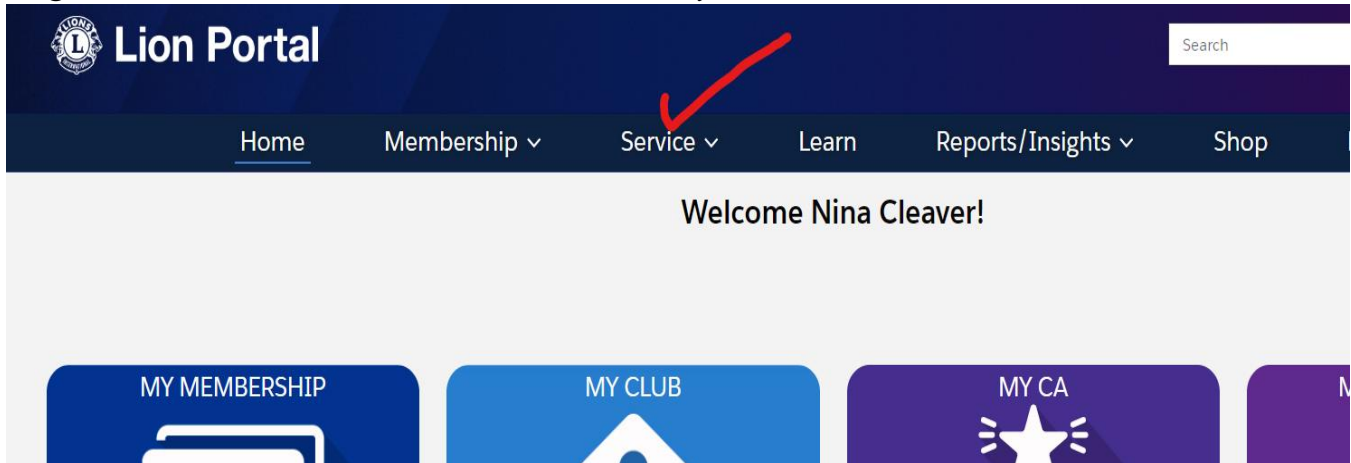
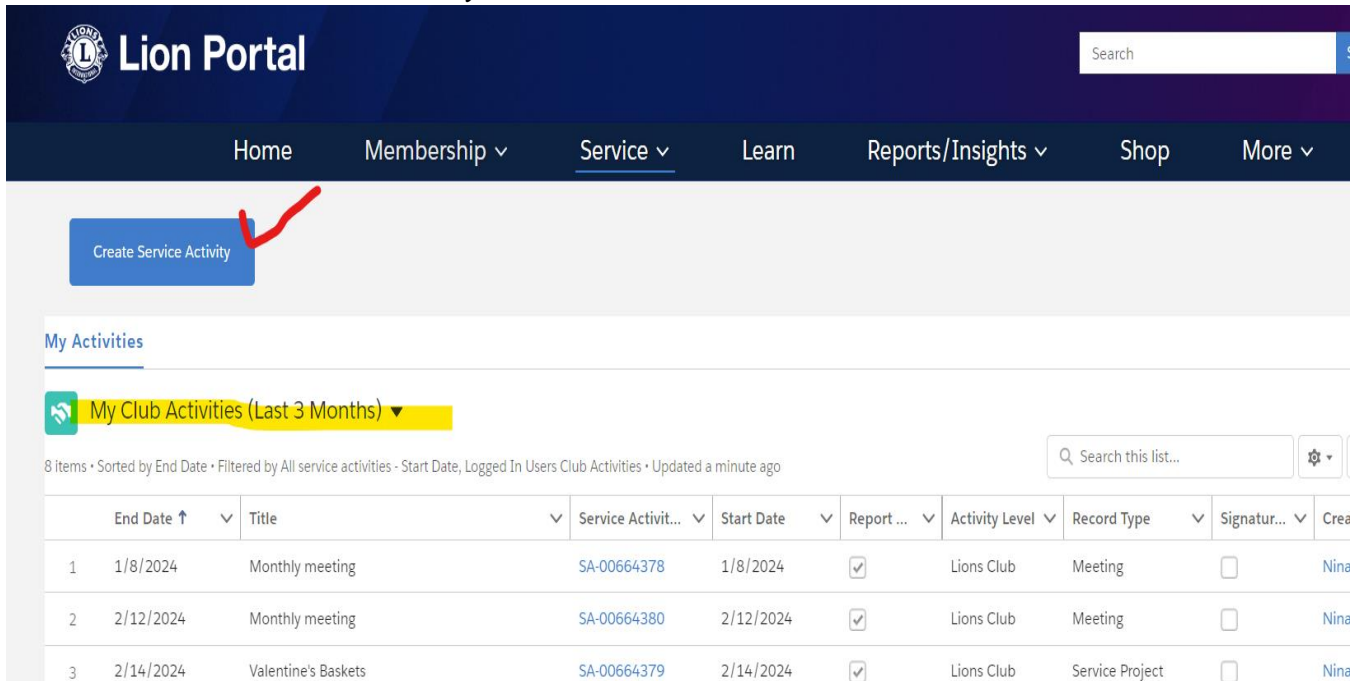


To Record Service Activities

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

Name	Type
<input checked="" type="radio"/> DILLONVALE MOUNT PLEASANT	Lions Club
<input type="radio"/> 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.

The screenshot shows the Lion Portal interface. At the top, there is a navigation bar with the Lion Portal logo and a search bar. Below the navigation bar, there are several menu items: Home, Membership, Service, Learn, Reports/Insights, Shop, and More. The main content area displays a Service Activity record for "Socks for Homeless" with a status of "Draft". The record is associated with the sponsor "DILLONVALE MOUNT PLEASANT". There are "Edit" and "Delete" buttons in the top right corner. Below the record, there is an "Information" section with various fields and their values.

Title	Sponsor	Status
Socks for Homeless	DILLONVALE MOUNT PLEASANT	Draft

Information

Record Type	Service Project	Report Complete	<input type="checkbox"/>
Title	Socks for Homeless	Cause	
Sponsor	DILLONVALE MOUNT PLEASANT	Project Type	
Activity Level	Lions Club		

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

The screenshot shows the "Edit Service Activity" form. The form is titled "Edit Service Activity" and contains several sections. The "Information" section includes fields for "Record Type" (Service Project), "Title" (Socks for Homeless), "Sponsor" (DILLONVALE MOUNT PLEASANT), "Activity Level" (Lions Club), and "Status" (Draft). The "Report Complete" field is checked and circled in red. The "Cause" field is a dropdown menu with "Other Humanitarian Service" selected. The "Project Type" field is a dropdown menu with "Assistance to Refugees and Displaced Persons" selected. The "Description" field contains the text: "As part of a district service project, the club collected new socks to be distributed to selected homeless shelters in the district,". There are "Cancel" and "Save" buttons at the bottom right.

Information

Record Type
Service Project

* Title
Socks for Homeless

* Sponsor
DILLONVALE MOUNT PLEASANT

Activity Level
Lions Club

Status
Draft

Report Complete

* Cause
Other Humanitarian Service
[View all dependencies](#)

Project Type
Assistance to Refugees and Displaced Persons
[View all dependencies](#)

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

Cancel Save

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.

Edit Service Activity

Start Date ⓘ

End Date ⓘ

Required Metrics

People Served ⓘ

Total Volunteers ⓘ

Non-Lions Participated ⓘ

Non-Lion Family Members Participated ⓘ

Total Volunteer Hours ⓘ

Created By

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

Cancel 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.

Edit Service Activity

Review the errors on this page.

The Record provided contains field(s) with invalid data.

Information

Record Type	Report Complete ⓘ
Service Project	<input checked="" type="checkbox"/>

Title ⓘ

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.