



Pranali Training Manual 2011- 12



R. I. District 3140

Pranali Training Manual

Sr. No	Contents	Pg No.
1	FAQs	3
2	Get started with Pranali	5
	Register	5
	Verification of Pranali Account	6
	Approve Members	6
	Log in	7
	Retrieve Password	7
	Edit your Profile	7
	Change your Designation	8
3	Reporting	10
	Create a Secretariat Report	10
	Create a Project Report	11
	Create a Meetings [GBM & BOD]	14
	Submit Report	16
	Create a Ambassadorial Report	16
4	View Feedbacks Received	17
5	Register Members for District Projects	17
6	Approve members Registered for District Projects	17
7	Payment of District Dues	18
8	Export Data	18
9	View Archives	18
10	Your Best Friends	19



Pranali Training Manual

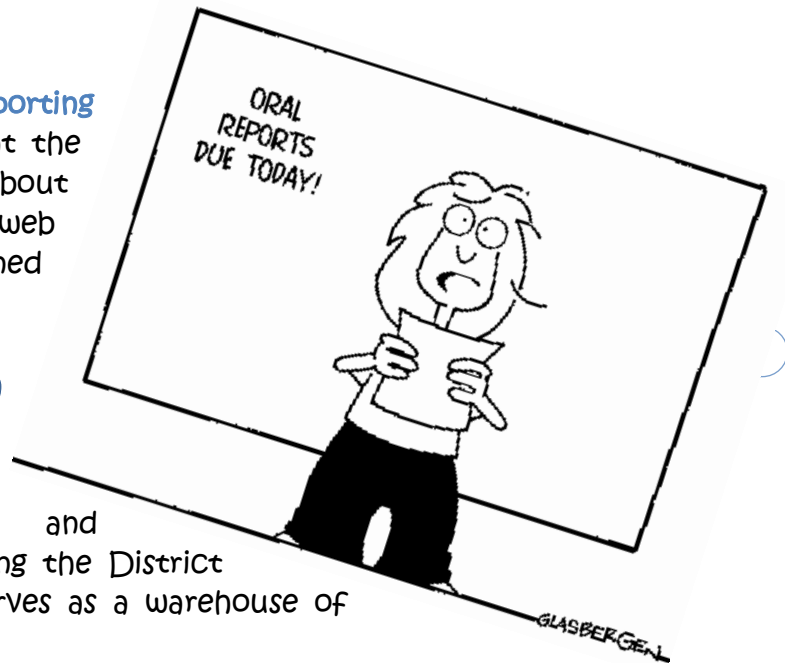
Pranali

What is Pranali?

Pranali is the **District Online Reporting System**. It is through this medium that the club communicates to the District about the activities of their club. It is a web based reporting software designed exclusively for Rotaractors.

What is the purpose of building a system like Pranali?

Pranali is used to **report** all the Projects, Meetings, Ambassadorial, and Members. It not only helps in informing the District about your club activities but also serves as a warehouse of information.



How will Pranali benefit you?

Reporting everything to the District Secretariat Team manually is quite a tedious job and requires lot of coordination. To make things very simple, Pranali was invented in order to report everything online, with less pain of Coordination and labour work. It also ensures we don't harm the environment and manage all our reporting in an eco-friendly manner which otherwise was not possible through manual paper based reporting.

What exactly do you have to do on Pranali?

You have to report all the **Projects, Meetings, Ambassadorial, Members**, and this year onwards you can now **register all your members for any District event** as well as **pay their District Dues** online through Pranali avoiding the last minute hustle of registering and paying within the slots.

What happens if you don't report on Pranali?

If you don't report on Pranali, the District considers it as "**Not done**".

What happens if the club doesn't register their members on Pranali?

The Members/ Directors who are not registered on Pranali are **not considered** as members of the club by the District. Registration on Pranali is a must as otherwise your members will not be able to register for any District event and pay the District Dues.

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What is the Deadline to Submit all the Reports on Pranali?

All the **Project, Meeting, and Secretariat Reports** have to reach to the District by **10th of every consecutive month** i.e. the reports of September should be submitted by 10th of October and likewise the reports of October by 10th of November. And the **Ambassadorial Reports** should reach the District by **15th Of Every Consecutive Month**.

Only for the month of July and August a revised deadline will be communicated to all.

What happens if you report within the given period of time i.e. by 10th of every consecutive month?

For every month that you report within the deadline, the **feedbacks will be given** by the District directors. Reporting on time each month will ensure that your club administration is smooth and the District is aware of your activities.

4

What happens if you violate the deadline?

So for every month that you don't report on time, the **feedbacks** for those projects **will not be given**

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Get Started with Pranali

How to get to Pranali?

Log on to www.rotaract3140.org –R-Zone – Pranali

How to Register?

Once you click on **Pranali**, the Log in page will appear.

Click on **Register**, if you are not a Pranali user

You'll have to **fill** in the following **details**:

- Username
- Password
- Email ID [Please ensure that this is the email id you access on regular basis]
- First Name
- Last Name
- Name of the Club
- Locality
- Gender
- Date of Joining
- Contact Number
- Blood Group
- Designation in the Club
- Level [This will automatically appear once you enter your designation]
- Vertical [This will automatically appear once you enter your designation]

Click on **Submit**

Once you've filled all these details you're ready to go but remember before you get access to Pranali your membership has to be approved by the Club Presidents.



Register

Your registration was successful.
An email has been sent to rtshabeenashaikh@gmail.com containing further instructions. Click on the link provided in the email to complete the registration.

Important Pointers:

- Do not register again, if you are already registered, just retrieve your password
- Get all the new members registered
- If you have forgotten your username and password or you have changed your club, inform the Admin and do not register again
- Register Alumni (If they have joined some other club, then do not register them as that will lead to duplication)

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I have registered but when I try logging in it says my email needs to be verified

To ascertain that the Email ID is yours we need this verification to be done.

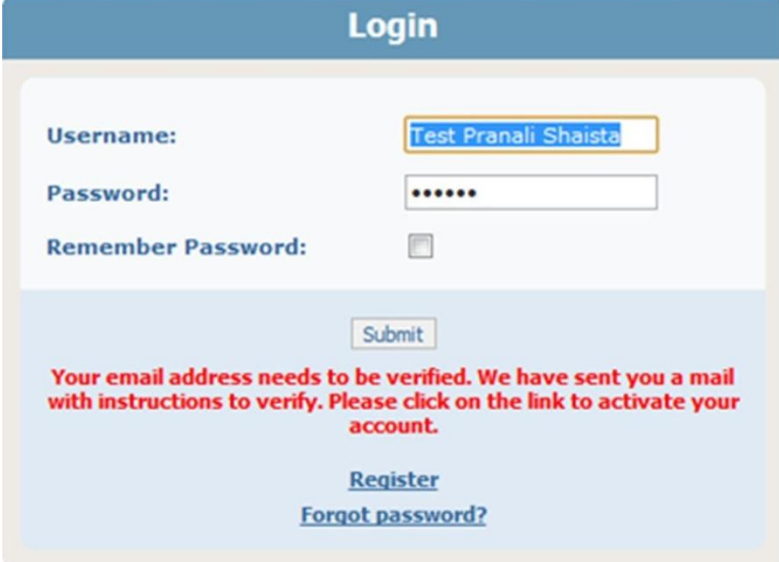
How to verify your Email ID?

Sign in to your Email ID that you had provided while registering

You will have a mail from the admin team which will have an Email verification link.

Just click on to that link and your email has now been verified

You can now log in with your username and password if your account has been approved by your president.



The screenshot shows a login form with the following fields: Username (Test Pranali Shaista), Password (masked with dots), and Remember Password (checkbox). Below the form is a Submit button. A red message states: "Your email address needs to be verified. We have sent you a mail with instructions to verify. Please click on the link to activate your account." Below the message are links for Register and Forgot password?

My members have registered, but are unable to access their account

For any member to be able to access their account, their membership should be approved by the President or Secretary of the Club.

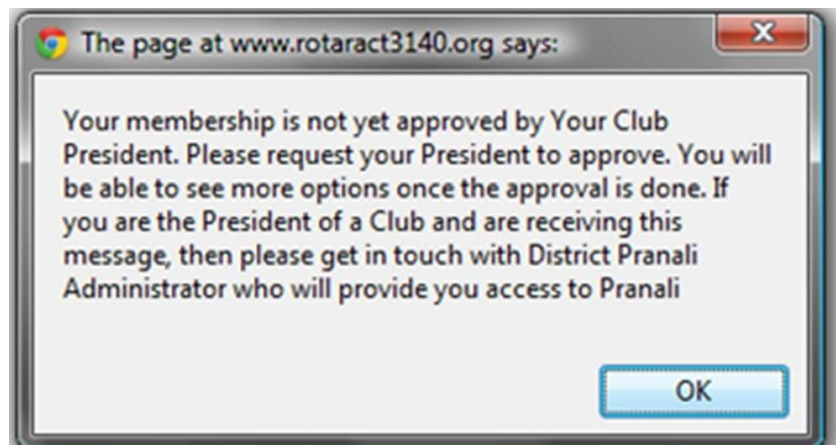
How to Approve Members?

When you Log in, you'll see various Tabs, click on the last Tab viz. Members & Clubs,

In the drop-down list, you'll find a Sub-Tab as "Member - Approve Club Members"

You'll have a list of all the members whose membership is not approved Click on Edit, cross-check their information especially 'designation, vertical and level'

At the end, there is Tab as "Approved", Click on the drop-down arrow, Click on "Yes" and then Save



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Now you're a registered member of Pranali and your membership has been approved by your Club President

How to Log In?

Log on to www.rotaract3140.org -R-Zone - Pranali

Enter you **Username and Password**

Click on **Submit**

You're ready to experience a whole new world of Pranali

Whenever you Login for the very first time on Pranali this year, the first page that will automatically open will be the "Edit your Profile" Page, You can edit your profile, enter/modify the necessary details, and you're ready to go

7

Oops you forgot your Password!!!!

How to retrieve password?

On Pranali Log In page, you'll find a tab as "Forgot Password"

Click on Forgot Password

Enter your **Username or Email ID**

Click on **Submit**

You'll receive a mail from the District Admin Team with your Username and New Password



I changed my Email ID and Contact number!?!?!?

How to edit your profile?

When you Log in, you'll see various Tabs, click on the last Tab viz. **Members & Clubs**,

In the drop-down list, you'll find a Sub-Tab as "Member – Edit your Profile"

Click on that tab, modify the details and click on **Save**

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[Yayie!!! I've now moved a level up in the hierarchy...](#)

How to change your designation?

When you Log in, you'll see various Tabs, click on the last Tab viz. **Members & Clubs**,

In the drop-down list, you'll find a Sub-Tab as "**Member – Change Designations**"

Click on that tab, you'll have the list of all your members in the club.

Click on **Edit**, change the designation and Click on **Save**

Just for your information, which designation falls under which "Vertical?"

Vertical	Designation	Level
Alumni	Alumni	Alumni
Communication	Vice President Communication	Management
	Public Relation Officer	Director
	Jt. Public Relation Officer	Jt. Director
	Editor	Director
	Jt. Editor	Jt. Director
	Web Communication	Director
	Jt. Web Communication	Jt. Director
Finance	Vice President - Finance	Management
	Finance - Director	Director
	Jt. Finance - Director	Jt. Director
General	GB Member	GB Member
	Immediate Past President	Management
	Past President	Management
HR/CDRS	Vice President – HR/CDRS	Management
	Membership Development - Director	Director
	Jt. Membership Development - Director	Jt. Director
	Ambassadorial & Participation - Director	Director
	Jt. Ambassadorial & Participation - Director	Jt. Director
Management	President	Management
Projects	Vice President - Projects	Management
	Club Service Director	Director
	Jt. Club Service Director	Jt. Director
	Community Service Director	Director
	Jt. Community Service Director	Jt. Director

Pranali Training Manual

Secretariat	Professional Development Director	Director
	Jt. Professional Development Director	Jt. Director
	International Service Director	Director
	Jt. International Service Director	Jt. Director
	Secretary	Management
	Jt. Secretary	Jt. Director
	Partners-In-Service Director	Director
	Jt. Partners-In-Service Director	Jt. Director
	Sergeant-At-Arms - Director	Director
	Jt. Sergeant-At-Arms - Director	Jt. Director

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Once you have all the members registered on Pranali, you're ready to Report

Note:

Every month you'll be making a Secretariat Report which will give out the information of your Club's strength. This will be done on Pranali

How do you make a Secretariat Report?

When you Log in, you'll see various Tabs, click on the first Tab viz. **Project Report**, In the drop-down list, you'll find a Sub-Tab as "**Reports - Secretariat**"

Click on that Sub-Tab,

Click on **Add new** [a tab to the extreme right] Fill in the required details

Details you'll have to enter:

- Month
- Membership at the beginning of the month [Male & Female]
- Addition [Male & Female]
- Deletion [Male & Female]

The last column and row are auto-generated i.e. once you enter the above details, they appear automatically.

Click on **Save**

Important Pointer:

The number of members should be equivalent to the members whose District Dues are paid

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Reporting is not very difficult, Let me try Project Report

How do make a Project Report?

When you Log in, you'll see various Tabs, click on the first Tab viz. **Project Report**, In the drop-down list, you'll find a Sub-Tab as "Reports – Projects- Create/Edit" Click on that Sub-Tab,

Click on **Add new** [a tab to the extreme right]

Fill in all the details

Details required:

General

- Project Name
- Organisers [your club's name will be selected by default, this tab comes to use when you're reporting a Joint Project, you'll have to select the name of all the clubs who were a part of the project]
- Project Level [Select anyone of the following]
 - Club Level
 - District
 - Inter-District
 - Joint
 - Zonal
- Venue
- Frequency [Select anyone of the following]
 - Annually
 - Semi-Annual
 - Monthly
 - Bi-Monthly
 - Weekly
 - Bi-Weekly/Fortnightly
 - Daily
 - Quarterly
 - One time only

Calendar

- RMonth [the month in which the project happened]
- Start Date
- Start Time
- End Date
- End Time

Team

- Avenue Director
- Chairperson
- Committee
- Project Partners

Literature

- Summary - The project in brief

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- Aim - Reason behind doing the project/ core objective
- Concept - Idea behind the project
- Groundwork - all the work that has been done prior to the event. Sponsorship, venue booking, publicity, etc. everything in details must be written covering the points till the project was called to order
- Actual Event - details of what happened during the project, make it as detailed as possible
- Follow-up - all the post event work; sending Thank you letters etc
- Feedback - Take feedback from people outside your club like the PIS, DCM, Buddy Council Member or the beneficiaries of the project

Avenues

- Club Service
- Community Service
- Professional Development
- International Service
- Entrepreneurship
- Public Relations
- Editorial
- Web Communications/Digital Communication
- Interact
- RRD/TRS
- PIS
- Ambassadorial
- Secretariat

Any one of these 5 Avenues

Any one of these Support Functions

You can report project in only One Avenue and One Support function. The projects reported in more than One Avenue or One Support Function will be considered Void.

Attendance

- Club Rotaractors [the project/meeting]
- Visiting Rotaractors [Number of Outside club rotaractors present]
- District Council Members [Number of District Council Members present]
- Partners in Service [Number of Rotarians/Interactors present]
- Guests [Number of parents, friends, anyone outside Rotaract fraternity present]
- Prospective Rotaractors [Number of probationary members present]
- Attendance Total [it will be automatically generated]

Photos

Select 5 best photographs of the event which portrays the event in action and gives a little more details about the project.

Log

This area is self generated; you don't have to do anything here
Once you've filled in all these details, Click on **Save**

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Important Pointers:

- You can report 1 project maximum in 1 Avenue + 1 Support Function
- Projects that do not follow the above point, will be considered void
- Do not ignore the summary of the project, write it well
- Aim and concept are not same
- Follow up carries a lot of weight age while reviewing a project
- Attached best of 5 photos as they will talk for your project
- In case of editorials either mail the bulletin or courier the bulletin to the District Editor & District Secretary.
- Reporting Installation :
Mention name of the project as
Installation, name of your club, name of the installation if any
Eg: Installation, Bombay Heights, Triumph
- Reporting Official Club Visit :
Mention name of the project as
OCV, name of your club, name of the OCV if any
Eg: OCV, Thane Central
- Reporting Joint Projects :
Mention name of the project as
Joint Project, name of your club, name of the Project
Eg: Joint Project, HR College, Word Wizard

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I know how to make Report for a Project but what about Meetings!!!!



How to make a Report for a Meeting [GBM + BOD]?

When you Log in, you'll see Various Tabs, click on the first Tab viz. **Project Report**,

In the drop-down list, you'll find a Sub-Tab as "Reports – Projects-Create/Edit"

Click on that Sub-Tab,

Click on **Add new** [a tab to the extreme right]

Fill in all the details

Details required:

General

- Project Name [General Body Meeting 1]
- Organisers [your club's name will be selected by default, incase of a Joint GBM, select the name of the club with whom the meeting was conducted]
- Project Level [Select anyone of the following]
 - Club Level
 - District
 - Inter-District
 - Joint
 - Zonal
- Venue
- Frequency [Select anyone of the following]
 - Annually
 - Semi-Annual
 - Monthly
 - Bi-Monthly
 - Weekly
 - Bi-Weekly/Fortnightly
 - Daily
 - Quarterly
 - One time only

Calendar

- RMonth [the month in which the meeting happened]
- Start Date
- Start Time
- End Date
- End Time

Team

- Avenue Director
- Chairperson
- Committee
- Project Partners

Pranali Training Manual

Literature

- Summary
- Aim
- Concept
- Groundwork – [The agenda of the Meeting](#)
- Actual Event – [The minutes of the Meeting](#)
- Follow-up
- Feedback

Avenues

- Club Service
- Community Service
- Professional Development
- International Service
- Public Relations
- Editorial
- Web Communications/Digital Communication
- Interact
- TRD/TRS
- PIS
- Ambassadorial
- [Secretariat](#) [[All the meetings will be reported under Secretariat](#)]
- Entrepreneurship

Attendance

- Club Rotaractors [[Select the names of the club members who attended the project/meeting](#)]
- Visiting Rotaractors [[Number of Outside club rotaractors present](#)]
- District Council Members [[Number of District Council Members present](#)]
- Partners in Service [[Number of Rotarians/Interactors present](#)]
- Guests [[Number of parents, friends, anyone outside Rotaract fraternity present](#)]
- Prospective Rotaractors [[Number of probationary members present](#)]
- Attendance Total [[it will be automatically generated](#)]

Photos

Not mandate, but good if you're able to provide photographs for GBMs & BODs as well.

Log

This area is self generated; you don't have to do anything here
Once you've filled in all these details, Click on [Save](#)

Important Pointers:

- For multiple selections, press Ctrl + keep clicking on the names of members.
- In case you do not wish to disclose the minutes of your Board meetings, then you may write 'Closed Door Meeting' in the space where you write minutes. But report the meeting with the agenda

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My reports are ready, now how do I submit them to the District!?!?!?

How to Submit the saved reports?

When you Log in, you'll see Various Tabs, Click on the first Tab viz. **Project Report**, In the drop-down list, you'll find a Sub-Tab as "**Reports – Projects- Submit**"

Click on that Sub-Tab,

Select the report that you wish to submit,

Proof-read the report once again, make the necessary changes if any, scroll down and you'll find a tab "**Submit to District**"

Click on the drop-down, Click on "**Yes**"

Finally Click on **Save**

Note:

You can edit the report 'n' number of times before submitting it to the district but the Project Reports once submitted to the District cannot be edited again; the report is locked and is available only in the View mode.

16

My club attended so many Outside Club Project 😊

How to create an Ambassadorial Report?

When you Log in, you'll see Various Tabs, Click on the first Tab viz. **Project Report**, In the drop-down list, you'll find a Sub-Tab as "**Reports – Projects- Ambassadorial**"

Click on that Sub-Tab,

Select the Proj ID [It is the name of the project that was attended]

All the other tabs will be generated automatically once you select the Project ID,

Now **select the name** of your members who attended the project

Scroll down and you'll find a tab "**Submit to District**"

Click on the drop-down, Click on "**Yes**"

Finally Click on **Save**

Notes:

- In case you don't find the Name of the project in the drop-down list, you can go to Reports – Projects – Create/Edit, fill in only the required fields and in the Avenues, select Ambassadorial and submit
- The deadline to submit the Ambassadorial reports is 15th of every consecutive month.

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Finally I'm done with reporting for the Month, now I want to go through the feedbacks given!!!!

How to view Feedbacks received?

When you Log in, you'll see various Tabs, click on the first Tab viz. **Project - Feedback**,

In the drop-down list, you'll find a Sub-Tab as "**Feedbacks - View Feedbacks received**"

Click on that Sub-Tab,

Click on **View** for the project you wish to see the feedbacks.

There is a District Project coming up and my members are very excited for it... But i haven't registered them?!?!?!??

17

How do I register my members for District Projects?

On your login screen amongst the various tabs is **Registration tab**

Click on that, a drop down will appear click on **Events- Register Member**

Click on **Add New** tab and a form will appear

Choose the **Project Name** from the drop down list; The Proj ID will automatically appear

Next select the **SID** from the drop down (current slot in which you would like to register)

Slot Type, Slot Start Date and End Date and Slot Amount will appear automatically
Next in the Username field **select your members** whom you want to register in that slot

Total members and Approved will come automatically

Click on **Save**.

Registration for District projects could not get simpler than this!!!

How do I approve the members registered for a District project?

When you Log in, you'll see various Tabs, click on the last Tab viz. **Members + Clubs**,

In the drop-down list, you'll find a Sub-Tab as "**Member - Approve Club Members**"

Click on the Drop arrow next to **Approve**

Click on **Yes**

Enter their **Designation, Vertical** and **Level**

Click on **Save**

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I have to pay the District Dues of my Members

How do I pay district dues for my members?

On your login screen amongst the Various tabs is **Finance tab**

Click on that from the drop down select **Finance- District Dues**

Click on the **Add new** tab and the district dues form will appear

Select the mode of payment from the following

- Cash
- Cheque
- Demand Draft

In case of Cheque or Demand Draft mode additional details like Bank name, branch name, Cheque/ DD no. will have to be keyed in

Next **Select the Members** from the list for whom you would like to pay the district dues

Total number of members and total dues amount will appear automatically

Click on to **Save**

It's a tedious job to Copy Paste all the reports

How to Export Data from Pranali?

When you click on "**Project Report – Create/Edit**",

Select the reports that you wish to save, and to the extreme left corner you'll find a tab "**Export Selected**", click on that.

The different formats in which the data can be exported appears

Output Formats [Select anyone of these]

- o Excel
- o Word
- o CSV [Comma separated values]
- o XML

Click on "**Export**"

I'm finding it a little difficult to formulate a report

How to View Archives?

When you Log in, you'll see Various Tabs, click on the first Tab viz. **Project Report**,

In the drop-down list, you'll find a Sub-Tab as "**Reports – Projects- Archives**"

Click on that Sub-Tab,

Select the project that you want to refer.

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Your Best Friends

Call us whenever you get stuck

Rtr. Tanvi Parikh – 9930934666 – tanvi@rotaract3140.org

Rtr. Shaista Sheikh – 9833556419 – shaista@rotaract3140.org

Rtr. Karna Raval – 9892618028 – karna@rotaract3140.org

Rtr. Ojasvi Mishra – 9769090891 – ojasvi@rotaract3140.org

