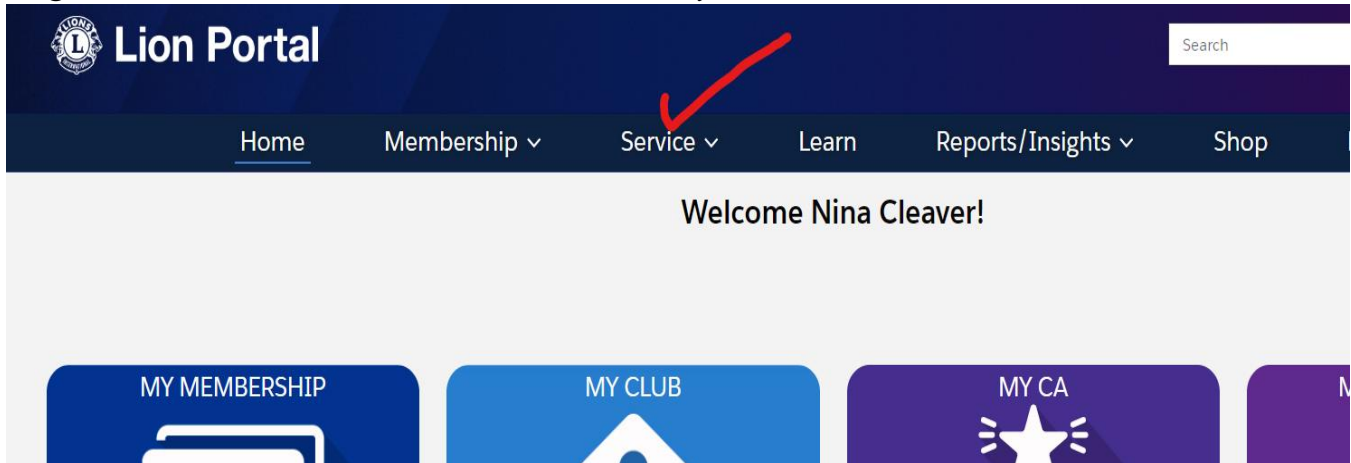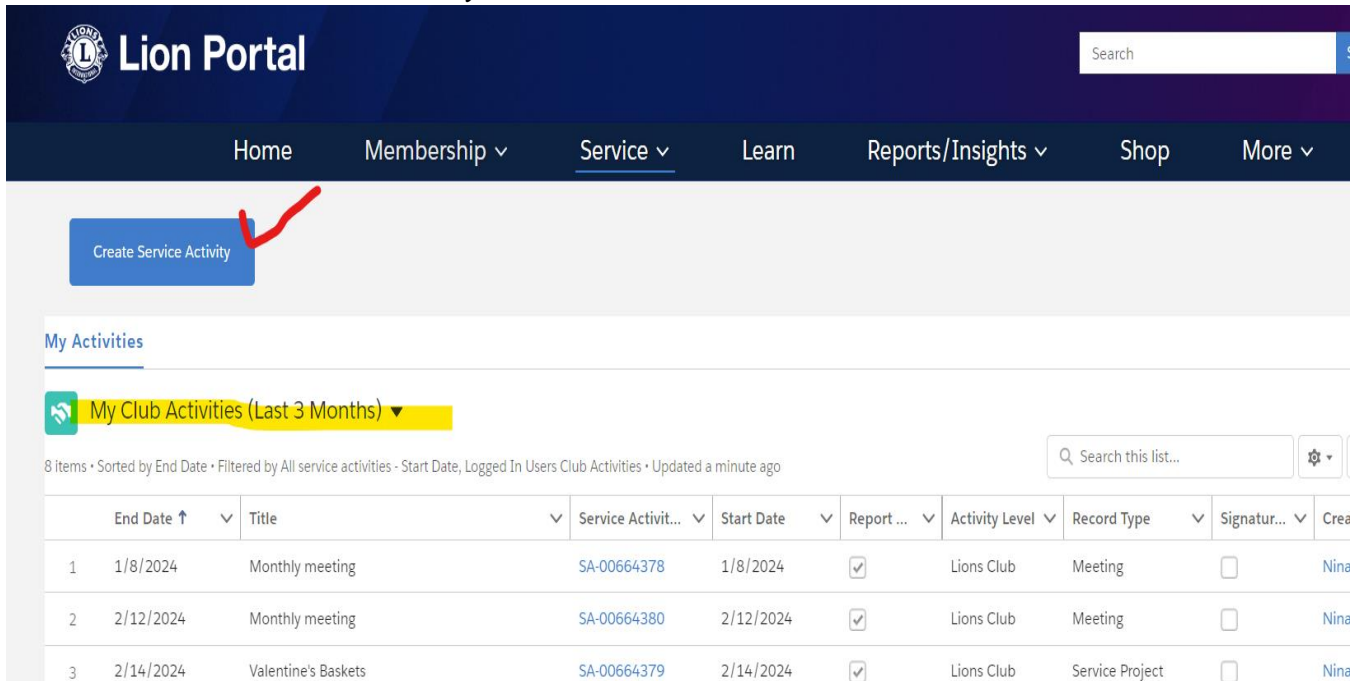# *To Record Service Activities*

Log into Lion Portal. Click on *Service* then *My Activities*.

Click on *Create Service Activity*.

NOTE: If you want to see more of the club's recorded service, use the drop down on *My Club Activities*. It will let you see all the activities, last 3 months, or this Lion year.

Create Service Activity – click on *Select from my specific area*.   Click on club name. Next.

Create Service Activity

Search for a club or district in your hierarchy based on the position you hold or select from your specific area.

○ Search for Club or District

● Select from my specific area

Showing 2 of 2 items • 1 item selected   🔍 Search this list...

	Name	Type
●	DILLONVALE MOUNT PLEASANT	Lions Club
○	District 13 OH3	District

Next

Create Service Activity – You must fill out a name for the activity and Select the Type of Activity by using drop down menu. Your choices are: donation, fundraiser, meeting, service project. If it does not match any of those, use NONE. NEXT.

Create Service Activity

Service Activity for: *DILLONVALE MOUNT PLEASANT*

* Enter a title for the Service Activity

Socks for Homeless

* Select the Activity Type

Service Project

Previous   Next

Click on the *Edit* button. NOTE: This is easier than just filling out the page.

All fields marked by an asterisk * must be filled out. Use the drop down windows when available. Scroll down to see rest of page.

Fill in Start and End dates, # of people served, Total volunteers (be sure to indicate if some were non-Lions) and total volunteer hours. Make sure you clicked on Report Complete at top of page before hitting SAVE.

If there is an error in the report, you will see a notice in red at top of page. Check the report again to make sure you have filled in all required fields, then click on SAVE again.

The error will be noted in RED. In this case, the year must be 4 numbers. To avoid problems with dates, use the calendar on the right side of the field.

Edit Service Activity

Status ⓘ
Draft

Description ⓘ
As part of a district service project, the club collected new socks to be distributed to selected homeless shelters in the district,

*Start Date ⓘ
4/1/24 📅

Invalid data type.

Created By
Nina Cleaver, 4/26/2024, 4:35 PM

End Date ⓘ
4/19/2024 📅

Required Metrics

Once you have successfully entered the data for the project, a note will pop up letting you know you were successful. You will then be able to see it under your club activities.

Please note – depending on what you choose as the CAUSE for the activity, the drop down menus will vary under PROJECT TYPE.