

## DISTRICT REFERENCE GUIDE

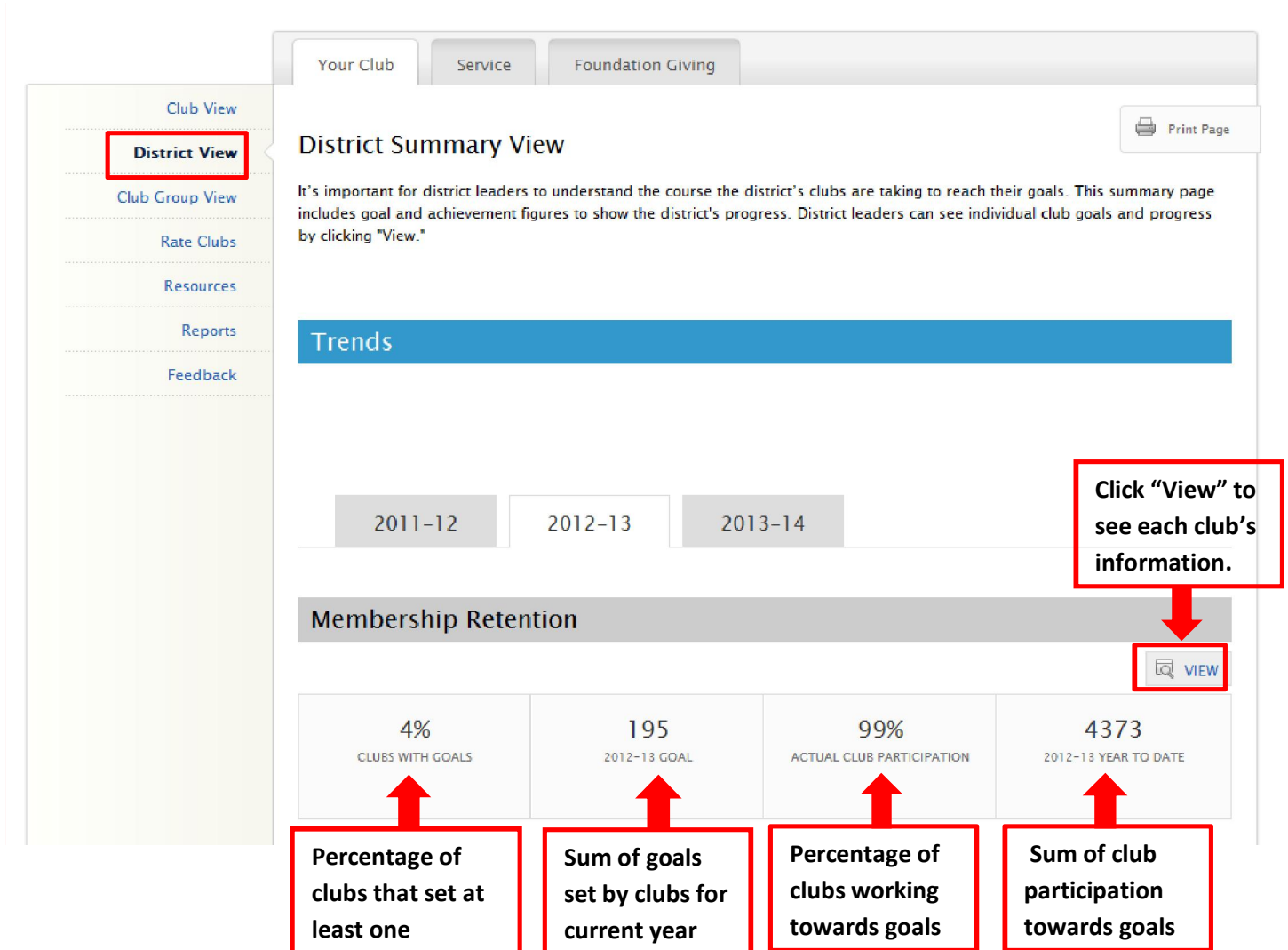
Rotary Club Central is an online tool to help clubs set goals and track achievements in three broad categories: Your Club, Service, and Foundation Giving. This guide helps district governors, assistant governors, district executive secretaries, and district committee chairs navigate Rotary Club Central.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

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### 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.



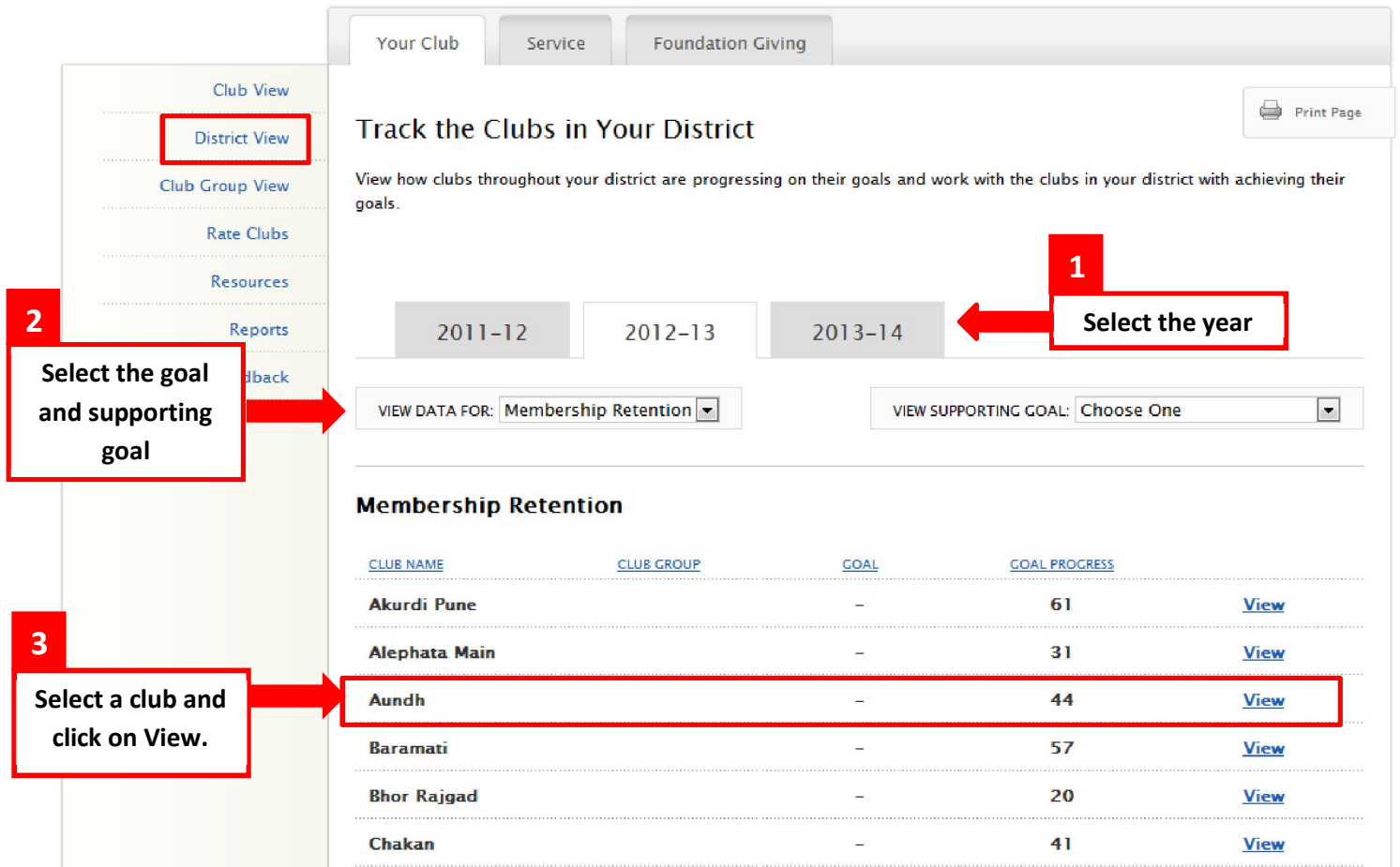
The screenshot shows the 'District Summary View' interface. On the left is a navigation menu with 'District View' highlighted in a red box. The main content area has tabs for 'Your Club', 'Service', and 'Foundation Giving'. Below the tabs is a 'District Summary View' section with a 'Print Page' button. A 'Trends' section shows year selection buttons for 2011-12, 2012-13, and 2013-14. Below that is a 'Membership Retention' section with a 'VIEW' button highlighted in a red box. At the bottom, four data cards are shown with red arrows pointing to explanatory text boxes:

4%	195	99%	4373
<small>CLUBS WITH GOALS</small>	<small>2012-13 GOAL</small>	<small>ACTUAL CLUB PARTICIPATION</small>	<small>2012-13 YEAR TO DATE</small>

Annotations include a red box around 'District View' in the menu, a red box around the 'VIEW' button, and four red boxes at the bottom containing the following text:

- Percentage of clubs that set at least one
- Sum of goals set by clubs for current year
- Percentage of clubs working towards goals
- Sum of club participation towards goals

A red box with an arrow points to the 'VIEW' button with the text: "Click 'View' to see each club's information."



**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

Print Page

### 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.

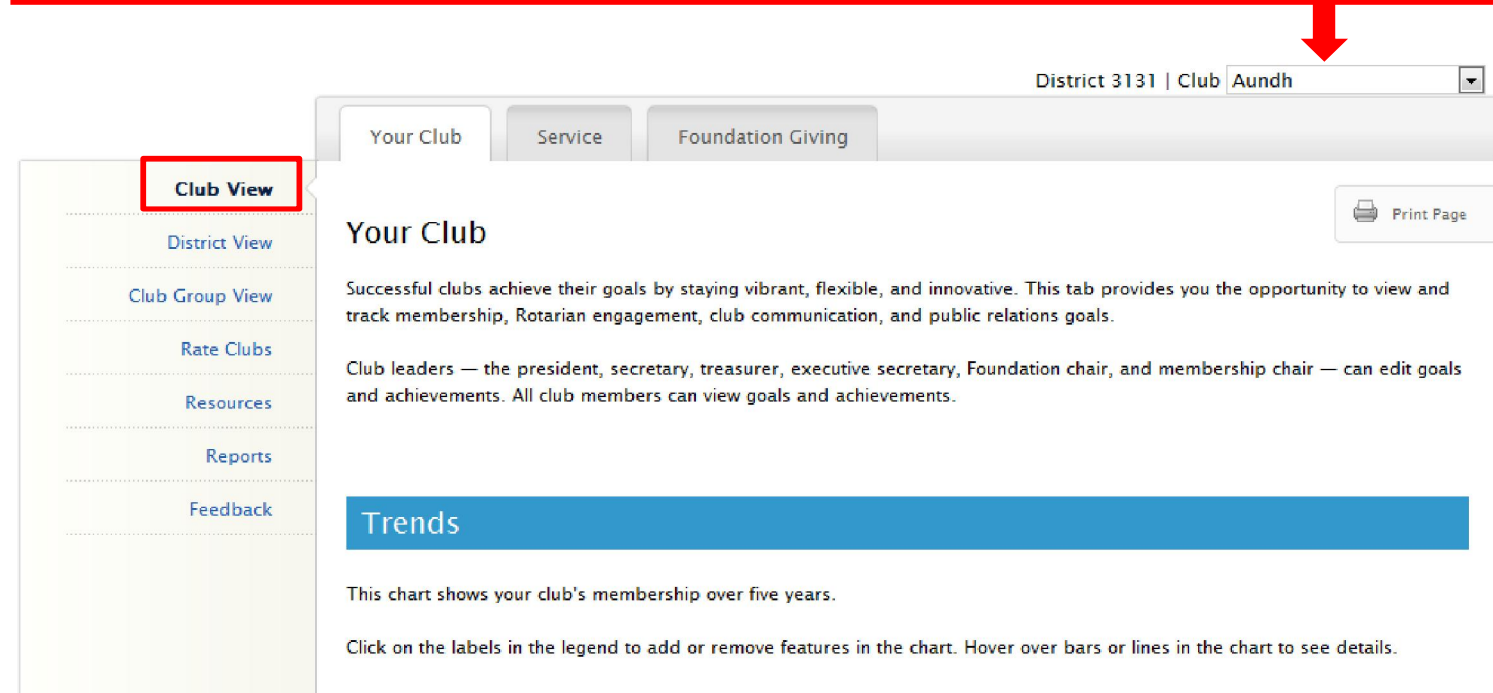
2011-12 | 2012-13 | 2013-14

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

#### Membership Retention

CLUB NAME	CLUB GROUP	GOAL	GOAL PROGRESS	
Akurdi Pune		-	61	<a href="#">View</a>
Alephata Main		-	31	<a href="#">View</a>
Aundh		-	44	<a href="#">View</a>
Baramati		-	57	<a href="#">View</a>
Bhor Rajgad		-	20	<a href="#">View</a>
Chakan		-	41	<a href="#">View</a>

**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  
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District 3131 | Club Aundh

Print Page

### 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.

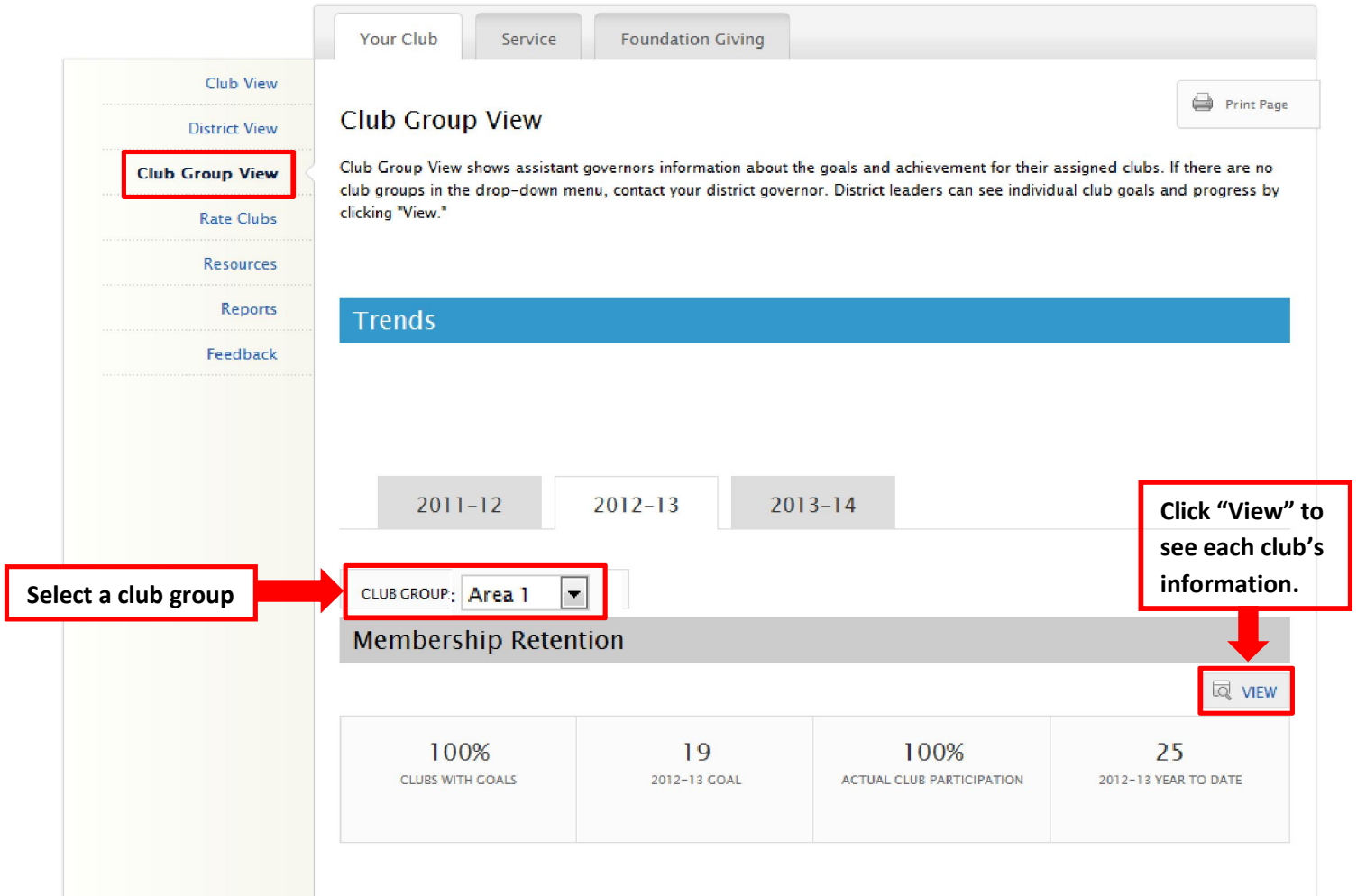
#### Trends

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

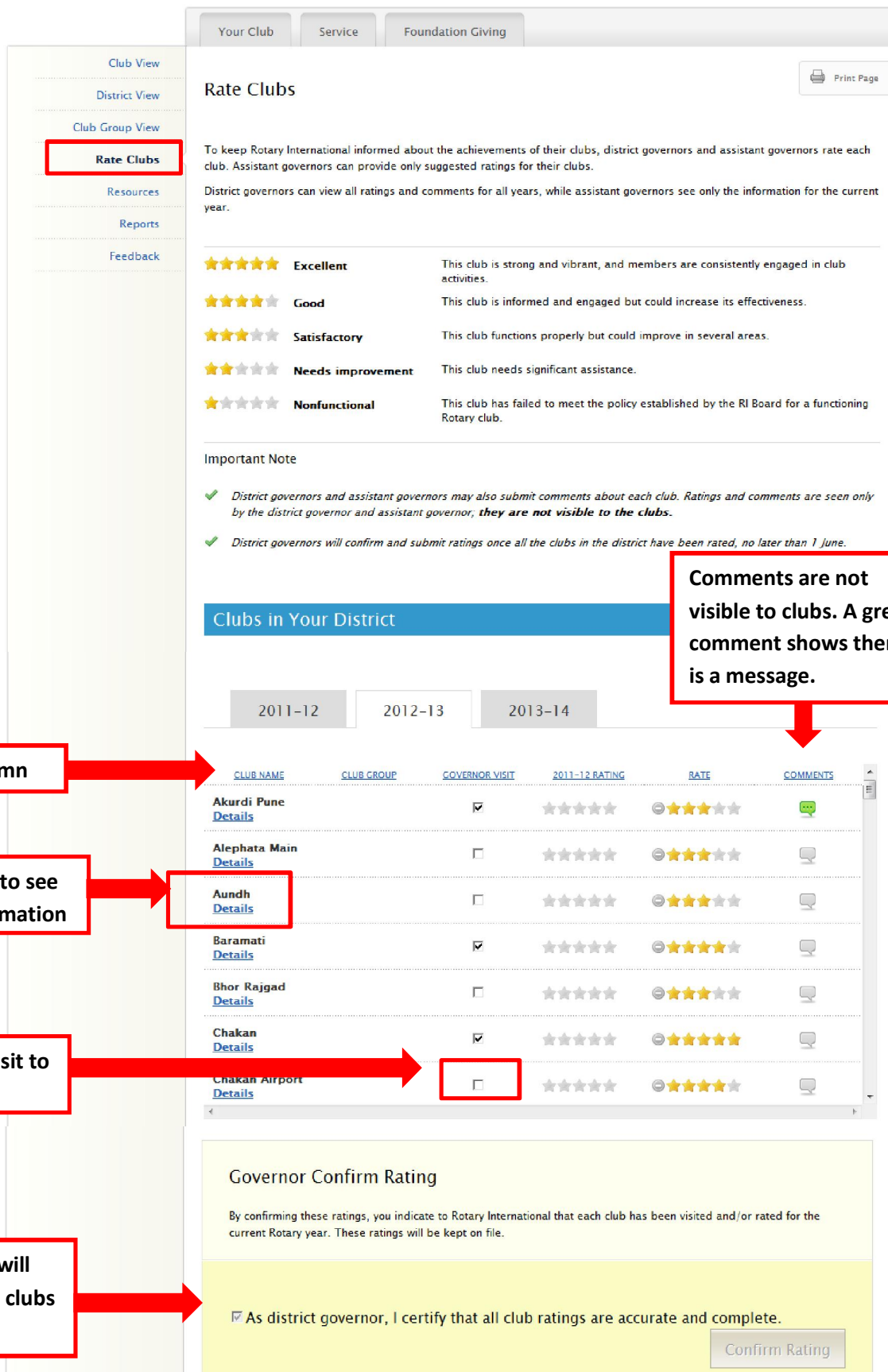
Club Group View shows assistant governors information about the goals and achievement for their assigned clubs. After clicking “View,” you will only see the information for the clubs in that group. If there are no club groups in the drop-down menu, contact your district governor.



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 with a red box), Rate Clubs, Resources, Reports, and Feedback. The main content area has tabs for 'Your Club', 'Service', and 'Foundation Giving'. Below the tabs is a 'Print Page' button. The title 'Club Group View' is followed by a descriptive paragraph. A 'Trends' section contains three year filters: 2011-12, 2012-13, and 2013-14. Below this is a 'CLUB GROUP:' dropdown menu currently set to 'Area 1', with a red box and an arrow pointing to it from the text 'Select a club group'. Below the dropdown is a 'Membership Retention' section with a 'VIEW' button (with a magnifying glass icon) highlighted by a red box and an arrow from the text 'Click “View” to see each club’s information.'. At the bottom, there are four data cards: '100% CLUBS WITH GOALS', '19 2012-13 GOAL', '100% ACTUAL CLUB PARTICIPATION', and '25 2012-13 YEAR TO DATE'.

## 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' page with a sidebar on the left containing navigation options: Club View, District View, Club Group View, **Rate Clubs** (highlighted), Resources, Reports, and Feedback. The main content area includes a 'Print Page' button, a title 'Rate Clubs', and introductory text explaining the rating process. A legend defines five rating levels: Excellent (5 stars), Good (4 stars), Satisfactory (3 stars), Needs improvement (2 stars), and Nonfunctional (1 star). An 'Important Note' section contains two green checkmarks: one stating that ratings and comments are visible only to district and assistant governors, and another stating that ratings must be confirmed by 1 June. Below this is a 'Clubs in Your District' section with tabs for the years 2011-12, 2012-13, and 2013-14. A table lists clubs with columns for Club Name, Club Group, Governor Visit, 2011-12 Rating, Rate, and Comments. Annotations with red arrows point to the 'Sort any column' header, the 'Details' link for 'Aundh', the 'Governor Visit' checkbox for 'Chakan', and the 'Comments' column. A separate red box explains that green comment icons indicate messages not visible to clubs. At the bottom, a 'Governor Confirm Rating' section contains a text box and a 'Confirm Rating' button.

**Sort any column**

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

**Confirm your visit to the club**

**Comments are not visible to clubs. A green comment shows there is a message.**

**This section will appear once all clubs are rated.**