

# 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:

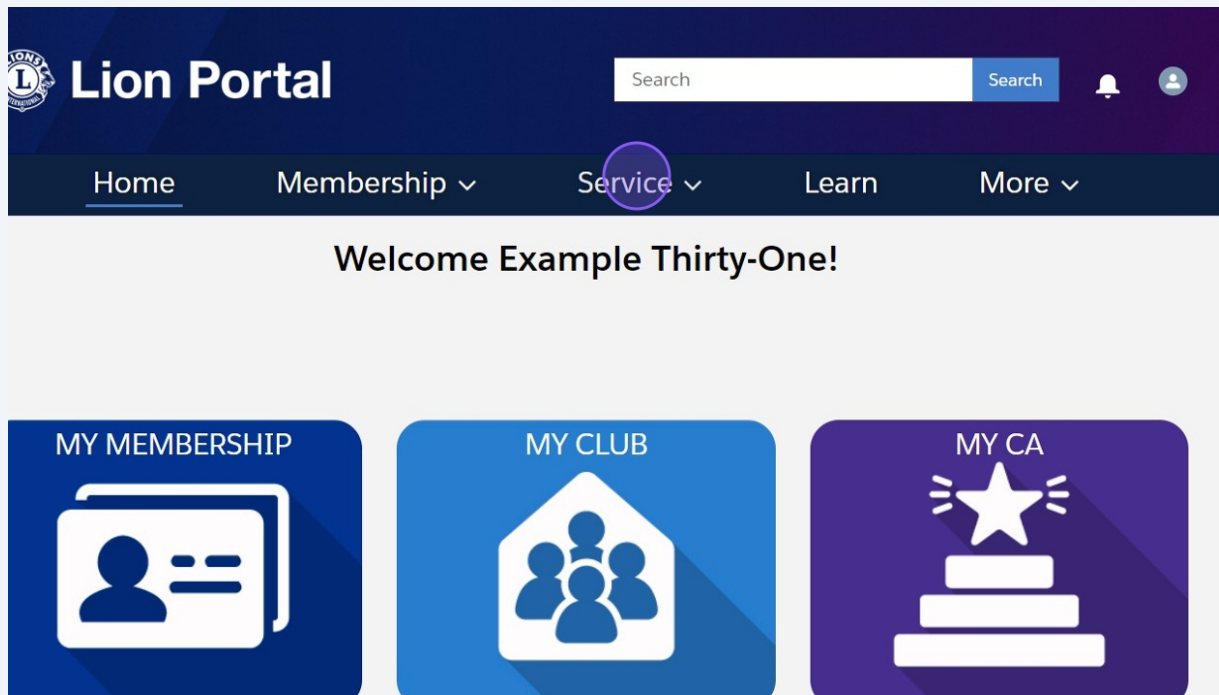
- President
- Secretary
- Service Chair
- Club Administrator

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

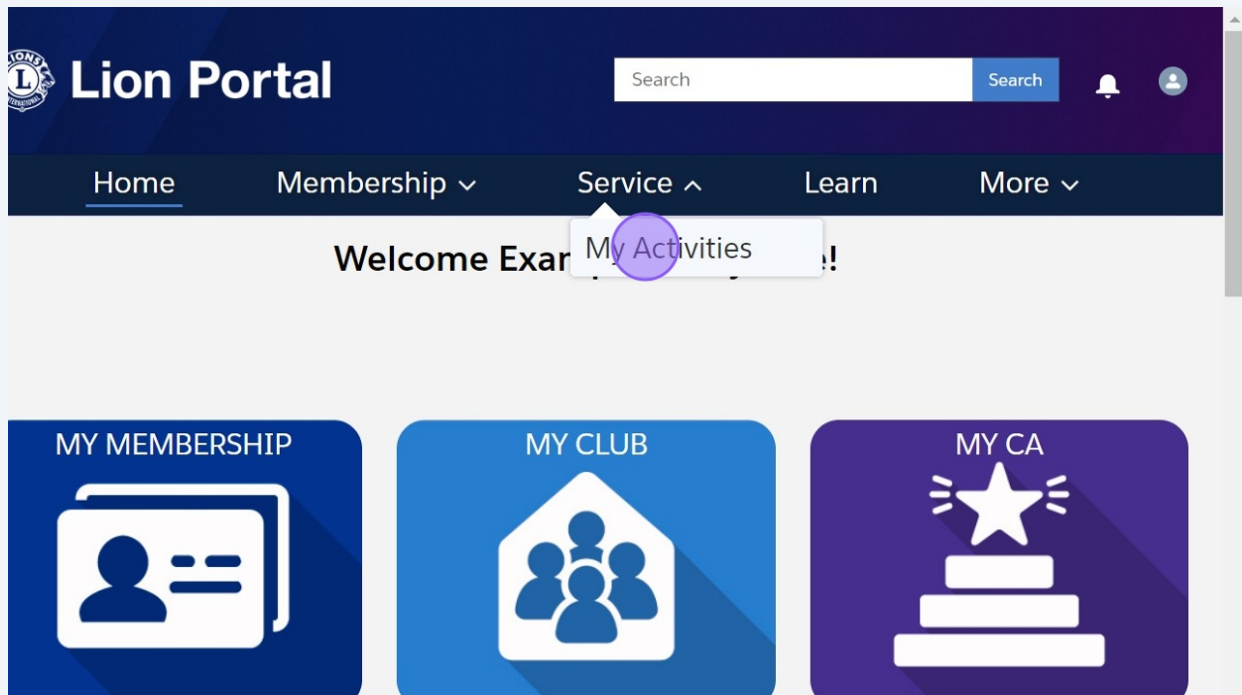
- District Governor
- Cabinet Secretary
- District/MD Administrator

- 1 Sign in to the Lion Portal. [lionportal.org](https://lionportal.org)

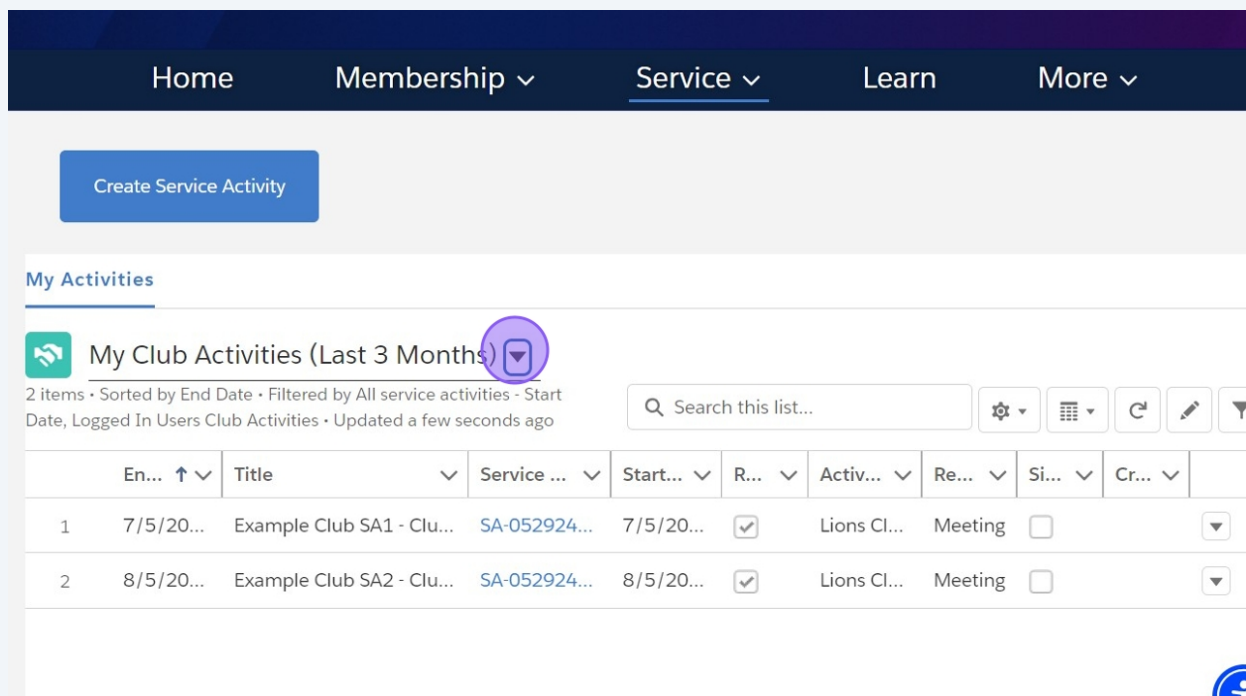
- 2 Click "Service"



3 Click "My Activities"

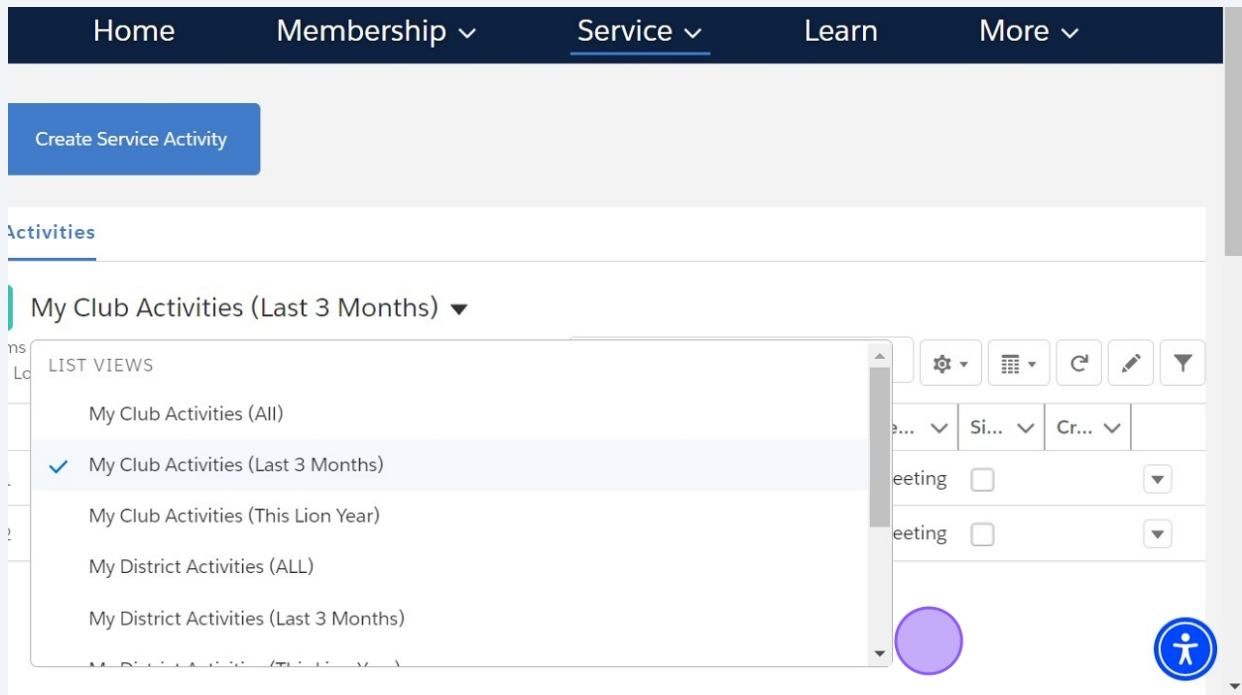


4 Club activities (Last 3 Months) is the default list. For other list options, click "Select a List View: Service Activities"





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

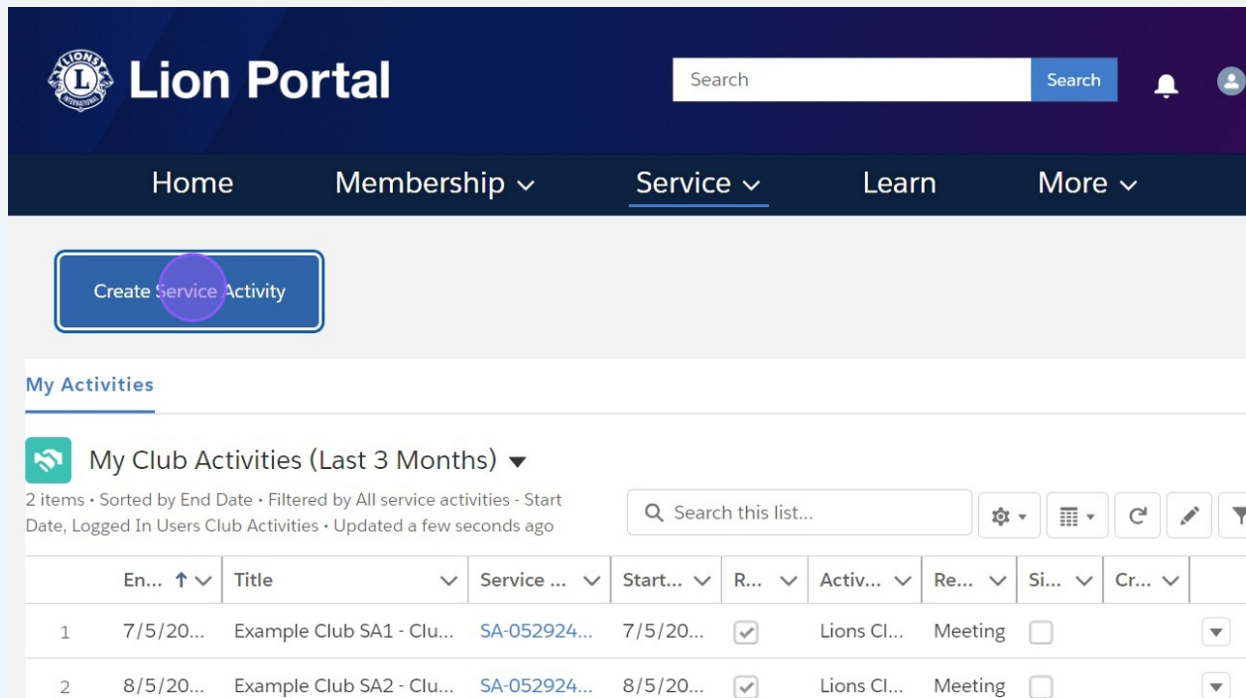


## Create The Service Activity



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.

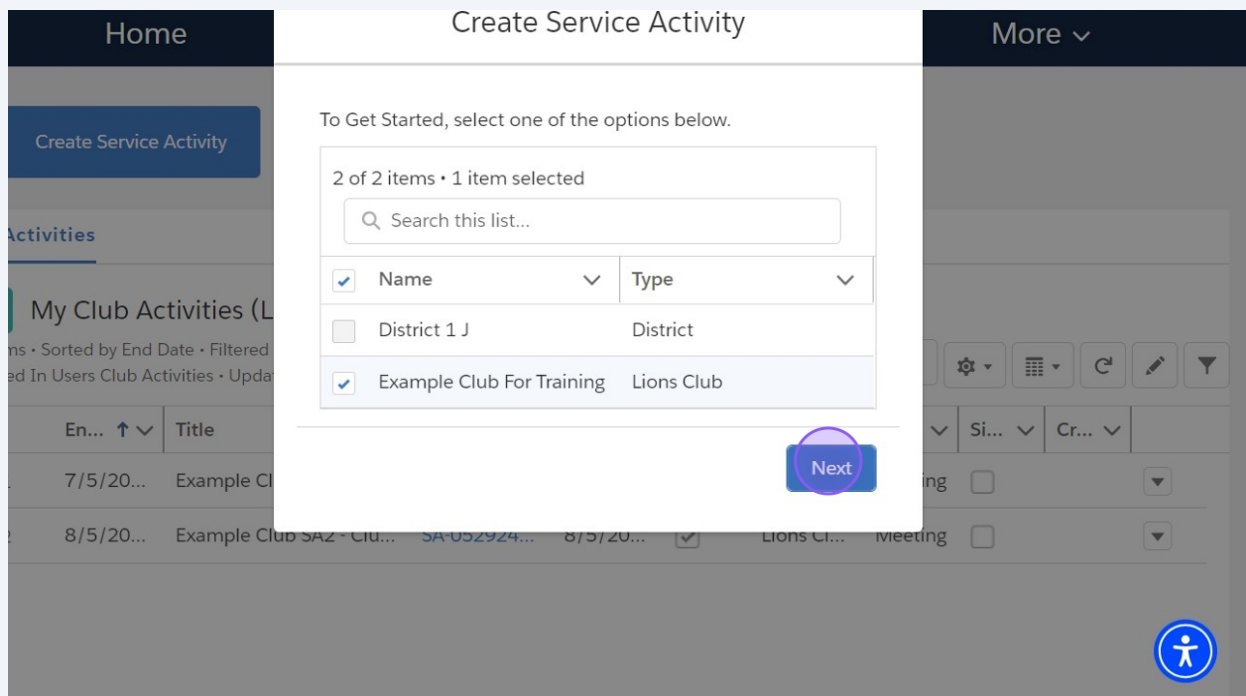
6 Click "Create Service Activity"



The screenshot shows the Lion Portal homepage. The header includes the Lion Portal logo, a search bar, and navigation links: Home, Membership, Service, Learn, and More. The 'Service' link is underlined. Below the header, a blue button labeled 'Create Service Activity' is highlighted with a purple circle. Below this button, the 'My Activities' section is visible, showing 'My Club Activities (Last 3 Months)' with a table of 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' modal. The modal title is 'Create Service Activity'. Below the title, it says 'To Get Started, select one of the options below.' There is a search bar labeled 'Search this list...'. Below the search bar, there are two options: 'District 1 J' (Type: District) and 'Example Club For Training' (Type: Lions Club). The 'Example Club For Training' option is selected with a blue checkmark. A blue 'Next' button is located at the bottom right of the modal. The background shows the 'My Club Activities' table from the previous screenshot.

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

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--

Previous Next

--None--  
Donation  
Fundraiser  
Meeting  
Service Project

- 9 Click "Next"

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 bar with links for 'Home', 'Membership', 'Service', 'Learn', and 'More'. 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' and 'Image Gallery'. The 'Details' tab is active, showing a form with fields for 'Record Type' (set to 'Service Project'), 'Report Complete' (with a checkbox and an information icon), and 'Title' (with an information icon). To the right of the 'Details' tab, there is a section for 'Image Gallery' with a sub-tab 'Imag...' and a button 'Uploa...'. A message below the 'Image Gallery' sub-tab reads: 'Use the Upload Images tab to begin uploading images.'




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"



# Lion Portal

[Home](#) [Membership](#) [Service](#) [Learn](#) [More](#)

 Service Activity  
SA-05292418

Title

Example Club SA3 - Service Project

Sponsor

[Example Club For Training](#)

Status

Draft

[Details](#) [Image Gallery](#)

Information

Record Type

Service Project

Title

Example Club SA3 - Service Project

Report Complete

☐

Imag...

Uploa...

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

## 12 Scroll to see the full details of the activity.

[Example Club For Training](#)

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



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, a search bar, and navigation links: Home, Membership, Service, Learn, and More. Below the header, the main content area shows a 'Service Activity' titled 'SA-05292418'. To the right of the title are buttons for 'Edit', 'Copy', and 'Delete'. The activity details are shown in a table-like format with columns for 'Title', 'Sponsor', and 'Status'. The 'Title' is 'Example Club SA3 - Service Project', the 'Sponsor' is 'Example Club For Training', and the 'Status' is 'Draft'. Below this, 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. To the right of the 'Details' tab, there is a 'Upload Images' section with 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: "Title" with the value "Example Club SA3 - Service Project", "Sponsor" with the value "Example Club For Training" (a blue link), and "Status" with the value "Draft". Below these is a tabbed interface with "Details" and "Image Gallery" tabs. The "Details" tab is active, showing a form with a purple circle icon in the top right corner. The form has a section titled "Information" with a dropdown for "Record Type" set to "Service Project". Below this is a required field "Title" (marked with an asterisk and an info icon) containing the text "Example Club SA3 - Service Proje". To the right of the "Title" field is a checkbox labeled "Report Complete" with an info icon. Below the "Title" field is a "Cause" dropdown menu set to "--None--". At the bottom of the "Information" section is a link "View all dependencies". Below the "Information" section are fields for "Activity Level" and "Project Type". To the right of the form is a sidebar with two tabs: "Image..." and "Uploa...". The "Image..." tab is active, showing a message: "Use the **Upload Images** tab to begin uploading images."

 **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 is in a 'Draft' status. The 'Sponsor' is 'Example Club For Training'. The 'Record Type' is 'Service Project'. The 'Title' is 'Example Club SA3 - Service Project'. The 'Report Complete' checkbox is unchecked. The 'Edit' button is highlighted with a purple circle. The 'Image Gallery' tab is selected, showing a message to use the 'Upload Images' tab to begin uploading 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' (text area). The 'Cause' dropdown menu is highlighted with a purple circle. The 'Save' button is visible at the bottom of the popup form.

## 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 form includes fields for 'Title' (Example Club SA3 - Service Project), 'Sponsor' (Example Club For Training), 'Activity Level' (Lions Club), 'Status' (Draft), and 'Start Date'. A 'Cancel' button is visible at the bottom of the form.

## 18 Click to open the Project Type drop down

The screenshot shows the same form as in step 17, but now the 'Project Type' dropdown menu is open, displaying the option '--None--' (highlighted with a blue border and a purple circle). The 'Cause' dropdown menu is now closed and shows 'Environment' as the selected option. The form includes fields for 'Title' (Example Club SA3 - Service Project), 'Sponsor' (Example Club For Training), 'Activity Level' (Lions Club), 'Status' (Draft), and 'Description'. A 'Cancel' button and a 'Save' button are 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' form in the Lion Portal. The 'Project Type' dropdown menu is open, displaying a list of options. The option 'Tree Planting and Tree Care' is highlighted with a purple circle. The form also includes fields for Title, Sponsor, Activity Level, Status, and Description. The 'Title' field contains 'Example Club SA3 - Service Project'. The 'Sponsor' field contains 'Example Club For Training'. The 'Activity Level' is set to 'Lions Club'. The 'Status' is set to 'Draft'. The 'Description' field is empty. The form has 'Cancel' and 'Save' buttons at the bottom.

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

The screenshot shows the 'Information' form in the Lion Portal. The 'Description' field is highlighted with a purple circle. The form also includes fields for Activity Level, Status, Start Date, End Date, and Created By. The 'Activity Level' is set to 'Lions Club'. The 'Status' is set to 'Draft'. The 'Start Date' and 'End Date' fields are empty. The 'Created By' field contains 'Example Thirty-One, 9/21/2024, 10:12 AM'. The form has 'Cancel' and 'Save' buttons at the bottom.

21 Type the description.

22 Click the "\*Start Date" field.

The screenshot shows a project management interface with a modal form overlay. The modal contains the following fields:

- Activity Level**: Lions Club (Note: This field is calculated upon save)
- Status**: Draft (Note: This field is calculated upon save)
- \* Start Date**: A date input field with a calendar icon. A purple circle highlights this field.
- End Date**: A date input field with a calendar icon.
- Project Type**: A dropdown menu showing "Tree Planting and Tree Care".
- Description**: A text area containing "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 modal, there are "Cancel" and "Save" buttons. The background shows a sidebar with "Details" and "Information" tabs, and a list of projects including "Example Club For Training".

23 A date can be selected from the calendar.

The screenshot shows a mobile application interface for managing service projects. A calendar is displayed in the center, with the date 15 highlighted in a purple circle. The calendar shows days of the week (Sun to Sat) and dates from 1 to 28. Below the calendar, there are input fields for 'Start Date' and 'End Date', both with a calendar icon. The 'Start Date' field is currently empty, and the 'End Date' field is also empty. To the right of the calendar, there is a form for a service project. The form includes a 'Project Type' dropdown menu set to 'Tree Planting and Tree Care', a 'Description' text area containing the text 'Our Club partnered with the village to plant 50 young trees on the lake walking path', and a 'Created By' field showing 'Example Thirty-One, 9/21/2024, 10:12 AM'. At the bottom of the form, there are 'Cancel' and 'Save' buttons. The background shows a sidebar with 'Details' and 'Information' sections, and a top header with a Lions Club logo and the text 'Lions Club'.

24 The date can also be typed into the field.

The screenshot shows the same mobile application interface as in the previous image, but with the 'Start Date' field filled with the date '9/15/2024'. The 'End Date' field is still empty. The 'Project Type' dropdown menu is set to 'Tree Planting and Tree Care', and the 'Description' text area contains the same text. The 'Created By' field shows 'Example Thirty-One, 9/21/2024, 10:12 AM'. At the bottom of the form, there are 'Cancel' and 'Save' buttons. The background shows a sidebar with 'Details' and 'Information' sections, and a top header with a Lions Club logo and the text 'Lions Club'.

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, and 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 the previous image, but with the 'People Served' field highlighted in yellow. A purple circle highlights the information icon (i) next to the field. A tooltip is visible, 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 is also 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 four fields: 'People Served' (with a value of 200), 'Total Volunteers' (with a value of 1), 'Non-Lions Participated' (a checkbox), and 'Non-Lion Family Members Participated' (a checkbox). The 'Total Volunteers' field is highlighted with a purple circle. Below these fields is the 'Optional Metrics' section, which is currently empty. 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 four fields: 'People Served' (with a value of 200), 'Total Volunteers' (with a value of 50), 'Non-Lions Participated' (a checkbox), and 'Non-Lion Family Members Participated' (a checkbox). The 'Non-Lions Participated' checkbox is highlighted with a purple circle. Below these fields is the 'Optional Metrics' section, which is currently empty. 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.

Optional Metrics

Currency  
USD - U.S. Dollar

Total Funds Raised

Total Funds Raised (USD) 0.00

Total Funds Donated

Total Funds Donated (USD) 0.00

Cancel Save



### 32 Cap description for funds raised.

The screenshot shows a mobile application interface for entering service activity metrics. A modal window titled 'Optional Metrics' is open over a background form. The modal contains 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 showing 'USD - U.S. Dollar'.
- Total Funds Raised:** A text input field containing '250'.
- Total Funds Donated:** A text input field containing '125'.
- Total Funds Raised (USD):** A text input field containing '0.00'.
- 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.

A blue callout box points to the 'Total Funds Raised' field with the text: '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 modal has 'Cancel' and 'Save' buttons at the bottom.

### 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 'Optional Metrics' modal is open, and the 'Total Funds Donated' field is highlighted with a purple circle. A blue callout box points to this field with the text: 'Enter the total amount of funds donated during this service activity. A cap of 200000 is applied when reported to LCI.' The background form shows the same data as in slide 32, but the 'Total Funds Raised' field is also highlighted with a purple circle. The modal has 'Cancel' and 'Save' buttons 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 the 'Lion Portal' interface with a modal form titled 'Additional Details'. The form contains several fields: 'Trees Planted/Cared for' (a text input field with a purple circle highlighting it), 'Signature Activity' (a checkbox), 'Funded by an LCIF Grant' (a checkbox), 'Venue' (a text input field), 'Start Time' (a time picker), and 'End Time' (a time picker). The background shows a sidebar with 'Details' and 'Information' sections, and a main content area with a 'Service Project' section.

36 Optional! Click the "Signature Activity" field.

The screenshot shows the 'Lion Portal' interface with the same 'Additional Details' modal form. In this view, the 'Trees Planted/Cared for' field now contains the value '50' and is highlighted with a yellow box. The 'Signature Activity' checkbox is now highlighted with a purple circle. The other fields remain the same as in the previous screenshot.

### 37 Optional! Click the "Venue" field.

The screenshot shows a mobile application interface with a modal form titled "Additional Details". The form contains several fields: "Trees Planted/Cared for" (value: 50), "Signature Activity" (checked), "Funded by an LCIF Grant" (unchecked), "Venue" (highlighted with a purple circle), "Start Time" (empty), and "End Time" (empty). The "Venue" field is a text input box. Below the form are "Cancel" and "Save" buttons. The background shows a list of service projects, including "Example Club For Training".

### 38 Optional! Start Time

The screenshot shows the same "Additional Details" modal form, but now the "Start Time" field is expanded into a dropdown menu. The dropdown lists several time options: 9:15 AM, 9:30 AM, 9:45 AM, 10:00 AM (highlighted with a purple circle), and 10:15 AM. The "Venue" field now contains the text "Walk Village Park Path". The "End Time" field is still empty. The "Cancel" and "Save" buttons remain at the bottom of the form.

### 39 Optional! "End Time" field.

The screenshot shows a form with a modal window open. The modal has three highlighted fields: 'Venue' (Walk Village Park Path), 'Start Time' (10:00 AM), and 'End Time'. The 'End Time' field is currently empty, and a dropdown menu is open below it, showing a list of times from 3:30 PM to 4:45 PM in 15-minute increments. The time 4:00 PM is selected and highlighted with a blue border and a purple circle. A 'Save' button is visible at the bottom right of the modal. The background form shows fields for 'Title' (Example Club SA), 'Record Type' (Service Project), 'Sponsor' (Example Club For Training), 'Cause', 'Activity Level', and 'Project Type'.

### 40 Optional! "Venue Time Zone" field.

The screenshot shows the same form as in slide 39, but with the 'Venue Time Zone' field highlighted. 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 also circled in purple. Below this, the 'Venue Location' section is visible, with 'Venue Location (Country/Territory)' set to '--None--' and 'Venue Location (Street)' empty. 'Cancel' and 'Save' buttons are at the bottom of the modal. The background form details are the same as in slide 39.

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

(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--

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

Venue Location (Street)

Cancel Save

42 Details can be entered for the Venue location

4:00 PM ⌚

Venue Time Zone ⓘ ⌂  
(UTC-06:00) (CST) Chicago, Ho... ▼

Venue Location ⓘ  
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 form with a 'Venue Time Zone' dropdown set to '(UTC-06:00) (CST) Chicago, Ho...'. Below it, the 'Venue Location' dropdown is open, showing a list of countries. 'United States' is highlighted with a blue box and a purple circle. The background form includes fields for 'Title' (Example Club SA), 'Sponsor' (Example Club For Training), and 'Activity Level'.

#### 44 Optional! Address detail can be entered

The screenshot shows the 'Venue Location' section of the form. The 'Venue Location (Country/Territory)' dropdown is set to 'United States'. Below it, the 'Venue Location (Street)' field contains '462 Lincoln Ave'. The 'Venue Location (City)' field contains 'Naperville', and the 'Venue Location (State/Province)' dropdown is set to 'Illin...'. The 'Venue Location (ZIP/Postal Code)' field is empty. A purple circle highlights the 'Venue Location (Street)' field. The background form includes fields for 'Title' (Example Club SA), 'Sponsor' (Example Club For Training), and 'Activity Level'.

## Saving Entered Data

## 45 Click "Save"

The screenshot shows a web application interface with a modal form overlay. The modal form has a yellow header bar and contains the following fields:

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

Below these fields is a section titled "Sponsor Details" with the following information:

- 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 form are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a purple circle. The background of the web application shows a sidebar with a "Details" tab selected and a main content area with a table of records. The table has columns for "Sponsor", "Cause", "Project Type", and "Activity Level". The first row of the table is "Example Club For Training".

## 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

Title ⓘ  
Example Club SA3 - Service Project

Sponsor ⓘ  
[Example Club For Training](#)

Activity Level

Report Complete ⓘ  
☐

Cause  
Environment


Project Type

Image...Upload...

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

Title ⓘ  
Example Club SA3 - Service Project

Sponsor ⓘ  
[Example Club For Training](#)

Activity Level

Report Complete ⓘ  
☐

Cause  
Environment

Project Type

Image...Upload...

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

**48** Double-click here.

The screenshot shows a web form for a service project report. At the top, there are three fields: Title (Example Club SA3 - Service Project), Sponsor (Example Club For Training), and Status (Ready to Report). Below these are two tabs: Details and Image Gallery. The Details tab is active, showing a form with various fields. A purple circle highlights the 'Report Complete' checkbox, which is currently unchecked. To the right of the form is a sidebar with a tab labeled 'Imag...' and a button 'Uploa...'. The sidebar contains text: 'Use the Upload Images tab to begin uploading images.'

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

**Details** Image Gallery

▼ Information

Record Type  
Service Project

Title ⓘ  
Example Club SA3 - Service Project

Sponsor ⓘ  
Example Club For Training

Activity Level  
Lions Club

Status ⓘ  
Ready to Report

Report Complete ⓘ

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.

The screenshot shows the same web form, but now the 'Report Complete' checkbox is checked. The form is in edit mode, with input fields for Title, Sponsor, and Cause. The 'Report Complete' checkbox is highlighted with a purple circle. At the bottom of the form, there are 'Cancel' and 'Save' buttons. The sidebar on the right is the same as in the previous screenshot.

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

**Details** Image Gallery

\* = Required Information

▼ Information

Record Type  
Service Project

\* Title ⓘ  
Example Club SA3 - Service Project

\* Sponsor ⓘ  
Example Club For Training

\* Cause ⓘ  
Environment

Report Complete ⓘ

Cancel Save

Imag... Uploa...

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

50 Click "Save" to report complete.

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 ☒ *i* ↺

\* Title *i*: Example Club SA3 - Service Proje

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

\* Cause: Environment

Cancel      **Save**      dependencies

Activity Level      Project Time

**Imag...**      Uploa...

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

51 Click "Cancel" to cancel reporting complete

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 ☒ *i* ↺

\* Title *i*: Example Club SA3 - Service Proje

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

\* Cause: Environment

Cancel      **Save**      dependencies

Activity Level      Project Time

**Imag...**      Uploa...

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

## 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 Project

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 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

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)  

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	<input checked="" type="checkbox"/>
2	8/5/2024	Example Club ...	SA-05292417	8/5/2024	<input checked="" type="checkbox"/>
3	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**    

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 ...	<a href="#">SA-052924...</a>	7/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
2	8/5/2024	Example Club SA2 - Club ...	<a href="#">SA-052924...</a>	8/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
3	9/15/20...	Example Club SA3 - Servic...	<a href="#">SA-052924...</a>	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 **Imag...** Uploa...



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


Information

Record Type Service Project Report Complete ☐ 

Title  Example Club SA3 - Service Project 

Sponsor  [Example Club For Training](#)  Cause Environment 

Activity Level  Project Time 



- 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 **Imag...** Uploa...


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

\* = Required Information

Information

Record Type Service Project Report Complete ☐ 

\* Title  Example Club SA3 - Service [Cancel](#) [Save](#)





59 Click "Save" to complete the action.

The screenshot shows the 'Service Activity' detail view for SA-05292418. The top navigation bar includes 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below the navigation bar, the activity title 'Example Club SA3 - Service Project' and sponsor 'Example Club For Training' are displayed. The status is 'Ready to Report'. The 'Details' tab is active, showing a form with a 'Report Complete' checkbox checked. A yellow tooltip with an information icon is visible next to the checkbox. The 'Save' button is highlighted with a purple circle. The 'Cancel' button is also visible. A sidebar on the right contains an 'Image Gallery' section with 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 view. The top navigation bar is the same as in the previous screenshot. The list title is 'Example Club For Training Service Activities'. The list is updated a few seconds ago. The table has columns: 'End D...', 'Title', 'Service ...', 'Start ...', 'R...', 'Activ...', 'Record ...', 'Si...', and 'Created'. The third row is highlighted, showing 'Example Club SA3 - Service...' with a status of 'Report Complete' (checked checkbox). The 'Report Complete' checkbox is highlighted with a purple circle.

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

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...	Creat
1	7/5/2024	Example Club SA1 - Club ...	<a href="#">SA-052924...</a>	7/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
2	8/5/2024	Example Club SA2 - Club ...	<a href="#">SA-052924...</a>	8/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
3	9/15/20...	Example Club SA3 - Servic...	<a href="#">SA-052924...</a>	9/15/20...	<input checked="" type="checkbox"/>	Lions Cl...	Service Pro...	<input checked="" type="checkbox"/>	<a href="#">Exam</a>

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

**Lion Portal**

Search

Home Membership Service Learn More

Account  
Example Club For Training [+ Follow](#)

Lion ID 200158	Type Lions Club	Status Active	Billing Address <a href="#">124 Any Place</a> <a href="#">Naperville, Illinois 60565</a> <a href="#">United States</a>	Active Member Count 56
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**Club Details** Data Export Club Statements Club Service Activities More

Account Name  
Example Club For Training

Parent Account

Type  
Lions Club

Active Member Count

[Manage Club Officers](#)

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

