### MONTHLY / YEARLY ACTIVITY REPORTING SCREEN

#### **Guidelines**

This report is filled out at any interval you wish (monthly, quarterly, semiannual or yearly) but you must select a month in order to enter information. The information entered will be accumulated at the end of the lionistic year to produce the Annual Activity Report. Please remember that monetary amounts and hours should be entered in **whole numbers only – no commas, no decimal points and no dollar signs.** 

#### **Getting Started**

To report your club activity, click the **Go!** button next to "Monthly/Yearly Activity Report" on the Club Report Selection screen.

						_			
	Home	Membership	Club	District	Multi-District	Logout			
Club Info	<u>Club O</u> 1	ficers   Bi	lina I 6	Branches   D	istrict Officers	Reports			
Club Report Selection Club: HARVEYS LAKE (6070)									
	Report								
	Club Ros	ter With Addres		Print					
	Club Ros	ter Without Add		Print					
	Club Atte	ndance Sheet		Print					
	Club Dire	ctory		Print					
	Club Mor	thly Reporting I		Print					
	Monthly I	Membership Re		Print					
	Lions Clu	ibs Officer Repo	J-101)	Print					
	Members	hip Data Downl		View					
	Monthly /	Yearly Activity		GolD					
	Processe	ed Transactions		Print					
	Forms			I	di d				
	New Member Form								
	Close								

#### There are 3 options on the Monthly/Yearly Report Activity Menu. Click the **Go!** button next to your selection.



#### Enter a New Activity Report

Select the month you wish to report from the drop down menu. Only months that have not been reported will be displayed. Click the **Go!** button next to "Complete the entire Report" or click the **Go!** button next to "Complete a part of the Report."



Click in the box of the activity you wish to report. Enter any monetary donations. **Remember:** All numeric fields are entered as whole numbers. NO commas, decimal points or dollar signs.

Click the **Save** button when you are done checking the boxes and entering the donations and hours.

Diabetes Awareness Education					
Diabetes Screening		Club Twinning			
Diabetes Camping		Immigrants / Refugees			
Education		Interclub Assistance			
Medication / Equipment		International Hosting			
Research		Lions Day with the U.N.			
C Other 1		Mission to other countries			
C Other 2		R World Peace Day			
C Other 3		Club Assistance			
		C Other 2			
Donations		C Other 3			
Hours					
	R	Donations			
	*	Hours			
		Add Activity Highlight			
	Canaal	Print Depart			
Save	Cancel	Part Report			

You will receive a confirmation with the statement "Your report has been saved." in red at the top of the form

Н	ome <u>N</u>	<u>Membership</u>	Club	District	Multi-District	Logout		
<u>Club Info</u>	Club Office	<u>rs</u> I E	)illing	Branches	District Officers	Reports		
Monthly / Yearly Activity Report - Club: HARVEYS LAKE (6070) New Activity Report for July - 2005 In the boxes provided, please click on the activities in which your club participated. For each major category, please enter the total amount of monetary donations to charitable causes and an estimate of volunteer service hours. To estimpte volunteer hours, multiply the number of donated hours by the number of persons involved in the service project. Your report has heen saved								
Currency: US Dollars								
Sight Services Youth Services								
Community Education			🗆 Drug Awareness					
Vision Screening								
Provide New Eyeqlasses Leo Club								

After you have saved your activity form you can click the **Cancel** button to return to the Annual Activity Month Selection screen or you can click the **Add Activity Highlight** button on the bottom of the form.

## Activity Highlight

The Activity Highlights can be entered after saving the activity form or the highlights can be entered without entering activity on the form.



Enter your Activity Highlight narrative. When you are done click the **Save** button. You will receive a confirmation with the statement "Your report has been saved." in red at the top of the form

You can now click **Cancel** to return to the Annual Activity Month Selection screen or you can click the **Print Report** button.

## Print Report

A report can be printed for this year or for last year only if the report was entered on the WMMR site. Click on the type of report you wish to print.



### **Print Monthly Report**

Clicking on this button will display the following screen:

	<u>Home</u>	Membership	<u>Club</u>	District	Multi-District	Logout			
<u>Club Info</u>	<u>Club O</u> 1	ificers   <u>Billin</u> d	a I <u>Br</u> a	inches   <u>Di</u>	strict Officers	Reports			
Monthly / Yearly Activity Report - Club: HARVEYS LAKE (6070) - Print Current Year's Reports									
F	Please select from completed reports:								
	🗆 July	🗖 Aug	🔲 Sept	🔲 Oct					
	Nov 🗖	🗖 Dec	🔳 Jan	🔳 Feb					
	🗖 Mar	🗖 Apr	🔳 May	🔲 June					
	Print	Cancel			ß				

Select the months you wish to print. You can only select the months that have reported information. Months not reported will be grayed out and you will not be able to select them. Click the **Print** button.

The monthly report will be displayed. You can now print the report or save it to your hard drive. The saved report can be attached in an email to your district officer.

Click the browsers back arrow button to return to the monthly selection screen. Click **Cancel** to return to the Print menu.

# <u>Update or Correct a Current Year</u> <u>Activity Report</u>

To update or correct a current year monthly report, click on the **Go!** button next to this option.



Click the down arrow to select the month you wish to update. Click on the month to select it. Click the **Go!** button next to full form or form section.

Enter the changes you wish to make. Click the **Save** button when you are done. You will receive a confirmation with the statement "Your report has been saved." in red at the top of the form

You can now click **Cancel** to return to the Annual Activity Month Selection screen or you can click the **Print Report** button.