

# 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:

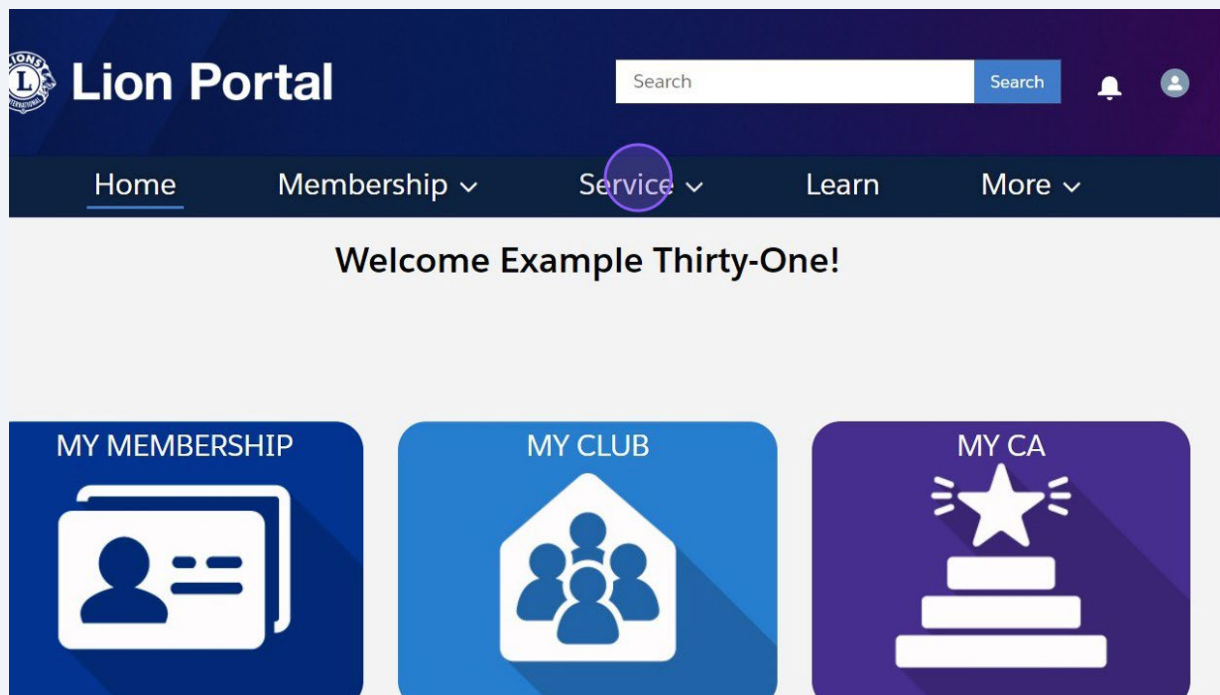
- Presidente
- Secretario
- Asesor de Servicio
- Administrador del club

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

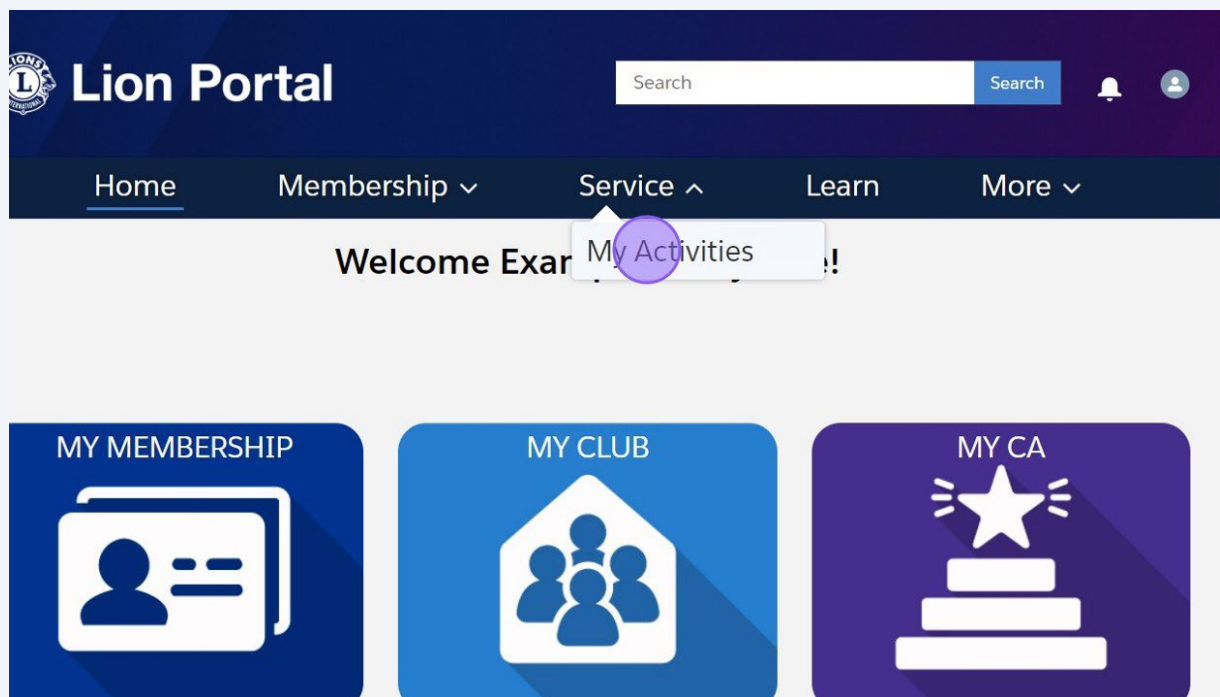
- Gobernador de distrito
- Secretario de Gabinete
- Distrito/Administrador de DM

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

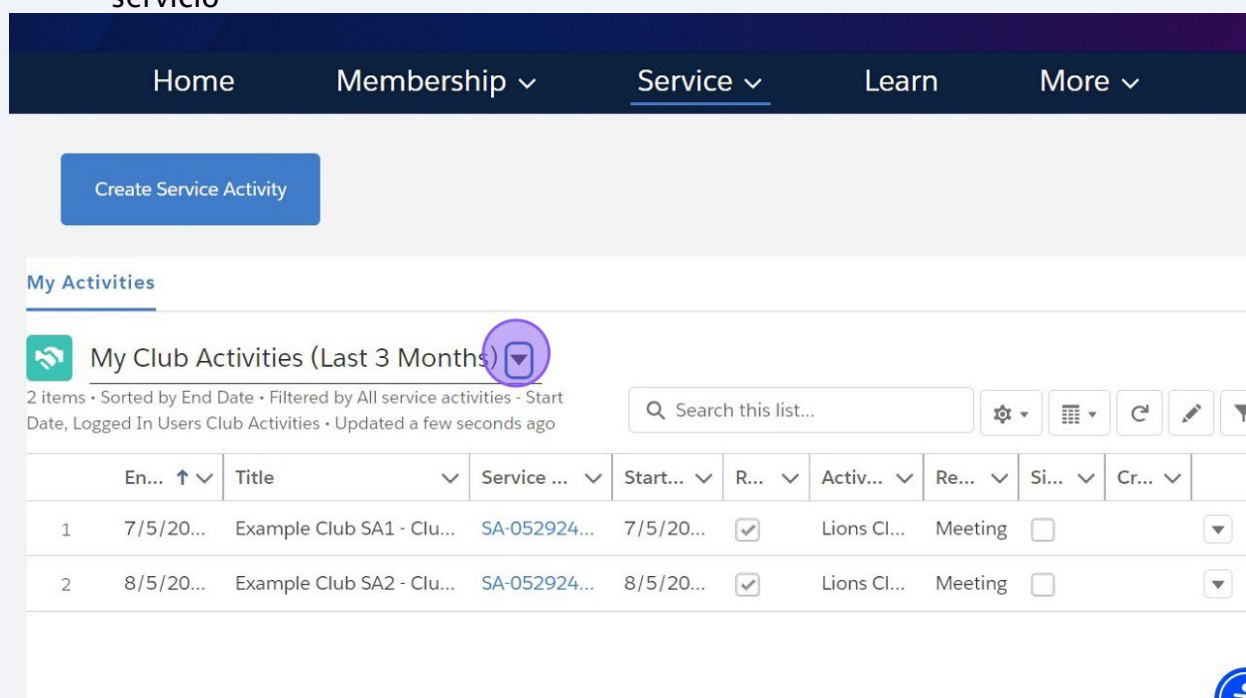
- 2 Haga clic en "Servicio"



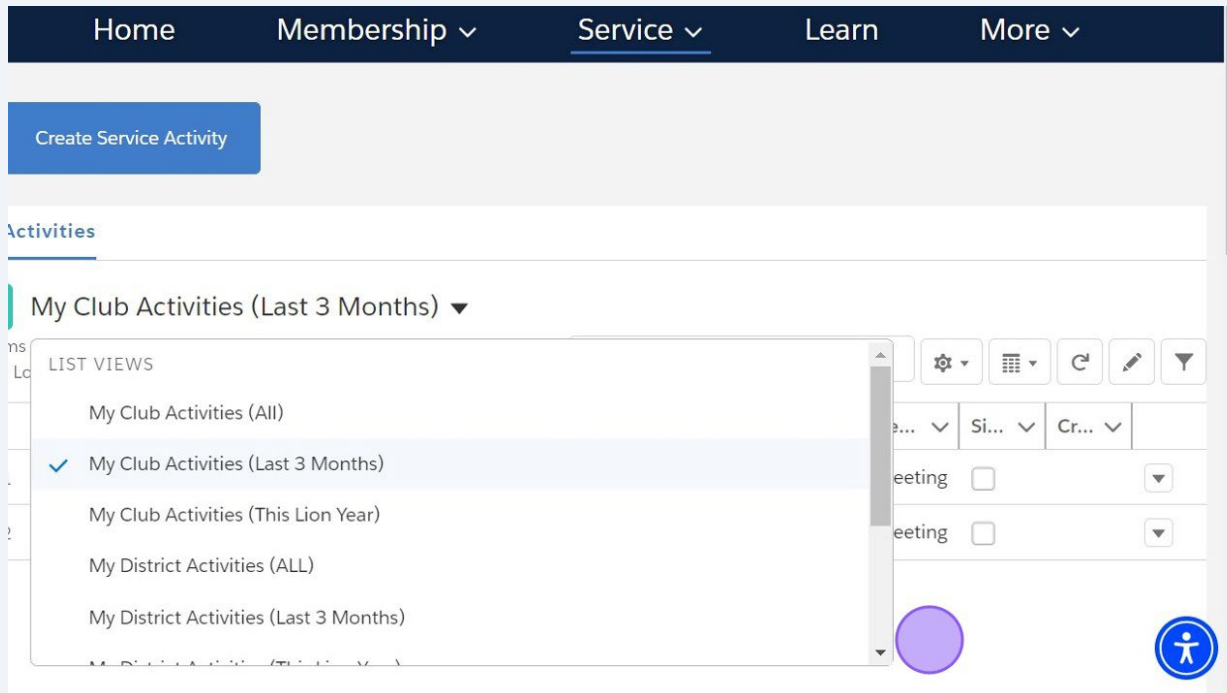
3 Haga clic en "Mis actividades"



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"



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



## 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**

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

Search this list...

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

## 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

Create Service Activity

Activities

My Club Activities (L...

ns • Sorted by End Date • Filtered...  
ed In Users Club Activities • Upda...

To Get Started, select one of the options below.

2 of 2 items • 1 item selected

Search this list...

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

Next

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

**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"

**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 displays the 'Lion Portal' interface. At the top, there is a dark blue header with the 'Lion Portal' logo on the left, a search bar with the text 'Search' in the center, and a notification bell and user profile icon on the right. Below the header is a navigation bar with links: 'Home', 'Membership', 'Service', 'Learn', and 'More'. The main content area shows a 'Service Activity' card for 'SA-05292418'. The card has a green icon with a hand and a purple circle. To the right of the card are buttons for 'Edit', 'Copy', and 'Delete'. Below the card, there is a table with three columns: 'Title', 'Sponsor', and 'Status'. The 'Title' column contains 'Example Club SA3 - Service Project', the 'Sponsor' column contains 'Example Club For Training', and the 'Status' column contains 'Draft'. Below the table, there are two tabs: 'Details' and 'Image Gallery'. The 'Details' tab is active, showing a section titled 'Information' with a dropdown arrow. Under 'Information', there are fields for 'Record Type' (set to 'Service Project'), 'Report Complete' (with a checkbox and an information icon), and 'Title' (with an information icon). To the right of the 'Details' tab, there is a section titled 'Image Gallery' with a button 'Imag...' and a button 'Uploa...'. Below these buttons, there is a message: 'Use the Upload Images tab to begin uploading images.'



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' header with a search bar and navigation links: Home, Membership, Service, Learn, and More. Below the header, the 'Service Activity' section displays the ID 'SA-05292418' and buttons for 'Edit', 'Copy', and 'Delete'. The form fields include 'Title' (Example Club SA3 - Service Project), 'Sponsor' (Example Club For Training), and 'Status' (Draft), with a purple circle highlighting the 'Draft' status. The 'Details' tab is active, showing an 'Information' section with 'Record Type' (Service Project), 'Report Complete' (checkbox), 'Title' (Example Club SA3 - Service Project), and an 'Image Gallery' section with 'Imag...' and 'Uploa...' tabs. A message states: 'Use the Upload Images tab to begin uploading images.'

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

The screenshot shows the detailed view of the 'Example Club For Training' activity. The 'Activity Level' is 'Lions Club'. The 'Status' is 'Draft'. The 'Start Date' and 'End Date' fields are empty. The 'Project Type' is 'Description'. The 'Created By' field shows 'Example Thirty-One' on '9/21/2024, 10:12 AM'. The 'Required Metrics' section includes 'People Served', 'Total Volunteers', 'Non-Lions Participated', and 'Non-Lion Family Members Participated', all with empty input fields. A purple circle highlights the 'Draft' status in the 'Status' field.



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

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

The screenshot displays a web-based form for managing a project. At the top, there are three input fields: 'Name' with the value 'Example Club SA3 - Service Project', 'Sponsor' with the value 'Example Club For Training', and 'Status' with the value 'Draft'. Below these is a tabbed interface with 'Details' and 'Image Gallery' tabs. The 'Details' tab is active, showing a form with a legend '\* = Required Information'. The form includes a 'Report Complete' checkbox, a 'Title' field with the value 'Example Club SA3 - Service Proje', a 'Cause' dropdown menu with the value '--None--', and a 'View all dependencies' link. A purple circle highlights the 'Report Complete' checkbox. To the right of the form is a sidebar with 'Imag...' and 'Uploa...' tabs, and a message: '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

The screenshot shows the Lion Portal interface. At the top, there is a search bar and navigation links: Home, Membership, Service, Learn, and More. Below the navigation bar, a Service Activity record is displayed with the ID SA-05292418. The record details include the title "Example Club SA3 - Service Project", the sponsor "Example Club For Training", and the status "Draft". There are buttons for "Edit", "Copy", and "Delete". Below the record details, there is a section for "Details" and "Image Gallery". The "Details" section shows the "Record Type" as "Service Project" and the "Report Complete" status as "Draft". The "Image Gallery" section has a button for "Upload Images" and a message: "Use the Upload Images tab to begin uploading images."

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

The screenshot shows the Lion Portal interface with a modal form open for editing a Service Activity record. The modal form is titled "Information" and contains the following fields: "Record Type" (Service Project), "Report Complete" (checkbox), "Title" (Example Club SA3 - Service Project), "Sponsor" (Example Club For Training), "Cause" (dropdown menu with "--None--" selected), "Activity Level" (Lions Club), "Project Type" (dropdown menu with "--None--" selected), "Status" (Draft), and "Description" (text area). There are buttons for "Cancel" and "Save". The modal form is overlaid on the main page, which shows the same Service Activity record as in the previous screenshot.

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

## 17 Haga clic para seleccionar "Causa"

The screenshot shows a form for creating a 'Service Project'. The 'Cause' dropdown menu is open, displaying a list of options: '--None--', 'Childhood Cancer', 'Diabetes', 'Disaster Relief', 'Environment' (highlighted with a blue border and a purple circle), 'Other Humanitarian Service', 'Hunger', and 'Vision'. The 'Environment' option is the target for the instruction.

Record Type: Service Project

\* Title: Example Club SA3 - Service Project

\* Sponsor: Example Club For Training

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

Status: Draft  
*This field is calculated upon save*

\* Start Date: [empty]

\* Cause: --None--

Childhood Cancer

Diabetes

Disaster Relief

Environment

Other Humanitarian Service

Hunger

Vision

Cancel

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

The screenshot shows the same form as in step 17, but now the 'Project Type' dropdown menu is open. The 'Cause' dropdown is still open and shows 'Environment' selected. The 'Project Type' dropdown shows '--None--' and is highlighted with a purple circle. The 'Save' button is now visible at the bottom right of the form.

Record Type: Service Project

\* Title: Example Club SA3 - Service Project

\* Sponsor: Example Club For Training

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

Status: Draft  
*This field is calculated upon save*

\* Start Date: [empty]

\* Cause: Environment

View all dependencies

Project Type: --None--

View all dependencies

Description: [empty]

Created By: [empty]

Cancel Save

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

Information

Record Type  
Service Project

\* Title ⓘ  
Example Club SA3 - Service Project

\* Sponsor ⓘ  
Example Club For Training

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

Status ⓘ  
Draft  
*This field is calculated upon save*

Description ⓘ

Project Type  
--None--  
Awareness, Education and Advoc...  
Clean Water and Sanitation  
Environmental Clean Up and Res...  
Recycling and Waste Management  
Tree Planting and Tree Care  
Other  
--None--

View all dependencies

Cancel Save

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

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 ⓘ

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

Cancel Save

**21** Escriba la descripción.

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

The image shows a screenshot of a project management application. A modal window is open, displaying various fields for a project. The modal has a light gray background and a white border. It contains the following fields:

- Activity Level:** A dropdown menu with "Lions Club" selected. Below it, the text "This field is calculated upon save" is displayed.
- Status:** A dropdown menu with "Draft" selected. Below it, the text "This field is calculated upon save" is displayed.
- \* Start Date:** A date input field with a calendar icon. A purple circle highlights the input field. Below it, the text "M/d/yyyy" is displayed.
- End Date:** A date input field with a calendar icon. Below it, the text "M/d/yyyy" is displayed.
- Project Type:** A dropdown menu with "Tree Planting and Tree Care" selected. Below it, the text "View all dependencies" is displayed.
- Description:** A text area with the text "Our Club partnered with the village to plant 50 young trees on the lake walking path".
- Created By:** A text field with the text "Example Thirty-One, 9/21/2024, 10:12 AM".

At the bottom of the modal, there are two buttons: "Cancel" and "Save".

The background of the application shows a sidebar with a "Details" tab selected. The main content area displays the project details for "Example Club S".



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

The screenshot shows a mobile application interface with a calendar overlay. The calendar is a standard monthly view with days of the week (Sun to Sat) and dates (1 to 31). The date 15 is highlighted with a purple circle. The calendar is overlaid on a form that includes a 'Project Type' dropdown menu (set to 'Tree Planting and Tree Care'), a 'Description' text area (containing 'Our Club partnered with the village to plant 50 young trees on the lake walking path'), and a 'Created By' field (showing 'Example Thirty-One, 9/21/2024, 10:12 AM'). The form also has 'Cancel' and 'Save' buttons at the bottom.

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

The screenshot shows a mobile application interface with a form overlay. The form has fields for 'Activity Level' (Lions Club), 'Status' (Draft), 'Start Date' (9/15/2024), and 'End Date' (empty). The 'End Date' field is highlighted with a purple circle. The form also includes a 'Project Type' dropdown menu (set to 'Tree Planting and Tree Care'), a 'Description' text area (containing 'Our Club partnered with the village to plant 50 young trees on the lake walking path'), and a 'Created By' field (showing 'Example Thirty-One, 9/21/2024, 10:12 AM'). The form has 'Cancel' and 'Save' buttons at the bottom.



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.

The screenshot shows a mobile application interface for a service project. The background displays project details: Service Area SA-052, Title 'Example Club SA', and Sponsor 'Example Club For Training'. A modal window titled 'Required Metrics' is open, containing two input fields: 'People Served' and 'Total Volunteers'. The 'People Served' field is highlighted with a purple circle. Above the modal, date pickers for 'Start Date' and 'End Date' are both set to 9/15/2024. A 'Created By' field shows 'Example Thirty-One, 9/21/2024, 10:12 AM'. At the bottom of the modal are 'Cancel' and 'Save' buttons.

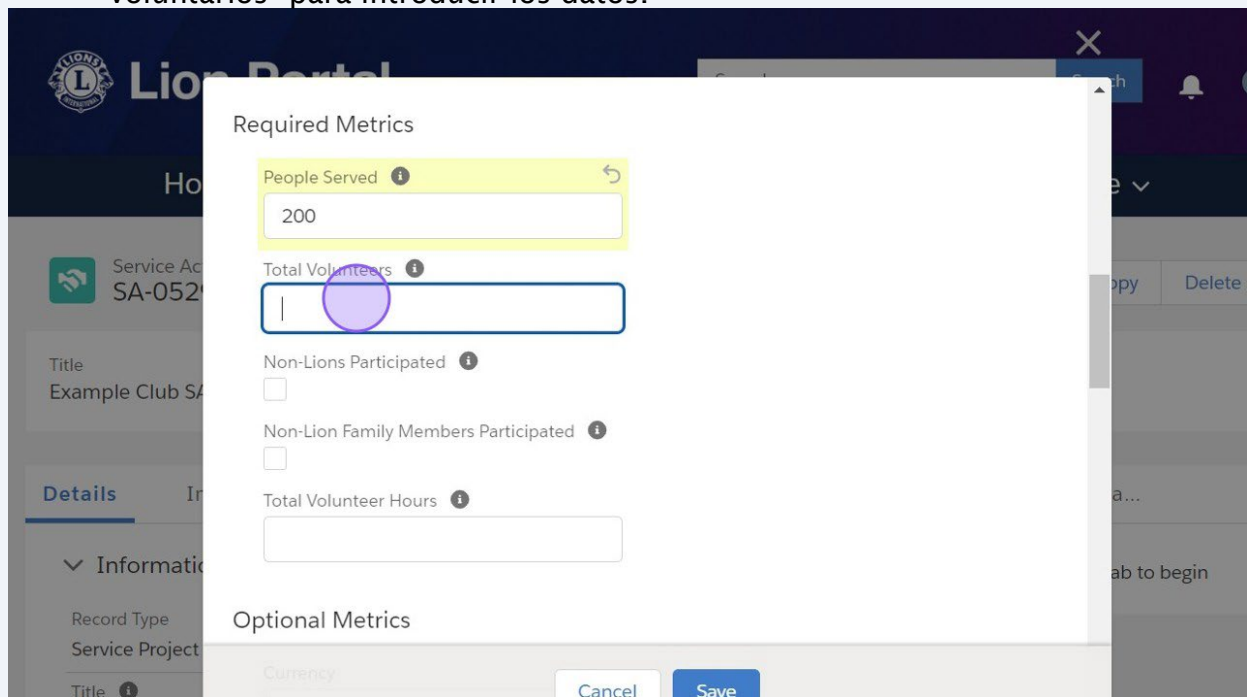
2

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.

This screenshot shows the same form as the previous one, but the 'People Served' field now contains the number '200'. A tooltip is displayed over the information icon (i) next to the 'People Served' field, stating: 'Enter the number of people benefited by this service activity. A cap of 3000 is applied when reported to LCI.' The 'Total Volunteers' field remains empty. The 'Start Date' and 'End Date' are still 9/15/2024, and the 'Created By' field is the same. The 'Cancel' and 'Save' buttons are at the bottom of the modal.

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.



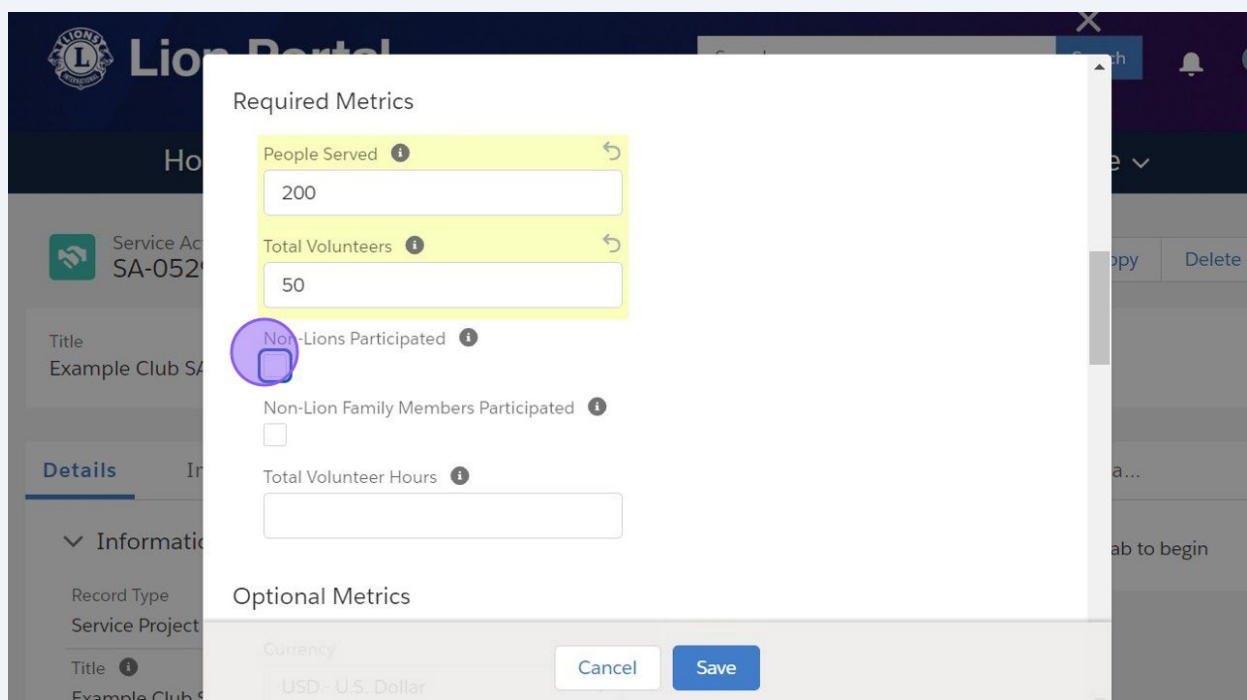
The screenshot shows the 'Required Metrics' dialog box in the Lion Portal. The 'Total Volunteers' field is highlighted with a purple circle. The 'People Served' field contains the value 200. The 'Non-Lions Participated' and 'Non-Lion Family Members Participated' fields are unchecked. The 'Total Volunteer Hours' field is empty. The 'Optional Metrics' section is visible below the required metrics.

Required Metrics	Optional Metrics
People Served (i)	Currency
200	
Total Volunteers (i)	
Non-Lions Participated (i)	
<input type="checkbox"/>	
Non-Lion Family Members Participated (i)	
<input type="checkbox"/>	
Total Volunteer Hours (i)	

Buttons: Cancel, Save

28

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



The screenshot shows the 'Required Metrics' dialog box in the Lion Portal. The 'Non-Lions Participated' checkbox is highlighted with a purple circle. The 'People Served' field contains the value 200. The 'Total Volunteers' field contains the value 50. The 'Non-Lion Family Members Participated' field is unchecked. The 'Total Volunteer Hours' field is empty. The 'Optional Metrics' section is visible below the required metrics.

Required Metrics	Optional Metrics
People Served (i)	Currency
200	
Total Volunteers (i)	
50	
Non-Lions Participated (i)	
<input checked="" type="checkbox"/>	
Non-Lion Family Members Participated (i)	
<input type="checkbox"/>	
Total Volunteer Hours (i)	

Buttons: Cancel, Save

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

Required Metrics

People Served *i* ↺  
200

Total Volunteers *i* ↺  
50

Non-Lions Participated *i* ↺  
☒

Non-Lion Family Members Participated *i*  
☐

Total Volunteer Hours *i*

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 *i* ↺  
200

Total Volunteers *i* ↺  
50

Non-Lions Participated *i* ↺  
☒

Non-Lion Family Members Participated *i*  
☒

Total Volunteer Hours *i*

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".

Optional Metrics

Currency  
USD - U.S. Dollar

Total Funds Raised

Total Funds Raised (USD) 0.00

Total Funds Donated

Total Funds Donated (USD) 0.00

Cancel Save

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

Non-Lion Family Members Participated ☒

Total Volunteer Hours

**Optional Metrics**

Currency

**Total Funds Raised**  **Total Funds Raised (USD)**

**Total Funds Donated**  **Total Funds Donated (USD)**

Donation to LCI ☐

Organization Benefited

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

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

Total Volunteer Hours

**Optional Metrics**

Currency

**Total Funds Raised**  **Total Funds Raised (USD)**

**Total Funds Donated**  **Total Funds Donated (USD)**

Donation to LCI ☐

Organization Benefited

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



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

**34** Haga clic en el campo "Organización beneficiada".

USD - U.S. Dollar

Total Funds Raised ⓘ 250

Total Funds Donated ⓘ 125

Total Funds Raised (USD) ⓘ 0.00

Total Funds Donated (USD) ⓘ 0.00

Donation to LCIF ⓘ ☐

Organization Benefited ⓘ

Trees Planted/Cared for ⓘ

Additional Details

Cancel Save



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 web form titled "Additional Details" from the "Lion Portal". The form is overlaid on a background page that includes a sidebar with "Details" and "Information" sections, and a main content area with a "Service Project" section. The "Additional Details" form contains several fields: "Trees Planted/Cared for" (a text input field with a purple circle around it), "Signature Activity" (a checkbox), "Funded by an LCIF Grant" (a checkbox), "Venue" (a text input field), "Start Time" (a date/time picker), and "End Time" (a date/time picker). At the bottom of the form are "Cancel" and "Save" buttons.

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

The screenshot shows the same "Additional Details" form as in the previous image. In this step, the "Trees Planted/Cared for" field is highlighted with a yellow box and contains the number "50". The "Signature Activity" checkbox is highlighted with a purple circle. The other fields and the "Cancel" and "Save" buttons remain visible at the bottom of the form.

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

The screenshot shows a mobile application interface with a modal form titled "Additional Details". The form contains several fields: "Trees Planted/Cared for" with a value of 50, "Signature Activity" with a checked checkbox, "Funded by an LCIF Grant" with an unchecked checkbox, "Venue" (highlighted with a purple circle), "Start Time" with a clock icon, and "End Time" with a clock icon. At the bottom of the modal are "Cancel" and "Save" buttons. The background shows a list of service projects, with "Example Club For Training" selected.

**38** Opcional. Hora de inicio

The screenshot shows the same "Additional Details" modal form, but now the "Start Time" dropdown menu is open. The menu lists several time options: 9:15 AM, 9:30 AM, 9:45 AM, 10:00 AM (highlighted with a purple circle), and 10:15 AM. The "Venue" field above it contains the text "Walk Village Park Path". The "Cancel" and "Save" buttons are still visible at the bottom of the modal.



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

The screenshot shows a form with a modal window open. The modal has three highlighted yellow sections: 'Venue' with the text 'Walk Village Park Path', 'Start Time' with '10:00 AM', and 'End Time'. The 'End Time' section is open, showing a list of times: 3:30 PM, 3:45 PM, 4:00 PM (highlighted with a blue border and a purple circle), 4:15 PM, 4:30 PM, and 4:45 PM. A 'Save' button is at the bottom right of the modal. In the background, a sidebar shows 'Details' and 'Information' tabs, with 'Information' selected. The main form area shows 'Title' as 'Example Club SA', 'Sponsor' as 'Example Club For Training', and 'Cause' as 'Project Type'.

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

The screenshot shows the same form as in the previous image, but with the 'Venue Time Zone' dropdown menu open. The dropdown shows '--None--' with a purple circle over it. A blue tooltip box points to the dropdown with the text 'Select the time zone of the venue for this service activity.' Below the 'Venue Time Zone' dropdown is the 'Venue Location' section, which has a dropdown for 'Venue Location (Country/Territory)' showing '--None--' and a text input for 'Venue Location (Street)'. 'Cancel' and 'Save' buttons are at the bottom of the modal. The background sidebar and main form area are the same as in the previous image.

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

The screenshot shows a web application interface for the Lion Portal. A modal window is open, displaying a list of time zones. The list includes options like '(UTC-07:00) (MST) Whitehorse', '(UTC-07:00) (MST) Yellowknife', '(UTC-06:00) (Chile Standard T...', '(UTC-06:00) (CST) Belize City, ...', '(UTC-06:00) (CST) Beulah', '(UTC-06:00) (CST) Center', and '(UTC-06:00) (CST) Chicago, H...'. The last option is highlighted with a blue box and a purple circle. Below the list is a '--None--' option. The background shows a sidebar with 'Service Ac SA-052' and a main area with 'Title Example Club S' and 'Details' tab.

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

The screenshot shows the same web application interface. A modal window is open, displaying a form for event location details. The form includes fields for 'Venue Time Zone' (highlighted with a yellow box), 'Venue Location (Country/Territory)' (highlighted with a blue box and a purple circle), 'Venue Location (Street)', 'Venue Location (City)', 'Venue Location (State/Province)', and 'Venue Location (ZIP/Postal Code)'. The 'Venue Time Zone' dropdown is set to '(UTC-06:00) (CST) Chicago, H...'. The 'Venue Location (Country/Territory)' dropdown is set to '--None--'. The background shows the same sidebar and main area as in the previous screenshot.

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

The screenshot shows a mobile application interface with a modal form. The form has a 'Venue Time Zone' dropdown set to '(UTC-06:00) (CST) Chicago, Ho...'. Below it is the 'Venue Location' section, which includes a dropdown for 'Venue Location (Country/Territory)'. This dropdown is open, showing a list of countries: Tunisia, Turkey, Turks and Caicos Islands, Uganda, Ukraine, United Arab Emirates, United Kingdom, and United States. The 'United States' option is highlighted with a blue border and a purple circle. At the bottom of the modal are 'Cancel' and 'Save' buttons. The background shows a 'Details' tab and a list of items, including 'Example Club S'.

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

The screenshot shows the same mobile application interface, but the 'Venue Location' dropdown is now filled with 'United States'. Below this, there are three more fields: 'Venue Location (Street)' with the value '462 Lincoln Ave', 'Venue Location (City)' with the value 'Naperville', and 'Venue Location (State/Province)' with a dropdown set to 'Illin...'. A purple circle highlights the 'Venue Location (Street)' field. At the bottom of the modal are 'Cancel' and 'Save' buttons. The background shows the same 'Details' tab and list of items.

**Guardar datos introducidos**

## 45 Haga clic en "Guardar"

The screenshot shows a web application interface with a modal form. The form has two main sections: 'Venue Location' and 'Sponsor Details'. The 'Venue Location' section includes three input fields: 'Venue Location (City)' with the value 'Naperville', 'Venue Location (State/Province)' with a dropdown menu showing 'Illin...', and 'Venue Location (ZIP/Postal Code)' with the value '60540'. The 'Sponsor Details' section includes four input fields: 'Sponsor CA' with the value 'U.S. and Affiliates, Bermuda and Bahamas', 'Sponsor District' with the value 'District 1 J', 'Sponsor MD' with the value 'Multiple District 1', and an empty field for 'Sponsor District'. At the bottom of the modal, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red circle. The background of the application shows a sidebar with a search bar and a list of items, and a main content area with a table of data.

Venue Location (City) Naperville

Venue Location (State/Province) Illin...

Venue Location (ZIP/Postal Code) 60540

Sponsor Details

Sponsor CA U.S. and Affiliates, Bermuda and Bahamas

Sponsor District District 1 J

Sponsor MD Multiple District 1

Cancel Save

## Actividad de informe completada

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

HomeMembership ▾Service ▾LearnMore ▾

Service Activity

SA-05292418

Edit

Copy

Delete

Example Club SA3 - Service Project

Sponsor

[Example Club For Training](#)

Status

Ready to Report

DetailsImage Gallery

Information

Record Type

Service Project

Title ⓘ

Example Club SA3 - Service Project

Sponsor ⓘ

[Example Club For Training](#)

Activity Level

Report Complete ⓘ

☐

Cause

Environment

Project Type

Image...Upload...

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

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

HomeMembership ▾Service ▾LearnMore ▾

Service Activity

SA-05292418

Edit

Copy

Delete

Example Club SA3 - Service Project

Sponsor

[Example Club For Training](#)

Status

Ready to Report

DetailsImage Gallery

Information

Record Type

Service Project

Title ⓘ

Example Club SA3 - Service Project

Sponsor ⓘ

[Example Club For Training](#)

Activity Level

Report Complete ⓘ

☐

Cause

Environment

Project Type

Image...Upload...

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

29

## 48 Haga doble clic aquí.

TitleExample Club SA3 - Service ProjectSponsorExample Club For TrainingStatusReady to Report

DetailsImage Gallery

Information

Record TypeService Project

TitleExample Club SA3 - Service Project

SponsorExample Club For Training

Activity LevelLions Club

StatusReady to Report

Report Complete

CauseEnvironment

Project TypeTree Planting and Tree Care

DescriptionOur Club partnered with the village to plant 50 young trees on

Imag...Uploa...

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

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

TitleExample Club SA3 - Service ProjectSponsorExample Club For TrainingStatusReady to Report

DetailsImage Gallery

\* = Required Information

Information

Record TypeService Project

\* TitleExample Club SA3 - Service Proje

\* SponsorExample Club For Training

\* CauseEnvironment

Report Complete

dependencies

CancelSave

Imag...Uploa...

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

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

The screenshot shows a web interface for project management. At the top, there are three fields: 'Title' with the value 'Example Club SA3 - Service Project', 'Sponsor' with the value 'Example Club For Training', and 'Status' with the value 'Ready to Report'. Below these is a tabbed interface with 'Details' and 'Image Gallery'. The 'Details' tab is active, showing a form with a yellow header 'Report Complete' and a checked checkbox. The form includes fields for 'Title' (Example Club SA3 - Service Proje), 'Sponsor' (Example Club For Training), and 'Cause' (Environment). A purple circle highlights the 'Save' button at the bottom of the form. To the right, there is a sidebar with tabs 'Imag...' and 'Uploa...', and a message: 'Use the Upload Images tab to begin uploading images.'

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

This screenshot is identical to the one above, showing the same web interface. However, in this version, a purple circle highlights the 'Cancel' button instead of the 'Save' button. All other elements, including the form fields and the 'Report Complete' status, remain the same.

## 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 the 'Details' page for a club. The 'Information' section is expanded, showing fields like Record Type, Title, Sponsor, Activity Level, Status, Start Date, and Created By. A modal form is open over the 'Sponsor' field, containing a title, a description, and a 'Report Complete' status. The 'Sponsor' field is circled in purple. The 'Created By' field shows 'Example Thirty-One' and the date '9/21/2024, 10:12 AM'.

**Details** Image Gallery

▼ Information

Record Type  
Service Project

Title ⓘ  
Example Club SA3 - Service Project

Sponsor ⓘ  
Example Club For Training

Activity Level  
Lions Club

Status ⓘ  
Ready to Report

Start Date ⓘ  
9/15/2024

Report Complete ⓘ

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

Imag... Uploa...

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

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

The screenshot shows the 'Club Details' page for 'Example Club For Training'. The 'Club Service Activities' tab is selected and circled in purple. The page displays club information such as Lion ID, Type, Status, Billing Address, and Active Member Count. The 'Club Service Activities' section shows the account name, parent account, region, and club specialty. The 'Member ...' section contains buttons for 'Manage Club Officers' and 'Manage Cub Club Leader'.

Home Membership ▼ Service ▼ Learn More ▼

Account  
Example Club For Training

+ Follow

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	56

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

Account Name  
Example Club For Training

Parent Account ⓘ  
District 1 J

Region or Zone ⓘ  
SE Zone 1

Lion ID ⓘ  
200158

Type ⓘ  
Lions Club

Active Member Count  
56

Club Specialty ⓘ  
Cultural

Club Sub-Specialty ⓘ

Member ... Club Acti...

Manage Club Officers



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
1	7/5/2024	Example Club ...	SA-05292416	7/5/2024	<input checked="" type="checkbox"/>
2	8/5/2024	Example Club ...	SA-05292417	8/5/2024	<input checked="" type="checkbox"/>
3	9/15/2024	Example Club ...	SA-05292418	9/15/2024	<input type="checkbox"/>

[View All](#)


Member ... Club Acti...

Manage Club Officers

Manage Cub 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**    

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"/>	
2	8/5/2024	Example C...	SA-052924...	8/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<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.

HomeMembershipServiceLearnMore										
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.

Home Membership ▾ Service ▾ Learn More ▾

Service Activity  
SA-05292418

Edit Copy Delete

Title  
Example Club SA3 - Service Project

Sponsor  
[Example Club For Training](#)

Status  
Ready to Report


Details Image Gallery

Information

Record Type  
Service Project

Title ⓘ  
Example Club SA3 - Service Project


Sponsor ⓘ  
[Example Club For Training](#)

Report Complete ⓘ 

Cause  
Environment

Environment

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



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

Home Membership ▾ Service ▾ Learn More ▾

Service Activity  
SA-05292418

Edit Copy Delete

Title  
Example Club SA3 - Service Project

Sponsor  
[Example Club For Training](#)


Status  
Ready to Report

Details Image Gallery

Information

Record Type  
Service Project


Title ⓘ  
Example Club SA3 - Service Project

Report Complete ⓘ 

\* = Required Information

Cancel Save

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



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

Service Activity  
SA-05292418

Edit Copy Delete

Title  
Example Club SA3 - Service Project

Sponsor  
[Example Club For Training](#)

Status  
Ready to Report

Details Image Gallery

Imag... Uploa...

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

\* = Required Information

Information

Record Type  
Service Project

Report Complete ☒

Example Club SA3 - Service Project

Cancel Save

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

Accounts > Example Club For Training

Service Activities

Items • Updated a few seconds ago

End D...	Title	Service ...	Start ...	R...	Activ...	Record ...	Si...	Created
7/5/2024	Example Club SA1 - Club ...	<a href="#">SA-052924...</a>	7/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
8/5/2024	Example Club SA2 - Club ...	<a href="#">SA-052924...</a>	8/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
9/15/20...	Example Club SA3 - Servic...	<a href="#">SA-052924...</a>	9/15/20...	<input checked="" type="checkbox"/>	Lions Cl...	Service Pro...	<input checked="" type="checkbox"/>	Examp...

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

**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...	Creat
1	7/5/2024	Example Club SA1 - Club ...	<a href="#">SA-052924...</a>	7/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
2	8/5/2024	Example Club SA2 - Club ...	<a href="#">SA-052924...</a>	8/5/2024	<input checked="" type="checkbox"/>	Lions Cl...	Meeting	<input type="checkbox"/>	
3	9/15/20...	Example Club SA3 - Servic...	<a href="#">SA-052924...</a>	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"

**Lion Portal**

Search

Home Membership Service Learn More

Account  
Example Club For Training

+ Follow

Lion ID 200158	Type Lions Club	Status Active	Billing Address <a href="#">124 Any Place</a> <a href="#">Naperville, Illinois 60565</a> <a href="#">United States</a>	Active Member Count 56
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Club Details Data Export Club Statements Club Service Activities More

Account Name  
Example Club For Training

Parent Account

Type  
Lions Club

Active Member Count

Manage Club Officers

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

