

HOW TO ADD A PROJECT TO ROTARY SHOWCASE

www.rotary.org/showcase



1



To add your project, sign in to My Rotary and under **Take Action**, click **Rotary Showcase**.

2

Add a new project

Click Add a new project.

3

* Project title (maximum 50 characters)
 50 - characters remaining

* Project overview (maximum 100 characters)
 100 - characters remaining

Tell us about your project (maximum 1000 characters)
 1000 - characters remaining

* Project location

Project Timeline

* Start date: (dd/mm/yyyy)

End date: (dd/mm/yyyy)

Enter information about your project.

4

Select one or more categories, and *one* primary area of focus.

When you click **Save** your project is published immediately.

Add members of your partner clubs as project contacts.

Identify your Rotary, Rotaract and Rotary Community Corps club partners.

Upload up to 20 images and links to YouTube videos.

Add your project's contributions to measure Rotary's global impact.

The screenshot shows a web form for creating a project. At the top right is a blue 'Save' button. Below it is the 'Project category' section with checkboxes for 'Community', 'International', 'Vocational', 'New Generations', 'Fundraiser', and 'Polio'. An 'Area of Focus' dropdown menu is set to 'Choose One'. The 'Partners' section lists 'Barrie, ON, Canada' with a red location pin icon. Below this is the 'Project contacts' section with 'Derek Lubert' listed and a green 'Add' button. The 'Related Links' section has a green 'Add' button. The 'Tags' section has a green 'Add' button. The 'Funding' section has checkboxes for 'Club Foundation', 'Public Image Grant', 'Rotary Grant' (with a text input), and 'Other' (with a text input). Below the form are sections for 'PROJECT PHOTOS AND VIDEOS' (with a green 'Add' button), 'IMPACT TRACKER', and a table for 'Partner: Barrie, ON, Canada' with columns for 'Rotary Year', 'Total volunteer hours', 'Number of volunteers', and 'Cash contributions (USD)'. The 'Rotary Year' dropdown is set to '2014-15'.

Need more Rotary Showcase resources?
Contact us at social@rotary.org.