


Attività di servizio - Creare, riportare, copiare un' attività di riunione

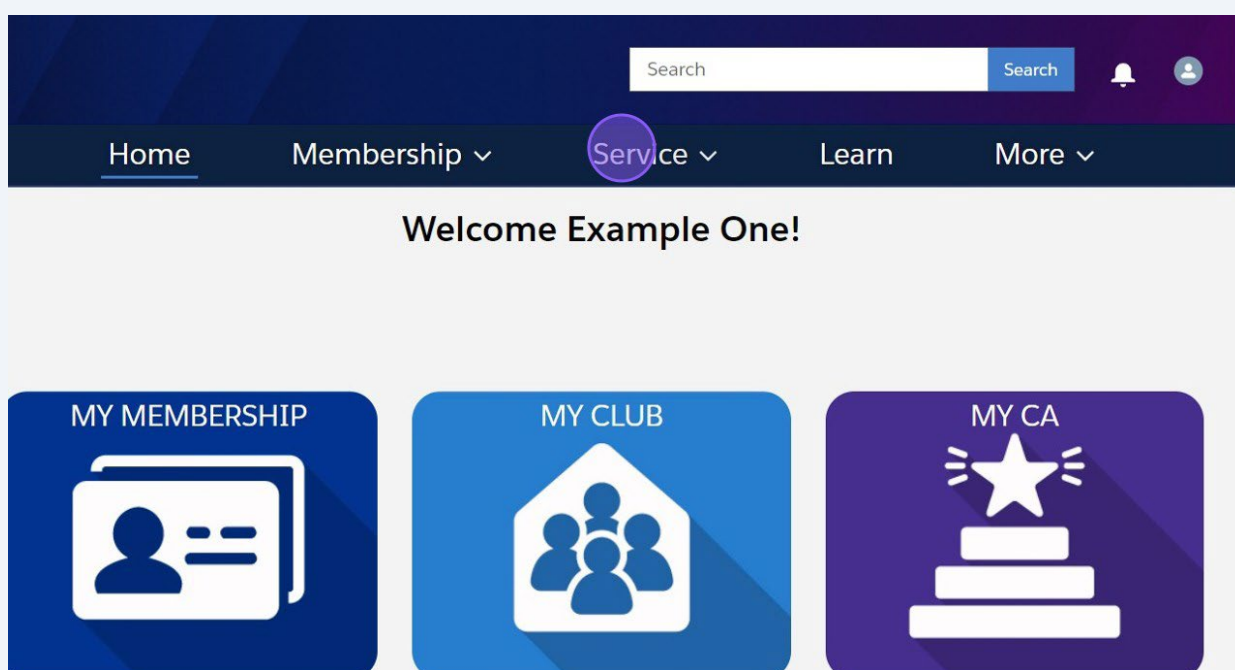
Questa guida è essenziale per chiunque voglia gestire in modo efficiente le attività all'interno del Lion Portal. La guida fornisce istruzioni dettagliate per creare, segnalare (reporting) e copiare le attività di servizio, con particolare attenzione alle riunioni, che ora hanno le proprie metriche di reporting. Seguendo questa guida, gli utenti potranno snellire il processo, assicurando un inserimento accurato dei dati e un monitoraggio efficace del lavoro dei volontari. Inoltre, i suggerimenti inclusi migliorano l'usabilità, facilitando la navigazione e la gestione efficiente delle attività.

 **Suggerimento!** Le attività di riunione hanno ora una propria classificazione per la rendicontazione. Le metriche per questo tipo di attività sono raggruppate sotto la voce "Riunioni".

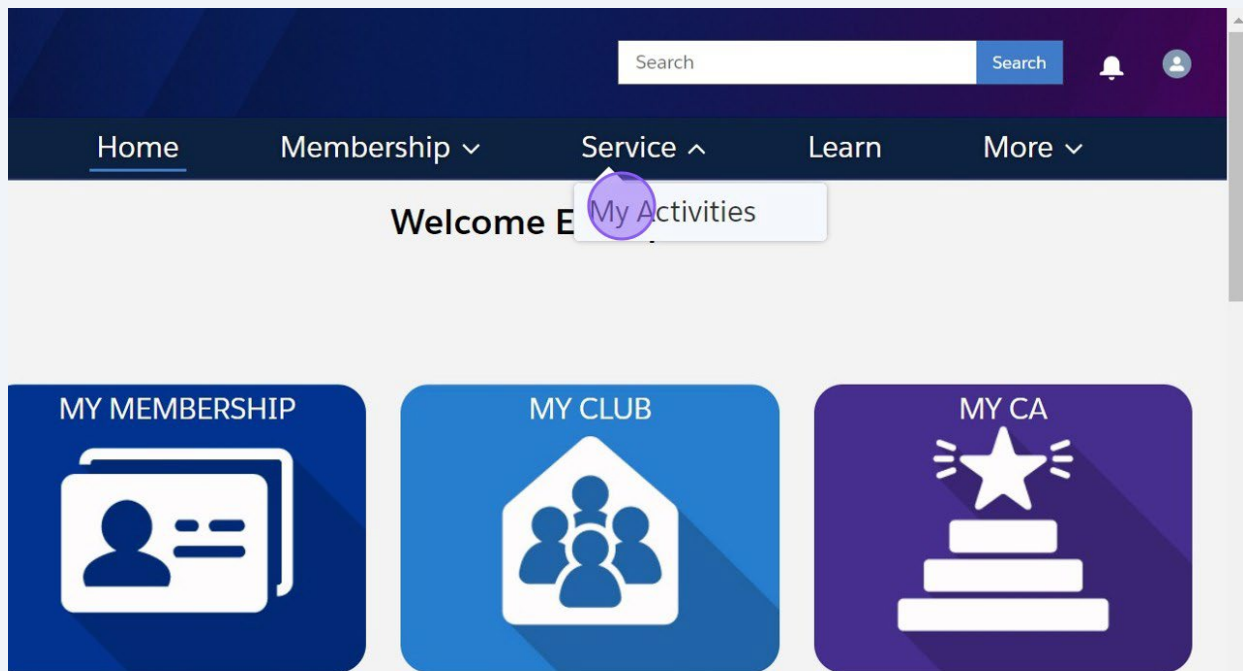
Questa Guida rapida tratta la creazione, il reporting, la copia e il reporting della nuova attività per il tipo Attività di Riunione.

1 Accedere al Lion Portal lionportal.org

2 Cliccare su "Service".

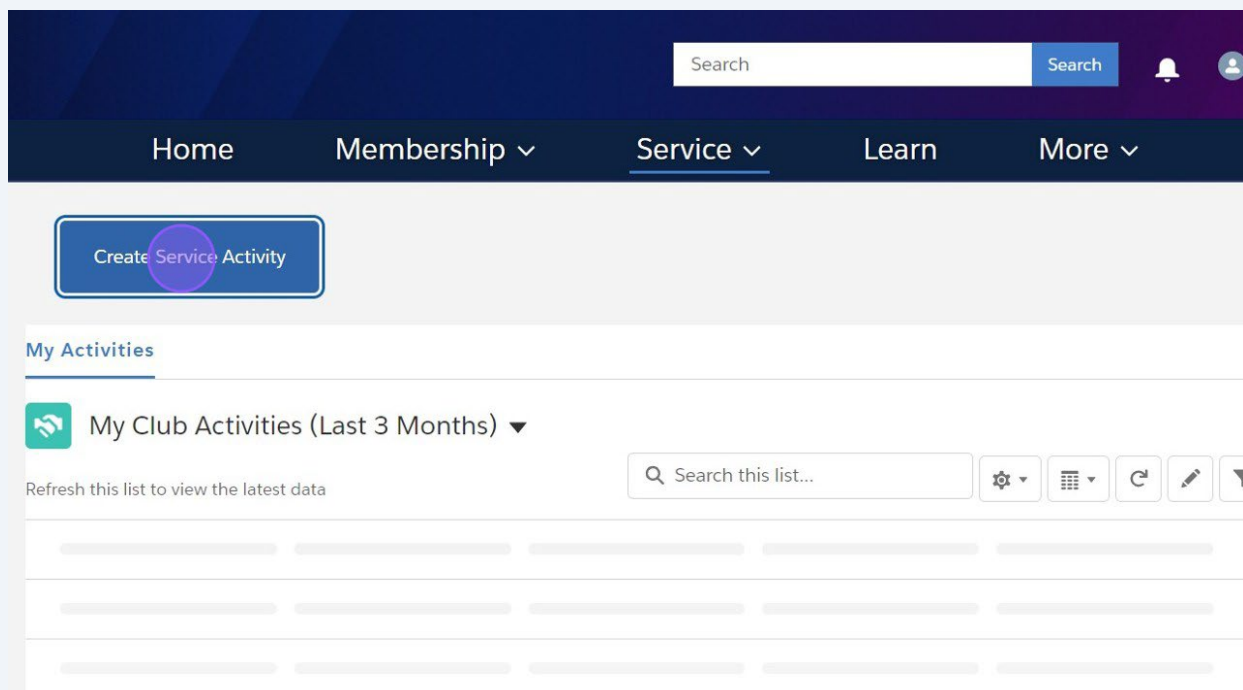


3 Cliccare su "Le mie attività".



Creare un'attività di servizio

4 Cliccare su "Crea un'attività di servizio".

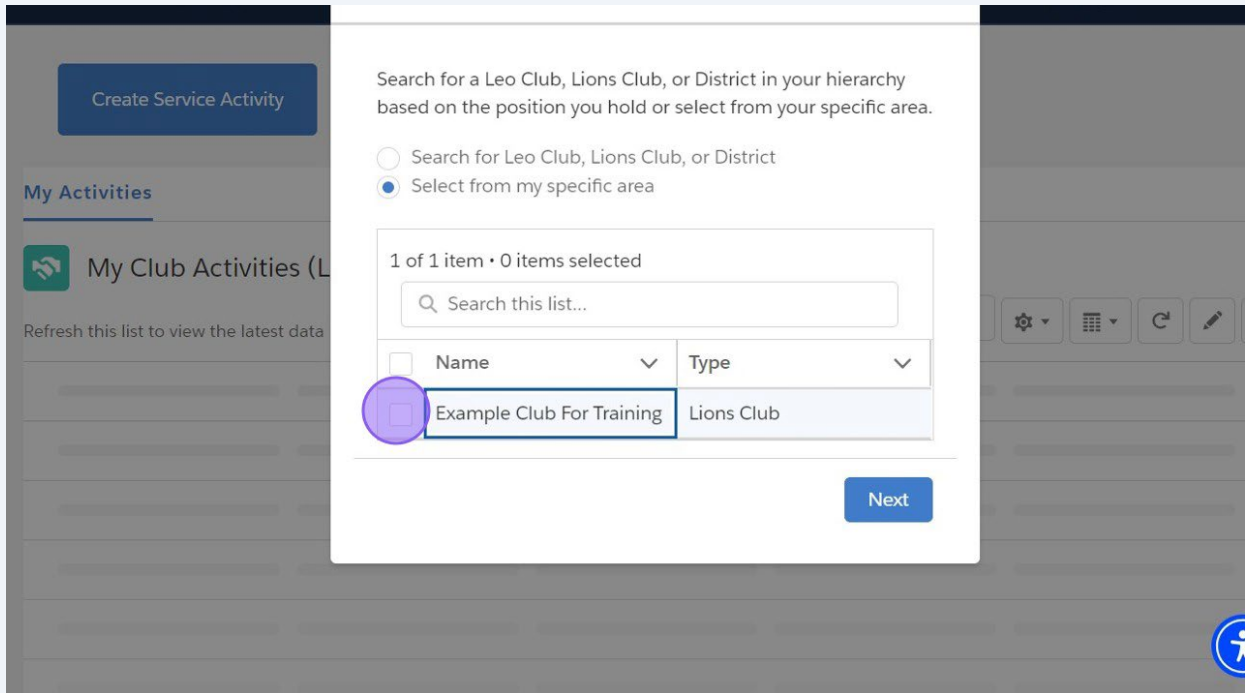




Suggerimento! Vengono mostrate le opzioni per navigare tra Leo, Lion o distretti che possono anche essere autorizzati a gestire le loro attività di servizio.

5

Per creare un'attività di servizio per il proprio club, cliccare sul pulsante di opzione accanto al nome del club.



Create Service Activity

My Activities

My Club Activities (L)

Refresh this list to view the latest data

Search for a Leo Club, Lions Club, or District in your hierarchy based on the position you hold or select from your specific area.

Search for Leo Club, Lions Club, or District

Select from my specific area

1 of 1 item • 0 items selected

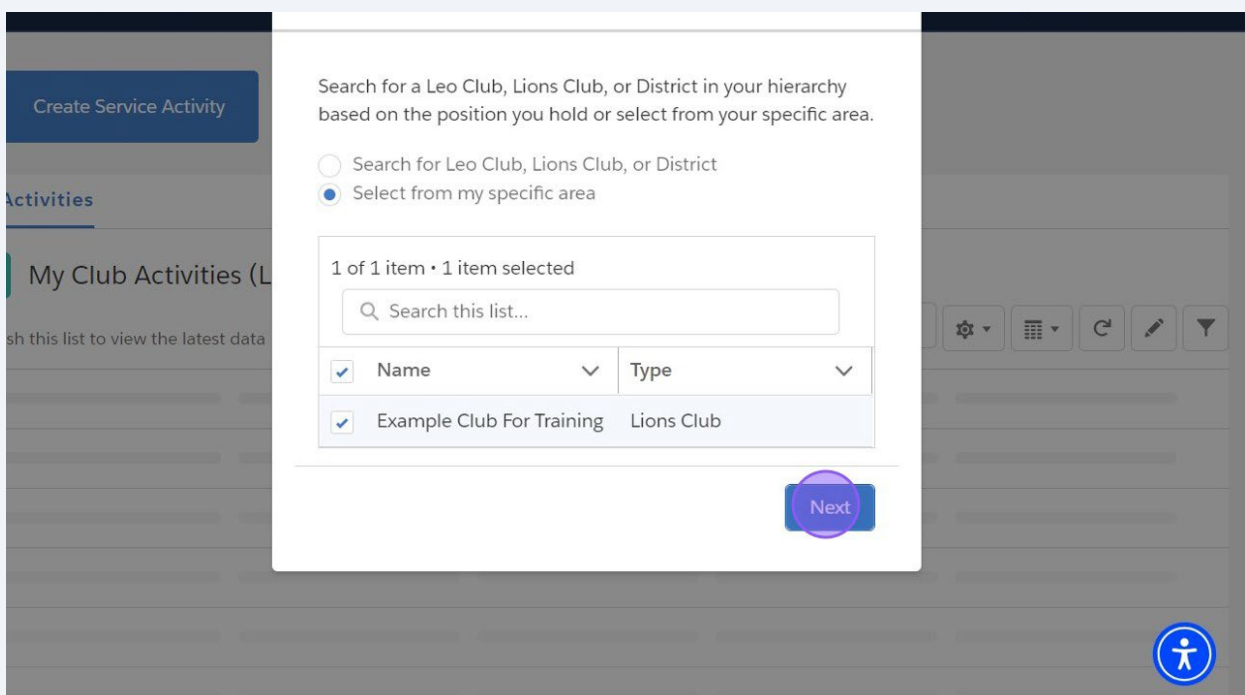
Search this list...

<input type="checkbox"/>	Name	Type
<input type="checkbox"/>	Example Club For Training	Lions Club

Next

6

Cliccare su "Avanti".



Create Service Activity

Activities

My Club Activities (L)

sh this list to view the latest data

Search for a Leo Club, Lions Club, or District in your hierarchy based on the position you hold or select from your specific area.

Search for Leo Club, Lions Club, or District

Select from my specific area

1 of 1 item • 1 item selected

Search this list...

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

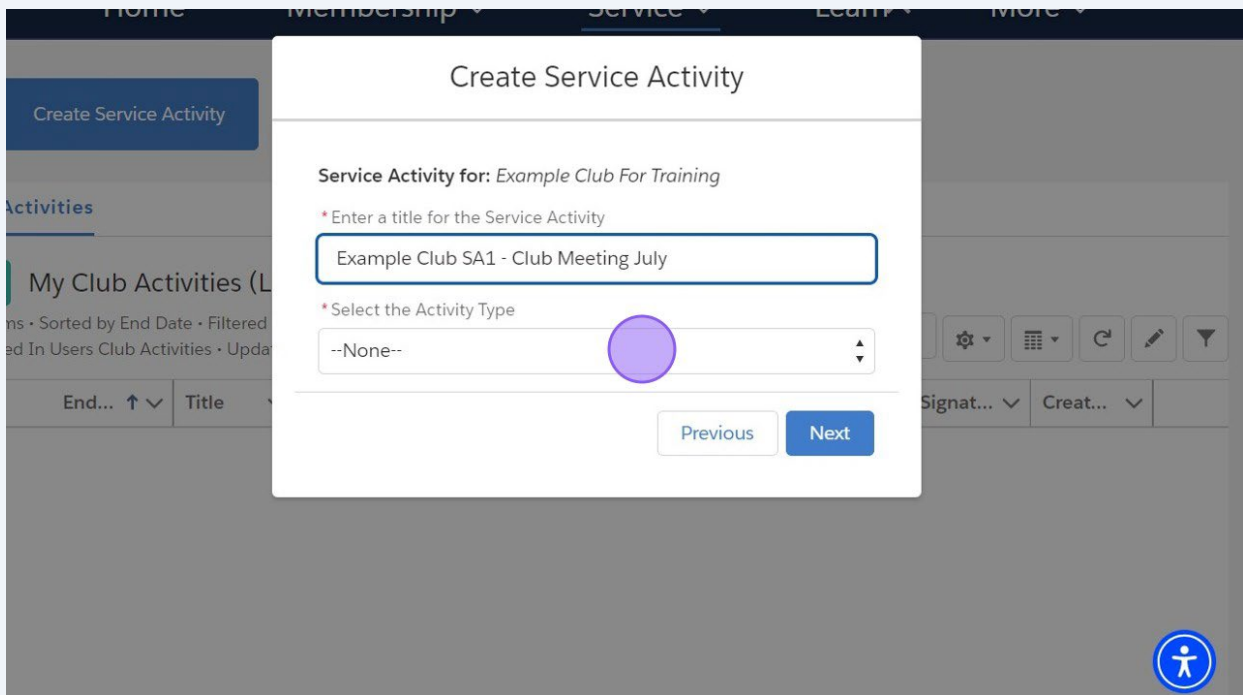
Next

7 Inserire un titolo per l'attività di servizio.

i Suggerimento! Ogni tipo di attività di servizio ha diversi campi di dati richiesti. I tipi di attività di servizio sono:

- Progetto di servizio
- Raccolta fondi
- Donazione
- Riunione

8 Cliccare su questo elenco. Selezionare il tipo di attività di servizio



Home Membership Service Learn More

Create Service Activity

Activities

My Club Activities (L...)

ns • Sorted by End Date • Filtered...
ed In Users Club Activities • Upda...

End... ↑ Title

Signal... Creat...

Create Service Activity

Service Activity for: *Example Club For Training*


* Enter a title for the Service Activity

Example Club SA1 - Club Meeting July

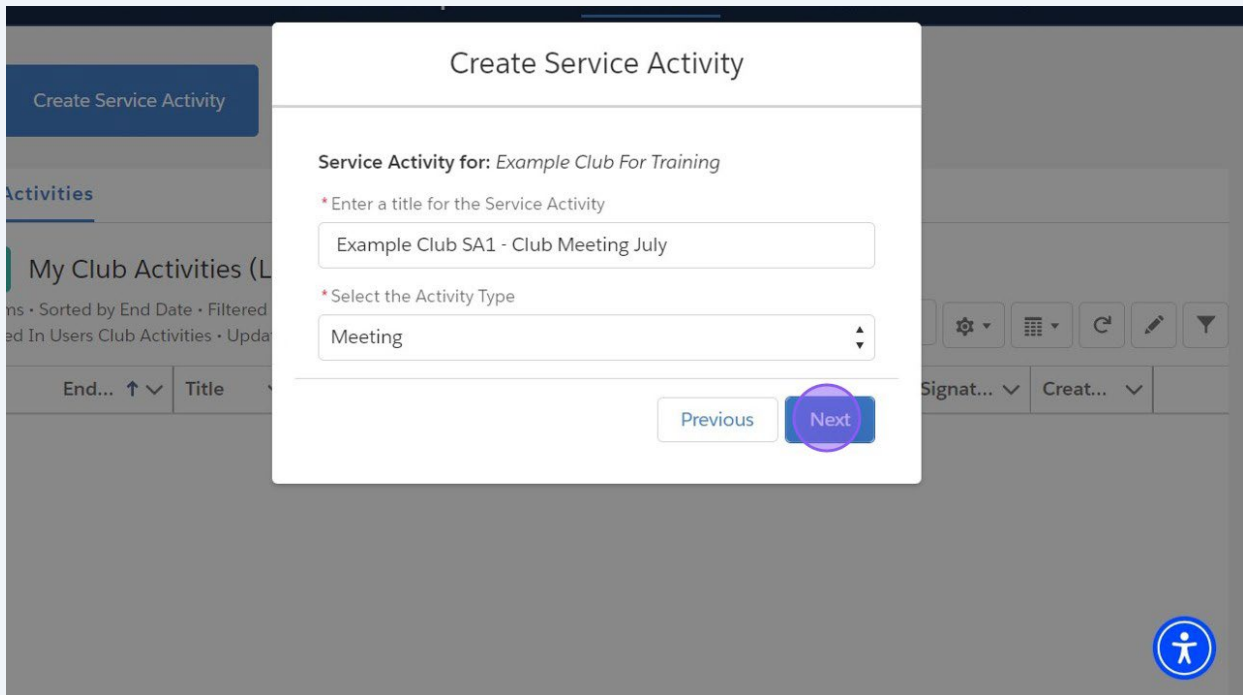
* Select the Activity Type

--None--

Previous Next



9 Questo esempio è un'attività di servizio di tipo Riunione, cliccare su "Avanti".



Create Service Activity

Service Activity for: *Example Club For Training*

* Enter a title for the Service Activity

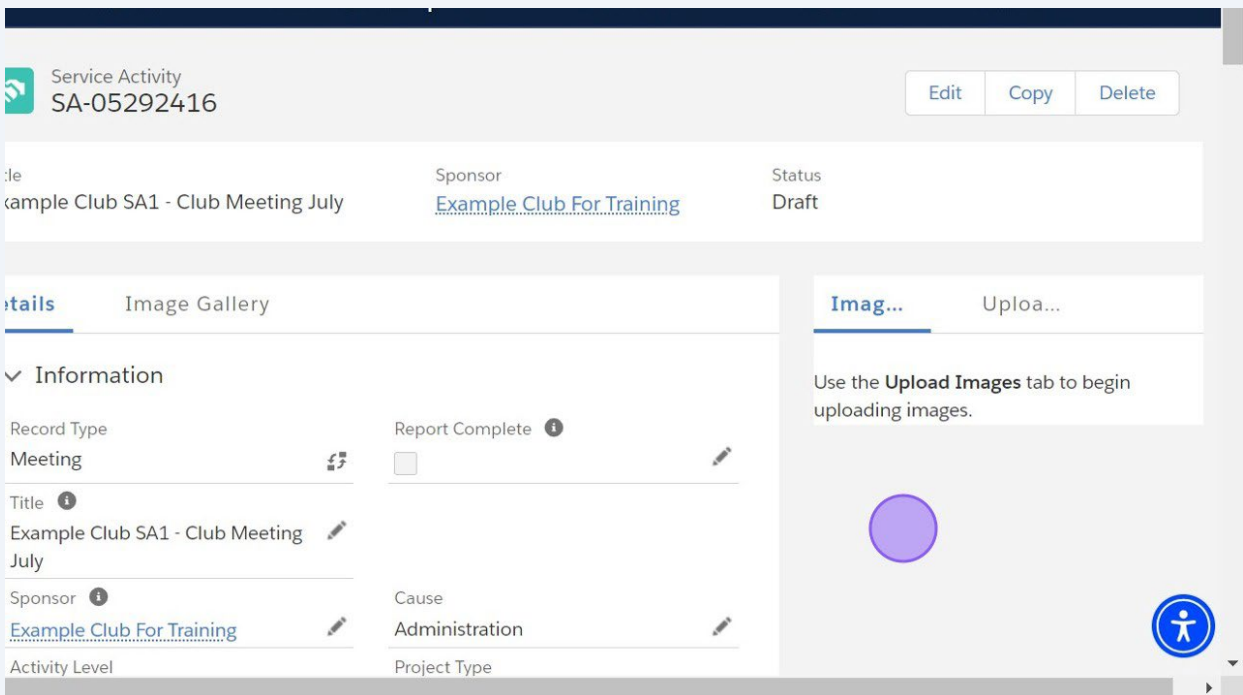
Example Club SA1 - Club Meeting July

* Select the Activity Type

Meeting

Previous Next

10 Viene creata una nuova attività di servizio. Per iniziare a modificare l'attività, cliccare sull'icona della matita o sul pulsante "Modifica" in alto a destra.



Service Activity SA-05292416

Edit Copy Delete

Title: Example Club SA1 - Club Meeting July

Sponsor: [Example Club For Training](#)

Status: Draft

Details Image Gallery

Information

Record Type: Meeting

Report Complete

Title: Example Club SA1 - Club Meeting July

Sponsor: [Example Club For Training](#)

Cause: Administration

Activity Level

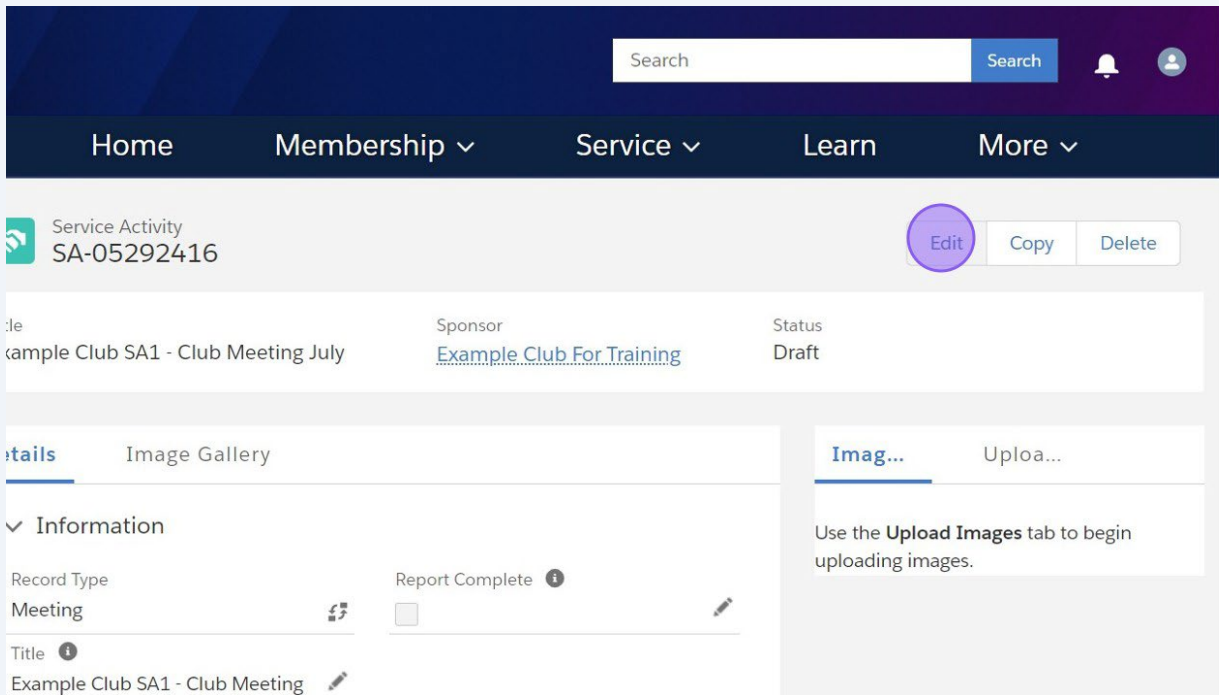
Project Type

Image Gallery

Upload Images

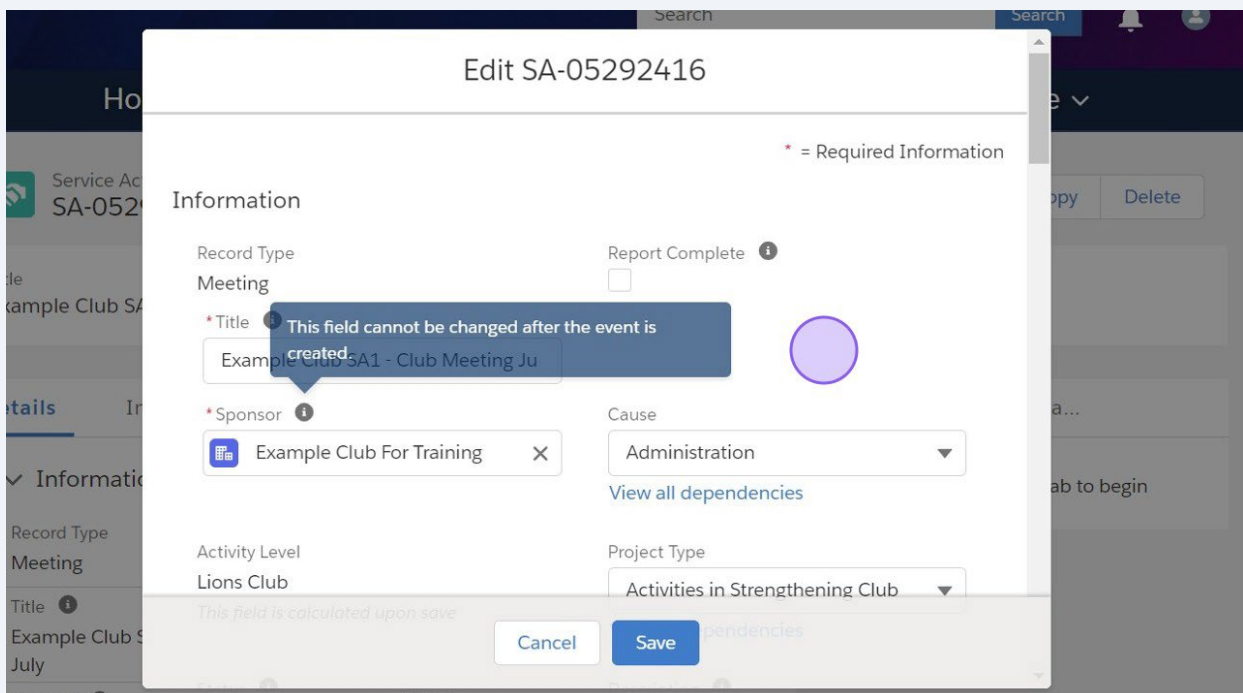
Use the Upload Images tab to begin uploading images.

11 Se si clicca su "Modifica", si apre una nuova finestra a comparsa



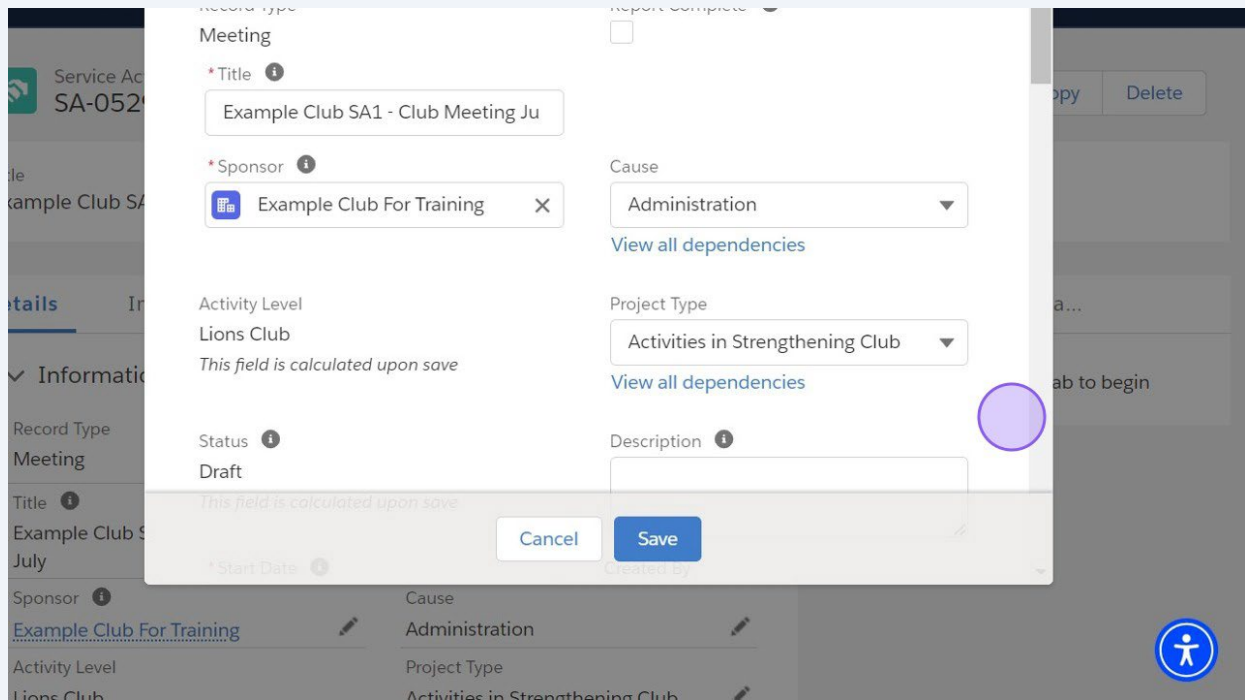
The screenshot shows the main interface of the Lion Portal. At the top, there is a search bar and navigation tabs for Home, Membership, Service, Learn, and More. Below this, a Service Activity record is displayed with the ID SA-05292416. The record details include the title "Example Club SA1 - Club Meeting July", the sponsor "Example Club For Training", and the status "Draft". There are buttons for "Edit", "Copy", and "Delete". Below the record details, there are sections for "Details" and "Image Gallery". The "Information" section shows the record type as "Meeting" and a "Report Complete" checkbox. The title field is highlighted with a purple circle.

12 Per inserire/aggiornare i dati, cliccare nei campi o utilizzare il tasto "tab"



The screenshot shows the "Edit SA-05292416" modal window. The window contains the same information as the main interface, but with a focus on the "Title" field. A tooltip message says "This field cannot be changed after the event is created". The "Title" field contains "Example Club SA1 - Club Meeting July". Other fields include "Sponsor" (Example Club For Training), "Cause" (Administration), and "Project Type" (Activities in Strengthening Club). There are "Cancel" and "Save" buttons at the bottom.

13 È possibile scorrere il modulo.

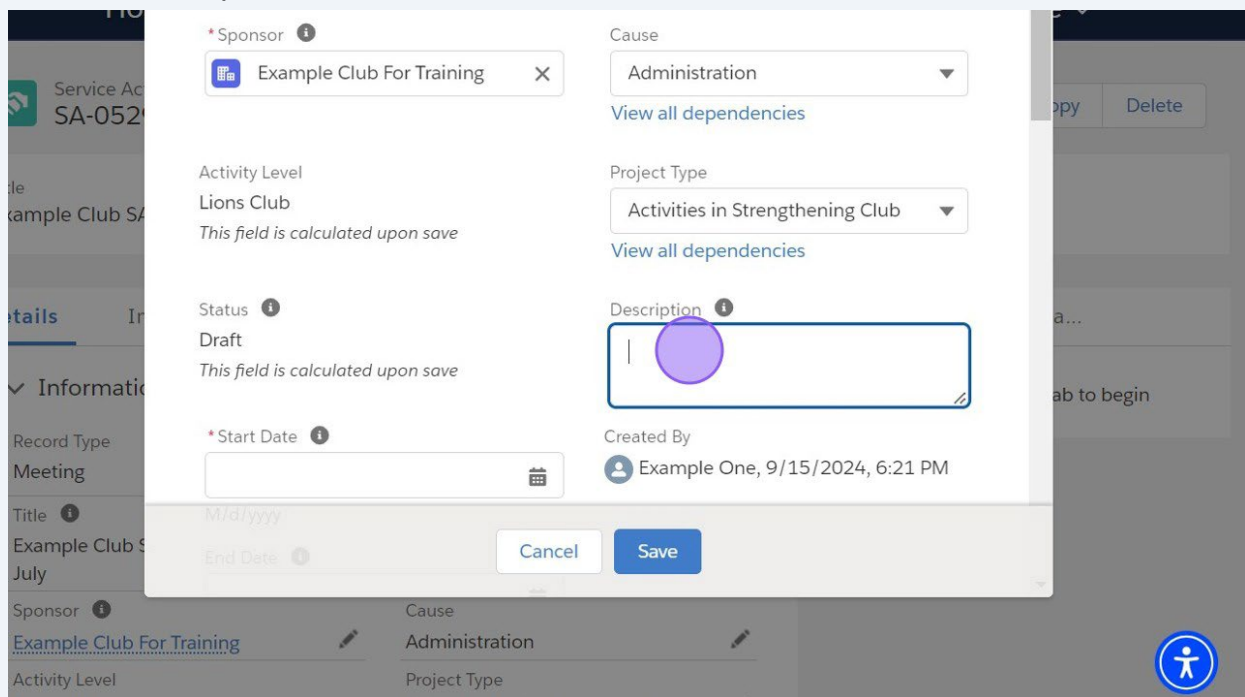


The screenshot shows a form modal for creating a record. The fields are as follows:

Field	Value
Record Type	Meeting
* Title	Example Club SA1 - Club Meeting Ju
* Sponsor	Example Club For Training
Cause	Administration
Activity Level	Lions Club
Project Type	Activities in Strengthening Club
Status	Draft
Description	(Empty, highlighted with a purple circle)

Buttons: Cancel, Save

14 Le attività di servizio richiedono una descrizione. Cliccare sul campo "Descrizione" per inserire i dati.

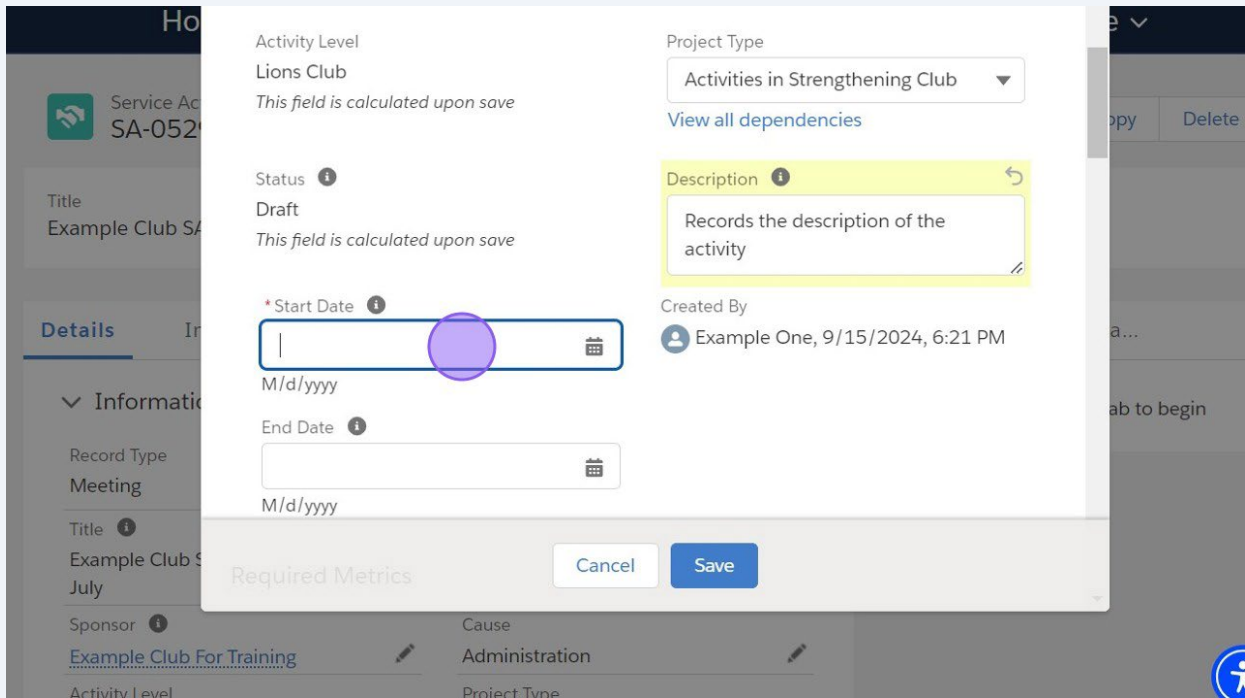


The screenshot shows the same form modal, but with the Description field highlighted by a purple circle and a cursor inside it, indicating it is ready for input.

Field	Value
* Sponsor	Example Club For Training
Cause	Administration
Activity Level	Lions Club
Project Type	Activities in Strengthening Club
Status	Draft
Description	(Empty, highlighted with a purple circle and cursor)
* Start Date	(Empty)
Created By	Example One, 9/15/2024, 6:21 PM

Buttons: Cancel, Save

15 Cliccare sul campo "*Data di inizio". Digitare la data utilizzando il formato MM/GG/AAAA.

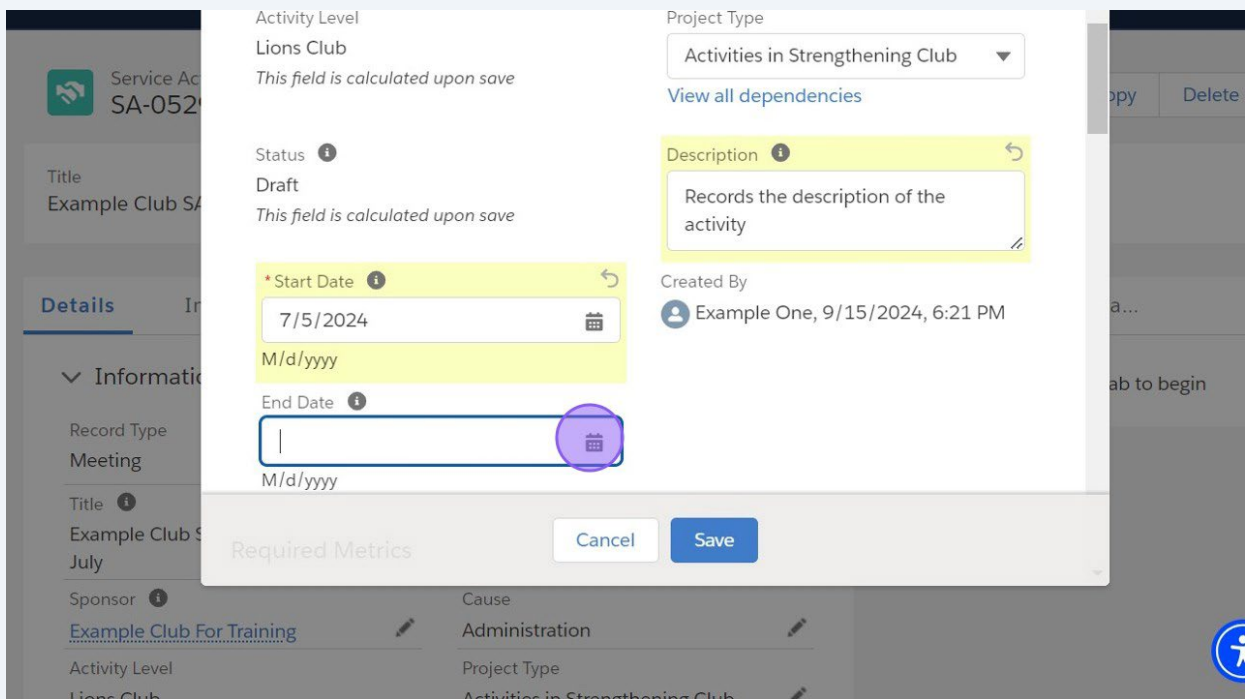


The screenshot shows a form for creating an activity. The 'Start Date' field is highlighted with a purple circle. The form includes the following fields and values:

- Activity Level: Lions Club (This field is calculated upon save)
- Status: Draft (This field is calculated upon save)
- Project Type: Activities in Strengthening Club
- Description: Records the description of the activity
- Created By: Example One, 9/15/2024, 6:21 PM
- *Start Date: (Empty field, highlighted with a purple circle)
- End Date: (Empty field)

Buttons for 'Cancel' and 'Save' are visible at the bottom of the form.

16 Cliccare sul campo "Data di conclusione".

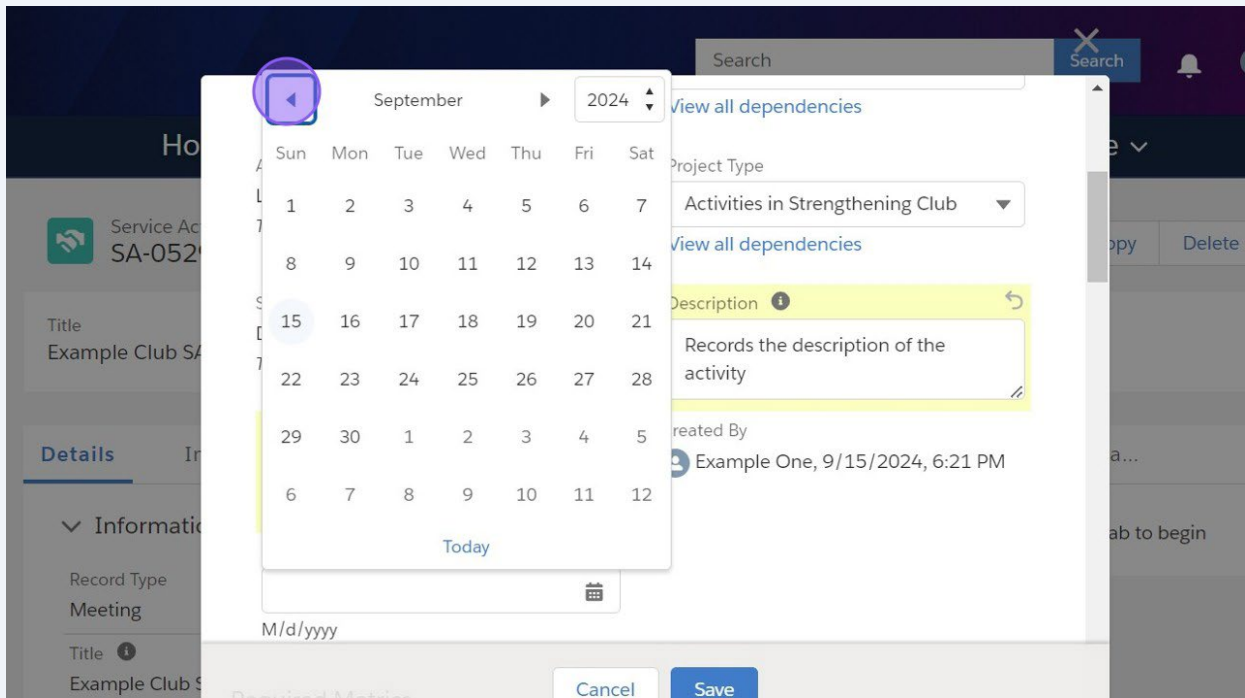


The screenshot shows the same form as in step 15, but with the 'End Date' field highlighted with a purple circle. The 'Start Date' field now contains the value '7/5/2024'.

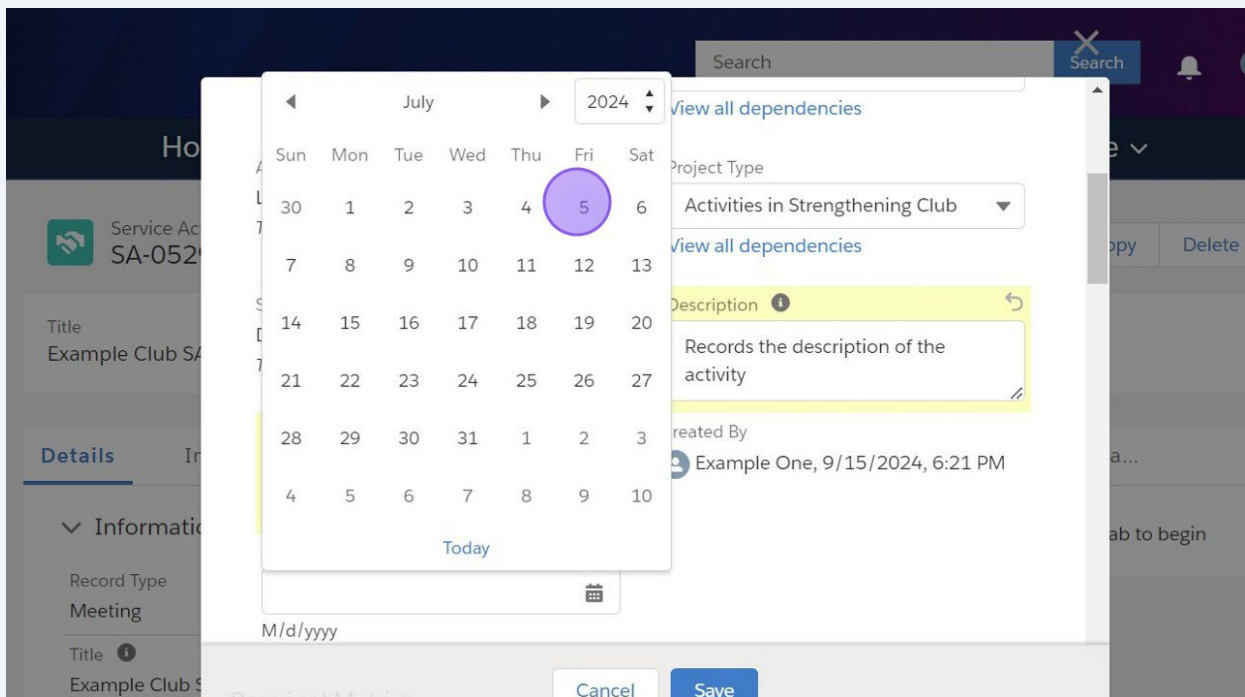
- Activity Level: Lions Club (This field is calculated upon save)
- Status: Draft (This field is calculated upon save)
- Project Type: Activities in Strengthening Club
- Description: Records the description of the activity
- Created By: Example One, 9/15/2024, 6:21 PM
- *Start Date: 7/5/2024
- End Date: (Empty field, highlighted with a purple circle)

Buttons for 'Cancel' and 'Save' are visible at the bottom of the form.

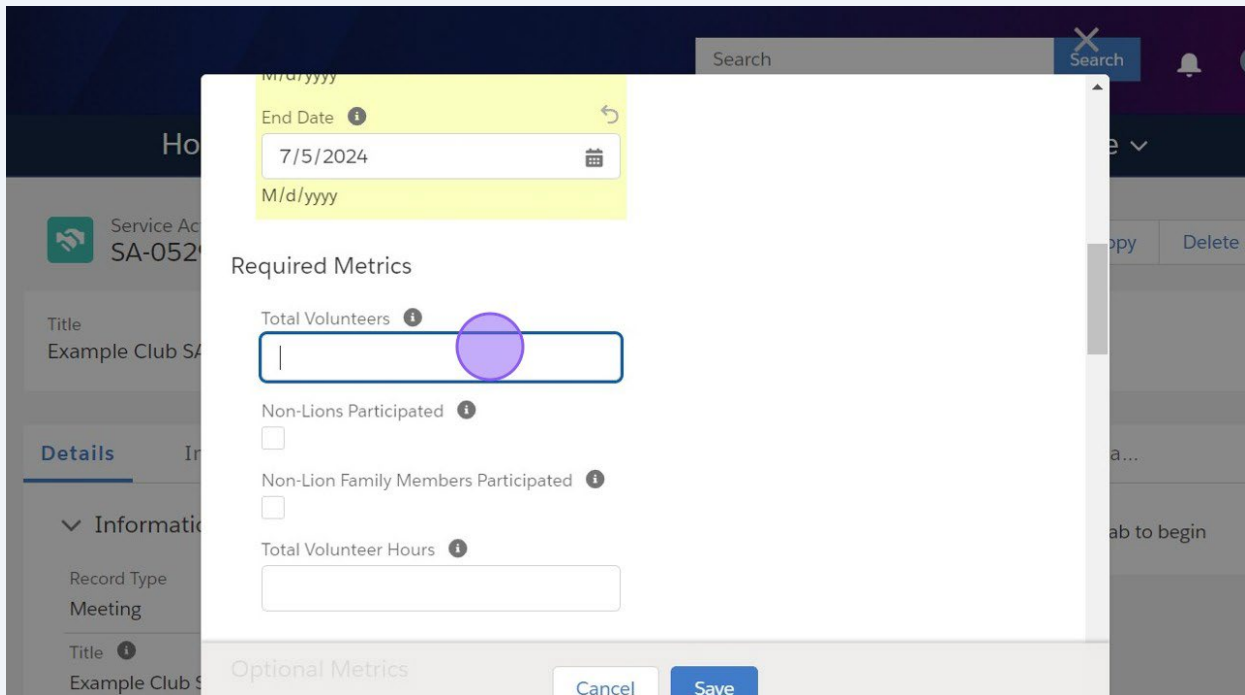
17 Cliccare sull'icona del calendario per selezionare una data.



18 Cliccare sulla data.



19 Cliccare sul campo "Totale volontari" per inserire i dati.



End Date ⓘ
7/5/2024

M/d/yyyy

Required Metrics

Total Volunteers ⓘ

Non-Lions Participated ⓘ

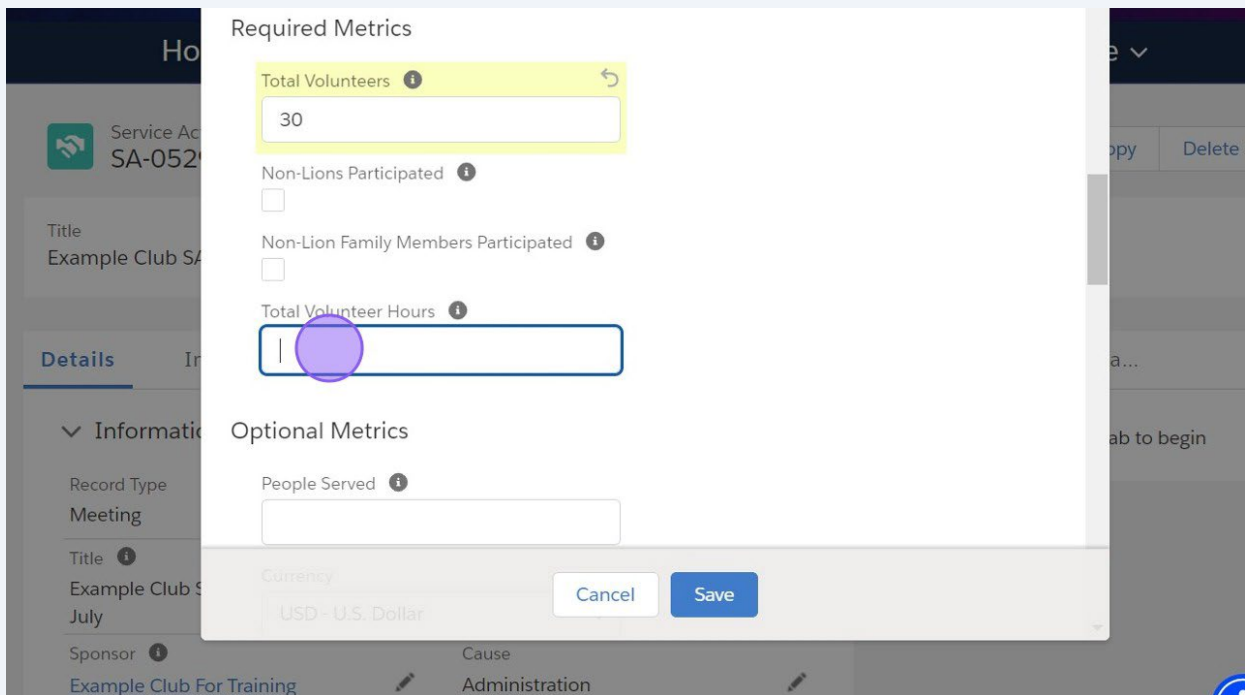
Non-Lion Family Members Participated ⓘ

Total Volunteer Hours ⓘ

Optional Metrics

Cancel Save

2 Cliccare sul campo "Totale ore di volontariato" per inserire le ore. Questo è un campo dati **obbligatorio**.



Required Metrics

Total Volunteers ⓘ

30

Non-Lions Participated ⓘ

Non-Lion Family Members Participated ⓘ

Total Volunteer Hours ⓘ

Optional Metrics

People Served ⓘ

Currency
USD - U.S. Dollar

Cancel Save



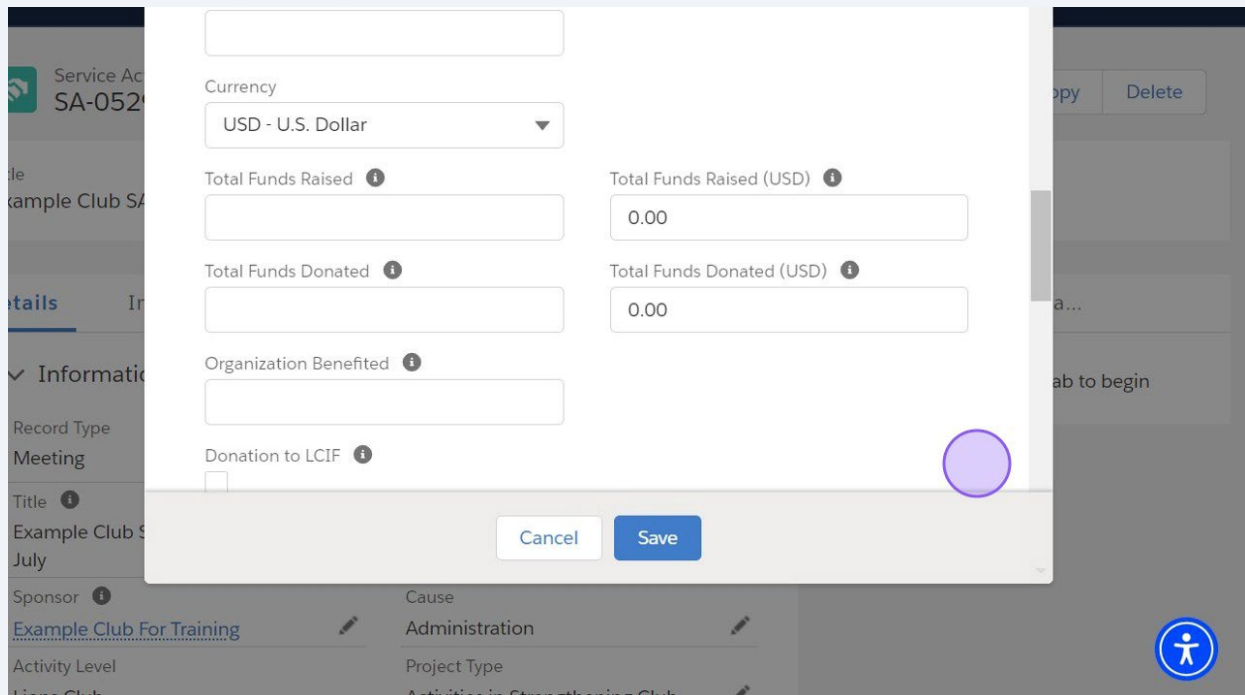
Suggerimento!

Il Totale fondi donati è richiesto quando un'attività di servizio si classifica come "Donazione", mentre il Totale fondi raccolti è richiesto per un'attività di servizio classificata come "Raccolta fondi".

I fondi possono essere inseriti nella valuta locale selezionando "Valuta" e

21

Scorrendo ulteriormente, vengono visualizzate altre metriche.



Service Ac
SA-052

Copy Delete

Currency
USD - U.S. Dollar

Total Funds Raised ⓘ Total Funds Raised (USD) ⓘ
0.00

Total Funds Donated ⓘ Total Funds Donated (USD) ⓘ
0.00

Organization Benefited ⓘ

Donation to LCIF ⓘ


Cancel Save

Meeting

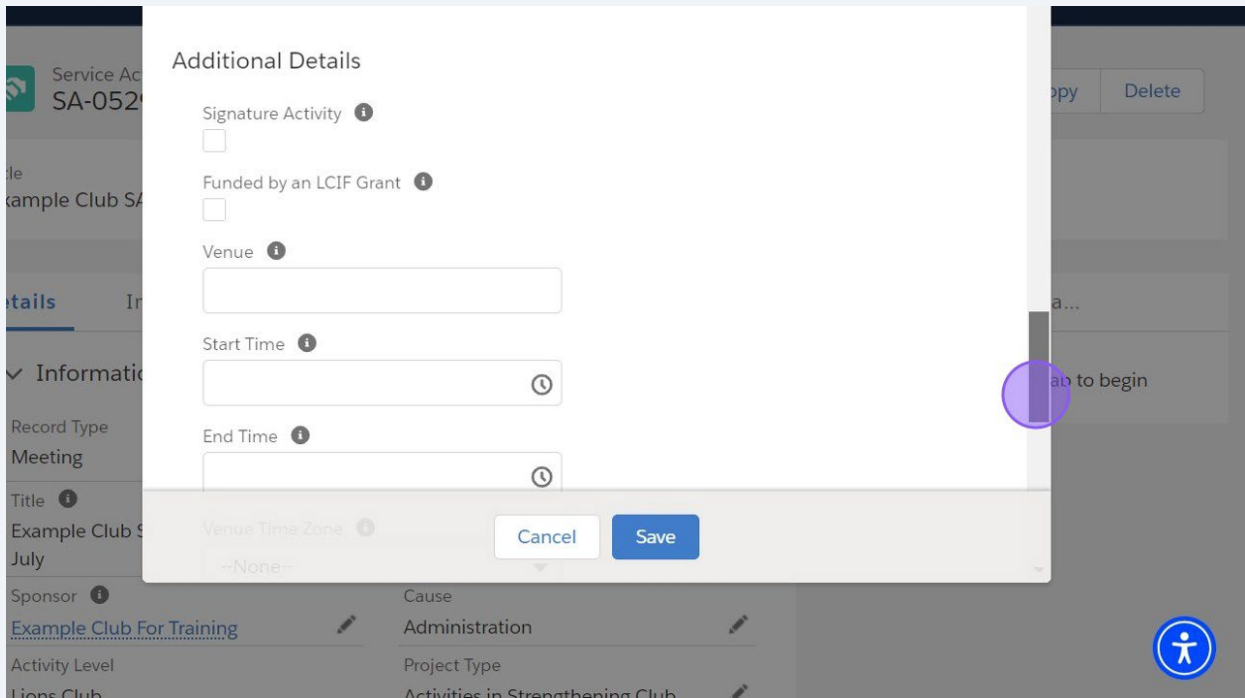
Title ⓘ
Example Club S
July

Sponsor ⓘ Cause
Example Club For Training Administration


Activity Level Project Type
Lions Club Activities in Strengthening Club





22 Continuare a scorrere





Additional Details


Signature Activity 

Funded by an LCIF Grant 

Venue 

Start Time 

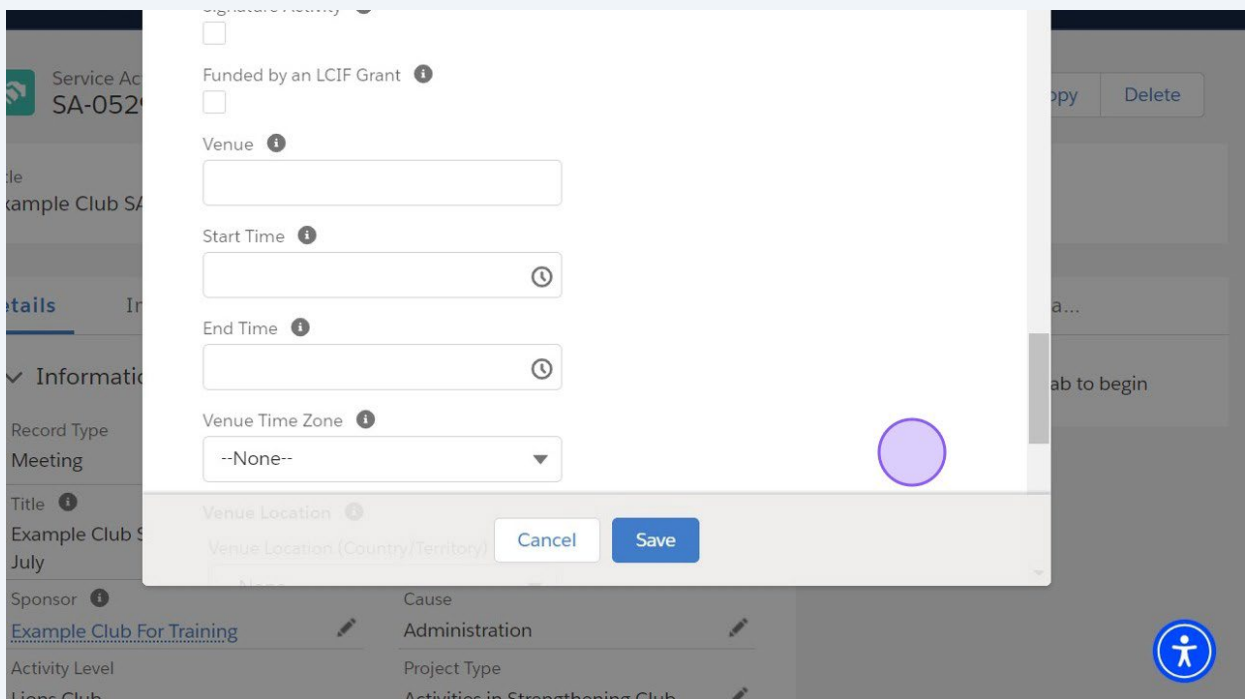
End Time 


Venue Time Zone 


--None--


Cancel Save


23 Continuare a scorrere per inserire ulteriori dettagli opzionali sull'attività





Signature Activity 

Funded by an LCIF Grant 


Venue 


Start Time 

End Time 

Venue Time Zone 

--None--

Venue Location 

Venue Location (Country/Territory) 

Cancel Save

24 Cliccare qui.

Signature Activity ?

Funded by an LCIF Grant ?

Venue ?

Start Time ?

End Time ?

Venue Time Zone ?
 --None--

Venue Location ?
 Venue Location (Country/Territory)

Cancel Save

25 Cliccare su "Salva" per salvare i dati inseriti.

Venue Location (City)

Venue Location (State/Province)

Venue Location (ZIP/Postal Code)

Sponsor Details

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

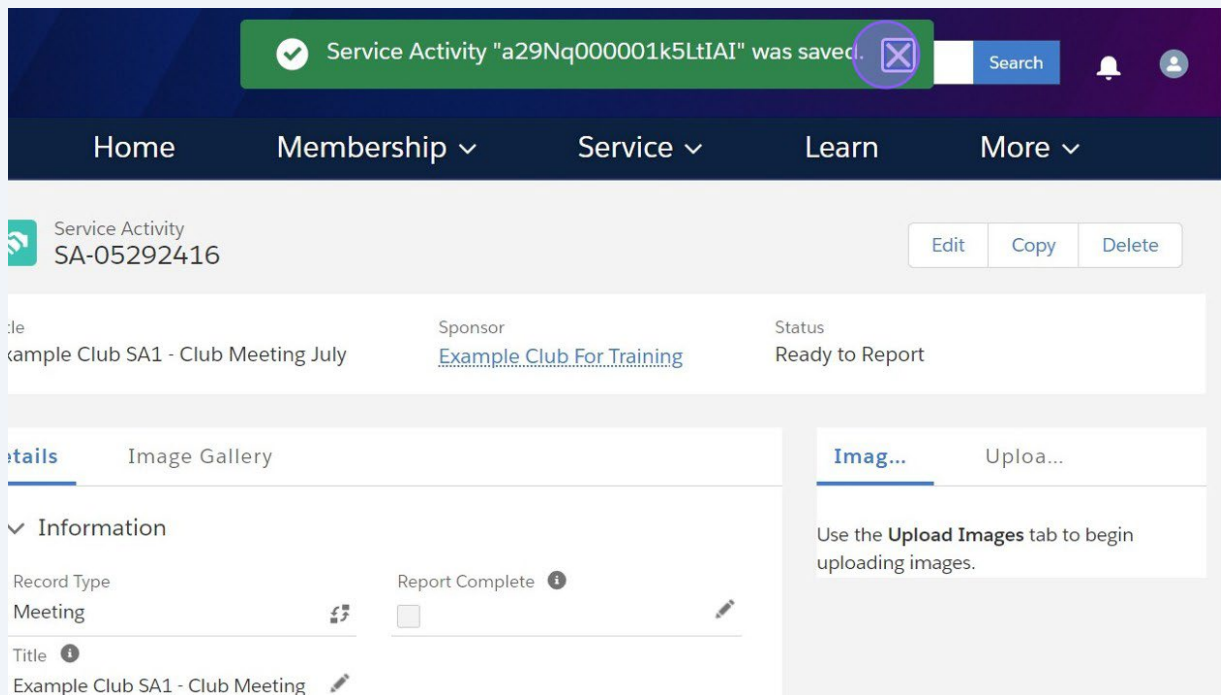
Sponsor MD ?
 Multiple District 1

Sponsor District ?
 District 1 J

Cancel Save

2

Una volta salvato, apparirà il messaggio verde "Successo!". Cliccare sull'icona "X" per chiudere il messaggio.



The screenshot shows the top navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. A green success message at the top reads: 'Service Activity "a29Nq000001k5LtIAI" was saved.' with a close button (X). Below the navigation is a search bar and user profile icon. The main content area displays a service activity record for 'SA-05292416' with 'Edit', 'Copy', and 'Delete' buttons. The record details include: Name: 'Example Club SA1 - Club Meeting July', Sponsor: 'Example Club For Training', and Status: 'Ready to Report'. There are tabs for 'Details' and 'Image Gallery'. The 'Details' tab is active, showing an 'Information' section with 'Record Type' set to 'Meeting' and a 'Report Complete' checkbox. The 'Title' is 'Example Club SA1 - Club Meeting'. To the right, there is an 'Image Gallery' section with an 'Upload Images' button and a message: 'Use the Upload Images tab to begin uploading images.'



Suggerimento! Quando la data di fine dell'attività è passata, lo stato sarà impostato su "Pronta per la segnalazione".

27 Questa attività di servizio è "Pronta per la segnalazione".

Details Image Gallery

Information

Record Type Meeting	Report Complete <input type="checkbox"/>
Title Example Club SA1 - Club Meeting July	Cause Administration
Sponsor Example Club For Training	Project Type Activities in Strengthening Club
Activity Level Lions Club	Description Records the description of the activity
Status Ready to Report	Created By Example One, 9/15/2024, 6:21 PM
Start Date 7/5/2024	
End Date 7/5/2024	

Imag... Uploa...

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

28 Per segnalare il completamento dell'attività. Cliccare sull'icona della matita accanto a "Segnalazione completata".

Service Activity
SA-05292416

Edit Copy Delete

Title
Example Club SA1 - Club Meeting July

Sponsor
Example Club For Training

Status
Ready to Report

Details Image Gallery

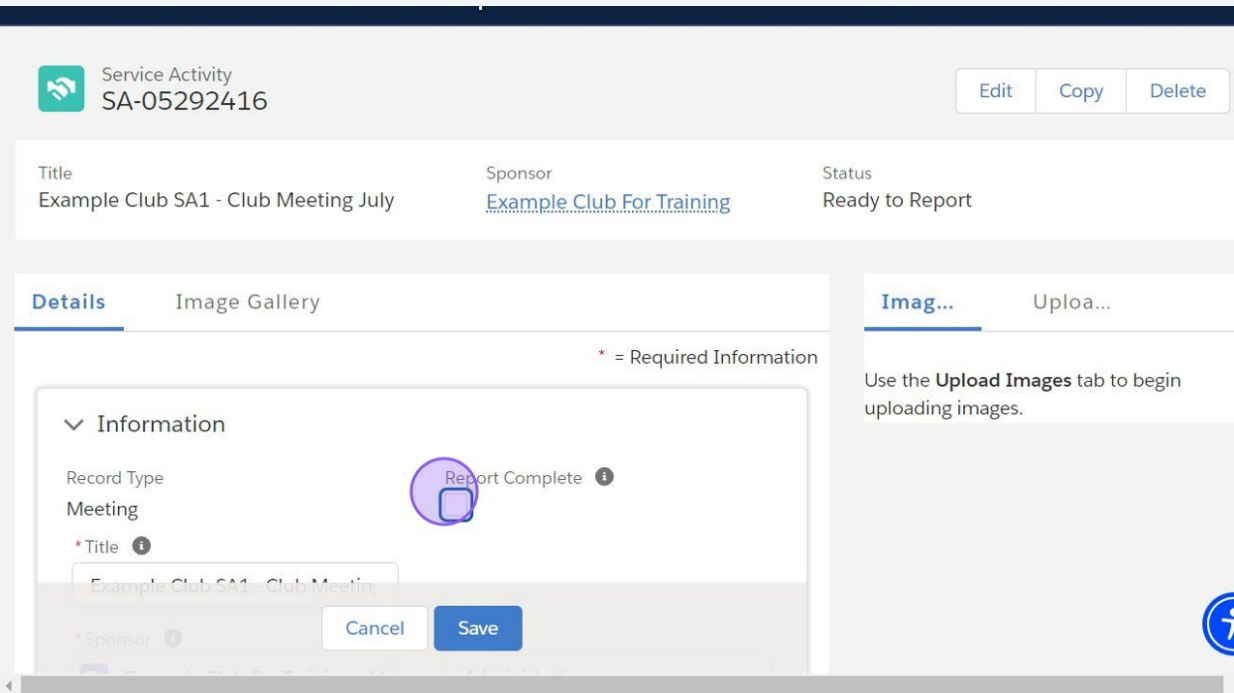
Information

Record Type Meeting	Report Complete <input type="checkbox"/>
Title Example Club SA1 - Club Meeting July	Cause Administration
Sponsor Example Club For Training	Project Type

Imag... Uploa...

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

29

Cliccare sul campo "Segnalazione completata".

Service Activity
SA-05292416

Edit Copy Delete

Title Example Club SA1 - Club Meeting July Sponsor [Example Club For Training](#) Status Ready to Report

Details Image Gallery

Imag... Uploa...

* = Required Information

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

Information

Record Type Meeting

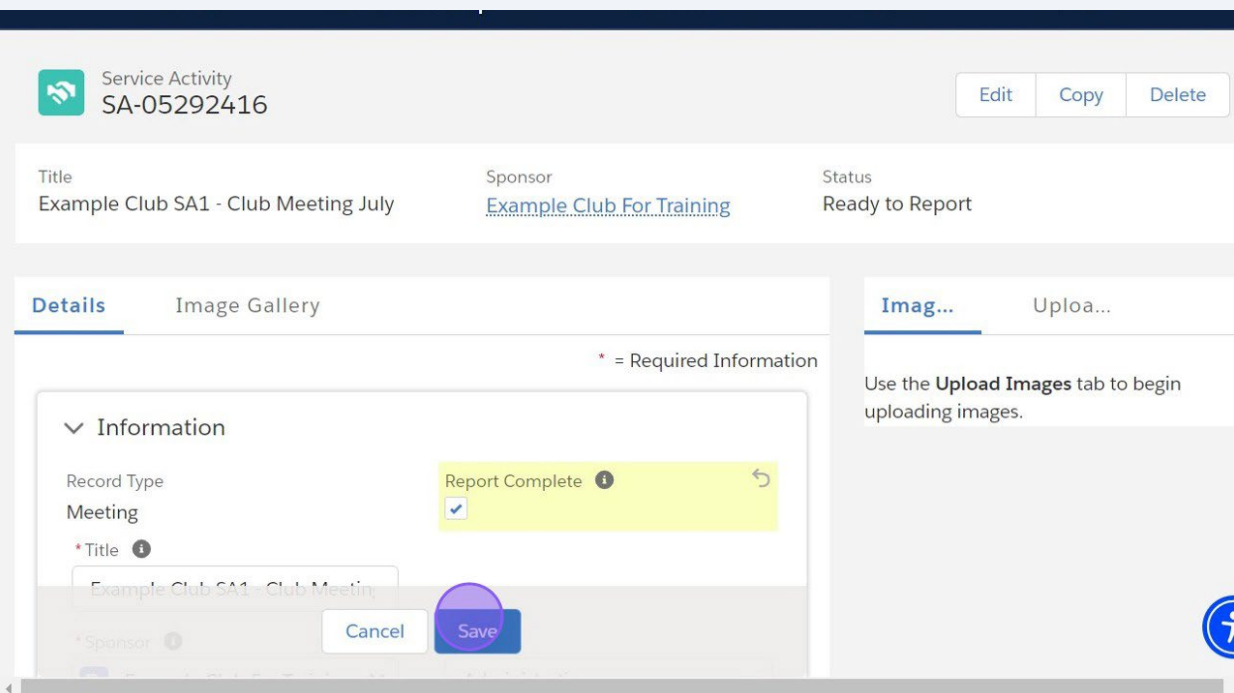
* Title

* Sponsor

Report Complete *i*

Cancel Save

30

Cliccare su "Salva".

Service Activity
SA-05292416

Edit Copy Delete

Title Example Club SA1 - Club Meeting July Sponsor [Example Club For Training](#) Status Ready to Report

Details Image Gallery

Imag... Uploa...

* = Required Information

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

Information

Record Type Meeting

* Title


* Sponsor

Report Complete *i*

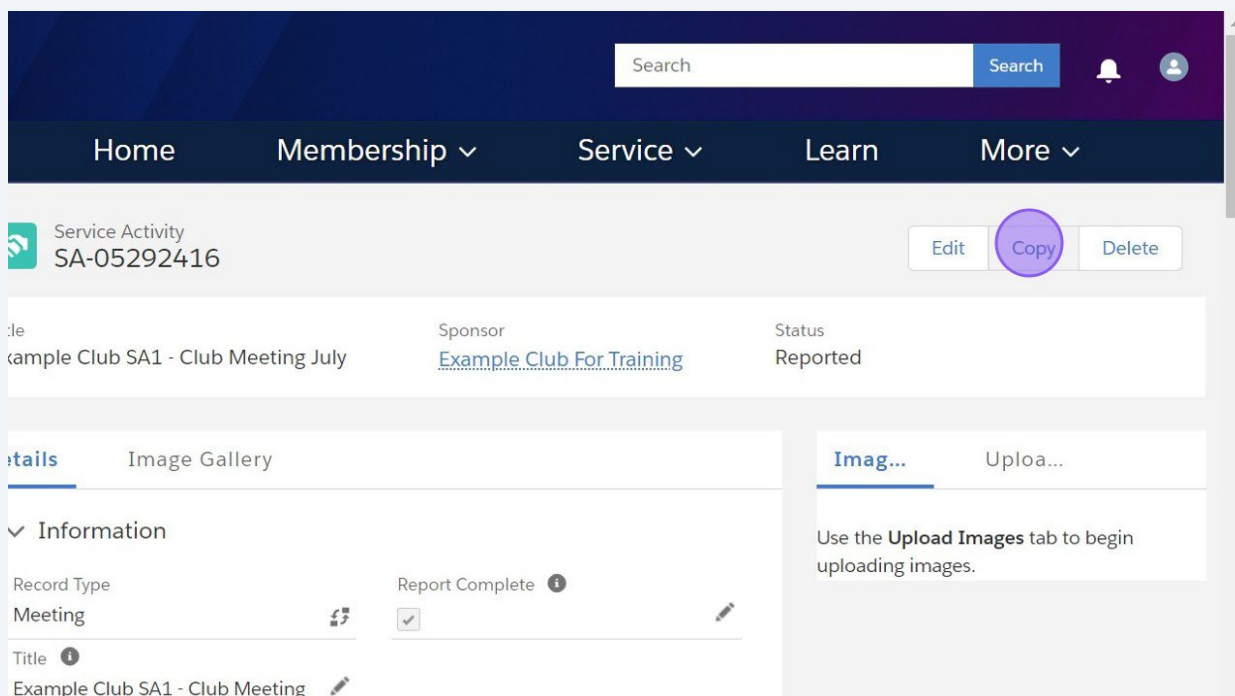
Cancel Save

 Questo completa la creazione e la segnalazione di un'attività di servizio

Copiare un'attività di servizio

 Suggestione! Se si tratta di un'attività ricorrente (di qualsiasi tipo), impostare ora le attività future può far risparmiare tempo in futuro!

31 Cliccare su "Copia".



The screenshot shows the Lion Portal interface for a service activity. At the top, there is a search bar and navigation tabs: Home, Membership, Service, Learn, and More. Below the navigation, the service activity details are displayed:

- Service Activity SA-05292416** (with a green icon)
- Buttons: Edit, **Copy** (highlighted with a purple circle), Delete
- Activity Name: Example Club SA1 - Club Meeting July
- Sponsor: [Example Club For Training](#)
- Status: Reported

Below the activity details, there are tabs for "Details" and "Image Gallery". The "Details" tab is active, showing an "Information" section with the following fields:

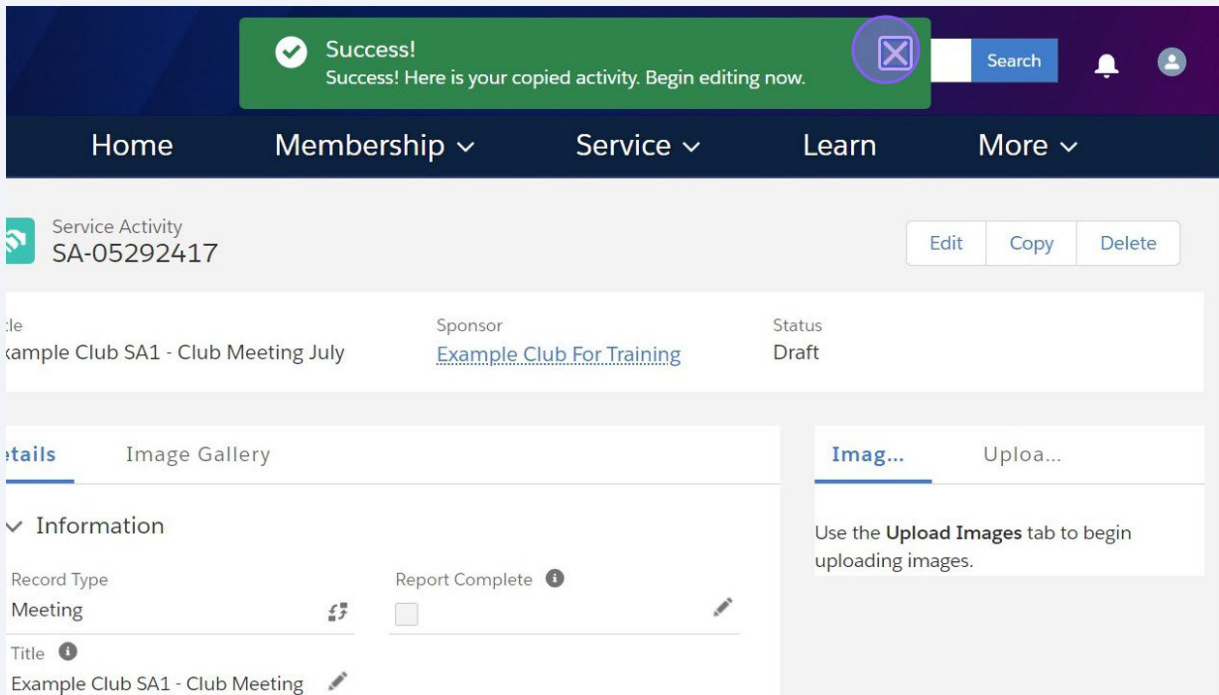
- Record Type: Meeting (with a refresh icon)
- Report Complete: (with an info icon and an edit icon)
- Title: Example Club SA1 - Club Meeting (with an edit icon)

On the right side, there is a "Image Gallery" section with tabs for "Image..." and "Uploa...". A message below the tabs reads: "Use the Upload Images tab to begin uploading images."

 Suggestione! Dal pulsante di copia si accede all'attività appena creata.

32

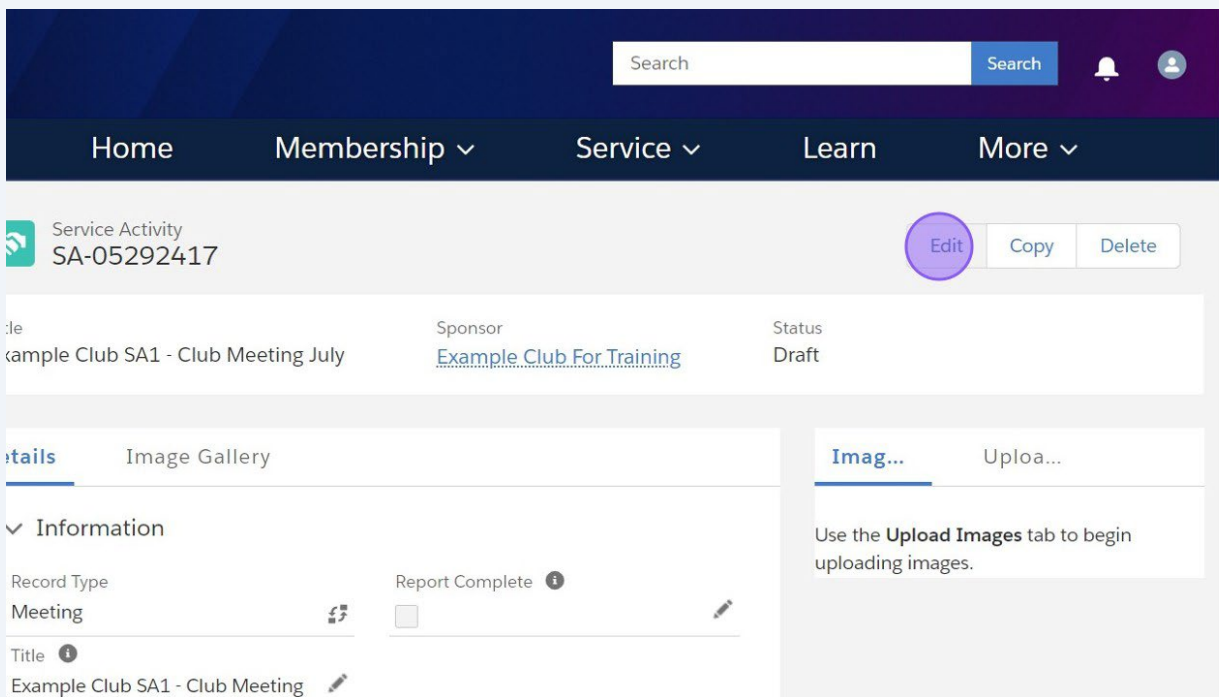
Una volta copiato, apparirà il messaggio in verde "Successo! Cliccare sull'icona "X" per chiudere il messaggio.



The screenshot shows the top navigation bar with a search box and user profile icon. Below it is a dark blue menu with 'Home', 'Membership', 'Service', 'Learn', and 'More'. A green success message is displayed: 'Success! Success! Here is your copied activity. Begin editing now.' with a close 'X' icon. The main content area shows a 'Service Activity' record for 'SA-05292417'. The record details include: Title: 'Example Club SA1 - Club Meeting July', Sponsor: 'Example Club For Training', and Status: 'Draft'. Below the record, there are tabs for 'Details' and 'Image Gallery'. The 'Details' tab is active, showing 'Information' with fields for 'Record Type' (Meeting), 'Report Complete' (checkbox), and 'Title' (Example Club SA1 - Club Meeting). To the right, there is an 'Image Gallery' section with an 'Upload Images' button and a message: 'Use the Upload Images tab to begin uploading images.'

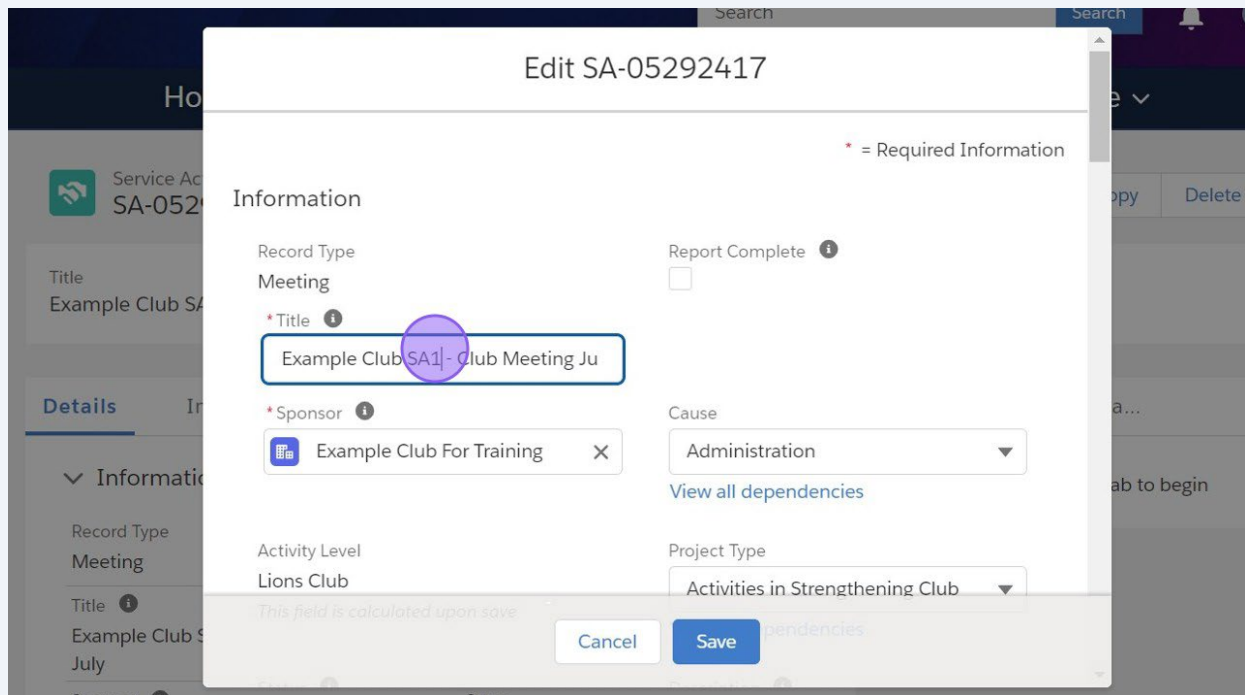
33

Cliccare su "Modifica".



This screenshot is identical to the previous one, but the 'Edit' button in the top right corner of the record details is circled in purple, indicating it should be clicked.

34 Si raccomanda di assegnare un titolo unico! Cliccare sul "Titolo" per modificarlo.



Information

* = Required Information

Record Type
Meeting

*Title ⓘ
Example Club SA1 - Club Meeting Ju

*Sponsor ⓘ
Example Club For Training

Cause
Administration

Project Type
Activities in Strengthening Club

Report Complete ⓘ

Activity Level
Lions Club

This field is calculated upon save

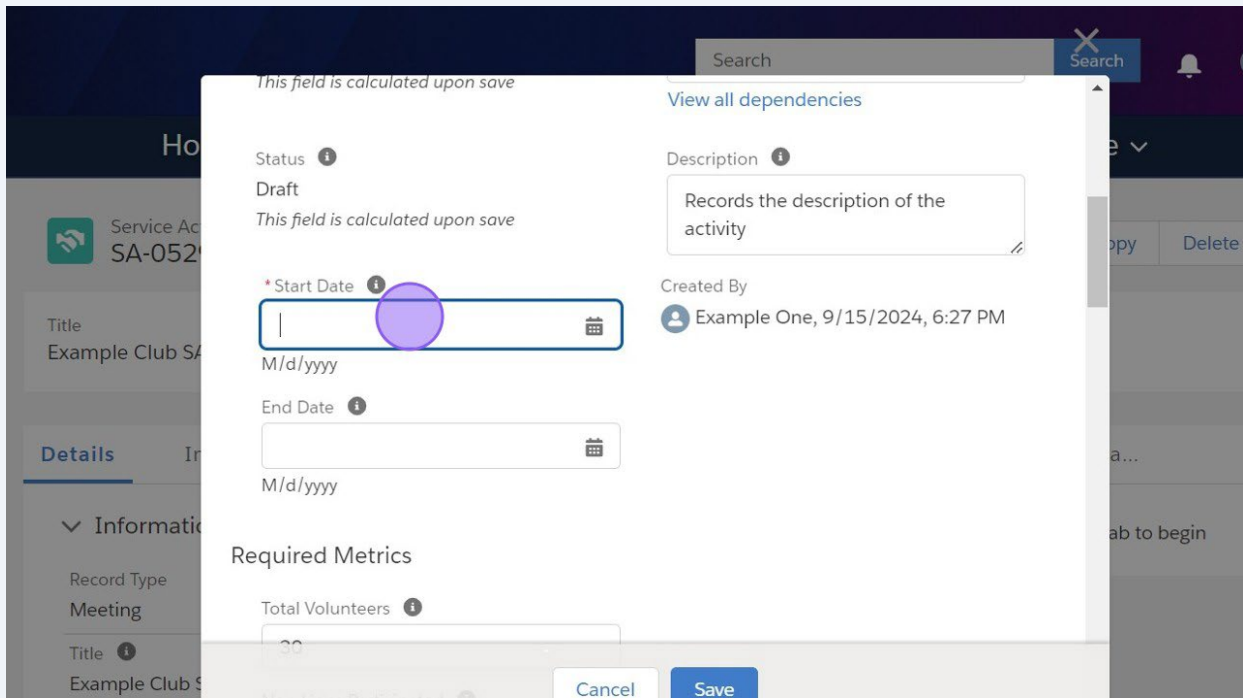
Cancel Save

35 Tipo "Aug"



Attenzione! Le date di inizio e conclusione non vengono copiate dall'attività. Questi devono essere inseriti.

36 Cliccare sul campo "*Data di inizio" e inserire la data. Ripetere l'operazione per la "Data di conclusione".



This field is calculated upon save

Status ⓘ
Draft
This field is calculated upon save

* Start Date ⓘ
M/d/yyyy

End Date ⓘ
M/d/yyyy

Required Metrics

Total Volunteers ⓘ
30

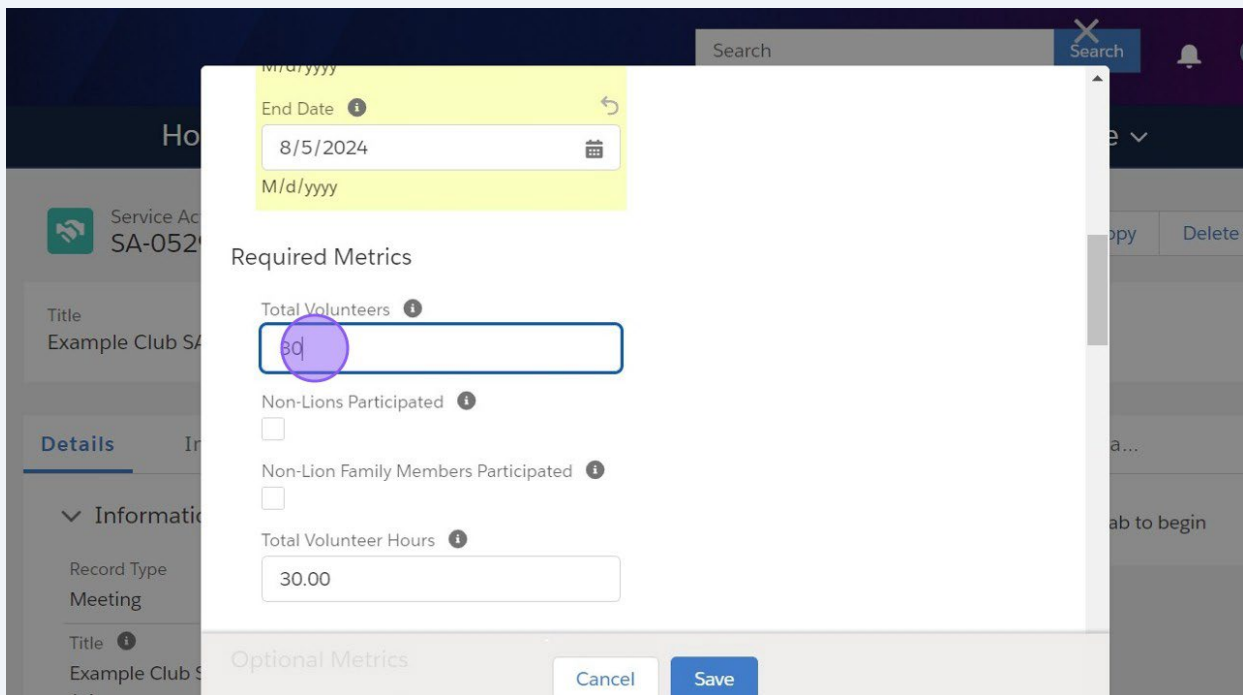
View all dependencies

Description ⓘ
Records the description of the activity

Created By
Example One, 9/15/2024, 6:27 PM

Cancel Save

37 Cliccare sul campo "Totale volontari".



End Date ⓘ
8/5/2024
M/d/yyyy

Required Metrics

Total Volunteers ⓘ
30

Non-Lions Participated ⓘ

Non-Lion Family Members Participated ⓘ

Total Volunteer Hours ⓘ
30.00

Optional Metrics

Cancel Save

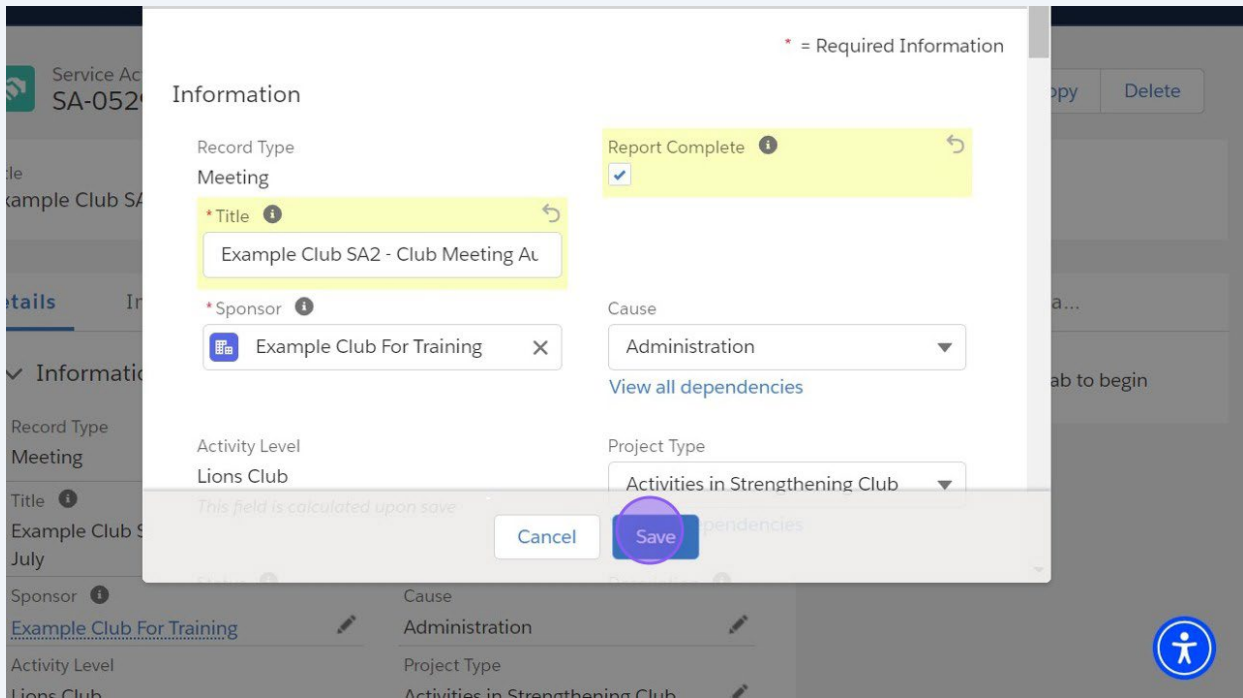
38

Se necessario, aggiornare il "Totale volontari" e il "Totale delle ore di volontariato" e qualsiasi altra metrica

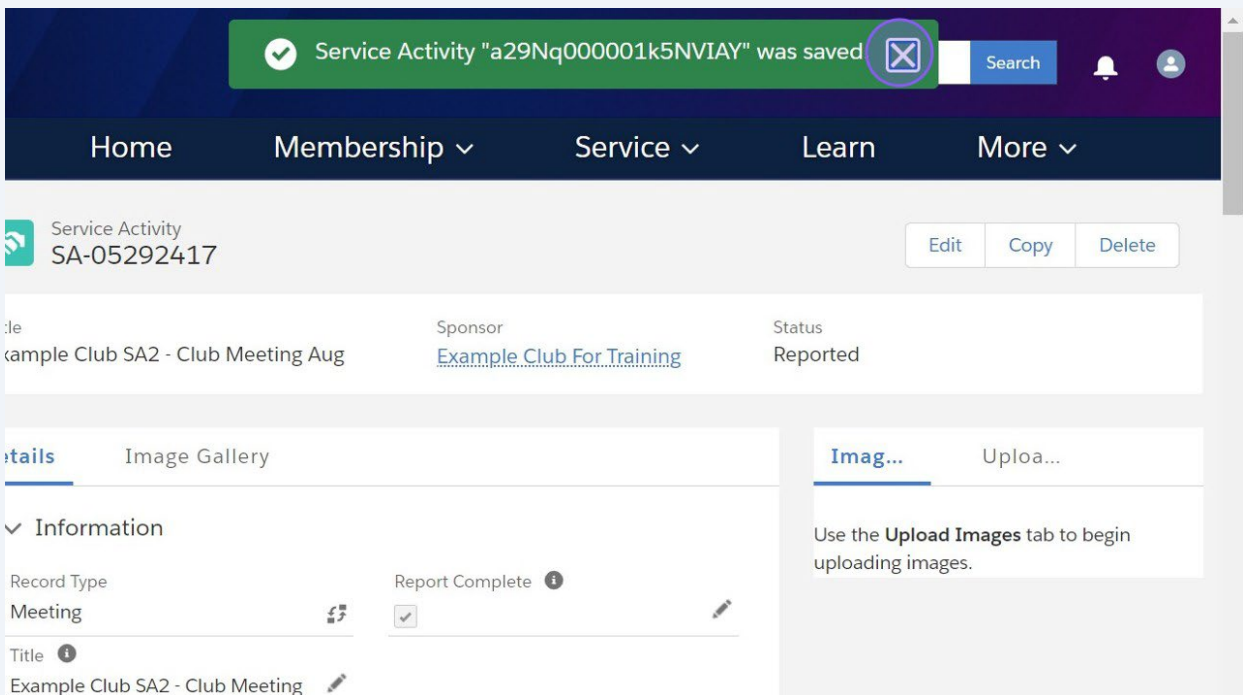
39

Scorrere di nuovo verso l'alto e Cliccare sul campo "Rapporto completato".

40 Cliccare su "Salva".



4 Una volta salvato, apparirà il messaggio in verde "Successo!". Cliccare sull'icona "X" per chiudere il messaggio. L'attività di servizio è stata segnalata.



42 Per tornare ai dettagli del club, cliccare sul nome del club o sulla scheda "Dettagli"

The screenshot shows the top navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below it is a search bar and a notification icon. The main content area displays a 'Service Activity' record for 'SA-05292417'. The record details include: Title: 'Example Club SA2 - Club Meeting Aug', Sponsor: 'Example Club For Training', and Status: 'Reported'. A modal window titled 'Example Club For Training' is open, showing details such as Lion ID (200158), Type (Lions Club), Status (Active), and Billing Address (124 Any Place, Naperville, Illinois 60565, United States). The modal also has tabs for 'Details' and 'Image Gallery'.

43 Cliccare su "Attività di servizio del club" per visualizzare le attività di servizio appena create

The screenshot shows the 'Account' page for 'Example Club For Training'. It includes a '+ Follow' button and a table with the following data: Lion ID (200158), Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (50). Below the table are tabs for 'Club Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Club Service Activities' tab is highlighted with a purple circle. To the right, there are buttons for 'Manage Club Members', 'Manage Club Officers', and 'Manage Club Club'.

44 Viene visualizzato l'elenco Attività di servizio.

Club Details Data Export Club Statements **Club Service Activities** More

Member ... Club Acti...

Service Activities (2) ⚙️ ↻

2 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	✓

[View All](#)

[Manage Club Members](#)

[Manage Club Officers](#)

[Manage Cub Club Leader](#)

[Manage Delegates](#)

[View Delegates](#)

45 Cliccare su "Home" per tornare alla pagina di destinazione principale.

Search
🔔
👤

Home
Membership ▾
Service ▾
Learn
More ▾

Account [+ Follow](#)

Example Club For Training

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	50

Club Details Data Export Club Statements **Club Service Activities** More

Member ... Club Acti...

Service Activities (2) ⚙️ ↻

2 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	✓

[Manage Club Members](#)

46

Questa è la conclusione della guida rapida "Attività di servizio - Creare, segnalare, copiare un'attività di riunione"

Welcome Example One!

