

本指南提供简单方法，在 **Lion Portal** 中复制服务活动，使复制和管理您的服务倡议更加容易。其中概述重要的详细信息，例如自动草稿状态，以及更新关键信息（如日期和标题）的需求，确保使用者能有效地自定义所复制的活动。通过遵循本指南中的步骤，用户可简化服务活动管理，同时注意重要的限制，例如在复制的条目中缺少了图像。总体而言，此资源对任何希望提高管理服务活动的生产力和组织能力者是必不可少的。

i 提示！您可从指南中了解如何复制服务活动。复制活动时：

注1：状态设定为“草稿”，所有日期设定为空白，已报告为未勾选，活动的图像不会被复制，这些项目需要完成才能提报活动。

注2：指标中的信息和其他报告数据点也会被复制，这些内容可就新活动做保留或更改。

注3：图像不会复制到新活动中。


1 登入 **Lion Portal**（狮子会门户网站） lionportal.org

找到欲复制的活动

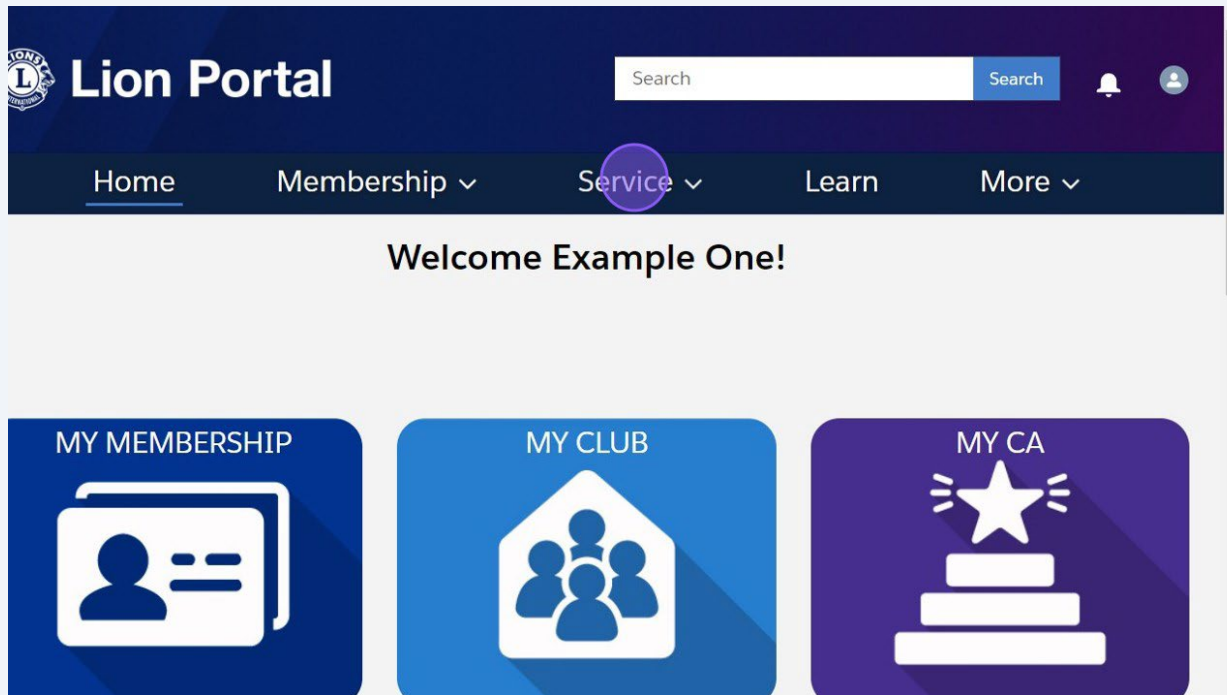
i 提示！有两种途径可找到欲复制的活动：

- 从顶部导览列中，[服务](#) > [我的活动](#)
- 从[我的分会](#) > [分会服务活动](#)标签页

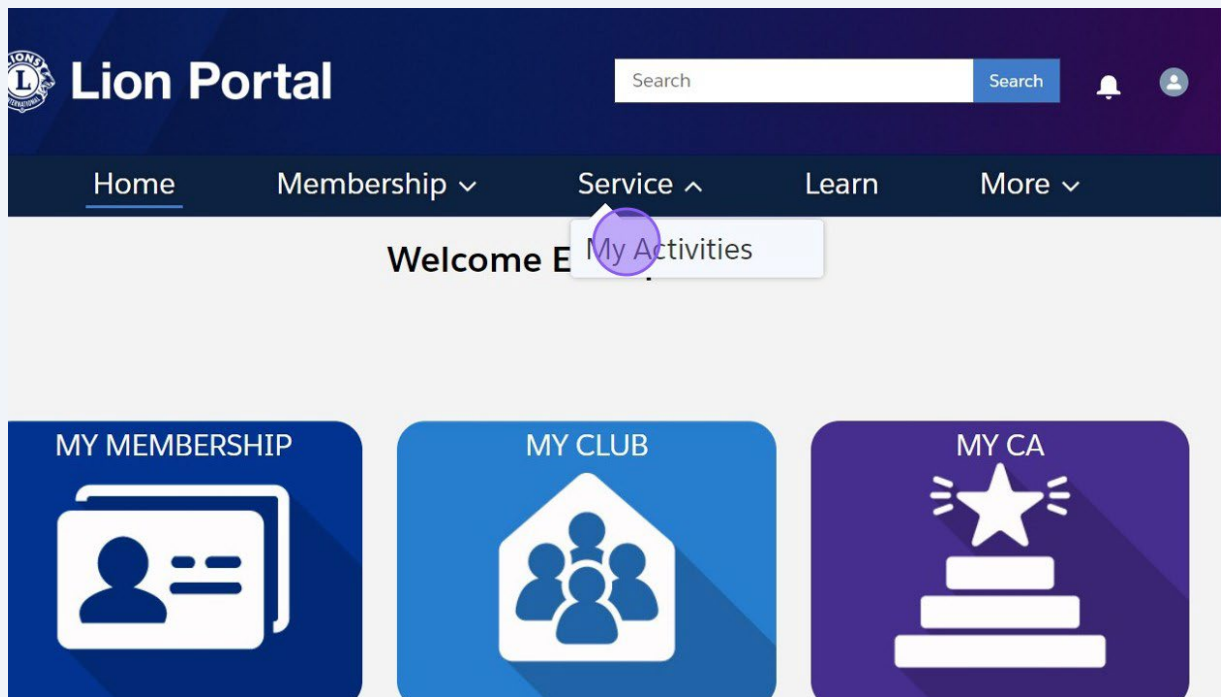
两者均显示

 从服务 > 我的活动中找到

2 点选“服务”



3 点选“我的活动”



4 “我的分会活动（过去3个月）”列表为预设检视，点选检视标题旁边的向下箭头可更改为不同的列表检视方式。

Create Service Activity

My Activities

My Club Activities (Last 3 Months) ▼

8 items · Sorted by End Date · Filtered by All service activities - Start Date, Logged In Users Club Activities · Updated a few seconds ago

Search this list...

End... ↑	Title	Service ...	Start ...	R...	Activ...	Record ...	Si...	Created...
1	Example Cl...	SA-052924...	9/1/2024	<input type="checkbox"/>	Lions Cl...	Donation	<input type="checkbox"/>	▼
2	7/4/2024 Example Cl...	SA-052924...	7/4/2024	<input type="checkbox"/>	Lions Cl...	Service Pro...	<input type="checkbox"/>	Example O... ▼
3	7/5/2024 Example Cl...	SA-052924...	7/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	Example O... ▼
4	8/5/2024 Example Cl...	SA-052924...	8/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	Example O... ▼
5	9/2/2024 Example Cl...	SA-052924...	9/2/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	▼
6	9/11/20... Example Cl...	SA-052924...	9/11/20...	<input checked="" type="checkbox"/>	Lions Cl...	Fundraiser	<input type="checkbox"/>	▼

5 点选您欲复制的服务活动连结。

My Activities

My Club Activities (Last 3 Months) ▼

8 items · Sorted by End Date · Filtered by All service activities · Start Date, Logged In Users Club Activities · Updated a few seconds ago

Search this list...

End... ↑	Title	Service ...	Start ...	R...	Activ...	Record ...	Si...	Created...
1	Example Club SA6...	SA-052924...	9/1/2024	<input type="checkbox"/>	Lions Cl...	Donation	<input type="checkbox"/>	
2	7/4/2024 Example Club SA7...	SA-052924...	7/4/2024	<input type="checkbox"/>	Lions Cl...	Service Pro...	<input type="checkbox"/>	Example O...
3	7/5/2024 Example Club SA1...	SA-052924...	7/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	Example O...
4	8/5/2024 Example Club SA2...	SA-052924...	8/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	Example O...
5	9/2/2024 Example Club SA2...	SA-052924...	9/2/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
6	9/11/20... Example Club SA5...	SA-052924...	9/11/20...	<input checked="" type="checkbox"/>	Lions Cl...	Fundraiser	<input type="checkbox"/>	
7	9/15/20... Example Club SA3...	SA-052924...	9/15/20...	<input checked="" type="checkbox"/>	Lions Cl...	Service Pro...	<input checked="" type="checkbox"/>	

6 点选后会开启活动页面，单击“复制”开始复制。

Lion Portal

Search Search

Home Membership Service Learn More

Service Activity SA-05292423

Edit Copy Delete

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


Details Image Gallery

Information

Record Type: Service Project Report Complete

Title

Image Gallery Upload

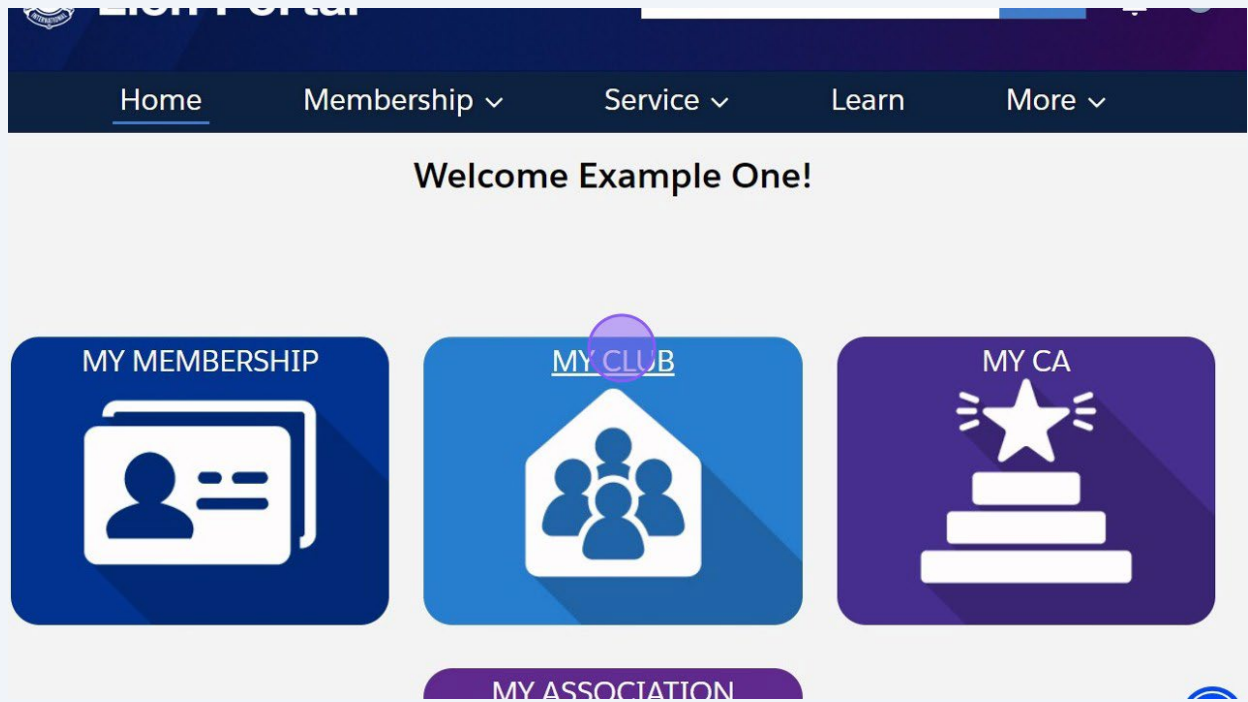




从我的分会 > 分会服务活动标签页找到

7

点选“我的分会”



8 点选“分会服务活动”标签页

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

Club Details Data Export Club Statements Club Service Activities More Member ... Club Acti...

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

Manage Club Members Manage Club Officers

9 显示分会服务活动列表之后，点选列标题则可依选定的列排序此列表。

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 Service Activities More Member ... Club Acti...

Service Activities (9) 9 items · Updated a minute 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	✓

Manage Club Members Manage Club Officers Manage Cub Club Leader

10 点选您欲复制的服务活动连结。

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	<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 checked="" type="checkbox"/>
4	9/17/2024	Example Club ...	SA-05292419	9/17/2024	<input checked="" type="checkbox"/>
5	9/11/2024	Example Club ...	SA-05292420	9/11/2024	<input checked="" type="checkbox"/>
6		Example Club ...	SA-05292421	9/1/2024	<input type="checkbox"/>
7	9/2/2024	Example Club ...	SA-05292422	9/2/2024	<input checked="" type="checkbox"/>
8	7/4/2024	Example Club ...	SA-05292423	7/4/2024	<input type="checkbox"/>

View All

- Manage Club Members
- Manage Club Officers
- Manage Cub Club Leader
- Manage Delegates
- View Delegates
- View Club Officers

11 点此。

Lion Portal

Search

Home Membership Service Learn More

Service Activity SA-05292423

Edit Copy Delete

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


Details Image Gallery

Information

Record Type: Service Project
Report Complete:

Title

Image Gallery: Uploa...



12 点选后会开启活动页面，单击“复制”开始复制。

Lion Portal

Search

Home Membership Service Learn More

Service Activity SA-05292423

Edit Copy Delete

Title: Example Club SA7 - Service Project Surfing

Sponsor: [Example Club For Training](#)

Status: Ready to Report

Details Image Gallery

Information

Record Type: Service Project

Report Complete

Image Gallery

编辑复制的活动

1 复制完成后会出现绿色的成功信息，点此图示关闭信息，这时即可输入新活动的信息。

Lion Portal

Success! Here is your copied activity. Begin editing now.

Search

Home Membership Service Learn More

Service Activity SA-05292424

Edit Copy Delete

Title: Example Club SA7 - Service Project Surfing

Sponsor: [Example Club For Training](#)

Status: Draft

Details Image Gallery

Information

Record Type: Service Project

Report Complete

Image Gallery

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



注意！复制服务活动的开始日期和结束日期将设定为空白，活动状态设为“未提报”，这些字段的信息必须经过更新才可完成提报这项活动。



提示！我们建议您编辑服务活动的**标题**，以便在未来更容易找到。欲储存编辑，需要输入“开始日期”。



行内编辑方法范例

14

欲编辑标题，点选“标题”旁的铅笔图示。

The screenshot displays a web interface for editing a service project. At the top, there are three tabs: "Example Club SA7 - Service Project Surfing", "Example Club For Training" (which is selected), and "Draft". Below the tabs, there are two main sections: "Details" and "Image Gallery". The "Details" section is further divided into "Information" and "Report Complete". The "Information" section contains several fields: "Record Type" (Service Project), "Title" (Example Club SA7 - Service Project Surfing), "Sponsor" (Example Club For Training), "Activity Level" (Lions Club), and "Status" (Draft). The "Report Complete" section has a checkbox and a pencil icon. The "Title" field has a purple circle highlighting a pencil icon next to it. The "Image Gallery" section has tabs for "Imag..." and "Uploa...", with a message: "Use the Upload Images tab to begin uploading images." A small blue logo is visible in the bottom right corner of the form area.

15 点选进入“标题”字段，以编辑名称。

Details Image Gallery

* = Required Information

Information

Record Type
Service Project

Report Complete *i*

* Title *i*
Club SA7 - Service Project Surfin

* Sponsor *i*
Example Club For Training X

* Cause
Vision

View all dependencies

Activity Level
Lions Club

Project Type
Other

This field is calculated upon save.

Cancel Save

Status *i* Description *i*

Imag... Uploa...

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

16 点选“储存”

Details Image Gallery

* = Required Information

Information

Record Type
Service Project

Report Complete *i*

* Title *i*
Example Club SA8 - Service Proje

* Sponsor *i*
Example Club For Training X

* Cause
Vision

View all dependencies

Activity Level
Lions Club

Project Type
Other

This field is calculated upon save.

Cancel Save

Status *i* Description *i*

Imag... Uploa...

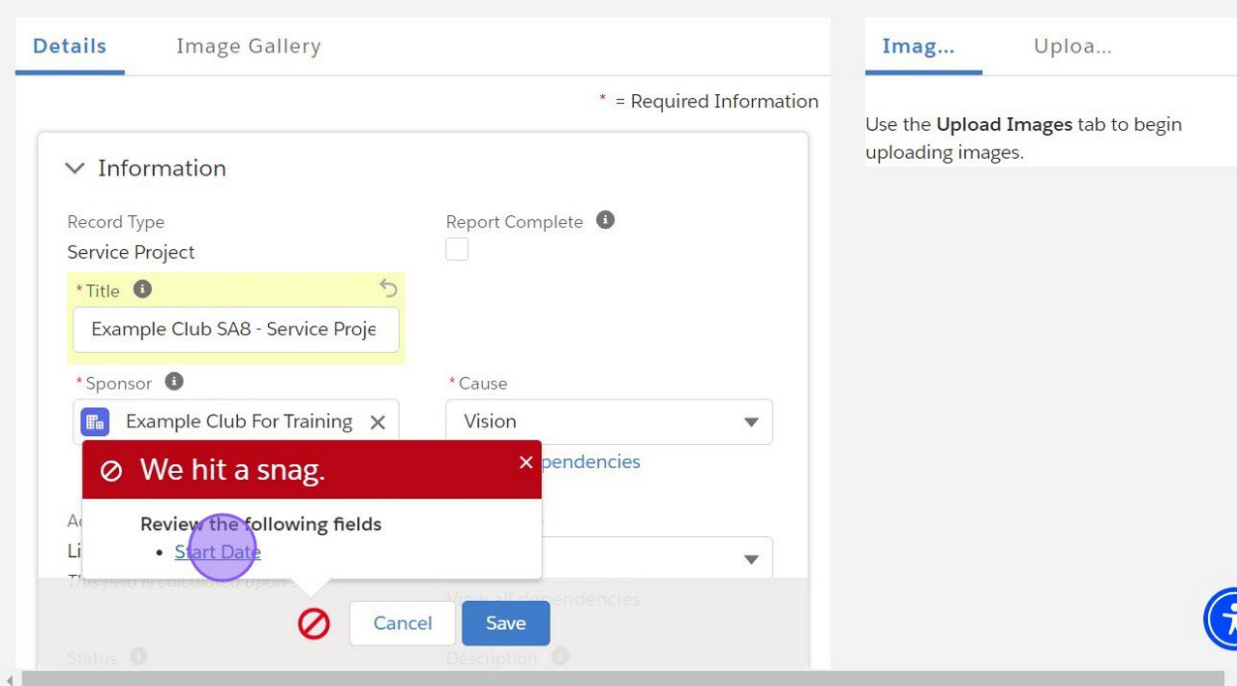
Use the **Upload Images** tab to begin uploading images.



提示！如果在尝试储存记录时发生错误，协助信息会引导您到更正错误的地方。

1

需要输入“开始日期”才能储存活动，错误信息会跳出显示错误之处，然后点选错误的连结。在此范例中，“开始日期”有误。



1

点选错误连结将引导您至错误的字段，下面的信息将提供错误的详细信息，更正信息并点选“储存”。

Example One, 9/22/2024, 9:16 AM

Complete this field with format M/d/yyyy.

End Date ⓘ

M/d/yyyy

▼ Required Metrics

People Served ⓘ

150

Total Volunteers ⓘ

95

Non-Lions Participated ⓘ

Non-Lion Family Members Participated ⓘ

Cancel Save

ⓘ 行内编辑方法范例结束

ⓘ 弹出窗体方法范例

19 点选“编辑”

The screenshot shows a web application interface for a service activity. At the top, there is a navigation bar with links for Home, Membership, Service, Learn, and More. Below the navigation bar, the page title is "Service Activity SA-05292424". To the right of the title, there are three buttons: "Edit" (highlighted with a purple circle), "Copy", and "Delete". Below the title, there is a section for "Details" and "Image Gallery". The "Details" section is expanded to show "Information". The "Information" section contains several fields: "Record Type" (Service Project), "Report Complete" (checkbox), "Title" (Example Club SA8 - Service Project Surfing), "Sponsor" (Example Club For Training), "Cause" (Vision), and "Activity Level" (Lions Club). To the right of the "Details" section, there is a section for "Image Gallery" with a "Upload Images" button and a message: "Use the Upload Images tab to begin uploading images."

20 点选进入欲编辑的字段，然后点选“储存”储存更新的信息。

The screenshot shows a modal form for editing service activity information. The form is titled "Information" and contains several fields: "Record Type" (Service Project), "Report Complete" (checkbox), "* Title" (Example Club SA8 - Service Project S), "* Sponsor" (Example Club For Training), "* Cause" (Vision), "Activity Level" (Lions Club), and "Project Type" (Other). The form also includes a "Cancel" button, a "Save" button (highlighted with a purple circle), and a "View all dependencies" link. A note at the bottom of the form states: "This field is calculated upon save". The background shows the same web application interface as in the previous screenshot.



弹出窗体方法范例结束



提醒：图像不会复制到新活动中。

21

注意：此新活动没有图像。

Example Club SA8 - Service Project Surfing Sponsor [Example Club For Training](#) Status Draft



Details Image Gallery

Information

Record Type Service Project	Report Complete i <input type="checkbox"/>
Title i Example Club SA8 - Service Project Surfing	Cause Vision
Sponsor i Example Club For Training	Project Type Other
Activity Level Lions Club	Description i We partnered with another club and a local surfing based youth
Status i Draft	

Imag... Uploa...

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

22 欲返回分会页面，请点选“辅导者”下方的连结。

The screenshot shows the Lion Portal interface. At the top, there is a search bar and navigation tabs: Home, Membership, Service, Learn, and More. Below the navigation, there is a section for 'Service Activity SA-05292424' with 'Edit', 'Copy', and 'Delete' buttons. The main content area displays a table with columns for Title, Sponsor, and Status. The 'Sponsor' column contains the link 'Example Club For Training', which is circled in purple. A modal window is open over this link, showing the club's details. The modal has a title 'Example Club For Training' and a close button. It contains the following information:

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

On the left side of the modal, there is a 'Details' tab and an 'Image Gallery' tab. Under 'Details', there is an 'Information' section with the following details:

- Record Type: Service Project
- Title: Example Club SA8 - Service Project

On the right side of the modal, there is an 'Upload Images' section with a message: 'Upload Images tab to begin uploading images.'

23 点选“首页”返回登陆页面。

The screenshot shows the Lion Portal interface with the 'Home' tab selected. Below the navigation, there is a section for 'Account Example Club For Training' with a '+ Follow' button. The main content area displays a table with columns for Lion ID, Type, Status, Billing Address, and Active Member Count. The data is as follows:

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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Below the table, there are tabs for 'Club Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Club Details' tab is selected, showing the following information:

Account Name	Example Club For Training	Type	Lions Club
Parent Account		Active Member Count	

On the right side, there is a 'Member ...' tab and a 'Club Acti...' tab. Below these tabs, there is a blue button labeled 'Manage Club Members'.

24 “服务活动 - 复制服务活动” 快速指南到此结束

