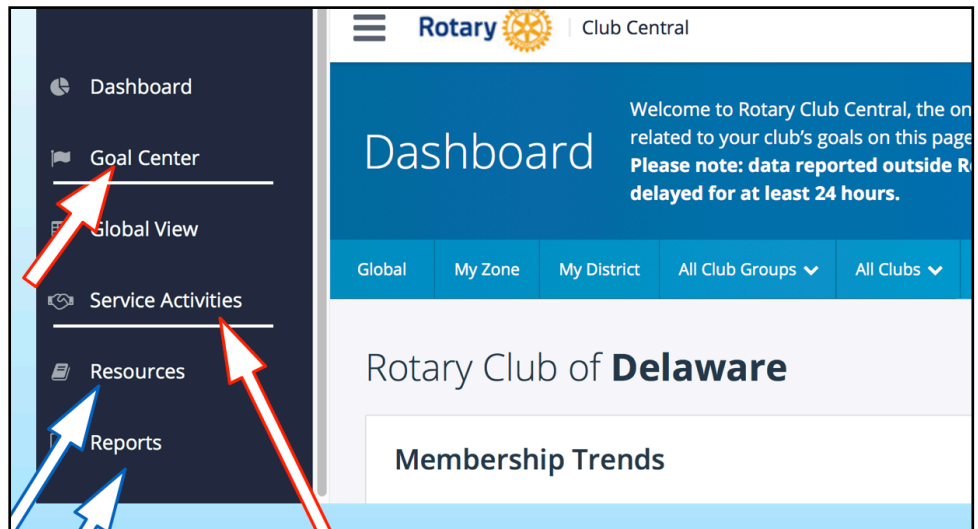


1. On rotary.org, Log in to MyRotary.
2. Click on Manage, and then Rotary Club Central.



3. Once in RCC, Click on Goal Center, left sidebar

If you do not see the menu on the left, click the three horizontal lines next to "Rotary Club Central" – this toggles to display or hide the menu



- Service Activities takes you to the screen to enter all service projects.
- Resources will provide step by step Goal setting instructions, Rotary Citation information and other helpful resources.
- Reports will provide updated status on membership and Foundation giving.

4. Be sure to select appropriate Rotary Year

5. Set Goals under EVERY tab.

The screenshot shows the Rotary Club of Delaware dashboard. On the left is a navigation menu with 'Goal Center' highlighted. The main content area shows the '2018-19' Rotary Year selected. Below this, there are tabs for 'Members & Engagement', 'Rotary Foundation Giving', 'Service', 'Young Leaders', 'Public Image', 'Rotary Citation', and 'All'. A red box highlights the '2018-19' year selector with the text 'Select Rotary Year'. Another red box highlights the 'Service' tab with the text 'Set Goals in Every Area'. Below the tabs, there is an 'EDIT' button and a message: 'The goals you select will appear below. To report progress or add, remove, or edit a goal, select EDIT.' Below this, there are two goal summary cards: 'Club membership' with an achievement of 95 of 100 (As Of 5-Mar-19) and 'Service participation' with an achievement of - of 51.

6. For guidance, click on **See goals and History** You will see a 5-year trend, IF your club has previously entered a goal for this area.

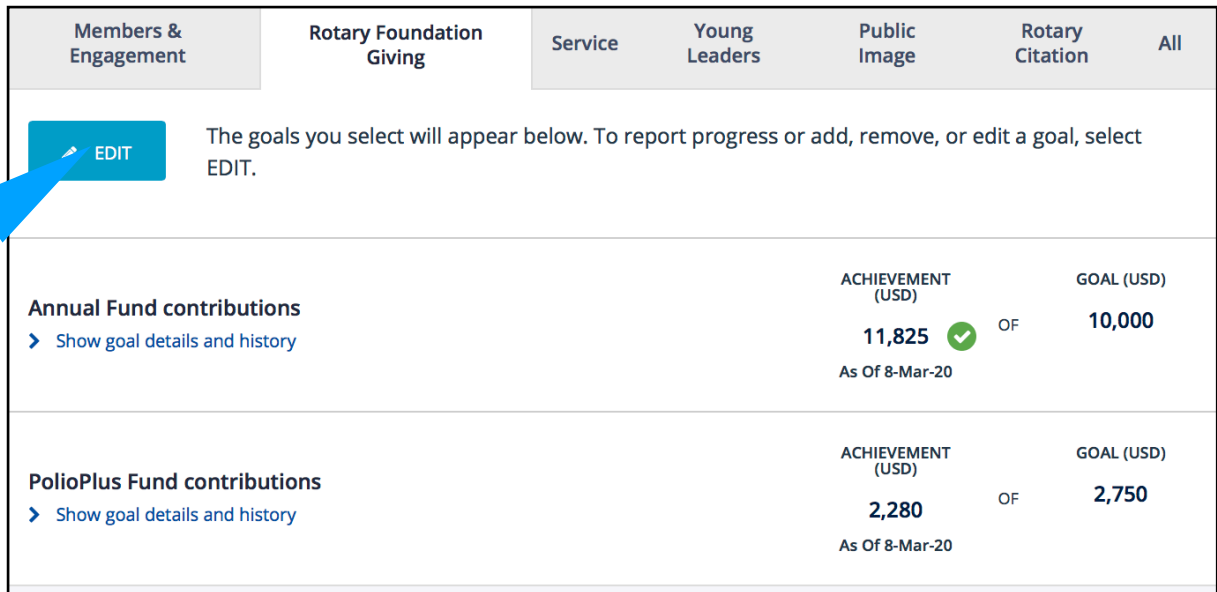
This screenshot shows the goal selection interface for 'Club membership'. At the top, there are 'SAVE' and 'CANCEL' buttons. Below them is a message: 'Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.' There is a 'Sort selected goals' dropdown. The 'Club membership' section shows a goal of '-' (As Of 8-Mar-20) with a 'SELECT GOAL' checkbox. Below this is a question: 'How many total members does your club want by the end of the Rotary year?'. The 'Goal History' section features a bar chart and a table showing achievement and goal values for the years 2015-16 through 2019-20. A red arrow points to the 'Hide goal details and history' link.

YEAR	ACHIEVEMENT	GOAL
2019-20	112	of 100
2018-19	98	of 100
2017-18	94	of 98
2016-17	90	of 100
2015-16	94	of 96

*denotes 5-year high

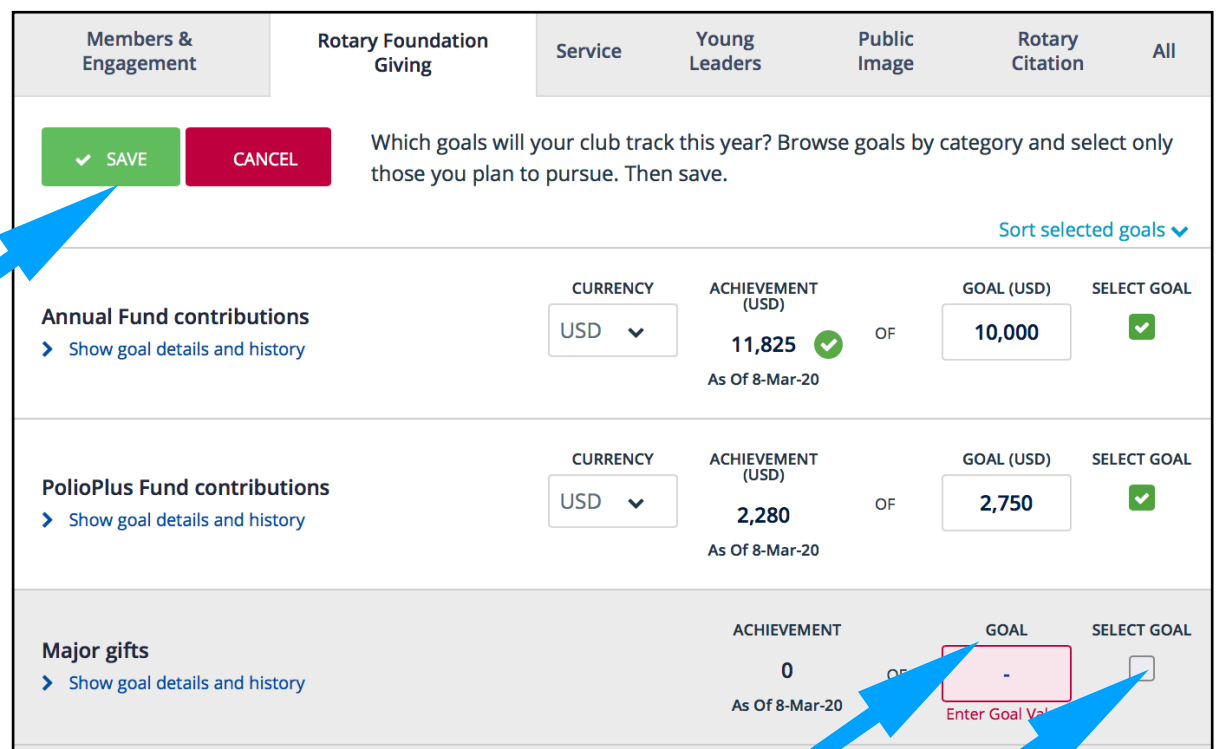
HINTS

- To select a goal, first check the **Select goal** box on the right (Shown in the second screen below) and then enter your goal. Make sure to **SAVE** your work before exiting.
- Do **NOT** enter zero for any goal.
- All goals refer to what will be accomplished within the Rotary year.
- For goals in Rotary Action Groups (Water, Peace, etc.) and Fellowships (interests such as wine, RVing), ask club members to advise you of their involvement.
- To return after having initially entered some goals, and to view a goal not previously selected, click on **Edit** and they will reappear. The first screen shot below shows the initially selected goals. The second shows the same tab after clicking on Edit. Check the select goal box, enter the goal and click save.



The screenshot shows the 'Goals' page with a navigation bar at the top containing tabs: Members & Engagement, Rotary Foundation Giving, Service, Young Leaders, Public Image, Rotary Citation, and All. Below the navigation bar, there is a blue 'EDIT' button with a pencil icon, highlighted by a blue arrow. To the right of the button, text reads: 'The goals you select will appear below. To report progress or add, remove, or edit a goal, select EDIT.'

Goal Name	Achievement (USD)	Goal (USD)
Annual Fund contributions Show goal details and history	11,825 <input checked="" type="checkbox"/>	10,000
PolioPlus Fund contributions Show goal details and history	2,280	2,750

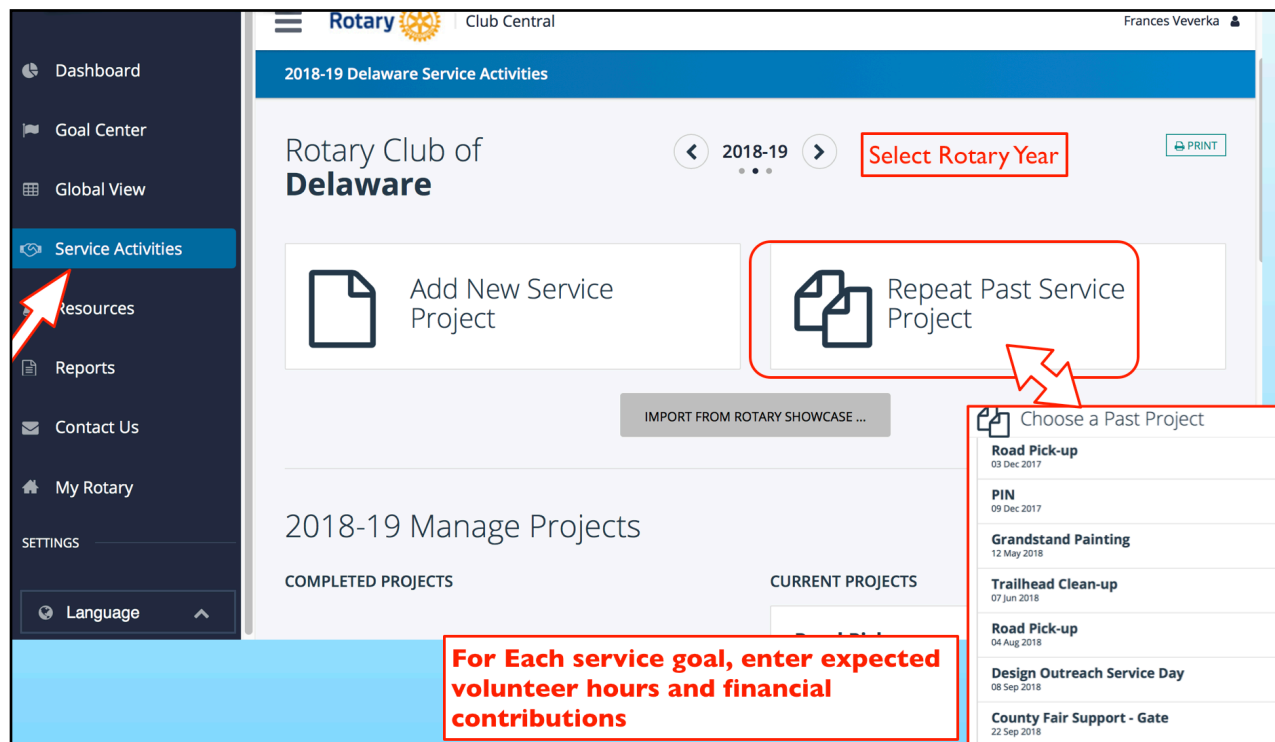


The screenshot shows the 'Goals' page with a navigation bar at the top containing tabs: Members & Engagement, Rotary Foundation Giving, Service, Young Leaders, Public Image, Rotary Citation, and All. Below the navigation bar, there is a green 'SAVE' button with a checkmark icon, highlighted by a blue arrow, and a red 'CANCEL' button. To the right, text reads: 'Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.'

Goal Name	CURRENCY	Achievement (USD)	Goal (USD)	Select Goal
Annual Fund contributions Show goal details and history	USD	11,825 <input checked="" type="checkbox"/>	10,000	<input checked="" type="checkbox"/>
PolioPlus Fund contributions Show goal details and history	USD	2,280	2,750	<input checked="" type="checkbox"/>
Major gifts Show goal details and history		0	-	<input type="checkbox"/>

Below the 'Major gifts' row, there is a red box around the goal value '-' with the text 'Enter Goal Value' below it. A blue arrow points to this box, and another blue arrow points to the 'SELECT GOAL' checkbox.

6. For Service Goals, select Service Activities in the left sidebar. You can repeat a past service project or enter new ones. For each, it is helpful to estimate the number of volunteers and project hours.



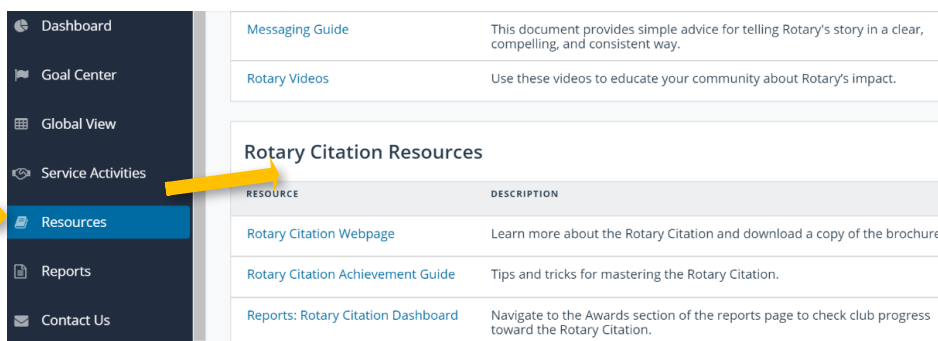
Report progress throughout the year. Achievement in Membership and Foundation giving will be generated from RI records and populate through the year. The others need to be reported by the club. Do not forget to report on service goal progress. And remember to save your work. These goals and achievements give you a snapshot of what your Club accomplished in your Rotary year and provide valuable data, especially for your next President. Each section may also be printed if you need a hard copy.

Rotary Citation

If you lose track of the hand-out on the Rotary Citation, you can always find that information in the Resources section.

Click on Resources.

You'll find the Citation Webpage, Achievement Guide and Citation Dashboard.



Remember: Enter your goals by May 1st.

Return and update your progress throughout the year and complete your Goal Report before the end of the Rotary Year (next June 30th)