

# HOW TO ADD A PROJECT TO ROTARY SHOWCASE



[www.rotary.org/showcase](http://www.rotary.org/showcase)

1



To add your project, sign in to My Rotary and under **Take Action**, click **Rotary Showcase**.

2



Click **Add a new project**.

3

Enter information about your project.

4

Select one or more categories, and *one* primary area of focus.

When you click **Save** your project is published immediately.

Add members of your partner clubs as project contacts.

Identify your Rotary, Rotaract and Rotary Community Corps club partners.

Upload up to 20 images and links to YouTube videos.

Add your project's contributions to measure Rotary's global impact.

The screenshot shows a web form for creating a project. At the top right is a 'Save' button. The 'Project category' section includes checkboxes for 'Community', 'International', 'Vocational', 'New Generations', 'Fundraiser', and 'Polio', along with an 'Area of Focus' dropdown menu. Below this is the 'Partners' section, which lists 'Barrie, ON, Canada' with a red location pin icon. The 'Project contacts' section lists 'Derek Lubert' with a green 'Add' button. Other sections include 'Related Links', 'Tags', and 'Funding' (with checkboxes for 'Club Foundation', 'Public Image Grant', 'Rotary Grant', and 'Other'). At the bottom, there is a 'PROJECT PHOTOS AND VIDEOS' section with an 'Add' button and an 'IMPACT TRACKER' section with a table for recording data.

Rotary Year	Total volunteer hours	Number of volunteers	Cash contributions (USD)
2014-15			

5

Need more Rotary Showcase resources?  
Contact us at [social@rotary.org](mailto:social@rotary.org).