**DACdb Log-in instructions**

The URL address is [www.dacdb.com](http://www.dacdb.com). This will bring you to the log in page

**Logging In for yourself**

If you have never logged in before or cannot remember your credentials, go to **Log In Help** and follow the reset process for your ID and Password.

If this is not successful, reach out to a Core Team member for help.

**Helping someone else log in**

The approach above for a log in is a good starting point for someone that wants to help another member on their own.

 **WARNING!**

**Clicking the red X next to a Rotary member’s name will permanently delete the person from the software.**

If they would like help with it, here is what I like to do. Find the member using **FIND** tab**.** If you cannot find them,reach out to the Core Team to resolve why they cannot be found.

If you were able to find the member, click on the member’s name in the search results. Next, look to the left (navigation panel) and click on **Edit Member (**Rotarian**).** Click on the **LOGIN** tab. Confirm that the **User Name** is not blank. If so, add the member’s email address as the default member ID. Find the box that says “Email login to user” and click it. An email will be sent with log in instructions. This will give the user the Member ID and let them use forgot password to set their log in credentials.

Experiencing difficulties with the log in still? Reach out to the Core Team

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