

## **Create a Service Activity**

### Service Activities may be created in two ways - a future activity - a past activity

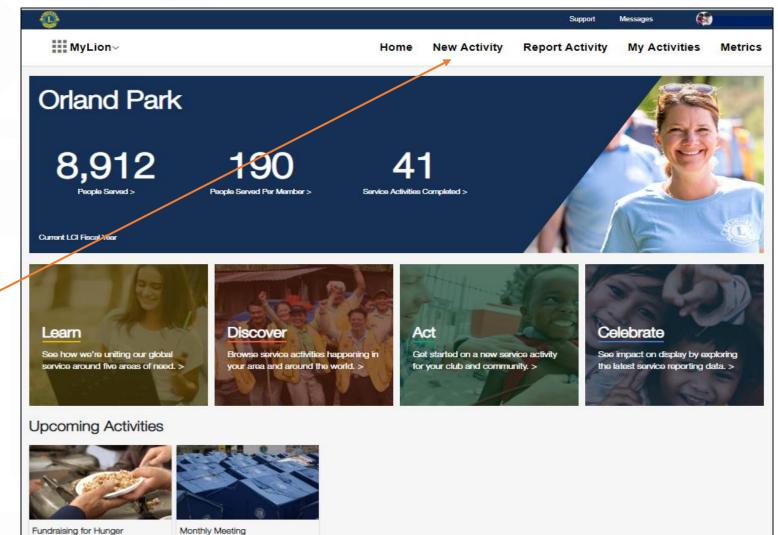
- Future activity
  - May be created by Lion Officers
     or Members
  - Planned for the future
  - May be reported upon completion

### • Past activity

- Must be reported by club officers
  - Club President
  - Club Secretary
  - Club Service Chairperson
  - Club Administrator
- Must be completed in the past
- Is created and reported simultaneously

#### **Create a Service Activity**

click New Activity



Orland Park Feb 6, 2019 - Feb 8, 2019

Create

Metrics

My Activities

Orland Park Feb 13, 2019

Monthly Meeting

Service Activities

Contact Us Privacy Policy Terms of Use

Resources

#### Lions Clubs International

300 W. 22nd Street Oak Brook, IL 60523-8842 USA

+1 (630) 468-6900

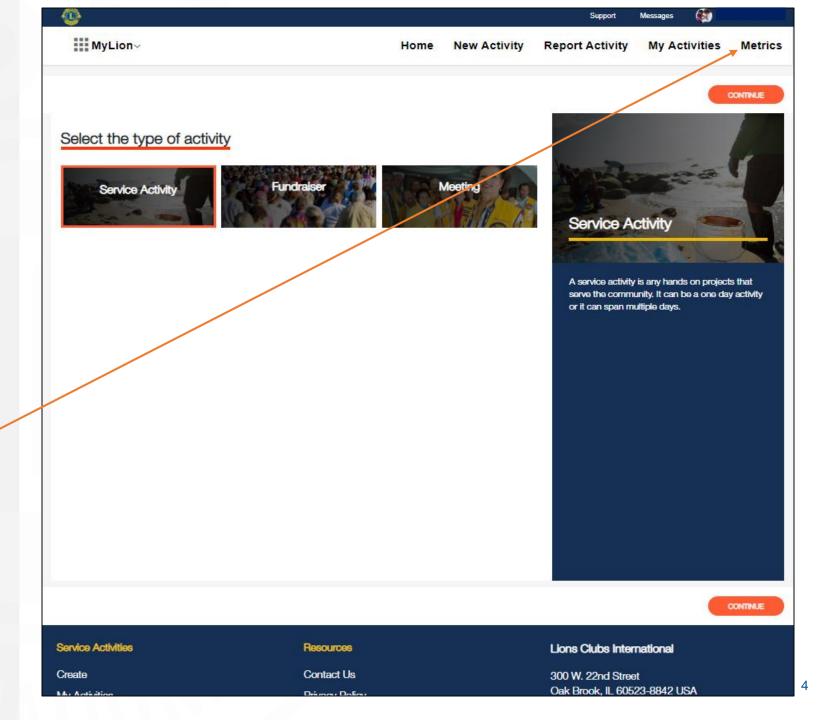
#### Select the type of activity. Click Continue.

You may select:

- Service Activity
- Fundraiser
- Meeting

Fundraiser and Meeting are not counted in the MyLion Metrics Page.

The defaulted selection is "Service Activity"



Notice your progress.

Select the cause that your activity will impact. Click Continue.

MyLion∨		Home	New Activity	Report Activity	My Activities	Me
GO BACK						CONTINU
2 3 Type Details Inv	l 5 ite Preview					
lect the cause that	your activity will impact.					
			0			
Hunger	Environment	Chil	dhood Cancer	Diabetes		
0	۲			increasing numb	bal epidemic, affecting er of men, women, and	l childre
Diabetes	Vision		Other	affecting the hea	<ol> <li>It can lead to serious it and blood vessels, ey and teeth. In most high-</li> </ol>	yes,
				cardiovascular d	tes is a leading cause of isease, blindness, kidne mputation. It is expecte	ey failur
				affect 629 million diverse commun	adults by 2045. Servin ities all over the world, its of diabetes and are	ig in we see
				something about objective is to re	t it together. Our strateg duce the prevalence of	jic diabete
				and improve qua	lity of life for those diag	nosed.
GO BACK						CONTIN

## **Choose the project you are planning.** Click Continue.

1 Cause

The more common projects are listed on the screen. If your project does not fit one of the titled options please select Other.

Notice the information provided in the right hand panel about the activity. Here is where you may download a planning guide for assistance.

#### 6.50 Suppor MyLion~ Home New Activity **Report Activity** My Activities Metrics < GO BACK CONTINUE 3 Details 5 Previev Invite Choose a step by step project planner to guide your service. Type 2 Diabetes Screening Half-day Diabetes Family Strides for Diabetes Event Healthy Living for Type 2 Diabetes **Diabetes Support Group** Healthy Eating for Gestational Healthy Living for Type 2 Diabetes Diabetes Lions Healthy Lifestyles A health and wellness event for people at risk of Type 2 diabetes that promotes healthy eating. **Recreational Facility** Type 2 Diabetes Risk Other meal planning, and physical activity education Awareness Event Improvement Event WHAT YOU WILL ACHIEVE 1. Raise awareness and provide education for the community by promoting healthy living DURATION Event Duration: 1-2 hours Expected Planning Time: 1-2 months Download the Full Planning Guide < GO BACK CONTINUE Service Activities Resources Lions Clubs International

### Add Activity Details.

Complete the Activity details information

٠			Support	Messages 🚯	or 25
MyLion~	Home	New Activity	Report Activity	My Activities	Metric
< GO BACK				-	CONTINUE
uee Type Details Invite Preview					6
I. Activity Details				ving for Type 2	
Healthy Living for Type 2 Diabetes	4		Diabetes	1	
Address or Place *			of Type 2 diabe eating, meal pla education	ellness event for peop tes that promotes hea anning, and physical a	althy
Start Date *         IIII         Time         08 : 00 AM           End Date *         IIIII         Time         5 : 00 PM				VILL ACHIEVE ess and provide educativ ity by promoting healthy	
Activity Description *			DURATION		
A health and wellness event for people at risk of Type 2 diabetes that promotes healthy eating, meal			Event Duration: 1- Expected Plannin	-2 hours g Time: 1-2 months	
Please enter the missing information.			Download the Full F	Planning Guilde	
2. Privacy Settings					
Vho can see this? Everyone Club Only me					
Who can join? Everyone Any Lion or Leo Invite Only					
< GO BACK				_	CONTINUE

## Set Privacy Settings. Click Continue.

1 Cause

Select Who can see the activity?

- Everyone
- Just your Club
- Only me

Only me - will save the activity information as a draft until you are ready for others to see the activity.

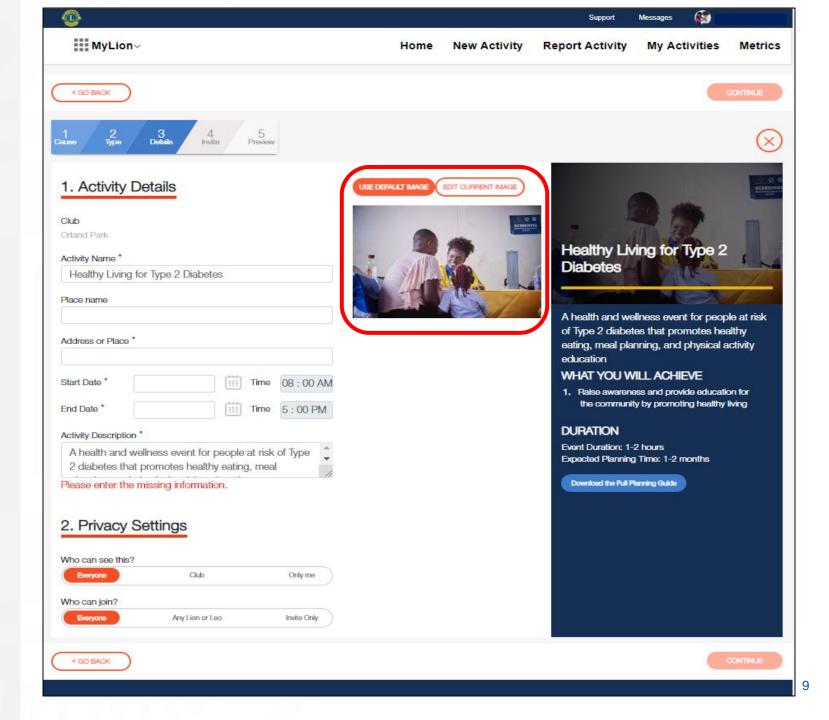
Select Who can join the activity?

- Everyone
- Any Lion or Leo
- Invite only

<b>B</b>			Support	Messages 🕼	
MyLion~	Home	New Activity	Report Activity	My Activities	Metric
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se <mark>2 3 4 5</mark> Type Details Invite Preview					$\otimes$
. Activity Details		EDIT CURRENT MAGE		ving for Type 2	
ace name	T.		of Type 2 diabe	ellness event for peop tes that promotes he	althy
tart Date *			education WHAT YOU M 1. Raise awaren	ess and provide educati	ion for
A health and wellness event for people at risk of Type			DURATION Event Duration: 1-	ity by promoting healthy -2 hours	IMING
2 diabetes that promotes healthy eating, meal			Expected Plannin Download the Full F	g Tirme: 1-2 months Planning Guide	
. Privacy Settings					
Tho can see this?  Everyone  Club  Only me					
Tho can join? Everyone Any Lion or Leo Invite Only					
< GÓ BACK				_	CONTINUE

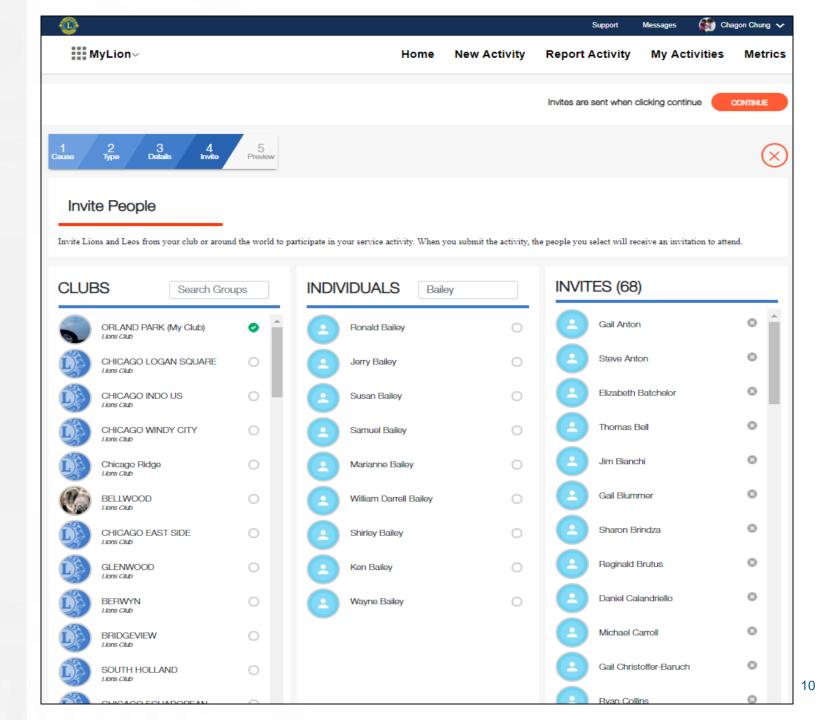
# Save Image for the Activity. Click Continue.

A default image is provided for the activity. This may be changed to use a custom image by selecting "Edit Current Image"



#### **Invite People. Click Continue.**

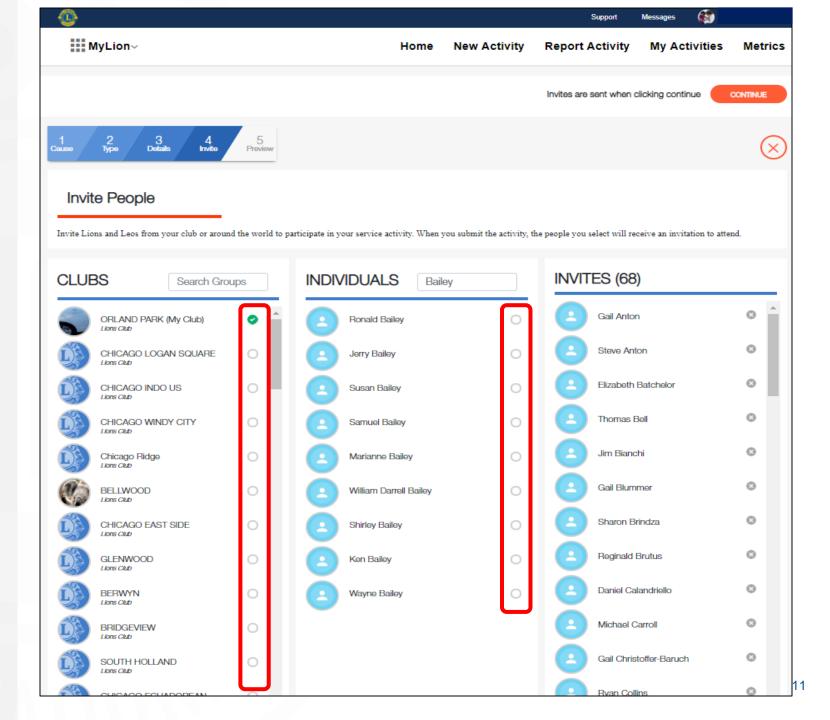
Invite clubs or individuals to attend the activity.



#### Select Invitees. Click Continue.

Click on the circle next to club or individual and the invitees will be populated in the "Invites" column.

You may deselect invitees by clicking on the circle next to their names in the Invite column.

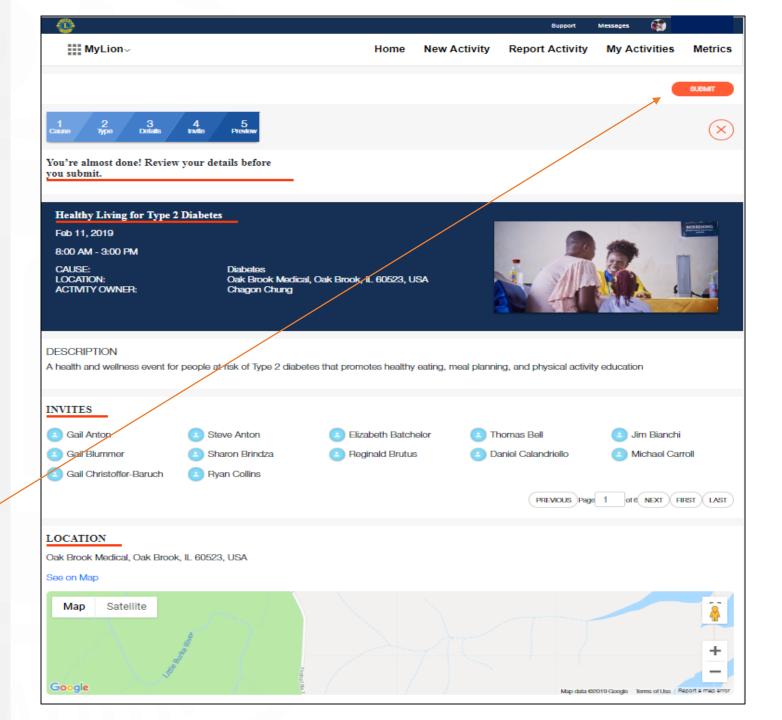


#### **Activity Summary Page**

Review the information entered for the event.

There is a "Go Back" button at the bottom of the page if any edits are required.

Use the "Submit" button to save the information.



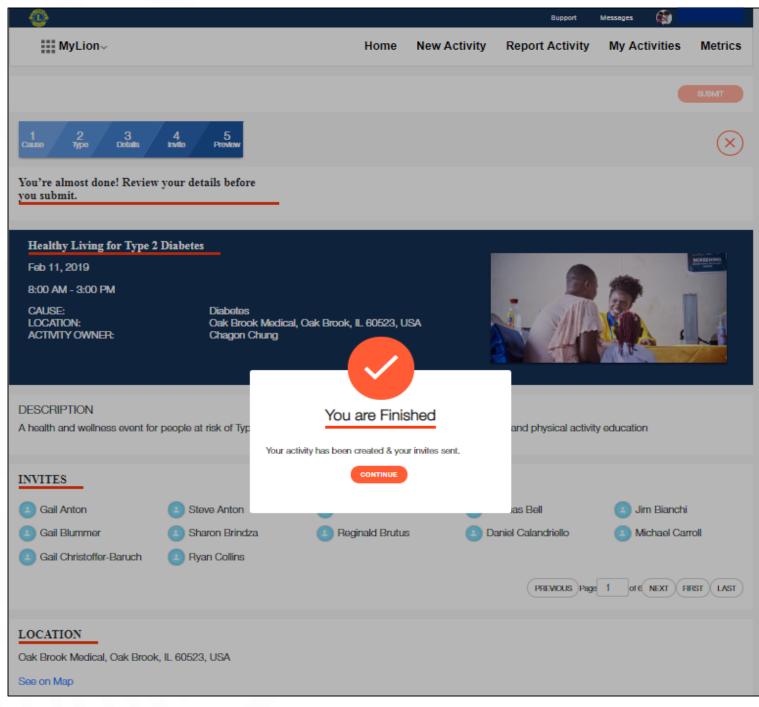
#### **Confirmation Message**

A pop-up box will appear to confirm completion.

This completes the creation process. You may perform the reporting process upon completion of the activity.

This Service Activity will appear on MyLion and the invites were sent out.

Note: Email invitations are automatically sent to the invitees. Any invitees who are not registered on MyLion will receive an email notification encouraging them to sign-up.



# Thank you