

# HOW TO REPORT PROGRESS ON A GOAL

## For club officers



### FIND GOALS TO UPDATE

Rotary Club of **Anytown**  
0 of 26 Achievement  
< 2023-24 >

**Enhance Participant Engagement** Increase our Impact Expand Our Reach Increase Our Ability to Adapt All

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

| Category                          | Achievement | Goal |
|-----------------------------------|-------------|------|
| Service participation             | - of        | 22   |
| Social activities                 | - of        | 12   |
| Rotary Action Group participation | - of        | 5    |

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0 of 26 Achievement  
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**SAVE** **CANCEL** 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

| Category                          | Achievement | Goal | SELECT GOAL                         |
|-----------------------------------|-------------|------|-------------------------------------|
| Service participation             | - of        | 22   | <input checked="" type="checkbox"/> |
| Social activities                 | - of        | 12   | <input checked="" type="checkbox"/> |
| Rotary Action Group participation | - of        | 5    | <input checked="" type="checkbox"/> |

# UPDATE A GOAL

The screenshot shows the 'Club Goals' interface for the 'Rotary Club of Anytown'. A sidebar on the left contains navigation options: Club Goals, Global Summary, Trends, Service Projects, Resources, Reports, and Contact Us. The main content area displays the current year '2023-24' and a list of goals under the category 'Enhance Participant Engagement'. The goals listed are 'Service participation' (0 of 26 Achievement), 'Social activities' (0 of 12 Achievement), and 'Rotary Action Group part' (0 of 5 Achievement). Each goal has an 'ACHIEVEMENT' column with a '+' sign, a 'GOAL' column with a numerical value, and a 'SELECT GOAL' column with a green checkmark. A 'SAVE' button is highlighted with a callout, and a 'CANCEL' button is also visible. A 'PRINT' button is located in the top right corner.

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

Select **Save** after you've reported progress on your club's goal