

# Lions Clubs International

## How to Print Membership Cards

### Frequently Asked Questions



#### Frequently Asked Questions

**Q: How do I print membership cards?**

**A:** In order to print membership cards, you will need to purchase business card stock from your local office supply store. Here are the parameters.

- 8 cards per sheet. 2 inches by 3 ½ inches.
- 10 cards per sheet. 2 inches by 3 ½ inches.

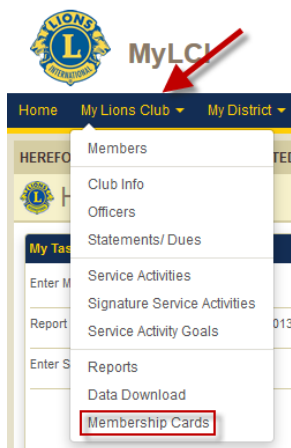
**Note:** We recommend downloading the latest version of Adobe Acrobat Reader to view and print the Membership Cards in the MyLCI website. Please use the link below to download the latest free version of Adobe Reader.

#### **ADOBE Link:**

<http://www.adobe.com/products/acrobat/readstep2.html>

Once you have installed the newest Adobe Reader, proceed with the following instructions to print your Membership Cards.

1) From the My Lions Club or My Leo Club menu, select Membership Cards.



# Lions Clubs International

## How to Print Membership Cards

### Frequently Asked Questions



2) On the Membership Cards page, select the paper size (8 or 10 cards), whether you want the cards printed in color or black and white. Lions will have to select an expiration month/year. (Leos will not have this option.)

**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

3) You may then select individual members from the Available Members panel or you can click Select All to print cards for all members.

All of the members that appear under the Selected Members column will appear on the membership card page for printing.

Available Members [\(Select All\)](#)

Andrea Fernandez (3843864)	Audie Sciumbato (3620664)
BETTIE DICKSON (538434)	BEVERLY HARRISON (549182)
BILL BRIDGE (1936057)	Cal Wallace (3661309)
Carla Puroella (3561823)	Chance Layton (3746854)
Charlene Sanders (2602594)	Chris Matthews (3728352)
CLAY WALLACE (576062)	Cody Chandler (2999863)
DAN EYTCHESON (2408432)	Dane Noyce (3040275)
DANIEL ESQUIVEL (2400105)	DANNY HARSHEY (2035347)
DAVE HOPPER (549186)	David Wagner (576060)
DAVID CASTILLO (538428)	Dennis Latham (3647875)
Dennis Artho	Devin Barela

Selected Members [\(Remove All\)](#)

Angel Barela (3646290)	BILL SHORE (565317)
CAREY BLACK (533061)	CAMI CASEY (549189)
BILL GILLAND (543810)	BRENT HARRISON (549183)
Cediley Sehi (3620665)	CAROLYN WATERS (576064)
Clint Savoini (3678927)	Cowan Gonoe (3746831)
Carlos Ruiz (565310)	

# Lions Clubs International

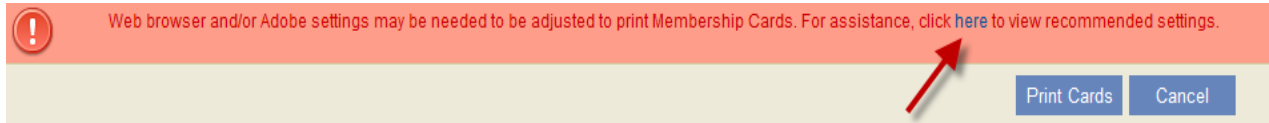
## How to Print Membership Cards

### Frequently Asked Questions

---



4) Review the web browser and Adobe setting adjustments.



5) Click the Print Cards button.