Rotary – DaC – How To......

How to Create a Club Membership Report

• Go to: <u>http://www.dacdb.com/</u>

	District	& Club tabase	daK-dee-bee spoken here				
	Rotary meets he	District for Less 1	and Club database: ////////////////////////////////////	F			
Click	LOG IN Here	on the left sid	e of the horizontal	menu bar			
		Sign In					
		User Name: Password: Club Number: Remember Me:	NOW Required for LVL-4 access. DO NOT check this on public sy: (e.g., libraries, internet cafes) Login	greater than Member stems			

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:

Main Menu	Home	My CLUB	My DATA	Committees	Calendar	Reports	Speakers	Files & Forms	Attendance	Help
FIND a Member	GoTo Regi	isterME	/iew District	NEWSLETTER	ال .::ei	strict COM	IMITTEES	View District LE	ADERSHIP	
Dashboard Home My Club Dashboard District Dashboard System Dashboard RI RSS										

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:
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- 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.

Tim Beblo

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