**ONLINE ACCESS TO ROTARY/ROTARACT DATABASE**

**EVERY MEMBER SHOULD CREATE A LOG IN TO BOTH DACdb and MY ROTARY -**

**District and Club Database (DACdb)**

**WHAT CAN I DO ON THE DATABASE?**

1. You can view contact info for all the members of your club and other clubs too
2. You can send an email blast to all the members of the club, the board, or a committee
3. You can edit your profile and your contact info so you never miss an email
4. You can access documents and forms available for your club members under the CLUB FILES icon

**WOW! HOW DO I LOG IN?**

Visit <https://www.dacdb.com/> then in the upper right corner click on the link that says: ‘ DACdb login’

**Helpful hint:** you’ll need to use your *computer* if this is your first time logging in – a smart phone just doesn’t seem to work when setting up your account.

* If you’ve never logged in before you’ll need to set up an account.

Enter your **email address** and our **club number** (Mid Columbia Rotaract is #42440)

 When it asks for a password click *‘forgot password’* and it will walk you through the set up and you can create a password you can remember. Once you save this you’ll just log in- super easy!

* Once you are set up you will only need to remember your email and your new password.
* Having trouble? Let us know.

**WHAT CAN I DO NOW?**

 I like to click on the three tabs in the upper left corner

 **HOME**  - this takes you to our main page where you can view headlines related to the district. Along the left there are several things to click. Feel free to investigate and look around. Lots of fun data if you are in to that sort of thing

 **My DATA** - click here and take a look at your profile as far as Rotaract and Rotary International is concerned. Should you prefer to change your email or address, click on the ‘Edit’ link and follow the directions. You can also add your photo.

**My CLUB** - click this tab and look at all the options that pop up! Play on this for a while. Pay attention to the left hand side options too. You can click on CLUB FILES and view the public files as well as the ‘secure files’ that are reserved for club members only. This is a great place to store club files in paperless manner. You can also click on CLUB MEMBERS where you can get contact info for any of our members including phone number and email. Pmail is where you can send email blast to all members.

**WEBSITE-** You currently are using an outside vendor and a weebly site. There is an added cost option to run your site through this system and it is well worth it. We can discuss this later and even show you the benefits should you choose. This conversation should take place before the current website renewal. It is pretty slick.

**Quick note**- not all club members have the same level of access. You have access to the resources based on your club position, member, board member, etc. If you need to access something an are unable to do so contact me to discuss. Either way you are encouraged to click, search, and have some fun! Board members have been granted level 4. General members are level 1. If anyone is web savvy and needs higher access a member with the higher access can increase that members level.

Sam is working to get your club integrated into the Rotary International site (MY.Rotary.org). Once that is done we can meet up again to unlock those mysteries.