**Rotary Integration Changes**

This is an important communication regarding the integration with RI. RI is requesting DACdb and other integration partners to make some important changes and follow some board mandated rules:

* Rotary International (RI) is no longer willing to process emails from their integration partners for member ADDs, TERMs and UPDATES, Club Officers ADDS and Deletes and Club Information.
* Member ADDs must be done within 30-days of the start date.
* Member TERMS must be done within 30-days of the term date.
* Member IDs (Rotary Member Number) must be used to make member or club officer updates.

These changes may impact your club operation – certainly your expectations if they are not understood and followed.

**RI Direct Connect**

Effective \_\_\_\_\_\_\_\_\_\_\_\_\_ RI will no longer accept emails for member, officer and club changes. These changes must either be done manually by the club or by using the direct connect integration. Email is no longer an option.

**What does this mean?**

In the past, if the club has not turned on the integration, DACdb would send RI an email for things like member adds, terms, club officer position changes. An RI staff person had to manually process this email. RI is now asking the integration partners (e.g. DACdb) to stop sending email on behalf of the clubs. It is simply too costly for them to process all the emails we have been sending them. This is particularly true when clubs will not step up and turn on the RI Direct Connect integration --causing significant manual processing to handle emails regarding changes that really should be done electronically. Consequently the “Email” option will be removed from the club integration options. Clubs will now have only two choices:

1. **Off** – No emails will be sent to RI. Either the club is using another Integration Partner or the club wants to manually update the information themselves in Rotary International. Either situation – no emails or electronic updates will be done.
2. **RI Direct Connect** – DACdb and Rotary International are electronically connected and can make member, officer and club updates directly.

Consequently, if your club is not setup for RI Direct Connect – it needs to be – as soon as possible.

**How do I turn it on?**

Follow the instructions found here to turn it on in RI and in DACdb.

**Who can turn it on?**

Any club officer – President, Secretary, Club Executive Secretary, Treasurer, Membership Chair, or Foundation Chair can turn on the integration.

**What if no one can turn it on?**

If you cannot login to Rotary, any club officers can send an email to: data@rotary.org requesting that DACdb be selected as the integration partner and that no one in the club can log into Rotary International’s website to make the update.

**What if we don’t turn it on?**

All member changes, all club officer changes and club information updates will not be updated at RI by DACdb. We simply do not have the permissions to do so when the integration is turned off. Therefor the club must manually make the changes at Rotary International. Presumably you are now keeping DACdb updated and now must manually update Rotary International – a dual effort.

**30-Day Window**

The Rotary Board has mandated that new members and/or member terms must be done within 30-days. You have probably encountered this message recently using the new interfaces. We discussed this with the staff at Rotary and their hands are tied by the policy set by the Board. The Direct Connect interfaces have been specifically programmed at RI to adhere to this rule. DACdb simply cannot add or term a member outside of this window.

So, to make this situation a little better for the clubs, DACdb will programmatically change the start date to a date within the 30-day window so that the ADD or TERM will succeed. If the club feels strongly that the original date is correct –the club must take this up with the data integration team at Rotary. DACdb does not have a position regarding this. It’s between the club and Rotary International. In other words, DACdb cannot send Rotary an email requesting the original date. RI will not accept this email.

**MemberID**

Implicit with the changes above, it is now more important than ever that each member have the correct MemberID (Rotary Member Number). Without it, DACdb cannot make updates to RI. The clubs can easily obtain and update DACdb with this number with one mouse click on the Member Compare screen.

So, no MemberID in DACdb, no updates will be possible directly with RI.

**Summary**

To summarize the above; effective \_\_\_\_\_\_\_\_\_\_\_\_\_, 2016, DACdb will no longer send emails to RI. Clubs must either – turn on integration or manually update Rotary International themselves. RI will no longer accept and process emails from their integration partners.

Any club with the integration option still set to “Email”, will have the selection turned to “OFF”. The club must manually login to Rotary International to make the updates there. DACdb will no longer be allowed to send emails to RI (for example, for a new member).

If you have questions – please contact DACdb support (support@dacdb.com). Please understand that these changes are being request by Rotary International. DACdb is simply trying to comply with the changes and make this as easy as possible for the clubs.