

Lions Clubs International

MyLCI Club Viewing

Frequently Asked Questions



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Q: How do I create a custom member data download?

A: The current officer position(s) you hold will determine which data download you can access. To access club data, click the My Lions Club menu. To access Zone or Region data use the My Zone or My Region menu. To access District-wide data, use the My District menu. To access Multiple District-wide data, use the My Multiple District menu.

From the My Lions Clubs, My Zone, My Region, My District, or My Multiple District menu, select Data Download. From the Data Download page you may choose to download all data, contact information only or any combination of data fields.

By default, all member records are downloaded. (For example the My District, Data Download will include all members in the district.)

When your selection is complete, click View/Print. You may be prompted to choose to Open or Save the downloaded data.

If there are postal codes with leading zeros, they will not display properly in Excel. To correct this, highlight the Postal Code column and click the Format button. From the Format drop-down list, select Format Cells. Under Category, select Special and for the Type, select Zip Code. Click OK. This will adjust the format of the Postal Codes to display the leading zero.

Data Download

Downloadable Fields

<input checked="" type="checkbox"/> Multiple District Name	<input checked="" type="checkbox"/> District Name	<input checked="" type="checkbox"/> Region Name	<input checked="" type="checkbox"/> Zone Name	<input checked="" type="checkbox"/> Title
<input checked="" type="checkbox"/> Club ID	<input checked="" type="checkbox"/> Club Name	<input checked="" type="checkbox"/> Member ID	<input checked="" type="checkbox"/> Prefix	<input checked="" type="checkbox"/> First Name
<input checked="" type="checkbox"/> Middle Name	<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/> Suffix	<input checked="" type="checkbox"/> Address Line 1	<input checked="" type="checkbox"/> Address Line 2
<input checked="" type="checkbox"/> Address Line 3	<input checked="" type="checkbox"/> Address Line 4	<input checked="" type="checkbox"/> City	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Postal Code
<input checked="" type="checkbox"/> Country	<input checked="" type="checkbox"/> E-mail	<input checked="" type="checkbox"/> Home Phone	<input checked="" type="checkbox"/> Cell Phone	<input checked="" type="checkbox"/> Fax Number
<input checked="" type="checkbox"/> Work Phone	<input checked="" type="checkbox"/> Spouse Name	<input checked="" type="checkbox"/> Membership Type	<input checked="" type="checkbox"/> Birth Year	<input checked="" type="checkbox"/> Gender
<input checked="" type="checkbox"/> Nick Name	<input checked="" type="checkbox"/> Occupation	<input checked="" type="checkbox"/> Join Date	<input checked="" type="checkbox"/> Life Member	<input checked="" type="checkbox"/> Invalid Address Flag

Select the columns to include in the data download. [Contact Info Only](#) [Unselect All](#) [Select All](#)

Club Officer Filter

<input type="checkbox"/> Club First Vice President	<input type="checkbox"/> Club Membership Chairperson
<input type="checkbox"/> Club President	<input type="checkbox"/> Club Secretary
<input type="checkbox"/> Club Treasurer	

Use title filters to download officer data only.

[View/Print](#)

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Q: How do I download Officer data to Excel?

A: From the My Lions Clubs, My Zone, My Region, My District, or My Multiple District menu, select Data Download. From the Data Download page select a checkbox from the officer filter. After selecting an officer, you will be prompted to select either this year's officers or next year's officers. You may then choose to download all data, contact information only or any combination of data fields. When your selection is complete, click View/Print. You may be prompted to choose to Open or Save the downloaded data.

If there are postal codes with leading zeros, they will not display properly in Excel. To correct this, highlight the Postal Code column and click the Format button. From the Format drop-down list, select Format Cells. Under Category, select Special and for the Type, select Zip Code. Click OK. This will adjust the format of the Postal Codes to display the leading zero.

A screenshot of a web interface for downloading officer data. At the top, there is a light blue banner with an information icon and the text "Use title filters to download officer data only." Below this, there is a "Fiscal Year" dropdown menu currently set to "2013-2014". Underneath is the "Club Officer Filter" section, which contains two columns of checkboxes: "Club First Vice President", "Club President", "Club Secretary", "Club Membership Chairperson", "Club Second Vice President", and "Club Treasurer". At the bottom right of the form area, there is a "View/Print" button, which is highlighted with a red rectangular border and a red arrow pointing towards it from the left.

Q: How do I download data for a district or multiple district?

A: From the My District or My Multiple District menu, select Data Download. From the Data Download page you may choose to download all data, contact information only or any combination of data fields. By default, all member records are downloaded. When the officer filter checkboxes are used, only the roles that are checked will be included in the download. When your selection is complete, click View/Print. You may be prompted to choose to Open or Save the downloaded data

Q: How do I download data for a single club?

A: From the My Lions Clubs menu, select data download. Select the desired club from the select a different club drop-down list. You may choose to download all data,

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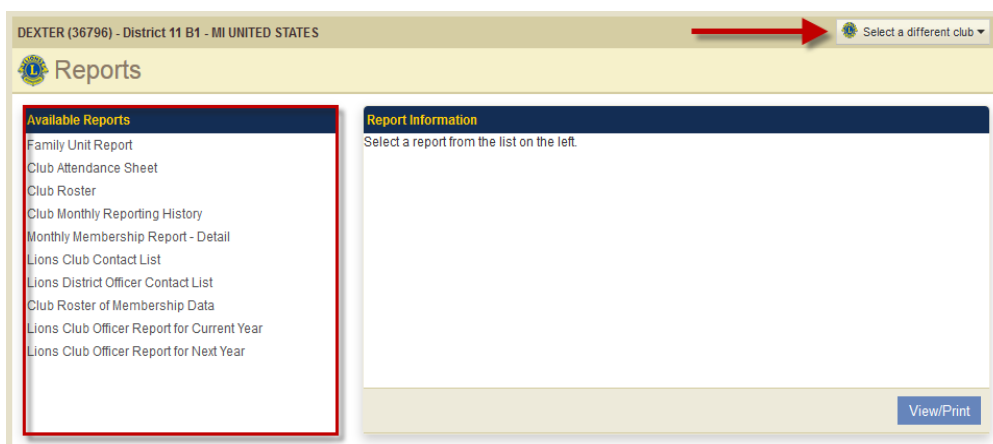
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contact information only or any combination of data fields. By default, all member records are downloaded. When the officer filter checkboxes are used, only the roles that are checked will be included in the download. After selecting an officer, you will be prompted to select either this year's officers or next year's officers. When your selection is complete, click View/Print. You may be prompted to choose to Open or Save the downloaded data

Q: How do I print a report for a single club?

A: From the My Lions Clubs menu, select reports. From the reports page, select the desired club from the Select a different club drop-down list. Click the report name to see a description of each report. Select the report that best meets your needs and click view/print.



Q: How do I print a report for all clubs in my district?

A: From the My District menu, select reports. Click the report name to see a description of each report. Select the report that best meets your needs and click view/print.

Q: How do I print membership cards?

A: From the My Lions Clubs menu, select membership cards. On the membership cards page select the paper size, whether you want the cards printed in color or black & white, and the expiration date. Then you may select individual members from the Available Members panel or you can click Select All to print cards for all members. Once you have selected the members, review the web browser and Adobe setting adjustments guide and then click the Print Cards button.

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Membership Cards

Card Options

Letter Size Paper 8 - 2 x 3 1/2 inch cards per page
 10 - 2 x 3 1/2 inch cards per page

A4 Size Paper 8 - 85 x 54 mm cards per page
 10 - 85 x 54 mm cards per page
 10 - 91 x 55 mm cards per page

Print In Color
 Black & White

Good Standing Until

Available Members (Select All)

Selected Members (Remove All)

ANGEL BROWN (2038935)	CAROLYN S BATER (2026661)
DOUGLAS HICKMAN (1088953)	GARY LASKOWSKY (641302)
LAWRENCE RICHARDSON (646670)	SHARON HICKMAN (1088954)
SUSAN RINGMAN (646671)	VICTORIA DANIELS (641292)
WANDA SUIJDAM (2621199)	William Suijdam (3692687)

Membership Card serves as:
1. Proof of your being a Lion in good standing in your Club.
2. Official Identification, which you may use to transfer to another Lions Club, if a transfer application is unavailable. This is in accordance with Section 5, Article I of the Standard Form Club Constitution and By-Laws.

Web browser and/or Adobe settings may be needed to be adjusted to print Membership Cards. For assistance, click [here](#) to view recommended settings.

Print Cards Cancel

Q: How do I view or print reports?

A: From the My Lions Clubs, My Zone, My Region, My District, My Multiple District, My Area or My Constitutional Area menu, select reports. Click the report name to see a description of each report. Select the report that best meets your needs and click View/Print.