

Below are screen shots of My LCI that will walk you through every step in generating an Invitation Letter for every member in your club in good standing. Once the letter is generated, you will have the option to 'Save' or 'Print' the letter.

1. Login to MyLCI
2. Click on My Lions Club
 - a. > Choose Reports

HOME PAGE:

The screenshot shows the My LCI Home Page. The navigation bar at the top includes: Home, My Leo Clubs, My Lions Clubs, My Districts, My Multiple Districts, My Areas, and My Constituents. A dropdown menu is open under 'My Lions Clubs', listing: Members, Club Info, Officers, International Convention Delegates, Service Activities, Signature Service Activities, Service Activity Goals, Reports (highlighted with a blue bar and a blue arrow), Data Download, and Membership Cards. On the left, there is a 'My Tasks' section with links: View Members, View Officers, View Statements, View Service Activities, and View Leo Clubs. On the right, there is a table with columns 'Clubs' and 'Active'. The table contains the following data:

	Clubs	Active
Chartered	621	
Quo	41	
led	207	
J	197	
		46936

3. Click on 'International Convention Invitation' on the left-hand side
4. Click on 'Select Member' for a list of Lion members

REPORTS PAGE:

The screenshot shows the My LCI Reports Page. The navigation bar at the top includes: Home, My Leo Clubs, My Lions Clubs, My Districts, My Multiple Districts, My Areas, My Constitutional Areas, and LCI Admin. The page title is 'A 112 (128935) - Pending Charter - District 318 A - INDIA'. There is a dropdown menu for 'Select a different club'. The page is divided into two main sections: 'Available Reports' and 'Report Information'. The 'Available Reports' section lists various reports, with 'International Convention Invitation' highlighted in blue and a blue arrow pointing to it. The 'Report Information' section shows the following details:

Report Name: International Convention Invitation
Description: This report will print an invitation letter for the member selected. If the member has a Spouse/Significant Other or Child/Children traveling to the International Convention, enter the names in the prompts.

Selected Member: None selected **Select Member** (circled in blue)

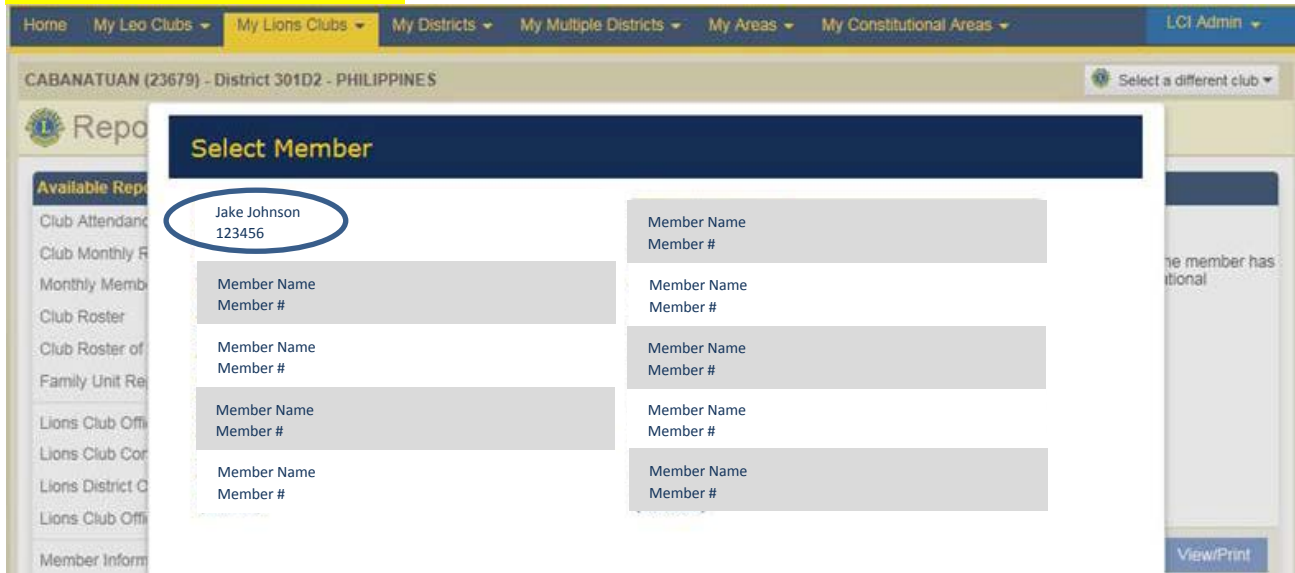
Spouse/Companion Name:

Child/Children Name:

View/Print button is located at the bottom right.

- The list of Lion members in the club will appear.
- Click on Lion member requesting the Invitation Letter

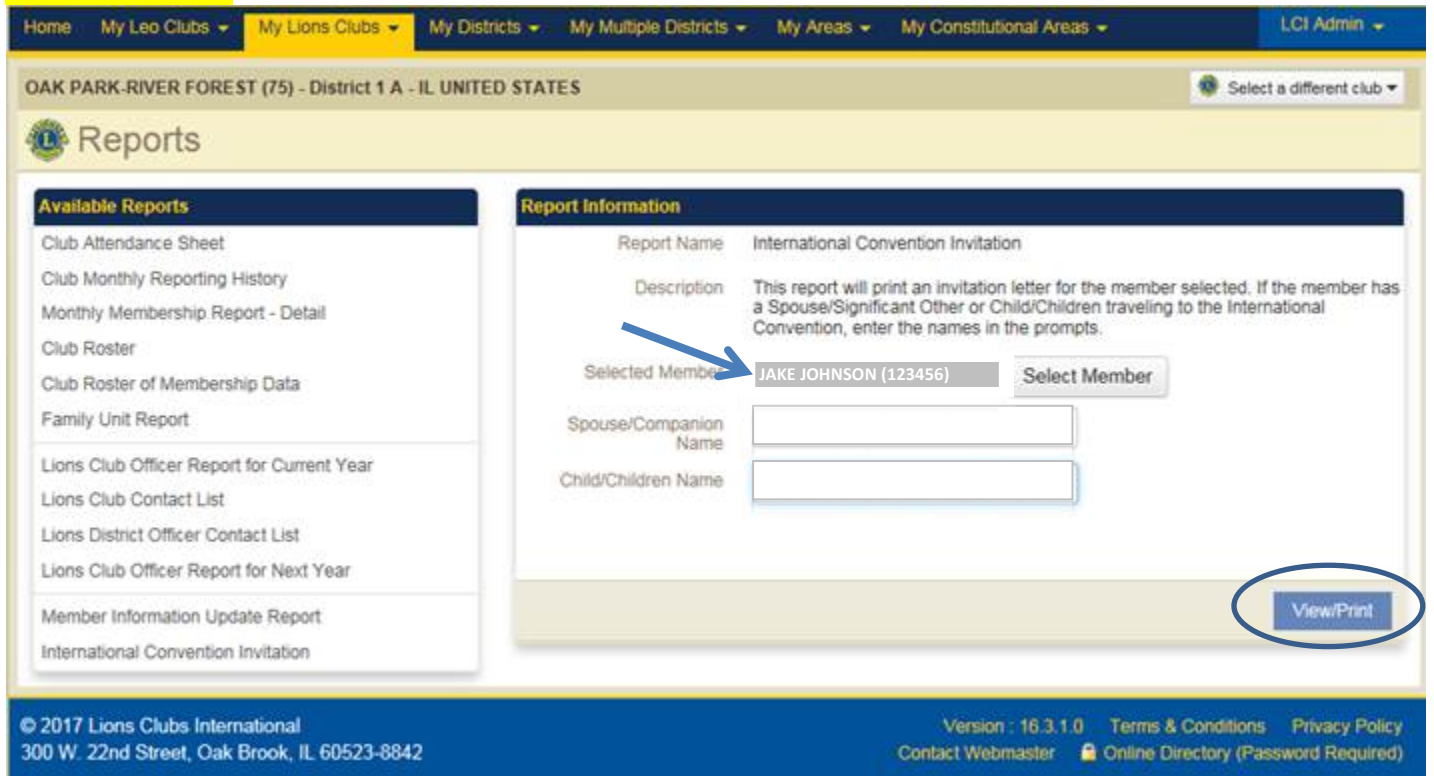
SELECT MEMBER WINDOW:



The name will appear in the Select Member Window

- If a Spouse/Companion or Child/Children are attending the convention with the Lion member, type the name in each corresponding field. If more than one person is needed per field, separate name by a comma (see example in yellow below).

REPORTS PAGE:



REPORTS PAGE:

Home My Leo Clubs My Lions Clubs My Districts My Multiple Districts My Areas My Constitutional Areas LCI Admin

OAK PARK-RIVER FOREST (75) - District 1 A - IL UNITED STATES Select a different club

Reports

Available Reports

- Club Attendance Sheet
- Club Monthly Reporting History
- Monthly Membership Report - Detail
- Club Roster
- Club Roster of Membership Data
- Family Unit Report
- Lions Club Officer Report for Current Year
- Lions Club Contact List
- Lions District Officer Contact List
- Lions Club Officer Report for Next Year
- Member Information Update Report
- International Convention Invitation

Report Information

Report Name	International Convention Invitation
Description	This report will print an invitation letter for the member selected. If the member has a Spouse/Significant Other or Child/Children traveling to the International Convention, enter the names in the prompts.
Selected Member	JAKE JOHNSON (123456) Select Member
Spouse/Companion Name	Jane Johnson
Child/Children Name	Jill Johnson, Jason Johnson

View/Print

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8. Click on View/Print
 - a. > An Invitation Letter will generate from the information entered.
9. When letter is generated, you will have the option to either 'Print' or 'Save' to send via email