Rotary – DaC – How To……..

How to Create a Club Membership Report

- **Go to: http://www.dacdb.com/**

Click [LOG IN Here] **on the left side of the horizontal menu bar**

User Name = Your email address on file with Rotary and in DaC
Password = Your Rotary ID #

- **You can then edit and update you DaC record and change your User Name and Password to something easier to remember.**
- **After making any changes in DaC always click [Update] on the upper right.**

Main menu for most members:
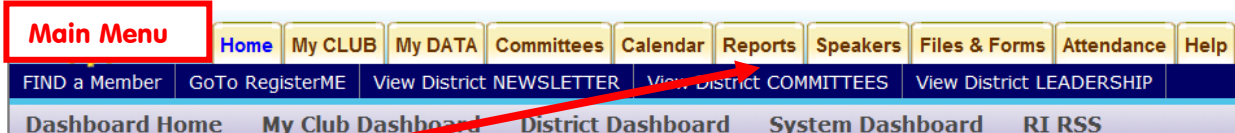
Click [Reports]

- **Select the desired report from the list – perhaps 1.4.**
- **Check what you want included in the report – probably Club Members.**
- **View the report to be sure the format is what you desire.**
- **Use the back arrow – upper left - to go back one page.**
- **Suggest you export the report to either Excel, Word, or as a PDF using the icons:**
- **Suggest you save the report to a folder at a known location for future access.**

Please call or email if you have any questions on this or other functions within DaC.

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