

HOW TO ADD A PROJECT TO ROTARY SHOWCASE



www.rotary.org/showcase

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To add your project, sign in to My Rotary and under **Take Action**, click **Rotary Showcase**.

2

Add a new project

Click **Add a new project**.

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* Project title (maximum 50 characters)
 50 - characters remaining

* Project overview (maximum 100 characters)
 100 - characters remaining

Tell us about your project (maximum 1000 characters)
 1000 - characters remaining

* Project location

Project Timeline

* Start date: (dd/mm/yyyy)

End date: (dd/mm/yyyy)

Enter information about your project.

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Select one or more categories, and *one* primary area of focus.

When you click **Save** your project is published immediately.

Add members of your partner clubs as project contacts.

Identify your Rotary, Rotaract and Rotary Community Corps club partners.

Upload up to 20 images and links to YouTube videos.

Add your project's contributions to measure Rotary's global impact.

The screenshot shows a web form for creating a project. At the top right is a 'Save' button. The 'Project category' section includes checkboxes for 'Community', 'International', 'Vocational', 'New Generations', 'Fundraiser', and 'Polio', along with an 'Area of Focus' dropdown menu. Below this is the 'Partners' section, which lists 'Barrie, ON, Canada' with a red location pin icon. The 'Project contacts' section lists 'Derek Lubert' with a green 'Add' button. Other sections include 'Related Links', 'Tags', and 'Funding' (with checkboxes for 'Club Foundation', 'Public Image Grant', 'Rotary Grant', and 'Other'). At the bottom is the 'IMPACT TRACKER' section, which includes a table for recording impact data for the 'Partner: Barrie, ON, Canada'.

| Rotary Year | Total volunteer hours | Number of volunteers | Cash contributions (USD) |
|-------------|-----------------------|----------------------|--------------------------|
| 2014-15 | | | |

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Need more Rotary Showcase resources?
Contact us at social@rotary.org.