



MyLCI Branch Clubs

Process Manual 2018

Getting Started

Clubs are now able to process branches in MyLCI. This guide will provide instructions on how to complete the process. The Sponsor Club officers (president and secretary) have access to start a new branch.

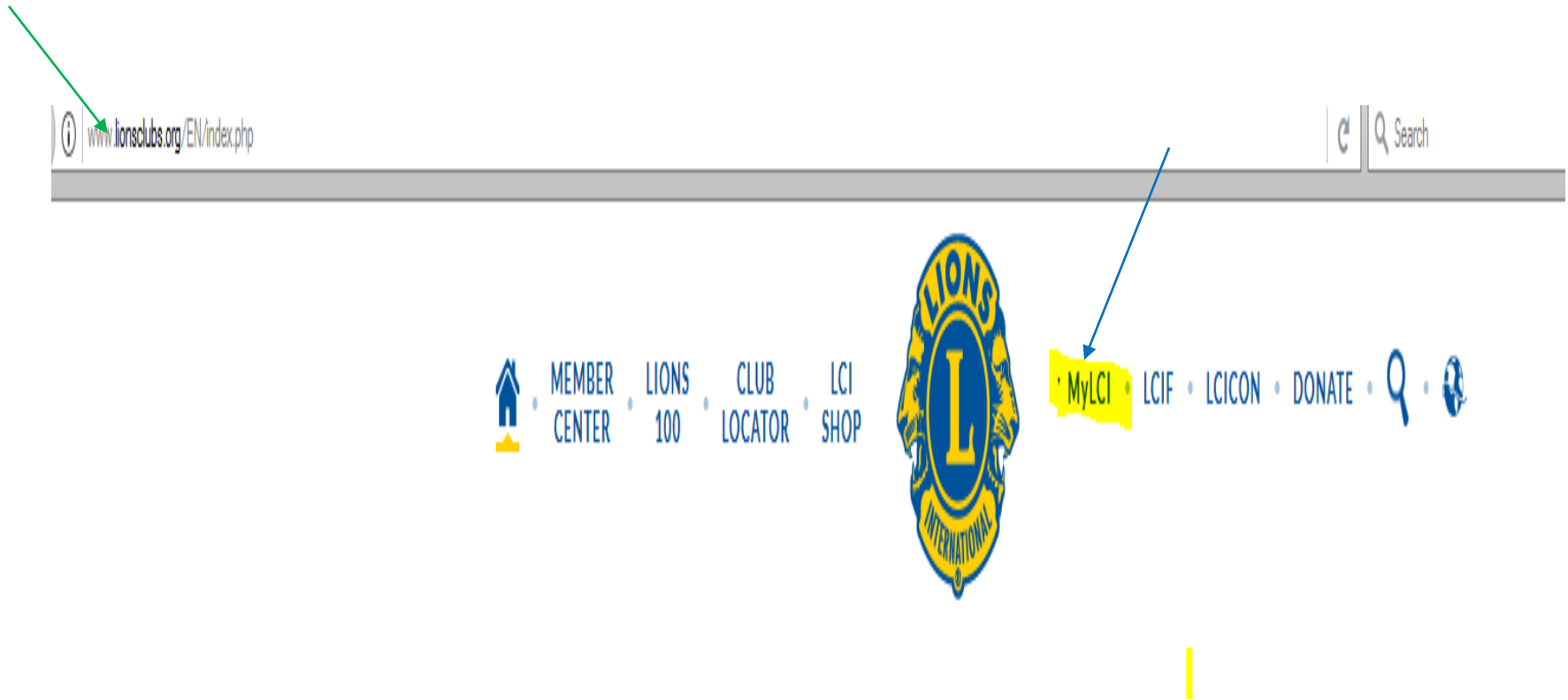
The following information will be needed prior to completion of the branch application.

- Proposed club branch name
- List of branch club officers
- At least 5 members not including the Branch liaison
- All new members must be added to parent club prior to starting the branch process on MyLCI
- Drop any transfer members from old club and add to parent club
- Use the “club branch application worksheet” and “report of branch members” worksheet to gather all information needed to submit online. These forms do NOT need to be submitted directly to LCI Headquarters



Step 1: Logging in to MyLCI

Go to www.lionsclubs.org and click on the “MyLCI” tab at the top of the screen..



Step 1: Logging In to MyLCI continued

Log in to MyLCI using your designated login and password. If you forgot your login and password or have difficulty logging in, contact the MyLCI support team at MyLCI@lionsclubs.org or at 630-468-6900.



MyLCI

Welcome to the MyLCI Logon Page

LOGON

Already have a password? Log on here.

Password:

I want to change my password after logging on

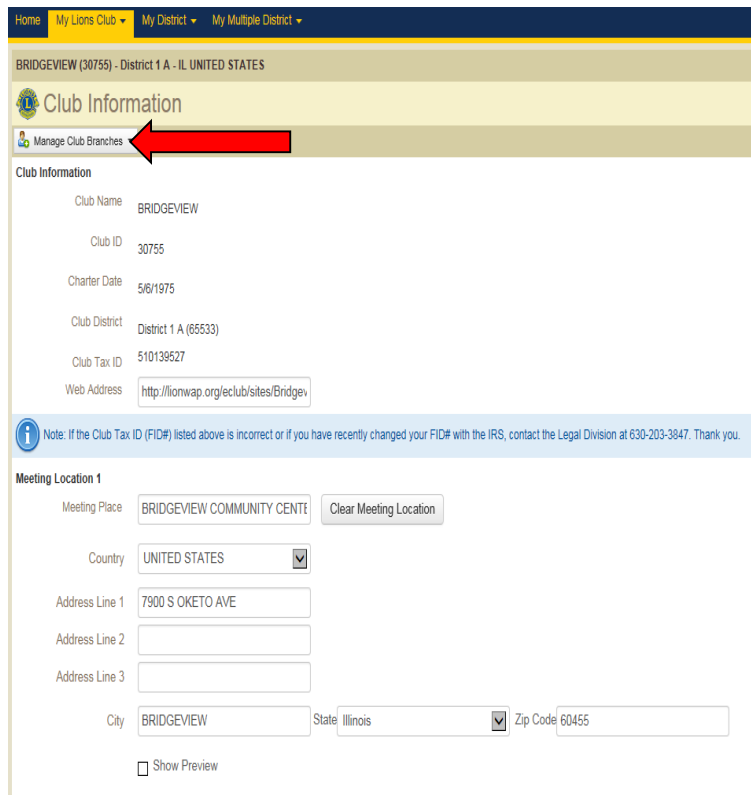
[Forgot your User Name or Password? Click here.](#)

[New User? Click here to register now.](#)



Step 2: Club Information Page

Once you have logged in, click on the “My Lions Club” tab to get to the clubs information page. Click the dropdown tab that says, “Manage Club Branches”.. For all new club branch submissions click the “add club branch” button.



Home | My Lions Club | My District | My Multiple District

BRIDGEVIEW (30755) - District 1 A - IL UNITED STATES

Club Information

Manage Club Branches

Club Information

Club Name: BRIDGEVIEW
Club ID: 30755
Charter Date: 5/6/1975
Club District: District 1 A (65533)
Club Tax ID: 510139527
Web Address: <http://lionwap.org/eclub/sites/Bridgev>

Note: If the Club Tax ID (FID#) listed above is incorrect or if you have recently changed your FID# with the IRS, contact the Legal Division at 630-203-3847. Thank you.

Meeting Location 1

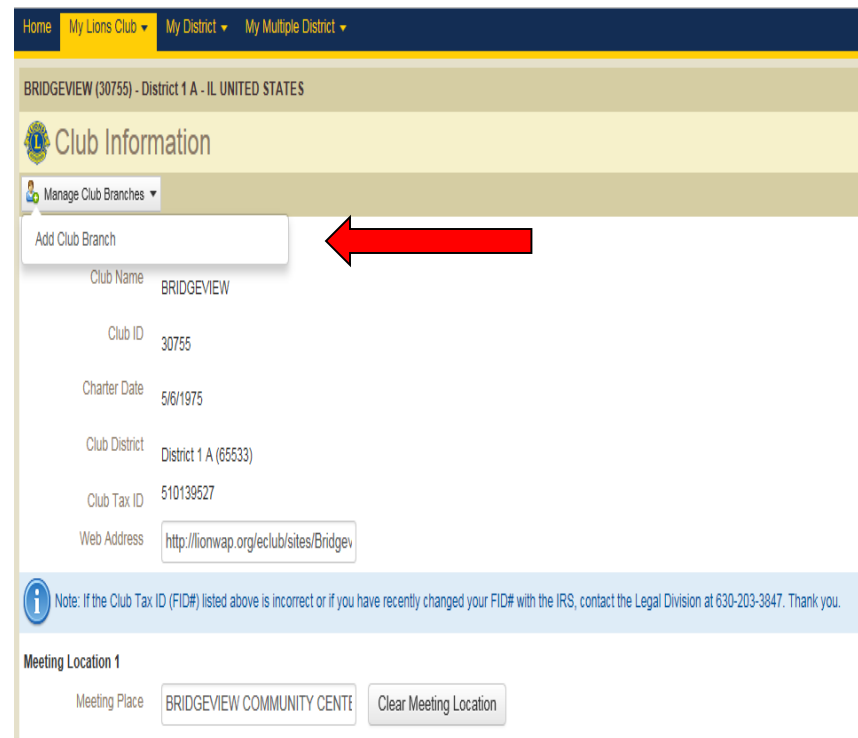
Meeting Place: BRIDGEVIEW COMMUNITY CENTE

Country: UNITED STATES

Address Line 1: 7900 S OKETO AVE
Address Line 2:
Address Line 3:

City: BRIDGEVIEW State: Illinois Zip Code: 60455

Show Preview



Home | My Lions Club | My District | My Multiple District

BRIDGEVIEW (30755) - District 1 A - IL UNITED STATES

Club Information

Manage Club Branches

Add Club Branch

Club Name: BRIDGEVIEW
Club ID: 30755
Charter Date: 5/6/1975
Club District: District 1 A (65533)
Club Tax ID: 510139527
Web Address: <http://lionwap.org/eclub/sites/Bridgev>

Note: If the Club Tax ID (FID#) listed above is incorrect or if you have recently changed your FID# with the IRS, contact the Legal Division at 630-203-3847. Thank you.

Meeting Location 1

Meeting Place: BRIDGEVIEW COMMUNITY CENTE



Step 3: Enter Club Branch Information

On this page all branch information will be entered, including branch name, assign officers, and enter branch members. ****Special Note: All branch members must be entered in the parent club in order to add them to the branch in MyLCI**

Home My Lions Club My District My Multiple District

BRIDGEVIEW (30755) - District 1 A - IL UNITED STATES

Club Branch

Club Branch Information

Club Branch Name

Select Club Branch members from your Parent Club

Available for Branch Liaison/Officer/Member selection

DAVID ALTEPETER	LINDA CRUZ
JAMES GRAGE	ALAN OREMUS
JAMES TALERICO	Steven Landek
BARBARA MONCZYNSKI	Michael Monczynski
Scott McCauley	

Available for Branch Liaison selection

ANTHONY CRUZ	DAWN GROGAN
Raymond Jachim Sr.	RAYMOND JACHIM II
DONALD ROSENBERG	MARLENE JACHIM
William Hynko	

Parent Club members in this Club Branch

Officers in this Club Branch

Non-Officers in this Club Branch

To remove a club branch member, click on the member below.

Submit the new Club Branch for Authorization. The current District Governor has been notified of this club branch.

Club Branches must have a minimum of 5 members. Members must be added to the parent club in order to be selected for the Club Branch.

Cancel Save

- Enter proposed branch name
- Choose branch member left panel
- On the right, click on the area to add member



Step 4: Club Branch Member Information cont.

When clicking on name, the prompts below will appear. Click on the drop down to add the branch member type.

JAMES GRAGE ✕

Branch Member Type: ▼

JAMES GRAGE ✕

Branch Member Type:

- Branch Member
- Branch Liaison
- Branch President
- Branch Secretary
- Branch Treasurer



Step 4: Club Branch Member information

Once the membership type has been chosen, it will automatically add the member to the designated membership type in the panel on the right side. Review member information for accuracy. Click on the “remove” button if a member should not be added to the club.

Home My Lions Club My District My Multiple District

BRIDGEVIEW (30755) - District 1 A - IL UNITED STATES

Club Branch

Club Branch Information

Club Branch Name

Select Club Branch members from your Parent Club

Available for Branch Liaison/Officer/Member selection

ALAN OREMUS JAMES TALERICO
Steven Landek BARBARA MONCZYNSKI
Michael Monczynski

Available for Branch Liaison selection

ANTHONY CRUZ DAWN GROGAN
Raymond Jachim Sr. RAYMOND JACHIM II
DONALD ROSENBERG MARLENE JACHIM

Parent Club members in this Club Branch

Branch President - DAVID ALTEPETER

Branch Secretary - LINDA CRUZ

Branch Treasurer - Scott McCauley

Non-Officers in this Club Branch

To remove a club branch member, click on the member below.

JAMES GRAGE

Submit the new Club Branch for Authorization. The current District Governor has been notified of this club branch.

i Club Branches must have a minimum of 5 members. Members must be added to the parent club in order to be selected for the Club Branch.



Step 5: Review and Submission

Home My Lions Club My District My Multiple District

BRIDGEVIEW (30755) - District 1 A - IL UNITED STATES

Club Branch

Club Branch Information

Club Branch Name

Select Club Branch members from your Parent Club

Available for Branch Liaison/Officer/Member selection

BARBARA MONCZYNSKI	Steven Landek
Michael Monczynski	ALAN OREMUS

Available for Branch Liaison selection

ANTHONY CRUZ	DAWN GROGAN
Raymond Jachim Sr.	RAYMOND JACHIM II
DONALD ROSENBERG	MARLENE JACHIM

Parent Club members in this Club Branch

Branch President - DAVID ALTEPETER

Branch Secretary - LINDA CRUZ

Branch Treasurer - Scott McCauley

Non-Officers in this Club Branch

To remove a club branch member, click on the member below.

JAMES GRAGE	JAMES TALERICO
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Submit the new Club Branch for Authorization. The current District Governor has been notified of this club branch.

Club Branches must have a minimum of 5 members. Members must be added to the parent club in order to be selected for the Club Branch.

- Review all club branch information prior to submission.
- Confirm club branch name, officers, and members are correct.
- Once all information has been confirmed, click the submission button
- Click save.



Step 6: Updated Club Information Page

Home My Lions Club My District My Multiple District

BRIDGEVIEW (30755) - District 1 A - IL UNITED STATES

Club Information

Manage Club Branches

Add Club Branch

Edit Club Branch

Club ID 30755

Charter Date 5/6/1975

Club District District 1 A (65533)

Club Tax ID 510139527

Web Address

Note: If the Club Tax ID (FID#) listed above is incorrect or if you have recently changed your FID# with the IRS, contact the Legal Division at 630-203-3847. Thank you.

Meeting Location 1

BRIDGEVIEW (30755) - District 1 A - IL UNITED STATES

Club Branch

Club Branch Information

Branch:

Club Branch Name

Select Club Branch members from your Parent Club

Available for Branch Liaison/Officer/Member selection

ALAN OREMUS	Steven Landek
BARBARA MONCZYNSKI	Michael Monczynski

Available for Branch Liaison selection

ANTHONY CRUZ	DAWN GROGAN
Raymond Jachim Sr.	RAYMOND JACHIM II
DONALD ROSENBERG	MARLENE JACHIM
William Hynko	

Parent Club members in this Club Branch

Branch President - DAVID ALTEPETER

Remove

Branch Secretary - LINDA CRUZ

Remove

Branch Treasurer - Scott McCauley

Remove

Non-Officers in this Club Branch

To remove a club branch member, click on the member below.

JAMES GRAJE	JAMES TALERICO
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Dissolve - This will discontinue this branch and will remove it from the club records.

New Club Branch application submitted for approval. Club Branches must have a minimum of 5 members. Members must be added to the parent club in order to be selected for the Club Branch.

Cancel Save

Once branch has been saved, sponsoring clubs can update branch information by clicking the “Manage Club Dropdown. Clubs can:

- Add a club branch
- Edit a club branch
- Add members to the branch
- Dissolve a branch.

