

In order to assign a delegate in MyLCI, you must be a:

Club Administrator

Club President

Club Secretary

District Lions Staff - Admin

District Office Staff - Admin

Multiple District Lions Staff - Admin

Multiple District Office Staff - Admin

To assign a delegate in MyLCI:

- [Login into MyLCI](#) through the member portal, then select the **MyLCI icon**.
- Once in the MyLCI Home page select the **My Lions Club** dropdown near the top-left side of the page, then select **Conventions** in the dropdown.
- You are now in the Conventions page. Locate the 103rd Annual International Convention Section, then select the **View Delegates** button on the right.
- The page should say Delegates in the upper-left. Provided your club has available delegates, click on the **Add Delegate** button in the upper left-hand corner of this screen. (see note below regarding maximum number of delegates per club)
- The Assign Delegate screen will appear, click on the **Select Member** button toward the bottom of the page to select your club's voting delegate via a popup menu, then select their preferred language. Select **Save** to finalize the delegate assignment.
- Select the **Go back to Manage Delegates** button at the bottom-left side of screen to view your assigned delegates.

MyLCI automatically calculates the maximum number of delegates your club is entitled. Once you have reached this maximum, the **Add Delegate** will be grayed out and no longer accessible. If you have reached your maximum delegates and you want to reassign a voting delegate to another member, then you must first remove a delegate by selecting the **Remove Delegate** button on the right side of the Delegates screen. You will be able to assign or reassign delegates in MyLCI up until June 24, 2021 at 23:59 U.S. Central Daylight Time.