

**\*\* These directions are useable before the year end of June 30<sup>th</sup>! If you do it after the beginning of the year, see the bottom for instructions on retrieving previous year's report.**

## Doing the Year-End Service Activity Report (online)

One way to retrieve your Service Activities report for the current years-end is to follow the instructions below:

- Open a WORD Document.
- Go to your club's website and click on the Service Activities tab. Once there, depending on the time of year, you will see a compilation of all your activities in boxes labelled: **Total People Served; Total Volunteers; Total Volunteers Hours; Total Funds Donated and Total Funds Raised**. It is the information contained in these boxes that you will send to us.
- The Snipping Tool is what you are now going to use to select your information – this works only on PCs: On your keyboard find the Windows Logo – this is the 4-square boxes normally found on the lower left side.
- Select this Windows logo with the shift key and the letter 'S'. This will give you the snipping tool, which will make your screen darker. Find the white cursor symbol that looks like a + sign.
- Use this to select the portion you want, which is your club's name (upper left side of screen) down to the five boxes.

Lion ID	Type	Status	Total Member Count
106004	Lions Club	Active	22

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Club [Create Service Activity](#)

Total People Served*	Total Volunteers	Total Volunteer Hours*	Total Funds Donated*	Total Funds Raised*
86,255	6,870	1,796.1	\$4,615.00	\$29,460.00

\*These values represent the capped numbers that have been reported to LCI [Download Excel](#)

- Once you let go of the mouse a pop-up will let you know that the information has been saved to the clipboard.
- Go back to your opened WORD document and select on your keyboard, Control (Ctrl) and the letter 'V' This is a pasting shortcut.
- The information you selected will appear in the document.
- Save to your computer and send to the MD19 Office before July 25<sup>th</sup>.

## Doing the Year-End Service Activity Report (online – after July 1<sup>st</sup>)

When on the Lion Portal, click on Service at the top of the page. Once the page loads you will see filters on the left side of the screen. Under the filters select "Previous Year" This will show all the activities from the last fiscal year and a total of them in boxes at the top. The procedure is then the same as shown above.