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WHY USE ROTARY SHOWCASE?

Rotary Showcase is an online application that allows Rotarians and Rotaractors to share stories of their clubs' successful projects with people around the world. In addition, project stories are a source for features in Rotary International blogs and newsletters.

The Showcase’s Impact Tracker shows the impact of each Rotary project in terms of volunteers and volunteer hours, cash contributions, and in-kind donations. It also shows the collective impact of all reported projects.

Success stories posted on Showcase can serve as an inspiration and a model for other Rotary and Rotaractor clubs.
WHO CAN USE ROTARY SHOWCASE?

Anyone can browse Rotary Showcase and read the project stories posted there. Any Rotarian or Rotaractor who signs in to Rotary.org can post club projects.
HOW TO USE ROTARY SHOWCASE

Choice of Internet browser
Showcase works best with Chrome, Firefox, or Safari.

How to access Rotary Showcase
To post or edit projects on Rotary Showcase, sign in to Rotary.org. You will find Rotary Showcase under the Develop Projects section of the Take Action menu.

Project languages
Rotary Showcase is available in all supported Rotary languages; it will use your My Rotary profile or browser language, defaulting to English for nonsupported languages. You can change the interface language in the Language Selector. You can post your project in any language. A Google Translate tool on the project page will allow visitors to read about your project in the language of their choice.
An effective project posted to Rotary Showcase should have all the following elements:

1. Title.
2. Project overview.
3. Project details.
4. Project location.
5. Start and end date.
6. Project category.
7. Project contacts.
8. Partners.
10. Impact information.
How to add a project

Once you have signed in, select **Add a new project**.

**Before you begin**

After you select **Add a new project**, you will see this window. The message prompts you to check the list of projects already posted for your club, in order to avoid duplication.
You must scroll through all projects listed before proceeding.
If you do not see your project listed, select Add my project.

**REQUIRED INFORMATION**

1. **Project title:** Choose a short, descriptive, compelling title. It is the first thing Showcase users will see.

2. **Project overview:** Provide a short (maximum of 100 characters) description of the project. This is what users will see when browsing.

3. **Tell us about your project:** This is where you write the detailed success story (1,000-character maximum).

4. **Project location:** Country where the project took place.

5. **Project dates:** The **Start date** is required but the **End date** is optional. If the project is complete, check the box.

6. **Project category:** You must choose at least one from the drop-down menu.
**ADDING PROJECT CONTACTS**

You can add members of your partner clubs as project contacts. Project contacts will have the same access to the project that you have, with the ability to edit or delete it.

**ADDING PARTNER CLUBS**

If you worked with other Rotary, Rotaract, or Interact clubs, or Rotary Community Corps, add them as partners.
**Adding Photos and Videos**

Under **Add Project Media**, you can upload up to 20 images as well as links to YouTube videos. (Only videos on YouTube are currently supported.)

Once you upload the pictures, choose the image that you think best represents the project as the cover image. This will be your project’s primary picture.
### Impact Tracker

In the Impact Tracker, add the total number of volunteer hours and volunteers, cash contributions, and in-kind donations for the project. Totals are calculated for the project, and each project’s impact data become part of the aggregate presented on the Rotary Showcase landing page, showing the cumulative global impact of Rotary and Rotaract projects around the world. For projects that span multiple years, clubs can add impact data for each Rotary year. When club presidents update their clubs’ accomplishments, they can import Showcase impact data into Rotary Club Central. Once imported, data will be synchronized between Rotary Showcase and Rotary Club Central.

Once you have entered all project details, select **Save**.
How to share a project

You have posted your project on Rotary Showcase, but don’t stop there! Now share your project with the world.

After you have saved your project’s details, you will be prompted to share the project on Facebook. This simple step will allow your friends to see the project, and in turn share it with their networks. That will magnify the exposure of your club’s project both within and beyond the Rotary world.
How to edit or delete a project

To edit or delete your project, find the project under the My Club Showcase heading and open it.

Select Edit project details to edit, or Delete Project to remove it.

Note that only project contacts and the current presidents of any project partners can edit or delete a project.
Featured projects

Rotary staff review all projects posted on Rotary Showcase. Projects with an inspiring story, effective images, and impact data may be featured on the landing page for 30 days.

Send your questions about Rotary Showcase to social@rotary.org.