| | ENTERING A SERVICE ACTIVITY USING THE **LION PORTAL** |

IF you have a Userid and Password to access the **LION PORTAL**, go to the following website address:

> HTTPS://WWW.LIONSCLUBS.ORG/EN   (This for the English version)

On the website, select "MEMBER LOGIN" which is available across the top of the webpage. You should be redirected to the:

LION PORTAL

Enter your Userid and Password and select: LOG IN

Once you have entered the LION PORTAL, you should see a Welcome (Your Name!) on the screen. In the dark banner across the top of the webpage, you will find the following options:

Home   Membership   Service   Learn   Reports/Insights   Shop   More

The Membership, Service, Reports/Insights and More options have Down Pointers indicating additional options available.

To enter Service Activities, Select the down pointer next to the **Service** option and select the **MY ACTIVITIES** option. This will take to a webpage listing your Lions Club Service Activities for the previous 3 months. There is a Down Pointer where you can change to look at additional date ranges of information.

On this webpage is also a **CREATE SERVICE ACTIVITY** option that you can select to enter a new Service Activity. Select this Option. This will open a Selection Screen so you can select the specific area for your Service Activity. Once selected, a second screen will open, allowing you to enter a Title for your Service Activity AND an option to select the Activity Type. The Activity Types available are: **"Donations, Fundraiser, Meeting or Service Project."** Select one of these Types as appropriate. When Complete, select NEXT.

This will open a new webpage that has the following:

SERVICE ACTIVITY NUMBER and Details about the Service Activity. You can edit any activity that has a Pencil Icon next to the Information to be edited.

OF IMPORTANCE, edit the following: Start Date and End Date, the Cause, Project Type, Description, Required Metrics, Optional Metrics and any additional details about the Activity. INCLUDE Funds Raised or Donated.

Upload any pictures of the Activity.

When all of the Service Activity information has been entered and CHECKED, edit the Report Complete Box. This will complete the Service Activity Report.

THANK YOU FOR SUBMITTING YOUR SERVICE ACTIVITY!!