

HOW TO ACCESS ROTARY CLUB CENTRAL



1

Go to My Rotary and select **Sign In** or **Register**. Or go to rotary.org/clubcentral to reach the site directly. You'll be prompted to sign in to My Rotary or create an account if you haven't already.

Sign In Register

Member Center

SIGN IN TO MY ROTARY

REGISTER FOR AN ACCOUNT

2

Select **Member Center**

3

Select **Rotary Club Central**

SIGN IN

SIGN-IN EMAIL *

Forgot email? [?](#)

PASSWORD *

Forgot password?

REMEMBER ME [?](#)

SIGN IN

WHY CREATE AN ACCOUNT?

Signing in to My Rotary gives you access to customized tools and resources. Anyone with the My Rotary account can sign in with their registered email address and password. For more information, visit [myrotary.org](#).

CREATE AN ACCOUNT

JOIN US!

Tell us who you're interested in Rotary and we'll help you find the right club.

REFER A MEMBER

Refer a potential member and we'll help connect them to the right club. Only current members can refer new members. To refer someone to your own club, contact your club secretary.

REFER A MEMBER

ROTARY GLOBAL REWARDS

Explore our member benefit program for discounts on travel, hotels, dining, and entertainment.

EXPLORE REWARDS

ONLINE TOOLS

Rotary Club Central

Brand Center

Rotary Showcase

Rotary Ideas

Learning Center

INTERNATIONAL CONVENTION



Plan now to attend Rotary's biggest event of the year. It's your chance to connect with members from around the world.

REGISTER

THE ROTARIAN

Dashboard

Goal Center

Global View

Service Activities

Resources

Reports

Contact Us

SETTINGS

Language

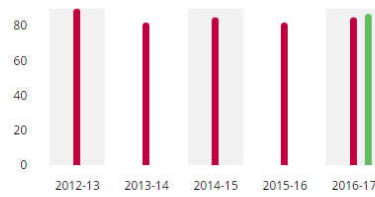
Dashboard

Welcome to Rotary Club Central, the online tool for setting goals and tracking progress. Explore data and trends related to your club's goals on this page, and use the tabs to manage goals, project activities, and more. **Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.**

Global My Zone My District My Club Group My Club

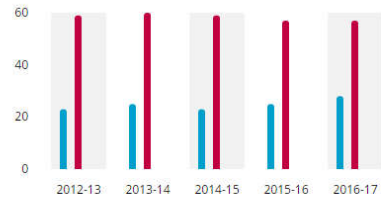
Rotary Club of Riverhead

Membership Trends



	2012-13	2013-14	2014-15	2015-16	2016-17
July 1	-	-	-	-	-
Achievement	90	82	85	82	85
Goal	0	0	0	0	87

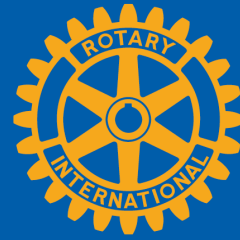
Gender Trends



	2012-13	2013-14	2014-15	2015-16	2016-17
Female	23	25	23	25	28
Male	59	60	59	57	57
Unreported	0	0	0	0	0

HOW TO SET A GOAL

For club officers



1

NAVIGATE TO GOALS

Dashboard

Welcome to Rotary Club Ce... Explore data and trends relate... goals and tracking progress. Explore data and trends related to goals, project activities, and more. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

Global My... My District All Club Groups All Clubs

Global

Membership Trends

1,000,000 500,000 0

2012-13 2013-14 2014-15 2015-16 2016-17

500,000

2013-14 2014-15 2015-16 2016-17

Select **Goal Center** from the navigation menu on the left

2

FIND GOALS TO TRACK

Dashboard

Goal Center

The Goal Center is wh... goals your club will focus on, and track progress. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

All Club Groups All Clubs Search clubs...

Rotary Club of

0 OF 8 ACHIEVEMENT

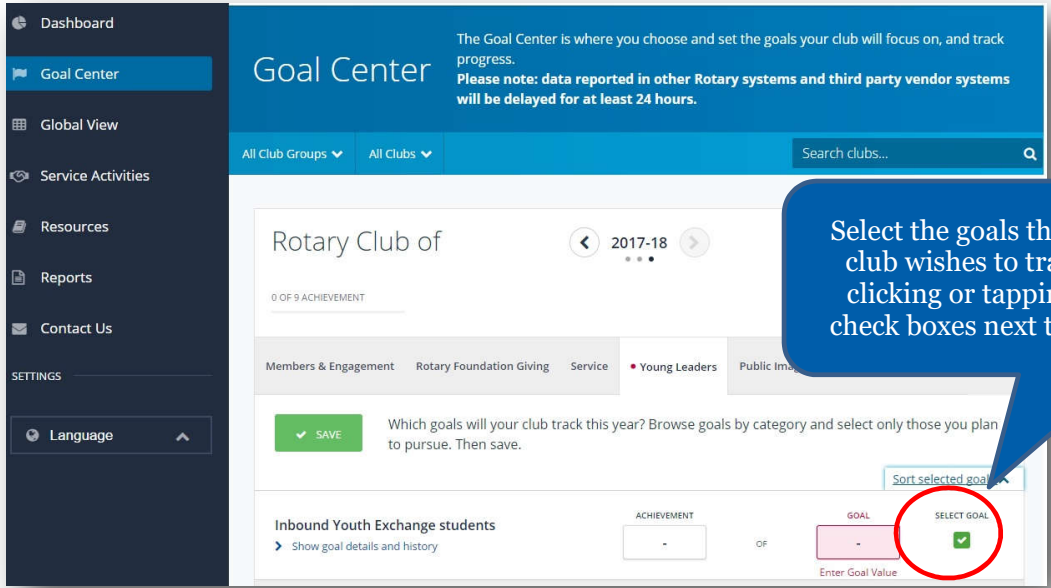
Members & Engagement Rotary Foundation Giving Service Young Leaders Public Image Rot...

EDIT

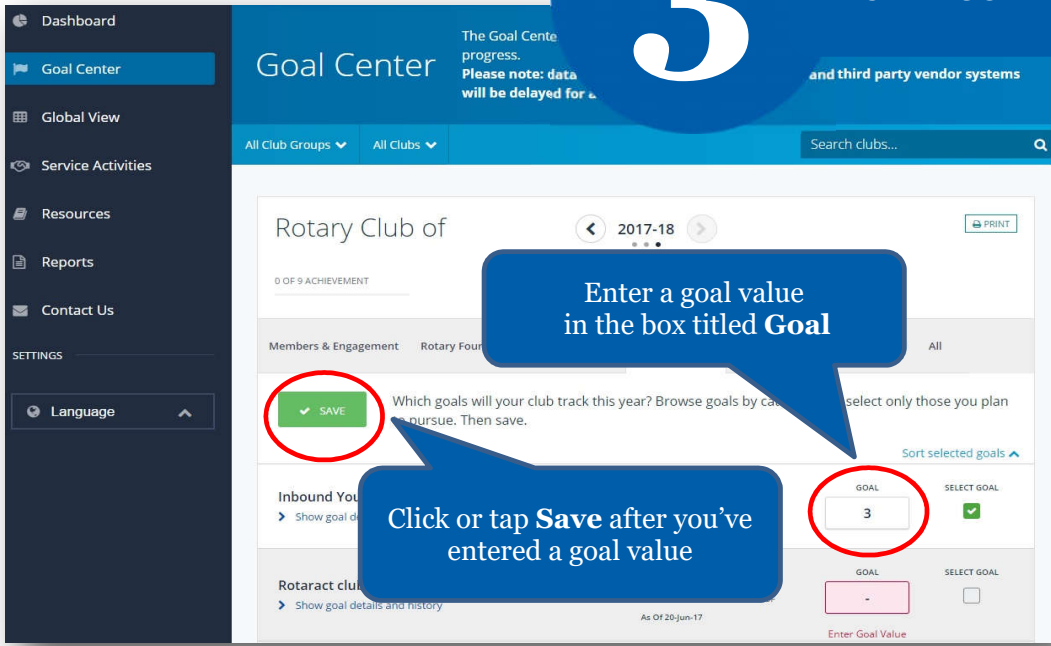
The goals you select will appear below. To report progress or add, remove, or edit a goal, select

Before choosing your club's goals, make sure the **appropriate year** is listed

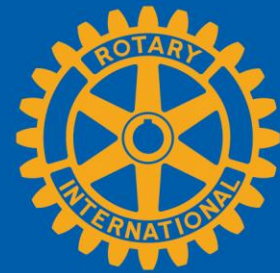
If the **Edit** button appears, click or tap it to find goals your club wants to track. If this button reads **Save** and goals are displayed, proceed to the next step



3 SET A GOAL



HOW TO RECORD SERVICE ACTIVITIES AND EXPORT TO ROTARY SHOWCASE



1 NAVIGATE TO SERVICE ACTIVITIES

Welcome to Rotary Club Central, the o
Explore data and trends related to yo
goals, project activities, and more.
**Please note: data reported in othe
be delayed for at least 24 hours.**

Dashboard

Global My Zone My District My Club Group My Club

Rotary Club of

Select Service Activities

Membership Trends

	2012-13	2013-14	2014-15	2015-16	2016-17
July 1	-	-	-	-	-
Achievement	90	82	85	82	85
Goal	0	0	0	0	87

Gender Trends

	2012-13	2013-14	2014-15	2015-16	2016-17
Female	23	25	23	25	28
Male	59	60	59	57	57
Unreported	0	0	0	0	0

2 ADD SERVICE PROJECTS
There are three ways to do this

Service Activities

As you work to m
track your proje
participation, a

Rotary Club of

Add New Service Project

Repeat Past Service Project

IMPORT FROM ROTARY SHOWCASE ...

Select **Add New Service Project** to enter a project that isn't in Rotary Club Central or Rotary Showcase

Select **Import From Rotary Showcase** to add a project from that site

Select **Repeat Past Project** to copy details of a project that's already in Rotary Club Central

Dashboard
Goal Center
Global View
Service Activities
Resources
Reports
Contact Us
SETTINGS

Add a new service project

Click **Save** once you've entered your project's details

Enter the name of your project

Enter the start date of your project

3

ADD PROJECTED SERVICE PROJECT DETAILS

Enter the estimated project details in the **Projected** column

PROJECT TITLE * required

0 of 50 characters used

PROJECT SUMMARY

0 of 1000 characters used

START DATE * required

END DATE

PROJECT COMPLETE

Choose the dates that best reflect when work on the project began and, if applicable, ended. The dates must fall within the same Rotary year. For multiyear projects, create separate entries for the project for each Rotary year.

Dashboard
Goal Center
Global View
Service Activities

Project metrics

	PREVIOUS PROJECTED/PREVIOUS ACTUAL	PROJECTED	ACHIEVEMENT
Number of volunteers	-/-		
Total number of volunteer hours	-/-		
Cash contributions	-/-	USD	
Value of donated goods and services	-/-	USD	

If you're repeating a project, the **Previous Projected/Actual** column will show data from that past project. Use this information to estimate your new project's details.

Select the partners you're working with on the project

Additional project details

Select the project category. You can use this information to search for past projects.

For **Area of Focus**, select the category that your project supports

CATEGORY

- Vocational
- Young Leaders
- Fundraiser
- Area of Focus
- Polio

PARTNERS

- Interact
- Rotaract
- Rotarian Action Group
- Rotary Club(s)
- Rotary Community Corps

AREA OF FOCUS

- None
- Basic Education and Literacy
- Disease Prevention and Treatment
- Economic and Community Development
- Maternal and Child Health

4

ADD COMPLETED PROJECT DETAILS

Enter the end date of your project

- Dashboard
- Goal Center
- Global View
- Service Activities**
- Resources
- Reports
- Contact Us

SETTINGS

- Language

Project timeline

START DATE * required

END DATE

PROJECT COMPLETE

Choose the dates that best reflect when work on the project began and, if applicable, ended. The

PROJECTED

ACHIEVEMENT

Number of volunteers

Total number of volunteer hours

Cash contributions USD

Value of donated goods and services USD

Enter contributions and volunteer participation from your project in the column titled **Achievement**

Select **Yes** to mark the project complete

On the **Service Activities** page, scroll to **Service Summary** for data on projects completed year-to-date

- Contact Us

SETTINGS

- Language

Service Summary

NUMBER OF PROJECTS		TOTAL VOLUNTEER HOURS		TOTAL CASH CONTRIBUTIONS		TOTAL VALUE OF DONATED GOODS AND SERVICES	
1	11	0.0	0.0	\$0.0	\$0.0	\$0.0	\$0.0
Projected	Achievement	Projected	Achievement	Projected	Achievement	Projected	Achievement

5

EXPORT PROJECT TO ROTARY SHOWCASE

Rotary Club Central

EXPORT PRINT COPY

End Polio Board

Title and summary

PROJECT TITLE * required

End Polio Board

15 of 50 characters used

Click **Export** to list the project on Rotary Showcase

Confirm Export CANCEL

Are you sure you want to export?

YES NO

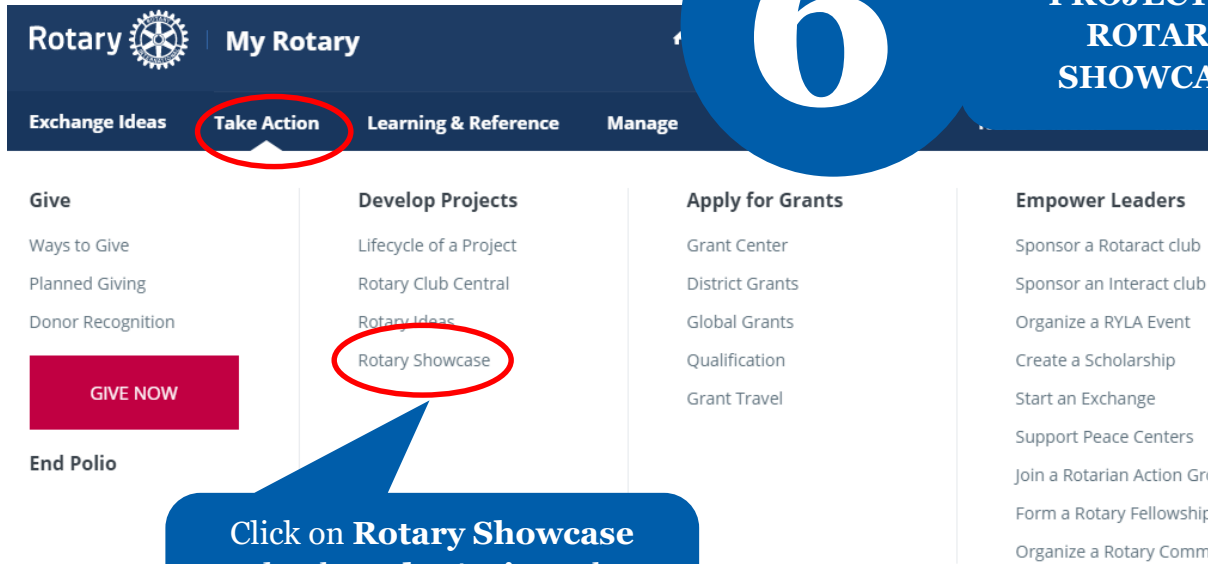
Click **Yes** to export the project to Rotary Showcase.

SHARED ON SHOWCASE PRINT COPY

End Polio Board

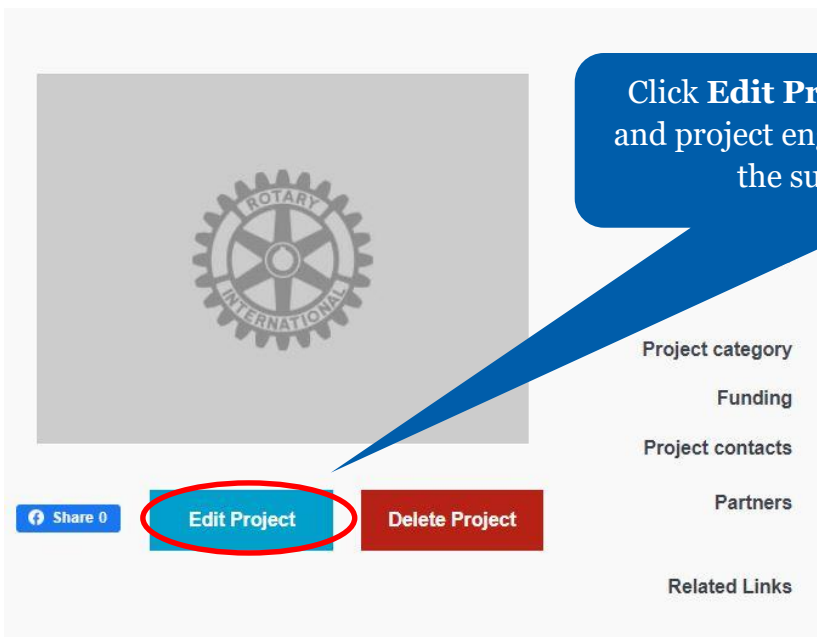
Once the export is complete, it will say **Shared on Showcase**.

6 VIEW AND EDIT PROJECT ON ROTARY SHOWCASE



Click on **Rotary Showcase** under the **Take Action** tab to view and edit your project on Rotary Showcase

Click the **My Club Projects** to see your own club's projects



Click **Edit Project** to add photos, videos, and project engagement details to showcase the success of your project

HOW TO VIEW INFORMATION



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

3 VIEW SUMMARY INFORMATION

Global View shows clubs' collective progress toward goals for the zone, district, and club group. Please note: data reported in this view will be delayed for at least 24 hours.

Global My Zone My District All Club Groups

Members & Engagement Rotary Foundation Giving Service Young Leaders Public Image Rotary Citation

2016-17

District Summary
Service | 2016-17
Current Membership: 1674
as of: 19-Jun-2017

GOAL	CLUBS WITH GOAL	2016-17 ACHIEVEMENT	2016-17 GOAL	VIEW CLUB GOALS
Service projects	16 / 59	5	105	View Club Goals

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.

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.


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.

4 SEE HOW DATA IS CALCULATED AND PRINT IT

The screenshot shows the Rotary Club Central interface. On the left is a dark sidebar with navigation options: Dashboard, Goal Center, Global View (highlighted), Service Activities, Resources, Reports, Contact Us, and SETTINGS (Language). The main content area is titled 'Members & Engagement' and shows a 'District Summary' for '2016-17' with a 'Current Membership: 1239 as of: 08-Jun-2017'. A table displays goal data for 'Club membership' and 'Rotary Fellowship participation'. A 'PRINT' button is in the top right. An information tooltip is open for the 'Club membership' goal row.

GOAL	CLUBS WITH GOAL	2016-17 ACHIEVEMENT		
Club membership	9 / 43	1237	of	
Se	9 / 43	59	of	174
Ni	9 / 43	6	of	46
Rt	5 / 43	1	of	15
Lt	8 / 43	1	of	51
Di	9 / 43	12	of	38
Rotary Fellowship participation	6 / 43	16	of	28

Select **Print** for a copy of the goal summary information

Select the information button  for a description on how the displayed data was calculated

5 NAVIGATE TO THE REPORTS OPTION

Rotary Club Central

Reports

Members & Engagement Service Founda

Club Reports

- Club Growth
- Member Viability and Growth
- Membership Termination Profile
- Members in a Club

Dashboard
Goal Center
Global View
Service Activities
Resources
Reports
Contact Us 31
SETTINGS 40
Language 26

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.

Web Intelligence

Rotary CLUB GROWTH

For Rotary Year (2016 - 2017)

Club Growth for District:		01-Jul-16	01-Jul-16	31-Aug-16	30-Sep-16	31-Oct-16	30-Nov-16	31-Dec-16
Club Name (#)	2015 - 2016	2016 - 2017	#	% Growth	#	% Growth	#	% Growth
	26	25	25	(4%)	24	(4%)	21	(16%)
	26	25	25	(4%)	24	(4%)	21	(16%)

Club Growth (Detail)
Data as on: 19 May 2017

Club Growth (Detail) | Club Growth (Chart) | Club Growth (District Chart)

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.

HOW TO REPORT PROGRESS ON GOALS

For club officers



1 NAVIGATE TO GOALS

Select **Goal Center** from navigation menu on the left

Global

Membership Trends

Year	2012-13	2013-14	2014-15	2015-16	2016-17
Members	~1,000,000	~1,000,000	~1,000,000	~1,000,000	~1,000,000
Engagement	~500,000	~500,000	~500,000	~500,000	~500,000

Gender Trends

Year	2012-13	2013-14	2014-15	2015-16	2016-17
Male	~500,000	~500,000	~500,000	~500,000	~500,000
Female	~500,000	~500,000	~500,000	~500,000	~500,000

2 FIND GOALS TO UPDATE

Rotary Club of

2017-18

0 OF 8 ACHIEVEMENT

Members & Engagement Rotary Foundation Giving Service Young Leaders Public Image Rotary Citation All

EDIT

Click or tap **Edit** to see a list of club goals

Before reporting progress on goals, make sure the **appropriate year** is listed

Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress. **Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.**

All Club Groups ▾ All Clubs ▾ Search clubs... 🔍

Rotary Club of 2017-18

0 OF 9 ACHIEVEMENT

Members & Engagement Rotary Foundation Giving Service **Young Leaders** Public Image Rotary Citation All

SAVE Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

Inbound Youth Exchange students
 > Show goal details and history

ACHIEVEMENT OF GOAL SELECT GOAL

Sort selected goals ▾

Find the goals that you plan to update

Tip: Click **Sort selected goals** to arrange your club's goals for easy updating

3 UPDATE A GOAL

Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress. **Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.**

All Club Groups ▾ All Clubs ▾ Search clubs... 🔍

Rotary Club of 2017-18 PRINT

0 OF 9 ACHIEVEMENT

Members & Engagement Rotary Foundation Giving Service **Young Leaders** Public Image Rotary Citation All

SAVE Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

Inbound Youth Exchange students
 > Show goal details and history

ACHIEVEMENT OF GOAL SELECT GOAL

2 OF 3

Click or tap **Save** after you've reported progress on your club's goal

Enter your club's progress toward a chosen goal in the **Achievement** column

Click or tap **Save** after you've reported progress on your club's goal

Enter your club's progress toward a chosen goal in the **Achievement** column