

HOW TO ACCESS ROTARY CLUB CENTRAL



1 Go to My Rotary and select **Sign In** or **Register**. Or go to [myrotary.org](#) to reach the site directly. You'll be prompted to sign in to My Rotary or create an account if you haven't already.

2 Select **Member Center**

3 Select **Rotary Club Central**

SIGN IN

SIGN-IN EMAIL *

Forgot email?

PASSWORD *

Forgot password?

☒ REMEMBER ME

SIGN IN

WHY CREATE AN ACCOUNT?

Signing in to My Rotary gives you access to customized tools and resources.

Anyone can create an account. Existing members with the same email address will be prompted to log in.

CREATE AN ACCOUNT

SIGN IN TO MY ROTARY

REGISTER FOR AN ACCOUNT

JOIN US!

Tell us why you're interested in Rotary and we'll help you get started.

REFER A MEMBER

Refer a potential member and we'll help connect them to the right club. Only current members can refer new members. To refer someone to your own club, contact your club secretary.

REFER A MEMBER

ROTARY GLOBAL REWARDS

Explore our member benefit program for discounts on travel, hotels, dining, and entertainment.

ONLINE TOOLS

Rotary Club Central

Brand Center

Rotary Showcase

Rotary Ideas

Learning Center

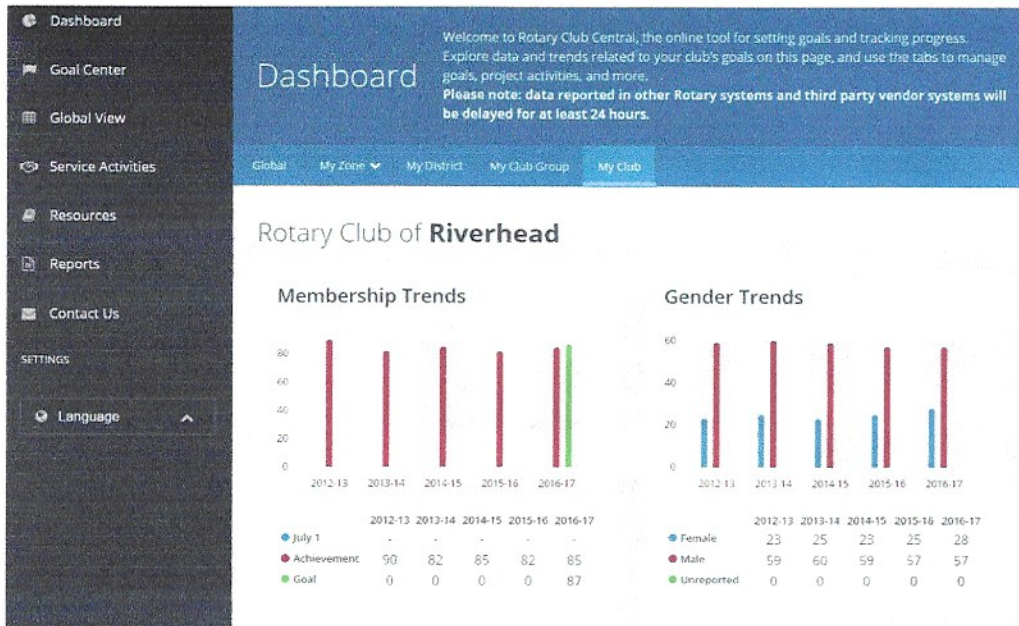
INTERNATIONAL CONVENTION

KOREA 2016

Plan now to attend Rotary's biggest event of the year. It's your chance to connect with members from around the world.

REGISTER

THE ROTARIAN



HOW TO SET A GOAL

For club officers



1

NAVIGATE
TO GOALS

Dashboard

Welcome to Rotary Club C. Explore data and trends related to goals, project activities, and more. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

Global My My District All Club Groups All Clubs

Global

Membership Trends

1,000,000 500,000 0

2012-13 2013-14 2014-15 2015-16 2016-17

500,000 0

2011-12 2012-13 2013-14 2014-15 2015-16 2016-17

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

2

FIND GOALS
TO TRACK

Goal Center

The Goal Center is where you can view, add, remove, or edit goals your club will focus on, and track progress. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

All Club Groups All Clubs Search clubs...

Rotary Club of

2017-18

Members & Engagement Rotary Foundation Giving Service Young Leaders Public Image

Edit

Before choosing your club's goals, make sure the **appropriate year** is listed

If the **Edit** button appears, click or tap it to find goals your club wants to track. If this button reads **Save** and goals are displayed, proceed to the next step

Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

All Club Groups ▾ All Clubs ▾ Search clubs...

Rotary Club of 2017-18

Members & Engagement Rotary Foundation Giving Service **Young Leaders** Public Image

Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

SAVE

Inbound Youth Exchange students

ACHIEVEMENT

GOAL SELECT GOAL

Enter Goal Value

Select the goals that your club wishes to track by clicking or tapping the check boxes next to them

3 SET A GOAL

Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

All Club Groups ▾ All Clubs ▾ Search clubs...

Rotary Club of 2017-18

Members & Engagement Rotary Foundation Giving Service **Young Leaders** Public Image

Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

SAVE

Inbound Youth Exchange students

ACHIEVEMENT

GOAL 3 SELECT GOAL

Enter Goal Value

Enter a goal value in the box titled **Goal**

Click or tap **Save** after you've entered a goal value

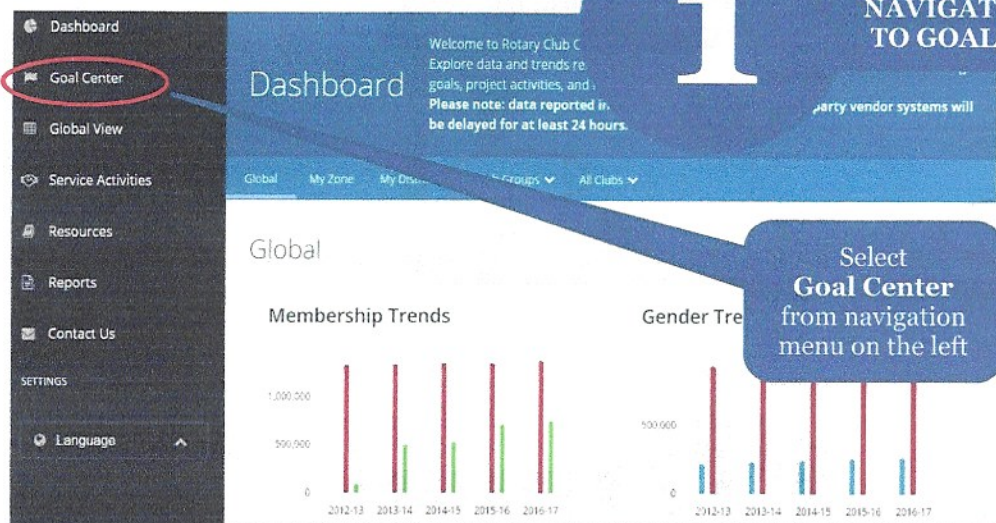
HOW TO REPORT PROGRESS ON GOALS

For club officers



1

NAVIGATE TO GOALS



Welcome to Rotary Club C. Explore data and trends re goals, project activities, and. Please note: data reported in. be delayed for at least 24 hours.

Global My Zone My District My Region All Clubs

Global

Membership Trends

Year	Membership
2012-13	1,000,000
2013-14	1,000,000
2014-15	1,000,000
2015-16	1,000,000
2016-17	1,000,000

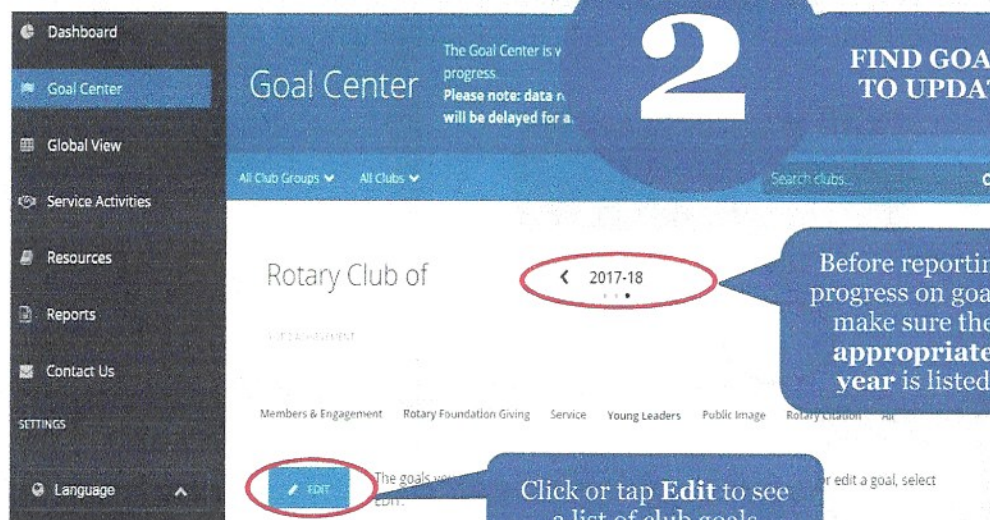
Gender Trends

Year	Gender
2012-13	500,000
2013-14	500,000
2014-15	500,000
2015-16	500,000
2016-17	500,000

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

2

FIND GOALS TO UPDATE



The Goal Center is v progress. Please note: data n. will be delayed for a.

All Club Groups All Clubs Search clubs

Rotary Club of

2017-18

Members & Engagement Rotary Foundation Giving Service Young Leaders Public Image Rotary Citation

EDIT The goals on Edit.

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

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

Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

Find the goals that you plan to update

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

Sort selected goals

Inbound Youth Exchange students

Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

SAVE

Members & Engagement Rotary Foundation Giving Service **Young Leaders** Public Image Rotary Citation All

2017-18

ACHIEVEMENT

GOAL

SELECT GOAL

Enter Goal Value

3 UPDATE A GOAL

Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

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

SAVE

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

Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

Sort selected goals

Inbound Youth Exchange students

Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

2017-18

ACHIEVEMENT

GOAL

SELECT GOAL

Enter Goal Value

HOW TO RECORD SERVICE ACTIVITIES AND EXPORT TO ROTARY SHOWCASE



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

Welcome to Rotary Club Central, the e...
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

Year	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

Year	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

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

Service Activities

As you work to m...
track your proj...
participation, i...

Rotary Club of

Add New Service Project

Repeat Past Service Project

IMPORT FROM ROTARY SHOWCASE ...

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

ADD A NEW SERVICE PROJECT

3 ADD PROJECTED SERVICE PROJECT DETAILS

Enter the name of your project

Enter the start date of your project

Enter the estimated project details in the **Projected** column

Project metrics

Project timeline

Choose the status that best reflects 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.

PROJECT TITLE * required

0 of 50 characters used

PROJECT SUMMARY

0 of 1000 characters used

START DATE * required

END DATE

PROJECT COMPLETE

PREVIOUS PROJECTED/PREVIOUS ACTUAL

PROJECTED

ACHIEVEMENT

Number of volunteers

Total number of volunteer hours

Cash contributions

Value of donated goods and services

USD

USD

Additional project

CATEGORY

PARTNERS

Select

Vocational

Young Leaders

Fundraiser

Area of Focus

Polio

Interact

Rotaract

Rotarian Action Group

Rotary Club(s)

Rotary Community Corps

Area of Focus

Basic Education and Literacy

Disaster Prevention and Treatment

Economic and Community Development

Environment and Health

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 project category. You can use this information to search for past projects.

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

Select the partners you're working with on the project

March 2020

4

ADD COMPLETED PROJECT DETAILS

Enter the end date of your project

Project timeline

START DATE *required

END DATE

PROJECT COMPLETE

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

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

Select **Yes** to mark the 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

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

5

EXPORT PROJECT TO ROTARY SHOWCASE

Rotary Club Central

EXPORT PRINT COPY

End Polio Board

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

Are you sure you want to export?

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

YES

NO

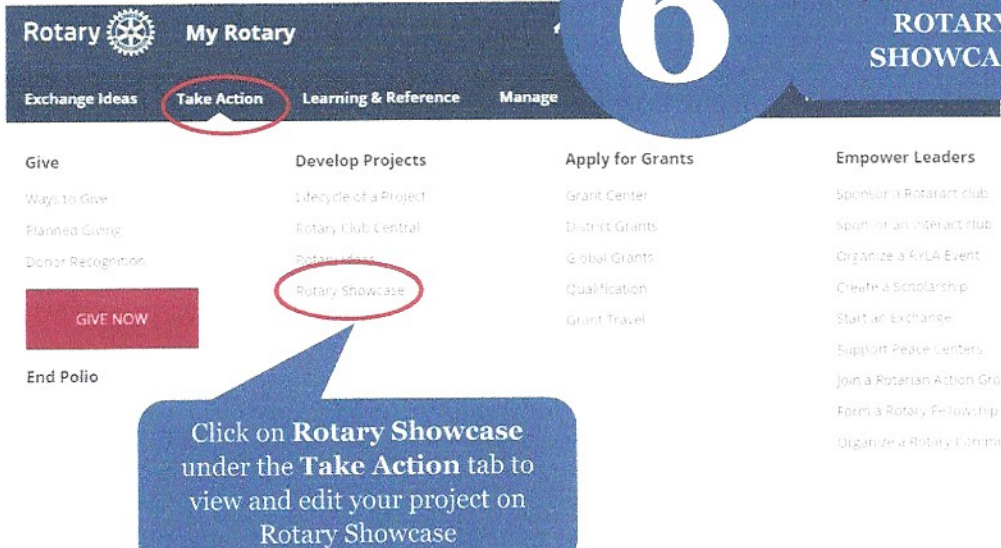
SHARED ON SHOWCASE

PRINT COPY

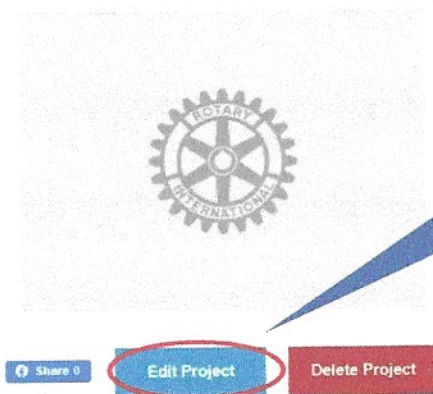
End Polio Board

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

VIEW AND EDIT PROJECT ON ROTARY SHOWCASE



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



Project category

Funding

Project contacts

Partners

Related Links

HOW TO VIEW INFORMATION



Members can view summary information two ways in Rotary Club Central:
Global View and **Reports**.

1 NAVIGATE TO THE GLOBAL VIEW OPTION

Select **Global View** from the navigation menu

The screenshot shows the Rotary Club Central dashboard. On the left is a dark navigation menu with options: Dashboard, Goal Center, **Global View** (highlighted with a red circle), Service Activities, Resources, Reports, Contact Us 31, and SETTINGS 40. The main content area shows 'Dashboard 55' with tabs for Global, My 37 Zone 1, My 37 District 33, All Club Groups 47, and My 37 Club 58. Below the tabs are two bar charts: 'Membership Trends' and 'Gender'.

Year	2012-13	2013-14	2014-15	2015-16	2016-17
Value	30	28	25	25	25

Year	2012-13	2013-14	2014-15	2015-16	2016-17
Male	10	10	10	10	10
Female	10	10	10	10	10

2 CHOOSE A YEAR AND GOAL TO VIEW

Select which goal category you want to see

Select the Rotary year

The screenshot shows the 'Global View' page. The navigation menu on the left has 'Global View' highlighted. The main content area has a title 'Global View' and a subtitle 'Global View shows clubs' collective progress toward each goal worldwide and across your zone, district, and club group.' Below this are tabs for 'Members & Engagement', 'Rotary Foundation Giving', 'Service', 'Young Leaders', 'Public Image', and 'Rotary Citation'. A red box highlights the 'Members & Engagement' tab and the year selection dropdown, which is set to '2016-17'.

1 | July 2017

3

VIEW SUMMARY INFORMATION

The screenshot shows the Rotary Club Central interface. On the left is a dark sidebar with navigation links: Dashboard, Goal Center, Global View (highlighted), Service Activities, Resources, Reports, Contact Us, and SETTINGS (Language). The main content area is titled 'Global View' and includes a note: 'Global View shows clubs' collect zone, district, and club group. Please note: data reported in i will be delayed for at least ~'. Below this are tabs for Global, My Zone, My District (selected), and All Clubs. A secondary navigation bar includes Members & Engagement, Rotary Foundation Giving, Service (selected), Young Leaders, Public Image, and Rotary Citation. The main display shows a summary for the 'Service' goal category for the year '2016-17'. It includes a table with the following data:

GOAL	CLUBS WITH GOAL	2016-17 ACHIEVEMENT	2016-17 GOAL
Service projects (3)	16 / 59	5	105

Each of the goals in the category is displayed.

The **Clubs With Goal** column shows the number of clubs that have set a goal, and the number of clubs in the district. For example, here, **16** represents the number of district clubs that have set the **Service Projects** goal.

The **Achievement** column shows the total reported progress against the goal. For example, the clubs in this district have reported **5 completed** service projects so far this year.

Select the organization level to view related summary data about progress toward goals. You can also view trends for each organization level on the Dashboard screen.

In this example, the **Service** goal category is selected.

This column shows the goal total for all clubs who have set a goal. In this example, the district goal is **105** service projects for the year.

4

SEE HOW DATA
IS CALCULATED
AND PRINT IT

Rotary Club Central

Global My Zone My District All Club Groups

Members & Engagement Rotary Foundation Giving Service Young Leaders Public Image Rotary Citation

< 2016-17 >

District Summary

Members & Engagement - 2016-17
Current Membership: 1239
as of: 08 Jun 2017

GOAL	CLUBS WITH GOAL	2016-17 ACHIEVEMENT
Club membership ⓘ	9 / 43	1,232 of 1,744
Set "Include these numbers calculated"	9 / 43	59 of 174
N Clubs with Goal-Number of clubs who have set a club membership goal out of the total number of clubs for selected area.	9 / 43	0 of 46
Ry Achievement aggregation- Sum of individual club membership achievement for selected area.	5 / 43	1 of 15
Le Goal Aggregation- Sum of individual club membership goals for the selected area.	8 / 43	1 of 91
Di	9 / 43	12 of 28
Rotary Fellowship participation ⓘ	5 / 43	16 of 28

Select the information button ⓘ for a description on how the displayed data was calculated

Select **Print** for a copy of the goal summary information

5

NAVIGATE TO THE REPORTS OPTION



Dashboard
Goal Center
Global View
Service Activities
Resources
Reports
Contact Us 31

Rotary Club Central

Reports

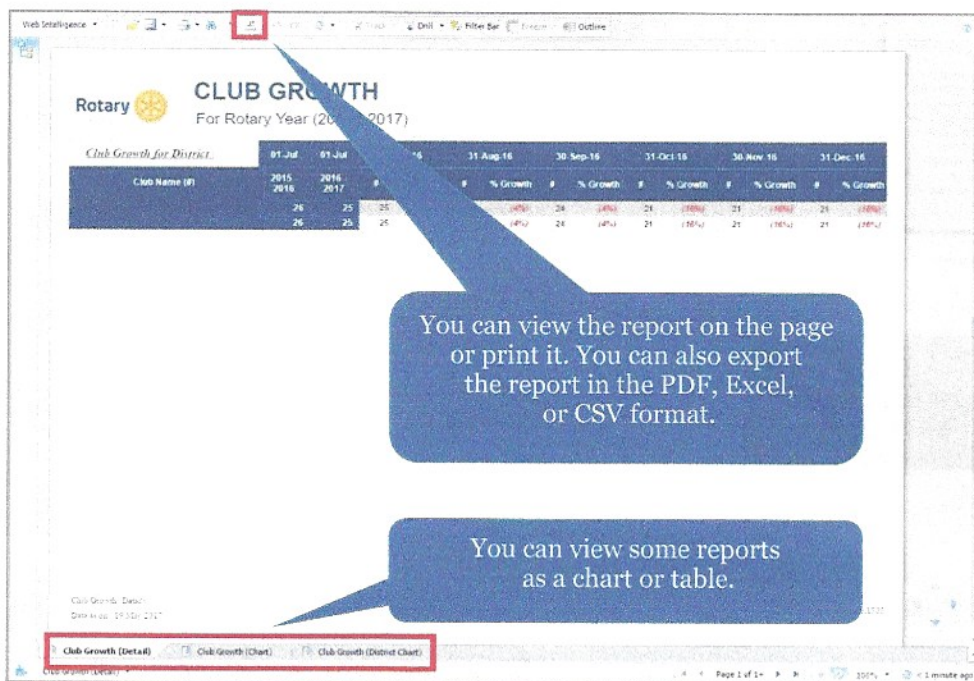
Members & Engagement Service Founda

Club Reports

Club Growth
Member Viability and Growth
Membership Termination Profile
Members in a Club

Select **Reports**. Then select the report you'd like to view.

Note: You can also find club and district reports by selecting the **Manage** tab on My Rotary.



Rotary CLUB GROWTH

For Rotary Year (2016-2017)

Club Growth for District:

Club Name (R)	01-Jul-16	01-Jul-16	31-Aug-16	30-Sep-16	31-Oct-16	30-Nov-16	31-Dec-16
	2015-2016	2016-2017	% Growth	% Growth	% Growth	% Growth	% Growth
26	25	25	0%	0%	0%	0%	0%
26	25	25	0%	0%	0%	0%	0%

You can view the report on the page or print it. You can also export the report in the PDF, Excel, or CSV format.

You can view some reports as a chart or table.

Club Growth (Detail) Club Growth (Chart) Club Growth (District Chart)