



DISTRICT 14K

Tattle Tailer

APRIL 2021



As a loyal supporter of our agency, we want to share some exciting news!

After more than 18 months of careful work, we have officially changed our name to Sights for Hope from Center for Vision Loss.

We are thrilled to share this incredible new chapter with you!

If you weren't able to attend our virtual launch presentation, we invite you to watch the recording by visiting the link below:

[Click Here to Watch the Presentation](#)

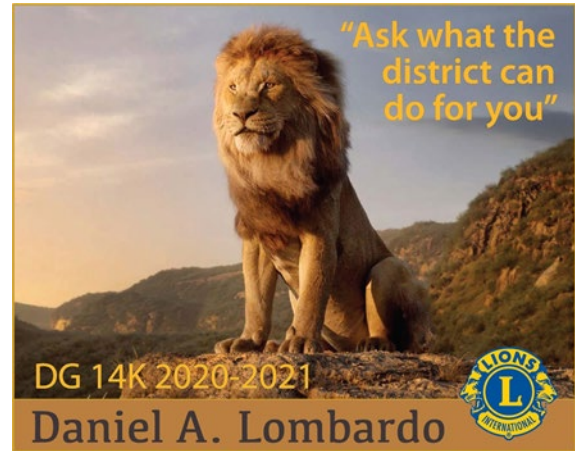


We will be continuing the celebration throughout the coming month, so stay tuned to our social media accounts and website for more information.

QUICK LINKS

[Facebook](#) [Instagram](#)

[Contact Us](#) [Make a Donation](#) [Visit Our Website](#)



District 14-K Governor's Message

I have restarted my District Governor visitations as it appears we are getting closer to the end of the Pandemic. My multiple district meetings will begin in person again in May. As I go to these visitations I am hearing success story after success story on fund raisers clubs are still able to perform. Almost every single fund raiser has been more profitable than they have been in years. So again I am stating to the clubs if you can do a fund raiser; do it. If you need ideas, feel free to contact me with a list IPDG Don Kaufman provided to me which details every single fund raiser performed by all of our clubs in the past. It is a time to think outside the box when it comes to fundraising.

I am pleased to announce that Zone Chair Denise Schafer has accepted the position of 2nd Vice District Governor. If you have the chance to communicate with Lion Denise, please thank her for stepping up. As my term comes to a close, 1st Vice District Governor Debbie Lillegard has some open positions in the district for her term. Please reach out to her to see what position you would like to fill.

Please remember that although our District Convention has been cancelled, we are still holding the raffle, so let's make that a success. Both the State and International conventions can be accessed online. If you need more information to sign up just let us know.

I want to suggest that clubs look at doing fundraisers over the Summer months. The Summer is usually a time we meet less and recharge ourselves for the Fall. Since we have really struggled to meet and do what Lions do for the past year, I believe this is the time to get out and catch up with our communities and our fundraising accounts.

We are closer to the end than the beginning of this pandemic. Let's be ready to roar!



Greetings Lions, Lioness, and Leos,

Dear Lions, Lioness & Leos,

Spring is upon us: warmer weather, and signs of new growth in the landscape. Life renewing just in time for Easter. There's a feeling of hopefulness and life is carrying on.

Lions persevered over the last year... (*can you believe it's been a YEAR?*)... and we are seeing awakenings in clubs. Isn't it good to "see and fellowship" with one another again?

Our Lions year 2020-2021 is not over: I trust your club is supporting your current club president to meet their goals, just as District 14K is supporting district governor to meet his goals.



CONGRATULATIONS to Moore Township Lioness Lions for bridging their club. Their valued service to the community will continue throughout the years, and may their membership grow and flourish!

THANK YOU to Lion Denise Shaffer (Whitehall Lions Club/ZC Reg 2, Zone A) for stepping forward as 2VDG candidate for 2021-2022!

CLUB REMINDERS / check list for end of 2020-2021 Lions fiscal year:

- CLUB OFFICER ELECTIONS FOR LIONS YEAR 2021-2022 –
All Lions clubs are permitted to conduct meetings via “alternative meeting format” phone, email, or any other method that will permit the Lions Club to move forward.
- NEW SLATE OF OFFICERS for the ensuing year, enter on the LCI website **by May 15th**
- MYLION (see new tutorial attached or [Click Here!](#))
- Membership Changes - input **before June 30, 2021.**
- Service hours – report!
- INSTALLATION OF NEW BOARD 2021-2022 – make arrangements with a District Official, PDG or past Club president to perform installation.
- HANDBOOKS/MEMBER INFO - make updates and prepare for new club handbook for printing (if you have one). Club secretaries should make sure all member information on the LCI website is up to date. We will be using this info in creating 2021-2022 District 14K Handbook.

- CLUB AUDIT for 2020-2021 – conduct with your Club treasurer and share with your members
- NEW BUDGET for 2021-2022 – create one
- MEMBERSHIP DRIVE – set club membership goals for 2021-2022. *“Just Ask ONE!”, have a contest, make it fun!*
- MEMBERSHIP RETENTION (every member matters) – Create a program and/or member orientation refresher.
- PROMOTE your club: Facebook; eClubhouse; Tattletailer; Lions Pride Magazine; local newspapers; etc.
- ASSESS your community’s strengths, weaknesses, opportunities, and threats. (Have you done a S.W.O.T. analysis?)
- PLAN your fundraiser events and service activities: communicate to your members
- FUTURE LEADERS – promote within your Club and District 14K
- DISTRICT VACANCIES - (a list was provided to each club secretary, see attachment)
- DISTRICT CONVENTION (cancelled) –
- District Elections - Vote by mail: Club Delegate cards mailed to each club; club secretary must certify ballots on front; delegate signs on back of card, include member #; mail to Lion Dick Schreiner, POB 291, Fogelsville, PA 18051-0291; postmark **before June 24, 2021**.
- Raffle Drawing – “virtual” - April 24, 2021 (all proceeds go to 2022 convention)
- MD 14 STATE CONVENTION “virtual” – May 16, 2021; noon to 5:00 (flyer attached)
- INTERNATIONAL CONVENTION “virtual” – June 24-29, 2021 – reminder to register online.

THANK YOU volunteers for your generosity, kindness, hard work, expertise, and perseverance. You make a difference, in more ways than one. Though we paused during the global coronavirus pandemic, we are anxious to continue to serve our communities. Let us continue to SERVE.

Yours in Lionism,

Debbie Lillegard
deblillegard@yahoo.com
 610-739-9434 cell

Message from 2VDG Kathy Duelley

Hello Lions, Lioness, and Leos,

Spring is a time of renewal for all of us. As the earth begins to awaken and we begin to see new growth, it is a reminder to grow ourselves as well. How? Why not try something new. Something that challenges you! There are several District positions open that are calling you. Be brave, step up and take the challenge of becoming more involved as a Committee Chair. There is an abundance of help for each position. Simply ask!



Since many of us are now being vaccinated we can look forward to in person meetings very soon. Some Clubs are meeting in person already. It feels good to see people again. If you are not comfortable meeting indoors just yet, there are dozens of local parks in every community where clubs can meet. Let's get out there and start helping our communities again. Let's start raising funds to support our many charities. Share your plans with me and I will promote them in the District. Your plans and projects can be promoted on our District 14-K Facebook page, as well as shared in the Tattle Tailer.

Special thanks to the Leo clubs who prepared 80 mugs for the Veterans Hospital. Also, thanks to the Upper Lehigh Lions for the 40 mugs and the additional 5 mugs from Emmaus Lioness Lions (already donated 40 in December). They will be delivered sometime in the month of May. If your club has mugs to donate, please let me know.

Stay well everyone. I look forward to seeing you soon!

Kathy Duelley
2nd VDG



**ordinary people
amazing things**



Lions Club Activities

HEAR THOSE LIONS ROAR!



Region 1 – Zone A

Emmaus Lioness-Lions	<ul style="list-style-type: none"> • 50 Twiddle Muffs were donated to Autism of the Lehigh Valley and 50 Twiddle Muffs were donated to preschoolers at Carbon Lehigh Intermediate Unit. • 30 Easter baskets were delivered March 12 to LVHN Pediatrics Center. Due to the pandemic, baskets were required at the hospital early so they could “set” for at least two weeks prior to Easter before giving to the children. • 8 sleeping bags and 25-30 pairs of socks were donated to Seth Campbell of Street Medicine to benefit the homeless community. • Maia Geiger, school social worker with Carbon Lehigh Intermediate Unit, was the program speaker at the club meeting. Maia, explained what the unit provides to children with special needs in the school districts of Carbon and Lehigh counties. • Club Tailtwister, PP Cathy Hay, provided laughs by calculating each member's Leprechaun name for St. Patrick's Day. • The Club continues to meet twice monthly via zoom.
Emmaus Lions	<ul style="list-style-type: none"> • We held an in-person Board of Directors meeting in March. • Our Administrative Committee worked very hard the past few months and the Board approved their recommendation to accept the Lions International Constitution and By-Laws along with changes that are specific to our club. We also approved a document called Directives which gives guidelines for conducting business. • IPDG Don Kaufman presented PDG Dennis Butz with the President's Award for Leadership. This is the 3rd highest award in Lionism. This is the second time PDG Dennis has been awarded this honor. We are very proud of him! • We will again this year pay for the registration and fees for a Center for Vision Loss client to attend the Beacon Lodge Summer Camp Program. • We will support the "Club 500" at Beacon Lodge. • A donation has been made to the Emmaus Historical Society. • We will make a donation to Joshua's Future of Promises which aids in the research for fibrodysplasia ossifican progressiva. • We will again support the Recreation and Entertainment Commission for the Summer Concert Series in Emmaus. • The East Penn Food Collation has been making lunches for students during the year and we will make a financial contribution so they program can continue. • We will hold our semi-annual clam chowder sale on April 24th at the Emmaus Community Park. \$7.00 per quart and tickets can be purchased from any member. See flier for details.
Mountainville Lions	

Region 1 – Zone B

Alburtis Lions	
Kuhnsville Lions	
Lower Lehigh Lions	

Region 1 - Zone C

Lehigh Township Lioness-Lions	
Lehigh Township Lions	
Slatedale-Emerald Area Lions	
Slatington Lions	
Upper Lehigh Lions	

Region 2 – Zone A

Allentown Center City Centennial Lions	
Bath Lions	
Catasauqua Area Lions	
Coplay Lions	
Hanover Township Lions	
Northampton Lioness Lions	
Whitehall Lions	<p>Lions Club members hear COVID-19 vaccine details Whitehall pharmacist explains process of building antibodies against virus</p> <p><small>BY CHRISTINA SANTO Special to The Press</small></p> <p>It has been more than a year since the first COVID-19 case was reported in the United States, and March 13 marked a year since a national emergency was declared. A lot has happened since then, but it seems the end may be in sight with three approved vaccines being administered across the country.</p> <p>Dr. Rikin Patel, pharmacist and owner of Whitehall Pharmacy, spoke at the Whitehall Lions Club's meeting March 1 to give an update about the COVID-19 virus and vaccines, as well as to answer any questions.</p> <p>Patel opened the discussion by asking those in attendance if they had received the vaccine, which vaccine they had received and if they had any reaction to it. It was reported older patients are having less of a reaction to the vaccine than younger patients.</p> <p>It is recommended to take no painkillers after receiving the vaccine, as that will allow the body to have the best immune response. However, if the pain is truly unbearable, it is better to take acetaminophen, according to See LIONS on Page A2</p>

Region 2 – Zone B

Coopersburg Lions	
Hellertown Lions	
Saucon Valley Lions	<ul style="list-style-type: none"> • The Saucon Valley Lions have not held a regular meeting during this quarter. We have been holding Board Meetings via Zoom. We will start having regular meetings starting in April, obeying the state's Covid protocol. We will continue using Zoom for our board meetings. • We will be celebrating our Charter Night on May 3rd with DG Don as our main speaker. • We are working on possible new fundraisers because for the 2nd year our Gem & Mineral Show has been cancelled. • During the first quarter we made the following donations: • Fully fund all District Governor's Projects. • Sponsor 1 Little League team for the 2021 season. • Donated \$1000 to the Center for Vision Loss. • Donated \$200 to Morgan's Magical Ears. • One final item, our senior member of our club, Silas Rodenbach "Red" was presented a 60 year certificate membership with the American Legion.
Upper Saucon Lions	

Region 3 – Zone A

Bangor Lions	
Moore Township Lions	

Plainfield Township Lions	
Richmond Lions	

Region 3 – Zone B

Bethlehem Township Lions	
Easton Lions	<ul style="list-style-type: none"> • We continue to meet weekly via Zoom. • Our President & Secretary attended the zone meeting on Zoom. • We collected approximately 150 pairs of used eyeglasses at Walmart Vision Center. • We agreed to pay for an eye exam & glasses if necessary for an Easton woman.
Hecktown-Lower Nazareth Lions	
Nazareth Lions	Planning our first in-person meeting in April.
Palmer Township Lions	
Wilson Borough Lions	

Lioness Clubs

Moore Township Lionesses	
-------------------------------------	--

Emmaus Lioness Lions Club

30 Easter baskets were delivered March 12th to the LVHN Pediatrics Center and 8 sleeping bags & 25-30 pairs of socks were donated to Seth Campbell of the Street Medicine program to benefit the homeless community.



Saucon Valley Lions First Quarter 2021 Tattle Tail Report

The Saucon Valley Lions have not held a regular meeting during this quarter. We have been holding Board Meetings via Zoom. We will start having regular meetings starting in April, obeying the state's Covid protocol. We will continue using Zoom for our board meetings. We will be celebrating our Charter Night on May 3rd with DG Don as our main speaker.

We are working on possible new fundraisers because for the 2nd year our Gem & Mineral Show has been cancelled.

During the first quarter we made the following donations:

1. Fully fund all District Governor's Projects.
2. Sponsor 1 Little League team for the 2021 season.
3. Donated \$1000 to the Center for Vision Loss.
4. Donated \$200 to Morgan's Magical Ears.

One final item, our senior member of our club, Silas Rodenbach "Red" was presented a 60 year certificate membership with the American Legion.



Whitehall Lions Club has partnered with Dan Schantz Greenhouse with Monthly Madness flower of the month fundraiser. Punch cards are available for purchase and will allow you to receive an item each month from Dan Schantz for an entire year. Note the cards have no expiration date. EACH CARD COST \$20. Cash or Check made payable to the Whitehall LIONS. Visit our website, Whitehall-lions.org, email whitehall.lionsclub.lv@gmail.com or contact Denise at 484-951-6343 for additional information. All proceeds are returned to our local community needs.

THIS MADNESS CARD HAS NO MONETARY VALUE

MONTHLY MADNESS

Dan Schantz Greenhouse & Cut Flower Outlet * 610-797-2774

- *Redemption limited to one card per day per customer
- *Items are valid in the month they are assigned
- *NO substitutions on the specific item of the month
- *Original certificates honored **DO NOT DUPLICATE!**

FUNDRAISER GOAL

BONUS COUPONS

BONUS COUPONS ARE A 1 TIME USE AND CAN BE REDEEMED THE SAME DAY AS THE MADNESS CARD

\$5.00 off your purchase of \$39.99 or more

\$10.00 off your purchase of \$79.99 or more

DAN SCHANTZ GREENHOUSE
Flowers and flowers for Every Season

Dan Schantz Greenhouse
& Cut Flower Outlet
Lehigh St (behind Turkey Hill)
www.danschantzgreenhouse.com

THIS CARD HAS NO MONETARY VALUE

Thank You for participating in your organizations fundraiser, we are working together to raise funds for our community.

Patrick Flanley

JAN
FEB
MCH
APR
MAY
JNE
JLY
AUG
SEP
OCT

Pennsylvania Lions Beacon Lodge Camp
Will hold its 18TH Annual

GREAT DUCK RACE

Held at PA Lions Beacon Lodge Camp on Lions Appreciation Day
Sunday, July 18, 2021

Post Time 12:30

Donation \$5.00

1st Place Prize--\$1,000

2nd Place--\$500.00

4th Place--\$125.00

3rd Place--\$250.00

5th Place--\$125.00

Please contact your Beacon Lodge Board Member for tickets and information.

**PENNSYLVANIA LIONS
BEACON LODGE CAMP
18TH ANNUAL
GREAT DUCK RACE**

Proceeds Benefit

Camp Maintenance

Date: July 18, 2021

(Lions Appreciation Day)

	1 st Place	-	\$1,000		
2 nd	-	\$500	4 th	-	\$125
3 rd	-	\$250	5 th	-	\$125

(Last Place Duck gets his \$5 donation back)

Donation \$5.00

Post time 12:30 pm

**A limited amount of tickets are available. Deadline for purchase is July 1, 2021.
If you would like to purchase a ticket please contact one of the following:**

Lion Dennis Butz, PDG
610-351-9288
dhbutz@ptd.net

Lion Kathy Duelley, VDG
610-258-2230
kathyduelley@gmail.com

Why not plan a visit to Beacon Lodge Camp on July 18, 2021 for "PA Lions Appreciation Day" and watch your DUCK float across the finishline. You or your club may be one of the lucky winners.

On behalf of the Campers, Staff and Board of Directors of the PA Lions Beacon Lodge Camp, we would like to Thank You in advance for your support of the Duck Race fundraiser.

Because of your continued support, PA Lions Beacon Lodge Camp continues to be one of the Best Special needs Camps in America.

PS: Should Lions Appreciation day be cancelled for any reason, the Duck Race will still take place on the scheduled day.

Pa Lions Appreciation Day July 18, 2021



Beacon Lodge has designated July 18 as Pennsylvania Lions Appreciation Day. This is a day to not only recognize Immediate Past Governors and District Liaisons, but also ALL Lions, Lionesses, and Leos for their outstanding support of Beacon Lodge! Join us for a relaxing day getting to know your camp.

We will be having several new activities this year!

- ◆ Name That Tune
- ◆ Corn Hole
- ◆ Blind Bowling
- ◆ The Great Duck Race
- ◆ 50/50 Raffle
- ◆ Camp Store
- ◆ Mini Golf
- ◆ Fishing
- ◆ Basket Raffle
- ◆ Pin Traders
- ◆ Worship Service

Don't worry, we are keeping the favorites from the past:

You are most cordially invited to bring your families to Beacon Lodge for this occasion.

A picnic meal of hamburgers, hot dogs, kielbasa, and all the fixings will be prepared and served from 11:30am until 12:30pm. Cost is \$5 per person.

Reservations are required and must be received by July 5, 2021. To purchase tickets, please make check payable to Beacon Lodge with PLAD on the memo line.

Mail to:
Pa Lions Beacon Lodge Camp
114 State Route 103 South Mount Union, Pa 17066

When: July 18, 2021

Starting at 9:00am:

- ◆ Camp Store
- ◆ 50/50 Raffle Tickets
- ◆ Basket Raffle
- 9:00—11:00 Mini Golf
- 10:00—11:00 Worship Service
- 11:00—1:30 Pin Traders
- 11:30 Introduction of IPDG's/
Invocation / Lunch
- ◆ Hamburgers, Hot Dogs,
Kielbasa
- 12:30 The Great Duck Race
- 12:30—2:00 Camp Tours
- 12:30—2:30 Afternoon Activities
- 3:00 Announcements /
Winners
- 3:30 End of the day /
Benediction

Pin traders are invited! Please contact:
Amos Shatzer
11268 Alexander Ave.
Mount Union, Pa 17066
(814) 542-9654
ashatzer@verizon.net

Clubs planning to attend by bus are urged to give us ample notice so that we may have adequate parking arrangements.

Pennsylvania Lions Beacon Lodge Camp

114 State Route 103 South
Mount Union, Pa 17066

(814) 542-2511
Office@BeaconLodge.org





PENNSYLVANIA LIONS BEACON LODGE CAMP

114 STATE ROUTE 103 SOUTH, MOUNT UNION PA 17066 (P) 814-542-2511 (F) 814-542-7437

Web: www.BeaconLodge.org

Email: office@beaconlodge.org

PENNSYLVANIA LIONS APPRECIATION DAY CELEBRATING 73 YEARS OF CAMPING SUNDAY, JULY 18, 2021

Sunday, July 18, 2021 has been designated as “Pennsylvania Lions Appreciation Day”. This is the day to recognize Immediate Past District Governors, District Liaisons, and all Lions, Lionesses, and Leos, for their outstanding support of the PA Lions Beacon Lodge Camp project.

You, as a Lion, Lioness or Leo, are cordially invited to bring your families to Beacon Lodge to join the festivities. Our day starts at 10:00 am with a morning worship service at the Governor’s Green. Camp tours are available throughout the day. A meal including hamburgers, hot dogs, kielbasa, linguine salad, baked beans, iced tea, sodas and dessert will be served from 11:30 am to 12:30 pm.

Pin Traders are invited to participate – contact PGD Amos Shatzer, (814) 542-9654, or email ashatzer@verizon.net if you wish to display pins.

Clubs planning to arrange for bus transportation are asked to notify the camp so adequate parking arrangements can be made. You may bring lawn chairs and/or blankets for seating during the worship service.

We hope you will be able to visit the camp on Pennsylvania Lions Appreciation Day to observe what your contributions have built. Every Lion in the Commonwealth of Pennsylvania should be very proud of the part they play in making Beacon Lodge Camp possible.

Meals will be by reservation only. Reservations can be made by including a check for \$5 per meal and the form below to Beacon Lodge by July 5.

PENNSYLVANIA LIONS APPRECIATION DAY JULY 18, 2021

PLEASE RESERVE _____ MEALS AT \$5.00 EACH = TOTAL \$ _____

TICKETS WILL BE PICKED UP ON JULY 18 BY:

NAME & ADDRESS OF PERSON MAKING RESERVATION:

NAME	STREET	CITY	STATE	ZIP
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Club and District

TOTAL ENCLOSED \$ _____

A 501(c) 3 NON-PROFIT ORGANIZATION (GIFTS ARE TAX DEDUCTIBLE)

**PA Lions Beacon Lodge Camp
GOLF OUTING
August 28, 2021**



In 1948, Lion Carl Shoemaker helped found Vacations for the Blind, a summer camp designed for adults with vision impairment. Since then, the name was changed to PA Lions Beacon Lodge Camp. The program has also changed to include children and adults with a wide range of disabilities. By providing a sponsorship or joining us at the Country Club, you will be helping us continue our mission of providing a summer camp experience to our statewide community of Special Needs Children and Adults.

Add-Ons

Overnight Accommodations
at Beacon Lodge Camp Free
Please call Beacon Lodge
814-542-2511 to make arrangements
 Friday Saturday
Early Bird Golf – 18 holes
Friday, August 27 (all day) \$24

**PA Lions Beacon Lodge Camp
5th Annual Golf Outing**
Saturday, August 28, 2021, 1:00 pm
**American Legion Country Club
Mount Union, PA, 17066**

814-542-4343



Sponsor Information*

District 14 - _____
Name for Sign: _____
Contact: _____
Address: _____
Phone: _____
Email: _____

PA Lions Beacon Lodge Camp
c/o Jonathan Carver
114 State Route 103 South
Mount Union, PA, 17066

***Send before August 19, 2021**
Thanks for helping us serve!

PA Lions Beacon Lodge Camp

Are you looking for a way to help special needs children and adults **AND** have fun?

Then, this golf outing is what you're looking for.

When: Saturday, August 28, 2021
Check-In – Noon
Shotgun start at 1:00 pm

Where: American Legion Country Club
Mount Union, PA, 17066

Format: 18-hole Scramble

Price: Just \$75/golfer includes—
✓ Green Fees
✓ Cart
✓ Prizes & Awards
✓ Snacks, beer, pop, and water all day
✓ Food is available throughout the day

Note: make checks payable to "PA Lions Beacon Lodge Camp" and return:

c/o Jonathan Carver
114 State Route 103 South
Mount Union, PA, 17066

5th Annual Golf Outing

Prizes

- 1st Place Team \$300
- 2nd Place Team \$200
- 3rd Place Team \$100

Plus, Skills Prizes on

all par 3's: Longest

Drive, Longest Putt

\$50 Pro Shop Gift Certificates



Your support as a Sponsor is crucial to the success of PA Lions Beacon Lodge Camp.

Sponsor Levels:

- **Diamond - \$5,000** Includes Naming Rights for the outing, 2'x3' diamond-shape Pavilion Sign, two paid Foursomes and a 12"x16" Hole Sponsor Sign (at a tee or green)
- **Platinum - \$2,000** Includes Platinum sign, 2 paid Foursomes, and a Hole Sponsor Sign
- **Gold - \$1,500** Includes a gold-colored Pavilion Sign, paid Foursome, and a Hole Sponsor Sign
- **Silver - \$1,000** Includes a silver-colored Pavilion Sign, paid Foursome, and a Hole Sponsor Sign
- **Bronze - \$500** Includes a bronze-colored Pavilion sign and a Hole Sponsor Sign
- **Hole - \$100** Includes a Hole Sponsor Sign
- **Cart - \$50** Includes sign on cart



Golfer Registration Form PA Lions Beacon Lodge Camp

Format: 4-Person Scramble
(One single-digit handicap per team)

Team Name _____

Golfer #1 _____

Address _____

City/St/ZIP _____

Phone (H) _____

Phone (W) _____

Email _____ Hcp _____

Golfer #2 _____

Address _____

City/St/ZIP _____

Phone (H) _____

Phone (W) _____

Email _____ Hcp _____

Golfer #3 _____

Address _____

City/St/ZIP _____

Phone (H) _____

Phone (W) _____

Email _____ Hcp _____

Golfer #4 _____

Address _____

City/St/ZIP _____

Phone (H) _____

Phone (W) _____

Email _____ Hcp _____



Picnic at Beacon Lodge Sunday August 29, 2021

All Lions and guests are welcome

Activities begin at 12:00pm and will include

Mini Golf A tour of the grounds Fishing

The Zip Line and Rock Climbing Wall will also be available

Camp store will be open

Meet and greet fellow Lions and learn more about Beacon Lodge Camp

Meal will begin at 3:00pm with beverages, hamburgers, hot dogs, condiments
and place settings provided

Cost is \$5.00 per person.
Please bring a covered side dish.
All monies remaining after expense will be donated to Beacon Lodge

Reservation deadline is August 20, 2021

All checks to be made payable and
Mailed to Lion Denny Hall
7513 Panther Lane, Huntingdon, PA 16652
Additional info call 814-641-7489 or e-mail: cuzslab@verizon.net



We Serve



MyLion

Desktop (Web) Version

Tutorial

By PDG Jim Noll

Brussels Lions Club

Brussels, WI USA

District 27B2

March 6, 2021

Rev. 7

TABLE OF CONTENTS

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INTRODUCTION:

This booklet is intended to assist Lions members in logging Service and Activity information into the desktop (web site) version of MyLion. It was originally written for the Lions of District 27B2 in Wisconsin USA, but it should be fairly universal for the EN version of MyLion.

All instructions and screen shots are based on the version of MyLion available as of late February 2021 and includes the updates published up to February 18, 2021 by the MyLion team.

Look for the various arrows and ovals highlighting items in the screenshots included in this booklet. The view you see on your computer screen should look similar to what is shown, but may vary slightly depending on your screen size, scale, and other settings on your computer.

MyLion support staff are constantly striving to make improvements and debug the MyLion tool, so some steps outlined in this booklet may have changed.

If you are on Facebook there is a group called “MyLion Forum” where members of the group discuss things like situations they have encountered, short cuts or tips, and answers to questions members have about MyLion. You may want to consider joining this group.

- Once you are a member of this group, there are multiple documents users have created as help tools. They are located under “Files” on the screen. This includes a booklet that walks you through the “App” version of MyLion. Also included in the files are summaries of updates any time the MyLion team puts out a new release.

Remember that MyLion is used to enter only Service and Activities. MyLCI is still the site where Club Secretaries, Presidents, and/or Administrators enter their Monthly Membership Reports (aka: MMRs).

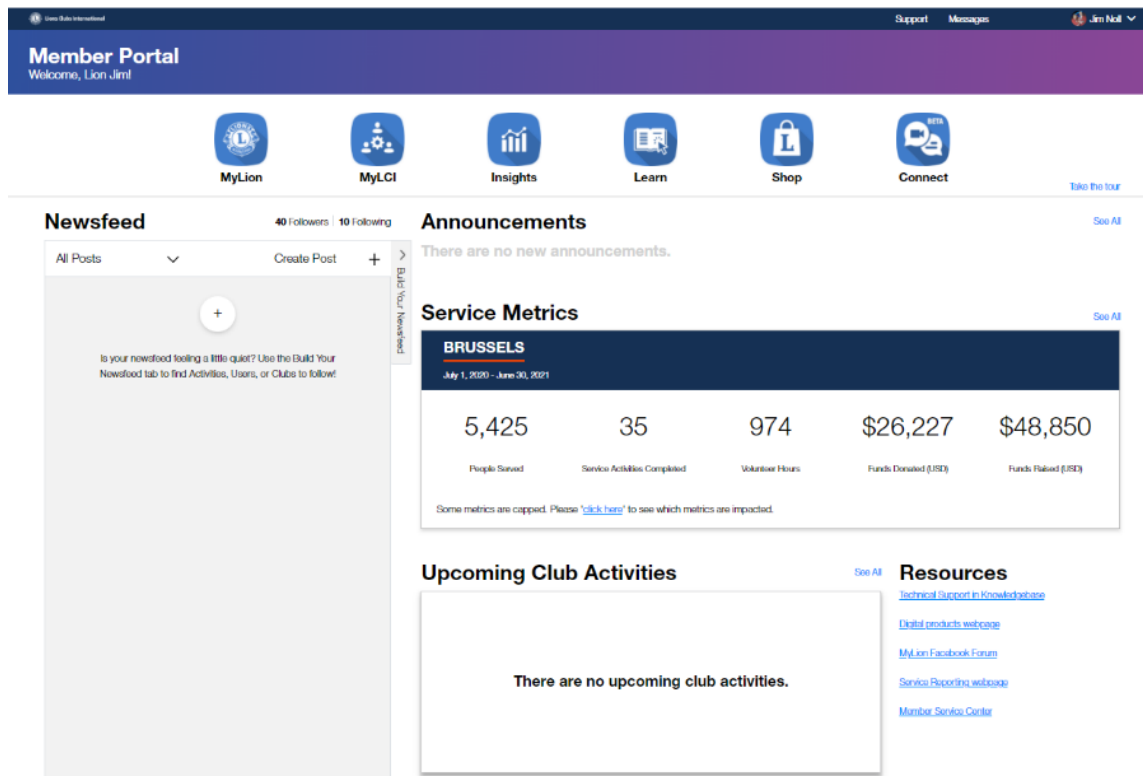
The log-in to both MyLion and MyLCI go through the same process. Once you reach what LCI refers to as the “Member Portal” page (see screenshot below), you are able to choose if you want to go to:

- MyLion (for service and activities)
- MyLCI (for membership)
- Insights: (to explore membership and service trends and impacts)

- Learn: Lions Learning Center - LLC (FREE online courses for all Lions), and information on the various LCI directed “Institutes”
- Shop: (at the LCI store for club supplies, clothing, gifts, etc.)
- Connect – NOTE: This is a messaging tool that is currently in BETA testing and not all users have access to use it.

As of early-March 2021 this new Member Portal also includes the following:

- A “Take the Tour” link (upper right). It is highly suggested you take this brief tour.
- A “Newsfeed” area (a way to interact with Lions and clubs that you choose to follow)
- An “Announcements” area (important information that needs to be shared regarding LCI’s web site)
- A snapshot of your club’s “Service Metrics” along with a quick link to MyLion (by picking “See All”)
- A snapshot of your “Upcoming Club Activities” (a quick view of up to 5 upcoming activities that have been entered in MyLion)
- A “Resources” area (links to different useful areas of the LCI web site)



Depending on your role in your club and District, the views and permissions to MyLCI and MyLion will vary. This may account for a tool being “greyed out” and not accessible when you get to the Member Portal page.

MyLion is also available in an App version for your phone or tablets. Go to the “store” for your device if you want to download this free app. Note that the views shown in this booklet are only for the desktop “web” version. There may be tutorials available on YouTube and on the Facebook MyLion Forum for using the app version.

Support:

If at any point the instructions in this booklet do not seem to work, and you have reread them to be sure you have followed them correctly, or you are just plain stuck, MyLion does have a support desk available.

The support desk can be reached at 630-468-7000, M-F 8:00am-4:30pm CST. The support email address is MyLionSupport@lionsclubs.org.

- **NOTE: DURING THE CURRENT COVID-19 CORONAVIRUS PANDEMIC YOU MAY GET BETTER RESPONSE FROM THE SUPPORT DESK BY SENDING AN EMAIL AS SOME STAFF AT OUR INTERNATIONAL HEADQUARTERS IN ILLINOIS ARE WORKING FROM HOME.**

The support desk does get busy near the end of the month when up to 48,000 other secretaries and clubs may have questions, so please be patient and be prepared to be put on hold. It will probably help to have your member # and club # ready when you talk to the support desk and be ready to clearly explain where you are in the MyLion process and what your issue is.

Who can PLAN an activity?

Any Lion who has a MyLion account can PLAN an activity.

The thought behind this is that a committee chair for an activity can go into MyLion and PLAN the activity – it does not always need to fall on the shoulders of the Club Secretary.

Who can REPORT on an activity?

Only the Club Secretary, Club Service Chair (CSC), Club President, and Club Administrator can REPORT on an activity. A District Administrator can also REPORT an activity for a club if needed. A Guiding Lion for a new club can also REPORT on an activity for the club they are working with.

The limits on who can REPORT are designed to prevent duplication of REPORTING information. A committee chair could still gather all the information needed and give it to one of those with REPORTING privileges, but the committee chair cannot REPORT it themselves.

Instructions and Tips:

The instructions outlined in this booklet are very step-by-step. This makes it easy to take a step back if something doesn't work as expected and help you figure out what the issue might be. Note that on many pages in MyLion there is a "GO BACK" button (often in the upper and lower left corner). Use this GO BACK button vs. the back arrow on your computer if it is there.

In this booklet you will also find occasional TIPS in *green italics*. These are not required steps, but they are something that worked for someone to save time or steps, so you might want to give them a try.

TIP: If your MyLion does not seem to be performing as it should you may need to delete your "cookies" and/or internet history to purge old settings that may exist. This is one of the suggestions I have seen many times on the Facebook MyLion Forum posts.

To quickly navigate in this booklet, you can always press the "Ctrl" & "Home" keys at the same time to return to the title page and the Table of Contents. The Table of Contents is also "hyperlinked" so you can pick on a listing in the Contents and it should jump to the page.

LOG-IN INTO MYLION (AND MYLCI):

Any user of MyLion and/or MyLCI must establish a login Username (UN) and Password (PW) before they can access the sites.

As a Club officer if you are currently able to file your MMRs in MyLCI, then you are already set up with access and will be able to get into MyLion.

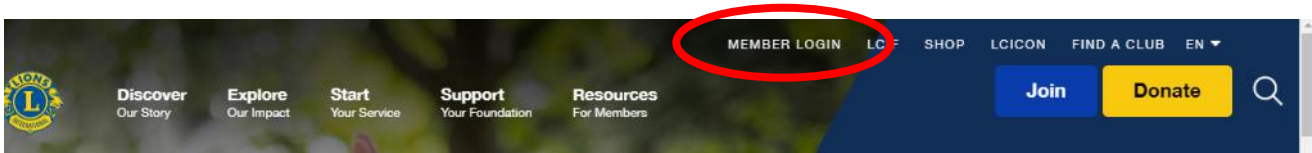
This booklet is going to assume you need to set up your login information and start from that point.

Setting up your account:

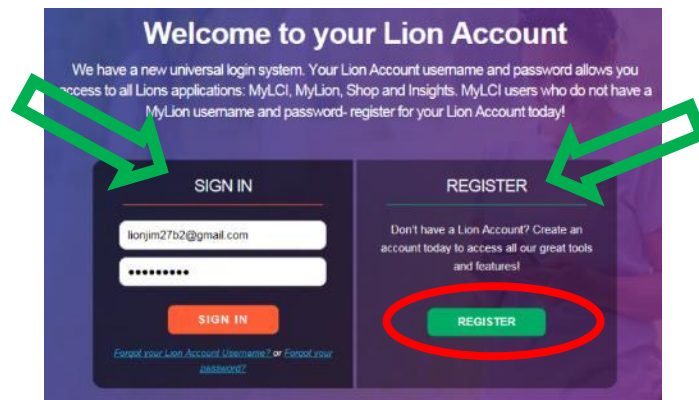
- Go to the LCI web site at <https://lionsclubs.org>

Press "Ctrl" & "Home" to return to the start of this document

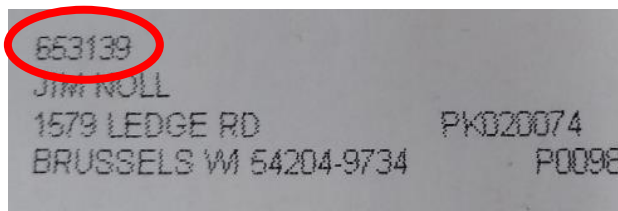
- At the top of the Home page there should be a title that says, “MEMBER LOGIN” (see below)
 - Pick on this text



- On the next page, if you are already set up with a Lion Account (you have been able to report membership in MyLCI), you can enter your User Name (UN) & Password (PW) in the left side box under SIGN IN
- If you are new to MyLCI and MyLion and need to set up a Lions Account, pick the “REGISTER” box in the right-side REGISTER box (see below). Once you have set up your account, you will always use the left side SIGN IN box.



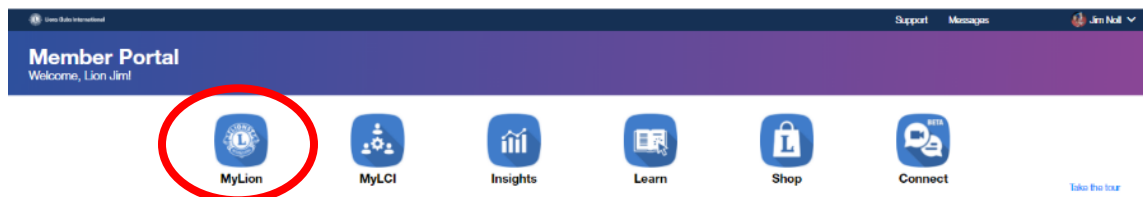
- The First screen that will pop up will ask if you have registered on the MyLion app. If you have already registered on the app then you are all set to go and should be able to “sign in” on the previous page. If you have not already registered on the app, pick “NO”.
- There is some information you will need to have ready in order to set up your account. You will need:
 - Your Lions member ID number
 - Your birthdate
 - Your email or mobile phone #
 - The password you will want to use.
- If you do not know your member ID number and cannot get it from MyLCI or your secretary, you have a couple of choices:
 - Your member ID # is in the mailing label on your International LION magazine you receive in the mail. It is usually a 6-8 digit number.



- 27B2 Lions can email PDG Jim Noll (lionjim27b2@gmail.com) or someone else you know in a leadership role in the district who has access to MyLCI and they can look up your member ID #. (Sorry, I don't have access outside 27B2)
- **IMPORTANT:** Your birthdate and email or mobile number **MUST** match what LCI has on file in their database exactly. This has been one thing that has caused users to not be able to set up their Lions Account. The exact match is what LCI uses to help verify it is actually you setting up the account.
- Follow the prompts to finish your registration.
- NOTE: it may take up to a day for your registration to be verified and become active. You may want to plan ahead and register the day before you want to go in and start using MyLion.

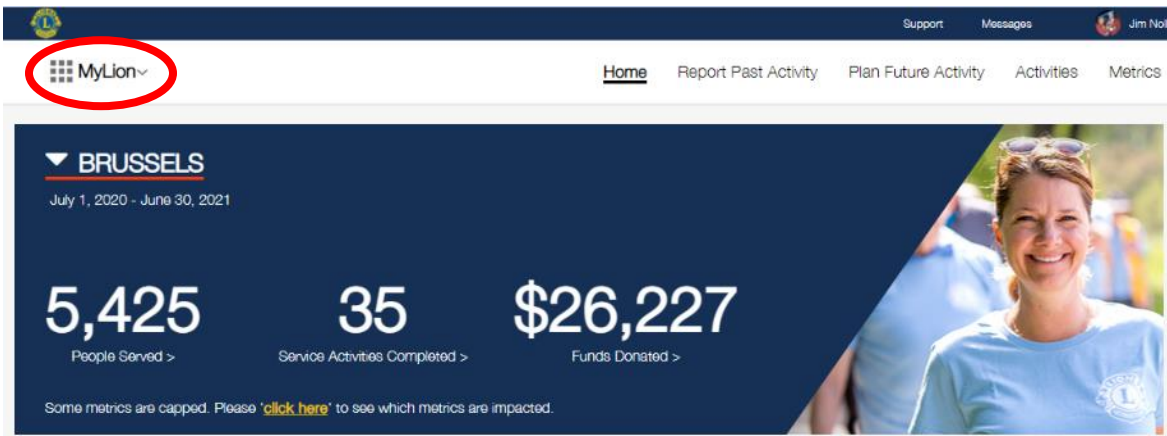
SELECTING THE MYLION TOOL:

Once you have your Lions account set up and are able to login, you will get to the "Member Portal" (see below).



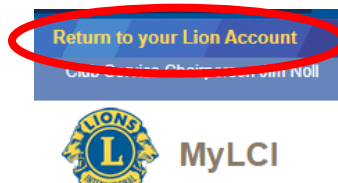
Getting into MyLion is as simple as picking the MyLion icon.

Picking this MyLion icon will take you to the MyLion Homepage for your club that will show some basic "metrics" of your club's service for the current year (it will show all zeros (0) until you REPORT an activity).

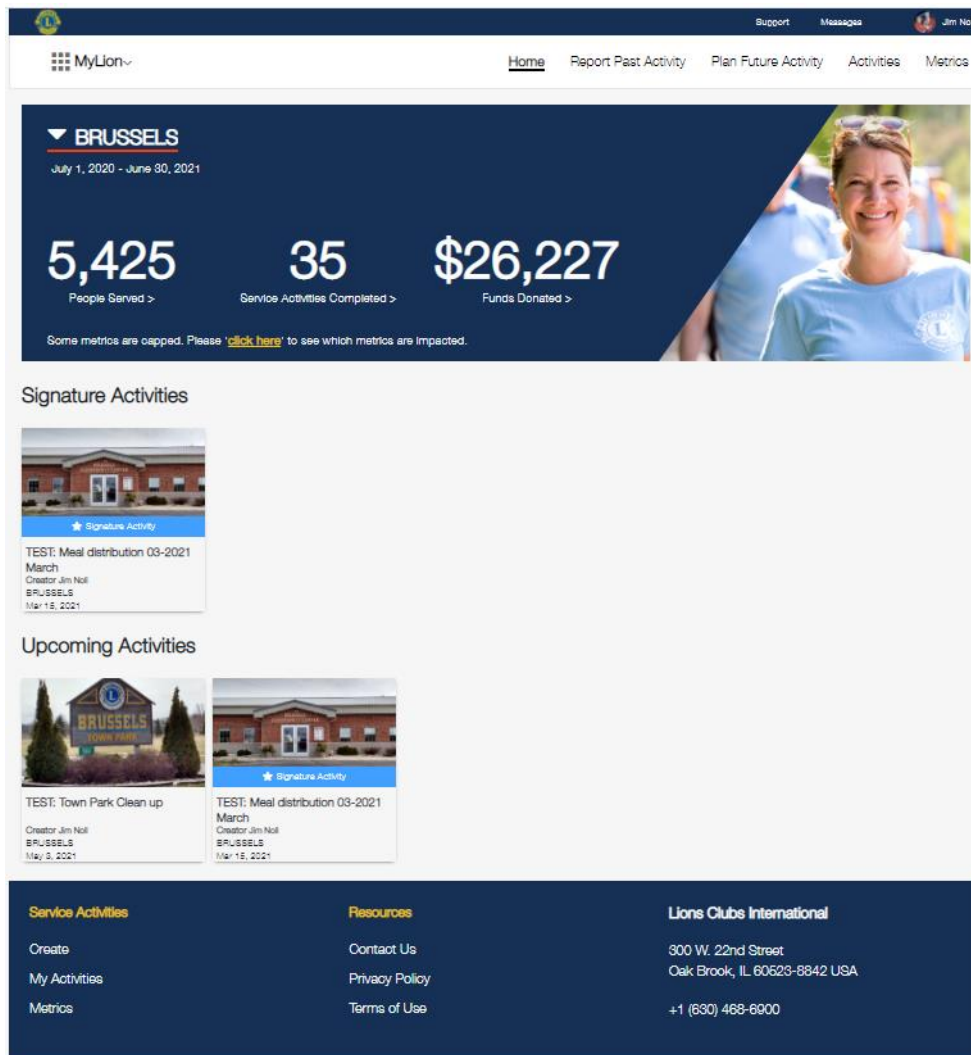


TIP: If you ever want to get back to the Member Portal screen (let's say you want to go to MyLCI, Shop, etc.), pick the MyLion^v in the upper left corner (red oval above).

TIP: If you are in MyLCI and want to jump back to the Member Portal screen, at the very top left of the MyLCI screen pick "Return to your Lion Account" (see below). It will not go to the actual member portal but it will allow you to select one of the other tools in the portal.



WHAT IS ON THE HOME PAGE?



The HOME page is the starting point as you begin REPORTING or PLANNING your club's service and activities.

At the very top of the screen in the thin blue banner is the Lions emblem, and titles for Support, Messages, and your profile.

Next near the top of the screen in the white banner, are titles you can pick on to look at various parts of MyLion. These are detailed later in this booklet.

- Home: will bring you back to this Home page
- Report Past Activity: will start the process to REPORT an activity that has already taken place.
 - REPORT Past Activity can also be used for an activity that was PLANNED previously and has been completed. BUT IT MUST BE IN THE PAST!

- Plan Future Activity: will start the process of PLANNING a future activity.
- Activities: will show a screen that allows you to view upcoming and past activities and sort them by activities you REPORTED and/or PLANNED, and can be sorted by your club, District, Multiple District, Global Area, or all LCI, as well as multiple other sorting categories.
- Metrics: will show you a screen that allows you to see things like what focus areas (Diabetes, Environment, Childhood Cancer, Hunger Relief, Vision, & “All Other”) activities have been in, the people served, service activities, volunteer hours, funds donated, funds raised, and other interesting “metrics” about your club’s service as well as the District, Multiple District, Global Area, or all of LCI.

In the large blue banner is a quick summary of the basic metrics for your club. Note these are just for the current Lions fiscal year (July 1 – June 30). You are able to look at previous years activities by choosing the year range when you are in the “Metrics” area.

Be patient when you REPORT an activity if it does not show up right away in the metrics. There have been times when there is a delay in posting as they are done in “batches” at LCI. The end of the month can sometimes be a little delayed because of all the clubs trying to put in information before the last day of the month.

TIP: Try to get in the habit of going into MyLion several times during the month for short sessions vs. one long session at the end of the month.

If your club has set up some Signature Activities or has some Upcoming Activities, they will be displayed below the large blue banner.

At the bottom of the screen are the usual information links that most web sites contain. Note that the phone number is NOT the one for the MyLion support desk. If you call this 630-468-6900 number, you will end up being transferred. The direct MyLion support desk phone number 630-468-7000.

REPORTING A COMPLETED ACTIVITY:

First – remember this mantra: REPORTING is for activities in the past, PLANNING is for activities in the future.

TIP – This can get a little confusing if you are trying to REPORT an activity that happens during an entire month, but you are trying to REPORT it a few days before the end of the month. You may need to use an earlier date for the “end date” so that you can REPORT on something as occurring in the past.

If you previously PLANNED an activity it will make REPORTING the activity after it is completed much easier. There is a separate section in this booklet regarding REPORTING activities that you did PLAN.

GOOD NEWS – The MyLion team listened to constructive comments that many early users of MyLion made, and they have revised the process for REPORTING past activities. It is now a 1-page form that includes several dropdown boxes vs the previous multi-page process (similar to PLANNING an activity) that was used in the initial rollout. They do still include a link at the top of the REPORT page if you want to do it the “old way”, but the new 1-page form is much easier.

Entering an activity REPORT:

There is information you should gather in advance before you go into MyLion to REPORT an activity. (* = it is a required entry):

- Activity Name*
- Activity Duration (Single or Multiple day)
- Start Date* (calendar icon provided)
- Activity Type* drop-down arrow allows you to pick:
 - Service Activity
 - Fundraiser
 - Meeting
 - Donation
 - See the “NOTES” below as there will be different information asked for depending which Activity Type you are REPORTING.
- Signature Activity? (there is a “Yes” checkbox)
- Cause* drop-down arrow allows you to pick:
 - Hunger
 - Environment
 - Childhood Cancer
 - Diabetes

- Vison
 - Other
- Project Type* depending on the Cause you pick, different choices are available in the drop-down
- Who can see this activity? drop-down arrow allows you to pick:
 - Everyone (the option most reporters select)
 - Multiple District
 - District
 - Club
- Tell your story about the activity
 - This is your chance to brag about what the activity accomplished, who it benefitted, amount donated, etc.
- NOTE: If you select “Service Activity” as the activity type you will be asked for the information above and if the activity was funded by an LCIF Grant.
- NOTE: If you select “Fundraiser” as the activity type you will have a chance to list some details after selecting the Cause*, Type*, and Funds Raised* by picking the “Additional Metrics? “Yes” checkbox. Additional Metrics include:
 - People Served
 - Total Volunteers
 - Volunteer Hours
 - Funds Donated
 - Organization Receiving Donation
- NOTE: If you select “Meeting” as the activity type you will be able to list:
 - # of volunteers* (or attendees)
 - # of volunteer hours* (You could use the approximate length of the meeting multiplied by the number of attendees)
 - Additional Metrics? (“Yes” checkbox)
 - # of people served
 - Funds Donated
 - Organization Receiving Donation
 - Funds Raised

- NOTE: If you select “Donation” as the activity type you will be able to list:
 - The Cause (Hunger, Environment, etc.)
 - Total funds donated
 - Additional Metrics? (“Yes” checkbox)
 - Total volunteers (you could use the number of members at the meeting where you decided to make the donation)
 - Volunteer hours (number of members at meeting multiplied by the minutes it took to make the decision - DON’T GET TOO HUNG UP ON BEING EXACT, ROUND THE DECISION MINUTES UP OR DOWN TO HOURS)
 - Organization receiving Donation
 - Funds raised
 - People served

TIP: If you have the information to be REPORTED ready before you start trying to enter it, your REPORTING process will go much quicker.

TIP: If you are unsure about REPORTING the number of hours involved with an activity, there are some large blue boxes on the right side of the “PLANNING an activity” pages that may be of help to you. There is also a document available on the LCI web site called “MEASURING SERVICE IMPACT FOR LIONS”, that will give you some advice. Search for the document on the LCI web site home page.

- Featured Photo: MyLion will load a “default image” depending on the activity type and cause you select. You can also load your own photos (recommended) to personalize the activity you are reporting. See the separate section of this booklet on “Editing the default image”.

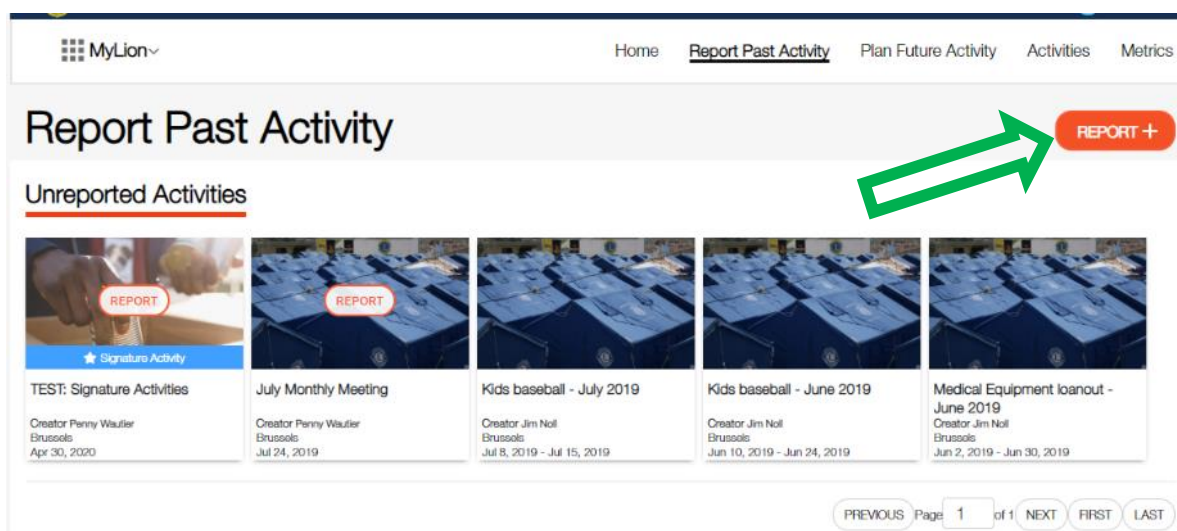
TIP: You are now able to add multiple photos to your REPORT. So, take some pictures of your club having fun volunteering, but remember the tips if you are helping people in need – they may not want their picture taken.

TIP: You might find it helpful to create a folder on your computer called “MyLion Stuff” (or something similar) with a sub-folder called “Photos”. It will give you a location to store any photos you want to use, especially if it is a photo you will use repeatedly.

TIP: Something else to put in that MyLion Stuff folder would be a word processing document (ex: a WORD document) where you list commonly used titles, addresses, descriptions, etc. That way all you need to do is copy/paste the info from this document into MyLion vs. recreating it every time you want to use it or looking back to past posts to get the wording the same.

After you have gathered all the information needed to REPORT your activity, you can go ahead and fill in all the appropriate boxes on the 1-page REPORT form.

On the “Report Past Activity” home page pick the “REPORT+” orange oval in the upper right corner (see below).



Enter all the information about your activity.

After you enter the information:

- If you DO NOT have all the information required to REPORT a past activity, there will only be a “Cancel” and a “Save” box at the bottom of the page.
- If you DO have all the required information, there will also be a “Report” box.

IMPORTANT: You MUST select the “Report” box in order for the activity to actually be recorded and included in your “Metrics”. If you pick the “Save” box it is like setting the activity aside because you want to come back later and add some information.

Be sure you either “Report” the activity, or “Save” it and come back later to fully REPORT it.

A pop-up box saying the activity was “Successfully Submitted – OK” will pop up for you to verify you have REPORTED it.

Once you submit your REPORT it should show up in your REPORTED Activities. Be patient, it may take time to show up as MyLion loads some of this information in “batches”.

PLANNING A FUTURE ACTIVITY:

Again – remember this mantra: REPORTING is for activities in the past. PLANNING is for activities in the future.

MyLion will not let you PLAN an activity that has already taken place, you will REPORT on activities that have already taken place. (It also will not let you REPORT on an activity in the future).


Being able to PLAN activities that will take place in the future has some benefits:

- Any Lion may PLAN an activity and enter it in MyLion. This means committee chairs, Club Service Chairs, Club Administrators, or any other Lion can help the secretary out with PLANNING.
- If your club has recurring activities (even meetings), you can PLAN them in advance for the whole year if you want. With the copying feature in the PLANNING option, once you create one activity, it can easily be copied for other dates.
- You can use the PLANNING option to send invites to club members.

Info to have before PLANNING an activity:

Just like with REPORTING, there are a few bits of information you should try to have available when you go in to PLAN an activity that will make the process go quicker. Having the info ready will prevent you from having to jump out of MyLion or open another search window.

The items you should have ready include (* = it is a required entry):

- The name you want to give your activity*
 - *TIP – You may want to include the date or month the activity takes place right in the name. This will help you pick out which activity is which if they are repeating activities. At some point the Metric lists of activities MyLion generates might include the date, but for now they do not. The views you will see of Activities on the Home page and in the My Activities section will show the date.*
 - *An example of names would be: Food Bank work 2019-11 Nov., Food Bank work 2019-12 Dec. & Food Bank work 2020-01 Jan. Note that by doing the date this way if an alpha/numeric list is generated they will fall into order of occurrence.*
- Is this a “signature activity” of your club?
 - A signature activity is a recurring activity which represents the identity and /or specialization of the organizing club, district, or multiple district.
- Place Name
 - It can be as simple as the town/city name, or you can enter the name of a building/organization, ex: Brussels Food Pantry, YMCA, Community Center, etc.
- Address or place*
 - This helps generate a location on a google map so invitees can attend. You can get away with just listing the name of the town/city.
 - *TIP: Watch for the auto populate to show up below the box as you are typing the address/place.*
- Start date and time*
 - There will be a calendar icon  that makes it easy to pick the date (but it must be in the future when PLANNING)
 - If the time is not critical you could put in anything
- End date and time*
 - Same comments as the Start date & time (but it must end after it starts)
- Activity Description*
 - Gives you a chance to describe exactly what the activity is, who it benefits, etc. Whatever you want to say about the activity.
- Privacy settings
 - Who can see this posting?

- Will you want everyone who uses MyLion to be able to see this activity, or will you limit it to just your club, or even just you (a draft for an activity posting)?
 - Who can join?
 - Will you want everyone who uses MyLion to be able to join in on this activity, or will you limit it to just Lions & Leos, or just send out invites?
- The image you want to show
 - MyLion does have default images, but you can also edit the current image and add one of your own (see a separate section in this booklet on images).
 - So, if your activity takes place at the local food bank, why not take a photo and use that to show your Lions volunteering, or the outside of the building.
 - Be careful about pictures that may show the face of someone who does not want their picture taken/published (especially if you are providing aid to people).
 - Know in advance where the photo is stored on your computer so you can upload it easily.

TIP: You might find it helpful to create a folder on your computer called “MyLion Stuff” (or something similar) with a sub-folder called “Photos”. It will give you a location to store any photos you want to use, especially if it is a photo you will use repeatedly.

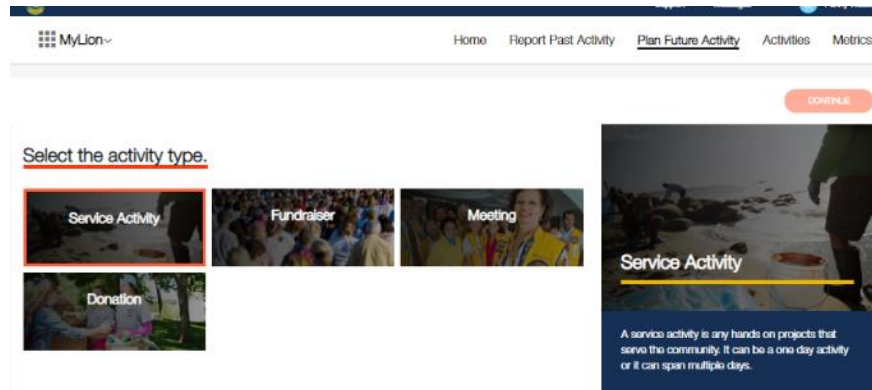
TIP: Something else to put in that MyLion Stuff folder would be a word processing document (ex: a WORD document) where you list commonly used titles, addresses, descriptions, etc. That way all you need to do is copy/paste the info from this document into MyLion vs. recreating it every time you want to use it or looking back to past posts to get the wording the same.

Let’s start **PLANNING** a Future Activity:

- Start by picking the “Plan Future Activity” title at the top of the Home page.
 - You will see a page that has 4 “types” of activities (note: more may be added by MyLion down the road). (see screenshot below)
 - The 4 types are:
 - Service Activity

Press “Ctrl” & “Home” to return to the start of this document

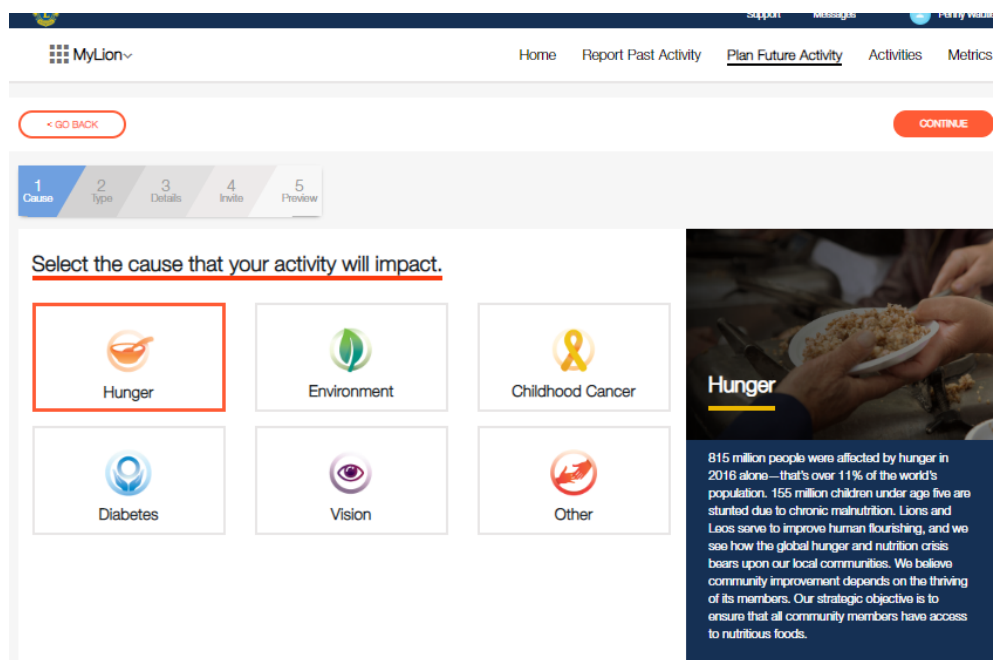
- Fundraiser
- Meeting
- Donation



- Note that as you pick one of the 4 types, an orange outline shows up around that type. The large box to the right will also change and give a brief description of what the activity type typically is.
- To go to the next screen, you must pick “CONTINUE” in the orange oval to the right top or bottom of the screen. I can just about promise you will sit there staring at the screen wondering why it does not advance when you pick an activity type. Then you will remember “I must pick CONTINUE”.

PLANNING a Service Activity or a Fundraiser:

If you selected a “Service Activity”, a “Fundraiser”, or a “Donation” as your type, the next screen will ask you to select the “cause” that your activity will impact (see below). If you selected “Meeting” the steps will be shorter. Read the following sections on planning a Service Activity, Fundraiser, or Donation so the brief description of Meetings steps later in the booklet will make sense.

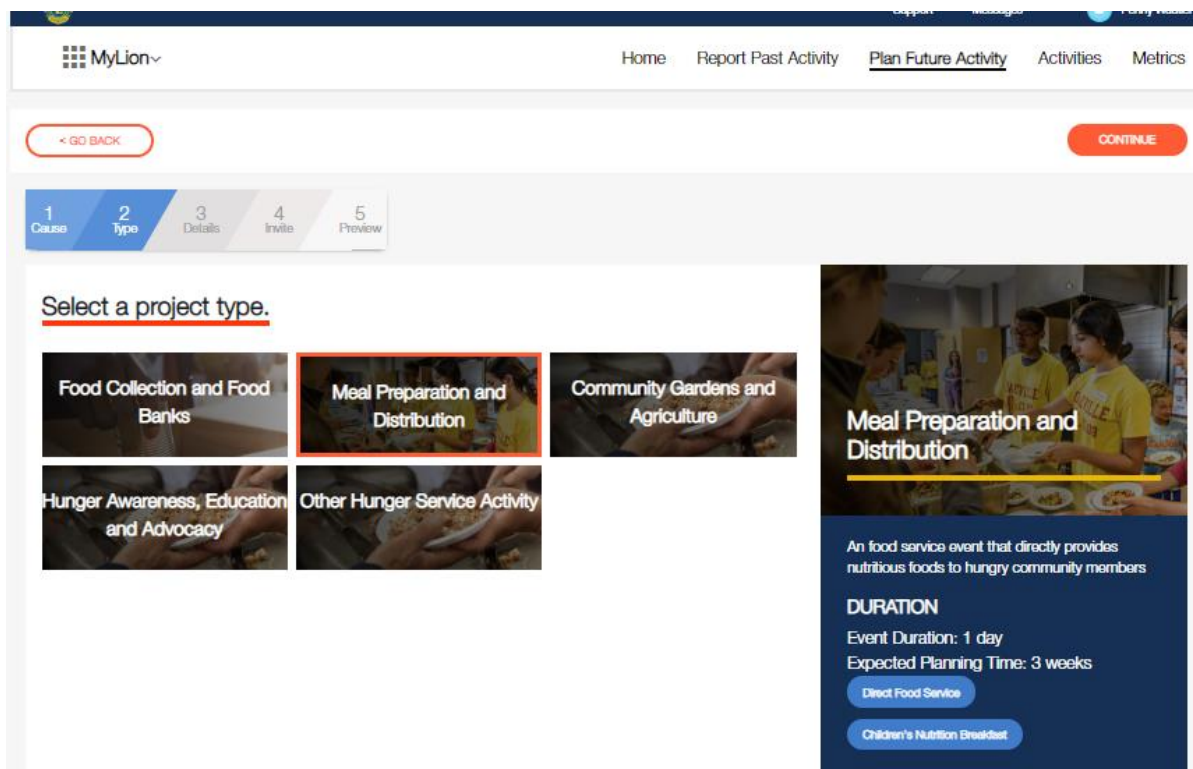


Note that again the orange box will highlight the cause that you pick, and the large blue description box to the right will change. Pick “Other” if your activity does not fall into one of the 5 causes.

- Select the appropriate “cause”
- Pick “CONTINUE” to go to the next screen
 - Notice that you now also have a “GO BACK” oval in the upper and lower left corners if you need to go back and change your “Type”.

The next screen may have some suggested “Project Types” within the “Cause” you selected (these do not show up for a Donation). These may speed up the entry process if there is a project type that matches what you are PLANNING. If there is not a match, the last box is usually an “OTHER” selection. These suggested project types may change as time goes on, so always check what is listed.

TIP: In the large box to the right there may be some blue ovals that can help you in PLANNING your service activity (see below). Take advantage of the work someone else may have already done to give you ideas or steps in PLANNING your activity.



- Once you have selected/highlighted the type of project, pick “CONTINUE”

Entering the Activity Details:

You are on step 3 of the PLANNING entering process - Details (notice the blue line progress scale at the upper left of the page).

Now is when you enter all the specific info about your activity (the info I suggested you gather earlier – remember!)

Pay attention to the items that are required (noted with an *).

- Enter the requested information in each box.
 - You can either type it in as you go, or copy/paste it if you created that shortcut document I mentioned in a tip earlier.
- If something is not filled in correctly red text will show up. It may or may not tell you exactly what is missing or is incorrect. Remember – you are PLANNING in the future – you cannot enter a PAST date.
- If you want to use your own image instead of the MyLion default image, see the separate section later in this booklet. When PLANNING you will only use 1 image to represent your activity.

TIP: Notice that there may be a PLANNING guide over in the right-hand blue box you can download to help you PLAN your activity. Check it out!

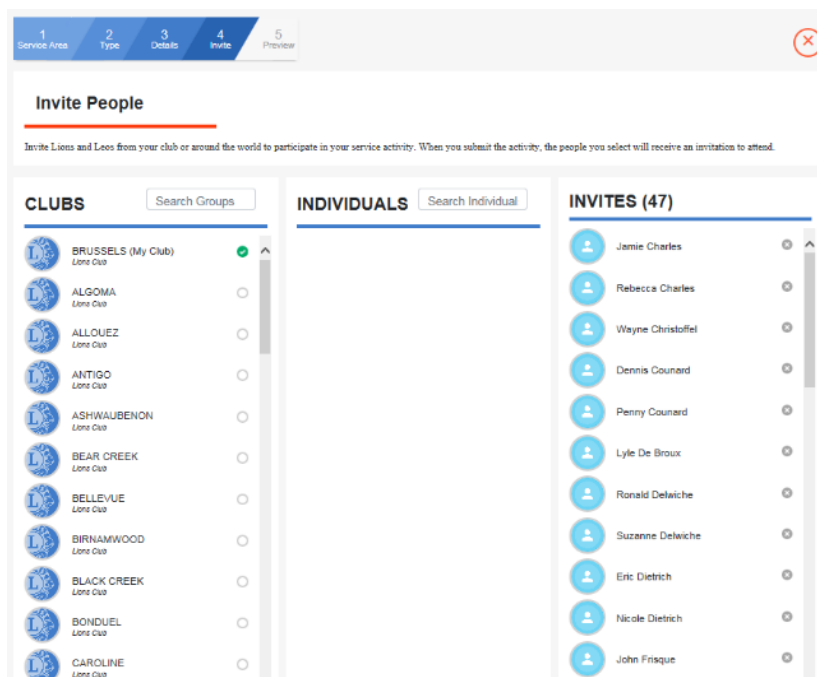
- Notice that there is a X in a circle near the top-right of the screen. If you pick this, it will ask you if you want to delete this activity or save it so far (a DRAFT version). This is one way you can save a PLANNED activity and come back to edit the information later.
- When you have all the details entered and no red comments or boxes (meaning something is missing), select the “CONTINUE” oval.

Inviting People to your Activity:

In the last few updates the MyLion team has done, they have improved the Invite feature and worked out some of the early bugs. You may want to give it a try but be careful not to overload your members with email invites. It might turn them off to the whole MyLion tool.

The good news is – YOU DO NOT HAVE TO SEND INVITES FOR A SERVICE ACTIVITY YOU ARE PLANNING. You can skip the Invites step by picking CONTINUE.

The concept is that “invites” allows you to select specific groups (clubs) to invite or specific individuals. By picking/checking the round “radio button” to the right of the club name, all the member names will show up in the right-hand column. The current default is that ALL the names of members of your club will show up and be checked off with a “X”. You can then REMOVE them from receiving an invite by picking the “radio button” after their name if there are some members of your club you will not be inviting (maybe you only need certain committee members invited).



If the invite feature is working correctly, Lions who have a MyLion account (either the app or the desktop version) will receive an invitation (if you include them). If they do NOT have a MyLion account but they have an email address on file in MyLCI, an email will be sent with an invitation.

If you want to give using invites a try – go for it. But again, be careful you are not overloading your member’s email inboxes with invites or they will just start ignoring them.

Currently in MyLion, whatever details you have entered so far will be sent out when you select “Continue” on the Invite page. Be sure you enter the correct information initially if you use invites.

Either way (using invites or not) there is a “CONTINUE” oval to select to go to the next step.

Previewing your Activity:

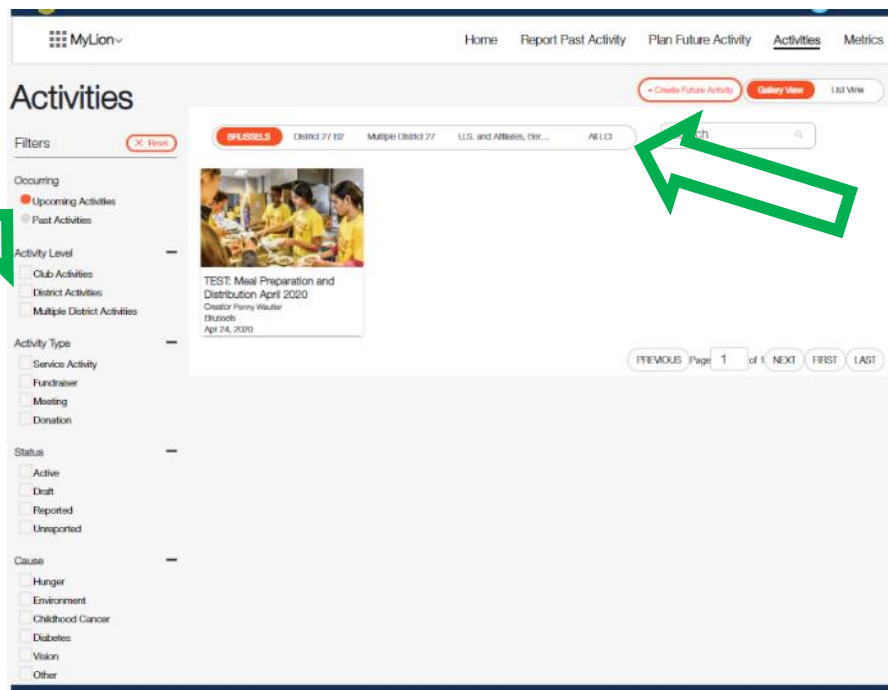
This is the last step on the blue line progress scale at the top of the page.

This screen gives you one last chance to review (preview) what will be published about the activity you just PLANNED.

- Review all the information to see if it is what you intended to say.
- *TIP: You can come back and edit an activity at any time, but what you have on this screen is what will be published on your home page. You might as well get it right the first time if you can.*
- If everything looks good, select the “SUBMIT” oval
 - A “pop-up box” should show up confirming you are finished entering an activity.
 - Pick the “CONTINUE” oval
 - If something needs to be changed, you can use the “GO BACK” oval to step your way back in the process.

You will now see a screen that lists the activities you have PLANNED.

This is also the screen you will see when you select the “ACTIVITIES” title at the top of the page.



- Try picking on the various titles at the top and down the left side of the screen (green arrows above) to “slice and dice” all the information you have started entering.
- The more info you put in, the more activities that will show up.

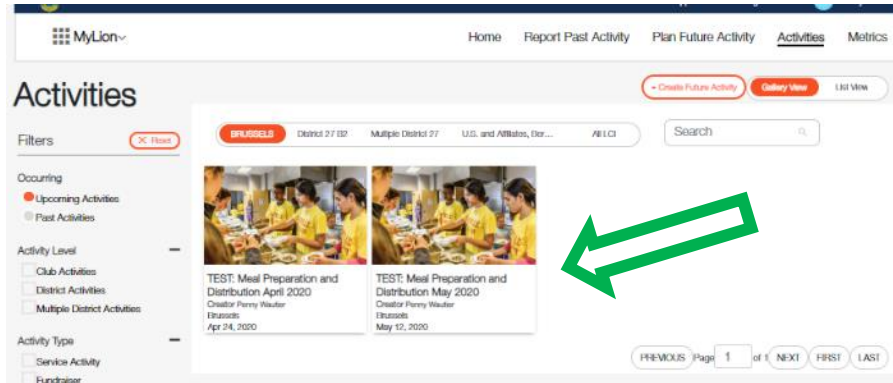
TIP: A big advantage of MyLion is that if you know that every month you are going to be having a reoccurring activity, you can go through and PLAN these activities for the entire year. Even if you do not know the exact date for every month, you can put in a default date and always confirm/change it later.

By PLANNING all these activities in advance, once the activity does take place you simply need to go in and REPORT and most of the details will already be there. All you will have to fill in when REPORTING are a few details about how the activity went.

If you do not PLAN an activity in advance, you will need to enter much of the same info covered in PLANNING when you REPORT, so why not do it in advance.

TIP: If you are doing the same activity in the future one of the choices when you pick a PLANNED activity on the ACTIVITIES page, is to “COPY ACTIVITY” (you can also EDIT or DELETE an activity)

- *It took me about 30 seconds to COPY/PLAN the same Food Bank activity for February once I had already done the January. (see below)*
- *All I needed to change was the Project name (where I included the month) and the dates/times*
- *You could PLAN a whole year's worth of the same activity in just a few minutes*



If you see something that is incorrect or you come up with an image that you would rather use, you can pick on the activity on the “ACTIVITIES” page shown above, and edit whatever needs to be changed.

PLANNING a Meeting:

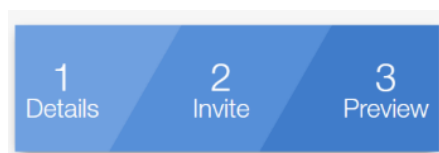
If you selected a “Meeting” as your project “Type”, the steps to PLANNING it will be similar but with less steps than for a Service Activity, Fundraiser, or Donation.

TIP: If you are not familiar with entering a Service Activity or Fundraiser, read those steps above. That section of the booklet gives more detail on each step.

There are fewer steps with PLANNING a Meeting. You will only need to:

- Enter the meeting “Details”
- Set up the “Invites” (although this is NOT a required step)
- Preview and Submit your meeting

This shorter process is reflected in the shorter blue line progress scale at the upper left of each page.



TIP: Once one meeting has been set up you could use the COPY feature on the ACTIVITIES page (see the tip a couple pages back) to quickly set up (PLAN) all your future meetings for the whole year. You can always edit the dates and locations if they change. This can save you time when you are ready to REPORT these meetings after they take place.

TIP: For an image to use for Meetings you may want to take a picture of your club banner that will make those meetings stand out in your Upcoming and Past Activities on your Activities page.



PLANNING a Donation:

TIP: Accounting for Donations clubs make is an upgrade that was made to MyLion in March of 2020 after many of us requested this feature following the initial MyLion rollout. This shows that making constructive suggestions to the MyLion team DOES WORK.

If you selected a “Donation” as your project “Type”, the steps to PLANNING it will be similar to a Service Activity or Fundraiser.

TIP: If you are not familiar with entering a Service Activity or Fundraiser, read those steps above. That section of the booklet gives more detail on each step.

- *TIP: You may want to list the group/person and the amount the donation was made to, right in the name of the activity/donation to make it easy to find later.*
- *TIP: For the date and time of the Donation you could list a club/board/budget meeting when the decision to donate takes place. Remember, you can always edit this date later.*
- Set up the “Invites” (could be for a meeting when the donation is discussed/approved, although this is NOT a required step)
- Preview and Submit your Donation

TIP: Once one donation has been set up you could use the COPY feature on the ACTIVITIES page (see the tip a couple pages back) to quickly set up (PLAN) all your budgeted donations for the whole year. This can save you time when you are ready to REPORT these donations after they are made.

TIP: For an image to use for Donations you may want to find some clip art of dollar signs or coins that will make those donations stand out in your Upcoming and Past Activities on your Planned Activities page (see below).



Why PLAN Donations?:

You may be asking yourself “why PLAN donations?” If your club holds an annual budgeting meeting where you decide all the budgeted donations you plan to make for the year, having them shown in Upcoming Activities will be one more reminder that they need to be made during the year (and maybe at specific times of the year). There will likely be un-budgeted donations (emergencies, new causes, etc.) that come up during the year, but those can always be REPORTED when they are made.

REPORTING AN ACTIVITY YOU DID PLAN BEFORE IT OCCURRED:

To REPORT on an activity that you did PLAN before it occurred, find the activity under the “Unreported Activities” section on the first “Report Past Activities” page (see green arrow below).



- Pick the orange oval (arrow above) that says REPORT in the list of “Unreported Activities”. Note they should be listed in order by date, and you may have multiple pages (lower right) if you PLANNED a lot of activities for the year.
 - Be Patient, it may take a few moments for MyLion to pull all the data up
- A “Celebrate and Share” page will show up (see below)
- The information you will be asked for is similar to the information covered in the earlier section of this booklet “REPORTING A PAST ACTIVITY” and will differ depending on the type of activity.

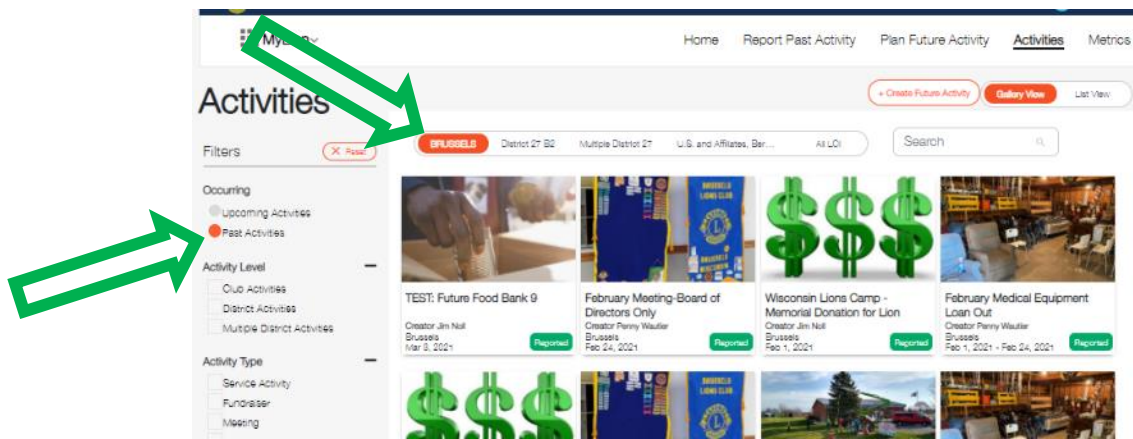
Use the information you gathered in advance to fill in the information boxes on the “Celebrate and Share” page.

- *TIP: There is a large blue box down the right side of the “Celebrate and Share” page that will guide you through answering some of these questions.*
- When you have entered all the information pick the “CONTINUE” oval in the upper/lower right corner.
- You will be given a chance to review the information you have entered.
 - If something needs to be changed, pick the “<GO BACK” oval in the upper/lower left corner and make the changes.
 - If everything looks good, pick the “REPORT” oval in the upper/lower right corner.
- A pop-up box will appear where you have one last chance to either “SUBMIT” the REPORT or “GO BACK”
 - Once you submit the service impact, it will be included in the total Club, District, Multiple District, Constitutional Area, and LCI service metrics.
 - NOTE: The service Impact may not immediately show up in your club METRICS, so be patient, it will be there eventually (typically within 24 hours).

LOOKING AT ACTIVITIES YOU HAVE REPORTED AND PLANNED:

Pick the “Activities” title at the top of any page. You should now see all the activities you have REPORTED or PLANNED. Use the buttons on the left side of the page to sort between Upcoming (PLANNED) Activities, and Past (REPORTED) Activities .

Also be sure the orange oval is around your club name to the right of the Filters heading. (green arrows below)



As of April 2020, there are now multiple ways to search/sort the Activities on this page. Play around with the various check boxes on the left side of the page to see what they do. Also, pay attention to the level of searching (your club, District, MD, etc.) that you have highlighted with the orange oval at the top of the page.

EDITING THE DEFAULT IMAGE FOR AN ACTIVITY:

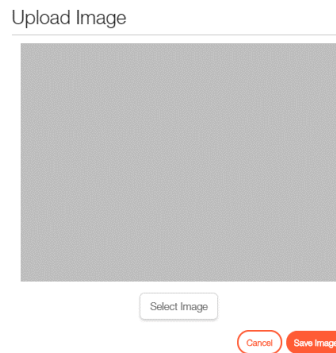
If you would like to insert a custom photo to be used with your activity (when PLANNING, REPORTING, or EDITING), these are the steps.

TIP - One issue that I ran into was that I always used Internet Explorer when I went into MyLion and for some reason the custom images I tried to load did not “stick”. If I went into MyLion using Google Chrome instead, it seemed to work. Hopefully this is something that the MyLion team has resolved as it is nice to be able to show your custom images vs. the defaults that MyLion uses with all the various internet tools, but if you are having issues, try using Chrome or another internet browser.

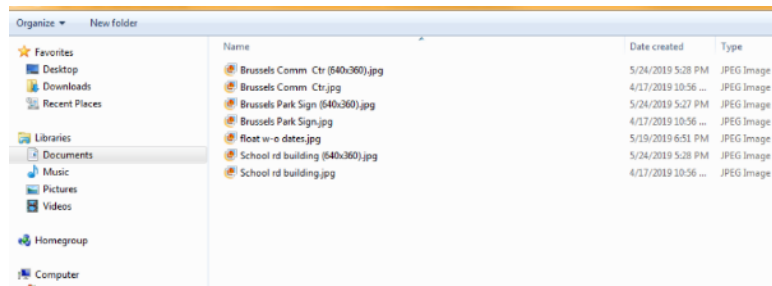
- As you are PLANNING, REPORTING or EDITING an activity you can replace the default image with a custom image of your own. (see the *TIP* earlier about creating one storage folder for all the custom photos you want to use)
- When you are entering or editing the DETAILS you will see the MyLion default image.
 - Pick the oval above the image that says “Edit Current Image”



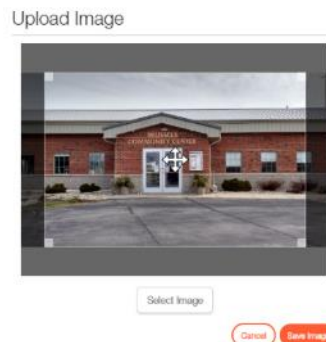
- Pick the box below the gray area that says “Select Image”



- It should pop up whatever computer file management program you use on your computer.

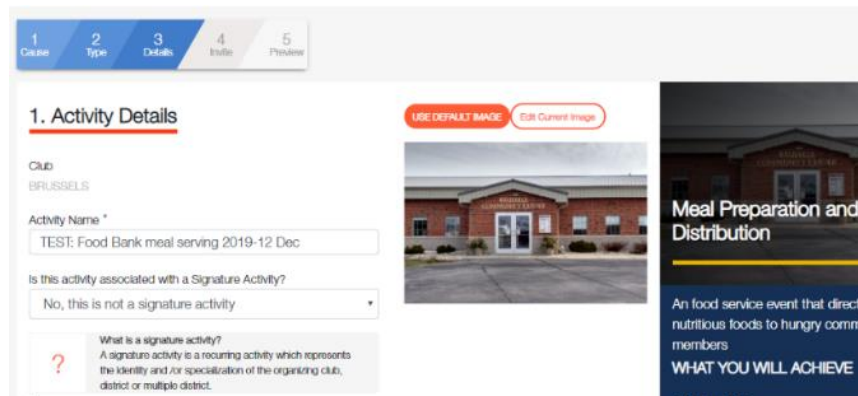


- Find the .jpg image you want to use and select it
 - *TIP: using an image that has been reduced/compressed in size/content seems to work better (and quicker)*
- The image will populate the gray area



- You can do some cropping of the image using the controls that overlay the new image
- Once the new image looks the way you want it

- Pick the “Save Image” oval
- The new image should now be the image that will be associated with that activity.
 - It may take a minute or more to replace the image – there is a lot going on behind the scenes.



In the web version you are now allowed to load multiple photos when REPORTING an activity. However, you are only able to load 1 photo when PLANNING an activity.

The thought being, since the event has not taken place yet, you do not have a bunch of photos you took while doing the activity. Try to pick a good photo when PLANNING that represents what you are doing (or from a previous activity), or just use the MyLion default image.

There MAY be a note that shows up when you have multiple images that allows you to designate one image as the “Featured Image”. Picking that box will make that image the one that shows up on the various activity pages.

METRICS:

The METRICS may be something you want to bring up at each meeting of your club to let them know the impact they are making.

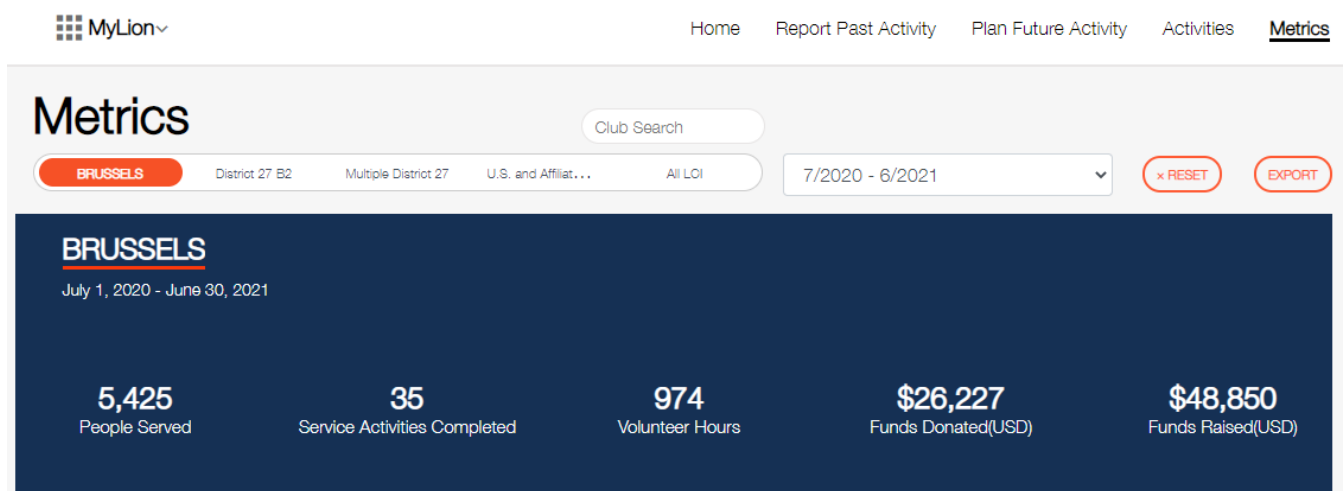
The METRICS automatically update as activities are REPORTED (although there may be a slight delay) and will provide information on the current Lions fiscal year (July 1 to June 30).

- Pick “Metrics” at the top of any page

NOTE: These METRICS now include service activities, fundraisers, meetings, and donations, (in the initial rollout fundraisers and meetings were not included)

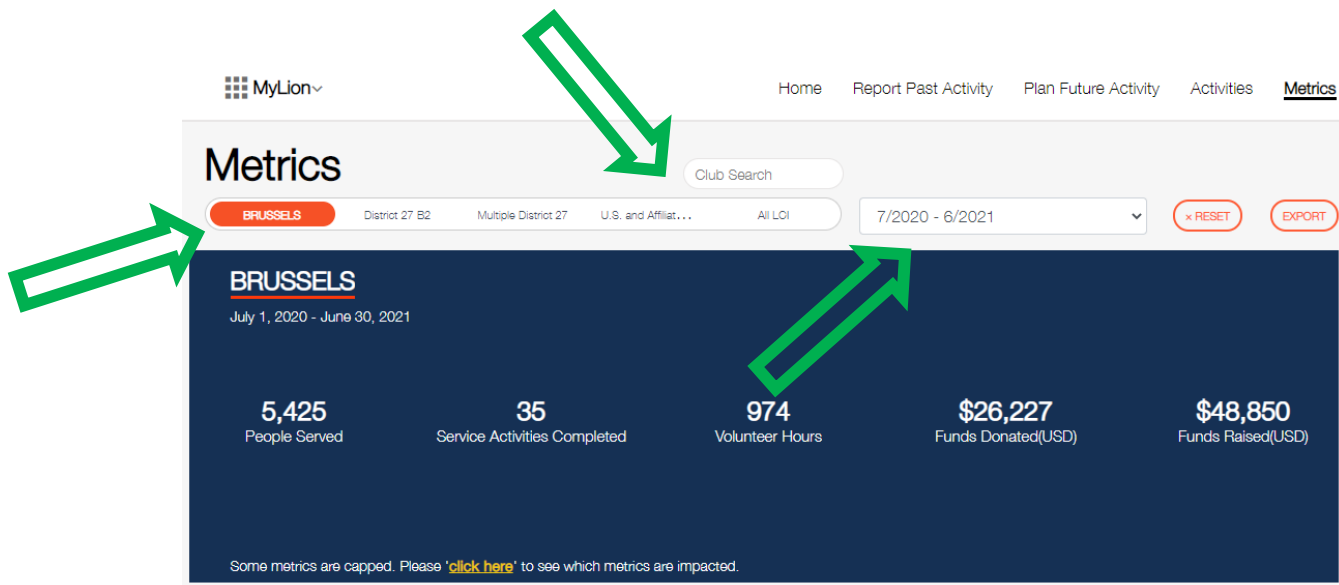
The large blue box will show you:

- The People Served
- The Service Activities Completed
- The number of Volunteer Hours
- The Funds Donated (if they were REPORTED during a Service Activity or Donation)
- The Funds Raised (if they were REPORTED during a Service Activity or Donation)



TIP: You can see the Metrics noted above for your club, your District, your Multiple District, your Constitutional Area, or all LCI by selecting the appropriate title below the word “Metrics” above the blue box. You can also see the metrics for the past couple years (if your club entered them in the “old” MyLCI) by changing the date range you select (see arrows below).

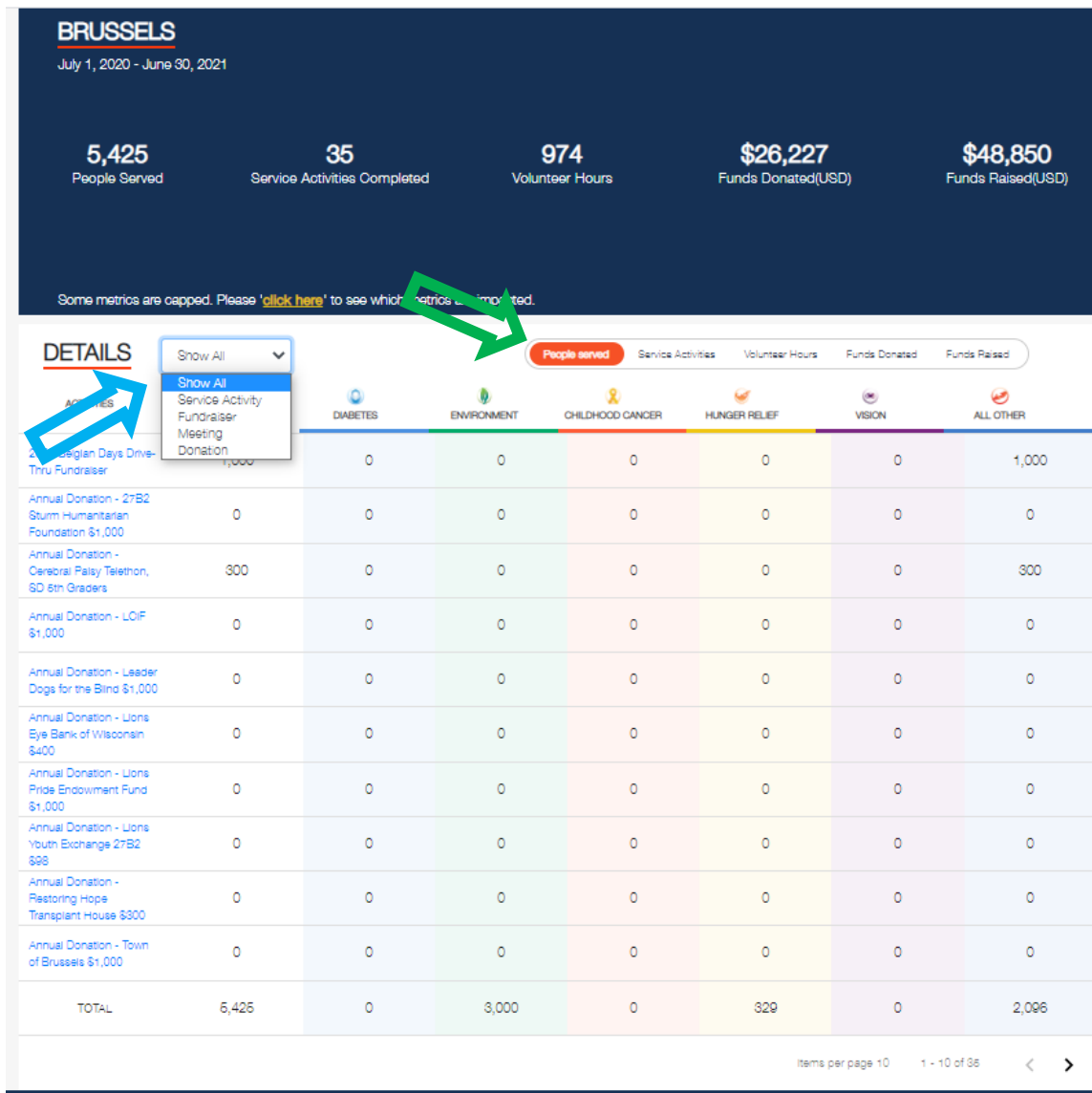
You can even type the name or club ID # of another club in the “Club Search” oval and it may show you what another club is doing for activities (depending on who they “shared” it with).



Below the blue box are the “Details” of the Service Activity Metrics. Again, these can be looked up by your club, the District, etc. as noted in the tip above.

You are able to see the metrics broken down by the categories below by picking an oval to the right of the “DETAILS” title (see green arrow below):

- How many people were served?
- Number of Service Activities
- Volunteer Hours
- Funds Donated
- Funds Raised
- You can also sort the “Details” of the Metrics by the various Activity Types (see the blue arrow below): Show All, Service Activity, Fundraiser, Meeting, or Donation.



Note that the page will show 10 activities at a time. You can advance to additional pages down in the lower right corner. I think you can see how having the date of an activity right in the name (an earlier *tip*) might help you spot a specific activity you are looking for.

TIP: You can EXPORT the metrics data in a .xlsx file by picking the “EXPORT” oval in the upper right of the Metrics page.

WARNING: At this time, the Metrics data is not pretty in the .xlsx format, but if you know how to play with Excel spreadsheets you might be able to clean the information up. The MyLion team is planning to improve the report generating function down the

road, but their priorities now are to continue getting the web site debugged and working.

SIGNATURE ACTIVITIES:

MyLion defines a Signature Activity as “a recurring activity which represents the identity and /or specialization of the organizing club, district or multiple district.”

A question you will be asked when PLANNING and REPORTING an activity will be if the activity is a Signature Activity or not.

Selecting the “Yes” box for a Signature Activity does not pre-populate anything as you are PLANNING or REPORTING an activity, but it will place a small blue banner across the image you used for that activity on your “Activities” page that says “* Signature Activity” for any activities you identify as a Signature Activity.

For those of you with past experience in MyLion, only inserting the blue Signature Activity banner is a change that was made in April 2020 from the previous practice of naming and managing multiple Signature Activities.

REPORTING DONATIONS YOUR CLUB MAKES:

As of March 2020, MyLion now has a way to report donations. When you are PLANNING or REPORTING donations you may want to consider using a format like this:

- Name: Boy Scout Annual Donation \$300 2019-12-05
- Description: This is the club’s annual donation of \$300 to the Boy Scout troop #1234 for use to support their annual campouts and activities.

END OF DOCUMENT

I hope this document has been helpful to you. I will try to provide updates as MyLion changes and will post them under the FILES tab on the Facebook MyLion Forum group page. Thank you to those Lions who have taken on the task of translating this booklet to other languages. Check the FILES tab on the Facebook MyLion Forum group page for these translated versions.

I don't claim to be an expert in MyLion, I'm just a Lion who saw a need for a step by step booklet to help users, especially to help those Lions who may be a bit leery of using "something new". Good luck to you.

Quick Bio:

Lion Jim Noll is a member of the Brussels Lions Club in Brussels Wisconsin USA. He joined Lions in 1993 and served as the District Governor for 27B2 during the 2017-18 Centennial year. His contact info is:

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