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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Member Access		
Sign in to Member Access	Announcements Rotary website, all Rotary networks will be unavailable 10-12 May for data center update All Rotary network systems will be unavailable over the weskend of 10-12 May for an important update to the data center. More information. We apologize for any inconvenience. Rotary Grants Depletations for 2013-14 district, global, and packaged grants are available at www.rotary.org/grants. Use your Member Access ID to sign in. Chub and multiple donor contributions now available via Member Access	r
Don't have a Member Access account? Create Account Contactus	Club officers can now make soline contributions to The Rotary Foundation on behaif of their club or multiple members. Choose to support the Annual Fund, PolioPlus, the Permanent Fund, the Rotary Peace Centers or an approved Foundation grant (grant number required).	ත්රුය
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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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		rldwide.	ath for the future. The inform	nation in Rotary Club Central gives Rotary a better way	
	Club Details			ROTARY CLUB CENTRAL	
	Meeting Location: Hotel Sple	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		% 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		Print Pag
District View	Your Club	- Print Pag
Club Group View	Successful clubs achieve their goals by staying vibrant, flexible, and innovative. This tab provides you	the opportunity to view and
Club Group view		
Resources	track membership, Rotarian engagement, club communication, and public relations goals.	arshin chair — can edit goals
		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	
		JUNE PRIOR YEAR 2012-13 MEMBER	COAL 2012-13 RETENTION GOAL	
	Existing members retained	29 -	x	
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	Rotarian Engagement 📀		US LUIT	
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8. При смяна на годината – използвайте бутон EDIT (вдясно) за въвеждане и редактиране

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	Guais and Progress					
	Access yearly data by selecting the app	ropriate tab. Based on your	role, "View" or "Edit" the	e goals and achievements at any t	time.	
	2011-12 201	2-13 2013-	14			
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	30 1 JULY 2012	30 JUNE : GOAL TO		30 2013-14 YEAR TO DATE		н
		30 JUNE PRIOR YEAR	2013-14 MEMBER COA	L 2013-14 RETENTION GO	AL	
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	New members retained	1	-	%		
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9. Въведете във формата, която се появява информация за вашата прогноза (цел)

ry.org/en/rcc/Pages/E						<u>ک</u>
Club Group View	I his page will help you set goals to re members you plan to keep.	tain existing members an	d bring in new ones. b	nter the number or the	percentage of club	
Resources	Please note, for "New members retain	ad " optor the number of	Potosions you plan to	induct under the "Mem	hars" column	
Reports	rease note, for new memoers retain	ied, enter the number of	Rotanans you plan to	mader ander the mem		
Feedback						
	Set and Edit Your Goa	ls				
		1 JULY START FIGURE	MEMBERS	PERCENTAGE	COAL TOTAL	
	Existing members retained	30	30	%	•	
	Achievement				30	
	New members retained	1		%	•	
	Achievement				1	
	2013-14 Goal Total			%		
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10. След въвеждане на информацията – натиснете бутона запис (SAVE) в долната част на формата – картинката по-долу

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	Achievement				30
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	2013-14 Goal Total			%	
			Save	Clear all	Cancel
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11. По аналогичен начин се избира опция EDIT до следващите раздели:

Rotarian Engagement^(?) Club Communication^(?) Public Relations^(?)

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	E
Club View	Print Page	
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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	Service Projects and Activit	ies 🕑		Ø EDIT	
	 2012-13 TOTAL			2013-14 YEAR TO DATE	
	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 resourc funding each project will require, choose a project category, and identify partners.	es and
Resources	Once each project is complete, report the final figures in order to capture the project's impact and compare the original r	esource
Reports	estimates with the actual results. This information will provide useful data for planning future projects.	
Feedback		
	Set and Edit Your Goals	Е
	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	New Generations	Clubs ¹⁰⁰ - аналогично	

Club View District View Club Group View Resources Reports Feedback	New Generations Clubs Rotary's New Generations programs give young will help them succeed as future community lead Set and Edit Your Goals		e other cultures and learn skills that	
Club Group View Resources Reports	Rotary's New Generations programs give young will help them succeed as future community lead		e other cultures and learn skills that	
Resources Reports	will help them succeed as future community lead		e other cultures and learn skills that	
Reports				
	Set and Edit Your Goals			
Feedback	Set and Edit Your Goals			
		PREVIOUS YEAR	GOAL TOTAL	
	Number of Rotaract clubs	1	-	
	Achievement		0	
	Number of Interact clubs	0	-	
	Achievement		0	
		Save	Clear all Cancel	

15. Раздел New Generations Participants[®] – 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	
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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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Home > Member Access >	Rotary Club Central > Club View	·			
	District 2482 Club Varna-Euxinogra	ad			
	Your Club Service Foundation Giving	н			
Club View	Print Page				
District View	Foundation Giving				
Club Group View	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				
Resources					
Reports					
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	Trends				
	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 2008 - 13				
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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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	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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	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	YOUL CLUD SELVICE	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	lio-free world. Contribut	ions to the PolioPlus Fun	d are eligible for	
Resources						
Reports	Set and Edit Your Goals	5				
	PolioPlus Fund		5-YEAR HIGH	COAL T	USD	
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	Resources	contribution or designate a portion of the	eir estate to the Endowment Fund, the Foundation	n's endowment.	
	Reports				
	Feedback	Set and Edit Your Goals			
			ALL-TIME TOTAL	GOAL TOTAL	1
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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	-	-	-
				Submit all goals
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Дава възможност за разпечатване на информацията или за записване в PDF файл

Благодарим на Любо Господинов за доверието