Указания за въвеждане на информация за цели в сайта на РИ за 2013-2014 ротарианска година

#### www.rotary.org

Общи бележки:

- Преди да започнете работа уверете се, че вече сте регистрирани в сайта на РИ и посочени като клубни президенти за 2013-2014 година. Информация за регистрация и проверка има в дисковете от ПЕТС, както и в презентациите на Секретаря на дистрикта.
- При въвеждане ан информация не забравяйте да натискате бутона запис (save) на всяка стъпка
- След въвеждане изпратете целите за членство с бутона Submit Goals
- На всяка страница използвайте бутона Print Page, за да разпечатате въведеното, или да го съхраните в pdf файл.
- 1. Избира се функция достъп за членове (Member Access) под полето за търсене в горния десен ъгъл на сайта



2. Въведете електронна поща и парола от регистрацията, която имате в сайта на РИ. И натиснете бутон Sign In. Ако нямате регистрация – натиснене бутон Create Account и следвайте инструкциите.

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Sign in to Member Access	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>
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След влизане в зоната за членове, от менюто вляво изберете опция Rotary Club Central.
 За яснота вижте следващите две фигури





### 4. Появява се екран с целите от предходната година и обща информация за клуба

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	Setting and tracking these goals helps leaders p to measure the impact Rotarians are making wo Below are details on your club's progress toward	lan for their year and establish a pi rldwide. I this year's goals.	ath for the future. The inform	nation in Rotary Club Central gives Rotary a better way	
	Club Details			ROTARY CLUB CENTRAL	
	Club Name: Varna-Eux Website: http://ww Meeting Location: Hotel Sple 30, Bratya Bulgaria Meeting Day and Time: Tues 1830	tinograd w.rotary-euxinograd.org/ ndid Shkorpil Str, Varna, 9000,	Members: Charter Date: Club President:	30 21 August 2007 Stefan Shultz   🐸 <i>(contact)</i>	
	Goals and Progress View Details > YOUR CLUB	SER	VICE	FOUNDATION GIVING	
	O% COALS SET: 0 OF 25	O COALS SE	% IT: 0 OF 6	O% COALS SET: 0 OF 8	
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5. Изберете опцията View Details (сиьото) вдясно от Goals and Progress



 В "табове" са формите за въвеждане и изпращане на целите на клуба за следваюата година, разпределени както следва: YOUR CLUB – планиране и цели за членство, SERVICES 0 –цели за служба FOUNDATION GIIVING цели за фондацията

	Your Club Service Foundation Giving	
Club View		
District View	Your Club	- Print Pag
Club Crown View	Successful clubs achieve their goals by staving vibrant, flexible, and innovative. This tab provides you	the opportunity to view and
Club Group view	track membership, Rotarian engagement, club communication, and public relations goals,	
Resources	track membership, Rotarian engagement, club communication, and public relations goals.	arshin chair — can edit goals
Resources Reports	track membership, Rotarian engagement, club communication, and public relations goals. Club leaders — the president, secretary, treasurer, executive secretary, Foundation chair, and member and achievements. All club members can view goals and achievements.	ership chair — can edit goals

7 Избира се Your Club за, при което се появява екран с информация за текущата и възможност за въвеждане на следваща година. Изберете 2013-2014 (фигурата по-долу)

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	Goals and Progress			
	Access yearly data by selecting the appropr	riate tab. Based on your role, "View" or "Edi	t" the goals and achievements at any time.	
	2011-12 2012-	13 2013-14		
	Membership Retention 🕑		Ø EDIT	E
	27	-	30	
	1 JULY 2011	30 JUNE 2013 GOAL TOTAL	2012-13 YEAR TO DATE	
	30.	JUNE PRIOR YEAR 2012-13 MEMBER	COAL 2012-13 RETENTION GOAL	
	Existing members retained	29 -	x	
	New members retained	4 -	%	
	Rotarian Engagement 🛞		US LUIT	
	29	-	-	
	2011-12	2012-13	2012-13	16:26
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8. При смяна на годината – използвайте бутон EDIT (вдясно) за въвеждане и редактиране

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	Goals and Progress	Guais and rivgress				
	Access yearly data by selecting the ap	opropriate tab. Based on you	r role, "View" or "Edit" th	e goals and achievements at any time	e.	
	2011-12 20	012-13 2013	-14			
	Membership Retention	3)		Ø EC	ТЮ	
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	Existing members retained	30	-	%		
	New members retained	1	-	*		
	Rotarian Engagement 🛞			Ø EC	ТІС	
	30 2012-13 TOTAL		-14 AL			
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9. Въведете във формата, която се появява информация за вашата прогноза (цел)

ry.org/en/rcc/Pages/E	ditClubGoals.aspx					52
Club Group View	I his page will help you set goals to re members you plan to keep.	tain existing members and	d bring in new ones. I	Enter the number or the	percentage of club	
Resources	Plaze note for "New members retain	ad " optor the number of	Potarians you plan to	induct under the "Mem	hars" column	
Reports	ricuse note, for new memoers retain	ied, enter the number of	rotariaris you plan to	model ander the mem	Sera column.	
Feedback						
	Set and Edit Your Goa	ls				
		1 JULY START FIGURE	MEMBERS	PERCENTAGE	GOAL TOTAL	
	Existing members retained	30	30	%	•	
	Achievement				30	
	New members retained	1		%	•	
	Achievement				1	
	2013-14 Goal Total			%		
			Sav	e Clear all	Cancel	

10. След въвеждане на информацията – натиснете бутона запис (SAVE) в долната част на формата – картинката по-долу

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11. По аналогичен начин се избира опция EDIT до следващите раздели:

Rotarian Engagement<sup>(?)</sup> Club Communication<sup>(?)</sup> Public Relations<sup>(?)</sup>

## 12. Цели за служба:

Избира се SERVICES (аналогично на Your Club – виж стъпка 6 и 7 по-горе)

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Home > Member Access >	Rotary Club Central > Club View	^
	District 2482   Club Varna-Euxinograd	Π
	Your Club Service Foundation Giving	=
Club View	Print Prov	
District View	Service	
Club Group View	This tab allows clubs to set and track goals for sponsoring Rotaract and Interact clubs and Youth Exchange and RYLA participants, as well as resources for service projects.	
Resources	Club leaders — the president secretary treasurer, executive secretary Foundation chair, and membership chair — can edit goals	
Reports	and achievements. All club members can view goals and achievements.	
Feedback		
	Trends	
	These charts show the resources your club has dedicated to service projects during the current Rotary year and the previous two years.	
	Click on the labels in the legend to add or remove features in the chart. Hover over bars to see details.	
	Service Projects and Activities	
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13. За промяна / въвеждане на информация за всеки един от разделите – използвайте бутона EDIT

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	2011-12 2012	-13 2013-14			
	Service Projects and Activit	es 📀		🖉 EDIT	
	 2012-13 TOTAL			 2013-14 YEAR TO DATE	Γ
	New Generations Clubs @			Ø EDIT	H
		2012-13 TOTAL	2013-14 GOAL	YEAR TO DATE	
	Number of Rotaract clubs	1	-	0	
	Number of Interact clubs	0	-	0	
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14. Проекти за служба – формата е доста обширна и се изисква търпение и прецизност, затова на този етап първо огледайте какво се очаква да въведете и използвайте EXPAND ALL под зеления надпис achievements, за да разпирите формата с всички полета:

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	rour club Service Foundation Giving	^
Club View		
District View	Service Projects and Activities 🕐	
Club Group View	Enter the number of service projects and activities your club plans to conduct during the Rotary year. Estimate the resources and funding each project will require, choose a project category, and identify partners.	
Resources	Once each project is complete, report the final figures in order to capture the project's impact and compare the original resource	
Reports	estimates with the actual results. This information will provide useful data for planning future projects.	
Feedback		
	Set and Edit Your Goals	E
	PREVIOUS YEAR COAL TOTAL	
	Service Projects and Activities	
	Achievement -	
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Синият надпис "details" отваря допълнителни полета, Close Project View дава опростена форма за въвеждане на резюме.

За въвеждане на нов проект – изберете бутона Add a new project.

След попълване на информацията – не пропускайте да я запазите с бутона Save.

-	Раздел	<b>New Generations</b>	Clubs <sup>100</sup> - ai	налогично

		Your Club Service Foundation G	iving		
	Club View				
	District View	New Generations Clubs			
	Club Group View	Rotary's New Generations programs give young people will help them succeed as future community leaders	e ages 12-30 the opportunity to explo	re other cultures and learn skills that	
	Resources				
	Reports				
	Feedback	Set and Edit Your Goals			
		Number of Petropet clubs	1		
		Number of Kolaract Clubs			
		Achievement		0	
		Number of Interact clubs	0	-	
		Achievement		0	
			Save	Clear all Cancel	
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# 15. Раздел New Generations Participants<sup>®</sup> – аналогично

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Club View District View Club Croup View Resources Reports Feedback	New Generations Participants Throoph Rotary Youth Exchange program, students travel internationally to explore other cultures. During Rotary Youth Leadershawards (RYLA) events, participants develop leadership skills that will benefit communities and businesses in the future. Set and Edit Your Goals	
	Mumber of inbound Youth Exchange students     0     -       Achievement     0     -       Achievement     0     -       Achievement     0     -       Number of RYLA participants     -     -       Achievement     -     -       Save     Clear all     Cancel	
KOTAAY INTERNA I III KOTAAY JOUN		EN

16. Цели за фондацията отново се връщаме към момента с избор на главен раздел, аналогично на целите за членство и целите за служба

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	District 2482   Club Varna-Euxinogr	ad	
	Your Club Service Foundation Giving		
Club View	🖨 Reist Pare	10 III	
District View	Foundation Giving	_	
Club Group View	Contributions to Rotary Foundation funds enable Rotarians to carry out humanitarian and educational projects. This tab helps clubs track and analyze their Foundation contributions.		
Resources	Club leaders — the president, secretary, treasurer, executive secretary, Foundation chair, and membership chair — can edit goals		
Reports	and achievements. All club members can view goals and achievements.		
Feedback			
	Trends	1	
	This chart shows your club's Annual Fund contributions over five years.		
	Click on the labels in the legends to add or remove features in the chart. Hover over points on the lines to see details.		
	Annual Fund Trend		
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17. Попълва се информация за годишния фонд, за фонд Полио Плюс, за големи дарения и дарители. НЕ ПРОПУСКАЙТЕ ДА ЗАПАЗВАТЕ НА ВСЯКА СТЪПКА.

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	Goals and Progress				·
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	2011-12 2012	-13 2013-14			
	Annual Fund 📀			🖉 EDIT	
	4500 USD 2010-11 TOTAL	- USD 2013-14 COAL		0 USD 2013-14 YEAR TO DATE	
		2010-11 TOTAL	2013-14 GOAL	5-YEAR HIGH	E
	Paul Harris Society	1500 USD	- USD	1750 USD	
	Sustaining Members	3000 USD	– USD	3000 USD	
	Every Rotarian, Every Year	0 USD	– USD	0 USD	
	Other Contributions	0 USD	- USD	0 USD	
	PolioPlus Fund ()			A DIT	
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		S-YEAR HIGH <sup>NI</sup>	JMBER OF INDIVIDUAL AN DONORS	VERAGE CONTRIBUTION	GOAL TOTAL	^
	Paul Harris Society (1000 USD or more)	1750 USD		USD	USD	
	Achievement				0 USD	
	Sustaining Members (100 USD or more)	3000 USD		USD	USD	
	Achievement				0 USD	
	Every Rotarian, Every Year (Up to 100 USD)	0 USD		USD	USD	
	Achievement				0 USD	
	Other Contributions (Fundraising events, corporate and community gifts)	0 USD			- USD	E
	Achievement				0 USD	
	2013-14 Goal Total				USD	
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Club View	Your Club Service	oundation Giving				·
District View	PolioPlus Fund 🕑					
Club Group View	End Polio Now. Be a part of history and Paul Harris Fellow recognition.	help Rotary achieve a po	io-free world. Contributi	ions to the PolioPlus Fund	d are eligible for	
Resources						
Reports	Set and Edit Your Goals	5				
Feedback						
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	PolioPlus Fund		1005 USD		USD	1
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	Club Group View	Rotarians are encouraged to invest in the	Kotarians are encouraged to invest in the future by making a Major Gift to The Kotary Foundation. Members can make an outright				
	Resources	contribution or designate a portion of their	ir estate to the Endowment Fund, the Foundation	i's endowment.			
	Reports						
	Feedback	Set and Edit Your Goals	Set and Edit Your Goals				
			ALL-TIME TOTAL	GOAL TOTAL			
		Major Gifts (10,000 USD or more)	0	•			
		Achievement		0			
		Bequest Society	0	-			
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		Benefactors	0	•			
		Achievement		0			
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### ФИНАЛНА ФАЗА

След попълване, разпечатване, проверка, редактиране и ново записване, използвате бутон Submit All Goal, с което сте поставили основата на Вашата ротарианска година.

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	we use social media to promote service activities	-	-	- ^
	We use RI produced advertising/public service materials	-	-	-
	We participate in a district Public Image grant	-	-	-
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Club View	=
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Service Foundation Giving	
Giving	Print Page
otary Foundation funds enable Rotarians to alyze their Foundation contributions.	o carry out humanitarian and educational projects. This tab helps
e president, secretary, treasurer, executive All club members can view goals and achi	secretary, Foundation chair, and membership chair — can edit goals evements.
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Дава възможност за разпечатване на информацията или за записване в PDF файл

Благодарим на Любо Господинов за доверието