



# MyLCI Club Branch

## Process Manual

# Club Branch

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Clubs are now able to process branches in MyLCI. This guide will provide instructions on how to complete the process. The sponsor club officers (president and secretary) have access to start a new branch.



# Getting Started

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The following information will be needed prior to completion of the branch application.

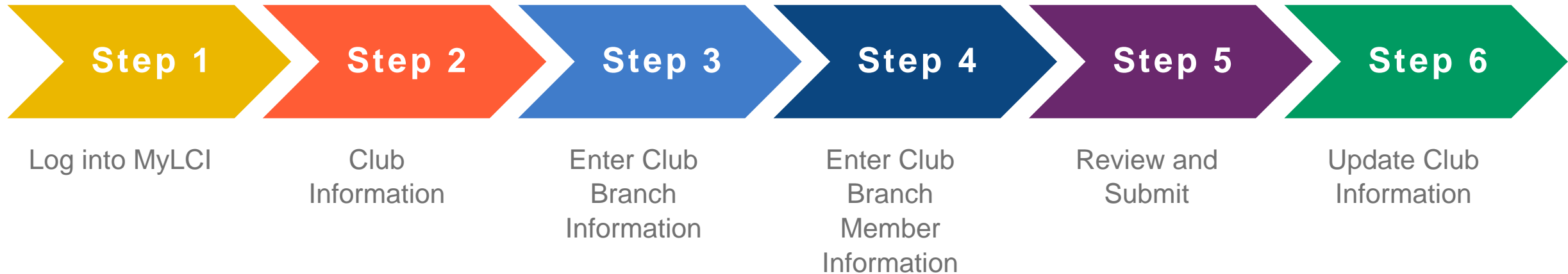
- Proposed club branch name
- List of club branch officers
- At least 5 members not including the branch liaison
- All new members must be added to parent club prior to starting the branch process on MyLCI
- Drop any transfer members from old club and add to parent club
- Use the Club Branch Application worksheet and Report of Branch Members worksheet to gather all information needed for online submission. These forms do NOT need to be submitted directly to LCI Headquarters.



# Club Branch Process

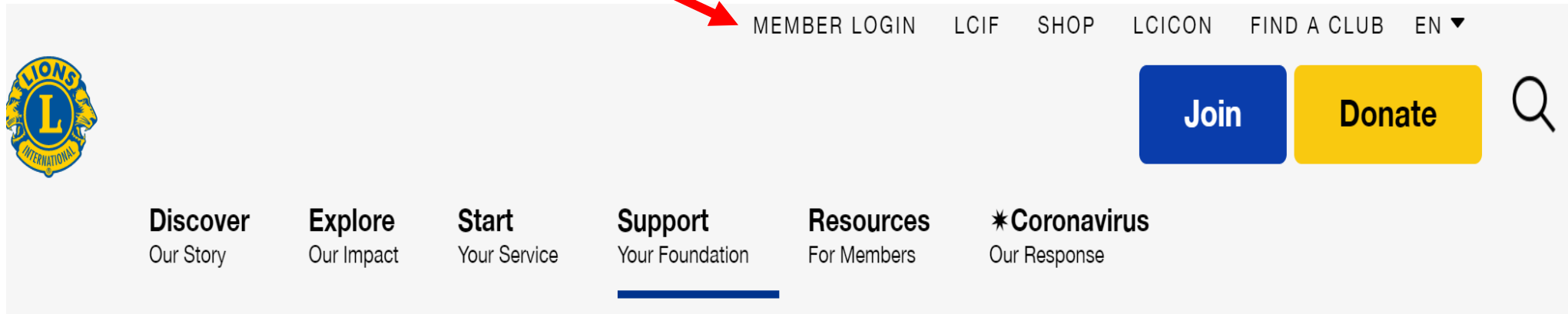
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Follow these simple steps to learn how to add a branch in MyLCI.



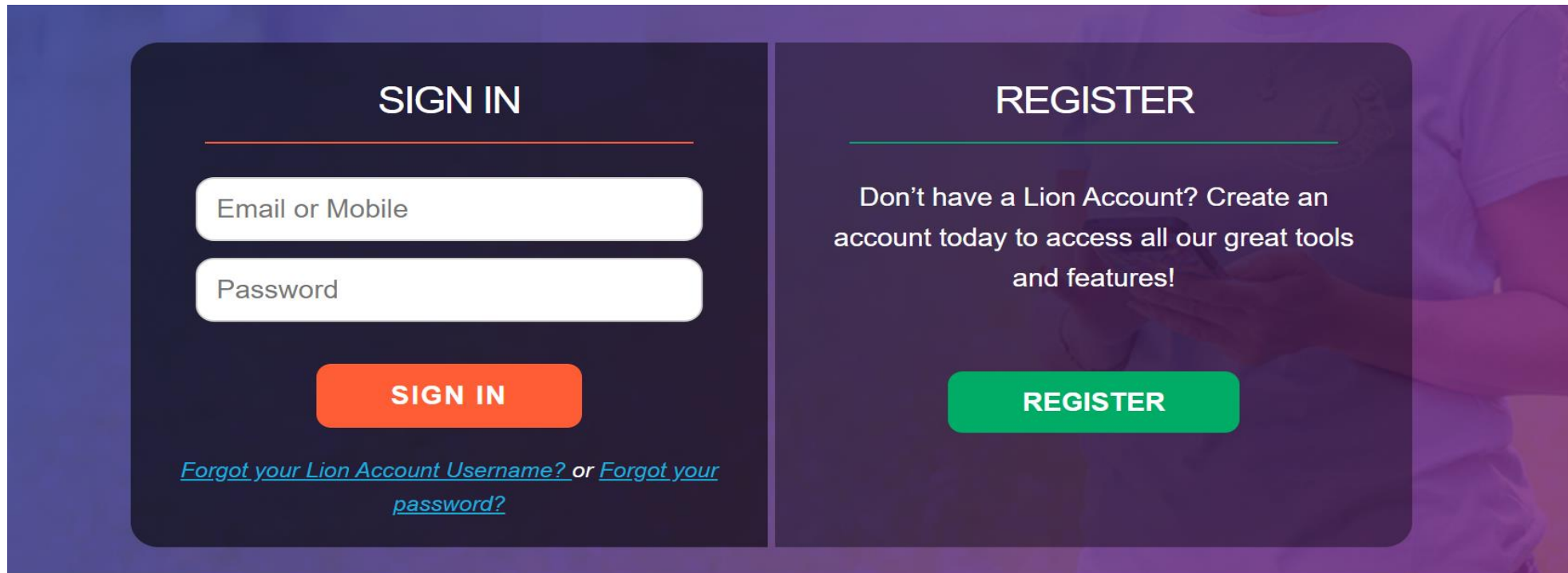
# Step 1: Logging in to MyLCI

Go to [www.lionsclubs.org](http://www.lionsclubs.org) and click on the “Membership Login” tab at the top of the screen.



# Step 1: Logging in to MyLCl continued

Log in to MyLCl using your designated login and password. If you forgot your login and password or have difficulty logging in, contact the MyLCl support team at [MyLCl@lionsclubs.org](mailto:MyLCl@lionsclubs.org) or at 630-468-6900.



The screenshot shows a dark purple background with two main sections: 'SIGN IN' and 'REGISTER'. The 'SIGN IN' section on the left has a white header, a horizontal line, two white input fields for 'Email or Mobile' and 'Password', an orange 'SIGN IN' button, and a link for forgotten credentials. The 'REGISTER' section on the right has a white header, a horizontal line, a white text prompt, and a green 'REGISTER' button.

**SIGN IN**

Email or Mobile

Password

**SIGN IN**

[Forgot your Lion Account Username?](#) or [Forgot your password?](#)

**REGISTER**

Don't have a Lion Account? Create an account today to access all our great tools and features!

**REGISTER**



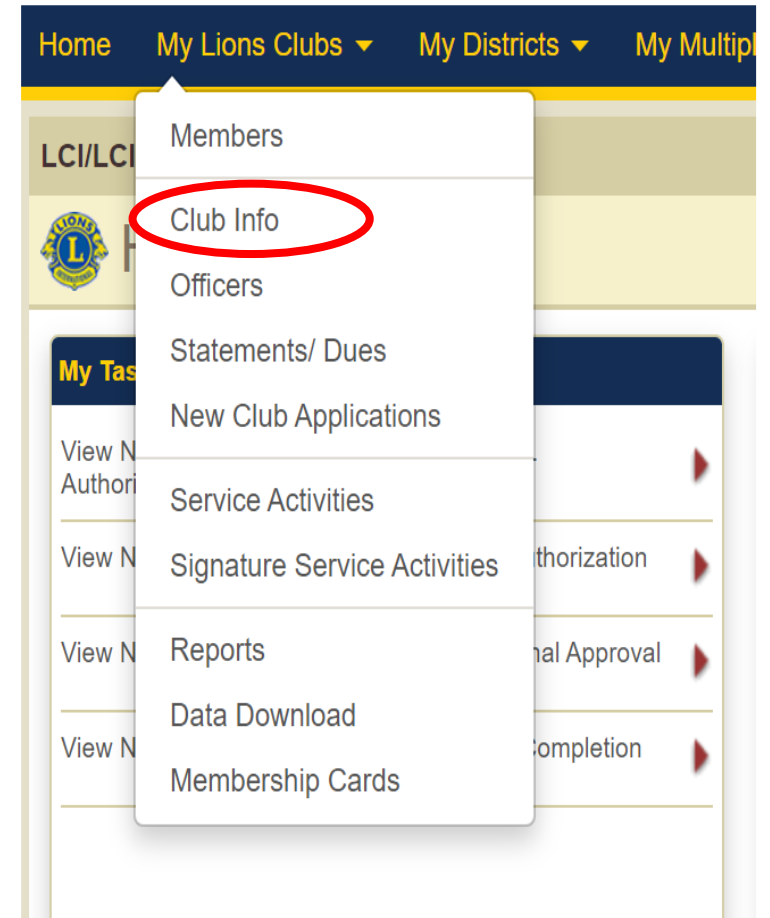
## Step 2: Club Information Page

Once you have logged in, click on the “MyLCI Tools for Lion Leaders” tab to get to the Club Information page.



## Step 2: Club Information Page continued

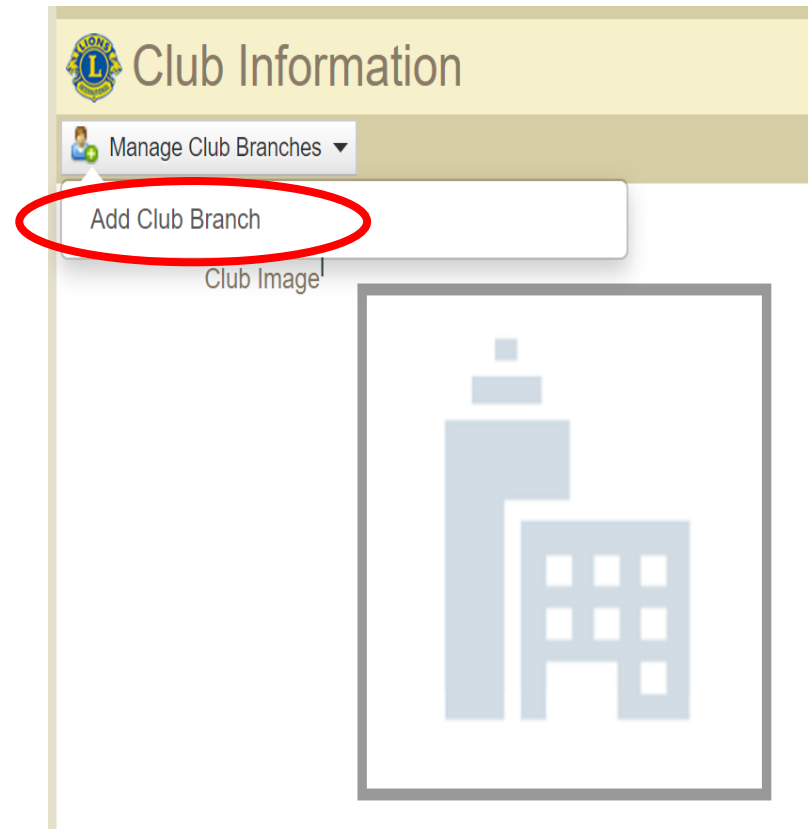
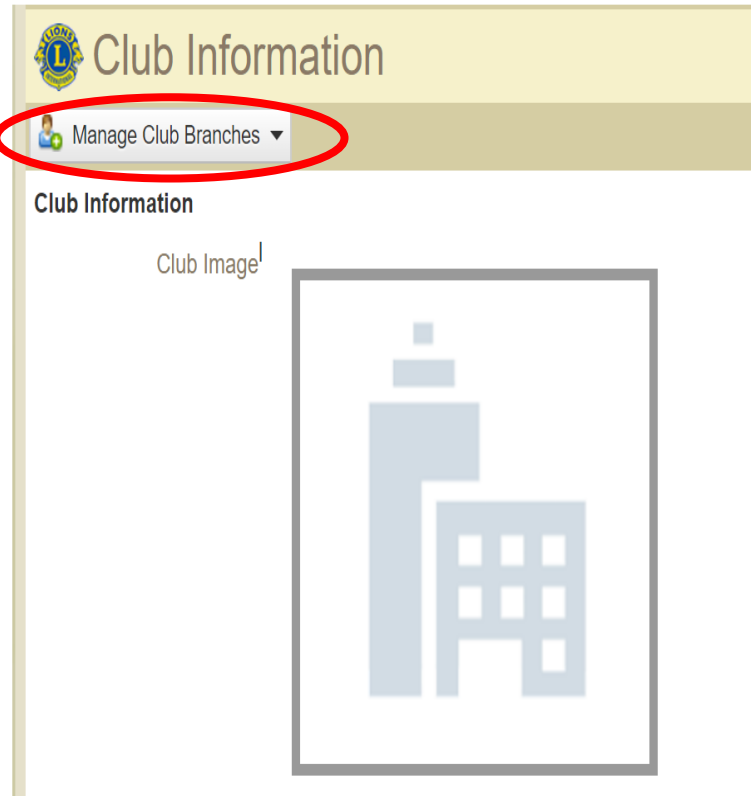
Click on the “My Lions Club” tab to get to the Club Information page. Click the dropdown tab that says, “Club Info”





## Step 2: Club Information Page continued

Click the dropdown tab that says, “Manage Club Branches”. For all new club branch submissions click the “Add Club Branch” button.



# Step 3: Enter Club Branch Information

On this page all branch information will be entered, including branch name, assigning officers and entering branch members. **\*\*Special Note: All branch members must be entered in the parent club in order to add them to the branch in MyLCI.**

Club Branch

Club Branch Information

Club Branch Name:

Select Club Branch members from your Parent Club

Available for Branch Liaison/Officer/Member selection

|                             |                  |
|-----------------------------|------------------|
| ERIK KRAG                   | SOREN LARSEN     |
| LEIF LAURIDSEN              | FINN LINDELOV    |
| Kurt Rene Nielsen           | Henrik Risager   |
| Simon Larsen                | Jan Meinfeldt    |
| ANDERS CHRISTIAN LINDENBORG | JOHNNY FRANDBSEN |
| HONORARY ONE                | Test Name        |

Parent Club members in this Club Branch

Officers in this Club Branch

Non-Officers in this Club Branch

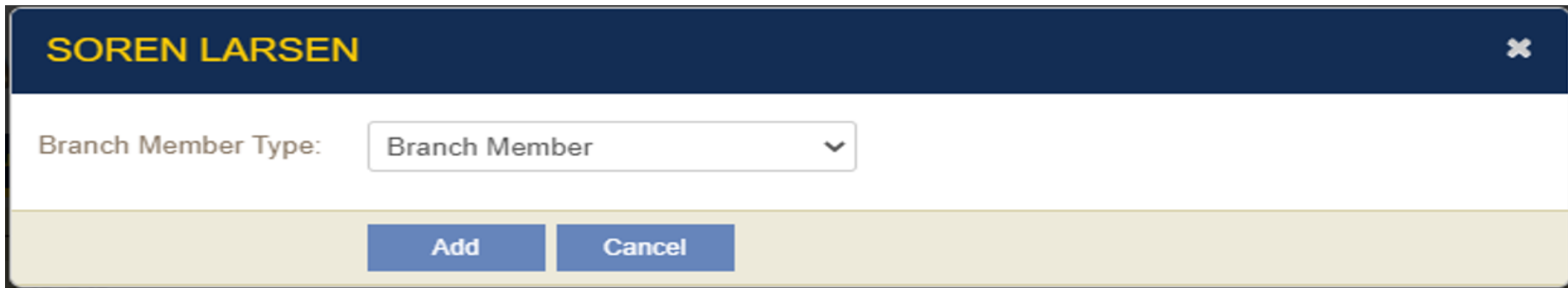
To remove a club branch member, click on the member below.

- Enter proposed name
- Choose branch member left panel
- On the right, click on the area to add member

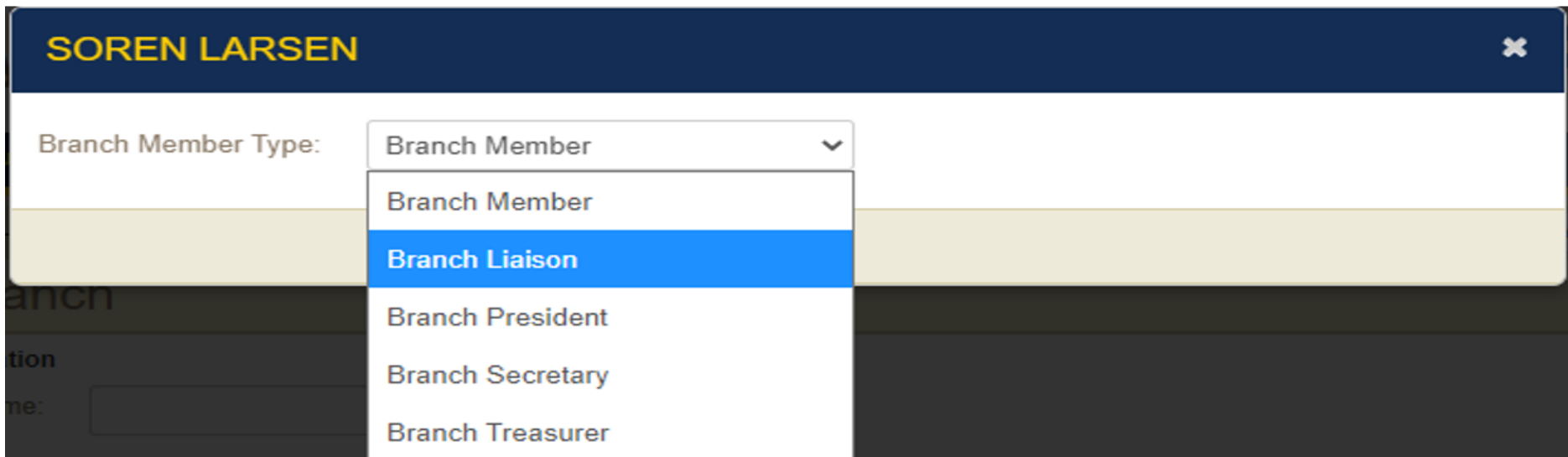


# Step 4: Club Branch Member Information

When clicking on name, the prompts below will appear. Click on the drop down and add the branch member type.



A screenshot of a web form for adding a branch member. The form has a dark blue header with the name "SOREN LARSEN" in yellow and a close button (X) in the top right. Below the header, the text "Branch Member Type:" is followed by a dropdown menu currently showing "Branch Member". At the bottom of the form are two buttons: "Add" and "Cancel".



A screenshot of the same web form, but with the "Branch Member Type:" dropdown menu open. The menu lists several options: "Branch Member", "Branch Liaison", "Branch President", "Branch Secretary", and "Branch Treasurer". The "Branch Liaison" option is highlighted in blue, indicating it is the selected choice.



# Step 4: Club Branch Member Information cont.

Once the membership type has been chosen, it will automatically add the member to the designated membership type in the panel on the right side. Review member information for accuracy. Click the “remove” button if a member should not be added to the club.

The screenshot displays two side-by-side panels from a web application. The left panel, titled "Select Club Branch members from your Parent Club", has a sub-header "Available for Branch Liaison/Officer/Member selection" and contains a grid of buttons with names: ERIK KRAG, LEIF LAURIDSEN, FINN LINDELOV, Kurt Rene Nielsen, Henrik Risager, Simon Larsen, Jan Meinfeldt, ANDERS CHRISTIAN LINDENBORG, JOHNNY FRANDBSEN, and Test Name. The right panel, titled "Parent Club members in this Club Branch", has a sub-header "Officers in this Club Branch" and shows "Branch President - SOREN LARSEN" with a blue "Remove" button below it. A red arrow points to the "Remove" button. Below this is a sub-header "Non-Officers in this Club Branch" with the text "To remove a club branch member, click on the member below."



# Step 5: Review and Submit

**Club Branch**

**Club Branch Information**

Club Branch Name:

**Select Club Branch members from your Parent Club**

Available for Branch Liaison/Officer/Member selection

|                |                             |
|----------------|-----------------------------|
| ERIK KRAG      | LEIF LAURIDSEN              |
| FINN LINDELOV  | Kurt Rene Nielsen           |
| Henrik Risager | Simon Larsen                |
| Jan Meinfeldt  | ANDERS CHRISTIAN LINDENBORG |
| JOHNNY FRANSEN | Test Name                   |
| HONORARY ONE   |                             |

**Parent Club members in this Club Branch**

Officers in this Club Branch

Branch President - SOREN LARSEN

Remove

Non-Officers in this Club Branch

To remove a club branch member, click on the member below.

Submit the new Club Branch for Authorization. The current District Governor has been notified of this club branch.

**i** Club Branches must have a minimum of 5 members. Members must be added to the parent club in order to be selected for the Club Branch.

Cancel Save

- Review all club branch information prior to submission.
- Confirm club name, officers and members are correct.
- Once all information has been confirmed, click the submission button
- Click "save".

# Step 6: Update Club Information Page

**Club Information**

Manage Club Branches

- Add Club Branch
- Edit Club Branch

**Club Branch**

**Club Branch Information**

Branch: Abbenraa two Club Branch

Club Branch Name: Abbenraa two Club Branch

**Select Club Branch members from your Parent Club**

Available for Branch Liaison/Officer/Member selection

|                |                             |
|----------------|-----------------------------|
| ERIK KRAG      | LEIF LAURIDSEN              |
| FINN LINDELØV  | Kurt Rene Nielsen           |
| Henrik Risager | Simon Larsen                |
| Jan Meinfeldt  | ANDERS CHRISTIAN LINDENBORG |
| JOHNNY FRANSEN | Test Name                   |
| HONORARY ONE   |                             |

**Parent Club members in this Club Branch**

Officers in this Club Branch

Branch President - SOREN LARSEN

Remove

Non-Officers in this Club Branch

To remove a club branch member, click on the member below.

Submit - New Club Branch for Authorization. The current District Governor has been notified of this club branch.

Dissolve - This will discontinue this branch and will remove it from the club records.

Once branch has been saved, sponsoring clubs can update branch information by clicking the “Manage Club Branches” dropdown.

Clubs can:

- Add a club branch
- Edit a club branch
- Add members to the branch
- Dissolve a branch.



Thank You