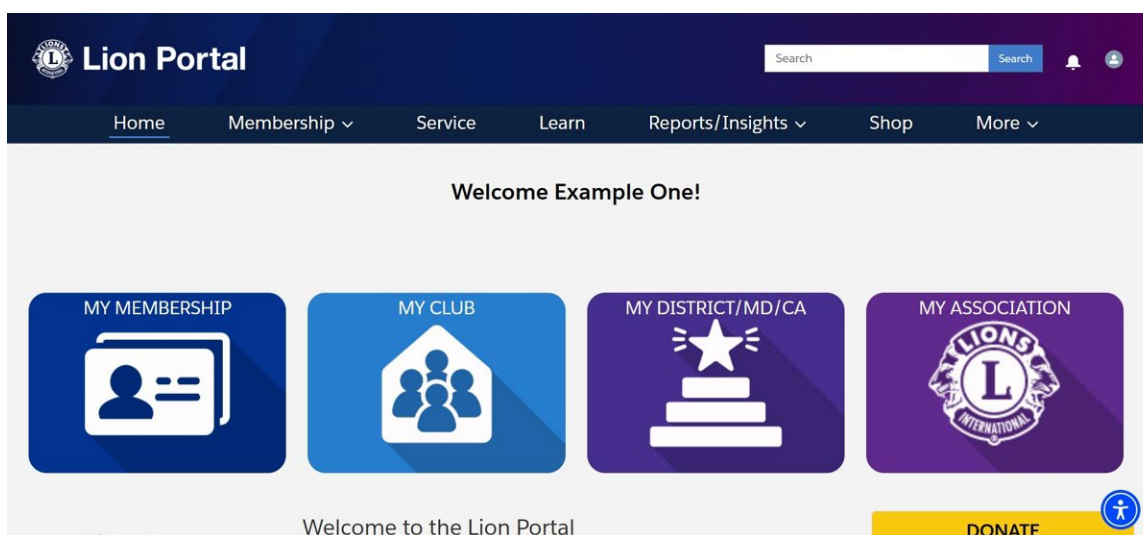


簡介 - 本指南全面介紹了在 Lion Portal（獅子會門戶網站）上建立和報告服務活動的增強功能。透過遵循所述步驟，使用者可依照概述的步驟，有效地設定服務活動，確保輸入所有必需的資料，並成功地向 LCI 報告活動，從而深入了解他們的貢獻。此外，本指南還針對指標上限進行說明，並提供管理和上傳圖片的提示，使其成為希望優化其服務報告流程的獅友和青少獅會的重要資源。

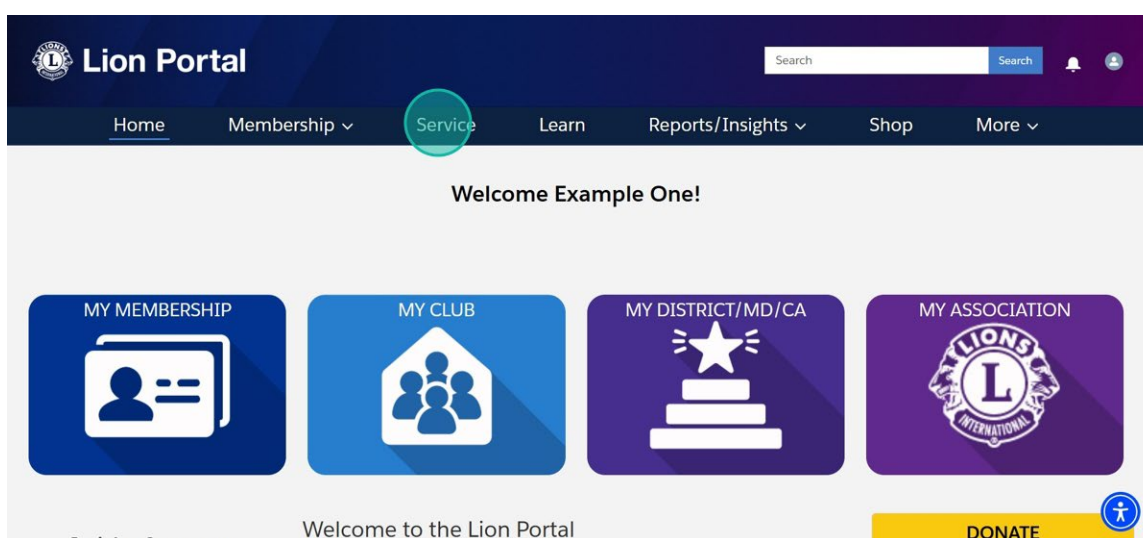
## 登入並導航至服務

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

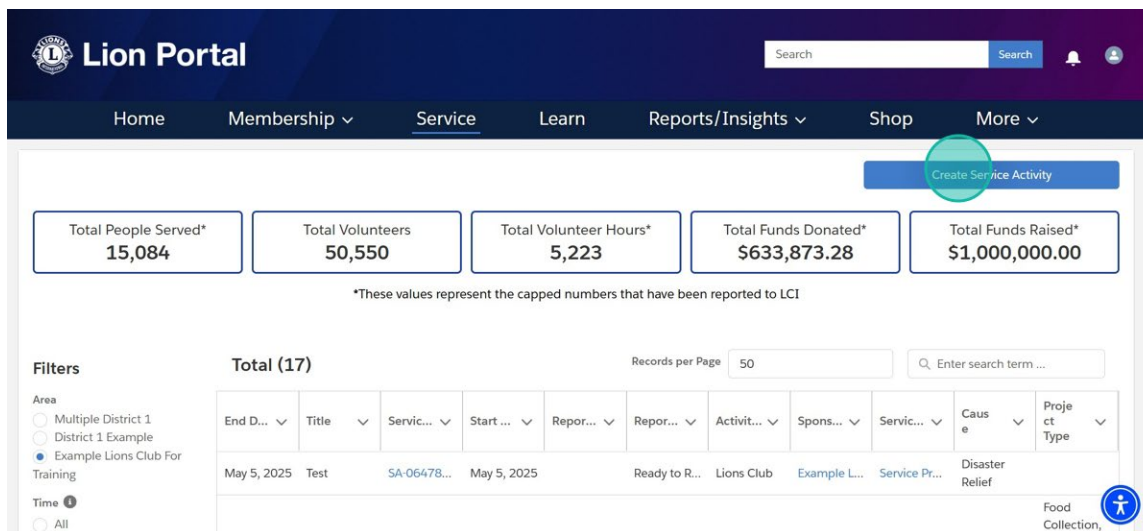


增強的「創建」和「報告」功能演示

2. 點選「服務」

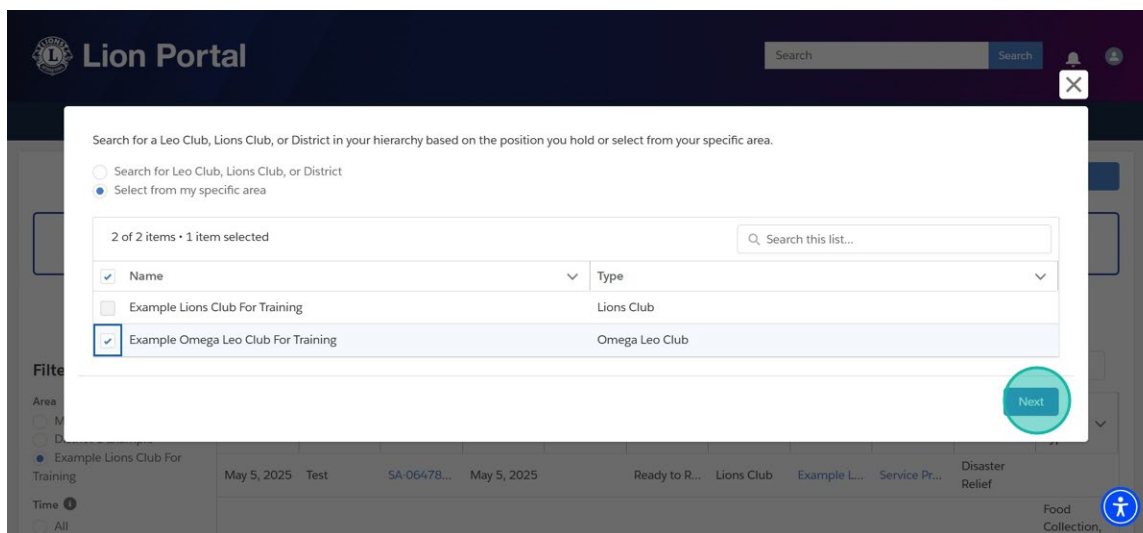


3. 點選「建立服務活動」

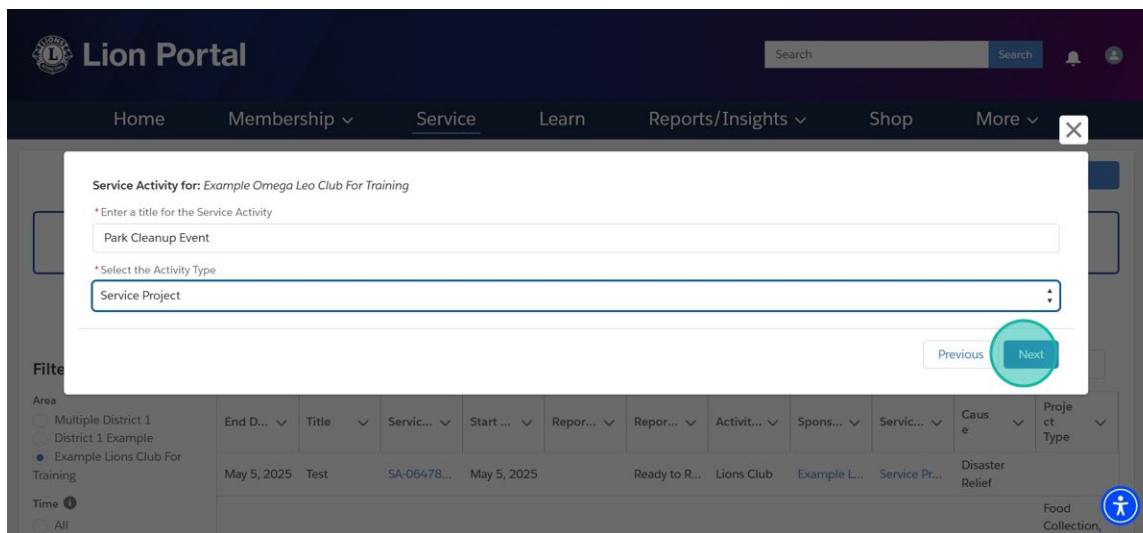


### 建立服務活動

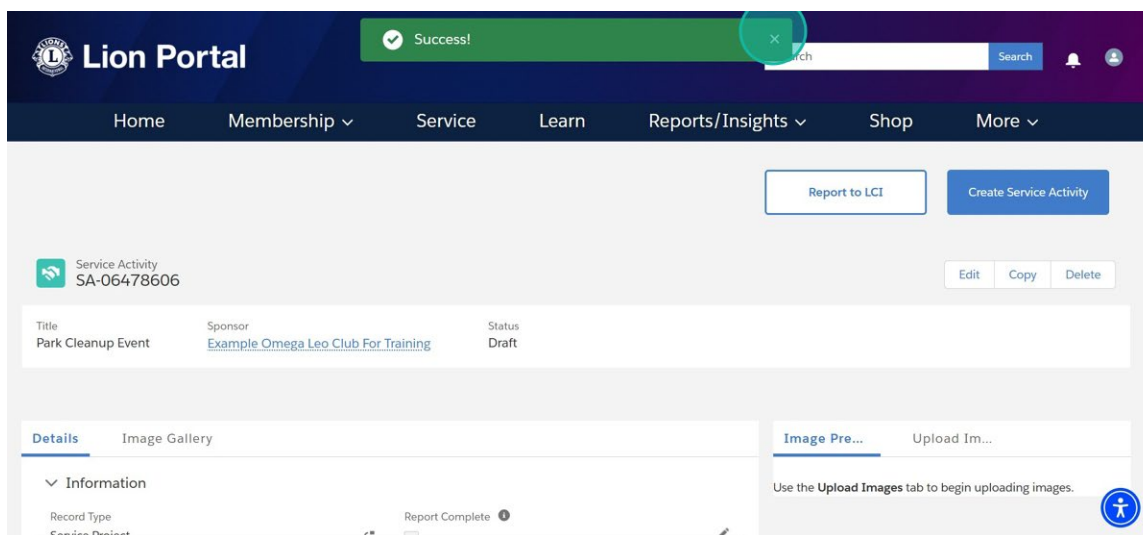
4. 選擇活動輔導者，並點選「下一步」



5. 輸入活動的標題並選擇活動類型，然後點選「下一步」



6. 會顯示成功訊息，您的活動已建立。點選 X 關閉該訊息。



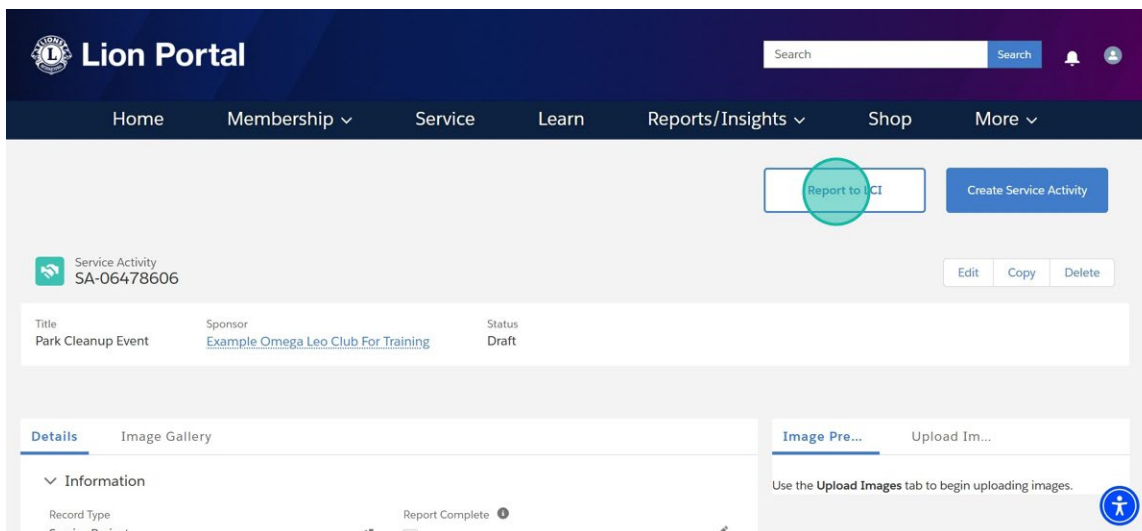
## 增強的報告完成的服務活動

已改進！有一個新的按鈕「報告給 LCI」，點選此按鈕時，會驗證是否已經輸入所有必需的資料。

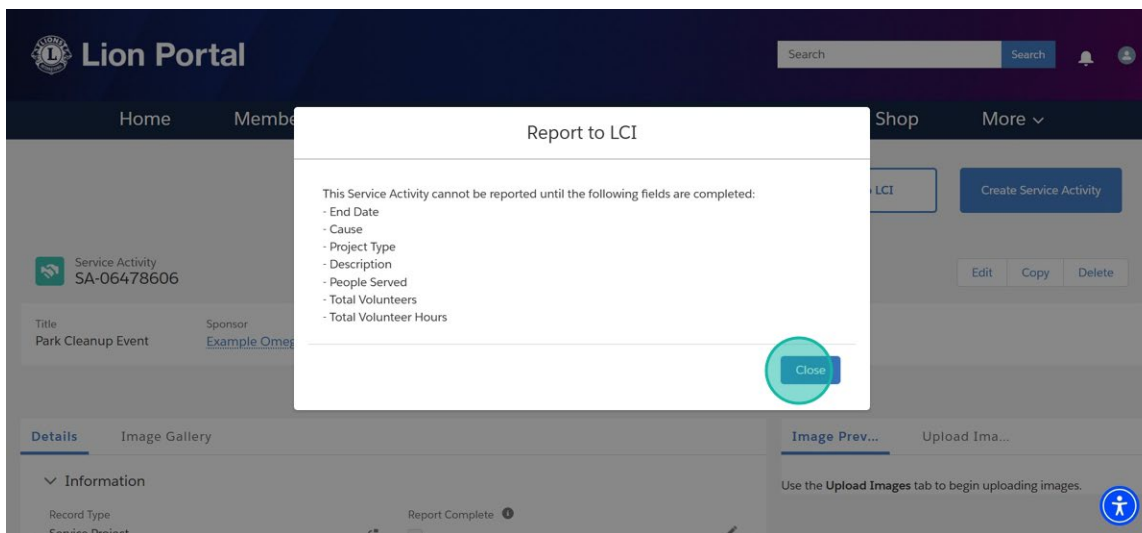
- 如果所有資料都已完成，此動作會為您勾選「報告完成」選框，並將活動推送至 Insights 儀表板。
- 如果有任何遺漏的資料，將會彈出一個訊息框，指出遺漏的資料。編輯活動以輸入遺漏的資料並儲存。

以下步驟說明這個增強的工作流程。

7. 這是一個新建立的活動，「缺少」許多所需的資料。點選「報告給 LCI」，查看接下來會發生什麼。

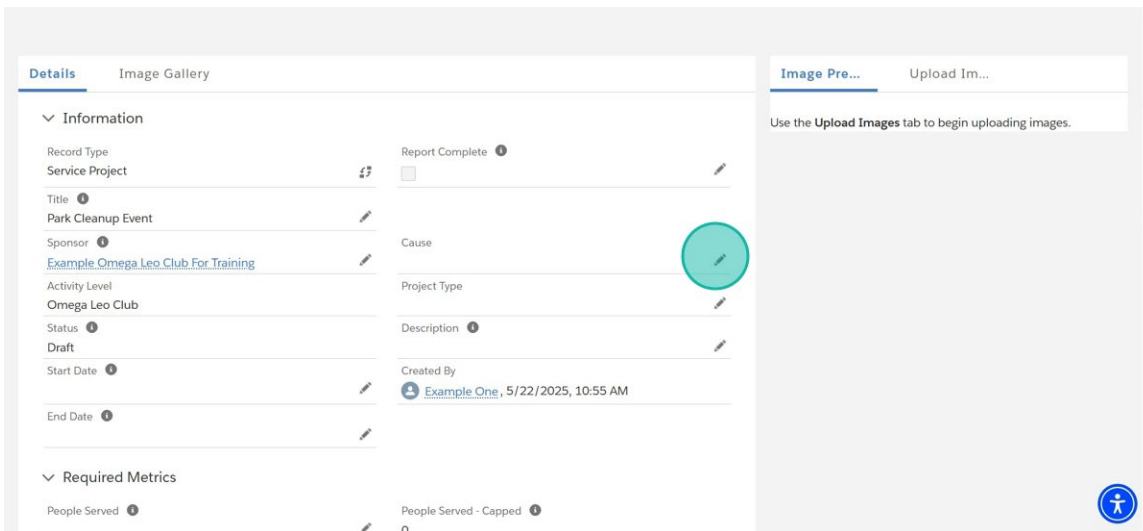


8. 彈出視窗會告訴您需要哪些資料才能「報告完成」。點選「關閉」以關閉彈出視窗。



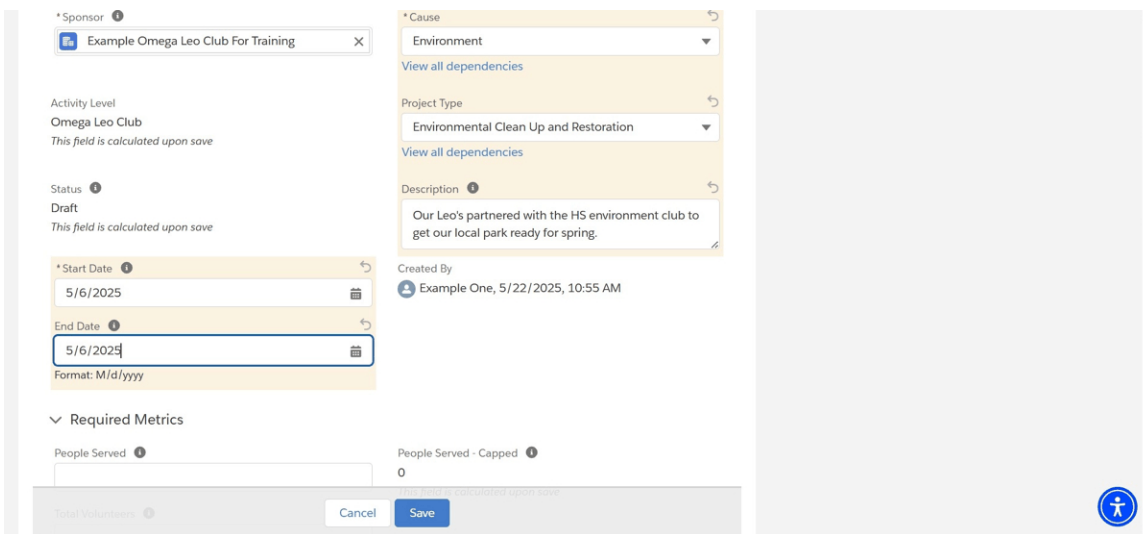
9. 若要開始輸入所需資料，請點選鉛筆圖示進行線上編輯，或選擇編輯按鈕以開啟彈出式表格。此範例使用線上編輯。

## 增強的「建立」和「報告服務活動」功能



10. 輸入說明服務活動的資料。若要「報告完成」/「報告給 LCI」，每項活動都需要滿足以下條件：

- 志業
- 方案類型
- 說明
- 開始日期
- 結束日期



11. 所需指標依服務活動類型而異：

輸入所需的指標並「儲存」，或繼續滾動以添加有關活動的其他指標和資訊。

### 增強的「建立」和「報告服務活動」功能

5/6/2025  
End Date  
5/6/2025

Example One, 5/22/2025, 10:55 AM

Required Metrics

People Served  
250  
People Served - Capped  
0  
*This field is calculated upon save*

Total Volunteers  
25  
Total Volunteer Hours - Capped  
0.00  
*This field is calculated upon save*

Total Volunteer Hours  
50.00

Non-Lions Participated

Non-Lion Family Members Participated

Optional Metrics

Currency  
USD - U.S. Dollar

Total Funds Raised (USD)  
0.00

Cancel Save

To enter additional data use the scroll bar

If you have entered all data for the activity click "Save"

12. 可以添加可選指標。完成後點選「儲存」。

Non-Lion Family Members Participated

Optional Metrics

Currency  
NZD - New Zealand Dollar

Total Funds Raised  
5,000

Total Funds Donated  
0.00

Organization Benefited  
0.00

Donation to LCIF

Trees Planted/Cared for

Total Funds Raised (USD)  
0.00  
*This field is calculated upon save*

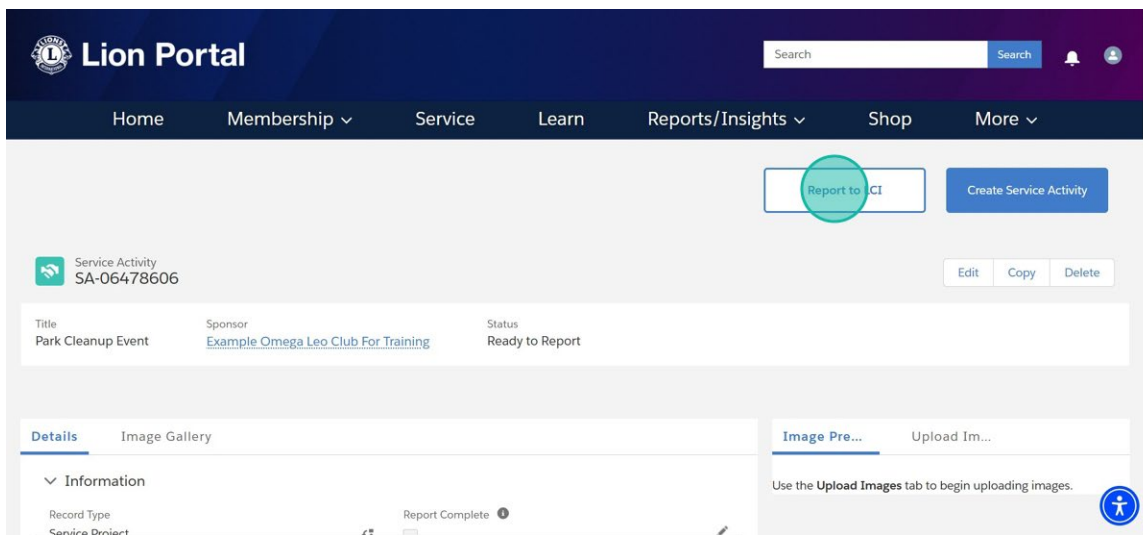
Total Funds Donated (USD)  
0.00

Total Funds Donated (USD) - Capped  
0.00  
*This field is calculated upon save*

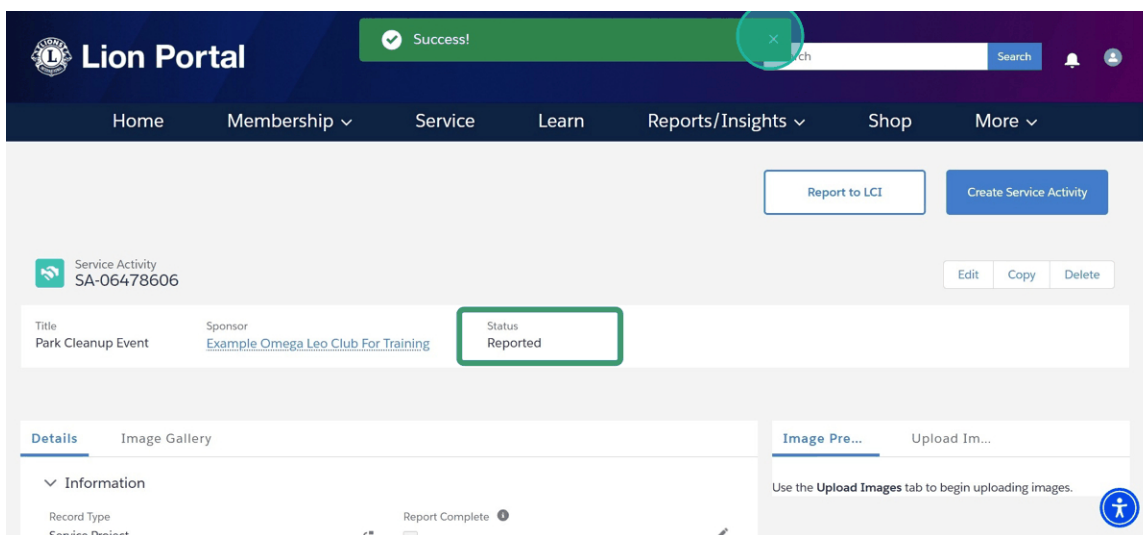
Cancel Save

The total funds donated in USD for this service activity.

13. 已為活動輸入所有必需的資料。點選「報告給 LCI」



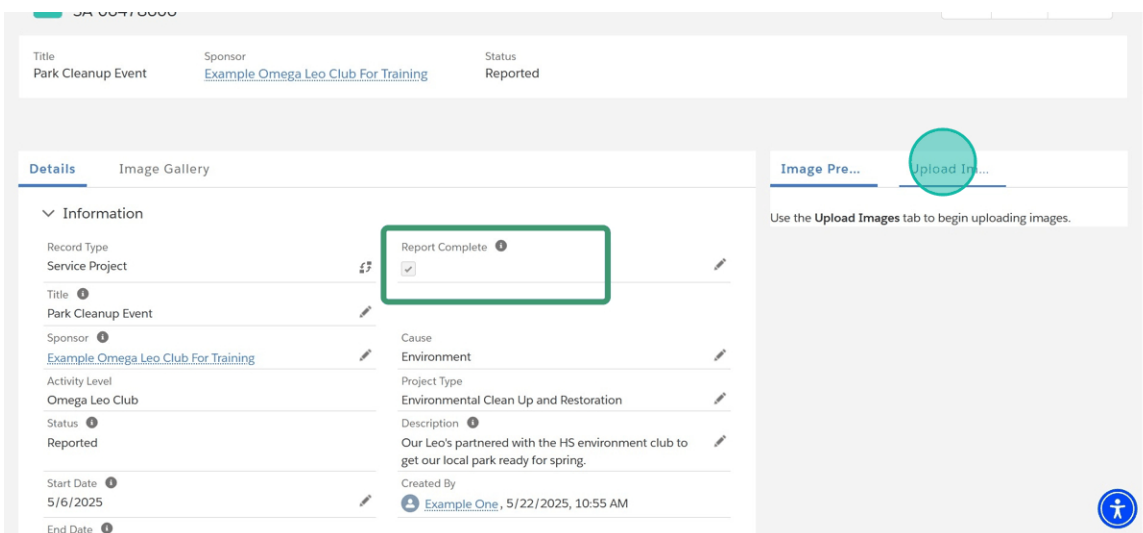
14. 這次沒有遺漏資料。會顯示綠色「成功」訊息，確認這次已成功標註「報告完成」。  
點選 X 關閉該訊息。  
註：狀態已更新為「已報告」



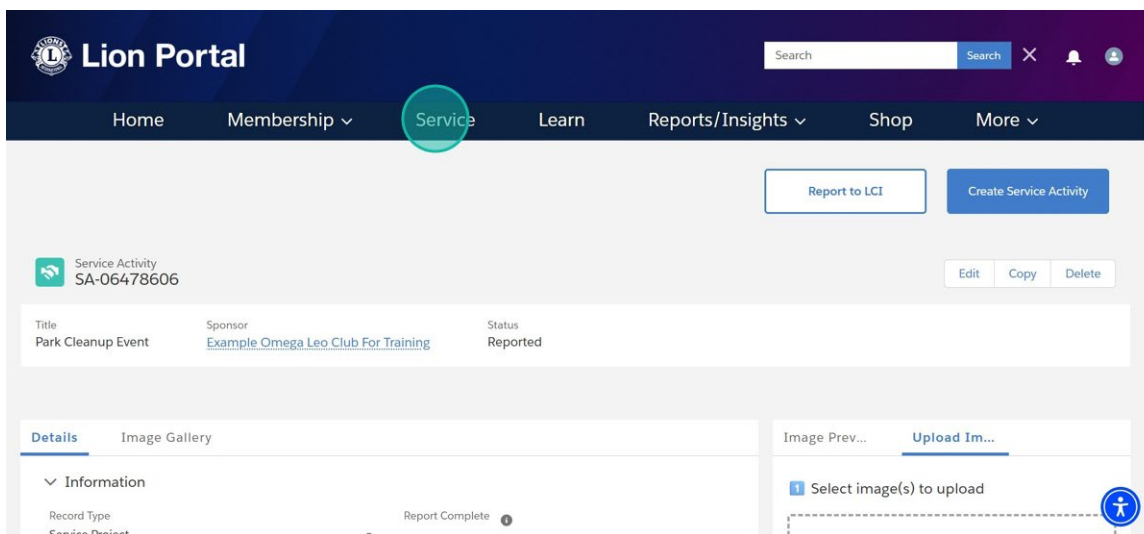
15. 現已勾選「報告完成」框。

不要忘記將圖片添加到服務活動中。也邀請其他人添加圖片。輔導組織的任何成員可以隨時添加圖片。點選「上傳圖片」開始。

快速指南：[服務活動 - 上傳、查看、管理圖片](#)提供逐步說明。



16. 點選「服務」返回服務活動摘要頁面。



### 篩選服務活動清單以查看活動

17. 此活動是由我們輔導的青少獅會完成的。點選輔導者篩選選項中的「青少獅會」，以查看青少獅活動。

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

**Filters**

**Area**

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

**Time**

- All
- Current Fiscal Year

**Sponsor**

- All
- Lion Club
- Leo Club

**Service Activity Type**

- All
- Donation
- Fundraiser
- Meeting
- Service Project

**Cause**

- All

**Total (17)** Records per Page

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

18. 會顯示新添加和報告的完整活動。

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

**Filters**

**Area**

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

**Time**

- All
- Current Fiscal Year

**Sponsor**

- All
- Lion Club
- Leo Club

**Service Activity Type**

- All
- Donation
- Fundraiser
- Meeting
- Service Project

**Cause**

- All

**Total (3)** Records per Page

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

Showing Page 1 of 1 Pages

## 了解指標上限

了解在分會層級有上限的指標。

獅子會和青少獅會開展的活動在報告給 Insights 時會有上限。您的原始資料會得到保留。新的顯示欄位顯示要報告給 Insights 的內容。

上限指標為：

- 服務人數上限為 3000 人
- 義工時數上限為 1200 小時
- 募集資金上限為 250000 (美元)
- 捐款資金上限為 200000 (美元)

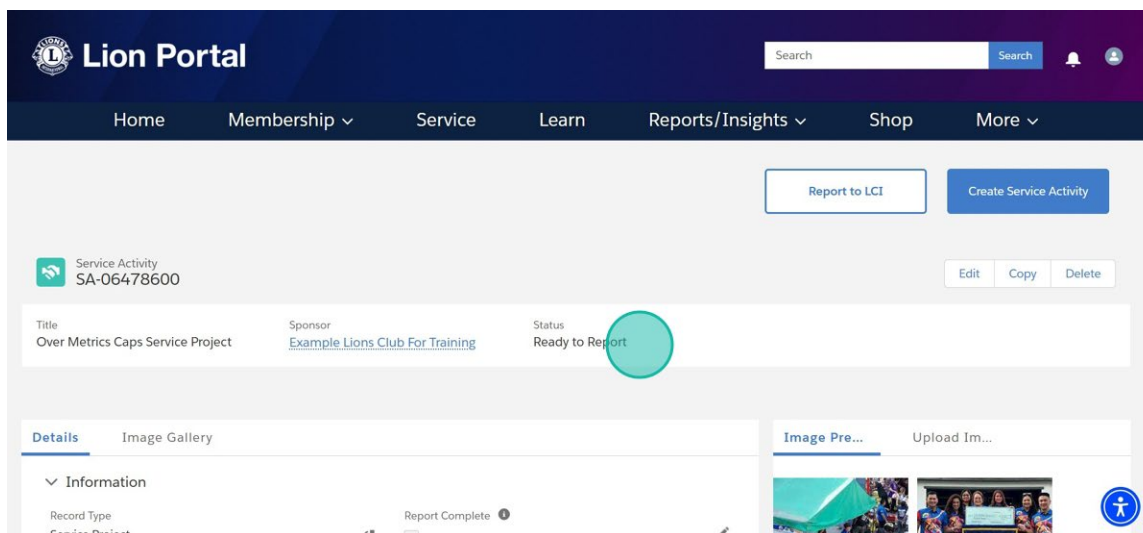
### 19. 點選連結以瀏覽服務活動詳細資訊

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

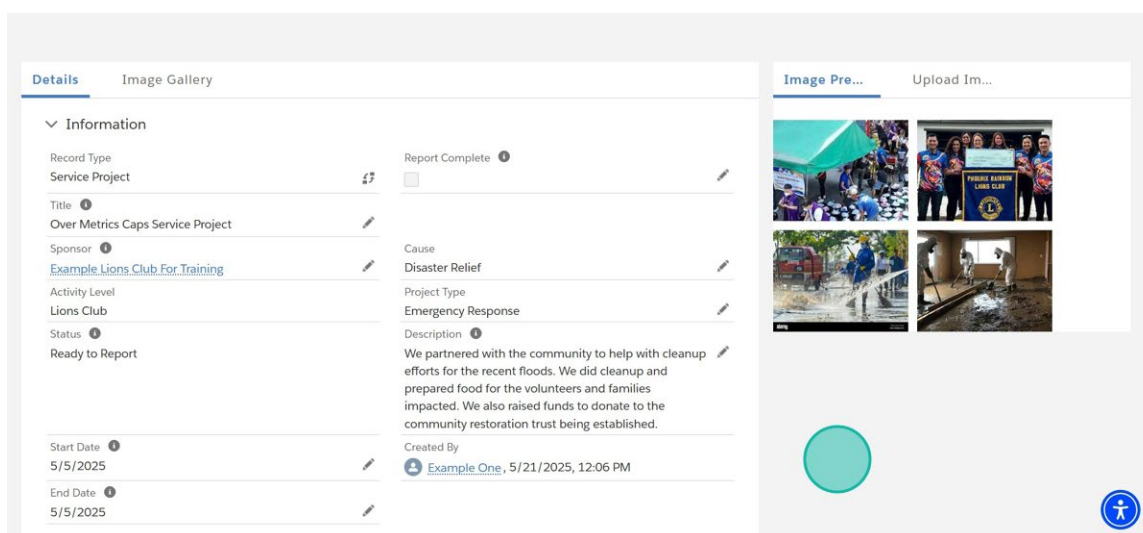
- Total People Served\*: 18,084
- Total Volunteers: 50,670
- Total Volunteer Hours\*: 6,423
- Total Funds Donated\*: \$833,873.28
- Total Funds Raised\*: \$1,250,000.00

A note below these cards states: '\*These values represent the capped numbers that have been reported to LCI'. Below the summary cards is a table of service activities. The table has columns for End Date, Title, Service ID, Start Date, Report, Activity, Sponsor, Service, Cause, and Project Type. A red circle highlights the 'Service ID' column, which contains the value 'SA-06473...'. The table also includes filters for Area and Time, and a 'Records per Page' dropdown set to 50.

20. 會顯示活動的詳細資訊。此活動的「狀態」為「準備報告」。



21. 向下滾動以查看活動詳細資訊。



22. 對於此分會級活動，輸入的「服務人數」和「義工總時數」都高於分會級活動的上限。新增了新欄位以顯示將反映在 Insights 儀表板中的指標。

增強的「建立」和「報告服務活動」功能

Example One, 5/21/2025, 12:06 PM

End Date 5/5/2025

**Required Metrics**

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

**Optional Metrics**

Currency	NZD - New Zealand Dollar	Total Funds Raised (USD)	328,203.22
Total Funds Raised	NZD 550,000.00	Total Funds Raised (USD) - Capped	250,000.00
Total Funds Donated	NZD 50,000,000.00	Total Funds Donated (USD)	29,836,656.24
Organization Benefited		Total Funds Donated (USD) - Capped	

NEW! Capped fields are shown of what will be reported in Insights

23. 對於此分會級的活動，選擇的貨幣是紐西蘭元。輸入的「募集資金」和「捐款資金」值將在活動的「結束日期」轉換為美元。如箭號所示。當轉換為美元時，「募集資金」和「捐款資金」都超過美元上限。新增了新欄位以顯示將反映在 Insights 儀表板中的指標。

**Required Metrics**

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

**Optional Metrics**

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

## 增強的「建立」和「報告服務活動」功能

24. 指標超過上限的服務活動可以完成報告/報告給 LCI。 Insights 儀表板上反映的指標將反映允許的最大值。

The screenshot displays a configuration page for metrics. It is divided into two sections: 'Required Metrics' and 'Optional Metrics'. Each section lists various metrics with their current values and capped values. Green arrows point from a callout box on the right to the capped values for 'People Served', 'Total Volunteer Hours', 'Total Funds Raised (USD) - Capped', and 'Total Funds Donated (USD) - Capped'.

Metric	Current Value	Capped Value
People Served	4,500	3,000
Total Volunteers	120	-
Total Volunteer Hours	7,000.00	1,200.00
Non-Lions Participated	-	-
Non-Lion Family Members Participated	-	-
Total Funds Raised (USD)	328,203.22	250,000.00
Total Funds Donated (USD)	29,836,656.24	200,000.00

25. 若要更新指標值，請點選鉛筆圖示或選擇「編輯」，輸入新值，然後點選「儲存」

The screenshot shows the same metrics configuration page in an edit mode. The 'Total Funds Raised (USD)' field is highlighted in yellow, and its value has been updated to 5,500. The 'Total Funds Donated (USD)' field is also highlighted, with its value updated to 5000. A blue circle highlights the 'Save' button at the bottom of the page.

26. 儲存後，將更新轉換後的美元，而上限欄位現在會顯示反映在 Insights 儀表板中的新值。在此範例中，該值未超過上限，並顯示為已報告。

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

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

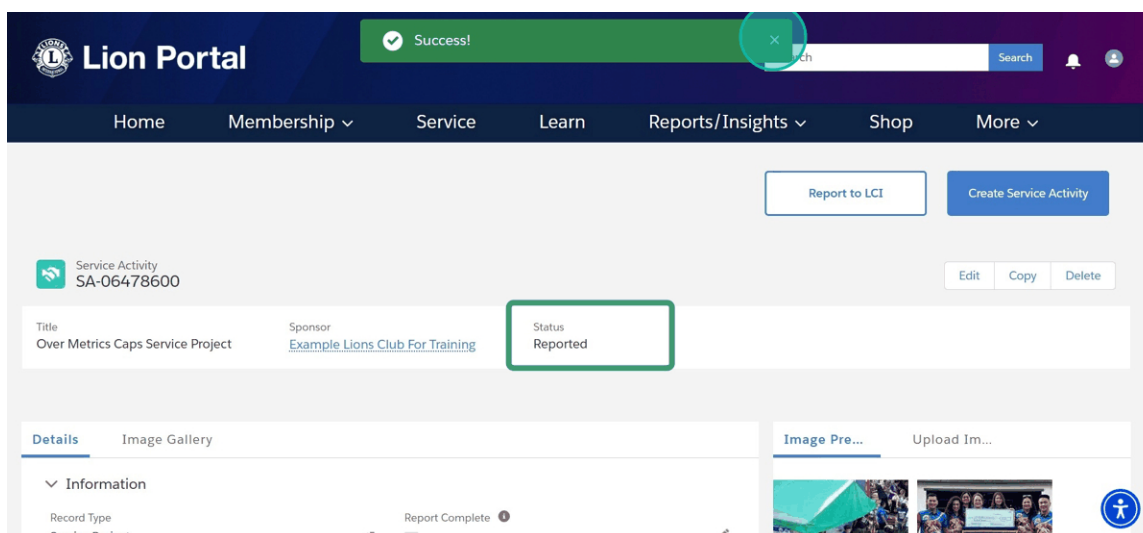
Green arrows point from the 'Total Funds Raised (USD) - Capped' and 'Total Funds Donated (USD) - Capped' fields to a text box on the right that reads: "New values are not over the cap limit and show as entered".

27. 點選「報告給 LCI」按鈕標記「報告完成」

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

## 增強的「建立」和「報告服務活動」功能

28. 會顯示綠色「成功」訊息，點選 X 圖示關閉該訊息。請注意活動「狀態」現在顯示為「已報告」。



29. 「服務活動 - 增強的建立和報告服務活動功能」快速指南到此結束

