

Step 1: Adding committee members at My Club



Login to DACdb. Click on the **My Club** tab, **Club Committees** icon. Locate the **Committee Sign-up** in the left-hand NAVIGATION *****. When you click the **Committee Name**, the committee chair and a description, if applicable, will appear. Note: Use **Sign-Up Help** in the sidebar for further guidance.

Club Committees

Club Committees are shown below.
Use the *Display Options* below to filter the results.

| | Action | Committee Name | Committee Type | OrgYear |
|--------------------------|--------|---------------------------------|----------------|---------|
| Kalamazoo | | | | |
| <input type="checkbox"/> | | Club Administration | CLUB Committee | 2020-21 |
| <input type="checkbox"/> | | Arts | CLUB Committee | 2020-21 |
| <input type="checkbox"/> | | Chaplain | CLUB Committee | 2020-21 |
| <input type="checkbox"/> | | Meeting Site & Meals | CLUB Committee | 2020-21 |
| <input type="checkbox"/> | | Music | CLUB Committee | 2020-21 |
| <input type="checkbox"/> | | Sergeant-at-Arms | CLUB Committee | 2020-21 |
| <input type="checkbox"/> | | Table Hosts | CLUB Committee | 2020-21 |
| <input type="checkbox"/> | | Website | CLUB Committee | 2020-21 |
| Foundations | | | | |
| <input type="checkbox"/> | | Club Charities Fundraising | CLUB Committee | 2020-21 |
| <input type="checkbox"/> | | Club Contributions and Grants | CLUB Committee | 2020-21 |
| <input type="checkbox"/> | | District 6360 Foundation (Club) | CLUB Committee | 2020-21 |
| <input type="checkbox"/> | | The Rotary Foundation (TRF) | CLUB Committee | 2020-21 |
| Membership | | | | |
| <input type="checkbox"/> | | Classification | CLUB Committee | 2020-21 |
| <input type="checkbox"/> | | Membership Development | CLUB Committee | 2020-21 |
| <input type="checkbox"/> | | Membership Review | CLUB Committee | 2020-21 |
| <input type="checkbox"/> | | Mentorship | CLUB Committee | 2020-21 |
| <input type="checkbox"/> | | New Member Induction | CLUB Committee | 2020-21 |
| <input type="checkbox"/> | | Rotary Information Orientation | CLUB Committee | 2020-21 |

Step 2. Assign members to your committee

Committee Chairs and Club Officers (Division Chairs) will have the option to switch between members to assign them to a committee by selecting the member via the drop-down at the top.

(Security level-1 members will not see this drop down and can only perform their own selections, but they will need the committee chair or one of the club officers to approve the request to join the committee.)

Click the appropriate radio button until the cell turns green. Save any changes.

Kalamazoo Committee SignUp:

Peterson, Nancy

Use drop-down to select members

Save My Changes

Use buttons to select committee

| | Member Options | Chair Options |
|--|--|---|
| <input type="checkbox"/> Join Committee | <input checked="" type="radio"/> Stay on Committee | <input type="radio"/> Resign from Committee |
| <input type="checkbox"/> Join Committee | <input type="radio"/> Resign from Committee | <input type="checkbox"/> Resign As Chair |
| <input type="checkbox"/> Join Committee | | |
| <input checked="" type="checkbox"/> Join Committee | | |
| <input type="checkbox"/> Join Committee | | |
| <input type="checkbox"/> Join Committee | | |
| <input type="checkbox"/> Join Committee | | |
| <input type="checkbox"/> Join Committee | | |