

Your Club's Database FAQ – Some common errors

The National Office uses the database maintained by the Club Secretary in the myLCI portal to create the labels for the Lion Magazine to be sent bi-monthly to all members. This database is manually formatted every second month to correct some common errors that are often associated with long-term members rather than recent members. The National Office requests that all Club Secretaries review their members' details on the myLCI portal and correct these common errors to reduce the time and costs associated with preparing the bi-monthly Lion Magazine.

Your members' details can be viewed in the myLCI portal and edited by selecting "Edit Member" on the right hand side. After any editing is done, please select Save and you will receive a confirmation pop up box stating the members' information was updated.

The common errors and how they should be corrected are outlined below.

Common Error 1: Having the State and/or Postcode double entered.

Incorrect Entry:

The State is entered in the "City" box as well as in the "State" dropdown box, the postcode is entered in both the "City" box and "Postcode" box

Member Correspondence Address

Country: AUSTRALIA

Address Line 1: 53 HERMITAGE ROAD

Address Line 2:

Address Line 3:

City: MAIDEN GULLY, VIC 3551 x State: Victoria Postal Code: 3551

Correct Entry:

The State is entered now only entered in the "State" dropdown box and the postcode is now only entered in the "Postcode" box

Officer Correspondence Address

Country: AUSTRALIA

Address Line 1: 53 HERMITAGE ROAD

Address Line 2:

Address Line 3:

City: MAIDEN GULLY State: Victoria Postal Code: 3551

Common Error 2: Having no State and/or Postcode entered in the correct boxes

Incorrect Entry:

The State and Postcode are added to the "City" box leaving the designated boxes blank for the State and Postcode

Member Correspondence Address

Country: AUSTRALIA

Address Line 1: 53 HERMITAGE ROAD

Address Line 2:

Address Line 3:

City: MAIDEN GULLY, VIC 3551 x State: Postal Code:

Correct Entry:

The State is entered now only entered in the "State" dropdown box and the postcode is now only entered in the "Postcode" box

Officer Correspondence Address

Country: AUSTRALIA

Address Line 1: 53 HERMITAGE ROAD

Address Line 2:

Address Line 3:

City: MAIDEN GULLY State: Victoria Postal Code: 3551

Common Error 3: Incorrect items in Address Lines 1, 2 and 3

Incorrect Entry for a house address:

Member Correspondence Address

Country: AUSTRALIA

Address Line 1: 53

Address Line 2: HERMITAGE

Address Line 3: ROAD

City: MAIDEN GULLY, VIC State: Victoria Postal Code: 3551

The house number, street name and road type are split over 3 lines

Correct Entry for a house address:

Officer Correspondence Address

Country: AUSTRALIA

Address Line 1: 53 HERMITAGE ROAD

Address Line 2:

Address Line 3:

City: MAIDEN GULLY State: Victoria Postal Code: 3551

The house number, street name and street type are now all listed on the correct line "Address Line 1"

Incorrect Entry for a Unit address:

Member Correspondence Address

Country: AUSTRALIA

Address Line 1: 122/53

Address Line 2: HERMITAGE ROAD

Address Line 3:

City: MAIDEN GULLY, VIC State: Victoria Postal Code: 3551

The house and unit number both occupy "Address Line 1" without clear distinction with the street name on "Address Line 2"

Correct Entry for a Unit address:

Officer Correspondence Address

Country: AUSTRALIA

Address Line 1: Unit 122

Address Line 2: 53 HERMITAGE ROAD

Address Line 3:

City: MAIDEN GULLY State: Victoria Postal Code: 3551

The unit number is clearly identified in "Address Line 1" with the street number, street name and street type in "Address Line 2"

Correct Entry for a Lot or rural address:

Officer Correspondence Address

Country: AUSTRALIA

Address Line 1: "City Limits"

Address Line 2: Lot 1251 HERMITAGE ROAD

Address Line 3:

City: MAIDEN GULLY State: Victoria Postal Code: 3551

The property name is clearly identified in "Address Line 1" and the Lot and street number are clearly identified in "Address Line 2"