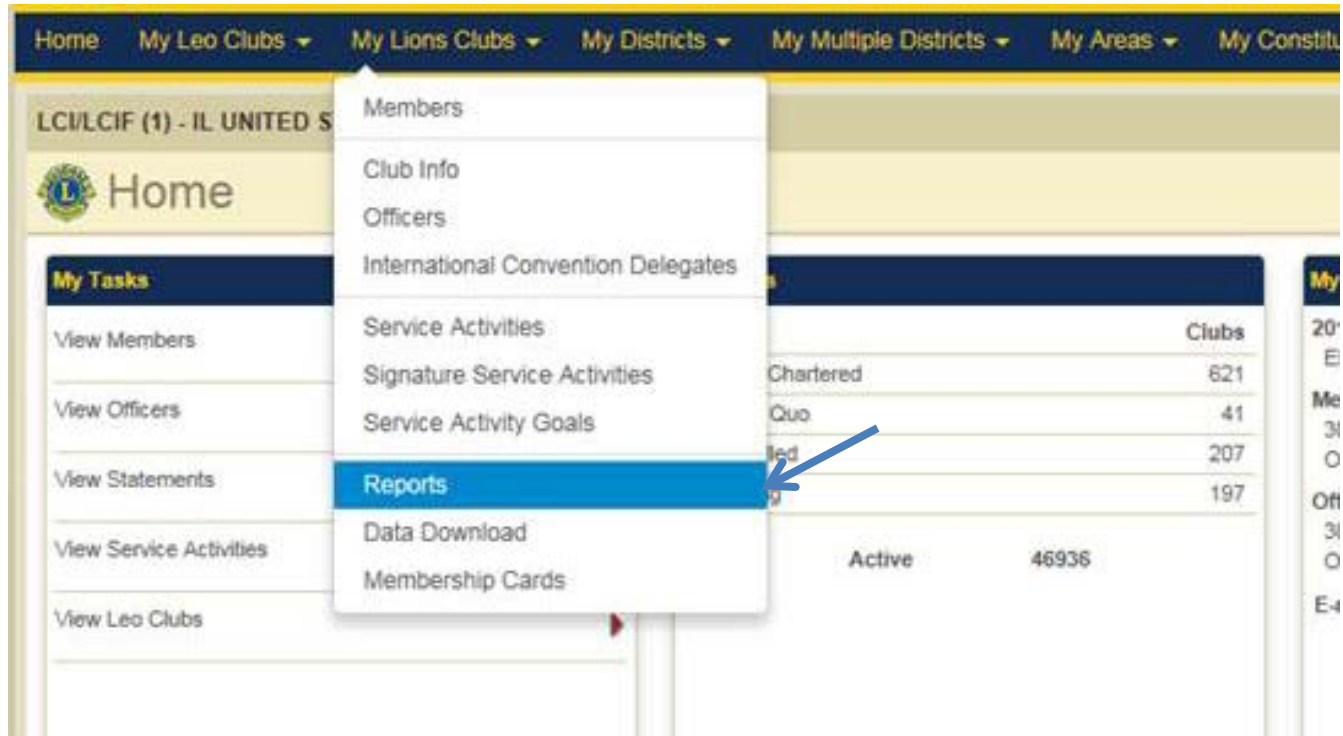


Veuillez suivre les étapes suivantes pour générer une lettre d'invitation pour les membres en règle de votre club. Une fois la lettre terminée, vous aurez la possibilité de la **Sauvegarder** ou de l'**Imprimer**.

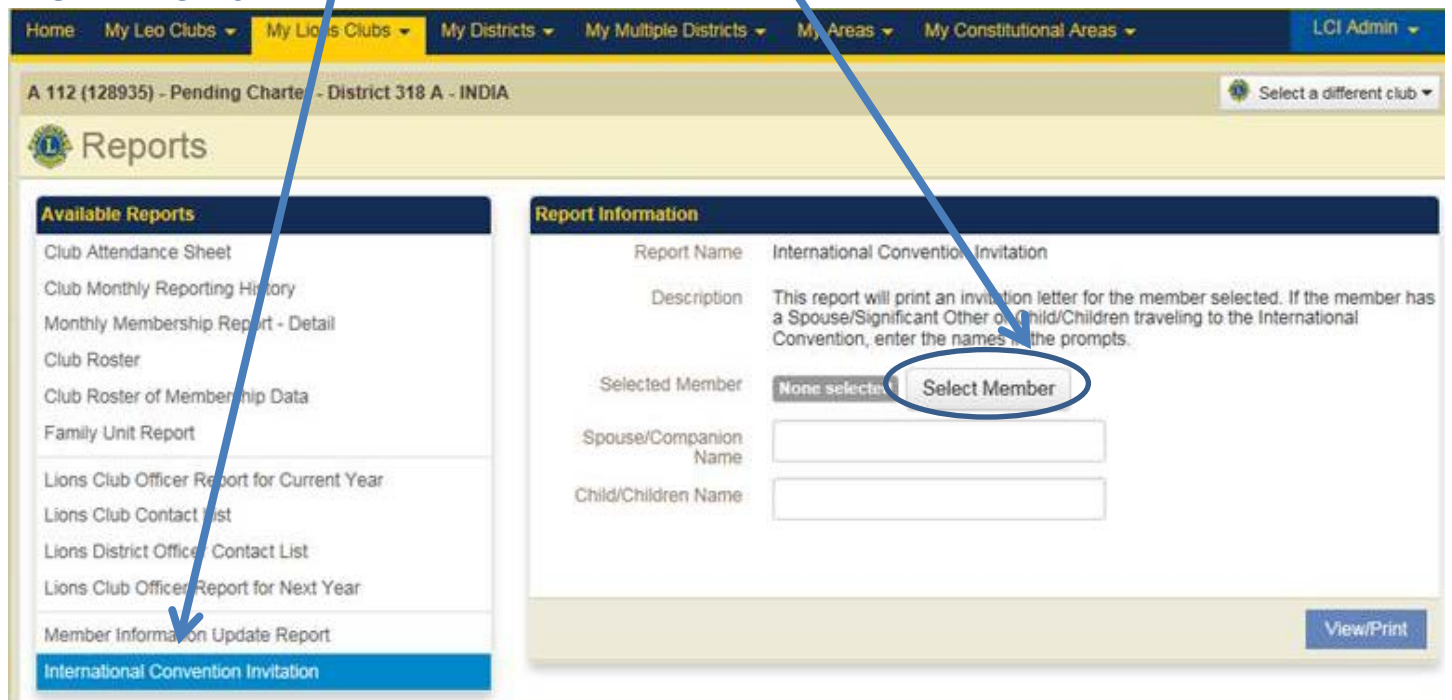
1. Connectez-vous à **MyLCI**
2. Cliquez sur **Mes Lions clubs**
  - a. Choisissez **Rapports**

## PAGE D'ACCUEIL



3. Sélectionnez **Invitation à la Convention internationale**
4. Cliquez sur **Sélectionner le membre** pour afficher la liste des membres

## PAGE RAPPORTS



5. La liste des membres du club s'affiche.

6. Cliquez sur le Lion souhaitant obtenir une lettre d'invitation

## FENETRE SELECTIONNER LE MEMBRE

The screenshot shows the 'Select Member' window for the 'CABANATUAN (23679) - District 301D2 - PHILIPPINES' club. The window has a dark blue header with the title 'Select Member'. On the left, there is a sidebar with a list of 'Available Reports' including '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', and 'International Convention Invitation'. The main area of the window displays a list of members. The first member, 'Jake Johnson 123456', is circled in blue. To the right of the member list, there are several input fields for 'Nom du membre' and 'Numéro d'affiliation'. A 'View/Print' button is located at the bottom right of the window.

Le nom s'affiche dans la fenêtre **Membre sélectionné**

The screenshot shows the 'Report Information' window for the 'OAK PARK-RIVER FOREST (75) - District 1 A - IL UNITED STATES' club. The window has a dark blue header with the title 'Report Information'. On the left, there is a sidebar with a list of 'Available Reports' including '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', and 'International Convention Invitation'. The main area of the window displays the 'Report Name' as 'International Convention Invitation' and the 'Description' as '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.' The 'Selected Member' field shows 'JAKE JOHNSON (123456)' and is highlighted with a blue arrow pointing to it from the 'Select Member' window. To the right of the 'Selected Member' field, there is a 'Select Member' button. Below the 'Selected Member' field, there are input fields for 'Spouse/Companion Name' and 'Child/Children Name'. A 'View/Print' button is located at the bottom right of the window.

7. Si le conjoint/compagnon ou/et enfant(s) assiste à la convention en compagnie du Lion, saisissez leur nom et prénom complets dans les champs correspondants. Si vous devez inscrire plus d'une personne par champ, séparez les noms par une virgule (voir exemple en jaune ci-dessous).

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) <input type="button" value="Select Member"/>
Spouse/Companion Name	Jane Johnson
Child/Children Name	Jill Johnson, Jim Johnson

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Contact Webmaster Online Directory (Password Required)

8. Cliquez sur **Visualiser/Imprimer**
- a. > Une lettre d'invitation sera automatiquement générée avec les informations choisies.
9. Vous avez ensuite la possibilité de l'imprimer et/ou de la sauvegarder sous forme de fichier électronique pour pouvoir l'envoyer par e-mail.