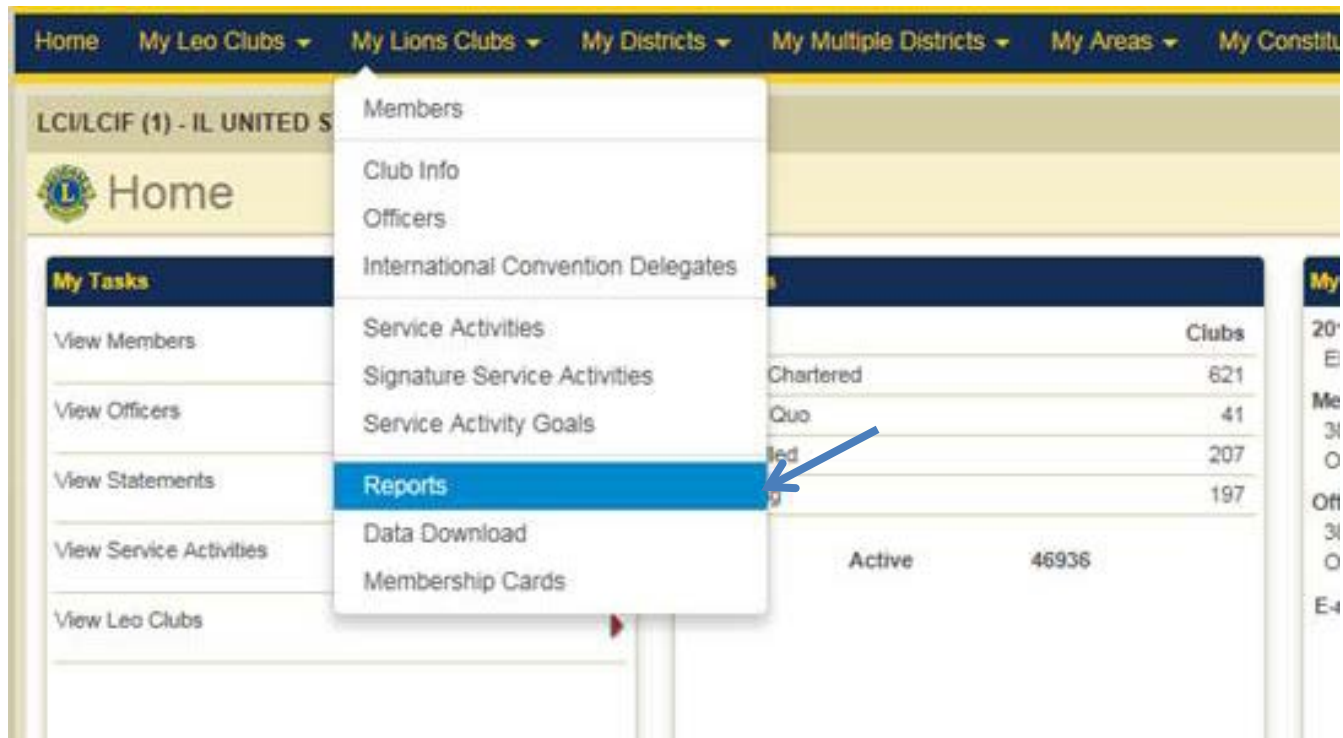


Seguem, abaixo, imagens de tela do MyLCI que o guiarão passo a passo para a emissão de uma Carta Convite para cada associado de seu clube em dia com suas obrigações. Uma vez que a carta seja gerada, você terá a opção de “Salvar” ou de “Imprimir” a carta.

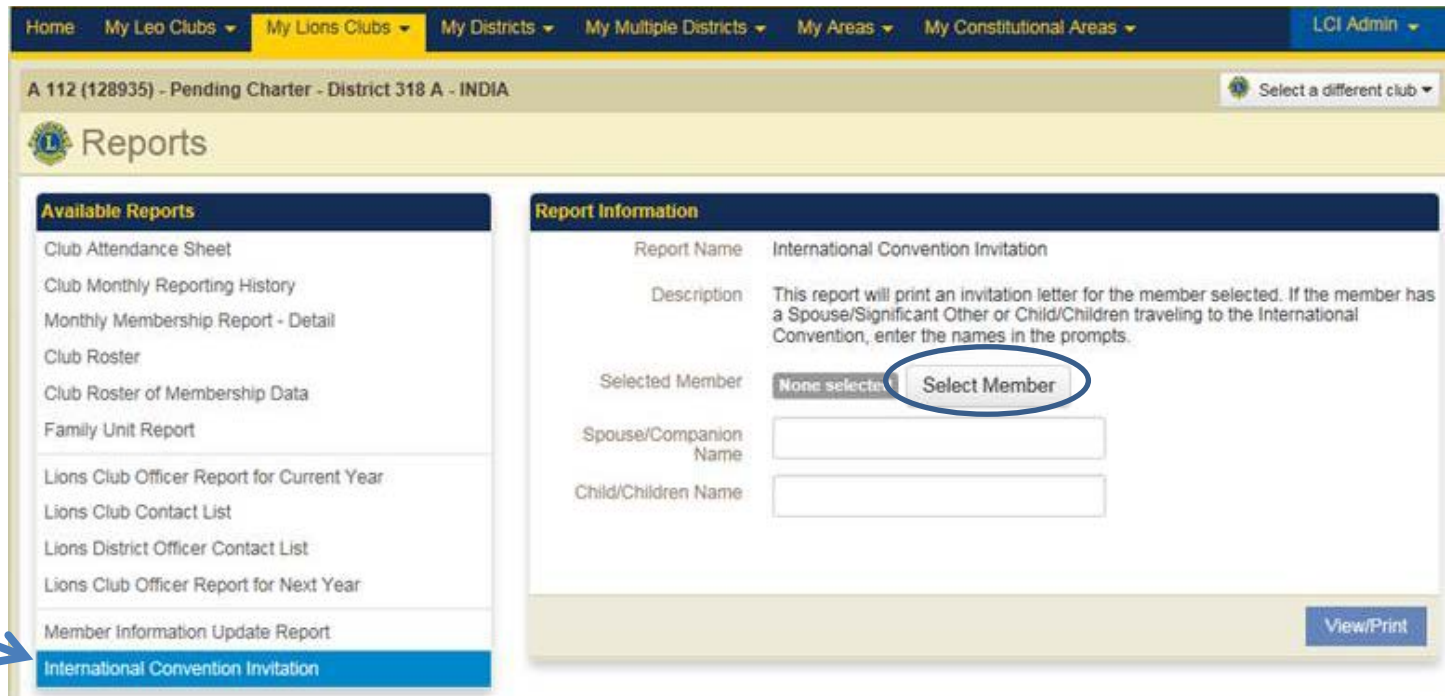
1. Faça o Login no MyLCI
2. Clique em “Meus Lions Clubes”
 - a. > Escolha a opção “Relatórios”.

PÁGINA INICIAL:



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:



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:

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CABANATUAN (23679) - District 301D2 - PHILIPPINES

Select a different club

Select Member

Jake Johnson
123456

Member Name
Member #

Member Name
Member #

Member Name
Member #

Member Name
Member #

Member Name
Member #

Member Name
Member #

Member Name
Member #

Available Reports

- Club Attendance
- 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

View/Print

O nome vai aparecer na Janela de Seleção de Associado.

7. 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).

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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) Select Member

Spouse/Companion Name

Child/Children Name

View/Print

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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
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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) Select Member

Spouse/Companion Name:

Child/Children Name:

View/Print

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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.