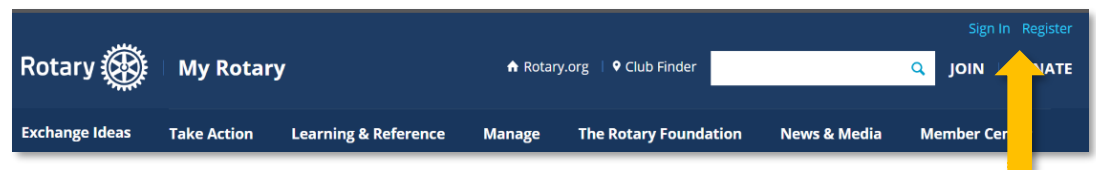# How to Enter Goals in Rotary Club Central

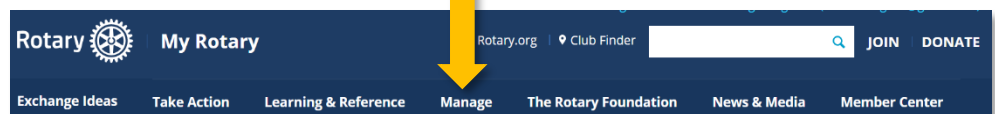Go to My Rotary (https://my.rotary.org/en)
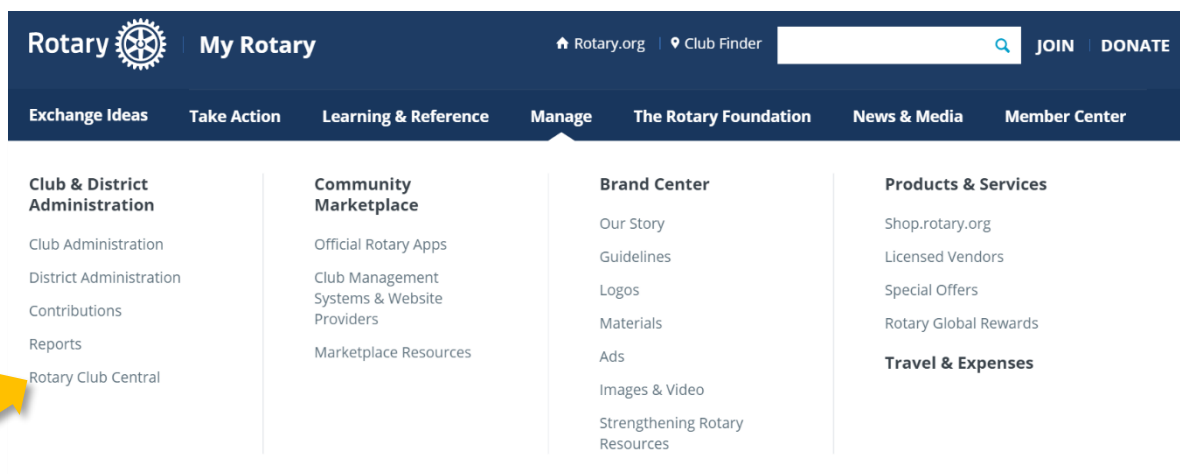

Enter the site using the "Sign in" link. (*If you do not have a My Rotary account, click "Register" to establish your account; then return to My Rotary and use your login credentials to begin.*)
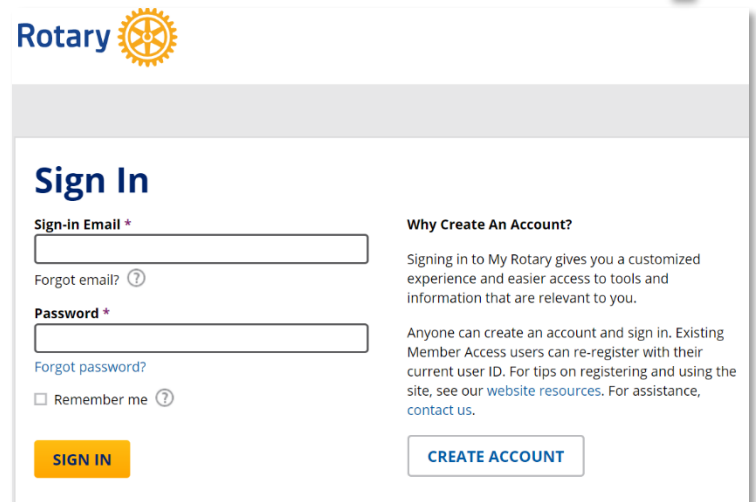

Click **Manage** (on the top menu)

Go to *Rotary Club Central* (under "Club & District Administration") – wait to be signed in to RCC2. This may take a minute, so be patient!
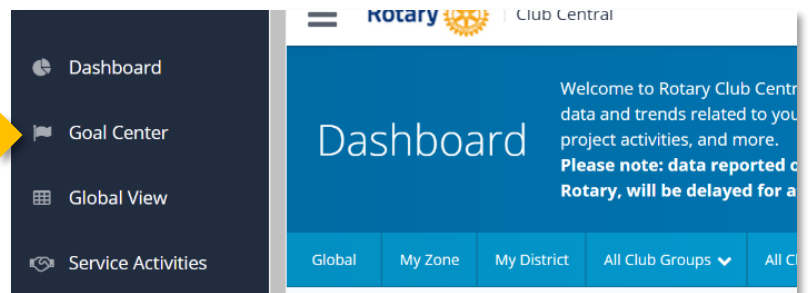
Once signed in, you will see your Dashboard.

You should see a welcome message and navigation menus below and to the left (items that appear on these menus will vary based on your level of access).
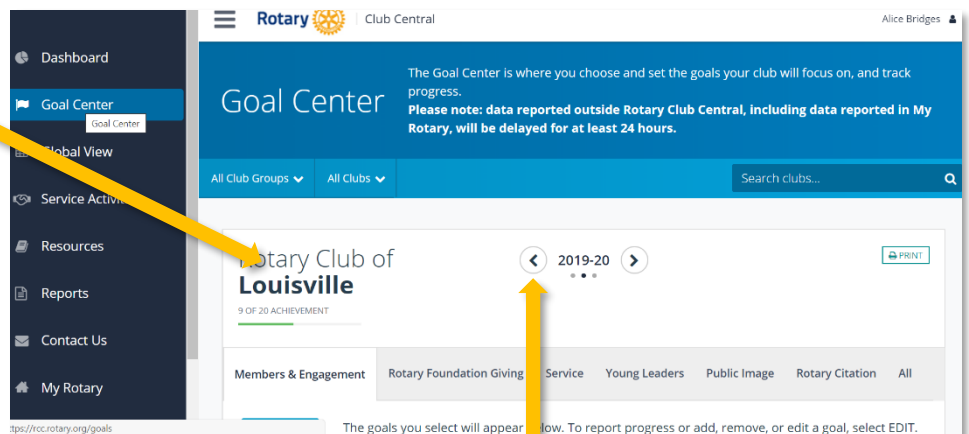
If you do not see the menu on the left, click the three horizontal lines next to "Rotary Club Central" – this toggles to display or hide the menu.
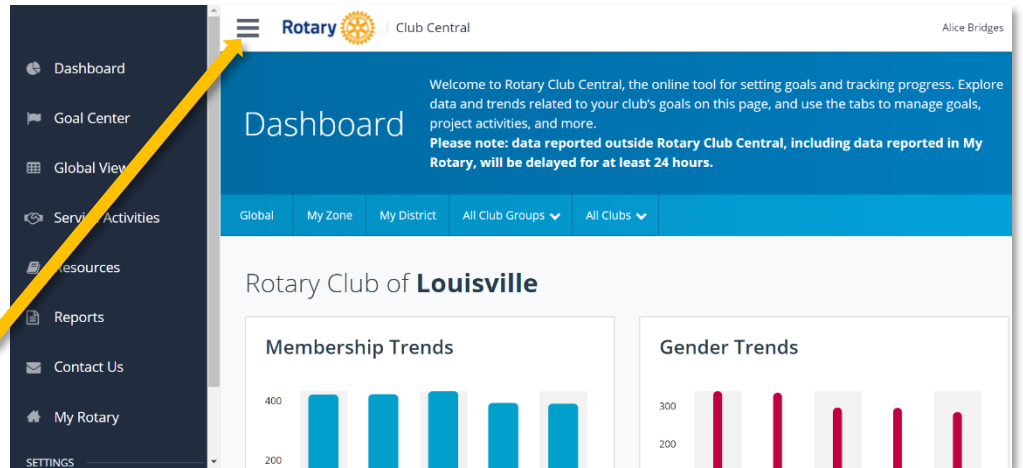
On the left side menu, go to **Goal Center.**

You should see your club name and achievements to date for the year displayed.

You can go to the previous year or the next year by clicking this arrow. (Note: It may be helpful to look at the goals for the previous year(s) to help you make decisions on goals for the current year.)

The default tab is Members & Engagement.

Note the Save/Cancel buttons.

Browse your goals by category; also note that you select which of your goals you plan to count towards the Rotary Citation. NOTE: Refer to your **Rotary Citation** handout to learn how to qualify your Club for this annual recognition.
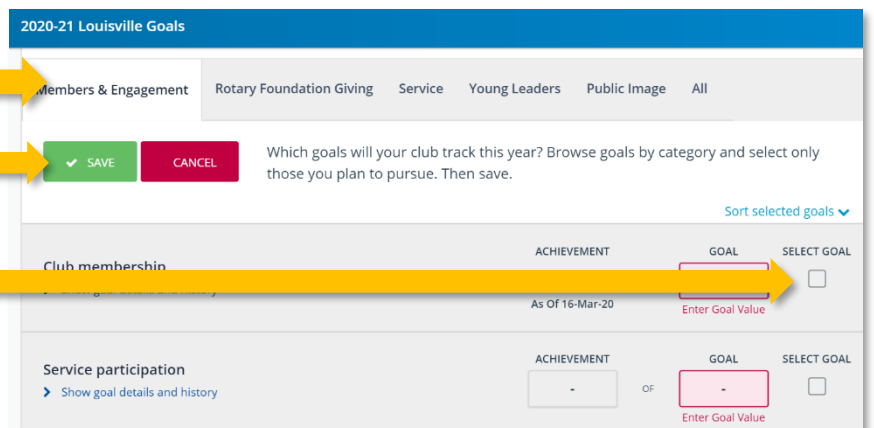
If you don't see the question about tracking goals, this means something has already been selected or entered for the year; click **Edit** to get started.

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

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

	ACHIEVEMENT		GOAL
Club membership	383	OF	414

Follow these steps to set AND select goals for 2020-2021 in each area. **First—click 2020-2021.**

Members & Engagement

Club Membership
Enter the number of members you expect to have by the end of June 2021. Click the blue link for "Show goal details and history" if you want to find out more.

Service Participation
Enter the number of members you expect will participate in Club service activities during the Rotary year.

New Member Sponsorship
Enter the number of members you expect will sponsor a new Club member during the Rotary year.

Rotarian Action Group Participation
Enter the number of members you expect will be a member of a Rotarian Action Group during the Rotary year.

Leadership Development
Enter the number of members you expect will participate in leadership development programs or activities during the Rotary year.

District Conference Attendance
Enter the number of members you expect to attend the district conference in 2021.

Rotary Fellowship Participation
Enter the number of members you expect will belong to a Rotary Fellowship during the Rotary year.

District Training Participation
Enter the number of club committee chairs who you expect will attend the district training assembly in August, 2020.

*In every goal, you can click the blue link for "Show goal details and history" to find out more. As you fill out each goal, you can also opt to select that goal to count towards the Rotary Citation. When you are finished, click **Save**.

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

✔ 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 ⌄

	ACHIEVEMENT		GOAL	SELECT GOAL
Club membership ⟩ Show goal details and history	- As Of 16-Mar-20	OF	- Enter Goal Value	☐
Service participation ⟩ Show goal details and history	-	OF	- Enter Goal Value	☐

	ACHIEVEMENT		GOAL	SELECT GOAL
New member sponsorship ⟩ Show goal details and history	-	OF	- Enter Goal Value	☐
Rotarian Action Group participation ⟩ Show goal details and history	-	OF	- Enter Goal Value	☐
Leadership development participation ⟩ Show goal details and history	-	OF	- Enter Goal Value	☐
District conference attendance ⟩ Show goal details and history	-	OF	- Enter Goal Value	☐

Rotary Foundation Giving

Click the tab on the menu bar for Rotary Foundation Giving.

Browse goals by category and select those you plan to count towards the Rotary Citation. Then **save.**

Annual Fund Contributions

Enter the dollar amount you expect your Club to contribute to The Rotary Foundation Annual Fund

PolioPlus Fund Contributions

Enter the dollar amount you expect your Club to contribute to The Rotary Foundation PolioPlus Fund

Major Gifts

Enter the number of single outright donations of $10,000 or more you expect will be made during the Rotary year.

Bequest Society Members

Enter the number of individuals or couples you expect who will plan to leave $10,000 or more to The Rotary Foundation through their estate.

Benefactors

Enter the number of individuals or couples you expect who will plan to include The Rotary Foundation Endowment Fund as a beneficiary of their estate or who will make an outright gift of $1,000 or more to the Endowment Fund.

In every goal, you can click the blue link for "Show goal details and history" to find out more. As you fill out each goal, you can also opt to select that goal to count towards the Rotary Citation.

When you are finished entering goals, click **Save**.

Service

Click the tab on the menu bar for **Service**.

Browse goals by category and select those you plan to count towards the Rotary Citation. Then **save.**

Enter the number of service projects you expect your club to complete during the Rotary year.

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

✔ 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 ⌄

	ACHIEVEMENT		GOAL	SELECT GOAL
Service projects > Show goal details and history	- As Of 16-Mar-20	OF	- Enter Goal Value	☐

Click the blue link for "Show goal details and history" to find out more. You can also select that goal to count towards the Rotary Citation. When you are finished, click **Save**.

Young Leaders

Click the tab on the menu bar for **Young Leaders**.

Browse goals by category and select only those you plan to pursue. Then **save.**

Rotaract Clubs
Enter the number of new and existing Rotaract clubs your club will sponsor during the Rotary year.

Interact Clubs
Enter the number of new and existing Interact clubs your club will sponsor during the Rotary year.

Inbound Youth Exchange Students
Enter the number of Rotary Youth Exchange students your club will host during the Rotary year (students who will be coming to your area and staying with your members).

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

✔ 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 ⌄

	ACHIEVEMENT		GOAL	SELECT GOAL
Rotaract clubs > Show goal details and history	- As Of 16-Mar-20	OF	- Enter Goal Value	☐
Interact clubs > Show goal details and history	- As Of 16-Mar-20	OF	- Enter Goal Value	☐
Inbound Youth Exchange students > Show goal details and history	-	OF	- Enter Goal Value	☐
Outbound Youth Exchange students > Show goal details and history	-	OF	- Enter Goal Value	☐
RYLA participation > Show goal details and history	-	OF	- Enter Goal Value	☐

Outbound Youth Exchange Students
Enter the number of Rotary Youth Exchange students your club will sponsor during the Rotary year (students your club will be sending to other areas).

RYLA Participation
Enter the number of individuals your club will sponsor to participate in Rotary Youth Leadership Awards events during the Rotary year.

Click the blue link for "Show goal details and history" to find out more. As you fill out each goal, you can also opt to select that goal to count towards the Rotary Citation, When you are finished, click **Save**.

Public Image

Click the tab on the menu bar for **Public Image**.

Browse goals by category and select those you plan to count towards the Rotary Citation. Then **save.**

Strategic Plan
If your club has an up-to-date strategic plan, slide the **Achievement** button to "yes"; it will turn green and a checkmark will appear.

If your club does not have a strategic plan, leave this section as is.

Online Presence
If your club has an online presence and it accurately reflects current activities, slide the **Achievement** button to "yes"; it will turn green and a checkmark will appear.

Social Activities
Enter the number of social activities your club will hold outside regular meetings during the Rotary year.

Update Website and Social Media
Enter the number of times per month your club will update their website or social media accounts during the Rotary year; You can click the blue link for "Show goal details and history"

Media Stories About Club Projects
Enter the number of media stories you expect will cover your club's projects during the Rotary year.

Use of Official Rotary Promotional Materials
If your club uses Rotary International's advertising and public service materials available in the Brand Center to promote Rotary in your community during the Rotary year, slide the button under "Achievement" to indicate yes (it will turn green and a checkmark will appear); If not, leave this section as is; You can click the blue link for "Show goal details and history" if you want to find out more

Click the blue link for "Show goal details and history" to find out more. As you fill out each goal, you can also opt to select that goal to count towards the Rotary Citation.

When you are finished, click **Save**.

Service Activities

Go to **Service Activities** on the left-side menu to enter details about your projects throughout the year.

If you have projects you do every year, you can click **Repeat Past Service Project**.

Goal Center

Global View

Service Activities

Resources

Re

Contact Us

Add New Service Project

Repeat Past Service Project

IMPORT FROM ROTARY SHOWCASE ...

2020-21 Manage Projects

COMPLETED PROJECTS

CURRENT PROJECTS
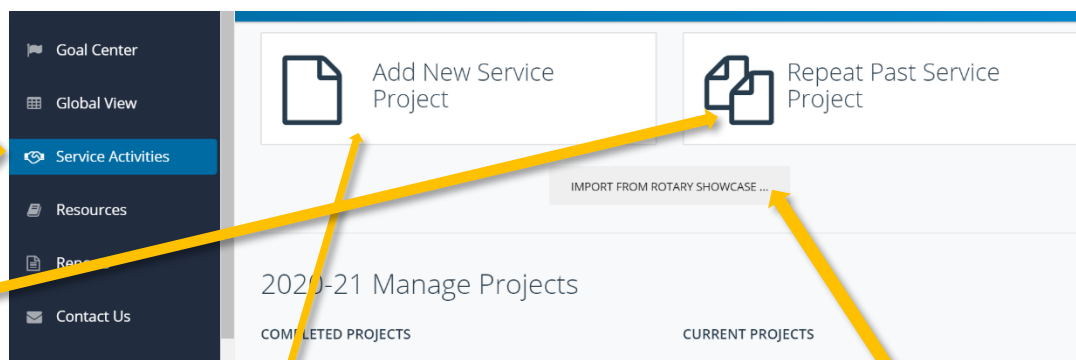
Import projects from the **Rotary Showcase** by clicking here. Select a showcase project and click **Import Project**.

Once the pop-up screen populates, select the project you will do again. You can search for past projects.

Choose a Past Project

CANCEL

Search for a past project...

No past projects available
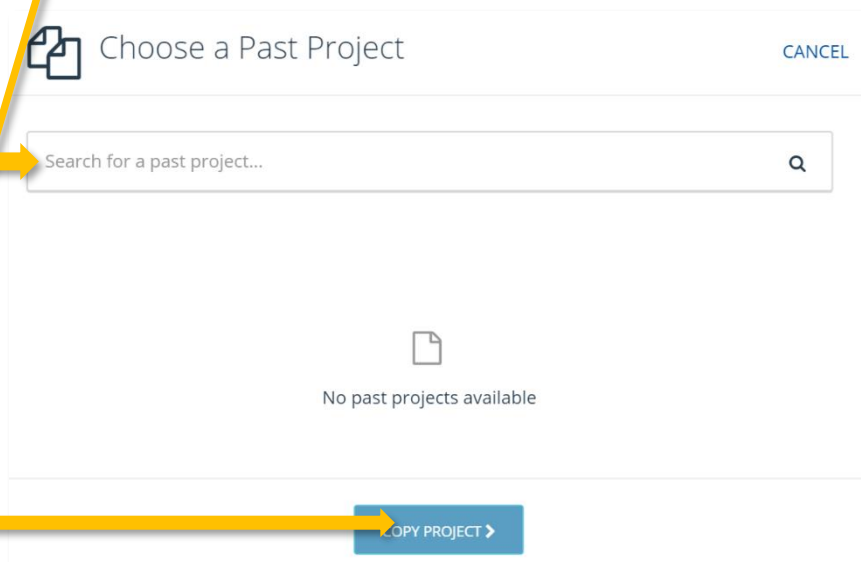
Click **Copy Project**.

COPY PROJECT >

Enter all the information required in the **Service Summary** section, then Click **Save**.

Use the **Add New Service Project** button for new initiatives and use the **Service Summary** section to enter all information required.
Click **Save**.

NOTE: For some categories, there will be a pop-up menu such as **Areas of Focus** where you will select the associated Rotary area of focus.

Once all service projects are entered, slide the button under **Project Complete** and click **Save** at the top of the page.

As you enter projects, you can see progress throughout the year.

Service Summary

NUMBER OF PROJECTS		TOTAL VOLUNTEER HOURS		TOTAL CASH CONTRIBUTIONS		TOTAL VALUE OF DONATED GOODS AND SERVICES	
0	0	0.0	0.0	0.0	0.0	0.0	0.0
Projected	Achievement	Projected	Achievement	Projected	Achievement	Projected	Achievement

Keeping Track

Once you enter all your Club goals, you can use the **All** tab to see the entire list, to update them, and to track your progress throughout the Rotary year.

When your year is completed (or as the year progresses), return to the Goal Center and Service Activities and enter your data. Some items will update automatically (such as Rotary Foundation giving) from Rotary International.

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 handout 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.

| Messaging Guide | This document provides simple advice for telling Rotary's story in a clear, compelling, and consistent way. |
| Rotary Videos | Use these videos to educate your community about Rotary's impact. |

Rotary Citation Resources

RESOURCE	DESCRIPTION
Rotary Citation Webpage	Learn more about the Rotary Citation and download a copy of the brochure.
Rotary Citation Achievement Guide	Tips and tricks for mastering the Rotary Citation.
Reports: Rotary Citation Dashboard	Navigate to the Awards section of the reports page to check club progress toward the Rotary Citation.

Menu items: Dashboard, Goal Center, Global View, Service Activities, Resources, Reports, Contact Us