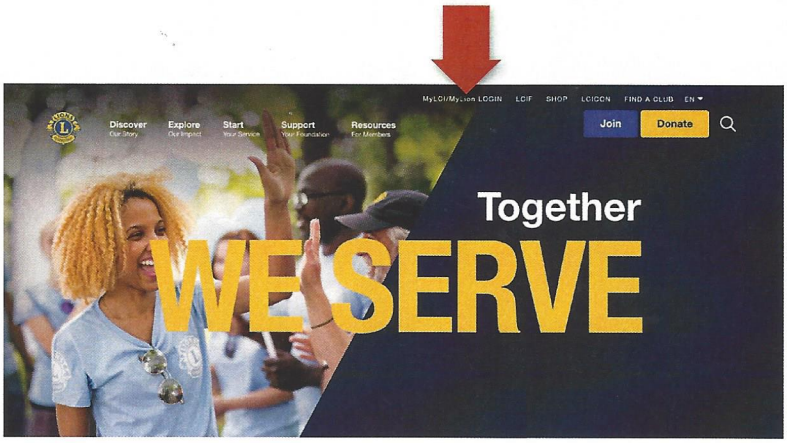
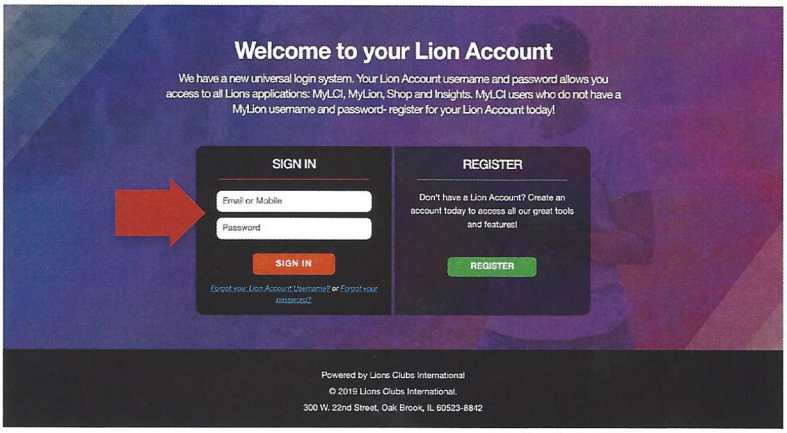
1. On lionsclubs.org, click on the MyLCI/MyLion text in the top right-hand corner

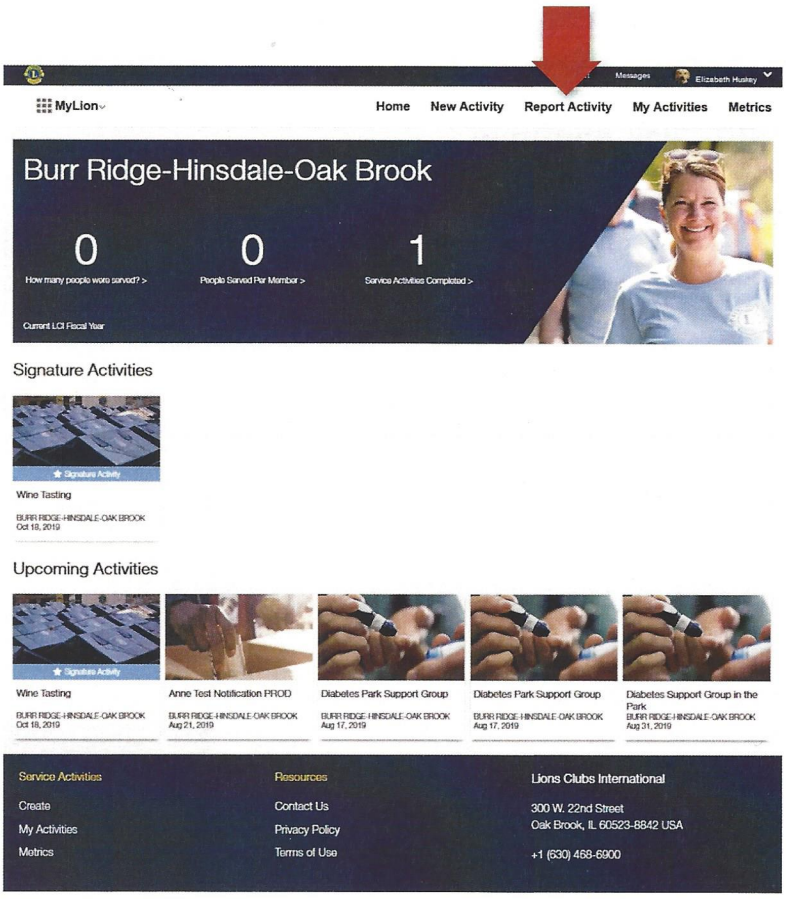


2. Login to your Lion Account



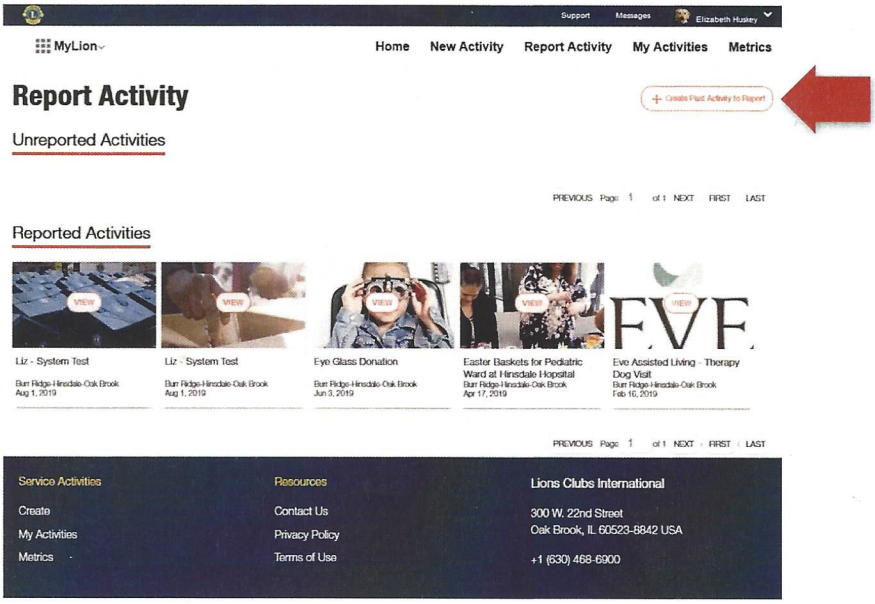
3. Select MyLion®

4. Select the "report activity" option at the top of the page



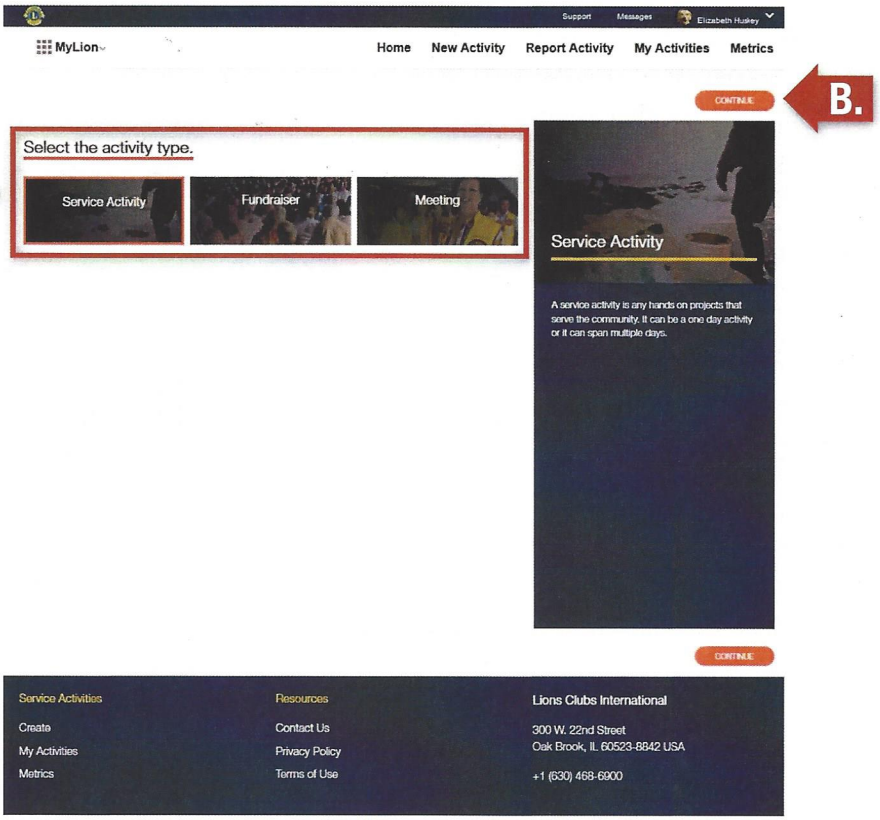
5. Click "create past activity to report"

(Must be a reporting officer)



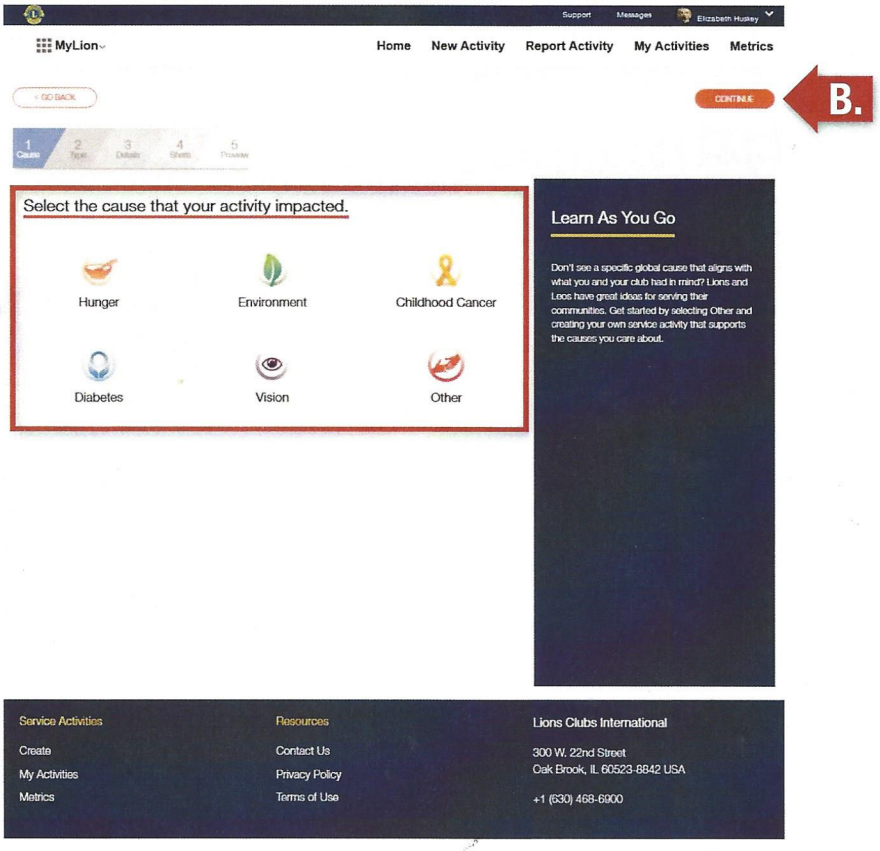
6. (A) Select activity type

(B) Click continue



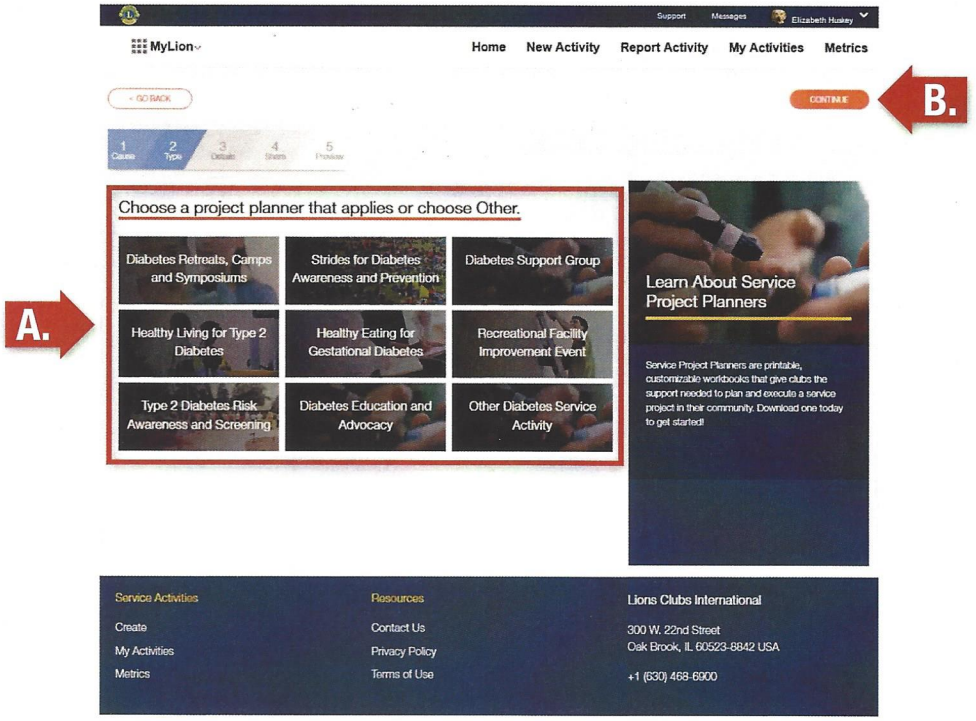
7. (A) Select your event type

(B) Click continue



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

(B) Click continue

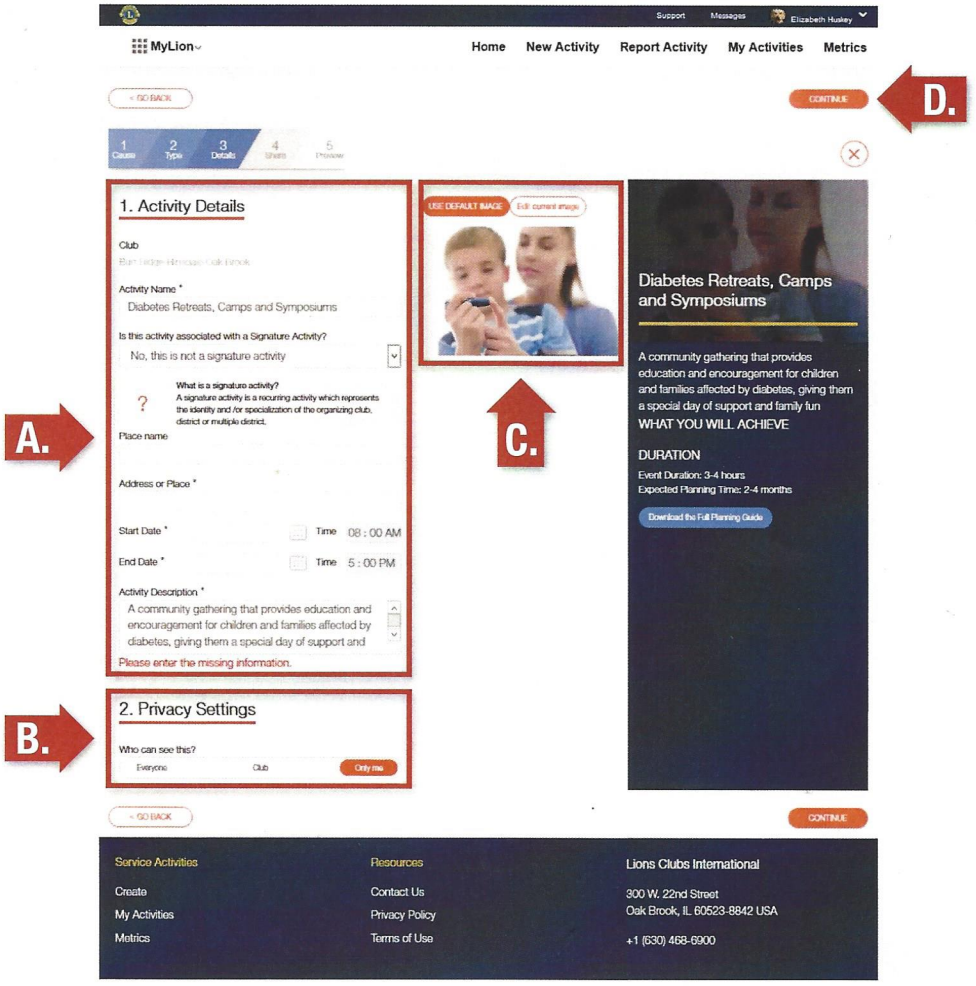


9. (A) Fill in your activity details

(B) Select your privacy settings

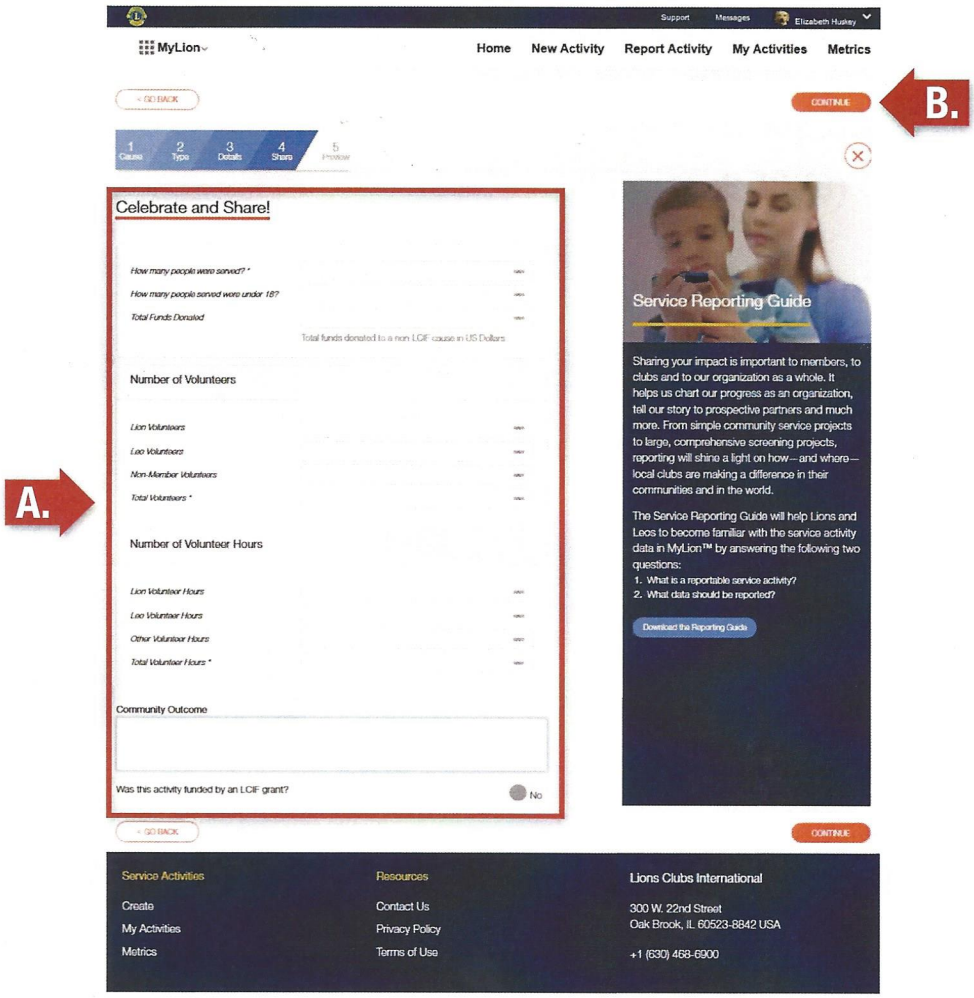
(C) Upload an image

(D) Click continue



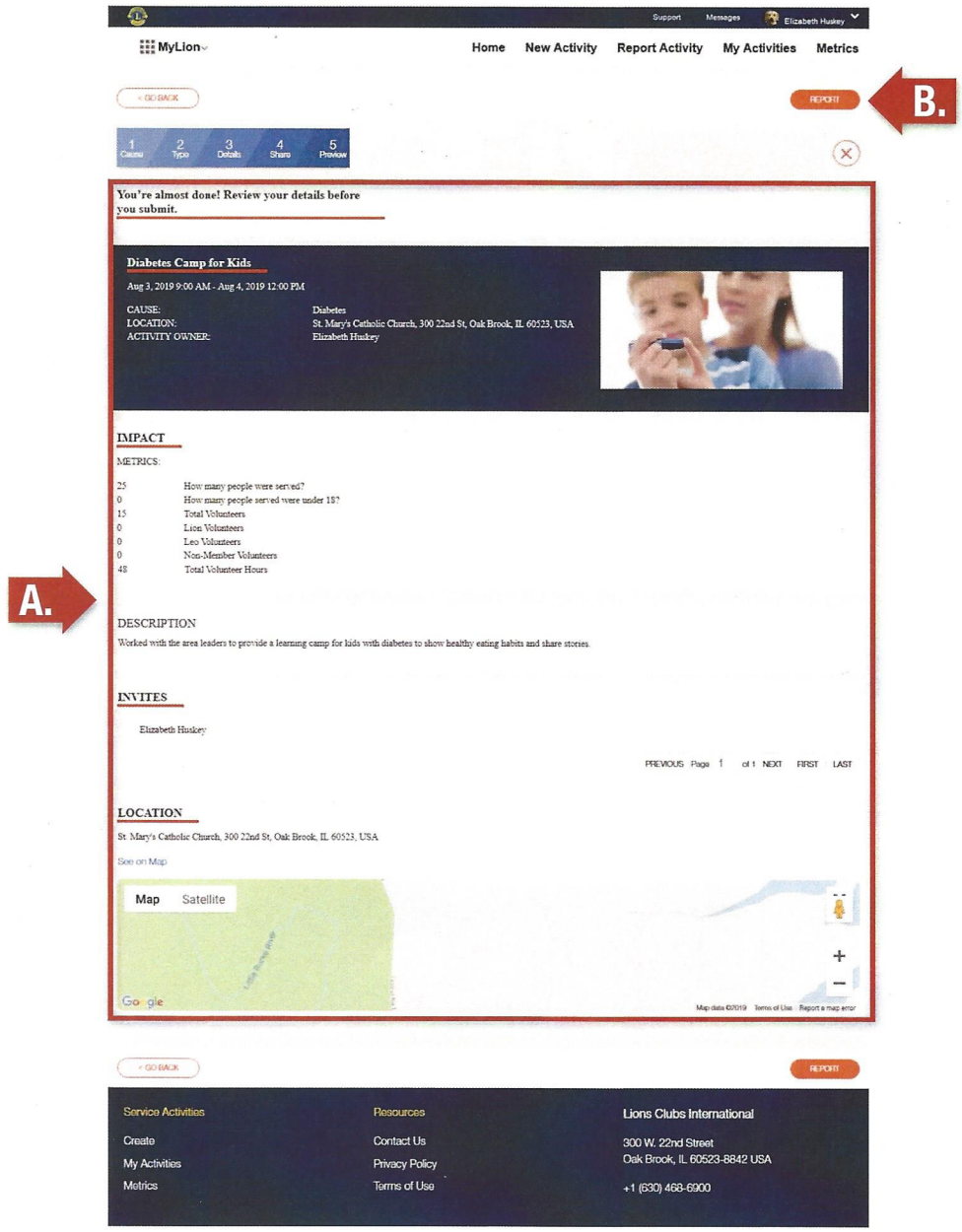
10. (A) Share the impact of your activity by filling in the requested fields

(B) Click continue

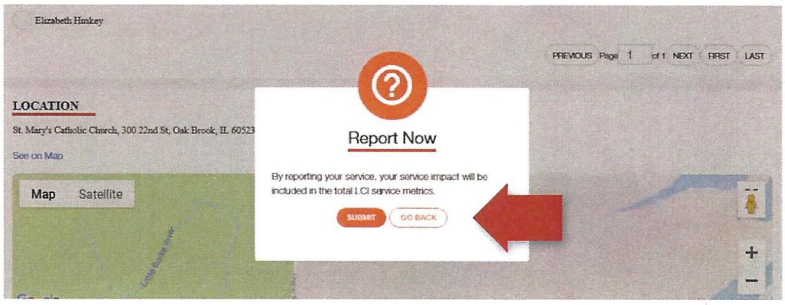


11. (A) Review the details of your activity

(B) Click "report"



12. Click "submit" on the pop-up, and you're done!



Watch the complete instuctions at **vimeo.com/showcase/mylion**