ClubRunner

What is the club dashboard?

Michael C. - 2021-03-01 - Reports

The Club Dashboard feature is designed to show an overview of the club member information for a given month or current Rotary year.

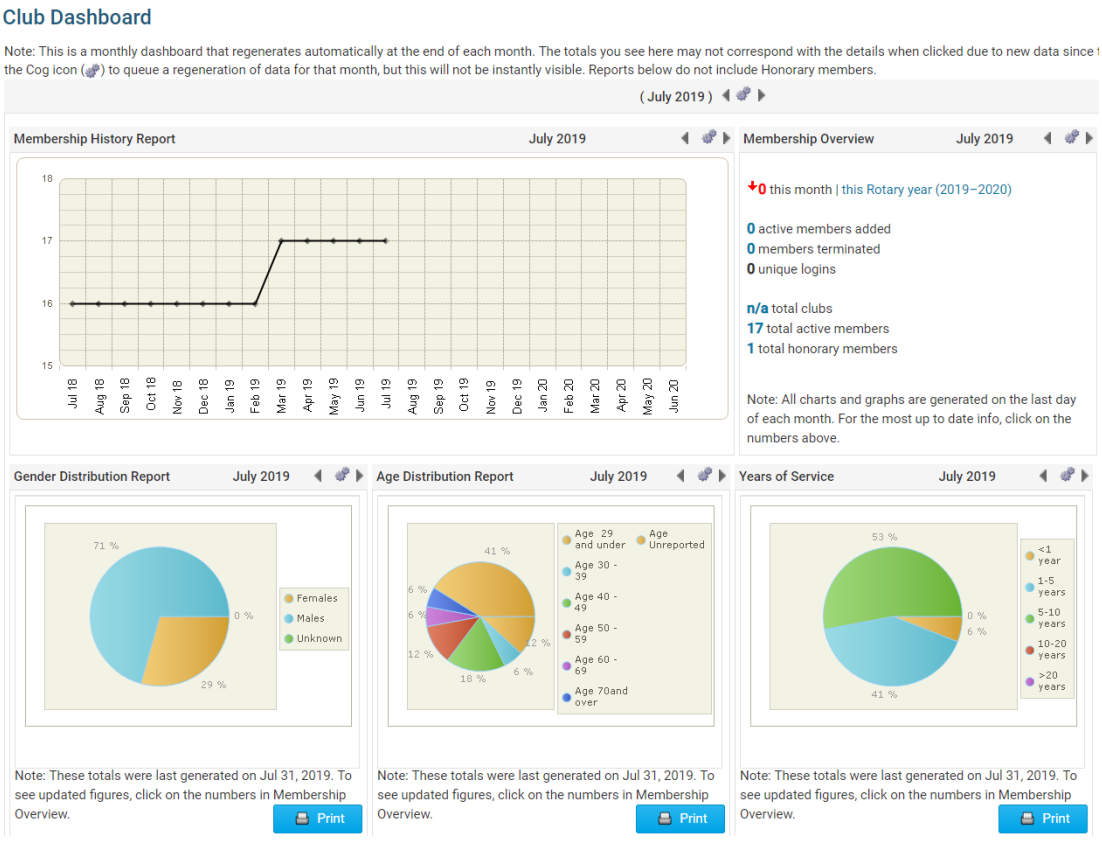
Club Dashboard

Club Dashboard is a series of reports put together to form an overview of the club members. These reports include Membership History, Gender Distribution, Age Distribution, Years of Service, & Membership overview.

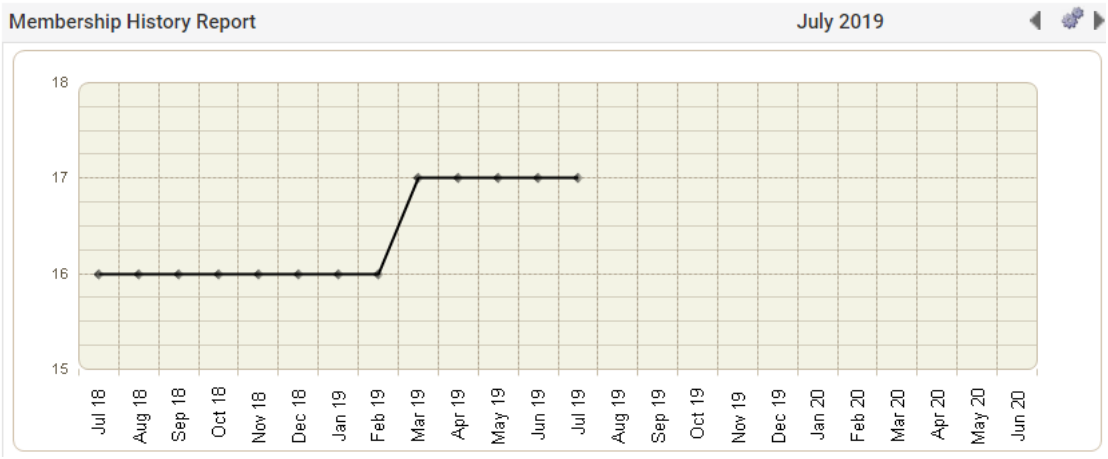
The information does not display in real-time, however it can be updated by clicking on the “refresh” icon. Please refer to Section 8 (Club Dashboard Date Controller).

A member must have minimum access rights of **Club Executive** (level 50). This will allow you to:

- View the Membership Overview
- Print reports based on different categories

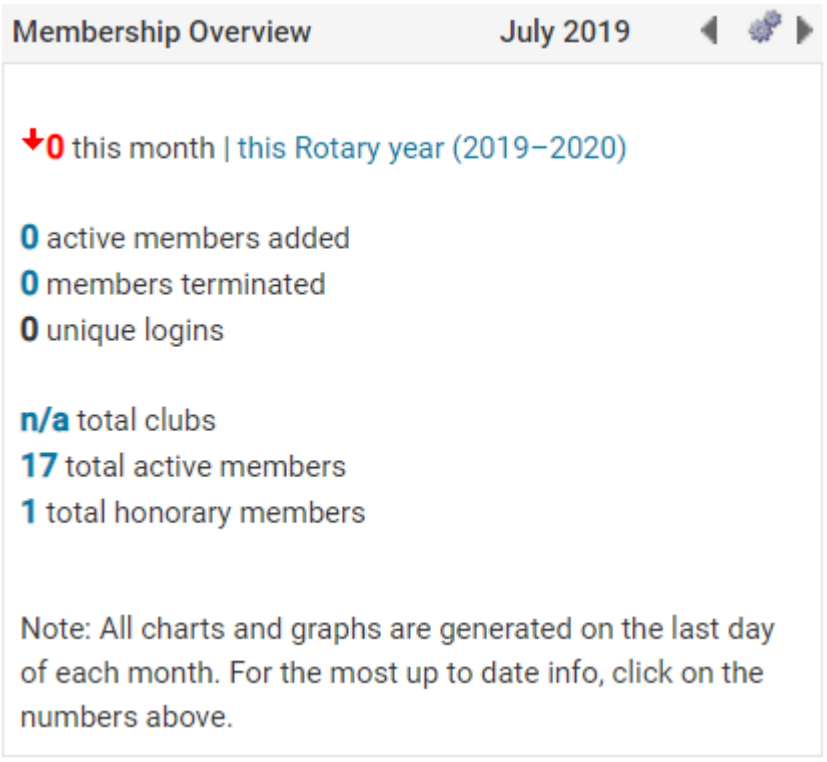


Membership History Report



- This report is a line graph that displays the active membership count over the past months.
- The Date above the graph displays when the graph is accurate up to.
- The arrows beside the date allow the user to change the last month of the graph. (i.e.: If you only wanted to see data up to June simply click the **left** arrow once.)

Membership Overview



Membership overview is a breakdown of membership changes within the month or Rotary year (i.e. new active members added, terminated members, etc.). To display the data from this Rotary year, simply click on the link **this Rotary year (2019-2020)** and the values will change based on the Rotary year. If you would rather just see the data by month then click on the **this month** link.

1. **Active Members Added Report**

   The total value number is a clickable link. Clicking on the number will take you to the active member's added report.

   The report displays the added member's information. Click on the **Download** button to export member details to a CSV file.

   Note: If a member was added as an **Honorary**, the active member's added count will increase but the member will NOT display in this report. Instead they will appear in the Honorary members report.

2. **Members Terminated Report**

   The total value number is a clickable link. Clicking on the number will take you to the terminated member's report.

   This report displays the terminated member's information. There is a **Download** button that will export member details to a CSV file.

3. **Total Active Members Report**

   The total value number is a clickable link. Clicking on the number will take you to the active member's added report.

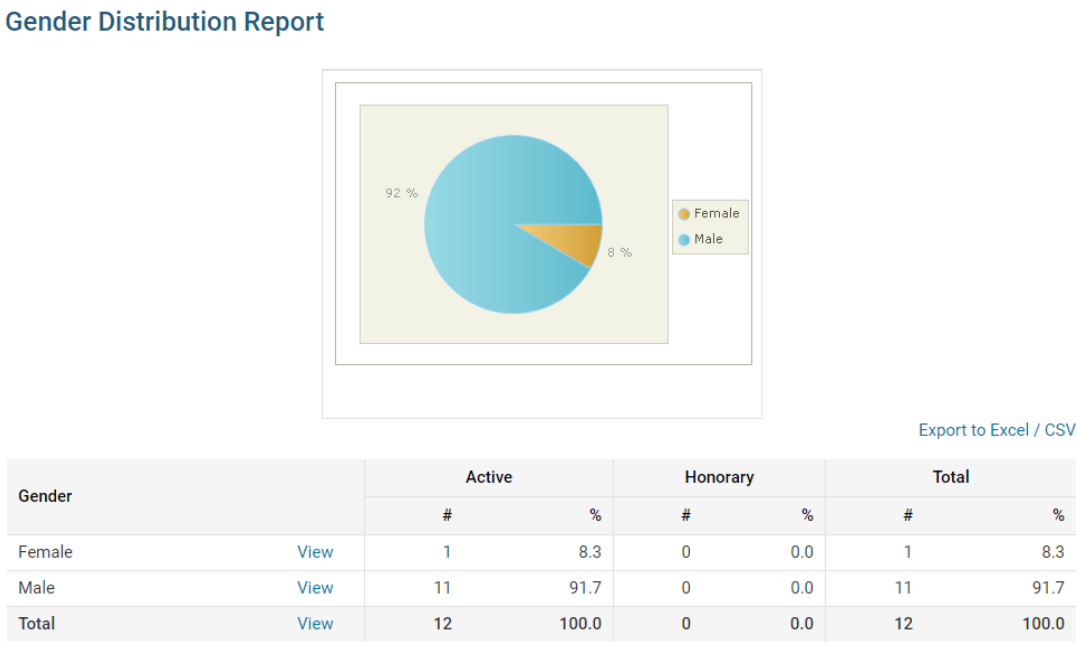
   The report displays the club member's information. Click on the **Download** button to export member details to a CSV file.

4. **Total Honorary Members Report**

   The total value number is a clickable link. Clicking on the number will take you to the honorary member's report.

   The report displays all of the clubs honorary members. Click on the **Download** button to export member details to a CSV file.

Gender Distribution Report



Gender		Active		Honorary		Total	
		#	%	#	%	#	%
Female	View	1	8.3	0	0.0	1	8.3
Male	View	11	91.7	0	0.0	11	91.7
Total	View	12	100.0	0	0.0	12	100.0

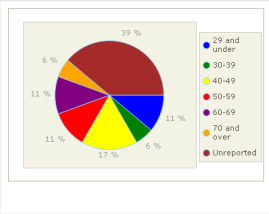
This report is a breakdown of the Clubs membership by gender.

- The member has the ability to click on the **Print** button to have the report sent to a printer.
- The member also has the ability to change the month that is being displayed by clicking on the **left** and **right** arrows.

Note: To see a member breakdown of the information, click on the Reports tab from the horizontal blue menu bar on the top of your Admin page and then click on the Gender Distribution link.

Age Distribution Report

Age Distribution Report



Export to Excel / CSV

Age Group		Active		Honorary		Total	
		#	%	#	%	#	%
29 and under	View	2	11.1	0	0.0	2	11.1
30-39	View	1	5.6	0	0.0	1	5.6
40-49	View	3	16.7	0	0.0	3	16.7
50-59	View	2	11.1	0	0.0	2	11.1
60-69	View	1	5.6	1	5.6	2	11.1
70 and over	View	1	5.6	0	0.0	1	5.6
Unreported	View	7	38.9	0	0.0	7	38.9
Total	View	17	94.4	1	5.6	18	100.0
Average Age		49		64		51	

This report is a breakdown of the Clubs membership by age.

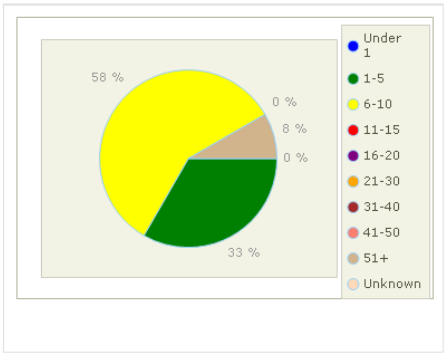
- The member has the ability to click on the **Print** button to have the report sent to a printer.
- The member also has the ability to change the Month that is being displayed by clicking on the **left** and **right** arrows.
- Ages are divided into 6 categories: Under 35, 35-49, 50-64, 65-79, 80+, & Unknown.

Note: To see a member breakdown of the information, click on the Reports tab from the horizontal blue menu bar on the top of your Admin page and then click on the Age Distribution link.

Years of Service

Years of Service Report

Base report on following date: Date Joined Rotary Date Joined Club Show



Export to Excel / CSV

Years of Service		Active		Honorary		Total	
		#	%	#	%	#	%
Under 1	View	0	0.0	0	0.0	0	0.0
1-5	View	4	33.3	0	0.0	4	33.3
6-10	View	7	58.3	0	0.0	7	58.3
11-15	View	0	0.0	0	0.0	0	0.0
16-20	View	0	0.0	0	0.0	0	0.0
21-30	View	0	0.0	0	0.0	0	0.0

This report is a breakdown of the Clubs members by Years of Service.

- The member has the ability to click on the **Print** button to have the report sent to a printer.
- The member also has the ability to change the month that is being displayed by clicking on the **left** and **right** arrows.
- The Years of Service is based on the members Date Joined. For example, if a member joined on January 7th, 2010 and the current date is September 1st, 2012, then the total years of service are 2 years.

- Years of service is divided into categories: <1, 1-5, 6-10, etc.

Note: To see a member breakdown of the information, click on the Reports tab from the horizontal blue menu bar on the top of your Admin page and then click on the Years of Service link.

Club Dashboard Date Controller

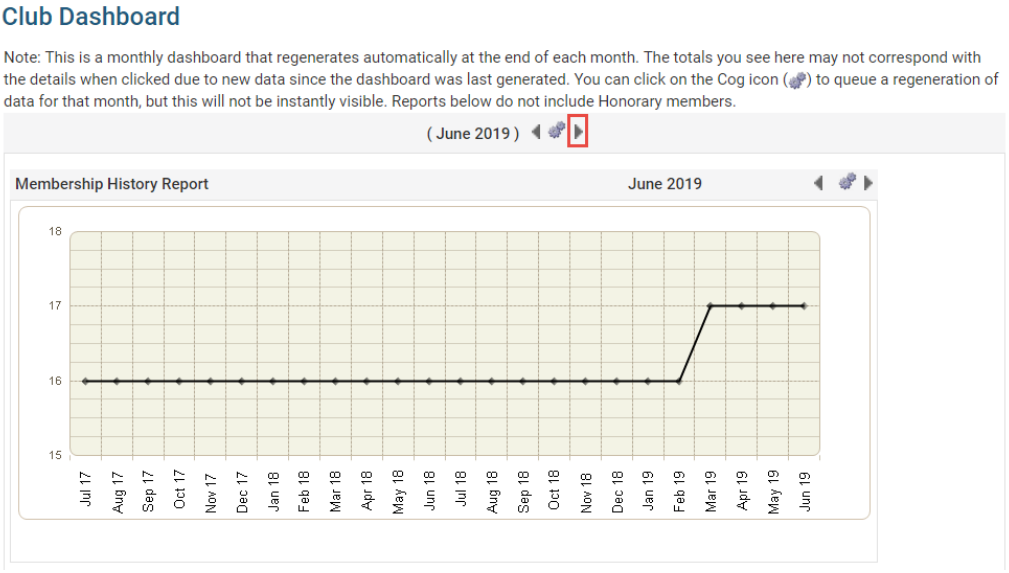
By changing the date displayed at the top of the Club Dashboard screen; it will update all the reports below with the same date.

Clicking on the center icon () will refresh all the reports with the date specified at the top.

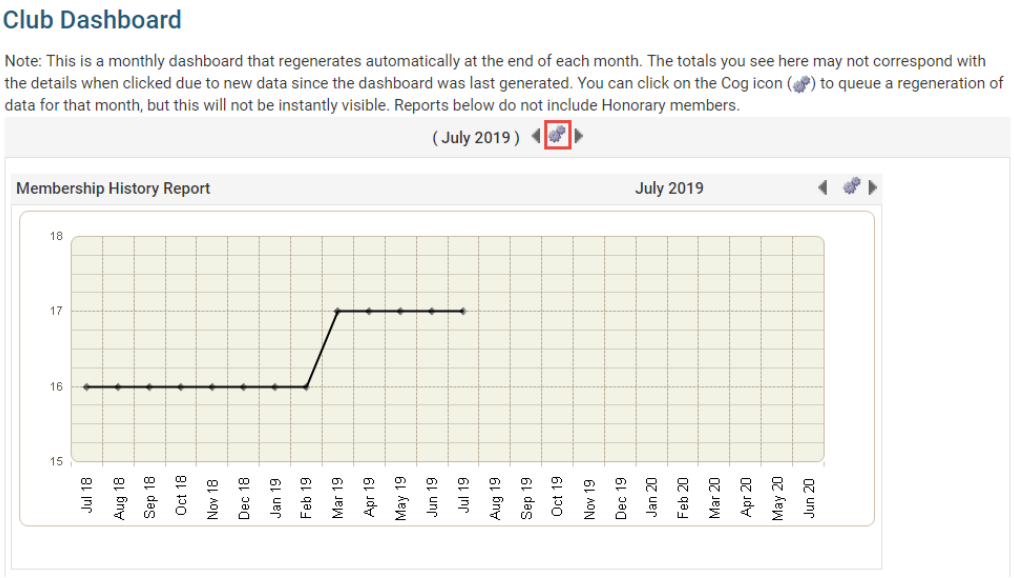
Advancing to a month that does not have any data generated will give the member the option to request an update. To do so, kindly follow the steps below:

1. Go to the Club Dashboard screen by clicking on the Club Dashboard link from your Admin page.

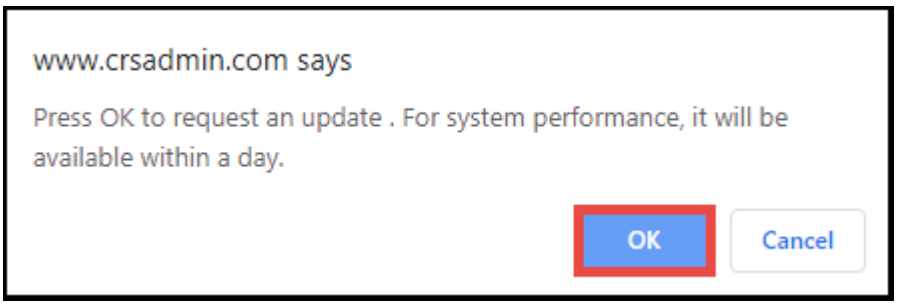
2. By default, the screen will load the latest completed month. Click on the Right arrow.



3. You will now see the new month as well as the following gears icon (). Click on the icon.



4. You should now see a message box stating “Press OK to request an update.”



5. By Pressing **OK** you will indicate to ClubRunner that you want the update done now. It may take up to 24 hours for the information to update.

Related Content

- What is the login activity report?
- What is the birthday & anniversary report?
- What is the years of service report?
- What is the gender distribution report?
- What is the age distribution report?
- What is the club activity report?
- What is the member activity report?
- How do I download member data?