

Pre-PETS Training

Exercise 1: January 7, 2020

Topic: Rotary Club Central

Watch a Video How-To Enter Your Goals



**Pre-PETS Training**

**Exercise 1: Rotary Club Central**



Go to [www.rotary.org](http://www.rotary.org) and log on. Is this your first time? Then you’ll need to set up an account. Follow the attached instructions:

1. Click on My Rotary.
2. Click on Register For An Account.
3. Click on Create Account.
4. Fill in the Account registration information and click on Continue.
5. You will be informed that an email has been sent to you.
6. Check your email. When you get the message, click on the blue Account link to finalize the process.
7. Fill in all the mandatory information and click on Create An Account.
8. Click on Continue.
9. Congratulations! You have created your My Rotary account.

Now you’ll want to set up your Goals for the year. Why is this important? Because “If you don’t know where you’re going, you’ll end up someplace else” ~Yogi Berra Capturing your goals for your club’s success in one place simplifies your workload and keeps you on track. It also allows your club members to see what the club has already accomplished and what still needs to be completed (what a great way to retain members and attract new ones!!).

[**Click Here for a Movie “How To” enter your club goals – step by step!**](https://youtu.be/9Io4YT3OsMk)

Follow the attached instructions:

1. After you’ve logged on, click on Manage and then Rotary Club Central.
2. Click on Goal Center on the left navigation menu.
3. Choose the correct year in the top center (2019-20).
4. The first tab, Members and Engagement, is the default page. Go all the way to the right of that ribbon and click on All. This brings up all the goal options ranging from Members to the Rotary Citation.
5. Choose the goal you want to enter by clicking on Select Goal to the right of each option.
6. Enter your goals and click the green Save at the top left. This is the most important step!!!
7. That’s it! It probably took less than 10 minutes and you’re done for now.

See PDF document with “how to” attached to this email.