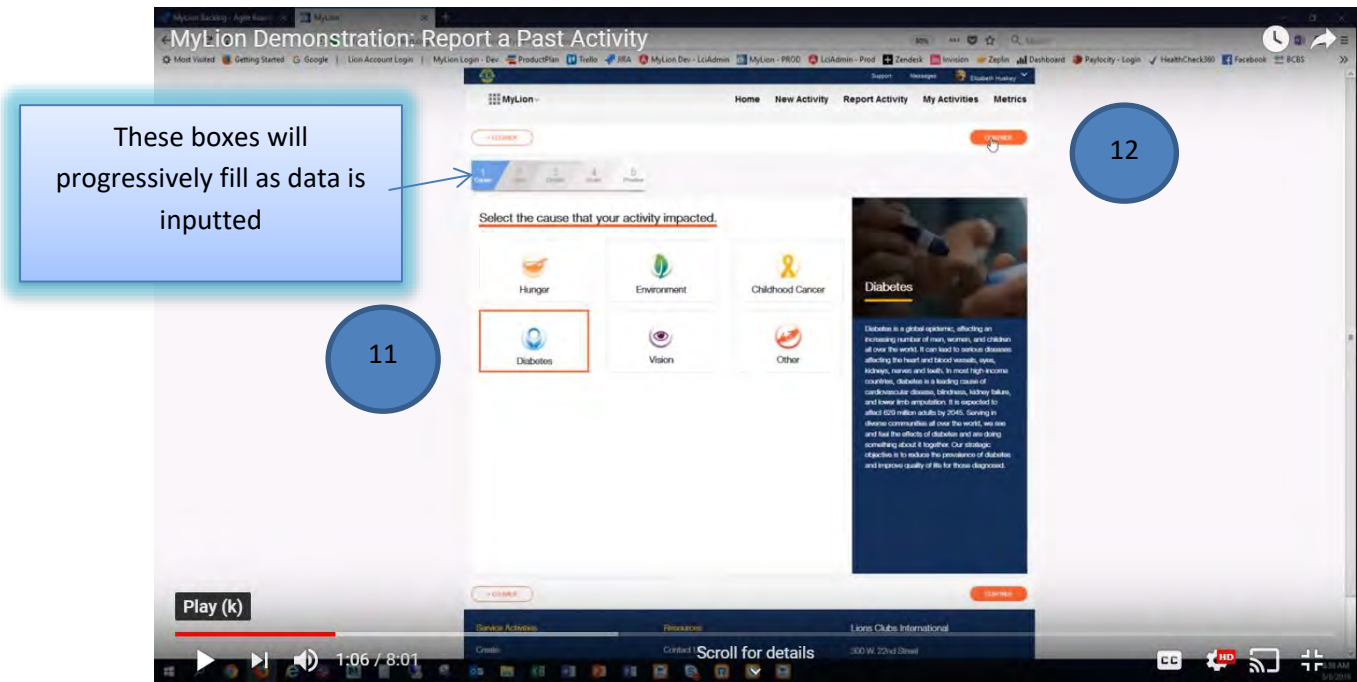
7 This page shows activities waiting to be reported as "Unreported Activities" and previously reported activities under "Reported Activities"

8 To report past activity click on "Create Past Activity to Report"



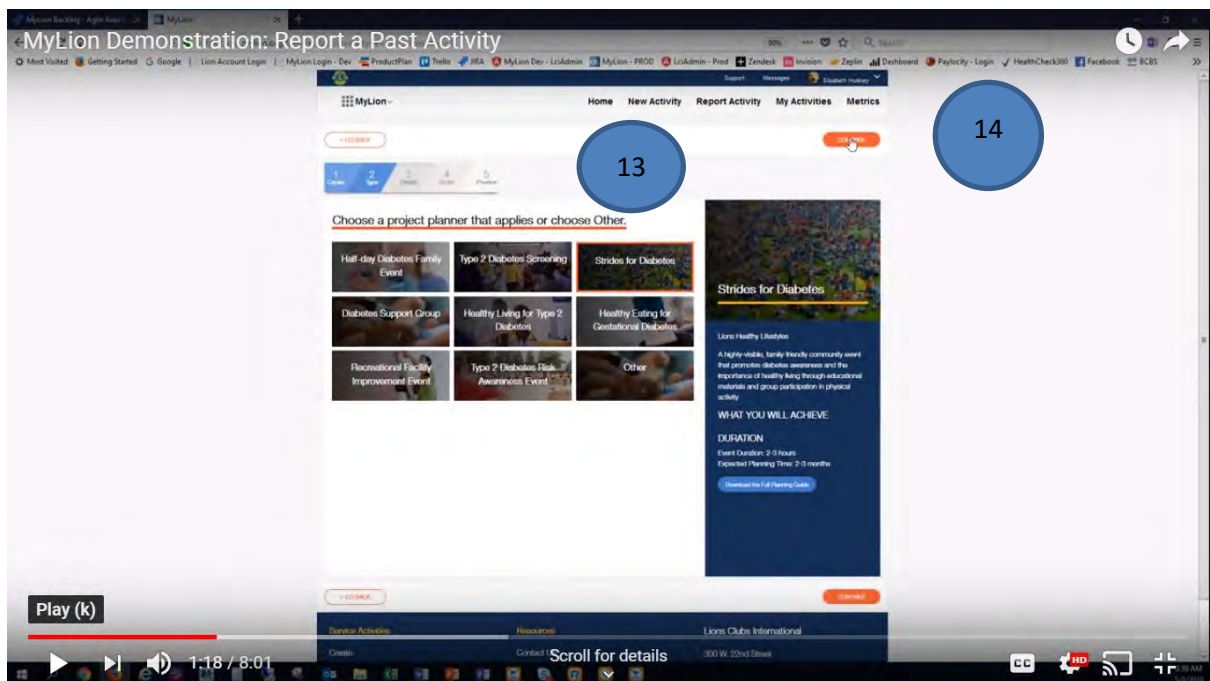
9 Can now select whether "Fund Raiser" or "Service Activity" select as appropriate

10 Click "Continue"



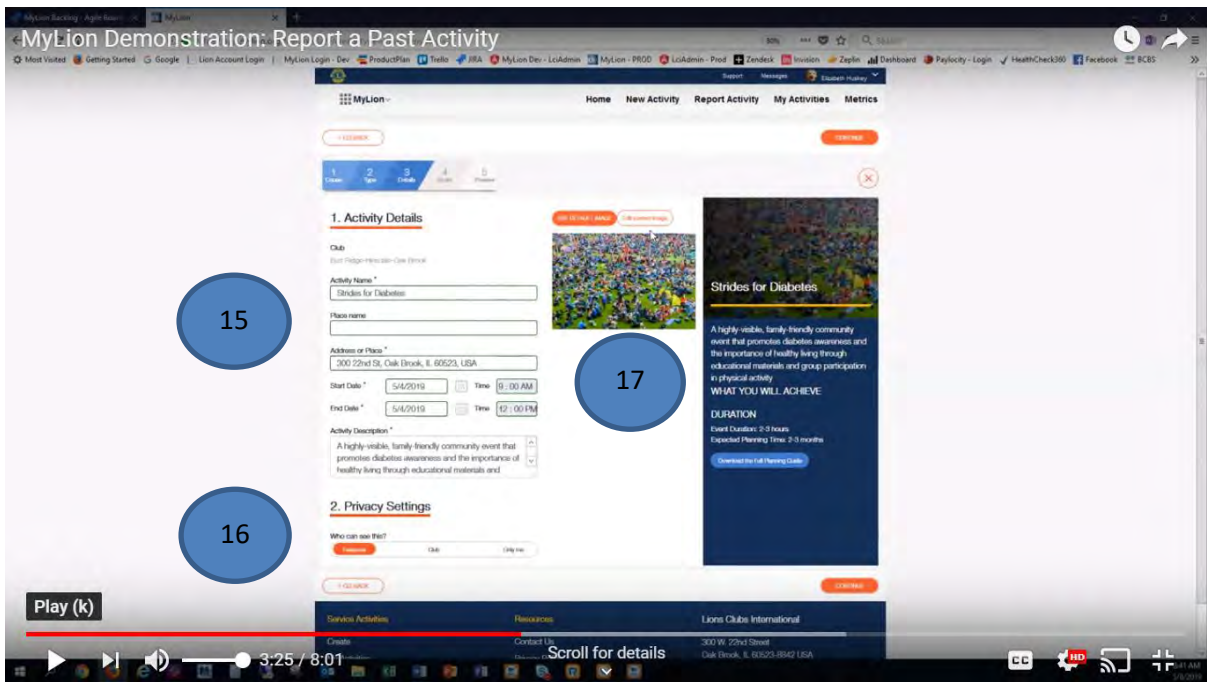
11 In this case I selected "Service Activities" which shows the 5 global causes where I selected Diabetes

12 click "Continue"



13 This automatically shows the various diabetes programs and descriptions of each in the large blue box. In this case I selected "Strides for Diabetes"

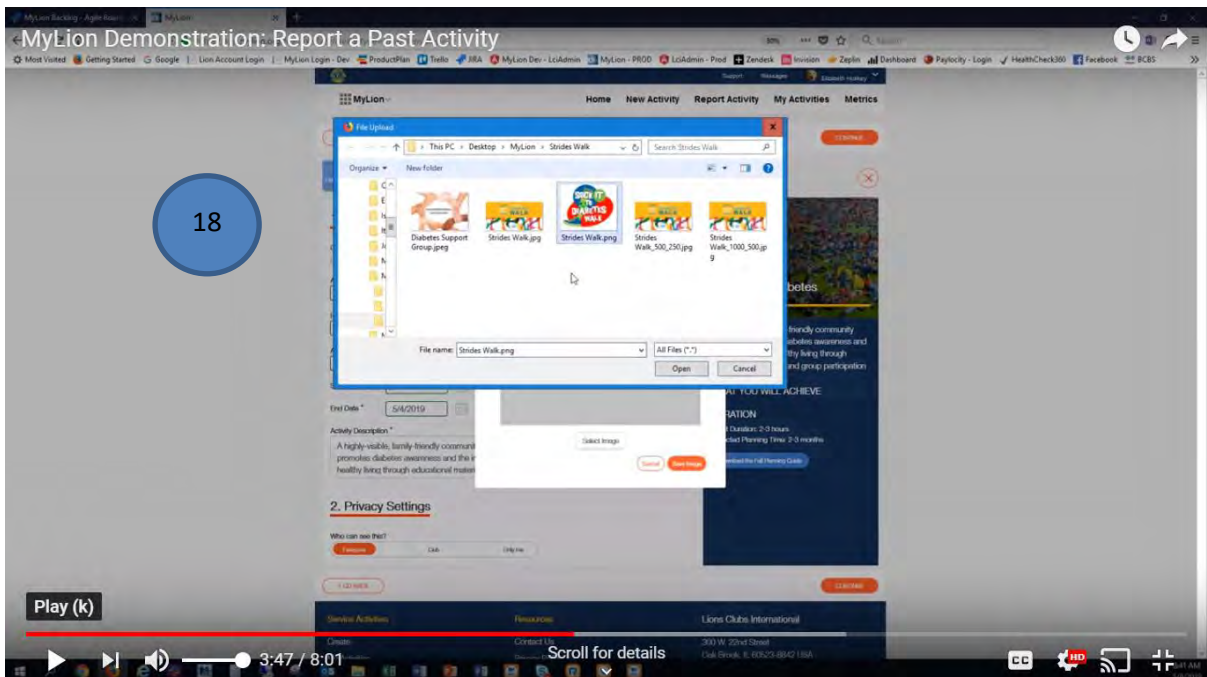
14 Click "Continue"



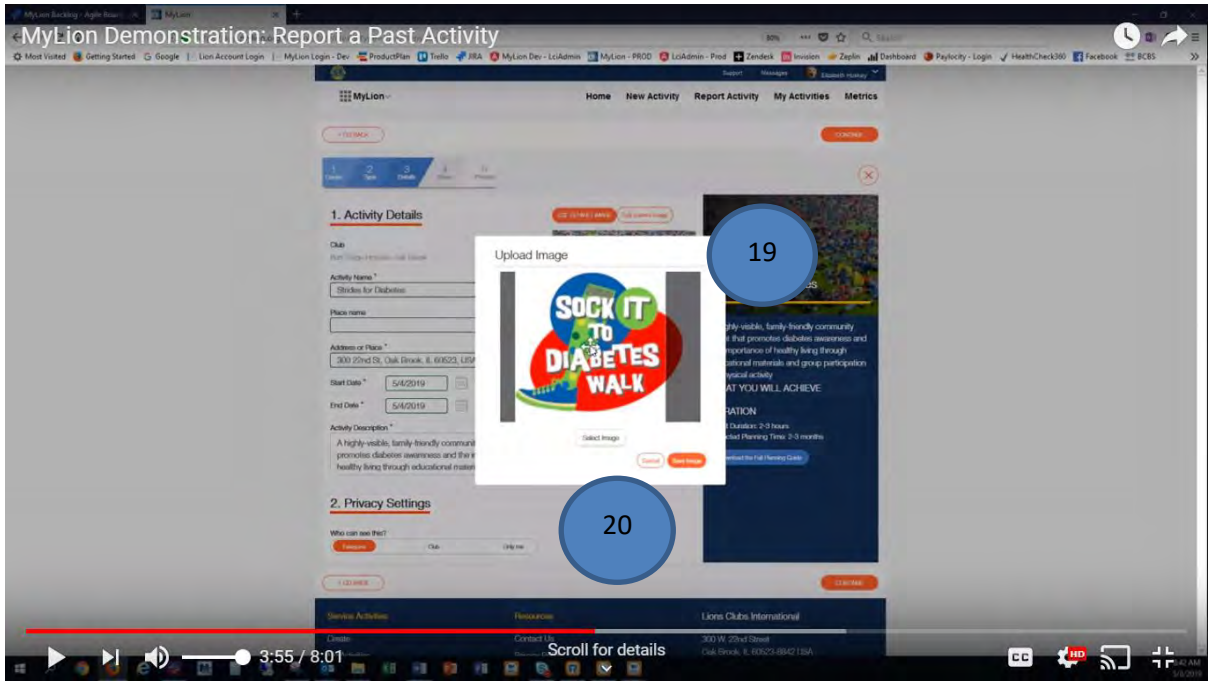
15 Activity Page - enter all appropriate details. Name can be changed, place name is optional but address is required. Dates and times are required. A default description will appear but this can be typed over with your own details.

16 Privacy provides the three options - everybody means the whole world, club and me only are self-explanatory.

17 If image required select "Image"

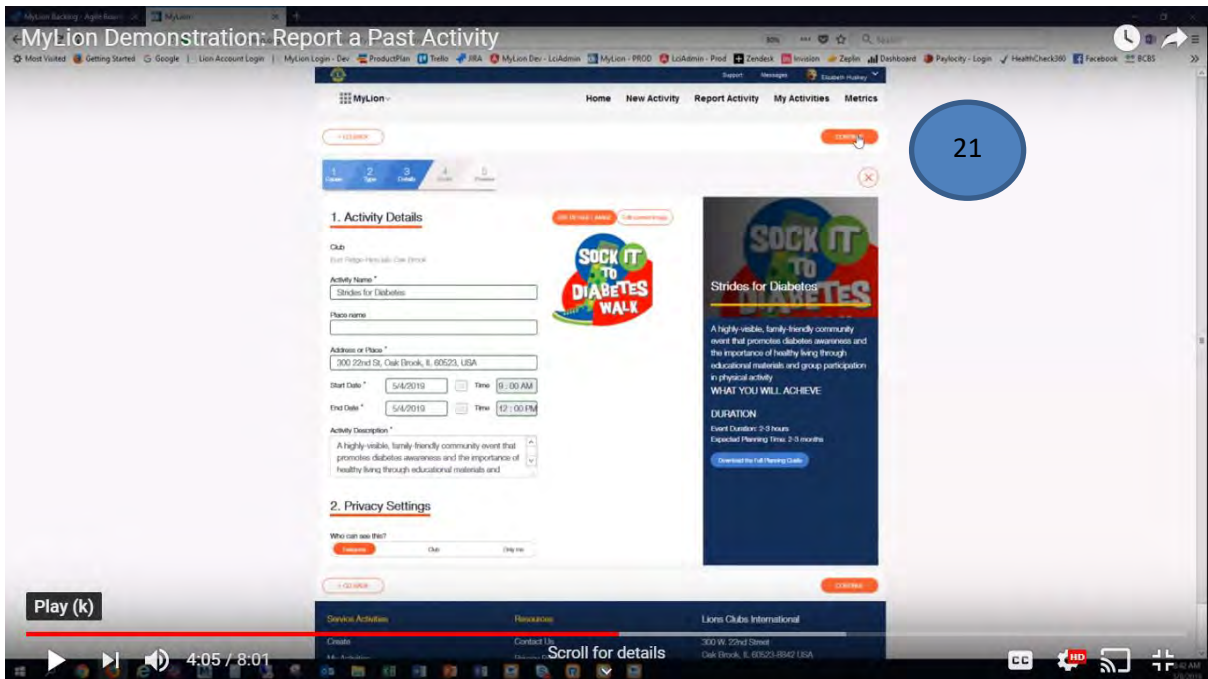


18 Select required image from those stored on computer

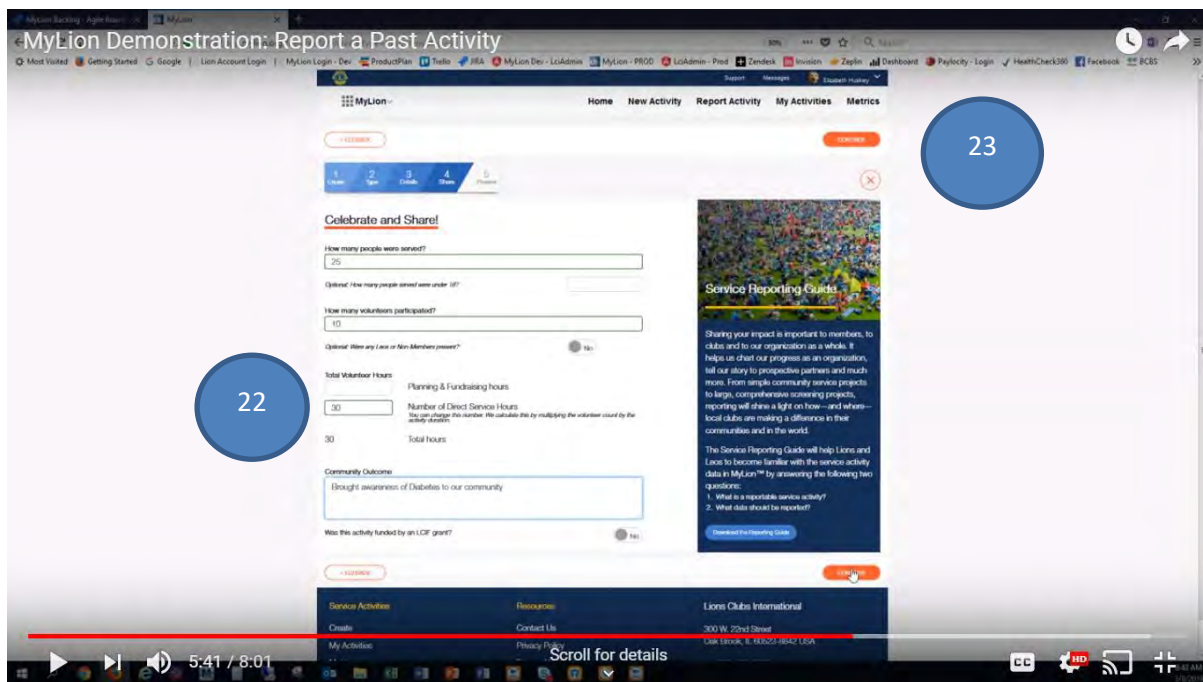


19 Size and position image by moving the grey bars at the side

20 Click "Save Image"

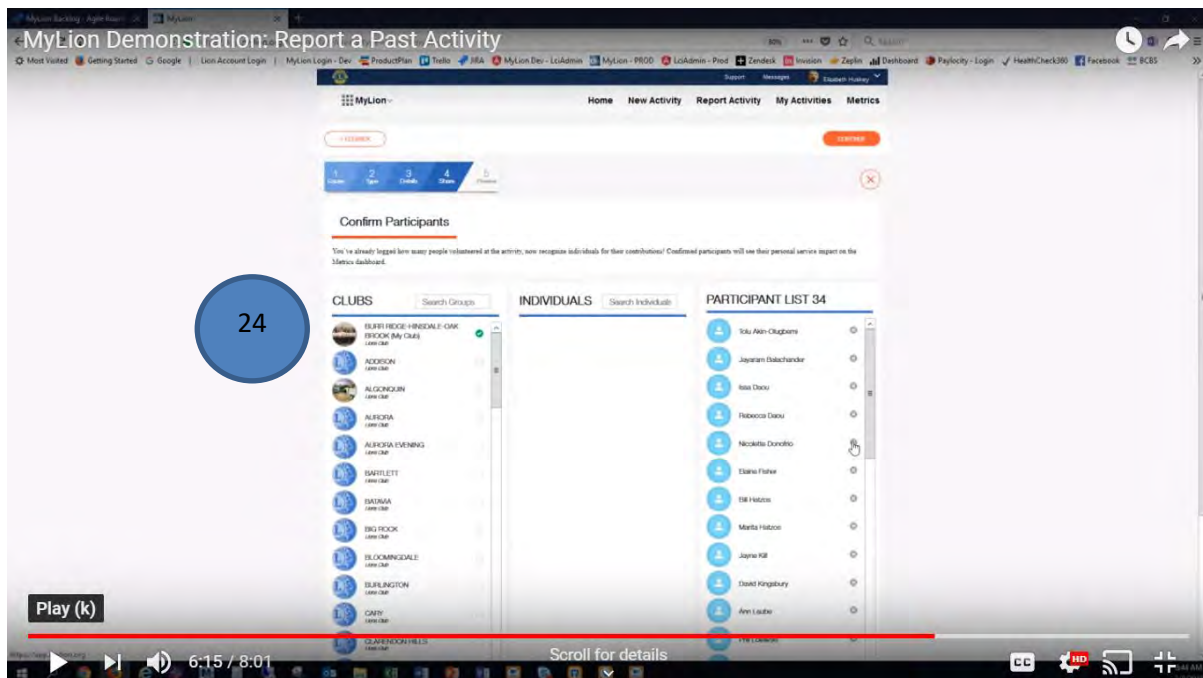


21 Click "Continue" This completes activity details

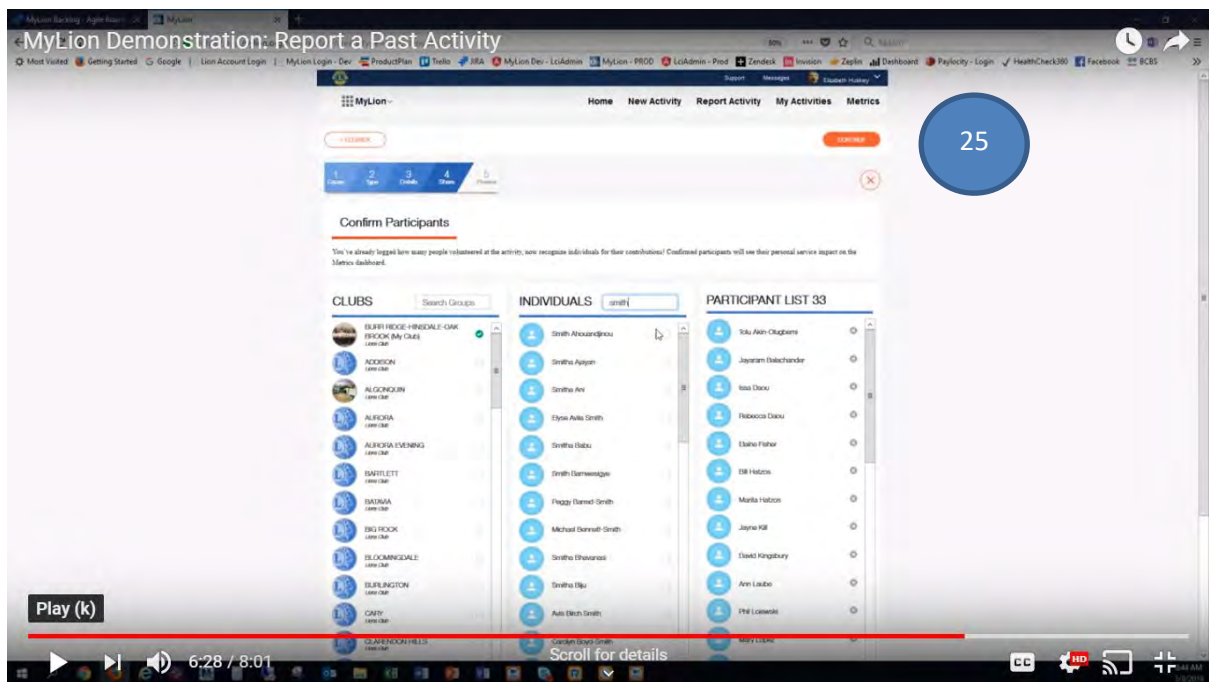


22 Next page is "Celebrate and Share" where we can enter "Impact" details including description as to how community assisted. Some figures are optional.

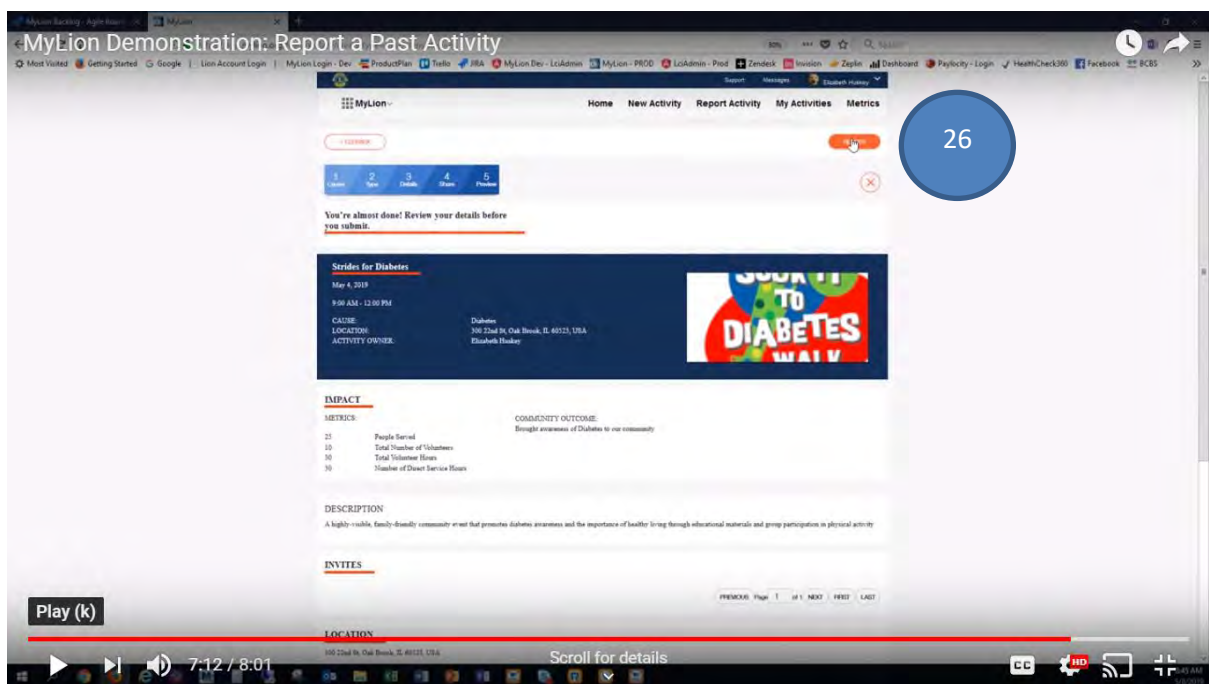
23 Click "Continue"



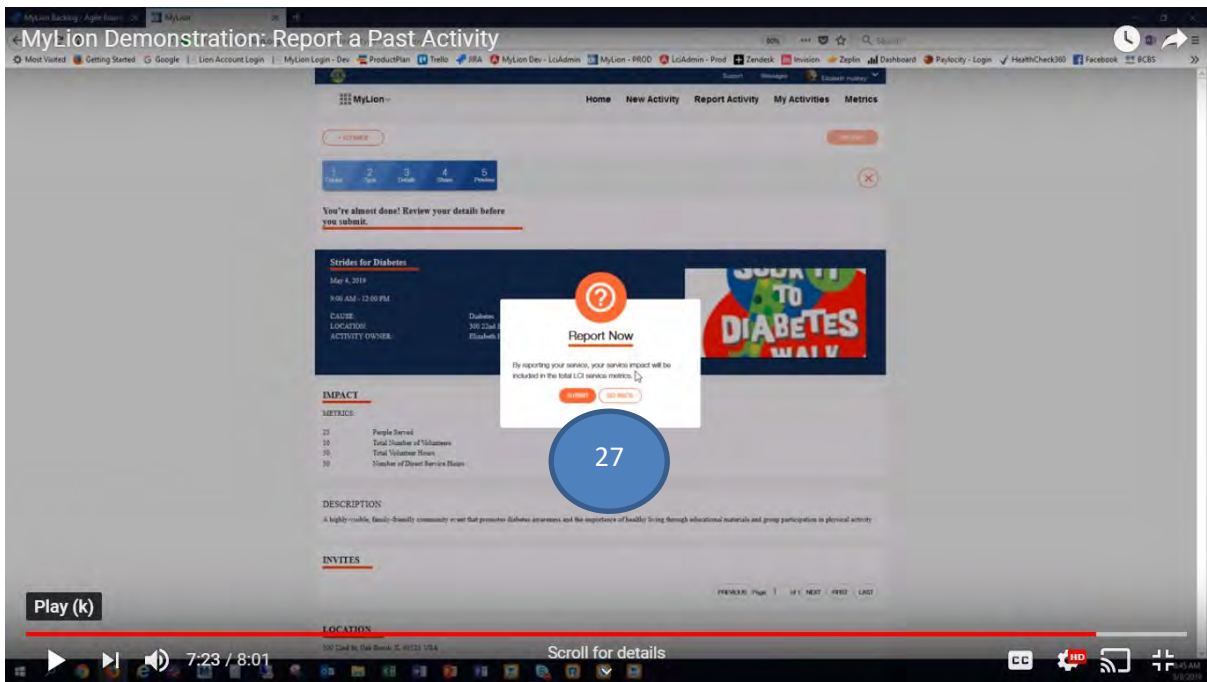
24 The system processes the numbers and then brings up the "Confirm Participants" list. Click on "Club" and this will reveal all club members. Those who participated can be identified. Other club members can also be included by clicking on "Individuals" and inserting their name to search for and select.



25 This is all optional and so if participants not required simply click "Continue"

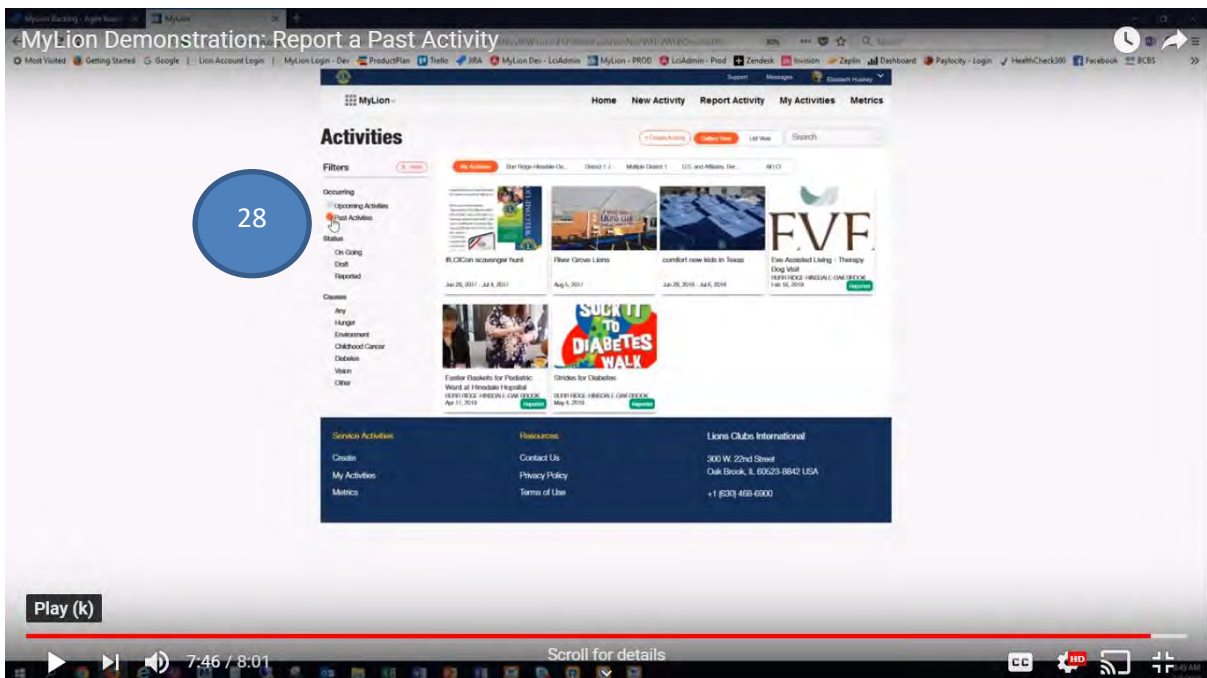


26 This next page allows you to review all the input data. It might even show a map of the location where the event took place. If all OK click "Report"



27 To save to LCI metrics data base click "Submit" in the "Report Now" box.

This completes the reporting process and takes you back to the original "Activities" page.



28 This allows you to view any upcoming events being planned but not yet completed or any past activities previously reported.