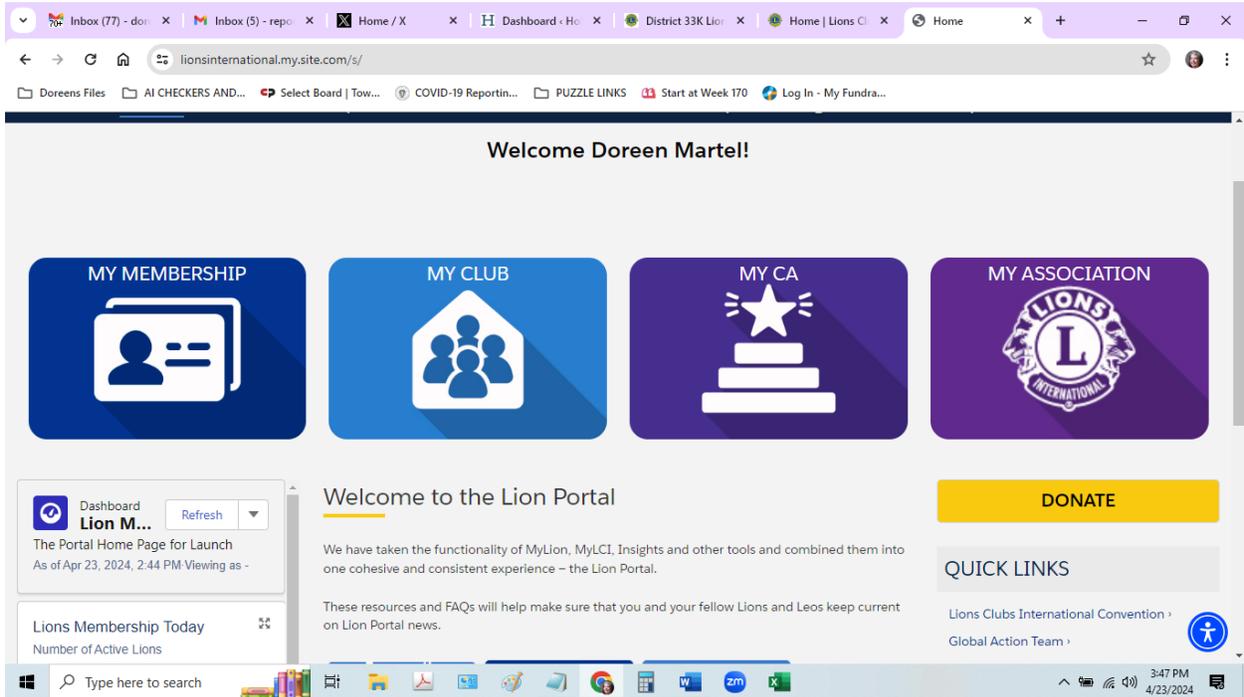
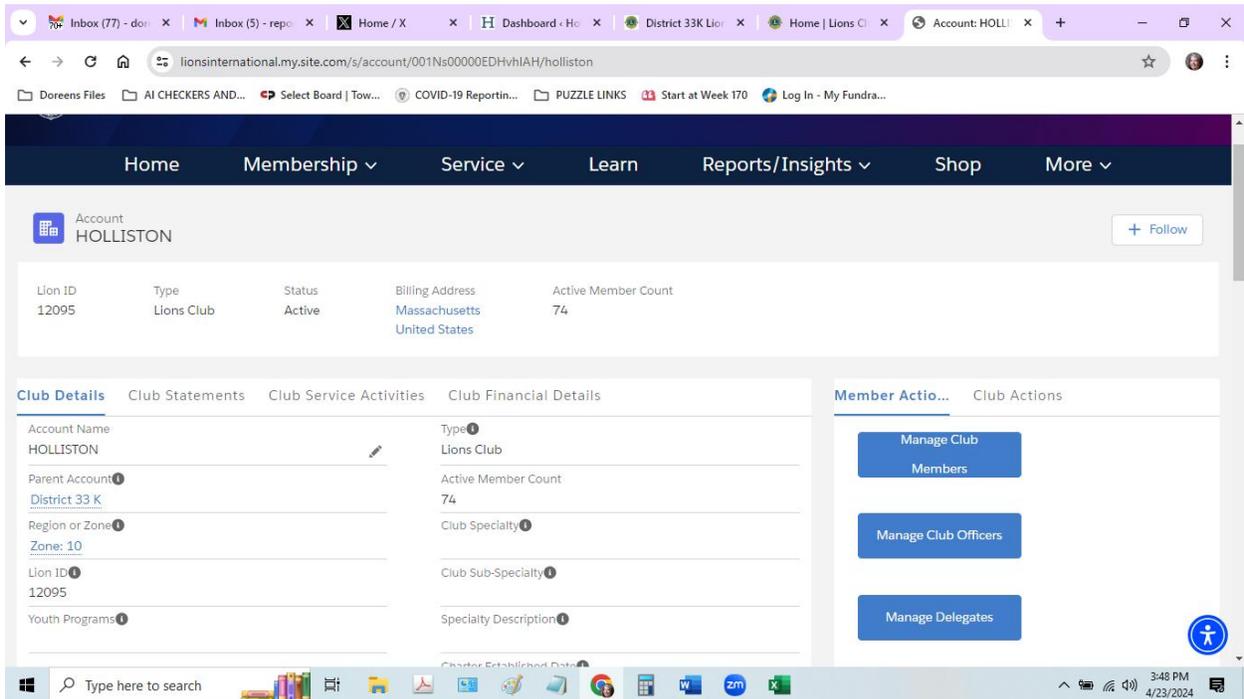


To add service activities

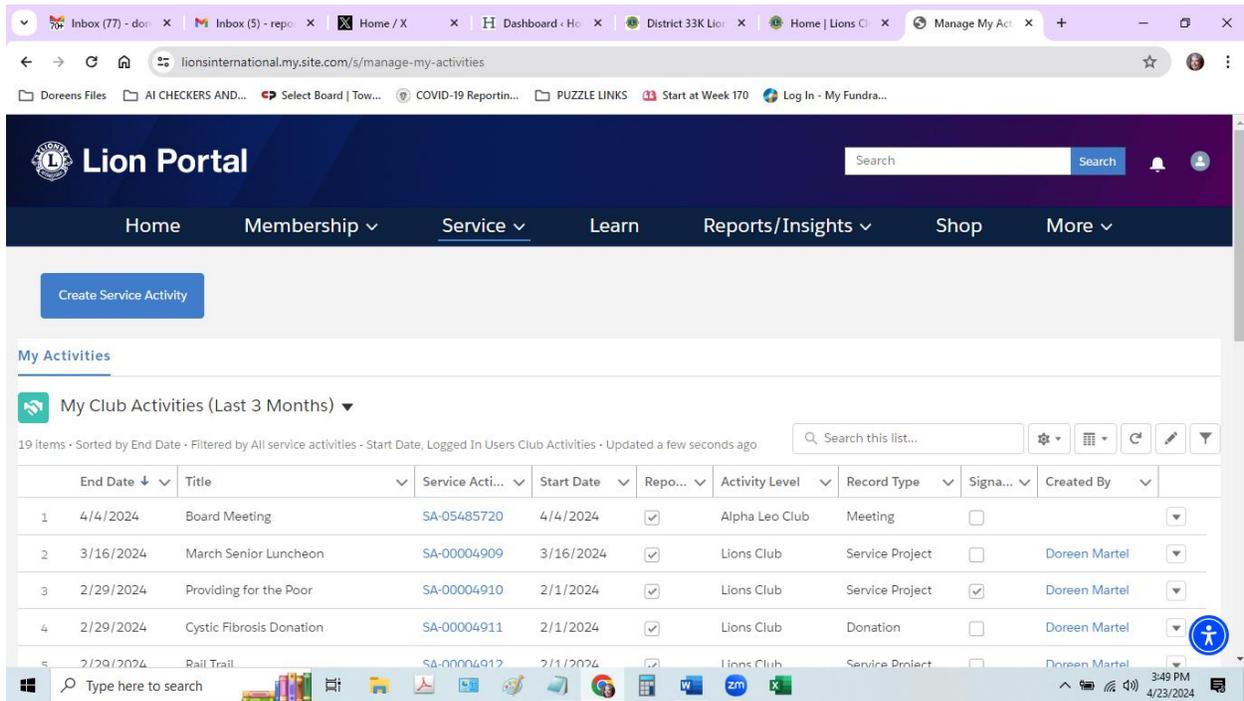
Log into the portal and you will see this page:



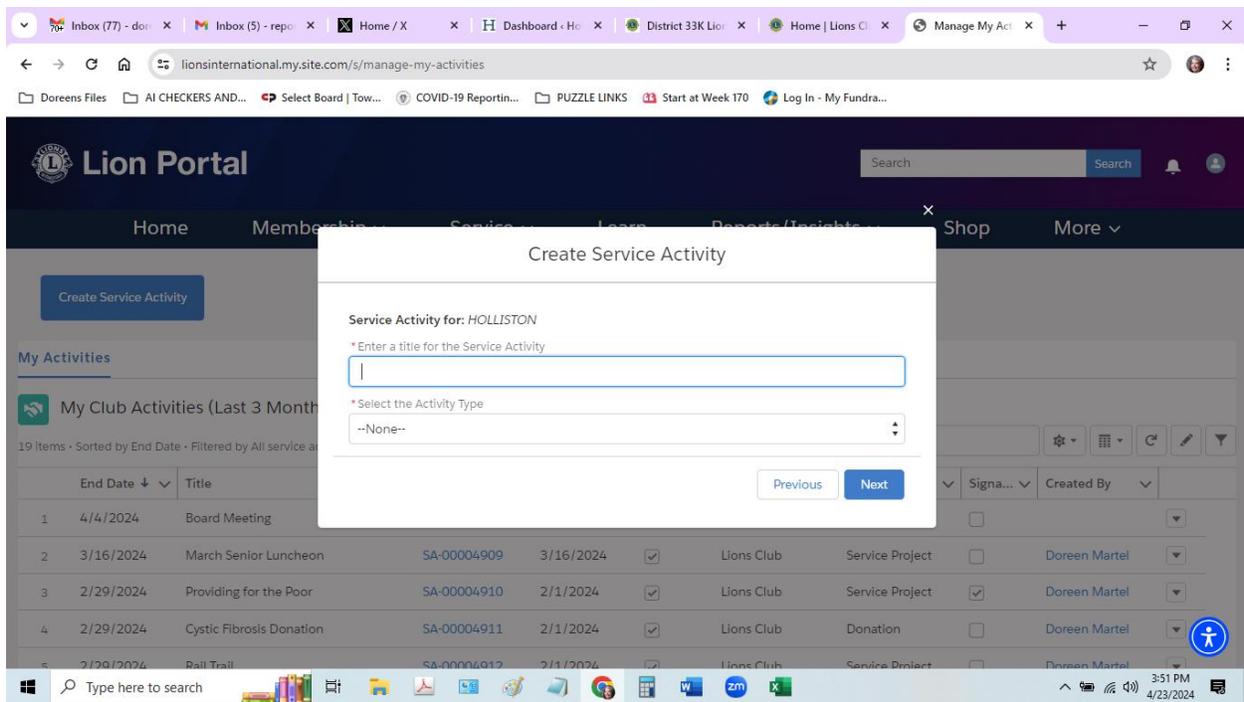
Click on MyClub and you will get this page:



Click on Service from the top menu and you will get this page:



Click on Create Service Activity and you will see this:



Once you enter the name and type of activity you will see this (this one is a donation)

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Service Activity" and the address bar shows the URL: lionsinternational.my.site.com/s/lci-service-activity/a29Ns000000kjoXIAQ/sa05544767. The browser's address bar also displays several bookmarks: Doreens Files, AI CHECKERS AND..., Select Board | Tow..., COVID-19 Reportin..., PUZZLE LINKS, Start at Week 170, and Log In - My Fundra... The main content area displays a record for "Holliston Pantry Shelf" with a status of "Draft". Below this, an "Information" section contains the following fields:

Field	Value
Record Type	Donation
Title	Holliston Pantry Shelf
Sponsor	HOLLISTON
Activity Level	Lions Club
Status	Draft
Start Date	
End Date	
Report Complete	<input type="checkbox"/>
Cause	
Project Type	Donation
Description	
Created By	Doreen Martel, 4/23/2024, 2:52 PM

The Windows taskbar at the bottom shows the search bar with "Type here to search", several application icons, and the system tray with the time 3:53 PM and date 4/23/2024.

After filling in all areas that apply hit save and you will see it changes to completed

This screenshot is identical to the one above, showing the same web browser window and record details. However, the status of the record "Holliston Pantry Shelf" has changed from "Draft" to "Completed". The "Report Complete" checkbox is now checked, and the "Created By" field remains "Doreen Martel, 4/23/2024, 2:52 PM". The rest of the interface, including the browser tabs, address bar, and Windows taskbar, is the same as in the previous image.