DAC db

Empower Your Membership

THE MAGIC OF ROTARY

Sandra Early, District 7630 Executive Secretary

CONGRATULATIONS!

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!

What is the difference between DACdb and My Rotary?
How do DACdb and My Rotary work together?

My Rotary my.rotary.org

"The Mother Ship"

This is the #1 site for any Rotarian.

Every Rotarian is connected to my.rotary.org while not every Rotarian is connected to DACdb.

Not just Club or District information, but International News as well.

DACdb (District and Club Database) dacdb.com

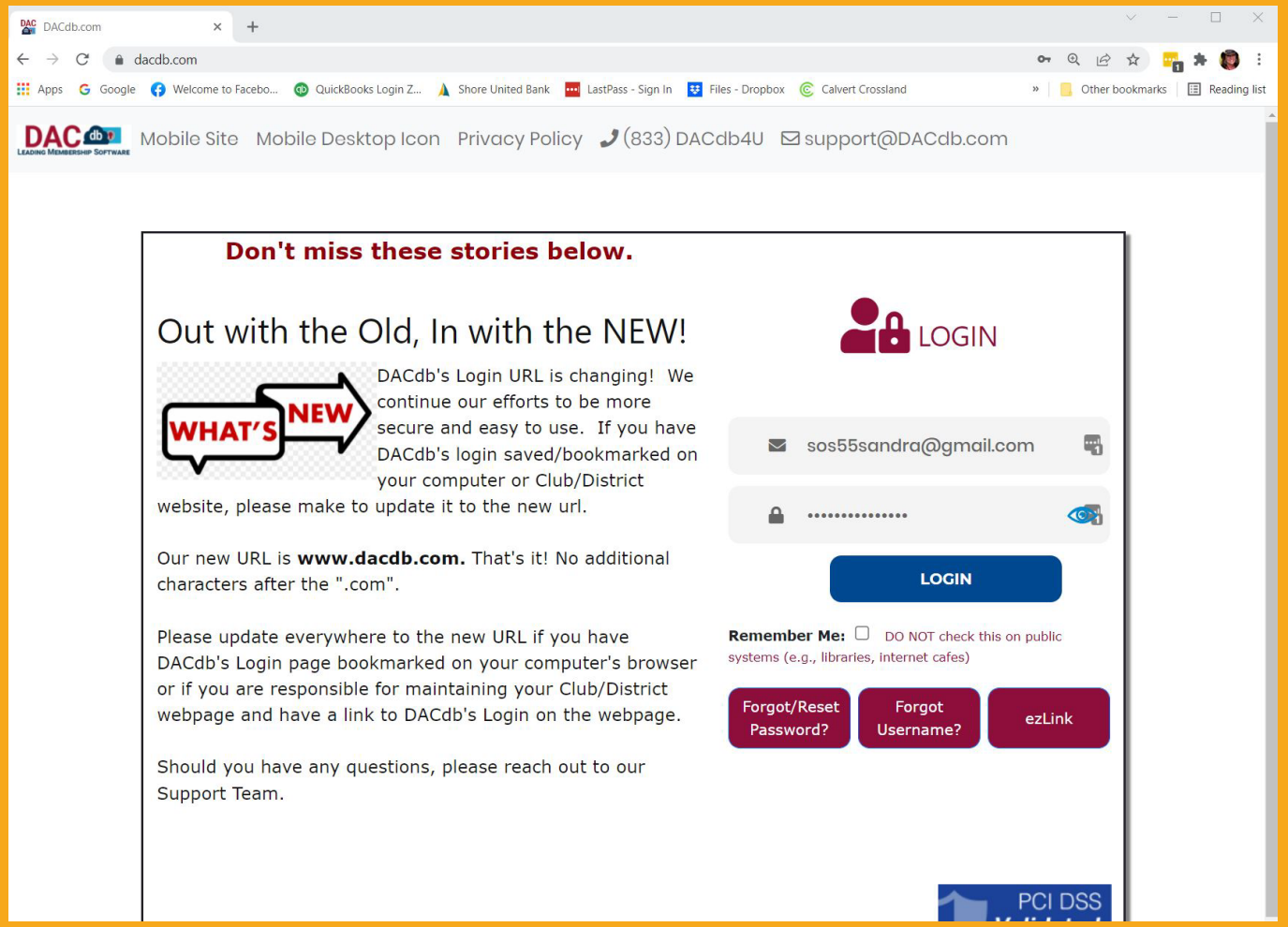
A tool that integrates with My Rotary to help maintain member information.

DACdb also helps Rotarians, especially as they move into Leadership Positions, with functions such as EZ Stories, The Calendar, Pmail, Files, Etc.

(Permission to some of these functions are changing as of January 31st!)

These two systems talk to each other!

First things first!



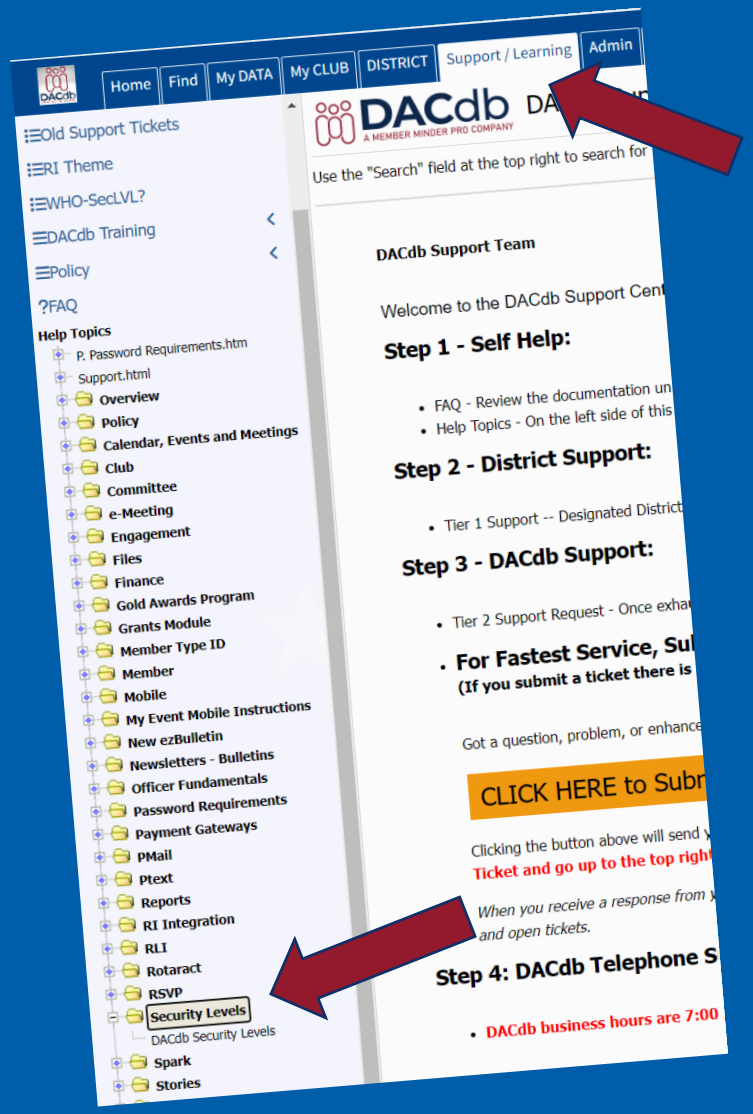
Log into DACdb!

www.dacdb.com

Username: Primary Email Address

Password: Member ID Number

What can I do in DACdb?
(This is currently being updated at DACdb)



System Security Levels	
0 - Public view	There are "transactions" available to display information about the District, the Clubs and its leadership. And, individuals may "opt" to NOT display their "contact information". General membership and contact data **IS NOT AVAILABLE** at this level.
1- Members	• Maintain their OWN record • View all public data in Member and Club databases.
2- Committee Chairs	• Maintain their OWN record • View all data in Member and Club databases • ADD/DELETE members to their Committee • Export all reports pertaining to their Committee • **PMAIL** all members of their committee • and, anyone ***on*** that committee can **PMAIL** all the members on the committee
3- Event Moderators (e.g. for District Assembly, District Conference, Foundation Seminar, *and* to maintain the Club Bulletins and the Calendar of Events, etc.)	• Maintain contact data any member record pertaining to their Event • View all data in Member and Club databases • ADD/DELETE members-pertaining to their Event • Export all reports pertaining to their Event • Submit "events" to Club calendar • Submit "club bulletins" • **PMAIL** all their Club members • Upload a public club file (default)
★ 4 - Club Officers: President, Secretary, Exec-Secretary, the CCO - Club Communications Officer, and the"-elect" officers	• Maintain any member record in their CLUB • Maintain their CLUB record • View all data in Member and Club databases • ADD/DELETE members-any committee in their CLUB • Export all reports pertaining to their CLUB • Submit "events" to Club calendar • Submit "club bulletins" • **PMAIL** all their Club members • **PMAIL** all their "peers", such as other Club Presidents
5- Area Assistant Governor (same as a Club Officer for THE clubs they are responsible for *in their area*).	• View all data in Member and Club databases • Export all reports pertaining to clubs ***in their Area.*** • **PMAIL** all the Club Presidents ***in their Area.***
6- District Officers and Data Adminstrators	• Maintain any member record in district • Maintain any CLUB record (Add/Chg/Del) • View all data in Member and Club databases • ADD/DELETE members-any committee • Assign CLUB and CHAIRMAN security • Export all available reports • Import RI Excel database (adds "RI MemberIds" coming from the RI database synchronization) • **PMAIL** all the Club members in any club • **PMAIL** any Committee, all members

How do I get around?

DA RD NAVIGATION
one
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
Setup
My CLUB Shortcuts
DISTRICT Shortcuts

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

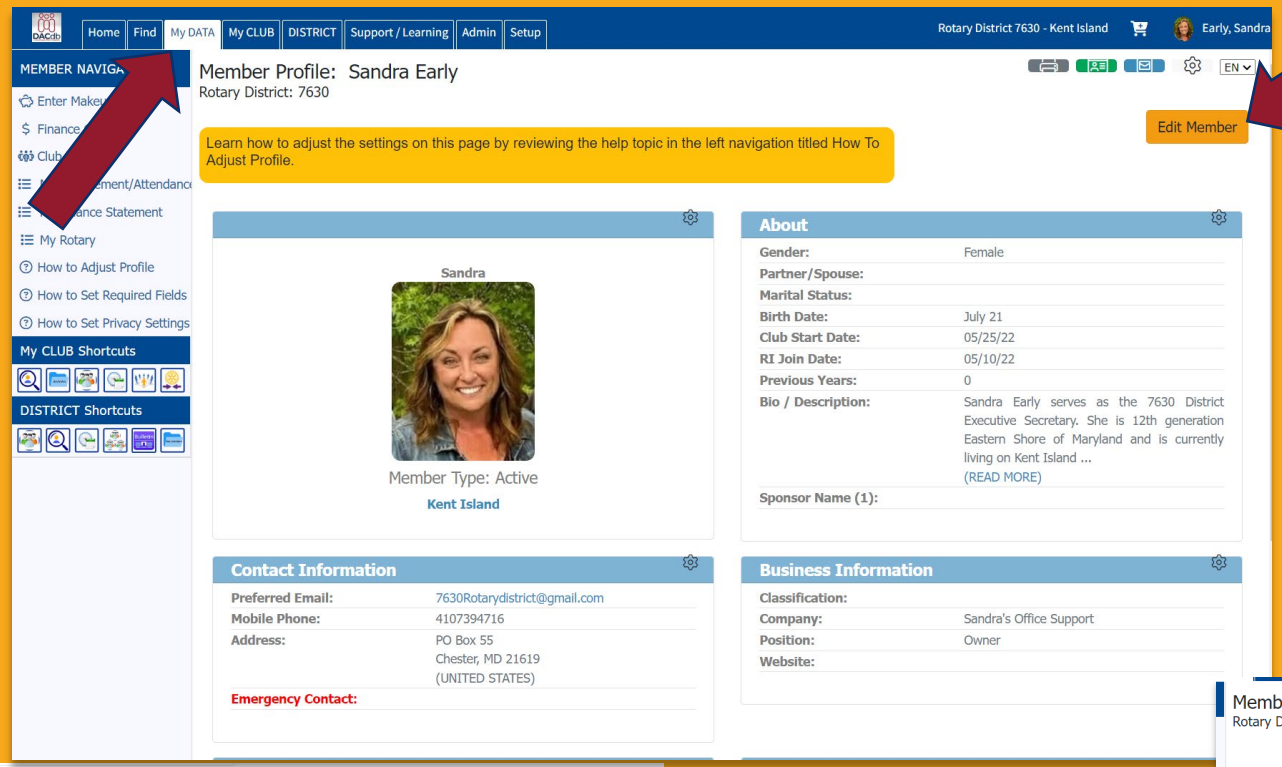
By Debra M. Taylor

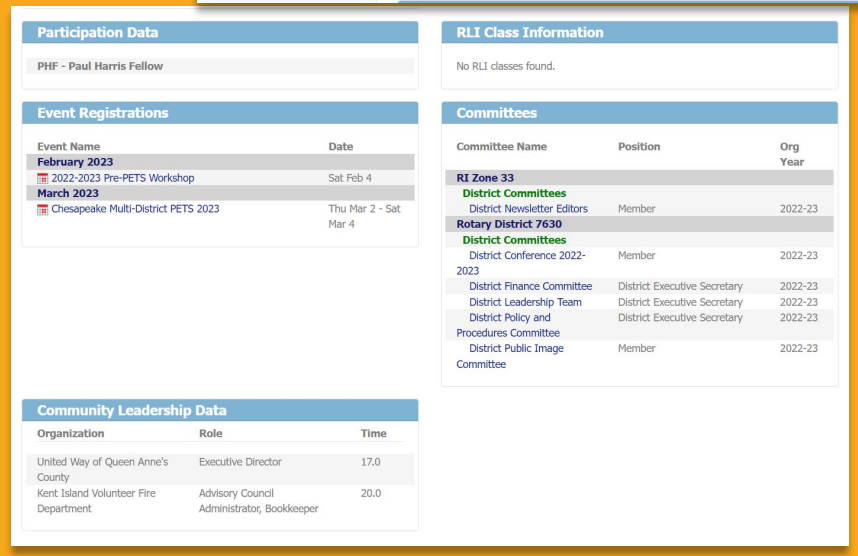
The first meeting of the New Year brought additional cause for celebration to the Camden-Wyoming Rotary Club with the induction of five new members.

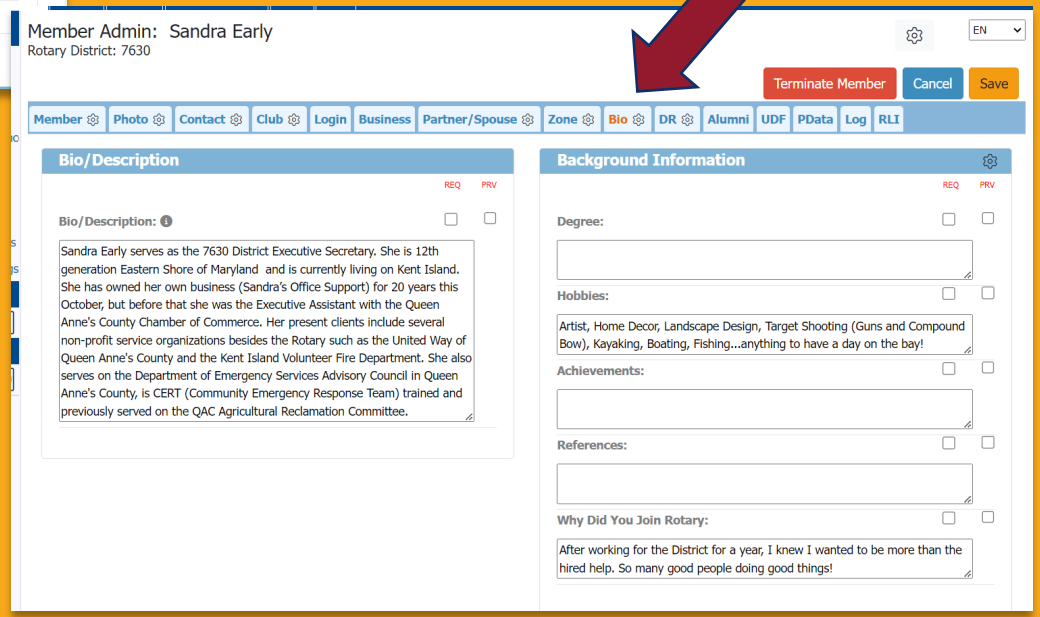
Read More

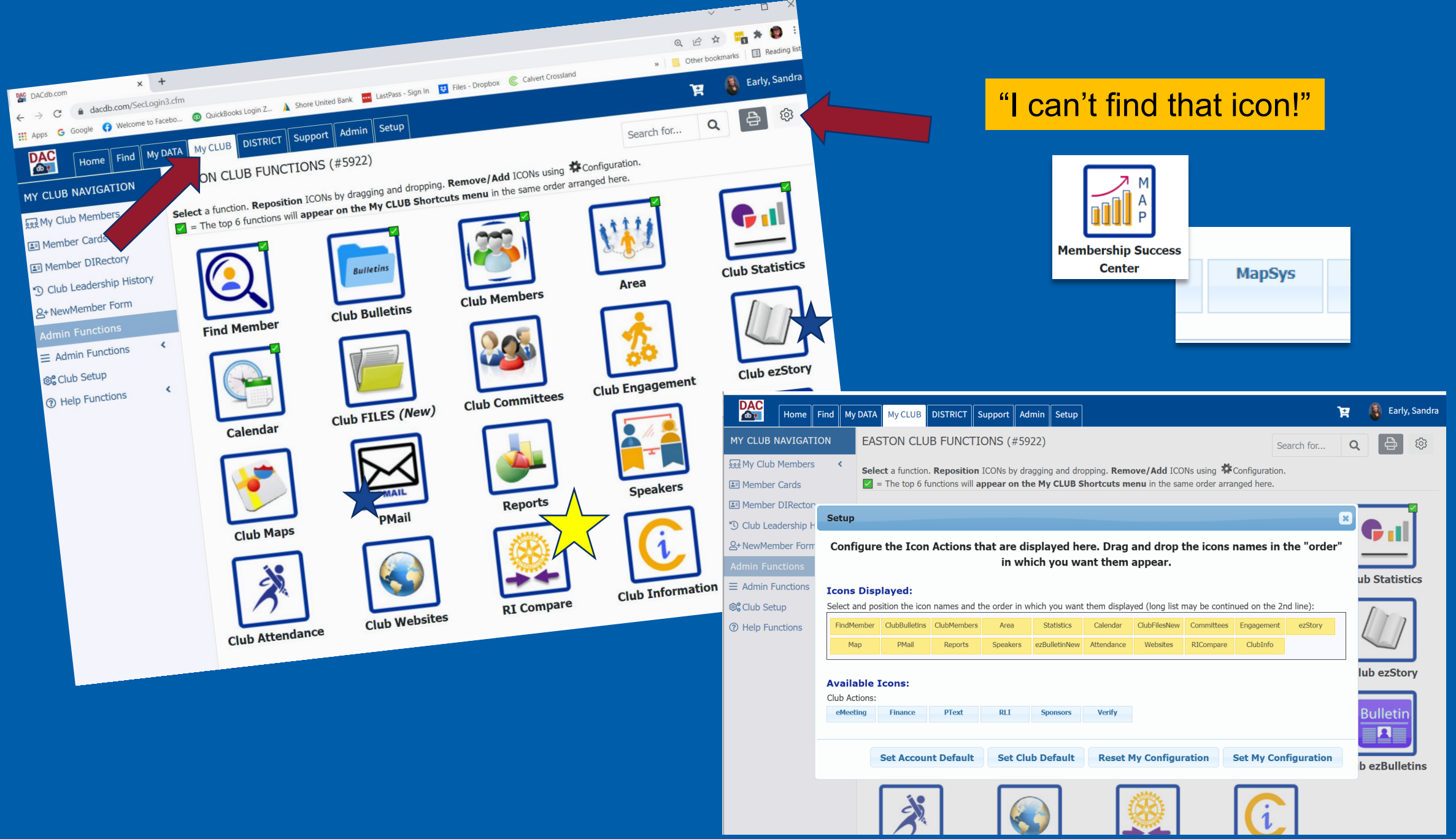
Home
Find
My DATA
My CLUB
DISTRICT
Support / Learning
Admin
Setup
Rotary District 7630 - Kent Island
Early, Sandra
SUPPORT NAVIGATION
DACdb UI QuickStart Guide
New Support Tickets
Old Support Tickets
RI Theme
WHO-SecLVL?
DACdb Training
Policy
?FAQ
Help Topics
P. Password Requirements.htm
Support.html
Overview
Policy
Calendar, Events and Meetings
Club
Committee
e-Meeting
Engagement
Files
Finance
Gold Awards Program
Grants Module
Member Type ID
Member
Mobile
My Event Mobile Instructions
New ezBulletin
Newsletters - Bulletins
Officer Fundamentals
Password Requirements
Payment Gateways
PMail
Ptext
Reports
RI Integration
RLI
DACdb
A MEMBER MINDER PRO COMPANY
ort for Rotary District 7630
Search...
How do I get help?
Use the "Search" field at the top right to search for a help to
DACdb Support Team
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?
District 7630 Help
Designated District Help
support@dacdb.com
Phone: (833) 322-3248
Email: support@DACdb.com
DACdb Product Brochures
2020 Easy and Beautiful.pdf
2020 Engagement.pdf
2020 Finance.pdf
2020 WordPress.pdf
DACdb-Club_Choice.pdf
DACdb_District_Grants.pdf
DACdb_Event_Registration.pdf
CLICK HERE to Submit a Support Ticket or visit the Knowledge Base

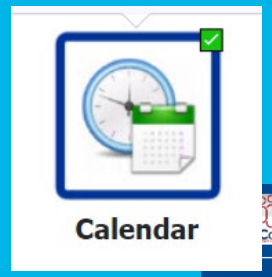
The first thing any Rotarian should do as a new member and then on a yearly basis…








"I can't find that icon!"
Membership Success Center
MapSys
DACdb.com
dacdb.com/SecLogin3.cfm
Early, Sandra
Home
Find
My DATA
My CLUB
DISTRICT
Support
Admin
Setup
Search for...
MY CLUB NAVIGATION
My Club Members
Member Cards
Member DIRectory
Club Leadership History
NewMember Form
Admin Functions
Admin Functions
Club Setup
Help Functions
ON 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.
Find Member
Club Bulletins
Club Members
Area
Club Statistics
Calendar
Club FILES (New)
Club Committees
Club Engagement
Club ezStory
Club Maps
PMail
Reports
Speakers
Club Attendance
Club Websites
RI Compare
Club Information
EASTON CLUB FUNCTIONS (#5922)
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
Set Account Default
Set Club Default
Reset My Configuration
Set My Configuration



How do I navigate the calendar?

Home | Find | My DATA | My CLUB | DISTRICT | Support / Learning | Admin | Setup

Rotary District 7630 - Kent Island | Early, Sand

CALENDAR NAVIGATION

- My Last Event
- Manage Event
- Backroom

Views

- Zone Calendar
- District Calendar
- Area Calendar
- My Club Calendar
- Add DG Visit
- Speakers
- Help
- Chesapeake Multi-District PE
- Chesapeake Multi-District PE

Documentation

My CLUB Shortcuts

Event Calendar: Kent Island

search..

EN

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.

Set Time Zone for all my Club Events | + Add Event

Include Events: (All On|Off)

- District Event (292)
- District Reminder (487)
- District GOV Official Visit (1267)
- Club Meeting (877)
- Club Event (682)
- Club FundRaiser (1072)
- Multi-District Event (1462)
- RLI Training Event (3165)

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

« ‹ › » | Today | Go To | January 2024 – June 2025 | month | list year

January 16, 2024 — Tuesday

January 20, 2024

8:30am - 3:00pm ET — My Registration, Manage Event, Quick View, Regret

2024-2025 Pre-PETS Seminar

Maple Dale Country Club
180 Mapledale Rd
Dover, DE 19904

January 25, 2024

Rotary

January 20, 2024

Check in at **09:00 AM**
Workshop **09:30 AM** to **02:00 PM**

Add to Calendar

Where?

Maple Dale Country Club
180 Mapledale Rd
Dover, DE 19904

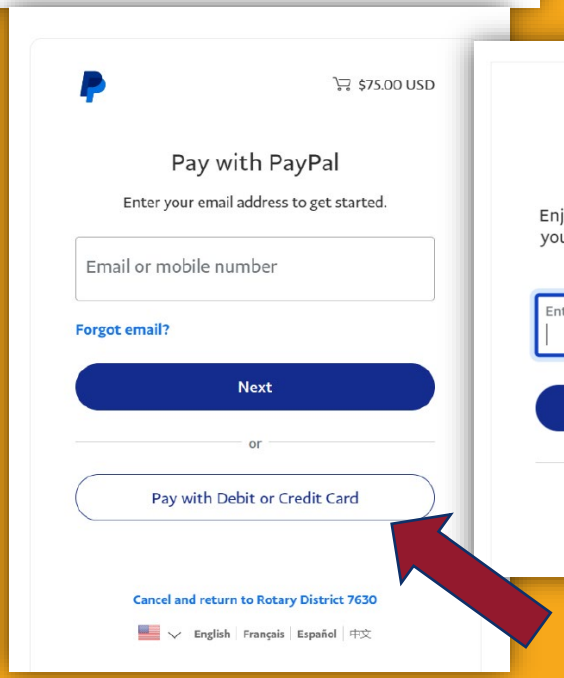
2024-2025 Pre-PETS Seminar

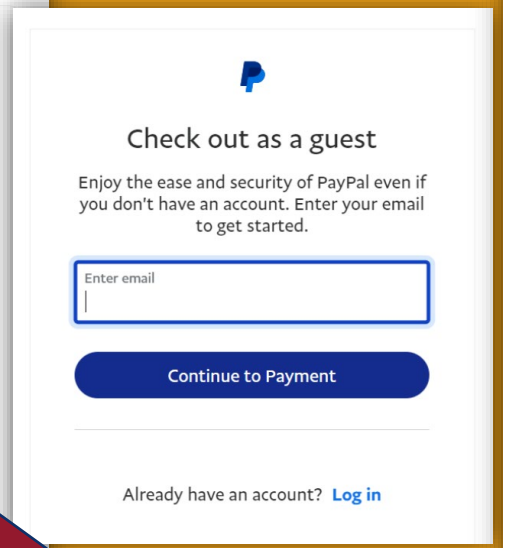
Lunch will be provided

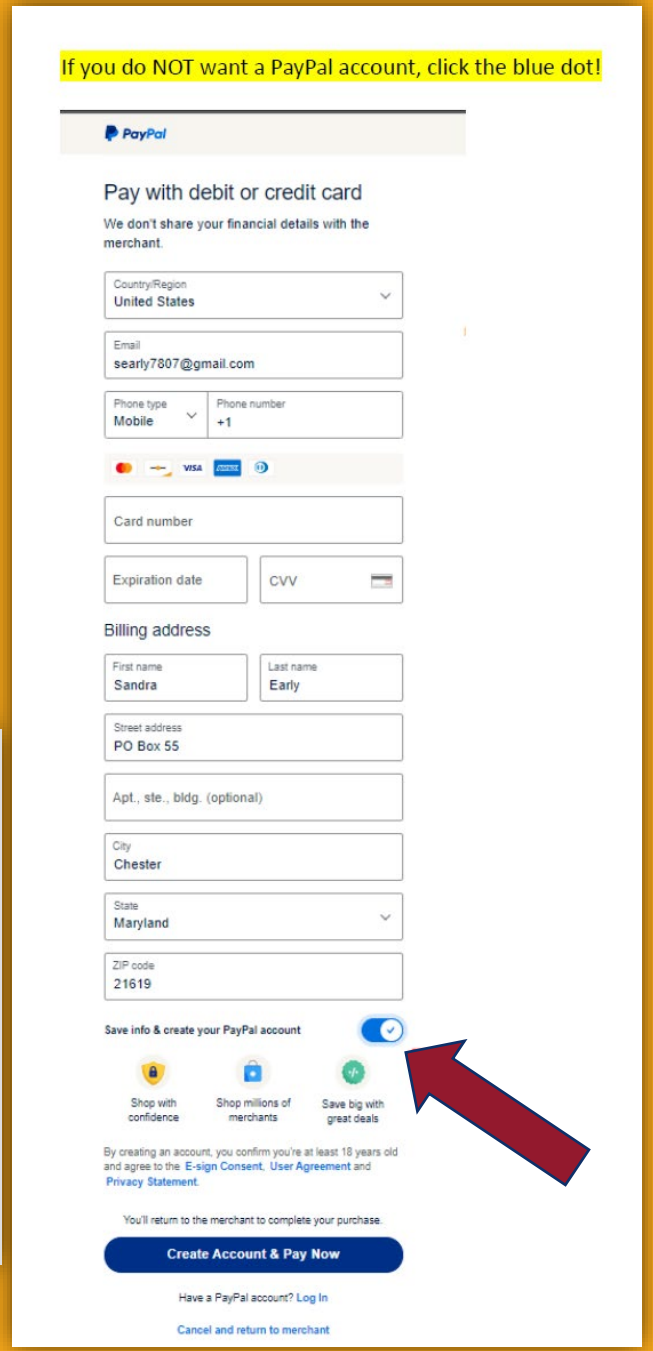
Modify My Registration | View My Registration | Cancel My Registration
Register Another Member | EMail My Confirmation | Print a Registration Form

We use PayPal for our Merchant Services.

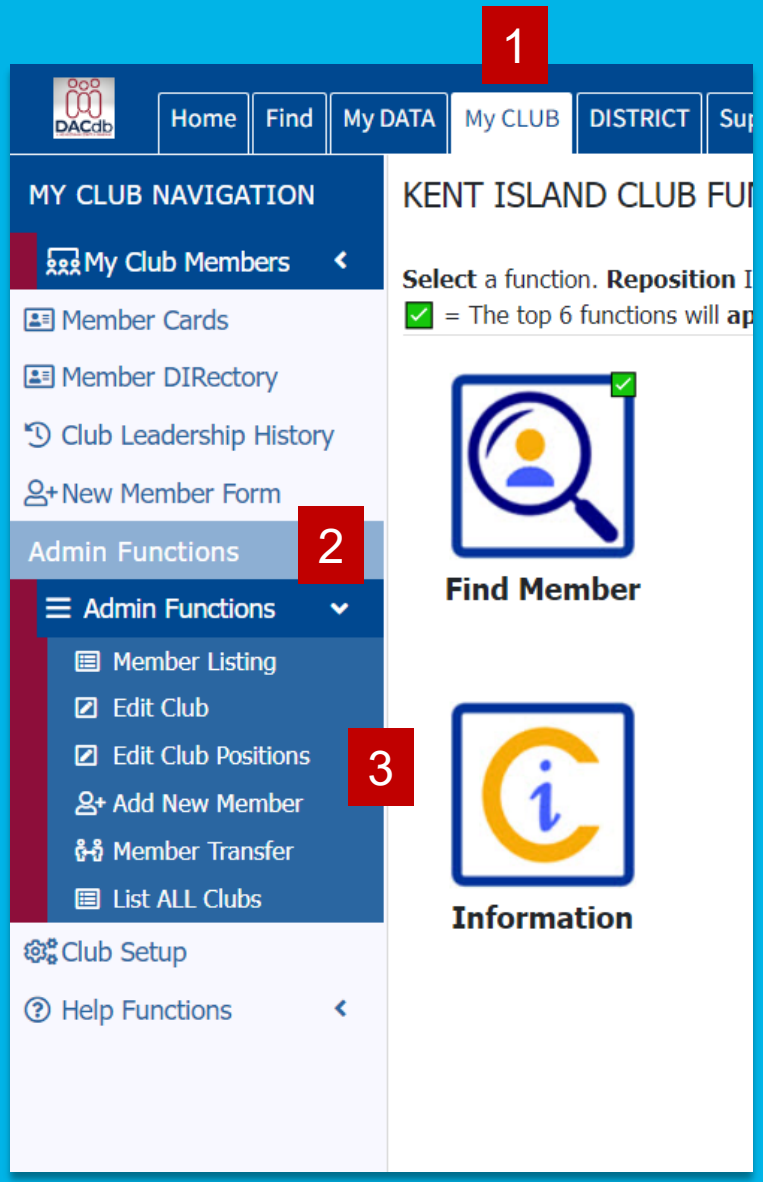
You do NOT have to have a PayPal account to pay with a credit card!

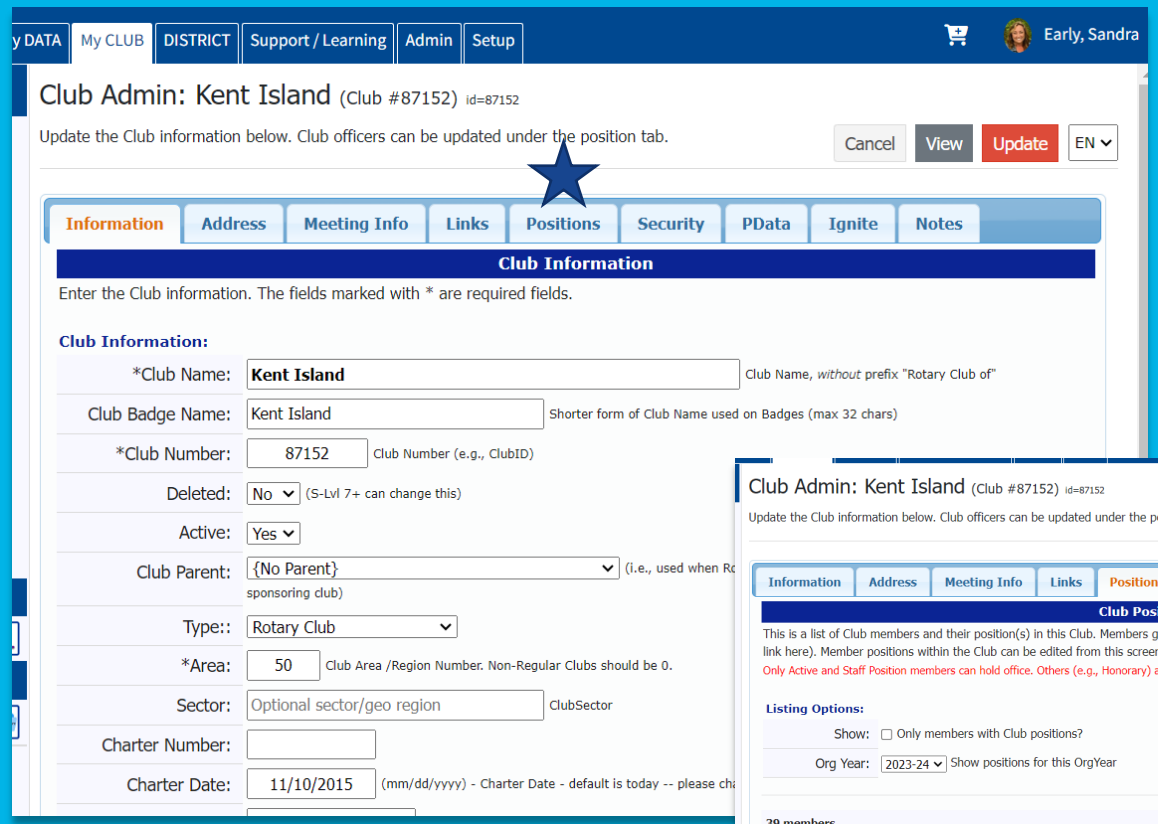


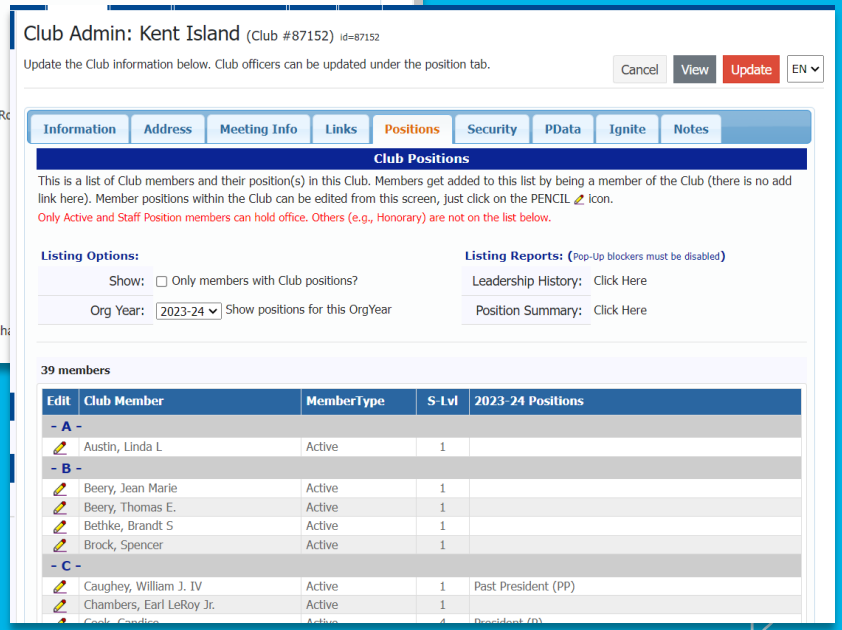


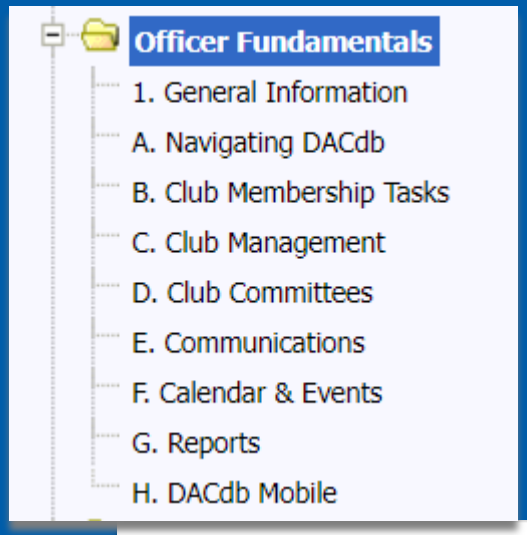


Updating your Club Information And Adding New Members









Officer Fundamentals in the Help topics…

Club Membership Tasks

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

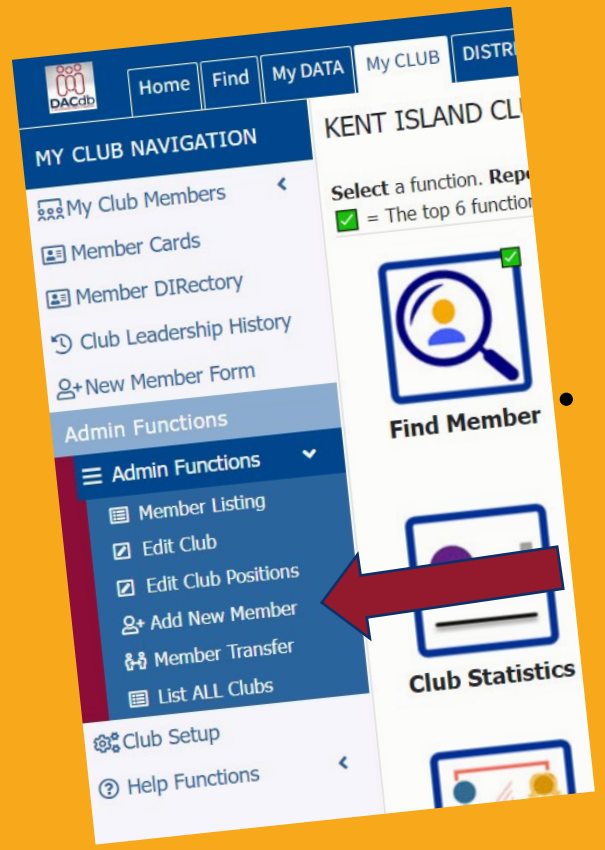
- Adding Members
- Transferring Members
- Changing Member Types and Member Information
- Terminating Members
- New Member Form
- Assigning login and assisting members with login
- Finding Members
- RI Compare (Member Compare, Club Officer Compare and Club Information Compare)

Adding New Members is not for the faint of heart!

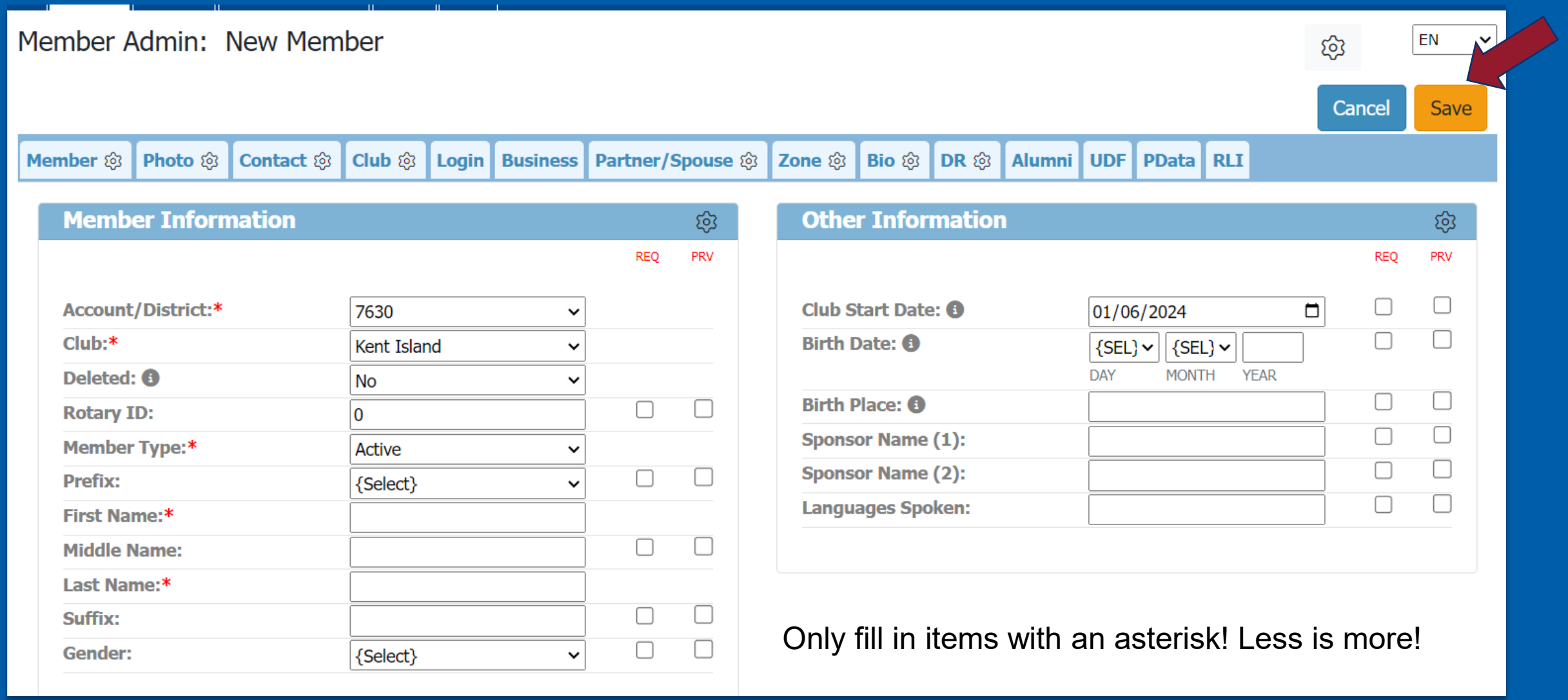
Find an officer who is:

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

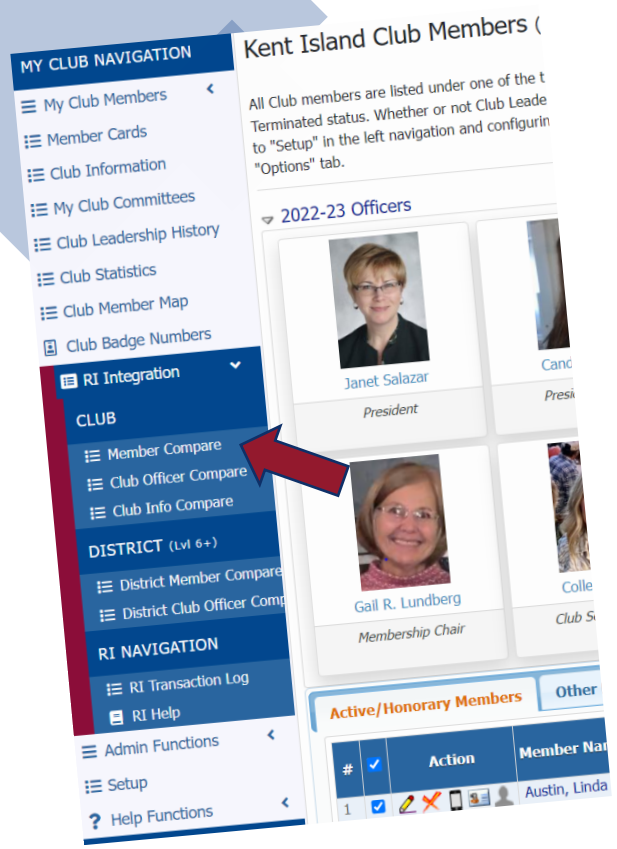
HOW TO ADD A NEW MEMBER



- 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!
  - Need to transfer a member to or from your club?
    - They must be terminated from current club before they can be transferred. (This is the cause of many duplicate entries or multiple member numbers for one member!)



Only fill in items with an asterisk! Less is more!



RI Club Compare

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

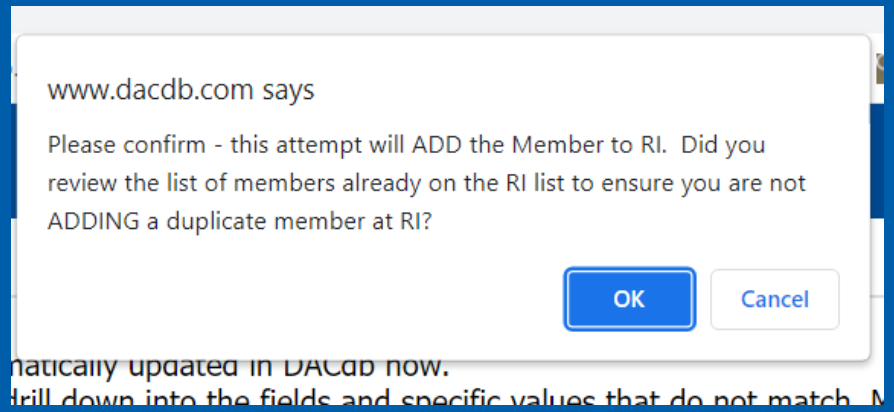
Members in Rotary | Members in DACdb

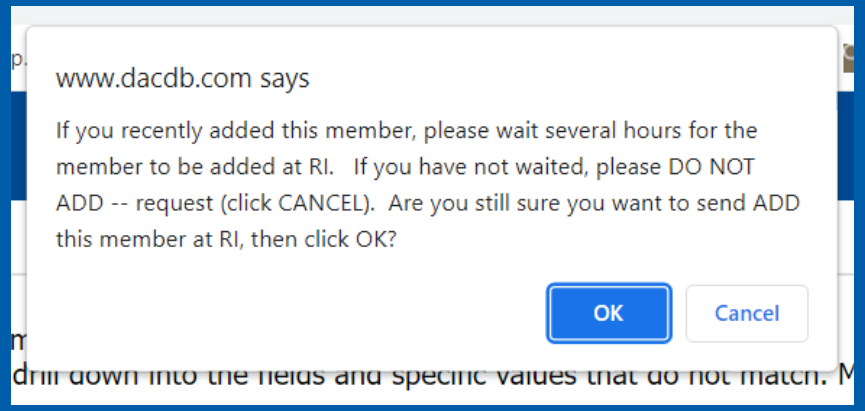
#	Action	Member Name	Rotary ID	Birth Date	MemberType	!=	Member Name	Rotary ID	Birth Date	MemberType	Comments
1	Compare	Abushakra, Michael			Active	Birth Date	Abushakra, Michael			Active	2011-06-10
2	Compare	Adams, Thomas			Active	Start Date	Adams, Thomas			Active	2012-02-03
3	Compare	Anderson, Mason H.			Active	Home Address	Anderson, Mason H.			Active-R85	2006-02-10
4	Compare	Bailey, Joyce M.			Active		Bailey, Joyce M.			Active	2015-01-23
5	Compare	Batchelor, Hector			Active	Birth Date	Batchelor, Hector			Active	2012-12-12
6	Compare	Berry, Clint Jaeger			Active	Name	Berry, Clint Jaeger			Active	2016-08-20
7	Compare	Byrd, Lou			Active	Home Address	Byrd, Lou			Active	2016-07-15
8	Compare	Cheatham, Allan K.			Active	Start Date	Cheatham, Allan K.			Active	1997-09-26
9	Compare	Cheek, Clifton L			Active	Birth Date	Cheek, Clifton L			Active	2017-04-28
10	Compare	Cheek, Lawrence H.			Active	Name	Cheek, Lawrence H.			Active	1988-12-19
11	Compare	Dressler, Chris			Active	Office EMail	Dressler, Chris			Active	2013-10-18
12	Compare	Dressler, Doug			Active	Start Date	Dressler, Doug			Active	2013-10-18
13	Compare	Eggert, Susan Usher			Active	Name	Eggert, Susan Usher			Active	2016-03-18
14	Compare	Evans, Donald C			Active	Birth Date	Evans, Donald C			Active	2014-12-19
15	Compare	Fletcher, James R.			Active	Home Address	Fletcher, James R.			Active	2003-05-23
16	Compare	Good, Mary Ellen			Active	Start Date	Good, Mary Ellen			Active-LOA	2014-06-02
17	Compare	Hardy, Danny			Active	Birth Date	Hardy, Danny			Active	2007-08-03
18	Compare	Hartnett, Edward J.			Active	Name	Hartnett, Edward J.			Active	2011-12-16
19	Compare	Henson, John			Active	Start Date	Henson, John			Active	2011-04-08
20	Compare	Hoerr, Dorothy A.			Active		Hoerr, Dorothy A.			Active	2009-01-30

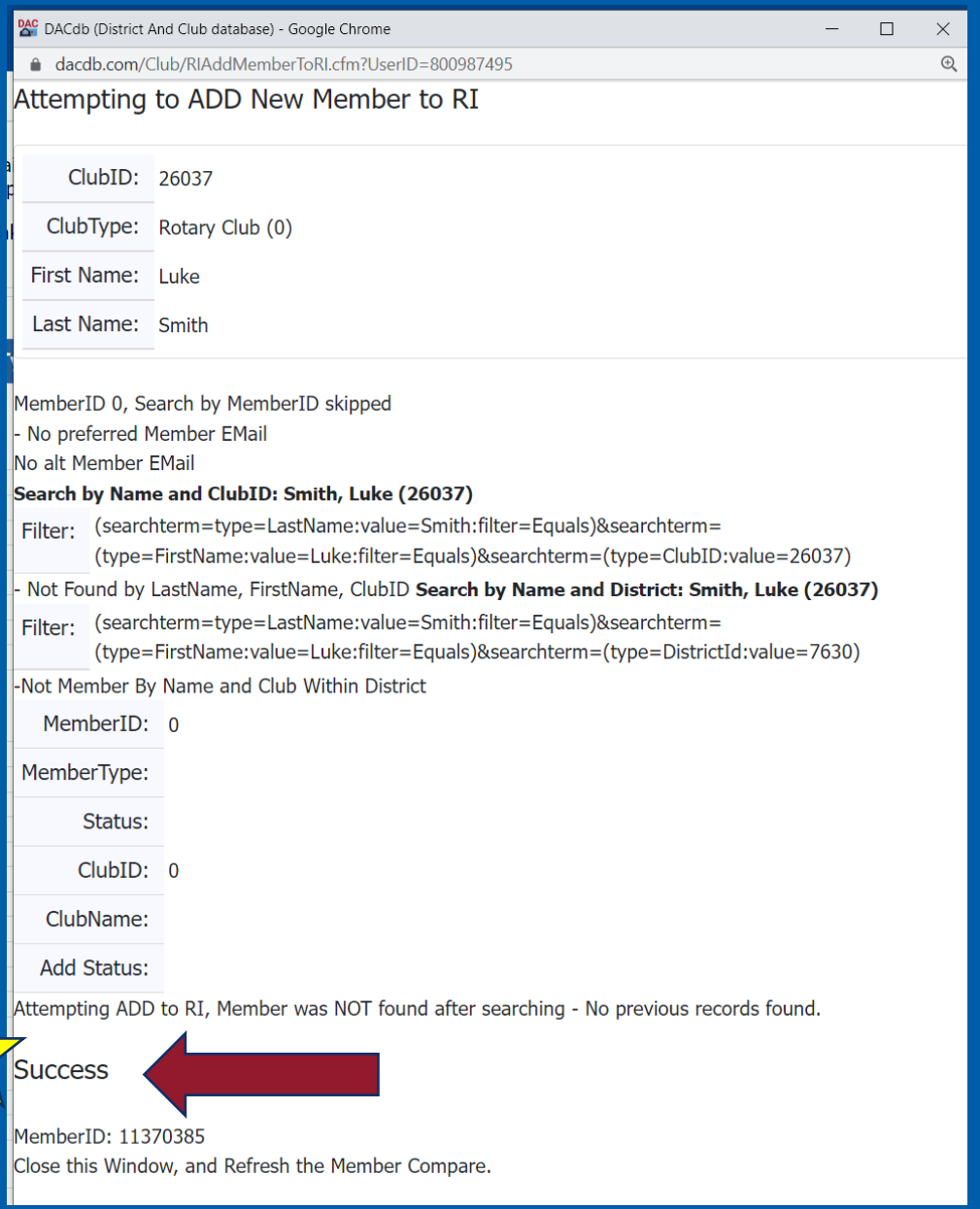
Members in Rotary | Members in DACdb

#	Action	Member Name	Rotary ID	Birth Date	MemberType	!=	Member Name	Rotary ID	Birth Date	MemberType	Comments
1	**Your options:** 1. ADD to RI 2. TERMINATE in DACdb		0				Smith, Luke	0	1996-03-15	Active	2022-02-15

If you have to “push” the information over to RI…







DACdb

EMPOWER YOUR MEMBERSHIP

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?