**ROTARY WEBSITE AND DATABASE**

We would like to provide you with some information to help you better understand how to easily use and navigate our **Club Website** (**www.alexandriarotary.com**) and the **Rotary database** (Dacdb).  These are two separate web-based sites that you will find useful in finding out information about Rotary, our Club and our members.

The **Club website** is the website for our Alexandria Club.  Here you will find a row of buttons at the top of the website. These buttons have dropdown menus with more information about each topic. By placing your mouse over these buttons, you will find:

* The **Club Links** Tab contains a list of our officers and members of our club (with NO personal information, other than their name and a form where you can email them.) You can also find information on member birthdays, Club events, a Club calendar and our monthly newsletter
* The **District Links** Tab contains information about our District leadership and District events
* The **Rotary Links** Tab contains information from Rotary International including history, the 4-way test, where Clubs meet worldwide, etc.
* The **Documents Tab** contains important Club forms such as: Proposal Forms for New Members, Doll & Toy Fund Donation Forms, Rotary Grant Applications Forms and more.

Completing the top button bar, you will find a "**Contact**" button and a button for our current **"Monthly Newsletter."**

You will find most of the information you need on the Alexandria Rotary Club website.  However, if you should need more information about a member or if you need to change something about your own personal information, you will need to go to the **Rotary Database (known as Dacdb).**  Because no personal information is available on our Rotary website, you must go to the Database in order to pull up our Club Directory or to make changes to your own personal information. This Database is the easiest way to access our Club Directory.

If you are on the Alexandria Rotary Website, you can easily log into Dacdb by clicking on a link in the upper right corner (above the Rotary coin logo) on any page of our website -- "**Dacdb Login.** “ Note: Do not click on “Member Log in.”

**Every Club member can log in to the Dacdb database with their user name and password.** The first time you try to log in, use the email you gave Rotary as your primary email for your log-in. Then click on “Forgot Password” in order to set your initial password. You will get an email from the database that will prompt you to set a new password. Use this new password to log in to the database.  **If you still have trouble logging in, please email judy@judymusic.com.** Please keep your log-in and password in a safe place and feel free to login whenever you need more information about a member of our Club or you need to make changes to your own information.

**Also, please make sure that your email program will accept email from mailservice@dacdb.net.**  This is where your invoices, newsletters and meeting reminders will come from.

If you have any questions about the Club website or the Rotary database (Dacdb), please email judy@judymusic.com for assistance. And don’t forget to check our Facebook Page for the latest information - https://www.facebook.com/rotaryalexandria/