



PAYRA a tool for  
Rotary Club & District Management.  
-LG Rtn. PP Rafiqul Islam Rowly

PAYRA is workflow based web based software for Rotary District 3281 developed by PAYRA Team under the leadership of Governor Rtn. Safina Rahman. PAYRA is built to support the Clubs and the District for communication and work seamlessly. The highlights of PAYRA are as follows:

**At Club level:**

PAYRA helps President Elect to plan for his year more diligently. **Club Service and Administration** is the house keeping for the President Elect. President Elect starts organizing activities for his year by updating the **Members' Profile** including family information, professional history and Rotary history in PAYRA. Maintaining the information up-to-date will keep the online directory and Phone directory up and live and also provide member's roster for printed directory. S/He updates the incoming board's information and also creates year plan using year calendar in PAYRA.

The President has to **Manage Meeting** throughout the year. President and the board need to encourage the members to attend the club meeting and also projects. Also reminds the members who misses the club meeting fellowship. Club has to report attendance to the District. PAYRA manages the **Attendance** of the club and sends the attendance reports automatically to the District. While updating the attendance Club can record visiting Rotarian and PAYRA sends attendance notice to the respective Presidents. Through PAYRA President enjoys **Single Point of Communication** to all club members, Assistant Governors and also to all Rotarians of the District. Club can also record the **Guest Speaker's** information in PAYRA which will be in turn create the **District Speakers' Database**.

**Managing Membership** is also a regular task of the Club. PAYRA helps to track and collect dues of the members by reminding them for unpaid dues. PAYRA also maintains status marking if he is excused or on leave or active.

PAYRA helps the club by recording information of Board of Directors by year. PAYRA can update the member database to **RI Database** (Testing on progress). In PAYRA a club can **Archive** all of its documents, **Meeting Minutes**, and **Photo Gallery** electronically. Club can upload and archive the electronic version of its bulletin and also can circulate to all Rotarians of the club as well as to all Rotarians of the District.

PAYRA helps the President to Plan and Manage Project more efficiently, President can plan the year using **Club Year Calendar** under **Connect District** menu. Year Calendar page is design with Rotary designated month. While entering project in the calendar one can see what other clubs have planned for the month, by clicking **See Similar** button. This way project ideas are shared amongst the Clubs in the District.

Once project is done, club must update the information in **Project Information update**. This information will be shared with GML editor for publishing and this will be treated as final submission for **District Awards**. The information captured is similar to Project Showcase of RI Website, keeping in mind when RI will open the facility to connect it from external sources, PAYRA will be integrated with Project Showcase.

Under the same menu President can make request to District Governor appointment through **Governor's Calendar** for club visit or for project visit. Similarly activities can be done by the Club for **Assistant Governor**. On the other side **DG & AG** both can create their program with club through their calendar. Upon entering the request DG & AG get SMS message about the requested appointments.

PAYRA as companion and tools sends **Auto Notification** for missing meeting, notification for Club dues. PAYRA assists Club Secretary by providing the greeting list of anniversaries before the meeting.

#### **At District Level.**

PAYRA allows the DGN to create the **District Team** for his/her year. PAYRA is a tremendous help for **Directory Publishing** as all data are updated online in a single point. Member data can be kept always up to date as an **Online Directory**. An extended version of online directory is provided via **Directory on Mobile Phone App**.

Using PAYRA governor can create official visit plan via **Governor's Calendar**. Same with Asst. Governor for his/her visit via **Asst. Gov.'s Calendar**. PAYRA sends mail **Email & SMS Broadcast** to members. PAYRA is a great tool to communicate with selected group of Rotarians.

District **Guest Speakers Bank** is automatically build from the contribution of club's guest speaker's information.

PAYRA is great source of compiled information for **District Publication** such as GML as all club's information are uploaded in PAYRA.

PAYRA's extended service to District will be by monitoring and reminding clubs for submission for attendance Report, compiles information from club activity and provides to GML team, notify all members in advance for DG's visit, notify all club member for AG's visit, track and remind AG to schedule meeting with designate clubs and many more.

Assistant Governor with his login can view the status of his designated club. S/He can see the **Attendance status, Member growth status** and also **Project status**. S/He extends her/his assistance and counseling accordingly.

**DG & AG** both can **communicate and broadcast** to the clubs via **SMS and Mail** from PAYRA.

Club members can register in any district event online via **Registration to District Events** in PAYRA.

PAYRA provides many useful report view to all Rotarians like **Online Directory, Advance Search, President & Secretary's** mailing list, **District Team, list by Classification** and many more.