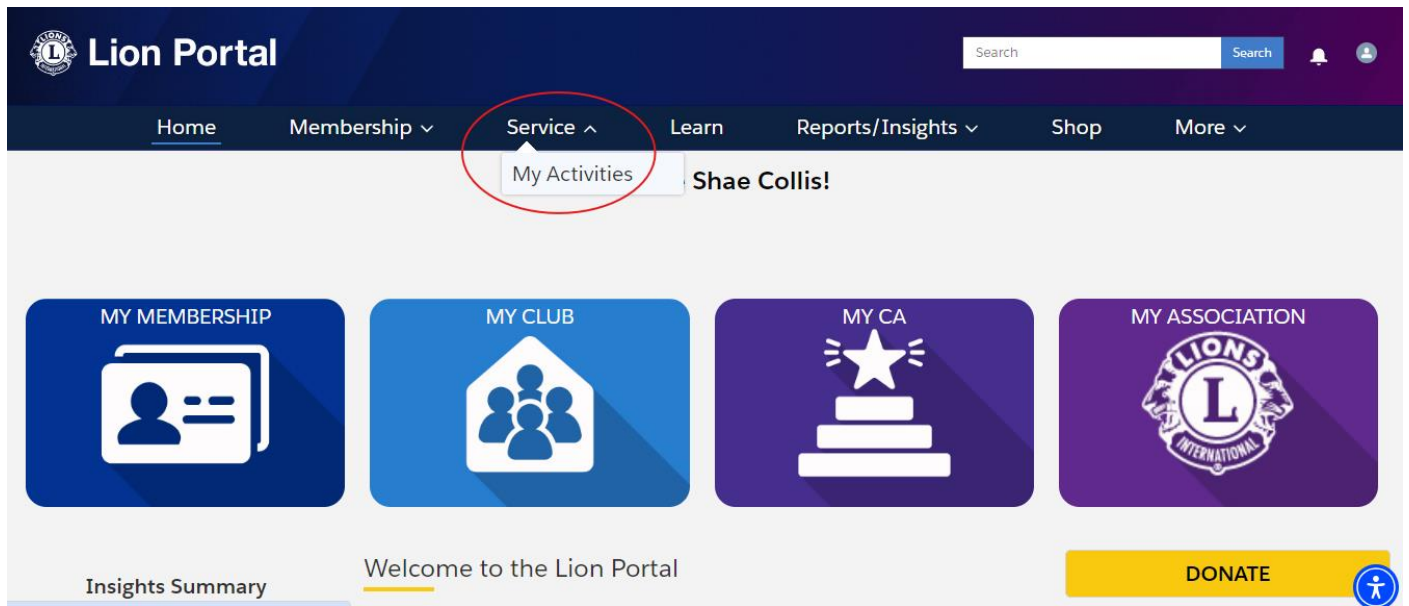


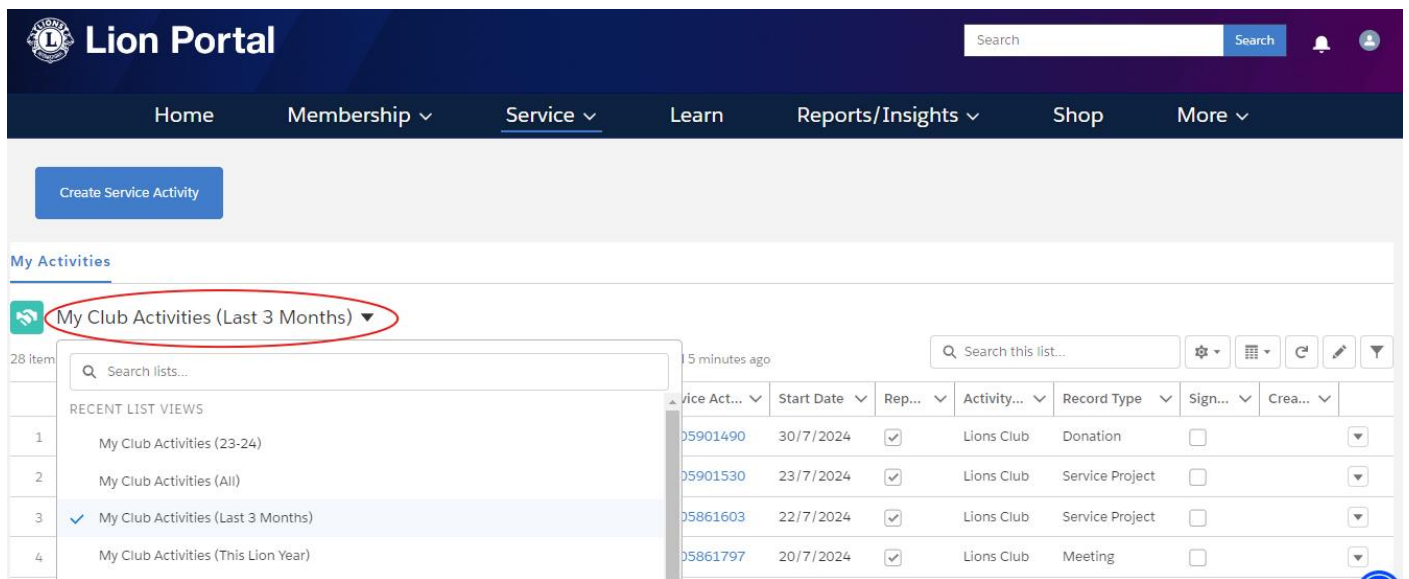
# Service Activities: Creating and Reporting Service

Note: these actions are only accessible to members with officer permissions.

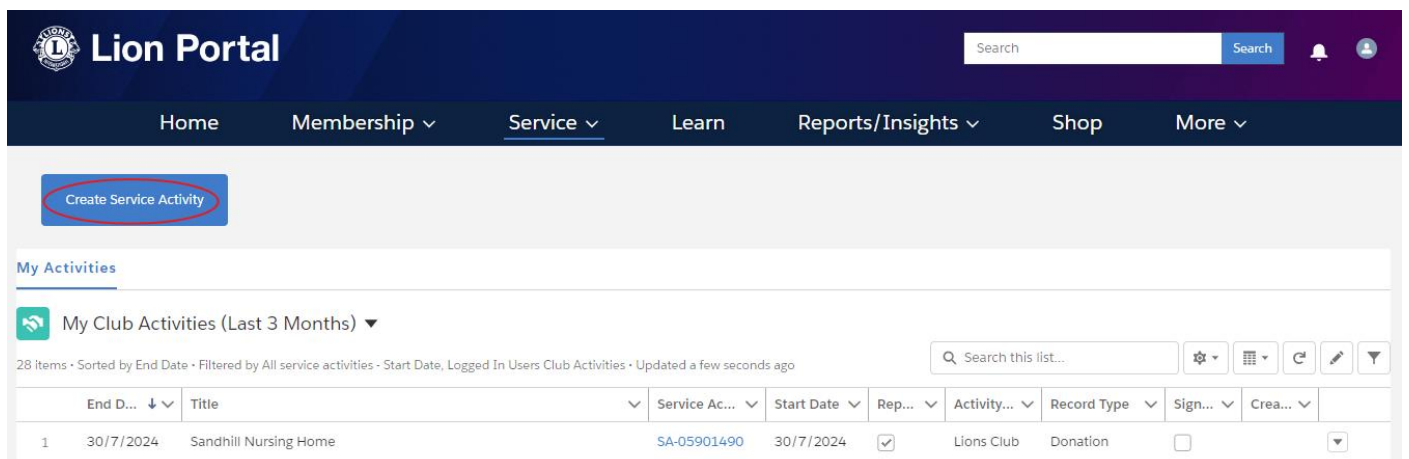
From the homepage navigate to the **Service > My Activities** page.



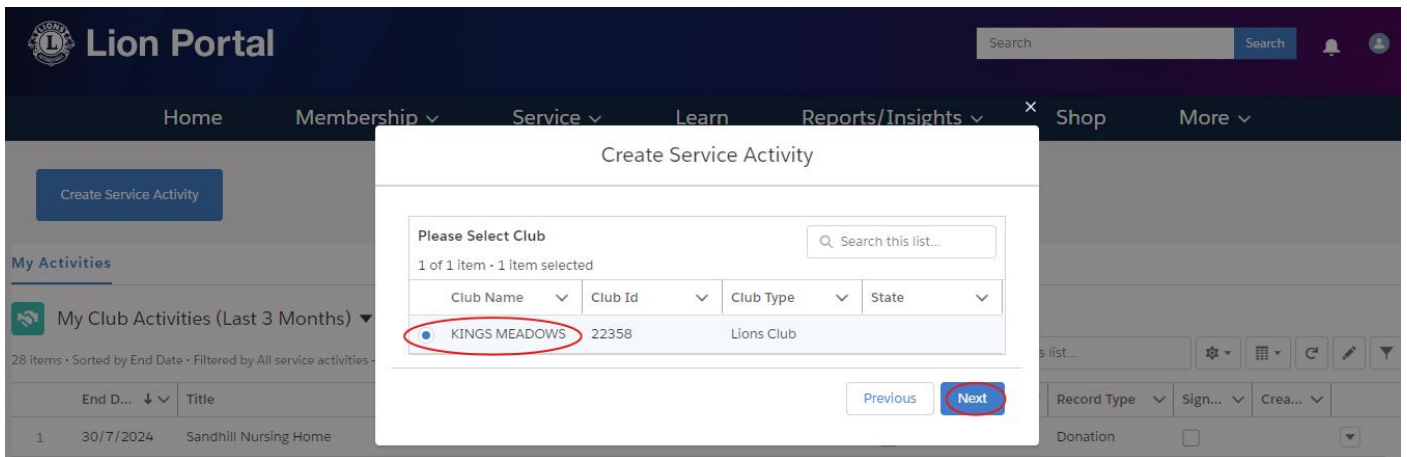
The system will bring forward a list of service activities for your Club within the last 3 months, if you would like a different list view, select the drop-down arrow and select from the available options within the list.



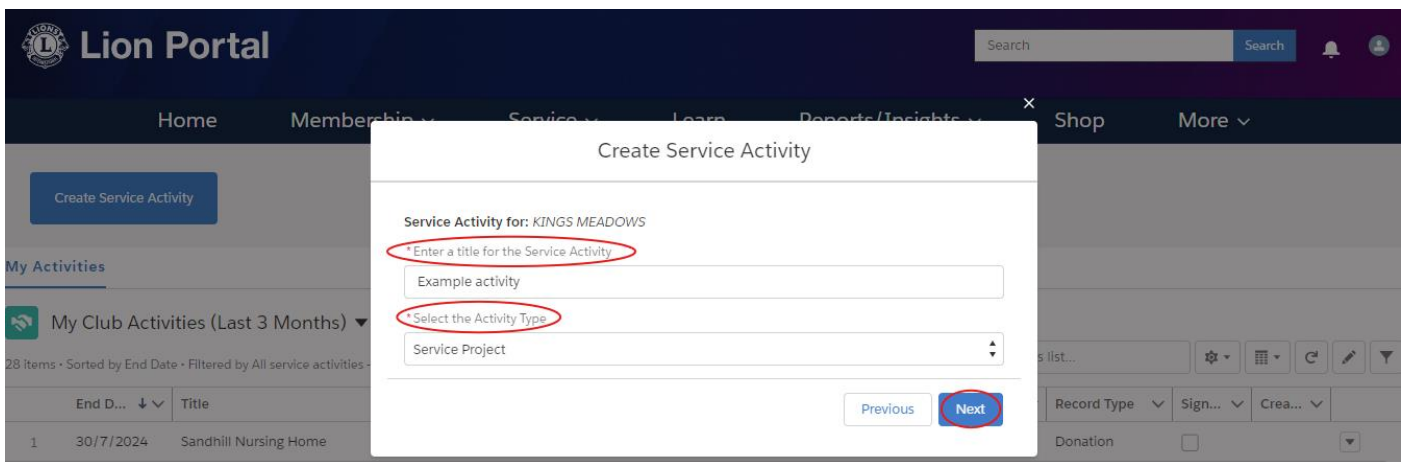
To create a new service activity, click the **Create Service Activity** button.



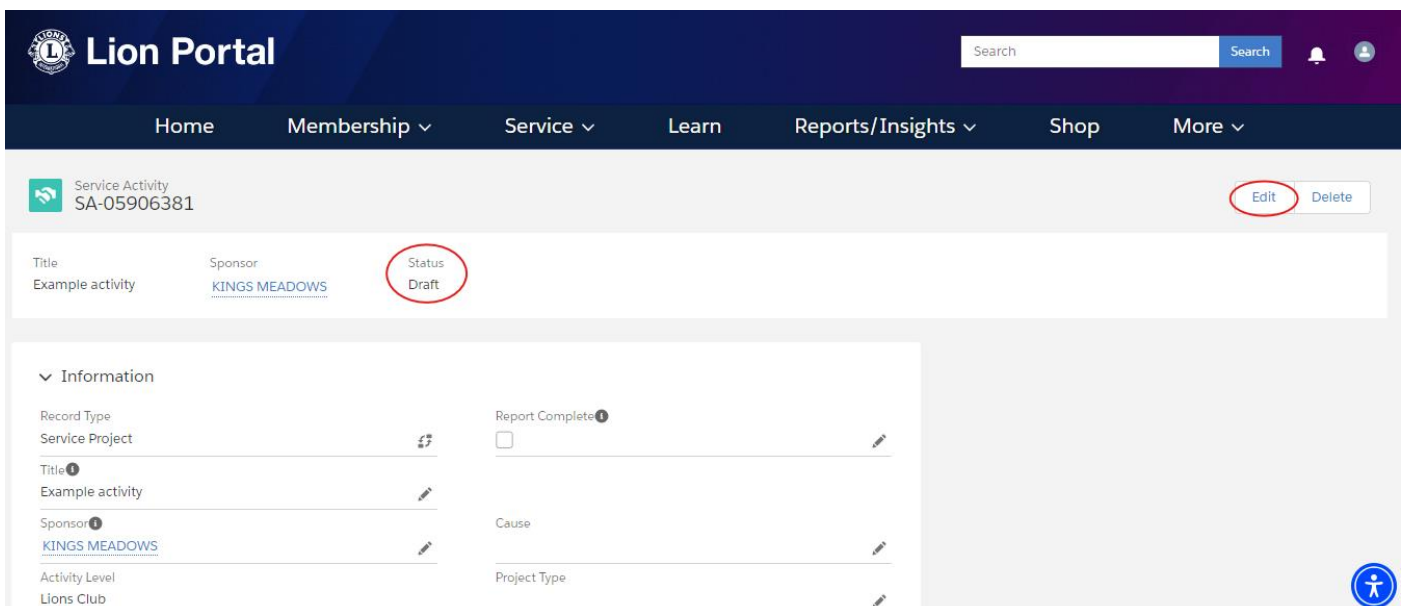
This will bring up a screen asking you to **select the sponsor** of the service activity (i.e. **the club**). Select **next**. *Note: if you have District Officer permissions, you will have the ability to search for any club (screenshot not included in these instructions).*



Enter the **activity title** and **activity type** (donation, fundraiser, meeting, service project). Select next.



The system will create an **activity form** to allow you to begin entering the details of the activity. Note that the activity will appear as **draft** until you have updated the details and finalised reporting. To update the activity details, click the **edit** button on the right of the screen.



This opens a window to the form and allows you to begin **completing the activities information**, for example:

- Cause
- Project Type
- Activity Description
- Start and End Dates
- People Served
- Total Volunteers
- Total Volunteer Hours
- Funds Raised
- Funds Donated
- Venue, Start and End Time

*Note: information fields may be different depending on the activity type. These screenshots are for a Service Project activity type.*

The screenshot shows the 'Edit Service Activity' form with the 'Information' section expanded. The form includes the following fields and options:

- Record Type:** Service Project
- Report Complete:**
- Title:** Example activity
- Sponsor:** KINGS MEADOWS
- Cause:** Environment
- Activity Level:** Lions Club
- Project Type:** Environmental Clean Up and Restoration

Buttons for 'Cancel' and 'Save' are visible at the bottom right of the form.

The screenshot shows the 'Edit Service Activity' form with the 'Status', 'Description', and 'Required Metrics' sections expanded. The form includes the following fields and options:

- Status:** Draft
- Description:** Cleaned up waste from the local park.
- Start Date:** 1/8/2024
- End Date:** 1/8/2024
- Created By:** Shae Collis, 2/8/2024, 8:21 pm
- Required Metrics:**
  - People Served:** 200
  - Total Volunteers:** (empty field)

Buttons for 'Cancel' and 'Save' are visible at the bottom right of the form.

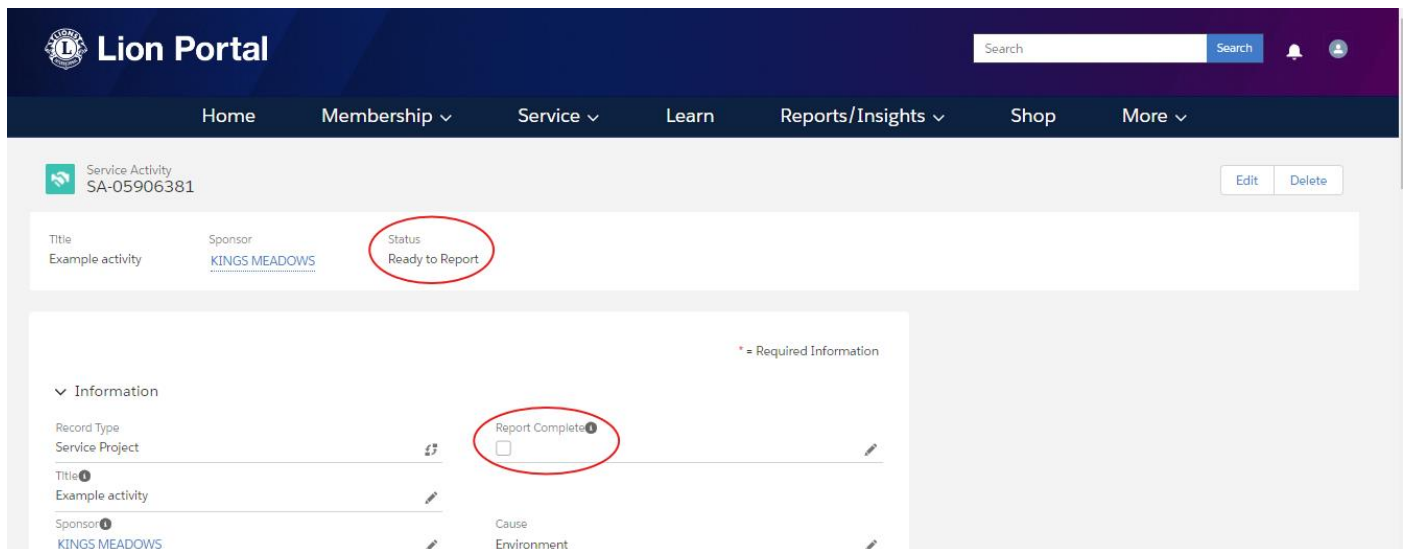
The screenshot shows the 'Edit Service Activity' form with the 'Required Metrics' section expanded. The form includes the following fields and options:

- Start Date:** 1/8/2024
- End Date:** 1/8/2024
- Created By:** Shae Collis, 2/8/2024, 8:21 pm
- Required Metrics:**
  - People Served:** 200
  - Total Volunteers:** 10
  - Non-Lions Participated:**

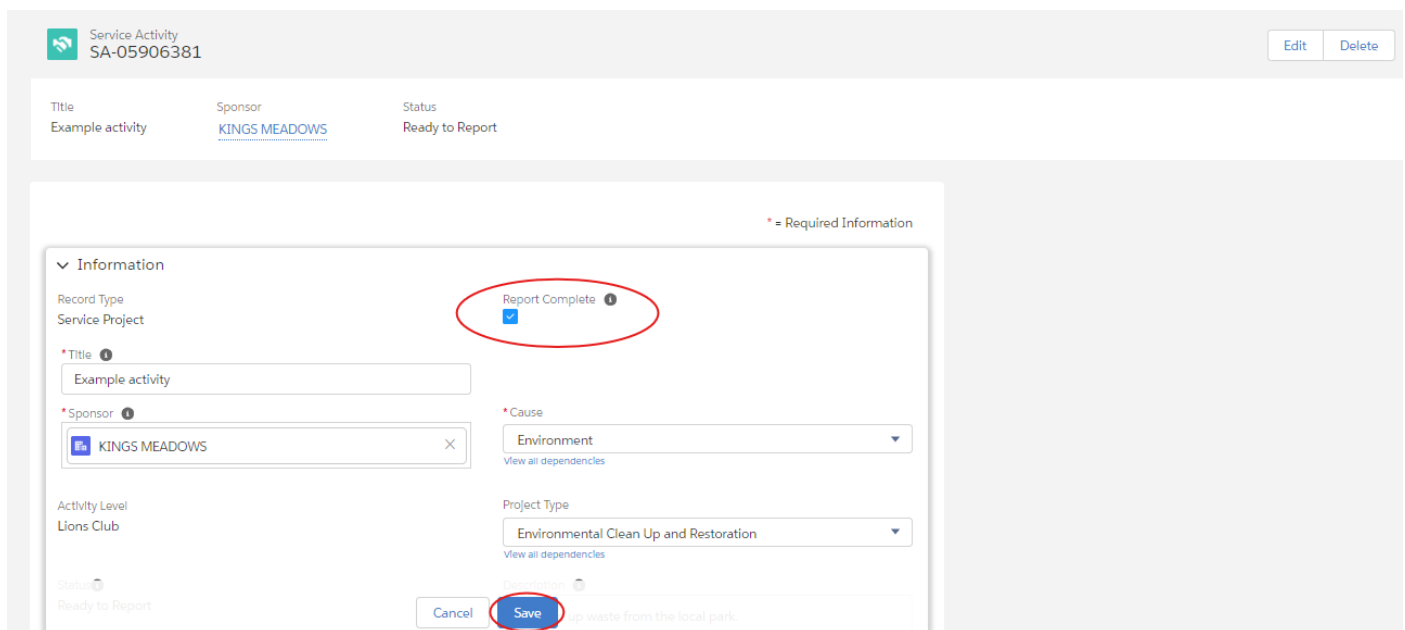
The 'Save' button is circled in red at the bottom right of the form.

Once you have completed all the required information, click **save**.

When you hit save, the system will check to ensure that all required fields have been entered and refresh the activity page. You will notice that the status has now changed to **ready to report**. To finalise the activity and report the activity to LCI you need to check the **Report Completed** box.



To **finalise** the activity, you can either utilise the **edit** function outlined above, or simply **click on the box** and it will open an editable version on the page for you to **check the box** and click **save**.



After saving, the activity page will refresh, and you will notice the activity status has changed to **reported**.

