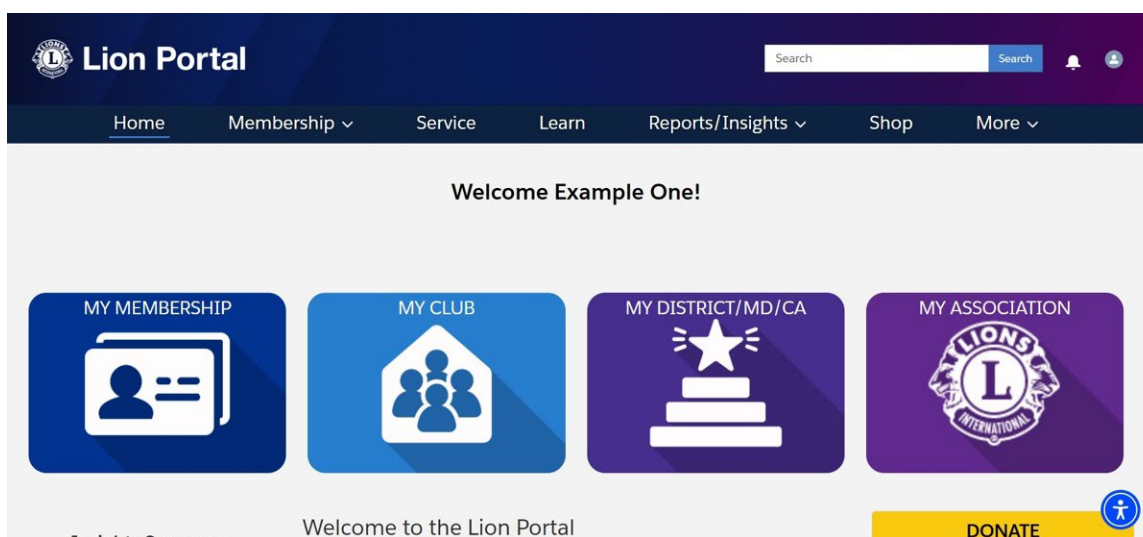


简介 - 本指南全面介绍了在 Lion Portal（狮子会门户网站）上建立和报告服务活动的增强功能。通过遵循所述步骤，使用者可依照概述的步骤，有效地设定服务活动，确保输入所有必需的数据，并成功地向 LCI 报告活动，从而深入了解他们的贡献。此外，本指南还针对指标上限进行说明，并提供管理和上传图片的提示，使其成为希望优化其服务报告流程的狮友和青少狮会的重要资源。

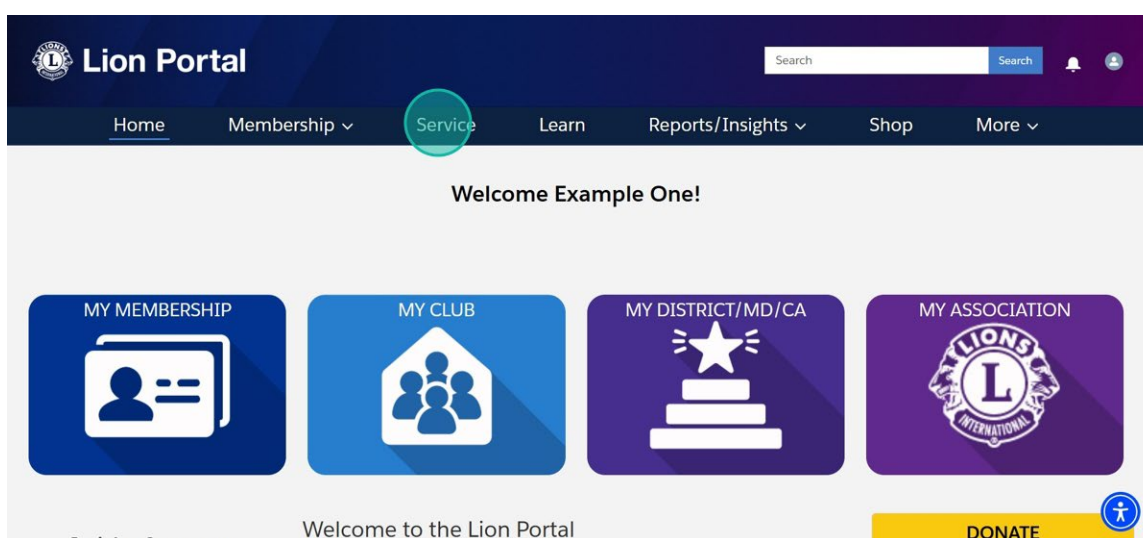
登入并导航至服务

1. 登入 Lion Portal：<https://lionsinternational.my.site.com/>

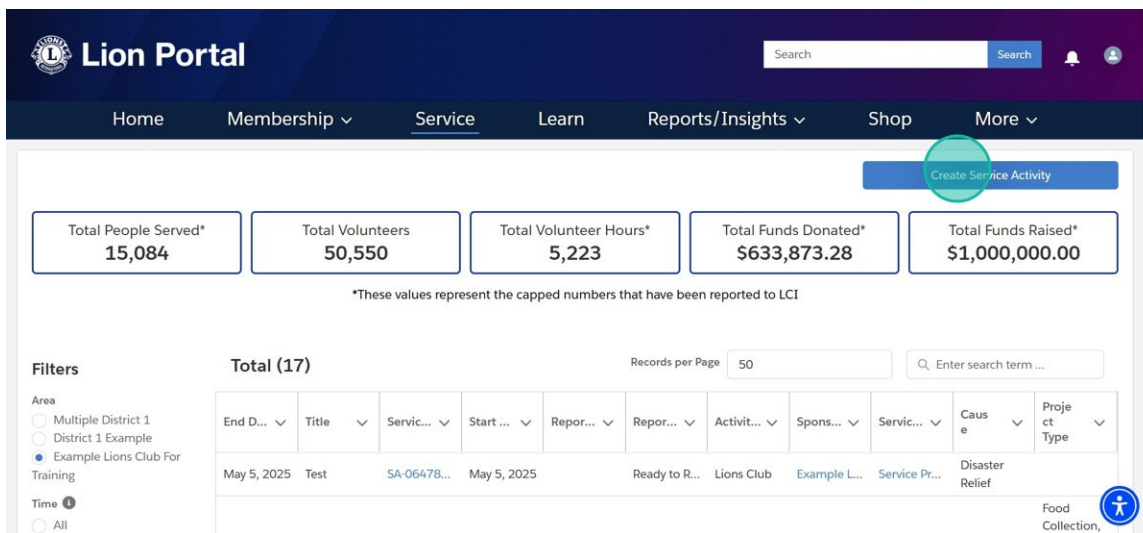


增强的“创建”和“报告”功能演示

2. 点选“服务”

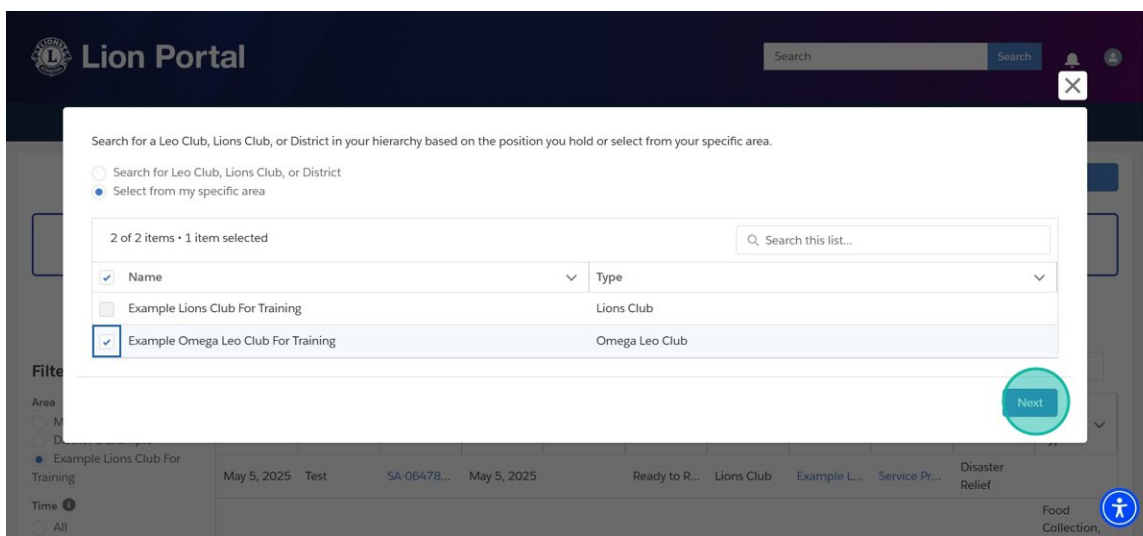


3. 点选“建立服务活动”

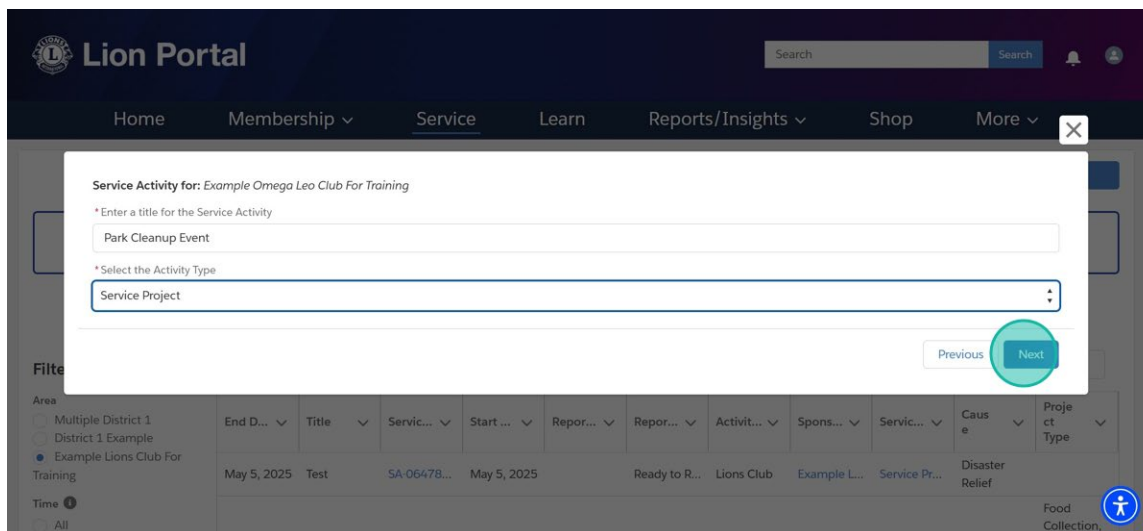


建立服务活动

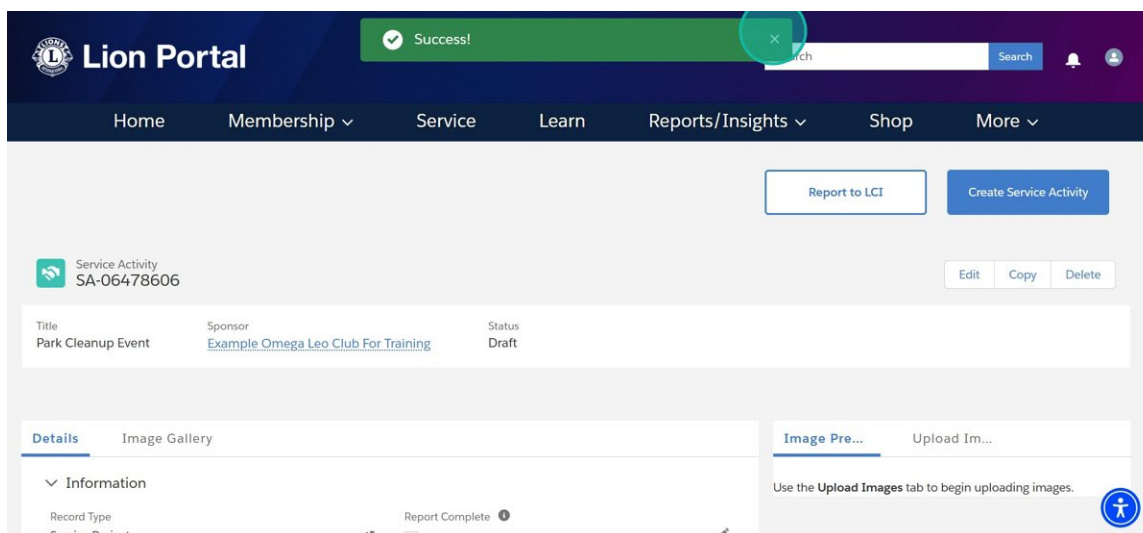
4. 选择活动辅导者，并点选“下一步”



5. 输入活动的标题并选择活动类型，然后点选“下一步”



6. 会显示成功讯息，您的活动已建立。点选 X 关闭该讯息。



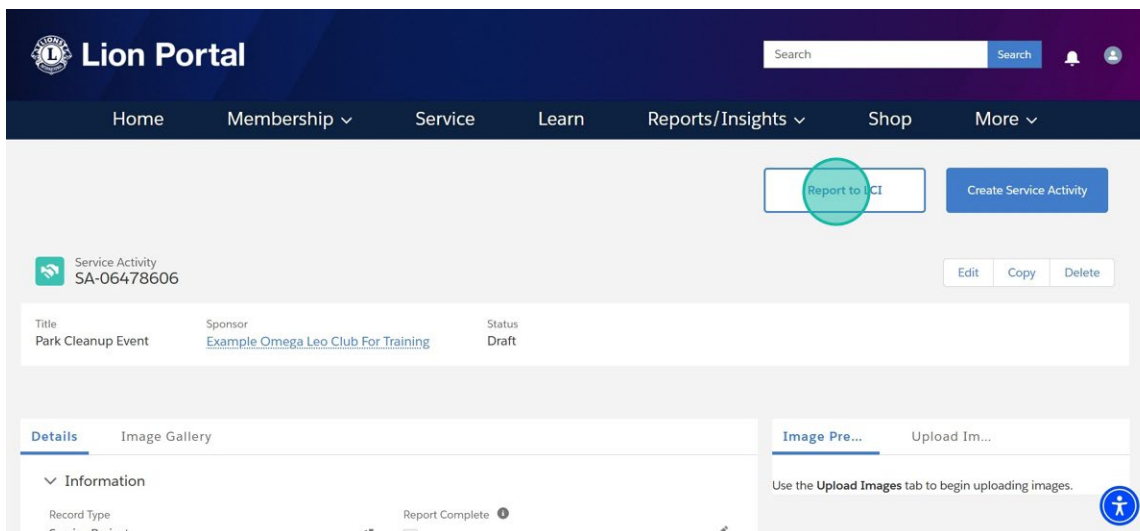
增强的报告完成的服务活动

已改进！有一个新的按钮“报告给 LCI”，点选此按钮时，会验证是否已经输入所有必需的数据。

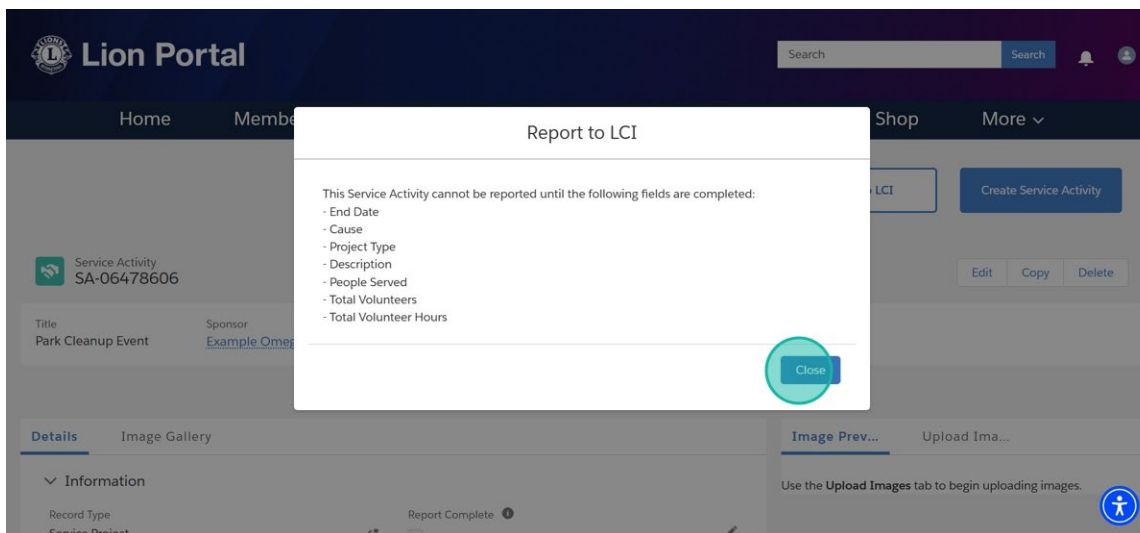
- 如果所有数据都已完成，此动作会为您勾选“报告完成”选框，并将活动推送至 Insights 仪表板。
- 如果有任何遗漏的数据，将会弹出一个讯息框，指出遗漏的数据。编辑活动以输入遗漏的数据并保存。

以下步骤说明这个增强的工作流程。

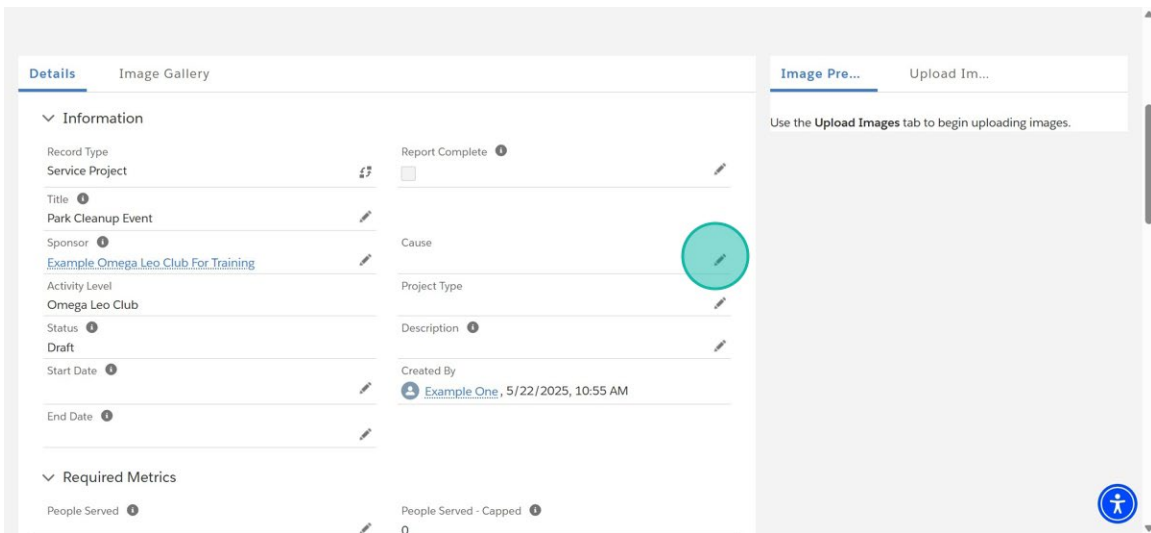
7. 这是一个新建立的活动，“缺少”许多所需的数据。点选“报告给 LCI”，查看接下来会发生什么。



8. 弹出窗口会告诉您需要哪些数据才能“报告完成”。点选“关闭”以关闭弹出窗口。

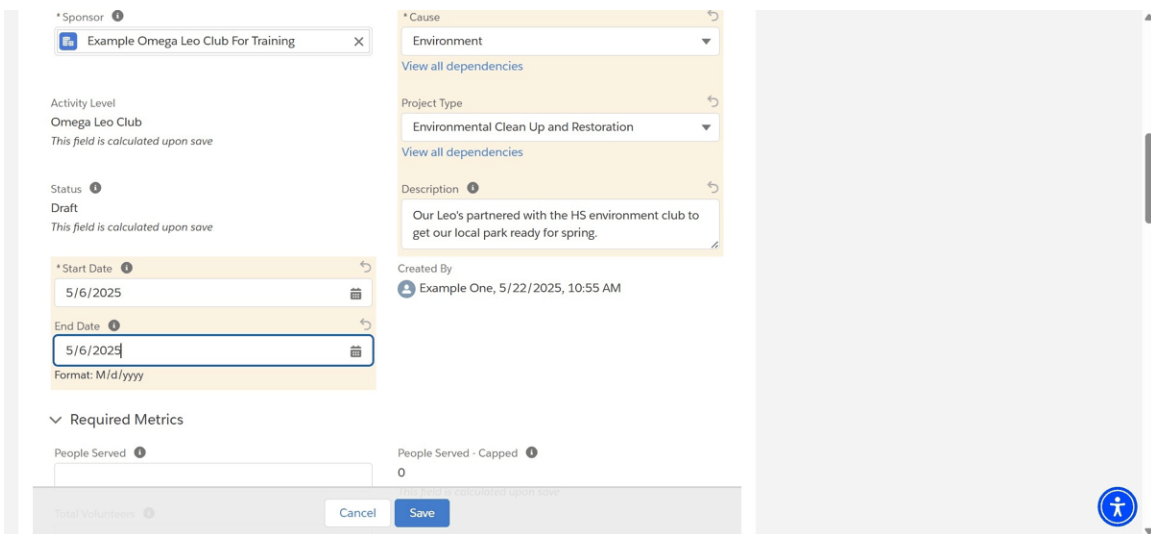


9. 若要开始输入所需数据，请点选铅笔图示进行线上编辑，或选择编辑按钮以开启弹出式表格。此范例使用线上编辑。



10. 输入说明服务活动的数据。若要“报告完成”/“报告给 LCI”，每项活动都需要满足以下条件：

- 志业
- 方案类型
- 说明
- 开始日期
- 结束日期

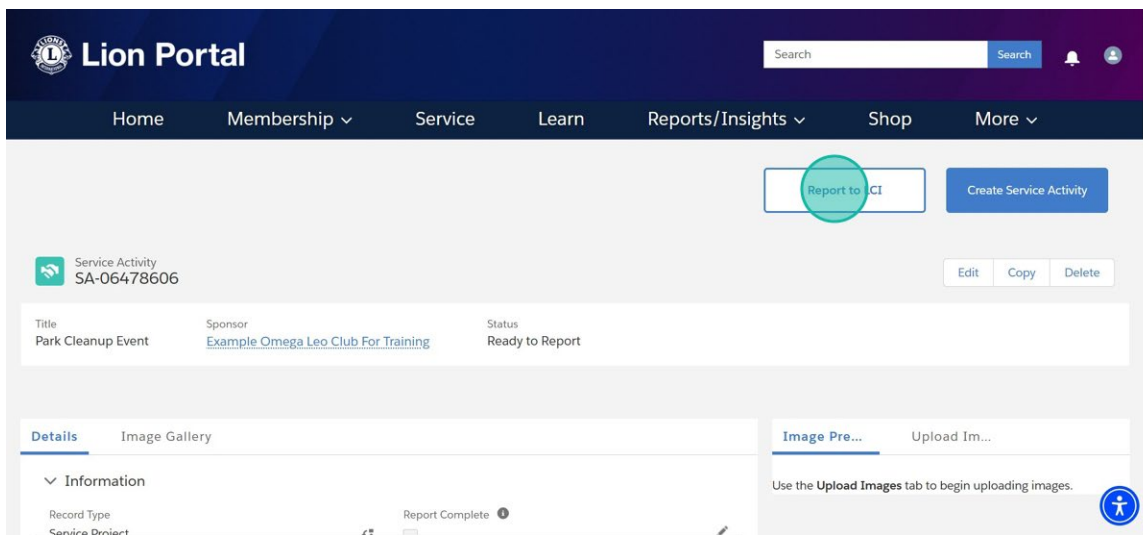


11. 所需指标依服务活动类型而异：

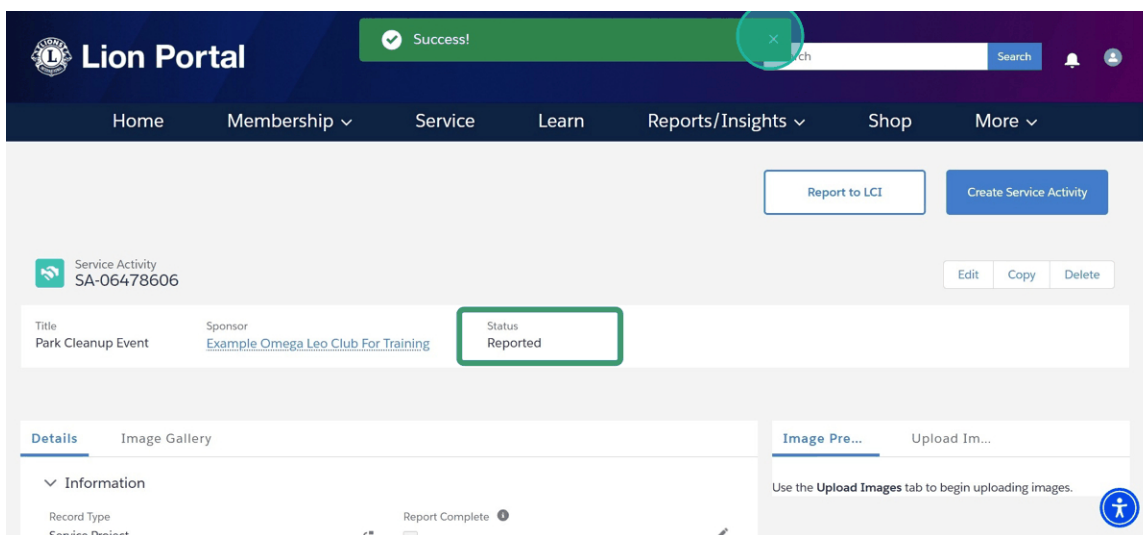
输入所需的指标并“保存”，或继续滚动以添加有关活动的其他指标和信息。

12. 可以添加可选指标。完成后点选“保存”。

13. 已为活动输入所有必需的数据。 点选“报告给 LCI”



14. 这次没有遗漏数据。会显示绿色“成功”讯息，确认这次已成功标注“报告完成”。
点选 X 关闭该讯息。
注：状态已更新为“已报告”

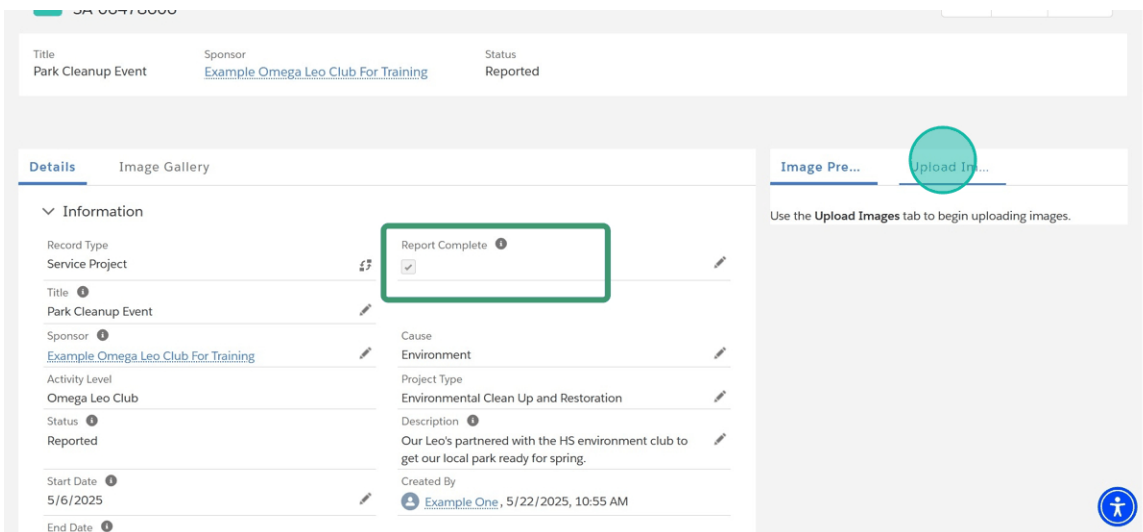


增强的“建立”和“报告服务活动”功能

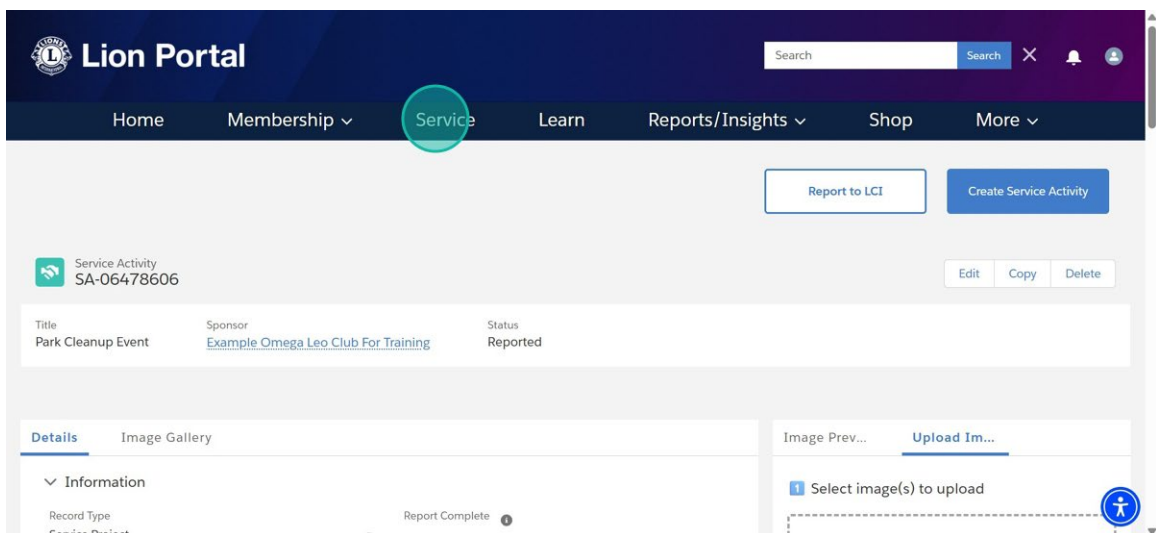
15. 现已勾选“报告完成”框。

不要忘记将图片添加到服务活动中。也邀请其他人添加图片。辅导组织的任何成员可以随时添加图片。点选“上传图片”开始。

快速指南：服务活动 - 上传、查看、管理图片提供逐步说明。



16. 点选“服务”返回服务活动摘要页面。



筛选服务活动清单以查看活动

17. 此活动是由我们辅导的青少狮会完成的。 点击辅导者筛选选项中的“青少狮会”，以查看青少狮活动。

*These values represent the capped numbers that have been reported to LCI

Filters

Area

- Multiple District 1
- District 1 Example
- Example Lions Club For Training

Time

- All
- Current Fiscal Year

Sponsor

- All
- Lion Club
- Leo Club

Service Activity Type

- All
- Donation
- Fundraiser
- Meeting
- Service Project

Cause

- All

Records per Page

Total (17)

End D...	Title	Servic...	Start ...	Repor...	Repor...	Activit...	Spons...	Servic...
May 5, 2025	Test	SA-06478...	May 5, 2025		Ready to R...	Lions Club	Example L...	Service Pr...
May 5, 2025	Food Pant...	SA-06478...	May 5, 2025	✓	Reported	Lions Club	Example L...	Service Pr...
May 1, 2025	Test	SA-06478...	May 1, 2025	✓	Reported	Lions Club	Example L...	Service Pr...
May 1, 2025	Title	SA-06478...	May 1, 2025		Ready to R...	Lions Club	Example L...	Service Pr...
May 1, 2025	Title	SA-06478...	May 1, 2025	✓	Reported	Lions Club	Example L...	Service Pr...

18. 会显示新添加和报告的完整活动。

*These values represent the capped numbers that have been reported to LCI

Filters

Area

- Multiple District 1
- District 1 Example
- Example Lions Club For Training

Time

- All
- Current Fiscal Year

Sponsor

- All
- Lion Club
- Leo Club

Service Activity Type

- All
- Donation
- Fundraiser
- Meeting
- Service Project

Cause

- All

Records per Page

Total (3)

End D...	Title	Servic...	Start ...	Repor...	Repor...	Activit...	Spons...	Servic...	Caus e	Proje ct Type
May 6, 2025	Park Clean...	SA-06478...	May 6, 2025	✓	Reported	Omega Le...	Example ...	Service Pr...	Environmen t	Environmen tal Clean Up and Restoration
Mar 15, 2...	Leo Club F...	SA-06478...	Mar 15, 2...		Ready to R...	Omega Le...	Example ...	Fundraiser	Environmen t	Environmen tal Clean Up and Restoration
Jan 21, 20...	Leo Servic...	SA-06478...	Jan 21, 20...	✓	Reported	Omega Le...	Example ...	Service Pr...	Other Humanitari an Service	Initiatives for the Elderly

Showing Page 1 of 1 Pages

了解指标上限

了解在分会层级有上限的指标。

狮子会和青少狮会开展的活动在报告给 Insights 时会有上限。您的原始数据会得到保留。新的显示栏位显示要报告给 Insights 的内容。

上限指标为：

- 服务人数上限为 3000 人
- 义工时数上限为 1200 小时
- 募集资金上限为 250000（美元）
- 捐款资金上限为 200000（美元）

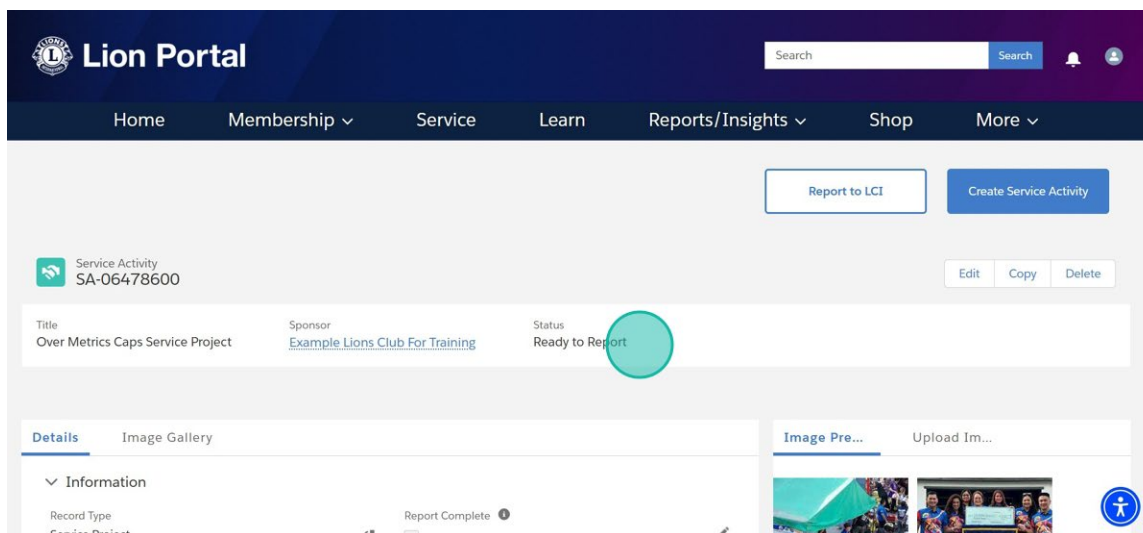
19. 点击链接以浏览服务活动详细信息

The screenshot shows the 'Service' section of the Lion Portal. At the top, there are navigation tabs: Home, Membership, Service (selected), Learn, Reports/Insights, Shop, and More. Below the navigation is a search bar and a 'Create Service Activity' button. The main content area features five summary boxes for key metrics:

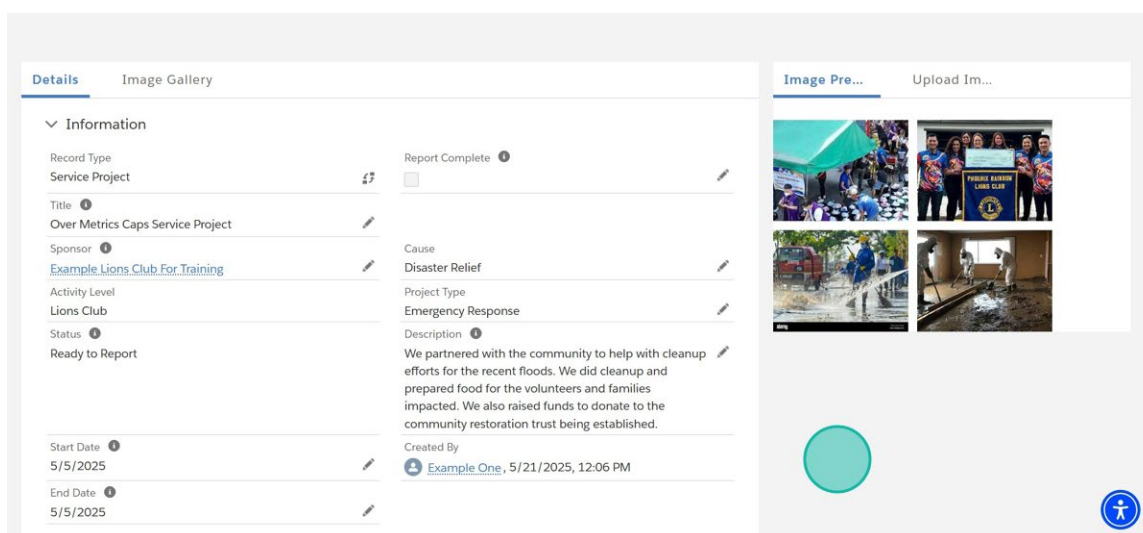
- Total People Served*: 18,084
- Total Volunteers: 50,670
- Total Volunteer Hours*: 6,423
- Total Funds Donated*: \$833,873.28
- Total Funds Raised*: \$1,250,000.00

A note below these boxes states: '*These values represent the capped numbers that have been reported to LCI'. Below the summary is a table of service activities with columns: End D..., Title, Servic..., Start..., Repor..., Repor..., Activit..., Spons..., Servic..., Caus e, and Proje ct Type. The first row shows a service activity on May 5, 2025, titled 'Over Metri...', with a service ID 'SA-06473...' circled in green. The table also includes filters for Area and Time, and a 'Records per Page' dropdown set to 50.

20. 会显示活动的详细信息。此活动的“状态”为“准备报告”。



21. 向下滚动以查看活动详细信息。



22. 对于此分会级活动，输入的“服务人数”和“义工总时数”都高于分会级活动的上限。新增了新栏位以显示将反映在 Insights 仪表板中的指标。

Required Metrics	Value	Capped Value
People Served	4,500	3,000
Total Volunteers	120	
Total Volunteer Hours	7,000.00	1,200.00
Non-Lions Participated	<input checked="" type="checkbox"/>	
Non-Lion Family Members Participated	<input checked="" type="checkbox"/>	

Optional Metrics	Value	Capped Value
Currency	NZD - New Zealand Dollar	
Total Funds Raised	NZD 550,000.00	328,203.22 / 250,000.00
Total Funds Donated	NZD 50,000,000.00	29,836,656.24 / 200,000.00

23. 对于此分会级的活动，选择的货币是新西兰元。输入的“募集资金”和“捐款资金”值将在活动的“结束日期”转换为美元。如箭号所示。当转换为美元时，“募集资金”和“捐款资金”都超过美元上限。新增了新栏位以显示将反映在 Insights 仪表板中的指标。

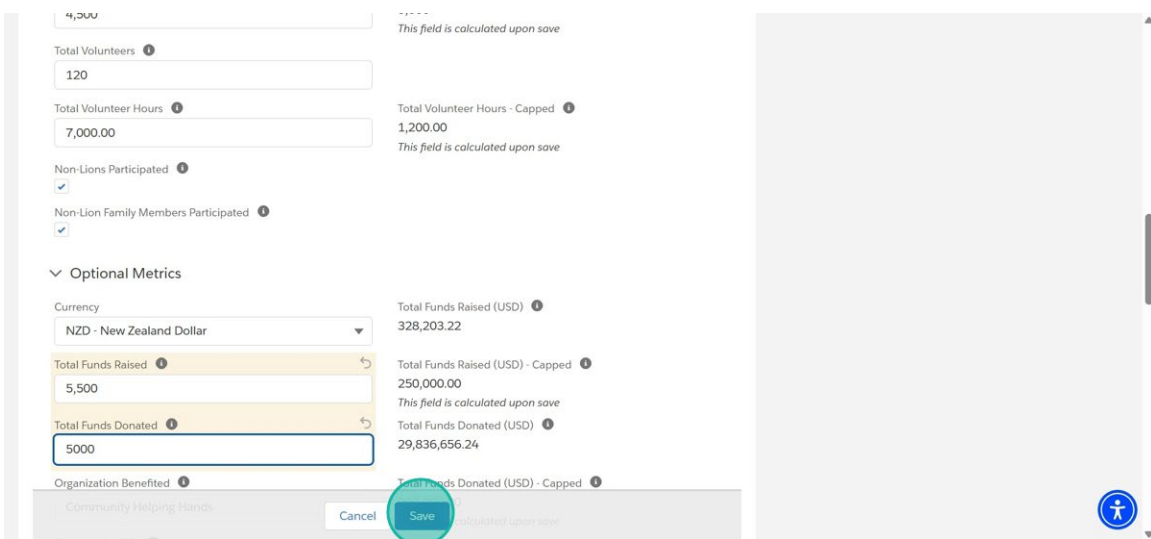
Required Metrics	Value	Capped Value
People Served	4,500	3,000
Total Volunteers	120	
Total Volunteer Hours	7,000.00	1,200.00
Non-Lions Participated	<input checked="" type="checkbox"/>	
Non-Lion Family Members Participated	<input checked="" type="checkbox"/>	

Optional Metrics	Value	Capped Value
Currency	NZD - New Zealand Dollar	
Total Funds Raised	NZD 550,000.00	328,203.22 / 250,000.00
Total Funds Donated	NZD 50,000,000.00	29,836,656.24 / 200,000.00
Organization Benefited	<input checked="" type="checkbox"/>	
Community Helping Hands	<input checked="" type="checkbox"/>	
Donation to LCIF	<input type="checkbox"/>	

24. 指标超过上限的服务活动可以完成报告/报告给 LCI。 Insights 仪表板上反映的指标将反映允许的最大值。



25. 若要更新指标值，请点选铅笔图示或选择“编辑”，输入新值，然后点选“保存”



26. 保存后，将更新转换后的美元，而上限栏位现在会显示反映在 Insights 仪表板中的新值。在此范例中，该值未超过上限，并显示为已报告。

The screenshot shows a form for reporting service activity. It includes sections for 'Optional Metrics' and 'Additional Details'. The 'Optional Metrics' section contains the following data:

Metric	Value
Total Funds Raised (USD)	3,282.03
Total Funds Raised (USD) - Capped	3,282.03
Total Funds Donated (USD)	2,983.67
Total Funds Donated (USD) - Capped	2,983.67

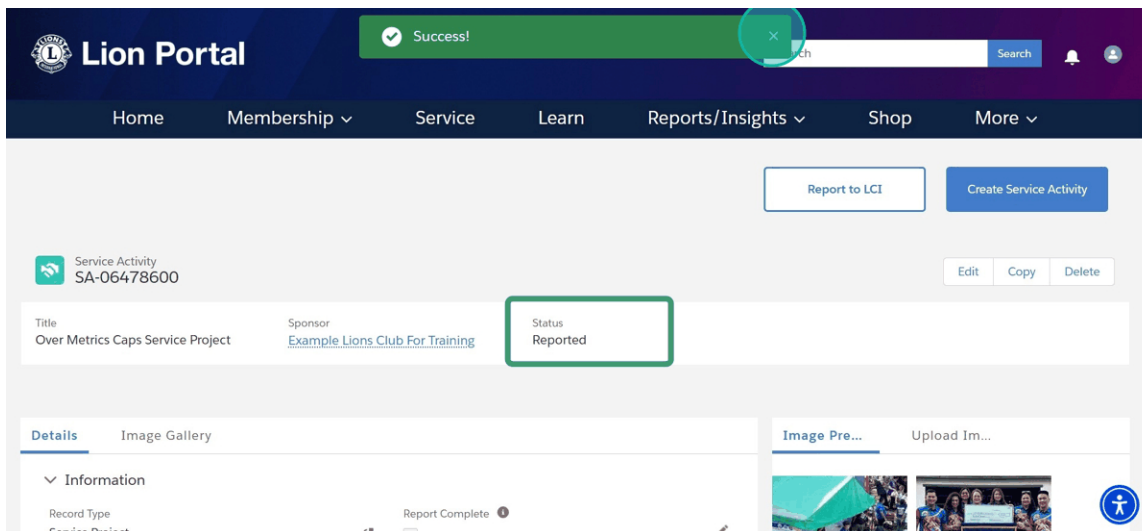
Annotations include green arrows pointing to the 'Total Funds Raised (USD) - Capped' and 'Total Funds Donated (USD) - Capped' fields, and a text box stating: "New values are not over the cap limit and show as entered".

27. 点选“报告给 LCI”按钮标记“报告完成”

The screenshot shows the Lion Portal interface. At the top, there is a navigation bar with 'Home', 'Membership', 'Service', 'Learn', 'Reports/Insights', 'Shop', and 'More'. Below the navigation bar, there are two buttons: 'Report to LCI' (circled in green) and 'Create Service Activity'. Below these buttons, there is a service activity card for 'SA-06478600' with the title 'Over Metrics Caps Service Project' and status 'Ready to Report'. The card also shows the sponsor as 'Example Lions Club For Training'. Below the card, there is a 'Details' section with a 'Report Complete' checkbox and an 'Image Gallery' section with 'Image Pre...' and 'Upload Im...' options.

增强的“建立”和“报告服务活动”功能

28. 会显示绿色“成功”讯息，点选 X 图标关闭该讯息。 请注意活动“状态”现在显示为“已报告”。



29. “服务活动 - 增强的建立和报告服务活动功能”快速指南到此结束

