

# HOW TO MANAGE MEMBERSHIP LEADS (FOR CLUBS)



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**CLUB & DISTRICT ADMINISTRATION**  
**Club Administration**  
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**TOOLS**  
Community Marketplace  
RSS Feeds  
Mobile Apps  
Member Data Integration

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

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## CLUB ADMINISTRATION

PAGE GUIDE

### CLUB FINANCES

★ **Club Invoice**  
View your club's invoice, pay dues with a credit card, or update invoice preferences  
[Club invoice](#) | [Daily club balance report](#) | [Edit invoice preferences](#) | [About the club invoice](#) | [Rotary exchange rates](#)

### CLUB & MEMBER DATA

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

Select **View or manage leads**.

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

## MANAGE MEMBERSHIP LEADS

View and manage your membership leads for your club and districts informed about the progress of your leads. You are viewing membership leads for your club.

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

Active and historical membership leads report

### SHOW LEADS BY:

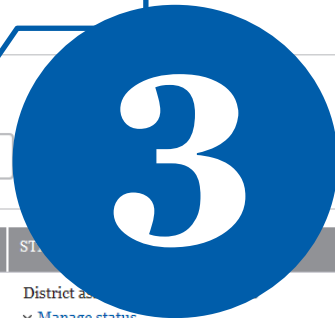
PROSPECT TYPE

Any

STATUS

Any

FILTER



SUBMISSION DATE	PROSPECT TYPE	PROSPECTIVE MEMBER	STATUS
29-Oct-2015	Prospective member	John Smith	District assigned candidate to club
2-Nov-2015	Referral		Manage status
2-Nov-2015	Relocating or returning member		

View your leads here. Select a candidate's name to see more information.

SUBMISSION DATE	PROSPECT TYPE	PROSPECTIVE MEMBER	STATUS
29-Oct-2015	Prospective member	John Smith	District assigned candidate to club

### PROSPECTIVE MEMBER

**FIRST NAME**  
John

**LAST NAME**  
Smith

**EMAIL**  
Personal  
johnsmith@hotmail.com

**CLUB MEETING LOCATION**  
ABC city, Antarctica

**CLUB MEETING DAY**  
Wednesday

**CLUB MEETING TIME**  
Morning

**PHONE**  
Home  
555-555-5555  
Antarctica

**PROFESSION**  
Sales Manager

**EMPLOYER NAME**  
XYZ Company

**AGE RANGE**  
40-49

**GENDER**  
Male

**LANGUAGE**  
English

### MEMBER ID

### Referral leads show:

- Details about the candidate
- Who made the referral

### Prospective member leads show:

- How they heard about Rotary
- Alumni and program participation

### Rejoin or change club leads show:

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

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All current officers can manage membership leads. Incoming and immediate past officers can only view them.

## MANAGE MEMBERSHIP LEADS

View and manage your membership leads, including prospective, referred, and former or current members who are rejoining or changing clubs. It's an effective way to keep clubs and districts informed about the progress of your candidates.

You are viewing membership leads for the Rotary Club of ABC

Active and historical membership leads report

The screenshot shows a web interface for managing membership leads. At the top, there's a search bar with a 'FILTER' button. Below it, a table lists leads. One lead for 'John Smith' is highlighted, with its status 'District assigned candidate to club' and a 'Manage status' link circled in red. A blue arrow points from a callout box to this link. The callout box explains that selecting 'Manage status' allows users to officially admit a member by choosing 'Club admitted candidate', filling in details, and clicking 'Submit'. Another callout box explains that some statuses require feedback, while others are final steps moving leads to historical reports. A third callout box notes that users should confirm member IDs from their own databases (like ClubRunner) to avoid duplicates. A fourth callout box states that members changing clubs must have their old membership terminated before being admitted to a new club. The interface also includes a 'CHANGE STATUS' dropdown menu currently set to 'Club admitted candidate', 'DATE ADMITTED' and 'MEMBER ADDRESS' fields with 'ADD' buttons, a 'SPONSOR' dropdown, a 'SUBMIT' button, and a 'STATUS HISTORY' table.

DATE	STATUS
2-Nov-2015	District assigned candidate to club
29-Oct-2015	Staff assigned candidate to district

When you select **Manage status**, you can officially admit the member by selecting **Club admitted candidate**. Select the **ADD** button, complete the additional details, and hit **Submit**.

Some statuses will require you to leave feedback. Other statuses are considered the final step of the process and will move the lead to the historical lead report.

If you admit members using your own database (i.e., ClubRunner), confirm the member ID before adding the member to avoid creating duplicate records.

For members changing clubs, the secretary of their old club must terminate their membership in Rotary's database before they can be admitted into their new club.

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



## MANAGE MEMBERSHIP LEADS

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

You are viewing membership leads for the Rotary Club of

[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

 PAGE GUIDE

### INDIVIDUAL REPORTS

#### Contributions & Recognition



##### Donor History Report

View your contributions to The Rotary F

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

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).