

How to Enter Your Club's Goals into Rotary Club Central
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Rotary District 7090

Goals for The Upcoming Year Must Be Input prior to the start of the year. We strongly encourage these be entered by **March 31**, by you - the Incoming Club President, Club Secretary or the Club's Executive Secretary. Reach out to your club, if you are encountering difficulty with these instructions, you likely have someone who is tech savvy enough to help you get to where you need to go.

STEP 1- Check on your club's website to see if the sitting Club Secretary has updated the club's executives for your year in ClubRunner or incoming officers at Rotary International. You will not be able to enter your goals, if this step is not taken. It is not sufficient to enter you as PE for the current year; you must be entered as President for the next year. Ditto for the Club Secretary, otherwise neither you nor your club secretary will have access to set goals for your year of leadership.

STEP 1a – Confirm with the sitting Club Secretary that the club has switched on Data Integration with Rotary International. IF NOT, the Secretary must enter you also into www.Rotary.org club officers section as incoming president. Please note, if your club does not have a ClubRunner website, you can still integrate your club's page at the District website.

Using your Internet browser go to www.Rotary.org. In the upper left-hand bar, click on **MY ROTARY**, if you are a first-time user follow the instructions for **REGISTERING**. You only do this only once. If you are previously registered, click on **SIGN IN**. When you see your name in the upper left corner, you are in **My Rotary**. On the **My Rotary** page, scroll down, on the left-hand side of the page you will see **MY CLUB SNAPSHOT**, continue scrolling down to **ROTARY CLUB CENTRAL** and click on blue box with white text – **VIEW GOALS**.

You are now in **ROTARY CLUB CENTRAL (as indicated in the top blue banner)**. Take a minute to familiarize yourself with this page. On the tab above the main box you see your club's name. Across the top of the box, you see **YOUR CLUB, SERVICE and FOUNDATION**. Goals need to be input for each of these windows. The page opens with you viewing your club's current membership statistics.

Down the left-hand side, you will see **CLUB VIEW, DISTRICT VIEW, CLUB GROUP VIEW (AREAS), RATE CLUBS, GLOBAL VIEW, RESOURCES, REPORTS**. You select and use **CLUB VIEW**. Current, Incoming and Immediate Past Club Leaders and Assistant Governors for their Area may click on **EDIT** and input goals. YOU MAY ONLY INPUT FOR THE YEAR YOU HOLD THE POSITION. Current President-elect identified as incoming president at Rotary International may only input for the year that they will be serving as President. Got IT?!

In the top right-hand corner of each section, you will see **EDIT** where you need to enter goals, but, only if you are attempting to enter in for the correct year; otherwise you will see **View**. View mode is what club members will review when they check to confirm how the club is doing with its goals for the year.

Be sure the appropriate year is NOT GRAYED OUT; you only have access to the year that is applicable to you.

IN EACH SECTION WHERE YOU CLICK ON EDIT, FILL IN YOUR GOALS...SCROLL DOWN UNTIL YOU SEE BOXES: **SAVE, CLEAR ALL, CANCEL.** If you are satisfied with your goals, select **SAVE**, etc. **This is the MOST important step! Failing to SAVE means you must re-enter all of this section's goals, because if you did not do the SAVE your work is gone.** In the **Your CLUB** window, you will input your goal for Membership, Public Relations, etc. In the **Service** window - Service Projects, Presidential Citation, Youth Programs, etc. In the **Foundation** window – Annual Fund, Polio Plus, Major Gifts and Endowment Fund.

On the left-hand bar, you will see **RESOURCES and REPORTS**. Visit these sections; in **RESOURCES**, you will find some excellent videos to share with your club. These are extra special when your speaker is a no- show – if you have a laptop/tablet and projector on-hand. It is handy download and keep these handy or mark the page as a Favorite for ease of locating when needed. In **REPORTS**, you will find lots of reports to help clubs and for your use in evaluating your club's performance. Your Assistant Governor should be reaching out to you - the PE - in March to ensure goals are being entered timely and to answer questions, provide assistance.