




Updating Leo club information:

Adding new members, assigning club officers and changing club types

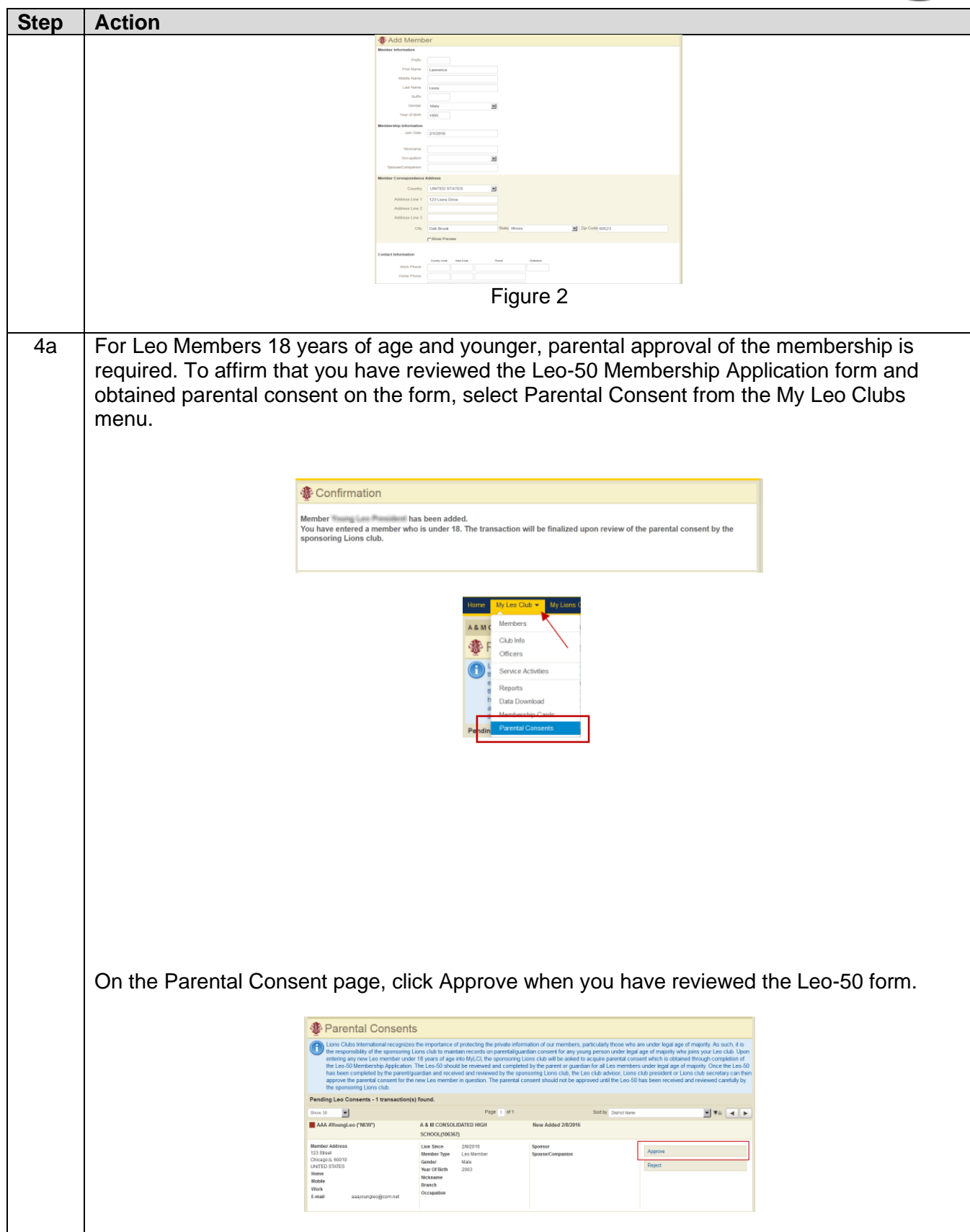
This document was designed to offer Leo officers a step-by-step walkthrough guiding them through the process of updating their club information, adding new members and assigning officers. At the bottom of this document are additional tips for added success.

Steps to assign club officers

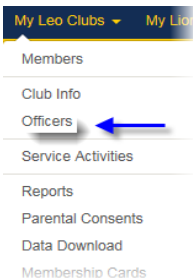
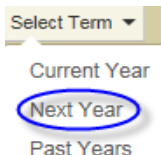
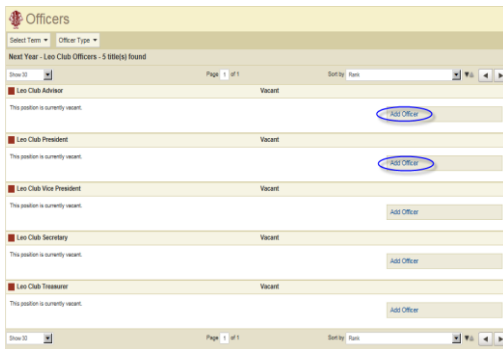
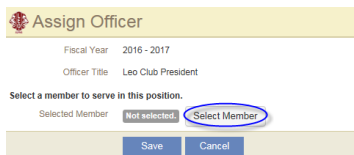

Step	Action
1	Open an internet browser and go to the Lion Account website by typing in myapps.lionsclubs.org into the browser's address bar. Press Enter.
2	<p>On the login page, enter your Lion Account ID and password (Figure 1). Click the Sign In button.</p> <p>Once you're on the Member Portal homepage, click the MyLCI button at the top of the page (Figure 2). You will be directed to the MyLCI page.</p> <div><div><h3>Access to your Lion Account</h3><div><div><h4>Sign in</h4><p>Lion Account ID* </p><div><input type="text" value="Enter Email or Mobile Phone"/></div><div>Forgot Lion Account ID</div><p>Password*</p><div><input type="password" value="Enter Password"/> View</div><div>Forgot Password</div><div><input type="checkbox"/> Remember Me</div><p>By clicking Sign In, you agree to our Privacy Policy and Terms of Use</p><div><div>SIGN IN</div></div></div><div><h4>Register</h4><p>Don't have an account?</p><div><div>Register</div></div></div></div></div><p>Figure 1</p></div>



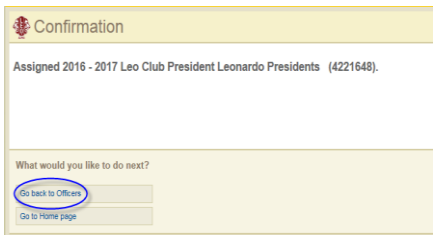
Step	Action
	<div><div><div><div>Leo Clubs International</div><div>SupportMessages</div><div>Brian</div></div><div>Member Portal</div><div>Welcome, Lion Briant!</div><div><div><div><div><div></div><div>MyLion</div></div><div><div><div></div><div>MyLCI</div></div><div><div><div></div><div>Insights</div></div><div><div><div></div><div>Learn</div></div><div><div><div></div><div>Shop</div></div></div></div><div>Take the tour</div></div></div></div></div><div>Figure 2</div></div></div></div>
3	<p>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.</p> <div><div><div>My Leo Clubs</div><div>My Lion</div><div>Members</div><div>Club Info</div><div>Officers</div><div>Service Activities</div><div>Reports</div><div>Parental Consents</div><div>Data Download</div><div>Membership Cards</div></div></div> <div>Figure 1</div> <div><div><div>Members</div><div><div>Add Member</div><div>Report No Changes for Month</div><div>Find Members</div></div><div>Active Leo Members - 5 Member(s) found</div><div>Page: 1 of 1</div><div>Sort by: Leo Name</div><div>Leo Clubs</div><div>Leo Member</div><div>Added 2/1/2016</div><div><div>Member Address</div><div>Leo Since</div><div>Gender</div><div>Year Of Birth</div><div><div>Edit Member</div><div>Drop Member</div><div>Print Membership Certificate</div></div></div><div><div>Member Address</div><div>Leo Since</div><div>Gender</div><div>Year Of Birth</div><div><div>Edit Member</div><div>Drop Member</div><div>Print Membership Certificate</div></div></div><div><div>Member Address</div><div>Leo Since</div><div>Gender</div><div>Year Of Birth</div><div><div>Edit Member</div><div>Drop Member</div><div>Print Membership Certificate</div></div></div></div></div> <div>Figure 2</div>
4	<p>Under the Add Member drop down, select New Member (Figure 1). Complete the form (Figure 2). The required fields are listed below.</p> <div><div><div>• First Name</div><div>• Last Name</div><div>• Gender</div><div>• Birth date</div><div>• Join Date</div><div>• Country</div><div>• Address</div><div>• Primary Email</div></div></div> <p>Click the Save button. A confirmation page will display.</p> <div><div><div>Members</div><div><div>Add Member</div><div>New Member</div><div>Returning Member</div><div>Transfer Member</div></div></div></div> <div>Figure 1</div>





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

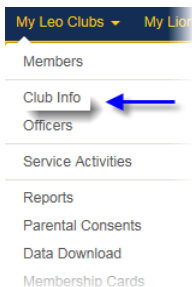
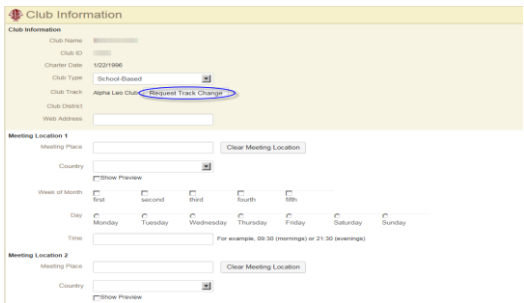
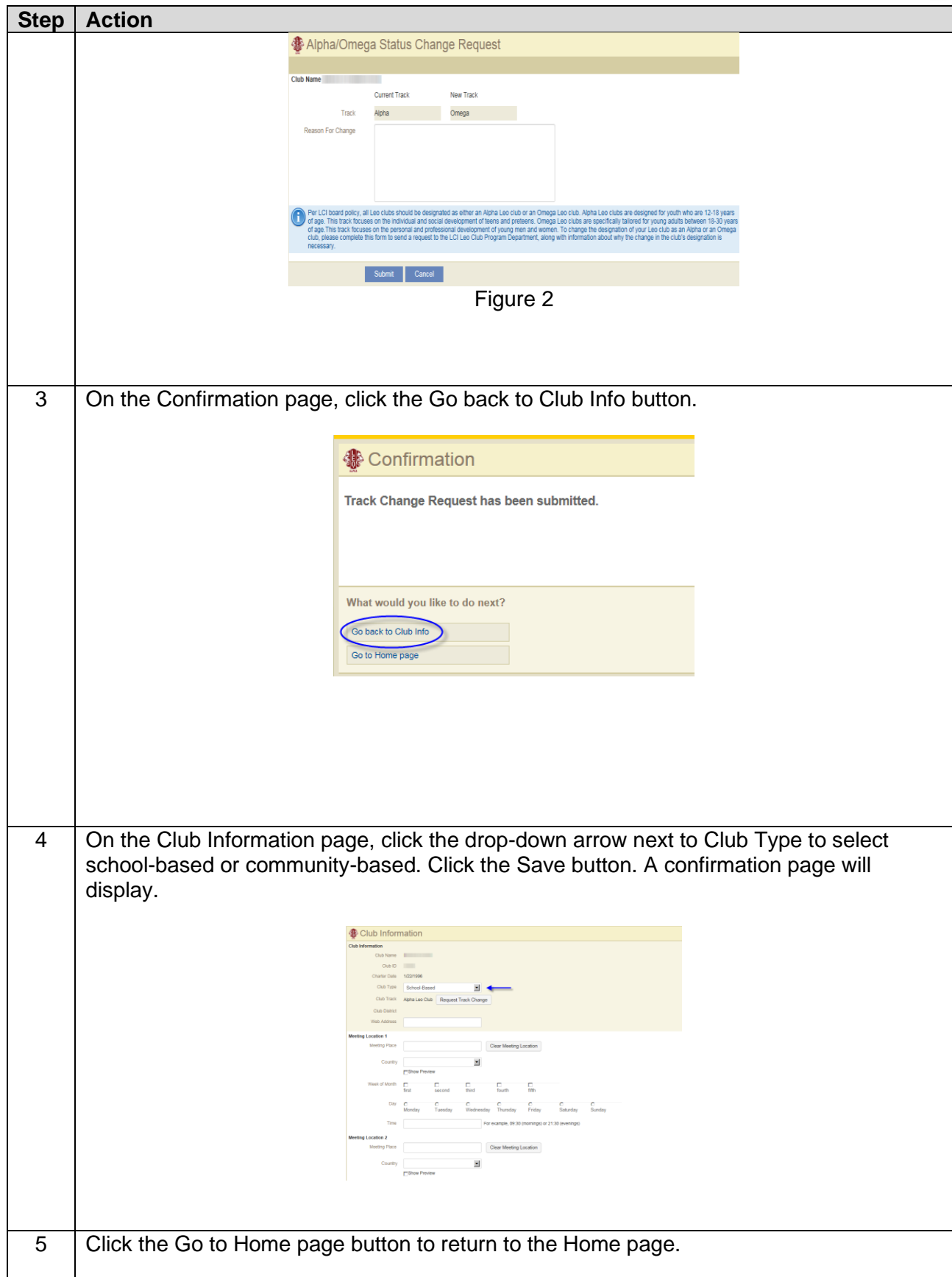

Step	Action
1	Under the My Leo Clubs menu, select Club Info. 
2	On the Club Information page, click the Request Track Change button (Figure 1). The Alpha/Omega Status Change Request page will display (Figure 2). Type the reason for the change. Click the Submit button. A confirmation page will display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

Figure 1





Step	Action
	<div><div> Confirmation</div><div>Club Information has been updated.</div><div>What would you like to do next?</div><div>Go to Home page</div></div>

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.