

HOW TO REPORT PROGRESS ON A GOAL

For club officers



FIND GOALS TO UPDATE

Rotary Club of **Anytown**
0 of 26 Achievement
< 2023-24 >

Enhance Participant Engagement Increase our Impact Expand Our Reach Increase Our Ability to Adapt All

EDIT The goals you select will appear below. To report progress or add, remove, or edit a goal, select EDIT.

Category	Achievement	Goal
Service participation	- of	22
Social activities	- of	12
Rotary Action Group participation	- of	5

Find the goals that you plan to update

SAVE **CANCEL** 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

Category	Achievement	Goal	Select Goal
Service participation	- of	22	<input checked="" type="checkbox"/>
Social activities	- of	12	<input checked="" type="checkbox"/>
Rotary Action Group participation	- of	5	<input checked="" type="checkbox"/>

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

UPDATE A GOAL

The screenshot shows the 'Club Goals' interface for the 'Rotary Club of Anytown'. A sidebar on the left contains navigation options: Club Goals, Global Summary, Trends, Service Projects, Resources, Reports, and Contact Us. The main content area displays the current goal 'Enhance Participant Engagement' with a progress indicator '0 of 26 Achievement' and a year selector '2023-24'. Below this, there are three goal categories: 'Service participation' (22 achievement of 22), 'Social activities' (12 achievement of 12), and 'Rotary Action Group part' (5 achievement of 5). Each category has an 'ACHIEVEMENT' field, a 'GOAL' field, and a 'SELECT GOAL' checkbox. A 'SAVE' button is highlighted with a callout, and a 'CANCEL' button is also visible. A 'PRINT' button is in the top right corner.

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

Select **Save** after you've reported progress on your club's goal