

DISTRICT REFERENCE GUIDE

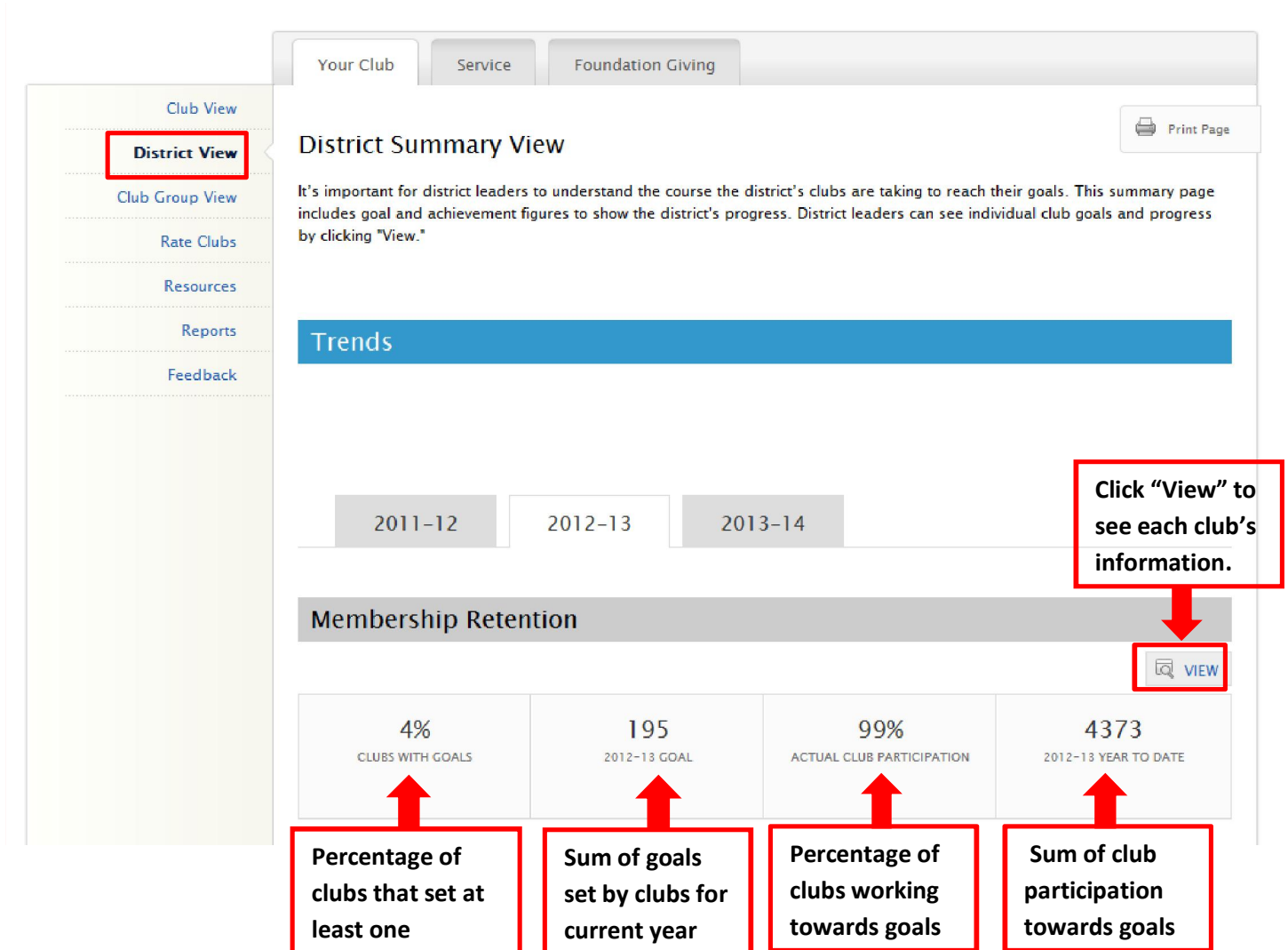
Rotary Club Central is an online tool to help clubs set goals and track achievements in three broad categories: Your Club, Service, and Foundation Giving. This guide helps district governors, assistant governors, district executive secretaries, and district committee chairs navigate Rotary Club Central.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

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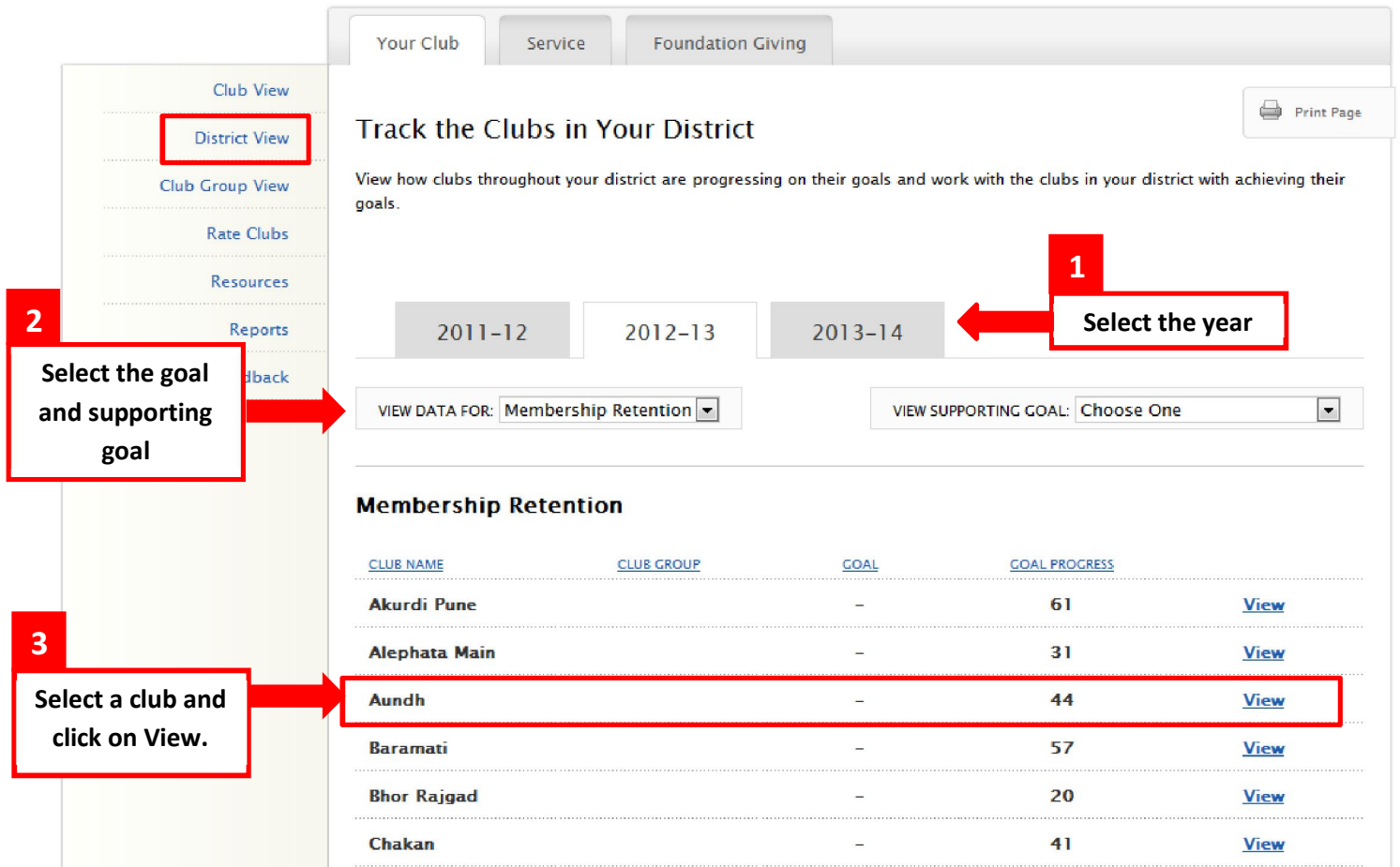
District View

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



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.

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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.

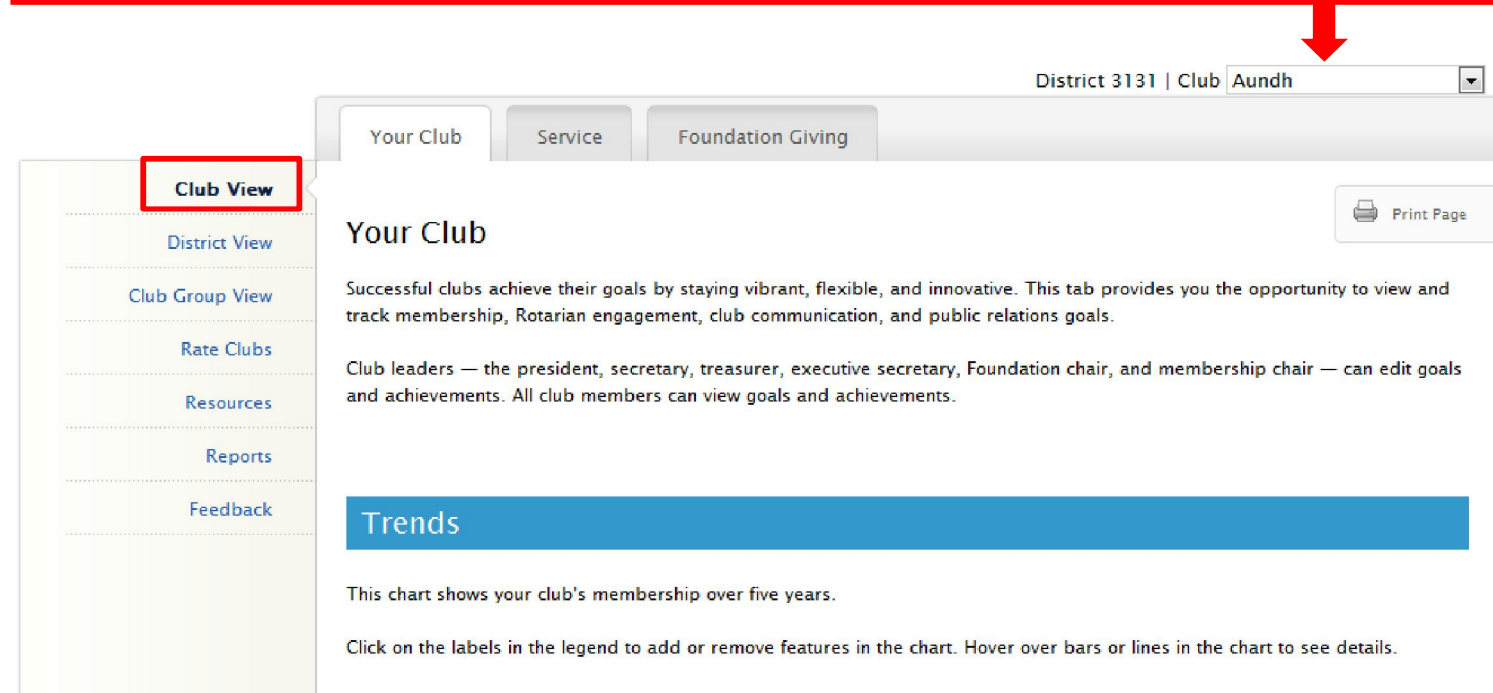
2011-12 | 2012-13 | 2013-14

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

Membership Retention

CLUB NAME	CLUB GROUP	GOAL	GOAL PROGRESS	
Akurdi Pune		-	61	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

Print Page

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

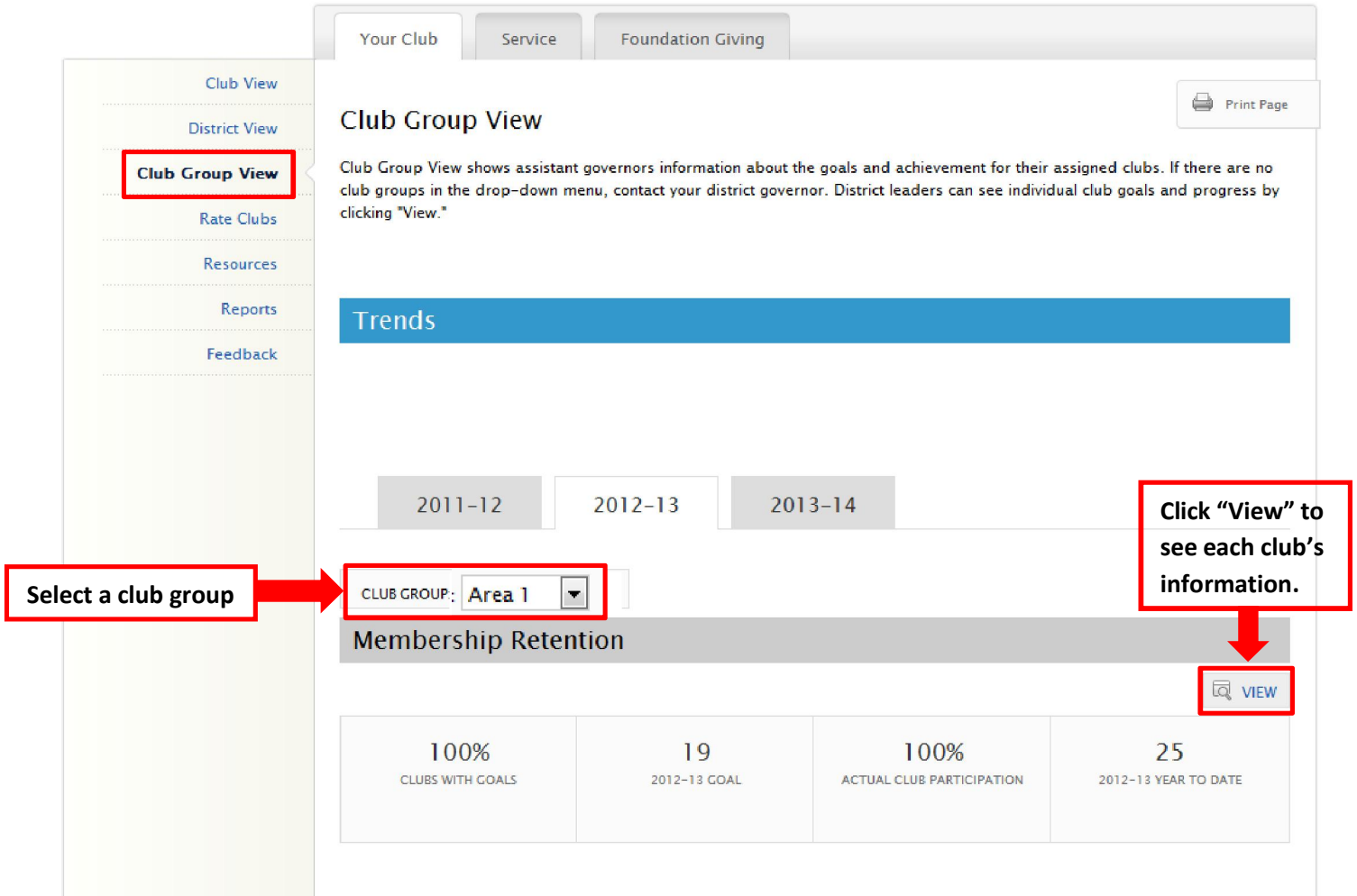
This chart shows your club's membership over five years.

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.

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Club Group View

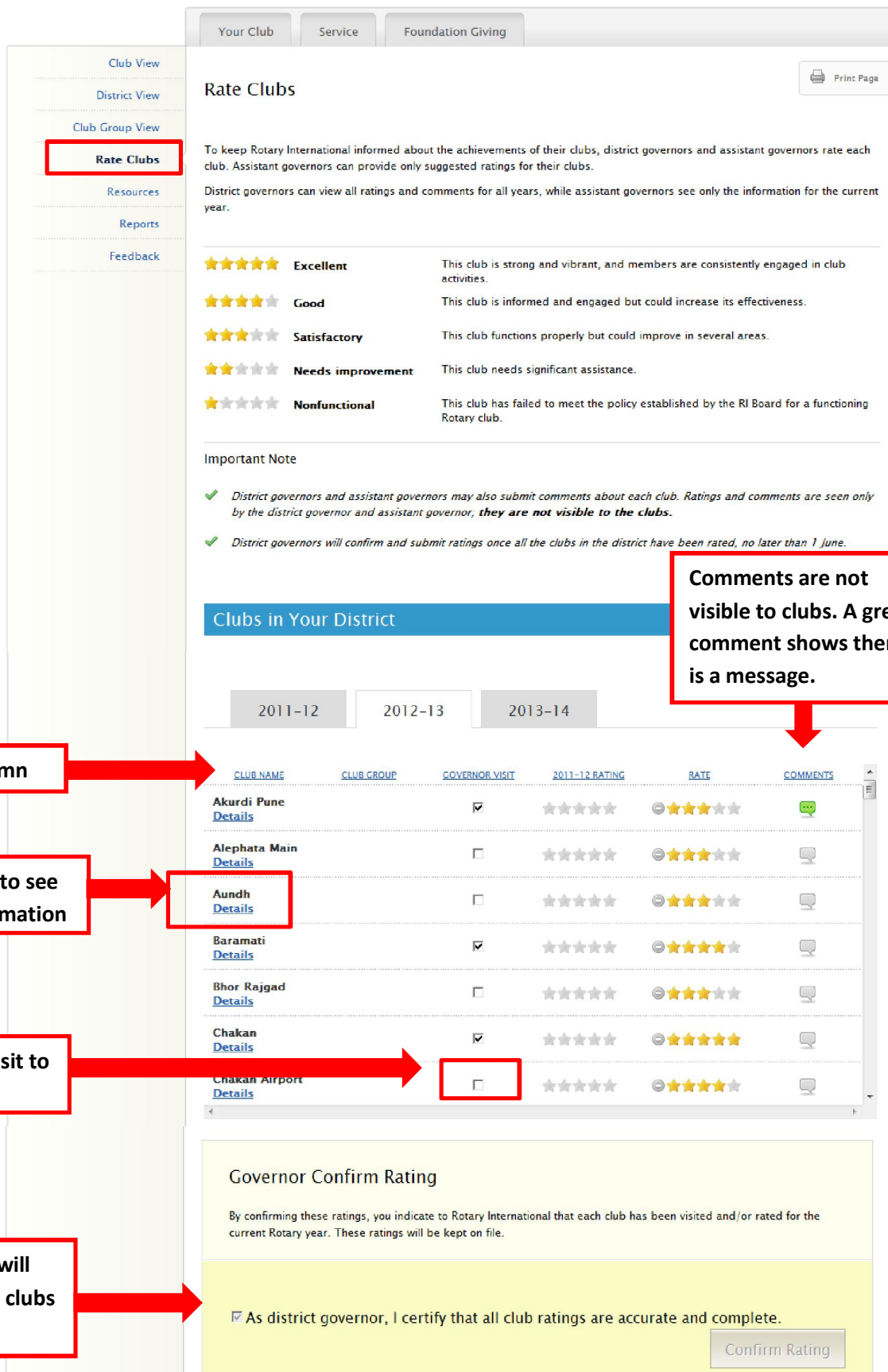
Club Group View shows assistant governors information about the goals and achievement for their assigned clubs. After clicking “View,” you will only see the information for the clubs in that group. If there are no club groups in the drop-down menu, contact your district governor.



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' interface. On the left is a navigation menu with 'Rate Clubs' highlighted. The main content area includes a 'Rate Clubs' title, a 'Print Page' button, and a list of rating categories from 'Excellent' to 'Nonfunctional'. Below this is an 'Important Note' section with two green checkmarks. The 'Clubs in Your District' section shows a table with columns for Club Name, Club Group, Governor Visit, 2011-12 Rating, Rate, and Comments. A 'Governor Confirm Rating' section is at the bottom with a confirmation checkbox and a 'Confirm Rating' button.

Rate Clubs

To keep Rotary International informed about the achievements of their clubs, district governors and assistant governors rate each club. Assistant governors can provide only suggested ratings for their clubs.

District governors can view all ratings and comments for all years, while assistant governors see only the information for the current year.

- ★★★★★ **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.

Important Note

- ✓ 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.

Clubs in Your District

CLUB NAME	CLUB GROUP	GOVERNOR VISIT	2011-12 RATING	RATE	COMMENTS
Akurdi Pune Details		<input checked="" type="checkbox"/>	★★★★★	★★★★★	
Alephata Main Details		<input type="checkbox"/>	★★★★★	★★★★★	
Aundh Details		<input type="checkbox"/>	★★★★★	★★★★★	
Baramati Details		<input checked="" type="checkbox"/>	★★★★★	★★★★★	
Bhor Rajgad Details		<input type="checkbox"/>	★★★★★	★★★★★	
Chakan Details		<input checked="" type="checkbox"/>	★★★★★	★★★★★	
Chakan Airport Details		<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.

[Confirm Rating](#)

Sort any column

Click "Details" to see more club information

Confirm your visit to the club

This section will appear once all clubs are rated.

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