

Reporting Club Officers for Next Year  
Remember on line it is not called PU101 it is called *Club officers*.

Follow this link to get to the Logon page. <https://mylci.lionsclubs.org/>

Enter **ID** and **Password**. (If you have not registered for your online account you must do that first.)

**Logon MyLCI**, Click Items in *bold* and *underline*. I have added clips from the page.

(If you hold more than one lion office see note at bottom of page)

“Enter next years officers” may appear soon on your home page, In the first square under My Tasks

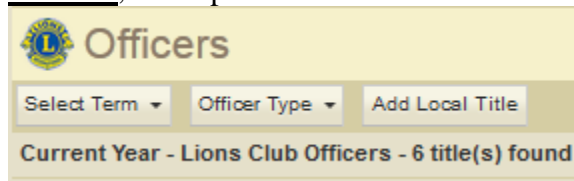


If not click

**My Lions Club** in dark blue menu bar near top.



**Officers**, in drop down menu

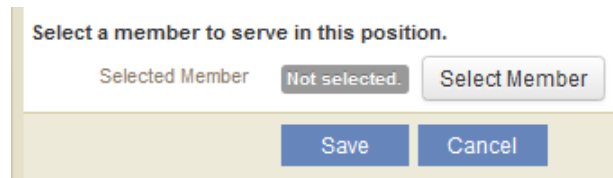


**Select term**

**Next year** (2015-2016 may show)

You need to have ready the **name** of person for each office. President, Secretary, Treasurer, and Membership Chair. In addition this year you *can* add VP1, VP2, and Club Director making a total of 7 persons.

1. Click **Add Officer** on the far right of each officer title
2. **Select Member**



3. **Select Name** from drop down roster. Then **Save**.
4. Repeat for each officer that you wish to report.

When you are finished, click **My Lions Club** again. Then click **Reports** close to the bottom of the drop down.

Then click **Lions Club Officer Report for Next Year** This is the report that the district uses to compile the district directory. Here you can check email addresses, Club meeting place, and other data; *Please* correct errors before May 15 when I send editor editor of District Directory a copy of the officers of the clubs in the district.

## Reporting Club Officers for Next Year

A few notes and cautions: If you reported an error in the Last Directory but did not correct records at LCI, the same error will occur again. Only your club officers can make changes in your club's records at LCI.

Email address needs to be unique for each officer, or they do not get login info. President should show email address; it is used in *Find a Club* on international web site.

First officer was submitted on Monday 4/1/2013. I think it was even earlier last year.

- - - -

Note: If you have multiple positions that can "Submit Reports", you have only one logon. When you logon, it will be at your highest position. Each has different permissions. To change the permissions, click the button "Select a different title" in top right corner of the screen. Example: you are club secretary and also zone chair. You will logon with permissions as Zone chair and select Secretary as different title in order to make your club reports on line



### 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