

MyLCI/MyLion

A Guide for Club Secretaries and/or

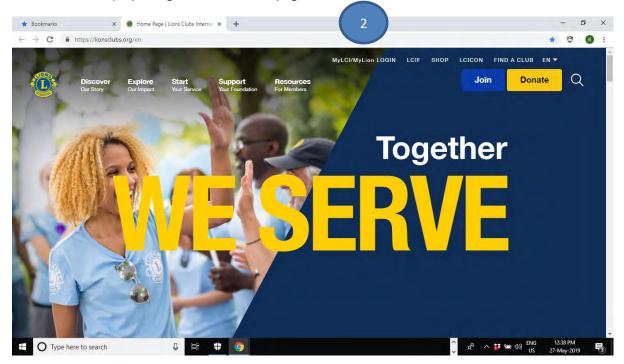
Club Service Chairs

relative to the submission of

Monthly Service Activity Reports

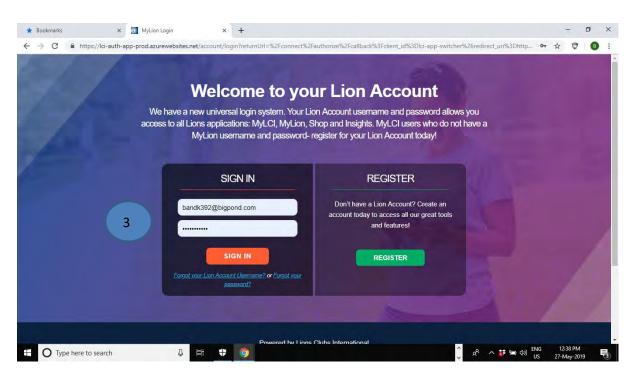
PDG Bryan Hearn

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

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		nternational digita ducts designed to simplify and improve y	
MyLCI	MyLion	Shop	Insights
Tools for Lion leaders.	Connect Serve. Report.	Buy all things Lions.	Increased knowledge. Increased impact.
Manage your membership	Report service	Order club essentials	Explore membership trends
Check club voter eligibility	Create district & club profile	Order awards, pins and more	Explore club trends
Document & plan conventions	Plan service projects	Get great Lions gifts	View service activity impact
Check application status	Connect with other lions		Track Foundation donations
	Create personal profile		
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4 Click on "GO" under MyLion

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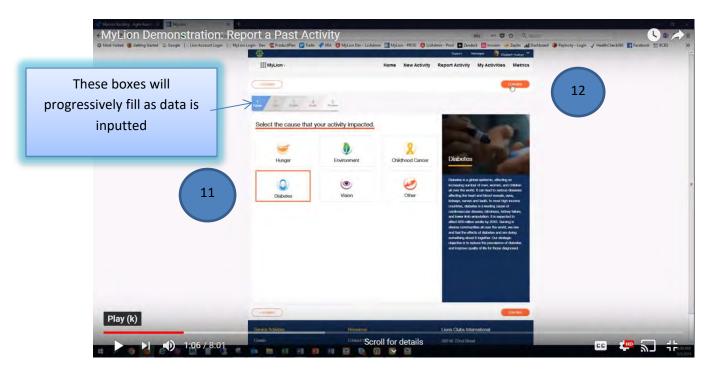
- 5 This will open your own Club HOME page
- NB Above I've shown my own club page but slides that follow are shown using another club but for demonstration purposes only
- 6 Click on "Report Activity"

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- 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"

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- 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

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- 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"

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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.

- <complex-block>
- 17 If image required select "Image"

18 Select required image from those stored on computer

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- 19 Size and position image by moving the grey bars at the side
- 20 Click "Save Image"

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21 Click "Continue" This completes activity details

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	Celebrate and Share!			
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	Optimized 74bai many people served serve under 1877		Service Reporting Guide	
	How many volunteers participated?		A DEC ASTRONOMY OF A	
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	Cystorial: Ware any Lace or Nex-Merchans present?	and the	helps us chart our progress as an organization,	1
	Total Volunteer Hours Planning & Fundraising hour	8	tell our story to prospective partners and much more. From simple community service projects	
22	An Number of Direct Sensors Life		to large, comprehensive screening projects, reporting will shine a light on how-and where-	
		na o alale this by multiplying the volumer count by the	local clubs are making a difference in their communities and in the world.	
	30 Total hours		The Service Reporting Guide will help Lions and	
	Community Outcome		Leos to become familiar with the service activity data in MyLion ¹⁹⁶ by answering the following two	
	Brought awareneos of Diabetes to our community		questions: 1. What is a reportable service activity?	
	L		2. What data should be reported?	
	Was this activity funded by an LOF grant?	@ No.	Description Pro Papareling State	
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- 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"

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	Confirm Participants				
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	Metrics dashboard.				
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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.

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

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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"

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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.

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