

ROTARY CLUB CENTRAL

DISTRICT REFERENCE GUIDE



Rotary Club Central is a tool to help clubs set goals and track achievements in three categories:

- Your Club
- Service
- Foundation Giving

This guide will help district governors, assistant governors, district executive secretaries, and district committee chairs navigate Rotary Club Central. If you find any incorrect data for your district, please contact your Club and District Support representative.

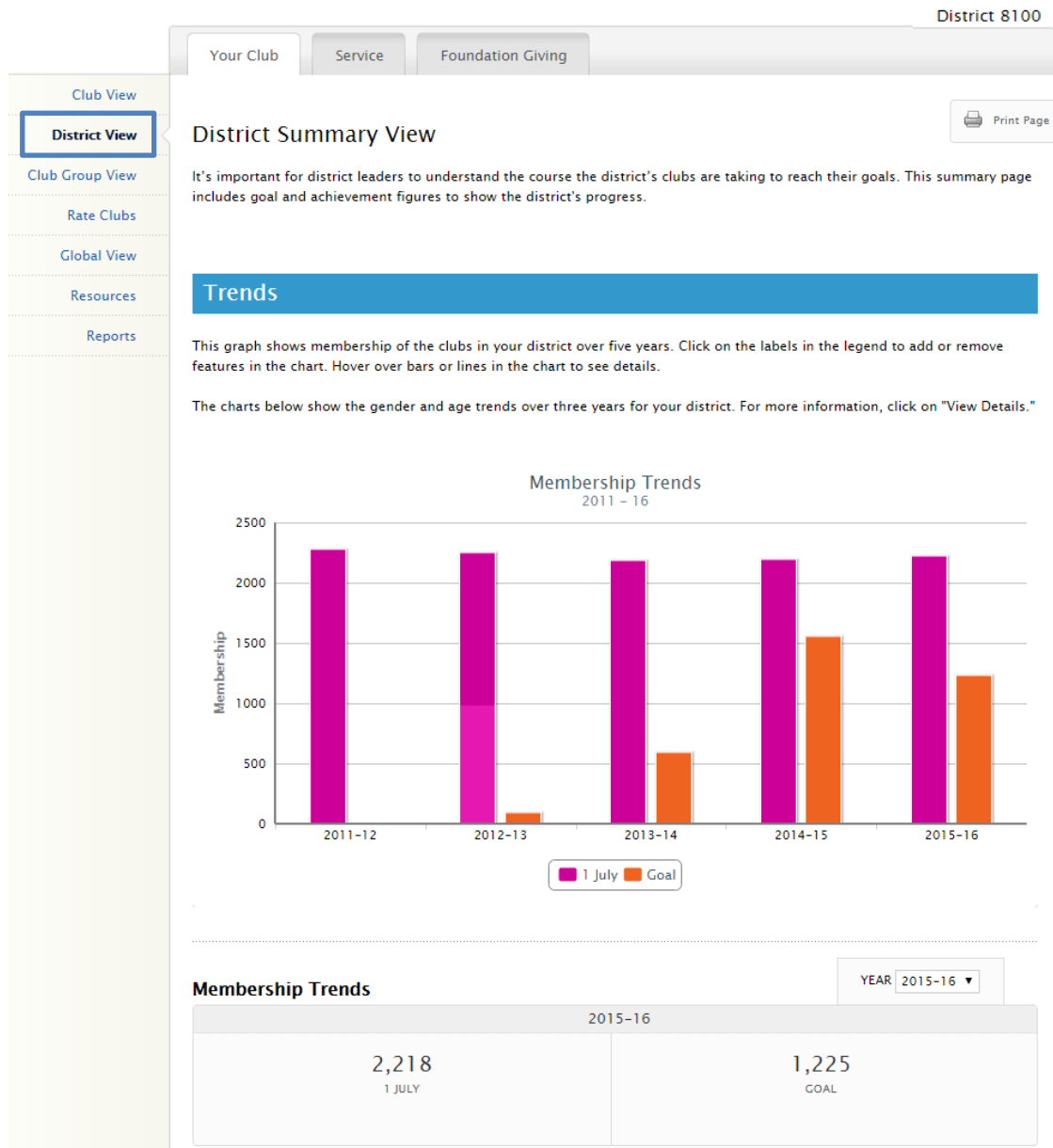
Contents

District View	2-4
Club Group View	5
Rate Clubs	6-7

District View

You will land on the **Your Club** view in Rotary Club Central. To see the goals and progress for the clubs in your district, click on **District View**.

Each tab begins with a District Summary View to show the goal progress and achievements for all clubs in your district.



Goals and Progress

Current, incoming, and immediate past District leaders can see individual club goals and progress by clicking "View."

Select the year you want to view.

Select the year for which you want to see goals.

Click **VIEW** to see each club's information.

Membership

20% CLUBS WITH GOALS	146 2016-17 GOAL	100% ACTUAL CLUB PARTICIPATION	486 2016-17 YEAR TO DATE
-------------------------	---------------------	-----------------------------------	-----------------------------

Percentage of clubs that set at least one goal

Sum of member goals set by all clubs in the district

Total club membership in the district

Track the Clubs in Your District

View the goals and progress for all clubs in the district. Use the drop-down menus below to select the category and supporting goal. District leaders can edit club goals on behalf of a club by clicking "View."

2014-15 2015-16 2016-17

VIEW DATA FOR: Membership

Membership

CLUB NAME	CLUB GROUP	GOAL	GOAL PROGRESS	
TEST Club003	F	-	24	View
TEST Club004	F	-	103	View
TEST Club013	F	-	48	View
TEST Club017	K	-	23	View
TEST Club019	J	-	30	View
TEST Club021		-	59	View

Repeat the steps to view other clubs' data. This feature is also available in **Club View**.

District 8100 | Club TEST Club003

Your Club

Successful clubs achieve their goals by staying vibrant, flexible, and innovative. This tab provides you the opportunity to view and track membership, Rotarian engagement, club communication, and public relations goals.

Current, incoming, and immediate past club leaders — the president, secretary, treasurer, executive secretary, Foundation chair, and membership chair — can edit goals and achievements. All club members can view goals and achievements.

Trends

This graph shows your club's membership over five years. Click on the labels in the legend to add or remove features in the chart. Hover over bars or lines in the chart to see details.

The chart below shows the age and gender trends over three years. For more information, club leaders can click on "View Details."

Club Group View

Club Group View shows assistant governors information about the goals and progress of their assigned clubs.

After clicking **View**, you will only see the information for the clubs in that group. If there are no club groups in the drop-down menu, contact your district governor.

The screenshot shows the 'Club Group View' interface. On the left is a navigation menu with options: Club View, District View, Club Group View (highlighted), Rate Clubs, Global View, Resources, and Reports. The main content area has tabs for 'Your Club', 'Service', and 'Foundation Giving'. A callout box 'Select a Club Group.' points to a dropdown menu titled 'District 8100 | Club Group:' with options A through K. Below this is a 'Trends' section with a description and a 'Gender Trends' link. The 'Goals and Progress' section includes a year selector (2014-15, 2015-16, 2016-17) and a 'VIEW' button. A callout box 'Click VIEW to see each club's information.' points to the 'VIEW' button. At the bottom is a 'Membership' table with four columns: 'CLUBS WITH GOALS' (0%), '2016-17 GOAL' (–), 'ACTUAL CLUB PARTICIPATION' (100%), and '2016-17 YEAR TO DATE' (212).

CLUBS WITH GOALS	2016-17 GOAL	ACTUAL CLUB PARTICIPATION	2016-17 YEAR TO DATE
0%	–	100%	212

Rate Clubs

Rate Clubs allows district governors and assistant governors to report on each club's strengths, challenges, and activities. You can enter or view club ratings, and enter comments about clubs. You can also enter or view the status of governor visits for each club.

District governors can view all three years of club ratings. District governors-elect can view the current year and their own year. Assistant governors can view ratings only for their year in office and for the clubs they are assigned. All clubs should be rated and their ratings confirmed by **1 June**.

Your Club Service Foundation Giving

Club View
District View
Club Group View
Rate Clubs
Global View
Resources
Reports

Print Page

Rate Clubs

District governors and assistant governors rate clubs to keep track of the overall effectiveness of their clubs from year to year. District governors can view ratings and comments for all clubs. Assistant governors can view ratings and comments for clubs in their club group.

★★★★★	Excellent	This club is strong and vibrant, and members are consistently engaged in club activities.
★★★★☆	Good	This club is informed and engaged but could increase its effectiveness.
★★★☆☆	Satisfactory	This club functions properly but could improve in several areas.
★★☆☆☆	Needs improvement	This club needs significant assistance.
★☆☆☆☆	Nonfunctional	This club has failed to meet the policy established by the RI Board for a functioning Rotary club.

✔ District governors and assistant governors may also submit comments about each club. Ratings and comments are seen only by the district governor and assistant governor; **they are not visible to the clubs.**

✔ District governors will confirm and submit ratings once all the clubs in the district have been rated, **no later than 1 June.**

[Club Rating Detail](#)

[Your Club](#) | [Service](#) | [Foundation Giving](#)

[Club View](#)
[District View](#)
[Club Group View](#)
Rate Clubs
[Global View](#)
[Resources](#)
[Reports](#)

Print Page

Rate Clubs

District governors and assistant governors rate clubs to keep track of the overall effectiveness of their clubs from year to year.
 District governors can view ratings and comments for all clubs. Assistant governors can view ratings and comments for clubs in their club group.

- ★★★★★ Excellent** This club is strong and vibrant, and members are consistently engaged in club activities.
- ★★★★☆ Good** This club is informed and engaged but could increase its effectiveness.
- ★★★☆☆ Satisfactory** This club functions properly but could improve in several areas.
- ★★☆☆☆ Needs improvement** This club needs significant assistance.
- ★☆☆☆☆ Nonfunctional** This club has failed to meet the policy established by the RI Board for a functioning Rotary club.

✓ District governors and assistant governors may also submit comments about each club. Ratings and comments are seen only by the district governor and assistant governor; **they are not visible to the clubs.**

✓ District governors will confirm and submit ratings once all the clubs in the district have been rated, **no later than 1 June.**

[Club Rating Detail](#)

Clubs in Your District

Select your year in office.

Sort any column.

Click **Details** to see more club information.

Confirm your visit to the club.

This box will appear once all club ratings are confirmed.

COMMENTS are not visible to clubs. A green comment box signifies that there is a message.

CLUB NAME	CLUB GROUP	GOVERNOR VISIT	2014-15 RATING	RATE	COMMENTS
TEST Club003 Details	F	<input checked="" type="checkbox"/>	★★★★☆	⊖★★★★★	
TEST Club004 Details	F	<input type="checkbox"/>	★★★★☆	⊖★★★★★	
TEST Club004 Details	F	<input checked="" type="checkbox"/>	★★★★☆	⊖★★★★★	
TEST Club013 Details	F	<input checked="" type="checkbox"/>	★★★★☆	⊖★★★★★	
TEST Club017 Details	K	<input checked="" type="checkbox"/>	★★★★☆	⊖★★★★★	
TEST Club019 Details	J	<input type="checkbox"/>	★★★★☆	⊖★★★★★	

Governor Confirm Rating

By confirming these ratings, you indicate to Rotary International that each club has been visited and/or rated for the current Rotary year. These ratings will be kept on file.

As district governor, I certify that all club ratings are accurate and complete.