

# Palveluaktiviteetit - Yksityiskohtaiset ohjeet -pikaopas

Tämä opas tarjoaa kattavat ohjeet palveluaktiviteetin luomiseen ja ilmoittamiseen, erityisesti varainkeruu- ja paikkakunnan palvelun kategorioissa. Käydään läpi tärkeimmät tietokentät, roolit, jotka ovat vastuussa ilmoituksen tekemisestä sekä vaiheittaiset ohjeet Lion Portalin käyttämiseen tehokkaasti. Seuraamalla tämän oppaan ohjeita käyttäjät voivat tehokkaasti hallita palveluprojektejaan, varmistaen, että kaikki tarvittavat mitat saadaan tallennettua ja ilmoitettua oikein, luotettavuuden ja läpinäkyvyyden edistämiseksi klubeissaan.



Vinkki! Tämä Pikaopas näyttää Palveluaktiviteetin luomisen ja ilmoittamisen kaikkine tietokenttineen jotka voidaan tallettaa ja ilmoittaa.

Tämä Palveluaktiviteetti on tyypiltään ”Palveluprojekti”, jossa kerättiin varoja ja lahjoitettiin paikalliselle yhdistykselle. Mittaustiedot ”Kerätyistä varoista” ja ”Lahjoitetuista varoista” ilmoitettiin.



### Huomio! Kaikilla Palveluaktiviteeteilla on oltava:

- Palvelukohde
- Projektin tyyppi
- Kuvaus
- Alkamispäivä
- Päätymispäivä

### Lisätietoja joita kerätään ovat:

- Palveluprojekti:
  - Vapaaehtoisia yhteensä
  - Vapaaehtoistunnit yhteensä
  - ihmistä palveltu
- Varainhankinta
  - Kerätyt varat yhteensä
- Lahjoitus
  - Lahjoitetut varat yhteensä
  - Edunsaaja organisaatio
- Kokous:
  - Vapaaehtoisia yhteensä



Huomio! Vaikka kuka tahansa klubijäsen voi laatia palveluaktiviteetin, vain tietyt virkailijat voivat ilmoittaa aktiviteetin "Valmiiksi".

### Klubitasolla he ovat:

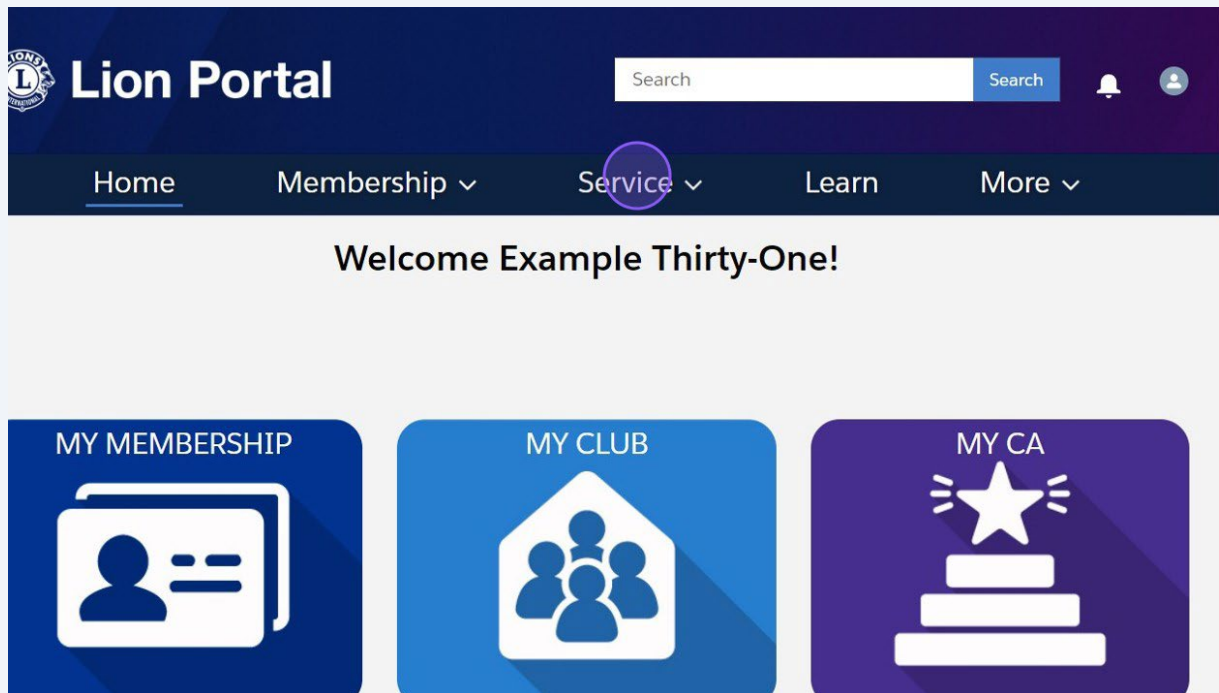
- Presidentti
- Sihteeri
- Klubin palvelujohtaja
- Klubin hallinnoija

### Piirin/moninkertaispiirin tasolla (klubin puolesta):

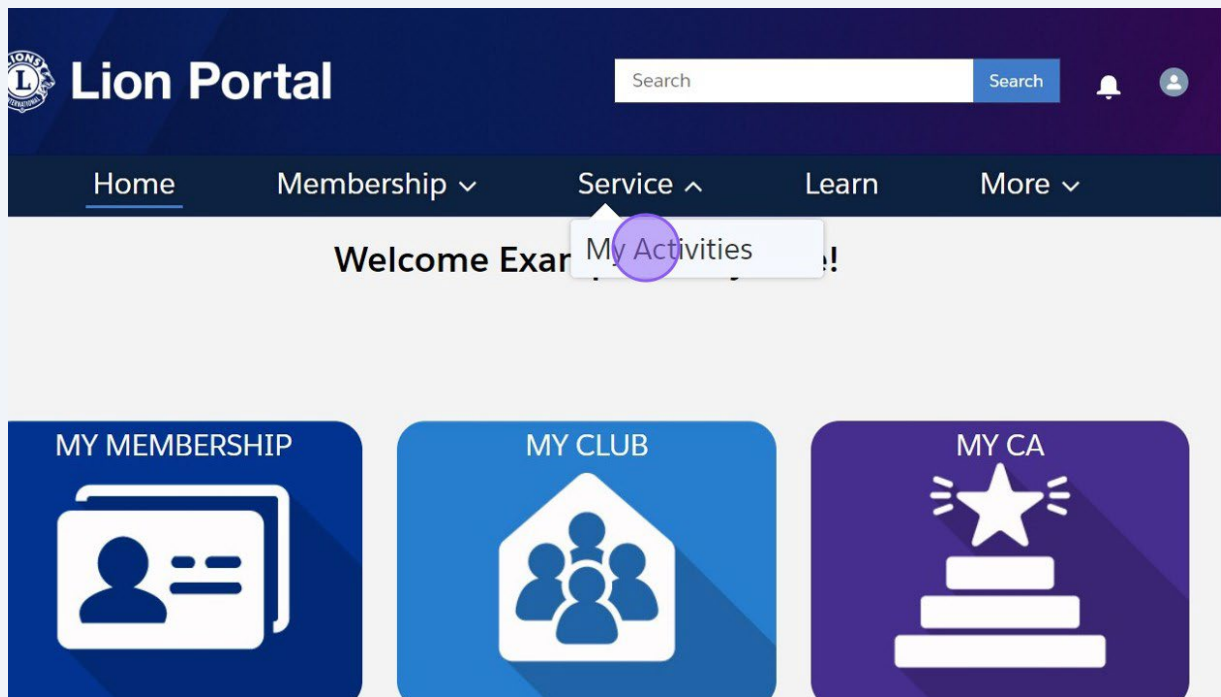
- Piirikuvernööri
- Hallituksen sihteeri
- Piirin/MD hallinnoija

**1** Kirjautu Lion Portaliin [lionportal.org](https://lionportal.org)

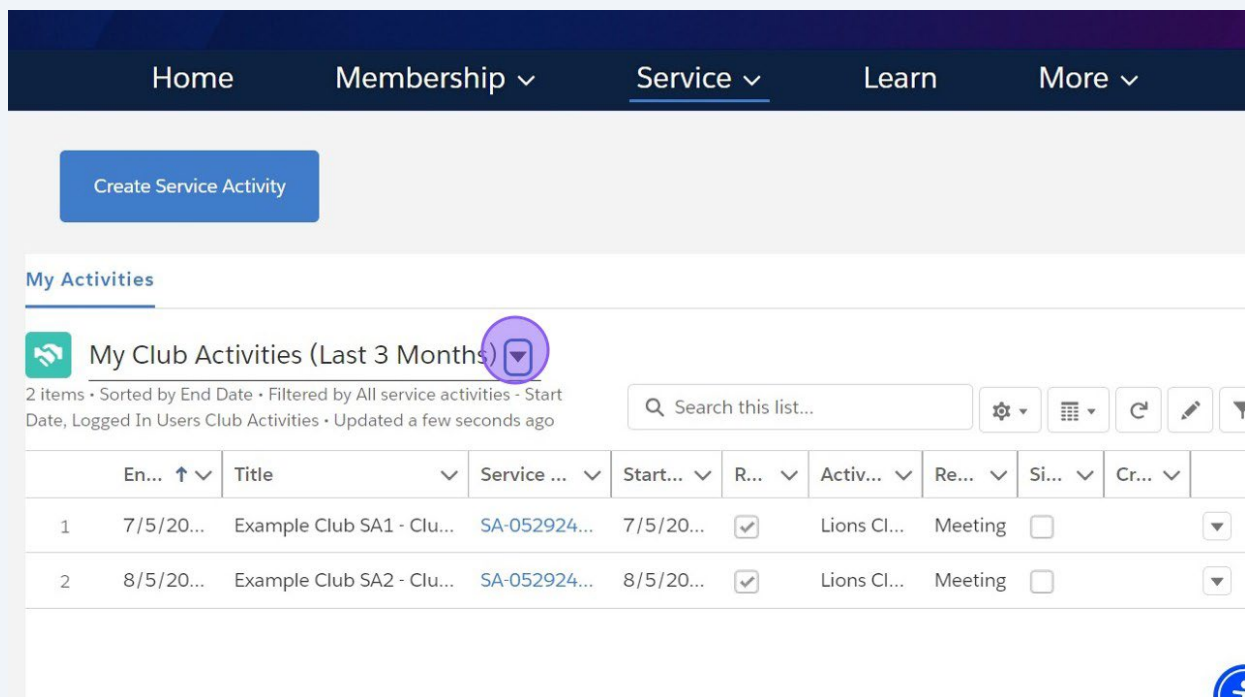
**2** Klikkaa "Palvelu"



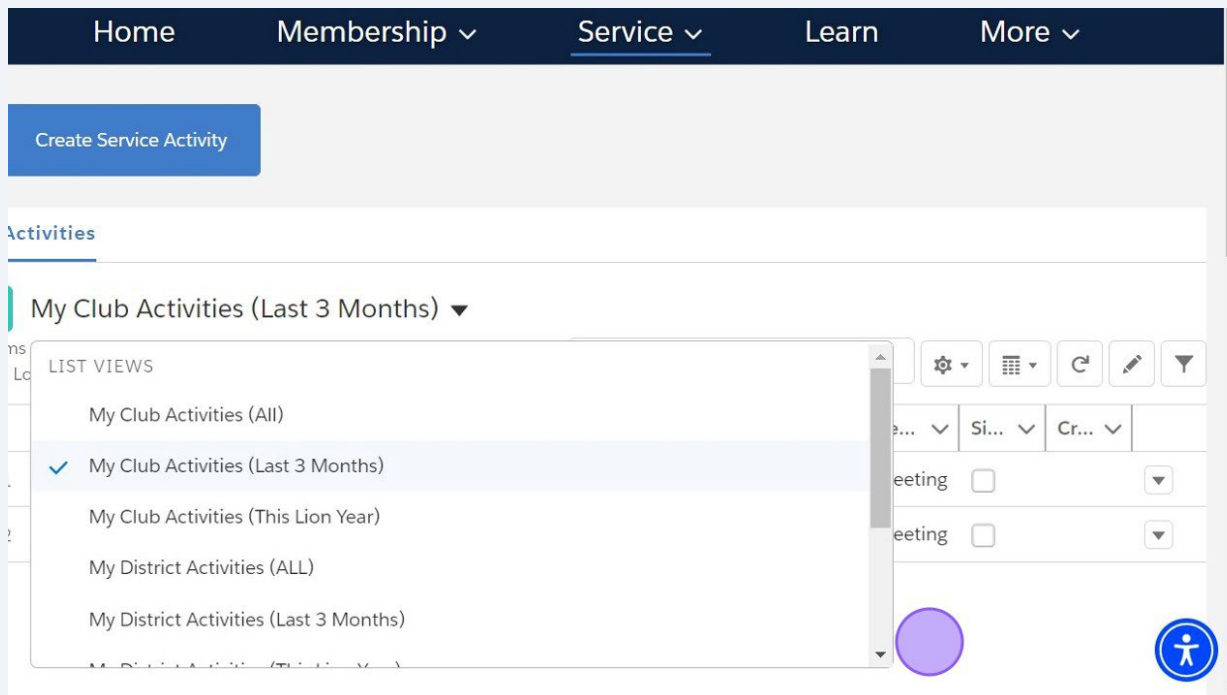
3 Klikkaa "Omat aktiviteetit"



4 Klubin aktiviteetit (viimeiset 3 kk) näkyvät oletuslistauksena. Muita listoja voit valita klikkaamalla "Valitse listan näkö: Palveluaktiviteetit"



Muut näkymät tulevat esille vaihtoehtoina. Klikkaa pudotusvalikkoa vaihtaaksesi näkymää.



The screenshot shows a web application interface. At the top, there is a dark blue navigation bar with the following items: Home, Membership (with a dropdown arrow), Service (with a dropdown arrow and underline), Learn, and More (with a dropdown arrow). Below the navigation bar is a light blue button labeled "Create Service Activity". Underneath is a section titled "Activities". A dropdown menu is open, showing "My Club Activities (Last 3 Months)" with a dropdown arrow. Below this, there is a "LIST VIEWS" section with a scrollable list of options: "My Club Activities (All)", "My Club Activities (Last 3 Months)" (which is selected with a checkmark), "My Club Activities (This Lion Year)", "My District Activities (ALL)", and "My District Activities (Last 3 Months)". To the right of the list, there are several icons: a gear, a list view icon, a refresh icon, an edit icon, and a filter icon. Below these icons are three dropdown menus labeled "e...", "Si...", and "Cr...". There are also two checkboxes labeled "eeting" and "eeting". At the bottom right of the dropdown menu, there is a purple circle and a blue circle with a person icon.

## Luo palveluaktiiviteetti



Vinkki! Kuka tahansa klubijäsen voi luoda palveluaktiiviteetin ja lisätä siihen tiedot. Aktiiviteetin voi tallentaa keskeneräisenä ja sitä voi muokata ja lisätä tietoja myöhemmin.

## 6 Klikkaa "Luo palveluaktiiviteetti" välilehteä

**Lion Portal**

Home Membership Service Learn More

Create Service Activity

**My Activities**

My Club Activities (Last 3 Months) ▼  
2 items • Sorted by End Date • Filtered by All service activities - Start Date, Logged In Users Club Activities • Updated a few seconds ago

En... ↑ ↓	Title	Service ...	Start...	R...	Activ...	Re...	Si...	Cr...
1	7/5/20... Example Club SA1 - Clu...	SA-052924...	7/5/20...	✓	Lions Cl...	Meeting	<input type="checkbox"/>	▼
2	8/5/20... Example Club SA2 - Clu...	SA-052924...	8/5/20...	✓	Lions Cl...	Meeting	<input type="checkbox"/>	▼

## 7 Ryhmät joille voit luoda palveluaktiiviteetin näkyvät ruudulla. Valitse haluamasi ryhmä klikkaamalla, sitten "Seuraava".

Home Create Service Activity More

Create Service Activity

To Get Started, select one of the options below.

2 of 2 items • 1 item selected

Search this list...

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

Next

- 8** Syötä palveluaktiviteetin nimi. Klikkaa pudostusvalikkoa ja valitse aktiviteetin tyyppi.

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... Meeting

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

Settings Grid Refresh Edit Filter

Si... ▾ Cr... ▾

Service Project

Previous Next

- 9** Klikkaa "Seuraava"

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 SA2 - Clu... SA-052924... 8/5/20... <input checked="" type="checkbox"/> Lions Cl... Meeting <input type="checkbox"/>

7/5/20... Example Cl... Meeting

8/5/20... Example Club SA2 - Clu... SA-052924... 8/5/20...  Lions Cl... Meeting

Settings Grid Refresh Edit Filter

Si... ▾ Cr... ▾

Service Project

Previous Next

## Muokkaa aktiviteettia

**10** Uusi palveluaktiviteetti on nyt luotu ja näkyvissä.

The screenshot shows 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 items: Home, Membership (with a dropdown arrow), Service (with a dropdown arrow), Learn, and More (with a dropdown arrow). The main content area displays a service activity card for 'SA-05292418'. The card has a green icon of two hands and a purple circle next to the ID. To the right of the ID are buttons for 'Edit', 'Copy', and 'Delete'. Below the card, there is a table with columns for Title, Sponsor, and Status. The Title is 'Example Club SA3 - Service Project', the Sponsor is 'Example Club For Training' (with a link icon), and the Status is 'Draft'. Below the table, there are two tabs: 'Details' (selected) and 'Image Gallery'. Under the 'Details' tab, there is a section for 'Information' with a dropdown arrow. It shows 'Record Type' as 'Service Project' and 'Report Complete' with an information icon and a checkbox. Below this, there is a 'Title' field with an information icon. To the right of the 'Details' tab, there is another section with tabs 'Imag...' and 'Uploa...'. Below these tabs, there is a message: 'Use the Upload Images tab to begin uploading images.'



Vinkki! Aktiviteetin "tila" muuttuu ajan kuluessa, perustuen "Aloituspäivämäärään".

- Luonnos - Aloituspäivämäärää ei ole lisätty
- Suunnitteilla - Aloituspäivä on myöhemmin kuin tänään
- Valmis ilmoitettavaksi - Aloituspäivä on tänään tai se on jo mennyt
- Ilmoitettu - Aktiviteetti on merkitty "Raportti valmis".



Huomio! Aktiviteettia ei voida ilmoittaa "Raportti valmis" toiminnolla, kunnes aktiviteetin PÄÄTTYMISpäivä on joko tänään tai jo mennyt ja alkamispäivä myös mennyt, ja pakolliset kentät täytetty.

## 11 Uuset aktiviteetit ovat aina alussa "Luonnos" tilassa

The screenshot shows the Lion Portal interface. At the top, there is a search bar and navigation tabs for Home, Membership, Service, Learn, and More. Below the navigation, a Service Activity record is displayed with the ID SA-05292418. The record details include the name 'Example Club SA3 - Service Project', the sponsor 'Example Club For Training', and the status 'Draft', which is circled in purple. There are buttons for Edit, Copy, and Delete. Below the record, 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 a 'Created By' field with a user profile icon and the text 'Example Thirty-One, 9/21/2024, 10:12 AM'. To the right, there is a 'Upload Images' section with a message: 'Use the Upload Images tab to begin uploading images.'

## 12 Rullaa nähdäksesi aktiviteetin tiedot.

The screenshot shows the 'Required Metrics' section of a Service Activity record. The record is titled 'Example Club For Training' and is in 'Draft' status. The 'Required Metrics' section includes fields for 'People Served', 'Total Volunteers', 'Non-Lions Participated', and 'Non-Lion Family Members Participated'. The 'Non-Lions Participated' field has a checkbox that is currently unchecked. The 'Created By' field shows 'Example Thirty-One, 9/21/2024, 10:12 AM'. A purple circle highlights a scroll bar on the right side of the page, indicating that the content can be scrolled vertically.



Vinkki! Aktiviteettia voidaan muokata kahdella tavalla:

- Rivimuokkauksella - nykyinen sivu menee muokkaustilaan
- Toisessa ikkunassa - Muokausikkuna avautuu nykyisen ikkunan päälle



Vinkki! Muokkaa rivimuokkauksella näin

13

Aloita rivimuokkaus klikkaamalla kynän kuvan kohdalta

The screenshot displays the 'Lion Portal' interface. At the top, there is a dark blue navigation bar with the 'Lion Portal' logo on the left, a search bar in the center, and notification and user profile icons on the right. Below the navigation bar, there are menu items: 'Home', 'Membership', 'Service', 'Learn', and 'More'. The main content area shows a 'Service Activity' record with ID 'SA-05292418'. The record details include 'Example Club SA3 - Service Project' as the title, 'Example Club For Training' as the sponsor, and 'Draft' as the status. There are 'Edit', 'Copy', and 'Delete' buttons. Below the record 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), and 'Title' (Example Club SA3 - Service Project). A right-hand panel contains an 'Upload Images' tab and a message: 'Use the Upload Images tab to begin uploading images.'

**14** Rivit ovat nyt muokattavissa. Jatka tietojen lisäämistä ja rullaa lomakkeen loppuun

Example Club SA3 - Service Project      Sponsor [Example Club For Training](#)      Status Draft

Details      Image Gallery

Imag...      Uploa...

\* = Required Information

Information

Record Type  
Service Project

Report Complete  ⓘ

\*Title ⓘ  
Example Club SA3 - Service Proje

Cause  
--None-- ▼

[View all dependencies](#)

Activity Level      Project Type

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



Vinkki! Muokkaa käyttämällä Muokkausikkunaa

**15** Klikkaa "Muokkaa" -painiketta oikealla ylhäällä.

The screenshot shows the Lion Portal interface. At the top, there is a search bar and navigation tabs for Home, Membership, Service, Learn, and More. Below the navigation, a Service Activity record is displayed with the ID SA-05292418. The record details include the title "Example Club SA3 - Service Project", the sponsor "Example Club For Training", and the status "Draft". There are buttons for Edit, Copy, and Delete. Below the record details, there is an "Information" section with fields for Record Type (Service Project), Report Complete (checkbox), and Title. A purple circle highlights the "Edit" button.

**1** Ikkuna avautuu. Jatka tietojen lisäämistä ja rullaa ikkunan loppuun

The screenshot shows the "Information" modal window in the Lion Portal. The modal contains the following fields and options:

- Record Type: Service Project
- Report Complete:
- \* Title: Example Club SA3 - Service Project
- \* Sponsor: Example Club For Training
- \* Cause: --None-- (highlighted with a purple circle)
- Activity Level: Lions Club (This field is calculated upon save)
- Project Type: --None--
- Status: Draft (This field is calculated upon save)
- Description: (empty text area)

At the bottom of the modal, there are "Cancel" and "Save" buttons.

## Yksityiskohtainen esimerkki tietojen lisäämisestä Palveluaktiviteettiin

## 17 Valitse "Palvelukohde"

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 'Environment' option is the selected one.

Record Type: Service Project

\* Title: Example Club SA3 - Service Project

\* Sponsor: Example Club For Training

Activity Level: Lions Club  
*This field is calculated upon save*

Status: Draft  
*This field is calculated upon save*

\* Cause: --None--

Buttons: Cancel

## 18 Klikkaa Projektin tyyppi -valikko auki

The screenshot shows the same form as in step 17, but now the 'Project Type' dropdown menu is open. The dropdown shows the option '--None--' with a purple circle around the dropdown arrow. Below the dropdown is a link that says 'View all dependencies'. The 'Cause' dropdown is now closed and shows 'Environment'.

Record Type: Service Project

\* Title: Example Club SA3 - Service Project

\* Sponsor: Example Club For Training

Activity Level: Lions Club  
*This field is calculated upon save*

Status: Draft  
*This field is calculated upon save*

\* Cause: Environment  
[View all dependencies](#)

Project Type: --None--  
[View all dependencies](#)

Description

Buttons: Cancel, Save

## 19 Lista "Projektit tyypeistä" perustuu valitsemaasi "Palvelukohteeseen"

Information

Record Type  
Service Project

\* Title ⓘ  
Example Club SA3 - Service Project

\* Sponsor ⓘ  
Example Club For Training

Activity Level  
Lions Club  
*This field is calculated upon save*

Status ⓘ  
Draft  
*This field is calculated upon save*

Description ⓘ

Project Type

- None--
- Awareness, Education and Advoc...
- Clean Water and Sanitation
- Environmental Clean Up and Res...
- Recycling and Waste Management
- Tree Planting and Tree Care**
- Other

--None--

View all dependencies

Cancel Save

## 2 Klikkaa "Kuvaus" kenttää lisätäksesi kuvauksen. Kuvaus vaaditaan aktiviteetin ilmoittamiseksi.

Information

Activity Level  
Lions Club  
*This field is calculated upon save*

Status ⓘ  
Draft  
*This field is calculated upon save*

\* Start Date ⓘ  
M/d/yyyy

End Date ⓘ  
M/d/yyyy

Description ⓘ

Project Type

Tree Planting and Tree Care

View all dependencies

View all dependencies

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

Required Metrics

Cancel Save

**21** Kirjoita kuvaus.

**22** Klikkaa "\*Aloituspäivämäärä" kenttää.

The image shows a screenshot of a project management interface. A modal window is open, displaying various fields for a project. The fields are:

- Activity Level:** Lions Club. Below it, the text "This field is calculated upon save" is visible.
- Status:** Draft. Below it, the text "This field is calculated upon save" is visible.
- \* 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 the text "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" sections, and a main content area with a title "Example Club SA-052" and a sponsor "Example Club For Training".

## 23 Valitse päivämäärä kalenterista.

Sun Mon Tue Wed Thu Fri Sat

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

Today

M/d/yyyy

End Date ⓘ

M/d/yyyy

Project Type

Tree Planting and Tree Care

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

Cancel Save

## 24 Tai syötä päivämäärä kenttään manuaalisesti.

Activity Level

Lions Club

*This field is calculated upon save*

Status ⓘ

Draft

*This field is calculated upon save*

\*Start Date ⓘ

9/15/2024

M/d/yyyy

End Date ⓘ

|

M/d/yyyy

Project Type

Tree Planting and Tree Care

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

Cancel Save

2

Tässä esimerkissä on kyseessä projekti tyyppinen palveluaktiiviteetti. Ihmisiä palveltu on vaadittu tietoa Klikkaa "Ihmisiä palveltu" kenttää ja lisää tiedot.

9/15/2024  
M/d/yyyy

End Date ⓘ  
9/15/2024  
M/d/yyyy

Required Metrics

People Served ⓘ

Total Volunteers ⓘ

Cancel Save

2

Syötä "Ihmisiä palveltu". Tähän kenttään liittyy rajoite kuinka suuren numeron voi syöttää klubitasolla. Liikuta hiirtä "i" kohdassa nähdäksesi

\* Start Date ⓘ

9/15/2024  
M/d/yyyy

End Date ⓘ

9/15/2024  
M/d/yyyy

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.

2

Tässä esimerkissä on kyseessä projekti tyyppinen palveluaktiiviteetti. Vapaaehtoisia yhteensä on vaadittu tietä. Klikkaa "Vapaaehtoisia yhteensä"

Required Metrics

People Served ⓘ

Total Volunteers ⓘ

Non-Lions Participated ⓘ

Non-Lion Family Members Participated ⓘ

Total Volunteer Hours ⓘ

Optional Metrics

Currency

Cancel Save

28

Klikkaa "Ei-lionit osallistujat" kenttää.

Required Metrics

People Served ⓘ

Total Volunteers ⓘ

Non-Lions Participated ⓘ

Non-Lion Family Members Participated ⓘ

Total Volunteer Hours ⓘ

Optional Metrics

Currency

Cancel Save

**29** Klikkaa "Ei-lionit perheenjäsenet, jotka osallistuivat" kenttää

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

**3** Tässä esimerkissä on kyseessä projekti tyyppinen palveluaktiiviteetti. Vapaaehtoistunnit yhteensä on vaadittu tieto. Klikkaa "Vapaaehtoistunnit

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.



Huomio! Valinnaista mittaustietoja voi antaa palveluaktiiviteeteille tilanteen mukaan. Huomioi mahdolliset klubitason numeraaliset rajoitteet. Vaikka nämä voidaan tallentaa, eivät rajoitteiden ylittävät numerot kirjaudu virallisiin tietoihin Insights tilastoihin.

### 31 Klikkaa "Kerätyt varat yhteensä" kenttää.

Total Volunteer Hours ⓘ ↻  
225.00

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

Donation to LGIF ⓘ  
[ ]

Organization Benefited ⓘ

Cancel Save

### 32 Kerätyt varat rajoituksen kuvaus.

The screenshot shows a form for a service activity. The 'Optional Metrics' section 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'. A callout box points to this 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."
- 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 form, there are 'Cancel' and 'Save' buttons.

### 33 Lahjoitetut varat rajoituksen kuvaus.

The screenshot shows a form for a service activity. The 'Optional Metrics' section includes the following fields:

- 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 Donated:** A text input field containing '125'. A 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."
- Total Funds Donated (USD):** A text input field containing '0.00'.

At the bottom of the form, there are 'Cancel' and 'Save' buttons.



Huomio! Jos aktiviteetissa lahjoitettiin varoja, lahjoituksesta hyötynyt yhdistys on kirjattava.

### 34 Klikkaa "Edunsaaja organisaatio" kenttää.

USD - U.S. Dollar

Total Funds Raised ⓘ 250

Total Funds Donated ⓘ 125

Donation to LCIF ⓘ

Organization Benefited ⓘ

Trees Planted/Cared for ⓘ

Total Funds Raised (USD) ⓘ 0.00

Total Funds Donated (USD) ⓘ 0.00

Cancel Save



Vinkki! Nämä ovat muita valinnaisia tietoelementtejä jotka voidaan kirjata palveluaktiviteetille.

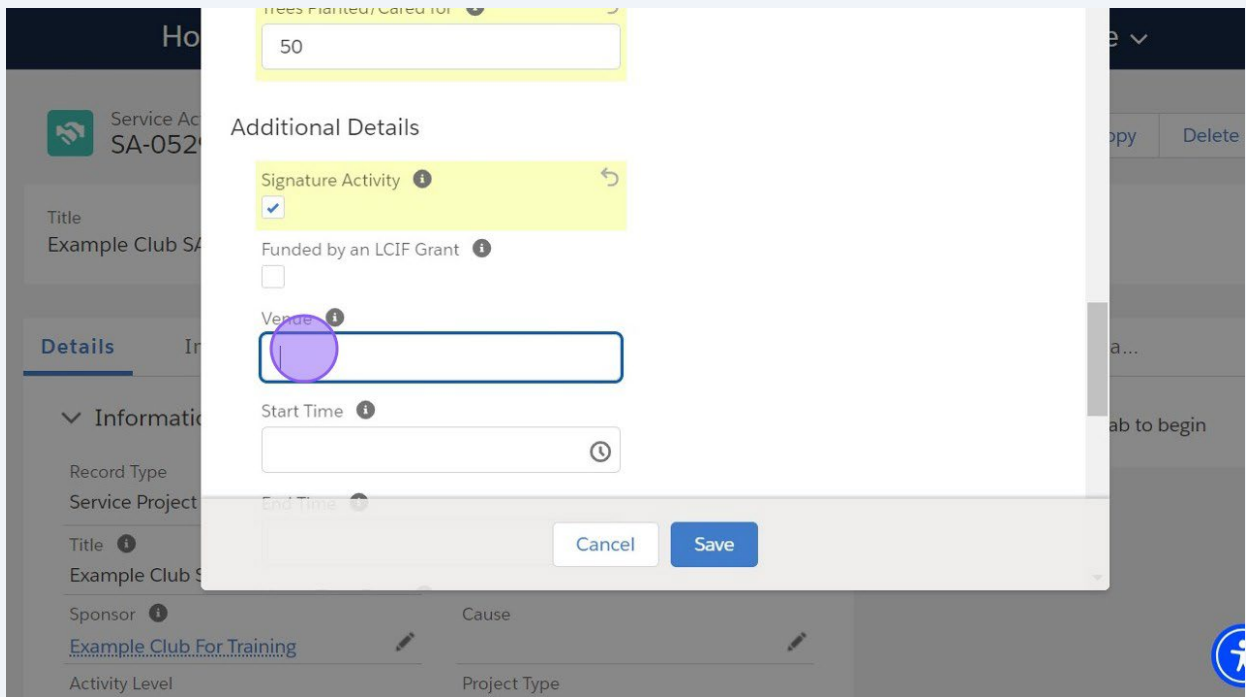
### 35 Valinnainen! "Istutetut / hoidetut puut" kenttä

The screenshot shows the 'Additional Details' form in the Lion Portal. The 'Trees Planted/Cared for' field is highlighted with a purple circle. Below it are checkboxes for 'Signature Activity' and 'Funded by an LCIF Grant', followed by text input fields for 'Venue', 'Start Time', and 'End Time'. The 'Save' button is highlighted in blue.

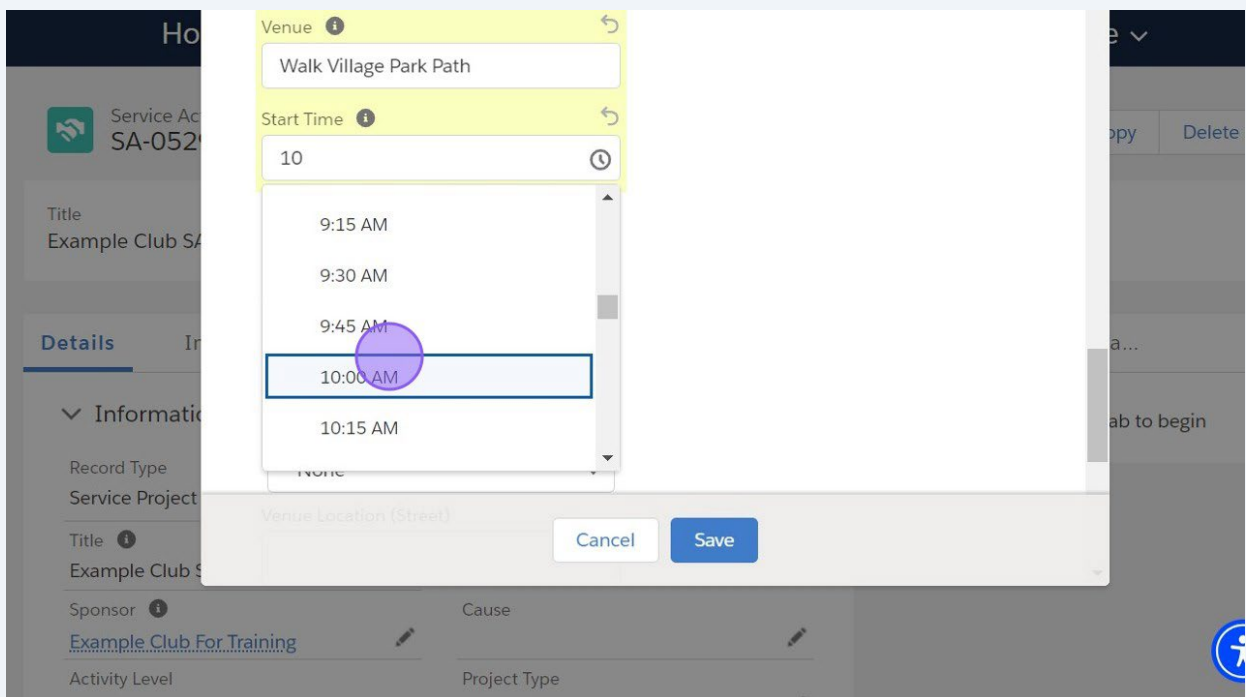
### 36 Valinnainen! Klikkaa "Nimikkoaktiiviteetti" kenttää

The screenshot shows the 'Additional Details' form in the Lion Portal. The 'Trees Planted/Cared for' field now contains the value '50' and is highlighted with a yellow background. The 'Signature Activity' checkbox is highlighted with a purple circle. The 'Save' button remains highlighted in blue.

**37** Valinnainen! Klikkaa "Tapahtumapaikka" kenttää.



**38** Valinnainen! Aloitusaika



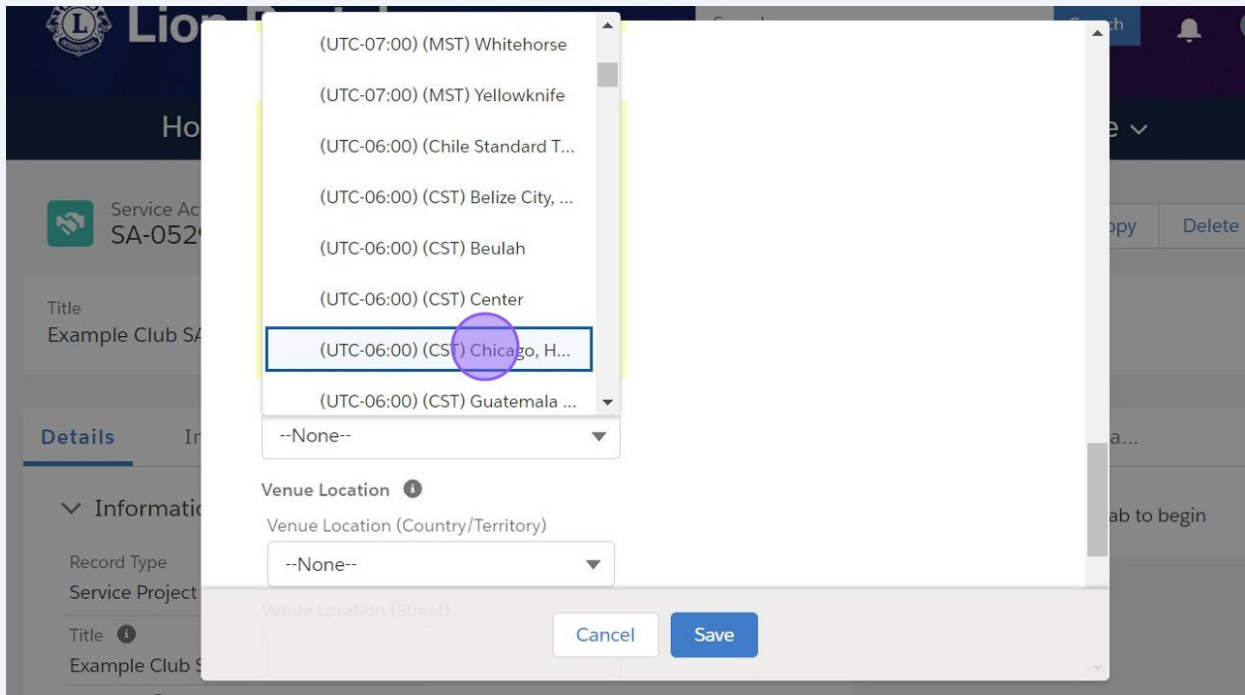
### 39 Valinnainen! "Päätymisaika" kenttä

The screenshot shows a mobile application interface for editing 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 dropdown menu is open, displaying a list of time options: 3:30 PM, 3:45 PM, 4:00 PM, 4:15 PM, 4:30 PM, and 4:45 PM. The '4:00 PM' option is highlighted with a blue border and a purple circle. A 'Save' button is visible at the bottom right of the form.

### 40 Valinnainen! "Tapahtumapaikan aikavyöhyke" kenttä

The screenshot shows the same mobile application interface as in slide 39. The 'Venue Time Zone' field is currently set to '--None--' and is highlighted with a purple circle. A blue callout box points to this field with the text: 'Select the time zone of the venue for this service activity.' Below the 'Venue Time Zone' field, there are two more dropdown menus: 'Venue Location (Country/Territory)' and 'Venue Location (Street)', both currently set to '--None--'. 'Cancel' and 'Save' buttons are visible at the bottom of the form.

## 41 Valitse pudotusvalikosta. Rullaa kohtaan "Aikavyöhyke"



The screenshot shows a form with a dropdown menu open. The dropdown menu lists several time zones, with "(UTC-06:00) (CST) Chicago, H..." selected and highlighted by a blue box. A purple circle is drawn around the selected option. Below the dropdown menu, there is a "Venue Location" section with a "Venue Location (Country/Territory)" dropdown menu set to "--None--". At the bottom of the form, there are "Cancel" and "Save" buttons.

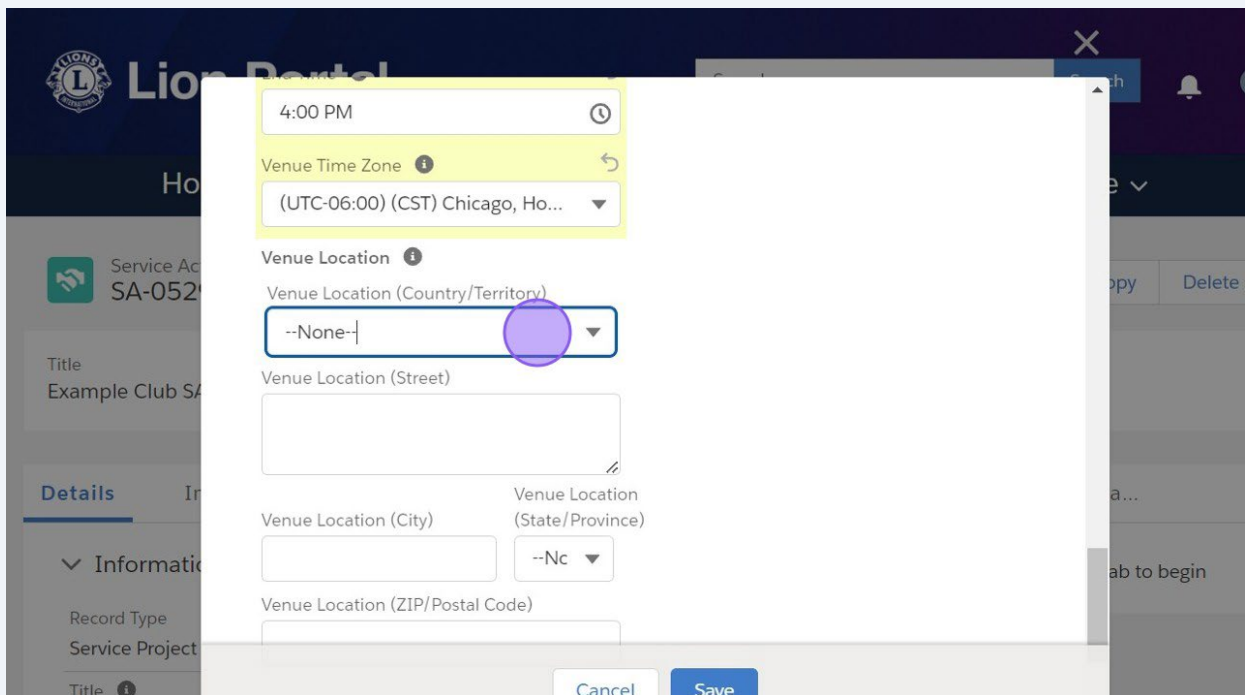
(UTC-07:00) (MST) Whitehorse  
(UTC-07:00) (MST) Yellowknife  
(UTC-06:00) (Chile Standard T...  
(UTC-06:00) (CST) Belize City, ...  
(UTC-06:00) (CST) Beulah  
(UTC-06:00) (CST) Center  
(UTC-06:00) (CST) Chicago, H...  
(UTC-06:00) (CST) Guatemala ...  
--None--

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

Venue Location (Street)

Cancel Save

## 42 Tiedot voidaan lisätä tapahtumapaikan sijaintiin



The screenshot shows a form with a "Venue Time Zone" dropdown menu set to "(UTC-06:00) (CST) Chicago, Ho...". Below it, there is a "Venue Location" section with a "Venue Location (Country/Territory)" dropdown menu set to "--None-". A purple circle is drawn around the selected option. Below the dropdown menu, there are input fields for "Venue Location (City)", "Venue Location (State/Province)", and "Venue Location (ZIP/Postal Code)". At the bottom of the form, there are "Cancel" and "Save" buttons.

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 Klikkaa maata

The screenshot shows a mobile application interface with a form. The 'Venue Time Zone' dropdown is set to '(UTC-06:00) (CST) Chicago, Ho...'. The 'Venue Location' dropdown is open, showing a list of countries including Tunisia, Turkey, Turks and Caicos Islands, Uganda, Ukraine, United Arab Emirates, United Kingdom, and United States. The 'United States' option is highlighted with a blue border and a purple circle. A 'Save' button is visible at the bottom right of the form.

### 44 Valinnainen! Osoitetiedot voidaan lisätä

The screenshot shows a mobile application interface with a form. The 'Venue Time Zone' dropdown is set to '(UTC-06:00) (CST) Chicago, Ho...'. The 'Venue Location' dropdown is set to 'United States'. Below it, the 'Venue Location (Street)' field contains '462 Lincoln Ave'. The 'Venue Location (City)' field contains 'Naperville'. The 'Venue Location (State/Province)' dropdown is open, showing 'Illin' selected. A 'Save' button is visible at the bottom right of the form.

## Tietojen tallentaminen

## 45 Klikkaa "Tallenna"

Venue Location (City) Naperville

Venue Location (State/Province) Illin. ▼

Venue Location (ZIP/Postal Code) 60540

Sponsor Details

Sponsor CA ⓘ U.S. and Affiliates, Bermuda and Bahamas

Sponsor District ⓘ District 1 J

Sponsor MD ⓘ Multiple District 1

Example Club For Training

Cancel Save

**Ilmoita raportti valmiiksi**

## 46 Aktiviteetti täyttää vaatimukset jotta se voidaan ilmoittaa valmiiksi.

Home Membership Service Learn More

Service Activity SA-05292418 Edit Copy Delete

Name 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

Use the Upload Images tab to begin uploading images.

## 47 Aktiviteetti täyttää vaatimukset jotta se voidaan ilmoittaa valmiiksi.

Home Membership Service Learn More

Service Activity SA-05292418 Edit Copy Delete

Name 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

Use the Upload Images tab to begin uploading images.


## 48 Kaksoisklikkaa tästä



Title	Sponsor	Status
Example Club SA3 - Service Project	<a href="#">Example Club For Training</a>	Ready to Report



  

<b>Details</b>	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

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 Klikkaa "Raportti valmis" kohtaa.


Title	Sponsor	Status
Example Club SA3 - Service Project	<a href="#">Example Club For Training</a>	Ready to Report


  


<b>Details</b>	Image Gallery
----------------	---------------

\* = Required Information

Information

Record Type  
Service Project 

\* Title 

\* Sponsor 

\* Cause

Imag... Uploa...

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

## 50 Klikkaa "Tallenna"

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

Details Image Gallery

Imag... Uploa...

\* = Required Information

Information

Record Type Report Complete

Service Project

\* Title Example Club SA3 - Service Proje

\* Sponsor Example Club For Training X

\* Cause Environment

Cancel Save

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

## 51 Klikkaa "Peruuta" peruuttaaksesi raportin ilmoittamisen

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

Details Image Gallery

Imag... Uploa...

\* = Required Information

Information

Record Type Report Complete

Service Project

\* Title Example Club SA3 - Service Proje

\* Sponsor Example Club For Training X

\* Cause Environment

Cancel Save

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

## Palveluaktiviteettien tarkastelu

## 52 Palaa "Klubin sivulle" klikkaamalla klubin linkkiä

**Details** Image Gallery

Report Complete ⓘ

Information

Record Type  
Service Project

Title ⓘ  
Example Club SA3 - Service P

Sponsor ⓘ  
**Example Club For Training**

Activity Level  
Lions Club

Status ⓘ  
Ready to Report

Start Date ⓘ  
9/15/2024

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

Our Club partnered with the village to plant 50 young trees on the lake walking path

Imag... Uploa...

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

## 53 Klikkaa "Klubin palveluaktiviteetit"

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	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 Officers

Manage Cub Club Leader

## 54 Klikkaa "Näytä kaikki palveluaktiviteetit"

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
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 Sarakkeiden leveyttä voi säätää, jotta tiedot näkyvät paremmin.. Klikkaa ja raahaa kuten alla.

 **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...

# Ilmoita aktiviteetti valmiiksi klubin palveluaktiviteetti -välilehdeltä

5


Rullaa nähdäksesi listalla olevat aktiviteetit Valitse haluamasi aktiviteetti klikkaamalla linkkiä palveluaktiviteettiin.

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



**57** Palveluaktiviteetti avautuu. Kaksoiklikkaa kynän kuvaa.

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 <input type="checkbox"/>
Title Example Club SA3 - Service Project	
Sponsor <a href="#">Example Club For Training</a>	Cause Environment

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

**58** Klikkaa "Raportti valmis" kohtaa.

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 <input type="checkbox"/>
Title Example Club SA3 - Service Project	

Cancel Save

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

**59** Klikkaa "Tallenna" kun olet valmis.

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: Report Complete  *i* ↻

Service Project:

\* Title: Example Club SA3 - Service Project

[Cancel] [Save]

**6** Tietojen näkymä sulkeutuu ja palaat aktiviteettilistaan. Aktiviteetti on nyt ilmoitettu.

Home Membership Service Learn More

Accounts > Example Club For Training  
Service Activities

Items - Updated a few seconds ago [Settings] [Refresh] [Filter]

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...

[User Icon]

## 61 Palaa Klubin tietoihin klikkaamalla klubin linkkiä

**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 Palaa aloitussivulle klikkaamalla "Koti"

**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

Account Name Example Club For Training [Edit]	Type ⓘ Lions Club
Parent Account ⓘ	Active Member Count

Member ... Club Acti...  
[Manage Club Officers]

Tähän päättyy ”Palveluaktiviteetit - Yksityiskohtaiset ohjeet” -pikaopas.

