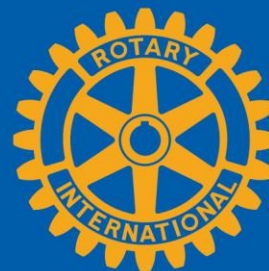


ROTARY CLUB CENTRAL

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.

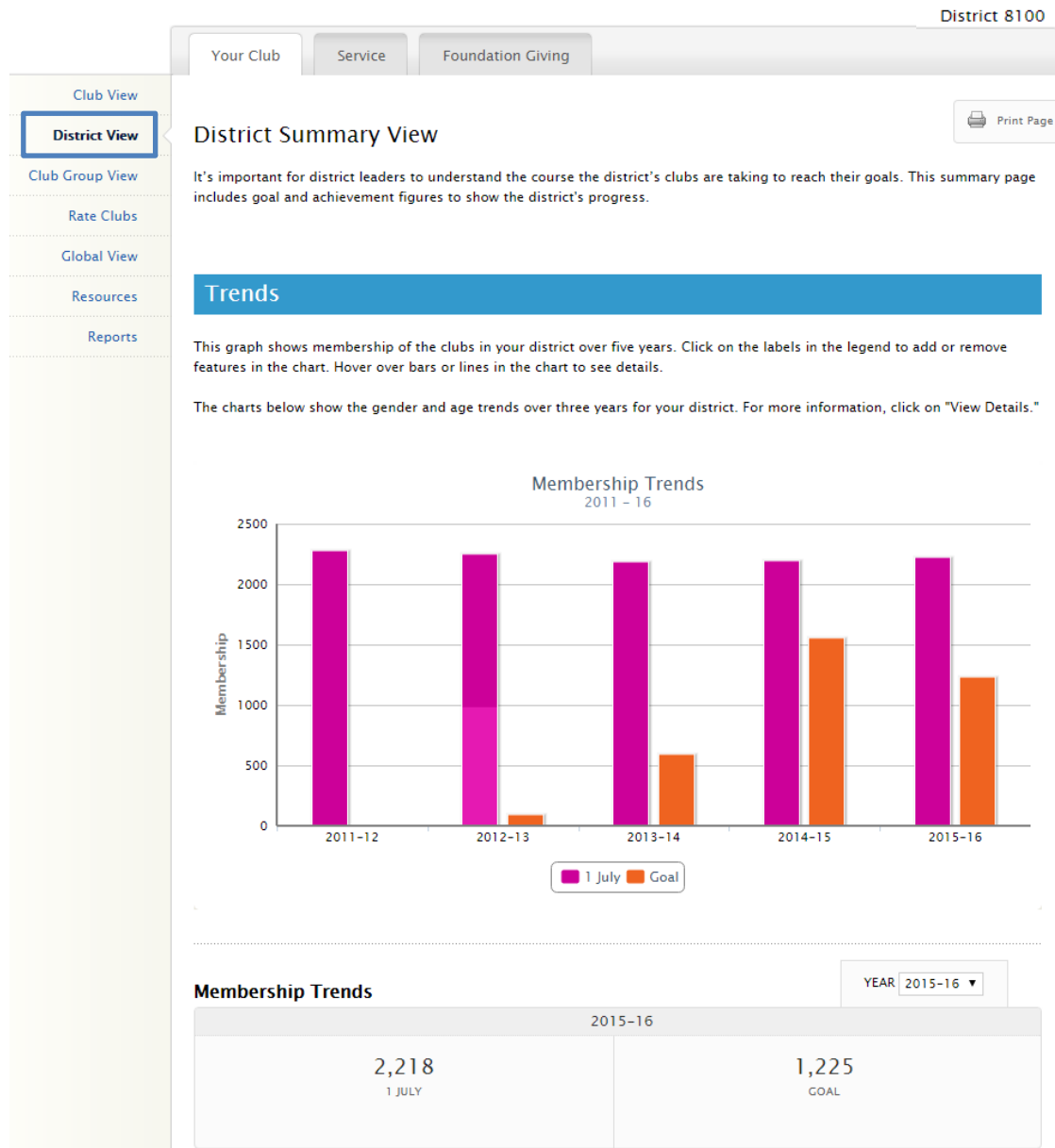
Contents

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.

The screenshot shows a web interface for viewing club goals and progress. At the top, there is a header 'Goals and Progress'. Below it, a text box states: 'Current, incoming, and immediate past District leaders can see individual club goals and progress by clicking "View."'. Underneath, a text box says: 'Select the year you want to view.' Below this is a row of three year selection buttons: '2014-15', '2015-16', and '2016-17'. The '2016-17' button is highlighted with a blue border. To the right of the year buttons, a blue box with an arrow pointing to the '2016-17' button contains the text: 'Select the year for which you want to see goals.' To the right of that, another blue box with an arrow pointing down to a 'VIEW' button contains the text: 'Click **VIEW** to see each club's information.' Below the year buttons is a grey bar labeled 'Membership'. Below the 'Membership' bar is a table with four columns. The first column shows '2%' with 'CLUBS WITH GOALS' below it. The second column shows '33' with '2016-17 GOAL' below it. The third column shows '100%' with 'ACTUAL CLUB PARTICIPATION' below it. The fourth column shows '2,220' with '2016-17 YEAR TO DATE' below it. Below the table, there are three blue boxes with arrows pointing up to the first, second, and fourth columns respectively. The first box contains the text: 'Percentage of clubs that set at least one goal'. The second box contains the text: 'Sum of member goals set by all clubs in the district'. The third box contains the text: 'Total club membership in the district'. The 'VIEW' button is located to the right of the 'Membership' bar, below the '2016-17' year button, and is highlighted with a blue border.

Membership			
2%	33	100%	2,220
CLUBS WITH GOALS	2016-17 GOAL	ACTUAL CLUB PARTICIPATION	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

Club View

District View

Club Group View

Rate Clubs

Global View

Resources

2

Select the goal to view.

3

Select a club and click on View.

4

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

Your Club

Service

Foundation Giving

Track the Clubs in Your District

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

1

Select the year.

Club View

District View

Club Group View

Rate Clubs

Global View

Resources

Reports

1

Select the year.

Your Club

Service

Foundation Giving

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."

District 8100 | Club

TEST Club003

4

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 sidebar with navigation links: Club View, District View, Club Group View (highlighted with a blue box), 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 labeled 'District 8100 | Club Group:' which lists letters A through K. Below this is a 'Trends' section with a description of charts and a 'Gender Trends' link. The 'Goals and Progress' section includes a description and a year selector with options 2014-15, 2015-16, and 2016-17. A callout box 'Click VIEW to see each club's information.' points to a 'VIEW' button with a magnifying glass icon. Below the 'Membership' header is a table with four columns: 'CLUBS WITH GOALS' (0%), '2016-17 GOAL' (—), 'ACTUAL CLUB PARTICIPATION' (100%), and '2016-17 YEAR TO DATE' (212).

Select a Club Group.

District 8100 | Club Group: A ▼
A
B
C
D
E
F
G
H
I
J
K

Club Group View

Club Group View shows assistant governors information about the goals and achievement for their assigned clubs.

To change to a different club group, select it from the drop-down menu above. If there are no club groups in the drop-down menu, contact your district governor.

Trends

The charts below show the age and gender trends over three years for the selected club group. For more information, district leaders can click on "View Details."

Gender Trends ⓘ

Goals and Progress

Current, incoming, and immediate past Assistant governors, and other district leaders, can see individual club goals and progress within the selected club group by clicking "View."

Select the year you want to view.

2014-15 2015-16 2016-17

Click VIEW to see each club's information.

Membership

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

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 ClubServiceFoundation Giving

Club ViewDistrict ViewClub Group ViewRate ClubsGlobal ViewResourcesReports

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](#)

