HOW TO RECORD SERVICE ACTIVITIES AND EXPORT TO ROTARY SHOWCASE

1. NAVIGATE TO SERVICE ACTIVITIES
   - Select Service Activities

2. ADD SERVICE PROJECTS
   - There are three ways to do this
     - Select Add New Service Project to enter a project that isn’t in Rotary Club Central or Rotary Showcase
     - Select Repeat Past Project to copy details of a project that’s already in Rotary Club Central
     - Select Import From Rotary Showcase to add a project from that site
For Area of Focus, select the category that your project supports.
Enter contributions and volunteer participation from your project in the column titled **Achievement**.

Select **Yes** to mark the project complete.

On the **Service Activities** page, scroll to **Service Summary** for data on projects completed year-to-date.

**ADD COMPLETED PROJECT DETAILS**

Enter the end date of your project.
Click **Export** to list the project on Rotary Showcase.

Click **Yes** to export the project to Rotary Showcase.

Once the export is complete, it will say **Shared on Showcase**.
Click on **Rotary Showcase** under the **Take Action** tab to view and edit your project on Rotary Showcase.

Click the **My Club Projects** to see your own club’s projects.

Click **Edit Project** to add photos, videos, and project engagement details to showcase the success of your project.