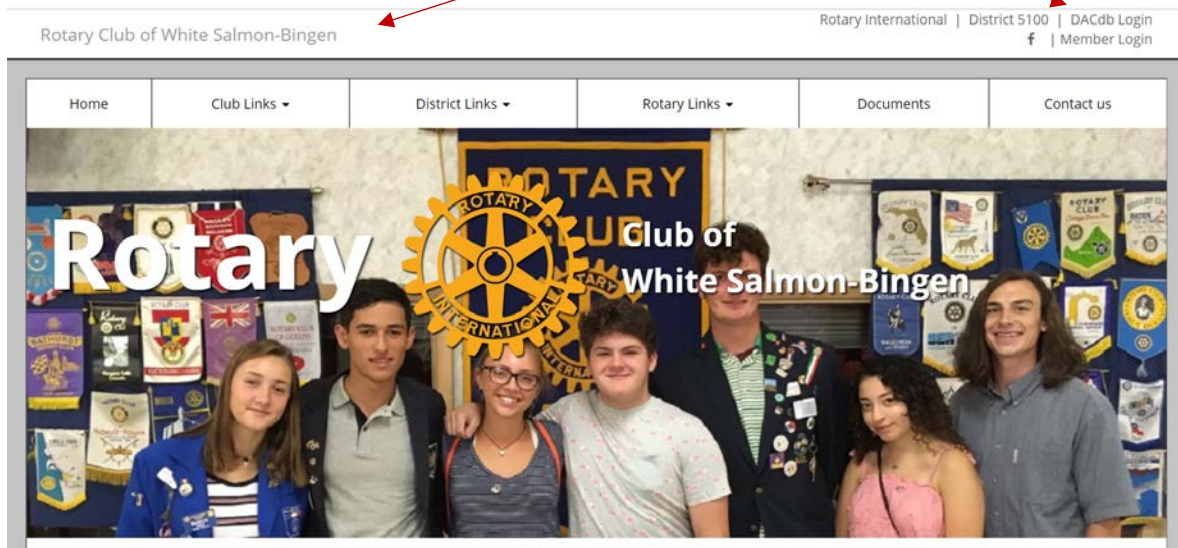




HOW to ACCESS SECURED WHITE SALMON-BINGEN, WA ROTARY CLUB DOCUMENTS & GOOGLE SHEETS

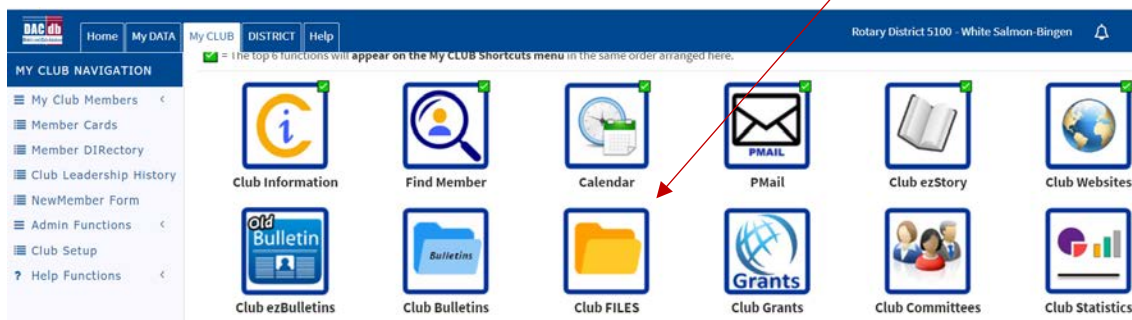
On the White Salmon-Bingen Rotary Club website: www.whitesalmon-bingenrotary.org

In the upper banner is the website Name, followed by links:



Click on the DACdb Login link and sign in (if you need assistance / help / support, contact any of the club officers) **DACdb = DISTRICT 5100 and CLUB database**

Once signed into the DACdb website, click on the Icon labeled "Club FILES" (note the location of the Icons and Labels may be arranged differently in your view).





HOW to ACCESS SECURED WHITE SALMON-BINGEN, WA ROTARY CLUB DOCUMENTS & GOOGLE SHEETS

Once “Club FILES” is opened, you will see 2 tabs: “Public FILES” / “Secured FILES”

Rotary District 5100
White Salmon-Bingen Downloads

Public Files | **Secure Files**

Store files here that you would like **ANYONE** on the Internet to be able to access.

The files stored here could be accessed by anyone on the Internet, including being indexed by search engines like Google, Yahoo, Bing, etc.

Beware of disclosing "contact information" in *Public Files* (e.g. E-mail addresses, Phone numbers, and Address data).

You can directly link to files stored here on a website or in emails by using the "HTTP URL" information at the bottom of this page.

If you want your file to **ONLY** be accessible to DaCdb members - use the *Secure Files* tab.

If you want to allow direct access to your file, you can click on the "link" hyperlink in the *Link* column to get the direct URL to the file.

Please do not upload any multimedia files (music, movies, etc.) to DACdb. Doing so could lead to both you and DACdb being liable for copyright infringement.

The maximum allowed size of a single file is: 20 MB

Home <<- click links here to navigate Notify Members on Upload: No

File Instructions for Members to access Google Sheets.pdf - renamed to Instructions for Members on HOW TO access Rotary Club Google Sheets.pdf

Type	File Name	Link	Modified	Size
<input type="checkbox"/>	Instructions for Members on HOW TO access Rotary Club Google Sheets.pdf	Link	11/12/2018 05:20 PM	409 KB
<input type="checkbox"/>	2018-07 to 2018-06 WS-B Rotary Club Calendar (revised 2018-07-20).pdf	Link	07/19/2018 04:01 PM	242 KB

2 files found Total space used in this directory: 652 KB

Files can be referenced at:
- HTTP URL: <http://www.directory-online.com/Rotary/Accounts/5100/Downloads/323/{filename}>
- File Path: D:\Rotary\Accounts\5100\Downloads\323\{filename}

Public FILES are also those you can open from the White Salmon-Bingen Rotary website, and include such documents as “the Club Calendar,” “and “Instructions for Members on HOW TO access Rotary Club Google Sheets.PDF.”

Rotary District 5100
White Salmon-Bingen Downloads

Public Files | **Secure Files**

Who can see Secure Files?

Store files here that you would **ONLY** like DaCdb members to be able to see. Members **MUST login** to see these files.

The files stored here are **ONLY** accessible to users that have logged in to *Rotary District 5100*. They are **NOT** accessible to users on the Internet, nor are they able to be linked to as webpages on other websites. Because of this, don't upload html files, url links, or other web content to these directories, as they may not be useable.

If you want your file to be accessible to the general public, have it linked on your website, etc. - use the *Public Files* tab.

If you want to allow direct access to your file, you can click on the "link" hyperlink in the *Link* column to get a link to the file that will allow a user to authenticate (login) before they gain access to the file.

Please do not upload any multimedia files (music, movies, etc.) to DACdb. Doing so could lead to both you and DACdb being liable for copyright infringement.

The maximum allowed size of a single file is: 20 MB

Home <<- click links here to navigate Notify Members on Upload: N

Type	File Name	Link	Modified	Size
<input type="checkbox"/>	2017-2018 Club and Foundation Board Meeting Minutes		11/12/2018 02:01 PM	
<input type="checkbox"/>	White Salmon-Bingen GOOGLE SHEETS links.pdf	Link	11/12/2018 01:39 PM	26 KB

1 files found Total space used in this directory: 30 KB

Secured FILES are those you can only by signing into and opening the DACdb website, and include such documents: “Folders & Files of Board Meeting Minutes, and the Rotary Club’s “Google Sheets Links.”

Google sheets (for security reasons) **cannot be posted or opened** directly from the DACdb webpage at this time. However, when you open up the Google Sheet PDF, the links will open up the active Google Sheet Sign-up sheets (Greeters, Guest Speaker Coordinator, Head Start Children’s Book Presenter, and other Club Service Projects).