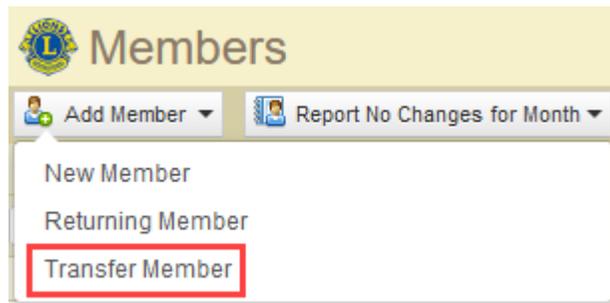


## Transferring Leos to Lions Membership using MyLCI

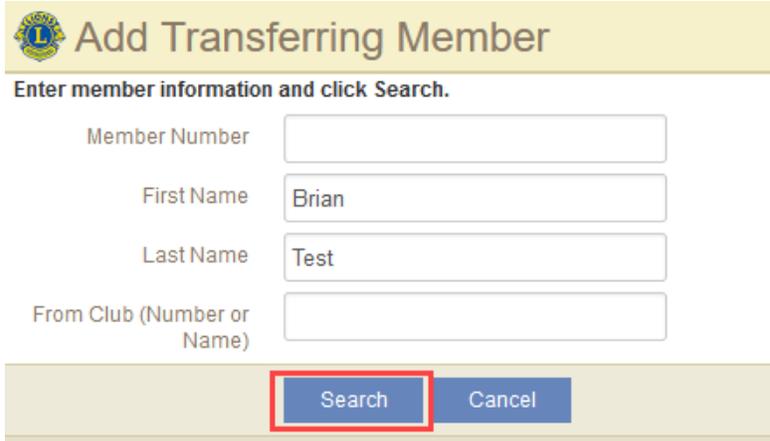
1. A Lions club president, secretary or administrator can initiate a transfer of a Leo member to a Lions club.
2. From the My Lions Club menu, select the “Members” tab.



3. While on the Members page, click the “Add Member” drop-down and select “Transfer Member.”



4. Enter the Leo information in the search fields: “Member Number,” “First Name,” “Last Name,” or “From Club (number or Name).” Please note that only one of these fields is required to initiate a search, but more information entered will provide better search results. When ready, click the “Search” button.



**Add Transferring Member**

Enter member information and click Search.

Member Number

First Name

Last Name

From Club (Number or Name)

- The search results can consist of Leo and Lion members. To help distinguish between the two, we added membership types to each of the search results.

 Brian Tester (4575463)	Blairsville Area Centennial (130503)	<b>Regular Member</b>	Dropped 6/21/2018	Drop Non-Pymt of Dues
Last Known Address 123 Fake St Chicago, IL 60618 UNITED STATES		<input type="button" value="Add Member"/>		
 Brian TestLeo	CHICAGO YOUTH LEADERS (69324)	<b>Leo Member</b>		

- Leos who are under the age of 18 or do not have a date of birth on their record will not be able to transfer to a Lions club.

 Brian TestLeo	CHICAGO YOUTH LEADERS (69324)	Leo Member	
Member Address Chicago, IL UNITED STATES	<b>This member is a Leo under the age of majority, and cannot be transferred at this time.</b>		
 Brian TestLeoTwo	CHICAGO YOUTH LEADERS (69324)	Leo Member	
Member Address Chicago, IL UNITED STATES	<b>This member is a Leo who does not have a date of birth on file, and cannot be transferred at this time.</b>		

- For Leos over the age of 18, click the “Add Member” button to continue the transfer process.

 Brian TestTwo	ICO (100818)	Leo Member	
Member Address Chicago, IL 60618 UNITED STATES	<input type="button" value="Add Member"/>		

- On the Transfer Member page, select the effective date for the transfer, and select a member type from the drop-down list.

9. If the selected member type is “Leo-Lion Member,” additional fields will be displayed on the page. Data will be auto populated into these fields if we have the information in our database.

**Note:** Current or former Leos between the ages of legal majority through age 35, who have served as Leos for at least a year and a day are eligible for the Leo-Lion membership program.

Member Type	<input type="text" value="Leo Lion Member"/>
Verification of Age	<input type="text"/>
Leo Club Name	<input type="text" value="ICO"/>
Leo Start Date	<input type="text" value="5/10/2016"/>
Leo End Date	<input type="text"/>

**Note:** The fields: “Verification of Age,” “Leo Club Name,” and “Leo Start Date” are all required to be filled. The “Leo End Date” field can be left blank in the event that the Leo-Lion chooses dual memberships and wishes to remain an active member in their Leo club.

Visit [lionsclubs.org/leo-lion](http://lionsclubs.org/leo-lion) to read more about [dual Leo and Lion memberships](#).

10. Once all the required fields are filled, click the “Transfer” button.



11. A confirmation page will display if the transaction is successful.



12. To view the member in the Lions club, click “Go back to Members” at the bottom of the confirmation page.



- On the Members page, you will now be able to see the member in your club. Clicking on “View History” for the member will show that all their past Leo member/officer information has now been combined with their Lion information. This is due to the member keeping their Leo member ID while being transferred to the Lions club.

Brian TestTwo (5355623)		Leo Lion Member	Added 5/6/2021
<u>Member Address</u> 123 Fake St Chicago, IL 60618 UNITED STATES E-mail: test@test.com		Lion Since: 5/6/2021 Gender: Male Date Of Birth: 3/17/1994	<a>Edit Member</a> <a>Drop Member</a> <a style="border: 2px solid red;">View History</a>

### Member History ✕

History Type: Membership History ▼

View Membership History – 2 Record(s) found

**Brian TestTwo (5355623)**

Club	Member Type	Start Date	End Date	Reason for Change
CHICAGO AFRICAN (107696)	Leo Lion Member	5/6/2021		
ICO (100818)	Leo Member	5/4/2021		

**IMPORTANT:** Leo records end-dated in MyLCI does not remove the Leo from the **Leo club roster**. It is important to maintain updated Leo club records at all times.

## Duplicate Member Search

- When adding a new member to a club, our system checks to see if there are any potential member matches to assist with preventing duplicate Lion members from being added. We have updated this feature to also check for potential duplicate Leo members.
- On the Add Member page for a Lions Club, if a first name, last name, gender and date of birth match another member in our database, a message will appear on the page to notify the officer of this.

---

#### Member Information

Prefix	<input type="text"/>
First Name	<input type="text" value="Brian"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="LeoTestThree"/>
Suffix	<input type="text"/>
Gender	<input type="text" value="Male"/> ▼
Date of Birth	<input type="text" value="3/12/1997"/>



We have found other members with the same or similar information. To avoid duplication of member information, you can review the similar members by clicking [here](#). Otherwise, you can disregard this message and continue.

3. Clicking on the “here” link will bring the officer to the Duplicate Member Matches page where the matching member(s) will display.

**Note:** if the listed member is not the member being added, click the Cancel button to return to the Add Member page.

4. To transfer one of the members into your club, follow steps 5-13 listed in the [Transferring Leos to Lions](#) process.

## Transferring A Leo as A Lion Club President/Secretary for New Club Application

1. During the new club application process, Lions may be transferred as the club president or club secretary. We have updated this feature to allow Leos to be included.

**Note:** This process requires the Leo to be dropped before being assigned as one of these Lion club officers. In the case of dual memberships, once the new Lions club charter process reaches “pending completion” the Leo may be reinstated back into the Leo club as a member.

2. On a New Club Application, click the down-arrow for club “President” or club “Secretary.” To search for a member, click on the link to “Assign a dropped member of another club as President” or “Assign a dropped member of another club as Secretary”.

### New Club Officers

President ▼

[Assign a dropped member of another club as President](#)

First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text"/>
Gender	<input type="text" value="▼"/>
Email Address	<input type="text"/>
	<input type="button" value="Clear"/>

Secretary ▼

[Assign a dropped member of another club as Secretary](#)

First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text"/>
Gender	<input type="text" value="▼"/>
Email Address	<input type="text"/>
	<input type="button" value="Clear"/>

3. In the pop-up box that appears, enter the member ID for a dropped Leo member and click Search.

**Note:** If the Leo member is still active in their club, is under 18 or does not have a date of birth on their record, they will not be able to be assigned as a Lions club president or secretary.

4. In the search results, click "Select Member".

 **Add Transferring Member**

Enter member information and click Search.

Member Number

Brian LeoTestThree  
A & M CONSOLIDATED HIGH  
SCHOOL (108387)

5. The member's information has been added to the "President" or "Secretary" section. You can now continue with processing the remainder of the application.

President Brian LeoTestThree ▼

[Assign a dropped member of another club as President](#)

First Name	<input type="text" value="Brian"/>
Last Name	<input type="text" value="LeoTestThree"/>
	<input type="button" value="Clear"/>

Contact Member Service Center at [memberservicecenter@lionsclubs.org](mailto:memberservicecenter@lionsclubs.org) for any assistance you may need with transferring Leos to Lion memberships.