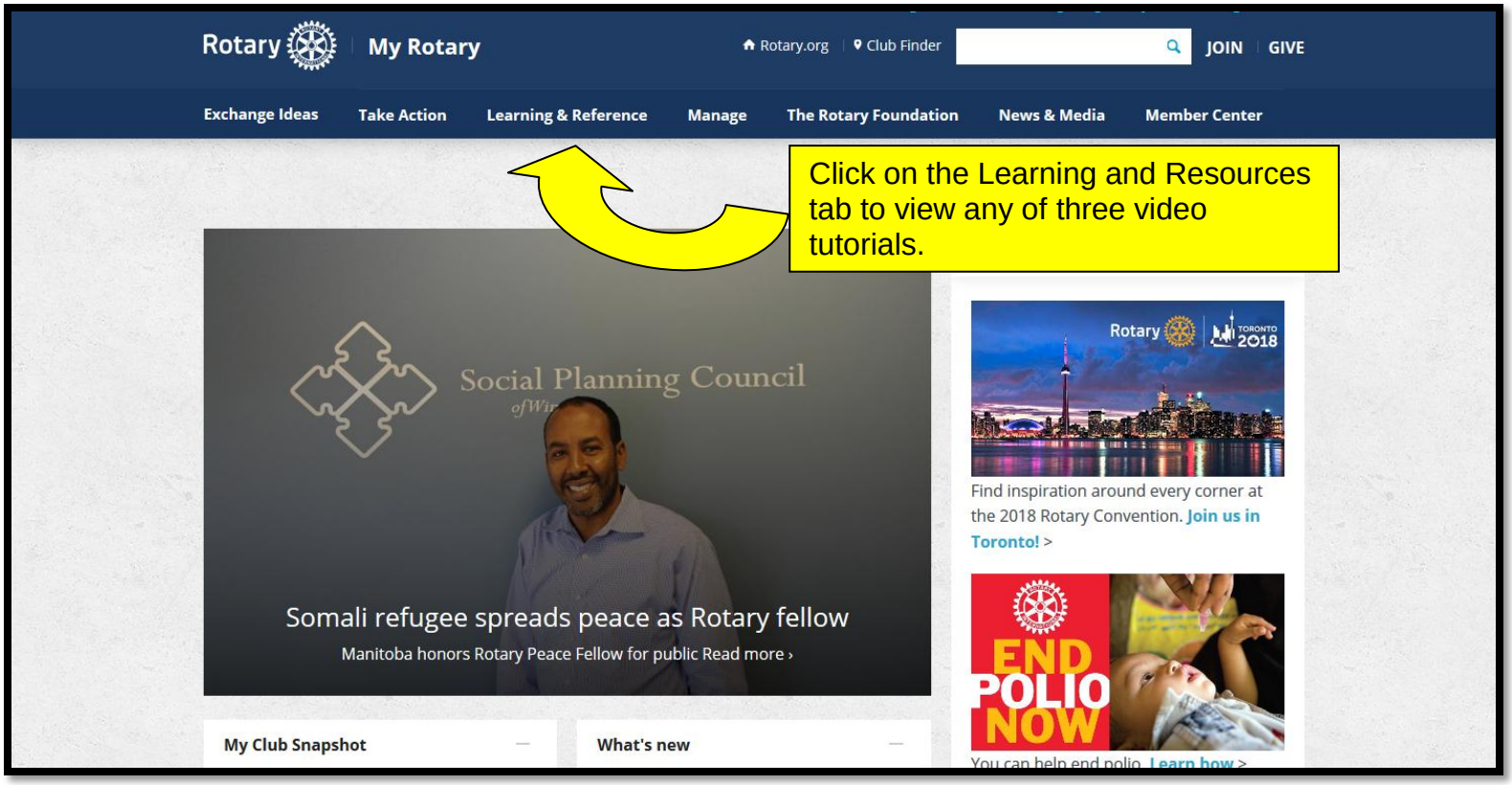
October 18, 2017

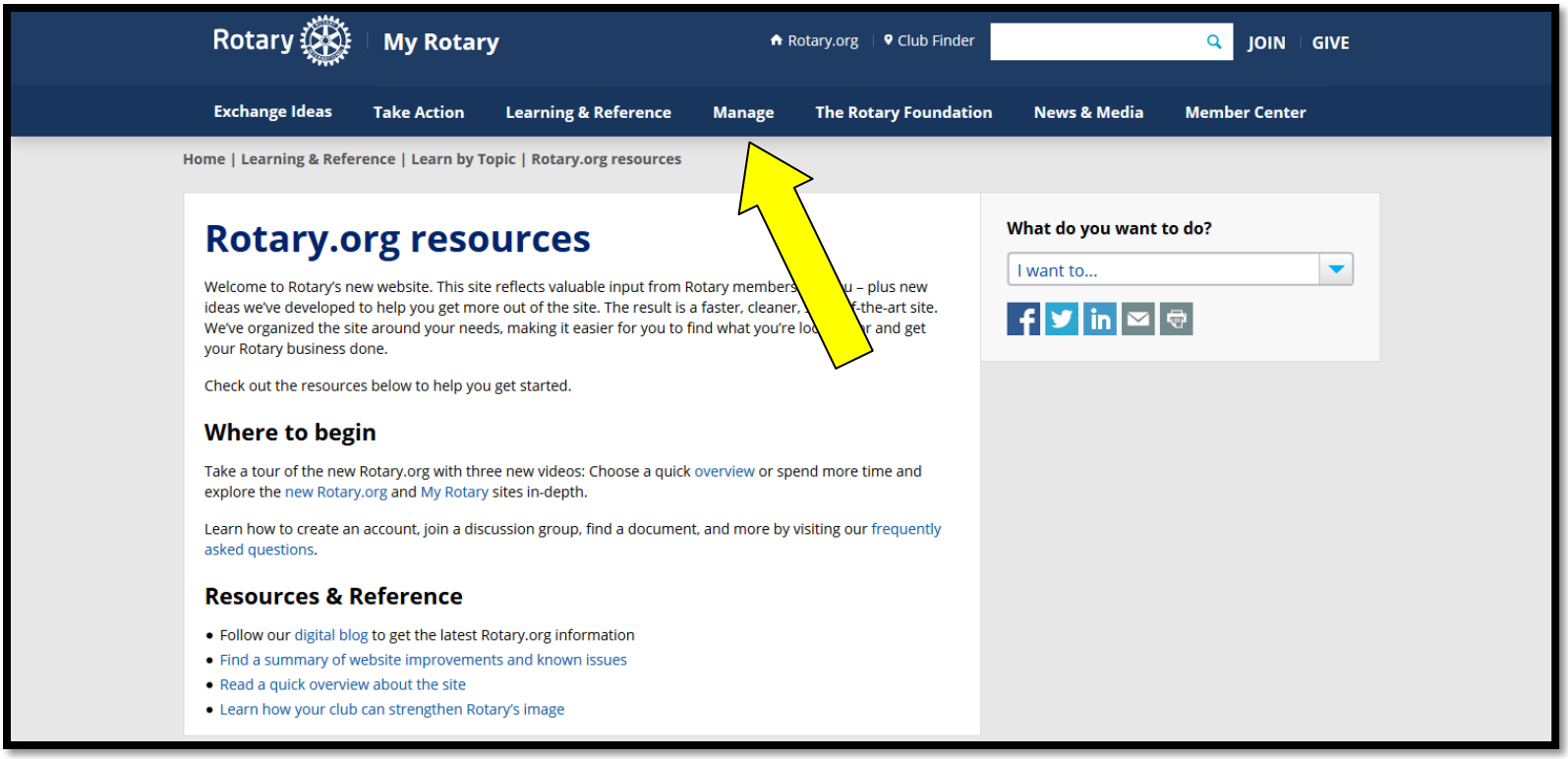
Rotary International's new website has undergone some revisions and the navigations have changed. This brief tutorial will help you navigate to some of the features you need the most.

**To begin go to MyRotary.org and login.** You will end up on the page below. Each of the tabs across the top is a place of interest to you. The drop down menus are filled with valuable information.

If this is the first time you are using this website you may want to go to the page and watch three new videos they've put together to help. To get to this page click on **Learning** and **Reference,** then, **Learn by Topic,** and then **Rotary.org**

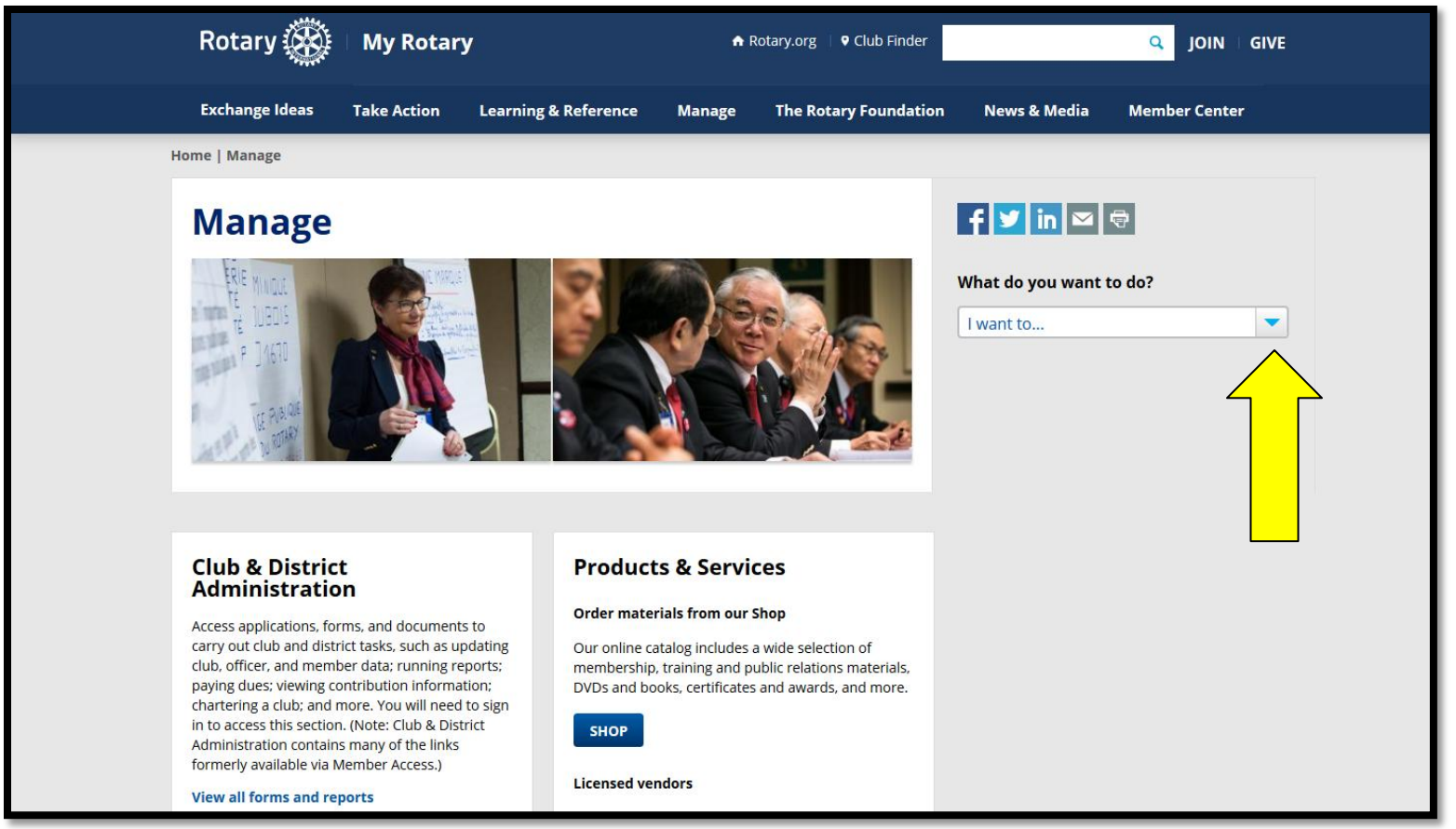



You will end up on the page below.

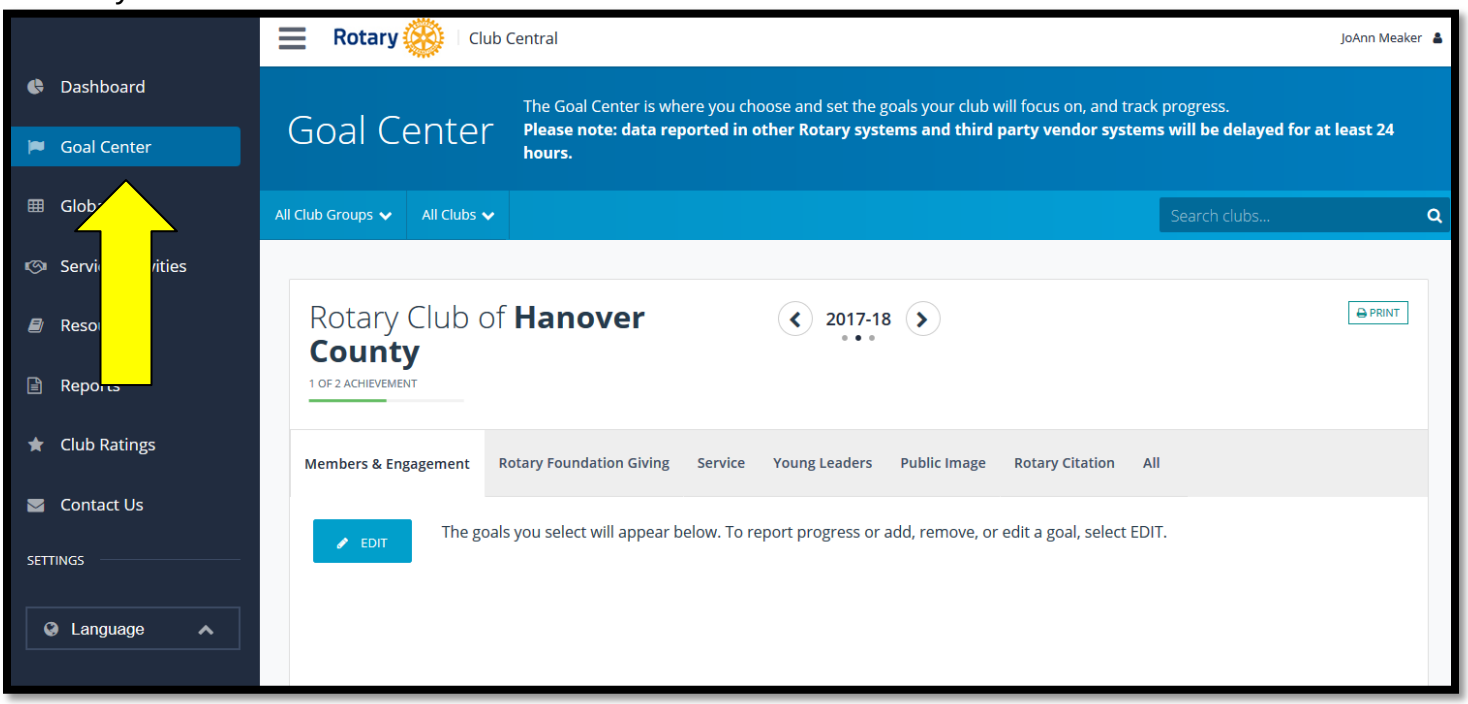



Once you've viewed the videos (or passed by that step) the tab on the main page you will probably use the most is the Manage tab. **Click there.**

There's a lot on this page but if you just want to view or change your club's goals – look at the right hand side of the page where it says "What do you want to do? **Click the blue arrow and then scroll down to "View or Set Goals" and click.**



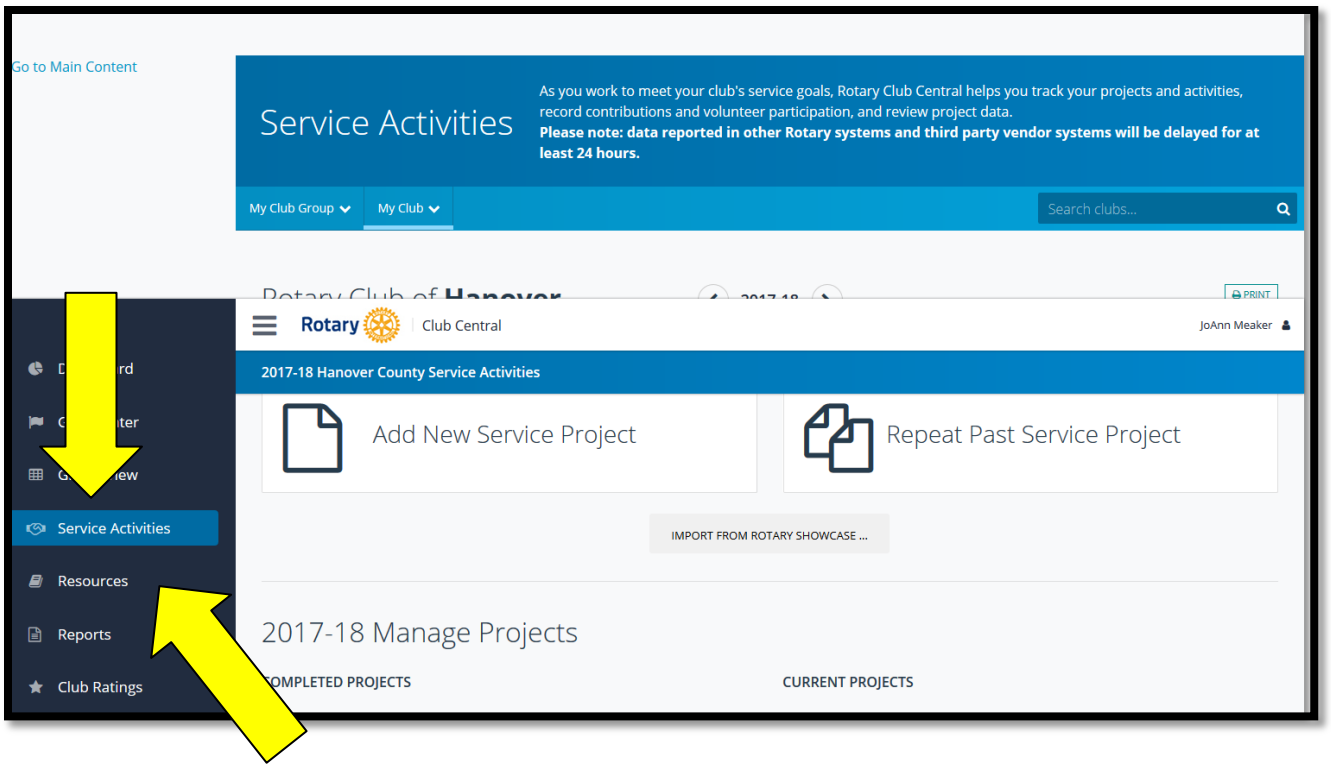
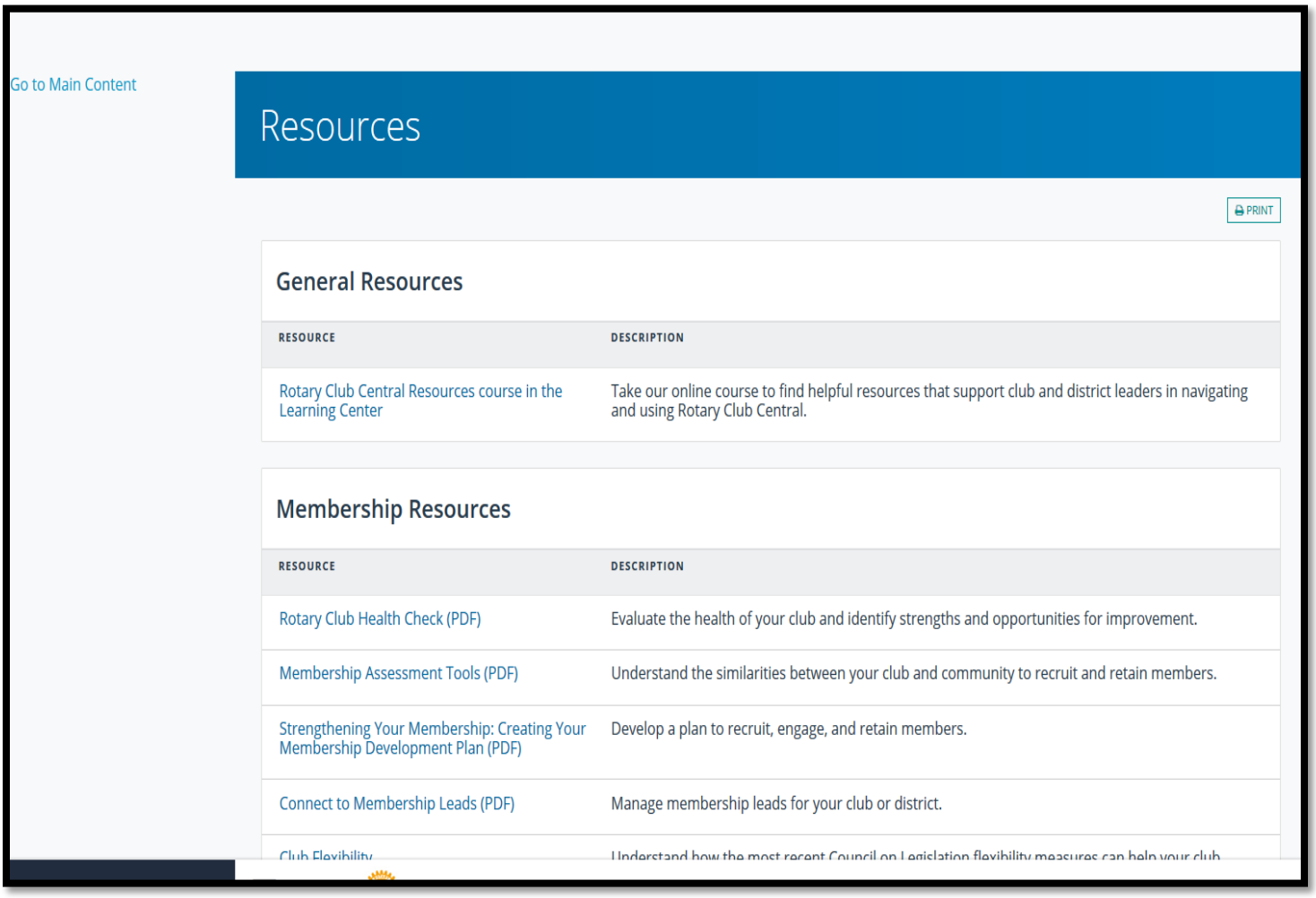
You have now been transferred to Rotary Club Central – and will see the Dashboard. In the left hand column you'll find Goal Center. **Click on Goal Center.**




The tabs highlighted in light blue indicate all the goals you can set for your club for your Rotary year. Club leaders, including the incoming, current, and past president, secretary, treasurer, executive secretary, Foundation chair, and membership chair can edit goals and achievements for their year in office. All club members can view club goals and achievements.

The last tab is the Rotary Citation (formerly known as Presidential Citation). Update this to earn the citation at the end of the Rotary year.

In addition to setting and updating your club goals, you can post and update your club's service activities. **Click on Service Activities** to make these changes.



Another valuable page is the Resources page. **Click on Resources.**