



Member Quick Start Guide

Welcome to Rotary! We hope you will maximize your membership by taking advantage of our online member portal, DACdb. This is more than an online directory- it's an interactive tool to help you engage with our Club.

Through DACdb, you can edit your profile, search for members, register for events, and much more!



District And Club Database

Contents

Contents

Login to DACdb	3
HOW-TO: Change your User Name or Password	4
Update your Membership Data	5
Search & Browse for Members	7
View the Club Calendar	9
Register for an Event	10



District And Club Database

Login to DACdb

Login to DACdb

Your account in DACdb is automatically created when you join our Club. You won't need to sign-up for DACdb, just sign-in!

1. To log in for the first time, your email address is your username and your RI member number is your password. Your member number is located in many of your RI communications, including your *Rotarian* magazine address label.

DACdb
The District and Club database was developed to assist districts and clubs to meet their administrative reporting requirements to Rotary International, and to foster easier communications within the district for the district leadership, district committees, club leadership, and of course the members of Rotary Clubs.

Sign In

[Request Event ezLink](#)

User Name: (Usually your EMail address)

Password: (Usually your RI MemberID or Last Name)

Club Number: Not required *unless* you are an AG or District Officer

Remember Me: ☐ **DO NOT check this on public systems (e.g., libraries, internet cafes)**

Login

[Forgot Password?](#)

Login HELP

DACdb Mobile
Just got better!

Have you tried
DACdb Mobile
yet?
<http://m.DACdb.com>
[Go To DACdb Mobile](#)
[Create DACdb Mobile Desktop ICON](#)

Create **DACdb** Short Cut View Mobile Website Privacy Policy



2. You will not need to enter your Club Number.

Can't remember your password? Click the blue "Forgot Password" link to reset.

Tip: Don't forget to bookmark the login page, check the "Remember Me" box, and check out our mobile version!



District And Club Database

HOW-TO: Change your Username/Password

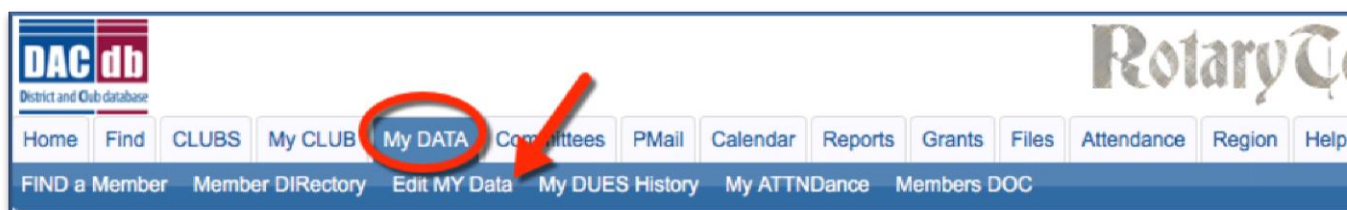
HOW-TO: Change your User Name or Password

When you join Rotary, your preferred email address becomes your default user name. However, if you change email addresses, your user name *will not* change.

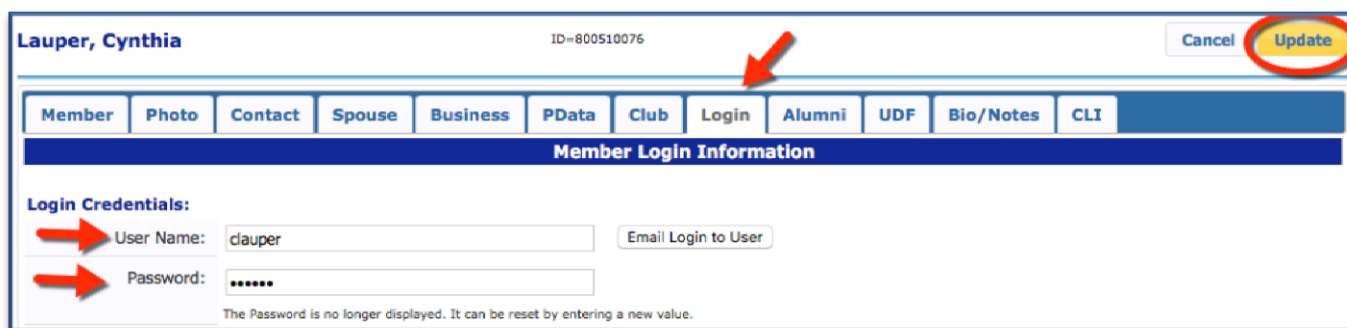
Your default password is your Rotary International member number.

These settings can be updated at your convenience.

1. Click the “My DATA” tab, followed by “Edit My Data”.



2. Click the “Login” tab.



3. Edit the user name (does not have to be an email address) and password to your desired information and click the yellow “Update” button to save your changes.

Tip: This login is for our club database, DACdb, only.

This is not your login for Rotary International. To create an online account with Rotary International, visit www.rotary.org.



District And Club Database

Update your Membership Data

Update your Membership Data

When you log into DACdb, you'll see the home screen, with District announcements, and a tab menu across the top.

1. Click the "My DATA" tab to view your profile.

The screenshot shows the DACdb web application interface. At the top, there is a navigation bar with several tabs: "My DATA", "Committees", "PMail", "Calendar", "Reports", "Grants", "Files", "Attendance", "Region", and "Help". The "My DATA" tab is highlighted with a red circle. Below this bar is a secondary menu with links: "Edit MY Data", "My DUES History", "My ATTNDance", and "Members DOC". The main content area displays the "Member Profile" for "Cynthia Lauper". The profile information includes: Member Type: Active, Classification: Pop Star, Club: Rotary Club of Hollywood (99969889), District: 9969, Rotarian Since: 01/07/16, Yrs of Service: 0, and Birthday: (blank). To the right of the text is a small photo of Cynthia Lauper with the name "Cyndi" above it.

2. To change or update your data, click "Edit My Data" located in the blue menu at the top of the screen.



District And Club Database

Update your Membership Data

3. Information tabs will appear below your name. Click into the tab you wish you edit.

4. Some fields are ready to edit- just click into the field and type. Some fields have a pencil edit button. Click the pencil edit button and a popup screen will appear. Modify the information, and click "Save".

Member	Photo	Contact	Spouse	Business	PData	Club	Login	Alumni	UDF	Bio/Notes	CLI
Member Contact Information											
Member Addresses:											
+ Add Member Address Record											
Edit	Type	Address	City	State/Prov	Zip/Postal	Country					
	HOME	1983 Girls Just Want To Have Fun Drive	Hollywood	California	11111	UNITED STATES					
	OFFICE	83 Time After Time Street, Suite 19	Hollywood	California	11111	UNITED STATES					

5. Add a field: To add an address, click the red "+" symbol at the top right of the module.

6. When finished, click the yellow "Update" button to save your changes. You only need to click "Update" once to save edits made throughout your profile tabs.

Lauper, Cynthia ID=800510076 [Update](#)

Member	Photo	Contact	Spouse	Business	PData	Club	Login	Alumni	UDF	Bio/Notes	CLI
Member Information											
Member Information:											

Tip: Keeping your information current is key to our success as a club!

My DATA Committees PMail Calendar Reports Grants Files Attendance Region Help

Edit MY Data My DUES History My ATTNDance Members DOC

Member Admin

Lauper, Cynthia ID=800510076 [Cancel](#) [Update](#)

Member	Photo	Contact	Spouse	Business	PData	Club	Login	Alumni	UDF	Bio/Notes	CLI
Member Information											
Member Information:											
Member ID: 0											
Member Type: * Active											
Prefix: <input type="text"/>											
First Name: * Cynthia											

☐ Member Data Correct? What is this?



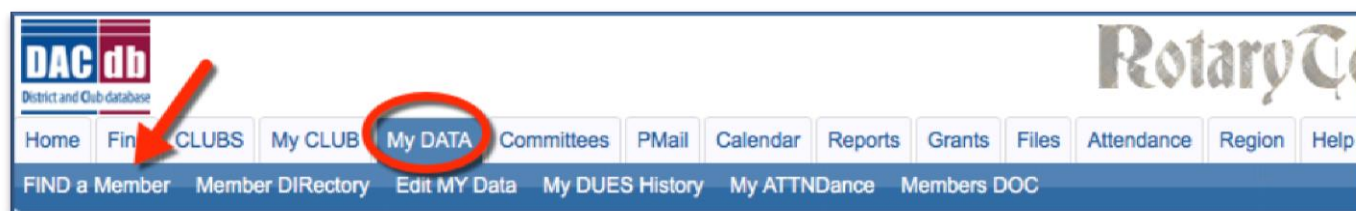
District And Club Database

Search & Browse for Members

Search & Browse for Members

One of the benefits of being a Rotarian making new friends and colleagues. Use DACdb to search for someone based on name, classification, or company!

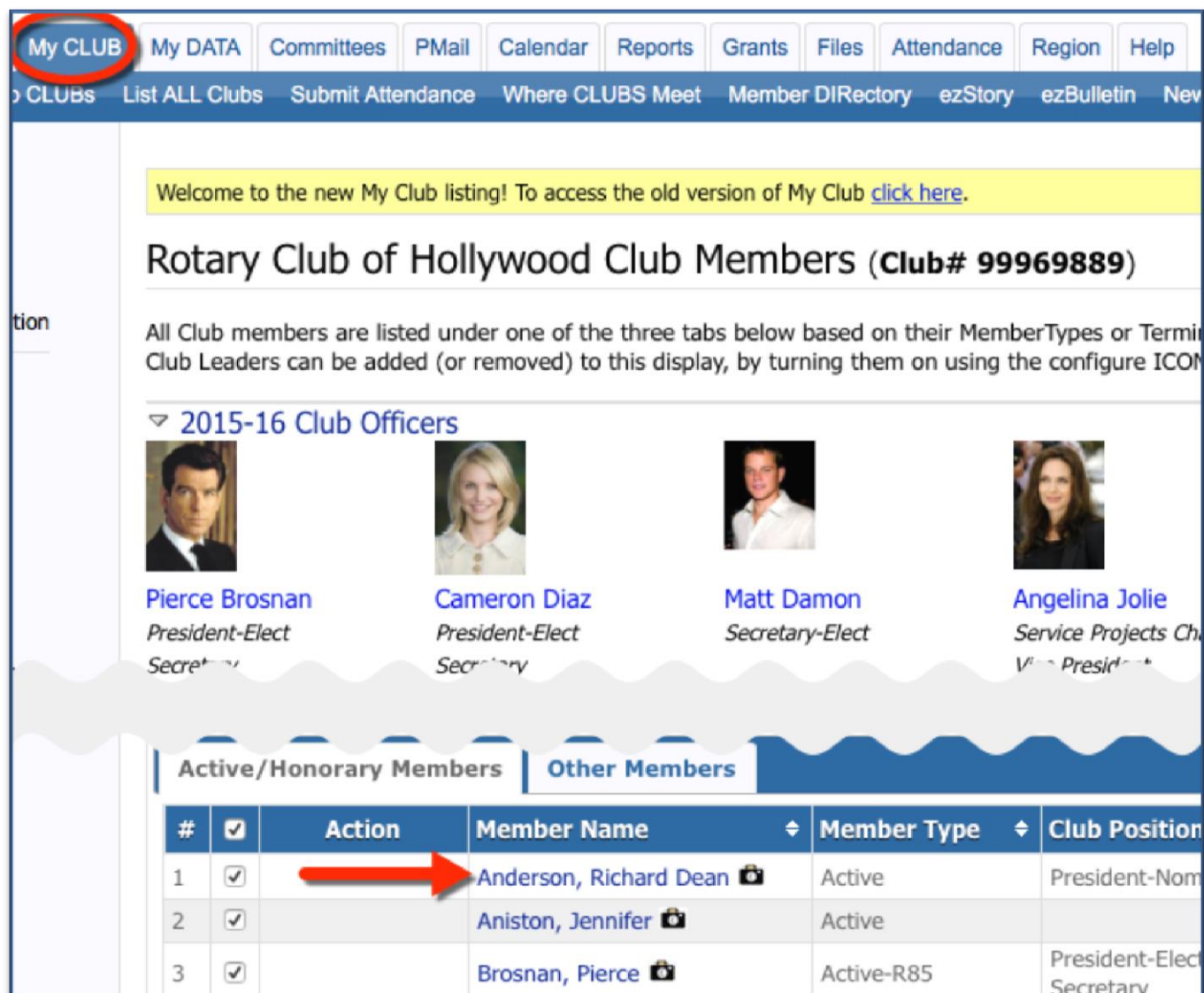
1. From the “My Data” tab, click “Find a Member”.



2. A search box will appear. Here, you can type in your search parameters (last name, company name, classification). The more information added, the narrower the results.

3. After adding your key term(s), hit the “Enter” button on your keyboard or click the “Search” button on the top right of the window. Your results will be displayed below.

4. Find members by browsing a member list. Click the “My Club” tab, next to “My Data”.

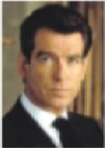



Welcome to the new My Club listing! To access the old version of My Club [click here](#).


Rotary Club of Hollywood Club Members (Club# 99969889)


All Club members are listed under one of the three tabs below based on their MemberTypes or Terminations. Club Leaders can be added (or removed) to this display, by turning them on using the configure ICON.

▼ 2015-16 Club Officers





Pierce Brosnan
President-Elect
Secretary


Cameron Diaz
President-Elect
Secretary


Matt Damon
Secretary-Elect


Angelina Jolie
Service Projects Chair
Vice President

Active/Honorary Members | Other Members

#	<input checked="" type="checkbox"/>	Action	Member Name	Member Type	Club Position
1	<input checked="" type="checkbox"/>		Anderson, Richard Dean 	Active	President-Nom
2	<input checked="" type="checkbox"/>		Aniston, Jennifer 	Active	
3	<input checked="" type="checkbox"/>		Brosnan, Pierce 	Active-R85	President-Elect Secretary

5. Club officers will appear at the top, followed by a list of your fellow members.

6. To view and contact a member, click the name in blue, and you will be redirected to the member's profile page.

Tip: Hover your mouse over a name for an at-a-glance profile photo and contact record.



District And Club Database

View the Club Calendar

View the Club Calendar

The Club Calendar is your resource to view club/district meetings & activities. You can view event details, and download reminders to your calendar.

1. Click the “Calendar” tab, located across the top of the page.
2. Click “View CLUB Calendar” in the blue submenu.

Calendar of Events
Rotary Test District 9969 - Calendar for Rotary Club of Hollywood

Event Calendar Parameters:

Calendar: [☒ List ☐ Block] Search Events: Search Now To Word To Excel Printer Format

Include Events: ☐ Test ☐ US Holidays ☒ Google events ☒ District Event

☒ District Reminder ☒ District GOV Official Visit ☒ Club Meeting ☒ Club Event

☒ Club FundRaiser ☐ Multi-District Event

Apr 2016 - Oct 2017 << PREV NEXT >> Go To: April 2016 Go

DATE	TIME	ACTION	CLUB	EVENT NAME	LOCATION / COMMENTS
April - Maternal and Child Health Month					
Mon Apr 11, 16	10:00A		Hollywood	Hollywood Rotary Weekly Meeting	{enter event location here...}
Wed Apr 20, 16	06:00P	Register NOW	Hollywood	Hollywood Rotary Happy Hour (click to view a list of registrants)	Sunset Strip

3. Check the boxes for events you wish to view.
4. The calendar will appear below.
5. To download an event to your calendar, click the calendar icon in the “Action” column.
6. To view event details, click the name of your event, located in the “Event Name” column.

Tip: To get the most of out your club calendar, remember to check all the “event” boxes!



District And Club Database

Register for an Event

Register for an Event

If an activity is available for registration, you will see “Register Now” located in the “Action” column.

1. To begin the registration process, click “Register Now”.

My DATA Committees PMail **Calendar** Reports Grants Files Attendance Region Help

isterME View CLUB Calendar

Calendar of Events

Rotary Test District 9969 - Calendar for Rotary Club of Hollywood

Event Calendar Parameters:



Calendar: [☒ List ☐ Block] Search Events:

Include Events: ☐ Test ☐ US Holidays ☒ Google events ☒ District Event

(All ON | OFF) ☒ District Reminder ☒ District GOV Official Visit ☒ Club Meeting ☒ Club Event

☒ Club FundRaiser ☐ Multi-District Event

Apr 2016 - Oct 2017 << PREV NEXT >> Go To: April 2016 Go

DATE	TIME	ACTION	CLUB	EVENT NAME	LOCATION / COMMENTS
April - Maternal and Child Health Month					
Mon Apr 11, 16	10:00A		Hollywood	Hollywood Rotary Weekly Meeting	{enter event location here...}
Wed Apr 20, 16	06:00P	Register NOW 	Hollywood	Hollywood Rotary Happy Hour (click to view a list of registrants)	Sunset Strip



District And Club Database

Register for an Event

2. Verify the information is correct, and click the yellow "Registration NOW" button.

Hollywood Rotary Happy Hour April 20, 2016	
Event Name:	Hollywood Rotary Happy Hour
Description:	Cocktails and Mocktails with your favorite Hollywood Rotarians!
Location:	Sunset Strip
Event Date:	Wednesday Apr-20-2016 to Wednesday Apr-20-2016
Event Start Time:	6:00 PM
<hr/>	
Member: Lauper, Cynthia (Cyndi) (edit) 1983 Girls Just Want To Have Fun Drive Hollywood, CA 11111 H: 555-867-5309 O: 555-867-5309 C: 555-867-5309 E: truecolors@shiningthrough.com MemberType: Active	Please make sure your name and contact info above is correct. If you prefer the name on your event badge to be a nickname (i.e., Jim vs. James), the nickname must be in the personal data . To add your nickname or make other corrections, please make corrections NOW by clicking on the (edit) link and a screen with your personal data will appear. Scroll down for instructions to assist you in registering for this event.
<hr/>	
<hr/>	
<div>Click on Registration NOW button ==></div> <div>REGISTRATION Registration NOW</div>	



District And Club Database

Register for an Event

3. Click the yellow "Confirm Registration" to continue.

VERIFY and CONFIRM
You are NOT Registered UNTIL
YOU Scroll to Bottom and CONFIRM your REGISTRATION
IF YOU NEED TO MAKE CORRECTIONS TO YOUR REGISTRATION, HIT THE BACK BUTTON ABOVE

Member Name: **Lauper, Cynthia (Cyndi)**
1983 Girls Just Want To Have Fun Drive
Hollywood , CA 11111
Home: 555-867-5309
Office: 555-867-5309
Email: truecolors@shiningthrough.com

 **CONFIRM REGISTRATION**

4. After clicking "Confirm Registration", you will receive the "Confirmation" screen.

CONFIRMATION

Hollywood Rotary Happy Hour
Wednesday Apr-20-2016 to Wednesday Apr-20-2016

Event Name: Hollywood Rotary Happy Hour
Description: Cocktails and Mocktails with your favorite Hollywood Rotarians!
Location: Sunset Strip
Event Date: Wednesday Apr-20-2016 to Wednesday Apr-20-2016
Event Start Time: 6:00 PM

Name: **Lauper, Cynthia**
Address: **1983 Girls Just Want To Have Fun Drive**
City, State, Zip: **Hollywood CA 11111**
Home Phone: **555-867-5309**
Office Phone: **555-867-5309**
Email Email: **truecolors@shiningthrough.com**

Tip: It's a good idea to print this page for your records!