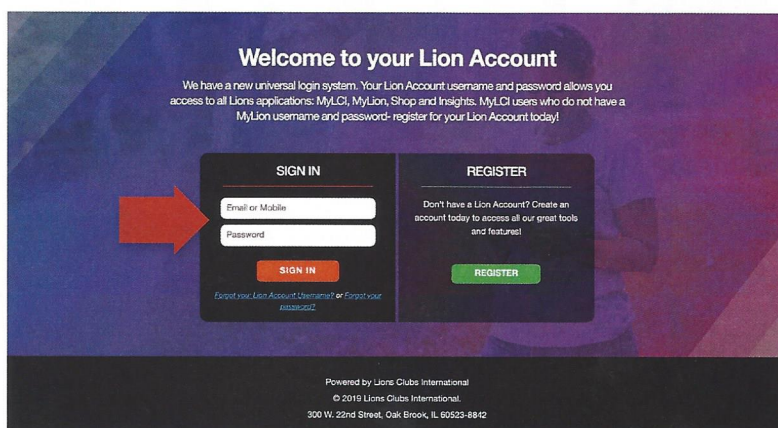


1. On lionsclubs.org, click on the MyLCI/MyLion text in the top right-hand corner



2. Login to your Lion Account

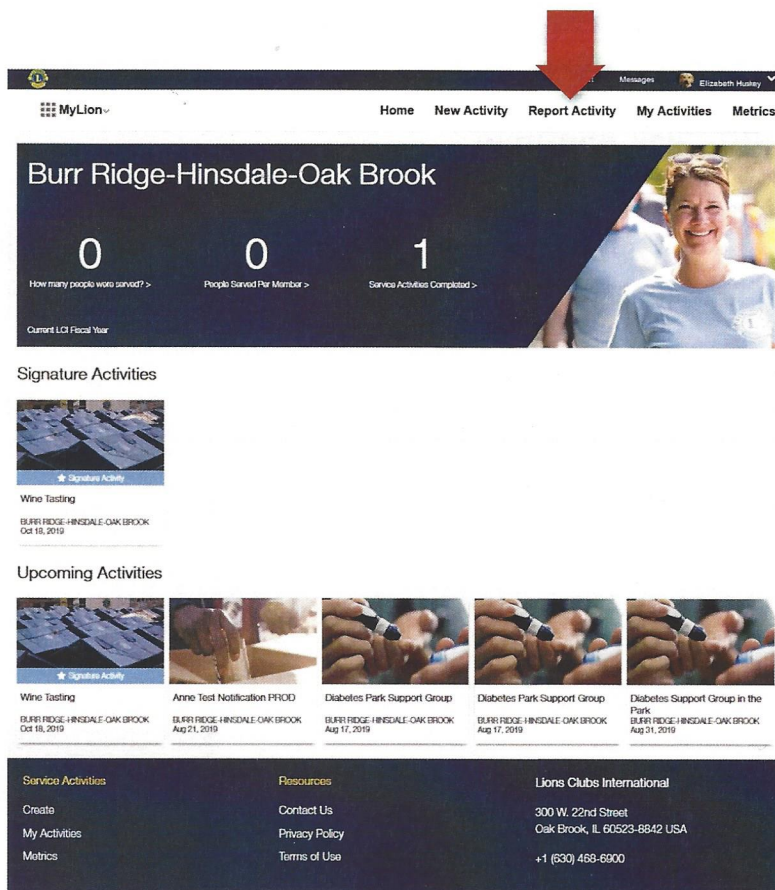


3. Select MyLion®



Lions Clubs International

4. Select the “report activity” option at the top of the page



MyLion

Home New Activity **Report Activity** My Activities Metrics

Burr Ridge-Hinsdale-Oak Brook

0 How many people were served? >

0 People Served Per Member >

1 Service Activities Completed >

Current LCI Fiscal Year

Signature Activities

★ Signature Activity

Wine Tasting

BURR RIDGE-HINSDALE-OAK BROOK
Oct 18, 2019

Upcoming Activities

★ Signature Activity

Wine Tasting
BURR RIDGE-HINSDALE-OAK BROOK
Oct 18, 2019

Anne Test Notification PRIOO
BURR RIDGE-HINSDALE-OAK BROOK
Aug 21, 2019

Diabetes Park Support Group
BURR RIDGE-HINSDALE-OAK BROOK
Aug 17, 2019

Diabetes Park Support Group
BURR RIDGE-HINSDALE-OAK BROOK
Aug 17, 2019

Diabetes Support Group in the Park
BURR RIDGE-HINSDALE-OAK BROOK
Aug 31, 2019

Service Activities

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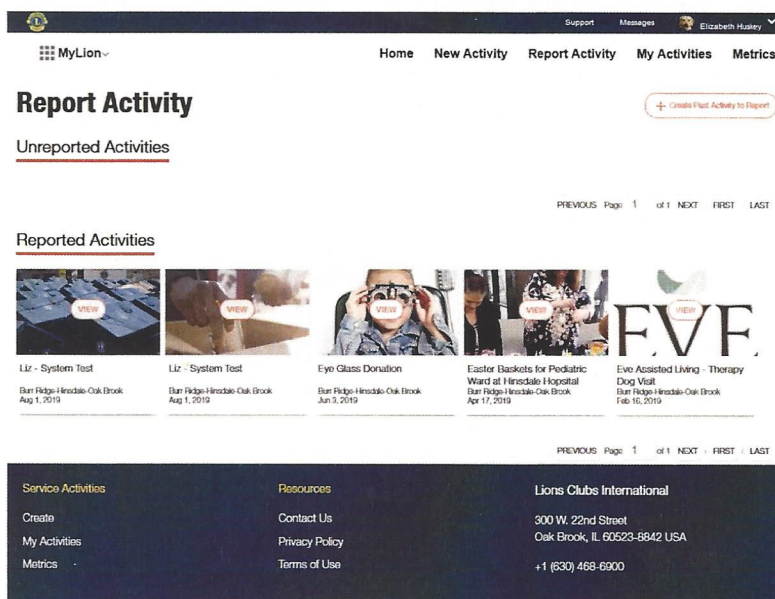
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5. Click “create past activity to report” (Must be a reporting officer)



MyLion

Home New Activity **Report Activity** My Activities Metrics

Report Activity

[+ Create Past Activity to Report](#)

Unreported Activities

PREVIOUS Page 1 of 1 NEXT FIRST LAST

Reported Activities

Liz - System Test
Burr Ridge-Hinsdale-Oak Brook
Aug 1, 2019

Liz - System Test
Burr Ridge-Hinsdale-Oak Brook
Aug 1, 2019

Eye Glass Donation
Burr Ridge-Hinsdale-Oak Brook
Jun 5, 2019

Easter Baskets for Pediatric Ward at Hinsdale Hospital
Burr Ridge-Hinsdale-Oak Brook
Apr 17, 2019

Eve Assisted Living - Therapy Dog Visit
Burr Ridge-Hinsdale-Oak Brook
Feb 16, 2019

PREVIOUS Page 1 of 1 NEXT FIRST LAST

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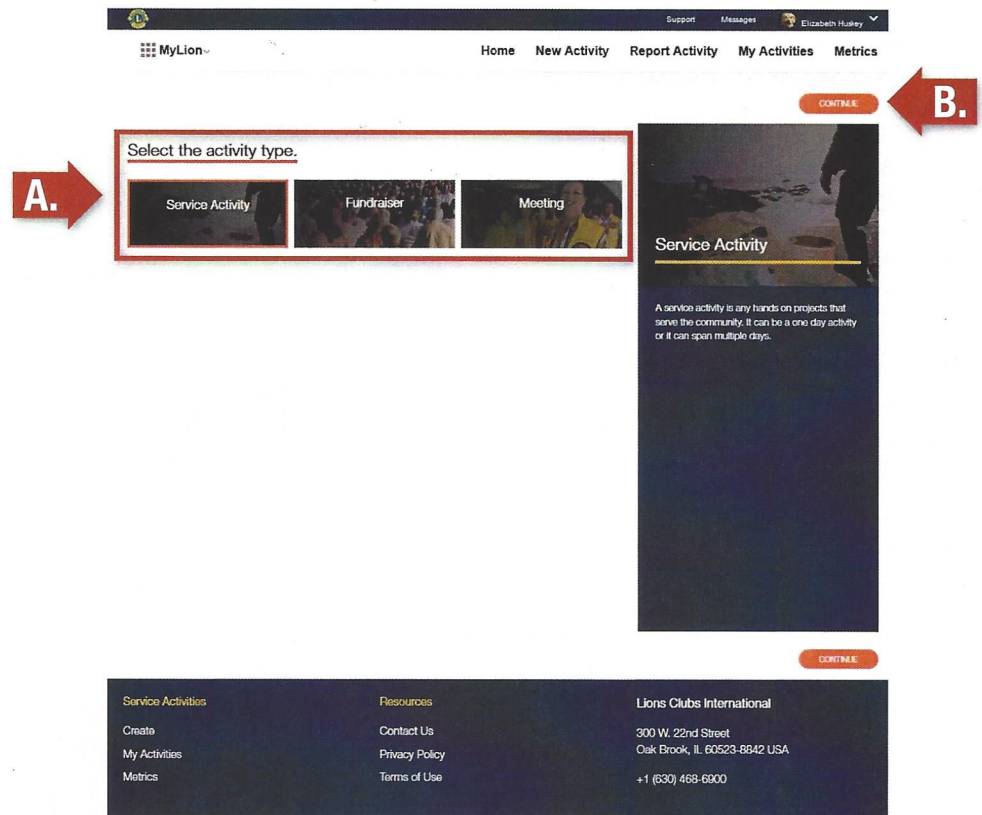
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6. (A) Select activity type
(B) Click continue



MyLion

Support Messages Elizabeth Husley

Home New Activity Report Activity My Activities Metrics

A.

Select the activity type.

Service Activity Fundraiser Meeting

B.

CONTINUE

Service Activity

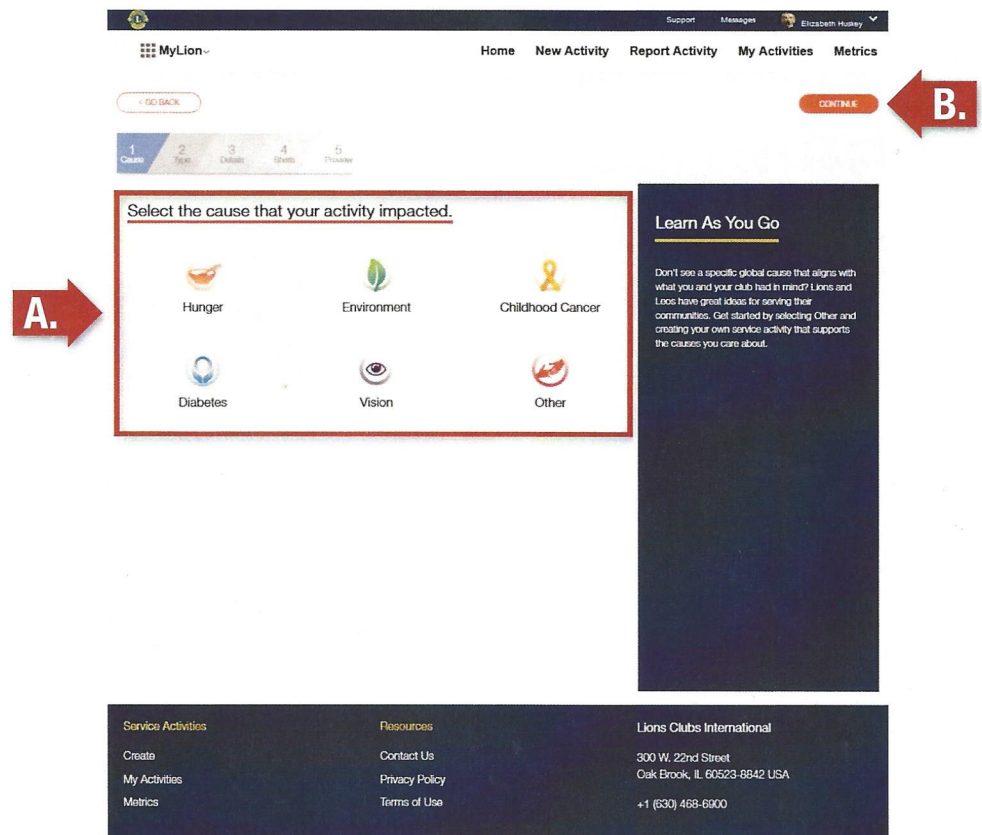
A service activity is any hands on projects that serve the community. It can be a one day activity or it can span multiple days.

CONTINUE

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7. (A) Select your event type
(B) Click continue



MyLion

Support Messages Elizabeth Husley

Home New Activity Report Activity My Activities Metrics

< GO BACK

1 Cause 2 Topic 3 Details 4 Events 5 Choose

A.

Select the cause that your activity impacted.

Hunger Environment Childhood Cancer
Diabetes Vision Other

B.

CONTINUE

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.

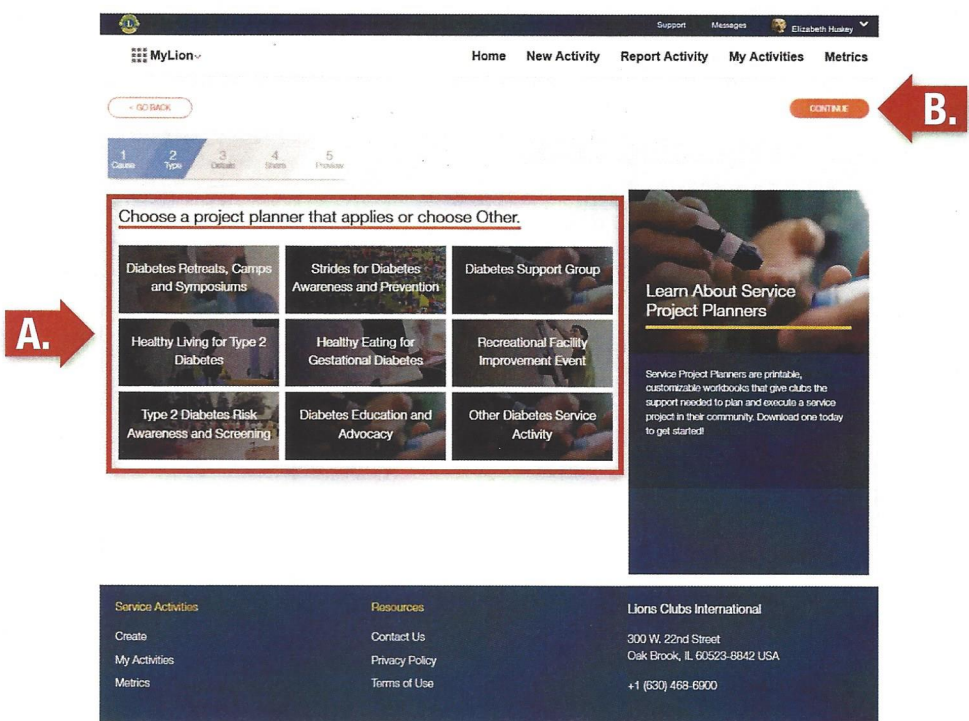
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8. (A) Choose a project planner that applies or choose other

(B) Click continue



MyLion

Home New Activity Report Activity My Activities Metrics

< GO BACK CONTINUE

1 Create 2 Type 3 Details 4 Share 5 Preview

Choose a project planner that applies or choose Other.

Diabetes Retreats, Camps and Symposiums	Strides for Diabetes Awareness and Prevention	Diabetes Support Group
Healthy Living for Type 2 Diabetes	Healthy Eating for Gestational Diabetes	Recreational Facility Improvement Event
Type 2 Diabetes Risk Awareness and Screening	Diabetes Education and Advocacy	Other Diabetes Service Activity

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!

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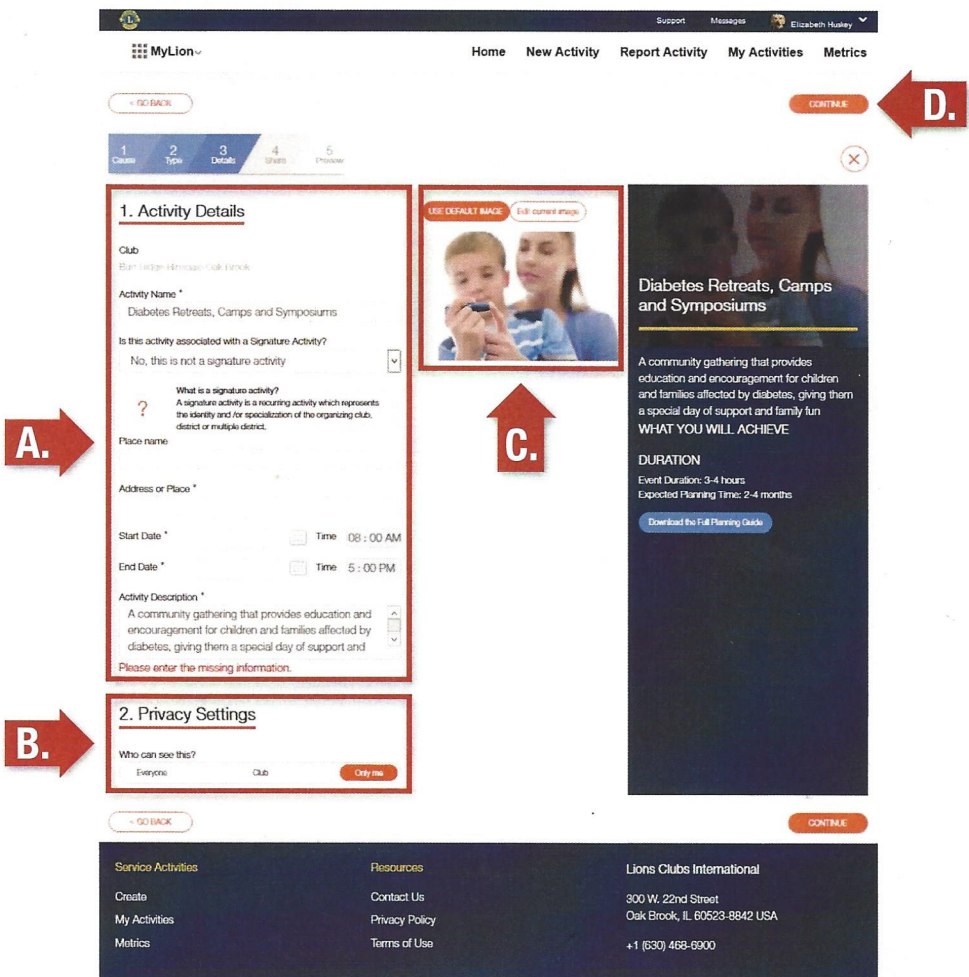
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9. (A) Fill in your activity details

(B) Select your privacy settings

(C) Upload an image

(D) Click continue



MyLion

Home New Activity Report Activity My Activities Metrics

< GO BACK CONTINUE

1 Create 2 Type 3 Details 4 Share 5 Preview

1. Activity Details

Club
Bryn Ridge-Hillcrest - Oak Brook

Activity Name *
Diabetes Retreats, Camps and Symposiums

Is this activity associated with a Signature Activity?
No, this is not a signature activity

What is a signature activity?
A signature activity is a recurring activity which represents the identity and for specialization of the organizing club, district or multiple district.

Place name

Address or Place *

Start Date * Time 08:00 AM

End Date * Time 5:00 PM

Activity Description *
A community gathering that provides education and encouragement for children and families affected by diabetes, giving them a special day of support and

Please enter the missing information.

2. Privacy Settings

Who can see this?
Everyone Club Only Me

USE DEFAULT IMAGE Full current image

Diabetes Retreats, Camps and Symposiums

A community gathering that provides education and encouragement for children and families affected by diabetes, giving them a special day of support and family fun

WHAT YOU WILL ACHIEVE

DURATION
Event Duration: 3-4 hours
Expedited Planning Time: 2-4 months

Download the Full Planning Guide

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10. (A) Share the impact of your activity by filling in the requested fields

(B) Click continue

A.

B.

MyLion

Home New Activity Report Activity My Activities Metrics

1 Cause 2 Type 3 Details 4 Share 5 Preview

GO BACK CONTINUE

Celebrate and Share!

How many people were served? *

How many people served were under 18? *

Total Funds Donated

Total funds donated to a non LCI cause in US Dollars

Number of Volunteers

Lion Volunteers

Leo Volunteers

Non-Member Volunteers

Total Volunteers *

Number of Volunteer Hours

Lion Volunteer Hours

Leo Volunteer Hours

Other Volunteer Hours

Total Volunteer Hours *

Community Outcome

Was this activity funded by an LCI grant? ☐ No

GO BACK CONTINUE

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

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11. (A) Review the details of your activity

(B) Click “report”

MyLion Home New Activity Report Activity My Activities Metrics

GO BACK REPORT

1 Create 2 Type 3 Details 4 Share 5 Preview

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

Diabetes Camp for Kids
 Aug 3, 2019 9:00 AM - Aug 4, 2019 12:00 PM
 CAUSE: Diabetes
 LOCATION: St. Mary's Catholic Church, 300 22nd St, Oak Brook, IL 60523, USA
 ACTIVITY OWNER: Elizabeth Huskey

IMPACT
 METRICS:
 25 How many people were served?
 0 How many people served were under 18?
 15 Total Volunteers
 0 Lion Volunteers
 0 Leo Volunteers
 0 Non-Member Volunteers
 48 Total Volunteer Hours

DESCRIPTION
 Worked with the area leaders to provide a learning camp for kids with diabetes to show healthy eating habits and share stories.

INVITES
 Elizabeth Huskey

PREVIOUS Page 1 of 1 NEXT FIRST LAST

LOCATION
 St. Mary's Catholic Church, 300 22nd St, Oak Brook, IL 60523, USA
 See on Map

Map Satellite

GO BACK REPORT

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12. Click “submit” on the pop-up, and you’re done!

Elizabeth Huskey

PREVIOUS Page 1 of 1 NEXT FIRST LAST

Report Now

By reporting your service, your service impact will be included in the total LCI service metrics.

SUBMIT GO BACK

LOCATION
 St. Mary's Catholic Church, 300 22nd St, Oak Brook, IL 60523
 See on Map

Map Satellite

Watch the complete instructions at vimeo.com/showcase/mylion