



## SERVICE PROJECT CENTER (SPC): FREQUENTLY ASKED QUESTIONS

The Service Project Center (formerly Rotary Showcase) is a dynamic and feature-rich hub for all Rotary service projects. This new online tool is part of our ongoing efforts to enhance participant experience and increase our impact.

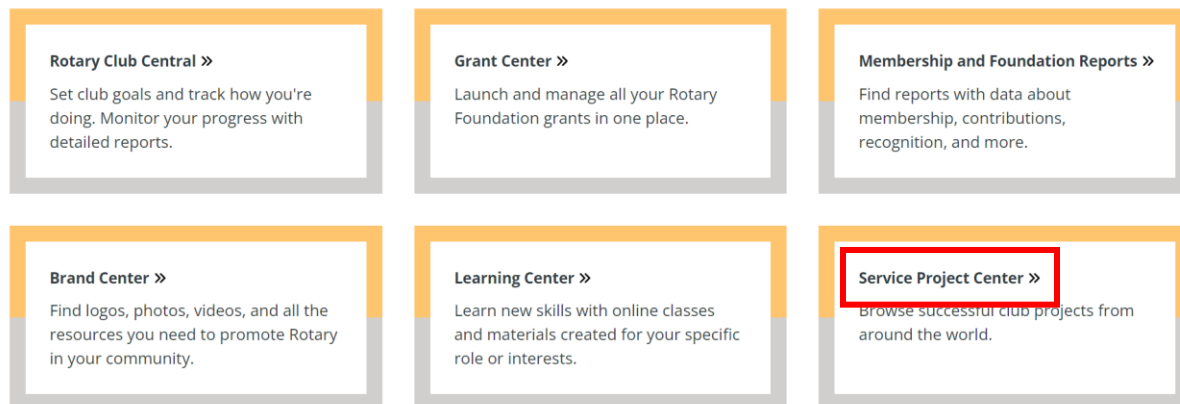
### 1. Who can access the Service Project Center?

Anyone can search or view service projects on SPC.

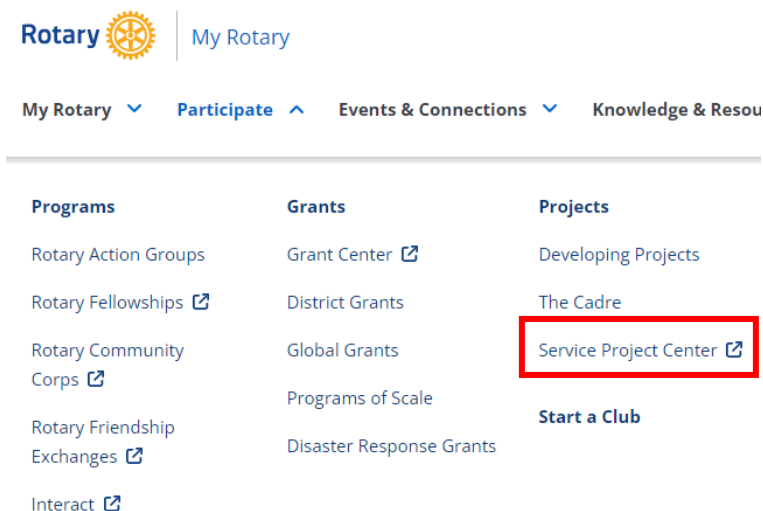
### 2. How do members find the Service Project Center on My Rotary?

Once logged in, members can navigate to SPC through 3 different ways:

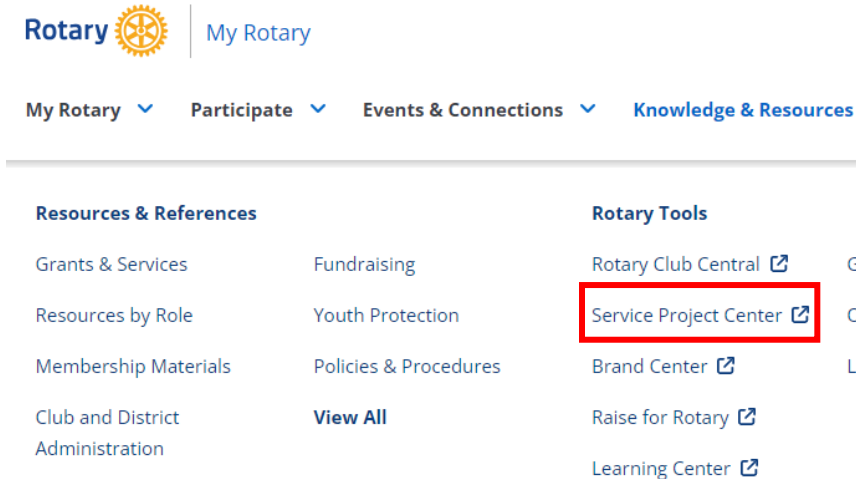
#### 1. My Rotary landing page



#### 2. Under *Participate*



### 3. Under *Knowledge & Resources*



### 3. Who can add service projects?

Any active Rotary or Rotaract member and Rotary executive secretaries with a My Rotary account can post projects in the Service Project Center.

### 4. How long does it take to enter a project?

Not long at all. Though members are encouraged to share a full description of what went into planning and executing their service project, only the mandatory fields marked with an asterisk need to be filled to publish the project.

### 5. If I begin to add a project, can I save a draft to publish later?

Project drafts cannot be saved in SPC. However, if you complete the required fields (which are marked with an asterisk) and post the project, you can edit the project to add more information later.

### 6. Do service projects have to be complete to be added?

No, SPC accepts proposed projects, projects in progress, and completed projects.

Please note:

- Be sure to return to SPC to update proposed projects or projects in progress.
- To earn the goal achievement for your club's "service projects" goal in Rotary Club Central, the projects enter in SPC must be marked as complete; also, the project end date determines the program year it will be counted toward.

### 7. After a service project is added, how soon does it appear in SPC?

Once a project is entered and published, it will immediately appear in Service Project Center.

**8. Who can manage service projects published on SPC?**

The member who posted the project, members added as project contacts, and current club officers can edit, copy, or delete project information.

## Project Details



**9. My club has the same service project we host every year. Can I copy the project, or do I have to re-enter all the project information again?**

Current club officers and project contacts for the project posted have access to make a copy of the project. Some information such as timeline and funding will need to be updated.

## Project Details



**10. How do I find my club's projects?**

To view or search for your club's service projects posted on the SPC, click on My Club Projects at the top of the page.



**11. How can I report service projects to earn achievements for my club's "service projects" goal in Rotary Club Central?**

To earn service project goal achievements in Rotary Club Central for the current program year, completed service projects must be added to the Service Project Center before 30 June. Achievements for a club's service project goals will appear in Rotary Club Central 24 hours after projects are entered on the SPC.

Please note that to earn the goal achievement, the project must be marked as complete; also, the project end date determines the program year it will be counted toward. For example, a service project starting on 15 June 2024 and ending 15 September 2024 will be counted toward the 2024-2025 Rotary program year achievements in Rotary Club Central.

**12. If I had added service projects to Rotary Showcase, will it appear in the Service Project Center?**

Yes, all service project information added to Showcase will be visible in SPC.

**13. Can I add any of my club’s projects and activities to the Service Project Center?**

Only service projects should be added to Service Project Center.

**14. Why do I see service projects posted in multiple languages?**

Service projects are posted on SPC in the language determined by the member adding the project.

**15. What is a project contact?**

The member who published the service project on the Service Project Center is a project contact, and any contacts added to the project are also project contacts. Project contacts have access to edit, copy, or delete the project and may be emailed by people viewing the project on SPC. Please note that member contact information, such as email, and is kept private on SPC and follows [Rotary’s Privacy Policy](#).

**16. Can I add a service project from my smart phone?**

Yes, the Service Project Center is mobile-friendly. Projects can be added by computer, tablet, and phone.

**17. Can I find another Rotary or Rotaract club to partner with on a service project?**

Yes. Your club can either post a proposed project or seek proposed projects already in SPC.

**18. Can members run a report of their service projects?**

Yes, a report is available on Rotary Club Central.

