

Service Activities - Upload, View, Manage Images



This guide offers a comprehensive overview of how to efficiently upload, manage, view, download, and delete images related to service activities within the Lion Portal. With new features allowing for multiple image uploads and easy navigation through an image gallery, users can enhance their experience and streamline their image management process. It's an essential resource for anyone looking to optimize their use of the portal and ensure their service activities are visually documented. By following this guide, users will save time and improve their engagement with club activities.



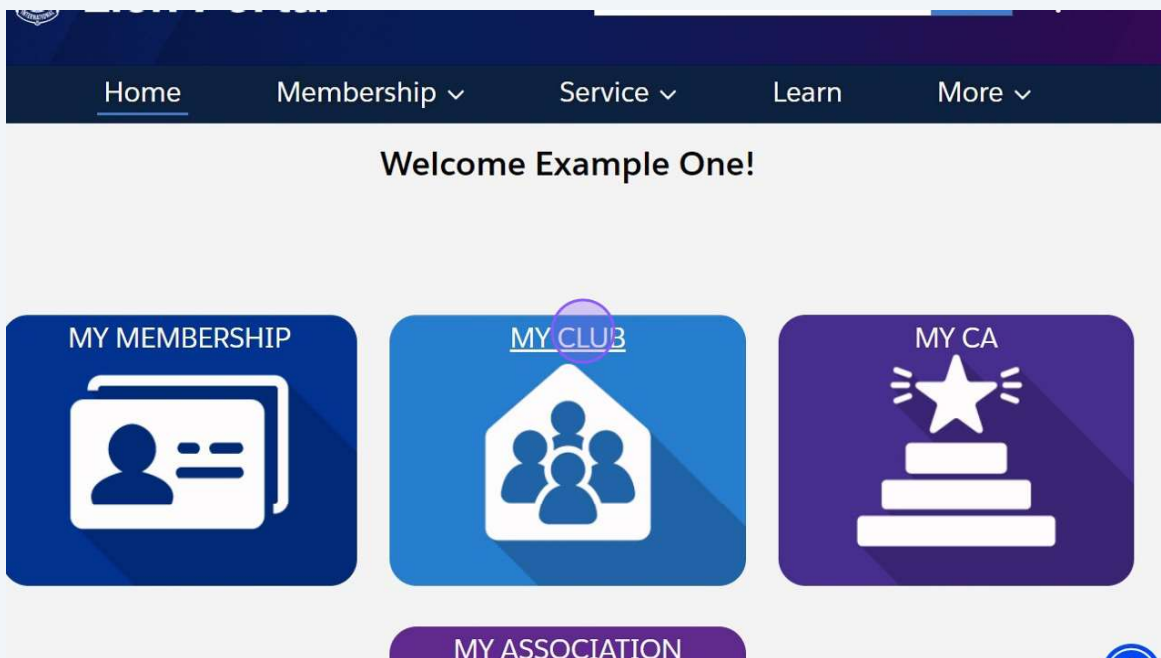
Tip! This Quick Guide describes how to upload, manage, view, download and delete Service Activity images.

1


Sign in to the Lion Portal. lionportal.org

2

Click "MY CLUB"



3 Click "Club Service Activities" tab

 Account
Example Club For Training

[+ Follow](#)

Lion ID
200158

Type
Lions Club

Status
Active

Billing Address
124 Any Place
Naperville, Illinois 60565
United States

Active Member Count
56

Club Details

Data Export

Club Statements

Club Service Activities

More

Account Name
Example Club For Training

Parent Account
District 1 J

Region or Zone
SE Zone 1

Lion ID
200158

Youth Programs

Type
Lions Club

Active Member Count
56

Club Specialty
Cultural

Club Sub-Specialty

Specialty Description

Member ...


Club Acti...

Manage Club Members

Manage Club Officers

Manage Cub Club

4 Scroll to the activity, and click the link to open.

 Service Activities (8)
8 items · Updated a few seconds ago

End Date

Title

Service Acti...

Start Date

Re

1

7/5/2024

Example Club ...

SA-05292416

7/5/2024

✓

2

8/5/2024

Example Club ...

SA-05292417

8/5/2024

✓

3

9/15/2024

Example Club ...

SA-05292418

9/15/2024

✓

4

9/17/2024

Example Club ...

SA-05292419

9/17/2024

✓

5

9/11/2024

Example Club ...

SA-05292420

9/11/2024

✓

6

Example Club ...

SA-05292421

9/1/2024

7

9/2/2024

Example Club ...

SA-05292422

9/2/2024

✓

8

7/4/2024

Example Club ...

SA-05292423

7/4/2024

View All

Manage Club Members

Manage Club Officers

Manage Cub Club
Leader

Manage Delegates

View Delegates

View Club Officers

5 Click "Upload Images"

The screenshot shows a web application interface for a Service Activity. At the top, there is a dark blue navigation bar with links: Home, Membership, Service, Learn, and More. Below this, a light gray header bar contains the text 'Service Activity SA-05292423' and buttons for 'Edit', 'Copy', and 'Delete'. The main content area is divided into two sections. The left section, titled 'Details', contains a table with the following information:

Example Club SA7 - Service Project Surfing		Sponsor	Status
		Example Club For Training	Ready to Report

Below this table, there is a section titled 'Image Gallery' with two tabs: 'Image...' and 'Upload...'. The 'Upload...' tab is highlighted with a purple circle. A message box below the tabs states: 'Use the **Upload Images** tab to begin uploading images.'

The right section, titled 'Information', contains a table with the following information:

Information	
Record Type	Report Complete
Service Project	<input type="checkbox"/>
Title	
Example Club SA7 - Service Project Surfing	
Sponsor	Cause
Example Club For Training	Vision



NEW FEATURE!

Multiple images can be selected and up loaded when you have chosen the images.

This is a 2 step process:

1. Select the images
2. Upload the images

6 Click "Select" or drag and drop images from your device.

Example Club SA7 - Service Project Surfing [Example Club For Training](#) Ready to Report

Details Image Gallery

Information

Record Type	Service Project	Report Complete	<input type="checkbox"/>
Title	Example Club SA7 - Service Project Surfing	Cause	Vision
Sponsor	Example Club For Training	Project Type	Other
Activity Level	Lions Club	Description	We partnered with another club and a local surfing based youth club to run an in water surfing event for visually impaired.
Status	Ready to Report		

Image... Upload...

1 Select image(s) to upload

2 Upload the image(s) to the Image Gallery

Upload Now

7 Navigate to the location of the image(s) to upload

PR-2024_CertifiedListsConventionsDuringOutage

Documents

Top

Documents

Portal ScribeHow Files

Soft Teams Chat Files

es

dings

Force Contract Copies

Show Quick Guides

Data Load Files

Lead Related

ation 29-MAR-2024

File name:

Earlier this month

- Wine Basket For Auction-005Ns000001kZgXIAU-ui44pftu 9/5/2024 11:1
- Wine Basket For Auction 9/5/2024 10:5

Last month

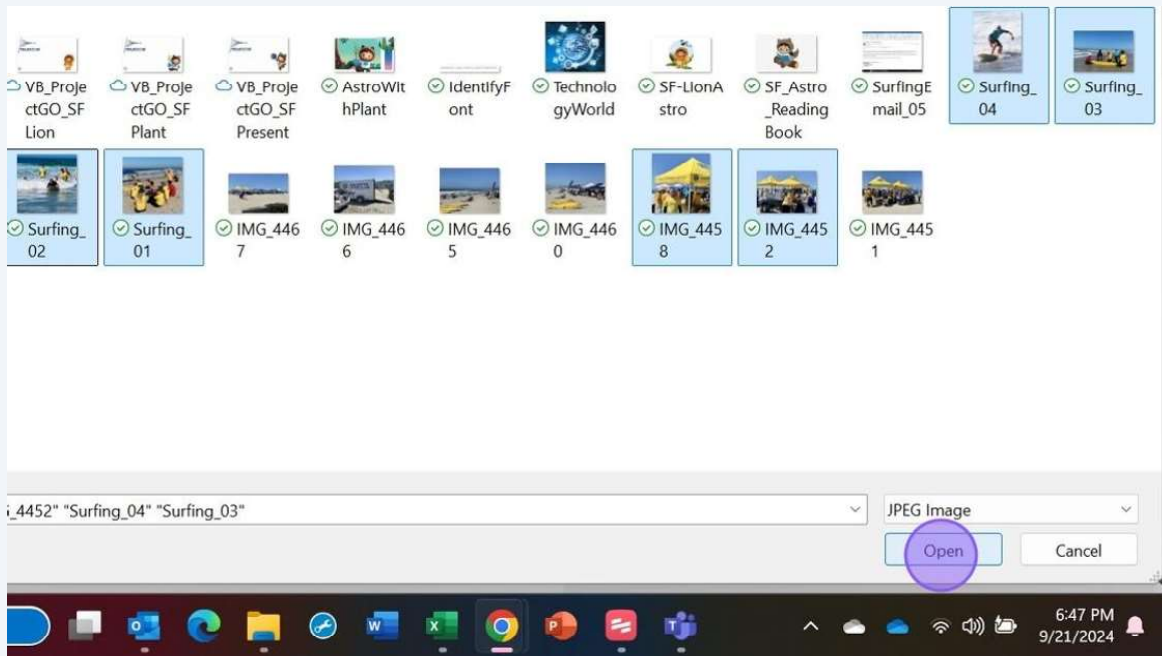
- SuperBadgelImage 8/15/2024 1:5

Earlier this year

- mindy 7/31/2024 10:
- 04-JUL-2024_TechnologyDivisionOverview_V(2) (1) (2) 7/24/2024 7:1
- 04-JUL-2024_TechnologyDivisionOverview_V(2) (1) (1) 7/24/2024 7:0
- 04-JUL-2024_TechnologyDivisionOverview_V(2) (1) 7/23/2024 2:0
- HQ Smaller 7/23/2024 11:
- LockScreen 7/23/2024 11:
- convention 5/28/2024 11:
- technology pictures 5/28/2024 10:
- Muhammad 5/28/2024 9:2

8

Select the image(s). Use **ctrl + click** to select multiple images.
Click "Open" to return to the upload page



Alert! Each selected image must be under 3Meg.

9 Images selected are shown under the "Upload Now" Button.

Surfing	
Sponsor ⓘ Example Club For Training ✎	Cause Vision ✎
Activity Level Lions Club	Project Type Other ✎
Status ⓘ Ready to Report	Description ⓘ We partnered with another club and a local surfing based youth club to run an in water surfing event for visually impaired. Participants were age 6 to 72. ✎
Start Date ⓘ 7/4/2024 ✎	Created By 👤 Example One , 9/21/2024, 6:38 PM
End Date ⓘ 7/4/2024 ✎	
✓ Required Metrics	
People Served ⓘ 150 ✎	

2 Upload the image(s) to the Image Gallery

Upload Now

1. Surfing_03.jpg
2. Surfing_02.jpg
3. Surfing_01.jpg
4. IMG_4460.jpg
5. IMG_4458.jpg
6. IMG_4452.jpg
7. IMG_4451.jpg

10 Click "Upload Now"

Service Project	
Title ⓘ Example Club SA7 - Service Project Surfing ✎	
Sponsor ⓘ Example Club For Training ✎	Cause Vision ✎
Activity Level Lions Club	Project Type Other ✎
Status ⓘ Ready to Report	Description ⓘ We partnered with another club and a local surfing based youth club to run an in water surfing event for visually impaired. Participants were age 6 to 72. ✎
Start Date ⓘ 7/4/2024 ✎	Created By 👤 Example One , 9/21/2024, 6:38 PM
End Date ⓘ 7/4/2024 ✎	
✓ Required Metrics	

2 Upload the image(s) to the Image Gallery

Upload Now

1. Surfing_03.jpg
2. Surfing_02.jpg
3. Surfing_01.jpg
4. IMG_4460.jpg
5. IMG_4458.jpg
6. IMG_4452.jpg
7. IMG_4451.jpg

11 Click "Image Preview"

Details

Image Gallery

Information

Record Type

Service Project

Title

Example Club SA7 - Service Project Surfing

Sponsor

Example Club For Training

Activity Level

Lions Club

Status

Ready to Report

Report Complete

☐

Cause

Vision

Project Type

Other

Description

We partnered with another club and a local surfing based youth club to run an in water surfing event for visually impaired. Participants were age 6 to 72.

Created By

Start Date

7/4/2024

Image...

Upload...

1 Select image(s) to upload

Select

...or drop image(s) here

2 Upload the image(s) to the Image Gallery

Upload Now

12 Thumbnails of the images are now visible.

Surfing

Sponsor

Example Club For Training

Activity Level

Lions Club

Status

Ready to Report

Start Date

7/4/2024

End Date

7/4/2024

Required Metrics

People Served

150

Cause

Vision

Project Type





Other


Description

We partnered with another club and a local surfing based youth club to run an in water surfing event for visually impaired. Participants were age 6 to 72.

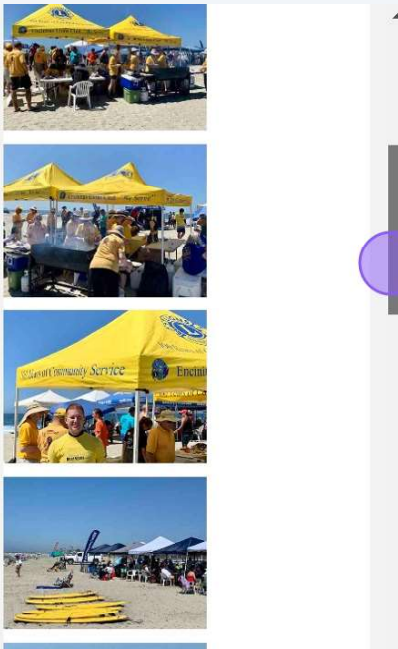
Created By

Example One, 9/21/2024, 6:38 PM






13 Scroll to view the image thumbnails.

Record Type Service Project	Report Complete ⁱ <input type="checkbox"/>	
Title ⁱ Example Club SA7 - Service Project Surfing		
Sponsor ⁱ Example Club For Training	Cause Vision	
Activity Level Lions Club	Project Type Other	
Status ⁱ Ready to Report	Description ⁱ We partnered with another club and a local surfing based youth club to run an in water surfing event for visually impaired. Participants were age 6 to 72.	
Start Date ⁱ 7/4/2024	Created By Example One , 9/21/2024, 6:38 PM	
End Date ⁱ 7/4/2024		

14 Click "Image Gallery"

Home Membership ▾ Service ▾ Learn More ▾

 Service Activity
SA-05292423

Edit Copy Delete

Title Example Club SA7 - Service Project Surfing	Sponsor Example Club For Training	Status Ready to Report
---	--	---------------------------


Details Image Gallery

Information

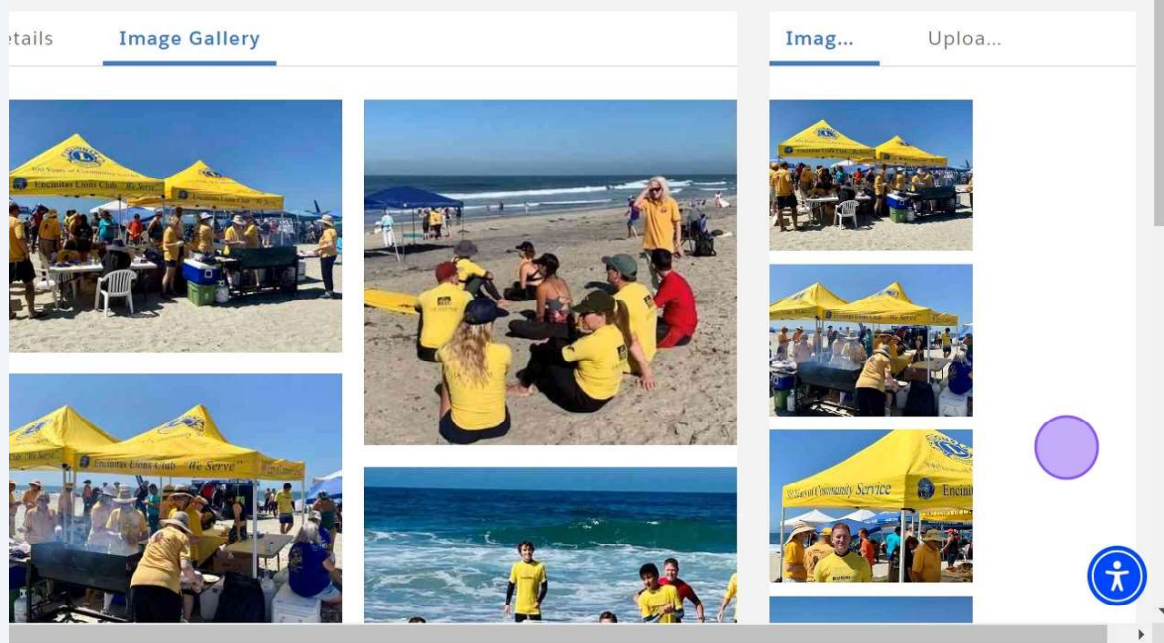
Record Type Service Project	Report Complete ⁱ <input type="checkbox"/>
Title ⁱ Example Club SA7 - Service Project Surfing	
Sponsor ⁱ Example Club For Training	Cause Vision

Image Gallery

Uploa...



- 15 The "Image Gallery" displays aspect ratio images.



- 16 Click an image to open the carousel full view of each image. Use the forward and backward arrows to move through the images.





NEW FEATURES!
Images can be downloaded
Images can be deleted

17

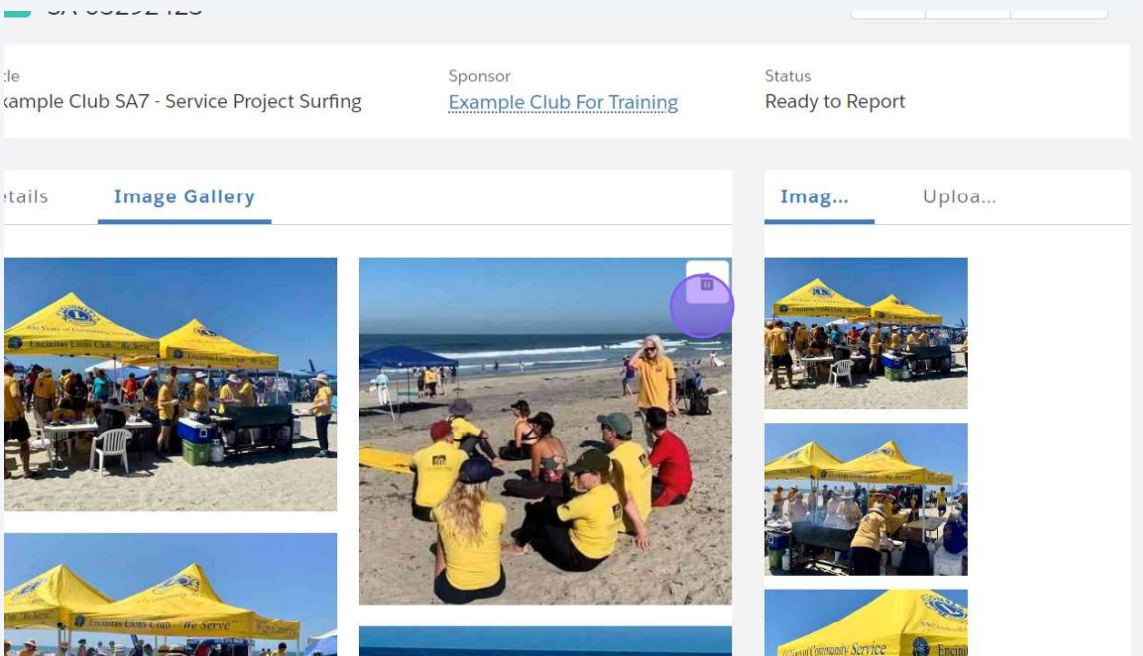
Click the "Download" icon to download the image to your device.



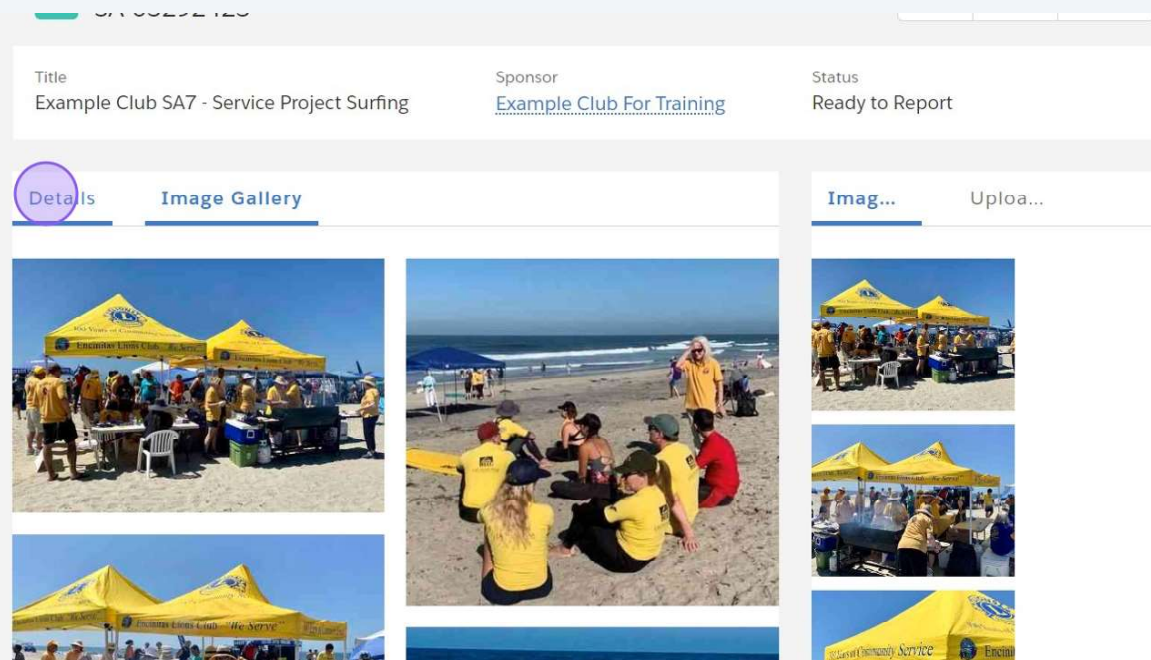
- 18 Click the "Close" icon to exit the carousel view.



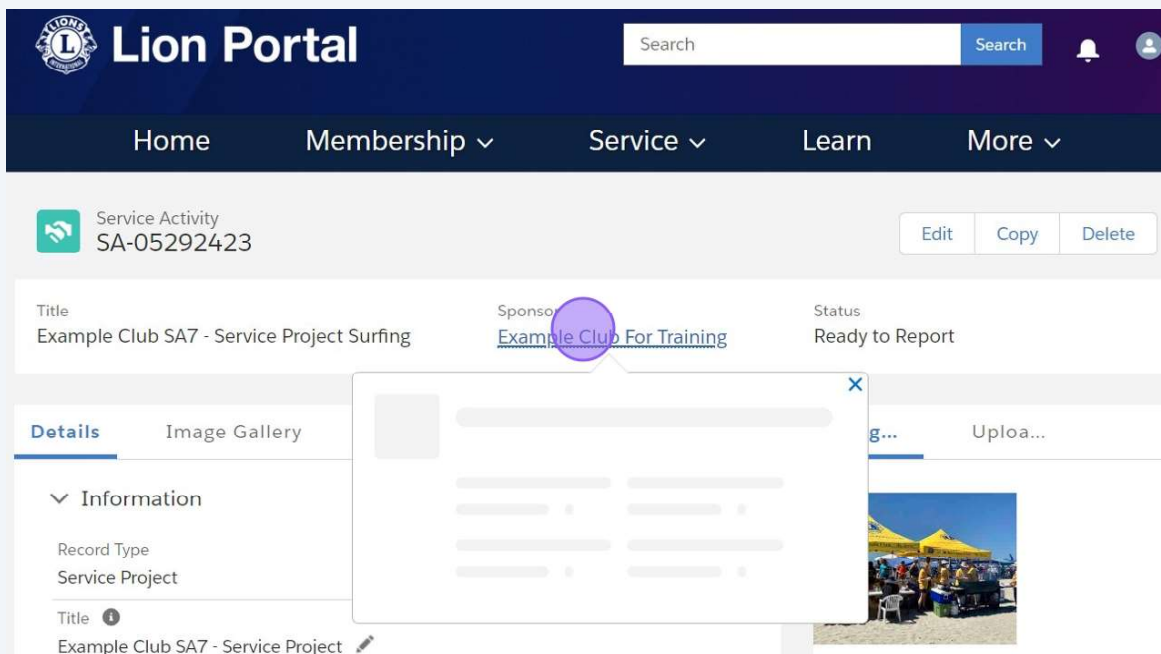
- 19 To delete an image, hover over the image and click the "Trashcan" icon. A "Delete Image" confirmation message will appear. Click "OK" to delete or "Cancel" to exit without deleting.



- 20 Click "Details" to return to the Service Activity details.



- 21 Click the link under "Sponsor" to return to the Club detail page.



- 22 Click "Home" to return to the landing page.

The screenshot shows the 'Lion Portal' interface. At the top is a dark blue header with the 'Lion Portal' logo, a search bar, and navigation links: Home (highlighted), Membership, Service, Learn, and More. Below the header, the user's account is displayed as 'Example Club For Training' with a '+ Follow' button. A table provides club details:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

Below the table are tabs for 'Club Details' (selected), 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Club Details' tab shows fields for 'Account Name' (Example Club For Training), 'Type' (Lions Club), 'Parent Account', and 'Active Member Count'. To the right, there is a 'Member ...' tab and a 'Club Acti...' tab, with a 'Manage Club Members' button below them.

- 23 This concludes the "Service Activities - Upload, View, Manage Images" Quick Guide.

The screenshot shows the 'Lion Portal' landing page. The header is identical to the previous screenshot, with 'Home' highlighted. Below the header, a large 'Welcome Example One!' message is displayed. The main content area features four large, colorful buttons: 'MY MEMBERSHIP' (blue), 'MY CLUB' (blue), 'MY CA' (purple), and 'MY ASSOCIATION' (purple). Each button contains a white icon representing its function. At the bottom right, there is a purple circle and a blue circular icon with a white figure.