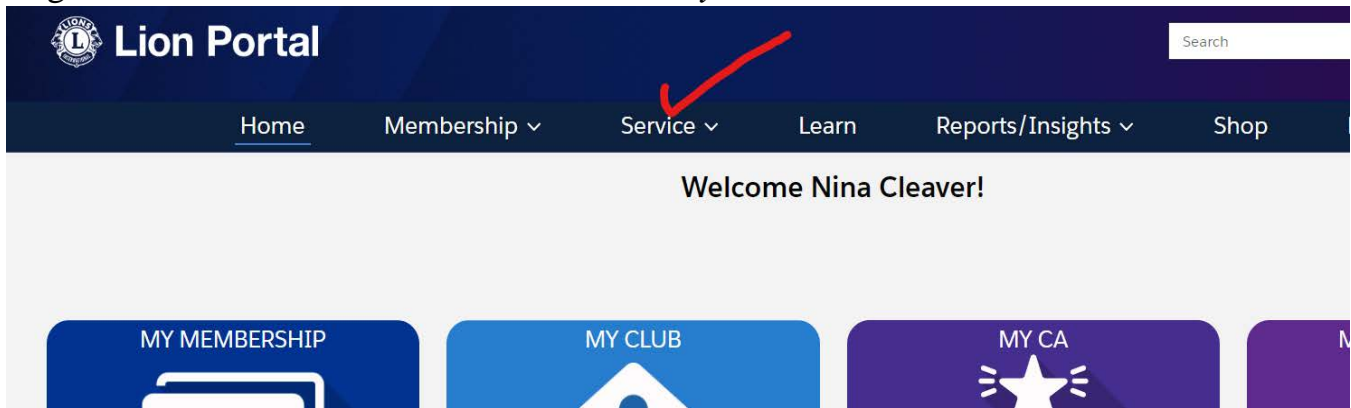
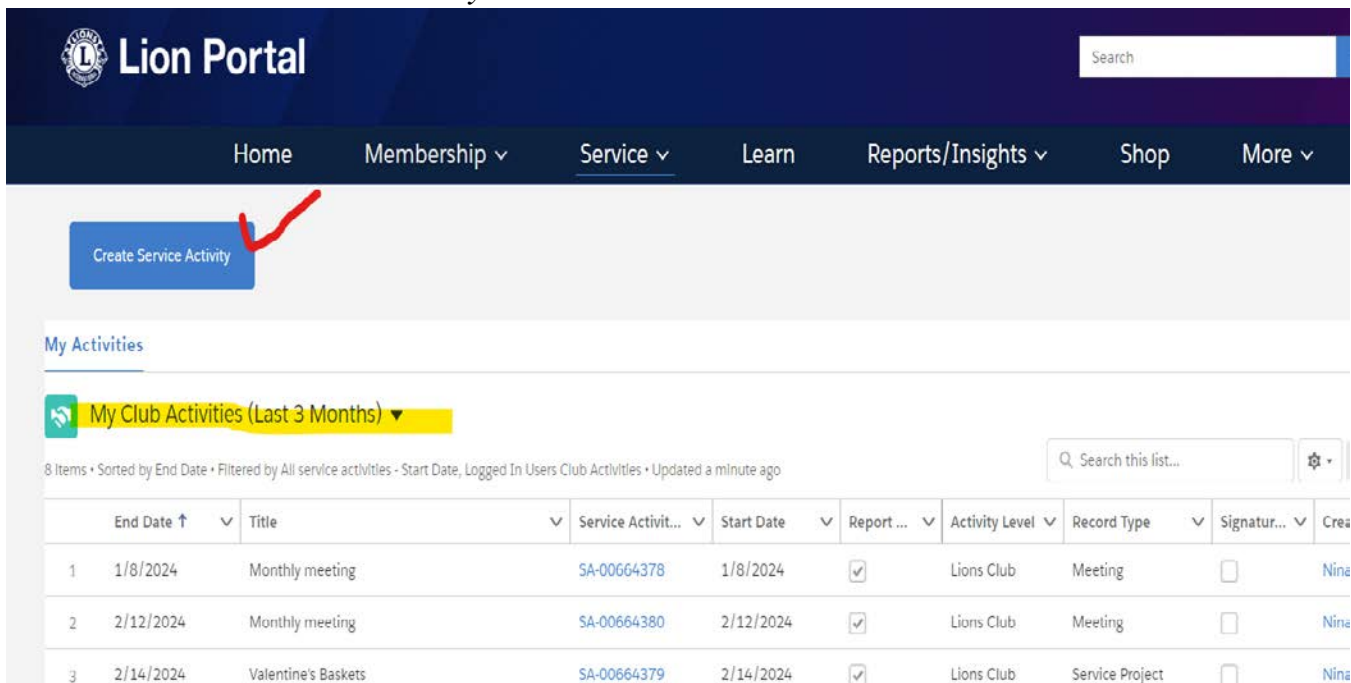


# To Record Service Activities

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 or service project. You must use one of the choices.

## 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 'Home', 'Membership', 'Service', 'Learn', 'Reports/Insights', 'Shop', and 'More'. Below this, a 'Service Activity' header shows 'SA-05552639' with 'Edit' and 'Delete' buttons. The main content area displays the record details: Title 'Socks for Homeless', Sponsor 'DILLONVALE MOUNT PLEASANT', and Status 'Draft'. A red checkmark is placed above the 'Edit' button. Below the header, there is an 'Information' section with a table of fields:

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

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

The screenshot shows the 'Edit Service Activity' form. The 'Information' section is expanded, showing the following fields:

- Record Type: Service Project
- Title: Socks for Homeless
- Sponsor: DILLONVALE MOUNT PLEASANT
- Activity Level: Lions Club
- Status: Draft
- Report Complete:  (This field is circled in red)
- Cause: Other Humanitarian Service
- Project Type: Assistance to Refugees and Displaced Persons
- Description: As part of a district service project, the club collected new socks to be distributed to selected homeless shelters in the district,

At the bottom right, there are 'Cancel' and 'Save' buttons. A red checkmark is placed to the right of the form.

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 ⓘ 4/1/24 Created By  
Nina Cleaver, 4/26/2024, 4:35 PM

End Date ⓘ 4/19/2024

Required Metrics


People Served ⓘ 78

Total Volunteers ⓘ 5

Non-Lions Participated ⓘ

Non-Lion Family Members Participated ⓘ

Total Volunteer Hours ⓘ 6.00

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

\* Title ⓘ

Service Project Name

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	Created By Nina Cleaver, 4/26/2024, 4:35 PM
Invalid data type.	
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 dropdown menus will vary under PROJECT TYPE.