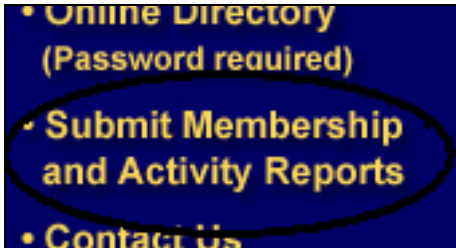


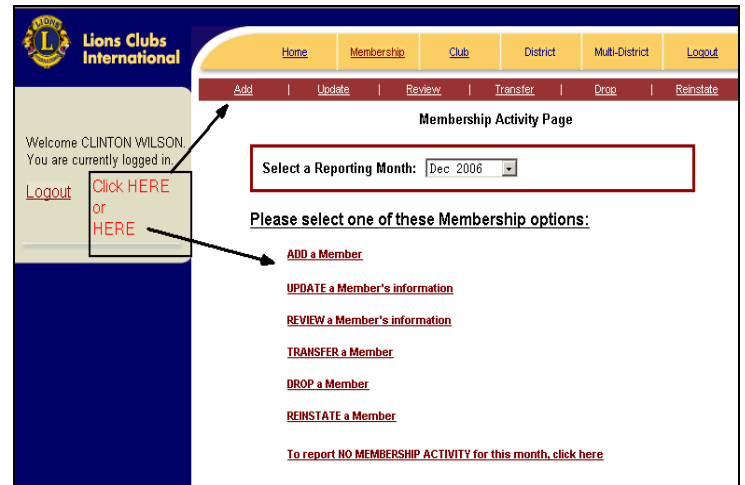
Lions Clubs International Membership Reporting Quick Reference

To report changes in membership--**adds, drops, reinstates, transfers, and update or review.**

From the **LCI Home Page**, click on the following link:



Select the **Report Month** of the month being reported. Report month choices are current calendar month or up to 4 months prior. The default is current calendar month.



The following LOGON screen appears, shown in part:



Type in your **Member Number** and your **Password** .

Click on the **Go** button.

At this time, you are also able to choose to make no changes by clicking on the **To report No Membership Activity for the month click here** link at the bottom of the picture above. Should you decide to do that, the next window is displayed:



You will be recognized with the following screen:



Click on the **Membership** link shown circled, above.

The next screen will have a Menu Bar like the one shown in the next column, and additional optional text links with the same functions. Notice that the **Report Month** is indicated by the red rectangle at the top of the Membership Activity page.

Click OK, and you will be returned to the **Membership Activity Page**.

If, on the other hand, you have decided to enter a transaction, click on the appropriate link either from the menu bar or the list as shown in the screen at the top of this column.

Add:

When you **Click** on the **Add** or **Add a member** link, the following prior member lookup screen is displayed.

If the member you are adding was not a prior member, click the **NO** radio dial, leave the fields blank, and click **Submit**.

If the member was a prior member, leave the **YES** radio dial selected and enter the last name of the prior member. Click **Submit**. Click the member number on the list of prior members that are displayed.

After the successful **submit**, you will get the next dialog box.

Fill in **ALL** of the required fields (*). In order to move to the next screen, **Click** on the **Sponsor** or **Family Unit** tab at the top, or **Click** on the **Member Sponsor, Family Unit or Save Member**

Button. All required fields must be filled. If not, an error message like the one below will be displayed:



When you have completed the **Basic** dialog box, you will need to complete the **Add** by filling in the required fields on the **Sponsor** tab.

The names of the club members will be displayed in the member box. To scroll through the names, click the up or down arrows next to the box. **Click** on the name of the sponsor so that it is highlighted. You can also search for the name by filling in **Last Name, First Name or Member #** in the dialog box and then **Clicking on Search**. **Click on Add** as circled. The successful result will fill in the sponsor name and member number as shown.

If the sponsor is from a different club fill in the information at the bottom of the window.

If the member is part of a family unit, click the **Family Unit** button and enter the Family Unit information. Please refer to **Page 11** of this guide for instructions on entering Family Unit. Once the Family Unit information is entered, click the **Save Member** button. You will get a briefly displayed message that the database is being updated. The new member is added and you are returned to the **Membership Activity Page**.

Drop:

When you **Click** on the **Drop** link, the following window is shown in part

Club: ROCHESTER 76 (31420)

Last Name:

Member #:

Member ID:	Member Name:	Address:
1420836	ANDERSON, GREGORY	515 28TH ST NW, ROCHESTER,
1420839	CARLSON, COREY	RR 2 BOX 138 A, KASSON, MN,
1420840	CARLSON, PAULA	RR 2 BOX 138ANUE NW, KASSO
1420842	DOCKTER, GLORIA	3209 KNOLL LANE NW, ROCHE
1420841	DOCKTER, VERN	3209 KNOLL LANE NW, ROCHE
1420843	EDSON, KIMBERLY	1434 DAMON ST SE, ROCHEST
1420844	HILL, JOHN	506 12TH STREET N W, ROCHE
1420845	HOWE, LAWRENCE	525 13TH ST NE, ROCHESTER,
1426196	HYATT, ELIZABETH	140 HAVILAND MILL RD, BROOK

1 2 3

[View the next page by clicking here](#)

Click on the member number listed in the **Active Members** column on the left. **OR** enter the **Last Name** or **Member Number** of the member you wish to drop then click **Search**. When the member is located click on the member number.

The following window opens:

Club: ROCHESTER 76 31420

Report Month: 12/1/2003

Name: Mickey M Mouse

Member #: 1835060

Home Address: 1234 56th Street N

City:

State/Province:

Postal/Zip Code:

Country:

Drop Reason: *

field is required.

- Drop Deceased
- Drop Moved
- Drop Non-Attendance
- Drop Non-Attendance & Non-Pymt of Dues
- Drop Non-Pymt of Dues
- Drop Other
- Drop Resigned in Good Standing
- Drop Transferred in Good Standing

Drop

Scroll here to pick the DROP REASON, highlight it, check to make sure it is the correct reason, and finally click Drop

Click on the Down Arrow to display the drop reason codes. **Click** on the appropriate drop reason so that it is highlighted. **Click** the **Drop** button to drop the member.

You will be returned to the "roster" window. **Click** on the **Close** button to return to the **Membership Activity Page**, or, you can choose a new

membership function by **Clicking** on any of the **Red** menu items at the top of the screen.

Reinstate:

When you **Click** the **Reinstate** link, the program will display a list of members that have been dropped from your club in the last 6 months:

Club: ROCHESTER 76 (31420)

Member Name: Address:

LANGANKI, MARVIN 1320 6TH AVE NE, ROCHESTER, MN, 55906 7003, UNITED STATES

Mouse, Mickey M 1234 56th Street N

Mouse, Mickey M 1234, Orlando, MN, 5, UNITED STATES

Click in the box next to the name you want reinstated, and **Click** on **Reinstate Selected**.

All members for whom the box was checked will be re-displayed in a confirmation screen. Finish the task by **Clicking** on the **Confirm Reinstatement** button.

Remember that you cannot reinstate a member that has been dropped for more than 6 months (they will not be displayed if gone for more than 6 months).

You will be returned to the **Membership Activity** page:

Welcome CLINTON WILSON. You are currently logged in.

Select a Reporting Month: Dec 2006

Please select one of these Membership options:

- [ADD a Member](#)
- [UPDATE a Member's information](#)
- [REVIEW a Member's information](#)
- [TRANSFER a Member](#)
- [DROP a Member](#)
- [REINSTATE a Member](#)

To report NO MEMBERSHIP ACTIVITY for this month, click here

Transfers INTO your club:

Click on the **Transfer** link on any screen. The next window is displayed:

Transfer Membership Search

Reporting Month: 12/2006
Club: ROCHESTER 76 (31420)
Member #: [text box]
Last Name: [text box] *

An asterisk (*) next to a field indicates that the field is required.

Assistance Close Search

Fill in the **Last Name** and the **Member Number** if available. **Click Search**.

The program will look for Lions that have been dropped in the last six months, and display a window like this one:

Transfer Membership Search

Reporting Month: 12/2006
Club: ROCHESTER 76 (31420)
Member #: [text box]
Last Name: miller *

An asterisk (*) next to a field indicates that the field is required.

Assistance Close Search

Member ID:	Member Name:	Address:	Former Club Name:	Reason:
2389793	Miller, Benjamin D	540 Isle Street, Isle, MN, 56342, UNITED STATES	ISLE	Drop Non Non-Pym
689520	MILLER, BOBBY	49 DILLON DRIVE, MORRILTON, AR, 72110, UNITED STATES	PERRYVILLE	Drop Mox
646499	MILLER, BRANDY L	5942 W KIOWA CREEK RD, ELBERT, CO, 80106, UNITED STATES	CALHAN	Drop Non Non-Pym

On this screen, select the member that you want to Transfer into you club by **clicking** on the **Member ID** on the left.

The next screen will be displayed.

Transfer Confirmation

Transfer

Club Number: 31420
Reporting Month: 12/2006
Member Name: Benjamin D Miller
Member #: 2389793
Former Club #: 2866
Former Club Name: ISLE
Mailing Address: 540 Isle Street
City: Isle
State/Province: MINNESOTA
Postal/Zip Code: 56342
Country: UNITED STATES *

An asterisk (*) next to a field indicates that the field is required.

Confirm Transfer Cancel

Enter any address changes. Finally, to complete the transfer, **Click** the **Confirm Transfer** button as circled. The program will take you back to the **Transfer Member Search** screen, from which you can **Close** if you are done transferring members. Closing will return you to the **Membership Activity** page.

If you cannot locate the member to transfer, **Click** on the **Assistance** button on the **Transfer Member Search** window. The following screen will be displayed:

Transfer Confirmation Assistance

Please provide as much information as possible about the member to be transferred. Lions Club International will contact the member's old club to confirm that the member should be dropped and will handle the transfer into your club. We will notify you as soon as the transfer has been processed.

Club Number: 31420
Club Name: ROCHESTER 76
Member Name: [text box]
Member #: [text box]
Former Club #: [text box]
Former Club Name: [text box]
Home Address: [text box]
City: [text box]
State/Province: [dropdown menu]
Postal/Zip Code: [text box]
Country: [dropdown menu]

Previous Submit Assistance Request Cancel

Fill in the data as well as you can and **Click** on the **Submit Assistance Request** button as circled above.

As indicated in the response window, LCI will process the transfer for you.

Update/Review:

Click on the **Update or Review** link on any page. The program will display your roster, in part, with options to view other pages of it or search by last name or member #.

Member #:	Name:	Branch:	Address:
1420838	ANDERSON, GREGORY		515 28th STREET NW ROC
859966	BAILEY, JAN L		508 7TH STREET SE ROC
1420841	DOCKTER, VERN		3209 KNOLL LANE NW ROC
1420842	DOCKTER, GLORIA		3209 KNOLL LANE NW ROC
1420843	EDSON, KIMBERLY		3610 4TH PL N W ROCHE
2075417	HILBURN, MARK		801 12TH AVE NE ROCHE

Click on the **Member #** and the following window is displayed:

Basic Member Information
 Club: ROCHESTER 76 (31420) Reporting Month: December, 2006
 Member #: 1959966
 Name: Prefix: First: Middle: Last Name/Surname: Suffix: [Change]
 Mailing Address: 508 7TH STREET SE
 City: ROCHESTER
 State/Province: MINNESOTA
 Postal/Zip Code: 55904
 Country: UNITED STATES
 Gender: Male Female
 Home Email: j021951@charter.net
 Spouse Name: Branch: [v]
 Member of a Family Unit?: Yes No
 Year of Birth: 1951
 Home Phone: 507 289-9258
 Work Phone: Mobile Phone: Fax: Occupation: Medical/Dental/Healthcare
 Work Email: Nickname: Join Date: 10/1/2003

After you click the **Change** button next to the name the following name change screen is displayed:

Change Member Name Request
 Current Name: JAN L BAILEY
 One of the following name changes is required:
 First Name: JANET
 Middle Name: Last Name:
 Reason for name change (required): Correct first name
 Email address of the person to contact in case of questions (required): test@comcast.net
 Submit Previous Screen

If you choose to **Review**, all the fields will be grayed out, and you will not be able to enter changes. The **Review** function does not require that you choose a reporting month.

If you choose to **Update**, you will then be allowed to Change the appropriate information.

For a name change, click the **Change** button to the right of the name as shown in the screen at the top of the next column.

Change Member Name Request
 Request has been submitted to LCI - Club Records and Billing Department

The name change will be reviewed for proper formatting. The above message will time out after 5 seconds. The Basic Membership screen will be redisplayed for any further changes that you may have.

Click the **Save Member** button when you are done entering your changes.

The screenshot shows a web-based form for editing member information. At the top, there are navigation tabs: 'Add', 'Update', 'Review', 'Transfer', 'Copy', and 'Translate'. Below these is a sub-header 'Basic Member Information' with tabs for 'Basic', 'Sponsor', and 'Family Unit'. The form displays the following information:

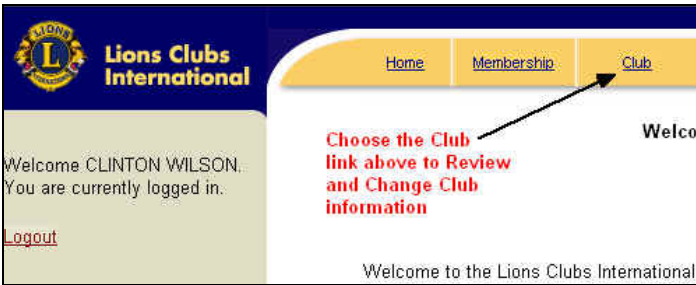
- Club: ROCHESTER 76 (31420) | Reporting Month: December, 2006
- Member #: 1859966
- Name: Prefix (dropdown), First (JAN), Middle (L), Last Name/Surname (BAILEY), Suffix (dropdown), and a 'Change' button.
- Mailing Address: 500 7TH STREET SE
- City: ROCHESTER
- State/Province: MINNESOTA
- Postal/Zip Code: 55904
- Country: UNITED STATES
- Gender: Male (selected), Female
- Home Email: j021951@charter.net
- Spouse Name: (empty)
- Branch: (dropdown)
- Member of a Family Unit?: Yes (selected), No
- Year of Birth: 1951
- Home Phone: 507 289-9258
- Work Phone: (empty)
- Mobile Phone: (empty)
- Fax: (empty)
- Occupation: Medical/Dental/Healthcare
- Work Email: (empty)
- Nickname: (empty)
- Join Date: 10/1/2003

At the bottom of the form, there are buttons for 'Member Sponsor', 'Family Unit', 'Save Member' (circled in red), and 'Cancel'. A note at the bottom states: 'An asterisk (*) next to a field indicates that the field is required.'

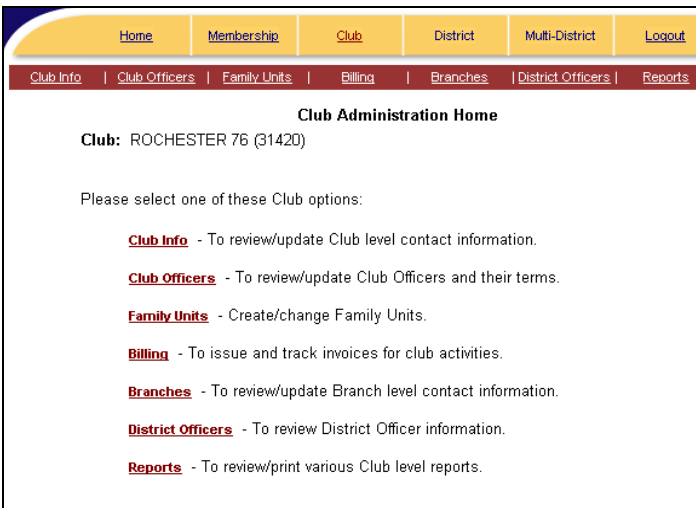
Both the **Review and Update** function will allow you to see the **Sponsor** information by clicking on the **Sponsor Tab**, but you may not change the sponsor.

Club Report Functions

To access reports regarding your Lions club, select the **Club** link on the home page, as shown below:



Having chosen that link, the next window opens up:



Click on the **Family Units** link to enter a family unit for existing members. Refer to Page 12 for Family Unit instructions.

Click on the **Reports** link for a list of reports as shown below:



If you would like to submit the Monthly/Yearly Activity Report click the **Go!** button. Instructions for submitting this report are located on page 13 of this guide.

Most of these reports are self-explanatory. Be advised that having the most current version of Adobe Reader is important to your success in printing the reports.

If you choose **Monthly Membership Report**, an additional dialog box opens, as shown below



This report will generate data that is similar to the “old” MMR. A sample is shown below.

MONTHLY MEMBERSHIP REPORT - January 2005			
ROCHESTER 76 (31420)			
This section under construction			
ACTIVE:	1. 0	RESIGNED IN GOOD STANDING	MEMBERS FROM LAST REPORT 24
MEMBERS AT LARGE:	2. 0	DROPPED FOR NON PAYMENT	A NEW MEMBERS 0
HONORARY:	3. 0	DROPPED FOR NON ATTENDANCE	B REINSTATED MEMBERS 0
LIFE:	4. 0	DROPPED FOR NON PAYMENT AND NON ATTENDANCE	C TRANSFER MEMBERS 1
PRIVILEGED:	5. 0	TRANSFERRED IN GOOD STANDING	TOTAL BEFORE DEDUCTIONS 25
AFFILIATE:	6. 0	MOVED	D DROPPED FROM MEMBERSHIP 0
DO NOT COUNT IN LCI	7. 0	DECEASED	MEMBERS AT CLOSE 25
TOTAL:	8. 0	OTHER	
ASSOCIATE	9. 0	TOTAL	
IDENT 0333	CLUB 31420	NAME OF CLUB ROCHESTER 76	DIST NO. 5M1
MONTH 1	YEAR 2005	SECRETARY'S NAME CLINTON WILSON	Branch Club members Total:
		2305 CORAL COURT NE	
		ROCHESTER, MN 55906 4423	

Finally, if you choose the **Membership Data Download**, you will get another dialog box, asking you to agree to some conditions. Having agreed, you will get a comma delimited file, a portion of which is shown below.

```
31420, ROCHESTER 76, 1420838, GREGORY, ANDERSON, 1303 4TH ST SE, , RO
31420, ROCHESTER 76, 1420839, COREY, CARLSON, RR 2 BOX 138 A, , KASSON
31420, ROCHESTER 76, 1420840, PAULA, CARLSON, RR 2 BOX 138ANUE NW, , H
31420, ROCHESTER 76, 1420841, VERN, DOCKTER, 3209 KNOLL LANE NW, , RO
31420, ROCHESTER 76, 1420842, GLORIA, DOCKTER, 3209 KNOLL LANE NW, , H
31420, ROCHESTER 76, 1420843, KIMBERLY, EDSON, 1434 DAMON ST SE, , RO
31420, ROCHESTER 76, 1420844, JOHN, HILL, 506 12TH STREET N W, , ROCH
31420, ROCHESTER 76, 1420845, LAWRENCE, HOWE, 525 13TH ST NE, , ROCHE
31420, ROCHESTER 76, 1420846, ROBERT, E, HYATT, 140 HAVILAND MILL ROAD,
```

This information can be copied and pasted into a data base or spreadsheet program and used for your club purpose

The Club Officer Function

Add Next Year Officers

The **Club Officer** link on the **Club Administration Home** page can be used to file the new officer information.

Click the **Club Officer** link as shown in the window below.

Club Administration Home
Club: ROCHESTER 76 (31420)
Click [HERE](#) or [HERE](#) to update or add club officers.

Please select one of these Club options:

- [Club Info](#) - To review/update Club level contact information.
- [Club Officers](#) - To review/update Club Officers and their terms.
- [Family Units](#) - Create/change Family Units.
- [Billing](#) - To issue and track invoices for club activities.
- [Branches](#) - To review/update Branch level contact information.
- [District Officers](#) - To review District Officer information.
- [Reports](#) - To review/print various Club level reports.

The following window opens:

Officer Terms Recap & Selection List
Club: ROCHESTER 76 (31420)

Title:	Term Start:	Term End:	Member Number	M
Current				
Membership Chairperson	07/01/2006	06/30/2007	1420842	D
President	07/01/2006	06/30/2007	1859966	B
Secretary	07/01/2006	06/30/2007	1431554	W
Treasurer	07/01/2006	06/30/2007	1420841	D
Next Year				
1				

[Add](#) [Close](#)

Click on the **Add** button as shown above. The following window is displayed:

Club Officer/Chairperson Update

To search club members please enter any known info for Member below:

Club: ROCHESTER 76 (31420)
Title: #
Local Title: #
Term Start: 7/1/2006 MM/DD/YYYY*
Term End: 6/30/2007 *
Member Name:
Member #:

Last Name:
First Name:
Member #:
Member City:

[Search](#)

<< [Add](#) [Remove](#) >>

ANDERSON, GREGORY
BAILEY, JAN I
DOCKTER, GLORIA
DOCKTER, VERN
EDSON, KIMBERLY
HILBURN, BRENDA
HILBURN, MARK

An asterisk (*) next to a field indicates that the field is required.
The # symbol next to the title and local title fields indicates that one of these fields is required.

[Submit](#) [Cancel](#)

In that window, select the office to be filled by using the **Down Arrow** next to **Title**. Four choices are possible. Or, place your **Local Title** (one NOT recognized by Lions International; Program Chair, for example) in that field.

Enter the **Term Start** and **Term End** dates field to reflect the dates for this office.

Scroll in the names box to find the member that will fill that office, **Click** the name to highlight it, then **Click** the **Add** link to move the name to the left part of the window.

Club Officer/Chairperson Update

To search club members please enter any known info for Member below:

Club: ROCHESTER 76 (31420)
Title: Secretary #
Local Title: #
Term Start: 7/1/2006 MM/DD/YYYY*
Term End: 6/30/2007 *
Member Name: HILBURN, BRENDA
Member #: 2325011*

Last Name:
First Name:
Member #:
Member City:

[Search](#)

<< [Add](#) [Remove](#) >>

HILBURN, BRENDA
HILBURN, MARK
HILL, JOHN
HOWE, LAWRENCE
HYATT, ROBERT E
JOHNSON, CURTISS J
KOHLMEYER, CARL

An asterisk (*) next to a field indicates that the field is required.
The # symbol next to the title and local title fields indicates that one of these fields is required.

[Submit](#) [Cancel](#)

Click the **Submit** button. You will be returned to the **Officer Terms Recap and Selection List**. To add another officer click the **Add** button and repeat the above procedure.

When you are done adding the officers for next year, you can print the completed PU-101 form by clicking on the **Reports** link and clicking the **Print** button next to the **Lions Clubs Officer Reporting Form (PU-101)** report.

Update Current Year Officer

To update the current year officer term end date and enter a replacement officer, click on the **officer title** in the Officer Terms Recap and Selection List.

Title:	Term Start:	Term End:	Member Number	Member
Current				
Membership Chairperson	07/01/2006	06/30/2007	1420842	DOCKT
President	07/01/2006	06/30/2007	1859966	BAILEY
Secretary	07/01/2006	06/30/2007	1431554	WILSON
Treasurer	07/01/2006	06/30/2007	1420841	DOCKT
Next Year				
1				

Title:	Term Start:	Term End:	Member Number	Member
Current				
Membership Chairperson	01/02/2007	06/30/2007	1426205	PEHR
Membership Chairperson	07/01/2006	01/01/2007	1420842	DOCKT
President	07/01/2006	06/30/2007	1859966	BAILEY
Secretary	07/01/2006	06/30/2007	1431554	WILSON
Treasurer	07/01/2006	06/30/2007	1420841	DOCKT
Next Year				
1				

If you have completed all officer adds or term updates click the **Close** button and you will return to the **Club Administration Home** screen.

Enter the **Term End** date for the existing officer and click **Submit**.

Club: ROCHESTER 76 (31420)
 Title: Membership Chairperson #
 Term Start: 07/01/2006
 Term End: 06/30/2007
 Member Name: GLORIA DOCKTER
 Member #: 1420842*

Last Name:
 First Name:
 Member #:
 Member City:

Search: ANDERSON, GREGORY
 BAILEY, JAN L.
 DOCKTER, GLORIA
 DOCKTER, VERN
 EDSON, KIMBERLY
 HILBURN, BRENDA
 HILBURN, MARK

Submit Cancel

You will be returned to the **Officer Terms Recap and Selection List** window. Click the **Add** button to enter the information for the replacement officer. Make sure the term start date is greater than the term end date of the prior officer. When you are done entering the information for the replacement officer click **Submit**.

You will be returned to the **Officer Terms Recap and Selection List** window. The updated list will show the previous officer as well as the replacement officer as shown in the next screen.