



Leo membership reporting

Frequently asked questions

This document was designed to help streamline the process of reporting, transferring and dropping members, or changing member information in MyLCI. Below, you'll find answers to frequently asked questions, along with additional tips at the end of this document.

Q: How do I report no membership changes this month?

A: From the My Leo Club menu, select Members. Once on the Members page, click the Report No Changes for Month button. Select the reporting month from the drop-down list. From the Report No Member Transaction page, click the Report button to complete the official reporting for the month or click Cancel to cancel the transaction and return to the Members page.



Q: How do I add a member?

A: From the My Leo Club menu, select Members. Once on the Members page, click the Add Member button. In the drop-down list, select **New Member** (highlighted below) to add a person who has never been a Leo before.

If you are adding a member who was a member of your club in the past, select **Returning Member** from the drop-down list. **To add a member who was or is a member of another club, select Transfer Member** from the drop-down list.



For Leo members under the age of 18, a parent or guardian must provide their consent for membership



by completing the parental consent section of the Leo-50 Membership Application. The Leo-50 form must be sent to the Leo club advisor or the sponsoring Lions club's president, secretary or administrator.

After adding a new Leo member under the age of 18, the member information will be held in a Pending Leo Consent list and will be finalized after review and approval by the Leo club advisor or the sponsoring Lions club president, secretary or administrator.

Q: Where do I find the Pending Leo Consent list?

A: From the My Leo Club menu, select Parental Consents. Once on the Parental Consents page, find the member you need to approve or reject and click Approve or Reject. The button will highlight, indicating the member was approved or rejected. Go back to the My Leo Club menu and select Members to confirm the member has been added.

Q: How do I transfer a member?

A: From the My Leo Club menu, select Members. Once on the Members page, click the Add Member button. In the drop-down list, select Transfer Member to add a member who was or is a member of another club.

To ensure that the proper member record is transferred to your club, MyLCI will attempt to search for the member record based on the information provided on the Transfer Member page. The member number can be used to search for the member record if it is known.

If the member number is not available, enter the club name or the club number. If the club name or number is not available, enter all or part of the member's last and first name. Click Search to initiate the search. (This may take a few moments.)

View the search results and find the member you want to transfer into your club and click Add Member.

You will be prompted to provide the Effective Date and Membership Type.

Q: How do I drop a member?

A: From the My Leo Club menu, select Members. Once on the Members page, find the name of the member you would like to drop and click Drop Member. On the Drop Member page, select the reason for the drop and enter the effective date for dropping the member. Click Drop to complete the drop transaction.



The screenshot shows the 'Members' page in the Lions Clubs system. At the top, there's a header with the Lions Clubs logo and the word 'Members'. Below this, there are buttons for 'Add Member' and 'Report No Changes for Month', and a search bar labeled 'Find Members'. The main section displays 'Active Members - 18 Member(s) found'. Below this, there's a table of members. The first member listed is 'MRS LORRAINE'. To the right of the member's name, there are buttons for 'Edit Member', 'Drop Member', and 'Create Family Unit'. A red arrow points to the 'Drop Member' button.

Member Address	Joined	Gender	Year Of Birth	Occupation	Sponsor	Spouse/Companion	Added	Actions
MRS LORRAINE							3/19/2013	Edit Member Drop Member Create Family Unit

Q: How do I edit a mailing address?

A: From the My Leo Club menu, select Members. Once on the Members page, find the name of the member you would like to update and select Edit Member. On the Edit Member page, update either the member correspondence address (usually the home address) or the officer correspondence address (for officers only). Click Save when you have completed your changes.

Q: How do I change a member's name?

A: From the My Leo Club menu, select Members. Once on the Members page, find the name of the member you would like to update and select the Edit member button. From the Edit Member page, click Change Member Information Request.

On the Change Member Information Request page, enter the changes to the member's name and provide a reason for the name change. Click Submit to complete the change request. An e-mail will be sent to Lions Clubs International headquarters for review of the request.

Pro Tip:

To avoid creating duplicate records when adding multiple members that require parental consent, allow several minutes for the system to update and reflect the additions.

If you have questions or would like to request more information, please email us at memberservicecenter@lionsclubs.org.