

LIONS CLUBS INTERNATIONAL - DISTRICT 105M
ONLINE REPORTING 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 time to LCIHQ, (usually by mid-May) so that the record of your Club Officers can be updated each year. You will then be sent a postal letter with WMMR password/s, but if you include email addresses on the PU101, they can be sent more easily and quickly. Our District policy is that at least one email address be provided, (preferably that of the Club Secretary).

N.B. (a) Passwords are changed every July, (**see below.**)

(b) The PU101 can now be submitted electronically via the WMMR Website, (i.e. the Membership & Officer Reports Application.)

(c) WMMR is offline between the hours of 6:00 AM and 7:00 AM Central Time, USA for backup purposes.

(d) Only the current year's President, Secretary and Treasurer will have access to WMMR (Clubs Section.)

WHERE IS WMMR AND HOW DO I LOG IN?

- 1) Go to the LCIHQ main website address at www.lionsclubs.org
- 2) Choose language.
- 3) On the homepage, down the left margin, select and click on the words, SUBMIT MEMBERSHIP AND ACTIVITY REPORTS.
- 4) Enter your personal membership number, (**see below.**)
- 5) Enter your Password, (see below) and click GO.
- 6) Info/Action Messages appear on the login page from time to time so browse regularly.
- 7) Click on the login page link to review and print the comprehensive WMMR Quick Reference Guide for easy use when checking/learning the process.

PASSWORD

You will need your Personal Membership Number and your individual Club Officer Password to gain access to the WMMR site.

N.B. New Passwords are sent every fiscal year. Previous Passwords only last until mid-July: also, all 105M Clubs are now submitting MMR's electronically, so paper blanks will no longer be issued.

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?

- 1) If you are submitting your MMR, the WMMR Site only accepts the current calendar month and up to 3 months prior, but essential good practice calls for regular prompt submission by the last day of each and ever month.
- 2) 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 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 Module
 - (a) District Officers (view District Officer information.)
 - (b) Reports (access Club Info, including Monthly Membership Reports and PU-101's.
 - (c) Club Officers (review/update Club Officer info.)
 - (e) Branches (review/update Club Branch info.)
 - (d) Billing, etc, (assess billing, set up an activity event, review activity events created.)

IN SUMMARY - HOW DO I REPORT?

- QUICK REF GUIDE, (see Item 7 on previous page.) Revise with Supplementary Help Notes that follow below.
- LOST YOUR PASSWORD? Use the "NEED YOUR PASSWORD" auto-link on the WMMR Logon Page.
- 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 login 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 to submit by the last day of every month regardless of whether there are changes or not.**

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 and District Websites.

E-MAILING REPORTS TO OTHER PARTIES

Rarely necessary, but the following instructions are based on an Internet Explorer browser. Your browser should have comparable features.

- 1) Save the Report to your hard drive and e-mail it as an attachment.
- 2) With the Report displayed on your screen in the pdf (Adobe) format, click File from the menu bar and choose Save. Name your file and acknowledge in which directory you are saving the document.
- 3) Start your e-mail. Enter e-mail address/es. Click on the attach button, (looks like a paper clip). Navigate to the file you have saved. Double-click on the file to select the report. Click the Send button. Persons who receive this may view, print, or save this document in the Adobe Acrobat Reader software.

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 and the District Registrar have special DEDICATED PASSWORDS to enable them to review the entire WMMR Website for themselves and check all Club Reports to ensure they are being submitted on time and to analyse them for updating of information on the District (Membership) and MD (LION Magazine) Databases.

(MCJ Dist Reg 21.06.08)