



EMPOWERING GIRLS PROJECTS IN ROTARY SHOWCASE

Frequently asked questions

1. Who can post a project to Rotary Showcase?

Rotarians, Rotary club executive secretaries, and Rotaractors can post projects to Rotary Showcase. To do so, they need a My Rotary account.

2. If one club member posts a project, can someone else edit it?

Club presidents are automatically able to edit their clubs' projects. If anyone else needs to edit a project, the president or the person who posted it can add that person as a project contact, and they will then be able to edit it.

3. Do projects have to be completed to be posted in Showcase?

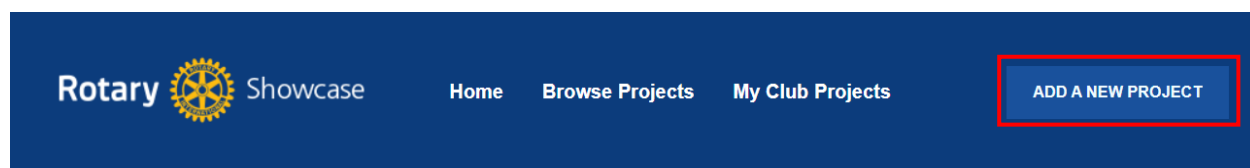
No, they do not. You can post a project that is still underway.

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

Not long at all. It's helpful to gather basic information, such as the project's name and a description, as well as the funding sources and timeline, before you begin.

5. How can I post a project?

Sign in to My Rotary. Under **TAKE ACTION**, hover your cursor over **Develop Projects**, then choose **Rotary Showcase**. In Rotary Showcase, click the **ADD A NEW PROJECT** button and enter the information about the project.



6. How can I add an Empowering Girls tag to my project?

When you enter or edit a project, under **Part 6** you will find a **Tags** section where you can check a box to indicate that the project is part of the Empowering Girls initiative.

Tags

Using tags tells people more about your projects. Tags also help arrange your project in a group with similar ones, which helps people who are interested in a related topic find your project.

To choose tags, think about what words you'd search for to find this kind of project. You can also review the tags that people have already used on similar projects. For example, you can add "RYLA" and "Youth" as tags on a RYLA project if you notice that projects like yours tend to use those.

Mark the boxes if these statements describe your project:

This project is a response to COVID-19.

This project is part of the Rotary Days of Service initiative led by RI President Shekhar Mehta.

This project is part of the Empowering Girls initiative led by RI President Shekhar Mehta.

[+Add a tag](#)

7. Can I add more than one tag?

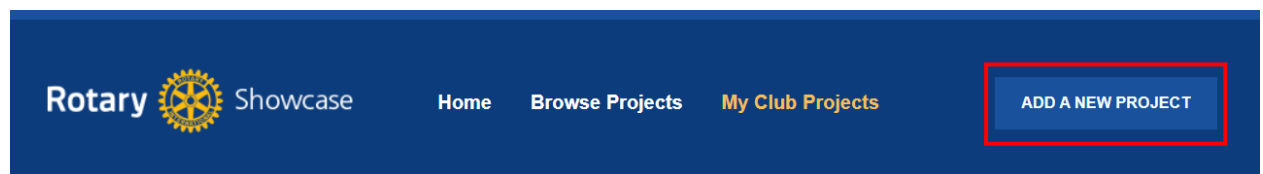
Yes. You can add other tags by checking other boxes or clicking **Add a tag** in the Tags section.

8. If I start to enter a project, can I save it and finish it later?

You can't save an unfinished post, but if you complete the required fields (which are marked with a red asterisk) and post the project, you can add more information later.

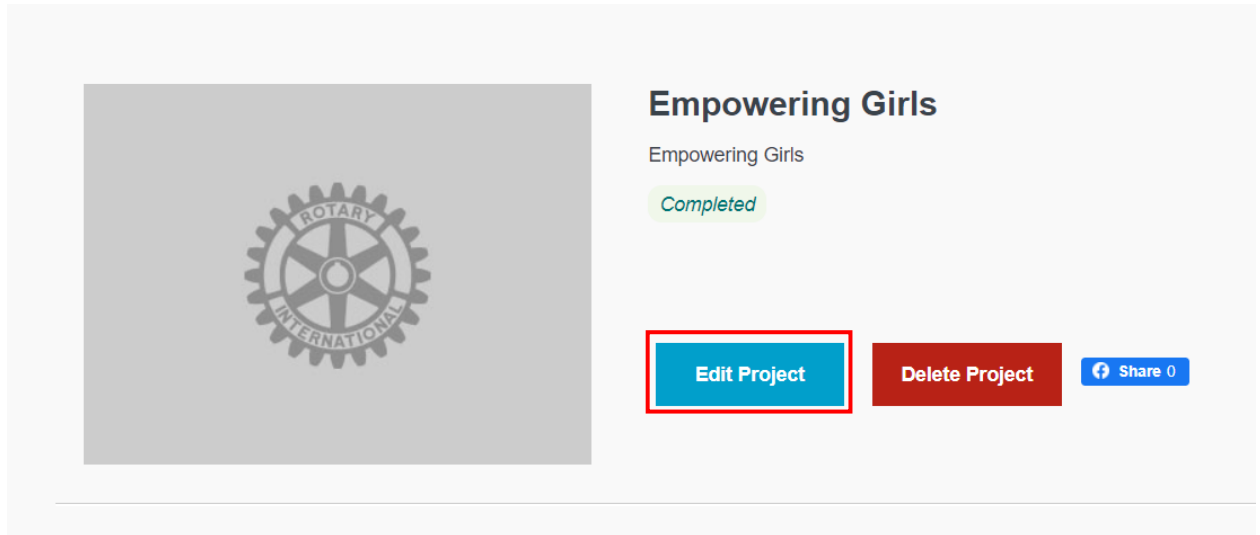
9. How can I confirm that my project has been posted to Rotary Showcase?

In Showcase, go to **My Club Projects** and make sure the project is listed. If you don't see My Club Projects in the navigation bar at the top, make sure you are signed in to My Rotary and in [Rotary Showcase](#).



10. How can I edit a project?

In Rotary Showcase, go to **My Club Projects** and click on the project you'd like to edit. When you're on the project page, click on the **Edit Project** button. If you don't see that button, ask your club president or the project contact to add you as another project contact. This will allow you to edit the project.



11. How soon do projects appear in Showcase after someone adds a project?

Once a project is entered and saved in Showcase, it will immediately appear in the system.

12. When I am searching for projects for my Zone, Showcase only gives options of Zones without sub-categories, for instance, it will only show Zone 23 and not show Zone 23A. How can I search for the projects in my area?

In this case, we recommend performing a search by districts or by country.

For more information and resources on the Empowering Girls initiative, visit <https://my.rotary.org/en/news-media/office-president/presidential-initiatives>