

# Lions Clubs International Reports and Data Download Frequently Asked Questions

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## Frequently Asked Questions

**Q: How do I get a list of officer contact information?**

A: From the My Lions Club or My Leo Club menu, select Reports. From the Reports page, select Lions Club Contact List or Leo Club Contact List. Click View/Print to view the report.

**Q: How do I download club or officer data to Excel?**

A: From the My Lions Club or My Leo Club 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. To view officers only, select from the title(s) in the officer filter. 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.

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.

If you need further assistance, contact the MyLCI Support Center at [MyLCI@lionsclubs.org](mailto:MyLCI@lionsclubs.org)