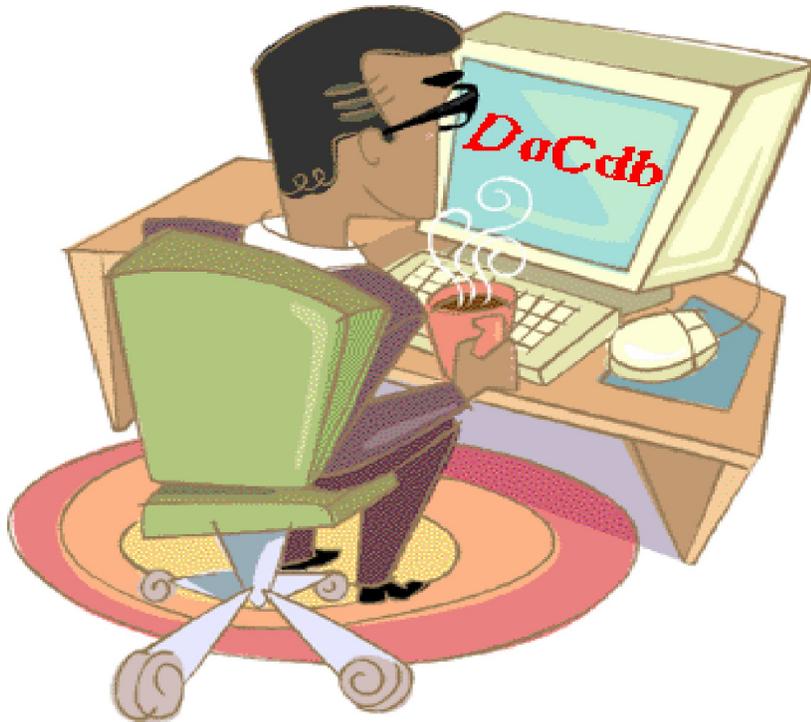


# DaCdb User Guide

## for Club Secretaries



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## My CLUB Sub-Menu Tabs

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# My CLUB Overview

Navigation through the **District and Club database (DaCdb)** is accomplished by clicking on tabs/links at the top of the database home page. About 90% of the club administrative tasks on the database can be accomplished from the **My CLUB** tab. The club secretary can navigate through club functions and processes on the **DaCdb** via this tab and related sub-menu tabs. The underlying sub-menu tab functions are explained in detail in **My CLUB** Sub-Menu Tabs. From these tabs you can:

- ▶ View Club Leadership
- ▶ Add Members
- ▶ Edit Member information
- ▶ Designate Officers
- ▶ Create Club Information
- ▶ Add and Edit Committees
- ▶ Submit Attendance
- ▶ Email individual members
- ▶ PMail all members and selected groups of members
- ▶ View and post Club Bulletins
- ▶ View and add to Club Calendars
- ▶ Edit PHF/SM
- ▶ Generate Club Reports
- ▶ Look up contact information for members



Clicking the **My CLUB** tab on the **DaCdb** Home Page takes you to a page which includes four categories of club information. The four sections are:

- ▶ Club Leadership
- ▶ Section 1 - Club Information
- ▶ Section 2 - Club Committees
- ▶ Section 3 - Club Members and Club Positions

# Club Leadership

The **Club Leadership** section of the **My CLUB** tab lists information about the club officers. The club officers' positions, names, pictures, emails, and telephone data are found at on the top portion of the **My CLUB** page.

## Club Leadership Links

There are several hyperlinks on the **Club Leadership** section that act as a "shortcut" to pertinent club data located either on the **My CLUB** page and/or underlying sub-menu links. These links are identified in a light blue font and will highlight in yellow when the cursor is hovering on the link. These links allow a quick "edit/view" for oft-used data and information without leaving the **My CLUB** tab and its underlying sub-menu links. See the numbered links that are noted in the example below. The link descriptions are detailed below.

The screenshot displays the Club Leadership page for the zGUEST of District - Rotary Club, Rotary District 7600, Club# 99012164. The page features a navigation menu with links for Club Members, Committees, Member Listing, and Club Dashboard. The Club Leadership section lists the following officers:

Position	Name	Email	Office Phone	Home Phone
Club President	Cooper, Winston C Jr.	Wcooper@yahoo.com	757-859-2928	757-869-3939
Vice President	Cox, Marilyn E	marilyn1944@yahoo.com	757-565-1213	757-565-1212
Club Secretary	Ezell, Cyndia Lee	cyndialee@yahoo.com	817-536-1234	817-536-5850
Club Treasurer	Monroe, Ally E	allymonroe@cox.net	757-253-9293	757-253-9292

Numbered callouts in the image indicate the following elements:

- 1: Edit link for the club name
- 2: Club name and district information
- 3: Club Members link
- 4: Committees link
- 5: Member Listing link
- 6: Club Dashboard link
- 7: Email link for the Club Secretary

**Rotary Club [Edit] (1)**- This link is found on the top line of the **Club Leadership** section. By clicking on this link you will be transferred to the Club Admin page. This page has a series of sub-menu tabs that allows editing and updating club information by the club secretary. Note: this link functions the same as the **Edit Club** button found in the **Section 1 - Club Information**.



**Rotary District nnnn (2)** -This link is found on the 2<sup>nd</sup> line of the **Club Leadership** section. By clicking on this link, you will be transferred to your Rotary District website.



**Club Members (3)** - This link is found in the upper left-hand corner of the **Club Leadership** section. By clicking on this link you will be transferred to **Section 3 - Club Members and Positions** section of the **My CLUB** page near the bottom of the page. You can also access this data by scrolling down to this section. This link functions will be described in the **Section 3 - Club Members and Positions** section.

**Section 3: Club Members and Positions:**

Member Type:  Active  Active-R85  Honorary  Alumni  Alumni-Verified  
 (All ON | OFF)  Guest  Guest-Rotarian  Friends of Rotary  Proposed  Active-LOA  
 Staff Position

LName or Badge#:   Current  Terminated

[Edit Club Positions](#) [Edit PHF/SM](#) [Add Member](#) [Club Reports](#) [Bulk Email](#) [PMAIL](#)

Displaying 1 to 20 of 20 Members. [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [M](#) [N](#) [R](#) [S](#) [T](#) [W](#) [ALL](#)

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Adams, Ann	Active							annadams@cox.net

**Committees (4)** - This link is found on the left-hand side at the top of the page. By clicking on this link, you will be transferred to **Section 2: Club Committees** section of **MY Club** page in the center of the page. You can also access this data by scrolling down to this section. This link functions will be described in the **Section 2 - Club Committees** section. Each of the Action links will be discussed fully under the **Committees** sub-tab.

**Section 2: Club Committee:**

Viewing Committees for Org-Year: 2011-12

[Club Committee Bulk Clone](#) [Add Club Committee](#)

Committee	Committee Type	Action
<b>Virginia Peninsula</b>		
Club Administration (2011-12)		View Edit Delete Reports PMail
Club Service (2011-12)		View Edit Delete Reports PMail
International Service (2011-12)		View Edit Delete Reports PMail
Membership (2011-12)		View Edit Delete Reports PMail
Public Relations (2011-12)		View Edit Delete Reports PMail
Rotary Foundation (2011-12)		View Edit Delete Reports PMail
Service Projects (2011-12)		View Edit Delete Reports PMail
Vocational Service (2011-12)		View Edit Delete Reports PMail

There are 8 Club Committees found for OrgYear selected.

**Member Listing (5)** - By clicking on this link, you will be transferred to the page that lists your club members in alphabetic order. You can produce reports and format and export to an EXCEL spreadsheet or XML. See the reporting/exporting icons on the top right corner of the page. The page also has a **Search** function and the buttons for this function can be found at the top left-hand side of the **Member Listing** page. You can “contract/expand” by clicking/un-clicking fields within the search criteria. By entering a few letters of a last name in the **Search** input field, it will display only those members names that begin with the entered letters. You can also click the letters at the top of the list to filter name starting with that particular letter.



## MEMBER LISTING: ZGUEST OF DISTRICT

[Member Listing Link](#)

5

Report: No Reports Saved

The Member Listing module is a powerful application that displays and sorts various information about members in your club. This information is displayed dynamically in the table below. One great new feature is the ability to simply click a column title to sort the table respectively. Don't forget to check out the settings section to perform custom queries.

Member Name	LASTNAME	FIRSTNAME	MIDNAME	NAMESFX	MEMBERID	EMAIL
Adams, Ann	Adams	Ann			0	annadams@cox.net
Cooper, Winston C Jr.	Cooper	Winston	C	Jr.	139348	Wcooper@yahoo.com
Cox, Marilyn E	Cox	Marilyn	E		123456	marilyn1944@yahoo.com
D'Zell, Robert F Jr.	D'Zell	Robert	F	Jr.	0	rezell@yahoo.com
Ezell, Cyndia Lee	Ezell	Cyndia	Lee		128477	cyndialee@yahoo.com
Ezell, Robert F Jr	Ezell	Robert	F	Jr	0	bez@cox.net
Ezell, Robert F Sr.	Ezell	Robert	F	Sr.	0	Rezell@yahoo.com
Montgomery, E.	Montgomery	E.				aneu
Murray, John C	Murray	John	C		0	jmurray@cox.net
Roundtree, Thomas A Jr.	Roundtree	Thomas	A	Jr.	182736	TomR@cox.net

**Settings** ←

**Member Types:**

<input checked="" type="checkbox"/> Active	<input checked="" type="checkbox"/> Active-R85	<input checked="" type="checkbox"/> Active-Associate	<input checked="" type="checkbox"/> Active-u35
<input type="checkbox"/> Honorary	<input type="checkbox"/> Alumni	<input type="checkbox"/> Alumni-Verified	<input type="checkbox"/> Guest
<input type="checkbox"/> Guest-Rotarian	<input type="checkbox"/> Friends of Rotary	<input type="checkbox"/> Proposed	<input checked="" type="checkbox"/> Active-LOA
<input type="checkbox"/> Staff Position			

**Member Data**

<input type="checkbox"/> Prefix	<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/> Mid Name	<input checked="" type="checkbox"/> Last Name
<input checked="" type="checkbox"/> NameSfx	<input type="checkbox"/> Nick Name	<input type="checkbox"/> FName	<input checked="" type="checkbox"/> Preferred Email
<input type="checkbox"/> Home Email	<input type="checkbox"/> Office Email	<input type="checkbox"/> MemberType	<input checked="" type="checkbox"/> MemberID
<input type="checkbox"/> Gender	<input type="checkbox"/> Birthdate	<input type="checkbox"/> Image	

Refresh
Print
Export
Expand
Save

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**Club Dashboard (6)** - This link is found in the upper right-hand side of the page. By clicking on this link, you will be transferred to the My Club Dashboard page which provides a thumbnail sketch of your club statistics: attendance trends, membership trends, birthday (member and spouse), anniversaries, and club membership anniversaries. The **Club Dashboard** can also be accessed from the **DaCdb** Home page on the 3<sup>rd</sup> line named **My Club Dashboard** tab.

**Virginia Peninsula Dashboard** Edit | Refresh | Contract All | Expand All  
 Note: The dashboard statistics are cached. Data changes may not be reflected for up to 6-hours.

**Headlines**

- Charter Night** -- Posted: 01/19/11 by Stephen Adams [Edit] **6**  
35th Annual Charter Night scheduled
- District Service** -- Posted: 01/19/11 by Stephen Adams [Edit]  
Five Peninsula Rotarians have been selected to serve D-7600 during the 2011-12 Rotary year.

**Attendance**

View Data Download Period: 1-Year 2-Year 3-Year 4-Year 5-Year Org-Year

Avg Attendance

Period	Avg Attendance
Aug-10	58
Sep-10	58
Oct-10	68
Nov-10	64
Dec-10	67
Jan-11	65
Feb-11	66
Mar-11	63
Apr-11	61
May-11	62
Jun-11	66
Jul-11	59
Aug-11	48

**Net Member Change**

Note: This is an approximate figure based on the Terminations actually submitted by the club in clubs with no changes.

Club	New
Virginia Peninsula	0
<b>Totals for all Clubs:</b>	<b>0</b>

Since 08/0

**New Members**

Member Name

0 new members since 08/01/11

**Terminated Members**

Member Name	Term
Calhoun, Marcie Sponsor: Susan Strehle	09/:

1 terminated members since 08/01/11

**BirthDays**

Member Name

0 members have birthdays between 09/01/11

**Club Leadership Email (7)** - This link is found in the club officers' information. By clicking on this link, you can send an email to the club officer from this page.

Untitled - Message (HTML)

Message Insert Options Format Text Adobe PDF

Cut Copy Paste Format Painter Clipboard Font Paragraph Styles Change Styles Zoom Find Replace Select

To: cyndalee@yahoo.com **Club Officer Email Link** **7**

Cc:

Bcc:

Subject:

*Linda Neilson*

# Section 1 – Club Information

The **Section 1 - Club Information** section of **My CLUB** defines club pertinent data - meeting time, meeting place, location on map, as well as links to other information about the club. Scroll down to the middle of the page to view this section below the **Club Leadership** Section on the **My CLUB** page.

**Section 1 - Club Information:**

Meeting Time: Wednesday at 12:00 PM

Meeting Place: Sentara CarePlex

Meeting City: Hampton

Meeting Address: 3000 Coliseum Drive, Hampton, VA 23666

Meeting Directions: To find us, go into the Orthopedic Main Entrance which is on the left side of the complex when you are facing it from Coliseum Drive. To locate the meeting rooms, go straight down the long hall and turn right under the green exit sign. The rooms are on the left side of the hall. (Visit our website [www.peninsularotary.org](http://www.peninsularotary.org) for more detailed information.)

Link to Map/Directions: [Click here for map and directions](#)

Club Description: The Rotary Club of the Virginia Peninsula meets weekly at the Howard Johnson Plaza and Conference Center. With over 60 members, we come from all walks of life with business professionals, business owners/executives, medical professionals, and educators all being represented. We adhere to Rotary's 4-Way test and have added our own -- "Is it fun for all concerned?"

Non Rotarian "guests" are invited to visit our meeting for a "free lunch". We will do our best to make you feel welcome and appreciated.

Link to Club Website: [www.peninsularotary.org](http://www.peninsularotary.org)

Link to About US:

Link to Project URL: [www.peninsularotary.org/ClubProjects.cfm](http://www.peninsularotary.org/ClubProjects.cfm)

Club Phone Number:

Fax Number:

Club Email: [emccoury@coliseumcentral.com](mailto:emccoury@coliseumcentral.com)

Club's Mailing Address: P O Box 1772, Newport News, VA 23601

Charter Date: 26-Oct-76

Calendar: [Club Calendar](#) [District Calendar](#) [Club Bulletin](#) [District Newsletters](#)

Submit Attendance Edit Club Add New Member

Map Satellite

Map data ©2011 Google - Terms of Use

The **Section 1 - Club Information** functions are found in the upper right-hand corner. The functions are:

- ▶ Submit Attendance
- ▶ Edit Club
- ▶ Add New Member

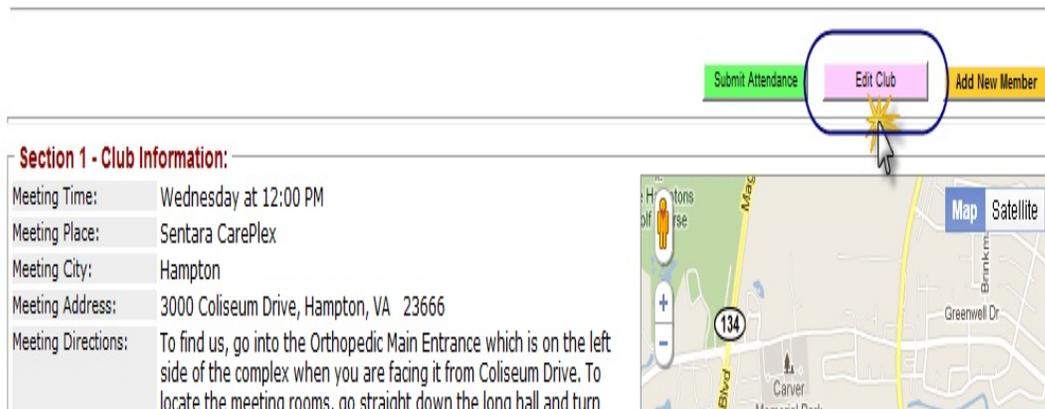
## Section 1 - Club Information: Submit Attendance

Click on the link below for detailed **Submit Attendance** functions.

[Submit Attendance Link](#)

## Section 1 - Club Information: Edit Club

The function to add club data or update your club data on the **District and Club Database (DaCdb)** can be found by clicking on the **My CLUB** tab (next to the **HOME** tab) on the database home page. This **Edit Club** “how-to” section focuses on maintaining your club data in **Section 1 - Club Information**.



The **Edit Club** function updates the club data on the Club Admin pages detailed below. By clicking on this button, the Club Admin page will display.

Note the sub-menu tabs highlighted below for various club administrative tasks.



## Edit Club Information Sub-Menu Tab

The **Information** sub-menu tab on the Club Admin page details the basic information about the club. The sections noted below are:

- ▶ **Club Info** - the club information has certain fields that are required (with asterisk). Note that some fields require a higher security level than LVL-4. Most of this information is entered for a new club.
- ▶ **Club Options** - used to notify club member when a file is uploaded.
- ▶ **Club Description** - free-form text box where you can describe your club.

**Club Admin**  
Virginia Peninsula ID=5807 [Cancel] [View] [Update]

**Information** | Address | Meeting Info | Links | Committees | Positions | Billing | Security | PData | Notes

**Club Information**

Enter the Club information. The fields marked with \* are required fields.

**Club Info:**

- \*Club Name: **Virginia Peninsula** (Level-7 change only)
- Club Short Name: Virginia Peninsula Used on Badges (max 32 chars)
- Active: Yes
- Club Type: Regular Club
- \*Club Number: **5807** (To change the Club Number, please contact support)
- \*Region: 12 Club Area /Region Number. Non-Regular clubs should be 0.
- Charter Number:
- Charter Date: 10/26/1976 (mm/dd/yyyy) - Charter Date - default is today -- please change

**Club Options:**

- Notify on File Upload: Yes Notify Club members when a document is added or updated
- Map Display: On Turn on/off MyClub map display
- NEW Rotary Interface: RI "Direct Connect" RI Direct Connect Interface *also* requires corresponding setting in RI MAP.

**Club Description:**

The Rotary Club of the Virginia Peninsula meets weekly at the Howard Johnson Plaza and Conference Center. With over 60 members, we come from all walks of life with business professionals, business owners/executives, medical

## Edit Club Address Sub-Menu Tab

The **Address** sub-menu tab is optional information regarding the club's mailing address. The club mailing information can be used on reports, contribution forms, and Dues Invoice module.

**Club Mailing Address** - There are two drop-down menus: **State Code** and **Country Code**. The **Email** data field should be the club secretary's email and it will appear as a hyperlink on the **Section 1: Club Information** page as the contact point for the club.

The screenshot shows the 'Club Admin' interface for 'Virginia Peninsula' (ID=5807). The 'Address' sub-menu tab is selected and highlighted with a blue arrow. Below the tabs, the 'Club Mailing Information' section is visible, containing a description and a form. A red arrow points to the 'Club Mailing Address:' label in the form. The form fields are as follows:

Information	Address	Meeting Info	Links	Committees	Positions	Billing	Security	PData	Notes
<b>Club Mailing Information</b>									
This section includes <i>optional</i> information regarding the Club's Mailing address. The Club mailing information is used on several reports, business cards, contribution forms and Dues Invoice module.									
<b>Club Mailing Address:</b>									
Address1:	P O Box 1772								
Address2:									
City:	Newport News								
State Code:	VA								
Province:									
Zip/Postal Code:	23601								
County:									
Country Code:	UNITED STATES								

## Edit Club Meeting Info Sub-Menu Tab

The **Meeting Info** sub-menu tab details the weekly meeting physical location and meeting times for a Rotary club. There are three drop-down menus to edit certain fields:

- ▶ **Meeting Day** - Days of week
- ▶ **Meeting State Code** - State Abbreviations
- ▶ **Meeting Country Code** - Geographic Countries where Rotary Club are located.

In order for the meeting location to appear on the map on **Section 1 - Club Information**, the physical address of the meeting place must be entered here.

**Club Admin**

Virginia Peninsula ID=5807 Cancel View Update

Information Address **Meeting Info** Links Committees Positions Billing Security PData Notes

**Meeting Information**

Enter the Club meeting information. This information is displayed on the Club View page and is used to populate where Clubs meet display.

Meeting Start Time: 12:00 PM (hh:mm AM/PM, -or- Use 24-hour Military time, e.g. 1800 is 6:00 PM)

Meeting End Time: (hh:mm AM/PM, -or- Use 24-hour Military time, e.g. 1800 is 6:00 PM)

Meeting Day: Wednesday Select the meeting day of the week

Meeting Place: Sentara CarePlex

Meeting Address: 3000 Coliseum Drive

Meeting City: Hampton

Meeting State Code: VA

Meeting Province:

Meeting Postal Code: 23666

Meeting Country: UNITED STATES

## Edit Club Links Sub Menu Tab

The **Links** sub-menu tab displays **URL** links to other club sites. These fields are displayed on the **Section 1: Club Information** page.

- ▶ **Link to Map/Directions:** This URL is a map/directions locator website such as [www.mapquest.com](http://www.mapquest.com).
- ▶ **Link to Club Website:** This is a link to your club's website.
- ▶ **Link to about US:** This is a link to your club's website plus the website page that describes your club.
- ▶ **Link to Project URL:** This is a link to your club's website and website project page.

### Club Admin

Virginia Peninsula

ID=5807

Cancel

View

Update

Information	Address	Meeting Info	Links	Committees	Positions	Billing	Security	PData	Notes
<b>Club Links</b>									
Club URL links to other sites. Links should be entered in the form: <a href="http://www.____">http://www.____</a>									
Link to Map/Directions:	<input type="text" value="http://www.mapquest.com/maps/1815+west+mercury+hampton+va/"/>								
Link to Club Website:	<input type="text" value="www.peninsularotary.org"/>								
<small>(if URL starts with "http://", Level-0 redirects to external club page)</small>									
Link to About US:	<input type="text"/>								
Link to Project URL:	<input type="text" value="www.peninsularotary.org/ClubProjects.cfm"/>								

## Edit Club Committees Sub-Menu Tab

The **Committees** sub-menu tab shows a listing of your club's committees for the current year. The number of committees is noted at the bottom of the **Committees** page.

**Club Admin**

Virginia Peninsula ID=5807 Cancel View Update

Information Address Meeting Info Links **Committees** Positions Billing Security PData Notes

**Club Committees**

Club committees are defined here. Club committees will also be shown on the committee listing under the club name for the OrgYear they are defined in.

Viewing Committee for Org-Year: 2011-12 Add Club Committee

Committee	Committee Type	Action
<b>Virginia Peninsula</b>		
Club Administration (2011-12)		View Edit Delete Reports PMail
Club Service (2011-12)		View Edit Delete Reports PMail
International Service (2011-12)		View Edit Delete Reports PMail
Membership (2011-12)		View Edit Delete Reports PMail
Public Relations (2011-12)		View Edit Delete Reports PMail
Rotary Foundation (2011-12)		View Edit Delete Reports PMail
Service Projects (2011-12)		View Edit Delete Reports PMail
Vocational Service (2011-12)		View Edit Delete Reports PMail

There are 8 Club Committees found for OrgYear selected.

The following hyperlink details how to create a new committee. Click on this link for details.

[Add Club Committee Link](#)

### Committee Action Links

The action links are also detailed in the following section. Click on these links for details.

[View Club Committee Link](#)

[Edit Club Committee Link](#)

[Delete Club Committee Link](#)

[Reporting on Club Committees](#)

[PMail for Club Committees](#)

## Edit Club Positions Sub-Menu Tab

The **Positions** sub-menu tab describes the current club positions for the club members.

**Club Admin**

Virginia Peninsula ID=5807 Cancel View Update

Information Address Meeting Info Links Committees **Positions** Billing Security PData Notes

**Club Positions**

This is a list of Club members and their position(s) in this Club. Members get added to this list by being a member of the Club (there is no add link here). Member positions within the club can be edited from this screen, just click on the PENCIL  icon.

61 members A B C D E F G H I J K L M N P R S T U V W Y |

Edit	Club Member Name	Seclvl	OrgYear	2011-12 Positions
- A -				
	Aaron, Joan	1	2011-12	Member
	Aaron, Leonard B.	1	2011-12	Past President (PP)
	Adams, Stephen C.	4	2011-12	Vocational Service Chair (VOS)

The **Edit** pencil icon found on the left-hand side of the club member's name allows edit capability to change a particular club positions.

**Club Admin**

Virginia Peninsula

Information Address Meeting Info Links Committees **Positions** Billing Security PData Notes

This is a list of Club members (there is no add link here). There are 19 members in the club.

**Edit Club Position**

Member Name: [dropdown]

Club Position: \* Club Director (3)

Note: We are introducing the change now to the way club positions are changed to support a future upcoming change.

Save 

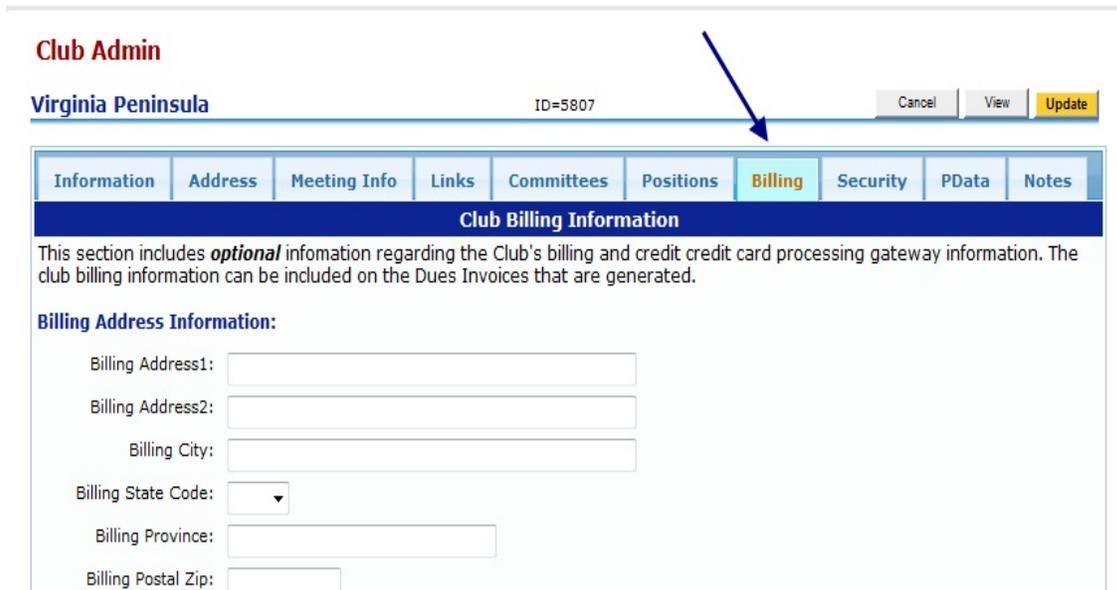
Club Admin Chair (3)  
 Membership Chair (3)  
 Rotary Foundation Chair (3)  
 Sargeant At Arms/President-elect (4)  
 Foundation Chair/Past President (4)  
 Service Projects Chair (3)  
 Disaster Relief Chair (3)  
 CCO-Club Comm / Director (4)  
 Foundation Ch/Pres-Nom (4)  
 Programs Chair (3)  
 Webmaster/CCO (4)  
 Webmaster (3)  
 Community Service Chair (3)  
 Club Service Chair (3)  
 Club Director (3)

Adams, Ann  
 Bonadonna, Colleen  
 Cooper, Winston C J  
 Cox, Marilyn E  
 Dalton, John E  
 Ezell, Cyndia Lee

4 2010-11 Club Secretary (S)

## Edit Club Billing Sub-Menu Tab

The **Billing** sub-menu tab details *optional* billing information for Dues Module, if applicable, for a club.



The screenshot displays the 'Club Admin' interface for 'Virginia Peninsula' (ID=5807). A blue arrow points to the 'Billing' tab in the sub-menu. The 'Billing' tab is highlighted, and the 'Club Billing Information' section is active. This section includes a description of optional billing and credit card processing gateway information. Below the description is the 'Billing Address Information' section, which contains several input fields: Billing Address1, Billing Address2, Billing City, Billing State Code (a dropdown menu), Billing Province, and Billing Postal Zip.

**Club Admin**

Virginia Peninsula ID=5807 Cancel View Update

Information Address Meeting Info Links Committees Positions **Billing** Security PData Notes

**Club Billing Information**

This section includes *optional* information regarding the Club's billing and credit card processing gateway information. The club billing information can be included on the Dues Invoices that are generated.

**Billing Address Information:**

Billing Address1:

Billing Address2:

Billing City:

Billing State Code:

Billing Province:

Billing Postal Zip:

## Edit Club Security Sub-Menu Tab

The **Security** sub-menu tab defines those club members that have been allowed higher security level for specific functions. The column of members on the left are all club members. The column on the right are those members that are being given specific security level. Clicking on the arrow boxes in the middle will move the highlighted club member name from one column to the other.

**Club Admin**

Virginia Peninsula ID=5807

Cancel View Update

Information Address Meeting Info Links Committees Positions Billing **Security** PData Notes

**Club Access Security**

By default, only Club officers in this Club can edit members. Additional members from the District can be granted similar access rights, by selecting them from the list on the left, moving them to the list on the right.

**Note:** You are encouraged *not* to grant too many members access.

**Select from Members:**

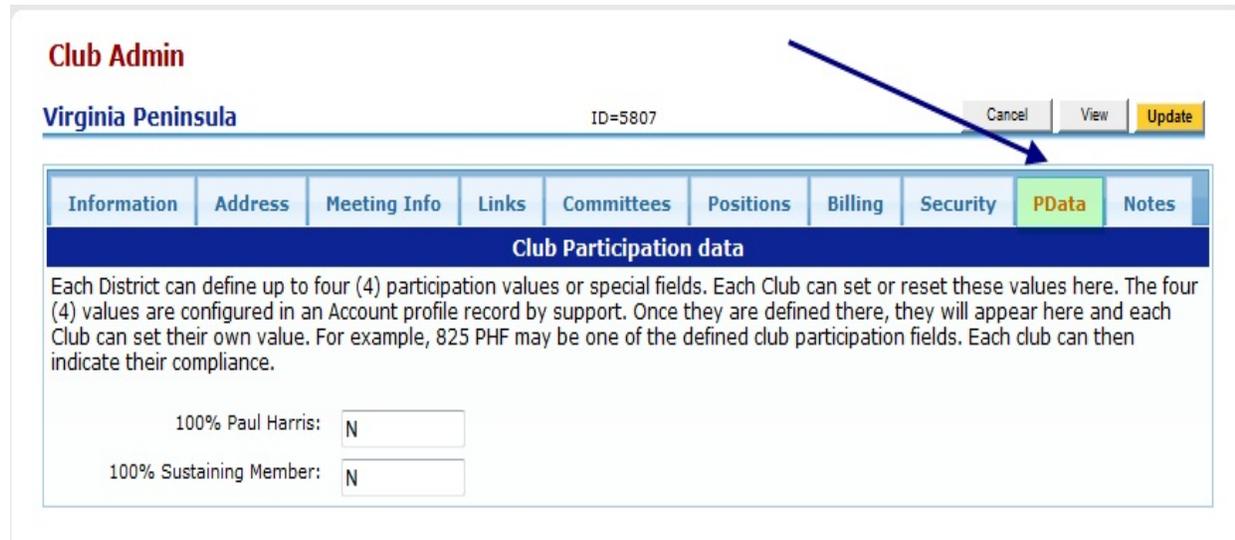
- Ezell, Robert F Jr
- Ezell, Robert F Sr.
- Fagan, Harry L.
- Fahey, John A
- Fairfield, Deann Carol
- Fall, Marilyn Catherine
- Faraone, Janet
- Faraone, Janet
- Farrar, Herbert L.
- Farrar, William B. IV

**Members with Club Edit Access:**

- Ezell, Cyndia Lee

## Edit Club PData Sub-Menu Tab

The **Participation Data** sub-menu tab allows for four levels of participation data.



**Club Admin**

Virginia Peninsula ID=5807 Cancel View Update

Information	Address	Meeting Info	Links	Committees	Positions	Billing	Security	<b>PData</b>	Notes
-------------	---------	--------------	-------	------------	-----------	---------	----------	--------------	-------

**Club Participation data**

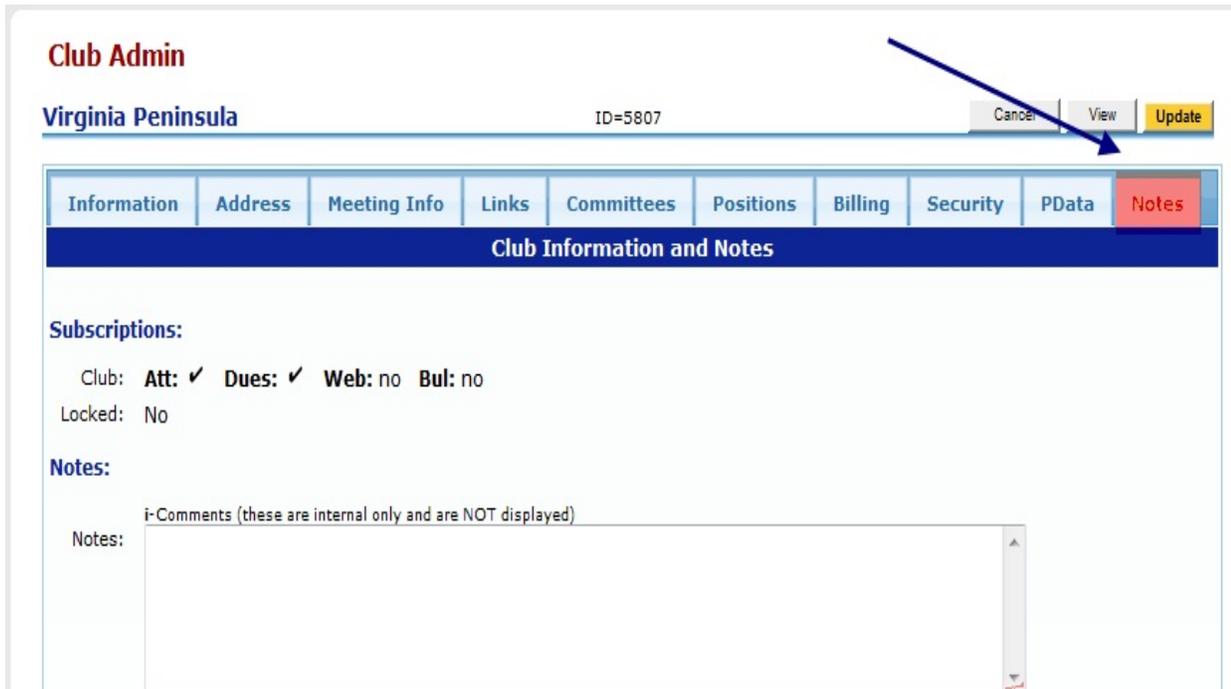
Each District can define up to four (4) participation values or special fields. Each Club can set or reset these values here. The four (4) values are configured in an Account profile record by support. Once they are defined there, they will appear here and each Club can set their own value. For example, 825 PHF may be one of the defined club participation fields. Each club can then indicate their compliance.

100% Paul Harris:

100% Sustaining Member:

## Edit Club Notes Sub-Menu Tab

The **Information and Notes** sub-menu tab is used for internal information only.



The screenshot displays the 'Club Admin' interface for 'Virginia Peninsula' (ID=5807). At the top right, there are 'Cancel', 'View', and 'Update' buttons. A blue arrow points to the 'View' button. Below this is a navigation bar with tabs for 'Information', 'Address', 'Meeting Info', 'Links', 'Committees', 'Positions', 'Billing', 'Security', 'PData', and 'Notes'. The 'Notes' tab is highlighted in red. Below the navigation bar is a dark blue header for 'Club Information and Notes'. The main content area shows 'Subscriptions:' with 'Club: Att: ✓ Dues: ✓ Web: no Bul: no' and 'Locked: No'. Below that is a 'Notes:' section with a text area labeled 'i-Comments (these are internal only and are NOT displayed)' and a vertical scrollbar.

## Section 1 - Club Information: Add New Member

The Add New Member function can be found in two locations: **Section 1 - Club Information** (Add New Member) and **Section 3- Club Members and Positions** (Add Member). By clicking on the “Add New Member” or “Add Member”, you will be transferred to the **Member Admin** page so that you can enter the member data.

Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
Aaron Joan Leonard	Active		757-596-757-881-9600		✓	✓		iaaron@malvinrotains.com

## Add NEW Member: Member Sub-Menu Tab

The **Add New Member** data fields that have a preceding asterisk are required fields.

**Member Admin**

Add NEW Member ID=0 Cancel Add

Member Photo Contact Login S/P Business Club Notes

**Member Information**

**Member Information:**

Member ID: 0  
*If former Rotarian, get RI ID# before continuing!*

\* Member Type: Active

Prefix: Dr. \* Gender: {Select}

\* First Name: Robert Middle Name: Floyd

\* Last Name: Ezell Suffix:

Previous Name: Former Name or Maiden Name

Badge/Nick Name: Bob (Only put in a Badge Name IF different from First Name)

Badge Title: Title you want to appear on Event Badges

Badge Number:

\* Start Date: 04/30/2011 (mm/dd/yyyy) *Admission/Start Date in this Club!*  
If there are previous years in another club, enter those years under the Club Tab

Birth Date: 01/06/1980 (mm/dd/yyyy) - year optional, but necessary for calculating the club's demographics correctly  
Note: The DOB year, if entered, is only visible to the member and the few club officers who can edit member info, to all others it is hidden.

Birth Place: Optional City, State where born

Sponsor: Cindy Ezell (Lookup Sponsor)

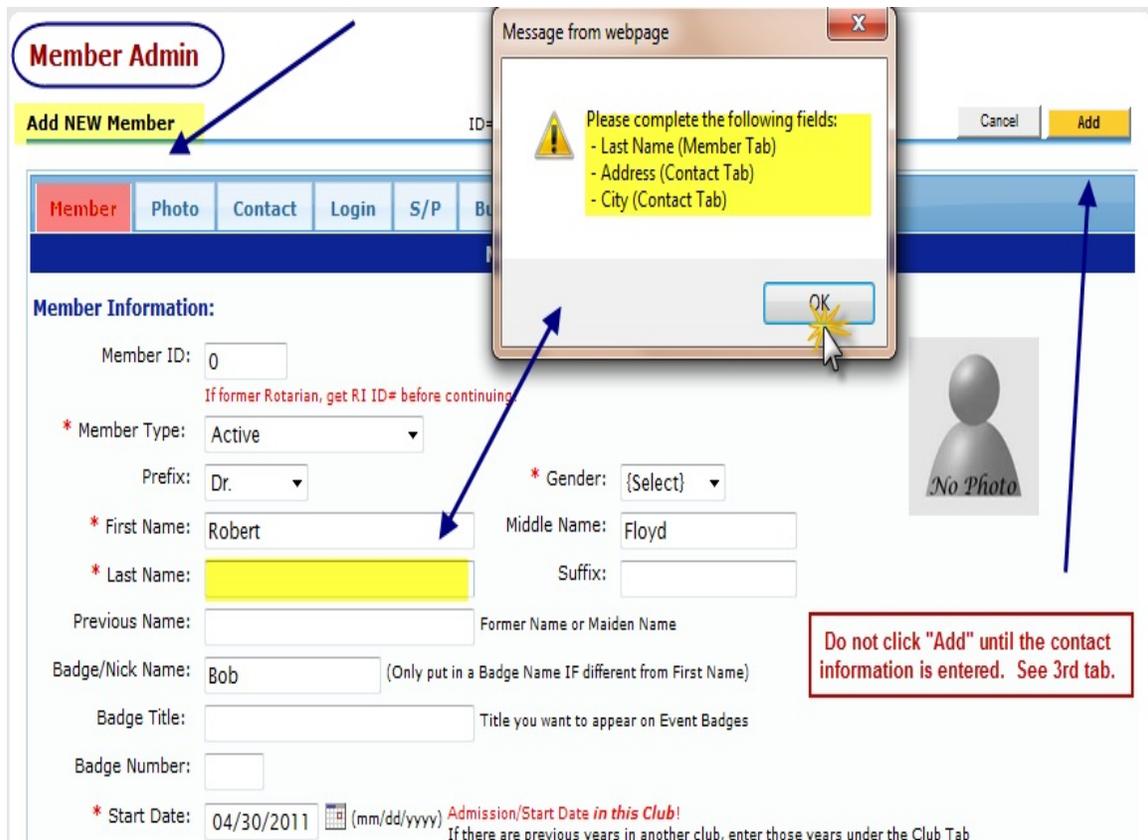
No. Sponsored: 0 Number of Members Sponsored

Language Skills: English

Classification: Doctor

Occupation Code: 22-08 - Physician/Surgeon

The **Member Admin/Add New Member** page require certain data before the “Add” button is clicked. The example below shows that required data was not entered. By clicking “OK” the pop-up window will refresh and data can be entered into fields that are in error. Before adding the record, the Contact sub menu tab data must also be entered.



If the “Cancel” button (in the upper right-hand corner) is selected, the **My CLUB** page will be refreshed and will return to the preceding **Add Member** function page. If the “Add” button (in the upper right-hand corner) is selected, then the **Member Edit** page will display for additional club member data entry.

## Add NEW Member: Contact Sub-Menu Tab

**Member Admin**

**Add NEW Member** ID=0 Cancel Add

**Member** **Photo** **Contact** **Login** **S/P** **Business** **Club** **Notes**

**Member Contact Information**

**Member Addresses:**

Address Type: HOME

\* Address: 1259 Country Club Dr

\* City, State, Zip: Houston TX 75029

County: Houston

Province:

\* Country: UNITED STATES

**Member Email:**

Email Type: OFFICE

Email Address: bezell@gmail.com

Display As: Bob Ezell

**Phone Information:**

Home Phone: 817 225-2029

Office Phone: 817 345-8593

Fax Number:

Cell Phone: 817 838-2928

Toll Free:

**Emergency Contact:**

ICE: **NEW** (Level 4+ View)

**Internet Information:**

Private: Public - list in directory

Opt Out: NO (Opt-Out of PMAIL communications)

**NEW** IM: {select}

After the contact data has been entered, click the **Add** button in upper right hand corner to add the new club member to the database.

Member: **Robert Floyd Ezell (0)** [Edit] PMail  

---

**Section 1 - Member Detail (Active)**

**Robert Floyd Ezell (Bob)**  
1259 Country Club Dr  
Houston, TX 75029

Home:	<b>817 225-2029</b>
Office:	<b>817 345-8593</b>
Cell:	<b>817 838-2928</b>
Email:	<a href="mailto:bezell@gmail.com">bezell@gmail.com</a>
Club:	<b>zGUEST of District</b>
Member Since:	<b>04/30/2011</b>
Birthday:	<b>01/06</b>



*No Photo*

Classification:	<b>Doctor</b>
Bus Position:	
Bus Name:	
Bus Web:	

See **Edit Club Member** functions under the **Section 3 - Club Member and Positions** section or click the following link for information on how to edit/update an existing club member.

### [Edit Club Member](#)

When a new member is added, an email will be sent to Rotary International and the new member will be added at RI. A Rotary number will not be assigned to the new member until RI adds them to the rolls. Within a few weeks of adding the new member, the Club Secretary should edit the record and add the new RI number. (The member number can be obtained from one of several reports available to club secretaries at [www.rotary.org](http://www.rotary.org)). After the new member record has been added, the new club member can access [DaCdb](#) to update their own record.

## Section 1 - Club Information: Calendar/Events Links

At the bottom of the **Section 1 - Club Information** section, there are four links under the heading of **“Calendar”**. These links provide a “view” of Rotary Club event-driven communications.

- ▶ **Club Calendar** - The **Club Calendar** link gives you the option to “view” your Rotary club’s calendar. It lists local club and district events. This “view” is the **Club Calendar** page found on the Calendar tab/link on the top row of the **DaCdb** home menu tabs. See edit functions for this in the **CALENDAR** module under **Add to Club Calendar** and **View My Calendar** sub-menu links. The calendar can be printed or exported to a WORD document.

**Rotary District 7600 - Calendar for zGUEST of District**

**Event Calendar Parameters:**

Calendar: [  List  Block ]    Search Events:            

Include Events:     District Event     District Reminder     District GOV Official Visit     Club Meeting  
 Club Event     Club FundRaiser     Multi-District Event

---

Jan 2011 - Jul 2012    **Add to Club Calendar:**    Select Event Type    << PREV    NEXT >>    Go To: January 2011    Go

DATE	TIME	ACTION	CLUB	EVENT NAME	LOCATION / COMMENTS
<b>January - Rotary Awareness Month</b>					
Sat Jan 22, 11	08:30A		<b>RI Zone 33</b>	Rotary Leadership Institute RLI - Raleigh	<b>Rotary Leadership Institute RLI - Raleigh NC.</b> Event for Prospective & Existing Rotary Club Leaders. Go to <a href="http://www.ri33.org">www.ri33.org</a> for details and

- ▶ **District Calendar** - The **District Calendar** link also gives you the option to view the **District Calendar** that lists district and zone events. This “view” is the **District Calendar** page found on the **Calendar** tab on the top row of the **DaCdb** home menu tabs. The calendar can be printed or exported to a WORD document. See edit functions for this in the **CALENDAR** module under **View District Calendar** and **Goto Register Me** sub-menu links.

**Calendar of Events**  
**Rotary District 7600**

**Event Calendar Parameters:**

Calendar: [  List  Block ] Search Events:

Include Events:  District Event  District Reminder  District GOV Official Visit  Club Meeting  
 Club Event  Club FundRaiser  Multi-District Event

---

Jan 2011 - Jul 2012 Add to Club Calendar:  << PREV NEXT >> Go To: January 2011

DATE	TIME	ACTION	CLUB	EVENT NAME	LOCATION / COMMENTS
<b>January - Rotary Awareness Month</b>					
Sat Jan 22, 11	08:30A		<b>RI Zone 33</b>	Rotary Leadership Institute RLI -	<b>Rotary Leadership Institute RLI - Raleigh NC.</b> Event for Prospective & Existing Rotary Club Leaders. Go to <a href="#">www.rli33.org</a> for details and

- ▶ **Club Bulletin** - The Club Bulletin link is utilized to manipulate club bulletin data. If the club has a weekly/monthly bulletin or newsletter, it can be posted from the My CLUB tab/CLUB Bulletins sub-menu link. See this link for detailed “how-to” instructions.

- Add Bulletins File** - page to add uploaded file to Club Bulletins folder.
- Add URL** - page to add bulletins description and URL for upload file.
- Add Folder** - page to add a new folder for club bulletins.
- Copy, Move, Rename, and Delete** - options for file manipulation.

**Rotary District 7600**  
**zGUEST of District**

Notify Members on Upload: **No**

[Home](#) <<- click links here to navigate

Type	File Name	Modified	Size
0 files found			
		Total space used in this directory:	0 KB

Files can be referenced at:  
- HTTP URL: <http://www.directory-online.com/Rotary/Accounts/7600/Bulletins/99012164/{filename}>>  
- File Path: D:\Rotary\Accounts\7600\Bulletins\99012164\{filename}

- ▶ [District Newsletters](#) - The District Newsletters link gives you a “view” of the last 20+ District Newsletters in PDF format. See the Calendar tab/View District NEWSLETTER sub-menu tab on the top row of the [DaCdb](#) main menu tabs for more details.

**Rotary District 7600  
District Newsletters**

Notify Members on Upload: **No**

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[Home](#) <<-- click links here to navigate

Type	File Name	Modified	Size
 The7600bridge0111.pdf		01/07/11 02:23 PM	458 KB
 Features_January2011.pdf		12/31/10 12:35 PM	646 KB
 The7600bridge1210.pdf		12/01/10 05:34 AM	951 KB
 Features_November2010.pdf		11/20/10 08:50 PM	523 KB

## Section 2 - Club Committees

This section of the document focuses on how to manage your club's committees. The **Section 2 - Club Committees** section can be found by scrolling down to the middle of the **My CLUB** page. This section lists all your club committees for the current year.

For each committee listed under **Section 2: Club Committees**, the **Action** links ([View](#), [Edit](#), [Delete](#), [Reports](#), and [PMail](#)) are available to view and/or update committee particulars. These **Action** links are the same as found on the **Committees** tab on the [DaCdb](#) home page. If you click on the **Committees** tab and scroll down to the bottom of the page, you will see the same links found in **Section 2: Club Committee** section. The function links above the **Action** links define how to clone more than one committee at a time (**Club Committee Bulk Clone**) and how to add a committee (**Add Club Committee**).

The screenshot shows the DaCdb website interface. At the top, there is a navigation bar with the Rotary International logo, 'DaCdb v4.5 ourBLOG', 'District 7600 Click Here and go to Website', and a 'Welcome: Adams, Stephen C. 7600-4' message. Below this is a main menu with tabs: Home, My CLUB, My DATA, Committees, PMail, Calendar, DUES, Reports, Speakers, Club PAGES, ATTND, Help. A secondary menu includes: FIND a Member, List ALL Clubs, Submit Attendance, Where CLUBS Meet, Club CALENDAR, Club BULLETINS, Poll, Gallery, NewMember FORM, Club Secretary DOC, RI TranLog, RI Comp, Verify. The main content area displays 'Virginia Peninsula - Rotary Club [Edit]' with links for 'Club Members', 'Committees', 'Member Listing', and 'Club Dashboard'. A blue arrow points from the 'My CLUB' tab to the 'Submit Attendance' link.

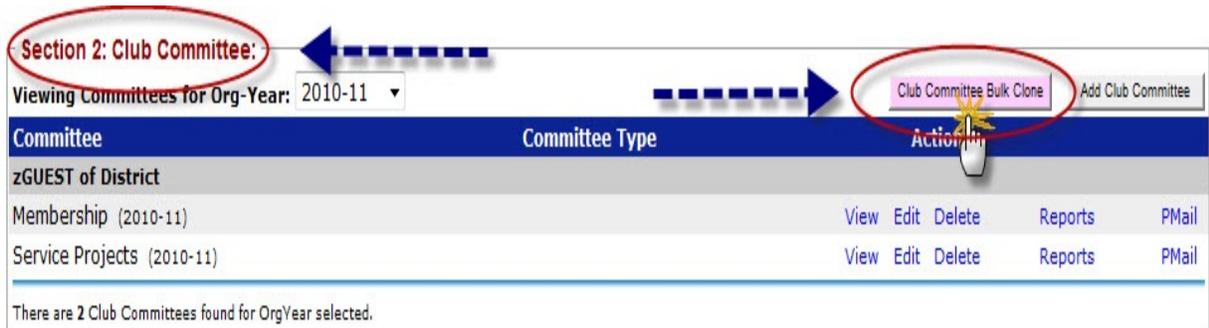
The screenshot shows the 'Section 2: Club Committee' page. At the top, there is a red arrow pointing to the 'Section 2: Club Committee:' header. Below this, there is a dropdown menu for 'Viewing Committees for Org-Year: 2011-12' and two buttons: 'Club Committee Bulk Clone' and 'Add Club Committee'. The main content is a table with the following structure:

Committee	Committee Type	Action
<b>Virginia Peninsula</b>		
Club Administration (2011-12)		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reports</a> <a href="#">PMail</a>
Club Service (2011-12)		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reports</a> <a href="#">PMail</a>
International Service (2011-12)		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reports</a> <a href="#">PMail</a>
Membership (2011-12)		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reports</a> <a href="#">PMail</a>
Public Relations (2011-12)		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reports</a> <a href="#">PMail</a>
Rotary Foundation (2011-12)		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reports</a> <a href="#">PMail</a>
Service Projects (2011-12)		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reports</a> <a href="#">PMail</a>
Vocational Service (2011-12)		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reports</a> <a href="#">PMail</a>

Below the table, it states: 'There are 8 Club Committees found for OrgYear selected.'

## Section 2 - Club Committee: Club Committee Bulk Clone

If the same committees will be in effect in the new club year, there is an option to “clone” the committees so that they do not need to be re-entered. This link appears in the upper right-hand corner of the section.



By clicking on the **Club Committee Bulk Clone** function link, the **Bulk Clone Club Committees** page is displayed. At the top of this page are detailed instructions on how to clone the committees that you need for the coming year. The input fields are as follows:

- ▶ **From Org-Year:** - drop-down menu with table of years to choose the from year to clone.
- ▶ **To Org-Year:** - drop-down menu with table of years to choose the to year to clone.
- ▶ **Options:** - click option that allows cloning committees without committee members.
- ▶ **Committee Names:** - includes checkbox to add or eliminate committees to be cloned or use the checkbox next to the Committee Name header to include all committees by default.



After clicking the gold “Clone” button, the Bulk Clone Summary page is returned detailing what committees were cloned.

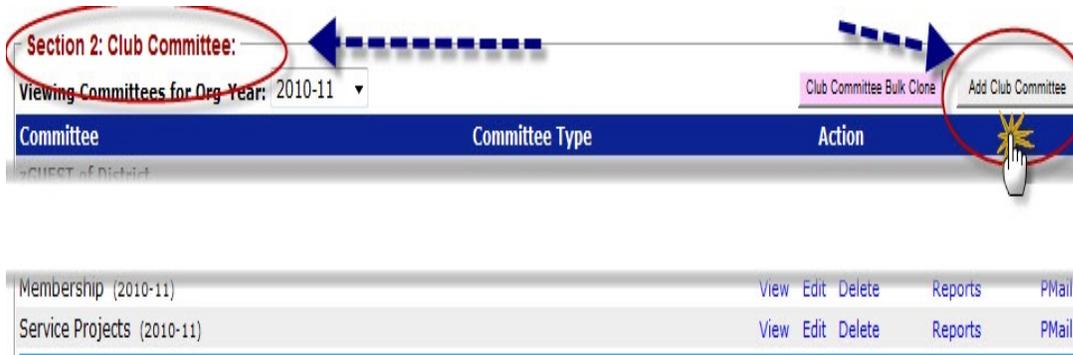
The screenshot shows a web application interface. At the top is a navigation menu with buttons for Home, My CLUB, My DATA, Committees, PMail, Calendar, DUES, Reports, Speakers, Club PAGES, ATTND, and Help. Below this is a secondary menu with buttons for ALL Clubs, Submit Attendance, Where CLUBS Meet, Club CALENDAR, Club BULLETINS, and NewMember FORM. The main content area features a red oval around the text "Bulk Clone Summary". Below this is a table with two columns: "Committee Name" and "Comment". The table contains one row with the following data:

Committee Name	Comment
Club Service	The Committee [Club Service] was CLONED into year [2011-12]

Dashed blue arrows point from the right side of the page towards the "Bulk Clone Summary" text and the table.

## Section 2 - Club Committee: Add Club Committee

By clicking on the **Add Club Committee** function link, the **Committee Admin** page is displayed so that new club committee information can be added.



On the **Committee Admin** page, there are three tabs displayed when adding a new committee. (If you are editing an existing committee, you will see four tabs including the **Members and Positions** tab. This tab will be discussed in the **Section 2: Club Committee Edit Link** section. The three tabs discussed in this section are: **Information**, **Options**, and **Security** used to create a new committee.

- **Information Tab** -The **Information** tab displays the **Committee Info** and **Committee Description**. The **Committee Info** section includes drop-down menus to add/modify data. The **Committee Description** section is a free-form format to describe a particular committee.

The screenshot shows the 'Committee Admin' page with the 'Information' tab selected. The form includes the following fields:

- Committee Info:**
  - \*Committee Name: Club Service
  - Committee Type: CLUB Committee
  - Committee Affiliation: zQUEST of District
  - Org Year: 2010-11 (Custom Year)
  - Group-de-Groups: No
  - RoleKey:
- Committee Description:**
  - This committee helps organize club projects.

- ▶ **Options Tab** - The **Options** tab displays two options: **Display Sorting Options** and **Committee Parameters**. The sorting options are available to define how you want the club member names sorted (i.e., User, Member, or Business) and/or how the club should be listed (i.e., by Club Name or User Name). Parameters are listed with drop-down menus to define committee listing format and whether there should be notification sent on a file upload.

**Committee Admin**  
 Add new Committee ID={new} Cancel Save

**Information** **Options** **Security**

**Committee Options**

**Display Sorting Options:**

Member Display Format:  User Name (Club Name)  
 Member Name (Business Name)  
 Business Name (Member Name)

Committee Listing Sort:  Club Name  
 User Name

**Committee Parameters:**

**NEW** Show Description: Yes Show the description field if the description below is blank?

**NEW** Notify on File Upload: No Notify Committee members when a document is added or updated

**NEW** Include Deleted Members: No Included "deleted/terminated" members on this committee listing?  
 For example, in Zone committee listing, tracking terminated or deceased members may be necessary

**NEW** Public Website Display: All Members Member detail displayed on public (not logged in) website

- ▶ **Security Tab** - The **Security** tab displays the **View Security** and **Edit Security** drop-down menus; the table includes all database security levels. These options are used to override the system default security levels.

**Committee Admin**  
Add new Committee ID={new} Cancel Save

Information Options **Security**

**Committee Security**

By default, the security on a committee is determined by the CommitteeType and is set under the Admin tab. To make the security levels for this committee *MORE RESTRICTIVE*, change the View and Edit security levels below.

**NEW** View Security: Level-1 What Security-level is allowed to See this committee on the Committee List?

**NEW** Edit Security: Level-2 What Security-level is allowed to Edit this committee?

When the committee is added, it will show up under **Section 2: Club Committees**.

Section 2: Club Committee: ←

Viewing Committees for Org-Year: 2010-11 Club Committee Bulk Clone Add Club Committee

Committee	Committee Type	Action
zGUEST of District		
Club Service (2010-11)		View Edit Delete Reports PMail
Membership (2010-11)		View Edit Delete Reports PMail
Service Projects (2010-11)		View Edit Delete Reports PMail

There are 3 Club Committees found for OrgYear selected.

## Section 2 - Club Committee: Action Links

For the club committees listed in the lower section of the **Section 2 - Club Committees** on **My CLUB** page, there are five links - [View](#), [Edit](#), [Delete](#), [Reports](#), and [PMail](#). These links function as “shortcuts” that allow you to view/update committee data from the **My CLUB** tab.

The screenshot shows a web interface for managing club committees. At the top left, the text "Section 2: Club Committee:" is circled in red. Below it, there is a dropdown menu for "Viewing Committees for Org-Year:" set to "2010-11". To the right of the dropdown are two buttons: "Club Committee Bulk Clone" and "Add Club Committee".

Committee	Committee Type	Action
zGUEST of District		
Club Service (2010-11)		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reports</a> <a href="#">PMail</a>
Membership (2010-11)		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reports</a> <a href="#">PMail</a>
Service Projects (2010-11)		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reports</a> <a href="#">PMail</a>

There are 3 Club Committees found for OrgYear selected.

## Section 2 - Club Committee Action: View Committee

The Committee [View](#) link displays the Committees page for a particular committee and consists of four separate sections.

**Section 2: Club Committee:**

Viewing Committees for Org-Year: 2010-11 Club Committee Bulk Clone Add Club Committee

Committee	Committee Type	Action
zGUEST of District		
Club Service (2010-11)		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reports</a> <a href="#">PMail</a>
Membership (2010-11)		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reports</a> <a href="#">PMail</a>
Service Projects (2010-11)		<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reports</a> <a href="#">PMail</a>

There are 3 Club Committees found for OrgYear selected.

- ▶ **Committee Chairman** - At the top of the page, the chairman information is listed for that particular committee, along with that club member's information. The chairman's email is a hyperlink so that you can email the chairman from this page.
- ▶ **Section 1: Notes and Comments** - This section is available for optional freeform notes - This data is entered in the Committee Description section on the Committee Admin page.
- ▶ **Section 2: Committee Members and Positions** - This section list the committee members and committee positions.
- ▶ **Section 3: Committee Leadership History** - This section identifies who the Committee Chairman is for the current year and for the previous year.

**zGUEST of District - Club Service - 2010-11** [Edit]  
Rotary District 7600 Committee

Committee Members

Membership Chair:  **Ezell, Robert E Jr**  
Email: [bez@cox.net](mailto:bez@cox.net)  
Office: 757-564-3456 Home: 757-565-1234

**Section 1 - Committee Notes & Comments:**

**Section 2 - Committee Members and Positions:**

There are 3 members assigned to the committee.

<input checked="" type="checkbox"/>	Member Name	Sort: Club	Name	Type	Position	Home Phone	Office Phone	Email
<input checked="" type="checkbox"/>	Monroe, Ally E (zGUEST of District)			Active	Member	757-253-9292	757-253-9293	<a href="mailto:allymonroe@cox.net">allymonroe@cox.net</a>
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary) (zGUEST of District)			Active	Member	757-869-3939	757-859-2928	<a href="mailto:Wcooper@yahoo.com">Wcooper@yahoo.com</a>
<input checked="" type="checkbox"/>	Ezell, Robert E Jr (Bob & Beth) (zGUEST of District)			Active	Membership Chair	757-565-1234	757-564-3456	<a href="mailto:bez@cox.net">bez@cox.net</a>

**Section 3 - Committee Leadership History:**

Position	2010-11
Membership Chair	Ezell, Robert E Jr

## Section 2 - Club Committee: [View Links](#)

At the upper left-hand corner of the page is a [Committee Member](#) link that will take you directly to the lists of committees (**Section 2 - Committee Members and Positions**).

At the top middle section of the page is an [\[Edit\]](#) hyperlink. By clicking on this link, the **Committee Admin** page will be displayed with administrative functions (committee information and description, committee formats, security levels plus members and positions changes).

Within the **Section 2 - Committees and Positions** section, the [Member Name](#) link displays the Microsoft Outlook window to send an email to the committee member; the [Club Name](#) link transfers to the **My CLUB** page. The [View](#) link transfers to the **Member Detail** page. The [Email](#) link will send an email to the committee member.

The committee list also has two sorting options and these fields are the **Club** and **Name** columns.

**zGUEST of District - Club Service - 2010-11** [\[Edit\]](#)  
Rotary District 7600 Committee

Committee Members

---

**Membership Chair:**  **Ezell, Robert E Jr**  
Email: [bez@cox.net](mailto:bez@cox.net)  
Office: 757-564-3456 Home: 757-565-1234

---

**Section 1 - Committee Notes & Comments:**

---

**Section 2 - Committee Members and Positions:**

There are 3 members assigned to the committee. Enter Makeups Files Reports

<input checked="" type="checkbox"/>	Member Name	Sort: <a href="#">Club</a>   <a href="#">Name</a>	Type	Position	Home Phone	Office Phone	Email
<input checked="" type="checkbox"/>	<a href="#">Monroe, Ally E</a> <small>(zGUEST of District)</small>	<a href="#">View</a>	Active	Member	757-253-9292	757-253-9293	<a href="mailto:allymonroe@cox.net">allymonroe@cox.net</a>
<input checked="" type="checkbox"/>	<a href="#">Cooper, Winston C Jr. (Winnie &amp; Mary)</a> <small>(zGUEST of District)</small>	<a href="#">View</a>	Active	Member	757-869-3939	757-859-2928	<a href="mailto:Wcooper@yahoo.com">Wcooper@yahoo.com</a>
<input checked="" type="checkbox"/>	<a href="#">Ezell, Robert E Jr (Bob &amp; Beth)</a> <small>(zGUEST of District)</small>	<a href="#">View</a>	Active	Membership Chair	757-565-1234	757-564-3456	<a href="mailto:bez@cox.net">bez@cox.net</a>

---

**Section 3 - Committee Leadership History:**

Position	2010-11
Membership Chair	<b>Ezell, Robert E Jr</b>

## Section 2 - Committee Members and Positions: Administrative Functions

Five links in the upper right-hand corner of the **Section 2 - Committee Members and Positions** section define the administrative processes for the current committees.

**zGUEST of District - Club Service - 2010-11** [Edit]  
 Rotary District 7600 Committee

Committee Members

---

**Membership Chair:**  **Ezell, Robert E Jr**  
 Email: [bez@cox.net](mailto:bez@cox.net)  
 Office: 757-564-3456 Home: 757-565-1234

---

**Section 1 - Committee Notes & Comments:**

---

**Section 2 - Committee Members and Positions:**  
 There are 4 members assigned to the committee.

Enter Makeups | Files | Reports | Bulk Email | PMAIL

<input checked="" type="checkbox"/>	Member Name	Sort: Club ▼   Name	Type	Position	Home Phone	Office Phone	Email
<input checked="" type="checkbox"/>	Ezell, Cyndia Lee (Cindy & Larry) <small>(zGUEST of District)</small>	<a href="#">View</a>	Active	Member	817-536-5850	817-536-1234	<a href="mailto:cyndialee@yahoo.com">cyndialee@yahoo.com</a>
<input checked="" type="checkbox"/>	Monroe, Ally E <small>(zGUEST of District)</small>	<a href="#">View</a>	Active	Member	757-253-9292	757-253-9293	<a href="mailto:allymonroe@cox.net">allymonroe@cox.net</a>
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary) <small>(zGUEST of District)</small>	<a href="#">View</a>	Active	Member	757-869-3939	757-859-2928	<a href="mailto:Wcooper@yahoo.com">Wcooper@yahoo.com</a>
<input checked="" type="checkbox"/>	Ezell, Robert E Jr (Bob & Beth) <small>(zGUEST of District)</small>	<a href="#">View</a>	Active	Membership Chair	757-565-1234	757-564-3456	<a href="mailto:bez@cox.net">bez@cox.net</a>

---

**Section 3 - Committee Leadership History:**

Position	2010-11
Membership Chair	Ezell, Robert E Jr

- ▶ **Enter Makeups** - By clicking on this link, the **Entered Banked Makeup** page is displayed.

**Section 2 - Committee Members and Positions:**  
 There are 4 members assigned to the committee.

Enter Makeups | Files | Reports | Bulk Email | PMAIL

<input checked="" type="checkbox"/>	Member Name	Sort: Club ▼   Name	Type	Position	Home Phone	Office Phone	Email
<input checked="" type="checkbox"/>	Ezell, Cyndia Lee (Cindy & Larry) <small>(zGUEST of District)</small>	<a href="#">View</a>	Active	Member	817-536-5850	817-536-1234	<a href="mailto:cyndialee@yahoo.com">cyndialee@yahoo.com</a>

Note: in order for a committee member to be included in the banked makeup process, ensure that all applicable names are clicked "on" at the right of the committee member's name on the committee membership page. The time spent in the meeting can be considered a regular Rotary meeting. The committee members can "bank" this time to make-up for any missed meetings. The input fields are "Calendar Date" and an optional "Other Members Present:" field for listing any other Rotary members attending the meeting/venue. The "Makeup Venue" can be a committee meeting, an event (such as a Rotary Club outing), or Rotary related project and can be changed to reflect this. To generate the banked makeup transaction, please click the **Submit** button at the bottom of the page.

**Enter Banked Makeup**



To enter a makeup, please complete and submit the following form below.  
 This entry will be added to the makeup bank in an **Approved** state for the selected member(s).

\* Select Member: Ezell, Cyndia Lee; Monroe, Ally E; Cooper, Winston C Jr.; Ezell, Robert E Jr  
 4 user(s):

\* Date of Makeup: 02/02/2011 MakeUp Date - is Required

\* Makeup Venue: Club Service  
Club,Committee Meeting, Event or Project were makeup was made

Other Members present: Ezell, Cyndia Lee; Monroe, Ally E; Cooper, Winston C Jr.; Ezell, Robert E Jr  
 - or - comments (optional)



**Enter Banked Makeup**

**Makeup(s) Entered For:**

Member(s):	Ezell, Cyndia Lee; Monroe, Ally E; Cooper, Winston C Jr.; Ezell, Robert E Jr
Date of Makeup:	Wednesday, February 02, 2011
Makeup Venue:	Club Service
Other Members Present:	Ezell, Cyndia Lee; Monroe, Ally E; Cooper, Winston C Jr.; Ezell, Robert E Jr

[Click here](#) to Enter ADDITIONAL Makeups

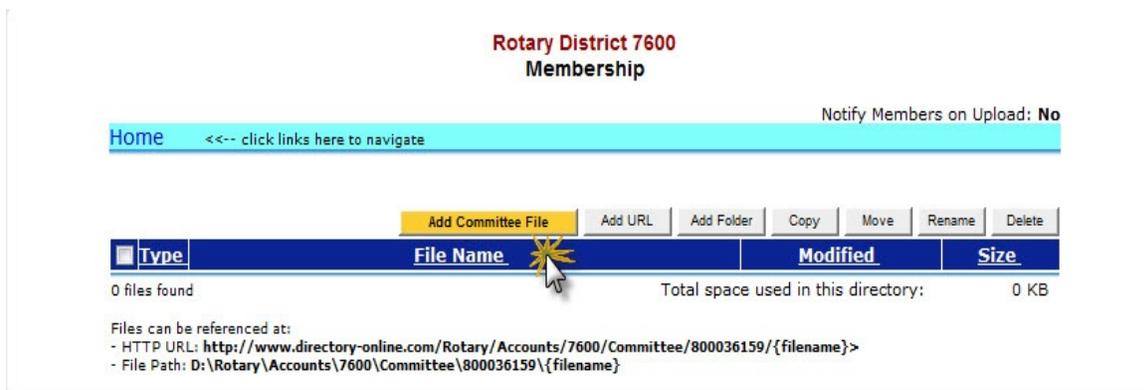
- **Files** - By clicking on **Files** button, an upload page is displayed and files related to that particular committee can be uploaded to the database.

**Section 2 - Committee Members and Positions:**

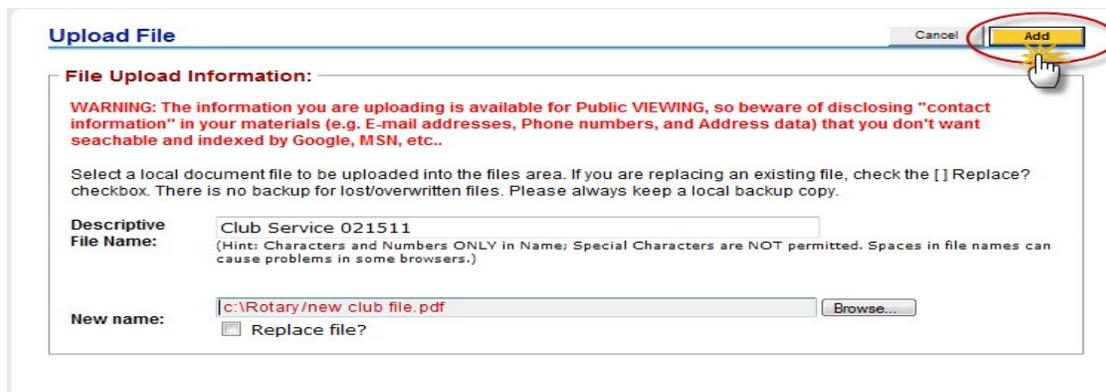
There are 4 members assigned to the committee.

<input checked="" type="checkbox"/>	Member Name	Sort: <u>Club</u>   <u>Name</u>	Type	Position	Home Phone	Office Phone	Email
<input checked="" type="checkbox"/>	Ezell, Cyndia Lee (Cindy & Larry) <small>(zGUEST of District)</small>	<a href="#">View</a>	Active	Member	817-536-5850	817-536-1234	cyndialee@yahoo.com

The **Files** page includes file manipulation processes: **Add URL, Add folder, Copy, Move, Rename, and Delete.** The gold **Add Committee File** button will transfer to the **Upload File** page.



Below is the **Upload File** page. The data input fields are **Descriptive File Name** and **New Name** where the new file is added to be uploaded. There is a **“Browse”** button to assist in finding the file on your computer. By clicking the gold **Add** button, the file is adding to the database committee files.



**Reports** - By clicking on the **Reports** link, the **Committee Reports** tab is displayed. This tab is the same as the **Committees** tab found on the database Home Page.

- **Section 1 - Committee Notes & Comments:** \_\_\_\_\_

- **Section 2 - Committee Members and Positions:** \_\_\_\_\_

There are 4 members assigned to the committee.

Enter Makeups    Files    **Reports**    Bulk Email    PMAIL

<input checked="" type="checkbox"/>	Member Name	Sort: Club ▼   Name	Type	Position	Home Phone	Office Phone	Email
<input checked="" type="checkbox"/>	Ezell, Cyndia Lee (Cindy & Larry)		Active	Member	817-536-5850	817-536-1234	cyndialee@yahoo.com

Reports can be selected by the **Run Report** icon found to the right of the report listing or by clicking on the **Committee Report** link. A **Search** option, found on the left-hand side of the page, allows you to search for specific reports.

**Search:** \_\_\_\_\_

Contract All | Expand All

Recent Reports: Clear  
 - Membership DIRECTORY (Committee)  
 - Participation Data (District)  
 - Membership DIRECTORY (Club)

My Favorites: Clear

Club    **Committee**    Event    Other

**Committee Reports**

Select a report from the list below. Click report name or Run Report ICON    ★ = Add Report to Favorites

**Membership Directory**

1.1 **Membership DIRECTORY**    ★   
 Member directory listing.

1.2 **Membership Directory (NEW)**    ★   
 A... h... d... f... n... t... e... p... e... c... t... e... l... i... s... t... .

1.3 **Committee Member by Position**    ★ **→**

1.4 **Members on Committees**    ★

1.5 **All Members with Committee**    ★

1.9 **Participation Roster (Make YOUR Own Report)**    ★

Photo Album

All reports use XSL Style Sheets

When the report icon is clicked, the **Report Setup** page displays and provides several options to format reports. The reports can be viewed on the screen or exported to an EXCEL spreadsheet or WORD documents.

**Report Setup**  
Membership DIRECTORY



**Committee Member Report Parameters**

OrgYear: 2010-11  
 Committee: Club Service (2010-11)  
 Member Type:  Active  Active-R85  Honorary  Alumni  Alumni-Verified  
 (All ON | OFF)  Guest  Guest-Rotarian  Friends of Rotary  Proposed  Active-LOA  
 Staff Position  
 Sort By:  Member Name  Club Name

To Select a Report template: click on one of the radio buttons below to choose the output format.  
 To Run the report: use the icons at the top right of this frame.

**Report / Description**

**1-Up per page - Portrait**  
 1 member per page directory listing. The page dimensions are 8 1/2 x 11 (a normal paper size). The report is designed to run to Word. In Word, margins are .5 and it is using gutters.

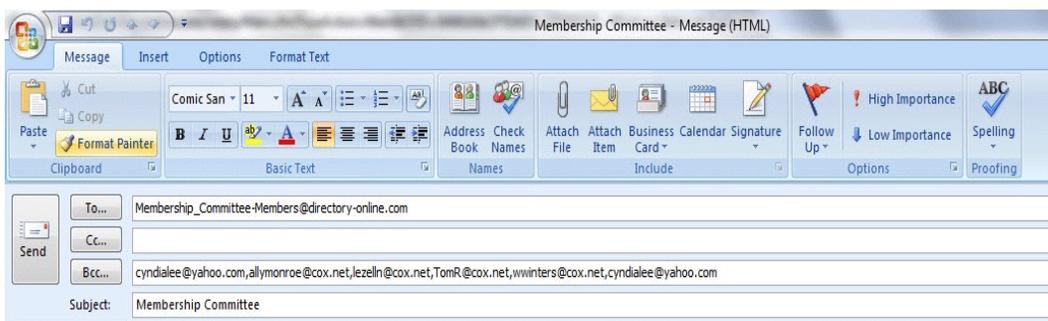
- ▶ **Bulk Email** - By clicking on Bulk Email button, a link will open Microsoft Outlook.

**Section 2 - Committee Members and Positions:**

There are 4 members assigned to the committee.

		Enter Makeups	Files	Reports	Bulk Email	PMail	
<input checked="" type="checkbox"/>	Member Name	Sort: Club   Name	Type	Position	Home Phone	Office Phone	Email
<input checked="" type="checkbox"/>	Ezell, Cyndia Lee (Cindy & Larry) (zGUEST of District)	View	Active	Member	817-536-5850	817-536-1234	cyndialee@yahoo.com
<input type="checkbox"/>	Monroe, Ally E	View	Active	Member	757-352-9292	757-352-9292	allymonroe@cox.net

The email format will include those committee member email addresses. On the committee page, there is a default click box that will include all the committee members' emails on the bulk email. If only certain committee members need to be included, the default click box needs to be cleared and click on the committee members to select for the bulk email.



- ▶ **PMail Tab** - By clicking on this link, you can send a “personalized email” to your committee members.

**Section 2 - Committee Members and Positions:**

There are 4 members assigned to the committee.

Enter Makeups    Files    Reports    Bulk Email    **PMail**

<input checked="" type="checkbox"/>	Member Name	Sort: Club ▼   Name	Type	Position	Home Phone	Office Phone	Email
<input checked="" type="checkbox"/>	Ezell, Cyndia Lee (Cindy & Larry) (zGUEST of District)	<a href="#">View</a>	Active	Member	817-536-5850	817-536-1234	<a href="mailto:cyndialee@yahoo.com">cyndialee@yahoo.com</a>
<input checked="" type="checkbox"/>	Monroe, Ally E	<a href="#">View</a>	Active	Member	757-253-9292	757-253-9293	<a href="mailto:allvmnrrne@rx.net">allvmnrrne@rx.net</a>

Use the templates that are categorized by: **System, District, Club, Personal**. See the **PMail** tab on the database Home Page for detailed instructions on how to create a PMail.

**Personalized EMail (PMail)**

**NOTICE:** Long PMAIL messages should be composed in your E-mail program (Outlook or Eudora), since this SESSION EXPIRES in 45 minutes. And you can "spell check" your work *before* you Copy & Paste your message into the Message box below.

**Send PMail**

EZLink Templates    Compose    PMail Groups    Tracking

**EZLink Template Select**

To **Select** an EZ Link template, click on a radio button below. To **Preview** the template, click on the template name. To create a new template, click [Save PMail] in the Compose Tab - select the appropriate folder to save the template under. Your last PMail will be automatically saved in your **Personal** folder under the name **\$My Last PMail**.

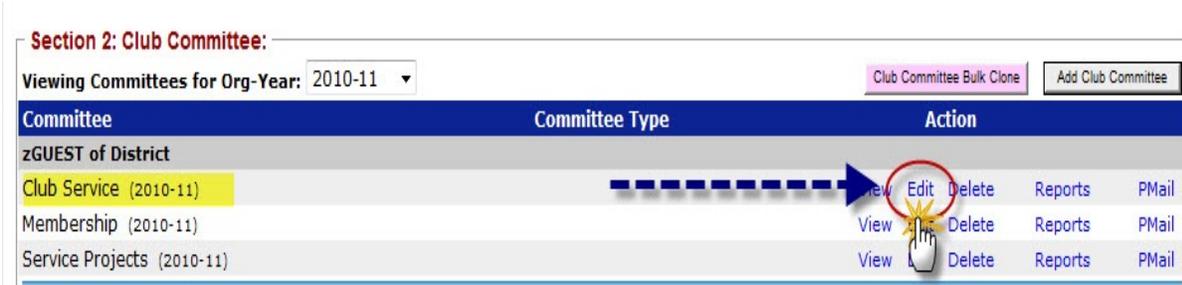
System    **District**    Club    Personal

6 District template file(s) found

District Templates	Modified	Size	Action
<input checked="" type="radio"/> 01- Registration Payment Follow-up	11/08/10 10:02 AM	2 KB	<a href="#">View</a>
<input type="radio"/> 03- Dear Club President - Membership	01/12/11 06:46 PM	2 KB	<a href="#">View</a>

**Section 2 - Club Committee Action: Edit Committee**

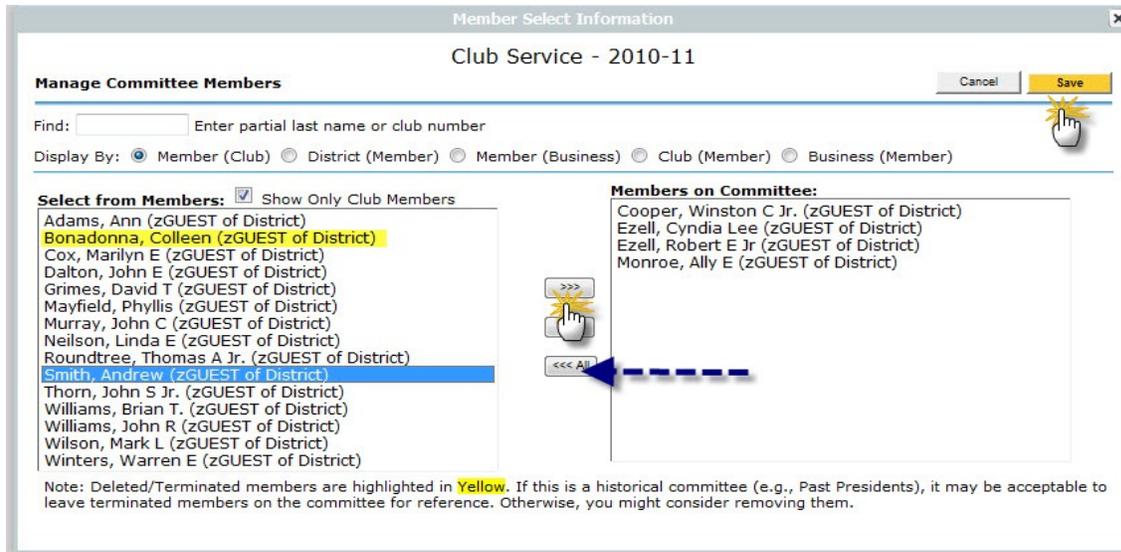
The [Edit](#) link will transfer you to the **Committee Admin** page. Under the [Edit](#) function, an additional function tab not available on the [View](#) link, **Members and Positions** tab, is displayed on the **Committee Admin** page. The **Information**, **Options**, and **Security** tabs are discussed in the previous [View](#) Link section.



**Members and Positions Tab** - The **Members and Positions** tab displays the Committee listing that details the Committee member and Committee member’s position on that committee.



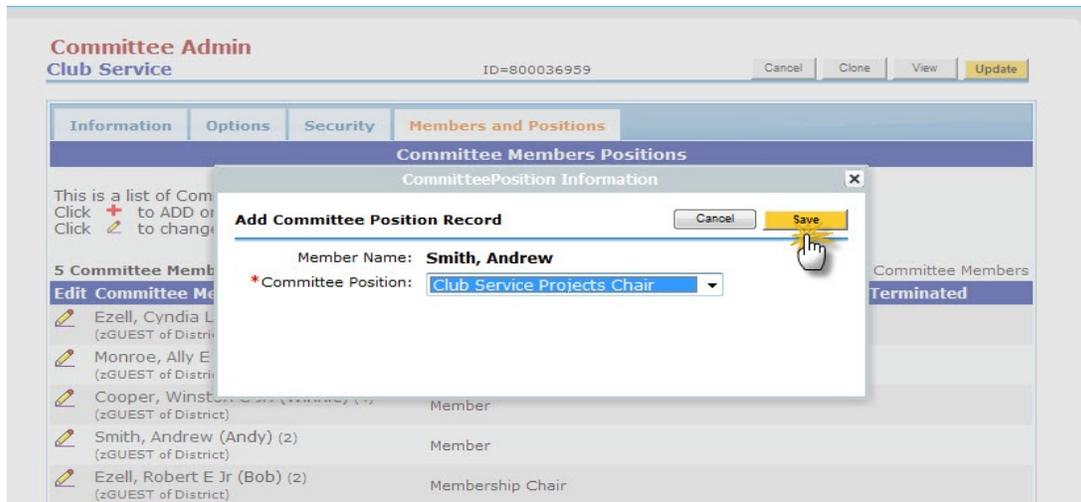
In the upper right-hand corner of the committee listing is a “+ Add/Delete Committee Members” link. By clicking on this link, the **Manage Committee Members** page displays with two columns - one with all the club members on the left side and current committee members on the right side. Using the right and left arrows in the middle of the page you can move the members back and forth between the columns by clicking on the name and the appropriate arrow. Moving from left to right adds a member to the committee. Moving from right to left, deletes a member from the committee. Additionally, there is a “Find” function and a “Display By:” function at the top left-hand corner of the page that can be used to filter or refine the process.



The **Committee Members and Positions** tab also has the **Edit** function (pencil icon) that is to the left of the committee member's name.



By clicking on the pencil icon, a pop-up page gives you the option, in a drop-down menu, to change the club position via a table of all club positions descriptions. Click **“Save”** to update the database and refresh the page with update data.



## Section 2 - Committee: Edit Administrative Functions

The Committee Admin page contains four functions to add/modify the committee information under the [Edit](#) link.

**Cancel** - Use the Cancel button to undo any modifications made on the Committee Admin page. By clicking on this button, the page will transfer from the Committee Admin page to the Committee Tab on the database Home Page. The Committees are displayed.



The screenshot shows the 'Committee Admin' interface for a committee named 'Membership' with ID=800036159. The 'Members and Positions' tab is selected. The 'Committee Info' section shows the committee name as 'Membership' and the organization year as '2010-11'. A hand cursor is pointing at the 'Cancel' button.

**Clone** - Use the **Clone** button when you want to clone a committee for the next year, either with or without the current club members.



The screenshot shows the 'Committee Admin' interface for a committee named 'Membership' with ID=800036159. The 'Members and Positions' tab is selected. The page displays instructions: 'This is a list of Committee members and their Committee Position on this Committee. Click + to ADD or DELETE members to this committee. Click ↻ to change the position of a member on the committee.' A hand cursor is pointing at the 'Clone' button.

There is also a checkbox option to exclude the current members in the cloned committee for the next year. The Org-Year drop-down menu has a table of 30+ years to choose from. Once the new committee is cloned for the upcoming year, it cannot be created again. An error message will display: **“Problem! A committee with the same Committee Name already exists in year (20nn-nn). You cannot clone this committee again”**. Click on the **Clone** button to activate these changes. This is the same page that is displayed for the **Bulk Clone Club Committee**.

## Clone Committee

Cancel Clone

---

Clone Committee: **2010-11-Membership**  
To OrgYear: 2011-12 ▾  
Options:  ONLY Clone the Committee, without any Members

**View** - Use the **View** button when you want to view a particular committee's data.

## Committee Admin Membership

ID=800036159 Cancel Clone View Update

---

Information Options Security **Members and Positions**

**Committee Members Positions**

This is a list of Committee members and their Committee Position on this Committee.  
Click + to ADD or DELETE members to this committee.  
Click ✎ to change the **position** of a member on the committee.

**Update** - Use the **Update** button to save modifications made to the **Committee Admin** pages. By clicking **Update** button, the page refreshes with the updated committee data.

## Committee Admin Membership

ID=800036159 Cancel Clone View Update

---

Information Options Security **Members and Positions**

**Committee Members Positions**

This is a list of Committee members and their Committee Position on this Committee.  
Click + to ADD or DELETE members to this committee.  
Click ✎ to change the **position** of a member on the committee.

**5 Committee Members found.** + Add/Delete Committee Members

Edit	Committee Members	Committee Position	Terminated
	Neilson, Linda E (7) <small>(GUEST of District)</small>	Member	

## Section 2 - Club Committee Action: Delete Committee

The [Delete](#) link displays the Committee Admin page. This function can delete a committee within any of the function tabs - **Information**, **Options**, **Security**, and **Members and Positions** - on this page.

The screenshot shows the 'Section 2: Club Committee' interface. At the top, it says 'Viewing Committees for Org-Year: 2010-11'. There are two buttons: 'Club Committee Bulk Clone' and 'Add Club Committee'. Below is a table with columns 'Committee', 'Committee Type', and 'Action'. The table lists three committees: 'zGUEST of District', 'Club Service (2010-11)', and 'Service Projects (2010-11)'. The 'Club Service (2010-11)' row is highlighted in yellow. In the 'Action' column for this row, the 'Delete' link is circled in red. Below the table, it says 'There are 3 Club Committees found for OrgYear selected.'

By clicking on the Delete button, a pop-up window is displayed with the following warning message: **“Please confirm - this will PERMANENTLY delete the selected records”**. By clicking the **“OK”** button, the data will be deleted and the page will transfer to the **Committees** tab on the Home Page.

The screenshot shows the 'Committee Admin' pop-up window. The title is 'Committee Admin' and the subtitle is 'Delete: Membership'. The ID is 'ID=800036159'. There are two buttons: 'Cancel' and 'Delete'. Below the buttons is a tabbed interface with tabs for 'Information', 'Options', 'Security', and 'Members and Positions'. The 'Members and Positions' tab is selected. Below the tabs is a section titled 'Committee Members Positions'. The text below reads: 'This is a list of Committee members and their Committee Position on this Committee. Click + to ADD or DELETE members to this committee. Click [pencil icon] to change the position of a member on the committee.'

## Section 2 - Club Committee Action: Committee Reports

The [Reports](#) link is the same as [Member Listing](#) that is found at the top of the **My CLUB** page. Additionally, the **Reports** tab can be found on the database Home Page. See [Reports Tab](#) for reporting functions also.

**Reports** - By clicking on the **Reports** link, the **Committee Reports** tab is displayed. This tab is the same as the **Committees** tab found on the database Home Page.

**Section 2: Club Committee:**

Viewing Committees for Org-Year: 2010-11 Club Committee Bulk Clone Add Club Committee

Committee	Committee Type	Action
zGUEST of District		
Club Service (2010-11)		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reports</a> PMail
Membership (2010-11)		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reports</a> PMail
Service Projects (2010-11)		<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Reports</a> PMail

There are 3 Club Committees found for OrgYear selected.

Reports can be selected by the **Run Report** icon found to the right of the report listing or by clicking on the **Committee Report** link. A **Search** option, found on the left-hand side of the page, allows you to search for specific reports.

**Search:**  Contract All | Expand All

- Recent Reports: Clear
- Membership DIRECTORY (Committee)
- Participation Data (District)
- Membership DIRECTORY (Club)
- My Favorites: Clear

Club **Committee** Event Other

**Committee Reports**

Select a report from the list below. Click report name or Run Report  ICON ★ = Add Report to Favorites

**Membership Directory**

- 1.1 **Membership DIRECTORY** ★ 
- 1.2 **Membership Directory (NEW)** ★ 

**Member**

- 15.3 **Committee Member by Position** ★  
- 15.4 **Members on Committees** ★ 
- 15.5 **All Members with Committee** ★ 
- 15.9 **Participation Roster (Make YOUR Own Report)** ★ 

All reports use XSL Style Sheets

## Section 2 - Club Committee Action: PMail Committee

The **PMail** link is the same as the **PMail** tab found on the database Home Page. Instructions for creating a **PMail** can be found in the PMAIL documentation.

**Section 2: Club Committee:**

Viewing Committees for Org-Year: 2010-11 Club Committee Bulk Clone Add Club Committee

Committee	Committee Type	Action
zGUEST of District		
Club Service (2010-11)		View Edit Delete Reports <b>PMail</b>
Membership (2010-11)		View Edit Delete Reports PMail
Service Projects (2010-11)		View Edit Delete Reports PMail

There are 3 Club Committees found for OrgYear selected.

By clicking on the PMail link, you can send a “personalized email” to your committee members. Use the templates that are categorized by: **System, District, Club, Personal**. See the **PMail** tab on the database Home Page for detailed instructions on how to create a PMail.

**Personalized EMail (PMail)**

**NOTICE:** Long PMAIL messages should be composed in your E-mail program (Outlook or Eudora), since this SESSION EXPIRES in 45 minutes. And you can "spell check" your work *before* you Copy & Paste your message into the Message box below.

Send PMail

**EZLink Templates** Compose PMail Groups Tracking

**EZLink Template Select**

To **Select** an EZ Link template, click on a radio button below. To **Preview** the template, click on the template name. To create a new template, click [Save PMail] in the Compose Tab - select the appropriate folder to save the template under. Your last PMail will be automatically saved in your **Personal** folder under the name **\$My Last PMail**.

**System** **District** Club Personal

6 District template file(s) found

District Templates	Modified	Size	Action
<input checked="" type="radio"/> 01- Registration Payment Follow-up	11/08/10 10:02 AM	2 KB	View
<input type="radio"/> 03- Dear Club President - Membership	01/12/11 06:46 PM	2 KB	View

## Section 3 - Club Members and Positions

The **Section 3 - Club Members and Positions** section is found near the bottom of the **My CLUB** page. Use this section to manage club member data and club positions. It allows the updating of individual records, club positions, PHF status and reporting. Note the sub-menu tabs, **Edit Club Positions**, **Edit PHF/SM**, **Add Member**, **Club Reports**, and **PMail**, that appears just to the upper right-hand side of the individual member information. These action buttons will be discussed below.

At the top of this section, the **Member Type (1)** fields (see check boxes) can be included/excluded by clicking/unblinking the required member types. Below that is a **Search function (2)** whereby a search can be done by last names/badge in order to filter the search criteria. Additionally, you can also filter by status - Current or Terminated.

**Section 3: Club Members and Positions:**

Member Type: (All ON | OFF)

Active **1**  Active-R85  Honorary  Alumni  Alumni-Verified

Guest  Guest-Rotarian  Friends of Rotary  Proposed  Active-LOA

Staff Position

LName or Badge#:  **2**  Current  Terminated

Edit Club Positions Edit PHF/SM Add Member Club Reports Bulk Email PMAIL

Displaying 1 to 20 of 20 Members.

	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary)	Active	Club President	757-869-3939	757-859-2928	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/6	Wcooper@yahoo.com

### Maintaining Club Members Links

**Member Name Icon Link (1)**- By clicking on the Microsoft Outlook Contact icon to the right of the Member Name title, you can add the club member email address and other information into your Microsoft Outlook.

**Email Link (2)** - To email an individual member, click on the **Member Name** or **Email**.

**Section 3: Club Members and Positions:**

Member Type: (All ON | OFF)

Active  Active-R85  Honorary  Alumni  Alumni-Verified

Guest  Guest-Rotarian  Friends of Rotary  Proposed  Active-LOA

Staff Position

LName or Badge#:  **2**  Current **1**  Terminated

Edit Club Positions Edit PHF/SM Add Member Club Reports Bulk Email **2**

Displaying 1 to 20 of 20 Members.

	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary)	Active	Club President	757-869-3939	757-859-2928	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/6	Wcooper@yahoo.com

### Section 3 - Club Member and Positions Link: [Edit Club Member](#)

When the [Edit](#) link is clicked, the page is transferred to the **Member Admin** page that includes multiple sub-menu tabs used to update the club member's data.

**Section 3: Club Members and Positions:**

**Member Type:** (All ON | OFF)  
 Active     Active-R85     Honorary     Alumni     Alumni-Verified  
 Guest     Guest-Rotarian     Friends of Rotary     Proposed     Active-LOA  
 Staff Position

**LName or Badge#:**      Current     Terminated

[Edit Club Positions](#)    [Edit PHF/SM](#)    [Add Member](#)    [Club Reports](#)    [Bulk Email](#)    [PMAIL](#)

Displaying 1 to 20 of 20 Members.    [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [M](#) | [N](#) | [R](#) | [S](#) | [T](#) | [W](#) | [ALL](#)

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Adams, Ann	Active							annadams@cox.net
<input checked="" type="checkbox"/>	Bonadonna, Colleen	Guest-Rotarian							office@rotary7600.org
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary)	Active	Club President	757-869-3939	757-859-2928	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/6	Wcooper@yahoo.com

### [Edit Link Sub-Menu Tabs](#)

The example below displays the sub-menu tabs located on the **Member Admin** page.

**Member Admin**

**Cooper, Winston C Jr.**    [Cancel](#)    [Terminate](#)    [Update](#)

**Member**    **Photo**    **Contact**    **Login**    **S/P**    **Business**    **PData**    **Club**    **Alumni**    **Notes**    **Zone**    **Log**

**Member Information**

**Member Information:**

Member ID:

\* Member Type:

Prefix:     Gender:

\* First Name:     Middle Name:

\* Last Name:     Suffix:

Previous Name:     Former Name or Maiden Name

**Sub Menu Tabs - Edit**

Member Data Correct? **NEW** [What is this?](#)



**Edit Link: Member Sub-Menu Tab**

The **Member Information** page identifies the club member being added by name in the upper left hand corner of the page. This page compiles optional personal data as well as classification and club sponsor data. Some of the data input fields have drop-down menus. Date fields, **Club Start Date** and **Birth Date (1)**, have a calendar look-up reference; the **Club Sponsor (2)** field provides a **“Find a Member” (3)** search by last name to populate the **Sponsor’s Name** field. See the “find” results below; the **Member Data Correct (4)** field allows for a verification flag to be set stating that data is correct and verified.

**Member Admin**

Cooper, Winston C Jr. Cancel Terminate Update

**Member** Photo Contact Login S/P Business PData Club Alumni Notes Zone Log

**Member Information**

**Member Information:**

Member ID: 139348

\* Member Type: Active

Prefix: Rev. Gender: Male

\* First Name: Winston Middle Name: C

\* Last Name: Cooper Suffix: Jr.

Previous Name: Former Name or Maiden Name

Badge/Nick Name: Winnie (Only put in a Badge Name IF different from First Name)

Badge Title: Title you want to appear on Event Badges

Badge Number:

**1** Start Date: 04/14/2010 (mm/dd/yyyy) Admission/Start Date *in this Club!*  
If there are previous years in another club, enter those years under the Club Tab

Birth Date: 05/06/1970 (mm/dd/yyyy) - year optional, but necessary for calculating the club's demographics correctly  
Note: The DOB year, if entered, is only visible to the member and the few club officers who can edit member info, to all others it is hidden.

Birth Place: Atlanta GA Optional City, State where born

**2** Sponsor: Ally E Monroe (Lookup Sponsor) **3**

No. Sponsored: 0 Number of Members Sponsored

Language Skills: Hebrew, Creek

Classification: Pastor

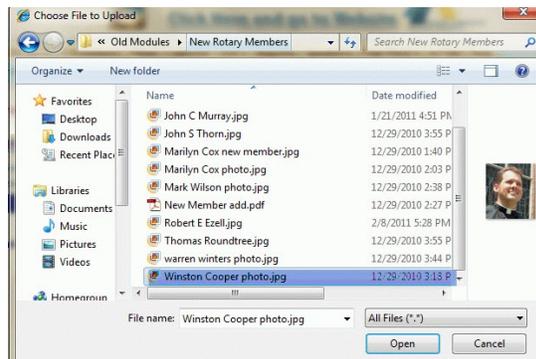
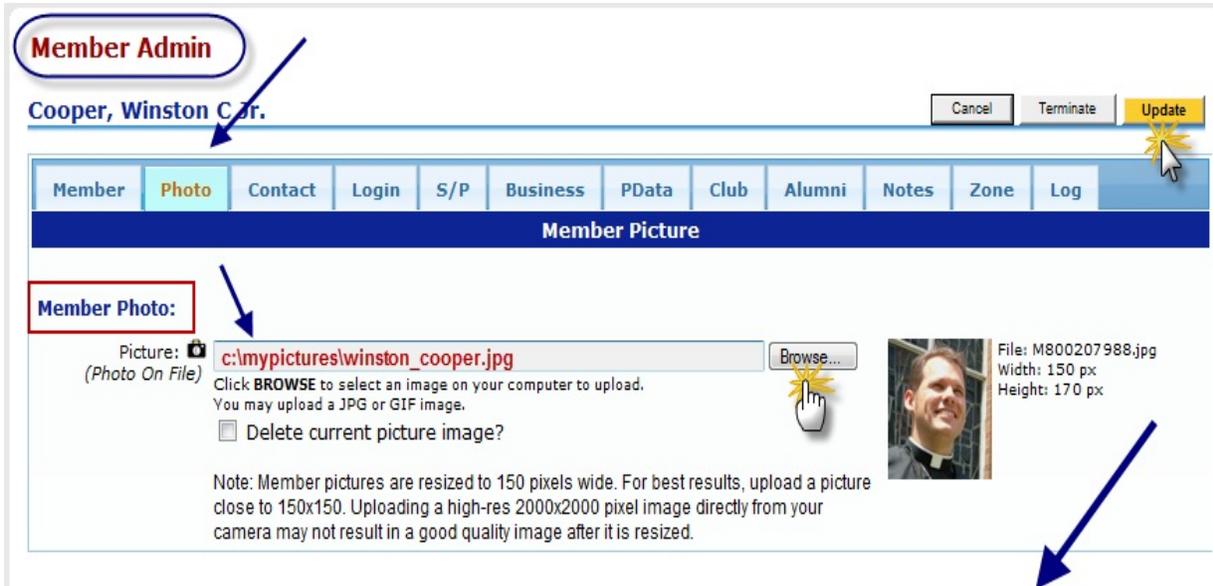
Occupation Code: 07-01 - Clergy

Member Data Correct?  
**4** NEW What is this?



## Edit Link: Photo Sub-Menu Tab

The **Member Picture** page is displayed when the **Photo** submenu tab is highlighted and clicked. The **“Picture:”** field includes a drop-down menu that allows you to **“Browse”** your computer files in order to upload a picture in JPEG or GIF format. When the **“Update”** button is selected, usually selected after adding the Club Member’s contact information, the page is refreshed with the picture added to the **Photo** icon field. A new checkbox field is displayed that gives you the option to delete the picture - i.e., if you have chosen the wrong picture.



## Edit Link: Contact Sub-Menu Tab

The **Member Contact Information** page is displayed when the **Contact** submenu tab is highlighted and clicked. This page details address, email addresses, phone, and internet data. On this page, information can be added in different formats.

Member Admin

Cooper, Winston C Jr.
Cancel
Terminate
Update

Member
Photo
Contact
Login
S/P
Business
PData
Club
Alumni
Notes
Zone
Log

Member Contact Information

Member Addresses:

Edit Type	Address	City	State/Prov	Zip/Postal	Country
HOME	4932 Semple Farms Rd	Hampton	Virginia	23669	United States
OFFICE	4933 Semple Farms Rd	Hampton	Virginia	23669	United States

+ Add Address Record

Member Emails:

Edit Type	Email	Display As ?	Syntax Valid ?	Use Alt ?	Verified ?
HOME	wcooper@yahoo.com		✓		
OFFICE	wccooper@cox.net	WC Cooper	✓		

+ Add Member Email Record

Phone Information:

Home Phone:

Office Phone:

Fax Number:

Cell Phone:

Toll Free:

Contact Preferences: NEW [What is this?](#)

Preferred Email:  (Address used by PMail)

Preferred Address:  (Primary address& updated to RI)

CC Billing Address:  (Credit Card payments)

Home Address:  (Label/Correspondence Home)

Office Address:  (Label/Correspondence Office)

NEW Dues Email Address:  (Dues Invoice Email)

Emergency Contact:

ICE: NEW (Level 4+ View)

Internet Information:

Private:

Opt Out:  (Opt-Out of PMAIL communications)

NEW IM:

- **Member Addresses** can be added by clicking on the “+ Add Address Record” icon in the upper right-hand corner. When the “+ Add Address Record” function is selected, a pop-up window will display to enter/update new Address Information. Notice that certain fields (Address1, City, State (Province)) are required fields when adding an address. The form includes a drop-down menu to select the appropriate type of address (i.e., home, office, vacation, etc.). there is an “Edit” pencil icon found to the left of the added address to change, update, correct, or delete existing address information.
- **Member Emails** are added by clicking on the “+ Add Member Email Record” icon in the upper right-hand corner. When the “+ Add Member Email Record” is selected, a pop-up window will display to enter/update new Email Address Information. The form includes a drop-down menu to select the appropriate type of email address (i.e., home, office, mobile, vacation, etc.).

Note: Click on the “Edit” pencil icon, found to the left of the added address and/or email address; use this icon to change, update, correct, or delete existing address information.

**Member Admin**

Cooper, Winston C Jr. Cancel Terminate Update

Member Photo **Contact** Login S/P Business PData Club Alumni Notes Zone Log

**Member Contact Information**

**Member Addresses:** + Add Address Record

Edit Type	Address	City	State/Prov	Zip/Postal	Country
	HOME 4932 Semple Farms Rd	Hampton	Virginia	23669	United States
	OFFICE 4933 Semple Farms Rd	Hampton	Virginia	23669	United States

**Member Emails:** + Add Member Email Record

Edit Type	Email	Display As ?	Syntax Valid ?	Use Alt ?	Verified ?
	HOME Wcooper@yahoo.com		✓		
	OFFICE wccooper@cox.net	WC Cooper	✓		

Pencil "Edit" Icons

- **Phone information** is entered directly in the data fields provided.
- **Contact Preferences** utilize drop-down menus that identify which address will be used for various Rotary functions (i.e., PMail, Credit, Labels and Correspondence). Choose the correct address/email for these functions. At the top of the Contact Preferences is a FAQ that describes these fields with graphics.

- **ICE Information** is a text box that allows for free-form information.
- **Internet Information** data is entered by selecting data from drop-down menus. See example of the Opt-Out function.

Note: Select the gold **“Update”** button to save the information on this **Member Contact Information** page to the database.

## Edit Link: Login Sub-Menu Tab

The **Member Login Information** page is used to populate the **Login Credentials** for the club member being added or updated. The **"Security Lvl"** field is a drop-down menu that lists the Rotary Club Positions that a club secretary can assign.

The screenshot shows the 'Member Admin' interface for 'Cooper, Winston C Jr.'. The 'Login' tab is selected in the navigation bar. The 'Member Login Information' section contains the following fields:

- Login Credentials:** (highlighted with a red box)
- User Name: WCCooper
- Password: [masked]
- Security Lvl: 4-Club Officer (highlighted with a red box, with a dropdown menu open showing options: 1-Member, 2-Committee Chair, 3-Event Manager, 4-Club Officer. A red arrow points to the '4-Club Officer' option.)
- Reset Password: [checkbox] change on next login?
- Policy Accepted: [checkbox] accepted?
- NEW Login Retry Count: [input field]
- Last Login Attempt: 12/29/10 at 12:00:00 AM ET

Buttons: Cancel, Terminate, Update

## Edit Link: S/P Sub-Menu Tab

The **Spouse/Partner Information** page is optional data used to add the spouse information of the club member, if applicable. The **S/P Designation**, **Is Spouse Member**, and **Married** fields utilize drop-down menus. The **Spouse Birthday** and **Anniversary Date** are calendar reference fields or can be entered manually. Format is mm/dd/yyyy.

**Member Admin**

Cooper, Winston C Jr. Cancel Terminate Update

Member Photo Contact Login **S/P** Business PData Club Alumni Notes Zone Log

**Spouse/Partner Information**

**Spouse / Partner:**

S/P Designation:  This Spouse/Partner designation will be phased into the application over time

Spouse First Name:

Spouse Last Name:

Spouse Nick Name:  (Badge Name -- enter only if different from First Name)

Is Spouse Member:  If Spouse is also a Member?

Spouse Birthdate:  (mm/dd{/yyyy} - year optional)

**NEW** Married:  (optional)

Anniversary Date:  (mm/dd{/yyyy} - year optional)

**Drop-down menus**

**Calendar references**

## Edit Link: Business Sub-Menu Tab

The **Business Information** page identifies the club member's employment and job description.

**Member Admin**

Cooper, Winston C Jr. Cancel Terminate Update

Member Photo Contact Login S/P **Business** PData Club Alumni Notes Zone Log

**Business Information**

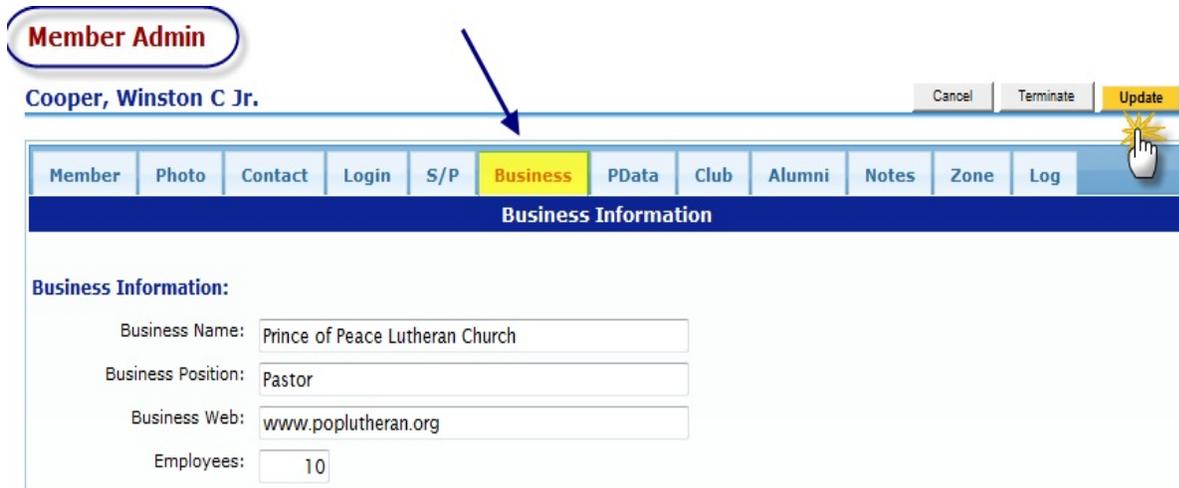
**Business Information:**

Business Name:

Business Position:

Business Web:

Employees:



## Edit Link: PData Sub-Menu Tab

The **Participation Data Information** page is used to update/edit the club member's participation data.

The screenshot shows the 'Member Admin' interface for member 'Cooper, Winston C Jr.'. The 'PData' sub-menu tab is selected. Below the tabs is the 'Participation Data Information' section. A text instruction says: 'This section includes the Participation Data for this member. Member participation data can be edited from this screen. just click on the PENCIL icon'. A red box highlights the pencil icon labeled 'Edit Participation Data Records'. Below this is a table of participation data:

Code	Participation	Value	Modified	Created
PHF	PHF - Paul Harris Fellow			Ezell, Cyndia Lee 01/24/11
PHS	Paul Harris Society			Neilson, Linda E 12/29/10
SM	Sustaining Member			Ezell, Cyndia Lee 02/20/11

Clicking on the **Edit Participation Data Records** pencil icon opens a pop-up window with a menu of all the Rotary participation categories. By checking on the categories that apply and clicking the "Save" button, this information is updated on the database.

The screenshot shows the 'Participation Data' pop-up window. It contains a list of categories with checkboxes. The 'Sustaining Member' checkbox is checked and highlighted with a red arrow. Other categories include:

- PHF - Paul Harris Fellow
- Spouse is also a Paul Harris Fellow
- Paul Harris Society
- Charter Member
- Sustaining Member
- Double Sustaining Member
- ALUMNUS of a Rotary Program
- Benefactor
- Bequest Society
- Past RI Director
- Major Donor
- Past President
- Meritorious Service Award
- Distinguished Service Award
- Service Above Self Award
- Past District Gov / District Served: [ ]
- Perfect Attendance Since: [ ] (ex: 1992)
- Rotarian of the Year: [ ] (ex: 1997, 2001)
- Previous Rotary Years in other Clubs: [ ]
- RLI - Graduate
- RLI - Discussion Leader

When the gold “Update” button is selected, the **Club Participation** data is updated for that club member and spouse, if applicable.

**Member Admin**

Cooper, Winston C Jr. ID=800207988 Cancel Terminate Update

Member Photo Contact Login S/P Business **PData** Club Alumni Notes Zone Log

**Participation Data Information**

This section includes the Participation Data for this member. Member participation data can be edited from this screen, just click on the PENCIL  icon.

 Edit Participation Data Records

Code	Participation	Value	Modified	Created
PHF	PHF - Paul Harris Fellow			Cyndia Ezell 01/24/11
PHS	Paul Harris Society			Linda Neilson 12/29/10
SM	Sustaining Member			Cyndia Ezell 01/24/11

## Edit Link: Club Sub-Menu Tab

The **Club Information** page is used to update/edit the club member's club detail status, attendance statistics, and dues status.

- **Club Details** - The Club Details section fields are automatically filled in with **Club Name, Number, and Club Position** from previously entered data. The **Previous Years** field is entered based upon number of years in other clubs. This information is found on the New Member Form submitted.
- **Attendance** - The Attendance section details if club member has sustained perfect attendance as well as percentage of attendance for periods of last 6 months and last year. The drop-down menu for meal code identifies list of choices for meal plans.
- **Dues** - The Dues section details invoicing for meal plan, dues balance, and dues invoice correspondence. These are drop-down menus with set selections.

**Member Admin**

Cooper, Winston C Jr. Cancel Terminate Update

Member Photo Contact Login S/P Business PData **Club** Alumni Notes Zone Log

**Club Information**

**Club Details:**

Club: zGUEST of District  
Club Number: **99012164**  
Club Position: **Club President**  
Previous Years:  Previous years in another Club  
Last RI Update:

The fields below here are new fields and functions that are being added to DaCdb. These fields can be entered or set now. Over time, DaCdb functional enhancements will use these fields (or set the value of these fields).

**Attendance:**

Attendance Model: Date Since (Approach used below for calculating perfect attendance)  
Perfect attendance: since:   (Enter as: mm/dd/yyyy)  
Attendance %:  Past 6 Months  Last Year  
These fields will be updated for Weekly Attendance users in the near future  
Preset Meal Code:  Weekly Attendance will use this preset meal code for this member

**Dues:**

PrePay Meals:  Flag to indicate if member pre-pays meals for invoicing purposes  
Dues Paid:  Is the Members Dues Paid in Full (Zero or credit Balance)  
Send Invoices By:  How should the dues invoice be delivered

## Edit Link: Alumni Sub-Menu Tab

The **Alumni Information** page is used to add/edit club member's Alumni status.

**Member Admin**  
Cooper, Winston C Jr. Cancel Terminate Update

Member Photo Contact Login S/P Business PData Club **Alumni** Notes Zone Log

**Alumni Information**

This section includes the Alumni data for this member. The ALUMNI information consists of participation in Rotary Scholarship Awards, GSE Awards, Rotary Volunteers, etc.

**Alumni Data:**  
Alumni ID:  Alumni ID assigned by RI (this is not the MemberID). If unknown, set to Zero (0)

+ Add Alumni Record

Edit	F/T Dates	Award	Institute	Sponsor Club	Sponsor District	Sponsor Country	Host Club	Host District	Host Country	Comments
No Alumni records found.										

Last updated on: 12/29/10 At: 06:00 PM By: Ezell, Cyndia Lee Created: 12/29/10 By: Neilson, Linda E

By clicking on the “**+ Add Alumni Record**” icon on the right-hand side of the page, a new page is displayed that allows you to add an Alumni record. The **Awards** field provides a drop-down menu of various Rotary awards. See example below. The **From Date** and **To Date** fields have calendar reference icons to enter the proper dates. For example, The **Host Club** and **Sponsor Club** fields, and associated fields, are populated with associated Rotary groups.

**Member Admin**  
Cooper, Winston C Jr. Cancel Terminate Update

Member Photo Contact

**Alumni Information**  
Add Alumni Record Cancel Save

\*From Date: 09/07/2011 (Enter as: mm/dd/yyyy)  
\*To Date: 09/16/2011 (Enter as: mm/dd/yyyy)

Award: **Group Study Exchange (GSE)**

Institute:

Sponsor Club: Virginia Peninsula

Sponsor District: 7600

Sponsor Country: UNITED STATES

Host Club: Rotary Club of Syke, Germany

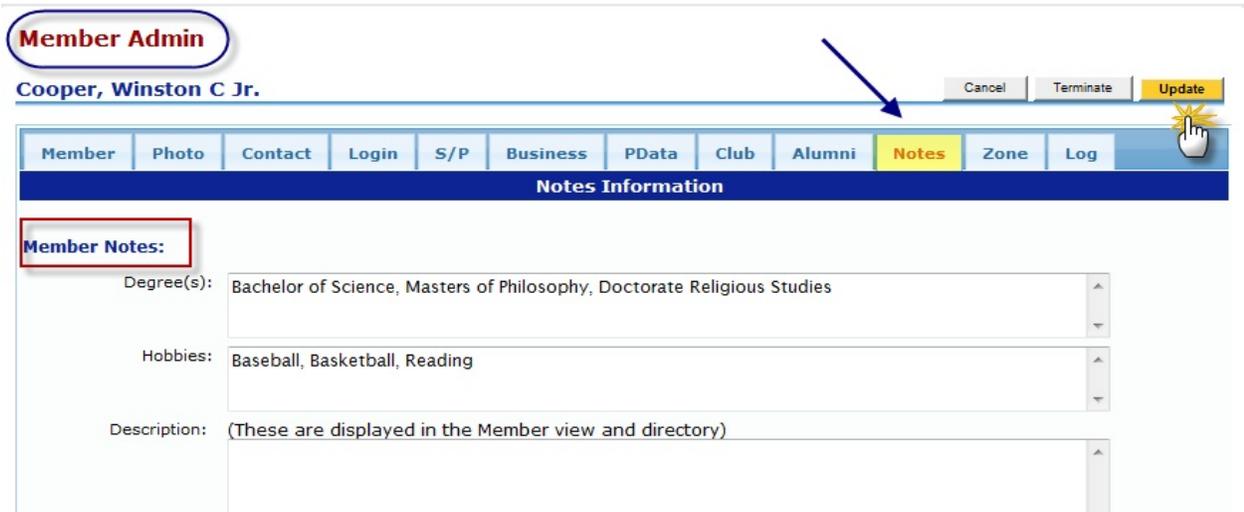
Host District: 1850

Host Country: GERMANY

Comments:

## Edit Link: Notes Sub-Menu Tab

**Notes Information** page is used to collect Club Member non-Rotarian data. These fields are free-form to add personal activities and accomplishments to the club member's database record. This information for this tab is optional data.



The screenshot shows the 'Member Admin' interface for member 'Cooper, Winston C Jr.'. At the top, there are buttons for 'Cancel', 'Terminate', and 'Update'. Below these is a navigation menu with tabs: 'Member', 'Photo', 'Contact', 'Login', 'S/P', 'Business', 'PData', 'Club', 'Alumni', 'Notes', 'Zone', and 'Log'. The 'Notes' tab is highlighted in yellow, and a blue arrow points to it. Below the navigation menu is a section titled 'Notes Information'. Under this section, there is a 'Member Notes:' label. Three text input fields are visible: 'Degree(s): Bachelor of Science, Masters of Philosophy, Doctorate Religious Studies', 'Hobbies: Baseball, Basketball, Reading', and 'Description: (These are displayed in the Member view and directory)'. Each field has a vertical scrollbar on the right side.

## Edit Link: Zone Sub-Menu Tab

The **Zone Information** page is not used in the edit club member process. See the explanation on the accompanying screen shot for this tab.

The screenshot displays the 'Member Admin' interface for 'Cooper, Winston C Jr.'. At the top right, there are buttons for 'Cancel', 'Terminate', and 'Update'. Below these is a navigation menu with tabs: 'Member', 'Photo', 'Contact', 'Login', 'S/P', 'Business', 'PData', 'Club', 'Alumni', 'Notes', 'Zone', and 'Log'. The 'Zone' tab is highlighted in red. Below the navigation menu is a section titled 'Zone Information'. This section contains three paragraphs of text explaining that the information is read-only and cannot be updated by the user. A yellow highlighted line of text states: 'To request a modification to the information shown below, please click [here](#) to send an Email message.' Below this text is a box labeled 'Zone Information:' containing a list of fields: 'Years Served 1:', 'Years Served 2:', 'CMS:', 'DSA:', 'SAS:', 'Awards:', and 'Assignments:'. A blue arrow points from the 'Update' button to the 'Zone' tab, and another blue arrow points from the yellow highlighted text to the right.

**Member Admin**

Cooper, Winston C Jr.

Cancel Terminate Update

Member Photo Contact Login S/P Business PData Club Alumni Notes **Zone** Log

**Zone Information**

The Zone Tab contains information (e.g., awards, assignments, year served as District Governor) that will be used on the production of the Zone Directory. The information is Read-Only, in that it can only be edited by designated individuals with Zone access.

The reason for this control is to maintain conformity of information. Currently when dates are entered in an award field, this date causes the person's name to appear on various reports, and a date in the year served field causes a person to be recognized as a person who is in the process or has completed the process to be a District Governor.

Therefore, all information now on the ZONE page and tab within the DaCdb system may be viewed by the respective person but can only be updated by the person designated by the Director of this Zone.

To request a modification to the information shown below, please click [here](#) to send an Email message.

**Zone Information:**

- Years Served 1:
- Years Served 2:
- CMS:
- DSA:
- SAS:
- Awards:
- Assignments:

**Edit Link: Log Sub-Menu Tab**

The **Member Information Change Log** page is a log of transaction data entry activity by date/time in descending chronological order. This tab is for information only. You can use this tab to preview data entered: date data is entered, who modified the data, what field was added/updated, along with what the old values and new values are for a particular field. There are no update fields on this tab.

**Member Admin**

Cooper, Winston C Jr. Cancel Terminate Update

Member Photo Contact Login S/P Business PData Club Alumni Notes Zone **Log**

**Member Information Change Log [800207988]**

**Member Change Log:**

Date	Modified By	Field Name	Old Value	New Value
10/04/11 02:44 PM	Ezell, Cyndia Lee	AWARDID	6	6
		FROMDATE	09/07/2011	09/07/2011
		HOSTCLUB	Rotary Club of Syke, Germany	Rotary Club of Syke, Germany
		HOSTCOUNTRY	DEU	DEU
		HOSTDISTRICT	1850	1850
		SPONSORCLUB	Virginia Peninsula	Virginia Peninsula
		SPONSORCOUNTRY	USA	USA
		SPONSORDISTRICT	7600	7600
		TODATE	09/16/2011	09/16/2011

## Edit Link: Update Functions

**Member Admin** ←

Ezell, Robert E Jr ID=800210799 → **Cancel** **Terminate** **Update**

**Member Information**

**Member Information:** ←

Member ID: 0

\* Member Type: Active

Prefix: {select} Gender: Male

\* First Name: Robert Middle Name: E

\* Last Name: Ezell Suffix: Jr

Previous Name: NEW Former Name or Maiden Name

Badge/Nick Name: Bob (Only put in a Badge Name IF different from First Name)

The Edit functions are the following:

- **Cancel** - The **Cancel** function refreshes whatever page that data is being entered on and links to **Section 1 - Member Detail (Active)** page that allows the option to re-enter appropriate data by clicking on the [Edit] hyperlink found at the top of the page.
- **Terminate** - The **Terminate** function allows deletion of the member data. The page refreshes the **Member Admin Member Information** page as shown in the page example. The banner across the top of the page states: **“Verify this is the Member to Terminate”**. In response, the two options available are: **“Cancel”** to keep the data from being deleted from the database, or **“Terminate”** that will delete the data. After making a choice, the page will be refreshed. If the choice is to terminate the data, the page is refreshed again with a pop-up window with the message: **“Please confirm”**. If confirmed then the member will be terminated.
- **Update** - The **Update** function is used on each tab to refresh and update the database with member information. Based upon the data entered the page will refresh the page with the **Section 1 - Member Detail (Active)** page. This page will detail what data has been entered from the various tabs. The [Edit] link, at the top of the page, can be used complete data to be added or modified.

**Section 3 - Club Member and Positions Link: [View Club Member](#)**

The [View](#) Club Member link displays all the information available for an individual member in the **Section 3 - Club Members and Positions** section. It is a good way to check to see if any information is incomplete.

**Section 3: Club Members and Positions:**

Member Type:  Active  Active-R85  Honorary  Alumni  Alumni-Verified  
 (All ON | OFF)  Guest  Guest-Rotarian  Friends of Rotary  Proposed  Active-LOA  
 Staff Position

LName or Badge#:   Current  Terminated [Edit Club Positions](#) [Edit PHF/SM](#) [Add Member](#) [Club Reports](#) [Bulk Email](#) [PMAIL](#)

Displaying 1 to 20 of 20 Members. A | B | C | D | E | F | G | M | N | R | S | T | W | ALL

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Adams, Ann	Active							annadams@cox.net
<input checked="" type="checkbox"/>	Bonadonna, Colleen	Guest-Rotarian							office@rotary7600.org
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary)	Active	Club President	757-869-3939	757-859-2928	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/6	Wcooper@yahoo.com
<input type="checkbox"/>	Cox, Marilyn E (Lyn & Johnny)		Vice						

By clicking on the [View](#) link, the Member Edit page is displayed showing all pertinent Rotary data associated with that club member. The [Edit](#) link at the top of the page can be used to add/update any data from this page.

Member: **Winston C Cooper Jr.** [\[Edit\]](#)   

---

**Section 1 - Member Detail (Active)**

**Winston C Cooper Jr.** (Winnie & Mary)  
 4932 Semple Farms Rd  
 Hampton, VA 23669

Home: **757-869-3939**  
 Office: **757-859-2928**  
 Email: [Wcooper@yahoo.com](mailto:Wcooper@yahoo.com)  
 Club: **zGUEST of District**  
 Member Since: **04/14/2010**  
 Birthday: **05/06**  
 Anniversary: **05/05**

Classification: **Pastor**  
 Bus Position: **Pastor**  
 Bus Name: **Prince of Peace Lutheran Church**  
 Bus Web: [www.poplutheran.org](http://www.poplutheran.org)

Degree: **Bachelor of Science, Masters of Philosophy, Doctorate Religious Studies**  
 Hobbies: **Baseball, Basketball, Reading**



- PHF - Paul Harris Fellow
- Paul Harris Society
- Sustaining Member

### Section 3 - Club Members and Positions Link: **Terminate** Club Member

By clicking on the **Term** link , a member’s record can be deleted from the database.

**Section 3: Club Members and Positions:**

Member Type:  Active  Active-R85  Honorary  Alumni  Alumni-Verified  
 Guest  Guest-Rotarian  Friends of Rotary  Proposed  Active-LOA  
 Staff Position

LName or Badge#:   Current  Terminated [Edit Club Positions](#) [Edit PHF/SM](#) [Add Member](#) [Club Reports](#) [Bulk Email](#) [PMail](#)

Displaying 1 to 20 of 20 Members. [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [M](#) [N](#) [R](#) [S](#) [T](#) [W](#) [ALL](#)

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Adams, Ann	Active							annadams@cox.net
<input checked="" type="checkbox"/>	Bonadonna, Colleen	Guest-Rotarian							office@rotary7600.org
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary)	Active	Club President	757-869-3939	757-859-2928	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/6	Wcooper@yahoo.com
<input checked="" type="checkbox"/>	Cox, Marilyn E (Lyn & Johnny)		Vice						

When the **Term** link is used, the Member’s page is displayed requesting reason for termination to complete the termination activity.

**Enter Termination Reason** ←

[Delete Member Record](#) ID=800207988 [Cancel](#) [Terminate](#)

**Member Delete Verification:**

Member ID: <b>139348</b>	Gender: <b>Male</b>
Name: <b>Cooper, Winston C Jr. (Winnie)</b>	Admission Date: <b>04/14/2010</b>
Business Name: <b>Prince of Peace Lutheran Church</b>	
Club Name: <b>zGUEST of District</b>	
Address: <b>4932 Semple Farms Rd, Hampton, VA 23669</b>	

**Termination Data:**

\*Date of Termination:  (mm/dd/yyyy - required field)

**When terminated was a member of:**

this club for:  years; - and -  
other clubs(s) for:  years.

Please Indicate if:  Current Club President  Past Director, RI  
 Current Club Secretary  Past District Governor

Reason for Termination:  Relocation (Term Letter Sent)  Joining New Club (Term Letter Sent)  
 Family Obligations (Term Letter Sent)  Attendance  
 Business Obligations (Term Letter Sent)  Deceased  
 Health/Personal

Other, please indicate:   If Relocation or Joining another club, have you notified clubs in the member's new area of a former Rotarian moving to their locality?

### Section 3 - Club Members and Positions: Functions

Five radio buttons, in the upper right-hand corner of the **Section 3 - Club Members and Positions** section, define the administrative processes used to manage club members and positions.

**Section 3: Club Members and Positions:**

Member Type:  Active  Active-R85  Honorary  Alumni  Alumni-Verified  
(All ON | OFF)  Guest  Guest-Rotarian  Friends of Rotary  Proposed  Active-LOA  
 Staff Position

LName or Badge#:   Current  Terminated

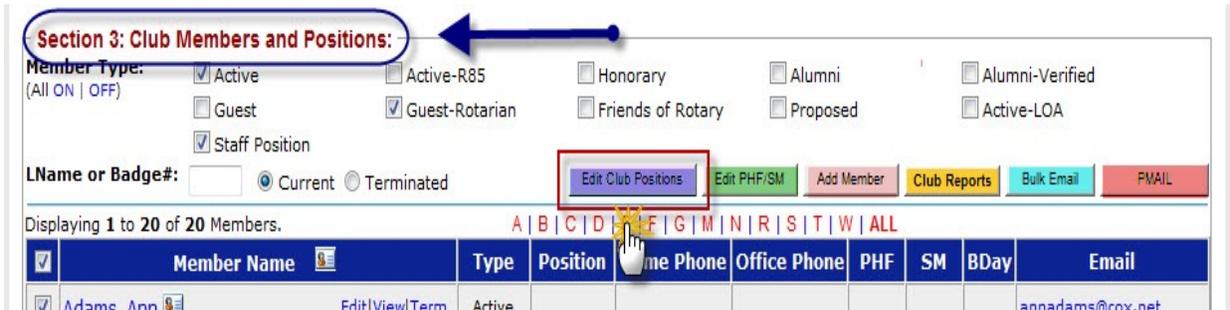
[Edit Club Positions](#) [Edit PHF/SM](#) [Add Member](#) [Club Reports](#) [Bulk Email](#) [FWALL](#)

Displaying 1 to 20 of 20 Members.

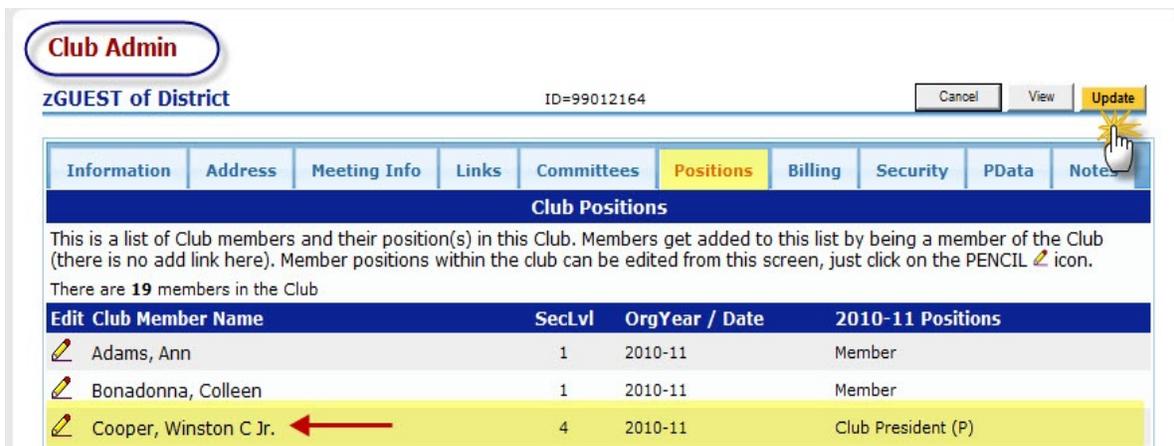
<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Adams Ann	Active							annadams@cox.net

### Section 3 - Club Members and Positions: Edit Club Positions

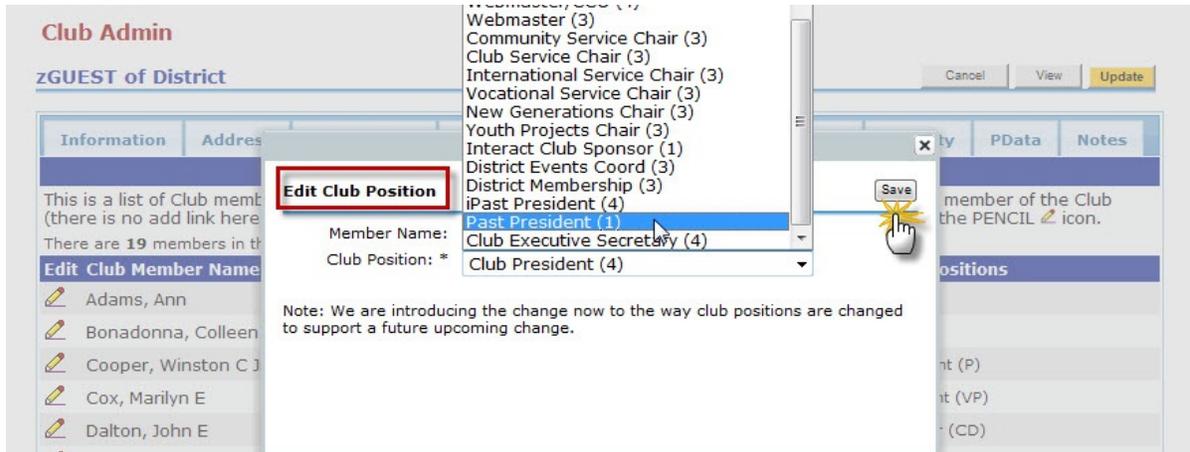
It is very important that club positions be kept up to date. DaCdb automatically updates these positions at the start of every Rotary Year. By clicking on the **Edit Club Positions** button, the **Club Admin** page will be displayed for this administrative function.



To modify the club position on a particular club member, click on the **Edit** pencil icon to the left of the club member's name.



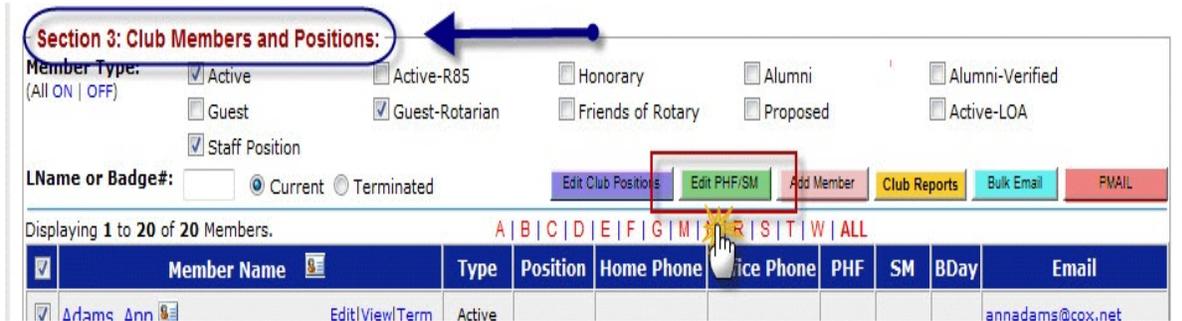
A pop-up window will appear with a data input field to change the position. There is a drop-down menu that contains all the Rotary Club positions. By selecting a new club position and clicking on the **Save** button, the new position will be changed.



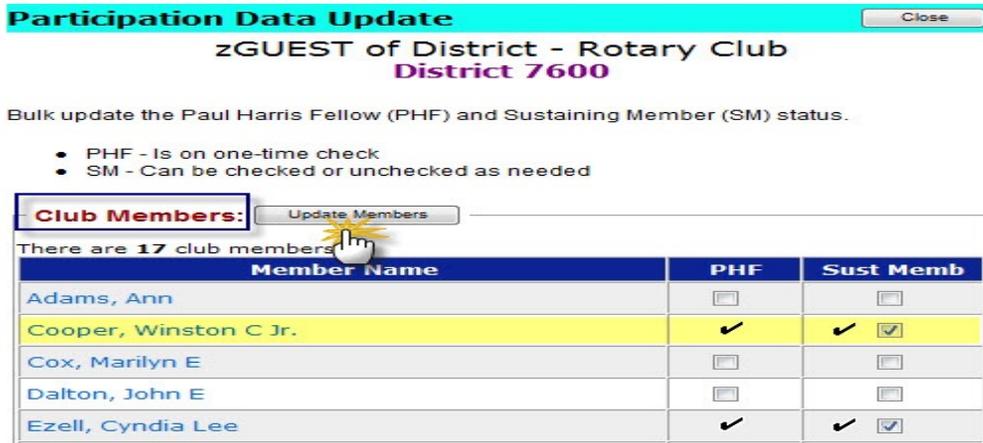
On the **Club Admin** page, click on the **Update** button to ensure that the club position has been updated.

### Section 3 - Club Members and Positions: Edit PHF/SM

Use the PHF/SM function to update your Paul Harris Sustaining Members. By clicking on this button the **Participation Data Update** page appears. This page includes all the club members.



To the right of the **Member Name** fields are two columns with these headings - **PHF** and **Sust** make a change to the status of a club member or members, select the click box(es) for the appropriate status. After updating, click **“Update Members”** button.



The update will transfer you to the **My CLUB** page. If you scroll down to **Section 3 - Club Members and Positions**, you will see that the **PHF** and/or **SM** column data fields have been updated to reflect the new status for those club members selected.

**Section 3: Club Members and Positions:**

**Member Type:** (All ON | OFF)

Active   
  Active-R85   
  Honorary   
  Alumni   
  Alumni-Verified  
 Guest   
  Guest-Rotarian   
  Friends of Rotary   
  Proposed   
  Active-LOA  
 Staff Position

**LName or Badge#:**   Current  Terminated

[Edit Club Positions](#)  
 [Edit PHF/SM](#)  
 [Add Member](#)  
 [Club Reports](#)  
 [Bulk Email](#)  
 [PMAIL](#)

Displaying 1 to 20 of 20 Members.    A | B | C | D | E | F | G | M | N | R | S | T | W | ALL

<input checked="" type="checkbox"/>	Member Name 	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Adams, Ann  <a href="#">Edit View Term</a>	Active							annadams@cox.net
<input checked="" type="checkbox"/>	Bonadonna, Colleen  <a href="#">0 Edit View Term</a>	Guest-Rotarian							office@rotary7600.org
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary)   <a href="#">Edit View Term</a>	Active	Club President	757-869-3939	757-859-2928	✓	✓	5/6	Wcooper@yahoo.com

### Section 3 - Club Members and Positions: Add Member

Click on this link - [Add New Member](#) - for detailed instruction under **Section 1 - Club Information/Add Member** section.

**Section 3: Club Members and Positions:**

Member Type:  Active  Active-R85  Honorary  Alumni  Alumni-Verified  
(All ON | OFF)  Guest  Guest-Rotarian  Friends of Rotary  Proposed  Active-LOA  
 Staff Position

LName or Badge#:   Current  Terminated

Edit Club Positions Edit PHF/SM Add Member Club Reports Bulk Email PWALL

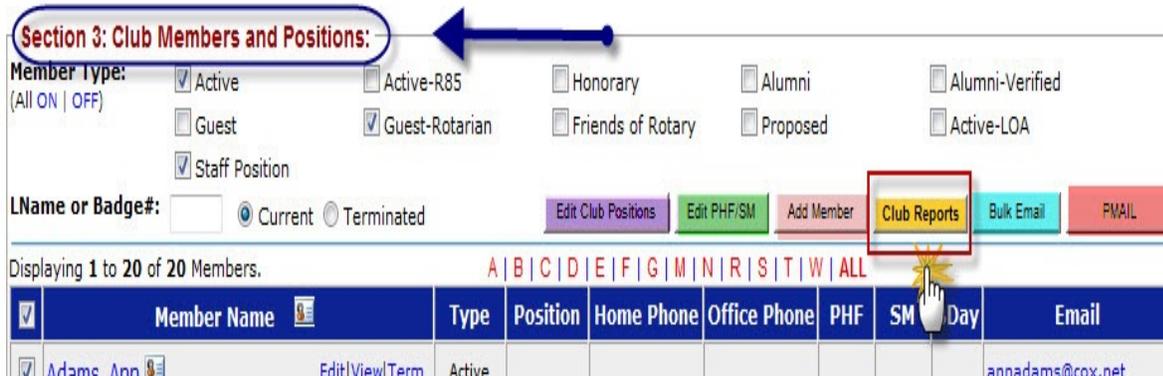
Displaying 1 to 20 of 20 Members.

A | B | C | D | E | F | G | M | N | R | S | T | ALL

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Adams, Ann	Active							annadams@cox.net

### Section 3 - Club Members and Positions: Club Reports

This is the **Reports** tab found on the [DaCdb](#) home page.



### Club Reports Listings

By clicking on the **Club Reports** button, a Report listing will display. The reports are categorized by: **Club**, **Committee**, **Event**, and **Other**. There is a **Search** function available on the left hand side of the page to search by report name. By clicking on the report icon on the right hand side of the page, the report setup page is displayed can be viewed, in order to set up your report.



## Club Report Setup

To print the report, set the print parameters as noted on the Report Setup page. The report can be viewed from this page or exported to an EXCEL or WORD document.

**Report Setup**  
Membership DIRECTORY

---

**Select Club Member Report Parameters**

Club: zGUEST of District

Member Type:  Active  Active-R85  Honorary  Alumni  Alumni-Verified  
(All ON | OFF)  Guest  Guest-Rotarian  Friends of Rotary  Proposed  Active-LOA  
 Staff Position

Sort By:  Member Name  Club Name

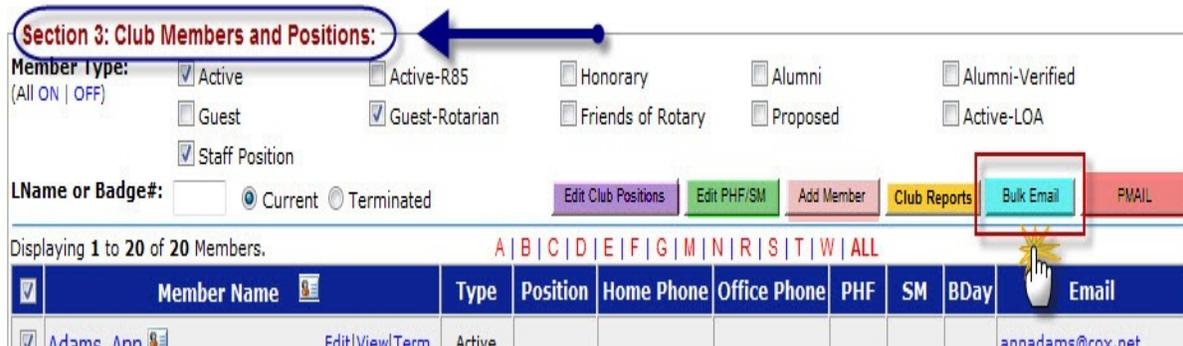
---

**To Select** a Report template: click on one of the radio buttons below to choose the output format.  
**To Run** the report: use the icons at the top right of this frame.

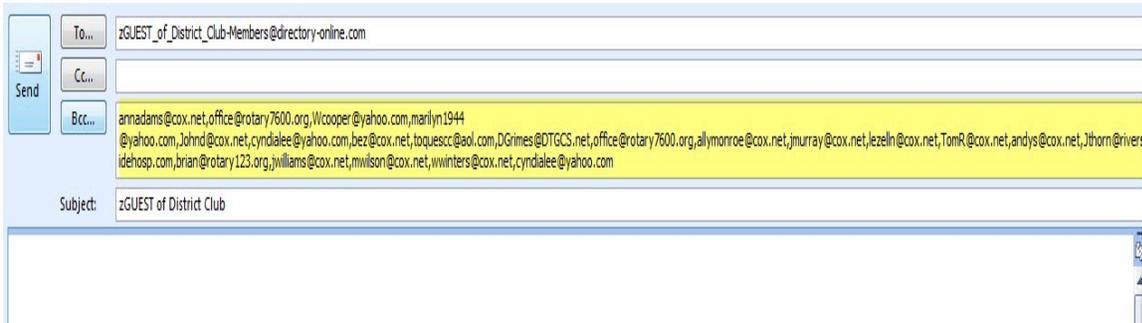
Report / Description
<input checked="" type="radio"/> <b>1-Up per page - Portrait</b> 1 member per page directory listing. The page dimensions are 8 1/2 x 11 (a normal paper size). The report is designed to run to Word. In Word, margins are .5 and it is using gutters.

### Section 3 - Club Members and Positions: Bulk Email

This function uses your system's default email program (i.e., Microsoft Outlook, etc.) to send an email blast to all or specific club members based upon names selected.

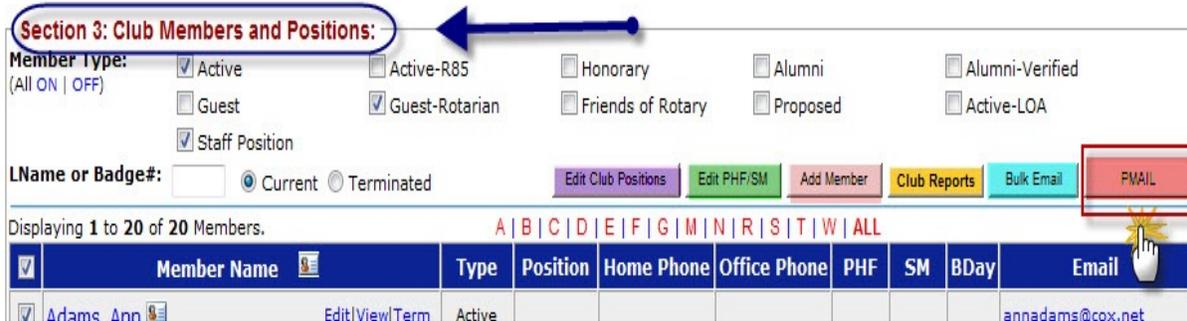


By clicking on **Bulk Email** button, a link will open Microsoft Outlook or default email program. The email format will include those club member email addresses. On this page, there is a default click box that will include all the club members' emails on the bulk email. If only certain club members need to be included, the default click box needs to be cleared and then click on the club members for bulk email selection.

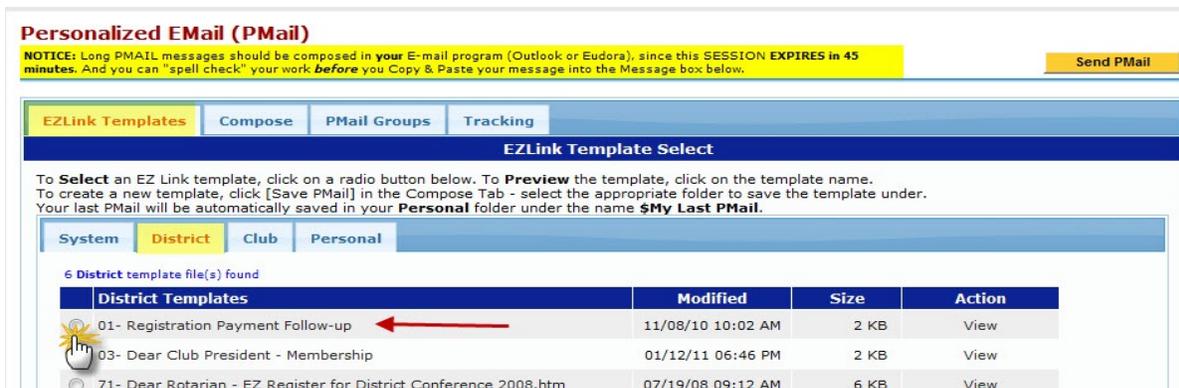


### Section 3 - Club Members and Positions: PMail

PMail is short for “personalized” email. It allows you to select individual recipients for an email, and to individualize the email with member information found in the database (e.g., a birth date, company name, spouse name, etc.). PMail emails are security level protected; LVL-4 and above can send a PMail to the entire club. See the PMail tab on the DaCdb home page for detailed instructions on how to create a PMail.



To initiate a PMail, use the check box(es) on the left to select what members you wish to mail to, then click the PMail button.



## My CLUB Sub-Menu Tabs

## FIND a Member Sub-Menu Tab

To find a club member, just fill in what information you know about the person you are looking for (less is better than more) and then click the **Search** button. Other search parameters are: Member ID, Classification, or Club Name/ID. There is a checkbox titled "Global" that gives the option to search across Rotary Districts.

**Find a Member**

**Search Parameters**

advanced search

Name, Email or Business Name:  Member ID:  Classification:  Club Name / ClubID:  Phone Number:  Global?  **Search**

Enter a PARTIAL first -OR- last name; PARTIAL email; or enter a Member ID (min 2 chars).  
**Example:** "john" will FIND all of the **JOHNS**, **JOHNSONS**, **JOHNSTONS**, as well as **LITTLEJOHN**, etc.

If you click on the advanced search in the upper left-hand corner of the search page, a new page with expanded search parameters will display. See example below.

**Find a Member**

**Advanced Search Parameters**

normal search

First Name:  Middle Name:  Last Name:  Email:  Global?  **Search**

Business Name:  Classification:

Member ID:  ClubID:  Club Name:

Home Phone:  Office Phone:  Cell Phone:  Fax Number:  Toll Free Number:  Other Phone:

PARTIAL data may be entered. (Except: MemberID and ClubID)  
**Example:** Last Name of "john" will FIND all of the **JOHNS**, **JOHNSONS**, **JOHNSTONS**, as well as **LITTLEJOHN**, etc.

**Results**

There are **1** Member found.

Member Name	Business Name	Type	Action
<b>Rotary District 7600</b>			
Ezell, Cyndia Lee (Cindy & Larry) <small>(zGUEST of District)</small>	Kennedale Public School System	Active 4-Club Officer	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

The page will refresh and display results. Click on the member's name to email them or click on "View" to see more information about them.

### Find a Member

**Search Parameters** advanced search

Enter a PARTIAL first -OR- last name; PARTIAL email; or enter a Member ID (min 2 chars).  
 Example: "john" will FIND all of the **JOHNS**, **JOHNSONS**, **JOHNSTONS**, as well as **LITTLEJOHN**, etc.

**Results**

There are **2** Members found.

Member Name	Business Name	Type	Action
<b>Rotary District 7600</b>			
Ezell, Cyndia Lee (Cindy & Larry) <small>(zGUEST of District)</small>	Kennedale Public School System	Active 4-Club Officer	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Neilson, Linda E (Cap) <small>(zGUEST of District)</small>		Staff Position 7-Account Manager	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

**Note:** The fastest way to find a member within your own club is to click on the **My CLUB** tab. All the members of your club are on the page and to find individual members, scroll down to **Section 3 - Club Members and Positions** of the page. To email a member, click on their name or email address. To see more information about a fellow club member, click on the "View" link next to their name or the "Edit" or "Delete" to make changes to the club members' data.

## List ALL Clubs Sub-Menu Tab

This link lists all the other clubs in your district. Click on the “View” link to display information about individual clubs. Included on the left-hand side of the page is the Search function with sort and filter criteria.

Club Name	Club Short Name	Region	Club Type	Action
Blackstone	Blackstone	8		<a href="#">View</a>
Bon Air	Bon Air	4		<a href="#">View</a>
Brandermill (Midlothian)	Brandermill (Midlothian)	5		<a href="#">View</a>
Cape Charles	Cape Charles	16		<a href="#">View</a>
Cape Henry	Cape Henry	15		<a href="#">View</a>
Chesapeake	Chesapeake	13		<a href="#">View</a>
Chester	Chester	5		<a href="#">View</a>
Churchland	Churchland	13		<a href="#">View</a>
City Center Newport News	City Center Newport News	17		<a href="#">View</a>

Scrolling down to your club’s information and you will find additional edit options.

## Submit Attendance Sub-Menu Tab

The **Submit Attendance** function allows the club secretary to submit a monthly attendance report to the Rotary District Secretary. There are two entry points for this function.

The **Submit Attendance** sub-menu tab on the **District and Club Database (DaCdb)** can be found by clicking on the **My CLUB** tab and the **Submit Attendance** sub-menu tab.



The **Submit Attendance** function on the **District and Club Database (DaCdb)** can also be found by clicking again on the **My CLUB** tab (next to the **HOME** tab) on the database home page. Scroll down to **Section 1 - Club Information**. The **Submit Attendance** button will be the green middle function button shown below.

**Section 1 - Club Information:**

Meeting Time: Wednesday at 12:00 PM  
 Meeting Place: Sentara CarePlex  
 Meeting City: Hampton  
 Meeting Address: 3000 Coliseum Drive, Hampton, VA 23666  
 Meeting Directions: To find us, go into the Orthopedic Main Entrance which is on the left side of the complex when you are facing it from Coliseum Drive. To locate the meeting rooms, go straight down the long hall and turn right under the green exit sign. The rooms are on the left side of the hall. (Visit our website [www.peninsularotary.org](http://www.peninsularotary.org) for more detailed information.)  
 Link to Map/Directions: [Click here for map and directions](#)  
 Club Description: The Rotary Club of the Virginia Peninsula meets weekly at the Howard Johnson Plaza and Conference Center. With over 60 members, we come from all walks of life with business professionals, business owners/executives, medical professionals, and educators all being represented. We adhere to Rotary's 4-Way test and have added our own -- "Is it fun for all concerned?"  
 Non Rotarian "guests" are invited to visit our meeting for a "free lunch". We will do our best to make you feel welcome and appreciated.  
 Link to Club Website: [www.peninsularotary.org](http://www.peninsularotary.org)  
 Link to About US:  
 Link to Project URL: [www.peninsularotary.org/ClubProjects.cfm](http://www.peninsularotary.org/ClubProjects.cfm)  
 Club Phone Number:  
 Fax Number:  
 Club Email: [emccoury@coliseumcentral.com](mailto:emccoury@coliseumcentral.com)  
 Club's Mailing Address: P O Box 1772, Newport News, VA 23601  
 Charter Date: 26-Oct-76  
 Calendar: [Club Calendar](#) [District Calendar](#) [Club Bulletin](#) [District Newsletters](#)

**Note:** There is an Optional Attendance Module; user instructions are available for those clubs that have purchased the optional module.

By clicking on these tabs, the Monthly Attendance page will display with the following functions:

- ▶ Submit MONTHLY Attendance
- ▶ View District Monthly Attendance
- ▶ Edit Monthly Attendance

**Monthly Attendance**

You have Monthly Attendance now

- Submit MONTHLY Attendance
- View District Monthly Attendance
- Edit Monthly Attendance

Upgrade now to...

Weekly Attendance Module

\*\*\* Banked make-ups are now available to all subscribers of the Weekly Attendance \*\*\*

**Learn more about the Weekly Attendance functions... then upgrade, and experience -- Less TIME with Less STRESS!**

**Overview**

Manage your club attendance using this page. Via the basic Attendance functionality you can View, Edit, and Update your Monthly District Attendance data.

Using the new Premium attendance capabilities you can take control of recording attendance at the club weekly meetings. The weekly meeting attendance data entered will *automatically* be rolled-up at the end of the month – making the Monthly Attendance entry a one (1) click and Submit process after the last meeting of month. You can also use the off-line attendance module to record your attendance at meetings without needing an on-line internet connection.

To learn more about the Weekly Club Attendance module, please click on one of the links below:

- Attendance Overview – Click this link to review the on-line attendance overview PDF
- Off-Line Attendance Overview – Click this link to review the Off-Line attendance overview PDF

**WEEKLY Attendance Module**

Clicking on the link below, will take you to a page that will provide you more detailed information about the weekly attendance module. You can then decide to upgrade from there.

### Submit MONTHLY Attendance Link

Clicking on this link displays the **Monthly Attendance** form for data entry via drop-down menus.

**Attendance Reporting**

Just **complete** this "attendance form", and then press **Submit ATTENDANCE** below.

Submit ATTENDANCE Report

<b>Select Club:</b>	zGUEST of District	
<b>Reporting Month:</b>	MONTH ENDING: January 2011	Correcting DATA for this Month <input type="checkbox"/> ?
<b>Membership:</b>	Total MEMBERSHIP: 17 (hint: 17 ACTIVE members ( Active=17 ) currently in database as of the End of the Reporting Month (excluding Guest-Rotarian=1 Staff Position=1 ) members)	
<b>Average Attendance:</b>	95.5 % Specify percentage as xx.xx (ie. 87.12% = 87.12 or 100% = 100.0 In other words, <b>DO</b> include the DECIMAL Point.	
<b>No. of Meeting Held:</b>	3	
<b>Meeting Cancelled / Reason:</b>	Please Give DATE and REASON meeting cancelled, otherwise LEAVE BLANK	
<b>Submitted By:</b>	Submitted by: Ezell, Cyndia Lee	

"Thank You"

for using the electronic ATTENDANCE module

You must press the **SUBMIT ATTENDANCE REPORT** button to send your club's attendance data.

When the gold **Submit ATTENDANCE Report** button is clicked, if there are no errors, a new page displays "**Attendance Report Accepted!**" that verifies that the data has been accepted and logged. If there are errors, a new page displays that details what input error rejected the submission and offers suggestions for corrections. For example, if the wrong month was used as input and that month's attendance data is already in the database, an error message will be displayed. Note: There is an override checkbox for correcting data for a particular month.



Thank you for filing your attendance report!!

[View District Monthly Attendance Link](#)

This link provides a listing of all district clubs. This report can be sorted and sequenced in various ways based upon the column description. By clicking on the column description (if the cursor is hovered over the link, it will highlight in yellow), the report can be re-sequenced by that column description. By clicking on the **Club Name**, a more detailed report for individual club statistics will be displayed by month. This can also be resorted by column descriptions. In the right-hand corner of either page, there are options to print the report or export to an EXCEL spreadsheet or WORD documents.

**Attendance Reporting**  
Just complete this "attendance form", and then press **Submit ATTENDANCE** below.

**Submit ATTENDANCE Report**

<b>Select Club:</b>	zGUEST of District	
<b>Reporting Month:</b>	<b>MONTH ENDING:</b> January 2011	Correcting DATA for this Month <input type="checkbox"/> ?
<b>Membership:</b>	<b>Total MEMBERSHIP:</b> 17 (hint: 17 ACTIVE members ( Active=17 ) currently in database as of the End of the Reporting Month (excluding Guest-Rotarian=1 Staff Position=1 ) members	
<b>Average Attendance:</b>	95.5 % Specify percentage as xx.xx (ie. 87.12% = 87.12 or 100% = 100.0 In other words, <b>DO</b> include the DECIMAL Point.	
<b>No. of Meeting Held:</b>	3	
<b>Meeting Cancelled / Reason:</b>	Please Give DATE and REASON meeting cancelled, otherwise LEAVE BLANK	
<b>Submitted By:</b>	Submitted by: Ezell, Cyndia Lee	

**"Thank You"**  
for using the electronic ATTENDANCE module  
You must press the **SUBMIT ATTENDANCE REPORT** button to send your club's attendance data.

## Edit Monthly Attendance Link

The attendance report can be updated by the following methods:

- ▶ Add - click this button to insert a new row to add new monthly data.
- ▶ Delete - click this button to delete information that has been added in error. A new page appears with a new check box by the months in question. Adding a checkmark to the applicable month produces a pop-up window to verify that the **Delete** function is correct. Clicking "Yes" will delete the month and the page will refresh with updated data.
- ▶ Edit - click this button to modify all input data fields for any month. Only field that is not available for data input is the **Month** field.

**Attendance Edit Parameters:**

Select Club: zGUEST of District Start Date: 12/30/2010 End Date: 06/30/2011

---

**Edit Attendance Data**

Period	Members	Meetings	Attendance	New	Term	Reason	Modified	Created
12/10	13	4	80.59 %	0	0		Cyndia Ezell 01/21/11	Cyndia Ezell 01/10/11

**Attendance Edit Parameters:**

Select Club: zGUEST of District Start Date: 12/30/2010 End Date: 06/30/2011

---

**zGUEST of District Attendance Data**

Period	Members	Meetings	Attendance	New	Term	Reason	Modified	Created
No Record(s) Found.								

## Where CLUBS Meet Sub-Menu Tab

This page provides a listing of where different clubs meet within your district. The listing may be sorted by day/time, club, city or area. This information will help you do “make-ups”, when you miss your regular club meetings.

**Rotary District 7600**

[To Word](#)

**Club Sort Selection**

Sort By:  Meeting Day & Time  City, then Meeting Day  Area  Club Name

**Clubs Sorted by Meeting Day & Time**

Time	Club	Meeting Place	City
<b>Monday</b>			
07:30 AM	<a href="#">Western Henrico County</a>	Westwood Racquet Club	Richmond
07:30 AM	<a href="#">Great Bridge (Chesapeake)</a>	Cahoon Plantation	Chesapeake
12:30 PM	<a href="#">Sandston</a>	Roma Ristorante Italiano (this is a new meeting location as of 8/2008)	Sandston, VA
06:30 PM	<a href="#">Blackstone</a>	Slaw's Restaurant	Blackstone, VA
06:30 PM	<a href="#">Warwick</a>	Hilton Village Woman's Club	Newport News
12:00 PM	<a href="#">Northside Norfolk</a>	Uptown Buffet	Norfolk, VA
<b>Tuesday</b>			
07:00 AM	<a href="#">James City County</a>	Kingsmill Golf Clubhouse	Williamsburg

By clicking on the Club name, it will transfer you to that particular club page for additional information. The Club Meeting times can be exported to a WORD document.

## Club CALENDAR Sub-Menu Tab

This page shows you the events planned by your club, your district and multi-district events. You can control what you see by checking the appropriate boxes (Include Events) at the top of the page. (Encourage your club to use this calendar to help keep its members informed of events.) The Calendar can be exported to WORD or can be printed from the database.

[bs](#)
[Submit Attendance](#)
[Where CLUBS Meet](#)
[Club CALENDAR](#)
[Club BULLETINS](#)
[NewMember FORM](#)



**Calendar of Events**  
**Rotary District 7600 - Calendar for Virginia Peninsula**

**Event Calendar Parameters:**

Calendar: [  List  Block ]   
 Search Events:    
    
    

Include Events:   
 District Event   
 District Reminder   
 District GOV Official Visit   
 Club Meeting  
 Club Event   
 Club FundRaiser   
 Multi-District Event

---

Jan 2011 - Jul 2012   
**Add to Club Calendar:**   
   
   
   
 Go To: January 2011

DATE	TIME	ACTION	CLUB	EVENT NAME	LOCATION / COMMENTS
February - World Understanding Month					
Sat Feb 26, 11	06:00P	<a href="#">Edit Form</a>	Virginia Peninsula	Virginia Peninsula Rotary Charter Night	 <p><b>35th Annual Charter Night</b></p> <p>Join with us as the Virginia Peninsula Rotary Club celebrates 35 years of Excellence</p>

Note: The event in February contains a link - [Edit Form](#). This is a link to the **Edit Event Link** where the club secretary can update the event information. There are two sections: **Section 1 - Event Information** and **Section 2 - Event Schedule**.

**Edit Club Event**

Event Status: **Active** (ID=77157517) Cancel View Delete **Update**

**Section 1 - Event Information**

Event Category: Club Event

Club/District Name: Virginia Peninsula

Event Name: Virginia Peninsula Rotary Charter Night

Enable Registration: No **Registration: Open**

Short Description:

**35th Annual Charter Night at the Hampton Yacht Club**

URL Link to Webpage: (Optional: Info & Photos)  
 -- And/Or --  
 Upload NEW File: (i.e. event flyers, info, photos. File must be in PDF, TXT, HTM, HTML, DOC, XLS, GIF or JPG format)

Location / Comments:

**35th Annual Charter Night**  
 Join with us as the Virginia Peninsula Rotary Club celebrates 35 years of Excellence

Confirmation Footer: **NEW**  
 Added to bottom of confirmation email

**Section 2 - Event Schedule**

Start Date: 02/26/2011  TBA End Date: 02/26/2011 (Not required UNLESS different)

Start Time: 00:00 PM (hh:mm AM/PM, --or-- Use 24-hour Military time, e.g. 1800 is 6:00 PM)

Cancel View Delete **Update**

Last updated on: 01/16/11 At: 03:50 PM By: Richard Summerville Created: 01/11/11 By: Walter Neilson

## Club BULLETINS Sub-Menu Tab

Many clubs upload their weekly/monthly club bulletins to [DaCdb](#). This allows you to view current and past bulletins from your club. By clicking on the file name, you can view that bulletin.

View the following action buttons on the **Club BULLETINS** tab.

- ▶ **Add Bulletins File** - page to add uploaded file to Club Bulletins folder.
- ▶ **Add URL** - page to add bulletins description and URL for upload file.
- ▶ **Add Folder** - page to add a new folder for club bulletins.
- ▶ **Copy, Move, Rename, and Delete** - options for file manipulation.

ndance | Where CLUBS Meet | Club CALENDAR | **Club BULLETINS** | NewMember FORM

**Rotary District 7600**  
**Virginia Peninsula**

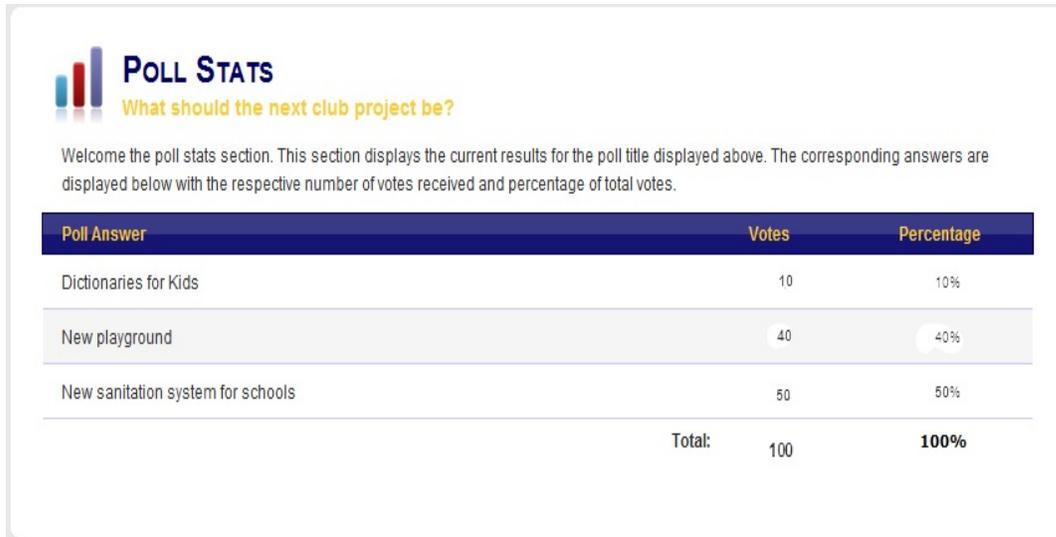
Home <<-- click links here to navigate Notify Members on Upload: **Yes**

**Add Bulletins File** | Add URL | Add Folder | Copy | Move | Rename | Delete

Type	File Name	Modified	Size
<input type="checkbox"/>	Jan 2011.pdf	01/12/11 10:45 AM	311 KB
<input type="checkbox"/>	Dec 2010.pdf	01/11/11 03:06 PM	347 KB
<input type="checkbox"/>	Nov 2010.pdf	01/11/11 03:02 PM	4,435 KB
<input type="checkbox"/>	Oct 2010.pdf	01/11/11 03:02 PM	2,542 KB
<input type="checkbox"/>	Sep 2010.pdf	01/11/11 03:01 PM	1,649 KB
<input type="checkbox"/>	Aug 2010.pdf	01/11/11 03:01 PM	356 KB
<input type="checkbox"/>	Jul 2010.pdf	01/11/11 03:01 PM	354 KB
<input type="checkbox"/>	Jun 2010.pdf	01/11/11 03:00 PM	309 KB



## Poll Statistics and Analysis



## Gallery Sub-Menu Tab

This sub-tab allows you to add pictures of your club's activities.

**ZGUEST OF DISTRICT ALBUM LIST**  
Select Album To Play

Album Name	Pictures	Last Update	Size	Play Album
There are no albums currently in this directory				

**Add New Album** ←

Type in the title of the new album

Rotary Friendship Exchange

Create Album

By clicking on the Create Album button, a new page will display so that you can upload the pictures. When you are finished, you can name the album. By clicking the Start button, you can view the album as a slide show.



# ZGUEST OF DISTRICT ALBUM LIST

Select Album To Play

Album Name	Pictures	Last Update	Size	Play Album
Rotary Friendship Exchange	3	10/07/2011	115 KB	Start!
<b>Total</b>	<b>3</b>		<b>119 KB</b>	

## Add New Album



Type in the title of the new album

Create Album



# ZGUEST OF DISTRICT PHOTO GALLERY

Current Album: Rotary Friendship Exchange (3 Pictures)

Album List

- Exchange of Bann  
10/07/2011
- President Hubert  
10/07/2011
- Rotary meeting i  
10/07/2011

## New Member Form Sub-Menu Tab

The **New Member Form** is a comprehensive document that is used to add new members to the Rotary database. This sub-menu tab, found on the right side of the page under the **My CLUB** tab.



This document is a PDF form that allows the member to input the data in the light-blue highlighted fields. The new member can enter the data into the document and email a copy to the club secretary.

Notice the **New Member** form information highlighted in yellow below which directs the club member to complete and return the form to the club secretary so that the data can be entered into the database. As with the **Add New Member** functions, required input fields are preceded with asterisks.



### ROTARY CLUB OF Virginia Peninsula

### MEMBER INFORMATION FOR DaCdb SYSTEM

### PERSONAL FACTS FOR ROTARY CLUB DATABASE

*Members are asked to complete the information requested below. Starred items (\*) are essential fields  
 <After completing this form, you can **SAVE** it in your computer, **PRINT** it, or **E-mail** it as an Attachment.*

Please return this form to the club secretary.

**Member:**    \*Title Mr                      \*First Name Robert                      MI: E  
 \*Nickname Bob                      (Badge name)                      \*Last Name Ezell

\*Date of Birth: 11 / 06 / 45                      \*E-mail address bez@cox.net

*Please check the  below to indicate which is your preferred mailing address*

Residence  2930 Cheyenne Dr  
 Address                      Street  
    Newport News, VA 23602

When the club secretary receives the following completed form from the club member, the information can be entered into the database.

# New Member Form - Page 1



## ROTARY CLUB OF \_\_\_\_\_ MEMBER INFORMATION FOR DaCdb SYSTEM

### PERSONAL FACTS FOR ROTARY CLUB DATABASE

*Members are asked to complete the information requested below. Starred items (\*) are essential fields  
<After completing this form, you can **SAVE** it in your computer; **PRINT** it, or **E-mail** it as an Attachment*

Please return this form to the club secretary.

**Member:** \*Title \_\_\_\_\_ \*First Name \_\_\_\_\_ MI: \_\_\_\_\_  
\*Nickname \_\_\_\_\_ (Badge name) \*Last Name \_\_\_\_\_

\*Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ \*E-mail address \_\_\_\_\_  
*Please check the  below to indicate which is your preferred mailing address*

Residence  \_\_\_\_\_  
Address Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Vacation  \_\_\_\_\_  
Address Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**BUSINESS:** Company: \_\_\_\_\_

Occupation / Job Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Business  \_\_\_\_\_  
Address Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Postal Box  \_\_\_\_\_  
Address Box Number \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**CLUB:** (Check appropriate boxes) to be filled out by club secretary  
Classification: \_\_\_\_\_

\*Member Type: Active:  Active – Rule of 85:  Active – Leave of Absence:  Honorary:

Paul Harris Fellow: Yes:  No:  If yes, which Rotary year? \_\_\_\_/\_\_\_\_ (i.e.: 96/97)

\*Induction Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Sponsor's Name \_\_\_\_\_



## Club Secretary DOC Sub-Menu Tab

This sub-menu tab includes the documentation for the **My CLUB** tab on the [DaCdb](#) database. Each tab is detailed along with the sub-tabs under **My CLUB** tab. The hyperlinks listed below will take you directly to the appropriate documentation.

### [Club Leadership](#)

#### [Section 1 - Club Information](#)

[Submit Attendance](#)

[Edit Club](#)

[Add New Member](#)

#### [Section 2 - Club Committees](#)

[Club Committee Bulk Clone](#)

[Add Club Committee](#)

[View Club Committee](#)

[Committee Links](#)

#### [Section 3 - Club Members and Positions](#)

[Edit Club Member](#)

[View Club Member](#)

[Terminate Club Member](#)

[Club Members and Positions Functions](#)

### **My CLUB** Sub-Menu Tabs

[FIND a Member](#)

[List ALL Clubs](#)

[Submit Attendance](#)

[Where CLUBS Meet](#)

[Club CALENDAR](#)

[Club BULLETINS](#)

[Poll](#)

[Gallery](#)

[New Member FORM](#)

[Club Secretary DOC](#)

[RI Tranlog](#)

[RI Comp](#)

[Verify](#)

## RI Tranlog Sub-Menu Tab

This My CLUB sub-menu provides information on the type of transactions transpired during a specified time. Additional filters by Club, and types of transactions. A specific member can be reviewed.

**RI Transaction Log**

The **RI Transaction Log** shows the transactions (Adds, Updates and Terms) being sent to RI. Depending on the club-level settings, the interface to RI is either: a) turned off, b) send via email, or c) send via the new electronic interface. The transaction log below will show the status of all current and past transactions.

**Search Criteria:**

**Search:** Filter:  Period:  (mm/dd/yyyy) To:  (mm/dd/yyyy) - or - Age: 1 days

**Options:** Show: [  Adds  Updates  Sync  Terms ]

Status:  Done  RI Hold (Held for processing)

Group By:

Select Club:

Select Member:

0 Members in Queue

District	Date	Member Name	Club Name	Action	Done	Hold	Mail	RI DC	Date Sent	Entered By	Action
No transactions found.											

## RI Comp Sub-Menu Tab

This **My CLUB** sub-menu tab allows the secretary and club officers to compare the member data that is on the DaCdb and the Rotary International database. By clicking on the “Compare” button, a printable version of the differences can be printed.

RI - DaCdb Club Member Comparison  
Virginia Peninsula (5807)

Refresh Print

Information in Rotary

↔

Information in DaCdb

#	Member Name	MemberID	MemberType	Modified		Member Name	MemberID	MemberType	Modified	Actions
1					=	Forsman, Kim E.	8897077	Active	2009-06-26	
2					=	Smith, Melinda F.	8298049	Active-u35	2011-07-06	
3	Aaron, Joan	3391751	Active	2011-04-18	=	Aaron, Joan	3391751	Active-R85	2011-03-16	Compare
4	Aaron, Leonard B.	886032	Honorary		=	Aaron, Leonard B.	886032	Honorary	2009-04-28	Compare
5	Alamo, Stephen C.	886043	Active	2011-04-18	=	Alamo, Stephen C.	886043	Active	2009-03-06	Compare
6	Andreas, Sally	3397629	Active	2011-04-28	=	Andreas, Sally	3397629	Active	2011-04-28	Compare
7	Babcock, Paul B.	8148737	Active	2011-09-14	=	Babcock, Paul B.	8148737	Active	2011-09-14	Compare
8	Baron, Michael G.	2430138	Active	2011-04-18	=	Baron, Michael G.	2430138	Active	2007-11-23	Compare
9	Blackwell, Richard B.	8148741	Active	2011-04-18	=	Blackwell, Richard B.	8148741	Active	2010-02-15	Compare
10	Comoros, Robert W.	3333417	Active	2011-04-18	=	Comoros, Robert W.	3333417	Active	2009-06-26	Compare
11	Carroll, Danny L.	3789648	Active	2011-04-18	=	Carroll, Danny L.	3789648	Active	2010-11-01	Compare
12	Comoros, Jeffrey W.	8872628	Active	2011-04-18	=	Comoros, Jeffrey W.	8872628	Active	2010-07-03	Compare
13	Cook, Robert W. III	8293982	Active	2011-04-18	=	Cook, Robert W. III	8293982	Active-u35	2011-07-06	Compare

This comparison can be printed, emailed, PMAiled to club member.

## RI - DaCdb Member Comparison

Print Close

	Information in Rotary	Information in DaCdb
<b>Member Information:</b>		
MemberID:		
First Name:		
Middle Name:		
Last Name:		
Name Suffix:		
Badge Name:		
Gender:		
<b>Mailing Addresses</b>		
<b>Home</b> Address 1:		
Address 2:		
Address 3:		
City:		
State:		
Postal Code:		
Province:		
Country:		
<b>Office</b> Address 1:		
Address 2:		
Address 3:		
City:		
State:		
Postal Code:		
Province:		
Country:		
<b>Phone Numbers:</b>		

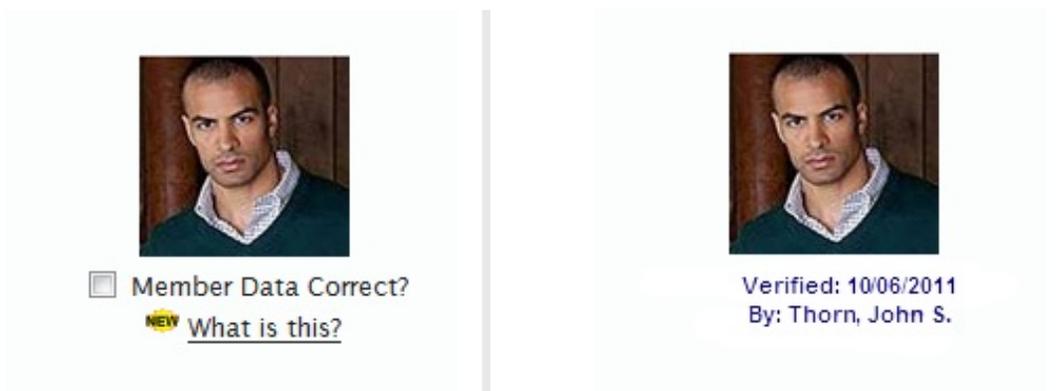
## Verify Sub-Menu Tab

In an effort to improve quality and accuracy of the member information on the DaCdb, the Member Verification feature can help the club secretaries and club officers to validate member information.

Member Verification allows you to send your club members a formatted email with the member's profile information included in the PMAIL message. When the member receives the email, the options are:

- ▶ Click on a Verily Information link - which will update their profile.
- ▶ Click on a Login link - which will take them to the DaCdb login screen and give them the choice to update their own profile information.

Under Member Edit, you can also verify if the data is correct. If verified, the picture caption will state a date verified and by whom. If not verified, the picture caption will state: "Member Data Correct?"



You can select a member from the list and send the PMAIL, which will be returned to the club secretary.

**Save PMAIL Message** Cancel Save Pmail

This function saves a custom or modified PMAIL message for re-use at a later time. Depending on your security level, the PMAIL message may be saved into folder areas that are shared by users on this system.

---

**From:**  Display Name

**From Email:**  Bounced e-mail go here

**ReplyTo Email:**  Member replies go here

**\* Subject:**  Pmail subject line

**Comments:**

Enter optional comments that apply to this template -- for reference only

**\* File Name:**

(Note: The file name must be valid -- characters and numbers ONLY; Special characters are **NOT** permitted)

Replace existing file?

**Save Folder:**  
(Access based on your security level)

**Club Folder** - Visible to all PMAIL users within your Club

**Personal Folder** - Visible only to yourself (default)

**Option:**  Save template with metadata?

If you check this, the template will be saved with the From Name, From Email, ReplyTo, Comment and Subject entered above. This options if unchecked by default. If you are saving into an District, Club folders.