

# MyLion®

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How to report and  
celebrate service

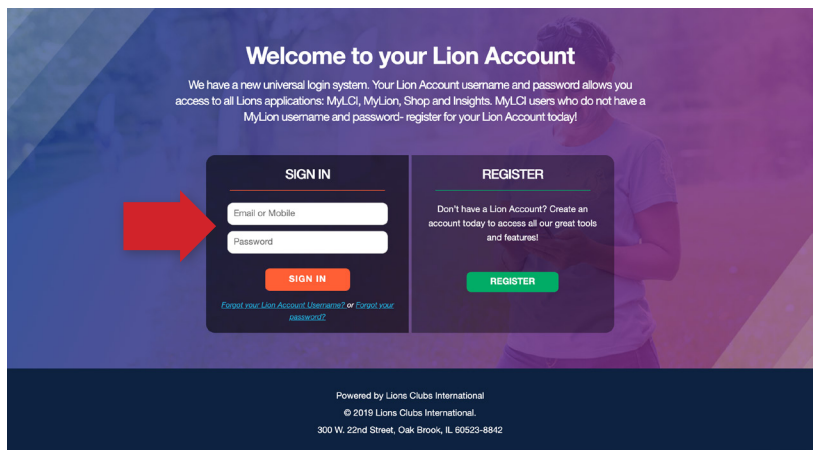


**Lions Clubs International**

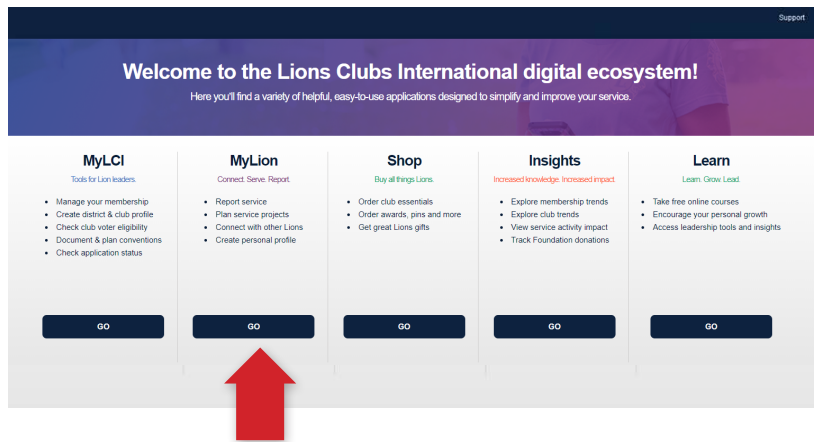
# 1. On lionsclubs.org, select “Member Login”



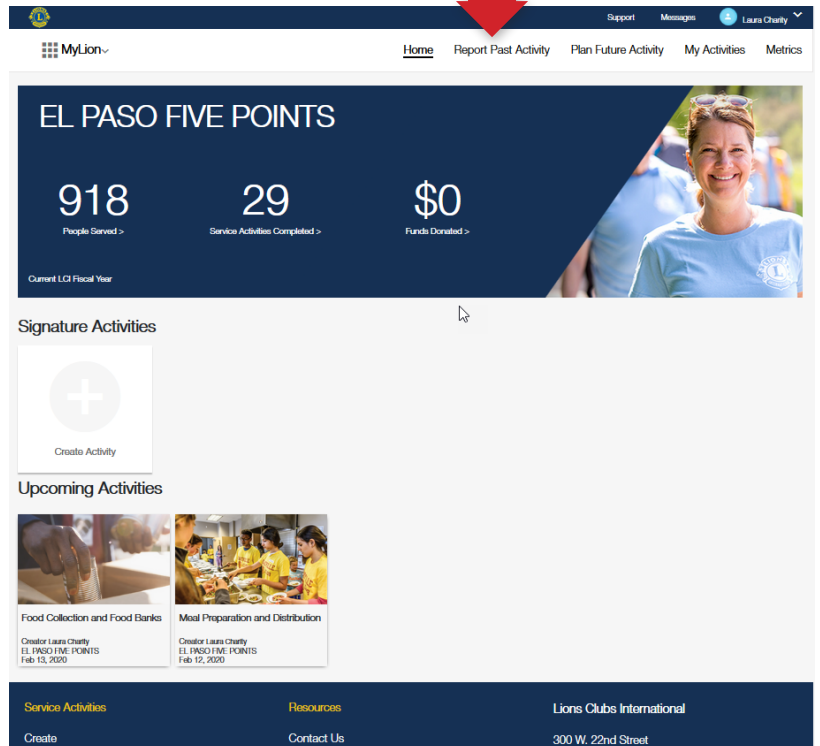
# 2. Log in to your Lion Account



# 3. Under “MyLion,” click “Go”



## 4. Select “Report Past Activity”



MyLion

Support Messages Laura Cherry

Home Report Past Activity Plan Future Activity My Activities Metrics

### EL PASO FIVE POINTS

918 People Served >

29 Service Activities Completed >

\$0 Funds Donated >

Current LCI Fiscal Year

#### Signature Activities

Create Activity

#### Upcoming Activities

Food Collection and Food Banks  
Creator Laura Cherry  
EL PASO FIVE POINTS  
Feb 13, 2020

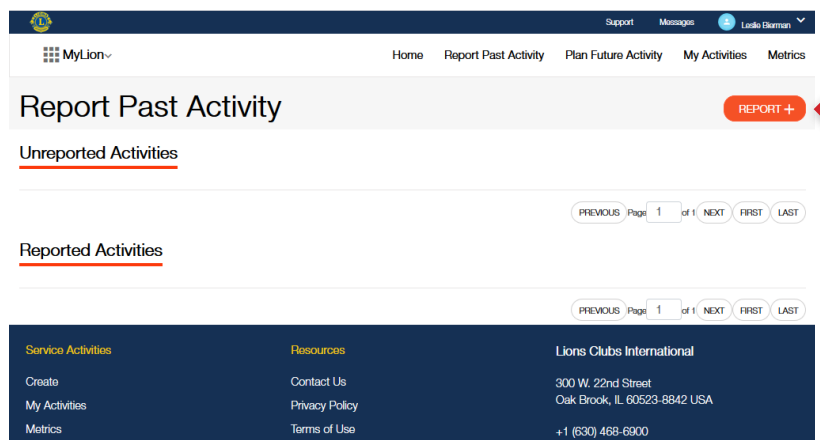
Meal Preparation and Distribution  
Creator Laura Cherry  
EL PASO FIVE POINTS  
Feb 12, 2020

Service Activities Resources Lions Clubs International

Create Contact Us 300 W. 22nd Street

## 5. Click “Report +”

*Only reporting officers will see this button*



MyLion

Support Messages Leslie Bierman

Home Report Past Activity Plan Future Activity My Activities Metrics

## Report Past Activity

REPORT +

#### Unreported Activities

PREVIOUS Page 1 of 1 NEXT FIRST LAST

#### Reported Activities

PREVIOUS Page 1 of 1 NEXT FIRST LAST

Service Activities Resources Lions Clubs International

Create Contact Us 300 W. 22nd Street

My Activities Privacy Policy Oak Brook, IL 60523-8842 USA

Metrics Terms of Use +1 (630) 468-6900

## 6. (A) Complete the form

### (B) Select “Report”

The screenshot shows the MyLion Activity Form interface. A red box highlights the form fields, and a red arrow labeled 'A.' points to the top of the form. At the bottom right, a red arrow labeled 'B.' points to the 'Report' button. The form is divided into four sections:

- 1. Activity Level**: Includes 'Activity Level' and 'Club' (HERNANDO).
- 2. Activity Details**: Includes 'Activity Creator' (Leslie Bierman), 'Activity Duration' (Single Day selected), 'Start Date' (calendar icon), 'Activity Type' (dropdown), 'Signature Activity?' (checkbox), 'Cause' (dropdown), and 'Project Type' (dropdown).
- 3. Share**: Includes 'Who can see this?' (Everyone selected).
- 4. Story**: Includes a 'Description' text area with the prompt 'Tell your story about the activity.' and a '+ ' icon for adding media.

At the bottom of the form are buttons for 'Cancel', 'Save', and 'Report'.

## 7. Select “OK”

The screenshot shows the MyLion Activity Form with a 'Successfully Submitted!' dialog box overlaid. A red arrow points to the 'OK' button in the dialog box. The dialog box is white with a blue border and contains the text 'Successfully Submitted!' and an 'OK' button. The background shows the '4. Story' section of the form, including the 'Description' text area and a 'Featured Photo' section with a photo of a person and a dog in a field. At the bottom of the form are buttons for 'Cancel', 'Delete', 'Save', and 'Report'.

Learn more at [lionsclubs.org/service-reporting](https://lionsclubs.org/service-reporting)