Summary - Rotary Database "Direct Connection" & Updating from DaCdb
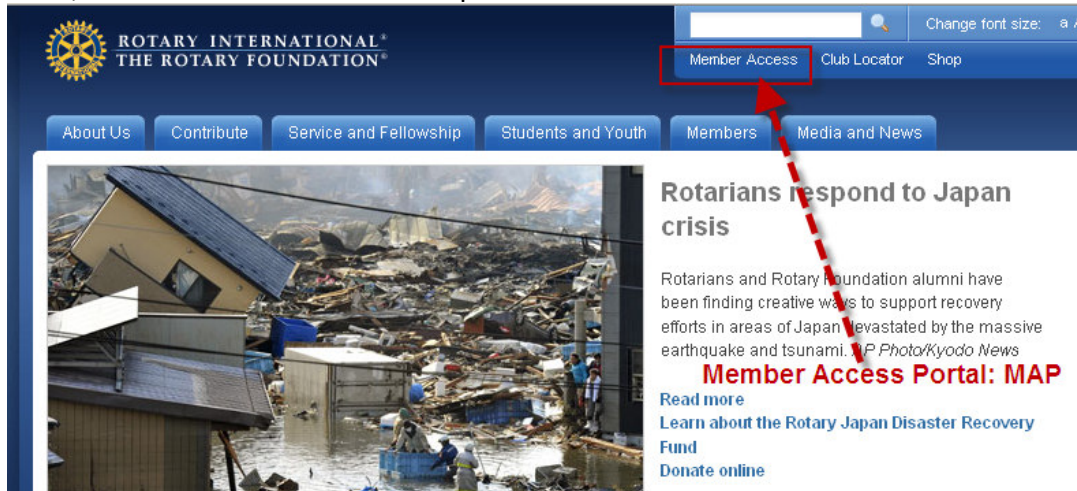
DaCdb now has the ability to automatically update club member changes in the RI database…this is called **RI "direct connect"**. Currently, only "*changes*" to existing records are being updated directly in the RI database. The update occurs in the RI database within a few minutes of the user "clicking" 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.

(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).

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

(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.

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**.

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.

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.

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.

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.