

DaCdb

Secrets of the Database Revealed



Got a Question? Then, ask your District Communications Officer (DCO)
Your DCO is: Michael Soden, ph: (804-594-7065)
E-mail: MichaelSoden@harcalfagency.com

District and Club database **www.DaCdb.com**



Less TIME with Less Stress

A 1-click solution: at 1/3 the cost

- EZ Weekly & Monthly Attendance
- EZ Club Bulletins & Web Sites
- EZ Club DUES & Invoicing
- Automatic Updates to: District & RI
- Custom Membership Directory
- Send PMAIL (Personalized E-Mails)
- Speakers Bureau (by topic & speaker)
- Calendar of Events: Meetings & Fundraisers
- Event Registrations (pay w/credit card)
- Over 40 Reports (custom & pre-defined)
- Got RI-CAS, then get DaCdb, with 1-click conversion
- Stringent Security and Privacy "built in"
- Instructional Videos (by function)
- Multi-media "training materials"



Superior Technical SUPPORT: 24/7

E-mail: info@DaCdb.com



Simply the Best, Inc.

Ph: (252) 257-1401

Quick Finder

- How to Sign On (P-1)
- Navigating Through DaCdb (P-2)
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SIGNING ON

If you haven't created a shortcut (which is recommended) you can always get into the database by typing in DaCdb.com in the URL line of your web browser.



Hint: Generally, your district website (RotaryXXXX.com) will contain a link to DaCdb. Encourage your webmaster to add a link to your club website as well.



DaCdb
The District and Club database was developed to assist districts and clubs to meet their administrative reporting requirements to Rotary International, and to foster easier communications within the district for the district leadership, district committees, club leadership, and of course the members of Rotary Clubs.

Sign In

User Name:
Password:
Club Number: **NOW Required** for greater than Member LVL-1 access.
Remember Me: ☐ **DO NOT check this on public systems** (e.g., libraries, internet cafes)

[Forgot Password? Click Here](#)
[Or other Login Problems?](#)
[My Email address changed, now what?](#)
[Create DaCdb Short Cut](#)

What's Available:

- Maintain Members
- Create Calendar Events
- Run Detailed Reports
- Submit Attendance
- ... and much more!

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When you get to the actual log-on screen you will need your email address, password (member number – available from your Rotarian magazine, your club secretary or various Rotary reports) and your club number. You may change your password after you log-on.

Hint: Before you Sign In, create a shortcut for your desktop by clicking on the “DaCdb Short Cut” link at the top right of your page. (See circled link above.)

NAVIGATING THROUGH DACDB

Navigation through **DaCdb** is accomplished by clicking on tabs/links at the top of the homepage.

1. The top line of tabs is the primary way to navigate and they will remain the same wherever you are in the database. Most of what you will need to do, you will do from the “My Club” tab.
2. The second row of links takes you to various district functions. (Click on them to get familiar with navigating through district information)
3. The bottom row of links provides an overview of facts and figures about your club and your district.

The screenshot shows the DaCdb v4.0 interface for Rotary District 7600. At the top, there is a header with the Rotary International logo, the text "DaCdb v4.0 ourBLOG", and a "Switch" link. Below this is a navigation bar with tabs: Home, FIND, my Club, Members, Committees, Calendar, DUES, Reports, SpkrsBureau, ATTND, and Help. A red arrow labeled "1" points to the "my Club" tab. Below the tabs is a second row of links: FIND a Member, Goto RegisterME, View District NEWSLETTER, View District COMMITTEES, and View District LEADERSHIP. A red arrow labeled "2" points to the "View District LEADERSHIP" link. Below this is a third row of links: Dashboard Home, My Club Dashboard, District Dashboard, District Stats, System Dashboard, and RI RSS. A green arrow labeled "3" points to the "My Club Dashboard" link. The main content area features a "Welcome" message from John F. Frantz, followed by a "DID YOU KNOW?" section about WEEKLY ATTENDANCE and a "twitter" section with links to member record changes, member roster pagination, and club dues payment.

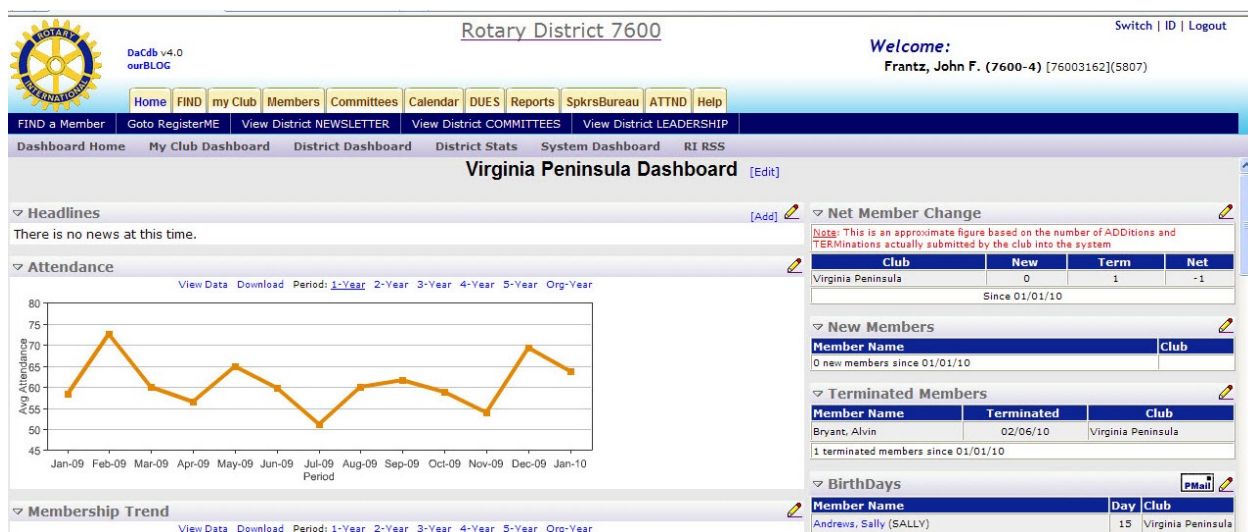
Hint: Scroll down through the home page. It briefly explains how DaCdb works, its security levels, and has links to other helpful information.

Navigation from Bottom to Top

Using the bottom row of navigation links is generally not essential to your functions in **DaCdb**, but they can be fun and interesting. If you learn by “doing”, take a few minutes to click on all the links to see what they do and where they take you. You will find even more uses for them as you get more familiar with the system.

This screenshot shows the bottom row of navigation links in the DaCdb interface. The links are: Dashboard Home, My Club Dashboard, District Dashboard, District Stats, System Dashboard, and RI RSS. Above these links is a row of tabs: Home, FIND, my Club, Members, Committees, Calendar, DUES, Reports, SpkrsBureau, ATTND, and Help.

My Club Dashboard

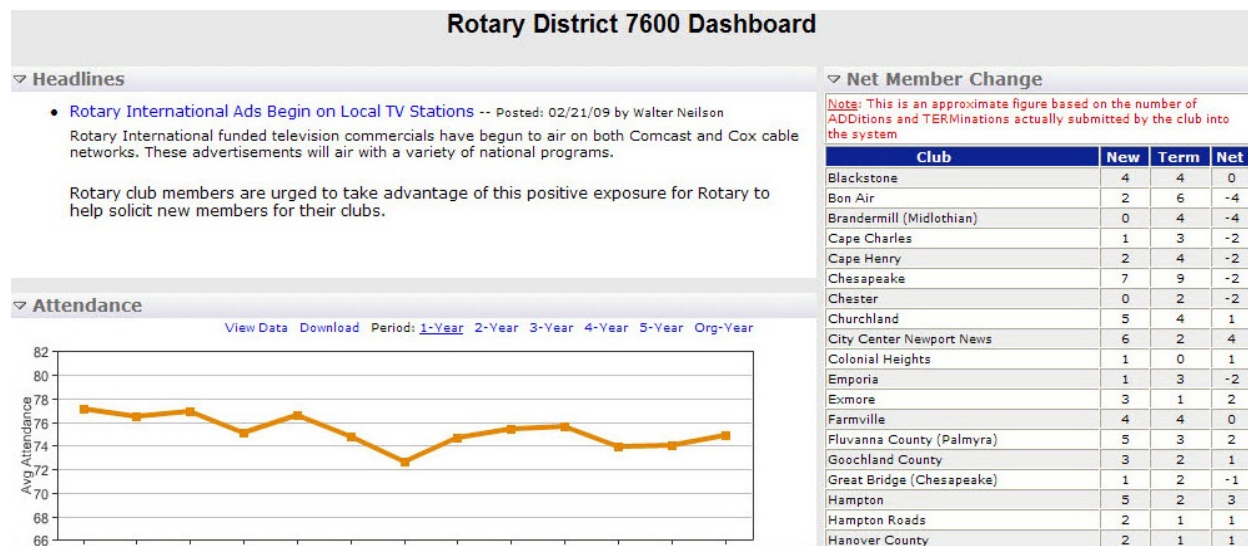


The club dashboard provides a thumbnail sketch of your club. This shows your attendance trends, membership trends, lists birthdays and anniversaries for club members, membership anniversaries, and more.

Hint: The more complete and timely the information is for your club/members, the more accurate the Club Dashboard will be. It only summarizes the information that you provide.

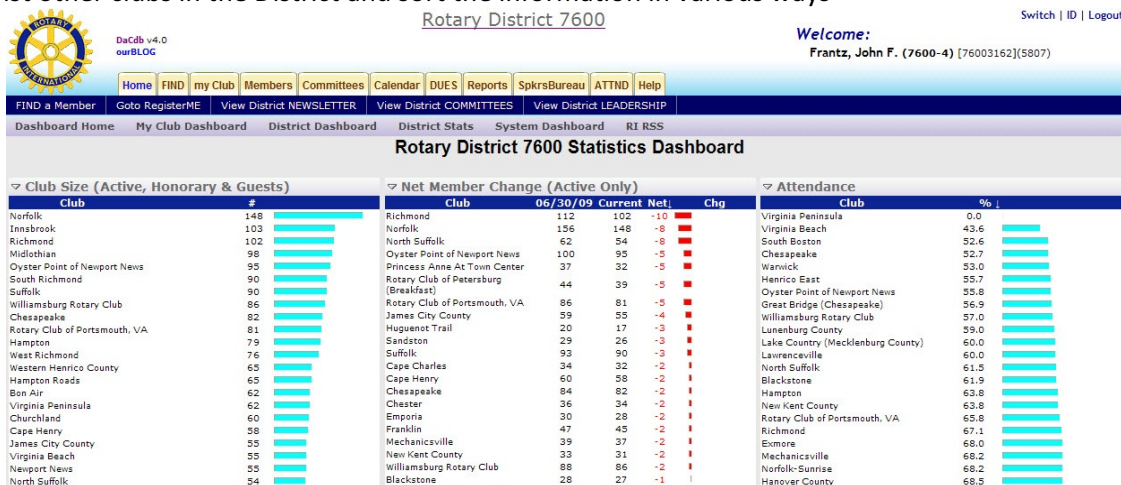
District Dashboard

The District Dashboard is very similar to the Club Dashboard, but it summarizes information at the District level.



District Stats

District Stats is one of the most interesting places you can visit in **DaCdb**. You can compare your club against other clubs in the District and sort the information in various ways –



Hint: Click on the titles (e.g., club name, #, %, etc.) to sort the data and display it in different ways.

View District Committees and View District Leadership (Line 2)

These are quick and easy ways to identify and communicate with your district leadership.

Rotary International District 7600
District Committee Chairs
Org Year: 2009-10
☐ Show ALL Members? [To Word](#)

GENERAL COMMITTEES for the DISTRICT

Bequest Society

Preston, Robert Edward (Bob)
Club: Bon Air
8906 Brucewood Drive
Home: 804-320-5050
Office: 800-806-2267
Richmond, VA 23235-5012
faxNumber: 804-320-4446

DISTRICT OFFICERS & STAFF

Graubics, Karlis Sr.
District Governor
Club: Mechanicsville
6861 Cold Harbor Rd.
Home: 804-746-0063
Office: 804-746-0063
Mechanicsville, VA 23111
faxNumber: 804-746-1243

Dwyer, Jr., Hamilton R. (HAM)
Finance
Club: Rotary Club of Portsmouth, VA
3129 Harvestime Crescent
Home: 757-484-7601
Office: 757-966-5155
Chesapeake, VA 23321
faxNumber: 757-966-5155

DISTRICT COMMITTEE CHAIRS (M)

Graubics, Karlis Sr.
District Governor
Club: Mechanicsville
6861 Cold Harbor Rd.
Home: 804-746-0063
Office: 804-746-0063
Mechanicsville, VA 23111
faxNumber: 804-746-1243

Rotary District 7600

DaCdb v4.0
our BLOG




Switch | ID | Logout

Welcome:
Frantz, John F. (7600-4) [76003162](5807)

Home FIND my Club Members Committees Calendar DUES Reports SpkrsBureau ATTND Help

FIND a Member Goto RegisterME View District NEWSLETTER View District COMMITTEES View District LEADERSHIP

Rotary International District 7600
District Leadership/Council
Rotary Year 2009-10 To Word

District Governor  Graubics, Karlis Sr. Office: 804-746-0063	6861 Cold Harbor Rd. Mechanicsville, VA 23111	Home: 804-746-0063 Fax: 804-746-1243
District Rotary Foundation Chair  Preston, Robert Edward (Bob) Office: 800-806-2267	8906 Brucewood Drive Richmond, VA 23235-5012	Home: 804-320-5050 Fax: 804-320-4446
District Gov-Elect  Sullivan, Jayne E. Office: 757-455-3264	Virginia Wesleyan College 1584 Wesleyan Drive Norfolk, VA 23502	Home: 757-422-3685 Fax: 757-461-5025
District Gov-Nominee  Bynum, James W. (JIM) Office: 804-321-1147	5014 Sandpiper Dr. Richmond, VA 23227	Home: 804-321-1147 Fax: 804-321-1147

Hint: The system provides "redundances" that allow you to move to the same place from different places in the program. Experiment around and use the ways you like best.

District Newsletter

This link lets you view District Newsletter (archives and current editions). Other items may be uploaded here as well. When you click on the newsletter you want to review, a 'popup' with the edition you selected appears.

View District NEWSLETTER View District COMMITTEES View District LEADERSHIP

Rotary District 7600 District Newsletters

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

Type	File Name
	October November 2009 District 7600 Newsletter.pdf
	January 2010 District 7600 Newsletter.pdf
	Uploads
	July 2009 District 7600 Newsletter.pdf

3 files found

Files can be referenced at:
- HTTP URL: <http://www.directory-online.com/Rotary/Accounts/>
- File Path: D:\Rotary\Accounts\7600\Newsletter\0/{filename}



Spirit of 7600
THE NEWSLETTER OF ROTARY DISTRICT 7600
WWW.ROTARY7600.ORG
JANUARY 2010

A Message from DG Karlis Graubics

SPECIAL POINTS OF INTEREST:

- The Presidential Retreat
- A Gala Evening with RI President-elect

It really is a bit shattering to realize that a whole year has passed by since I was last in San Diego, attending the International Assembly and receiving my indoctrination into the ranks of Rotary Governors from around the world. Time has flown by so fast but I am here to report that we've accomplished a lot since then and we have five more months till we hit the finish line. Our district is

national Assembly, was informative and fun. One of the caveats was the invitation to attend the First Plenary Session of the International Assembly to hear the announcement of the RI President-elect's theme - "Building Communities - Bridging Continents", as well as seeing DGE Jayne Sullivan in her "Official" burgundy color coat. Got a card from her later claiming she's already prepared

GoTo RegisterME

This link takes you to the calendar page which lists those events for which you can register online. (PETS, District Assembly, District Conference, Charter Night, fund raisers, etc.)

Hint: Click on the red **“Register Now”** link to take you to event for which you want to register.

Calendar of Events
Rotary District 7600 - Calendar for Virginia Peninsula

Event Calendar Parameters:

Calendar: [☒ List ☐ Block] Search Events:

Include Events: ☒ District Event ☒ District Reminder ☒ District GOV Official Visit ☒ Club Meeting
☒ Club Event ☒ Club FundRaiser ☒ Multi-District Event

Feb 2010 - Aug 2011 **Add to Club Calendar:** Go To: February 2010

DATE	TIME	ACTION	CLUB	EVENT NAME	LOCATION / COMMENTS
February - World Understanding Month					
Sat Feb 27, 10	08:56A	Register NOW		Re-Scheduled District Team Training Seminar 2010 (DTTS)	DTTS Saturday, February 27, 2010 (Training Date) Chanco-on-the-James 394 Floods Drive Spring Grove, VA 23881 www.campchanco.org 757-294-3126
March - Literacy Month					
					Rotary International Vice President and Director Eric Adamson Pre-Chesapeake PETS Presentation

Hint: This is simply the Calendar page found under the Calendar tab/link on the top row. Go here to find out the when and where of club, district and zone events. Use it to post your club events – with or without sign-up capabilities. Post cancelled meetings and other information you want your membership to have.

FIND A Member

This may be one of the most useful link you will find in DaCdb. From this link you can find other members in your district and in anyone of 65 other districts in the US, Canada, and Carribean.

- Type in as much as you know of the members name.
- Click the gold search button
- The system will find ALL the information that matches what you input, within your own district

- Use the Global check box to search for people in other districts.

Rotary District 7600

DaCdb v4.0
ourBLOG

Welcome:
Frantz, John F. (7600-4)

Home FIND my Club Members Committees Calendar DUES Reports SpkrsBureau ATTND Help

FIND a Member Goto RegisterME View District NEWSLETTER View District COMMITTEES View District LEADERSHIP

Find a Member

Search Parameters

Name, Email or Business Name: Member ID: Classification: Filter by Club Name / ClubID:

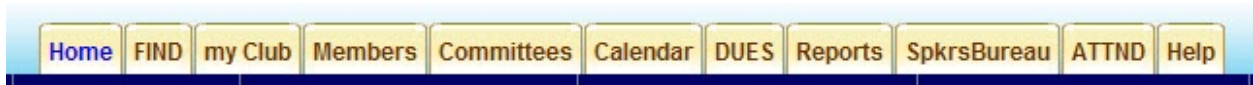
Global? ☒ 

Enter a PARTIAL first -OR- last name; PARTIAL email; or enter a Member ID (min 2 chars).
Example, "john" will FIND all of the JOHN's, JOHNSON'S, JOHNSTON'S, as well as 'LITTLEJOHN', etc.)

Hint: Gold Buttons are always “action buttons” they are used to update records, generate a search, execute a print document, submit a report, etc.

USING THE NAVIGATION TABS

In most cases you will be able to navigate to those places you need to be by simply using the navigation tabs/links at the top of the page.



HOME: We have been here before, it is the page you see when you sign in.

FIND: Also have been here before. It works exactly like the FIND a Member link in the middle row of links.

my Club: This is the most important tab/link in the program. Over 90% of what you do in DaCdb can be done under this tab. It is so important that the functions are below in a special section.

Members: This takes you to your member page.

Committees: This takes you to a list of District and Club committees. It will show you who serves on the various district committees and can show you how other clubs are using the committee structure as well. If your club has NOT entered their committees on their club page, no information will show up here.

Calendar: This tab/link takes you to the same place as the GoTo RegisterME link. Go here to find out the when and where of club, district and zone events. Use it to post your club events – with or without sign-up capabilities.

DUES: This is an optional add-on module that can be purchased for a small fee. It allows you to bill and email member dues statements in about six easy clicks.

Reports: Use this tab (or one like it found in the **myClub** tab) to print reports, directories, mailing labels and other items.

SpkrsBureau: This section is designed to allow clubs to find speakers and to share information about good speakers who have come to their club.

ATTND: This is the attendance tab. All clubs in the district use this tab at least once monthly to report their club attendance up to the district level where it is compiled.

(There is also another optional add-on module that allows clubs to use DaCdb to track their members weekly attendance and which automatically rolls up the figures for the monthly report to the district. It also interfaces with the dues module.)

Help: This tab takes you to training resources (including videos), frequently asked questions, and support information

Saving **myClub** for last, let's explore some of the tabs that we haven't seen.

Committees Tab

Rotary District 7600

Welcome: Frantz, John F. (7600-4) [

Home FIND my Club Members **Committees** Calendar DUES Reports Spkrs Bureau ATTND Help

FIND a Member List ALL Committees View My CLUB's Committees ADD a Committee VIEW Committee Chairs VIEW the COGs View District LEADERSHIP

Committee Listing for Year: 2009-10

Search Parameters:

Year: 2009-10 Search by - Committee: Member: Search

Name: \$ | 2 | 4 | A | B | C | D | E | F | G | H | I | L | M | N | O | P | Q | R | S | T | V | W | ALL

Results

There are 234 Committees found.

Committee	Committee Type	Action
District Level Committees		
\$200 percapita prospects (2009-10)	GENERAL COMMITTEES for the DISTRICT	View
ALUMNI-ALL Members	COMMITTEES of The Rotary Foundation	View
ASSISTANT GOVERNORS (2009-10)	GENERAL COMMITTEES for the DISTRICT	View

This location not only displays the committees in the District and the clubs, it also has sub-menus which help in navigation.

Five of the links “drill down” or “sorts out” and isolates various functions and information.

ADD a Committee is an action link that permits you to list your club committees.

View allows you to see the make-up of individual committees. (You may only edit your club committees, not district or other club committees.)

ADD a Committee

Add Committee

(ID=new) Cancel Add 3

Section 1 - Committee Information:

Committee Name: 1

Committee Type: CLUB Committee

Committee Affiliation: [5807] Virginia Peninsula

Member Display Format: ☒ Member Name (Club Name) ☐ Member Name (Business Name) ☐ Business Name (Member Name)

Org Year: 2009-10 (Enter a custom year)

Group-de-Groups: No

Committee Listing Sort: ☐ Club Name ☒ Member Name

Description: 2

{Insert Committee Description here...}

As easy as 1 - 2 - 3

1. Name the Committee
2. Describe the Committee
3. Add the Committee

Idea: Group your committees to communicate with them simultaneously by using the Group to Group Drop Down menu

Edit and populate your committee

After you have added your committee, go to the View My Club's Committee, click on the edit link next to your committee.

Section 2 - Committee Members and Positions:

There are 6 members assigned to the committee. Selected the appropriate position/title.

Committee Members	Committee Position
Frantz, John F. (Virginia Peninsula) 4	Member
Gray, James A. (Virginia Peninsula) 1	Member
Miller, Catherine E. (Virginia Peninsula) 1	Member
Neilson, Walter Cap (Cap) (Virginia Peninsula) 9	Member
Pierce, James Russell (Jim) (Virginia Peninsula) 6	Member
Spencer, Edward G S (NED) (Virginia Peninsula) 3	Committee Chair

Section 3 - Committee Member Selection

☒ Show Only Club Members Find:

Aaron, Joan (Virginia Peninsula)

Aaron, Leonard B. (Virginia Peninsula)

Adams, Stephen C. (Virginia Peninsula)

Andrews, Ann F. (Virginia Peninsula)

Andrews, Sally (Virginia Peninsula)

Avery, Shawn (Virginia Peninsula)

Babcock, Paul B. (Virginia Peninsula)

Bales, Keith (Virginia Peninsula)

Barton, Michael G. (Virginia Peninsula)

Blackwell, Richard B. (Virginia Peninsula)

>>>

<<<

<<< All

Frantz, John F. (Virginia Peninsula)

Gray, James A. (Virginia Peninsula)

Miller, Catherine E. (Virginia Peninsula)

Neilson, Walter Cap (Virginia Peninsula)

Pierce, James Russell (Virginia Peninsula)

Spencer, Edward G S (Virginia Peninsula)

Section 2 allows you to assign roles to various committee members.

Section 3 allows you to add and delete members

Calendar

This section has two functions – to display information about upcoming events, and a registration function

Calendar events can be entered without a registration function for informational purposes only. You will have to educate your membership to check the “Club Calendar”, for this to be an effective communications tool.

Calendar events may also be linked to your website to be viewed by the general public.

Sat Feb 20, 10	08:30A		RI Zone 33	Rotary Leadership Institute RLI- Norfolk VA	Rotary Leadership Institute RLI- Norfolk VA. See www.rli33.org for event detail.
Sat Feb 20, 10	09:00A	Register NOW	Western Henrico County	2010 Bowl-A-Thon	Bowl America - Short Pump 4400 Pouncey Tract Road Glen Allen, VA 23060
Sat Feb 20, 10	07:00P	Register NOW	Bon Air	Bon Air Rotary's Seventh Annual Casino Night (click to view a list of registrants)	Virginia Museum of Fine Arts, Marble Hall 200 N. Boulevard Richmond, Virginia 23220 Join us for an evening of fun, games, fine food and drink and great prizes. Tickets are \$100 each. Sponsorships available! For tickets or information, contact any Bon Air Rotary member or Lee Harris mailto:lee@midlothianlegal.com 804-674-5660

Registration Function

Event Registration

Cancel

REGISTRATION FORM

2010 Bowl-A-Thon

February 20, 2010

Add Guest

for non-Members that are attending that need to pay and/or need name badges (except spouses, who are processed in the Member's registration below).

Registration for: **Frantz, John F. (Mary Ellen)** (edit) (refresh)
12420 Warwick Blvd.
Newport News, VA 23604
H: 757-595-9213
O: 757-596-3806
E: jmef@cox.net
MemberType: Active

If your data is incorrect, please make corrections **NOW** by clicking on the **EDIT** button. Then look at the screen **behind** this one, to see your personal data.

Scroll down for instructions to assist you in registering for this event.

Event Name: **2010 Bowl-A-Thon**

From the beginning of this Bowl-A-Thon, funds from this event and other Western Henrico Rotary Club fundraisers allowed us to donate over \$250,000 to groups which have included: Tuckahoe YMCA ... Circle Center ... Boy

The registration form looks at your data to pre-complete your form. Scroll down through the form to make the needed selections. When complete, click the gold "Register Now" button. It will take you a second 'confirmation' screen. Click the gold "Confirm Registration" button. You are now registered.

Hint: With the establishing of a merchants account with an approved credit card company, your club can accept credit cards for event registration payments.

Special Note: Depending on the complexity of the registration, setting it up can be very complicated. Contact your DCO or other [DaCdb](#) support people if you have problems.

Reports Tab

This tab takes you to the print reports section. Use the drop down menus to:

1. Select your report
2. Select (filter) what you want a report on
3. Specify what members you want to include in your report
4. Choose your layout

Selecting your Report

Club Report Parameters:

Select Report: 1-Membership DIRECTORY 1  Run/View on Screen To Excel To Word


Filter By: Club: Virginia Peninsula (5807) 2

Member Type: 3 (All ON | OFF) ☐ Active ☐ Active-LOA ☐ Active-R85 ☐ Alumni
☐ Alumni-Verified ☐ Guest ☐ Honorary ☐ Proposed
☐ Staff Position

Layout: 8-Up per Page - Portrait 4

Sort By: ☒ Member Name ☐ Club Name

Hint: Use the gold Run/View on Screen button to see what your report will look like before you print it to MSWord or MExcel

 DaCdb v4.0 ourBLOG Rotary District 7600

Home FIND my Club Members Committees Calendar DUES Reports SpkrsBureau ATTND Help

Rpts BY Club Rpts BY Committee VIEW Comm Chairs VIEW the COGs VIEW Dist Leadership Other Reports Club Bulletins NewsLe

Club Report Parameters:

Select Report: 1-Membership DIRECTORY 1 Run/View on Screen To Excel To Word

Filter By: 1-Membership DIRECTORY 2

Member Type: (All ON | OFF) 3 ☐ Active-R85 ☐ Alumni
☐ Honorary ☐ Proposed

Layout: 1-Membership DIRECTORY (with contact info)
1.2 Club Statistics
1.3-District and Club Leadership
2-The Rotary FOUNDATION Transmittal (TRF)
3.1-CONTACT/E-Mailing List (DIY-MM)
3.3-Dynamic Dump (DIY)
4.0-ATTND Check-In and BADGES (DIY-MM)
4.1-Attendance Sheet (1 col)
4.2-Attendance Sheet (2 col)
4.3 Attendance by Badge Number
4.4-Attendance Wheel (at Club)
4.5-Attendance Sign-In (with BarCodes)
4.6-Attendance Sign-In (Guest)
5-Name BADGES and Personalized Tent Cards
6-Name & Address (3-cols)
7.0-Mailing LABELS (5160/61 -5260/61)
7.2-Missing E-Mail Address Labels (5160/61)
7.3-Dynamic Mail Label-with BARCODES
7.4-Name ONLY Labels (5160/5260)
7.5 Club Mailing Labels
7.6-Mailing Labels Home/Office
8-Membership Profile (1-Up Handout)
9.0-Birthdays and Anniversaries
9.1-Telephone List
9.2-Birthday Mailing Label
10-PETS (List of PEs Identified & Missing by Club)
11-Full Database Dump
12-Membership Extract
13-RI Occupational Code Table

Sort By:

Use the drop down menu to select the report that you need. Don't be afraid to experiment. Try several different reports until you find the one you want. Use the Run/View On Screen gold button to preview your reports.

Sample Reports

The next several pages are samples of the types of reports that can be generated from this screen.

Club Directory

Aaron, Joan (Leonard)
733 Thimble Shoals Blvd.
Ste 170
Newport News, VA 23606

Home: 757-596-4516
Office: 757-881-9600
Fax: 757-873-6997
Email: jaaron@malvinriggins.com
Club: Virginia Peninsula
Member Since: 06/10/98
Classification: Public Accounting
BusPosition: CPA
BusName: Malvin Riggins & Company, PC
Website: <http://>



• PHA • Paul Harris Fellow
• Sustaining Member

Aaron, Leonard B. (Joan)
317 Dogwood Dr.
Newport News, VA 23606

Home: 757-596-4516
Office: 757-873-6775
Club: Virginia Peninsula
Member Since: 01/01/76
Birthday: 10/27
Classification: Public Accounting



• PHA • Paul Harris Fellow Y
• Sustaining Member Y

Adams, Stephen C. (Nancy)
4116 W. Mercury Blvd.
Pomoco Group
Hampton, VA 23666

Home: 757-723-4174
Office: 757-825-7282
Fax: 757-825-7204
Email: Sladems4003@aol.com
Club: Virginia Peninsula
Member Since: 01/01/82
Birthday: 11/23
Classification: Automotive - Financial Management
BusPosition: Financial Management
BusName: POMOCO Group



• PHA • Paul Harris Fellow Y
• Sustaining Member Y

Andrews, Ann F. (Tom)
1753 CARRIAGE DRIVE
HAMPTON, VA 23664

Home: 757-713-4026
Office: 757-723-3000
Cell: 757-713-4026
Fax: 757-728-1909
Email: AnnAndrews@remax.net
Club: Virginia Peninsula
Member Since: 03/26/09
Birthday: 5/31
Anniversary: 10/13
Classification: Real Estate - Residential Sales
BusPosition: Realtor
BusName: RE/MAX SELECT
Degrees: B.A. Sociology, ODU, 1976 M.S. Community Health Education, Health Care Admin emphasis, ODU, 1987
Hobbies: Hiking, Reading, Bible study



• PHA • Paul Harris Fellow Y
• Sustaining Member Y

Andrews, Sally (Andy)
147 Wareham's Point
Williamsburg, VA 23185

Home: 757-345-3346
Email: sallyandrews@gmail.com
Club: Virginia Peninsula
Member Since: 05/23/01
Birthday: 2/15
Classification: Law - Public Servant
BusName: City of Hampton



• PHA • Paul Harris Fellow
• Sustaining Member

Avery, Shawn (Martinee)
11820 Fountain Way
Suite 301
Newport News, VA 23606

Office: 757-826-3327
Fax: 757-826-6706
Email: savery@pcfd.org
Club: Virginia Peninsula
Member Since: 03/26/08
Birthday: 1/18
Classification: Economic Development
BusName: Peninsula Council for Workforce Development



• PHA • Paul Harris Fellow Y
• Sustaining Member Y

Babcock, Paul B. (Susan P.)
252 Zelkova Rd.
Williamsburg, VA 23185

Home: 757-345-2229
Office: 757-896-8424
Fax: 757-896-8470
Email: pbabcock@amvap.org
Club: Virginia Peninsula
Member Since: 06/19/05
Birthday: 3/23
Classification: Community Service



• PHA • Paul Harris Fellow Y
• Sustaining Member Y

Bales, Keith (Debbie)
609 Briarfield Rd.
Newport News, VA 23605






Home: 757-255-0020
Office: 757-244-7881
Fax: 757-244-1652
Email: balespestcontrol@aol.com
Club: Virginia Peninsula
Member Since: 06/30/04
Birthday: 10/11
Anniversary: 10/22
Classification: Pest Control
BusPosition: president
BusName: Bales Termite and Pest Control
Website: www.balespestcontrol.com



• PHA • Paul Harris Fellow Y
• Sustaining Member Y

Club Directory Alternative Version

Club Membership Virginia Peninsula

	Aaron, Joan (Leonard) Classification: Public Accounting 733 Thimble Shoals Blvd. Ste 170 Newport News, VA 23606 jaaron@malvinngains.com Home: 757-596-4516 Office: 757-881-9600 Fax: 757-873-6997
	Aaron, Leonard B. (Joan) Classification: Public Accounting 317 Dogwood Dr. Newport News, VA 23606 Home: 757-596-4516 Office: 757-873-6775
	Adams, Stephen C. (Nancy) Classification: Automotive - Financial Management 4116 W. Mercury Blvd. Pomoco Group Hampton, VA 23666 SAdams4003@aol.com Home: 757-723-4174 Office: 757-825-7282 Fax: 757-825-7201
	Andrews, Ann F. (Tom) Classification: Real Estate - Residential Sales 1753 CARRIAGE DRIVE HAMPTON, VA 23664 AnnAndrews@remax.net Home: 757-713-4026 Office: 757-723-3000 Fax: 757-728-1909 Cell: 757-713-4026
	Andrews, Sally (Andy) Classification: Law - Public Servant 147 Wareham's Point Williamsburg, VA 23185 sallyandrews@gmail.com Home: 757-345-3346

Attendance Sign In Sheet

Attendance Sheet

Club: Virginia Peninsula

Feb-28-2010



Member Name	Member Type	Attended
Aaron, Joan	Active	<input type="checkbox"/>
Aaron, Leonard B.	Honorary	<input type="checkbox"/>
Adams, Stephen C.	Active	<input type="checkbox"/>
Andrews, Ann F.	Active	<input type="checkbox"/>
Andrews, Sally	Active	<input type="checkbox"/>
Avery, Shawn	Active	<input type="checkbox"/>
Babcock, Paul B.	Active	<input type="checkbox"/>
Bales, Keith	Active	<input type="checkbox"/>
Barton, Michael G.	Active	<input type="checkbox"/>
Blackwell, Richard B.	Active	<input type="checkbox"/>
Carmines, Robert W.	Active	<input type="checkbox"/>
Carroll, Danny L.	Active	<input type="checkbox"/>
Clemons, Jeffrey W.	Active	<input type="checkbox"/>
Dister, Arthur C.	Active	<input type="checkbox"/>
Dupont, Janet L.	Active	<input type="checkbox"/>
Edmonson, Charles D.	Active	<input type="checkbox"/>
Feinauer, Kim E.	Active	<input type="checkbox"/>
Felder, Katie M.	Active	<input type="checkbox"/>

Member Name	Member Type	Attended
Hunnicut, Ann N.	Active	<input type="checkbox"/>
Hunnicut, Thomas N. III	Active	<input type="checkbox"/>
Johnson, J. Joseph	Active	<input type="checkbox"/>
Jones, Robert B.	Active	<input type="checkbox"/>
Machamer, Rick F.	Active	<input type="checkbox"/>
Marshall, J. Adrian Jr.	Active	<input type="checkbox"/>
McCoury, Elizabeth	Active	<input type="checkbox"/>
Mendelsohn, Jeffrey L.	Active	<input type="checkbox"/>
Miller, Catherine E.	Active	<input type="checkbox"/>
Miller, David L. DDS	Active	<input type="checkbox"/>
Morris, Glenn A.	Active	<input type="checkbox"/>
Morris, Thomas W. III	Active	<input type="checkbox"/>
Morris, Thomas W. Jr.	Active	<input type="checkbox"/>
Neilson, Walter Cap	Active	<input type="checkbox"/>
Pearce, Gail	Active	<input type="checkbox"/>
Pierce, James Russell	Active	<input type="checkbox"/>
Richardson, Gregory M.	Active	<input type="checkbox"/>
Richman, Louis J Jr	Active	<input type="checkbox"/>

Mailing Labels

Joan Aaron
733 Thimble Shoals Blvd.
Ste 170
Newport News, VA 23606

Leonard B. Aaron
317 Dogwood Dr.
Newport News, VA 23606

Stephen C. Adams
4116 W. Mercury Blvd.
Pomoco Group
Hampton, VA 23666

Ann F. Andrews
1753 CARRIAGE DRIVE
HAMPTON, VA 23664

Sally Andrews
147 Wareham's Point
Williamsburg, VA 23185

Shawn Avery
11820 Fountain Way
Suite 301
Newport News, VA 23606

Paul B. Babcock
252 Zelkova Rd.
Williamsburg, VA 23185

Keith Bales
609 Briarfield Rd.
Newport News, VA 23605

Michael G. Barton
Taylored Printing
234 Redoubt Rd.
Yorktown, VA 23692-4894

Richard B. Blackwell
2210 Executive Dr., Ste. A
Hampton, VA 23666

Robert W. Carmines
11815 Rock Landing Dr.
Newport News, VA 23606-4207

Danny L. Carroll
103 Lochmere Court
Yorktown, VA 23693

Member Birthdays/Anniversaries

Rotary District 7600 Club: Virginia Peninsula Birthdays and Anniversaries for Mar-01-2010 to Mar-31-2010

Select Period: Start Date: 03/01/2010 End Date: 03/31/2010

Sort By: ☒ Member ☐ Birth Day

[Refresh](#) [Word](#) [Excel](#)

Member Birthday	Birthday
Babcock, Paul B. (PAUL)	23 March
Carroll, Danny L. (DANNY)	08 March
Flores, Debra A. (DEBRA)	15 March
Marshall, J. Adrian (J. ADRIAN)	28 March
Pierce, James Russell (JIM)	20 March
Shelton, Karen (KAREN)	18 March
Stollendorf, Scott W (SCOTT)	12 March

Partner Birthday	Member Name	Birthday
Carroll, Ginny	Carroll, Danny L.	29 March

Member Anniversaries	Start Date	Years as Member
Strehle, Susan (SUSAN)	17 March 1999	11
Morris, Glenn A. (GLENN)	26 March 2003	7

SpkrsBureau Tab

This is an under utilized section of the database that could make it easier for clubs to share program ideas, if properly used. Clubs may find speakers and post the name of good quality speakers who are available to speak at other clubs.

The screenshot shows the 'SpkrsBureau' tab selected in the top navigation bar. On the left, a sidebar contains links: Speaker Home, Speaker Main, Top 5 Topics, Dist Top 5 Topics, Recent Speakers, and Recent Speeches. The main content area is titled '5 Highest Rated Speech Topics' and displays a table with the following data:

Speaker Name	Speech Topic	Rating	Date	Action
Ryan, Pam (D 7610)	Western Fairfax Christian Ministries	★★★★★	21-Oct-08	View New Speech
Belaire, Michelle Azel (D 6990)	What's New With Wal Mart?	★★★★★	23-Oct-08	View New Speech
Sirotowicz, Sandi (D 6990)	What's New With FORCE?	★★★★★	20-Nov-08	View New Speech
Neilson, Walter Cap	District Database	★★★★★	26-Feb-09	View New Speech
	Membership - The Future of Rotary Is In Your Hands	★★★★★	15-Apr-09	View Comments

ATTND Tab

Most districts make use of DaCdb mandatory for submitting attendance data. Attendance must be submitted within 15 days of the close of the month. After 15 days, all club secretaries who have not submitted their attendance get an automatic reminder. After 18 days, more frequent reminders are sent until compliance is met. As soon as attendance is submitted, reminders end.

The screenshot shows the 'ATTND' tab selected in the top navigation bar. The page is titled 'Monthly Attendance' and features a large green checkmark icon. A red arrow points to the 'Submit MONTHLY Attendance' link in the 'You have Monthly Attendance now' section. A red box highlights the 'Upgrade now to... Weekly Attendance Module' button. The page also includes an 'Overview' section with text about managing club attendance and a 'WEEKLY Attendance Module' section with links to learn more.

Monthly Attendance

You have Monthly Attendance now

- [Submit MONTHLY Attendance](#)
- [View District Monthly Attendance](#)
- [Edit Monthly Attendance](#)

Upgrade now to...
Weekly Attendance Module

Learn more about the Weekly Attendance functions... then upgrade, and experience -- Less TIME with Less STRESS!

Overview

Manage your club attendance using this page. Via the basic Attendance functionality you can View, Edit, and Update your Monthly District Attendance data.

Using the new Premium attendance capabilities you can take control of recording attendance at the club weekly meetings. The weekly meeting attendance data entered will **automatically** be rolled-up at the end of the month -- making the Monthly Attendance entry a one (1) click and Submit process after the last meeting of month. You can also use the off-line attendance module to record your attendance at meetings without needing an on-line internet connection.

To learn more about the Weekly Club Attendance module, please click on one of the links below:

- [Attendance Overview](#) -- Click this link to review the on-line attendance overview PDF
- [Off-Line Attendance Overview](#) -- Click this link to review the Off-Line attendance overview PDF

WEEKLY Attendance Module

Clicking on the link below, will take you to a page that will provide you more detailed information about the weekly attendance module. You can then decide to upgrade from there.

Monthly Attendance

- [Submit MONTHLY Attendance](#)
- [View District Monthly Attendance](#)
- [Edit Monthly Attendance](#)

Weekly Attendance Check-In

- Check-In Members
(At today's meeting)
- [Enter Attendance after the Meeting](#)

Weekly Attendance Check-In

- Check-In Members
(At today's meeting)
- [Enter Attendance after the Meeting](#)

Weekly Attendance Check-In

- Check-In Members
(At today's meeting)
- [Enter Attendance after the Meeting](#)
(select from meeting list)
- [Off-Line Attendance](#)

Meetings

- [ADD / Manage Club Meetings](#)
- [Enter Make-Ups by Member](#)
- [Enter Excused Attendance](#)
- [List Members with Attendance Excused Absences](#)

Reports

- [Attendance Reports](#)

Attendance Reporting for Virginia Peninsula

Just **complete** this "attendance form", and then press **SEND** at bottom of page.

Reporting Month: January 2010 ☐ Correcting DATA for this Month?

Membership:

Member Types:

- Active=63
- 0
- 0
- Honorary=2

Current "Active" Members (at end of Month) [Review](#)

NEW "Active" Members (this month) [Review](#)

TERMINATED "Active" Members (this month) [Review](#)

Average Attendance: 25.00 % [Review](#) (does not include excluded meetings)
Specify percentage as xx.xx (ie. 87.12% = **87.12** or 100% = **100.0**)
In other words, **DO** include the DECIMAL Point.

No. of Meeting Held: 4 [Review](#)

Meeting Cancelled / REASON:
Please give DATE and REASON meeting cancelled, otherwise LEAVE BLANK

Submitted By: Frantz, John F.

"Thank You"

for using the electronic ATTENDANCE module

You must press the SUBMIT ATTENDANCE REPORT button to send your club's attendance data.
Doing so will also *Close* the Weekly Attendance Meeting for this period

Submit ATTENDANCE Report

1. Membership data including adds and drops
2. Compute your attendance percentage and enter here
3. Indicate the number of meetings
4. Provide information about any cancelled meetings

Hint: An optional Attendance Module is available. This module tracks individual attendance for your members and automatically calculates the attendance for monthly submission. If your club also has the optional DUES module, the Attendance module will interface with that module to automatically bill members (based on their attendance) for meals, guests, etc. Cost is \$156.00 annually (\$13.00 per month). A 30 day Free Trial is available. Click the following for your trial.

- Submit **MONTHLY** Attendance
- View District Monthly Attendance
- Edit Monthly Attendance

Upgrade now to...
Weekly Attendance Module

Help Tab

Help is available! Click the home tab to find training resources, iVideos, Frequently Asked Questions (FAQs) and search for other help hints. For big problems, call your DCO or other **DaCdb** support staff.

Rotary District 7600 Assistance

If you need assistance with this web-site, there are four ways to reach us and/or get help:

- **Email** - Click on one of the email links below and send us an email describing your problem.
- **Phone** - Call during normal business hours.
- **Support Request** - Submit a support request. Opening a support ticket will immediately email us your request and enable you to track the progress of the issue.
- **FAQ** - Review the documentation under the Frequently Asked Questions (FAQ) link

Telephone and Email Assistance
Call during normal business hours or send us an email at any time.

'Cap' Neilson
Phone: 757-599-4638
Email: wcn@landmarkappraisals.com

Mike Thacker
Phone: 252-257-2563
Email: helpme@DaCdb.com

Mark Landmann
Phone: 303-893-6196
Email: mlandmann@infusion-group.com
AIM: mlandmann
Skype: mlandmann1
MSN: mark_landmann@hotmail.com

Support Ticket

- [Submit a Support Ticket](#)
- [List Support Tickets](#)

Training Resources

- [Training Resources and Materials](#)
- [iVideos Training - How TO DO It sessions](#)

Frequently Asked Questions (FAQ)

- [Review FAQ Notes](#)

Search for Help

- [DaCdb Search for Answers](#)

Training Resources and Materials will help you become more familiar with the functions of the database and will help you become more productive. Set aside some time to access these resources.

Training Resources and Materials

Select one of the LINKS below to VIEW the selected materials report. And, **SCROLL DOWN**, if necessary....-OR-, just click on the appropriate colored button above, to quickly JUMP to the selected section below.

[Club Functions](#)

[District Functions](#)

[iVIDEOS for Training](#)

[for DCOs](#)

Club Officer Functions

- [7-Ways to Communicate Effectively with your Club \(PDF flyer\)](#)
- [DaCdb System Overview-Feature and Benefits \(PDF flyer\)](#)
- [DISTRICT ASSEMBLY/CONFERENCE presentation \(PPT\) for a mixed group](#)
- [DA/DC Talking Points \(txt\)](#)
- [PETS presentation \(PPT for President-Elects\)](#)
- [PETS Talking Points \(Word\)](#)
- [SETS presentation \(PPT for Secretary-Elects\)](#)
- [SETS Talking Points \(Word\)](#)
- [2009 SETS Talking Points \(Word\)](#)
- [Handouts and Helpful Hints for the Club Officers](#)
- [Using the The Rotary Foundation \(TRF\) Transmittal Form](#)

Club Secretary Functions

Club Premium Optional Modules

- [SUMMARY Attendance/Dues/WebSites \(PDF flyer\)](#)
- [Weekly Attendance Features and Benefits Overview \(PDF flyer\)](#)
- [Off-Line Weekly Attendance \(PDF flyer\)](#)
(WHEN Internet NOT available at your meetings)
- [iVideo - HOW TO use the Weekly Attendance functions - 9 minutes](#)
- [Wkly Attendance Getting Started Summary \(PDF flyer\)](#)
- [Weeekly Attendance QUICK START "how to" guidelines \(PDF flyer\)](#)
- [DUES and Invoicing Features and Benefits Overview \(PDF flyer\)](#)
- [DUES and Invoicing QUICK START "how to" guidelines \(PDF flyer\)](#)
- [Club Websites \(web site\)](#)
- [Why we charge for the premium CLUB modules \(PDF flyer\)](#)

Other District's HELP Submissions

Scroll through the questions to find the one that applies to your situation.

Frequently **A**sKed **Q**uestions
Quick Search by Topic
(-or- SEE our ["How To Do It" Instructional Videos](#) ☐ 55

Press **[CTRL] + F**
to **FIND** a specific word or
phrase in the FAQs

Print Pages

<p>FAQ1- Got a Question not in the FAQ?</p> <p>Problems signing-on and Accepting Cookies</p> <p>What is the District's policy on usage of the "data" in the DaCdb?</p>	<p>Q2- My NEW photo (or other recently changed data) does not show in database. WHY?</p> <p><i>The real issue is really your browser's REFRESH settings!</i></p>	<p>Q3- Updating the RI database-timing, and getting RI ID# for new members by ADDING them first to the RI database (also Logging ON when their RI ID# is "0"). Also, sending CHANGE notices to the RI database, must be signed by Club Secretary.</p>
<p>Q4- Getting "started" checklist (for a new district)</p>	<p>Q5-Standard REPORTS and Name Badges Available</p>	<p>Q6- Editing Club Positions to recognize Club Officers, (President, President-Elect, Secretary, Foundation Chair, Club Communications Officer, etc.</p>
<p>Q7- How do I Copy / Clone a Committee record to another Governor's Year?</p>	<p>Q9- Why is GOV Year significant</p>	<p>Q10- Attendance Reporting: (Monthly, WEEKLY, and MakeUps)</p>
<p>Q11- Customizing district messages and using Standard "Innos"</p>	<p>Q12- Links for your own District and Club Websites</p>	<p>Q13- When does a club use the "Inactive-I OA" status code</p>

Click on the blue question and the program will re-direct you to the answer.

FAQ FAQ

Q49. HOW do we "TRANSFER" a Member from one club to another club?

A49. RI TRANSFERS: DELETING and ADDING Member Data

Thank you for your question on Rotary "transfers". Technically, there is no "transfer" between clubs... it is a **DELETE** from the old club and (this is done **FIRST**) then an **ADD** to the new club (this is done **SECOND**, using **their RI ID#** from their old club). This must be done to properly notify RI and update their database for the Semi-Annual Reports :).

Also, you could contact the "new" Club Secretary and pass along his information (including their **Date of Admission**).

This must be done to properly notify RI of the "transfer" for the Semi-Annual Report for **BOTH** clubs involved in the "transfer"..

Q50. Why does the Club's custom web site display *instead* of the standard template club web site?

A50. The "issue" is because of **HOW** they have listed their club web site **LINK** in their **CLUB INFORMATION** Section 1 in the **DaCdb** database (<http://www.M-Irotaryclub.org>).

This is a decision (and training issue) for the district...do they want **ALL** the clubs in the district to display **THEIR** custom web site for the club?, OR do they want them to display the same, standard "look & feel" club template web site?

This is controlled by the presence or absence of the "<http://>" prefix in the **LINK** to their club web site.

If it is present, such as it is for M-I club's link above, then it tells the system to display their **CUSTOM** club web site.

If it is **NOT** present, and the link just starts with "[www.](http://)" prefix in the **LINK**, then the system displays the **STANDARD** club web site.

However, when the standard club web site is displayed, the User can click on the **LINK** to the custom web site, and

my CLUB Tab

About 90% of what needs to be done in **DaCdb** can be accomplished from this tab. You can

- View Club Leadership
- Add Members
- Edit Member information
- Designate Officers
- Create Club Information
- Add and Edit Committees
- Submit Attendance
- Email individual members
- PMail all members and selected groups of members
- View and post Club Bulletins
- View and add to Club Calendars
- Edit PHF/SM
- Generate Club Reports
- Look up contact information for members

Clicking the my Club tab takes you to the Club Page which is divided into Club Leadership and three individual sections. (Club Leadership pictured below.)

The screenshot shows the DaCdb v4.0 interface for Rotary District 7600. The top navigation bar includes links like Home, FIND, my Club, Members, Committees, Calendar, DUES, Reports, SpkrsBureau, ATTND, and Help. A sub-menu is visible under the 'my Club' tab, containing links such as View MY Club, Submit Attendance, List ALL Clubs, Where CLUBS Meet, Club BULLETINS, Club CALENDAR, and Edit MY Club. The main content area displays the club information for 'Virginia Peninsula - Rotary Club [Edit]', 'Rotary District 7600', and 'Club# 5807'. Below this, the Club Leadership section lists the following officers:

Position	Name	Email	Office Phone	Home Phone
Club President:	Roosendaal, Albert P. II	aroosendaal@bbandt.com	757-823-7849	757-483-1111
President-Elect:	Frantz, John F.	jmf@cox.net	757-596-3806	757-595-9213
Club Secretary:	Summerville, Richard M.	rsummer@cnu.edu	757-741-2888	757-741-2888
Vice President:	McCoury, Elizabeth	emccoury@coliseumcentral.com	757-826-8251	757-986-3089
Club Treasurer:	Stolldorf, Scott W	Scott.stolldorf@suntrust.com	757-873-7940	757-833-1013

A sub-menu appears under the normal tabs. Use these links as shortcuts to other functions related to your club.

Hint: Members can use the Where CLUBS Meet link to find out when and where they can make-up meetings anywhere in the District.

Section 1 – Club Information:

This is the public access section of this page. It should be as complete as possible so that visitors and guests will be able to call, email or simply find your club. (Click the Edit Club button to update this information.)

Section 1 - Club Information:		Edit Club	Submit Attendance	Add New Member
Meeting Time:	Wednesday at 12:00 PM			
Meeting Place:	Holiday Inn-Coliseum			
Meeting City:	Hampton, VA			
Meeting Address:	815 West Mercury Boulevard			
Meeting Directions:				
Link to Map/Directions:	Click here for map and directions			
Club Description:	The Rotary Club of the Virginia Peninsula meets weekly at the Holiday Inn Coliseum. With over 60 members, we come from all walks of life with business professionals, business owners/executives, medical professionals, and educators all being represented. We adhere to Rotary's 4-Way test and have added our own -- "Is it fun for all concerned?"			
	Visit our meeting for a "free lunch". We will do our best to make you feel welcome and appreciated.			
Link to Club Website:	http://www.peninsularotary.org			
Link to About US:				
Link to Project URL:	http://www.peninsularotary.org/ClubProjects.cfm			
Club Phone Number:				
Fax Number:				
Club Email:	rsummer@cnu.edu			
Club's Mailing Address:	P O Box 1772, Newport News, VA 23601			
Charter Date:	26-Oct-76			
Calendar:	Club Calendar	District Calendar	Club Bulletin	District Newsletters

Hint: Use MapQuest, Google Maps, or Bing Maps to map your club location. Click "link" or "embed" and copy the link. Paste it into 'Link to Map/Directions' above to add an interactive map to this page.

Section 2: Club Committees:

Section 2: Club Committees:				
There are 27 Club Committees found.			Viewing Year: 2009-10	Add Club Committee
Committee	Committee Type	Action		
Richmond				
Blue Grass Festival		View	Edit	Delete Reports PMail
Directors & Officers		View	Edit	Delete Reports PMail
Disaster Control (2009-10)		View	Edit	Delete Reports PMail
Education & Development		View	Edit	Delete Reports PMail
Greeters		View	Edit	Delete Reports PMail
History & Memorabilia		View	Edit	Delete Reports PMail
Humanitarian Grants Program - RI		View	Edit	Delete Reports PMail
Invocation		View	Edit	Delete Reports PMail
Meals on Wheels (2009-10)		View	Edit	Delete Reports PMail
Membership		View	Edit	Delete Reports PMail
Polio Plus		View	Edit	Delete Reports PMail
Programs		View	Edit	Delete Reports PMail
Public Relations		View	Edit	Delete Reports PMail
Red Can		View	Edit	Delete Reports PMail
Registration - Side Table		View	Edit	Delete Reports PMail

Use this section to add, edit, delete, report upon and communicate with committees.

Section 3: Club Members and Positions

Use this section to manage members and their positions. It allows the updating of individual records, club positions, PHF status, and the generating of reports. Note the sub-menu that appears just to the top right of the individual member information.

- To email an individual member, click on their name or email address
- To edit an individual record, click Edit
- To view an individual record, click View
- To perform other functions, use the sub-menu buttons

Rotary District 7600

Welcome:
Frantz, John F. (7600-4) [76003]

DaCdb v4.0
ourBLOG

Home FIND my Club Members Committees Calendar DUES Reports SpkrsBureau ATTND Help

FIND a Member View MY Club Submit Attendance List ALL Clubs Where CLUBS Meet Club BULLETINS Club CALENDAR Edit MY Club

Section 3: Club Members and Positions:

Filter by (LName or Badge#): Current

64 Members found.

Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
Aaron, Joan (Leonard)	Active		757-596-4516	757-881-9600	✓	✓		jaaron@malvinriggins.com
Aaron, Leonard B. (Joan)	Honorary	Past President	757-596-4516	757-873-6775	✓	✓	10/27	
Adams, Stephen C. (Nancy)	Active	Vocational Service Chair	757-723-4174	757-825-7282	✓	✓	11/23	SAdams4003@aol.com
Andrews, Ann F. (Tom)	Active	Sergeant-at-Arms	(private)	(private)	✓	✓	5/31	AnnAndrews@remax.net
Andrews, Sally (Andy)	Active		757-345-3346		✓	✓	2/15	sallyjandrews@gmail.com
Avery, Shawn (Martinee)	Active			757-826-3327	✓	✓	1/18	savery@pcfwd.org
Babcock, Paul B. (Susan P.)	Active		757-345-2229	757-896-8424	✓	✓	3/23	pbabcock@arcvap.org
Bales, Keith (Debbie)	Active		757-255-0020	757-244-7881	✓	✓	10/11	balespestcontrol@aol.com
Barton, Michael G. (Elizabeth)	Active		757-989-0507	757-874-5958 ext 11	✓	✓	10/4	mike@tayloredprinting.com
Blackwell, Richard B. (Laraine)	Active		757-380-0528	757-838-2966	✓	✓		harriet10@verizon.net
Carmines, Robert W.	Active		757-875-7786	757-873-8585	✓	✓	6/22	robcarmines@carminesrobins.com
Carroll, Danny L. (Ginny)	Active	Past President	757-223-9339	757-223-7925 x203	✓	✓	3/8	danny.carroll@peninsulaymca.org
Clemons, Jeffrey W. (Jeff & Caroline)	Active	Club Director	757-223-4356	757-591-5819	✓	✓	7/19	jeffrey.clemons@wachovia.com
Dister, Arthur C. (Barbara)	Active		(private)	(private)	✓	✓		adister@bctvirginia.com

Editing Members and Adding New Members



The same screen is used for Adding New Members and for Editing the information for existing members. When the edit link is clicked, a form pops up with all the data previously entered for the individual member. When Add Member is clicked, the same form pops up, but it is blank.

Regardless of whether an existing member's record is being edited, or a new member is being added, complete as much information as possible. Remember, the system can only draw on information that has been entered to produce reports, directories, etc.

Hint: Always use the gold buttons (Update/Add Member) to ensure that your changes and additions are recorded!

View Link

This link simply displays all the information available for an individual member. It is a good way to check whose information is incomplete.

Member: **Andrews, Ann F.** [Edit] PMail  


Section 1 - Member Detail (Active)

Ann F. Andrews (Tom)
1753 CARRIAGE DRIVE
HAMPTON, VA 23664

Home: **757-713-4026**
Office: **757-723-3000**
Cell: **757-713-4026**
Fax Number: **757-728-1909**
Email: **AnnAndrews@remax.net**
Club: **Virginia Peninsula**
Member Since: **03/26/09**
Birthday: **5/31**
Anniversary: **10/13**

Classification: **Real Estate - Residential Sales**
Bus Position: **Realtor**
Bus Name: **RE/MAX SELECT**
Bus Web:

Degree: **B.A. Sociology, ODU, 1976 M.S. Community Health Education, Health Care Admin emphasis, ODU, 1987**
Hobbies: **Hiking, Reading, Bible study**



-PHF - Paul Harris Fellow
-Sustaining Member

Hint: Hold your right mouse button down and drag your cursor over all or part of this information. Once highlighted, right click your mouse, select copy, and then information can be pasted into emails, and other documents.

Edit Club Positions

Section 4 - Club Members and Positions:

There are **64** members assigned to the club.

Club Member Name	2009-10 Positions
Aaron, Joan	Member
Aaron, Leonard B.	Past President
Adams, Stephen C.	Vocational Service Chair
Andrews, Ann F.	Sergeant-at-Arms
Andrews, Sally	Member
Avery, Shawn	Member
Babcock, Paul B.	Member
Bales, Keith	Member
Barton, Michael G.	Member

It is very important that club positions be kept up to date. **DaCdb** automatically updates these positions at the start of every Rotary Year. Use the drop down menu for this function.

Edit PHF/SM

Use this screen to update your PH Sustaining Members. (PHF status is recorded in the record of individual members).

Participation Data Update Close

Virginia Peninsula - Rotary Club
District 7600

Bulk update the Paul Harris Fellow (PHF) and Sustaining Member (SM) status.

- PHF - Is on one-time check
- SM - Can be checked or unchecked as needed

Club Members: Update Members

There are 62 club members.

Member Name	PHF	Sust Memb
Aaron, Joan	✓	✓ <input checked="" type="checkbox"/>
Adams, Stephen C.	✓	✓ <input checked="" type="checkbox"/>
Andrews, Ann F.	✓	✓ <input checked="" type="checkbox"/>
Andrews, Sally	✓	✓ <input checked="" type="checkbox"/>
Avery, Shawn	✓	✓ <input checked="" type="checkbox"/>

Adding Members

DaCdb is not the only way to add new members, but it may be the easiest way!

Only four fields are required to add a new member, but there is room for a comprehensive amount of data. When a new member is added, complete as much information as possible. (Nothing makes a new member feel more welcome than being added to the Club Directory.) Most fields simply require data input. (In some instances, a drop down screen is used.)

Once data has been entered, click the Add Member button and an email will be sent to Rotary International and the new member will be added at RI. (Some delay will be incurred.) A Rotary number will not be assigned to the new member until RI adds them to the rolls. Within a few weeks of recording the new member, the Club Secretary should edit the record and add the RI number. (The member number can be obtained from one of several reports available to club secretaries at www.rotary.org).

After the new member record has been added, the new member can access **DaCdb** to update their own record.

Hint: Rotary International does not recognize transfers between Rotary Club. The procedure is to drop (terminate) the member from one club and add them as a new member to the other club. However, the member can retain their original member number. The club secretary of the new club should enter the member number when entering the new member.

Add Member

Member Type: Active (ID new)

Cancel
Add

Section 1 - Member Information:

Member ID:
Prefix: ▼

Genders: * Select

First Name: *
Last Name: *

Middle Name:
Suffix:

Badge Name:
(Only put in a Nick Name IF different from First Name)

Badge Title:

Start Date: * (mm/dd/yyyy)
Birthdate: (mm/dd/yyyy - year optional)

Sponsor Name: (Lookup Sponsor, or enter FirstName, LastName)

Language Skills: (e.g., Spanish, Read, Write, Speak)

Classification:

Occupational Code: Select

Primary Contact: ☐

Business Name:

Business Position:

Number of Employees:

Business Web:

Picture: Browse...

Click **BROWSE** to select an image on your computer to upload. You may upload a JPG or GIF image.

S/P Designation: Spouse

Partner First Name:
Partner Last Name: (IF different from Member)

Partner Badge Name: (If different from First Name)

Anniversary Date: (mm/dd/yyyy)
Partner Birthdate: (mm/dd/yyyy)

☐ IF Partner is Member?

Section 2 - Contact Information:

[Show as active: Primary Secondary]

Primary Address: (e.g., Home, Office)

Address Line 1: *
Address Line 2:
City: *
State: * Select Zip/Postal Code: *
County:
Province:
Country: UNITED STATES

Secondary Address: (e.g., Home, Office)

Address Line 1:
Address Line 2:
City:
State: Select Zip/Postal Code:
County:
Province:
Country: UNITED STATES

---- Please include Area Code below ----

Home Phone: (e.g., xxx-xxx-xxxx)
Office Phone: (e.g., xxx-xxx-xxxx)
Cell Phone: (e.g., xxx-xxx-xxxx)
Fax Number: (e.g., xxx-xxx-xxxx)
Toll Free: (e.g., xxx-xxx-xxxx)

Email: (enter multiple emails separated by a comma)

Private Info: Public - list in directory ☐ (Opt-Out of PMAIL blast Communications)

Section 3 - Participation Data:

☐ PHF - Paul Harris Fellow
☐ Charter Member
☐ ALUMNUS of a Rotary Program
☐ Past RI Director
☐ Meritorious Service Award
☐ Past District Gov / District Served:

☐ Spouse is also a Paul Harris Fellow
☐ Sustaining Member
☐ Benefactor
☐ Major Donor
☐ Distinguished Service Award

☐ Paul Harris Society
☐ Double Sustaining Member
☐ Bequest Society
☐ Past President
☐ Service Above Self Award

Perfect Attendance Since: (ex: 1992)

Rotarian of the Year: (ex: 1997, 2001)

Previous Rotary Years in other Clubs:

if TRANSFERRING, Last Rotary Club:

Section 4 - Club Information:

Club: Virginia Peninsula
Club Position: Member

Section 5 - Login Information:

User Name:
Password:

Club Reports

See pages 12 through 15 for information about club reports.

Bulk Email

This function uses your system's default email program (MicroSoft Outlook, Lotus, etc.) to send an identical email to every member of your club. It does not allow you to select individual recipients or to personalize your message.

PMail

This is one of the most unique and popular features in DaCdb. Pmail is short for "personalized" email. It allows you to select individual recipients for an email, and to individualize the email with member information found in the database (e.g., birth date, company name, spouse name, etc.).

NOTE: Pmails are security level protected. Level 4 and above can Pmail the entire club. Level 3 can Pmail only to their own committee. Level 6 and above can Pmail to the entire District. Individual members (Level 1) do not have access to PMail

To initiate a Pmail, use the check box(es) on the left to select what members you wish to mail to, then click the Pmail button.



Section 3: Club Members and Positions:

Filter by (LName or Badge#): ☒ Current [Edit Club Positions](#) [Edit PHF/SM](#) [Add Member](#) [Club Reports](#) [Bulk Email](#) [PMAIL](#)

64 Members found. A | B | C | D | E | F | G | H | J | M | N | P | R | S | T | W | Y |

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Aaron, Joan (Leonard)  Edit/View	Active		757-596-4516	757-881-9600	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		jaaron@malvinriggins.com
<input type="checkbox"/>	Aaron, Leonard B. (Joan)  Edit/View	Honorary	Past President	757-596-4516	757-873-6775	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	10/27	
<input checked="" type="checkbox"/>	Adams, Stephen C. (Nancy)  Edit/View	Active	Vocational Service Chair	757-723-4174	757-825-7282	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	11/23	SAdams4003@aol.com
<input checked="" type="checkbox"/>	Andrews, Ann F. (Tom)  Edit/View	Active	Sergeant-at-Arms	(private)	(private)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/31	AnnAndrews@remax.net

Hint: Clicking the box next to the Member Name title, turns all the check boxes off or on. Click next to individual names to add or delete names to receive (or not receive) the PMail

Pre-designed templates can be used for a variety of purposes and users can create and store their own templates.

- System Templates are for general use and cannot be modified by individual users. Template titles indicate their intended use. When modified, they can be saved as a district, club, or personal template
- District Templates have been designed for specific purposes within the District.
- Club Templates are established by individual user clubs (meeting notices, etc.)
- Personal templates are appropriate for specific club rolls (secretaries, treasurers, etc.)

EZ-Link

Cancel

Select the EZ Link template below. You **MUST** click on the radio button to select the template. To pre-View the template, click on the template name.


System Templates	Action
<input type="radio"/> 01- Dear Rotarian - then your message.htm	
<input type="radio"/> 02- Dear Rotary Alumnus - then your message.htm	
<input type="radio"/> 05- EZ LogOn for Members.htm	
<input type="radio"/> 06- EZ LogOn for ClubOfficers.htm	
<input type="radio"/> 07- EZ LogOn for ClubSecretarys-for Attendance.htm	
<input type="radio"/> 09.0- I need HELP inserting IMAGES into PMAIL	
<input type="radio"/> 09.1- I need HELP Saving a PMAIL template	
<input type="radio"/> 09.2- I need HELP clearing the IMAGES CACHE in the Firefox browser	


Editing your Pmail

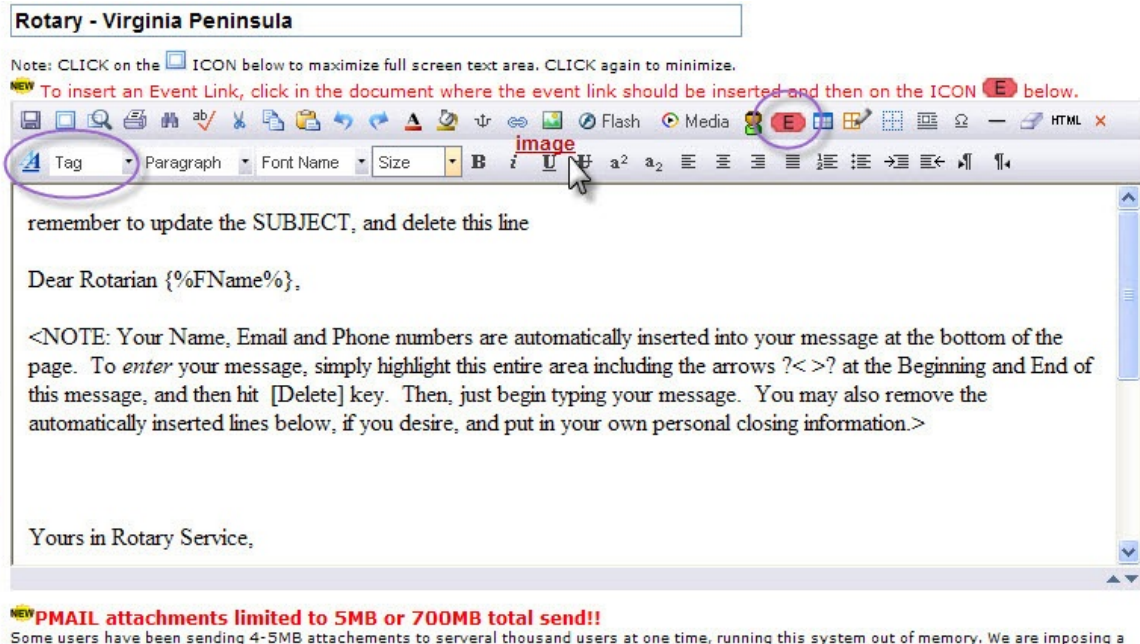
Pmail uses a simple "WYSIWYG" editing format. It is not a word processing editor, but with some practice, users should be able to produce attractive 'personalized' emails. Hovering your mouse over the icons at the top of the edit area will reveal the function of the icons.

So m e p o l p u l a r e d i t i k n g f e a t u r e s a r e ' t

Rotary - Virginia Peninsula

Note: CLICK on the  ICON below to maximize full screen text area. CLICK again to minimize.

NEW To insert an Event Link, click in the document where the event link should be inserted and then on the ICON  below.



remember to update the SUBJECT, and delete this line

Dear Rotarian {FName%},

<NOTE: Your Name, Email and Phone numbers are automatically inserted into your message at the bottom of the page. To enter your message, simply highlight this entire area including the arrows ?< >? at the Beginning and End of this message, and then hit [Delete] key. Then, just begin typing your message. You may also remove the automatically inserted lines below, if you desire, and put in your own personal closing information.>

Yours in Rotary Service,

NEW PMAIL attachments limited to 5MB or 700MB total send!!
Some users have been sending 4-5MB attachments to several thousand users at one time, running this system out of memory. We are imposing a

ags' {FName%} which permit you to personalize your Pmail, Event Link which provides an easy link to registrations, and hovering the mouse to display icon functions.

Tags are the way emails are personalized. Depending on where your are emailing from (club, committee, event) these tags offer a variety of information that can simple be inserted into your email. For Example:


{%Fname%}, we all hope that you and {%Partner First Name%} will enjoy your anniversary on {%Anniversary Date%} and that you don't spend all your time playing {%member hobbies%!}


Could become...

John we hope that you and Linda will enjoy your anniversary on April 11 and that you don't spend all your time playing golf!

Your Subject: **Rotary - Virginia Peninsula**


The Message:

Note: CLICK on the  ICON below to maximize full screen text area. CLICK again to minimize.

NEW To insert an Event Link, click in the document where the event link should be inserted and then on the **ICON**  below.


Note: `{%FName%}` will be replaced with the first name or badge/nick name.


Download integrated spell checker **ieSpell** [here](#).

Click on the  icon to spell check your document with **ieSpell**.

If your message contains a **#** symbol, be sure to escape it by using **##**.


Rotary - Virginia Peninsula

Note: CLICK on the  ICON below to maximize full screen text area. CLICK again to minimize.


NEW To insert an Event Link, click in the document where the event link should be inserted and then on the **ICON**  below.

Note: `{%FName%}` will be replaced with the first name or badge/nick name.

Download integrated spell checker **ieSpell** [here](#).

Click on the  icon to spell check your document with **ieSpell**.

If your message contains a **#** symbol, be sure to escape it by using **##**.

Click on the  icon to spell check your document with **ieSpell**.


If your message contains a **#** symbol, be sure to escape it by using **##**.


ally inserted into your message at the bottom of the including the arrows **< >** at the Beginning and End of your message. You may also remove the own personal closing information.>


User Name	Club Size	Postal Code	Member Hobbies
Prefix	Club Start Date	Country Code	Member Description
First Name	Start Date	Country	SenderName
Nick Name	Partner First Name	Home Phone	SenderEmail
Mid Name	Partner Last Name	Office Phone	SenderHomePhone
Last Name	Partner Nick Name	Cell Phone	SenderOfficePhone
Name Suffix	Anniversary Date	Fax Number	SenderCellPhone
Member Type	Email	Toll Free Number	All Tags
Member ID	Address 1	Business Name	
BirthDate	Address2	Business Position	
Gender	City	Business Website	
District	StateCode	No. Employees	
ClubID	State	Dues Amount	
Club Name	County	Dues Paid	
Club Position	Providence	Member Degree	

Using Event Links

Use these links to speed the registration process. Adding the link will allow recipients to move directly to the registration page of the event.


Note: CLICK on the  ICON below to maximize full screen text area. CLICK again to minimize.

NEW To insert an Event Link, click in the document where the event link should be inserted and then on the **ICON**  below.



Dear Rotarian {%FName%},

Don't forget to sign up for the Bowl-A-Thon! Click the link below to register --

 [Register NOW](#) for Bowl- A-Thon - April 10, 2010

Yours in Rotary Service,

{%SenderName%}

Email: [{%SenderEmail%}](#)

HPhone: {%SenderHomePhone%}

<BODY> <DIV>

Hint: Effective Pmailing takes practice. Even the most experienced user will make mistakes if they don't carefully proof read and edit their Pmail. When possible, make a copy of your text and Pmail yourself first. After you have received and read over the Pmail to ensure that there are no errors, then re-send it to the intended recipients. As always, a little experimentation helps you learn and helps you be more effective.

Posting Club Bulletins and PHF Reporting

Two final "secrets" to be revealed actually apply to club secretaries and club treasurers.

If your club has a weekly/monthly bulletin or newsletter, it can be posted from the my Club page by clicking the Club BULLETINS sub-menu tab

Rotary District 7600
Virginia Peninsula

Notify Members on Upload: **No**

Home <-- click links here to navigate

Add Bulletins File Add URL Add Folder Copy Move Rename Delete

Type	File Name	Modified	Size
	An Achievable Dream	03/02/10 02:33 PM	LINK
	Club Photo Archives	03/02/10 11:40 AM	
	March 2010 PenWheel.pdf	03/02/10 11:38 AM	324 KB
	June PenWheel.pdf	06/24/09 09:58 AM	146 KB
	HPT RDS Executive Lifestyles article.pdf	12/31/08 09:48 PM	3,801 KB
	September PenWheel.pdf	09/02/08 02:54 PM	156 KB
	June 2008 Penwheel.pdf	07/29/08 10:06 AM	204 KB
	July 2008 Penwheel.pdf	07/29/08 10:05 AM	170 KB
	May 2008 Penwheel.pdf	05/06/08 02:06 PM	170 KB
	April 2008 PenWheel.pdf	03/31/08 02:01 PM	233 KB
	January PenWheel.pdf	03/04/08 10:55 AM	137 KB
	February PenWheel.pdf	03/04/08 10:54 AM	160 KB
	March Penwheel 2008.pdf	03/04/08 10:19 AM	165 KB

12 files found Total space used in this directory: 5,665 KB

Click on the Add Bulletins File and upload your PDF file and it will be available for members to view whenever they are ready.

Use the Add URL to post URLs to websites that you support or want to promote.

Hint: A limited amount of storage is available for club photos and other club archives. Use the Add Folder button to create a storage file.

Your Treasurer or Foundation Chair can use **DaCdb** to quickly submit contributions to the Rotary Foundation. Click the Club Reports button, from the Reports Screen drop down menu (See Page 12), select report # 2 The Rotary Foundation Transmittal (TRF) report. Click on the Run Screen.

Report Setup

The Rotary FOUNDATION Transmittal (TRF)



Select Club Member Report Parameters

Club:

Members: ☐ Include terminated club members on report?

To Select an Report template, click on one of the radio buttons below and select the output format (ICON) above.

Report / Description

- ☒ **The Rotary Foundation Transmittal (TRF)**
The Rotary Foundation Transmittal (TRF)

Fill out the typical **amount** per person. And the form automatically fills in.

Rotary District 7600 Club -- Virginia Peninsula (5807)

Edit PHF or SM

Enter default **AMOUNT/per Rotarian**: (Then click or Tab)

Remit TO: **The ROTARY FOUNDATION**
14280 Collections Center Drive
Chicago, IL 60693

MEMBERID	AMT CONTRIB	MEMBER NAME	SUST MEMB
00000000	<input type="text" value="25.00"/>	Aaron, Joan	✓
00000000	<input type="text" value="25.00"/>	Aaron, Leonard B.	✓
00000000	<input type="text" value="25.00"/>	Adams, Stephen C.	✓
00000000	<input type="text" value="25.00"/>		✓

(Top of TRF Transmittal Form)

Fill the amounts for specific individuals (if different) and when complete the form automatically calculates the totals. (Note that individual member ID's are automatically entered. No mistakes or mis-entries!) Click the Process Page and E-mail to Foundation Chairs and the form will automatically be set to your club Foundation Chair and the District Foundation Chair.

Bottom of TRF Transmittal Form

	<input type="text" value="0.00"/>	Wolf, Dwight S.	✓
	<input type="text" value="100.00"/>	Wolfe, R. Roger R.	✓
	<input type="text" value="25.00"/>	Yeargin, Kevin	✓
Club #580	<input type="text"/>	Contribution By Virginia Peninsula Club	
		62 Active Members	62 / 100.0%
TOTAL AMT:	\$ <input type="text" value="1650.00"/>	<input type="button" value="Process Page and E-mail to FOUNDATION Chairs"/>	

Please make your check payable to: **The Rotary Foundation**
And, **TRF**, please send a contribution receipt to all donors.

Contributions Designation (only check one):

- ☐ Annual Fund
 ☐ World Fund
 ☐ for Grant#:

☐ PolioPlus

Please mail check and this document to:
The ROTARY FOUNDATION
 14280 Collections Center Drive
 Chicago, IL 60693

Summary

By going through this booklet, you have learned

- How to Sign On (P-1)
- Navigating Through DaCdb (P-2)
- About Dashboards (P-3)
- Viewing District Stats, Leadership and Newsletter (P- 4 & 5)
- How to register for events (P-6)
- Find a Member (P 6 & 7)
- Using the Navigation Tabs (P-8)
- Committees (P 9 & 10)
- Calendars (P - 10)
- Registration Functions (P-11)
- Reports (P 12 thru 15)
- Speakers Bureau (P-16)
- Attendance Reporting (P-16 & 17)
- Finding Help (P 18 - 19)
- Your Club (my Club Tab) (P- 20)
 - Section 1 - Club Information (P- 21)
 - Section 2: Club Committees (P - 21)
 - Section 3: Club Members and Positions (P - 22)
 - View Member (P - 23)
 - Edit Club Positions (P - 23)
 - Edit PHF/SM (P - 24)
 - Adding Members (P 24 & 25)
 - Club Reports (P - 26 with reference to P - 12 thru 15)
 - PMail (P 26 thru 29)
 - Posting Club Bulletins and PHF Report (P 29, 30 & 31)

If you need additional help, contact your District Communications Officer or other [DaCdb](#) support personnel.

That's it, I hope this helps!



Attendance Overview

Enhance your club's attendance management by upgrading to the new the **Weekly Attendance** functionality. This is an **optional** premium solution offering available to all clubs (and can be combined with other optional club offerings, for an overall lower-cost solution).

The new attendance functions focus on Weekly Attendance tracking at the club and member level. It also, generates weekly meeting sign-in sheets (with barcode option), Name badge inserts, detailed and summary reports by club and member. All you do is "check" the people who attended. The system does all the weekly and monthly calculations.

Excused Attendance/Exemptions

To support accurate attendance reporting, the new Weekly Attendance functions now include adding exemptions for each member. Exemptions can be added for any period, along with the reason, which are then included in the Weekly Attendance reports as references.

Member Name:* Select a Member to exempt from the list

Exemption Start:*

Exemption End:*

Reason: Reason for Exemption

Monthly Attendance Entry

Submitting your Monthly attendance is a one (1) click process. Your Weekly Attendance data is **automatically** rolled-up at the end of the month. And, the Monthly entry form automatically calculates New and Terminated members, based on entries to the database.

Attendance Reporting for Warrenton
Just complete this "attendance form", and then press **SEND** at bottom of page.

Reporting Month: Correcting DATA for this Month? ☐

Memberships:
 Member Types:
 - Active: 22
 - Inactive: 0
 - Terminated: 0

Current ACTIVE Members (at end of Month)
 NEW Members (this month) [Review](#)
 TERMINATED Members (this month) [Review](#)

Average Attendance: [Review](#)
 Specify percentage as xxx.xx (ie. 87.12% = 87.12 or 100% = 100.0)
 In other words, **DO** include the DECIMAL Point.

No. of Meeting Held: [Review](#)

Meeting Cancelled / REASON:
 Please Give DATE and REASON meeting cancelled, otherwise LEAVE BLANK

Submitted By:

"Thank You"
for using the electronic ATTENDANCE module

You must press the **SUBMIT ATTENDANCE REPORT** button to send your club's attendance data.
Doing so will also **Close** the Weekly Attendance Meeting for this period

Meeting Make-Ups

Make-up meetings can be entered for any missed meetings up to 6-months in the past. After selecting the Club Member, the system displays the **missed meetings** where make-ups can be applied. Just click to select...

Club:

Select Member: Select a Member. Meetings within the last 6 months

Enter Notes/Comments about Make-Up:

Select **Make-Up** meeting – closest to the make-up date:
☐ 04/01/08 - Club Meeting

Barcode Sign-In Sheets

Using 3of9 barcodes, Weekly Attendance sign-in sheets can now be generated. And, with low-cost scanners (<\$150), attendance entry can be fast and accurate.

Attendance Sign-In Sheet
Club: Warrenton
Thursday April-24-2008

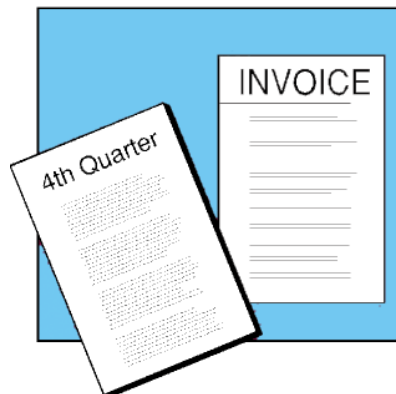
Also, barcoded Name badges are supported for checking IN at the meeting (in either a LIVE mode or our Off-line recording mode).

Reports

Seven (7) new reports to meet your attendance requirements. Drill-down into multiple levels of attendance detail with smart hyperlinks.

- **Monthly District Summary**
- **Club's Monthly and Weekly Summary**
- **Club Meeting Attendance Detail**
- **Member Summary and Detail by Week**
- **Member Summary by Year**
- **Member's 100% Attendance**

Club Dues



Club Dues Overview

Enhance your club's dues management by upgrading to the new the **Club Dues** module. This is an **optional** premium solution offering available to all clubs. The new dues-accounting module, focuses on generating dues-invoices for the club membership and then tracking payments at the member level.

- ✓ Create multiple invoices
- ✓ PMAIL member invoices
- ✓ On-line payment via credit card
- ✓ Create Proforma Invoices (cash-basis)
- ✓ User defined Invoice templates
- ✓ Apply/track sales tax to table items
- ✓ User defined billing periods (e.g., Monthly, Quarterly, Semi-annually or Annually).

Once the charge items have been defined, member dues can be generated, printed and emailed to members in less than 10-mouse clicks. And, you can put in the "additional items" on an individual member (such as guest meals) before generating the invoice batch.

Chart of Accounts

Start by creating the Chart of Accounts for your club. Just pick one of the three pre-defined chart of accounts available to select from, ranging from a simple to complex. Each one can then be tailored to an individual club's needs by adding or deleting accounts. One or more accounts can be identified to export to Quicken, QuickBooks or Peachtree systems.

Chart of Accounts for: 6128 - Warrenton

GL Account	Account Code	Active	Account Type	Posting	Export?	External Account	Action
BANK ACCOUNT		Y	0	N	N		Edit Delete
Checking Account	1020	Y	0	Y	N		Edit Delete
Online CC Account	1040	Y	0	Y	N		Edit Delete
LIABILITY ACCOUNTS		Y	0	N	N		Edit Delete
Dues Payable to RI	2010	Y	0	Y	N		Edit Delete
Dues Payable to District	2020	Y	0	Y	N		Edit Delete
ACCOUNTS RECEIVABLE		Y	0	N	N		Edit Delete
Membership Dues	4000	Y	0	Y	N		Edit Delete

Note: We are not trying to duplicate the functionality or sophistication of a packaged accounting system (like a QuickBooks system).

Invoicing Overview

The process of invoicing members is a simple multi-step process. The steps include:

1. **Create the Invoice Group.** The invoice group is a simply a group of invoices. The Invoice Group defines summary information such as Invoice Description, Invoice Date, the Due Date, and the invoice message sent to all members receiving an Invoice in this group.

Invoice

Invoice Date: 07/14/2008

Update

Period: 3rd Qtr

Zero Amounts: ☐ Include?

Due Date: 07/31/2008

Proforma Invoice: ☐ Yes

Description: 3rd Quarter RI, District and Club Dues

Message: DUES are payable upon receipt. This invoice includes dues for:
- RI Membership
- District
- Club

2. **Defined the Charge Items.** A Charge Item is a means to apply something like 'Club Dues' to all members with one-click. Each charge is assigned an amount, which can vary based on the Member Type, Meetings Attended, and Meetings Missed. Multiple charge items can be defined for different items being billed to the Members. The amount associated with each Charge Item should be reflective of the *billing period* the Club is using.

Charges

Description: District Dues (Paid Quarterly)

Charge Type: Per MemberType

Account: Dues Payable to District

Tax Rate: 0 Min: 0 Max: 0

Member Type	Amount
Active	50.00
Active-Rule of 85	25.00
Alumni	10.00
Guest	0.00
Honorary	0.00
InAct-LOA	10.00

Charge Items can be defined as:

- ✓ Per Member
- ✓ Per Member Type
- ✓ Per Member Recurring
- ✓ Per Meetings Attended
- ✓ Per Meetings Missed

Meetings attended/missed are date period sensitive which can be defined as:

- ✓ Last month
- ✓ Last quarter
- ✓ Last year
- ✓ Last invoicing period
- ✓ Or a custom date period, that user defines

3. **Select the Members to be invoiced.** This is typically all the members within a Club, but can be any number of members. By default the system will list all active members within the club; and terminated members can be included based on a date selection.

	Member Name	Member Type
<input checked="" type="checkbox"/>	Bagshawe, Nick	InAct-LOA
<input checked="" type="checkbox"/>	Bell, Bruce	Honorary
<input checked="" type="checkbox"/>	Benton, Selby G.	Honorary
<input checked="" type="checkbox"/>	Blackman, Ken Ph.D.	Active
<input checked="" type="checkbox"/>	Brown, Susan W.	Active
<input checked="" type="checkbox"/>	Bugg, Sears	Active

4. **Apply the Charge Items.** Choose the charges to be applied to the members selected. One or more Charge Items can be applied.

	Charge Item
<input checked="" type="checkbox"/>	RI Dues (sem annual)
<input checked="" type="checkbox"/>	District Dues (semi annual)
<input checked="" type="checkbox"/>	Club Dues (monthly)
<input checked="" type="checkbox"/>	Club Meeting Meals (monthly)
<input checked="" type="checkbox"/>	Rotary Foundation Giving

5. **Enter one-off invoice items.** Any one-off invoice items that apply to an individual member should be added, prior to generating the Invoice group. For example, if a member purchased raffle tickets or had guest meals, the quantity and cost can be entered on the member's invoice.

Item Description	Account	Qty	Rate	Amount
District Dues (semi annual)	Dues Payable to District	1	14.00	14.00
RI Dues (sem annual)	Dues Payable to RI	1	36.00	36.00
Club Dues (monthly)	Club Dues Payable	1	50.00	50.00
Club Meeting Meals (monthly)	Club Dues Payable	0	0.00	0.00
Rotary Foundation Giving	Rotary Foundation Giving	1	50.00	50.00
GS Cookies	Club Dues Payable	10	3.75	37.50

6. **Preview the Invoices.** Print Preview or Print the invoices, reviewing each for completeness and any errors. Apply necessary corrections.

Rotary Club of Warrenton
Club Accounts

Warrenton NC 27589

Michael W Thacker
4411 Highway 50E
Warrenton NC 27581
USA

INVOICE
Invoice Number: INV-t1
Invoice Date: Aug-05-2008
Due Date: Jul-31-2008

#	Item Description	Qty	Rate	Tax	Amount
1	District Dues (semi annual)	1	\$14.00	\$0.00	\$14.00
2	RI Dues (sem annual)	1	\$36.00	\$0.00	\$36.00
3	Club Dues (monthly)	1	\$50.00	\$0.00	\$50.00
4	Club Meeting Meals (monthly)	0	\$0.00	\$0.00	\$0.00
5	Rotary Foundation Giving	1	\$50.00	\$0.00	\$50.00
6	GS Cookies	55	\$3.75	\$0.00	\$206.25
SubTotal:					\$356.25
Tax:					\$0.00
TOTAL:					\$356.25

7. **Post the Invoices.** The system will "Post" the invoices to each members account and to the designated account in the chart of accounts. Note: Proforma invoices will not be posted until they are paid.

8. **Print/PMail the Invoices.** All member invoices can be printed for handouts or snail mailing and/or kept as part of the club treasurer's records. Optionally, the member invoices can be sent via PMAIL to each member with an e-mail address. And then optionally, members can pay their invoice on-line with a credit card (note: a secure payment gateway is required to process credit card payments on-line).

Accounting Overview

The accounting section of the Dues module displays the account details for each chart of account or member.

Chart of Account

Each item in the chart of accounts is listed in the account tree on the left side of the screen. The accounts can be navigated by expanding or collapsing the account tree.

Accounts

- BANK ACCOUNT
- LIABILITY ACCOUNTS
 - Dues Payable to RI
 - Dues Payable to District
 - Club Dues Payable
 - Sales Tax Collected
 - GS Cookie Collections
 - Foundation Giving Payable
- ACCOUNTS RECEIVABLE
 - Membership Dues
 - Allen, Jeff S.
 - Allen, Kathryn Richardson
 - Atkinson, Robert I.
 - Austin, Victor Jr.

Then, when clicking on the lowest level account item, the register details are displayed on the right side of the screen.

Reports

Several new reports are available to support the accounting functions.

- ✓ Chart of Accounts
- ✓ Balance Sheet
- ✓ Aged Trial Balance (member dues)
- ✓ Club Accounts Register Summary
- ✓ Club Accounts Register Detail

Standardized and Customized Club Web Sites: www.Rotary-Clubs.org

Enhance your club's visibility with its own web site. You can choose the standard format, which is almost totally self-maintaining, or a more customized look that meets the needs of your Club. Either option uses the District and Club database to populate many of the pages in your club web site; PLUS you can add your OWN customized *User Content* via our proprietary **uPAGES** on-line editor. We host your club web site on our server, with either your **own** domain name, or **hosted** on your district's domain name.

hosted Club Web Sites using Database and some uPAGES

(cost: \$100/setup, plus \$100/per uPAGE; \$15/mo; plus \$5/mo per uPAGE)

kingsport.Rotary-Clubs.org
(Standard w/ uPAGES)



venice.Rotary-Clubs.org
(Standard w/ uPAGES)



own Club Web Sites using Database, Customized & uPAGES

(cost: \$225/setup, plus \$100/per uPAGE; \$28-38/mo; plus \$5/mo per uPAGE)

www.CoralGablesRotary.org
(Very custom w/ uPAGES)



www.JacksonvilleRotaryClubNC.org
(Custom w/ uPAGES)



For more information on the Weekly Attendance, the DUES module, or a Club Web Sites, please contact:

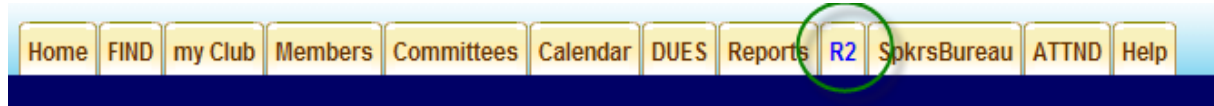
- Mike Thacker 252-257-2563
- Mark Landmann 303-470-1928

Club Leadership Roles

P	President
T	Treasure
PE	President - Elect
S	Secretary
SE	Secretary Elect
VP	Vice President
TRF	Foundation Chair
CCO	Club Communications Officer
M	Member
SAA	Sgt. At Arms
SE	Secretary Elect
TE	Treasurer Elect
PN	President Nominee
TO	Training Officer
CD	Club Director
BE	Bulletin Editor
AS	Attendance Secretary
PR	Public Relations
SP	Service Projects Chair
CA	Club Administration Chair
WM	Webmaster
COS	Community Service Chair
CLS	Club Service Chair
INS	International Service Chair
VOS	Vocational Service Chair
EXT	Next Generations Chair
YP	Youth Projects
DM	District Membership
iPP	Immediate Past President
CES	Clue Executive Secretary

R2 Tab

D-7600 is participating in a “test program” to try out some of the new features of DaCdb. We have been selected to “Beta Test” the new Reports Module. This module appears as the new R2 tab found next to the Reports tab in the navigation tabs/links at the top of your page.



Click on the tab and it will take you to a new Reports Menu that has three sub menu tabs and looks like this



On the R2 page, there are three new tabs that you would select depending on whether you are generating a report for your club, committee or for a particular event. Before sure and check the tabs settings each time you visit this report page as the default tab is always the club tab!

Hint: While many of the reports are already found under the drop down menu in the Reports Tab, there are some new reports and there are many new report formats. Experiment to see which report best fits your needs.

Click on the icon of the right of your selected report to begin generating the report.

After you click on the icon, it will take you to a new screen where you will have a number of choices.

- First, select which member groups you wish to display (see yellow highlight below) You may select all on, all off, or select each group individually
- Then select which report format you want to use by clicking on the appropriate radio button on the lower portion of the screen (see arrow). Again, do not be afraid to experiment!
- Finally, select how you wish to preview or print the report from the icon on the top right of the screen. This selection may change from report to report, so check them out before you decide how you want to print your report. (See circled area above.)

Hint: Use the view screen to review your report and selected format before you send it to print.

Try printing the report in several modes until you find out what works best with your printer.

Report Setup

Membership Directory (NEW)



Select Club Member Report Parameters

Club: Virginia Peninsula

Member Type:
(All ON | OFF)

☒ Active
☒ Guest

☒ Active-LOA
☒ Honorary

☒ Active-R85
☒ Proposed

☒ Alumni
☒ Staff Position

☒ Alumni-Verified

Sort By:

☐ Member Name

☐ Club Name

☐ Business Name

To Select a Report template: click on one of the radio buttons below to choose the output format.
To Run the report: use the icons at the top right of this frame.

Report / Description
<input type="radio"/> Membership Directory - 1-Up, 1Col Images 125px, Gutters, Picture: Right 1-up Club Membership Directory. One column. The page dimensions are 8 1/2 x 11 (a normal paper size). The images are reduced to 125px. The report is designed to run to Word. In Word, margins are .5 and it is using gutters.
<input type="radio"/> Membership Directory - 2-Up, 2Col Images 125px, Gutters, Picture: Right 2-up Club Membership Directory. This report has more address detail than the normal format. The page dimensions are 8 1/2 x 11 (a normal paper size). The images are reduced to 125px. The report is designed to run to Word. In Word, margins are .5 and it is using gutters.
<input type="radio"/> Membership Directory (Escondido) - 3-Up, 1Col Images 125px, Gutters, Picture: Right 3-up Club Membership Directory. One column. The page dimensions are 8 1/2 x 11 (a normal paper size). The images are reduced to 125px. The report is designed to run to Word. In Word, margins are .5 and it is using gutters.

Hint: On some report formats, hovering the mouse over the report will cause a preview to 'pop-up' so you can get an idea of what the report will look like when printed.