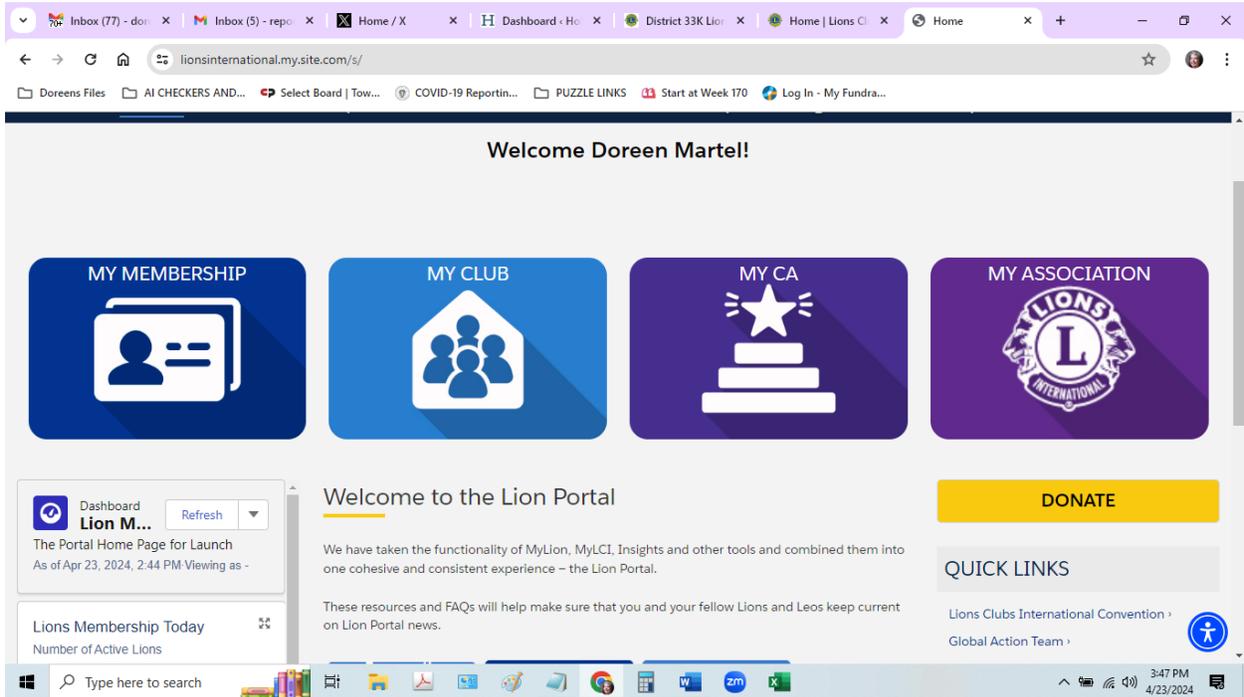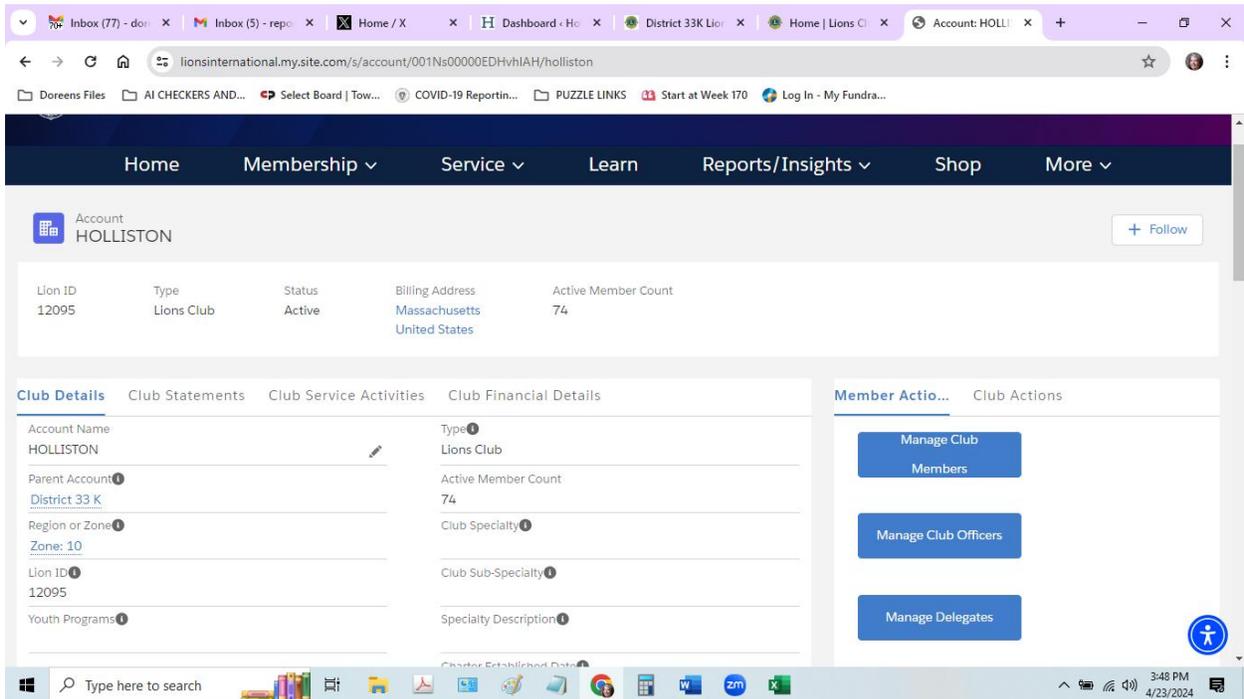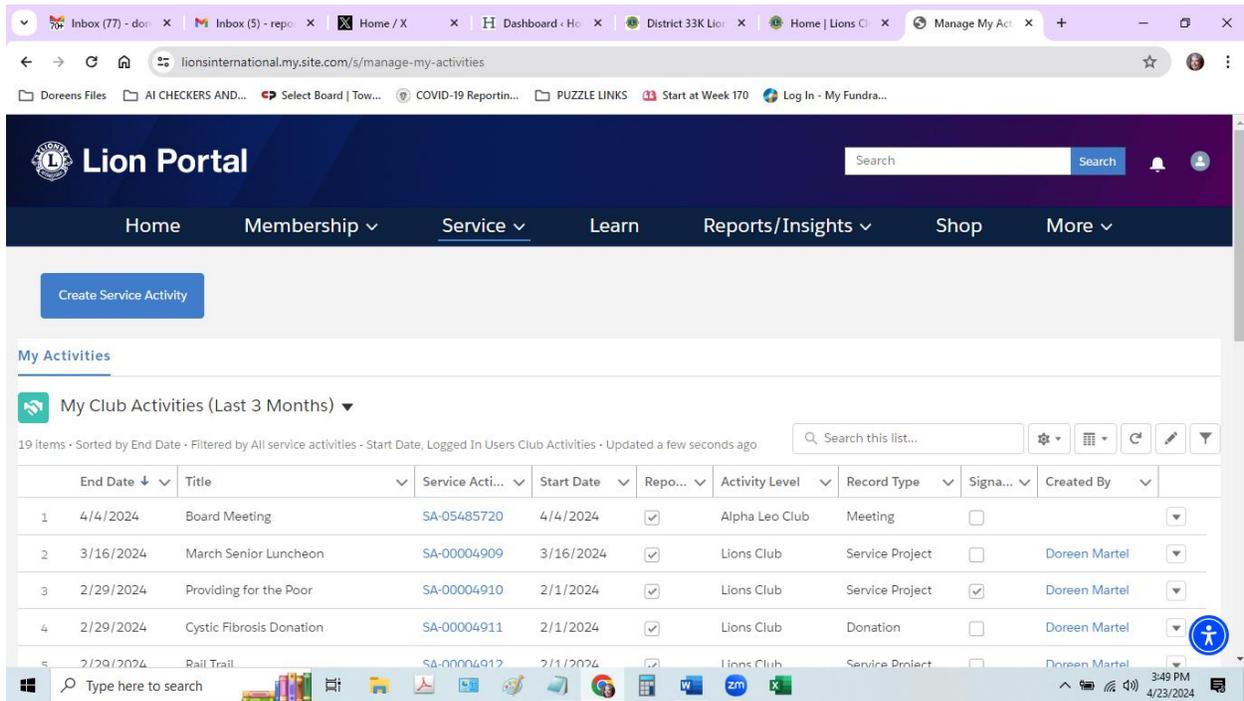To add service activities

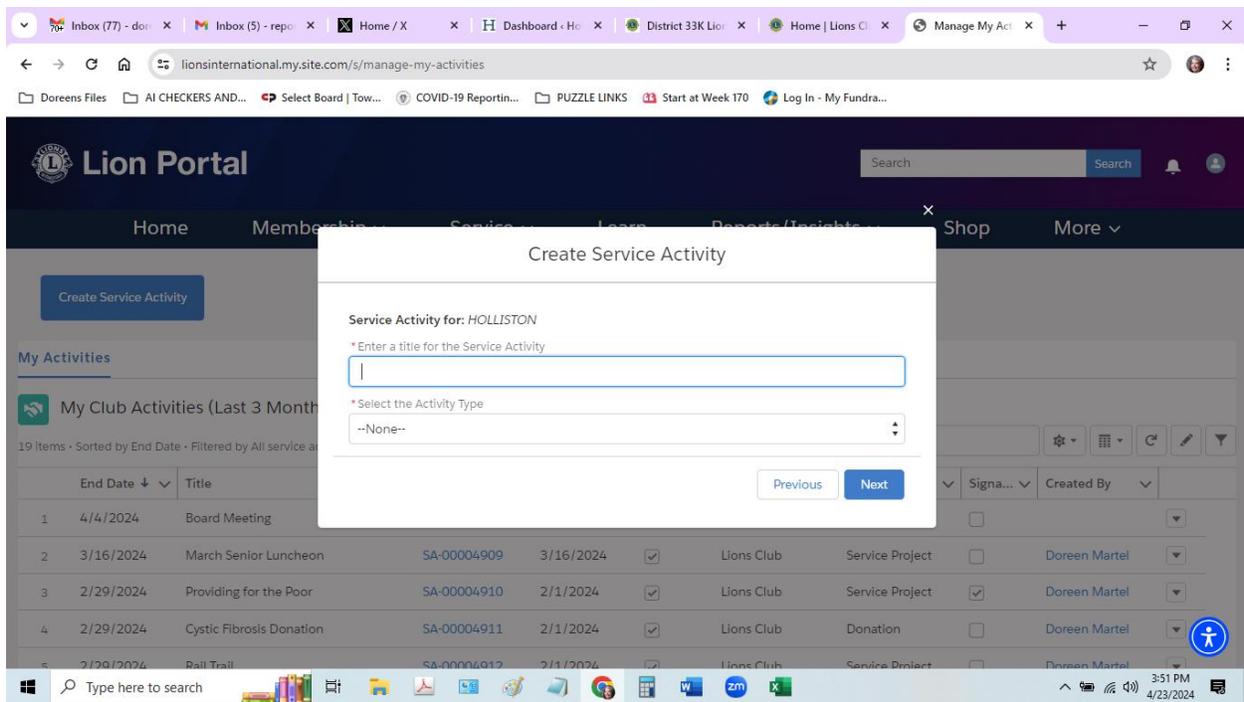Log into the portal and you will see this page:

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)

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