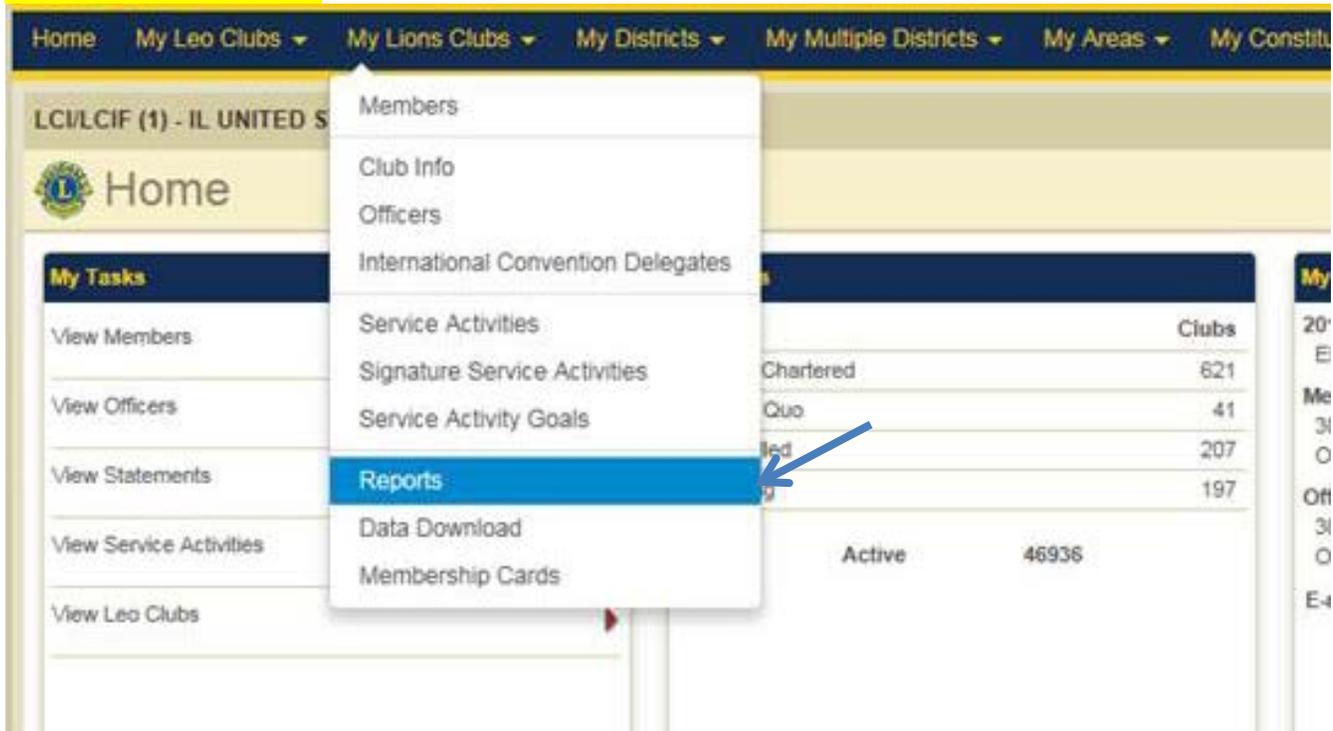


A continuación aparecen las capturas de pantalla de MyLCI que le guiarán paso por paso para generar una carta de invitación para cada socio de su club al día en sus obligaciones. Una vez se genere la carta, tendrá la opción de 'Guardar' o de 'Imprimir' la carta.

1. Entre a "MyLCI":
2. Haga clic en Mi club de Leones (My Lions Club)
  - a. > Elija Reportes (Report)

### PÁGINA DE ENTRADA:

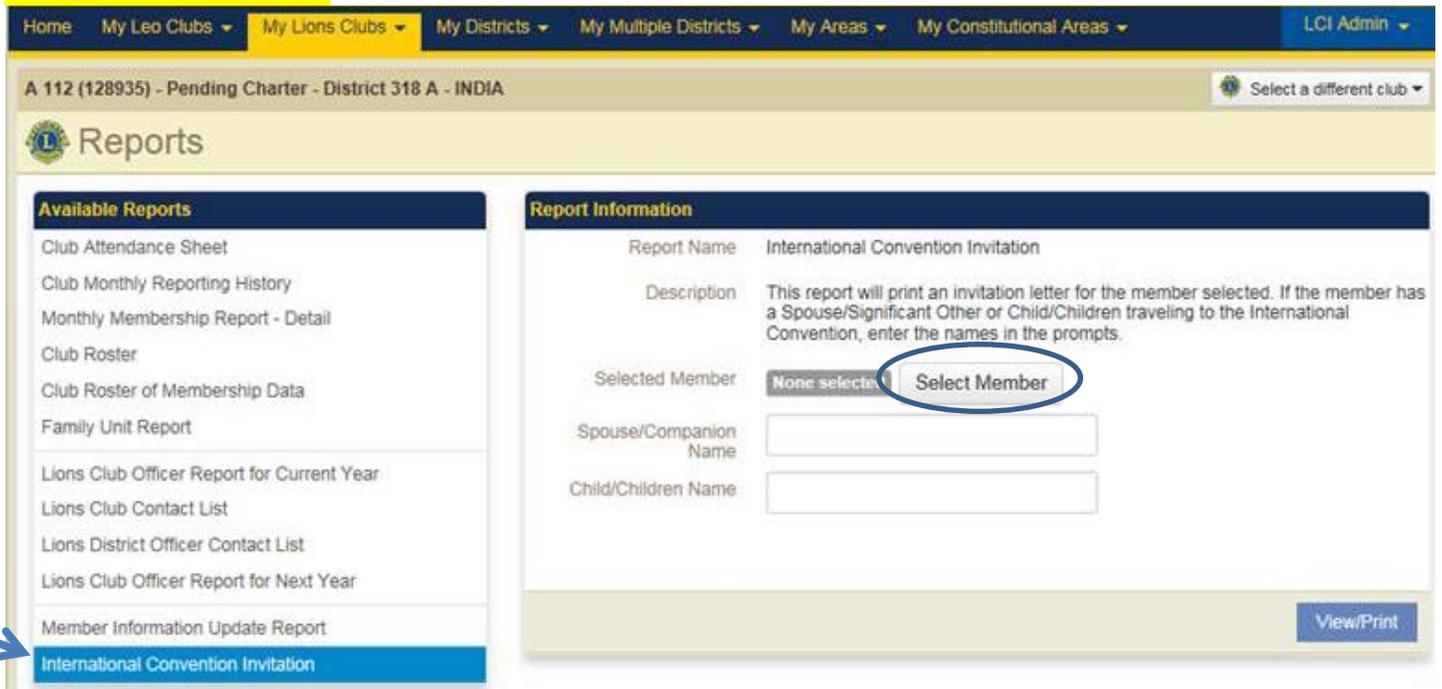


The screenshot shows the MyLCI Home page. The navigation bar at the top includes: Home, My Leo Clubs, My Lions Clubs, My Districts, My Multiple Districts, My Areas, and My Constitu. A dropdown menu is open under 'My Lions Clubs', listing: Members, Club Info, Officers, International Convention Delegates, Service Activities, Signature Service Activities, Service Activity Goals, Reports (highlighted with a blue arrow), Data Download, and Membership Cards. On the left, there is a 'My Tasks' section with links: View Members, View Officers, View Statements, View Service Activities, and View Leo Clubs. On the right, there is a table with columns 'Clubs' and 'Active'. The table contains the following data:

	Clubs	Active
Chartered	621	
Quo	41	
led	207	
J	197	
		46936

3. Haga clic en 'Invitación a la Convención Internacional' en el lado izquierdo
4. Haga clic en 'Seleccionar socio' de la lista de socios Leones (Select member)

### PÁGINA DE REPORTES:



The screenshot shows the MyLCI Reports page. The navigation bar at the top includes: Home, My Leo Clubs, My Lions Clubs, My Districts, My Multiple Districts, My Areas, My Constitutional Areas, and LCI Admin. The page title is 'A 112 (128935) - Pending Charter - District 318 A - INDIA'. There is a 'Select a different club' button. The page is divided into two main sections: 'Available Reports' and 'Report Information'. The 'Available Reports' section lists various reports, with 'International Convention Invitation' highlighted by a blue arrow. The 'Report Information' section shows the following details:

Report Name: International Convention Invitation  
Description: This report will print an invitation letter for the member selected. If the member has a Spouse/Significant Other or Child/Children traveling to the International Convention, enter the names in the prompts.

Selected Member: None selected **Select Member** (circled in blue)

Spouse/Companion Name:

Child/Children Name:

View/Print button is located at the bottom right.

5. Aparecerá la lista con todos los socios del club.
6. Haga clic en el socio León que está solicitando la carta de invitación

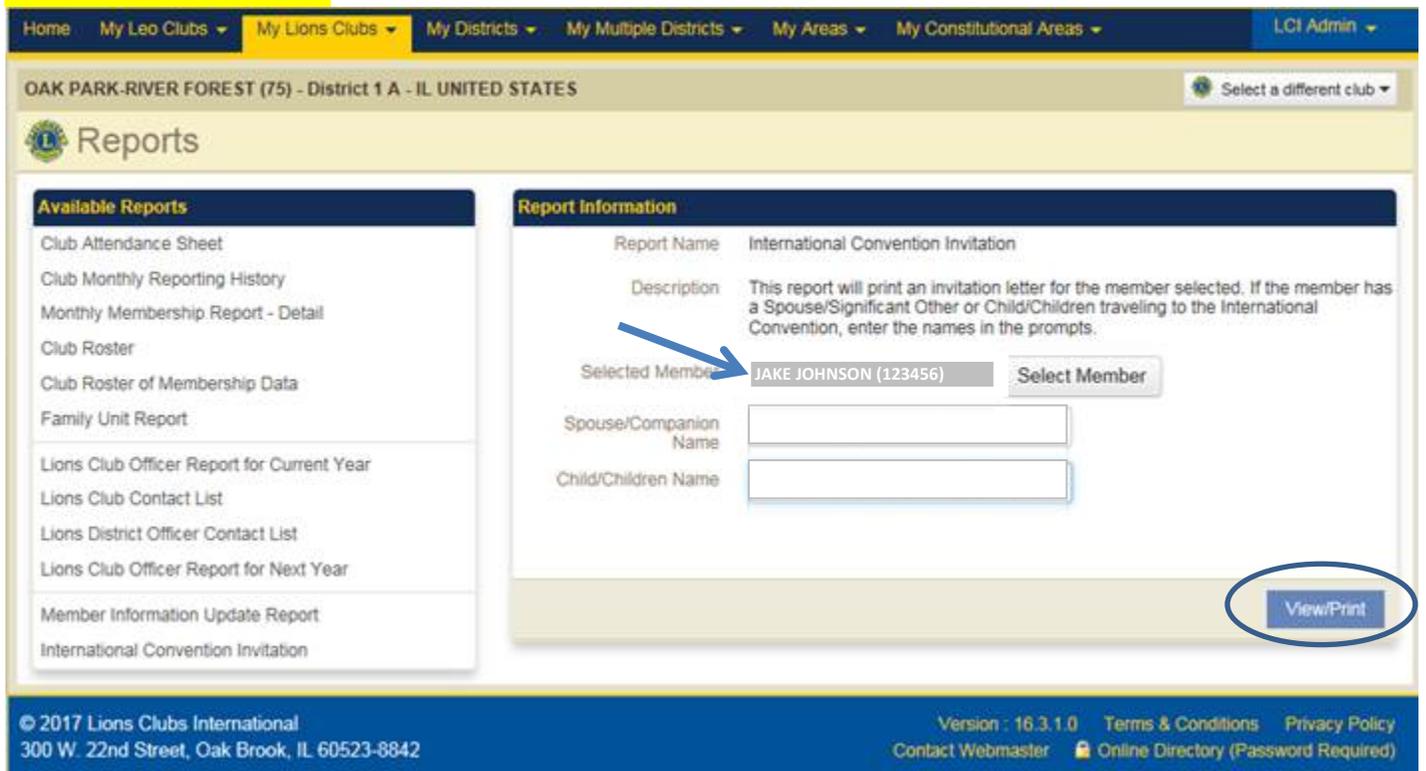
### SELECCIONAR VENTANA DEL SOCIO:



El nombre aparecerá en la ventana para seleccionar socios

7. Si algún acompañante/cónyuge, niño o niños asisten a la convención junto con el socio León, escriba el nombre en cada campo correspondiente. Si tiene que poner más de un nombre por campo, sepárelos con una coma (ver ejemplo en amarillo a continuación).

### PÁGINA DE REPORTES:



## PÁGINA DE REPORTES:

Home My Leo Clubs My Lions Clubs My Districts My Multiple Districts My Areas My Constitutional Areas LCI Admin

OAK PARK-RIVER FOREST (75) - District 1 A - IL UNITED STATES [Select a different club](#)

### Reports

#### Available Reports

- Club Attendance Sheet
- Club Monthly Reporting History
- Monthly Membership Report - Detail
- Club Roster
- Club Roster of Membership Data
- Family Unit Report
- Lions Club Officer Report for Current Year
- Lions Club Contact List
- Lions District Officer Contact List
- Lions Club Officer Report for Next Year
- Member Information Update Report
- International Convention Invitation

#### Report Information

Report Name	International Convention Invitation
Description	This report will print an invitation letter for the member selected. If the member has a Spouse/Significant Other or Child/Children traveling to the International Convention, enter the names in the prompts.
Selected Member	JAKE JOHNSON (123456) <a href="#">Select Member</a>
Spouse/Companion Name	Jane Johnson
Child/Children Name	Jill Johnson, Jason Johnson

[View/Print](#)

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8. Haga clic en Ver/Imprimir (View/Print)
  - a. > Se generará una carta de invitación con los datos que se hayan dado.
9. Cuando se genera la carta, tendrá la opción o de 'Imprimir' o de 'Guardar' para enviar por correo electrónico. (Print/Save)