

District A16 YouTube Video Library Assists Club Secretaries With Their Activity Reporting

District A16 has developed a YouTube video library to assist club secretaries with MyLCI membership and service activity reporting. This is an excellent resource that all club secretaries should have a look at to make their jobs easier.

From the District A16 website:

These YouTube videos were created to help Club secretaries do their Club Membership Reports and Service Activity Reports in MyLCI. These two monthly "reports" are required to be completed for every Lions Club. It is the hope of the District Governor's Team that should you need assistance these short, task focused YouTube videos will help you in completing your Club reporting duties.

General

Accessing MyLCI, logon and logout - <https://youtu.be/XMYvwd0cZwQ>

Overview of the MyLCI Home Screen - https://youtu.be/MpQrV_5YHiY

Editing your Club's Information in MyLCI - <https://youtu.be/dUuckoOtPpM>

Overview of reports from MyLCI available to Club Secretaries - <https://youtu.be/9T9on6vBrm4>

Creating Membership Cards in MyLCI - <https://youtu.be/8MkphMklRhe>

MMR (Monthly Membership Report)

If no membership activity occurred in your Club in the month being reported you will be

Reporting no Membership Activity on MyLCI - https://youtu.be/ddPvXiwI4_w

Otherwise, enter each of the membership activity in your club as it occurs and by the end of the month the reporting will have been done. Afterwards, all that is needed is a quick review on the last day of the month to correct any errors.

Adding a new member on MyLCI - <https://youtu.be/u18h1WqbWtl>

Dropping a Club member in MyLCI - <https://youtu.be/lx0jeFcN50o>

Transferring in a member in MyLCI - <https://youtu.be/-c8IT7BTpOk>

Editing/updating a Club member's information on MyLCI - <https://youtu.be/vRM8XG1sGH8>

Reinstating a former Club member on MyLCI - <https://youtu.be/Pt7XJQGj8y4>

Creating a Family Unit on MyLCI - https://youtu.be/04TJUctP_N4

SAR (Service Activity Report)

The SAR can be completed by reporting Service and Administrative Activities immediately after they occur, while the details are fresh in the minds of the Lions involved. Afterwards, all that is needed is a quick review on the last day of the month to correct any errors. Alternatively, a Club Secretary could wait until the end of the month and enter all the activities for the previous month. However, this approach is much harder since members may have a harder time recalling details of the event as time passes. The use of Signature Service Activities will make the work much more efficient as it creates a re-useable template of any activity's Title and Description for recurring activities by your Club.

Reporting a Service Activity in MyLCI - <https://youtu.be/c9NbxzC8D00>

Editing or deleting a Service Activity on MyLCI - https://youtu.be/3_aDpg5hhgg

Reporting Administrative Service Activities in your SAR in MyLCI - https://youtu.be/l1X0s9_ZSEM

Create a Signature Service Activity in MyLCI to speed up reporting - <https://youtu.be/o1c4Xv2BUMU>

Reporting Lioness Service Activities in your SAR in MyLCI - <https://youtu.be/OWplBaejBqY>

Thank you to District A16 for making this video library available.

This is just one practical idea for you to consider and more ideas will be published on a regular basis.

If your club has experienced successful public relations for an event, please let us know. We need to “get the message out” by sharing these successes to **ALL** clubs in the district.

If you have a question regarding these ideas, promoting your club in your community or if you would like to invite a member to visit your club, please feel free to contact any one of us. We are here to help you to reshape public opinion and improve your club’s visibility so that club activities become a success.

By working together to improve the awareness of our clubs in our communities, we can work towards ensuring effective and successfully promoted club service projects, fundraisers and events.

Together in Lions Service,

Lion James Johnston
District A4 Public Relations and Promotions Coordinator