

# HOW TO REPORT PROGRESS ON A GOAL

## For club officers



### FIND GOALS TO UPDATE

Rotary Club Central

### Club Goals

Choose and set the goals your club will focus on and track progress.

Rotary Club of **Anytown**  
0 of 26 Achievement

< 2023-24 >

**Enhance Participant Engagement** Increase our Impact Expand Our Reach Increase Our Ability to Adapt All

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

Category	Achievement	Goal
Service participation	- of	22
Social activities	- of	12
Rotary Action Group participation	- of	5

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

Select **Edit** to see a list of club goals

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Choose and set the goals your club will focus on and track progress.

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< 2023-24 >

**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**

Category	Achievement	Goal	Select Goal
Service participation	- of	22	<input checked="" type="checkbox"/>
Social activities	- of	12	<input checked="" type="checkbox"/>
Rotary Action Group participation	- of	5	<input checked="" type="checkbox"/>

Find the goals that you plan to update

Tip: Select **Sort selected goals** to arrange your club's goals for easy updating

# UPDATE A GOAL

The screenshot shows the 'Club Goals' interface for the 'Rotary Club of Anytown'. A sidebar on the left contains navigation options: Club Goals, Global Summary, Trends, Service Projects, Resources, Reports, and Contact Us. The main content area displays the club name, a progress indicator (0 of 26 Achievements), and a list of goals under the category 'Enhance Participant Engagement'. A 'SAVE' button is highlighted with a callout. A table below shows progress for three goals: Service participation (0 of 22), Social activities (0 of 12), and Rotary Action Group part (0 of 5). A second callout points to the 'ACHIEVEMENT' column of this table.

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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	OF	GOAL	SELECT GOAL
Service participation Show goal details and history	0		22	<input checked="" type="checkbox"/>
Social activities Show goal details and history	0		12	<input checked="" type="checkbox"/>
Rotary Action Group part Show goal details and history	0		5	<input checked="" type="checkbox"/>

Enter your club's progress towards a chosen goal in the **Achievement** column

Select **Save** after you've reported progress on your club's goal