

HOW TO RECORD SERVICE AND EXPORT TO ROTARY SHOWCASE



1 NAVIGATE TO SERVICE ACTIVITIES

Welcome to Rotary Club Central, the o
Explore data and trends related to yo
goals, project activities, and more.
**Please note: data reported in othe
be delayed for at least 24 hours.**

Global My Zone My District My Club Group My Club

Rotary Club of

Membership Trends

	2012-13	2013-14	2014-15	2015-16	2016-17
July 1	-	-	-	-	-
Achievement	90	82	85	82	85
Goal	0	0	0	0	87

Gender Trends

	2012-13	2013-14	2014-15	2015-16	2016-17
Female	23	25	23	25	28
Male	59	60	59	57	57
Unreported	0	0	0	0	0

Select Service Activities

2 ADD SERVICE PROJECTS
There are three ways to do this

As you work to m
track your proje
participation, a

Rotary Club of

Add New Service Project

Repeat Past Service Project

IMPORT FROM ROTARY SHOWCASE ...

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

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

Add a new service project

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

3 ADD PROJECTED SERVICE PROJECT DETAILS

Title and summary

PROJECT TITLE * required

0 of 50 characters used

PROJECT SUMMARY

0 of 1000 characters used

START DATE * required

END DATE

PROJECT COMPLETE

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.

Enter the name of your project

Enter the start date of your project

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

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	

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.

Select the partners you're working with on the project

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Select the partners you're working with on the project

Additional project details

CATEGORY

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

PARTNERS

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

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

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

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

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ADD COMPLETED PROJECT DETAILS

Enter the end date of your project

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

SETTINGS

- Language

Project timeline

START DATE * required

END DATE

PROJECT COMPLETE

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

PROJECTED

ACHIEVEMENT

Number of volunteers

Total number of volunteer hours

Cash contributions USD

Value of donated goods and services USD

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

Select **Yes** to mark the project complete

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

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EXPORT PROJECT
TO ROTARY
SHOWCASE

Rotary Club Central

EXPORT PRINT COPY

End Polio Board

Title and summary

PROJECT TITLE * required

End Polio Board

15 of 50 characters used

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

Confirm Export CANCEL

Are you sure you want to export?

YES NO

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


SHARED ON SHOWCASE PRINT COPY

End Polio Board

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

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VIEW AND EDIT
PROJECT ON
ROTARY
SHOWCASE

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
Exchange
Peace Centers
Humanitarian Action Gro
Rotary Fellowship
Rotary Commu

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**

End Polio Board





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 2018
End: 30 June 2019
Created: 18 July 2018

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