

# Lions Clubs International Signature Service Activities Frequently Asked Questions



## Frequently Asked Questions

**Q: How do I add a signature service activity?**

A: From the My District or My Lions Clubs menu, select Signature Service Activities. From the Signature Service Activities page, click the Add the Signature Service Activity button. Select the Activity Type, type the Activity Title and the Activity Description. Click the Save button.

A screenshot of a web form titled "Add Signature Service Activity". The form has a light yellow background. It contains the following fields: "Activity Type" with a dropdown menu and a "Select Type" button; "Activity Title" with a text input field; "Activity Description" with a larger text area; and "Status" with a checked checkbox labeled "Active". At the bottom of the form are two buttons: "Save" and "Cancel".

**Q: How do I add an existing signature activity to my monthly report?**

A: From the My Lions Clubs Service Activities page, click the Add Activity button. From the Add Activity page, click the Signature Activity drop down arrow. Click on the Signature Activity title. The page will populate with predefined information about the activity. You can update the information that was populated into the window. Then add the other information about your activity and click Save.

# Lions Clubs International Service Activity Report Frequently Asked Questions

A screenshot of the 'Add Activity' form. The form has a yellow header with the title 'Add Activity'. Below the header is a section titled 'Basic Activity Information'. It contains several fields: 'Fiscal Year' with a dropdown menu set to '2012-2013'; 'Month' with a dropdown menu set to 'January'; 'Signature Activity' with a dropdown menu set to 'None'; 'Activity Type' with a dropdown menu open, showing options: 'None', 'aid to disadvantaged families', 'Food drives for the Months of November -December - January 2012', and 'Tree Planting' (which is highlighted in blue); 'Activity Title' with a text input field; and 'Activity Description' with a text area. A red arrow points to the 'Activity Type' dropdown menu.

**Q: How do I remove a signature activity?**

A: From the My Lions Club or My District menu, select Signature Service Activities. From Signature Service Activities page, click the Edit Activity button associated with the signature activity you would like to remove. From the Edit Signature Service Activity page, de-select the Status Active checkbox. That will remove the Signature Activity. No activities associated with the removed Signature Activity will be affected.

A screenshot of the 'Edit Signature Service Activity' form. The form has a yellow header with the title 'Edit Signature Service Activity' and a sub-header 'ADRIAN EVENING (4418)'. It contains several fields: 'Activity Type' with a dropdown menu set to 'aid to disadvantaged families' and a 'Select Type' button; 'Activity Title' with a text input field set to 'aid to disadvantaged families'; 'Activity Description' with a text area set to 'aid to disadvantaged families'; and 'Status' with a checked checkbox labeled 'Active'. A red arrow points to the 'Status' checkbox. At the bottom of the form are 'Save' and 'Cancel' buttons.

**Q: How do I edit or delete signature service activities?**

A: From the My Lions Club or My District menu, select Signature Service Activities. From Signature Service Activities page, click the Edit Activity button associated with the signature activity you would like to delete or edit. From the Edit Signature Service Activity page, you can update the information about the activity. To delete the

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Signature Activity, de-select the Status Active checkbox. That will remove the Signature Activity. Click the Save button.