

Real Time Reports



User Guide

Getting Started

Access the LCI Real Time Reports by logging on to:

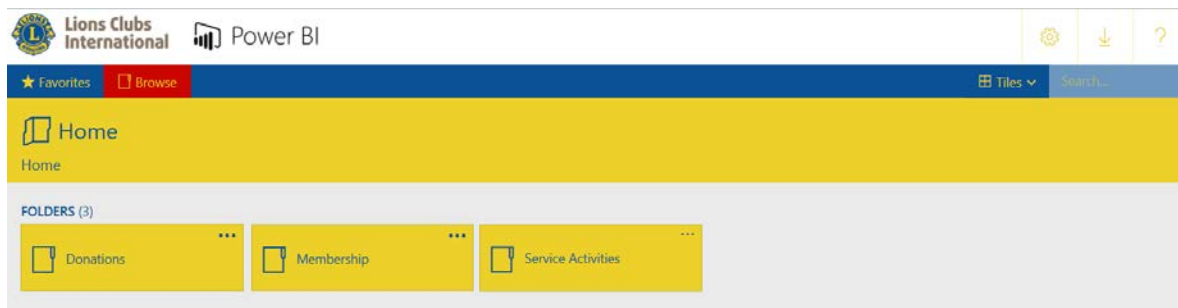
dashboard.lionsclubs.org/reports/browse

User name RTR

Password real&time

Please don't share the access information with other Lions. In the future, access to this type of information will be available through MyLion.

This is what the Home screen looks like:



Within each folder there are two reports:

1. **Dashboard report**—Selecting a dashboard report provides you with high-level information in graphical format. Information can be viewed either globally or by constitutional area. Use screen capture to save a copy of a dashboard report.
2. **Drilldown report**—Drilldown reports are ones in which you click on an organizational level [+], and view details of the level below. [-] indicates that this is the lowest level you can see. To save a copy of the rows displayed, you can use the Export to Word function. Export to Word provides a formatted table that can be manipulated in Excel, if needed. If you would like a copy of all data rows, use Export to CSV.

Report Details

Each report is described on the following pages:

- | | |
|---|--|
| 1) LCIF Donations Dashboard | 2) LCIF Donations Drilldown Report |
| 3) Membership Dashboard | 4) Membership Drilldown Report |
| 5) Service Activities Dashboard | 6) Service Activities Drilldown Report |

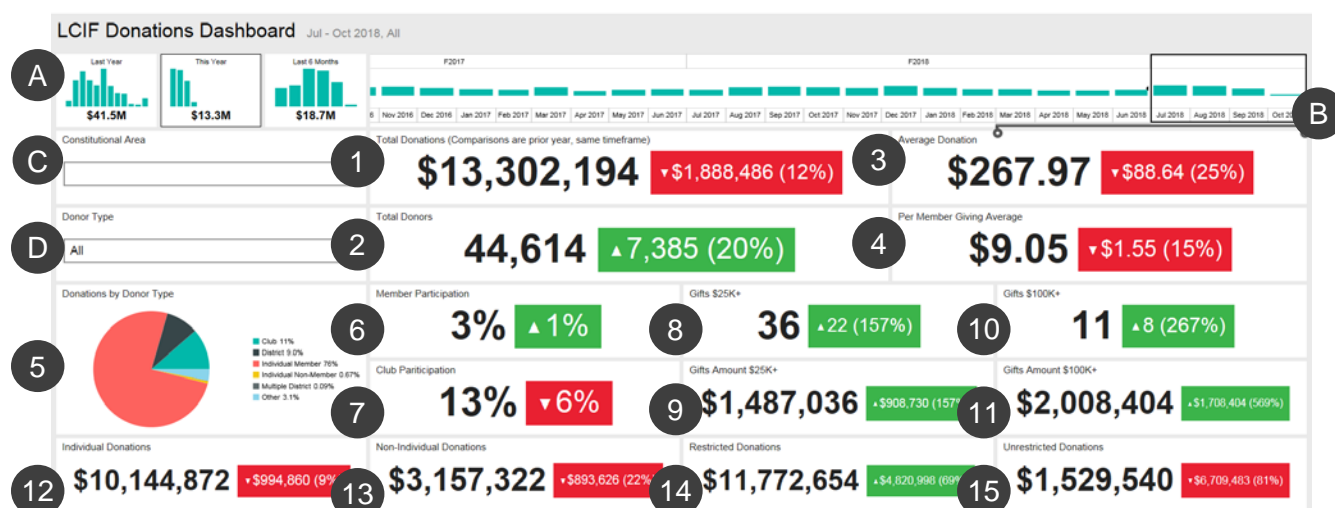


1) LCIF Donations Dashboard

This dashboard displays donation data with the following options:

- A) Select a box in the timeline area to select donation data for a timeframe from one month to multiple years.
- B) Slide the bar beneath the timeline area to change the years shown; Pull the circles at the ends of the bar to extend the timeline backward or forward.
- C) Show association-wide donation data or use the pulldown option to choose a constitutional area.
- D) Show all donor types or use the pulldown option to choose a specific type: Club, District, Individual Member, Individual Non-Member, Multiple District or Other

Note: All data reflect the timeframe selected. All donation amounts are US dollars.



This dashboard displays:

- 1. Total Donations - Total amount of donations processed by LCIF
- 2. Total Donors - Total count of unique donors
- 3. Average Donation - Total amount donated divided by the number of gifts
- 4. Per Member Giving Average - Total amount donated divided by the number of members of Lions Clubs International
- 5. Donations by Donor Type – A chart displaying the percent of donation amounts by donor type: Club, District, Individual Member, Individual Non-Member, Multiple District and Other
- 6. Member Participation - Percent of members who have donated (note: percentages less than 1 are reflected as 0)
- 7. Club Participation - Percent of Lions clubs that have donated or have at least one member who has donated (note: percentages less than 1 are reflected as 0)
- 8. Gifts \$25K+ - Count of gifts processed with amounts of \$25,000 to \$99,999



9. Gifts Amount \$25K - Total dollars raised through gifts donated with amounts of \$25,000 to \$99,999
10. Gifts \$100K+ - Count of gifts processed with amounts of \$100,000 and over
11. Gifts Amount \$100K+ - Total dollars raised through gifts donated with amounts of \$100,000 and over
12. Individual Donations - Amount of personal donations by both members and non-members
13. Non-individual Donations - Amount of donations by clubs, districts, multiple districts and other entities
14. Restricted Donations - Amount of donations categorized as restricted
15. Unrestricted Donations - Amount of donations categorized as unrestricted

Comparisons

The above data are shown with a comparison to the same timeframe in the previous year. In the example above, the July 2018 through September 2018 timeframe is selected, so all comparisons will be with the July 2017 through September 2017 timeframe.

Each comparison box displays a triangle pointed up or down, indicating whether donations have increased or decreased, followed by the amount of the change and the percent of the change.

2) LCIF Donations Drilldown Report

This report enables you to see donation data at all organization levels. Begin by selecting the **A)** starting and ending months and years of the report. You can also choose to select **B)** an individual Constitutional Area. Then click the **C)** View Report button.

Home > Donations > LCIF Donations Drilldown Report

A From Month: From Year: To Month: To Year: Constitutional Area: **B** **C** View Report

LCIF Donations Drilldown Report As of November 02, 2018

Constitutional Area	Multiple District	District	Club Name	Club ID	State or Country	Total Donations	Total Donors	Average Donations	Per Member Gifts Amount \$25K+	Gifts \$25K+	Gifts Amount \$100K+	Gifts \$100K+	Member Participation	Club Participation	Individual Donations	Non-Individual Donations	Restricted Donations	Unrestricted Donations
USA and Affiliates, Bermuda and Bahamas			Total			\$361,791.33	2393	\$151.29	\$0.00	\$0.00	0	\$194,395.00	1	0.0%	\$263,649.78	\$398,385.35	\$844,338.63	\$33,713.70
Canada			Total			\$44,318.38	393	\$112.69	\$0.00	\$0.00	0	\$0.00	0	0.0%	\$2,681.33	\$43,637.05	\$44,362.97	\$135.48
South America, Central America, Caribbean & Mexico			Total			\$108,619.52	548	\$198.20	\$0.00	\$0.00	0	\$0.00	0	0.0%	\$63,954.95	\$44,664.57	\$108,364.98	\$63.80
Europe			Total			\$346,553.81	364	\$952.07	\$0.00	\$0.00	0	\$0.00	0	0.0%	\$175,618.44	\$170,935.37	\$194,937.78	\$1,578.10
Western and South-East Asia			Total			\$10,463,575.27	39279	\$266.43	\$0.00	\$1,133,005.79	25	\$1,110,000.00	7	0.0%	\$6,448,575.25	\$4,015,000.02	\$6,007,966.79	\$1,455,568.46
South, South Asia, Africa and Middle East			Total			\$1,325,948.94	1332	\$995.45	\$0.00	\$0.00	0	\$489,158.13	3	0.0%	\$1,175,791.38	\$7,157.56	\$1,183,458.75	\$12,618.18
Oceania, New Zealand, Papua New Guinea, Solomon, & Pacific			Total			\$235,938.07	393	\$598.06	\$0.00	\$0.00	0	\$0.00	0	0.0%	\$108,798.41	\$125,639.66	\$138,989.43	\$99.64
International Confederal Area Club			Total			\$10.00	1	\$10.00	\$0.00	\$0.00	0	\$0.00	0	0.0%	\$10.00	\$0.00	\$10.00	\$0.00
Non-Affiliated			Total			\$433,918.32	243	\$1,785.34	\$0.00	\$71,610.00	1	\$103,970.00	1	0.0%	\$10,822.93	\$403,095.41	\$433,325.62	\$16,792.78
Total						\$13,963,596.13	49614	\$281.67	\$0.00	\$1,987,635.79	36	\$2,698,644.00	11	0.0%	\$10,144,952.42	\$5,137,523.73	\$11,772,433.84	\$1,528,546.19

The report displays the following columns, from left to right. See the descriptions above for additional details.

1. Constitutional Area
2. Multiple District
3. District
4. Club Name
5. Club ID

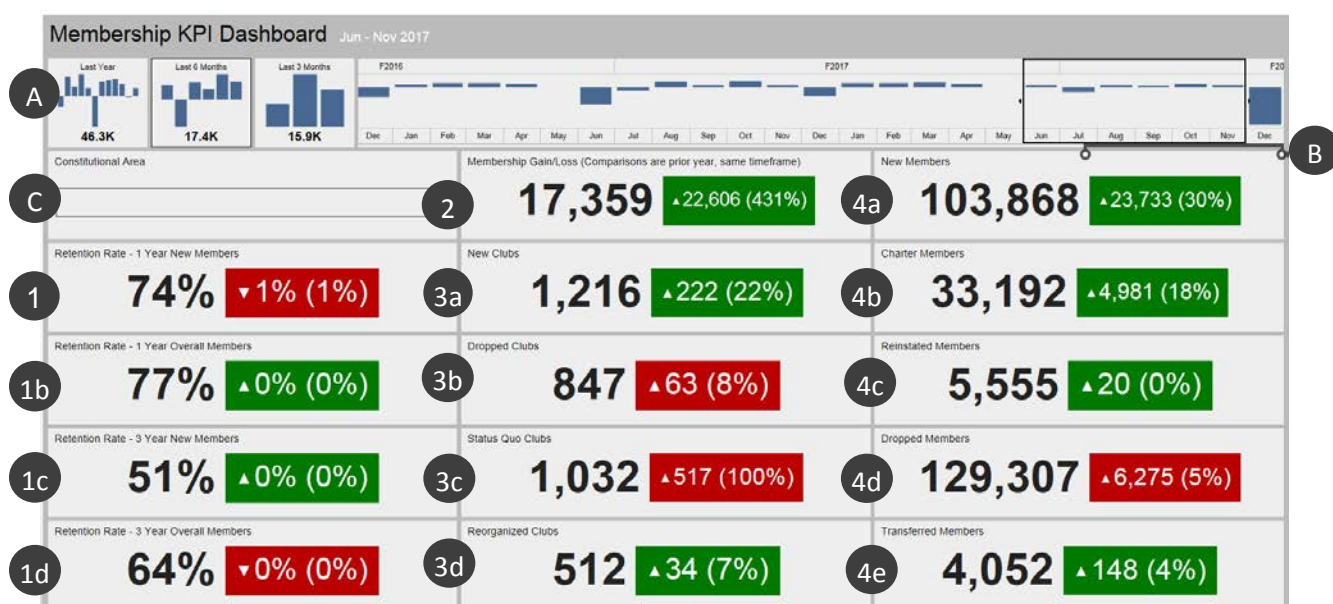


6. State or Country
7. Total Donations
8. Total Donors
9. Average Donation
10. Per Member Giving Average
11. Gifts Amount \$25K+
12. Gifts \$25K+
13. Gifts Amount \$100K+
14. Gifts \$100K+
15. Member Participation
16. Club Participation
17. Individual Donations
18. Non-Individual Donations
19. Restricted Donations
20. Unrestricted Donations

3) Membership Dashboard

This dashboard displays membership data with the following options:

- A) Select a box in the timeline area to select membership data for a timeframe from one month to multiple years.
- B) Slide the bar beneath the timeline area to change the years shown; Pull the circles at the ends of the bar to extend the timeline backward or forward.
- C) Show association-wide membership data or use the pulldown option to choose a constitutional area.



Once you determine the data you would like to see, the dashboard displays the following information:

- 1a. Retention rate – 1 Year New members: percent of members who joined during the selected month in the previous year who are still active a year later. If multiple months are selected, the rates for each month are averaged.
- 1b. Retention rate – 1 Year Overall Members: percent of all members active during the selected month in the previous year who are still active a year later. If multiple months are selected, the rates for each month are averaged.
- 1c. Retention rate - 3 Year New Members: percent of members who joined during the selected month 3 years previously who are still active 3 years later. If multiple months are selected, the rates for each month are averaged.
- 1d. Retention rate – 3 Year Overall Members: percent of all members active during the selected month 3 years previously who are still active 3 years later. If multiple months are selected, the rates for each month are averaged.
2. Membership Gain/Loss: the difference between total members added and total members dropped in the selected timeframe.
- 3a. New Clubs: number of clubs chartered in the selected timeframe.
- 3b. Dropped Clubs: number of clubs canceled in the selected timeframe. Unlike other measures, dropped clubs are good [green] when these numbers go down.
- 3c. Status Quo Clubs: number of clubs that are not active in the selected timeframe.
- 3d. Reorganized Clubs: number of clubs that have returned to active status from cancellation or status quo in the selected timeframe.
- 4a. New Members: number of members who have been added in the selected timeframe—except for charter members.



- 4b. Charter Members: number of members of newly-formed clubs within 90 days of charter approval. They also include reinstated charter members of existing clubs.
- 4c. Reinstated Members: number of members who returned to active status from cancelation or status quo in the selected timeframe.
- 4d. Dropped Members: number of members from canceled clubs and transfer members in the selected timeframe. Unlike other measures, dropped members are good [green] when these numbers go down.
- 4e. Transferred Members: number of members who dropped from their clubs in good standing and transferred their memberships to other clubs in the selected timeframe.

Comparisons

Each piece of data is shown with a comparison to the same timeframe in the previous year. In the example above, the June through November 2017 timeframe is selected, so all comparisons will be with the June through November 2016 timeframe.

Also, the number of new clubs is 1,216. In the box to the right of that number is a triangle pointed up, meaning the number has increased. It has increased by 222 clubs, a 22% increase.

The box is colored green, indicating this is a positive result. Red boxes indicate data that has not improved since the previous year timeframe. Note that increases in dropped clubs, status quo clubs, and dropped members are not positive results and red boxes are displayed.

4) Membership Drilldown Report

This report is similar to the monthly Membership Cumulative Report, but provides real time data with the following enhancements:

- A) You can select the month and year. When changed, click the **View Report** button (B) to display the report.
- C) Constitutional areas, multiple districts and districts can be expanded to view more information.

Once you determine the data you'd like to see, the drilldown report displays the following columns, from left to right:

A

Month:

December

 Year:

2017

B

View Report

<

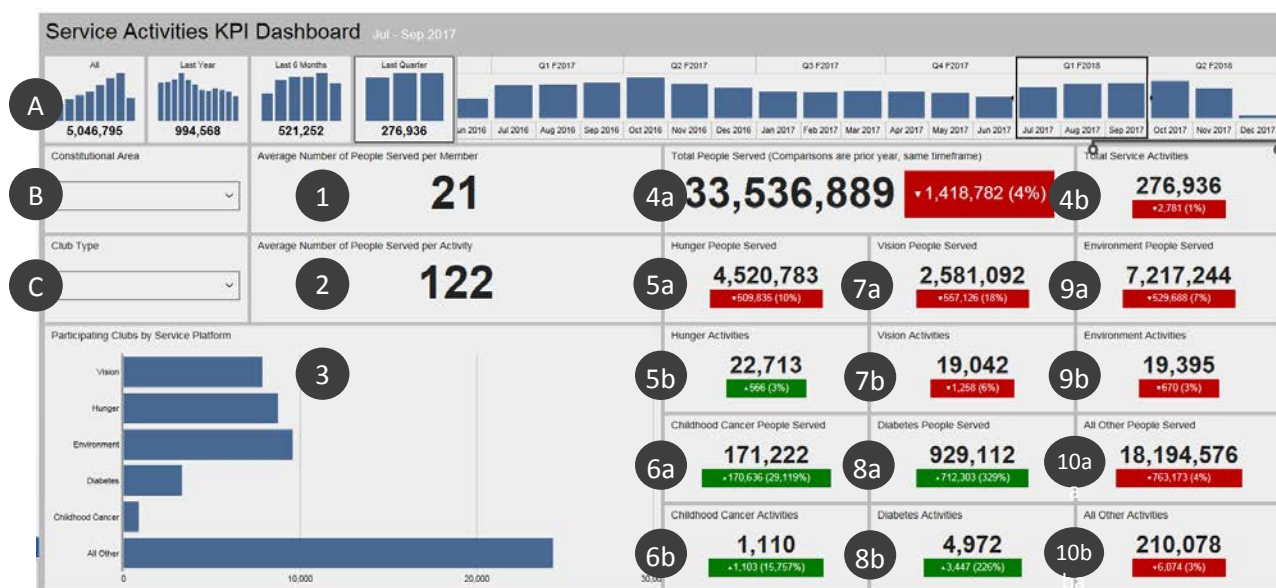


1. Total Clubs: number of clubs through the selected month.
2. New Clubs: number of clubs added in the fiscal year through the selected month.
3. Dropped Clubs: number of clubs canceled in the fiscal year through the selected month.
4. Reorganized Clubs: number of clubs that have returned to active status from cancelation or status quo in the fiscal year through the selected month.
5. Status Quo Clubs: number of clubs that are not active in the fiscal year through the selected month.
6. Charter Members: number of members from newly-formed clubs within 90 days of charter approval in the fiscal year through the selected month. Charter members also include reinstated charter members of existing clubs.
7. New Members: number of members newly joined in the fiscal year through the selected month.
8. Transferred Members: number of members who dropped from their clubs in good standing and transferred their memberships to other clubs within 12 months in the fiscal year through the selected month.
9. Reinstated Members: number of members who returned to active status from cancelation or status quo in the fiscal year through the selected month.
10. Total Members Added: number of members added in the fiscal year through the selected month.
11. Total Members Dropped: number of members dropped in the fiscal year through the selected month.
12. Total Membership: total number of members through the selected month.
13. Gain Or Loss Fiscal Year Period: the difference between total members added and total members dropped in the fiscal year through the selected month.
14. Retention Rate – 1 Year New Members: percent of members who joined during the selected month in the previous year who are still active a year later.
15. Retention Rate – 1 Year Overall Members: percent of all members active during the selected month in the previous year who are still active a year later.

5) Service Activities Dashboard

This dashboard displays Service Activities data with the following options:

- A) You can select a specific timeframe, from one month to multiple years.
- B) You can select organizational-level service or service data by your constitutional area.
- C) You can select your club type: Lion, Leo or combined.



Once you determine the data you would like to see, the dashboard displays the information below. Items 4 through 10 show a comparison to the same timeframe in the previous year:

1. Average number of people served per member.
2. Average number of people served per activity.
3. Number of clubs participating in each of the service framework platforms: Vision, Hunger, Environment, Diabetes and Childhood Cancer. All other service activities are represented in the final bar. Click and hold on any bar to see the exact number of clubs.
- 4a. Total number of people served.
- 4b. Total number of service activities.
- 5a. Number of people served by hunger activities.
- 5b. Number of hunger activities.
- 6a. Number of people served by childhood cancer activities.
- 6b. Number of childhood cancer activities.
- 7a. Number of people served by vision activities.
- 7b. Number of vision activities.
- 8a. Number of people served by diabetes activities.
- 8b. Number of diabetes activities.
- 9a. Number of people served by environment activities.
- 9b. Number of environment activities.
- 10a. Number of people served all other activities.
- 10b. Number of all other activities.



6) Service Activities Drilldown Report

This report enables you to get detailed service activity data in real time with the following options:

- A) The start and end dates of the report.
- B) Club type: Lion, Leo or Both.
- C) Club status: Good Standing, Newly Chartered, Cancelled, Status Quo, Pending Charter, Charter On Hold/Suspended or All

When you change the options, click the **View Report** button (D) to display the report.

A From Month From Year To Month To Year Club Type Current Club Status **D** View Report

100% Find | Next

Service Activities Drilldown Report As of May 08, 2018

Constitutional Area	Multiple District	District	Club	Current Club Status	State or Country	Service Activities	People Served	Hunger Service Activities	People Served	Vision Service Activities	People Served	Environment Service Activities	People Served	Childhood Cancer Service Activities	People Served	Diabetes Service Activities	People Served	All Other Service Activities	People Served
Australia, New Zealand, Papua New Guinea, Indonesia, S. Pacific			Total			54723	400446	1798	272645	1267	174271	3242	718020	164	17445	687	188964	47648	2713191
Canada			Total			33343	966187	1837	259429	1478	129921	1293	251406	28	3711	454	48267	28254	1988351
Europe			Total			48809	445484	2486	241826	2615	248894	2227	442062	238	54851	1314	258046	60799	2088004
India, South Asia, Africa and Middle East			Total			181024	2488162	2927	672600	14214	3772507	16027	6126168	895	228449	16447	2634652	102457	14031319
Orient and Southeast Asia			Total			77891	18722261	8286	1207872	4148	877709	8531	2112253	329	42798	2281	188646	17571	5902097
South America, Central America, Caribbean & Mexico			Total			137285	14657955	12385	1763822	7925	918653	6177	2294975	1472	237560	4835	987727	184650	8590304
U. S. and Affiliates, Bermuda and Bahamas			Total			179174	19787927	15309	2801440	22426	2471518	8580	2963089	351	41748	2908	375540	129647	10082120
Total						713603	88786193	68700	12866472	56231	8316835	43368	15128114	3477	638856	22848	5168784	541275	44919386

Use the [+] buttons to expand any Constitutional Area, Multiple District or District.

Once you determine the data you would like to see, the drilldown report displays the following columns, from left to right:

1. Constitutional area
2. Multiple district
3. District
4. Club
5. Current Club Status
6. State or country
7. Total number of service activities
8. Number of people served by those activities
9. Hunger—service activities and people served
10. Vision—service activities and people served
11. Environment—service activities and people served
12. Childhood cancer—service activities and people served
13. Diabetes—service activities and people served
14. All Other—service activities and people served