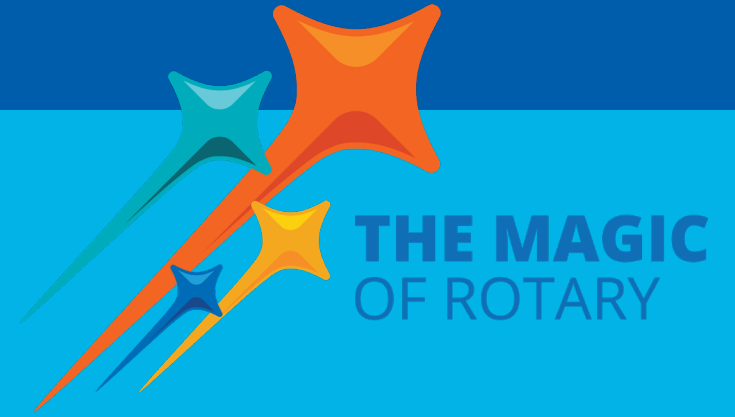




**DAC**  **EMPOWER YOUR MEMBERSHIP**



**Sandra Early, District 7630 Executive Secretary**

# WELCOME TO DACdb...

# The Basics!

## Highlights of this presentation:

- General “lay of the land”
- Helpful hints and important notes

## Special Notes from Sandra:

- There is always more than one way to accomplish a task in DACdb.
- Sometimes DACdb experiences a glitch in the matrix. Everyone just remain calm!
- I’m going to throw a lot of information at you today. No worries! The most important info is how to get in touch if you have questions!

What is the difference between DACdb and My Rotary?  
How do DACdb and My Rotary work together?

## **My Rotary [my.rotary.org](http://my.rotary.org)**

“The Mother Ship”

This is the #1 site for any Rotarian.

Every Rotarian is connected to [my.rotary.org](http://my.rotary.org) while not every Rotarian is connected to DACdb.

Not just Club or District information, but International News as well.

## **DACdb (District and Club Database) [dacdb.com](http://dacdb.com)**

A tool that integrates with My Rotary to help maintain member information.

DACdb also helps Rotarians, especially as they move into Leadership Positions, with functions such as EZ Stories, The Calendar, Pmail, Files, Etc.

**These two systems talk to each other!**

# First things first!

Log into DACdb!  
[www.dacdb.com](http://www.dacdb.com)

Username: Primary Email Address

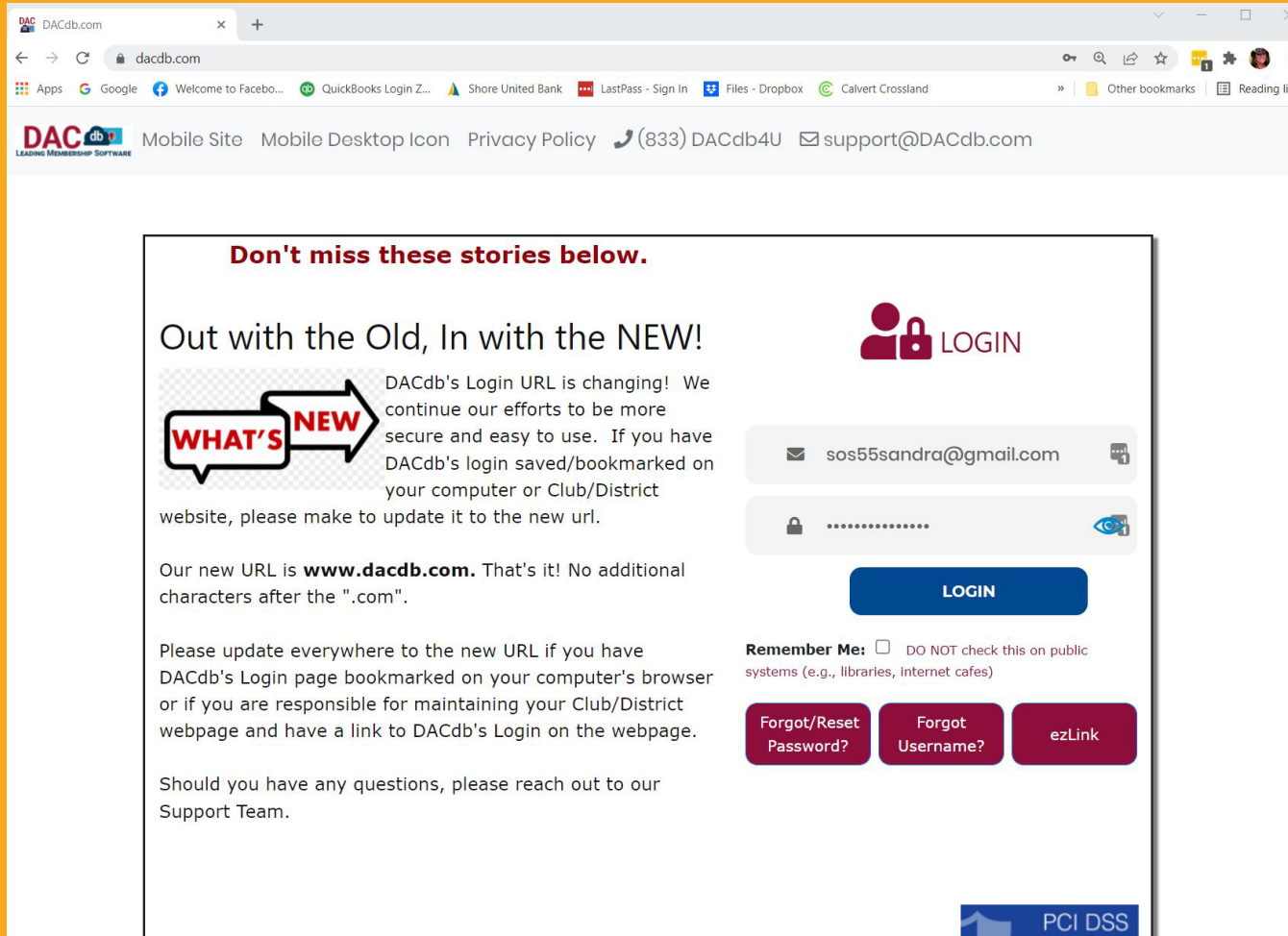
Initial Password: Member ID Number

Don't know your Member ID?

Ask an officer in your club or contact  
the District Executive Secretary!

[7630RotaryDistrict@gmail.com](mailto:7630RotaryDistrict@gmail.com)

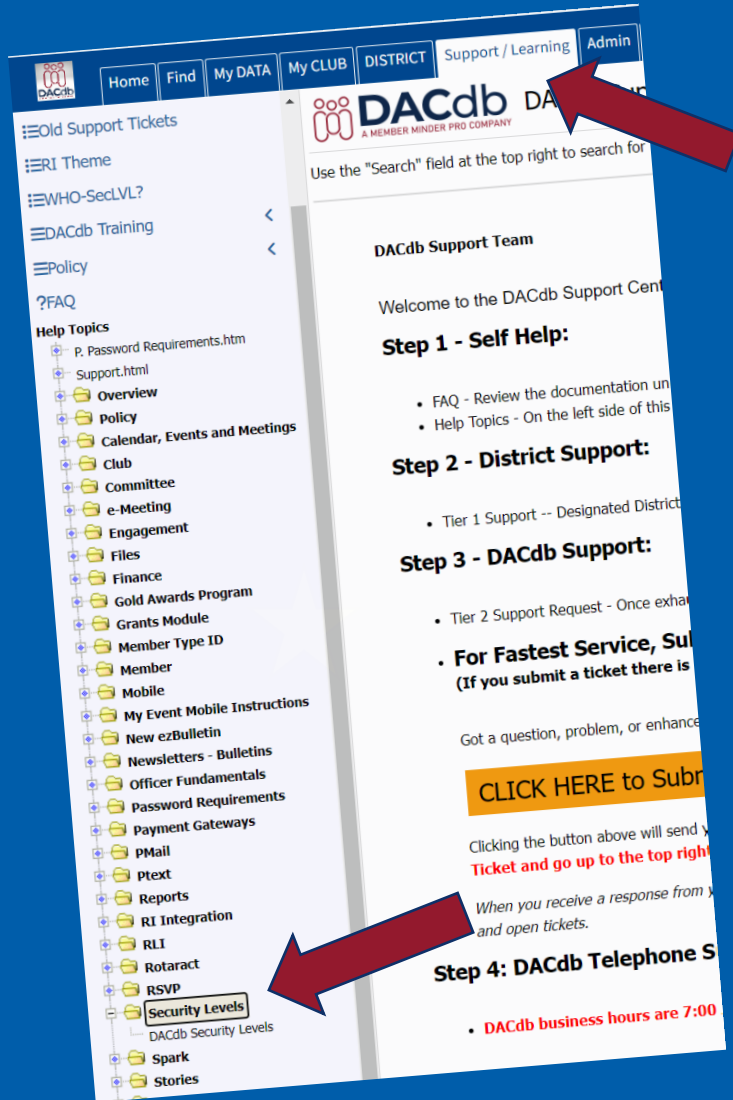
(You should change it once you have  
logged in successfully!)



The screenshot shows the DACdb.com website. At the top, there is a navigation bar with the DACdb logo, 'LEADING MEMBERSHIP SOFTWARE', and links for 'Mobile Site', 'Mobile Desktop Icon', 'Privacy Policy', and contact information: '(833) DACdb4U' and 'support@DACdb.com'. Below the navigation bar is a large announcement box with a red border. The announcement is titled 'Don't miss these stories below.' and features a 'WHAT'S NEW' graphic with a red arrow pointing right. The text of the announcement reads: 'Out with the Old, In with the NEW! DACdb's Login URL is changing! We continue our efforts to be more secure and easy to use. If you have DACdb's login saved/bookmarked on your computer or Club/District website, please make to update it to the new url. Our new URL is **www.dacdb.com**. That's it! No additional characters after the ".com". Please update everywhere to the new URL if you have DACdb's Login page bookmarked on your computer's browser or if you are responsible for maintaining your Club/District webpage and have a link to DACdb's Login on the webpage. Should you have any questions, please reach out to our Support Team.'

To the right of the announcement is the login form. It has a 'LOGIN' header with a user icon and a lock icon. Below the header are two input fields: one for the email address (containing 'sos55sandra@gmail.com') and one for the password (masked with dots). A blue 'LOGIN' button is positioned below the password field. At the bottom of the login form, there is a 'Remember Me' checkbox with the text 'DO NOT check this on public systems (e.g., libraries, internet cafes)'. Below the 'Remember Me' section are three buttons: 'Forgot/Reset Password?', 'Forgot Username?', and 'ezLink'. At the very bottom of the page, there is a small 'PCI DSS' logo.

## What can I do in DACdb? (This was recently updated by DACdb)



Security Level	Functions Available
0 Public View	There are "transactions" available to display information about the District, the Clubs, and its leadership. Individuals may "opt" to NOT display their "contact information". General membership and contact data <b>ARE NOT AVAILABLE</b> at this level. You would typically use this security level for items that you want to publicly display on a website or registration.
1 Members	<ul style="list-style-type: none"> <li>Maintain their OWN record</li> <li>View all public data in Member and Club databases.</li> <li>If club allows, PMail all in the club from the club members pages - No PMail icon</li> </ul>
2 Committee Chairs	<ul style="list-style-type: none"> <li>Includes what is listed in Level 0 and Level 1 access</li> <li>Maintain their OWN record</li> <li>View all data in Member and Club databases</li> <li>ADD/DELETE members to their committee</li> <li>Export all reports pertaining to their committee</li> <li>PMail all members of their committee, and anyone <b>on</b> that committee can PMail all the members on the committee</li> <li>If club allows, PMail all in the club from the club members page's - No PMail icon</li> </ul>
	<b>Check out DACdb if your Security Level is higher than 2!</b>



How do I get around?

DAC DISTRICT NAVIGATION

Zone Statistics

District

District Home Page

District Dashboard

District Statistics

Club

Club Home Page

Club Dashboard

Club Statistics

DACdb Updates

Users Conference 2019

DACdb Messages

New Interface Video

Setup

Setup

My CLUB Shortcuts



DISTRICT Shortcuts



# Club and District Home Page

stories as of: 07/20/22

## Kent Island Headlines

### 2022 DICTIONARY PROJECT January 14, 2023



**By Sandra Early**  
Do you know the longest word in the dictionary? These Matapeake Elementary School students do! The Kent Island Rotary Club 2022 Dictionary Project was a success! [Read More](#)

### CHECK OUT THE NEW TRAILER! January 14, 2023

**By James Smith**  
This trailer houses all our Memorial Day flags, our Rotary canopy we use for events, etc. It can be loaded in advance for any project or event. The club is hoping it will be a marketing tool for events and reach out to new prospective donors, members, etc.



[Read More](#)

### RI DIRECTOR PETER KYLE SPEAKS TO CLUB December 18, 2022



**By Sandra Early**  
Kent Island Rotary President Janet Salazar welcomes Peter Kyle, Rotary International Director, 2020-2022 for Zone 33-34 spoke to the club about Peace Fellowships. Also in attendance were PDG Hugh Dawkins and DG Cliff Berg.

## District Headlines

### FOUNDATION WEBINAR INVITE January 14, 2023

**By Cathy Parsons**  
Planning for the future? Your support of Rotary programs today is vital. What is your plan to ensure the causes you love today, receive funding to continue impactful work forever? Join fellow Rotarians for a Q&A on all things Rotary Endowment Fund on January 19th or 21st. [Click here for the flyer!](#)



[Read More](#)

### GEORGETOWN MILLSBORO ROTARY RECEIVES AWARD January 14, 2023



**By Alice Erdly**  
Senator Brian Pettyjohn and Representative Ruth Briggs King spoke to the Georgetown Millsboro Rotary Club about upcoming legislation in the State of Delaware particularly Sussex County. They also presented an award for the club's recent involvement in Delaware Day...placing flags in Georgetown and Millsboro with money secured from a District Grant.

[Read More](#)

### CAMDEN WYOMING INDUCTS NEW MEMBER January 14, 2023

**By Debra M. Taylor**  
The first meeting of the New Year brought additional cause for celebration to the Camden-Wyoming Rotary Club with the induction of five new members.



[Read More](#)

**SUPPORT NAVIGATION**

- [DACdb UI QuickStart Guide](#)
- [New Support Tickets](#)
- [Old Support Tickets](#)
- [RI Theme](#)
- [WHO-SecLVL?](#)
- [DACdb Training](#)
- [Policy](#)
- [FAQ](#)
- [Help Topics](#)
- [P. Password Requirements.htm](#)
- [Support.html](#)
- [Overview](#)
- [Policy](#)
- [Calendar, Events and Meetings](#)
- [Club](#)
- [Committee](#)
- [e-Meeting](#)
- [Engagement](#)
- [Files](#)
- [Finance](#)
- [Gold Awards Program](#)
- [Grants Module](#)
- [Member Type ID](#)
- [Member](#)
- [Mobile](#)
- [My Event Mobile Instructions](#)
- [New ezBulletin](#)
- [Newsletters - Bulletins](#)
- [Officer Fundamentals](#)
- [Password Requirements](#)
- [Payment Gateways](#)
- [PMail](#)
- [Ptext](#)
- [Reports](#)
- [RI Integration](#)
- [RLI](#)

Use the "Search" field at the top right to search for a help topic.

**How do I get help?**

**DACdb Support Team**

Welcome to the DACdb Support Center. Our goal is to provide you with the information and support that you need as quickly and easily as possible. You will find easy-to-follow steps below to help you with your quest. Please follow the steps below to obtain the needed support.

**Step 1 - Self Help:**

- [FAQ](#) - Review the documentation under the Frequently Asked Questions (FAQ) link
- [Help Topics](#) - On the left side of this page there are lots of helpful articles about many areas in DACdb. Use the "Search" field above to search for articles too.

**Step 2 - District Support:**

- **Tier 1 Support -- Designated District Help** - This person, listed in the box on the right, is your district's local support person. This should be your go-to person for the fastest support. Once contacting your District Representative, if unsuccessful, then proceed to the next step.

**Step 3 - DACdb Support:**

- **Tier 2 Support Request** - Once exhausting the options in steps 1 and 2 above, you can submit a support request. Opening a support ticket will immediately alert us to your request and enable you to track the progress of the submitted request.

**For Fastest Service, Submit a Support Ticket**  
 (If you submit a ticket there is no need to call. If you call us there is no need to submit a ticket.)

Got a question, problem, or enhancement idea?

**District 7630 Help**

Designated District Help

[support@dacdb.com](mailto:support@dacdb.com)


Phone: (833) 322-3248  
 Email: [support@DACdb.com](mailto:support@DACdb.com)

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**DACdb Product Brochures**

-  [2020 Easy and Beautiful.pdf](#)
-  [2020 Engagement.pdf](#)
-  [2020 Finance.pdf](#)
-  [2020 WordPress.pdf](#)
-  [DACdb-Club\\_Choice.pdf](#)
-  [DACdb\\_District\\_Grants.pdf](#)
-  [DACdb\\_Event\\_Registration.pdf](#)

[CLICK HERE to Submit a Support Ticket or visit the Knowledge Base](#)

Rotary District 7630 - Kent Island

Member Profile: Sandra Early  
Rotary District: 7630

Learn how to adjust the settings on this page by reviewing the help topic in the left navigation titled How To Adjust Profile.

**MEMBER NAVIGATION**

- Enter Make
- Finance
- Club
- Membership/Attendance
- Financial Statement
- My Rotary
- How to Adjust Profile
- How to Set Required Fields
- How to Set Privacy Settings

**My CLUB Shortcuts**

**DISTRICT Shortcuts**

**About**

Gender: Female

Partner/Spouse:

Marital Status:

Birth Date: July 21

Club Start Date: 05/25/22

RI Join Date: 05/10/22

Previous Years: 0

Bio / Description: Sandra Early serves as the 7630 District Executive Secretary. She is 12th generation Eastern Shore of Maryland and is currently living on Kent Island ... (READ MORE)

Sponsor Name (1):

**Contact Information**

Preferred Email: 7630Rotarydistrict@gmail.com

Mobile Phone: 4107394716

Address: PO Box 55  
Chester, MD 21619  
(UNITED STATES)

**Emergency Contact:**

**Business Information**

Classification:

Company: Sandra's Office Support

Position: Owner

Website:

Member Type: Active  
Kent Island

**Edit Member**

Updating your profile is the first thing any Rotarian should do as a new member and then on a yearly basis...

**Participation Data**

PHF - Paul Harris Fellow

**Event Registrations**

Event Name	Date
<b>February 2023</b>	
2022-2023 Pre-PETS Workshop	Sat Feb 4
<b>March 2023</b>	
Chesapeake Multi-District PETS 2023	Thu Mar 2 - Sat Mar 4

**Community Leadership Data**

Organization	Role	Time
United Way of Queen Anne's County	Executive Director	17.0
Kent Island Volunteer Fire Department	Advisory Council Administrator, Bookkeeper	20.0

**RLI Class Information**

No RLI classes found.

**Committees**

Committee Name	Position	Org	Year
<b>RI Zone 33</b>			
<b>District Committees</b>			
District Newsletter Editors	Member		2022-23
<b>Rotary District 7630</b>			
<b>District Committees</b>			
District Conference 2022-2023	Member		2022-23
District Finance Committee	District Executive Secretary		2022-23
District Leadership Team	District Executive Secretary		2022-23
District Policy and Procedures Committee	District Executive Secretary		2022-23
District Public Image Committee	Member		2022-23

Member Admin: Sandra Early  
Rotary District: 7630

**Member** Photo Contact Club Login Business Partner/Spouse Zone Bio DR Alumni UDF PData Log RLI

**Bio/Description**

Bio/Description: Sandra Early serves as the 7630 District Executive Secretary. She is 12th generation Eastern Shore of Maryland and is currently living on Kent Island. She has owned her own business (Sandra's Office Support) for 20 years this October, but before that she was the Executive Assistant with the Queen Anne's County Chamber of Commerce. Her present clients include several non-profit service organizations besides the Rotary such as the United Way of Queen Anne's County and the Kent Island Volunteer Fire Department. She also serves on the Department of Emergency Services Advisory Council in Queen Anne's County, is CERT (Community Emergency Response Team) trained and previously served on the QAC Agricultural Reclamation Committee.

**Background Information**

Degree:

Hobbies: Artist, Home Decor, Landscape Design, Target Shooting (Guns and Compound Bow), Kayaking, Boating, Fishing...anything to have a day on the bay!

Achievements:

References:

Why Did You Join Rotary: After working for the District for a year, I knew I wanted to be more than the hired help. So many good people doing good things!

Buttons: Terminate Member, Cancel, Save



Browser: dacdb.com | My CLUB | EASTON CLUB FUNCTIONS (#5922)

Navigation: Home, Find, My DATA, My CLUB, DISTRICT, Support, Admin, Setup

MY CLUB NAVIGATION

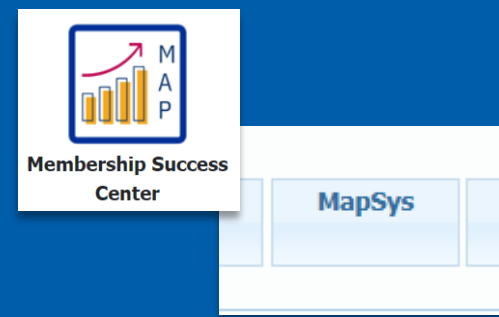
- My Club Members
- Member Cards
- Member Directory
- Club Leadership History
- NewMember Form
- Admin Functions
- Admin Functions
- Club Setup
- Help Functions

Select a function. **Reposition** ICONs by dragging and dropping. **Remove/Add** ICONs using Configuration.   
 [x] = The top 6 functions will appear on the My CLUB Shortcuts menu in the same order arranged here.

Icons displayed:

- Find Member
- Club Bulletins
- Club Members
- Area
- Club Statistics
- Calendar
- Club FILES (New)
- Club Committees
- Club Engagement
- Club ezStory
- Club Maps
- PMAIL
- Reports
- Speakers
- Club Attendance
- Club Websites
- RI Compare
- Club Information

"I can't find that icon!"



Browser: dacdb.com | My CLUB | EASTON CLUB FUNCTIONS (#5922)

Navigation: Home, Find, My DATA, My CLUB, DISTRICT, Support, Admin, Setup

MY CLUB NAVIGATION

- My Club Members
- Member Cards
- Member Directory
- Club Leadership History
- NewMember Form
- Admin Functions
- Admin Functions
- Club Setup
- Help Functions

Setup

Configure the Icon Actions that are displayed here. Drag and drop the icons names in the "order" in which you want them appear.

Icons Displayed:

Select and position the icon names and the order in which you want them displayed (long list may be continued on the 2nd line):

FindMember	ClubBulletins	ClubMembers	Area	Statistics	Calendar	ClubFilesNew	Committees	Engagement	ezStory
Map	PMail	Reports	Speakers	ezBulletinNew	Attendance	Websites	RICompare	ClubInfo	

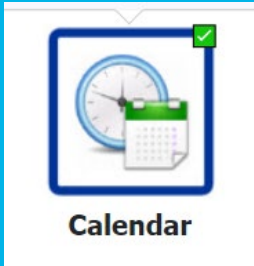
Available Icons:

Club Actions:

- eMeeting
- Finance
- PText
- RLI
- Sponsors
- Verify

Buttons: Set Account Default, Set Club Default, Reset My Configuration, Set My Configuration

# How do I navigate the calendar?



- CALENDAR NAVIGATION
- My Last Event
- Manage Event
- Backroom
- Views
  - Zone Calendar
  - District Calendar
  - Area Calendar
  - My Club Calendar
- Add DG Visit
- Speakers
- Help
- Chesapeake Multi-District PE
- Chesapeake Multi-District PE
- Documentation
- My CLUB Shortcuts

## Event Calendar: Kent Island

District and Club events are shown below. Select the View mode (week, month, or list year) as appropriate. Click on the event name to get a detailed description of the Event. Select the Manage Event link in the List Year view or Manage Event button in the event pop-up to access Edit, Backroom, Check-In and other event management functions. Click on the mini calendar to bring up a ics.vcs card to download to your personal calendar. If an address has been entered on the Location tab of an event, clicking the small map icon opens a popup map pin of the address.

Include Events:  District Event (292)  District Reminder (487)  District GOV Official Visit (1267)

Club Meeting (877)  Club Event (682)  Club FundRaiser (1072)

Multi-District Event (1462)  RLI Training Event (3165)

Exclude:  Member Birthdays  Wedding Anniversary  Member Start Anniversary

Options:  Show My Club's and District Events  Show only Events I can register for  Show short description on Event  Show meeting Speaker/Topic

January 2024 – June 2025 month list year

January 16, 2024

January 20, 2024

8:30am - 3:00pm ET

My Registration  
Manage Event  
Quick View  
Regret

2024-2025 Pre-PETS Seminar

Maple Dale Country Club  
180 Mapledale Rd  
Dover, DE 19904

January 25, 2024



Need help, but it's not urgent?

Search the support tab

Email DACdb support [support@DACdb.com](mailto:support@DACdb.com)

Call or Email Sandra – No more than 24 hours

[7630RotaryDistrict@gmail.com](mailto:7630RotaryDistrict@gmail.com) 410-739-4716



Would like help sooner rather than later?

Right Now! = Call DACdb 833-322-3248

ASAP = Text Sandra 410-739-4716

