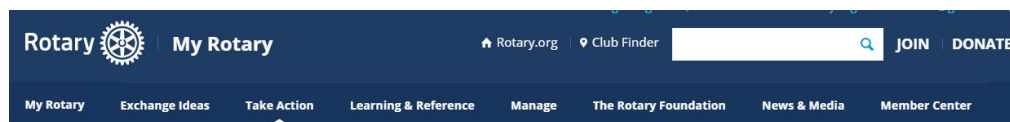


# HOW TO ADD A PROJECT TO ROTARY SHOWCASE

my.rotary.org/showcase



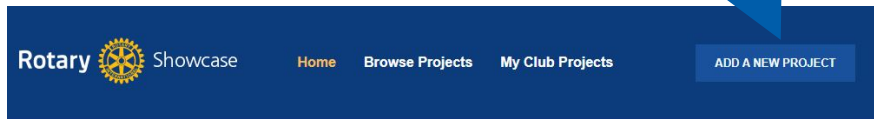
1



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

2

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)

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.

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

Add members of your partner clubs as project contacts.

Upload up to 10 images and links to YouTube videos.

The screenshot shows a project creation form with the following sections:

- Project category:** Includes checkboxes for Community, International, Vocational, New Generations, Area of Focus (dropdown), Fundraiser, Polio, Environment, and Disaster Response.
- Partners:** Includes an 'Add' button.
- Project contacts:** Includes an 'Add' button.
- Related Links:** Includes an 'Add' button.
- Tags:** Includes an 'Add' button.
- Funding:** Includes checkboxes for Club Foundation, Public Image Grant, Rotary Grant (with input field), and Other (with input field).
- PROJECT PHOTOS AND VIDEOS:** Includes an 'Add' button and the text 'Add photos and videos to help tell your project's story. (10 of 10 remaining)'.
- ENGAGEMENT TRACKER:** Includes a note: 'Please make sure you fill out any relevant impact figures in the fields below. Providing this information tells a better story about the impact your club has with Rotary worldwide.' Below this is a table with columns: Rotary Year, Total volunteer hours, Number of volunteers, and Cash contributions (USD). The first row shows '2018-19' in the first column and empty input fields in the others.

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

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Need more Rotary Showcase resources?  
Contact us at  
[RotarySupportCenter@rotary.org](mailto:RotarySupportCenter@rotary.org).