HOW TO RECORD SERVICE ACTIVITIES AND EXPORT TO ROTARY SHOWCASE

1 NAVIGATE TO SERVICE ACTIVITIES

Select **Service Activities**

Dashboard

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

SETTINGS

Language

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 Tren

	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

2 ADD SERVICE PROJECTS
There are three ways to do this

Service Activities

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

SETTINGS

Language

As you work to
track your proje
participation, a

Rotary Club of   2016

📄 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

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

CANCEL   SAVE

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

Add a new service project

Title and summary

PROJECT TITLE * required

0 of 50 characters used

PROJECT SUMMARY

0 of 1000 characters used

3   ADD PROJECTED SERVICE PROJECT DETAILS

Enter the name of your project

Enter the start date of your project

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

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   -/-

al number of olunteer 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

Additional project

CATEGORY

Select

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

PARTNERS

Select

☐ 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.

AREA OF FOCUS

None

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

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

March 2020

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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

March 2020

5 EXPORT PROJECT TO ROTARY SHOWCASE

☰ **Rotary** | Club Central

EXPORT ⤢   PRINT 🖨   COPY 🗐   DE~~LETE PROJE~~CT

End Polio Boa~~rd~~

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
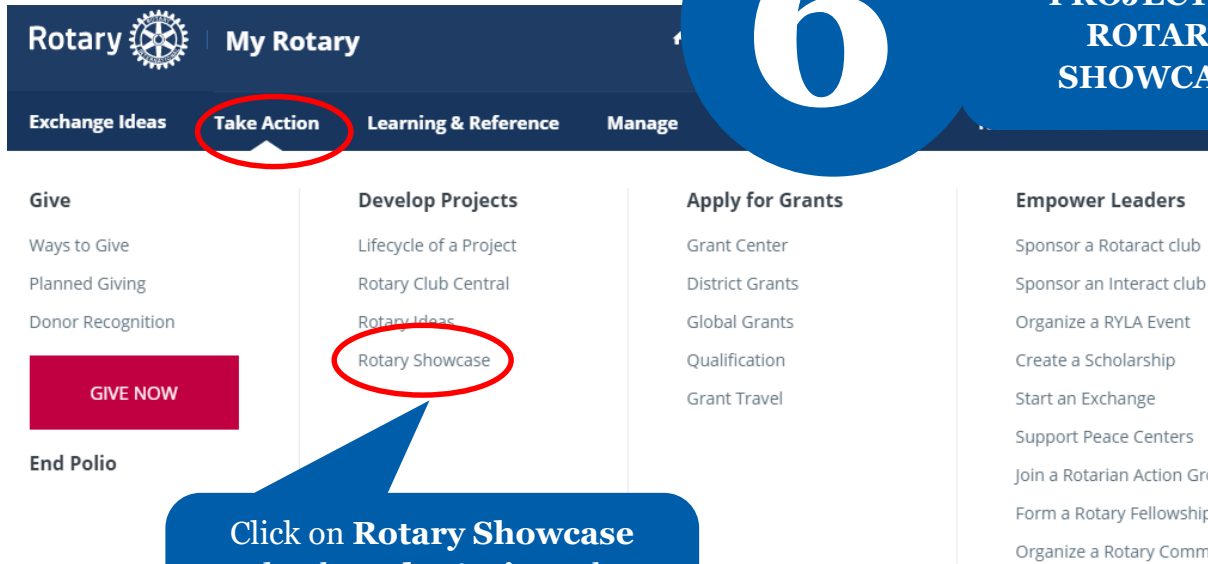
?

Are you sure you want to export

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

YES   NO

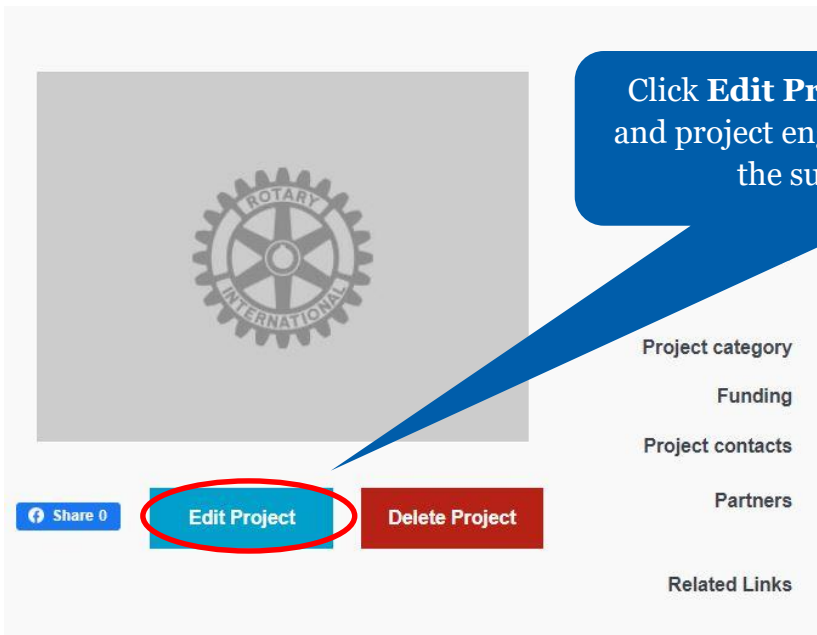SHARED ON SHOWCASE   PRINT 🖨   COPY 🗐

End Polio Board

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

March 2020

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
Grant Travel

Empower Leaders
Sponsor a Rotaract club
Sponsor an Interact club
Organize a RYLA Event
Create a Scholarship
Start an Exchange
Support Peace Centers
Join a Rotarian Action Gro
Form a Rotary Fellowship
Organize a Rotary Commu

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

Click the **My Club Projects** to see your own club's projects

Rotary Showcase   Home   **Browse Projects**   **My Club Projects**   ADD A NEW PROJECT

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

Project category

Funding

Project contacts

Partners

Related Links

Share 0   **Edit Project**   **Delete Project**

March 2020