

★ How to Set Club Goals in Rotary Club Central

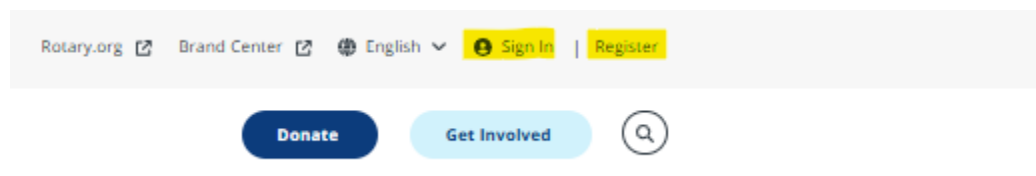
District 7475 Rotary Club Central Goal Setting Guide

This guide is designed to assist incoming club leadership in District 7475 in fulfilling the critical goal-setting requirements for the 2026–2027 Rotary year.

■ SECTION 1 — SIGN IN TO MYROTARY

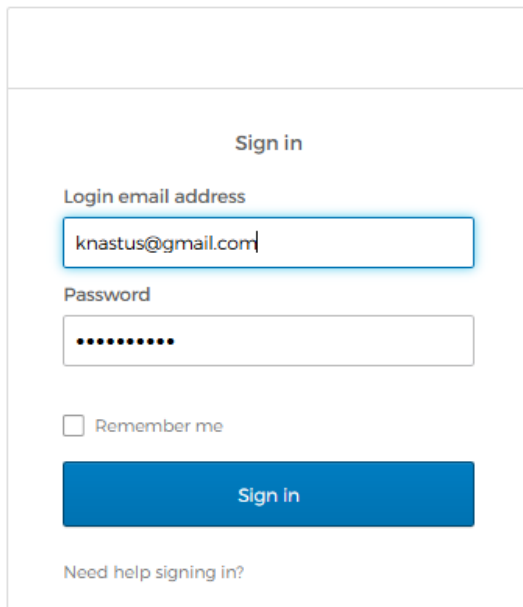
1. Go to MyRotary

- Open your browser and navigate to my.rotary.org.
- Click **Sign In** if you have a username and password.
- Click **Register** if you do not have a username and password.



2. Enter Your Username & Password

- Type your email/username.
- Enter your password.
- Click **Sign In**.

A screenshot of a web form titled "Sign in". It contains two input fields: "Login email address" with the text "knastus@gmail.com" and "Password" with masked characters. Below the password field is a checkbox labeled "Remember me". A blue "Sign in" button is positioned below the checkbox. At the bottom, there is a link that says "Need help signing in?".

Sign in

Login email address

knastus@gmail.com

Password

.....

☐ Remember me

Sign in

[Need help signing in?](#)

3. Arrive at Your MyRotary Homepage

You will see your personalized dashboard, including:

- Your name
- Your club
- Quick links such as **Rotary Club Central**, Grant Center, and Membership & Foundation Reports.

SECTION 2 — OPEN ROTARY CLUB CENTRAL

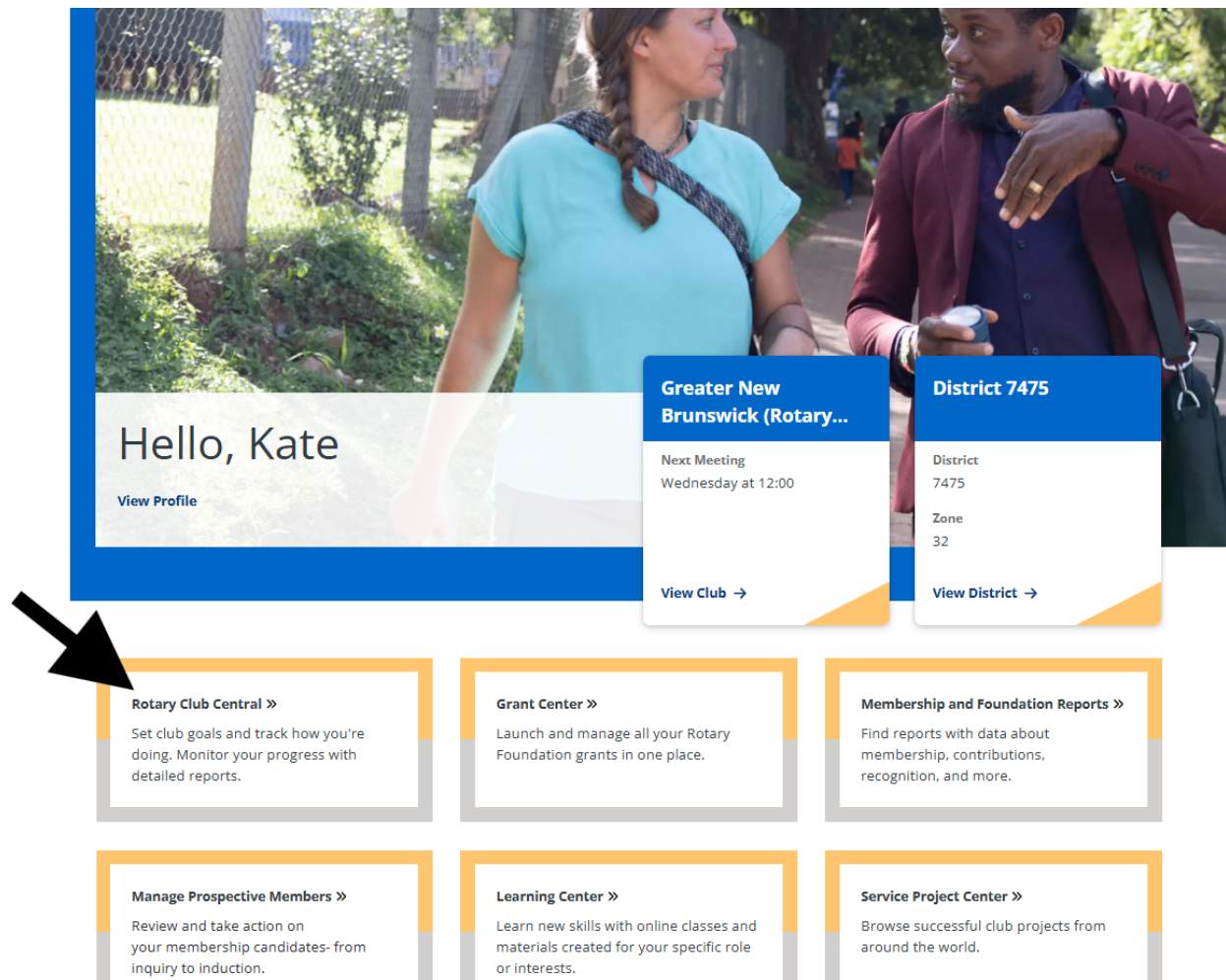
4. Click "Rotary Club Central"

On your homepage, locate the tile labeled:

Rotary Club Central

"Set club goals and track how you're doing."

Click it to enter the Club Central dashboard.



■ SECTION 3 — SELECT THE ROTARY YEAR

5. Choose the Correct Year

At the top of the Club Central dashboard:

- Locate the year selector.
- Switch to **2026-27** (the year for which you are setting goals).
- The dashboard will refresh to show goal categories for that year.

Rotary Club of **Greater New Brunswick**



■ SECTION 4 — REVIEW GOAL CATEGORIES

6. Understand the Goal Sections

Rotary Club Central organizes goals into measurable categories:

- Membership (e.g., Club membership)
- Service (e.g., Service participation, Service projects)
- Foundation Giving (e.g., Annual Fund, PolioPlus Fund)
- Public Image (e.g., Online presence, Social activities)
- Leadership Development
- Rotaract / Interact
- Club Administration (e.g., Strategic plan, Club bylaws)

SECTION 5 — ENTERING YOUR CLUB GOALS

7. Open a Goal Category

- Click on a category (e.g., **Membership**).
- A panel opens showing individual goals.
- Click **Edit** or the pencil icon to enter your numbers.



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< 2026-27 >

3 goals achieved of 22 selected

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

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

8. Enter Goal Values

For each goal:

- Type in your club's target number or description.
- Use Rotary's recommended ranges when available.
- **Click Save** before moving to the next category.

2026-27 Greater New Brunswick Goals

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

✓ 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 ▼

★ Priority Goals

Club membership
★ Priority

Show goal details and history

ACHIEVEMENT
0
OF
GOAL
50
SELECT GOAL
☒

As Of 27-Jun-26

Note: Required Goals

We encourage clubs to review and enter goals for all the categories listed. Please note that all clubs are required to enter the following three goals:

1. Membership (i.e., expected member count at the end of Rotary year)
2. Rotary Foundation Annual Fund - district recommendation is \$100 per club member (i.e., \$100 x active member count = club goal.)
3. Rotary Foundation EndPolio - district recommendation is \$25 per club member (i.e., \$25 x active member count = club goal.)

9. Select the Goals Your Club Will Pursue

Some goals require checking a box to indicate the club is choosing to pursue them.

- Check the box next to each goal your club is committing to.
- Saved goals will appear in your dashboard summary.

2026-27 Greater New Brunswick Goals

All Goals

Enhance Participant Engagement

Increase our Impact

Expand Our Reach

Increase Our Ability to Adapt

✓ 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 ▼

★ Priority Goals

Club membership

★ Priority

Show goal details and history

ACHIEVEMENT

0

OF

GOAL

50

SELECT GOAL

✓

As Of 27-Jun-26

SECTION 6 — USING GOAL HISTORY TO SET SMART GOALS

★ Why Goal History Matters

Rotary Club Central provides multi-year goal and performance history. Presidents should use this data to set realistic, informed, and achievable (SMART) goals.

Goal History helps you understand:

- What your club actually achieved in previous years (e.g., progress toward membership targets).
- Whether your club is trending up or down.
- How ambitious your new goals should be.
- Where your club may need support.

10. Open a Goal Category

From the Club Central dashboard:

- Click a category such as Membership, Foundation Giving, or Service.
- A panel opens showing editable goals.

2026-27 Greater New Brunswick Goals

All Goals

Enhance Participant Engagement

Increase our Impact

Expand Our Reach

Increase Our Ability to Adapt

✓ 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 ▼

★ Priority Goals

Club membership

★ Priority

> Show goal details and history

ACHIEVEMENT

0

OF

GOAL

50

SELECT GOAL

✓

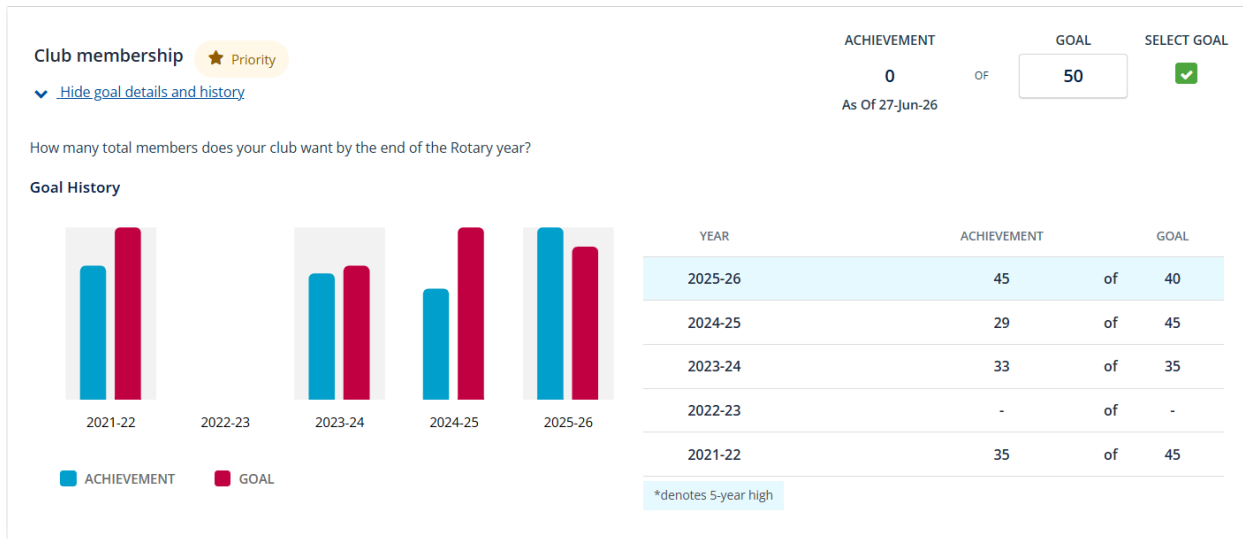
As Of 27-Jun-26



11. Locate the Goal History Panel

Inside each goal category, Rotary displays:

- Last year's goal
- Last year's actual results (e.g., As of 10-Feb-26)
- Previous years' results
- Trend indicators
- District or global averages (in some categories)



12. Use Goal History to Set New Goals

Encourage presidents to:

- Compare last year's goal vs. actual performance.
- Identify areas of growth or decline.
- Adjust goals based on realistic performance.
- Align with district priorities.

Example: If the club had 34 members and aimed for 40 last year, a goal of 38-40 might be more realistic than a leap to 50.

SECTION 7 — REVIEW & SUBMIT

13. Review Your Dashboard Summary

At the top of the page, you will see a summary such as:
"X goals achieved of Y selected".

As you enter goals, this summary updates in real-time.

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◀ 2026-27 ▶

• • • •

✓ 3 goals achieved of 22 selected

SECTION 8 — TRACKING PROGRESS DURING THE YEAR

14. Return Throughout the Year

Presidents should revisit Club Central regularly to:

- Update progress.
- Mark goals as achieved.
- Adjust numbers if significant changes occur.
- Review district and RI dashboards.

SECTION 9 — FINAL REMINDERS

15. Deadlines

- **Target Deadline:** Goals should be entered **at the start** of the new Rotary year.

16. Who Can Edit Goals

- Club President

- Club Secretary
- Club Executive Secretary
- Club Admin with specific permissions

SECTION 10 — DOCUMENT FOOTER

Version: 1.0

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