

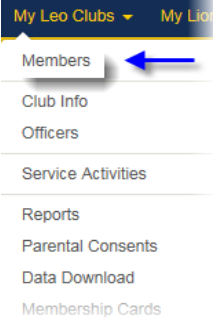
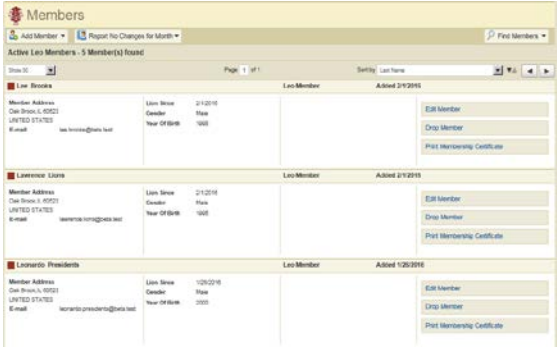
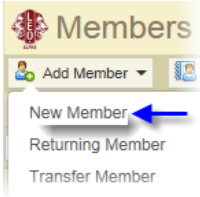
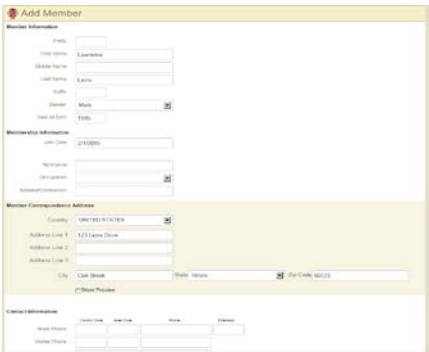
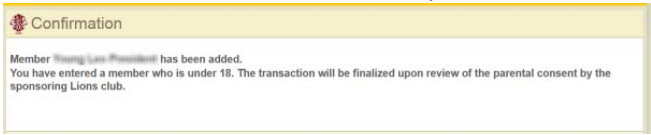
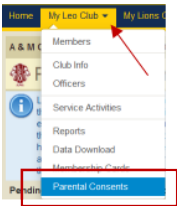


Assign Next Year Leo Club President and Leo Club Advisor

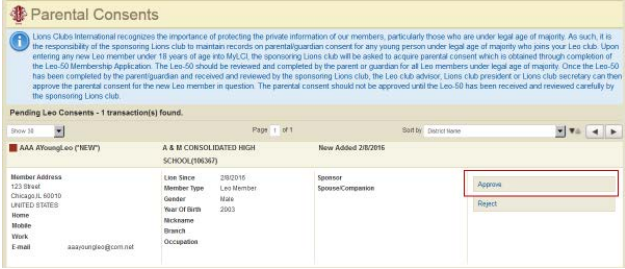
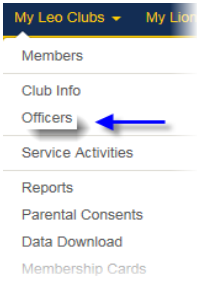
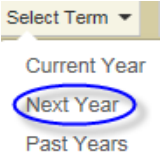
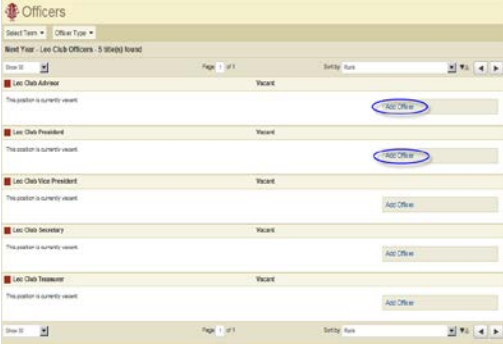
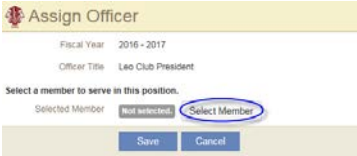
Steps to Assign Next Year Leo Club President and Leo Club Advisor

Step	Action
1	<p>Open an internet browser and go to the MyLCI website by typing mylci.lionsclubs.org in the browser's address bar. Press Enter.</p> 
2	<p>On the Logon page, enter your username and password. Click the Submit button.</p> 
3	<p>Before you can assign the Leo club president, he or she needs to be added to MyLCI as a Leo member. Under the My Leo Clubs menu, select Members (Figure 1). Scroll down to determine if the Leo member already exists (Figure 2). If the Leo member already exists, skip to step 5.</p>  <p>Figure 1</p>  <p>Figure 2</p>


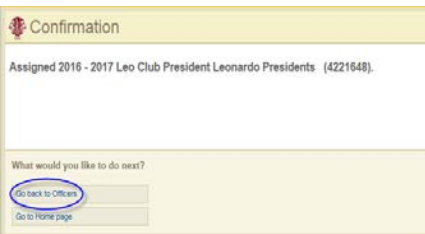
Assign Next Year Leo Club President and Leo Club Advisor

Step	Action
4	<p data-bbox="272 247 1398 310">Under the Add Member drop down, select New Member (Figure 1). Complete the form (Figure 2). The required fields are listed below.</p> <ul data-bbox="334 352 932 493" style="list-style-type: none"> • First Name • Last Name • Gender • Year of Birth • Join Date • Country • Address • Primary Email <p data-bbox="272 499 922 531">Click the Save button. A confirmation page will display.</p> <div data-bbox="750 569 948 764" style="text-align: center;">  <p data-bbox="803 772 899 804">Figure 1</p> </div> <div data-bbox="639 835 1065 1184" style="text-align: center;">  <p data-bbox="803 1188 899 1220">Figure 2</p> </div>
4a	<p data-bbox="272 1255 1430 1360">For Leo Members 18 years old and younger, parental approval of the membership is required. To show that you have reviewed the Leo-50 Membership Application form along with the parent's consent on the form, select Parental Consent from the My Leo Clubs menu.</p> <div data-bbox="529 1360 1175 1493" style="text-align: center;">  </div> <div data-bbox="760 1524 935 1728" style="text-align: center;">  </div>

Assign Next Year Leo Club President and Leo Club Advisor

Step	Action
	<p>On the Parental Consent page, click Approve when you have reviewed the Leo-50 form.</p> 
5	<p>Next, assign the Leo Officers. Under the My Leo Clubs menu, select Officers.</p> 
6	<p>Under the Select Term drop down, select Next Year.</p> 
7	<p>Click the Add Officer button associated with the title you are ready to assign.</p> 
8	<p>On the Assign Officer page, click the Select Member button.</p> 

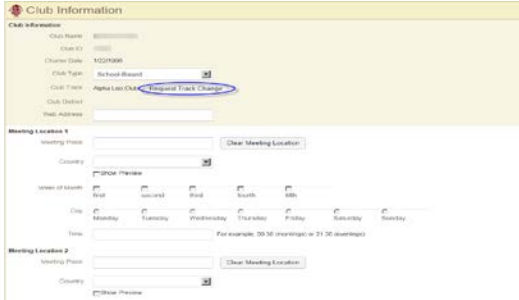
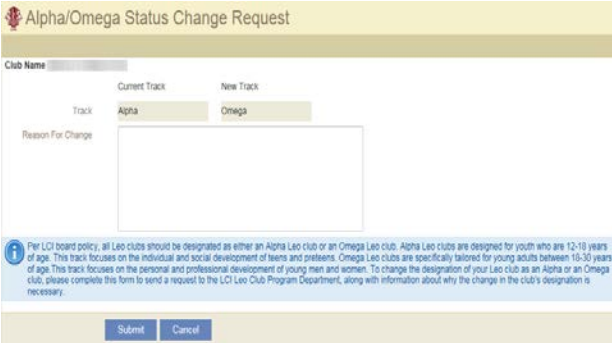
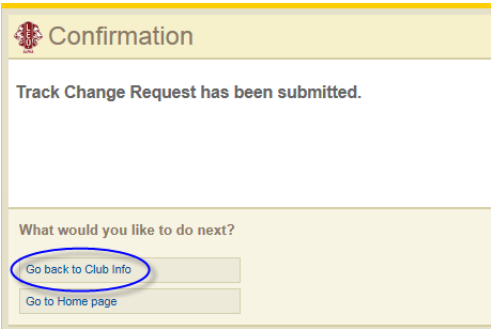
Assign Next Year Leo Club President and Leo Club Advisor

Step	Action
9	<p>Click the member name to select the member to serve in this position. Click the Save button. A confirmation page will display.</p> 
10	<p>On the Confirmation page, click the Go back to Officers button.</p> 
11	Repeat steps 6 through 10 to assign other Leo club officers.
12	On the Leo Club Officers' page, verify the Leo advisor's contact information. To change the information, go to the Lions Club Members' page.

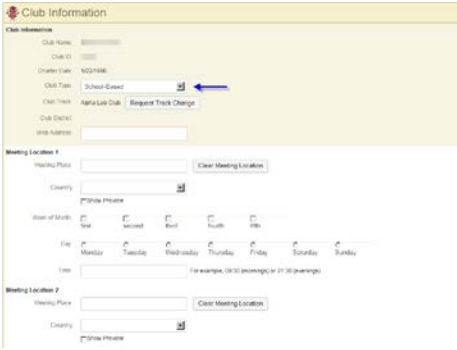
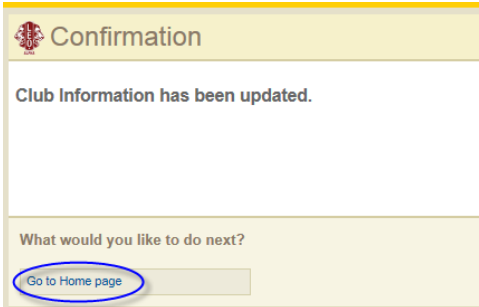
Steps to Change Leo Club Track or Type

Step	Action
1	<p>Under the My Leo Clubs menu, select Club Info.</p> 

Assign Next Year Leo Club President and Leo Club Advisor

Step	Action
2	<p data-bbox="272 247 1429 384">Under the Club Information page, click the Request Track Change button (Figure 1). The Alpha/Omega Status Change Request page will display (Figure 2). Type the reason for the change. Click the Submit button. A confirmation page will display indicating the request was sent to the LCI Leo Club Program Department.</p> <div data-bbox="592 420 1107 718" data-label="Image">A screenshot of the 'Club Information' web page. The page contains various input fields for club details. A button labeled 'Request Track Change' is circled in blue. Below the club information, there are sections for 'Meeting Location 1' and 'Meeting Location 2', each with a 'Clear Meeting Location' button.</div> <p data-bbox="803 724 901 756">Figure 1</p> <div data-bbox="548 861 1156 1201" data-label="Image">A screenshot of the 'Alpha/Omega Status Change Request' page. It features a 'Club Name' field, two tabs for 'Current Track' (Alpha) and 'New Track' (Omega), and a large text area labeled 'Reason For Change'. A blue information icon and text are visible at the bottom of the form, and 'Submit' and 'Cancel' buttons are at the very bottom.</div> <p data-bbox="803 1207 901 1239">Figure 2</p>
3	<p data-bbox="272 1346 1036 1377">On the Confirmation page, click the Go back to Club Info button.</p> <div data-bbox="609 1417 1096 1743" data-label="Image">A screenshot of the 'Confirmation' page. It displays the message 'Track Change Request has been submitted.' Below this, it asks 'What would you like to do next?' and provides two buttons: 'Go back to Club Info' (circled in blue) and 'Go to Home page'.</div>

Assign Next Year Leo Club President and Leo Club Advisor

Step	Action
4	<p data-bbox="272 247 1409 310">Under the Club Information page, click the drop down arrow next to Club Type to select school-based or community-based. Click the Save button. A confirmation page will display.</p>  <p data-bbox="625 348 1079 695">The screenshot shows the 'Club Information' form. The 'Club Type' dropdown menu is open, showing 'School-Created' selected and 'Request Track Change' as an option. A blue arrow points to the dropdown arrow. Below the form, there are sections for 'Meeting Location 1' and 'Meeting Location 2', each with a 'Meeting Place' text box, a 'Clear Meeting Location' button, and a 'County' dropdown menu. There are also radio buttons for 'Area of Study' (High, General, Post, Health, Other) and a 'Day' dropdown menu (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday). A 'Time' text box is also present with a note: 'For example, 08:00 (am/pm) or 17:30 (am/pm)'.</p>
5	<p data-bbox="272 764 1019 800">Click the Go to Home page button to return to the Home page.</p>  <p data-bbox="613 835 1089 1140">The screenshot shows a 'Confirmation' page with a yellow header. The main content area says 'Club Information has been updated.' Below this, there is a section titled 'What would you like to do next?' with a button labeled 'Go to Home page' circled in blue.</p>