



VERIFYING SERVICE ACTIVITIES 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 get a Report of your Clubs Service Activities, Select the down pointer next to the **Reports/Insights** option. From the drop down list, select the **KPI Metrics Reports** option.

On the next web page, there are several selectable options available. These include a series of Drill Down Reports titled:

MEMBERSHIP and CLUB SUMMARY
LCI DONATIONS
SERVICE ACTIVITIES

Select the **SERVICES ACTIVITIES** Drill Down Option.

The web page that opens contains information about Service Projects from all of the Constitutional Area of Lions International. NOTE: MD31 in part of Constitutional Area 1 as indicated by the Line item: “US and Affiliates...”

BEFORE making any drill down selections, make sure the date range is set for the months you are reporting on. EXAMPLE: for the current Administrative Year, the “from Month” should be JULY and the “from Year” should be set accordingly. The “to Month” could be the current month and the “to Year” could be the current year. You have the option to adjust the time frame for whatever period of time you are reporting on.

Once you have selected the time frame, you have the option to select the “Club Type”. If you have a LEO Club, you can refine your reporting to have only LEO Club information. In most case, selecting a “Club Type” of BOTH, is a better option.

Once you have completed the above option selections, press the **VIEW REPORT** at the far right of the screen.

This will refresh the Services Activities Drilldown Report.

Once refreshed, you will notice that there is a “+” sign next to the line item entitled **“U.S. and Affiliates, Bermuda and Bahamas”**.

Select the “+” sign to the left of the line item. This will open up a list of all the Districts with Constitutional Area 1.

District 31, in specific, is in that list. Select the “+” sign to the left of District 31. This will open up a list of all the Multiple Districts within District 31.

Select the “+” sign to the left of the Multiple District you want to report on. For District 31-S, select the “+” sign to the left of District 31-S. This will open up a list of all the Lions Clubs with the Multiple District 31-S.

The resulting list can be scrolled from top to bottom or side to side using the scroll bars at the right side or bottom of the page.

There are specific Categories of Information being displayed. They include:
Club Name, Current Club Status and State or Country.

Additional Categories displayed are Summaries of Specific Categories displayed in additional columns of Information. The Summary Columns are:

Percent of Clubs Reporting, Service Activities and People Served.

IF YOUR CLUB IS LISTED AS 0% in the Percent of Clubs Reporting, you are either not reporting Service Activities or have not performed any Service Activities. You need to report all Service Activities.

Additional Columns of information on the right side of the web page are detailed breakouts of the Service Activities and include the following categories:

ADMINISTRATION
CHILDHOOD CANCER
DIABETES
DISASTER RELIEF
ENVIRONMENT
HUMANITARIAN
HUNGER
VISION
YOUTH
ALL OTHER

These are specific Service Activity areas that contain the information entered for each of your club's service activities. IF you choose to Print this information, it is a lot of data and will take many sheets of paper to print. Might be better to Save the information or simply capture the information specific to your needs.

THANK YOU FOR SUBMITTING AND REPORTING YOUR SERVICE ACTIVITY!!