HOW TO RECORD SERVICE 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.

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

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.

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

Select the partners you’re working with on the project.

Enter the name of your project.

Enter the start date of your project.

Click **Save** once you’ve entered your project’s details.

**ADD PROJECTED SERVICE PROJECT DETAILS**
Enter contributions and volunteer participation from your project in the column titled Achievements.

Select Yes to mark the project complete.

Enter the end date of your project.

On the Service Activities page, scroll to Service Summary for data on projects completed year-to-date.
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 Showcase** tab to search for your newly added project.

Click on the project to open the details page.

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