

# Rotary – D7630 – DaC – How To.....

## How to submit an event to the Club Calendar

- Go to: <http://www.dacdb.com/>
- Click [Goto LOG IN](#) for any District from the left vertical menu list
- Log-in to D7630 with your **User Name**, **Password**, and **Club Number**
- From the upper vertical menu bar Click **[my Club]**



- Scroll down to the end of **Section 1 – Club Information** and you will see:

Calendar: [Club Calendar](#) [District Calendar](#) [Club Bulletin](#) [District Newsletters](#)

- Click **Club Calendar**
- You will see:

**Event Calendar Parameters:**

Calendar: [ Search Events:

List  Block ]

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

Nov 2009 - May 2011 **Add to Club Calendar:**    Go To:

DATE	TIME	ACTION	CLUB	EVENT NAME	LOCATION / COMMENTS
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- Where it reads **Add to Club Calendar**. Click the **down arrow** to the right of **Select Event Type**
- You will see what is shown below...Select the appropriate event type from the list.

Select Event Type ▼

- Select Event Type
- Club Meeting
- Club Event
- Club FundRaiser

- Complete the necessary fields on the screen that will appear.
- Must include an event name, date, and time.
- When done Click
- Suggest that you view the Calendar to review what has been entered.
- When done click **Logout** – upper right
- Any Club Member can access DaC and view the Calendar.

### Questions:

**Tim Beblo** [tbeblo@deltamotion.com](mailto:tbeblo@deltamotion.com)

Rotary District 7630 Communications Officer

300 Lynn Court - Middletown, DE 19709-9418

Home: 302-378-0159 Fax: 302-378-0162 Cell: 302-740-4892