



*Lions District 2-E2*

# REPORTING SERVICE ACTIVITIES

This presentation is designed to walk you through logging into and becoming familiar with the website MyLCI for the purpose of posting Lions service hours!

**Prepared by: District 2-E2 Communications Chair**

**Deb Cashen – July 16, 2021**



# Lions and Leos Serve in Many Ways



**Service activities:** Hands-on service activities, such as tree planting, vision screening, rebuilding homes after disaster strikes or serving meals to those in need.

**Advocacy:** Raising awareness of the causes that are important to Lions, educating our communities on issues that impact them and working with others to bring about positive change. Some examples include hosting a Strides walk for diabetes awareness or visiting a local lawmaker to discuss the needs of the blind or visually impaired.

**Donations:** Making charitable donations to individuals or organizations, including Lions Clubs International Foundation (LCIF). Funds donated to LCIF are tracked by the foundation and need not be reported as a service activity.

**Fundraising:** Raising funds to enable our service.

# SERVICE SUPPORT ACTIVITIES

## **FOUR broad categories:**

- 1 - Holding meetings to strengthen your club, educate and train members, or plan other service activities.
- 2 - Fulfilling administrative tasks, such as running errands, maintaining club records, or reporting.
- 3 - Attending Lions events such as conventions and forums.
- 4 - Engaging in fellowship and fun, together with other Lions.

*These activities contribute to Lions' positive impact in various ways, including attracting new members to clubs, helping clubs retain members by providing a positive experience, preparing Lions to serve, or directly benefitting the people we serve.*



## Service Activities

MyLion > Service Activities

Search

How do I edit an activity?

How do I invite others to participate in my service activity as a co-organizer, volunteer or a team member?

What does the number on the people icon mean?

Who can report Service Activities in MyLion?

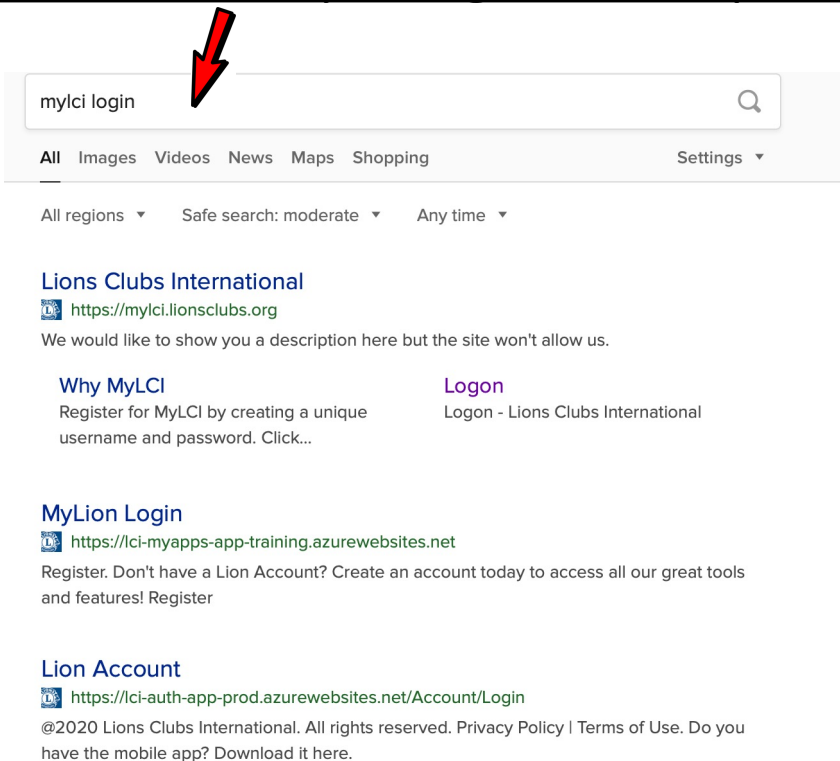
SEARCH: LIONS SERVICE ACTIVITIES to get more information.

## What is not reportable service?

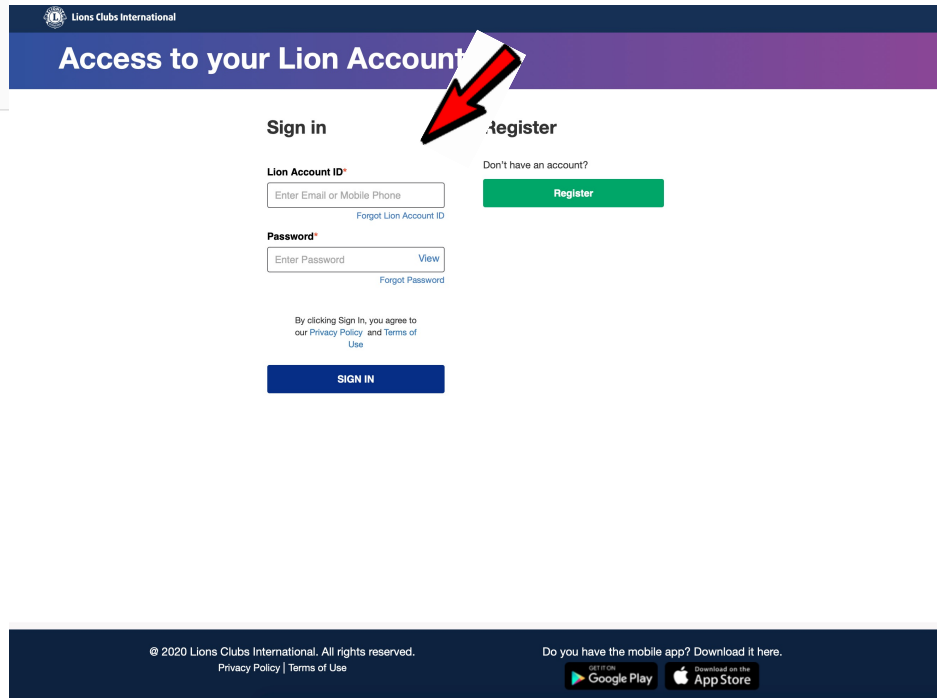
Many Lions and Leos serve their communities individually, outside of the activities planned by their clubs, districts or multiple districts. Some examples include bringing a meal to a neighbor, driving a parent to a medical appointment, or volunteering at their place of worship. This type of work is important and commendable; however, it should not be reported as a Lions' service activity.

# LOGGING IN

First – using your Search Engine (Google, DuckDuckGo, Bing, etc.)  
Search for mylci login – Set up an account or login if you have one.



A screenshot of a search engine results page. At the top, a search bar contains the text "mylci login" with a red arrow pointing to it. Below the search bar are tabs for "All", "Images", "Videos", "News", "Maps", and "Shopping", along with a "Settings" dropdown. Underneath, there are filters for "All regions", "Safe search: moderate", and "Any time". The first search result is for "Lions Clubs International" with the URL "https://mylci.lionsclubs.org". Below this, a message states: "We would like to show you a description here but the site won't allow us." There are two links: "Why MyLCI" and "Logon". The "Why MyLCI" link has a description: "Register for MyLCI by creating a unique username and password. Click...". The "Logon" link has a description: "Logon - Lions Clubs International". The second search result is for "MyLion Login" with the URL "https://lci-myapps-app-training.azurewebsites.net". Below this, a message states: "Register. Don't have a Lion Account? Create an account today to access all our great tools and features! Register". The third search result is for "Lion Account" with the URL "https://lci-auth-app-prod.azurewebsites.net/Account/Login". Below this, a message states: "@2020 Lions Clubs International. All rights reserved. Privacy Policy | Terms of Use. Do you have the mobile app? Download it here."



A screenshot of the Lions Clubs International login and registration page. At the top, there is a header with the Lions Clubs International logo and the text "Access to your Lion Account". Below the header, there are two main sections: "Sign in" and "Register". The "Sign in" section has a "Lion Account ID" field with a sub-field "Enter Email or Mobile Phone" and a "Forgot Lion Account ID" link. Below this is a "Password" field with a sub-field "Enter Password" and a "Forgot Password" link. There is a "View" link next to the password field. Below the password field, there is a message: "By clicking Sign in, you agree to our Privacy Policy and Terms of Use". At the bottom of the "Sign in" section is a "SIGN IN" button. The "Register" section has a "Don't have an account?" message and a green "Register" button. At the bottom of the page, there is a footer with the text: "© 2020 Lions Clubs International. All rights reserved. Privacy Policy | Terms of Use". To the right of the footer, there is a message: "Do you have the mobile app? Download it here." with links to "Google Play" and "App Store".

# Member Portal

Welcome, Lion D h!

MyLion

MyLCI

Insights

Learn

Shop

Connect  
Take the tour

## Newsfeed

3 Followers | 19 Following

All Posts

Create Post

**Deborah Cashen**

COLLEYVILLE

8 Days Ago

**WE SERVE!**

**THE COLLEYVILLE LIONS CLUB**

The Colleyville Lions Club is hosting the first District 2-E2 Leadership Meeting of the 2021-2022 Lion's Fiscal Year.

Join us at Crown of Life Lutheran Church, 6605 Pleasant Run Rd., Colleyville, TX 76034. Lunch is \$10 at the door. We do request reservations so we know how many we will be feeding.

Register at [www.lions2e2.org](http://www.lions2e2.org) - Fill out the registration online, save to your desktop and email to our District 2-E2 Secretary

## Announcements

There are no new announcements.

## Service Metrics

COLLEYVILLE

July 1, 2021 - June 30, 2022

0	0	0	\$0	\$0
People Served	Service Activities Completed	Volunteer Hours	Funds Donated (USD)	Funds Raised (USD)

Some metrics are capped. Please [click here](#) to see which metrics are impacted.

## Upcoming Club Activities

[See All](#)

## Resources

After Log-in you will be directed to this page. If you are taking care of club membership business click on MyLCI.

Click on MyLion if you are entering Service Hours or Activities.  
***You will not have a Newsfeed until you set it up on this page!***



Once you enter MyLion your page will look something like this. CLICK on Plan Future Activity to set up your club's

Signature Activities  
*(Activities routinely held annually)*  
 and  
Upcoming Activities  
*(Activities that your club participates in and around your communities)*





***Instructions are clear once you enter the next window!***

**COLLEYVILLE**  
 Current LCI Fiscal Year July 1, 2021 - June 30, 2022






0 People Served >      0 Service Activities Completed >      \$0 Funds Donated >

Some metrics are capped. Please ['click here'](#) to see which metrics are impacted.

**Signature Activities**

 ★ Signature Activity <b>Annual Easter Egg Festival</b> Creator Deborah Cashen ALEDO COMMUNITY L C Apr 16, 2022	 ★ Signature Activity <b>Knights of Sight Golf Scramble</b> Creator Deborah Cashen ALEDO COMMUNITY L C Mar 21, 2022	 ★ Signature Activity <b>Breakfast With Santa</b> Creator Deborah Cashen ALEDO COMMUNITY L C Dec 3, 2021	 ★ Signature Activity <b>Sight First Hole-in-One Shootout</b> Creator Deborah Cashen ALEDO COMMUNITY L C Sep 24, 2021 - Sep 26, 2021
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**Upcoming Activities**

 ★ Signature Activity <b>Annual Easter Egg Festival</b> Creator Deborah Cashen ALEDO COMMUNITY L C Apr 16, 2022	 ★ Signature Activity <b>Knights of Sight Golf Scramble</b> Creator Deborah Cashen ALEDO COMMUNITY L C Mar 21, 2022	 ★ Signature Activity <b>Breakfast With Santa</b> Creator Deborah Cashen ALEDO COMMUNITY L C Dec 3, 2021	 ★ Signature Activity <b>Walk to End Alzheimer's</b> Creator Deborah Cashen ALEDO COMMUNITY L C Oct 15, 2021	 ★ Signature Activity <b>Sight First Hole-in-One Shootout</b> Creator Deborah Cashen ALEDO COMMUNITY L C Sep 24, 2021 - Sep 26, 2021
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If you have a logo for a Signature Activity there is space to enter it! If not use your club logo or what LCI offers. *You can always edit once posted.*

## Select Your Activity Type

## Select Your Cause

After each selection hit Continue to move through your selection process.

Once you reach the window to fill out your activity there are a few things to pay attention to:

- Club or District?
- Club Name
- Activity Name
- Signature Activity?
- Do you change the photo?

## Select a Project Type

## Fill Out Your Information

The rest is self-explanatory. All Information needs to be filled out before you submit.

***These activities will show up once you log into MyLion in the future.***



[Support](#)
[Messages](#)
 Deborah Cashen

[Home](#)
[Report Past Activity](#)
[Plan Future Activity](#)
[Activities](#)
[Metrics](#)

## COLLEYVILLE

Current LOI Fiscal Year July 1, 2021 - June 30, 2022

0  
People Served >

0  
Service Activities Completed >

\$0  
Funds Donated >

Some metrics are capped. Please ['click here'](#) to see which metrics are impacted.



### Signature Activities

<p>★ Signature Activity</p> <p><b>Annual Easter Egg Festival</b></p> <p>Creator Deborah Cashen ALEDO COMMUNITY L C Apr 16, 2022</p>	<p>★ Signature Activity</p> <p><b>Knights of Sight Golf Scramble</b></p> <p>Creator Deborah Cashen ALEDO COMMUNITY L C Mar 21, 2022</p>	<p>★ Signature Activity</p> <p><b>Breakfast With Santa</b></p> <p>Creator Deborah Cashen ALEDO COMMUNITY L C Dec 3, 2021</p>	<p>★ Signature Activity</p> <p><b>Sight First Hole-in-One Shootout</b></p> <p>Creator Deborah Cashen ALEDO COMMUNITY L C Sep 24, 2021 - Sep 26, 2021</p>
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### Upcoming Activities

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You will enter Service Hours from this page  
**CLICK on Report Past Activity**



Support
Messages
 Deborah Cashen ▾

MyLion ▾
Home
**Report Past Activity**
Plan Future Activity
Activities
Metrics

# Report Past Activity


REPORT +

## Unreported Activities




**Officer training- zoom**

**Creator Linda Oberhoff**  
Washington County Ladies  
Jul 15, 2021




**Soldier Transition to Civilian Life**

**Creator Brian Carter**  
El Paso Downtown  
Jul 15, 2021




**regular meeting**

**Creator Kelly Marts**  
South Montgomery County L C  
Jul 14, 2021




**Veteran's 90th Birthday Celebration**

**Creator Lucy Gonzales**  
Houston Lady  
Jul 13, 2021



**Monthly Meeting**


**Creator Ed Field**  
Beaumont Founders  
Jul 13, 2021



★ Signature Activity


**CLUB MEETING**

**Creator Kenneth Young Jr**  
Nederland Professional  
Jul 12, 2021




**Cops and Robbers Foundation**

**Creator Brenda Williams**  
Rowlett  
Jul 12, 2021



**Meeting**


**Creator Marion ( Marijo) Wells**  
Ingleside North Bay  
Jul 10, 2021



★ Signature Activity

**Ingleside North Bay Lions Club Meeting**

**Creator Dale Wells**  
Ingleside North Bay  
Jul 10, 2021



**Main St Cleanup**

**Creator Steve Phillips**  
Bastrop Noon  
Jul 10, 2021

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NEXT
FIRST
LAST

## Reported Activities

Regardless of what is showing in this window select **Report+** to continue posting your service hours.

Support Messages Deborah Cashen

MyLion Home **Report Past Activity** Plan Future Activity Activities Metrics

Home > Report Past Activity > Activity Form

**Activity Name** \*

■ = Required to Save as Draft  
\* = Required to Report

### 1. Activity Level

**Activity Level** Club

**Multiple District** Multiple District 2

**District** District 2 E2

**Club** ALEDO COMMUNITY L C

### 2. Activity Details

**Creator** Deborah Cashen

**Activity Duration\*** ☒ Single Day ☐ Multiple Day

**Date\***

**Activity Type\***

**Signature Activity?** ☐ Yes

**Cause\***

**Project Type\***

This is the next page you will see. Enter your Activity Name *(if this is to report on a Signature Activity be sure to name that correctly).*

Check the following:

- Club or District Activity Level
- Club Name
- Dates – Multiple days can be entered.
- Activity Type
- Click if a Signature Activity – the menu changes so you can enter volunteers, funds, etc.

The rest is self-explanatory. Just double check before you Submit your report.

To check on posted activities **CLICK** on Activities in the MyLion window.

You will see Filters that allow you to choose a variety of ways to view your club or district activities.

Explore to discover which of these filters offers the information you need to keep your club up to date!

Club Secretaries can post Club Service Hours, but individual Members can also post their own hours by going through the same process shown in this presentation!

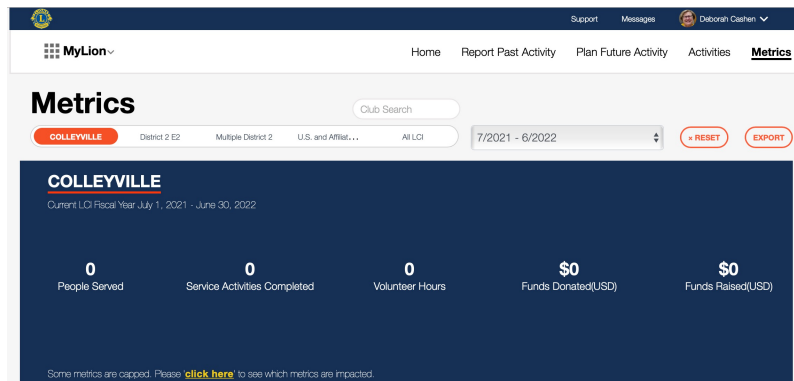




# WHY POST SERVICE HOURS?

Your Club Service Hours are calculated BY LCI into Metrics. Those Metrics are used to measure a club's success and to solicit grants, both locally and internationally.

**THIS IS IMPORTANT LIONS!**



## DISTRICT 2-E2 IS HERE FOR YOU!

Our Global Service Team Leader: Lion Deb Lewis is available to assist if you need help.

Email: [deborah.lewis1@verizon.net](mailto:deborah.lewis1@verizon.net)

Phone: (443) 415-4240