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:**

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

- 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.

- 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:
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