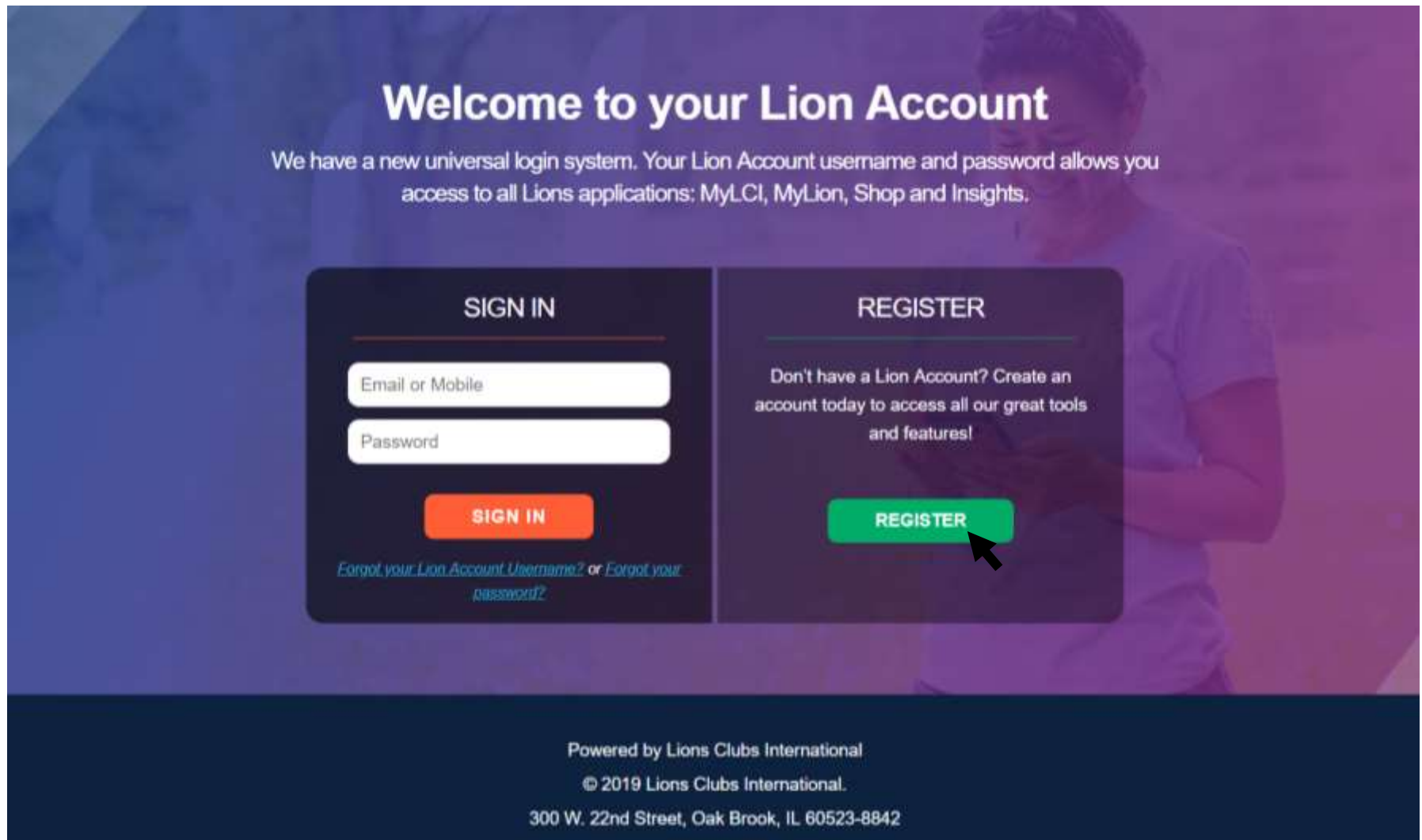


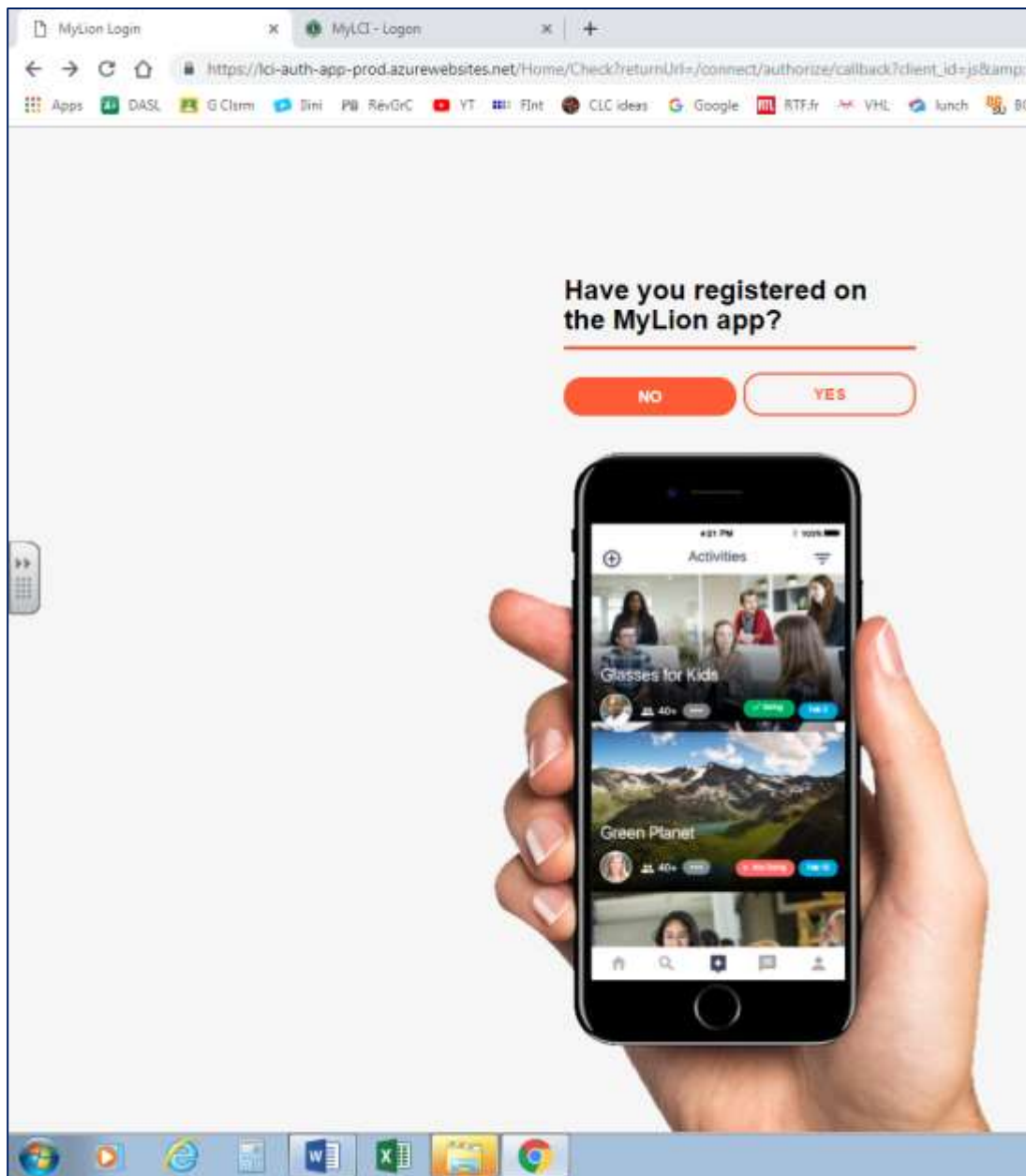
SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

A screenshot of the 'Welcome to your Lion Account' login and registration page. The page has a dark blue background with a faint image of a person. The main heading is 'Welcome to your Lion Account' in white. Below it, a paragraph states: 'We have a new universal login system. Your Lion Account username and password allows you access to all Lions applications: MyLCI, MyLion, Shop and Insights.' There are two main sections: 'SIGN IN' on the left and 'REGISTER' on the right. The 'SIGN IN' section has two input fields: 'Email or Mobile' and 'Password', followed by an orange 'SIGN IN' button. Below the button is a link: 'Forgot your Lion Account Username? or Forgot your password?'. The 'REGISTER' section has a paragraph: 'Don't have a Lion Account? Create an account today to access all our great tools and features!' followed by a green 'REGISTER' button. A black arrow points to the 'REGISTER' button. At the bottom, there is a dark blue footer with white text: 'Powered by Lions Clubs International', '© 2019 Lions Clubs International.', and '300 W. 22nd Street, Oak Brook, IL 60523-8842'.

app.mylion.org

If you have not been on to MyLion or MyLCI and created a log-on, click on CONTINUE – [CREATE A LOGIN ACCOUNT].

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET



If you already have a MyLion account registered through your smartphone (Apple or Android), click **YES**.

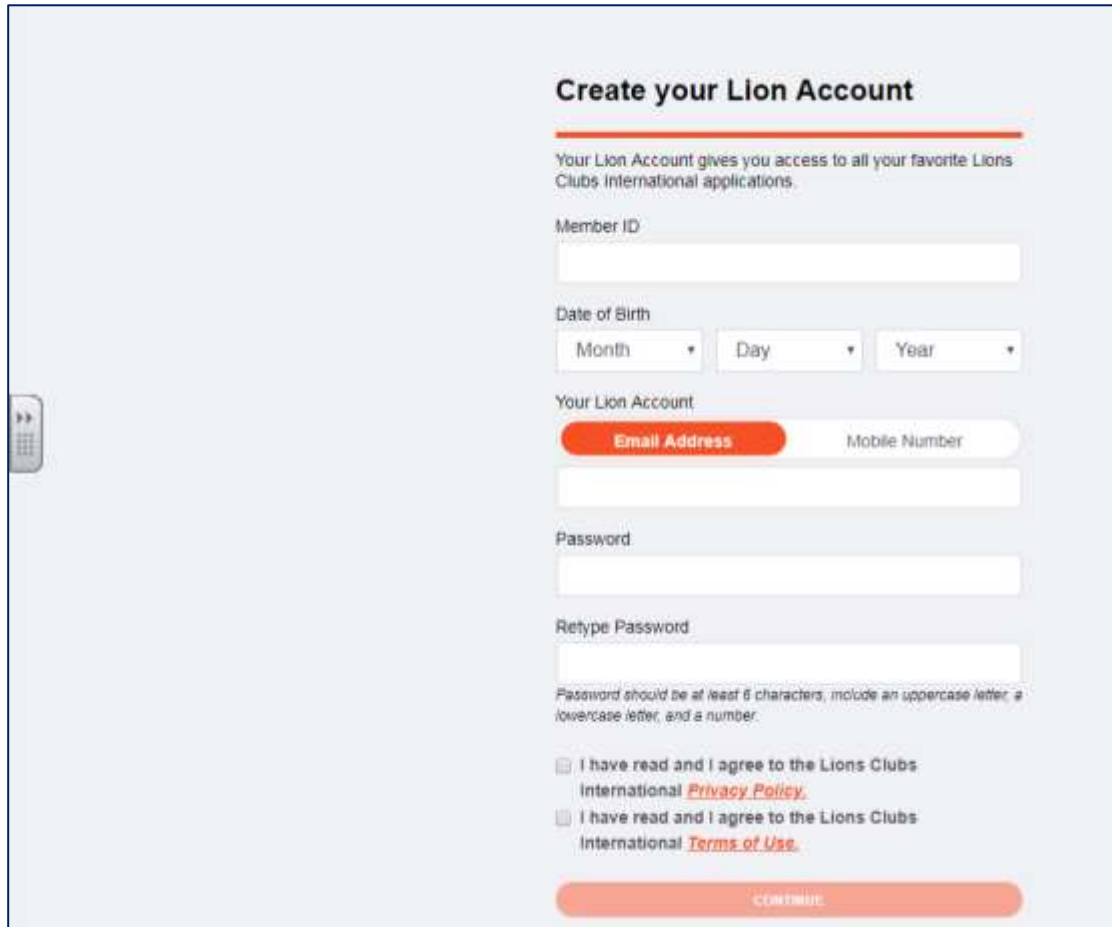
If you have not downloaded the app for your phone or smart device, click **NO**.

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

What email address or phone number should I use to register?

Use the email address or mobile phone number that is associated with your membership record.

You will need one of these in your membership record in order to have a verification code sent to you.



The screenshot shows a web form titled "Create your Lion Account". Below the title is a red horizontal line and a paragraph: "Your Lion Account gives you access to all your favorite Lions Clubs International applications." The form contains the following fields and options:

- Member ID:** A text input field.
- Date of Birth:** Three dropdown menus for "Month", "Day", and "Year".
- Your Lion Account:** Two radio buttons, "Email Address" (selected) and "Mobile Number".
- Email Address:** A text input field.
- Password:** A text input field.
- Retype Password:** A text input field.
- Password Requirements:** A note stating "Password should be at least 6 characters, include an uppercase letter, a lowercase letter, and a number."
- Agreements:** Two checkboxes with labels: "I have read and I agree to the Lions Clubs International [Privacy Policy](#)." and "I have read and I agree to the Lions Clubs International [Terms of Use](#)."
- Continue:** A red button at the bottom.

There are three ways to find this information:

1. Contact your club president or secretary.
2. From the Lions Help Center select Submit a Request to contact Lions Help and complete and submit the request form.
3. Contact MyLion Support at 1-630-468-7000. Hours of operation are Monday through Friday, 8 a.m. to 4:30 p.m. CDT. We will ask a few questions to validate your identity.

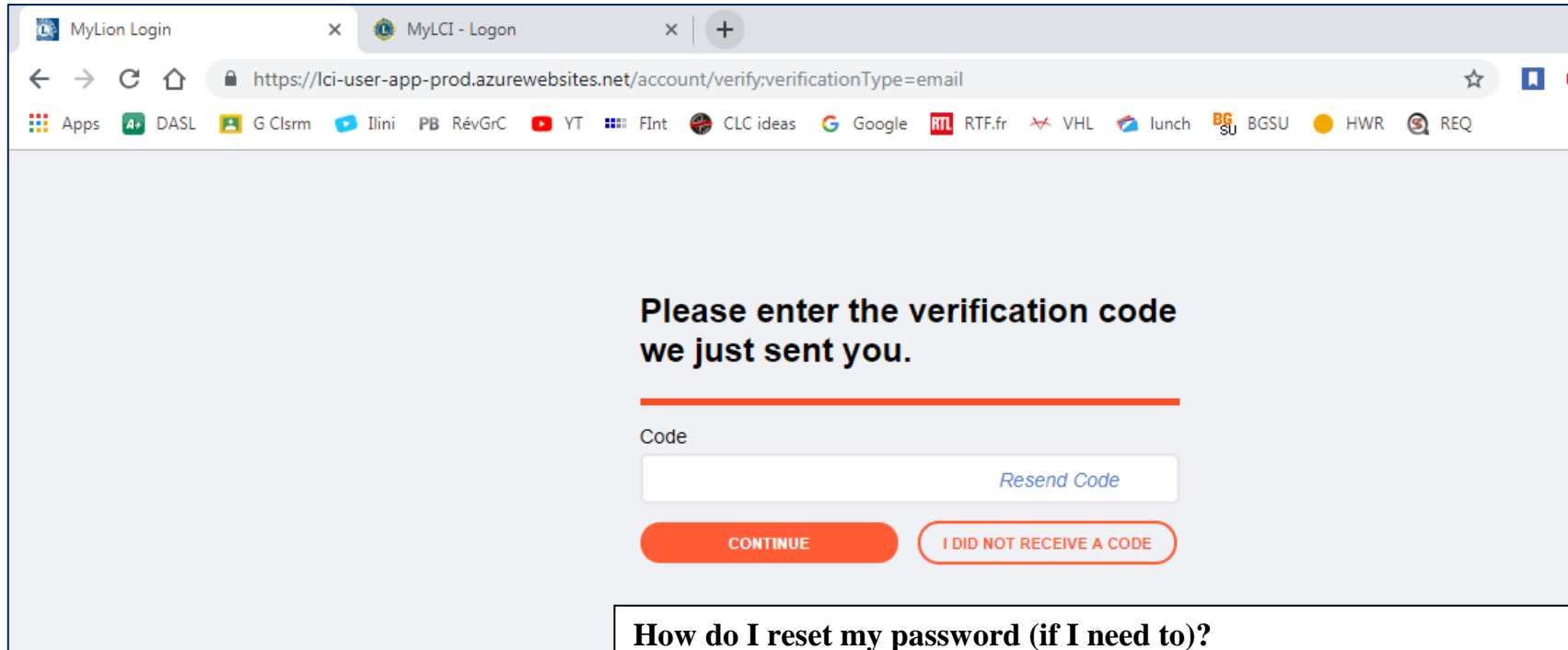
What are the password requirements?

The password requirements are:

- Should be at least 6 characters.
- Should contain at least one uppercase letter.
- Should contain at least one lowercase letter.
- Should contain at least one number.

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

Passwords are case sensitive, so be sure to enter upper and lowercase letters carefully.



MyLion Login

https://lci-user-app-prod.azurewebsites.net/account/verify?verificationType=email

Apps DASL G Clsrm Ilini PB RévGrC YT Flnt CLC ideas Google RTL RTF.fr VHL lunch BGSU BGSU HWR REQ

Please enter the verification code we just sent you.

Code

Resend Code

CONTINUE I DID NOT RECEIVE A CODE

Once this screen appears, go to your email (or phone if you have selected this option) and get the verification code that LCI will send you.

If the email doesn't appear right away, give it a minute or two. If you still don't see it, try refreshing your inbox. [🔄]

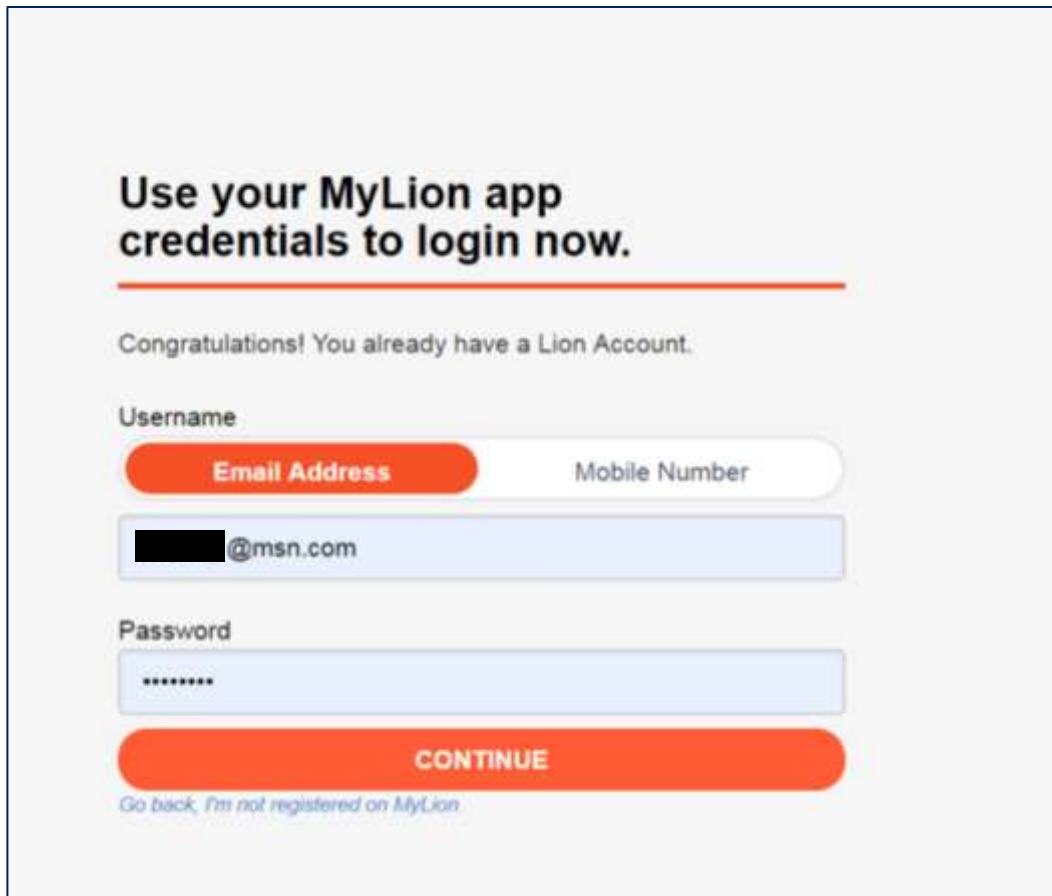
Then, click **CONTINUE**.

How do I reset my password (if I need to)?

MyLion provides a way to reset your password and regain access to your account.

- On the MyLion Login page, you will see "Forgot your MyLion Login [Username](#) or [Password](#)"?
- Select Password.
- Enter your email address or mobile number in the space provided.
- Select Continue.
- A six digit code will sent via email or text (depending on which you provided).
- Enter the six digit code.
- Enter a new password.
- Retype your new password.
- Select Continue.

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET



The image shows a login screen for the MyLion app. At the top, it says "Use your MyLion app credentials to login now." followed by a red horizontal line. Below this, it says "Congratulations! You already have a Lion Account." The "Username" section has two tabs: "Email Address" (which is selected and highlighted in orange) and "Mobile Number". The email input field contains a blacked-out address followed by "@msn.com". The "Password" section has a single input field with masked characters (dots). Below the password field is a large orange button labeled "CONTINUE". At the bottom, there is a link that says "Go back, I'm not registered on MyLion".

Use your MyLion app
credentials to login now.

Congratulations! You already have a Lion Account.

Username

Email Address Mobile Number

██████████@msn.com

Password

CONTINUE

[Go back, I'm not registered on MyLion](#)

Now you are ready to log-in. Use your email as your username and use the password that you created.

Then, click **CONTINUE**.

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

The screenshot shows the MyLion homepage. At the top, there is a dark blue header with the MyLion logo on the left and navigation links: Support, Messages, and a user profile for Kerry Parker. Below the header is a white navigation bar with links: Home, New Activity, Report Activity, My Activities, and Metrics. The main content area features a large dark blue banner with the text 'Elyria Evening' and three statistics: 1,036 People Served, 47 People Served Per Member, and 12 Service Activities Completed. To the right of these statistics is a photo of a smiling woman in a blue shirt. Below the banner are four colored boxes labeled Learn, Discover, Act, and Celebrate, each with a brief description and a link. At the bottom, there is a section titled 'Upcoming Activities' with two cards: 'Bowling for Sight' and 'OH2 District Convention'.

Support Messages Kerry Parker

MyLion Home New Activity Report Activity My Activities Metrics

Elyria Evening

1,036 People Served >

47 People Served Per Member >

12 Service Activities Completed >

Current LCI Fiscal Year

Learn Discover Act Celebrate

See how we're uniting our global service around five areas of need. >

Browse service activities happening in your area and around the world. >

Get started on a new service activity for your club and community. >

See impact on display by exploring the latest service reporting data. >

Upcoming Activities

Bowling for Sight

Elyria Evening Mar 24, 2019

OH2 District Convention

Elyria Evening Mar 22, 2019 - Mar 24, 2019

This is your **HOME screen**.



In the upper **left corner** are the links to go to :

1. **myLCI**
2. **MyLion**
3. **LionsClubs.org**



In the upper **right corner** is the:

1. **Logout**
2. **My Profile**

You can also :

1. See Upcoming Activities
2. Post a New Activity
3. Report an Activity
4. Check the various service statistics

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

User Profile

Kerry Parker

Enter your personal bio here:

Member ID: 2 [REDACTED] 6

Mobile Number: 4406707746

Email Address: kep121@msn.com

CHANGE PASSWORD



UPDATE PHOTO

PRIVACY SETTINGS

Who can see your profile details?

Private Elyria Evening District 13 Oh2 Multiple District 13 U.S. and Affiliates, Bermuda and Bahamas All Members

What info should be visible?

My Connections

On

My Activities

On

My Badges

Off

Who can communicate with you?

Messages from Other Lions

On

WHAT ARE BADGES ? They are rewards you earn on the phone apps.




1. Click the **edit square** to change your bio, mobile number, or email address.
2. Click **CHANGE PASSWORD** to change your password.
3. To turn **ON** or **OFF** the settings, simply click on the word **ON** or **OFF** until the dot moves over.


SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

The screenshot displays the MyLion web application interface. The top navigation bar includes 'Support', 'Messages', and a user profile 'Kerry Parker'. Below this is a secondary navigation bar with 'Home', 'New Activity', 'Report Activity', 'My Activities', and 'Metrics'. The main content area is titled 'Activities' and features a '+ Create Activity' button, 'Gallery View' and 'List View' tabs, and a search bar. On the left, there are filter sections for 'Filters' (with a 'Reset' button), 'Occurring' (radio buttons for 'Upcoming Activities' and 'Past Activities'), 'Status' (checkboxes for 'On-Going', 'Draft', and 'Reported'), and 'Causes' (checkboxes for 'Any', 'Hunger', 'Environment', 'Childhood Cancer', 'Diabetes', 'Vision', and 'Other'). The main activity grid shows two items: 'Bowling for Sight' and 'OH2 District Convention'. At the bottom, there is a dark blue footer with three columns: 'Service Activities' (Create, My Activities, Metrics), 'Resources' (Contact Us, Privacy Policy, Terms of Use), and 'Lions Clubs International' (address and phone number). Two black arrows point to the '+ Create Activity' button and the 'Any' checkbox in the Causes filter.

My Activities Screen has multiple options. You can click on various tabs to see the activities that ***you have posted***, that you ***club has posted***, that other clubs in your ***district have posted***, that other clubs in ***Ohio have posted***, or that ***any Lions Club worldwide has posted***. You can also sort these by category over on the left-hand bar.

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET



SupportMessagesKerry Parker

MyLion

HomeNew ActivityReport ActivityMy ActivitiesMetrics

Activities

+ Create ActivityGallery ViewList ViewSearch

My ActivitiesElyria EveningDistrict 13 OH2Multiple District 13U.S. and Affiliates, Ber...All LCI

Filters

Occurring

Upcoming Activities

Past Activities

Status

On-Going

Draft

Reported

Causes

Any

Hunger


Environment

Childhood Cancer

Diabetes


Vision

Other




Hayesville Follies

Hayesville
Apr 5, 2019 - Apr 7, 2019




Beatles, Beer and Brats

North Ridgeville
Mar 30, 2019




Bowling for Sight

Elyria Evening
Mar 24, 2019



OH2 District Convention

Elyria Evening
Mar 22, 2019 - Mar 24, 2019



Shopping Spree for food

Ashland Evening
Mar 16, 2019 - Mar 24, 2019

PREVIOUSPage 1 of 1NEXTFIRSTLAST

Service Activities

Create

My Activities

Metrics

Resources

Contact Us

Privacy Policy

Terms of Use

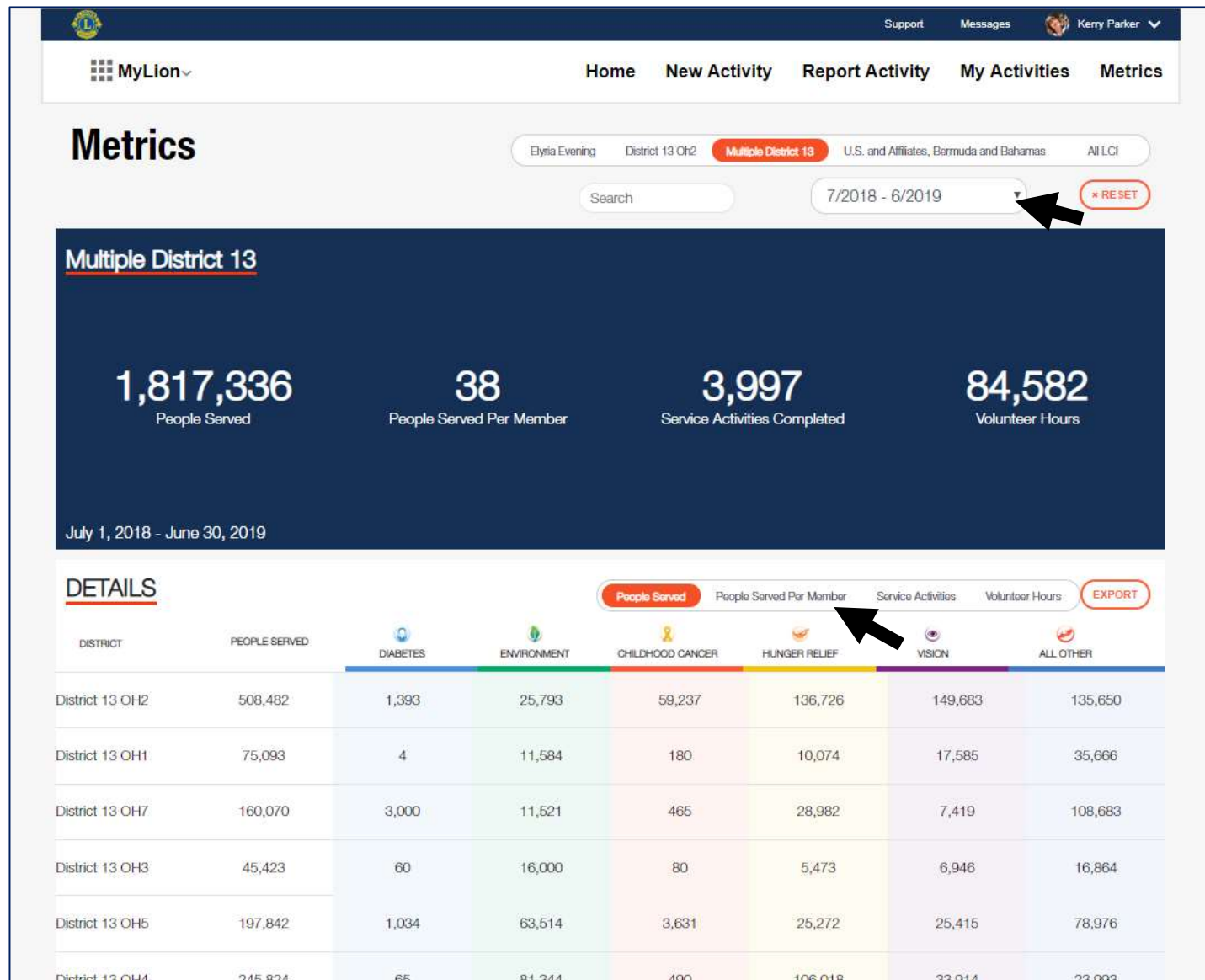
Lions Clubs International

300 W. 22nd Street

Oak Brook, IL 60523-8842 USA

+1 (630) 468-6900

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET



The Metrics Screen will bring up the statistics totals for your club, district, multiple-district, etc. by category as they have been reported to LCI as of that date.

You can check other years using the time bar.

The blue headline bar will give a summary of:

1. **People served**
2. **People served per member**
3. **Service Activities Completed**
4. **Total Volunteer Hours**

You can switch the metrics bar to see these figures for each category.

You can also download these with the **EXPORT** button.

Some of these same summarized statistics also appear on the home screen.

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

CREATING A NEW ACTIVITY

The screenshot shows the 'MyLion' app interface. At the top, there's a dark blue header with a logo on the left, 'Support' and 'Messages' links, and a user profile 'Kerry Parker' on the right. Below this is a white navigation bar with 'MyLion' and a dropdown arrow, and a row of buttons: 'Home', 'New Activity', 'Report Activity', 'My Activities', and 'Metrics'. The 'New Activity' button is highlighted. Below the navigation bar, there's a light gray section with a '< GO BACK' button on the left and a 'CONTINUE' button on the right. A progress indicator shows five steps: 1 Cause (active), 2 Type, 3 Details, 4 Invite, and 5 Preview. The main content area has the heading 'Select the cause that your activity will impact.' followed by six icons in a 2x3 grid: Hunger (orange bowl), Environment (green leaf), Childhood Cancer (yellow ribbon), Diabetes (blue person with heart), Vision (purple eye), and Other (red hand). To the right of the grid is a dark blue sidebar with the heading 'Learn As You Go' and a paragraph of text.

Support Messages Kerry Parker

MyLion Home New Activity Report Activity My Activities Metrics

< GO BACK CONTINUE

1 Cause 2 Type 3 Details 4 Invite 5 Preview

Select the cause that your activity will impact.

Hunger Environment Childhood Cancer

Diabetes Vision Other



Learn As You Go

Don't see a specific global cause that aligns with what you and your club had in mind? Lions and Leos have great ideas for serving their communities. Get started by selecting Other and creating your own service activity that supports the causes you care about.

On the **HOME SCREEN**, click **NEW ACTIVITY** or **ACT**. The new screen will ask if you want a Service Activity, Fundraiser, or Meeting. Choose one and click **CONTINUE** [at the top and bottom of the screen].

Then, it will ask you to choose a service category. Choose one and click **CONTINUE**.

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET


Support Messages  Kerry Parker


MyLion Home New Activity Report Activity My Activities Metrics


< GO BACK CONTINUE


1 Cause 2 Type 3 Details 4 Invite 5 Preview


Select the cause that your activity will impact.



Hunger



Environment


Childhood Cancer


Diabetes


Vision


Other



Vision

253 million people are blind or visually impaired. 1.1 billion have near-vision impairment simply because they don't have a pair of glasses. Ever since Helen Keller asked us to champion the cause in 1925, we've served and advocated for the blind and visually impaired. Nearly a century later, this long-standing mission continues unhindered. Our strategic objective is to prevent avoidable blindness and improve quality of life for people who are blind and visually impaired.

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

The screenshot shows the MyLion web application interface. At the top, there is a dark blue header with the MyLion logo on the left, and links for Support, Messages, and a user profile for Kerry Parker on the right. Below the header is a white navigation bar with links: Home, New Activity, Report Activity, My Activities, and Metrics. The main content area has a light gray background. At the top of this area, there are two buttons: a red-outlined button labeled "< GO BACK" and a solid orange button labeled "CONTINUE". Below these buttons is a progress indicator with five steps: 1. Choose (highlighted in blue), 2. Type, 3. Details, 4. Invite, and 5. Preview. The main content area features a heading "Choose a step by step project planner to guide your service." followed by a grid of five project planner options: "Family Fitness Walk and Social Gathering", "Vision Screening for Adults", "Vision Screening for Children", "Vision Support Group", and "Other". A black arrow points to the "Vision Screening for Children" option. To the right of the grid is a large promotional banner for "Learn About Service Project Planners" featuring a photo of a child wearing large, decorative glasses. The banner text states: "Service Project Planners are printable, customizable workbooks that give clubs the support needed to plan and execute a service project in their community. Download one today to get started!"

MyLion

Support Messages Kerry Parker

Home New Activity Report Activity My Activities Metrics

< GO BACK CONTINUE

1 Choose 2 Type 3 Details 4 Invite 5 Preview

Choose a step by step project planner to guide your service.

Family Fitness Walk and Social Gathering Vision Screening for Adults Vision Screening for Children Vision Support Group Other

Learn About Service Project Planners

Service Project Planners are printable, customizable workbooks that give clubs the support needed to plan and execute a service project in their community. Download one today to get started!

If you have a common Lions project, there are pre-made templates. If not, click **OTHER**. Then click **CONTINUE**.

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

[< GO BACK](#)

CONTINUE

1 Cause

2 Type

3 Details


4 Invite

5 Preview

1. Activity Details

USE DEFAULT IMAGE

Edit current image



Club

Elyria Evening

Activity Name *

Vision Screening for Children

Place name

Address or Place *

Start Date *

Time

08 : 00 AM

End Date *

Time

5 : 00 PM

Activity Description *

A vision screening event for children in local primary, middle or secondary schools that identifies those

Please enter the missing information.

2. Privacy Settings

Who can see this?

Everyone

Club


Only me

Who can join?

Everyone

Any Lion or Leo

Invite Only



Vision Screening for Children

A vision screening event for children in local primary, middle or secondary schools that identifies those who may have vision problems requiring comprehensive follow-up by eye care professionals

WHAT YOU WILL ACHIEVE

DURATION

Event Duration: 1 or more days
Expected Planning Time: 2-4 months

[Download the Full Planning Guide](#)


There are 5 screens of information. If, in putting in information, the program skips a step, you can click **GO BACK**, to get to the missed screen.

DO NOT CLICK THE PREVIOUS SCREEN BUTTON ON YOUR WEB BROWSER!!!!

If things are working properly, Step 3 is to input the activity details.

Be sure to check who you want to be able to see your activity and join your activity.

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET



SupportMessagesKerry Parker

MyLion

HomeNew ActivityReport ActivityMy ActivitiesMetrics

Invites are sent when clicking continue

CONTINUE


1 Cause2 Type3 Details4 Invite5 Preview


Invite People


Invite Lions and Leos from your club or around the world to participate in your service activity. When you submit the activity, the people you select will receive an invitation to attend.


CLUBS


Search Groups


ELYRIA EVENING (My Club)
Lions Club


FIRELANDS
Lions Club


LORAIN
Lions Club

ONTARIO
Lions Club

BELLVILLE
Lions Club

UPPER SANDUSKY
Lions Club

BLOOMVILLE
Lions Club

LOUDONVILLE
Lions Club

INDIVIDUALS

Search Individuals

INVITES (0)


Step 4 is to invite people to your activity – usually your club members.

Click the dot next to the club(s) whose members you want to invite.

You can also invite neighboring clubs or individual Lions using the **SEARCH INDIVIDUALS** bar in the middle column.

If they are on MyLion, they will receive an email invitation to the event. They will have to login to MyLion to get most of the activity details.

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET



SupportMessagesKerry Parker

MyLionHomeNew ActivityReport ActivityMy ActivitiesMetrics

Invites are sent when clicking continueCONTINUE

1 Cause2 Type3 Details4 Invite5 Preview


×


Invite People


Invite Lions and Leos from your club or around the world to participate in your service activity. When you submit the activity, the people you select will receive an invitation to attend.


CLUBS


Search Groups


ELYRIA EVENING (My Club)
Lions Club☒


FIRELANDS
Lions Club☐


LORAIN
Lions Club☐

ONTARIO
Lions Club☐

BELLVILLE
Lions Club☐

UPPER SANDUSKY
Lions Club☐


BLOOMVILLE
Lions Club☐


LOUDONVILLE
Lions Club☐


INDIVIDUALS


Search Individuals


INVITES (21)


Angela L. Barnes☐


Robert Bohn☒


Dale De Girolamo☐

Elaine De Girolamo☐

Gayle Gatzke☐

Carol Ignatz☐

Louis Ignatz☐

David Keller☐

Once you click the button, you will see your club members names appear in the Invites column.
You can delete their name from the list by clicking on the X next to their name.

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

SUBMIT

1 Cause

2 Type

3 Details

4 Invite

5 Preview

You're almost done! Review your details before you submit.


Vision Screening for Children

Mar 25, 2019

8:00 AM - 5:00 PM

CAUSE:
LOCATION:
ACTIVITY OWNER:

Vision
Grace Lutheran Church, 9685 E River Rd, Elyria, OH 44035, USA
Kerry Parker



DESCRIPTION

A vision screening event for children in local primary, middle or secondary schools that identifies those who may have vision problems requiring comprehensive follow-up by eye care professionals

INVITES

Angela L. Barnes

Robert Bolon

Dale De Girolamo

Elaine De Girolamo

Gayle Gatzke

Carol Ignatz

Louis Ignatz

David Keller

Carrie Krucinski

Steven Krucinski

Tracy Lovell

Jackie Manosky

PREVIOUS

Page 1 of 2

NEXT

FIRST

LAST


LOCATION

Grace Lutheran Church, 9685 E River Rd, Elyria, OH 44035, USA

See on Map

Map

Satellite



The verification screen will appear for you to check all of the details.

If everything is correct, click **CONTINUE**.

If you need to make changes, click **GO BACK**.

At any time, if you want to delete the activity, click the orange X in the circle on the right hand side of the screen (under the submit button).

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

Learn

See how we're uniting our global service around five areas of need. >

Discover

Browse service activities happening in your area and around the world. >


Act

Get started on a new service activity for your club and community. >

Celebrate

See impact on display by exploring the latest service reporting data. >

Upcoming Activities



Easter Egg Hunt

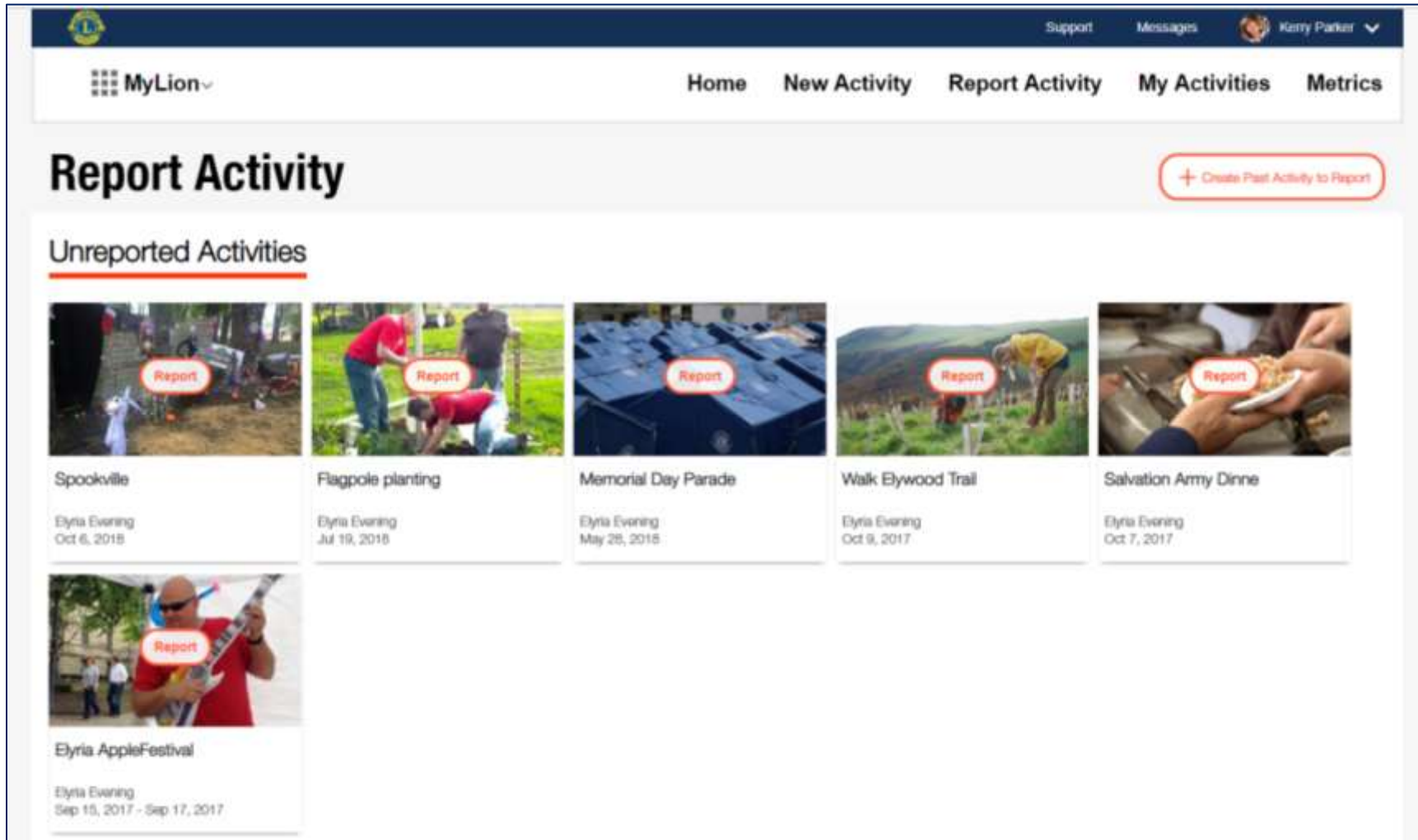
Elysia Evening
Mar 30, 2019

Finish Draft

*Note – when the program was having issues processing my activities, this is what appeared: **“FINISH DRAFT”**. It did save what I was working on, as long as I clicked **CONTINUE**. Hopefully this glitch will be worked out.

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

REPORT AN ACTIVITY



The screenshot shows the 'Report Activity' page on the MyLion platform. The top navigation bar includes 'Support', 'Messages', and a user profile for 'Kerry Parker'. Below this, a secondary navigation bar has 'Home', 'New Activity', 'Report Activity' (the active page), 'My Activities', and 'Metrics'. The main heading is 'Report Activity', with a '+ Create Past Activity to Report' button on the right. Under the heading 'Unreported Activities', there is a grid of activity cards. Each card features a photo, a title, the organizer's name, and the date, with a red 'Report' button overlaid on the photo.

Activity Name	Organizer	Date
Spookville	Elyria Evening	Oct 6, 2018
Flagpole planting	Elyria Evening	Jul 19, 2018
Memorial Day Parade	Elyria Evening	May 26, 2018
Walk Elywood Trail	Elyria Evening	Oct 9, 2017
Salvation Army Dinne	Elyria Evening	Oct 7, 2017
Elyria AppleFestival	Elyria Evening	Sep 15, 2017 - Sep 17, 2017

If you have posted activities on MyLion, when you Click **REPORT ACTIVITY** on the **HOME** screen, it will take you to this screen. From here, you can click the **REPORT** button on the activity that you want to report. If you haven't already created the activity, you will skip this screen and go through the same screens as in the previous pages to get the activity name, date, location, etc.

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

1 Cause2 Type3 Details4 Share5 Preview

Celebrate and Share!

How many people were served?

Optional: How many people served were under 18?

How many volunteers participated?

Optional: Were any Leos or Non-Members present?

☒ Yes

Optional: Volunteer breakdown

<input type="text" value="6"/>	Lion Volunteers
<input type="text" value="2"/>	Leo Volunteers
<input type="text" value="5"/>	Non-Member Volunteers
<input type="text" value="13"/>	Total Number of Volunteers

Total Volunteer Hours

<input type="text" value="15"/>	Planning & Fundraising hours
<input type="text" value="30"/>	Number of Direct Service Hours <small>You can change this number. We calculate this by multiplying the volunteer count by the activity duration.</small>
<input type="text" value="45"/>	Total hours

Community Outcome

Was this activity funded by an LCIF grant?

☐ No

Service Reporting Guide

Sharing your impact is important to members, to clubs and to our organization as a whole. It helps us chart our progress as an organization, tell our story to prospective partners and much more. From simple community service projects to large, comprehensive screening projects, reporting will shine a light on how—and where—local clubs are making a difference in their communities and in the world.

The Service Reporting Guide will help Lions and Leos to become familiar with the service activity data in MyLion™ by answering the following two questions:

1. What is a reportable service activity?
2. What data should be reported?

Download the Reporting Guide

CONTINUE

Service ActivitiesResourcesLions Clubs International

The basic information screen is simpler than this.

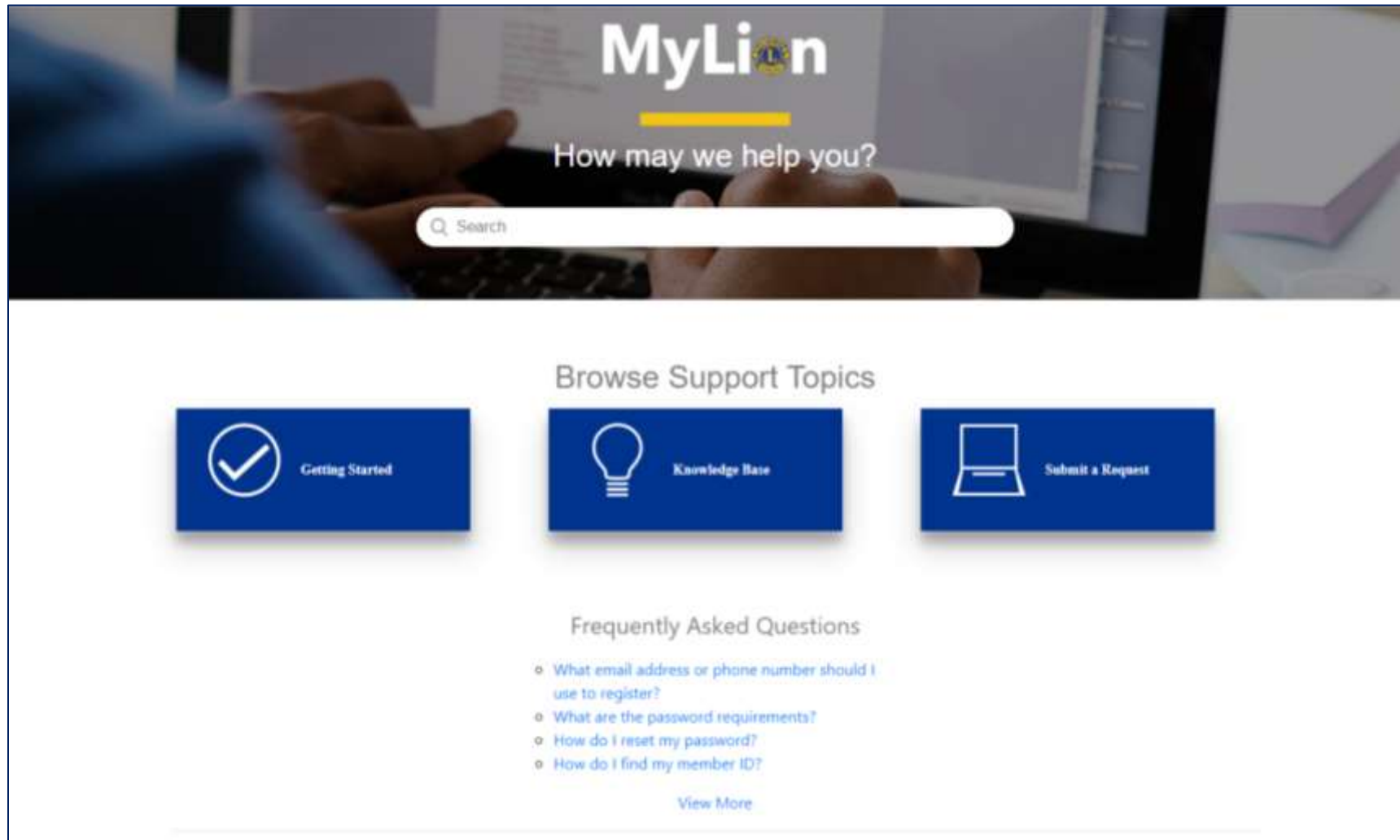
If you click **YES** that **NON-MEMBERS** or **LEOS** helped, it opens to this look.

Pay close attention to this button at the bottom. **Was** your activity funded by an LCIF grant? If so, you will have additional information to enter.

Click **CONTINUE**.

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

SUPPORT RESOURCES



If you click on the **SUPPORT** tab at the top right-hand corner of the screen, it will take you to this help screen.

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

Knowledge Base

Getting Started

[Quick Start Guide](#)

Login and Registration

[How do I reset my password?](#)

[What are the password requirements?](#)

[What email address or phone number should I use to register?](#)

[How do I find my Member ID?](#)

Service Activities

[What do the different status/statuses mean?](#)

[Where do I report the funds raised from a service activity?](#)

[How do I remove/delete a service activity?](#)

[How do I edit a service activity or a reported activity?](#)

[How do I save a service activity as a draft?](#)

[How do I find service activities?](#)

[See all 7 articles](#)

Profile

[How do I change my password?](#)

[How do I upload/update my profile photo?](#)

[How do I change my privacy settings?](#)

[How can I edit my personal bio?](#)

Sections

[Getting Started](#)

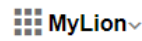
[Login and Registration](#)

[Service Activities](#)

[Profile](#)

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

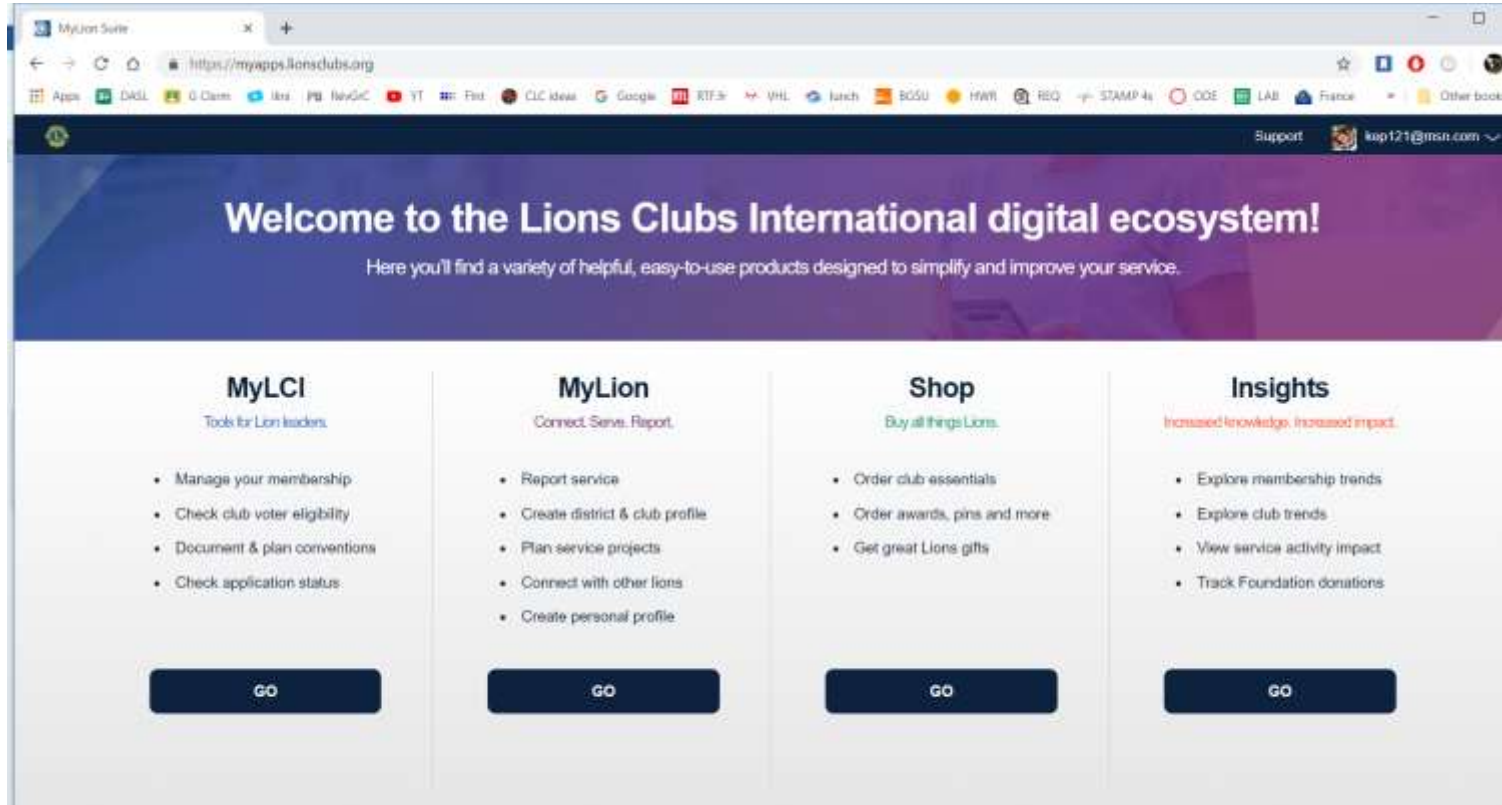
To switch to your MyLCI account, click the MyLION grid (waffle)



in the upper left corner.

This screen will appear. From this screen, you can move to...

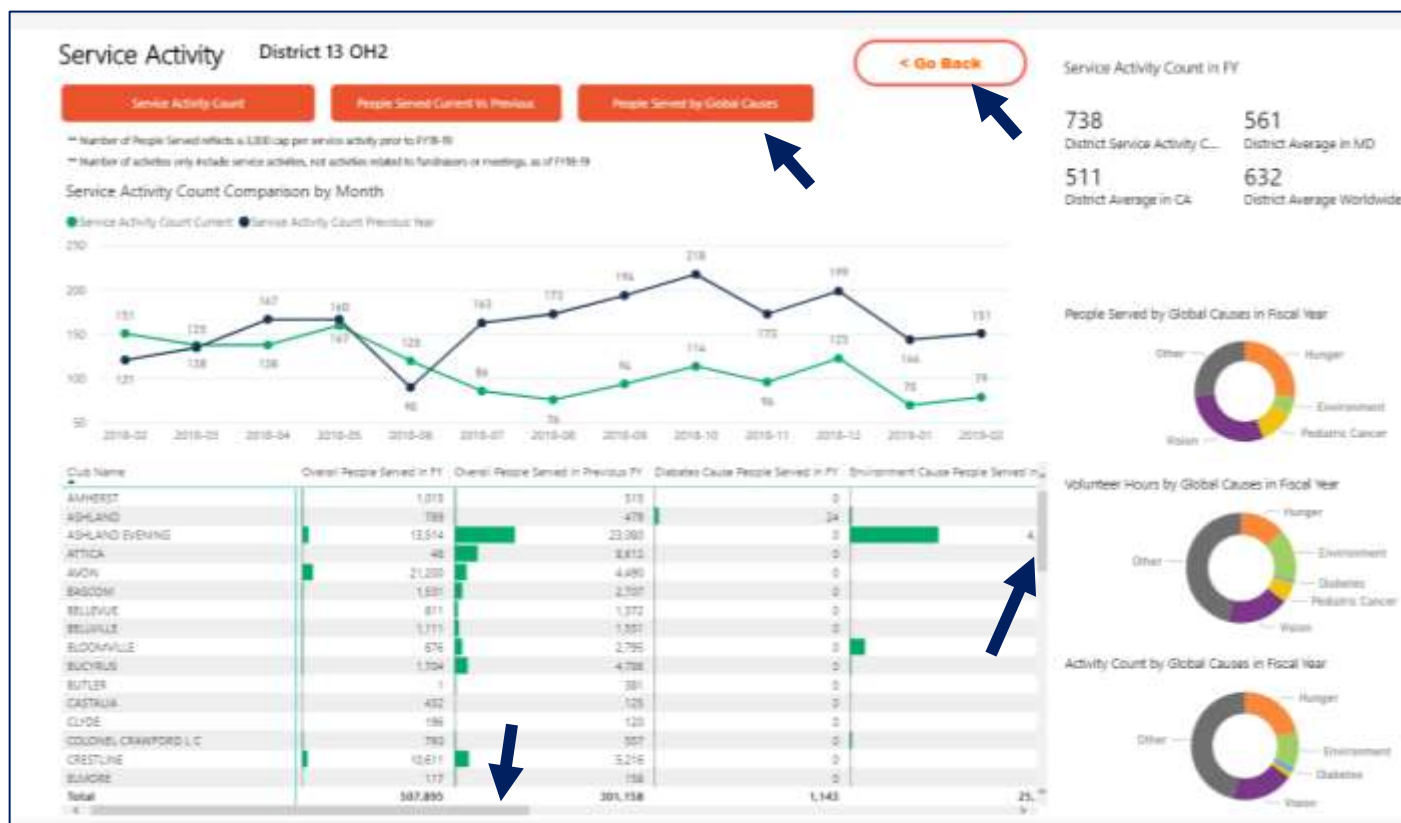
1. **MyLCI** for membership and officer reporting
2. **MyLion** for Service reporting
3. the **Lions Store**
4. **INSIGHTS** (see next page)



SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

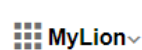
INSIGHTS page will show you trends for this year (green) compared to last year (dark blue) for **membership, service activity, LCIF donations, and new club formation.**

You can click on **DETAILED VIEW** for more information on any of these sections.



1. For each section, there are various tabs in orange at the top with information to select.
2. If you don't see your club's information, use the scroll bar to scroll down to your club name.
3. Likewise, there is a bottom scroll bar to scroll across for more information.
4. **AND, ALWAYS** use the **GO BACK** button at the top instead of the [PREVIOUS PAGE] button on your webpage. The program will ***work better!***

From **INSIGHTS**, to go back to MyLion or MyLCI, just click on the waffle

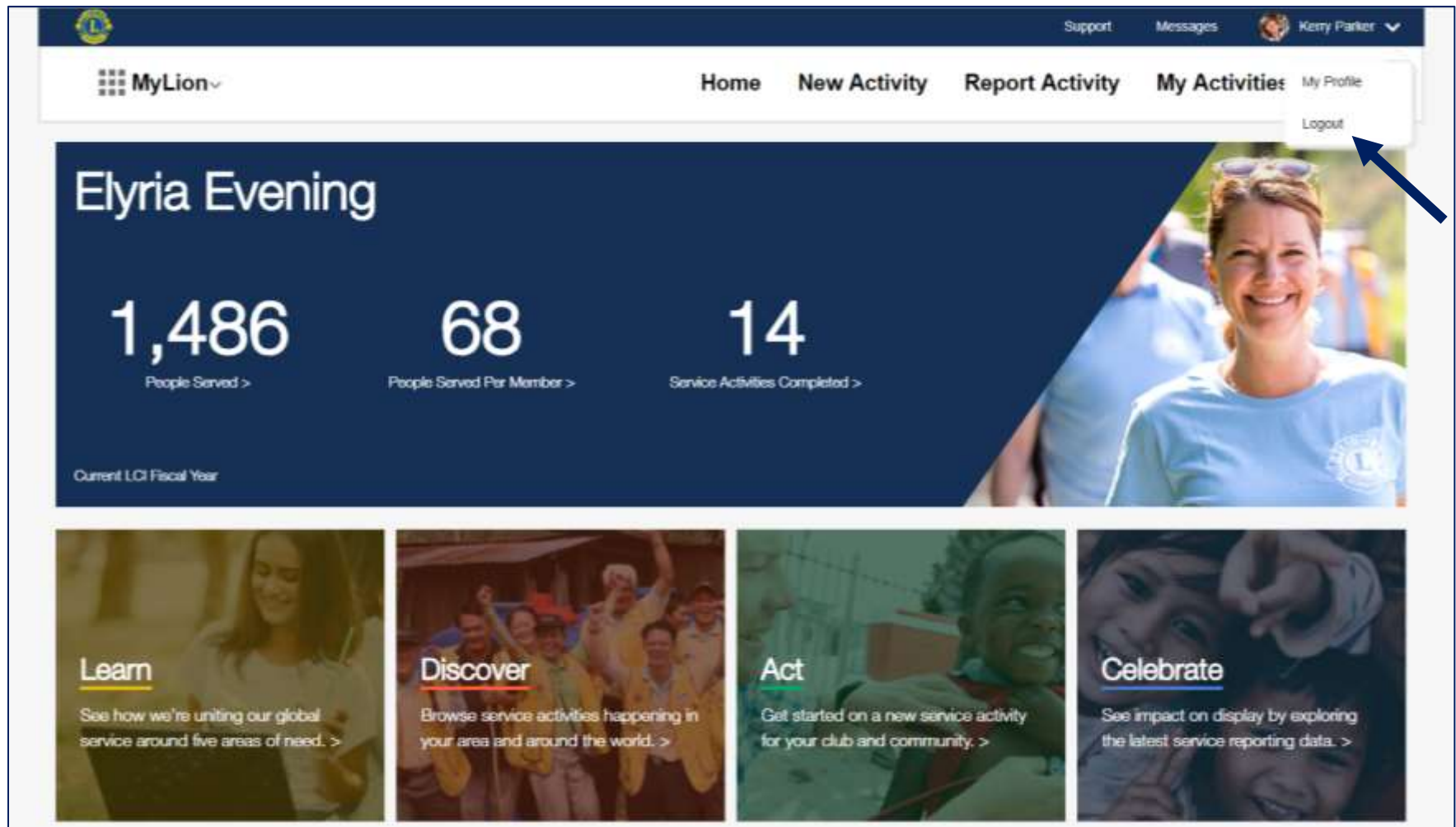


and choose where you want to go.

SECRETARIES' & SERVICE CHAIRPERSONS' PACKET

To end your session, click on your name or logon in the upper right-hand corner. You should see PROFILE and LOGOUT appear. Click **LOGOUT**.

* You should always properly logout at the end of each session.



The screenshot displays the MyLion website interface. At the top right, the user's name "Kerry Parker" is shown next to a dropdown arrow. Below this, a navigation bar contains links for "Home", "New Activity", "Report Activity", "My Activities", and "My Profile". A "Logout" link is visible in the dropdown menu under "My Profile", indicated by a blue arrow. The main content area features a large blue banner with the text "Elyria Evening" and three statistics: "1,486 People Served >", "68 People Served Per Member >", and "14 Service Activities Completed >". Below the banner, there are four colored boxes with the following text:

- Learn**: See how we're uniting our global service around five areas of need. >
- Discover**: Browse service activities happening in your area and around the world. >
- Act**: Get started on a new service activity for your club and community. >
- Celebrate**: See impact on display by exploring the latest service reporting data. >