

Atividades de Serviço - Guia Rápido Completo



Este guia oferece uma visão geral abrangente sobre como criar e reportar Atividades de Serviço, especialmente para angariação de fundos e projetos de serviços comunitários. Ele detalha os campos de dados essenciais, as funções responsáveis pelos relatórios e as instruções passo a passo de como usar o Lion Portal de forma eficaz. Seguindo este guia, os usuários podem gerenciar com eficiência seus projetos de serviço, garantindo que todas as métricas necessárias sejam capturadas e reportadas com precisão, promovendo a responsabilidade e a transparência em seus clubes.



Dica! Este Guia Rápido mostra como criar e reportar uma Atividade de Serviço e todos os possíveis campos de dados que podem ser capturados e reportados.

Essa Atividade de Serviço é do tipo "Projeto de Serviço", em que fundos foram angariados e alguns doados a uma organização comunitária local. As métricas de "Fundos Angariados" e "Fundos Doados" também foram informados.



Alerta! Todas as Atividades de Serviço devem ter:

- Causa
- Tipo de Projeto
- Descrição
- Data de Início
- Data de Término

Métricas adicionais para o tipo de atividade:

- Projetos de Serviço
 - Total de Voluntários
 - Total de Horas de Voluntariado
 - Pessoas Servidas
- Angariação de Fundos
 - Total de Fundos Angariados
- Doação
 - Total de Fundos Doados
 - Organização Beneficiada
- Reunião
 - Total de Voluntários



Alerta! Embora qualquer associado do clube possa criar e atualizar uma Atividade de Serviço, somente o cargo designado pode reportar a Atividade de Serviço como "Concluída".

Os cargos de Nível de Clube são:

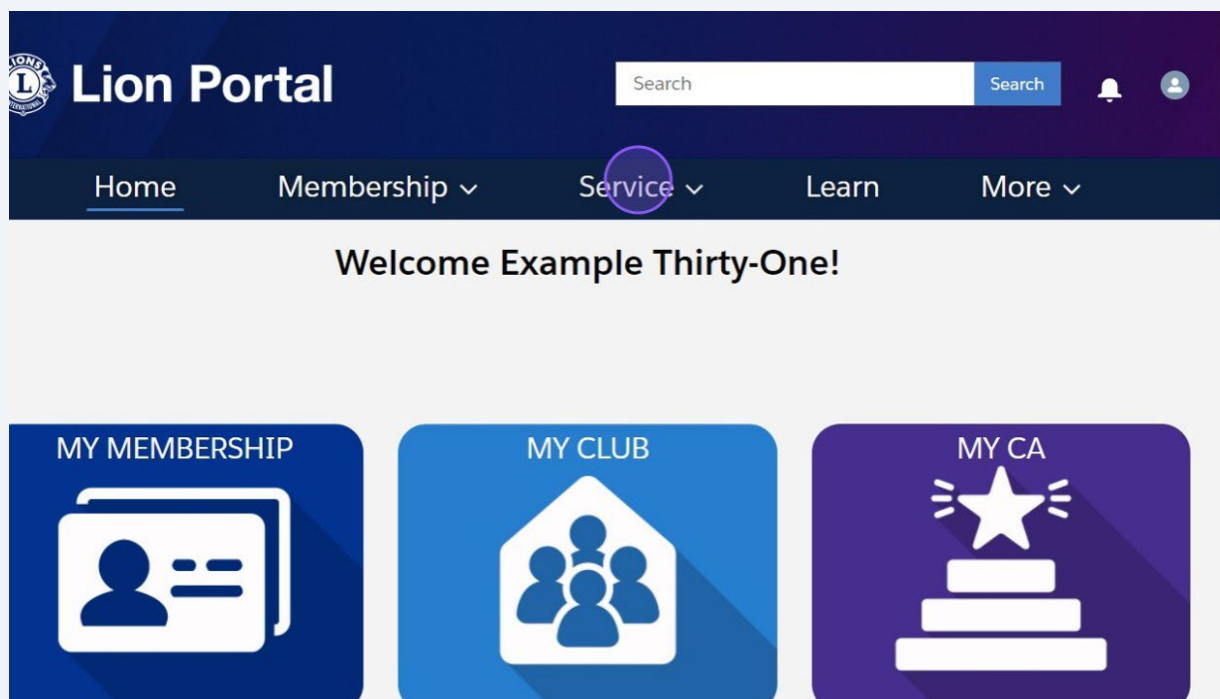
- Presidente
- Secretário
- Assessor de Serviços
- Administrador do Clube

Os cargos de Distrito/Distrito Múltiplo (em nome do Clube)

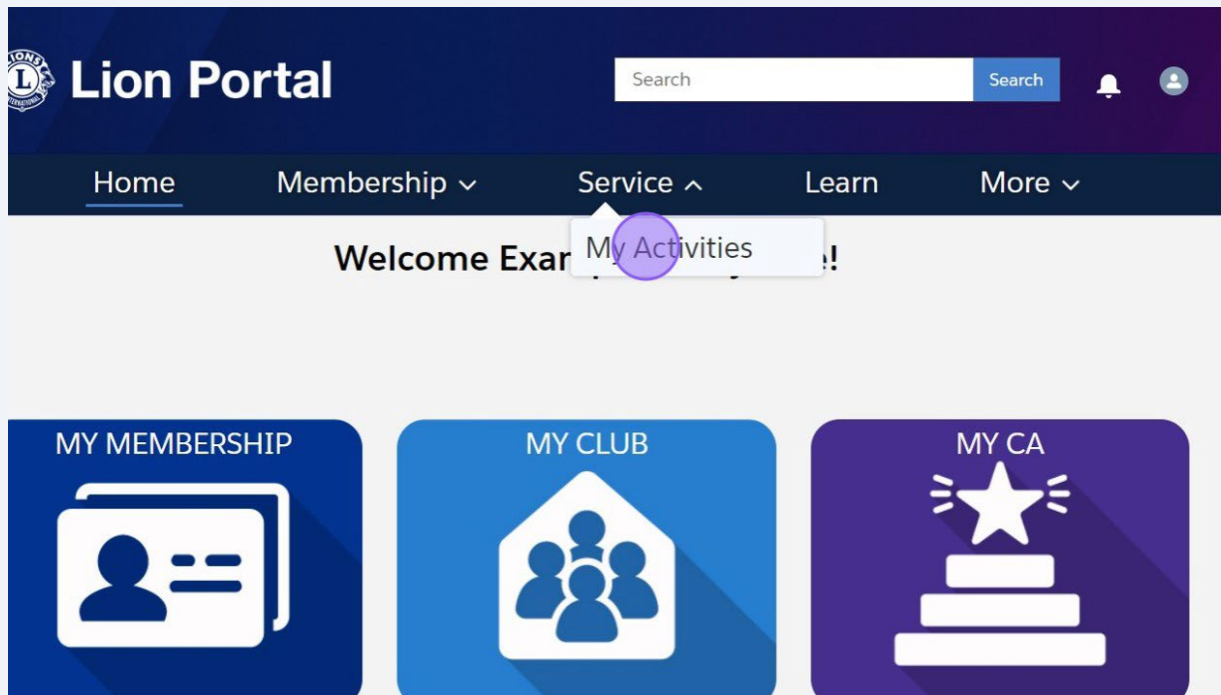
- Governador de Distrito
- Secretário de Gabinete
- Administrador de Distrito/DM

1 Faça login no Lion Portal lionportal.org

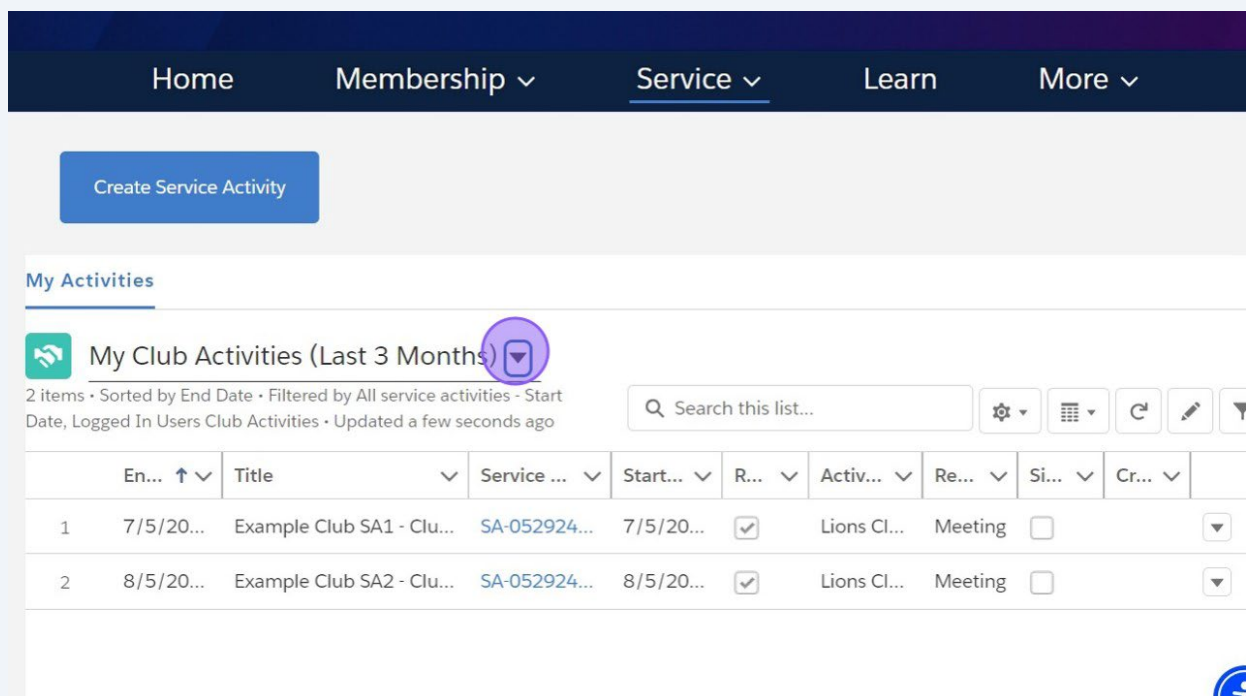
2 Clique "Serviço"



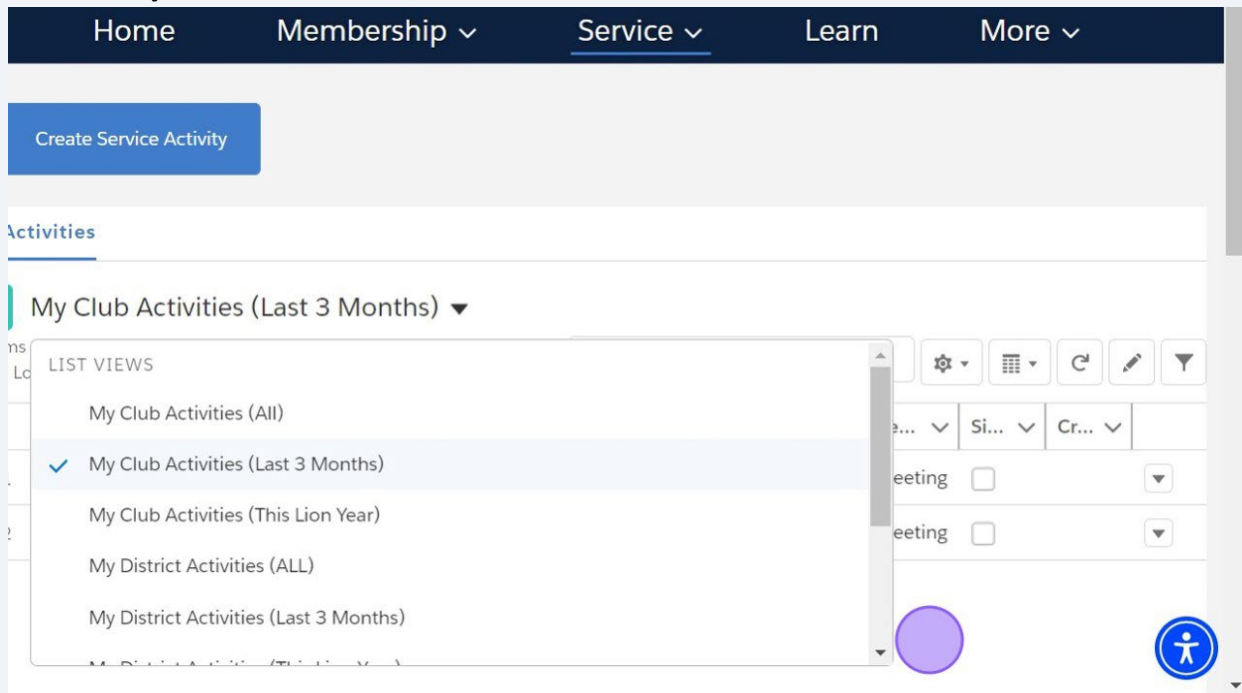
3 Clique "Minhas Atividades"



4 Atividades do Clube (últimos 3 meses) é a lista padrão. Para outras opções de lista, clique em "Selecionart Modo de Exibição da Lista: Atividades de Serviço"



5 Outras opções de visualização são exibidas. Clique no menu suspenso para alterar as visualizações.



Criar a Atividade de Serviço



Dica! Qualquer associado de um clube pode criar uma atividade de serviço e inserir dados e métricas. As atividades podem ser salvas a qualquer momento, com a habilidade de editar e adicionar mais detalhes posteriormente.

6 Clique "Criar Atividade de Serviço"

The screenshot shows the Lion Portal homepage. At the top, there is a search bar and navigation links for Home, Membership, Service, Learn, and More. A blue button labeled "Create Service Activity" is highlighted with a purple circle. Below the navigation bar, there is a section titled "My Activities" with a sub-section "My Club Activities (Last 3 Months)". A table lists activities with columns for End Date, Title, Service, Start Date, and others.

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 As estruturas para as quais você pode criar atividades de serviço são exibidas. Clique no botão de opção para selecionar a estrutura e clique "Próximo"

The screenshot shows the "Create Service Activity" dialog box. It prompts the user to select one of the options below. A list of 2 items is shown, with 1 item selected. The list includes "District 1 J" (District) and "Example Club For Training" (Lions Club). A "Next" button is highlighted with a purple circle.

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

- 8 Insira um nome para a Atividade de Serviço. Clique no menu suspenso para seleccionar o tipo de atividade.

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...

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 Clique "Próximo"

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... 8/5/20... ✓ Lions Cl... Meeting

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

Editar a Atividade

10 Uma nova Atividade de Serviço é criada e a nova atividade é exibida.

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 ID 'SA-05292418'. The card includes fields for Title ('Example Club SA3 - Service Project'), Sponsor ('Example Club For Training'), and Status ('Draft'). There are 'Edit', 'Copy', and 'Delete' buttons. Below the card, there are tabs for 'Details' and 'Image Gallery'. The 'Details' tab is active, showing an 'Information' section with 'Record Type' set to 'Service Project' and a 'Report Complete' checkbox. A 'Title' field is also visible. To the right, there is a section for 'Image Gallery' with 'Imag...' and 'Uploa...' tabs, and a message: 'Use the Upload Images tab to begin uploading images.'

i Dica! O "Status" da atividade muda com o passar do tempo com base na "Data de Início" da atividade.

- Esboço - Nenhuma data de início foi inserida
- Planejada - A data de início é em uma data posterior à atual
- Pronta para Reportar - A data de início pode ser hoje ou pode já ter começado antes de hoje.
- Reportada - A atividade foi marcada como "Relatório concluído"

! Alerta! As atividades não podem ser informadas como "Relatório concluído" até que a data final da atividade seja hoje ou no passado E os dados necessários tenham sido reportados para o tipo de atividade.

11

Novas atividades são definidas com o "Status" de "Esboço"

The screenshot shows the 'Lion Portal' header with a search bar and navigation menu (Home, Membership, Service, Learn, More). Below the header, a 'Service Activity' card is displayed for ID SA-05292418. The card includes fields for Title (Example Club SA3 - Service Project), Sponsor (Example Club For Training), and Status (Draft). A purple circle highlights the 'Status' field. Below the card, there are tabs for 'Details' and 'Image Gallery'. The 'Details' tab is active, showing an 'Information' section with fields for Record Type (Service Project), Report Complete (checkbox), Title (Example Club SA3 - Service Project), and End Date. A purple circle highlights the 'Status' field in the top right of the card.

12

Role a tela para ver os detalhes completos da atividade.

The screenshot shows a detailed view of the 'Example Club For Training' activity. The left panel contains fields for Activity Level, Lions Club, Status (Draft), Start Date, End Date, and Required Metrics (People Served, Total Volunteers, Non-Lions Participated, Non-Lion Family Members Participated). The right panel contains fields for Project Type, Description, and Created By (Example Thirty-One, 9/21/2024, 10:12 AM). A purple circle highlights the 'Status' field in the top right of the card.



Dica! Existem duas opções de formato para editar uma atividade:

- In-Line - A página existente passa para o modo de edição
- Formulário pop-up - Abre uma nova janela pop-up no modo de edição



Dica! Para editar o In-Line, siga estas etapas

13


Para iniciar a edição in-line da atividade, clique ao lado do ícone de lápis

The screenshot shows the Lion Portal interface. At the top, there is a dark blue header with the Lion Portal logo 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 links for Home, Membership, Service, Learn, and More. The main content area displays a service activity card for "SA-05292418". The card includes a title "Example Club SA3 - Service Project", a sponsor "Example Club For Training", and a status of "Draft". There are three buttons: "Edit", "Copy", and "Delete". Below the card, there is a section for "Details" and "Image Gallery". The "Details" section is expanded to show "Information" with fields for "Record Type" (Service Project) and "Report Complete" (checkbox). The "Image Gallery" section has tabs for "Image..." and "Uploa...". A message in the "Uploa..." tab says "Use the Upload Images tab to begin uploading images."

14 Os campos de dados agora são editáveis. Continuar a adicionar dados e rolar pelo formulário

The screenshot displays a web form with the following elements:

- Header: "Example Club SA3 - Service Project", "Sponsor: [Example Club For Training](#)", "Status: Draft".
- Navigation: "Details" (active), "Image Gallery".
- Right Panel: "Image Gallery" (active), "Upload Images" (disabled), "Use the Upload Images tab to begin uploading images.".
- Main Form:
 - Section: "Information" (expanded).
 - Record Type: "Service Project".
 - * Title: "Example Club SA3 - Service Proje".
 - Report Complete: (with an information icon).
 - Cause: "--None--" (dropdown menu).
 - View all dependencies: [View all dependencies](#).
 - Activity Level: (partially visible).
 - Project Type: (partially visible).

 Dica! Para editar usando um formulário pop-up, siga estas etapas

15 Clique no botão "Editar" no canto superior direito

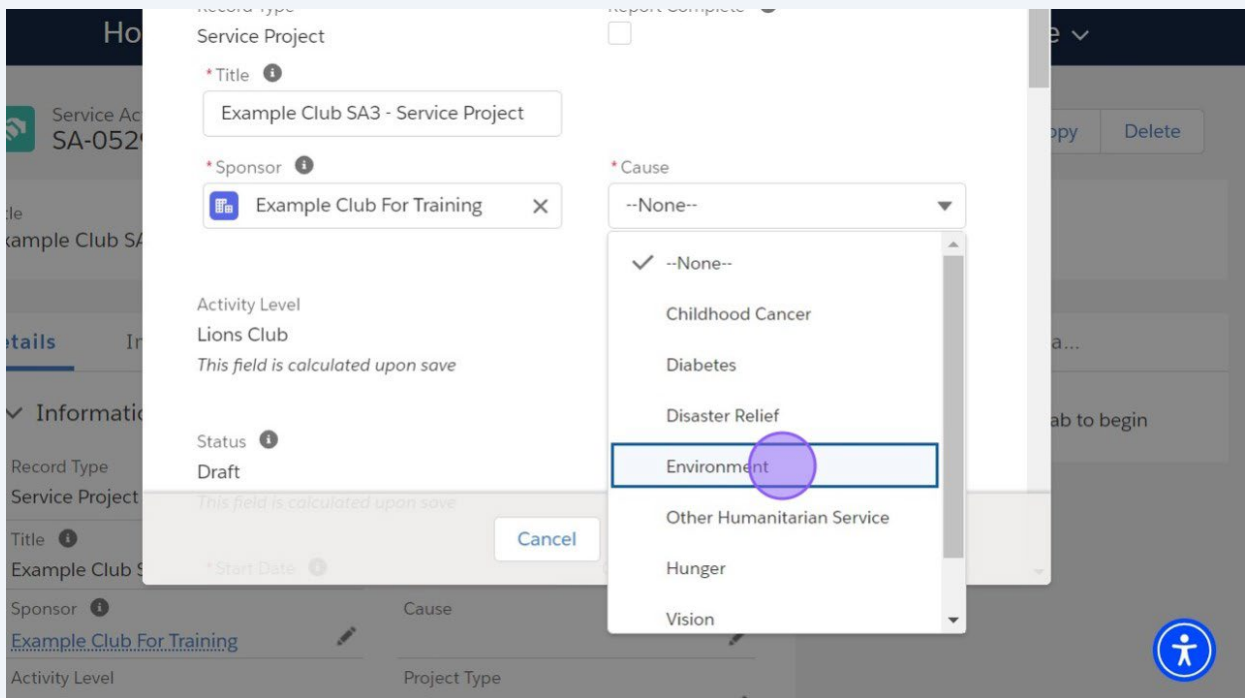
The screenshot shows the Lion Portal interface. At the top, there is a search bar and navigation links for Home, Membership, Service, Learn, and More. Below the navigation, a Service Activity record is displayed with the ID SA-05292418. The record details include the title "Example Club SA3 - Service Project", the sponsor "Example Club For Training", and the status "Draft". An "Edit" button is circled in purple in the top right corner of the record card. Below the record, there are tabs for "Details" and "Image Gallery". The "Information" section is expanded, showing fields for Record Type (Service Project), Report Complete (checkbox), and Title (Example Club SA3 - Service Project). A "Copy" and "Delete" button are also visible.

16 O formulário pop-up é aberto. Continuar a adicionar dados e rolar pelo formulário pop-up

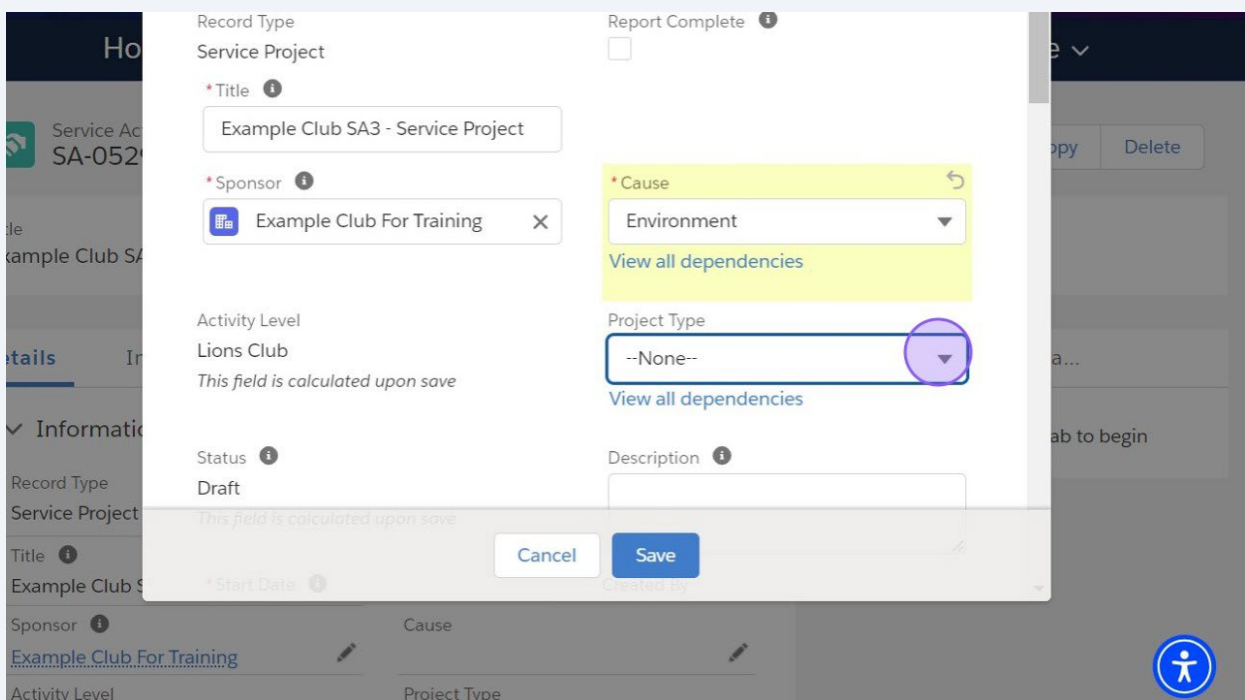
The screenshot shows the Lion Portal interface with a pop-up form open for editing a Service Activity record. The form is titled "Information" and contains the following fields: Record Type (Service Project), Report Complete (checkbox), Title (Example Club SA3 - Service Project), Sponsor (Example Club For Training), Cause (dropdown menu with "--None--" selected and circled in purple), Activity Level (Lions Club), Project Type (dropdown menu with "--None--" selected), Status (Draft), and Description (text input field). The form also includes "Cancel" and "Save" buttons at the bottom. The background shows the same Service Activity record as in the previous screenshot.

Exemplo detalhado de entrada de campos de dados para uma Atividade de Serviço

17 Clique para selecionar "Causa"



18 Clique para abrir o menu suspenso Tipo de Projeto



19 A lista de "Tipos de Projeto" é baseada na "Causa" selecionada anteriormente.

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

- Record Type: Service Project
- Title: Example Club SA3 - Service Project
- Sponsor: Example Club For Training
- Activity Level: Lions Club
- Status: Draft
- Project Type: --None-- (dropdown menu open)
- Description: (text input field)

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

20 Clique no campo "Descrição" para adicionar a descrição. Uma descrição é obrigatória para o Relatório Concluído.

The screenshot shows the 'Information' modal form in the Lion Portal. The 'Description' field is highlighted with a purple circle. The 'Project Type' dropdown menu is also highlighted with a yellow box. The form includes the following fields and options:

- Activity Level: Lions Club
- Status: Draft
- Start Date: (calendar icon)
- End Date: (calendar icon)
- Project Type: Tree Planting and Tree Care
- Description: (text input field)
- Created By: Example Thirty-One, 9/21/2024, 10:12 AM

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

21 Digite a descrição.

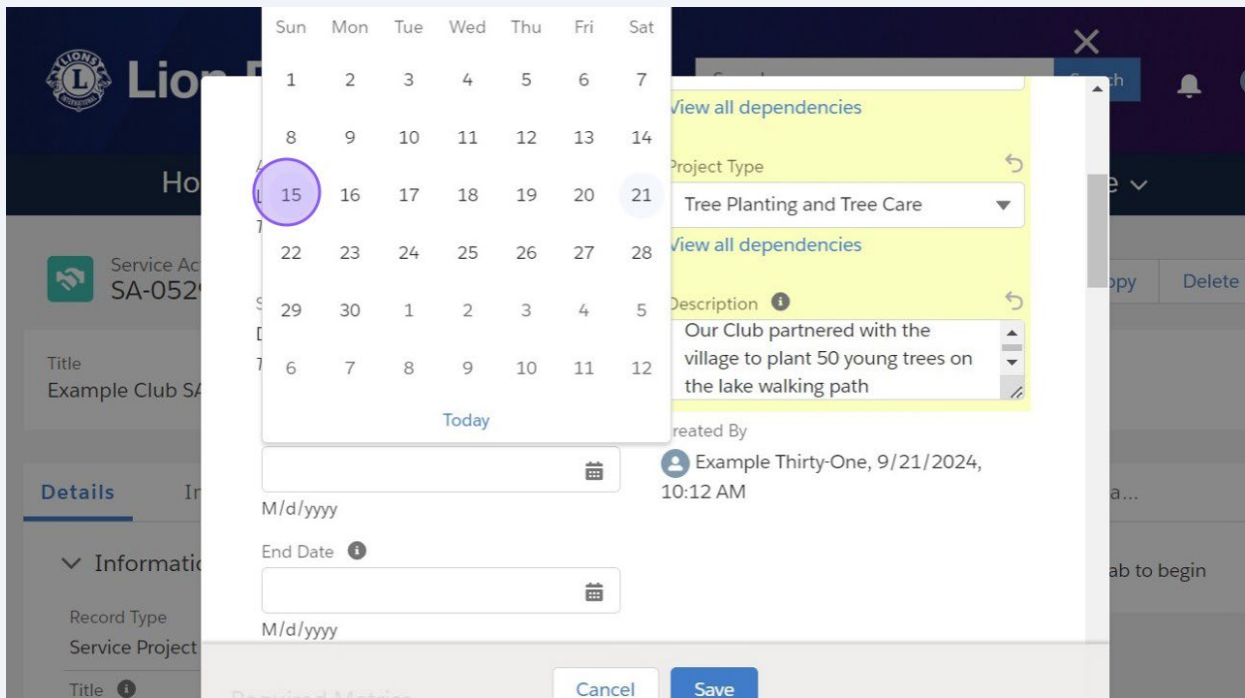
22 Clique no campo "*Data de Início".

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

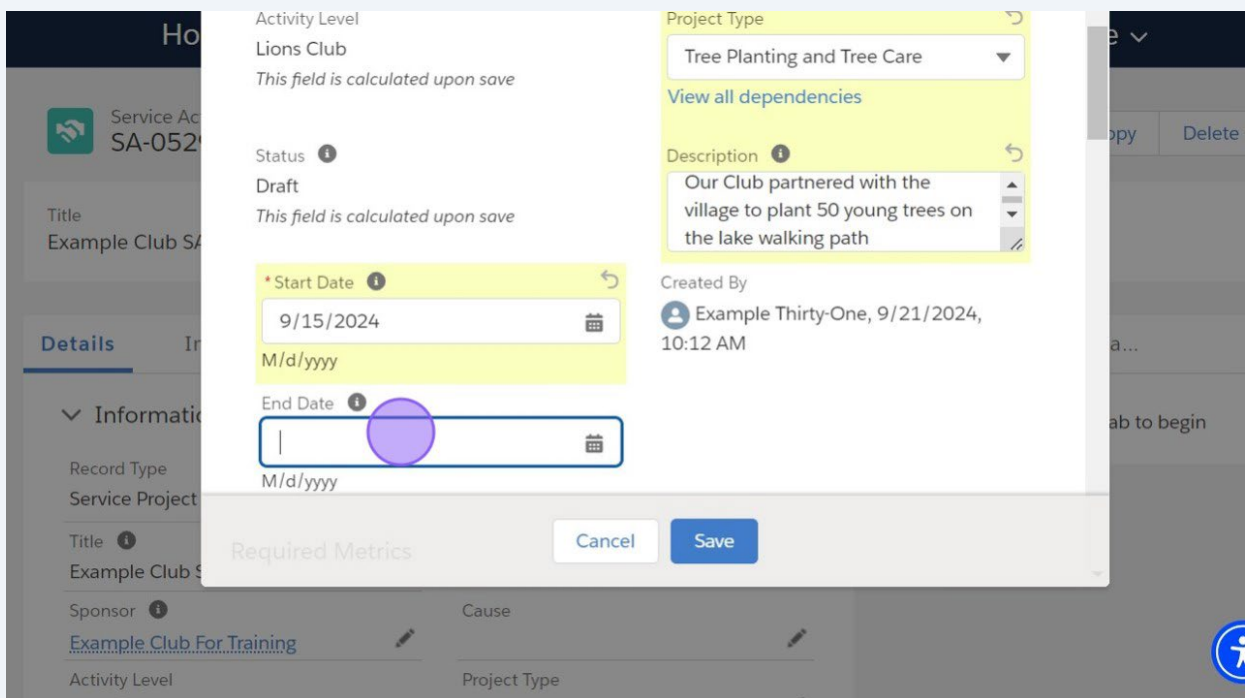
- Activity Level:** Lions Club (Note: This field is calculated upon save)
- Status:** Draft (Note: This field is calculated upon save)
- *Start Date:** (Empty field, marked as required, with a calendar icon and a purple circle highlighting it)
- End Date:** (Empty field, with a calendar icon)
- Project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

Buttons for "Cancel" and "Save" are visible at the bottom of the form. The background shows a sidebar with "Details" and "Information" sections.

23 Uma data pode ser selecionada no calendário.



24 A data também pode ser digitada no campo.



25

Este exemplo é um Projeto de Atividade de Serviço. Pessoas Servidas é uma métrica obrigatória. Clique no campo "Pessoas Servidas" para inserir os dados.

The screenshot shows a mobile application interface for a service project. A modal window is open, displaying the 'Required Metrics' section. The 'People Served' field is highlighted with a purple circle, indicating it is the field to be clicked. The modal also shows 'End Date' fields with the value '9/15/2024'. The background shows the project details, including the title 'Example Club SA-052' and the sponsor 'Example Club For Training'.

26

Digite as "Pessoas Servidas". Há um limite nessa métrica para as atividades reportadas em Nível de Clube. Passe o mouse sobre o "i" para ver a descrição de ajuda.

The screenshot shows the same mobile application interface as in the previous image. The 'People Served' field in the 'Required Metrics' section is now filled with the number '200'. A blue tooltip is displayed over the information icon (i) next to the field, containing the text: 'Enter the number of people benefited by this service activity. A cap of 3000 is applied when reported to LCI.' The background shows the project details, including the title 'Example Club SA-052' and the sponsor 'Example Club For Training'.

27

Este exemplo é um Projeto de Atividade de Serviço. O Total de Voluntários é uma métrica obrigatória. Clique no campo "Total de Voluntários" para inserir os dados.

The screenshot shows a 'Required Metrics' dialog box overlaid on the Lion Portal interface. The dialog box contains the following fields:

- People Served**: Input field containing the number 200.
- Total Volunteers**: Input field containing a vertical bar cursor, highlighted with a purple circle.
- Non-Lions Participated**: Checkbox, currently unchecked.
- Non-Lion Family Members Participated**: Checkbox, currently unchecked.
- Total Volunteer Hours**: Input field.

Below the 'Required Metrics' section is the 'Optional Metrics' section, which includes a 'Currency' dropdown menu set to 'USD - U.S. Dollar'. At the bottom of the dialog are 'Cancel' and 'Save' buttons.

28

Clique no campo "Não Leões que participaram".

The screenshot shows the same 'Required Metrics' dialog box as in the previous image. In this view, the 'Total Volunteers' field now contains the number 50. The 'Non-Lions Participated' checkbox is highlighted with a purple circle.

The 'Optional Metrics' section shows the 'Currency' dropdown menu set to 'USD - U.S. Dollar'. The 'Cancel' and 'Save' buttons are visible at the bottom.

29 Clique no campo "Familiares não Leões que participaram".

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

30 Este exemplo é um Projeto de Atividade de Serviço. O Total de Horas de Voluntariado é uma métrica obrigatória. Clique no campo "Total de Horas de Voluntariado" para inserir os dados.

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.



Alerta! Métricas opcionais podem ser inseridas para a Atividade de Serviço. Observe que pode haver limites para as métricas do Clube. Embora elas possam ser capturadas, quando a atividade passar para Insights, as métricas serão limitadas.

31

Clique no campo "Total de Fundos Angariados".

The screenshot shows a mobile application interface for managing service projects. A dialog box titled "Optional Metrics" is open, allowing users to configure metrics for a project. The dialog box contains the following fields and options:

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

At the bottom of the dialog box, there are two buttons: "Cancel" and "Save". The background of the application shows a service project titled "Example Club SA-052" with various details and a sidebar menu.

32 Descrição do limite para os fundos angariados.

The screenshot shows a form for a service activity. The 'Optional Metrics' section includes the following fields:

- Total Volunteer Hours:** 225.00
- Total Funds Raised:** 250
- Total Funds Donated:** 125
- Total Funds Raised (USD):** 0.00
- Total Funds Donated (USD):** 0.00

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."

33 Descrição do limite para os fundos doados.

The screenshot shows a form for a service activity. The 'Optional Metrics' section includes the following fields:

- Total Volunteer Hours:** 225.00
- Total Funds Raised:** 250
- Total Funds Donated:** 125
- Total Funds Donated (USD):** 0.00

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."



Alerta! Se a atividade doou fundos, é necessário informar a organização beneficiada.

34 Clique no campo "Organização Beneficiada".

The screenshot shows a mobile application interface with a modal window titled "Additional Details". The modal contains the following fields:

- Currency dropdown: USD - U.S. Dollar
- Total Funds Raised: 250 (highlighted in yellow)
- Total Funds Donated: 125 (highlighted in yellow)
- Donation to LCIF:
- Organization Benefited: (highlighted with a purple circle)
- Trees Planted/Cared for:
- Total Funds Raised (USD): 0.00
- Total Funds Donated (USD): 0.00

At the bottom of the modal are "Cancel" and "Save" buttons. The background shows a service project record with details like "Service Project SA-052" and "Example Club For Training".



Dica! Esses são outros elementos de dados opcionais que podem ser inseridos para a Atividade de Serviço,

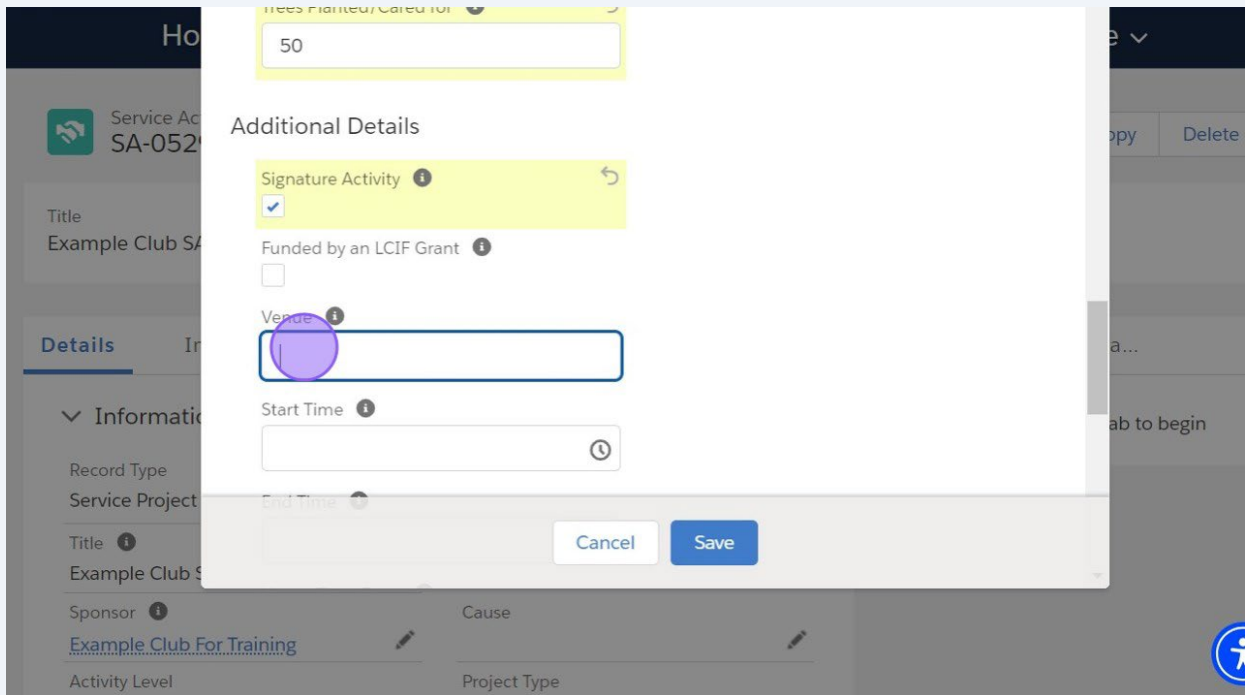
35 Opcional! Campo "Árvores Plantadas/Cuidadas".

The screenshot shows a modal form titled "Additional Details" overlaid on a "Lion Portal" interface. The form contains several fields: "Trees Planted/Cared for" (with an information icon and a purple circle highlighting the empty input box), "Signature Activity" (checkbox), "Funded by an LCIF Grant" (checkbox), "Venue" (text input), "Start Time" (time picker), and "End Time" (time picker). At the bottom of the modal are "Cancel" and "Save" buttons. The background shows a sidebar with "Details" and "Information" sections, and a main content area with a "Service Project" card.

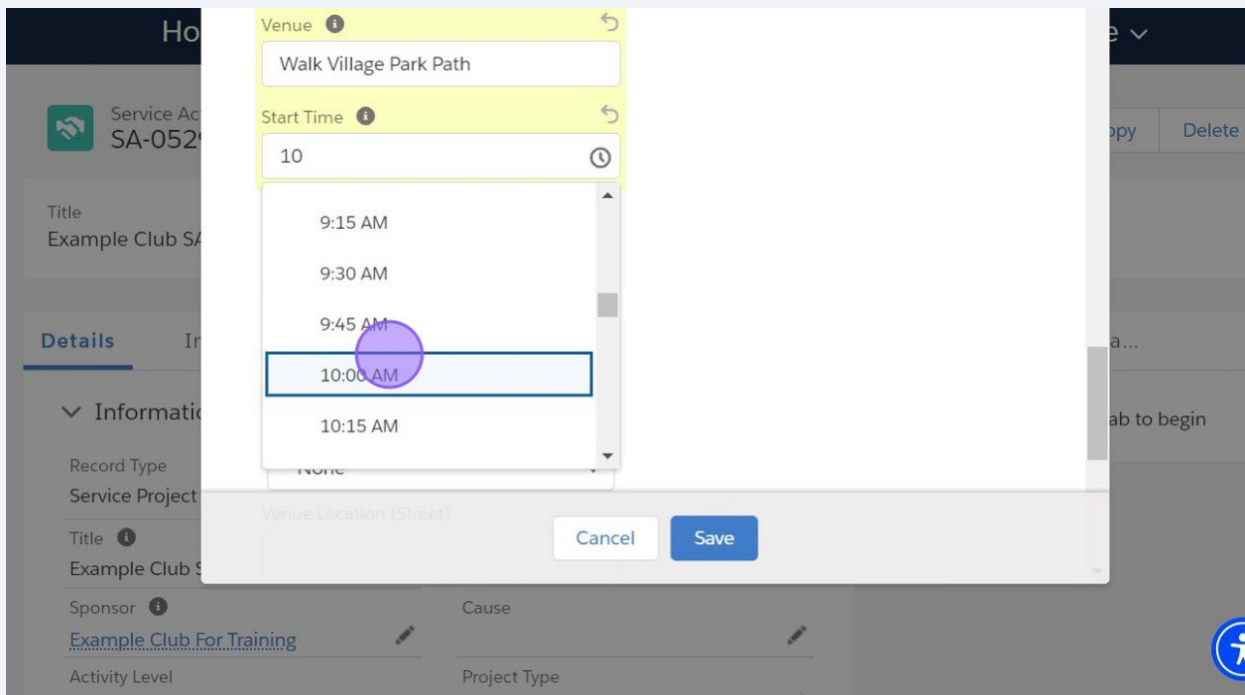
36 Opcional! Clique no campo "Atividade de Destaque".

This screenshot is similar to the previous one, but the "Trees Planted/Cared for" field now contains the number "50" and is highlighted with a yellow box. The "Signature Activity" checkbox is now checked and highlighted with a purple circle. The "Save" button is highlighted in blue. The background interface remains the same as in the previous screenshot.

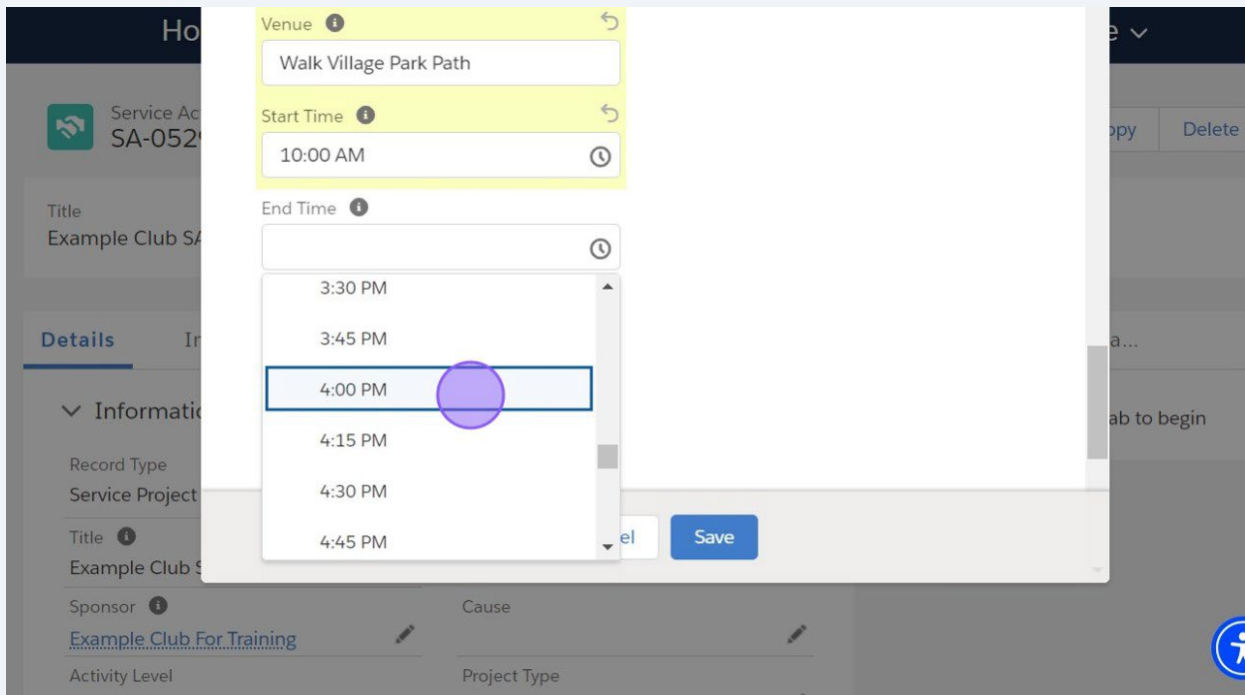
37 Opcional! Clique no campo "Local".



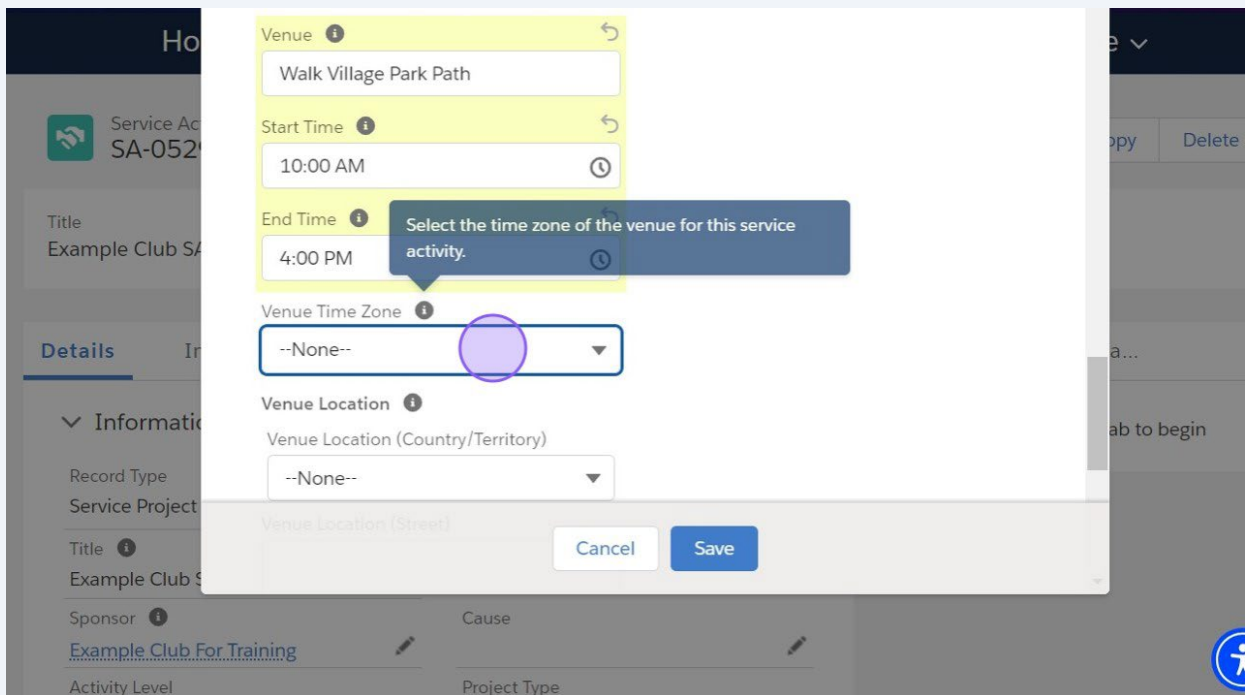
38 Opcional! Horário de Início



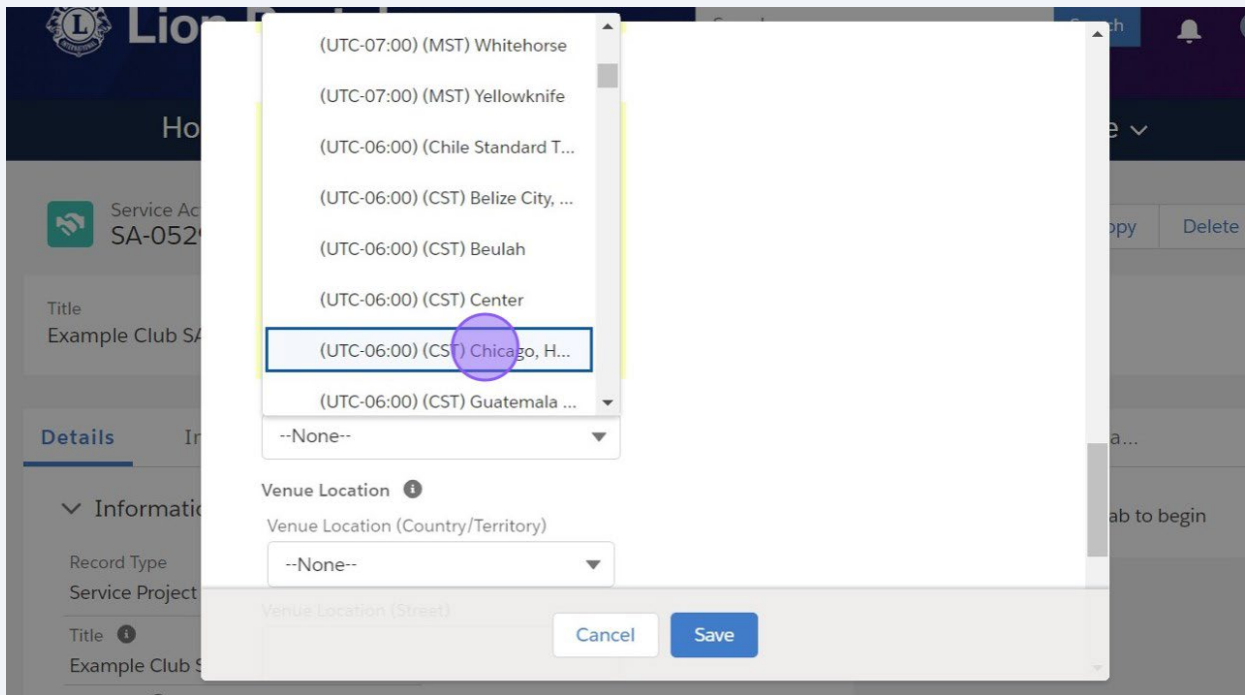
39 Opcional! Campo "Horário de Término".



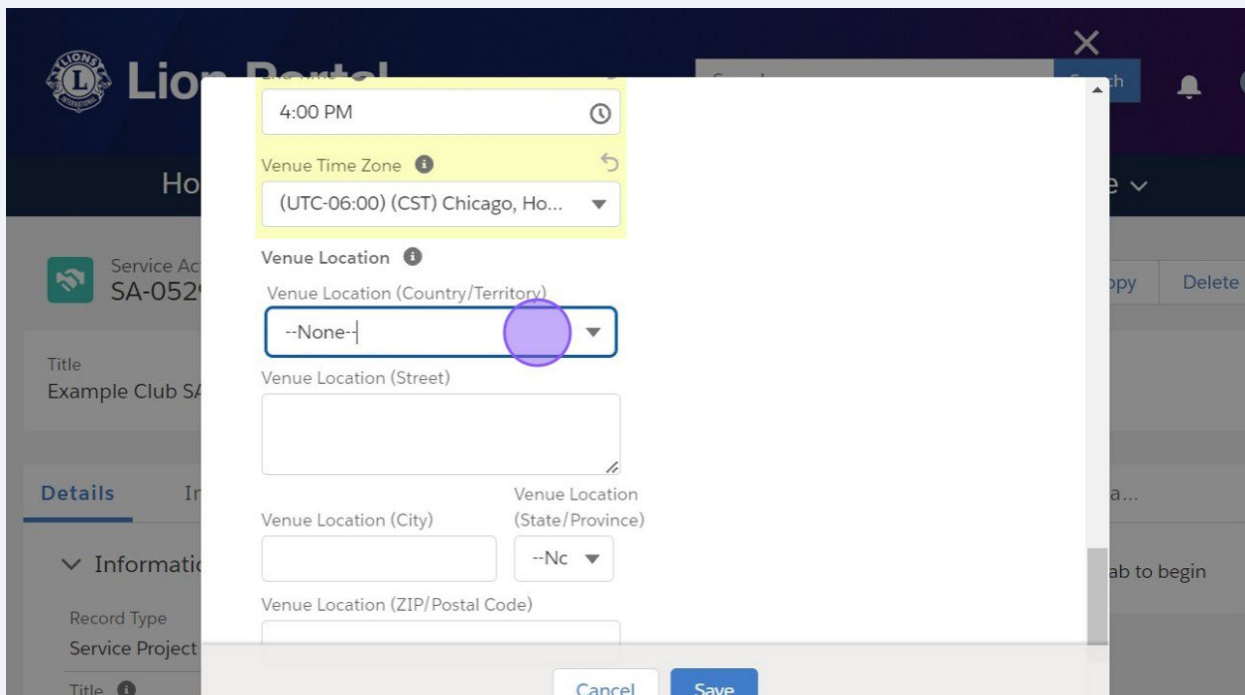
40 Opcional! Campo "Fuso horário do local" .



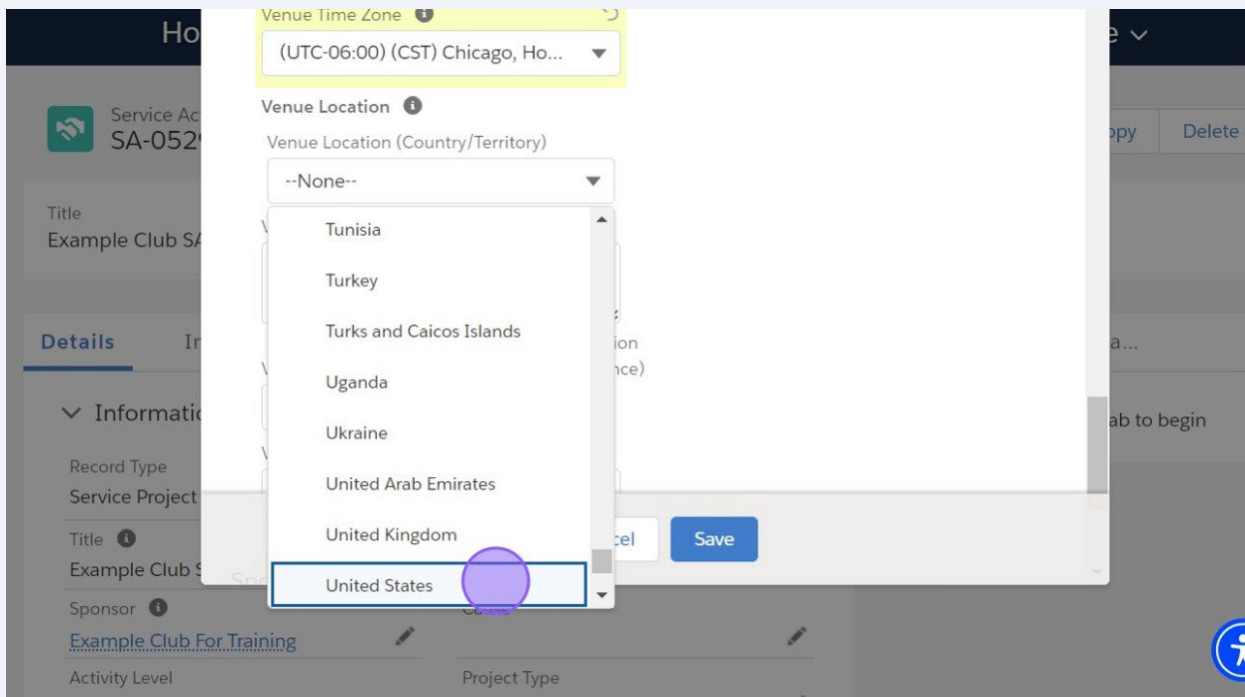
41 Selecione no menu suspenso. Role até a opção "Fuso Horário" e clique nela



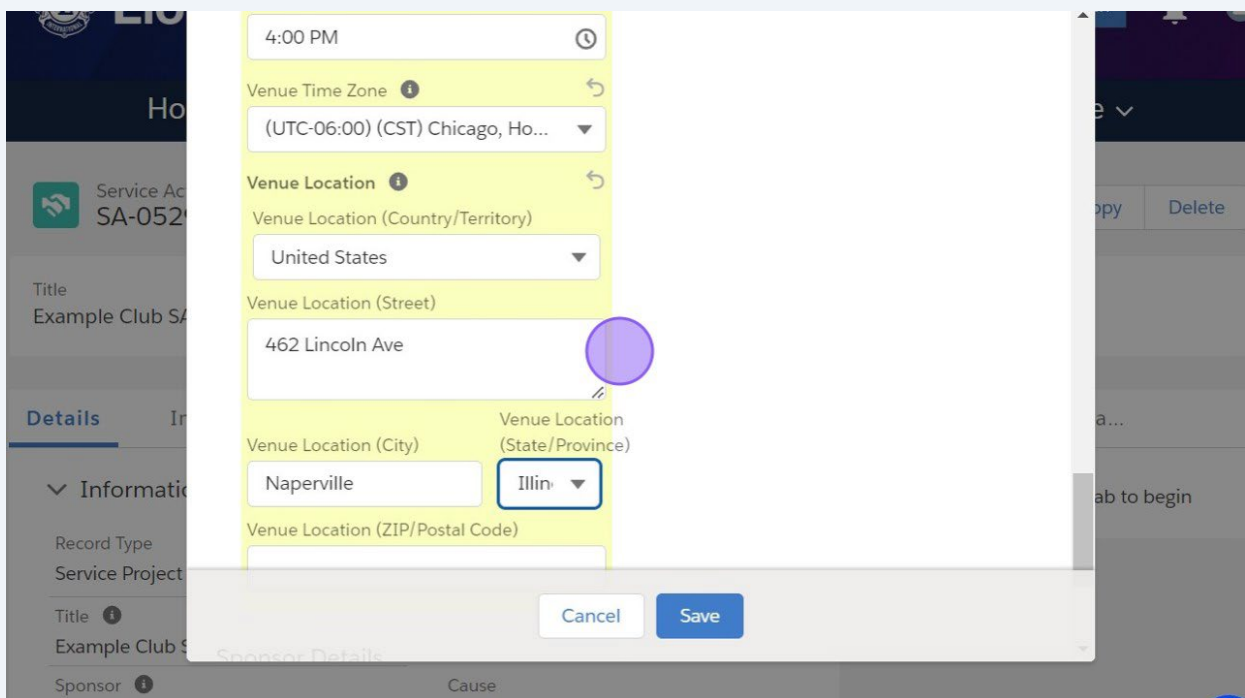
42 Detalhes podem ser inseridos para a localização do local



43 Clique no país do local do evento

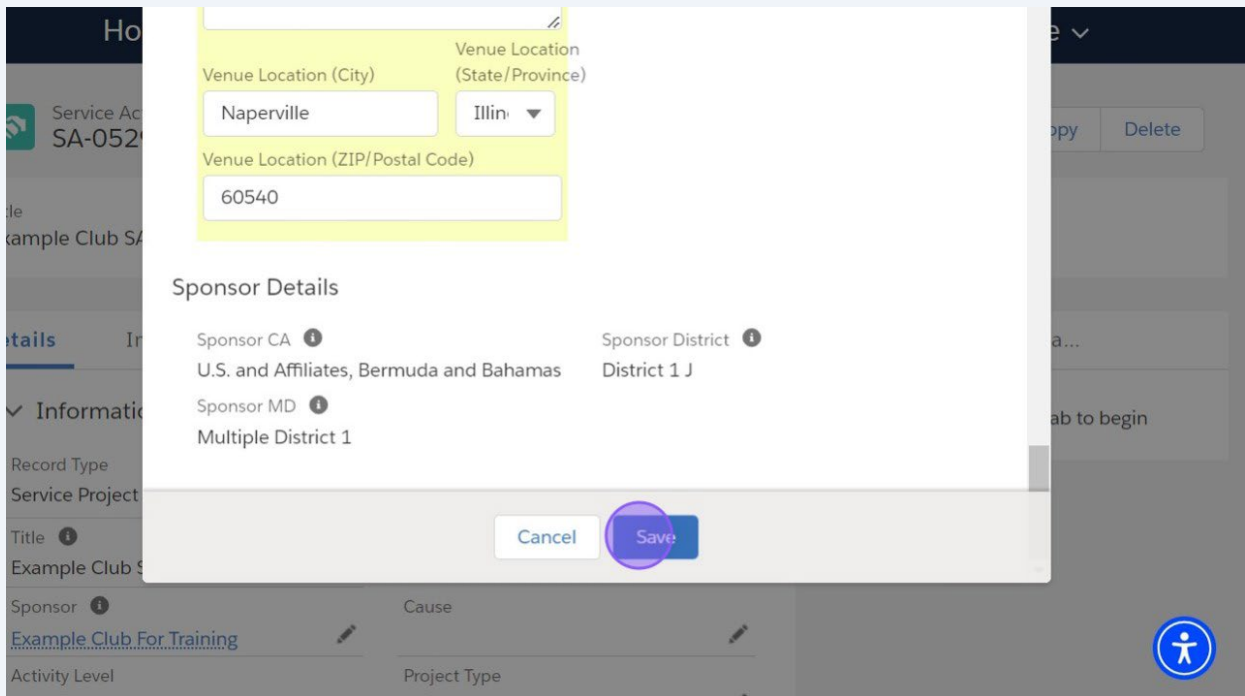


44 Opcional! Os detalhes do endereço podem ser inseridos



Salvar Dados Inseridos

45 Clique "Salvar"



Reportar Atividade Concluída

46

Essa atividade atende aos requisitos para ser considerada completa.

Home Membership Service Learn More

Service Activity SA-05292418 Edit Copy Delete

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

Details Image Gallery

Information

Record Type Service Project Report Complete

Title Example Club SA3 - Service Project

Sponsor Example Club For Training Cause Environment

Activity Level Project Type

Image Gallery Upload Images

Use the Upload Images tab to begin uploading images.

47

Essa atividade atende aos requisitos para ser considerada completa.

Home Membership Service Learn More

Service Activity SA-05292418 Edit Copy Delete

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

Details Image Gallery

Information

Record Type Service Project Report Complete

Title Example Club SA3 - Service Project

Sponsor Example Club For Training Cause Environment

Activity Level Project Type

Image Gallery Upload Images

Use the Upload Images tab to begin uploading images.

48 Clique duas vezes aqui.

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

Activity Level Lions Club Project Type Tree Planting and Tree Care

Status Ready to Report Description Our Club partnered with the village to plant 50 young trees on

Imag... Uploa...

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

49 Clique no campo "Relatório Concluído" para marcar a caixa.

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 Proje

* Sponsor Example Club For Training Cause Environment

Activity Level Project Type

Description

Imag... Uploa...

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

Cancel Save

50 Clique "Salvar" para o relatório concluído.

The screenshot shows a web form with a header section containing the following information:

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

Below the header, there are two tabs: "Details" (selected) and "Image Gallery". To the right, there are two more tabs: "Imag..." and "Uploa...". A message on the right side says: "Use the **Upload Images** tab to begin uploading images."

The main form area is titled "Information" and includes a legend: "* = Required Information". The form fields are:

- Record Type: Service Project
- Report Complete: (highlighted in yellow)
- * 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.

51 Clique "Cancelar" para cancelar a conclusão do relatório

This screenshot is identical to the one above, showing the same web form. However, in this version, the "Cancel" button at the bottom of the form is highlighted with a purple circle, indicating the next step in the process.

Recapitular e Visualizar as Atividades de Serviço

52 Para retornar à "Página do clube", clique no link do clube, conforme exibido

The screenshot shows a web interface with two tabs: "Details" (selected) and "Image Gallery". The "Details" tab contains an "Information" section with the following fields:

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

A modal dialog box is open over the "Sponsor" field, displaying a form with several input fields. A purple circle highlights the "Sponsor" field in the main form. To the right, there is an "Image Gallery" section with tabs for "Imag..." and "Uploa...". A message reads: "Use the Upload Images tab to begin uploading images." A "Report Complete" notification is visible at the top of the details section.

53 Clique "Atividade de Serviço do Clube"

The screenshot shows a club profile page with a dark navigation bar containing: Home, Membership, Service, Learn, and More. Below the navigation bar, the club name "Example Club For Training" is displayed with an "Account" icon and a "+ Follow" button. A table provides club statistics:

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

Below the table, there are tabs for "Club Details", "Data Export", "Club Statements", "Club Service Activities" (selected), and "More". The "Club Service Activities" tab shows a form with the following fields:

- 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

On the right side, there are two blue buttons: "Manage Club Officers" and "Manage Cub Club Leader". A purple circle highlights the "Club Service Activities" tab.

54 Clique "Visualizar Todas as Atividades de Serviço"

United States

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

Service Activities (3) Settings Refresh
 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 As larguras das colunas podem ser ajustadas para facilitar a visualização. Clique e arraste conforme ilustrado abaixo.

Lion Portal Search

Home Membership ▾ Service ▾ Learn More ▾

Accounts > Example Club For Training
 Service Activities Settings Refresh Filter
 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... ▾

Reportar uma Atividade Concluída da Guia de Atividade de Serviço do Clube

56 Percorra a lista para ver a lista de atividades. Selecione a atividade a ser reportada, clicando no link da Atividade de Serviço.

The screenshot shows a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below it is a breadcrumb trail: 'Accounts > Example Club For Training Service Activities'. A table lists three items. The third item is highlighted, and its 'Service' link is circled in purple.

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

A Atividade de Serviço é aberta. Clique duas vezes no ícone de lápis para editar.

The screenshot shows the top navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below it, the service activity header includes 'Service Activity SA-05292418' and buttons for 'Edit', 'Copy', and 'Delete'. The main form area displays 'Title: Example Club SA3 - Service Project', 'Sponsor: Example Club For Training', and 'Status: Ready to Report'. The 'Details' tab is active, showing a form with fields for 'Record Type' (Service Project), 'Report Complete' (checkbox), 'Title' (Example Club SA3 - Service Project), 'Sponsor' (Example Club For Training), 'Cause' (Environment), and 'Project Type'. A purple circle highlights the edit icon (pencil) next to the 'Report Complete' field. A blue circle highlights the user profile icon in the bottom right corner. A message on the right says 'Use the Upload Images tab to begin uploading images.'

58

Clique no campo "Relatório Concluído" para marcar a caixa.

This screenshot is similar to the previous one, but the 'Report Complete' checkbox is now checked. A purple circle highlights the checked checkbox. Below the form, there are 'Cancel' and 'Save' buttons. The rest of the interface, including the navigation bar and the 'Details' tab, remains the same. The 'Report Complete' field is marked with an asterisk, indicating it is required information.

59 Clique "Salvar" para finalizar a ação.

The screenshot shows a web interface for a service activity. At the top, there is a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below this, the activity details are displayed: 'Service Activity SA-05292418' with 'Edit', 'Copy', and 'Delete' buttons. The form fields show 'Title: Example Club SA3 - Service Project', 'Sponsor: Example Club For Training', and 'Status: Ready to Report'. A 'Details' tab is active, showing a form with a 'Report Complete' checkbox checked and highlighted in yellow. A purple circle highlights the 'Save' button at the bottom of the form. A 'Cancel' button is also visible. A sidebar on the right contains 'Imag...' and 'Uploa...' tabs and a message: 'Use the Upload Images tab to begin uploading images.'

60 A visualização de detalhes é fechada e retorna à lista Atividade de Serviço. A atividade agora está sendo exibida como concluída.

The screenshot shows a list of service activities. The navigation bar is the same as in the previous screenshot. The page title is 'Example Club For Training Service Activities'. Below the title, there are icons for settings, refresh, and filter. A table lists the activities with columns for 'End D...', 'Title', 'Service ...', 'Start ...', 'R...', 'Activ...', 'Record ...', 'Si...', and 'Created'. The third row is highlighted, and a purple circle highlights the 'Report Complete' checkbox, which is checked. The table data is as follows:

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"/>	Exempl

61 Para retornar à "Página de Detalhes do Clube", clique no link do clube.

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 Para retornar à página principal, clique na "Página Principal"

Lion Portal Search [Search] [Bell] [User]

Home Membership ▾ Service ▾ Learn More ▾

Account
Example Club For Training [Follow]

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

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

Account Name: Example Club For Training [Edit] | Type: Lions Club [Info]

Parent Account [Info] | Active Member Count

Member ... | Club Acti... [Manage Club Officers]

