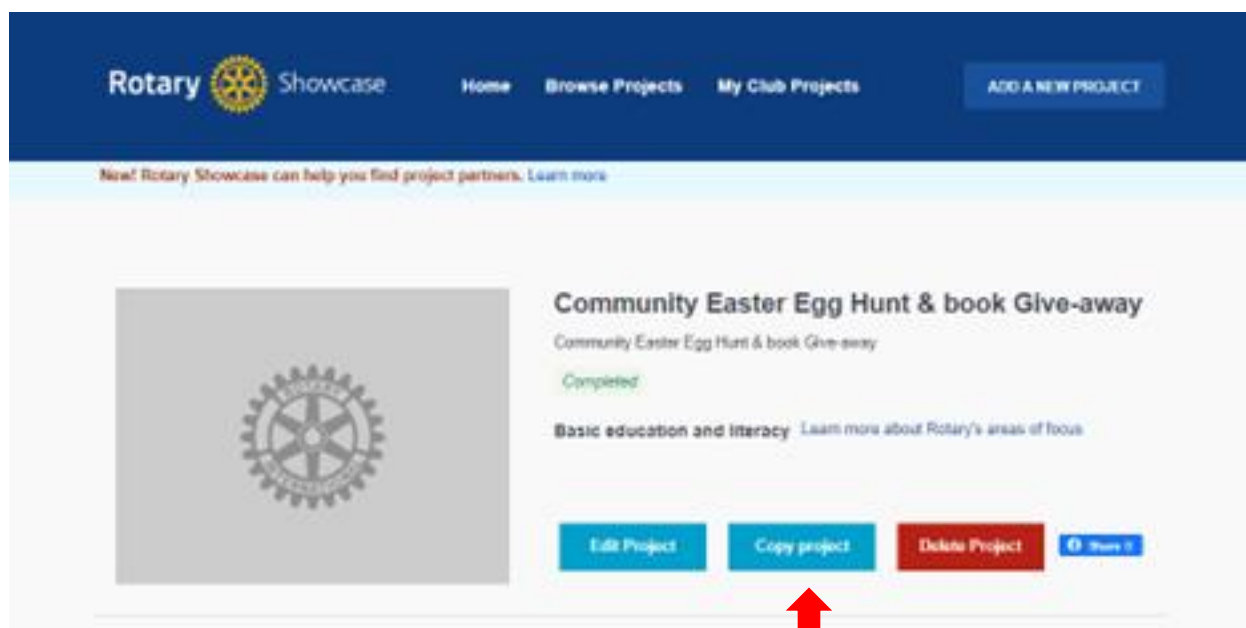
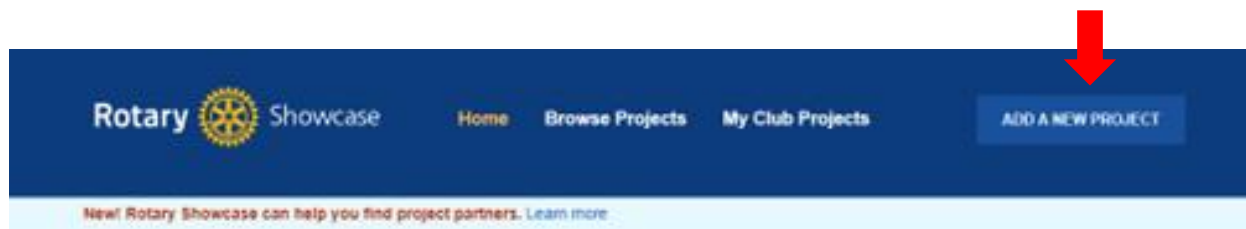


Rotary Showcase – Entering Service Project Information and Hours

- Log in to My Rotary at www.rotary.org
- Click on **Knowledge & Resources** tab
- Click on **Rotary Showcase**
- To **duplicate a project from a previous year**, browse your Club Projects and choose the one you wish to duplicate. (If you have not already done so, you need to go into Rotary Club Central/Service Projects and click on a completed project. You will see a green bar at the top of the page that says Export to Rotary Showcase – click to export. Do this for each of your completed projects.)



- Click on the **Copy Project** button
- To enter a new project, click on the **Add New Project** button in the upper right corner



Making a difference

Rotary members and program participants are improving lives in communities around the world every day through thousands of service projects. Explore the good work that we're doing locally and globally, and share these projects through social media.

- Click the **Add a New Project Button**

ADD A NEW PROJECT

Select an option below. By uploading a project to Rotary Showcase, including links, photographs and videos, you agree to the Rotary International Terms of Use and Rotary's Privacy Policy

Before adding a project:
If your project involves young people under the age of 18 or youth program participants (such as RYLA, Interact or youth exchange participants) be sure to review Rotary's youth protection policies before posting project details (including sensitive information such as the location, contact information, or personally identifying information) or uploading photos or videos of young people. Question? Contact: youthprotection@rotary.org

I want to add:

Established project

Choose this option if:

- Your project has been fully planned, is in progress, or has been completed
- You are adding a current or completed project to your club's service projects portfolio


Select

New: Proposed project seeking partners

Choose this option if:

- You have a project proposal
- You are seeking project partners, such as for a global grant

Select



- Click on the **Established Project** button
- Enter the Project Information
- **Engagement Tracker** – When you **add an end date** to your service project, an engagement tracker appears at the bottom of the page where you can track the number of volunteers, volunteer hours, funds raised, etc. *You cannot add this information until the project is marked complete.*

Engagement Tracker

Partner: [REDACTED] (Rotary Club)

Rotary Year	Total volunteer hours	Number of volunteers	Cash contributions (USD)
2023-24 ▾	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> +

In-kind donations

Rotary Year	Type	Quantity	Total value (USD)
2023-24 ▾	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/> +

Total Donations

Volunteer hours: - **Number of volunteers:** - **Cash contributions:** - USD **In-Kind contributions:** - USD

- **Who can post projects** – any Rotary or Rotaract club member can post projects in Rotary Showcase.
- **Editing/ deleting projects** – Only the current club president, member who posted the project, and anyone who has been added as a project partner have the ability to edit or delete a project.
- **Mandatory data** - Please note that only the entry fields marked with an asterisk are mandatory if your club would prefer to enter less information than is being asked.
- **Goal achievements** - Going forward, service project data will only be collected in *Rotary Showcase* so that we can collect better, more complete service project information and so it can also be shared with fellow members and the public. Once the project is entered into Showcase, the achievements for the club's service project goals should appear in *Rotary Club Central* after about 24 hours (Please note that this function is currently not operating but staff are working to fix it). Also, note that the goal achievement will be attached to the program year based on the project end date. For example, if you mark a project taking place from 15 June 2023- 1 October 2023, the achievement will appear in RC Central for the 2023-2024 Rotary year.

To enter a GOAL for the number of projects or members that will participate in Service Projects:

- Click on **Knowledge & Resources** tab
- Click on **Rotary Club Central**
- Click on **Goal Center**
- Click on **Enhance Participant Engagement**
- Click on **Service Participation**
- Click the **Goal** box, then enter the number of members the club anticipates participating in club service projects under the. As projects are completed, you have to manually go back into the page, **click Edit**, and then update the number in the **Achievement** box