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New Member Quick Start Guide Ken Dresser - 2022-06-17 - Overview



New 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.

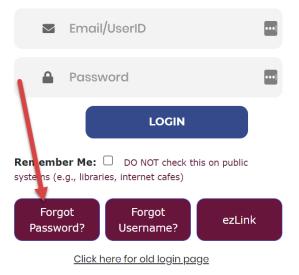
Through DACdb, you can edit your profile, search for members, register for events, and much more!

Login to DACdb

Your account in DACdb is automatically created when you join our Club. You won't need to "sign-up" for DACdb! But you will need to set a password for your account.

- To log in for the first time, your preferred email address is your username and you will need to set a new password.
 - In your desktop web browser go to <u>http://dacdb.com/index.html</u> and click on the "Forgot Password" link





 Enter your user name (generally your preferred email address) and click "Reset Password".

FORGOT PASSWORD							
Fill out your login name and click the 'RESET							
PASSWORD' button to receive an email with a							
link to reset your password.							
Cancel Reset Password							

 Click OK and look at the inbox for your preferred email address. Sometimes our emails get diverted to your spam or junk email folder so please check there if the email doesn't arrive in your inbox within 5 minutes.

You will be receiving an email with a link to reset your account. If you do not receive this email please contact support for assistance.

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- 4. The email will contain the following text:



District and Club Database Phone: (833) 322-3248 (833-DACdb4U) Email: <u>support@DACdb.com</u> Dear Ken,

You have requested a password reset for your DACdb account. Please <u>click</u> <u>here</u> to reset the password on your account.

If you prefer to not click on the link above, copy and paste this URL into your web browser:

http://dacdb.com/Login3/index.html?reset=776CE2FB-A048-6A40-A7F5ACB59 274D1AD&uid=800746897

Regards, DACdb Support

5. Click on the link or paste the URL into your web browser. The following dialog will display:

F	Reset Pass	word
new pas	ssword	
passwo	rd confirm	
	RESET PASSWORD	

Password must be at least 12 characters long

6. Our password requirements are:

Password must be at least **12 characters** long and must contain a minimum of one of each of the following,

Uppercase letter

Lowercase letter

Number

Special Character (!, @, #, \$, %, etc.)

Enter your new password and confirm it by entering it again in the second box, then click on "RESET PASSWORD".

 You will see a confirmation that your new password has been saved and you will be take to the login screen where you can log in with your new credentials.

🖾 ken	•••
a	•••
LOGIN	
Remember Me: DO NOT check this on public systems (e.g., libraries, internet cafes)	
Forgot Password? Username? ezLink	
Click here for old login page	

- 8. If you are on your own computer please click on the Remember Me box and if you wish when your web browser asks, save or update the password.
- 2. You will not need to enter your Club Number.

Can't remember your password? Click the "Forgot Password?" button to reset it.

Tip: Don't forget to bookmark the login page, check the "Remember Me" box, and check out our mobile version (https://m.dacdb.com)! Our mobile offering (available in the iOS and Android app stores) has the functionality most users need; it's like having a club directory in your phone!

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 <u>will not</u> change unless you allow DACdb to change it as you save your new email address.

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 "Update" button at the upper right of the window to save your changes.

Tip: This login is for our club database, DACdb, <u>only</u>. This is <u>not</u> your login for Rotary International. To create an online account with Rotary International, visit <u>www.rotary.org</u>.

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.



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

DAC db Home Find My	DATA My CLUB DISTRICT ZONE Support Admin Setup	
MEMBER NAVIGATION		A
🛃 Edit Member	Member Profile	- 1
🟟 Enter Makeup	Member 1 Tollie	

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

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MEMBER NAVIGATION		A +
🏖 Edit Member		
🟟 Enter Makeup	Cancel Terminate User Accounts	Update
\$ Finance Center	•	
Club Members	Member Photo Contact Spouse Business PData Club Login Bio/Notes CLI RLI My Pref Log	
I≡My Attendance	Member Information	
EMy Finance Statement	Member Information:	

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 NAVIGATION													
🛃 Edit Member													
🖨 Enter Makeup				-						Cano	el Termina	te User Accou	unts Upda
Finance Center													
Club Members	Member Photo	Contact	Spouse Pusines	s PData	Club Login	Bio/Notes	CLI	RLI	My Pref	Log			
EMy Attendance					Member Co	ntact Informati	ion						
EMy Finance Statement													
EMy Rotary	Member Emails:											+ Add Membe	r Email Record
ly CLUB Shortcuts	Edit Type	Email			Display As ?	Syntax ?	Valid	Use Alt ?	? Span	n ?	Bounced ?	Unsubscr ?	Verified ?
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	Edit Type	Address		City	,	State/I	Prov		Zip/Po	stal	C	ountry	
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	Member Social Medi	a Links:										+Add New Soci	al Med Recon

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

DAC 11 Home Find My	DATA My CLUE	B DISTRICT ZONE	Support Admin Setup				
MEMBER NAVIGATION							
🛃 Edit Member							
🟟 Enter Makeup						Cancel Term	inate User Accounts Update
\$ Finance Center	2						
Club Members	Member	Photo Conta	ct Spouse Business	PData Club Login	Bio/Notes Chr RLI	My Pref. Log	
I≡My Attendance				Member Co	ntact Information		
I≡My Finance Statement							
I⊟My Rotary	Member Ema	ails:					Add Member Email Record
My CLUB Shortcuts	Edit Type	Email		Display As ?	Syntax Valid ? Use Alt ?	Spom ? Bounced	? Unsubscr ? Verified ?
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DISTRICT Shortcuts	🖉 Home				v v		
Q 🚉 📄 🖻 🖓	2 Office				v v		
	Member Add	resses:					+ Add Member Address Record
	Edit Type	Address		City	State/Prov	Zip/Postal	Country
	🖉 НОМ						
	Member Soc	ial Media Links:					+Add New Social Med Record
	Edit Name	:	Account				
							•

6. When finished, click the "Update" button at the upper right of the window to save your changes. You only need to click "Update" once to save edits made throughout your profile tabs.

DAC db Home Find My	DATA My CLUI	B	ZONES	upport Adm	in Setup											
MEMBER NAVIGATION																
🏖 Edit Member																
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Club Members	Member	Photo	Contact	Spouse	Business	PData	Club	Login	Bio/Notes	CLI	RLI	My Pref	Log			
i⊟My Attendance							Me	mber Cor	ntact Informa	tion						

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

Search & Browse for Members

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

 To search for a member of your club, click on the "My CLUB" tab, then click on the "Find Member" icon. To search for a member of another club in your district, click on the "DISTRICT" tab, and then click on the "Find Member" icon.

DAC db Home My DATA		port		- 1				
MY CLUB NAVIGATION			ONS		Search for	Q	8	ŝ
\equiv My Club Members <	Select a function. Reposit	ion ICONs by dragging and droppi	na. Remove/Add ICONs us	sing 🏶 Configuration.				
Member Cards		ill appear on the My CLUB Sho						
E Member DIRectory								
Club Leadership History			39994					
2+NewMember Form			2 1 2					
Help Functions <								
C Holp I Prodotta	Find Member	Club Members	AREA	Calendar	Reports			

 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.

DAC 11 Home My DATA	My CLUB DISTRICT Support	
FIND NAVIGATION	Find Member	🖻 🛃 📾
Q Find Member Documentation My CLUB Shortcuts		club name, MemberID, Phone #. Use Advanced Include: Guests? Search se Soundex Search to find a member by name ar entry.
0 🚳 🖤 🕒 👅	Search Advanced Search	Soundex Search
DISTRICT Shortcuts	Name, Email or Business Name:	Enter a PARTIAL first -OR- last name; PARTIAL email; or enter a Member ID (min 2 chars). Example, "John" will FIND all of the JOHN's, JOHNSTON'S, Swell as LITTLEDHY, etc.)
	Zone or District #:	Enter a list of District or Zone numbers.
	Club Name / Club#:	Enter a PARTIAL Club name or Club number.
	Phone Number:	
	Rotary ID:	Rotary Rotary ID
	Classification:	Multiple classifications can be entered separated by commas
	Occupation:	Select ~

- 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" then click on the "Club Members" icon.
 - 1. Club officers will appear at the top, followed by a list of your fellow members.
 - 2. To view and contact a member, click the name in blue, and you will be redirected to the member's profile page.

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 "My CLUB" tab, located at the top of the page.
- 2. Click the "Calendar" icon.



3. Check the boxes for events you wish to view.

DAC db Home My DATA	My CLUB DISTRICT S	upport					
CALENDAR NAVIGATION	Event Calenda	r:				search	۹ 🚺 🖬 🖶
Views	Click on the event name pop-up to access Edit, Bi	to get a detailed descriptio ackroom, Check-In a so oth	e or the Event. Selec er event managemer	hown below. Select the View mode (week, mon t the Manage Event lip in the List Year view or t functions. Click or the mini calendar to bring in tab of an event incking the small map icon ope	Makinge Event button in the event up a icsness card to download to		Add Event
Speakers Help My CLUB Shortcuts	Include Event		(1079)	District Event (299) District GOV Official Visit (1274) RLI Training Event (3172)	District Reminder (494) President Reminder (4925)	Club Event (689) Club Reeting (884)	
Image: Construction Image: Constr	Option	s: Show My Club's a Show only Events Show short descri Show meeting Sp	I can register for ption on Event				
	<	> Today Go To		January	2022 – June 2023		week month list year
	January 1, 2022						Saturday 🌰
	all-day			Innovative Clubs Advocates Team Meeting, District 7730			
	all-day			Innovative Clubs Advocates Team Meeting, District 7730			
	all-day			Innovative Clubs Advocates Team Meeting, District 7730			
	January 4, 2022						Tuesday
	2:30pm - 3:30pm MT	Register NOW Regret	Rotary District 888 - Marketing	DACdb University Training: From Attendance to Engagement GTM/Zoom Link	Learn. Interact. Grow. It's THE easy way to gain valuable		
	5:00pm - 6:00pm ET	Register NOW	RI Zone 33	Zone 33 ICA Team Meeting GTM/Zoom Link	Click REGISTER NOW to receive Zoom	Credentials in Confirmation	Sint Roomal Just
	January 6, 2022						Thursday
	12:00pm - 1:30pm MT	Register NOW Regret	Rotary District 888 - Marketing	DCO (District Communications Officer) quarterly meeting - Winter			
	January 10, 2022						Monday
	1:00pm - 2:00pm ET		Rotary District 7600	Rotary Zones 33 and 34 Monthly Zoomformation Call GTM/Zoom Link			

- 4. The calendar will appear below. Notice that you can select the presentation style of the calendar: "Week | Month | List Year". Shown above is the "List Year" view.
- 5. To download an event to your calendar there are two methods. One is to put the calendar into "List Year" view and click on the calendar icon to download a ".ICS" file that you can import into your local calendar. The other is to click on the event in either of the other two views and click on the calendar icon there to download a ".ICS" file that can be imported into your local calendar.

DAC 10 Home My DATA	My CLUB DISTRICT Support	
Views	Image: Weight of the second	week month list year
 Zone Calendar District Calendar 	January 1, 2022	Saturday
 AREA Calendar My Club Calendar 	all-day Innovative Clubs Advocates Team Meeting, Di	
Speakers	Innovative Clubs Advocates Team Meeting, District	
	Register Speaker: Topic: Discuss new Club Ideas and Models to Grow Rotary This one hour Zoom Meeting will be held at 5:00 PM on the third Tuesday of each month in Rotary Year 2021-22. Th civil is come to any such use that the unit hour ideas as to hear come of the ideas and hear heira discussed	e

6. To view event details, click the name of the event.

DAC db Home My DATA	My CLUB DISTRICT S	upport				
CALENDAR NAVIGATION	2:30pm - 3:30pm MT	Register NOW Regret	Rotary District 888 -	DACdb University Training: From Attendance to		*
			Marketing	Engagement	UNIVERSITY	
🛱 Zone Calendar				GTM/Zoom Link	Learn. Interact. Grow.	
District Calendar					It's THE easy way to gain valuable DACdb	
_					expertise at no cost to you!	*
AREA Calendar			01.7		Cited DECISIER NOW to service Term	

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

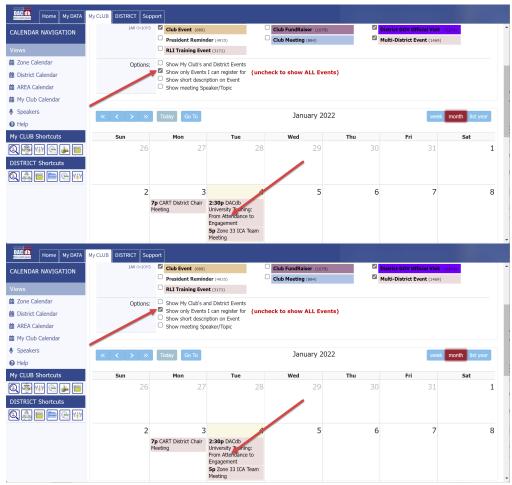
Register for an Event

There is more than one way to start the registration process.

 If the Calendar is in "list year" view mode you will see the words "Register NOW" to the left of the Event name. Click on "Register NOW".



2. If the Calendar is in either "week" or "month" mode, click on the check box to "Show only events I can Register for" and then click on the event you wish to register for.



Scroll to the bottom of the event and click on the "Register NOW" button.

		•
	Learn. Interact. Grow. It's THE easy way to gain valuable DACdb expertise at no cost to you!	
Location:	Time Zone Chart Please note: New starting time. We are one hour later. 2:30 pm Mountain (UTC -6) Use link below to convert to your time zone	
	Time Zone Converter – Time Difference Calculator (Classic) (timesordate.com)	
	Register Now	

- 3. To begin the registration process, click "Register Now".
- 4. Verify the information is correct, and click the yellow "Registration NOW" button.
- 5. For some events you may be presented with the ability to register someone else.
- 6. Once you're ready to check out, click on "Continue"

DAC db	Home My DATA My CLUB DISTRICT Support	
My CLUB Shortcuts	DACdb University Training: From Attendance to Engagement Tuesday Jan 04, 2022 (ID=77511782)	
Q 👼 W 🚱	Step 1 - Your Information	/
🎍 🔚	Contact Information:	
DISTRICT Shortcuts	* First Name:	
0		
	To add a another Member ===> Add Another Person Continue	

- 7. For most events you will be presented one or more questions to answer. Some may have costs associated with them.
- 8. Respond to the questions and click on the "Proceed to Confirmation" button.

DAC db	Home My DATA	My CLUB DISTRICT Support	
My CLUB Shortcuts		DACdb University Training: From Attendance to Engagement Tuesday Jan 04, 2022 (ID=77571782)	*
		Step 2 - Make Selections Selections for:	
DISTRICT		Questions Ken's Selections	
Shortcuts		○ Yes, I will attend!	ł
		What is your Role in your Club or District?	
		Proceed to Confirmation	

9. Review your answers to the questions and if they're correct, click on "Confirm Selections"

DAC db	Home My DATA My CLUB DISTRICT Support					
My CLUB Shortcuts	DACdb University Training: From Attendance to Tuesday Jan 04, 2022 (ID=77571782)	Engagement				
	Step 3 - Verify and Confirm Please click CONFIRM at the bottom of the page after checking t	he accuracy of your inforr	nation.			
DISTRICT Shortcuts	Selections for:	Selection	Qty	Cost	Total	
Q 蕊 (=	Will you attend?	Yes, I will attend!				
<u>e</u>	What is your Role in your Club or District?	DCO				
	Confirm Selecti	ons				

10. After clicking "Confirm Selections", you will receive the "Confirmation" screen. An email will also be sent to your preferred email address.

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

DACdb Mobile Website

The DACdb mobile website has been specially designed to run on a smartphone (iPhone, Androids, Blackberry, etc.). While it will run on a normal web browser on your iPad/tablet or PC, the experience has been tailored for smartphones. The DACdb Mobile website is not a clone of, or a replacement for, the main DACdb website. It is a compliment to the main site - allowing users to quickly get information from the database when they are away from their computers.

Most of the functionality is read-only - if you want to edit your member record, register for events or send PMails, you still need to use the main DACdb website.

DACdb Mobile can be reached at the URL: <u>http://m.dacdb.com</u> or installed from the Apple app store or Google Play Store. Search for <u>dacdb.com</u> in either store.

DACdb Mobile Now in Stores

DACdb Mobile can now be found in Google Play and Apple App stores. Use this QR code to download the app to your mobile devices. This app is free to you to use. Let us know how it works for you!



http://web2application.com/w2a/sl.php?an=29248

