


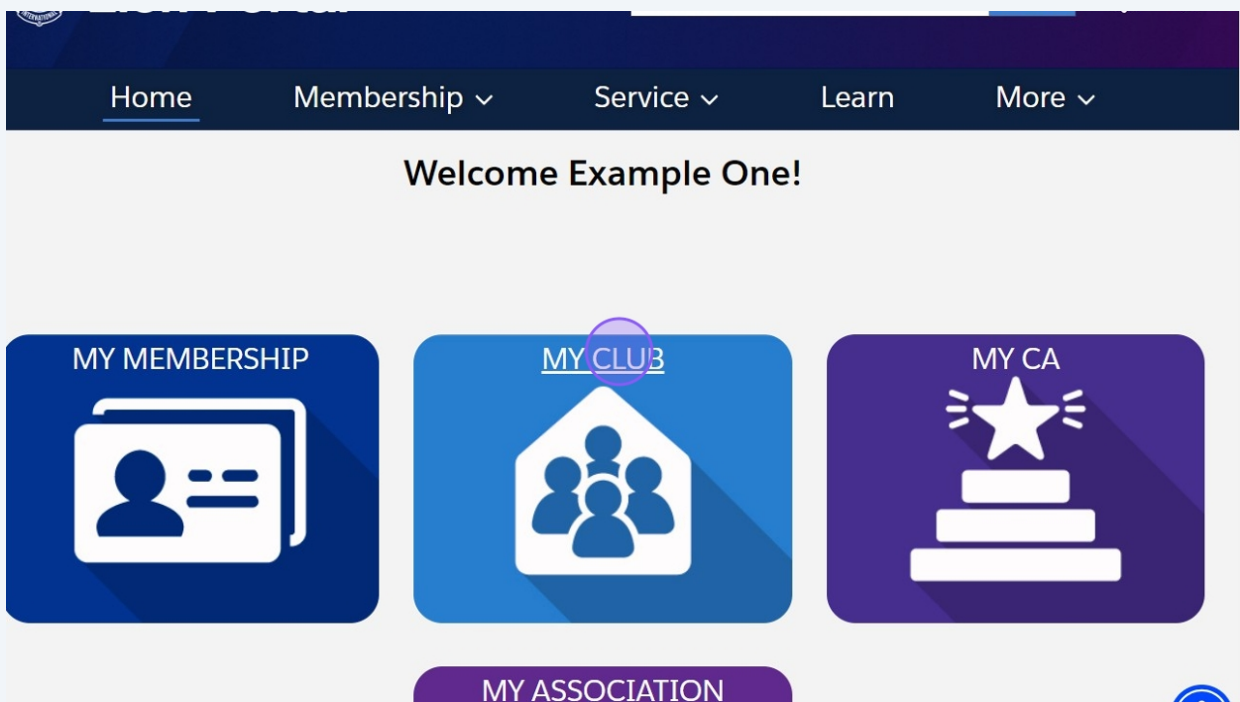
# Service Activities - Upload, View, Manage Images

This guide offers a comprehensive overview of how to efficiently upload, manage, view, download, and delete images related to service activities within the Lion Portal. With new features allowing for multiple image uploads and easy navigation through an image gallery, users can enhance their experience and streamline their image management process. It's an essential resource for anyone looking to optimize their use of the portal and ensure their service activities are visually documented. By following this guide, users will save time and improve their engagement with club activities.

 Tip! This Quick Guide describes how to upload, manage, view, download and delete Service Activity images.

1 Sign in to the Lion Portal. [lionportal.org](https://lionportal.org)

2 Click "MY CLUB"



### 3 Click "Club Service Activities" tab

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 56
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**Club Details** | Data Export | Club Statements | **Club Service Activities** | More

Account Name Example Club For Training	Type Lions Club
Parent Account District 1 J	Active Member Count 56
Region or Zone SE Zone 1	Club Specialty Cultural
Lion ID 200158	Club Sub-Specialty
Youth Programs	Specialty Description

Member ... | Club Acti...

- Manage Club Members
- Manage Club Officers
- Manage Cub Club

### 4 Scroll to the activity, and click the link to open.

Service Activities (8) 8 items · Updated a few seconds ago

	End Date	Title	Service Acti...	Start Date	Re
1	7/5/2024	Example Club ...	<a href="#">SA-05292416</a>	7/5/2024	<input checked="" type="checkbox"/>
2	8/5/2024	Example Club ...	<a href="#">SA-05292417</a>	8/5/2024	<input checked="" type="checkbox"/>
3	9/15/2024	Example Club ...	<a href="#">SA-05292418</a>	9/15/2024	<input checked="" type="checkbox"/>
4	9/17/2024	Example Club ...	<a href="#">SA-05292419</a>	9/17/2024	<input checked="" type="checkbox"/>
5	9/11/2024	Example Club ...	<a href="#">SA-05292420</a>	9/11/2024	<input checked="" type="checkbox"/>
6		Example Club ...	<a href="#">SA-05292421</a>	9/1/2024	<input type="checkbox"/>
7	9/2/2024	Example Club ...	<a href="#">SA-05292422</a>	9/2/2024	<input checked="" type="checkbox"/>
8	7/4/2024	Example Club ...	<a href="#">SA-05292423</a>	7/4/2024	<input type="checkbox"/>

View All

- Manage Club Members
- Manage Club Officers
- Manage Cub Club Leader
- Manage Delegates
- View Delegates
- View Club Officers

## 5 Click "Upload Images"

The screenshot shows a web application interface for a Service Activity. At the top, there is a navigation bar with links for Home, Membership, Service, Learn, and More. Below the navigation bar, the page title is "Service Activity SA-05292423". There are three buttons: Edit, Copy, and Delete. The main content area is divided into two sections. The left section is titled "Details" and "Image Gallery". It contains an "Information" section with the following details: Record Type: Service Project; Report Complete: ; Title: Example Club SA7 - Service Project Surfing; Sponsor: Example Club For Training; Cause: Vision. The right section is titled "Image Gallery" and contains a tab labeled "Upload Images" which is highlighted with a purple circle. Below the tab, there is a message: "Use the Upload Images tab to begin uploading images." There is also a blue circular icon with a person silhouette in the bottom right corner of the right section.



### NEW FEATURE!

Multiple images can be selected and up loaded when you have chosen the images.

This is a 2 step process:

1. Select the images
2. Upload the images

## 6 Click "Select" or drag and drop images from your device.

Example Club SA7 - Service Project Surfing      [Example Club For Training](#)      Ready to Report

Details      Image Gallery

Information

Record Type Service Project	Report Complete
Title Example Club SA7 - Service Project Surfing	Cause Vision
Sponsor <a href="#">Example Club For Training</a>	Project Type Other
Activity Level Lions Club	Description We partnered with another club and a local surfing based youth club to run an in water surfing event for visually impaired.
Status Ready to Report	

1 Select image(s) to upload

2 Upload the image(s) to the Image Gallery

Upload Now

## 7 Navigate to the location of the image(s) to upload

2024-CertifiedListsConventionsDuringOutage

Documents

Downloads

Documents

Portal ScribeHow Files

Soft Teams Chat Files

**Pictures**

Force Contract Copies

Show Quick Guides

Data Load Files

Head Related

Information 29-MAR-2024

Earlier this month

- Wine Basket For Auction-005Ns000001kZgXIAU-ui44pftu 9/5/2024 11:1
- Wine Basket For Auction 9/5/2024 10:5

Last month

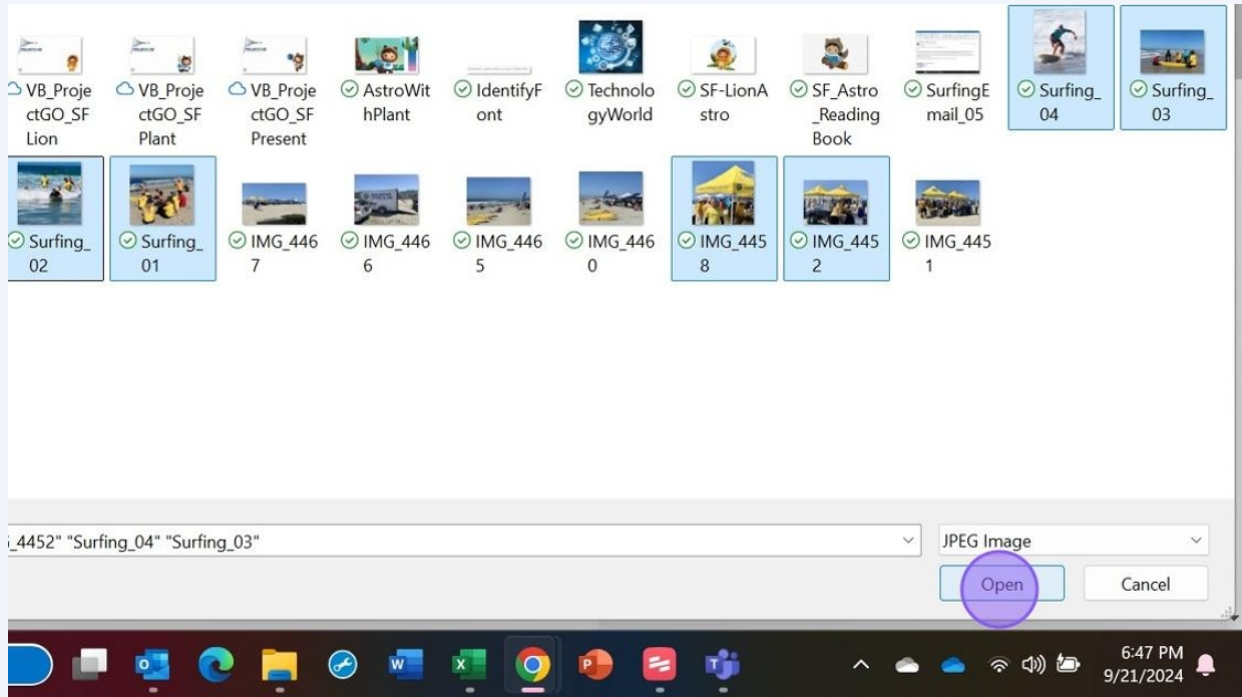
- SuperBadgelImage 8/15/2024 1:5

Earlier this year

- mindy 7/31/2024 10:
- 04-JUL-2024\_TechnologyDivisionOverview\_V(2) (1) (2) 7/24/2024 7:1
- 04-JUL-2024\_TechnologyDivisionOverview\_V(2) (1) (1) 7/24/2024 7:0
- 04-JUL-2024\_TechnologyDivisionOverview\_V(2) (1) 7/23/2024 2:0
- HQ Smaller 7/23/2024 11:
- LockScreen 7/23/2024 11:
- convention 5/28/2024 11:
- technology pictures 5/28/2024 10:
- Muhammad 5/28/2024 9:2

8

Select the image(s). Use **ctl + click** to select multiple images.  
Click "Open" to return to the upload page



Alert! Each selected image must be under 3Meg.

## 9 Images selected are shown under the "Upload Now" Button.

Surfing	
Sponsor ⓘ <a href="#">Example Club For Training</a> ✎	Cause Vision ✎
Activity Level Lions Club	Project Type Other ✎
Status ⓘ Ready to Report	Description ⓘ We partnered with another club and a local surfing based youth club to run an in water surfing event for visually impaired. Participants were age 6 to 72. ✎
Start Date ⓘ 7/4/2024 ✎	Created By <a href="#">Example One</a> , 9/21/2024, 6:38 PM
End Date ⓘ 7/4/2024 ✎	
✓ Required Metrics	
People Served ⓘ 150 ✎	

2 Upload the image(s) to the Image Gallery

**Upload Now**

1. Surfing\_03.jpg
2. Surfing\_02.jpg
3. Surfing\_01.jpg
4. IMG\_4460.jpg
5. IMG\_4458.jpg
6. IMG\_4452.jpg
7. IMG\_4451.jpg

## 10 Click "Upload Now"

Service Project	<input type="checkbox"/>
Title ⓘ Example Club SA7 - Service Project Surfing ✎	
Sponsor ⓘ <a href="#">Example Club For Training</a> ✎	Cause Vision ✎
Activity Level Lions Club	Project Type Other ✎
Status ⓘ Ready to Report	Description ⓘ We partnered with another club and a local surfing based youth club to run an in water surfing event for visually impaired. Participants were age 6 to 72. ✎
Start Date ⓘ 7/4/2024 ✎	Created By <a href="#">Example One</a> , 9/21/2024, 6:38 PM
End Date ⓘ 7/4/2024 ✎	
✓ Required Metrics	

Select ...or drop image(s) here

2 Upload the image(s) to the Image Gallery

**Upload Now**

1. Surfing\_03.jpg
2. Surfing\_02.jpg
3. Surfing\_01.jpg
4. IMG\_4460.jpg
5. IMG\_4458.jpg
6. IMG\_4452.jpg
7. IMG\_4451.jpg

## 11 Click "Image Preview"

The screenshot shows the 'Image Gallery' interface. On the left, a record form for 'Service Project' is visible, with fields for Record Type, Title, Sponsor, Activity Level, Status, Start Date, Report Complete, Cause, Project Type, Description, and Created By. The 'Image Gallery' tab is active, and the 'Upload...' sub-tab is selected. A modal window is open, showing a dashed box for image selection and an 'Upload Now' button. The modal contains the following text:

1 Select image(s) to upload





2 Upload the image(s) to the Image Gallery

Upload Now

## 12 Thumbnails of the images are now visible.

The screenshot shows the 'Image Gallery' interface with a record form on the left and a gallery of image thumbnails on the right. The record form includes fields for Sponsor, Activity Level, Status, Start Date, End Date, Cause, Project Type, Description, and Created By. The 'Image Gallery' tab is active, and the 'Image...' sub-tab is selected. The gallery displays four thumbnails of images related to the service project, showing people at a surfing event. A purple circle highlights the 'Image Preview' button in the bottom right corner of the gallery.

13 Scroll to view the image thumbnails.

Record Type Service Project	Report Complete <input type="checkbox"/>	
Title Example Club SA7 - Service Project Surfing	Cause Vision	
Sponsor Example Club For Training	Project Type Other	
Activity Level Lions Club	Description We partnered with another club and a local surfing based youth club to run an in water surfing event for visually impaired. Participants were age 6 to 72.	
Status Ready to Report	Created By Example One, 9/21/2024, 6:38 PM	
Start Date 7/4/2024		
End Date 7/4/2024		

14 Click "Image Gallery"

Home Membership Service Learn More


Service Activity SA-05292423 [Edit] [Copy] [Delete]

Title: Example Club SA7 - Service Project Surfing | Sponsor: Example Club For Training | Status: Ready to Report

Details **Image Gallery** [Upload]

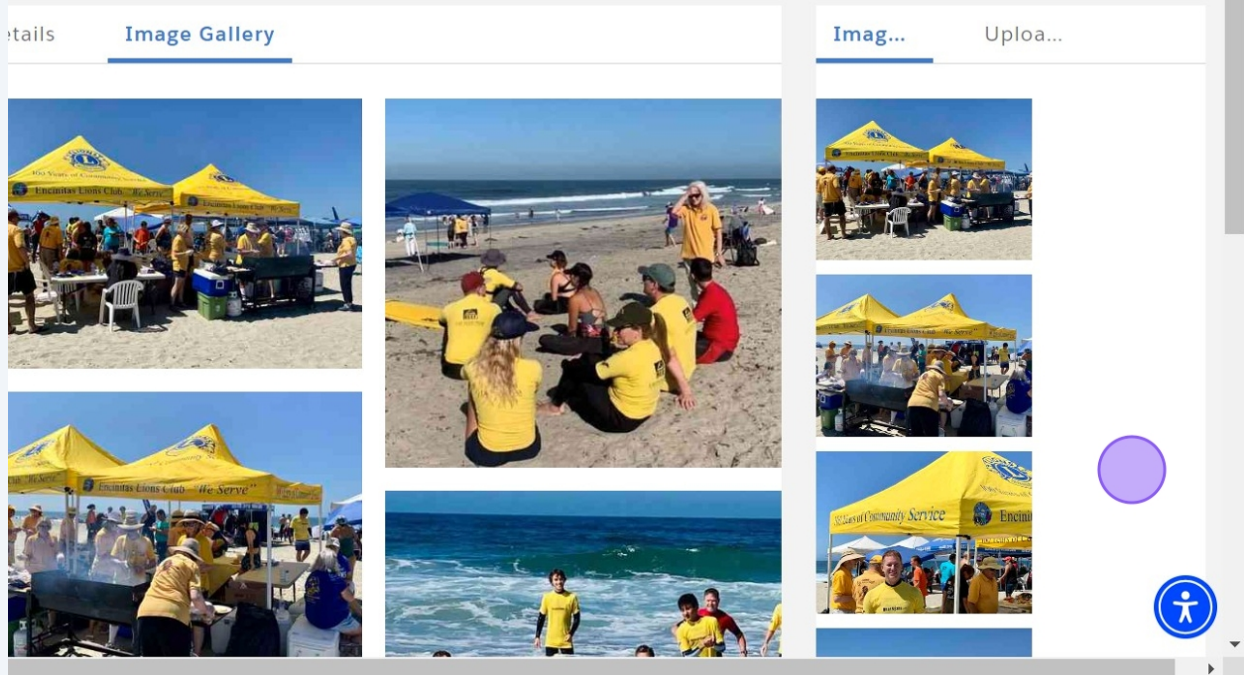
Information

Record Type Service Project	Report Complete <input type="checkbox"/>
Title Example Club SA7 - Service Project Surfing	Cause Vision
Sponsor Example Club For Training	





15 The "Image Gallery" displays aspect ratio images.



16 Click an image to open the carousel full view of each image. Use the forward and backward arrows to move through the images.





**NEW FEATURES!**  
Images can be downloaded  
Images can be deleted

**17**

Click the "Download" icon to download the image to your device.



18 Click the "Close" icon to exit the carousel view.



19 To delete an image, hover over the image and click the "Trashcan" icon. A "Delete Image" confirmation message will appear. Click "OK" to delete or "Cancel" to exit without deleting.

SA7 - Service Project Surfing

Title: Example Club SA7 - Service Project Surfing      Sponsor: [Example Club For Training](#)      Status: Ready to Report

Details      **Image Gallery**      Imag...      Uploa...

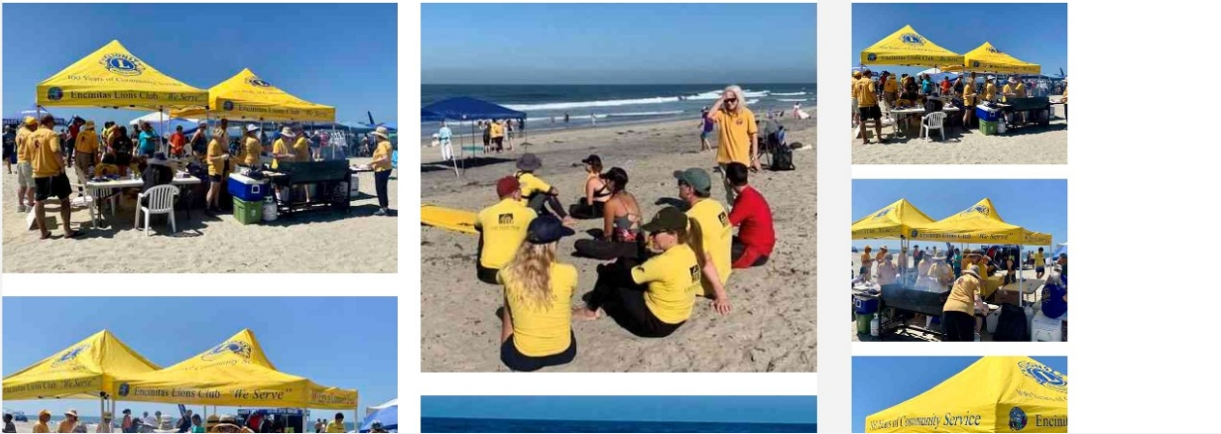
A screenshot of an image gallery interface. It shows a grid of photos from the beach event. A purple trashcan icon is overlaid on the top right of the central image.

20 Click "Details" to return to the Service Activity details.

SA-05292423




Title Example Club SA7 - Service Project Surfing	Sponsor <a href="#">Example Club For Training</a>	Status Ready to Report
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Details Image Gallery




Imag... Uploa...

21 Click the link under "Sponsor" to return to the Club detail page.

 **Lion Portal** Search Search  

Home Membership Service Learn More

 Service Activity  
SA-05292423 Edit Copy Delete

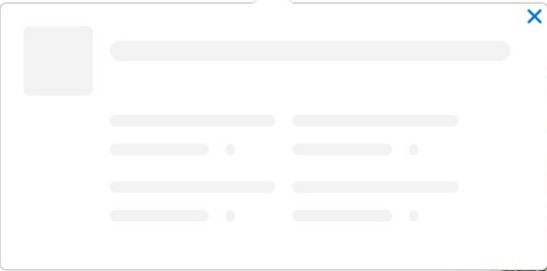
Title Example Club SA7 - Service Project Surfing	Sponsor <a href="#">Example Club For Training</a>	Status Ready to Report
---	--	---------------------------

Details Image Gallery

Information

Record Type  
Service Project

Title ⓘ  
Example Club SA7 - Service Project



Imag... Uploa...

22 Click "Home" to return to the landing page.

The screenshot shows the 'Lion Portal' interface. At the top, there is a search bar and a notification bell. The navigation menu includes 'Home' (highlighted), 'Membership', 'Service', 'Learn', and 'More'. Below the navigation, the account name 'Example Club For Training' is displayed with a '+ Follow' button. A table provides club details:

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', and 'More'. The 'Club Details' tab is active, showing fields for 'Account Name' (Example Club For Training), 'Parent Account', 'Type' (Lions Club), and 'Active Member Count'. A 'Manage Club Members' button is visible on the right.

23 This concludes the "Service Activities - Upload, View, Manage Images" Quick Guide.

The screenshot shows the 'Lion Portal' home page. The navigation menu at the top includes 'Home' (highlighted), 'Membership', 'Service', 'Learn', and 'More'. Below the navigation, a welcome message reads 'Welcome Example One!'. The main content area features four large, colorful buttons: 'MY MEMBERSHIP' (dark blue), 'MY CLUB' (medium blue), 'MY CA' (purple), and 'MY ASSOCIATION' (dark purple). The 'MY ASSOCIATION' button includes the Lions Club logo. In the bottom right corner, there is a purple circular button and a blue circular button with a person icon.