



# Recording Activities on MyLCI

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## Recording Lions activities on MyLCI

### Why is it important?

To be able to publicise Lions' activities at local, national and international level we need to support our stories with figures. The only figures available for number of people served, number of Lions' hours, money raised and money donated are those activities recorded by Clubs in MyLCI. At the time of writing only 30 of 52 clubs have recorded any activity and some of those have not recorded everything they do. This means that we can only tell half the story. A video illustrating this can be seen at [https://youtu.be/hs\\_iGsMHGFU](https://youtu.be/hs_iGsMHGFU).

### Who can do it?

The Club President and Secretary have always been able to record activities on MyLCI and, new for 2017, there is now a club Service Chair position that also has access.

### What to report

Essentially you can report all activities, service, fund-raising, meetings and socials. If you do this you will build up a picture of just how much effort your members put into being Lions. If you don't want to record everything please record all service and fund-raising activities. This will help you and us to publicise the efforts of our volunteers, the impact we have on our communities and the money we raise and donate.

### Getting Started

Go to <https://mylci.lionsclubs.org> where you will see this screen below

**Welcome to the MyLCI Logon Page**

**LOGON**

Already have a password? Log on here.

User Name:

Password:

I want to change my password after logging on

[Forgot your User Name or Password? Click here.](#)

[New User? Click here to register now.](#)

**Announcements**

**Officers with more than one role (title)**

Officers who serve in multiple positions will be logged on in their highest ranking position by default. To switch to

If you have an account log-in as normal

If not click on [New User? Click here to register now.](#)



**PASSWORD REGISTRATION - MEMBERSHIP VALIDATION**

To register for your online access, enter your LCI member number.

Member Number:

Type the characters you see below. Letters are not case sensitive.

Type the text  [Privacy & Terms](#)

Enter your member number and type whatever text is shown below and click submit. Follow the instructions on the following pages to allocate a password and username.

## Entering Activities

Once you have logged in you will see the main page

Club President Simon Moss

MyLCI

Home My Lions Club ▾ My District ▾ My Multiple District ▾

MARSTON GREEN & DIST L C (34121) - District 105 M - ENGLAND

Home

**My Tasks**

- Enter current year's officers. ▶
- Enter Membership Report for Aug 2017. ▶
- Report "No membership changes" for Aug 2017. ▶
- Enter Service Activities including any Centennial Service Challenge Activities for Aug 2017. ▶

**My Club**

MARSTON GREEN & DIST L C (34121)  
founded in 1977

**Meeting**  
Every 2nd Wednesday at 20:00

Banbury Club  
Bosworth Drive  
Chelmsley Wood  
Birmingham B37 5EX

My Lions Club ▾

Click on

Club President Simon Moss

MyLCI

Home My Lions Club ▾ My District ▾ My Multiple District ▾

MARSTON GREEN & DIST L C (34121) - District 105 M - ENGLAND

Home

**My Tasks**

- Enter c
- Enter M
- Report
- Enter S
- Challer

**My Club**

MARSTON GREEN & DIST L C (34121)  
founded in 1977

**Meeting**  
Every 2nd Wednesday at 20:00

Banbury Club  
Bosworth Drive  
Chelmsley Wood  
Birmingham B37 5EX

**club website**  
<http://www.marstongreenliions.org.uk>

Members  
New Club Applications  
Club Info  
Officers  
International Convention Delegates  
Statements/ Dues  
Service Activities  
Signature Service Activities  
Service Activity Goals  
Reports  
Data Download  
Membership Cards

Then click on Service Activities You will be taken to a page showing the service activities for the current month



MARSTON GREEN & DIST L C (34121) - District 105 M - ENGLAND

Service Activities

Add Activity View/Print

Current Fiscal Year Service Activities - August - 1 Activities found

Show 30 Page 1 of 1

Community Committee Meeting Meetings / Administrative Activities mee

Number of Lions 3
Number of Lion Hours 6
[x] Shared
[x] Signature Activity

Click [Add Activity] .The following is displayed



MARSTON GREEN & DIST L C (34121) - District 105 M - ENGLAND

Add Activity

Basic Activity Information


Fiscal Year 2017-2018
Activity Date
Signature Activity None
Activity Type Select Type
Activity Title
Activity Description

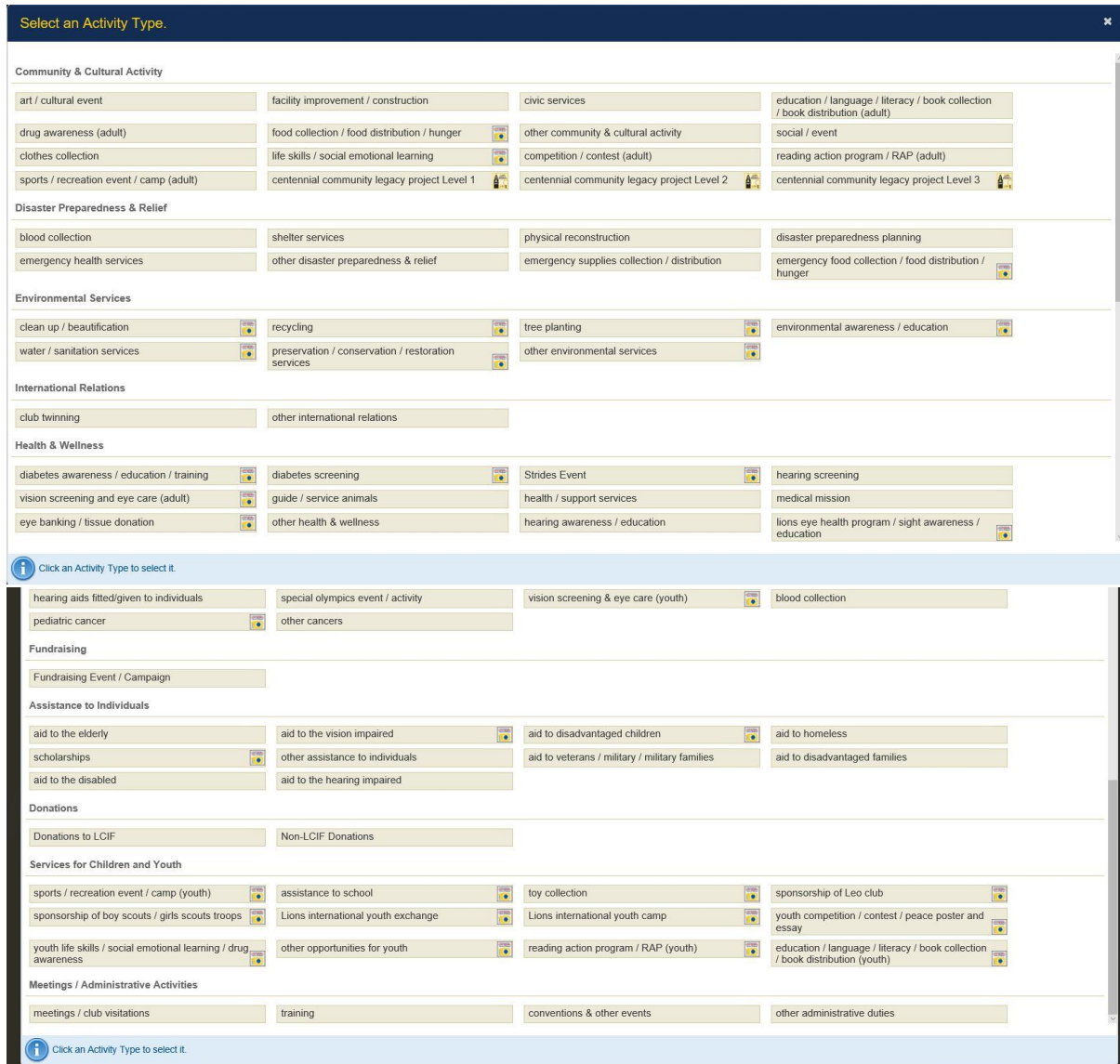
Detailed Activity Information

[x] Share this story
[ ] District-wide Activity
Centennial Service Challenge
Diabetes
Youth
Vision
Hunger
Environment
None

You can enter activities from scratch or, especially for centennial activities, select signature activities which will pre-populate some of the fields

Create from scratch

Click  and the following list of activity types will be displayed



The screenshot shows a dialog box titled "Select an Activity Type." with a close button in the top right corner. The dialog is organized into several sections, each with a title and a list of activity options in a grid format. Each option is in a light yellow box with a small icon on the right side.

- Community & Cultural Activity**
  - art / cultural event
  - facility improvement / construction
  - civic services
  - education / language / literacy / book collection / book distribution (adult)
  - drug awareness (adult)
  - food collection / food distribution / hunger
  - other community & cultural activity
  - social / event
  - clothes collection
  - life skills / social emotional learning
  - competition / contest (adult)
  - reading action program / RAP (adult)
  - sports / recreation event / camp (adult)
  - centennial community legacy project Level 1
  - centennial community legacy project Level 2
  - centennial community legacy project Level 3
- Disaster Preparedness & Relief**
  - blood collection
  - shelter services
  - physical reconstruction
  - disaster preparedness planning
  - emergency health services
  - other disaster preparedness & relief
  - emergency supplies collection / distribution
  - emergency food collection / food distribution / hunger
- Environmental Services**
  - clean up / beautification
  - recycling
  - tree planting
  - environmental awareness / education
  - water / sanitation services
  - preservation / conservation / restoration services
  - other environmental services
- International Relations**
  - club twinning
  - other international relations
- Health & Wellness**
  - diabetes awareness / education / training
  - diabetes screening
  - Strides Event
  - hearing screening
  - vision screening and eye care (adult)
  - guide / service animals
  - health / support services
  - medical mission
  - eye banking / tissue donation
  - other health & wellness
  - hearing awareness / education
  - lions eye health program / sight awareness / education
- Click an Activity Type to select it.**
  - hearing aids fitted/given to individuals
  - special olympics event / activity
  - vision screening & eye care (youth)
  - blood collection
  - pediatric cancer
  - other cancers
- Fundraising**
  - Fundraising Event / Campaign
- Assistance to Individuals**
  - aid to the elderly
  - aid to the vision impaired
  - aid to disadvantaged children
  - aid to homeless
  - scholarships
  - other assistance to individuals
  - aid to veterans / military / military families
  - aid to disadvantaged families
  - aid to the disabled
  - aid to the hearing impaired
- Donations**
  - Donations to LCIF
  - Non-LCIF Donations
- Services for Children and Youth**
  - sports / recreation event / camp (youth)
  - assistance to school
  - toy collection
  - sponsorship of Leo club
  - sponsorship of boy scouts / girls scouts troops
  - Lions international youth exchange
  - Lions international youth camp
  - youth competition / contest / peace poster and essay
  - youth life skills / social emotional learning / drug awareness
  - other opportunities for youth
  - reading action program / RAP (youth)
  - education / language / literacy / book collection / book distribution (youth)
- Meetings / Administrative Activities**
  - meetings / club visitations
  - training
  - conventions & other events
  - other administrative duties
- Click an Activity Type to select it.**

Select the activity type closest to the activity you are recording. For this example I have selected





### Add Activity

#### Basic Activity Information

Fiscal Year

Activity Date

Please enter an Activity Date.

Signature Activity

Activity Type

Activity Title

Activity Description

#### Detailed Activity Information

- Share this story
- District-wide Activity

Centennial Service Challenge



- Diabetes
- Youth
- Vision

Number of Lions

Number of Lion Hours

Number of People Served

Funds Raised (GBP)

Enter the date of the event a title and description and fill in the number of Lions involved, the hours worked and the number of people served together with any funds raised



Club President Simon Moss Message Center My Profile Select a different title Support Center

**MyLCI**

Home My Lions Club My District My Multiple District

MARSTON GREEN & DIST L C (34121) - District 105 M - ENGLAND

### Add Activity

**Basic Activity Information**

Fiscal Year: 2017-2018

Activity Date:

Signature Activity:

Activity Type:

Activity Title:

Activity Description:

**Detailed Activity Information**

Share this story

District-wide Activity

Centennial Service Challenge

Diabetes

Youth

Vision

Hunger

Environment

Number of Lions:

Number of Lion Hours:

Number of People Served:

Club President Simon Moss Message Center My Profile Select a different title Support Center

**MyLCI**

Home My Lions Club My District My Multiple District

MARSTON GREEN & DIST L C (34121) - District 105 M - ENGLAND

### Add Activity

**Basic Activity Information**

Fiscal Year: 2017-2018

Activity Date: 8/8/2017

Signature Activity: None

Activity Type: diabetes awareness / education / training

Activity Title: Handing out diabetes leaflets

Activity Description: Day at Morrisons handing out Lions Diabetes leaflets

**Detailed Activity Information**

Share this story

District-wide Activity

Centennial Service Challenge

Diabetes

Youth

Vision

Hunger

Environment

Number of Lions:

Number of Lion Hours:

Number of People Served:

Funds Raised (GBP):

Funds Donated (GBP):

Click  when you have filled in the details.



Create from Signature Activity

Click on the Signature Activity dropdown to reveal the options

Club President Simon Moss Message Center My Profile Select a different title

**MyLCI** Support Center

Home My Lions Club My District My Multiple District

MARSTON GREEN & DIST L C (34121) - District 105 M - ENGLAND

### Add Activity

**Basic Activity Information**

Fiscal Year	Social Committee
Activity Date	Business Meeting (Club)
Signature Activity	Social Meeting
Activity Type	Community Committee Meeting
Activity Title	Membership Committee Meeting
Activity Description	Membership Drop & Collection, including preparation
	Reading with Children
	LEO Club (prospective) activities
	Night of Entertainment for local Senior Citizens
	Fund Raising by collection in local retail outlets Barretts / One Stop
	Fund Raising Stall at local Fete / Festival / Carnival / Market / Fayre / Fair
	Working with elderly suffering with Alzheimers in a local care home
	Centennial Path Clearing
	Centennial Tree Planting
	Centennial Young Leaders in Service
	Centennial Miles walked for Diabetes
	Centennial Swimming for Charity
	Centennial Message in a Bottle
	Centennial Measles vaccinations
	Centennial Spectacles Recycling
	Centennial Blood donations
	Centennial Eye Health Programme referrals
	Centennial Hearing Aids recycling
	Centennial Bulb Planting
	Centennial Hearing Dogs project
	Centennial Battery recycling
	Centennial Diabetes Screening
	Centennial Prostate Screening
	Centennial Contacts with the elderly programme
	Centennial Feeding the Hungry programme

**Detailed Activity Information**


Images (File types - jpeg, gif, png, bmp, eps, eps8, eps9, eps10, eps11, eps12, eps13, eps14, eps15, eps16, eps17, eps18, eps19, eps20, eps21, eps22, eps23, eps24, eps25, eps26, eps27, eps28, eps29, eps30, eps31, eps32, eps33, eps34, eps35, eps36, eps37, eps38, eps39, eps40, eps41, eps42, eps43, eps44, eps45, eps46, eps47, eps48, eps49, eps50, eps51, eps52, eps53, eps54, eps55, eps56, eps57, eps58, eps59, eps60, eps61, eps62, eps63, eps64, eps65, eps66, eps67, eps68, eps69, eps70, eps71, eps72, eps73, eps74, eps75, eps76, eps77, eps78, eps79, eps80, eps81, eps82, eps83, eps84, eps85, eps86, eps87, eps88, eps89, eps90, eps91, eps92, eps93, eps94, eps95, eps96, eps97, eps98, eps99, eps100)

Select the appropriate activity, for this example fields are prepopulated

Centennial Spectacles Recycling

Many of the

Club President Simon Moss Message Center My Profile ▾ Select a differen

 **MyLCI** Support Ce

Home My Lions Club ▾ My District ▾ My Multiple District ▾

**MARSTON GREEN & DIST L C (34121) - District 105 M - ENGLAND**

## Add Activity

**Basic Activity Information**

Fiscal Year: 2017-2018 ▾

Activity Date:

Signature Activity: Centennial Spectacles Recycling ▾

Activity Type: eyeglasses collected Select Type

Activity Title: Centennial Spectacles Recycling


Activity Description: Contribute to 1,000,000 pairs of spectacles recycled  
Please enter number recycled under number of people served

**Detailed Activity Information**

Share this story

District-wide Activity

[Centennial Service Challenge](#)



Diabetes  
 Youth  
 Vision  
 Hunger  
 Environment

Number of Lions:

Number of Lion Hours:

Number of Eyeglasses Collected:

Funds Raised (GBP):

Funds Donated (GBP):

Enter the number of Lions involved, the number of hours and the number of glasses collected and the date.

## Getting information out

Unfortunately the ability to report on activities at club level is limited but there are two useful things you can do

List of activities for the year


Select the **My Lions Club** drop down and select Service Activities

The screenshot shows the MyLions Club website interface. At the top, there is a header with the club name "Club President Simon Moss" and the MyLions Club logo. Below the header, there is a navigation bar with the following options: Home, My Lions Club (selected), My District, and My Multiple District. A dropdown menu is open under "My Lions Club", listing the following options: Members, New Club Applications, Club Info, Officers, International Convention Delegates, Statements/ Dues, Service Activities (highlighted), Signature Service Activities, Service Activity Goals, Reports, Data Download, and Membership Cards. To the right of the navigation bar, there is a "Report Information" section with the following details:

Report Name	Monthly Service Activity Report
Description	Monthly Service Activity Report
Year	2017
Month	7

You will be shown the activities recorded for the current month

Club President Simon Moss



# MyLCI

Home My Lions Club My District My Multiple District

MARSTON GREEN & DIST L C (34121) - District 105 M - ENGLAND

## Service Activities

Add Activity View/Print

Current Fiscal Year Service Activities - August - 1 Activities found

Show 30 Page 1 of 1

Community Committee Meeting Meetings / Administrative Activities mee

Number of Lions	3
Number of Lion Hours	6
✓ Shared	
✓ Signature Activity	

Find Activities

Select and the select Advanced Search

### Advanced Search

Constitutional Area: Europe

Multiple District: Multiple District 105

District: District 105 M

Club: MARSTON GREEN & DIST L C

Fiscal Year: 2017-2018

Month:

Signature Activity:

District-wide Activity:

Campaign Activity:

Activity Category:

Search Text:

Search Cancel

By default the search above will list all activities for the current year

**Service Activities**

Add Activity View/Print Find Activities

Advanced Search - 22 Activities found

Show 30 Page 1 of 1 Sort by Date

District 105 M - MARSTON GREEN & DIST L C	youth camp	Services for Children and Youth	Lions international youth camp	July 28, 2017
	Number of Lions 1 Number of Lion Hours 3 Number of People Served 10 Funds Donated (GBP) 0 Funds Raised (GBP) 0 ✓ Shared ✓ Youth			<a href="#">Edit Activity</a> <a href="#">Delete Activity</a>
District 105 M - MARSTON GREEN & DIST L C	Young Leaders in Service	Services for Children and Youth	youth life skills / social emotional learning / drug awareness	July 25, 2017
Promotion of, monitoring of, mentoring of, completion of qualifying paperwork, 27 certificates applied for, totalling 1650 hours	Number of Lions 1 Number of Lion Hours 5 Number of People Served 27 Funds Donated (GBP) 0 Funds Raised (GBP) 0 ✓ Shared			<a href="#">Edit Activity</a> <a href="#">Delete Activity</a>

This can be useful at the end of the year and you'll often be amazed how much you have done.

### Monthly summary

Select **My Lions Club** and then Reports

**MyLCI** Support Center

Home My Lions Club My District My Multiple District

MARSTON GREEN & DIST L C (34121) - District 105 M - ENGLAND

**Reports**

**Available Reports**

- Club Attendance Sheet
- Club Monthly Reporting History
- Monthly Membership Report - Detail
- Club Roster
- Club Roster of Membership Data
- Family Unit Report
- Monthly Service Activity Report
- Lions Club Contact List
- Lions Club Officer Report for Current Year
- Lions Club Officer Report for Next Year
- Lions District Officer Contact List
- Member Information Update Report

**Report Information**

Select a report from the list on the left.

[Download Excel](#)

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Select

Monthly Service Activity Report

### Report Information

Report Name Monthly Service Activity Report

Description Monthly Service Activity Report Information

Year

Month

View/Print

View/Print

Enter the year and month e.g 2017 07 for July 2017 and press

Again you get a list of the activities for that month and at the bottom a nice summary

Grand Total MARSTON GREEN & DIST L C			
Number of Lions: 48	Number of Lion Hours: 134	Number of People Served: 278	Total Participants: 0
Number of Trees Planted: 0	Number of Hearing Aids Collected: 0	Number of Eyeglasses Collected: 436	Twinning Relationships: 0
Funds Raised: 139	Items Donated: 0	Funds Donated: 0	Total Activities: 16

Repeat this for each month, add up the totals and you've got a nice summary you can report to your community.

### Need help?

There are many Lions who can help of you get stuck but in the first instance contact Simon Moss on 07792 047546 or [simonmoss@blueyonder.co.uk](mailto:simonmoss@blueyonder.co.uk)



### Add Activity

#### Basic Activity Information

Fiscal Year: 2017-2018

Activity Date: 8/8/2017

Signature Activity: Centennial Spectacles Recycling

Activity Type: eyeglasses collected Select Type

Activity Title: Centennial Spectacles Recycling

Activity Description: Contribute to 1,000,000 pairs of spectacles recycled  
Please enter number recycled under number of people served

#### Detailed Activity Information

Share this story

District-wide Activity

Centennial Service Challenge

  Diabetes

Youth

Vision

Hunger

Environment

None

Number of Lions: 0

Number of Lion Hours: 0

Number of Eyeglasses Collected: 546

Funds Raised (GBP): GBP

Funds Donated (GBP): GBP