

## **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 th myapps.lionsclubs.org into the browse	e Lion Account website by t r's address bar. Press Ente	yping in r.
2	On the login page, enter your Lion Acc button.	count ID and password (Figu	ure 1). Click the Sign In
	Once you're on the Member Portal hor (Figure 2). You will be directed to the N	mepage, click the MyLCI bu MyLCI page.	tton at the top of the page
	Access to your Lion Acc	ount	
		Sign in	Register
		Lion Account ID* 👩	Don't have an account?
		Enter Email or Mobile Phone	Register
		Porgot Lion Accounting	
		Enter Password View	
		Forgot Password	
Remember Me			
		By clicking Sign In, you agree to our Privacy Policy and Terms of Use	
		SIGN IN	
		Figure 1	



Step	Action
•	tiles Gas Menedeal Support Messages ∱ Brian ∨
	Member Portal Wecome, Lion Briant
	MyLion MyLCI Insights Learn Shop Take the tour
	Figure 2
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.
	My Leo Clubs - My Lion
	Members
	Club Info
	Officers
	Service Activities
	Reports
	Parental Consents
	Membership Cards
	Figure 1
	Active Los Members - 5 Members / found Dec 20 Page 1 of 1 Bortly Latives To a To a
	Les Binnier         Los Member         Added 2020%           Maider Anderson         Los fisner         21/20%         Edit Binnier           Can Struct, SCO21         Genetr         Maider         Edit Binnier
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	LessMenze Lion Los Menzer Added 21/2016 Menzer Added 21/2016 Menzer Addes 21/2016 Menzer Adde
	Une storage Cardinal Cardina Cardina Cardinal Cardinal Cardinal Cardinal Cardinal Cardinal Ca
	Landards Presidents     Las Member Added 120/2015
	National Advances         Loss Naces         Loss Naces         Edit Naces           Cold Struct, SCOT         More         More         More           Vale Struct, SCOT         More         Drog Nameter
	Peter Laurecompto Conflicate
1	Figure 2
4	(Figure 2) The required fields are listed below.
	First Name     Join Date
	Last Name     Country
	Gender     Address
	Birth date     Primary Email
	Click the Save button. A confirmation page will display.
	A Momboro
	Miembers
	🖧 Add Member 👻 🔝
	New Member
	Transfer Member
	Figure 1



Step	Action
•	Add Member  Bener Monada
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	Brown Company Comp
	Alterna Lao C
	Address Live 3 Cox Cox Book Book Book Book Book Book Book Bo
	Tricra house Costor Househ
	Lange in         Mark         Kare           V01 More
	Figure 2
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.
	Member may be added. You have entered a member who is under 18. The transaction will be finalized upon review of the parental consent by the sponsoring Lions club.
	Image: Second Secon
	On the Parental Consent page, click Approve when you have reviewed the Leo-50 form.
	Lons CLAb international recognizes the importance of protocing the private information of our members, particularly those who are under logal age of majority. As such, it is the responsibility of the sponsibility of the spo
	Pending Leo Consents - 1 transaction(s) found. Drew 31 💌 Page 1 of 1 South Joans twee 💌 Via 🖌
	AAA ATowigLeo (*NEW*) A & M CONSOLIDATED HIGH New Added 28/02/H5 SCHOOL(MOSP)
	Manifor Address         Dos Store         2020/19         Sponsor         Apgroin           123 Third         Manifor Address         Los United Type         Los United Type         Los United Type           Chicago Li, 60/10         Calacity         Expense         Expense         Expense
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Step	Action
5	Next, assign the Leo officers. Under the My Leo Clubs menu, select Officers.
	My Leo Clubs - My Lion
	Members
	Club Info
	Officers ,
	Service Activities
	Reports Parental Consents
	Data Download
	Membership Cards
6	Under the Select Term drop-down, select the appropriate term.
	Select Term V
	Current Year
	Next Year
	Past Years
7	Click the Add Officer button associated with the title you are ready to assign.
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	Officers
	And Team Out and
	The sector bandwise of the sector sec
	Le Cub President Neart
	The patter is scorely used.
	Les Club Vise President Voicent Tra pastier à Landy reant. Aut Officer
	Execute Sectory Neart
	Act Offer Act Offer Act Offer
	This pacifies its survey water. Add Officer
	Doorth M Page i with Darking from M With C D
0	On the Assign Officer page, click the Select Member butten
0	On the Assign Oncer page, click the Select Member Button.
	Assign Officer
	Officer Title Leo Club President Select a member to serve in this position.
	Selected Member Not selected. Select Member
	Save Cancel
9	Click the member name to select the member who is to serve in this position. Click the Save
5	button. A confirmation page will display
	Leo Club President ×
	Lee Brodia (411022) Lawrence Lons (411024)
	Leonardo Presidents (4221441)
	Select a member to some in this motion
10	On the Confirmation page, click the Go back to Officers button.



Step	Action
•	Confirmation  Assigned 2016 - 2017 Leo Club President Leonardo Presidents (4221648).  What would you like to do next?      Containe to Clume     Go to have page
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 II	fo.
	My Leo Club	✓ My Llor
	Members	
	Club Info Officers	<del>-</del>
	Service Acti	ties
	Reports	
	Parental Co	sents
	Data Downle	ad
	Membership	Cards
L	Alpha/Omega Status Change Request page the change. Click the Submit button. A confir request was sent to the Lions Clubs Internati	vill display (Figure 2). Type the reason for nation page will display indicating the onal Member Service Center.
	Club Information	
	Child Hand Child Hand Charler Die Charler Die Child That Child That Child That Child That Hand Child Child That Child That Hand Child Child That Child That Hand Child Child That Hand Child T	
	Mercing Location 1 Mercing Paras Country Country	Location
	Visas of Month C C C C C	E Sin
	Day Generatay Wednesday Thursda Timo	C C C Finday Sunday Finday Sunday
	Meeting Location 2 Charl Meeting Strategy Trans	Location
	Figu	re 1



Step	Action
	Price Normal         Price Track       Normal         Track       Normal         Reason For Change       Image         Price To the structure of the structure to the designated as ether an Advalation of the designated for young what have to 1-15 years days between the for the structure to the designated as ether an Advalation of the designated for young advalation of the structure of the structure to the structure of t
3	On the Confirmation page, click the Go back to Club Info button.
4	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.
5	Click the Go to Home page button to return to the Home page.



Step	Action	
		Confirmation
		Club Information has been updated.
		What would you like to do payt?
		Go to Home page

#### **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.