

MONTHLY / YEARLY ACTIVITY REPORTING SCREEN

Guidelines

This report is filled out at any interval you wish (monthly, quarterly, semi-annual 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.

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.

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

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:

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.

Update or Correct a Current Year Activity Report

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

The screenshot shows a web interface for 'Club: HARVEYS LAKE (6070)'. At the top, there are navigation tabs: Home, Membership, Club, District, Multi-District, and Logout. Below these are sub-tabs: Club Info, Club Officers, Billing, Branches, District Officers, and Reports. The main content area is titled 'Monthly / Yearly Activity Report Menu - Club: HARVEYS LAKE (6070)'. It contains three rows of options, each with a 'Go!' button to its right:

- Enter a new Activity Report [Go!]
- Update or correct a current year Activity Report [Go!]
- Print an Activity Report [Go!]

A mouse cursor is pointing at the 'Go!' button for 'Update or correct a current year Activity Report', which is circled in red. At the bottom of the menu is a 'Close' button.

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.