

Real Time Reports



User Guide

Getting Started

Access the LCI Real Time Reports by logging on to:

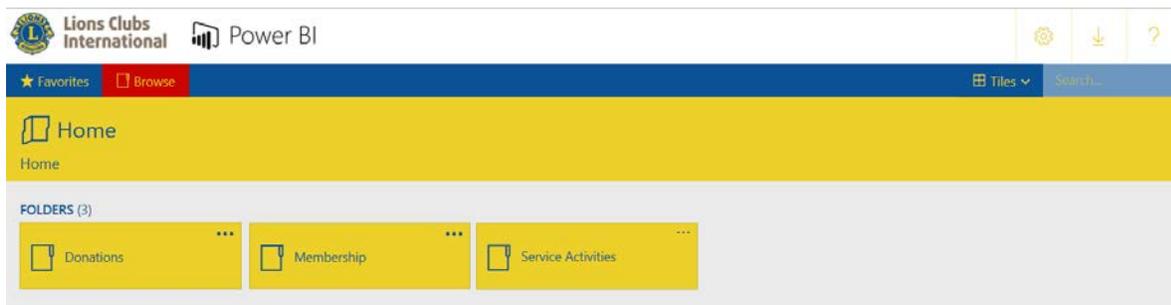
dashboard.lionsclubs.org/reports/browse

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](#)

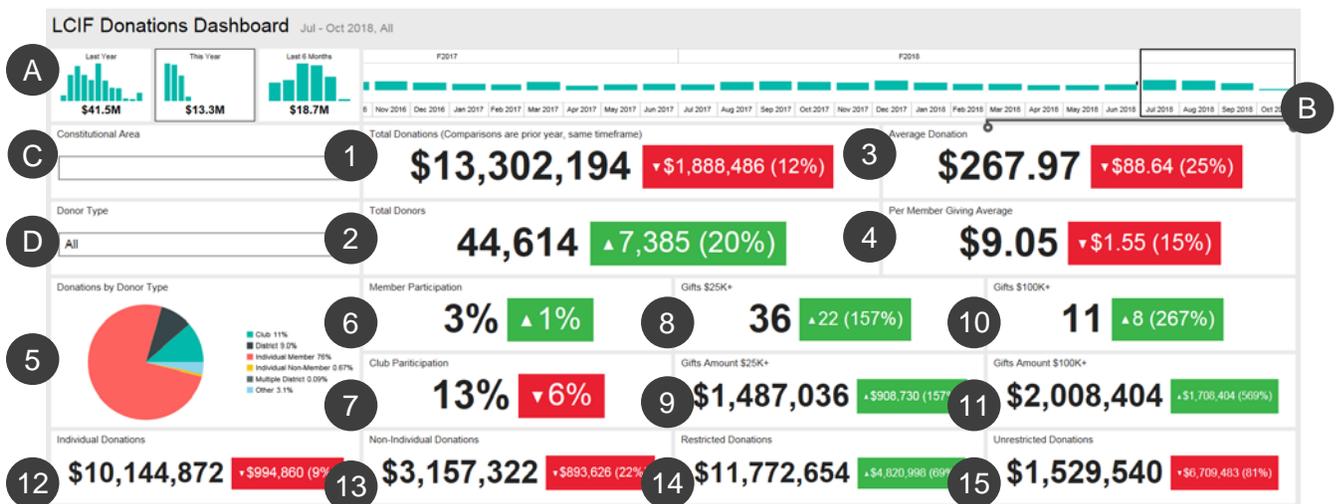


1) LCIF Donations Dashboard

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.

Constitutional Area	Multiple District	District	Club Name	Club ID	State or Country	Total Donations	Total Donors	Average Donations	Per Member Giving Average	Gifts Assessed \$25K+	Gifts \$25K+	Gifts Assessed \$100K+	Gifts \$100K+	Member Participation	Club Participation	Individual Donations	Non-Individual Donations	Restricted Donations	Unrestricted Donations
USA and Affiliates, Bermuda and Bahamas			Total			\$861,754.33	2393	\$360.79	\$0.00	\$0.00	\$194,395.00	1	0.0%	0.0%	\$263,649.78	\$598,161.55	\$841,510.63	\$22,173.70	
Canada			Total			\$44,578.38	393	\$113.43	\$0.00	\$0.00	\$0.00	0	0.0%	0.0%	\$2,681.23	\$41,897.15	\$44,578.38	\$0.00	
South America, Central America, Caribbean & Mexico			Total			\$168,619.52	548	\$307.68	\$0.00	\$0.00	\$0.00	0	0.0%	0.0%	\$0,000.00	\$168,619.52	\$168,619.52	\$0.00	
Europe			Total			\$346,553.81	564	\$614.44	\$0.00	\$0.00	\$0.00	0	0.0%	0.0%	\$27,610.44	\$318,943.37	\$346,553.81	\$0.00	
Western and Central Asia			Total			\$18,463,572.27	39279	\$469.88	\$0.00	\$1,153,000.00	20	0.0%	0.0%	\$6,448,112.21	\$11,815,460.06	\$18,463,572.27	\$0.00		
Africa, South Asia, Africa and Middle East			Total			\$1,185,948.54	1332	\$890.04	\$0.00	\$0.00	\$465,128.17	3	0.0%	0.0%	\$1,179,720.37	\$7,228.17	\$1,185,948.54	\$0.00	
Oceania, New Zealand, Papua New Guinea, Solomon, & Pacific			Total			\$228,938.07	393	\$582.54	\$0.00	\$0.00	\$0.00	0	0.0%	0.0%	\$168,768.81	\$160,169.26	\$228,938.07	\$0.00	
International Condonated Lions Club			Total			\$100.00	1	\$100.00	\$0.00	\$0.00	\$0.00	0	0.0%	0.0%	\$100.00	\$0.00	\$100.00	\$0.00	
Non-Affiliated			Total			\$431,918.32	263	\$1,642.24	\$0.00	\$7,000.00	1	0.0%	0.0%	\$0,000.00	\$431,918.32	\$431,918.32	\$0.00		
Total						\$13,362,594.15	4614	\$2895.67	\$0.00	\$1,967,000.00	26	0.0%	0.0%	\$10,144,072.42	\$3,218,521.73	\$13,362,594.15	\$0.00		

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

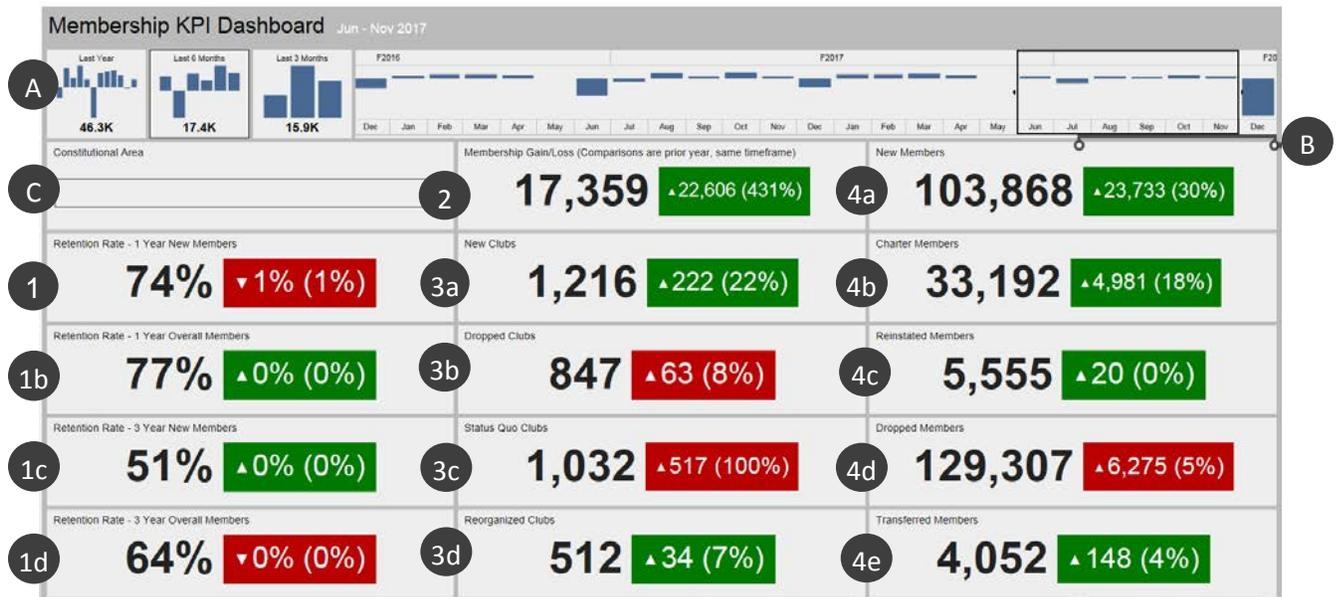


6. State or Country
7. Total Donations
8. Total Donors
9. Average Donation
10. Per Member Giving Average
11. Gifts Amount \$25K+
12. Gifts \$25K+
13. Gifts Amount \$100K+
14. Gifts \$100K+
15. Member Participation
16. Club Participation
17. Individual Donations
18. Non-Individual Donations
19. Restricted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

Year:

View Report

B

1 of 1 | 100% | Find | Next

Cumulative Membership and Club Summary Drilldown Report

As of December 12, 2017

Constitutional Area	Multiple Districts	Districts	State or Country	Total Clubs	New Clubs	Dropped Clubs	Reinstated Clubs	Status Quo Clubs	Charter Members	New Members	Transferred Members	Reinstated Members	Total Members Added	Total Members Dropped	Total Membership	Gain Or Loss Fiscal Year Period	Retention Rate - 1 Year New Members	Retention Rate - 3 Year Overall Members			
Americas, New Zealand, Papua New Guinea, Indonesia, S. Pacific	Multiple Districts 301	Districts 202 D	NEW ZEALAND	1399	4	18	2	7	138	1099	163	43	1404	1264	36107	138	77.6%	87.3%			
			NEW ZEALAND	37	0	1	0	0	0	44	4	1	45	48	1284	1	88.0%	98.1%			
			NEW ZEALAND	49	0	1	0	0	0	48	1	1	50	56	1318	4	100.0%	98.5%			
			NEW ZEALAND	48	0	0	0	0	0	38	0	2	58	57	1443	-7	81.7%	92.1%			
			NEW ZEALAND	29	0	0	0	0	0	1	42	0	0	56	49	1278	3	100.0%	95.9%		
			AMERICAN SOUTH	3	0	0	0	0	0	0	2	0	1	3	1	10	2	0.0%	93.8%		
			KENIGDON OF TORIA	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0.0%	100.0%		
			ISLE	5	0	0	0	0	0	0	0	0	1	3	38	4	0.0%	86.5%			
			SIKANDI	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0.0%	98.2%		
			NEW ZEALAND	54	0	2	0	0	4	64	18	4	96	75	1559	11	88.9%	85.9%			
			NEW ZEALAND	58	0	0	0	0	0	0	0	0	0	0	73	61	1762	12	93.9%	98.7%	
			NEW ZEALAND	49	0	0	0	0	0	1	32	0	1	40	61	1251	-23	83.3%	90.1%		
			Multiple Districts 307				341	31	9	4	5	542	758	11	61	1303	843	8054	509	81.9%	81.9%
			Unassigned				24	0	0	0	0	0	0	0	1	18	11	289	-1	100.0%	91.2%
Total				1921	35	23	6	12	680	2163	235	115	3193	2841	44948	352	81.2%	86.8%			
Canada				1338	2	13	6	7	77	1222	138	94	1338	3144	33086	-616	92.6%	88.3%			
Europe				9439	24	59	23	24	636	4097	523	182	5508	7715	258024	-2157	83.4%	92.6%			

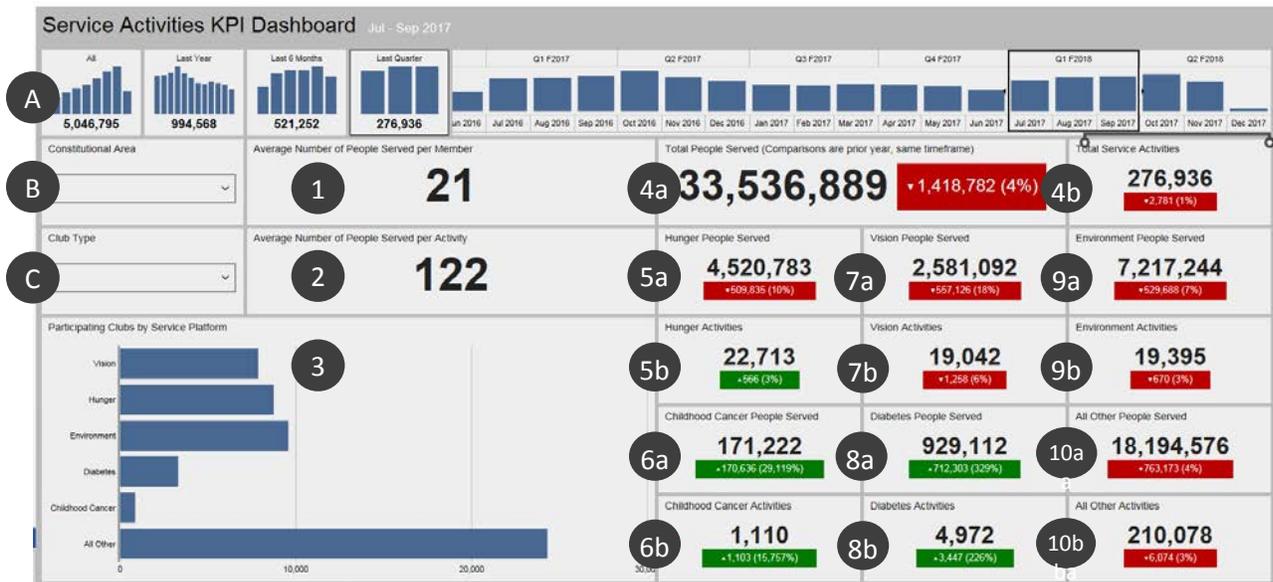


1. Total Clubs: number of clubs through the selected month.
2. New Clubs: number of clubs added in the fiscal year through the selected month.
3. Dropped Clubs: number of clubs canceled in the fiscal year through the selected month.
4. Reorganized Clubs: number of clubs that have returned to active status 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.

