HOW TO RECORD SERVICE AND EXPORT TO ROTARY SHOWCASE
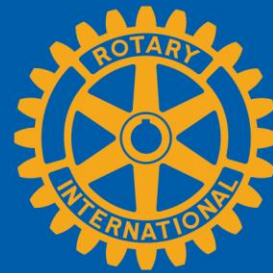
1 NAVIGATE TO SERVICE ACTIVITIES

Select **Service Activities**

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

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

CANCEL · SAVE

Add a new service project

Title and summary

PROJECT TITLE * required

0 of 50 characters used

Enter the name of your project

PROJECT SUMMARY

0 of 1000 characters used

3 ADD PROJECTED SERVICE PROJECT DETAILS

Enter the start date of your project

Project timeline

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

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

Additional project details

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

August 2019

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

4 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

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

START DATE * required	END DATE	PROJECT COMPLETE

Select **Yes** to mark the project complete

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

	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

August 2019

5 **EXPORT PROJECT TO ROTARY SHOWCASE**

☰ **Rotary** ⚙ | Club Central

EXPORT ⬈   **PRINT** 🖶   **COPY** 🗐   DE̶L̶E̶T̶E̶ ̶P̶R̶O̶J̶E̶CT

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

End Polio Bo̶a̶r̶d̶

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**.

August 2019

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
...change
...ace Centers
...ian Action Gro...
...ary Fellowship
...Rotary Commu...

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

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**

Click the **My Club Showcase** tab to search for your newly added project

End Polio Board

Click on the project to open the details page

August 2019

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 201
                       End: 30 June 20
                       Created: 18 July

Project category   Community, Polic

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