



PRACTICE LAB

Guide for Trainers

You've been given access to the Practice Lab, a tool to allow Rotarian trainers to become familiar with using Rotary's online tools – like Rotary Club Central – in a risk-free environment with fictitious data. The Practice Lab is available in the same languages as My Rotary.

Your account

- You will be provided access to the Practice Lab for a pre-determined time frame (access will end when the site is refreshed).
- You will be the primary account owner. If you choose to share your credentials with others, you are responsible for their use of your account. They have full access to your account until the site is refreshed and can edit data. If two or more people are using the account at the same time, data can be overwritten.

Data

- Each account represents one fictitious district (District 8010, District 8011, etc.). Within that district are district leaders, club leaders, clubs (Test Club001, TestClub002, etc.) and club members.
- You'll have a choice of logging in as a club leader or a district leader.
 - The club leader role has access to functionality that a club president and club president-elect have.
 - The district leader role has access to functionality that a district governor has.
- Actions you take within your account will change the fictitious data. Any changes you (or anyone you've shared your account with) make to the data will remain until the Practice Lab is refreshed and access to your current account terminates.
- Data you change within the Club and District Administration section will impact only your Practice Lab account.
- Any discussions you contribute to within Discussion Groups, projects you add to Showcase and projects you add to Ideas will be viewable to **all** Practice Lab account users. Please post appropriate content only.
- **Be careful not to delete your role** as district leader or club leader, **or terminate the membership of Test Club Leader or Test District Leader**. It will end your ability to perform tasks delegated to those roles and may remove access to your account.

Best practices for using Practice Lab

Practice Lab is best used to conduct training via webinar, in one-on-one sessions, for capturing images of screens for training resources or decks, or demonstrating the functionality to a small group.



What you can do in Practice Lab

The list of Rotary tools and online functions is endless, so the project team had to strategically select which to include in the Practice Lab. The focus is on transactional functions that impact Rotary business, for example:

- Updating the My Rotary profile
- Adding a delegation
- Adding goals in Rotary Club Central
- Reporting achievements in Rotary Club Central
- Adding new projects in Showcase
- Participating in Discussion Groups

Some functions can only be done by club officers, for example:

- Adding, editing or removing members
- Updating club contact information
- Adding, editing, or removing club officers
- Viewing club invoice
- Managing Membership Leads
- Adding new projects to Ideas

Some functions can only be done by district officers, for example:

- Making district appointments
- Managing AGs and club groupings
- Rating clubs in Rotary Club Central
- Managing membership referrals from Membership Leads



What you cannot do in Practice Lab

There are a number of limitations to Practice Lab. Please be familiar with the activities you cannot do within Practice Lab, including:

- Registering for a new My Rotary account
- Applying for or managing a grant within the Grants Center
- Accessing reports via Rotary Club Central or the Member Access pages.
- Registering for an event, such as International Convention or International Assembly
- Navigating or downloading materials in the Brand Center
- Finding a club through Club Finder
- Contributing to The Rotary Foundation with a credit card
- Contributing financially to a project within Ideas
- Setting up a project within Ideas to receive online contributions through PayPal
- Navigating to or registering for a class in the Learning Center
- Managing subscriptions
- Searching the Official Directory
- Accessing the Peace Fellows application form
- Claiming an offer on Rotary Global Rewards
- Accessing Rotary Images, Rotary Videos, Rotary Voices blog, Rotary Workgroups
- Clicking on links generated by Search
- Accessing Shop.rotary.org

Questions

For questions or feedback, email practicelab@rotary.org.