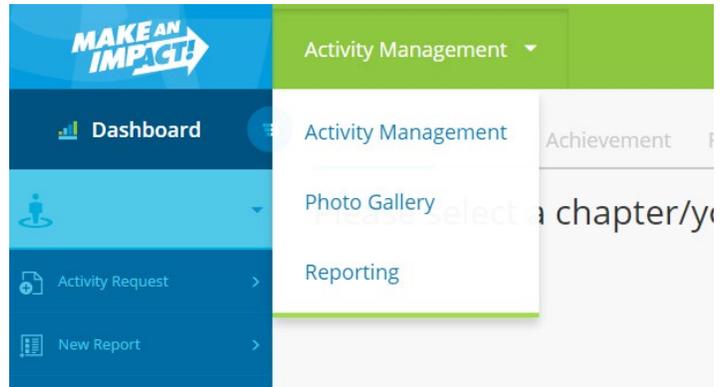# Accessing Reports on imakeanimpact.org

1. Log into imakeanimpact.org.

2. Select "Reporting" from the dropdown at the top.


3. Select from the list of reports. (See page 3 for a summary of each report.)

4. Select the desired filters for your report. The filters are defaulted to include all chapters, Summit chapters and youth service clubs. Your region(s) should be selected by default. You can narrow down the selection further using the date, date, district and other custom options in the report.

5. Click "Run Report."

6. You may view the report in the browser, or export it to Excel, Word, PDF, etc.
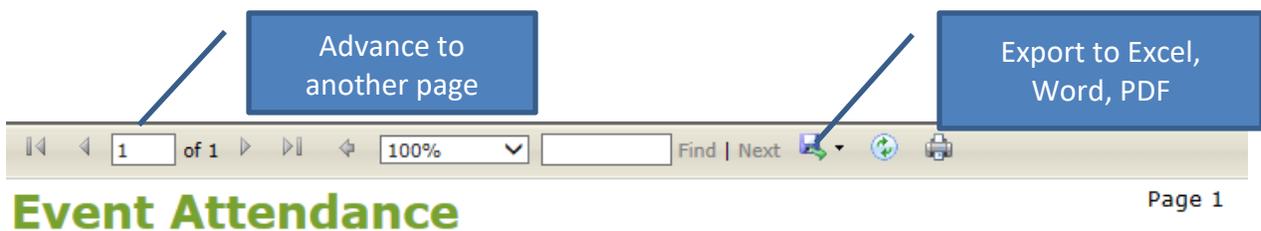
Accessing Reports on imakeanimpact.org

Many, but not all, reports include the chapter/club number, chapter/club type, leader name, city, state, county, region, territory, controlling region (if applicable) and district.

Event Count
Description: Displays the number of pending and completed activities by activity category and chapter/youth club number within a specified date range.
Filters: Date range (activity date); chapter/youth club number, chapter/club type, district, region, activity category or pending/completed status.
Accessible by: RDs, AAs and MPs

Event Attendance
Description: Displays the total members, guests and average attendance at activities by chapter/club number and activity category, based on activities that have been reported.
Filters: Start/end date (date of activity); chapter/youth club number, chapter/club type, district or region.
Accessible by: RDs, AAs, MPs, membership coordinators (reps only), sponsoring agents and fraternal leaders

Fraternal Reimbursement
Description: Shows the reimbursements that were provided to chapters/youth clubs by activity category within a given timeframe. Also includes a separate chart of leader compensation paid during that time.
Filters: Start/end dates (payment date); chapter/youth club number, chapter/club type, district and region. Choose whether to include the amount raised for Matching Fund events.
Accessible by: RDs, AAs, MPs, membership coordinators (reps only), sponsoring agents and fraternal leaders

Service Hours
Description: Displays the number of service hours reported by activity category and chapter/youth club number.
Filter by: Start/end date (activity date); chapter/club number, chapter/club type, district and region.
Accessible by: RDs, AAs, MPs, membership coordinators (reps only), sponsoring agents and fraternal leaders

Fraternal Impact Report
Description: Displays the chapter, Summit chapter and youth club reimbursements as well as the value of the youth educational program donations for each region.
Filter by: Date range and whether to include Matching Fund amount raised.
Accessible by: RDs, AAs, MPs and fraternal leaders

Activities
Description: Shows past and future activities that have been approved, including activity titles, dates, times and locations.
Filter by: Date range (activity date), activity category, chapter/youth club number, chapter/club type, district or region.
Accessible by: RDs, AAs, MPs, membership coordinators (reps only), sponsoring agents and fraternal leaders

Accessing Reports on imakeanimpact.org

Premier Status Reporting
Description: Displays how each chapter/youth club in the region is progressing toward premier status. Includes a count of completed and pending activities (within the rating period) by activity category and late reports.
Filter by: Year, district, region, sponsoring agent or premier status (yes/no)
Accessible by: RDs, AAs, and MPs

Chapter/Club Location
Description: Provides location details about the chapters and clubs in a region. Also includes a count of total members, adult members and youth members.
Filters by: Chapter/youth club type, district, region or active/inactive status.
Accessible by: RDs, AAs and MPs

Chapter/Club Leadership
Description: Provides contact details for fraternal leaders and chapter board members.
Filters by: Chapter/youth club type, district, region or active/inactive status.
Accessible by: RDs, AAs and MPs

Chapter/Club Management
Description: Lists all chapter/club requests (new chapter/club, leadership change, consolidation, location change) approved within the system.
Filter by: Change type, date range (request approval date), district, sponsoring agent, region or chapter/club type.
Accessible by: RDs and AAs

Fraternal Activity Recipients
Description: Lists the Matching Fund, Service Project and Hometown hero recipients.
Filter by: Start/end date (activity date), chapter/club number, chapter/club type, district, region, sponsoring agent number or activity category.
Accessible by: RDs, AAs and MPs

Fraternal Aid Provided Report
Description: Provides a list of all fraternal aid recipients within a region. Includes information such as the premium amount, mode, fraternal aid reason and approval date.
Filter by: Start/end date (approval date); region, servicing agent number, managing partner number, reason for aid and new/extension.
Accessible by: RDs, AAs and MPs

Youth Service Club Rosters
Description: Obtain a list of the junior members in your area to invite to upcoming activities. Junior members can be searched by a particular chapter or by zip code.
Filter by: Chapter or zip code
Accessible by: RDs, AAs, MPs and fraternal leaders

Attendance App Report
Description: Provides a list of event attendees captured through the Fraternal Connect, the electronic attendance tracking tool.
Filter by: Date, chapter/club, member name and district. Select "yes" under Details to see a list of all attendees. Select "no" to see only the chapter/activity information (in blue).
Accessible by: RDs, AAs, MPs, membership coordinators (reps only), sponsoring agents and fraternal leaders