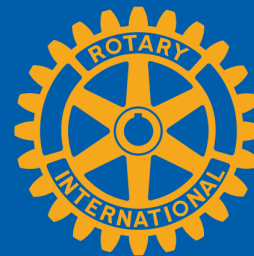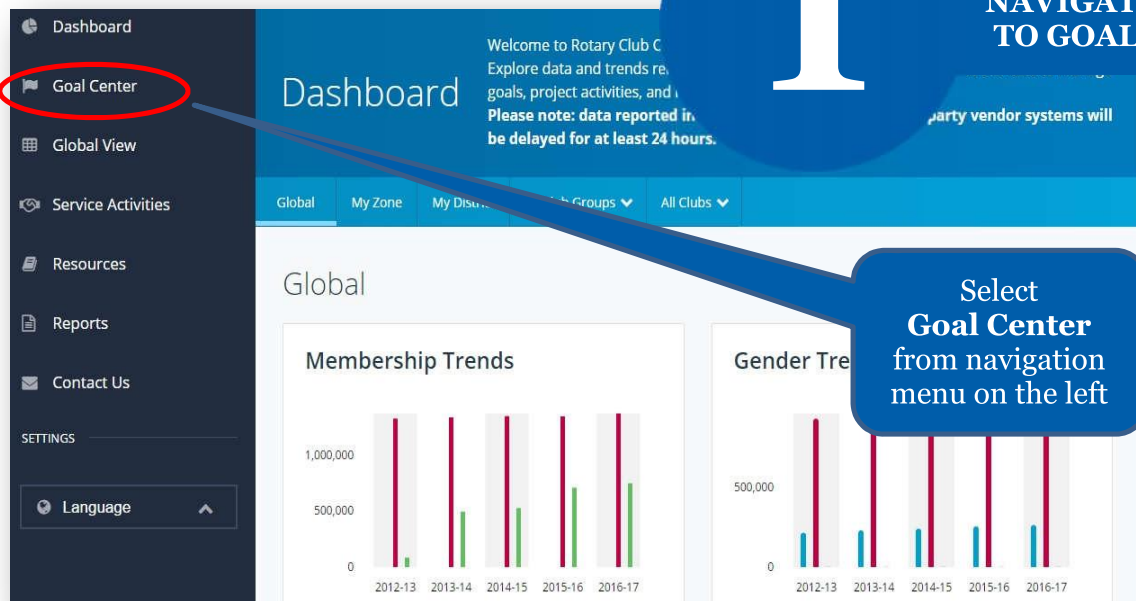# HOW TO REPORT PROGRESS ON GOALS
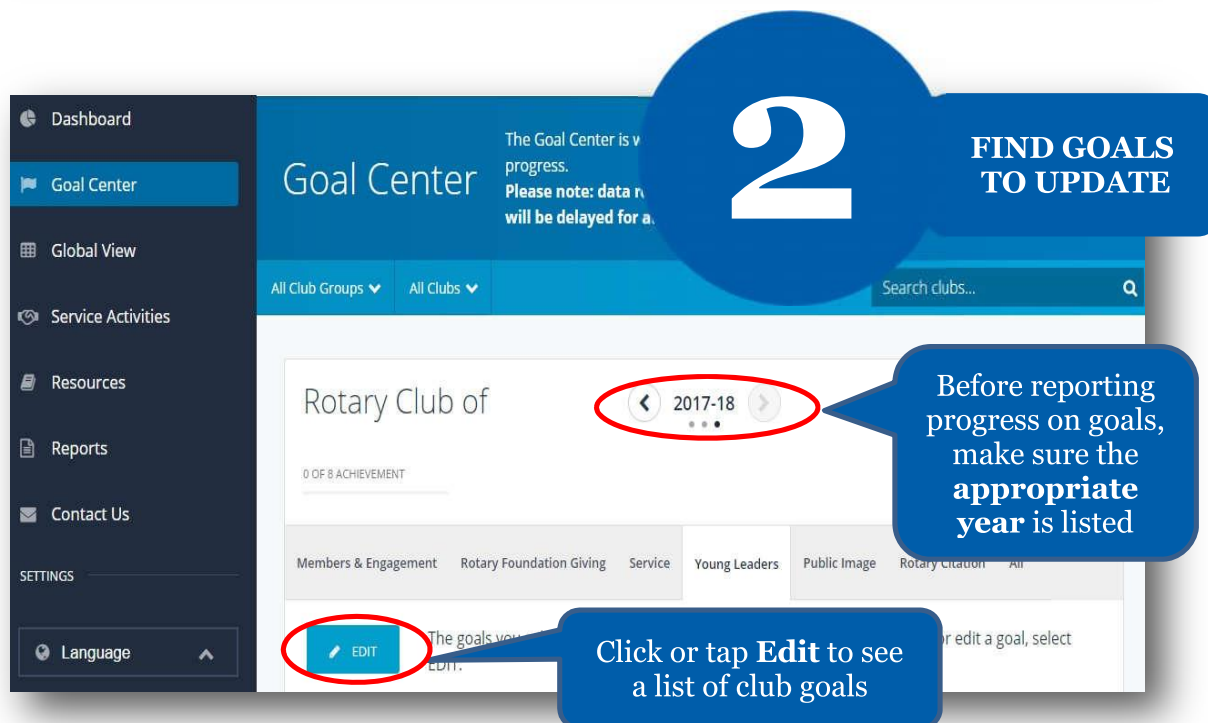## For club officers

1

NAVIGATE TO GOALS

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

2

FIND GOALS TO UPDATE

Before reporting progress on goals, make sure the **appropriate year** is listed

Click or tap **Edit** to see a list of club goals

Find the goals that you plan to update

Tip: Click **Sort selected goals** to arrange your club's goals for easy updating

3

UPDATE A GOAL

Enter your club's progress toward a chosen goal in the **Achievement** column

Click or tap **Save** after you've reported progress on your club's goal