

Attività di servizio - Guida rapida con istruzioni dettagliate"

Questa guida fornisce una panoramica completa sulla creazione e la rendicontazione delle attività di servizio, in particolare per i progetti di raccolta fondi e service rivolti alle comunità. Il documento illustra i campi di dati essenziali, i ruoli responsabili dei rapporti e le istruzioni passo-passo per un utilizzo efficace del Lion Portal. Seguendo questa guida, gli utenti potranno gestire in modo efficiente i loro progetti di service, assicurando che tutte le metriche necessarie siano acquisite e riportate con precisione, promuovendo la responsabilità e la trasparenza all'interno dei loro club.



Suggerimento! Questa guida rapida illustra la creazione e la segnalazione di un'attività di servizio e tutti i potenziali campi di dati che possono essere acquisiti e segnalati.

Quest'attività di servizio è un'attività del tipo "Progetto di servizio", in cui sono stati raccolti dei fondi una cui parte è stata donata a un'organizzazione comunitaria locale. Sono state riportate anche le metriche relative ai "Fondi raccolti" e ai "Fondi donati".



Attenzione! Tutte le attività di servizio devono avere:

- Causa
- Tipo di progetto
- Descrizione
- Data d'inizio
- Data di conclusione

Metriche aggiuntive per il tipo di attività:

- Progetto di service:
 - Totale volontari
 - Totale ore di servizio
 - Persone servite
- Raccolta fondi
 - Totale fondi raccolti
- Donazione
 - Totale fondi donati
 - Organizzazione beneficiata
- Riunione:
 - Totale volontari



Attenzione! Mentre ogni socio del club può creare e aggiornare un'attività di servizio, solo il titolo designato può segnalare l'attività di servizio come "Completata".

I titoli di livello club sono:

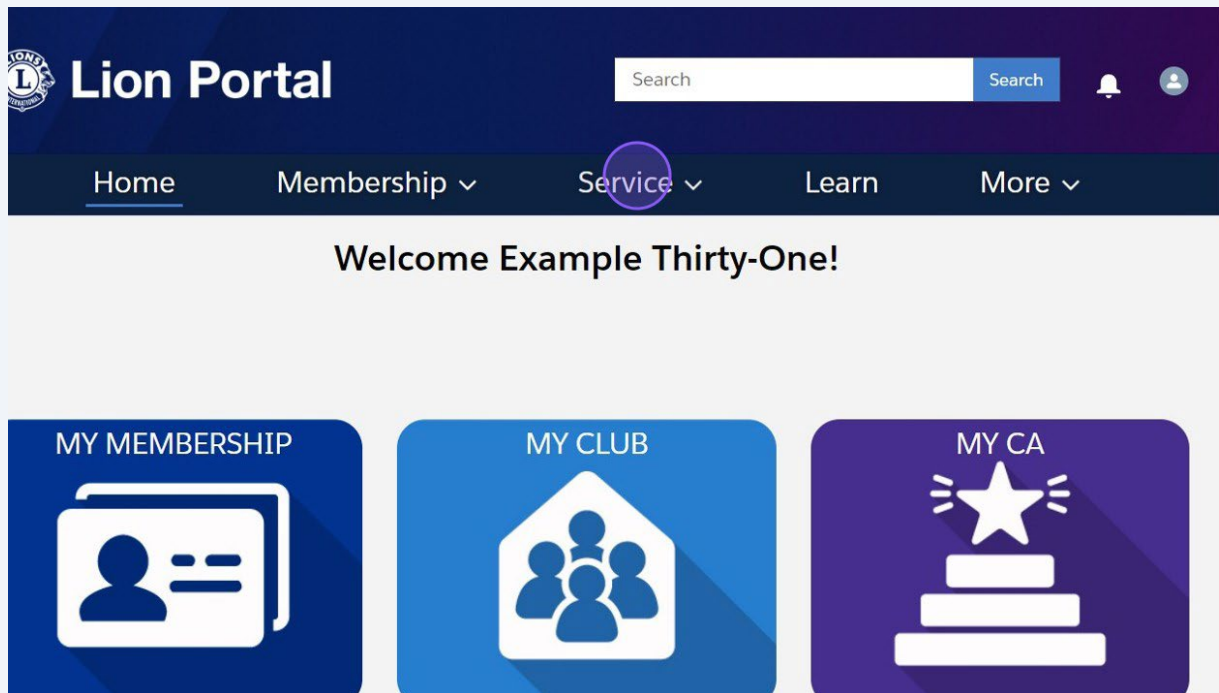
- Presidente
- Segretario
- Presidente di comitato Service
- Amministratore di club

Titoli distrettuali/multidistrettuali (a nome del Club)

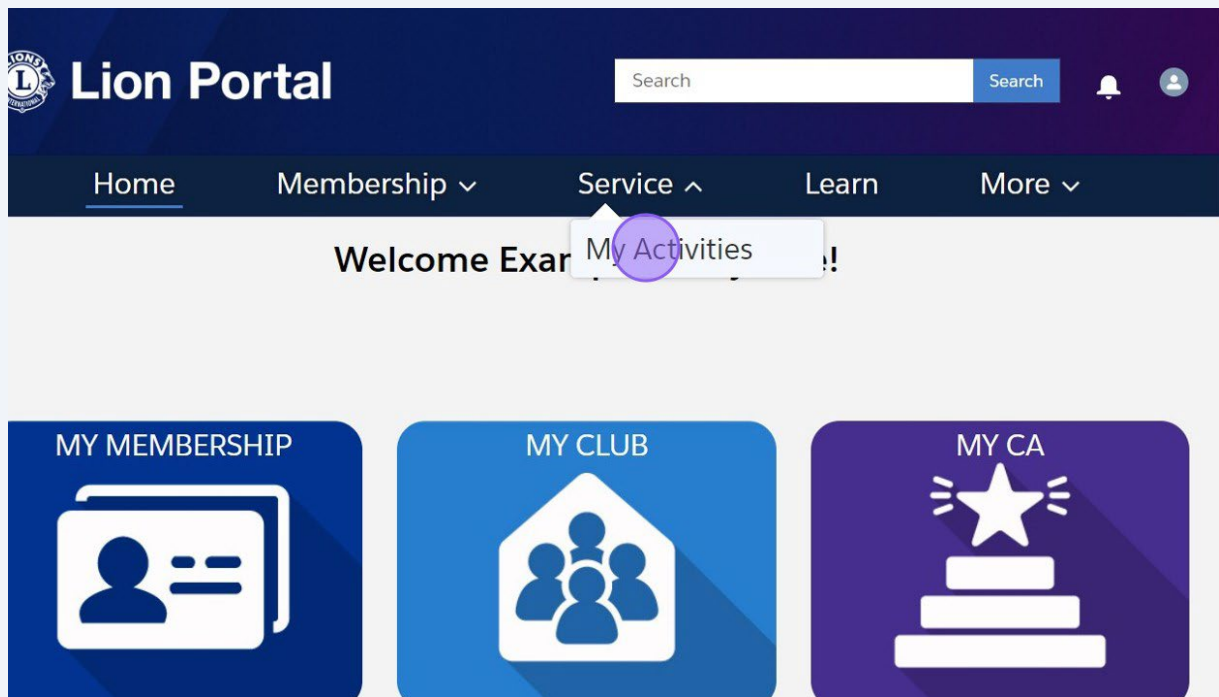
- Governatore Distrettuale
- Segretario di Gabinetto
- Amministratore del distretto/MD

1 Accedere al Lion Portal lionportal.org

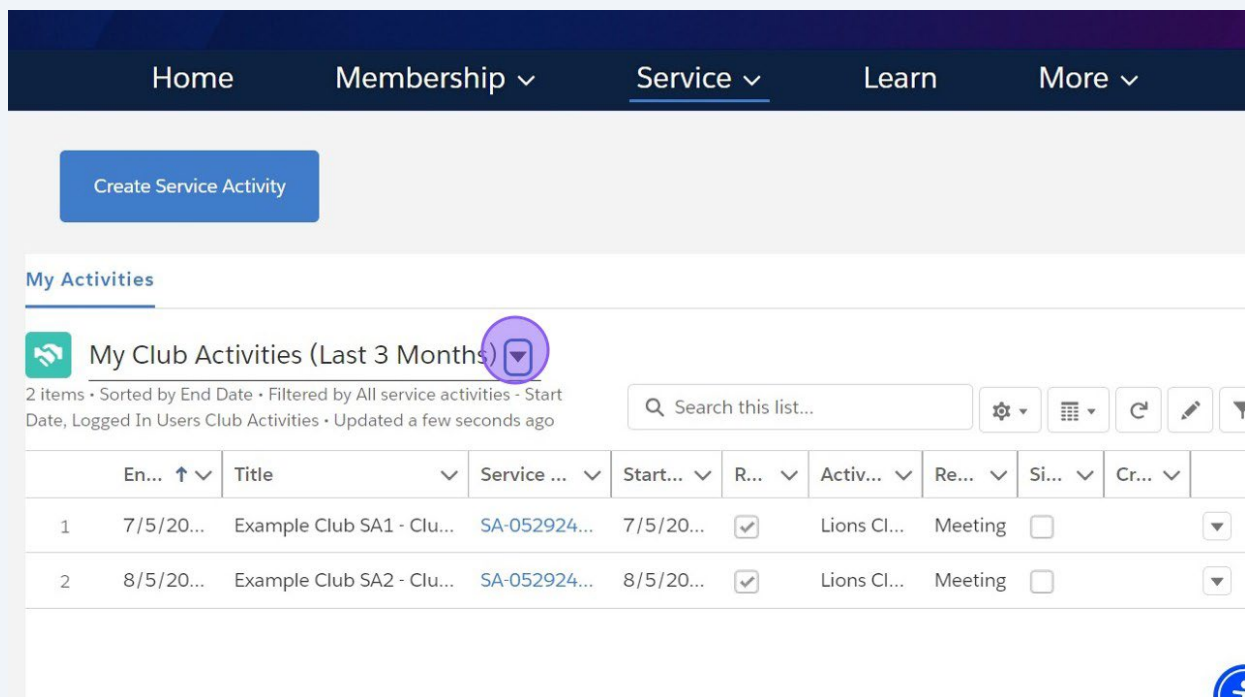
2 Cliccare su "Service".



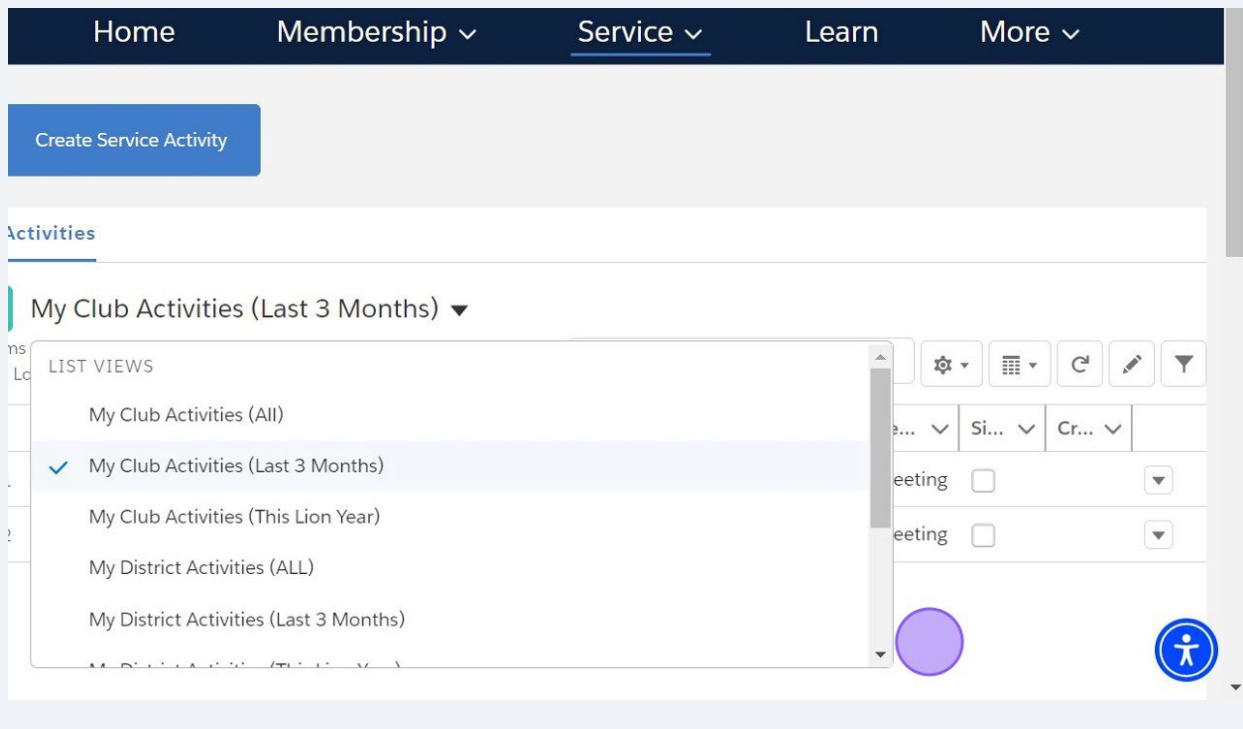
3 Cliccare su "Le mie attività".



4 Attività del mio club (ultimi 3 mesi) è l'elenco predefinito. Per altre opzioni di elenco, cliccare su "Seleziona visualizzazione elenco": Attività di servizio".



5 Vengono visualizzate altre opzioni di visualizzazione. Cliccare sull'elenco per cambiare visualizzazione.



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 blue button labeled "Create Service Activity". Underneath, there 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 blue 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 icon, a refresh icon, an edit icon, and a filter icon. Below these icons, there are three dropdown menus labeled "e...", "Si...", and "Cr...". Further down, there are two rows, each with a checkbox labeled "meeting" and a dropdown arrow. At the bottom right, there is a purple circle and a blue circular icon with a person silhouette.

Creare l'attività di servizio



Suggerimento! Qualsiasi socio di club può creare un'attività di servizio e inserire dati e metriche. Le attività possono essere salvate in qualsiasi momento, con la possibilità di modificarle e aggiungere successivamente ulteriori dettagli.

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

The screenshot shows the Lion Portal interface. At the top, there is a search bar and navigation links for Home, Membership, Service, Learn, and More. A prominent blue button labeled "Create Service Activity" is highlighted with a purple circle. Below this, the "My Activities" section is visible, showing a list of club activities with columns for End Date, Title, Service, Start Date, and others.

7 Vengono mostrate le entità per le quali è possibile creare attività di servizio. Cliccare sul pulsante di opzione per selezionare l'entità e cliccare su "Avanti".

The screenshot shows the "Create Service Activity" modal window. It displays a selection screen with the text "To Get Started, select one of the options below." and "2 of 2 items • 1 item selected". A search bar is present above a table of options. The table has columns for Name and Type. The "Example Club For Training" option is selected, and a "Next" button is highlighted with a purple circle.

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

- 8** Inserire un nome per l'attività di servizio. Cliccare sull'elenco per selezionare il tipo di attività.

Home More ▾

Create Service Activity

Create Service Activity

Service Activity for: *Example Club For Training*

* Enter a title for the Service Activity

Example Club SA3 - Service Project

* Select the Activity Type

--None--

Previous Next

- None--
- Donation
- Fundraiser
- Meeting
- Service Project

- 9** Cliccare su "Avanti".

Home More ▾

Create Service Activity

Create Service Activity

Service Activity for: *Example Club For Training*

* Enter a title for the Service Activity

Example Club SA3 - Service Project

* Select the Activity Type

Service Project

Previous Next

Modifica dell'attività

10 Viene creata e visualizzata una nuova attività di servizio.

The screenshot displays 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 card is shown with the title 'Example Club SA3 - Service Project', sponsor 'Example Club For Training', and status 'Draft'. The card includes 'Edit', 'Copy', and 'Delete' buttons. Below the card, there are tabs for 'Details' and 'Image Gallery'. The 'Details' tab is active, showing a section for 'Information' with fields for 'Record Type' (Service Project) and 'Report Complete' (a checkbox). A 'Title' field is also visible. To the right of the 'Details' tab, there are tabs for 'Imag...' and 'Uploa...', with a message: 'Use the Upload Images tab to begin uploading images.'



Suggerimento! Lo "Stato" dell'attività cambia con il passare del tempo in base alla "Data di inizio" dell'attività.

- Bozza - Non è stata inserita alcuna data di inizio
- Pianificata - La data di inizio è successiva alla data odierna
- Pronta per la segnalazione - La data di inizio è uguale o precedente alla data odierna
- Segnalata - L'attività è stata contrassegnata come "Segnalazione completata".



Attenzione! Le attività non possono essere contrassegnate con "Segnalazione completata" fino a quando la data finale dell'attività non corrisponde alla data odierna o a una data passata e i dati richiesti per il tipo di attività sono stati trasmessi.

11 Le nuove attività sono impostate sullo "Stato" di "Bozza".

The screenshot shows the 'Lion Portal' header with a search bar and navigation menu (Home, Membership, Service, Learn, More). Below the header, a 'Service Activity' card is displayed with ID 'SA-05292418'. The card includes fields for 'Title' (Example Club SA3 - Service Project), 'Sponsor' (Example Club For Training), and 'Status' (Draft), with the 'Status' field circled in purple. Below the card, 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 'Created By' (Example Thirty-One, 9/21/2024, 10:12 AM). A purple circle highlights the 'Created By' field. To the right, there is an 'Upload Images' section with a message: 'Use the Upload Images tab to begin uploading images.'

12 Scorrere per visualizzare i dettagli completi dell'attività.

The screenshot shows the detailed view of a service activity. The 'Example Club For Training' link is circled in purple. The 'Status' field is set to 'Draft' and is also circled in purple. The 'Created By' field shows 'Example Thirty-One, 9/21/2024, 10:12 AM'. Below the 'Required Metrics' section, there are fields for 'People Served', 'Total Volunteers', 'Non-Lions Participated', and 'Non-Lion Family Members Participated'. A purple circle highlights the 'Non-Lions Participated' field.



Suggerimento! Esistono due opzioni di formato per la modifica di un'attività:

- In linea - La pagina esistente passa alla modalità di modifica
- Modulo popup - Apre una nuova finestra popup in modalità di modifica

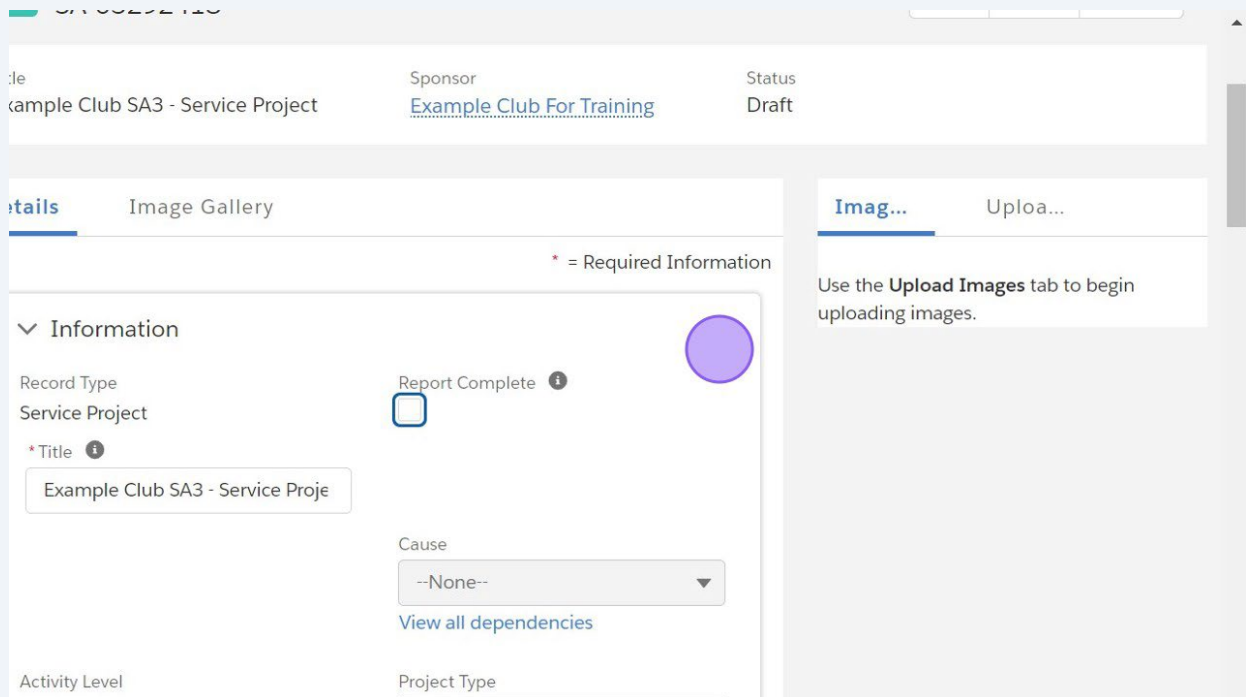


Suggerimento! Per effettuare una modifica in linea, procedere come segue

13 Per iniziare la modifica in linea dell'attività, cliccare accanto all'icona raffigurante la matita.

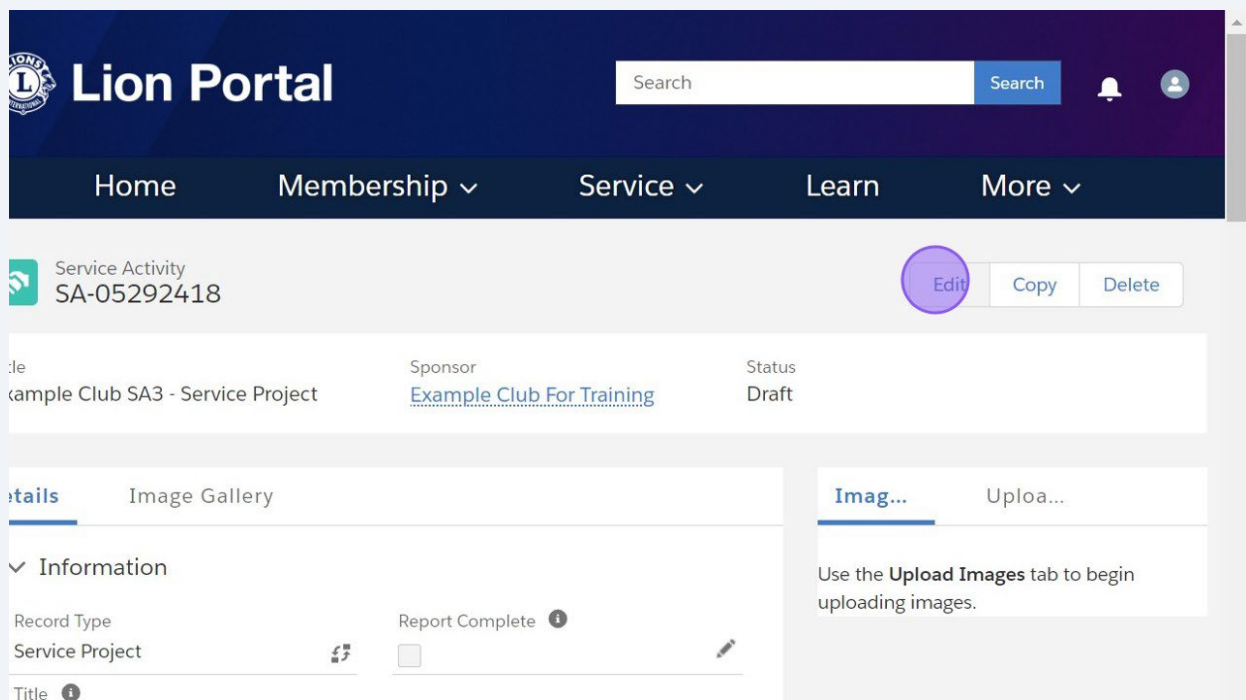
The screenshot displays the 'Lion Portal' interface. At the top, there is a dark blue navigation bar with the 'Lion Portal' logo on the left, a search bar in the center, and notification and user profile icons on the right. Below the navigation bar, there are menu items: 'Home', 'Membership', 'Service', 'Learn', and 'More'. The main content area shows a 'Service Activity' card for 'SA-05292418'. The card includes a title 'Example Club SA3 - Service Project', a sponsor link 'Example Club For Training', and a status of 'Draft'. There are 'Edit', 'Copy', and 'Delete' buttons. Below the card, 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 sidebar contains an 'Image Gallery' section with a message: 'Use the Upload Images tab to begin uploading images.'

14 I campi dati sono ora modificabili. Continuare ad aggiungere dati e scorrere il modulo



i Suggerimento! Per modificare utilizzando un modulo a comparsa, procedere come segue

15 Cliccare sul pulsante "Modifica" in alto a destra



16

Il modulo a comparsa si aprirà. Continuare ad aggiungere dati e a scorrere il modulo a comparsa

The screenshot shows a modal window titled "Information" overlaid on a "Lion Portal" interface. The modal contains the following fields and values:

- 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 (Note: This field is calculated upon save)
- Project Type:** --None--
- Status:** Draft (Note: This field is calculated upon save)
- Description:** (Empty text box)

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 "Copy" and "Delete" button.

Esempio dettagliato di immissione di campi dati per un'attività di servizio

17 Cliccare per selezionare "Causa".

The screenshot shows a mobile application interface for creating a service project. The form is titled "Service Project" and includes the following fields:

- 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:** A dropdown menu is open, showing options: --None-- (selected), Childhood Cancer, Diabetes, Disaster Relief, **Environment** (highlighted with a purple circle), Other Humanitarian Service, Hunger, and Vision.

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

18 Cliccare per aprire l'elenco Tipo di progetto

The screenshot shows the same mobile application interface, but now the "Project Type" dropdown menu is open. The "Cause" dropdown is now closed and highlighted with a yellow background. The "Project Type" dropdown shows the option "--None--" which is highlighted with a purple circle. The "Save" button is now visible at the bottom of the form.

19 L'elenco dei "Tipi di progetto" si basa sulla "Causa" precedentemente selezionata.

The screenshot shows the 'Information' form in the Lion Portal. The 'Project Type' dropdown menu is open, displaying a list of categories. The category 'Tree Planting and Tree Care' is highlighted with a blue border and a purple circle. The form includes the following fields:

- 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: (Empty text area)

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

2 Cliccare sul campo "Descrizione" per aggiungere la descrizione. Una descrizione è necessaria per completare la segnalazione.

The screenshot shows the 'Information' form in the Lion Portal. The 'Description' field is highlighted with a purple circle. The 'Project Type' dropdown menu is also visible, showing 'Tree Planting and Tree Care' selected. The form includes the following fields:

- Activity Level: Lions Club (This field is calculated upon save)
- Status: Draft (This field is calculated upon save)
- * Start Date: (Empty date field)
- End Date: (Empty date field)
- Created By: Example Thirty-One, 9/21/2024, 10:12 AM

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

21 Digitare la descrizione.

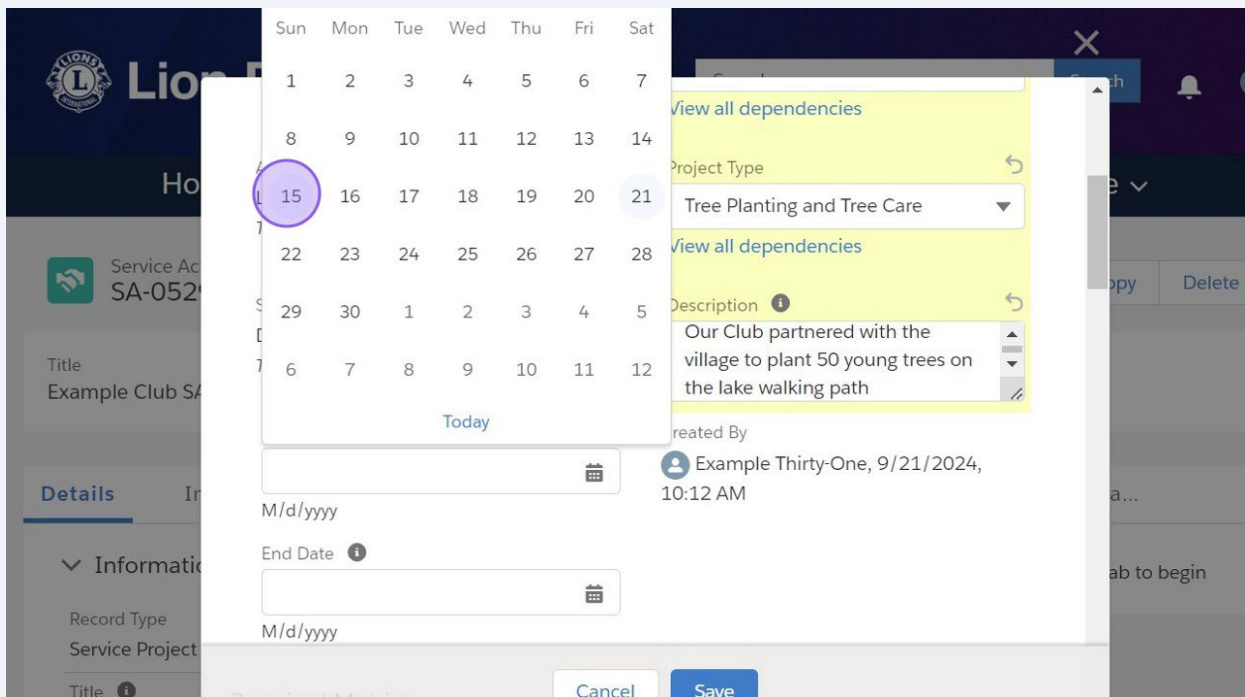
22 Cliccare sul campo "*Data di inizio".

The screenshot shows a project details form with the following fields and values:

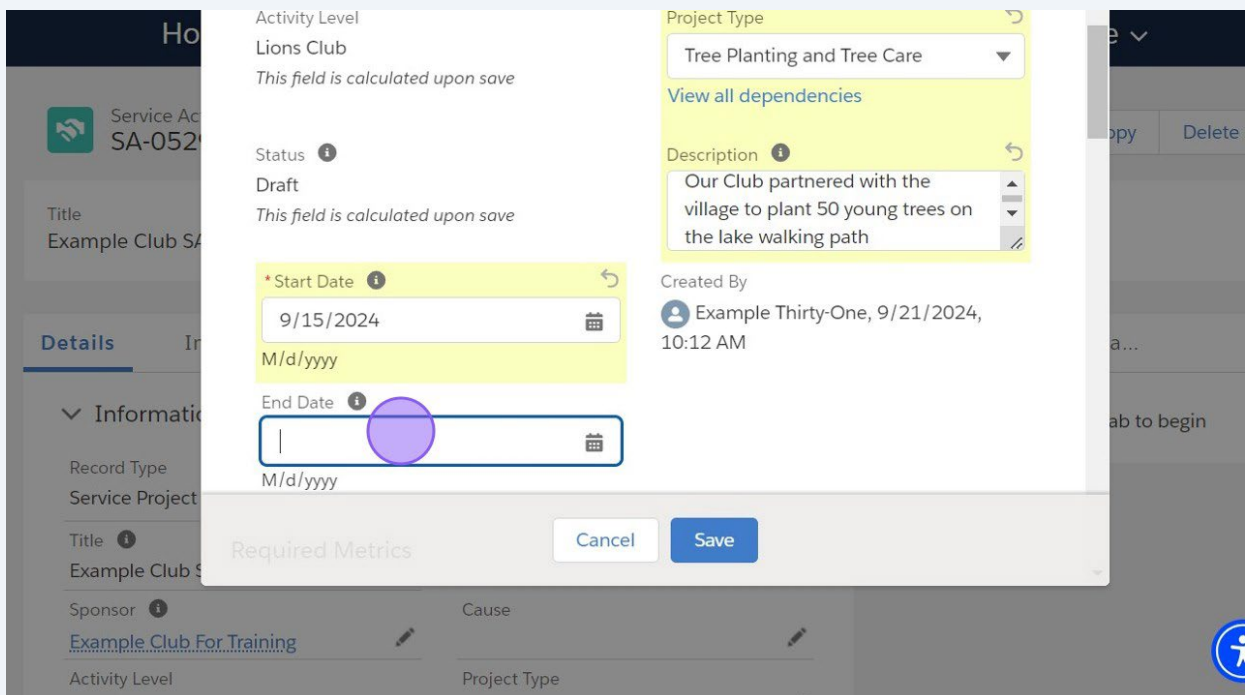
- Activity Level:** Lions Club (Note: This field is calculated upon save)
- Status:** Draft (Note: This field is calculated upon save)
- Project Type:** Tree Planting and Tree Care
- Description:** Our Club partnered with the village to plant 50 young trees on the lake walking path
- *Start Date:** (Empty field, highlighted with a purple circle)
- End Date:** (Empty field)
- Created By:** Example Thirty-One, 9/21/2024, 10:12 AM

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

23 È possibile selezionare una data dal calendario.



24 La data può anche essere digitata nel campo.



25

Questo è un esempio di un progetto di attività di servizio. Le persone servite sono un metrica obbligatoria. Cliccare sul campo "Persone servite" per inserire

The screenshot shows a service project form with a modal window for entering required metrics. The modal window has a title "Required Metrics" and contains two input fields: "People Served" and "Total Volunteers". The "People Served" field is highlighted with a purple circle. The background form shows the "Start Date" and "End Date" fields, both set to "9/15/2024". The "Title" field is "Example Club SA-052". The "Sponsor" field is "Example Club For Training". The "Cause" field is "Example Club For Training". The "Project Type" field is "Example Club For Training". The "Created By" field is "Example Thirty-One, 9/21/2024, 10:12 AM". The modal window has "Cancel" and "Save" buttons at the bottom.

26

Inserire le "Persone servite". Per questa metrica è previsto un limite massimo per le attività segnalate a livello di club. Passare il mouse sulla "i" per

The screenshot shows the same service project form as in the previous image, but with a tooltip displayed over the "People Served" field. The tooltip text reads: "Enter the number of people benefited by this service activity. A cap of 3000 is applied when reported to LCI." The "People Served" field now contains the value "200". The "Total Volunteers" field is empty. The background form shows the "Start Date" and "End Date" fields, both set to "9/15/2024". The "Title" field is "Example Club SA-052". The "Sponsor" field is "Example Club For Training". The "Cause" field is "Example Club For Training". The "Project Type" field is "Example Club For Training". The "Created By" field is "Example Thirty-One, 9/21/2024, 10:12 AM". The modal window has "Cancel" and "Save" buttons at the bottom.

27

Questo è un esempio di un progetto di attività di servizio. Il totale dei volontari è una metrica obbligatoria. Cliccare sul campo "Totale volontari"

Required Metrics

People Served ⓘ

Total Volunteers ⓘ

Non-Lions Participated ⓘ

Non-Lion Family Members Participated ⓘ

Total Volunteer Hours ⓘ

Optional Metrics

Currency

28

Cliccare sul campo "Partecipanti non-Lions".

Required Metrics

People Served ⓘ

Total Volunteers ⓘ

Non-Lions Participated ⓘ

Non-Lion Family Members Participated ⓘ

Total Volunteer Hours ⓘ

Optional Metrics

Currency

29 Cliccare sul campo "Partecipanti familiari non-Lions".

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 Questo è un esempio di un progetto di attività di servizio. Il totale delle ore di volontariato è una metrica obbligatoria. Cliccare sul campo "Totale ore di volontariato" per inserire il dato.

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.



Attenzione! È possibile inserire metriche opzionali per l'attività di servizio. Si noti che potrebbero esserci dei limiti alle metriche del club. Anche se questi dati possono essere acquisiti, quando l'attività passa su Insights le metriche modificate in base ai limiti.

31 Cliccare sul campo "Totale fondi raccolti".

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 Descrizione del tetto massimo per i fondi raccolti.

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 Descrizione del tetto massimo per i fondi donati.

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.



Attenzione! Se l'attività ha donato fondi, è necessario indicare l'organizzazione beneficiaria.

34 Cliccare sul campo "Organizzazione beneficiaria".

The screenshot shows a mobile application interface with a modal form titled "Additional Details". The form is overlaid on a background showing a service project record. The form fields include:

- USD - U.S. Dollar (dropdown menu)
- Total Funds Raised (250)
- Total Funds Donated (125)
- Total Funds Raised (USD) (0.00)
- Total Funds Donated (USD) (0.00)
- Donation to LCIF (checkbox)
- Organization Benefited (text field with a purple circle highlighting it)
- Trees Planted/Cared for (text field)

At the bottom of the form are "Cancel" and "Save" buttons.



Suggerimento! Questi sono altri dati opzionali che possono essere inseriti per l'attività di servizio,

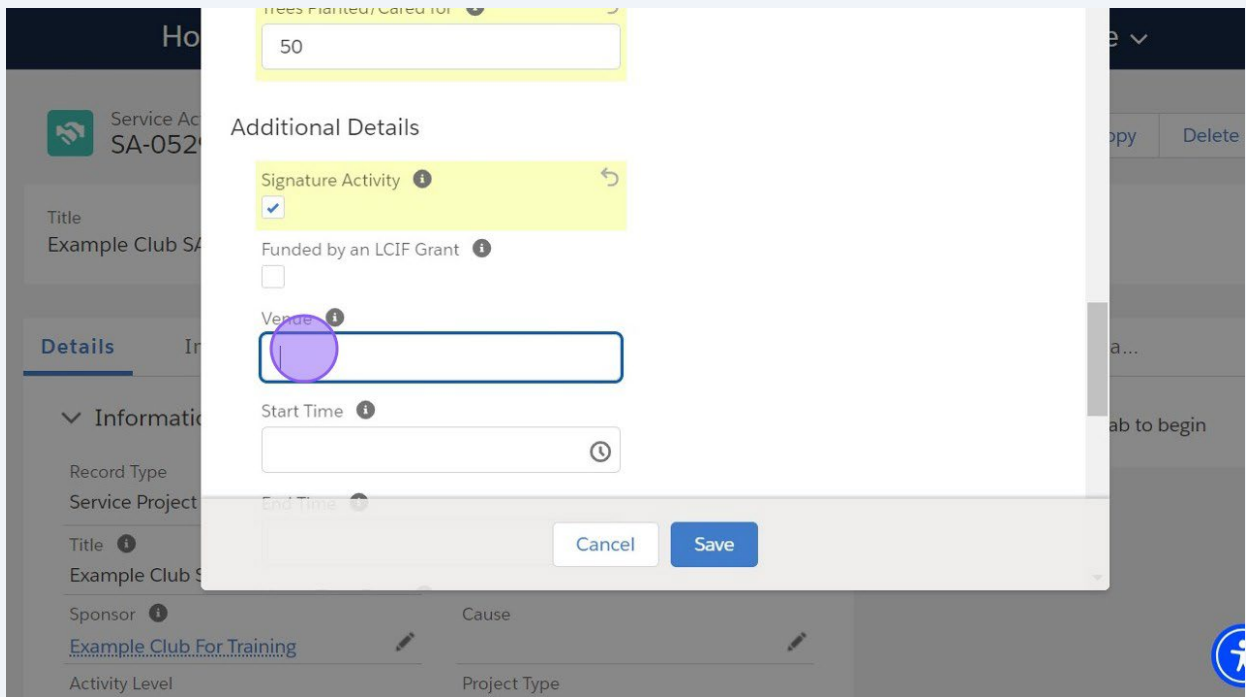
35 Opzionale! campo "Alberi piantati/curati".

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' and 'Start Time'. The 'End Time' field is partially visible at the bottom. 'Cancel' and 'Save' buttons are at the bottom right.

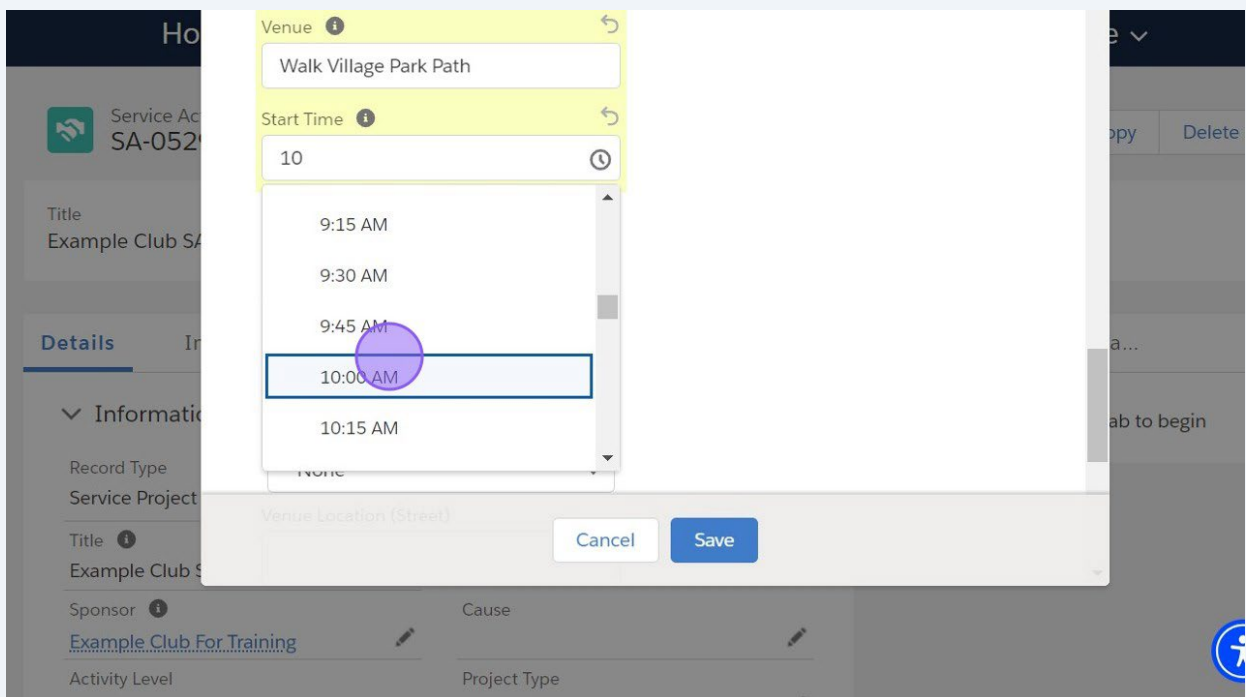
36 Opzionale! Cliccare sul campo "Attività distintiva".

The screenshot shows the 'Additional Details' form with the 'Trees Planted/Cared for' field containing the number '50'. The 'Signature Activity' checkbox is highlighted with a purple circle. The 'Venue' and 'Start Time' fields are empty. The 'End Time' field is partially visible at the bottom. 'Cancel' and 'Save' buttons are at the bottom right.

37 Opzionale! Cliccare sul campo "Sede".



38 Opzionale! Orario d'inizio



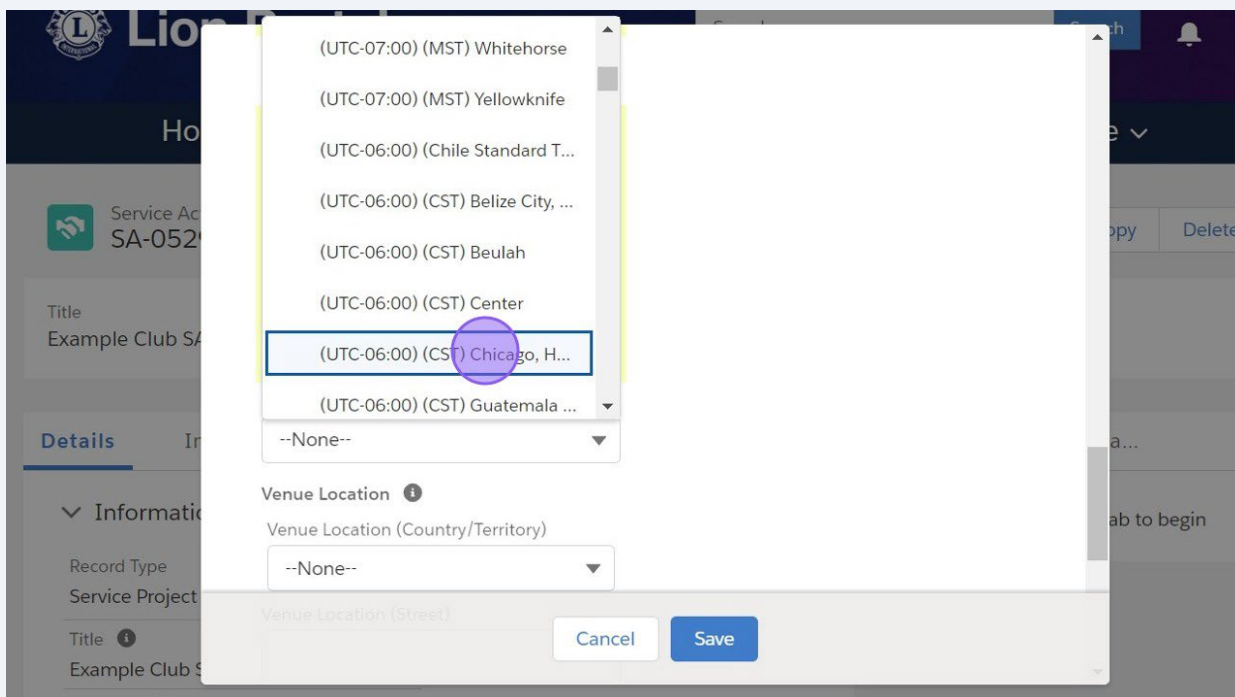
39 Opzionale! campo "Ora di conclusione".

The screenshot shows a mobile application interface for editing a service activity. The form is titled "Example Club SA-052" and includes fields for "Venue", "Start Time", and "End Time". 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.

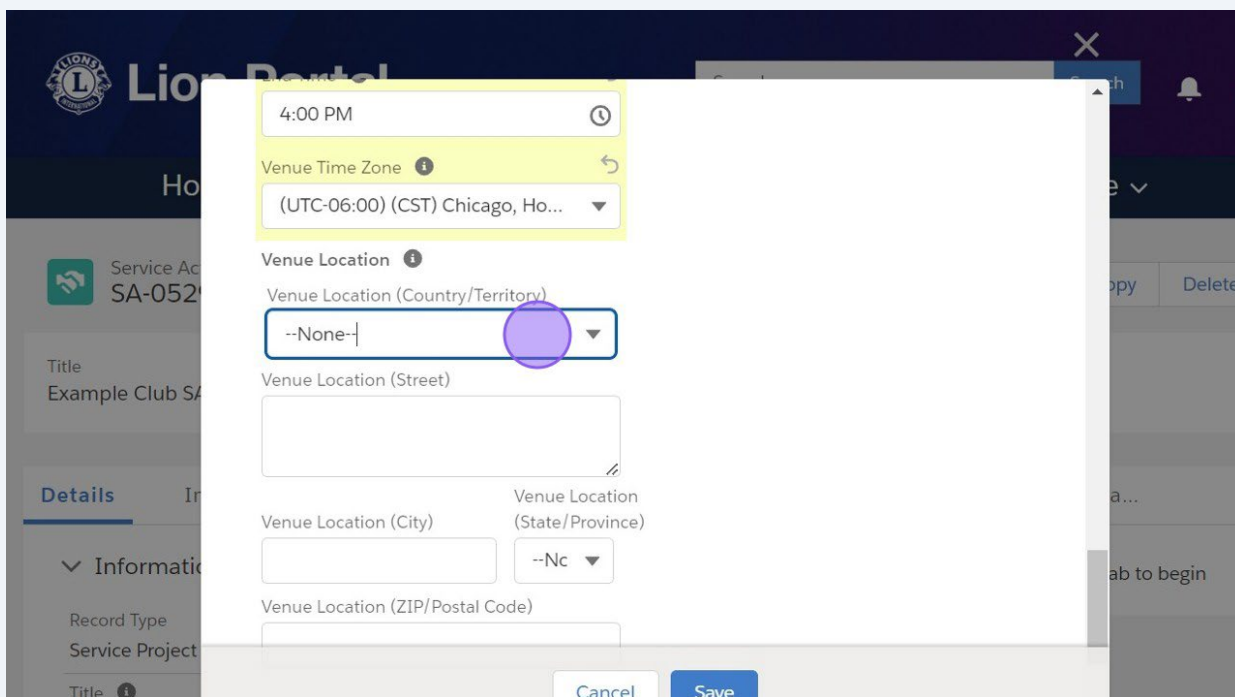
40 Opzionale! campo "Fuso orario".

The screenshot shows the same mobile application interface as in slide 39, but with the "Venue Time Zone" field highlighted. The "Venue Time Zone" dropdown menu is open, showing "--None--" as the selected option, which is circled in purple. A blue callout box with white text points to the dropdown, stating: "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--". A "Cancel" button and a "Save" button are located at the bottom of the form.

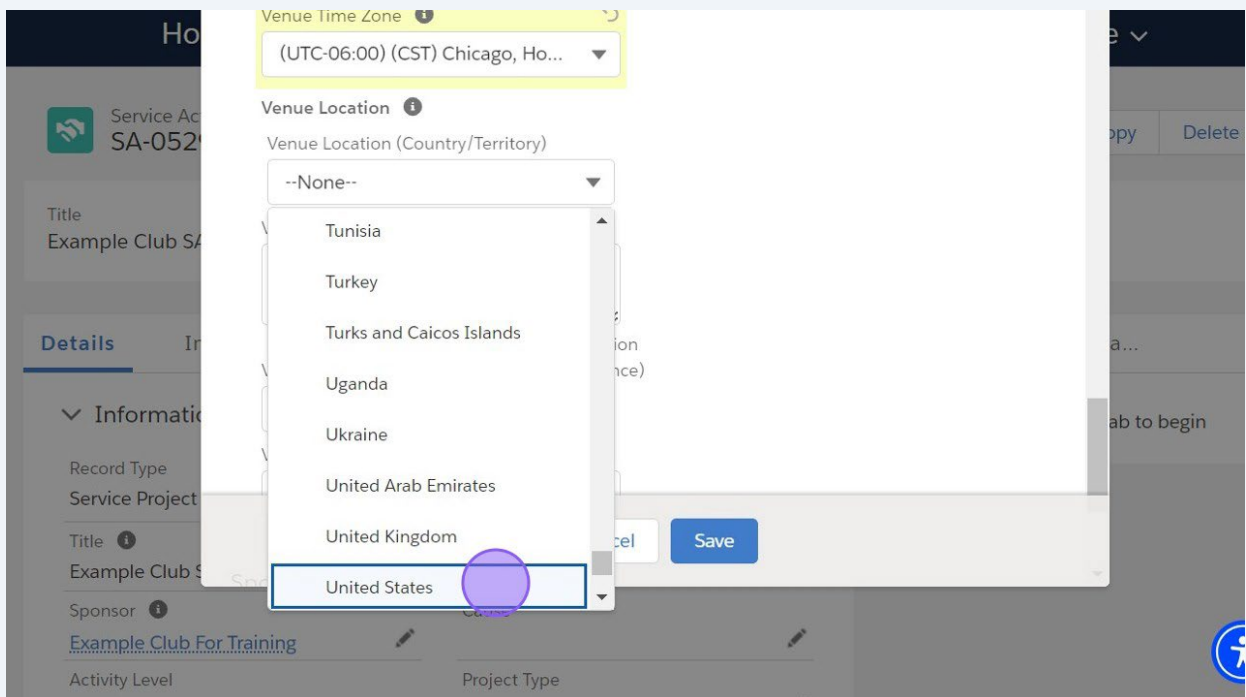
41 Selezionare dall'elenco. Scorrere e cliccare su "Fuso orario".



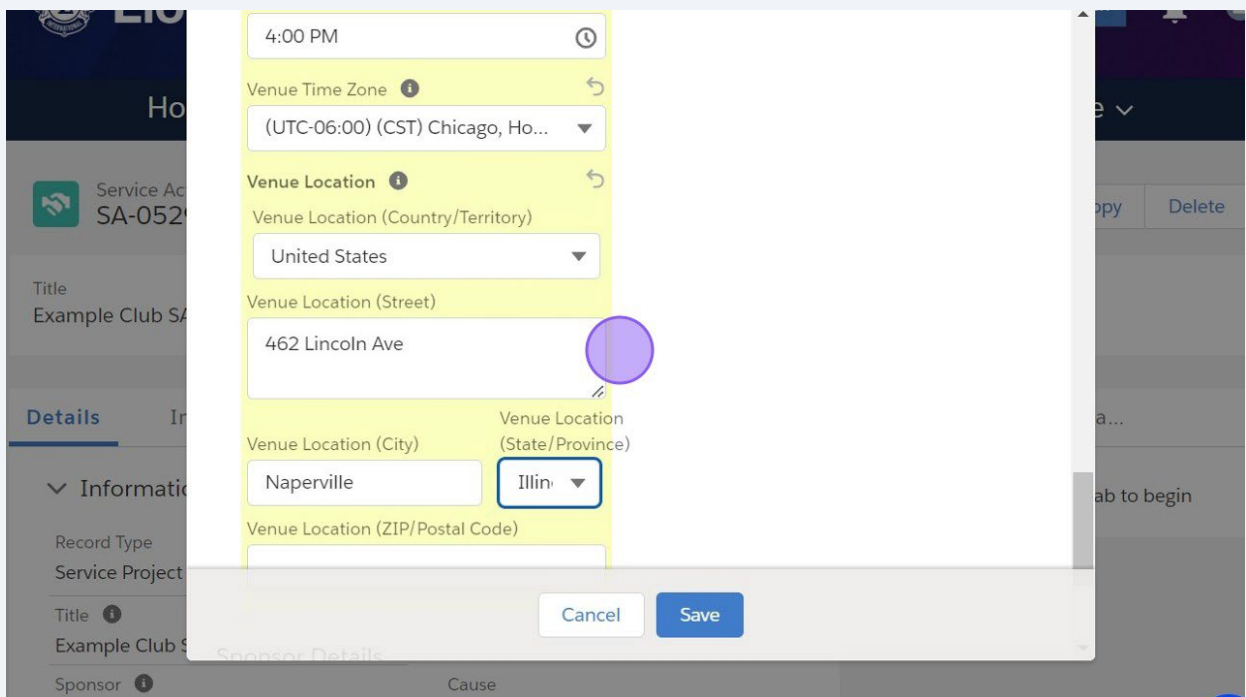
42 È possibile inserire i dettagli della sede.



43 Cliccare sul paese della sede dell'evento.



44 Opzionale! È possibile inserire i dettagli dell'indirizzo.



Salvataggio dei dati inseriti

45 Cliccare su "Salva".

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

Cancel Save

Segnalazione di un'attività completata

46 Questa attività soddisfa i requisiti per essere segnalata come completata.

Home Membership Service Learn More

Service Activity SA-05292418 Edit Copy Delete

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

Details Image Gallery

Information

Record Type Service Project

Title Example Club SA3 - Service Project

Sponsor Example Club For Training

Activity Level

Report Complete

Cause Environment

Project Type

Imag... Uploa...


Use the Upload Images tab to begin uploading images.

47

Questa attività soddisfa i requisiti per essere segnalata come completata.









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  | <input type="checkbox"/>  |
| Title  | Example Club SA3 - Service Project  | | |
| Sponsor  | Example Club For Training  | Cause | |
| | | Environment |  |
| Activity Level | | Project Type | |

Imag... Uploa...

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

48 Fare doppio clic qui.

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

| | |
|----------------|---------------|
| Details | Image Gallery |
|----------------|---------------|

Information

Record Type
Service Project Report Complete ⓘ

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 Cliccare sul campo "Segnalazione completata" per selezionare la casella.

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

| | |
|----------------|---------------|
| Details | Image Gallery |
|----------------|---------------|

* = Required Information

Information

Record Type
Service Project Report Complete ⓘ

* Title ⓘ
Example Club SA3 - Service Proje

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

* Cause
Environment

Activity Level
Project Type

Imag... Uploa...

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

Cancel Save

50 Cliccare su "Salva" per completare la segnalazione/trasmissione dati.

Title Example Club SA3 - Service Project 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 Report Complete *i* ↻

Service Project

* Title *i* Example Club SA3 - Service Proje

* Sponsor *i* Example Club For Training X * Cause Environment

Cancel Save *i*

Activity Level Project Type

51 Cliccare su "Annulla" per annullare la segnalazione

Title Example Club SA3 - Service Project 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 Report Complete *i* ↻

Service Project

* Title *i* Example Club SA3 - Service Proje

* Sponsor *i* Example Club For Training X * Cause Environment

Cancel Save *i*

Activity Level Project Type

Ricapitolazione e visualizzazione delle attività di servizio

52 Per tornare alla "Pagina del Club", cliccare sul link al Club come indicato

The screenshot shows a web interface for a service project. On the left, under the 'Details' tab, there is an 'Information' section with the following fields: Record Type (Service Project), Title (Example Club SA3 - Service P...), Sponsor (Example Club For Training), Activity Level (Lions Club), Status (Ready to Report), and Start Date (9/15/2024). A modal dialog box is open in the center, titled 'Report Complete', with a close button (X) in the top right corner. The dialog contains several input fields and a text area. Below the dialog, there is a text description: 'Our Club partnered with the village to plant 50 young trees on the lake walking path'. At the bottom, it says 'Created By Example.Thirty:One, 9/21/2024, 10:12 AM'. On the right side of the page, there is an 'Image Gallery' section with 'Imag...' and 'Uploa...' tabs. A message says 'Use the Upload Images tab to begin uploading images.'.

53 Cliccare su "Attività di servizio del club".

The screenshot shows a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below the navigation bar, there is an 'Account' section for 'Example Club For Training' with a '+ Follow' button. A table displays club 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 Service Activities' tab is selected and circled in purple. The details include: Account Name (Example Club For Training), Parent Account (District 1 J), Region or Zone (SE Zone 1), Lion ID (200158), Type (Lions Club), Active Member Count (56), Club Specialty (Cultural), and Club Sub-Specialty. On the right side, there are two buttons: 'Manage Club Officers' and 'Manage Cub Club Leader'.

54 Cliccare su "Visualizza tutte le attività di servizio".

United States

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

Service Activities (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 La larghezza delle colonne può essere regolata per facilitare la visualizzazione. Cliccare e trascinare come mostrato di seguito.

Lion Portal

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... |

Segnalare un'attività completata dalla scheda Attività del servizio di club

56


Scorrere l'elenco per visualizzare l'elenco delle attività. Selezionare l'attività da segnalare cliccando sul link all'attività di servizio.

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



57 L'attività di servizio viene aperta. Fare doppio clic sull'icona della matita per modificare l'attività.


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 

Title Example Club SA3 - Service Project 

Sponsor Example Club For Training Cause Environment 

58 Cliccare sul campo "Segnalazione completata" per selezionare la casella.

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 

* Title 

Example Club SA3 - Service

59 Cliccare su "Salva" per completare l'azione.

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: Report Complete [Info] [Refresh]

Service Project:

* Title: Example Club SA3 - Service Project

[Cancel] [Save]

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

60 La visualizzazione dei dettagli viene chiusa e si ritorna all'elenco Attività di servizio. L'attività è ora indicata come completata.

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... |

61 Per tornare alla pagina dei Dettagli del club, cliccare sul link del club.

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 Per tornare alla pagina di destinazione, cliccare su "Home".

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

63 Si conclude così la guida rapida "Attività di servizio - Guida rapida con istruzioni dettagliate"

