HOW TO MANAGE MEMBERSHIP LEADS (FOR CLUBS)

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

2. 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.

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

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
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**

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.
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

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