

# Lions Clubs International Service Activity for Districts Frequently Asked Questions



## Frequently Asked Questions

**Q: How do I print all service activities for the district?**

**A:** From the My District or My Multiple District menu, select Service Activities.

A screenshot of the MyLCI website interface. The top navigation bar includes 'Home', 'My Lions Clubs', 'My Districts', and 'My Multiple District'. A dropdown menu is open under 'My Districts', listing options: Clubs, Convention, Officers, Regions and Zones, Service Activities (highlighted), Signature Service Activities, Service Activity Goals, Reports, and Data Download. The main content area shows a 'Home' section with a 'My Tasks' list and a 'My Info' sidebar with contact details for the 2012-2013 Council Secretary/Treasurer, Marcia M Shaul.

Select the View/ Print button.

A screenshot of the 'Service Activities' page for District 14 C (65654). The page title is 'Service Activities' and it features a 'View/Print' button. Below the button, it states 'Current Fiscal Year Service Activities - 168 Activities found' and includes a 'Show 30' dropdown menu. The main content area displays a report titled 'Helping Hands for Jason Project' with a sub-header 'Assistar'. The report text reads: 'Our district helped with the Helping Hands for Jason project. We were able to donate money to help this child in need.' To the right of the text, there are three columns of data: 'Number of Lions', 'Number of Lion Hours', and 'Number of People Served'.

The report will open in the browser window.

# Lions Clubs International Service Activity for Districts Frequently Asked Questions



 **LIONS CLUBS INTERNATIONAL**  
**My Service Activities**  
**District 14 C**

---

**ARENDSVILLE (6789)**  
**elderly/senior home visits (Jul 2012)** **aid to the elderly / disabled**  
2 lions visited nursing homes including a pet therapy visit.

Number of Lions: 2	Number of Lion Hours: 5	Number of People Served: 0	Funds Donated: 0
Funds Raised: 0			

**Hospital Services (Jul 2012)** **health / support services**  
1 lion gave 80 hrs. transporting blood for hospital services.  
1 lion volunteered 16 hrs. at local Hospital.

Number of Lions: 2	Number of Lion Hours: 96	Number of People Served: 0	Funds Donated: 0
Funds Raised: 0			

**Adult Life Skills (Jul 2012)** **life skills / social emotional learning**  
2 lions gave 26 hrs to Adult Life Skills, serving as chaperones, and food service providers at Picnics and Bowling Banquets.

Number of Lions: 2	Number of Lion Hours: 26	Total Participants: 0	Funds Donated: 0	Funds Raised: 0
--------------------	--------------------------	-----------------------	------------------	-----------------

**repairs for elderly widow (Jul 2012)** **other assistance to individuals**  
1 lion performed services and repairs for an area widow.

Number of Lions: 1	Number of Lion Hours: 3
--------------------	-------------------------

**volunteer fire calls (Jul 2012)** **other disaster preparedness & relief**

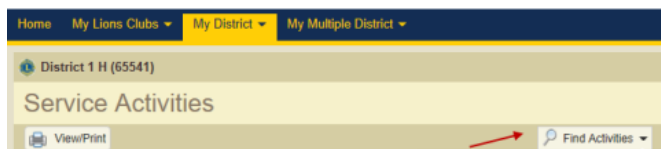
ACT0006\_W Page 1 of 50



Use the browser File menu or the browser buttons to print or save the report. To return to MyLCI click the browser back button.

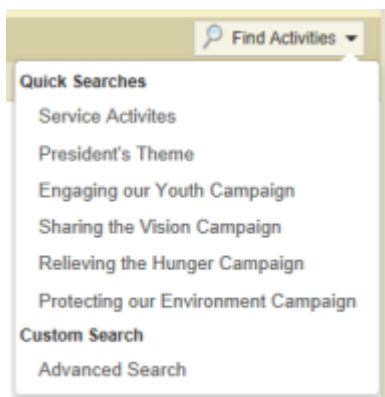
**Q: How do I see activities tied to a Global Service Action Campaign?**

**A:** From the My District Service Activities page, click the Find Activities drop down arrow.



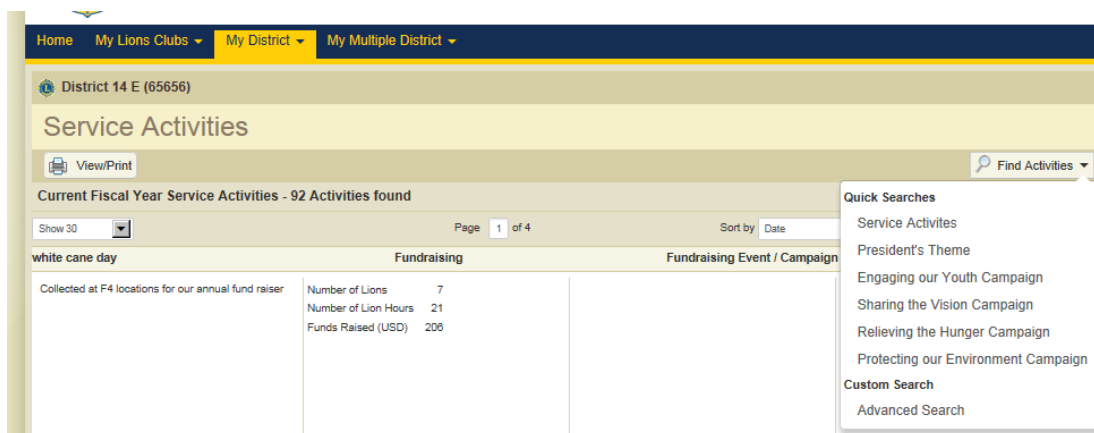
From the drop down list, select the Campaign you want to view.

# Lions Clubs International Service Activity for Districts Frequently Asked Questions



**Q: How do I see activities reported by other districts?**

**A:** From the My District Service Activities page, click the Find Activities drop down arrow. From the drop down list, select Advanced Search.



From the Advanced Search window enter the parameters for your search including the other Districts or the Multiple District you are interested in

# Lions Clubs International Service Activity for Districts Frequently Asked Questions

A screenshot of the 'Advanced Search' form. The form has a dark blue header with the title 'Advanced Search' and a close button. Below the header, there are several fields with dropdown arrows: 'Constitutional Area' (U.S. and Affiliates, Bermuda and Bahamas), 'Multiple District' (Multiple District 14), 'District' (District 14 E), 'Club' (empty), 'Fiscal Year' (2012-2013), 'Month' (empty), 'District-wide Activity' (empty), 'Campaign Activity' (empty), and 'Activity Category' (empty). At the bottom, there is a 'Search Text' input field and two buttons: 'Search' and 'Cancel'.

**Q: How do I see activities reported in a prior year?**

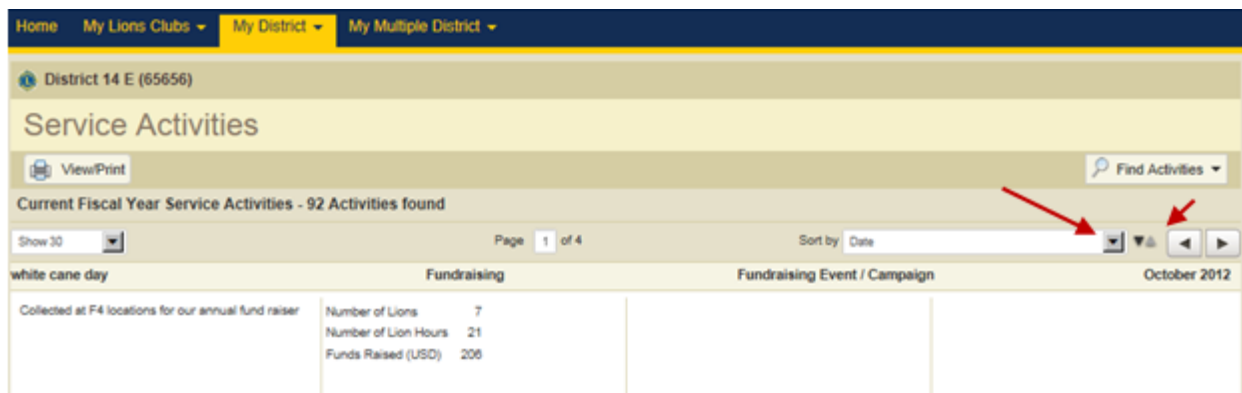
**A:** From the Service Activities page, click the Find Activities drop down arrow. From the drop down list, select Advanced Search. From the Advanced Search page, select the Fiscal Year you wish to view. You may also choose the other parameters to narrow or broaden the search.

A screenshot of the 'Advanced Search' form, identical to the one above. It shows the same fields and buttons, with the 'Fiscal Year' set to '2012-2013'.

**Q: How do I sort Service Activities?**

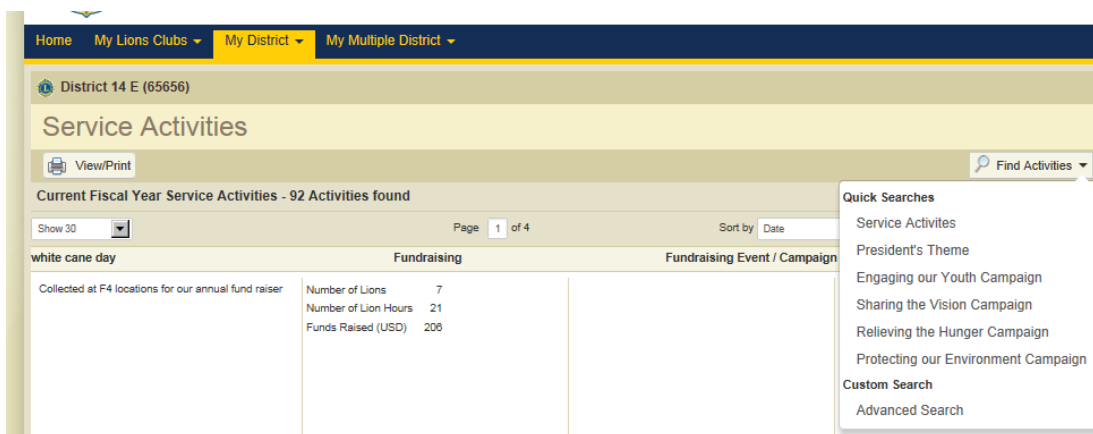
**A:** From the Service Activities page select the Sort by drop down arrow. From the drop down list choose the new sort criteria. Click the ascending or descending arrow next to the dropdown box to toggle the sort order.

# Lions Clubs International Service Activity for Districts Frequently Asked Questions



**Q: How do I use advanced search to find service activities?**

**A:** From the My District Service Activities page, click the Find Activities drop down arrow. From the drop down list, select Advanced Search.



From the Advanced Search window the search results can be narrowed or broadened using the parameters in the window. For example using the illustration below, the search results will include all service activities for all clubs in District 14E reported in fiscal year 2012-2013. To include all clubs in Multiple District 13 change the District parameter to blank (or unselect the District parameter).

# Lions Clubs International Service Activity for Districts Frequently Asked Questions

A screenshot of an 'Advanced Search' form. The form has a dark blue header with the title 'Advanced Search' and a close button. Below the header, there are several dropdown menus and text input fields. The fields are: 'Constitutional Area' (U.S. and Affiliates, Bermuda and Bahamas), 'Multiple District' (Multiple District 14), 'District' (District 14 E), 'Club' (empty), 'Fiscal Year' (2012-2013), 'Month' (empty), 'District-wide Activity' (empty), 'Campaign Activity' (empty), 'Activity Category' (empty), and 'Search Text' (empty). At the bottom of the form, there are two buttons: 'Search' and 'Cancel'.

## Q: How do I add a signature service activity?

A: From the My District or My Lions Clubs menu, select Signature Service Activities. From the Signature Service Activities page, click the Add the Signature Service Activity button. Select the Activity Type, type the Activity Title and the Activity Description. Click the Save button.

A screenshot of the 'Add Signature Service Activity' form. The form has a yellow header with the title 'Add Signature Service Activity'. Below the header, there are several input fields and a checkbox. The fields are: 'Activity Type' (with a 'Select Type' button), 'Activity Title', and 'Activity Description'. Below the 'Activity Description' field, there is a 'Status' checkbox labeled 'Active' which is checked. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

## Q: How do I edit or delete signature service activities?

A: From the My Lions Club or My District menu, select Signature Service Activities. From Signature Service Activities page, click the Edit Activity button associated with the signature activity you would like to delete or edit. From the Edit Signature Service Activity page, you can update the information about the activity. To delete the

# Lions Clubs International

## Service Activity for Districts

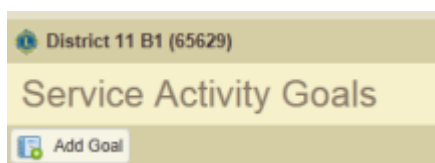
### Frequently Asked Questions



Signature Activity, de-select the Status Active checkbox. That will remove the Signature Activity. Click the Save button.

**Q: How do I add an activity goal?**

A: From the My Lions Club or My District menu, select Service Activity Goals. From the Service Activities Goals page, click the Add Goal button.



From the Add Service Activity Goal page, select the main program area from the drop down list. Then select the Activity Type from the next drop down list. Type the indicator that you want to achieve. Click Save.

A screenshot of the 'Add Service Activity Goal' form. The form has a yellow header with the title 'Add Service Activity Goal'. Below the header are two dropdown menus: 'Program Area' with 'Assistance to Individuals' selected, and 'Activity Type' with 'aid to the vision / hearing impaired' selected. Below these are four input fields for 'Progress Indicator': 'Number of Lion Hours', 'Number of People Served', 'Funds Donated', and 'Funds Raised', each with a '0' entered. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

**Q: How do I add an objective?**

A: From the My Lions Club or My District menu, select Service Activity Goals. From the Service Activities Goals page, scroll to the goal you would like to update. Click the Add Objective button associated with that goal. On the Add Goal Objective select the

# Lions Clubs International

## Service Activity for Districts

### Frequently Asked Questions



Activity Type. The progress indicators associated with the Activity Type will display. Type the indicators that you want to achieve. Click Save.

**Q: How do I edit or delete an objective?**

A: From the My Lions Club or My District menu, select Service Activity Goals. From the Service Activities Goals page, scroll to the goal you would like to update. Click either the Delete Objective or Edit Objective button associated with that goal.

The screenshot shows the 'Service Activity Goals' interface. At the top, there is a header 'Service Activity Goals' and a button 'Add Goal'. Below this, it says 'Activity Goals - 1 Goals found'. There are controls for 'Show 30', 'Page 1 of 1', and 'Sort by Date Updated'. A goal description is provided: 'To increase club participation in Assistance to Individuals service projects during the 2012-2013 fiscal year.' Below this is a table with the following data:

Indicator	Target	Actual	% Achieved
Number of Lion Hours	10	0	0%

At the bottom of the table, there are two buttons: 'Edit Objective' and 'Delete Objective', which are circled in red. To the right of the table, there are two buttons: 'Delete Goal' and 'Add Objective'.

To delete - from the Delete Objective page, click the Delete button to remove the objective.

To edit - from the Edit Goal Objective page, update the Progress Indicators. Click Save.