HOW TO ACCESS ROTARY CLUB CENTRAL







HOW TO SET A GOAL For club officers





If the **Edit** button appears, click or tap it to find goals your club wants to track. If this button reads **Save** and goals are displayed, proceed to the next step





<u>DISTRICT and CLUB database</u> (DAC-db) TRAINING

DACdb Rotary Club Management! with DaCdb

Install – Simple!

- You will not find DACdb in the phone stores
- DAC mobile is in the "cloud", ready to be used anytime, anywhere you have connectivity.
- Use your browser: m.DACdb.com (no www)

iPhone: ICON at the bottom

• Add ICON to Home screen:





*** BlackBerry



webOS

DACdb Confidential

Security Levels – 10 Levels

0 — Public (public websites – not logged in)

1 – Members

- 2 Committee Chairs Add/Delete members
- 3 Event Moderators

4 – Club Officers

- 5 Assistant Governors
- 6 District Administrators
- 7 District Communication Officer (DCO)
- 8 Zone Administrators (zones, multi-districts)
- 9 DACdb administrators (DACdb Team)

DISTRICT and **CLUB** database

Smartphone – for Your CLUB Directory

All this information about your Membership, Club, Committees, Club Calendar and the District Calendar is *now* on your **Smartphone**...

www.DACdb.com ...Just *LOG IN* as a ROTARIAN

BUT HOW DO I USE IT ?





LOG IN URL:

www.DACdb.com/Rotary/



Logging In



DACdb

The District and Club database was developed to assist districts and clubs to meet their administrative reporting requirements to Rotary International, and to foster easier communications within the district for the district leadership, district committees, club leadership, and of course the members of Rotary Clubs.



- Our User interface is very "intuitive"...
- Just click on a "TAB" and follow the instructions found within.

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DAC ID	My CLUB DISTRICT Help	Rotary District 7670 - Lenoir
DASHBOARD NAVIGATION		
District	District Home Page	
🛠 District Home Page	District Headlines	
🖪 District Dashboard		-
🗠 District Statistics	District Grants-Basic Education & Literacy Wednesday, August 21,	Rotarian Spotlight-AG Neil St. Clair
Club	2019	
🛠 Club Home Page	By Tiffany Ervin	By Tiffany Ervin
🖽 Club Dashboard	These are a few of the grants that have been approved for DDF (District	The next installment of Rotarian Spotlight features an Assistant
🗠 Club Statistics	Designated Funds) this year in our district in the category of Basic Education & Literacy:	Rotary Club of Madison County.
DACdb Updates		
🗱 Users Conference 2019	Black Mountain Rotarians will assist Owen High School students and faculty develop an outdoor environmental research station, which will teach the students	
🖬 DACdb Messages	the benefits of sustainability, by restoring a grass lawn to a natural, wild landscape.	Partiet 7670 Assi
■• New Interface Video	This will require a modest amount of furniture so that the students can work	RO NEW -
My CLUB Shortcuts	outside in the center, and native trees and plants. A special emphasis will be on pollinator plants. DDF funding: \$800	
	Highlands Mountaintop Rotarians will sponsor Bio Blast, where volunteers of all	
DISTRICT Shortcuts	ages find plants and animals in certain areas and catalogue them by photographs and artist's renditions. The numose is to find as many different varieties as	
0 🚉 🗖 🚞 🖤 😪	possible to see what is in these places now. In the future, changes in the	
	populations can indicate changes in the environment. Highlands is unique because	Don't forget to subscribe to our YouTube channel to be notified
	of its' Biological Station staffed with experts and one of the most bio-diverse areas	
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Getting Started EDIT Member

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MEMBER NAVIGATION	John W. Davis (Barbara) MemberID: 2241854 3114 Auld Farm Rd Lenoir, NC, 28645 Contact Information Email: coljohnret@gmail.com Home: 828-754-3044 Cell: 910-964-0719 About Spouse: Spouse: Barbara Birthday: 11/28 Anniversary: 10/11 Member Since: 12/19/2008 Previous Years: 0 Sponsor: Don Weiller Hobbies: Description: Degree: Business Information Classification: Dentist, Retired Position: Dentist Company: Website:	Business: Fax:	910-964-0719	Lenoir - Active	Internet in the second		
	My Committees						
	Committee Name		Position				

Getting Started EDITING Member data

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You have the ability to.....

 Send "P-MAIL" (Personalized eMail) To one or ALL your Club members, in just a couple clicks



P Mail

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Also, you have the ability to...

- View the *public data* for any Member or Club in your district
- Find any Member, and view their *public* contact information



SmartPhone Mobile Access • m.DACdb.com





.m.DACdb.com • Use same *Login* values as the District & Club database for inquiries on your Smart Phones



In your browser: (Safari) www.DACdb.com U: <Email address>

P: <*RI MemberID*>



SmartPhone Mobile Access • www.DACdb.com







SmartPhone Mobile Access

www.DACdb.com



Office:

Cell:

Fax: Email:

Club:

d Drive 7551 252-257-1401 252-257-2563 252-257-2563 252-257-5602 Mike@MikeThacker.con Warrenton (D-7710) + ⊕ €

Quick Access:

- Email Address
- Phone Numbers
- Name & Address
- Calendar of Event

DISTRICT and **CLUB** database

DaCdb

How YOU can P-mail

 You can easily communicate on a "personal" level with one or all of your club members by using the P-MALL feature built into the DACdb system

"Dear Rotarian MIKE"





Boldly Browse!

Resources on Rotary.Org

John Davis &

Ron Wiens, Paula Talbot, College of Assistant Governors





Today's Outline

 Rotary.Org Resources



- Rotary.Org = Public Site
- MyRotary = Rotarians Private Site
- Navigating My Rotary

 Online Tools





Starting Point – Rotary.Org Resources Website

https://my.rotary.org/en/learning-reference/learntopic/rotaryorg-resources

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Exchange Ideas	Take Action	Learning & Reference	Manage	The Rotary Foundation	News & Media	Member Center					
Home Learning & Refe	ome Learning & Reference Learn by Topic Rotary.org resources										
						to do?					

Rotary.org resources

Welcome to Rotary's new website. This site reflects valuable input from Rotary members like you – plus new ideas we've developed to help you get more out of the site. The result is a faster, cleaner, state-of-the-art site. We've organized the site around your needs, making it easier for you to find what you're looking for and get your Rotary business done.

Check out the resources below to help you get started.

Where to begin

Take a tour of the new Rotary.org with three new videos: Choose a quick overview or spend more time and explore the new Rotary.org and My Rotary sites in-depth.

Learn how to create an account, join a discussion group, find a document, and more by visiting our frequently asked questions.

Resources & Reference

- Follow our digital blog to get the latest Rotary.org information
- Find a summary of website improvements and known issues
- Read a quick overview about the site



what do you want to do?	
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Check:

- Do I have a "My Rotary" Account?
- Can I access "My Rotary and Rotary Club Central"?
- Resources:
 - How to Create a My Rotary Account
 - How to Access My Rotary & Rotary Club Central





How to create a My Rotary Account

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How to Access My Rotary and Rotary Club Central





How Things are Organized

- Rotary.Org -> Public Info
- <u>My Rotary</u> -> Rotarian Info -> Rotary Club Central -> Club Goal Data
- Let's look deeper





Rotary International (public) at rotary.org/en







Access My Rotary at: https://my.rotary.org/en

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My Rotary – first screen after you sign in

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Rotary Spotlight



Together, we see a world where people unite and take action to create lasting change – across the globe, in our communities, and in ourselves. Read more on our action plan >



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My Rotary – first screen cont.' (scroll down)

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Join Us!	Rotary Global	Awards & Recognition	The Rotarian
Refer a new member	Rewards	Awards	Regional Magazines
Reioin or change	Offers	Donor Recognition	Resources & reference
clubs	Online tools	Products & Services	
International	Rotary Club Central		Prome/Account Settings
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	Brand Center	Licensed Vendors	Club & District Administration
	Rotary Showcase	Rotary Credit Card	Calendar
	Rotary Ideas	Community Marketplace	Official Directory
	Learning Center	Official Rotary Apps	
	Discussion Groups		> Brand Center



logether, we see a world where people unite and take action to create lasting change - across the globe, in our communities, and in ourselves. Read more on our action plan >



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Creating Goals in "Rotary Club Central"

- Creating Goals in My Rotary: a Tutorial
- Login to My Rotary
- From the home screen, hover the mouse over "Manage". A blue drop down banner will appear. On the left side of the banner select "Rotary Club Central". When Rotary Club Central Dashboard opens, your name will be at the top right.
- There are 5 "Tabs" under Dashboard. Select the "All clubs" tab and "My club" in the drop down.
- Next on the far left in the dark blue section select "Goal Center"
- The next screen should say "Rotary Club of ------" and to the right in the middle of the screen you should see < 2019-20 >. This is the screen for the current year. To enter your goals for 2020-21 click on the > and next years goals should appear.
- There should be 6 Tabs (Members & Engagement, Rotary Foundation Giving, Service, etc). Click on each tab to enter or edit your goals for that section. <u>Always make sure you have selected the correct years in the</u> <u>middle of the screen!!!!!!!!</u>





Navigating My Rotary Cont. All of these can be found by hovering over Member Center

- Online Tools (*The Really Cool Stuff*)
 - Rotary Club Central
 - Brand Center
 - Rotary Showcase
 - Rotary Ideas
 - Learning Center
 - Discussion Groups





Navigating My Rotary Continued hover over "Manage" and click "Reports"







NOTE: Every member can see every donation they have made to The Foundation

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	Club Reports		You have no Quick Links. To add links, click on the 分 icon and choose "Add to My Quick Links." To remove links, click on the ★ icon and choose "Remove from My Quick Links." Learn more.	
	My Rotary Account Status			
	Status of Club Members in the District Lists all club members in the district, indicates which have active N email addresses.	ly Rotary accounts, and gives their	🚯 FAQ & Help	
	View report		Learn how to create a MyRotary account, pay your invoice, update club officers, and more.	
	Contributions & Recognition		Frequently Asked Questions	
	់ District Giving Monthly Contribution Report, PolioPlus Report, SHARE Contributio	n Detail	Club Invoice Paul Harris Society (PDF)	
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Scroll down the page!



Click on "view reports" under the District Giving topic.







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Have a question? Visit our FAQ,				
	Contribution & Recognition Reports			
	Click on the report name that you want to view. You will see a report opening in a new window or tab.			
	Club Reports			
	Paul Harris Fellow and Benefactor Report Club Recognition Summary Club Foundation Barner Report Major Donor, Arch C. Klumph Society and Bequest Society Report Club FundTasing Analysis Faul Harris Society Report			
	District Reports			
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	Club Officer Giving Report			
	Current Club Officer Giving Report Incoming Club Officer Giving Report			
	Please note: Contribution data updates may take up to 4-6 days to be reflected on the reports upon receipt by RI. During peak periods. If may take 8-11 days to be reflected			

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If you want to know who in your club is a Paul Harris Society member, click on Paul Harris Society Report just above in the Club Giving topic!





Resources

- My Rotary
 - Online Tools (In the Member Center)
 - Learning Center
 - Search for Resources
 - Online Class on RCC: videos, handouts, etc.

- DACdb
- Your Assistant Governor







Boldly Browse: Resources On Rotary.Org

Thank You!







Pre-PETS Jan. 6. 2022 Dave Borowski District 7610 Public Image Director <u>dfborowski@cox.net</u>



Background

- Web Designer
- Newspaper Staff Writer & Photographer
- BXRC PI Chair Seven Years
- District PI Chair for PDG Jonathan Lucus
- District PI Chair for DG Pat Borowski



PI Team members

- Diane Hill Social Media
- Earl Baughman Newsletter Editorin-Chief
- Sue Klemm Newsletter Editor



Tell Your Club's Rotary Story

It's important to have a good handle on PI and public relations



We all do good things for our communities, but we keep them to ourselves.

We need to tell people what we do

- Encourages people to "think and act" service.
- Gives people a focus for their service activity, i.e., more volunteers.
- May attract donations and support for your projects.
- Attracts membership interest in your club.
- Promotes the idea of "Service Above Self."



Who's Responsible for your Club's Public Image?



- EVERYONE
- PI Chair Every club needs one.
 - Planning and Communication
 - Single Point of Contact
 - Collaboration every committee chair should be talking to the PI chair regularly.
- Form a committee
- Make a plan



Make a Plan

- What are you trying to accomplish?
- What method will you use to accomplish.
- What projects or activities will be highlighted
- Timetable
- Budget



At a minimum

- Keep Facebook and website up to date
- Advertise upcoming events
- Create a club brochure
- Send press releases to local news outlets







PRESS RELEASE

Bailey's Crossroads Rotary Club (BXRC) donates \$40,000 to local food banks

Bailey's Crossroads, Virginia (5/22/2020) -

The BXRC board of directors has approved more than \$40,000 to address food insecurity due to the Covid-19 virus in the Bailey's Crossroads area of Fairfax County between now and June 30. Most of the funds are used to purchase food from local supermarkets for delivery to food pantries at the Annandale Christian Community for Action – ACCA and the Dar Al-Hijrah Islamic Center in Falls Church.

Cash donations will be made to the food pantries of St. Anthony of Padua Catholic Church in Falls Church and Columbia Baptist Church in Bailey's Crossroads.

Additional funding has been allocated for food packaging events which will deliver thousands of packaged meals to local pantries.

In order to raise the funds needed to donate to our various local and international charities each year we raffle off a classic (1964-66) Ford Mustang convertible. Last year BXRC raised more than \$100,000. Because of the Coronavirus pandemic, we have cancelled this year's raffle and are using existing funds to help our local community feed its most vulnerable population.

I can provide times and places for food pickup and delivery or put you in contact with members of the club who are organizing this effort.

###

Contact: Dave Borowski, Public Image Chair 703/869-0485, dfborowski@cox.net Web: Bxrrotary.org Facebook: https://bit.ly/2LOCrbHbxrcFB ROTARY CLUB OF BAILEY'S CROSSROADS

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How do I promote my club's projects?

- Know your local media
- Develop a media list and keep it current.
- Get to know local journalists by inviting them to learn more about Rotary, your club, or a specific project.
- Contact the media with newsworthy story ideas, being sure to:
 - Know your story and anticipate questions.
 - Send background materials immediately following contact.
 - Be persuasive, persistent, and friendly, but not aggressive.



How do I promote my club's projects?

- Advertise on cable and public access TV
- Create a public service announcement
- Write op-eds and letters to the editor
- Distribute club brochures.
- Post on your club website and social media outlets, including blogs, Facebook, Twitter, YouTube, and more



Tools

- Rotary Brand Center <u>https://brandcenter.rotary.org/en-GB</u> (Need to register). Logos, photos, templates, images
- Learning Center -<u>https://learn.rotary.org/members/learn/catalog</u> Search for Public Image. These are helpful courses.
- Canva.com free graphic tool. Pro version free for non-profits <u>https://support.canva.com/account-basics/nonprofit-program/apply-for-nonprofit/</u>
- People of Action editor <u>https://www.poaphotos.com/</u>



Tools

 Zone 33-34 PI website <u>https://www.rizones33-34.org/zone-33-</u> <u>public-image/</u>



Photographs and videos are important



A few district videos

https://youtu.be/HdQYpGRw8jA https://youtu.be/6euFnKUOXEA https://youtu.be/38DFrjCQ3jA District YouTube Videos https://bit.ly/D7610YouTube **District Rotary Times Videos** https://bit.ly/D7610RotaryTimes



Human beings process pictures 60,000 times faster than text* (A picture is worth a thousand words)

* business2community.com



























Some quick and easy PI hints

Create a club brochure.

Be sure it reflects YOUR club with information and photos that are *up to date* and inclusive of your club *and* community

Hand out Club brochures and create posters

At various club events, projects.

Ask local merchants/businesses if you can leave copies

Remind members to talk up the club.

Invite people to help at events.

Wear Rotary logo wear, pin

Take photos or shoot video at club events.

Use smartphone and keep the shots live action



Some quick and easy PI hints(cont.)

Post photos to Facebook, Twitter, Instagram etc.

* Understand the limitations pertaining to minors Send a story to news outlets. (local paper, Patch, radio etc.)

Upcoming events; results of completed events & about recognitions and awards.

Boost Facebook pages at a cost.

Keep social media and website up to date

The point is to get and keep the name of your Rotary Club in front of the public.


We conducted a Survey <u>https://www.surveymonkey.com/stories/SM-</u> <u>TM3YMS7Q/?fbclid=IwAR05U-</u> <u>Sv6pAPOVjD18HXPZGc4iepBZV6byxFAfKWFIiSH4J30</u> <u>UkR73nycWc</u>



We conducted a Survey

The results of the public information survey that the District PI Team sent out are in. The link below will present a summary of the results. There is also a brief analysis below.

https://www.surveymonkey.com/stories/SM-TM3YMS7Q/

- Q1- Facebook is by far the most used social media platform in our district at 84%. Others such as Instagram, Twitter, LinkedIn are dramatically less, each ranging 12 17%.
 - Q2 42% of respondents are satisfied with their social media presence. The others are either unsatisfied or neither satisfied or dissatisfied.
- Q3 Most respondents (87%) believe the newsletter is an effective communication tool.



We conducted a Survey

Q4 - Most respondents (81%) believe that the district website is an effective communication tool.

- Q5 Most respondents (78%) believe that the Facebook group is an effective communications tool.
- Q6 Most respondents (66%) would be interested in some sort of PI training.
- Q7 Respondents are interested in the following training: (64%) are interested in effective website and social media management. Rotary Branding is at 36%. Social media basics is at 40% and conducting successful hybrid meetings is 37%.
- Q8 Most respondents are interested in help with Rotary branding (36%) and general website help (41%)



District 7610 has several social media and other online accounts.



Facebook pages

1. District 7610 Facebook group -

It's a public group so anyone can visit and read posts. In order to post send an email to one of the admins asking to join. The purpose of the group is to share information with district Rotarians.

https://www.facebook.com/groups/117212831621/

or

https://bit.ly/D7610FBGroup

2. District 7610 Facebook page. Anyone can visit and read, only admins or editors can post. This is a page intended for non-Rotarians.

https://www.facebook.com/RotaryDistrict7610/



3. District 7610 Public Information page.

1. This is a public PI Facebook group. Anyone can visit and read posts. Members can post to the group. Any District 7610 Rotarian can join just send a message to the admin to join.

https://www.facebook.com/groups/1519649321660671/

or

https://bit.ly/D7610PIGroup

4. District 7610 Public Image Chair group. This is a private group for club PI chairs to exchange information. If you are a PI chair and would like to join send a message to the admin.

https://www.facebook.com/groups/630088427503492/?ref=group

or

https://bit.ly/D7610PIChair



YouTube channels

1. District 7610 channel

https://www.youtube.com/channel/UCIQRGaCXIIXtGiY3i6M-KBQ?view_as=subscriber_

or

https://bit.ly/D7610YouTube

2. District 7610 Rotary Times Channel

https://www.youtube.com/channel/UCPaC_b0piDHRv-Nzi90i9lw?view_as=subscriber

or https://bit.ly/D7610RotaryTimes



District 7610 Instagram account

https://www.instagram.com/rotarydistrict7610/

District 7610 Twitter <u>https://twitter.com/rotary7610</u>

District 7610 Photo Archive All photos are free to download. <u>https://rotarydistrict7610.smugmug.com/</u>



Pre-PETS Session Five Feb. 2 Dave Borowski BXRC Public Image Director dfborowski@cox.net