

Dear President-Elect,

Congratulations! Your club has selected you as their leader in Rotary year 2013-14. Your time between now and July 1st can greatly help you be successful as a Club President. We have an opportunity to plan our work now and work our plan next year. Planning is an investment we make to improve our success next year. To help you with this task, I am offering a webinar on the use of DaCdb to plan your club year. DaCdb is used by clubs to track and maintain information on members, events and communications. As you will see below, it's a great aid for you to get organized and prepared.

LOG IN HELP

First time? Email in DaCdb?

ID is email address

PASS-last name

Returning user?

ID is either your email or what it was changed to

Forgot your password? Use *FORGOT PASSWORD* link under password box to have it emailed to you.

Still cannot log in? Email tygreene@me.com

IDENTIFY YOUR LEADERSHIP TEAM-OFFICERS AND DIRECTORS

After logging into DaCdb, Go to My Club yellow tab. Click on edit (use care in the next screen to avoid modifying something unintentionally) at top. Open the positions tab and find **leadership history link**. If there are blanks showing for next year, fill a missing position by scrolling down to the name of the member and clicking the pencil. Click the Edit or Add button at the top right to make a change and click update when complete. After finishing, go back to the leadership history and confirm the changes.

ESTABLISH YOUR COMMITTEES AND CHAIRS. Click [HERE](#) for instructions on how to

SET UP YOUR CLUB MEETINGS AND EVENTS. Click [HERE](#) for instructions on how to

LEARN ABOUT ROTARY CLUB CENTRAL. Click [HERE](#) for instructions on how to

If you would like any help one on one, please feel free to contact me.

Yours in Rotary Service,

Thomas V. Greene

Email: rotary6860dg1314@gmail.com

HPhone: [205-980-8694](tel:205-980-8694)

OPhone: [205-980-8694](tel:205-980-8694)