



## How to print out an Activity Report

It is possible to print an activity report for a selected month. Follow these steps.

1. Go to Lions International website.
2. Click Submit Reports in the usual way and log on.
3. At Club Home Page click on My Lions Club
4. From drop down list click on Reports
5. On the list of reports, click on Monthly Service Activity Reports
6. On panel to right of list which will appear enter year and month as a number e.g. for August enter 8
7. Click on View/Print report
8. Computer should ask whether you want to Save or Open Report
9. Report will appear as a PDF document in My Documents or Downloads if saved or will appear on screen if Open is selected.

If these steps are followed the problem should be solved.