

MEMBERSHIP CARDS INFORMATION

Now club secretaries have a report where they can print membership cards for their members from the MyLCI site. They can choose from printing either 8 or 10 cards per sheet, print black and white or color cards, choose the individual members name(s) and choose an end date. The report will automatically format the cards for printing. All they have to supply is the standard business card stock – either 8 or 10 cards per sheet. Please refer to the following instructions:

1. After logging on to the LCI website, click **Submit Reports**
2. Log in using your user name and pass word
3. Click on the dropdown box to the right of “My Lions Club” and select membership cards (the last selection).
4. Choose your paper size, (8 or 10 cards per sheet), color or black in white, and enter an expiration date.
5. Select the members you would like to print cards for – you can select all or just as many as you need.

The next three steps are different options to be used depending on your computer.

6. After you load the business card stock in your printer and you have the option to “print” at the bottom lower right hand corner, then click the drop down box next to page scaling and select none. Then click OK
7. If you do not have the Print option at the bottom lower right hand, after completing step 5, you may have to go to File at the top, left, select Print, set page scaling to none, and then click OK. If page scaling cannot be found, you may have the option on your computer to select “Actual size” when you go to File, Print.
8. You can also try going to File, Print, select Advanced, and print as image.

We will not automatically send out membership cards to clubs that report on line. If you prefer to have the blank membership cards mailed to you, please let us know. Please include your club number, address where you would like the cards to be sent, and the number of cards you will need.

For assistance, you can contact the Club & Officer Record Administration Department at International Headquarters – email: stats@lionsclubs.org, fax: 630-706-9295 or by phone at 630-203-3830.