



# MyLion

# Desktop (Web) Version

# Tutorial

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Brussels Lions Club

Brussels, WI USA

District 27B2

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Rev. 7

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

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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 originally written for the Lions of District 27B2 in Wisconsin USA, but it should be fairly universal for the EN version of MyLion.

All instructions and screen shots are based on the version of MyLion available as of late February 2021 and includes the updates published up to February 18, 2021 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 screen. This includes a booklet that walks you through the “App” version of MyLion. Also included in the files are summaries of updates any time the MyLion team puts out a new release.

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.)
- Connect – NOTE: This is a messaging tool that is currently in BETA testing and not all users have access to use it.

As of early-March 2021 this new Member Portal also includes the following:

- A “Take the Tour” link (upper right). 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 (by picking “See All”)
- 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)

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 SOME STAFF AT OUR INTERNATIONAL HEADQUARTERS IN ILLINOIS ARE 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?](#)

Only 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. 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.

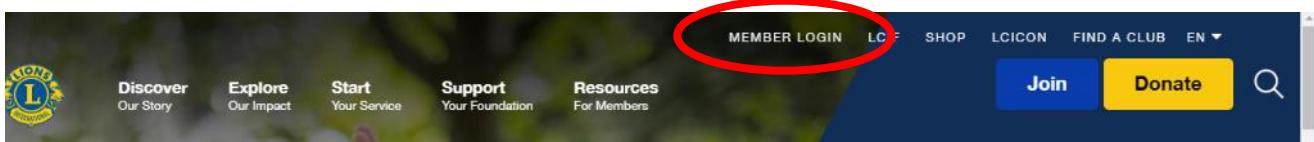
As a Club officer if you are currently able to file your MMRs in MyLCI, then you are already set up with access and will be able to get into MyLion.

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>

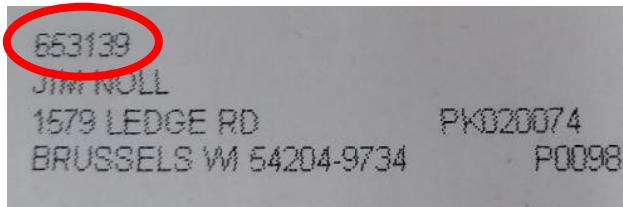
- At the top of the Home page there should be a title that says, “MEMBER LOGIN” (see below)
  - Pick on this text



- 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 are new to MyLCI and MyLion and 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.



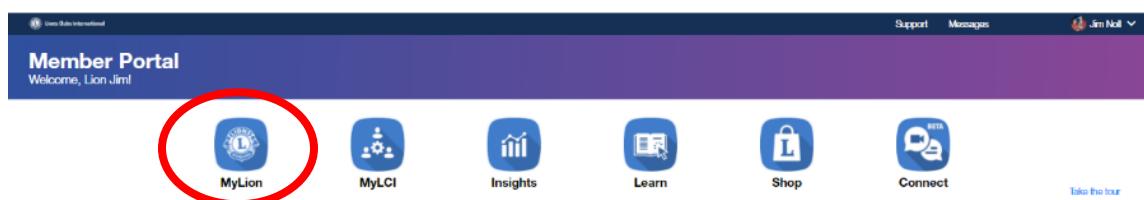
- The First screen that will pop up will ask if you have registered on the MyLion app. If you have already registered on the app then you are all set to go and should be able to “sign in” on the previous page. If you have not already registered on the app, pick “NO”.
- There is some information you will 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 International LION magazine you receive in the mail. It is usually a 6-8 digit number.



- 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.
- NOTE: it may take up to a day for your registration to be verified and become active. You may want to plan ahead and register the day before you want to go in and start using MyLion.

## 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 for the current year (it will show all zeros (0) until you REPORT an activity).

The screenshot shows the MyLionv interface. At the top left, there is a red oval highlighting the 'MyLionv' button, which has a grid icon and the text 'MyLionv'. The top right features a user profile for 'Jim Noll' with a small photo. A navigation bar at the top includes 'Home', 'Report Past Activity', 'Plan Future Activity', 'Activities', and 'Metrics'. Below the navigation, a banner for 'BRUSSELS' displays metrics: '5,425 People Served >', '35 Service Activities Completed >', and '\$26,227 Funds Donated >'. A note below the banner says 'Some metrics are capped. Please [click here](#) to see which metrics are impacted.' To the right of the banner is a photo of a smiling woman.

*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). It will not go to the actual member portal but it will allow you to select one of the other tools in the portal.*



# WHAT IS ON THE HOME PAGE?

The screenshot shows the MyLion Home page for the Brussels club. At the top, there's a thin blue banner with the Lions emblem and links for Support, Messages, and Jim Noll. Below it is a white banner with the club name "BRUSSELS" and the date range "July 1, 2020 - June 30, 2021". The main content area has a dark blue header with three large metrics: "5,425 People Served >", "35 Service Activities Completed >", and "\$26,227 Funds Donated >". A photo of a smiling woman in a blue t-shirt is on the right. Below the metrics, a note says "Some metrics are capped. Please [click here](#) to see which metrics are impacted." Underneath, there are sections for "Signature Activities" (with a thumbnail of a building) and "Upcoming Activities" (with thumbnails of a town park sign and a building). At the bottom is a dark footer with links for Service Activities (Create, My Activities, Metrics), Resources (Contact Us, Privacy Policy, Terms of Use), and Lions Clubs International (address: 800 W. 22nd Street, Oak Brook, IL 60523-8842 USA, phone: +1 (630) 468-6900).

The HOME page is the starting point as you begin REPORTING or PLANNING 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.

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 Past Activity can also be used for an activity that was PLANNED previously and has been completed. 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 REPORTED and/or PLANNED, 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, service activities, volunteer hours, funds donated, funds raised, 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 REPORT 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 last day 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.

## REPORTING A COMPLETED ACTIVITY:

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

**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 as occurring in the past.**

If you previously PLANNED an activity it will make REPORTING the activity after it is completed much easier. There is a separate section in this booklet regarding REPORTING activities that you did PLAN.

GOOD NEWS – The MyLion team listened to constructive comments that many early users of MyLion made, and they have revised the process for REPORTING past activities. It is now a 1-page form that includes several dropdown boxes vs the previous multi-page process (similar to PLANNING an activity) that was used in the initial rollout. They do still include a link at the top of the REPORT page if you want to do it the “old way”, but the new 1-page form is much easier.

### Entering an activity REPORT:

There is information you should gather in advance before you go into MyLion to REPORT an activity. (\* = it is a required entry):

- Activity Name\*
- Activity Duration (Single or Multiple day)
- Start Date\* (calendar icon provided)
- 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 (the option most reporters select)
  - 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 and if the activity was funded by an LCIF Grant.
- 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 (you could use the 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: If you are unsure about REPORTING the number of hours involved with an activity, there are some large blue boxes on the right side of the “PLANNING an activity” pages that may be of help to you. There is also a document available on the LCI web site called “MEASURING SERVICE IMPACT FOR LIONS”, that will give you some advice. Search for the document on the LCI web site home page.*

- Featured Photo: MyLion will load a “default image” depending on the activity type and cause you select. You can also load your own photos (recommended) to personalize the activity you are reporting. See the separate section of this booklet on “Editing the default image”.

*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 if you are helping people in need – they may not want their picture taken.*

*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.

After you have gathered all the information needed to REPORT your activity, you can go ahead and fill in all the appropriate boxes on the 1-page REPORT form.

On the “Report Past Activity” home page pick the “REPORT+” orange oval in the upper right corner (see below).

The screenshot shows the 'Report Past Activity' page. At the top, there's a navigation bar with 'MyLion' logo, 'Home', 'Report Past Activity' (which is underlined), 'Plan Future Activity', 'Activities', and 'Metrics'. Below the navigation, the title 'Report Past Activity' is displayed. Underneath it, a section titled 'Unreported Activities' lists five items, each with a small thumbnail image and a 'REPORT' button overlaid with a red circle. The items are:

- TEST: Signature Activities
- July Monthly Meeting
- Kids baseball - July 2019
- Kids baseball - June 2019
- Medical Equipment loanout - June 2019

Each item also includes creator information and a date range. At the bottom right of the page, there are navigation links for 'PREVIOUS', 'NEXT', 'FIRST', and 'LAST'.

Enter all the information about your activity.

After you enter the information:

- If you DO NOT have all the information required to REPORT a past activity, there will only be a “Cancel” and a “Save” box at the bottom of the page.
- If you DO have all the required information, there will also be a “Report” box.

**IMPORTANT:** You MUST select the “Report” box in order for the activity to actually be recorded and included in your “Metrics”. If you pick the “Save” box it is like setting the activity aside because you want to come back later and add some information.

Be sure you either “Report” the activity, or “Save” it and come back later to fully REPORT it.

A pop-up box saying the activity was “Successfully Submitted – OK” will pop up for you to verify you have REPORTED it.

Once you submit your REPORT 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”.

## PLANNING A FUTURE ACTIVITY:

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

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).

Being able to PLAN activities that will take place in the future has some benefits:

- Any Lion may PLAN an activity and enter it in MyLion. This means committee chairs, Club Service Chairs, Club Administrators, or any other Lion can help the secretary out with PLANNING.
- If your club has recurring activities (even meetings), you can PLAN them in advance for the whole year if you want. With the copying feature in the PLANNING option, once you create one activity, it can easily be copied for other dates.
- You can use the PLANNING option to send invites to club members.

### Info to have before PLANNING an activity:

Just like with REPORTING, 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.

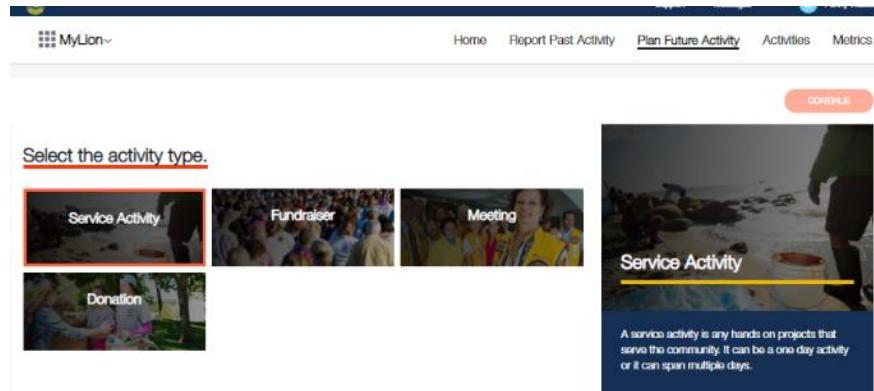
*TIP: You might find it helpful to create a folder on your computer called “MyLion Stuff” (or something similar) with a sub-folder called “Photos”. It will give you a location to store any photos you want to use, especially if it is a photo you will use repeatedly.*

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## 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

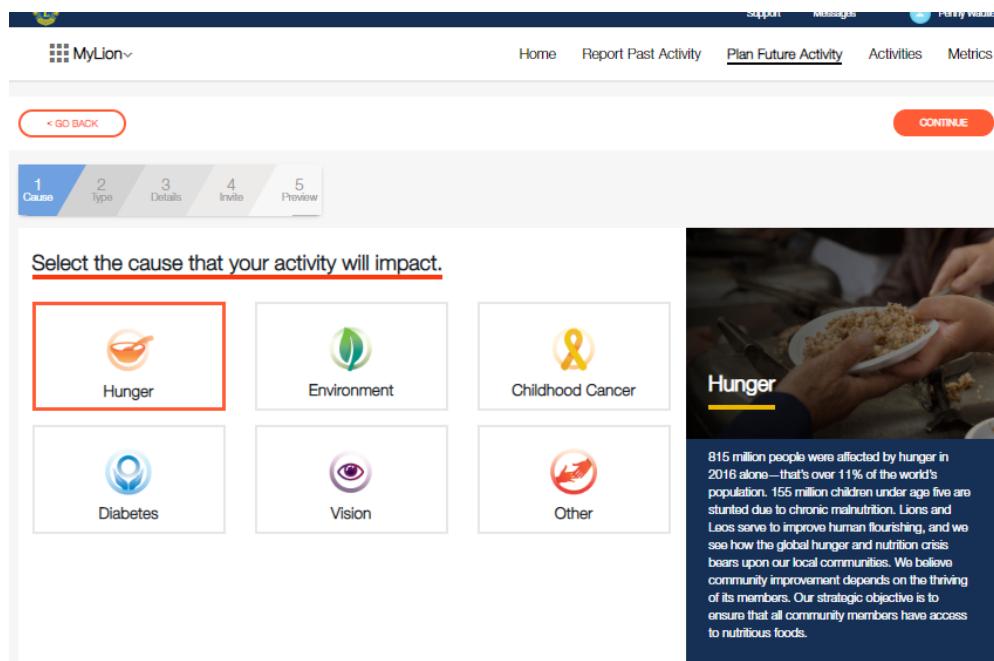
- Fundraiser
- Meeting
- Donation



- 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.

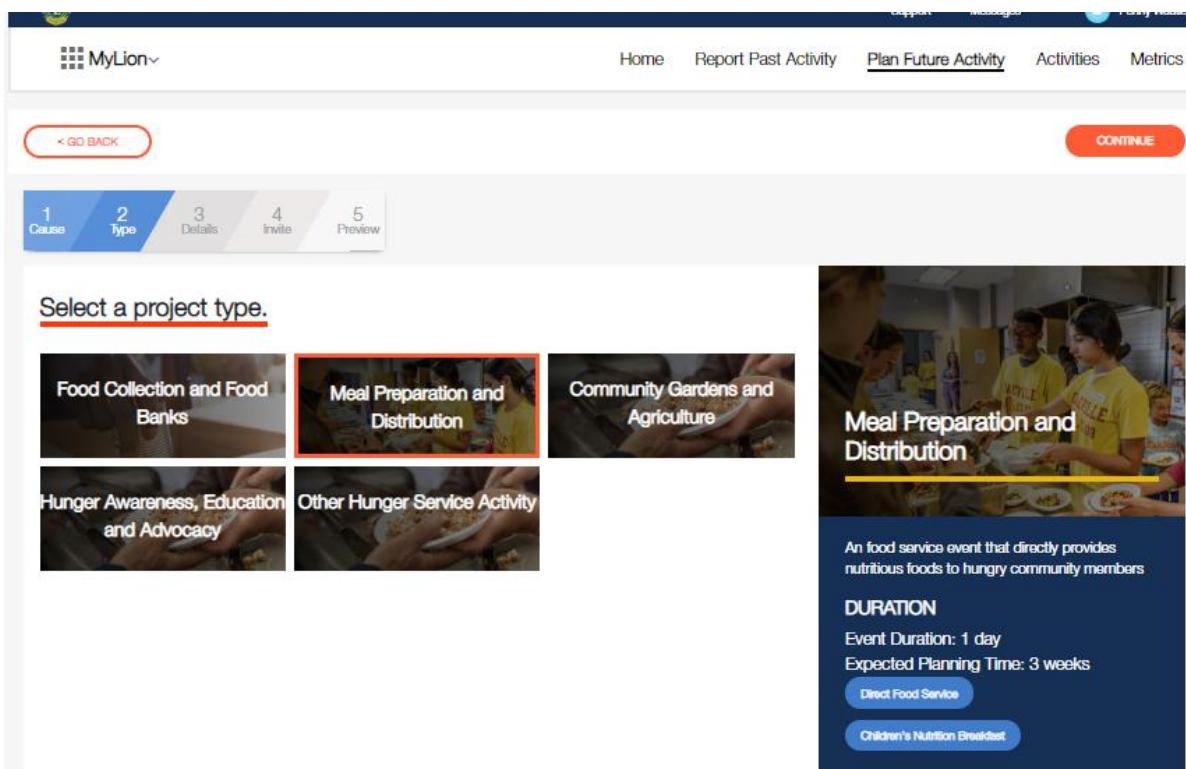


Note that again the orange box will highlight the cause that you pick, and the large blue description box to the right will change. Pick “Other” if your activity does not fall into one of the 5 causes.

- 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!

The screenshot shows the MyLion Activity Planner interface. It consists of two main sections: '1. Activity Details' and '2. Privacy Settings'. In '1. Activity Details', fields include Club (Brussels), Activity Name (Food bank serving 2020-03 March), Is this activity associated with a Signature Activity? (No, this is not a signature activity), Place name (Brussels Food Bank), Address or Place (Brussels, WI 54204, USA), Start Date (3/4/2020), End Date (3/4/2020), and Activity Description (Serve food to members of the community in need). In '2. Privacy Settings', Who can see this? (Everyone), Who can join? (Everyone), and Invite Only options are shown. On the right, a dark blue sidebar titled 'Meal Preparation and Distribution' provides a brief description and duration information.

- Notice that there is an 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). This is one way you can save a PLANNED activity and come back to edit the information later.
- When you have all the details entered and no red comments or boxes (meaning something is missing), select the “CONTINUE” oval.

### Inviting People to your Activity:

In the last few updates the MyLion team has done, they have improved the Invite feature and worked out some of the early bugs. You may want to give it a try but be careful not to overload your members with email invites. It might turn them off to the whole MyLion tool.

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. The current default is that ALL the names of members of your club will show up and be checked off with a “X”. You can then REMOVE them from receiving an invite by picking the “radio button” after their name if there are some members of your club you will not be inviting (maybe you only need certain committee members invited).

The screenshot shows a user interface for inviting people to a service activity. At the top, a navigation bar has steps 1 through 5: Service Area, Type, Details, Invite, and Preview. Step 4 is highlighted.

The main area is titled "Invite People" with a sub-instruction: "Invite Lions and Leos from your club or around the world to participate in your service activity. When you submit the activity, the people you select will receive an invitation to attend."

There are two tabs: "CLUBS" and "INDIVIDUALS". The "CLUBS" tab is selected, showing a list of clubs with small circular checkboxes to the right of each club name. The "INVITES (47)" tab is selected, showing a list of individual names with small circular checkboxes to the right of each name.

**CLUBS**

- BRUSSELS (My Club)
- ALGOMA
- ALLOUEZ
- ANTIGO
- ASHWAUBENON
- BEAR CREEK
- BELLEVUE
- BIRNAMWOOD
- BLACK CREEK
- BONDUEL
- CAROLINE

**INVITES (47)**

- Jamie Charles
- Rebecca Charles
- Wayne Christoffel
- Dennis Counard
- Penny Counard
- Lyle De Broux
- Ronald Delwiche
- Suzanne Delwiche
- Eric Dietrich
- Nicole Dietrich
- John Friske

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.

If you want to give using invites a try – go for it. But again, be careful you are not overloading your member’s email inboxes with invites or they will just start ignoring them.

Currently in MyLion, whatever details you have entered so far will be sent out when you select “Continue” on the Invite page. Be sure you enter the correct information initially if you use invites.

Either way (using invites 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 will be 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.

This is also the screen you will see when you select the “ACTIVITIES” title at the top of the page.

The screenshot shows the 'Activities' page of the MyLion application. At the top, there are navigation links: Home, Report Past Activity, Plan Future Activity, Activities (which is underlined), Metrics, Create Future Activity, Gallery View, and List View. Below the navigation is a search bar with a magnifying glass icon and a dropdown menu labeled 'Search'. To the left of the search bar is a large green arrow pointing upwards towards the filter section. The main area contains several filter categories with checkboxes: 
 

- Occurring:** Upcoming Activities (selected), Past Activities.
- Activity Level:** Club Activities, District Activities, Multiple District Activities.
- Activity Type:** Service Activity, Fundraiser, Meeting, Donation.
- Status:** Active, Draft, Reported, Unreported.
- Cause:** Hunger, Environment, Childhood Cancer, Diabetes, Vision, Other.

 A single activity card is displayed on the right, titled 'TEST: Meal Preparation and Distribution April 2020' with a thumbnail image of people in yellow shirts. Below the card are buttons for PREVIOUS, Page 1 of 1, NEXT, FIRST, and LAST.

- 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 most of 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*

The screenshot shows the 'Activities' page on the MyLion platform. The top navigation bar includes links for Home, Report Past Activity, Plan Future Activity, Activities (which is underlined), Metrics, Create Future Activity, Gallery View, and List View. On the left, there are filters for Occurring (Upcoming Activities selected), Activity Level (Club Activities, District Activities, Multiple District Activities), and Activity Type (Service Activity, Fundraiser). The main content area displays two activity cards:

- TEST: Meal Preparation and Distribution April 2020**  
Creator Penny Wauter Brussels Apr 24, 2020
- TEST: Meal Preparation and Distribution May 2020**  
Creator Penny Wauter Brussels May 12, 2020

At the bottom right, there are navigation buttons for PREVIOUS, Page 1 of 1, NEXT, FIRST, and LAST.

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 shorter 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).*



#### Why PLAN Donations?:

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 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 (see green arrow below).

The screenshot shows the 'Report Past Activity' section of the MyLion website. At the top, there's a navigation bar with links for Home, Report Past Activity (which is highlighted in blue), Plan Future Activity, Activities, and Metrics. Below the navigation, the title 'Report Past Activity' is displayed. Underneath it, a red underline highlights the heading 'Unreported Activities'. There's a thumbnail image of a person holding a child, with a green arrow pointing to the word 'REPORT' in an orange oval button below it. Below the thumbnail, the text 'TEST: Future Food Bank 9' and 'Creator: Jim Neil Brussels Mar 5, 2021' is visible. At the bottom right, there are navigation buttons for PREVIOUS, Page 1 of 1, NEXT, FIRST, and LAST.

- 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 information you will be asked for is similar to the information covered in the earlier section of this booklet “REPORTING A PAST ACTIVITY” and will differ depending on the type of activity.

The screenshot shows the 'Celebrate and Share!' page. At the top, there's a 'GO BACK' button and a 'CONTINUE' button. Below that, a progress bar shows steps 1 through 5, with step 5 'Review' highlighted. The main area is titled 'Celebrate and Share!' and contains several input fields:
 

- People Served \*
- Funds Donated
- Organization
- Organization Receiving Donation
- Funds Raised
- Number of Volunteers
- Total Volunteers \*
- Number of Volunteer Hours
- Total Volunteer Hours \*
- Community Outcome

 Below these fields is a question 'Was this activity funded by an LOIF grant?' with a 'No' radio button selected. To the right, there's a sidebar titled 'Service Reporting Guide' with a description and a 'Download the Reporting Guide' button.

Use the information you gathered in advance to fill in the information boxes on the “Celebrate and Share” page.

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

- *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).

## LOOKING AT ACTIVITIES YOU HAVE REPORTED AND PLANNED:

Pick the “Activities” title at the top of any page. You should now see all the activities you have REPORTED or PLANNED. Use the buttons on the left side of the page to sort between Upcoming (PLANNED) Activities, and Past (REPORTED) Activities .

Also be sure the orange oval is around your club name to the right of the Filters heading. (green arrows below)

The screenshot shows the 'Activities' page in MyLion. At the top, there are navigation links: Home, Report Past Activity, Plan Future Activity, **Activities**, Metrics. Below that is a search bar with options to 'Create Future Activity' or 'Gallery View'. The main area is titled 'Activities' and features a 'Filters' sidebar on the left with sections for Occurring, Upcoming Activities (selected), Past Activities, Activity Level (Club Activities, District Activities, Multiple District Activities), and Activity Type (Service Activity, Fundraiser, Meeting). The main content area displays several activity cards. One card for 'TEST: Future Food Bank 9' has a green 'Reported' button. Another card for 'February Meeting-Board of Directors Only' also has a green 'Reported' button. There are also large green dollar signs overlaid on some of the activity cards.

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:

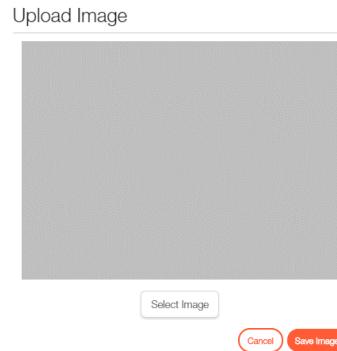
If you would like to insert a custom photo to be used with your activity (when PLANNING, REPORTING, or EDITING), these are the steps.

*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 has resolved 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 or another internet browser.*

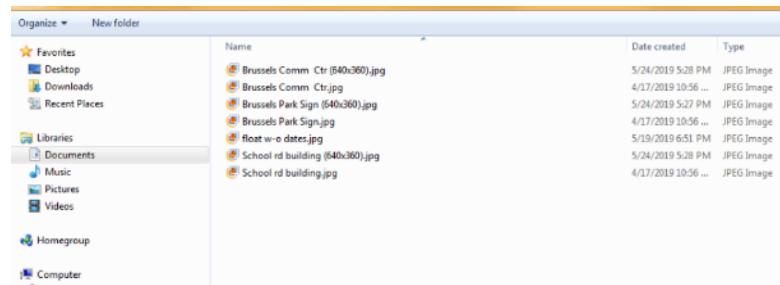
- As you are PLANNING, REPORTING or EDITING an activity you can replace the default image with a custom image of your own. (see the *TIP* earlier about creating one storage folder for all the custom photos you want to use)
- When you are entering or editing the DETAILS you will see the MyLion default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



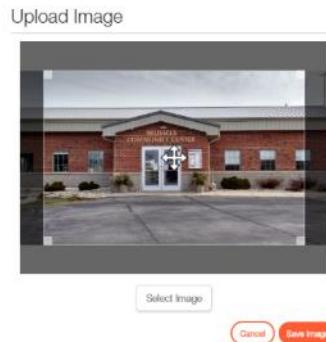
- Pick the box below the gray area that says “Select Image”



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

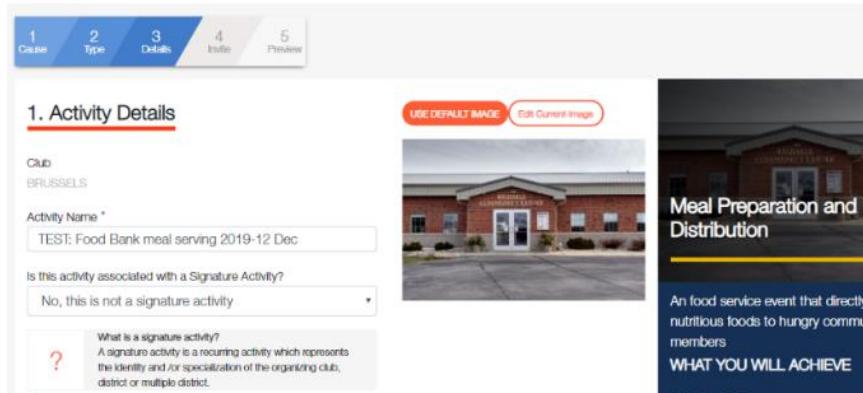


- Find the .jpg image you want to use and select it
  - *TIP: using an image that has been reduced/compressed in size/content seems to work better (and quicker)*
- The image will populate the gray area



- 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.

## 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 initial rollout fundraisers and meetings were not included)

The large blue box will show you:

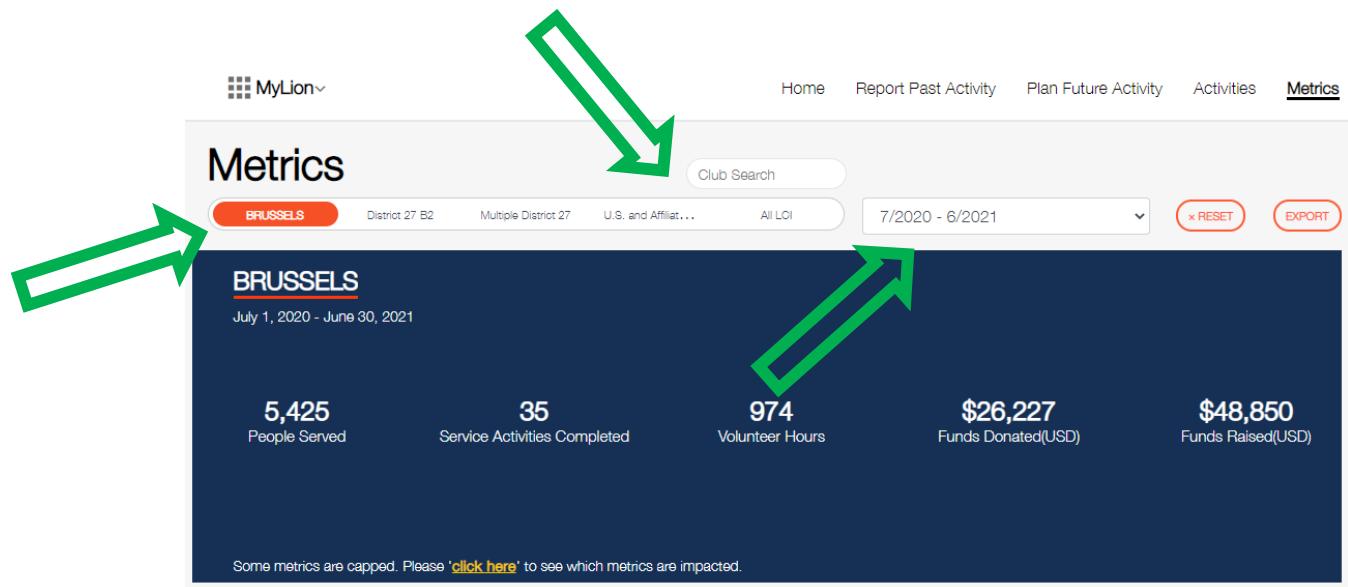
- The People Served
- The Service Activities Completed
- The number of Volunteer Hours
- The Funds Donated (if they were REPORTED during a Service Activity or Donation)
- The Funds Raised (if they were REPORTED during a Service Activity or Donation)

The screenshot shows the 'Metrics' section of the MyLion platform. At the top, there's a navigation bar with links for Home, Report Past Activity, Plan Future Activity, Activities, and Metrics. Below the navigation is a search bar labeled 'Club Search'. Underneath the search bar, there are several filters: a red button for 'BRUSSELS', dropdowns for 'District 27 B2', 'Multiple District 27', 'U.S. and Affiliat...', and 'All LOI', and a date range selector set to '7/2020 - 6/2021'. To the right of these are 'RESET' and 'EXPORT' buttons. The main content area has a dark blue header with the word 'BRUSSELS' in white. Below the header, it says 'July 1, 2020 - June 30, 2021'. The data is presented in five columns: '5,425 People Served', '35 Service Activities Completed', '974 Volunteer Hours', '\$26,227 Funds Donated(USD)', and '\$48,850 Funds Raised(USD)'. Each column has its title in bold black text above the numerical value.

5,425 People Served	35 Service Activities Completed	974 Volunteer Hours	\$26,227 Funds Donated(USD)	\$48,850 Funds Raised(USD)
------------------------	------------------------------------	------------------------	--------------------------------	-------------------------------

*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 below 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 even type the name or club ID # of another club in the "Club 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 Metrics. 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?
- Number of Service Activities
- Volunteer Hours
- Funds Donated
- Funds Raised
- 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.

The screenshot shows the MyLion Metrics page for Brussels, covering the period from July 1, 2020, to June 30, 2021. Key metrics displayed are:

- People Served:** 5,425
- Service Activities Completed:** 35
- Volunteer Hours:** 974
- Funds Donated(USD):** \$26,227
- Funds Raised(USD):** \$48,850

A message at the top states: "Some metrics are capped. Please [click here](#) to see which metrics are impacted." A green arrow points to this link.

The main table lists service activities, categorized by icon and color-coded columns:

Activity	DIABETES	ENVIRONMENT	CHILDHOOD CANCER	HUNGER RELIEF	VISION	ALL OTHER
2nd Belgian Days Drive-Thru Fundraiser	0	0	0	0	0	1,000
Annual Donation - 27B2 Sturm Humanitarian Foundation \$1,000	0	0	0	0	0	0
Annual Donation - Cerebral Palsy Telethon, SD 6th Graders	300	0	0	0	0	300
Annual Donation - LOIF \$1,000	0	0	0	0	0	0
Annual Donation - Leader Dogs for the Blind \$1,000	0	0	0	0	0	0
Annual Donation - Lions Eye Bank of Wisconsin \$400	0	0	0	0	0	0
Annual Donation - Lions Pride Endowment Fund \$1,000	0	0	0	0	0	0
Annual Donation - Lions Youth Exchange 27B2 \$88	0	0	0	0	0	0
Annual Donation - Restoring Hope Transplant House \$300	0	0	0	0	0	0
Annual Donation - Town of Brussels \$1,000	0	0	0	0	0	0
<b>TOTAL</b>	<b>5,425</b>	<b>0</b>	<b>3,000</b>	<b>0</b>	<b>329</b>	<b>2,096</b>

At the bottom right, there are links for "Items per page: 10", "1 - 10 of 36", and navigation arrows.

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 a specific activity you are looking for.

**TIP:** You can *EXPORT* the metrics data in a .xlsx file by picking the “EXPORT” oval in the upper right of the Metrics page.

**WARNING:** At this time, the Metrics data is not pretty in the .xlsx 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 to continue 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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