

服务活动 - 建立、提报、复制



Lion Portal

会议活动

本指南对任何希望有效管理 Lion Portal 内活动者都是必不可少的。指南提供了建立、提报和复制服务活动的逐步说明，特别是会议的部分，现在会议已有其独立的报告指标。通过遵循本指南，用户可以简化流程，确保准确的信息输入，并有效地追踪义工的工作。此外，这些提示有最佳的可用性，让使用者更容易浏览及有效管理活动。



提示！会议活动现已有自己的提报分类，此类活动的指标分在“会议”类别下。

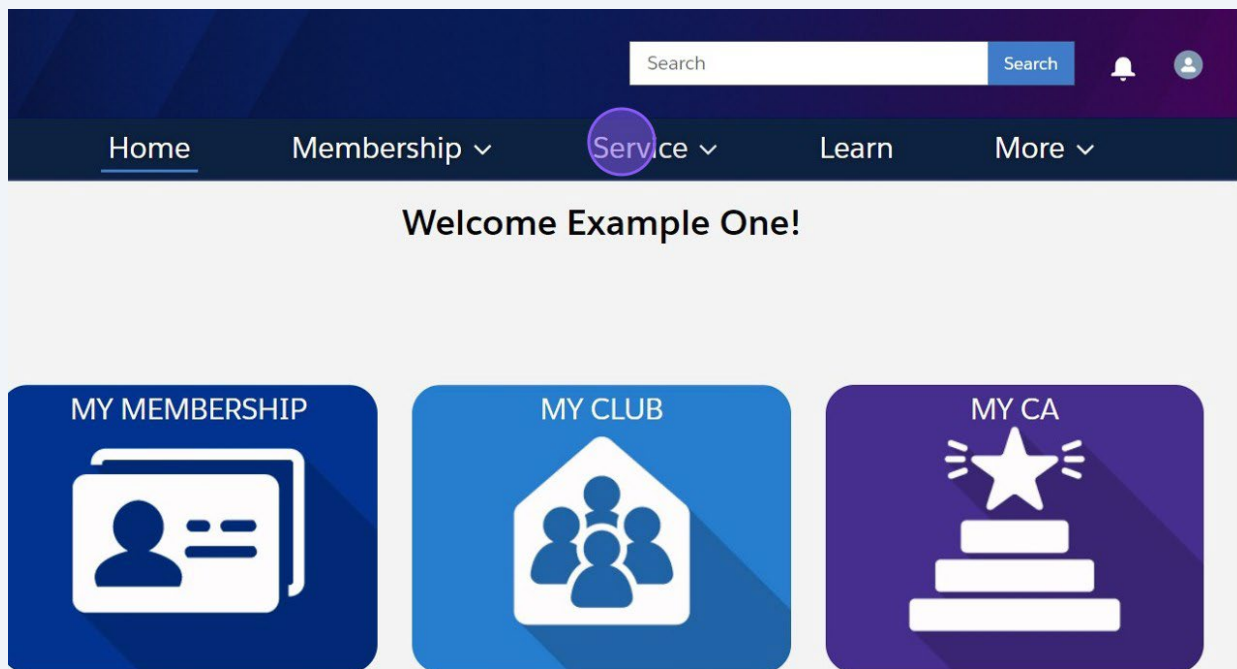
本快速指南包括会议活动类型的建立、提报、复制活动，以及报告新活动方面的指导。

1

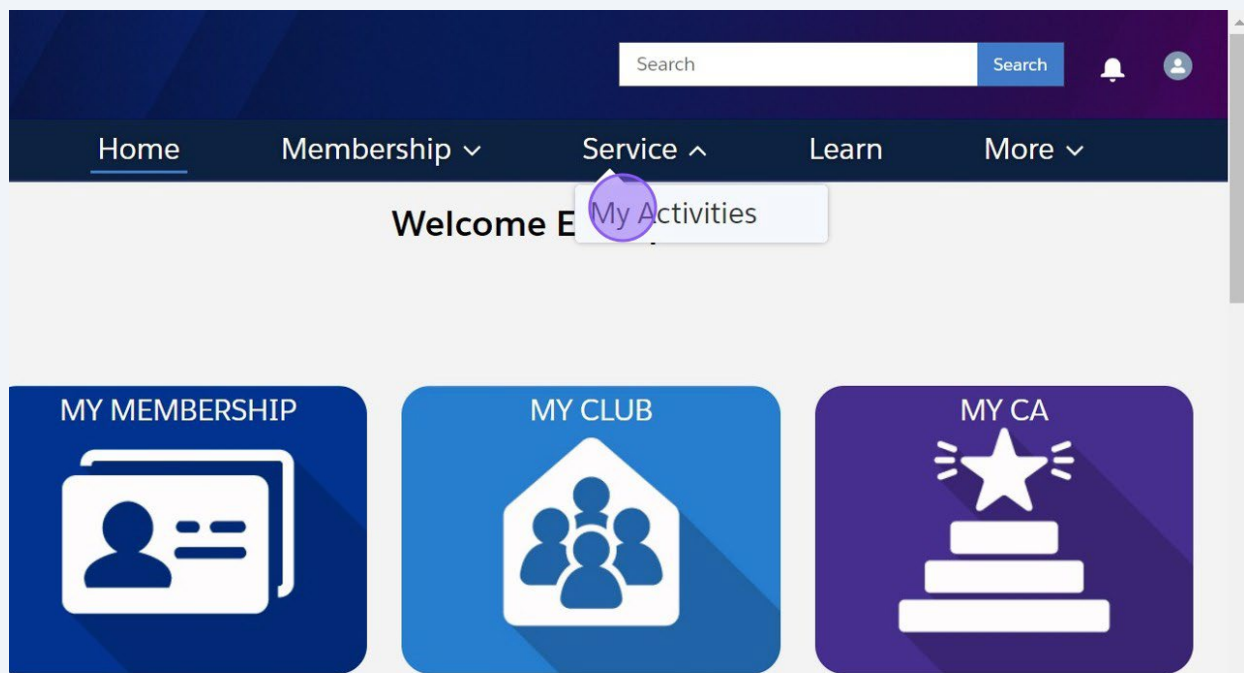
登入 Lion Portal（狮子会门户网站） lionportal.org

2

点选“服务”

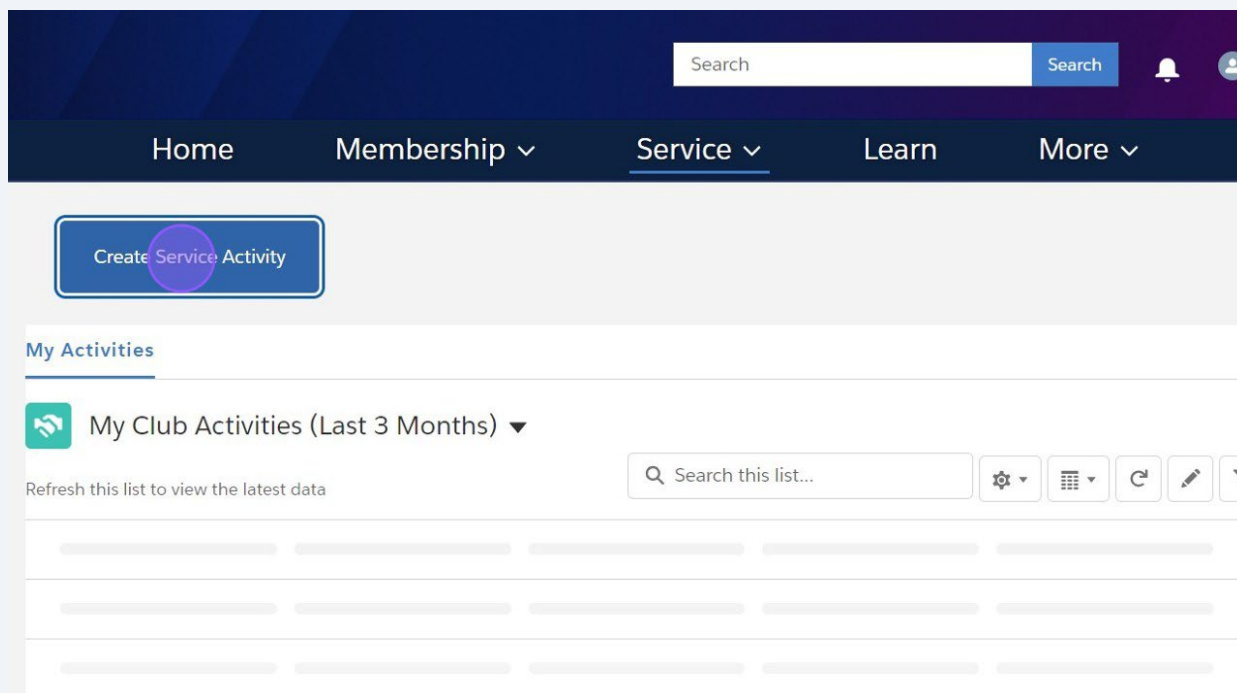



3 点选“我的活动”



建立服务活动

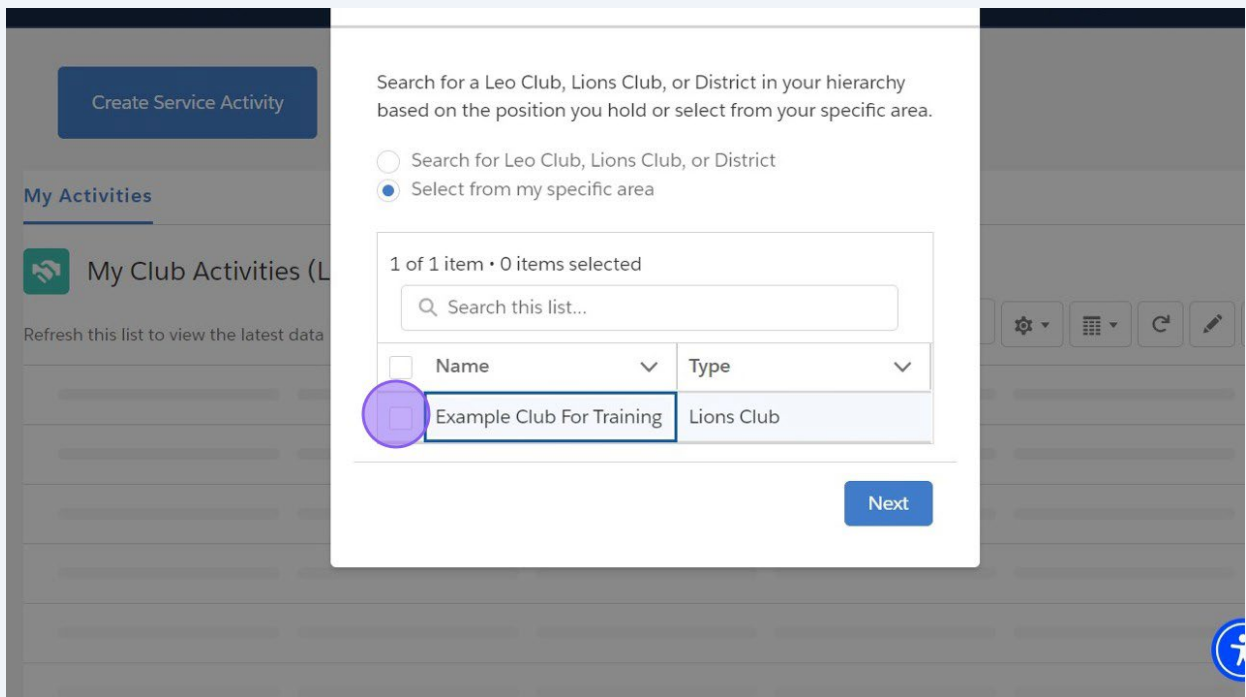
4 点选“建立服务活动”



 提示！显示的选项包含您可能也有权管理其服务活动的其他青少狮会、狮子分会或区。

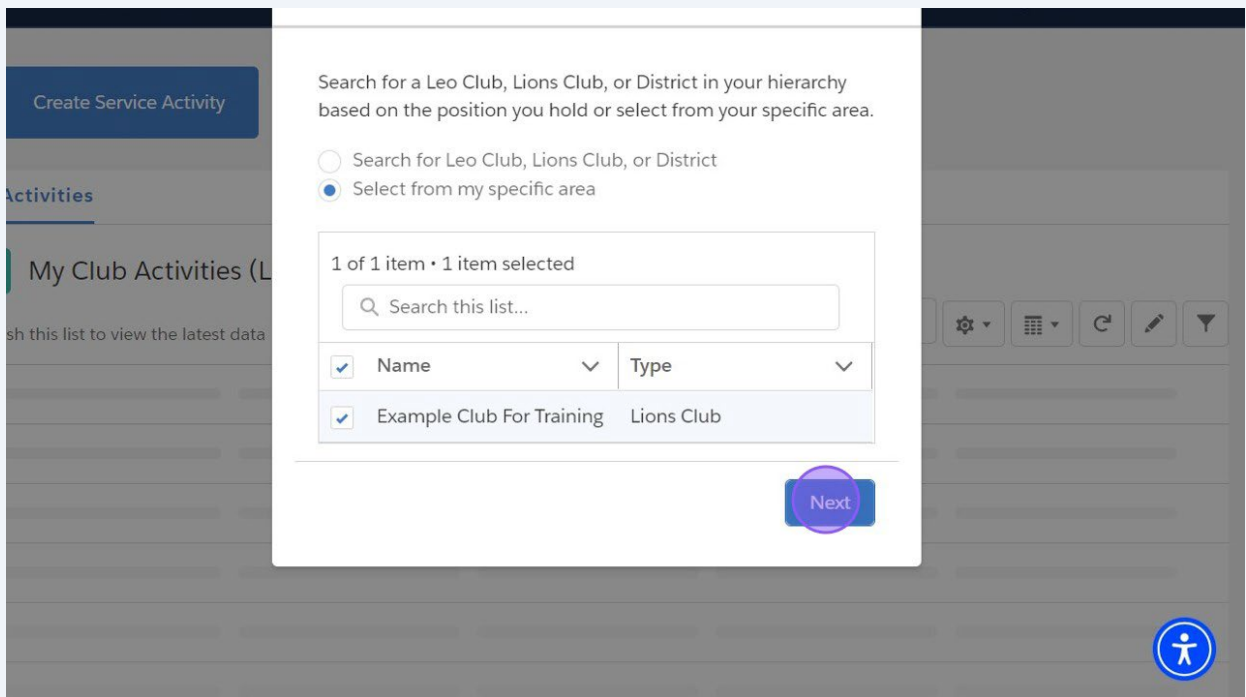
5

若要为贵分会建立服务活动，请点选贵分会名称旁边的单选按钮。



6

点选“下一步”

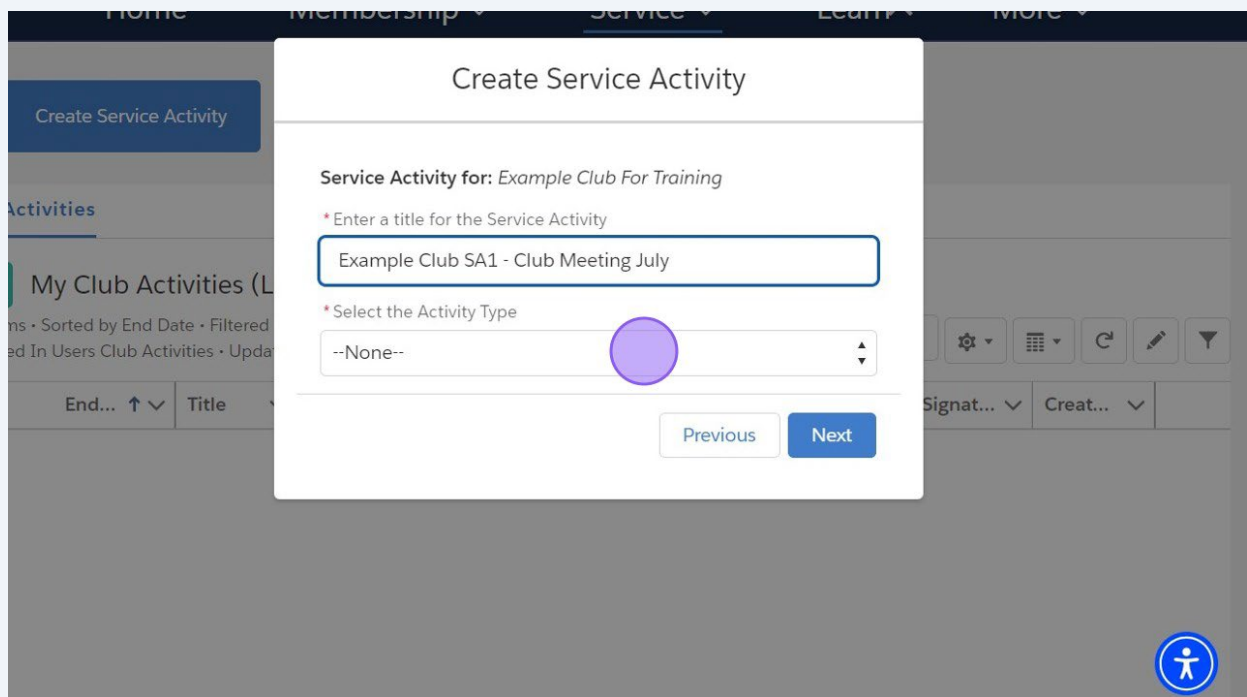


7 输入服务活动的标题

 提示！每种类型的服务活动都有不同的必填数据字段，服务活动类型包括：

- 服务方案
- 募款
- 捐款
- 会议

8 点此下拉式选单。选择服务活动的类型



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

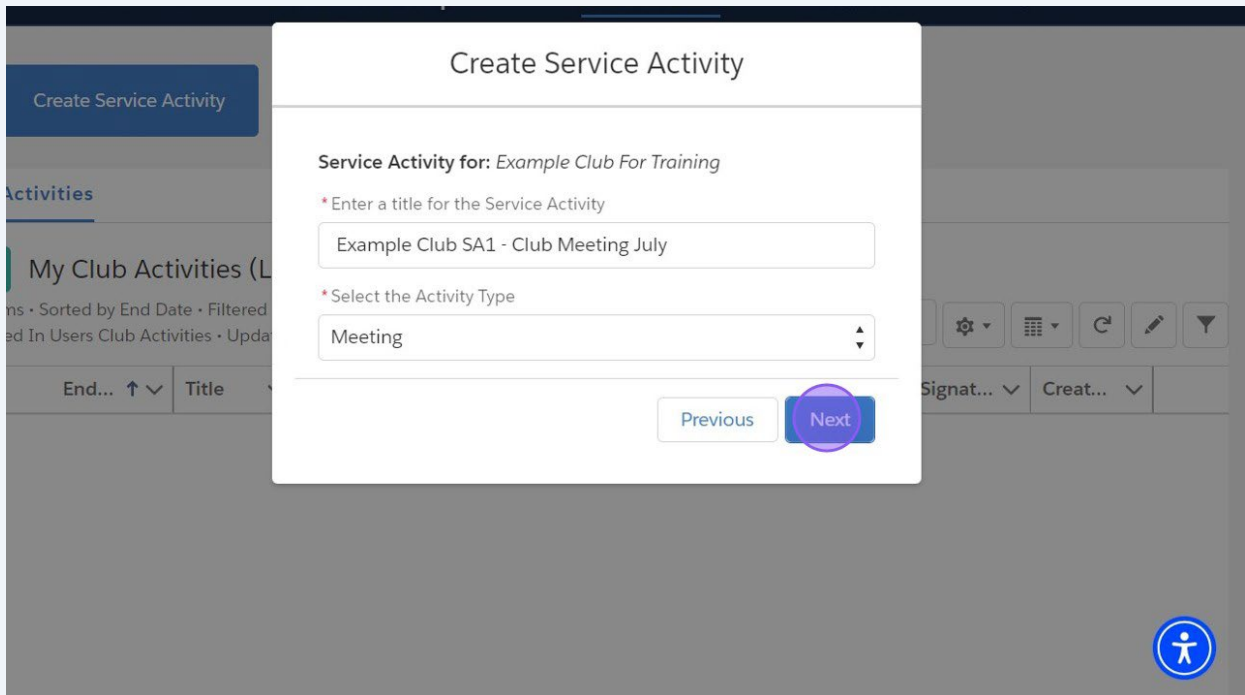
End... ↑ Title

Signat... Creat...

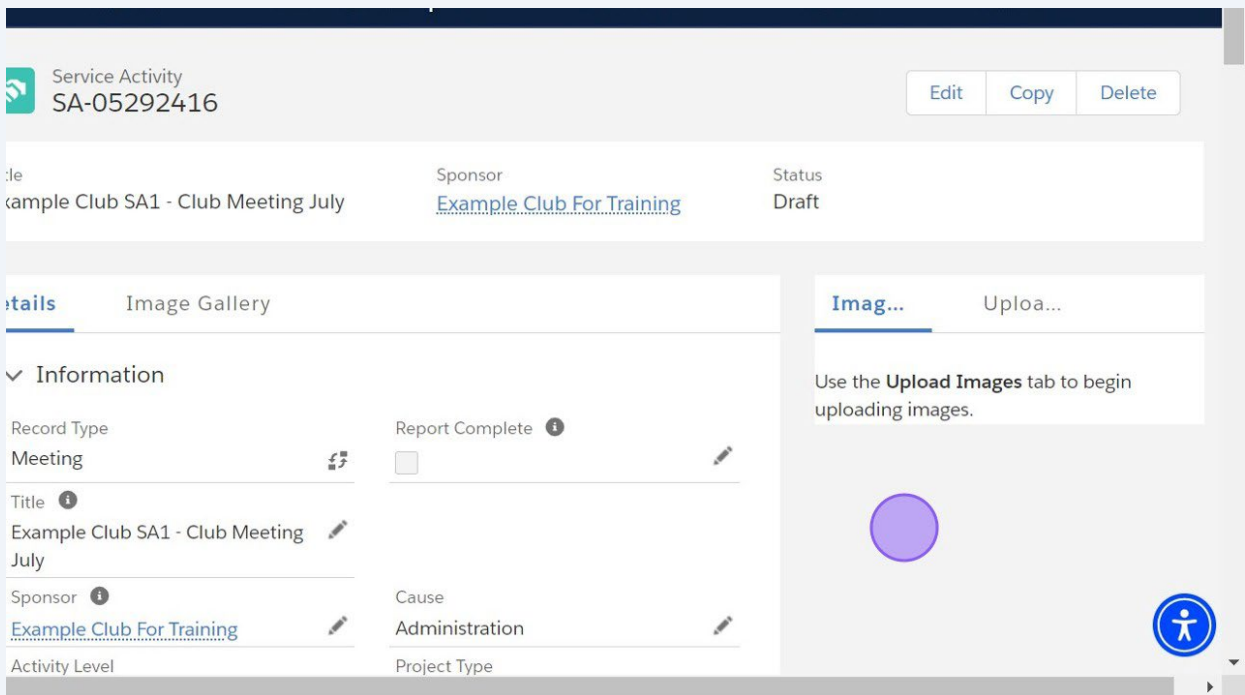
Previous Next



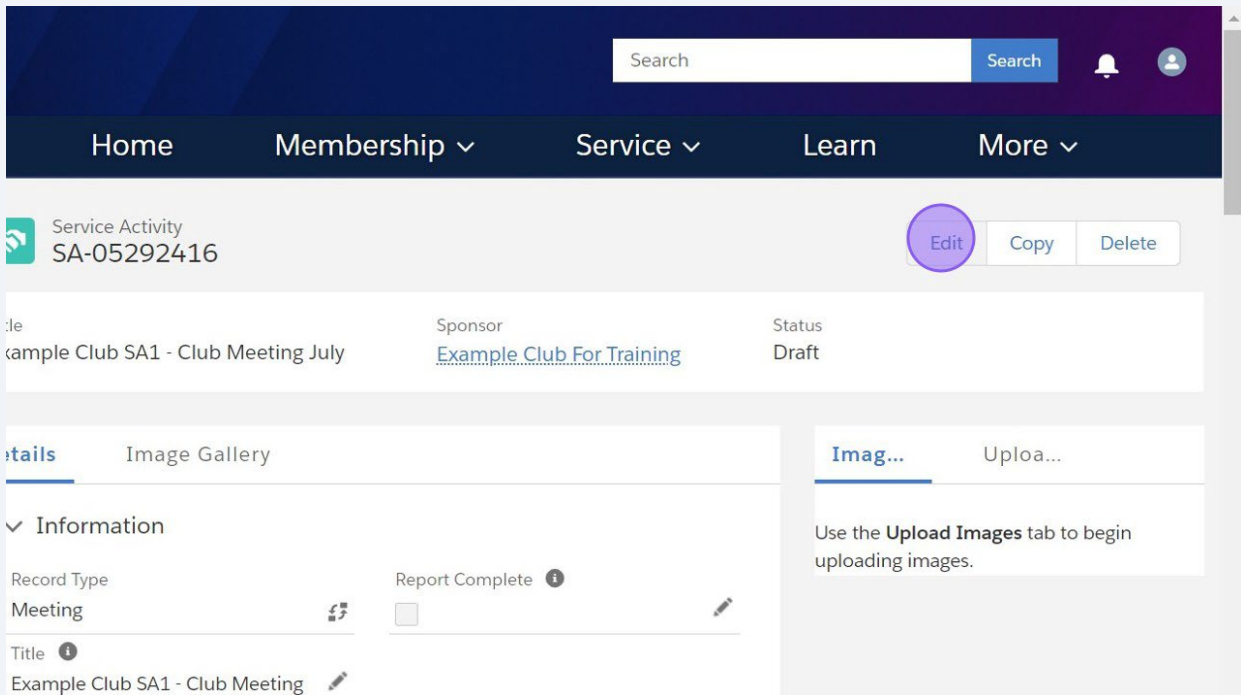
9 本范例为会议类型的服务活动，点选“下一步”



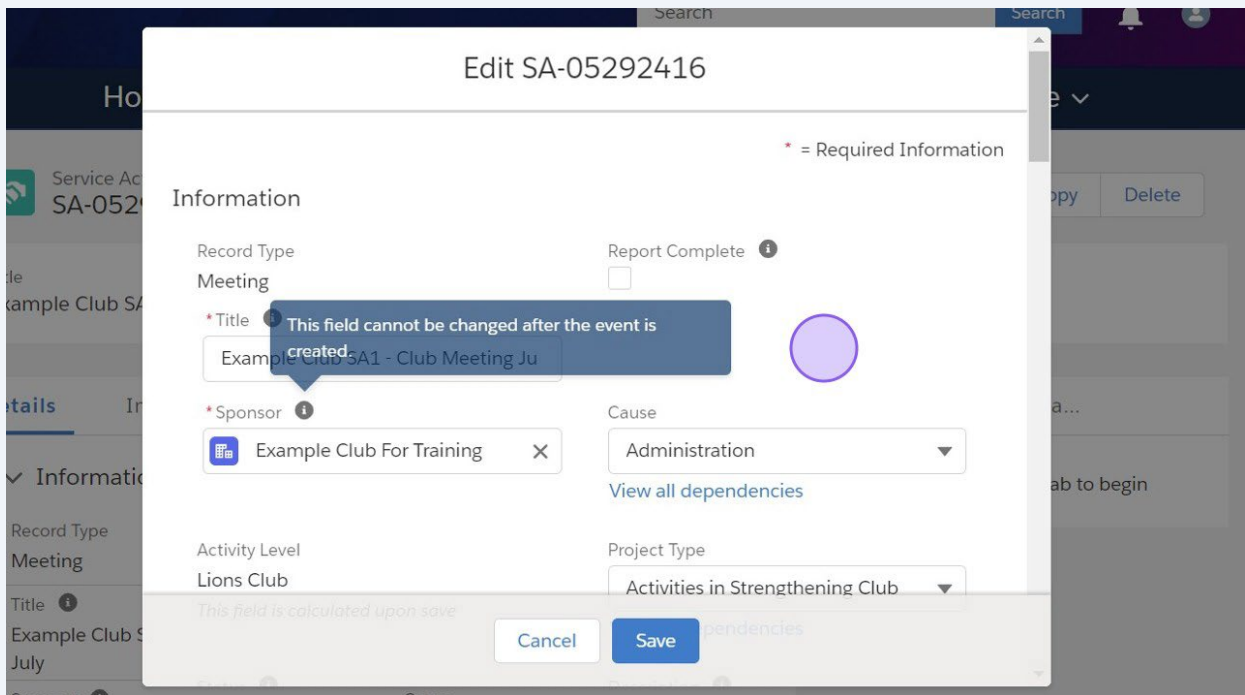
1 此时您已建立了一个新的服务活动，若欲开始编辑活动，请点选铅笔图示或右上角的“编辑”按钮。



11 若您点选“编辑”，一个新的窗口会弹出。



12 若要输入/更新信息，请单击字段或使用 tab 键



13 您可卷动表格

Record Type
Meeting

* Title ⓘ
Example Club SA1 - Club Meeting Ju

* Sponsor ⓘ
Example Club For Training

Cause
Administration

Activity Level
Lions Club
This field is calculated upon save

Project Type
Activities in Strengthening Club

Status ⓘ
Draft
This field is calculated upon save

Description ⓘ

Cancel Save

* Start Date ⓘ

Created By

14 服务活动需要填入活动说明，点选“叙述”字段输入信息。

* Sponsor ⓘ
Example Club For Training

Cause
Administration

Activity Level
Lions Club
This field is calculated upon save

Project Type
Activities in Strengthening Club

Status ⓘ
Draft
This field is calculated upon save

* Start Date ⓘ

Description ⓘ

Created By
Example One, 9/15/2024, 6:21 PM

Cancel Save

15 点选“*开始日期”字段，依照月/日/年的格式输入日期

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

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

Buttons: Cancel, Save

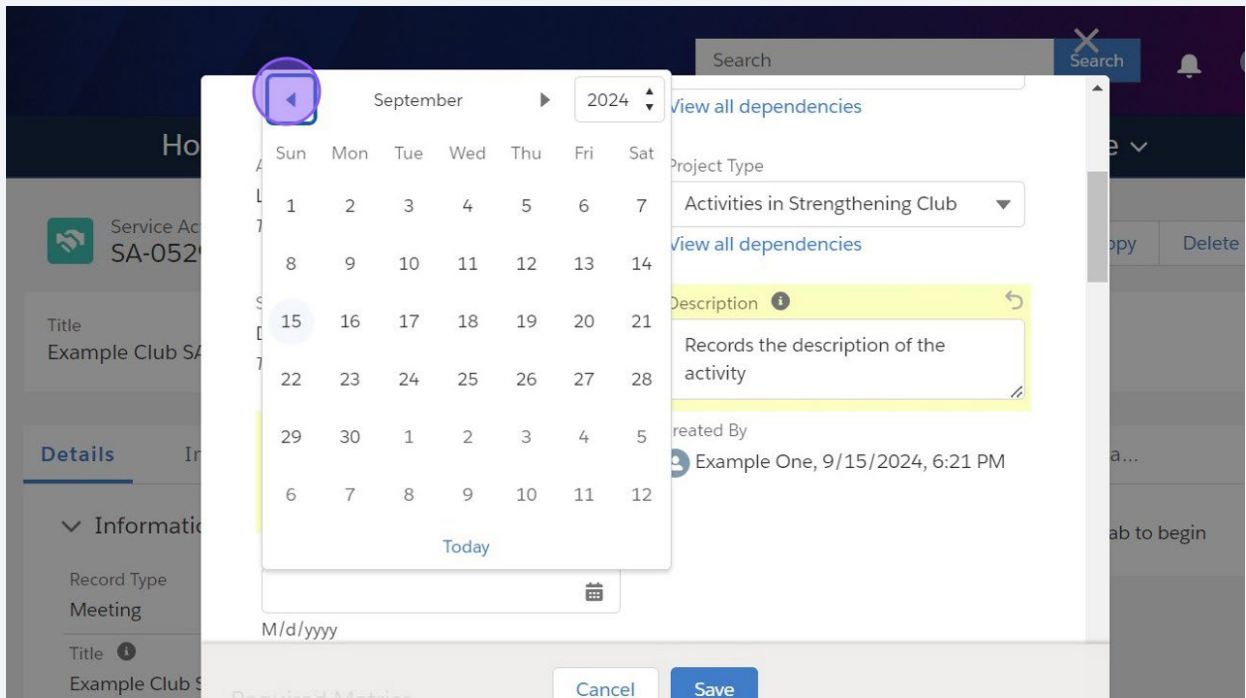
16 点选“结束日期”字段。

The screenshot shows the same form as in step 15, but with the following changes:

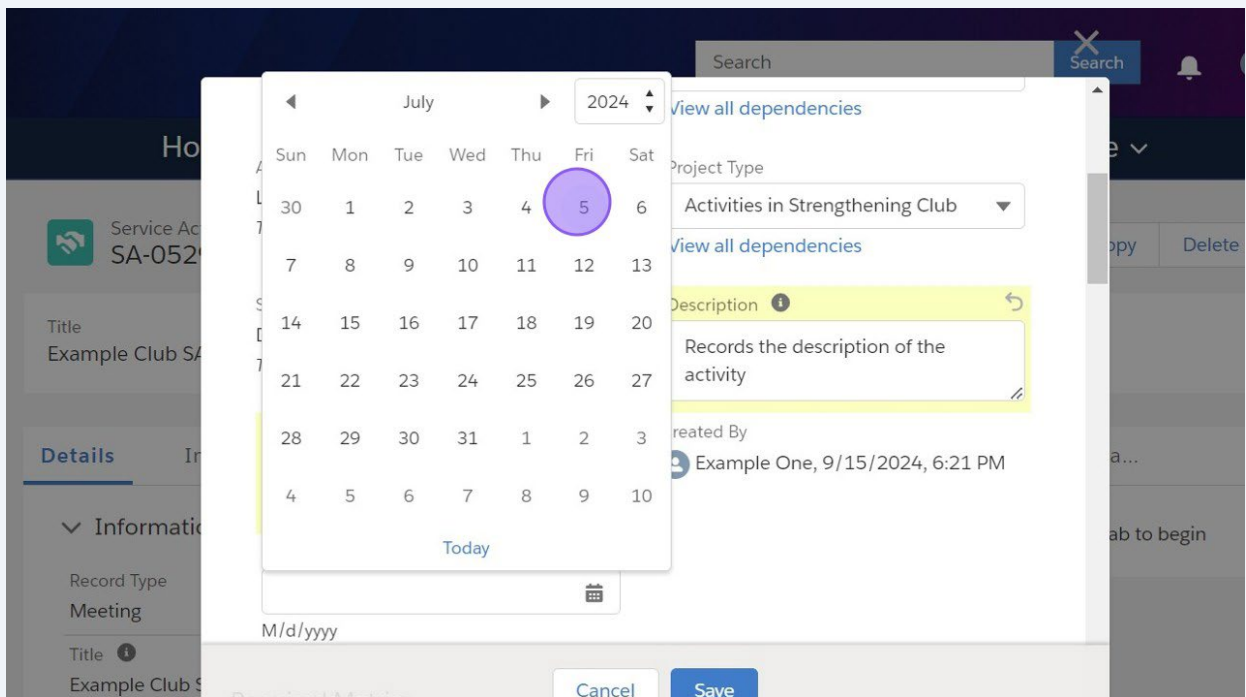
- *Start Date: 7/5/2024 (Highlighted with a yellow background)
- End Date: (Empty field, highlighted with a purple circle)

Buttons: Cancel, Save

17 点选日历图示，以从日历中选择日期



18 点选日期



19 点选“义工总人数”字段以输入信息

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

20 点选“义工总时数”字段输入时数，此为必填字段

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



提示！

“捐款”服务活动类型需要输入捐赠的资金总额 「募款」服务活动类型需要输入募集的资金总额

选择“货币”并更改货币类型，则可以当地币值输入金额。

21

继续滚动会显示更多数据。

Service Activity
SA-052

Currency
USD - U.S. Dollar

Total Funds Raised ⓘ 0.00

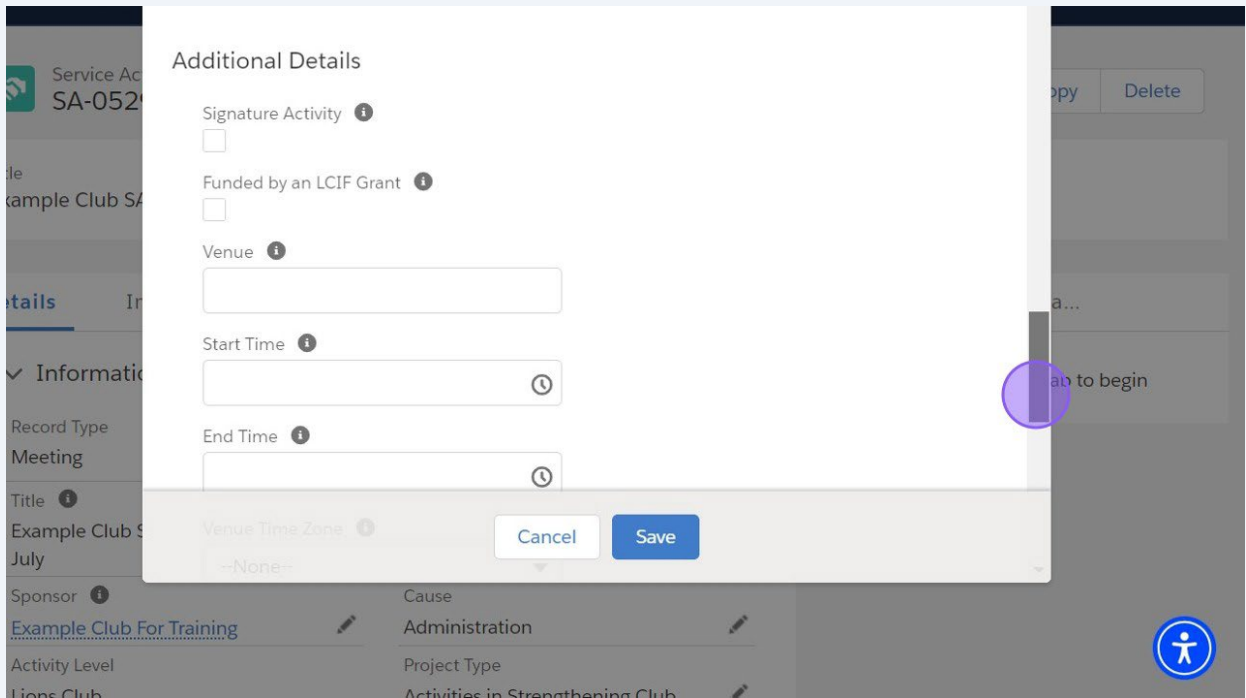
Total Funds Donated ⓘ 0.00

Organization Benefited ⓘ

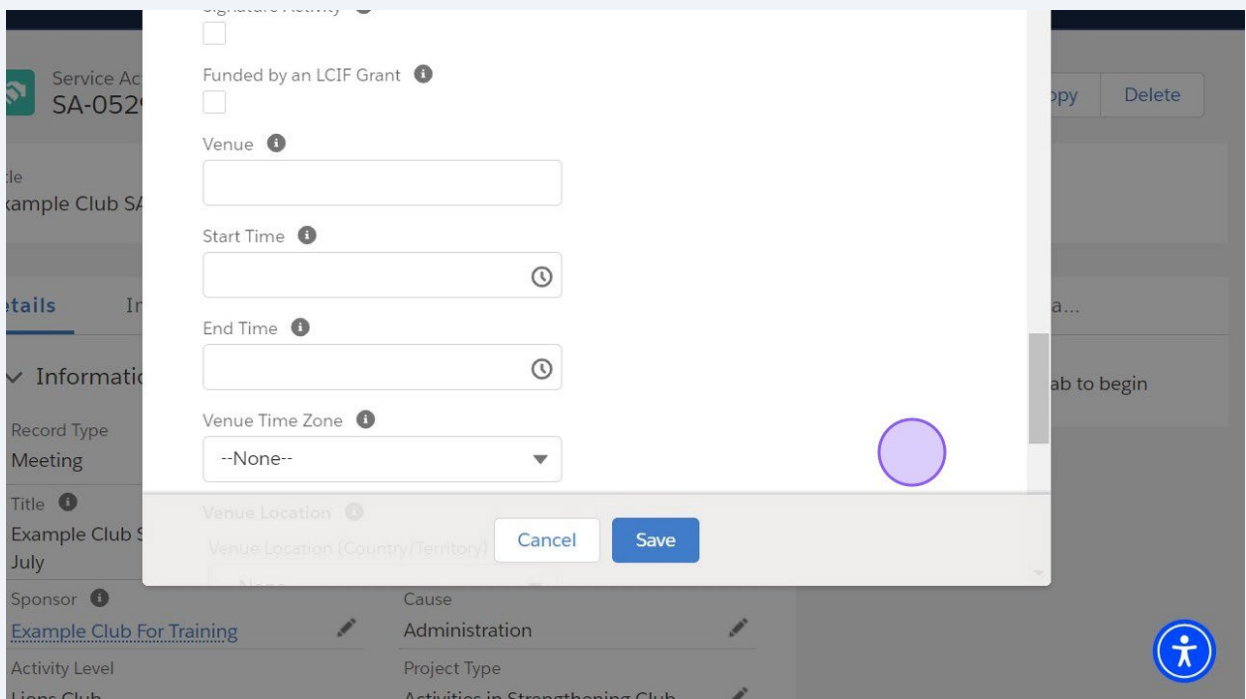
Donation to LCIF ⓘ

Cancel Save

22 继续滚动。



23 继续滚动以输入活动相关的更多详细信息



24 点此。

Signature Activity *i*

Funded by an LCIF Grant *i*

Venue *i*

Start Time *i*

End Time *i*

Venue Time Zone *i*
--None--

Venue Location *i*
Venue Location (Country/Territory)

Cancel Save

25 点选“储存”以储存您输入的信息

Venue Location (City) Venue Location (State/Province)
 --Nc--

Venue Location (ZIP/Postal Code)

Sponsor Details

Sponsor CA *i* Sponsor District *i*
U.S. and Affiliates, Bermuda and Bahamas District 1 J

Sponsor MD *i*
Multiple District 1

Cancel Save

2

储存后，系统将出现绿色的“成功！”信息。点选 X 关闭该信息。

The screenshot displays a web application interface. At the top, a dark blue navigation bar contains the following menu items: Home, Membership (with a dropdown arrow), Service (with a dropdown arrow), Learn, and More (with a dropdown arrow). A green success message banner is positioned at the top, stating "Service Activity 'a29Nq00001k5LtIAI' was saved." with a checkmark icon and a close button (X). To the right of the banner are a search box, a notification bell, and a user profile icon. Below the navigation bar, the main content area shows a service activity record for "SA-05292416". The record includes a title "Example Club SA1 - Club Meeting July", a sponsor "Example Club For Training", and a status "Ready to Report". There are buttons for "Edit", "Copy", and "Delete". Below the record, there are tabs for "Details" and "Image Gallery". The "Details" tab is active, showing an "Information" section with fields for "Record Type" (Meeting), "Report Complete" (checkbox), and "Title" (Example Club SA1 - Club Meeting). To the right of the "Details" tab, there is an "Image Gallery" section with a tab for "Upload Images" and a message: "Use the Upload Images tab to begin uploading images."



提示！当活动结束后日期过后，活动状态会转为“现可提报”。

27 此服务活动为“现可提报”

Details Image Gallery

Information

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

Imag... Uploa...

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

28 完成报告活动。点选“完成报告”旁边的铅笔图标

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

Imag... Uploa...

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

29 单击“完成报告”字段。

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

* = Required Information

Information

Record Type Meeting

* Title Example Club SA1 - Club Meeting

* Sponsor

Cancel Save

Report Complete

Imag... Uploa...

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

30 点选“储存”

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

* = Required Information

Information

Record Type Meeting

* Title Example Club SA1 - Club Meeting

* Sponsor

Cancel Save

Report Complete

Imag... Uploa...

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



如此便完成了服务活动的建立和提报

复制一项服务活动



提示！若这是一项经常性的活动（无论类型），则现在就设定好未来的活动可节省未来的时间！

31 点选“复制”

The screenshot shows the 'Service Activity' management interface. At the top, there is a search bar and navigation tabs for Home, Membership, Service, Learn, and More. Below the navigation, the current activity is identified as 'Service Activity SA-05292416'. To the right of the activity name are three buttons: 'Edit', 'Copy' (which is highlighted with a purple circle), and 'Delete'. Below this, there is a table with columns for Name, Sponsor, and Status. The table contains one row: 'Example Club SA1 - Club Meeting July', 'Example Club For Training', and 'Reported'. Below the table, there are tabs for 'Details' and 'Image Gallery'. The 'Details' tab is active, showing an 'Information' section with fields for 'Record Type' (Meeting), 'Report Complete' (checked), and 'Title' (Example Club SA1 - Club Meeting). To the right of the details, there is a section for 'Image Gallery' with a message: 'Use the Upload Images tab to begin uploading images.'



提示！您可透利用复制按钮进入新建立的活动。

3

复制后，系统将出现绿色的“成功！”信息。点选 X 关闭该信息。

The screenshot shows a web interface with a dark blue header. A green success message banner is at the top, containing a checkmark icon, the text "Success! Here is your copied activity. Begin editing now.", and a close button (X). Below the banner is a navigation menu with "Home", "Membership", "Service", "Learn", and "More". The main content area features a "Service Activity" card for "SA-05292417" with "Edit", "Copy", and "Delete" buttons. The card details include "Title: Example Club SA1 - Club Meeting July", "Sponsor: Example Club For Training", and "Status: Draft". Below the card is an "Information" section with fields for "Record Type" (Meeting), "Report Complete" (checkbox), and "Title" (Example Club SA1 - Club Meeting). To the right is an "Image Gallery" section with an "Upload Images" button and a message: "Use the Upload Images tab to begin uploading images."

33

点选“编辑”

This screenshot is identical to the one above, but the "Edit" button in the "Service Activity" card is circled in purple, indicating it is the next step in the process.

34 我们建议您设立不同的活动名称！点选“标题”即可编辑

Information

* = Required Information

Record Type
Meeting

Report Complete

*Title

*Sponsor

Cause
Administration

View all dependencies

Activity Level
Lions Club

Project Type
Activities in Strengthening Club

Cancel Save

This field is calculated upon save

35 输入“八月”

 注意！开始日期和结束日期不会从活动中复制过来，这些必须手动输入。

3

若需要，更新“义工总人数”和“义工总时数”以及任何其他指标

The screenshot shows a modal window titled "Required Metrics" overlaid on a background form. The modal contains the following fields:

- Total Volunteers**: A text input field containing the number "35".
- Non-Lions Participated**: A checkbox that is currently unchecked.
- Non-Lion Family Members Participated**: A checkbox that is currently unchecked.
- Total Volunteer Hours**: A text input field containing the number "30".

Below the "Required Metrics" section is an "Optional Metrics" section, which is partially visible and includes a field for "People Served". At the bottom of the modal are "Cancel" and "Save" buttons.

39

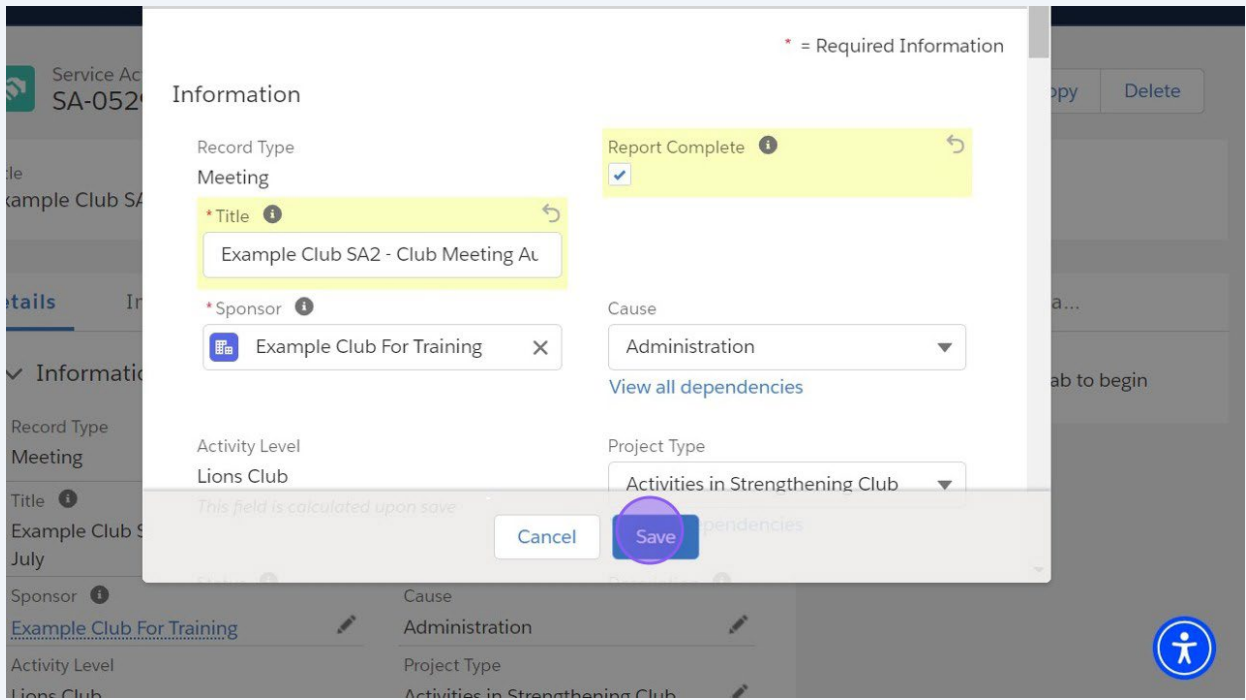
滚动回到顶部，并点选“完成报告”字段。

The screenshot shows a modal window titled "Edit SA-05292417" with the "Information" section expanded. The form contains the following fields:

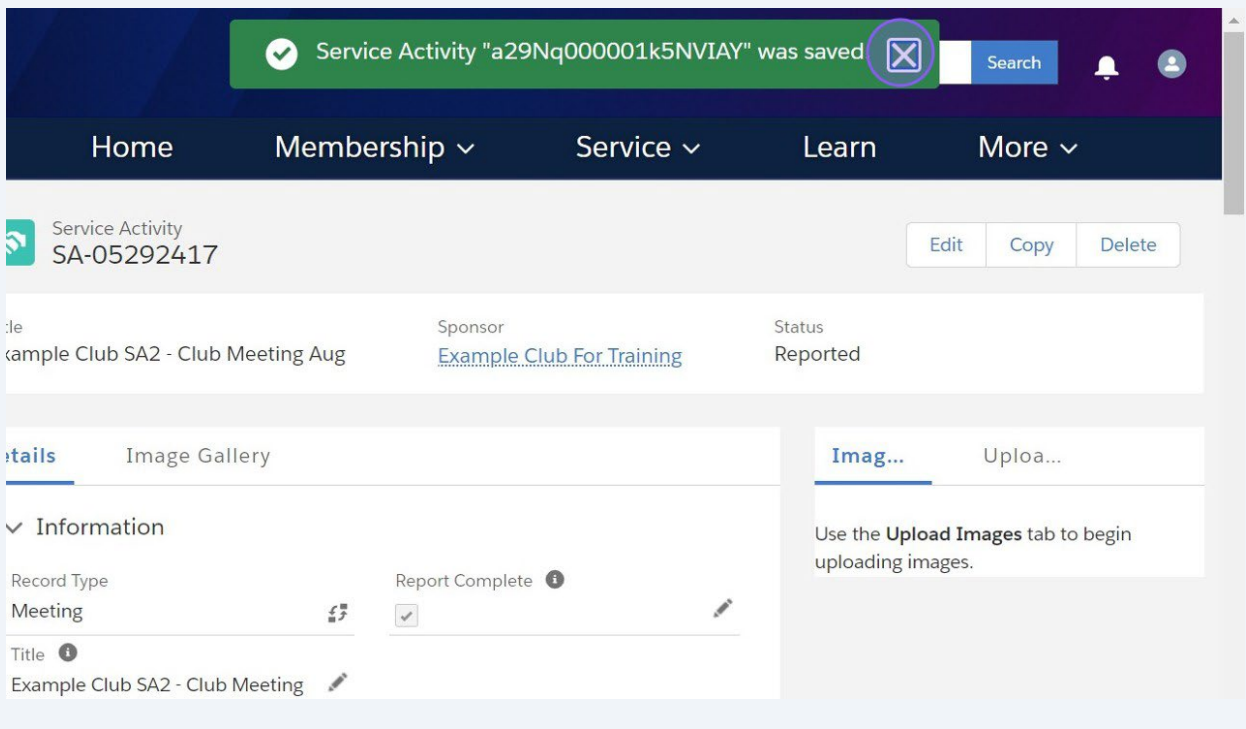
- Record Type**: A dropdown menu set to "Meeting".
- * Title**: A text input field containing "Example Club SA2 - Club Meeting At".
- * Sponsor**: A dropdown menu set to "Example Club For Training".
- Cause**: A dropdown menu set to "Administration".
- Project Type**: A dropdown menu set to "Activities in Strengthening Club".
- Report Complete**: A checkbox that is currently unchecked and is highlighted with a purple circle.

At the bottom of the modal are "Cancel" and "Save" buttons. A note at the bottom left states "This field is calculated upon save."

40 点选“储存”



4 储存后，系统将出现绿色的“成功！”信息，点选 X 关闭该信息。您已报告了服务活动。



42 欲返回分会详细信息，请点选分会名称或“详细信息”卷标页

Service Activity
SA-05292417

Edit Copy Delete

Title Example Club SA2 - Club Meeting Aug Sponsor **Example Club For Training** Status Reported

Example Club For Training

Details Image Gallery

Information

Record Type Meeting

Title Example Club SA2 - Club Meeting

Lion ID 200158 Type Lions Club

Status Active Billing Address 124 Any Place Naperville, Illinois 60565 United States

mag... Uploa...

the Upload Images tab to begin loading images.

43 点选“分会服务活动”即可查看新建立的服务活动

Account
Example Club For Training

+ Follow

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

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

Member ... Club Acti...

Account Name Example Club For Training Type Lions Club

Parent Account District 1J Active Member Count 50

Region or Zone SE Zone 1 Club Specialty Cultural

Lion ID 200158 Club Sub-Specialty

Youth Program Specialty Description

Manage Club Members

Manage Club Officers

Manage Cub Club

44 显示服务活动列表

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	<input checked="" type="checkbox"/>
2	8/5/2024	Example Club ...	SA-05292417	8/5/2024	<input checked="" type="checkbox"/>

View All

Manage Club Members

Manage Club Officers

Manage Cub Club Leader

Manage Delegates

View Delegates

45 点选“首页”返回登陆页面。

Search Search

Home Membership ▾ Service ▾ Learn More ▾

Account Example Club For Training [+ Follow](#)

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

4

“服务活动 - 建立、提报、复制会议活动”快速指南到此结束

Welcome Example One!

