

How to correctly create your Club Logo with this year's theme


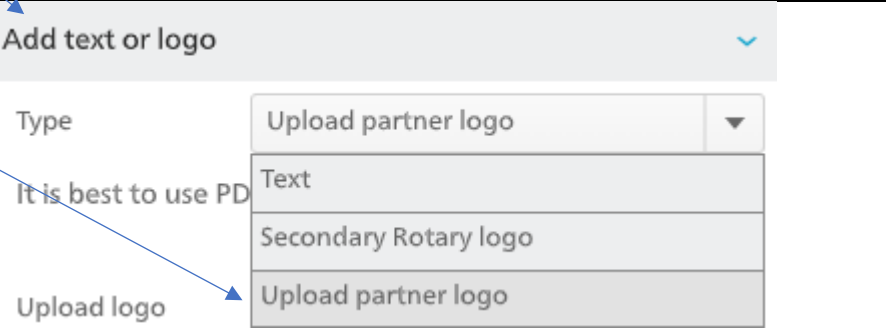
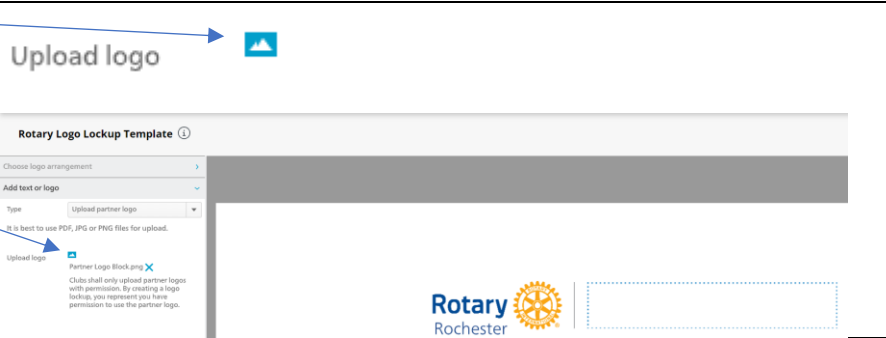
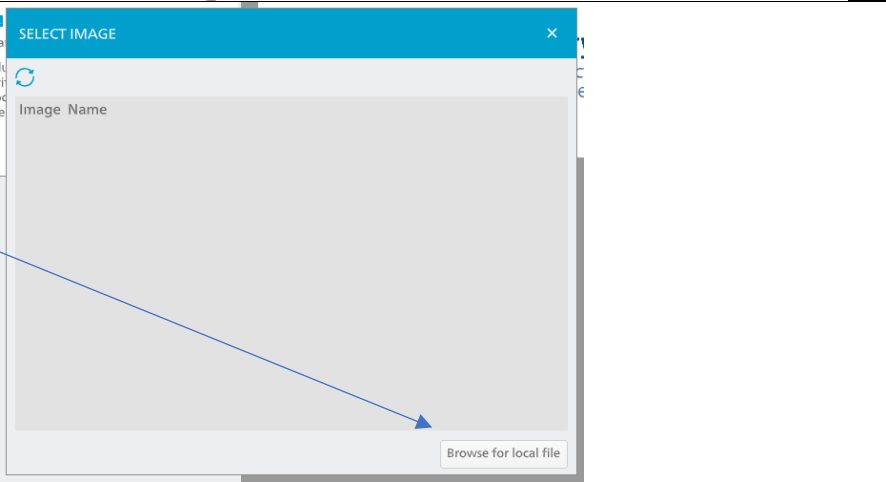


Your club logo and the theme logo should look like this:



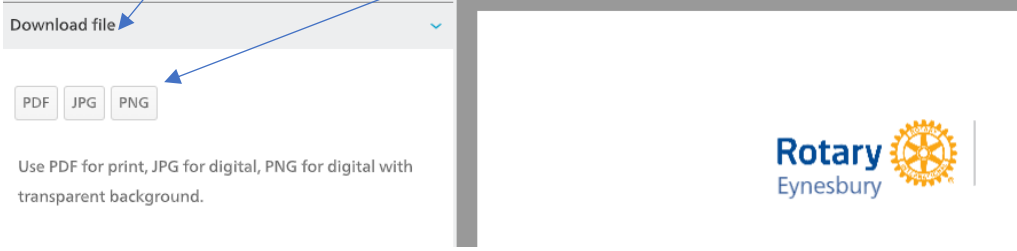
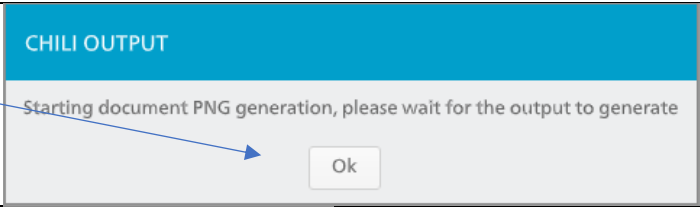
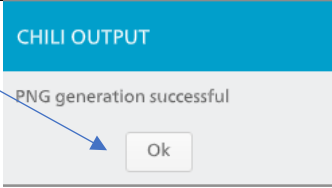

It has been created using the 'Brand Center' which is the only place to create it.

1	Go to 'My Rotary' and log in	
2	Go to 'MEMBER CENTER'	
3	Select 'Brand Center'	
4	Scroll down the page to find Templates → click VIEW →	<p>The screenshot shows a teal header with the word 'Templates'. Below it, there is a white box with the text: 'Find easy-to-use and customizable templates. Use our tools to create Rotary club and district logos and customized materials.' At the bottom of this box is a blue 'VIEW' button. A blue arrow points from the 'Templates' text in the instruction to the teal header, and another blue arrow points from the 'click VIEW' text to the 'VIEW' button.</p>
5	Select 'Logo lockups' →	<p>The screenshot shows a white box with the heading 'Logo lockups' and the text: 'Create a logo lockup to show your club, district, or zone's affiliation with partners, sponsors, programs, or events.'</p>
6	Select: 'Rotary Logo Lockup Template' and then 'CREATE' (there may be a delay in this page loading) →	<p>The screenshot shows a preview of the logo lockup template. It features the Rotary logo on the left and a placeholder text 'Insert Partner, Sponsor, Program, or Event' on the right. Below the preview is the text 'Rotary Logo Lockup Template'. A blue arrow points from the 'CREATE' text in the instruction to the 'CREATE' button in the preview.</p>
7	Beside 'Text below*' type in the name of your club eg Rochester or Club of Rochester →	<p>The screenshot shows the configuration form for the 'Rotary Logo Lockup Template'. It has a title 'Rotary Logo Lockup Template' with an information icon. Below the title is a dropdown menu 'Choose logo arrangement'. There are four rows of settings: 'Logo' (Regular), 'Color' (Full Color (recommended)), 'Alignment' (Below logo), and 'Text below*' (Club Name, District, or Zone Number). A note '*Required' is below the text field. At the bottom, there are two buttons: 'Add text or logo' and 'Download file', both with right-pointing arrows. A blue arrow points from the 'Rochester' text in the instruction to the 'Text below*' input field.</p>

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8	You will see the following	
9	Next select 'Add Text or Logo'	
10	Against 'Type' click on the drop-down arrow and select 'Upload partner logo'	
11	Beside 'Upload logo' you will see a very small picture icon. Click on that icon to upload the theme logo from your computer.	
12	The following page will come up. Click on 'Browse for local file'	
13	Search your computer to locate the Theme logo that has been sent to you along with this instruction sheet. <i>(You can also right click on this logo and save it to your computer)</i>	
14	You should see the following:	
		

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15	<p>Next step is to select Download file and PNG. <i>Note: Selecting PNG will produce a transparent file</i></p> 
<p>You should see this window come up – click OK</p>	
<p>And you should see this window come up – click OK</p>	
<p>Your logo will be available under 'Downloads' on your computer</p>	
<p>Please note: to trim the logo without losing the transparency, you can right-click on the file name, and select Edit with Paint 3D. This will allow you to crop the logo – removing the excess white space.</p>	

If you need help with creating the logo, or amending the actual size of the finished logo to ensure it remains transparent, I am more than happy to jump on zoom and do it with you to show you how, or I can do it for you.

Sandi Fulcher

+ District Public Image Chair 2023-24

+ Zone 8 Assistant Public Image Chair 2023-24

M: 0416 063 434

E: sandi.fulcher@rotary9800.org

