HOW TO USE THE PROGRAM PARTICIPANTS AND ALUMNI REPORT

1. Go to Rotary.org and sign in to My Rotary. Select Manage, then Reports.

2. Scroll down to Alumni, under the District Reports section, and select Program Participants & Alumni.
Choose Program Participants and Alumni by District to generate a report listing participants connected to your district.

3

The report will list future, current, and past program participants. Use the tabs at the bottom to view the type of information you need.

4

- Residing tab — participants that live in the district
- Hosted tab — participants hosted by the district
- Sponsored tab — participants sponsored by the district
- Contact Information — information for all participants who are connected to the district in any way
Use filters to narrow the results to just the information you want.

Filters vary by tab. They include:
- Membership — see just Rotary and Rotaract members or just nonmembers
- Program — e.g., Group Study Exchange, Rotary Volunteers, Rotary Youth Exchange
- Current Club Type — Rotary club or Rotaract club
- Program Year — by Rotary year (e.g., participation in August 2004, part of Rotary year 2004-05, is listed in program year 2005)
- Email — shows only participants with known email addresses
- Language — participants known to speak a particular language (not all participants will have a language designated in their data)

Before using any of the data from the report, review the privacy policy statement in the footer of the Contact Information tab.