



# MyLion

# Desktop Version

# Tutorial

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Brussels Lions Club

Brussels, WI USA

District 27B2

August 15, 2020

Rev. 6

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By picking on any of the topic headings in the Table of Contents it will link you directly to that page. (you may need to do “Ctrl+Click” depending on your computer settings)

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## INTRODUCTION:

This booklet is intended to assist Lions members in logging Service and Activity information into the desktop (web site) version of MyLion. It was specifically written for the Lions of District 27B2, but it should be fairly universal.

All instructions and screen shots are based on the version of MyLion available as of mid-August 2020 and includes the updates published August 7<sup>th</sup>, 2020 by the MyLion team. Look for the various arrows and ovals highlighting items in the screenshots included in this booklet. The view you see on your computer screen should look similar to what is shown, but may vary slightly depending on your screen size, scale, and other settings on your computer.

MyLion support staff are constantly striving to make improvements and debug the MyLion tool, so some steps outlined in this booklet may have changed.

If you are on Facebook there is a group called “MyLion Forum” where members of the group discuss things like situations they have encountered, short cuts or tips, and answers to questions members have about MyLion. You may want to consider joining this group.

- Once you are a member of this group, there are multiple documents users have created as help tools. They are located under “Files” on the left side of the screen. This includes a booklet that walks you through the “App” version of MyLion.

Remember that MyLion is used to enter only Service and Activities. MyLCI is still the site where Club Secretaries, Presidents, and/or Administrators enter their Monthly Membership Reports (aka: MMRs).

The log-in to both MyLion and MyLCI go through the same process. Once you reach what LCI refers to as the “Member Portal” page (see screenshot below), you are able to choose if you want to go to:

- MyLion (for service and activities)
- MyLCI (for membership)
- Insights: (to explore membership and service trends and impacts)
- Learn: Lions Learning Center - LLC (FREE online courses for all Lions), and information on the various LCI directed “Institutes”
- Shop: (at the LCI store for club supplies, clothing, gifts, etc.)

Press “Ctrl” & “Home” to return to the start of this document

As of mid-August, 2020 this new Member Portal also includes the following:

- A “Take the Tour” link (upper right by the “Shop” icon). It is highly suggested you take this brief tour.
- A “Newsfeed” area (a way to interact with Lions and clubs that you choose to follow)
- An “Announcements” area (important information that needs to be shared regarding LCI’s web site)
- A snapshot of your club’s “Service Metrics” along with a quick link to MyLion
- A snapshot of your “Upcoming Club Activities” (a quick view of up to 5 upcoming activities that have been entered in MyLion)
- A “Resources” area (links to different useful areas of the LCI web site including FAQs and “How To” documents. Product release notes (updates) are also available)

The screenshot displays the LCI Member Portal interface. At the top, there is a navigation bar with 'Support' and 'Messages' links, and a user profile for 'Jim Neil' with 'My Profile' and 'Logout' options. Below the navigation bar are five main icons: MyLion, MyLCI, Insights, Learn, and Shop, with a 'Take the tour' link to the right. The main content area is divided into several sections: 'Newsfeed' (with 27 Followers and 11 Following), 'Announcements' (stating 'There are no new announcements'), 'Service Metrics' for 'BRUSSELS' (Current Lion Year) showing 2,008 People Served, 4 Service Activities Completed, 642 Volunteer Hours, \$7,255 Funds Donated (USD), and \$44,100 Funds Raised (USD) for the period July 1, 2020 - June 30, 2021. Below this is 'Upcoming Club Activities' with a table showing one activity: 'Test: Goose fund donation 2020-09-02' on Sep 02, 2020, from 8:00 AM to 9:00 AM, located in Brussels, WI 54204, USA. To the right of this table is a 'Resources' section with links to 'Technical Support in Knowledgebase', 'Digital products webpage', 'MyLion Facebook Forum', 'Service Reporting webpage', and 'Member Service Center'.

Date	Time	Activity Name	Cause	Location
Sep 02, 2020	8:00 AM - 9:00 AM	Test: Goose fund donation 2020-09-02	Other	Brussels, WI 54204, USA

Depending on your role in your club and District, the views and permissions to MyLCI and MyLion will vary. This may account for a tool being “greyed out” and not accessible when you get to the Member Portal page.

MyLion is also available in an App version for your phone or tablets. Go to the “store” for your device if you want to download this free app. Note that the views shown in this booklet are only for the desktop “web” version. There may be tutorials available on YouTube and on the Facebook MyLion Forum for using the app version.

### Support:

If at any point the instructions in this booklet do not seem to work, and you have reread them to be sure you have followed them correctly, or you are just plain stuck, MyLion does have a support desk available.

The support desk can be reached at 630-468-7000, M-F 8:00am-4:30pm CST. The support email address is [MyLionSupport@lionsclubs.org](mailto:MyLionSupport@lionsclubs.org).

- **NOTE: DURING THE CURRENT COVID-19 CORONAVIRUS PANDEMIC YOU MAY GET BETTER RESPONSE FROM THE SUPPORT DESK BY SENDING AN EMAIL AS OUR INTERNATIONAL HEADQUARTERS IN ILLINOIS IS ONLY OPENED TO A LIMITED GROUP OF WORKERS, BUT STAFF IS WORKING FROM HOME.**

The support desk does get busy near the end of the month when up to 48,000 other secretaries and clubs may have questions, so please be patient and be prepared to be put on hold. It will probably help to have your member # and club # ready when you talk to the support desk and be ready to clearly explain where you are in the MyLion process and what your issue is.

### Who can PLAN an activity?

Any Lion who has a MyLion account can PLAN an activity.

The thought behind this is that a committee chair for an activity can go into MyLion and PLAN the activity – it does not always need to fall on the shoulders of the Club Secretary.

### Who can REPORT on an activity?

The Club Secretary, Club Service Chair (CSC), Club President, and Club Administrator can REPORT on an activity. A District Administrator can also REPORT an activity for a club if needed. As of March 2020, a Guiding Lion for a new club can also REPORT on an activity for the club they are working with.

The limits on who can REPORT are designed to prevent duplication of REPORTING information. A committee chair could still gather all the information needed and give it

to one of those with REPORTING privileges, but the committee chair cannot REPORT it themselves.

### Instructions and Tips:

The instructions outlined in this booklet are very step-by-step. This makes it easy to take a step back if something doesn't work as expected and help you figure out what the issue might be. Note that on many pages in MyLion there is a "GO BACK" button (often in the upper and lower left corner). Use this GO BACK button vs. the back arrow on your computer if it is there.

In this booklet you will also find occasional TIPS in *green italics*. These are not required steps, but they are something that worked for someone to save time or steps, so you might want to give them a try.

*TIP: If your MyLion does not seem to be performing as it should you may need to delete your "cookies" and/or internet history to purge old settings that may exist. This is one of the suggestions I have seen many times on the Facebook MyLion Forum posts.*

To quickly navigate in this booklet, you can always press the "Ctrl" & "Home" keys at the same time to return to the title page and the Table of Contents. The Table of Contents is also "hyperlinked" so you can pick on a listing in the Contents and it should jump to the page.

## LOG-IN INTO MYLION (AND MYLCI):

Any user of MyLion and/or MyLCI must establish a login Username (UN) and Password (PW) before they can access the sites.

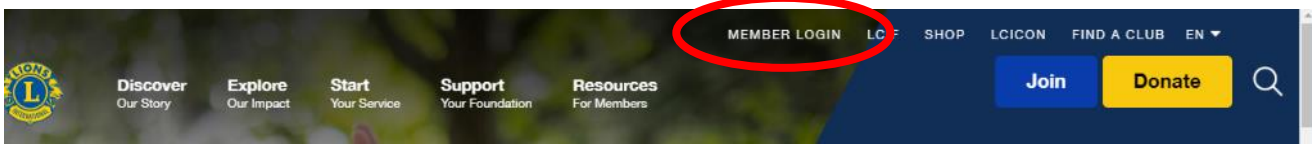
As a Club Secretary if you are currently able to file your MMRs in MyLCI, then you are already set up with access and will be able to get into MyLion.

This booklet is going to assume you need to set up your login information and start from that point.

### Setting up your account:

- Go to the LCI web site at <https://lionsclubs.org>
- At the top of the Home page there should be a title that says, "MEMBER LOGIN" (see below)
  - Pick on this text

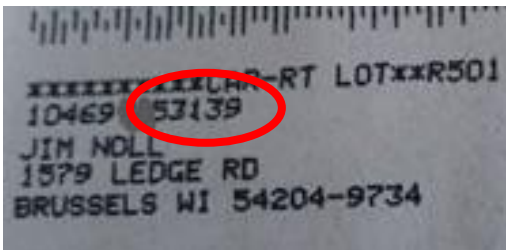
Press "Ctrl" & "Home" to return to the start of this document



- On the next page, if you are already set up with a Lion Account (you have been able to report membership in MyLCI), you can enter your User Name (UN) & Password (PW) in the left side box under SIGN IN
- If you need to set up a Lions Account, pick the “REGISTER” box in the right-side REGISTER box (see below). Once you have set up your account, you will always use the left side SIGN IN box.



- There is some information you will need to have ready in order to set up your account. You will need:
  - Your Lions member ID number
  - Your birthdate
  - Your email or mobile phone #
  - The password you will want to use.
- If you do not know your member ID number and cannot get it from MyLCI or your secretary, you have a couple of choices:
  - Your member ID # is in the mailing label on your LION magazine and your WISCONSIN LION newspaper you receive in the mail. It is usually a 6-8 digit number. The 5-digit number that may be to the left is your club #.

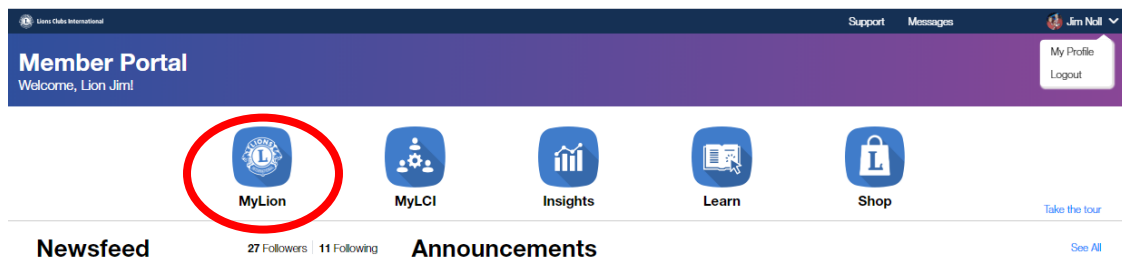




- 27B2 Lions can email PDG Jim Noll ([lionjim27b2@gmail.com](mailto:lionjim27b2@gmail.com)) or someone else you know in a leadership role in the district who has access to MyLCI and they can look up your member ID #. (Sorry, I don't have access outside 27B2)
- **IMPORTANT:** Your birthdate and email or mobile number **MUST** match what LCI has on file in their database exactly. This has been one thing that has caused users to not be able to set up their Lions Account. The exact match is what LCI uses to help verify it is actually you setting up the account.
- Follow the prompts to finish your registration

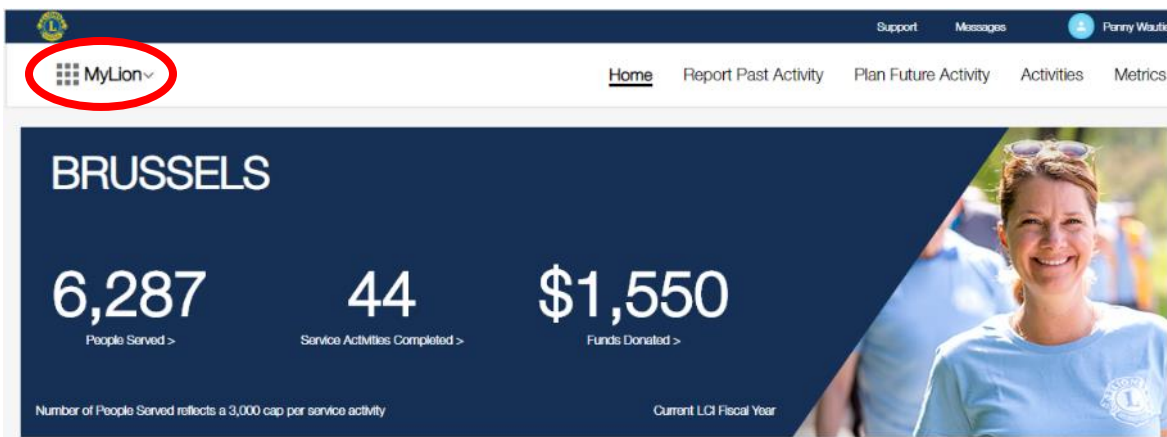
## SELECTING THE MYLION TOOL:

Once you have your Lions account set up and are able to login, you will get to the “Member Portal” (see below).



Getting into MyLion is as simple as picking the MyLion icon.

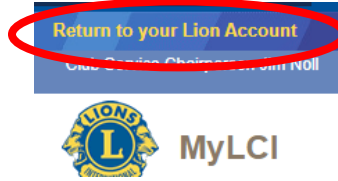
Picking this MyLion icon will take you to the MyLion Homepage for your club that will show some basic “metrics” of your club’s service (it will show all zeros (0) until you log an activity). The “Funds Donated” was added in January 2020.



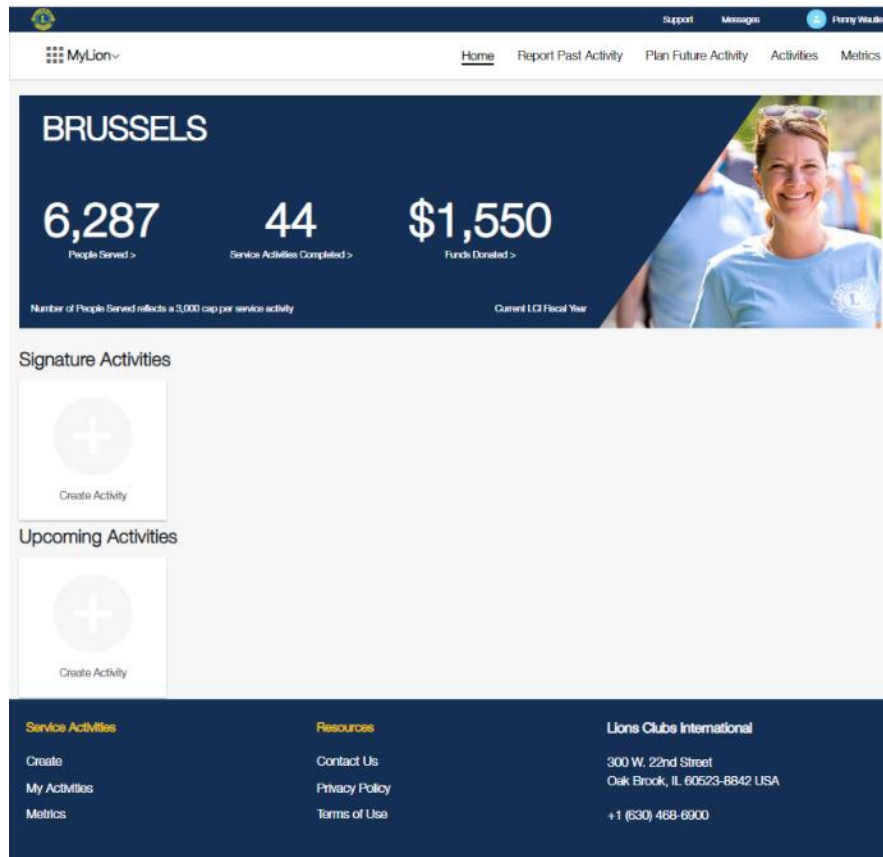
Press “Ctrl” & “Home” to return to the start of this document

*TIP: If you ever want to get back to the Member Portal screen (let's say you want to go to MyLCI, Shop, etc.), pick the MyLion<sup>v</sup> in the upper left corner (red oval above).*

*TIP: If you are in MyLCI and want to jump back to the Member Portal screen, at the very top left of the MyLCI screen pick "Return to your Lion Account" (see below)*



## WHAT IS ON THE HOME PAGE?



The HOME page is the starting point as you begin PLANNING and REPORTING your club's service and activities.

At the very top of the screen in the thin blue banner is the Lions emblem, and titles for Support, Messages, and your profile.

Press "Ctrl" & "Home" to return to the start of this document

Next near the top of the screen in the white banner, are titles you can pick on to look at various parts of MyLion. These are detailed later in this booklet.

- Home: will bring you back to this Home page
- Report Past Activity: will start the process to REPORT an activity that has already taken place
  - REPORT activity can also be done for an activity that was PLANNED previously. BUT IT MUST BE IN THE PAST!
- Plan Future Activity: will start the process of PLANNING a future activity
- Activities: will show a screen that allows you to view upcoming and past activities and sort them by activities you PLANNED and/or REPORTED, and can be sorted by your club, District, Multiple District, Global Area, or all LCI, as well as multiple other sorting categories.
- Metrics: will show you a screen that allows you to see things like what focus areas (Diabetes, Environment, Childhood Cancer, Hunger Relief, Vision, & “All Other”) activities have been in, the people served, volunteer hours, funds donated, and other interesting “metrics” about your club’s service as well as the District, Multiple District, Global Area, or all of LCI.

In the large blue banner is a quick summary of the basic metrics for your club. Note these are just for the current Lions fiscal year (July 1 – June 30). You are able to look at previous years activities by choosing the year range when you are in the “Metrics” area.

Be patient when you enter an activity if it does not show up right away in the metrics. There have been times when there is a delay in posting as they are done in “batches” at LCI. The end of the month can sometimes be a little delayed because of all the clubs trying to put in information before the end of the month.

*TIP: Try to get in the habit of going into MyLion several times during the month for short sessions vs. one long session at the end of the month.*

If your club has set up some Signature Activities or has some Upcoming Activities, they will be displayed below the large blue banner.

At the bottom of the screen are the usual information links that most web sites contain. Note that the phone number is NOT the one for the MyLion support desk. If you call this 630-468-6900 number, you will end up being transferred. The direct MyLion support desk phone number 630-468-7000.

## PLANNING A FUTURE ACTIVITY:

**First – remember this mantra: PLANNING is for activities in the future, REPORTING is for activities in the past.**


MyLion will not let you PLAN an activity that has already taken place, you will REPORT on activities that have already taken place. (It also will not let you REPORT on an activity in the future).

Info to have before PLANNING an activity:

There are a few bits of information you should try to have available when you go in to PLAN an activity that will make the process go quicker. Having the info ready will prevent you from having to jump out of MyLion or open another search window.

The items you should have ready include (\* = it is a required entry):

- The name you want to give your activity\*
  - *TIP – You may want to include the date or month the activity takes place right in the name. This will help you pick out which activity is which if they are repeating activities. At some point the Metric lists of activities MyLion generates might include the date, but for now they do not. The views you will see of Activities on the Home page and in the My Activities section will show the date.*
  - *An example of names would be: Food Bank work 2019-11 Nov., Food Bank work 2019-12 Dec. & Food Bank work 2020-01 Jan. Note that by doing the date this way if an alpha/numeric list is generated they will fall into order of occurrence.*
- Is this a “signature activity” of your club?
  - A signature activity is a recurring activity which represents the identity and /or specialization of the organizing club, district, or multiple district.
- Place Name
  - It can be as simple as the town/city name, or you can enter the name of a building/organization ex: Brussels Food Pantry, YMCA, Community Center, etc.
- Address or place\*
  - This helps generate a location on a google map so invitees can attend. You can get away with just listing the name of the town/city.

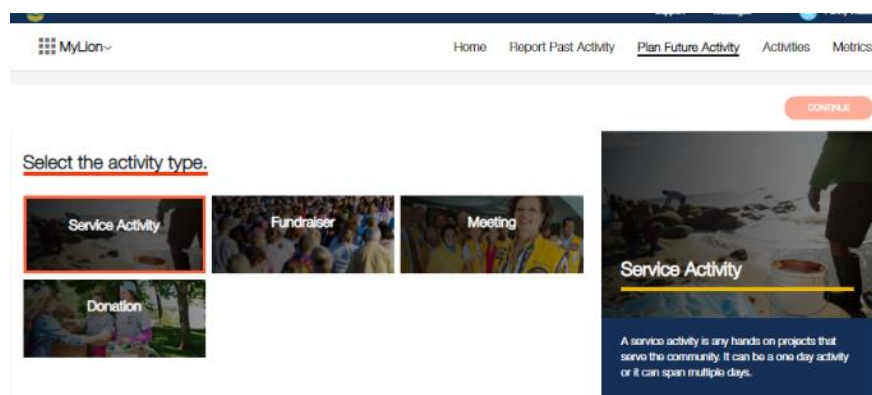
- *TIP: Watch for the auto populate to show up below the box as you are typing the address/place.*
- Start date and time\*
  - There will be a calendar icon  that makes it easy to pick the date (but it must be in the future when PLANNING)
  - If the time is not critical you could put in anything
- End date and time\*
  - Same comments as the Start date & time (but it must end after it starts)
- Activity Description\*
  - Gives you a chance to describe exactly what the activity is, who it benefits, etc. Whatever you want to say about the activity.
- Privacy settings
  - Who can see this posting?
    - Will you want everyone who uses MyLion to be able to see this activity, or will you limit it to just your club, or even just you (a draft for an activity posting)?
  - Who can join?
    - Will you want everyone who uses MyLion to be able to join in on this activity, or will you limit it to just Lions & Leos, or just send out invites?
- The image you want to show
  - MyLion does have default images, but you can also edit the current image and add one of your own (see a separate section in this booklet on images).
  - So, if your activity takes place at the local food bank, why not take a photo and use that to show your Lions volunteering, or the outside of the building.
  - Be careful about pictures that may show the face of someone who does not want their picture taken/published (especially if you are providing aid to people).
  - Know in advance where the photo is stored on your computer so you can upload it easily.

*TIP: You might find it helpful to create a folder on your computer called “MyLion Stuff” (or something similar) with a sub-folder called “Photos”. It will give you a location to store any photos you want to use, especially if it is a photo you will use repeatedly.*

*TIP: Something else to put in that MyLion Stuff folder would be a word processing document (ex: a WORD document) where you list commonly used titles, addresses, descriptions, etc. That way all you need to do is copy/paste the info from this document into MyLion vs. recreating it every time you want to use it or looking back to past posts to get the wording the same.*

Let's start PLANNING a Future Activity:

- Start by picking the “Plan Future Activity” title at the top of the Home page.
  - You will see a page that has 4 “types” of activities (note: more may be added by MyLion down the road). (see screenshot below)
  - The 4 types are:
    - Service Activity
    - Fundraiser
    - Meeting
    - Donation (added March 2020)

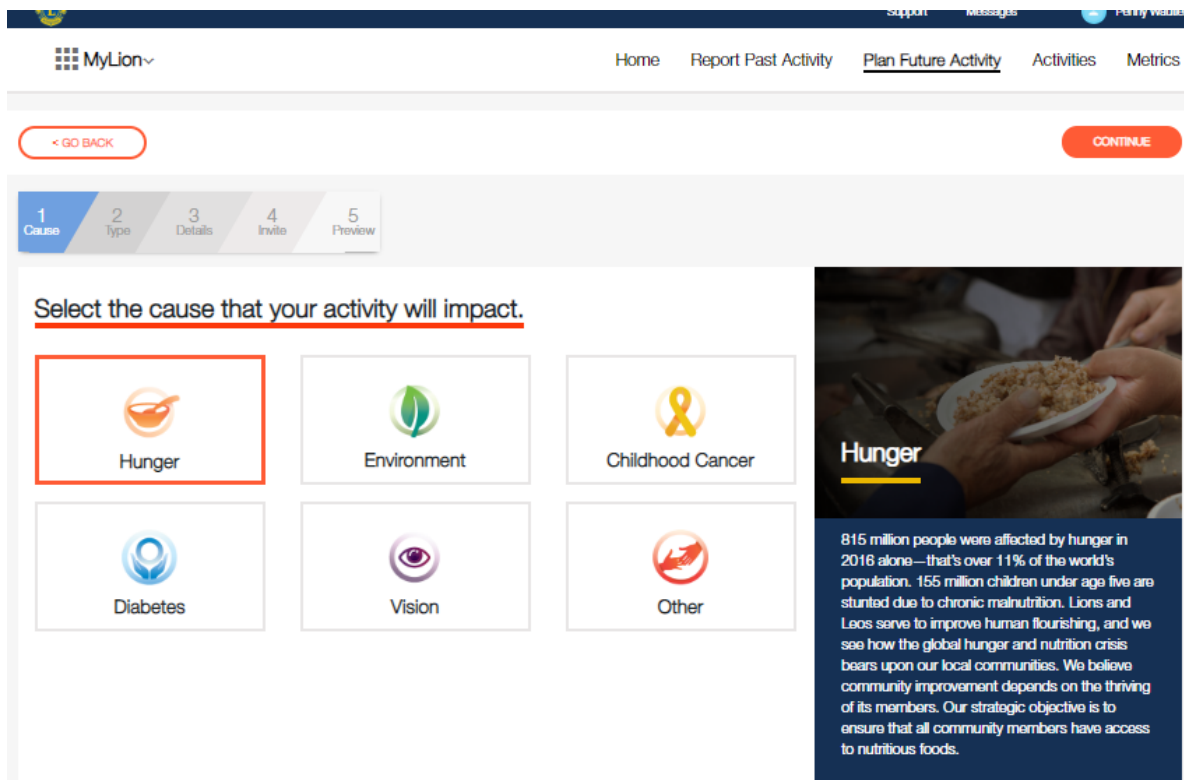


- Note that as you pick one of the 4 types, an orange outline shows up around that type. The large box to the right will also change and give a brief description of what the activity type typically is.
- To go to the next screen, you must pick “CONTINUE” in the orange oval to the right top or bottom of the screen. I can just about promise you will sit there staring at the screen wondering why it does not advance when you pick an activity type. Then you will remember “I must pick CONTINUE”.

PLANNING a Service Activity or a Fundraiser:

If you selected a “Service Activity”, “A Fundraiser”, or a “Donation” as your type, the next screen will ask you to select the “cause” that your activity will impact (see below). If you selected “Meeting” the steps will be shorter. Read the following sections on

planning a Service Activity, Fundraiser, or Donation so the brief description of Meetings steps later in the booklet will make sense.

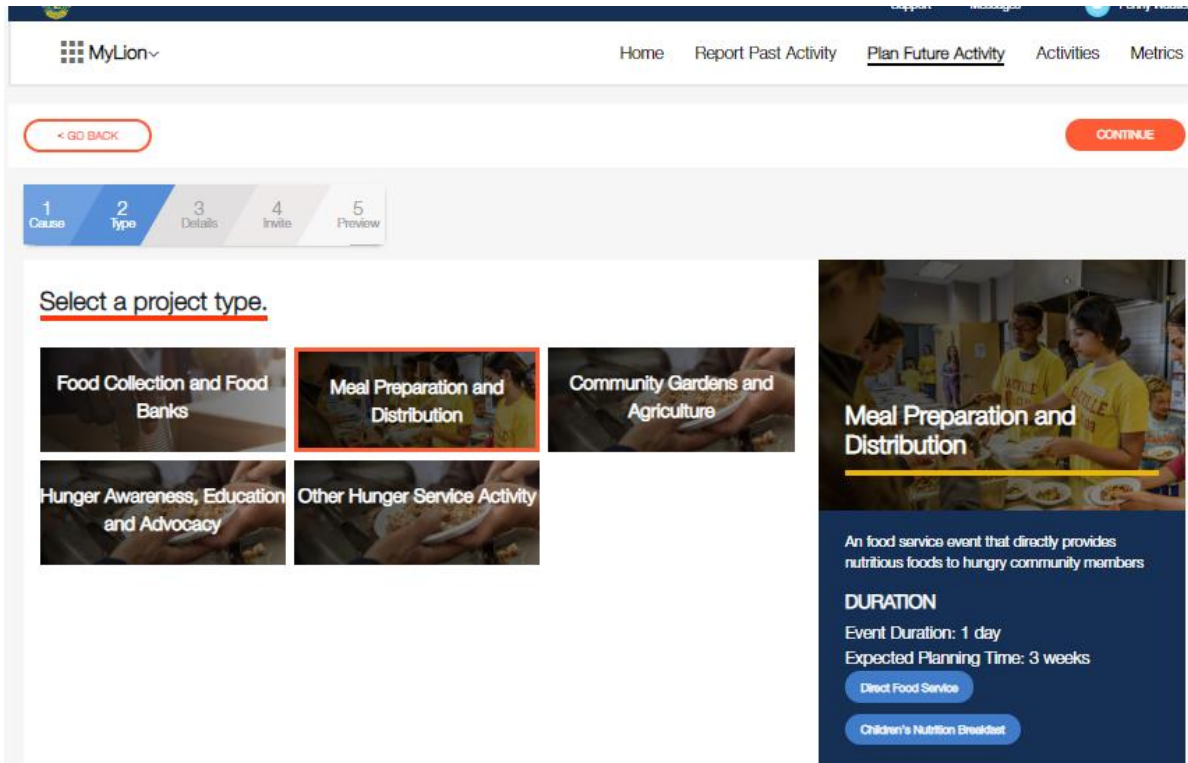


Note that again the orange box will highlight the cause that you pick, and the large blue description box to the right will change. Pick “Other” if your activity does not fall into one of the 5 causes.

- Select the appropriate “cause”
- Pick “CONTINUE” to go to the next screen
  - Notice that you now also have a “GO BACK” oval in the upper and lower left corners if you need to go back and change your “Type”.

The next screen may have some suggested “Project Types” within the “Cause” you selected (these do not show up for a Donation). These may speed up the entry process if there is a project type that matches what you are PLANNING. If there is not a match, the last box is usually an “OTHER .....” selection. These suggested project types may change as time goes on, so always check what is listed.

*TIP: In the large box to the right there may be some blue ovals that can help you in PLANNING your service activity (see below). Take advantage of the work someone else may have already done to give you ideas or steps in PLANNING your activity.*



- Once you have selected/highlighted the type of project, pick “CONTINUE”

### Entering the Activity Details:

You are on step 3 of the PLANNING entering process - Details (notice the blue line progress scale at the upper left of the page).

Now is when you enter all the specific info about your activity (the info I suggested you gather earlier – remember!)

Pay attention to the items that are required (noted with an \*).

- Enter the requested information in each box.
  - You can either type it in as you go, or copy/paste it if you created that shortcut document I mentioned in a tip earlier.
- If something is not filled in correctly red text will show up. It may or may not tell you exactly what is missing or is incorrect. Remember – you are PLANNING in the future – you cannot enter a PAST date.
- If you want to use your own image instead of the MyLion default image, see the separate section later in this booklet. When PLANNING you will only use 1 image to represent your activity.



*TIP: Notice that there may be a PLANNING guide over in the right-hand blue box you can download to help you PLAN your activity. Check it out!*

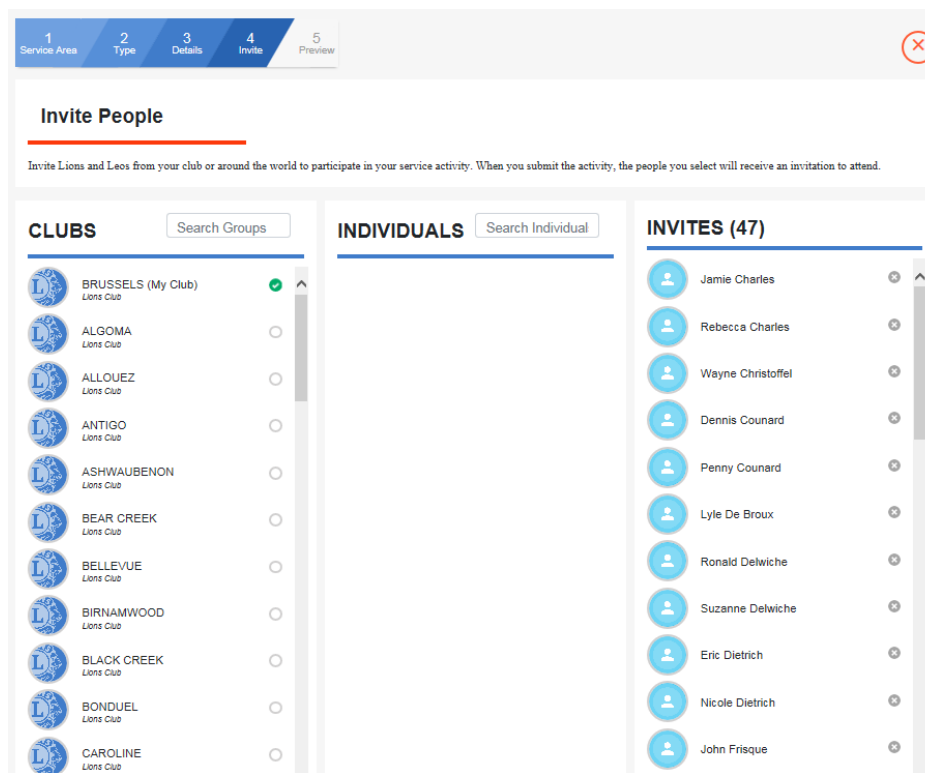
- Notice that there is a X in a circle near the top-right of the screen. If you pick this, it will ask you if you want to delete this activity or save it so far (a DRAFT version).
- When you have all the details entered and no red comments (meaning something is missing), select the “CONTINUE” oval

### Inviting People to your Activity:

As of late August 2020 the invite action is something that still seems to be a work in progress.

The good news is – YOU DO NOT HAVE TO SEND INVITES FOR A SERVICE ACTIVITY YOU ARE PLANNING. You can skip the Invites step by picking CONTINUE.

The concept is that “invites” allows you to select specific groups (clubs) to invite or specific individuals. By picking/checking the round “radio button” to the right of the club name, all the member names will show up in the right-hand column. You can then REMOVE them from receiving an invite by picking the “radio button” after their name.



If the invite feature is working correctly, Lions who have a MyLion account (either the app or the desktop version) will receive an invitation (if you include them). If they do NOT have a MyLion account but they have an email address on file in MyLCI, an email will be sent with an invitation.

From what I have seen on the Facebook MyLion Forum group, it looks like this does not always work as intended.

If you want to give using invites a try – go for it.

Either way (using it or not) there is a “CONTINUE” oval to select to go to the next step.

#### Previewing your Activity:

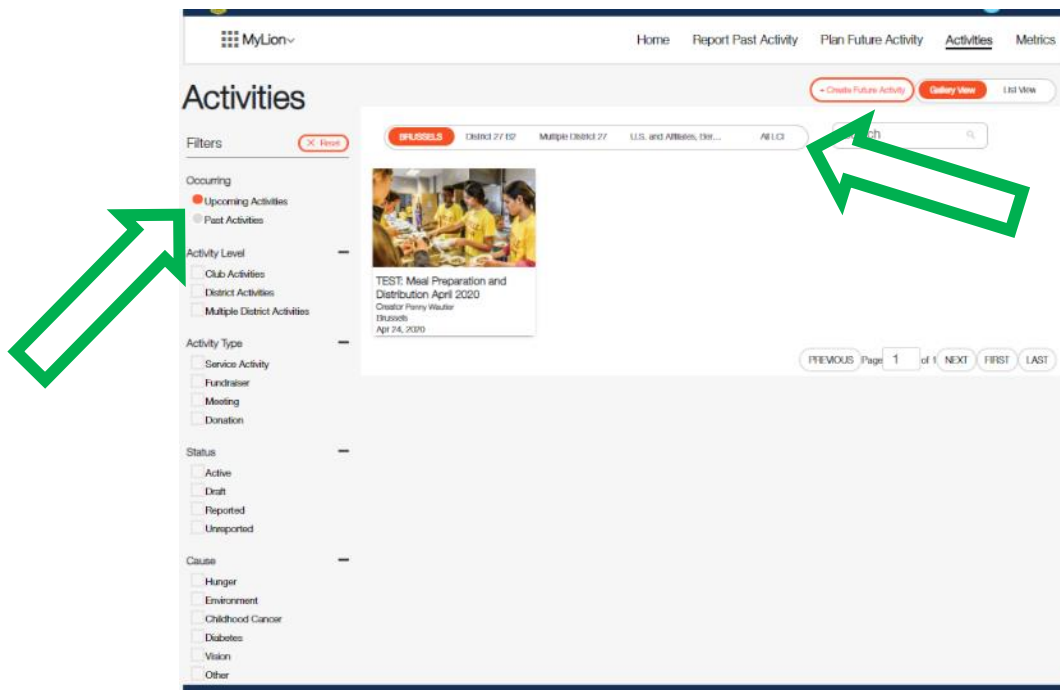
This is the last step on the blue line progress scale at the top of the page.

This screen gives you one last chance to review (preview) what will be published about the activity you just PLANNED.

- Review all the information to see if it is what you intended to say
- *TIP: You can come back and edit an activity at any time, but what you have on this screen is what is sent out with invites and published on your home page. You might as well get it right the first time if you can.*
- If everything looks good, select the “SUBMIT” oval

- A “pop-up box” should show up confirming you are finished entering an activity.
- Pick the “CONTINUE” oval
  - If something needs to be changed, you can use the “GO BACK” oval to step your way back in the process.

You will now see a screen that lists the activities you have PLANNED.



- Try picking on the various titles at the top and down the left side of the screen (green arrows above) to “slice and dice” all the information you have started entering.
- The more info you put in, the more activities that will show up.

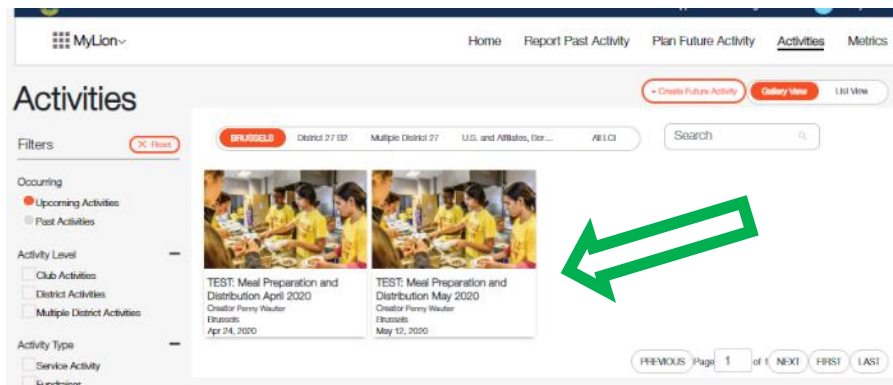
*TIP: A big advantage of MyLion is that if you know that every month you are going to be having a reoccurring activity, you can go through and PLAN these activities for the entire year. Even if you do not know the exact date for every month, you can put in a default date and always confirm/change it later.*

*By PLANNING all these activities in advance, once the activity does take place you simply need to go in and REPORT and all the details will already be there. All you will have to fill in when REPORTING are a few details about how the activity went.*

If you do not PLAN an activity in advance, you will need to enter much of the same info covered in PLANNING when you REPORT, so why not do it in advance.

TIP: If you are doing the same activity in the future one of the choices when you pick a PLANNED activity on the ACTIVITIES page, is to “COPY ACTIVITY” (you can also EDIT or DELETE an activity)

- It took me about 30 seconds to COPY/PLAN the same Food Bank activity for February once I had already done the January. (see below)
- All I needed to change was the Project name (where I included the month) and the dates/times
- You could PLAN a whole year’s worth of the same activity in just a few minutes



If you see something that is incorrect or you come up with an image that you would rather use, you can pick on the activity on the “ACTIVITIES” page shown above, and edit whatever needs to be changed.

### PLANNING a Meeting:

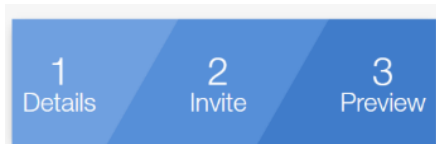
If you selected a “Meeting” as your project “Type”, the steps to PLANNING it will be similar but with less steps than for a Service Activity, Fundraiser, or Donation.

TIP: If you are not familiar with entering a Service Activity or Fundraiser, read those steps above. That section of the booklet gives more detail on each step.

There are fewer steps with PLANNING a Meeting. You will only need to:

- Enter the meeting “Details”
- Set up the “Invites” (although this is NOT a required step)
- Preview and Submit your meeting

This shorter process is reflected in the blue line progress scale at the upper left of each page.



*TIP: Once one meeting has been set up you could use the COPY feature on the ACTIVITIES page (see the tip a couple pages back) to quickly set up (PLAN) all your future meetings for the whole year. You can always edit the dates and locations if they change. This can save you time when you are ready to REPORT these meetings after they take place.*

*TIP: For an image to use for Meetings you may want to take a picture of your club banner that will make those meetings stand out in your Upcoming and Past Activities on your Activities page.*



#### PLANNING a Donation:

*TIP: Accounting for Donations clubs make is an upgrade that was made to MyLion in March of 2020 after many of us requested this feature following the initial MyLion rollout. This shows that making constructive suggestions to the MyLion team DOES WORK.*

If you selected a “Donation” as your project “Type”, the steps to PLANNING it will be similar to a Service Activity or Fundraiser.

*TIP: If you are not familiar with entering a Service Activity or Fundraiser, read those steps above. That section of the booklet gives more detail on each step.*

- *TIP: You may want to list the group/person and the amount the donation was made to right in the name of the activity/donation to make it easy to find later.*
- *TIP: For the date and time of the Donation you could list a club/board/budget meeting when the decision to donate takes place. Remember, you can always edit this date later.*

- Set up the “Invites” (could be for a meeting when the donation is discussed/approved, although this is NOT a required step)
- Preview and Submit your Donation

*TIP: Once one donation has been set up you could use the COPY feature on the ACTIVITIES page (see the tip a couple pages back) to quickly set up (PLAN) all your budgeted donations for the whole year. This can save you time when you are ready to REPORT these donations after they are made.*

*TIP: For an image to use for Donations you may want to find some clip art of dollar signs or coins that will make those donations stand out in your Upcoming and Past Activities on your Planned Activities page (see below).*



You may be asking yourself “why PLAN donations?” If your club holds an annual budgeting meeting where you decide all the budgeted donations you plan to make for the year, having them shown in Upcoming Activities will be one more reminder that they need to be made during the year (and maybe at specific times of the year). There will likely be un-budgeted donations (emergencies, new causes, etc.) that come up during the year, but those can always be REPORTED when they are made.

## REPORTING A COMPLETED ACTIVITY:

**Again – remember the mantra: PLANNING is for activities in the future, REPORTING is for activities in the past.**

*TIP – This can get a little confusing if you are trying to REPORT an activity that happens during an entire month, but you are trying to REPORT it a few days before the end of the month. You may need to use an earlier date for the “end date” so that you can REPORT on something in the past.*

If you already PLANNED an activity it will make REPORTING the activity much easier.

Info to have before REPORTING an activity:

There is information you can gather in advance before you go into MyLion to REPORT an activity.

The info you should have ready includes (\* = it is a required entry):

- People Served:
  - How many people were served? \*
  - Total Funds Donated
  - Total Funds Raised
- Volunteers:
  - How many TOTAL volunteers? \*
    - Lions and non-Lions
- Volunteer Hours:
  - How many TOTAL volunteer hours? \*
    - Lions and non-Lions
- Community Outcome:
  - A description of what the activity accomplished – the impact it made
  - Was the activity funded by a LCIF grant – yes or no?

*TIP: There is a large blue box down the right side of the “Celebrate and Share” page that will guide you through answering some of these questions (see below).*

MyLion Home Report Past Activity Plan Future Activity Activities Metrics

GO BACK CONTINUE

1 Type 2 Details 3 Share 4 Preview

### Celebrate and Share!

Total Funds Donated \*   
LEO Funds Donated

Funds Raised   
LEO Funds Raised

People Served   
# of People Served  
Number of People Served reflects a 3,000 cap per service activity

Number of Volunteers

Total Volunteers   
# of Volunteers

Number of Volunteer Hours

Total Volunteer Hours   
# of Volunteer Hours

Community Outcome

Was this activity funded by an LCIF grant?  No

#### 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](#)

Entering an activity REPORT:

Select “Report Past Activity” at the top of the Home page (or any page)

REPORTING an activity you did not PLAN:

- To REPORT an activity you did not PLAN before it occurred, select the “REPORT+” oval in the upper right corner of the screen. (see below)

MyLion Home Report Past Activity Plan Future Activity Activities Metrics

## Report Past Activity

REPORT +

### Unreported Activities

<p>REPORT</p> <p>★ Signature Activity</p> <p>TEST: Signature Activities</p> <p>Creator Penny Waulier Brussels Apr 30, 2020</p>	<p>REPORT</p> <p>July Monthly Meeting</p> <p>Creator Penny Waulier Brussels Jul 24, 2019</p>	<p>REPORT</p> <p>Kids baseball - July 2019</p> <p>Creator Jim Noll Brussels Jul 8, 2019 - Jul 15, 2019</p>	<p>REPORT</p> <p>Kids baseball - June 2019</p> <p>Creator Jim Noll Brussels Jun 10, 2019 - Jun 24, 2019</p>	<p>REPORT</p> <p>Medical Equipment loanout - June 2019</p> <p>Creator Jim Noll Brussels Jun 2, 2019 - Jun 30, 2019</p>
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PREVIOUS Page 1 of 1 NEXT FIRST LAST



- As of Jan, 2020, you will be asked a simplified list of questions to get the basic details of the activity (somewhat similar to the information you provided if you had PLANNED the activity in advance).
  - Activity Name\*
  - Activity Duration (Single or Multiple day)
  - Start Date\* (no start time is needed)
  - Activity Type\* drop-down arrow allows you to pick:
    - Service Activity
    - Fundraiser
    - Meeting
    - Donation
    - See the “NOTES” below as there will be different information asked for depending which Activity Type you are REPORTING.
  - Signature Activity? (there is a “Yes” checkbox)
  - Cause\* drop-down arrow allows you to pick:
    - Hunger
    - Environment
    - Childhood Cancer
    - Diabetes
    - Vison
    - Other
  - Project Type\* depending on the Cause you pick, different choices are available in the drop-down
  - Who can see this activity? drop-down arrow allows you to pick:
    - Everyone
    - Multiple District
    - District
    - Club
  - Tell your story about the activity
    - This is your chance to brag about what the activity accomplished, who it benefitted, amount donated, etc.
  - NOTE: If you select “Service Activity” as the activity type you will be asked for the information above.

- NOTE: If you select “Fundraiser” as the activity type you will have a chance to list some details after selecting the Cause\*, Type\*, and Funds Raised\* by picking the “Additional Metrics? “Yes” checkbox. Additional Metrics include:
  - People Served
  - Total Volunteers
  - Volunteer Hours
  - Funds Donated
  - Organization Receiving Donation
  
- NOTE: If you select “Meeting” as the activity type you will be able to list:
  - # of volunteers\* (or attendees)
  - # of volunteer hours\* (You could use the approximate length of the meeting multiplied by the number of attendees)
  - Additional Metrics? (“Yes” checkbox)
    - # of people served
    - Funds Donated
    - Organization Receiving Donation
    - Funds Raised
  
- NOTE: If you select “Donation” as the activity type you will be able to list:
  - The Cause (Hunger, Environment, etc.)
  - Total funds donated
  - Additional Metrics? (“Yes” checkbox)
    - Total volunteers (number of members at the meeting where you decided to make the donation)
    - Volunteer hours (number of members at meeting multiplied by the minutes it took to make the decision - DON’T GET TOO HUNG UP ON BEING EXACT, ROUND THE DECISION MINUTES UP OR DOWN TO HOURS)
    - Organization receiving Donation
    - Funds raised
    - People served

*TIP: If you have the information to be REPORTED ready before you start trying to enter it, your REPORTING process will go much quicker.*

*TIP: You are now able to add multiple photos to your REPORT. So, take some pictures of your club having fun volunteering, but remember the tips in the PLANNING section if you are helping people in need – they may not want their picture taken.*

Once you submit your REPORT at the bottom left it should show up in your REPORTED Activities. Be patient, it may take time to show up as MyLion loads some of this information in “batches”.

REPORTING an activity you did PLAN before it occurred:

To REPORT on an activity that you did PLAN before it occurred, find the activity under the “Unreported Activities” section on the first “Report Past Activities” page.

The screenshot shows the MyLion interface for reporting past activities. At the top, there are navigation links: Home, Report Past Activity (underlined), Plan Future Activity, Activities, and Metrics. The main heading is 'Report Past Activity' with a red 'REPORT +' button on the right. Below this is the 'Unreported Activities' section, which contains a grid of activity cards. Each card has a 'REPORT' button. A green arrow points to the 'REPORT' button on the first card, 'TEST: Signature Activities'. Other cards include 'July Monthly Meeting', 'Kids baseball - July 2019', 'Kids baseball - June 2019', and 'Medical Equipment loanout - June 2019'. Each card also lists the creator's name and location, and the activity dates.

- Pick the orange oval (arrow above) that says REPORT in the list of “Unreported Activities”. Note they should be listed in order by date, and you may have multiple pages (lower right) if you PLANNED a lot of activities for the year.
  - Be Patient, it may take a few moments for MyLion to pull all the data up
- A “Celebrate and Share” page will show up (see below)

- The questions you will be asked are covered in the earlier section of this booklet “REPORTING A PAST ACTIVITY” and may be different depending on the type of activity.

- Use the information you gathered in advance to fill in the information boxes on the “Celebrate and Share” page.
  - *TIP: There is a large blue box down the right side of the “Celebrate and Share” page that will guide you through answering some of these questions.*
- When you have entered all the information pick the “CONTINUE” oval in the upper/lower right corner.
- You will be given a chance to review the information you have entered.
  - If something needs to be changed, pick the “<GO BACK” oval in the upper/lower left corner and make the changes.
  - If everything looks good, pick the “REPORT” oval in the upper/lower right corner.
- A pop-up box will appear where you have one last chance to either “SUBMIT” the REPORT or “GO BACK”
  - Once you submit the service impact, it will be included in the total Club, District, Multiple District, Constitutional Area, and LCI service metrics.

- NOTE: The service Impact may not immediately show up in your club METRICS, so be patient, it will be there eventually (typically within 24 hours)

The activity will now move to your “Past Activities” on your club’s “Activities” Page and show as “REPORTED” (see below). Be sure you select the “Past Activities” radio button below the Filters heading on the left side. Also be sure the orange oval is around your club name to the right of the Filters heading. (green arrows below)

The screenshot displays the 'Activities' page for the 'BRUSSELS' club. The page is organized into a grid of activity cards. Each card includes a representative image, the activity title, the creator's name, the date, and a status indicator. The status 'Reported' is highlighted in green on several cards. On the left side, there are filter sections for 'Occurring', 'Activity Level', 'Activity Type', 'Status', and 'Cause'. The 'Past Activities' radio button is selected. At the top, there are navigation links: Home, Report Past Activity, Plan Future Activity, Activities, and Metrics. A search bar and a 'Create Future Activity' button are also visible. Green arrows point to the 'Past Activities' radio button and the 'BRUSSELS' club name in the filter section.

As of April, 2020, there are now multiple ways to search/sort the Activities on this page. Play around with the various check boxes on the left side of the page to see what they do. Also, pay attention to the level of searching (your club, District, MD, etc.) that you have highlighted with the orange oval at the top of the page.

## EDITING THE DEFAULT IMAGE FOR AN ACTIVITY:

If you would like to insert a custom photo to be used with your activity (when PLANNING, REPORTING, or EDITING), these are the steps.

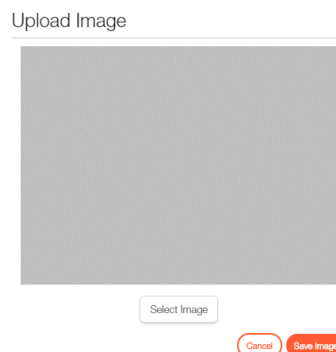
A word of caution: There have been some bugs with this feature that can be frustrating, but the MyLion team is working on them.

*TIP - One issue that I ran into was that I always used Internet Explorer when I went into MyLion and for some reason the custom images I tried to load did not “stick”. If I went into MyLion using Google Chrome instead, it seemed to work. Hopefully this is something that the MyLion team will resolve as it is nice to be able to show your custom images vs. the defaults that MyLion uses with all the various internet tools, but if you are having issues, try using Chrome.*

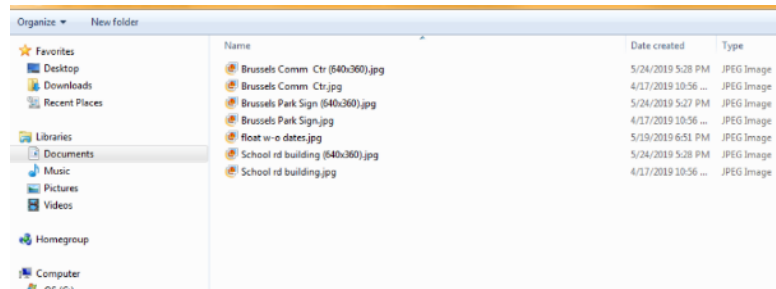
- As you are PLANNING, REPORTING or EDITING an activity you can replace the default image with a custom image of your own. (see the *TIP* earlier about creating one storage folder for all the custom photos you want to use)
- When you are entering or editing the DETAILS you will see the MyLion default image.
  - Pick the oval above the image that says “Edit Current Image”



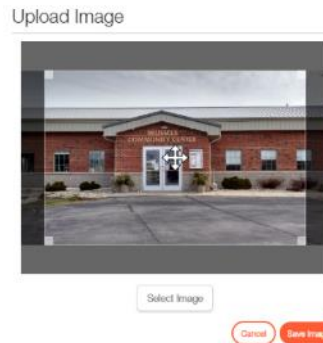
- Pick the box below the gray area that says “Select Image”



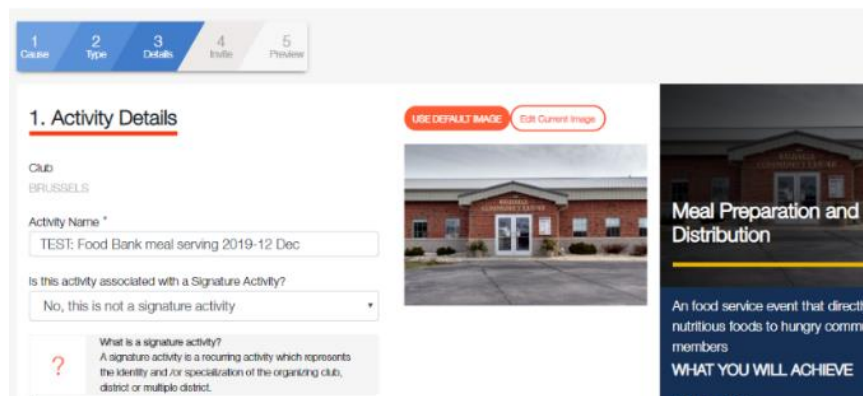
- It should pop up whatever computer file management program you use on your computer.



- Find the .jpg image you want to use and select it
  - TIP: using an image that has been reduced/compressed in size/content seems to work better (and quicker)*
- The image will populate the gray area



- You can do some cropping of the image using the controls that overlay the new image
  - Once the new image looks the way you want it
    - Pick the “Save Image” oval
- The new image should now be the image that will be associated with that activity.
  - It may take a minute or more to replace the image – there is a lot going on behind the scenes.



In the web version you are now allowed to load multiple photos when REPORTING an activity. However, you are only able to load 1 photo when PLANNING an activity.

The thought being, since the event has not taken place yet, you do not have a bunch of photos you took while doing the activity. Try to pick a good photo when PLANNING that represents what you are doing (or from a previous activity), or just use the MyLion default image.

There MAY be a note that shows up when you have multiple images that allows you to designate one image as the “Featured Image”. Picking that box will make that image the one that shows up on the various activity pages. NOTE: there may be a few bugs as this is a new feature that was recently added, but give it a try if it is there.

## METRICS:

The METRICS may be something you want to bring up at each meeting of your club to let them know the impact they are making.

The METRICS automatically update as activities are REPORTED (although there may be a slight delay) and will provide information on the current Lions fiscal year (July 1 to June 30).

- Pick “Metrics” at the top of any page

NOTE: These METRICS now include service activities, fundraisers, meetings, and donations, (in the past fundraisers and meetings were not included)

The large blue box will show you:

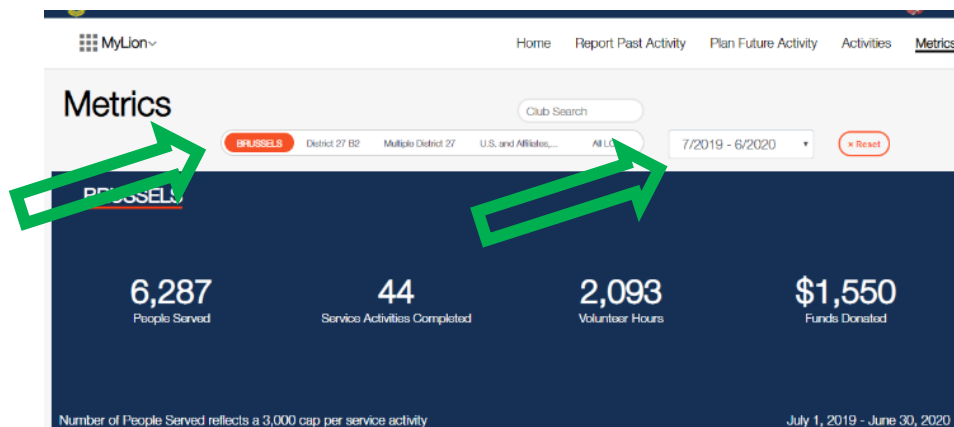
- The People Served
- The Service Activities Completed
- The number of Volunteer Hours
- The Funds Donated (if they were REPORTED during a Service Activity or Donation)

*TIP: You can see the Metrics noted above for your club, your District, your Multiple District, your Constitutional Area, or all LCI by selecting the appropriate title to the right of the word “Metrics” above the blue box. You can also see the metrics for the past*



*couple years (if your club entered them in the “old” MyLCI) by changing the date range you select (see arrows below).*

*You can also type the name or club ID # of another club in the “Search” oval and it may show you what another club is doing for activities (depending on who they “shared” it with).*



Below the blue box are the “Details” of the Service Activity. Again, these can be looked up by your club, the District, etc. as noted in the tip above.

You are able to see the metrics broken down by the categories below by picking an oval to the right of the “DETAILS” title (see green arrow below):

- How many people were served?
- Service Activities
- Volunteer Hours
- Funds Donated
- You can also sort the “Details” of the Metrics by the various Activity Types (see the blue arrow below): Show All, Service Activity, Fundraiser, Meeting, or Donation.

<div style="display: flex; justify-content: space-between;"> <span>6,287 People Served</span> <span>44 Service Activities Completed</span> <span>2,093 Volunteer Hours</span> <span>\$1,550 Funds Donated</span> </div>							
Number of People Served reflects a 3,000 cap per service activity							
July 1, 2019 - June 30, 2020							
<div style="display: flex; justify-content: space-between; align-items: center;"> <span><b>DETAILS</b></span> <span>Show All ▾</span> <span>How many people were served?</span> <span>Service Activities</span> <span>Volunteer Hours</span> <span>Funds Donated</span> <span>EXPORT</span> </div>							
ACTIVITY	PEOPLE SERVED	ENVIRONMENT	CHILDHOOD CANCER	HUNGER RELIEF	VISION	ALL OTHER	
Christmas Party	0	0	0	0	0	0	0
Put up Christmas Decorations	500	0	500	0	0	0	0
Haunted Mansion Parking -second week	500	0	0	0	0	0	500
2019 October Monthly Meeting -Joint with Forestville-Maplewood	0	0	0	0	0	0	0
vision Screening	0	0	0	0	0	0	0
Lunch/Breakfast Distribution - March	110	0	0	0	110	0	0
Clean Medical Equipment Buildout	100	0	0	0	0	0	100
Belgian Days Fundraiser	0	0	0	0	0	0	0
January Medical Equipment Loan Out	8	0	0	0	0	0	8
vision Screening	200	0	0	0	0	200	0
<b>TOTAL</b>	<b>6,287</b>	<b>0</b>	<b>600</b>	<b>0</b>	<b>110</b>	<b>2,016</b>	<b>3,561</b>

Items per page 10    1 - 10 of 44    < >

Note that the page will show 10 activities at a time. You can advance to additional pages down in the lower right corner. I think you can see how having the date of an activity right in the name (an earlier *tip*) might help you spot one you are looking for.

*TIP: You can EXPORT the metrics data in a .csv file (which can be converted to an Excel file) by picking the “EXPORT” oval all the way to the right of the “DETAILS” title.*

*WARNING: At this time, the Metrics data isn’t pretty in the .csv format, but if you know how to play with Excel spreadsheets you might be able to clean the information up. The MyLion team is planning to improve the report generating function down the road, but their priorities now are getting the web site debugged and working.*

## SIGNATURE ACTIVITIES:

MyLion defines a Signature Activity as “a recurring activity which represents the identity and /or specialization of the organizing club, district or multiple district.”

A question you will be asked when PLANNING and REPORTING an activity will be if the activity is a Signature Activity or not.

Selecting the “Yes” box for a Signature Activity does not pre-populate anything as you are PLANNING or REPORTING an activity, but it will place a small blue banner across the image you used for that activity on your “Activities” page that says “\* Signature Activity” for any activities you identify as a Signature Activity.

For those of you with past experience in MyLion, only inserting the blue Signature Activity banner is a change that was made in April 2020 from the previous practice of naming and managing multiple Signature Activities.

## REPORTING DONATIONS YOUR CLUB MAKES:

As of March 2020, MyLion now has a way to report donations. When you are PLANNING or REPORTING donations you may want to consider using a format like this:

- Name: Boy Scout Annual Donation \$300 2019-12-05
- Description: This is the club’s annual donation of \$300 to the Boy Scout troop #1234 for use to support their annual campouts and activities.

## END OF DOCUMENT

I hope this document has been helpful to you. I will try to provide updates as MyLion changes and will post them under the FILES tab on the Facebook MyLion Forum group page. Thank you to those Lions who have taken on the task of translating this booklet to other languages. Check the FILES tab on the Facebook MyLion Forum group page for these translated versions.

I don’t claim to be an expert in MyLion, I’m just a Lion who saw a need for a step by step booklet to help users, especially to help those Lions who may be a bit leery of using “something new”. Good luck to you.

Quick Bio:

Lion Jim Noll is a member of the Brussels Lions Club in Brussels Wisconsin USA. He joined Lions in 1993 and served as the District Governor for 27B2 during the 2017-18 Centennial year. His contact info is:

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