WMMR

Web Monthly Membership Reporting

Reference Guide for
Membership and Service Activity
Reporting

Lions Clubs International

Instructions:

- **To view a particular part of the guide, click the corresponding link in the table of contents.**

- **To print a particular part of the guide**

  - **Go to File and then Print**

  - **Click "Pages", and enter the page range of the pages you wish to print.**

    - **The page range can be determined using the table of contents as a guide. For example, enter 40-42 to print the Club Officer Functions.**

****

You must have the latest version of Adobe Acrobat Reader installed to view and run the print version of the reports

Logon – How to Logon to WMMR or Access the Training Area

How to Logon or Access the Training Area

Here's How	What You'll See
1. Access the WMMR webpage. • Go to www.lionsclubs.org • Click the "**Submit Reports**" link.	
2. Click the "**Lion Officers Login Here**" link.	

Here's How	**What You'll See**

3. Complete the WMMR Logon Page
 	
a) New to WMMR?
 	
  • Click the **"New User? Click here to register now"** link.
 	
  • Go to Step 6.
 	
b) Used WMMR before but can't remember your User Name or Password?
 	
  • Click the "**Forgot your User Name or Password? Click here**" link.
 	
  • Go to Step 6.
 	
c) Want to access the training area?
 	
  • Go to Step 4.
 	
All others go to Step 5.
	Welcome to the WMMR Logon Page
	
	The Lions Clubs International web site is being redesigned to be easier to use and to provide information that is relevant to you. Learn more...
	
	LOGON
	Already have a password? Log on here.
	
	  ⓘ User Name: [_____]
	  Password: [_____]
	
	  ☐ I want to change my password after logging on
	
	  Submit Cancel
	
	Forgot your User Name or Password? Click here.
	New User? Click here to register now.
	
	Announcements
	
	Weekly Website Outage – System backups are performed each Sunday between 6:15 AM and 7:00 AM Central Time (Chicago USA). WMMR is not available during this time period.
	
	Training Area
	Membership Reports

Here's How	What You'll See

4. Access the Training Area

- Click the "**Training Area**" link.

- Click **Go** on the next screen.

*****NOTE:** No password is needed to access the Training Area.

Lions Clubs International

Training Area
Membership Reports

Get Adobe Reader

Welcome to the WMMR Logon Page

The Lions Clubs International web site is being redesigned to be easie provide information that is relevant to you. Learn more...

LOGON

Already have a password? Log on here.

User Name: [   ]

Password: [   ]

☐ Change Password

Submit   Cancel

Forgot your User Name or Password? Click here.
New User? Click here to register now.

Announcements

Weekly Website Outage – System backups are performed each Sund 6:15 AM and 7:00 AM Central Time (Chicago USA). WMMR is not ava

Here's How	What You'll See
5. Login to WMMR	**Welcome to the WMMR Logon Page**
a) Have a User Name?	The Lions Clubs International web site is being redesigned to be easier to use and to provide information that is relevant to you. Learn more...
• Enter your User Name and Password.	**LOGON**
• Click **Submit**.	Already have a password? Log on here.
• Go to Step 9.	User Name: [ ]
b) Don't have a User Name but have your Member Number?	Password: [ ]
• Enter your Member Number and Password.	☐ Change Password
• Click **Submit**.	Submit Cancel
• Go to Step 9.	Forgot your User Name or Password? Click here.
	New User? Click here to register now.
***NOTE**: If you would like to change your User Name or Password, select the "**I want to change my password after logging on**" checkbox and then click **Submit**.	**Announcements**
	Weekly Website Outage – System backups are performed each Sunday between 6:15 AM and 7:00 AM Central Time (Chicago USA). WMMR is not available during this
6. Obtain User Name and/or Password	**FORGOT YOUR USER NAME OR PASSWORD?**
a) New WMMR user?	Enter your LCI member number and type the verification word to reset your user name or password.
• Enter your Member Number and the letters of the "verification word". If you cannot read the verification word, click the "**Try another word**" link.	Member Number: [ ]
	Type the characters you see below.
	Verification word → WDPFVq
	Try another word
• Click **Submit**.	Word verification: [ ]
b) Previously accessed WMMR? The Security Question page will display. From the Security Question page:	Letters are not case sensitive.
	Submit Cancel

Here's How	What You'll See
• Click the drop down arrow to select one of the security questions and enter the corresponding security answer. • Click **Submit.** • Go to Step 8.	**SECURITY QUESTIONS** Select and answer one of your security questions Select security question ▼ Select security question Favorite color? What was the make of your first car?
7. Register with WMMR • Answer the questions to verify your identity. • Enter the User Name, Password and E-mail address you would like to use. • Select and answer a security question(s). • Select the checkboxes to indicate you accept the LCI Web Usage Terms and Conditions and Privacy Policy. • Click **Submit**. • Click **OK** on the Registration Complete page. • Go to Step 9. ***NOTE**: If your term of office has not started, you will not be able to log on until the first day of your term of office (usually July 1).	**PASSWORD REGISTRATION – IDENTIFICATION** 1. Answer the following questions to verify your identity. Enter your home street: Enter your current club name: Enter your first and last name: Enter your spouse/adult companion's name: 2. Enter the user name and password you would like to use as well as your e-mail address. User Name: Password: Re enter Password: E mail: Re enter E mail: 3. Select or enter two security questions and enter answers in the event you forget your user name or password. To create your own question, type directly into the space below. Select or enter a security question here ▼ Select or enter another security question ▼ 4. Terms and conditions: Your acceptance is required before your password registration can be completed. ☐ I agree to the LCI Web Usage Terms and Conditions ☐ I have reviewed the LCI Privacy Policy Submit Cancel

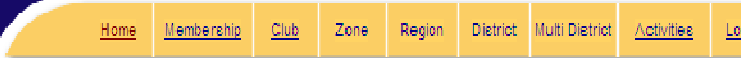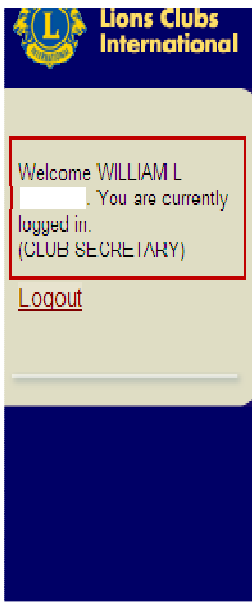| Here's How	What You'll See
8. Reset User Name and/or Password • Enter the User Name, Password and E-mail address you would like to use. • Select and answer a security question(s). • Select the checkboxes to indicate you accept the LCI Web Usage Terms and Conditions and Privacy Policy. • Click **Submit**. • Click **OK** on the Registration Complete page. ***NOTE**: If your term of office has not started, you will not be able to log on until the first day of your term of office (usually July 1).	**RESET USER NAME OR PASSWORD** 1. Enter the user name and password you would like to use as well as your e-mail address. User Name: [ ] ☐ Confirm User Name Change Password: [ ] Re-enter Password: [ ] E-mail: [ ] Re-enter E-mail: [ ] 2. Select or enter two security questions and enter answers in the event you forget your user name or password. To create your own question, type directly into the space below. [Select or enter a security question here ▼] [ ] [Select or enter another security question ▼] [ ] 3. Terms and conditions: Your acceptance is required before your password registration can be completed. ☐ I agree to the LCI Web Usage Terms and Conditions ☐ I have reviewed the LCI Privacy Policy. [Submit] [Cancel]
9. Logon as an Officer with Multiple Positions (optional) The Officer Logon – Multiple Positions screen will display for members that hold multiple positions. • From the drop down list, select the role you will use for processing. • Click **Continue**. ***NOTE**: To use another title, you will need to log off and then login again.	**OFFICER LOGON - MULTIPLE POSITIONS** Select the title to use in the current session: [Club President (2010-2011) ▼] Club President (2010-2011) Cabinet Treasurer (2010-2011) District Convention Chairperson District Membership Chairperson [Continue] [Cancel] To use an alternate title, you must log off and log on again.

Here's How	What You'll See
10. View the WMMR welcome screen	

Lions Clubs International

Home | Membership | Club | Zone | Region | District | Multi District | Activities | Lo

Welcome WILLIAM L
_____. You are currently
logged in.
(CLUB SECRETARY)

Logout

Welcome

Welcome to the Lions Clubs International Membership and Officer Reporting (WMMR) web site.
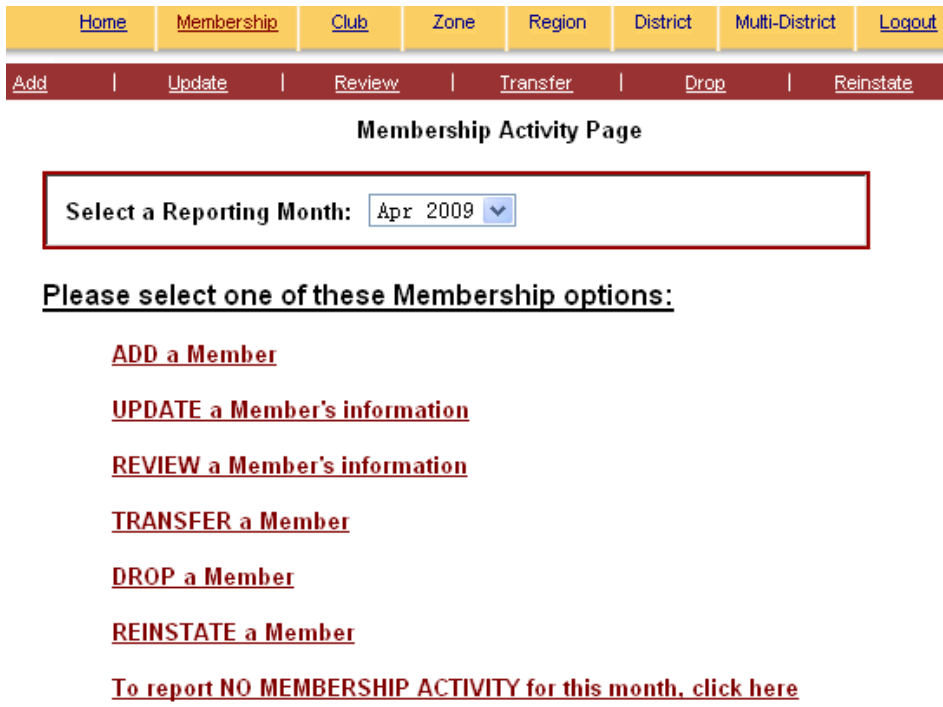
Depending on what level officer you are — Club, District, or Multiple District — will determine which the functions, listed along the top of this page, you will be able to access

Club Officers will be able to use the following functions:

- Membership - Add, update/review, transfer, and/or reinstate a member; If there is no membership activity for the month, report such.
- Club — Update Club Meeting information; Club Officers; issue and track invoices for club activities; review/update Branch contact information; review District officer information; rec various Club level reports and/or download membership data.

District Officers will be able to use the following functions:

Membership Reporting – How to Add, Drop, Reinstate, Transfer, or Update Members

Here's How	What You'll See
1. After you log in, click the "**Membership**" link.	
2. Select the month being reported from the Report Month drop-down list. ***** NOTE:** Report month choices are from the current calendar month and two months prior. The default is the current calendar month. All prior reporting months require paper copies to be submitted to the Club Officer & Record Administration Department at the International Headquarters.	

How to Report No Membership Activity

Here's How	What You'll See
1. Complete steps 1 and 2 on page 9. 2. From the Membership Activity Page click the "**To report NO MEMBERSHIP ACTIVITY for this month, click here**" link. The WMMR Report Status screen will appear to confirm your submission. 3. Click **OK**.	**Please select one of these Membership options:** **ADD a Member** **UPDATE a Member's information** **REVIEW a Member's information** **TRANSFER a Member** **DROP a Member** **REINSTATE a Member** **To report NO MEMBERSHIP ACTIVITY for this month, click here**

How to Add a Member

Here's How	What You'll See
1. Complete steps 1 and 2 on page 9. 2. From the Membership Activity Page click the **"Add"** or "**Add a Member**" link.	

Here's How	**What You'll See**

3. Add the member.

a) If the person was NOT a prior member:

- Select **No** from the Prior Member section**.**

- Click **Submit.** The Basic Member Information page will open.

- Go to Step 5.

b) If the person was a prior member:

- Go to Step 4.

KARACHI QUALITY (60432)

| Home | Membership | Club | Zone | Region | District | Multi-District | Activities | Logout |

| Add | Update | Review | Transfer In | Drop Out | Reinstate |

Inactive Member Search

These are members that have dropped out of their club more than 12 months ago.

If the person you are adding was not a prior member, click the **No** circle, and click **Submit.**

If the member you are adding was a prior member, select **Yes.** Enter the last name of prior member and any additional information you have about the member (or what you know about an existing or prior Lion) and click **Submit.**

Search

Club KARACHI QUALITY (60432)

Inactive Member Search: Yes ○   No ⊙

Member Last Name: _____
Member First Name: _____
Member #: _____
Former Club #: _____
Former Club Name: _____
City: _____
State/Province: _____
Country: _____

[Submit] [Cancel]

Here's How	What You'll See
4. Add a prior member: • Select **Yes** from the Prior Member section. • Enter the prior member's Member # if available and click **Submit.** Otherwise, enter all known member information and click **Submit**.	**Inactive Member Search** **Search** **Club:** FRANKLIN (11330) **Prior Member** Yes ⊙ No ○ If yes, then please fill in known fields below and click on 'Submit'. Otherwise, leave blank and click on 'Submit' **Member Last Name** Smith **Member First Name:** **Member #:** **Former Club #:** **Former Club Name:** **City:** **State/Province:** **Country:** [Submit] [Cancel]

5. Complete the Basic Member Information form.
 	
• Fill in **ALL** of the required fields marked with a (*****).
 	
• Click **Member Sponsor**.
 	
***NOTE: If all of the required fields are NOT completed an error message will display.
	Basic Member Information
	
	Basic Sponsor Family Unit
	Club: FRANKLIN (11330) **Reporting Month:** April, 2009
	
	Prefix First Middle Last Name/Surname Suffix
	Name: *
	
	Mailing Address: * Country Code Area Code Phone Number
	                                             Home Phone:
	                                             Work Phone:
	City: * **Mobile Phone:**
	                                             Fax:
	                                             Home Email:
	Country: * **Work Email:**
	Gender: ○ Male ○ Female * **Spouse Name:**
	Year of Birth: * YYYY **Nickname:**
	Join Date: * MM/DD/YYYY **Occupation:**
	(Valid Date Range: 04/01/09 - 04/30/09) **Branch:**
	Member of a Family Unit?: ○ Yes ○ No * **Status:** Regular Member
	Member Type: Regular Member **Charter Member:** ☐
	
	An asterisk (*) next to a field indicates that the field is required.
	
	[Member Sponsor] [Family Unit] [Save Member] [Cancel]

Here's How	**What You'll See**

6. Select a sponsor.

a) Select a sponsor from the same club.

- Locate the sponsor within a list.

  - Scroll through the names list in the Sponsor Lookup section.

  - Click the name of the sponsor.

  - Click the "**Add**" link**.**

  - Click **Save Member.**

  OR

- Search for a sponsor.

  - Enter the Last and First Name or Member # of the sponsor.

  - Click **Search**.

  - Click the name of the sponsor.

  - Click the "**Add**" link**.**

  - Click **Save Member.**

b) Select a sponsor from a different club.

- Enter the Sponsor's Club #, Member # and Name into the Different Club section.

- Click **Save Member.**

How to Drop a Member

Here's How	What You'll See
1. Complete steps 1 and 2 on page 9. 2. From the Membership Activity Page click the **"Drop"** or **"Drop a Member"** link.	

3. Select the member to drop.
 	
• Click the Member ID of the member to drop.
 	
     OR
 	
• Search for the member.
 	
   • Enter the member's Last Name or Member **#.**
 	
   • Click **Search**.
 	
   • Click the Member ID of the member to drop from the search results.	

Here's How	What You'll See
4. Drop the member. • Select the drop reason from the Drop Reason drop-down list. • Click **Drop.**	**Drop Reason** **Drop Reason** **Club:** FRANKLIN (11330) **Reporting Month:** 4/2009 **Name:** WILLIAM G DAVIDSON **Member #:** 416688 **Mailing Address:** 775 COUNTRY CLUB DRD **City:** FRANKLIN **State/Province:** NC **Postal/Zip Code:** 28734 **Country:** UNITED STATES **Join Date:** 5/1/1995 **Drop Reason:** Drop Resigned in Good Standing ▼ * An asterisk (*) next to a field indicates that the field is required. [Drop] [Cancel]

How to Reinstate a Member

Here's How	What You'll See
1. Complete steps 1 and 2 on page 9. 2. From the Membership Activity Page click the **"Reinstate"** or **"Reinstate a Member"** link.	
3. Reinstate the desired member(s). • Click the checkbox next to the member(s) to reinstate. • Click **Reinstate Selected.** The member(s) selected will re-display in a confirmation screen. • Click **Confirmation Reinstatement**. ***NOTE:** Only the members who have been dropped from the club in the last 12 months will be available to reinstate.	

How to Transfer a Member (Into Your Club)

Here's How	What You'll See
1. Complete steps 1 and 2 on page 9. 2. From the Membership Activity Page click the **"Transfer"** or **"Transfer a Member"** link.	
3. Select the member to transfer. • Enter the Member # or Last Name of the member to transfer. • Click **Search**. All members who match the search will display. ***NOTE:** If you are not able to locate the member to transfer go to Step 6.	
4. Click the Member # of the member to transfer.	

Here's How	What You'll See
5. Transfer the desired member. • Make sure that all of the information on the screen is correct and make changes if necessary. • Click **Confirm Transfer**.	Add | Update | Review | Transfer | Drop | Reinstate **Transfer Confirmation** **Transfer** Club Number: 25641 Reporting Month: 5/2009 Member Name: Kelley Trolley Member #: 123456 Former Club #: 32541 Former Club Name: Elmhurst Mailing Address: 1001 North Ave * City: Oak Brook State/Province: Illinois Postal/Zip Code: 60523 Country: USA * Billing: Standard An asterisk (*) next to a field indicates that the field is required. Confirm Transfer Cancel
6. If you are not able to locate the member to transfer, click **Assistance**.	Add | Update | Review | Transfer | Drop | Reinstate **Transfer Membership Search** Reporting Month: 4/2009 Club: Franklin Member #: Last Name: Enter either the ID or the last name of the member you are transferring. Assistance Close Search
7. Complete and submit the Transfer Confirmation Assistance form. • Enter data in the requested fields. • Click **Submit Assistance Request**. ***NOTE:** LCI headquarters staff will process the transfer.	**Transfer Confirmation Assistance** Please provide as much information as possible about the member to be transferred. Lions Club International will contact the member's old club to confirm that the member should be dropped and will handle the transfer into your club. We will notify you as soon as the transfer has been processed. Club Number: 11206 Club Name: Franklin Member Name: Member #: Former Club #: Former Club Name: Mailing Address: City: State/Province: Postal/Zip Code: Country: Previous Submit Assistance Request Cancel

How to Update or Review a Member's Information

Here's How	What You'll See

1. Complete steps 1 and 2 on page 9.

2. From the Membership Activity Page click the "**Update**" or "**Update Member's Information**" link.

***NOTE:** Use the "**Review**" and "**Review a Member's Information**" links for viewing only.

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3. Select the member to view/update.

- Click the member ID of the member to view/update.

                    OR

- Search for the member.

    - Enter the member's Last Name or Member #**.**

    - Click **Search**.

    - Click the Member ID of the member to view/update from the search results.

Here's How	**What You'll See**
4. View/update the member's information and click **Save Member.**	**Basic Member Information** Basic | Sponsor | Family Unit Club: TA Club 11206 (11206) Reporting Month: April, 2009 Member #: 112068 Prefix First Middle Last Name/Surname Suffix Name: [ ] [Jarod] * [TA] [Brown11206] * [ ] Change Mailing Address: 1001 NORTH AVE * Country Code Area Code Phone Number Home Phone: Work Phone: City: OAK BROOK * Mobile Phone: State/Province: ILLINOIS * Fax: Postal/Zip Code: 60523 * Home Email: Country: UNITED STATES * Work Email: Gender: ⊙ Male ○ Female * Spouse Name: Year of Birth: 1959 * YYYY Nickname: Join Date: 9/13/2004 * MM/DD/YYYY Occupation: Branch: Member of a Family Unit?: ○ Yes ⊙ No * Status: Regular Member Member Type: Regular Member * Charter Member: [ ] An asterisk (*) next to a field indicates that the field is required. Member Sponsor | Family Unit | Save Member | Cancel
5. If you want to change the member's name click **Change**.	Prefix First Middle Last Name/Surname Suffix Name: [ ] [Jarod] * [TA] [Brown11206] * [ ] Change
6. Enter desired changes, complete all required fields and click **Submit**.	**Change Member Name Request** Current Name: Jarod Brown One of the following name changes is required: First Name: [ ] Middle Name: [ ] Last Name: [ ] Reason for name change (required): [ ] Email address of the person to contact in case of questions (required): [ ] Submit | Previous Screen
7. A confirmation screen will appear. The name change will be submitted to LCI headquarters for review. ***NOTE:** This message will time out after 5 seconds.	Add | Update | Review | Transfer | Drop | Reinstate **Change Member Name Request** Request has been submitted to LCI - Club Records and Billing Department

Here's How	What You'll See
8. If you want to review sponsor information, click the **Sponsor** tab. ***NOTE:** Sponsor changes can only be updated by the Membership Operations Department staff. They can be contacted at: memberops@lionsclubs.org	

Club Report Functions – How to Access, Download, and Print Reports

How to View/Print Club Statements and Pay Club Balances

Here's How	What You'll See
1. Click the "**Club**" link.	
2. Click the **"Statements"** link.	

Here's How	What You'll See

3. Pay balances or view and print statements.

LAKEWOOD AREA (4597)

Home | Membership | Club | Zone | Region | District | Multi-District | Activities | Logout

Club Info | Club Officers | Family Units | Billing | Statements | Branches | District Officers | Reports

Club Statements

(All amounts in USD)

a) To pay balances, if applicable, click the **"Pay Now"** link.

Current Balance

Mar 2011 Statement Closing Balance	0.00
Payments received Apr 01, 2011 through May 01, 2011	0.00
Charges incurred Apr 01, 2011 through May 01, 2011	0.00
Current Balance as of May 01, 2011	0.00	Pay Now

Help · Payment Instructions

b) To view or print a monthly statement, click the **"View/ Print"** link with the month of interest.

Statements and Invoices

July 2010 - June 2011	Opening Balance	Payments	Charges	Closing Balance		
Mar 2011 Statement	0.00	0.00	0.00	0.00		View/Print
Feb 2011 Statement	0.00	0.00	0.00	0.00		View/Print
Jan 2011 Statement	940.84	940.84 CR	0.00	0.00		View/Print
Dec 2010 Statement	63.34	0.00	877.50	940.84		View/Print
Dec 2010 Per capita Invoice			877.50			View/Print

How to Access and Print Club Reports

Here's How	What You'll See
1. Complete step 1 on page 23. 2. Click the "**Reports**" link.	Club Info | Club Officers | Family Units | Billing | Branches |District Officers | Reports **Club Administration Home** **Club:** FRANKLIN (11330) Please select one of these Club options: **Club Info** - To review/update Club level contact information. **Club Officers** - To review/update Club Officers and their terms. **Family Units** - Create/change Family Units. **Billing** - To issue and track invoices for club activities. **Branches** - To review/update Branch level contact information. **District Officers** - To review District Officer information. **Reports** - To review/print various Club level reports.
3. Click **Print** next to the report of interest. The report will open for viewing.	Club Info | Club Officers | Family Units | Billing | Branches |District Officers | Reports **Club Report Selection** **Club:** FRANKLIN (11330) **Report** Club Roster With Address — Print Club Roster Without Address — Print Club Attendance Sheet — Print Club Directory — Print Club Monthly Reporting History — Print Monthly Membership Report — Print Lions Clubs Officer Reporting Form (PU-101) — Print Family Unit Report — Print Membership Data Download — View Membership Cards — Print **Forms** New Member Form Close
4. Click the **printer** icon.	🖶 💾 📷▾ ← → 1 / 4 ⊖ ⊕ 173% ▾ ⬚ ⬚ Find ▾

How to Access and Print the Monthly Membership Report

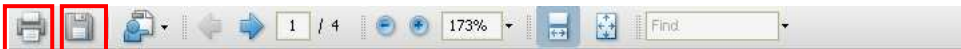| Here's How	What You'll See
1. Complete step 1 on page 23. 2. Click Print next to Monthly Membership Report.	Club Info | Club Officers | Family Units | Billing | Branches | District Officers | Reports **Club Report Selection** **Club:** FRANKLIN (11330) **Report** Club Roster With Address — Print Club Roster Without Address — Print Club Attendance Sheet — Print Club Directory — Print Club Monthly Reporting History — Print Monthly Membership Report — Print Lions Clubs Officer Reporting Form (PU-101) — Print Family Unit Report — Print Membership Data Download — View Membership Cards — Print **Forms** New Member Form Close
3. Select and save the desired month's membership report. • Enter the desired reporting month and year and click **Run Report.** The report will be displayed. ***NOTE**: The month and year format is MM/YYYY.	**KARACHI QUALITY (60432)** Home | Membership | Club | Zone | Region | District | Multi-District | Activities | Logout **Monthly Membership Report** Please specify a reporting month and year. 05/2011 MM/YYYY Run Report Close

Here's How	What You'll See

4. Save and print a copy of the monthly report for the club's records.

- Save a copy of the report by clicking the **disk** icon.

- Print a copy of the report by clicking the **printer** icon.

MONTHLY MEMBERSHIP REPORT - January 2009

This section under construction		
ACTIVE:	1. 0 RESIGNED IN GOOD STANDING	MEMBERS FROM LAST REPORT 24
MEMBERS AT LARGE:	2. 0 DROPPED FOR NON PAYMENT	**A** NEW MEMBERS 0
HONORARY:	3. 0 DROPPED FOR NON ATTENDANCE	**B** REINSTATED MEMBERS 0
LIFE:	4. 0 DROPPED FOR NON PAYMENT AND NON ATTENDANCE	**C** TRANSFER MEMBERS 1
PRIVILEGED:	5. 0 TRANSFERRED IN GOOD STANDING	TOTAL BEFORE DEDUCTIONS 25
AFFILIATE:	6. 0 MOVED	**D** DROPPED FROM MEMBERSHIP 0
DO NOT COUNT IN LCI TOTAL:	7. 0 DECEASED	MEMBERS AT CLOSE 25
	8. 0 OTHER	
ASSOCIATE	9. 0 TOTAL	

IDENT. CLUB	NAME OF CLUB	DIST. NO.
0333	SECRETARY'S NAME	5M 1
MONTH YEAR 1		Branch Club members Total:

How to Download Membership Data

Here's How	What You'll See
1. Complete step 1 on page 23. 2. Click View next to Membership Data Download.	
3. Click I Agree to acknowledge use of Data Download for Lions Clubs business only. A comma delimited file will be displayed.	
4. Copy and paste this information into a database or spreadsheet for club purposes such as mailing labels.	

How to Print Membership Cards

Here's How	**What You'll See**
1. Complete step 1 on page 23. 2. Click Print next to Membership Cards.	Club Info | Club Officers | Family Units | Billing | Branches | District Officers | Reports **Club Report Selection** **Club:** FRANKLIN (11330) **Report** Club Roster With Address — Print Club Roster Without Address — Print Club Attendance Sheet — Print Club Directory — Print Club Monthly Reporting History — Print Monthly Membership Report — Print Lions Clubs Officer Reporting Form (PU-101) — Print Family Unit Report — Print Membership Data Download — View Membership Cards — Print **Forms** New Member Form Close
3. Select desired printing options.	Club Info | Club Officers | Family Units | Billing | Branches | District Officers | Reports **Membership Cards** *Please select a paper size:* A4 Cards Per Page: ○ 8 - 85 x 54 mm cards per page ⊙ 10 - 85 x 54 mm cards per page Print In: ⊙ Color ○ Black & White *Selected Members will be in good standing until:* 06/2009

Here's How	**What You'll See**

Option 1

4. Generate the membership cards.

a) To generate membership cards for ALL members:

- Click the **double right arrows**. To reverse this selection click the **double left arrows**. (see Option 1)

- Click **Run Report.** Membership cards are generated.

| Club Info | Club Officers | Family Units | Billing | Branches | District Officers | Reports |

Membership Cards

Please select a paper size: A4

Cards Per Page:
○ 8 - 85 x 54 mm cards per page
● 10 - 85 x 54 mm cards per page

Print In:
● Color
○ Black & White

Selected Members will be in good standing until: 06/2009

Please select members: Members Selected:

John, Jameson
Kelly, Google
Peter, Huges
Jane, Stover

13 Members Available   0 Members Selected
(1 page(s) with 10 blank card(s))

Run Report   Close

Option 2

b) To generate membership cards for specific members:

- Select the member(s) to print a card for. Multiple members can be selected by holding down the CTRL key on the keyboard when selecting members.

- Click the **single right arrow**. To remove a member(s), select the member'(s) name from the Member Selected section and click the **single left arrow**. (see Option 2)

- Click **Run Report.** Membership cards are generated.

| Club Info | Club Officers | Family Units | Billing | Branches | District Officers | Reports |

Membership Cards

Please select a paper size: A4

Cards Per Page:
○ 8 - 85 x 54 mm cards per page
● 10 - 85 x 54 mm cards per page

Print In:
● Color
○ Black & White

Selected Members will be in good standing until: 06/2009

Please select members: Members Selected:

John, Jameson
Kelly, Google
Peter, Huges
Jane, Stover

John, James
Kelly, Trolley

13 Members Available   0 Members Selected
(1 page(s) with 10 blank card(s))

Run Report   Close

Here's How	What You'll See

5. Print the membership cards.

- Click the **printer** icon.
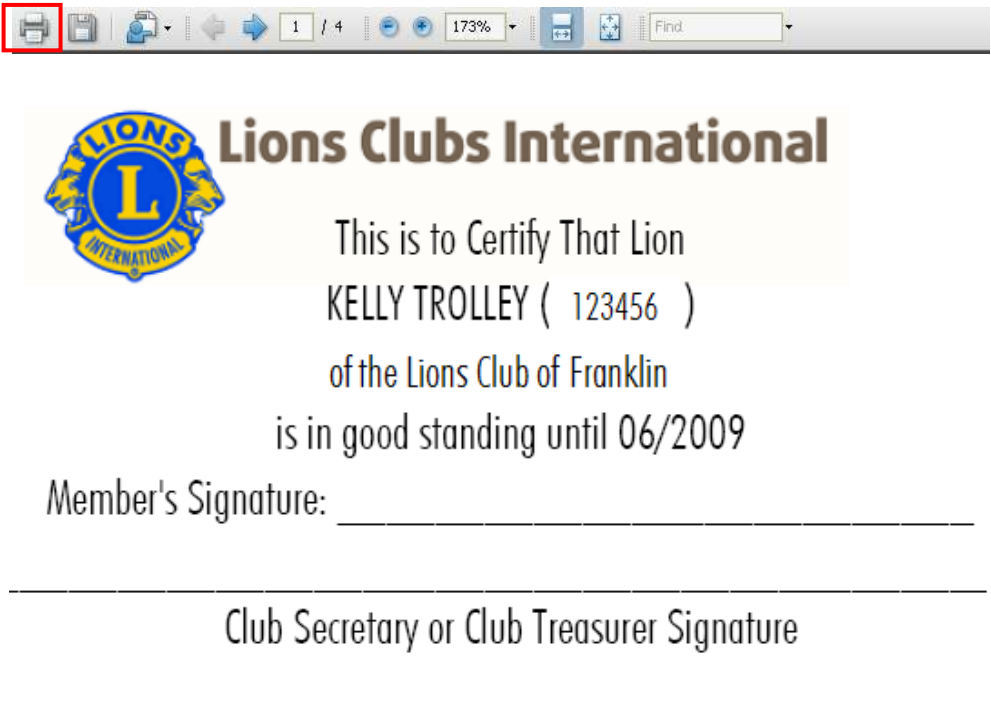
6. Set print options.
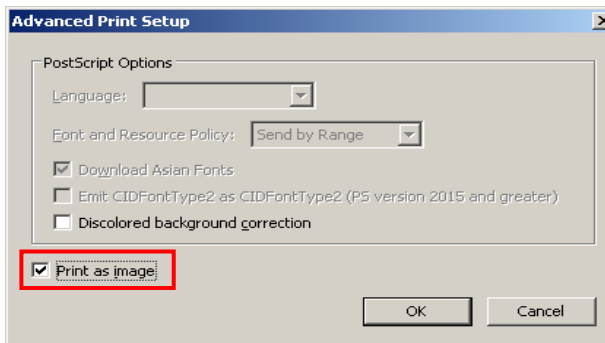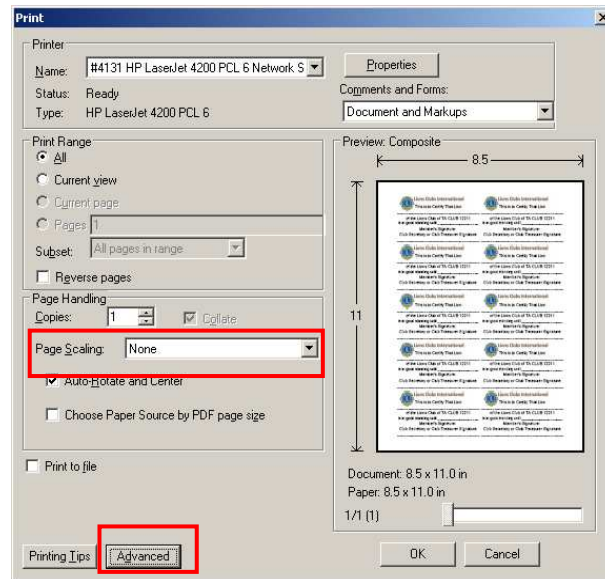
- Select **NONE** from the Page Scaling drop-down list.

- Click **OK.**

***NOTE:** Some users may need to print the report as an image. To do so:

- Click **Advanced** from the Print window**.** The Advanced Print Setup window will be displayed.

- Click the **Print as image** checkbox.

- Click **OK** in the Advanced Print Setup window**.**
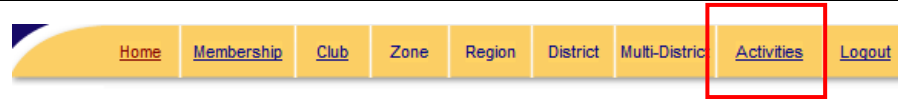
- Click **OK** in the Print window**.**

Lions Club Service Activity Report

Here's How	**What You'll See**
1. Click the **"Activities"** link. The Welcome screen will be displayed. **a)** To add a signature activity (a re-occurring activity that your club organizes on an on-going basis) go to Step 10.	**Welcome** Welcome to the Lions Clubs International Membership and Officer Reporting (WMMR) web site. Depending on what level officer you are – Club, District, or Multiple District – will determine which of the functions, listed along the top of this page, you will be able to access. **Club Officers** will be able to use the following functions: • Membership - Add, update/review, transfer, and/or reinstate a member; If there is no membership activity for the month, report such. • Club - Update Club Meeting information; Club Officers; issue and track invoices for club activities; review/update Branch contact information; review District officer information; request various Club level reports and/or download membership data.
2. Click the desired month. The Lions Clubs Service Activity Reporting webpage will be displayed. *****NOTE:** The Lions Clubs Service Activity Reporting webpage contains information on upcoming events such as the district's signature projects and/or global service action campaigns. You may choose to learn more about these initiatives and access additional resources by clicking on the appropriate links.	**Welcome to the new Lions Clubs Service Activity Reporting Webpage.** The Lions Club Activity Report application has been redesigned to provide clubs with more tools to monitor service activities and share information with others. Clubs can now search for activities, set service goals and objectives, and designate signature activities. To learn more, see answers to frequently asked questions or view a video presentation of the new features. **Getting Started** To add, edit, or view Club Service Activities, select the appropriate reporting month from the left side of the screen. For detailed instructions, please refer to the Club Activity Report section of the WMMR Instructional Guide. **Global Service Action Campaigns** The focal point of this year's Presidential Theme "A Beacon of Hope" is service. To show the strength of our worldwide network and to shine our light even brighter, Lions have the opportunity to participate in four Global Service Action Campaigns during the 2010-2011 fiscal year. **Awards** Clubs that report on activities related to the Global Service Action campaigns via the Club Service Activity Report will be automatically entered for the Beacon Awards, and help their district qualify for the Light Keeper Award. To be considered, **please be sure to check the appropriate Global Service Action Campaign box** when adding a new activity. **Contact Us** If you need assistance with the service activity report, please contact the WMMR Support Center at: (630) 468-6900 or wmmr@lionsclubs.org.

Here's How	**What You'll See**

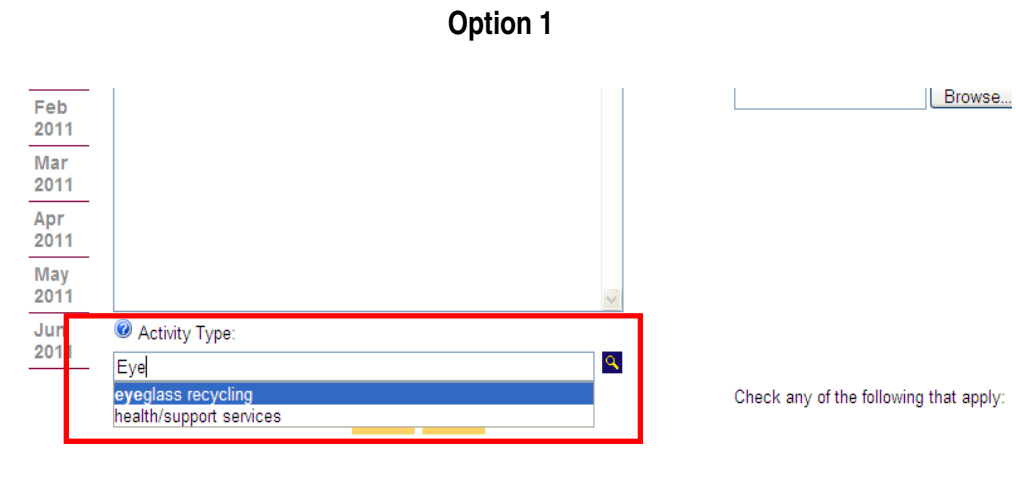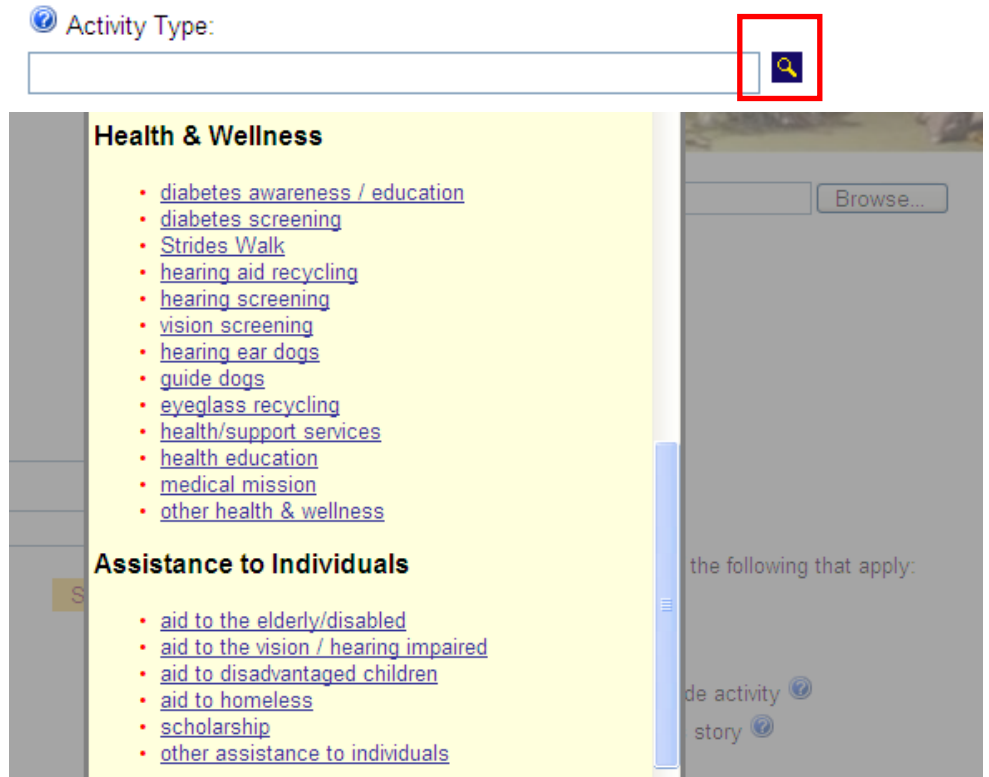| 3. Click the **"Add New"** link.

***NOTE**: Months containing activities will display with a gold tab. | Home Membership Club Zone Region District Multi-District Logout

Club Info \| Club Officers \| Family Units \| Billing \| Branches \| District Officers Reports

Jul 2010 **July Activities for Fiscal Year 2010 - 2011**
Add New
Aug 2010
Sep 2010
Oct 2010
Nov 2010 |
| 4. Enter a Title and Description for the activity.

***NOTE:** The activity title and description will be visible to all WMMR users if you choose to share the story. (See Step 8 for more information.) | Home Membership Club Zone Region District Multi-District Logout

Club Info \| Club Officers \| Family Units \| Billing \| Branches \| District Officers Reports

Jul 2010 Steps   Upload Photos: [Browse]
Aug 2010   Title:
Sep 2010 Elmhurst Eyeglass Recycling
Oct 2010   Description:
Nov 2010 Elmhurst Lions organized a special month for the collection of eyeglasses in their community. There were a total of three eyeglass collection sites that were arranged ahead of time. Some of the eyeglasses that were collected will be donated to a community center that provides vision care to needy children.
Dec 2010 |
| 5. Enter the Activity Type**.**

a) If an activity type that matches your entry is displayed:

• Select the activity. (see Option 1) | **Option 1**

Feb 2011 [Browse...]
Mar 2011
Apr 2011
May 2011
Jun 2011   Activity Type:
Eye 🔍
eyeglass recycling
health/support services

Check any of the following that apply: |

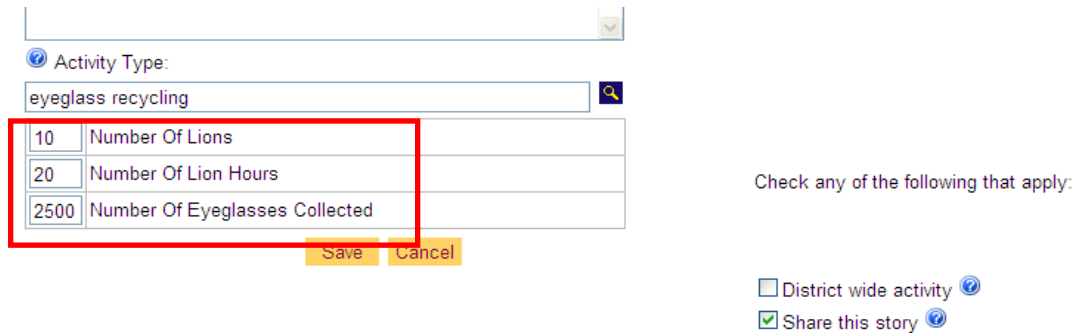| **Here's How**	**What You'll See**
b) If an activity type that matches your entry is NOT displayed: • Click the **magnifying glass** icon. A list of activities will be displayed. (see Option 2) • Select the activity that most closely matches your activity.	**Option 2** Activity Type: **Health & Wellness** • diabetes awareness / education • diabetes screening • Strides Walk • hearing aid recycling • hearing screening • vision screening • hearing ear dogs • guide dogs • eyeglass recycling • health/support services • health education • medical mission • other health & wellness **Assistance to Individuals** • aid to the elderly/disabled • aid to the vision / hearing impaired • aid to disadvantaged children • aid to homeless • scholarship • other assistance to individuals
6. Enter the appropriate numerical data (whole numbers only) for the activity. ***NOTE:** If there are items that do not apply to your activity, you may leave the boxes blank. Use your local currency when entering funds raised/donated.	Activity Type: eyeglass recycling 10 Number Of Lions 20 Number Of Lion Hours 2500 Number Of Eyeglasses Collected Save Cancel Check any of the following that apply: ☐ District wide activity ☑ Share this story

Here's How	What You'll See

7. Upload a photo for your activity (optional):

  • Click **Browse**. The Choose File to Upload window is displayed.

  • Locate and select the photo file. Supported file types include: JPEG, GIF, and PNG. The size of your photo must be less than 4 MB.

  • Click **Open**.
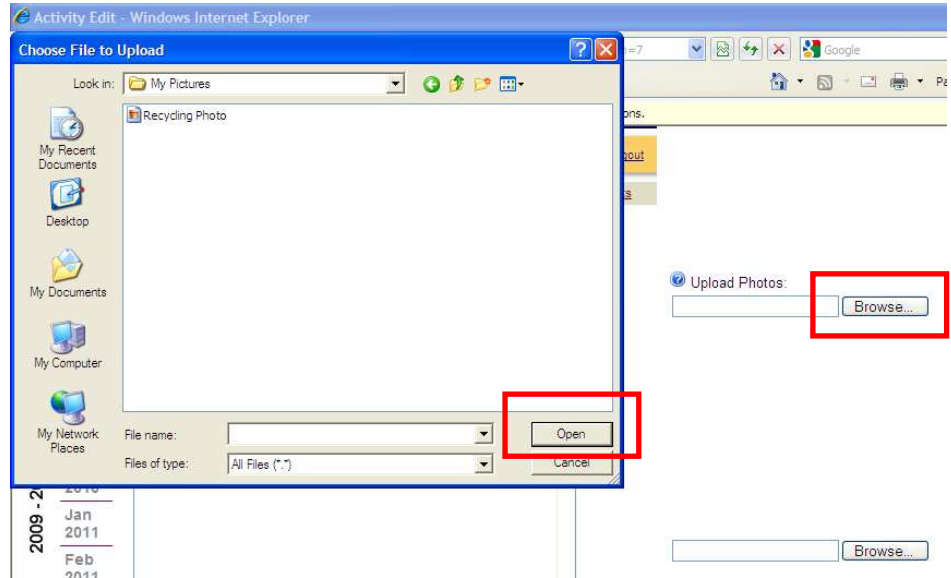
*** NOTE: Two photos may be attached to the activity.

8. Select optional activity preferences and save the activity.

• Click the District wide activity checkbox if this is a district-wide activity.

• Click the Share this Story checkbox if you would like to share this activity with other WMMR users.

• Click **Save.** A summary of the activity is displayed in the monthly activity list page.
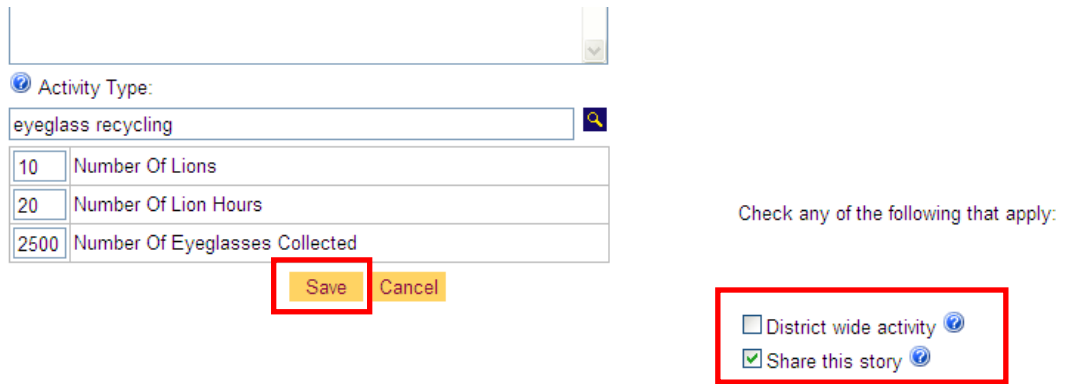
*** NOTE: Selecting the Share this story box allows the activity's title, description, and photos to be visible by other WMMR users.

Here's How	**What You'll See**

9. Edit the activity (optional).

- Click **Edit** or edit the text directly from the page.

10. Add a signature activity (a re-occurring activity that your club organizes on an on-going basis).

- Click the **"Signature Activities"**.

- Click the **"Add New"** link.

- Enter an activity Title and Description**.**

- Enter the Activity Type per Step 5.

- Click the Active checkbox to add a repeated signature activity.

- Click **Save**.
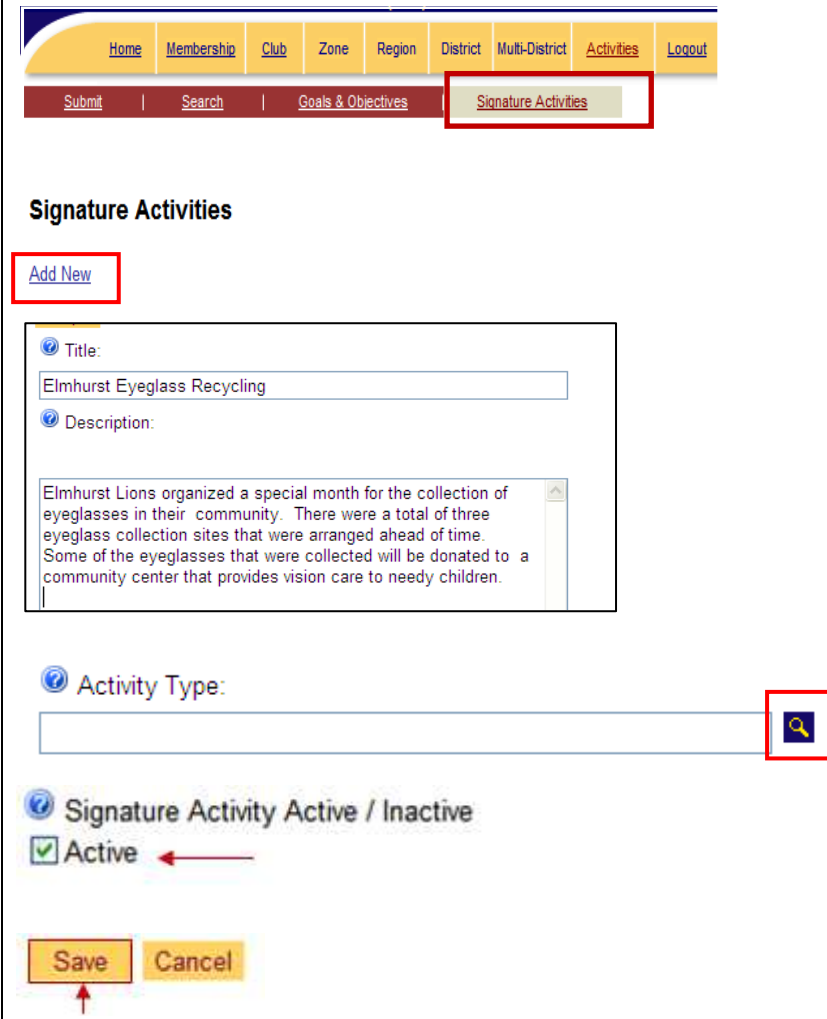
Here's How	What You'll See
11. Add activity goals & objectives.	

Service Goals for Fiscal Year 2010-2011

Add New

- Assistance to Individuals
- Community & Cultural Activity
- Disaster Preparedness & Relief
- Donations
- Environmental Services
- Fundraising
- Health & Wellness
- International Relations

- blood collection
- food bank/food distribution
- shelter services
- physical reconstruction
- disaster preparedness planning
- emergency health services
- other disaster preparedness & relief

- Number of Lion Hours
- Number of People Served

Service Goals for Fiscal Year 2010-2011

Add New   Print Activity Goals Report

Goal: To increase club participation in Disaster Preparedness & Relief service projects during the 2010-2011 fiscal year.

Activity Type	Indicator	Target	Actual	Percentage Achieved	
shelter services	Number of People Served	175	50	28	Edit

Here's How column:

- Click the "**Goals & Objectives**" link.

- Click **Add New**.

- Select a service category.

- Select an activity type.

- Enter a numeric value for achievement and select the appropriate achievement indicator.

- Click **Save.** A summary of the service goal is displayed.

- To edit the service goal click **Edit**.

What You'll See column:

In this example:
- The goal is to increase the club's participation in Disaster Preparedness & Relief service projects during the current fiscal year.
- The club chose to focus on providing shelter services in support of this goal.
- They will strive to provide shelter services for a total of 175 or more people during the current fiscal year.
- To date, this club has already served 50 people, achieving 28% of their objective.

New Feature: Searching Activities:

Clubs can now search for their activities, as well as activities that other clubs choose to share with others.

1. To search your club's activities, click the "**Search"** link.
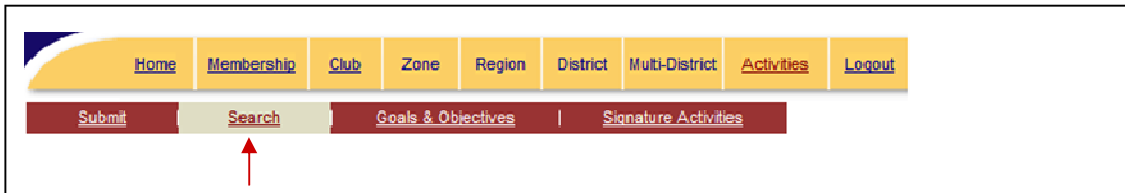
NOTE: You will see all of your club's activities that have been entered into the system (your club's name will automatically appear on the search page as shown below).

2. To narrow down your search, you may use any of the following criteria:
   - **Fiscal Year** – view activities that have been entered during a specific fiscal year (please note that only activities dating back to the 2010-11 will be displayed).
   - **Month** – view activities that have been entered during a specific month of the selected fiscal year (please note that only activities dating back to the 2010-11 will be displayed).
   - **Signature activity** – view activities that have been designated as "signature activities" for your club (see the Signature Activities section for more information).
   - **District-wide activity** – view district-wide activities in which your club has participated.
   - **Campaign activity** – view activities that were part of the president's global service action campaigns: *Engaging Our Youth*, *Sharing the Vision*, *Relieving the Hunger*, or *Protecting our Environment*.
   - **Activity category** – view activities under specific service category such as Environmental Services, Health & Wellness, Disaster Preparedness & Relief, etc.
   - **Activity type** – view specific type of activities such as tree planting, eyeglass recycling, vision screening, art/cultural event, disaster preparedness planning, etc.
   - **Key Word** – view activities that contain your key word in the title or description.

To search other club's activities, choose "any" for **club**. You will see all shared activities that have been entered by clubs in your district. You can further refine your search by selecting a specific district, multiple district, or constitutional area.

Club Officer Functions – How to Update/Edit Officers

How to Update/Edit an Officer	
Here's How	**What You'll See**
1. Click the "**Club**" link.	
2. Click the "**Club Officers**" link.	
3. Click the Office Title to update. a) To replace an officer, go to Step 4. b) To end an officer's term that does not have a replacement, go to Step 5. c) To assign an officer to an open position, go to Step 6.	
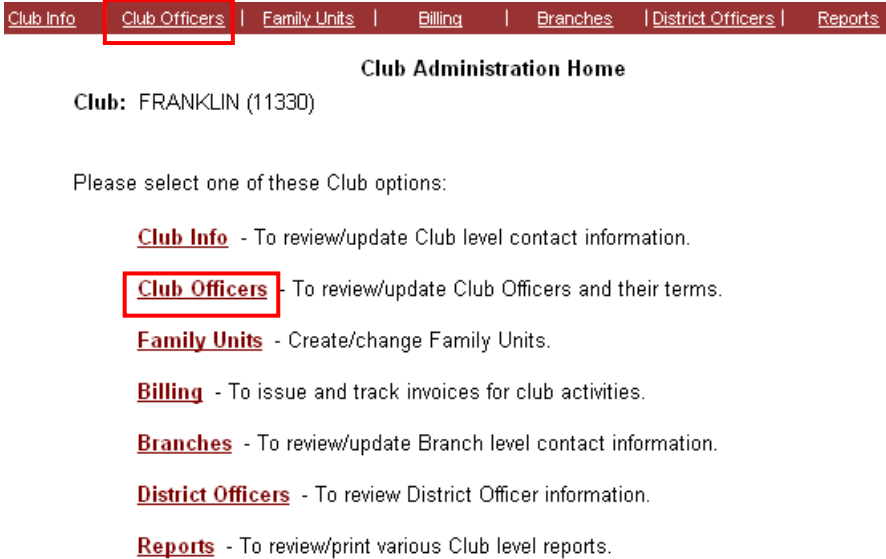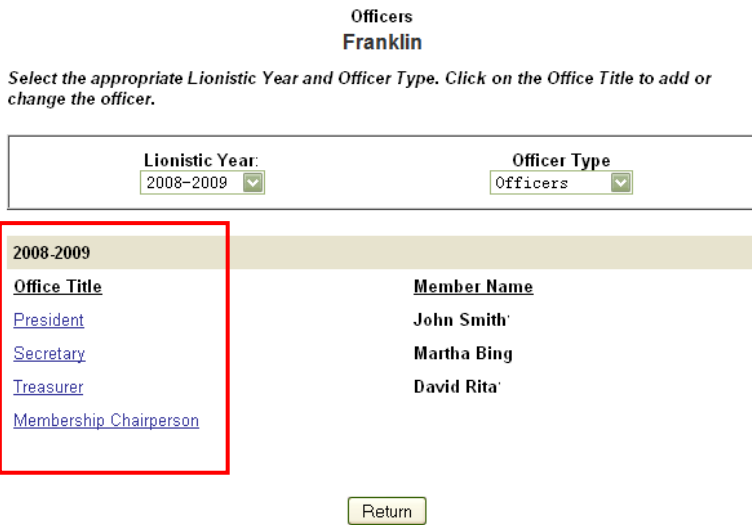
Here's How	What You'll See
4. Replace an officer. • Select the name of the individual you wish to replace the CURRENT officer with. • Click **Save**. An updated officer list will be displayed.	**ASSIGN OFFICERS** **Franklin** *To assign a member to this office, select a club and a member and click "Save". To replace an officer with another member, select the new member and click "Save". To end the term of an officer, click the "End Term" button.* **2008-2009** **President** **Currently Assigned Member: Smith▉▉▉, John** Select a Member to serve in this position: Brown , Jarod O'Reilly , Michael * Rita , David * Smith , John *Member is currently serving as an officer.* Save End Term Cancel / Re
5. End the term of an officer. • Select the name of the officer. • Click **End Term.** An updated officer list will be displayed.	**ASSIGN OFFICERS** **Franklin** *To assign a member to this office, select a club and a member and click "Save". To replace an officer with another member, select the new member and click "Save". To end the term of an officer, click the "End Term" button.* **2008-2009** **Treasurer** **Currently Assigned Member: Rita▉▉▉, David** Select a Member to serve in this position: Brookenfeild , Peter Brown ., Jarod * O'Reilly , Michael * Rita , David *Member is currently serving as an officer.* Save End Term Cancel / Re

Here's How	**What You'll See**
6. Assign an officer to an open position. • Select the name of the officer. • Click **Save.** An updated officer list will be displayed. ***NOTE:** To confirm, review, and/or print a copy of your submitted club officers, follow the steps documented in the How to Access and Print Club Reports section. The report to print is the Lions Clubs Officer Reporting Form (PU-101).	**ASSIGN OFFICERS** **Franklin** *To assign a member to this office, select a club and a member and click "Save". To replace an officer with another member, select the new member and click "Save". To end the term of an officer, click the "End Term" button.* **2008-2009** **President** **Currently Assigned Member: Smith⬛, John** Select a Member to serve in this position: Brown , Jarod O'Reilly , Michael * Rita , David * Smith , John ** Member is currently serving as an officer.* [Save] [End Term] [Cancel / Re]

Family Units – How to Add and Remove a Family Unit

How to Add a Family Unit	
***NOTE:** Users are required to complete an entire Family Unit in a single session. Incomplete Family Units will be removed.	*Helpful Tips* • Enter the Head of Housefold first. • Enter Family members belonging to the Head of Household after the Head of Household record is processed. • Complete one Family Unit at a time. • Up to five members, including the Head of Household, can be selected per Family Unit.

Here's How	What You'll See
1. Click the "**Club**" link.	
2. Click the "**Family Units**" link.	 **Club Administration Home** Club: TA Club 11319 (11319) Please select one of these Club options: Club Info - To review/update Club level contact information. Club Officers - To review/update Club Officers and their terms. Family Units - Create/change Family Units. Billing - To issue and track invoices for club activities. Branches - To review/update Branch level contact information. District Officers - To review District Officer information. Reports - To review/print various Club level reports.
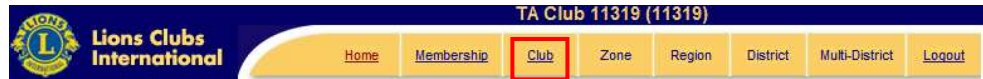
Here's How	What You'll See
3. Click **New**.	
4. Select the Head of Household. • Click the radio button next to the Head of Household's name.	
5. Select the documentation used to verify relationship from the Relationship Verification Documentation drop-down list.	

Here's How	What You'll See
6. Select the documentation used to verify the member's address from the Address Verification Documentation drop-down list.	
7. Add members to the Family Unit: • Click the checkbox next to each member that belongs to the family unit. • Fill in **ALL** required fields, marked with a (*). • Click **Save.**	

How to Remove a Family Unit and Head of Household

Helpful Tips

- Remove all of the members in the family unit first.
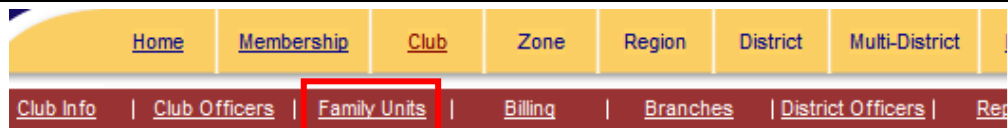
- Then remove the Head of Household (HOH)

Removing a Member(s) from a Family Unit

Here's How	What You'll See
1. Click the **"Club"** link.	
2. Click the **"Family Units"** link.	

Club Administration Home

Club: TA Club 11319 (11319)

Please select one of these Club options:

Club Info - To review/update Club level contact information.

Club Officers - To review/update Club Officers and their terms.

Family Units - Create/change Family Units.

Billing - To issue and track invoices for club activities.

Branches - To review/update Branch level contact information.

District Officers - To review District Officer information.

Reports - To review/print various Club level reports.

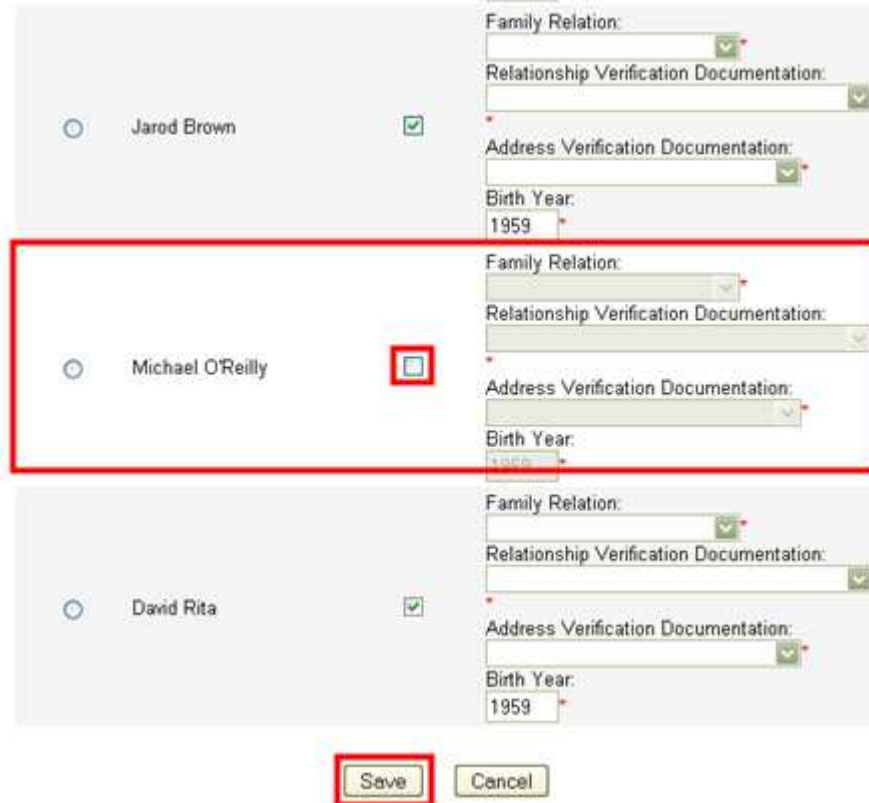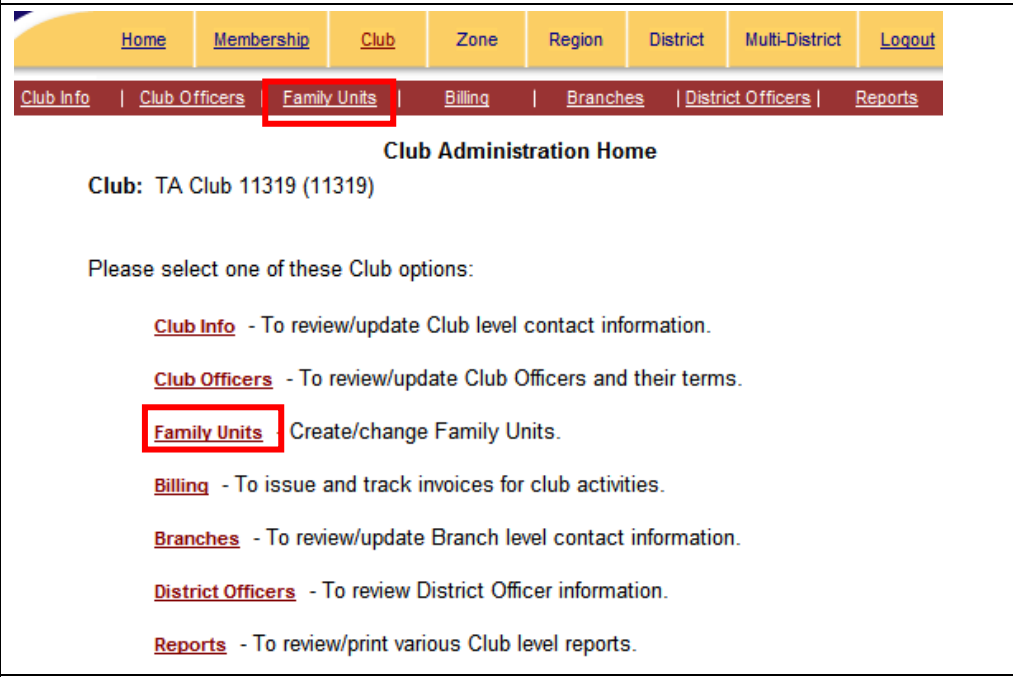| Here's How	What You'll See
3. Click **Update** next to the family unit's head of household.	 **Family Unit Home** Club: **Franklin** Create a new Family Unit: [New] Select a Head of Household to update a Family Unit: Robert Cooley [Update] Jenny Jones [Update] Mark Peters [Update] Kelly Smith [Update] Tony Troy [Update] Carla White [Update] [Return]
4. Remove the member(s) from the family unit. • Click the checkbox next to the name(s) of the member to remove. ***NOTE**: The Family Relationship, Relationship Verfication Documentation and other Family Unit data associated with the member's name will be deleted. • Click **Save**. **NOTE**: After all members of the household have been dropped, the checkbox for the Head of Household member will be available to deselect.	 Jarod Brown ☑ Family Relation: / Relationship Verification Documentation: / Address Verification Documentation: / Birth Year: 1959 Michael O'Reilly ☐ Family Relation: / Relationship Verification Documentation: / Address Verification Documentation: / Birth Year: 1959 David Rita ☑ Family Relation: / Relationship Verification Documentation: / Address Verification Documentation: / Birth Year: 1959 [Save] [Cancel]

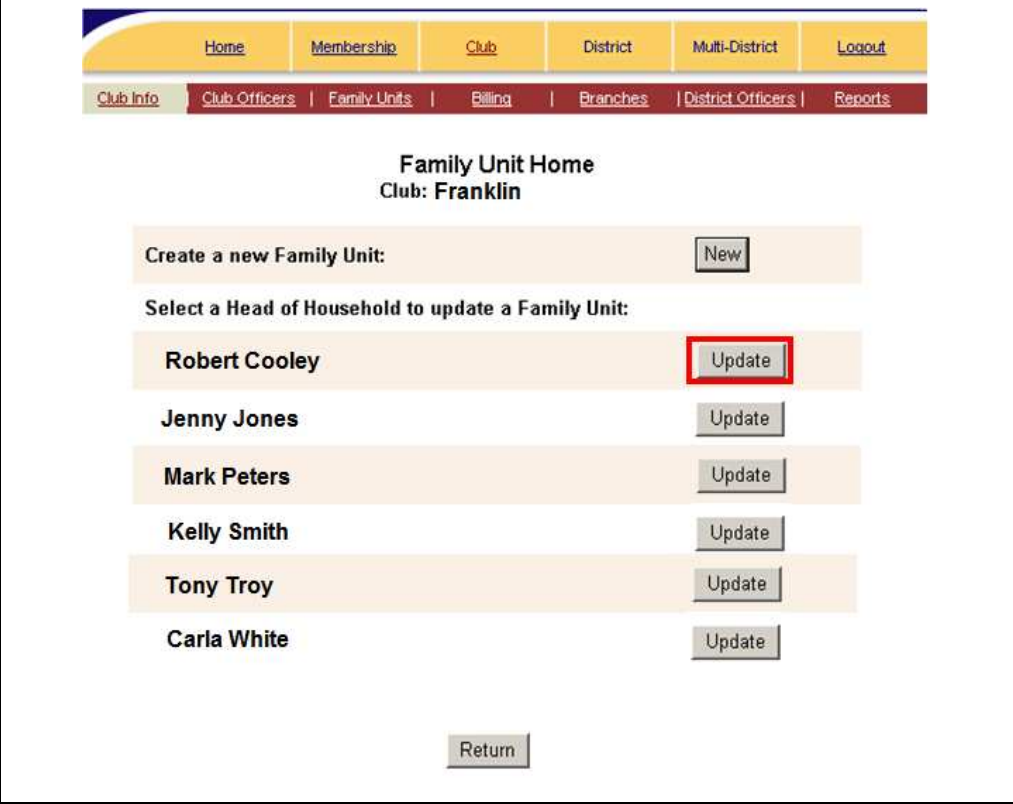| Removing a Head of Household	
Here's How	**What You'll See**
1. Click the **"Club"** link.	
2. Click the **"Family Units"** link.	
3. Click **Update** next to the family unit's head of household. ***NOTE**: All family unit members must be removed before the Head of Household can be removed or replaced.	

Here's How	What You'll See
4. Remove the head of household from the family unit. • Click the checkbox next to the name of the head of household to remove. ***NOTE**: The fields next to the Head of Household will appear blank. • Click **Save**.	