ClubRunner

How do I access club size/growth reports? (District)

Michael C. - 2021-04-16 - Reports

The **Club Size/Growth** report shows the District Club sizes, growth and details. To get to the Club size/growth report please follow the steps below.

1. To start, you must first login to your District website. Click **Member Login** at the top right and enter your details.

2. You are now logged in. To access the District Administration page, click on **Member Area** on the top right.

3. On the District Administration page, click on the **Reports** tab on the grey menu bar near the top. Then click **Club Size/Growth**.

4. This will take you to the **Club Size/Growth** report. The default page it displays is the **Club Size Comparison** report. This displays the total number of members in each Club and has a graph beside them to compare the Clubs.



Club Size/Growth

Club Size Comparison | Club Size Report | Club Growth Comparison | Club Growth Report

Club Size Comparison

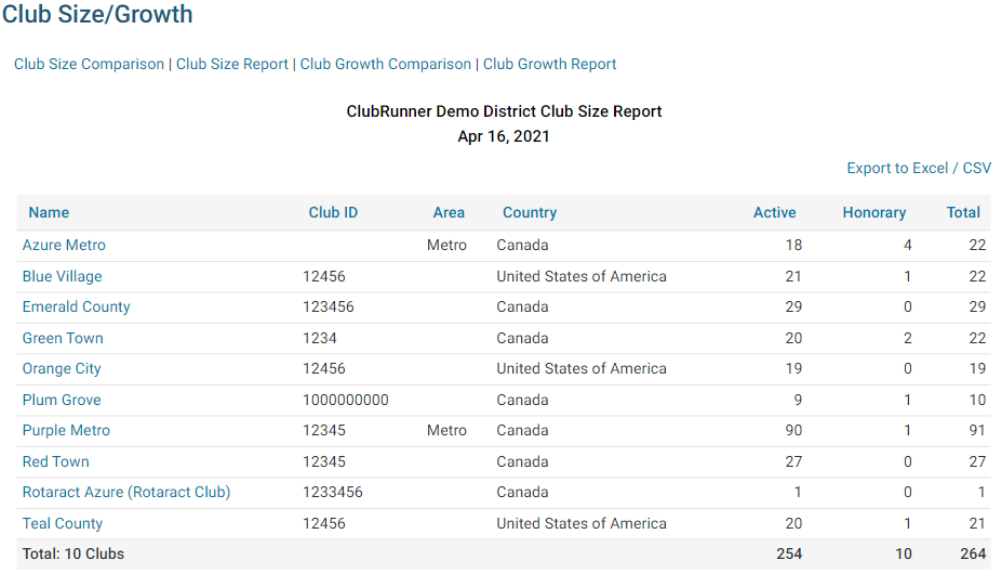
Name	Total Members
Purple Metro	91
Emerald County	29
Red Town	27
Azure Metro	22
Blue Village	22
Green Town	22
Teal County	21
Orange City	19
Plum Grove	10
Rotaract Azure (Rotaract Club)	1

Total: 10 clubs
Total Members includes Active and Honorary members.

5. To see more information about the Club's members, click on the **Club Size Report**.



6. The **Club Size Report** page displays the Club name, Club ID, area, country, number of active and honorary members and total members. At the bottom of the report it displays the totals. To download the report, click **Export to Excel / CSV** to download an Excel file of the report.



Club Size/Growth

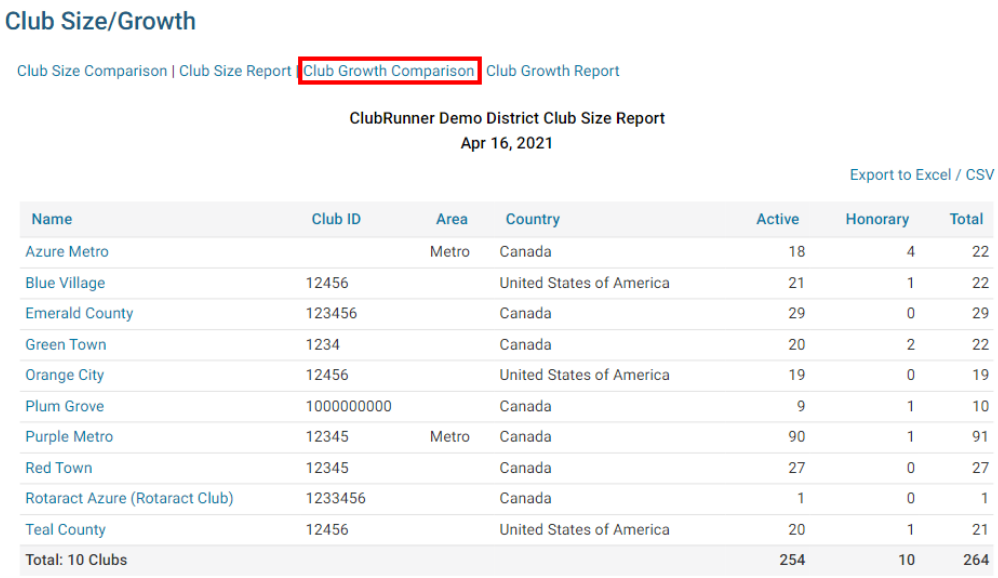
Club Size Comparison | Club Size Report | Club Growth Comparison | Club Growth Report

ClubRunner Demo District Club Size Report
Apr 16, 2021

Export to Excel / CSV

Name	Club ID	Area	Country	Active	Honorary	Total
Azure Metro		Metro	Canada	18	4	22
Blue Village	12456		United States of America	21	1	22
Emerald County	123456		Canada	29	0	29
Green Town	1234		Canada	20	2	22
Orange City	12456		United States of America	19	0	19
Plum Grove	1000000000		Canada	9	1	10
Purple Metro	12345	Metro	Canada	90	1	91
Red Town	12345		Canada	27	0	27
Rotaract Azure (Rotaract Club)	1233456		Canada	1	0	1
Teal County	12456		United States of America	20	1	21
Total: 10 Clubs				**254**	**10**	**264**

7. To compare the growth of the Clubs, click on **Club Growth Comparison**.

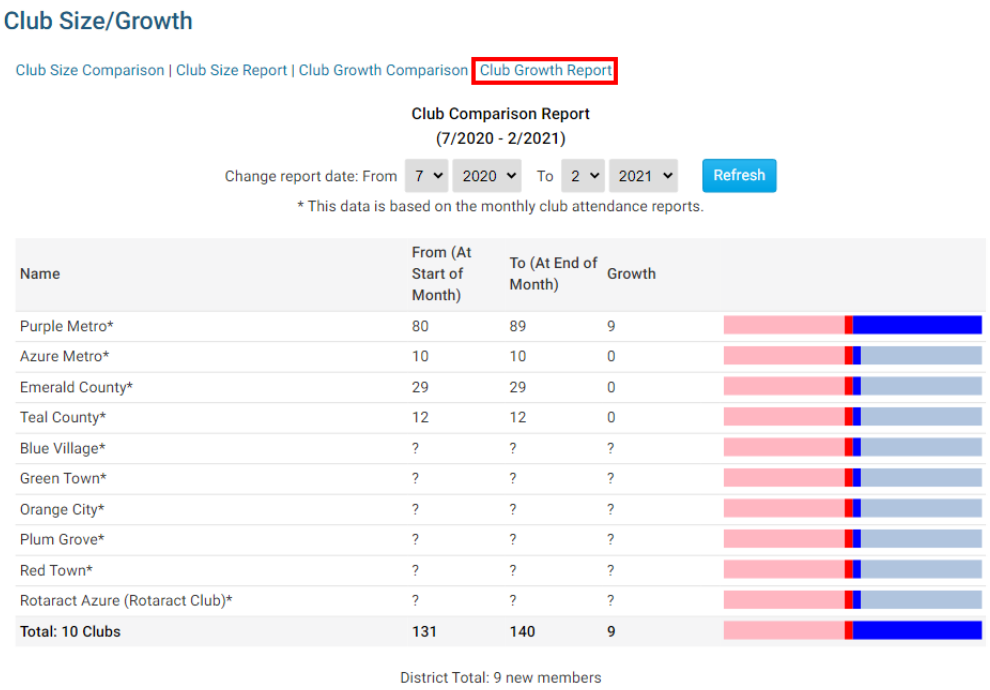


8. The **Club Growth Comparison** page displays the name of the Club, from report date, to report date, growth and a graph showing the growth (in blue) or decline (in red) of the Club. You can change the report date if you change the date in the **Change report date** area and then click on **Refresh**.

   Note: The report will start on the first of the month on the **From** date and the last day of the month on the **To** date.



9. To see more detailed information about the growth of the Clubs, click on **Club Growth Report**.



10. The Club Growth Report displays the name of the Club, Club ID, total number of members on the from date, total number of members on the to date, number of members added, number of members terminated, and the growth of the Clubs. You can change the date of the report in the **Change report date** area and click **Refresh** to apply the changes. If you uncheck the checkbox beside **Active** or **Honorary** and then click **Refresh** to apply the changes, it will hide the active or honorary members on the report. To download the report, click **Export to Excel / CSV** to download an Excel file of the report.

