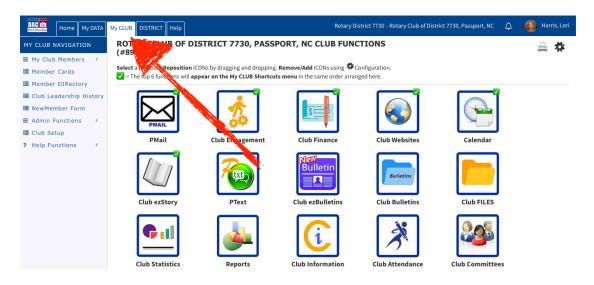


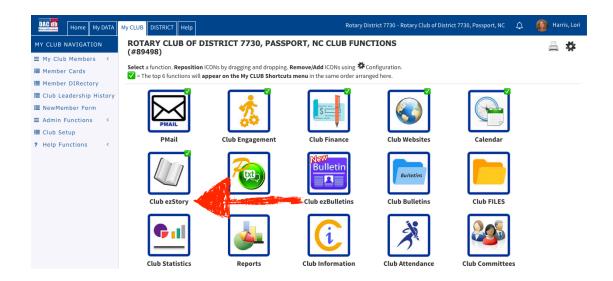
DACdb - ezSTORY Instructions

Use this instructional to walk you through the steps to add your Rotary Stories to our Club's DACdb Stories. Each month our Secretary will review all the stories to include in our Club Bulletin. Out of all the monthly Rotary Stories, our Club Secretary will select 1-5 stories to share with the District Secretary to share in the District Bulletin.

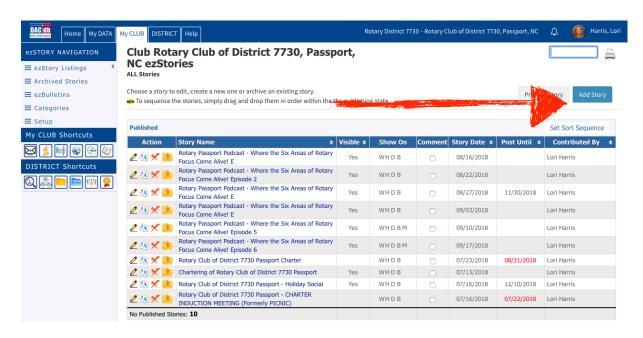
1. Click MY CLUB Tab



2. Click CLUB ezStory Tab

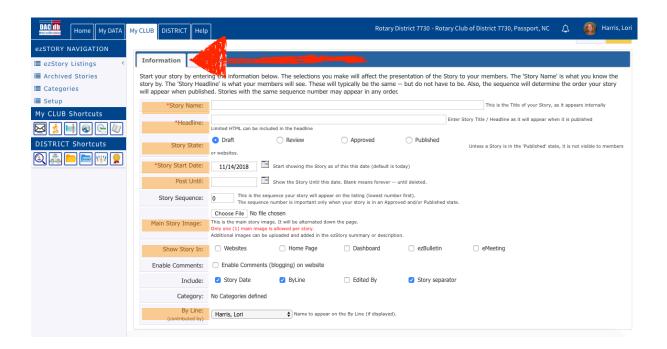


3. Click ADD STORY



4. Fill in your STORY fields (Fill in ORANGE AREAS ONLY)

Note: You are on the INFORMATION TAB



Story Name - You name it. Keep it short and interesting. Make sure people can understand in the title what the story is really about.

Headline - This is an auto populated field. I recommend leaving it.

Story State - CLICK PUBLISHED

Post Until - SELECT AN END DATE - when is the last day you want the story to run.

Story Sequence - DO NOT CHANGE

Main Story Image - Add images that support your story.

Show Story In - SELECT all the areas you would like your story to appear.

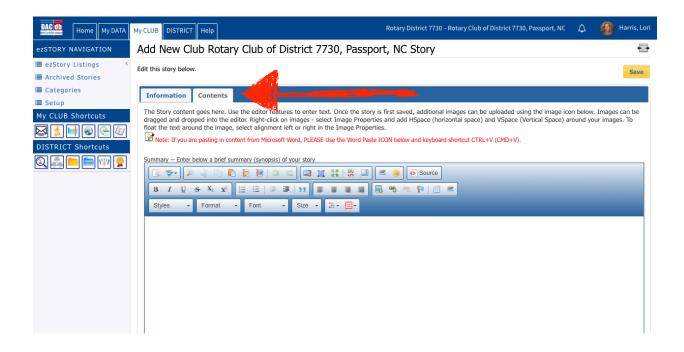
Enable Comments - DO NOT CHECK

Include - DO NOT CHANGE OR ADD

Category - This has to be pre-established. At this time we do not have any categories. If there is one in the drop down that your story fits, go ahead and select a category that correlates to your story.

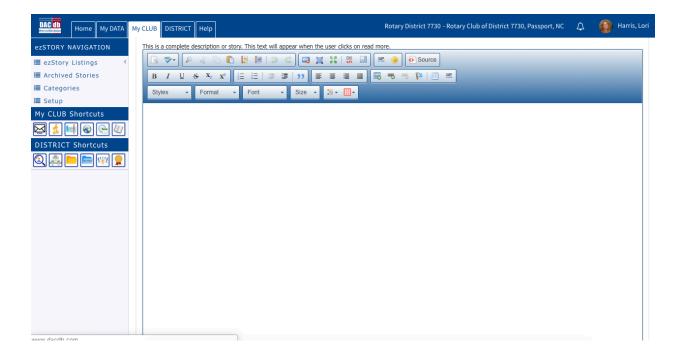
By Line - SELECT YOUR NAME

5. SELECT CONTENT TAB



SUMMARY BOX: This is where you will provide a ONE PARAGRAPH story lead in. Keep it interesting and tease the reader to read more. This appears as the intro on the website. There will be a "Read More" button for every Summary that will lead to the remainder of the story.

After completing your summary, SCROLL DOWN. You will find a second box to finish writing your story:



REMEMBER:

You may view other club members stories to see how they write and use the system to set up their stories. The process is simple, but does require your energy and thoughts to be thorough and purposeful in telling your story.

Please do not edit or change any stories that other members have posted. The system does document who has edited a story. If you see something that needs to be edited or changed, contact the member to have them update/edit per your request.

The Club Secretary reviews all of these monthly. If there are opportunities to help you learn how to better present your story, the club Secretary will call you and have you update/edit your story, so that the next time you will better be able to showcase your stories for our Club and District publishing.

Thank you for helping our club gain exposure to our activities, volunteerism, and all the wonderful activity we are engaged in.

For questions, you may contact our Club Secretary - log into the DACdb, Click MY CLUB, and you will see the leadership team at the top. CLICK Secretary and you will have the Secretary's contact information to reach out to and get answers and help.

SERVICE ABOVE SELF