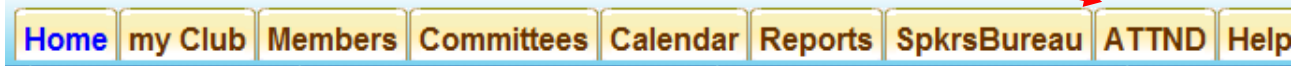


# Rotary – D7630 – DaC – How To.....

## How to submit a Club Monthly Attendance Report in DaC

- 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 and password
- From the upper vertical menu bar Click **Attend**



- You will see:



### Monthly Attendance

#### Monthly Attendance

- Submit MONTHLY Attendance
- View District Monthly Attendance
- Edit Monthly Attendance

- Click [Submit MONTHLY Attendance](#)

You will see:

A screenshot of a web form titled 'Submit Attendance'. The form has several fields: 'Club:' with a red box and text 'Your Club Name should appear here'; 'MONTH ENDING:' with a dropdown menu showing 'May 2009' and a checkbox for 'Correcting DATA for this Month'; 'Total MEMBERSHIP:' with a text input '0' and a hint '(hint: 9 ACTIVE members ( Active=9 ) currently in database as of the End of the Reporting Month (excluding Honorary=2 ) members)'; 'Average Attendance - Percentage:' with a text input '0' and a '%' sign, with a hint 'Specify percentage as xx.xx (ie. 87.12% = 87.12 or 100% = 100.0 In other words, DO include the DECIMAL Point.)'; 'No. of Meeting Held:' with a dropdown menu showing '0-None'; 'Meeting Cancelled / REASON:' with a text area and a hint 'Please Give DATE and REASON meeting cancelled, otherwise LEAVE BLANK'; and 'Submitted by:' with a red box and text 'Your Name should appear here'. At the bottom, there is a 'Submit ATTENDANCE Report' button and a message: '"Thank You" for using our electronic ATTENDANCE FORM. You must press the SUBMIT ATTENDANCE button to send your club's attendance data.'

Select the Month

Enter the # of Members

Enter the Percentage

Select the Number of Meetings

Enter cancellation information

When done click

Submit ATTENDANCE Report