

Logging on to the Membership and Officer Update Site



When you are on the **LCI Home Page**, Click on the button shown at the left.

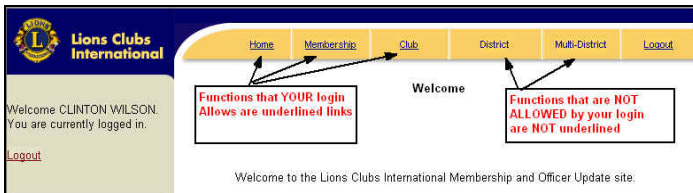
This button is found on the left of the Lions Club International English home page.

The following LOGON screen appears, shown in part:

Type your **Member Number** (found on your January Per Capita Dues Statement), and your **Password**, found on the **monthly statement**. Ask your club treasurer for a copy of those statements.

Click on the **Go** button, as circled.

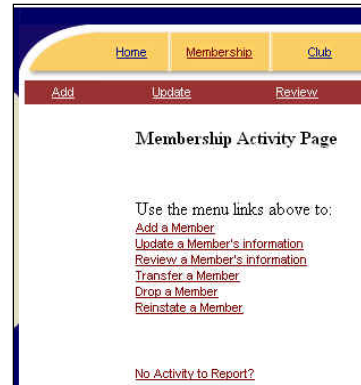
You will be recognized with the following screen:



Functions related to your **Club** or **District** can be accessed from the **gold menu bar**. Only those functions that your login ID allows will be underlined as links. For instance, note that **Home**, **Membership**, **Club** and **Logout** in the picture above are underlined, but **District** and **Multi-District** are not. The person logged in for this exercise has not authority to look at **District** or **Multi-District** records.

Club secretaries will need to choose either **Membership** or **Club** to continue their work. In addition, if changes in **Membership** will be entered, it will be necessary to choose a **Reporting Month**.

Shown below are the functions available on the **Membership Activity Page**.



Here, if you choose to **Add, Update, Drop, Transfer or Reinstatement** a member, you will have to choose a **Report Month**. If you choose to **Review**, you will not need to choose a month, but you will not be able to

make changes, either.

The **Report Month** window looks like this, and will be displayed only once in each login session:

MMR Report Status	
Oct 2003	Open
Nov 2003	Open
Dec 2003	Open
Jan 2004	Open
Feb 2004	Open

Once you have chosen a reporting month this window is displayed:

Shown at the right are the functions available on the **Club Administration Page**:

