

Service Activities - Upload, View, Manage Images



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



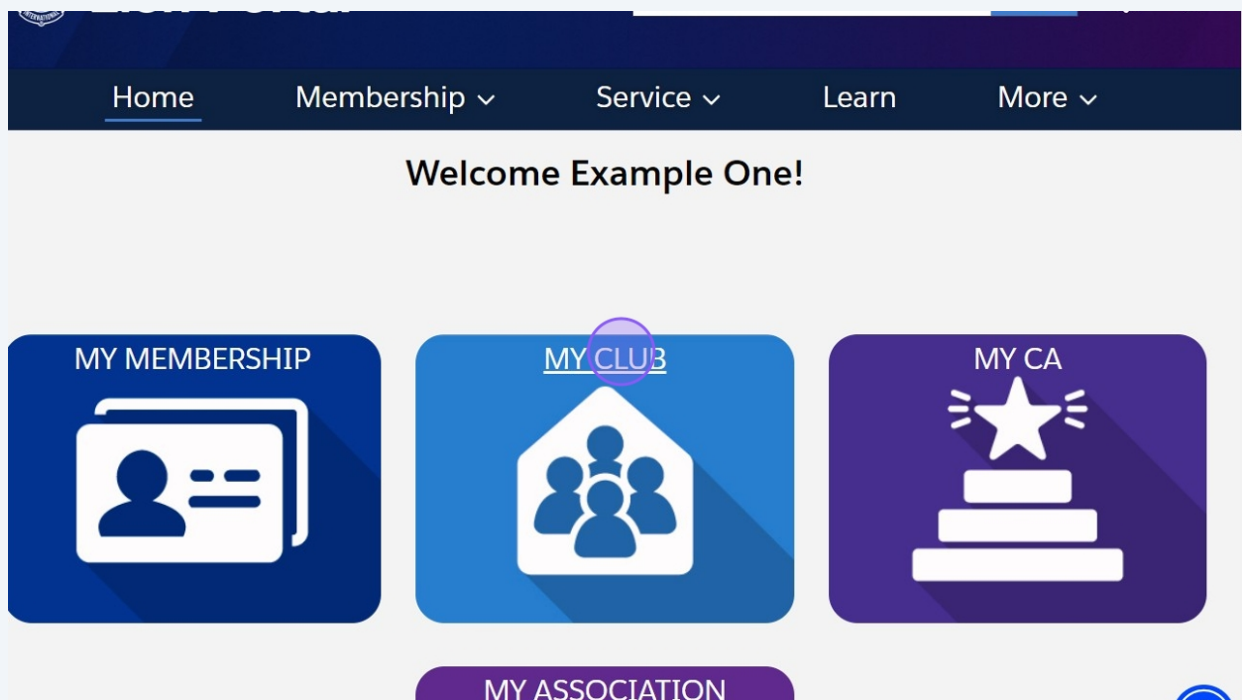
Tip! This Quick Guide describes how to upload, manage, view, download and delete Service Activity images.

1

Sign in to the Lion Portal. lionportal.org

2

Click "MY CLUB"



3 Click "Club Service Activities" tab

 Account
Example Club For Training

[+ Follow](#)

Lion ID
200158

Type
Lions Club

Status
Active

Billing Address
124 Any Place
Naperville, Illinois 60565
United States

Active Member Count
56

Club Details

Data Export

Club Statements

Club Service Activities

More

Account Name
Example Club For Training

Type
Lions Club

Parent Account
District 1 J

Active Member Count
56

Region or Zone
SE Zone 1

Club Specialty
Cultural

Lion ID
200158

Club Sub-Specialty

Youth Programs

Specialty Description

Member ...

Club Acti...

Manage Club Members

Manage Club Officers

Manage Cub Club

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

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

End Date

Title

Service Acti...

Start Date

Re

1

7/5/2024

Example Club ...

SA-05292416

7/5/2024

✓

2

8/5/2024

Example Club ...

SA-05292417

8/5/2024

✓

3

9/15/2024

Example Club ...

SA-05292418

9/15/2024

✓

4

9/17/2024

Example Club ...

SA-05292419

9/17/2024

✓

5

9/11/2024

Example Club ...

SA-05292420

9/11/2024

✓

6

Example Club ...

SA-05292421

9/1/2024

□

7

9/2/2024

Example Club ...

SA-05292422

9/2/2024

✓

8

7/4/2024

Example Club ...

SA-05292423

7/4/2024

□

View All

Manage Club Members

Manage Club Officers

Manage Cub Club
Leader

Manage Delegates

View Delegates

View Club Officers

5 Click "Upload Images"

The screenshot shows a web application interface for managing service activities. At the top is a dark blue navigation bar with links: Home, Membership (with a dropdown arrow), Service (with a dropdown arrow), Learn, and More (with a dropdown arrow). Below this is a header section for a specific 'Service Activity' with ID 'SA-05292423'. It includes 'Edit', 'Copy', and 'Delete' buttons. The main content area is divided into two columns. The left column contains a 'Details' tab and an 'Image Gallery' tab. Under the 'Details' tab, there is an 'Information' section with fields for 'Record Type' (Service Project), 'Title' (Example Club SA7 - Service Project Surfing), 'Sponsor' (Example Club For Training), 'Report Complete' (a checkbox), and 'Cause' (Vision). The right column has two tabs: 'Image...' and 'Upload...'. The 'Upload...' tab is highlighted with a purple circle. Below the tabs is a message: 'Use the **Upload Images** tab to begin uploading images.' At the bottom right of the interface is a blue circular icon with a white person silhouette.



NEW FEATURE!

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

This is a 2 step process:

1. Select the images
2. Upload the images

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

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

Details Image Gallery

▼ Information

Record Type

Service Project

Title ⓘ

Example Club SA7 - Service Project Surfing

Sponsor ⓘ

[Example Club For Training](#)

Activity Level

Lions Club

Status ⓘ

Ready to Report

Report Complete ⓘ

☐

Cause

Vision

Project Type

Other

Description ⓘ

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

Image... **Upload...**

1 Select image(s) to upload

 Select ...or drop image(s) here

2 Upload the image(s) to the Image Gallery

Upload Now

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

2024-CertifiedListsConventionsDuringOutage

Documents

Shop

Documents

Portal ScribeHow Files

Microsoft Teams Chat Files

Files

Findings

Force Contract Copies

Show Quick Guides

Data Load Files

Lead Related

ation 29-MAR-2024

▼ Earlier this month

 Wine Basket For Auction-005Ns000001kZgXIAU-ui44pftu

9/5/2024 11:1

 Wine Basket For Auction

9/5/2024 10:5

▼ Last month

 SuperBadgelImage

8/15/2024 1:5

▼ Earlier this year

 mindy

7/31/2024 10:

 04-JUL-2024_TechnologyDivisionOverview_V(2) (1) (2)

7/24/2024 7:1

 04-JUL-2024_TechnologyDivisionOverview_V(2) (1) (1)

7/24/2024 7:0

 04-JUL-2024_TechnologyDivisionOverview_V(2) (1)

7/23/2024 2:0

 HQ Smaller

7/23/2024 11:

 LockScreen

7/23/2024 11:

 convention

5/28/2024 11:

 technology pictures

5/28/2024 10:

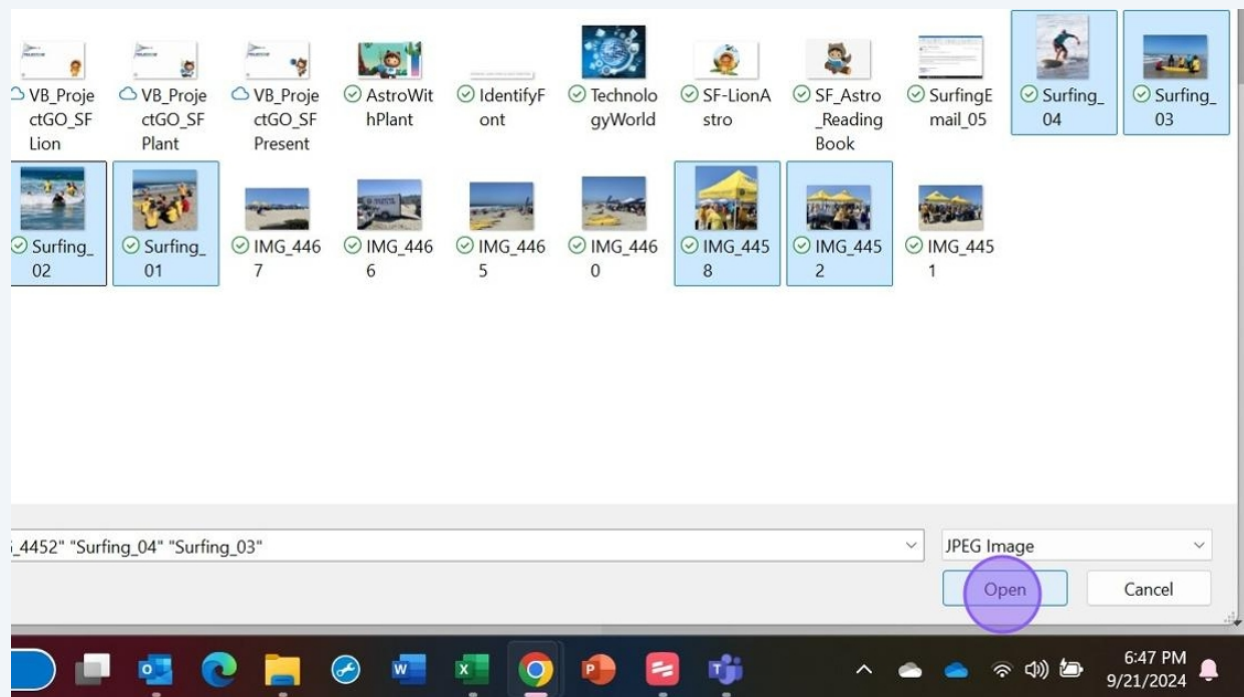
 Muhammad

5/28/2024 9:2

4

8

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



Alert! Each selected image must be under 3Meg.

9

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

2 Upload the image(s) to the Image Gallery

Upload Now

1. Surfing_03.jpg

2. Surfing_02.jpg

3. Surfing_01.jpg

4. IMG_4460.jpg

5. IMG_4458.jpg

6. IMG_4452.jpg

7. IMG_4451.jpg

10

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

Select...or drop image(s) here

2 Upload the image(s) to the Image Gallery

Upload Now

1. Surfing_03.jpg

2. Surfing_02.jpg

3. Surfing_01.jpg

4. IMG_4460.jpg

5. IMG_4458.jpg

6. IMG_4452.jpg

7. IMG_4451.jpg

11 Click "Image Preview"

Details

Image Gallery

Information

Record Type

Service Project

Title

Example Club SA7 - Service Project Surfing

Sponsor

Example Club For Training

Activity Level

Lions Club

Status

Ready to Report

Start Date

7/1/2024

Report Complete

☐

Cause

Vision

Project Type

Other

Description

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

Created By

Example One

Image...

Upload...

1 Select image(s) to upload

Select

...or drop image(s) here

2 Upload the image(s) to the Image Gallery

Upload Now

12 Thumbnails of the images are now visible.

Surfing

Sponsor

Example Club For Training

Activity Level

Lions Club

Status

Ready to Report

Start Date

7/4/2024

End Date

7/4/2024

Cause

Vision

Project Type

Other

Description

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

Created By

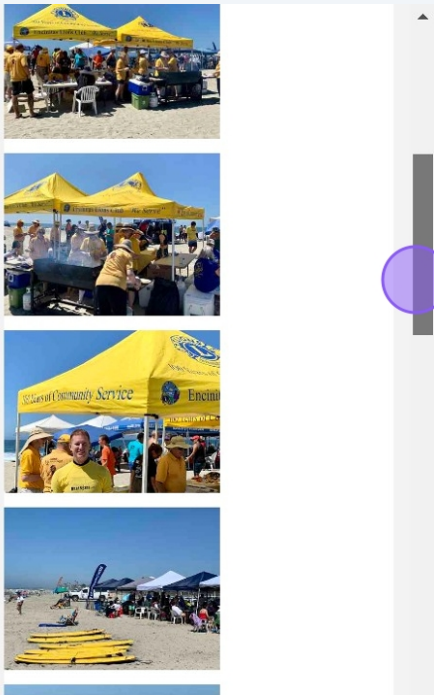
Example One, 9/21/2024, 6:38 PM

Required Metrics

People Served

150

13 Scroll to view the image thumbnails.

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

14 Click "Image Gallery"

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

 Service Activity
SA-05292423 [Edit](#) [Copy](#) [Delete](#)

Title
Example Club SA7 - Service Project Surfing

Sponsor
[Example Club For Training](#)

Status
Ready to Report

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

Information

Record Type
Service Project

Title *i*
Example Club SA7 - Service Project Surfing

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

Report Complete *i*
☐

Cause
Vision

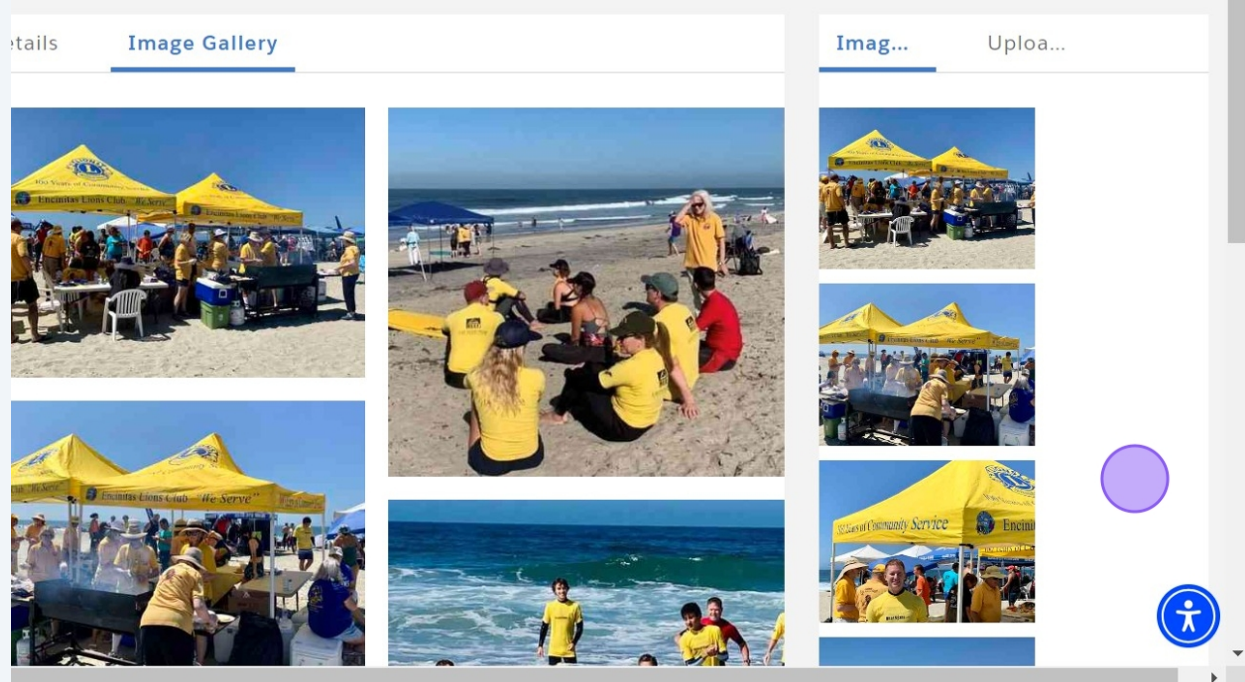
Imag...

Uploa...



8

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



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





NEW FEATURES!

Images can be downloaded
Images can be deleted

17

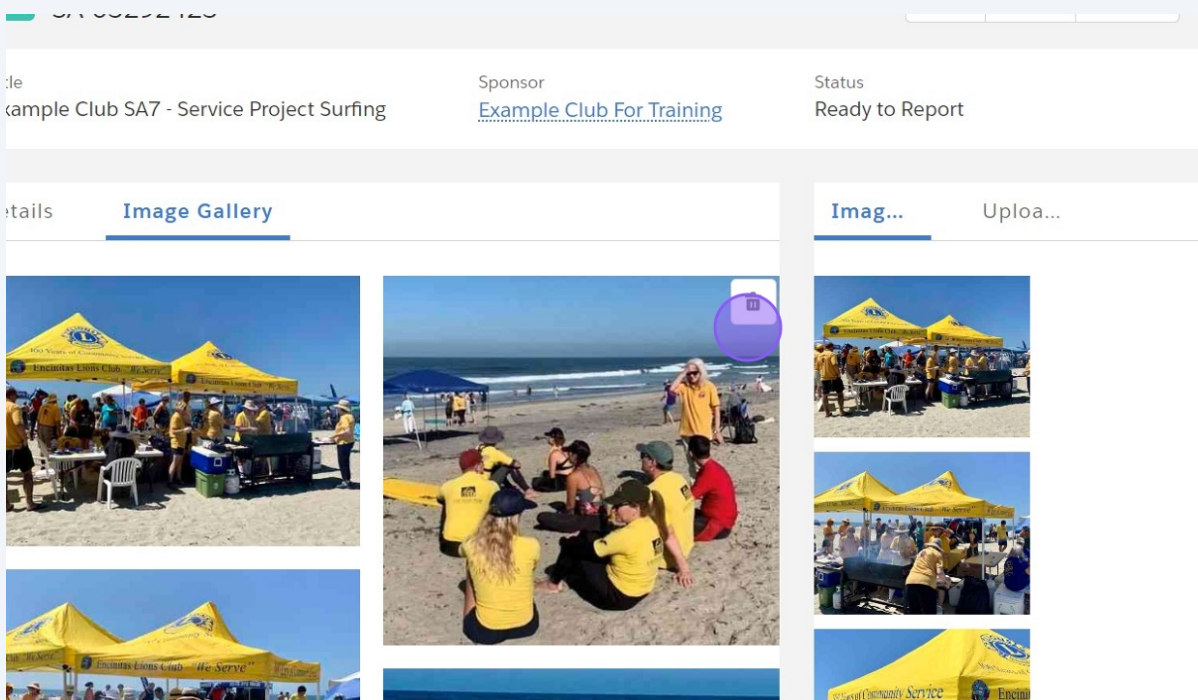
Click the "Download" icon to download the image to your device.



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



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



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

SA-05292423

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

Details

Image Gallery



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



Lion Portal

Home

Membership ▾

Service ▾

Learn

More ▾

 Service Activity
SA-05292423

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

Details

Image Gallery

Information

Record Type
Service Project

Title ⓘ
Example Club SA7 - Service Project 

g...

Uploa...



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

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

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

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

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

The screenshot shows the 'Lion Portal' home page. The header is the same as in the previous screenshot, with 'Home' highlighted. Below the header, a large white box contains the text 'Welcome Example One!'. Underneath, there are four main navigation buttons: 'MY MEMBERSHIP' (dark blue with a person icon), 'MY CLUB' (blue with a house and people icon), 'MY CA' (purple with a star and podium icon), and 'MY ASSOCIATION' (purple with the Lions logo). In the bottom right corner, there are two circular icons: a purple one and a blue one with a person icon.