HOW TO SET A GOAL
For club officers

Go to rotary.org & login in with your UserID & Password.
Navigate to "Manage" --> Club & District Administration
Click on "Rotary Club Central"

1

NAVIGATE TO GOALS

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

2

FIND GOALS TO TRACK

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

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

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
0 OF 9 ACHIEVEMENT

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

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

Sort selected goal

Inbound Youth Exchange students   ACHIEVEMENT   GOAL   SELECT GOAL
Show goal details and history   -   OF   -
Enter Goal Value

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

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3   SET A GOAL

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Contact Us
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Language

Goal Center

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Rotary Club of   2017-18   PRINT
0 OF 9 ACHIEVEMENT

Members & Engagement   Rotary Four   All

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

Sort selected goals

Inbound You   GOAL   SELECT GOAL
Show goal d   3

Rotaract clu   GOAL   SELECT GOAL
Show goal details and history   As Of 20-Jun-17   -
Enter Goal Value

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

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