Working With Online Rotary Resources

Rotary District 6400
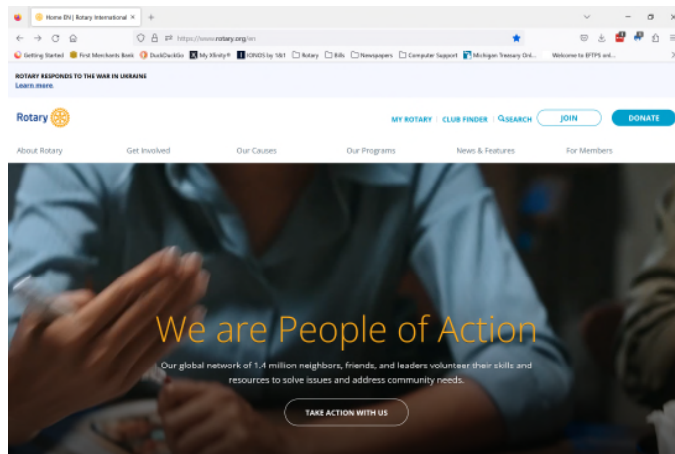
BE THE ONE

CREATE HOPE in the WORLD

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There are two places our District goes to for Rotary resources, the Rotary International website and DACdb.

To get to the Rotary International website go to www.rotary.org.
Besides the general information, there are two areas of interest:
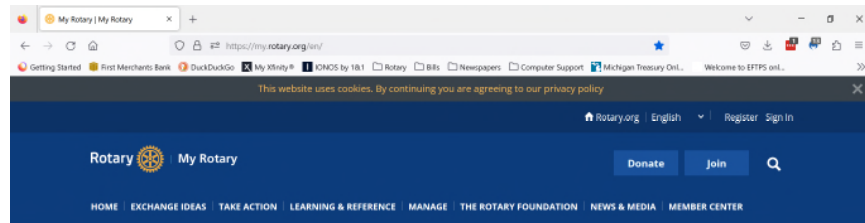1) My Rotary
2) Club Finder

3

Clicking on "Club Finder" brings you to this page. Scroll over the club "pin" to get basic information. Click on the club name to get meeting and contact information.
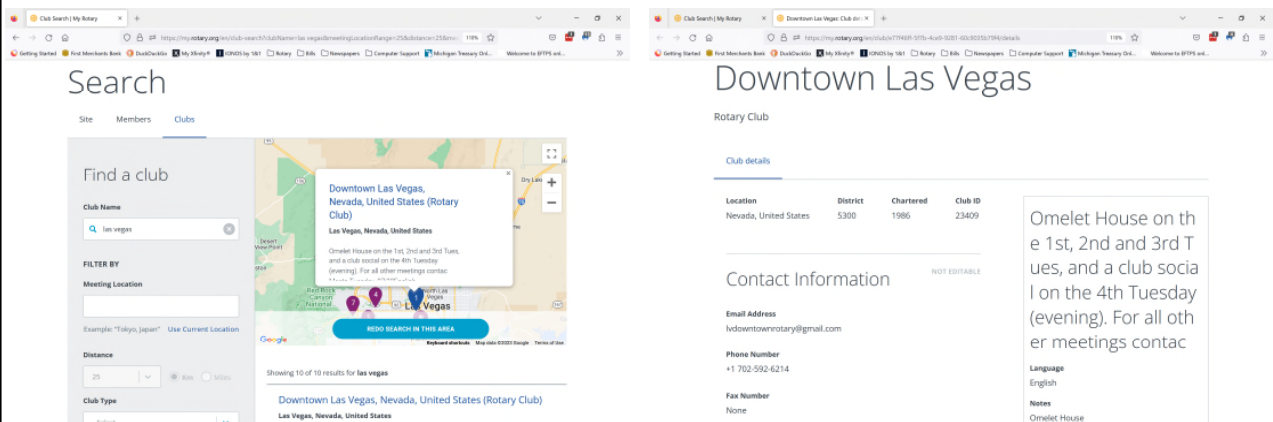
4

Clicking on "My Rotary" brings you to this page. Sign into your Rotary account to have the most options available.
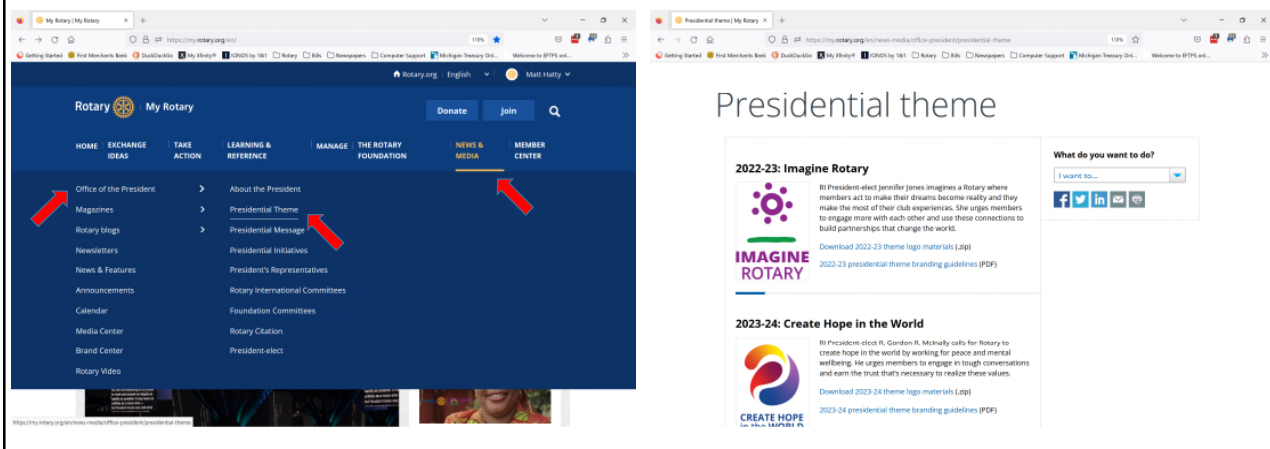

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Scrolling the mouse over each of the headings brings up several options.
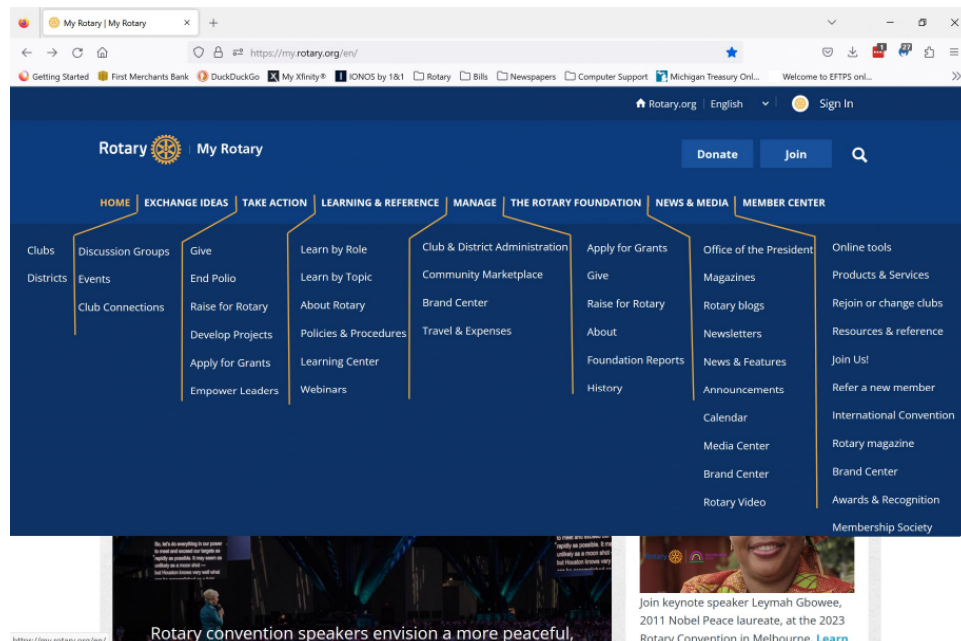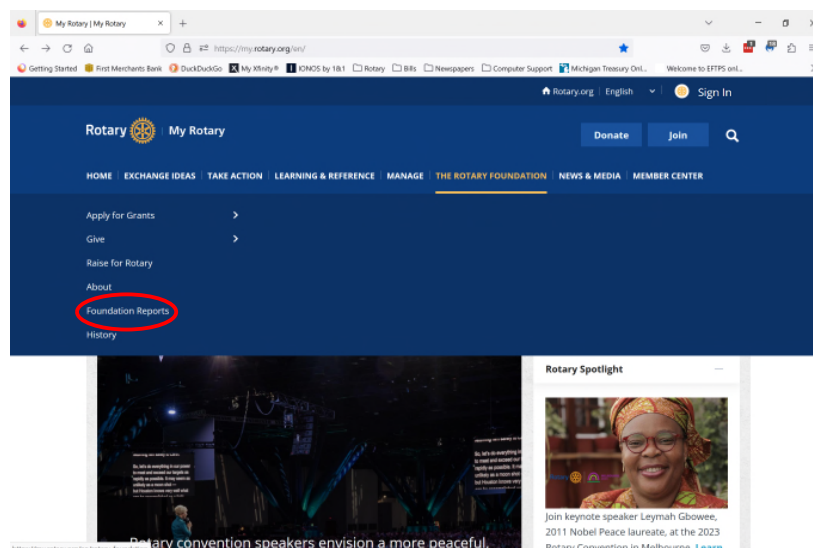

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Scroll over "NEWS & MEDIA" - "Office of the President" then click on "Presidential Theme" to download the logos for the current and upcoming Rotary years.
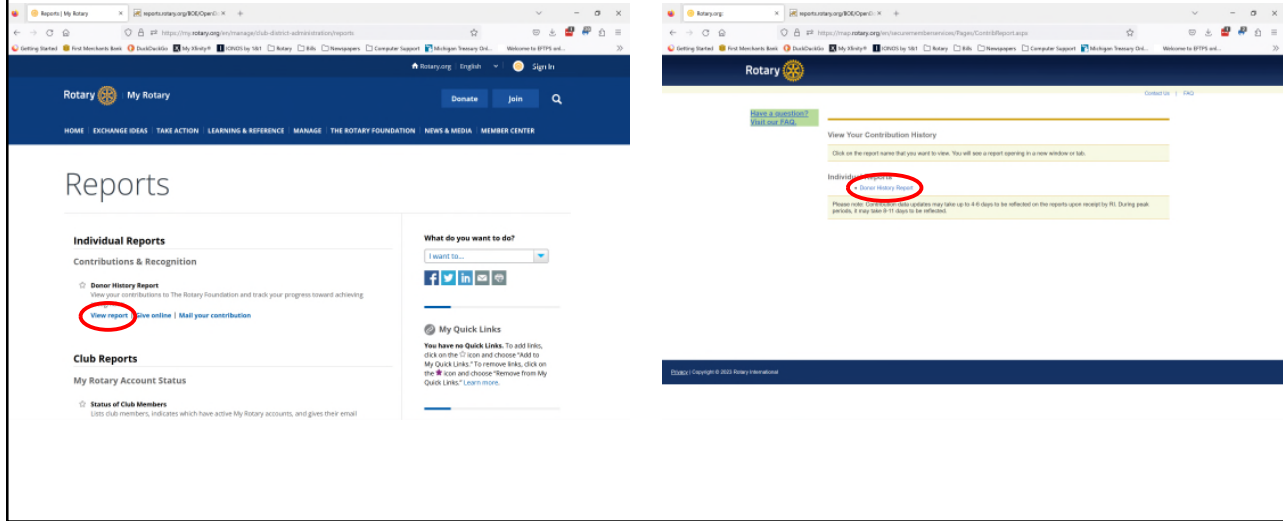

7

Scrolling over "The Rotary Foundation" brings up these options. You can make your donation to RI selecting "Give." To find out how much you have donated as a Rotarian, select "Foundation Reports."
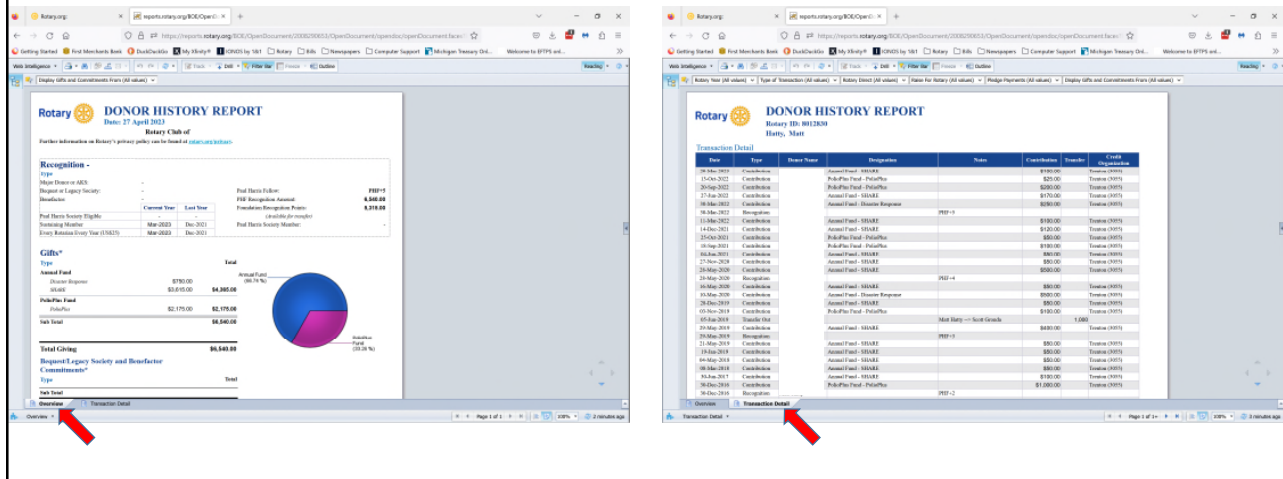

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Click on "View report" then "Donor History Report" to bring up a report with your donation history.


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The "Overview" tab gives you your total giving per area. The "Transaction Detail" tab lists all of your giving over time, including when you reached each Paul Harris level. You can use this to determine how much more you need to donate to achieve your next PH level.


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A club officer can scroll over "MANAGE" – "Club & District Administration" then click on Club "Administration" to check various aspects of the club. Please note – it is best to update membership information in DACdb (or ClubRunner if that is the system your club uses) rather than on the RI site.
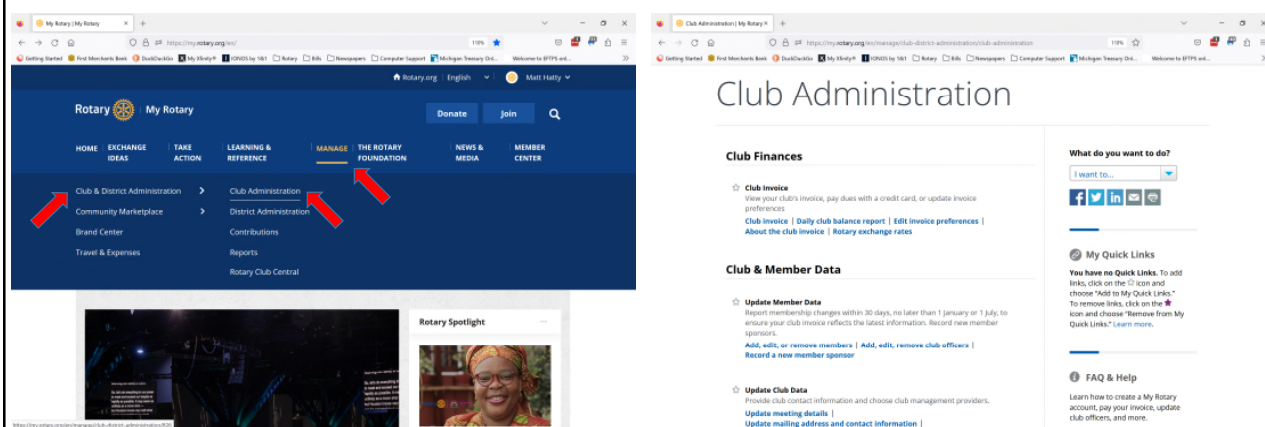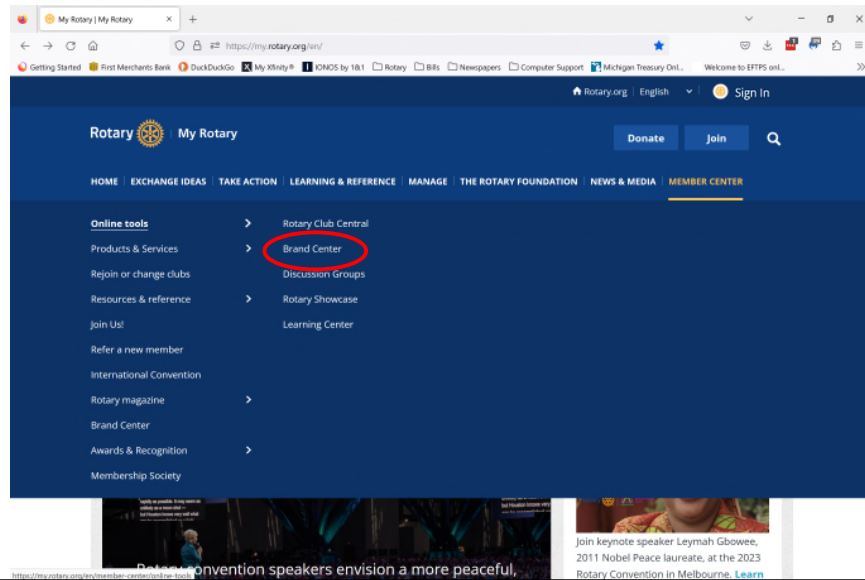

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Scroll over "Member Center" then "Online Tools" to see the online options you have as a member. Click on "Rotary Club Central" to see various aspect of your club, including goals, projects and demographics.
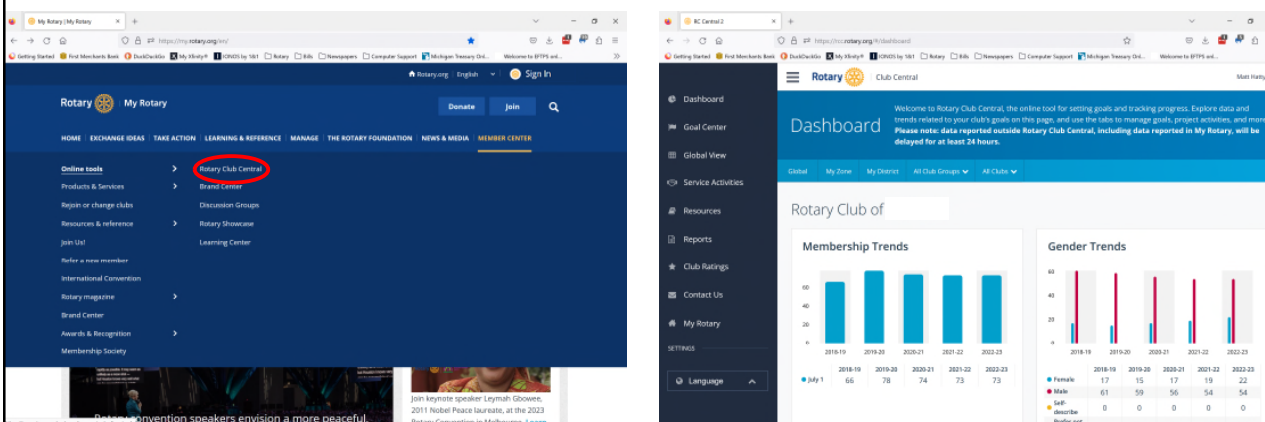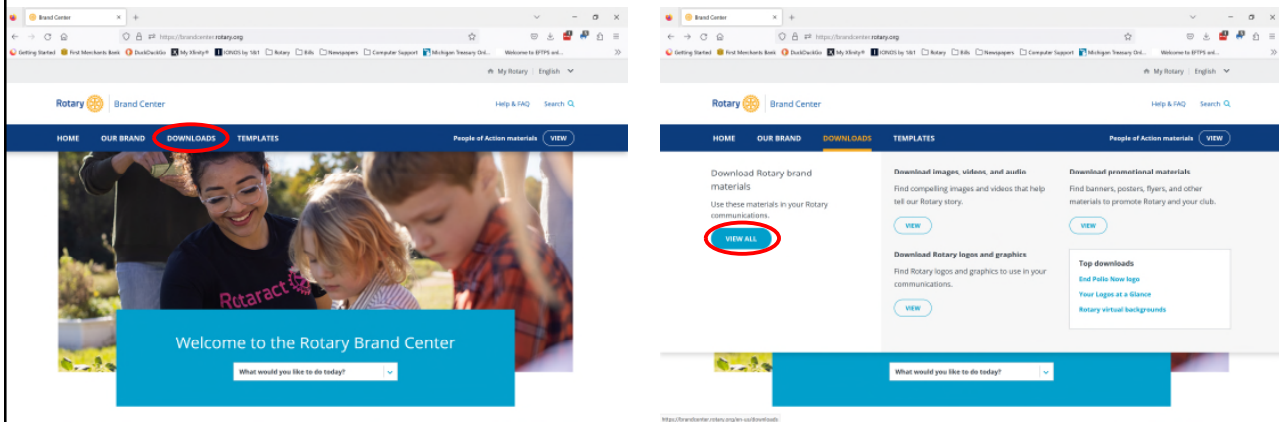

12

Click on "Brand Center" to learn more about the Rotary brand and ways to develop promotional materials.
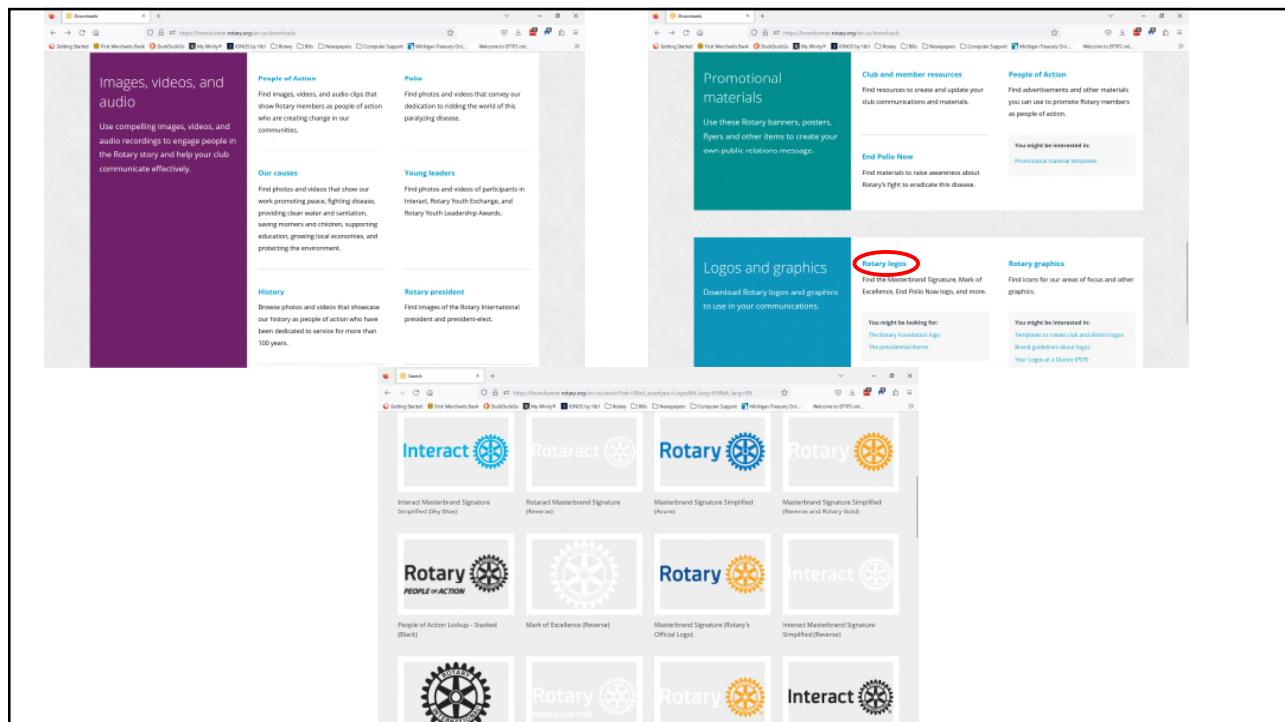

13

Click on "Downloads" "VIEW ALL" to see all the available downloads, including Rotary logos.
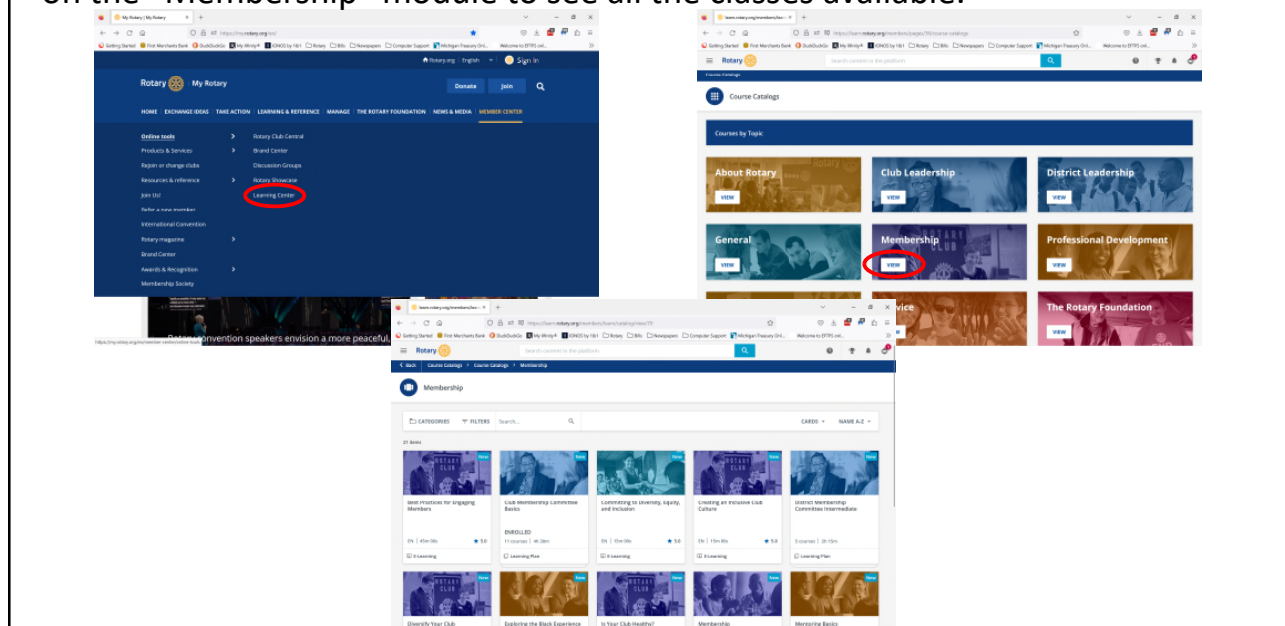

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Click on "Learning Center" to see modules available for viewing. Select "VIEW" on the "Membership" module to see all the classes available.

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What is DACdb?

1) It stands for District And Club database.
2) It's a repository for membership information for Rotary districts and clubs.
3) It can be used for club and district communication as well as setting up events and taking event registrations.
4) Although basic access to DACdb is provided by our district, modules can be purchased for other tasks, including hosting your club web site and recording your club accounting.

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Why do we need DACdb?

1) Primarily it is used to store member information. It might not seem important with a smaller club, but it is best to have ALL the information in one location (redundant data can contain errors).
2) District 6400 is a DACdb district. Most district communication comes through DACdb, so if a member is not listed, that member will be excluded from that communication.
3) Registrations for District 6400 events are collected through DACdb.
4) You can obtain contact information for anyone in your club and district.

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You can get to DACdb through the District 6400 website. But the easiest way is to go to the website www.dacdb.com. It will bring you here. When signing in, **IF** and only **IF** this is your personal computer, check the "Remember Me" box to make signing in easier the next time.
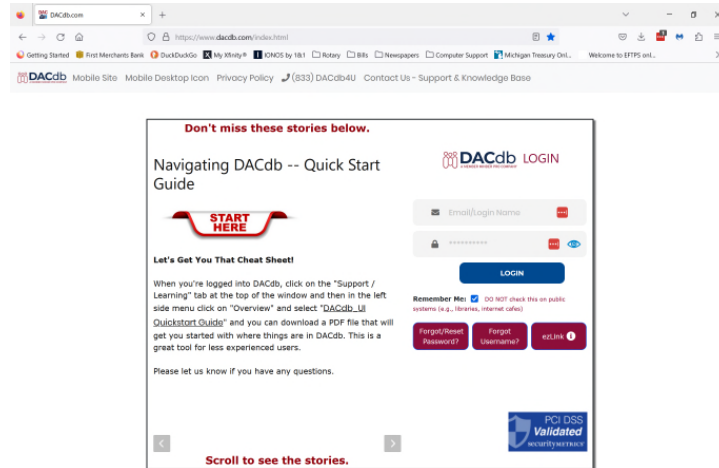

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After logging in, you'll end up here.
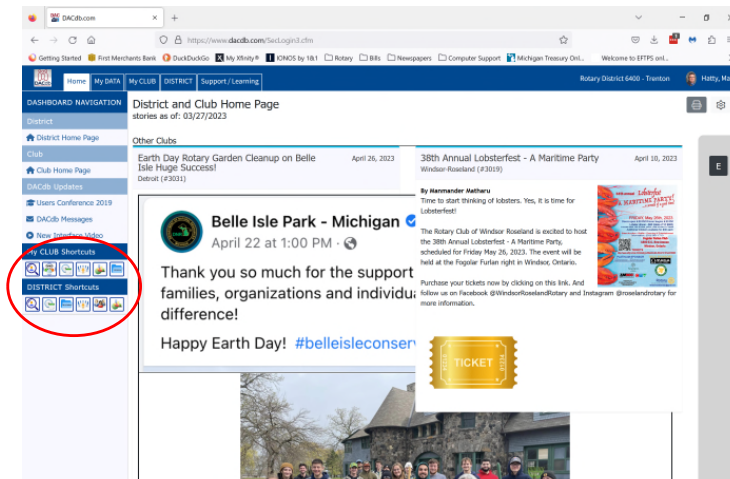
Notice the shortcuts on the lower left side. These can be customized on the "My CLUB" and "DISTRICT" pages.

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Here on the "My Club" page, there is a green box with a checkmark on the upper right corner of the top six functions. This corresponds to the "My Club Shortcuts" on the left side. You can click and drag whichever six functions you want to the top of the list to change the shortcuts. Choose the six functions that you use the most and you will find navigation in DACdb a lot easier.
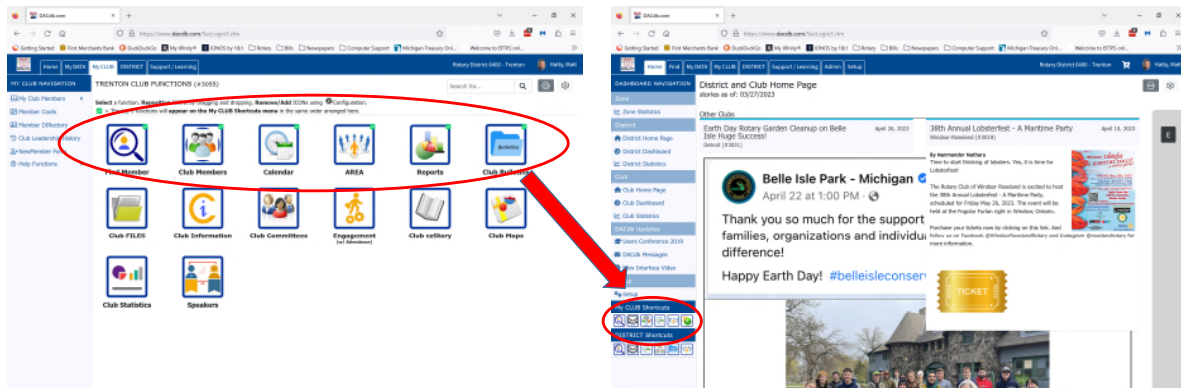
The same holds true for the functions/short cuts on the "DISTRICT" page.

There are three main functions that you will probably perform in DACdb:

1) Update your personal information.

2) Search for club and district member information.

3) Send emails to individual Rotarians through PMail.
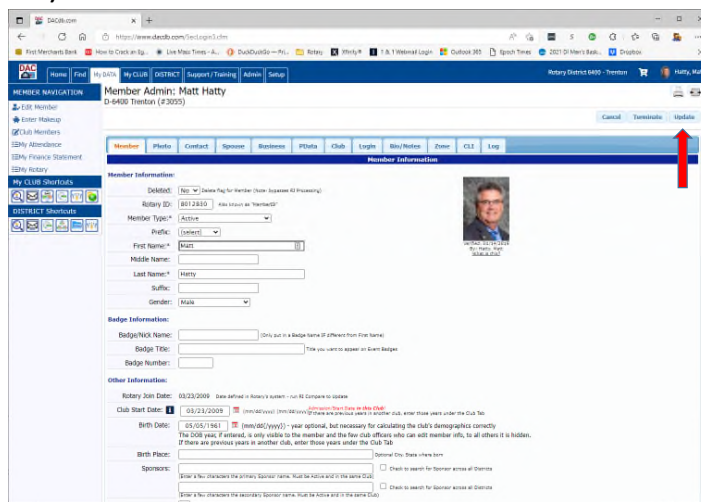
4) Register for District events.

To edit your personal data, click on the "My Data" tab, then click "Edit Member" on the right.
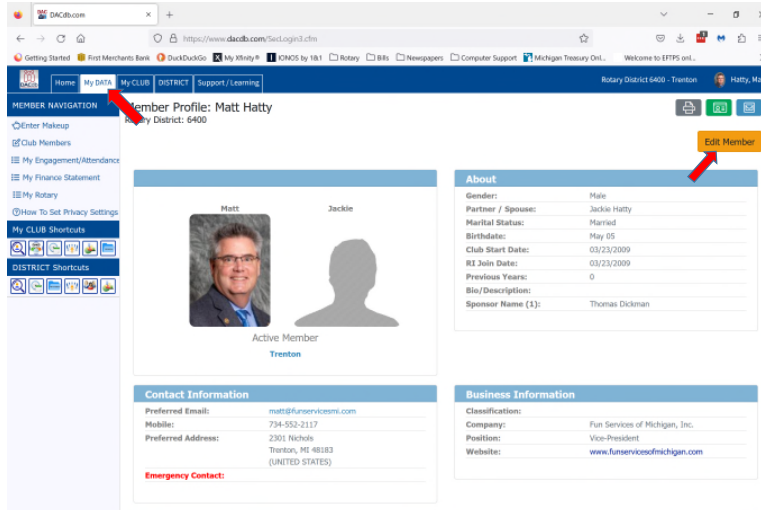
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There are several tabs across the top corresponding to different information:
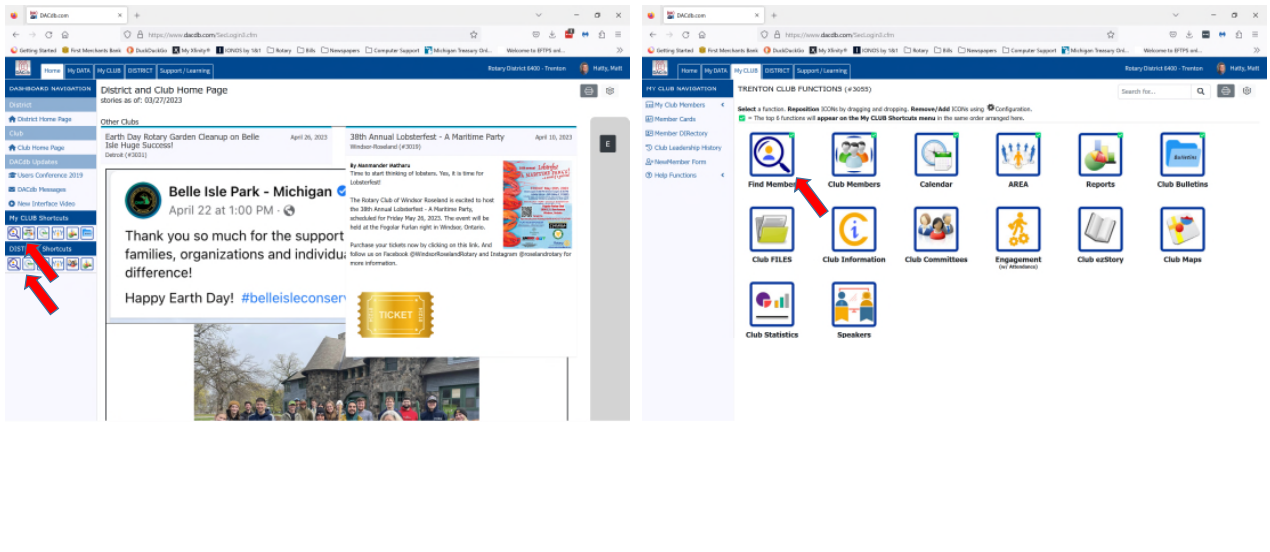1) Member
2) Photo
3) Contact

4) Club
5) Login
6) Business
7) Spouse
8) Bio/Notes
9) DR
10) Alumni
11) UDF
12) PData
13) Log
Click "Save" when done.

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To search for a Rotary member within DACdb, click either the "Find Member" shortcut, or goto "My CLUB" or "DISTRICT" and click the "Find Member" function.


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The following page will appear. Enter the parameters of your search (usually the member's name) and click "Search." This will bring up all members within Rotary District 6400 that meet the entered criteria. If shown, click on the member being searched for. Otherwise, redefine the search.
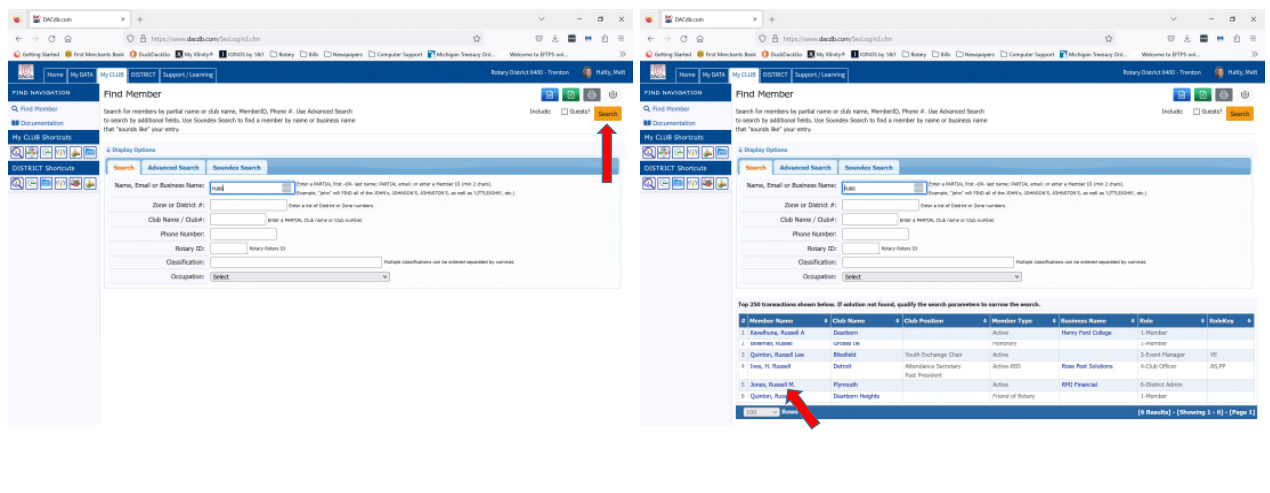

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This will bring up the person's information. If you click on the "PMail" button, the "PMail" screen will appear and populate. If you click on the email address, your computer's email program will open and populate.
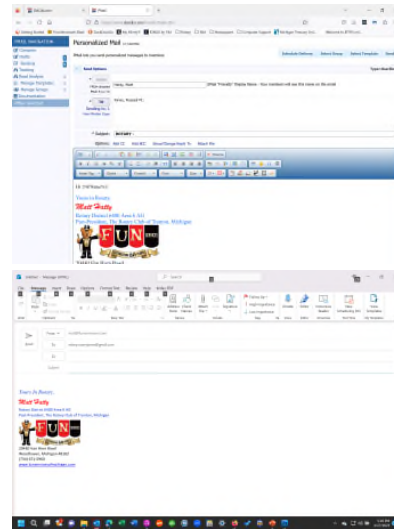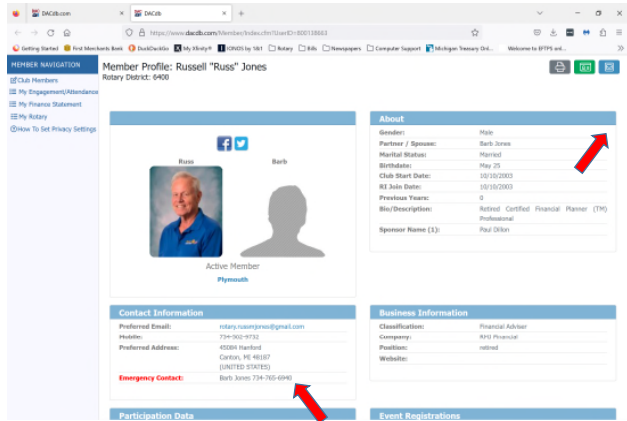
Please note: the ability to use "PMail" is determined by the access level of the member.

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To register for a district event, go to the "MyClub" or "District" tab and select "Calendar". This will bring up events that have been added to the DACdb calendar. You can register for an event if it has been added to the calendar. If you are already registered for an event, you can update your registration information.
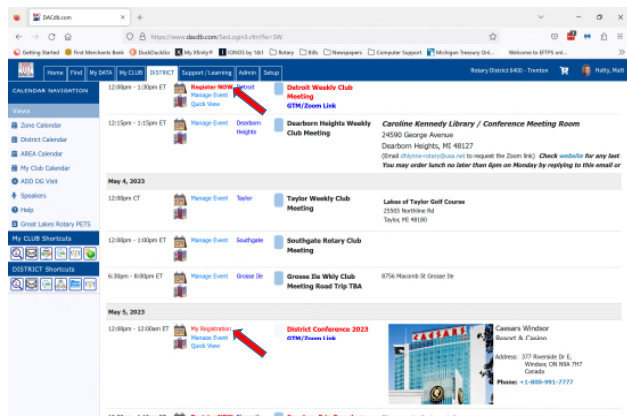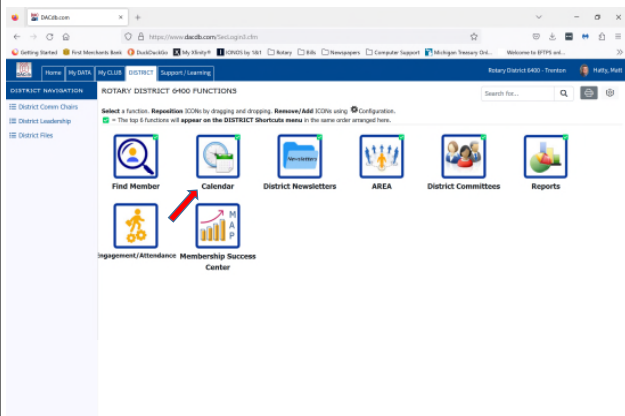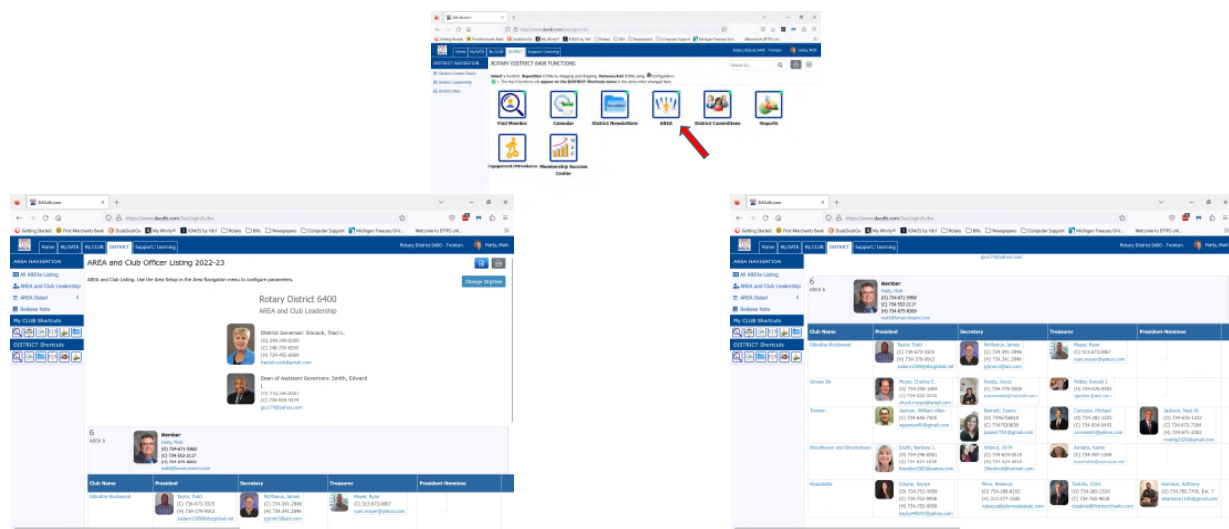

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You can find useful items, including the District 6400 Leadership Team or District Committees, from the "DISTRICT" tab. Just click on "District Leadership" or one of the icons to find this information.
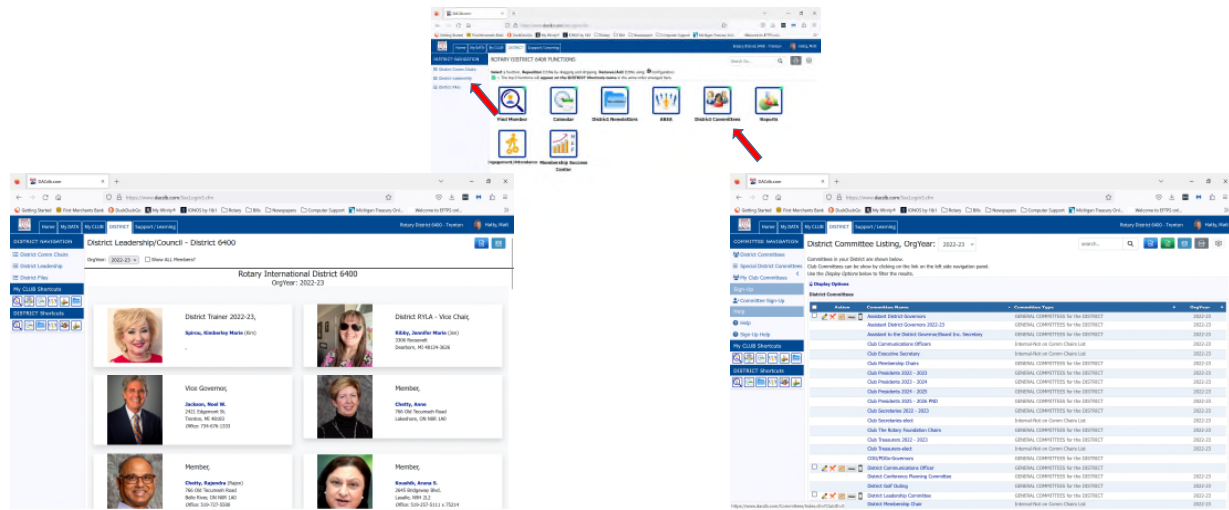
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Clicking the "AREA" icon to pull up all the clubs in your area as well as the leadership of those clubs.

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There are other functions that club officers and committee members can perform, depending on the position.

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DACdb Mobile:

DACdb mobile is not only a mobile device optimized web site, but it is also an app that can be found in the Apple Store and the Google Play Store.

To open, go to m.dacdb.com on your browser or click on the app (if you have it downloaded to your device). The following screen should appear (the web site and app have a pretty similar appearance). As with the full browser site, you will need your username and password to log in. Since it's your cell phone, click "Rem. Me" to make subsequent usage easier.
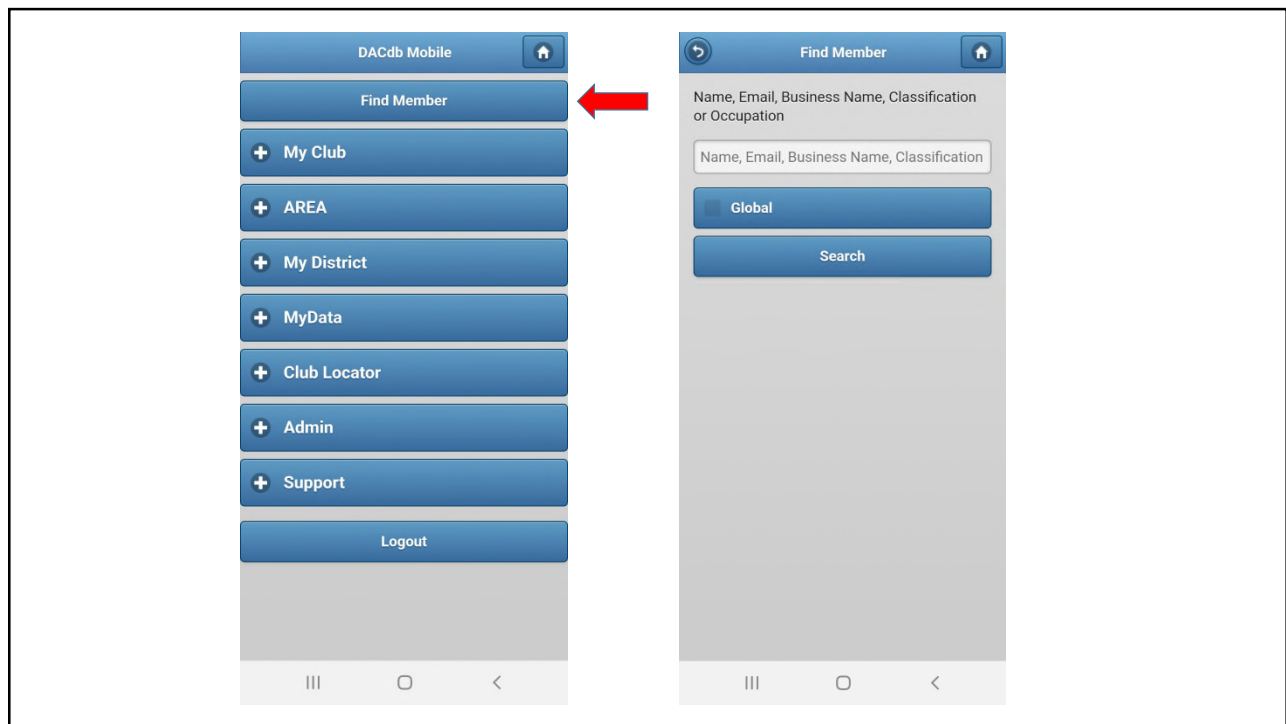
32

After logging in, the second screen should appear.
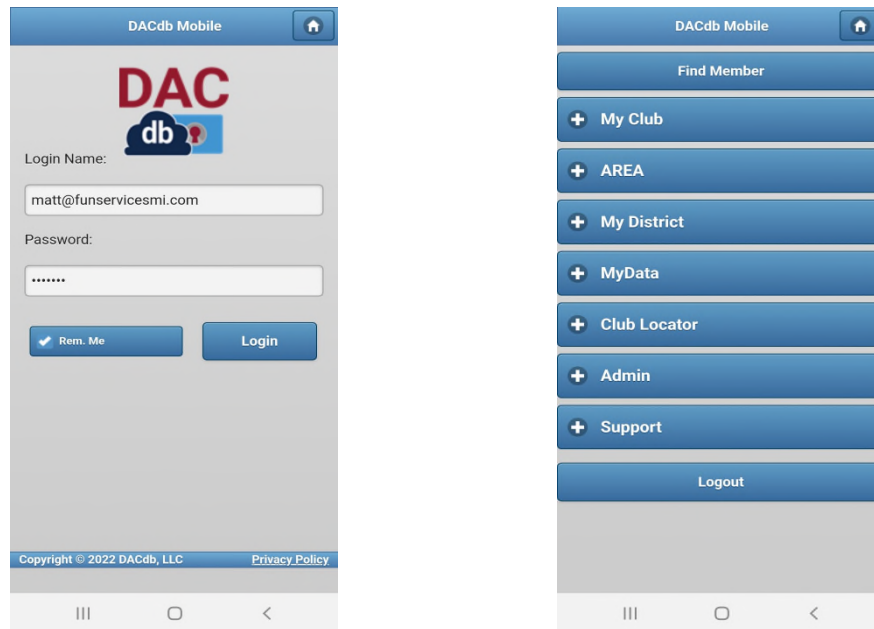
33

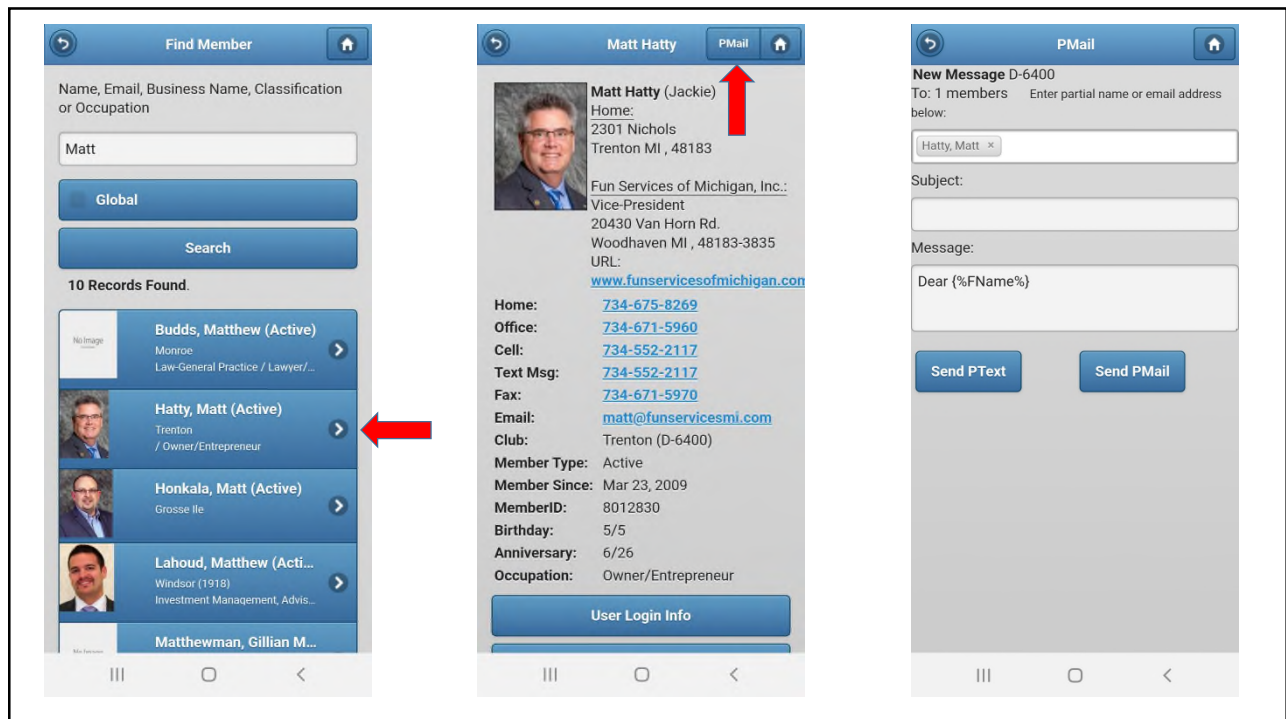The most convenient use of DACdb Mobile is finding members.

Tap "Find Member," enter the search paramaters and click "Search." If there is a choice of more than one member, select the member you were looking for.

You can then call them, email them or Pmail them.

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For help with DACdb, the "Support/Training" tab has a lot of helpful information including a "Frequently Asked Questions" section and a "DACdb Training" section. If you need help, you can also contact me. You can also contact DACdb for support by clicking the "CLICK HERE to Submit a Support Ticket or visit the Knowledge Base" button.
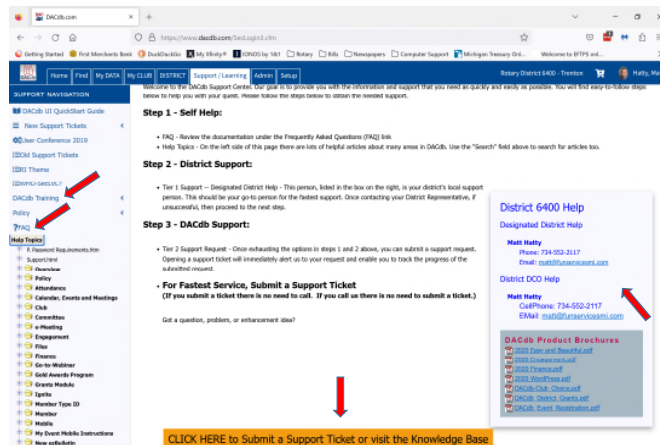
The videos included in the "DACdb University Tuesday Training" and the "Officer Training" sections are extremely helpful. The topics covered in these two sections are listed on the right side of the page.
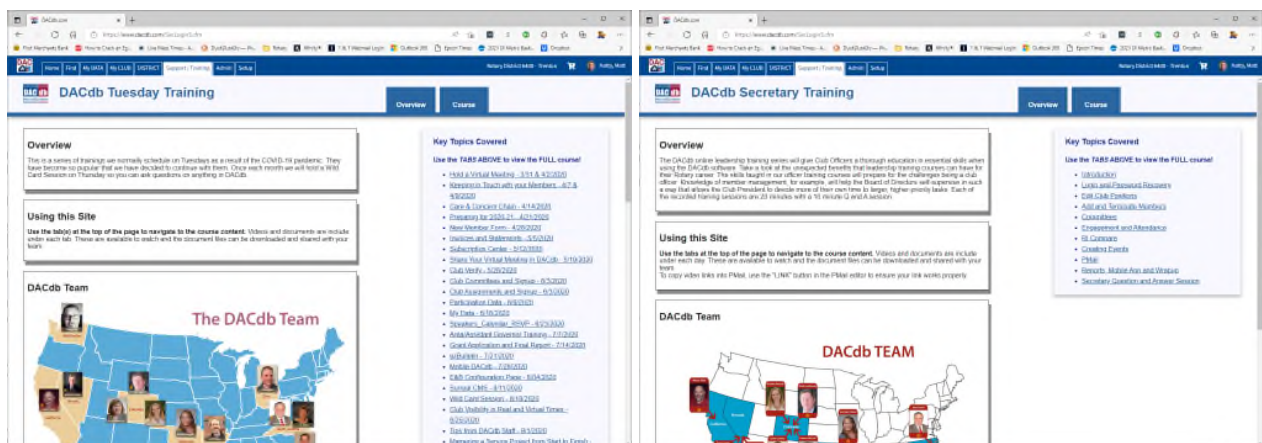
For additional help contact:

District 6400 DACdb Help:
      Matt Hatty, Trenton Rotary Club
            Phone - 734-552-2117
            Email – matt@funservicesmi.com

      Paula Talbot, Windsor-Roseland Rotary Club
            Phone – 519-890-8180
            Email – paulatalbot11@gmail.com