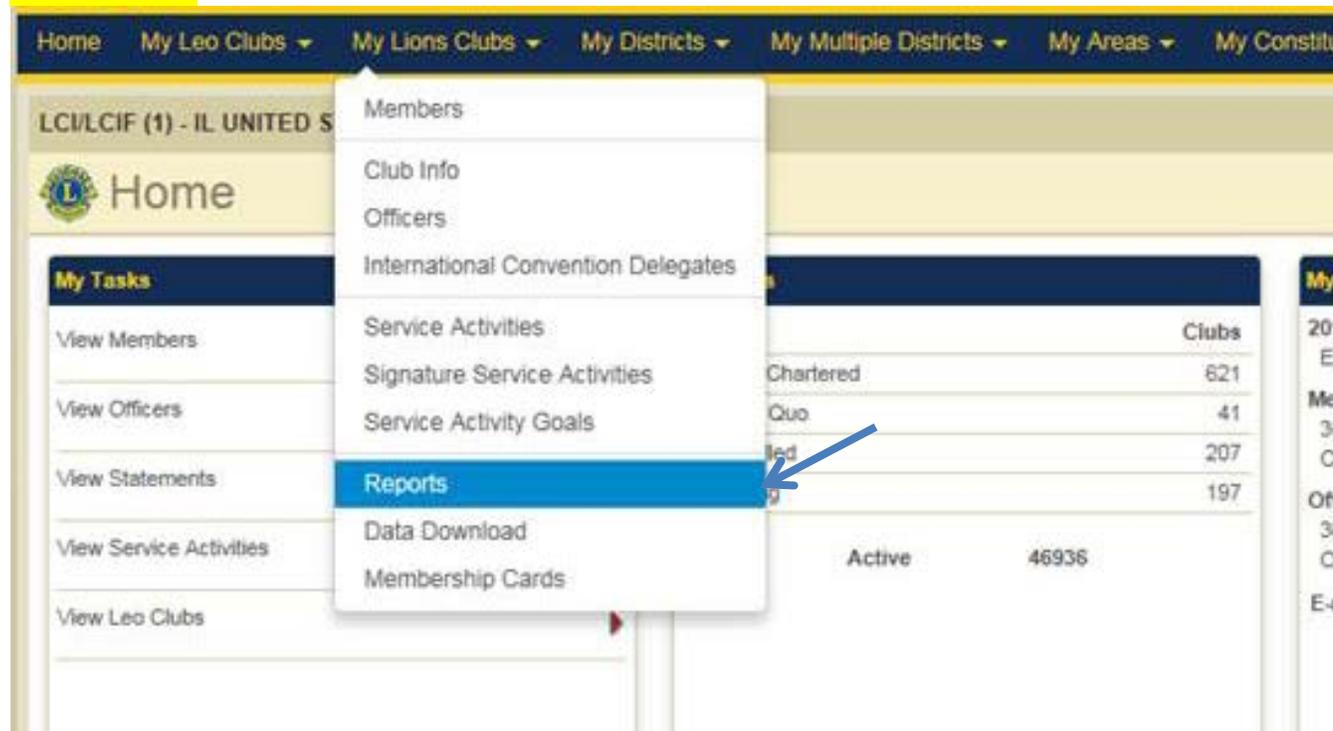


以下 MyLCI 的截屏将会引导您每一个步骤，生成一份邀请函提供给每位正常地位的会员。一旦生成信函后，您将有选项进行‘储存’或‘打印’信函。

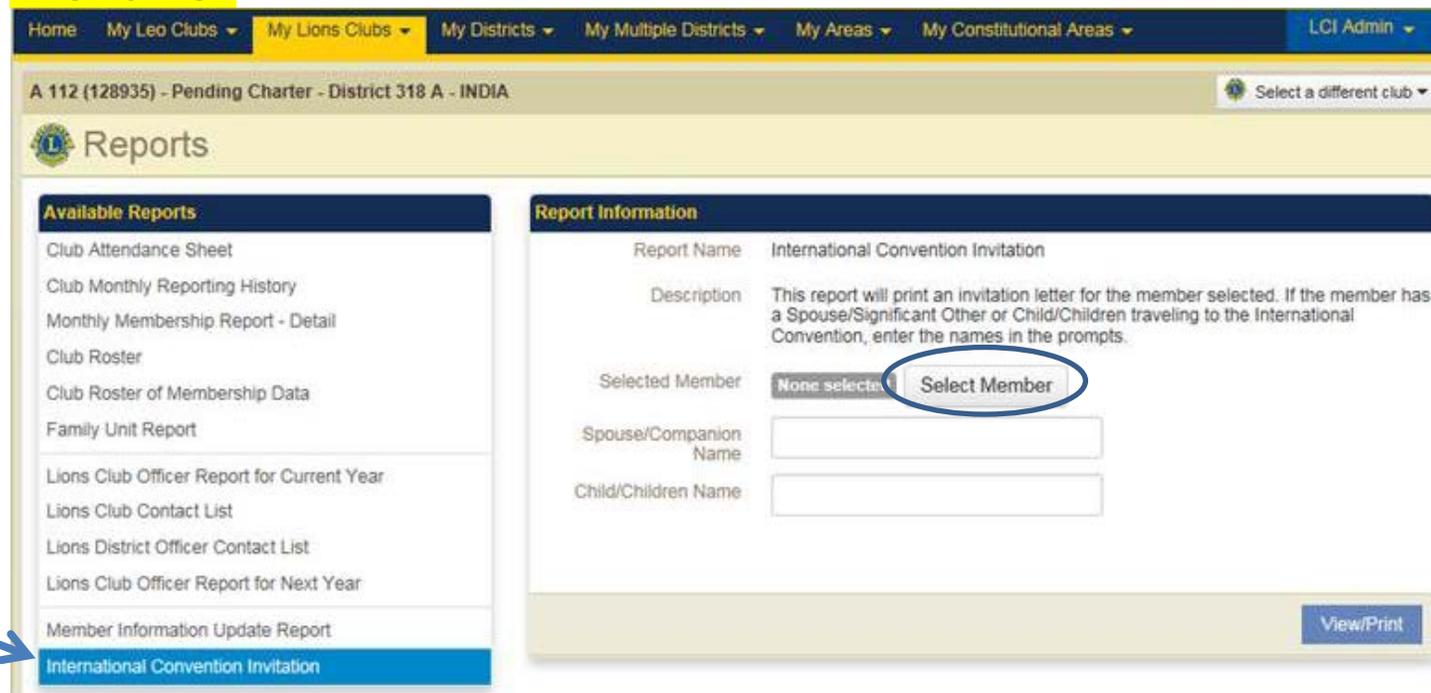
1. 登录 MyLCI
2. 点击 My Lions Club
 - a. >选择 Reports

HOME PAGE:



3. 点击左面的‘International Convention Invitation’
4. 点击‘Select Member’，查看狮子会员名单

REPORTS PAGE:



- 分会的狮子会员名单将出现。
- 点击要求申请邀请函的狮子会员

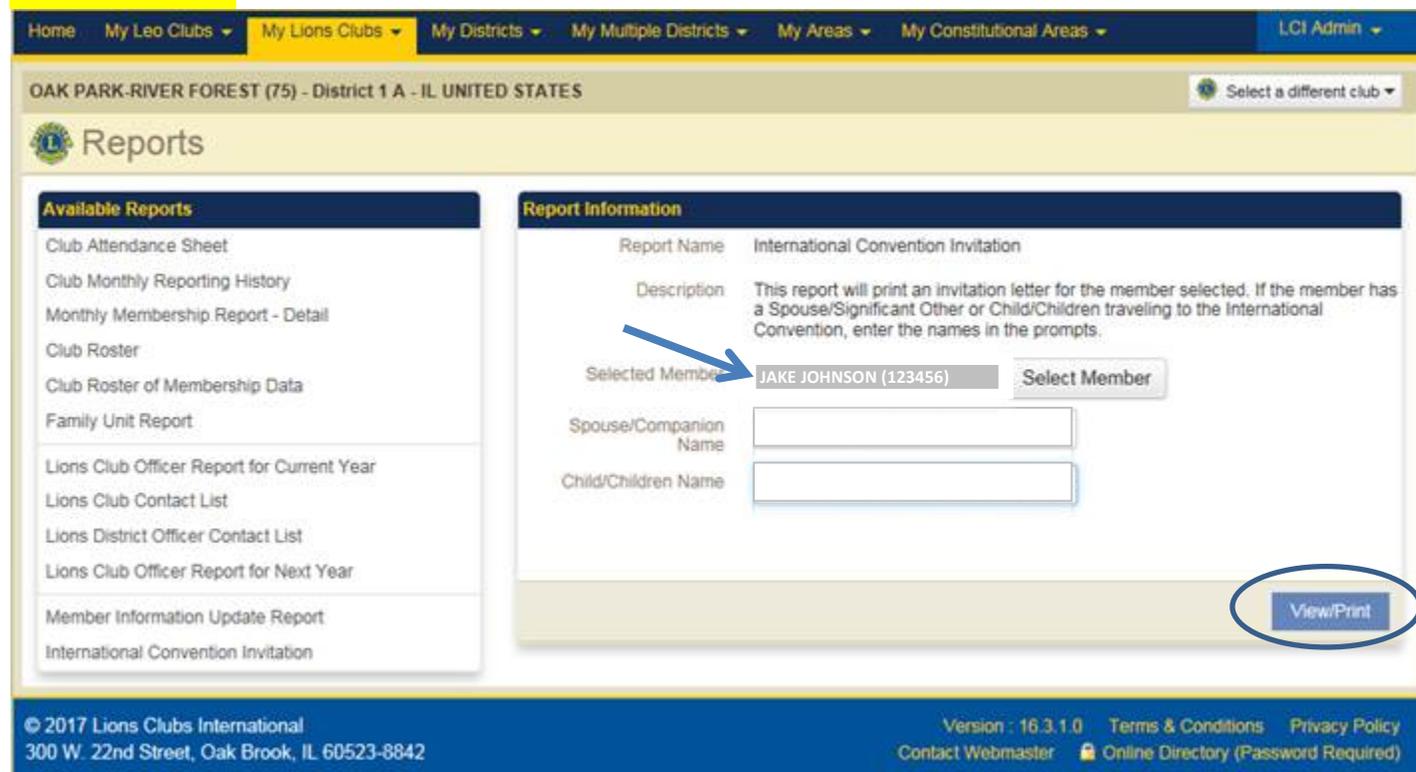
SELECT MEMBER WINDOW:



名字将会显示在 ‘Select Member’ 窗口中

- 如果有配偶/伴侣或子女随同狮子会员参加年会，在相应的领域输入名字。如果每一领域的人不止一个，用逗号分开名字（见下面黄色例子）。

REPORTS PAGE:



REPORTS PAGE:

Home My Leo Clubs My Lions Clubs My Districts My Multiple Districts My Areas My Constitutional Areas LCI Admin

OAK PARK-RIVER FOREST (75) - District 1 A - IL UNITED STATES Select a different club

Reports

Available Reports

- Club Attendance Sheet
- Club Monthly Reporting History
- Monthly Membership Report - Detail
- Club Roster
- Club Roster of Membership Data
- Family Unit Report
- Lions Club Officer Report for Current Year
- Lions Club Contact List
- Lions District Officer Contact List
- Lions Club Officer Report for Next Year
- Member Information Update Report
- International Convention Invitation

Report Information

Report Name	International Convention Invitation
Description	This report will print an invitation letter for the member selected. If the member has a Spouse/Significant Other or Child/Children traveling to the International Convention, enter the names in the prompts.
Selected Member	JAKE JOHNSON (123456) Select Member
Spouse/Companion Name	Jane Johnson
Child/Children Name	Jill Johnson, Jason Johnson

View/Print

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Contact Webmaster Online Directory (Password Required)

8. 点击 View/Print
 - a. > 一份邀请函将会从输入的信息中生成。
9. 信函生成时，您将有选项，或者 ‘Print’ (打印)，或者 ‘Save’ (储存) 用电邮发送