

**LIONS CLUBS INTERNATIONAL - DISTRICT 105M**  
**ONLINE MEMBERSHIP REPORTING POLICY & GUIDE FOR CLUB SECRETARIES**  
**(Please Save/Print this Document for future reference)**

### **PU101 REPORTING**

It is vital that you send your Club Officer Information, (PU101) on line and on time to LCIHQ, (plus a copy to MDHQ, (usually by mid- April) so that the record of your Club Officers can be updated each year. You will then be sent website password/s for the coming fiscal year. **N.B:** -

- (a) In order to receive a Password, at least one email address must be provided, (preferably for Club Secretary) but postcodes are required for everyone.
- (b) Passwords are changed every July, **(see below.)**
- (c) The PU101 should be submitted electronically to MDHQ or via the Website Monthly Membership Reporting (WMMR) logon page of the LCIHQ Website. **N.B.** In latter case, send copy to MDHQ.
- (d) WMMR is offline around lunchtime here, (i.e. between 6:00 AM and 7:00 AM Central Time, USA) for backup purposes so do not try to submit during this period.
- (e) Only the President, Secretary and Treasurer have access to the WMMR, (Clubs' Section.)

### **WHERE IS WMMR AND HOW DO I LOG ON?**

- 1) Go to the LCIHQ main website address at [www.lionsclubs.org](http://www.lionsclubs.org)
- 2) Choose language.
- 3) On the homepage, select and click on SUBMIT MEMBERSHIP AND ACTIVITY REPORTS.
- 4) Enter your personal membership number, **(see below.)**
- 5) Enter your Password, (see below) and click on GO.
- 6) Info/Action Messages appear on the logon page from time to time so browse regularly.
- 7) Click on the link on the logon page to review and print the comprehensive WMM Reference Guide for easy use when checking/learning the process. There is also a Training/Practice Area you can also use without the need to logon.

### **PASSWORD**

In order to gain access to the WMMR site, you will need your Personal Membership Number and your individual Club Officer Password. **N.B.** New Passwords can only be used from 01 July. Old Passwords are useable until mid-July to allow time for changeover, but will not be accepted thereafter.

### **PERSONAL MEMBERSHIP NUMBER**

Every Club Member has an individual membership number. It should be in Club Records, but you can also find it on the Membership Module. (See Item 1(a) below.)

### **WHAT ARE THE PARAMETERS FOR USING THIS APPLICATION?**

- (a) If you are submitting your Monthly Membership Report, (MMR) the WMMR Site only accepts the current calendar month and up to 3 months prior, but essential policy calls for regular prompt submission by not later than the last day of each and every month.  
**TIP:** Actually, it's a good idea to submit around mid-month, after your first or only Meeting.
- (b) Only the current year's President, Secretary and Treasurer will have access. The President and Secretary will be able to modify data and report. The Club Treasurer will only have write access to the billing module.

### **WHAT IS AVAILABLE TO ME?**

- 1) Membership Website (WMMR) Module
  - (a) Review member data, (e.g. Personal Membership Numbers, names, addresses, etc.)
  - (b) Update membership (add, transfer, reinstate, drop, change addresses)
  - (c) Report no activity (i.e. no Membership Changes.)
- 2) Club Website (WMMR) Module
  - (a) District Officers, (view District Officer information.)
  - (b) Reports, (access Club Info, including MMR's and PU-101's.
  - (c) Club Officers, (review/update Club Officer info.)
  - (d) Branch & Family Membership, (review/update Club Branch & Family info.).
  - (e) Billing, etc, (access billing, set up an activity event, review activity events created.)

## IN SUMMARY - HOW DO I REPORT?

- WMMR COMPLETE REF GUIDE, (see Item 7 on previous page.) Revise with Supplementary Help Notes that follow below.
- LOST OR NOT RECEIVED YOUR PASSWORD? Try either try the “NEED YOUR PASSWORD” auto-link on the left side of the WMMR Logon Page, or email [wmmr@lionsclubs.org](mailto:wmmr@lionsclubs.org) giving your Club, Office Title and Membership Number and request one that way.
- TRAINING AREA also available on the WMMR Logon Page with no Password required. This not only provides instructions but also enables you to practice entering information without interfering with your actual Club records. To access this feature, click on the Training Area link that appears on the left side of the WMMR logon page below the logon boxes.
- ANNUAL ACTIVITY REPORTS (AAR). Specifically, these are required to be submitted electronically by the end of July. Therefore, it is strongly recommended that you keep your own MONTHLY ACTIVITY RECORDS as an aid to completion of your AAR.
- MONTHLY MEMBERSHIP REPORT (MMR.) Always acknowledge the month and year of the report you are addressing. Viewing your past reporting history is also recommended in order to ascertain which Reports have been completed. The path is Club > Reports > Club Monthly Reporting History. To generate your MMR, click the Membership link from the main menu. A secondary menu will appear and you may now record additions/subtractions to your membership, change member information or choose to report without any changes. Now click to submit your MMR to LCIHQ. **N.B.** Remember my **TIP** on Page 1 to submit by around the middle of every month regardless of whether there are changes or not, but this is especially important if any changes are involved, (e.g. changes on a June MMR submitted on 1 July will be allocated by LCIHQ Oak Brook as a July entry.)

## SAVING REPORT COPIES

Clicking the Club link from the main menu and clicking Reports from the secondary menu can find the generated/submitted report. You may now click the Report (Print) button associated with the Monthly Membership Report. After selecting the month and year of the Report, it will be displayed in Adobe Reader (pdf file) software. At this point you may print/save/e-mail your Report. If you do not have Adobe Reader, it is offered as a free download on the International or District Websites.

## LAST BUT NOT LEAST

Please note that it is an official requirement that the District Governor is kept informed of your monthly and annual reports. To this end, the District Governor has special DEDICATED PASSWORDS to enable personal interrogation of the entire WMMR Website or, (more usually) to delegate this task to a District Officer who analyses all Club Reports regularly to ensure they are being submitted correctly and on time and also manages and updates the District (Membership) and the 105M Section of the MDHQ Databases.

**ANY PROBLEMS?** In the first instance, contact the DG's appointed District Officer.

MCJ (DR Rev 20.05.10)