



# OHIO LIONS DESKTOP MYLION MANUAL

*Debbie Horn, September 2019*

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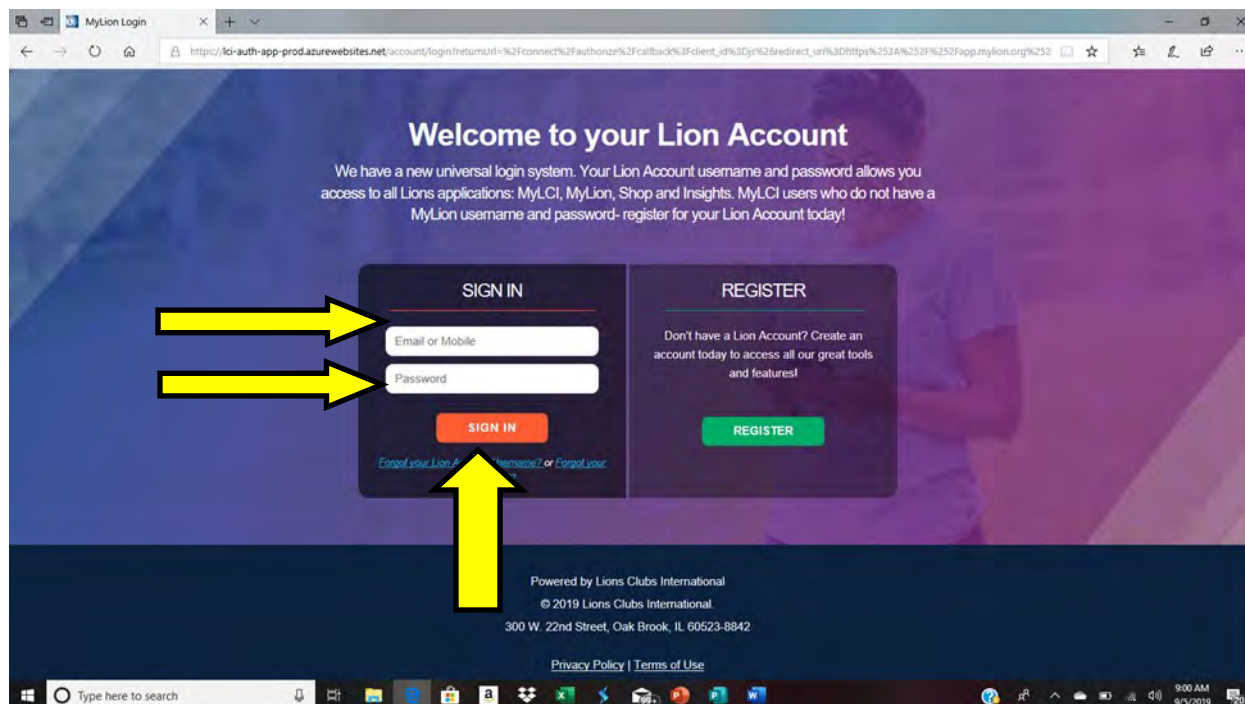
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## How to Access MyLion

Welcome to LCIF's MyLion. Using a laptop or a desktop computer key in the following web address:

**<http://lci-auth-app-prod.azurewebsites.net>**

If you entered the address correctly you should see the below screen.

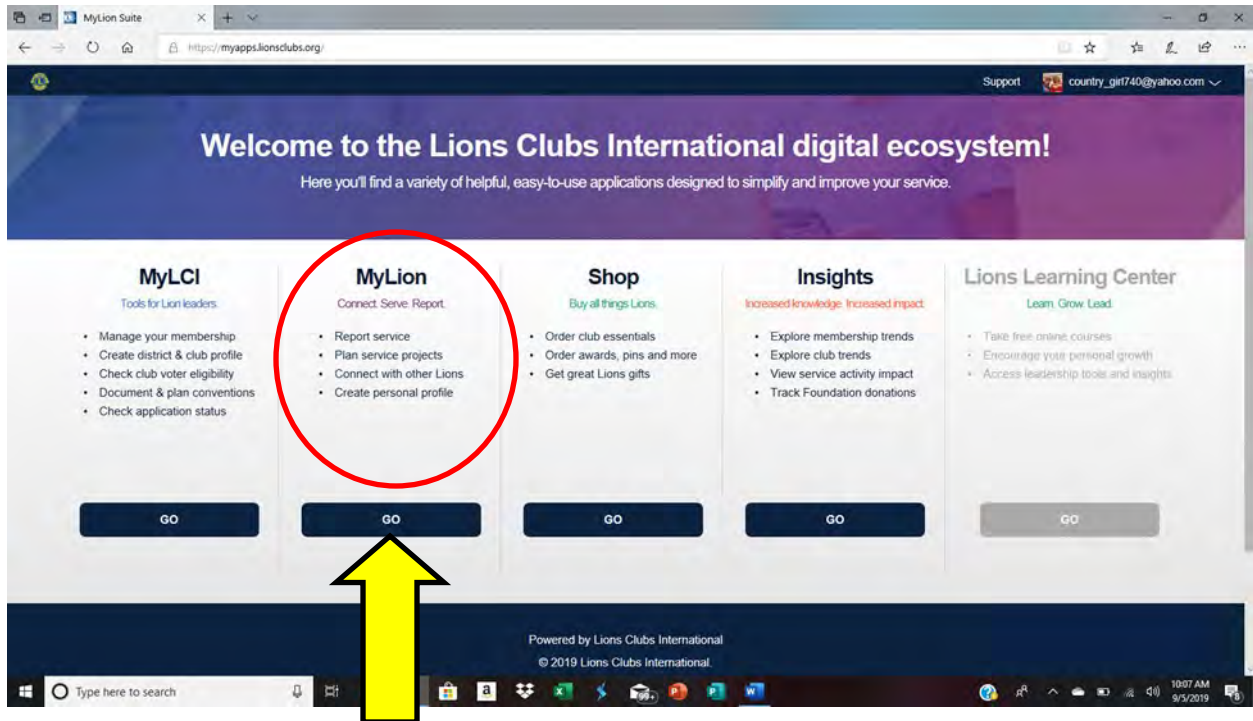


Next, enter your **Username and password**. (Write this information down for future use. ) Don't hesitate to write it in the screen above. The username and password is the same whether you use your desktop computer, laptop or mobile device. So write down your username and password so you can remember it.

Click on Sign IN

## Welcome Page

Once you have a successfully logged in this is your welcome screen. This screen will be different depending on your permissions. If you are a District Governor, President, Secretary, your screen may look identical to the below screen. If you are just a Lion member you may have all Columns except the MyLCI. It just depends on your permissions and what you are assigned to do within your club.



So next we are going to review everything except what is under the MyLCI column.

In the MyLion Column

**STEP 1: Click on GO.**

## Home Page

This is your Home screen. This is what your club is doing at a glance.

Example: The screen shows there where 250 people served but I want to know what activities we served them.

The image shows two screenshots of the MyLion web application. The top screenshot is the Home Page for 'Canal Winchester'. It features a navigation bar with links: Home, New Activity, Report Activity, My Activities, and Metrics. A yellow arrow points to the 'Home' link. The main content area displays three key metrics: 250 (How many people were served?), 11 (People Served Per Member), and 3 (Service Activities Completed). Below these are sections for 'Signature Activities' and 'Upcoming Activities'. The bottom screenshot shows the 'Details' page for the same club. It displays a table of activities with columns for 'ACTIVITIES', 'PEOPLE SERVED', and various service categories. A yellow arrow points to the 'EXPORT' button in the top right corner of the table. Another yellow arrow points to the 'Scroll bars' on the right side of the table. The table data is as follows:

| ACTIVITIES                             | PEOPLE SERVED | DIABETES | ENVIRONMENT | CHILDHOOD CANCER | HUNGER RELIEF | VISION | ALL OTHER |
|--|---------------|----------|-------------|------------------|---------------|--------|-----------|
| Miss Canal Winchester Pageant          | 50            | 0        | 0           | 0                | 0             | 0      | 50        |
| Vision Screening at Single Parent Fair | 100           | 0        | 0           | 0                | 0             | 100    | 0         |
| High CW Pageant Luncheon               | 100           | 0        | 0           | 0                | 0             | 0      | 100       |
| TOTAL                                  | 250           | 0        | 0           | 0                | 0             | 100    | 150       |

From here you can **export** the report if you want just click on the button. To get back to the beginning, use your **scroll bars** and scroll up or click on your **HOME** link.

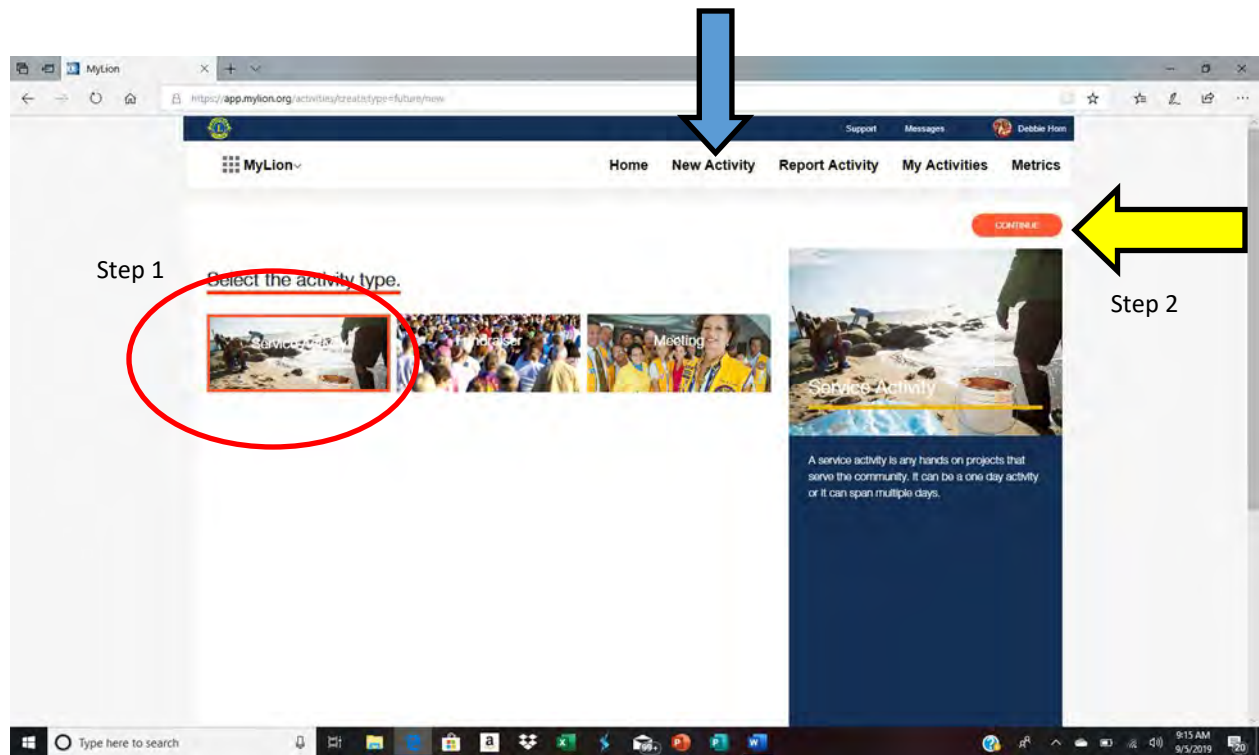
## New Activity Link

- **Click on the New Activity Link:**

Under this Link you have several different activity types you can set up. You can set up a Service Activity, Fundraiser Activity, or a Meeting. No matter which one you choose the process is the same. So for this scenario we are going to choose the Service Activity.

**STEP 1: Click on Service Activity** (there should be a red box around it)

**STEP 2: Click on Continue**



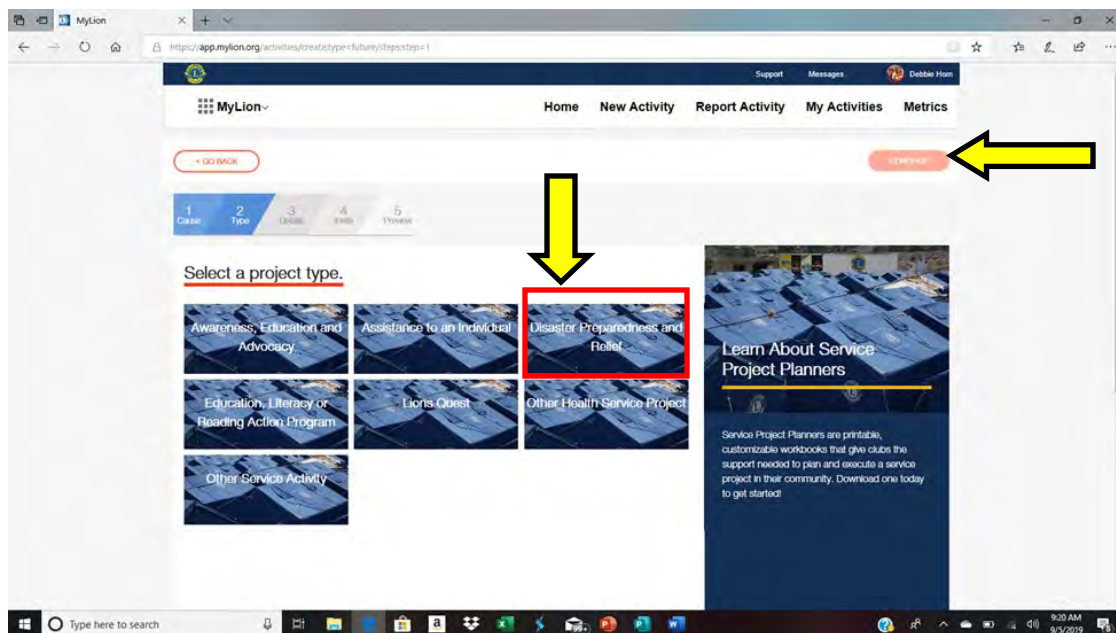
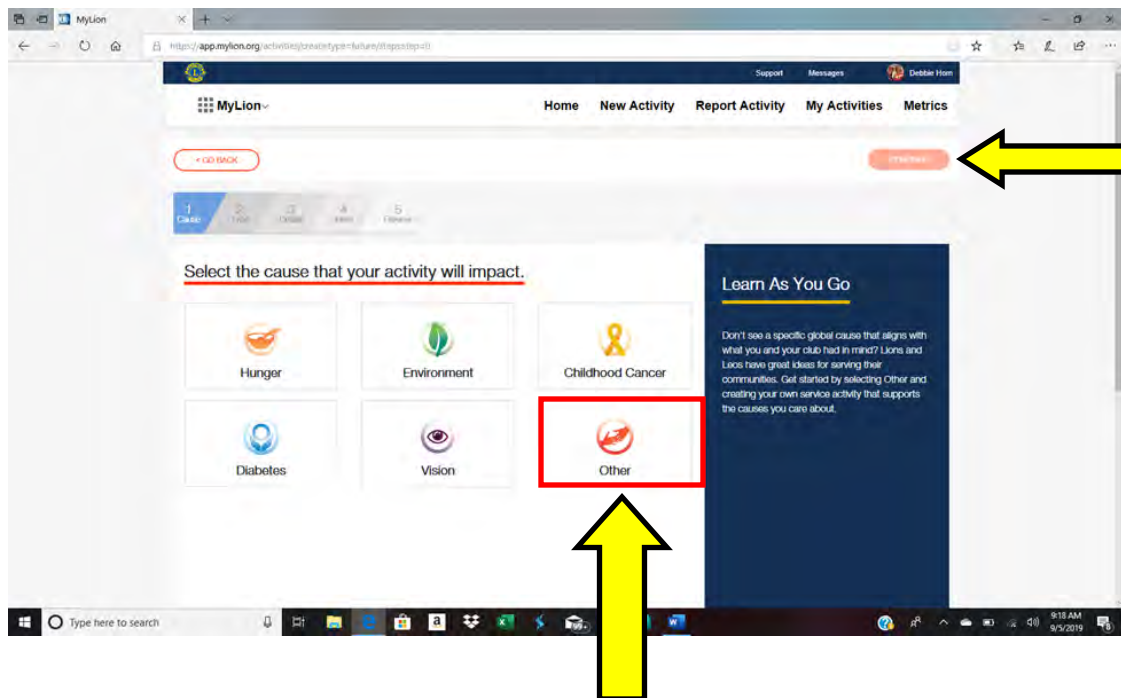


**STEP 3: Click on** the Cause of your activity (there will be a red box around whichever box you choose)

**STEP 4: Click on** Continue

**STEP 5: Click on** Project type ( there will be a red box around whichever box you choose)

**STEP 6: Click on** Continue



**STEP 7:** Complete the Fields for the Activity. Give as much as detail as you can.

Under your **Privacy Settings**, you set who see your activity.

**NOTE:** If you change the default image and download your own, it may take some time. The system seems to get hung up.

The screenshot shows the MyLion app interface in a web browser. The browser address bar displays `https://app.mylion.org/activities/create?type=future/steps/step=2`. The page is titled "1. Activity Details" and contains the following fields and sections:

- Club:** CANAL WINCHESTER
- Activity Name \*:** Other Service Activity
- Is this activity associated with a Signature Activity?:** No, this is not a 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:** (empty field)
- Address or Place \*:** (empty field)
- Start Date \*:** (empty field) Time: 08:00 AM
- End Date \*:** (empty field) Time: 5:00 PM
- Activity Description \*:** Add a description of your activity to help your team members get prepared. (empty field)
- Red text:** Please enter the missing information.
- 2. Privacy Settings:** (empty section)

On the right side of the form, there is a preview of the activity page. It features a header "Other Service Activity" and a section "WHAT YOU WILL ACHIEVE" with the following text:

- 1. Raise awareness and provide education for the community by promoting healthy living

Below this, there is a section "DURATION" with the following text:

- Event Duration:
- Expected Planning Time:

A button "Download the Full Planning Guide" is located at the bottom of the preview section.



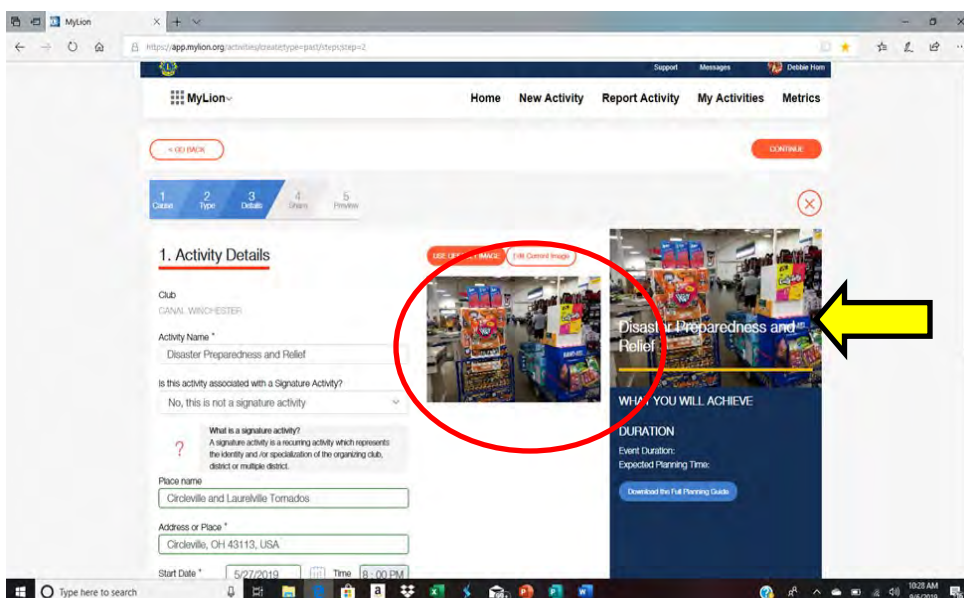
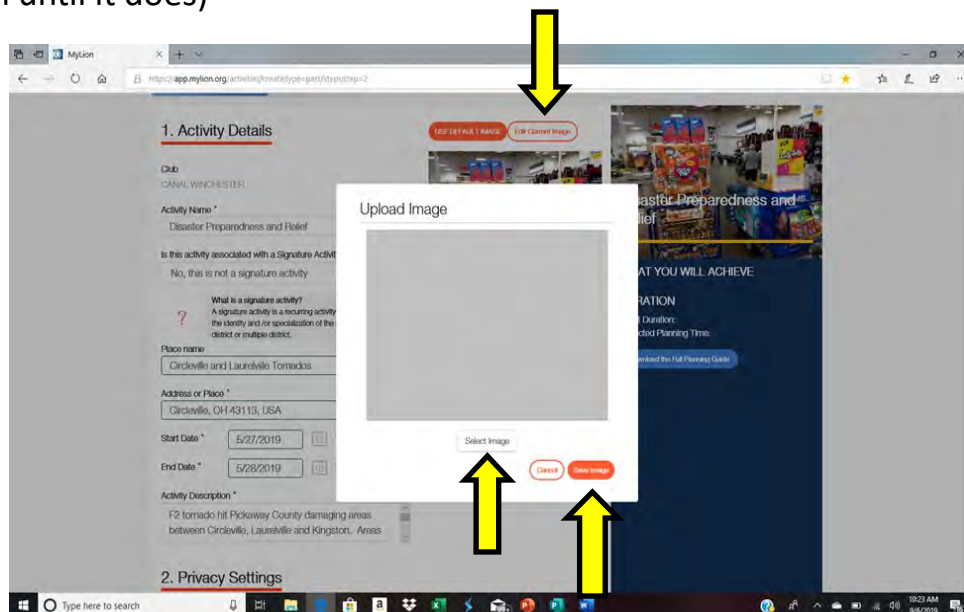
**To upload the image:**

**STEP 1: Click on the Edit Current Image button**

**STEP 2: Click on the Select image button**

**STEP 3: Navigate to where your image is stored on your computer**

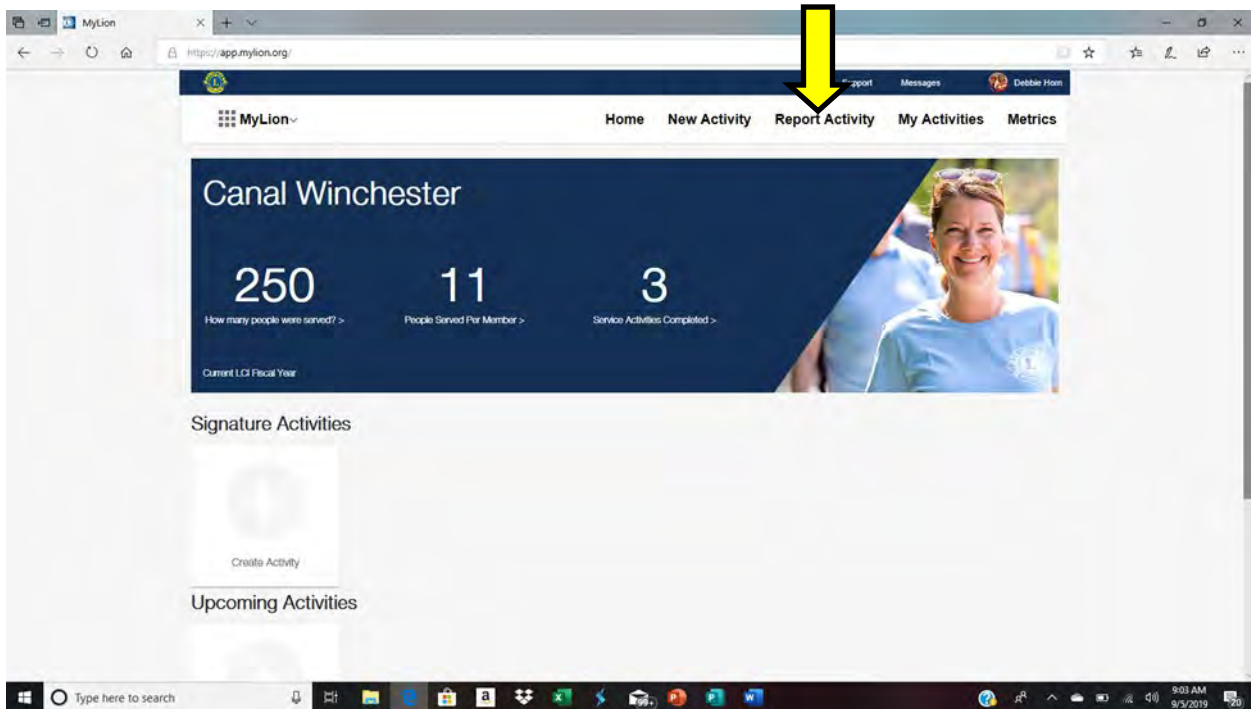
**STEP 4: Click Save Image ( Your Image should show in the box. If it does, follow the steps again until it does)**



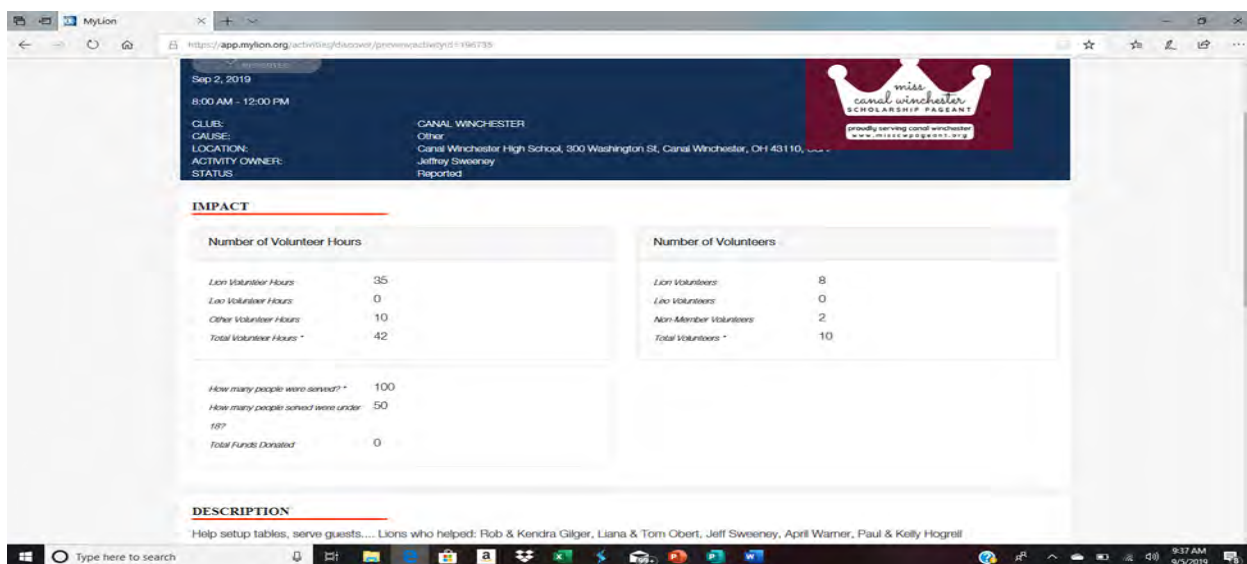
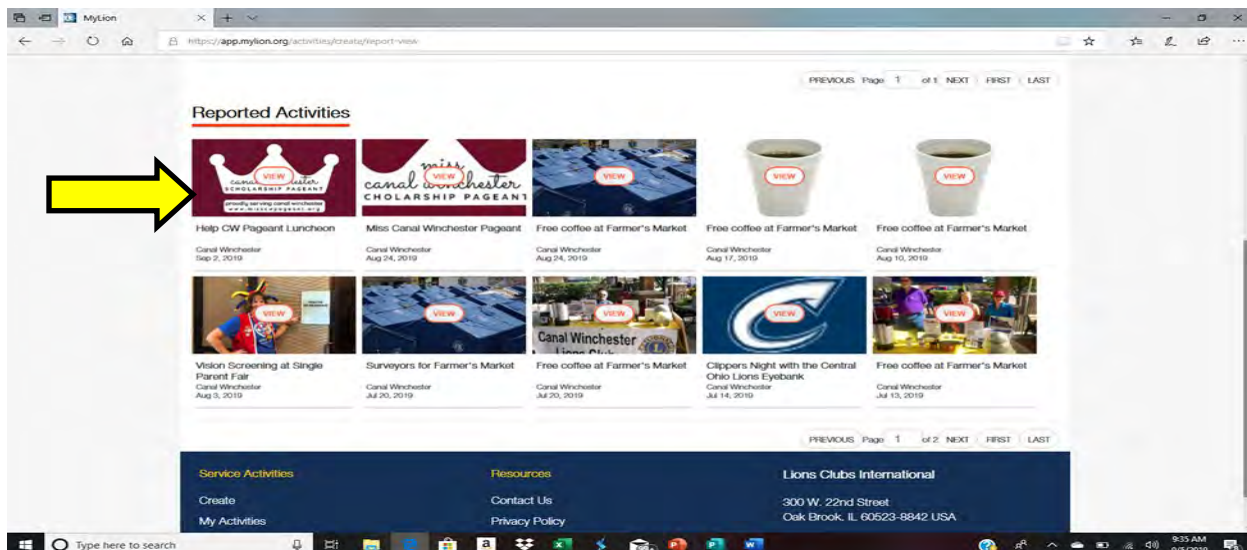
# Report Activities

Depending on your permissions you may not have the ability to enter reports . You may only be able to **review Reports only**. This section covers both the ability to enter reports and review reports.

## STEP 1: Click on the Report Activity Link



If you only have limited permissions your view will look like this. You will only be able to review all the reports that your officers enter into the system. **Click on the Report you want to review.**

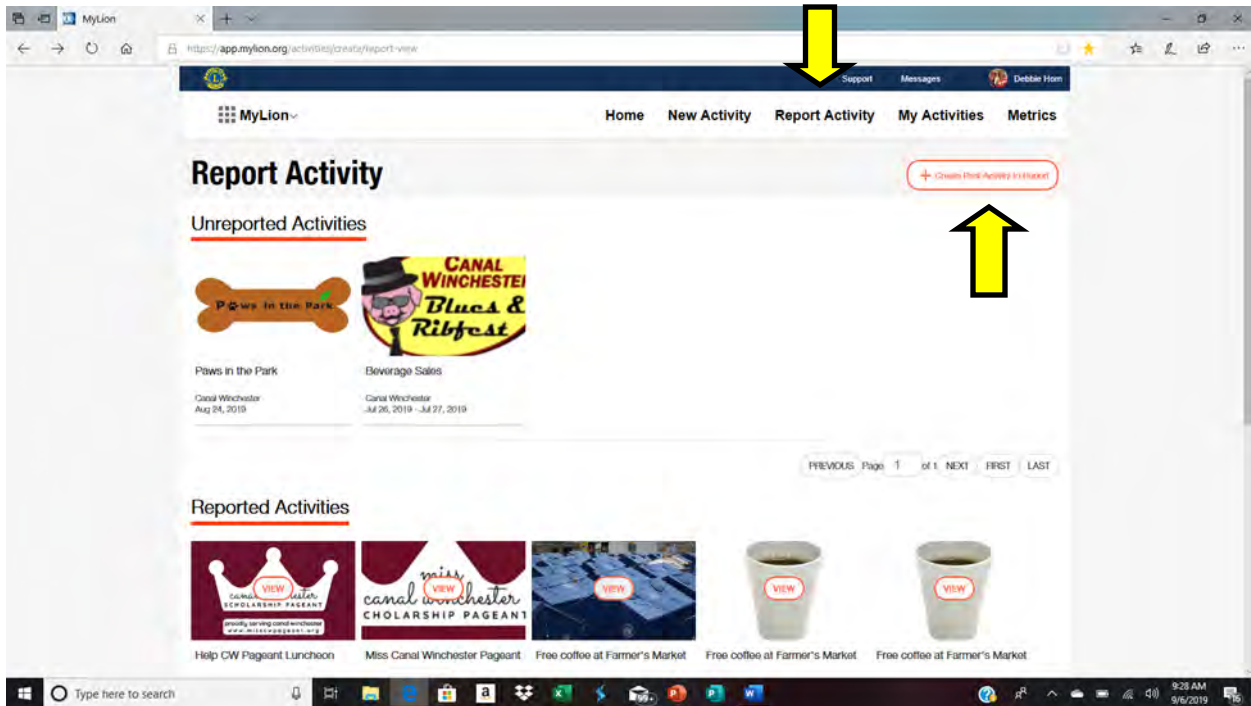


When you are done reviewing your report you can scroll down your screen until you find your **GO BACK** button and click on it or use your **scroll bars** and scroll up and click on your **HOME LINK**.

# Creating a Report

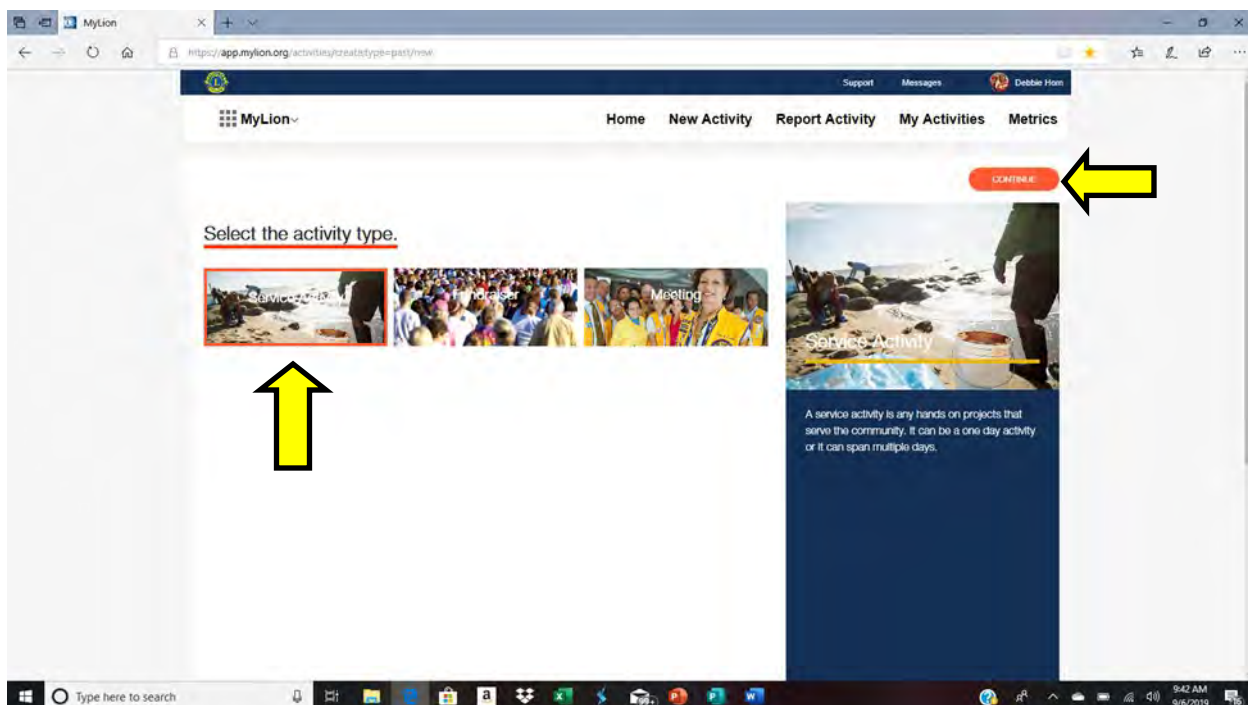
**STEP 1:** Click on the Report ActivityLink

**STEP 2:** Click on the button Create Past Activity to Report



**STEP 3:** Click on an Activity type. (whichever one you choose will have a red box around it.)

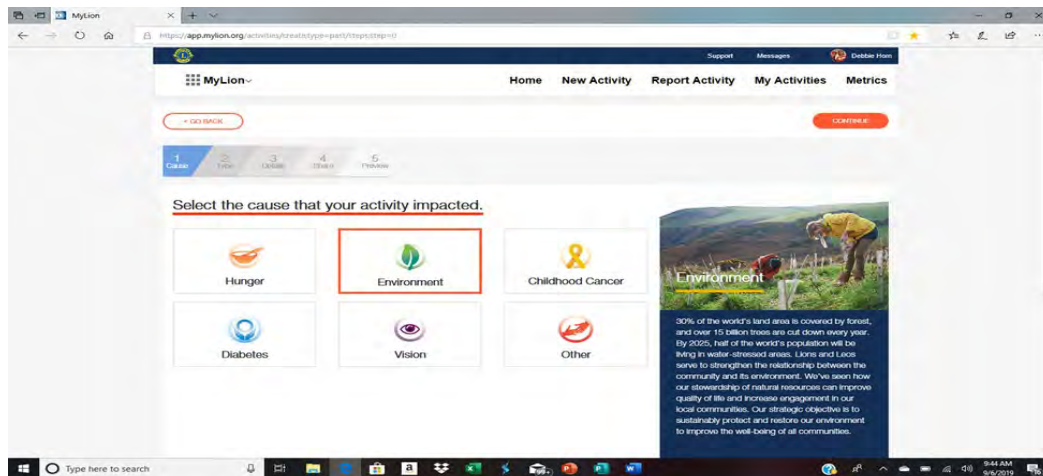
**STEP 4:** Click on Continue





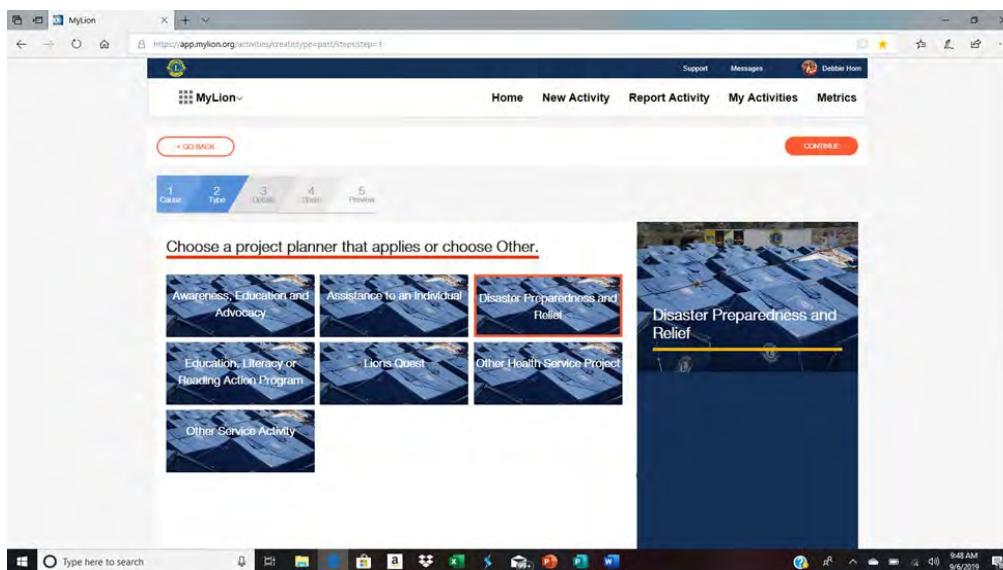
**STEP 5:** Click on the Cause of your Activity (a red box will appear around your choice)

**STEP 6:** Click on Continue



**STEP 7:** Click on a project planner that applies. ( a red box will appear around your choice)

**STEP 8:** Click on Continue




Complete **All** the fields that have an “\*” . The more information that is entered the better for your club members to see what is going on in your club.


**\*\*NOTE: If you download an image the system seems slows. So if you don't mind their photos you can use their default photos.\*\***

**1. Activity Details**

Club  
CANAL WINCHESTER

Activity Name \*   
Disaster Preparedness and Relief

Is this activity associated with a Signature Activity?  
No, this is not a 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  
Circleville and Laureville Tornadoes

Address or Place \*  
Circleville, OH 43113, USA

Start Date \* 5/27/2019 Time 8:00 PM

End Date \* 5/28/2019 Time 5:00 PM

Activity Description \*  
F2 tornado hit Pickaway County damaging areas between Circleville, Laureville and Kingston. Areas

**2. Privacy Settings**

**Disaster Preparedness and Relief**

**WHAT YOU WILL ACHIEVE**

**DURATION**  
Event Duration:  
Expected Planning Time:  
[Download the Full Planning Guide](#)



## To Upload /download an image

**STEP 1:** Click on Edit Current image

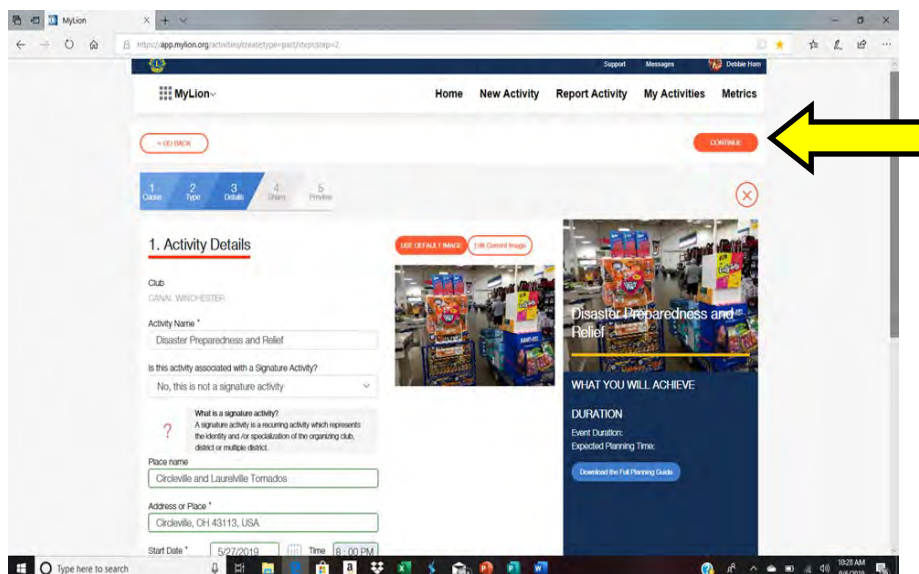
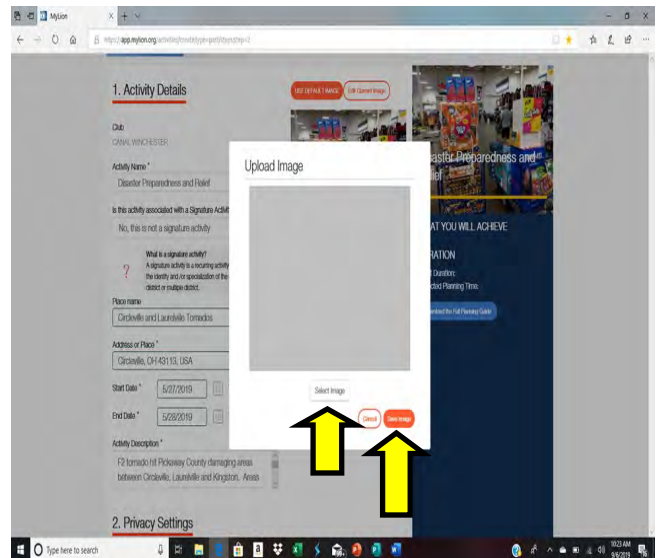
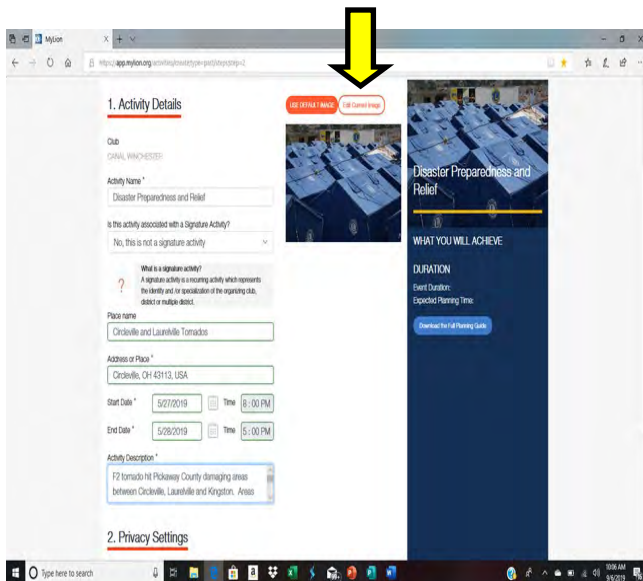
**STEP 2:** Select Image

**STEP 3:** Navigate on your laptop/desktop where your image is that you are downloading.

**STEP 4:** Click Open ( not pictured. This step is from step 3 where you are navigating to your laptop/desktop image)

**STEP 5:** Click Save Image ( your Image should show in the box. If it doesn't follow steps 1-5 again.)

**STEP 6:** Click Continue



Complete all the fields on form. When you are finished  
Click on the Continue button.

The screenshot shows a web browser window with the URL <https://app.mylion.org/activities/create?type=project&activityId=212421/stepstep=3>. The page is titled "Celebrate and Share!". It contains several input fields for reporting service activity:

- How many people were served? \*
- How many people served were under 18?
- Total Funds Donated
- Total funds donated to a non-LCF cause in US Dollars
- Number of Volunteers
  - Lion Volunteers
  - Leo Volunteers
  - Non-Member Volunteers
  - Total Volunteers \*
- Number of Volunteer Hours
  - Lion Volunteer Hours
  - Leo Volunteer Hours
  - Other Volunteer Hours
  - Total Volunteer Hours \*

On the right side, there is a "Service Reporting Guide" section with text explaining the importance of sharing impact and a "Download the reporting guide" button. The Windows taskbar at the bottom shows the time as 11:20 AM on 9/6/2019.

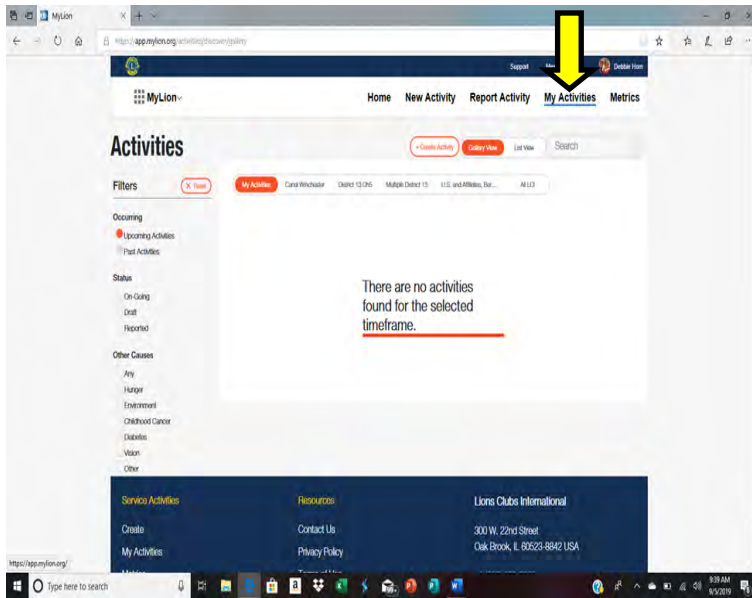
Review your Report . Once you are finished reviewing your report  
Click on the Report button.

***\*\*NOTE: If you click on the GO BACK button or the “x” button you will have to start from the beginning.\*\****

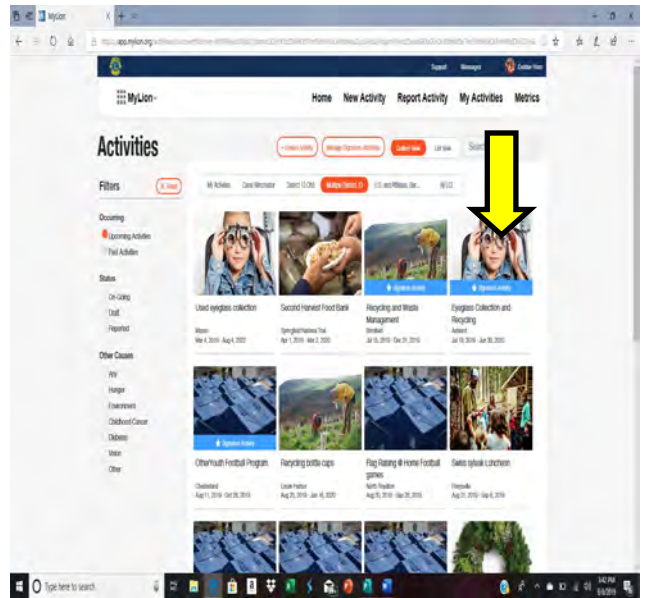
The screenshot shows the "Report Activity" page in the MyLion application. The URL is <https://app.mylion.org/activities/create?type=project&activityId=212421/stepstep=4>. The page has a navigation bar with links: Home, New Activity, Report Activity, My Activities, and Metrics. Below the navigation bar, there are buttons for "GO BACK" and "REPORT", with a yellow arrow pointing to the "REPORT" button. A progress indicator shows steps 1 through 5, with "Details" (step 3) highlighted. A message states: "You're almost done! Review your details before you submit." Below this, there is a section titled "Disaster Preparedness and Relief" with the date "May 27, 2019 8:00 PM - May 28, 2019 5:00 PM". It lists the CAUSE, LOCATION (Circleville and Lanesville, Circleville, OH 43113, USA), and ACTIVITY OWNER (Debbie Horn). An "IMPACT" section at the bottom has input fields for "Number of Volunteer Hours" (with a value of 50) and "Number of Volunteers" (with a value of 4). The Windows taskbar at the bottom shows the time as 11:32 AM on 9/6/2019.

# My Activities link

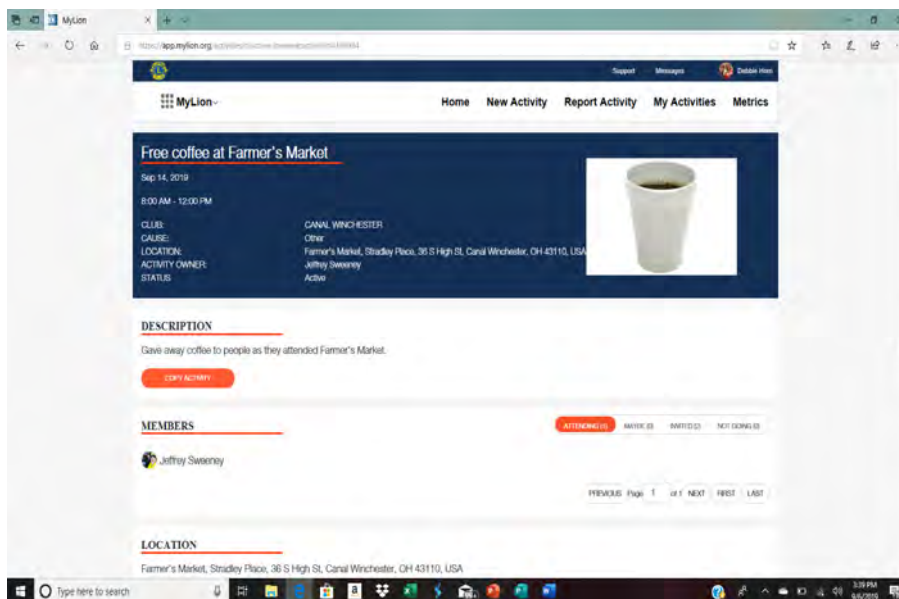
Click on the **My Activities** link. If you have any Activities this is where they will show up. To view the details just **click on the Activity**.



No Activities



List of Activities

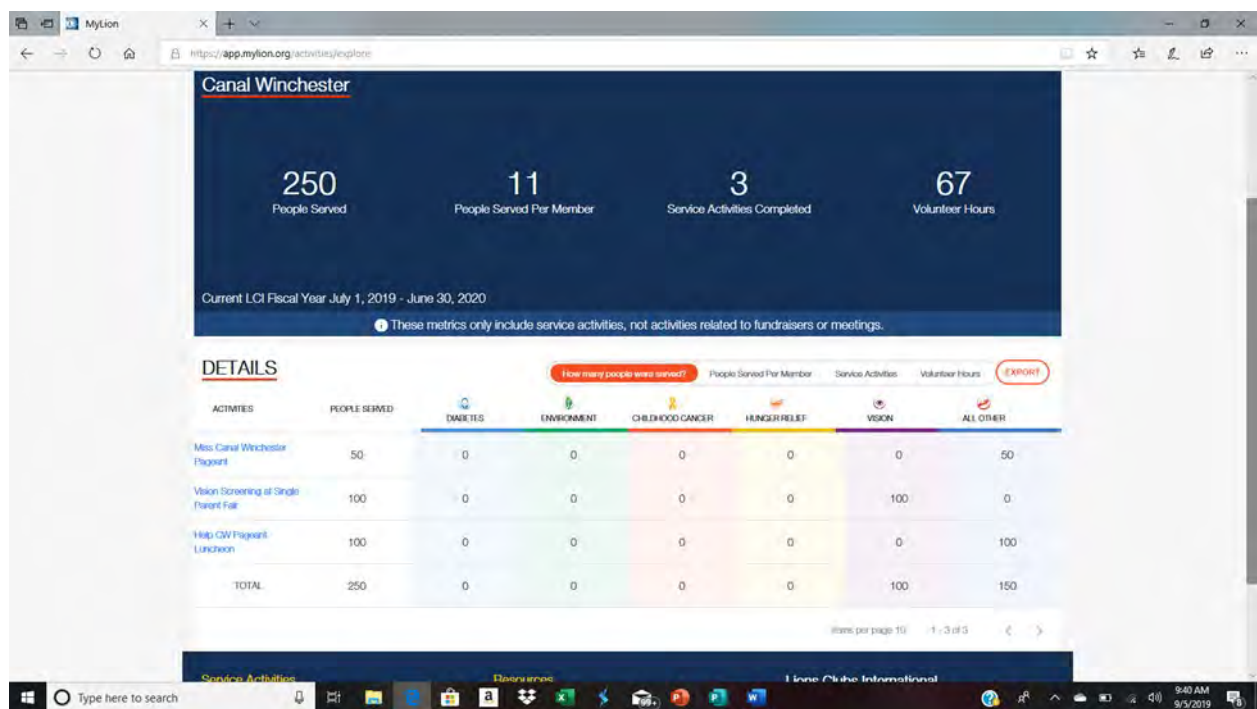


Details of Activities

# METRICS

## Click on the Metrics Link

The Metrics gives you the overall report of everything your club has been involved in and the categories that everything has been reported to LCIF.

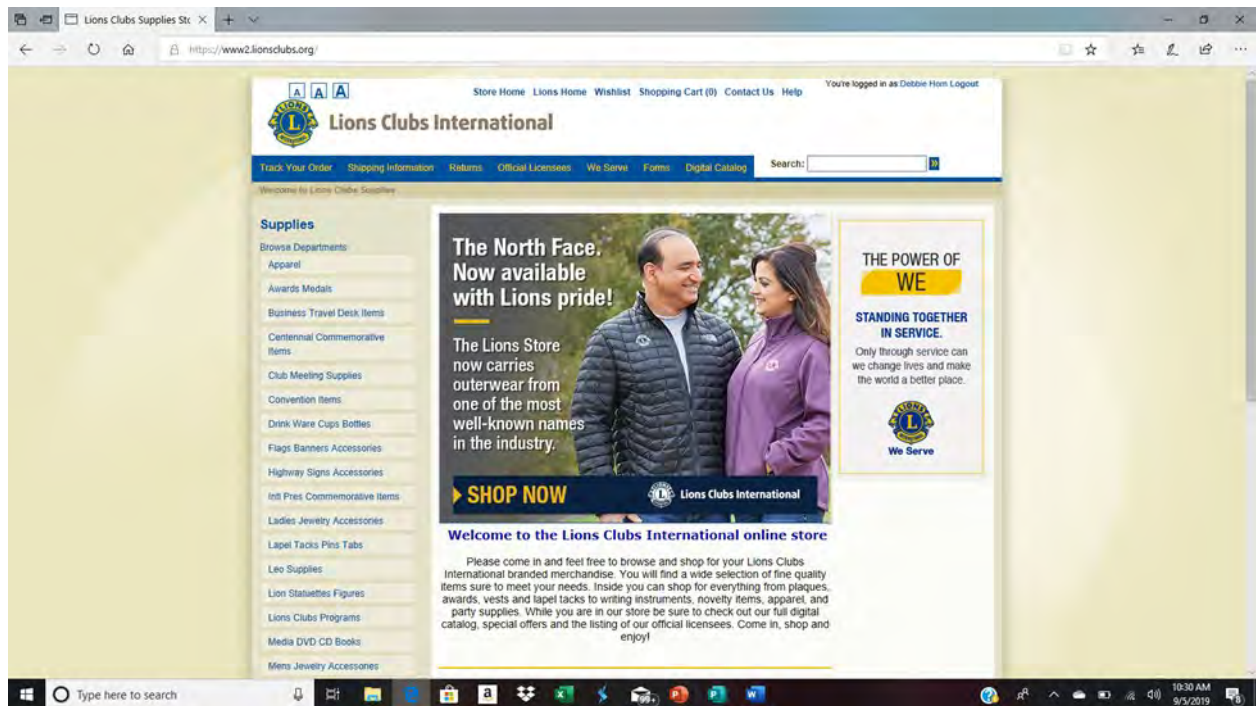




# The Shop Column

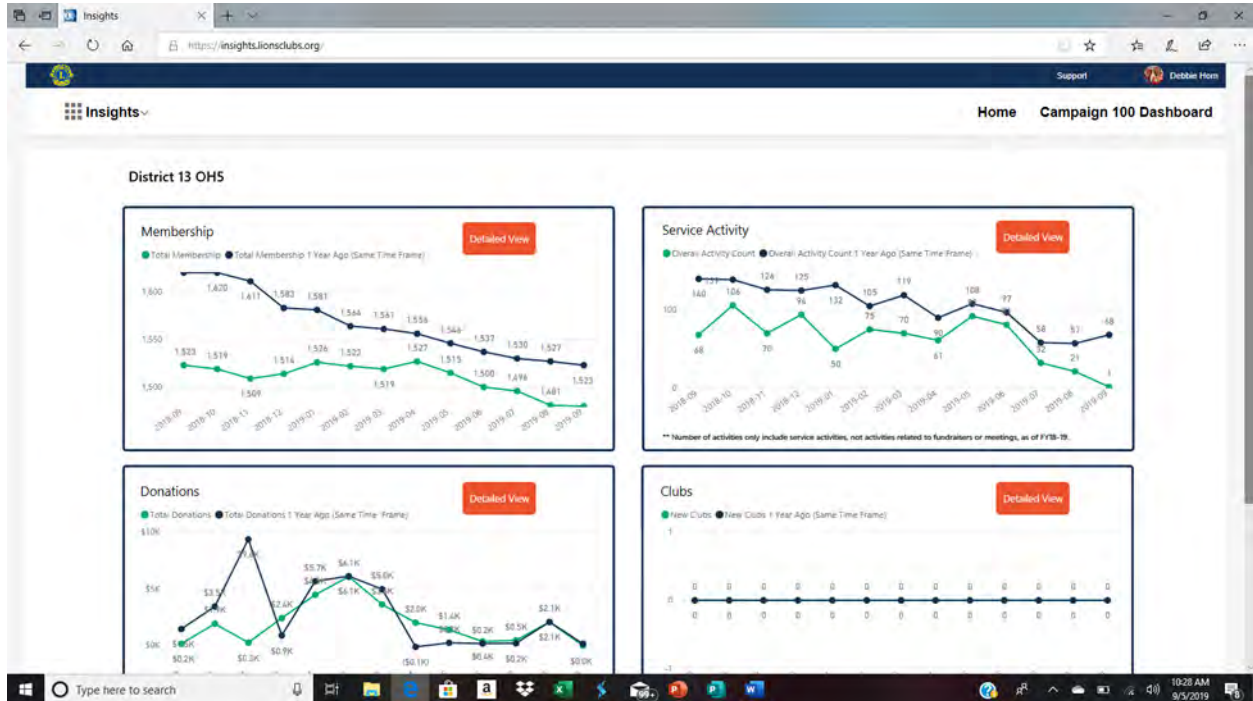
The Shop Column– Everything you can purchase online at Lions International

***Have FUN SHOPPING!!!!***



# Insights Column.

This report shows you the trends throughout Lions. We can track the donations to LCIF.





# **NOTES:**

*If you need assistance or have any questions please contact :*

*Stu Koble 614– 561-1873   [jj1550@hotmail.com](mailto:jj1550@hotmail.com)*

*Mike Kerek 740-412-4692   [mjkerek@msn.com](mailto:mjkerek@msn.com)*