



District and Club database

Release Notes – March 23, 2011

Summary - Rotary Database “Direct Connection” & Updating from DaCdb

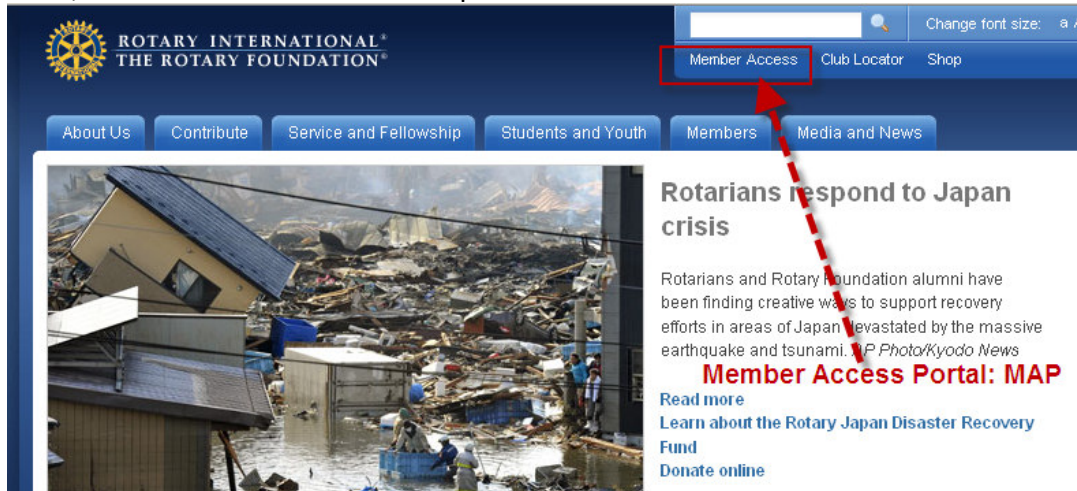
DaCdb now has the ability to automatically update club member changes in the RI database...this is called **RI “direct connect”**. Currently, only “**changes**” to existing records are being updated directly in the RI database. The update occurs in the RI database within a few minutes of the user “clicking” the UPDATE button in the **DaCdb** record being updated (vs. a few days using the current Email notification procedures).

There is a 2-step process to incorporate the **RI “direct connect”** interface “option” for your club. First, you must log into the RI Member Access Portal (**MAP**) and **EDIT** your club data to select **DaCdb** as your interface Partner. Then, after you have completed the first step in MAP, just log into **DaCdb**, and **EDIT** your club data to select “**RI Direct Connect**” as the interface option for your club. Both of these steps must be completed **in the correct sequence** to activate the RI “direct connect” interface option for your club. And, once these 2 steps are successfully completed, it is an automated process to interface directly into the RI database for changes entered into the **DaCdb** database.

NOTE: **ONLY** the current Club President, Club Secretary, or Club Executive Secretary (club officers of record, at RI for the club) can make these interface option selections in the RI database (using MAP). So, each CLUB must log into RI using the MAP process, and make the selection of **DaCdb** as their interface partner. Also, the DCO in the district can **not** make these changes for the clubs in the RI database.

STEP I: Choose DaCdb as the Club Partner in the RI database

1. A current club officer accesses the Rotary web site: www.Rotary.org
Then, click on the **Member Access** portal link: MAP



NOTE: IF you have any problems logging into the RI database via the Member Access Portal, THEN you must contact RI for assistance, as we have **no capability** to help you log into the RI database.



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- (continuing, **STEP I: Choose DaCdb as the Club Partner in the RI database**)
2. Next, Key-in your Email Address and RI assigned Password **IF** you have previously logged into the RI database; otherwise, **if** this is your 1st Time, you must REGISTER (and RI will send you the Password in a few hours, so you can log in).

Rotary.org: x +

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Rotary BusinessOnline

Registering with Rotary's Member Access allows you to access online services and features. To ensure your personal information remains confidential, many of our online services require you to log in to our secure environment with a unique email address and password. Once registered, you will have access to a variety of online services specific to your affiliation with Rotary International and The Rotary Foundation.

These services may include:

- Making TRF contributions
- Viewing your TRF contribution/recognition history
- Registering for RI Meetings
- Searching the online Official Directory
- Managing your Rotary email subscriptions
- Viewing secure sites

You must be registered in Member Access to login. Only the following groups may register: active Rotarians, Rotary Center Directors, Rotary World Peace Fellows and Rotary World Peace Fellow Alumni. If you are interested in Rotary International, The Rotary Foundation or any of Rotary's initiatives, please contact your local Rotary club for more information.

E-mail address: [I forgot my login e-mail address](#)

YourEmail@gmail.com

Password:

Remember my e-mail address [What is this?](#)

Login **then, Click Here**

or 1st TIME
REGISTER NOW

3. Then after logging in, click on the **Update Club Data** link.
- NOTE: Only Club Officers will see this link.

Rotary International

ROTARY INTERNATIONAL

Home > Member Access

- Update Membership Data
- Daily Club Balance Report
- Contribute to The Rotary Foundation
- View your Contribution History
- Pay Semiannual Dues or Print Semiannual Report (SAR)
- Search the Online Official Directory
- Update Club Data**
- Rotary Workgroups
- Manage E-mail Preferences
- Forms
- View Club Recognition Summaries (CRS)
- View MCR, SHARE & Polio Reports
- View EREY Eligibility Report
- Register for Meetings

Hello Michael W. Thacker,
It is 7:18:30 AM USA Central Standard Time on 21-Mar-2011.

Click Here

Conduct Rotary business online. With new, improved options for performing administrative tasks, the Rotary Business Portal offers Rotarians secure access to RI services.

[Frequently Asked Questions](#)



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(continuing, **STEP I: Choose DaCdb as the Club Partner in the RI database**)

4. Scroll down to bottom of Club Data screen, and select **DaCdb** from the LIST of interface partners. Then, **SAVE** your selection.

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Home > Member Access > Official Club Data Form My Profile | Change Password | Logout

Have a question? Visit our FAQ.

Update CLUB DATA screen

Manage Club Data
Your club information will be listed in the Official Directory as shown below. To make changes, click "Edit" for each of the sections below. Information must be entered by 10 March, each Rotary year, to appear in the Official Directory.
Note: Club contact information will be published in Rotary media, including Club Locator on the RI website. Club officer information will be published in the Official Directory only.

| | |
|---|-----------|
| Rotary Club of: | Warrenton |
| Year of Admission: | 1945 |
| Number of Active Members (not including honorary) | 15 |

Club's Permanent Mailing Address and Contact Information

| | Address | Phone | Fax | E-mail | Website |
|-----------|---|----------------|-----|--------|--------------------------------|
| View/Edit | P.O. Box 441 Warrenton NC 27589 United States | 1 252 257-2321 | | | http://www.WarrentonRotary.org |

Meeting Details

| | Info | | | | | | | | |
|-------------------|-----------|--------|-----------|-------------|-------------|------------------------|--|---------------|-----------------------------|
| Edit Contact Info | Edit Term | Remove | President | 01-Jul-2011 | 30-Jun-2012 | Michelle Shinabarker | 577 Hwy. 58 Warrenton NC 27589 United States | | pistolext@hotmail.com |
| Edit Contact Info | Edit Term | Remove | Secretary | 01-Jul-2011 | 30-Jun-2012 | Richard E. Hunter, Jr. | 210 Plummer St. Warrenton NC 27589 United States | 1 252-2572321 | richard.hunter@nccourts.org |

Partner Organization
[Add Partner Organization](#) **Click here to add DaCdb**

5. **THAT'S IT...**you have made **DaCdb** as your interface partner with RI, for "direct connect" option in your club. Now complete Step II below, to complete the selection process in **DaCdb**.



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STEP II: Choose RI-“Direct Connect” in the DaCdb database


1. A current club officer logs into the **DaCdb** database.
Then, just click on the **MY CLUB** tab, and then click on the **EDIT** link.

P | RIEmail=Y | Email | Switcl
Welcome:
Thacker, Michael W , CDP

Accts Users **CLUBS** My CLUB My DATA Committees Calendar DUES Reports District PAGES Club PAGES CP2 ATTND Asst Govs R2R Help Adn
submit Attendance Where CLUBS Meet Club CALENDAR Club BULLETINS ADD New Club Stories ezBulletin Club Blog NewMember FORM Club Secretary I

Warrenton - Rotary Club [Edit] **Click here to EDIT Club**
Rotary District 7710
Club# 6128

Club Members Member Listing Club Dashboard

Club President:  **Haight, Will**
Email: willh8@embarqmail.com
Office: 252-257-3736 Home: 919-556-3631

2. Then, in the **INFORMATION** tab, open the *Rotary Interface* selection window, and choose **RI “Direct Connect”**. Finally, click **UPDATE** button to complete your selection.

Club Admin Edit CLUB DATA to select the RI "Direct Connect" interface option

Warrenton ID=6128 Cancel View **Update**

Information Address Meeting Info Links Committees Positions Billing Security PData Note

Club Information

Enter the Club information. The fields marked with * are required fields.

Club Info:

*Club Name: Formal Club Name
Club short Name: Used on Badges (max 32 chars)
Active:
Club Type:
*Club Number: (To change the Club Number, please contact support)
*Area: Club Area /Region Number. Non-Regular clubs should be 0.
Charter Number:
Charter Date: (mm/dd/yyyy) - Charter Date - default is today -- please change

Club Options:

Notify on File Up: Notify Club members when a document is added or updated

Rotary Interface: RI Direct Connect Interface *also* requires corresponding setting in RI MAP.

Select RI "Direct Connect" Secure Search

3. **THAT'S IT...Congratulations!** You have now completed the **2 steps** necessary to activate the interface to update your member record changes directly in the RI database.



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Suggestions

We welcome your ideas and comments. If you have some ideas that you think would enhance the overall system, please let us know. If you see some areas where things can be improved – we really want to know those as soon as possible.