Lions Clubs International
Membership
Frequently Asked Questions

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Q: **How do I Report No Membership Changes this month?**

A: From the My Lions Club or My Leo Club menu, select Members. From the Members page, click the Report No Change for Month button. Select the reporting month from the drop-down list. From the Report No Member Transaction page, click the Report button to complete the official reporting for the month or click Cancel to cancel the transaction and return the Members page.

Q: **How do I report Membership changes from earlier this year?**

A: Membership changes can only be posted in the current month or in the previous two months. For reports dating back further than 2 months, you will be required to submit a paper report to the Club & Officer Record Administration Department as follows:

www.lionsclubs.org/EN/common/pdfs/c23a.pdf

POST MAIL

Lions Clubs International, Club & Officer Record Administration Department, 300 W 22nd Street, Oak Brook, IL 60523 USA

SCAN & EMAIL: stats@lionsclubs.org

FAX: 630-571-1687

Q: **How do I add a member?**

A: From the My Lions Club or My Leo Club menu, select Members. From the Members page click the Add Member button. From the drop down list select New Member to add a person who has never been a Lion or Leo before. Select Returning Member from the drop down list to add a member who was a member of your club in the past.

Select <u>Transfer Member</u> from the drop down list to add a member who was or is a member of another club.

Q: **How do I transfer a member?**

A: From the My Lions Club or My Leo Club menu, select Members. From the Members page click the Add Member button. From the drop down list select <u>Transfer Member</u> from the drop down list to add a member who was or is a member of another club. To ensure that the proper member record is transferred to your club MyLCI will attempt to search for the member record based on the information provided on the Transfer Member page. The member number can be used to search for the member record if it is known. If the member number is not available, enter the club name or the club number. If the club name or number is not available, enter all or part of the member's last and first name. Click Search to initiate the search. (This may take a few moments.)

From the list of possible member record matches, click the member name to expand the view of the member's information. If the person is currently a member of another club, the Transfer Member button will be displayed, otherwise the Add to my club button will be displayed.

You will be prompted to provide the Effective Date.

If the person you want to transfer currently is a member of another club, a Transfer Request message will be sent to the club officer. The member will be automatically added to your club after the member is dropped from his or her current club or 30 days (whichever occurs first).

Q: **How do I drop a member?**

A: From the My Lions Club or My Leo Club menu, select Members. From the Members page, click the member name you would like to update. From the expanded view of

the member information, click Drop Member. On the Drop Member page, enter the effective date for dropping the member and select the reason for the drop. Click Drop to complete the drop transaction.
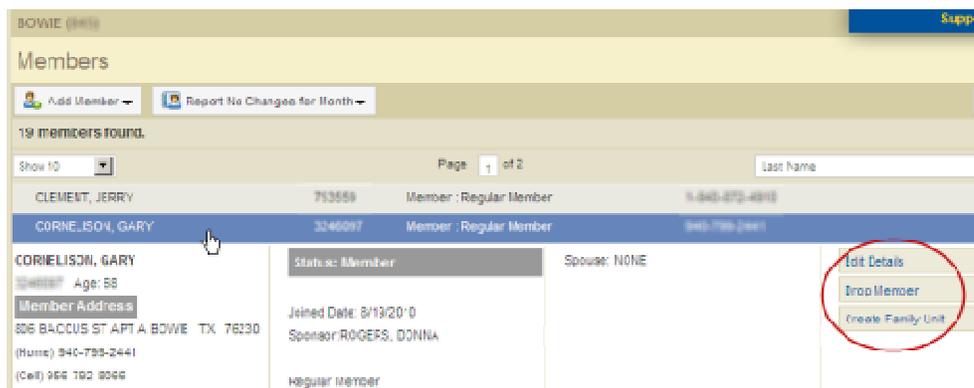
Q: How do I edit a mailing address?

A: From the My Lions Club or My Leo Club menu, select Members. From the Members page, click the member name you would like to update. From the expanded view of the member's information, select Edit Member. On the Edit Member page, update either the member correspondence address (usually the home address) or the officer correspondence address (for officers only). Click Save when you have completed your changes.

Q: How do I change a member's name?

A: From the My Lions Club or My Leo Club menu, select Members. From the Members page, click the member's name you would like to update. From the expanded view of the member's information, select the Edit member button. From the Edit Member page, click Request Name Change. From the Change Name Request page, enter the changes to the member's name. Click Submit to complete the change request. An e-mail will be sent to Lions Clubs International headquarters for review of the request.

Q: How do I create a Family Unit?

A: Each Family Unit has a member who is the Head of Household and 1 – 4 additional family members. Club officers are asked to verify the relationship of the family members to the Head of Household. To create a Family Unit, start by identifying the Head of Household.

From the My Lions Club or My Leo Club menu, select Members. From the Members page, click the member's name who will be the Head of Household. From the expanded view of the member's information, click the Create Family Unit button. From the Family Unit page, select the first member to add to the family unit from the left side of the page. Next, respond to the prompts to verify the relationship of the member to the Head of Household. Then click Add. Repeat the process for all family members and click Save from the Family Unit page to complete the creation of the Family Unit.