THE IGNITE SCORE SHEET INSTRUCTIONS

District 5930 Membership Team

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1. Record the name of the club in the bright yellow area at the right of the page headings. This will automatically apply the club name to each record.

2. To the right of the club name, add the district number.

3. Add the names of dues paying club members (Active, Active LOA, Active – Rule of 85, and any other Active categories but not Honorary) to the list in column A. If you have an existing spreadsheet with the list of names you can copy from the old list and paste into the IGNITE score sheet. Insert the names of the dues paying club members as of July 1ST, to the list.   The count of members will automatically appear at the top of the worksheet. Do not enter a spacebar entry to clear a name as this will still count as a member in the list and will raise your goal. To clear a name, put the cursor in the cell and then use your keyboard Del key.

4. Note that the number of points will increase as you add members. However, there are many activities associated with the new member, that obtaining the 10 points is very easy.

5. Record points for each member next to their name in the appropriate columns C through T. The individual total will accumulate next to their name. Points should be cumulative - not month-by-month.   Example, if a Rotarian brings a visitor in July and one in August, the August total in the Bring A Visitor column should be 10 (5+5). The column total for the club will appear toward the top of the spreadsheet directly under the column label.

6. The club overall total will accumulate in Column B to the right of the label Club Totals.

7. The club goal at the very top is set automatically where it multiplies the number of non-blank cells in your member list times ten.

8. Once the club total meets or exceeds the club goal the red area at the very top of the form will display "Congratulations!!."

9. After making changes always remember to SAVE the workbook before exiting.

10. Name your worksheet Club Name-Month Year. For example, **Brownsville Sunrise-October 2020**. The file can be either .xls or .xlsx depending on the version of Excel you are using.

11. Please email the spreadsheet the first of every quarter (October, January, April), no later than the 10th of the following month to: luis.cavazos@geffinancial.com, with a copy to your Assistant Governor, and Membership Coordinator (if one is assigned to your area). Your first report is due October 10th. Your last report to meet Premier Club is due June 28th.

12. To save paper, this report is originally formatted to accommodate most clubs on a single page. For larger clubs extend the print area to include the last line of your data and resave the file.

13. You may contact any member of the District Membership Team with questions or email your questions to luis.cavazos@geffinancial.com

14. Now Attract, Engage, and Retain!