

# HOW TO REPORT PROGRESS ON GOALS

For club officers



**1** NAVIGATE TO GOALS

Dashboard

Welcome to Rotary Club C  
Explore data and trends re  
goals, project activities, and  
**Please note: data reported in  
be delayed for at least 24 hours.**

Global My Zone My Dis... Groups All Clubs

Global

Membership Trends

Gender Tre

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

**2** FIND GOALS TO UPDATE

Goal Center

The Goal Center is v  
progress.  
**Please note: data n  
will be delayed for a**

All Club Groups All Clubs Search clubs...

Rotary Club of

2017-18

0 OF 8 ACHIEVEMENT

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

**EDIT** The goals you  
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**

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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

ACHIEVEMENT OF GOAL SELECT GOAL

As Of 20-Jun-17 Enter Goal Value

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