Members can view summary information two ways in Rotary Club Central: **Global View** and **Reports**.

**1. Navigate to the Global View Option**

- Select **Global View** from the navigation menu.

**2. Choose a Year and Goal to View**

- Select which goal category you want to see.
- Select the Rotary year.
Select the organization level to view related summary data about progress toward goals. You can also view trends for each organization level on the Dashboard screen.

In this example, the Service goal category is selected.

Each of the goals in the category is displayed.

The Clubs With Goal column shows the number of clubs that have set a goal, and the number of clubs in the district. For example, here, 16 represents the number of district clubs that have set the Service Projects goal.

This column shows the goal total for all clubs who have set a goal. In this example, the district goal is 105 service projects for the year.

The Achievement column shows the total reported progress against the goal. For example, the clubs in this district have reported 5 completed service projects so far this year.
Select the information button for a description on how the displayed data was calculated.

Select Print for a copy of the goal summary information.

See how data is calculated and print it.
5. Navigate to the Reports Option

Select **Reports**. Then select the report you’d like to view.

Note: You can also find club and district reports by selecting the **Manage** tab on My Rotary.

You can view the report on the page or print it. You can also export the report in the PDF, Excel, or CSV format.

You can view some reports as a chart or table.