Step-by-Step Checklist for Creating, Reporting, and Copying a Meeting Activity in Lion Portal

Creating a Service Activity

1. **Sign in** to the Lion Portal at lionportal.org.
2. Click **"Service"**.
3. Click **"My Activities"**.
4. Click **"Create Service Activity"**.
5. Select your club by clicking the radio button next to your club name.
6. Click **"Next"**.
7. Enter a **Title** for the Service Activity.
8. Select the **type of Service Activity** from the dropdown (e.g., Meeting).
9. Click **"Next"**.
10. Click the **pencil icon** or **"Edit"** button to begin editing the activity.
11. Enter/update data by clicking into the fields or using the **"tab" key**.
12. Scroll through the form to complete required fields:
    - Enter a **Description**.
    - Enter the **Start Date** (MM/DD/YYYY format).
    - Enter the **End Date** (MM/DD/YYYY format).
    - Enter **Total Volunteers**.
    - Enter **Total Volunteer Hours** (required field).
13. Scroll further to enter optional details about the activity.
14. Click **"Save"** to save your data entry.
15. Look for the green **"Success!"** message and click the **"X"** to close it.
16. Once the activity's end date has passed, its status will be set to **"Ready to Report"**.

Reporting a Service Activity

17. Click the **pencil icon** next to **"Report Complete"**.

18. Click the **"Report Complete"** field.
19. Click **"Save"**.
20. Look for the green **"Success!"** message and click the **"X"** to close it.

Copying a Service Activity

21. Click **"Copy"** for a recurring activity.
22. Look for the green **"Success!"** message and click the **"X"** to close it.
23. Click **"Edit"**.
24. Update the **Title** to make it unique.
25. Enter the **Start Date** and **End Date** (these are not copied automatically).
26. Update the **Total Volunteers**, **Total Volunteer Hours**, and other metrics as needed.
27. Scroll back to the top and click the **"Report Complete"** field.
28. Click **"Save"**.
29. Look for the green **"Success!"** message and click the **"X"** to close it.

Viewing and Returning

30. Click the **Club Name** or **"Details" tab** to return to the Club detail page.
31. Click **"Club Service Activities"** to view the newly created Service Activities.
32. Click **"Home"** to return to the main landing page.

This checklist provides a streamlined process for managing Meeting Activities in the Lion Portal.