

# Welcome to



## DACDB & My Rotary

Sandra Early  
District Executive Secretary



**EMPOWER YOUR MEMBERSHIP**

**Sandra Early, District 7630 Executive Secretary**

*Theme 2023-2024*



# CONGRATULATIONS!

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As you embark on your year as the President of your Club, please know that I am here as part of your support team!

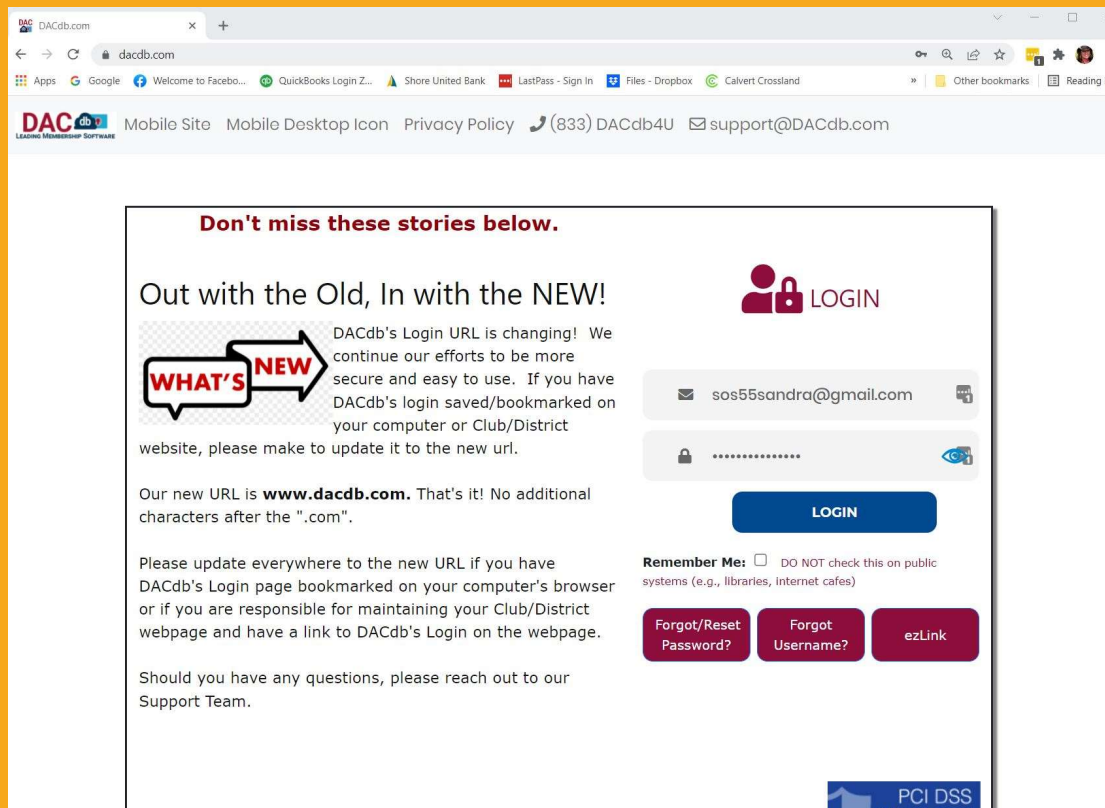
## Highlights of this presentation:

- General “lay of the land”
- Helpful hints and important notes
- Questions

## Special Notes from Sandra:

- There is always more than one way to accomplish a task in DACdb.
- Sometimes DACdb experiences a glitch in the matrix. Everyone just remain calm!
- We may discuss things today that you will delegate to someone else. That’s the joy of being the President!
- I’m going to throw a lot of information at you today. No worries! The most important info is how to get in touch if you have questions!

# First things first!



The screenshot shows the DACdb.com website. At the top, there is a navigation bar with the DACdb logo, a 'Mobile Site' link, a 'Mobile Desktop Icon' link, a 'Privacy Policy' link, a phone icon with '(833) DACdb4U', and an email icon with 'support@DACdb.com'. Below the navigation bar, there is a 'WHAT'S NEW' announcement box. The announcement is titled 'Don't miss these stories below.' and 'Out with the Old, In with the NEW!'. It contains a 'WHAT'S NEW' graphic with an arrow pointing to the right. The text reads: 'DACdb's Login URL is changing! We continue our efforts to be more secure and easy to use. If you have DACdb's login saved/bookmarked on your computer or Club/District website, please make to update it to the new url. Our new URL is **www.dacdb.com**. That's it! No additional characters after the ".com". Please update everywhere to the new URL if you have DACdb's Login page bookmarked on your computer's browser or if you are responsible for maintaining your Club/District webpage and have a link to DACdb's Login on the webpage. Should you have any questions, please reach out to our Support Team.'

To the right of the announcement is the login form. It features a 'LOGIN' button with a user icon and a lock icon. Below the button are two input fields: one for the email address 'sos55sandra@gmail.com' and one for the password, which is masked with dots. There is a 'Remember Me' checkbox with the text 'DO NOT check this on public systems (e.g., libraries, Internet cafes)'. At the bottom of the login form are three buttons: 'Forgot/Reset Password?', 'Forgot Username?', and 'ezLink'. A 'PCI DSS' logo is visible in the bottom right corner of the page.

Log into DACdb!

New login URL:  
www.dacdb.com



- Home
- Zone Statistics
- District
  - District Home Page
  - District Dashboard
  - District Statistics
- Club
  - Club Home Page
  - Club Dashboard
  - Club Statistics
- DACdb Updates
  - Users Conference 2019
  - DACdb Messages
  - New Interface Video
- Setup
- My CLUB Shortcuts
  - 
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- DISTRICT Shortcuts
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## Club and District Home Page

stories as of: 07/20/22



### Kent Island Headlines

#### 2022 DICTIONARY PROJECT January 14, 2023



**By Sandra Early**  
Do you know the longest word in the dictionary? These Matapeake Elementary School students do! The Kent Island Rotary Club 2022 Dictionary Project was a success! [Read More](#)

#### CHECK OUT THE NEW TRAILER! January 14, 2023

**By James Smith**  
This trailer houses all our Memorial Day flags, our Rotary canopy we use for events, etc. It can be loaded in advance for any project or event. The club is hoping it will be a marketing tool for events and reach out to new prospective donors, members, etc.



[Read More](#)

#### RI DIRECTOR PETER KYLE SPEAKS TO CLUB December 18, 2022



**By Sandra Early**  
Kent Island Rotary President Janet Salazar welcomes Peter Kyle, Rotary International Director, 2020-2022 for Zone 33-34 spoke to the club about Peace Fellowships. Also in attendance were PDG Hugh Dawkins and DG Cliff Berg.

### District Headlines

#### FOUNDATION WEBINAR INVITE January 14, 2023

**By Cathy Parsons**  
Planning for the future? Your support of Rotary programs today is vital. What is your plan to ensure the causes you love today, receive funding to continue impactful work forever? Join fellow Rotarians for a Q&A on all things Rotary Endowment Fund on January 19th or 21st. [Click here for the flyer!](#)



[Read More](#)

#### GEORGETOWN MILLSBORO ROTARY RECEIVES AWARD January 14, 2023



**By Alice Erdly**  
Senator Brian Pettyjohn and Representative Ruth Briggs King spoke to the Georgetown Millsboro Rotary Club about upcoming legislation in the State of Delaware particularly Sussex County. They also presented an award for the club's recent involvement in Delaware

Day...placing flags in Georgetown and Millsboro with money secured from a District Grant.

[Read More](#)

#### CAMDEN WYOMING INDUCTS NEW MEMBER January 14, 2023

**By Debra M. Taylor**  
The first meeting of the New Year brought additional cause for celebration to the Camden-Wyoming Rotary Club with the induction of five new members.



[Read More](#)


- MEMBER NAVIGATION:**
- Enter Makeup
  - Club Members
  - My Engagement Attendance
  - My Financial Statement
  - My Rotary
    - How To Adjust Profile
    - How To Set Required Fields
    - How To Set Privacy Settings
  - My CLUB Shortcuts**
  - DISTRICT Shortcuts**

**Member Profile: Sandra Early**  
Rotary District: 7630

Learn how to adjust the settings on this page by reviewing the help topic in the left navigation titled **How To Adjust Profile**.

Edit Member

**Sandra**



Active Member  
Kent Island

**About**

Gender: Female

Partner / Spouse:

Marital Status:

Birthdate: July 21

Club Start Date: 05/25/22

RI Join Date: 05/10/22

Previous Years: 0

Bio/Description: Sandra Early serves as the 7630 District Executive Secretary. She is 12th generation Eastern Shore of Maryland and is currently living on Kent Island ... (READ MORE)

Sponsor Name (1):

**Contact Information**

Preferred Email: sos55sandra@gmail.com

Mobile: 4107394716

Preferred Address: PO Box 55  
Chester, MD 21619  
(UNITED STATES)

**Business Information**

Classification:

Company: Sandra's Office Support

Position: Owner

Website:

**Emergency Contact:**

**RLI Class Information**

No RLI classes found.

**Committees**

Committee Name	Position	Org	Year
<b>RI Zone 33</b>			
<b>District Committees</b>			
District Newsletter Editors	Member	2022-23	
<b>Rotary District 7630</b>			
<b>District Committees</b>			
District Conference 2022-2023	Member	2022-23	
District Finance Committee	District Executive Secretary	2022-23	
District Leadership Team	District Executive Secretary	2022-23	
District Policy and Procedures Committee	District Executive Secretary	2022-23	
District Public Image Committee	Member	2022-23	

**Community Leadership Data**

Organization	Role	Time
United Way of Queen Anne's County	Executive Director	17.0
Kent Island Volunteer Fire Department	Advisory Council Administrator, Bookkeeper	20.0

**Member Admin: Sandra Early**  
Rotary District: 7630

Terminate Member Cancel Save

- Member
- Photo
- Contact
- Club
- Login**
- Business
- Partner
- Bio/Notes
- DR
- Alumni
- UDF
- PData

**Login Credentials**

Login User Name: sos55sandra@gmail.com

Email User: [Click Here to Email Login User Name to User](#)

Password: \*\*\*\*\*

Reset Password: No

Policy Accepted: Yes

Login Retry Count: 0

Last Login Attempt: 01/20/23 at 17:24 GM

My CLUB FUNCTIONS (#5922)

Select a function. **Reposition** ICONs by dragging and dropping. **Remove/Add** ICONs using Configuration.

= The top 6 functions will appear on the My CLUB Shortcuts menu in the same order arranged here.

EASTON CLUB FUNCTIONS (#5922)

Select a function. **Reposition** ICONs by dragging and dropping. **Remove/Add** ICONs using Configuration.

= The top 6 functions will appear on the My CLUB Shortcuts menu in the same order arranged here.

**Setup**

Configure the Icon Actions that are displayed here. Drag and drop the icons names in the "order" in which you want them appear.

**Icons Displayed:**  
 Select and position the icon names and the order in which you want them displayed (long list may be continued on the 2nd line):

FindMember	ClubBulletins	ClubMembers	Area	Statistics	Calendar	ClubFilesNew	Committees	Engagement	ezStory
Map	PMail	Reports	Speakers	ezBulletinNew	Attendance	Websites	RICompare	ClubInfo	

**Available Icons:**  
 Club Actions:

eMeeting	Finance	PText	RLI	Sponsors	Verify
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[Set Account Default](#)
[Set Club Default](#)
[Reset My Configuration](#)
[Set My Configuration](#)

[Home](#) [Find](#) [My DATA](#) [My CLUB](#) [DISTRICT](#) [Support](#) [Setup](#)
Rotary District 7630 - Easton Early, Sandra

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**SUPPORT NAVIGATION**

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- Help Topics**
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**DACdb Support for Rotary District 7630**
Search...

Use the "Search" field at the top right to search for a help topic.

Welcome to the DACdb Support Center. Our goal is to provide you with the information and support that you need as quickly and easily as possible. You will find easy-to-follow steps below to help you with your quest. Please follow the steps below to obtain the needed support.

**Step 1 - Self Help:**

- FAQ - Review the documentation under the Frequently Asked Questions (FAQ) link
- Help Topics - On the left side of this page there are lots of helpful articles about many areas in DACdb. Use the "Search" field above to search for articles too.

**Step 2 - District Support:**

- Tier 1 Support -- Designated District Help - This person, listed in the box on the right, is your district's local support person. This should be your go-to person for the fastest support. Once contacting your District Representative, if unsuccessful, then proceed to the next step.

**Step 3 - DACdb Support:**

- Tier 2 Support Request - Once exhausting the options in steps 1 and 2 above, you can submit a support request. Opening a support ticket will immediately alert us to your request and enable you to track the progress of the submitted request.

**• For Fastest Service, Submit a Support Ticket**  
**(If you submit a ticket there is no need to call. If you call us there is no need to submit a ticket.)**

Got a question, problem, or enhancement idea?

**CLICK HERE to Submit a Support Ticket or visit the Knowledge Base**

**District 7630 Help**

Designated District Help

**support@dacdb.com**

Phone: (833) 322-3248

Email: [support@DACdb.com](mailto:support@DACdb.com)

District DCO Help

**Steven L Grossman**

CellPhone: 302-363-5766

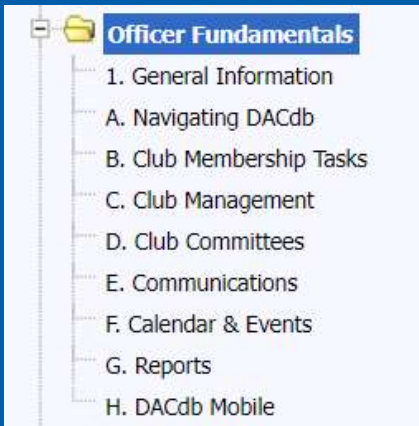
Email: [stevegrossmande@gmail.com](mailto:stevegrossmande@gmail.com)

**Sandra Early**

CellPhone: 4107394716

Email: [sos55sandra@gmail.com](mailto:sos55sandra@gmail.com)





**Officer Fundamentals**

- 1. General Information
- A. Navigating DACdb
- B. Club Membership Tasks
- C. Club Management
- D. Club Committees
- E. Communications
- F. Calendar & Events
- G. Reports
- H. DACdb Mobile

Officer Fundamentals in the Help topics...  
The last two items are  
Reports and DACdb Mobile App

## Club Membership Tasks

Two videos cover basic club membership tasks that can be performed by any officer or level 4. Topics include:

- ★ Adding Members
  - Transferring Members
  - Changing Member Types and Member Information
  - Terminating Members
  - New Member Form
  - Assigning login and assisting members with login
  - Finding Members
- ★ RI Compare (Member Compare, Club Officer Compare and Club Information Compare)

Adding New Members is not for the faint of heart!

Find an officer who is:

- Computer savvy
- Patient
- Have a problem-solving mind

### Kent Island Club Members (

All Club members are listed under one of the Terminated status. Whether or not Club Leader to "Setup" in the left navigation and configuring "Options" tab.

#### 2022-23 Officers



Janet Salazar  
President



Gail R. Lundberg  
Membership Chair

#### MY CLUB NAVIGATION

- My Club Members
- Member Cards
- Club Information
- My Club Committees
- Club Leadership History
- Club Statistics
- Club Member Map
- Club Badge Numbers

#### RI Integration

- CLUB
  - Member Compare
  - Club Officer Compare
  - Club Info Compare

#### DISTRICT (v1 6+)

- District Member Compare
- District Club Officer Compare

#### RI NAVIGATION

- RI Transaction Log
- RI Help

#### Admin Functions

- Setup
- Help Functions

#### Active/Honorary Members

#	Action	Member Name
1		Austin, Linda


DACdb is only half the puzzle. RI or My Rotary is actually the "Mother Ship". Our goal in DACdb is to mirror Rotary International. These two sites communicate with each other.

#### Members in Rotary

#### Members in DACdb

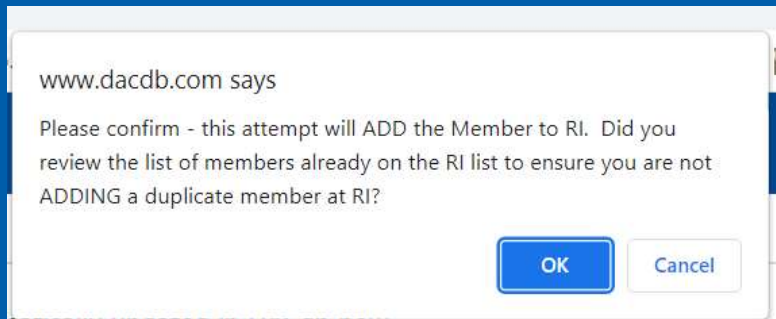
#	Action	Member Name	Rotary ID	Birth Date	MemberType	!=	Member Name	Rotary ID	Birth Date	MemberType	Comments
1	Compare	Abushakra, Michael			Active	Birth Date	Abushakra, Michael			Active	2011-06-10
2	Compare	Adams, Thomas			Active	Start Date	Adams, Thomas			Active	2012-02-03
3	Compare	Anderson, Mason H.			Active	Home Address	Anderson, Mason H.			Active-R85	2006-02-10
4	Compare	Bailey, Joyce M.			Active	Birth Date	Bailey, Joyce M.			Active	2015-01-23
5	Compare	Batchelor, Hector			Active	Name	Batchelor, Hector			Active	2012-12-12
6	Compare	Berry, Clint Jaeger			Active	Home Address	Berry, Clint Jaeger			Active	2016-08-30
7	Compare	Byrd, Lou			Active	Start Date	Byrd, Lou			Active	2016-07-15
8	Compare	Cheatham, Alan K.			Active	Birth Date	Cheatham, Alan K.			Active	1997-09-26
9	Compare	Cheek, Clifton L.			Active	Office Email	Cheek, Clifton L.			Active	2017-04-28
10	Compare	Cheek, Lawrence H.			Active	Start Date	Cheek, Lawrence H.			Active	1986-12-19
11	Compare	Dressler, Chris			Active	Name	Dressler, Chris			Active	2013-10-18
12	Compare	Dressler, Doug			Active	Birth Date	Dressler, Doug			Active	2013-10-18
13	Compare	Eggert, Susan Usher			Active	Home Address	Eggert, Susan Usher			Active	2016-03-18
14	Compare	Evens, Donald C.			Active	Start Date	Evens, Donald C.			Active	2014-12-19
15	Compare	Fletcher, James R.			Active	Name	Fletcher, James R.			Active	2003-05-23
16	Compare	Good, Mary Ellen			Active	Home Address	Good, Mary Ellen			Active-LOA	2014-06-02
17	Compare	Hardy, Danny			Active	Start Date	Hardy, Danny			Active	2007-08-03
18	Compare	Hartnett, Edward J.			Active	Birth Date	Hartnett, Edward J.			Active	2011-12-16
19	Compare	Henson, John			Active	Name	Henson, John			Active	2011-04-08
20	Compare	Hoerl, Dorothy A.			Active	Start Date	Hoerl, Dorothy A.			Active	2009-01-30
21	Compare	Holder, Harvard			Active	Name	Holder, Harvard			Active	2000-10-06
22	Compare	Humbert, Glenn D.			Active	Home Address	Humbert, Glenn D.			Active	2011-12-16
23	Compare	Idol, Savannah			Active	Start Date	Idol, Savannah			Active	2017-04-28
24	Compare	Ingram, John William V.			Active	Home Address	Ingram, John William V.			Active	2017-04-10
25	Compare	Jardine, Elsa			Active	Name	Jardine, Elsa			Active-R85	1990-09-28
26	Compare	Jensen, Myong S.			Active	Office Email	Jensen, Myong S.			Active	2018-06-15
27	Compare	Juric, Vincent			Active	Birth Date	Juric, Vincent			Active-R85	2005-09-02
28	Compare	Kay, Charles E.			Active	Name	Kay, Charles E.			Active-R85	2002-05-17
29	Compare	Keil, Doug			Active	Office Email	Keil, Doug			Active	2008-08-28



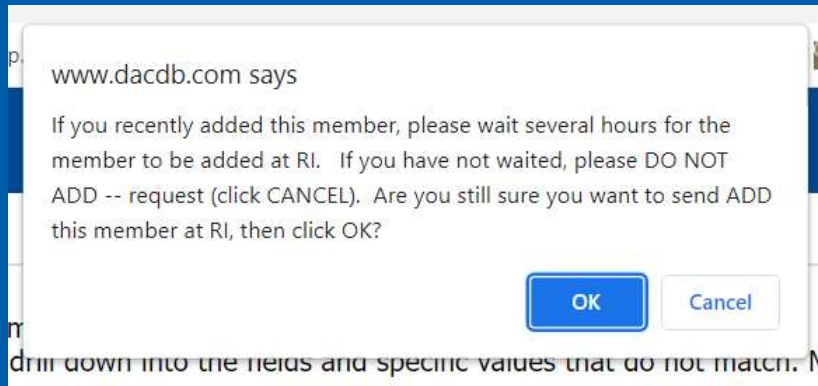


Members in Rotary						Members in DACdb					
#	Action	Member Name	Rotary ID	Birth Date	MemberType	!=	Member Name	Rotary ID	Birth Date	MemberType	Comments
1	<b>Your options:</b> 1. <b>ADD to RI</b> ⓘ 2. <b>TERMINATE in DACdb</b> ⓘ		0				<a href="#">Smith, Luke</a>	0	1996-03-15	Active	2022-02-15

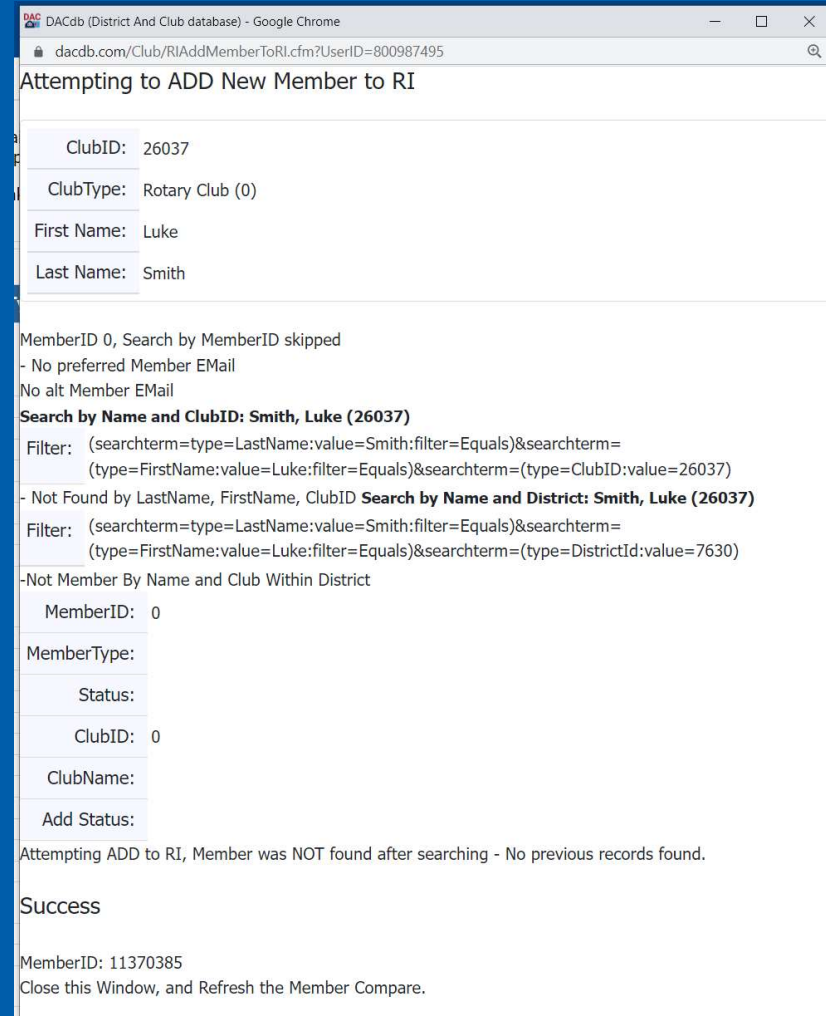
- RI encourages you to enter members into RI first
  - Have they been a member before?
  - Did their previous Club “terminate” them?
  - The new Club start date must be after the termination date
  - A Member Compare Report will help you integrate the info into DACdb
- If you enter them into DACdb first, the information **should** automatically be “pushed” to RI.
  - Please check after 24 hours but before 30 days! In many cases the push won’t happen automatically, and the member compare report will help fix that!

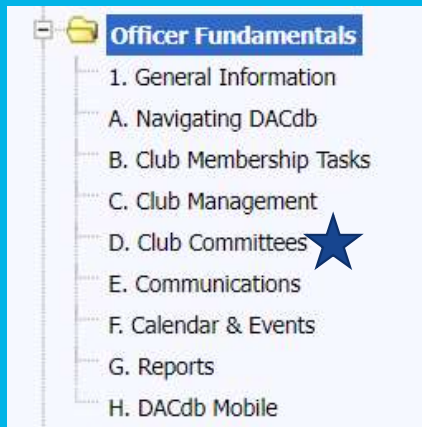


atically updated in DACdb now.  
drill down into the fields and specific values that do not match. M



m  
drill down into the fields and specific values that do not match. M





**Officer Fundamentals**

- 1. General Information
- A. Navigating DACdb
- B. Club Membership Tasks
- C. Club Management
- D. Club Committees ★
- E. Communications
- F. Calendar & Events
- G. Reports
- H. DACdb Mobile

## Club Committees

This video will cover:

- Setting up Committees
- Adding Members
- Communicating between Committees
- Recruit people to join and self-sign-up

## Communications

Communicating with your club is very important. There are several ways within DACdb that you can communicate with your members:

- ★ Pmail
  - Ptext
- ★ ezStory
  - ezBulletin

Is everyone getting their bi-weekly newsletter?

**PMail NAVIGATION**

- Compose
- Drafts
- Pending 0
- Tracking
- Read Analysis
- Manage Templates
- Manage Groups
- Documentation
- PMail Selected**
- PMail ALL: Club

**My CLUB Shortcuts**

**DISTRICT Shortcuts**

**Personalized Mail** v4 (UserID)

PMail lets you send personalized messages to

**Send Options**

\* FROM

FROM disabled  
PMail S-Lvl <6

\* TO

Sending to: 0  
View Member Types

\* Subject: Rota

Options: Add CC

B I U X X

Insert Tag Styles

Dear {%FName%},



My CLUB DISTRICT Support / Training Rotary District 7630 - Kent Island Salazar, Jan

**PMail Selected: Club Kent Island**

Refresh PMail Selected

To send Personalized Mail (PMail) to ALL members listed below, simply "click" on the **[PMail ALL]** button. To select a subset of members to send to, simply "check" the box in front of the Member's name that the PMAIL is being sent TO. You can also subset the member list by including or excluding Clubs, Club types, member types, and member status. You cannot send emails to deceased members.

**Display Options**

**Member Listing: 39 Members selected**

<input checked="" type="checkbox"/>	Member Name	Member Type	Club Name	Club Type	Sec Lvl	Email Address	Verified Date
<input checked="" type="checkbox"/>	Austin, Linda L	Active	Kent Island (87152)	Rotary Club	1	linda.austin@longandfoster.com	
<input checked="" type="checkbox"/>	Beery, Jean Marie	Active	Kent Island (87152)	Rotary Club	1	jean.beery@gmail.com	
<input checked="" type="checkbox"/>	Beery, Thomas E.	Active	Kent Island (87152)	Rotary Club	1	tom.beery209@yahoo.com	
<input checked="" type="checkbox"/>	Bethke, Brandt S	Active	Kent Island (87152)	Rotary Club	1	brandtbethke@gmail.com	
<input checked="" type="checkbox"/>	Caughey, William J. IV	Active	Kent Island (87152)	Rotary Club	4	william.caughey@edwardjones.com	
<input checked="" type="checkbox"/>	Chambers, Earl LeRoy Jr.	Active	Kent Island (87152)	Rotary Club	1	earljane@atlanticbb.net	

**Personalized Mail** v4 (UserID)

PMail lets you send personalized messages to members.

Schedule Delivery Select Group Select Template Send

Type=UserID

**Send Options**

FROM: FROM disabled PMail 5-Lvl <6> Email "Friendly" Display Name - Your members will see this name on the email

TO: Sending to: 0 View Member Types

Subject: Rotary

Options: Add CC Add BCC Show/Change Reply To Attach File

Dear {%FName%},



**Add Emails**

Search: Orgyear: 2022-23

Salazar, Janet

- CLUB
  - Kent Island (39)
- AREAS
  - CLUB COMMITTEES 2022-23
    - Foundation Committee
    - Membership Committee
    - Public Relations
    - Service Projects
    - Youth Services and Education
  - DISTRICT COMMITTEES 2022-23
    - Club Presidents (42)
- EVENTS
- MEMBERS
- MEMBER TYPES
- My CLUB COMMITTEE LEADERS
- GENDER
- EVENTS: 0

Remove Selected Save as Group Clear All

Cancel Update Names

The benefit to Pmail is that you have a better Chance of your bulk communications not being flagged as spam.



**Insert Register Me Link**

Create an EZ-Link to the event selected from the list below. Events highlighted in **yellow** are **In-Active** events and should only be used for testing purposes.

Include Event description above ez-Link:

Event	Event Date	Sponsor
<input type="radio"/> Zone 33 District Membership Chair/DG Line Call	Feb 20, 23	RI Zone 33
<input type="radio"/> Public Image - Office Hours	Feb 28, 23	RI Zone 33
<input type="radio"/> Zone 33 District Membership Chair/DG Line Call	Mar 20, 23	RI Zone 33
<input type="radio"/> District Leadership Team Training - Zone 33	Apr 13, 23 - Apr 15, 23	RI Zone 33
<input type="radio"/> Zone 33 District Membership Chair/DG Line Call	Apr 17, 23	RI Zone 33
<input type="radio"/> Zone 33 District Membership Chair/DG Line Call	May 15, 23	RI Zone 33
<input type="radio"/> Zone 33 District Membership Chair/DG Line Call	Jun 19, 23	RI Zone 33

**Insert Calendar Invoice Link**

Add a calendar invite to your PMail by selecting one of the events below.

Event	Event Date
<b>Rotary District 7630 Events</b>	
<input type="radio"/> 2022-2023 Pre-PETS Workshop	Feb 04, 23
<input type="radio"/> District Finance Committee Quarterly Meeting	Feb 09, 23
<input type="radio"/> District Leadership Committee Quarterly Meeting	Feb 09, 23
<input type="radio"/> RYLA - Rotary Youth Leadership Academy	Feb 17, 23 - Feb 19, 23
<input type="radio"/> Governors Chain Call	Feb 21, 23
<input type="radio"/> District Governor Open House	Mar 09, 23
<input type="radio"/> District AG Meeting - March 14th at 6:30 PM	Mar 14, 23
<input type="radio"/> Governors Chain Call	Mar 21, 23
<input type="radio"/> District Finance Committee Quarterly Meeting	Mar 23, 23
<input type="radio"/> District Leadership Committee Quarterly Meeting	Mar 23, 23

Cancel Save



## Personalized Mail v4 (UserID)

PMail lets you send personalized messages to members.

Schedule Delivery

Select Group

Select Template

Merge

Send

Clicking send is always the last thing you do!

### Send Options

Type=UserID

\* FROM Early, Sandra Email "Friendly" Display Name - Your members will see this name on the email

\* TO Early, Sandra;

Sending to: 1  
View Member Types

\* Subject: Rotary -

Options: Add CC Add BCC Show/Change Reply To Attach File

### Send Message Later

Today:  Send Now  
 Send in 1 hour  
 Send in 2 hours  
 Send in 4 hours

Tomorrow:  Tomorrow Morning (~ 7AM CT )  
 Tomorrow Afternoon (~ 12PM CT )  
 Tomorrow Night (~ 6PM CT )

Scheduled:  Date: [ ] Time: [00:00]

Time Zone: [(GMT+00:00) Greenwich Mean Time (Dublin)]

Note: This PMail will be sent to all members selected at the creation date and time of this message. If a member on this list terminates, **they will still receive this message**. If a new member is added, they will **NOT** receive a copy of this message. Consider this as you select the future date and time to send this message. This is why the scheduled date is limited now to 4 weeks in the future.

Cancel

Save

This is a reminder that **District Finance Committee Quarterly Meeting** will begin on:

Thu Feb 09, 2023 04:00 PM

Add to Calendar: Outlook<sup>®</sup> [Calendar](#) | Google [Calendar](#)<sup>™</sup>

 [Register NOW](#) for **District Leadership Team Training - Zone 33**

or send your REGRET that you cannot attend by [clicking here](#).

Rotary District 7630 - Kent Island

Home Find My DATA My CLUB DISTRICT Support / Training Admin Setup

### PMail Tracking

The most recent 90-days of PMail sends (campaigns) are shown below. The No Read (and % Read) statistics are approximate numbers of PMails opened (not necessarily read) by members. Your read rate could be higher than what is reported. What is reported is a positive indication of PMails being opened. PMails opened off-line or on devices with no connectivity will not be included in the statistics below. Also, some email programs do not allow for open tracking and others allow the recipient to choose whether to allow or disallow open tracking. A 20% and above read rate (% Read) is considered good.

24 PMail Campaigns found

Action	Subject	Date Sent	Age	Sent	Blank	OptOut	Deliv	Read	%Read	Clicks	UnDeliv	Spam	UnSubcr	Fails
✗	Rotary - Pre-PETS Request from District Executive Secretary! (2332439)	2023-01-30 01:20 PM	2 days	36	0	2	36	24	66.67%	0	0	0	0	0
✗	Rotary - Leadership Committee Meeting Next Thursday, February 9th! (2332230)	2023-01-30 10:55 AM	2 days	37	0	0	37	30	81.08%	0	0	0	0	0
✗	Rotary 7630 01-30-2023 Bulletin (2332173)	2023-01-30 10:50 AM	2 days	1,320	34	58	1,300	699	52.95%	0	0	0	0	20
✗	Rotary - Finance Committee Meeting Reminder (Next Thursday at 4 PM) (2332195)	2023-01-30 10:40 AM	2 days	12	0	0	12	9	75.00%	0	0	0	0	0
✗	Rotary - Test (2325582)	2023-01-20 01:45 PM	11 days	1	0	0	1	1	100.00%	0	0	0	0	0
✗	Rotary - OperaDelaware Discount (2325488)	2023-01-20 12:35 PM	12 days	1,332	0	66	1,313	769	57.73%	0	0	0	0	19
✗	Rotary - Pre-PETS Workshop and ... (2325582)	2023-01-18 11:25 AM	14 days	37	0	1	37	30	81.08%	0	0	0	0	0

Rotary District 7630 - Kent Island

Home Find My DATA My CLUB DISTRICT Support / Training Admin Setup

### PMail Tracking

The most recent 90-days of PMail sends (campaigns) are shown below. The No Read (and % Read) statistics are approximate numbers of PMails opened (not necessarily read) by members. Your read rate could be higher than what is reported. What is reported is a positive indication of PMails being opened. PMails opened off-line or on devices with no connectivity will not be included in the statistics below. Also, some email programs do not allow for open tracking and others allow the recipient to choose whether to allow or disallow open tracking. A 20% and above read rate (% Read) is considered good.

24 PMail Campaigns found

Age	Sent	Blank	OptOut	Deliv	Read	%Read	Clicks	UnDeliv	Spam	UnSub	Fails
2 days	36	0	2	36	24	66.67%	0	0	0	0	0
2 days	37	0	0	37	30	81.08%	0	0	0	0	0
2 days	1,320	34	58	1,300	699	52.95%	0	0	0	0	20
2 days	12	0	0	12	9	75.00%	0	0	0	0	0
11 days	1	0	0	1	1	100.00%	0	0	0	0	0
12 days	1,332	0	66	1,313	769	57.73%	0	0	0	0	19
14 days	37	0	1	37	30	81.08%	0	0	0	0	0

Rotary 7630 01-30-2023 Bulletin  
Sent: 30-Jan-23 10:18 AM By: Early Sandra

The following EMail(s) were undeliverable, bounced, marked as spam, or the member unsubscribed:

#	From	To	Subject	Bounced	Spam	UnSubscr	Error	Detail
1	mailservice@dacdb.net	bbrice@uwde.org	Rotary 7630 01-30-2023 Bulletin	✓	✓	✓	✓	Click Here

Message Delivery Summary

Recipient: bbrice@uwde.org  
Reason: suppress-bounce  
Severity: permanent  
Time Sent: 30-Jan-23 04:30 PM  
Delivery Status: Attempt No: 1  
Code: 605  
Description: Not delivering to previously bounced address  
Message:  
Envelope: Sender: mailservice@dacdb.net  
Targets: bbrice@uwde.org

Message Headers:  
Delivery Status: Attempt No: 1  
Code: 605  
Description: Not delivering to previously bounced address  
Message:  
Envelope: Sender: mailservice@dacdb.net  
Targets: bbrice@uwde.org

Message Headers:  
From: Early Sandra  
Subject: Rotary 7630 01-30-2023 Bulletin  
To: bbrice@uwde.org

It has come to my attention that you are not receiving your emails from the District through the DACdb database.

If you would like to get the bi-weekly emails or emails from the District and Club leadership, please have the email [mailservice@dacdb.net](mailto:mailservice@dacdb.net) removed from your spam list. (When someone emails you from DACdb, it originates from that email so that is the address that is being suppressed.)

You may have to contact your email provider to have them walk you through this process. Once it is corrected on your end, let me know and I will go to DACdb and have them taken off their suppression list

**mailservice@dacdb.net**



## Club Kent Island ezStories

ALL Stories









  

Choose a story to edit, create a new one or archive an existing story.

 To sequence the stories, simply drag and drop them in order within the the publishing state.

### Published

Action	Story Name	Visible	Show On	Comment	Story Date	Post Until	Contributed By
    <input type="button" value="Share 0"/>	KI ROTARY AWARDS (id=189716)	Yes	W	<input type="checkbox"/>	11/04/2022		Candice Cook
    <input type="button" value="Share 0"/>	KENT ISLAND AND CENTREVILLE DONATE \$25,000 TO NEW YMCA (id=189827)	Yes	W	<input type="checkbox"/>	11/06/2022		Janet Salazar



### Add New Club Kent Island Story ID=new

Create a story that can appear on your Club website, dashboard or home page below. Stories that you create must be in a **"Published"** state to appear. The parameters below control when and where your story will appear.

Share Save and Continue **Save**

---

**Information** | **Story Content**

Start your story by entering the information below. The selections you make will affect the presentation of the Story to your members. The 'Story Name' is what you know the story by. The 'Story Headline' is what your members will see. These will typically be the same -- but do not have to be. Also, the sequence will determine the order your story will appear when published. Stories with the same sequence number may appear in any order.

\*Story Name:  This is the TITLE of your Story, as it appears internally

\*Headline:  Enter Story Title / Headline as it will appear when it is published  
Limited 1079L can be included in the headline

Story State:  Draft  
 Review  
 Approved  
 Published

\*Story Start Date:  Start showing the Story as of this date (default is today)

Post Until:  Show the Story Until this date. Blank means forever -- until deleted.

Main Story Image:  No file chosen  
This is the main story image. It will be alternated down the page.  
Only one (1) main image is allowed per story.  
Additional images can be uploaded and added in the ezStory summary or description.  
To post to Facebook, the image uploaded must be 600x315px in size.

Show Story In:  Websites  
 Home Page  
 Dashboard  
 ezBulletin

Main Story Image:  No file chosen  
This is the main story image. It will be alternated down the page.  
Only one (1) main image is allowed per story.  
Additional images can be uploaded and added in the ezStory summary or description.  
To post to Facebook, the image uploaded must be 600x315px in size.

Show Story In:  Websites  
 Home Page  
 Dashboard  
 ezBulletin  
 eMeeting

Enable Comments:  Enable Comments (blogging) on website

Include:  Story Date  
 ByLine  
 Edited By  
 Story separator

Category: No Categories defined

By Line:  Name to appear on the By Line (if displayed).  
(contributed by)



**Information** | **Story Content**

The Story content goes here. Use the editor features to enter text. Once the story is first saved, additional images can be uploaded using the image icon below. Images can be dragged and dropped into the editor. Right-click on images - select Image Properties and add HSpace (horizontal space) and VSpace (Vertical Space) around your images. To float the text around the image, select alignment left or right in the Image Properties.

Note: If you are pasting in content from Microsoft Word, PLEASE Use the Word Paste ICON below and keyboard shortcut CTRL+V (CMD+V).

**Summary -- Enter below a brief summary (synopsis) of your story.**

**This is what readers will see to entice them to read your story. Typically, the first line of the story.**

**This is a complete description of story..This text will appear when the user clicks on read more.**

**This is what they will see when they click to "Read More"**

## District ezStories

### ALL Stories

Choose a story to edit, create a new one or archive an existing story.  
 To sequence the stories, simply drag and drop them in order within the the publishing state.

Preview Story Add Story



Club Websites

Rotary District 7630 has a current DACdb WordPress Website subscription.

**Kent Island EZ Website** (3368) (194) (46035)

Your Club has an Easy and Beautiful website.

You may visit the website by clicking the green button below. If you have been

VISIT WEBSITE

E&B ADMIN SURREAL CMS SETUP RESPONSIBILITIES

**District 7630 WordPress Website** (3405) (74) (46141)

Your District has a WordPress website.

Please contact your Webmaster for assistance.

RESPONSIBILITIES

Draft

Action	Story Name	Category(s)	Visible	Show On	Comment	Story Date	Post Until	Contributed By
	DISTRICT 7630 FOUNDATION FACTS CORNER (id=179102)			W H D B	<input type="checkbox"/>	11/20/2022		Cathy Parsons
	NOTES FROM THE DISTRICT EXECUTIVE SECRETARY (id=179095)			B	<input type="checkbox"/>	12/18/2022		Sandra Early

No Draft Stories: 2

Published

Action	Story Name	Category(s)	Visible	Show On	Comment	Story Date	Post Until	Contributed By
Share 0	JANUARY 30, 2023 MESSAGE FROM THE DISTRICT GOVERNOR (id=174603)		Yes	B	<input type="checkbox"/>	12/04/2022		Sandra Early
Share 0	1.30.23 OCEAN CITY BERLIN MAKES AND DELIVERS SOCK SNOWMEN (id=198647)		Yes		<input type="checkbox"/>	01/29/2023	02/11/2023	Margaret M Mudron
Share 4	5.27.23 ZONE 2023 ROTARY INTERNATIONAL CONVENTION MELBOURNE AUSTRALIA (id=175905)		Yes	W H D B	<input type="checkbox"/>	07/16/2022	05/27/2023	Sandra Early
Share 0	PATHWAYS TO SERVICE PODCAST (id=174385)		Yes	H B	<input type="checkbox"/>	10/08/2022		Lisa Bixby

**District 7630 Dashboard**

Zone

- Zone Statistics

District

- District Home Page
- District Dashboard**
- District Statistics

Club

- Club Home Page
- Club Dashboard
- Club Statistics

DACdb Updates

- Users Conference 2019
- DACdb Messages
- New Interface Video
- Setup

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**StorySum**

**DISTRICT 7630 2023 BLOOD DRIVE**

By Sherye Nickerson Monday, January 30, 2023

According to Sherye Nickerson, the last couple of weeks have been busy! She spoke a week or two ago at the Cambridge Rotary Club and stressed that even if donating isn't for you, there are other ways to make an impact. Training to volunteer or financial...

[Read More]

**05.13.23 EASTERSEALS SELECTS ROTARY WORK DAYS...MARK YOUR CALENDARS!**

By Sandra Early Sunday, December 4, 2022

Easterseals is excited to announce that they have selected their 2023 Rotary Work Days! [Read More]

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**Attendance Trend**

01-Jan-22

Members

Based on FI

Club and District Home Page stories as of: 08/01/22

**Kent Island Headlines**

**PROJECT** January 14, 2023

By Sandra Early Do you know the longest word in the dictionary? These Matapeake Elementary School students do! The Kent Island Rotary Club 2022 Dictionary Project was a success! Read More

**CHECK OUT THE NEW TRAILER!** January 14, 2023

By James Smith This trailer houses all our Memorial Day flags, our Rotary canopy we use for events, etc. It can be loaded in advance for any project or event. The club is hoping it will be a marketing tool for events and reach out to new prospective donors, members, etc. Read More

**RI DIRECTOR PETER KYLE SPEAKS TO CLUB** December 18, 2022

By Sandra Early Kent Island Rotary President Janet Salazar welcomes Peter Kyle, Rotary International Director, 2020-2022 for Zone 33-34 spoke to the club about Peace Fellowships. Also in attendance were PDG Hugh Dawkins and DG Cliff Berg. Read More

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**District Headlines**

**DISTRICT 7630 2023 BLOOD DRIVE** January 30, 2023

By Sherye Nickerson According to Sherye Nickerson, the last couple of weeks have been busy! She spoke a week or two ago at the Cambridge Rotary Club and stressed that even if donating isn't for you, there are other ways to make an impact. Training to volunteer or financial donations all help the Blood Bank of Delmarva in multiple ways. Read More

**CAESAR RODNEY CLUB OF WILMINGTON ANNUAL CASINO NIGHT GALA FEB 4TH** January 29, 2023

Good evening fellow Rotarians! We are proud to invite you and everyone you know to join us at our Annual Casino Night Gala on February 4th. Read More

**ROTARY CLUB OF MILFORD WELCOMES SPEAKER** January 29, 2023

By Catherine Barczevski On January 24, 2023 The Rotary Club of Milford welcomed Dr. Nicholas Conte as the Guest Speaker of the Week. Read More



## Event Calendar: Kent Island



Set Time Zone for all my Club Events

Add Event

District and Club events are shown below. Select the View mode (week, month, or list year) as appropriate. Click on the event name to get a detailed description of the Event. Select the Manage Event link in the List Year view or Manage Event button in the event pop-up to access Edit, Backroom, Check-In and other event management functions. Click on the mini calendar to bring up a ics.vcs card to download to your personal calendar. If an address has been entered on the Location tab of an event, clicking the small map icon opens a popup map pin of the address.

Include Events:

(All On|Off)

- District Event** (292)
- Club Meeting** (877)
- Multi-District Event** (1462)

- District Reminder** (487)
- Club Event** (682)
- RLI Training Event** (3165)

- District GOV Official Visit** (1267)
- Club FundRaiser** (1072)

Include:

- Member Birthdays
- Wedding Anniversary
- Member Start Anniversary

Options:

- Show My Club's and District Events
- Show only Events I can register for
- Show short description on Event
- Show meeting Speaker/Topic



An Information tab will open. Fill in the appropriate items.

### New Event 03-0

The event information is listed under the tabs below. Depending on the event options, additional tabs may be displayed.

Information

Event Information:

\* Event Name:  1

Event Status:  2

Event Category:  3

Club/District Name:  4

Speaker:  5

Topic:  6

Planning Notes/Comments:  7

Description:

1. Enter name of event
2. Enter Status--When creating a registration event, leave the status In-Active while you build the event so that no one may register while you're in the middle of creating and testing the functionality of the event. While In-Active, the event shows yellow-highlighted to moderators, but the rest

1. Enter name of event
2. Enter Status--When creating a registration event, leave the status In-Active while you build the event so that no one may register while you're in the middle of creating and testing the functionality of the event. While In-Active, the event shows yellow-highlighted to moderators, but the rest of the world cannot see it until you change the Status to Active.
3. Enter Category--This impacts the results users experience when they filter to a specific category of event.
4. Enter Your club name here. This insures it only appears on your calendar. Do not enter District unless you have permission from other clubs in your District for your event to appear on the calendar.
5. Enter your speaker info here, if appropriate.
6. Enter your topic here, if appropriate.
7. Planning Notes/Comments are not visible to the public. For example, a reminder to bring portable sound equipment could be inserted here for an outdoor event.

Description:

The description on the right defaults to the original format. The description can now be completely changed to be in any format or design you want.

8

Location / Comments:

This is what appears on the Calendar -- right hand column

9

### Event Scheduling:

\* Start Date:  10 (mm/dd/yyyy)

\* Time:  11 (hh:mm AM/PM, -or- Use 24-hr time, t)

\* End Date:  12 (mm/dd/yyyy)

\* Time:  13 (hh:mm AM/PM, -or- Use 24-hr time, t)

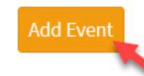
Repeats:  14

### Time Zone:

Select Time Zone:  15

8. Enter a brief description of the event here
9. Enter the location of the event here
10. Start Date
11. Start Time
12. End Date
13. End Time
14. Repeats--Leave default One-Time unless setting up a recurring series. Please refer to related article Add Recurring Event before passing this step.
15. Time Zone--default will be the current setting for the club.

Click on Add Event to apply these entries:



After entering the basic, key information on the Information tab and selecting Add Event, the screen refreshes. Now there are four tabs--Information, Schedule, RSVPs and Location. If that's all the details necessary for your event, you can stop here.

If you want the map location tool to work, you can complete the Location Tab at this point.

If you want the map location tool to work, you can complete the Location Tab at this point.

Hollywood Weekly Club Meeting id=77529827

Monday May 03, 2021

The event information is listed under the tabs below. Depending on the event options, additional tabs may be displayed.

Information Schedule **RSVPs** **Location**

Define the location for this event. The Event location address information is used to configure the Event landing page. The Google Map coordinates are used to display

**Event Location:**

Meeting Place: Providence 1

Event Address 1: 5955 Melrose Ave 2

Event Address 2:

Event Address 3:

Event City: Los Angeles 3 4

Event State Code: CA 4

Event PostCode: 90038-3623 5 6

Event Country: UNITED STATES

5955 Melrose Ave  
View larger map  
Hollywood DMV DMV 810 Cole Av  
Waring Ave  
Pavilions  
Los Angeles Tennis Cl  
Melrose Ave

1. Meeting Place: Enter the name of the venue
2. Event Address 1: Enter the street address
3. Event City: Enter name of City
4. Event State Code: Enter State Abbreviation from pull down
5. Event PostCode: Enter Zip Code
6. Event Country: Enter Country from pull down

Update Event to save your changes.

**Update Event**

If you want the map location tool to work, you can complete the Location Tab at this point.

Hollywood Weekly Club Meeting id=77529827

Monday May 03, 2021

The event information is listed under the tabs below. Depending on the event options, additional tabs may be displayed.

Information Schedule **RSVPs** **Location**

Define the location for this event. The Event location address information is used to configure the Event landing page. The Google Map coordinates are used to display

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5955 Melrose Ave  
View larger map  
Hollywood DMV DMV 810 Cole Av  
Waring Ave  
Pavilions  
Los Angeles Tennis Cl  
Melrose Ave

1. Meeting Place: Enter the name of the venue
2. Event Address 1: Enter the street address
3. Event City: Enter name of City
4. Event State Code: Enter State Abbreviation from pull down
5. Event PostCode: Enter Zip Code
6. Event Country: Enter Country from pull down

Update Event to save your changes.

**Update Event**

The option to enable registration becomes visible on the Information tab after you Add Event initially. When you change this setting to Yes, an additional set of tabs open when the screen refreshes. Please refer to the *Event Registration* article elsewhere in this Calendar, Events and Meetings folder for those instructions.

The event information is listed under the tabs below. Depending on the event options, additional tabs may be displayed.

**Information** Schedule RSVPs Location

**Event Information:**

\* Event Name: Hollywood is

Event Status: Active Only Active events will be listed on th

Host District: Rotary Test District 9969 (Level-9 Function to reassign e

Event Category: Club Meeting

Club/District Name: Hollywood

Deleted: No (Has a function)

Enable Registration: No This is used to enable the registrations for this

GTM/Zoom Link: Enter virtual meeting link, include the https://

Speaker: Enter an optional speaker at meeting

Topic: Enter an optional meeting topic

Planning Notes/Comments: Enter internal notes or comments regarding the meetin

Description: The Description content will be the

You can now update event.

**Update Event**





Need help, but it's not urgent?

Search the support tab  
Email DACdb support  
Call or Email Sandra – No more than 24 hours



Would like help sooner rather than later?

Right Now! = Call DACdb  
ASAP = Text Sandra





**QUESTIONS?**