

Rotary – D7630 – DaC – How To.....

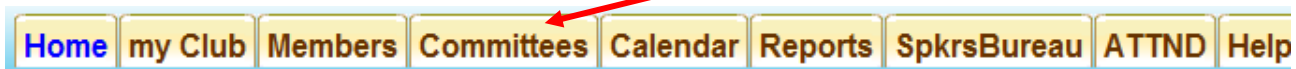
How to View, Populate, and Edit a Committee in DaC

- A Chairman of a Committee normally has a permission level 3 in DaC.
- The Chairman will see the following next to the committee that he / she chairs while other committee member will see only **View** and **Pmail**:

View Edit Delete Reports PMail

Log-in:

- Go to: <http://www.dacdb.com/>
- Click: **Log-in Here** and enter your user name, password, and club number. Suggest enabling **Remember Me** when on your own PC
- From the upper vertical menu bar Click **[Committees]**

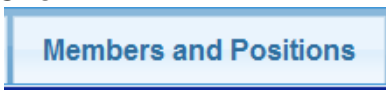


- You will see a list of committees based on your permission level.
- **View** - Allows you to see who is included on that committee.
- **Edit** - Allows you up update the committee and add or remove members.
- **Delete – PLEASE Don't**
- **Reports** - Allows you to select reports from the pull down menu and review that report on screen or export the report to MS Excel or MS Word.
- **Pmail**- Allows you to select an existing Pmail template or create and save your own Pmail template, and send a Pmail to all members of that committee.

Select **Edit** and you will see:



Click



You will see the list of existing committee members

Click: **+ Add/Delete Committee Members**

Use the

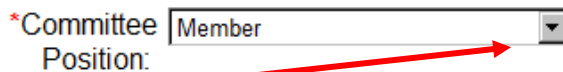


to add or remove committee members

When done click **[Save]** or any edits will be lost.

Click the  in front of the member's name you have added.

You will see



Use the pull down arrow to select the Committee Position for this member.

When done click **[Save]** or any edits will be lost. You are done.....

Remember to **Logout** (upper right)

Suggest that you print this for future reference

