Dear Presidents-Elect,

I've probably met most of you, but let me introduce myself. I'm Dennis Sanders of the Rotary Club of Madison, and my role in District 6860 is Communications Officer. One of my responsibilities in that office is to train and support our members in the use of our database system - District And Club Database (DACdb).

This will be the first of a few emails that will guide you along your journey as you learn to harness the power of DACdb.

First, I want to stress that you have lots of support if you need help. You might have someone in your club who is already familiar with DACdb, and that would be the obvious place to start since that person would understand how your club has (or has not) utilized features of DACdb. Another resource you can turn to is your Assistant Governor (AG). Your AGs are copied on this email, and they are there to help. And of course, I'm here to help as well. Don't hesitate to contact me, and I will work with you and your AG to get you past any obstacles.

Now, let's get to work.

The first step is to login to DACdb. Here's a LINK to the login screen. You may need to contact your club President or Secretary to get your login credentials. Typically, your username is your email address, and your password is your Rotary ID. And be sure to enter your **Club Number** to get the security level you'll need to perform the operations we talk about from here on out.

> Hint: Having trouble with your password? Click on the "**Forgot Password?**" link on the login screen to set up a new one.

Are you with me? Good! Now, just take a little time to explore. You're not gonna break anything!

Pay particular attention to the **HELP** tab in the blue bar at the top of the window. This is your friend! There is extensive documentation with examples on this page. If you're like me, when you don't use something it "goes cold" on you. We'll cover several features of DACdb, and the most important thing to remember is that, when you are ready to use a feature, you can come here to refresh your memory.

There are just two more things I want to cover in our first exercise:

One, I have attached a **QuickStart** PDF file that surveys the primary features of DACdb. Your homework assignment is to read through this document, practice any features that catch your attention, and take mental note of all of the features discussed.

And two, I want to encourage you (and your Club Secretary) to sign up for a virtual "DACdb University" course that the DACdb developers will present on April 17. This is an all-day event, but you can sign up for just the topics you're interested in. Here is the LINK to register.

That's it! Thank you for your attention. And, again, don't hesitate to contact me if you need me.

Hint: You can search for my contact information, or your AG's, or anyone else's on the **FIND** tab in DACdb!

Stay healthy, stay safe.
Yours in Rotary Service

Dennis Sanders