

D9780 Website Guide

FOR CLUB PRESIDENTS AND SECRETARIES

THIS GUIDE ALSO INCLUDES
INFORMATION AND
STEP BY
STEP NOTES ON HOW TO ACCESS AND
USE ROTARY CLUB
CENTRAL



The District website is an essential element of communication and information for D9780. It holds the database of member information, from which all reports, member numbers, statistics & most importantly contact details and executive positions of all Rotarians in the District, are drawn.

As with any database, the quality and accuracy of the reports it can generate, are only as accurate and complete as the information that is entered into it.

Our District Directory is online only, where we use the data entered into Member Profiles by Club Executives and individual Rotarians to produce the relevant Reports and Directories. It is vital that the information provided is kept up to date so that these Reports are relevant and accurate.

In the pages that follow, there is a step by step guide to entering the basic information needed to create the Online District Directory, and to enable communication between District & Club Executives, as well as Club Executives who hold the same position who wish to communicate with other Clubs in the District.

Each Rotarian in the District has a member profile which contains relevant information about them – name, address, phone, email, Rotary ID number, date they joined Rotary, date they joined your club & much more. The more complete the information is on each Member Profile, the more complete reports can be generated.

There are many browser options available, however google chrome is recommended for smartphone, android or apple, tablet and desktop.

Note: For those Clubs who use Clubrunner as their own Club Website, the updating of Member Profiles, entering and reporting of attendance to District, updating Executive Lists, updating Club information including when & where you meet can all be done on your Club Website. The data will flow automatically to the District site. Your login & password for your Clubrunner website will be the same as your login for the District site.

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1. CREATING A WEBSITE LINK ON YOUR MOBILE PHONE OR TABLET

The District website is easily accessible from your smart phone, or tablet, as well as via your laptop or desktop computer.


Here are the steps to create a quick link to the website on your mobile devices

- Enter the website URL www.rotary9780.org in your browser
- When the page is uploaded click on the dots at top right hand side of the URL Address
- This brings up a screen with options , click on **Add to Home Screen** (or pin to home page, or pin to desktop).

This will save a Clubrunner Icon to your phone/tablet homepage. Clicking on this icon will immediately take you to the homepage of the website, where you can browse the Organizational Charts, Club Directory and District Directories


If you use Clubrunner as your Club website, you can download the Clubrunner App from the App store or Play Store. Enter your clubrunner login and password into the app and you will have access to a wide range of club data including your member list with contacts, your webpage, events and speakers, plus access to District contacts. This is a free app.

See What the ClubRunner App has to Offer




Member Directory

Immediately view the most up to date member directory, upon login. You can browse your member profiles which give you the necessary contact information you need to connect with just one click. Make a call or text, email them directly from your device, or even add them to your contacts list.



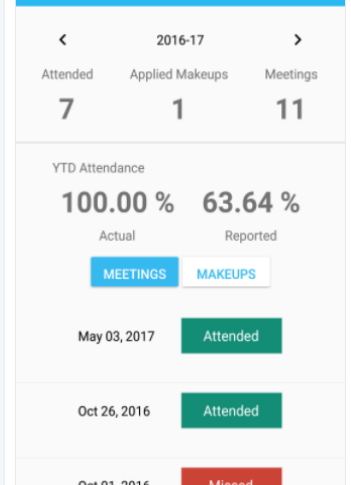
Club & District Executives and Directors

View and contact your club/district executives and directors from current, past and future years. You can browse their profiles and connect with one tap.




View Posts on Your Website

View the latest feed of home page stories that are on your own website and your district's site, directly on your phone, so you never miss any information!




The image shows a smartphone screen displaying the ClubRunner app. The status bar at the top shows the time as 1:50 PM and battery at 56%. The app's main screen is titled 'My Attendance' and shows a summary for the year 2016-17: 7 Attended, 1 Applied Makeups, and 11 Meetings. Below this is a 'YTD Attendance' section showing 100.00% Actual and 63.64% Reported. There are two tabs: 'MEETINGS' and 'MAKEUPS'. A list of meetings follows: May 03, 2017 (Attended), Oct 26, 2016 (Attended), and Oct 01, 2016 (Missed).




Explore upcoming events and speakers

Access all of your upcoming events and calendar items, and view event details, including associated links, download files and venue map. View who the latest speakers are and learn more about their presentation topic - both for your club and district.



Club Details

View your meeting day, time and venue, complete with a Google map for directions through the new Club Info page right from your phone. Even get quick access to contact your club President, Area Governor and District Governor.



Keep track of your attendance

Keep track of your attendance stats and banked makeups. Easily view which meetings you attended, missed and made up and get a quick glance at your attendance percentage for the year. Switch to the Makeups tab and view a list of your banked makeups.

2. DISTRICT ORGANISATION CHART ON HOME PAGE

This Chart is available on the public page of the website, under District Contacts. This means it is available for the public to read.

There are no personal details showing, and an email can be sent by clicking the small envelope on bottom right hand side



However, once logged in, the information available is expanded to include live link phone, email, contact address. All personal information is password protected.

You can email any of the District Executives directly from this page, either on your phone, laptop or desktop.

3. CLUB DIRECTORY AND CONTACTS

This list is available on the public page of the website from the Navigation Bar and shows where and when Clubs meet (with maps), has a live link to Club websites, and anonymous email connection to the Club President

CLUB DIRECTORY & CONTACTS

View Map of All Clubs

Display

All

 records



Website	Club Name ^	Club Id	President	Location	Meeting Day & Time
	Alfredton	85469	Lee Pywell	Lake View Hotel	Mondays at 6:00 PM
	Ararat	18212	<div> Lee Pywell</div>		Wednesdays at 6:30 PM
	Ballan	29587		Alfredton Mechanics Hall	Every Thursday except the 5th Thursday of the month
	Ballarat East	18214			We usually meet at the Barkly on the 2nd, 3rd and 4th Tuesday of the month at 6 for 6.15pm. Please check our speakers list..
	Ballarat Inc	18213	Chris McGlinn	Ballarat Golf Club	Thursdays at 1:00 PM
	Ballarat South	18215	Leon Bren	Ballarat Golf Club	Thursdays at 6:15 PM
	Ballarat West	23678	Barry Henderson	Ballarat Yacht Club	Tuesdays at 6:30 PM
	Ballarat Young Ambition	59504	Dominic Morrison	The Western Hotel	Every second Thursday (please call for schedule)
	Bayside Geelong	50412	Peter Hynes	The Andrew Love Center	1st Tues 7pm (Board Only) No Meeting - 2nd Tues 7:30pm Normal Meeting - 3rd Tues Fun/Social evening - 4th Tues

Once logged in, all contact details are available. All personal information is password protected, and not visible to anyone other than D9780 Rotarians.

CLUB DIRECTORY & CONTACTS

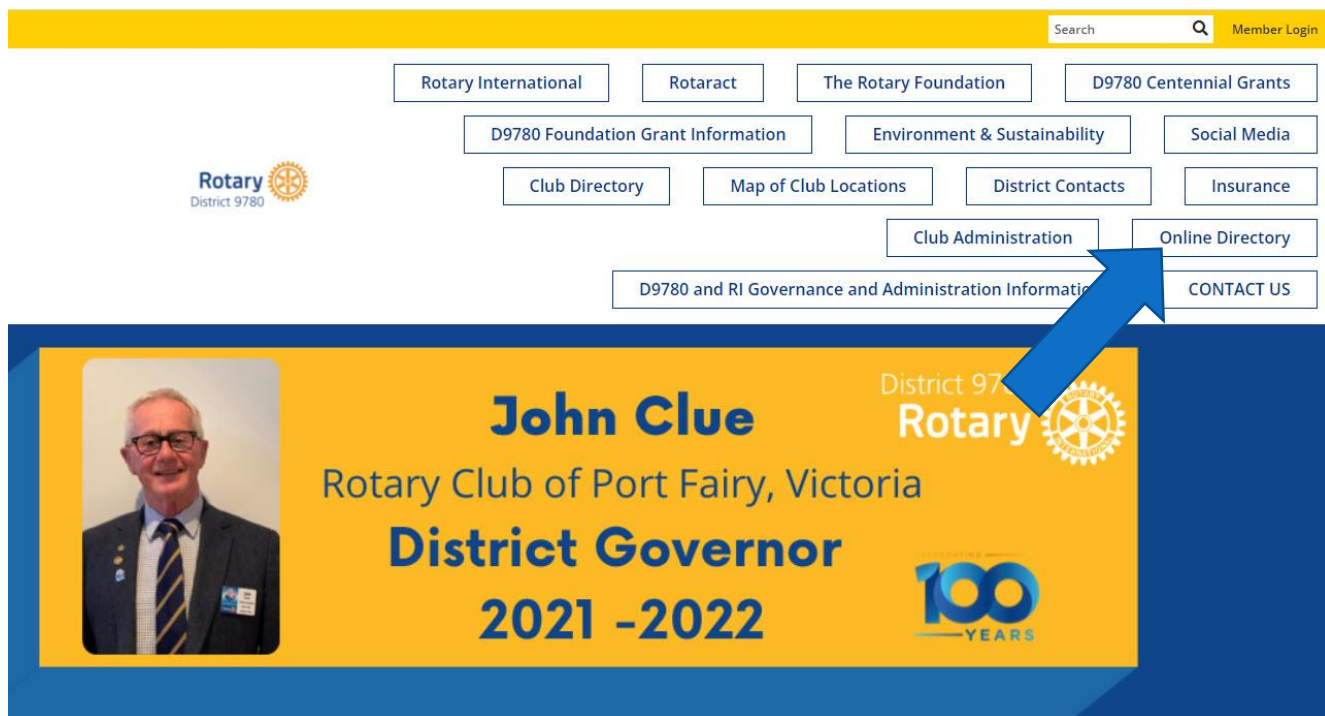
[View Map of All Clubs](#)

Display records

Website	Club Name	Club Id	President	Location	Meeting Day & Time
	Alfredton	85469	Lee Pywell	Lake View Hotel	Mondays at 6:00 PM
	Ararat	18212	 Lee Pywell Alfredton 36 Stamford Street Wendouree, Victoria 3355 Australia H: 0353325780 		Wednesdays at 6:30 PM
	Ballan	29587		Mechanics Hall	Every Thursday except the 5th Thursday of the month
	Ballarat East	18214			We usually meet at the Barkly on the 2nd, 3rd and 4th Tuesday of the month at 6 for 6.15pm. Please check our speakers list..
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	Ballarat West	23678	Barry Henderson	Ballarat Yacht Club	Tuesdays at 6:30 PM
	Ballarat Young Ambition	59504	Dominic Morrison	The Western Hotel	Every second Thursday (please call for schedule)
	Bayside Geelong	50412	Peter Hynes	The Andrew Love Center	1st Tues 7pm (Board Only) No Meeting - 2nd Tues 7:30pm Normal Meeting - 3rd Tues Fun/Social evening - 4th Tues 7:30pm Planning Meeting - 5th Tues Public Event (Belmont Library) 7pm

4. DISTRICT DIRECTORY ONLINE

To view the Online District Directory you simply click onto the Directory link in the Information Pages on the home page - you will be required to enter your login to the website to access the Directory as this information is password protected.



D9780 ONLINE DIRECTORY

Online District
Directory 2020 - 2021

Subpages

[D9780 ONLINE DIRECTORY](#)

[College of Governors](#)

[Induction of a Club President](#)

[Induction of a Former Rotarian](#)

[Induction of a New Rotarian](#)

[Paul Harris](#)

[Recognitions/Presentations](#)

[Responsibilities of Assistant
Governors](#)

Links

Files

[DISTRICT ONLINE DIRECTORY 2020 -
2021](#)

[District Contacts 2020 - 2021](#)

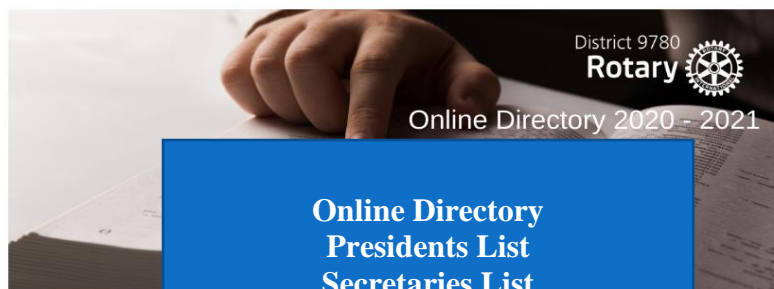
[Club Presidents 2020 - 2021 with
Photos](#)

[Club Presidents 2020 - 2021 No
Photos](#)

[Club Secretaries 2020 - 2021](#)

[Club Treasurers 2020 - 2021](#)

[District Committee Chairs 2020 -
2021](#)



**Online Directory
Presidents List
Secretaries List
Treasurers List
District Committee Chairs
List of Rotarians on D9780**

WELCOME TO

The District Website is a comprehensive database of member information from which you can generate reports on details and executives positions of your club.

As with any database, the quality and accuracy of the reports it can generate are only as accurate and complete as the information that is entered into it.

As we move to a paperless District Directory, where we use the data entered into Member Profiles by Club Executives and individual Rotarians, to produce relevant Reports and Directories, it is absolutely vital that this information is kept up to date so that the Reports remain relevant and accurate.

If you change your e-mail or phone contact, please update this information on your Member Profile. This will immediately update the relevant reports and directories

All written communication from District to Clubs and individuals is via e-mail. It is important that you check your e-mail inbox regularly, then open them and respond. Please ensure that you use a non

5. LOGIN FOR ALL PASSWORD PROTECTED INFORMATION

To login to the website go to www.rotary9780.org, then click on **Member Login** on the top left hand side of the page.



This will open your login details box. Enter your login and password as shown below. If you do not know your login or password, please contact Website Administrator Pauline Stewart (pauline.stewart@rotary9780.org) who will provide it to you. If you remember your login but have forgotten your password you can click on the Retrieve Password link at the bottom of the login page and it will be emailed to you.

IMPORTANT NOTE: you must use the original email address that you have listed in your member profile if you want to retrieve your login details direct from clubrunner

The image shows a login form titled 'Enter your login information below:'. It has two input fields: 'Login Name' with the text 'paulinestewart' and 'Password' with masked characters '*****'. Below the password field is a checkbox labeled 'Keep me logged in' which is unchecked. A blue 'Login »' button is at the bottom. At the very bottom, there is a link: 'New and existing users: retrieve login and/or reset password'. A blue callout box with white text points to the 'Keep me logged in' checkbox, stating: 'Tip: Once you have logged in, tick the Keep me logged in box and you will not need to enter your password each time'.

Once logged in you are taken to **Launchpad**. From there click on **Administration** on the top right hand side of the page and you will then be taken to the full list of administration links.

Click “Administration” to take you to the Administration Pages

MEMBERS PLEASE NOTE

TO REACH THE COMPLETE [ADMINISTRATION](#) PAGE WHICH HAS DETAILED OPTIONS, CLICK ON THE [ADMIN TAB](#), THEN THE [ADMINISTRATION](#) BUTTON, TOP LEFT HAND SIDE OF THIS PAGE.

Welcome, Pauline!

My Profile
Update your personal information, change your password, and other preferences.

My Club's Info
For club executives, update your member data, attendance, officers, and meeting information.

Website
Design the layout, theme, and content of the district website.

Communication
Send emails, bulletins, and other notices to all members and groups within the district.

6. EDIT YOUR PROFILE

Look for the **For Members** box on the Administration page and click on **Edit my Profile**, which opens up your own Member Profile

For Members

- [Edit My Profile](#)
- [Change My Password](#)
- [District Directories](#)
- [Search Member eDirectory](#)
- [My Committees](#)


In the For Members box, Click “Edit My Profile” to update your contact details

In this screen, click on **edit**, then add, edit or amend your information. **FOUR** mandatory fields are required for District Reporting

- Preferred Phone – Cell
- Correct email address, preferably not your work email as spam filters of many organisations block emails from Clubrunner. If you do not have a personal email, consider creating a free gmail one.
- Include both your home and cell phone number as some reports use Cell as the contact number and some use Home. **The Presidents report will show only your Cell (mobile)**
- Preferred address – Home

*Presidents: Please ensure you have made
Cell (mobile) your preferred contact*

Member Profile

 **Pauline Stewart**
Hostable Version

Click “Edit”, update then click “Save”

Personal Rotary Biography Commitments Settings Privacy

Save Cancel

Fields marked in red are required.

Member Details

Title Mrs.

First Name Pauline

Middle Name

Last Name Stewart

Nickname

Suffix

Preferred Address ☒ Home ☐ Work

Preferred Phone ☐ Business ☐ Home ☒ Cell

E-mail ja.stewart@bigpond.com

*All emails will only be sent to the primary email address

Gender ☒ Male ☐ Female

Date of Birth Aug 01

Anniversary

Spouse/Partner First Name Tony

Spouse/Partner Last Name Stewart

Spouse/Partner Nick Name

Spouse/Partner Date of Birth

Alternate E-mail

Birthday and anniversary years can only be viewed by Club Executive level or higher.

Home

Address Line 1 PO Box 4247

Address Line 2

City Geelong

Country Australia

State/Province Victoria

Zip/Postal Code 3220

Home Phone 61 52443131

Cell 61 9484 473 131

Home Fax

There is no need to include an alternate email address, as Clubrunner does not access this in any of its reporting or in the email message centre. Please include your date of birth and gender, to assist with the statistical data relating to membership. Once all your information is accurate click **Save**. The Club Secretary or President can also update the Member Profile of your members in the same way. However, the members themselves are encouraged to update their own information, as it gives them ownership of their own data and also encourages them to login to the Website.

Club Secretaries: Please ensure that each member of your Club knows their login and password to the District Website as a priority. Contact the Website Administrator if you need assistance.

7. UPDATING YOUR CLUB INFORMATION

On the Administration page, go to the **For Club Executives** Box and click on **Club Information Page**

For Club Executives

[Active Members List](#)

[Other Users List](#)

[Inactive Member List](#)

[Club Information Page](#)

[Define Club Executives](#)

[Club Attendance Report](#)

[Define Club Attendance Manager](#)

[Switch on Data Integration with RI](#)

[Missing RI Member ID Report](#)

[RI Updates Archive](#)

Select Club Information Page

This will bring up a chart of your Club Information which can be updated when necessary. Click **Edit Club Info (online)**, update and save.

Note: Clubs with Clubrunner websites will only be able to amend their Club information on their own website. The data will flow automatically to the District website.

Edit Club Info

Edit Club Info (Online)



Meeting Information:
2nd & 4th Thursday of each month
Narana Aboriginal Cultural Centre
410 Surf Coast Highway
Grovedale VIC 3216
Australia



[View map](#)

Area Governor: [David Sykes](#)

8. UPDATING YOUR CLUB EXECUTIVES LIST

In the **For Club Executives** Box, click on **Define Executives**, then click on “Next Year” at the top of the page.

The list of required Executive Positions (for creating reports) has been created for each Club. Fill in the names of members holding these positions for the coming year by clicking on **Edit**, choosing their name from a drop down list of members, then click **save**. Additional positions can be added by clicking on **Add New Position** at the top right hand side of this page.

Club Executives and Directors **Highton**

Club [Refresh](#)

[« Previous Year](#) | [2021 - 22](#) | [Next Year »](#)

Drag and drop positions to change their sequence

Title	Position	Name	Actions
President	President	Ros Horne	Edit Clear Delete
President Elect	President Elect	Ian Campbell	Edit Clear Delete
Secretary	Secretary	Paul Brewster	Edit Clear Delete
Club Administration	Club Administration	Ros Horne	Edit Clear Delete
Treasurer	Treasurer	David Sinclair	Edit Clear Delete
Environment	Environment	Barb Sheehan	Edit Clear Delete
Community Service	Community Service	Doug Green	Edit Clear Delete
Bulletin Editor	Bulletin Editor	Pamela Carroll	Edit Clear Delete
International Service	International Service	Ken Mansfield	Edit Clear Delete
Vocational Service	Vocational Services	Ian Campbell	Edit Clear Delete

Select Edit, add the name of the person to hold this position, then save

[Add New Position](#)

Note to Presidents.

If you are updating information on your Clubrunner club website, you will need to have administrator status #30. This needs to be issued by another administrator of your website – either the website administrator or Secretary. If you wish your Secretary to update this information, they will also need to have administrator status.

9. NOMINATING YOUR CLUB'S ATTENDANCE OFFICER

Each year it is necessary to amend the details of the person who is responsible for inputting your Club's attendance details on the website. If this person stays the same from year to year then no change is necessary.

On the Administration page, within the **For Club Executives** box, click on **Define Attendance Manager**. Choose from the drop down list of members to allocate the position, then click **save**. This member will then be able to access the **Club Attendance Report** link and input monthly attendance.

Assign Attendance Manager

Ross Lamont is the current person responsible for attendance.

The club secretary usually is the person responsible for reporting attendance.

Should this responsibility have been delegated to a different person - Please select the person so that all correspondence will be forwarded to him/her.

Club Name Rotary Club of Highton Inc. A0021142E District 9780

Select From Ross Lamont ▼

Assign back to Club Secretary? ☐

Select

10. USING THE DISTRICT E DIRECTORY

For Members

[Edit My Profile](#)

[Change My Password](#)

[District Directories](#)

[Search Member eDirectory](#)

[My Committees](#)

Select "District Directories"

Once logged in, look at the **For Members** box,

Click on **District Directories**. Choose the report you require and check the date the report was last generated. If recently generated then download it in either word or pdf format. If you need to regenerate report, click on **Regenerate**. The Website Administrator will regenerate the reports monthly.

Rotary District 9780 eDirectory

Please note the date of the report to ensure you are getting up to date information. Click on the **Regenerate** button to request the report be queued for an update. Reports are generated every 30 minutes to ensure system performance. You will automatically receive an email once the report is generated.

[Previous Year](#) | **Current Year: 2020-21** | [Next Year](#)

Yearly Reports	Generated	
Club and District Leadership Directory Alphabetical listing by city and Club. Includes contact information for club leadership, club committee assignments and district assignments.	8:34 PM 13 Jun 2020	Regenerate
Club Executives and Directors Club Executives and Directors description	8:35 PM 13 Jun 2020	Regenerate
Club Presidents Double column layout of all Presidents with photo and full contact information.	1:00 AM 25 Sep 2020	Regenerate
Committees Double column layout of all committees along with committee chair names and email addresses.	12:58 AM 25 Sep 2020	Regenerate
District Organization and Presidents District Organization and Presidents	5:25 AM 06 Jul 2020	Regenerate
District Organization and Presidents (Photo) District Organization and Presidents	5:26 AM 06 Jul 2020	Regenerate
District Organization Chart District Governor and Officers (including AG's) along with photos and full contact information.	12:59 AM 25 Sep 2020	Regenerate
District Organization Directory Photos and contact information for District Executive Leadership, Senior Assistant Governors, Assistant Governors, Club presidents, and District Committee Chairs.	9:33 PM 13 Jun 2020	Regenerate

It can take up to 1 hour for reports to be regenerated by Clubrunner. You will be notified by email when report is ready to be downloaded

11. TO SEARCH THE DIRECTORY FOR AN INDIVIDUAL ROTARIAN

Search Member

Search for any member in the District use any of the following fields. All fields are combined to perform the search. Member records that begin with the First name and Last name criteria are returned. Records that partially contain the words under Classification are returned.

Club	-- All Clubs --
First Name	<input type="text"/>
Last Name	<input type="text"/>
Email	<input type="text"/>
Classification	<input type="text"/>

Enter first and last name, plus Club if you know it, when searching for an individual Rotarian. You do not need to enter their classification

Search

In the **For Members** box, click on **Search Member eDirectory**, to find contact details of an individual Rotarian.

If you need any assistance in accessing, or using the District Website, please contact the Information, Communication and Technology Chair, Pauline Stewart, pauline.stewart@rotary9780.org

DISTRICT WEBSITE FACT SHEET

WWW.ROTARY9780.ORG

Clubrunner is a web Portal

This means that it is a database of all Rotarians in the District and uses this information to connect to Club roles, District Committees and District roles. For example this enables the DG Newsletter to be emailed to every Rotarian in the District (if they have an email address registered).

Accurate Data is Critical

- Enables easy communication
- Provides immediate up to date District Data (see the District Dashboard)
- Ensures the online District Directory is accurate
- Ensures the District Committees/Chairs can direct information to key members of your Club

All Rotarians:

- Can check contact details and password (update as required)
- Can access District Directories – these are updated as soon as member updates their details.
- Should include an email and mobile phone contact in their profile

Club Details – Club Executive access only

- Members List and contact details
- Club Information – where and when you meet
- Define Club Executives – this year and NEXT year
- Attendance Reports

Action you need to take

1. Ensure your contact details are current and correct
2. Ensure your Club Information is current and accurate
3. Ensure your Club members details are current and accurate
4. Provide each Club member with their login and password
5. Define your Executives
6. Define Attendance Manager

(For assistance contact Information, Communication and Technology Chair Pauline Stewart
pauline.stewart@rotary9780.org)



ROTARY CLUB CENTRAL

www.rotary.org

While the District Website is the functional database of member information, and the administrative tool for communication, **Rotary Club Central**, located on the Rotary International website, is an online tool to help clubs set and track their goals and achievements, and note their volunteer hours and projects. Certain member data, statistics, attendance details integrate from the District Website to the RI Website but they are different website platforms which require different log in and passwords to be created.

The District Website, hosted by Clubrunner, provides each Rotarian with their own log in and password, but Rotary Club Central requires Rotarians to create their own log in and password.

YOUR CLUBRUNNER PASSWORD WILL NOT ALLOW YOU ACCESS TO THE ROTARY INTERNATIONAL WEBSITE .

To go to **Member Access on the RI Website** go to www.rotary.org and click on **My Rotary** where you will be prompted to create your login and password.

By giving club leaders a central location where they can track and highlight their club's activities, Rotary Club Central also makes it easy for district leaders to review club activities throughout their district. This new member benefit will help gauge Rotary's worldwide impact.

Plus, you can plan and track membership initiatives, service activities, and Foundation giving, as well as complete Rotary Citation goals.

Rotary Club Central is also a great tool for succession planning. As club leadership changes, having a historical record of goals and achievements can make the transition between leaders seamless.

If you need assistance navigating the new platform, go to the [Rotary Learning Center](#) and search for Rotary Club Central to access any of the several guides.

The following illustrations will assist with using Rotary Club Central.

HOW TO ACCESS ROTARY CLUB CENTRAL



1

Go to My Rotary and select **Sign In** or **Register**. Or go to rotary.org/clubcentral to reach the site directly. You'll be prompted to sign in to My Rotary or create an account if you haven't already.

Sign In Register

JOIN GIVE

Foundation News & Media Member Center

SIGN IN TO MY ROTARY

REGISTER FOR AN ACCOUNT

2

Select Member Center

3

Select Rotary Club Central

JOIN US!

Tell us who you're interested in Rotary and we'll help you find the right club.

REFER A MEMBER

Refer a potential member and we'll help connect them to the right club. Only current members can refer new members. To refer someone to your own club, contact your club secretary.

REFER A MEMBER

ROTARY GLOBAL REWARDS

Explore our member benefit program for discounts on travel, hotels, dining, and entertainment.

REWARDS

ONLINE TOOLS

Rotary Club Central

Brand Center

Rotary Showcase

Rotary Ideas

Learning Center

INTERNATIONAL CONVENTION



Plan now to attend Rotary's biggest event of the year. It's your chance to connect with members from around the world.

REGISTER

THE ROTARIAN

- Dashboard
- Goal Center
- Global View
- Service Activities
- Resources
- Reports
- Contact Us

SETTINGS

Language

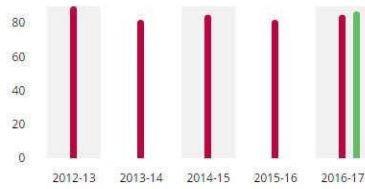
Dashboard

Welcome to Rotary Club Central, the online tool for setting goals and tracking progress. Explore data and trends related to your club's goals on this page, and use the tabs to manage goals, project activities, and more.
Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

Global My Zone ▼ My District My Club Group My Club

Rotary Club of Riverhead

Membership Trends



	2012-13	2013-14	2014-15	2015-16	2016-17
July 1	-	-	-	-	-
Achievement	90	82	85	82	85
Goal	0	0	0	0	87

Gender Trends



	2012-13	2013-14	2014-15	2015-16	2016-17
Female	23	25	23	25	28
Male	59	60	59	57	57
Unreported	0	0	0	0	0

HOW TO VIEW INFORMATION



Members can view summary information two ways in Rotary Club Central:
Global View and **Reports**.

1

NAVIGATE TO THE GLOBAL VIEW OPTION

Global View

Select **Global View** from the navigation menu

2

CHOOSE A YEAR AND GOAL TO VIEW

Global View

Global View shows clubs' collective progress toward each goal worldwide and across your zone, district, and club group.

Global My 37 Zone 1 My 37 District 33 All Club Groups 47 ▼

Members & Engagement Rotary Foundation Giving Service Young Leaders Public Image Rotary Citation

< 2016-17 >

Select which goal category you want to see

Select the Rotary year

HOW TO SET A GOAL

For club officers



1

NAVIGATE TO GOALS

Dashboard

Welcome to Rotary Club Center. Explore data and trends related to your club's goals and tracking progress. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

Global View

Service Activities

Resources

Reports

Contact Us

SETTINGS

Language

Global

My District

All Club Groups

All Clubs

Global

Membership Trends

1,000,000

500,000

0

2012-13 2013-14 2014-15 2015-16 2016-17

Select **Goal Center** from the navigation menu on the left

2

FIND GOALS TO TRACK

Goal Center

The Goal Center is where you can set goals your club will focus on, and track progress. Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

All Club Groups

All Clubs

Search clubs...

Rotary Club of

0 OF 8 ACHIEVEMENT

Members & Engagement

Rotary Foundation Giving

Service

Young Leaders

Public Image

Rotary

Before choosing your club's goals, make sure the **appropriate year** is listed

EDIT

The goals you select will appear below. To report progress or add, remove, or edit a goal, select

If the **Edit** button appears, click or tap it to find goals your club wants to track. If this button reads **Save** and goals are displayed, proceed to the next step

11 June 2017

Dashboard

Goal Center

Global View

Service Activities

Resources

Reports

Contact Us

SETTINGS

Language

Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress.
Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

All Club Groups ▾ All Clubs ▾ Search clubs...

Rotary Club of 2017-18

0 OF 9 ACHIEVEMENT

Members & Engagement Rotary Foundation Giving Service Young Leaders Public Im

SAVE Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

Inbound Youth Exchange students

ACHIEVEMENT OF GOAL SELECT GOAL

Enter Goal Value

Select the goals that your club wishes to track by clicking or tapping the check boxes next to them

3

SET A GOAL

Dashboard

Goal Center

Global View

Service Activities

Resources

Reports

Contact Us

SETTINGS

Language

Goal Center

The Goal Center is where you choose and set the goals your club will focus on, and track progress.
Please note: data reported in other Rotary systems and third party vendor systems will be delayed for at least 24 hours.

All Club Groups ▾ All Clubs ▾ Search clubs...

Rotary Club of 2017-18

0 OF 9 ACHIEVEMENT

Members & Engagement Rotary Foundation Giving Service Young Leaders Public Im

SAVE Which goals will your club track this year? Browse goals by category and select only those you plan to pursue. Then save.

Inbound Youth Exchange students

ACHIEVEMENT OF GOAL SELECT GOAL

Enter Goal Value

Enter a goal value in the box titled Goal

Click or tap Save after you've entered a goal value

3

VIEW SUMMARY INFORMATION

The screenshot shows the Rotary Club Central interface. On the left is a dark sidebar with navigation links: Dashboard, Goal Center, Global View (highlighted), Service Activities, Resources, Reports, Contact Us, and SETTINGS (with a Language dropdown). The main content area has a top navigation bar with 'Global View' and tabs for 'Global', 'My Zone', 'My District' (selected and highlighted with a red box), and 'All Club Groups'. Below this is a sub-navigation bar with 'Members & Engagement', 'Rotary Foundation Giving', 'Service' (highlighted with a red box), 'Young Leaders', 'Public Image', and 'Rotary Citation'. The main content displays a 'District Summary' for 'Service | 2016-17' with 'Current Membership: 1674 as of: 19-Jun-2017'. A table at the bottom shows goal data with columns: GOAL, CLUBS WITH GOAL, 2016-17 ACHIEVEMENT, and 2016-17 GOAL. The 'GOAL' column shows 'Service projects' (highlighted with a red box). The 'CLUBS WITH GOAL' column shows '16 / 59' (highlighted with a red box). The '2016-17 ACHIEVEMENT' column shows '5' (highlighted with a red box). The '2016-17 GOAL' column shows '105' (highlighted with a red box). There are also 'VIEW CLUB GOALS' links on the right.

Select the organization level to view related summary data about progress toward goals. You can also view trends for each organization level on the Dashboard screen.

In this example, the **Service** goal category is selected.

GOAL	CLUBS WITH GOAL	2016-17 ACHIEVEMENT	2016-17 GOAL
Service projects	16 / 59	5	105

Each of the goals in the category is displayed.

The **Clubs With Goal** column shows the number of clubs that have set a goal, and the number of clubs in the district. For example, here, **16** represents the number of district clubs that have set the **Service Projects** goal.

The **Achievement** column shows the total reported progress against the goal. For example, the clubs in this district have reported **5 completed** service projects so far this year.

This column shows the goal total for all clubs who have set a goal. In this example, the district goal is **105** service projects for the year.

4

SEE HOW DATA
IS CALCULATED
AND PRINT IT

Rotary Club Central

Global My Zone My District All Club Groups

Members & Engagement Rotary Foundation Giving Service Young Leaders Public Image Rotary Citation

< 2016-17 >

District Summary
Members & Engagement | 2016-17
Current Membership: 1239
as of: 08-Jun-2017

GOAL	CLUBS WITH GOAL	2016-17 ACHIEVEMENT
Club membership	9 / 43	1237
How are these numbers calculated?	9 / 43	59
Clubs with Goal- Number of clubs who have set a club membership goal out of the total number of clubs for selected area:	9 / 43	6
Achievement Aggregation- Sum of individual club membership achievement for selected area:	5 / 43	1
Goal Aggregation- Sum of individual club membership goals for the selected area	8 / 43	1
Rotary Fellowship participation	9 / 43	12
Rotary Fellowship participation	6 / 43	16

PRINT

Select Print for a copy of the goal summary information

Select the information button for a description on how the displayed data was calculated

5

NAVIGATE TO THE REPORTS OPTION

Rotary Club Central

Reports

Members & Engagement Service Found

Club Reports

- Club Growth
- Member Viability and Growth
- Membership Termination Profile
- Members in a Club

Dashboard
Goal Center
Global View
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Language 26

Select **Reports**. Then select the report you'd like to view.

Note: You can also find club and district reports by selecting the **Manage** tab on My Rotary.

Web Intelligence

Rotary CLUB GROWTH

For Rotary Year (2016-2017)

Club Growth for District #7230

Club Name (#)	2015 - 2016	2016 - 2017	#	% Growth	#	% Growth	#	% Growth	#	% Growth	#	% Growth
Wall Street New York (82880)	26	25	25	(4%)	24	(4%)	21	(16%)	21	(16%)	21	(16%)
Total Member Count For District #7230	26	25	25	(4%)	24	(4%)	21	(16%)	21	(16%)	21	(16%)

Club Growth (Detail)
Data as on: 19 May 2017

Club Growth (Detail) | Club Growth (Chart) | Club Growth (District Chart)

Page 1 of 1+ | 100% | < 1 minute ago

You can view the report on the page or print it. You can also export the report in the PDF, Excel, or CSV format.

You can view some reports as a chart or table.

HOW TO RECORD SERVICE ACTIVITIES



1

NAVIGATE TO SERVICE ACTIVITIES

Service Activities

Rotary Club of I

Membership Trends

Gender Trends

Select Service Activities

2

ADD SERVICE PROJECTS

There are three ways to do this

Add New Service Project

Repeat Past Service Project

IMPORT FROM ROTARY SHOWCASE ...

Select Add New Service Project to enter a project that isn't in Rotary Club Central or Rotary Showcase

Select Import From Rotary Showcase to add a project from that site

Select Repeat Past Project to copy details of a project that's already in Rotary Club Central

	2012-13	2013-14	2014-15	2015-16	2016-17
July 1	-	-	-	-	-
Achievement	90	82	85	82	85
Goal	0	0	0	0	87

	2012-13	2013-14	2014-15	2015-16	2016-17
Female	23	25	23	25	28
Male	59	60	59	57	57
Unreported	0	0	0	0	0

Click **Save** once you've entered your project's details

3 ADD PROJECTED SERVICE PROJECT DETAILS

Enter the name of your project

Enter the start date of your project

Enter the estimated project details in the **Projected** column

Dashboard

Goal Center

Global View

Service Activities

Resources

Reports

Contact Us

SETTINGS

Language

Add a new service project

Title and summary

PROJECT TITLE * required

0 of 50 characters used

PROJECT SUMMARY

0 of 1000 characters used

Project timeline

START DATE * required

END DATE

PROJECT COMPLETE

Choose the dates that best reflect when work on the project began and, if applicable, ended. The dates must fall within the same Rotary year. For multiyear projects, create separate entries for the project for each Rotary year.

If you're repeating a project, the **Previous Projected/Actual** column will show data from that past project. Use this information to estimate your new project's details.

Select the project category. You can use this information to search for past projects.

For **Area of Focus**, select the category that your project supports

Select the partners you're working with on the project

Dashboard

Goal Center

Global View

Language

Project metrics

	PREVIOUS PROJECTED/PREVIOUS ACTUAL	PROJECTED	ACHIEVEMENT
Number of volunteers	-/-		
Total number of volunteer hours	-/-		
Cash contributions	-/-	USD	
Value of donated goods and services	-/-	USD	

Additional project

CATEGORY

PARTNERS

AREA OF FOCUS

None

Basic Education and Literacy

Disease Prevention and Treatment

Economic and Community Development

Maternal and Child Health

Peace and Conflict Resolution

Water and Sanitation

Interact

Rotaract

Rotarian Action Group

Rotary Club(s)

Rotary Community Corps

4

ADD COMPLETED PROJECT DETAILS

Enter the end date of your project

Project timeline

START DATE * required

END DATE

PROJECT COMPLETE

Choose the dates that best reflect when work on the project began and if applicable ended. The

Enter contributions and volunteer participation from your project in the column titled **Achievement**

Select **Yes** to mark the project complete

	PROJECTED	ACHIEVEMENT
Number of volunteers		
Total number of volunteer hours		
Cash contributions	USD	
Value of donated goods and services	USD	

On the **Service Activities** page, scroll to **Service Summary** for data on projects completed year-to-date

