

Lions Clubs International

MyLCI Club Viewing

Frequently Asked Questions



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Q: How do I create a custom data download?

A: The role(s) you are filling will determine which data download you can access. To access club data, click the My Lions Club menu. To access Zone or Region data use the My Zone or My Region menu. To access District-wide data, use the My District menu. To access Multiple-District-wide data, use the My Multiple District menu.

From the My Lions Club, My Zone, My Region, My District or My Multiple District menu, select Data Download. From the Data Download page you may choose to download all data, contact information only or any combination of data fields.

Your download can also be customized by filtering the number of records that are included in the download. By default, all member records are downloaded. (For example the My District, Data Download will include all members in the district.) When the title filter checkboxes are used, only the roles that are checked will be included in the download. (For example in the image below, if the Club Secretary and Club Treasurer checkboxes were checked, the download will only contain secretary and treasurer records.)

When your selection is complete, click View/Print. You will be prompted to choose to Open or Save the downloaded data.

Data Download

Downloadable Fields

<input checked="" type="checkbox"/> Multiple District Name	<input checked="" type="checkbox"/> District Name	<input checked="" type="checkbox"/> Region Name	<input checked="" type="checkbox"/> Zone Name	<input checked="" type="checkbox"/> Title
<input checked="" type="checkbox"/> Club ID	<input checked="" type="checkbox"/> Club Name	<input checked="" type="checkbox"/> Member ID	<input checked="" type="checkbox"/> Prefix	<input checked="" type="checkbox"/> First Name
<input checked="" type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Suffix	<input checked="" type="checkbox"/> Address Line 1	<input checked="" type="checkbox"/> Address Line 2
<input checked="" type="checkbox"/> Address Line 3	<input checked="" type="checkbox"/> Address Line 4	<input checked="" type="checkbox"/> City	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Postal Code
<input checked="" type="checkbox"/> Country	<input checked="" type="checkbox"/> E-mail	<input checked="" type="checkbox"/> Home Phone	<input checked="" type="checkbox"/> Cell Phone	<input checked="" type="checkbox"/> Fax Number
<input checked="" type="checkbox"/> Work Phone	<input checked="" type="checkbox"/> Spouse Name	<input checked="" type="checkbox"/> Membership Type	<input checked="" type="checkbox"/> Birth Year	<input checked="" type="checkbox"/> Gender
<input checked="" type="checkbox"/> Nick Name	<input checked="" type="checkbox"/> Occupation	<input checked="" type="checkbox"/> Join Date	<input checked="" type="checkbox"/> Life Member	<input checked="" type="checkbox"/> Invalid Address Flag

Select the columns to include in the data download. Contact Info Only Unselect All Select All

Club Officer Filter

<input type="checkbox"/> Club First Vice President	<input type="checkbox"/> Club Membership Chairperson
<input type="checkbox"/> Club President	<input type="checkbox"/> Club Secretary
<input type="checkbox"/> Club Treasurer	

Use title filters to download officer data only.

View/Print

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Q: How do I create a download with only officer contact data?

A: From the My Lions Club, My Zone, My Region, My District or My Multiple District menu, select Data Download. From the Data Download page select a checkbox from title filter. You may then choose to download all data, contact information only or any combination of data fields. When your selection is complete, click View/Print. You will be prompted to choose to Open or Save the downloaded data.

Club Officer Filter

<input type="checkbox"/> Club First Vice President	<input type="checkbox"/> Club Membership Chairperson
<input type="checkbox"/> Club President	<input type="checkbox"/> Club Secretary
<input type="checkbox"/> Club Treasurer	

 Use title filters to download officer data only.

[View/Print](#)

Q: How do I download data for a district?

A: From the My District or My Multiple District menu, select Data Download. From the Data Download page you may choose to download all data, contact information only or any combination of data fields. When your selection is complete, click View/Print. You will be prompted to choose to Open or Save the downloaded data

Q: How do I download data for a single club?

A: From the My Lions Clubs menu, select data download. Select the desired club from the select a different club drop-down list. You may choose to download all data, contact information only or any combination of data fields. When your selection is complete, click View/Print. You will be prompted to choose to Open or Save the downloaded data

Q: How do I download officer data to Excel or Word?

A: From the My Lions Club, My Zone, My Region, My District or My Multiple District menu, select Data Download. From the Data Download page in the title filter section, select the checkbox associated with the title you would like to include in the output. You may then choose to download all data, contact information only or any

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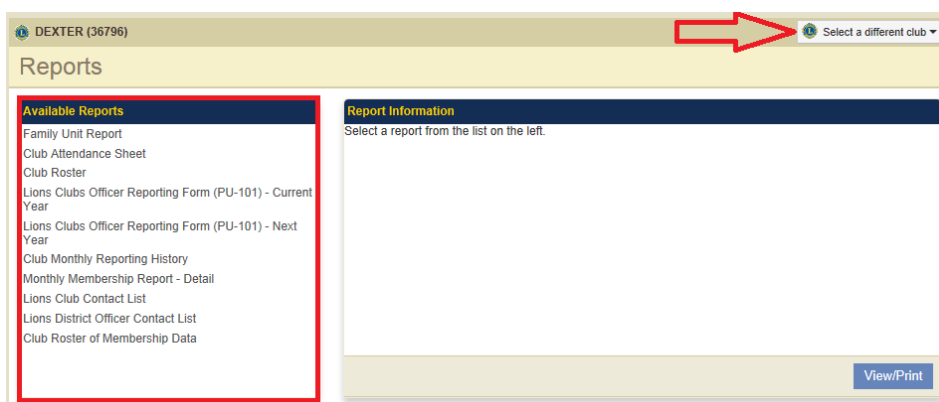
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combination of data fields. When your selection is complete, click View/Print. You will be prompted to choose to Open or Save the downloaded data.

Q: How do I print a report for a single club?

A: From the My Lions Clubs menu, select reports. From the reports page, select the desired club from the Select a different club drop-down list. Click the report name to see a description of each report. Select the report that best meets your needs and click view/print.



Q: How do I print a report for all clubs in my district?

A: From the My Districts menu, select reports. Click the report name to see a description of each report. Select the report that best meets your needs and click view/print.

Q: How do I print membership cards?

A: From the My Lions Club menu, select membership cards. On the membership cards page select the paper size, whether you want the cards printed in color or black and white, and the month “they are good standing until”. Then you may select individual members from the Available Members panel or you can click Select All to print cards for all members. Once you have selected the members, click the Print Cards button.

After putting the business card stock in your printer, click the Adobe print Icon and set Page Scaling to none to ensure the cards print correctly.

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Membership Cards

Card Options

Letter Size Paper
 8 - 2 x 3 1/2 inch cards per page
 10 - 2 x 3 1/2 inch cards per page

A4 Size Paper
 8 - 85 x 54 mm cards per page
 10 - 85 x 54 mm cards per page
 10 - 91 x 55 mm cards per page

Print In
 Color
 Black & White

Good Standing Until
Select Month

Available Members (Select All)

Selected Members (Remove All)

ANGEL BROWN (2038835)	Ashley Russ (3657770)
CARL GREENWALD (641296)	CAROLYN S BATER (2026661)
CHARLES HUDSON (2038834)	DAVID CORDER (635914)
DOUGLAS HICKMAN (1088953)	GARY LASKOWSKY (641302)
Gina Hicks (3563668)	James Russ (3657769)
LAWRENCE RICHARDSON (649670)	OGDEN ADKINS (928784)
RALPH DAVIS (641293)	SHARON HICKMAN (1088954)
SUSAN RINGMAN (649671)	VICTORIA DANIELS (641292)

Membership Card serves as:
1. Proof of your being a Lion in good standing in your Club.
2. Official Identification, which you may use to transfer to another Lions Club, if a transfer application is unavailable. This is in accordance with Section 5, Article I of the Standard Form Club Constitution and By-Laws.

After putting the business card stock in your printer, click the **Adobe print icon**
IMPORTANT - Set Page Scaling to None to ensure cards print correctly

Print Cards **Cancel**

Q: How do I view or print reports?

A: From the My Lions Club, My Zone, My Region, My Districts or My Multiple District menu, select reports. Click the report name to see a description of each report. Select the report that best meets your needs and click View/Print.