



Monthly Membership Reports filed on line

Both our District 105SW and Lions Clubs International (LCI) prefer all clubs to file their Monthly Membership Reports (MMR) online. It is very quick and easy, but if you are unsure, then I am only too happy to help. There is a training area on the International website where you can “play” so that you can see how easy it all is!

To update your MMR go to www.lionsclubs.org select ‘Submit Reports and log in.

The link is: <http://www3.lionsclubs.org/EN/RegisterLogin/HomeLogin.aspx>

If you are having problems with your password which will have been either e-mailed or posted to you by LCI, e-mail wmmr@lionsclubs.org giving your own LCI number and Club identification number, as well as your e-mail address.

Once logged on:

Select Membership

Select month required

Select membership option: Add (make sure you have the option of new member selected)

Update

Review

Transfer

Drop

Reinstate

Enter or Update the necessary fields.

If there are no alterations, then click on ‘No Membership Activity’ and hit OK.

Your MMR has now been submitted to LCI so you must now e-mail me a copy of this report to enable me to keep track of changes for the district and MDHQ for the mailing of the Lion magazine.

The copy actually states the date and time that the submission was made so don’t be late!

Before logging out to save a copy go on the route:

Club

Reports

Monthly Membership Report - **Print**

(Making sure that you have the correct month)

Run Report

Save a copy of this to your Desktop as a pdf file

(Do not click on e-mail at this stage as you will be asked if you want to send a link and this arrives as an unreadable file)

Send me an e-mail to peter.perowene@tiscali.co.uk and attach the pdf file copy of your month's report. You can send this to me together with a copy of the District Activities Report.

If you wish you can print a copy of both reports for your own records or just keep as saved files.

If you are unable to update online please note that Oak Brook needs hard-copy reports by the 20th of the month, which means that I need to have received these by the 13th of the month at the very latest for posting to the States. Clubs currently not filing online will be sent hard-copy forms by LCI. They can also be downloaded from the LCI website or I can supply you with a copy.

I appreciate that this means that some Clubs will not have had meetings before that date, but the easiest way is to understand that the report can be from Business meeting to Business meeting, as is the Activity report, and not by calendar month, which means you report a month in arrears (i.e. April's figures will be submitted as May figures).

It is important for these Clubs who still send hard copies, to realise that the numbers submitted in May and November each year, which might be the April and October figures, will be the numbers which will be used to calculate the dues each half year.

Should you have any questions please just contact me and I will be pleased to help you resolve any issues with MMR reporting.

Lion Peter Rowe

Perowene
Daws House
Launceston
PL15 7JF
01566 773747
peter.perowene@tiscali.co.uk

May 2010