

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



## **New Member Quick Start Guide**

Welcome to Rotary! We hope you will maximize your membership by taking advantage of our online member portal, DACdb. This is more than an online directory- it's an interactive tool to help you engage with our Club.

Through DACdb, you can edit your profile, search for members, register for events, and much more!

## **Login to DACdb**

Your account in DACdb is automatically created when you join our Club. You won't need to "sign-up" for DACdb! But there you will need to set a password for your account.

1. To log in for the first time, your preferred email address is your username and you will need to set a new password.
  1. In your desktop web browser go to <http://dacdb.com/index.html> (<http://dacdb.com/index.html>) and click on the "Forgot Password" link



1.

Email/UserID

Password

**LOGIN**

**Remember Me:** ☐ DO NOT check this on public systems (e.g., libraries, internet cafes)

**Forgot Password?** **Forgot Username?** **ezLink**

[Click here for old login page](#)

2. Enter your user name (generally your preferred email address) and click "Reset Password".

## FORGOT PASSWORD

Fill out your login name and click the 'RESET PASSWORD' button to receive an email with a link to reset your password.

|

Cancel **Reset Password**

3. Click OK and look at the inbox for your preferred email address. Sometimes our emails get diverted to your spam or junk email folder so please check there if the email doesn't arrive in your inbox within 5 minutes.

You will be receiving an email with a link to reset your account. If you do not receive this email please contact support for assistance.

**OK**

4. The email will contain the following text:

Dear Ken,

You have requested a password reset for your DACdb account. Please [click here \(http://dacdb.com/Login3/index.html?reset=776CE2FB-A048-6A40-A7F5ACB59274D1AD&uid=800746897\)](http://dacdb.com/Login3/index.html?reset=776CE2FB-A048-6A40-A7F5ACB59274D1AD&uid=800746897) to reset the password on your account.

If you prefer to not click on the link above, copy and paste this URL into your web browser:

<http://dacdb.com/Login3/index.html?reset=776CE2FB-A048-6A40-A7F5ACB59274D1AD&uid=800746897> (<http://dacdb.com/Login3/index.html?reset=776CE2FB-A048-6A40-A7F5ACB59274D1AD&uid=800746897>)

Regards,  
DacDB Support

5. Click on the link or paste the URL into your web browser. The following dialog will display:



The image shows a 'Reset Password' dialog box. At the top, there is a purple icon of a person with a lock, followed by the text 'Reset Password'. Below this are two input fields: 'new password' and 'password confirm', each with a small eye icon to its right. Below the input fields is a blue button with the text 'RESET PASSWORD'. At the bottom of the dialog, there is a note: 'Password must be at least 12 characters long'.

6. Our password requirements are:

Password must be at least **12 characters** long and must contain a minimum of one of each of the following,

**Uppercase** letter

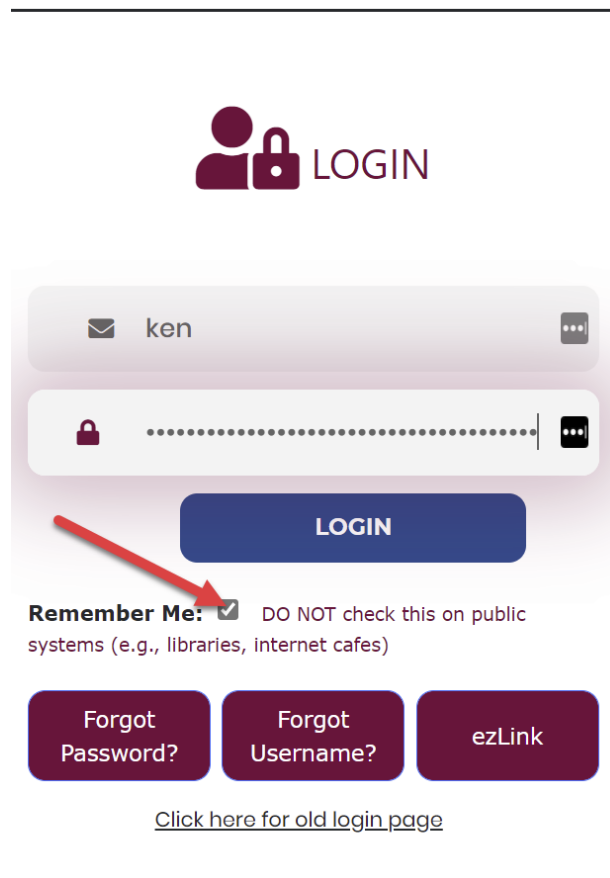
**Lowercase** letter

**Number**

**Special Character** (!, @, #, \$, %, etc.)

Enter your new password and confirm it by entering it again in the second box, then click on "RESET PASSWORD".

7. You will see a confirmation that your new password has been saved and you will be taken to the login screen where you can log in with your new credentials.



8. If you are on your own computer please click on the Remember Me box and if you wish when your web browser asks, save or update the password.
2. You will not need to enter your Club Number.

Can't remember your password? Click the "Forgot Password?" button to reset it.

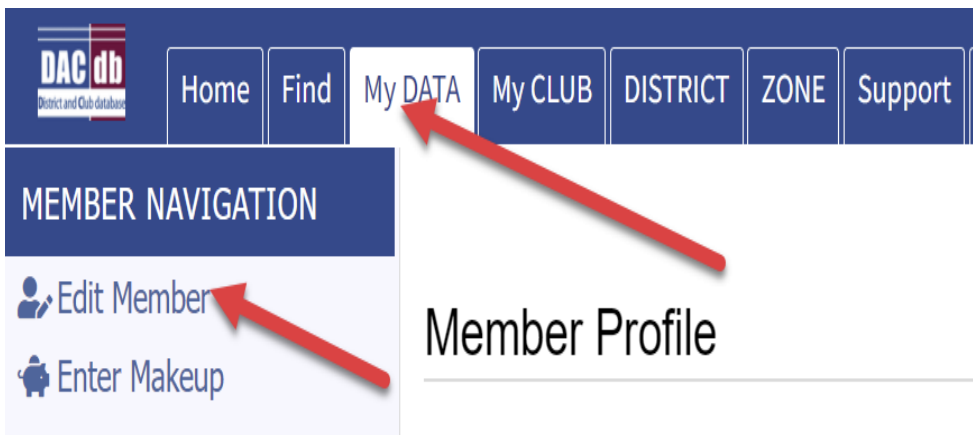
Tip: Don't forget to bookmark the login page, check the "Remember Me" box, and check out our mobile version (<https://m.dacdb.com>)! Our mobile offering (available in the iOS and Android app stores) has the functionality most users need; it's like having a club directory in your phone!

## HOW-TO: Change your User Name or Password

When you join Rotary, your preferred email address becomes your default user name. However, if you change email addresses, your user name **will not** change unless you allow DACdb to change it as you save your new email address.

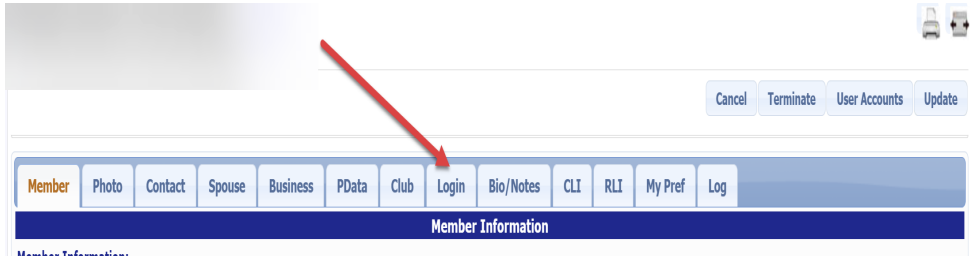
These settings can be updated at your convenience.

1. Click the "My DATA" tab, followed by "Edit My Data".



## Member Profile

2. Click the "Login" tab.



3. Edit the user name (does not have to be an email address) and password to your desired information and click the "Update" button at the upper right of the window to save your changes.

Tip: This login is for our club database, DACdb, only.

This is not your login for Rotary International. To create an online account with Rotary International, visit [www.rotary.org](http://www.rotary.org/) (<http://www.rotary.org/>).

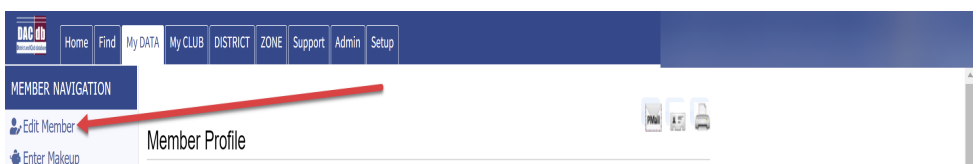
## Update your Membership Data

When you log into DACdb, you'll see the home screen, with District announcements, and a tab menu across the top.

1. Click the "My DATA" tab to view your profile.



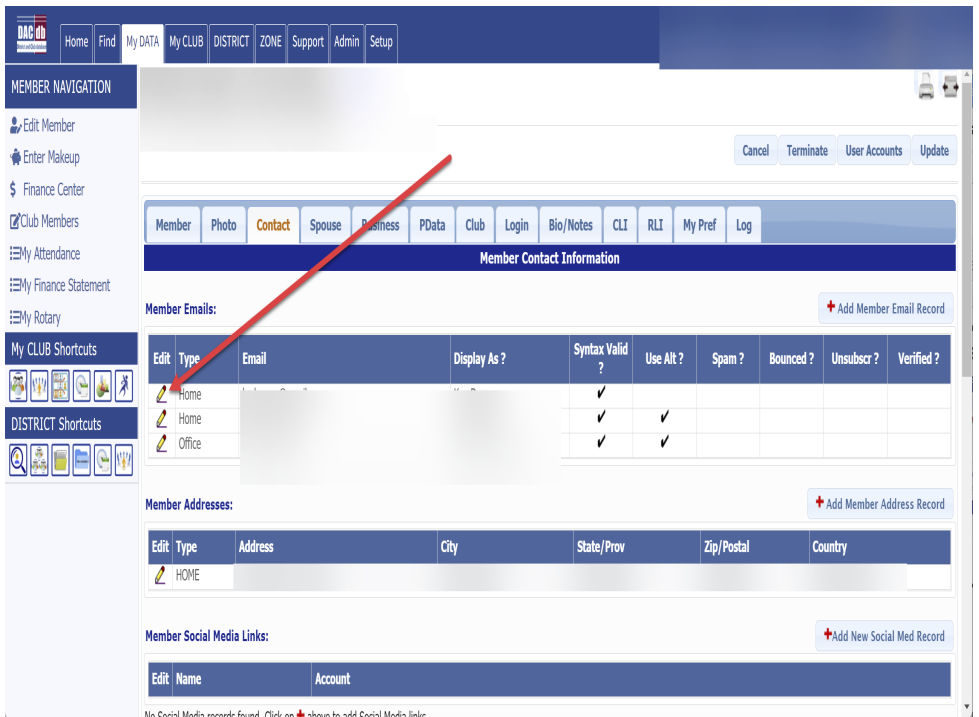
2. To change or update your data, click "Edit My Data" located in the blue menu at the top of the screen.



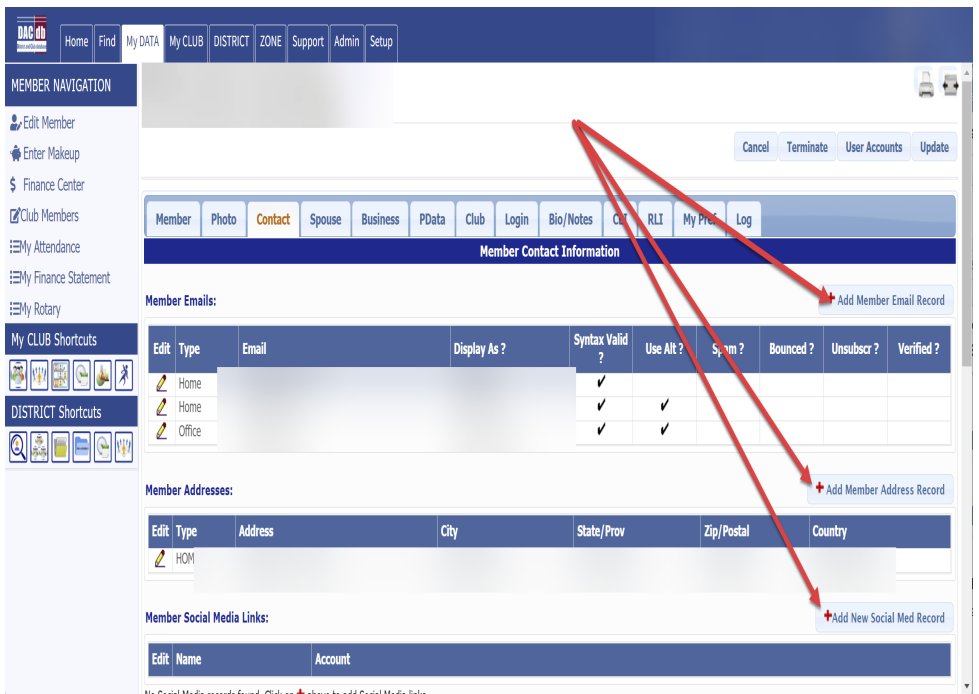
3. Information tabs will appear below your name. Click into the tab you wish you edit.



4. Some fields are ready to edit- just click into the field and type. Some fields have a pencil edit button. Click the pencil edit button and a popup screen will appear. Modify the information, and click "Save".

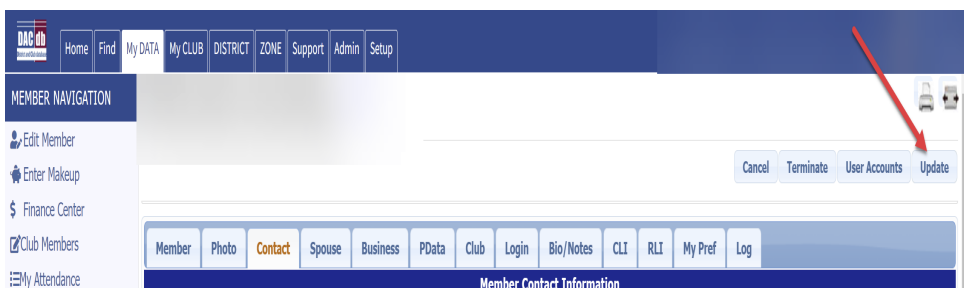


5. Add a field: To add an address, click the red "+" symbol at the top right of the module.



6. When finished, click the "Update" button at the upper right of the window to save

your changes. You only need to click "Update" once to save edits made throughout your profile tabs.



Tip: Keeping your information current is key to our success as a club!

## Search & Browse for Members

One of the benefits of being a Rotarian is making new friends and colleagues. Use DACdb to search for someone based on name, classification, or company!

1. To search for a member of your club, click on the "My CLUB" tab, then click on the "Find Member" icon. To search for a member of another club in your district, click on the "DISTRICT" tab and then click on the "Find Member" icon.



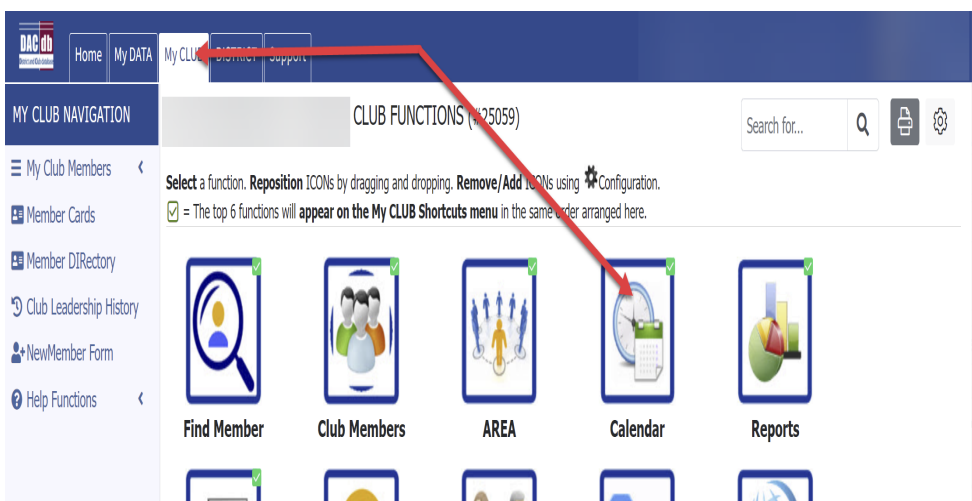
2. A search box will appear. Here, you can type in your search parameters (last name, company name, classification). The more information added, the narrower the results.

3. After adding your key term(s), hit the “Enter” button on your keyboard or click the “Search” button on the top right of the window. Your results will be displayed below.
4. Find members by browsing a member list. Click the “My Club” tab, next to “My Data” then click on the "Club Members" icon.
  1. Club officers will appear at the top, followed by a list of your fellow members.
  2. To view and contact a member, click the name in blue, and you will be redirected to the member’s profile page.

## View the Club Calendar

The Club Calendar is your resource to view club/district meetings & activities. You can view event details, and download reminders to your calendar.

1. Click the “My CLUB” tab, located at the top of the page.
2. Click the “Calendar” icon.





### 3. Check the boxes for events you wish to view.

The screenshot displays the DACdb Event Calendar interface. The top navigation bar includes links for Home, My DATA, My CLUB, DISTRICT, and Support. The sidebar on the left contains 'CALENDAR NAVIGATION' with options like Zone Calendar, District Calendar, AREA Calendar, My Club Calendar, Speakers, Help, My CLUB Shortcuts, and DISTRICT Shortcuts. The main content area is titled 'Event Calendar:' and includes a search bar and an 'Add Event' button. Below the title, there is a section for 'Include Events' with checkboxes for various event types: Club Service Project (124), Club FundRaiser (1079), Multi-District Event (1495), District Event (299), District GOV Official Visit (1274), RLI Training Event (3171), District Reminder (494), President Reminder (4935), Club Event (489), and Club Meeting (884). There is also an 'Options' section with checkboxes for 'Show My Club's and District Events', 'Show only Events I can register for', 'Show short description on Event', and 'Show meeting Speaker/Topic'. The calendar view is set to 'List Year' for the period 'January 2022 - June 2023'. The calendar grid shows events for January 1, 2022 (Saturday), January 4, 2022 (Tuesday), January 6, 2022 (Thursday), and January 10, 2022 (Monday). Events include 'Innovative Clubs Advocates Team Meeting, District 7730', 'DACdb University Training: From Attendance to Engagement', 'Zone 33 ICA Team Meeting', and 'DCO (District Communications Officer) quarterly meeting - Winter'.

4. The calendar will appear below. Notice that you can select the presentation style of the calendar: "Week | Month | List Year". Shown above is the "List Year" view.
5. To download an event to your calendar there are two methods. One is to put the calendar into "List Year" view and click on the calendar icon to download a ".ICS" file that you can import into your local calendar. The other is to click on the event in either of the other two views and click on the calendar icon there to download a ".ICS" file that can be imported into your local calendar.

The screenshot shows the DACdb website's calendar navigation section. On the left, there's a sidebar with 'Views' including Zone Calendar, District Calendar, AREA Calendar, My Club Calendar, and Speakers. The main calendar area shows a list of events for January 1, 2022. The event 'Innovative Clubs Advocates Team Meeting, District 888' is highlighted. A red arrow points to this event in the list. Below the list, the event details are shown, including the topic 'Discuss new Club Ideas and Models to Grow Rotary' and a registration link. Another red arrow points to the event details page.

6. To view event details, click the name of the event.

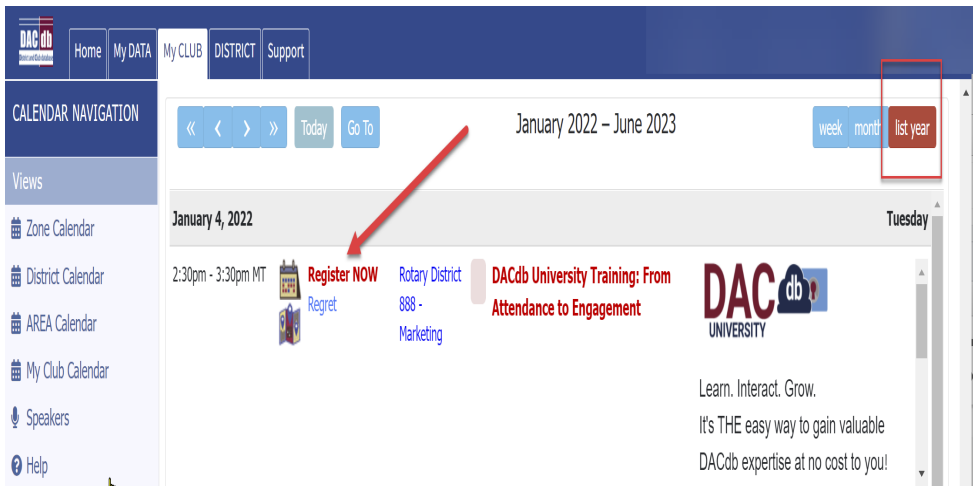
The screenshot shows the DACdb website's calendar navigation section. The event 'DACdb University Training: From Attendance to Engagement' is highlighted. A red arrow points to the 'Register NOW' button next to the event name. The event details show the topic 'Learn, Interact, Grow. It's THE easy way to gain valuable DACdb expertise at no cost to you!' and a registration link.

Tip: To get the most out of your club calendar, remember to check all the "event" boxes!

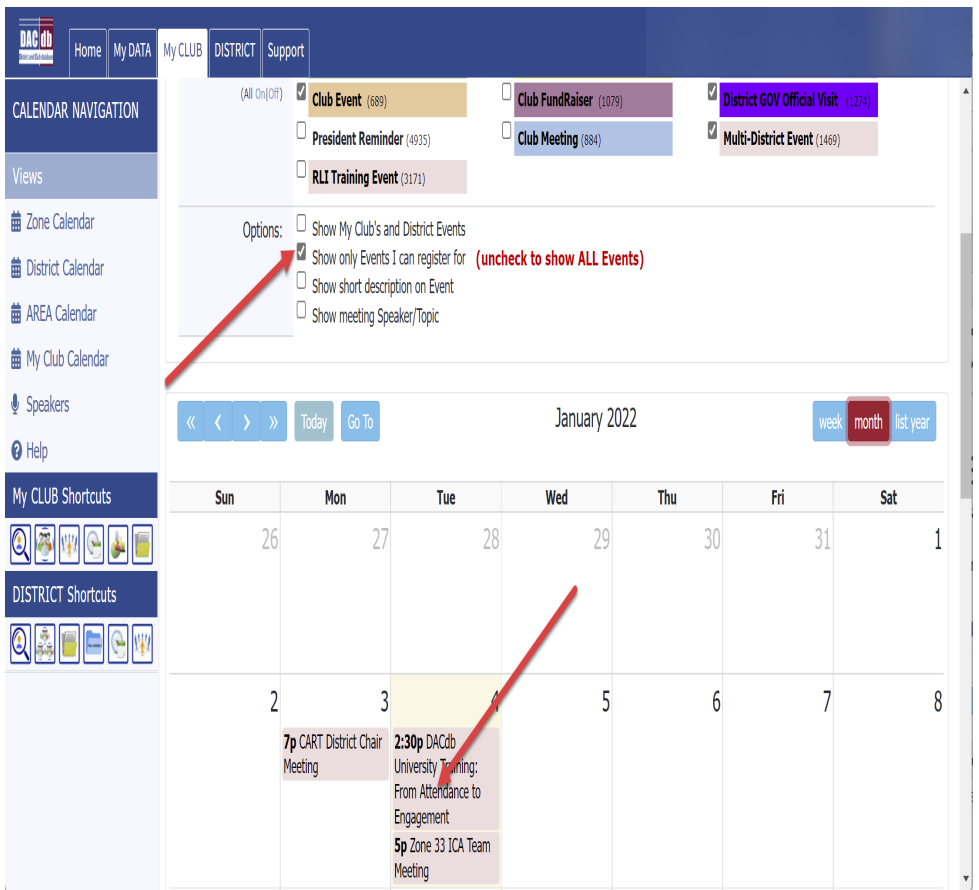
## Register for an Event

There is more than one way to start the registration process.

1. If the Calendar is in "list year" view mode you will see the words "**Register NOW**" to the left of the Event name. Click on "**Register NOW**".



2. If the Calendar is in either "week" or "month" mode, click on the check box to "Show only events I can Register for" and then click on the event you wish to register for.



Home My DATA My CLUB DISTRICT Support

CALENDAR NAVIGATION

Views

- Zone Calendar
- District Calendar
- AREA Calendar
- My Club Calendar
- Speakers
- Help

My CLUB Shortcuts

DISTRICT Shortcuts

(All On/Off)

- ☒ Club Event (688)
- ☐ President Reminder (4935)
- ☐ RLI Training Event (3171)
- ☐ Club FundRaiser (1079)
- ☐ Club Meeting (884)
- ☒ District GOV Official Visit (1274)
- ☒ Multi-District Event (1469)

Options:

- ☐ Show My Club's and District Events
- ☒ Show only Events I can register for (unchecked to show ALL Events)
- ☐ Show short description on Event
- ☐ Show meeting Speaker/Topic

January 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8

7p CART District Chair Meeting

2:30p DACdb University Training: From Attendance to Engagement

5p Zone 33 ICA Team Meeting

Scroll to the bottom of the event and click on the "Register NOW" button.

DACdb UNIVERSITY

Learn. Interact. Grow.  
It's THE easy way to gain valuable DACdb expertise at no cost to you!

Location: **Time Zone Chart** Please note: *New starting time. We are one hour later.*  
2:30 pm Mountain (UTC -6)

Use link below to convert to your time zone

[Time Zone Converter - Time Difference Calculator \(Classic\) \(timeanddate.com\)](#)

Register Now

3. To begin the registration process, click "Register Now".
4. Verify the information is correct, and click the yellow "Registration NOW" button.
5. For some events you may be presented with the ability to register someone else.
6. Once you're ready to check out, click on "Continue"

The screenshot shows the DACdb University Training registration interface. The top navigation bar includes links for Home, My DATA, My CLUB, DISTRICT, and Support. The left sidebar has sections for My CLUB Shortcuts and DISTRICT Shortcuts, each with a grid of icons. The main content area is titled "DACdb University Training: From Attendance to Engagement" and "Tuesday Jan 04, 2022 (ID=77571782)". Below this, it says "Step 1 - Your Information". A form for "Contact Information" is displayed, with a header "Please enter/update:" and two input fields labeled "\* First Name:" and "\* Last Name:". Below the form, there is a text prompt "To add a another Member to this registration, please click" followed by "===>" and two buttons: "Add Another Person" and "Continue". A red arrow points to the "Continue" button.

DACdb University Training: From Attendance to Engagement  
Tuesday Jan 04, 2022 (ID=77571782)

Step 1 - Your Information

Contact Information: [Redacted]  
Please enter/update:  
\* First Name: [Redacted]  
\* Last Name: [Redacted]

To add a another Member to this registration, please click ===> [Add Another Person](#) [Continue](#)

7. For most events you will be presented one or more questions to answer. Some may have costs associated with them.
8. Respond to the questions and click on the "Proceed to Confirmation" button.

The screenshot shows the "Step 2 - Make Selections" page. It features a table with two columns: "Questions" and "Ken's Selections". The first row has the question "Will you attend?" and the selection "Yes, I will attend!". The second row has the question "What is your Role in your Club or District?" and a text input field. Below the table is a "Proceed to Confirmation" button. Red arrows point to the "Yes, I will attend!" selection, the role input field, and the "Proceed to Confirmation" button.

DACdb University Training: From Attendance to Engagement  
Tuesday Jan 04, 2022 (ID=77571782)

Step 2 - Make Selections

Selections for: [Redacted]

Questions	Ken's Selections
Will you attend?	<input type="radio"/> Yes, I will attend!
What is your Role in your Club or District?	<input type="text"/>

[Proceed to Confirmation](#)

9. Review your answers to the questions and if they're correct, click on "Confirm Selections"

**DACdb University Training: From Attendance to Engagement**  
Tuesday Jan 04, 2022 (ID=77571782)

Step 3 - Verify and Confirm

Please click CONFIRM at the bottom of the page after checking the accuracy of your information.

Selections for:

Questions	Selection	Qty	Cost	Total
Will you attend?	Yes, I will attend!			
What is your Role in your Club or District?	DCO			

[Confirm Selections](#)

10. After clicking "Confirm Selections", you will receive the "Confirmation" screen. An email will also be sent to your preferred email address.

**Tip: It's a good idea to print this page for your records!**

## DACdb Mobile Website

The DACdb mobile website has been specially designed to run on a smartphone (iPhone, Androids, Blackberry, etc.). While it will run on a normal web browser on your iPad/tablet or PC, the experience has been tailored for smartphones. The DACdb Mobile website is not a clone of, or a replacement for, the main DACdb website. It is a compliment to the main site - allowing users to quickly get information from the database when they are away from their computers.

Most of the functionality is read-only - if you want to edit your member record, register for events or send PMail, you still need to use the main DACdb website.

DaCdb Mobile can be reached at the URL: <http://m.dacdb.com> (<http://m.dacdb.com>) or installed from the Apple app store or Google Play Store. Search for [dacdb.com](https://dacdb.com) (<https://dacdb.com>) in either store.

## DACdb Mobile Now in Stores

DACdb Mobile can now be found in Google Play and Apple App stores. Use this QR code to download the app to your mobile devices. This app is free to you to use. Let us know how it works for you!



<http://web2application.com/w2a/sl.php?an=29248>



District and Club Database

Phone: (833) 322-3248 (833-DACdb4U)

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