

DISTRIBUTE TO: District through Territory Leaders, Zone and Territory Offices
FROM: SGI-USA Statistics Department
SUBJECT: ***Coming Soon: Statistics Access for District Leaders***

SGI-USA is excited to announce that we are opening up our online statistics system to all District leaders at the start of the May/June statistics reporting period on May 17.

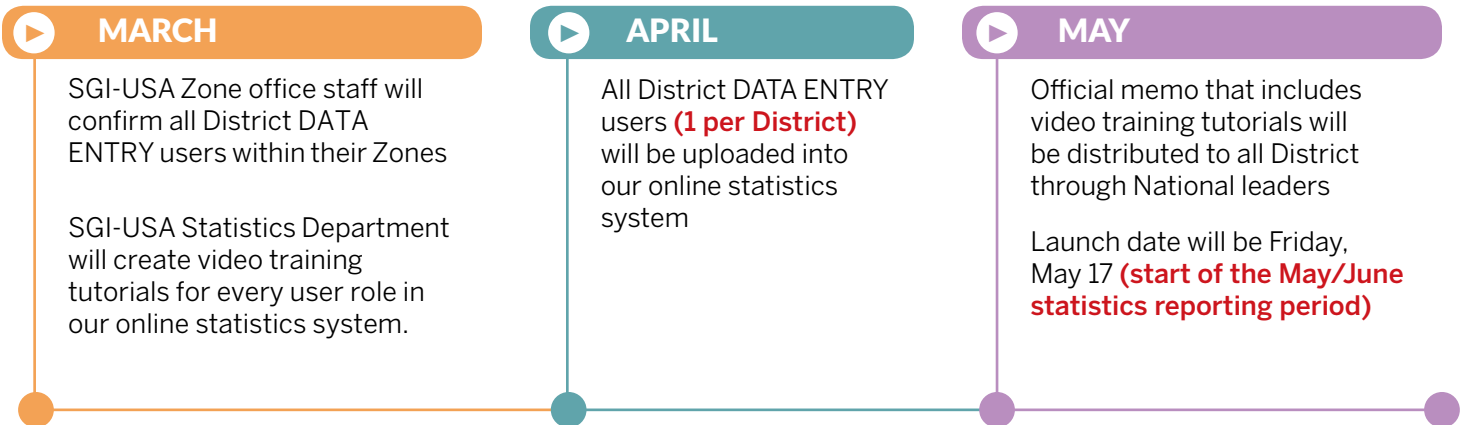
WE WILL BE CREATING TWO (2) NEW ROLES AT THE DISTRICT LEVEL AS FOLLOWS:

- ① **District READ ONLY**
(can view District statistics and run various reports)
 - All District leaders will automatically be given READ ONLY roles.
- ② **District DATA ENTRY**
(can make membership changes within the District, view District statistics and run various reports)
 - For District DATA ENTRY users, our online statistics system will ONLY allow one (1) DATA ENTRY user per District and these will be confirmed by SGI-USA Zone office staff in March and April.

With this UPDATE,

- District leaders will be able to report monthly discussion meeting attendance by name in their member portal accounts.
- District leaders will be able to make various types of membership changes in our online statistics system.
- District leaders will have constant access to key statistics and subscriptions reports to support in member care.

TIMELINE TOWARD MAY 17



*****IMPORTANT NOTES FOR CHAPTER LEADERS*****

Chapter Statistics Administrators (CSA's) will still have DATA ENTRY roles and will be able to enter discussion meeting attendance and make membership changes as a back up to support the District DATA ENTRY users. In addition, they will have a new responsibility to review attendance and membership changes for all Districts in their Chapter during each reporting period. This will be explained more in the video tutorials.