

# HOW TO RECORD SERVICE AND EXPORT TO ROTARY SHOWCASE



Welcome to Rotary Club Central, the o  
Explore data and trends related to yo  
goals, project activities, and more.  
**Please note: data reported in othe  
be delayed for at least 24 hours.**

Global My Zone My District My Club Group My Club

### Rotary Club of

#### Membership Trends

	2012-13	2013-14	2014-15	2015-16	2016-17
July 1	-	-	-	-	-
Achievement	90	82	85	82	85
Goal	0	0	0	0	87

#### Gender Trends

	2012-13	2013-14	2014-15	2015-16	2016-17
Female	23	25	23	25	28
Male	59	60	59	57	57
Unreported	0	0	0	0	0

As you work to m  
track your proje  
participation, a

### Service Activities

Rotary Club of

2016

Add New Service Project

Repeat Past Service Project

IMPORT FROM ROTARY SHOWCASE ...

Select **Add New Service Project** to enter a project that isn't in Rotary Club Central or Rotary Showcase

Select **Import From Rotary Showcase** to add a project from that site

Select **Repeat Past Project** to copy details of a project that's already in Rotary Club Central

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

## Add a new service project

Click **Save** once you've entered your project's details

Enter the name of your project

Enter the start date of your project

# 3 ADD PROJECTED SERVICE PROJECT DETAILS

Enter the estimated project details in the **Projected** column

PROJECT TITLE \* required

0 of 50 characters used

PROJECT SUMMARY

0 of 1000 characters used

START DATE \* required

END DATE

PROJECT COMPLETE

Choose the dates that best reflect when work on the project began and, if applicable, ended. The dates must fall within the same Rotary year. For multiyear projects, create separate entries for the project for each Rotary year.

Dashboard  
Goal Center  
Global View  
Service Activities

## Project metrics

	PREVIOUS PROJECTED/PREVIOUS ACTUAL	PROJECTED	ACHIEVEMENT
Number of volunteers	-/-		
Total number of volunteer hours	-/-		
Cash contributions	-/-	USD	
Value of donated goods and services	-/-	USD	

If you're repeating a project, the **Previous Projected/Actual** column will show data from that past project. Use this information to estimate your new project's details.

Select the partners you're working with on the project

Additional project details

Select the project category. You can use this information to search for past projects.

For **Area of Focus**, select the category that your project supports

CATEGORY

- Vocational
- Young Leaders
- Fundraiser
- Area of Focus
- Polio

PARTNERS

- Interact
- Rotaract
- Rotarian Action Group
- Rotary Club(s)
- Rotary Community Corps

AREA OF FOCUS

- None
- Basic Education and Literacy
- Disease Prevention and Treatment
- Economic and Community Development
- Maternal and Child Health

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## ADD COMPLETED PROJECT DETAILS

Enter the end date of your project

- Dashboard
- Goal Center
- Global View
- Service Activities**
- Resources
- Reports
- Contact Us

SETTINGS

- Language

Project timeline

START DATE \* required

END DATE

PROJECT COMPLETE

Choose the dates that best reflect when work on the project began and, if applicable, ended. The

PROJECTED

**ACHIEVEMENT**

Number of volunteers

Total number of volunteer hours

Cash contributions USD

Value of donated goods and services USD

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

- Contact Us

SETTINGS

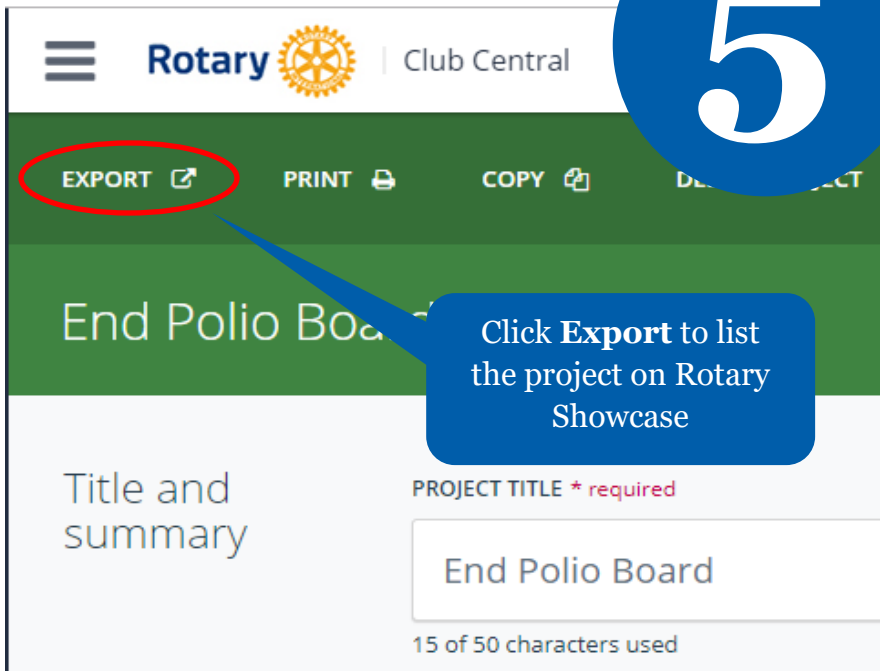
- Language

**Service Summary**

NUMBER OF PROJECTS		TOTAL VOLUNTEER HOURS		TOTAL CASH CONTRIBUTIONS		TOTAL VALUE OF DONATED GOODS AND SERVICES	
1	11	0.0	0.0	\$0.0	\$0.0	\$0.0	\$0.0
Projected	Achievement	Projected	Achievement	Projected	Achievement	Projected	Achievement

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EXPORT PROJECT  
TO ROTARY  
SHOWCASE



Rotary Club Central

EXPORT PRINT COPY

End Polio Board

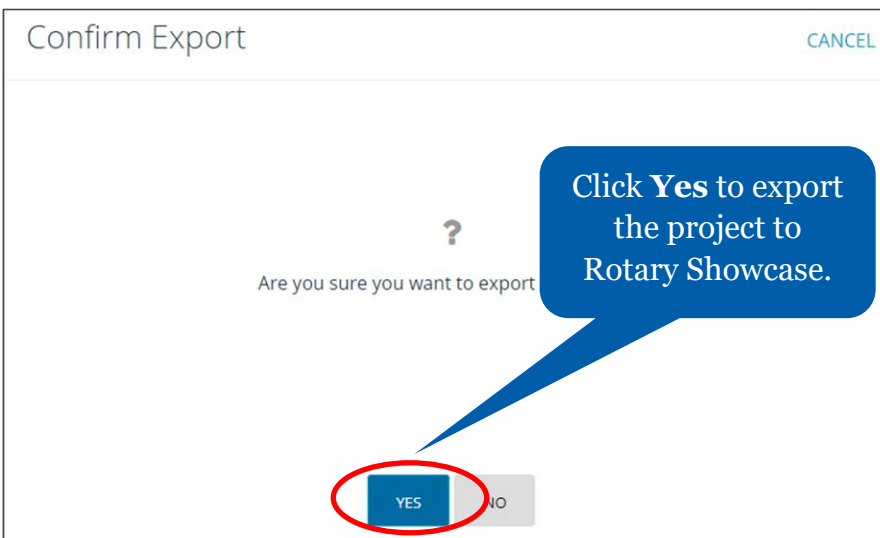
Title and summary

PROJECT TITLE \* required

End Polio Board

15 of 50 characters used

Click **Export** to list the project on Rotary Showcase

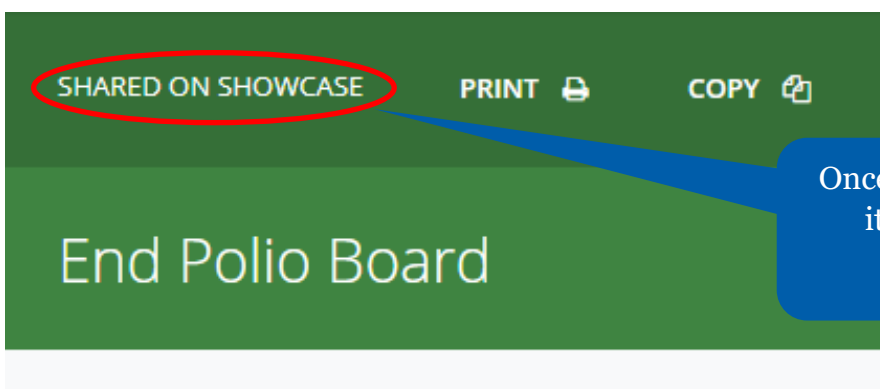


Confirm Export CANCEL

Are you sure you want to export?

YES NO

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




SHARED ON SHOWCASE PRINT COPY

End Polio Board

Once the export is complete, it will say **Shared on Showcase**.

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## VIEW AND EDIT PROJECT ON ROTARY SHOWCASE

Rotary  My Rotary

Exchange Ideas **Take Action** Learning & Reference Manage

**Give**  
Ways to Give  
Planned Giving  
Donor Recognition  
**GIVE NOW**  
End Polio

**Develop Projects**  
Lifecycle of a Project  
Rotary Club Central  
Rotary Ideas  
**Rotary Showcase**

**Apply for Grants**  
Grant Center  
District Grants  
Global Grants  
Qualification

**Empower Leaders**  
Sponsor a Rotaract club  
Sponsor an Interact club  
Organize a RYLA Event  
Create a Scholarship  
Exchange  
Service Centers  
Humanitarian Action Group  
Rotary Fellowship  
Rotary Community

Click on **Rotary Showcase** under the **Take Action** tab to view and edit your project on Rotary Showcase

Search

Search for projects by selecting criteria from the drop down list.

Search project(s) by:

Keyword  **Search** **Browse Latest Projects**

Rotary Showcase **My Club Showcase**

Click the **My Club Showcase** tab to search for your newly added project

End Polio Board

Click on the project to open the details page



# End Polio Board

End Polio Board

Share 0

People put up their picture or article for a token and the after production cost donated to Polio

Select Language

Project location  
Project dates Start: 01 July 20... End: 30 June 20... Created: 18 July  
Project category Community, Polio  
Funding  
Project contacts  
Partners  
Related Links

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

Delete Project

Copy project details to a new project

**Edit project details**

## PROJECT PHOTOS AND VIDEOS

Edit project media

## ENGAGEMENT TRACKER

Total volunteer hours	Number of volunteers	Total cash contributions	Total in-kind contributions
0 Hours	0 People	0 USD	- USD

Edit Project Impact