



MyLion Basics

Entering Meetings and Service Events into MyLion

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Objectives:

- Provide details on how designated Lions can enter Meetings and Service Activities into the MyLion website.
- Screenshots and details will be provided in this guide to visualize procedures.

Scope:

- The Scope of this guide is to cover the details of how designated Club officers can enter details regarding Club activities into MyLion. These activities can include:
 - o Meetings
 - o Service Activities

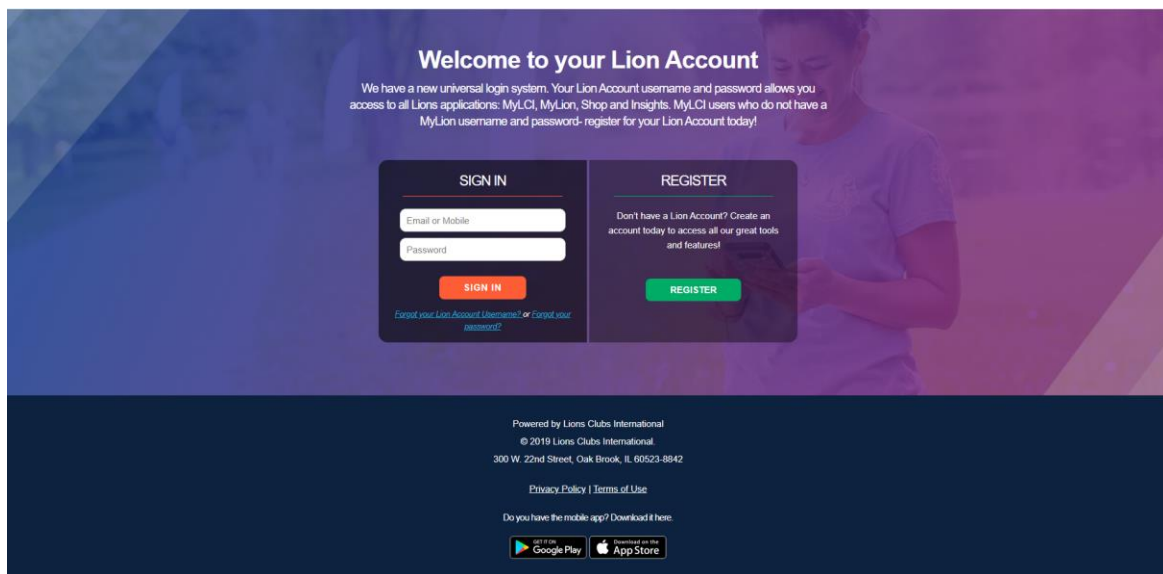
Task, responsibilities, and accountabilities:

<u>Task</u>	<u>Authorized</u>	<u>Responsible</u>
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Procedures:

Log in to MyLion:

- Type “app.mylion.org” into a Search Engine. (Recommend Using Google Chrome as your web browser).

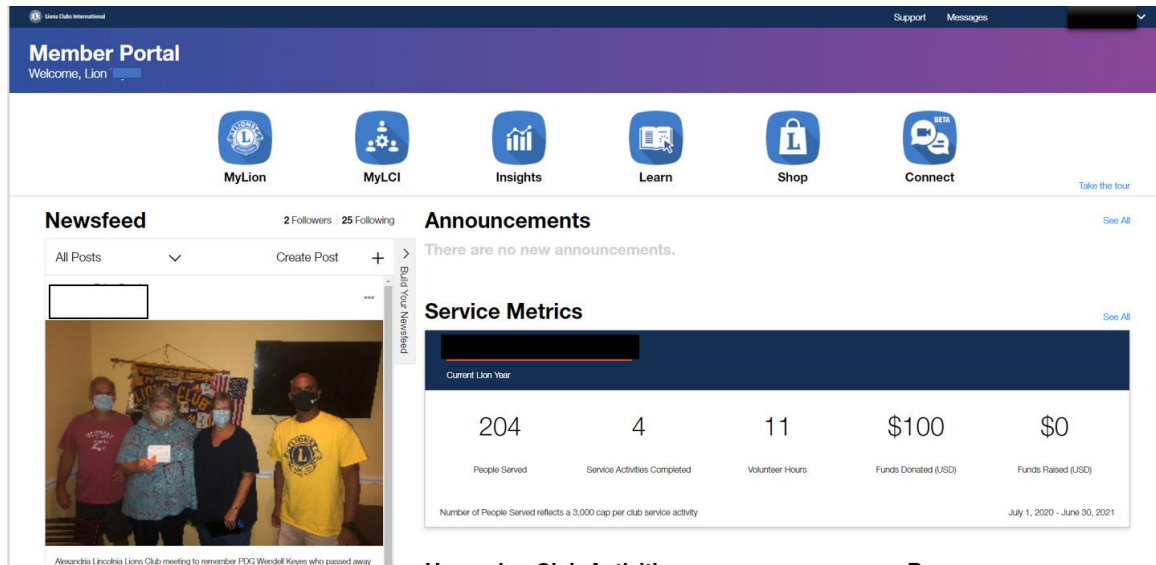


- Enter your email or mobile number and password at the designated location.

- If you have forgotten your Username or password click on the respective item below the “SIGN IN” button.

Dashboard

- Once you have logged in successfully, you will see your Club Dashboard.



The Dashboard is the location where you can see all of the details about your Club in one location. This is where you can also access all of the other aspects of LCI.

MyLion

- When you click on “MyLion” you will be taken to your Club’s specific entry page. At a glance, you can see the following items regarding your Club:
 - Statistics for your Club for that Lions Fiscal Year
 - Enter the meetings and activities of your Club

MyLion

Support Messages Tejas Patel

Home Report Past Activity Plan Future Activity Activities Metrics

ALEXANDRIA LINCOLNIA

204
People Served >

4
Service Activities Completed >

\$100
Funds Donated >

Number of People Served reflects a 3,000 cap per club service activity

Current LCI Fiscal Year

Signature Activities

Create Activity

Upcoming Activities

Create Activity

- Here you can begin to add all of the activities that your Lions have (or will be) doing. If you would like to enter an upcoming meeting or activity, click on “Upcoming Activity”.

MyLion

Support Messages Tejas Patel

Home Report Past Activity Plan Future Activity Activities Metrics

ALEXANDRIA LINCOLNIA

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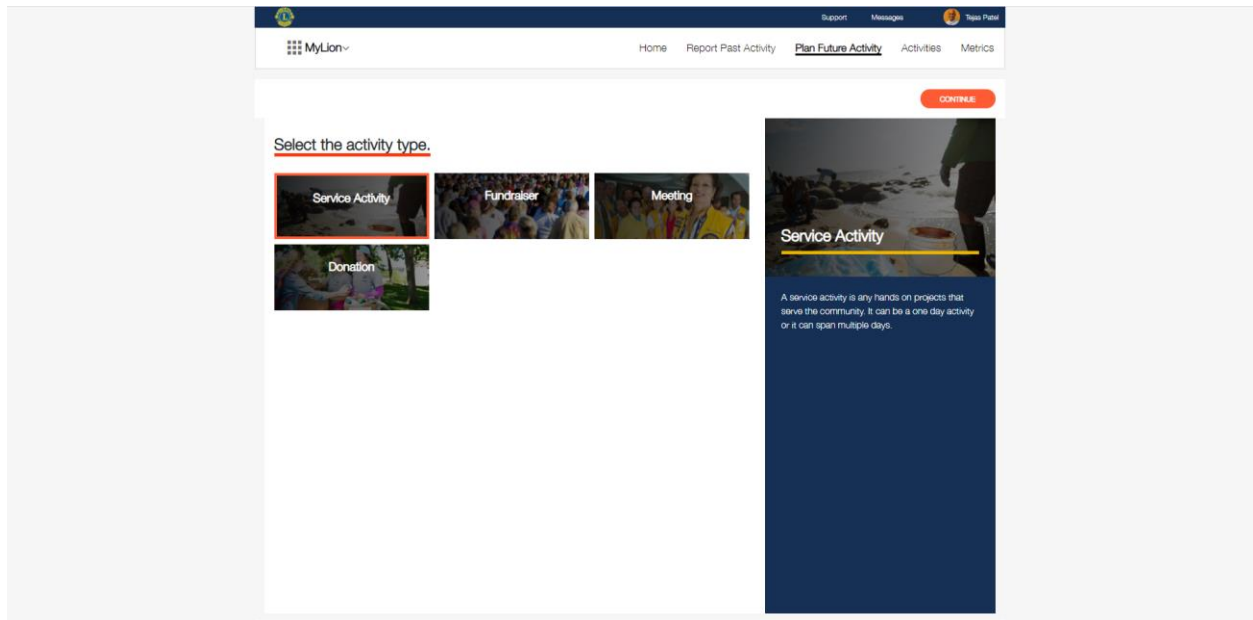
Signature Activities

Create Activity

Upcoming Activities

Create Activity

- You will then be taken to a screen where you can choose what kind of activity your Club will be conducting. The four choices are:
 - Service Activity
 - Fundraiser
 - Meeting
 - Donation



- “Service Activity”
 - When you click on the specific type of “Service Activity” (making sure that it is highlighted) and then the “Continue” button, you will get to a page which will ask for the specific cause that the activity will impact.

The screenshot displays the 'Plan Future Activity' process on the MyLion website. At the top, the navigation bar includes 'Support', 'Messages', and the user's name 'Tejas Patel'. Below this, the main navigation has 'Home', 'Report Past Activity', 'Plan Future Activity' (highlighted), 'Activities', and 'Metrics'. The page is divided into a main content area and a right-hand sidebar.

Progress Indicator: A horizontal bar at the top of the main content area shows five steps: 1 Cause (active), 2 Type, 3 Details, 4 Invite, and 5 Preview.

Section Header: 'Select the cause that your activity will impact.' is underlined in red.

Cause Selection Grid: Six options are presented in a 2x3 grid, each with an icon and a label: Hunger (orange bowl), Environment (green leaf), Childhood Cancer (yellow ribbon), Diabetes (blue water drop), Vision (purple eye), and Other (red hand).

Learn As You Go Sidebar: A dark blue sidebar on the right contains the heading 'Learn As You Go' and a paragraph: 'Don't see a specific global cause that aligns with what you and your club had in mind? Lions and Leos have great ideas for serving their communities. Get started by selecting Other and creating your own service activity that supports the causes you care about.'

Footer: A dark blue footer contains three columns of links: 'Service Activities' (Create, My Activities, Metrics), 'Resources' (Contact Us, Privacy Policy, Terms of Use), and 'Lions Clubs International' (300 W. 22nd Street, Oak Brook, IL 60523-8842 USA, +1 (630) 468-6900).

Once you choose which specific activity your activity will cover, choose the choice and then click on "Continue". Then you will get to the page where you will be able to enter the specifics about the activity.

< GO BACK CONTINUE

1 Cause 2 Type 3 Details 4 Invite 5 Preview

1. Activity Details

USE DEFAULT IMAGE Edit Current Image

Activity Level
 Club District
Multiple District/District
District 24 L

Club
ALEXANDRIA LINCOLNIA

Activity Name *
Food Collection and Food Banks

Signature Activity?

? What is a signature activity?
A signature activity is a recurring activity which represents the identity and/or specialization of the organizing club, district or multiple district.

Place name

Address or Place *

Start Date * [] Time 8:00 AM

End Date * [] Time 5:00 PM

Activity Description *
A week-long food collection initiative that mobilizes the community to donate nutritious food for

Please enter the missing information.

2. Privacy Settings

Who can see this?
 Everyone Club Only me

Who can join?
 Everyone Any Lion or Leo Invite Only

< GO BACK CONTINUE

Food Collection and Food Banks

A week-long food collection initiative that mobilizes the community to donate nutritious food for subsequent sorting, packing and delivery to local food organizations

WHAT YOU WILL ACHIEVE

DURATION

Event Duration: 1 week
Expected Planning Time: 1-2 months

Download the Full Planning Guide

- Fill in the pertinent information and then click “Continue”.
- Privacy Settings:
 - o Recommend that you put “Everyone” who can see this and can join.

Once you click on “Continue”, you will be able to see the Summary page of all of the activities that have been entered.

You can specifically click on each activity to get the details regarding each.

Tejas Patel
20200907

This is a great way to doublecheck and ensure accuracy of your entered activities.

The screenshot shows the MyLion web application interface for the club ALEXANDRIA LINCOLNIA. The top navigation bar includes the MyLion logo, a user profile for Tejas Patel, and links for Support, Messages, Home, Report Past Activity, Plan Future Activity, Activities, and Metrics. The main dashboard features three key metrics: 204 People Served, 4 Service Activities Completed, and \$100 Funds Donated. A banner image on the right shows a smiling woman in a blue Lions Club shirt. Below the metrics, there is a 'Signature Activities' section with a 'Create Activity' button. The 'Upcoming Activities' section lists two events: 'How to effectively use MyLion' (a Zoom training session on September 10, 2020) and 'Club Meeting' (on September 9, 2020). The footer contains three columns: 'Service Activities' with links for Create, My Activities, and Metrics; 'Resources' with links for Contact Us, Privacy Policy, and Terms of Use; and 'Lions Clubs International' with contact information including the address (300 W. 22nd Street, Oak Brook, IL 60523-8842 USA) and phone number (+1 (630) 468-6900).

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20200907

References:

- MyLion: <https://lionshelp.zendesk.com/hc/en-us/sections/360006897573-MyLion>
- MyLion Demonstration: Report a Past Activity: <https://youtu.be/kP3498MrHxE>
- How to use MyLion to support your service:
http://www.lions25e.org/MyLion_Presentation-Laptop.pdf

Author:

Tejas Patel is currently serving as the Club Secretary of the Alexandria Lincolnia Lions Club in Alexandria, VA, USA. In addition, he is the District 24L IT Committee Chairman, Disaster Response Committee Chairman, and the Social Media Chairman.