

Attention District Leaders Finding your RLI Future Leaders

Would you like to know who in your District has completed RLI and may be ready to help Rotary progress in your District? If yes, please read on!

Here is a description of how one can access a list of Rotarians in your District that may be interested in learning and becoming more involved in your District.

1. Log into DACdb at www.DACdb.com.
2. Click on the District tab.
3. Click the RLI icon (If not visible, go to the cog wheel in top right-hand corner and click it- Drag RLI to the yellow tray-Click SAVE MY CONFIGURATION at the bottom)
4. You are now on the RLI dashboard.
5. In the navigation bar on the upper left of your screen, click RLI Members

To access all who have ever taken any Part.

6. Be sure you have indicated your district number in upper right hand corner.

Look at the RLI members parameters area and do not make any changes. Note the “group by” option can be used. Click on **REFRESH** (top right-hand corner)

7. You may want to download the data into Excel.

To access RLI Grads (completed Part III)

8. Again, if necessary, click on the “RLI Members” in the dashboard and make sure you have indicated your District. (see 6. above)
9. Look at the RLI members parameters area and leave only “Part III” and “Course Name” checked. Click on **REFRESH** (top right hand corner) **OR**
10. Check the “Club Name” (instead of “Course Name” radio button to find the people by club.
11. Then Click on **REFRESH**

12. Here again, you may want to download data in Excel. **You are now ready to explore on your own.**

The image shows a series of screenshots from the DACdb website, illustrating the steps to access RLI members. Red arrows point to key elements:

- Screenshot 1:** DACdb LOGIN page with fields for "your user name here" and a password field, and a "LOGIN" button.
- Screenshot 2:** DACdb dashboard navigation bar with tabs: Home, Find, My DATA, My CLUB, DISTRICT, Support / Learning. The "DISTRICT" tab is highlighted.
- Screenshot 3:** RLI icon in the top right-hand corner of the dashboard.
- Screenshot 4:** RLI NAVIGATION menu with options: RLI Dashboard, RLI Members, and Search.
- Screenshot 5:** District dropdown menu set to "All Districts" and a "Refresh" button. A red box highlights "Your District #".
- Screenshot 6:** A "Refresh" button.
- Screenshot 7:** A toolbar with icons for Word, Excel, Email, Print, and Settings.
- Screenshot 8:** RLI NAVIGATION menu with options: RLI Dashboard, RLI Members, and Search.
- Screenshot 9:** RLI members parameters area with radio buttons for "District" and "Course Name", and checkboxes for "Part III", "Alternate RLI Part", "Graduate", and "RLI Part II Alternate".
- Screenshot 10:** RLI members parameters area with radio buttons for "Club Name" and "District", and checkboxes for "Part II" and "Part III".
- Screenshot 11:** District dropdown menu set to "Your's" and a "Refresh" button.
- Screenshot 12:** A toolbar with icons for Word, Excel, Email, Print, and Settings.