ClubRunner

How do I use the monthly district dashboard?

Michael C. - 2021-04-16 - Reports

Your district page will generate a new Monthly District Dashboard every month. The dashboard presents a breakdown of membership into various charters, making it easy to track changes on a monthly basis.

Note: Reports do not include Honorary Members.

1. To access the Monthly District Dashboard, log in to your district webpage. Then, click **Member Area** in the top right of the page.

2. Click on the **Membership** tab.

3. Next, click on the **District Dashboard** link.

4. This brings you to the Monthly District Dashboard. Here, you can filter the information shown in three ways.

   - **All:** Used to view reports for all the clubs listed within the District.
   - **By Area:** Used to filter by club with the Area of an Assistant/Area Governor.
   - **By Club:** Used to look up totals individually by Club.