**How To Get Started in Rotary Club Central**

1. You must get your club secretary to enter you in the RI database ASAP as your clubs president for Rotary year 17/18 (make sure they use your current e mail address)
2. Go to **www. Rotary.org** , Then select **MY Rotary** on the top menu Bar, and create your own password and sign in, you will then receive an e mail from RI to activate your account before you can reach step 3
3. Your **MY Rotary** page will open up, then scroll down the left hand menu column in the section named **MY Club Snapshot**
4. At the bottom of this section you will see under Rotary Club Central, “ **View Goals**” in a blue box click on that please.
5. You should now have reached the **CC main page**!! it will ask you to confirm your club position first, then if you scroll down you will see 3 different year tabs across the middle of the page, click on your year headed 17/18 and then once the screen change’s you should see little check box’s on the left that says **edit**, this is where you would enter and keep track of your goals for your 17-18 year and can also see data for your club from earlier years,
6. At the top of the CC main page you will also notice 3 section tabs named: **Your Club, Service & Foundation** you follow the same procedure as step 5 for each section