HOW TO MANAGE MEMBERSHIP LEADS (FOR DISTRICTS)

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

2. Select View or manage leads.

If you don’t have any leads, you’ll get a message that explains why.
You can filter or sort leads. Scroll down to see more pages.

View your leads here. District governors and membership committee chairs can select a candidate’s name to see more information.

### Prospective member leads show:
- How they heard about Rotary
- Alumni and program participation

### Referral leads show:
- Details about the candidate
- Who made the referral

### 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.

To take action on a lead, select `Manage status`. Then choose an action from the Change Status drop-down menu and select a club, if appropriate. Be sure to leave feedback for your clubs to endorse the candidate or add other notes for your club or district leaders. (Feedback is a requirement for some statuses.) Then hit `Submit`.

If a club is grayed out, it has opted not to receive leads.

Some statuses are considered the final step of the process and the leads are no longer visible on this page. You can access these inactive leads in reports (see step 5).

If a club doesn’t take action on a lead, it will be routed back to you for reassignment.

Status history shows the progress of active leads and any feedback left by assigned clubs, other district leaders, or staff.
MANAGE MEMBERSHIP LEADS

View and manage your membership leads, including progress of districts informed about the progress of your candidates.

You are viewing membership leads for District.

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

INDIVIDUAL REPORTS

Contributions & Recognition

Donor History Report
View your contributions to The Rotary Foundation.

View report | Give online | Mail your contribution

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

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.