**How do I find the RLI members with previous RLI Class completions?**

NOTE

Once a Rotarian has an RLI record completion, the person becomes an RLI member and will be available in the RLI database. Being an RLI member enables using the person in other ways in the Database and Communications system as well.

Log into www.DACdb.com

After logging in, locate the **DISTRICT** tab at the top and click it.

Drop down to the icons now visible and locate RLI and click it.

 NOTE

If the RLI Icon is not visible, locate the cog wheel in the top right corner. Click it and check that the RLI icon is listed in Icons Displayed. If not, move it there. Return to the step above and click District, then continue with the remaining steps.

On the left column (navigational pane) locate the **RLI Members** and click it.

 **WARNING!**

**Clicking the red X next to a Rotary member’s name will permanently delete the person from the software.**

To the right and down you will see the full database for your district.

You will notice a set of filters that let the database be narrowed more specifically. To see all the RLI members in the district, leave the top ½ selected and the bottom ½ unselected.

Locate any single member by using the search box near the top.

The district database can be copied into the Excel or Word files at the top of the page.

Having any difficulties with the instruction, reach out to the Core Team.

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