

# Area Director Quick Guide

## Pulling Area Officer & Membership Reports (District Central)

### Step 1: Log in to Toastmasters International

**Access is role-based (Area Director or above)**

 <https://www.toastmasters.org>

### Step 2: Navigate to District Central

Go directly to:

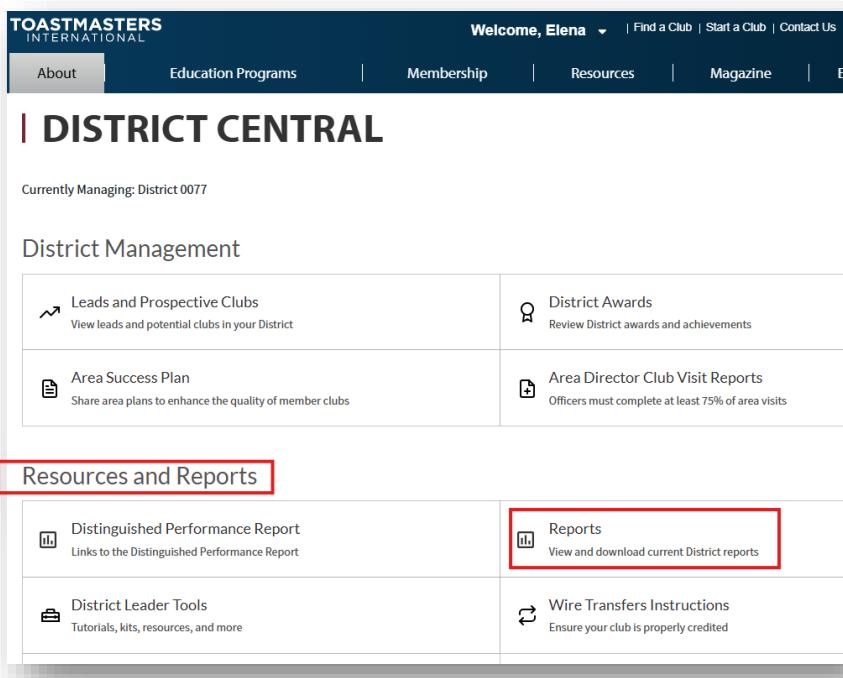
 <https://www.toastmasters.org/my-toastmasters/profile/district-central>

 *You must be logged in to see District Central.*

### Step 3: Open Reports

Scroll to **Resources and Reports**

Click **Reports**

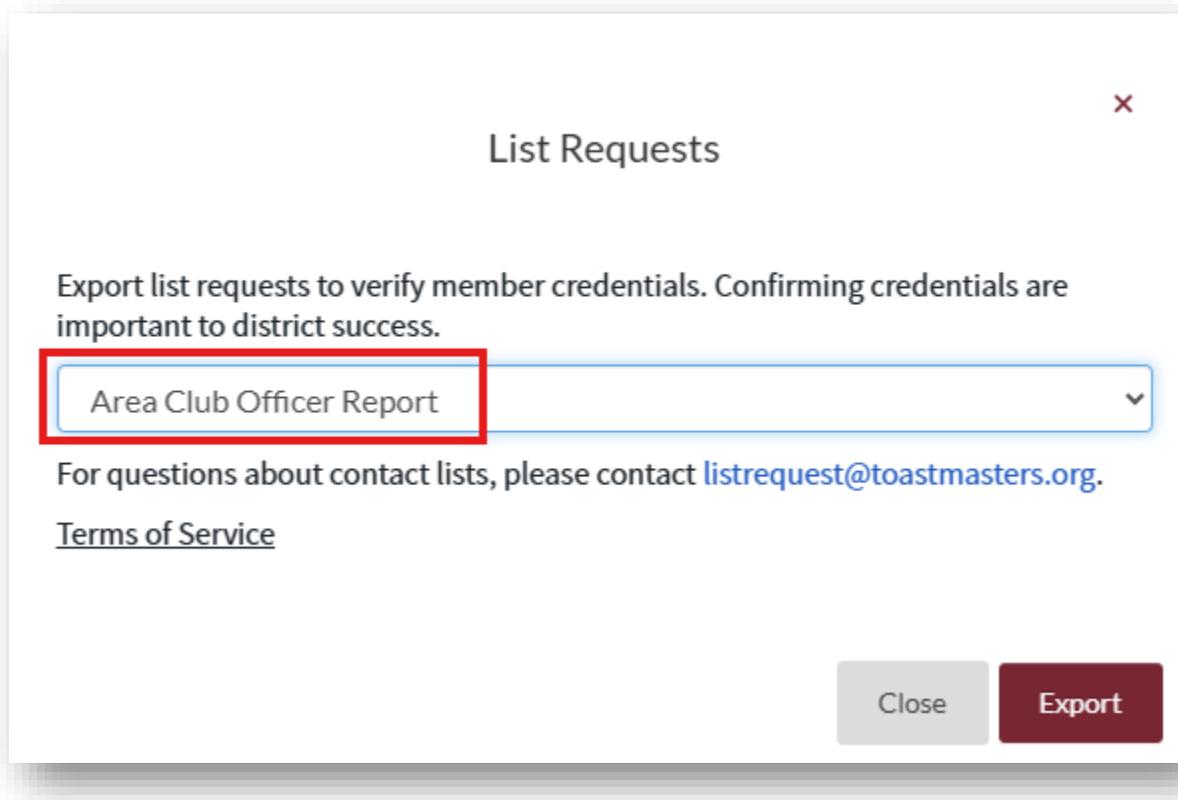


The screenshot shows the District Central interface. At the top, there's a navigation bar with links for About, Education Programs, Membership, Resources, Magazine, and Events. The main header is 'DISTRICT CENTRAL' with the sub-header 'Currently Managing: District 0077'. Below this, there are two columns of management tools: 'Leads and Prospective Clubs' (View leads and potential clubs in your District), 'District Awards' (Review District awards and achievements), 'Area Success Plan' (Share area plans to enhance the quality of member clubs), and 'Area Director Club Visit Reports' (Officers must complete at least 75% of area visits). At the bottom, there's a section titled 'Resources and Reports' with two items: 'Distinguished Performance Report' (Links to the Distinguished Performance Report) and 'Reports' (View and download current District reports, which is highlighted with a red box). There's also a 'District Leader Tools' section and 'Wire Transfers Instructions'.

## Step 4: Download the Area Club Officers Report

In the pop-up **List Requests** window:

1. Select **Area Club Officers Report**
2. Click **Export**
3. CSV file downloads automatically



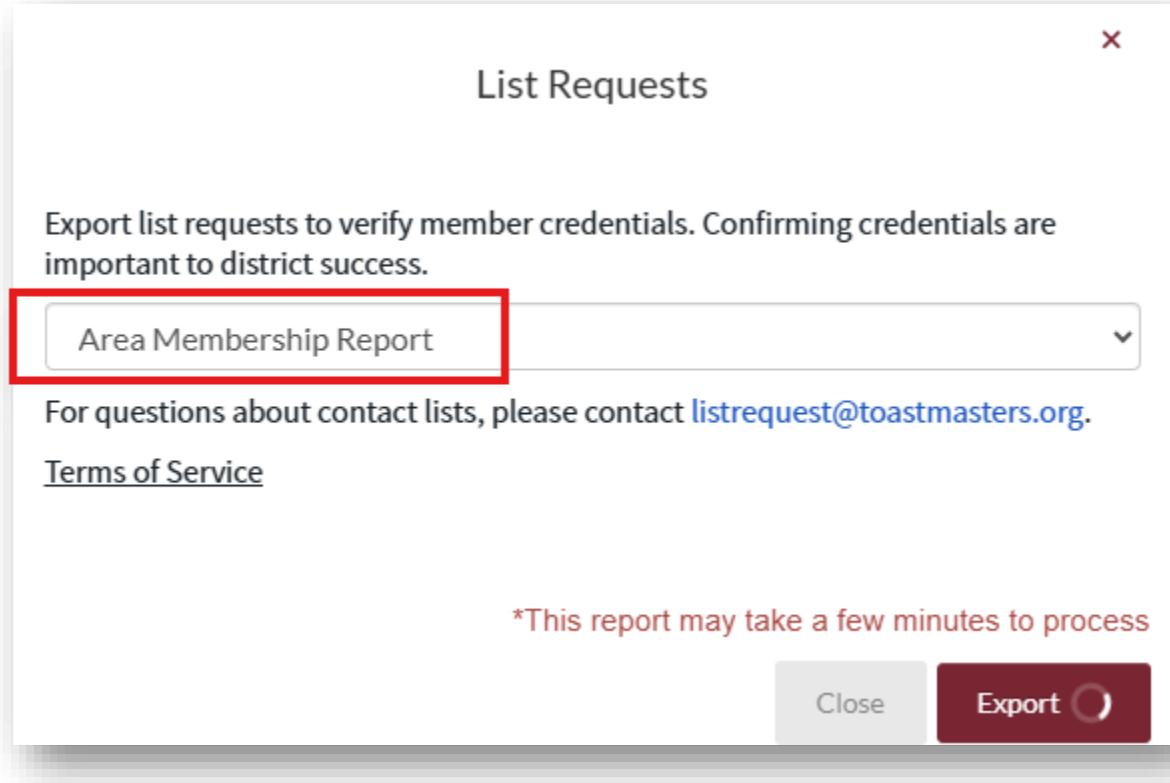
### What this report tells you:

- Officer role
- Pathways enrollment
-  *This is your primary report for the District officer Level 1 challenge.*

## Step 5: Download the Area Membership Report

Repeat the same steps:

1. Select **Area Membership Report**
2. Click **Export**



### What this report tells you:

-  Highest Pathways level completed
-  Overall member education progress
-  *Use this to validate education depth beyond officers.*

## How to Use Both Reports Together

Report	Use It To
<b>Area Club Officers Report</b>	Track officer Pathways enrollment
<b>Area Membership Report</b>	Identify highest level completed across all members

 **Best Practice:** Sort by *Join Date* (new officers often need extra runway)

 **Pro Tip for Area Directors**

“If an officer is enrolled but hasn’t completed Level 1, the fastest fix is scheduling their Level 1 speeches - not chasing data.”