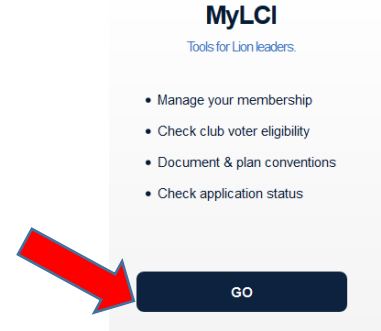


How to Report Incoming Officers to My LCI

For Current Presidents:

1. Log into myapps.lionsclubs.org
2. Click the Big Blue GO Button under MyLCI



This will be the next screen that you see.

The screenshot shows the MyLCI user interface. At the top, there's a browser window with the URL 'https://mylci.lionsclubs.org/Home'. Below the browser, there's a navigation bar with language options (English, Deutsch, Español, Français, Italiano, Português, Suomi, Svenska, हिंदी, 日本語, 한국어, 中文(简体), 中文(繁體)). The main header includes 'Return to your Lion Account', 'Zone Chairperson Tony Doyle', 'Message Center', 'My Profile', 'Select a different title', and 'Logout'. The MyLCI logo is prominently displayed. Below the logo is a navigation menu with options: Home, My Lions Clubs, My Zone, My Region, My District, and My Multiple District. The main content area shows 'Zone: 5-B (209890)' and a 'Home' section. There are several data panels: 'My Tasks' with two items, 'My Clubs' with a table of club statuses, 'My Info' with personal details, 'My Members' with a table of membership statistics, 'My Service Activities' with a table of activity statistics, and 'My Officers' with the name of the District Governor.

Status	Clubs
Newly Chartered	0
Status Quo	0
Cancelled	0
Active	6

	This Month	This Year
Opening Balance	248	253

	This Month	This Year
Clubs with Activities	0	4

My Info
2018 - 2019 Zone Chairperson
Tony Doyle (3639306)
Club
SPRING BRANCH-BULVERDE L C (51352)
Member Correspondence Address
[Redacted]
Officer Correspondence Address
[Redacted]
Home [Redacted]
Mobile 1 217 6021740
E-mail oneleg_11b@yahoo.com

My Officers
District Governor
Linda C Davis

3. Verify your Title:

- a. Notice I am listed as Zone Chair. If you hold multiple titles, then you will be logged in under the highest held title. As Zone Chair, I cannot make changes to my clubs membership. However, as President, I can. I must change my title.

The screenshot shows the MyLCI website interface. At the top, there are browser tabs for 'MyLCI - Home' and 'New Tab'. The address bar shows 'https://mylci.lionsclubs.org/Home'. A language menu is visible with options like English, Deutsch, Español, Français, Italiano, Português, Suomi, Svenska, हिंदी, 日本語, 한국어, 中文(简体), and 中文(繁體). Below the language menu, there is a navigation bar with 'Return to your Lion Account' and 'Announcements'. The user's name 'Zone Chairperson Tony Doyle' is highlighted with a red circle. To the right of the name are links for 'Message Center', 'My Profile', 'Select a different title', and 'Logout'. The MyLCI logo is on the left, and a 'Support Center' button is on the right. Below the logo, there is a navigation menu with 'Home', 'My Lions Clubs', 'My Zone', 'My Region', 'My District', and 'My Multiple District'. The main content area shows 'Zone: 5-B (209890)' and a 'Home' heading. There are four main sections: 'My Tasks', 'My Clubs', 'My Info', and 'My Members'. 'My Tasks' lists two items: 'View clubs that have not designated their 2019-2020 officers (PU-101)' and 'View Clubs that have not reported Membership for June 2019'. 'My Clubs' is a table with columns 'Status' and 'Clubs'. 'My Info' shows '2018 - 2019 Zone Chairperson Tony Doyle (3639306)', 'Club SPRING BRANCH-BULVERDE L C (51352)', and contact information. 'My Members' shows a table with columns 'This Month' and 'This Year'.

Zone: 5-B (209890)

Home

My Tasks

- View clubs that have not designated their 2019-2020 officers (PU-101)
- View Clubs that have not reported Membership for June 2019

My Clubs

Status	Clubs
Newly Chartered	0
Status Quo	0
Cancelled	0
Active	6 View Clubs

My Info

2018 - 2019 Zone Chairperson
Tony Doyle (3639306)

Club
SPRING BRANCH-BULVERDE L C (51352)

Member Correspondence Address
[REDACTED]

Officer Correspondence Address
[REDACTED]

Home [REDACTED]
Mobile 1 217 6021740
E-mail oneleg_11b@yahoo.com

My Members Statistics Updated 6/13/2019 12:59 PM

	This Month	This Year
Opening Balance	248	253

My Service Activities

	This Month	This Year
Clubs with Activities	0	4

My Officers

District Governor
Linda C Davis

4. You must be the Secretary or President in order to report membership changes for your club. If you hold multiple titles click **Select Different Title** to change your title to the appropriate one in order to make changes to membership.

The screenshot shows the MyLCI web application interface. At the top, there is a navigation bar with language options: English, Deutsch, Español, Français, Italiano, Português, Suomi, Svenska, हिंदी, 日本語, 한국어, 中文(简体), and 中文(繁體). Below this, a purple banner contains the text "Return to your Lion Account" and "Announcements". The user's name, "Zone Chairperson Tony Doyle", is displayed. A dropdown menu labeled "Select a different title" is open, showing two options: "Zone: 5-B Zone Chairperson" and "SPRING BRANCH-BULVERDE L C Club President". The "SPRING BRANCH-BULVERDE L C Club President" option is highlighted. Below the banner, the MyLCI logo is visible. A navigation bar contains links for Home, My Lions Clubs, My Zone, My Region, My District, and My Multiple District. The main content area shows the user's profile for "Zone: 5-B (209890)". The profile includes sections for My Tasks, My Clubs, My Info, My Members, My Service Activities, and My Officers. The My Clubs section shows a table with columns for Status and Clubs. The My Info section shows contact information for the user, including their name, club, and addresses. The My Members section shows a table with columns for This Month and This Year. The My Service Activities section shows a table with columns for This Month and This Year. The My Officers section shows the user's title as District Governor and their name, Linda C Davis.

Zone: 5-B (209890)

My Tasks

- View clubs that have not designated their 2019-2020 officers (PU-101)
- View Clubs that have not reported Membership for June 2019

My Clubs

Status	Clubs
Newly Chartered	0
Status Quo	0
Cancelled	0
Active	6 View Clubs

My Info

2018 - 2019 Zone Chairperson
Tony Doyle (3639306)

Club
SPRING BRANCH-BULVERDE L C (51352)

Member Correspondence Address
[REDACTED]

Officer Correspondence Address
[REDACTED]

Home
[REDACTED]

Mobile 1 217 6021740

E-mail oneleg_11b@yahoo.com

My Members Statistics Updated 8/13/2019 12:59 PM

	This Month	This Year
Opening Balance	248	253

My Service Activities

	This Month	This Year
Clubs with Activities	0	4

My Officers

District Governor
Linda C Davis

5. Once you have selected the appropriate title to make membership changes this will be your next screen. Notice the title change to **Club President**. At this point make sure that all your club information is correct (**meeting dates, time, location, mailing address, phone number, etc...**).

MyLCI - Home | New Tab

https://mylci.lionsclubs.org/Home?changeRoleID=51352&changeRole=Club President&changeRol

English | Deutsch | Español | Français | Italiano | Português | Suomi | Svenska | हिंदी | 日本語 | 한국어 | 中文(简体) | 中文(繁體)

Return to your Lion Account | Club President Tony Doyle | Message Center | My Profile | Select a different title | Logout | Announcements

MyLCI | Support Center

Home | My Lions Club | My District | My Multiple District

SPRING BRANCH-BULVERDE L C (51352) - District 2 S3 - TX UNITED STATES

Home

My Tasks

- Enter next year's officers.
- Enter Service Activities for June 2019.

My Club

SPRING BRANCH-BULVERDE L C (51352)
founded in 1991

Meeting

Every 1st, 3rd Wednesday at 19:30

St. Paul Lutheran Church
29797 US-281
Bulverde, TX 78163

club website
<http://www.sbbliions.com/home/home.aspx>

My Info

2018 - 2019 Zone Chairperson
Tony Doyle (3639306)

Club
SPRING BRANCH-BULVERDE L C (51352)

Member Correspondence Address
[Redacted]

Officer Correspondence Address
[Redacted]

Home [Redacted]
Mobile 1 217 6021740
E-mail oneleg_11b@yahoo.com

My Members

Membership Reporting Status

Month	J	A	S	O	N	D	J	F	M	A	M	J
-------	---	---	---	---	---	---	---	---	---	---	---	---

My Service Activities

Recent Service Activity

Bulverde Spring Branch Pregnancy Care Center D...

My Officers

District Governor
Linda C Davis

6. Now you will be able to report your officers for the next year. Click **Enter next year's officers.**

The screenshot shows the MyLCI website interface. At the top, there is a browser window with the URL <https://mylci.lionsclubs.org/Home?changeRoleID=51352&changeRole=Club President&changeRole>. Below the browser window, there is a navigation bar with language options: English, Deutsch, Español, Français, Italiano, Português, Suomi, Svenska, हिंदी, 日本語, 한국어, 中文(简体), 中文(繁體). The main header area includes "Return to your Lion Account" and "Announcements". Below this, there is a user profile section for "Club President Tony Doyle" with links for "Message Center", "My Profile", "Select a different title", and "Logout". The MyLCI logo is prominently displayed, along with a "Support Center" button. A secondary navigation bar includes "Home", "My Lions Club", "My District", and "My Multiple District". The main content area is titled "SPRING BRANCH-BULVERDE L C (51352) - District 2 S3 - TX UNITED STATES" and "Home". It is divided into several sections: "My Tasks" (with "Enter next year's officers" circled in red), "My Club" (providing details for SPRING BRANCH-BULVERDE L C (51352), including meeting times and location), "My Info" (showing contact information for Tony Doyle), "My Members" (with a "Membership Reporting Status" table), "My Service Activities" (listing "Bulverde Spring Branch Pregnancy Care Center D..."), and "My Officers" (listing "District Governor Linda C Davis").

My Tasks

- Enter next year's officers.
- Enter Service Activities for June 2019.

My Club

SPRING BRANCH-BULVERDE L C (51352)
founded in 1991

Meeting
Every 1st, 3rd Wednesday at 19:30

St. Paul Lutheran Church
29797 US-281
Bulverde, TX 78163

club website
<http://www.sbbliions.com/home/home.aspx>

My Info

2018 - 2019 Zone Chairperson
Tony Doyle (3639306)

Club
SPRING BRANCH-BULVERDE L C (51352)

Member Correspondence Address
[REDACTED]

Officer Correspondence Address
[REDACTED]

Home [REDACTED]
Mobile 1 217 6021740
E-mail oneleg_11b@yahoo.com

My Members

Membership Reporting Status

Month	J	A	S	O	N	D	J	F	M	A	M	J

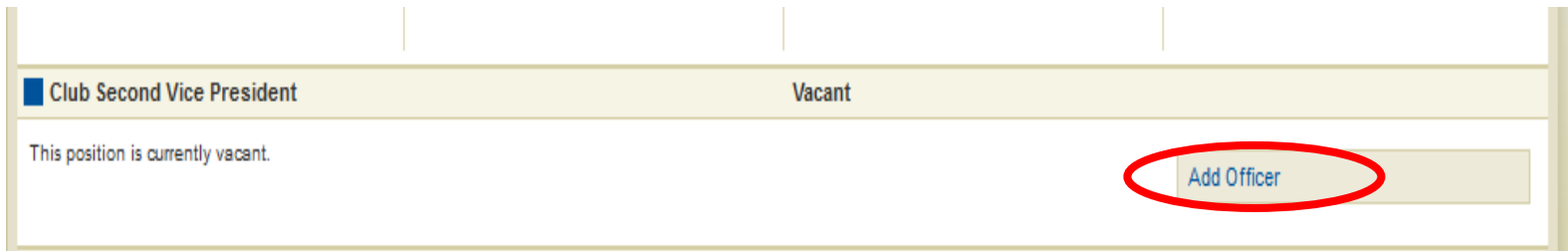
My Service Activities

Recent Service Activity
Bulverde Spring Branch Pregnancy Care Center D...

My Officers

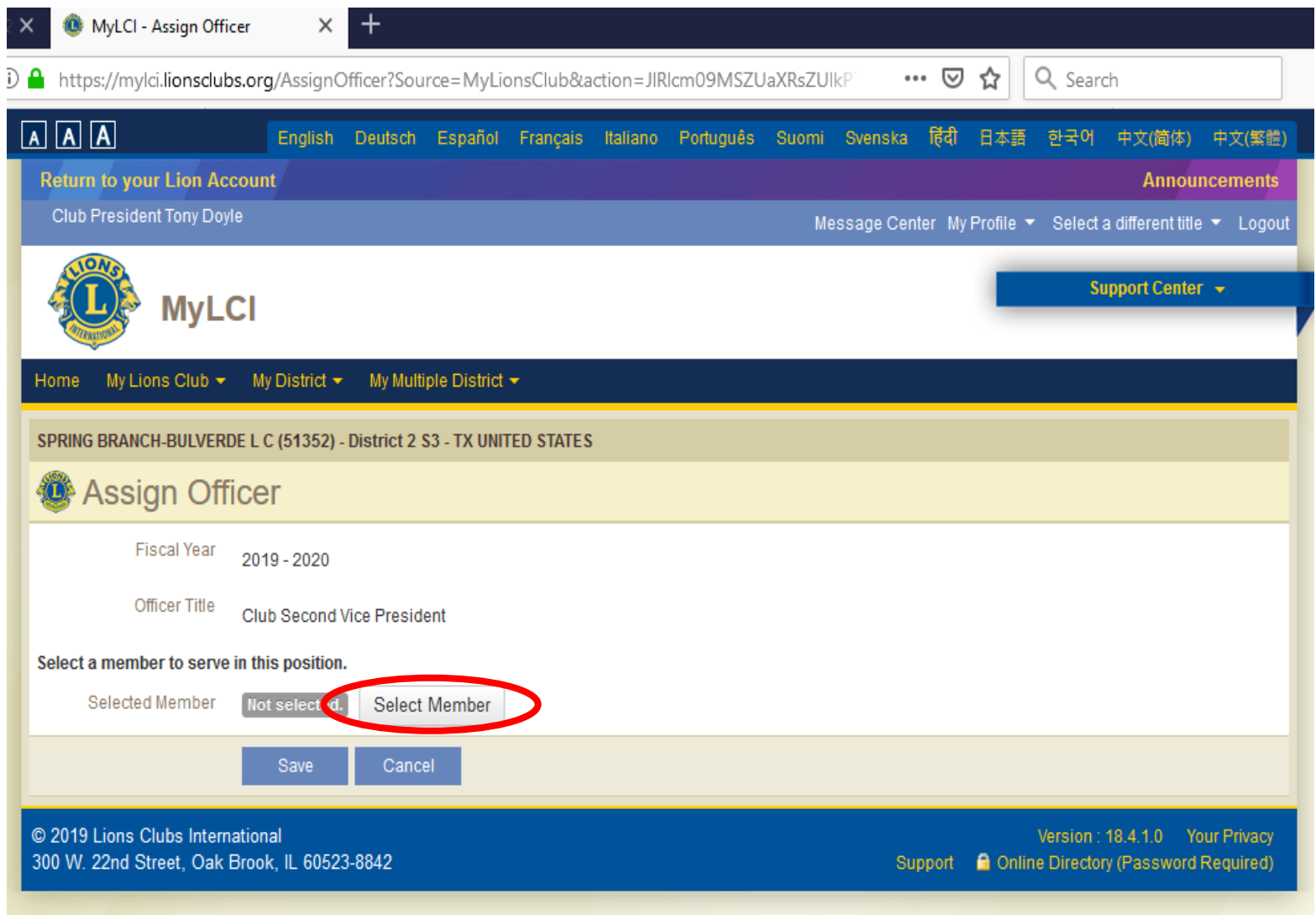
District Governor
Linda C Davis

7. This will be your next screen. As you can see, this is showing the Club 2VP as vacant for my club because we do not have a 2VP. All your officer/director positions will be vacant for the next year. To add a member to that position you will click **ADD OFFICER**



8. Once you click Add Officer, you will see this screen:

9. Now you will click **Select Member**



10. You will see this screen pop up with your members to choose from to add to that officer position. Select your member to add.

The screenshot shows a web browser window with the URL <https://mylci.lionsclubs.org/AssignOfficer?Source=MyLionsClub&action=JIRIcm09MSZUaXRsZUIkP>. The page title is "MyLion - Assign Officer". The main content area displays a pop-up window titled "Club Second Vice President" with a close button (X) in the top right corner. The pop-up contains a list of members, each with their name, club name, and ID number (51352). The member BARBARA MARTENS is highlighted with a yellow background. Below the list, there is a blue bar with an information icon (i) and the text "Select a member to serve in this position." The background of the page is dimmed, showing the "Assign Officer" interface with a "Selected Member" field.

Name	Club	ID	Current Role
ANN ALSTON	SPRING BRANCH-BULVERDE L C	51352	
WILLA COMPERE	SPRING BRANCH-BULVERDE L C	51352	
Melissa Doyle	SPRING BRANCH-BULVERDE L C	51352	Club Treasurer
ROBERT EVANS	SPRING BRANCH-BULVERDE L C	51352	Foundation Secretary
Ruth Lansing	SPRING BRANCH-BULVERDE L C	51352	
BARBARA MARTENS	SPRING BRANCH-BULVERDE L C	51352	
SCOTT MILLER	SPRING BRANCH-BULVERDE L C	51352	Club First Vice President
Rusty Alston	SPRING BRANCH-BULVERDE L C	51352	
J Kenneth Crowder	SPRING BRANCH-BULVERDE L C	51352	
Tony Doyle	SPRING BRANCH-BULVERDE L C	51352	Zone Chairperson
Warren Graham	SPRING BRANCH-BULVERDE L C	51352	Club Secretary
LORRAINE LITTLE	SPRING BRANCH-BULVERDE L C	51352	
RONALD MARTENS	SPRING BRANCH-BULVERDE L C	51352	
Weslea Miller	SPRING BRANCH-BULVERDE L C	51352	Club Marketing Communications Chairperson

MyLCI - Assign Officer

https://mylci.lionsclubs.org/AssignOfficer?Source=MyLionsClub&action=JIRlcm09MSZUaXRsZUIkP

English Deutsch Español Français Italiano Português Suomi Svenska हिंदी 日本語 한국어 中文(简体) 中文(繁體)

Return to your Lion Account Club President Tony Doyle Message Center My Profile Select a different title Logout

MyLCI Support Center

Home My Lions Club My District My Multiple District

SPRING BRANCH-BULVERDE L C (51352) - District 2 S3 - TX UNITED STATES

Assign Officer

Fiscal Year 2019 - 2020

Officer Title Club Second Vice President

Select a member to fill this position.

Selected Member Rusty Alston Select Member

Save Cancel

© 2019 Lions Clubs International 300 W. 22nd Street, Oak Brook, IL 60523-8842 Version : 18.4.1.0 Your Privacy Support Online Directory (Password Required)

12. You will repeat steps 7 – 11 until you have added all your next year officers.