

Service Activities - Full Walk-Through Quick Guide



This guide provides a comprehensive overview of creating and reporting Service Activities, particularly for fundraising and community service projects. It details essential data fields, roles responsible for reporting, and step-by-step instructions for using the Lion Portal effectively. By following this guide, users can efficiently manage their service projects, ensuring all necessary metrics are captured and reported accurately, promoting accountability and transparency within their clubs.



Tip! This Quick Guide shows creating and reporting a Service Activity and all potential data field that can be captured and reported.

This Service Activity is a "Service Project" type activity, where funds were raised and some donated to a local community organization. Metrics for "Funds Raised" and "Funds Donated" were also reported.



Alert! All Service Activities must have:

- Cause
- Project Type
- Description
- Start Date
- End Date

Additional Metrics for activity type:

- Service Project:
 - Total Volunteers
 - Total Volunteer Hours
 - People Served
- Fundraiser
 - Total Funds Raised
- Donation
 - Total Funds Donated
 - Organization Benefitted
- Meeting:
 - Total Volunteers



Alert! While any club member can create and update a Service Activity, only designated title can report the Service Activity as "Complete".

Club Level Titles are:

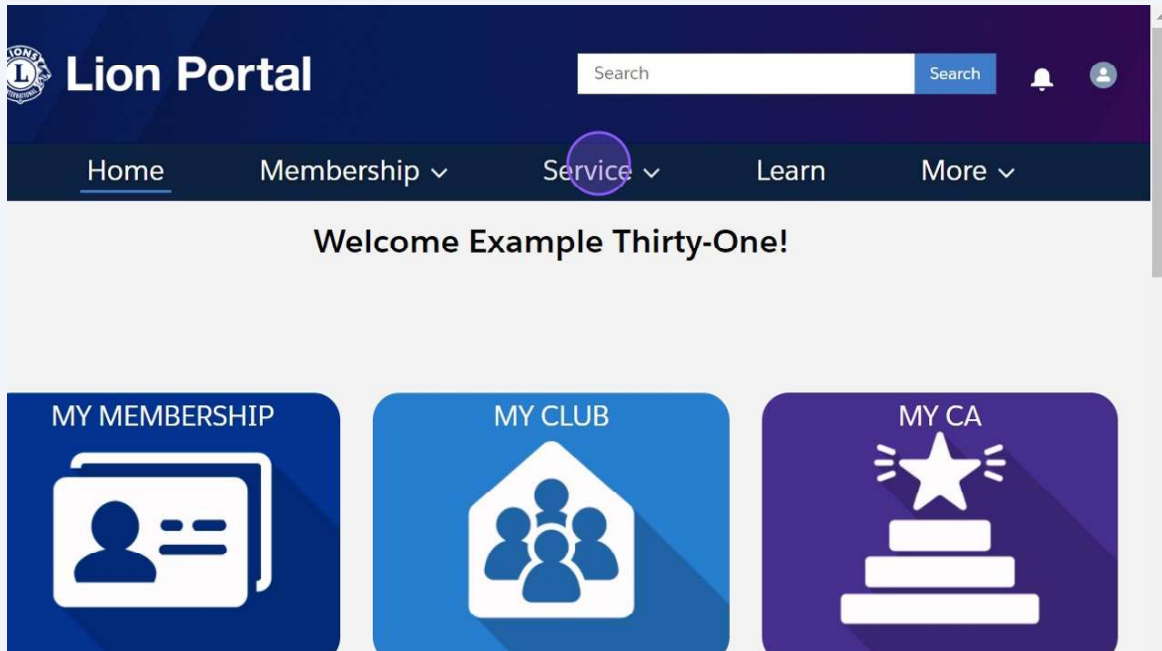
- President
- Secretary
- Service Chair
- Club Administrator

District/Multiple District Titles (on behalf of the Club)

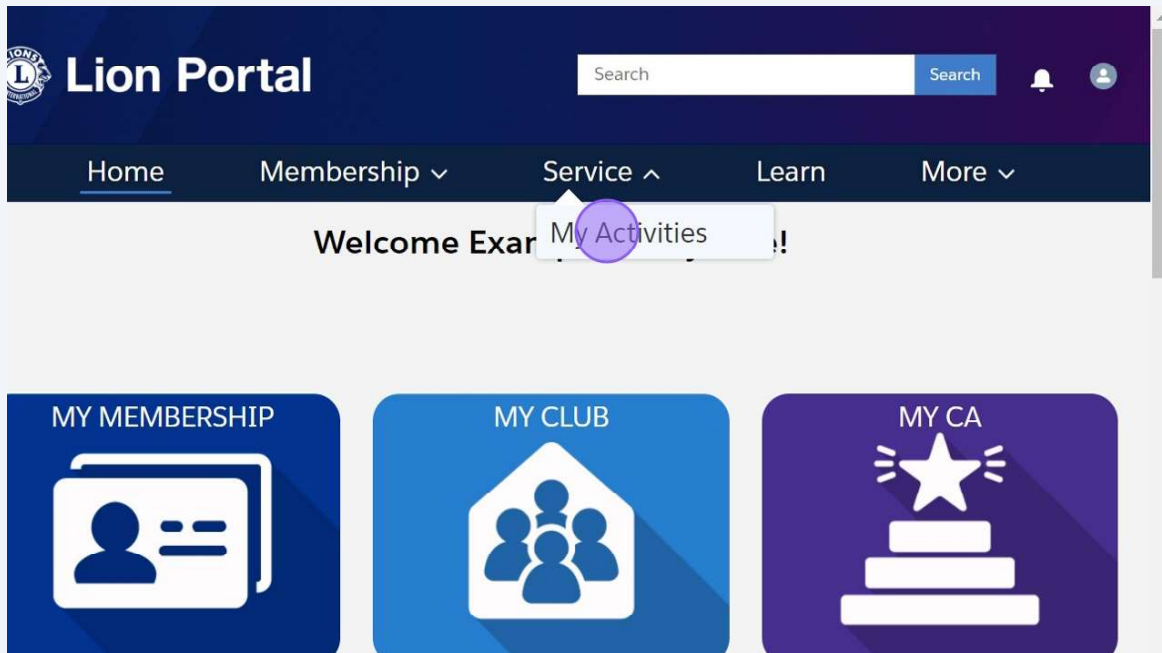
- District Governor
- Cabinet Secretary
- District/MD Administrator

1 Sign in to the Lion Portal. lionportal.org

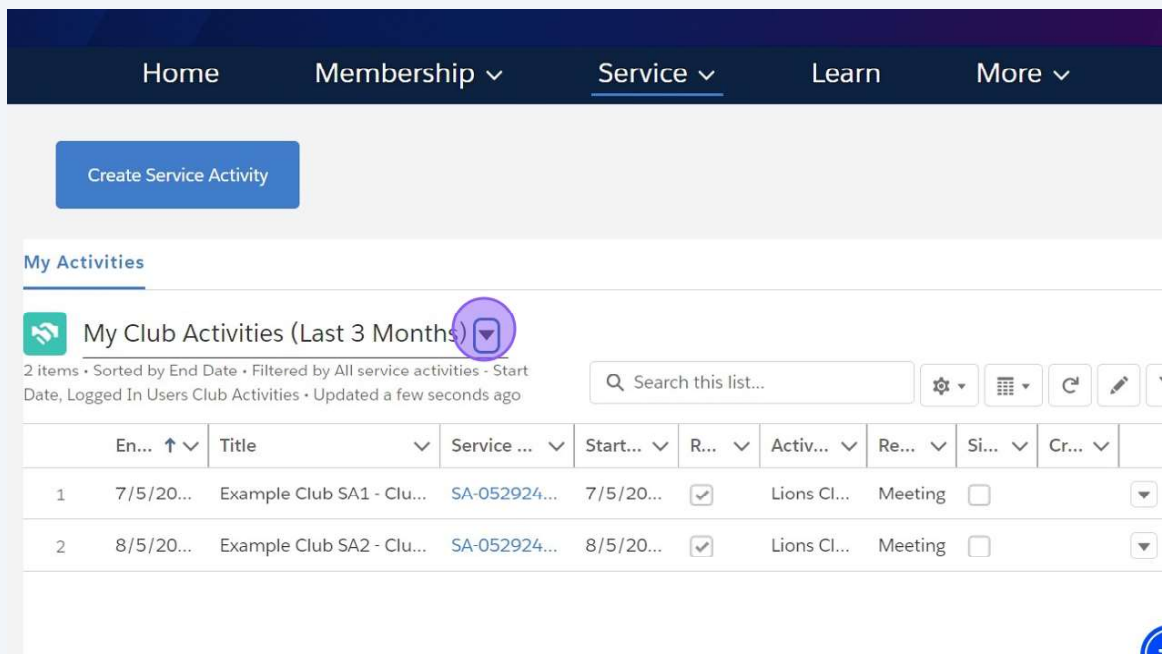
2 Click "Service"



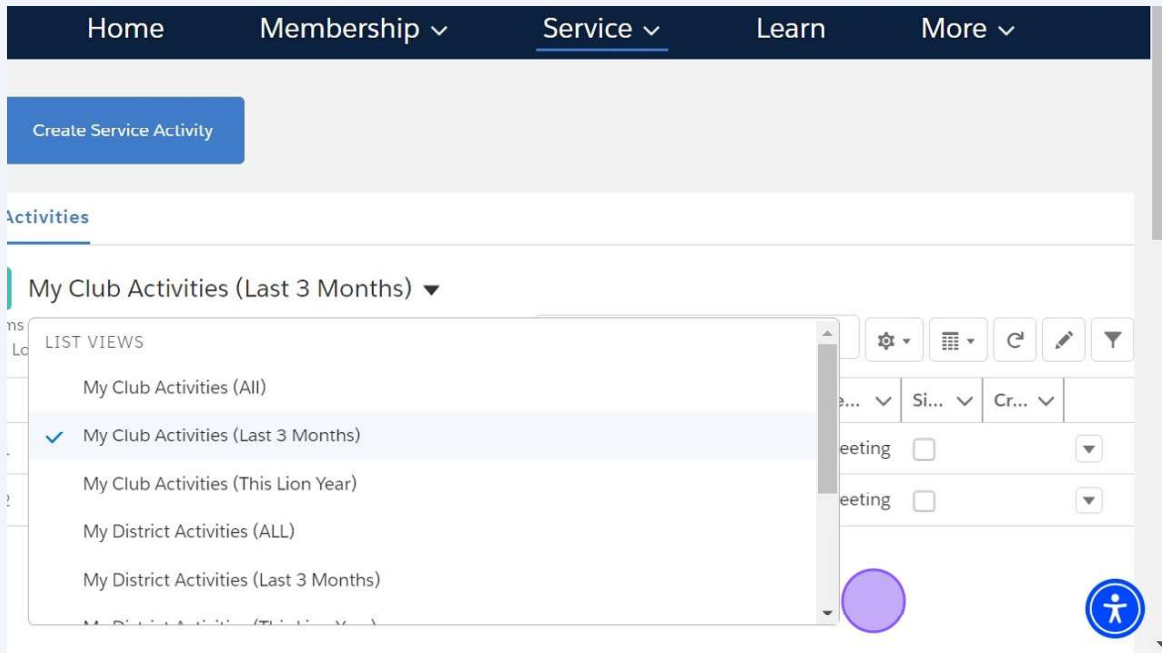
3 Click "My Activities"



4 Club activities (Last 3 Months) is the default list. For other list options, click "Select a List View: Service Activities"



- 5 Other view options are displayed. Click in the drop down to change views.



Create The Service Activity



Tip! Any Member of a Club can create a service activity and enter data and metrics. Activities can be saved at any time, with the ability to edit and add more detail at a later time.

6 Click "Create Service Activity"

The screenshot shows the Lion Portal homepage. At the top is a dark blue header with the Lion logo, the text 'Lion Portal', a search bar, and a user profile icon. Below the header is a navigation bar with links: Home, Membership, Service (highlighted with a dropdown arrow), Learn, and More (with a dropdown arrow). The main content area features a large blue button labeled 'Create Service Activity' which is circled in purple. Below this is a section titled 'My Activities' with a sub-header 'My Club Activities (Last 3 Months)' and a dropdown arrow. It shows 2 items, sorted by End Date, filtered by All service activities. A table lists two activities:

En...	↑ ↓	Title	Service ...	Start...	R...	Activ...	Re...	Si...	Cr...
1		7/5/20... Example Club SA1 - Clu...	SA-052924...	7/5/20...	✓	Lions Cl...	Meeting	<input type="checkbox"/>	
2		8/5/20... Example Club SA2 - Clu...	SA-052924...	8/5/20...	✓	Lions Cl...	Meeting	<input type="checkbox"/>	

7 The entities for which you can create Service Activities are shown. Click the radio button to select the entity and click "Next"

The screenshot shows the 'Create Service Activity' modal. It has a title bar with 'Home', 'Create Service Activity', and 'More'. The main content area says 'To Get Started, select one of the options below.' and shows '2 of 2 items • 1 item selected'. There is a search bar and a table with two items:

<input checked="" type="checkbox"/>	Name	Type
<input type="checkbox"/>	District 1 J	District
<input checked="" type="checkbox"/>	Example Club For Training	Lions Club

A blue 'Next' button is at the bottom right of the modal. The background shows the same 'My Club Activities' table as in the previous screenshot.

- 8 Enter a name for the Service activity. Click the dropdown to select the activity type.

Home More ▾

Create Service Activity

Create Service Activity

Activities

My Club Activities (L

ns • Sorted by End Date • Filtered
ed In Users Club Activities • Upda

En... ↑ ▾ Title

7/5/20... Example Cl

8/5/20... Example Club SA

Service Activity for: Example Club For Training

* Enter a title for the Service Activity

Example Club SA3 - Service Project

* Select the Activity Type

--None--

Previous Next

--None--
Donation
Fundraiser
Meeting
Service Project

- 9 Click "Next"

Home More ▾

Create Service Activity

Create Service Activity

Activities

My Club Activities (L

ns • Sorted by End Date • Filtered
ed In Users Club Activities • Upda

En... ↑ ▾ Title

7/5/20... Example Cl

8/5/20... Example Club SA2 - Clu... SA-052924... 8/5/20... ✓ Lions Cl... Meeting

Service Activity for: Example Club For Training

* Enter a title for the Service Activity

Example Club SA3 - Service Project

* Select the Activity Type

Service Project

Previous Next

Edit The Activity

- 10 A new Service Activity is created and the new activity is displayed.

The screenshot shows the Lion Portal interface. At the top, there is a dark blue header with the Lion Portal logo on the left, a search bar in the center, and a notification bell and user profile icon on the right. Below the header is a navigation bar with links: Home, Membership (with a dropdown arrow), Service (with a dropdown arrow), Learn, and More (with a dropdown arrow). The main content area displays a 'Service Activity' card for 'SA-05292418'. The card has a green icon with a hand and a purple circle highlighting the ID. To the right of the ID are buttons for 'Edit', 'Copy', and 'Delete'. Below the card, there is a table with three columns: Title, Sponsor, and Status. The Title is 'Example Club SA3 - Service Project', the Sponsor is 'Example Club For Training' (with a link icon), and the Status is 'Draft'. Below the table, there are two tabs: 'Details' (selected) and 'Image Gallery'. Under the 'Details' tab, there is an 'Information' section with a 'Record Type' of 'Service Project' and a 'Report Complete' checkbox (which is unchecked). To the right of the 'Details' tab, there is an 'Image Gallery' section with a button 'Imag...' and a button 'Uploa...'. Below these buttons, there is a message: 'Use the Upload Images tab to begin uploading images.'

i Tip! The activity "Status" changes as time passes based on the "Start Date: of the activity.

- Draft - No start date has been entered
- Planned - The start date is greater than today's date
- Ready To Report - The start date is equal to or less than today's date
- Reported - The activity has been marked "Report Complete"



Alert! Activities cannot be reported as "Report Complete" until the END Date of the activity is today's date or in the past AND the required data has been reported for the activity type.

11 New activities are set to the "Status" of "Draft"

The screenshot shows the 'Lion Portal' header with a search bar and navigation links: Home, Membership, Service, Learn, and More. Below the header, a 'Service Activity' card is displayed with the ID 'SA-05292418'. The card includes 'Edit', 'Copy', and 'Delete' buttons. The activity details are as follows:

Activity Name	Sponsor	Status
Example Club SA3 - Service Project	Example Club For Training	Draft

The 'Details' tab is active, showing an 'Information' section with the following fields:

- Record Type: Service Project
- Report Complete: ☐
- Title: Example Club SA3 - Service Project

On the right, the 'Image Gallery' tab is active, showing a message: 'Use the Upload Images tab to begin uploading images.'

12 Scroll to see the full details of the activity.

This screenshot shows the full details of the 'Example Club For Training' activity. The details are organized into two columns:

Field	Value
Activity Level	Lions Club
Status	Draft
Start Date	
End Date	
Project Type	
Description	
Created By	Example Thirty-One, 9/21/2024, 10:12 AM

Below the details, the 'Required Metrics' section is visible:

Metric	Value
People Served	
Total Volunteers	
Non-Lions Participated	<input type="checkbox"/>
Non-Lion Family Members Participated	



Tip! There are two format options for editing an activity:

- In-Line - The existing page moves to edit mode
- Popup Form - Opens a new popup window in edit mode



Tip! To edit In-Line follow these steps

13

To begin In-Line editing the activity click next to a pencil icon

- 14 The data fields are now editable. Continue to add data and scroll through the form

The screenshot shows a web application interface for editing a project record. At the top, there are three tabs: "Details", "Image Gallery", and "Image Upload". The "Details" tab is active. Below the tabs, there is a header section with the following information: "Record Type: Example Club SA3 - Service Project", "Sponsor: Example Club For Training", and "Status: Draft". The main content area is divided into two columns. The left column contains a form with the following fields: "Record Type" (set to "Service Project"), "Report Complete" (a checkbox), "Title" (a text input field with the value "Example Club SA3 - Service Project"), "Cause" (a dropdown menu set to "--None--"), "Activity Level" (a dropdown menu), and "Project Type" (a dropdown menu). The right column contains a message: "Use the Upload Images tab to begin uploading images." A purple circle highlights the "Report Complete" checkbox.

i Tip! To edit using a Popup Form follow these steps

- 15 Click "Edit" button in the upper right

The screenshot shows the Lion Portal interface. At the top, there is a search bar and navigation links: Home, Membership, Service, Learn, and More. Below the navigation bar, a Service Activity record is displayed with the ID SA-05292418. The record details include the title "Example Club SA3 - Service Project", the sponsor "Example Club For Training", and the status "Draft". There are buttons for "Edit", "Copy", and "Delete". Below the record details, there are tabs for "Details" and "Image Gallery". The "Details" tab is active, showing the "Information" section with fields for "Record Type" (Service Project), "Report Complete" (checkbox), and "Title". There is also a section for "Upload Images" with a button labeled "Upload Images".

- 16 The Popup Form is opened. Continue to add data and scroll through the Popup Form

The screenshot shows the Lion Portal interface with a popup form open. The popup form is titled "Information" and contains the following fields: "Record Type" (Service Project), "Report Complete" (checkbox), "Title" (Example Club SA3 - Service Project), "Sponsor" (Example Club For Training), "Cause" (dropdown menu with "--None--" selected), "Activity Level" (Lions Club), "Project Type" (dropdown menu with "--None--" selected), "Status" (Draft), and "Description". There are buttons for "Cancel" and "Save". The background shows the same Service Activity record as in the previous screenshot.

Detail Example Of Entering data fields for a Service Activity

17 Click to select "Cause"

The screenshot shows a form for creating a 'Service Project'. The 'Cause' dropdown menu is open, displaying a list of options: '--None--', 'Childhood Cancer', 'Diabetes', 'Disaster Relief', 'Environment' (highlighted with a blue border and a purple circle), 'Other Humanitarian Service', 'Hunger', and 'Vision'. The 'Environment' option is the target for step 17. Other fields visible include 'Title' (Example Club SA3 - Service Project), 'Sponsor' (Example Club For Training), 'Activity Level' (Lions Club), and 'Status' (Draft).

18 Click to open the Project Type drop down

The screenshot shows the same form, but now the 'Cause' dropdown is set to 'Environment' and is highlighted with a yellow background. The 'Project Type' dropdown is highlighted with a blue border and a purple circle, indicating it is the target for step 18. The 'Project Type' dropdown currently shows '--None--'. Other fields remain the same: 'Title' (Example Club SA3 - Service Project), 'Sponsor' (Example Club For Training), 'Activity Level' (Lions Club), and 'Status' (Draft). The 'Save' button is now visible at the bottom of the form.

- 19 The list of "Project Types" is based on the "Cause" previously selected.

The screenshot shows the 'Information' modal form in the Lion Portal. The 'Cause' dropdown is open, displaying a list of project types. The option 'Tree Planting and Tree Care' is highlighted with a purple circle. Other options in the list include 'Awareness, Education and Advoc...', 'Clean Water and Sanitation', 'Environmental Clean Up and Res...', 'Recycling and Waste Management', and 'Other'. The form also includes fields for 'Record Type' (Service Project), 'Title' (Example Club SA3 - Service Project), 'Sponsor' (Example Club For Training), 'Activity Level' (Lions Club), 'Status' (Draft), and 'Description'. A 'Save' button is visible at the bottom right.

- 20 Click the "Description" field to add the description. A description is required to Report Complete.

The screenshot shows the 'Information' modal form in the Lion Portal. The 'Description' field is highlighted with a purple circle. The form also includes fields for 'Activity Level' (Lions Club), 'Status' (Draft), 'Start Date', 'End Date', and 'Created By' (Example Thirty-One, 9/21/2024, 10:12 AM). A 'Save' button is visible at the bottom right.

21 Type the description.

22 Click the "*Start Date" field.

The screenshot shows a project management form with the following fields and values:

- Activity Level:** Lions Club (Note: This field is calculated upon save)
- Status:** Draft (Note: This field is calculated upon save)
- * Start Date:** (Empty field, highlighted with a purple circle)
- End Date:** (Empty field)
- Project Type:** Tree Planting and Tree Care (Dropdown menu)
- Description:** Our Club partnered with the village to plant 50 young trees on the lake walking path
- Created By:** Example Thirty-One, 9/21/2024, 10:12 AM

Buttons at the bottom: Cancel, Save

23 A date can be selected from the calendar.

The screenshot shows a form for a service project. A calendar is open, displaying the month of September 2024. The date 15 is highlighted with a purple circle. The form fields visible include:

- Service Account:** SA-052
- Title:** Example Club SA
- Details:** Information section expanded.
- Record Type:** Service Project
- Project Type:** Tree Planting and Tree Care
- Description:** Our Club partnered with the village to plant 50 young trees on the lake walking path
- Created By:** Example Thirty-One, 9/21/2024, 10:12 AM
- Start Date:** M/d/yyyy (empty field)
- End Date:** M/d/yyyy (empty field)
- Buttons:** Cancel, Save

24 The date can also be typed into the field.

The screenshot shows the same form as in the previous image, but with the date 9/15/2024 typed into the Start Date field. The date field is highlighted with a yellow background. The End Date field is empty and highlighted with a purple circle. The form fields visible include:

- Activity Level:** Lions Club
- Status:** Draft
- * Start Date:** 9/15/2024
- End Date:** M/d/yyyy (empty field)
- Project Type:** Tree Planting and Tree Care
- Description:** Our Club partnered with the village to plant 50 young trees on the lake walking path
- Created By:** Example Thirty-One, 9/21/2024, 10:12 AM
- Buttons:** Cancel, Save

25

This example is a Service Activity Project. People Served is a required metric. Click the "People Served" field to enter the data.

The screenshot shows a form for a Service Activity Project. The 'Required Metrics' section is visible, with the 'People Served' field highlighted by a purple circle. The form includes fields for Start Date (9/15/2024), End Date (9/15/2024), and a 'Created By' field (Example Thirty-One, 9/21/2024, 10:12 AM). The 'People Served' field is currently empty. The 'Total Volunteers' field is also empty. The form has 'Cancel' and 'Save' buttons at the bottom.

26

Enter the "People Served". There is a cap on this metric for activities reported at the Club level. Hover over the "i" to see the help description.

The screenshot shows the same form as in step 25, but now the 'People Served' field contains the value '200'. A tooltip is visible over the 'i' icon next to the field, stating: "Enter the number of people benefited by this service activity. A cap of 3000 is applied when reported to LCI." The 'Total Volunteers' field remains empty. The form has 'Cancel' and 'Save' buttons at the bottom.

27

This example is a Service Activity Project. Total Volunteers is a required metric. Click the "Total Volunteers" field to enter the data.

The screenshot shows the 'Required Metrics' dialog box in the Lion Portal. The dialog has a title bar with a close button. It contains two sections: 'Required Metrics' and 'Optional Metrics'. In the 'Required Metrics' section, there are five fields: 'People Served' (with a value of 200), 'Total Volunteers' (with a value of 1), 'Non-Lions Participated' (checkbox), 'Non-Lion Family Members Participated' (checkbox), and 'Total Volunteer Hours' (empty). The 'Total Volunteers' field is highlighted with a purple circle. In the 'Optional Metrics' section, there is a 'Currency' dropdown menu. At the bottom of the dialog are 'Cancel' and 'Save' buttons. The background shows the Lion Portal interface with a sidebar and a main content area.

28

Click the "Non-Lions Participated" field.

The screenshot shows the 'Required Metrics' dialog box in the Lion Portal. The dialog has a title bar with a close button. It contains two sections: 'Required Metrics' and 'Optional Metrics'. In the 'Required Metrics' section, there are five fields: 'People Served' (with a value of 200), 'Total Volunteers' (with a value of 50), 'Non-Lions Participated' (checkbox), 'Non-Lion Family Members Participated' (checkbox), and 'Total Volunteer Hours' (empty). The 'Non-Lions Participated' checkbox is highlighted with a purple circle. In the 'Optional Metrics' section, there is a 'Currency' dropdown menu. At the bottom of the dialog are 'Cancel' and 'Save' buttons. The background shows the Lion Portal interface with a sidebar and a main content area.

- 29 Click the "Non-Lion Family Members Participated" field.

Required Metrics

People Served *i* ↻
200

Total Volunteers *i* ↻
50

Non-Lions Participated *i* ↻
☒

Non-Lion Family Members Participated *i* ↻
☒

Total Volunteer Hours *i*

Optional Metrics

Currency
USD - U.S. Dollar

Cancel Save

- 30 This example is a Service Activity Project. Total Volunteer Hours is a required metric. Click the "Total Volunteer Hours" field to enter the data.

Required Metrics

People Served *i* ↻
200

Total Volunteers *i* ↻
50

Non-Lions Participated *i* ↻
☒

Non-Lion Family Members Participated *i* ↻
☒

Total Volunteer Hours *i*

Optional Metrics

Currency
USD - U.S. Dollar

Cancel Save

Enter the total hours of all volunteers for this service activity. A cap of 1200 club service activity will be applied once the activity is reported to LCI.



Alert! Optional metrics can be entered for the Service Activity. Note there may be caps on Club metrics. While these can be captured, when the activity moves to Insights the metric(s) will be capped.

31 Click the "Total Funds Raised" field.

The screenshot shows a software interface with a modal dialog box titled "Optional Metrics". The dialog box is overlaid on a background form. The background form has a header "Service Activity" and a sub-header "SA-052". Below this, there is a "Details" tab and a "Title" field with the value "Example Club SA-052". The "Optional Metrics" dialog box contains the following fields:

- Total Volunteer Hours**: A text input field with the value "225.00".
- Currency**: A dropdown menu with the selected value "USD - U.S. Dollar".
- Total Funds Raised**: A text input field with a blue circle around it.
- Total Funds Raised (USD)**: A text input field with the value "0.00".
- Total Funds Donated**: A text input field.
- Total Funds Donated (USD)**: A text input field with the value "0.00".

At the bottom of the dialog box, there are "Cancel" and "Save" buttons. The background form also shows fields for "Sponsor" (Example Club For Training), "Cause", "Project Type", and "Activity Level".

32 Cap description for funds raised.

The screenshot shows a mobile application interface for a service activity. The 'Optional Metrics' section is highlighted. A callout box points to the 'Total Funds Raised' field, stating: 'Enter the total amount of funds raised for this service activity. A cap of 250000 per club service activity is applied when the activity is reported to LCI.' The form includes the following fields:

- Non-Lion Family Members Participated:** A checkbox that is checked.
- Total Volunteer Hours:** A text input field containing '225.00'.
- Currency:** A dropdown menu set to 'USD - U.S. Dollar'.
- Total Funds Raised:** A text input field containing '250'.
- Total Funds Raised (USD):** A text input field containing '0.00'.
- Total Funds Donated:** A text input field containing '125'.
- Total Funds Donated (USD):** A text input field containing '0.00'.
- Donation to LCI:** A checkbox that is unchecked.
- Organization Benefited:** A text input field.

At the bottom of the form are 'Cancel' and 'Save' buttons.

33 Cap description for funds donated.

The screenshot shows the same mobile application interface as in slide 32, but with a callout box pointing to the 'Total Funds Donated' field. The callout text is: 'Enter the total amount of funds donated during this service activity. A cap of 200000 is applied when reported to LCI.' The form fields are identical to the previous slide, with the following values:

- Non-Lion Family Members Participated:** Checked.
- Total Volunteer Hours:** '225.00'.
- Currency:** 'USD - U.S. Dollar'.
- Total Funds Raised:** '250'.
- Total Funds Raised (USD):** '0.00'.
- Total Funds Donated:** '125'.
- Total Funds Donated (USD):** '0.00'.
- Donation to LCI:** Unchecked.
- Organization Benefited:** (Empty).

'Cancel' and 'Save' buttons are at the bottom.



Alert! If the activity donated funds, the organization benefited is required.

34 Click the "Organization Benefited" field.

USD - U.S. Dollar

Total Funds Raised ⓘ 250

Total Funds Donated ⓘ 125

Total Funds Raised (USD) ⓘ 0.00

Total Funds Donated (USD) ⓘ 0.00

Donation to LCIF ⓘ ☐

Organization Benefited ⓘ

Trees Planted/Cared for ⓘ

Additional Details Cancel Save



Tip! These are other optional data elements which can be entered for the Service Activity,

35 Optional! "Trees Planted/Cared for" field.

The screenshot shows a web form titled "Lion Portal" with a sidebar on the left containing "Service Act SA-052" and "Example Club SA". The main form area has a "Details" tab selected. A modal window is open, displaying the "Trees Planted/Cared for" field with a purple circle around it. Below this is the "Additional Details" section, which includes "Signature Activity" (checkbox), "Funded by an LCIF Grant" (checkbox), "Venue" (text input), "Start Time" (text input with a clock icon), and "End Time" (text input with a clock icon). At the bottom of the modal are "Cancel" and "Save" buttons.

36 Optional! Click the "Signature Activity" field.

The screenshot shows the same web form as in the previous image. In this modal window, the "Trees Planted/Cared for" field now contains the number "50" and is highlighted with a yellow background. The "Signature Activity" checkbox in the "Additional Details" section is now checked and highlighted with a purple circle. The "Cancel" and "Save" buttons remain at the bottom of the modal.

37 Optional! Click the "Venue" field.

The screenshot shows a mobile application interface with a sidebar on the left containing a 'Details' tab and an 'Information' section. The main screen displays a form titled 'Additional Details'. At the top, there is a yellow box containing the number '50'. Below this, the 'Additional Details' section includes a 'Signature Activity' checkbox (checked), a 'Funded by an LCIF Grant' checkbox (unchecked), and a 'Venue' text input field which is highlighted with a purple circle. Below the 'Venue' field is a 'Start Time' field with a clock icon. At the bottom of the form are 'Cancel' and 'Save' buttons. The background shows a record for 'Example Club For Training' with fields for 'Sponsor', 'Cause', 'Project Type', 'Record Type', 'Service Project', 'Title', 'Activity Level', and 'Information'.

38 Optional! Start Time

This screenshot shows the same mobile application interface as the previous one, but with the 'Start Time' dropdown menu open. The 'Venue' field now contains the text 'Walk Village Park Path'. The 'Start Time' dropdown shows a list of times: '9:15 AM', '9:30 AM', '9:45 AM', '10:00 AM', and '10:15 AM'. The '10:00 AM' option is highlighted with a purple circle. The 'Cancel' and 'Save' buttons remain at the bottom of the form. The background record details are consistent with the previous screenshot.

39 Optional! "End Time" field.

The screenshot shows a mobile application interface for editing a service activity. The background form has fields for 'Venue' (Walk Village Park Path), 'Start Time' (10:00 AM), 'End Time' (empty), 'Title' (Example Club SA), 'Record Type' (Service Project), 'Sponsor' (Example Club For Training), 'Cause', and 'Project Type'. A modal window is open over the 'End Time' field, displaying a list of times: 3:30 PM, 3:45 PM, 4:00 PM (highlighted with a blue bar and a purple circle), 4:15 PM, 4:30 PM, and 4:45 PM. A 'Save' button is visible at the bottom right of the modal.

40 Optional! "Venue Time Zone" field.

The screenshot shows the same mobile application interface as in slide 39, but with the 'Venue Time Zone' field highlighted. A blue callout box points to the 'Venue Time Zone' dropdown, which currently shows '--None--' and is circled with a purple circle. The callout text reads: 'Select the time zone of the venue for this service activity.' Below the 'Venue Time Zone' field is the 'Venue Location' section, which includes a 'Venue Location (Country/Territory)' dropdown (also showing '--None--') and a 'Venue Location (Street)' field. 'Cancel' and 'Save' buttons are at the bottom of the modal.

41 Select from dropdown. Scroll to and Click the "Time Zone"

The screenshot shows a web application interface for the Lion Portal. A dropdown menu is open, displaying a list of time zones. The option '(UTC-06:00) (CST) Chicago, H...' is highlighted with a blue border and a purple circle. The background shows a form with fields for 'Venue Location' and 'Venue Location (Country/Territory)'.

Time Zone options:

- (UTC-07:00) (MST) Whitehorse
- (UTC-07:00) (MST) Yellowknife
- (UTC-06:00) (Chile Standard T...
- (UTC-06:00) (CST) Belize City, ...
- (UTC-06:00) (CST) Beulah
- (UTC-06:00) (CST) Center
- (UTC-06:00) (CST) Chicago, H...
- (UTC-06:00) (CST) Guatemala ...
- None--

Form fields:

- Venue Location (Country/Territory): --None--
- Venue Location (Street):
- Cancel
- Save

42 Details can be entered for the Venue location

The screenshot shows the 'Venue Location' form in the Lion Portal. The 'Venue Time Zone' dropdown is highlighted with a yellow box, and the 'Venue Location (Country/Territory)' dropdown is highlighted with a blue border and a purple circle. The background shows a form with fields for 'Venue Location' and 'Venue Location (Country/Territory)'.

Venue Time Zone options:

- (UTC-06:00) (CST) Chicago, Ho...

Venue Location (Country/Territory): --None--

Venue Location (Street):

Venue Location (City):

Venue Location (State/Province): --Nc--

Venue Location (ZIP/Postal Code):

Cancel

Save

43 Click the country of the venue

The screenshot shows a mobile application interface for editing a record. The 'Venue Time Zone' dropdown is set to '(UTC-06:00) (CST) Chicago, Ho...'. The 'Venue Location' dropdown is open, displaying a list of countries: Tunisia, Turkey, Turks and Caicos Islands, Uganda, Ukraine, United Arab Emirates, United Kingdom, and United States. The 'United States' option is highlighted with a purple circle. The background shows a 'Details' tab with fields for Title, Sponsor, and Activity Level.

44 Optional! Address detail can be entered

The screenshot shows the same mobile application interface, but now the 'Venue Location' form is expanded to show address details. The 'Venue Location (Country/Territory)' is set to 'United States'. The 'Venue Location (Street)' field is filled with '462 Lincoln Ave' and is highlighted with a purple circle. The 'Venue Location (City)' field is filled with 'Naperville'. The 'Venue Location (State/Province)' dropdown is set to 'Illin...'. The 'Venue Location (ZIP/Postal Code)' field is empty. The background shows the same 'Details' tab with fields for Title, Sponsor, and Activity Level.

Saving Entered Data

45

Click "Save"

Venue Location (City)
Naperville

Venue Location (State/Province)
Illin ▼

Venue Location (ZIP/Postal Code)
60540

Sponsor Details

Sponsor CA ⓘ
U.S. and Affiliates, Bermuda and Bahamas

Sponsor District ⓘ
District 1 J

Sponsor MD ⓘ
Multiple District 1

Cancel

Save

Report Activity Complete

46 This activity meets the requirements to be reported complete.

HomeMembership ▾Service ▾LearnMore ▾

Service Activity

SA-05292418

EditCopyDelete

Example Club SA3 - Service Project

Sponsor
Example Club For Training

Status
Ready to Report

DetailsImage Gallery

Information

Record Type

Service Project

Report Complete

☐

Title

Example Club SA3 - Service Project

Cause

Environment

Sponsor

Example Club For Training

Project Type

Activity Level

Imag...Uploa...

Use the **Upload Images** tab to begin uploading images.

47 This activity meets the requirements to be reported complete.

HomeMembership ▾Service ▾LearnMore ▾

Service Activity

SA-05292418

EditCopyDelete

Example Club SA3 - Service Project

Sponsor
Example Club For Training

Status
Ready to Report

DetailsImage Gallery

Information

Record Type

Service Project

Report Complete

☐

Title

Example Club SA3 - Service Project

Cause

Environment

Sponsor

Example Club For Training

Project Type

Activity Level

Imag...Uploa...

Use the **Upload Images** tab to begin uploading images.

48 Double-click here.

This screenshot shows a web form for a project titled "Example Club SA3 - Service Project". The form is divided into two main sections: "Details" and "Image Gallery". The "Details" section is further divided into "Information" and "Image Gallery". The "Information" section contains several fields: "Record Type" (Service Project), "Title" (Example Club SA3 - Service Project), "Sponsor" (Example Club For Training), "Activity Level" (Lions Club), "Status" (Ready to Report), "Cause" (Environment), "Project Type" (Tree Planting and Tree Care), and "Description" (Our Club partnered with the village to plant 50 young trees on). A purple circle highlights the "Report Complete" checkbox, which is currently unchecked. To the right of the form, there is a sidebar with a tab labeled "Imag..." and a button labeled "Uploa...". Below the sidebar, there is a message: "Use the Upload Images tab to begin uploading images."

49 Click the "Report Complete" field to check the box.

This screenshot shows the same web form as in the previous image, but with a modal dialog box open for editing the form fields. The dialog box is titled "Information" and contains the same fields as the main form, but with some changes: the "Title" field is now "Example Club SA3 - Service Proje", the "Sponsor" field is now "Example Club For Training" with a close button, and the "Cause" field is now "Environment" with a dropdown arrow. The "Report Complete" checkbox is still highlighted with a purple circle. At the bottom of the dialog box, there are "Cancel" and "Save" buttons. To the right of the dialog box, there is a sidebar with a tab labeled "Imag..." and a button labeled "Uploa...". Below the sidebar, there is a message: "Use the Upload Images tab to begin uploading images."

50 Click "Save" to report complete.

The screenshot shows a web interface for reporting a service project. At the top, there is a header with three fields: 'Title' (Example Club SA3 - Service Project), 'Sponsor' (Example Club For Training), and 'Status' (Ready to Report). Below this is a 'Details' tab, which is active, and an 'Image Gallery' tab. The 'Details' tab contains a form with the following fields: 'Record Type' (Report Complete), 'Service Project' (checked), '* Title' (Example Club SA3 - Service Project), '* Sponsor' (Example Club For Training), and '* Cause' (Environment). A yellow banner at the top of the form says 'Report Complete' with a checkmark and an information icon. At the bottom of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a purple circle. To the right of the form, there is a sidebar with two tabs: 'Imag...' and 'Uploa...'. The 'Imag...' tab is active and contains the text 'Use the Upload Images tab to begin uploading images.'.

51 Click "Cancel" to cancel reporting complete

This screenshot is identical to the one above, showing the same web form for reporting a service project. However, in this version, the 'Cancel' button at the bottom of the form is highlighted with a purple circle, indicating the action to be taken.

Recap And Viewing Service Activities

52 To return the the "Club Page" Click the link to the Club as shown

Details Image Gallery

Information

Record Type
Service Project

Title
Example Club SA3 - Service F

Sponsor
[Example Club For Training](#)

Activity Level
Lions Club

Status
Ready to Report

Start Date
9/15/2024

Report Complete

Our Club partnered with the village to plant 50 young trees on the lake walking path

Created By
Example Thirty-One, 9/21/2024, 10:12 AM

Imag... Uploa...

Use the **Upload Images** tab to begin uploading images.

53 Click "Club Service Activities"

Home Membership Service Learn More

Account
Example Club For Training

+ Follow

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

Club Details Data Export Club Statements **Club Service Activities** More

Member ... Club Acti...

Account Name
Example Club For Training

Parent Account
District 1 J

Region or Zone
SE Zone 1

Lion ID
200158

Type
Lions Club

Active Member Count
56

Club Specialty
Cultural

Club Sub-Specialty

Manage Club Officers

Manage Cub Club Leader

54 Click "View All Service Activities"

United States

Details Data Export Club Statements **Club Service Activities** More

Service Activities (3)
3 items • Updated a few seconds ago

End Date	Title	Service Acti...	Start Date	Re
7/5/2024	Example Club ...	SA-05292416	7/5/2024	<input checked="" type="checkbox"/>
8/5/2024	Example Club ...	SA-05292417	8/5/2024	<input checked="" type="checkbox"/>
9/15/2024	Example Club ...	SA-05292418	9/15/2024	<input type="checkbox"/>

View All

Member ... Club Acti...

Manage Club Officers

Manage Cub Club Leader

View Club Officers

Club Me... Club Offic... More

Active Members

Active Members

55 Column widths can be adjusted for easier viewing. Click and drag as shown below.

Lion Portal Search Search

Home Membership Service Learn More

Accounts > Example Club For Training
Service Activities

3 items • Updated a few seconds ago

	End D...	Title	Service ...	Start ...	R...	Activ...	Record ...	Si...	Created...
1	7/5/2024	Example C...	SA-052924...	7/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
2	8/5/2024	Example C...	SA-052924...	8/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
3	9/15/20...	Example C...	SA-052924...	9/15/20...	<input type="checkbox"/>	Lions Cl...	Service Pro...	<input checked="" type="checkbox"/>	Example T...

Report An Activity Complete From The Club Service Activity Tab

56

Scroll through the list to see the activity list. Select the activity to report by clicking the link to the Service Activity.

HomeMembership ▾Service ▾LearnMore ▾										
Accounts > Example Club For Training										
Service Activities										
3 items • Updated a few seconds ago										
	End D... ▾	Title ▾	Service ... ▾	Start ... ▾	R... ▾	Activ... ▾	Record ... ▾	Si... ▾	Creat	
1	7/5/2024	Example Club SA1 - Club ...	SA-052924...	7/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>		
2	8/5/2024	Example Club SA2 - Club ...	SA-052924...	8/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>		
3	9/15/20...	Example Club SA3 - Servic...	SA-052924...	9/15/20...	<input type="checkbox"/>	Lions Cl...	Service Pro...	<input checked="" type="checkbox"/>	Exam	

57 The Service Activity is opened. Double click the pencil icon to edit.

The screenshot shows the 'Service Activity' form for SA-05292418. The 'Details' tab is active, displaying fields for Record Type (Service Project), Title (Example Club SA3 - Service Project), Sponsor (Example Club For Training), and Status (Ready to Report). The 'Report Complete' checkbox is highlighted with a purple circle and a pencil icon. The 'Image Gallery' tab is also visible, showing a message to use the 'Upload Images' tab to begin uploading images.

58 Click the "Report Complete" field to check the box.

The screenshot shows the 'Service Activity' form for SA-05292418. The 'Details' tab is active, displaying fields for Record Type (Service Project), Title (Example Club SA3 - Service Project), Sponsor (Example Club For Training), and Status (Ready to Report). The 'Report Complete' checkbox is highlighted with a purple circle and a pencil icon. A 'Cancel' and 'Save' button are visible at the bottom. The 'Image Gallery' tab is also visible, showing a message to use the 'Upload Images' tab to begin uploading images.

59 Click "Save" to complete the action.

The screenshot shows a web application interface for managing service activities. At the top is a dark blue navigation bar with links: Home, Membership (dropdown), Service (dropdown), Learn, and More (dropdown). Below the navigation bar, the header area displays 'Service Activity SA-05292418' with 'Edit', 'Copy', and 'Delete' buttons. The main content area has a form with fields for 'Title' (Example Club SA3 - Service Project), 'Sponsor' (Example Club For Training), and 'Status' (Ready to Report). Below these fields are two tabs: 'Details' (selected) and 'Image Gallery'. The 'Details' tab shows an 'Information' section with a 'Record Type' dropdown set to 'Service Project'. A yellow tooltip with 'Report Complete' and an information icon is visible. At the bottom of the form are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted by a purple circle. To the right of the form is a sidebar with 'Imag...' and 'Uploa...' tabs and a message: 'Use the Upload Images tab to begin uploading images.'

60 The detail view is closed and returned to the Service Activity list. The activity is now showing reported complete.

The screenshot shows the 'Service Activities' list in the web application. The navigation bar is the same as in the previous screenshot. The header area shows 'Accounts > Example Club For Training' and 'Service Activities'. Below the header, there is a table with columns: End D..., Title, Service ..., Start ..., R..., Activ..., Record ..., Si..., and Created. The table contains three rows of data. The third row, which is highlighted, shows the activity 'Example Club SA3 - Service...' with a status of 'Report Complete' (indicated by a checkmark in the 'R...' column). A purple circle highlights the 'Report Complete' status. The table also shows the 'Service' column with the value 'SA-052924...' and the 'Created' column with the value '9/15/20...'. A sidebar on the right contains a search icon and a filter icon.

End D...	Title	Service ...	Start ...	R...	Activ...	Record ...	Si...	Created
7/5/2024	Example Club SA1 - Club ...	SA-052924...	7/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
8/5/2024	Example Club SA2 - Club ...	SA-052924...	8/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
9/15/20...	Example Club SA3 - Servic...	SA-052924...	9/15/20...	<input checked="" type="checkbox"/>	Lions Cl...	Service Pro...	<input checked="" type="checkbox"/>	Examp...

- 61 To return to the Club Detail page, click the link to the club.

Lion Portal

Search [Search] [Bell Icon] [User Icon]

Home Membership ▾ Service ▾ Learn More ▾

Accounts > Example Club For Training
Service Activities

3 items · Updated a few seconds ago [Settings Icon] [Refresh Icon] [Filter Icon]

	End D... ▾	Title ▾	Service ... ▾	Start ... ▾	R... ▾	Activ... ▾	Record ... ▾	Si... ▾	Creat
1	7/5/2024	Example Club SA1 - Club ...	SA-052924...	7/5/2024	✓	Lions Cl...	Meeting	<input type="checkbox"/>	
2	8/5/2024	Example Club SA2 - Club ...	SA-052924...	8/5/2024	✓	Lions Cl...	Meeting	<input type="checkbox"/>	
3	9/15/20...	Example Club SA3 - Servic...	SA-052924...	9/15/20...	✓	Lions Cl...	Service Pro...	<input checked="" type="checkbox"/>	Exam

- 62 To return to the landing page click "Home"

Lion Portal

Search [Search] [Bell Icon] [User Icon]

Home Membership ▾ Service ▾ Learn More ▾

Account
Example Club For Training [Follow Button]

Lion ID 200158	Type Lions Club	Status Active	Billing Address 124 Any Place Naperville, Illinois 60565 United States	Active Member Count 56
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Club Details Data Export Club Statements Club Service Activities More

Member ... Club Acti...

Account Name
Example Club For Training [Edit Icon]

Parent Account [Info Icon]

Type [Info Icon]
Lions Club

Active Member Count

Manage Club Officers

