

DaCdb Quick Start Guide for Members

Welcome to the Rotary Club of East St. Louis! You have joined the world's foremost service organization, with over 1.2 million members in nearly 200 countries. If you are new to **DaCdb**, you are about to open a whole new way to enhance your Rotary experience.

DaCdb is an acronym for **D**istrict and **C**lub **d**ata **b**ase, but most of us just call it **dak-dee-bee**. It provides central data base for your Rotary Club and your Rotary District. It allows you to update your personal record, review information about other members in your club, contact other members of your club by email or telephone, view or print a club directory for your personal use, register for District or Club events that are found on the Calendar, and a variety of other functions.

To guide you through some basics, we have created this step-by-step guide to help you with logging-in to DaCdb and then entering, editing, or updating your data. To access DaCdb, you may click on the link you received in the District welcome letter or type in "DaCdb.com" in the address line of your browser. You then login to DaCdb with your username and password:

UserName: [usually your email address]

Password: [usually your RI number, found on the mailing label of your Rotarian magazine, provided by your club Secretary or club President]. You may change your password after you login.

Navigation through DaCdb is accomplished by clicking on tabs/links at the top of the homepage. The top line of tabs is the primary way to navigate, and they will remain the same wherever you are in the database. Most of what you will need to do, you will do from the "My DATA" and the "My CLUB" tabs.

Let us explore the **My DATA** tab first.

The screenshot shows the DaCdb website interface. At the top, there is a navigation bar with tabs for Home, MyDATA (selected), DISTRICT, and Support. Below this is a 'MEMBER NAVIGATION' section with links for Edit Member, Enter Makeup, Club Members, My ATTNDance, My Finance Statement, and My Rotary. There are also sections for 'My CLUB Shortcuts' and 'DISTRICT Shortcuts' with various icons. The main content area is titled 'Member Profile' and displays information for Richard A. Lunan (Rich & carol). The MemberID is redacted. The address is 1601 Fairway Drive, O'Fallon, IL, 62269. Contact information includes Email: rclunan1@charter.net, Home: 618-632-0343, and Cell: 618-954-8701. The 'About' section shows Spouse: Carol and Birthday: 04/07.

From this tab you will be able to see all the information that was initially entered for you by our club secretary. It is important that you keep this information up to date (especially your current email address) since your personal information will not only be used for club communications, but also for communications from 01 Rotary District and Rotary International as well.

You will primarily be concerned only with three menu links under the MEMBER NAVIGATION Heading at the upper left. These links help you do the basic functions necessary to keep your data current for fellow members and club officers to view and use.

Clicking on the **"Enter Makeup"** menu provides a quick and easy way to notify our club secretary that you attended a meeting at another Rotary Club for one that you missed at our club or participated in a service project. When you click on the "Ent, Makeup" button a new screen opens. Your name already appears, so you simply need to enter the date your makeup and where you attended. (Completing the other members present is helpful to our club secretar but not required.) Be sure and click the blue "Submit" button to send the information to our club secretary.

* Select Member: Lunan, Richard A.
 (All Members: [ON](#) | [OFF](#))

Date of Makeup: Makeup Date - is Required

Meal Code: Selection • pplIB u, ti-is bank<ld makeup entry

No. of Makeups: Number of Makeups (Max 52)

* Makeup Venue/Note: Club, Committee Meeting, Event or Project where makeup was made

other Members present: - or - comments (option!)

Submit

Edit Member: You may "edit" your data by using the "Edit Member" link. When you click the Edit Memb, link, a new screen appears with another set of sub-menu functions or edit tabs.



You only need to concern yourself with the following edit tabs (Member, Photo, Contact, Spouse, Busines and PData: Participation Data, Club, and Bio/Notes). Each tab contains data input fields for that function. / you complete the input fields for a particular tab, click on the next tab. The data input fields are self-explanato and if you make a mistake, it is easily corrected by coming back to the tab and re-typing the information in tt data input field. REMEMBER when you have completed your changes, click on the blue "Update" Button the upper right to save your chang.es, .ot otherwise all your work will be LOST!

My Finance Statement: Clicking on this link provides a statement of the balance of your club dues which a billed semiannually on 1 July and 1 January each year. Dues are delinquent after 30 days from billing. Tt easiest way to pay dues is to click on the blue "Pay On-Line" button to the upper right.

Rotary Club of O'Fallon Statement Report As Of April 13, 2021

Lunan, Richard A.	Description/ Memo		Pavon-Line
	Balance Forward (as of Jul 01, 2019):		0.00

My CLUB tab: The links within the My CLUB tab allow you to do a variety of functions including finding oth, Rotary members, get a list of other Rotary Clubs within our district, find out where those clubs meet, look the club/district calendar, and view our club bulletins and other documents.