

Using the LCI Website to file PU101 Forms

By PDG Dudley Parsons

DG AI's article on page two emphasized the need to report PU101's to both him and to LCI. If you use the web for other reporting, you can report your new officers there, also, and then print a PU101 form to send to DG AI.

Here are the steps:

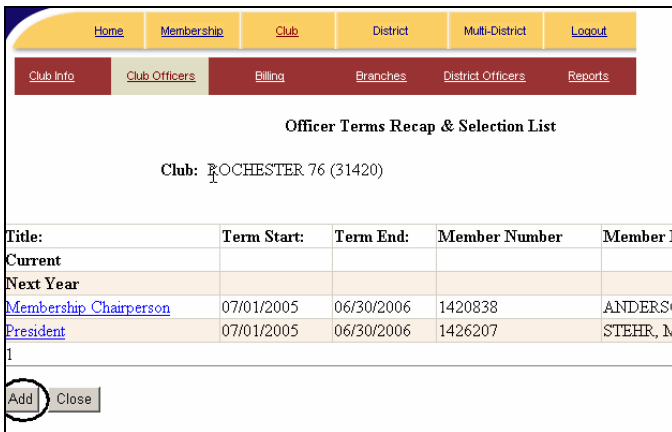
Add Next Year Officers

The **Club Officer** link on the **Club Administration Home** page can be used to file the information that used to be required on the PU101 form.

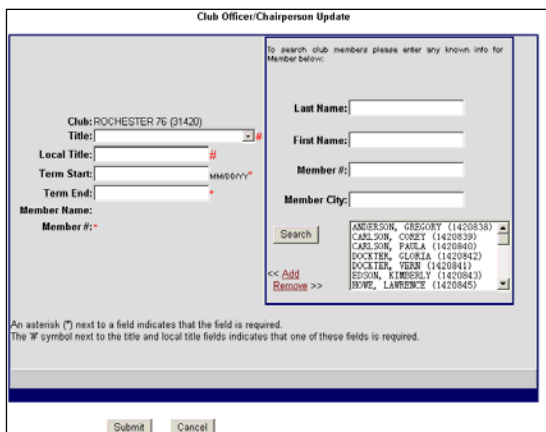
Click the **Club Officer** link as shown in the window below.



The following window opens:



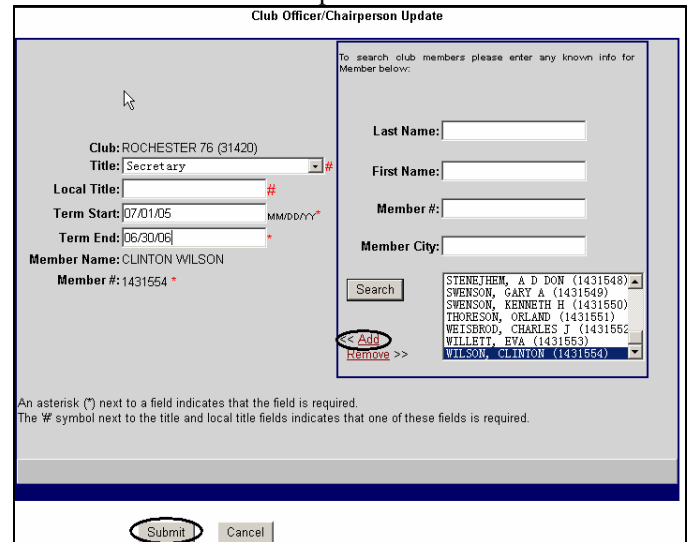
Click on the **Add** button as shown above. The window on the right is displayed.



In that window, select the office to be filled by using the **Down Arrow** next to **Title**. Four choices are possible. Or, place your **Local Title** (one NOT recognized by Lions International; Program Chair, for example) in that field.

Enter the **Term Start** and **Term End** dates field to reflect the dates for this office.

Scroll in the names box to find the member that will fill that office, **Click** the name to highlight it, then **Click** the **Add** link to move the name to the left part of the window.



Click the **Submit** button. You will be returned to the **Officer Terms Recap and Selection List**, shown below the window at the left.

When you are done adding the officers for next year, you can print the completed PU-101 form by clicking on the **Reports** link and clicking the **Print** button next to the **Lions Clubs Officer Reporting Form (PU-101)** report. Choose **Next Year** as the time parameter.

