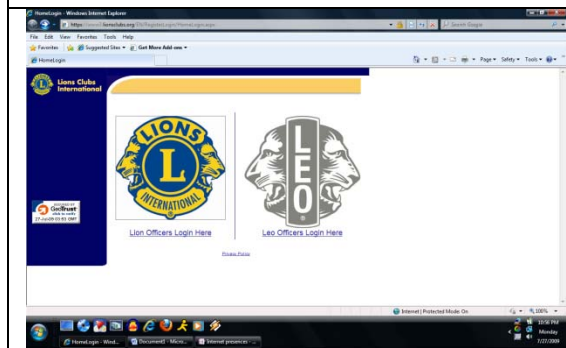


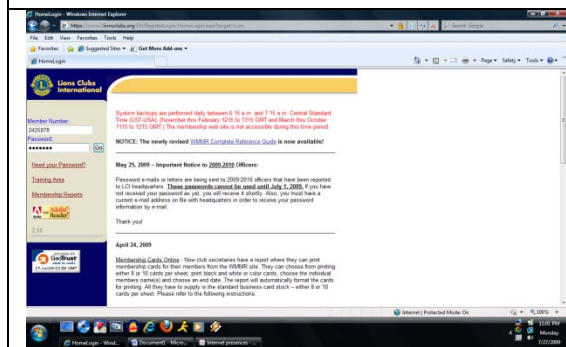
Using lionsclubs.org for Submitting Reports to LCIF



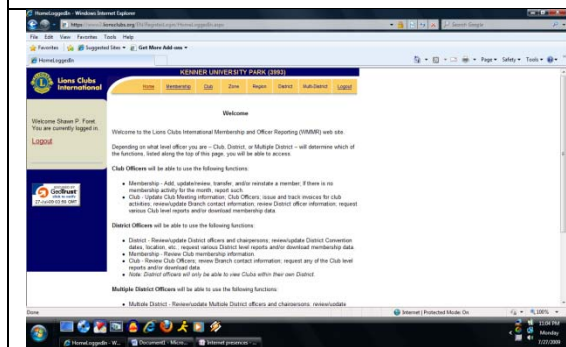
1. Go to lionsclubs.org. Click “Submit Reports” in the 2nd row on the upper right hand corner of the webpage.



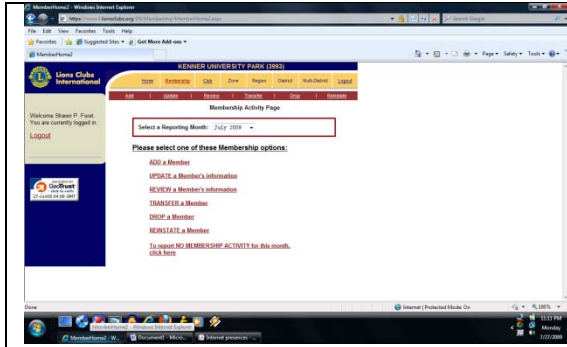
2. This will open a new window where you will select the type of club that you are.



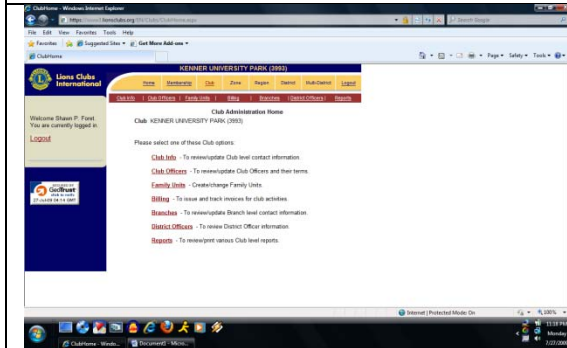
3. Next you will see a login screen. You will need to enter your username/password which were emailed to you from LCIF.



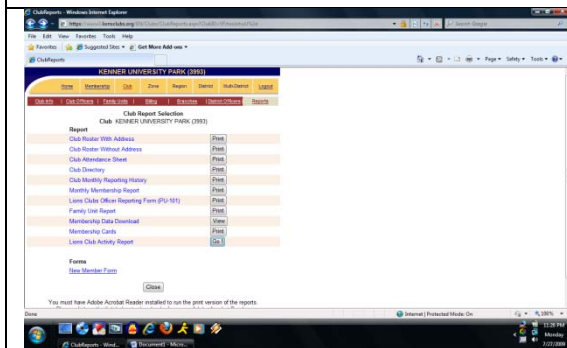
4. Once Logged in, you can select the sections applied to your account. For Secretary's, there will be Membership and Club link that are accessible on the top of the website.



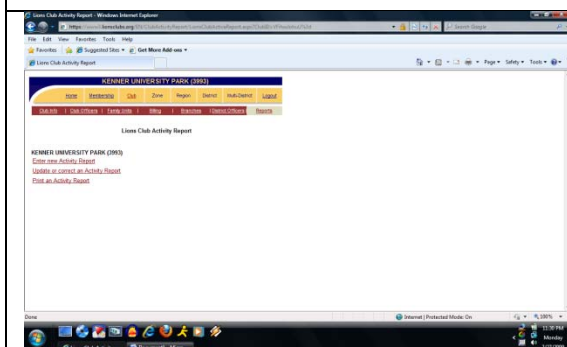
5. Under the Membership Section, you will need to select the month or the report that you are working on. It will open a page with a variety of options including adding, members, transferring memberships, dropping members, printing membership rosters, and submitting a membership change report.



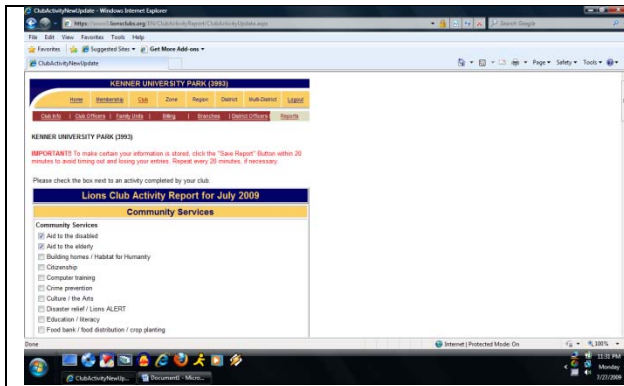
6. Under the club section, you can review and update the club contact information, update family units in your club, issue and track invoices, review officer information, review district officers, and review and create reports.



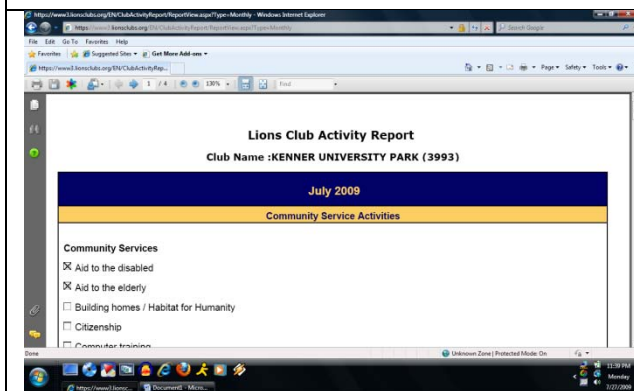
7. Under the Reports Sections, you can view rosters, report your officers at election time, print membership cards, and run your activity reports. Click the applicable task's button to the right.



8. When you run club activity levels, you can view old reports, submit a new one, or edit an old one.



9. Submitting a report consists of answering a few pages of questions about your club’s activities. Go through the questions. When completed, click “Submit Report”.



10. When you want to save or print the report, click print report. It will open in Adobe Acrobat. To save the file, click the disk icon on the webpage that will open. To print, click the printer icon on the webpage. The saved file can be sent as an e-mail attachment to your district officers for submittal.