

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:

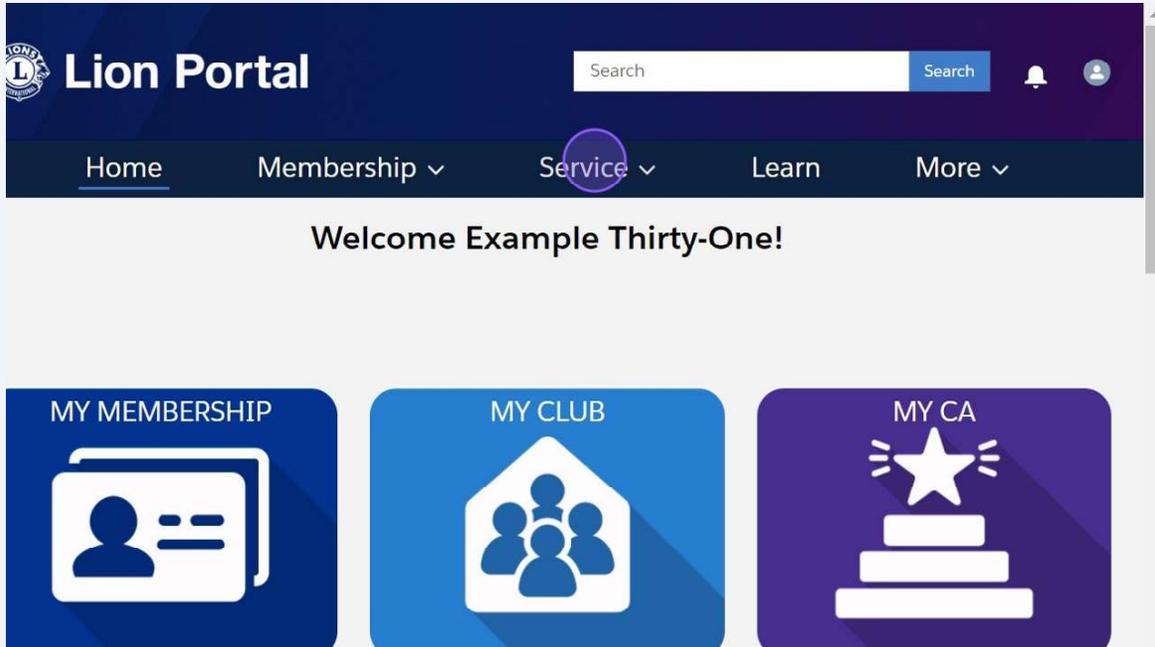
- President
- Secretary
- Service Chair
- Club Administrator

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

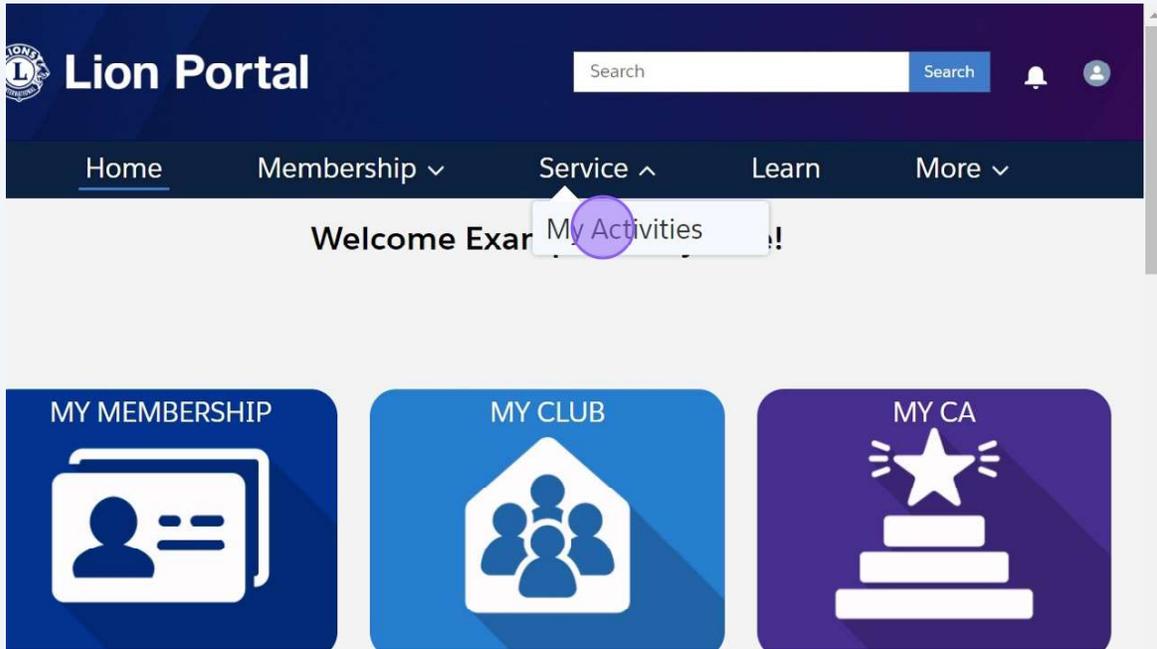
- District Governor
- Cabinet Secretary
- District/MD Administrator

1 Sign in to the Lion Portal. lionportal.org

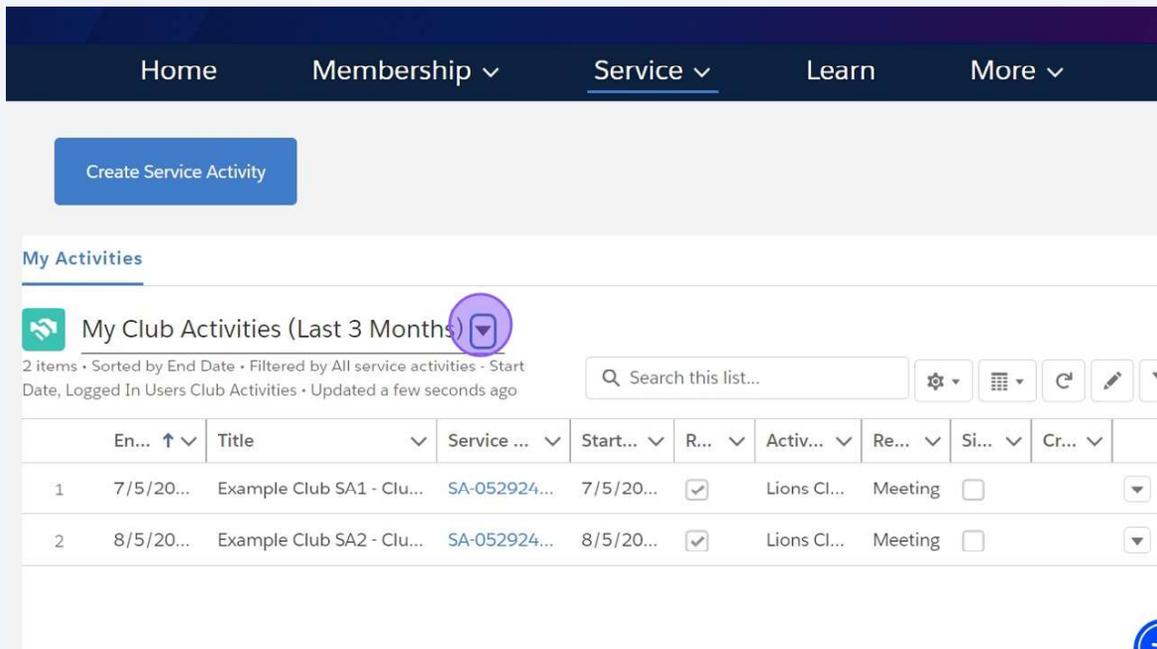
2 Click "Service"



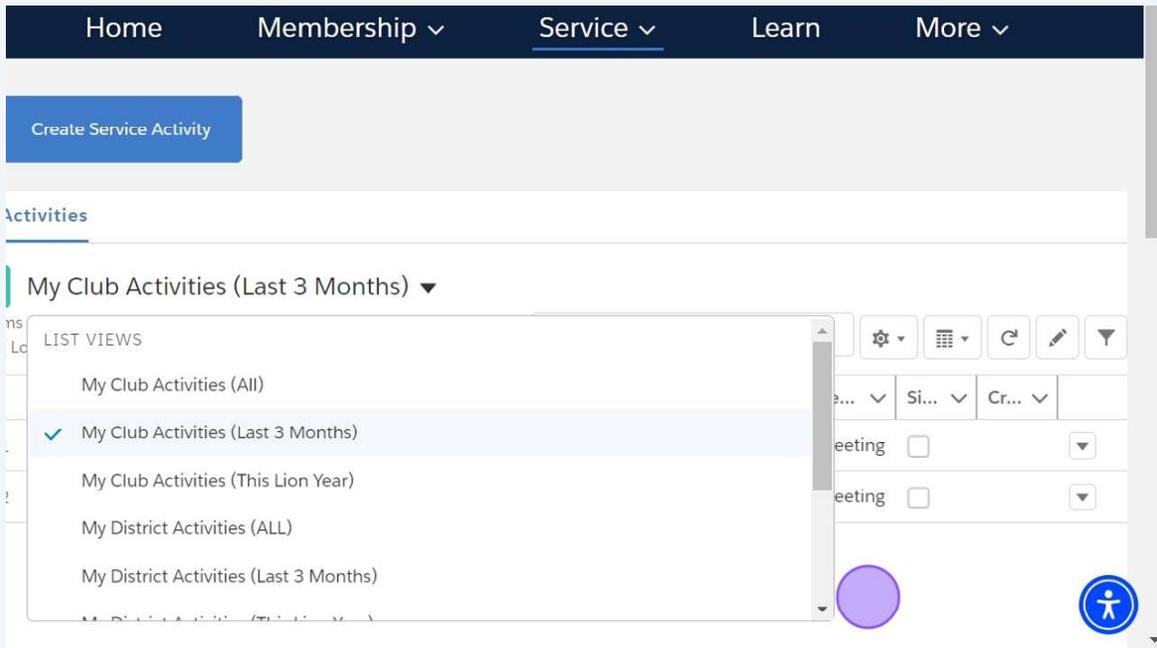
3 Click "My Activities"



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 interface. At the top, there is a search bar and navigation links for Home, Membership, Service, Learn, and More. Below the navigation, a button labeled "Create Service Activity" is highlighted with a purple circle. Underneath, there is a section titled "My Activities" with a sub-section "My Club Activities (Last 3 Months)". 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...	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
2	8/5/20... Example Club SA2 - Clu...	SA-052924...	8/5/20...	<input checked="" type="checkbox"/>	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" dialog box. It contains a search bar and a table with two items:

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

A "Next" button is highlighted with a purple circle at the bottom right of the dialog box.

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

Home More ▾

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...

7/5/20... Example Cl... ing

8/5/20... Example Club SA... Meeting

Home More ▾

Create Service Activity

Service Activity for: *Example Club For Training*

* Enter a title for the Service Activity

Example Club SA3 - Service Project

* Select the Activity Type

--None--

Donation

Fundraiser

Meeting

Service Project

Previous Next

9 Click "Next"

Home More ▾

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...

7/5/20... Example Cl... ing

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

Home More ▾

Create Service Activity

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 displays 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 menu with options: Home, Membership (with a dropdown arrow), Service (with a dropdown arrow), Learn, and More (with a dropdown arrow). The main content area shows a Service Activity card for 'SA-05292418'. The card includes a title 'Example Club SA3 - Service Project', a sponsor 'Example Club For Training', and a status 'Draft'. Below the card, there are two tabs: 'Details' (selected) and 'Image Gallery'. The 'Details' tab shows an 'Information' section with a 'Record Type' of 'Service Project' and a 'Report Complete' checkbox that is currently unchecked. To the right of the 'Details' tab, there is an 'Upload Images' section with 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 menu (Home, Membership, Service, Learn, More). Below the header, a service activity card is displayed for 'SA-05292418'. The card includes buttons for 'Edit', 'Copy', and 'Delete'. The activity details show the title 'Example Club SA3 - Service Project', the sponsor 'Example Club For Training', and the status 'Draft', which is highlighted with a purple circle. Below the details, there are tabs for 'Details' and 'Image Gallery'. The 'Details' tab is active, showing an 'Information' section with fields for 'Record Type' (Service Project), 'Report Complete' (checkbox), 'Title' (Example Club SA3 - Service Project), and 'Created By' (Example Thirty-One, 9/21/2024, 10:12 AM). A purple circle highlights the 'Status' field in the top right of the details section. To the right of the details, there is an 'Upload Images' section with 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 service activity. The 'Details' tab is active, displaying a list of fields with edit icons. The fields include: 'Example Club For Training' (Sponsor), 'Activity Level', 'Lions Club', 'Status' (Draft), 'Start Date', 'End Date', 'Project Type', 'Description', 'Created By' (Example Thirty-One, 9/21/2024, 10:12 AM), 'Required Metrics' (People Served, Total Volunteers, Non-Lions Participated, Non-Lion Family Members Participated). A purple circle highlights the 'Status' field, which is set to 'Draft'. The 'Image Gallery' tab is also visible on the right side of the screen.



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

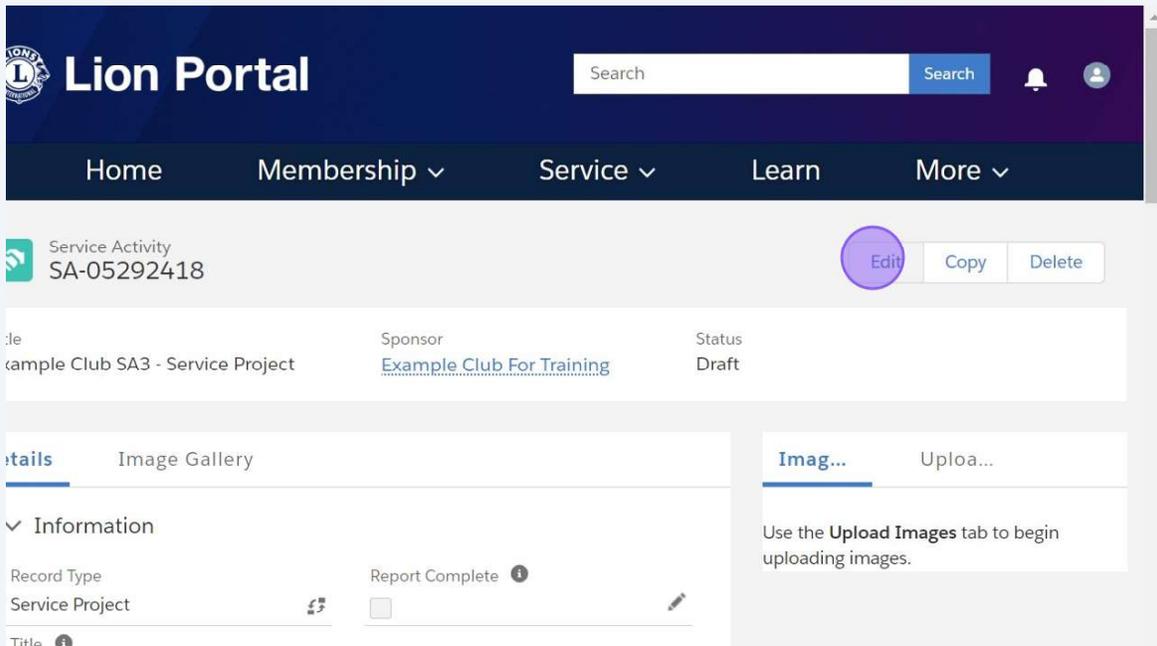
The screenshot displays the Lion Portal interface. At the top, there is a dark blue header with the Lion Portal logo on the left, a search bar in the center, and a user profile icon on the right. Below the header is a navigation menu with links for Home, Membership, Service, Learn, and More. The main content area shows a service activity titled "SA-05292418" with an "Edit" button. Below the title, there are fields for "Name" (Example Club SA3 - Service Project), "Sponsor" (Example Club For Training), and "Status" (Draft). A purple circular icon is visible next to the status field. The "Details" tab is active, showing an "Information" section with fields for "Record Type" (Service Project) and "Report Complete" (checkbox). The "Title" field is also visible, containing "Example Club SA3 - Service Project". On the right side, there is an "Image Gallery" section with an "Upload Images" button and a message: "Use the Upload Images tab to begin uploading images."

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

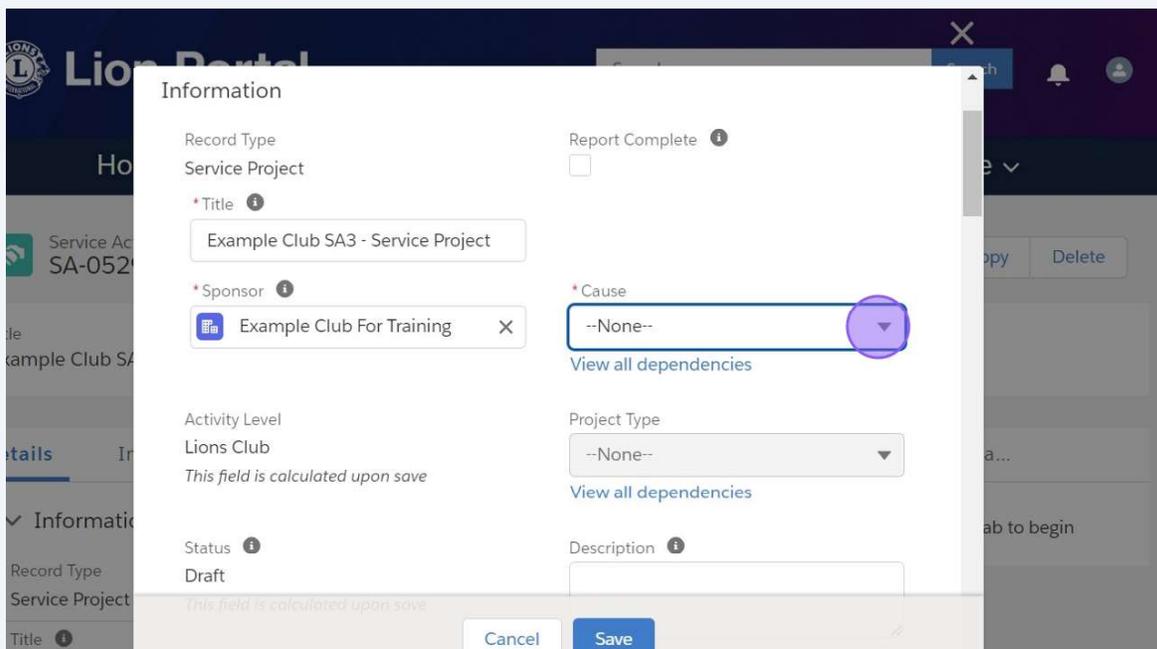
The screenshot shows a web form for editing a project record. At the top, there are three fields: "Name" with the value "Example Club SA3 - Service Project", "Sponsor" with the value "Example Club For Training", and "Status" with the value "Draft". Below this is a navigation bar with "Details" and "Image Gallery" tabs. The "Details" tab is active, showing a form with a purple circle highlighting the "Report Complete" checkbox. The form includes a "Title" field with the value "Example Club SA3 - Service Proje", a "Cause" dropdown menu with the value "--None--", and a "Project Type" field. A message on the right side of the form reads: "Use the **Upload Images** tab to begin uploading images." A legend at the top right of the form indicates that an asterisk (*) denotes "Required Information".

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

15 Click "Edit" button in the upper right

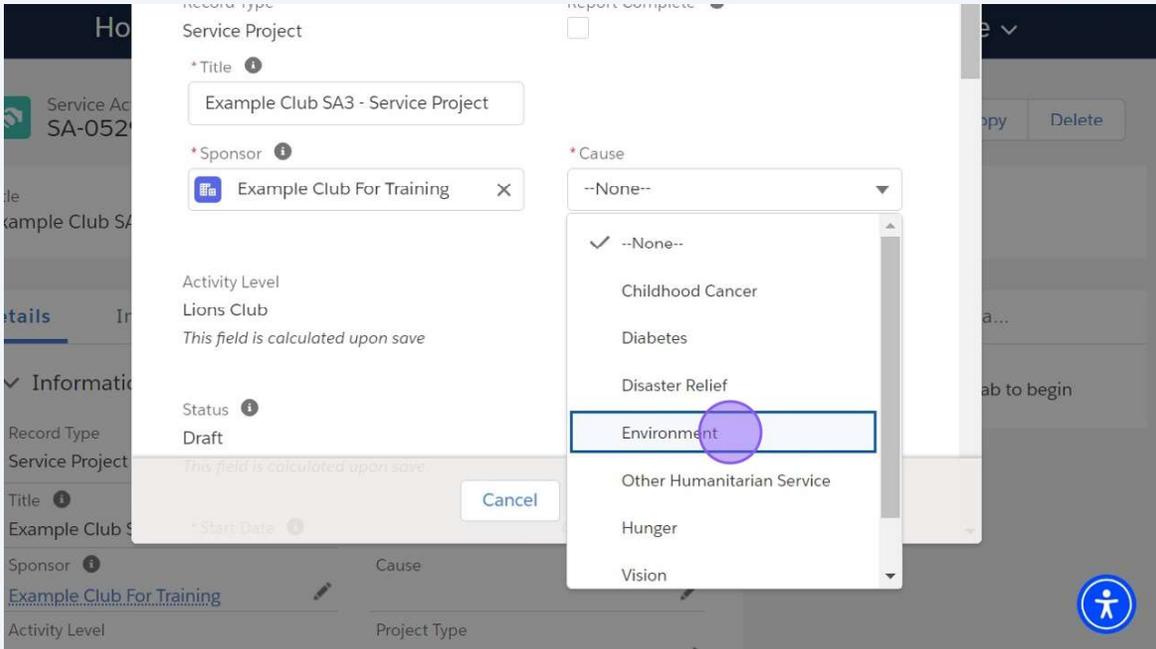


16 The Popup Form is opened. Continue to add data and scroll through the Popup Form

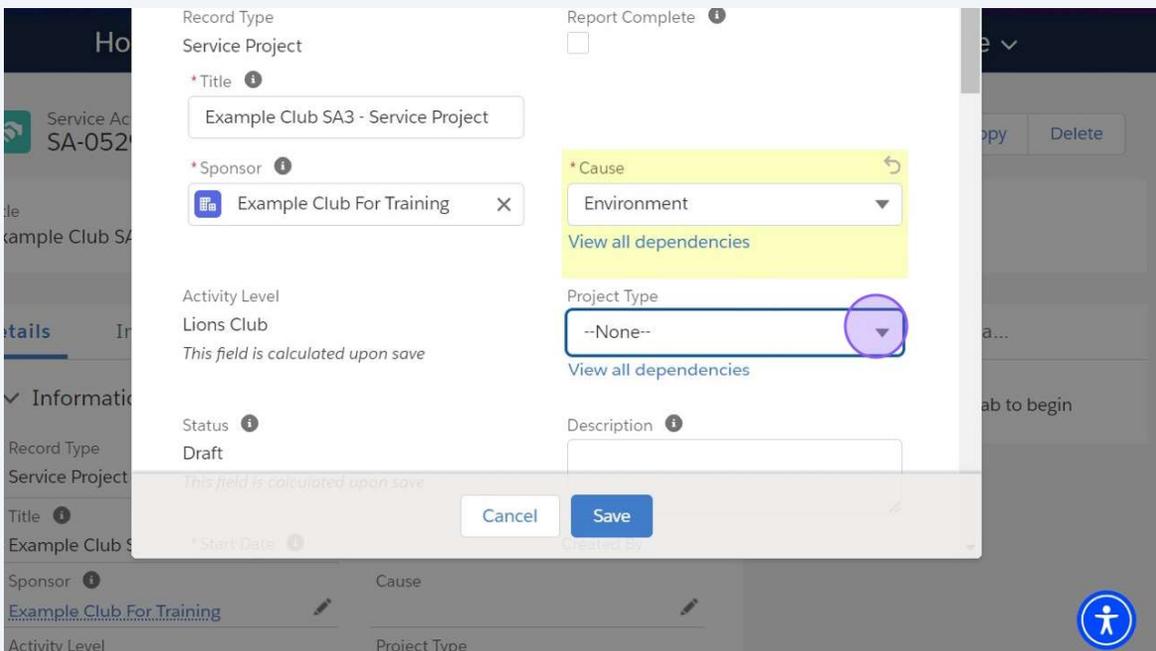


Detail Example Of Entering data fields for a Service Activity

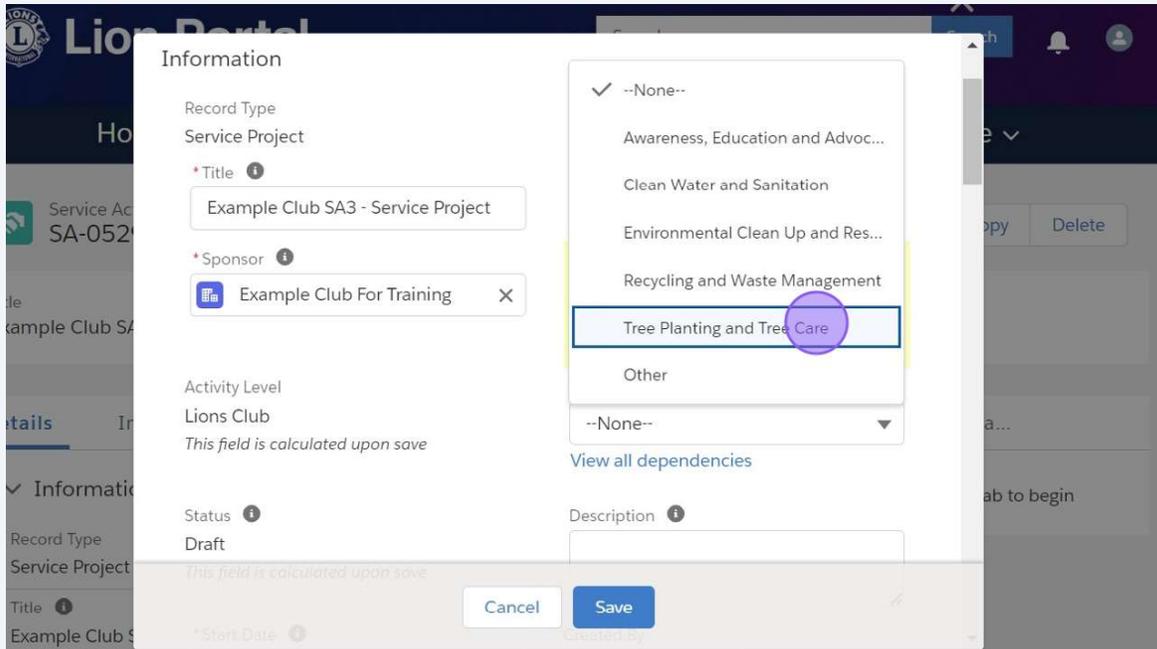
17 Click to select "Cause"



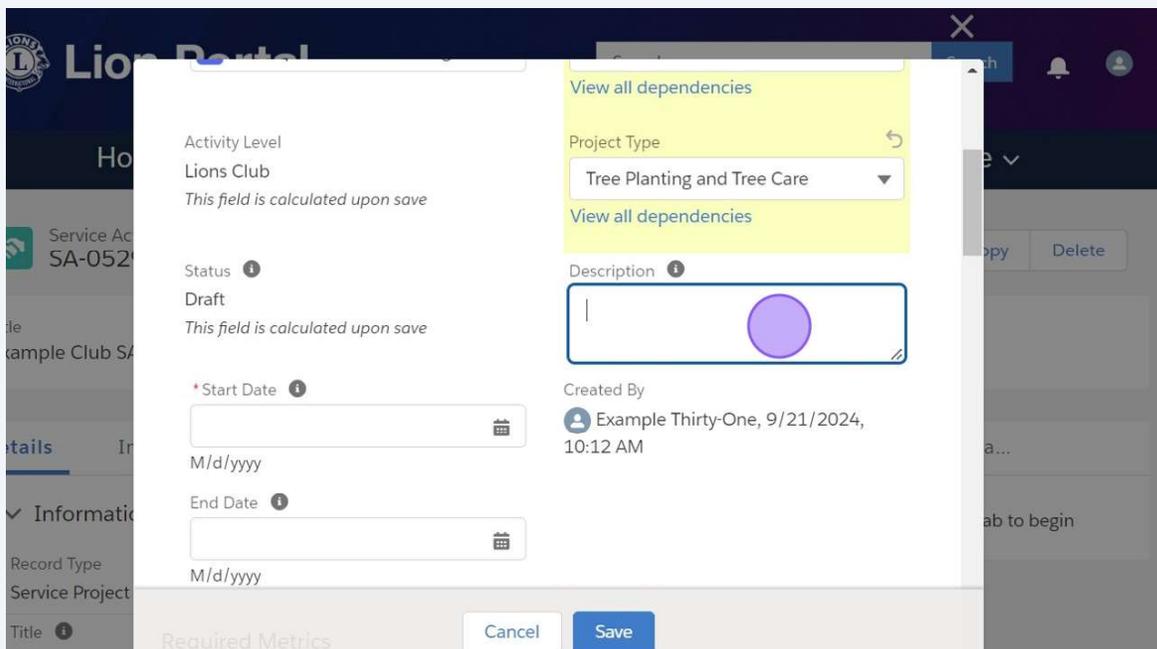
18 Click to open the Project Type drop down



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



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



21 Type the description.

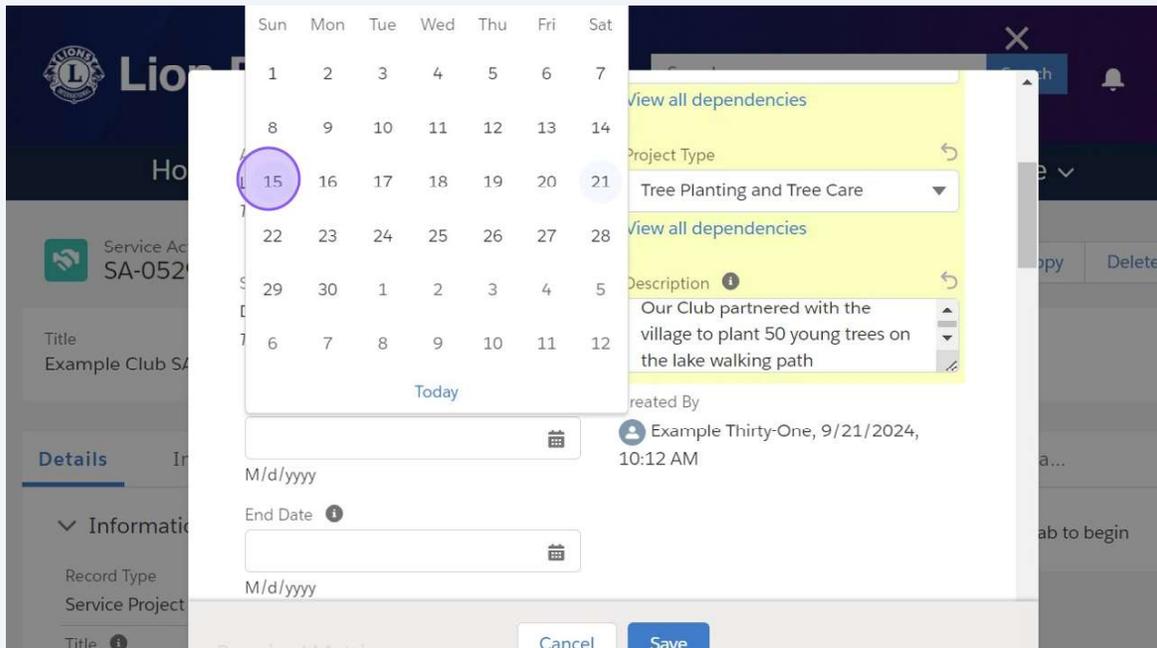
22 Click the "*Start Date" field.

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

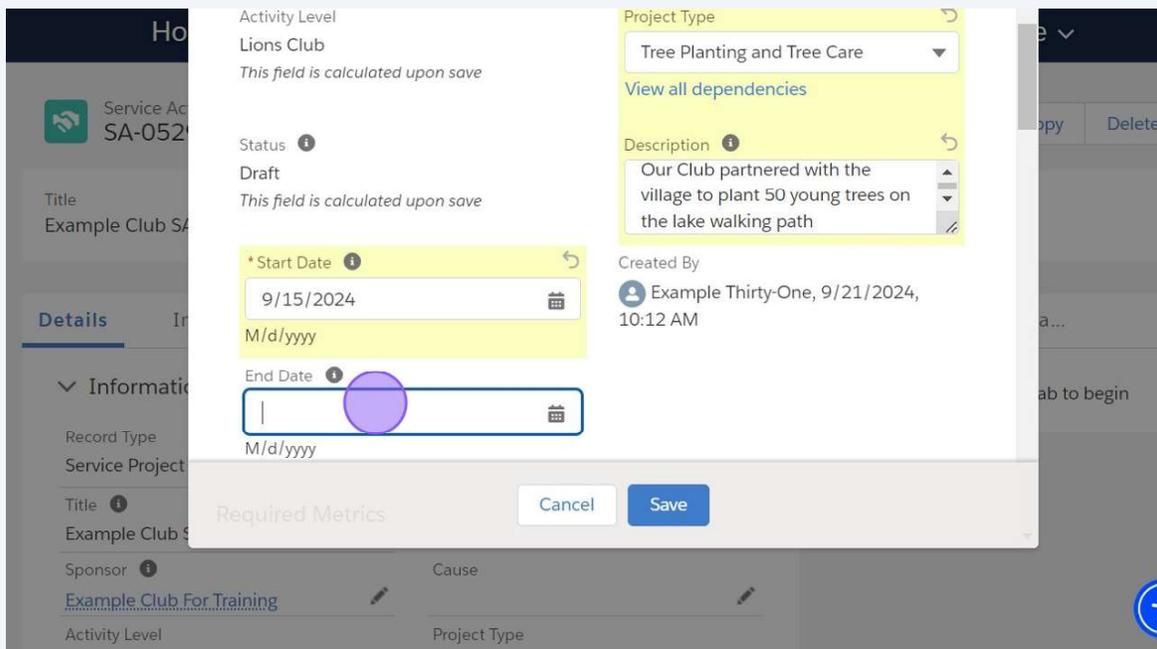
- Activity Level:** Lions Club (Note: This field is calculated upon save)
- Status:** Draft (Note: This field is calculated upon save)
- * Start Date:** An empty date field with a calendar icon. A purple circle highlights this field.
- End Date:** An empty date field with a calendar icon.
- Project Type:** Tree Planting and Tree Care (Note: View all dependencies)
- 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

At the bottom of the form, there are buttons for "Cancel" and "Save", and a section for "Required Metrics".

23 A date can be selected from the calendar.



24 The date can also be typed into the field.



25

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

9/15/2024
M/d/yyyy

End Date ⓘ
9/15/2024
M/d/yyyy

Required Metrics

People Served ⓘ

Total Volunteers ⓘ

Cancel Save

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.

* Start Date ⓘ 9/15/2024
M/d/yyyy

End Date ⓘ 9/15/2024
M/d/yyyy

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

Required Metrics

People Served ⓘ
200

Total Volunteers ⓘ

Cancel Save

Enter the number of people benefited by this service activity. A cap of 3000 is applied when reported to LCI.

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 a 'Required Metrics' dialog box overlaid on the Lion Portal interface. The dialog box contains the following fields:

- People Served: 200 (highlighted in yellow)
- Total Volunteers: (empty, highlighted with a purple circle)
- Non-Lions Participated:
- Non-Lion Family Members Participated:
- Total Volunteer Hours: (empty)

Below the Required Metrics section is an 'Optional Metrics' section. At the bottom of the dialog box are 'Cancel' and 'Save' buttons.

28

Click the "Non-Lions Participated" field.

The screenshot shows the same 'Required Metrics' dialog box as in the previous image, but with the following changes:

- People Served: 200 (highlighted in yellow)
- Total Volunteers: 50 (highlighted in yellow)
- Non-Lions Participated: (highlighted with a purple circle)
- Non-Lion Family Members Participated:
- Total Volunteer Hours: (empty)

The 'Optional Metrics' section and 'Cancel'/'Save' buttons are also visible at the bottom.

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

The screenshot shows a 'Required Metrics' dialog box overlaid on a service activity form. The form background includes fields for 'Service Activity SA-052...', 'Title Example Club SA...', 'Record Type Service Project', and 'Sponsor Example Club For Training'. The 'Required Metrics' section contains the following fields:

- People Served: 200
- Total Volunteers: 50
- Non-Lions Participated:
- Non-Lion Family Members Participated: (highlighted with a purple circle)
- Total Volunteer Hours: (empty)

The 'Optional Metrics' section shows 'Currency USD - U.S. Dollar'. At the bottom of the dialog are 'Cancel' and 'Save' buttons.

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.

This screenshot is similar to the previous one, but with a tooltip pointing to the 'Total Volunteer Hours' field. The tooltip text reads: '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.' The 'Total Volunteer Hours' field is highlighted with a purple circle.

The 'Required Metrics' section contains the following fields:

- People Served: 200
- Total Volunteers: 50
- Non-Lions Participated:
- Non-Lion Family Members Participated:
- Total Volunteer Hours: (empty)

The 'Optional Metrics' section shows 'Currency USD - U.S. Dollar'. At the bottom of the dialog are 'Cancel' and 'Save' buttons.



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 mobile application interface with a form titled "Optional Metrics". The form is overlaid on a background showing details for a "Service Activity" (SA-052) with the title "Example Club SA". The form includes the following fields:

- Total Volunteer Hours**: A text input field containing "225.00", highlighted with a yellow box.
- Currency**: A dropdown menu set to "USD - U.S. Dollar".
- Total Funds Raised**: A text input field, highlighted with a blue circle.
- Total Funds Raised (USD)**: A text input field containing "0.00".
- Total Funds Donated**: A text input field.
- Total Funds Donated (USD)**: A text input field containing "0.00".

At the bottom of the form, there are "Cancel" and "Save" buttons. The background interface shows a "Details" tab and a list of "Information" items, including "Record Type", "Service Project", "Title", "Sponsor", "Cause", "Activity Level", and "Project Type".

32 Cap description for funds raised.

The screenshot shows a mobile application interface for editing a service activity. A modal window titled "Optional Metrics" is open, displaying several input fields. 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 checked checkbox.
- 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".

At the bottom of the modal, there are "Cancel" and "Save" buttons. The background shows a sidebar with "Details" and "Information" sections, and a list of service activities including "Example Club For Training".

33 Cap description for funds donated.

The screenshot shows the same mobile application interface as in slide 32, but with a different callout box. The callout box points to the "Total Funds Donated" field and states: "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:

- 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

The "Save" button is highlighted in blue. The background sidebar and list of activities are also visible.



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,

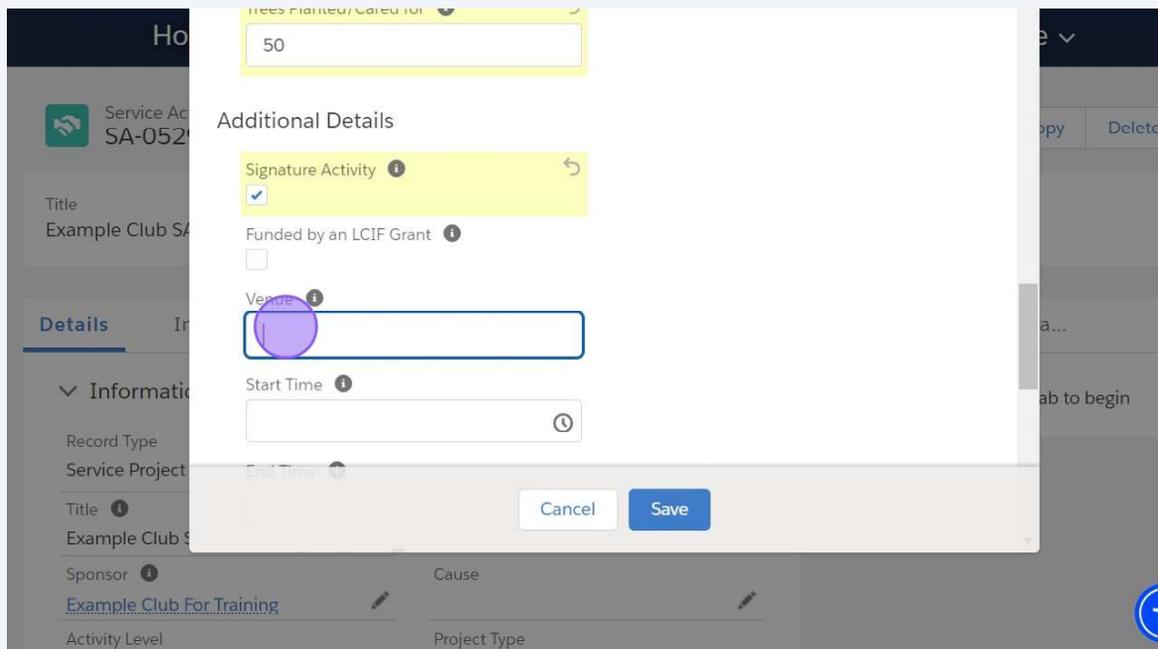
35 Optional! "Trees Planted/Cared for" field.

The screenshot shows a mobile application interface for the Lion Portal. A modal window titled "Additional Details" is open over a blurred background of a service project page. The modal contains several fields: "Trees Planted/Cared for" (with an information icon and a purple circle highlighting the empty input box), "Signature Activity" (checkbox), "Funded by an LCIF Grant" (checkbox), "Venue" (text input), "Start Time" (time picker), and "End Time" (time picker). At the bottom of the modal are "Cancel" and "Save" buttons. The background page shows a service project with ID SA-052 and a title "Example Club SA".

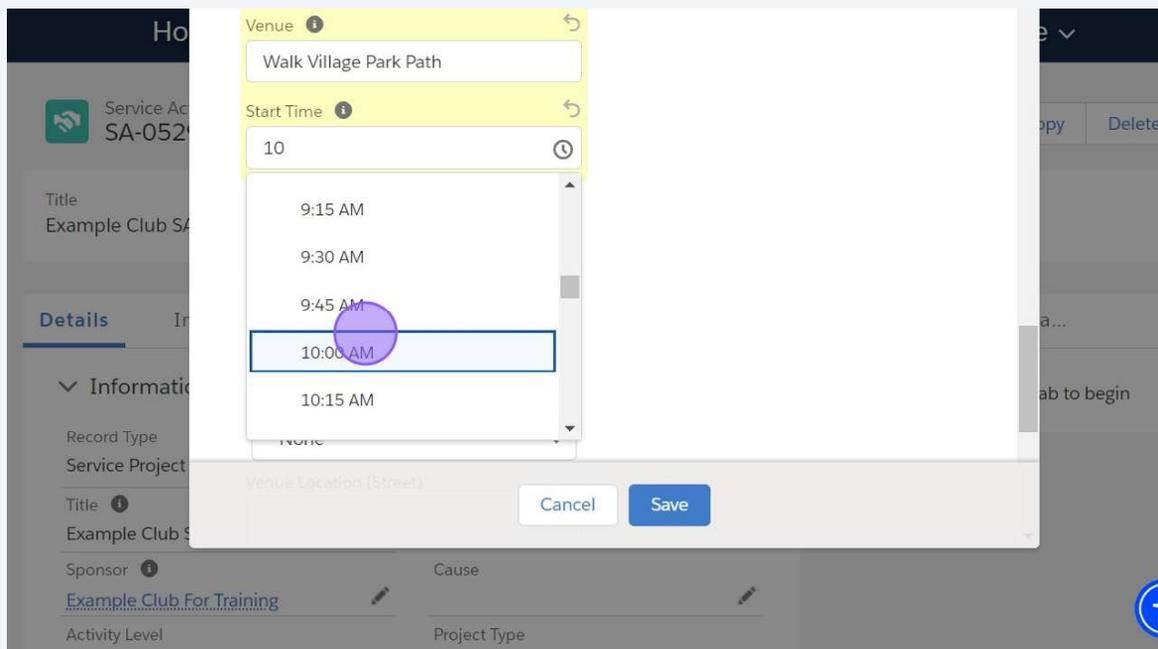
36 Optional! Click the "Signature Activity" field.

The screenshot shows the same mobile application interface as in step 35. In this modal window, the "Trees Planted/Cared for" field now contains the number "50" and is highlighted with a yellow box. The "Signature Activity" checkbox is now checked and highlighted with a purple circle. The other fields and the "Cancel" and "Save" buttons remain the same as in the previous screenshot.

37 Optional! Click the "Venue" field.



38 Optional! Start Time



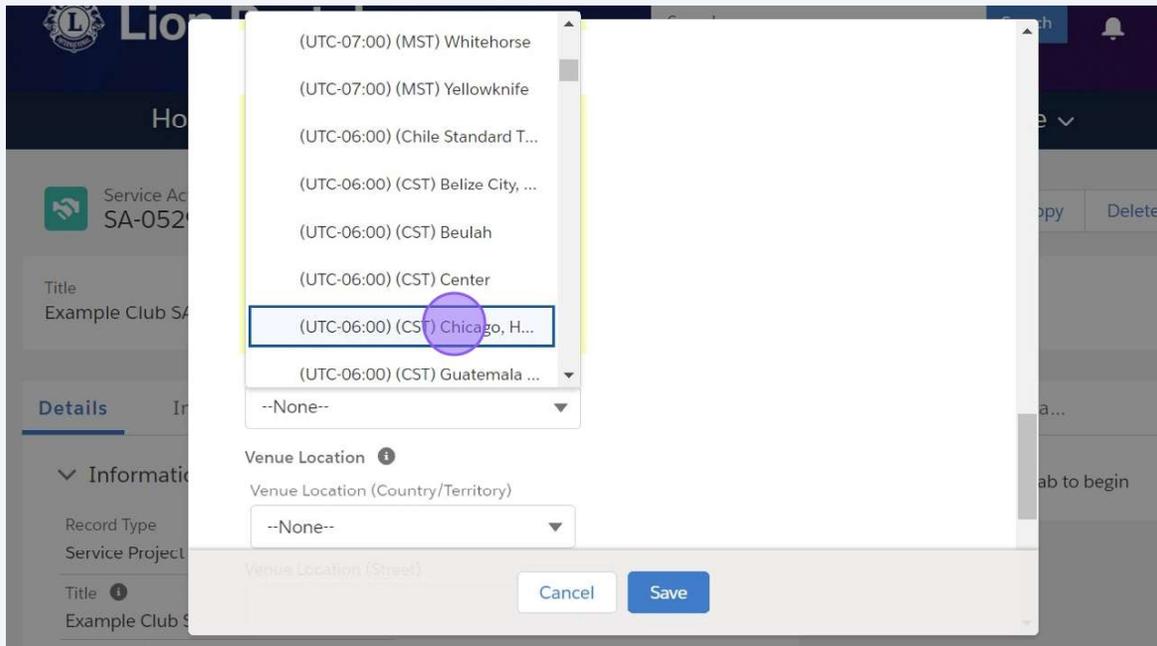
39 Optional! "End Time" field.

The screenshot shows a mobile application form for a service activity. The 'Venue' field is set to 'Walk Village Park Path' and the 'Start Time' is '10:00 AM'. The 'End Time' field is currently empty, and a time selection dropdown menu is open, showing options from 3:30 PM to 4:45 PM in 15-minute increments. The '4:00 PM' option is highlighted with a blue bar and a purple circle. A 'Save' button is visible at the bottom right of the form.

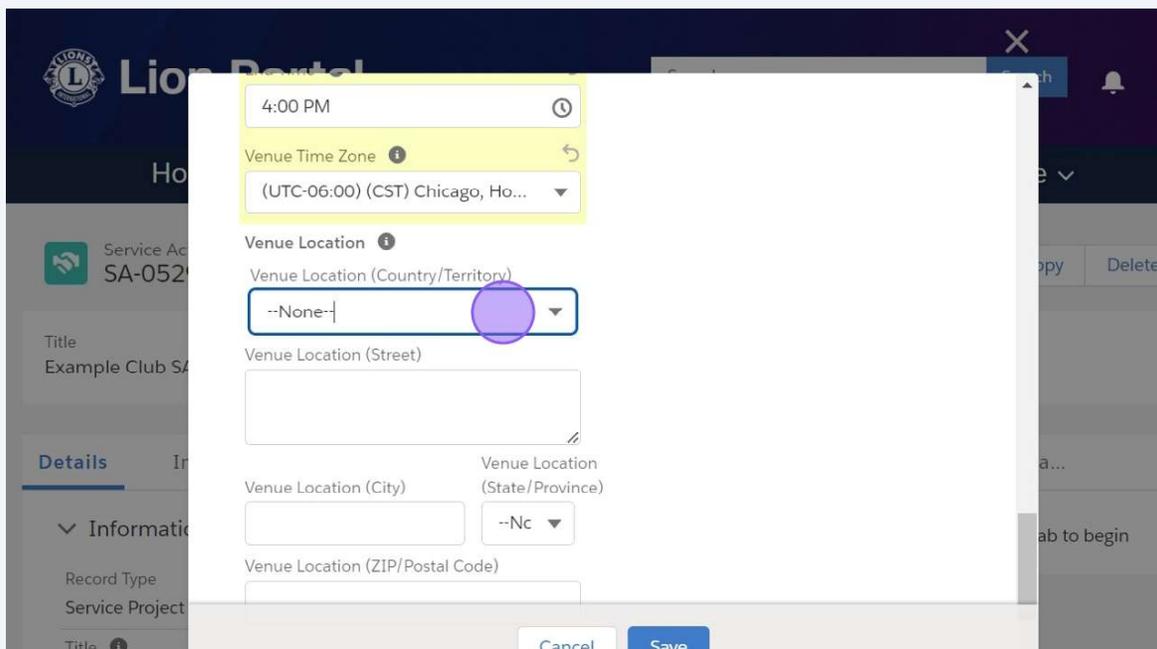
40 Optional! "Venue Time Zone" field.

The screenshot shows the same mobile application form as in slide 39, but with the 'Venue Time Zone' field added. The 'End Time' is now set to '4:00 PM'. A blue callout box points to the 'End Time' field with the text 'Select the time zone of the venue for this service activity.' The 'Venue Time Zone' dropdown menu is open, showing '--None--' as the selected option, which is circled in purple. Below it, the 'Venue Location' field is also set to '--None--'. 'Cancel' and 'Save' buttons are at the bottom.

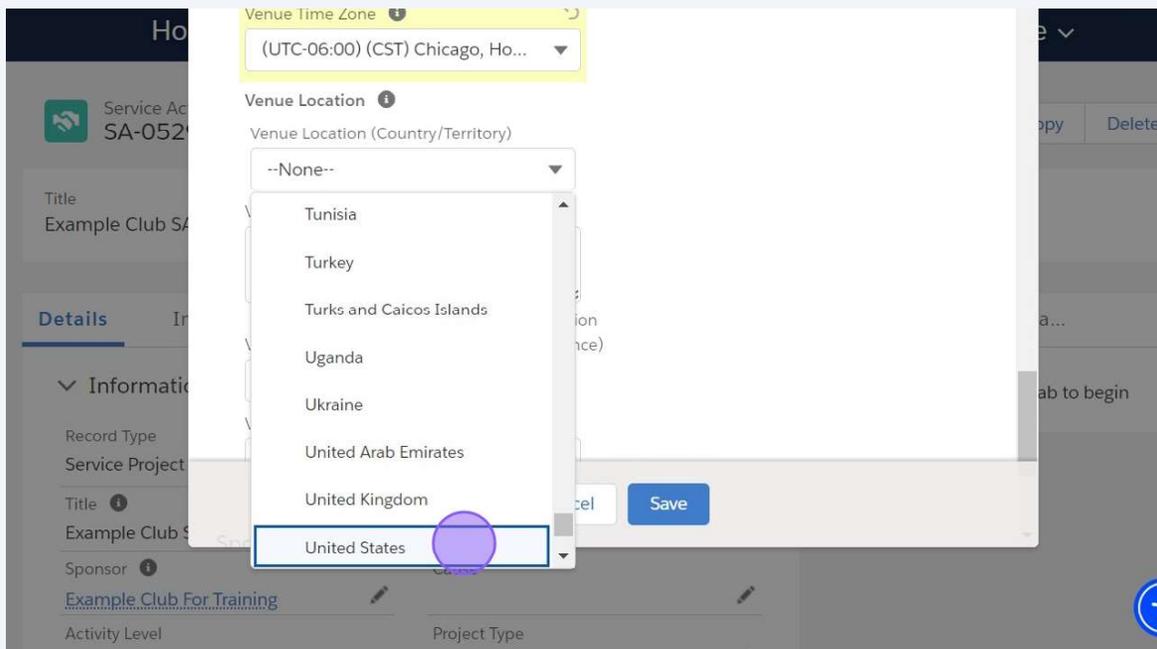
41 Select from dropdown. Scroll to and Click the "Time Zone"



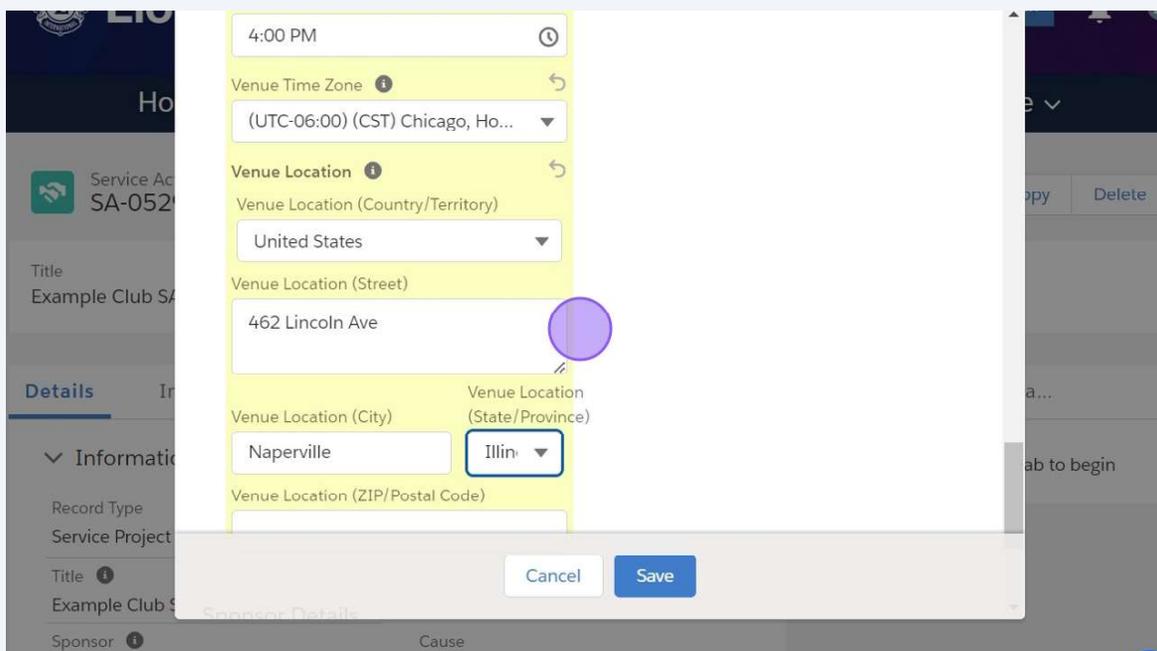
42 Details can be entered for the Venue location



43 Click the country of the venue



44 Optional! Address detail can be entered



Saving Entered Data

45 Click "Save"

The screenshot shows a web form with a modal window. The modal window has a yellow highlight on the following fields:

- Venue Location (City): Naperville
- Venue Location (State/Province): Illin
- Venue Location (ZIP/Postal Code): 60540

Below the highlighted fields is the "Sponsor Details" section:

- Sponsor CA: U.S. and Affiliates, Bermuda and Bahamas
- Sponsor District: District 1 J
- Sponsor MD: Multiple District 1

At the bottom of the modal window are two buttons: "Cancel" and "Save". The "Save" button is circled in purple.

Report Activity Complete

46

This activity meets the requirements to be reported complete.

Home Membership Service Learn More

Service Activity SA-05292418

Edit Copy Delete

Title Example Club SA3 - Service Project Sponsor Example Club For Training Status Ready to Report

Details Image Gallery

Information

Record Type Service Project Report Complete

Title Example Club SA3 - Service Project

Sponsor Example Club For Training Cause Environment

Activity Level Project Type

Image Gallery

Upload Images

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

47

This activity meets the requirements to be reported complete.

Home Membership Service Learn More

Service Activity SA-05292418

Edit Copy Delete

Title Example Club SA3 - Service Project Sponsor Example Club For Training Status Ready to Report

Details Image Gallery

Information

Record Type Service Project Report Complete

Title Example Club SA3 - Service Project

Sponsor Example Club For Training Cause Environment

Activity Level Project Type

Image Gallery

Upload Images

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

48 Double-click here.

Title: Example Club SA3 - Service Project
Sponsor: [Example Club For Training](#)
Status: Ready to Report

Details | Image Gallery

Information

Record Type: Service Project Report Complete ⓘ

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

Description ⓘ: Our Club partnered with the village to plant 50 young trees on

Imag... | Uploa...

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

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

Title: Example Club SA3 - Service Project
Sponsor: [Example Club For Training](#)
Status: Ready to Report

Details | Image Gallery

* = Required Information

Information

Record Type: Service Project Report Complete ⓘ

* Title ⓘ: Example Club SA3 - Service Proje

* Sponsor ⓘ: [Example Club For Training](#) X

* Cause: Environment

Cancel Save dependencies

Activity Level: Project Type

Imag... | Uploa...

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

50 Click "Save" to report complete.

The screenshot shows a web form with a header bar containing 'Title: Example Club SA3 - Service Project', 'Sponsor: Example Club For Training', and 'Status: Ready to Report'. Below the header are two tabs: 'Details' (selected) and 'Image Gallery'. The 'Details' tab contains a form with a yellow highlight over the 'Report Complete' checkbox, which is checked. Below this, there are input fields for 'Title' (Example Club SA3 - Service Proje), 'Sponsor' (Example Club For Training), and 'Cause' (Environment). At the bottom of the form, the 'Save' button is circled in purple, and the 'Cancel' button is visible to its left. A right sidebar contains an 'Upload Images' section with the text 'Use the Upload Images tab to begin uploading images.' and a blue circular icon at the bottom right.

51 Click "Cancel" to cancel reporting complete

This screenshot is identical to the one above, showing the same web form. However, in this version, the 'Cancel' button at the bottom of the form is circled in purple, indicating the action to be taken. The 'Save' button is no longer highlighted.

Recap And Viewing Service Activities

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

The screenshot shows a web interface with a 'Details' tab selected. The 'Information' section is expanded, showing fields like Record Type (Service Project), Title (Example Club SA3 - Service F...), Sponsor (Example Club For Training), Activity Level, Lions Club, Status (Ready to Report), and Start Date (9/15/2024). A modal window is open over the 'Sponsor' field, displaying a form with a 'Report Complete' status. To the right, there is an 'Image Gallery' section with an 'Upload Images' button and a message: 'Use the Upload Images tab to begin uploading images.'

53 Click "Club Service Activities"

The screenshot shows a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below the navigation bar is an account header for 'Example Club For Training' with a '+ Follow' button. A table displays club information:

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 is a tabbed interface with 'Club Service Activities' selected. The 'Club Details' section shows fields for Account Name (Example Club For Training), Parent Account (District 1 J), Region or Zone (SE Zone 1), and Lion ID (200158). The 'Type' section shows Lions Club, Active Member Count (56), Club Specialty (Cultural), and Club Sub-Specialty. On the right, there are buttons for 'Manage Club Officers' and '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.

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.

Home Membership Service Learn More

Service Activity SA-05292418 Edit Copy Delete

Title Example Club SA3 - Service Project Sponsor Example Club For Training Status Ready to Report

Details Image Gallery

Information

Record Type Service Project Report Complete

Title Example Club SA3 - Service Project

Sponsor Example Club For Training Cause Environment

Imag... Uploa...

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

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

Home Membership Service Learn More

Service Activity SA-05292418 Edit Copy Delete

Title Example Club SA3 - Service Project Sponsor Example Club For Training Status Ready to Report

Details Image Gallery

* = Required Information

Information

Record Type Service Project Report Complete

Title Example Club SA3 - Service Project

Cancel Save

Imag... Uploa...

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

59 Click "Save" to complete the action.

The screenshot shows a web interface for a Service Activity. At the top, there is a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below this, the activity details are shown: 'Service Activity SA-05292418' with 'Edit', 'Copy', and 'Delete' buttons. The main content area has three fields: 'Title' (Example Club SA3 - Service Project), 'Sponsor' (Example Club For Training), and 'Status' (Ready to Report). Below these fields are two tabs: 'Details' and 'Image Gallery'. The 'Details' tab is active, showing a form with a 'Report Complete' status and a 'Save' button highlighted with a purple circle. A yellow tooltip is visible over the 'Report Complete' status. To the right, there is an 'Upload Images' section with instructions.

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

The screenshot shows a web interface displaying a list of Service Activities. The navigation bar is the same as in the previous screenshot. The main content area shows a list of activities under the heading 'Example Club For Training Service Activities'. The list has columns for 'End Date', 'Title', 'Service ID', 'Start Date', 'Reported', 'Activity Name', 'Record Type', 'Status', and 'Created'. The third row in the list is highlighted, and the 'Reported' checkbox is checked and circled in purple. The activity details for this row are: End Date: 9/15/20..., Title: Example Club SA3 - Servic..., Service ID: SA-052924..., Start Date: 9/15/20..., Activity Name: Lions Cl..., Record Type: Service Pro..., Status: [checked], and Created: Examp...

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

Lion Portal Search [Search] [Bell] [User]

Home Membership ▾ Service ▾ Learn More ▾

Accounts > Example Club For Training
Service Activities

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

	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 checked="" type="checkbox"/>	Lions Cl...	Service Pro...	<input checked="" type="checkbox"/>	Exam

62 To return to the landing page click "Home"

Lion Portal Search [Search] [Bell] [User]

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 [Edit] Type: Lions Club [Info]

Parent Account [Info] Active Member Count

[Manage Club Officers]

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This concludes the "Service Activities - Full Walk-Through" Quick Guide

