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[**www.PasadenaRotary.com**](http://www.PasadenaRotary.com)

**Accessing DACdb**

**District and Club Date Base**

**The DACdb website** is where you can update your personal information. If you move, change jobs or change your email address you should update the information on the DACdb site, under: my data.

You can also see a roster of members by going to: my club.

**To access DACdb directly:**

**URL: www.DACdb/com**

**Username: (your email address, if you don’t have one then Rotary ID#)**

**Password: (your last name)**

**Club Number: (leave blank)**

To access and edit your personal information after logging, in click on the **My Club** tab. You may use the Search box in the upper right part of the screen or scroll down the page. When you find your name, ***click on the pencil icon*** next to your name to edit your information.

Use the…

**Member Tab** for name changes

**Contact tab** for home and work addresses, email and phone number changes and well as contact preferences.

**Login Tab** to change your password

**Bio/Notes Tab** is for your job history and hobbies info.

Other tabs are self-explanatory or for office use.