



How to report and
celebrate service

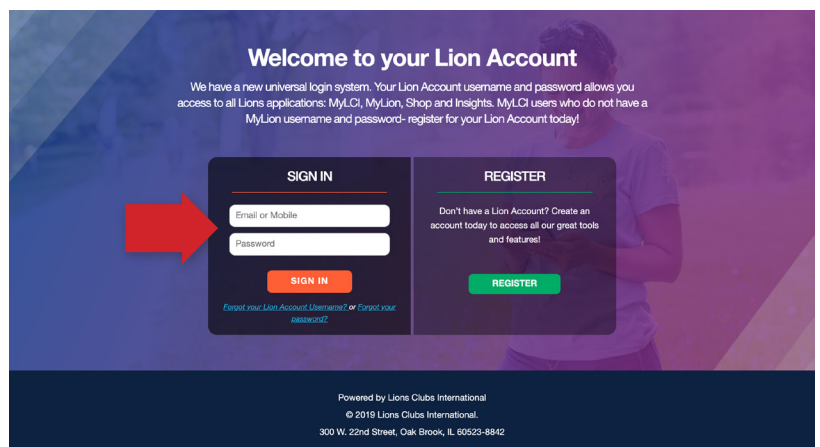


Lions Clubs International

1. On lionsclubs.org, select “Member Login”



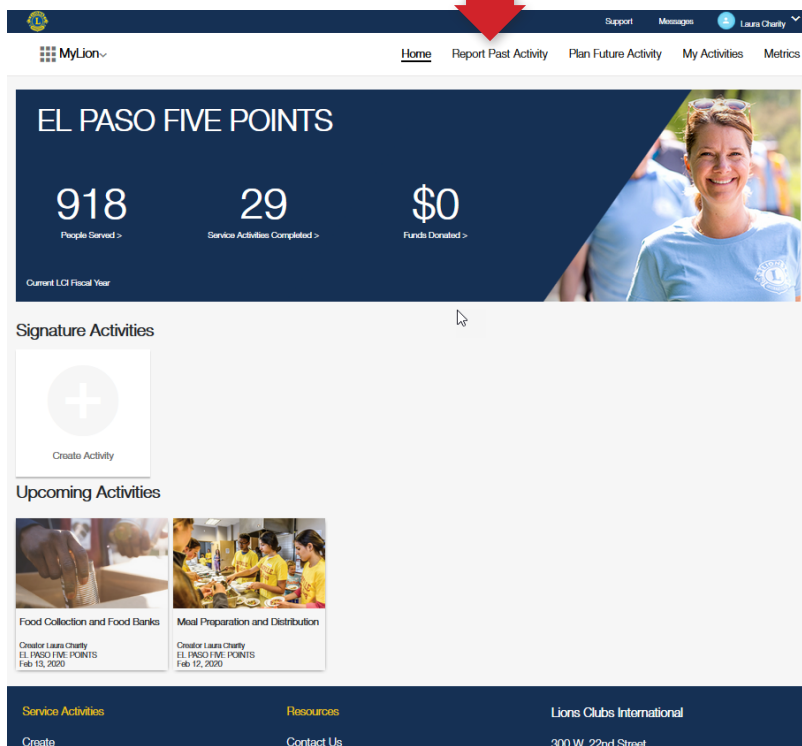
2. Log in to your Lion Account



3. Under “MyLion,” click “Go”



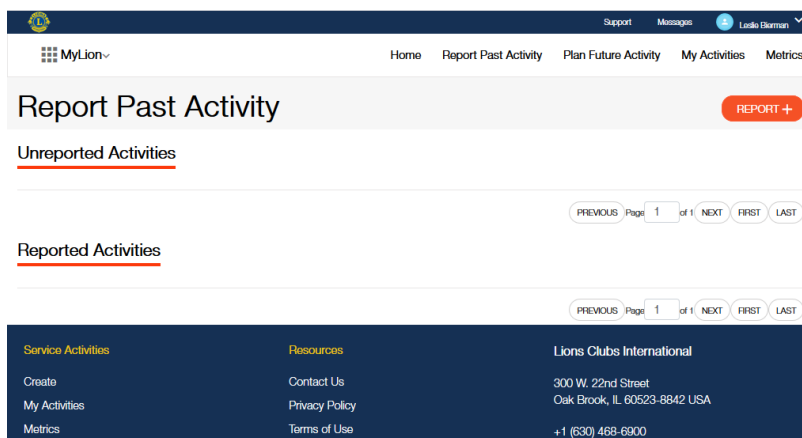
4. Select “Report Past Activity”



The screenshot shows the MyLion dashboard for 'EL PASO FIVE POINTS'. The top navigation bar includes links for Home, Report Past Activity, Plan Future Activity, My Activities, and Metrics. A red arrow points to the 'Report Past Activity' link. The dashboard displays three key metrics: 918 People Served, 29 Service Activities Completed, and \$0 Funds Donated. Below these are sections for Signature Activities (with a 'Create Activity' button) and Upcoming Activities (showing 'Food Collection and Food Banks' and 'Meal Preparation and Distribution'). The footer contains links for Service Activities, Resources, and Lions Clubs International contact information.

5. Click “Report +”

Only reporting officers will see this button



The screenshot shows the 'Report Past Activity' page. The top navigation bar is the same as the previous page. The main heading is 'Report Past Activity', and a red arrow points to the 'REPORT +' button. Below the heading are two sections: 'Unreported Activities' and 'Reported Activities', each with a pagination bar showing 'Page 1 of 1'. The footer is identical to the previous page.

6. (A) Complete the form

(B) Select “Report”

The screenshot shows the MyLion web interface. The top navigation bar includes 'Support', 'Messages', and a user profile 'Leslie Bierman'. The main navigation bar has 'Home', 'Report Past Activity', 'Plan Future Activity', 'My Activities', and 'Metrics'. The breadcrumb trail is 'Home > Report Past Activity > Activity Form'. A red box labeled 'A.' highlights the form fields, which are organized into sections: '1. Activity Level' (Activity Level, Club: HERNANDO), '2. Activity Details' (Activity Creator: Leslie Bierman, Activity Duration: Single Day, Start Date, Activity Type, Signature Activity?, Cause, Project Type), '3. Share' (Who can see this?: Everyone), and '4. Story' (Description: Tell your story about the activity.). At the bottom of the form is a large text area with a plus icon. Below the form are three buttons: 'Cancel', 'Save', and 'Report'. A red arrow labeled 'B.' points to the 'Report' button.

7. Select “OK”

The screenshot shows the '4. Story' section of the form. A white dialog box with the text 'Successfully Submitted!' is centered on the screen. Below the text is an orange 'OK' button, which is highlighted by a red arrow. The background shows the 'Description' field and a 'Featured Photo' section with a photo of a person in a yellow shirt. At the bottom of the form are four buttons: 'Cancel', 'Delete', 'Save', and 'Report'.

Learn more at lionsclubs.org/service-reporting