

# HOW TO ACCESS ROTARY CLUB CENTRAL

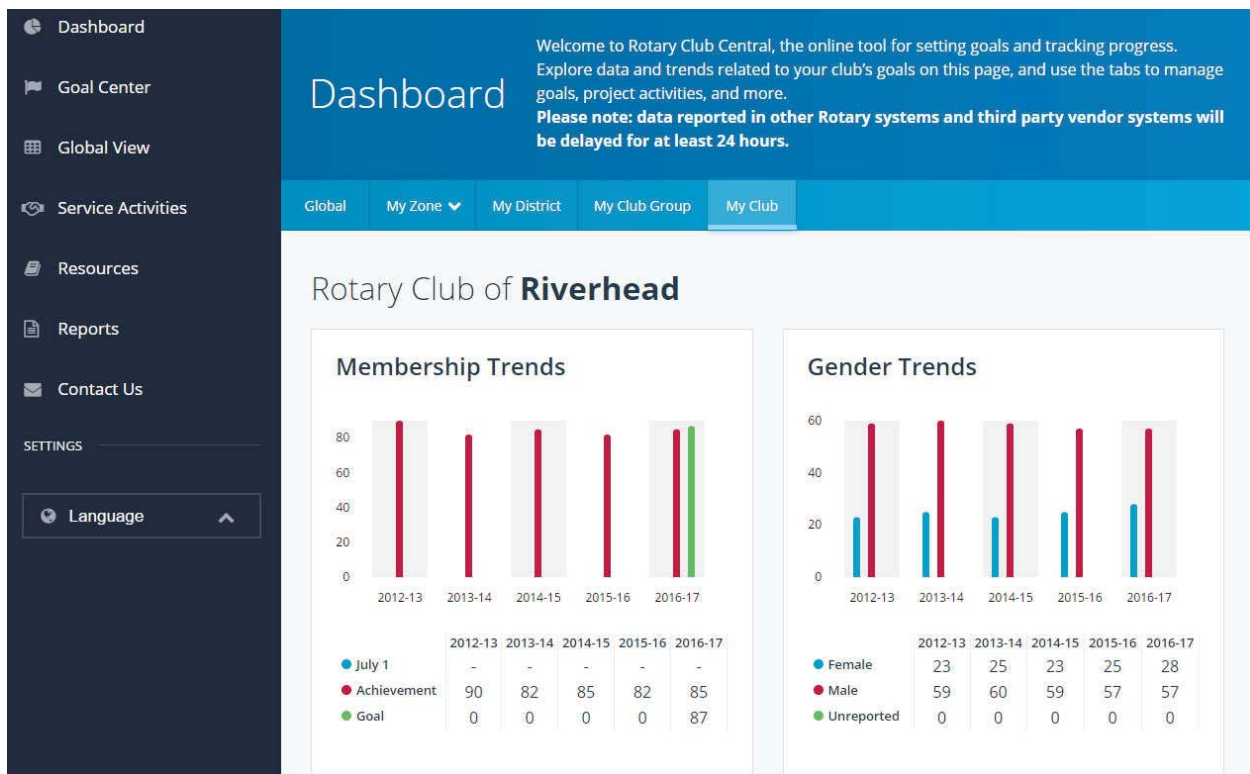


**1** Go to My Rotary and select **Sign In** or **Register**. Or go to [rotary.org/clubcentral](http://rotary.org/clubcentral) to reach the site directly. You'll be prompted to sign in to My Rotary or create an account if you haven't already.

**2** Select **Member Center**

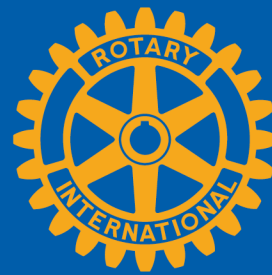
**3** Select **Rotary Club Central**

The screenshot shows the Rotary Club Central website interface. At the top right, there are links for "Sign In" and "Register". Below the navigation bar, the "Member Center" link is highlighted. On the left, there is a "SIGN IN" section with fields for "SIGN-IN EMAIL" and "PASSWORD", and a "SIGN IN" button. Below this, there is a "JOIN US!" section with a "REFER A MEMBER" button. In the center, there is a "ROTARY GLOBAL REWARDS" section. At the bottom, there is an "ONLINE TOOLS" section with a link to "Rotary Club Central" highlighted. On the right, there is an "INTERNATIONAL CONVENTION" section with a "REGISTER" button.



# HOW TO SET A GOAL

## For club officers



# 1

## NAVIGATE TO GOALS

Dashboard

Welcome to Rotary Club Center. Explore data and trends related to your club's goals and tracking progress. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

Global View

Service Activities

Resources

Reports

Contact Us

SETTINGS

Language

Global

Membership Trends

2012-13 2013-14 2014-15 2015-16 2016-17

Select **Goal Center** from the navigation menu on the left

# 2

## FIND GOALS TO TRACK

Goal Center

The Goal Center is where you can set goals your club will focus on, and track progress. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

All Club Groups All Clubs Search clubs...

Rotary Club of

0 OF 8 ACHIEVEMENT

Members & Engagement Rotary Foundation Giving Service Young Leaders Public Image Rotary

Before choosing your club's goals, make sure the **appropriate year** is listed

EDIT

The goals you select will appear below. To report progress or add, remove, or edit a goal, select

If the **Edit** button appears, click or tap it to find goals your club wants to track. If this button reads **Save** and goals are displayed, proceed to the next step

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

# Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress.  
Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

All Club Groups
All Clubs
Search clubs...

Rotary Club of
2017-18
0 OF 9 ACHIEVEMENT

Members & Engagement
Rotary Foundation Giving
Service
Young Leaders
Public Image

SAVE
Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

Sort selected goals

ACHIEVEMENT	GOAL	SELECT GOAL
Inbound Youth Exchange students Show goal details and history	<div> <div>-</div> <div>Enter Goal Value</div> </div>	<input checked="" type="checkbox"/>

Select the goals that your club wishes to track by clicking or tapping the check boxes next to them

3

SET A GOAL

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

# Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress.  
Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

All Club Groups
All Clubs
Search clubs...

Rotary Club of
2017-18
0 OF 9 ACHIEVEMENT

Members & Engagement
Rotary Foundation Giving
Service
Young Leaders
Public Image

SAVE
Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

Sort selected goals

ACHIEVEMENT	GOAL	SELECT GOAL
Inbound Youth Exchange students Show goal details and history	<div> <div>3</div> <div>Enter Goal Value</div> </div>	<input checked="" type="checkbox"/>
Rotaract club Show goal details and history	<div> <div>-</div> <div>Enter Goal Value</div> </div>	<input type="checkbox"/>

Enter a goal value in the box titled **Goal**

Click or tap **Save** after you've entered a goal value

# HOW TO REPORT PROGRESS ON GOALS

For club officers



**1** NAVIGATE TO GOALS

Select **Goal Center** from navigation menu on the left

**2** FIND GOALS TO UPDATE

Before reporting progress on goals, make sure the **appropriate year** is listed

Click or tap **Edit** to see a list of club goals



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

# Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress.  
Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

All Club Groups
All Clubs
Search clubs...

Find the goals that you plan to update

Tip: Click **Sort selected goals** to arrange your club's goals for easy updating

Inbound Youth Exchange students
Show goal details and history

Sort selected goals

3
UPDATE A GOAL

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

# Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress.  
Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

All Club Groups
All Clubs
Search clubs...

Enter your club's progress toward a chosen goal in the **Achievement** column

Click or tap **Save** after you've reported progress on your club's goal

Rotary Club of
2017-18
0 OF 9 ACHIEVEMENT
Members & Engagement
Rotary Foundation Giving
Service
Young Leaders
Public Image
Rotary Citation
All

SAVE
Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

Inbound Youth Exchange students
Show goal details and history

ACHIEVEMENT
2
OF
GOAL
3
SELECT GOAL

ACHIEVEMENT
As Of 20-Jun-17
GOAL
Enter Goal Value
SELECT GOAL

# HOW TO RECORD SERVICE ACTIVITIES



**1** NAVIGATE TO SERVICE ACTIVITIES

Dashboard

Welcome to Rotary Club Central. Explore data and trends for your club, goals, project activities, and more. Please note: data reports may be delayed for at least 2 weeks.

Global My Zone My District My Club Group My Club

Rotary Club of [Club Name]

**Select Service Activities**

**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

**2** ADD SERVICE PROJECTS

There are three ways to do this

Service Activities

As you work to meet your goals, track your project participation, and record your service activities.

Rotary Club of [Club Name]

**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

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

Dashboard

Goal Center

Global View

Service Activities

Resources

Reports

Contact Us

SETTINGS

Language

Add a new service project

Title and summary

PROJECT TITLE \* required

0 of 50 characters used

PROJECT SUMMARY

0 of 1000 characters used

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 dates must fall within the same Rotary year. For multiyear projects, create separate entries for the project for each Rotary year.

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

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

Select the partners you're working with on the project

Dashboard

Goal Center

Global View

Language

Project metrics

PREVIOUS PROJECTED/PREVIOUS ACTUAL

PROJECTED

ACHIEVEMENT

Number of volunteers

Total number of volunteer hours

Cash contributions

Value of donated goods and services

USD

USD

Additional project

CATEGORY

PARTNERS

Select

Vocational

Young Leaders

Fundraiser

Area of Focus

Polio

AREA OF FOCUS

None

Basic Education and Literacy

Disease Prevention and Treatment

Economic and Community Development

Maternal and Child Health

Peace and Conflict Resolution

Water and Sanitation

Select

Interact

Rotaract

Rotarian Action Group

Rotary Club(s)

Rotary Community Corps

June 2017



# 4

## ADD COMPLETED PROJECT DETAILS

Enter the end date of your project

**Project timeline**

START DATE \* required

END DATE

PROJECT COMPLETE

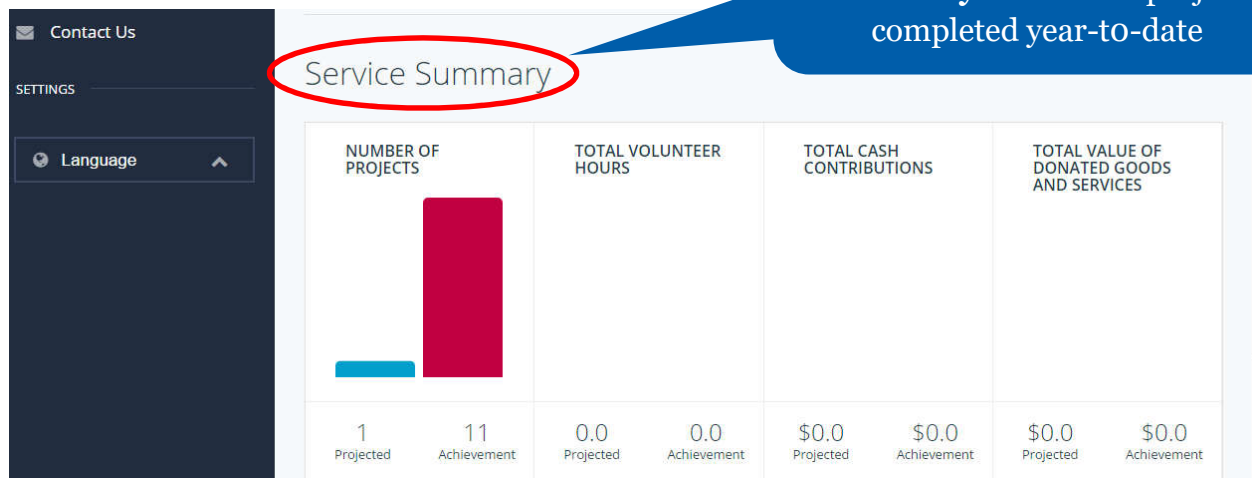
Choose the dates that best reflect when work on the project began and, if applicable, ended. The

Enter contributions and volunteer participation from your project in the column titled **Achievement**

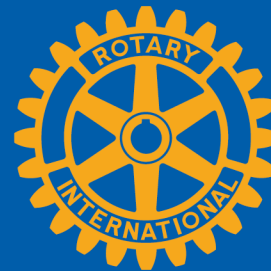
Select **Yes** to mark the project complete

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

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



# HOW TO VIEW INFORMATION



Members can view summary information two ways in Rotary Club Central:  
**Global View** and **Reports**.

1

NAVIGATE TO THE GLOBAL VIEW OPTION

Global View

Membership Trends

Gender

Select Global View from the navigation menu

2

CHOOSE A YEAR AND GOAL TO VIEW

Members & Engagement

2016-17

PRINT

Select which goal category you want to see

Select the Rotary year

# 3

## VIEW SUMMARY INFORMATION

The screenshot shows the Rotary Club Central 'Global View' interface. The left sidebar contains navigation links: Dashboard, Goal Center, Global View (selected), Service Activities, Resources, Reports, and Contact Us. The main content area has tabs for Global, My Zone, My District (selected), and All Club Groups. A red box highlights the 'My District' tab. Below the tabs, there's a section for 'Service' goals, with a red box around the 'Service' tab. The '2016-17' year is selected. The main data table shows the following information:

GOAL	CLUBS WITH GOAL	2016-17 ACHIEVEMENT	2016-17 GOAL	VIEW CLUB GOALS
Service projects	16 / 59	5	105	View Club Goals

Select the organization level to view related summary data about progress toward goals. You can also view trends for each organization level on the Dashboard screen.

In this example, the **Service** goal category is selected.

Each of the goals in the category is displayed.

The **Clubs With Goal** column shows the number of clubs that have set a goal, and the number of clubs in the district. For example, here, **16** represents the number of district clubs that have set the **Service Projects** goal.

The **Achievement** column shows the total reported progress against the goal. For example, the clubs in this district have reported **5 completed** service projects so far this year.

This column shows the goal total for all clubs who have set a goal. In this example, the district goal is **105** service projects for the year.

# 4

## SEE HOW DATA IS CALCULATED AND PRINT IT

Rotary Club Central

Global My Zone My District All Club Groups

Members & Engagement Rotary Foundation Giving Service Young Leaders Public Image Rotary Citation

< 2016-17 >

District Summary

Members & Engagement | 2016-17  
Current Membership: 1239  
as of: 08-Jun-2017

GOAL	CLUBS WITH GOAL	2016-17 ACHIEVEMENT		
Club membership	9 / 43	1237	of	
Se	9 / 43	59	of	174
N	9 / 43	6	of	46
R	5 / 43	1	of	15
p	8 / 43	1	of	51
D	9 / 43	12	of	38
Rotary Fellowship participation	6 / 43	16	of	28

How are these numbers calculated?

Clubs with Goal- Number of clubs who have set a club membership goal out of the total number of clubs for selected area:

Achievement Aggregation- Sum of individual club membership achievement for selected area:


Goal Aggregation- Sum of individual club membership goals for the selected area

Select **Print** for a copy of the goal summary information

Select the information button for a description on how the displayed data was calculated

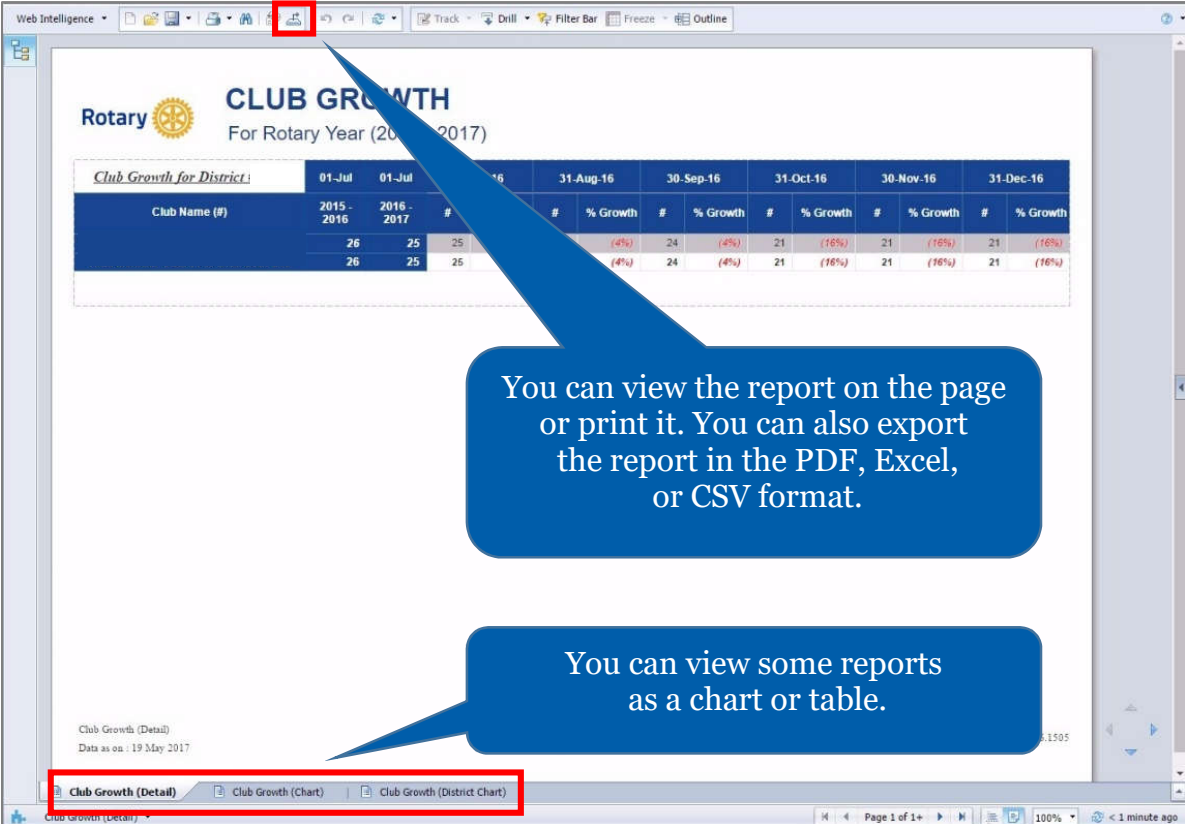
# 5

## NAVIGATE TO THE REPORTS OPTION



Select **Reports**. Then select the report you'd like to view.

Note: You can also find club and district reports by selecting the **Manage** tab on My Rotary.



You can view the report on the page or print it. You can also export the report in the PDF, Excel, or CSV format.

You can view some reports as a chart or table.