

# Actividades de servicio - Guía rápida



## completa

Esta guía ofrece una descripción general completa de la creación y presentación de informes de actividades de servicio, especialmente para la recaudación de fondos y proyectos de servicio comunitario. Detalla los campos de datos esenciales, las funciones responsables de la presentación de informes e instrucciones paso a paso para usar el Lion Portal de manera efectiva. Al seguir esta guía, los usuarios pueden gestionar de manera eficiente sus proyectos de servicio, asegurando que se capturen y se presenten con precisión todas las métricas necesarias, promoviendo la responsabilidad y la transparencia en sus clubes.



**Consejo** Esta guía rápida muestra cómo crear y presentar informes de una actividad de servicio y todos los campos de datos potenciales que se pueden capturar e informar.

Esta actividad de servicio es una actividad de tipo "Proyecto de servicio", donde se recaudaron fondos y algunos se donaron a una organización comunitaria local. También se presentaron informes de las métricas de "fondos recaudados" y "fondos donados".



¡Alerta! Todas las actividades de servicio deben tener:

- Causa
- Tipo de proyecto
- Descripción
- Fecha de inicio
- Fecha de finalización

Métricas adicionales para el tipo de actividad:

- Proyecto de servicio:
  - Total de voluntarios
  - Total de horas de voluntariado
  - Personas beneficiadas
- Recaudación de fondos
  - Total de fondos recaudados
- Donación
  - Total de fondos donados
  - Organización beneficiada
- Reunión:
  - Total de voluntarios



¡Alerta! Si bien cualquier socio de un club puede crear y actualizar una actividad de servicio, solo el cargo designado puede informar la actividad de servicio como "completada".

Los títulos de ámbito de club son:

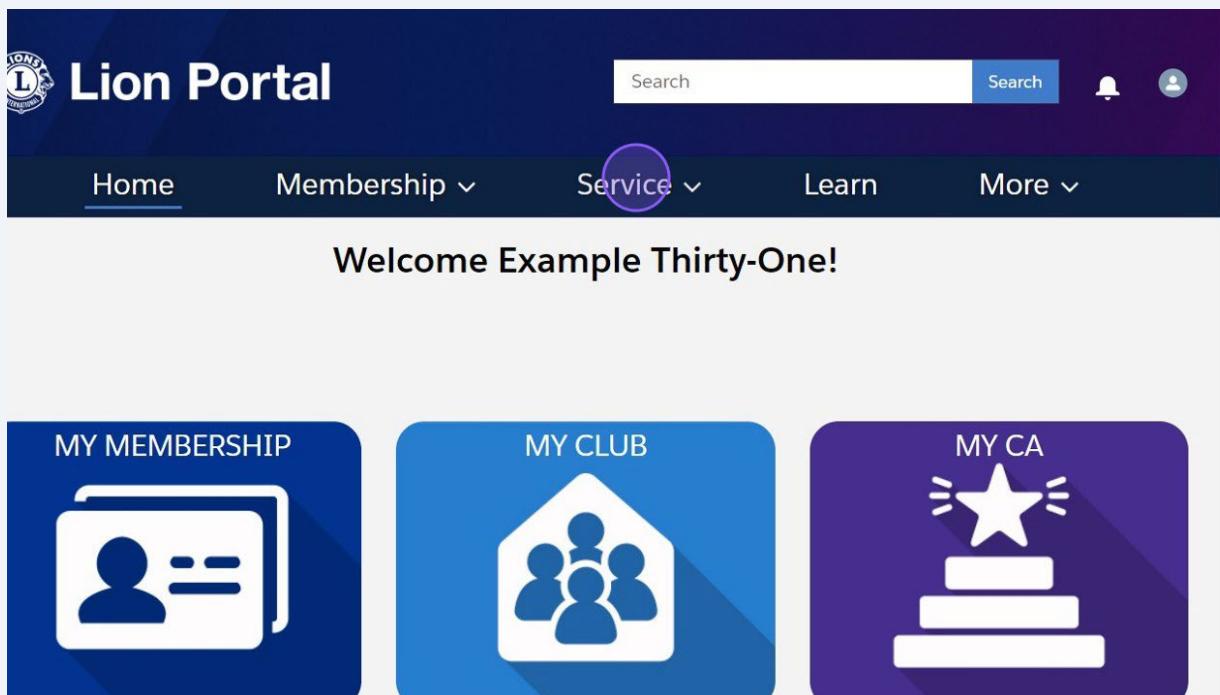
- Presidente
- Secretario
- Asesor de Servicio
- Administrador del club

Títulos de distrito/Distrito Múltiple (en nombre del club)

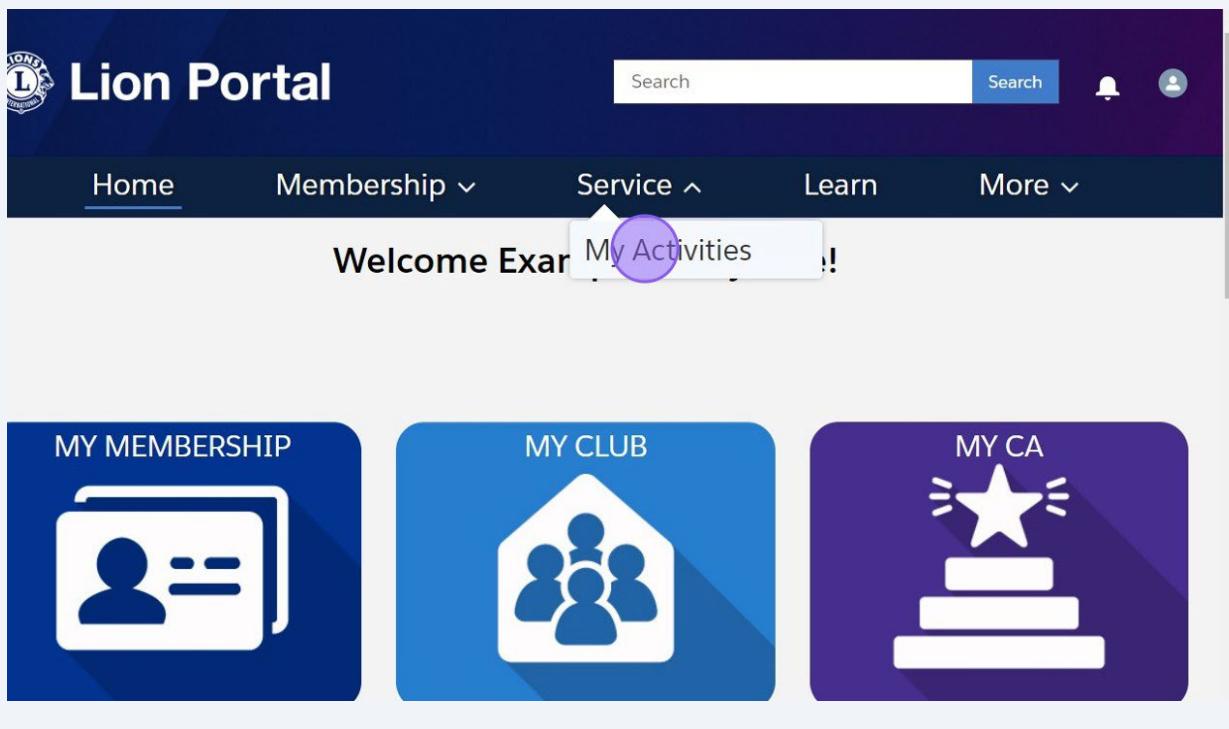
- Gobernador de distrito
- Secretario de Gabinete
- Distrito/Administrador de DM

**1** Inicie sesión en el Lion Portal. [lionportal.org](https://lionportal.org)

**2** Haga clic en "Servicio"

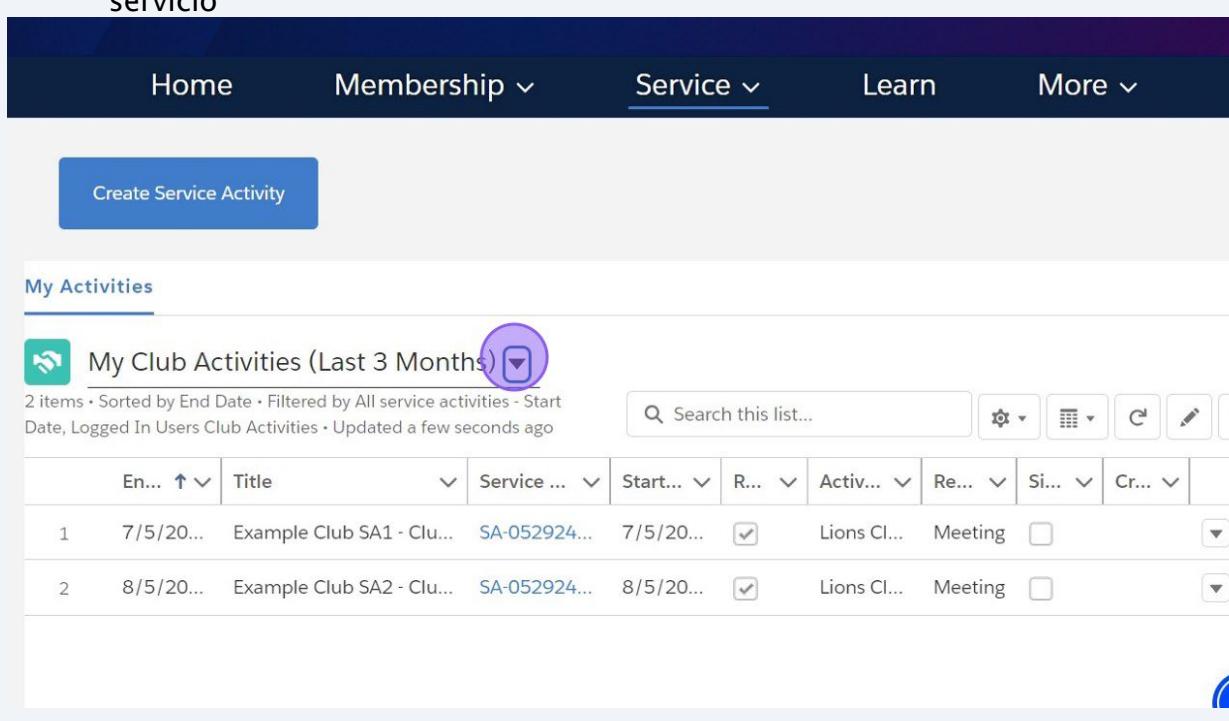


3 Haga clic en "Mis actividades"



The screenshot shows the Lion Portal homepage. At the top, there is a navigation bar with links for Home, Membership, Service, Learn, and More. The 'Service' link is currently active, indicated by an upward arrow. Below the navigation bar, there is a 'Welcome' message followed by a 'My Activities' button, which is highlighted with a purple circle. Below these are three main sections: 'MY MEMBERSHIP' (with an icon of a card), 'MY CLUB' (with an icon of a house containing people), and 'MY CA' (with an icon of a star on a stack of bars).

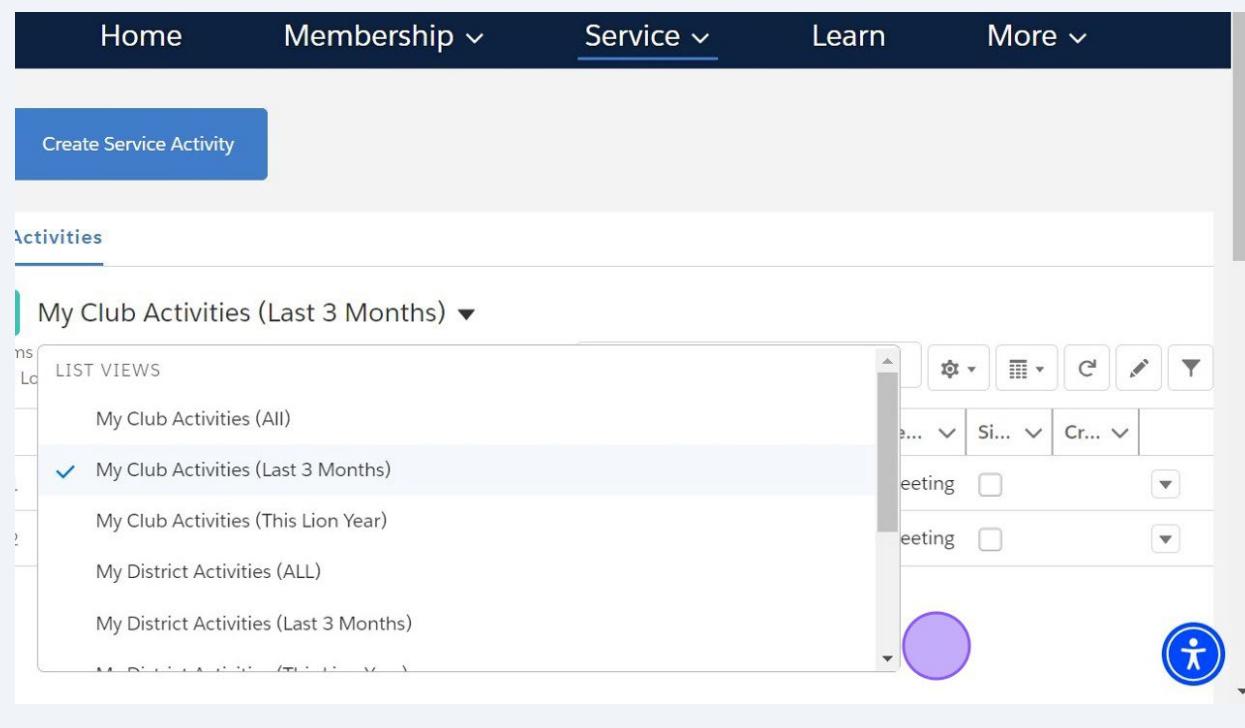
4 Actividades del club (últimos 3 meses) es la lista predeterminada. Para otras opciones de lista, haga clic en "Seleccionar una vista de lista: Actividades de servicio"



The screenshot shows the 'My Activities' list page. The top navigation bar is identical to the one on the homepage. Below it, there is a 'Create Service Activity' button. The main content area is titled 'My Activities' and shows a list titled 'My Club Activities (Last 3 Months)'. The list includes two items, both of which are 'Example Club SA1 - Clu...' and 'Example Club SA2 - Clu...'. Each item has a checkbox next to it, and the second item's checkbox is checked. The list is sorted by End Date and filtered by All service activities.

En...	↑	↓	Title	Service ...	Start...	↓	R...	↓	Activ...	↓	Re...	↓	Si...	↓	Cr...	↓
1	7/5/20...		Example Club SA1 - Clu...	SA-052924...	7/5/20...		<input checked="" type="checkbox"/>		Lions Cl...	Meeting	<input type="checkbox"/>					
2	8/5/20...		Example Club SA2 - Clu...	SA-052924...	8/5/20...		<input checked="" type="checkbox"/>		Lions Cl...	Meeting	<input type="checkbox"/>					

- 5** Se muestran otras opciones de vista. Haga clic en el menú desplegable para cambiar de vista.



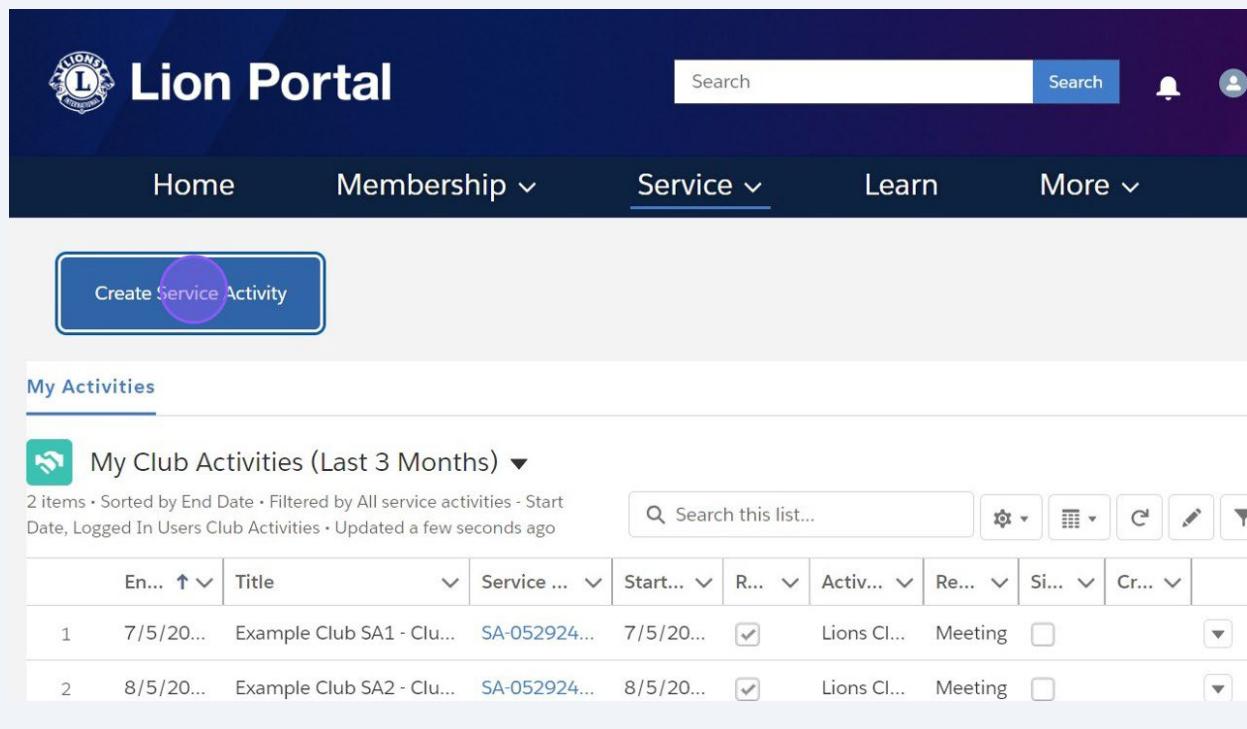
The screenshot shows a navigation bar with links for Home, Membership, Service (which is underlined), Learn, and More. Below the navigation is a blue button labeled 'Create Service Activity'. The main content area is titled 'Activities' and shows a list titled 'My Club Activities (Last 3 Months)'. To the left of this list is a sidebar with a 'LIST VIEWS' section containing links to 'My Club Activities (All)', 'My Club Activities (Last 3 Months)' (which is selected and highlighted in blue), 'My Club Activities (This Lion Year)', 'My District Activities (ALL)', and 'My District Activities (Last 3 Months)'. On the right side of the list, there are several icons for filtering and sorting, and a purple circular icon with a white person icon.

## Crear La Actividad De Servicio



Consejo, cualquier socio de un club puede crear una actividad de servicio e introducir datos y métricas. Las actividades se pueden guardar en cualquier momento, con la capacidad de editar y añadir más detalles en un momento posterior.

6 Haga clic en la pestaña "Actividades de servicio de club"



Lion Portal

Search

Home Membership Service Learn More

Create Service Activity

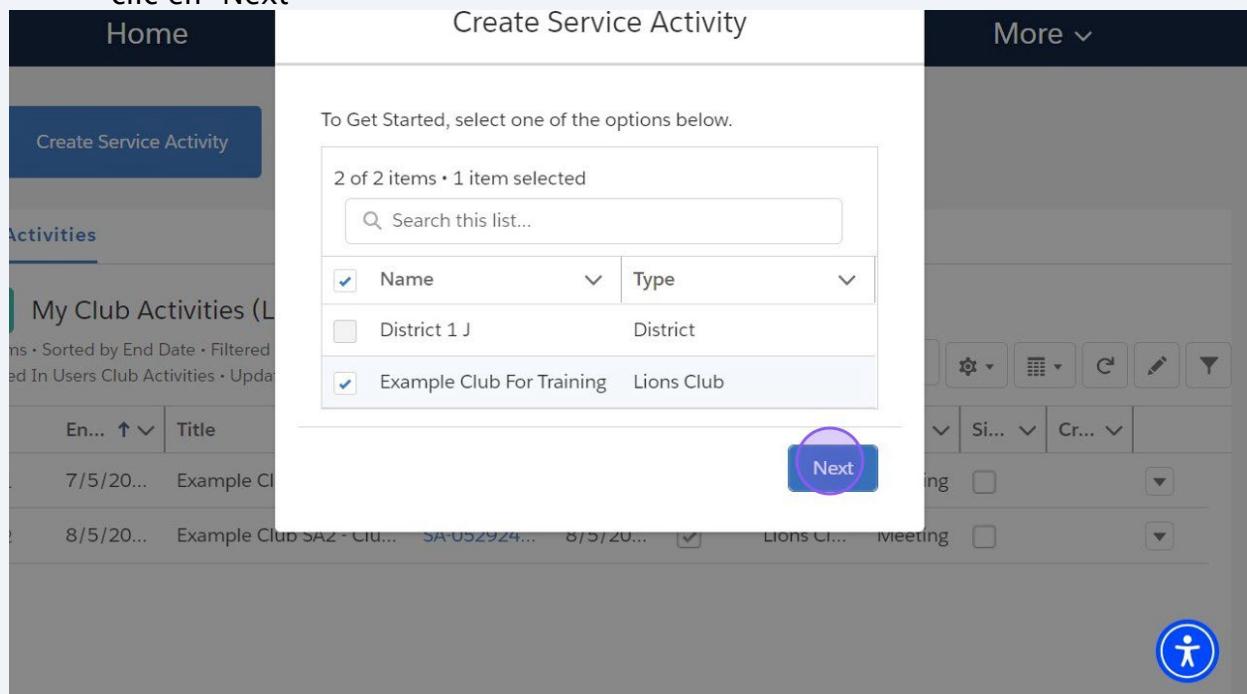
My Activities

My Club Activities (Last 3 Months) ▾

2 items • Sorted by End Date • Filtered by All service activities - Start Date, Logged In Users Club Activities • Updated a few seconds ago

En...	↑	↓	Title	Service ...	Start...	R...	Activ...	Re...	Si...	Cr...	...
1	7/5/20...	Example Club SA1 - Clu...	SA-052924...	7/5/20...	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>			<input type="button" value="▼"/>
2	8/5/20...	Example Club SA2 - Clu...	SA-052924...	8/5/20...	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>			<input type="button" value="▼"/>

7 Se muestran las entidades para las que se pueden crear Actividades de servicio. Haga clic en el botón de opción para seleccionar la entidad y haga clic en "Next"



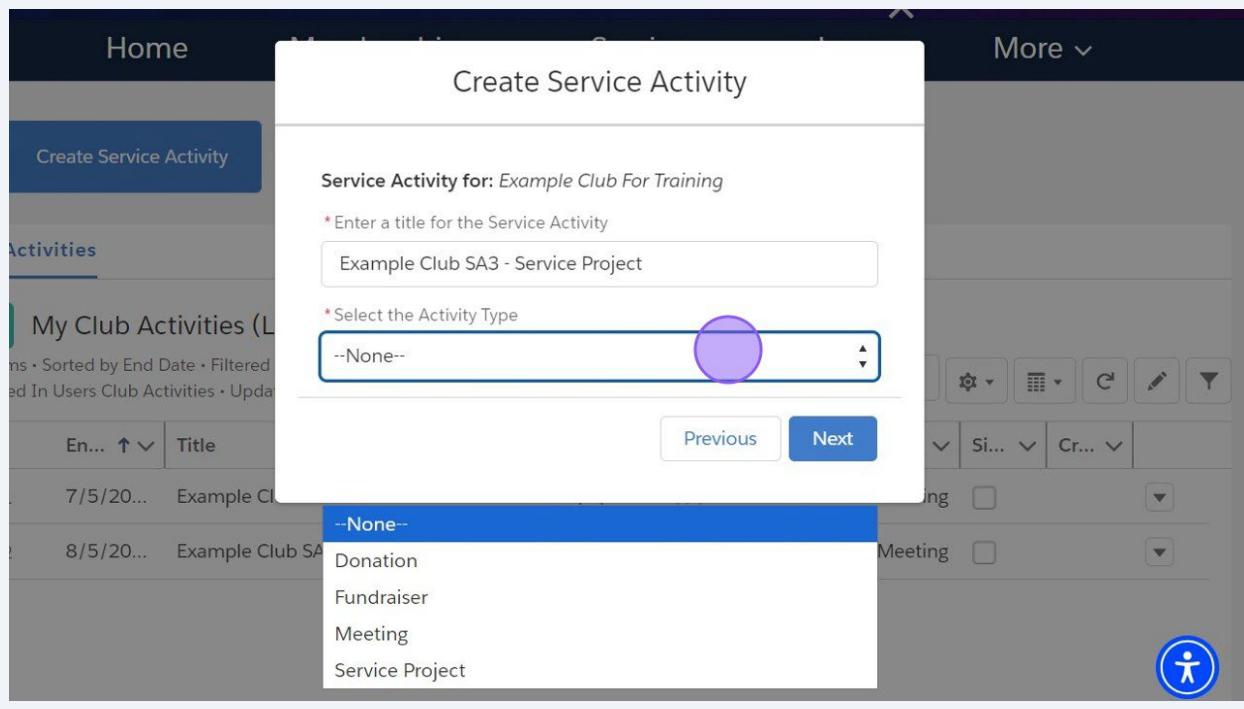
Home Create Service Activity More

To Get Started, select one of the options below.

2 of 2 items • 1 item selected

Name	Type
<input type="checkbox"/> District 1 J	District
<input checked="" type="checkbox"/> Example Club For Training	Lions Club

- 8** Introduzca un nombre para la actividad de servicio. Haga clic en el menú desplegable para seleccionar el tipo de actividad.



Home

Create Service Activity

Activities

My Club Activities (L)

7/5/20... Example Cl...

8/5/20... Example Club SA...

More

Create Service Activity

Service Activity for: Example Club For Training

\* Enter a title for the Service Activity

Example Club SA3 - Service Project

\* Select the Activity Type

--None--

Previous Next

--None--

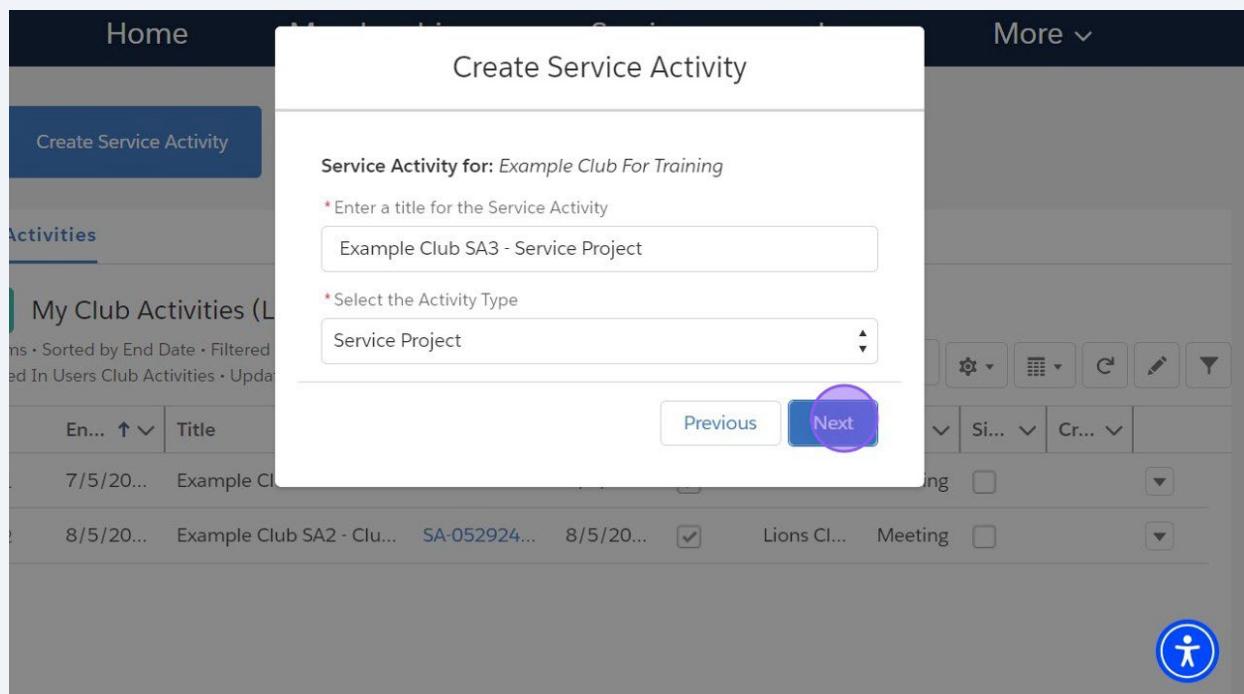
Donation

Fundraiser

Meeting

Service Project

- 9** Haga clic en "Siguiente"



Home

Create Service Activity

Activities

My Club Activities (L)

7/5/20... Example Cl...

8/5/20... Example Club SA...

More

Create Service Activity

Service Activity for: Example Club For Training

\* Enter a title for the Service Activity

Example Club SA3 - Service Project

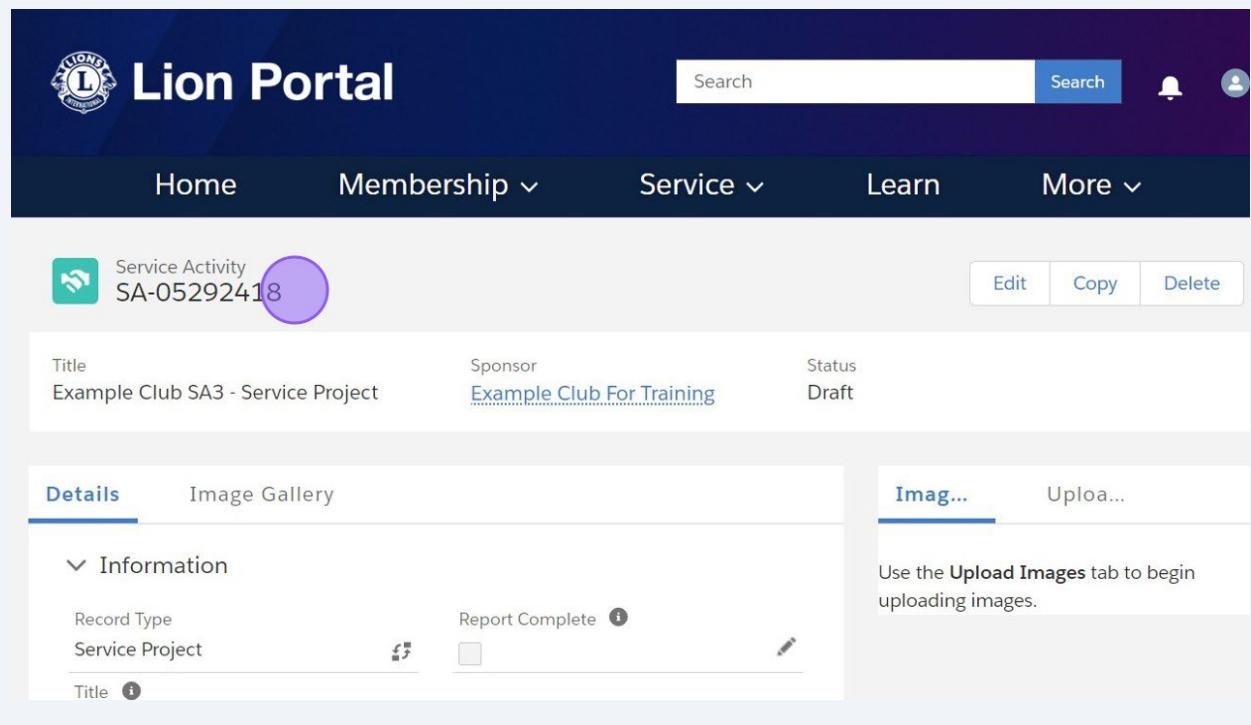
\* Select the Activity Type

Service Project

Previous Next

## Editar La Actividad

**10** Se crea una nueva actividad de servicio y se muestra la nueva actividad.



The screenshot shows the Lion Portal interface. At the top, there is a navigation bar with the Lion logo, a search bar, and a 'Search' button. Below the navigation bar, there is a dark header with 'Lion Portal' and a dark footer with 'Home', 'Membership', 'Service', 'Learn', and 'More' buttons. The main content area is titled 'Service Activity' and shows a record for 'SA-05292418'. The record details are as follows:

Title	Sponsor	Status
Example Club SA3 - Service Project	Example Club For Training	Draft

Below the details, there are tabs for 'Details' (which is selected), 'Image Gallery', and 'Upload Images'. The 'Details' tab shows the following fields:

Record Type	Report Complete
Service Project	<input type="checkbox"/> <a href="#">Edit</a>

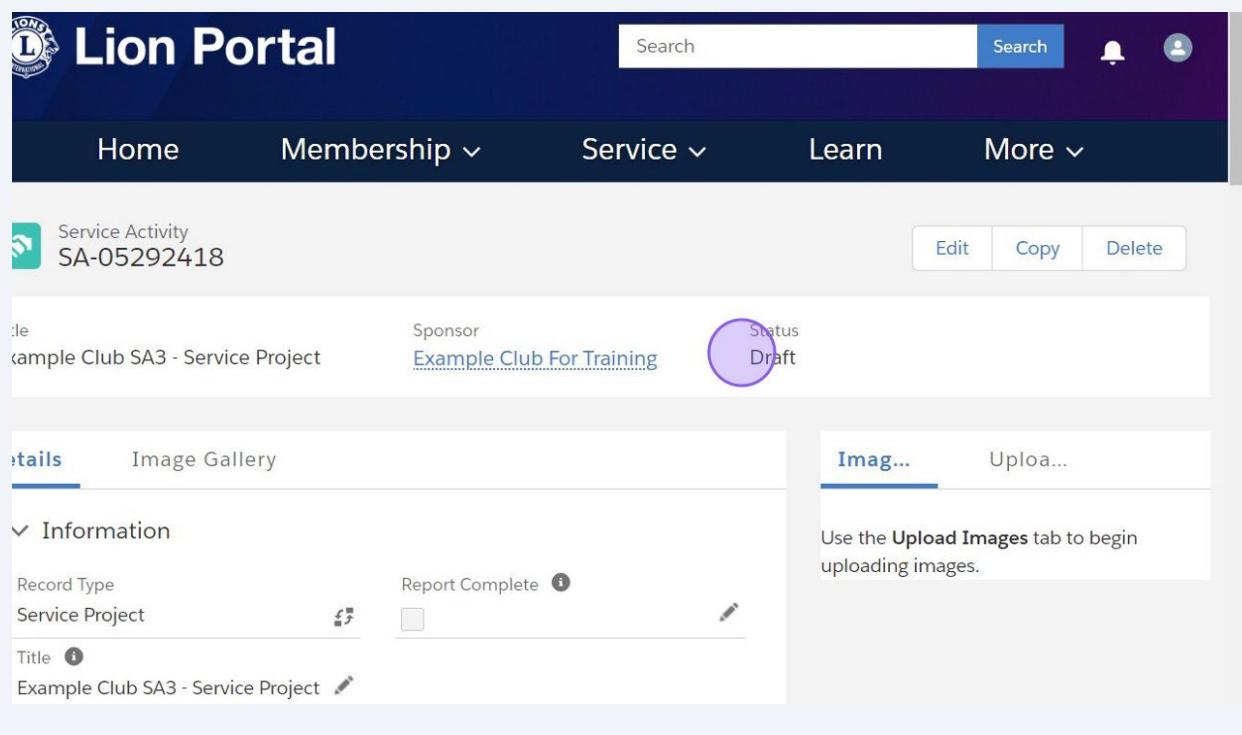
The 'Upload Images' tab contains the text: 'Use the Upload Images tab to begin uploading images.'

**(i)** Consejo El "Estado" de la actividad cambia a medida que pasa el tiempo en función de la "Fecha de inicio" de la actividad.

- Borrador - No se ha introducido ninguna fecha de inicio
- Planificado - La fecha de inicio es posterior a la fecha de hoy
- Listo para presentar el informe - La fecha de inicio es igual o menor que la fecha de hoy
- Informado - La actividad ha sido marcada como "Informe completo"

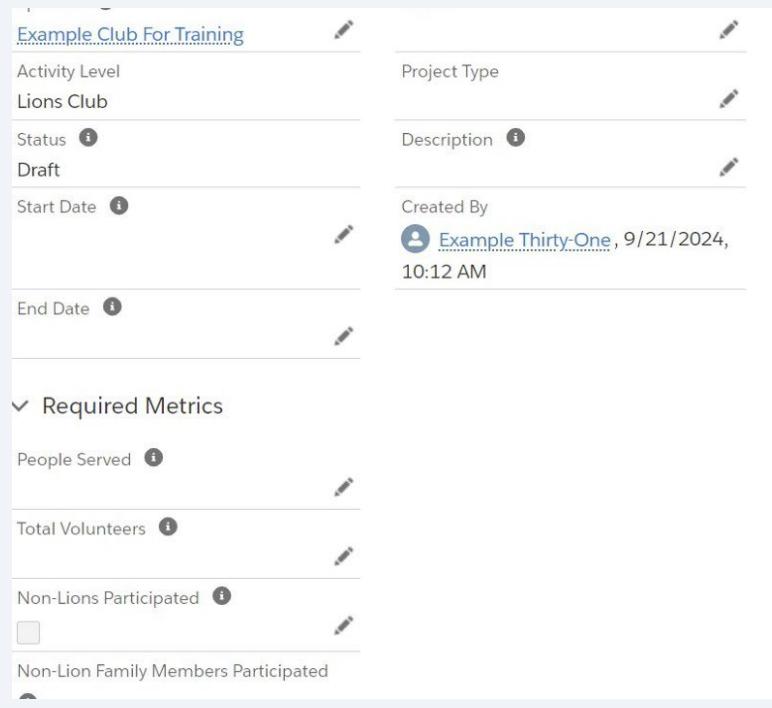
**⚠** ¡Alerta! Las actividades no se pueden presentar como "Informe completado" hasta que la fecha de finalización de la actividad sea la fecha de hoy o la fecha pasada Y SE hayan presentado los datos necesarios para el tipo de actividad.

## 11 Las nuevas actividades se establecen en el "estado" de "borrador"



The screenshot shows the Lion Portal interface. At the top, there is a navigation bar with the Lion logo, a search bar, and a 'Search' button. Below the navigation bar, there are five main menu items: 'Home', 'Membership', 'Service', 'Learn', and 'More'. The 'Service' menu is currently active. The main content area is titled 'Service Activity' with the ID 'SA-05292418'. There are buttons for 'Edit', 'Copy', and 'Delete'. The activity details show the following information: Title 'Example Club SA3 - Service Project', Sponsor 'Example Club For Training', and Status 'Draft'. A purple circle highlights the 'Draft' status. Below the title, there are tabs for 'Details' and 'Image Gallery'. The 'Details' tab is active and shows the 'Information' section, which includes 'Record Type: Service Project', 'Report Complete' (unchecked), and 'Title: Example Club SA3 - Service Project'. To the right of the 'Details' tab, there is a note: 'Use the Upload Images tab to begin uploading images.' A purple circle highlights the 'Draft' status in the top right corner of the activity card.

## 12 Desplácese para ver todos los detalles de la actividad.



The screenshot shows the detailed view of the service activity 'Example Club For Training'. The page is divided into several sections: 'Information' (Activity Level: Lions Club, Status: Draft, Start Date: 9/21/2024, End Date: 9/21/2024), 'Project Type' (Project Type: [empty]), 'Description' (Description: [empty]), 'Created By' (Created By: Example Thirty-One, 9/21/2024, 10:12 AM), 'Required Metrics' (People Served: [empty], Total Volunteers: [empty], Non-Lions Participated: [empty], Non-Lion Family Members Participated: [empty]). A purple circle highlights the 'Draft' status in the 'Information' section.



Consejo, hay dos opciones de formato para editar una actividad:

- En línea - La página existente pasa al modo de edición
- Formulario emergente - Abre una nueva ventana emergente en modo de edición



Consejo Para editar en línea siga estos pasos



13 Para comenzar la edición en línea de la actividad, haga clic en el icono de un lápiz

Service Activity  
SA-05292418

Details

Information

Record Type: Service Project

Report Complete:

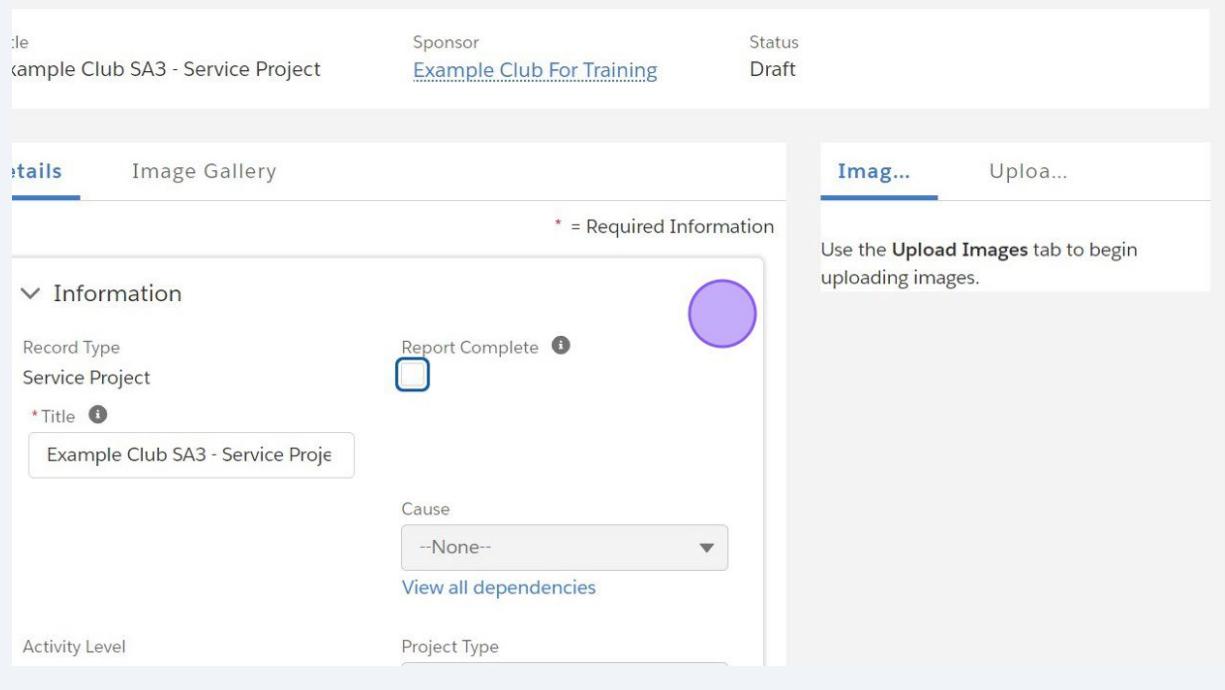
Title: Example Club SA3 - Service Project

Image Gallery

Upload Images

Use the Upload Images tab to begin uploading images.

**14** Los campos de datos ahora se pueden editar. Continúe agregando datos y desplácese por el formulario



Details Image Gallery

\* = Required Information

Information

Record Type: Service Project

Report Complete:

\* Title: Example Club SA3 - Service Proj...

Cause: --None--

View all dependencies

Activity Level

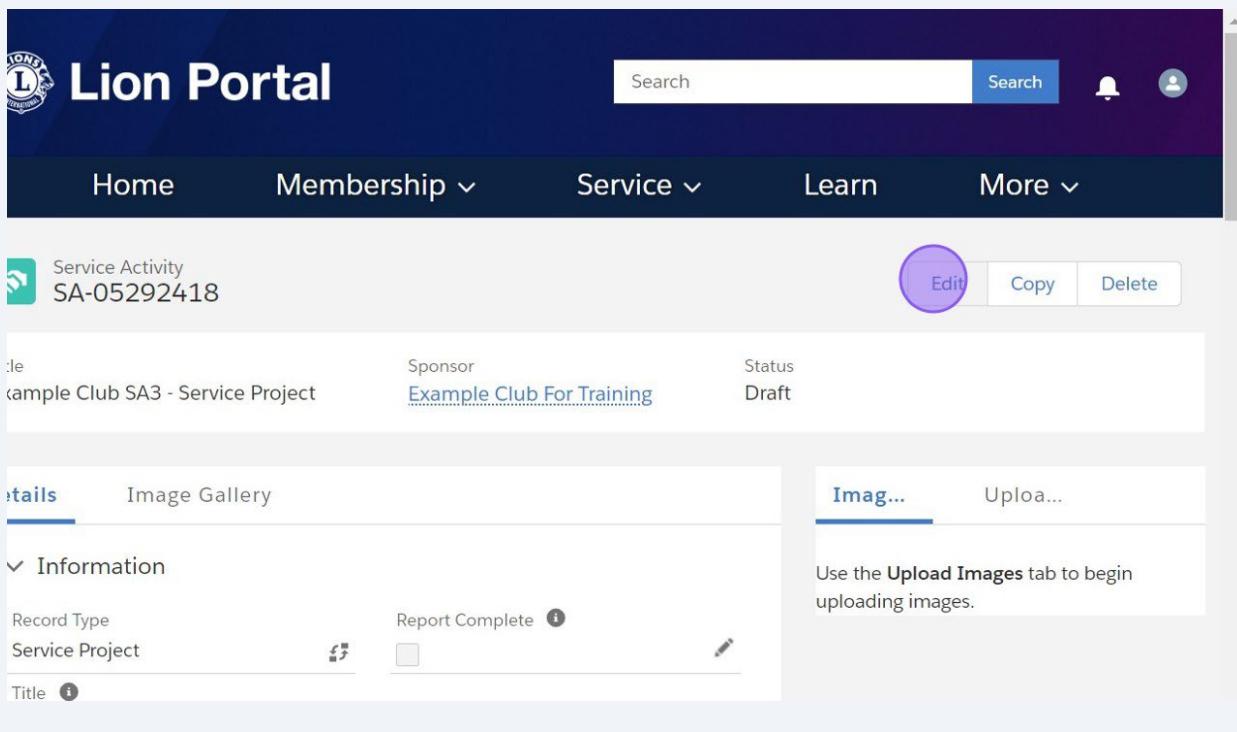
Project Type

Image... Uploa...

Use the Upload Images tab to begin uploading images.

**i** Consejo, para editar utilizando un formulario emergente siga estos pasos

**15** Haga clic en el botón "Editar" en la esquina superior derecha



Service Activity  
SA-05292418

Details

Information

Record Type: Service Project

Title: Example Club SA3 - Service Project

Sponsor: Example Club For Training

Status: Draft

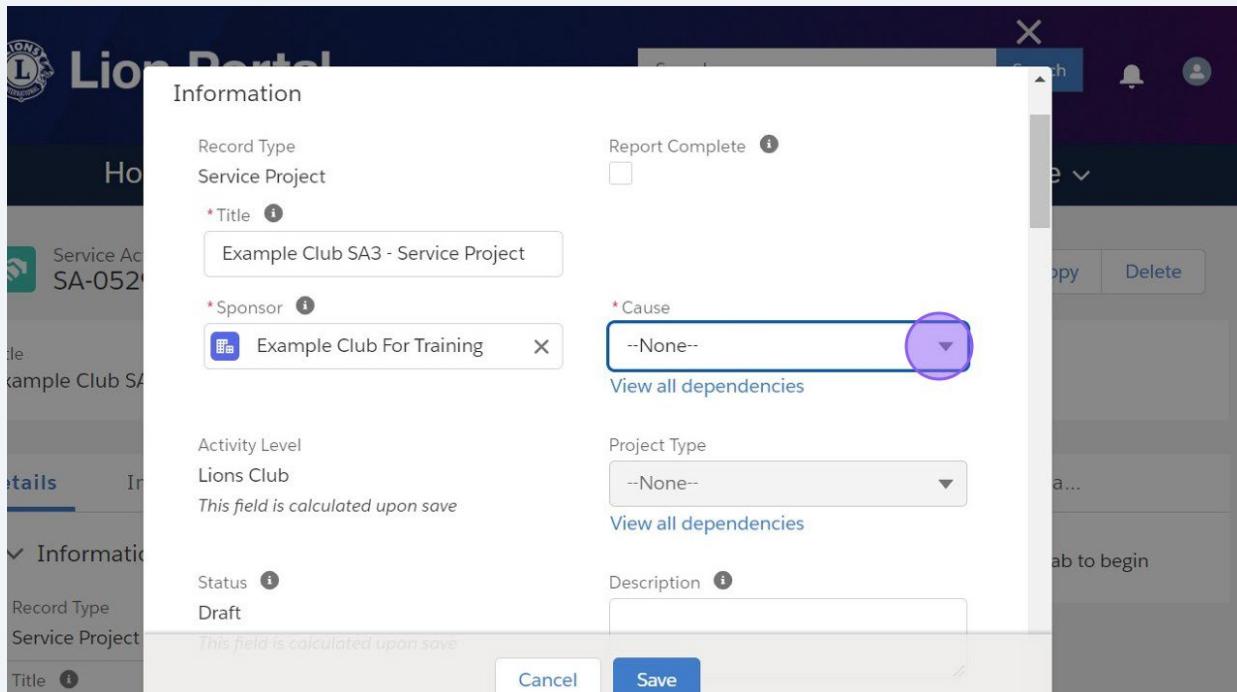
Report Complete:

Image Gallery

Upload Images

Use the Upload Images tab to begin uploading images.

**1** Se abre el formulario emergente. Continúe agregando datos y desplácese por el formulario emergente



Information

Record Type: Service Project

\* Title: Example Club SA3 - Service Project

\* Sponsor: Example Club For Training

\* Cause: --None--

Activity Level: Lions Club

Project Type: --None--

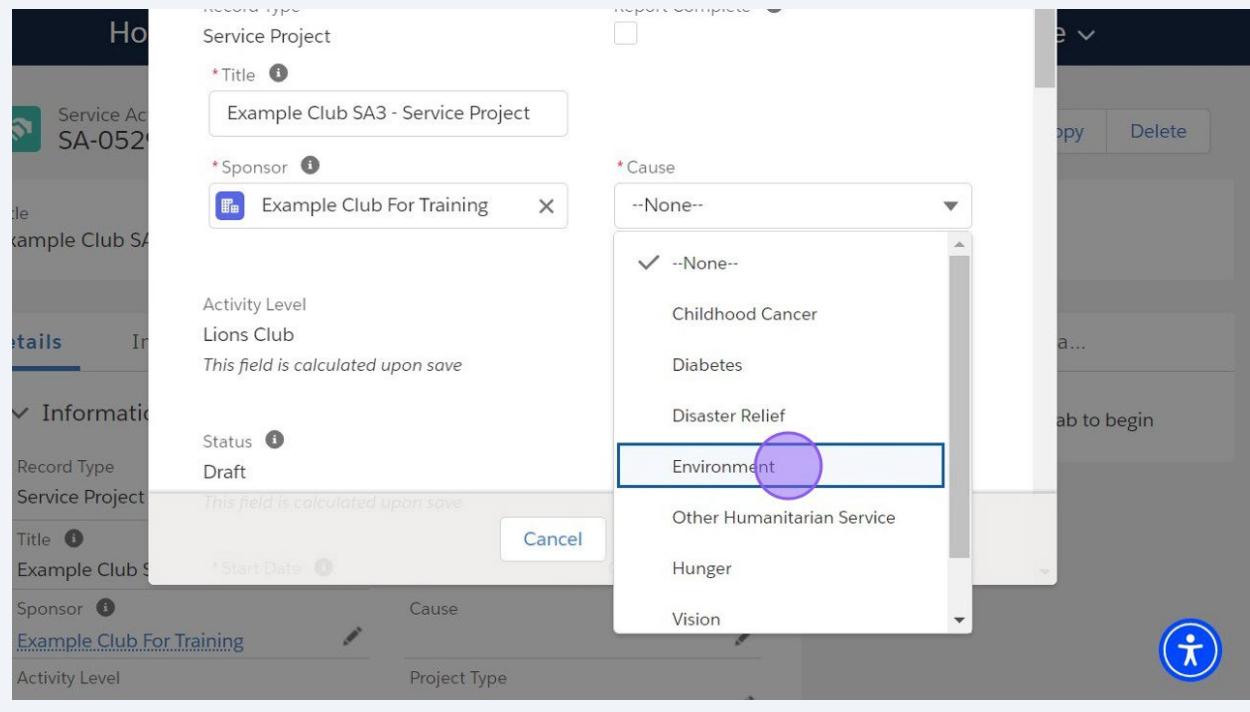
Status: Draft

Description:

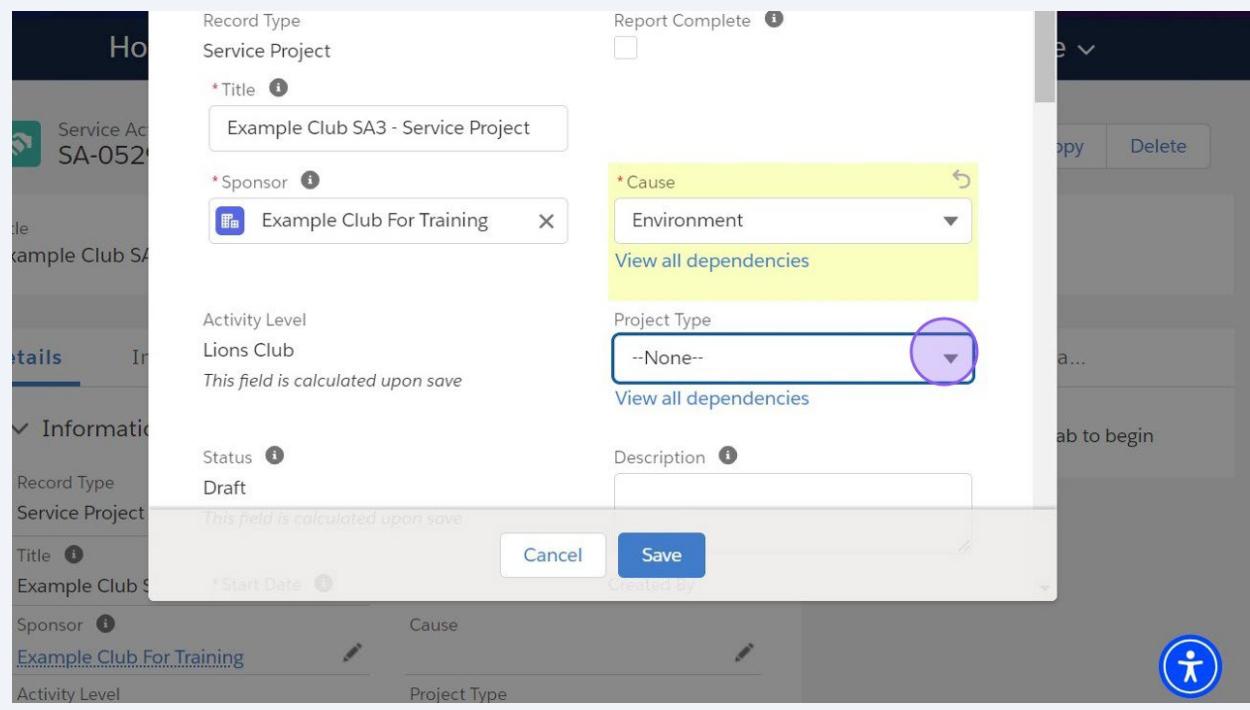
Cancel Save

**Ejemplo detallado de introducción de campos de datos para una actividad de servicio**

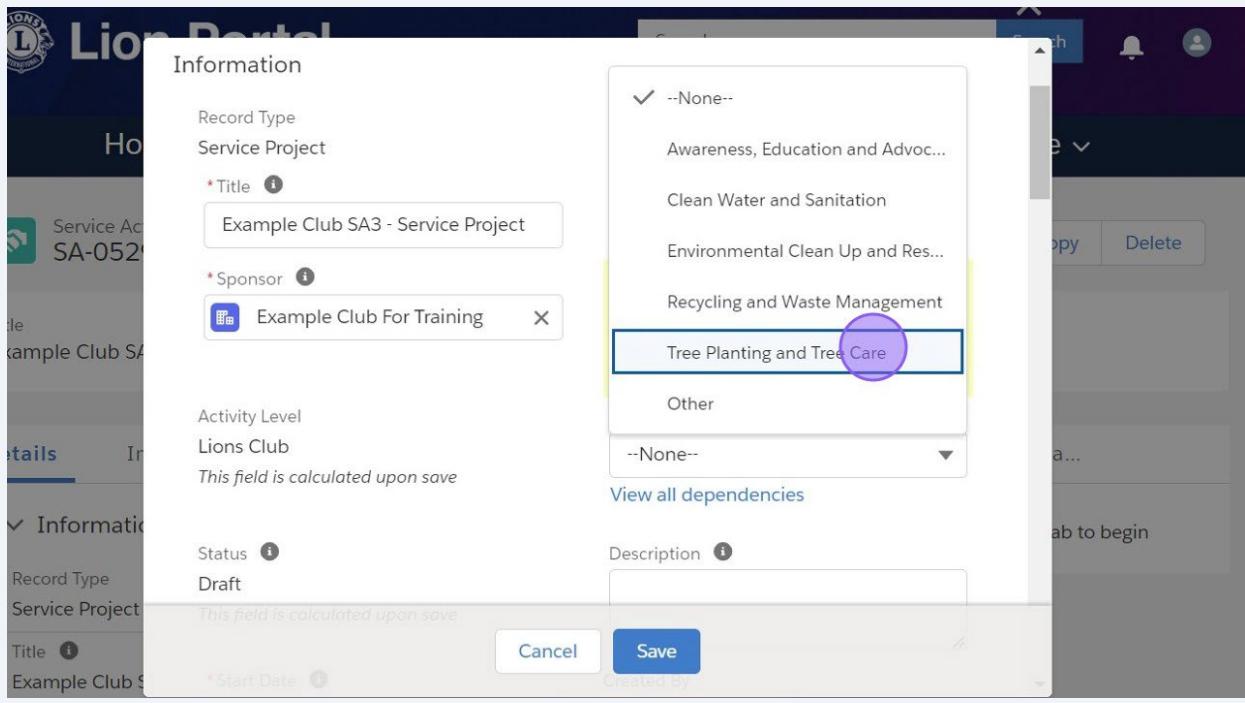
**17** Haga clic para seleccionar "Causa"



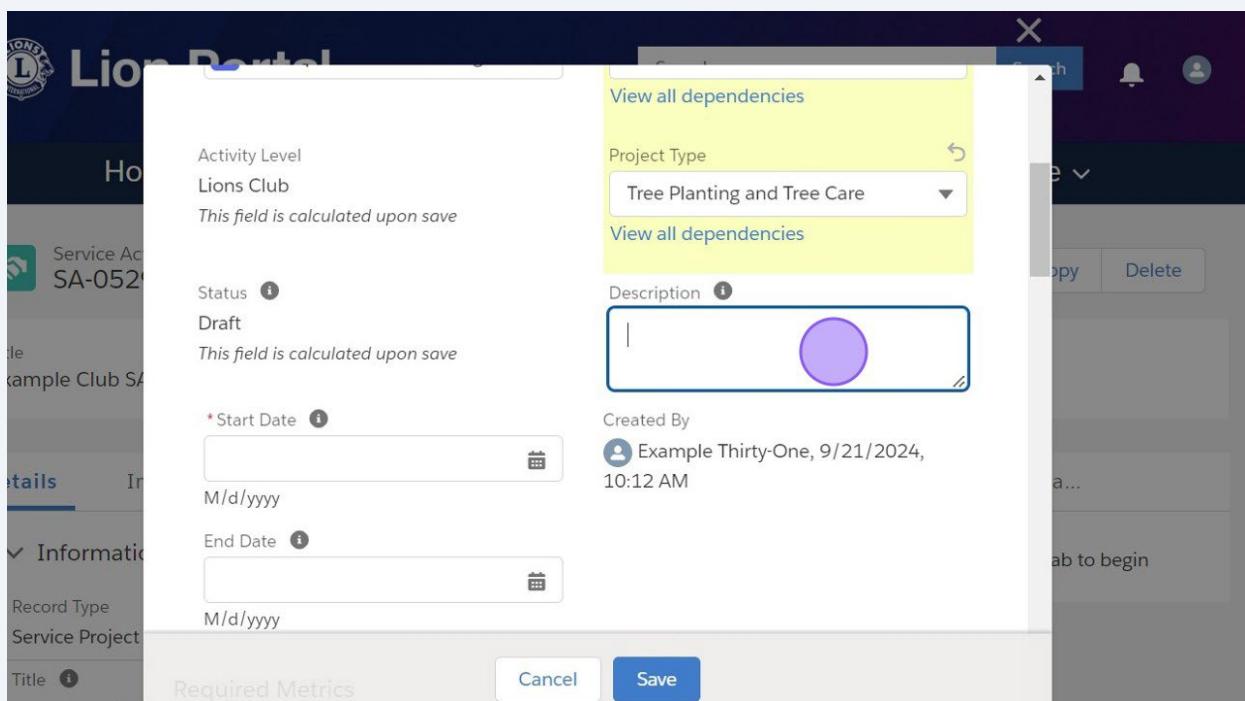
**18** Haga clic para abrir el menú desplegable Tipo de proyecto



**19** La lista de "tipos de proyectos" se basa en la "causa" previamente seleccionada.

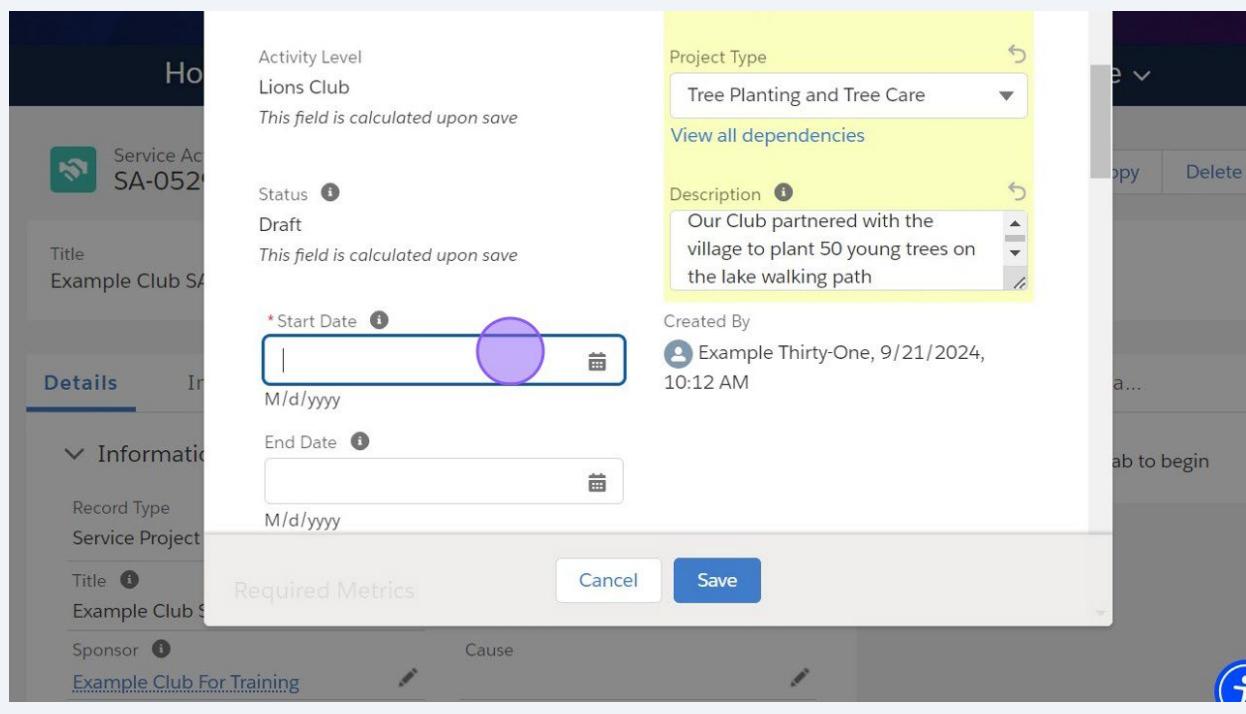


**2** Haga clic en el campo "Descripción" para añadir la descripción. Se requiere una descripción para completar el informe.



**21** Escriba la descripción.

**22** Haga clic en el campo "\*Fecha de inicio".



Activity Level  
Lions Club  
*This field is calculated upon save*

Status ⓘ  
Draft  
*This field is calculated upon save*

Project Type  
Tree Planting and Tree Care

Description ⓘ  
Our Club partnered with the village to plant 50 young trees on the lake walking path

Created By  
Example Thirty-One, 9/21/2024, 10:12 AM

Start Date ⓘ

End Date ⓘ

Record Type  
Service Project

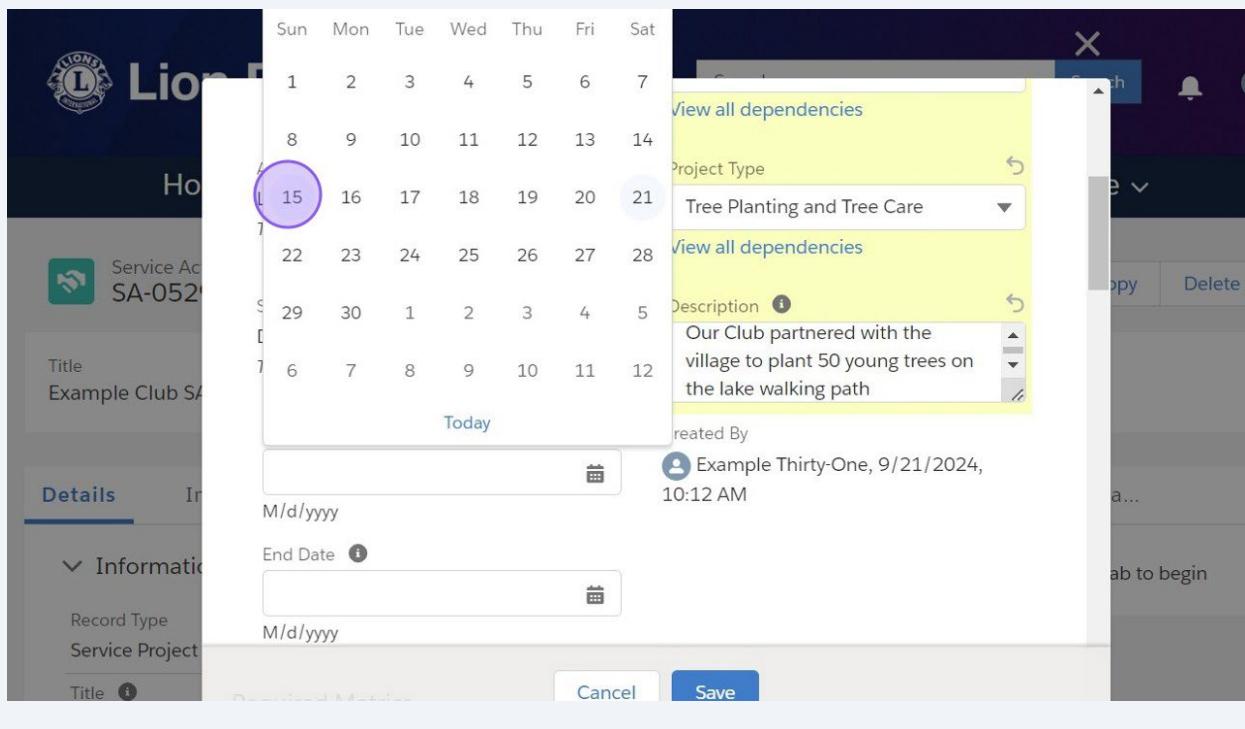
Title ⓘ  
Example Club S

Sponsor ⓘ  
Example Club For Training

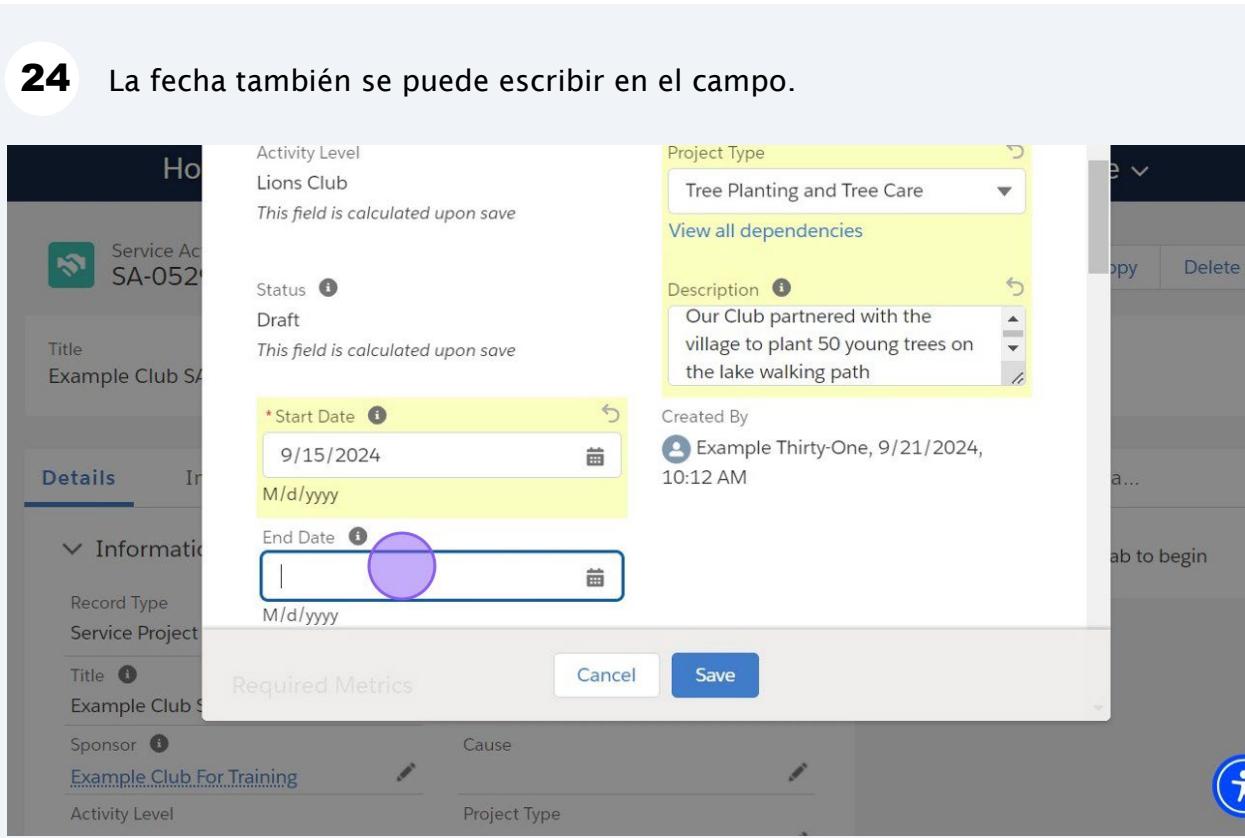
Required Metrics

Cancel Save

**23** Se puede seleccionar una fecha del calendario.

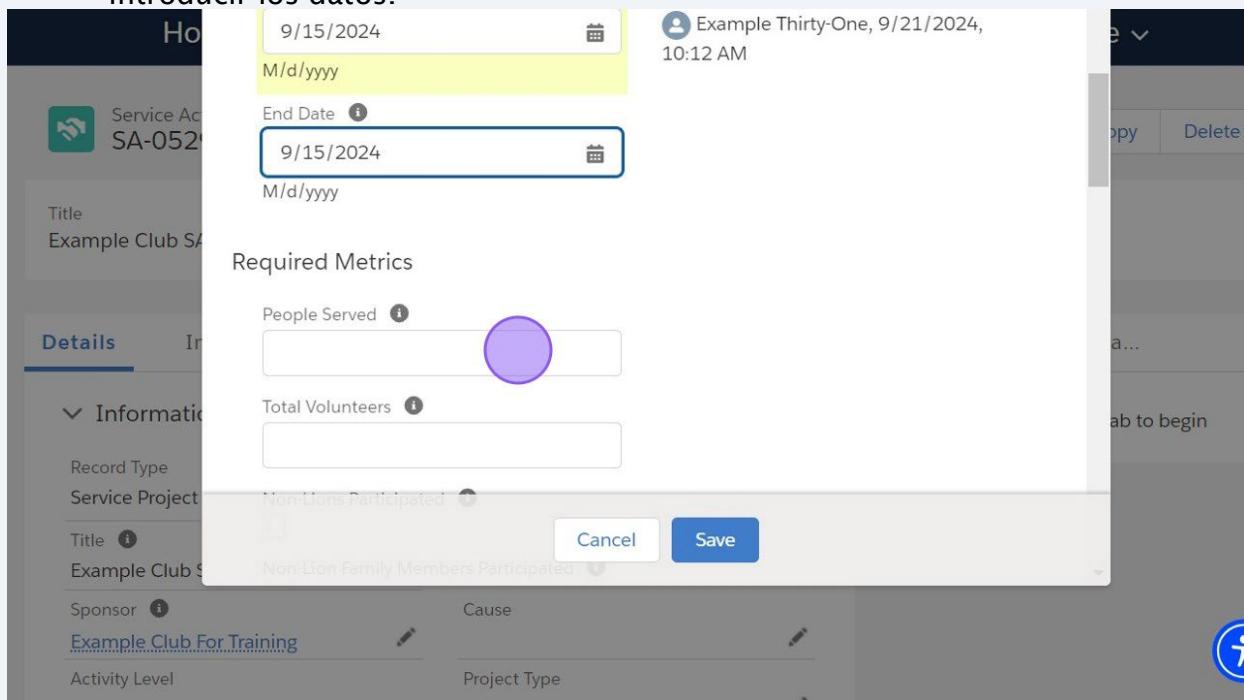


**24** La fecha también se puede escribir en el campo.



2

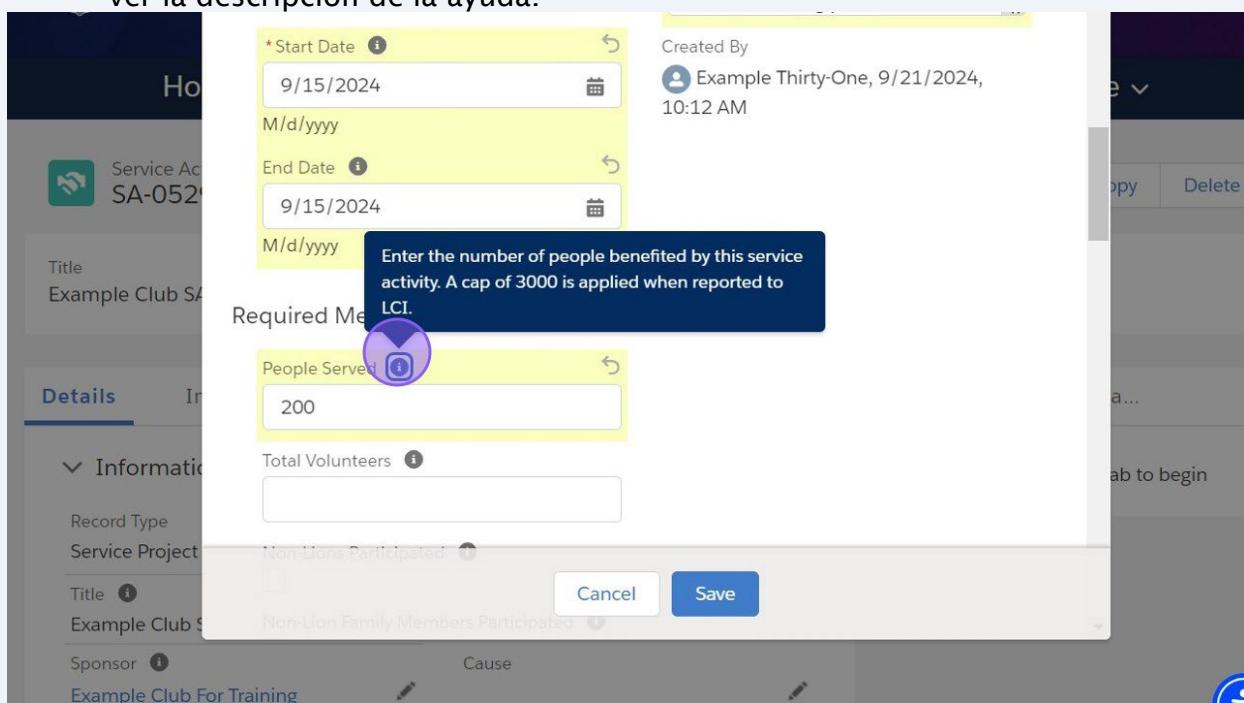
Este ejemplo es un proyecto de actividades de servicio. Personas servidas es una métrica obligatoria. Haga clic en el campo "Personas servidas" para introducir los datos.



A screenshot of a service activity entry form. The 'People Served' field is highlighted with a yellow background and a purple circular cursor. The form includes fields for Start Date (9/15/2024), End Date (9/15/2024), Title (Example Club SA), and various optional fields like Record Type, Sponsor, and Cause.

2

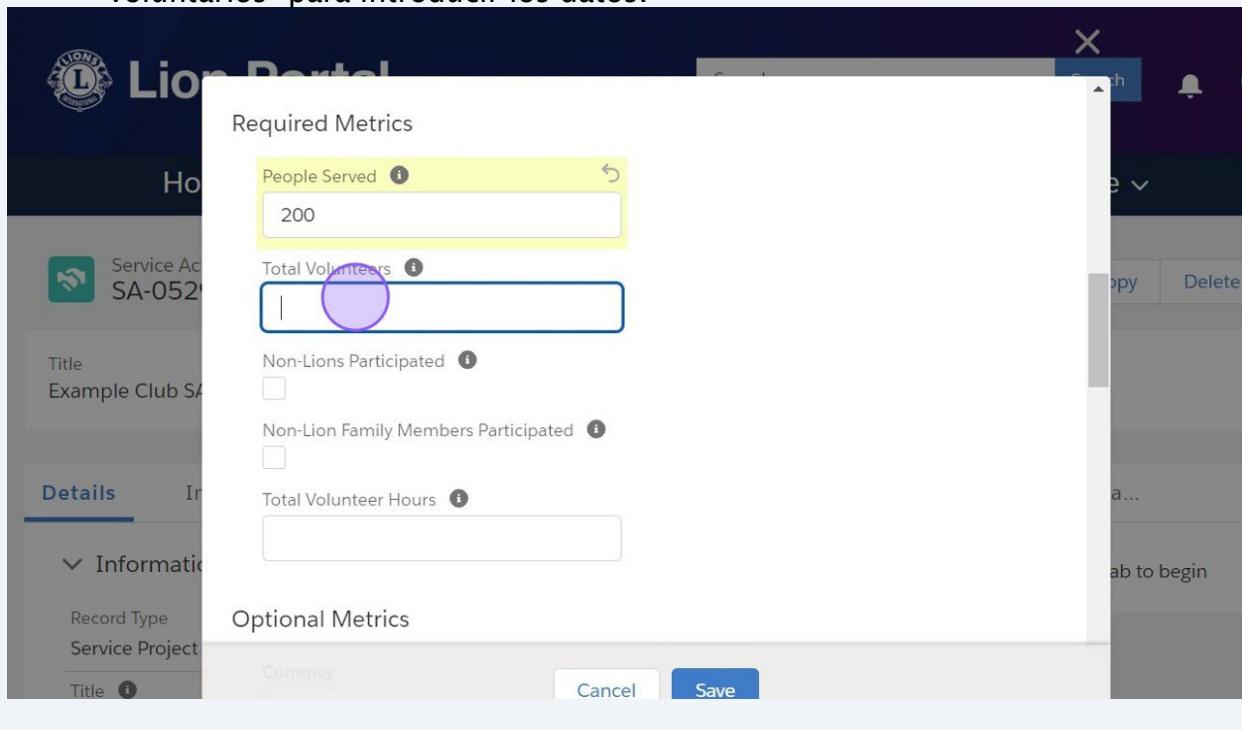
Escriba "Personas servidas". Hay un límite en esta métrica para las actividades reportadas en el Ámbito de club. Pase el cursor sobre la "i" para ver la descripción de la ayuda.



A screenshot of a service activity entry form. The 'People Served' field is highlighted with a yellow background and a purple circular cursor. A tooltip appears over the field, stating: "Enter the number of people benefited by this service activity. A cap of 3000 is applied when reported to LCI." The form includes fields for Start Date (9/15/2024), End Date (9/15/2024), Title (Example Club SA), and various optional fields like Record Type, Sponsor, and Cause.

2

Este ejemplo es un proyecto de actividades de servicio. El número total de voluntarios es una métrica obligatoria. Haga clic en el campo "Total de voluntarios" para introducir los datos.



Lion Portal

Required Metrics

People Served: 200

Total Volunteers:  (highlighted with a yellow box and a purple circle)

Non-Lions Participated:

Non-Lion Family Members Participated:

Total Volunteer Hours:

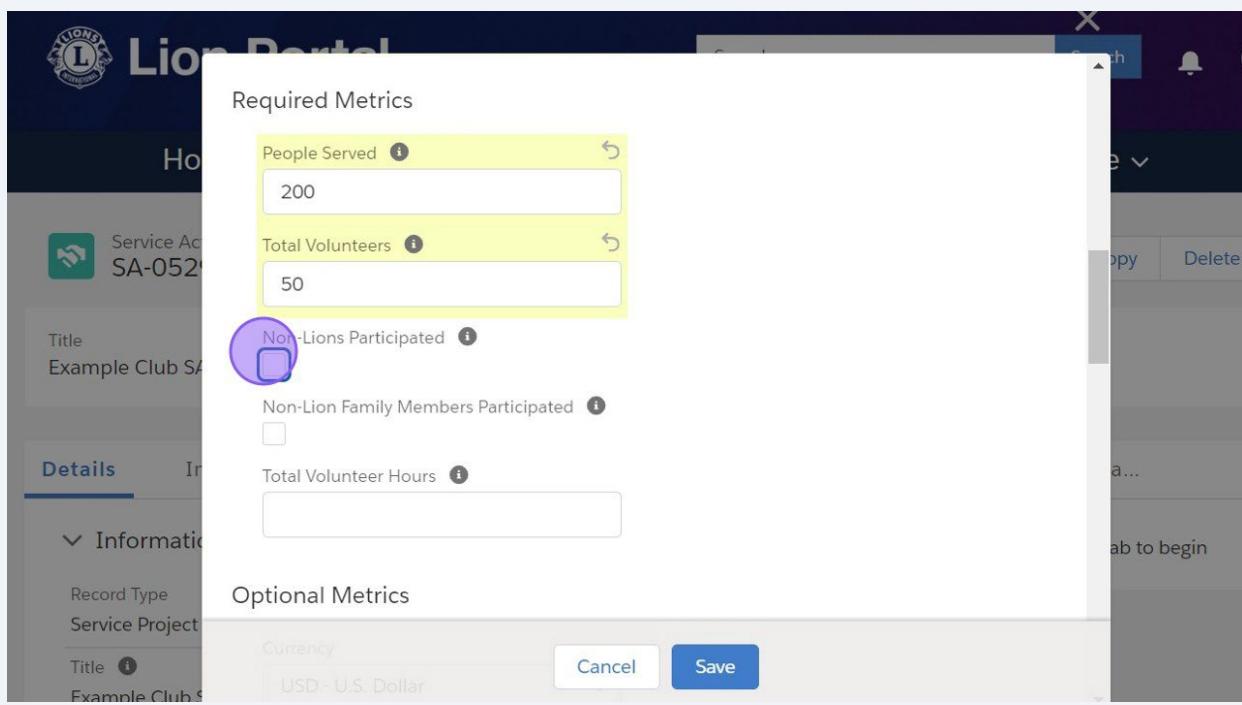
Optional Metrics

Currency: USD - U.S. Dollar

Cancel Save

28

Haga clic en el campo "Participantes que no son Leones".



Lion Portal

Required Metrics

People Served: 200

Total Volunteers: 50 (highlighted with a yellow box)

Non-Lions Participated:  (highlighted with a purple circle)

Non-Lion Family Members Participated:

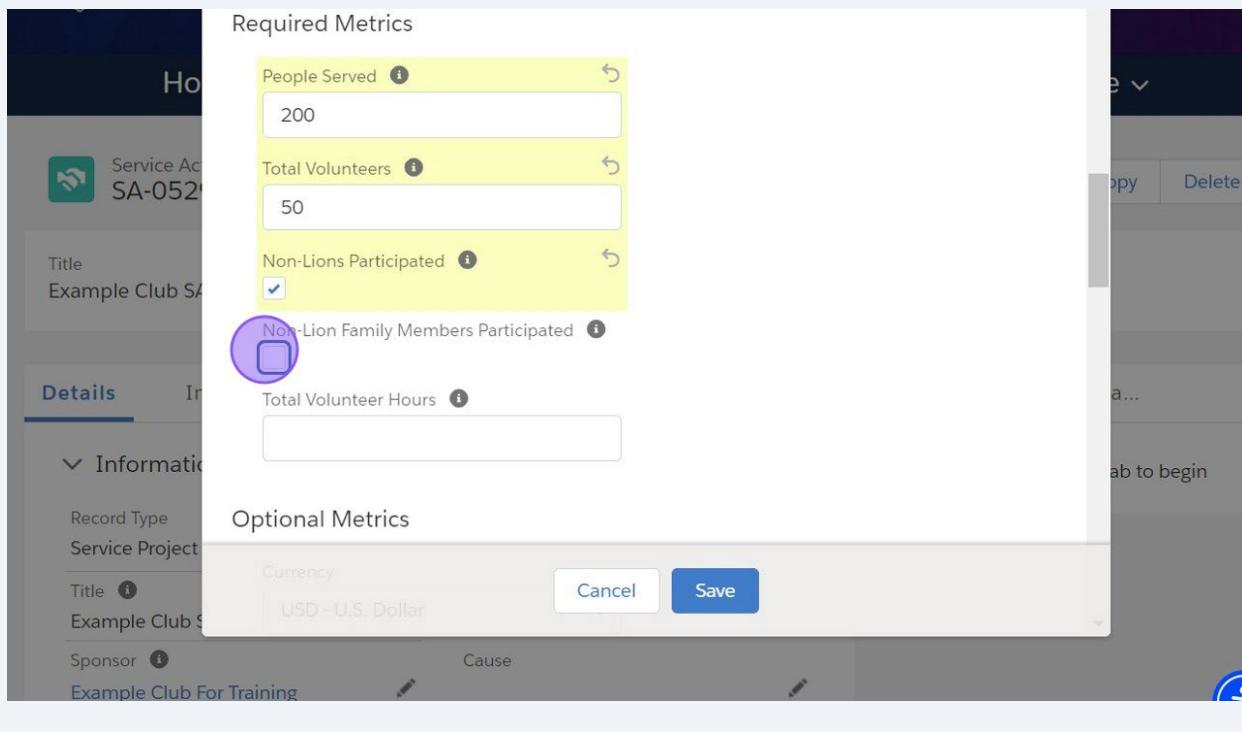
Total Volunteer Hours:

Optional Metrics

Currency: USD - U.S. Dollar

Cancel Save

**29** Haga clic en el campo "Participación de miembros de la familia no Leones".



Required Metrics

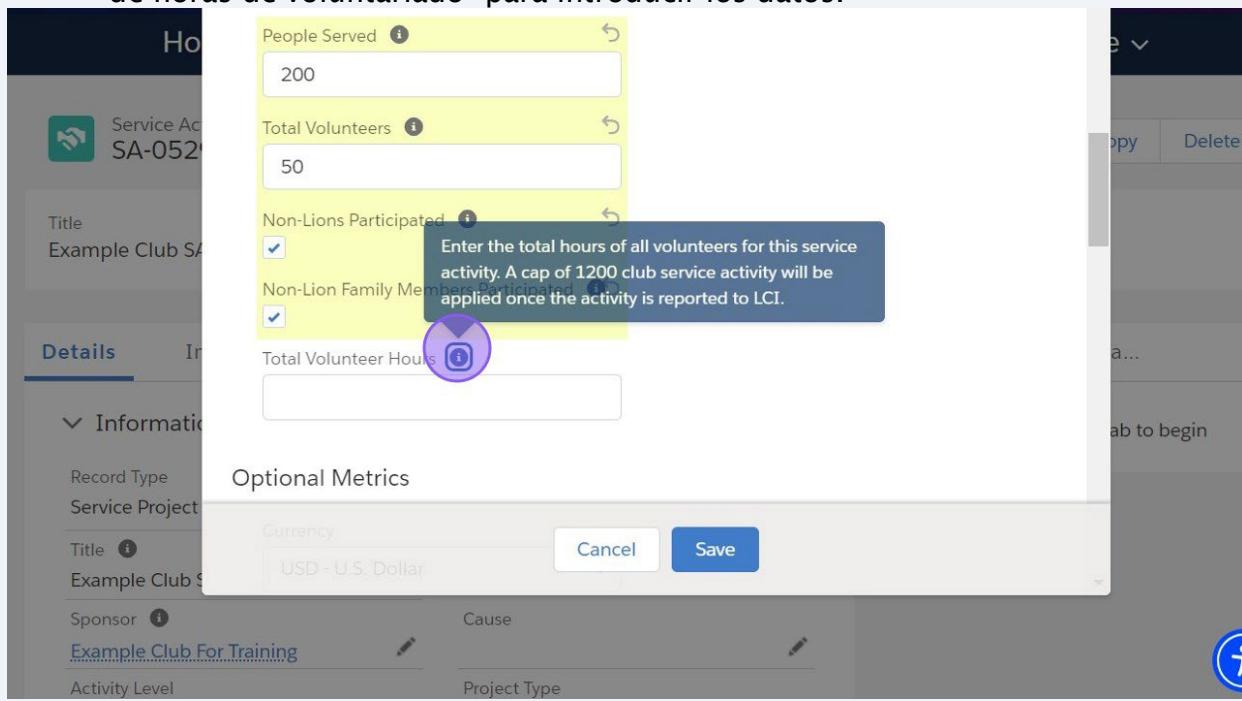
People Served	200
Total Volunteers	50
Non-Lions Participated	<input checked="" type="checkbox"/>
Non-Lion Family Members Participated	<input checked="" type="checkbox"/>
Total Volunteer Hours	<input type="text"/>

Optional Metrics

Currency	USD - U.S. Dollar
----------	-------------------

Cancel Save

**3** Este ejemplo es un proyecto de actividades de servicio. El total de horas de voluntariado es una métrica obligatoria. Haga clic en el campo "Total de horas de voluntariado" para introducir los datos.



Required Metrics

People Served	200
Total Volunteers	50
Non-Lions Participated	<input checked="" type="checkbox"/>
Non-Lion Family Members Participated	<input checked="" type="checkbox"/>
Total Volunteer Hours	<input type="text"/>

Optional Metrics

Currency	USD - U.S. Dollar
----------	-------------------

Cancel Save

Enter the total hours of all volunteers for this service activity. A cap of 1200 club service activity will be applied once the activity is reported to LCI.



¡Alerta! Se pueden introducir métricas opcionales para la actividad de servicio. Tenga en cuenta que puede haber límites en las métricas del club. Aunque se pueden capturar, cuando la actividad se traslade a Insights, la métrica o métricas se limitarán.

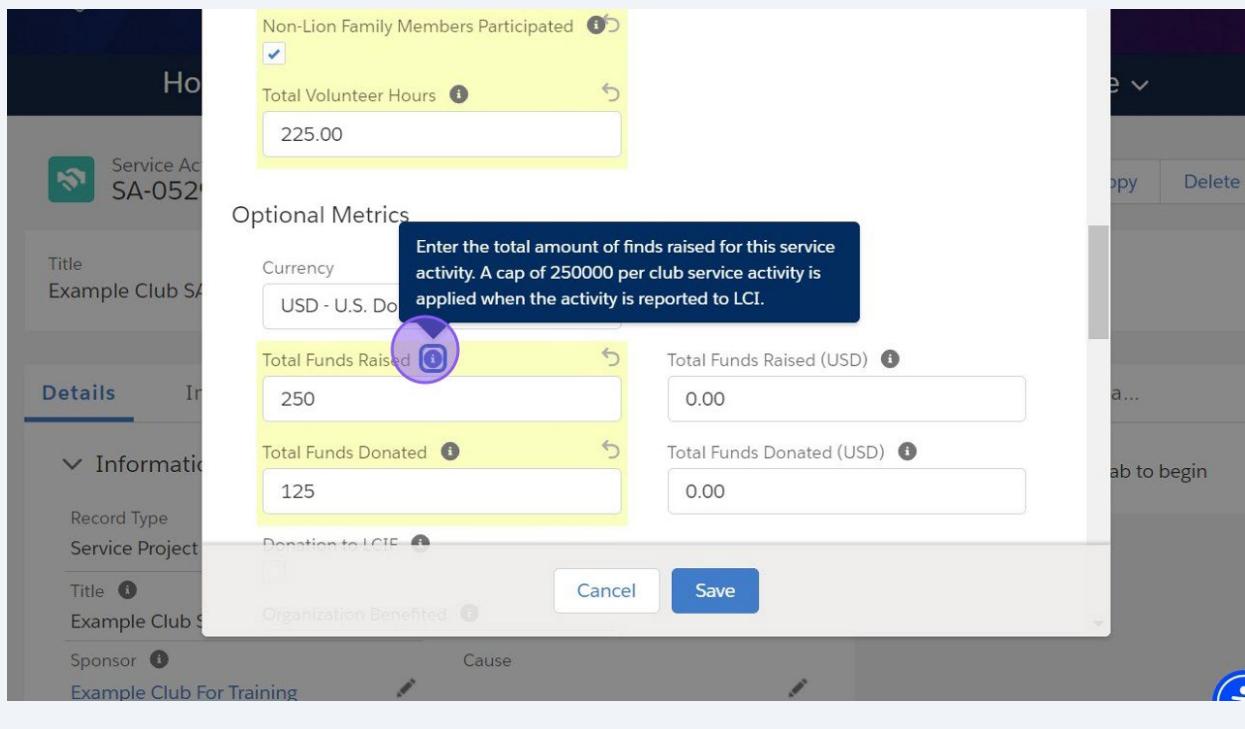
31

Haga clic en el campo "Total de fondos recaudados".

The screenshot shows a service activity record for 'Example Club SA-052'. The 'Optional Metrics' modal is open, displaying fields for 'Total Funds Raised' and 'Total Funds Donated'. The 'Total Funds Raised' field is highlighted with a purple circle. The modal includes a 'Currency' dropdown set to 'USD - U.S. Dollar' and buttons for 'Cancel' and 'Save'.

Field	Value
Total Funds Raised (USD)	0.00
Total Funds Donated (USD)	0.00

### 32 Descripción del límite para los fondos recaudados.



Non-Lion Family Members Participated

Total Volunteer Hours

Optional Metrics

Currency

Enter the total amount of finds raised for this service activity. A cap of 250000 per club service activity is applied when the activity is reported to LCI.

Total Funds Raised

Total Funds Raised (USD)

Total Funds Donated

Total Funds Donated (USD)

Cancel Save

Record Type Service Project

Title Example Club SA

Sponsor Example Club SA

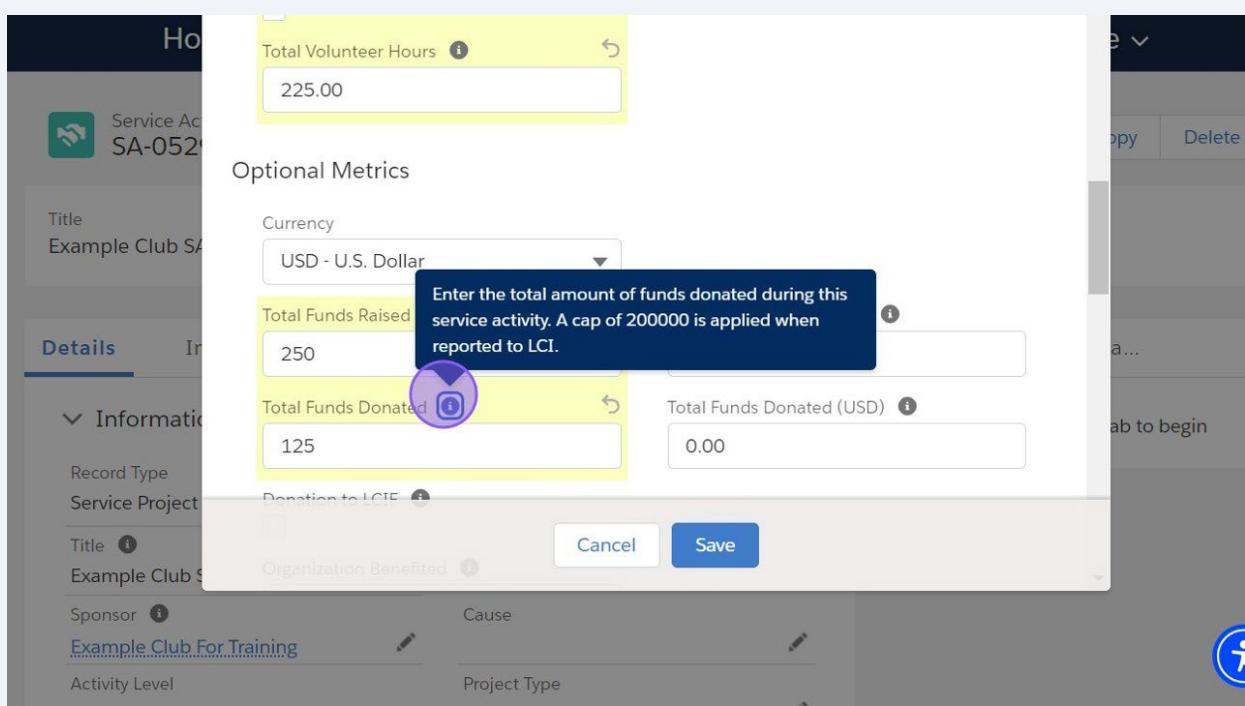
Example Club For Training

Organization Benefited

Cause

Project Type

### 33 Descripción del límite para los fondos donados.



Total Volunteer Hours

Optional Metrics

Currency

Enter the total amount of funds donated during this service activity. A cap of 200000 is applied when reported to LCI.

Total Funds Raised

Total Funds Raised (USD)

Total Funds Donated

Total Funds Donated (USD)

Cancel Save

Record Type Service Project

Title Example Club SA

Sponsor Example Club SA

Example Club For Training

Organization Benefited

Cause

Project Type



¡Alerta! Si la actividad donó fondos, se requiere que la organización beneficiada.

**34**

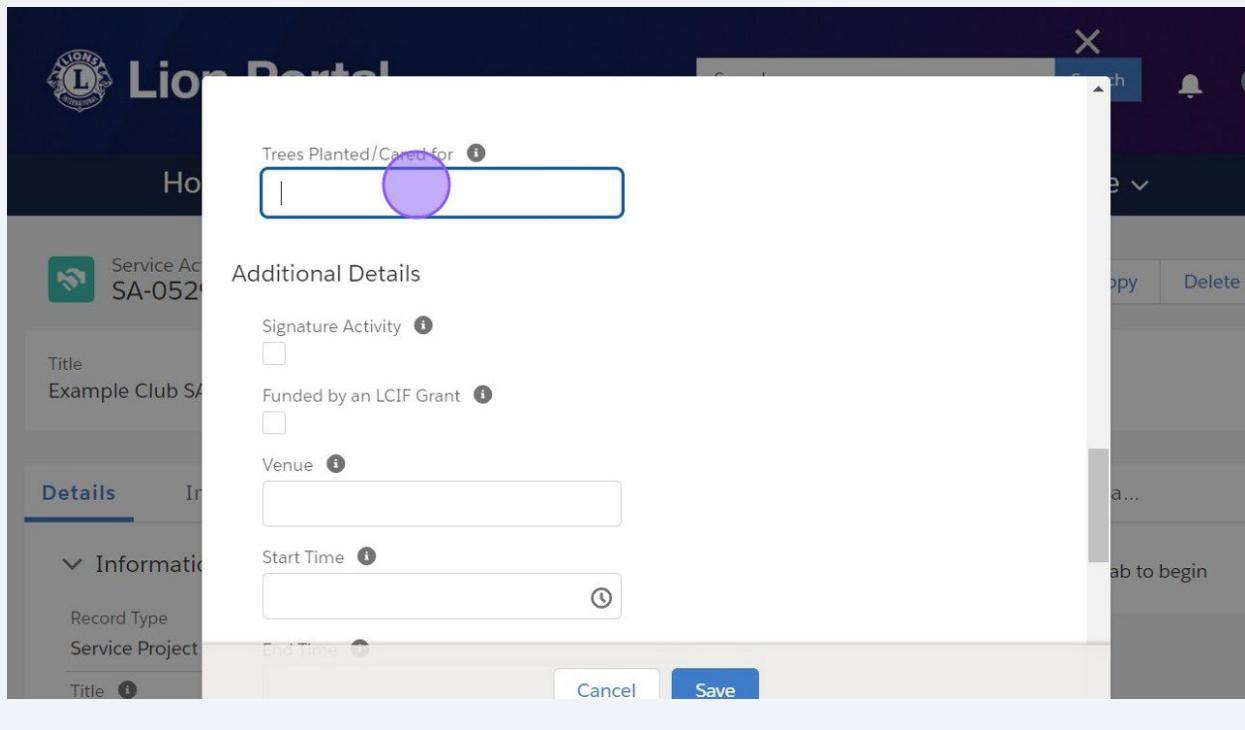
Haga clic en el campo "Organización beneficiada".

The screenshot shows a service activity detail page. At the top, there is a dropdown menu set to "USD - U.S. Dollar". Below it, there are two yellow-highlighted input fields: "Total Funds Raised" (250) and "Total Funds Donated" (125). To the right, there are two corresponding input fields: "Total Funds Raised (USD)" (0.00) and "Total Funds Donated (USD)" (0.00). Below these, there is a checkbox for "Donation to LCIF" which is unchecked. Further down, there is a field for "Organization Benefited" which is empty and has a purple circular highlight around its input box. At the bottom of the modal, there are "Cancel" and "Save" buttons.



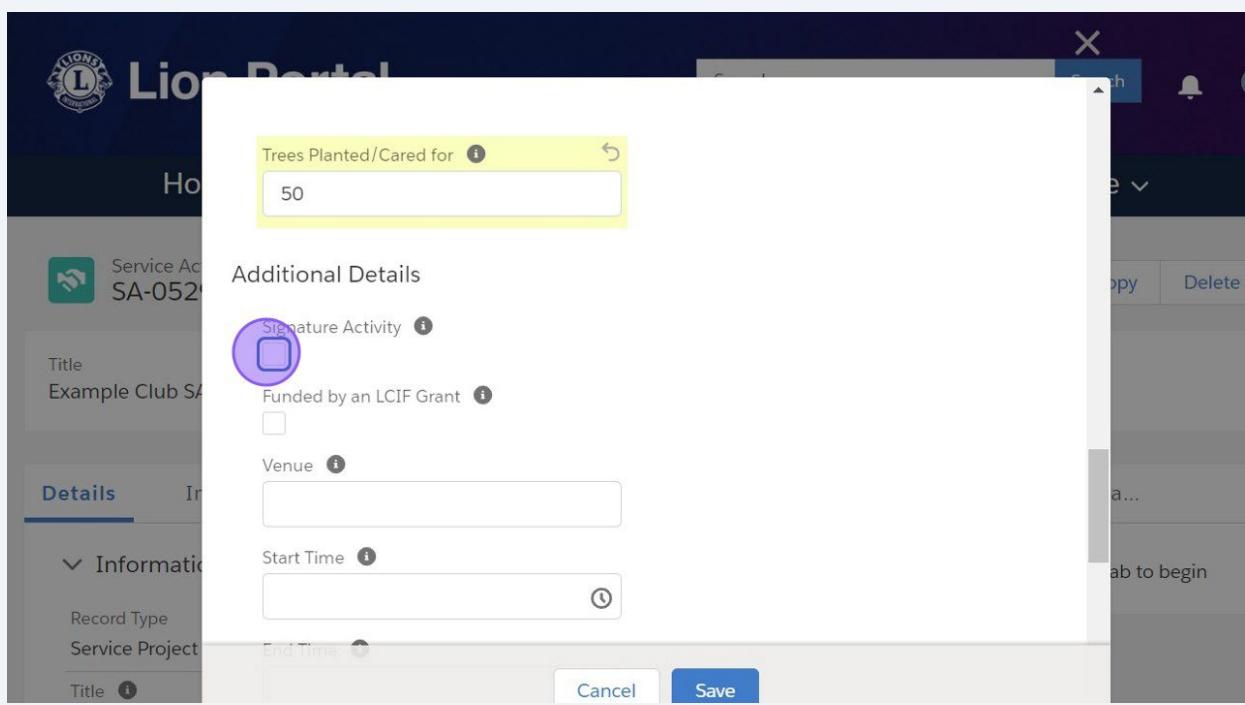
Consejo, estos son otros elementos de datos opcionales que pueden introducirse para la actividad de servicio,

**35** Opcional. Campo "Árboles plantados/cuidados".



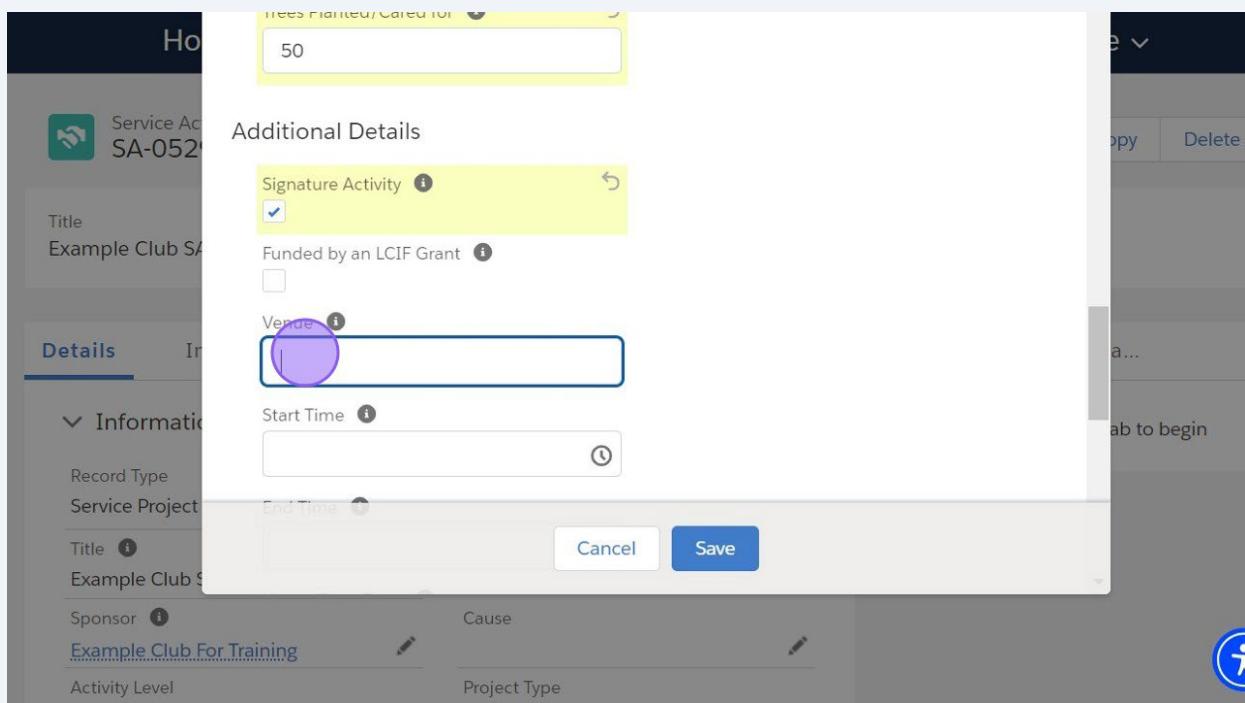
The screenshot shows a software interface titled "Lion Portal". A modal window is open, titled "Additional Details". Inside the modal, there is a field labeled "Trees Planted/Cared for" with a small "i" icon. A purple circle highlights this field. Below it is a text input field containing the number "1". The modal also contains other fields: "Signature Activity" (checkbox), "Funded by an LCIF Grant" (checkbox), "Venue" (text input field), "Start Time" (time input field), and "End Time" (time input field). At the bottom of the modal are "Cancel" and "Save" buttons.

**36** Opcional. Haga clic en el campo "Actividad distintiva".

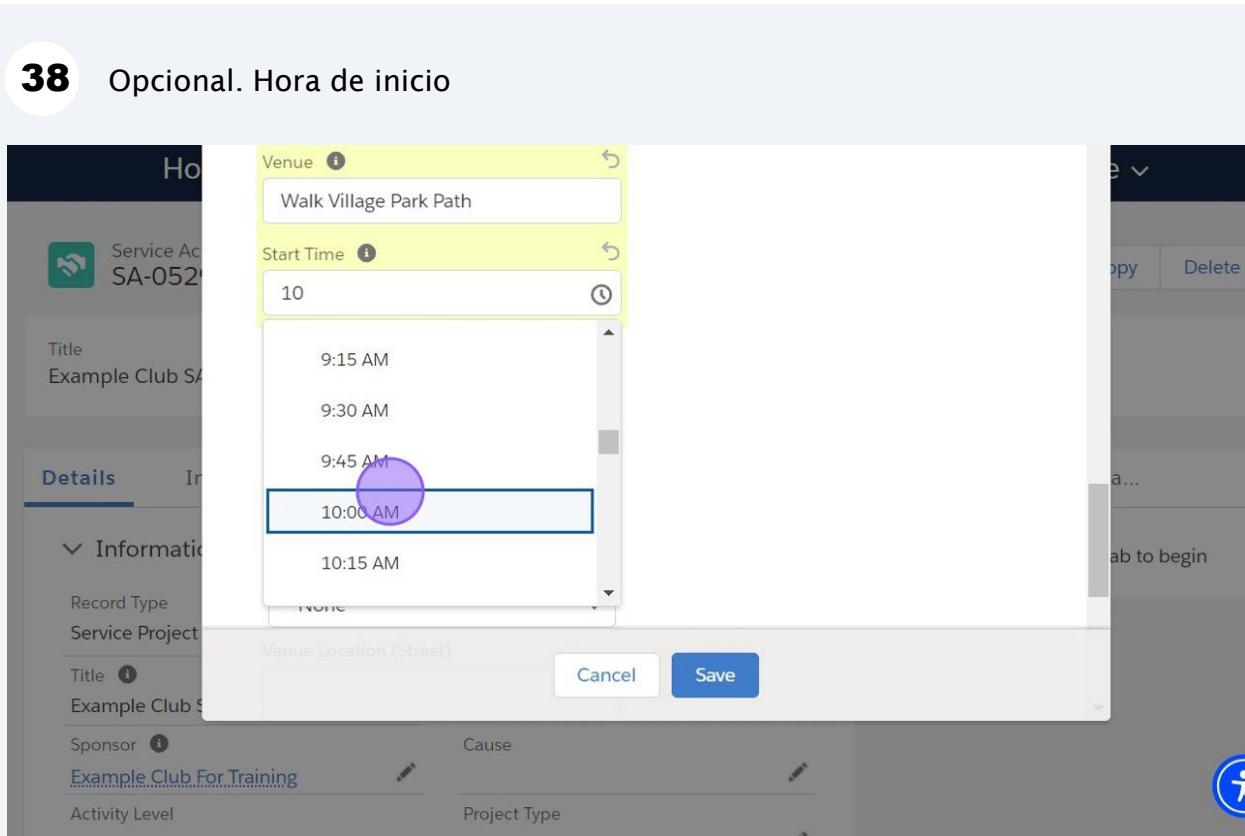


The screenshot shows the same software interface and modal window as the previous image. The "Signature Activity" checkbox is highlighted with a purple circle. The text input field for "Trees Planted/Cared for" now contains the number "50", and the "Signature Activity" checkbox is checked. The other fields in the modal remain the same: "Funded by an LCIF Grant" (unchecked), "Venue" (text input field), "Start Time" (time input field), and "End Time" (time input field). The "Cancel" and "Save" buttons are at the bottom.

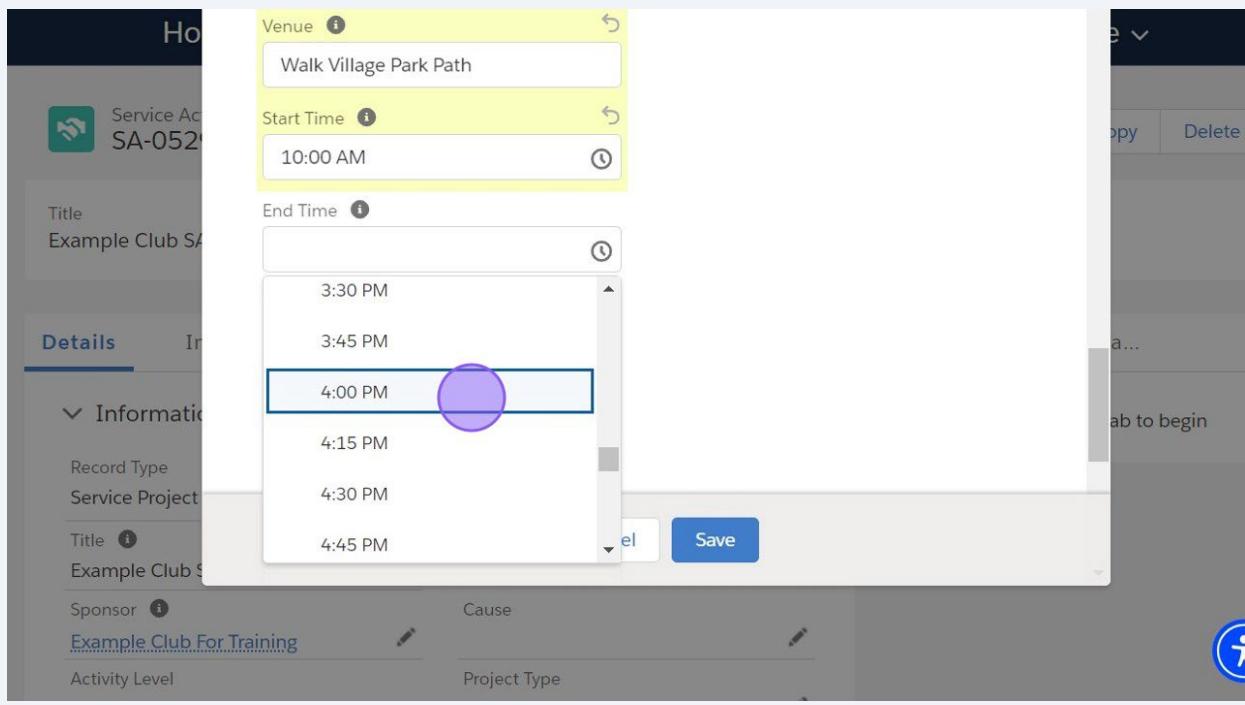
**37** Opcional. Haga clic en el campo "Lugar".



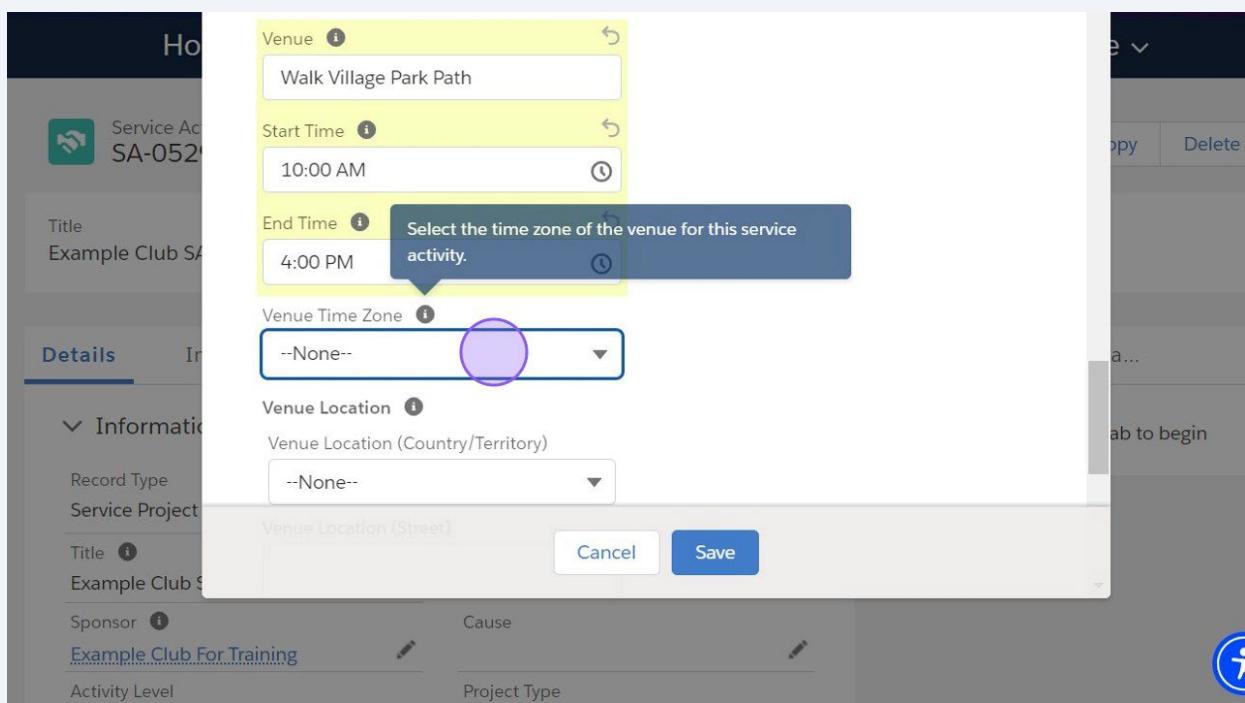
**38** Opcional. Hora de inicio



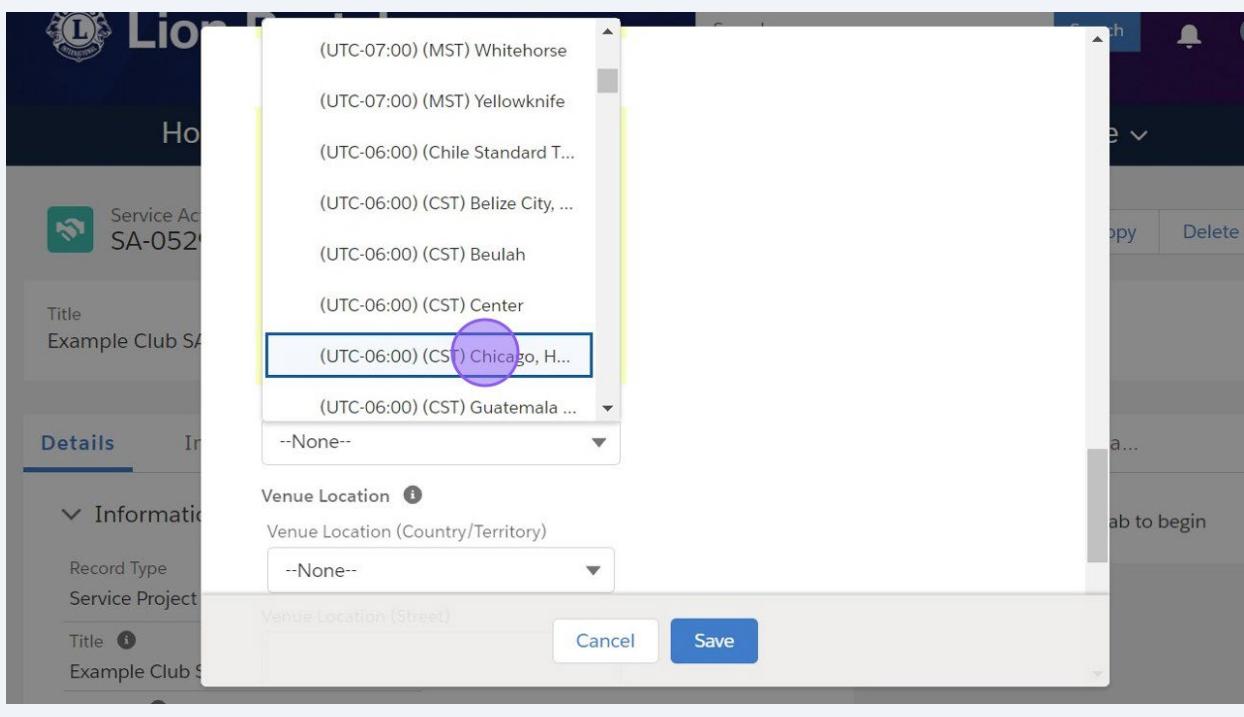
**39** Opcional. Campo "Hora de finalización".



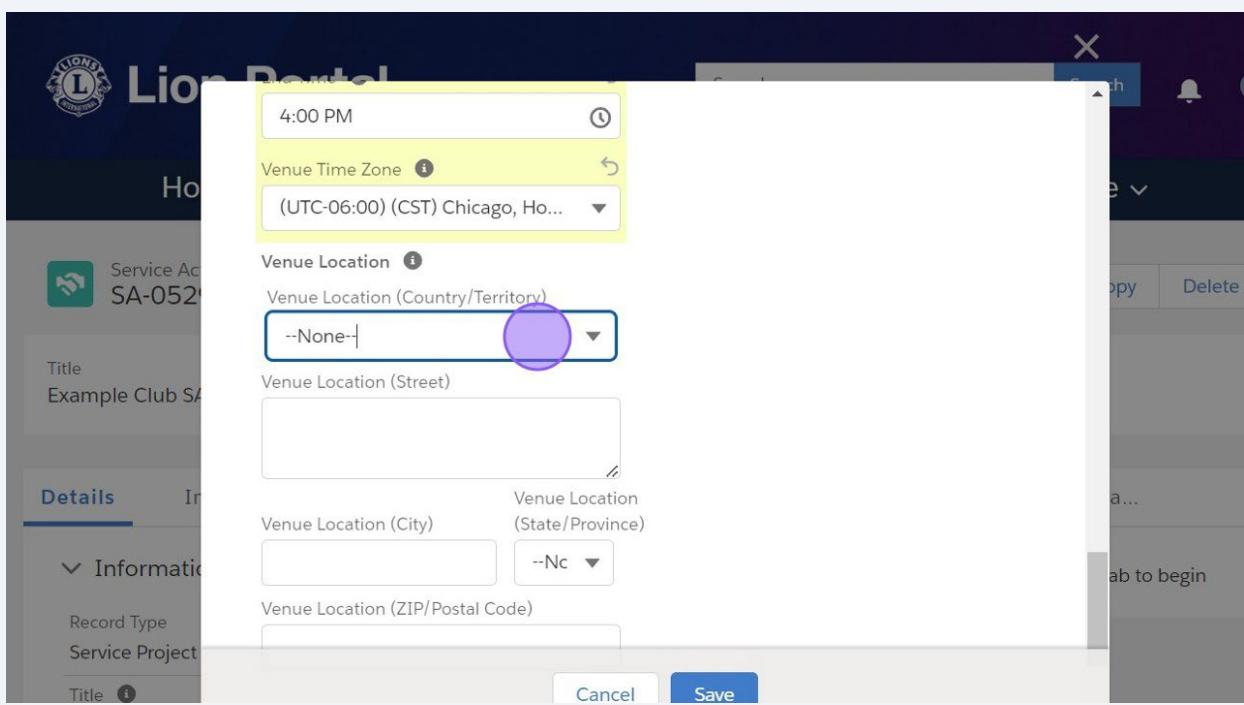
**40** Opcional. Campo "Zona horaria del lugar".



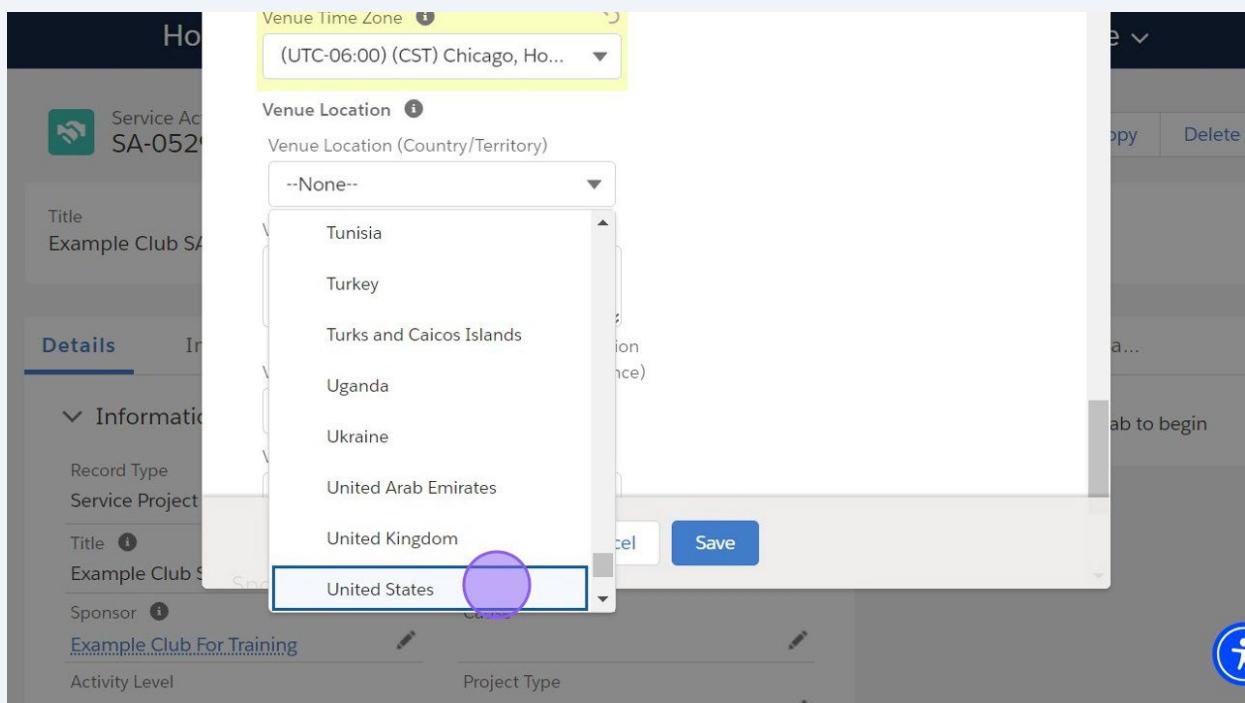
**41** Seleccione de la lista desplegable. Desplácese hasta y haga clic en la "Zona horaria"



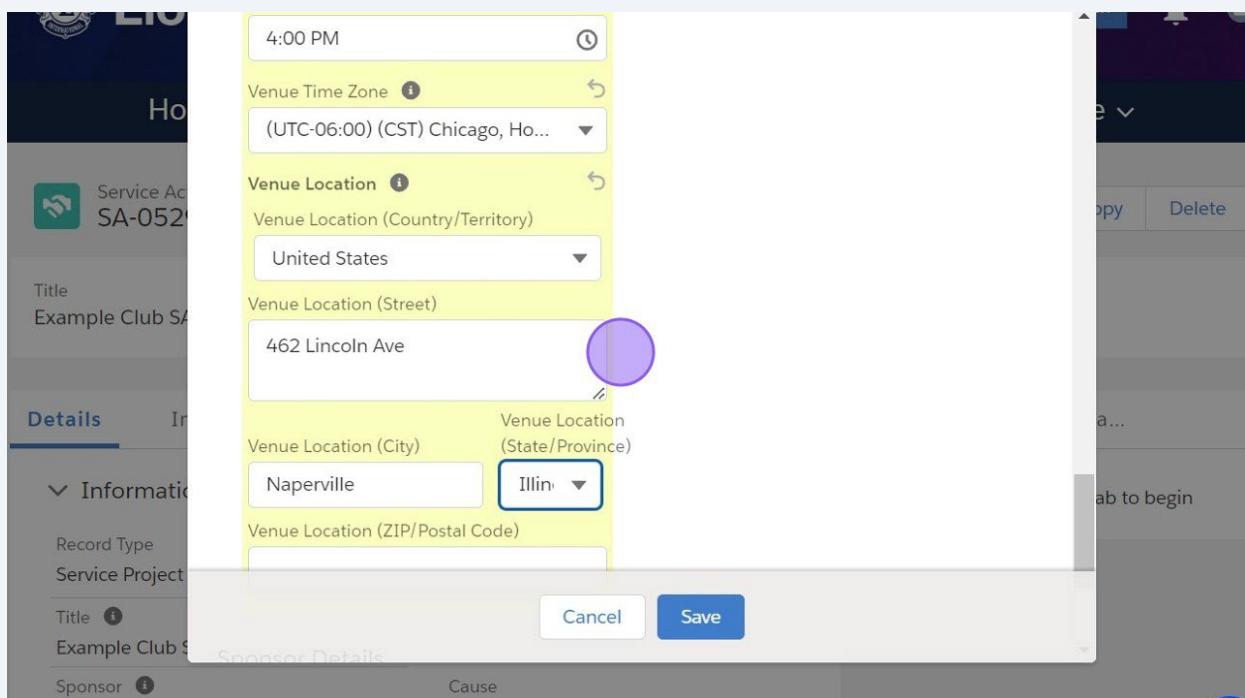
**42** Se pueden introducir detalles para el lugar del evento



#### 43 Haga clic en el país del lugar

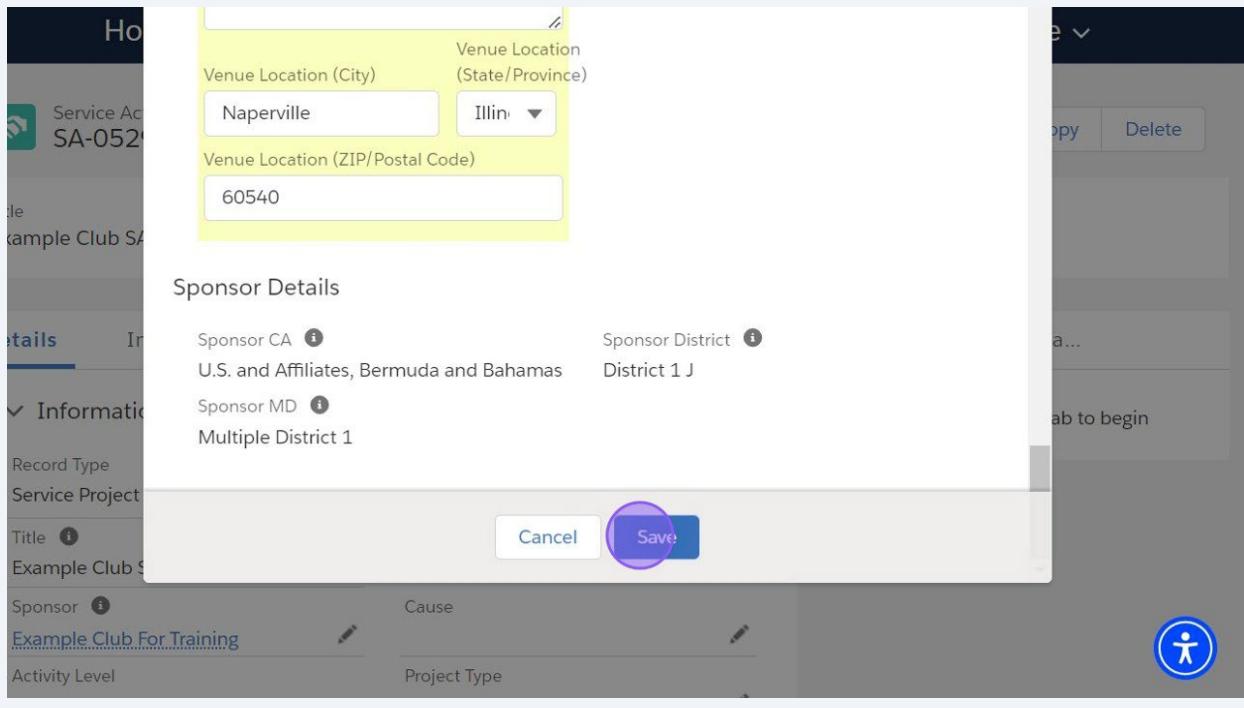


#### 44 Opcional. Se puede introducir la dirección



## Guardar datos introducidos

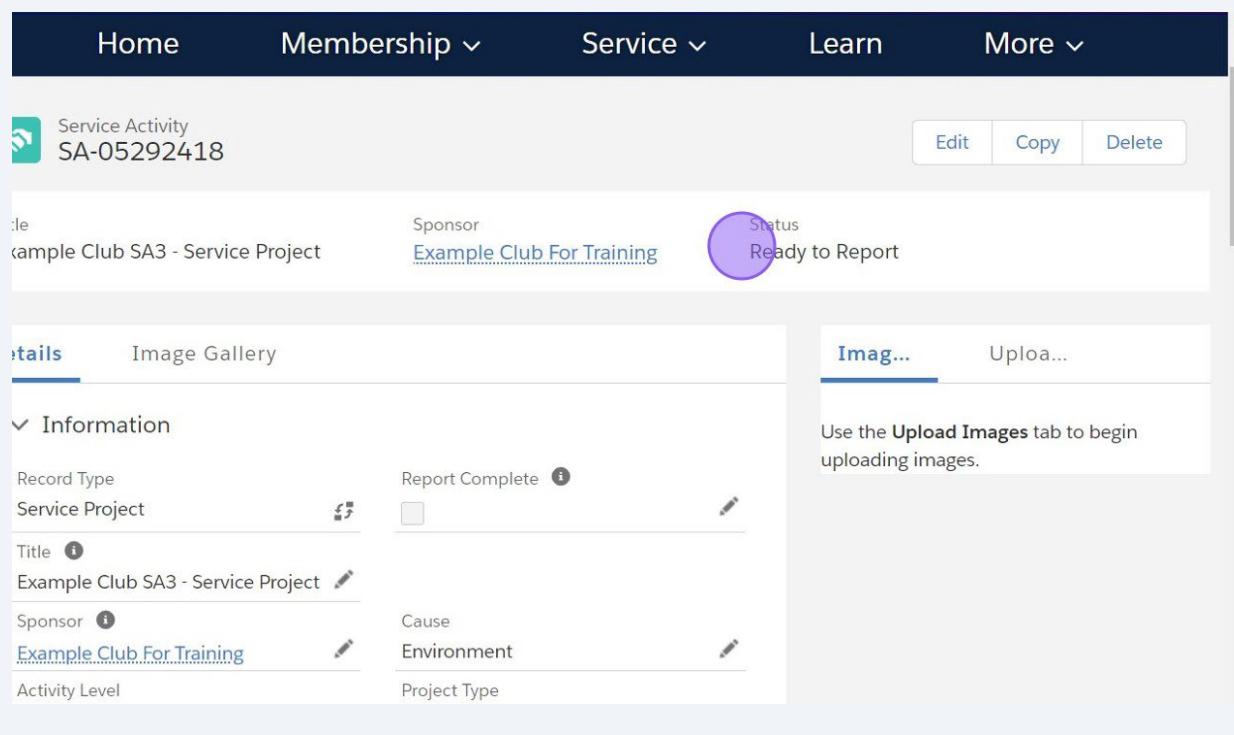
**45** Haga clic en "Guardar"



The screenshot shows a software interface for managing event details. A modal dialog box is open, titled "Venue Details". It contains three input fields: "Venue Location (City)" with "Naperville" entered, "Venue Location (State/Province)" with "Illin" (partially visible) selected from a dropdown, and "Venue Location (ZIP/Postal Code)" with "60540" entered. Below the modal, the main application interface shows "Sponsor Details" with fields for "Sponsor CA" (U.S. and Affiliates, Bermuda and Bahamas) and "Sponsor District" (District 1 J). The "Save" button in the modal is highlighted with a purple circle. The background shows a list of events, with one entry partially visible: "Example Club SA" with "Title" "Example Club S" and "Record Type" "Service Project".

**Actividad de informe completada**

**46** Esta actividad cumple con los requisitos para presentar el informe completo.



Service Activity  
SA-05292418

Sample Club SA3 - Service Project

Sponsor: Example Club For Training

Status: Ready to Report

**Information**

Record Type: Service Project

Title: Example Club SA3 - Service Project

Sponsor: Example Club For Training

Cause: Environment

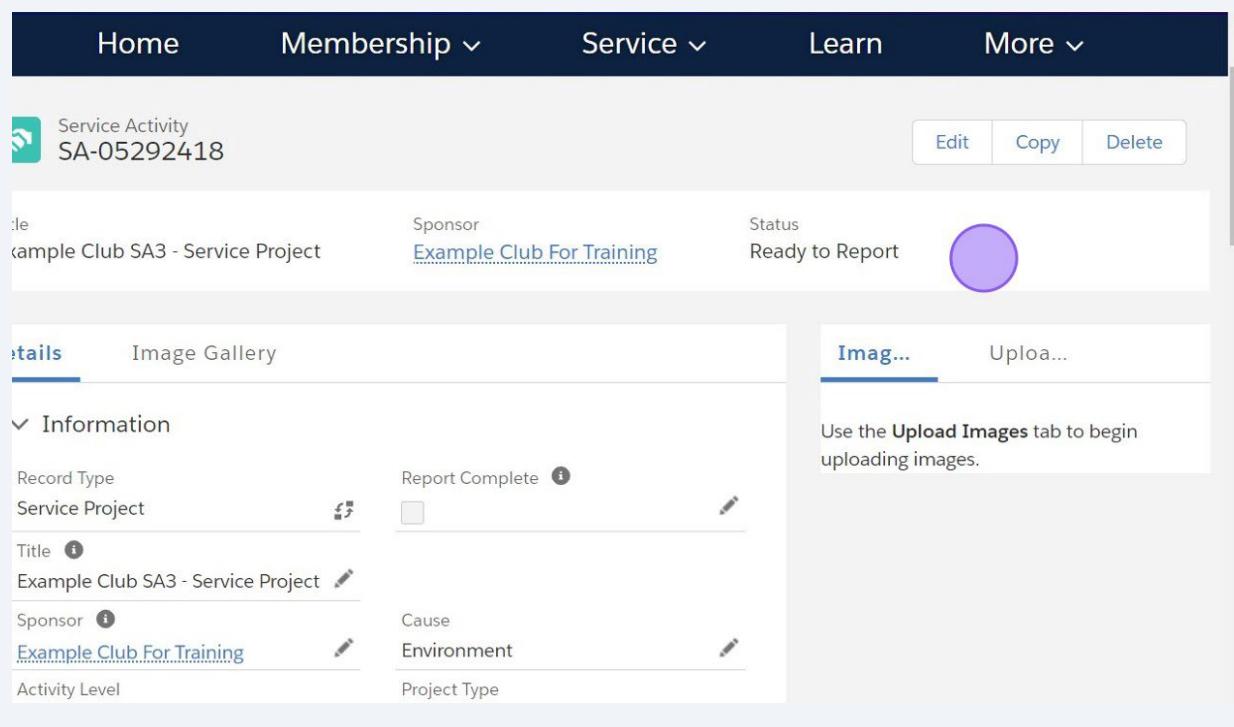
Activity Level

Report Complete

Image Gallery

Upload Images

**47** Esta actividad cumple con los requisitos para presentar el informe completo.



Service Activity  
SA-05292418

Sample Club SA3 - Service Project

Sponsor: Example Club For Training

Status: Ready to Report

**Information**

Record Type: Service Project

Title: Example Club SA3 - Service Project

Sponsor: Example Club For Training

Cause: Environment

Activity Level

Report Complete

Image Gallery

Upload Images

**48** Haga doble clic aquí.

Title Example Club SA3 - Service Project Sponsor Example Club For Training Status Ready to Report

**Details** Image Gallery **Imag...** **Uplo...**

✓ Information

Record Type	Service Project	Report Complete 
Title 	Example Club SA3 - Service Project 	
Sponsor 	Example Club For Training 	Cause
Activity Level	Lions Club	Environment 
Status 	Ready to Report	Project Type
Description 		
Our Club partnered with the village to plant 50 young trees on 		

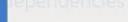
**49** Haga clic en el campo "Informe completado" para marcar la casilla.

Title Example Club SA3 - Service Project Sponsor Example Club For Training Status Ready to Report

**Details** Image Gallery **Imag...** **Uplo...**

\* = Required Information

✓ Information

Record Type	Service Project	Report Complete 
* Title 	Example Club SA3 - Service Proj 	
* Sponsor 	Example Club For Training 	* Cause
Environment 		
Cancel  Save 		
Activity Level 		
Project Type		

**50** Haga clic en "Guardar" para presentar el informe completo.

**Title**  
Example Club SA3 - Service Project

**Sponsor**  
Example Club For Training

**Status**  
Ready to Report

---

Details
Image Gallery

\* = Required Information

**Information**

Record Type  
Service Project

\* Title i  
Example Club SA3 - Service Proj

\* Sponsor i  
Example Club For Training X

Report Complete i

Imag...
Uploa...

Use the **Upload Images** tab to begin uploading images.

**51** Haga clic en "Cancelar" para cancelar el informe completo

**51** Haga clic en "Cancelar" para cancelar el informe completo

Title Example Club SA3 - Service Project	Sponsor Example Club For Training	Status Ready to Report
---	--------------------------------------	---------------------------

**Details** Image Gallery

\* = Required Information

Use the **Upload Images** tab to begin uploading images.

▼ Information

Record Type  
Service Project

\* Title Example Club SA3 - Service Proj

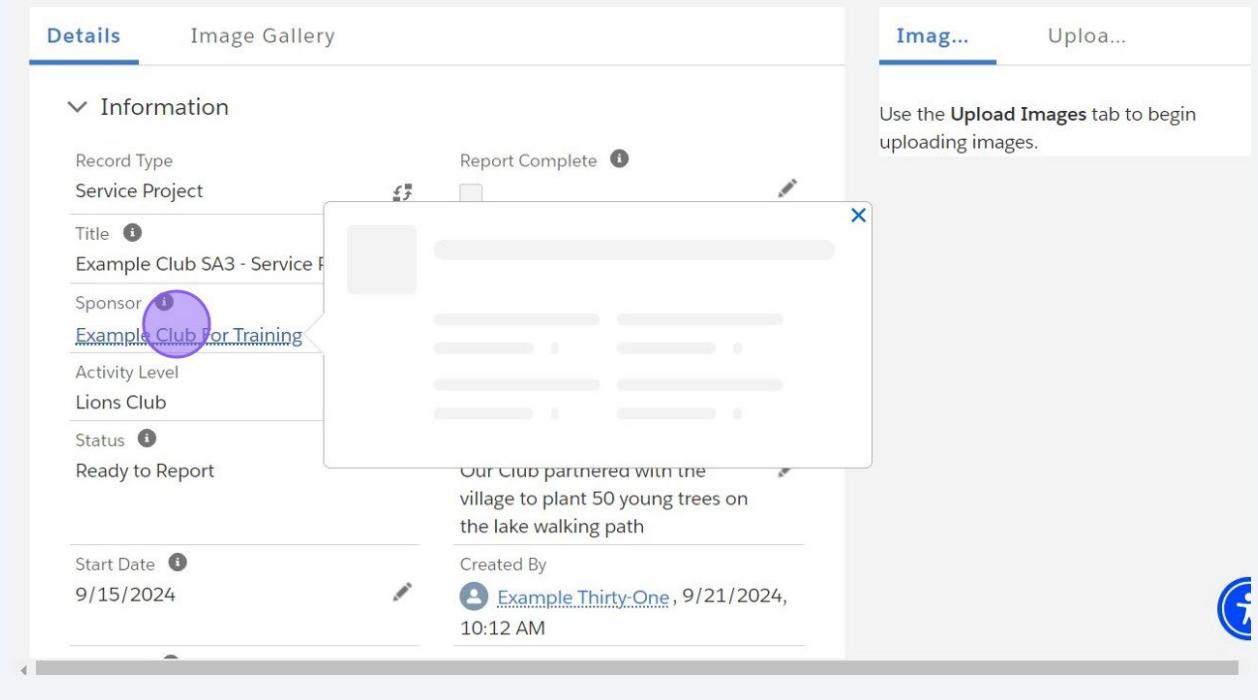
\* Sponsor Example Club For Training

\* Cause Environment

Cancel Save

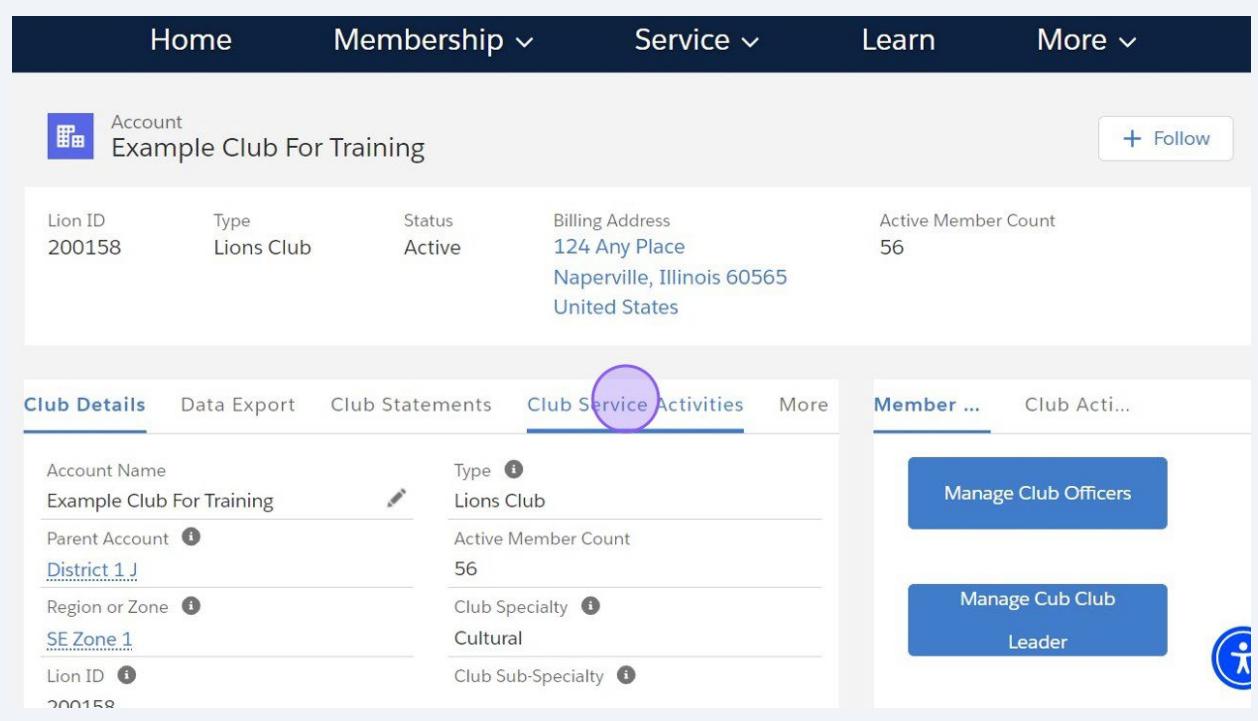
# **Recapitulación Y Actividades de servicio De Visualización**

**52** Para volver a la "Página del club" Haga clic en el enlace al club como se muestra



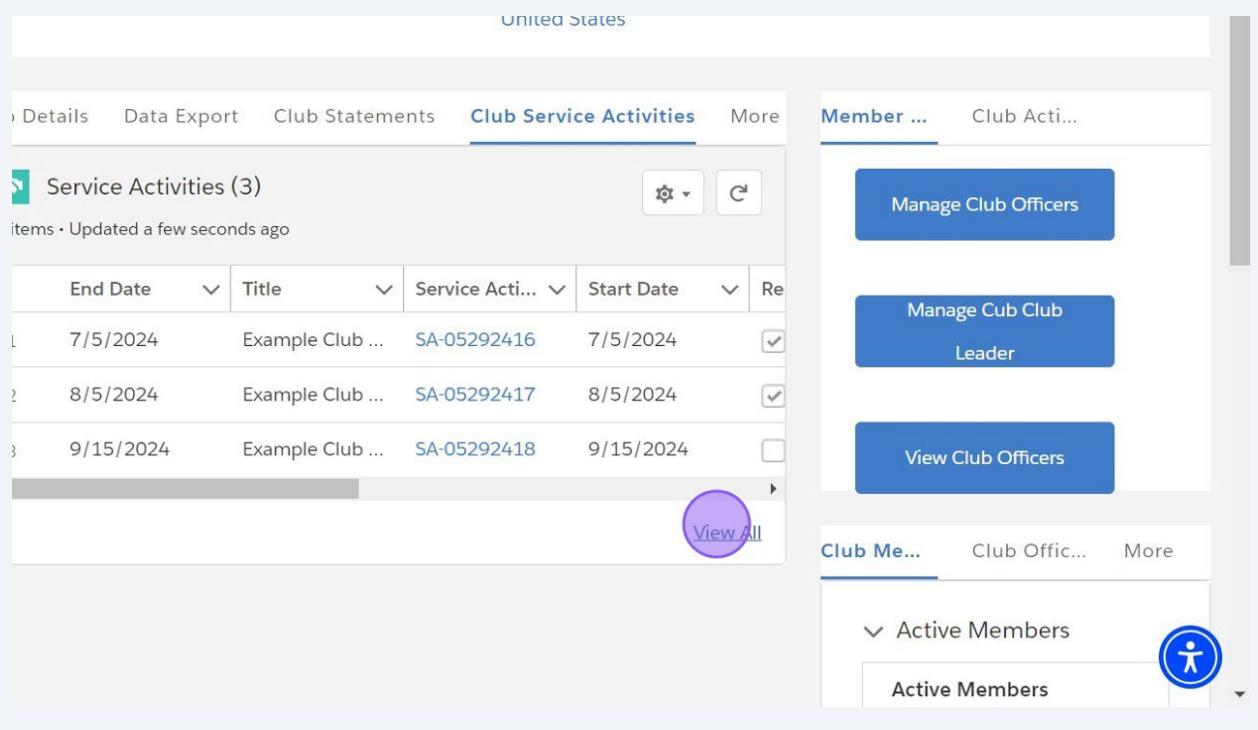
The screenshot shows a club details page with a modal overlay. The modal is titled 'Report Complete' and contains a summary of a service project. The project title is 'Example Club SA3 - Service Project' and the sponsor is 'Example Club For Training'. The modal also includes a description of the project: 'Our Club partnered with the village to plant 50 young trees on the lake walking path'. The modal has a close button 'X' in the top right corner.

**53** Haga clic en "Actividades de servicio de club"



The screenshot shows the 'Club Service Activities' section of the club details page. It displays basic club information: Lion ID 200158, Type Lions Club, Status Active, Billing Address 124 Any Place, Naperville, Illinois 60565, United States, and Active Member Count 56. Below this, there are tabs for 'Club Details', 'Data Export', 'Club Statements', 'Club Service Activities' (which is highlighted with a purple circle), and 'More'. The 'Club Service Activities' tab is active, showing the club's name 'Example Club For Training', type 'Lions Club', active member count '56', club specialty 'Cultural', and club sub-specialty 'Cultural'. To the right, there are buttons for 'Manage Club Officers' and 'Manage Cub Club Leader'.

**54** Haga clic en "Ver toda la Actividades de servicio"



United States

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

Service Activities (3) items • Updated a few seconds ago

End Date	Title	Service Acti...	Start Date	Re
7/5/2024	Example Club ...	SA-05292416	7/5/2024	<input checked="" type="checkbox"/>
8/5/2024	Example Club ...	SA-05292417	8/5/2024	<input checked="" type="checkbox"/>
9/15/2024	Example Club ...	SA-05292418	9/15/2024	<input type="checkbox"/>

**Member ... Club Acti...**

Manage Club Officers

Manage Club Club Leader

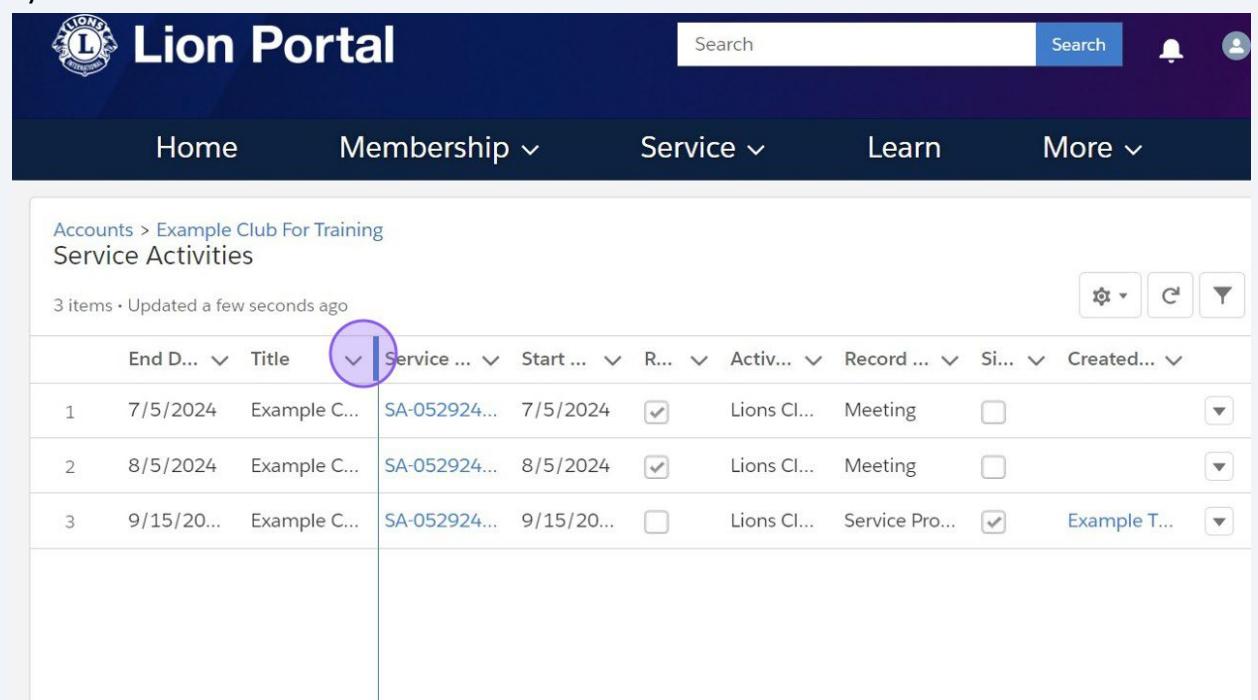
View Club Officers

Club Me... Club Offic... More

Active Members

Active Members

**55** Los anchos de columna se pueden ajustar para facilitar la visualización. Haga clic y arrastre como se muestra a continuación.



Lion Portal

Search

Home Membership  Service  Learn More

Accounts > Example Club For Training Service Activities

3 items • Updated a few seconds ago

End D...	Title	Service ...	Start ...	R...	Activ...	Record ...	Si...	Created...
1 7/5/2024	Example C...	SA-052924...	7/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	<input type="checkbox"/>
2 8/5/2024	Example C...	SA-052924...	8/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	<input type="checkbox"/>
3 9/15/20...	Example C...	SA-052924...	9/15/20...	<input type="checkbox"/>	Lions Cl...	Service Pro...	<input checked="" type="checkbox"/>	Example T...

## Presentar Un Informe De Una Actividad Completa En La Pestaña Actividad De Servicio Del Club

5

Desplácese por la lista para ver la lista de actividades. Seleccione la actividad sobre la que desea presentar el informe haciendo clic en el enlace a la actividad de servicio.

Home

Membership ▾

Service ▾

Learn

More ▾

Accounts > Example Club For Training  
Service Activities

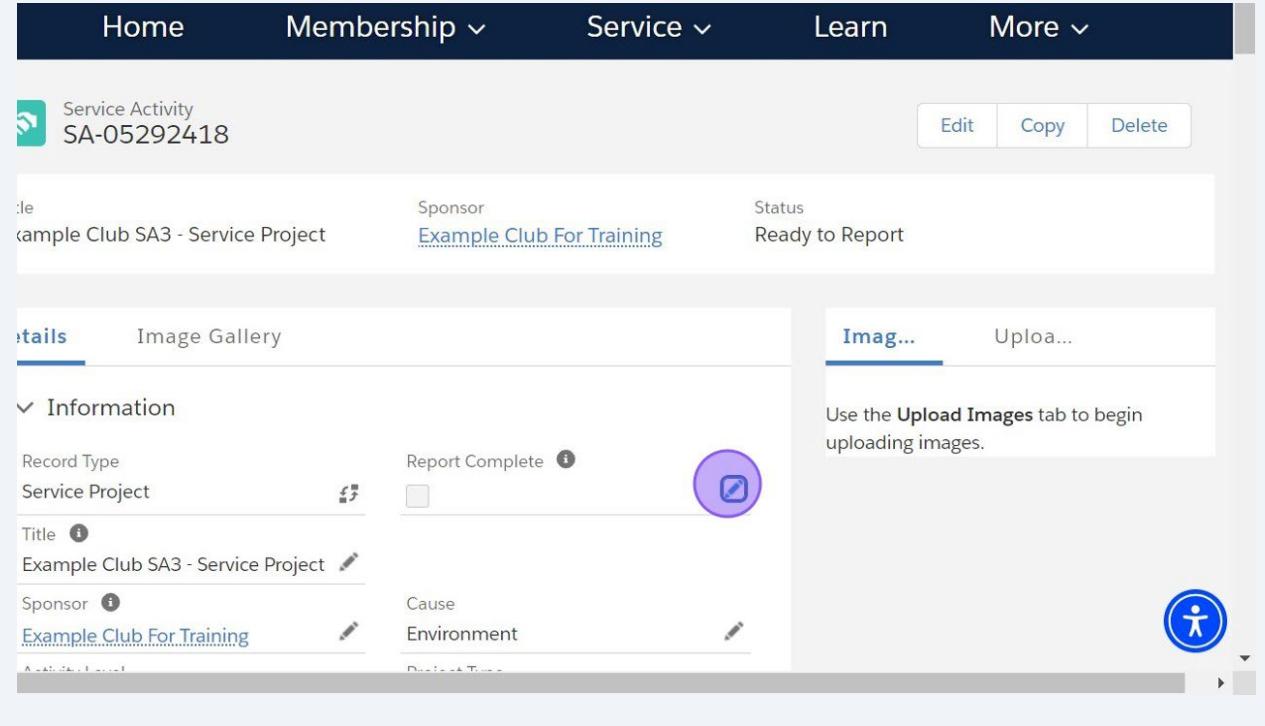
3 items • Updated a few seconds ago



	End D...	Title	Service ...	Start ...	R...	Activ...	Record ...	Si...	Creat
1	7/5/2024	Example Club SA1 - Club ...	SA-052924...	7/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
2	8/5/2024	Example Club SA2 - Club ...	SA-052924...	8/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
3	9/15/20...	Example Club SA3 - Servic...	SA-052924...	9/15/20...	<input type="checkbox"/>	Lions Cl...	Service Pro...	<input checked="" type="checkbox"/>	Exam

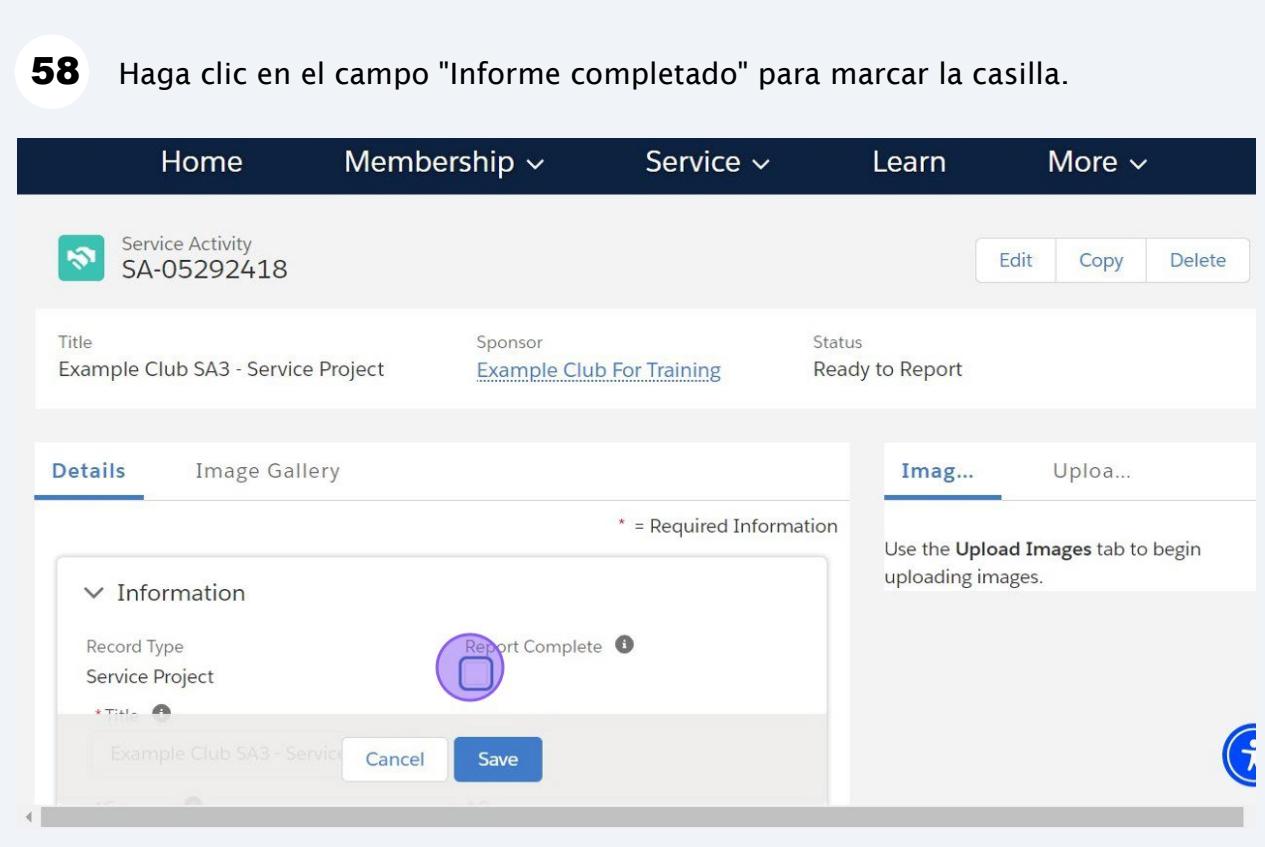


**57** Se abre la actividad de servicio. Haga doble clic en el icono del lápiz para editarlo.



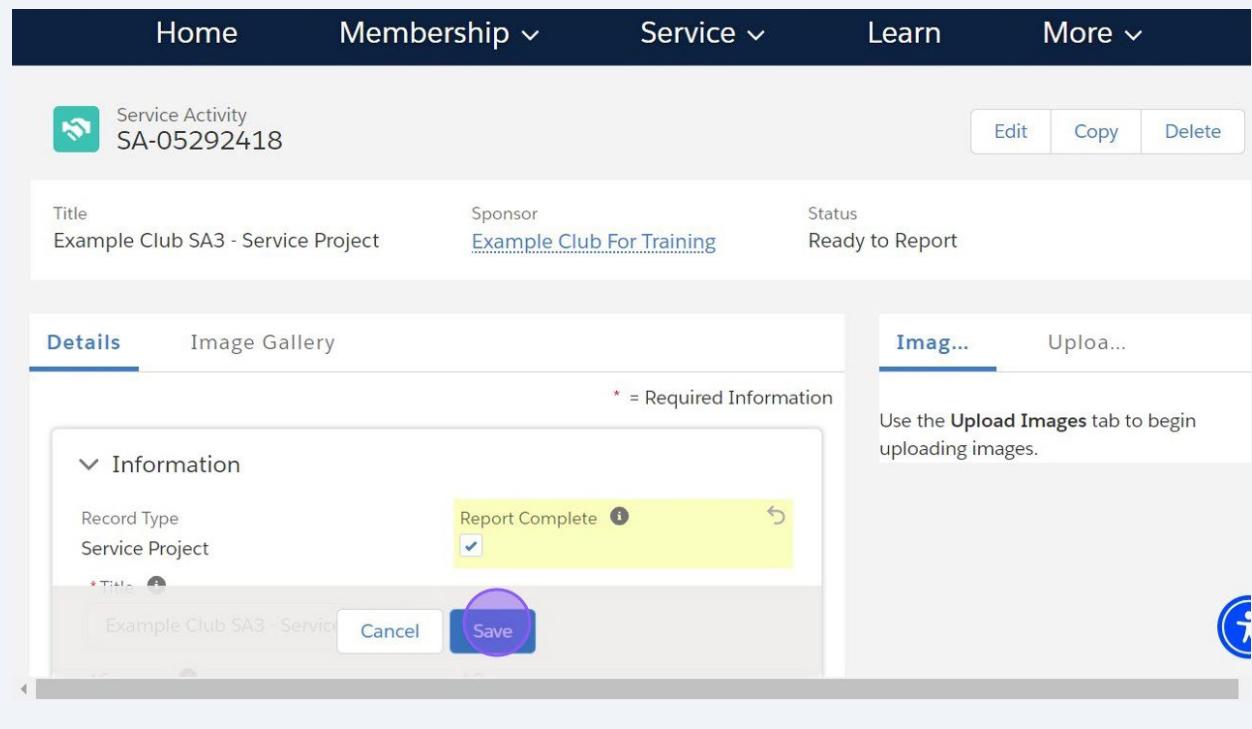
The screenshot shows the 'Service Activity' edit screen. At the top, there are tabs for 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below the tabs, there is a header with a 'Service Activity' icon, the ID 'SA-05292418', and buttons for 'Edit', 'Copy', and 'Delete'. The main content area has sections for 'Title' (Example Club SA3 - Service Project), 'Sponsor' (Example Club For Training), and 'Status' (Ready to Report). A 'Details' tab is selected, showing fields for 'Record Type' (Service Project), 'Report Complete' (unchecked), 'Title' (Example Club SA3 - Service Project), 'Sponsor' (Example Club For Training), 'Cause' (Environment), and 'Description' (Blank). A 'Image Gallery' tab is also present. On the right, there is a sidebar with 'Image' and 'Upload' tabs, and a note: 'Use the Upload Images tab to begin uploading images.' A blue circle with a white edit icon is overlaid on the 'Report Complete' checkbox.

**58** Haga clic en el campo "Informe completado" para marcar la casilla.



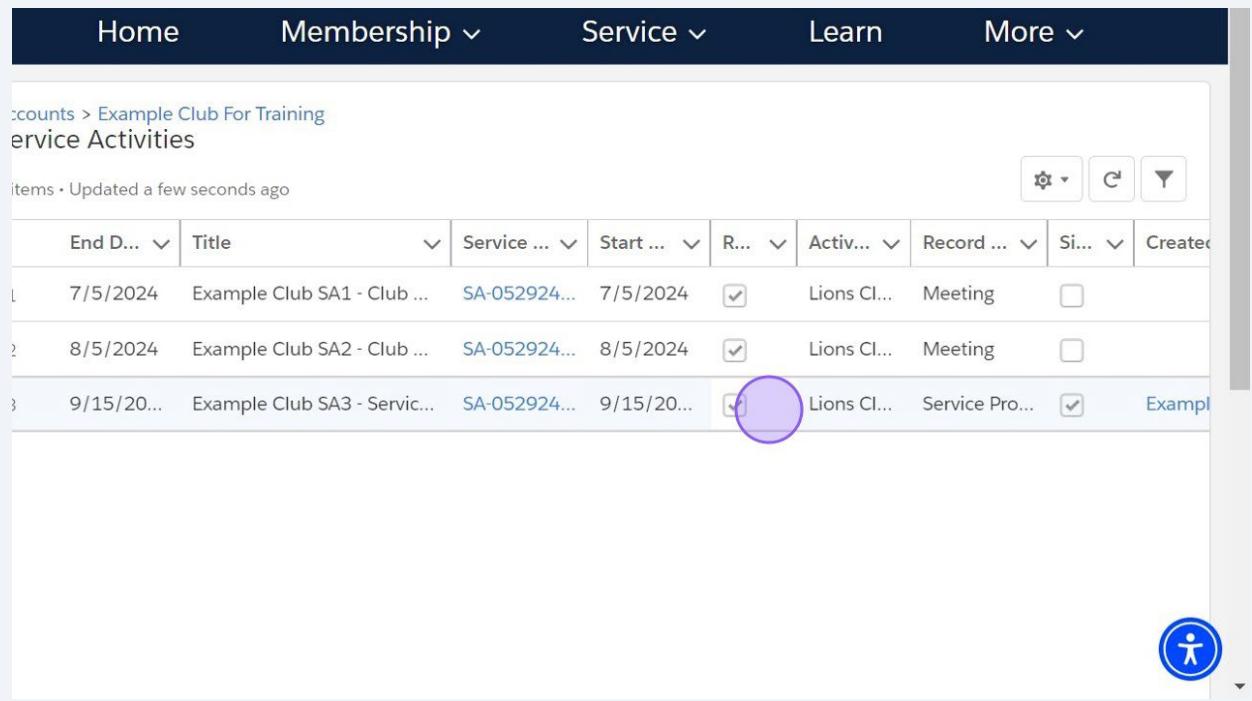
The screenshot shows the 'Service Activity' edit screen, similar to the previous one but with a checked 'Report Complete' checkbox. The 'Information' tab is selected, showing the same fields as before. The 'Image Gallery' tab is also present. On the right, there is a sidebar with 'Image' and 'Upload' tabs, and a note: 'Use the Upload Images tab to begin uploading images.' A blue circle with a white checkmark icon is overlaid on the 'Report Complete' checkbox.

**59** Haga clic en "Guardar" para completar la acción.



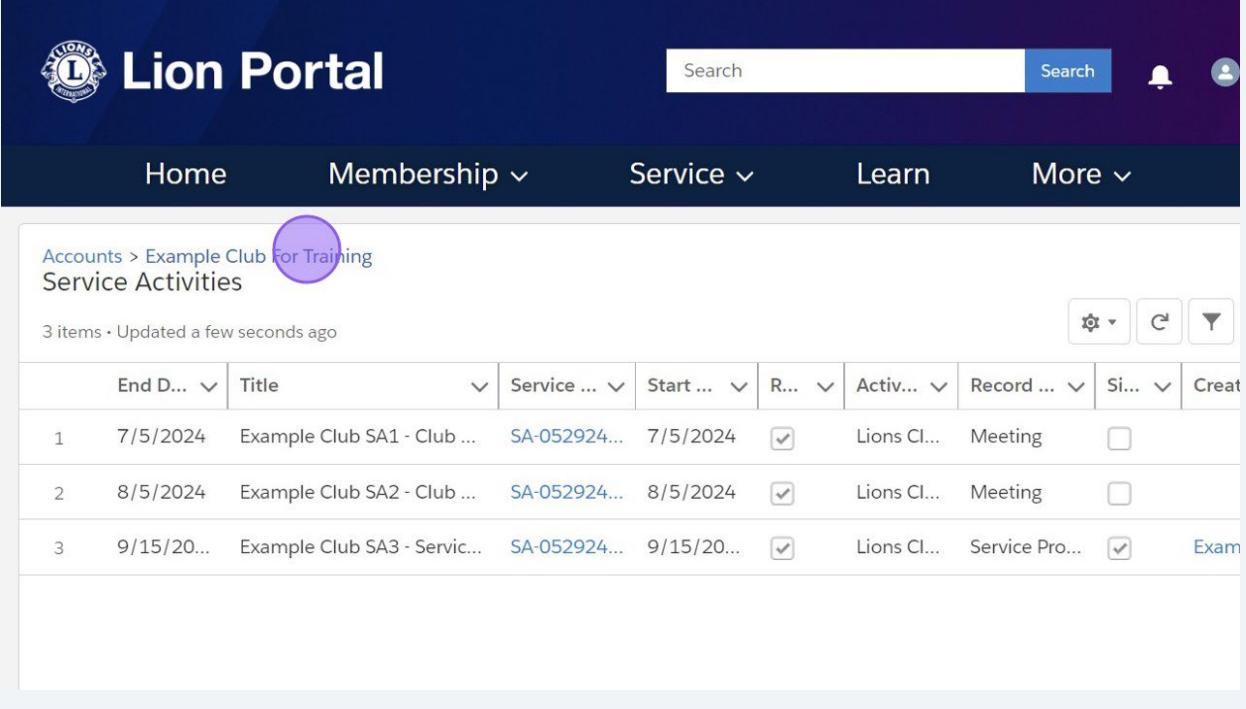
The screenshot shows a service activity detail view. At the top, there are tabs for Home, Membership, Service, Learn, and More. Below the tabs, a service activity is displayed with the title "Example Club SA3 - Service Project", sponsor "Example Club For Training", and status "Ready to Report". There are buttons for Edit, Copy, and Delete. The main area has tabs for Details and Image Gallery, with the Details tab selected. A note says "\* = Required Information". A sub-section titled "Information" shows a "Record Type" of "Service Project" and a "Report Complete" checkbox which is checked and highlighted in yellow. Below this is a form with a title "Example Club SA3 - Service" and buttons for Cancel and Save, with Save being highlighted. To the right, there is a section for uploading images with a note: "Use the Upload Images tab to begin uploading images." A blue circular icon is visible on the right edge of the screen.

**6** La vista de detalles se cierra y vuelve a la lista de actividades de servicio. La actividad ahora muestra el informe completo.



The screenshot shows a list of service activities. At the top, there are tabs for Home, Membership, Service, Learn, and More. Below the tabs, a breadcrumb navigation shows "Counts > Example Club For Training > Service Activities". A note says "items • Updated a few seconds ago". There are filter and search icons. The main area is a table with columns: End Date, Title, Service Activity, Start Date, Record Type, Activity Type, Status, and Created. The table shows three rows of data. The third row, which corresponds to the activity from the previous screenshot, has a "Report Complete" checkbox checked and is highlighted with a purple circle. The status for this row is "Meeting". A blue circular icon is visible on the right edge of the screen.

**61** Para volver a la página de Detalles del club, haga clic en el enlace al club.

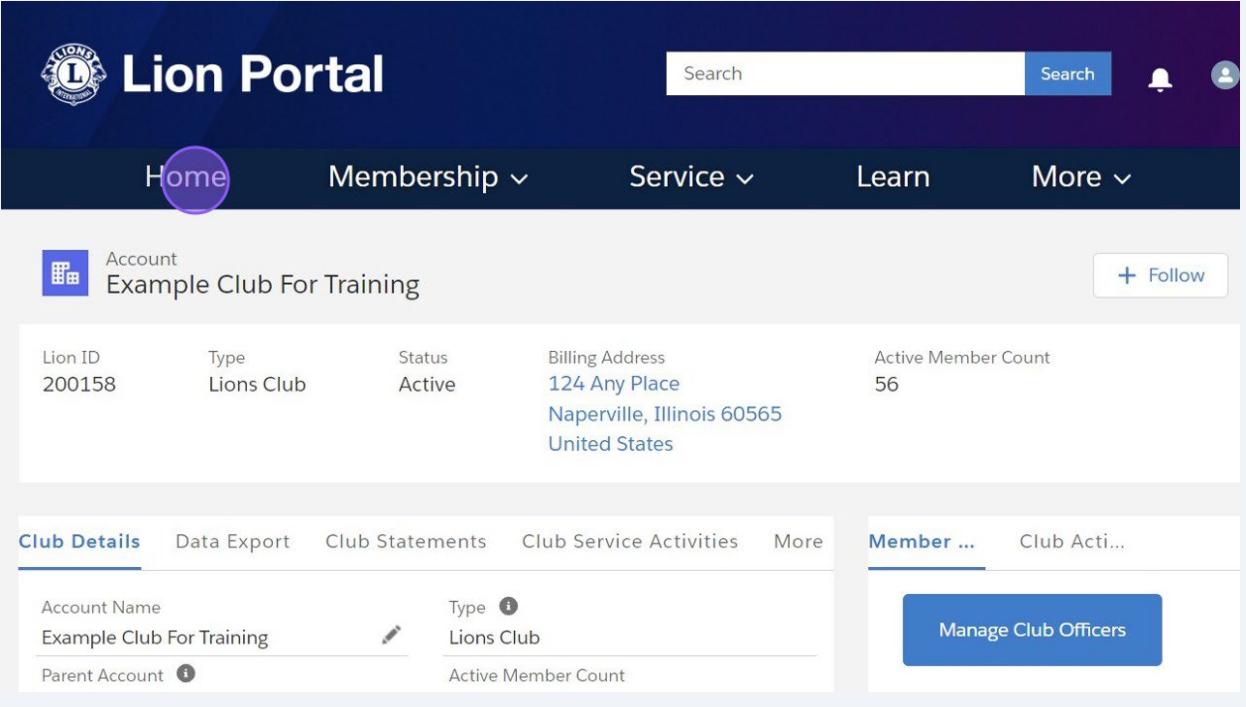


Accounts > Example Club For Training  
Service Activities

3 items · Updated a few seconds ago

End D...	Title	Service ...	Start ...	R...	Activ...	Record ...	Si...	Creat
1 7/5/2024	Example Club SA1 - Club ...	SA-052924...	7/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
2 8/5/2024	Example Club SA2 - Club ...	SA-052924...	8/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
3 9/15/20...	Example Club SA3 - Servic...	SA-052924...	9/15/20...	<input checked="" type="checkbox"/>	Lions Cl...	Service Pro...	<input checked="" type="checkbox"/>	Exam

**62** Para volver a la página de inicio haga clic en "Inicio"



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 [Edit](#)

Type [Info](#)  
Lions Club

Parent Account [Info](#)

Active Member Count

**Member ...** Club Acti...

[Manage Club Officers](#)

**63** Esto concluye la guía rápida "Actividades de servicio - Guía completa"

Home Membership ▾ Service ▾ Learn More ▾

Welcome Example Thirty-One!

MY MEMBERSHIP

MY CLUB

MY CA

MY ASSOCIATION

LIONS