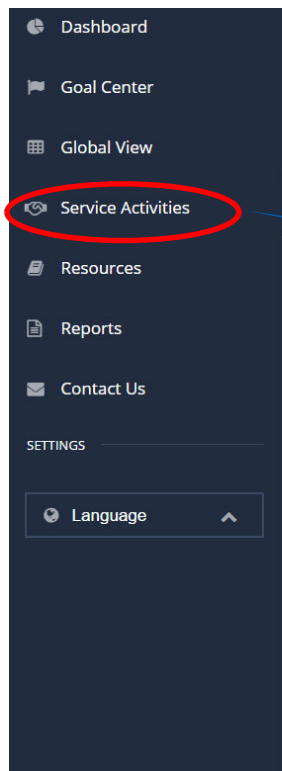


HOW TO RECORD SERVICE ACTIVITIES AND EXPORT TO ROTARY SHOWCASE





Dashboard

Goal Center

Global View

Service Activities

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SETTINGS

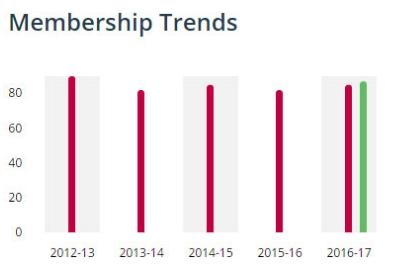
Language

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

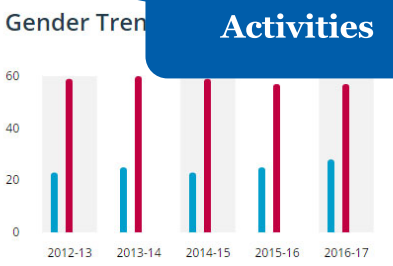
Rotary Club of

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

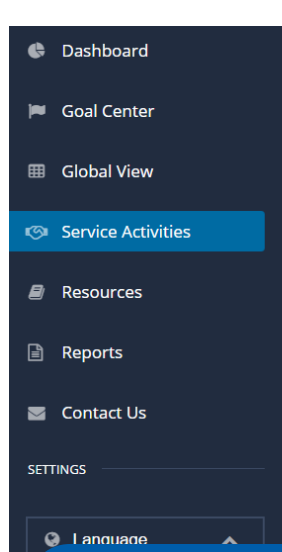
Gender Trends



	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

1 NAVIGATE TO SERVICE ACTIVITIES

Select **Service Activities**



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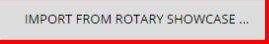
Service Activities

As you work to m
track your proje
participation, a

Rotary Club of

 Add New Service Project

 Repeat Past Service Project



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

4

ADD COMPLETED PROJECT DETAILS

Enter the end date of your project

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

Select **Yes** to mark the project complete

Dashboard
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Language

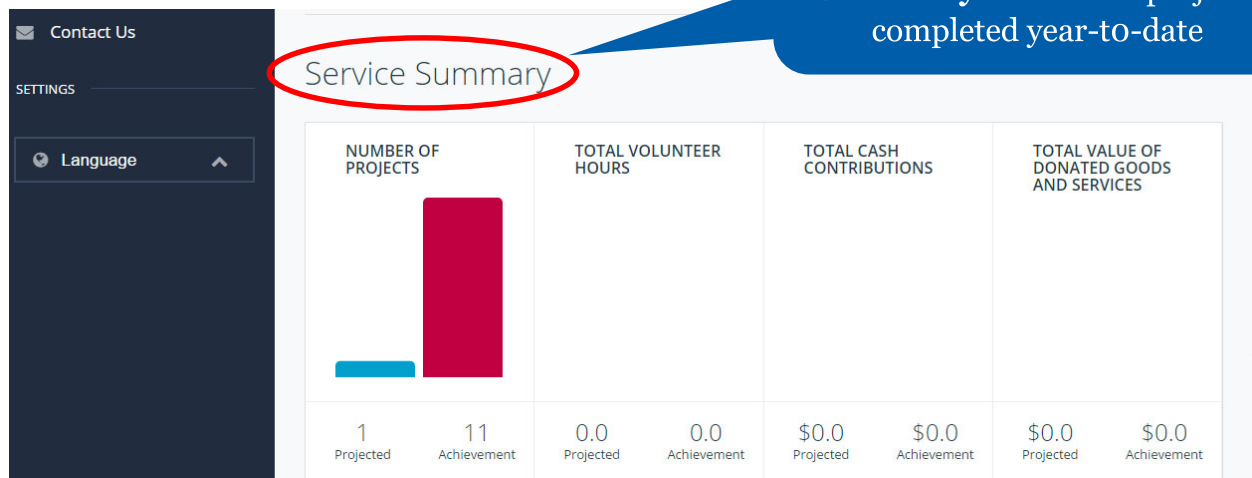
Project timeline

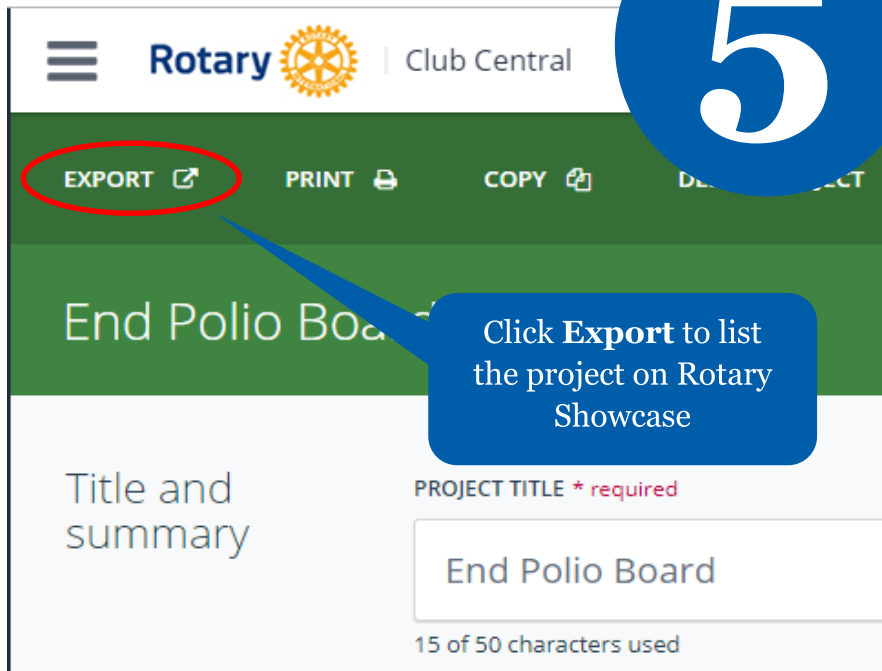
Choose the dates that best reflect when work on the project began and, if applicable, ended. The

START DATE * required
END DATE
PROJECT COMPLETE

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

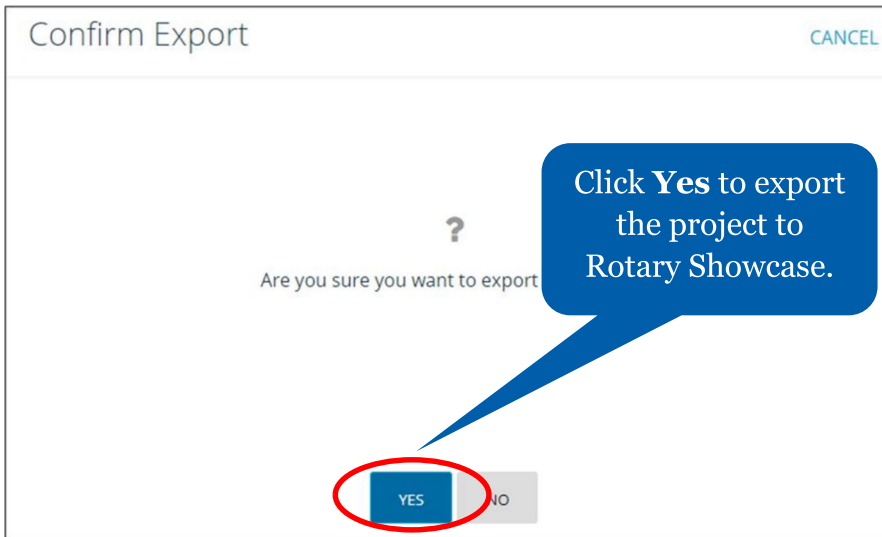




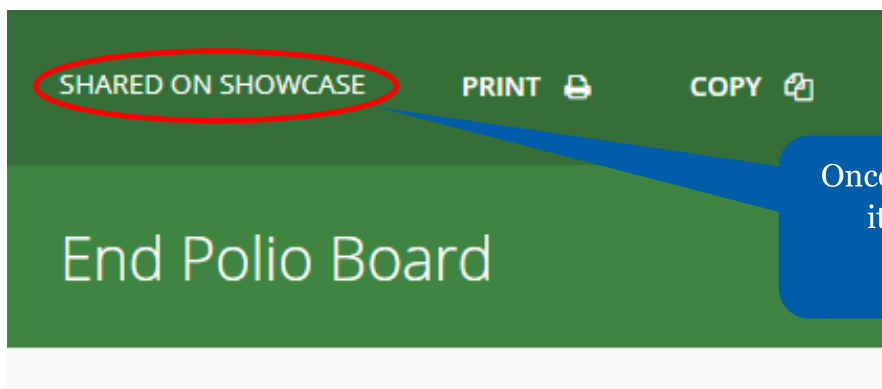
5

EXPORT PROJECT
TO ROTARY
SHOWCASE

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



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



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

