Step 1: Adding committee members at My Club

Click icon

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

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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.

DAC dD Home Find My D	ATA My CLUB DISTRICT Help	Admin			🥵 Peterson, Nancy	
Committee NAVIGATION Committee Club Committee Special District Committee My Club Committees Sign-Up Committee Sign-Up Sign-Up Admin Help Help	Kalamazoo Commit Peterson, Nancy Mervak, Amy E. Mick, Brian Miller, Deb Miller, Denise L Miller, Robert G. Misner, Craig Moore, Judith H. Mumhy, T. Jefferson Nuismer, Alison	ttee SignUp: Use drop-down to select members eferences. If you are are already a member of a sep it as is. You may update this form online or print this or other appropriate individual. Committees marked with: Save My Chains , otherwise your request to join will need the approval sirs, president or secretary, sting help and volunteers. Please consider joining! Save My Chains number of members that can join. Save My Chains				
 Sign-Up Help My CLUB Shortcuts My CLUB Shortcuts My CLUB Shortcuts DISTRICT Shortcuts My Charles My Charles 	Vitter, Daniel O'Boyle, Robert L. Ofstein, Charles Oliphant, Michael J. Padgett, Shaunna A. Paget, Judith Markusse Paluzzi, Chad Peregon, Kenneth W. Petersen, Scott R ✓ Peterson, Nancy Website	Join Committee	Member Opti	Resign from	Chair Options Chair Options	
	Foundations Club Charities Fundraising Club Contributions and Grants District 6360 Foundation (Club) The Rotary Foundation (TRF) Membership	 Join Committee Join Committee Join Committee Join Committee 		Use buttons to s	select committee	

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