Rotary Club of Jonesboro
Entering a Makeup using the DACdb Desktop.

1. **Log in to DACdb. Click "My DATA."**
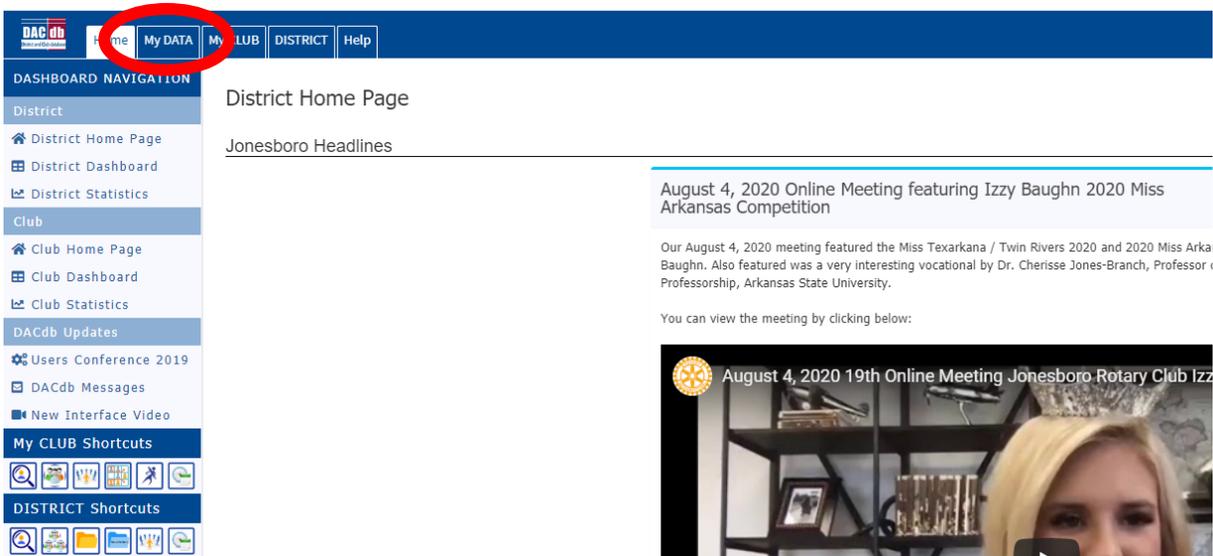
2. **On the left side of your screen, under "Member Navigation" click "Enter Makeup"**

3. **Enter information into Club Make-Up Form. For committee meetings and board meetings, the club secretary will enter in the make-ups.**

Enter the date you when you performed your make-up here

Make sure your name is selected

When you click on the arrow, you will see a list of meetings you have missed. *Select the most recent missed meeting.*

Describe your make-up. If you watched a video, enter "Video Make-Up, [name of program]." If you attended another club's meeting, enter the club name.

For Video Make-Ups, select "No Meal Eaten."

Leave at 1.0

Once you have completed the form, click "Submit."

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Entering a makeup using the DACdb Mobile site on your smartphone – m.dacdb.com

1. Log into DACdb mobile using your smartphone's browser by entering the address: m.dacdb.com into your mobile browser.
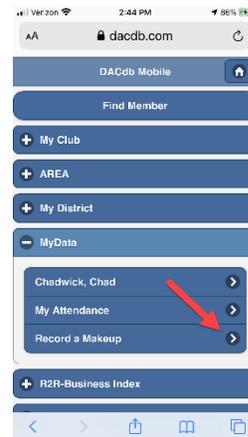Enter your DACdb Login name, password, and our club number: 2520. Check the "Rem.Me" box to making logging in faster next time, select "Login".
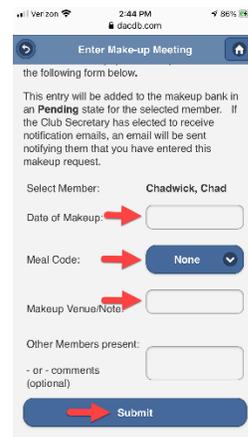

2. Select "MyData"
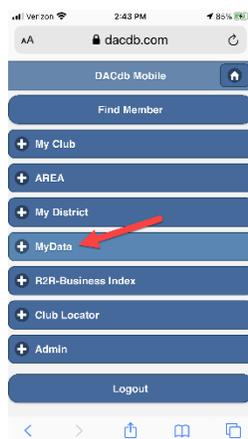
3. Select "Record a Makeup"

4. Select the date of the makeup, Meal Code – No Meal Eaten, and the Makeup venue or note

5. Select "Submit"