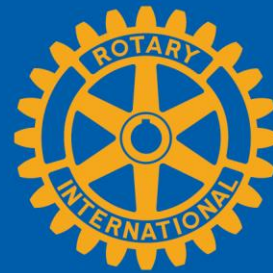


# HOW TO MANAGE MEMBERSHIP LEADS (FOR DISTRICTS)



ROTARY.ORG > MY ROTARY | Sign in/Register Club Finder Location/Language

**Rotary** My Rotary Exchange Ideas Take Action Learning & Reference Manage The Rotary Foundation Member News

**CLUB & DISTRICT ADMINISTRATION**

- Club Administration
- District Administration**
- Contributions
- Reports
- Club Invoice

**TOOLS**

- Community Marketplace
- RSS Feeds
- Mobile Apps
- Member Data Integration

**1**

Go to Rotary.org and sign in to My Rotary. Then go to **Manage**, then **District Administration**.

**Rotary** My Rotary Exchange Ideas Take Action Learning & Reference Manage The Rotary Foundation

Home | Manage | Club & District Administration | District Administration

## DISTRICT ADMINISTRATION

### CLUB FINANCES

- ★ **Club Invoice**  
View the most recent invoices for each of your clubs.  
[View invoices](#) | [View club balance report](#) | [About the club invoice](#)

### CLUB & MEMBER DATA

- ★ **Manage Membership Leads**  
Review your online membership leads for prospective, referred, and relocating or returning members. Then assign and track your candidates through the membership process – from inquiry to induction.  
**View or manage leads** | [About the membership leads program](#)

Select **View or manage leads**.

If you don't have any leads, you'll get a message that explains why.



# MANAGE MEMBERSHIP LEADS

You can filter or sort leads. Scroll down to see more pages.



## SHOW LEADS BY:

### PROSPECT TYPE

Any

### STATUS

Any

FILTER

SUBMISSION DATE	PROSPECT TYPE	CANDIDATE	CURRENT STATUS
29-Oct-2015	Prospective member	John Smith	District assigned candidate to club Manage status
2-Nov-2015	Referral	Jane Referral	District contacted candidate
2-Nov-2015			

View your leads here. District governors and membership committee chairs can select a candidate's name to see more information.

## SUBMISSION DATE

29-Oct-2015	Prospective member	John Smith	District assigned candidate to club Manage status
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### PROSPECTIVE MEMBER

#### FIRST NAME

John

#### CLUB MEETING LOCATION

ABC city, Antarctica

#### MEMBER ID

1234

#### LAST NAME

Smith

#### CLUB MEETING DAY

Wednesday

#### EMAIL

Personal  
johnsmith@hotmail.com

#### CLUB MEETING TIME

Morning

#### PHONE

Home  
555-555-5555  
Antarctica

#### PROFESSION

Sales Manager

#### EMPLOYER NAME

XYZ Company

#### AGE RANGE

40-49

#### GENDER

Male

### Prospective member leads show:

- How they heard about Rotary
- Alumni and program participation

### Referral leads show:

- Details about the candidate
- Who made the referral

### Rejoin or change club leads show:

- Current or previous clubs and positions held
- Previous club and district

## MANAGE MEMBERSHIP LEADS

View and manage your membership leads, including prospective, referred, and former or current members who are rejoining or changing clubs. Keep clubs and districts informed about the progress of your candidates.

You are viewing membership leads for **District** 1234

Active and historical membership leads report

### SHOW LEADS BY:

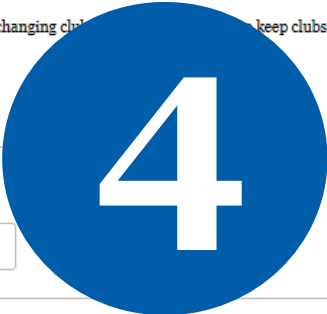
PROSPECT TYPE

Any

STATUS

Any

[FILTER](#)



SUBMISSION DATE	PROSPECT TYPE	CANDIDATE	CURRENT STATUS
29-Oct-2015	Prospective member	John Smith	District assigned candidate to club ^ Manage status

### CURRENT STATUS

District assigned candidate to club

### FEEDBACK

If a club is grayed out, it has opted not to receive leads.

### CHANGE STATUS \*

District assigned candidate to club

### CLUB \*

- Select -

To take action on a lead, select **Manage status**. Then choose an action from the Change Status drop-down menu and select a club, if appropriate. Be sure to leave feedback for your clubs to endorse the candidate or add other notes for your club or district leaders. (Feedback is a requirement for some statuses.) Then hit **Submit**.

### FEEDBACK

Some statuses are considered the final step of the process and the leads are no longer visible on this page. You can access these inactive leads in reports (see step 5).

250 characters

[SUBMIT](#)

If a club doesn't take action on a lead, it will be routed back to you for reassignment.

Status history shows the progress of active leads and any feedback left by assigned clubs, other district leaders, or staff.

### STATUS HISTORY

DATE	STATUS	DISTRICT/CLUB	FEEDBACK
4-Nov-2015	District assigned candidate to club	Club name	Feedback from district
29-Oct-2015	Staff assigned candidate to district	1234	



## MANAGE MEMBERSHIP LEADS

View and manage your membership leads, including prospects in your districts informed about the progress of your candidates.

You are viewing membership leads for **District**.

[Active and historical membership leads report](#)

You can view reports by selecting this link for inactive leads or selecting **View reports** as shown below.

## REPORTS

### INDIVIDUAL REPORTS

#### Contributions & Recognition

☆ **Donor History Report**

View your contributions to The Rotary Foundation

[View report](#) | [Give online](#) | [Mail your contribution](#)

The **View reports** link leads to two reports:

- **Membership Leads Report** — List of active and historical leads and all associated data, by individual lead
- **Membership Leads Executive Summary** — Analysis of how your leads have heard about Rotary, their progress and demographics, and the average time to contact, assign, and admit them

### CLUB REPORTS

☆ **Membership Leads**

Find a list of active and historical leads in the Membership Leads Report. Review demographics of your leads, and see the average time to admit them in the Membership Leads Executive Summary.

[View reports](#) | [About the membership leads program](#)

For more information about membership leads, see [Connect to Membership Leads](#). Questions? Email [membershipdevelopment@rotary.org](mailto:membershipdevelopment@rotary.org).