

Rotary Club New Member Onboarding Checklist



Welcome to our Rotary Club! Below is your onboarding checklist to help you get engaged and connected within our club and the broader Rotary community. Please work through these items with your mentor and fellow club members.

Getting Started with Online Platforms (see attachments for more information)

- Login to [MyRotary.org](https://www.MyRotary.org) and explore the resources available.
 - Login to [DACdb](https://www.DACdb.org) and update your profile.* Date Completed _____
 - Login to [Neon](https://www.Neon.org) to check club socials, service projects, flag subscriptions, and enroll in the American Flag Program.* Date Completed _____
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Engagement & Participation

- Attend a Board Meeting to learn about club operations.* Date Completed _____
 - Give a "craft talk" at a regular Tuesday meeting to introduce yourself and your background to fellow members.* Date Completed _____
 - Bring a guest to a Rotary meeting to share the experience.* Date Completed _____
 - Actively become a member of a committee (see attached committee list for options).* Date Completed _____
 - Serve as a greeter for two regular Tuesday morning meetings alongside your mentor.* Date Completed _____
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Rotary Knowledge & Networking

- Review with your mentor the Process of Proposing a New Member. * Date Completed _____
- Make up a meeting at another Rotary club with your mentor to experience the broader Rotary network.* Date Completed _____
- Attend at least one of the following Rotary events:* Date Completed _____
 - Club fellowship event
 - Project workday
 - District conference
 - District assembly
 - Other district-level meetings
- Meet with a member of the Foundation Committee to learn about The Rotary Foundation and its impact.* Date Completed _____

*Red Badge Requirements

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We are thrilled to have you as a new member of our Rotary Club! Completing these onboarding steps will help you fully integrate into the club and embrace the spirit of "Service Above Self."

Mentor's Name: _____

Final Completion Date: _____

Welcome to Rotary!

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Instructions for Accessing DACdb.com , MyRotary.com, and NEON

District and Club Database (DACdb) Access

DACdb is the primary electronic communication platform for Rotary clubs, districts, and committees. This password-protected site allows members to find contact details for fellow Rotarians and district leadership and access club, district, and zone calendar of events. Members can also edit their profiles to include a photo, biography, and other relevant details.

How to Sign into DACdb

1. Visit the DACdb login page: www.dacdb.com
2. **User Name:** Use the email address associated with your Rotary membership.
3. **Password:** Use your Rotary International number (found on your Rotarian magazine or obtained from your Club Secretary).
4. You may change your user name and password after logging in.
5. Once logged in, click on "**MY DATA**" on the top tab.
6. Click "**EDIT**" next to your name.
7. Use the available tabs to update your profile information as desired.
8. Click "**UPDATE**" after making any changes.

Profile Recommendations

- Upload a photo (max 150 pixels) under the **PHOTO** tab.
- Ensure your name, address, phone number, email, membership date, previous club experience, birthdate, and classification remain in your profile.

MyRotary.org Access

MyRotary.org is the official Rotary International portal that provides resources, news, tools, and account history with The Rotary Foundation.

How to Sign into MyRotary

1. Visit: my.rotary.org/login
2. Click "**Need Help Signing in?**"
3. Click "**Forgot Password?**"
4. Enter the email address you used in your Rotary club application.

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5. Click **Submit**.
6. Check your email and follow the reset instructions.
7. Return to my.rotary.org/login and sign in.

Note: The sign-in page gives you navigation tools for numerous Rotary International categories. Click on any to...Explore! Learn! Grow in Rotary!

NEON Website Access

NEON is the online platform for managing service events, socials, fundraising efforts, and the American Flag Subscription program.

Getting Started with NEON

1. Watch the overview video of the **NEON dashboard**: videos.dmeworks.com/RCJO_Neon
 1. Login is capital first initial of first name and last name firsts letter capitalized (ex Mary Smith - login MSmith)
 2. Temporary Password is RCJO6970
2. Watch the tutorial on **signing up for socials and service events**: videos.dmeworks.com/NeonEventRegistration

Ways to sign up services, socials, and fundraising events in NEON

- **Via email:** Follow the login link sent in club communications.
- **Via QR code:** Scan the QR codes displayed during club meetings.
- **Via the club bulletin:** Click the registration link provided in bulletins.

Note: The video states that logging in is required to sign up; however, you can also sign up through the three methods mentioned above.

Signing Up for American Flag Subscription

Flag Signup: oceansidejaxrotary.app.neoncrm.com/forms/membership

Need help? Watch our step-by-step tutorial on how to register:

videos.dmeworks.com/NeonFlagSignup

By following these instructions, you can seamlessly integrate into Rotary's digital platforms, access important resources, and actively participate in club activities. Welcome to Rotary!