

本指南提供簡單方法，在 **Lion Portal** 中複製服務活動，使複製和管理您的服務倡議更加容易。其中概述重要的詳細資訊，例如自動草稿狀態，以及更新關鍵資訊（如日期和標題）的需求，確保使用者能有效地自訂所複製的活動。透過遵循本指南中的步驟，使用者可簡化服務活動管理，同時注意重要的限制，例如在複製的條目中缺少了圖像。總體而言，此資源對任何希望提高管理服務活動的生產力和組織能力者是必不可少的。

i 提示！您可從指南中了解如何複製服務活動。複製活動時：

註1：狀態設定為「草稿」，所有日期設定為空白，已報告為未勾選，活動的圖像不會被複製，這些項目需要完成才能提報活動。

註2：指標中的資料和其他報告資料點也會被複製，這些內容可就新活動做保留或更改。

註3：圖像不會複製到新活動中。

1 登入 **Lion Portal**（獅子會門戶網站） lionportal.org

找到欲複製的活動

i 提示！有兩種途徑可找到欲複製的活動：

- 從頂部導覽列中，[服務](#) > [我的活動](#)
- 從我的分會 > [分會服務活動標籤頁](#)

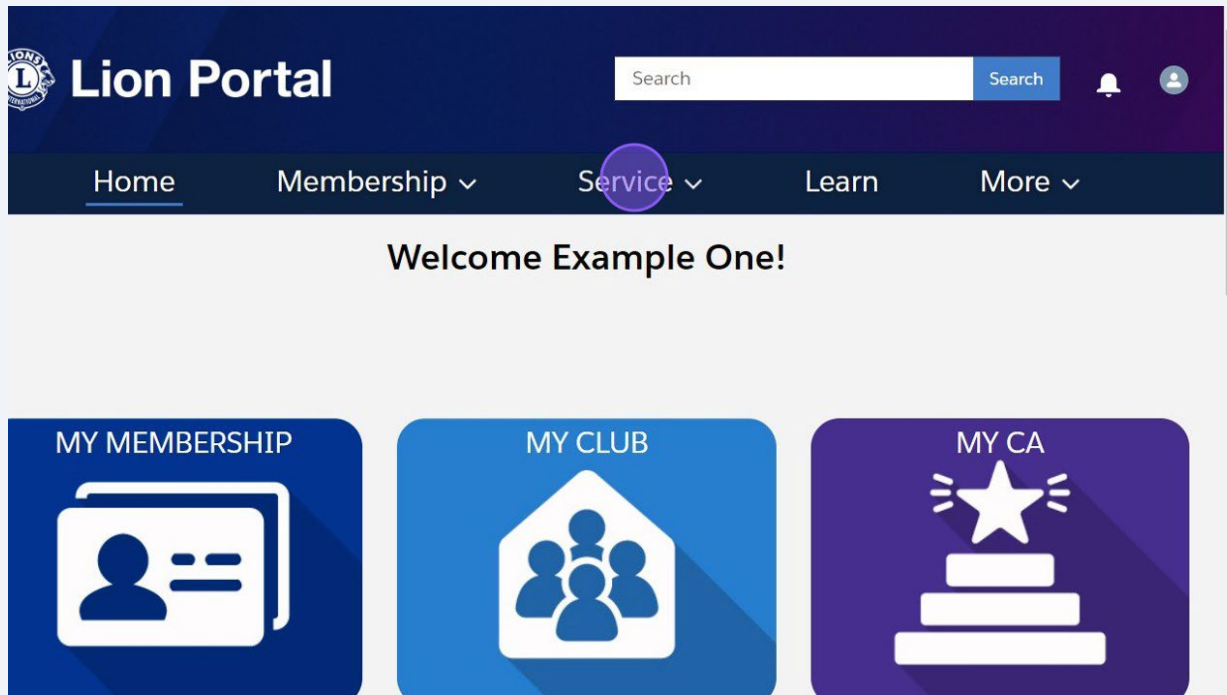
兩者均顯示



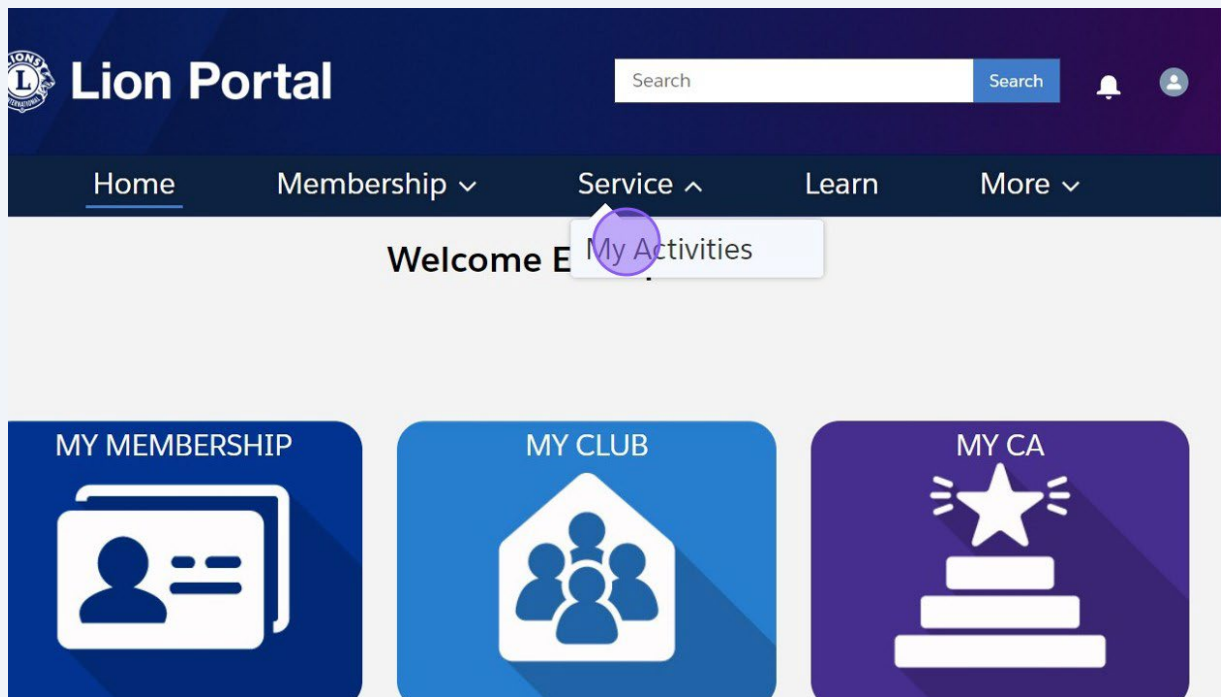
從服務 > 我的活動中找到

2

點選「服務」



3 點選「我的活動」



4 「我的分會活動（過去3個月）」列表為預設檢視，點選檢視標題旁邊的向下箭頭可更改為不同的列表檢視方式。

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 點選您欲複製的服務活動連結。

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 點選後會開啓活動頁面，按一下「複製」開始複製。

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

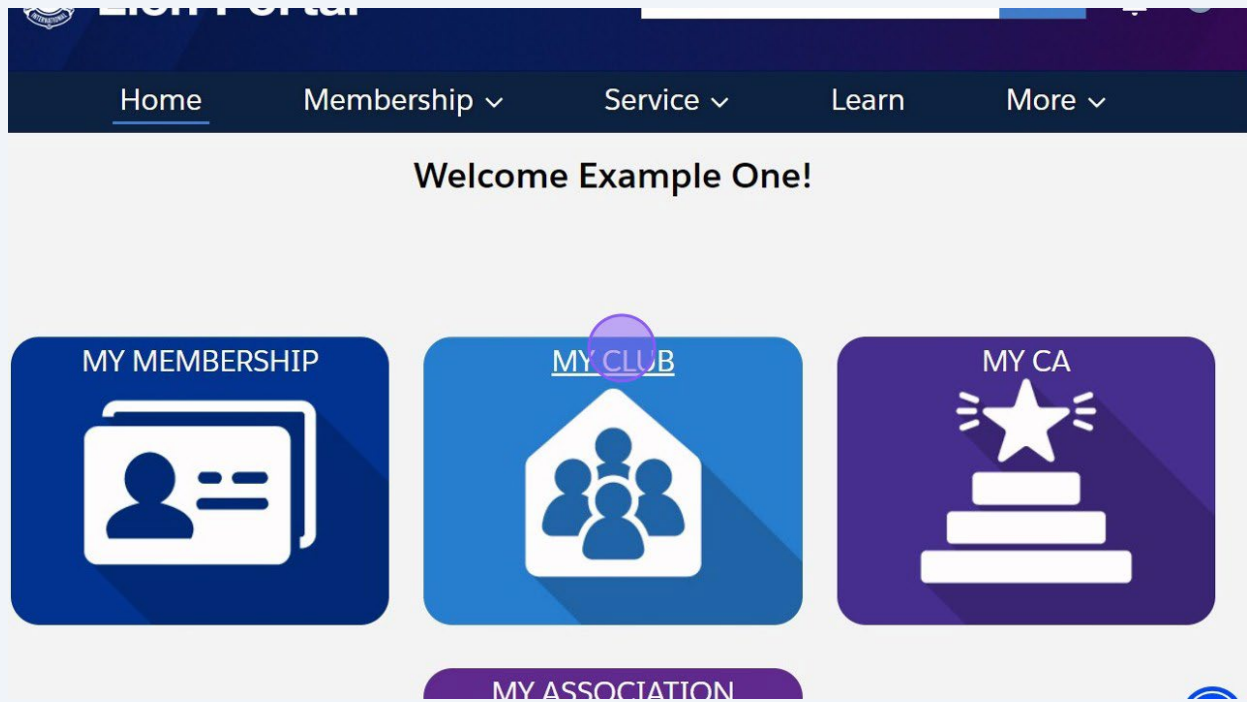




從我的分會 > 分會服務活動標籤頁找到

7

點選「我的分會」



8 點選「分會服務活動」標籤頁

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	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 顯示分會服務活動列表之後，點選列標題則可依選定的列排序此列表。

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 點選您欲複製的服務活動連結。

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 點此。

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



12 點選後會開啓活動頁面，按一下「複製」開始複製。

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

Image Gallery

Information

Record Type Service Project Report Complete

Image Gallery

Upload Images

編輯複製的活動

1 複製完成後會出現綠色的成功訊息，點此圖示關閉訊息，這時即可輸入新活動的資料。

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

Image Gallery

Information

Record Type Service Project Report Complete

Image Gallery

Upload Images

Use the Upload Images tab to begin uploading images.



注意！複製服務活動的開始日期和結束日期將設定為空白，活動狀態設為「未提報」，這些欄位的資料必須經過更新才可完成提報這項活動。



提示！我們建議您編輯服務活動的**標題**，以便在未來更容易找到。欲儲存編輯，需要輸入「開始日期」。



行內編輯方法範例

14 欲編輯標題，點選「標題」旁的鉛筆圖示。

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), "Status" (Draft), "Cause" (Vision), "Project Type" (Other), and "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 70). The "Title" field has a purple circle highlighting a pencil icon next to it, indicating that it is the field to be edited. The "Report Complete" section has a checkbox and an information icon. The "Image Gallery" section has tabs for "Imag..." and "Uploa..." and 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 點選進入「標題」欄位，以編輯名稱。

The screenshot shows a web form with two tabs: 'Details' and 'Image Gallery'. The 'Details' tab is active. At the top right, there is a note: '* = Required Information'. Below this, there is a section titled 'Information' with a dropdown arrow. The form contains several fields: 'Record Type' (Service Project), 'Report Complete' (checkbox), '* Title' (text input with a purple circle around it, containing 'Club SA7 - Service Project Surfin'), '* Sponsor' (dropdown menu with 'Example Club For Training'), '* Cause' (dropdown menu with 'Vision'), 'Activity Level' (Lions Club), and 'Project Type' (dropdown menu with 'Other'). At the bottom, there are 'Cancel' and 'Save' buttons, with the 'Save' button highlighted with a purple circle. A right sidebar contains tabs for 'Imag...' and 'Uploa...', with a message: 'Use the Upload Images tab to begin uploading images.'

16 點選「儲存」

This screenshot is identical to the one in step 15, but the 'Save' button at the bottom is now highlighted with a purple circle. Additionally, the '* Title' field is highlighted with a yellow background. The rest of the form and sidebar remain the same.



提示！如果在嘗試儲存記錄時發生錯誤，協助訊息會引導您到更正錯誤的地方。

1

需要輸入「開始日期」才能儲存活動，錯誤訊息會跳出顯示錯誤之處，然後點選錯誤的連結。在此範例中，「開始日期」有誤。

The screenshot shows a web application interface with a form titled "Details" and "Image Gallery". A red error banner at the top of the form reads "We hit a snag." Below this, a white box prompts the user to "Review the following fields" and lists "Start Date" as the field in question. The form fields include "Title" (Example Club SA8 - Service Proje), "Sponsor" (Example Club For Training), and "Cause" (Vision). A "Save" button is visible at the bottom right of the form. A purple circle highlights the "Start Date" link in the error message.

1

點選錯誤連結將引導您至錯誤的欄位，下面的訊息將提供錯誤的詳細資訊，更正資料並點選「儲存」。

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

ⓘ 行內編輯方法範例結束

ⓘ 彈出表單方法範例

19 點選「編輯」

Home Membership Service Learn More

Service Activity SA-05292424 Edit Copy Delete

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

Details Image Gallery

Information

Record Type	Report Complete
Service Project	<input type="checkbox"/>
Title	
Example Club SA8 - Service Project Surfing	
Sponsor	Cause
Example Club For Training	Vision
Activity Level	Project Type

Image Gallery

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

20 點選進入欲編輯的欄位，然後點選「儲存」儲存更新的資料。

* = Required Information

Information

Record Type	Report Complete
Service Project	<input type="checkbox"/>
* Title	
Example Club SA8 - Service Project S	
* Sponsor	* Cause
Example Club For Training	Vision
	View all dependencies
Activity Level	Project Type
Lions Club	Other

This field is calculated upon save

Cancel Save

Description: We partnered with another club and a local surfing based youth club to...



彈出表單方法範例結束



提醒：圖像不會複製到新活動中。

21

注意：此新活動沒有圖像。

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

Details Image Gallery

Information

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

Image Gallery

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

22 欲返回分會頁面，請點選「輔導者」下方的連結。

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

23 點選「首頁」返回登陸頁面。

The screenshot shows the Lion Portal interface with the 'Home' button in the navigation bar highlighted with a purple circle. 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 table contains the following 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, there is a 'Club Details' section with tabs for 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Club Details' tab is active, showing the following information:

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

On the right side of the 'Club Details' section, there is a blue button labeled 'Manage Club Members'.

24 「服務活動 - 複製服務活動」快速指南到此結束

