

# Palveluaktiviteetit - Luo, ilmoita, kopioi



Lion Portal

## kokousaktiviteetti

Tämä opas on hyödyllinen kaikille, jotka haluat hallita aktiviteetteja Lion Portalissa. Se antaa vaiheittaiset ohjeet kokousaktiviteettien luomiseen, ilmoittamiseen ja kopiointiin, joille on nyt omat mittaristonsa palveluaktiviteettien ohella. Seuraamalla näitä ohjeita käyttäjät voivat helpottaa ilmoitusten laatimista ja seurata vapaaehtoistyönsä tuloksia. Lisäksi oheisten vinkkien avulla parannetaan käytettävyyttä, mikä taas helpottaa aktiviteettien hallinnointia yleensä.



Vinkki! Kokousaktiviteeteilla on nyt oma kategoriansa aktiviteetti-ilmoituksessa. Mittaristo tämän tyyppin aktiviteetteihin löytyy ostakkeen "Kokoukset" alta.

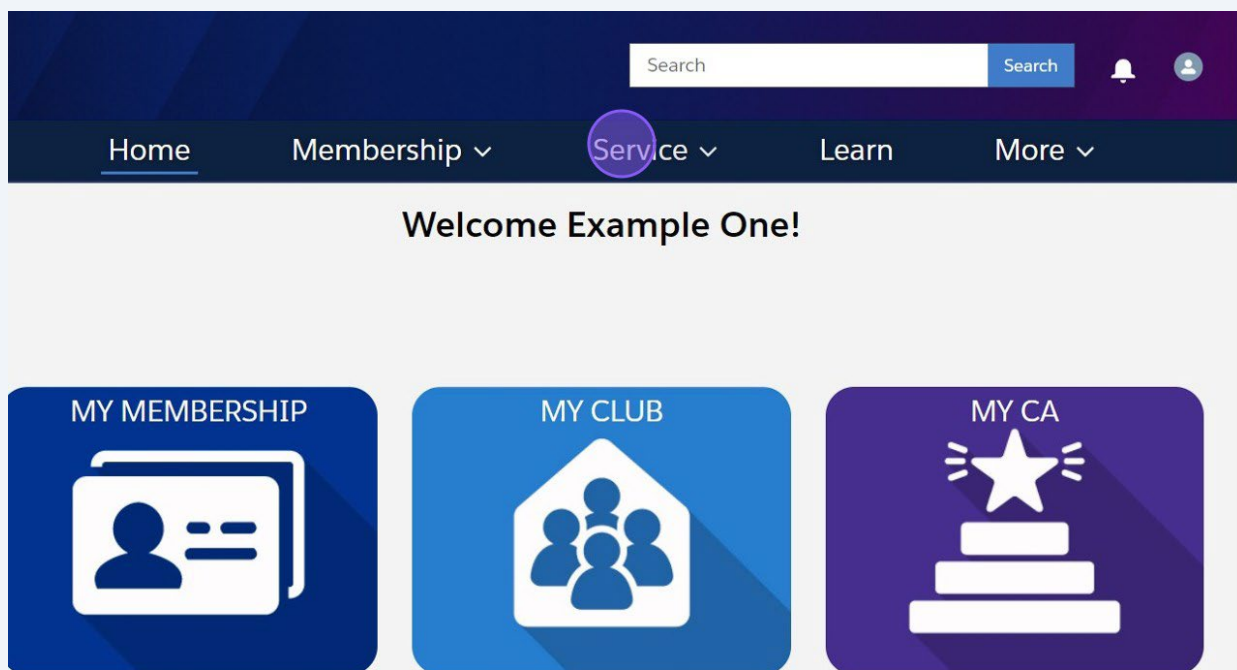
Tämä pikaopas kattaa kokousaktiviteettien luomisen, ilmoittamisen, kopiointin ja uutena aktiviteettina ilmoittamisen.

1

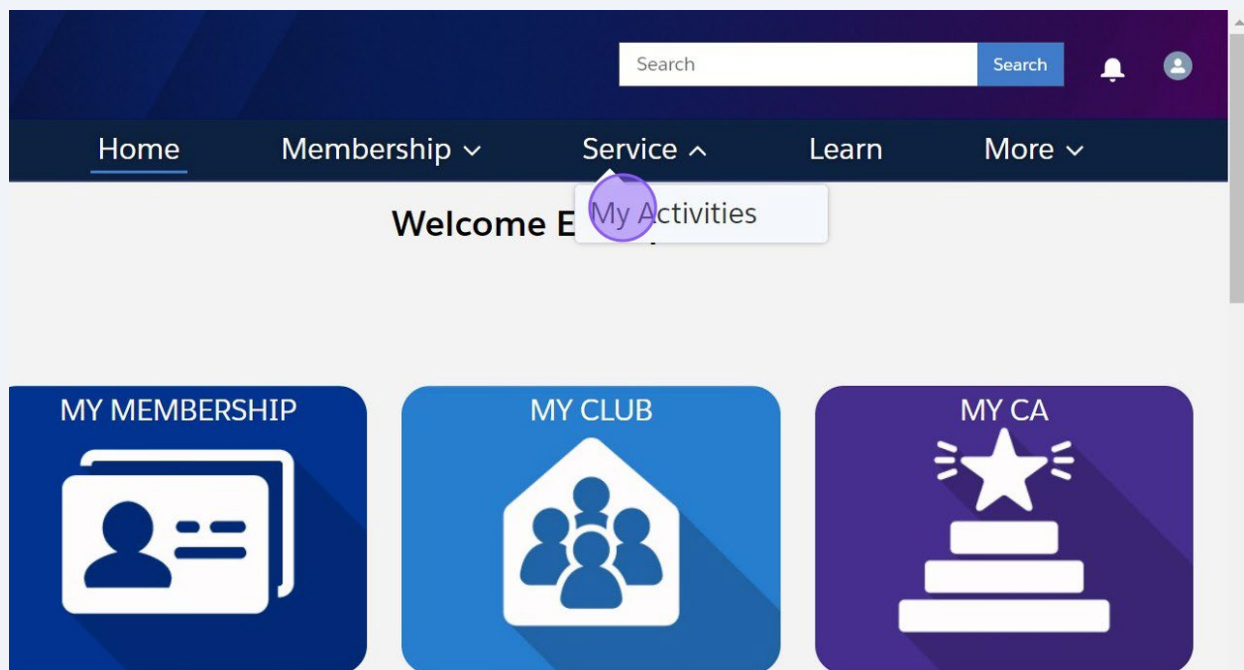
Kirjaudu Lion Portaliin [lionportal.org](https://lionportal.org)

2

Klikkaa "Palvelu"



**3** Klikkaa "Omat aktiviteetit"



**Luo palveluaktiviteetti**

**4** Klikkaa "Luo palveluaktiviteetti" välilehteä

The screenshot shows a web application interface. At the top, there is a dark blue navigation bar with a search box on the right containing the text 'Search' and a 'Search' button. To the right of the search box are a notification bell icon and a user profile icon. Below the navigation bar, there are five menu items: 'Home', 'Membership' with a dropdown arrow, 'Service' with a dropdown arrow and a blue underline, 'Learn', and 'More' with a dropdown arrow. Below the navigation bar, there is a light gray area with a blue button labeled 'Create Service Activity'. Below this, there is a section titled 'My Activities' with a blue underline. Underneath, there is a green icon of two hands and the text 'My Club Activities (Last 3 Months)' with a dropdown arrow. Below this, there is a search box with the text 'Search this list...' and several icons: a settings gear, a list view icon, a refresh icon, an edit icon, and a filter icon. Below the search box and icons, there is a table with three rows of placeholder data represented by horizontal lines.



Vinkki! Vaihtoehdot näkyvät sen mukaan, leo ja lion, tai piirit, joihin sinulla on pääsy hallinnoimaan palveluaktiviteetteja.

5

Laatiaksesi palveluaktiviteetin klubillesi klikkaa valitntanappulaa klubisi nimen vieressä.

Create Service Activity

My Activities

My Club Activities (L)

Refresh this list to view the latest data

Search for a Leo Club, Lions Club, or District in your hierarchy based on the position you hold or select from your specific area.

Search for Leo Club, Lions Club, or District

Select from my specific area

1 of 1 item • 0 items selected

Search this list...

<input type="checkbox"/>	Name	Type
<input type="checkbox"/>	Example Club For Training	Lions Club

Next

6

Klikkaa "Seuraava"

Create Service Activity

Activities

My Club Activities (L)

sh this list to view the latest data

Search for a Leo Club, Lions Club, or District in your hierarchy based on the position you hold or select from your specific area.

Search for Leo Club, Lions Club, or District

Select from my specific area


1 of 1 item • 1 item selected

Search this list...

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

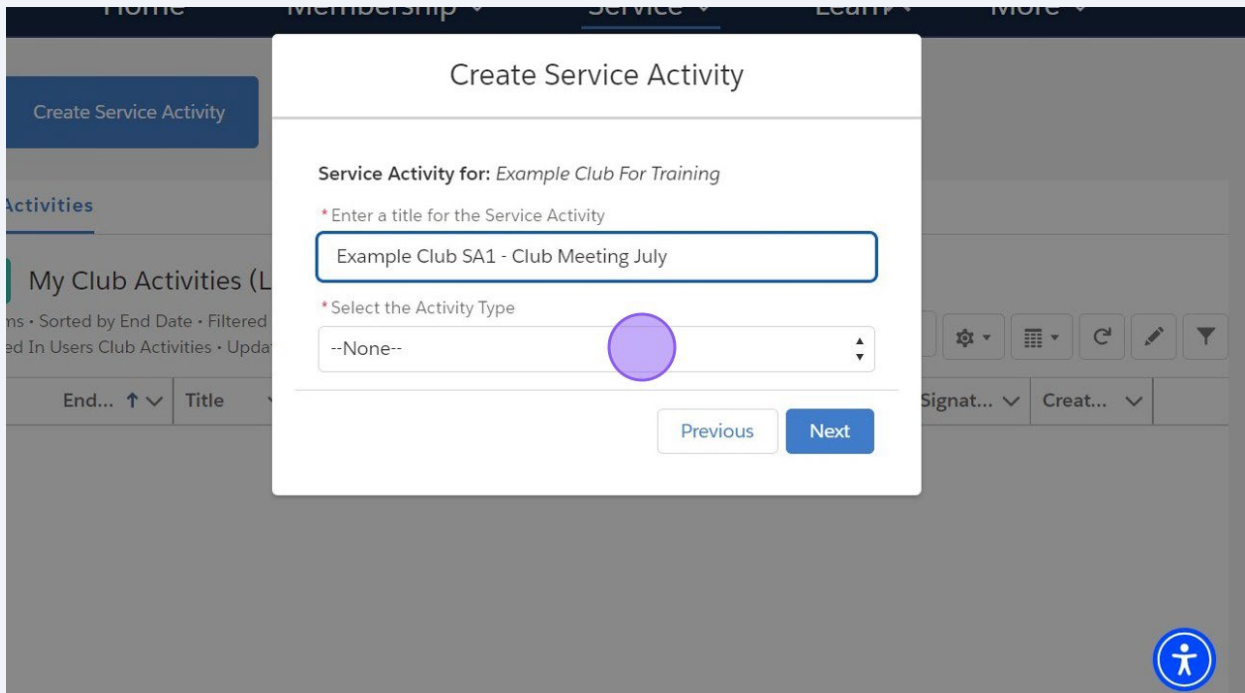
Next

## 7 Syötä palveluaktiviteetin nimi

 Vinkki! Jokaisella palveluaktiviteettityypillä on eri tietokentät jotka tulee täyttää. Palveluaktiviteettien tyypit ovat:

- Palveluprojekti
- Varainhankinta
- Lahjoitus
- Kokous

## 8 Klikkaa tätä pudotusvalikkoa. Valitse palveluaktiviteetin tyyppi



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

Signal... Creat...

Create Service Activity

Service Activity for: Example Club For Training


\* Enter a title for the Service Activity

Example Club SA1 - Club Meeting July

\* Select the Activity Type

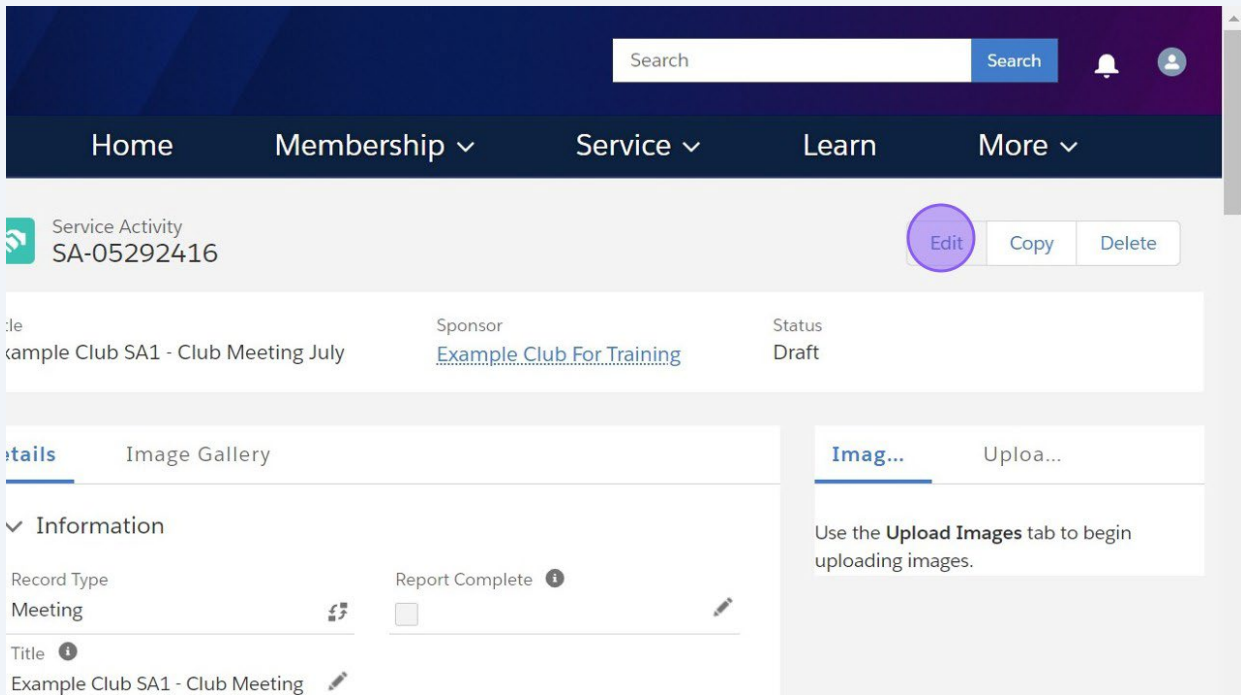
--None--

Previous Next



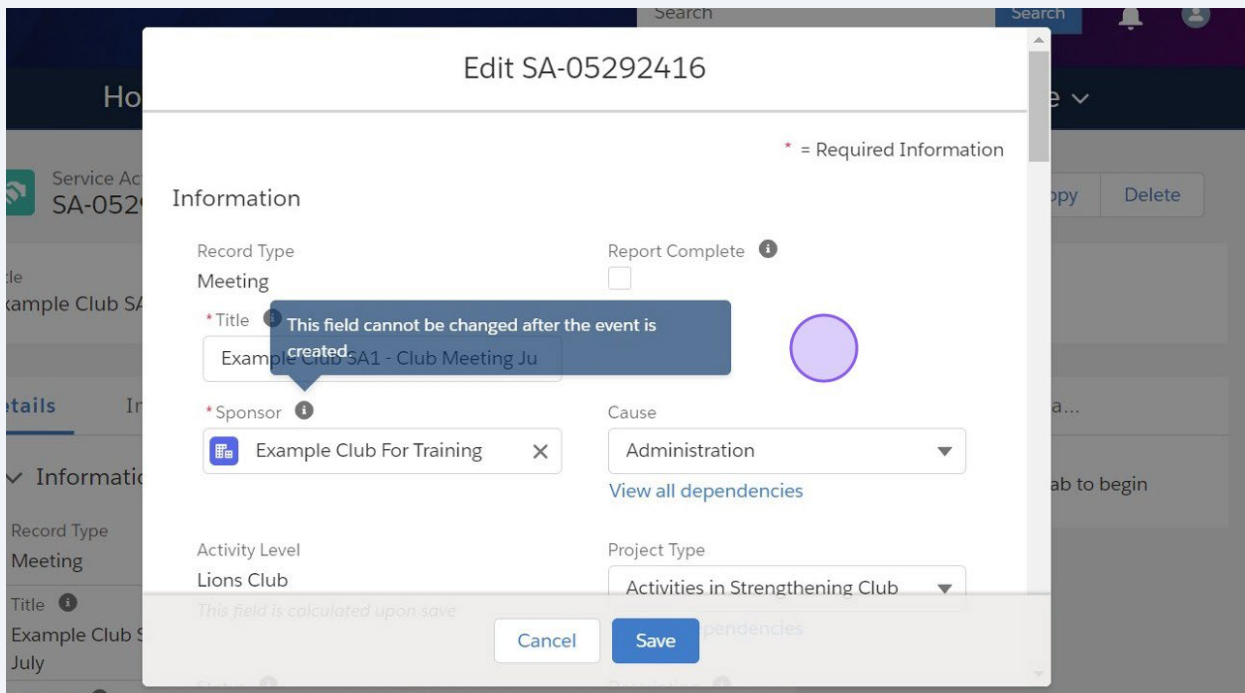


## 11 Jos klikkaat "Muokkaa" uusi ikkuna avautuu



The screenshot shows the top navigation bar with a search box and a user profile icon. Below it is a menu with 'Home', 'Membership', 'Service', 'Learn', and 'More'. The main content area displays a service activity card for 'SA-05292416'. The card includes a title 'Example Club SA1 - Club Meeting July', a sponsor 'Example Club For Training', and a status 'Draft'. An 'Edit' button is highlighted with a purple circle. Below the card, there are tabs for 'Details' and 'Image Gallery'. The 'Details' tab is active, showing a form with fields for 'Record Type' (Meeting), 'Report Complete' (checkbox), 'Title' (Example Club SA1 - Club Meeting), and 'Sponsor' (Example Club For Training). A purple circle highlights the 'Edit' button in the top right corner of the card.

## 12 Syötä/päivitä tiedot klikkaamalla kenttiä tai käytä tabulointipainiketta.



The screenshot shows the 'Edit SA-05292416' dialog box. The dialog has a title bar and a close button. It contains a form with the following fields: 'Record Type' (Meeting), 'Report Complete' (checkbox), '\* Title' (Example Club SA1 - Club Meeting July), '\* Sponsor' (Example Club For Training), 'Cause' (Administration), 'Activity Level' (Lions Club), and 'Project Type' (Activities in Strengthening Club). A tooltip is displayed over the 'Title' field, stating 'This field cannot be changed after the event is created'. A purple circle highlights the 'Title' field. The 'Save' button is highlighted in blue.

### 13 Rullaa lomake läpi

Record Type  
Meeting

\* Title ⓘ  
Example Club SA1 - Club Meeting Ju

\* Sponsor ⓘ  
Example Club For Training

Cause  
Administration

View all dependencies

Activity Level  
Lions Club  
*This field is calculated upon save*

Project Type  
Activities in Strengthening Club

View all dependencies

Status ⓘ  
Draft  
*This field is calculated upon save*

Description ⓘ

Cancel Save

\* Start Date ⓘ

Created by

Example Club For Training Administration Activities in Strengthening Club

Service Account SA-052

Example Club SA

Details Information

Record Type Meeting

Title ⓘ Example Club SA1 - Club Meeting Ju

Sponsor ⓘ Example Club For Training

Activity Level Lions Club

Copy Delete

a...

ab to begin

Person icon

### 14 Palveluaktiviteetit vaativat kuvauksen, klikkaa "Kuvaus" kenttää ja syötä tiedot.

\* Sponsor ⓘ  
Example Club For Training

Cause  
Administration

View all dependencies

Activity Level  
Lions Club  
*This field is calculated upon save*

Project Type  
Activities in Strengthening Club

View all dependencies

Status ⓘ  
Draft  
*This field is calculated upon save*

Description ⓘ

\* Start Date ⓘ

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

Cancel Save

MM/dd/yyyy

End Date ⓘ

Example Club For Training Administration Activities in Strengthening Club

Service Account SA-052

Example Club SA

Details Information

Record Type Meeting

Title ⓘ Example Club SA1 - Club Meeting Ju

Sponsor ⓘ Example Club For Training

Activity Level Lions Club

Copy Delete

a...

ab to begin

Person icon

**15** Klikkaa "\*Aloituspäivämäärä" kenttää. Kirjoita päivämäärä muodossa KK/PP/VVVV

The screenshot shows a form editor for a project. The 'Start Date' field is highlighted with a purple circle. The form contains the following fields:

- Activity Level: Lions Club (This field is calculated upon save)
- Status: Draft (This field is calculated upon save)
- \*Start Date: (This field is highlighted with a purple circle)
- End Date: (This field is highlighted with a purple circle)
- 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

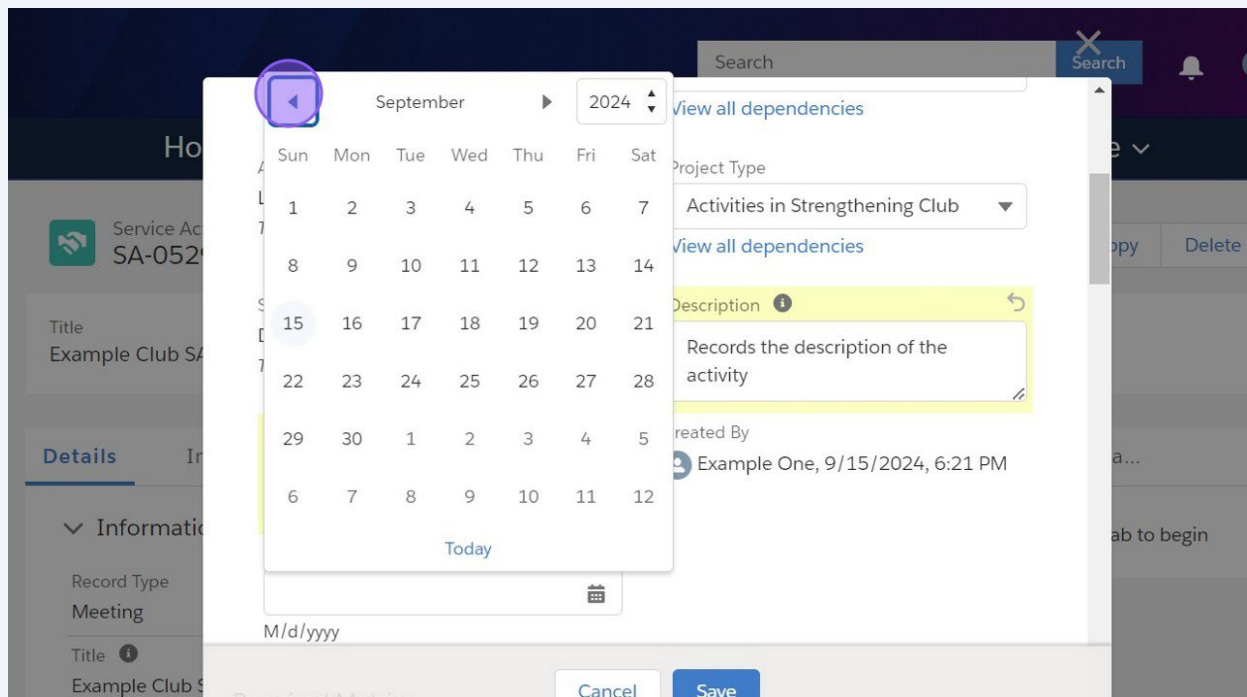
**16** Klikkaa "Päätymispäivä" kenttää.

The screenshot shows the same form editor as in step 15, but now the 'End Date' field is highlighted with a purple circle. The 'Start Date' field now contains the value '7/5/2024'.

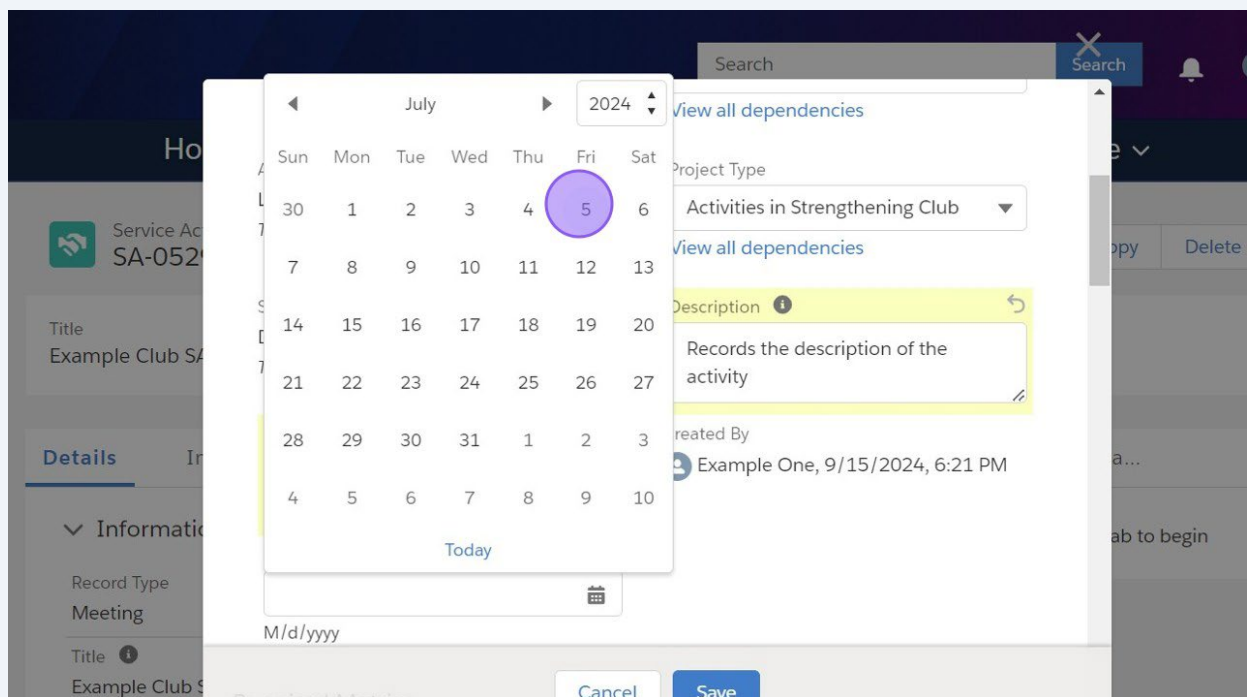
- Activity Level: Lions Club (This field is calculated upon save)
- Status: Draft (This field is calculated upon save)
- \*Start Date: 7/5/2024
- End Date: (This field is highlighted with a purple circle)
- Project Type: Activities in Strengthening Club
- Description: Records the description of the activity
- Created By: Example One, 9/15/2024, 6:21 PM

Buttons: Cancel, Save

## 17 Klikkaa kalenteri kuvaketta valitaksesi päivämäärän kalenterista



## 18 Klikkaa päivämäärää



**19** Klikkaa "Vapaaehtoisia yhteensä" kenttää lisätäksesi tiedot

The screenshot shows a meeting form with a modal window titled "Required Metrics". The modal window has a yellow highlight on the "End Date" field, which contains "7/5/2024". Below it, the "Total Volunteers" field is highlighted with a purple circle. Other fields in the "Required Metrics" section include "Non-Lions Participated", "Non-Lion Family Members Participated", and "Total Volunteer Hours". The "Optional Metrics" section is partially visible at the bottom, showing a "People Served" field. The modal window has "Cancel" and "Save" buttons at the bottom.

**2** Klikkaa "Vapaaehtoistyötunteja yhteensä" kenttää lisätäksesi tunnit. Tämä on **pakollinen** kenttä

The screenshot shows the same meeting form with the modal window titled "Required Metrics". The "Total Volunteers" field now contains the number "30" and is highlighted with a yellow box. The "Total Volunteer Hours" field is highlighted with a purple circle. The "Optional Metrics" section is more visible, showing the "People Served" field. The modal window has "Cancel" and "Save" buttons at the bottom.



### Vinkki!

Lahjoiteutut varat yhteensä on vaadittu tieto "Lahjoitus" palveliaktiviteetin tyyppissä ja Kerätyt varat yhteensä tieto vaaditaan "Varainkeruu" palveluaktiviteetin tyyppissä.

Varat voidaan syöttää paikallisessa valuutassa valitsemalla "Valuutta" ja muuttamalla valuuttatyyppiä.

## 21

Rullaamalla eteenpäin saat näkyviin lisää mittareita.

The screenshot shows a mobile application interface with a modal form for entering donation data. The form is overlaid on a background showing a list of records. The form fields are:

- 
- Currency: USD - U.S. Dollar
- Total Funds Raised:
- Total Funds Raised (USD): 0.00
- Total Funds Donated:
- Total Funds Donated (USD): 0.00
- Organization Benefited:
- Donation to LCIF:

At the bottom of the form, there are two buttons: "Cancel" and "Save". A purple circle highlights the "Save" button. The background shows a list of records with columns for "Sponsor" and "Cause".

## 22 Jatka rullausta

Additional Details

Signature Activity *i*

Funded by an LCIF Grant *i*

Venue *i*

Start Time *i*

End Time *i*

Venue Time Zone *i*  
--None--

Cancel Save

## 23 Jatka rullausta ja syötä valinnaisia tietoja aktiviteetista

Additional Details

Signature Activity *i*

Funded by an LCIF Grant *i*

Venue *i*

Start Time *i*

End Time *i*

Venue Time Zone *i*  
--None--

Cancel Save

## 24 Klikkaa tästä.

Signature Activity

Funded by an LCIF Grant

Venue

Start Time

End Time

Venue Time Zone

Venue Location

Venue Location (Country/Territory)

Cancel Save

Background text: Service Ac SA-052, Example Club SA, Information, Record Type Meeting, Title Example Club S July, Sponsor Example Club For Training, Cause Administration, Project Type Activities in Strengthening Club, Copy, Delete, a..., ab to begin, User icon

## 25 Klikkaa "Tallenna" tallentaaksesi tiedot

Venue Location (City)

Venue Location (State/Province)

Venue Location (ZIP/Postal Code)

Sponsor Details

Sponsor CA U.S. and Affiliates, Bermuda and Bahamas

Sponsor District District 1 J

Sponsor MD Multiple District 1

Cancel Save

Background text: Service Ac SA-052, Example Club SA, Information, Record Type Meeting, Title Example Club S July, Sponsor Example Club For Training, Cause Administration, Project Type Activities in Strengthening Club, Copy, Delete, a..., ab to begin, User icon

2

Kun tallennettu ilmestyy ruutuun vihreä "Onnistui!" viesti. Klikkaa "X" sulkeaksesi viestin.

The screenshot displays a Microsoft Dynamics 365 interface. At the top, a dark blue navigation bar contains a green notification banner that reads "Service Activity 'a29Nq000001k5LtIAI' was saved." with a close button (X) circled in purple. Below the navigation bar are tabs for "Home", "Membership", "Service", "Learn", and "More". The main content area shows a record for "Service Activity SA-05292416". The record details include "Title: Example Club SA1 - Club Meeting July", "Sponsor: Example Club For Training", and "Status: Ready to Report". Below the record details, 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 "Upload Images" button and a message: "Use the Upload Images tab to begin uploading images."



Vinkki! Kun aktiviteetin päättämispäivä on mennyt tila muuttuu "Valmis ilmoitettavaksi" tilaan.

## 27 Tämä palveluaktiiviteetti on "Valmis ilmoitettavaksi"

**Details** Image Gallery

Information

Record Type: Meeting

Title: Example Club SA1 - Club Meeting July

Sponsor: Example Club For Training

Activity Level: Lions Club

Status: Ready to Report

Start Date: 7/5/2024

End Date: 7/5/2024

Report Complete:

Cause: Administration

Project Type: Activities in Strengthening Club

Description: Records the description of the activity

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

Imag... Uploa...

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

## 28 Ilmoita aktiiviteetti. Klikkaa kynän kuvaa "Raportti valmis" kohdassa.

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

Title: Example Club SA1 - Club Meeting July

Sponsor: Example Club For Training

Activity Level: Lions Club

Report Complete:

Cause: Administration

Project Type: Activities in Strengthening Club

Description: Records the description of the activity

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

Imag... Uploa...

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

## 29 Klikkaa "Raportti valmis" kenttää.



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

Imag...

Uploa...

\* = Required Information

Information

Record Type

Meeting

\* Title

Example Club SA1 - Club Meetin

\* Sponsor

Cancel

Save

Report Complete

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

## 30 Klikkaa "Tallenna"



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

Imag...

Uploa...

\* = Required Information

Information

Record Type

Meeting

\* Title

Example Club SA1 - Club Meetin

\* Sponsor

Cancel

Save


Report Complete



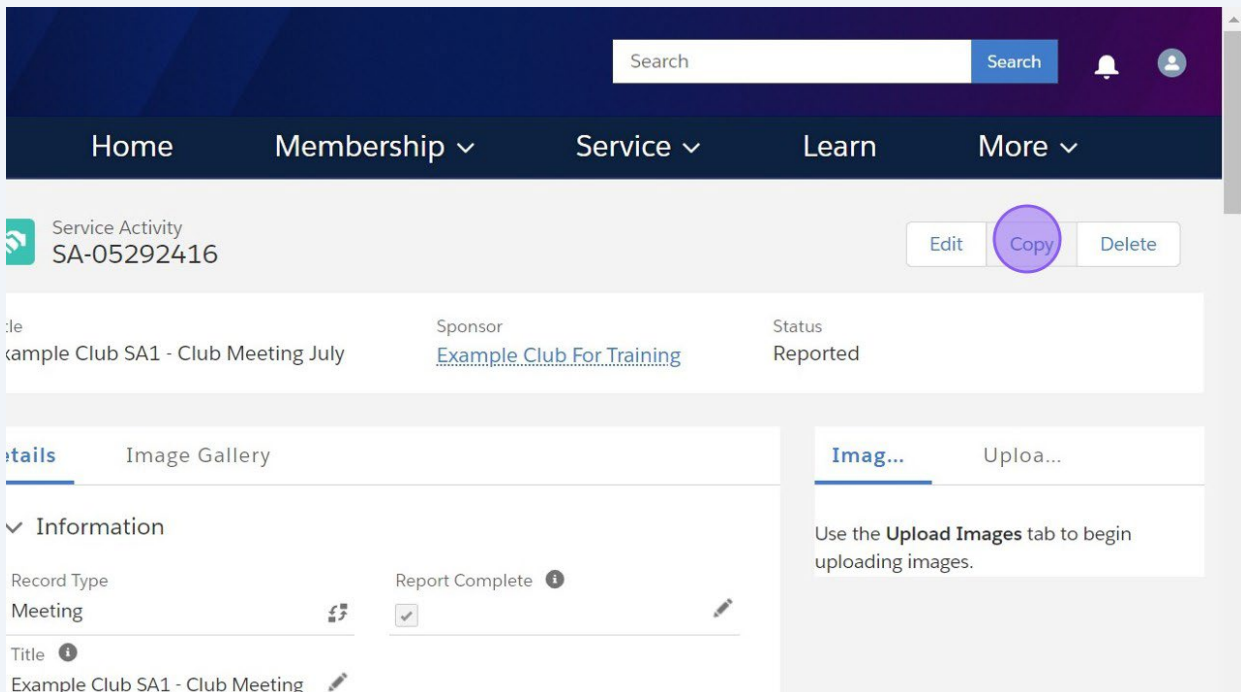
Use the **Upload Images** tab to begin uploading images.

 Olet luonut ja ilmoittanut palveluaktiviteetin.

## Kopioi palveluaktiviteetti

 Vinkki! Jos tämä on toistuva aktiviteetti (mikä vain tyyppi) voit säästää vaivaa tulevien aktiviteettien ilmoittamisessa!

**31** Klikkaa "Kopioi"



Search

Home Membership Service Learn More

Service Activity SA-05292416

Edit Copy Delete

Title Example Club SA1 - Club Meeting July Sponsor [Example Club For Training](#) Status Reported

Details Image Gallery

Information

Record Type Meeting Report Complete

Title Example Club SA1 - Club Meeting

Image Gallery Upload Images

Use the Upload Images tab to begin uploading images.

 Vinkki! Pääset uuteen aktiviteettiin kopioi-painikkeesta.

3

Kun kopioitu vihreä "Onnistui!" viesti ilmestyy. Klikkaa "X" sulkeaksesi viestin.

The screenshot shows a web application interface. At the top, a green success message reads: "Success! Success! Here is your copied activity. Begin editing now." A purple 'X' icon is circled in the top right corner of the message. Below the message is a navigation bar with "Home", "Membership", "Service", "Learn", and "More" options. The main content area displays a "Service Activity" record for "SA-05292417". The record details include: "Title: Example Club SA1 - Club Meeting July", "Sponsor: Example Club For Training", and "Status: Draft". There are "Edit", "Copy", and "Delete" buttons. 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, there is an "Image Gallery" section with an "Upload Images" button and a message: "Use the Upload Images tab to begin uploading images."

33

Klikkaa "Muokkaa"

This screenshot is identical to the one above, but the "Edit" button in the top right corner of the success message area is circled in purple. The rest of the interface, including the navigation bar, service activity record, and details section, remains the same.

**34** On suositeltavaa, että muutat otsikkoa jokaiseen erikseen! Klikkaa "Otsikkoa" muokataksesi sitä

Service Account SA-05292417

Search

Search

Copy Delete

Information

\* = Required Information

Record Type Meeting

Report Complete

\*Title

\*Sponsor

Cause

View all dependencies

Activity Level Lions Club

Project Type

This field is calculated upon save

Cancel Save

**35** Kirjoita "Aug"



Huomio! Aloitus- ja päättymispäivät eivät kopioidu aikaisemmasta aktiviteetista. Ne tulee kirjoittaa erikseen.

**36** Klikkaa "start date" kenttää lisätäksesi päivämäärä. Toista "päättymispäivän" kohdalla

This field is calculated upon save

Status ⓘ  
Draft  
This field is calculated upon save

Description ⓘ  
Records the description of the activity

Created By  
Example One, 9/15/2024, 6:27 PM

\* Start Date ⓘ  
M/d/yyyy

End Date ⓘ  
M/d/yyyy

Required Metrics

Total Volunteers ⓘ  
30

Cancel Save

**37** Klikkaa "Vapaaehtoisia yhteensä" kenttää.

M/d/yyyy

End Date ⓘ  
8/5/2024  
M/d/yyyy

Required Metrics

Total Volunteers ⓘ  
30

Non-Lions Participated ⓘ

Non-Lion Family Members Participated ⓘ

Total Volunteer Hours ⓘ  
30.00

Optional Metrics

Cancel Save

3

Muokkaa tarvittaessa "Vapaaehtoisia yhteensä" ja "Vapaaehtoistunnit yhteensä" ja muita tietoja.

07/07/2024  
M/d/yyyy

Required Metrics

Total Volunteers

Non-Lions Participated

Non-Lion Family Members Participated

Total Volunteer Hours

Optional Metrics

People Served

Cancel Save

39

Rullaa takaisin ylös ja klikkaa "Raportti valmis" kenttää.

Edit SA-05292417

\* = Required Information

Information

Record Type  
Meeting

\*Title

\*Sponsor

Cause  
Administration

View all dependencies

Activity Level  
Lions Club

Project Type  
Activities in Strengthening Club

Report Complete

Cancel Save

## 40 Klikkaa "Tallenna"

The screenshot shows a modal dialog for saving a service activity. The dialog is titled "Information" and contains the following fields:

- Record Type: Meeting
- Title: Example Club SA2 - Club Meeting Aug (highlighted in yellow)
- Sponsor: Example Club For Training
- Report Complete:  (highlighted in yellow)
- Cause: Administration
- Activity Level: Lions Club
- Project Type: Activities in Strengthening Club

At the bottom of the dialog, there are "Cancel" and "Save" buttons. A purple circle highlights the "Save" button. A note at the bottom of the dialog states: "This field is calculated upon save".

## 4 Kun tallennettu ilmestyy ruutuun vihreä "Onnistui!" viesti. Klikkaa "X" sulkeaksesi viestin. Palveluaktiiviteettisi on ilmoitettu.

The screenshot shows a service activity page with a success message at the top: "Service Activity 'a29Nq000001k5NVIAY' was saved". The message has a green checkmark and a close button (X). Below the message is a navigation bar with "Home", "Membership", "Service", "Learn", and "More".

The main content area shows the service activity details:

- Service Activity: SA-05292417
- Title: Example Club SA2 - Club Meeting Aug
- Sponsor: Example Club For Training
- Status: Reported

Below the details, there is an "Information" section with the following fields:

- Record Type: Meeting
- Report Complete:
- Title: Example Club SA2 - Club Meeting

On the right side, there is an "Image Gallery" section with an "Upload Images" button and a message: "Use the Upload Images tab to begin uploading images."

**42** Palaa klubin tietoihin klikkaamalla Klubin Nimi kohtaa tai "Tiedot" välilehteä.

The screenshot shows a web application interface. At the top, there is a search bar and navigation tabs: Home, Membership, Service, Learn, and More. Below the navigation, a service activity record is displayed with the ID SA-05292417. The record details include Title: Example Club SA2 - Club Meeting Aug, Sponsor: Example Club For Training, and Status: Reported. A modal window is open over the 'Example Club For Training' link, showing its details: Lion ID 200158, Type Lions Club, Status Active, and Billing Address 124 Any Place, Naperville, Illinois 60565, United States. The modal also has tabs for 'Details' and 'Image Gallery'.




**43** Klikkaa "Klubin palveluaktiviteetit" katsoaksesi uusinta palveluaktiviteettia

The screenshot shows the account page for 'Example Club For Training'. At the top, there is an 'Account' header with the club name and a '+ Follow' button. Below this, a summary table displays key information: Lion ID 200158, Type Lions Club, Status Active, Billing Address 124 Any Place, Naperville, Illinois 60565, United States, and Active Member Count 50. A navigation bar contains tabs: Club Details, Data Export, Club Statements, Club Service Activities (highlighted with a purple circle), and More. Below the navigation bar, the 'Club Service Activities' section is visible, showing fields for 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 (50), Club Specialty (Cultural), and Club Sub-Specialty. On the right side, there are three blue buttons: 'Manage Club Members', 'Manage Club Officers', and 'Manage Cub Club'.

## 44 Palveluaktiviteettien lista näkyy






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](#)

## 45 Klikkaa "Home" palataksesi etusivulle

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
--	----------	-------	-----------------	------------	----



4

Tähän päättyy "Palveluaktiviteetit - Luo, ilmoita, kopioi kokousaktiviteetti" pikaopas.

Welcome Example One!

