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# District and Club database

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## **DaCdb Quick Start Guide** **Members: User Manual** **(Level 1: User Documentation)**

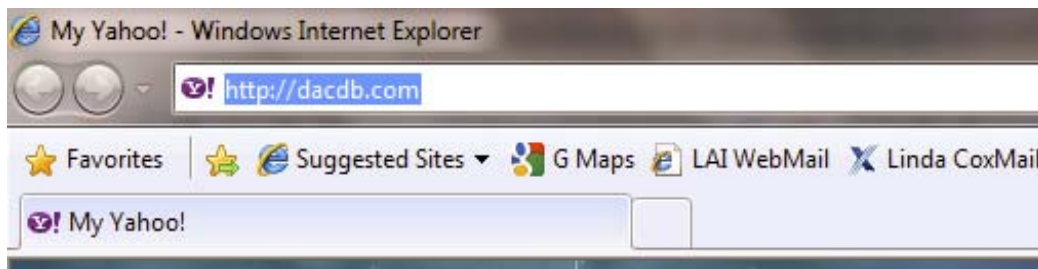
**Document Version: 1.0**  
**Date: January 2011**

## DaCdb Quick Start Guide for Members

If you are new to Rotary, congratulations! You have joined the world's foremost service organization, with over 1.2 million members in nearly 200 countries. And, if you are new to [DaCdb](#), you are about to open a whole new way to enhance your Rotary experience.

**DaCdb** is an acronym for **D**istrict **a**nd **C**lub **d**atabase, but most of us just call it daK-dee-bee. It provides a central database for your Rotary Club and your Rotary District. It allows you to update your personal record, review information about other members in your club, contact other members of your club by email and telephone, view or print a club directory for your personal use, and a variety of other functions.

To access [DaCdb](#), you may click on the link you received in the welcome letter or type in "DaCdb.com" in the address line of your browser, or just use the **direct** URL address: [www.DaCdb.com/rotary](http://www.DaCdb.com/rotary)



This takes you to a screen that looks like the one below.

Then, click on the **LOG IN Here** link, and it takes you to the [DaCdb](#) log on screen.



**Quick Start Tip:** Generally, your district website ([www.RotaryXXXX.org](http://www.RotaryXXXX.org)) contains a link to [DaCdb](#). Encourage your webmaster to add a link to your club website as well.

When you get to the actual log-on screen (see below) you will need your (1) email address, (2) password (member number – available from your Rotarian magazine, your club secretary or various Rotary reports) and (3) your club number (also available from your club secretary). You may change your password after you log-on.

## 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

1 User Name: brian@rotary123.org

2 Password: ●●●●●●●●

3 Club Number: 9927 **NOW Required** for greater than Member LVL-4 access.  
Remember Me:  **DO NOT check this on public systems**  
(e.g., libraries, internet cafes)

Login

[Forgot Password? Click Here](#)  
[Or other Login Problems?](#)  
[My Email address changed, now what?](#)

[Create DaCdb Short Cut](#)

### What's Available:

- Maintain Members
- Create Calendar Events
- Run Detailed Reports
- Submit Attendance
- ... and much more!

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1. **User Name:** This is *usually* your email address.
2. **Password:** This is *usually* your Rotary Member number. If you don't know your Rotary Member number, look at the mailing label on the front of your Rotarian magazine (it is in the upper left hand portion of the label, and is the 7 significant digits: e.g. 2057275); or ask your club secretary.
  - a. If you do NOT have a Rotary Member number yet, then try using your last name in the password field.
3. **Club Number:** Again this is available from your club secretary or other club officers. This field is **not** required to log in for non-officers of the district.

#### Quick Start Tips:

- Before you Sign In, create a **shortcut** on your desktop by clicking on the "Create DaCdb Short Cut" link at the bottom LEFT (under the LOG IN button) of your page. (circled link above; and DRAG it onto your desktop).
- Click the "Remember Me" and it is not necessary to fill in your information again.

## NAVIGATING THROUGH DaCdb

Navigation through **DaCdb** is accomplished by clicking on tabs/links at the top of the homepage.

1. The top line of tabs is the primary way to navigate and they will remain the same wherever you are in the database. *Most of what you will need to do, you will do from the "My DATA" and the "My CLUB" tab.*
2. The second row consists of sub-menu links which takes you to various other functions. (Click on them to get familiar with navigating through all the available information.
3. Then on the HOME page only, the 3<sup>rd</sup> row of links (your Dashboard) provides an overview of facts and figures about your club and your district.



**Quick Start Tip:** Scroll down through the home page. It briefly explains how **DaCdb** works, its security levels, and it has links to other helpful information.

## Quick Start

Although all the navigation tabs link you with the various aspects of **DaCdb**, the two main tabs are probably all that you ever need! These are the **My CLUB** and the **My DATA** tabs.



Let's explore the **My DATA** tab first. From this tab you will be able to see all the information that has been entered for you by your club secretary. You can update and keep this information current with just a few keystrokes. From this screen you can find a member, view or print a club directory, edit your data, change your password and enter make-up meeting that you attended. (Click on the **My DATA** tab.)



**Quick Start Tip:** Clicking on the “Enter Makeup” button below your picture provides a quick and easy way to notify your club secretary that you attended a meeting at another Rotary Club for one that you missed at your club. When you click on the “Enter Makeup” button a new screen opens. Your name already appears, so you simply need to enter the date of your makeup and where you attended. (Completing the other members present is helpful to your club secretary, but not required.) Be sure and click the gold “Submit” button to send the information to your club secretary.

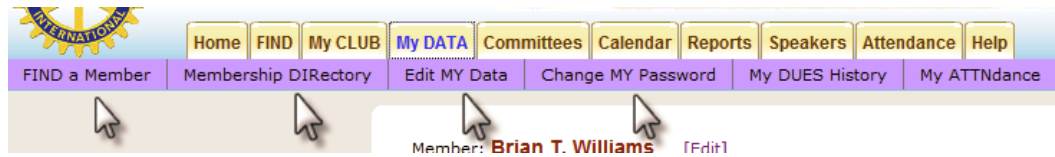
### Enter Banked Makeup Request

To enter a makeup, please complete and submit the following form below. This entry will be added to the makeup bank in an **Pending** state for the selected member. If the Club Secretary has elected to receive notification emails, an email will be sent notifying them that you have entered this makeup request. You are entering a Makeup for multiple members that may not all subscribe to the Club Weekly Attendance. Click [here](#) if you are interested in learning more about the [Weekly Club Attendance](#).

* Select Member:	Williams, Brian T.
* Date of Makeup:	12/28/2010 <input type="checkbox"/> MakeUp Date - is Required
* Makeup Venue:	RC of Greater Seattle Club, Committee Meeting, Event or Project where makeup was made
Other Members present: - or - comments (optional)	Rob Smithson

In the **My DATA** tab home screen, you see it has all the data that was entered when you initially joined the club or when your club began using **DaCdb**. It is important that you keep this information up to date, as your personal information will not only be used for club communications, but also for communications from your Rotary District and Rotary International as well.

### Using the Sub-Menu LINKS under the My DATA tab:



From this screen, you will primarily be concerned only with the four sub-menu links indicated above. These sub-menu links help you do the basic functions necessary to keep your data current for fellow members and club officers to view and use.

**Change MY Password:** Your default password is your Rotary Member number. While many members are content to use this, others of us prefer to use a personalized password. To create a new password, click on the Change MY Password tab above.

- Type in your old password
- Type in your new password
- Verify your new password by re-typing it!
- Click the “Update” button at the bottom of the screen

### Change Password

Use the form below to *optionally* update your password settings. If you do not want to change your password at this time, click on the [CANCEL] button.

We strongly recommend that you take this opportunity to change your password from the system default. Make your password something this is unique and meaningful to you.

Your new password:

- Must be at least six (6) characters long
- Cannot equal your login name
- Password IS Case-Sensitive

User Password Change:

Old Password:

New Password:

Verify New Password:

**Quick Start Tip:** Whenever data is CHANGED or ADDED into DaCdb, there will always be an “Update” Button in a contrasting color. If the Update Button is not used, your changes will be lost! So ALWAYS look for the Update Button when you want to record changes or additions.

**Edit My Data:** You may “edit” your data by using the sub-menu link, OR by clicking the blue [Edit] next to your name on the View screen. (See the [Edit] link on the screen shot at the bottom of page 3.) When you click *either* blue [Edit] link, or the **Edit My DATA** sub-menu link, a new screen appears with another set of sub-menu functions or edit tabs. (see screen shot below.)

D	My CLUB	My DATA	Committees	Calendar	Reports	Speakers	Attendance	Help
DIRectory	Edit MY Data	Change MY Password	My DUES History	My ATTndance				

### Member Admin

Williams, Brian T. ID=800207098

Member	Photo	Contact	Login	S/P	Business	PData	Club	Alumni	Notes	Zone
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#### Member Information

Member Information:

Member ID:

\* Member Type: **Active**

Prefix:

Gender:


\* First Name:  Middle Name:

\* Last Name:  Suffix:

Previous Name:  NEW Former Name or Maiden Name

Badge/Nick Name:  (Only put in a Badge Name IF different from First Name)

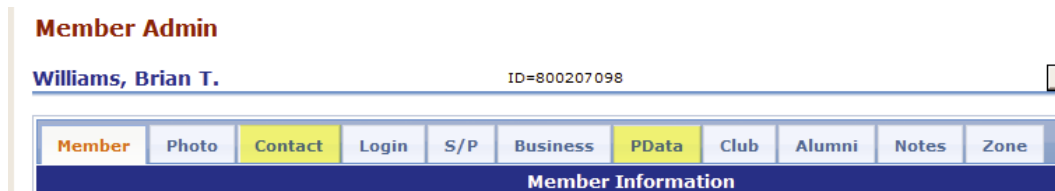
Badge Title:  Title you want to appear on Event Badges





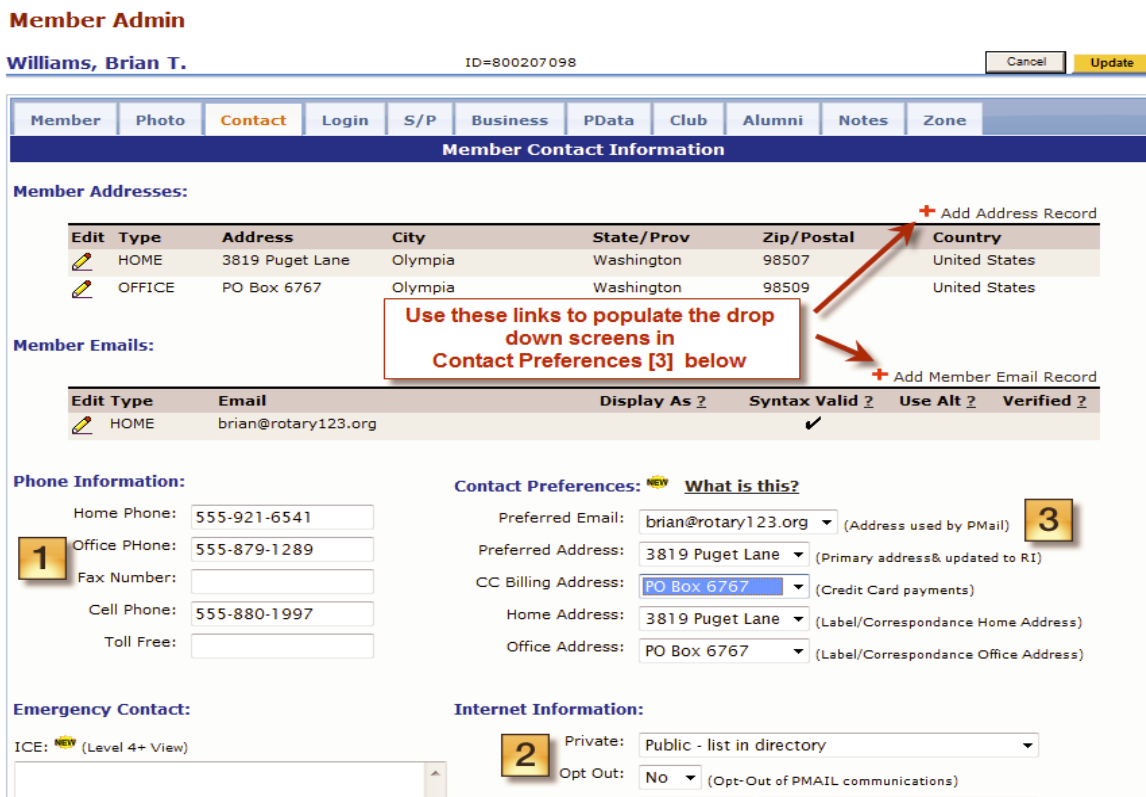
You really only need to concern yourself with the first seven (7) edit tabs (Member, Photo, Contact, Login, S/P: Spouse/Partner, Business and PData: Participation Data). Each tab contains data input fields for that particular function. As you complete the input fields for a particular tab, click on the next tab. The data input fields are self explanatory and if you make a mistake, it is easily corrected by coming back to the tab and re-typing the information in the data input field. **REMEMBER** when you have completed your changes, click on the bright gold **“Update”** Button to save your changes, otherwise all your work will be LOST!

Note: Two of the tabs are slightly different and require an additional step. These are the **Contact** edit tab and the **PData** edit tab.



**Contact tab:** On this screen, information is entered in several different ways.

1. Phone Information and Emergency Contact data is entered directly in the spaces provided.
2. Internet Information is entered by the use of “drop-down menus”.
3. Contact Preferences are also selected by the use of “drop-down menus”, but before you can select what information you want to appear, you have to ‘populate’ these windows by using the “Add” function and/or the “Edit” (pencil) functions found at the upper section of the screen



You can add *additional* address data in the same way. Use the **+ Add Address Record** to enter a number of different types of addresses (home, office, vacation, etc.) and you use the ‘pencil’ under **Edit** to change, update, correct or delete existing information. When you have saved/updated the information, it appears on your contact page.

**Member Addresses:**

Edit	Type	Address	City	State/Prov	Zip/Postal	Country
	HOME	3819 Puget Lane	Olympia	Washington	98507	United States
	OFFICE	PO Box 6767	Olympia	Washington	98509	United States

**Member Emails:**

Edit	Type	Email	Display As ?	Syntax Valid ?	Use Alt ?	Verified ?
	HOME	brian@rotary123.org		✓		

Also, clicking on the **+ Add Member Email Record** allows you to enter a number of different email addresses (e.g., home and office) through a ‘pop-up’ window with a drop-down selection choice. Then, clicking on the ‘pencil’ under **Edit Type** allows you to edit the information for changes, updates or corrections.

**Member Emails:**

Edit	Type	Email	Display As ?	Syntax Valid ?	Use Alt ?	Verified ?
	HOME	brian@rotary123.org		✓		

**PData tab:** This tab is used to update/edit your **Participation Data** in the club. Like the Contact tab, this screen uses an edit ‘pencil’ editor function to populate this field.

### Member Admin

**Williams, Brian T.** ID=800207098 Cancel Update

Member	Photo	Contact	Login	S/P	Business	PData	Club	Alumni	Notes	Zone
<b>Participation Data Information</b>										
This section includes the Participation Data for this member. Member participation data can be edited from this screen, just click on the PENCIL  icon.										
	Edit Participation Data Records									
Code	Participation	Value	Modified	Created						
SM	Sustaining Member			Brian Williams 12/08/10						
PRY	Previous Rotary Years in other Clubs:	2		Brian Williams 12/08/10						

When you click on the edit ‘pencil’ a pop-up opens that lists a variety of participation options that describe activities which you may have completed. Check those boxes that apply and then click the “Save” button. (If you have any questions which activities apply to you, check with your club secretary.)



**Member Admin**

Williams, B

Member

This section in

Code	Pa
SM	Su
PRY	Pre

Last updated on:

**PData Information**

Cancel Save

**Participation Data**

<input type="checkbox"/> PHF - Paul Harris Fellow	<input type="checkbox"/> Major Donor
<input type="checkbox"/> Spouse is also a Paul Harris Fellow	<input type="checkbox"/> Past President
<input type="checkbox"/> Paul Harris Society	<input type="checkbox"/> Meritorious Service Award
<input type="checkbox"/> Charter Member	<input type="checkbox"/> Distinguished Service Award
<input checked="" type="checkbox"/> Sustaining Member	<input type="checkbox"/> Service Above Self Award
<input type="checkbox"/> Double Sustaining Member	<input type="checkbox"/> Past District Gov / District Served: <input type="text"/>
<input type="checkbox"/> ALUMNUS of a Rotary Program	<input type="checkbox"/> Perfect Attendance Since: <input type="text"/> (ex: 1992)
<input type="checkbox"/> Benefactor	<input type="checkbox"/> Rotarian of the Year: <input type="text"/> (ex: 1997, 2001)
<input type="checkbox"/> Bequest Society	<input checked="" type="checkbox"/> Previous Rotary Years in other Clubs: <input type="text" value="2"/>
<input type="checkbox"/> Past RI Director	<input type="checkbox"/> RLI - Graduate
	<input type="checkbox"/> RLI - Discussion Leader

Update

icon.

ita Records

'10

'10

**Note:** Whenever you click the gold **Update** button, you will return to the **My DATA** homepage where your changes will be displayed. If you need to update something else, make a correction or add more data, simply click on the [\[Edit\]](#) next to your name and it jumps to the edit screen.

## My CLUB tab (sub menu link functions):

The **My CLUB** tab *also* allows you to do a variety of functions including finding other Rotary members, get a list of other Rotary Clubs within your district, find out where those clubs meet, look at the club/district calendar, and view your club bulletins and other documents.



## FIND a Member sub-menu link:

To find a member, just fill in what information you know about the person you are looking for (less is better than more) and then click the Search button.

### Find a Member

**Search Parameters**

Name, Email or Business Name:  Member ID:  Classification:  Filter by Club Name / ClubID:  Global?

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, JOHNSON'S, JOHNSTON'S, as well as 'LITTLEJOHN', etc.)

A screen will display with your results. Click on the member's name to email them or click on "View" to see more information about them.

### Find a Member

**Search Parameters**

Name, Email or Business Name:  Member ID:  Classification:  Filter by Club Name / ClubID:  Global?

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, JOHNSON'S, JOHNSTON'S, as well as 'LITTLEJOHN', etc.)

**Results**

There are 3 Members found.

Member Name	Business Name	Type	Action
<b>Rotary District 7600</b>			
<a href="#">Howdyshell, Bradley Neil (Yvonne)</a> <small>(Fluvanna County (Palmyra))</small>	Thacker Brothers Funeral Home	Active	<a href="#">View</a>
<a href="#">Thackston, Mark (Erin)</a> <small>(South Boston)</small>	Benchmark Community Bank	Active	<a href="#">View</a>
<a href="#">Thackston, Marshall A. (Donna)</a> <small>(Farmville)</small>	STATE WIDE REALTY COMPANY	Active-R85	<a href="#">View</a>

**Quick Start Tip:** The fastest way to find a member within your own club is to click on the My Club tab. All the members of your club are on the page and to find individual members, scroll down to Section 3 of the page. To email a member click on their name or email address. To see more information about your fellow club member, click on the "View" link next to their name.

**List ALL Clubs sub-menu link:** This link simply lists all the other clubs in your district. Click on the “View” link to display information about individual clubs.

**Club Listing**

68 Clubs found

B | C | E | F | G | H | I | J | L | M | N | O | P | R | S | T | V | W | Y | Z | ALL

Club Name	Club Short Name	Region	Club Type	Action
Blackstone	Blackstone	8		<a href="#">View</a>
Bon Air	Bon Air	4		<a href="#">View</a>
Brandermill (Midlothian)	Brandermill (Midlothian)	5		<a href="#">View</a>
Cape Charles	Cape Charles	16		<a href="#">View</a>
Cape Henry	Cape Henry	15		<a href="#">View</a>
Chesapeake	Chesapeake	13		<a href="#">View</a>

**Where CLUBS Meet sub-menu link:** This screen provides a listing of where different clubs meet within your district. The listing may be sorted by day/time, club, city or area. This information will help you do “make-ups”, when you miss your regular club meetings.

**Clubs Sorted by Meeting Day & Time**

Time	Club	Meeting Place	City
<b>Monday</b>			
07:30 AM	Western Henrico County	Westwood Racquet Club	Richmond
07:30 AM	Great Bridge (Chesapeake)	Cahoon Plantation	Chesapeake
12:30 PM	Sandston	Roma Ristorante Italiano (this is a new meeting location as of 8/2008)	Sandston, VA

**Club CALENDAR sub-menu link:** This screen shows you the events planned by your club, your district and multi-district events. You can control what you see by checking the appropriate boxes (Include Events) at the top, left of the screen. (Encourage your club to use this calendar to help keep its members informed of events.)

**Calendar of Events  
Rotary District 6930**

**Event Calendar Parameters:**

Calendar: [  List  Block ] Search Events:

Include Events:  District Event  District Reminder  District GOV Official Visit  Club Meeting  
 Club Event  Club FundRaiser  Multi-District Event

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Dec 2010 - Jun 2012 **Add to District Calendar:** Select Event Type   Go To: December 2010






DATE	TIME	ACTION	CLUB	EVENT NAME	LOCATION / COMMENTS
<b>December - Family - Happy Holidays</b>					
Thu Dec 16, 10	08:00A	<a href="#">Edit Form</a> 	Vero Beach Sunrise	CITRUS ELEMENTARY Rotary Reader: Mark Mucher	Citrus Elementary School 2771 4th Street (SW corner of 4th St and 27th Ave Contact: Ms. Susan Del Tufo 978-8355
Fri Dec 17, 10	03:30P	<a href="#">Edit Form</a> 	Palm Beach	YMCA Gift Giving Party	YMCA 2085 S Congress Avenue West Palm Beach, FL 33406

**Club BULLETINS sub-menu link:** Many clubs upload their weekly/monthly club bulletins to DaCdb. This allows you to view current and past bulletins from your club.

**Rotary District 7600  
Virginia Peninsula**

Notify Members on Upload: **No**

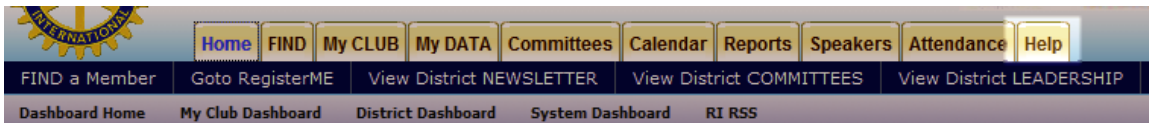
[Home](#) <<-- click links here to navigate

Type	File Name	Modified	Size
	<a href="#">Club Photo Archives</a>	04/29/10 05:14 AM	
	<a href="#">An Achievable Dream</a>	03/02/10 02:33 PM	LINK
	<a href="#">March 2010 PenWheel.pdf</a>	03/02/10 11:38 AM	324 KB
	<a href="#">June PenWheel.pdf</a>	06/24/09 09:58 AM	146 KB
	<a href="#">HPT RDS Executive Lifestyles article.pdf</a>	12/31/08 09:48 PM	3,801 KB
	<a href="#">September PenWheel.pdf</a>	09/02/08 02:54 PM	156 KB
	<a href="#">June 2008 Penwheel.pdf</a>	07/29/08 10:06 AM	204 KB
	<a href="#">July 2008 Penwheel.pdf</a>	07/29/08 10:05 AM	170 KB

Well, that’s it – and all that you probably need to know to get started using your **District and Club database**. You may want to expand your knowledge and check out some additional features of **DaCdb** and we have provided a summary guide below to what you can find more about all the Home page tabs and sub-menu links.

Of course, as you begin to advance through Rotary and become a club officer, many more features of **DaCdb** will be available to you. When you reach that point, you will want to consult our **DaCdb Guide for Club Officers**, which is listed in *Training Resources and Materials* section, located under the **HELP** tab.

Should you encounter any problems, you may consult our **Help** tab, ask your club secretary (or in larger clubs the Executive Secretary, or the Club Communications Officer), and/or your District Communications Officer (who is listed as the first person on the LEFT side of the **Help** screen.)



## SUMMARY GUIDE TO USING THE NAVIGATION TABS

In most cases, you simply navigate to the places you want to see/use, by just clicking on the navigation tabs/links at the top of the page.



**HOME:** This is the page you see when you first log in. It contains the latest information about the system and explains the various security levels.

**FIND:** Use this tab to find other Rotarians in other clubs of the District. (Use the **My Club** tab to find/see members in your own club.)

**My CLUB:** This is one of the two most important tab/links in the program. It contains information about YOUR club including its officers, committees, meeting dates, and contact information for your fellow Rotarians.

**My DATA:** This IS the most important tab/link in the program for Members. It allows you to view your data, update/correct your data, and is used for Club, District and International communications to you.

**Committees:** This takes you to a list of District and Club committees. It shows you who serves on the various district committees and shows you how other clubs are using the committee structure as well. NOTE: If your club has NOT entered their committees on their club page, no information will show up here.

**Calendar:** Use this tab to find out the when and where: for all clubs, the district and zone events.

**Reports:** Use this tab to print reports, directories, etc. of your club and various committees.

**Speakers:** This section is designed to allow clubs to find speakers and to share information about good speakers who have come to their club.

**Attendance:** This screen displays the attendance record for the entire district. It allows you to determine how your club's attendance compares with other clubs in the district.

**Help:** This tab takes you to training resources (including videos), frequently asked questions (FAQ), and support information.

### HOME Sub-Menu link functions:

**Find A Member:** Same as the FIND tab on the main menu.

**Goto Register ME:** This item provides a *shortcut* to the open events in the district for which you can register.

**View District Newsletter:** Displays a list of District and Rotary Foundation newsletters and allows you to open and read them.

**View District COMMITTEES:** Displays a list of the various District Committees and provides a picture and contact information for those members.

**View District LEADERSHIP:** This screen shows the members of the district leadership team and provides a picture and contact information for those members.

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# District and Club database

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## Suggestions:

We welcome your ideas, comments and feedback regarding this document and any of the **DaCdb** system components. If you have some ways that you think would enhance the overall system, please let us know. If you see areas where security can be improved – we really want to know those as soon as possible.

Contact us via e-mail: **[info@DaCdb.com](mailto:info@DaCdb.com)**