Comments on HOW TO create a "My Rotary" Account

Although the access Username and Password codes for the Clubrunner sites for your Club and the District are the same; the access for RI's MyRotary is different. You need both! Creating one does not create access to the other.

All members can access MyRotary/Club Central but for the purpose of inputting club goals and performance data is restricted to club officers only.

Who can update club and member data?

You are authorized to update club and member data if you are a president, secretary, executive secretary/director, treasurer, membership chair, or Rotary Foundation chair. However, each of those officers may designate another club member to be their alternate. This helps to create a larger club team for inputting club data.
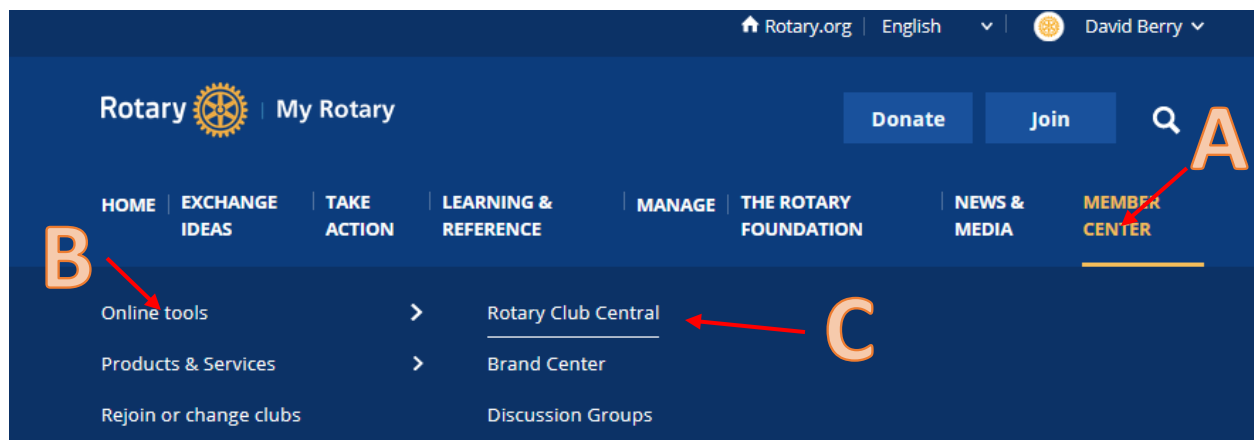
How to access Rotary Club Central

The following will show you how to access the 'My Rotary' site to enter Goals and get reports from Rotary Club Central (RCC)

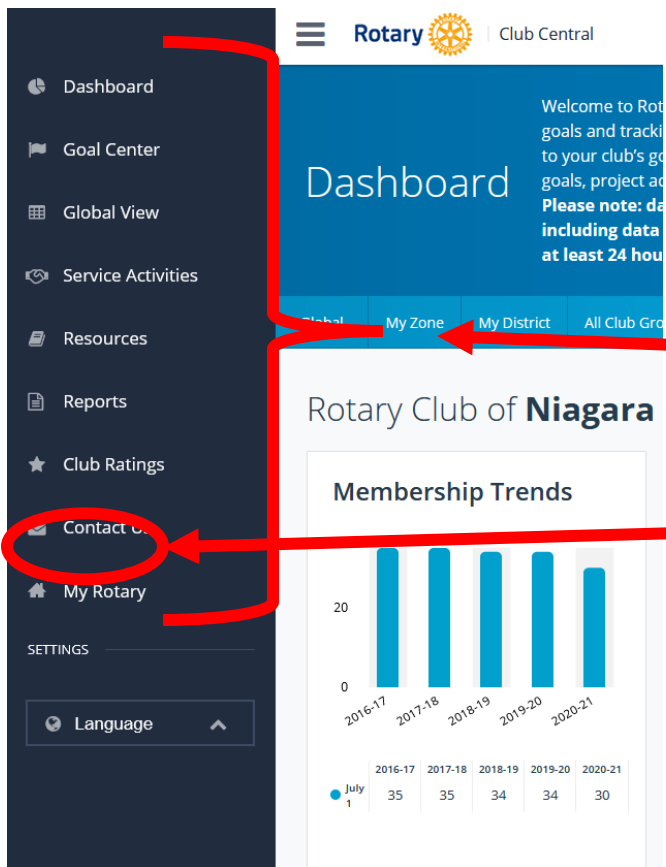**A) Go to My Rotary** …. My.rotary.org and sign in
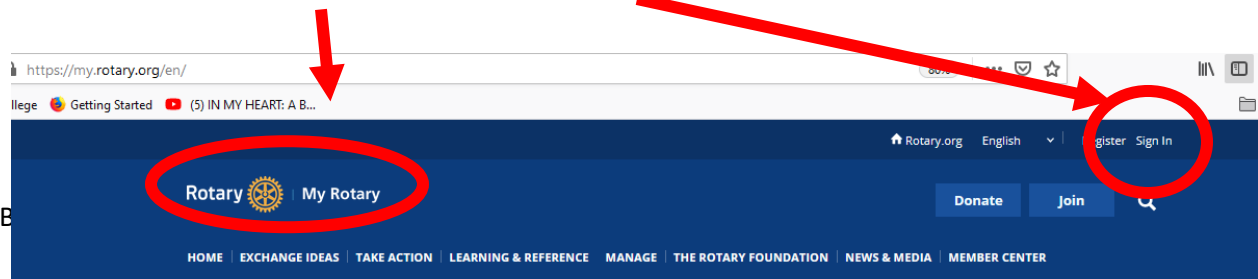
B) Get into Club Administration

A) Click on "**Member Center**" Tab to open menu below it

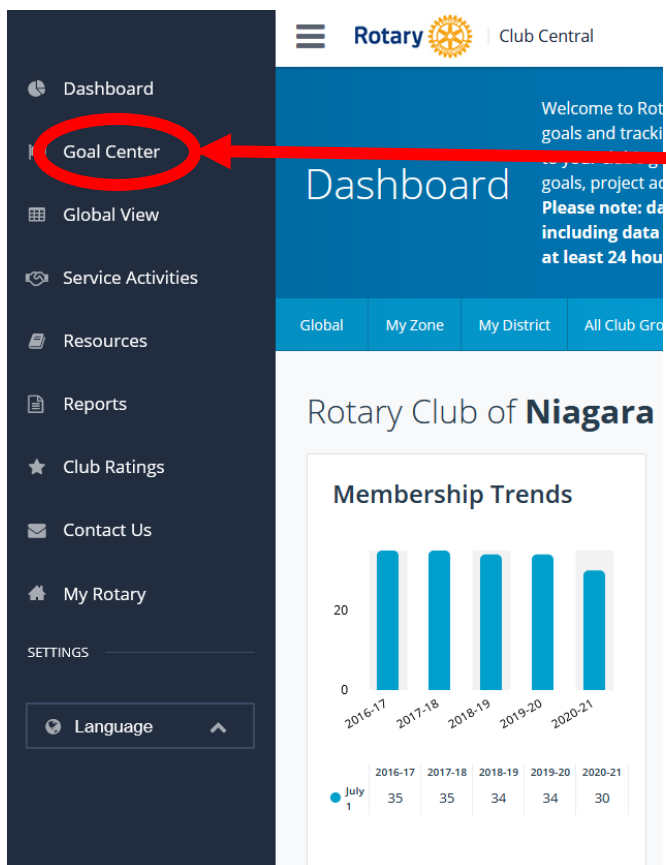B) Click on "**Online tools**" to open menu beside it

c) Click on "**Rotary Club Central**" to open new page
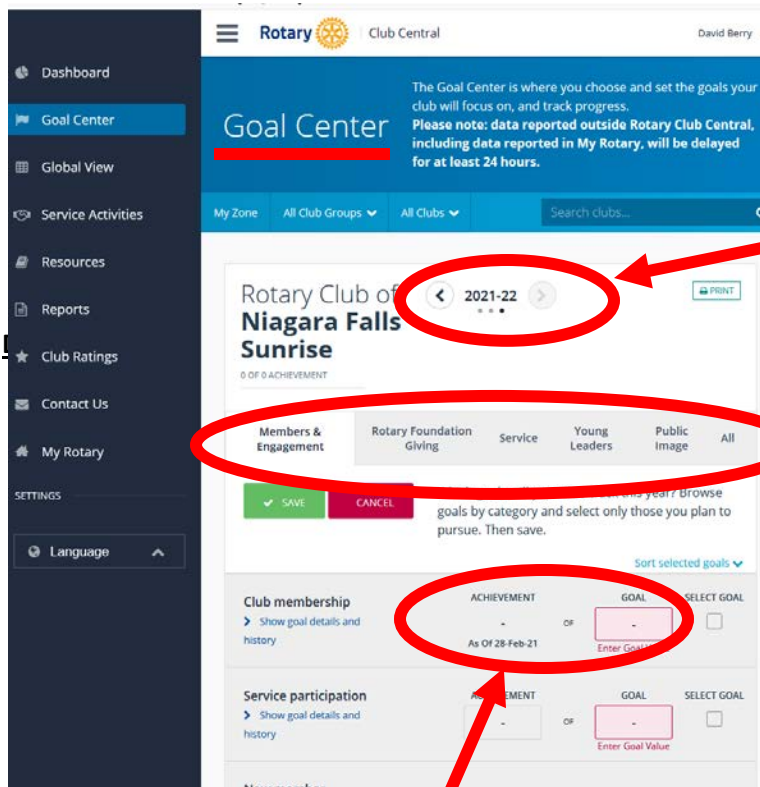
A)

RCC opens at the **Dashboard** for your Club

- Look over the dash board for the information it summarizes

- Note the Menu on the left side

- Look at the **Reports** available

B)

- Enter the **"Goal Center"**

Make sure you are in the right Year 2021-22

Note the Categories of Goals

- **Membership**
- **Foundation**
- **Service**
- **Youth**
- **Public Image**

Click on the Tabs to look through each

For each of the Goals, you can set the Goal and your Achievements.

(Membership and Foundation $ achievements are set automatically by the RI system)

Comments How to Report on Progress on Goals

There are three means that Progress is reported on RCC Goals

1. Manually by your club
2. Automatically direct from the RI Data bank
3. From Service Activities as you complete an activity

a) Manual Input

When you click "EDIT" in the 'goal Center', the goals where you can record your achievement will open to allow you to record a value. (If the goal will have the achievement set automatically, you will not be able to enter a value.)

b) Automatic set by RI data Bank

All goals except Service goals, that do not allow you to enter a value, will have the achievement populated directly from the RI Data bank. These goals are in the Membership and Foundation Giving areas. One can recognize that RI wants to simply ensure the accuracy of the data.

c) Service Activities

In the Goal Center under 'Service' you are only allowed to set a goal that represents the number of Service Activities that the club will accomplish. Service activities include any activity that the club does in the following categories:

- Community
- International
- Vocational
- Young Leaders
- Fundraisers
- Area of Focus
- Polio
- Environmental
- Disaster Response

Activities do not have to be Fundraiser and/or Money Granting in nature. You will be tracking the number of volunteers and the hours spent volunteering. This means that the simple act of picking up garbage along the shore, or reading to kindergarten children, will be a Service Activity.

More on Service Activities in the next section!

HOW TO SET A GOAL
For club officers

1
NAVIGATE TO GOALS

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

2
FIND GOALS TO TRACK

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

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

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 Imag...

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

Sort selected goals

Inbound Youth Exchange students   ACHIEVEMENT   GOAL   SELECT GOAL
› Show goal details and history   -   OF   -   ✅
                                                          Enter Goal Value

> Select the goals that your club wishes to track by clicking or tapping the check boxes next to them

---

3   SET A GOAL

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

Don't Forget to SAVE. Otherwise you'll start all over!

Goal Center

The Goal Cente...
progress.
Please note: data ...and third party vendor systems
will be delayed for a...

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

🖨 PRINT

Rotary Club of   ‹ 2017-18 ›

0 OF 9 ACHIEVEMENT

Members & Engagement   Rotary Foun...   All

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

> Enter a goal value in the box titled **Goal**

Sort selected goals ⌃

Inbound You...   GOAL   SELECT GOAL
› Show goal d...   3   ✅

> Click or tap **Save** after you've entered a goal value

Rotaract clu...   GOAL   SELECT GOAL
› Show goal details and history   -   ☐
                        As Of 20-Jun-17   Enter Goal Value

Comments on How to Record Service Activities and Export to Showcase

What is a Service Activity?

Service activities include any activity that the club does in the following categories:

- Community
- International
- Vocational
- Young Leaders
- Fundraisers
- Area of Focus
- Polio
- Environmental
- Disaster Response

Activities do not have to be Fundraiser and/or Money Granting in nature. You will be tracking the number of volunteers and the hours spent volunteering. This means that the simple act of picking up garbage along the shore, or reading to kindergarten children, will be a Service Activity.

Objective of Recording Service Activities

RI is no different than your club. Both have become known in it's 'community' for not only the money it grants, but also for the "Service of Self". A report by Johns Hopkins University prepared for RI, estimated that Rotary members provide about 47 million hours of volunteer effort a year at an estimated value of $850 million. We track this information so that we can justify to supporting agencies the commitment we have to our local or international communities. It is evidence to the Canadian Government to support our Global Grants and to Bill and Malinda Gates to give to polio. It is information for your club members to feel pride in their club.

Three Ways to Enter a Service Activity

1. If you have done the Activity in a previous year select "**Repeat Past Service Project**". RCC will automatically set up the past activity in the present year. You will then not have to rewrite the title and description of the project.
2. For a new Activity select "**Add New Service Project**". You will have to add the title and description.
3. If you have already established the project in the RI Showcase site you can select "**Import from Rotary Showcase**". Starting title and Description will be imported to an activity for this year.

Data that must be tracked
1. Start and End Date: Caution here….
2. Total Volunteer Hours
3. Number of Volunteers
4. Cash Contributions
5. Value of Donated Goods.

You are recording volunteer Hours and Numbers that include committee planning and member participation for an activity.

You are recording Data only for the Fiscal year. If a project extends past June 30th, a new project must be started for the next year. The Volunteer and Monetary data for each fiscal year is recorded separately.

Tracking, especially the volunteer hours, can be considered an arduous task by some clubs. This can be eased by insisting that every committee report must include Volunteer numbers and hours.

For a small one-day activity, the numbers can be easily estimated by counting the people and hours after. Don't forget to add the time for those that planned the activity. But if this is a project that takes all year to plan by an eight-member committee and every member is expected to participate, it will be difficult. Someone must be delegated to keep track of this and record for every report. A spread sheet with all members name recorded will help. There are Free Volunteer Software platforms available. Clubrunner's Volunteer Package will help.

Record Accomplishment of Service Activity
Two things that must be done to complete and count as a Service Activity Accomplished in the Gaol Center of RCC.
1. Select the 'Project Complete' button beside the Date of Completion
2. Export the project to the Rotary Showcase web site. Once the completion button is selected, an EXPORT menu selection button will appear at the top left corner of the page. Click on the EXPORT button to send the information to the showcase. After this is done you can go into Rotary Showcase to add further details including pictures.

HOW TO ADD A PROJECT TO ROTARY SHOWCASE

www.rotary.org/showcase
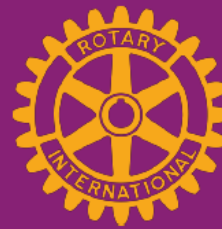
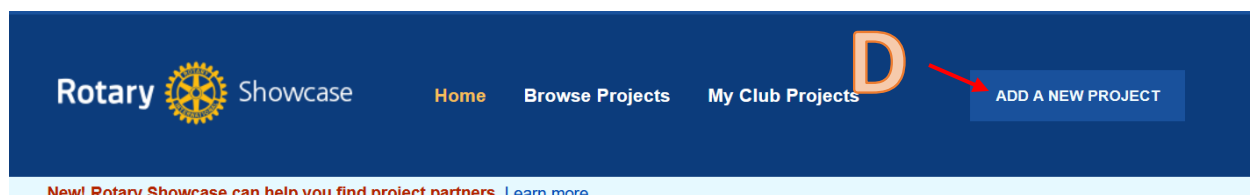**A) Go to My Rotary** …. **My.rotary.org** and sign in
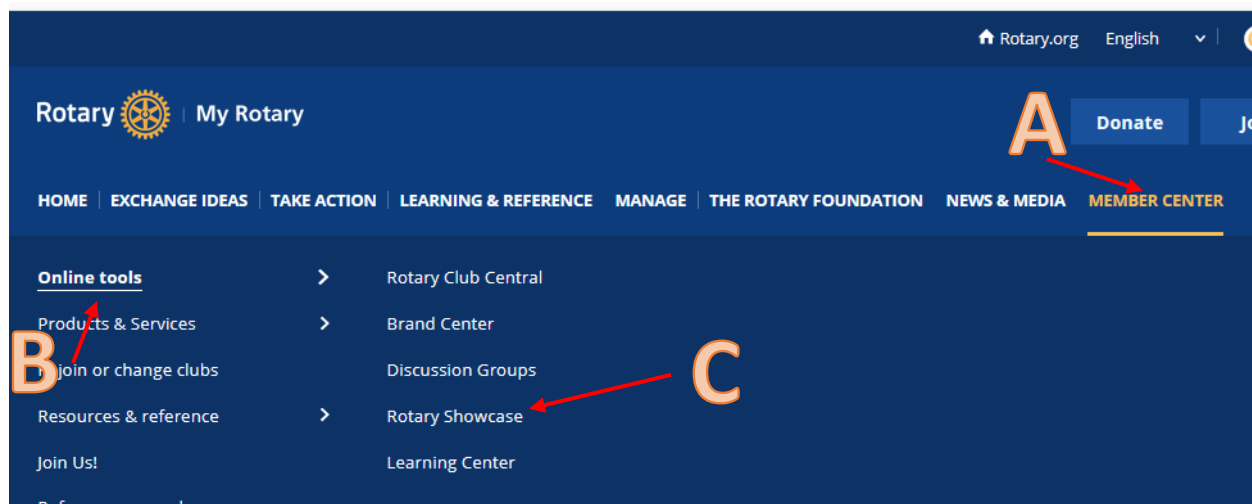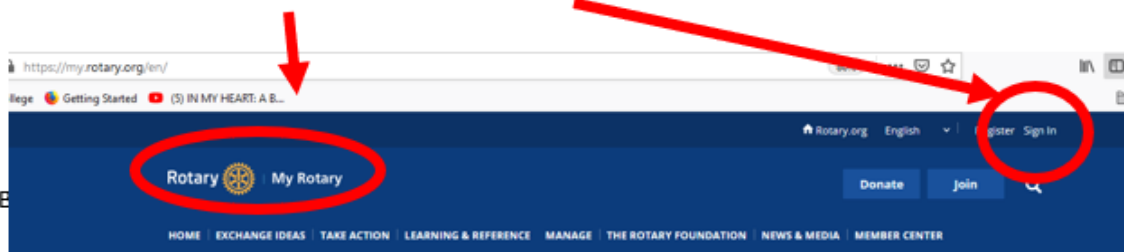
A) Click on "**Member Center**" Tab to open menu below it

B) Click on "**Online tools**" to open menu beside it

c) Click on "**Rotary Showcase**" to open new page

D) In new page for Showcase … Click on **"ADD A NEW PROJECT"**

New! Rotary Showcase can help you find project partners. Learn more

On New page

Is your project already listed?

You don't want to add a duplicate project. Review your active projects below to check that the project you are adding isn't already listed. If your project doesn't appear here, you can click "Add a New Project"

Helping Long-Term Care Residents Commicate
Completed

Seven Rotary Clubs join forces to supply Samsung Tablets to Regional Niagara Long-

View

You MUST Use the Scroll Bar to scroll down to Bottom of page

Only when you have scrolled to the bottom will the button appear Blue.

Now you can click on "Add A New Project"

Add A New Project

I want to add:

Established project

Choose this option if:

- Your project has been fully planned, is in progress, or has been completed
- You are adding a current or completed project to your club's service projects portfolio

Select

On the Next page you have a choice to establish a project or propose a project

To ADD a Current or Completed Project click on Select on the Left side of Page

< Add a New Project

ADD AN ESTABLISHED PROJECT

Complete the information below * indicates required information

Part 1: Tell us about your project

Project title *

Enter a name for your project.

[   ]

50 - characters remaining

Overview *

Give a brief, one-sentence description of your project.

[   ]

100 - characters remaining

Detailed description

[   ]

1000 - characters remaining

Project category *

Select all that apply.

☐ Community   ☐ Fundraiser
☐ International   ☐ Polio
☐ Vocational   ☐ Environment
☐ New Generations   ☐ Disaster Response
☐ Area of Focus [- Select -   ▼]

Project country *

Fill out the form as required.   There is a lot of detail requested.

- Describe the Project
- When done
- Project Category
- Partner Clubs
- Up to 20 Images and Links to YouTube
- Total Volunteer Hours
- Total Number of Volunteers
- Cash Contributions
- ETC…

Please recognize that this reporting is important to RI so that they can brag to the world the reasons we are the Best Service Club in the world

They also are important to your club

- They instill pride in your membership for club accomplishments
- They show your community your club's contribution to it's welfare
- The encourage new membership
- They form partnership with other community organizations.

Publish project   **Cancel**

Be Sure to **Publish** at end

HOW TO RECORD SERVICE AND EXPORT TO ROTARY SHOWCASE

1 NAVIGATE TO SERVICE ACTIVITIES

Select **Service Activities**

2 ADD SERVICE PROJECTS
There are three ways to do this

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

Screenshot 1 (Add a new service project)

Sidebar navigation:
- Dashboard
- Goal Center
- Global View
- Service Activities
- Resources
- Reports
- Contact Us

SETTINGS

Lar...

Main content:

Add a new service project

CANCEL SAVE

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

Title and summary

PROJECT TITLE * required

0 of 50 characters used

PROJECT SUMMARY

0 of 1000 characters used

Callout: Enter the name of your project

Callout: **3** ADD PROJECTED SERVICE PROJECT DETAILS

Project timeline

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.

START DATE * required

END DATE

PROJECT COMPLETE

Callout: Enter the start date of your project

Screenshot 2 (Project metrics)

Sidebar navigation:
- 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	

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

Callout: 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.

Callout: Select the partners you're working with on the project

Additional project details

CATEGORY

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

PARTNERS

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

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

AREA OF FOCUS

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

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

August 2019

4 **ADD COMPLETED PROJECT DETAILS**

Enter the end date of your project

Select Yes to mark the project complete

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

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

SETTINGS

- Language

Project timeline

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

START DATE * required	END DATE	PROJECT COMPLETE

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

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 Projected	11 Achievement	0.0 Projected	0.0 Achievement	$0.0 Projected	$0.0 Achievement	$0.0 Projected	$0.0 Achievement

5
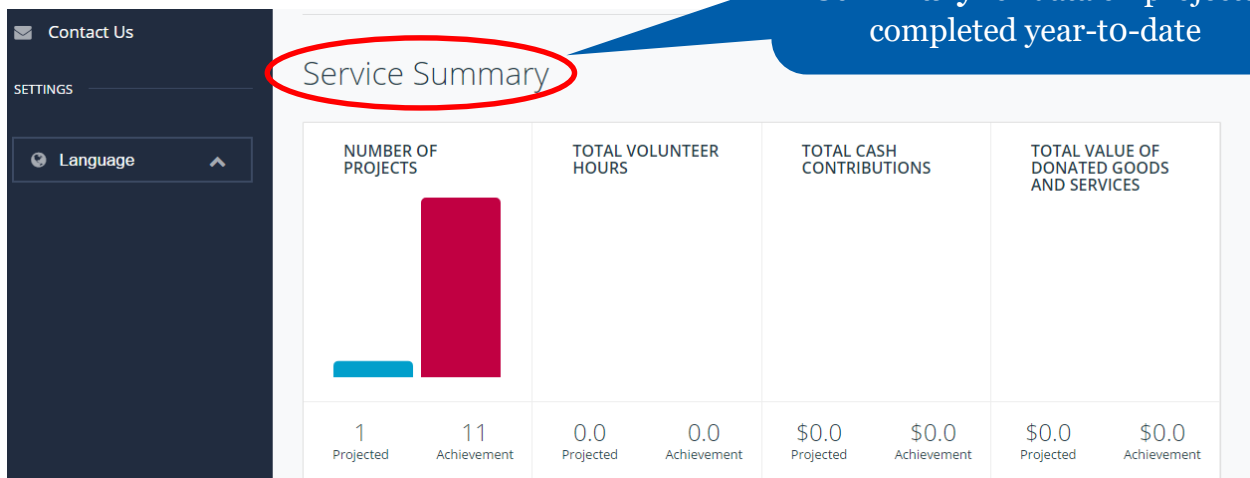
≡ **Rotary** 🟠 | Club Central

EXPORT ☒   PRINT 🖨   COPY ⎙   DE___ ___CT

End Polio Boa___

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

Title and summary

PROJECT TITLE * required

End Polio Board

15 of 50 characters used

Confirm Export   CANCEL

?

Are you sure you want to export

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

YES   NO

SHARED ON SHOWCASE   PRINT 🖨   COPY ⎙

End Polio Board

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

August 2019

Rotary ⚙ | **My Rotary**

Exchange Ideas   **Take Action**   **Learning & Reference**   **Manage**

Give

Ways to Give

Planned Giving

Donor Recognition

GIVE NOW

End Polio

Develop Projects

Lifecycle of a Project

Rotary Club Central

Rotary Ideas

Rotary Showcase

Apply for Grants

Grant Center

District Grants

Global Grants

Qualification

Empower Leaders

Sponsor a Rotaract club

Sponsor an Interact club

Organize a RYLA Event

Create a Scholarship

...change

...ace Centers

...ian Action Gro

...ary Fellowship

...Rotary Commu

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

Search

Search for projects by selecting criteria from the drop down list.

Search project(s) by:

| Keyword ▾ | | **Search** | **Browse Latest Projects** |

Rotary Showcase   **My Club Showcase**

Click the **My Club Showcase** tab to search for your newly added project

End Polio Board

Click on the project to open the details page

August 2019

End Polio Board

End Polio Board

Share 0

People put up their picture or article for a token and the after production cost donated to Polio

Select Language ▼

Project location

Project dates   Start: 01 July 201
End: 30 June 20
Created: 18 July

Project category   Community, Polio

Funding

Project contacts

Partners

Related Links

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

Delete Project   Copy project details to a new project   Edit project details

PROJECT PHOTOS AND VIDEOS

Edit project media

ENGAGEMENT TRACKER

Total volunteer hours	Number of volunteers	Total cash contributions	Total in-kind contributions
0 Hours	0 People	0 USD	- USD

Edit Project Impact

Rotary Club Central
Explained
2021-22 Goals

(As of March 7, 2021: Please be aware that these might be subject to change by RI)

	Explanation	Goal	Accomplish	Success	Action Plan Assignment
Membership and Engagement					
1. Club membership	How many total members does your club want by the end of the Rotary year?			☐	
2. Service participation	How many members will participate in club service activities during the Rotary year?			☐	
3. New member sponsorship	How many members will sponsor a new club member during the Rotary year?			☐	
4. Rotarian Action Group participation	How many club members will be members of at least one Rotarian Action Group (RAG) during the Rotary year?			☐	
5. Leadership development participation	How many members will participate in leadership development programs or activities during the Rotary year?			☐	
6. District conference attendance	How many members will attend your district conference?			☐	
7. Rotary Fellowship participation	How many club members will be members of a Rotary Fellowship during the Rotary year?			☐	
8. District training participation	How many of your club's committee chairs will attend the district training assembly?			☐	

Rotary Foundation Giving					
9. Annual Fund Contributions	How much money will be contributed to The Rotary Foundation Annual Fund by your club and its members during the Rotary year?			☐	
10. PolioPlus Fund contributions	How much money will be contributed to The Rotary Foundation PolioPlus Fund by your club and its members during the Rotary year?			☐	
11. Major gifts	How many single outright donations of US$10,000 or more will be made by individuals associated with your club during the Rotary year?			☐	
12. Bequest Society members	During the Rotary year, how many individuals or couples will inform The Rotary Foundation of their plans to leave US$10,000 or more to The Rotary Foundation through their estate?			☐	
13. Benefactors	During the Rotary year, how many individuals or couples will inform The Rotary Foundation of their estate plans to include the Endowment Fund as a beneficiary or will make an outright gift of US$1,000 or more to the Endowment Fund?			☐	
Service					
14. Service projects	How many service projects will your club complete during the Rotary year? To track and report project details, such as contributions and volunteer hours, select Service Activities in the main menu.			☐	

Young Leaders					
15. Rotaract clubs	How many new and existing Rotaract clubs will your club sponsor during the Rotary year?			☐	
16. Interact clubs	How many new and existing Interact clubs will your club sponsor during the Rotary year?			☐	
17. Inbound Youth Exchange students	How many Rotary Youth Exchange students will your club host during the Rotary year?			☐	
18. Outbound Youth Exchange students	How many Rotary Youth Exchange students will your club sponsor during the Rotary year?			☐	
19. RYLA participation	How many individuals will your club sponsor to participate in Rotary Youth Leadership Awards (RYLA) events during the Rotary year?			☐	
Public Image					
20. Strategic plan	Does your club have an up-to-date strategic plan?			☐	
21. Online presence	Does your club's online presence accurately reflect its current activities?			☐	
22. Social activities	How many social activities will your club hold outside of regular meetings during the Rotary year?			☐	
23. Update website and social media	During the Rotary year, how many times per month will your club's website or social media accounts be updated?			☐	
24. Media stories about club projects	How many media stories will cover your club's projects during the Rotary year?			☐	
25. Use of official Rotary promotional materials	Did your club use Rotary International's advertising and public service materials, such as broadcast videos, print ads, and other official materials available in the Brand Center, to promote Rotary in your community during the Rotary year?			☐	

District 7090 Light House Citation 2021-22

To be Announced

Goal Lighthouse Citation 2021-22	Set as Goal	Accomplish	Action Plan Assignment
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			