Handy DaCdb Tutorials

DaCdb (*District and Club Database*) is now integral to what we do at all levels of Rotary this year--and for years to come. DaCdb, pronounced, *Dak-Dee-Bee*, is a versatile club management system that enables an integration of club, district, and RI records and information while fostering communication within individual clubs and districts and throughout the Rotary world. A number of Districts and Rotary clubs have transitioned to a website that is wholly integrated under the DaCdb umbrella. What follows are brief tutorials for common DaCdb tasks.

- **Logging in to DaCdb**
- **Accessing and Updating your DaCdb Personal Profile**
- **Pmailing Committee Members via DaCdb**

Logging in to DaCdb

Step 1. Click on this link http://www.directory-online.com/rotary/ or enter the link in your browser. This displays the DaCdb login page.

Step 2. Fill in the blanks as follows.

User Name: [Your e-mail address, the one through which you receive Rotary e-mails]

Password: [Your RI member ID works best (the ID is the number on the *Rotarian* mailing label above the name, ignore the number after the space). It says you can use your last name that doesn't always work*.* Also, you can click "Forgot my password" and the system will e-mail you your password if your e-mail address is the club database.]

Club Number: 2437 [Note this is the club number for the Rotary Club of Fayetteville, Arkansas. Each club has a unique number.]

If you are on your "personal" computer, you might consider checking the box so you can call up DaCdb without having to login each time. Very handy.

Step 3. Bookmark this login page on your browser for easy access to all kinds of important Rotary information, including the Club directory, calendar, everything related to committees, plus so much more.

Accessing and Updating your DaCdb Personal Profile

Step 1. Click the My CLUB tab.

Step 2. Click "Club Members" in the menu at the top or scroll down to Section 3: Club Members and Position.

Step 3. Scroll down to your name OR enter your last name in the LNAME search box.

Step 4. Click on your name to open and view your profile..

Step 5. To update your profile, click [Edit] at the top to the right of your name. Click on each of the tabs to update each category of information: Member, Photo, Contact, Login, Business, PData, Club, Alumni, and Notes. Be sure to provide information in the Notes tab to give other members a bit of information about your Rotary and personal interests.

Step 6. When you are through exploring, Logout in the upper right hand corner.

Pmailing Committee Members via DaCdb

Members of a committee can PMAIL all the members on their committee. Pmail is simply a convenient e-mail system that takes full advantage of the DaCdb database and structure.

All members of the committee can PMAIL other/all members on the committee, however, committee chairs are level 2 users and can perform other tasks.
- View all data in Member and Club databases
- Add/Delete members to their committee
- Export all reports pertaining to their committee

Here are the steps to e-mailing the members of a committee.

Step 1. Click the My CLUB tab.

Step 2. Click "Committees" in the menu at the top.

Step 3. Scroll down to the desired committee and elect PMail to the right of the screen on the same line as the desired committee.

Step 4. Choose the Club tab in the second row of tabs.

Step 5. Click the "Blank E-mail" radio button to display a generic e-mail template.

Step 6. The template is automatically populated with your name and e-mail address. The members of the committee are included in the "To" box.

Step 7. Enter the PMail subject in the "Your Subject" box.

Step 8. Key in your message in the "The Message" box as you would in any e-mail client. Note that DaCdb has a rich text editor that is similar to any word processing product.

Step 9. To send up to five attachments, click the paper clip then the "Choose File" button to select the file(s) you wish to attach.

Step 10. Check your work, then click the "Send PMail" button. Note the send options at the bottom of the form (typically you will just use the default settings).