

Membership Reporting

Web Monthly Membership Reporting WMMR

Complete Reference Guide

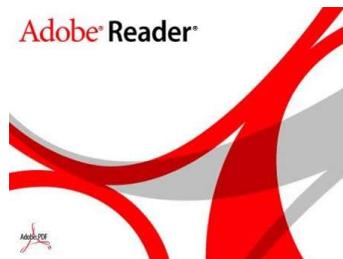
2009

Lions Clubs International



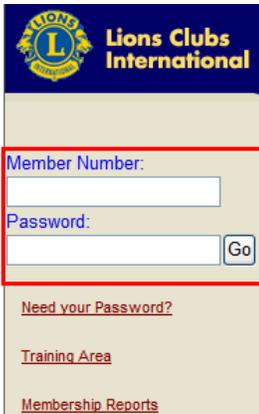
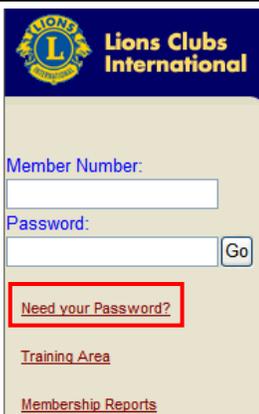
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You must have the latest version of Adobe Acrobat Reader installed to view and run the print version of the reports in the WMMR website.

***** See the Software Tips Section if you need further directions.**

Here's How	What You'll See	
<p>4. Click on the Training Area if you want to obtain training.</p> <p>5. On the next screen, click Go.</p> <p>***Note: You can click on the Training Area and use it with no password</p>	 <p>The screenshot shows the Lions Clubs International login page. It includes the organization's logo, a 'Member Number' field, a 'Password' field with a 'Go' button, and three links: 'Need your Password?', 'Training Area' (highlighted with a red box), and 'Membership Reports'.</p>	<p>System backups are performed daily between 6:15 a.m. and 7:15 a.m. Central Standard Time (CST-USA). (November thru February 1215 to 1315 GMT and March thru October 1115 to 1215 GMT.) The membership web site is not accessible during this time period.</p> <p>March 4, 2009</p> <p>At the request of the International Activities & Program Planning Division (Program Development Department) the New Activity Report format was released in December of 2008.</p> <p>Since the initial release, we have implemented additional upgrades to improve the reporting process including printing. Therefore, the current report is available on the WMMR site in English only. We are currently working to get all reports translated and</p>
<p>6. To proceed to editing part of WMMR, enter your Member Number and Password.</p> <p>***Note: Password is needed for this area.</p>	 <p>The screenshot shows the Lions Clubs International login page. The 'Member Number' and 'Password' fields, along with the 'Go' button, are highlighted with a red box. The 'Training Area' link is also visible.</p>	<p>System backups are performed daily between 6:15 a.m. and 7:15 a.m. Central Standard Time (CST-USA). (November thru February 1215 to 1315 GMT and March thru October 1115 to 1215 GMT.) The membership web site is not accessible during this time period.</p> <p>March 4, 2009</p> <p>At the request of the International Activities & Program Planning Division (Program Development Department) the New Activity Report format was released in December of 2008.</p> <p>Since the initial release, we have implemented additional upgrades to improve the reporting process including printing. Therefore, the current report is available on the WMMR site in English only. We are currently working to get all reports translated and</p>
<p>7. In order to get your Password, click on the Need your Password? Link.</p> <p>***Note: You must have a valid e-mail address on record with International Headquarters to receive your password using the Need your Password link.</p>	 <p>The screenshot shows the Lions Clubs International login page. The 'Need your Password?' link is highlighted with a red box. The 'Member Number' and 'Password' fields are also visible.</p>	<p>System backups are performed daily between 6:15 a.m. and 7:15 a.m. Central Standard Time (CST-USA). (November thru February 1215 to 1315 GMT and March thru October 1115 to 1215 GMT.) The membership web site is not accessible during this time period.</p> <p>March 4, 2009</p> <p>At the request of the International Activities & Program Planning Division (Program Development Department) the New Activity Report format was released in December of 2008.</p> <p>Since the initial release, we have implemented additional upgrades to improve the reporting process including printing. Therefore, the current report is available on the WMMR site in English only. We are currently working to get all reports translated and</p>

Here's How	What You'll See
8. Enter your Member # and click Submit .	<p style="text-align: center;">Member Password Lookup</p> <div style="border: 1px solid gray; padding: 10px; background-color: #f0f0f0;"><p style="text-align: center;">If you are a current Lions Club officer and you would like to receive your password by email, please enter your member number; then click the "Submit" button.</p><p style="text-align: center;">Member #: <input style="width: 150px; height: 20px;" type="text"/></p></div> <p style="text-align: center;"><input style="border: 1px solid red; width: 60px; height: 20px;" type="button" value="Submit"/> <input style="width: 60px; height: 20px;" type="button" value="Cancel"/></p>
9. Type in your Member Number and Password and click Go to continue to the member reporting area.	<div style="text-align: center;"> Lions Clubs International</div> <div style="border: 1px solid gray; padding: 10px; background-color: #f0f0f0;"><p>Member Number: <input style="width: 150px; height: 20px;" type="text" value="114136"/></p><p>Password: <input style="width: 150px; height: 20px;" type="password" value="••••••"/></p><p style="text-align: right;"><input style="border: 1px solid red; width: 40px; height: 20px;" type="button" value="Go"/></p></div>
10. After you log in, click on the Membership Tab .	<div style="text-align: center;"> Lions Clubs International</div> <div style="border: 1px solid gray; padding: 10px; background-color: #f0f0f0;"><p style="text-align: right;">Home <input style="border: 1px solid red; width: 80px; height: 20px;" type="button" value="Membership"/></p><p>Welcome Martha Bing You are currently logged in.</p><p>Logout</p></div>

Here's How **What You'll See**

11. Select the **Report Month** being reported. Notice that the **Report Month** is indicated in the red rectangle.

***** Note: Report month choices are current calendar month or up to 2 months prior. The default is the current calendar month.**

All prior reporting months require paper copies to be submitted to the Club Officer & Record Administration Department at the International Headquarters.

Home	Membership	Club	Zone	Region	District	Multi-District	Logout
Add	Update	Review	Transfer	Drop	Reinstate		

Membership Activity Page

Select a Reporting Month:

Please select one of these Membership options:

- [ADD a Member](#)
- [UPDATE a Member's information](#)
- [REVIEW a Member's information](#)
- [TRANSFER a Member](#)
- [DROP a Member](#)
- [REINSTATE a Member](#)
- [To report NO MEMBERSHIP ACTIVITY for this month, click here](#)

12. If you want to report **NO membership activity**, click the appropriate option located at the bottom of the list.

13. The MMR Report Status screen will appear to confirm your submission.

14. Click OK to return to the Membership Activity Page.

Please select one of these Membership options:

- [ADD a Member](#)
- [UPDATE a Member's information](#)
- [REVIEW a Member's information](#)
- [TRANSFER a Member](#)
- [DROP a Member](#)
- [REINSTATE a Member](#)
- [To report NO MEMBERSHIP ACTIVITY for this month, click here](#)



Here's How What You'll See

How to Add a Member

1. Click on **Add** or **Add a Member**.

FRANKLIN (11330)

Home | Membership | Club | Zone | Region | District | Multi-District | Logout

Add | Update | Review | Transfer | Drop | Reinstate

Membership Activity Page

Welcome Tony R Angel. You are currently logged in.
[Logout](#)

Select a Reporting Month: Apr 2009

Please select one of these Membership options:

- ADD a Member**
- [UPDATE a Member's information](#)
- [REVIEW a Member's information](#)
- [TRANSFER a Member](#)
- [DROP a Member](#)
- [REINSTATE a Member](#)
- [To report NO MEMBERSHIP ACTIVITY for this month, click here](#)

2. If the person you are adding was not a prior member, click the **No** circle, and click **Submit**

*****Note: Leave the rest of the fields blank.**

Inactive Member Search

Search

Club: FRANKLIN (11330)

Prior Member: Yes **No**

If yes, then please fill in known fields below and click on 'Submit'.
Otherwise, leave blank and click on 'Submit'

Member Last Name:

Member First Name:

Member #:

Former Club #:

Former Club Name:

City:

State/Province:

Country:

Submit Cancel

Here's How **What You'll See**

- If the member you are adding was a prior member, select **Yes**. Enter the last name of prior member and any additional information you have about the member (or what you know about an existing or prior Lion) and click **Submit**.

*****Note: Enter only the member number, if available, and click Submit.**

Inactive Member Search

Search

Club: FRANKLIN (11330)

Prior Member: Yes No

If yes, then please fill in known fields below and click on 'Submit'. Otherwise, leave blank and click on 'Submit'

Member Last Name:

Member First Name:

Member #:

Former Club #:

Former Club Name:

City:

State/Province:

Country:

Submit Cancel

- Basic Member Information page will open
- Fill in **ALL** of the required fields marked with (*).
- After entering all of the necessary information on the Basic form, click on **Member Sponsor, or Sponsor tab** to continue.

*****Note: If not all of the required fields are filled in, an error message will display.**

Basic Member Information

Basic Sponsor Family Unit

Club: FRANKLIN (11330) Reporting Month: April, 2009

Name: Prefix First Middle Last Name/Surname Suffix

Mailing Address:

City:

Country:

Home Phone:

Work Phone:

Mobile Phone:

Fax:

Home Email:

Work Email:

Spouse Name:

Nickname:

Occupation:

Member of a Family Unit?: Yes No *

Member Type: Regular Member

Member Sponsor Family Unit Save Member Cancel

An asterisk (*) next to a field indicates that the field is required.

Here's How **What You'll See**

7. Select a sponsor using the Sponsor Lookup window.
8. If the sponsor is from the same club, members will display in the box.
 - a. To scroll through the names, click the up or down arrows next to the box.
 - b. OR search for a sponsor within the club, fill in **Last** and **First Name** or **Member #** in the dialog box and click **Search**.
9. Click the name of the sponsor to highlight it, then click **Add**.
10. If the sponsor is from a different club, fill in the information in the **Different Club** window located at the bottom of the Sponsor Window.
11. Once you have selected a sponsor, click **Save Member**.

Sponsor Information

Basic **Sponsor**

Club: FRANKLIN (11330)
Member Name:

Please choose either a sponsor from the same club using the sponsor lookup feature below or enter the sponsor name, sponsor member number (if known) and club number of the sponsor if the sponsor is from another club.

Same Club:

Sponsor Member #:

Sponsor Name:

Sponsor Lookup

Last Name:

First Name:

Member #:

Search

<< Add
Remove >>

Allen, Carl H (2568851)
 Angel, Tony R (2377101)
 BEAMAN, BERTON DWIGHT (411321)
 BEAMAN, BETTE A (411322)

Different Club:

Sponsor Club #:

Sponsor Name:

Sponsor Member #:

Member Basic Family Unit **Save Member** Cancel

Sponsor Lookup

Last Name:

First Name:

Member #:

Search

<< Add
Remove >>

ROGERS, JOANNA M (427445)
 Rogers, Joyce A. (2443461)
ROGERS, ROBERT R (427444)

12. If the member is a part of a family unit, click the **Family Unit** button, and enter the Family Unit information.
13. Once the Family Unit information is entered, click the **Save Member** button.

Family Unit Information

Basic **Sponsor** **Family Unit**

Club: FRANKLIN (11330)
Member Name: (New)

Head of Household:

Family Unit: *

Relationship Type: *

Relationship Documentation: *

Address Documentation: *

Year of Birth: * YYYY

Member Sponsor Member Basic **Save Member** Cancel

An asterisk (*) next to a field indicates that the field is required.

Here's How **What You'll See**

How to Drop a Member

1. Click on the **Drop** or **Drop a Member**.

2. Click on the **Member ID**, in the member **column**, of the member you want to drop.
3. OR fill in the Last Name or Member # and click **Search**.

Member ID:	Member Name:	Address:
111186	Bing Martha	1001 NORTH AVE, OAK BROOK, IL, 60523, UNITED STATES
111184	Brookenfeild, Peter	1001 NORTH AVE, OAK BROOK, IL, 60523, UNITED STATES
111188	Brown, Jarod	1001 NORTH AVE, OAK BROOK, IL, 60523, UNITED STATES
111183	O'Reilly, Michael	1001 NORTH AVE, OAK BROOK, IL, 60523, UNITED STATES
111182	Rits, David	1001 NORTH AVE, OAK BROOK, IL, 60523, UNITED STATES
111187	Smith, Elizabeth	1001 NORTH AVE, OAK BROOK, IL, 60523, UNITED STATES
111181	Smith, John	1001 NORTH AVE, OAK BROOK, IL, 60523, UNITED STATES
111185	Tingle, Suzanne	1001 NORTH AVE, OAK BROOK, IL, 60523, UNITED STATES

Here's How **What You'll See**

- 4. Click on the **Drop Reason** drop down list.
- 5. **Highlight** an appropriate reason by clicking on it.

Drop Reason

Club: FRANKLIN (11330)
Reporting Month: 4/2009
Name: WILLIAM G DAVIDSON
Member #: 416688
Mailing Address: 775 COUNTRY CLUB DRD

City: FRANKLIN
State/Province: NC
Postal/Zip Code: 28734
Country: UNITED STATES

Join Date: 5/1/1995

Drop Reason: *

- Drop Deceased
- Drop Moved
- Drop Non-Attendance
- Drop Non-Attendance & Non-Pymt of Dues
- Drop Non-Pymt of Dues
- Drop Other
- Drop Resigned in Good Standing**
- Drop Transferred in Good Standing

Drop is required.

- 6. Click the **Drop** button to drop the selected member.

Drop Reason

Club: FRANKLIN (11330)
Reporting Month: 4/2009
Name: WILLIAM G DAVIDSON
Member #: 416688
Mailing Address: 775 COUNTRY CLUB DRD

City: FRANKLIN
State/Province: NC
Postal/Zip Code: 28734
Country: UNITED STATES

Join Date: 5/1/1995

Drop Reason: *

An asterisk (*) next to a field indicates that the field is required.

Here's How **What You'll See**

How to Reinstate a Member

- 1. Click on **Reinstate** or **Reinstate a Member**.

FRANKLIN (11330)

Home | Membership | Club | Zone | Region | District | Multi-District | Logout

Add | Update | Review | Transfer | Drop | Reinstate

Membership Activity Page

Welcome Tony R Angel. You are currently logged in.
[Logout](#)

Select a Reporting Month: Apr 2009

Please select one of these Membership options:

- [ADD a Member](#)
- [UPDATE a Member's information](#)
- [REVIEW a Member's information](#)
- [TRANSFER a Member](#)
- [DROP a Member](#)
- REINSTATE a Member**
- [To report NO MEMBERSHIP ACTIVITY for this month, click here](#)

- 2. Click on the **box** next to the member you want to reinstate then click **Reinstate Selected**.
- 3. All members you selected will re-display in a confirmation screen.
- 4. Click on the **Confirmation Reinstatement** to finish.

Home | Membership | Club | District | Multi-District | Logout

Add | Update | Review | Transfer | Drop | Reinstate

Select for Reinstatement

Club: ROCHESTER 76 (31420)

Member Name:	Address:
<input type="checkbox"/> LANGANKI, MARVIN	1320 6TH AVE NE, ROCHESTER, MN, 55906 7003, UNITED STATES
<input checked="" type="checkbox"/> Mouse, Mickey M	1234 56th Street N
<input type="checkbox"/> Mouse, Mickey M	1234, Orlando, MN, 5, UNITED STATES

1

Reinstate Selected | Cancel

***Note: More than one member can be reinstated at a time

***Note: Only the members who have been dropped from your club in the last 12 months will display.

Here's How **What You'll See**

How to Transfer a Member (Into your club)

1. Click on **Transfer** or **Transfer a Member**.

2. Fill in the **Last Name** or the **Member #** if available and click **Search**.

3. All members who match the search will be displayed.
4. Click on the **Member #** of the member that you want to transfer.

Member #:	Name:	Branch:	Address:
Processing...	Brookenfeild, Peter		
112066	Bing, Martha		1001 NORTH AVE OAK BROOK IL 60523
112068	Brown, Jarod		1001 NORTH AVE OAK BROOK IL 60523
112063	O'Reilly, Michael		1001 NORTH AVE OAK BROOK IL 60523
112062	Rita, David		1001 NORTH AVE OAK BROOK IL 60523
112067	Smith, Elizabeth		1001 NORTH AVE OAK BROOK IL 60523
112061	Smith, John		1001 NORTH AVE OAK BROOK IL 60523
112065	Tingle, Suzanne		1001 NORTH AVE OAK BROOK IL 60523
1			

Here's How **What You'll See**

- 5. Make sure that all of the information on the screen is correct; make changes if necessary.
- 6. Click **Confirm Transfer**.

Add | Update | Review | **Transfer** | Drop | Reinstate

Transfer Confirmation

Transfer

Club Number: 25641
 Reporting Month: 5/2009
 Member Name: Kelley Trolley
 Member #: 123456
 Former Club #: 32541
 Former Club Name: Elmhurst
 Mailing Address: 1001 North Ave *
 City: Oak Brook
 State/Province: Illinois
 Postal/Zip Code: 60523
 Country: USA *
 Billing: Standard

An asterisk (*) next to a field indicates that the field is required.

Confirm Transfer | Cancel

- 7. If you are not able to locate the member to transfer, click **Assistance**.

Add | Update | Review | **Transfer** | Drop | Reinstate

Transfer Membership Search

Reporting Month: 4/2009
 Club: Franklin
 Member #:
 Last Name:

Enter either the ID or the last name of the member you are transferring.

Assistance | Close | Search

- 8. Fill in the data requested, and then click **Submit Assistance Request**.

Transfer Confirmation Assistance

Please provide as much information as possible about the member to be transferred. Lions Club International will contact the member's old club to confirm that the member should be dropped and will handle the transfer into your club. We will notify you as soon as the transfer has been processed.

Club Number: 11206
 Club Name: Franklin
 Member Name:
 Member #:
 Former Club #:
 Former Club Name:
 Mailing Address:
 City:
 State/Province:
 Postal/Zip Code:
 Country:

Previous | **Submit Assistance Request** | Cancel

*****Note: LCI headquarters staff will process the transfer for you.**

Here's How **What You'll See**

How to Update or Review a Member's Information

1. Click **Update or Update Member's Information** if you want to make any changes.

*****Note: Review and Review Member's Information are used for viewing only.**

2. Click on the **Member #** of the member, whose information you want to change.

Member ID:	Member Name:	Address:
111186	Bing Martha	1001 NORTH AVE, OAK BROOK, IL, 60523, UNITED STATES
111184	Brookenfeild, Peter	1001 NORTH AVE, OAK BROOK, IL, 60523, UNITED STATES
111188	Brown, Jarod	1001 NORTH AVE, OAK BROOK, IL, 60523, UNITED STATES
111183	O'Reilly, Michael	1001 NORTH AVE, OAK BROOK, IL, 60523, UNITED STATES
111182	Rita, David	1001 NORTH AVE, OAK BROOK, IL, 60523, UNITED STATES
111187	Smith, Elizabeth	1001 NORTH AVE, OAK BROOK, IL, 60523, UNITED STATES
111181	Smith, John	1001 NORTH AVE, OAK BROOK, IL, 60523, UNITED STATES
111185	Tingle, Suzanne	1001 NORTH AVE, OAK BROOK, IL, 60523, UNITED STATES

Here's How

- If you want to review sponsor information, click on the **Sponsor** Tab.

*****Note: Sponsor changes can only be updated by the Membership Operations Department staff. Please contact them at: memberops@lionsclubs.org**

What You'll See

Basic Member Information

Basic **Sponsor** Family Unit
Reporting Month: April, 2009

Club: Franklin
Member #: 112068

Prefix:	First	Middle	Last Name/Surname	Suffix
Name:	Jarod	TA	Brown11206	Change

Mailing Address: 1001 NORTH AVE

City: OAK BROOK

State/Province: ILLINOIS

Postal/Zip Code: 60523

Country: UNITED STATES

Gender: Male Female

Year of Birth: 1959

Join Date: 8/13/2004

Member of a Family Unit?: Yes No

Member Type: Regular Member

	Country	Code	Area	Code	Phone Number
Home Phone:					
Work Phone:					
Mobile Phone:					
Fax:					
Home Email:					
Work Email:					
Spouse Name:					
Nickname:					
Occupation:					
Branch:					
Status:	Regular Member				
Charter Member:	<input type="checkbox"/>				

An asterisk (*) next to a field indicates that the field is required.

Member Sponsor
Family Unit
Save Member
Cancel

Here's How **What You'll See**

Monthly Membership Report

- 1. To view or print a Monthly Membership Report, click on the **Print** button.

[Club Info](#) | [Club Officers](#) | [Family Units](#) | [Billing](#) | [Branches](#) | [District Officers](#) | [Reports](#)

Club Report Selection

Club: FRANKLIN (11330)

Report

Club Roster With Address	Print
Club Roster Without Address	Print
Club Attendance Sheet	Print
Club Directory	Print
Club Monthly Reporting History	Print
Monthly Membership Report	Print
Lions Clubs Officer Reporting Form (PU-101)	Print
Family Unit Report	Print
Membership Data Download	View
Membership Cards	Print
Lions Club Activity Report	Go!

Forms

[New Member Form](#)

[Close](#)

- 2. Type in a Month and a Year of the report you want to view in the following format mm/yyyy, then click **Run Report**.

[Home](#) | [Membership](#) | [Club](#) | [Zone](#) | [Region](#) | [District](#) | [Multi-District](#) | [Logout](#)

Monthly Membership Report

Please specify a reporting month and year.

MM/YYYY

[Run Report](#) [Close](#)

Here's How **What You'll See**

- 3. A report will be generated for the month you selected.
- 4. Save a copy of the monthly report for your club's records.

MONTHLY MEMBERSHIP REPORT - January 2009

This section under construction					
ACTIVE:	1.	0	RESIGNED IN GOOD STANDING	MEMBERS FROM LAST REPORT	24
MEMBERS AT LARGE:	2.	0	DROPPED FOR NON PAYMENT	A NEW MEMBERS	0
HONORARY:	3.	0	DROPPED FOR NON ATTENDANCE	B REINSTATED MEMBERS	0
LIFE:	4.	0	DROPPED FOR NON PAYMENT AND NON ATTENDANCE	C TRANSFER MEMBERS	1
PRIVILEGED:	5.	0	TRANSFERRED IN GOOD STANDING	TOTAL BEFORE DEDUCTIONS	25
AFFILIATE:	6.	0	MOVED	D DROPPED FROM MEMBERSHIP	0
DO NOT COUNT IN LCI TOTAL:	7.	0	DECEASED	MEMBERS AT CLOSE	25
ASSOCIATE	8.	0	OTHER		
	9.	0	TOTAL		
IDENT.	CLUB	NAME OF CLUB		DIST. NO.	
0333		SECRETARY'S NAME		5M1	
MONTH	YEAR	Branch Club members			
1		Total:			

- 5. While viewing the report, click the **Print Icon**.



Here's How **What You'll See**

Membership Data Download

1. Click on **View** button next to the Membership Data Download to get appropriate data.

[Club Info](#) | [Club Officers](#) | [Family Units](#) | [Billing](#) | [Branches](#) | [District Officers](#) | [Reports](#)

Club Report Selection

Club: FRANKLIN (11330)

Report	
Club Roster With Address	<input type="button" value="Print"/>
Club Roster Without Address	<input type="button" value="Print"/>
Club Attendance Sheet	<input type="button" value="Print"/>
Club Directory	<input type="button" value="Print"/>
Club Monthly Reporting History	<input type="button" value="Print"/>
Monthly Membership Report	<input type="button" value="Print"/>
Lions Clubs Officer Reporting Form (PU-101)	<input type="button" value="Print"/>
Family Unit Report	<input type="button" value="Print"/>
Membership Data Download	<input type="button" value="View"/>
Membership Cards	<input type="button" value="Print"/>
Lions Club Activity Report	<input type="button" value="Go !"/>

Forms
[New Member Form](#)

2. To ensure privacy, the following screen will appear.
3. Click on **I Agree** button to continue.

Data Download

This data is provided for official Lions Clubs business only. By clicking the "I Agree" button below you indicate that the data will only be used for this purpose.

Club: Franklin

4. A comma delimited file will be displayed.
5. You can copy and paste this information into a data base or spreadsheet program and use for your club purposes, such as mailing labels.

```
"Club ID","Club Name","Member ID","Prefix","First Name","Middle Name","Last Name","Suffix","Home I
"11206","TA Club 11206","112066","","Martha","TA","Bing11206","","1001 NORTH AVE","","","OAK BROOK
"11206","TA Club 11206","112064","","Peter","TA","Brookenfeild11206","","1001 NORTH AVE","","","O
"11206","TA Club 11206","112068","","Jarod","TA","Brown11206","","1001 NORTH AVE","","","OAK BROOK
"11206","TA Club 11206","112063","","Michael","TA","O'Reilly11206","","1001 NORTH AVE","","","OAK
"11206","TA Club 11206","112062","","David","TA","Rita11206","","1001 NORTH AVE","","","OAK BROOK'
"11206","TA Club 11206","112061","","John","TA","Smith11206","","1001 NORTH AVE","","","OAK BROOK'
"11206","TA Club 11206","112067","","Elizabeth","TA","Smith11206","","1001 NORTH AVE","","","OAK B
"11206","TA Club 11206","112065","","Suzanne","TA","Tingle11206","","1001 NORTH AVE","","","OAK BF
```

Here's How **What You'll See**

Lions Club Activity Report

1. To submit a Monthly/Yearly Activity Report click **Go!**

[Club Info](#) | [Club Officers](#) | [Family Units](#) | [Billing](#) | [Branches](#) | [District Officers](#) | [Reports](#)

Club Report Selection

Club: FRANKLIN (11330)

Report

Club Roster With Address	<input type="button" value="Print"/>
Club Roster Without Address	<input type="button" value="Print"/>
Club Attendance Sheet	<input type="button" value="Print"/>
Club Directory	<input type="button" value="Print"/>
Club Monthly Reporting History	<input type="button" value="Print"/>
Monthly Membership Report	<input type="button" value="Print"/>
Lions Clubs Officer Reporting Form (PU-101)	<input type="button" value="Print"/>
Family Unit Report	<input type="button" value="Print"/>
Membership Data Download	<input type="button" value="View"/>
Membership Cards	<input type="button" value="Print"/>
Lions Club Activity Report	<input style="border: 2px solid red;" type="button" value="Go !"/>

Forms

[New Member Form](#)

2. Click on **Continue.**

[Club Info](#) | [Club Officers](#) | [Family Units](#) | [Billing](#) | [Branches](#) | [District Officers](#) | [Reports](#)

Lions Club Activity Report

Club Name: Franklin

The 2009 revision of the Lions Club Activity Report features four main sections - community services, youth services, health services, and other services.

The new format includes all of the Adopted Service Programs of Lions Clubs International as well as space for club secretaries to enter information about other successful club projects.

Club secretaries who submit a year-end (June or until July 15) Lions Club Activity Report can download personalized Certificate of Excellence signed by the Lions International President.

Welcome to the Lions Club Activity Report

This online report seeks information about your club's service activities:

- the number of Lions service hours donated by your club
- the amount of money donated by your club
- the number of Lions who participated in club activities
- the number of persons who directly benefited from your club activities.

Please do not include information concerning club meetings or fundraising activities.
Thank you for helping to create a global overview of Lions service activities.

3. Click on **Enter New Activity Report.**

***** Note: To update an existing report, click Update or correct an Activity Report.**

[Club Info](#) | [Club Officers](#) | [Family Units](#) | [Billing](#) | [Branches](#) | [District Officers](#) | [Reports](#)

Lions Club Activity Report

Franklin

[Update or correct an Activity Report](#)

[Print an Activity Report](#)

Here's How **What You'll See**

- 4. To select month of the activity report, click on the **down arrow**.
- 5. Click **Go**.

Franklin
 Select month: Jun - 2009 

- 6. Within each section, select all applicable activities and enter donations, hours, participants, and benefactors.

*****Note: IMPORTANT!! To make certain your information is stored, click the "Save Report" Button within 20 minutes to avoid timing out and losing your entries. Repeat every 20 minutes, if necessary.**

Community Services

Community Services

- Aid to the disabled
- Aid to the elderly
- Building homes / Habitat for Humanity
- Citizenship
- Computer training
- Crime prevention
- Culture / the Arts
- Disaster relief / Lions ALERT
- Education / literacy
- Food bank / food distribution / crop planting
- Homelessness
- Recreation / sports
- Safety programs

Environmental Services

- Community clean-up project
- Environmental education
- Lions Environmental Photo Contest
- Recycling
- Tree Planting

- 7. If your club performs activities not covered above, enter donations, hours, participants, benefactors, and comments in the **"Other" Service Activities** section.

***** Note: Please do not include time spent at meetings or raising funds.**

"Other" Service Activities

"Other" Service Activities

Please indicate other service activities provided by your club
 Please do not include time spent at meetings or raising funds.

Whole numbers only

Funds donated by Lions club for these activities

(Note: Enter funds in your own currency.)

Hours donated by Lions club for these activities

Number of Lions who participated in these activities

Number of persons who directly benefited from these activities

Please use the area below to briefly describe (500 words or less) completed service projects that have not been reported above. *Do not use this area to submit other correspondence.*

Here's How	What You'll See
------------	-----------------

8. If applicable, enter donations in the **Donations to Lions Foundations** section.

9. Click **Save Report**.

Donations to Lions Foundations

Whole numbers only

Funds donated to Lions Clubs International Foundation (LCIF)

Funds donated to another Lions foundation

(Note: Enter funds in your own currency.)

10. A confirmation window will appear after successful submission.

[Club Info](#) | [Club Officers](#) | [Family Units](#) | [Billing](#) | [Branches](#) | [District Officers](#) | [Reports](#)

Thank you

for submitting valuable information concerning the service activities of your Lions club.

11. If you wish to print a report, click on **Print an Activity Report**.

[Club Info](#) | [Club Officers](#) | [Family Units](#) | [Billing](#) | [Branches](#) | [District Officers](#) | [Reports](#)

Lions Club Activity Report

Franklin

[Enter new Activity Report](#)
[Update or correct an Activity Report](#)
[Print an Activity Report](#)

12. Select the month of a report you want to print.

Select Print Report Type

[Print Current Year Report](#)
[Print Current Year Summary Report](#)
[Print Last Year Detail Report **](#)
[Print Last Year Summary Report **](#)

13. An activity report will be generated.

Lions Club Activities Report 2008 - 2009 Detail

Club Name : **Franklin**

June 2009

Community Service Activities

14. While in the report, click the **Print Icon** to print a paper copy.



Here's How **What You'll See**

Membership Cards

1. Click on **Print** button next to **Membership Cards**.

Club Report Selection

Club Franklin

Report

Club Roster With Address	Print
Club Roster Without Address	Print
Club Attendance Sheet	Print
Club Directory	Print
Club Monthly Reporting History	Print
Monthly Membership Report	Print
Lions Clubs Officer Reporting Form (PU-101)	Print
Family Unit Report	Print
Membership Data Download	View
Membership Cards	Print
Lions Club Activity Report	Go!

2. Select your Paper Size, Cards Per Page, Print In, and Good Standing month.

Club Info
Club Officers
Family Units
Billing
Branches
District Officers
Reports

Membership Cards

Please select a paper size: A4 ▼

<p>Cards Per Page:</p> <p><input type="radio"/> 8 - 85 x 54 mm cards per page</p> <p><input checked="" type="radio"/> 10 - 85 x 54 mm cards per page</p>	<p>Print In:</p> <p><input checked="" type="radio"/> Color</p> <p><input type="radio"/> Black & White</p>
--	---

Selected Members will be in good standing until: 06/2009 ▼

Here's How **What You'll See**

- If you want to print membership cards for ALL members, click the



double arrow button; if you made a mistake and want to move ALL members back, click the **reverse double arrow**



- Click **Run Report**.

Club Info
Club Officers
Family Units
Billing
Branches
District Officers
Reports

Membership Cards

Please select a paper size: A4

Cards Per Page:

8 - 85 x 54 mm cards per page

10 - 85 x 54 mm cards per page

Print In:

Color

Black & White

Selected Members will be in good standing until: 06/2009

Please select members:

^
v

John, Jameson

Kelly, Google

Peter, Huges

Jane, Stover

13 Members Available

>

>>

<

<<

Members Selected:

^
v

John, James

Kelly, Trolley

0 Members Selected
(1 page(s) with 10 blank card(s))

Run Report

Close

- If you want to print membership cards for a few members, use the scroll bar.

- Click on the member(s) you want to print a card for, then click the **single arrow**



- If you made a mistake, select the member from Members Selected and click the **reverse arrow**



- Click **Run Report**.

Club Info
Club Officers
Family Units
Billing
Branches
District Officers
Reports

Membership Cards

Please select a paper size: A4

Cards Per Page:

8 - 85 x 54 mm cards per page

10 - 85 x 54 mm cards per page

Print In:

Color

Black & White

Selected Members will be in good standing until: 06/2009

Please select members:

^
v

John, Jameson

Kelly, Google

Peter, Huges

Jane, Stover

13 Members Available

>

>>

<

<<

Members Selected:

^
v

John, James

Kelly, Trolley

0 Members Selected
(1 page(s) with 10 blank card(s))

Run Report

Close

Here's How

9. Membership cards will be generated. Insert card stock. Click on Print icon to print cards.

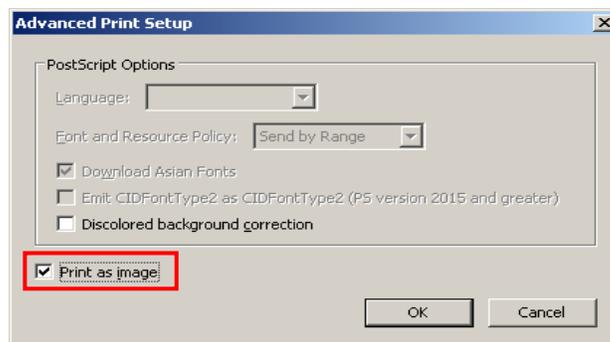
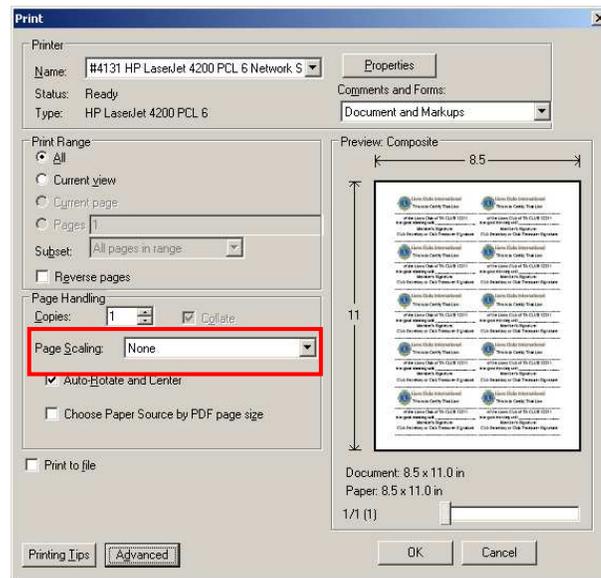
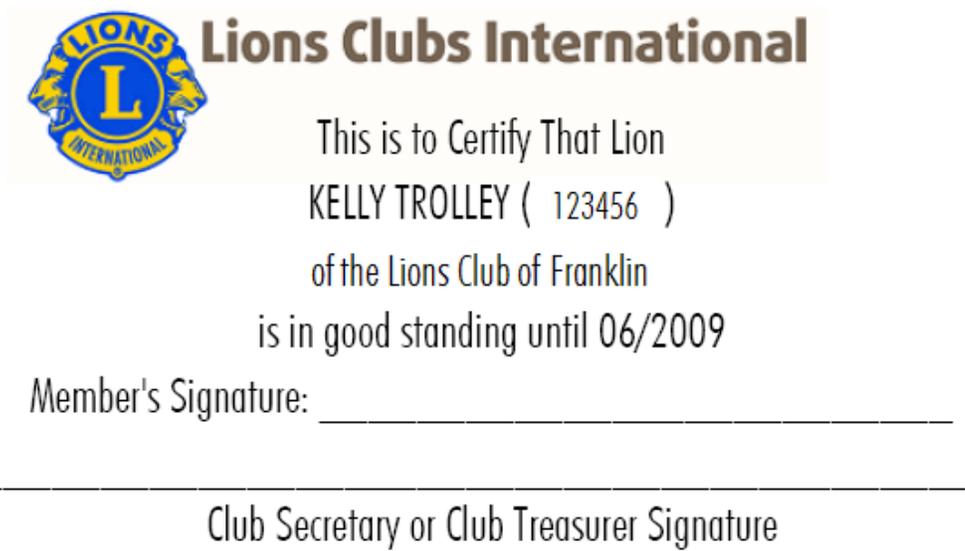
***Note: Any 8 per page or 10 per page business card labels/stock can be used.

10. While in the report, click the **Print Icon** to print a paper copy.

***Note: **IMPORTANT** - Set **Page Scaling** to **None** to ensure cards print correctly.

Some user may need to select **PRINT AS IMAGE**, by clicking on the **Advanced** tab, then check **Print as Image**.

What You'll See



Here's How **What You'll See**

The Club Officer Function – How to Edit Officers

1. Click on the **Club** link on the WMMR welcome page.



2. Click on the **Club Officers** link to update or add club officer information.



3. Click on the **Office Title** of the officer you wish to update.



Here's How **What You'll See**

4. Select a new individual you wish to replace the current officer with by scrolling through the list, and then clicking on the name.
5. Click **Save** to finalize your selection.

ASSIGN OFFICERS
Franklin

To assign a member to this office, select a club and a member and click "Save". To replace an officer with another member, select the new member and click "Save". To end the term of an officer, click the "End Term" button.

2008-2009
President
Currently Assigned Member: Smith, John

Select a Member to serve in this position:

Brown, Jarod	↑
O'Reilly, Michael	↓
* Rita, David	↓
* Smith, John	↓

* Member is currently serving as an officer.

6. After you click **Save**, an updated officer list will appear.

Officers
Franklin

Select the appropriate Lionistic Year and Officer Type. Click on the Office Title to add or change the officer.

Lionistic Year: Officer Type:

2008-2009

<u>Office Title</u>	<u>Member Name</u>
President	Michael O'Reilly
Secretary	Martha Bing
Treasurer	David Rita
Membership Chairperson	

Here's How **What You'll See**

- 7. If you wish to end the term of an officer, for whom you do not have a replacement yet, select that individual from the list.
- 8. Click **End Term**.

ASSIGN OFFICERS
Franklin

To assign a member to this office, select a club and a member and click "Save". To replace an officer with another member, select the new member and click "Save". To end the term of an officer, click the "End Term" button.

2008-2009
Treasurer
Currently Assigned Member: Rita ██████, David

Select a Member to serve in this position:

Brookenfeild, Peter	▲
Brown, Jarod	■
* O'Reilly, Michael	▼
* Rita, David	▼

* Member is currently serving as an officer.

Save
End Term
Cancel / Re

- 9. An updated officer list will appear.

Officers
Franklin

Select the appropriate Lionistic Year and Officer Type. Click on the Office Title to add or change the officer.

Lionistic Year:
2008-2009 ▼
Officer Type
Officers ▼

2008-2009

<u>Office Title</u>	<u>Member Name</u>
President	Michael O'Reilly
Secretary	Martha Bing
Treasurer	
Membership Chairperson	

Return

Here's How **What You'll See**

- 10. To add an officer to your list, click on the **Office Title**, select a new officer from the list.
- 11. Click **Save**.

Officers
Franklin

Select the appropriate Lionistic Year and Officer Type. Click on the Office Title to add or change the officer.

Lionistic Year:
2008-2009 ▼
Officer Type
Officers ▼

2008-2009

<u>Office Title</u>	<u>Member Name</u>
President	Michael O'Reilly
Secretary	Martha Bing
Treasurer	David Rita
Membership Chairperson	

- 12. An updated officer list will appear as a confirmation.
- ***Note: to confirm, review, and/or print a copy of your submitted club officers:**
- Click on the yellow banner tab - CLUB link
 - Click Reports
 - Click the Print button next to the Officer Reporting Form (PU-101)
 - Select either current or next year
 - Click run report

Officers
Franklin

Select the appropriate Lionistic Year and Officer Type. Click on the Office Title to add or change the officer.

Lionistic Year:
2008-2009 ▼
Officer Type
Officers ▼

2008-2009

<u>Office Title</u>	<u>Member Name</u>
President	Michael O'Reilly
Secretary	Martha Bing
Treasurer	Suzanne Tingle
Membership Chairperson	

Here's How **What You'll See**

How to Enter a Family Unit

There are two ways to enter Family Units

- Add or Update Membership Screen **(Option 1)**
- Club – Family Unit link - **(Option 2)**

Helpful Tips

- Enter the Head of Household first.
- Enter Family members belonging to the Head of Household after the Head of Household record is processed.
- Complete one Family Unit at a time.
- Up to five members, including the Head of Household, can be selected per Family Unit.

Option 1: Using Add or Update Membership Screen

1. Follow Steps 1-4 from the How to Add a Member Section (refer to page 6-7).
2. Click on the **Family Unit** tab or button.

The screenshot shows the 'Basic Member Information' form. At the top, there are tabs for 'Add', 'Update', 'Review', 'Transfer', 'Drop', and 'Reinstate'. Below these is a sub-header 'Basic Member Information'. The form has several tabs: 'Basic', 'Sponsor', and 'Family Unit'. The 'Family Unit' tab is highlighted with a red box, and a red arrow points to it from the left. The form contains various input fields for member details, including Name (Prefix, First, Middle, Last Name/Surname, Suffix), Mailing Address, City, Country, Gender, Year of Birth, Join Date, Home Phone, Work Phone, Mobile Phone, Fax, Home Email, Work Email, Spouse Name, Nickname, Occupation, Branch, Member of a Family Unit?, Member Type, and Charter Member. A red arrow at the bottom points to the 'Family Unit' button, which is also highlighted with a red box. A note at the bottom states: 'An asterisk (*) next to a field indicates that the field is required.'

Here's How **What You'll See**

- If the member is the Head of Household, click the Head of Household box.

[Add](#) | [Update](#) | [Review](#) | [Transfer](#) | [Drop](#) | [Reinstate](#)

Family Unit Information

[Basic](#) | [Sponsor](#) | [Family Unit](#)

Club: TA Club 11312 (11312)
Member Name: Martha TA Bing11312 (113126)

Head of Household:

Family Unit: Martha Bing11312 (113126) *

Relationship Type: Head of Household *

Relationship Documentation: [Dropdown] *

Address Documentation: [Dropdown] *

Year of Birth: 1959 * YYYY

[Member Sponsor](#) | [Member Basic](#) | [Save Member](#) | [Cancel](#)

An asterisk (*) next to a field indicates that the field is required.

- If the family unit member is not the Head of Household, click the **down arrow** by the Family Unit box.
- Select the name of the Head of Household from the list by clicking on it.

[Add](#) | [Update](#) | [Review](#) | [Transfer](#) | [Drop](#) | [Reinstate](#)

Family Unit Information

[Basic](#) | [Sponsor](#) | [Family Unit](#)

Club: TA Club 11312 (11312)
Member Name: Martha TA Bing11312 (113126)

Head of Household:

Family Unit: [Dropdown] *

Relationship Type: Martha Bing11312 (113126)

Relationship Documentation: [Dropdown] *

Address Documentation: [Dropdown] *

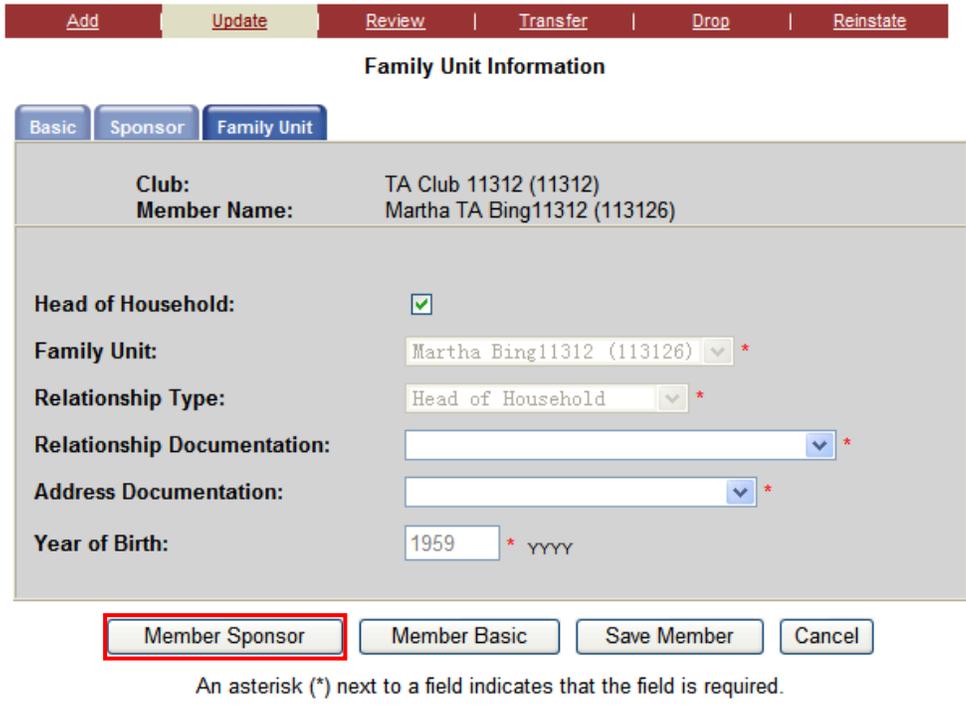
Year of Birth: 1959 * YYYY

[Member Sponsor](#) | [Member Basic](#) | [Save Member](#) | [Cancel](#)

An asterisk (*) next to a field indicates that the field is required.

Here's How **What You'll See**

6. Enter Relationship Documentation, Address Documentation, and Year of Birth if not displayed.
7. Click **Member Sponsor** button.



Add | **Update** | Review | Transfer | Drop | Reinstate

Family Unit Information

Basic | Sponsor | **Family Unit**

Club: TA Club 11312 (11312)
Member Name: Martha TA Bing11312 (113126)

Head of Household:

Family Unit: Martha Bing11312 (113126) *

Relationship Type: Head of Household *

Relationship Documentation: *

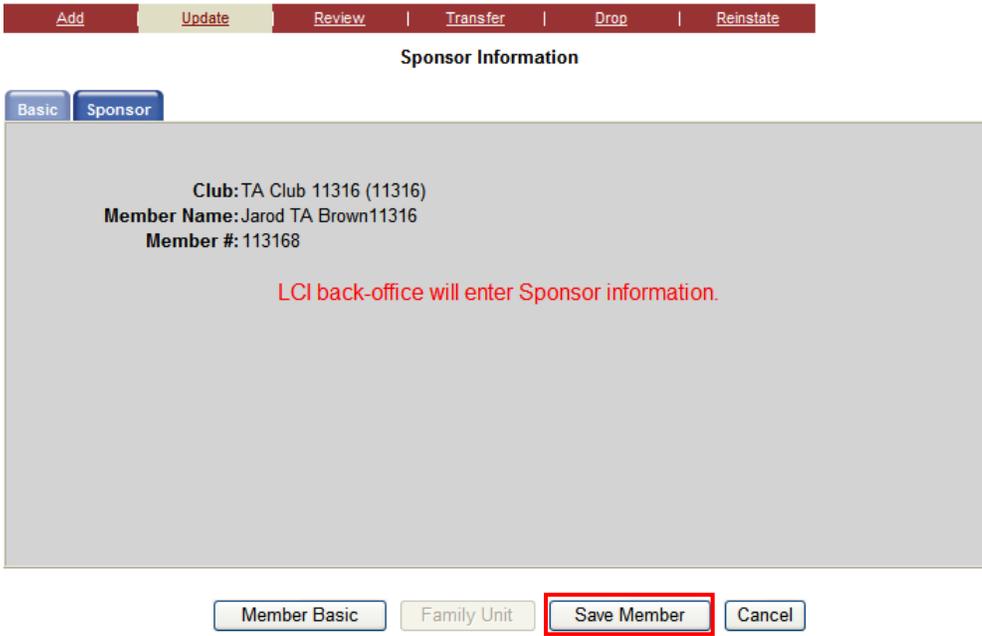
Address Documentation: *

Year of Birth: 1959 * YYYY

Member Sponsor
 Member Basic Save Member Cancel

An asterisk (*) next to a field indicates that the field is required.

8. The following message will be displayed.
9. Click on **Save Member** to finish. The new member will be added to your club roster as well as the Family Unit.



Add | **Update** | Review | Transfer | Drop | Reinstate

Sponsor Information

Basic | **Sponsor**

Club: TA Club 11316 (11316)
Member Name: Jarod TA Brown11316
Member #: 113168

LCI back-office will enter Sponsor information.

Member Basic Family Unit Save Member Cancel

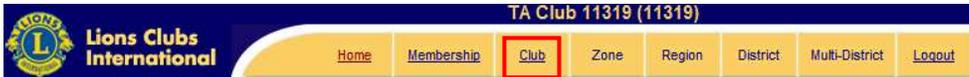
10. To update existing Family Unit information:
 - Start with steps 1-3 from How to Update or Review a Member (refer to page 15-16)
 - Follow the steps from How to Family Unit Section.

How to Update or Review a Member

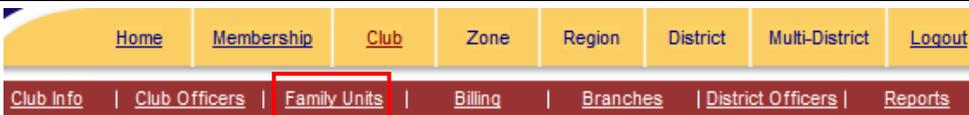
Here's How **What You'll See**

Option 2: Using Club – Family Unit link

1. Click on **Club** link.



2. Click on **Family Units** link.



Club Administration Home

Club: TA Club 11319 (11319)

Please select one of these Club options:

- [Club Info](#) - To review/update Club level contact information.
- [Club Officers](#) - To review/update Club Officers and their terms.
- [Family Units](#) - Create/change Family Units.
- [Billing](#) - To issue and track invoices for club activities.
- [Branches](#) - To review/update Branch level contact information.
- [District Officers](#) - To review District Officer information.
- [Reports](#) - To review/print various Club level reports.

3. Click on **New** to enter a new Family Unit.



Family Unit Home
Club: TA Club 11319 (11319)

Create a new Family Unit:

New

Return

Here's How **What You'll See**

4. Select the Head of Household by scrolling through the list of members.

Family Unit Maintenance

To create a new Family Unit:
 1. Select a new Head of Household.
 2. Add members to the Family Unit by checking their checkboxes (Up to 5 members).
 3. Click the Save button.

Head of Household	Member Name	Add To / Remove From Family Unit	Documentation
<input checked="" type="radio"/>	Martha Bing11317	<input checked="" type="checkbox"/>	Family Relation: <input type="text" value="Head of Household"/> * Relationship Verification Documentation: <input type="text"/> * Address Verification Documentation: <input type="text"/> * Birth Year: <input type="text" value="1959"/> *
<input type="radio"/>	Peter Brookenfeild11317	<input type="checkbox"/>	Family Relation: <input type="text"/> * Relationship Verification Documentation: <input type="text"/> * Address Verification Documentation: <input type="text"/> * Birth Year: <input type="text" value="1959"/> *
<input type="radio"/>	Jarod Brown11317	<input type="checkbox"/>	Family Relation: <input type="text"/> * Relationship Verification Documentation: <input type="text"/> * Address Verification Documentation: <input type="text"/> * Birth Year: <input type="text" value="1959"/> *

5. Click on the Head of Household button to select the Head of Household.

Head of Household	Member Name	Add To / Remove From Family Unit	Documentation
<input checked="" type="radio"/>	Martha Bing11317	<input checked="" type="checkbox"/>	Family Relation: <input type="text" value="Head of Household"/> * Relationship Verification Documentation: <input type="text"/> * Address Verification Documentation: <input type="text"/> * Birth Year: <input type="text" value="1959"/> *

6. Select **Relationship Verification Documentation** from the drop down list.

Head of Household	Member Name	Add To / Remove From Family Unit	Documentation
<input checked="" type="radio"/>	Martha Bing11319	<input checked="" type="checkbox"/>	Family Relation: <input type="text" value="Head of Household"/> * Relationship Verification Documentation: <input type="text"/> * Birth Certificate Marriage License Notary Other Forms of Verification Certificate of Religious Sacrament

Here's How	What You'll See																				
<p>7. Select Address Verification Documentation from the drop down list.</p>	<table border="1"> <thead> <tr> <th>Head of Household</th> <th>Member Name</th> <th>Add To / Remove From Family Unit</th> <th>Documentation</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>Martha Bing11317</td> <td><input checked="" type="checkbox"/></td> <td> Family Relation: Head of Household <input type="text"/>* Relationship Verification Documentation: <input type="text"/>* Address Verification Documentation: <input type="text"/>* Bill Bank Statement Drivers License Notary Other Forms of Verification Passport Government Issued ID </td> </tr> </tbody> </table>	Head of Household	Member Name	Add To / Remove From Family Unit	Documentation	<input checked="" type="radio"/>	Martha Bing11317	<input checked="" type="checkbox"/>	Family Relation: Head of Household <input type="text"/> * Relationship Verification Documentation: <input type="text"/> * Address Verification Documentation: <input type="text"/> * Bill Bank Statement Drivers License Notary Other Forms of Verification Passport Government Issued ID												
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<p>8. Scroll through the list of Members and Click on the square check box to select members that belong to this family unit.</p> <p>9. Fill out all of the required (*)information for each family member.</p>	<table border="1"> <thead> <tr> <th>Head of Household</th> <th>Member Name</th> <th>Add To / Remove From Family Unit</th> <th>Documentation</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>Martha Bing11317</td> <td><input checked="" type="checkbox"/></td> <td> Family Relation: Head of Household <input type="text"/>* Relationship Verification Documentation: <input type="text"/>* Address Verification Documentation: <input type="text"/>* Birth Year: 1959* Family Relation: <input type="text"/>* </td> </tr> <tr> <td><input type="radio"/></td> <td>Peter Brookenfeild11317</td> <td><input checked="" type="checkbox"/></td> <td> Relationship Verification Documentation: <input type="text"/>* Address Verification Documentation: <input type="text"/>* Birth Year: 1959* Family Relation: <input type="text"/>* </td> </tr> <tr> <td><input type="radio"/></td> <td>Jarod Brown11317</td> <td><input checked="" type="checkbox"/></td> <td> Relationship Verification Documentation: <input type="text"/>* Address Verification Documentation: <input type="text"/>* Birth Year: 1959* Family Relation: <input type="text"/>* </td> </tr> <tr> <td><input type="radio"/></td> <td>Michael O'Reilly11317</td> <td><input checked="" type="checkbox"/></td> <td> Relationship Verification Documentation: <input type="text"/>* Address Verification Documentation: <input type="text"/>* Birth Year: 1959* Family Relation: <input type="text"/>* </td> </tr> </tbody> </table>	Head of Household	Member Name	Add To / Remove From Family Unit	Documentation	<input checked="" type="radio"/>	Martha Bing11317	<input checked="" type="checkbox"/>	Family Relation: Head of Household <input type="text"/> * Relationship Verification Documentation: <input type="text"/> * Address Verification Documentation: <input type="text"/> * Birth Year: 1959* Family Relation: <input type="text"/> *	<input type="radio"/>	Peter Brookenfeild11317	<input checked="" type="checkbox"/>	Relationship Verification Documentation: <input type="text"/> * Address Verification Documentation: <input type="text"/> * Birth Year: 1959* Family Relation: <input type="text"/> *	<input type="radio"/>	Jarod Brown11317	<input checked="" type="checkbox"/>	Relationship Verification Documentation: <input type="text"/> * Address Verification Documentation: <input type="text"/> * Birth Year: 1959* Family Relation: <input type="text"/> *	<input type="radio"/>	Michael O'Reilly11317	<input checked="" type="checkbox"/>	Relationship Verification Documentation: <input type="text"/> * Address Verification Documentation: <input type="text"/> * Birth Year: 1959* Family Relation: <input type="text"/> *
Head of Household	Member Name	Add To / Remove From Family Unit	Documentation																		
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<p>10. Scroll to the bottom of the screen.</p> <p>11. Click Save.</p>	<table border="1"> <tbody> <tr> <td><input type="radio"/></td> <td>David Rita11319</td> <td><input checked="" type="checkbox"/></td> <td> Family Relation: Child <input type="text"/>* Relationship Verification Documentation: Birth Certificate <input type="text"/>* Address Verification Documentation: Notary <input type="text"/>* Birth Year: 1959* </td> </tr> </tbody> </table> <p style="text-align: center;"> <input checked="" type="button" value="Save"/> <input type="button" value="Cancel"/> </p>	<input type="radio"/>	David Rita11319	<input checked="" type="checkbox"/>	Family Relation: Child <input type="text"/> * Relationship Verification Documentation: Birth Certificate <input type="text"/> * Address Verification Documentation: Notary <input type="text"/> * Birth Year: 1959*																
<input type="radio"/>	David Rita11319	<input checked="" type="checkbox"/>	Family Relation: Child <input type="text"/> * Relationship Verification Documentation: Birth Certificate <input type="text"/> * Address Verification Documentation: Notary <input type="text"/> * Birth Year: 1959*																		