

本指南全面概述建立和提報服務活動，特別是募款和社區服務方案的服務活動。其中詳細介紹基本資料欄位、負責提報的角色，以及有效使用 **Lion Portal** 的逐步說明。透過遵循本指南，使用者能有效地管理服務方案，確保準確收集和提報所有必要的指標，促進分會內部的問責性和透明度。



提示！本快速指南顯示建立和報告服務活動，以及可收集和報告的所有潛在資料欄位。

此服務活動是一項屬於「服務方案」類型的活動，活動募集資金並將部分資金捐贈給地方的社區組織，「募集資金」和「捐贈資金」的指標也提報於報告中。



注意！所有服務活動必須具備：

- 志業
- 方案類型
- 敘述
- 開始日期
- 結束日期

活動類型的其他指標：

- 服務方案：
 - 義工總人數
 - 義工總時數
 - 受益人數
- 募款
 - 總計募款的金額
- 捐款
 - 捐款總額
 - 受益組織
- 會議：



注意！雖然任何分會會員都可建立和更新服務活動，但只有特定職位的人員才能將服務活動報告設為「完成」。

分會級的人員為：

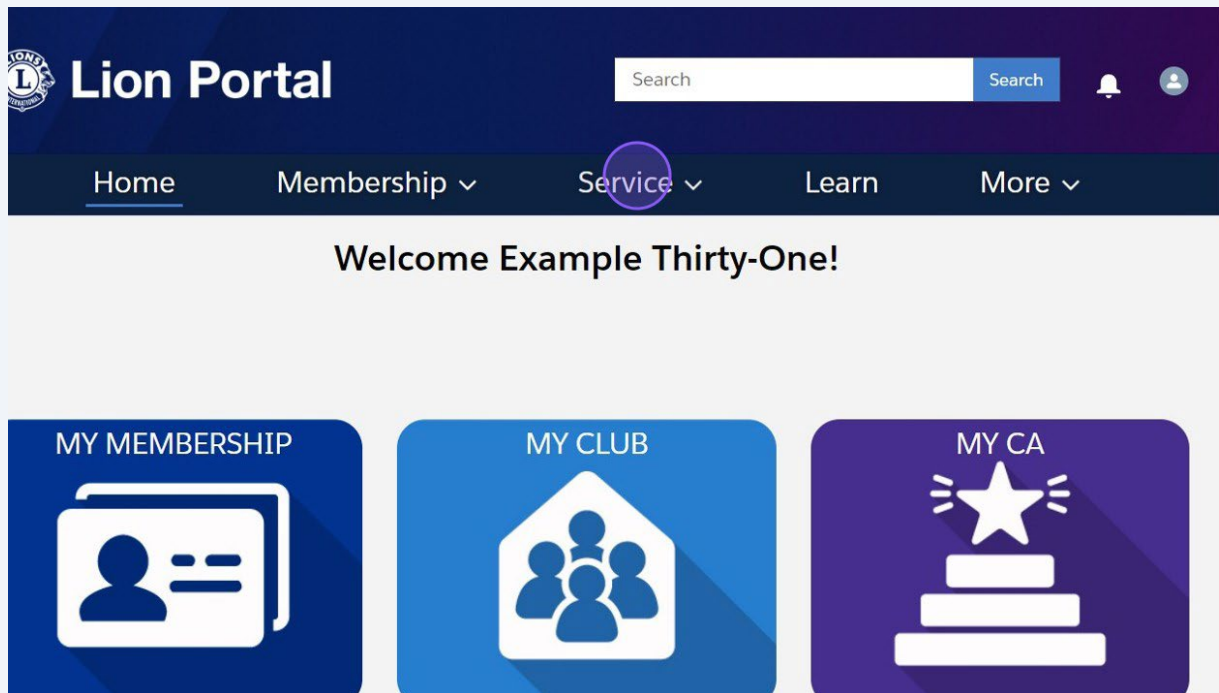
- 會長
- 秘書
- 服務主席
- 分會行政人員

區/複合區的人員（代表分會提報）

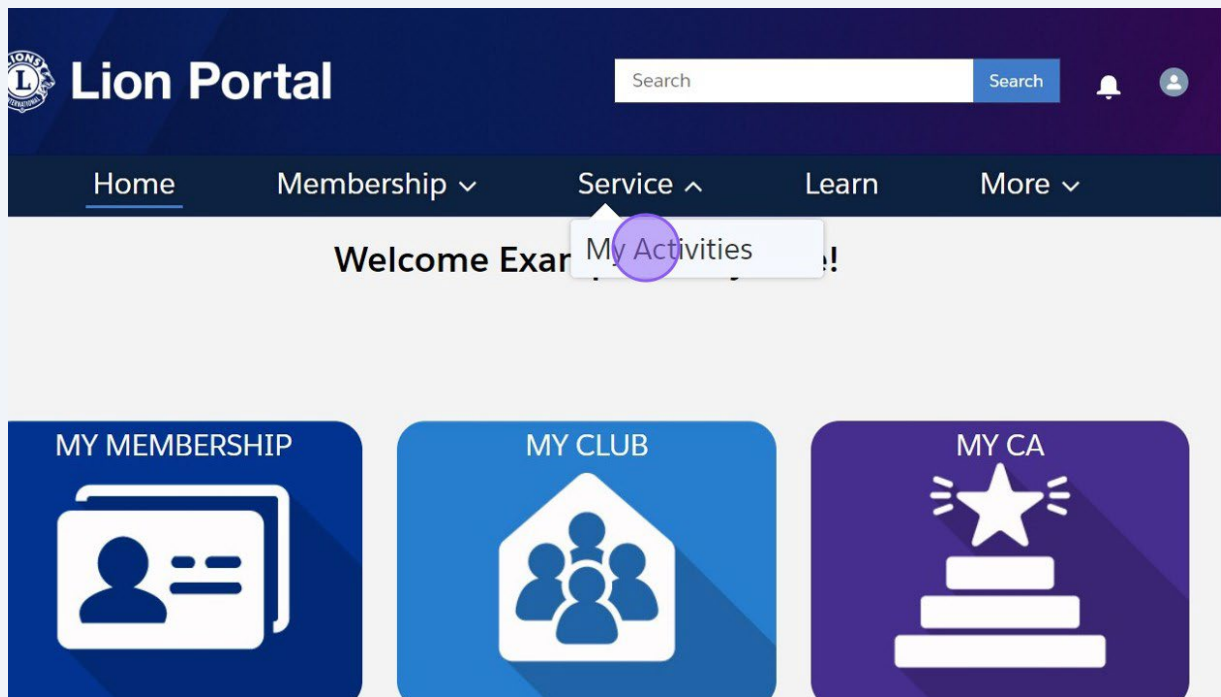
- 總監
- 內閣秘書長
- 區/複合區行政人員

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

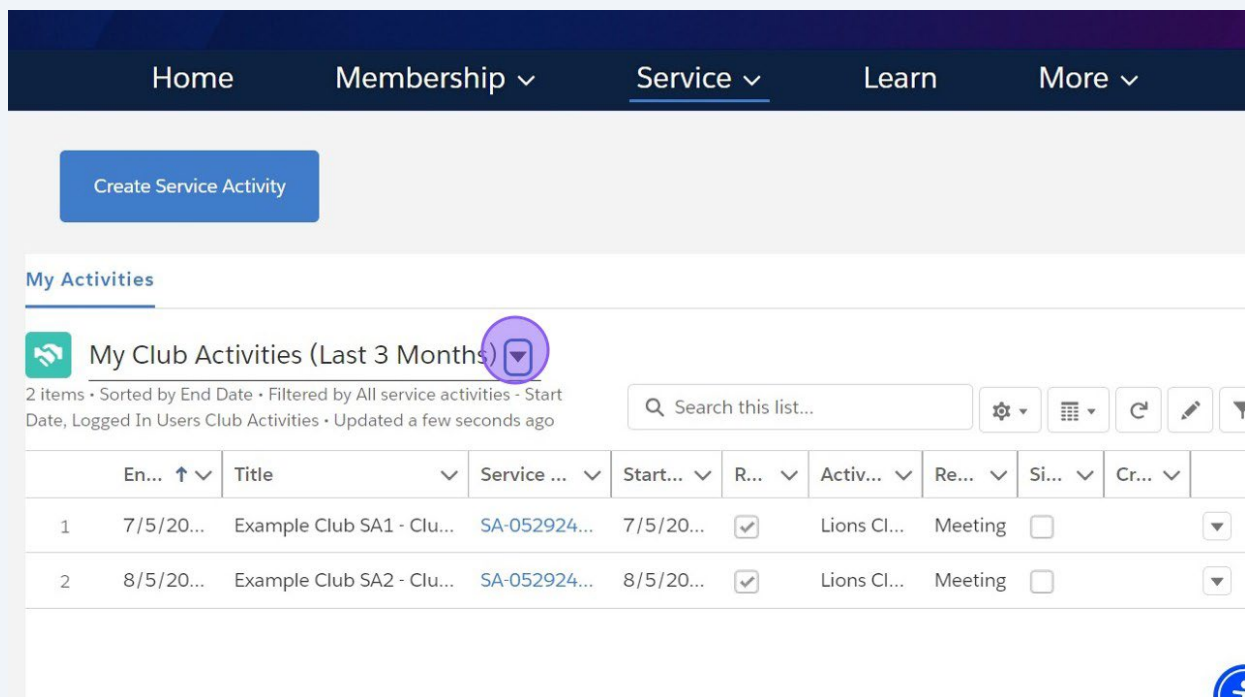
2 點選「服務」



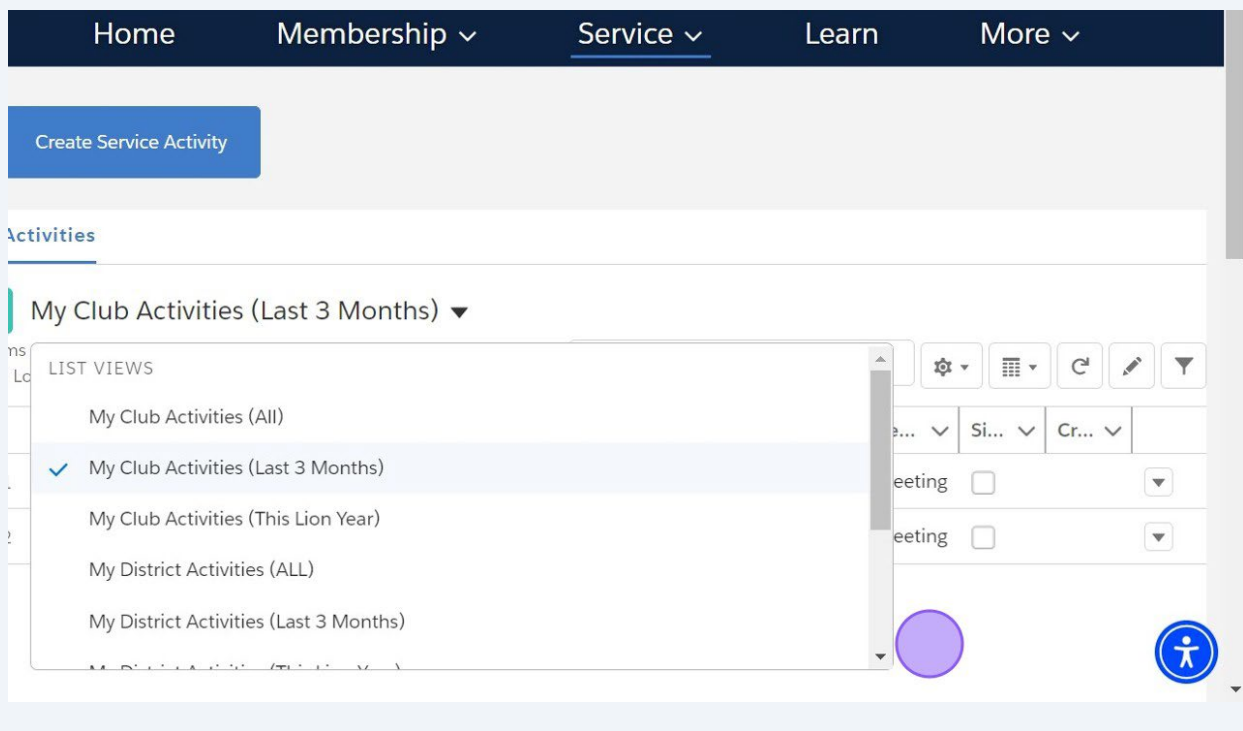
3 點選「我的活動」



4 分會活動（過去3個月）為預設清單，其他清單選項請點選「選擇清單檢視：服務活動」



5 此處顯示其他檢視選項，點選下拉式選單可變更檢視。



建立服務活動



提示！任何分會會員都可建立服務活動並輸入資料和指標，輸入的活動可隨時進行儲存，並可在之後再編輯和添加更多詳細資訊。

6 點選「建立服務活動」

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...	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>
2	8/5/20...	Example Club SA2 - Clu...	SA-052924...	8/5/20...	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>

7 此處顯示您可以建立服務活動的單位，點選單選按鈕來選擇單位，然後點選「下一步」。

Home Create Service Activity More

Create Service Activity

Activities

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

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 輸入服務活動的名稱點選下拉式選單選擇活動類型。

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 List Refresh Edit Filter

Si... ▾ Cr... ▾

Help

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 點選「下一步」

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...

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

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

Settings List Refresh Edit Filter

Si... ▾ Cr... ▾

Help

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

編輯活動

10 新的服務活動已建立，網頁顯示新建的活動。

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 "Service Activity SA-05292418" and a purple circular icon. The card includes buttons for Edit, Copy, and Delete. Below the card, a table displays the activity details:

Title	Sponsor	Status
Example Club SA3 - Service Project	Example Club For Training	Draft

Below the table, there are tabs for "Details" and "Image Gallery". The "Details" tab is active, showing an "Information" section with a "Record Type" of "Service Project" and a "Report Complete" checkbox. A "Title" field is also visible. To the right, there is a "Upload Images" section with a message: "Use the Upload Images tab to begin uploading images."

i 提示！隨著時間的推移，活動的「狀態」將根據活動的「開始日期：」而改變。

- 草稿 - 尚未輸入開始日期
- 已計劃 - 開始日期晚於今天的日期
- 現可提報 - 開始日期等於或小於今天的日期
- 已報告 - 該活動已標記為「提報完成」

! 注意！在活動的結束日期為今天或過去的日期、且活動類型所需的資料皆已提報之前，無法將活動提報為「提報完成」的狀態。

11 新活動的「狀態」為「草稿」

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. Below the navigation, the page displays details for a Service Activity with ID SA-05292418. The activity name is "Example Club SA3 - Service Project" and the sponsor is "Example Club For Training". The status is "Draft", which is highlighted with a purple circle. There are buttons for Edit, Copy, and Delete. Below the activity 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), Title (Example Club SA3 - Service Project), Report Complete (checkbox), and Created By (Example Thirty-One, 9/21/2024, 10:12 AM). A purple circle highlights the "Draft" status in the top right corner of the activity details section.

12 滾動查看完整的活動詳細資訊。

The screenshot shows a scrollable view of the activity details. The "Example Club For Training" link is at the top. Below it, there are several fields: Activity Level, Lions Club, Status (Draft), Start Date, End Date, Project Type, Description, and Created By (Example Thirty-One, 9/21/2024, 10:12 AM). A purple circle highlights the "Draft" status. Below these fields, there is a "Required Metrics" section with fields for People Served, Total Volunteers, Non-Lions Participated, and Non-Lion Family Members Participated. A vertical scrollbar is visible on the right side of the page, and a purple circle highlights the scroll bar.



提示！編輯活動有兩種方式：

- 行內 - 現有頁面變成編輯模式
- 彈出表單 - 在編輯模式下開啟一個新的彈出窗口



提示！若欲進行行內編輯，請遵循下列步驟

13

欲開始行內編輯此活動，請點選欄位旁的鉛筆圖示

The screenshot displays the 'Lion Portal' interface. At the top, there is a search bar and navigation links for Home, Membership, Service, Learn, and More. Below the navigation, the page title is 'Service Activity SA-05292418'. There are three buttons: 'Edit', 'Copy', and 'Delete'. The main content area shows details for a 'Service Project' with a 'Sponsor' of 'Example Club For Training' and a 'Status' of 'Draft'. A purple circular icon with a pencil is visible next to the status. On the left, 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). On the right, there are tabs for 'Image Gallery' and 'Upload Images', with a message: 'Use the Upload Images tab to begin uploading images.'

14 現在可編輯該資料欄位。繼續新增資料並滾動表單

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-- ▼

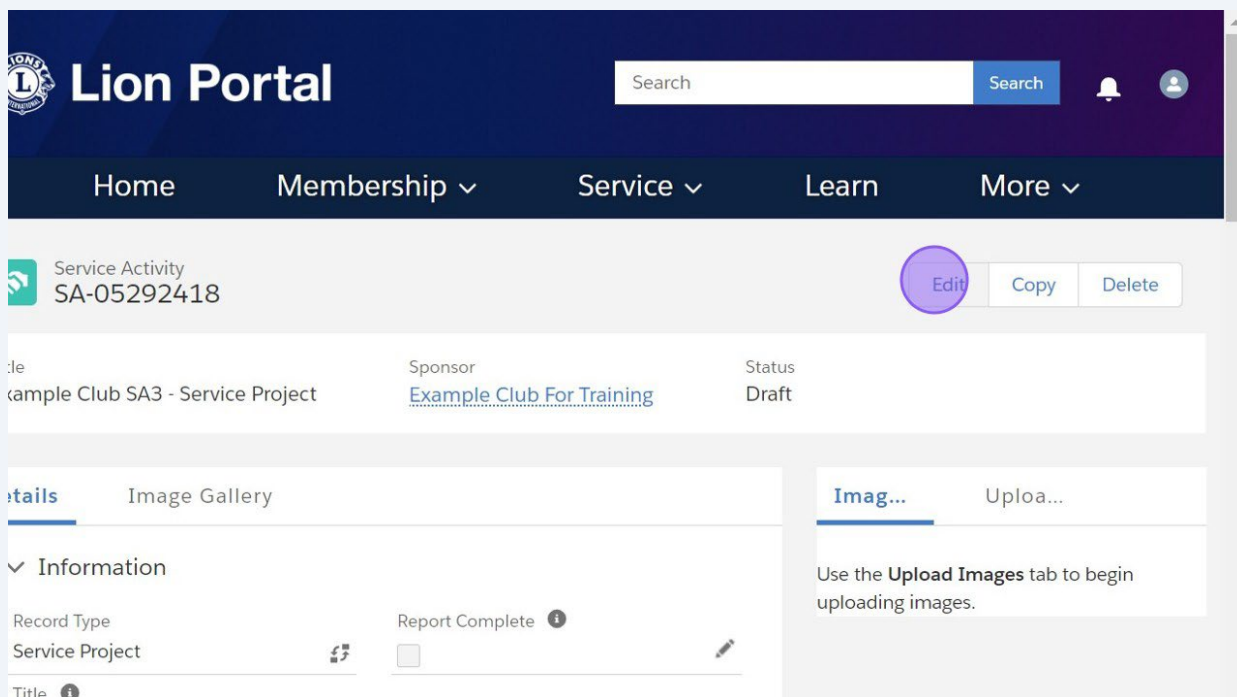
[View all dependencies](#)

Activity Level Project Type

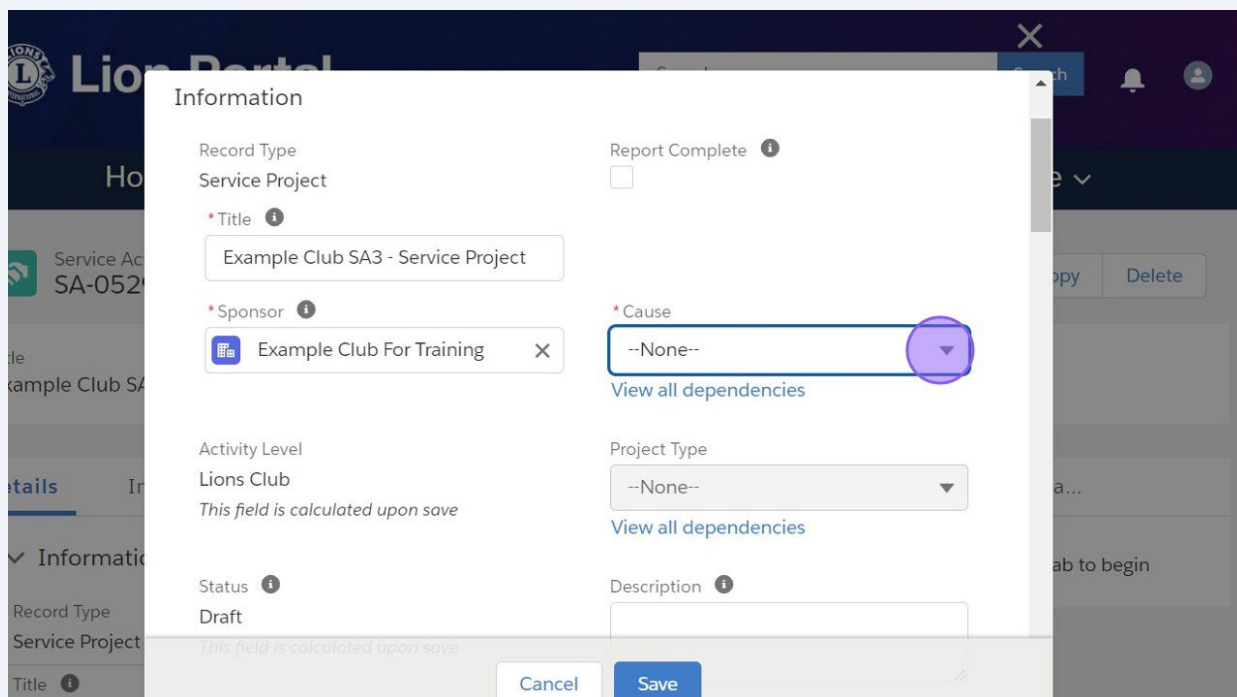
Use the **Upload Images** tab to begin uploading images.

i 提示！若欲使用彈出表單進行編輯，請遵循下列步驟

15 點選右上角的「編輯」按鈕



1 打開彈出表單，繼續新增資料並滾動彈出表單。



輸入服務活動資料欄位的詳細範例

17 點選「志業」

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--
--None--
Childhood Cancer
Diabetes
Disaster Relief
Environment
Other Humanitarian Service
Hunger
Vision

Cancel

18 點選開啟「方案類型」下拉式選單

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

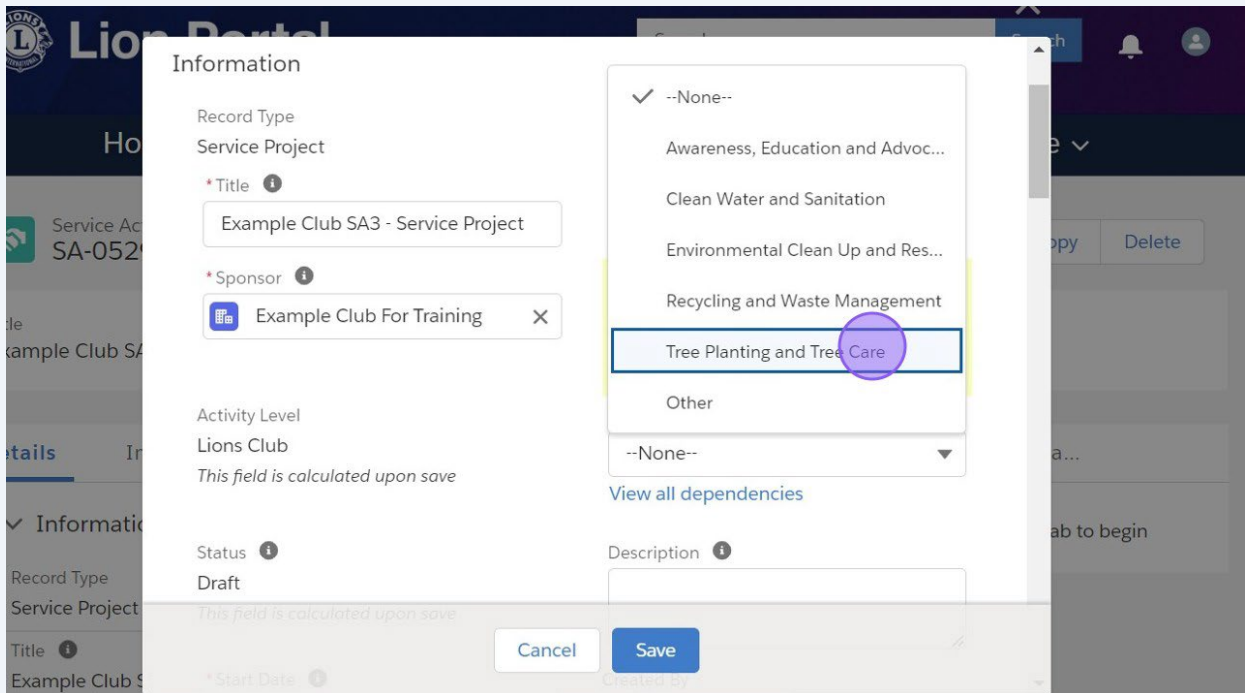
*Cause
Environment
[View all dependencies](#)

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

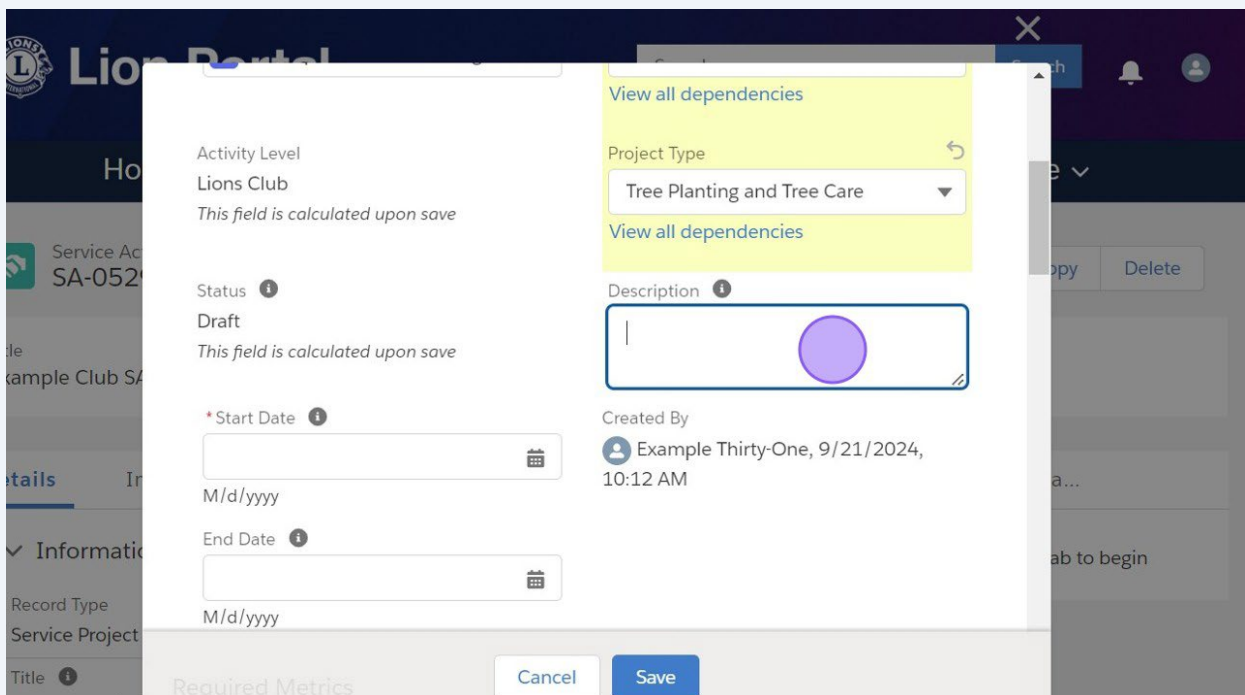
Description

Cancel Save

19 「方案類型」清單是根據先前選擇的「志業」而顯示



2 點選「敘述」欄位新增活動說明，需要提供敘述才能完成報告。



21 輸入敘述

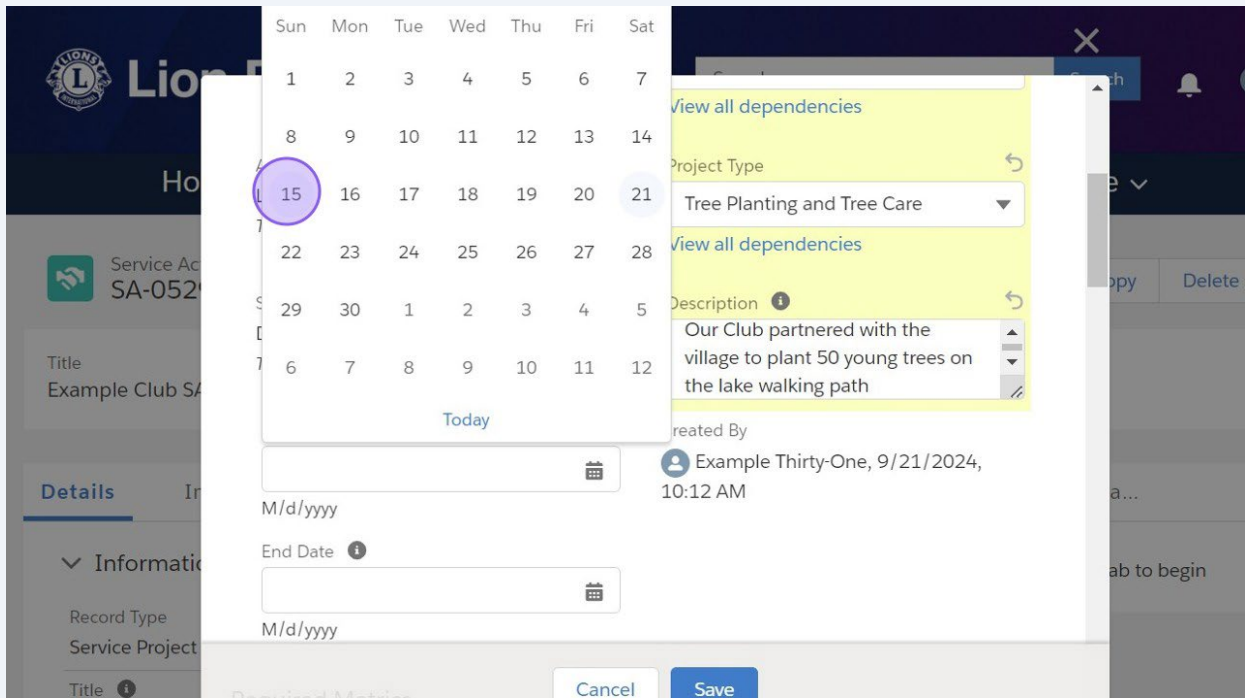
22 點選「*開始日期」欄位

The screenshot shows a mobile application interface for project management. A modal window is open over a form. The modal contains the following fields:

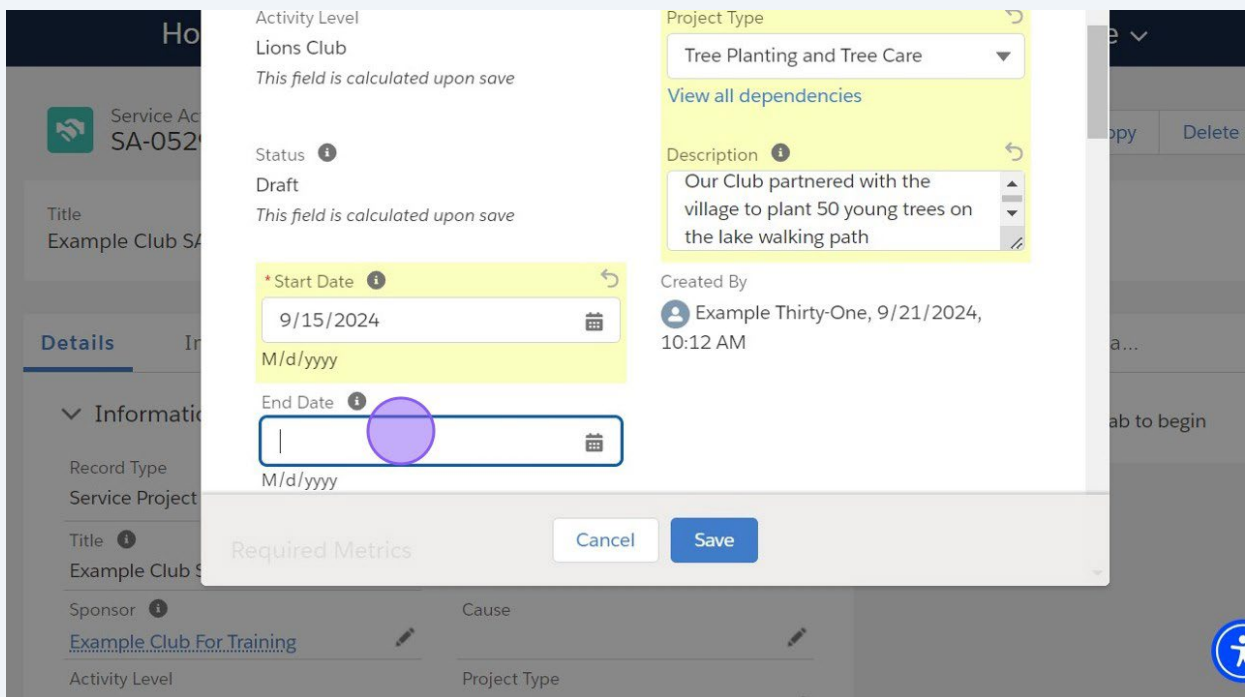
- Activity Level:** LIONS CLUB
This field is calculated upon save
- Status:** Draft
This field is calculated upon save
- * Start Date:** A date input field with a calendar icon. A purple circle highlights the input area. The format is M/d/yyyy.
- End Date:** A date input field with a calendar icon. The format is M/d/yyyy.
- Project Type:** A dropdown menu with the selected value "Tree Planting and Tree Care". Below it is a link "View all dependencies".
- 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 form shows a sidebar with "Details" and "Information" sections, and a main content area with fields like "Title", "Sponsor", and "Cause".

23 可從日曆中選擇日期



24 也可在欄位中輸入日期



2

此範例為一項服務活動方案，服務人數是一項必填的指標。點選「受益的人數」欄位以輸入資料。

The screenshot shows a mobile application interface for a service activity. The 'Required Metrics' section is visible, with the 'People Served' field highlighted by a purple circle. The 'End Date' field is also highlighted with a yellow box and contains the date '9/15/2024'. The 'Created By' field shows 'Example Thirty-One, 9/21/2024, 10:12 AM'. The background shows the activity details, including the title 'Example Club SA-052' and the sponsor 'Example Club For Training'.

2

輸入「受益人數」，在分會層級報告的活動，這項指標有上限，將游標懸在 i 上可查看幫助說明。

The screenshot shows the same mobile application interface, but now the 'People Served' field contains the value '200'. A blue tooltip box is overlaid on the 'i' icon next to the field, providing instructions: 'Enter the number of people benefited by this service activity. A cap of 3000 is applied when reported to LCI.' The 'End Date' field is still highlighted with a yellow box and contains '9/15/2024'. The 'Created By' field shows 'Example Thirty-One, 9/21/2024, 10:12 AM'. The background shows the activity details, including the title 'Example Club SA-052' and the sponsor 'Example Club For Training'.

2

此範例為一項服務活動方案，義工總人數是必填的指標，點選「義工總人數」欄位輸入資料。

Required Metrics

People Served ⓘ

Total Volunteers ⓘ

Non-Lions Participated ⓘ

Non-Lion Family Members Participated ⓘ

Total Volunteer Hours ⓘ

Optional Metrics

Currency

28

點選「非獅友參與了活動」欄位

Required Metrics

People Served ⓘ

Total Volunteers ⓘ

Non-Lions Participated ⓘ

Non-Lion Family Members Participated ⓘ

Total Volunteer Hours ⓘ

Optional Metrics

Currency

29 點選「非獅友家庭成員參與了活動」欄位。

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 此範例為一項服務活動方案，義工總時數是必填的指標，點選「義工總時數」欄位輸入資料。

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.



注意！可輸入非必要的服務活動指標，請注意，分會指標可能設有上限。雖然指標數值可在此輸入，但當活動轉移到 **Insights**（洞察）時，指標將受到上限值限制。

31 點選「總募款金額」欄位

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

Service Ac SA-052

Title Example Club SA

Details In

Information

Record Type

Service Project

Title ⓘ
Example Club S

Sponsor ⓘ
Example Club For Training

Activity Level

Cause

Project Type

32 募集資金上限說明

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 捐款資金上限說明

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.



注意！若活動捐贈了資金，則需註明受益單位。

34 點選「受益組織」欄位

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 for "Example Club S...". The form contains the following fields:

- Total Funds Raised**: Input field with value "250".
- Total Funds Donated**: Input field with value "125".
- Total Funds Raised (USD)**: Input field with value "0.00".
- Total Funds Donated (USD)**: Input field with value "0.00".
- Donation to LCIF**: A checkbox that is currently unchecked.
- Organization Benefited**: An input field with a purple circle highlighting it, indicating it is the focus of the instruction.
- Trees Planted/Cared for**: An empty input field.

At the bottom of the modal, there are "Cancel" and "Save" buttons. The background record shows details such as "Service Project SA-052...", "Title Example Club S...", and "Sponsor Example Club For Training".



提示！這些是可輸入的其他非必要服務活動資料

35 非必要！「種植/護養的樹木」欄位

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 非必要！點選「代表性活動」欄位

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 visible below. 'Cancel' and 'Save' buttons are at the bottom right.

37 非必要！點選「場地」欄位

Trees Planted/Cared for
50

Additional Details

Signature Activity

Funded by an LCIF Grant

Venue

Start Time

End Time

Cancel Save

Service Account SA-052

Title Example Club SA

Details Information

Record Type Service Project

Title Example Club S

Sponsor Cause Example Club For Training

Activity Level Project Type

38 非必要！開始時間

Venue Walk Village Park Path

Start Time 10

9:15 AM

9:30 AM

9:45 AM

10:00 AM

10:15 AM

Cancel Save

Service Account SA-052

Title Example Club SA

Details Information

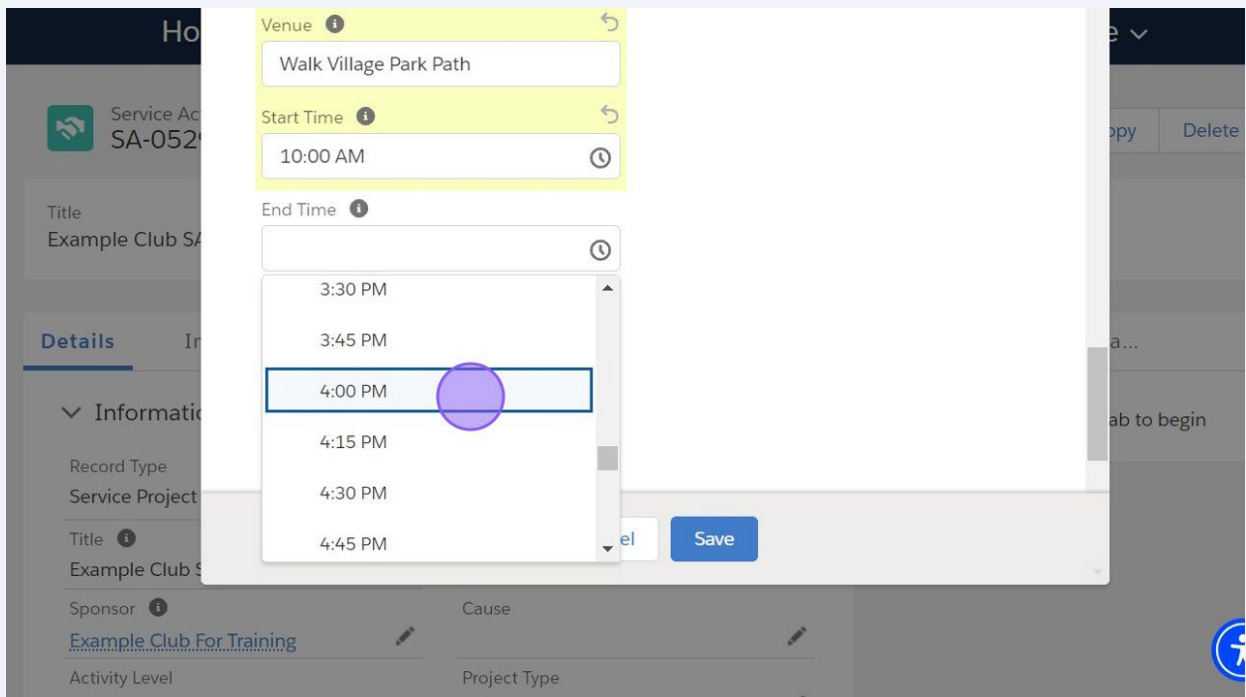
Record Type Service Project

Title Example Club S

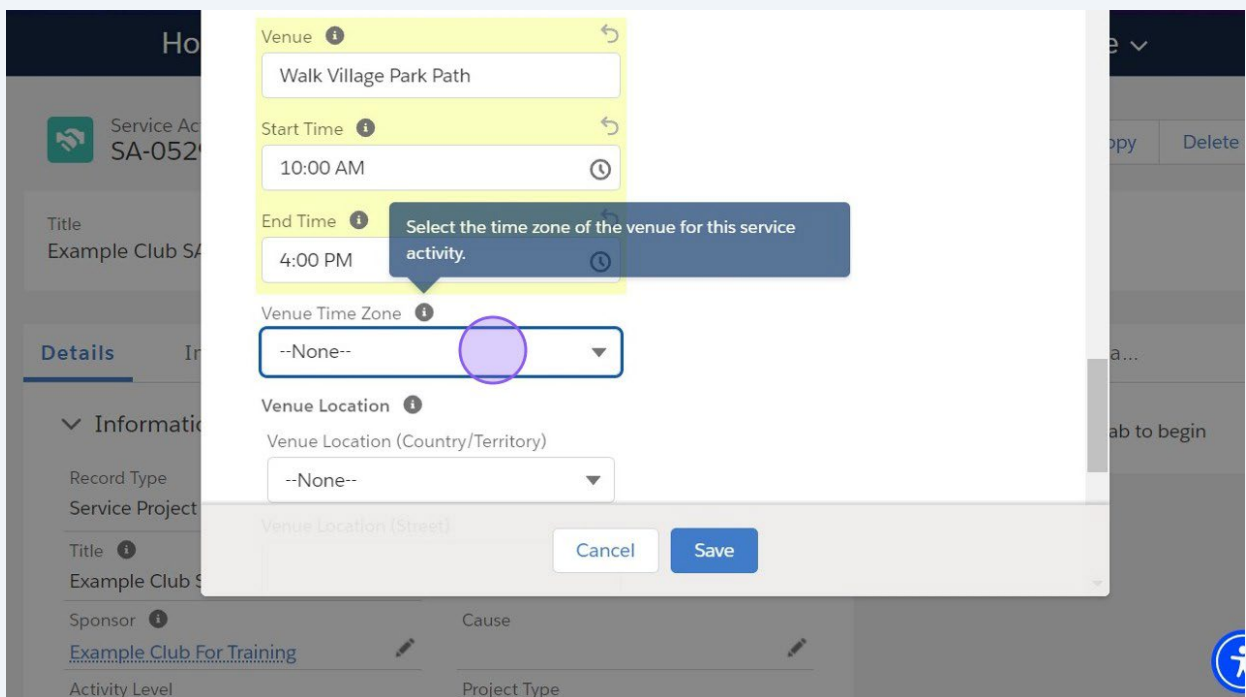
Sponsor Cause Example Club For Training

Activity Level Project Type

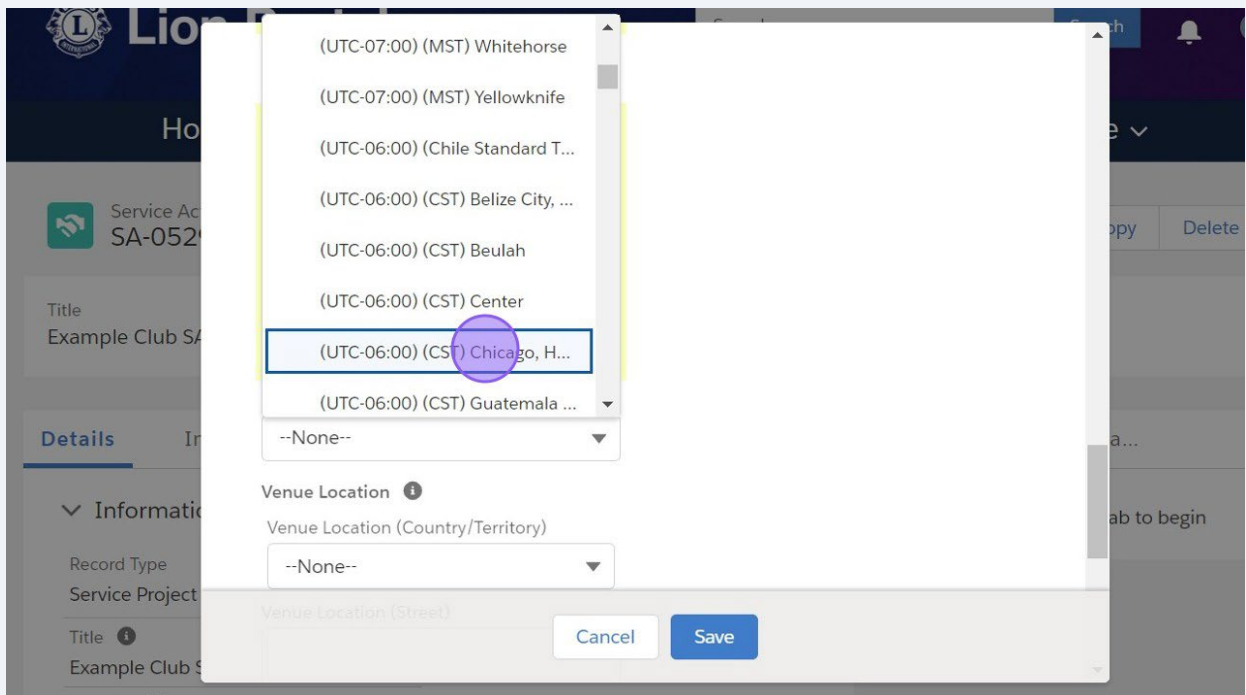
39 非必要！「結束時間」欄位



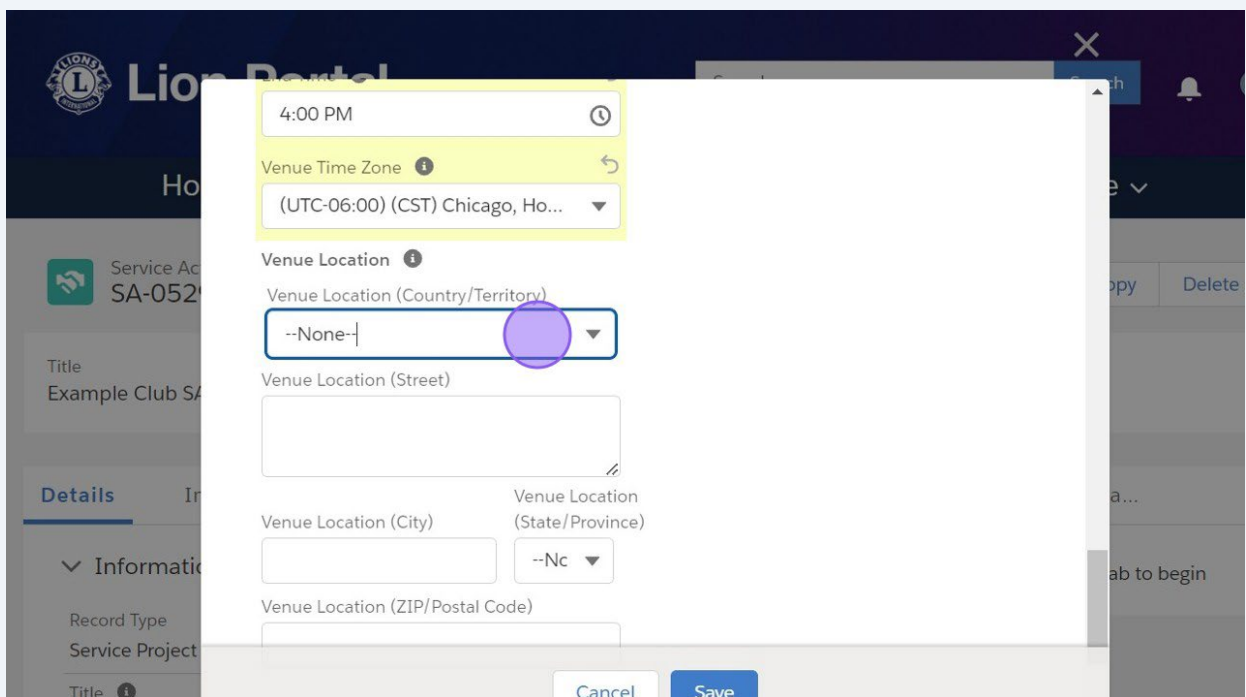
40 非必要！「場地時區」欄位



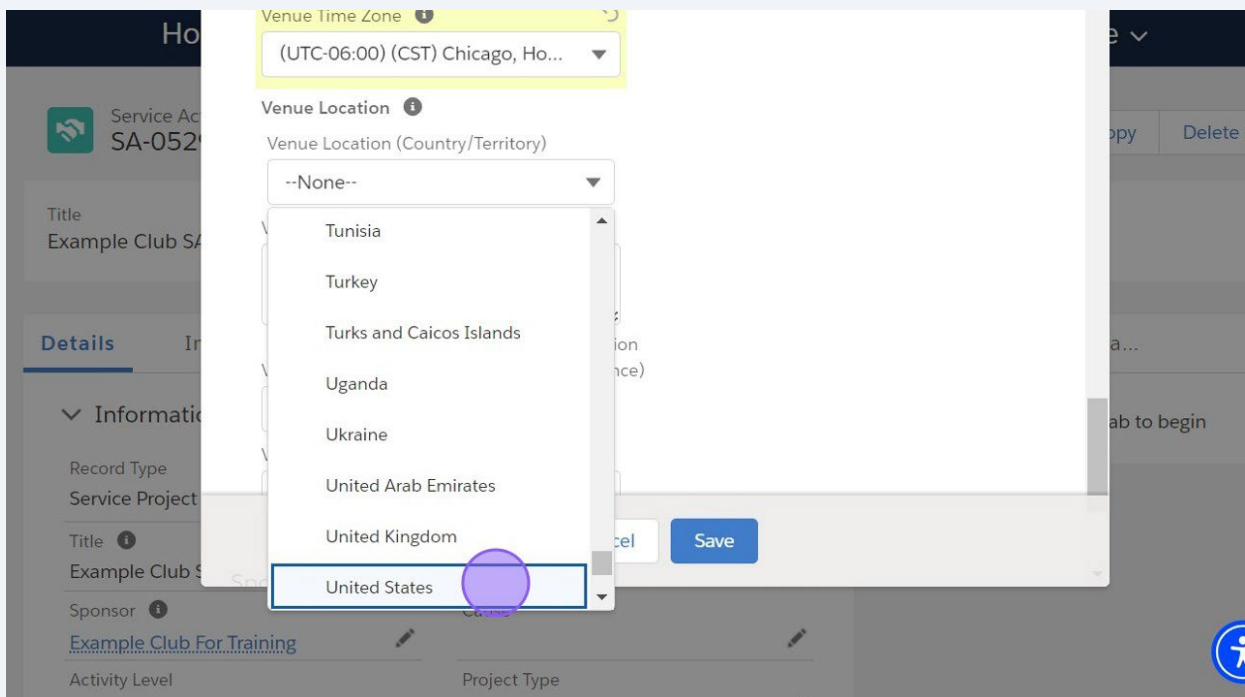
41 從下拉式選單中選擇，滾動並點選「時區」。



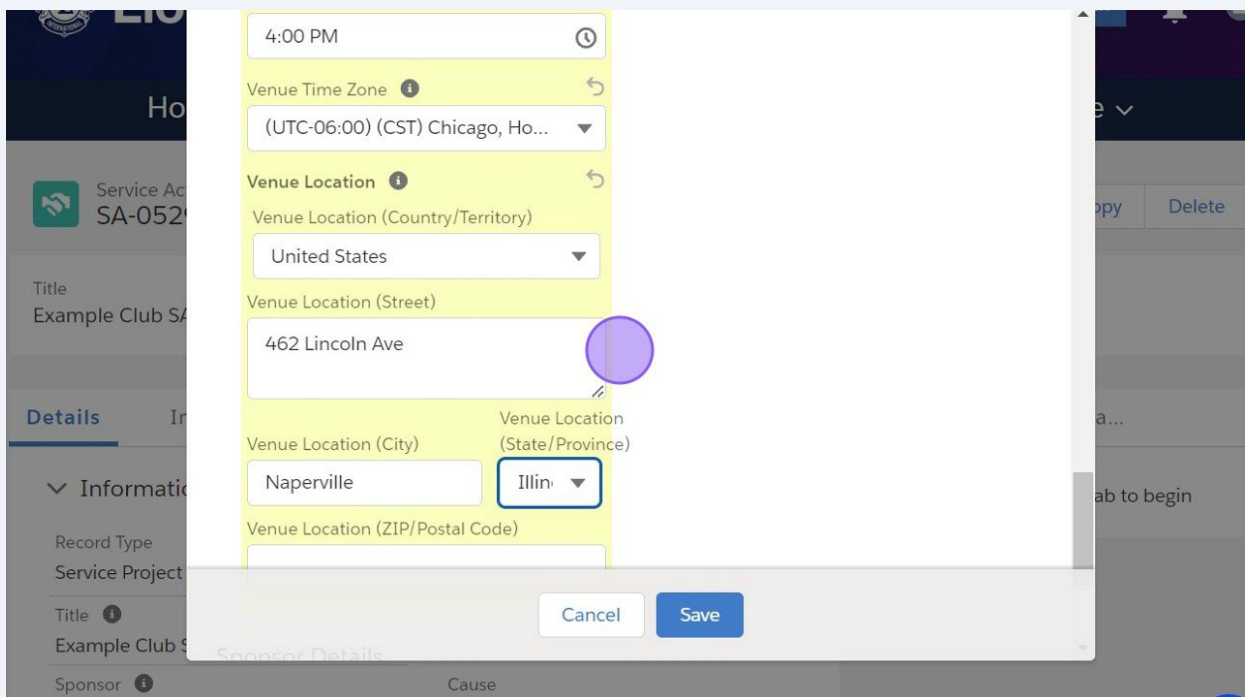
42 可以輸入場地位置的詳細資訊



43 點選場地所在的國家



44 非必要！可輸入詳細地址



儲存輸入的資料

45 點選「儲存」

The screenshot displays a web form with a modal window open. The modal window has a yellow highlight around the venue location fields. The fields are:

- Venue Location (City): Naperville
- Venue Location (State/Province): Illinois (dropdown menu)
- Venue Location (ZIP/Postal Code): 60540

Below the venue location fields is a section titled "Sponsor Details" with the following information:

- Sponsor CA: U.S. and Affiliates, Bermuda and Bahamas
- Sponsor District: District 1 J
- Sponsor MD: Multiple District 1

At the bottom of the modal window, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a purple circle.

完成提報活動

46 此活動的提報符合所有要求，可提報為完成。

The screenshot shows a web application interface for a Service Activity report. At the top, there is a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below the navigation bar, the page title is 'Service Activity SA-05292418'. There are three buttons: 'Edit', 'Copy', and 'Delete'. The main content area shows the following details:

- Title: Example Club SA3 - Service Project
- Sponsor: [Example Club For Training](#)
- Status: Ready to Report

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

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	

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

47 此活動的提報符合所有要求，可提報為完成。

The screenshot shows a web application interface for a Service Activity report. At the top, there is a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below the navigation bar, the page title is 'Service Activity SA-05292418'. There are three buttons: 'Edit', 'Copy', and 'Delete'. The main content area shows the following details:

- Title: Example Club SA3 - Service Project
- Sponsor: [Example Club For Training](#)
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Below the details, there are two tabs: 'Details' and 'Image Gallery'. The 'Details' tab is active, showing an 'Information' section with the following fields:

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	

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

48 雙擊此處。

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

Details	Image Gallery	Imag...	Uploa...
----------------	---------------	----------------	----------

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

Information

Record Type	Report Complete <i>i</i>
Service Project	<input type="checkbox"/>

Title *i*

Example Club SA3 - Service Project *e*

Sponsor *i*

[Example Club For Training](#) *e*

Cause

Environment *e*

Activity Level

Lions Club

Project Type

Tree Planting and Tree Care *e*

Status *i*

Ready to Report

Description *i*

Our Club partnered with the village to plant 50 young trees on *e*

49 勾取該方格點選「提報完成」

Title	Sponsor	Status
Example Club SA3 - Service Project	Example Club For Training	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>i</i>
Service Project	<input type="checkbox"/>

* Title *i*

Example Club SA3 - Service Proje

* Sponsor *i*

Example Club For Training *x*

* Cause

Environment *v*

Cancel Save

50 點選「儲存」即可完成提報

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

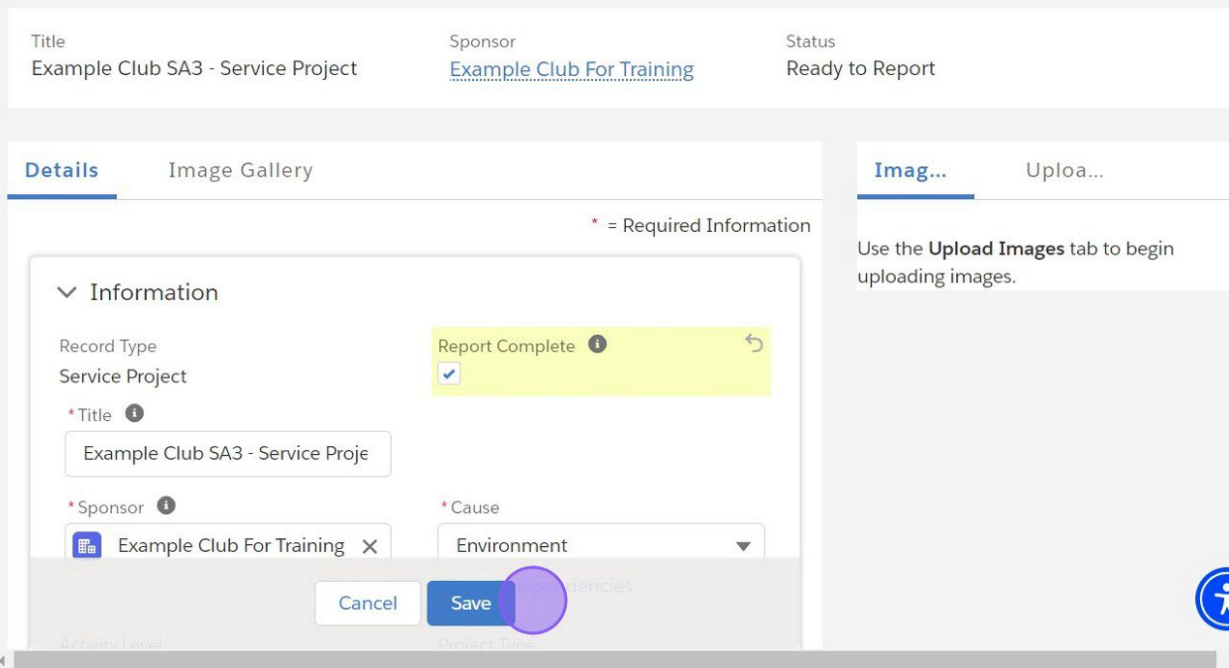
* Title Example Club SA3 - Service Proje

* Sponsor Example Club For Training X

* Cause Environment

Cancel Save

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



51 點選「取消」以取消完成提報

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

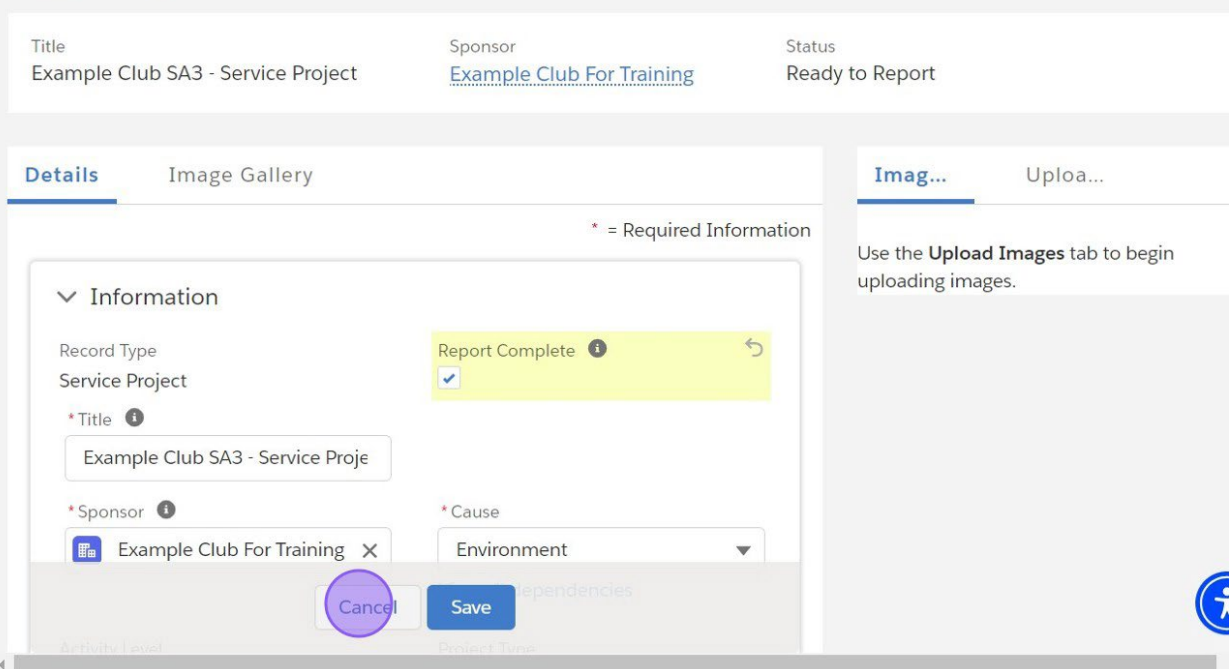
* Title Example Club SA3 - Service Proje

* Sponsor Example Club For Training X

* Cause Environment

Cancel Save

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



回顧並查看服務活動

52 欲返回「分會頁面」，請點選圖示中的分會連結。

The screenshot shows a web interface with two main sections. The left section is titled 'Details' and has a sub-tab 'Image Gallery'. Under 'Information', the following details are listed: Record Type: Service Project; Title: Example Club SA3 - Service P; Sponsor: Example Club For Training (circled in purple); Activity Level: Lions Club; Status: Ready to Report; Start Date: 9/15/2024. The right section is titled 'Imag...' and has a sub-tab 'Uploa...'. It contains a message: 'Use the Upload Images tab to begin uploading images.' A modal window is open over the report content, showing a title bar 'Report Complete' and a close button 'X'. The modal content includes a description: 'Our Club partnered with the village to plant 50 young trees on the lake walking path' and 'Created By: Example.Thirty.One, 9/21/2024, 10:12 AM'.

53 點選「分會服務活動」

The screenshot shows a web interface with a dark blue navigation bar containing 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below the navigation bar 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 is a navigation bar with tabs: 'Club Details', 'Data Export', 'Club Statements', 'Club Service Activities' (circled in purple), and 'More'. The 'Club Service Activities' tab is active, showing a list of details: 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; Club Sub-Specialty. To the right, there are two blue buttons: 'Manage Club Officers' and 'Manage Cub Club Leader'.

54 點選「查看所有服務活動」

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 可以調整列寬以便於檢視，如下所示點選和拖曳。

Lion Portal 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...

從分會服務活動標籤頁提報活動已完成

5

滾動清單查看活動清單，點選服務活動的連結，選擇要報告的活動。

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 服務活動已開啟，雙擊鉛筆圖示進行編輯。

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.

Information

Record Type Service Project Report Complete

Title Example Club SA3 - Service Project

Sponsor Example Club For Training Cause Environment

58 勾取該方格點選「提報完成」

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 Service Project Report Complete

Example Club SA3 - Service Project Cancel Save

59 點選「儲存」，以完成動作。

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

Service Project

Example Club SA3 - Service

Cancel Save

6 詳細資訊檢視頁面現已關閉，並返回服務活動清單，活動狀態顯示提報已完成。

Home Membership Service Learn More

Accounts > Example Club For Training

Service Activities

Items · Updated a few seconds ago

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 欲返回分會細節頁面，請點選分會的連結

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 欲返回登陸頁面，請點選「首頁」

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

Member ... | Club Acti...

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

Manage Club Officers

63 「服務活動 - 完整流程」快速指南到此結束

