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New This Year! Our Online Convention Registration Software is NEW and improved! We have been working all year on bringing you the most efficient and updated convention registration system. This new registration process will offer many features that were previously available. You will be able to gain access to Group registration, account access, direct hotel booking, etc. The Registration and Housing process are two different online programs requiring two separate payments for your Convention Registration (and Optional Ticket) Fees, and your Hotel Deposit to secure your reservation. Upon completing your Convention Registration, the Payment Screen (Step. 8) is payment for your Registration Fees only. Once your Registration payment has been completed, there is an option on the displayed screen to continue and book a hotel room within the LCI room blocks. Please continue to read all information carefully as all information is imperative to understand the new Registration and Housing Process.

The screenshots and information included in this document take you step-by-step to help understand and successfully submit your Convention Registration for the 2019 Lions Clubs International Convention in Milan, Italy.

Step 1:

New to Registration? You will need to create your own registration account. Simply start this process by clicking the blue *Attendee Registration* button.

Event Registration

New Registration

In order to register online, you will need to create a registration account. Please create your registration account (if you have not done so) already by clicking on the *Attendee Registration* Button below.



Step 2:

After clicking *Attendee Registration* will you be taken to **Create Account**. On this screen, you will input all your personal information. You will be asked to set up a Username and Password. Be sure to keep this information for your records if you need to gain access to your registration account in the future. Make sure to enter your information carefully in the fields below. The required fields indicate a “*” next to them.



Step 3:

Registration Fee Options: Please select your registration type.

Registration Fee Options
The registration fee is the admission to the Lions Clubs International Convention

- LION**
\$ 150.00 Early (Before January 11, 2019)
- LIONESS**
\$ 150.00 Early (Before January 11, 2019)
- OMEGA LEO – ADULT**
\$ 100.00
18 Years and Over
- ALPHA LEO – CHILD**
\$ 20.00
17 Years and Under
- GUEST – ADULT**
\$ 150.00 Early (Before January 11, 2019)
18 Years and Over
- GUEST CHILD**
\$ 20.00
17 Years and Under

Back Continue

Optional Step:

Optional Ticketed Events: This you will give you the opportunity to purchase tickets for the Melvin Jones Fellow Luncheon or PIP/PID DG/PDG Combined Banquet. If you are not interested in these events, please click continue to move forward without selecting any of these options. *Both events are specific to those who have the titles of Melvin Jones Fellow, PIP, PID, DG, or PDG.*

Optional Ticketed Events

Optional Events

- Melvin Jones Fellow Luncheon**
\$ 75.00
All Melvin Jones Fellows and Progressive Melvin Jones Fellows are invited to this annual recognition luncheon event. The new LCIF video will premiere during the luncheon and awards will be presented to 100 percent MGF clubs. Business Attire is required.
Monday, July 8 - 13:00 - 14:30
- PIP/PID DG/PDG Combined Banquet**
\$ 135.00
Past International Presidents / Past International Directors Banquet & District Governors / Past District Governors. You must hold these titles to participate. Formal Attire. This is a black tie event.
Monday, July 8 - 20:00 - 22:00

Back Continue

Step 4:

Additional Info - Selecting a Dietary Preference: * Required Field. These must be completed even if you are not attending the Melvin Jones Fellow Luncheon, or the PIP/PID/DG/PDG Banquet. If you are not attending either event, please choose “No Restrictions” in the drop-down box below.

Dietary Preference* required

- Choose One -

Dietary Preference* required

- Choose One -
No Restrictions
Vegetarian
Indian Vegetarian

ADA/Special Needs Requirements: * Required Field. If you do not have any ADA Special Needs requirements, please select the correct options below.

If selecting Yes, you will see:

Do you have any ADA Special Needs requirements?*

- Yes
- No

Specify your ADA Special Needs*

(select all that apply)

- I use a scooter or wheelchair and will need a handicapped accessible van or bus that has a lift for the convention shuttle.
- I travel with a Leader dog.
- I am visually impaired and would like to reserve my convention program in Braille.

If selecting No, you will see:

Do you have any ADA Special Needs requirements?*

- Yes
- No

Language: * Required field. Use the drop down menu to select the official language you would like to receive Convention communications and materials in.

Language*

English

Language*

- Choose One -
English
Simplified Chinese
Traditional Chinese
Finnish
French
German
Hindi
Italian
Japanese
Korean
Portuguese
Spanish
Swedish

District Number: * Required Field.

District Number*

- Choose One -

District Number*

- Choose One -
MD-1
MD-2
MD-3
MD-4
MD-5
MD-5M
MD-6
MD-7
MD-8
MD-9
SD-10
MD-11
MD-12
MD-13
MD-14
SD-15
MD-16
MD-17
MD-18
MD-19
MD-20
MD-21
MD-22
MD-23
MD-24
MD-25
MD-26
MD-27
MD-28

Optional Step:

Group Registration: You may register members of your group here. By clicking *Create New Registration* will get you started adding additional members/guests to your registration! You will be able to pay for all registrants from your group in the final payment and review step as one lump sum.

The screenshot displays the 'Group' registration step in a multi-step process. On the left, a vertical progress bar lists steps 1 through 7, with '5. Group' highlighted in blue. A red arrow points to the 'Create New Registration' button in the main content area. Below this button is a section titled 'Your Group' which currently shows 'No group registrations.' To the right, a detailed view of the 'Create New Registration' form is shown. It includes a 'Registration Type' dropdown menu, input fields for 'First Name*', 'Last Name*', and 'Email*', and 'Cancel' and 'Create Registration' buttons. A blue informational box above the form states: 'Please register members of your group here. Click **Create New Registration** to get started. You will be able to pay for all members of the group in the final step of your registration.'

Step 5:

Review – This page will give you a second chance to review all the information you have previously submitted on the pages prior. Please review this information carefully. If you need to make any corrections, click the “edit” button for the section the correction needs to be made.

1. Contact Details
2. Registration Type
3. Optional Events
4. Additional Info
5. Review
6. Confirmation

Review and Payment

- Before continuing, please review your convention registration and fees below for accuracy.
- If the convention registration details and fees are accurate, click **Continue** below to proceed to payment information.
- Full payment must be made to complete registration.
- If you need to register more than one person, you have the option to do so after submitting and paying for your registration. Each registration must have a unique username.

Contact Details

Username	USERNAME123
Name	FIRST NAME LAST NAME
Badge Name	NICKNAME
Title	
Address 1	300 WEST 22ND STREET
Address 2	
City	OAK BROOK
State	IL
ZIP/Postal Code	60523
Country/Area	United States
Email	FIRST.LASTNAME@GMAIL.COM
Phone	+1 6304602614
Emergency Contact	EMERGENCY CONTACT
Emergency Contact Phone	9895555555

Registration Summary

LCN	\$ 150.00
	Local Amount: \$ 150.00
	selected amount: \$ 150.00

[Back](#) [Cancel Registration](#) [Submit](#)

Payment – Please enter your credit card information below. The Billing Address auto-populates to the address entered under “Personal Information.” Be sure that the Billing Address is the Billing Address associated to the credit card you are using. Once you entered in your credit card and billing address information, click on the **RED** Submit Card Payment Button. You must submit the card payment in order to complete your registration. Please note the registration fee is subject to change in accordance with registration deadlines.

Once you click “**Submit Card Payment**” you will receive a message indicated in **GREEN** that the payment has been submitted successfully. If you did not enter in the credit card or billing address information correctly, you must correct the necessary fields in order to submit your registration payment successfully.

You will receive a **Confirmation Email** sent to your email address. Please bring this with you to Milan.

1. Contact Details
2. Registration Type
3. Optional Events
4. Additional Info
5. Review
6. Confirmation

Review and Payment

- Before continuing, please review your convention registration and fees below for accuracy.
- If the convention registration details and fees are accurate, click **Continue** below to proceed to payment information.
- Full payment must be made to complete registration.
- If you need to register more than one person, you have the option to do so after submitting and paying for your registration. Each registration must have a unique username.

Amount to Charge: **\$ 150.00**

Card Type*

Card Number*

Expiration

Name on card*

Security Code* [help](#)

Billing Address must match credit card

Address*	300 WEST 22ND STREET
City*	OAK BROOK
State*	IL
ZIP/Postal Code*	60523

[Back](#) [Submit Card Payment](#)

CONVENTION REGISTRATION/EVENT TICKETS
Wednesday, May 1, 2019 is the deadline for cancellations, changes or refunds. Registration is NON-REFUNDABLE after Wednesday, May 1, 2019. Requests for cancellation, changes or corrections must be submitted in writing to LCI's Registration & Housing Department.
Written cancellation may be sent in the form of:
• EMAIL: registration@lionsclubs.org
• FAX (630) 571-1689
• LETTER: LCI Registration & Housing Department, 300 West 22nd Street Oak Brook, IL 60523 USA

LCI will no longer mail name badges in advance. Please print and bring your confirmation email containing your LCI Official Convention Registration to Milan to receive your Convention Name Badge onsite in Milan. Name Badge printing/pick up details will be published in June 2019 on the convention website.

Registration Complete – Congratulations! You have completed your Convention Registration for the 2019 Lions Clubs International Convention in Milan, Italy! At this time, you have many options of where to go next.

Click - **“Book Now”** to go directly to our new Housing Site where you can make your hotel reservations in your Delegation Hotel(s) within the LCI room blocks. Please continue to read all information carefully as all information is imperative to understand the new Housing Process. Please be advised \$200USD Hotel Deposits paid by credit card will be charged an additional 8% service and handling fee. The \$200USD Hotel Deposit will be sent to the hotel in Euros at the prevailing exchange rate.

Click - **“Go to My Account”** which will allow you to view your account. The information entered for your account should pertain only to your personal information and registration. In your own account, you may add-on a ticketed event, or request modifications.

Click – **“Register Another”** if you wish to register a separate participant.

Registration Complete

Dear FIRST NAME LAST NAME

This confirms your registration for the 102nd Lions Clubs International Convention, JULY 5 - JULY 9, 2019 in Milan. PLEASE CHECK YOUR CONFIRMATION CAREFULLY. Please notify the LCI Registration & Housing Department if there are any errors or changes required at: registration@lionsclubs.org or by fax at 630-571-1659.

You will receive an email confirmation containing your LCI Official Convention Registration. Verify the information you provided during the registration process. If you have any questions or if you did not receive the confirmation email, please email the LCI Registration and Housing Department at registration@lionsclubs.org.

LCI will no longer mail name badges in advance. Please bring your confirmation email containing your LCI Official Convention Registration to Milan to receive your Convention Name Badge onsite in Milan. Name Badge printing/pick up details will be published in June 2019 on the [convention website](#).

Your Details

Username	USERNAME123
Name	FIRST NAME LAST NAME
Badge Name	NICKNAME
Title	
Address 1	300 WEST 22ND STREET
Address 2	
City	OAK BROOK
State	IL
ZIP/Postal Code	60523
Country/Area	United States
Email	FIRST.LASTNAME@GMAIL.COM
Phone	+1 6304656914
Emergency Contact	EMERGENCY CONTACT
Emergency Contact Phone	9999999999

Items Purchased

LION	\$ 150.00
Total Amount: \$ 150.00	

Payment Information

Amount Billed:	\$ 150.00
Amount Paid:	\$ 150.00
Balance Due (USD): \$ 0.00	

payment method

	\$ 150.00
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LCI CONVENTION REGISTRATION CANCELLATION POLICY - CONVENTION REGISTRATION/EVENT TICKETS: WEDNESDAY, MAY 1, 2019 is the deadline for registration cancellation, changes or refunds. Registration is NON-REFUNDABLE after WEDNESDAY, MAY 1, 2019. Requests for registration cancellation, changes or corrections must be submitted in writing to LCI's Registration & Housing Department. Written registration cancellation may be sent in the form of EMAIL: registration@lionsclubs.org, FAX (630) 571-1659 or LETTER: LCI Registration & Housing Department, 300 West 22nd Street, Oak Brook IL 60523 USA.

Thank you for your participation. For more information on voting at the International Convention see [Certification and Voting](#) on the LCI convention website.

We look forward to seeing you in Milan!

Like us on Facebook: www.facebook.com/lionsclubs

Follow us on Twitter: www.twitter.com/lionsclubs

Book your housing with LCI for the Milan International Convention

[Book Now](#)

[Exit](#) [Register Another](#)

[Go to My Account](#)