

DISTRICT REFERENCE GUIDE

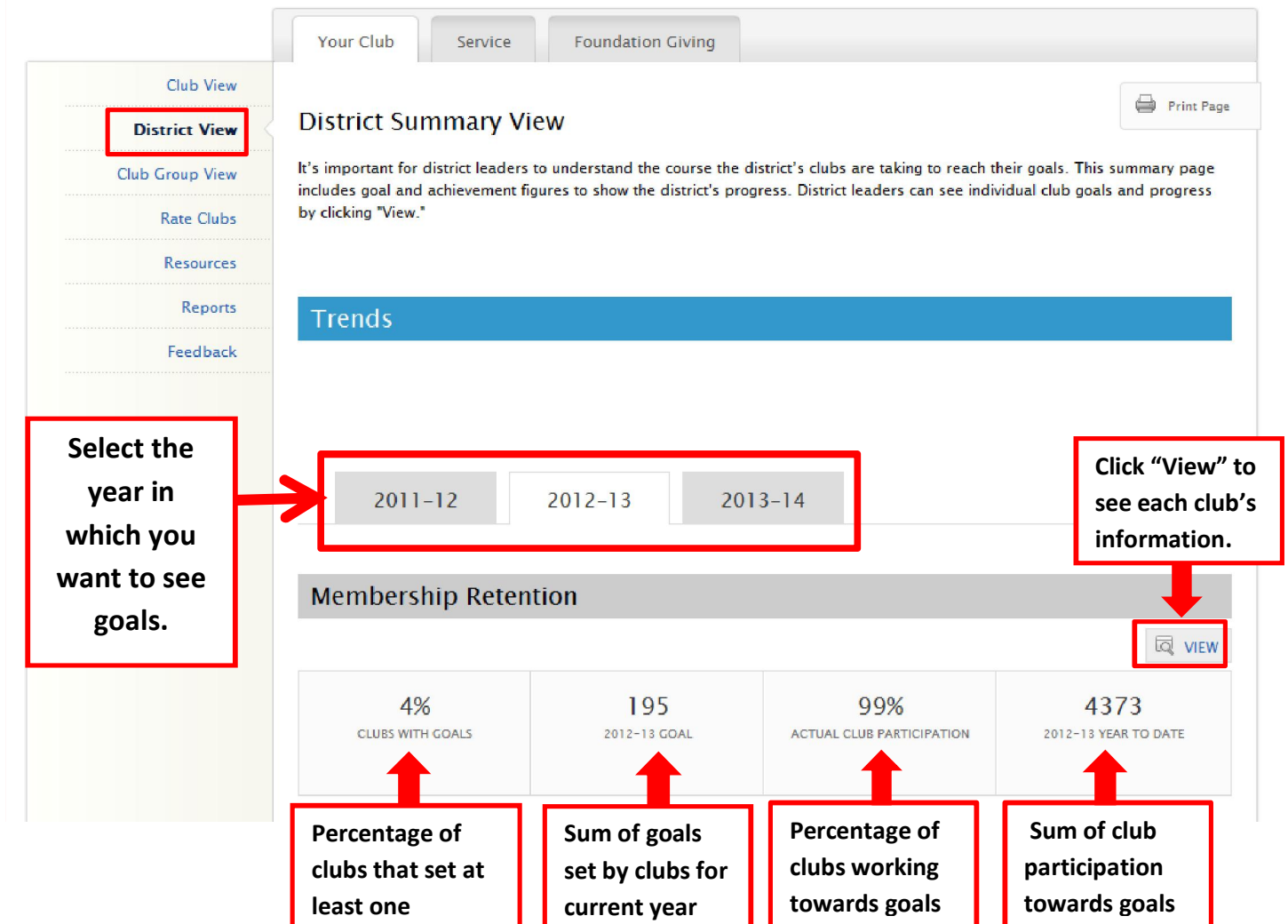
Rotary Club Central is an online tool to help clubs set goals and track achievements in three broad categories: Your Club, Service, and Foundation Giving. This guide helps district governors, assistant governors, district executive secretaries, and district committee chairs navigate Rotary Club Central. If any data is incorrect, please contact your Club and District Support Representative.

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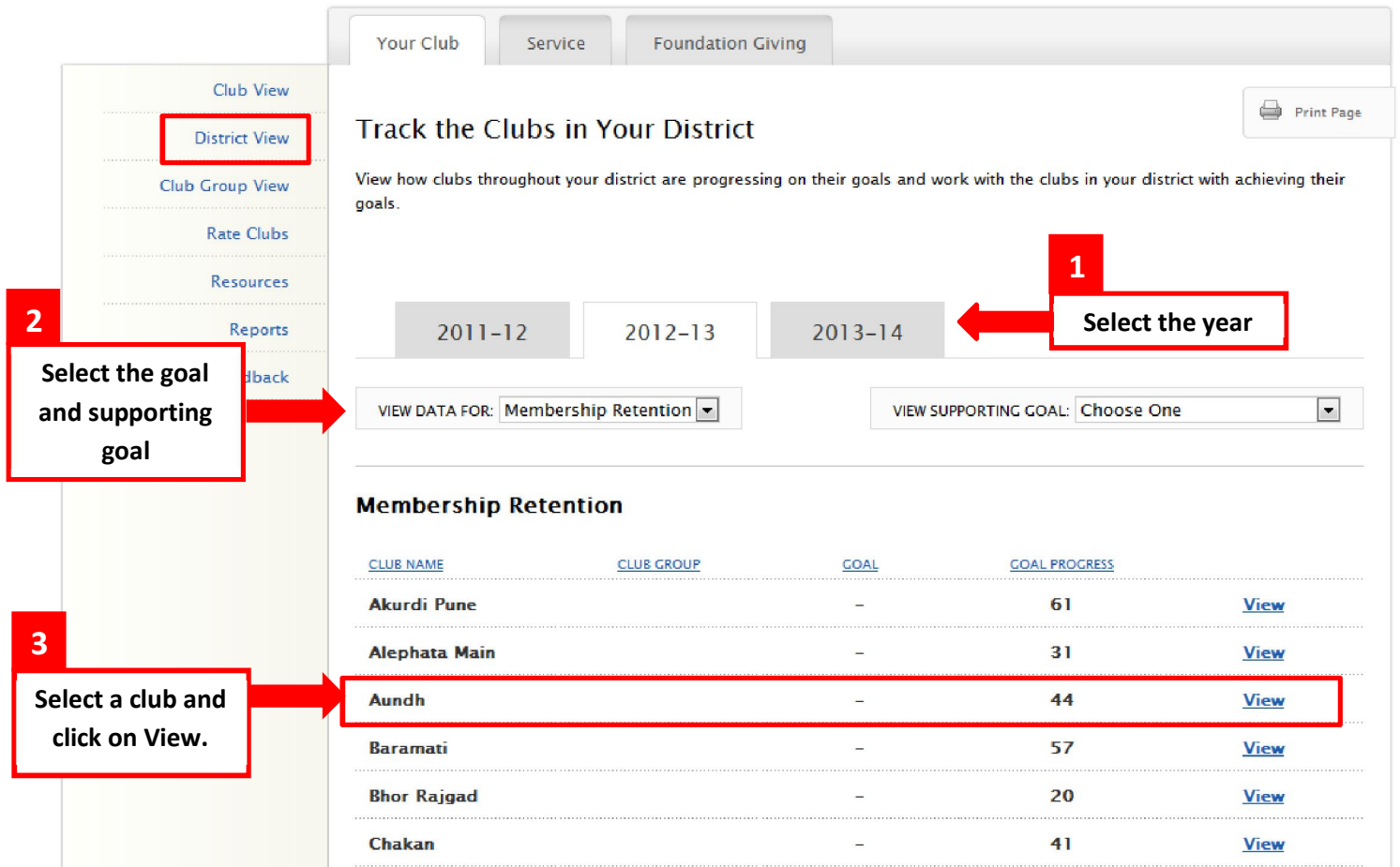
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District View

As district leader, you land on your home club. To see the goals and progress for the clubs in your district, click on **District View**. Each tab has a District Summary View to show the goal progress and achievements for all clubs in the district.



The screenshot shows the 'District Summary View' interface. The left sidebar contains navigation options: Club View, **District View** (highlighted with a red box), Club Group View, Rate Clubs, Resources, Reports, and Feedback. The main content area has tabs for 'Your Club', 'Service', and 'Foundation Giving'. Below the tabs is a 'District Summary View' section with a 'Print Page' button. A 'Trends' section contains year selection buttons for 2011-12, 2012-13, and 2013-14. A 'Membership Retention' section features a 'VIEW' button. Below this are four data cards: '4% CLUBS WITH GOALS', '195 2012-13 GOAL', '99% ACTUAL CLUB PARTICIPATION', and '4373 2012-13 YEAR TO DATE'. Red arrows and boxes provide instructions: 'Select the year in which you want to see goals.' points to the year buttons; 'Click "View" to see each club's information.' points to the VIEW button; and four boxes at the bottom explain each data card: 'Percentage of clubs that set at least one', 'Sum of goals set by clubs for current year', 'Percentage of clubs working towards goals', and 'Sum of club participation towards goals'.



1 Select the year

2 Select the goal and supporting goal

3 Select a club and click on View.

4 Once you view the club in more detail, select another club from the drop-down menu. This feature is always available in Club View.

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

Your Club | Service | Foundation Giving

Track the Clubs in Your District

View how clubs throughout your district are progressing on their goals and work with the clubs in your district with achieving their goals.

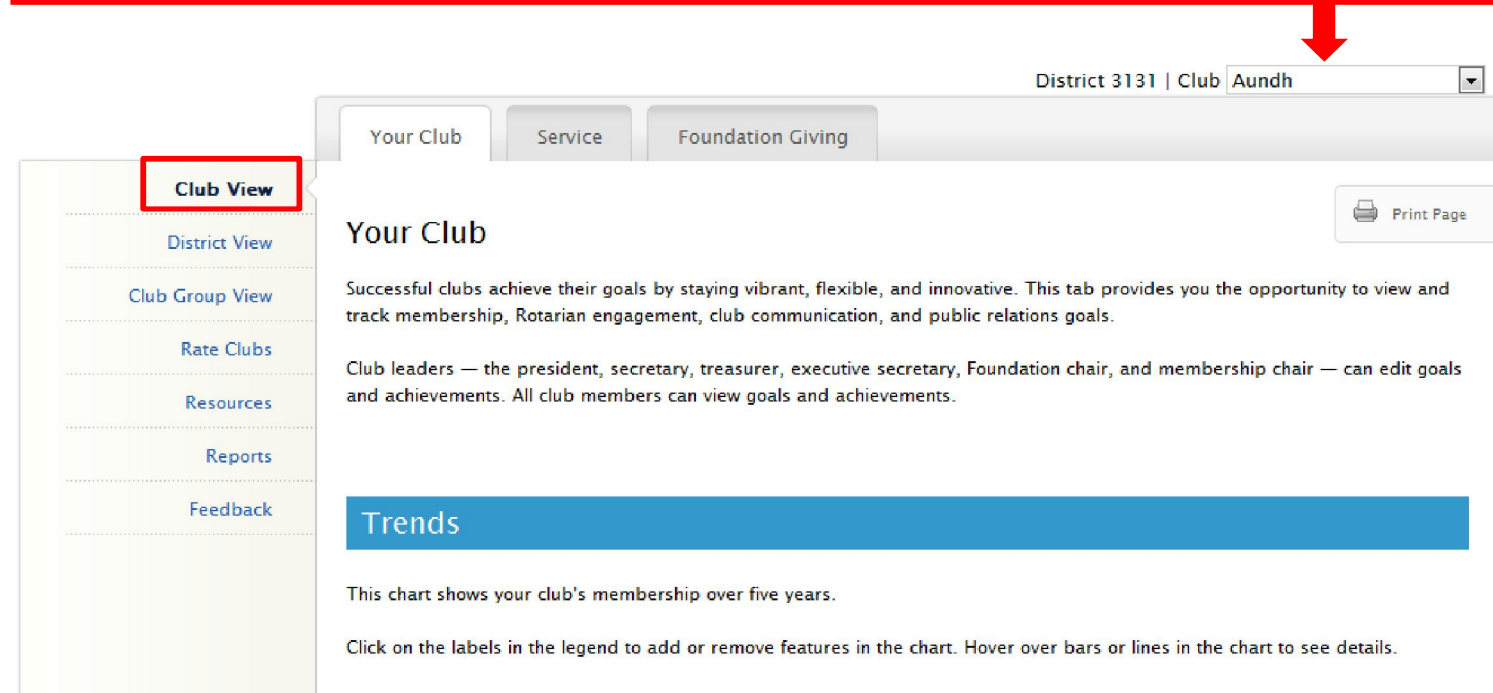
2011-12 | 2012-13 | 2013-14

VIEW DATA FOR: Membership Retention | VIEW SUPPORTING GOAL: Choose One

Membership Retention

CLUB NAME	CLUB GROUP	GOAL	GOAL PROGRESS
Akurdi Pune		-	61 View
Alephata Main		-	31 View
Aundh		-	44 View
Baramati		-	57 View
Bhor Rajgad		-	20 View
Chakan		-	41 View

4 Once you view the club in more detail, select another club from the drop-down menu. This feature is always available in Club View.



District 3131 | Club Aundh

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

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.

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.

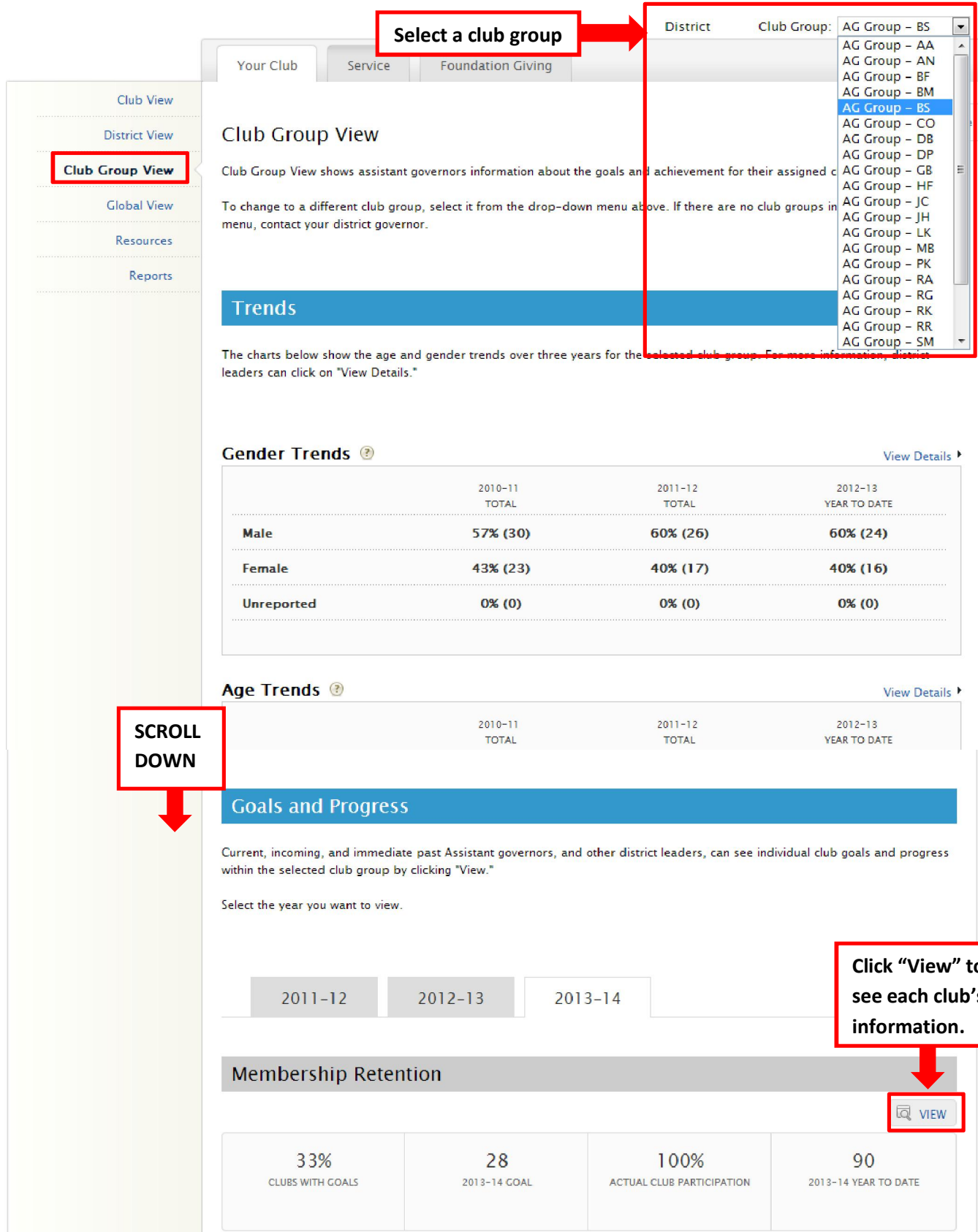
Trends

This chart 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.

Club Group View

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



Select a club group

SCROLL DOWN

Click "View" to see each club's information.

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 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 [View Details](#)

	2010-11 TOTAL	2011-12 TOTAL	2012-13 YEAR TO DATE
Male	57% (30)	60% (26)	60% (24)
Female	43% (23)	40% (17)	40% (16)
Unreported	0% (0)	0% (0)	0% (0)

Age Trends [View Details](#)

	2010-11 TOTAL	2011-12 TOTAL	2012-13 YEAR TO DATE

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.

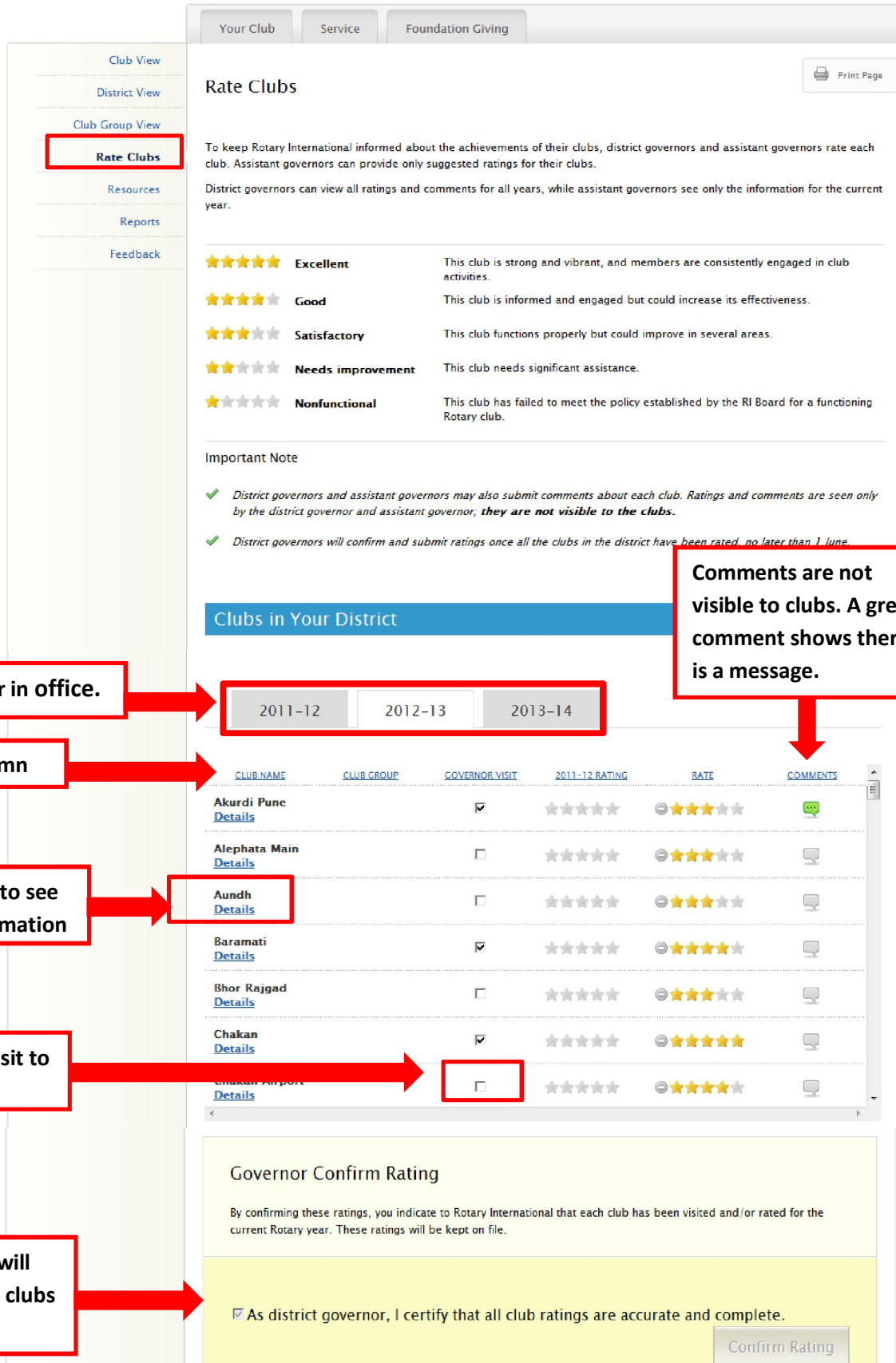
2011-12 2012-13 2013-14

Membership Retention

33% CLUBS WITH GOALS	28 2013-14 GOAL	100% ACTUAL CLUB PARTICIPATION	90 2013-14 YEAR TO DATE
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Rate Clubs

Rate Clubs replaces the Memo of Club Visit. The current governor and governor-elect can view all three years of club ratings. Assistant governors can only view club ratings for their year in office and for the clubs they are assigned. All clubs should be rated and confirmed by **1 June**.



The screenshot shows the 'Rate Clubs' interface. On the left is a navigation menu with 'Rate Clubs' highlighted. The main content area includes a 'Print Page' button, a description of the rating process, a legend for five star ratings (Excellent to Nonfunctional), an 'Important Note' section with two green checkmarks, and a 'Clubs in Your District' table. The table has columns for Club Name, Club Group, Governor Visit, 2011-12 Rating, Rate, and Comments. Below the table is a 'Governor Confirm Rating' section with a confirmation checkbox and a 'Confirm Rating' button.

Callout 1: Select your year in office. (Points to the year selection buttons: 2011-12, 2012-13, 2013-14)

Callout 2: Sort any column (Points to the column headers in the table)

Callout 3: Click "Details" to see more club information (Points to the 'Details' link for the 'Aundh' club)

Callout 4: Confirm your visit to the club (Points to the 'Governor Visit' checkbox for the 'Chakan' club)

Callout 5: This section will appear once all clubs are rated. (Points to the 'Governor Confirm Rating' section)

Callout 6: Comments are not visible to clubs. A green comment shows there is a message. (Points to the comment icon in the table)