

Our District leadership has an ongoing effort to improve Clubs ability to maintain current and accurate Club leadership data within the My Rotary management system because that system is where the most accurate and complete information and guidance is available to Club and District leadership teams. Your District leaders are stressing the importance of routine use of My Rotary because access to the information and best practices therein is how to most efficiently accomplish your respective tasks. The first and most important step is to ensure that all of our Club Presidents and Secretaries are identified within the system, because without such identification your access is limited, in that you are not provided the appropriate permissions to enter/update your clubs missing/erroneous data unless you are identified as a Club officer. At this point we believe all current Presidents and Secretaries are identified in My Rotary.

The second part of our effort is to ensure that each of you (Presidents and Secretaries) establish your account with My Rotary so you can assess the wisdom within and enter your club data and goals. We realize that posting information in both My Rotary and DAC db adds a redundant task. Double entry of some data is currently necessary because at this time DAC db only uploads to My Rotary information relating to individual members. Club leadership information is NOT transferred. DAC db staff is in the process of upgrading their software to address this issue, and expects to complete programming and testing in the next few months. In addition, there is another issue related to data transfer from DAC db to My Rotary that must be correctly addressed before your Clubs' data can transfer from DAC db to My Rotary. Namely, your Club must have activated the RI Direct Contact feature of each system.

As you have likely realized there are many (often less than user friendly) pages and processes to master, as well as several possible opportunities for these systems to overstress your patience. As such, in an effort to perhaps reduce your frustrations you will find below detailed, step-by-step, process for accomplishing the following tasks.

Establishing DAC db access

Go to www.rotary6940.org Enter your email address as your user name, enter your RI member number as your password, you will also need to enter your club number to get appropriate edit permissions.

Establishing My Rotary access

To register for or signing in to the Rotary.org website, just go to tips to help with the registration and sign-in process: at:

http://sites.rotary.org/SiteCollectionDocuments/pdf/rotary_web_registration_tips_EN.pdf

Entering Club Officers\Incoming Officers and Chairs in My Rotary

Go to Rotary.org and select "**Manage**", then select **Club Administration** (under District and Club Administration on far left), then select "**Add, edit, or remove club officers**" near the bottom of the "**Update Member Data**" heading (which is the first heading in the Club & Member Data heading). Next scroll down to the "**Unassigned Current year**" or **Unassigned Incoming year**" section and click on "**Assign**" for the position being entered, then scroll down to the "**select club member**" section and select from the member list provided the name of the club member being assigned and click on "**Add**". Then scroll down to the "**Confirm address and contact information**" and edit if necessary.

Activating RI Direct Contact in My Rotary

On the RI site (Rotary.org,) you would go to My Rotary, select **Manage**, then select **Club Administration** and select **Update Club Data**, then select **Edit Vendor Partner Organization**, and finally select **DAC db** as your partner, if not already so assigned.

Activating RI Direct in DAC db

In DAC db, click on **My Club**, select **Edit Club** (blue box far right), scroll down to **Club Options** (third blue heading) and select **RI Direct Connect** for the Rotary Interface, if not already so assigned.

We appreciate that many of you have already accomplished some or all of these tasks; however we also know that many of you have had difficulties. We ask that each of you please review the status of your access and Club data in both My Rotary and DAC db for completeness and accuracy, and update as necessary. We recognize this is a high goal, and that the likelihood of "issues" is equally high, so if you need further assistance, please feel free to contact Gary Ware, District 6940 Secretary @ gary.ware@outlook.com or 850.421-0207

Or, call the Rotary help desk at 1-866-976-8279