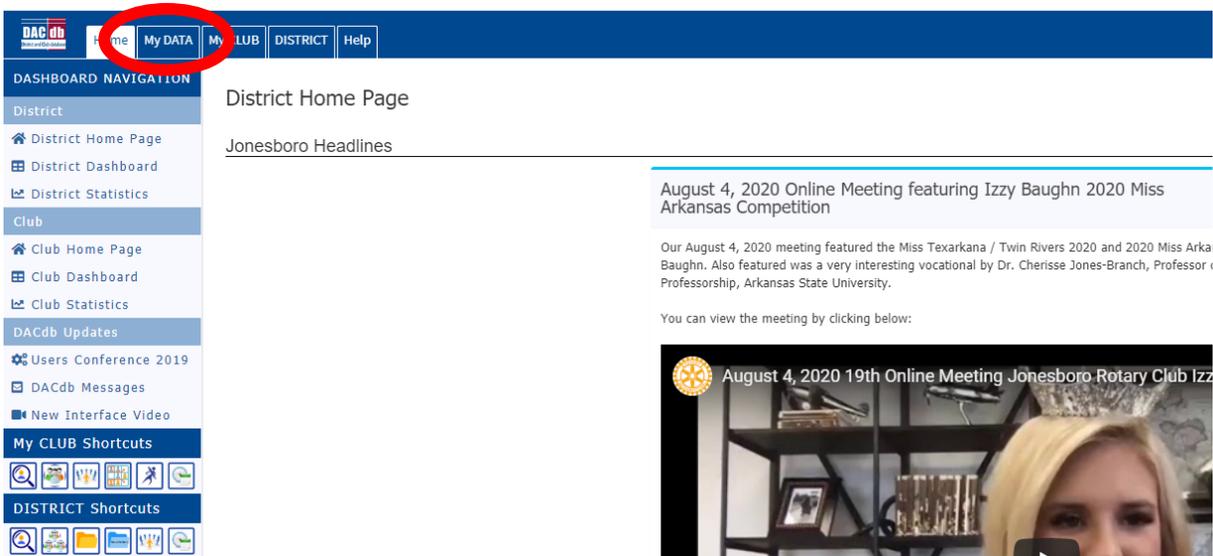


Rotary Club of Jonesboro

Entering a Makeup using the DACdb Desktop.

1. Log in to DACdb. Click “My DATA.”



The screenshot shows the DACdb Desktop interface. The top navigation bar includes 'Home', 'My DATA', 'My CLUB', 'DISTRICT', and 'Help'. The 'My DATA' button is circled in red. Below the navigation bar is a 'DASHBOARD NAVIGATION' sidebar with categories: District, Club, DACdb Updates, My CLUB Shortcuts, and DISTRICT Shortcuts. The main content area displays 'District Home Page' and 'Jonesboro Headlines'. A headline for 'August 4, 2020 Online Meeting featuring Izzy Baughn 2020 Miss Arkansas Competition' is visible, along with a video thumbnail for the same event.

2. On the left side of your screen, under “Member Navigation” click “Enter Makeup”



The screenshot shows the DACdb Desktop interface with the 'My DATA' menu selected. The 'MEMBER NAVIGATION' sidebar is visible, and the 'Enter Makeup' option is circled in red. The main content area displays the 'Member Profile' for Jennifer Hannah, including her contact information and address.

Member Profile

Jennifer Hannah Jonesboro - Active-Modern

2512 Lexington Place
Jonesboro, AR, 72404

Contact Information

Email: jhannah@foodbankofnea.org

Home: Business: 870-932-3663
Cell: Fax: 870-933-6639

About

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

The screenshot shows the 'Club Meeting Makeup Entry' form for Jonesboro. The form includes a navigation menu on the left with categories like Engagement Navigation, Club Meetings, Makeups, Service Projects, Reports, Bar Codes, Help, and Admin Functions. The main form fields are: Date of Makeup (08/11/2020), Select Member (Hannah, Jennifer), Club Meeting (dropdown), Makeup Venue/Note (text area), Meal Code (None), Make-up Hours (1.0), and Other Members present (text area). A 'Submit' button is at the bottom. Red arrows point from callout boxes to specific form elements.

ENGAGEMENT NAVIGATION

- Engagement Summary
- Club Meetings
 - Manage Meetings
 - Edit Monthly Attendance
 - Submit Attendance
 - Excused Attendance
- Makeups
 - Enter Makeup
 - Enter *Banked* Makeup
 - Manage Banked Makeups
 - Match Banked MakeUps
- Service Projects
 - Manage Projects
 - Enter Project Activity
- Reports
 - Reports
- Bar Codes
- Help
- Getting Started Video
- Admin Functions

Club Meeting Makeup Entry: Jonesboro

Enter a Makeup below. Select the club meeting closest to your make-up date.

Approved

Club Make-up:

- * Date of Makeup: 08/11/2020 MakeUp Date - is required
- * Select Member: Hannah, Jennifer (All Members: ON | OFF)
- * Club Meeting: { Select Club Meeting } Select Club Meeting
- * Makeup Venue/Note: Club, Committee Meeting, Event or Project where makeup was made
- Meal Code: None Selection applies to this banked
- *Make-up Hours: 1.0 Enter Makeup Hhours (Default 1, typically 1)
- Other Members present: - or - comment (optional)

Submit

Leave at 1.0

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."

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

Rotary Club of Jonesboro

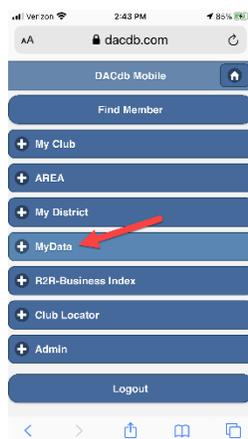
Entering a makeup using the DACdb Mobile site on your smartphone – m.dacdb.com

1. Log into DACdb mobile using your smartphone's browser by entering the address: m.dacdb.com into your mobile browser.

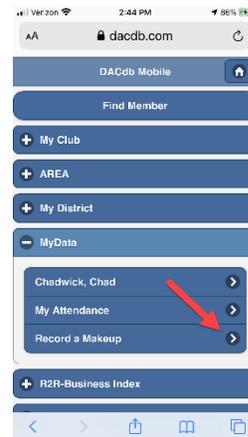
Enter your DACdb Login name, password, and our club number: 2520. Check the "Rem.Me" box to making logging in faster next time, select "Login".



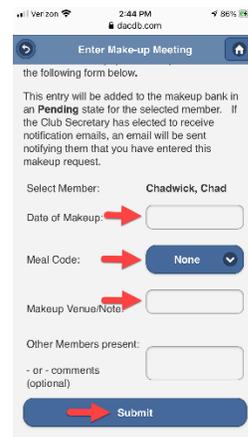
2. Select "MyData"



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"