



*Made possible by a grant from
Lions Clubs International Foundation*

How To Reserve a Spot Kit

Available Spot Kits

As of January 2015 HSB has purchased 15 new Spot vision screeners thanks to the matching grant from LCIF. The distribution strategy for the Spots is to have them conveniently located closer to the clubs to have them readily accessible for screenings and minimizing the hassle of driving long distances for any transfers. There are three categories for how MD 44 will be using the Spots.

1. There are Clubs and Zones who have decided to purchase their own Spot and will be responsible for their own reservations, operations and maintenance. In District 44N Zone 5 has purchased a Spot as have the Keene and Enfield clubs. In District 44H the Hudson and Wolfeboro clubs have purchased their own Spot.
2. The majority of the Spots purchased by HSB have been distributed to the Zones. The OKS Zone Coordinator is responsible for the proper care of the Spot and effective use in screenings. Reserving one of the Zone Spots is described below.
3. The initial two Spots that were purchased by HSB in early 2014 for each District will now be used for training and backup in case of repair or malfunction of a Zone Spot.

Reserving a Spot Kit

1

Open a browser and enter: www.nhlions.org

The screenshot shows the homepage of the New Hampshire Lions Multiple District 44 website. The browser's address bar displays www.nhlions.org. A red arrow points from the instruction text to the address bar. The website features a large banner image of a snow-capped mountain. Below the banner is a grid of links. A red circle highlights the 'Operation Kid Sight' link, and a red arrow points from a text box to it. The text box contains the instruction 'Click on Operation KidSight Link' and the number '2'.

Click on Operation KidSight Link

2

Calendar Link, 44N or 44H

Operation KidSight New Hampshire

New Hampshire - Multiple District 44 - United States

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Lions kidSight USA
Community Eye Screening For Children
N.H. Lions MD 44
Made possible by a Grant
from Lions Club International Foundation

To enhance the lives of children and their families through early and consistent vision screening. When applicable, provide support to those less fortunate or without means to help themselves.

Primary Focus – Children from 6 months old to 6th grade
(6 months to 10 years old)

Secondary Focus – 7th grade to 12th grade
(11 years to 18 years old)

[www.flickr.com/photos/lionsclubsorg/](#)

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3:01 PM 12/17/2018



Operation KidSight New Hampshire

New Hampshire - Multiple District 44 - United States

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Select 44N or 44H Calendar

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[SPOT RESERVATION CALENDAR 44N](#)

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Spot Manual – Click on Image

[Spot Vision Screener](#)

[OKS Operations Manual v2](#)

[Operation KidSight Brochure](#)

[Why Vision Screening is Important](#)

[Lions KidSight USA](#)

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Spot Kit Reservation Calendar

3

NH Lions Operation Kid Sight - District 44H Vision Screener Reservation

Access: Spot Kit Reservations

September 2015

Today: September 1, 2015

Calendar view: Month

Reservation requests (left sidebar):

- 44 H A Reservation Request
- 44 H HSB Dist Spot - 11319
- 44 H HSB ZN 1 - 11603
- 44 H HSB ZN 2 - 11606
- 44 H HSB ZN 3 - 11611
- 44 H HSB ZN 4 - 11602
- 44 H HSB ZN 5 - 11605
- 44 H HSB ZN 6 - 11608
- 44 H HSB ZN 7 - 11609

Reservation details (bottom left):

- Look for the dates you would like to reserve a Spot Kit.
- Click on the date (a small popup will appear)
- Title name
- When Line: select date start and date end
- Who Line: enter OKS Club Coordinator's name
- Where Line: enter location the screening will be held. Refer to HSB OKS Operations Manual - v2 January 8, 2014 Page 13 for more information
- Click More Button: enter your name, telephone numbers and email for contact

Calendar events:

- Aug 30, 2015: Club Coordinators Training 6.30
- Sep 1, 2015: Labor Day
- Sep 2, 2015: @ ZN 3 N Hampton Elementary (Pre-K thru 8th)
- Sep 3, 2015: Zone 3 Spot Screening Fall Train...
- Sep 4, 2015: Zone 3 Spot Screener Fall Train...
- Sep 5, 2015: @ ZN 2 Alkinson Lions (Tom Cunningham/Lenny Hall)
- Sep 6, 2015: @ ZN 1 Salemfest Salem Lions (J...

Powered by Teamup

8:10 PM 9/1/2015

Click on a Date to Reserve a Spot Kit

4

Enter the event title...

From 01/03/2017 To 01/03/2017

☒ All day ☐ Repeats

Calendar

44 H A Reservation Request

Who

Click to add people...

Where [Show on map](#)

Click to add a location...

Description

January 2017

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

All Calendars

Filter

44 H A Reservation Request

44 H HSB Dist Spot - 11319

44 H HSB ZN 1 - 12446

44 H HSB ZN 2 - 11606

44 H HSB ZN 3 - 11611

Filter

RESERVATION INST...

Calendar Reservation Form

The screenshot shows a web browser window with a calendar reservation form. The browser's address bar displays a URL from teamup.com. The form is titled "Enter the event title..." and includes a "Save" button. The "From" and "To" date fields are both set to 01/03/2017. The "All day" checkbox is checked, and the "Repeats" checkbox is unchecked. The "Calendar" dropdown menu is open, showing a list of calendars with "44 H A Reservation Request" highlighted in red. The "Who" field has a "Click to add people..." button. The "Where" field has a "Click to add a location..." button. The "Description" field is empty. The left sidebar shows a calendar for January 2017 with the 30th highlighted. The bottom of the screen shows the Windows taskbar with various application icons and the system clock indicating 4:36 PM on 1/30/2017.

Enter the event title...

From 01/03/2017 To 01/03/2017

☒ All day ☐ Repeats

Calendar

44 H A Reservation Request

Who

Click to add people...

Where [Show on map](#)

Click to add a location...

Description

January 2017

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

All Calendars

Filter

44 H A Reservation Request

44 H HSB Dist Spot - 11319

44 H HSB ZN 1 - 12446

44 H HSB ZN 2 - 11606

44 H HSB ZN 3 - 11611

44 H HSB ZN 4 - 11609

Filter

RESERVATION INST...

Ask me anything

4:36 PM 1/30/2017

4

Calendar Reservation Form

The screenshot shows a web-based calendar reservation form. The form includes the following fields and options:

- Title Line:** A text input field with the placeholder "Enter the event title...".
- From:** A date input field showing "01/03/2017".
- To:** A date input field showing "01/03/2017".
- All day:** A checked checkbox.
- Repeats:** An unchecked checkbox.
- Calendar:** A dropdown menu showing "44 H A Reservation Request".
- Who:** A text input field with the placeholder "Click to add people...".
- Where:** A text input field with the placeholder "Click to add a location...".
- Description:** A large text area for additional details.

Red circles and arrows highlight specific fields, corresponding to numbered instructions on the right:

- Red circle around the "Enter the event title..." field, with an arrow pointing to instruction 3.
- Red circles around the "From" and "To" date fields, with an arrow pointing to instruction 4.
- Red circle around the "Who" field, with an arrow pointing to instruction 5.
- Red circle around the "Where" field, with an arrow pointing to instruction 6.

3. On Title Line: enter ZN # (ZN 3) and club name (Any Town Lions Club)

4. Select the date or dates (already confirmed with School/Daycare)

5. Who: OKS Club Coordinator's name (John Doe) (Who made this reservation)

6. Where: where the screening will be held (Any Town Elementary/Apple Daycare)

Calendar Reservation

The screenshot shows a web-based calendar reservation form. At the top is a text input field labeled "Enter the event title...". Below this are date pickers for "From" (01/03/2017) and "To" (01/03/2017). There are checkboxes for "All day" (checked) and "Repeats" (unchecked). A "Calendar" section shows a red bar for "44 H A Reservation Request". Below this is a "Who" section with a "Click to add people..." button. A "Where" section has a "Show on map" link and a "Click to add a location..." button. At the bottom left, a "Description" section is circled in red. A green "Save" button with a checkmark is circled in red at the top right. Red arrows point from blue instruction boxes to the "Save" button and the "Description" field.

Enter the event title...

From 01/03/2017

To 01/03/2017

☒ All day

☐ Repeats

Calendar

44 H A Reservation Request

Who

Click to add people...

Where [Show on map](#)

Click to add a location...

Description

✓ Save

8. Click Save

7. Description: enter name, telephone numbers and email for contacts where the screening is being held

9. Send email to your Zone Coordinator and your District Administrator, that you reserved a screener kit

Correctly Filled in Reservation

3 - Title

4 - Dates

5 - Who

6 - Where

7 - Site Contact

8 - Save

9 - Send Email to your Zone Coordinator and your District Administrator.

Spot Kit Reservation

To reserve a **Spot Kit** Open your browser and enter: www.nhlions.org, click on [Operation KidSight link](#), then click [OKS Links](#) select **44N or 44H Calendar** to be taken to the **Spot reservation calendar** and then follow the steps outlined below.

***Important – confirm your dates before you make reservations!**

***Note: reservations are limited to one (1) week at a time.**

1. Look for the dates you would like to reserve a Spot Kit. (you can do this at the school/daycare)
2. **Click on a date:** a popup window will appear, (**a red calendar reservation** will appear)
3. **On Title Line:** enter ZN # (ZN 3) and club name (Any Town Lions Club)
4. **When:** select the date or dates (already confirmed with School/Daycare)
5. **Who:** OKS Club Coordinator's name (John Doe) or (Who made this Reservation)
6. **Where:** where the screening will be held (Any town Elementary)
7. **Description:** enter name, telephone numbers and email for contacts
8. **Click Save:** Then send email to your Zone Coordinator and your OKS Administrator, that you reserved a screener kit

The Zone Coordinator will respond to your email, when they have confirmed your Reservation

Once your reservation has been confirmed, use the same link to verify that a **Spot Screener Kit** has been reserved for you in the calendar. Your reservation will be changed to a different color. When you receive the Spot Kit you will need to complete and sign a **Spot Usage Transfer Form**.

Privately Owned Spots

- **For those Clubs or Zones who have purchased their own Spot Screener use the calendar also.**
- **This is for tracking purposes only, so that the OKS Administrators will know when screenings are scheduled.**
- **The OKS Administrators are notified automatically when Reservations are made.**
- **This will reflect more accurate reporting in a timely manner.**