

Rotary District 7630 – DaC Introduction for Rotary Clubs & Members



Suggest that you print this 2 page document for future reference.

What is DaCdb? DaCdb is a District and Club database that is used by over 135+ Districts 3,700+ Clubs across the U.S. Depending on your permission level DaC will make your ability to access your record, your club record, and district information. You will be able to easily identify and communicate with Club and District Leadership as needed.

Club Costs? There is no cost for the club to access and use DaC as described below. There are additional options for club weekly attendance reporting and the creation of club websites that are explained within the program. Selection and purchase of any additional options is a club decision.

Permission Levels? Details about permission levels (1 thru 6) are explained on the Home Page. Your permission level is set by default based on your role in the Club or District Leadership.

What is now included in DaC? The contents are based on the file import the District received from RI in late November of 2008. The information in the 2008-2009 District Directory was added to DaC. DaC was released to the District leadership on 2/8/2009 and the entire District on 7/29/2009. At that time a PMail was sent to the entire Leadership Team, Club Presidents, Club Secretaries, Club Presidents Elects, Club Secretary Elects, and the District Committees. Additional updates / corrections have been done through 2010 and now 2011. Each member can edit and update their DaC record. The Club Secretaries and the District DCO are most involved in the Club updates and other records.

What is now included in DaC for your DaC Record?

- You each have the ability to edit and update your DaC record.
- Please check your business name, business position, and any of the other fields to insure accuracy.
- You can each access your Club Directory and District Committees.

Edits? The ability to edit the different types of records is determined by your permission level. Edits are easy to do. In most cases as we continue to go forward many of the edits will be done by the members themselves or the Club Secretaries. **Always** click **[Update]** after any edits or no changes will be saved in DaC.

What is PMAIL? Personalized E-mail (PMAIL) is the email function within DaC that will allow you to easily communicate with your club, committees, and the district leadership. It is activated by clicking on the word **PMAIL**, or the **[PMAIL]** button, or the small envelope shown in a member record. Your ability to send PMAILs to groups or committees is determined by which committees you are a member and your permission level.



Club attendance reporting? The club monthly district attendance reporting capability and the club weekly reporting options was announced to the Clubs Presidents and Secretaries in a separate email. At this time 100% of the clubs report the monthly attendance through DaC. All members can now easily view the District Attendance Report.

To Access DaC Go to: <http://www.dacdb.com/>

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



Sign In

User Name:

Password:

Club Number: **NOW Required** for greater than Member LVL-4 access.

Remember Me: **DO NOT check this on public systems (e.g., libraries, internet cafes)**

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.
- Suggest that you print and read the welcome page.

Main Menu – will vary by permission level – shown below is what most members will see.



Take a look at the various tabs and then look at some of the following:

1. Your Membership record – Click **[My Data]** – your record should appear - Click **[Edit]** to update your record, **Always** click **[Update]** after any edits.
2. View you clubs record. Click **[My Club]**
3. View the District Leadership. Click **[View District LEADERSHIP]**
4. View the District Committees. Click **[View District COMMITTEES]**
5. Click **[Reports]**. **Select Report** [1.1 -Membership Directory], **Layout** [Select 8-up per page portrait], Click **[View]**. To print go back and use the icon to save to MS Word..then print from Word. You just printed your Club Directory.
6. View the Calendar. Click **[Calendar]**
7. Click **[Files & Forms]** to access past Rotary Reminders, DaC **How To** files and other information.
8. Suggest that you send yourself **PMail #5**. This will give you a more detailed description of what you can do – proceed as follows:
 - Click **[My Data]** – your record should appear.
 - Click the Pmail envelope found on the upper right of your record.
 - Click the circle in front of [05- EZ LogOn for members.htm](#)
 - Review the screen – do not make any edits at this time – scroll down and click **[Send Message]**.
 - Later review the PMail that you received. You will then understand the changes you need to make in a PMail template before sending Pmails in the future.
 - Pmail yourself some of the other templates if desired.

No more need to access out-of-date spreadsheets / files with incorrect phone and email information 😊

- At some point I suggest that you scan the FAQs to learn more about DaC. From the home page Click **[Help]** - then [Review FAQ Notes](#). You do not need to review the answers but at least look at the Qs so you are aware of what common questions are included.
- **Logout** – upper right when done with each session.
- That's it you are done.

Comments, Suggestions, etc, on how to improve this information would be very much appreciated.

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