**To Activate Member in DACdb Who Transferred to Our Club**

**Do the following:**

* **My Club Tab**
* **Find member that was added to DACdb and click pencil**
* **Go to “Login” tab**
* **Enter email address of member under “User Name”**
* **Top right click “Save”**
* **Go to left side menu click “Edit Member”**
* **Click “Login” tab**
* **Click “email Login User”**

**This will send the member an email to reset their login information.**