

Training online for club secretaries instead of CD

We are pleased to know that you will be providing training to incoming club secretaries on how to complete the online report forms. To access information about how to complete the new online reports, please log into the newly revised online training area.

- 1) Go to the LCI main website address at: <http://www.lionsclubs.org>
- 2) Click ENTER SITE (located in the upper right portion of the screen)
- 3) Click SUBMIT REPORTS (located below the blue language banner)
- 4) Click LION OFFICERS LOGIN HERE (located below the LIONS emblem)
- 5) Click on the TRAINING AREA link (located on the left side of the page, just below the Need Your Password link).

Click on the link which appears below the membership number and password boxes on the WMMR logon page or click on the following link:

<http://wmmrtraining.lionsclubs.org/Training/LCITrainingHome.aspx>

Your e-mail mentions a 20-second timeout that occurs when there is a lack of activity. It is suggested that club secretaries have their information ready when they begin to input data into the online form. This should eliminate the problem.

As you noted, the revised Lions Club Activity Form asks Lions to provide information about the distribution of funds and the number of beneficiaries of Lions service. We understand that in some cases, these are difficult answers to provide. However, we ask that Lions provide this information whenever possible.