



EDITING A SERVICE ACTIVITY ALREADY SUBMITTED

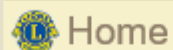


- Both your Lions Club's President and Secretary can log in to submit and edit service activities.
- You can only edit a service activity that occurred in the current Lions fiscal year.
- You can edit a current fiscal year service activity as many times as you need to.



YOUR CLUB NAME & ID

- District 21 B - AZ UNITED STATES



My Tasks

Enter current year's officers.

Enter Service Activities including any Centennial Service Challenge Activities for Mar 2016.

My Club

YOUR CLUB NAME & ID

founded in

Meeting



club website

My Info

2015 - 2016 Club President

Club

Member Correspondence Address

Officer Correspondence Address

Home

E-mail

My Members

Membership Reporting Status

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓	✓	✓	✓	✓	✓	✓			

Membership Summary

Regular Member	34
Total	34

[More Membership](#)

My Service Activities

Recent Service Activity

2015-2016 Service Activity Summary

Total service activities	24
Number of Lion Hours	359
Funds Raised (USD)	200.00
Funds Donated (USD)	0.00
Number of People Served	1678

Centennial Service Challenge
Youth Vision Hunger Environment



[More Service Activities](#)

My Officers

District Governor

Cabinet Secretary

Cabinet Treasurer

Region Chairperson

Zone Chairperson

[More Officers](#)



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[More Service Activities](#)

My Officers

District Governor

Cabinet Secretary

Cabinet Treasurer

Region Chairperson

Zone Chairperson

[More Officers](#)

There are 2 ways to get to the activity screen.....

Click "My Lions Club" tab; then on the "Service Activities" link in the drop down box that appears.

OR

Click on the "More Service Activities" link



YOUR CLUB NAME & ID NUMBER

- District 21 B - AZ UNITED STATES



Service Activities



Add Activity



View/Print



Find Activities ▼

Current Fiscal Year Service Activities - March - 0 Activities found

This is the Service Activities screen that will appear using either of the two methods already discussed.

To pull up service activities that have already been submitted: CLICK ON the “Find Activity” tab and a drop down box will appear.



YOUR CLUB NAME & ID NUMBER

- District 21 B - AZ UNITED STATES



Service Activities

[Add Activity](#)[View/Print](#)

Current Fiscal Year Service Activities - March - 0 Activities found

CLICK ON the month
your service activity
happened.

A list of all submitted
activities will appear.


July
August
September
October
November
December
January
February
March

Quick Searches


[International President's Theme](#)[Engaging our Youth Campaign](#)[Sharing the Vision Campaign](#)[Relieving the Hunger Campaign](#)[Protecting our Environment Campaign](#)


Custom Search


[Advanced Search](#)[d Activities](#) ▼



Service Activities

 Add Activity

 View/Print

 Find Activities

Current Fiscal Year Service Activities - December - 4 Activities found

Show 30

Page 1 of 1

Sort by Date

Bread Basket	Assistance to Individuals	aid to disadvantaged families	December 07, 2015
<div>The Bread Basket is the local food bank that provides groceries to low income families in the community once a week. Lions members assist the Bread Basket staff.</div>	<div><div>Number of Lions1</div><div>Number of Lion Hours30</div><div>Number of People Served200</div><div>Funds Donated (USD)0</div><div>Funds Raised (USD)0</div><div><input checked="" type="checkbox"/> Shared</div><div><input checked="" type="checkbox"/> Signature Activity</div></div>	<div><div>Edit Activity</div><div>Delete Activity</div></div>	

We selected December because the activity we need to edit happened in that month.

Click on Edit Activity for the activity you want to edit.

We want to edit this activity because it meets the criteria for the Centennial Service Challenge “Relieving the Hunger” campaign.

Notice that the radio button next to this campaign is not filled in.

Even though this activity meets the campaign criteria, we will not get credit for participating in the campaign unless the radio button is filled in.



Edit Activity

Basic Activity Information

Fiscal Year 2015-2016

Activity Date 12/7/2015

Signature Activity Bread Basket

Activity Type aid to disadvantaged families Select Type

Activity Title Bread Basket


Activity Description The Bread Basket is the local food bank that provides groceries to low income families in the community once a week. Lions members assist the Bread Basket staff.

Detailed Activity Information

☒ Share this story

☐ District-wide Activity

Centennial Service Challenge

-  ☐ Engaging our Youth campaign
☐ Sharing the Vision campaign
☐ Relieving the Hunger campaign
☐ Protecting our Environment campaign
☒ None

Number of Lions 1

Number of Lion Hours 30

Number of People Served 200

Funds Raised (USD) 0

Funds Donated (USD) 0

Images (File types - .jpeg, .gif, .png. File size less than 4 MB.)

Browse...

Browse...

Save

Cancel

WHY WASN'T THE RADIO BUTTON FILLED IN FOR OUR ACTIVITY?

Our activity met the criteria for two different activity types:

- Aid to disadvantaged families
- Food collection / Food distribution / Hunger

Because we selected the “Aid to disadvantaged families” Activity Type, the CSC campaign radio button didn’t automatically fill in.



Activity types LCI has preselected that count towards the Centennial Service Challenge have a special CSC logo next to them and will automatically fill in the appropriate CSC radio button on the Activity Screen.

Select an Activity Type.

Assistance to Individuals

aid to the elderly	aid to the vision impaired	aid to disadvantaged children	aid to homeless
scholarships	other assistance to individuals	aid to veterans / military / military families	aid to disadvantaged families
aid to the disabled	aid to the hearing impaired		

Donations

Donations to LCIF	Non-LCIF Donations
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Click on Activity Type to select it.

Select an Activity Type.

Community & Cultural Activity

art / cultural event	facility improvement / construction	civic services	education / language / literacy / book collection / book distribution (adult)
drug awareness (adult)	food collection / food distribution / hunger	other community & cultural activity	social / event
clothes collection	life skills / social emotional learning	competition / contest (adult)	reading action program / RAP (adult)
sports / recreation event / camp (adult)	centennial community legacy project Level 1	centennial community legacy project Level 2	centennial community legacy project Level 3

Click on Activity Type to select it.

There are 2 ways
to fix our activity.

1. You can change the
Activity Type to “food
collection/food distribution
hunger”.

(Notice that the CSC
“Relieving the Hunger
campaign” radio button is
now filled in.)

Then just click on the Save
button.

OR

The image shows a screenshot of a web application interface for managing activities. The top section, titled "Select an Activity Type.", displays a grid of activity categories under the heading "Community & Cultural Activity". The categories are: art / cultural event, facility improvement / construction, civic services, education / language / literacy / book collection / book distribution (adult), drug awareness (adult), food collection / food distribution / hunger (circled in red with an arrow pointing to it from the text box), other community & cultural activity, and social / event.

Below this is the "Edit Activity" form. The "Basic Activity Information" section includes fields for Fiscal Year (2015-2016), Activity Date (12/7/2015), Signature Activity (Bread Basket), Activity Type (food collection / food distribution / hunger), and Activity Title (Bread Basket). The Activity Description is: "The Bread Basket is the local food bank that provides groceries to low income families in the community once a week. Lions members assist the Bread Basket staff."

The "Detailed Activity Information" section includes checkboxes for "Share this story" (checked) and "District-wide Activity" (unchecked). Below these is a "Centennial Service Challenge" section with radio buttons for: Engaging our Youth campaign, Sharing the Vision campaign, Relieving the Hunger campaign (selected), Protecting our Environment campaign, and None. To the right of these are input fields for: Number of Lions (0), Number of Lion Hours (0), Number of People Served (0), Funds Raised (USD), and Funds Donated (USD).

At the bottom, there is an "Images" section with a file upload button and a "Save" button. Red arrows from the text boxes point to the "food collection / food distribution / hunger" activity type, the "Relieving the Hunger campaign" radio button, and the "Save" button.

OR

#2. You can leave the activity type as is and simply select the radio button next to the “Relieving the Hunger Campaign”.

Then just click on the Save button.

Edit Activity

Basic Activity Information

Fiscal Year: 2015-2016

Activity Date: 12/7/2015

Signature Activity: Bread Basket

Activity Type: aid to disadvantaged families Select Type

Activity Title: Bread Basket

Activity Description: The Bread Basket is the local food bank that provides groceries to low income families in the community once a week. Lions members assist the Bread Basket staff.

Detailed Activity Information

☒ Share this story

☐ District-wide Activity

Centennial Service Challenge

☐ Engaging our Youth campaign

☐ Sharing the Vision campaign

☒ Relieving the Hunger campaign

☐ Protecting our Environment campaign

☐ None

Number of Lions: 1

Number of Lion Hours: 30

Number of People Served: 200

Funds Raised (USD): 0

Funds Donated (USD): 0

Images (File types - .jpeg, .gif, .png. File size less than 4 MB.)


Browse... Browse...

Save Cancel

THIS is a second look at our sanitized version of the first screen you see after logging into MyLCI.

Now that we edited our service activity, notice that the “My Service Activities” block now shows that the club has qualified for three Centennial Service Challenge campaigns.

A checkmark is shown under each campaign for which a qualifying activity is submitted.

 Home

My Tasks

Enter current year's officers.

Enter Service Activities including any Centennial Service Challenge Activities for Mar 2016.

My Club

YOUR CLUB NAME
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Meeting

club website

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My Members

Membership Reporting Status

Month	J	A	S	O	N	D	J	F	M	A	M	J
Reported	✓	✓	✓	✓	✓	✓	✓	✓	✓			

Membership Summary

Regular Member	35
Total	35

More Membership

My Service Activities

Recent Service Activity

Dinner Meeting

2015-2016 Service Activity Summary

Total service activities	24
Number of Lion Hours	359
Funds Raised (USD)	200.00
Funds Donated (USD)	0.00
Number of People Served	1678

Centennial Service Challenge

Youth	Vision	Hunger	Environment
✓	✓	✓	

More Service Activities

My Officers

District Governor

Cabinet Secretary

Cabinet Treasurer

Region Chairperson

Zone Chairperson

More Officers

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