



## 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 <a href="http://myapps.lionsclubs.org">myapps.lionsclubs.org</a> 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 data-bbox="354 1276 1474 1764" data-label="Image"></div> |

Figure 1



3 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.

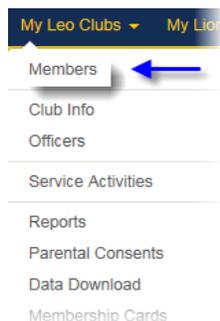


Figure 1

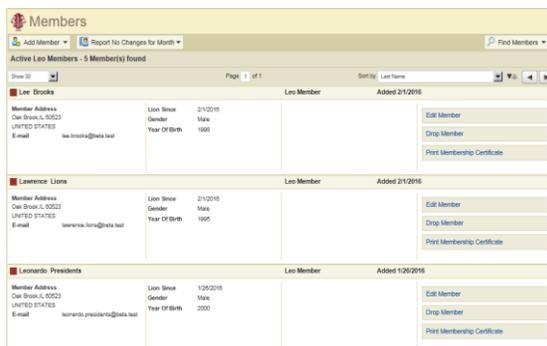


Figure 2

4 Under the Add Member drop down, select New Member (Figure 1). Complete the form (Figure 2). The required fields are listed below.

- First Name
- Last Name
- Gender
- Birth date
- Join Date
- Country
- Address
- Primary Email

Click the Save button. A confirmation page will display.

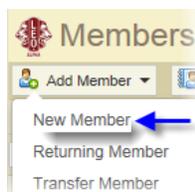
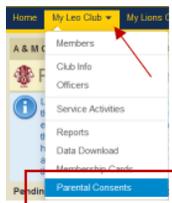
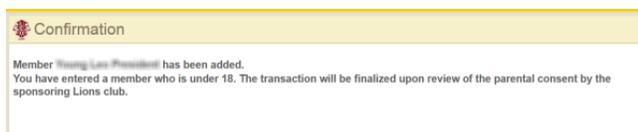


Figure 1



| Step | Action                                      |
|------|---|
|      | <p style="text-align: center;">Figure 2</p> |

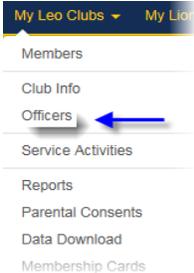
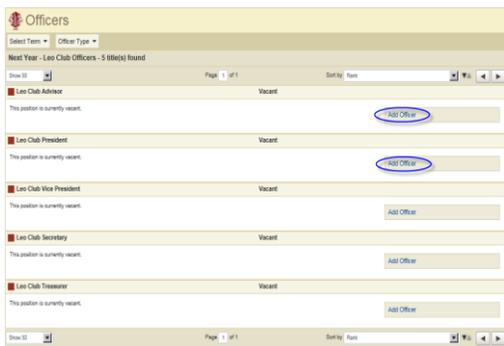
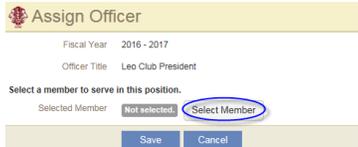
4a For Leo Members 18 years of age and younger, parental approval of the membership is required. To affirm that you have reviewed the Leo-50 Membership Application form and obtained parental consent on the form, select Parental Consent from the My Leo Clubs menu.



On the Parental Consent page, click Approve when you have reviewed the Leo-50 form.

| Member Address  | Leo-50  | Sponsor          |
|---|---|------------------|
| 123 Street<br>Chicago, IL 60610<br>UNITED STATES<br>Home<br>State<br>Work<br>E-mail<br>aaa@youngleo.com.net | Join Date: 2/1/2016<br>Member Type: Leo Member<br>Gender: Male<br>Year of Birth: 2003<br>Nickname<br>Branch<br>Occupation | Spouse/Companion |



| 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

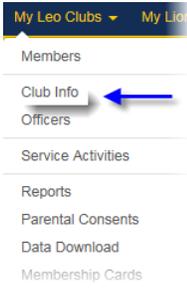
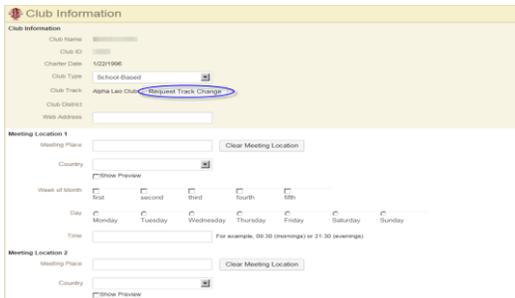
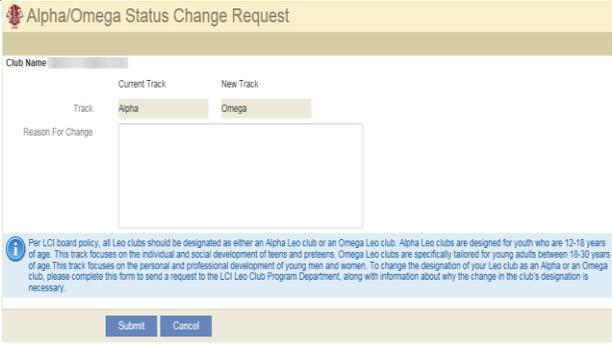
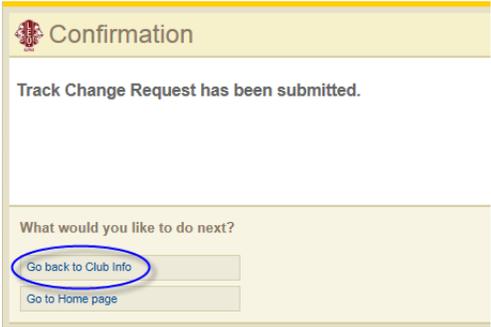
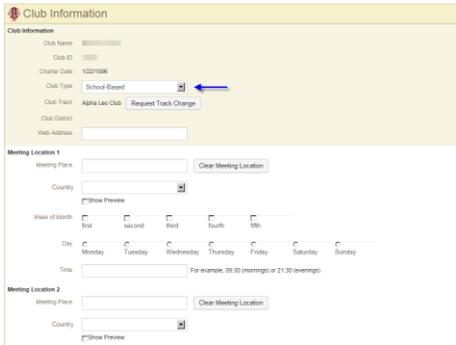
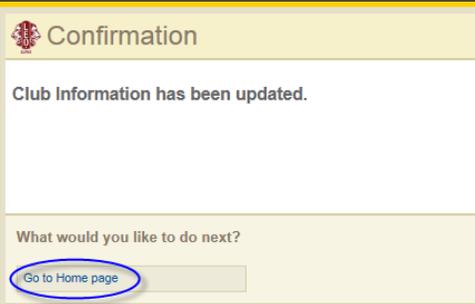
| Step | Action  |
|------|---|
| 1    | Under the My Leo Clubs menu, select Club Info.<br>  |
| 2    | On the Club Information page, click the Request Track Change button (Figure 1). The Alpha/Omega Status Change Request page will display (Figure 2). Type the reason for the change. Click the Submit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

Figure 1



| Step | Action   |
|------|--|
|      | <div data-bbox="570 281 1182 625"></div> <p data-bbox="824 625 932 657">Figure 2</p>   |
| 3    | <p data-bbox="293 758 1122 789">On the Confirmation page, click the Go back to Club Info button.</p> <div data-bbox="631 823 1122 1150"></div>  |
| 4    | <p data-bbox="293 1356 1386 1451">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 data-bbox="646 1484 1102 1829"></div> |
| 5    | <p data-bbox="293 1902 1101 1934">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](mailto:memberservicecenter@lionsclubs.org).