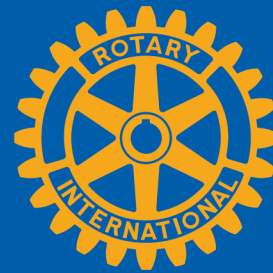


HOW TO ACCESS ROTARY CLUB CENTRAL

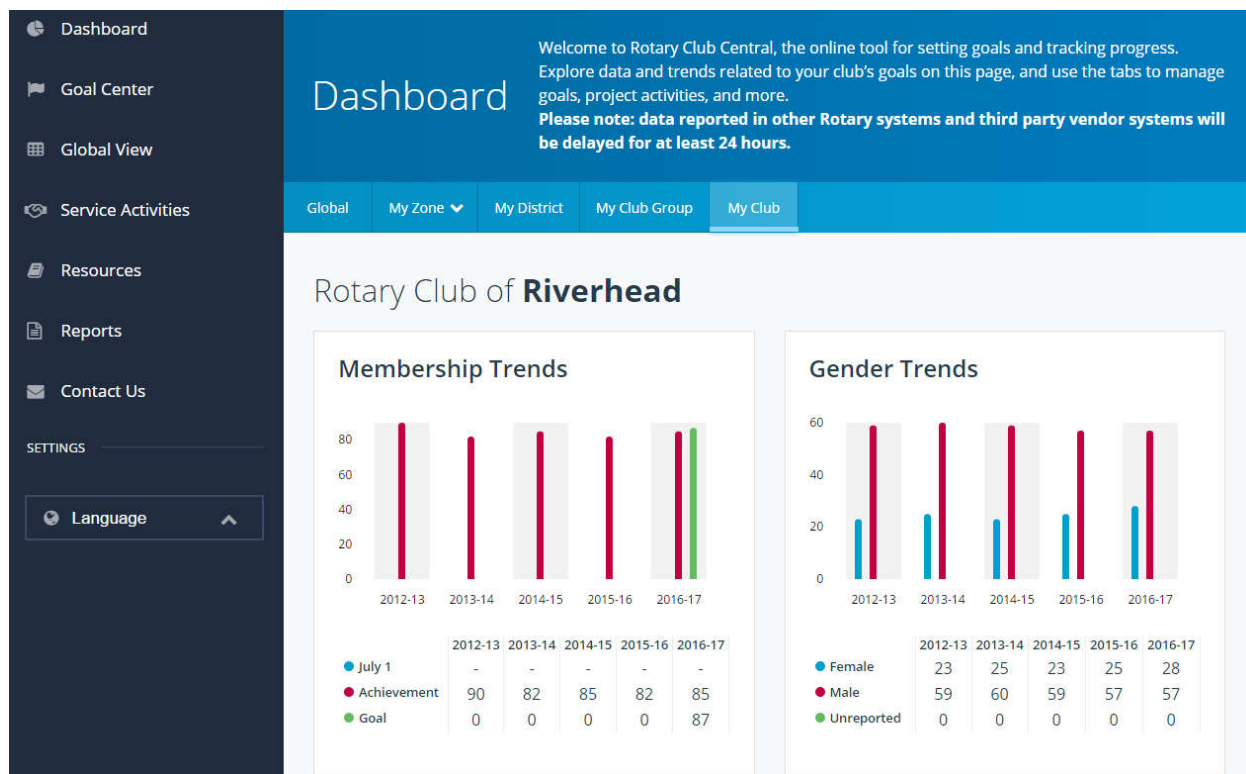


1 Go to My Rotary and select **Sign In** or **Register**. Or go to rotary.org/clubcentral to reach the site directly. You'll be prompted to sign in to My Rotary or create an account if you haven't already.

2 Select **Member Center**

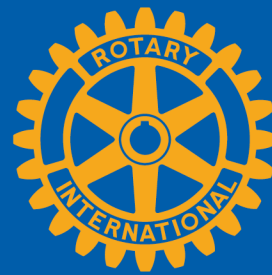
3 Select **Rotary Club Central**

A screenshot of the Rotary website with three numbered callouts. Callout 1 points to the 'Sign In' and 'Register' links in the top right corner. Callout 2 points to the 'Member Center' link in the top navigation bar. Callout 3 points to the 'Rotary Club Central' link in the 'ONLINE TOOLS' section. The website layout includes a header with the Rotary logo, a search bar, and navigation links. The main content area features a 'SIGN IN TO MY ROTARY' section with input fields for email and password, and a 'REGISTER FOR AN ACCOUNT' button. Below this, there are sections for 'JOIN US!', 'ROTARY GLOBAL REWARDS', 'INTERNATIONAL CONVENTION', and 'ONLINE TOOLS'.



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 My District All Club Groups All Clubs

Global

Membership Trends

1,000,000 500,000 0

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.
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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 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

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

3 ADD PROJECTED SERVICE PROJECT DETAILS

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	-/-	USD	
Value of donated goods and services	-/-	USD	

Additional project

CATEGORY

Partners

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

Interact

Rotaract

Rotarian Action Group

Rotary Club(s)

Rotary Community Corps

4

ADD COMPLETED PROJECT DETAILS

Enter the end date of your project

Project timeline

START DATE * required

END DATE

PROJECT COMPLETE

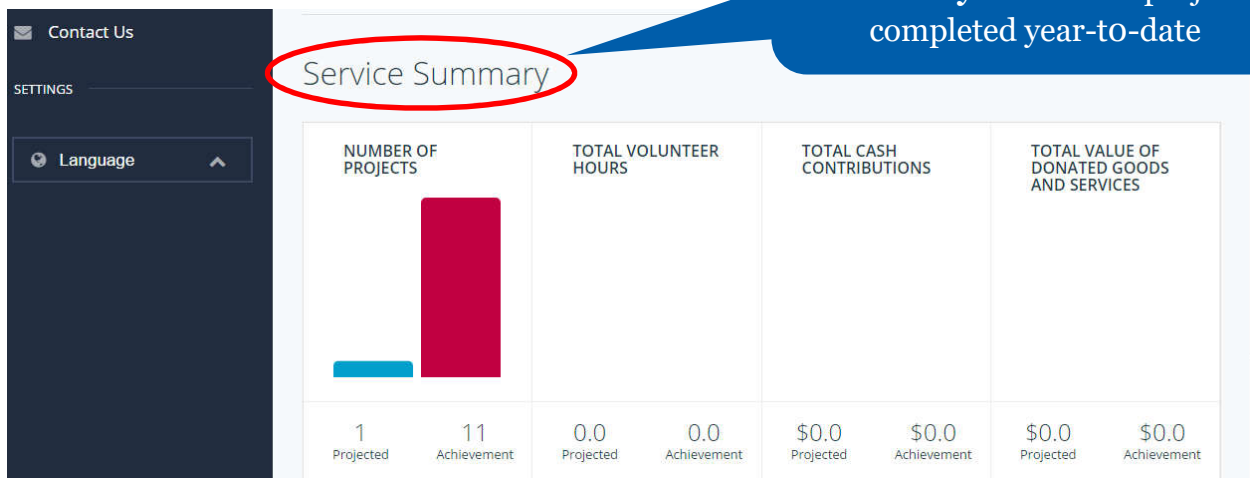
Choose the dates that best reflect when work on the project began and, if applicable, ended. The

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 REPORT PROGRESS ON GOALS

For club officers



1 NAVIGATE TO GOALS

Dashboard

Welcome to Rotary Club C
Explore data and trends re
goals, project activities, and
Please note: data reported in
be delayed for at least 24 hours.

Global My Zone My Dis Groups All Clubs

Global

Membership Trends

Gender Tre

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

2 FIND GOALS TO UPDATE

Goal Center

The Goal Center is v
progress.
Please note: data n
will be delayed for a

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 Citation All

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

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

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

Sort selected goals ▾

Inbound Youth Exchange students
Show goal details and history

SAVE

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

ACHIEVEMENT OF GOAL SELECT GOAL

Enter Goal Value

3 UPDATE A GOAL

3

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

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 ▾

Inbound Youth Exchange students
Show goal details and history

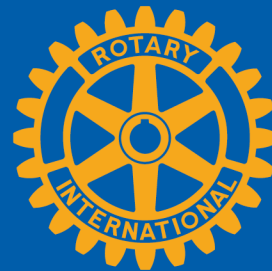
ACHIEVEMENT OF GOAL SELECT GOAL

2 3

As Of 20-Jun-17

Enter Goal Value

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

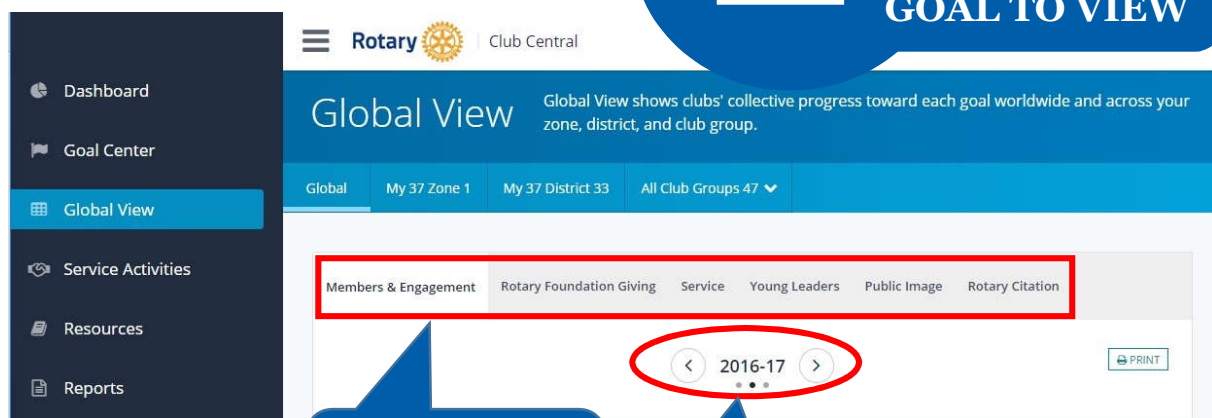
CHOOSE A YEAR AND GOAL TO VIEW

Members & Engagement

2016-17

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. Below these are tabs for Members & Engagement, Rotary Foundation Giving, Service (selected), Young Leaders, Public Image, and Rotary Citation. The 'Service' tab displays a summary for the 2016-17 year, showing a goal of 105 service projects, with 16 clubs having set a goal and 5 completed projects. Red boxes highlight the 'My District' tab, the 'Service' tab, the 'GOAL' column, the 'CLUBS WITH GOAL' column, the '2016-17 ACHIEVEMENT' column, and the '2016-17 GOAL' column.

Global View shows clubs' collective progress toward goals by zone, district, and club group. Please note: data reported in the Global View will be delayed for at least 24 hours.

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.

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

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
Se	9 / 43	59
N	9 / 43	6
R	5 / 43	1
p	8 / 43	1
D	9 / 43	12
Rotary Fellowship participation	6 / 43	16

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

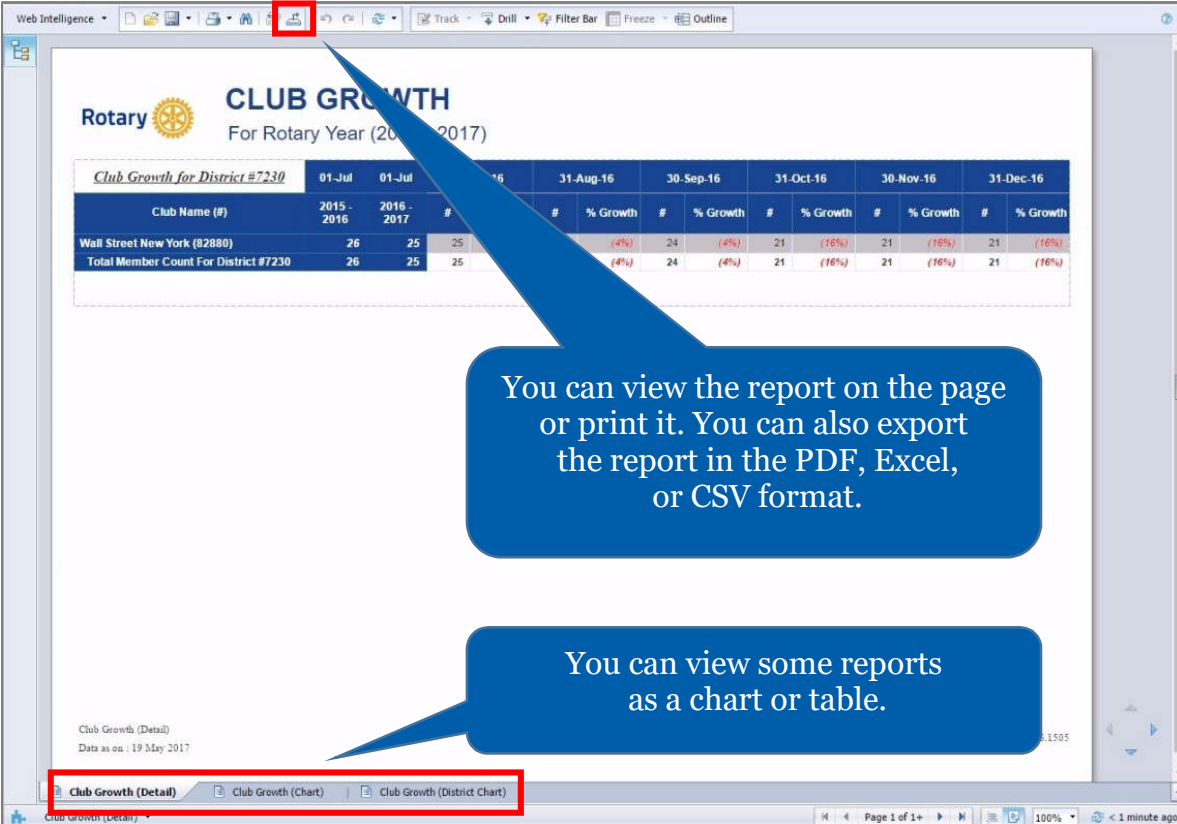
NAVIGATE TO THE REPORTS OPTION



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.

The screenshot shows the Rotary Club Central interface. On the left is a dark sidebar with a menu. The 'Reports' option is highlighted with a red circle. The main content area is titled 'Reports' and shows a list of report categories: 'Members & Engagement', 'Service', and 'Foundations'. Under 'Members & Engagement', there is a 'Club Reports' section with a list of reports: 'Club Growth', 'Member Viability and Growth', 'Membership Termination Profile', and 'Members in a Club'.



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.

The screenshot shows the 'CLUB GROWTH' report for Rotary Year (2016-2017) for District #7230. The report is displayed in a table format. The table has columns for 'Club Name (#)', '2015 - 2016', '2016 - 2017', and then a series of columns for monthly growth percentages from July to December. The data shows a consistent growth of 4% per month. At the bottom, there are tabs for 'Club Growth (Detail)', 'Club Growth (Chart)', and 'Club Growth (District Chart)'. The 'Club Growth (Detail)' tab is selected.

Club Name (#)	2015 - 2016	2016 - 2017	#	% Growth	#	% Growth	#	% Growth	#	% Growth	#	% Growth
Wall Street New York (82880)	26	25	25	(4%)	24	(4%)	21	(16%)	21	(16%)	21	(16%)
Total Member Count For District #7230	26	25	25	(4%)	24	(4%)	21	(16%)	21	(16%)	21	(16%)