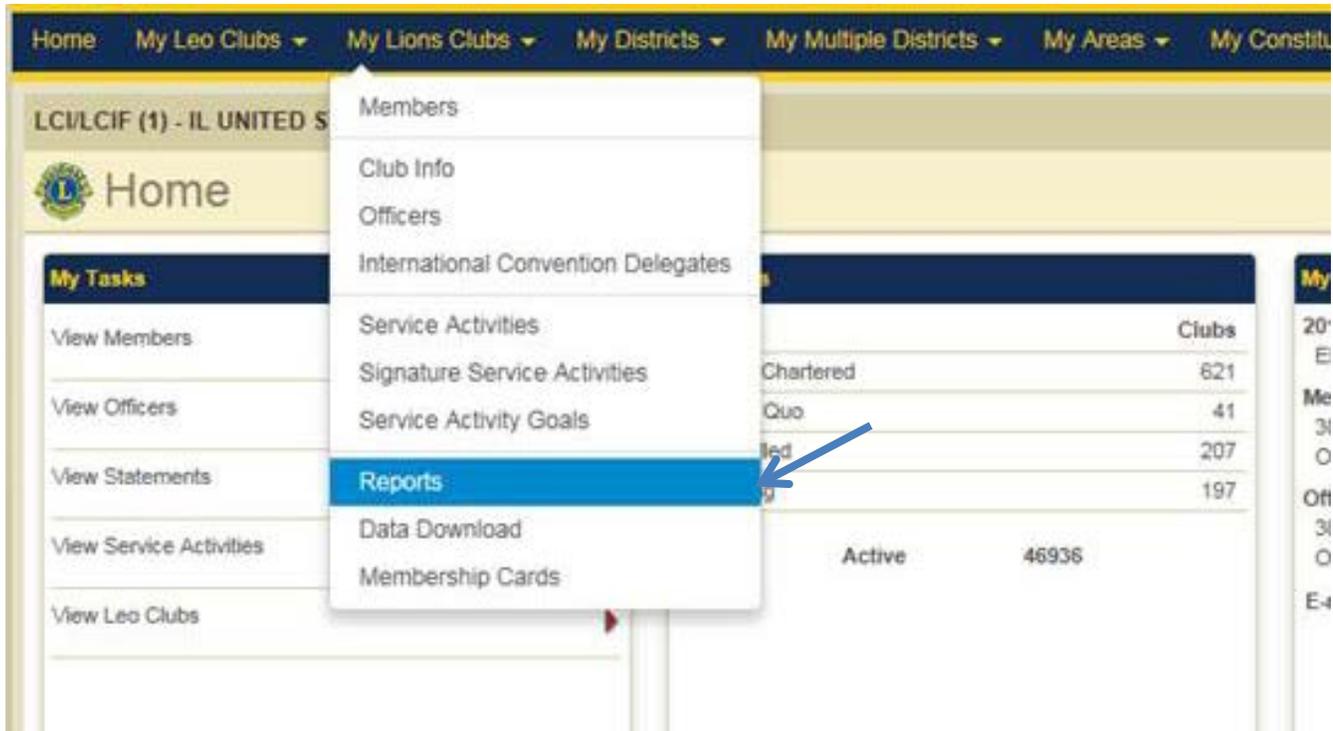


Veillez suivre les étapes suivantes pour générer une lettre d'invitation pour les membres en règle de votre club. Une fois la lettre terminée, vous aurez la possibilité de la **Sauvegarder** ou de l'**Imprimer**.

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

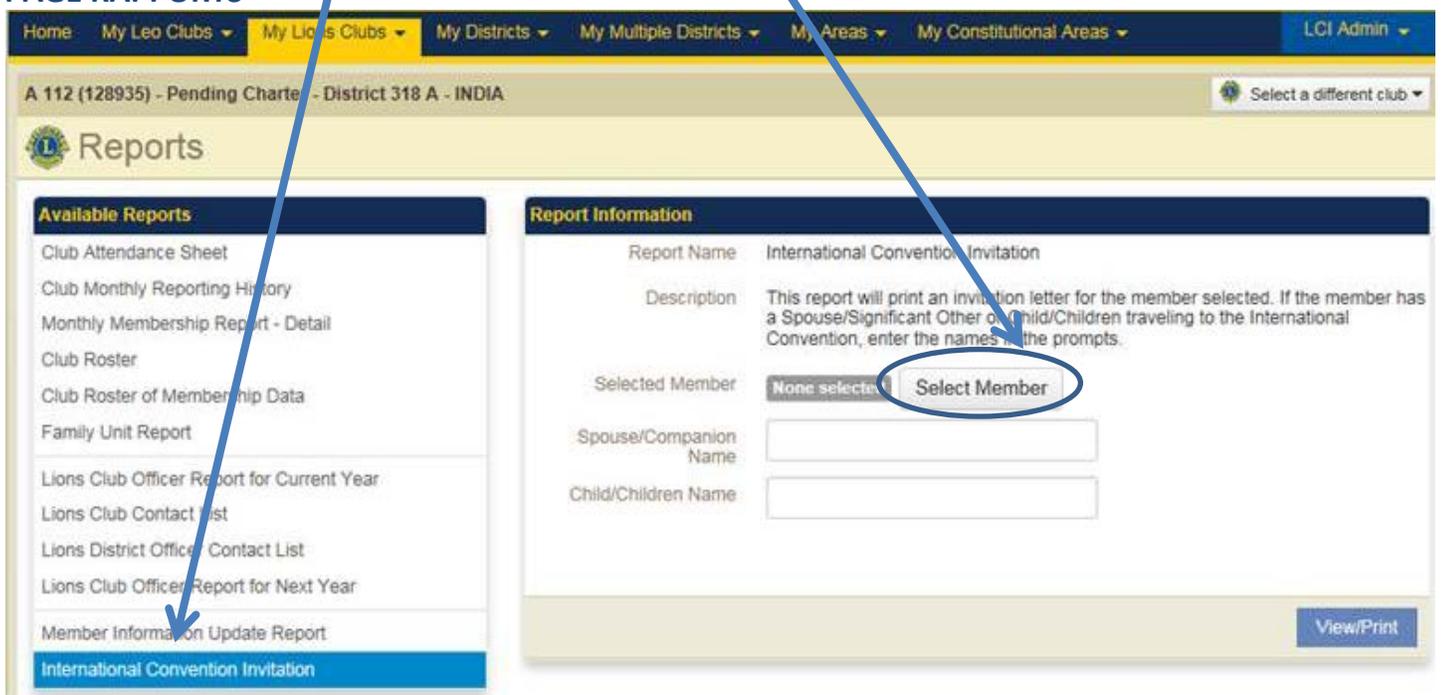
PAGE D'ACCUEIL



The screenshot shows the MyLCI Home page. The navigation bar at the top includes 'Home', 'My Leo Clubs', 'My Lions Clubs', 'My Districts', 'My Multiple Districts', 'My Areas', and 'My Constitu'. A dropdown menu is open under 'My Lions Clubs', listing options: 'Members', 'Club Info', 'Officers', 'International Convention Delegates', 'Service Activities', 'Signature Service Activities', 'Service Activity Goals', 'Reports', 'Data Download', and 'Membership Cards'. The 'Reports' option is highlighted in blue, and a blue arrow points to it. On the left, there is a 'My Tasks' section with links like 'View Members', 'View Officers', etc. On the right, there is a table with columns 'Chartered', 'Quo', 'led', and 'Active', with values 621, 41, 207, and 46936 respectively.

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

PAGE RAPPORTS



The screenshot shows the MyLCI Reports page. The navigation bar at the top includes 'Home', 'My Leo Clubs', 'My Lions Clubs', 'My Districts', 'My Multiple Districts', 'My Areas', 'My Constitutional Areas', and 'LCI Admin'. The page title is 'A 112 (128935) - Pending Charter - District 318 A - INDIA'. The 'Reports' section is active. On the left, there is a list of 'Available Reports', with 'International Convention Invitation' highlighted in blue. On the right, there is a 'Report Information' section. The 'Report Name' is 'International Convention Invitation'. The 'Description' is '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' dropdown menu is set to 'None selected', and the 'Select Member' button is circled in blue. There are also input fields for 'Spouse/Companion Name' and 'Child/Children Name'. A 'View/Print' button is at the bottom right.

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

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

FENETRE SELECTIONNER LE MEMBRE

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

CABANATUAN (23679) - District 301D2 - PHILIPPINES Select a different club

Select Member

Jake Johnson
123456

Nom du membre
Numéro d'affiliation

View/Print

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

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

Child/Children Name

View/Print

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Contact Webmaster Online Directory (Password Required)

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

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- 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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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.