



DACdb to RI “Direct Connect” Selection Process



Choose DACdb as Your Partner Organization

Summary: Updating the Rotary Database automatically from DACdb

DACdb now has the ability to automatically update Club and Member data *directly* into the Rotary (RI) database...this is called “**RI Direct Connect**” (which significantly speeds up the updating process. Otherwise, your changes are sent by Email, which is the default method). The updates occur in the RI database within a few minutes after the user clicks the UPDATE button in **DACdb** (verses a few days using the default Email notification procedures). This is a **2-step process**, which **MUST** be done in this sequence.

STEP 1: Choose DACdb as the Partner Organization in the RI database

A current club officer of record accesses the Rotary web site: www.Rotary.org
Then, click on **MY ROTARY** link to get to the screen with the **SIGN IN** (or **Register**) buttons. Click **SIGN IN** (or **Register**) button, and the following screen is displayed. IF you do NOT have an account at Rotary, then first use the **CREATE ACCOUNT** functions

rotary.org/myrotary/en/home

ROTARY.ORG | MY ROTARY | Sign In/Register

Club Finder Location/Language

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SIGN IN

SIGN-IN EMAIL *

[Forgot email?](#)

PASSWORD *

[Forgot password?](#)

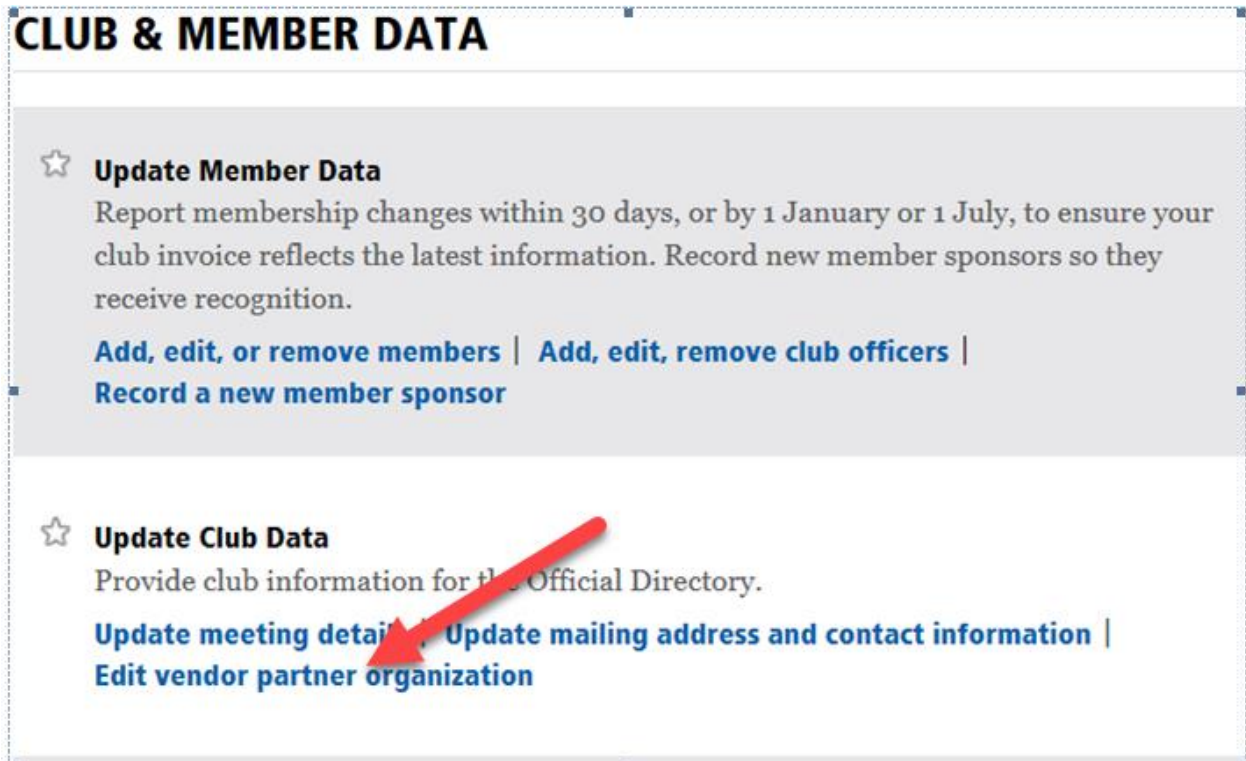
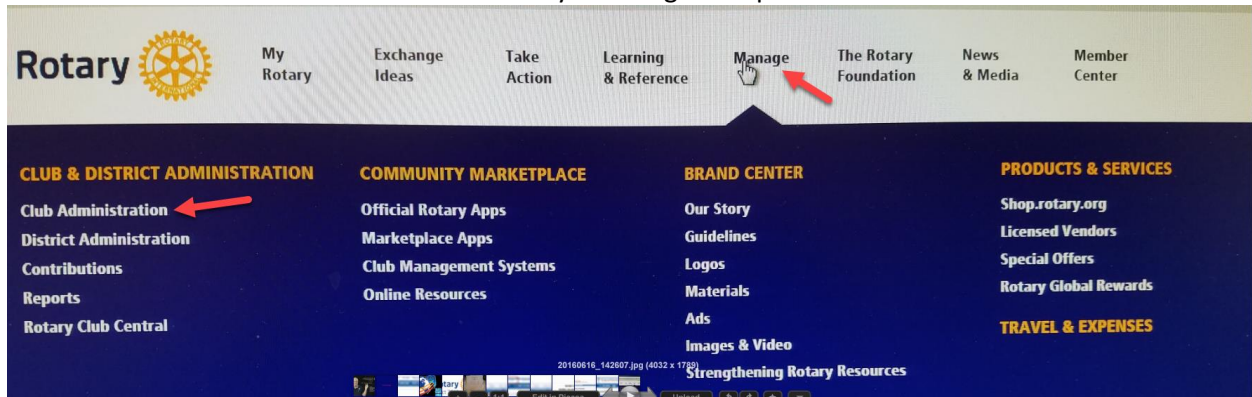
REMEMBER ME ?

WHY CREATE AN ACCOUNT?
Signing in to My Rotary gives you a customized experience and easier access to tools and information that are relevant to you.

Anyone can create an account and sign in. Existing Member Access users can re-register with their current MAP user ID. For the best results, see our registration tips first. Contact us for assistance.

If this is the first time you are logging into the RI database, then you must register by clicking on the **CREATE ACCOUNT** button. Then, RI will send you an email within a few hours, so you can log in. **NOTE:** If you have any problems logging into the RI database, THEN you must contact RI for assistance, as we have no capability to help you log into the RI database.

First step, go to the Rotary.org website www.rotary.org and choose **MY Rotary** to **LOG IN**. After logging in, click **MANAGE**, and then the **CLUB ADMINISTRATION LINK**. Once you are on the Club Administration page, select **Edit vendor partner organization** link. **SCROLL** all the way down to the **PARTNER ORGANIZATION** section and select **DACdb** as your integration partner.



Select **DACdb** from the list in the dropdown box.

Partner Organization

	Name	Start Date	End Date
Terminate	DaCdb	27-Mar-2011	

IF you had *previously* selected another organization, then you must **TERMINATE** that selection, **before** you can choose **DACdb** as your new partner organization.

Partner Organization		You must TERMINATE a previous selection, if one exists		
	Name	Start Date	End Date	
Terminate	Club Express	21-Mar-2011		

THAT'S IT ... you have completed the first step of the RI DIRECT CONNECT processing for your club. Now for **STEP 2** TO complete the selection process in **DACdb**

STEP 2: Choose "RI Direct Connect" in the DACdb database

A current club officer logs into the **DACdb** database, and then clicks on the **MY CLUB** tab. Then, click on the **EDIT** link to update the interface method.

Then, on the **INFORMATION** page (near the bottom)...click on the **Rotary Interface** drop down *selection*, and choose **RI "Direct Connect"**. Finally, click on the **UPDATE** button to complete your selection.

Club Admin

Club Options:

Notify on File Upload: Notify Club members when a document is added or updated

Map Display: Turn on/off MyClub map display

Rotary Interface: RI Direct Connect Interface **also** requires corresponding setting in RI MAP.

Partner Interface: Integration Partner

District PMail OptOut: Level-9 setting -- Club level opt-out of District PMail

THAT'S IT...Congratulations! You have now completed the 2 steps necessary to activate the interface to update club and member changes entered into **DACdb** directly into the RI database (usually takes about 24 hours to activate at RI). **AND**, you also now have the **RI COMPare** functions available for your club.