以下 MyLCI 的截屏将会引导您每一个步骤,生成一份邀请函提供给每位正常地位的会员。一旦生成信函后,您 将有选项进行'储存'或'打印'信函。

- 1. 登录 MyLCI
- 2. 点击 My Lions Club
 - a. >选择 Reports

HOME PAGE:

Home My Leo Clubs 👻	My Lions Clubs - My Districts -	My Multiple Districts 👻	My Areas 👻 My Co	onstit
LCI/LCIF (1) - IL UNITED S	Members			
🕑 Home	Club Info Officers			
My Tasks	International Convention Delegates			M
View Members	Service Activities		Clubs	20
	Signature Service Activities	Chartered	621	E
View Officers	Service Activity Goals	Quo	41	Me 3
		led	207	c
View Statements	Reports	7	197	of
View Service Activities	Data Download Membership Cards	Active 4	6936	3
View Leo Clubs		2		E

- 3. 点击左面的'International Convention Invitation'
- 4. 点击'Select Member', 查看狮子会员名单

REPORTS PAGE:			
A 112 (128935) - Pending Charter - District 318 A - IND	istricts - My Multiple Districts -	 My Areas - My Constitutional Areas - 	Select a different club •
Available Reports	Report Information		
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 Officer Report for Current Year Lions Club Contact List Lions Club Officer Contact List Lions Club Officer Report for Next Year	Report Name Description Selected Member Spouse/Companion Name Child/Children Name	International Convention Invitation This report will print an invitation letter for the mem a Spouse/Significant Other or Child/Children travel Convention, enter the names in the prompts. None selected Select Member	ber selected. If the member has ing to the International
Member Information Update Report			View/Print
International Convention Invitation			

- 5. 分会的狮子会员名单将出现。
- 6. 点击要求申请邀请函的狮子会员

SELECT MEMBER WINDOW:

Home	My Leo Clubs -	My Lions Clubs -	My Districts +	My Multiple Districts -	My Areas -	My Constitutional Areas +		LCI Admin 🐱
CABAN	ATUAN (23679) -	District 301D2 - PHILI	PPINES				Select	t a different club 🕶
- F	Repo	elect Member						
Club /	Attendanc Monthly R	Jake Johnson 123456		Memi	oer Name oer #			te member has
Montr Club I	ily Memb Roster	Member Name Member #		Mem Mem	per Name per #			itional
Club I Famil	Roster of y Unit Re	Member Name Member #		Memi Memi	oer Name oer #			
Lions	Club Offi	Member Name Member #		Mem Mem	oer Name oer #			
Lions	District C	Member Name Member #		Mem Mem	oer Name oer #			
Memt	er Inform							View/Print

名字将会显示在'Select Member'窗口中

7. 如果有配偶/伴侣或子女随同狮子会员参加年会,在相应的领域输入名字。如果每一领域的人不止一个,用 逗号分开名字(见下面黄色例子)。

Iome My Leo Clubs - My Lions Clubs - My	Districts - My Multiple Districts - My Areas - M	ly Constitutional Areas - LCI Admin -
DAK PARK-RIVER FOREST (75) - District 1 A - IL UN	ITED STATES	Select a different club 🕶
Available Reports	Report Information	
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	Report Name International Conventional Conventina Conventional Conventina Conventional Conventional Conve	ntion Invitation an invitation letter for the member selected. If the member has t Other or Child/Children traveling to the International e names in the prompts. 455) Select Member
Member Information Update Report International Convention Invitation		View/Print

Home 🛛 My Leo Clubs 👻 🕺 My Lions Clubs 👻 My	Districts - My Multiple Districts	My Areas 👻	My Constitutional Areas -	LCI Admin 🚽
DAK PARK-RIVER FOREST (75) - District 1 A - IL UI	ITED STATES			Select a different club
Available Reports	Report Information			
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	Report Name Description Selected Member Spouse/Companion Name Child/Children Name	International Con This report will pr a Spouse/Signific Convention, ente JAKEJOHNSON (Jane Johnson Jill Johnson, Ja	vention Invitation int an invitation letter for the mem ant Other or Child/Children travel r the names in the prompts. I2E/256) Select Membe	nber selected. If the member ha ling to the International
Member Information Update Report International Convention Invitation			Version : 16.3.1.0 Term	View/Print

- 8. 点击 View/Print
 - a. >一份邀请函将会从输入的信息中生成。
- 9. 信函生成时, 您将有选项, 或者 'Print'(打印), 或者 'Save'(储存)用电邮发送