Seguem, abaixo, imagens de tela do MyLCI que o guiarão passo a passo para a emissão de uma Carta Convite para cada associado de seu clube em dia com suas obrigações. Uma vez que a carta seja gerada, você terá a opção de "Salvar" ou de "Imprimir" a carta.

- 1. Faça o Login no MyLCI
- 2. Clique em "Meus Lions Clubes"
  - a. > Escolha a opção "Relatórios".

## **PÁGINA INICIAL:**

lome My Leo Clubs 👻	My Lions Clubs - My Districts -	My Multiple Districts - My Areas - My Co
CI/LCIF (1) - IL UNITED S	Members	
🕑 Home	Club Info Officers	
My Tasks	International Convention Delegates	
View Members	Service Activities	Clubs
	Signature Service Activities Service Activity Goals	Chartered 621
View Officers		Quo 41
TOE DAME WIN		led 207
View Statements	Reports	197
View Service Activities	Data Download Membership Cards	Active 46936
View Leo Clubs		2

- 3. Clique em "Convite para a Convenção Internacional" no lado esquerdo.
- 4. Clique em "Selecionar Associado" para uma lista de associados Leões.

## PÁGINA DE RELATÓRIOS:

Home My Leo Clubs - My Lions Clubs -	My Districts - My Multiple Districts	👻 My Areas 👻 My Constitutional Areas 👻	LCI Admin 🚽		
A 112 (128935) - Pending Charter - District 318	A - INDIA		🕸 Select a different club 🕶		
Reports					
Available Reports	Report Information				
Club Attendance Sheet	Report Name	International Convention Invitation			
Club Monthly Reporting History Monthly Membership Report - Detail Club Roster Club Roster of Membership Data Family Unit Report	Description Selected Member Spouse/Companion	This report will print an invitation letter for the member selected. If the member h a Spouse/Significant Other or Child/Children traveling to the International Convention, enter the names in the prompts.			
Lions Club Officer Report for Current Year Lions Club Contact List Lions District Officer Contact List Lions Club Officer Report for Next Year	Child/Children Name				
Member Information Update Report			View/Print		
International Convention Invitation					

- 5. Uma lista de associados Leões do Clube vai aparecer.
- 6. Clique no associado Leão para solicitar a Carta Convite.

## JANELA DE SELEÇÃO DE ASSOCIADO:

Home My Leo Clu	ubs - My Lions Clubs -	My Districts 🛩	My Multiple Dis	tricts 👻 My Areas	<ul> <li>My Constitutional Areas</li> </ul>	9. 	LCI Admin 👻
CABANATUAN (23	679) - District 301D2 - PHILI	PPINES				🔮 Sele	ct a different club 🕶
🗶 Repo	Select Member						
Club Attendanc Club Monthly R	Jake Johnson 123456			Member Name Member #			he member has
Monthly Memb	Member Name Member #			Member Name Member #			itional
Club Roster of Family Unit Re	Member Name Member #			Member Name Member #			
Lions Club Offi	Member Name Member #			Member Name Member #			
Lions District C	Member Name Member #			Member Name Member #			
Member Inform							View/Print

O nome vai aparecer na Janela de Seleção de Associado.

 Se o Cônjuge/Acompanhante ou Criança/Crianças forem participar da convenção com o associado Leão, digite o nome de cada um no campo correspondente. Caso haja mais de uma pessoa por campo, separe os nomes usando uma vírgula (veja exemplo em amarelo abaixo).

K PARK-RIVER FOREST (75) - District 1 A - IL	UNITED STATES			Select a different club
Reports				
vailable Reports	Report Information			
Club Attendance Sheet	Report Name	International Convention Invit	ation	
Club Monthly Reporting History Nonthly Membership Report - Detail	Description	This report will print an invitat a Spouse/Significant Other or Convention, enter the names	ion letter for the member Child/Children traveling In the prompts	selected. If the member has the international
lub Roster of Membership Data	Selected Member	JAKE JOHNSON (123456)	Select Member	
amily Unit Report	Spouse/Companion			
ions Club Officer Report for Current Year ions Club Contact List ions District Officer Contact List	Child/Children Name			
ions Club Officer Report for Next Year				
fember Information Update Report				View/Print
nternational Convention Invitation				

DAK PARK-RIVER FOREST (75) - District 1 A - IL UNITE	ED STATES			Select a different club •
Available Reports Club Attendance Sheet Club Monthly Reporting History Monthly Membership Report - Detail Club Roster Club Roster Club Roster of Membership Data Family Unit Report	Report Information Report Name Description Selected Member Spouse/Companion Name Child/Children Name	International Convention Invita This report will print an invitation a Spouse/Significant Other or Convention, enter the names in JAKEJOHNSON (123456) Jane Johnson	ation on letter for the member Child/Children traveling in the prompts.	selected. If the member has to the International
Lions Club Contact List Lions District Officer Contact List Lions Club Officer Report for Next Year Member Information Update Report International Convention Invitation 2017 Lions Clubs International INW 22nd Streat Oak Brook III 60523-8942		Versio	on : 16.3.1.0 Terms &	View/Print Conditions Privacy Policy rectars. (Pressured Pressured

- 8. Clique em "Visualizar/Imprimir"
  - a. > Uma Carta Convite será gerada a partir das informações inseridas.
- 9. Quando a carta for emitida, você terá a opção de "Imprimir" ou de "Salvar" para enviar por e-mail.