

Serviceaktiviteter – Komplett snabbvägledning

Denna vägledning ger en omfattande översikt över hur man skapar och inrapporterar serviceaktiviteter såsom insamlingar och serviceprojekt. Den beskriver viktiga fält, roller som ansvarar för inrapportering och instruktioner om effektiv användning av Lion Portal. Genom att följa denna vägledning kan användarna hantera sina serviceprojekt och se till att all nödvändig information samlas in och inrapporteras korrekt, vilket främjar ansvarstagande och öppenhet i klubbarna.



Tips! Denna snabbvägledning visar hur man skapar och inrapporterar en serviceaktivitet samt all information som kan samlas in och inrapporteras.

Denna serviceaktivitet är en aktivitet av typen "serviceprojekt" där pengar samlades in och en del donerades till en lokal organisation. Information om "insamlade medel" och "donerade medel" inrapporterades också.



Observera! Alla serviceaktiviteter måste ha:

- Hjälpmråde
- Projekttyp
- Beskrivning
- Startdatum
- Slutdatum

Ytterligare information om aktivitetstyp:

- Serviceprojekt:
 - Totalt antal frivilliga
 - Totalt antal arbetstimmar
 - Personer som fått hjälp
- Insamling
 - Totalt insamlat belopp
- Donation
 - Totalt belopp som donerats
 - Organisation som gynnats
- Möte:
 - Totalt antal deltagare



Observera! Alla klubbmedlemmar kan skapa och uppdatera en serviceaktivitet, men endast vissa titlar kan inrapportera aktiviteten som "slutförd".

Titlar på klubbnivå är:

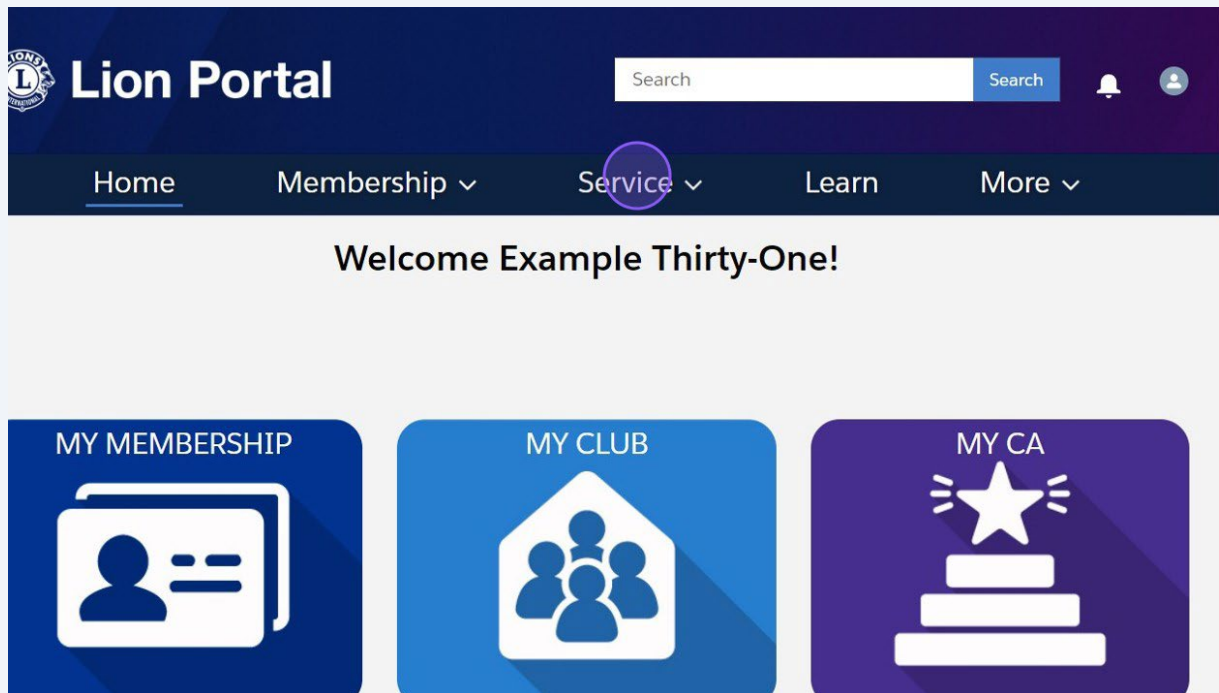
- President
- Sekreterare
- Serviceordförande
- Klubbens administratör

Titlar i distrikt/multipeldistrikt (på uppdrag av klubben)

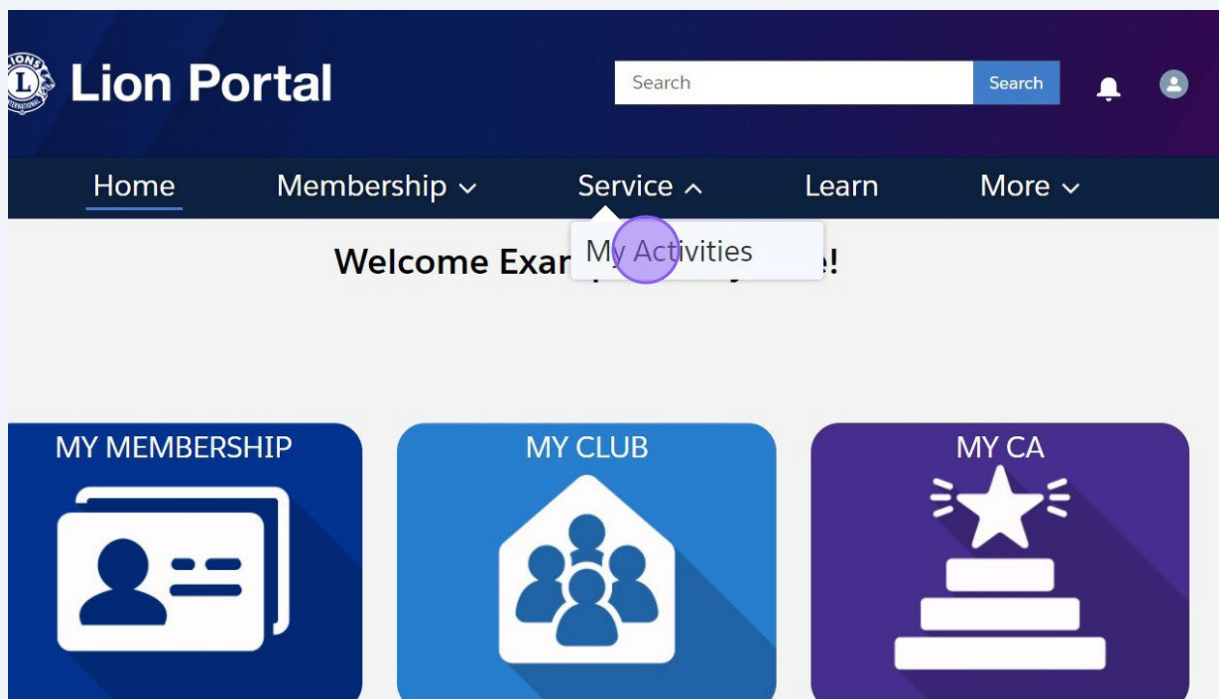
- Distriktsguvernör
- Distriktssekreterare
- Distriktets/multipeldistriktets administratör

1 Logga in på Lion Portal lionportal.org

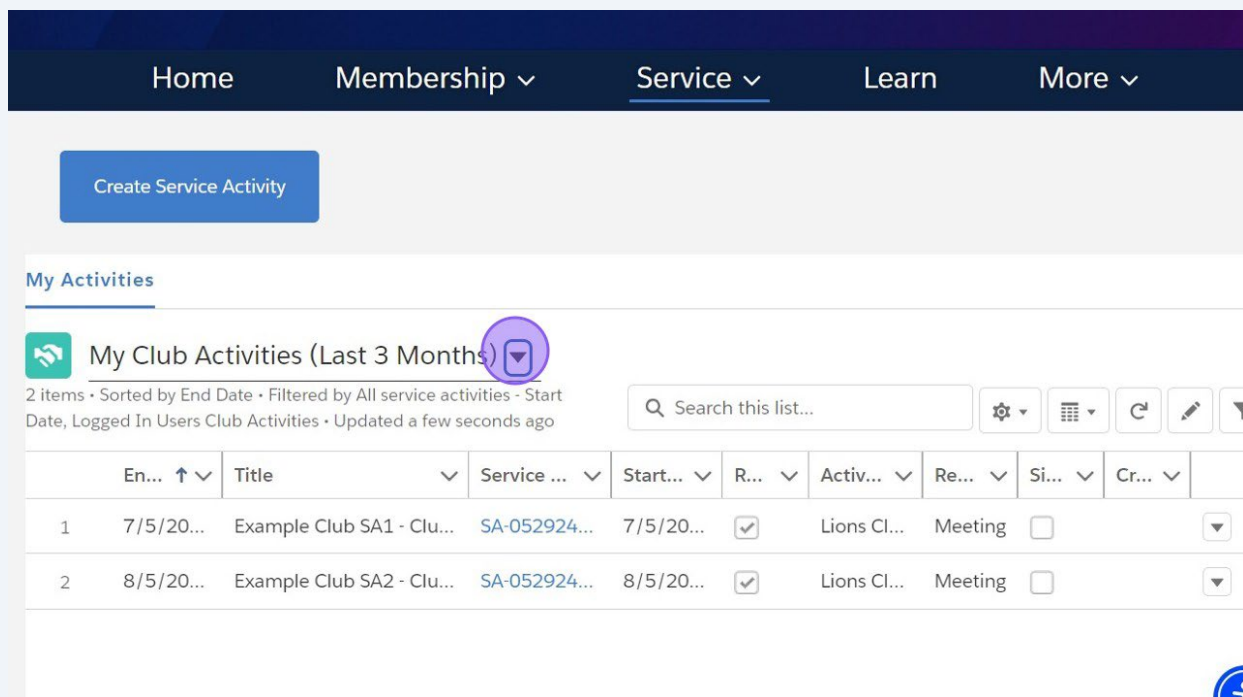
2 Klicka på "Hjälpinsatser".



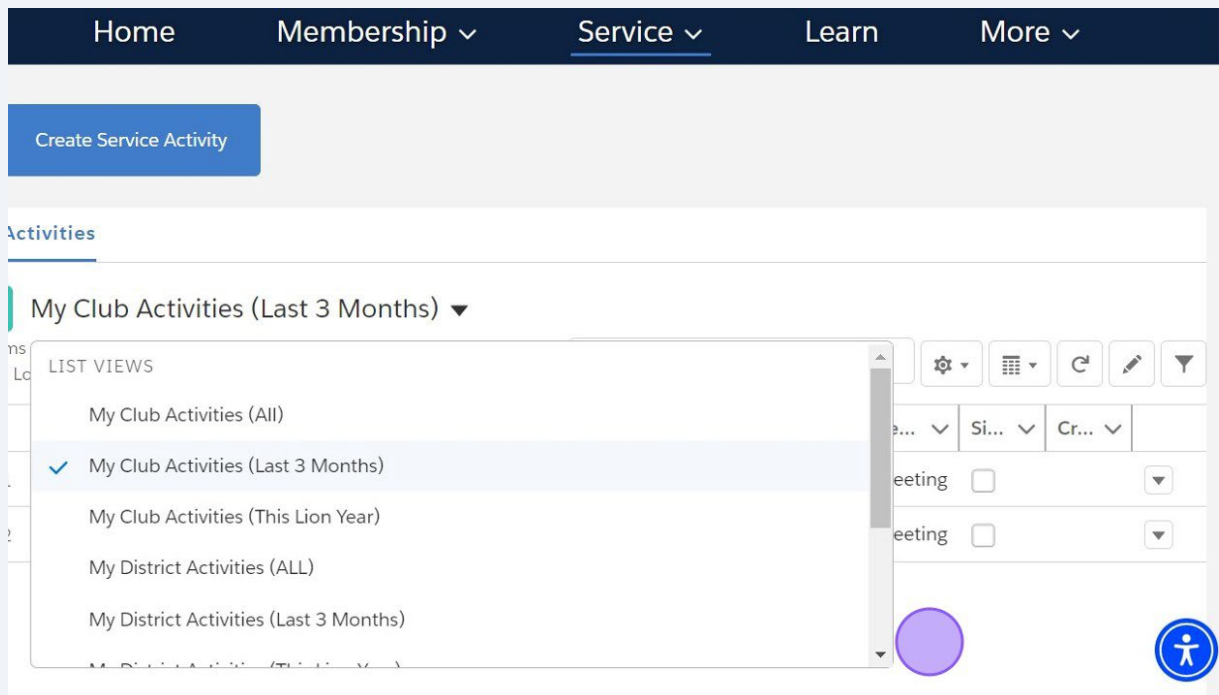
3 Klicka på "Mina aktiviteter".



4 Klubbens aktiviteter (senaste 3 månaderna) är standardlistan. För andra alternativ klickar du på "Välj en listvy: Hjälpsatser".



5 Andra visningsalternativ visas. Klicka i menyn för att ändra vy.



The screenshot shows a web application interface. At the top, there is a dark blue navigation bar with the following items: Home, Membership ▾, Service ▾ (which is underlined), Learn, and More ▾. Below the navigation bar is a blue button labeled "Create Service Activity". Underneath is a section titled "Activities". A dropdown menu is open under the heading "My Club Activities (Last 3 Months) ▾". The dropdown menu is titled "LIST VIEWS" and contains the following 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 dropdown menu, there are several icons: a gear (settings), a list view icon, a refresh icon, an edit icon, and a filter icon. Below these icons are three dropdown menus labeled "e...", "Si...", and "Cr...". There are also two checkboxes labeled "eeting" and "eeting". At the bottom right of the dropdown menu, there is a purple circle and a blue circle with a white person icon.

Skapa en serviceaktivitet



Tips! Alla medlemmar i klubben kan skapa en serviceaktivitet och ange information. Aktiviteter kan sparas när som helst, med möjlighet att redigera och lägga till mer detaljer vid ett senare tillfälle.

6 Klicka på "Skapa serviceaktivitet".

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

Search this list...

En...	Title	Service ...	Start...	R...	Activ...	Re...	Si...	Cr...
1	7/5/20... Example Club SA1 - Clu...	SA-052924...	7/5/20...	✓	Lions Cl...	Meeting	<input type="checkbox"/>	▼
2	8/5/20... Example Club SA2 - Clu...	SA-052924...	8/5/20...	✓	Lions Cl...	Meeting	<input type="checkbox"/>	▼

7 De enheter som du kan skapa serviceaktiviteter för visas. Klicka i rutan för att välja enhet och klicka på "Nästa".

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 Ange ett namn på serviceaktiviteten. Klicka på menyn för att välja aktivitetstyp.

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

Settings Grid 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 Klicka på "Nästa".

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

Settings Grid 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

Ändra aktiviteten

10 En ny serviceaktivitet skapas och den nya aktiviteten visas.

The screenshot shows the Lion Portal interface. At the top, there is a dark blue header with the Lion Portal logo and name on the left, a search bar in the center, and a notification bell and user profile icon on the right. Below the header is a navigation menu with items: Home, Membership (with a dropdown arrow), Service (with a dropdown arrow), Learn, and More (with a dropdown arrow). The main content area displays a service activity card for 'SA-05292418'. The card has a green icon of two hands and a purple circle next to the ID. To the right of the ID are buttons for 'Edit', 'Copy', and 'Delete'. Below the card, there is a table with columns for Title, Sponsor, and Status. The Title is 'Example Club SA3 - Service Project', the Sponsor is 'Example Club For Training' (with a link icon), and the Status is 'Draft'. Below the table, there are two tabs: 'Details' (selected) and 'Image Gallery'. Under 'Details', there is an 'Information' section with a dropdown arrow. It shows 'Record Type' as 'Service Project' and 'Report Complete' with a checkbox and an information icon. There is also a 'Title' field with an information icon. To the right of the 'Details' section, there is another tab 'Imag...' and 'Uploa...'. Below these tabs, there is a message: 'Use the Upload Images tab to begin uploading images.'

i Tips! Aktivitetens "Status" ändras allt eftersom tiden går baserat på aktivitetens "Startdatum".

- Utkast - Inget startdatum har angivits
- Planerad - Startdatumet är större än dagens datum
- Redo att inrapportera - Startdatumet är lika med eller mindre än dagens datum
- Inrapporterad - Aktiviteten har markerats som "Rapport slutförd"

! Observera! Aktiviteter kan inte inrapporteras som "Rapport slutförd" förrän aktivitetens SLUTDATUM är dagens datum eller tidigare OCH de nödvändiga uppgifterna har lagts in om aktivitetstypen.

11 Nya aktiviteter får statusen "Utkast".

The screenshot shows the 'Lion Portal' header with a search bar and navigation links: Home, Membership, Service, Learn, and More. Below the header, the 'Service Activity' SA-05292418 is displayed. The activity name is 'Example Club SA3 - Service Project', the sponsor is 'Example Club For Training', and the status is 'Draft', which is circled in purple. The 'Details' tab is active, showing 'Information' 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. To the right, an 'Image Gallery' tab is visible with a message: 'Use the Upload Images tab to begin uploading images.'

12 Bläddra för att se alla detaljer om aktiviteten.

This screenshot shows a detailed view of the service activity. The 'Example Club For Training' link is highlighted. The 'Status' is 'Draft' and 'Created By' is 'Example Thirty-One, 9/21/2024, 10:12 AM'. The 'Required Metrics' section includes 'People Served', 'Total Volunteers', 'Non-Lions Participated', and 'Non-Lion Family Members Participated'. A purple circle highlights the 'Draft' status. The right side of the page is a greyed-out area with a vertical scrollbar and a purple circle at the bottom.



Tips! Det finns två alternativ för att ändra en aktivitet:

- Samma sida - Den befintliga sidan går till redigeringsläge
- Ny sida - Öppnar ett nytt fönster i redigeringsläge



Tips! Följ dessa steg för att redigera på samma sida

13

För att börja redigera aktiviteten på samma sida klickar du på ikonen med en penna.

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 title is 'Service Activity SA-05292418'. There are buttons for Edit, Copy, and Delete. The main content area shows the activity details: 'Example Club SA3 - Service Project' with a sponsor link 'Example Club For Training' and a status of 'Draft'. 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 purple circular icon with a pencil is visible in the top right corner of the details section. A sidebar on the right contains a tab for 'Image Gallery' and a message: 'Use the Upload Images tab to begin uploading images.'

14 Fälten kan nu redigeras. Fortsätt att lägga till information och bläddra genom formuläret.

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 Tips! Gör så här för att redigera i ett nytt fönster

15 Klicka på knappen "Ändra" längst upp till höger.

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, a Service Activity record is displayed with the ID SA-05292418. The record details include the title "Example Club SA3 - Service Project", the sponsor "Example Club For Training", and the status "Draft". There are buttons for Edit, Copy, and Delete. Below the record details, there is an "Information" section with fields for Record Type (Service Project), Report Complete (checkbox), and Title. A purple circle highlights the "Edit" button.

16 Fönstret öppnas. Fortsätt att lägga till information och bläddra genom formuläret.

The screenshot shows the "Information" form window in the Lion Portal. The form contains the following fields: Record Type (Service Project), Report Complete (checkbox), Title (Example Club SA3 - Service Project), Sponsor (Example Club For Training), Cause (dropdown menu with "--None--" selected), Activity Level (Lions Club), Project Type (dropdown menu with "--None--" selected), Status (Draft), and Description. A purple circle highlights the dropdown arrow of the Cause field. The form also includes "Cancel" and "Save" buttons at the bottom.

Detaljerat exempel på inmatning av fält om en serviceaktivitet

17 Klicka för att välja "Hjälpområde".

The screenshot shows a form for creating a 'Service Project'. The 'Cause' dropdown menu is open, displaying a list of options: --None--, Childhood Cancer, Diabetes, Disaster Relief, Environment (highlighted with a blue border and a purple circle), Other Humanitarian Service, Hunger, and Vision. The 'Environment' option is the target of the instruction.

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--

Buttons: Cancel

18 Klicka för att öppna menyn "Projekttyp".

The screenshot shows the same form as in step 17, but now the 'Project Type' dropdown menu is open. The '--None--' option is selected and highlighted with a blue border and a purple circle. The 'Cause' dropdown is now closed and shows 'Environment' as the selected value. The 'Save' button is visible at the bottom of the form.

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

Buttons: Cancel, Save

19 Listan över "Projekttyper" baseras på det "Hjälpområde" som har valts tidigare.

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 also shows fields for Title, Sponsor, Activity Level, Status, and Description.

Information

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 ⓘ

Project Type

- None--
- Awareness, Education and Advoc...
- Clean Water and Sanitation
- Environmental Clean Up and Res...
- Recycling and Waste Management
- Tree Planting and Tree Care**
- Other

--None--

View all dependencies

Cancel Save

20 Klicka på fältet "Beskrivning" för att lägga till en beskrivning. En beskrivning krävs för att rapporten ska bli komplett.

The screenshot shows the 'Information' form in the Lion Portal. The 'Description' field is highlighted with a blue border and a purple circle. The form also shows fields for Activity Level, Status, Start Date, End Date, and Created By.

Activity Level
Lions Club
This field is calculated upon save

Status ⓘ
Draft
This field is calculated upon save

* Start Date ⓘ
M/d/yyyy

End Date ⓘ
M/d/yyyy

Created By
Example Thirty-One, 9/21/2024, 10:12 AM

Description ⓘ

Project Type
Tree Planting and Tree Care

View all dependencies

Cancel Save

21 Ange beskrivningen.

22 Klicka på fältet "*Startdatum".

Activity Level
Lions Club
This field is calculated upon save

Status ⓘ
Draft
This field is calculated upon save

* Start Date ⓘ

M/d/yyyy

End Date ⓘ

M/d/yyyy

Project Type
Tree Planting and Tree Care

View all dependencies

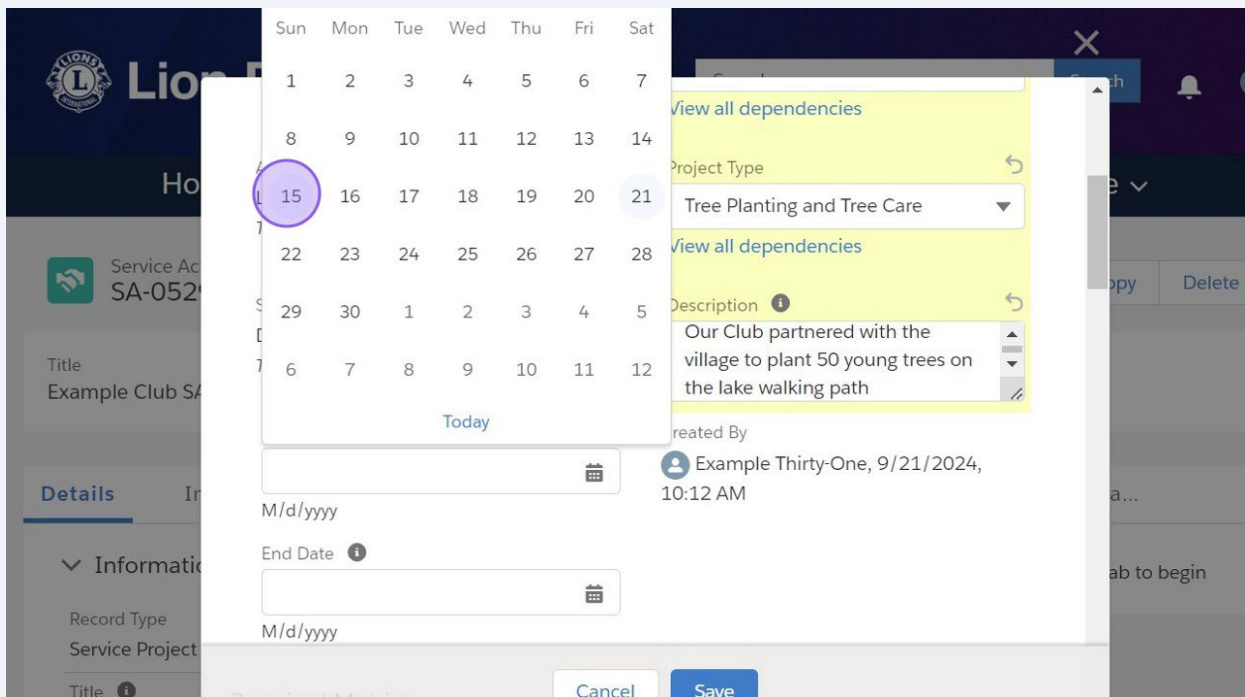
Description ⓘ
Our Club partnered with the village to plant 50 young trees on the lake walking path

Created By
Example Thirty-One, 9/21/2024, 10:12 AM

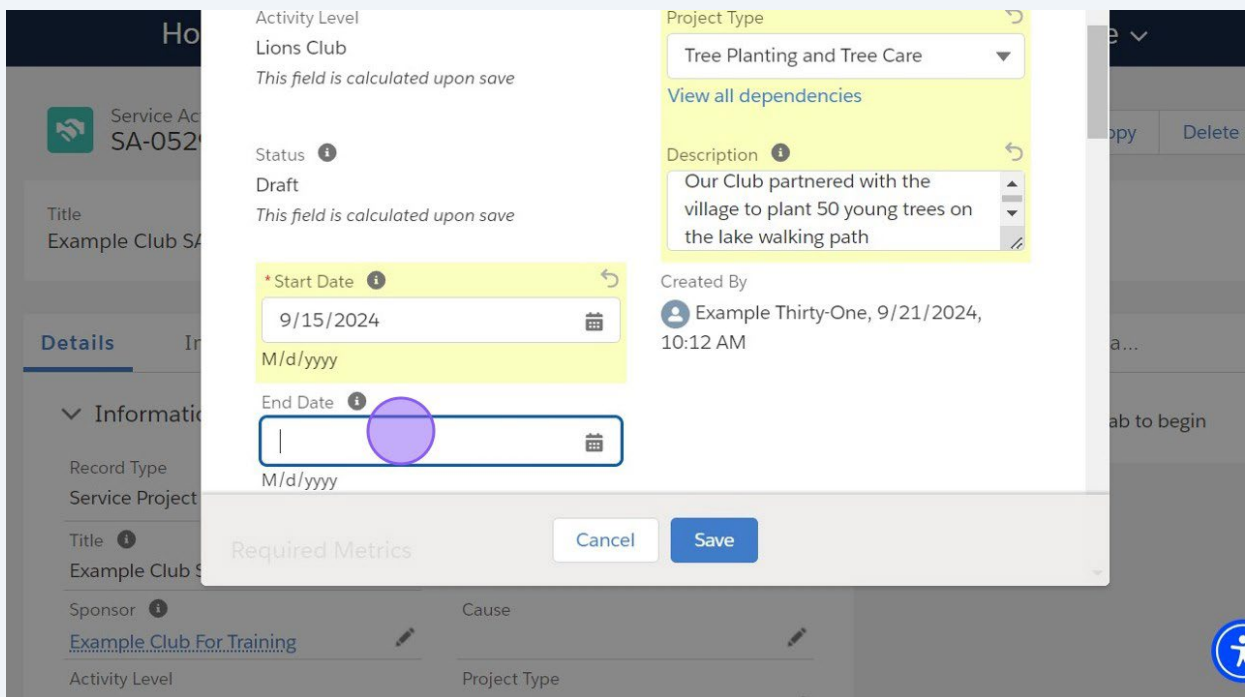
Required Metrics

Cancel Save

23 Ett datum kan väljas från kalendern.



24 Datumet kan också skrivas in i fältet.



25

Detta exempel är ett serviceprojekt. Antal personer som har fått hjälp är obligatoriskt. Klicka på fältet "Antal personer som har fått hjälp" för att ange uppgifterna.

9/15/2024
M/d/yyyy

End Date ⓘ
9/15/2024
M/d/yyyy

Required Metrics

People Served ⓘ

Total Volunteers ⓘ

Cancel Save

Created By
Example Thirty-One, 9/21/2024,
10:12 AM

Service Ac SA-052

Title
Example Club SA

Details

Information

Record Type
Service Project

Title ⓘ
Example Club SA

Sponsor ⓘ Cause
Example Club For Training

Activity Level Project Type

26

Ange "Personer som har fått hjälp". Det finns ett tak för detta antal gällande aktiviteter som inrapporteras på klubbnivå. Håll muspekaren över "i" för att se hjälpbeskrivningen.

* Start Date ⓘ

9/15/2024
M/d/yyyy

End Date ⓘ

9/15/2024
M/d/yyyy

Required Metrics

People Served ⓘ

200

Total Volunteers ⓘ

Cancel Save

Created By
Example Thirty-One, 9/21/2024,
10:12 AM

Service Ac SA-052

Title
Example Club SA

Details

Information

Record Type
Service Project

Title ⓘ
Example Club SA

Sponsor ⓘ Cause
Example Club For Training

Activity Level Project Type

Enter the number of people benefited by this service activity. A cap of 3000 is applied when reported to LCI.

27

Detta exempel är ett serviceprojekt. "Totalt antal frivilliga" är obligatoriskt. Klicka på fältet "Totalt antal frivilliga" för att ange uppgifterna.

Required Metrics

People Served ⓘ

Total Volunteers ⓘ

Non-Lions Participated ⓘ

Non-Lion Family Members Participated ⓘ

Total Volunteer Hours ⓘ

Optional Metrics

Currency

28

Klicka på fältet "Ej medlemmar som deltog".

Required Metrics

People Served ⓘ

Total Volunteers ⓘ

Non-Lions Participated ⓘ

Non-Lion Family Members Participated ⓘ

Total Volunteer Hours ⓘ

Optional Metrics

Currency

29 Klicka på fältet "Ej medlemmar familjemedlemmar som deltog".

30 Detta exempel är ett serviceprojekt. "Totalt antal arbetstimmar" är obligatoriskt. Klicka på fältet "Totalt antal arbetstimmar" för att ange uppgifterna.



Observera! Valfria mätvärden kan anges för serviceaktiviteter. Observera att det kan finnas tak för inrapportering av klubbar. Dessa kan visserligen registreras, men när aktiviteten flyttas till Insights kommer mätvärdet att begränsas.

31 Klicka på fältet "Totalt insamlade medel".

The screenshot shows a modal window titled "Optional Metrics" overlaid on a background interface. The modal contains several input fields:

- Total Volunteer Hours**: A text input field containing "225.00", highlighted with a yellow border.
- Currency**: A dropdown menu set to "USD - U.S. Dollar".
- Total Funds Raised**: A text input field that is empty, highlighted with a purple circle.
- Total Funds Raised (USD)**: A text input field containing "0.00".
- Total Funds Donated**: A text input field that is empty.
- Total Funds Donated (USD)**: A text input field containing "0.00".

At the bottom of the modal, there are two buttons: "Cancel" and "Save".

32 Beskrivning av tak för insamlade medel.

The screenshot shows a mobile application interface for entering metrics for a service activity. The background shows a form with fields for 'Non-Lion Family Members Participated' (checked), 'Total Volunteer Hours' (225.00), 'Total Funds Raised' (250), and 'Total Funds Donated' (125). The 'Optional Metrics' section is highlighted in yellow. A callout box points to the 'Total Funds Raised' 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." The callout box also points to the 'Total Funds Raised (USD)' field, which contains 0.00. The form has 'Cancel' and 'Save' buttons at the bottom.

Optional Metrics

Currency: USD - U.S. Dollar

Total Funds Raised: 250

Total Funds Raised (USD): 0.00

Total Funds Donated: 125

Total Funds Donated (USD): 0.00

Cancel Save

33 Beskrivning av tak för donerade medel.

The screenshot shows a mobile application interface for entering metrics for a service activity. The background shows a form with fields for 'Total Volunteer Hours' (225.00), 'Total Funds Raised' (250), and 'Total Funds Donated' (125). The 'Optional Metrics' section is highlighted in yellow. A callout box points to the 'Total Funds Donated' 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." The callout box also points to the 'Total Funds Donated (USD)' field, which contains 0.00. The form has 'Cancel' and 'Save' buttons at the bottom.

Optional Metrics

Currency: USD - U.S. Dollar

Total Funds Raised: 250

Total Funds Donated: 125

Total Funds Donated (USD): 0.00

Cancel Save



Observera! Om aktiviteten donerade medel är det obligatoriskt att ange mottagande organisation.

34 Klicka på fältet "Mottagande organisation".

USD - U.S. Dollar

Total Funds Raised ⓘ 250

Total Funds Donated ⓘ 125

Total Funds Raised (USD) ⓘ 0.00

Total Funds Donated (USD) ⓘ 0.00

Donation to LCIF ⓘ

Organization Benefited ⓘ

Trees Planted/Cared for ⓘ

Additional Details

Cancel Save



Tips! Detta är annan valfri information som kan anges för serviceaktiviteter.

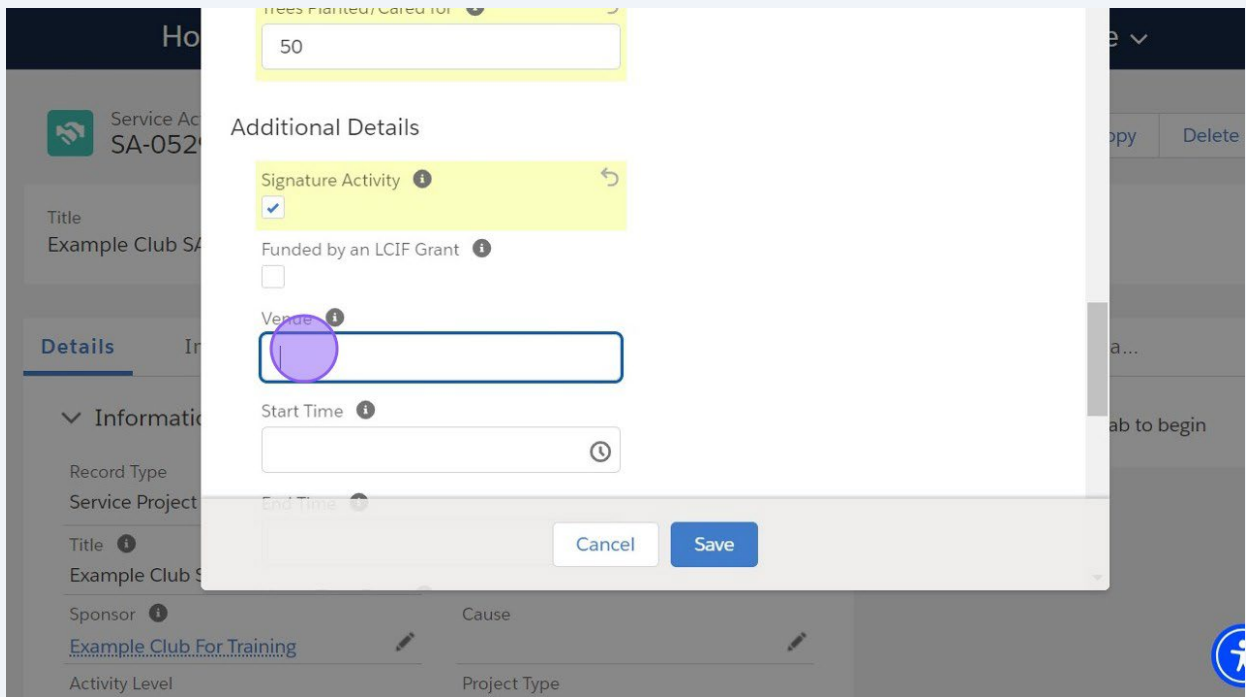
35 Valfritt! Fältet "Antal planterade/vårdade träd".

The screenshot shows the 'Additional Details' form in the Lion Portal. The 'Trees Planted/Cared for' field is highlighted with a purple circle and a blue border. Below it are checkboxes for 'Signature Activity' and 'Funded by an LCIF Grant', followed by text input fields for 'Venue', 'Start Time', and 'End Time'. 'Cancel' and 'Save' buttons are at the bottom.

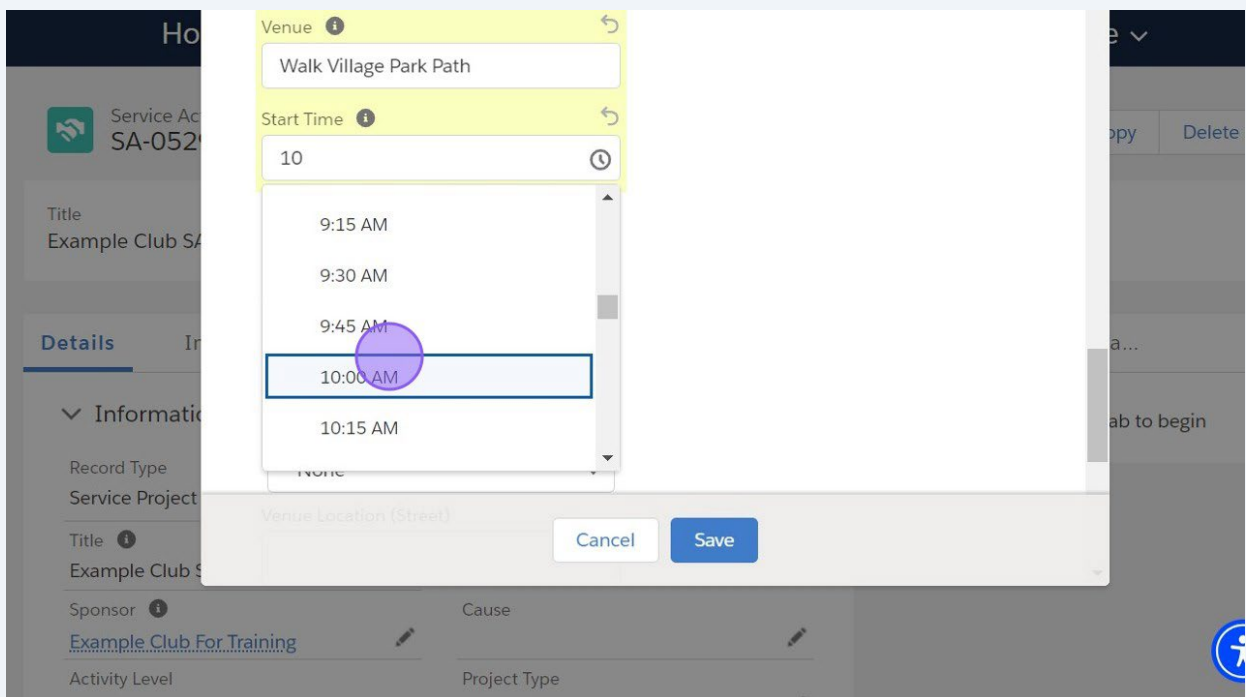
36 Valfritt! Klicka på fältet "Specialaktivitet".

The screenshot shows the 'Additional Details' form with the 'Trees Planted/Cared for' field containing the number '50' and highlighted with a yellow background. The 'Signature Activity' checkbox is highlighted with a purple circle. The rest of the form, including the 'Venue', 'Start Time', and 'End Time' fields, and the 'Cancel' and 'Save' buttons, remains the same as in the previous screenshot.

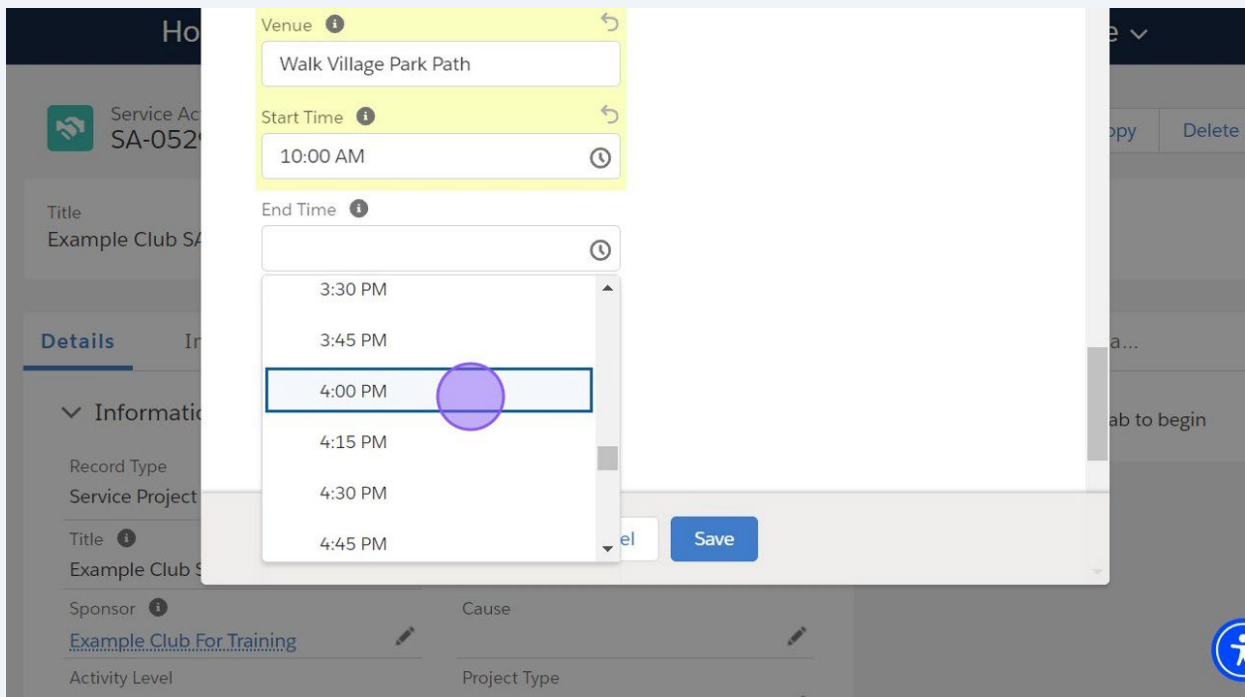
37 Valfritt! Klicka på fältet "Plats".



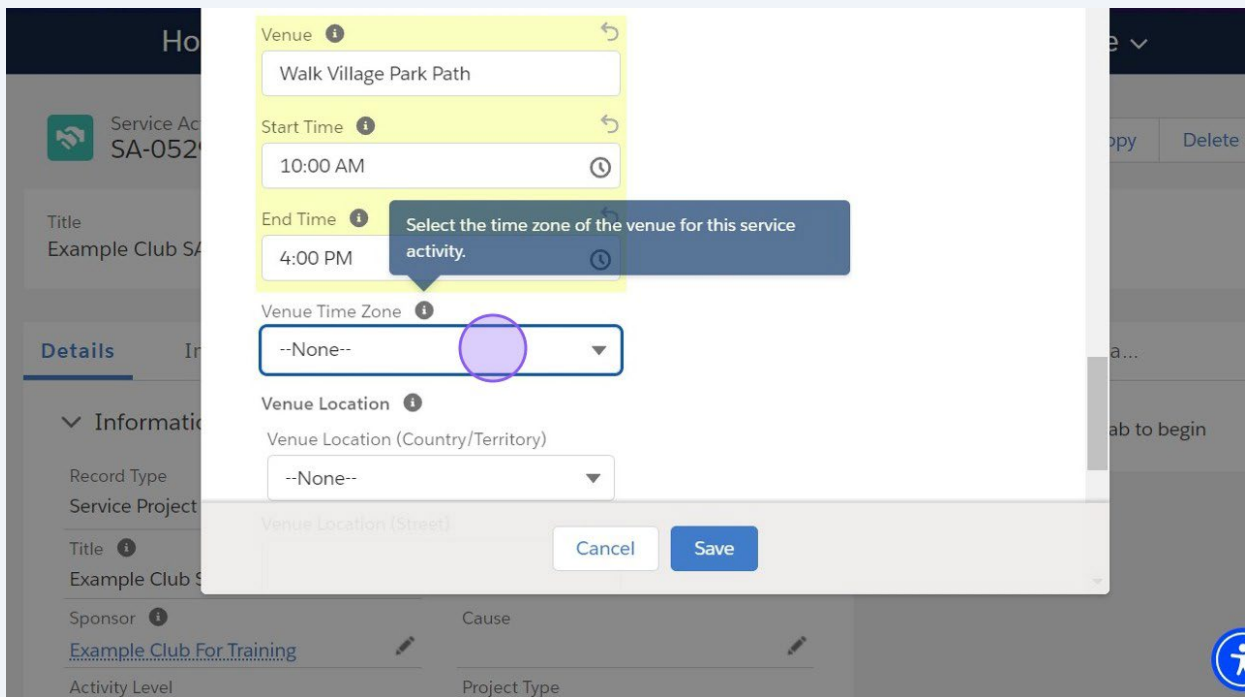
38 Valfritt! Fältet "Starttid".



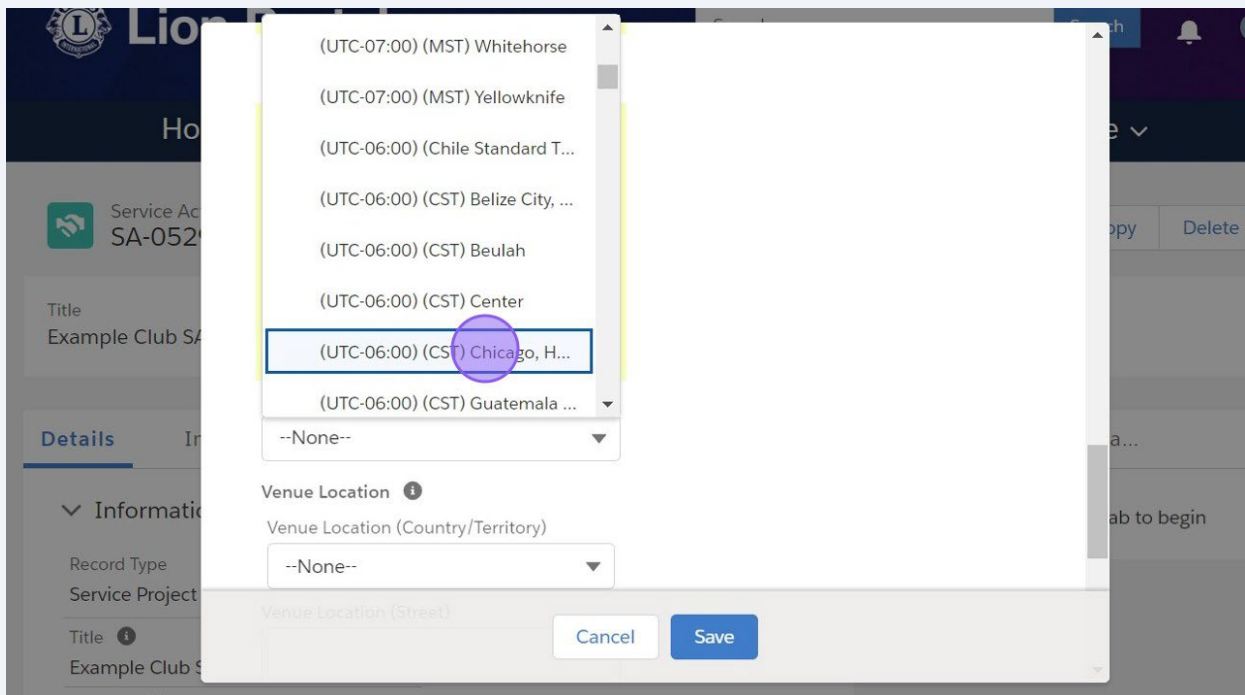
39 Valfritt! Fältet "Sluttid".



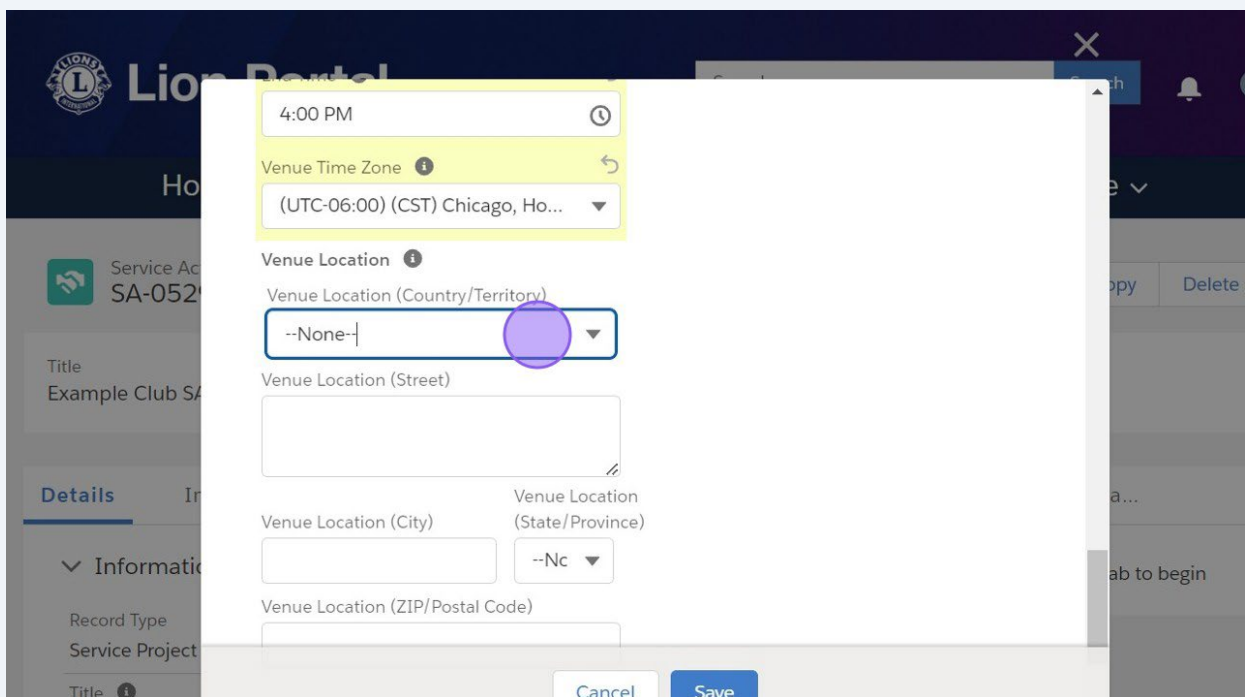
40 Valfritt! Fältet "Platsens tidszon".



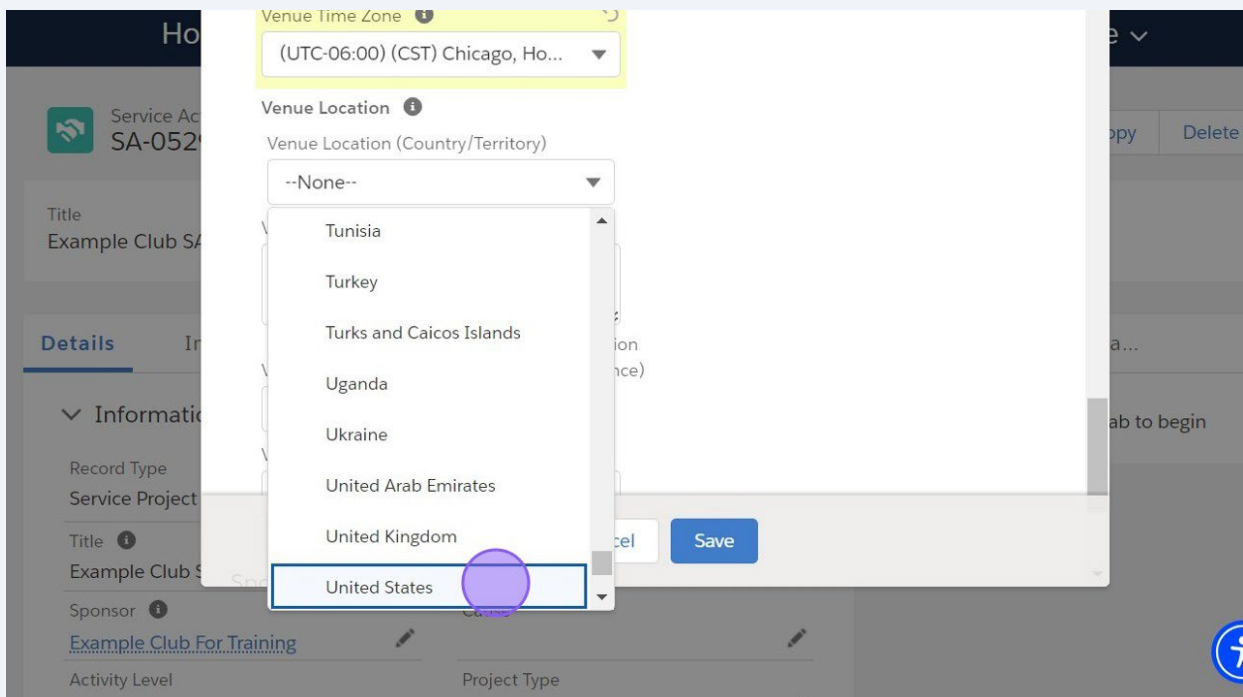
41 Välj från menyn. Bläddra till och klicka på "Tidszon".



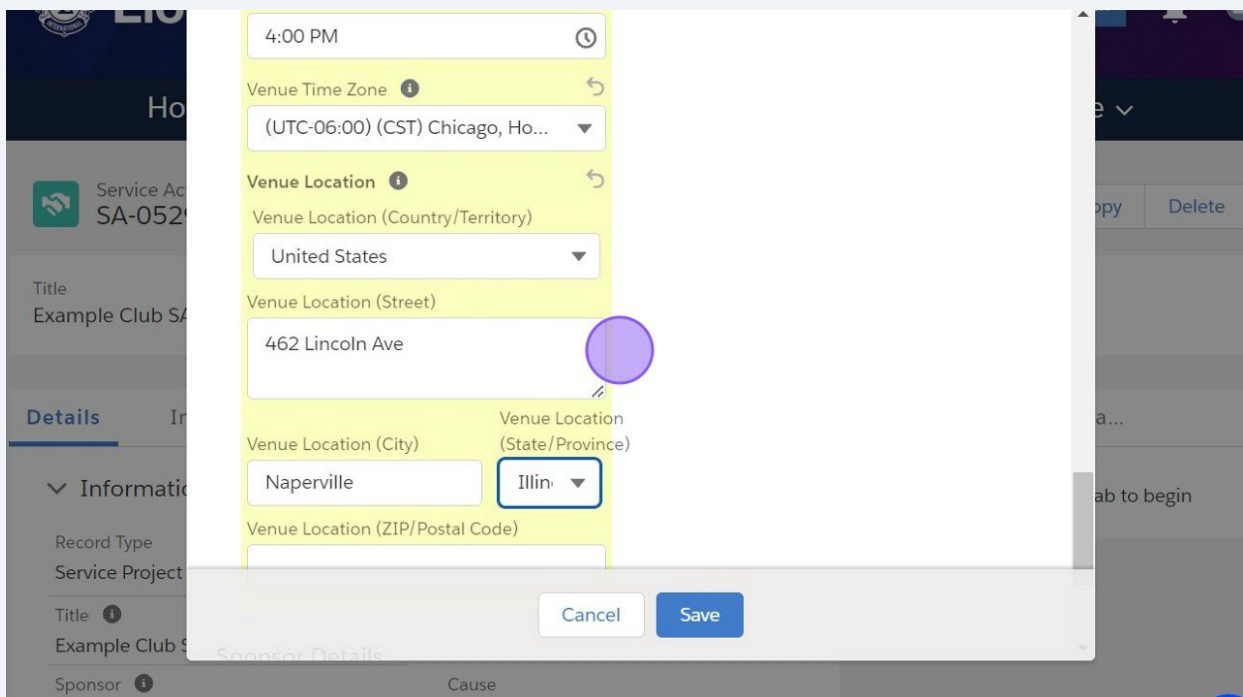
42 Detaljer kan anges för platsens läge.



43 Klicka på det land där platsen ligger.



44 Valfritt! Adressuppgifter kan matas in.



Spara inmatad information

45 Klicka på "Spara"

The screenshot shows a software interface with a form. The form has a yellow highlight around the 'Venue Location' section, which includes three input fields: 'Venue Location (City)' with the text 'Naperville', 'Venue Location (State/Province)' with a dropdown menu showing 'Illin.', and 'Venue Location (ZIP/Postal Code)' with the text '60540'. Below this is the 'Sponsor Details' section, which has four rows of text: 'Sponsor CA' with an information icon, 'U.S. and Affiliates, Bermuda and Bahamas', 'Sponsor District' with an information icon, and 'District 1 J'. At the bottom of the form, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a purple circle. The background shows a sidebar with 'Details' and 'Information' sections, and a main area with fields like 'Record Type', 'Service Project', 'Title', 'Example Club S...', 'Sponsor', 'Cause', 'Activity Level', and 'Project Type'. A blue person icon is visible in the bottom right corner of the main area.

Inrapportera "Rapport slutförd"

46 Denna aktivitet uppfyller kraven för att inrapporteras som slutförd.

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	Cause	Environment
Sponsor	Example Club For Training	Environment	Project Type
Activity Level			

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

47 Denna aktivitet uppfyller kraven för att inrapporteras som slutförd.

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	Cause	Environment
Sponsor	Example Club For Training	Environment	Project Type
Activity Level			

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

48 Dubbelklicka i rutan "Rapport slutförd".

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
Service Project

Title ⓘ
Example Club SA3 - Service Project

Sponsor ⓘ
[Example Club For Training](#)

Activity Level
Lions Club

Status ⓘ
Ready to Report

Report Complete ⓘ

Cause
Environment

Project Type
Tree Planting and Tree Care

Description ⓘ
Our Club partnered with the village to plant 50 young trees on

49 Klicka på fältet "Rapport slutförd" för att markera rutan.

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
Service Project

* Title ⓘ
Example Club SA3 - Service Proje

* Sponsor ⓘ
Example Club For Training

* Cause
Environment

Cancel Save

50 Klicka på "Spara" för att slutföra rapporten.

The screenshot shows a report form with the following details:

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

The form is divided into two tabs: "Details" and "Image Gallery". The "Details" tab is active and contains the following fields:

- Record Type: Report Complete (highlighted in yellow)
- Service Project:
- * Title: Example Club SA3 - Service Proje
- * Sponsor: Example Club For Training
- * Cause: Environment

At the bottom of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a purple circle, indicating it should be clicked to complete the report.

51 Klicka på "Avbryt" för att avbryta slutförd rapport.

The screenshot shows the same report form as in step 50. The "Cancel" button at the bottom of the form is highlighted with a purple circle, indicating it should be clicked to abort the report.

Sammanfattning och visa serviceaktiviteter

52 För att komma tillbaka till "Klubbsidan" klickar du på klubbens länk enligt bilden nedan.

The screenshot shows a 'Details' page for a report. The 'Information' section includes:

- Record Type: Service Project
- Title: Example Club SA3 - Service Project
- Sponsor: [Example Club For Training](#) (circled in purple)
- Activity Level: Lions Club
- Status: Ready to Report
- Start Date: 9/15/2024
- Created By: Example.Thirty.One, 9/21/2024, 10:12 AM

The report content includes a title 'Report Complete' and a description: 'Our Club partnered with the village to plant 50 young trees on the lake walking path'. A modal window is open over the report content, and a 'Report Complete' notification is visible at the top.

53 Klicka på "Klubbens serviceaktiviteter".

The screenshot shows the 'Club Details' page for 'Example Club For Training'. The 'Club Service Activities' tab is circled in purple. The page displays account information, membership details, and navigation options.

Navigation: Home, Membership, Service, Learn, More

Account Information: Example Club For Training (Lion ID: 200158, Type: Lions Club, Status: Active, Billing Address: 124 Any Place, Naperville, Illinois 60565, United States, Active Member Count: 56)

Club 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: (empty)

Member ... Club Acti...:

- Manage Club Officers
- Manage Cub Club Leader

54 Klicka på "Visa alla serviceaktiviteter".

United States

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

Service Activities (3)
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 Kolumnbredden kan justeras för att underlätta visningen. Klicka och dra på det sätt som visas nedan.

Lion Portal

Search 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...

Inrapportera en aktivitet som slutförd från fliken "Klubbens serviceaktiviteter"

56


Bläddra igenom listan för att se listan över aktiviteter. Välj den aktivitet som ska inrapporteras genom att klicka på länken till serviceaktiviteten.

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 Serviceaktiviteten är öppnad. Dubbelklicka på ikonen med en penna för att redigera.


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 

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



58 Klicka på fältet "Rapport slutförd" för att markera rutan.

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

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



59 Klicka på "Spara" för att slutföra uppdateringen.

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: Report Complete
Service Project:

Example Club SA3 - Service Project Cancel Save

Use the Upload Images tab to begin uploading images.

60 Detaljvyn stängs och återgår till listan över serviceaktiviteter. Aktiviteten visas nu som rapport slutförd.

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 För att återgå till sidan "Klubbdetaljer" klickar du på klubbens länk.

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 För att återgå till startsidan klickar du på "Hem".

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

Member ... Club Acti...

Manage Club Officers

63 Detta avslutar snabbvägledningen "Serviceaktiviteter - Kompletta snabbvägledning".

