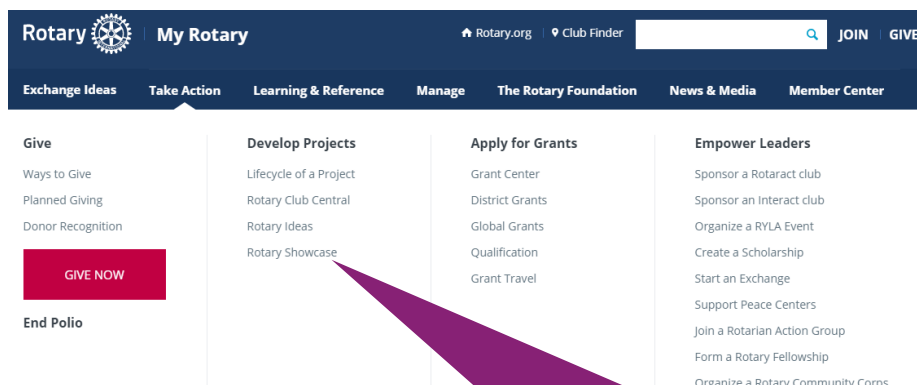


# HOW TO ADD AN ENVIRONMENT PROJECT TO ROTARY SHOWCASE

www.rotary.org/showcase



1



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**.

3

Enter information about your project.

4

Select Environment, any other applicable category, and *one* primary area of focus.

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

Add members of your partner clubs as project contacts so they can edit.

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

Upload up to 10 images and links to YouTube videos (10, 1MB max).

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

The screenshot shows a web form for creating a project. At the top, there are 'Cancel' and 'Save' buttons. Below is the 'Project category' section with checkboxes for 'Community', 'International', 'Vocational', 'New Generations', 'Fundraiser', 'Polo', 'Environment', and 'Area of Focus' (with a dropdown menu). The 'Partners' section lists 'Evanston Lighthouse, IL, USA (Rotary Club)' with an 'Add' button. The 'Project contacts' section lists 'Kristin Brown' with an 'Add' button. The 'Related Links' and 'Tags' sections each have an 'Add' button. The 'Funding' section has checkboxes for 'Club Foundation', 'Public Image Grant', 'Rotary Grant', and 'Other'. Below this is the 'PROJECT PHOTOS AND VIDEOS' section with an 'Add' button. The 'IMPACT TRACKER' section includes a 'Go to Google Currency converter' link and a table for tracking impact. The table has columns for 'Rotary Year', 'Total volunteer hours', and 'Number of volunteers'. The 'Rotary Year' dropdown is set to '2017-18'. Below the table is an 'In-kind donations' field.

Need more Rotary Showcase resources or assistance using this platform? Contact us at [social@rotary.org](mailto:social@rotary.org).