Rotary Club Central Training
(PEs & Incoming Club Leaders)

Pre-Assignment

I. TESTING ACCESS & GETTING FAMILIAR WITH CLUB CENTRAL
This pre-assignment will test your Club Central access to ensure you have capabilities you need as an incoming club officer, and help you with a brief introduction to Club Central before the training session. It will take about 15 minutes to complete Part I. Part II contains resources for you and your club leaders.

This pre-assignment will also help us to understand if you have the access needed before our training session. Please let us know at least one day in advance of training if you are having access issues. It can sometimes take several days to solve access dilemmas, so the sooner you let us know, the faster we can point you in the right direction.

District contact:_____

Log into My Rotary
Under My Club Snapshot (left panel)
Click View Goals
Review data for your own club in the 3 indicator tabs.

A. Your Club Tab
Has your club set goals for the current year in all indicators?
Has your club entered "Year to Date" progress reports for this year?
What was the number of members on July 1? What is it today?
What is your club's current retention percentage?
In what age category are the majority of your members?
Are there any areas in membership that are "unreported?"

Click Reports
Review reports available to you under Club Reports (based on access level; will be additional reports added on 1 July if you are changing roles)

B. Service Tab
How many current service projects are entered and have progress reports?

C. Foundation Tab
Review Annual Fund contributions for the past 5 years. What is the trend?
Are goals entered for all Foundation indicators for 14-15?
Click "edit." Are you able to enter/edit information (if you wanted to enter information today)? NOTE: this will be functional only if you are a current officer and are registered with Rotary as a current officer.
Click the 15-16 tab. Are you able to enter information? (You will be able to edit/enter if you will be a 15-16 board member * and you are registered as such with Rotary; you will be able to edit 14-15 if you are currently one of the board members and registered as such with RI)

* Incoming, current and immediate past president, secretary, treasurer, executive secretary, TRF chair and membership chair as registered with RI for the year they hold office can view and edit.
All members can see goals and achievements.

D. Click Club Group View (left menu)
Can you see a summary of the clubs in your area (if you are a current leader as described above)? Can you see the clubs in your area if you click the 14-15 tab (if you are a 14-15 board member as described above) These are the clubs by "AG Area."

E. Click District View (left menu)
Can you see a summary of the clubs in your district?

F. Return to My Rotary (leave Rotary Club Central)
Review the terminated member list for your own club, if possible (full reports available if registered as a club officer or director)
Note: exact path may vary slightly based on your level of access

Click Manage (link at bottom of page)
  Click Club & District Administration

Go to Reports section
Review Member Data - Club
 - Click Club Information
   - Click Members
    - Click Terminated Members

Note: the above reports are available to current presidents and secretaries/executive secretaries; if you cannot access them now, you may wish to work with your president or secretary for a current copy.

G. Other Digital Tools Recently Introduced to Support Club Work
Browse as you may wish before the webinar:

Brand Center- Find resources on making your club more visible and the Strengthening Rotary initiative
Manage (bottom menu)
 - Rotary Showcase

Idea Platform (crowdfunding) - Seek support and funding for your project
Take Action (bottom menu)
  Rotary Idea Platform

Rotary Showcase - Publicize and track projects
Take Action (bottom menu)
  Rotary Showcase

II. RESOURCES FOR YOU AND YOUR CLUBS
A. Guides
Rotary Club Central Club Guide
 https://www.dropbox.com/s/uwv229zhfapnh06/RCC%20club%20reference%20guide.pdf
Rotary Club Central District Guide
 https://www.dropbox.com/s/1xd3phigb5uymvw/RCC%20district%20reference%20guide.pdf
Club Central Goal Indicators
     https://www.dropbox.com/s/sn3fe0fryxyreqr/RCC%20Goal%20Indicators.pdf
 (for club planning in advance of sitting down at the computer to enter)

B. Rotary.org Learning Center
www.rotary.org
Log in to My Rotary
  Learning & Reference
   Learning Center
    Search by Course Name

The New Rotary.org
Direct link (it will ask you to log in)
http://learn.rotary.org/Pages/Catalog/CourseCatalog.aspx?subject=80

This course offers 3 videos to help you navigate the new rotary.org. One is a brief and fast-paced overview of both the external public site and the member site, and highlights key features. The other two videos go deeper into each of these two sites and how to navigate through them.

Rotary Club Central Resources
http://learn.rotary.org/Pages/Catalog/CourseCatalog.aspx?subject=73
How does your club or district measure member retention and diversity? Rotary Club Central helps you set goals to improve membership, increase support to our Foundation, and enhance our service impact.

C. Webinars on Demand
www.rotary.org
  Log in to My Rotary
    Learning & Reference
      Webinars

Rotary Club Central: What's In It For You? (60 Min)
Have you heard about Rotary Club Central, but aren't quite sure how to use the site? Join this 60 minute webinar to learn more about the system and how it can help your club plan for the next Rotary year. Our Rotarian panelists will share their own experiences with this new online resource and why they are using it to track their clubs' goals and progress.   (Please note, this is not a demo. It is an overview of the tool.)

D. Zone 24/32 GreatIdeasToShare.com site
Additional resources on Rotary Club Central   http://greatideastoshare.com/rotaryclubcentral/ and the Zone 24W, including webinars, sample worksheets to use in planning goals for Club Central, step by step guides to use the tool. Member of the Zone 24W Rotary Coordinator team are also standing by to provide training and help, answer questions and assist in problem solving.

E. In Person Resources
   Rotary Coordinator Team Zone 24W

   Gayle Knepper
   rotary5010@ak.net
   907-351-8076
   Overall Coordinator
   D2225, D5040 liaison

   Al Bergsma
   bergsma.al@gmail.com
   403-845-4507
   D5370, D5550 liaison

   Jackie Hobal
   jackiehobal@gmail.com
   780-675-3808
   D5060, D5360 liaison

   Dave Stambaugh
   dstambaugh@elltel.net
   509-857-2119
   D5010, D5050 liaison

Updated 12.1.14