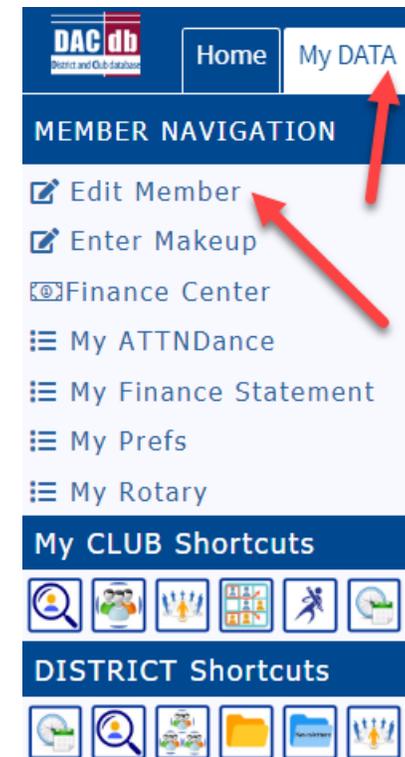




- Accessing the *My Data* Tab
- Edit Member
- Updating info on *My Data* Tabs

My Data Tab

- All members in the district can view their profile by clicking on the My Data Tab on the top of the page.
- Officers and levels higher than a 4 can also assist members with editing their information under the My Data Tab
- First click on My Data, On the left click on Edit Member



Edit Member

- Across the top you will see several tabs
- We will go through each of these tabs



Member Tab

- The Secretary fills this out when they first enter you into the system

Rotary ID:	<input type="text" value="8523040"/>	Also known as "MemberID"
Member Type:*	<input type="text" value="Active"/>	
Prefix:	<input type="text" value="Mr."/>	
First Name:*	<input type="text" value="Nicolas"/>	
Middle Name:	<input type="text"/>	
Last Name:*	<input type="text" value="Cage"/>	
Suffix:	<input type="text"/>	
Previous Name:	<input type="text"/>	Former Name or Maiden Name
Gender:	<input type="text" value="Male"/>	
Badge Information:		
Badge/Nick Name:	<input type="text"/>	(Only put in a Badge Name IF different from First Name)
Badge Title:	<input type="text"/>	Title you want to appear on Event Badges
Badge Number:	<input type="text"/>	
Other Information:		
Club Start Date:	<input type="text" value="01/29/2004"/>	<small>(mm/dd/yyyy) Admission/Start Date in this Club! If there are previous years in another club, enter those years under the Club Tab</small>
Birth Date:	<input type="text" value="01/07/1964"/>	<small>(mm/dd/yyyy) - year optional, but necessary for verification The DOB year, if entered, is only visible to the member and the few club officers who can edit member info correctly.</small>
Birth Place:	<input type="text"/>	Optional City, State where born
Sponsors:	<input type="text" value="Cameron Diaz"/>	<input type="checkbox"/> Check to search for Sponsor across all Districts <small>(Enter a few characters the primary Sponsor name. Must be Active and in the same Club)</small>
	<input type="text"/>	<input type="checkbox"/> Check to search for Sponsor across all Districts <small>(Enter a few characters the secondary Sponsor name. Must be Active and in the same Club)</small>
No. Sponsored:	<input type="text" value="0"/>	Number of Members Sponsored
Language Skills:	<input type="text"/>	
Classification:	<input type="text" value="Actor"/>	
Occupation Code:	<input type="text" value="13-01 - Actor/Actress"/>	

Verified:
By: Diaz, Cameron
[What is this?](#)

Number is updated by RI if RI Integration is Turned on

This is only a first name. Do not enter the last name here

This is the start date in this club.

All of this is entered by the Secretary

Photo Tab

- For best results and uniformity, this should be a head shot. Try not to have a photo that includes other in the photo
- Photos are automatically resized to 150 pixels wide. Uploading something higher than 1200 x 1500 may not result in a good image after it is resized.
- Choose file and then click update on the top right

Cancel Terminate Update

Member Photo Contact Spouse Business PData Club Login Bio/Notes CLI RLI Log

Member Picture

Member Photo:

Choose File No file chosen

Click **BROWSE** to select an image on your computer to upload.
You may upload a JPG or GIF image.

Delete current picture image?

Picture: (Photo On File)

Note: Member pictures are resized to 150 pixels wide. For best results, upload a picture using these size ratios; 150x188 or 300x375 pixels. This will help in maintaining a more uniform look on your member profile and printed directories. Uploading a high-res 1200x1500 pixel or greater image directly from your camera may not result in a good quality image after it is resized.
Note: Member pictures are resized to 150 pixels wide.

File: M800218051.jpg
Width: 150 px
Height: 180 px

Spouse Photo:

Choose File No file chosen

Click **BROWSE** to select an image on your computer to upload.
You may upload a JPG or GIF image.

(Picture unavailable)

Spouse/Partner Picture:

Note: Spouse/Partner pictures are resized to 150 pixels wide. For best results, upload a picture using these size ratios; 150x188 or 300x375 pixels. Uploading a high-res 1200x1500 pixel or greater image directly from your camera may not result in a good quality image after it is resized.

Contact Tab

- When entering contact information do not duplicate. For example, if you work from home and the only address you have is a home address, then only list a home address. Do not repeat the address in the Office Address. Same with phone number
- Make sure a preferred email is selected so that you receive emails from the District and your Club.
- Always click Update on the top right when you are finished.

Member
Photo
Contact
Spouse
Business
PData
Club
Login
Bio/Notes
CLI
RLI
Log

Member Contact Information

Member Emails: + Add Member Email Record

Edit	Type	Email	Display As ?	Syntax Valid ?	Use Alt ?	Verified ?
	HOME	Nicolas@Cage.com		✓	✓	No
	OFFICE	nicholascage@mgm.com		✓	✓	No

Member Addresses: + Add Member Address Record

Edit	Type	Address	State/Prov	Zip/Postal	Country
	HOME	157 Starview Lane , Mooresville	Hollywood	90067	UNITED STATES
	OFFICE	2000 Avenue of the Stars	Los Angeles	90067	UNITED STATES

Member Social Media Links: + Add New Social Med Record

Edit	Name	Account
No Social Media records found. Click on + above to add Social Media links		

Phone Information:

Home Phone:

Office Phone:

Fax Number:

Cell Phone:
Carrier Lookup

Cell Carrier:

Toll Free:

Contact Preferences: What is this?

Preferred Email: (Address used by PMail)

Preferred Address: (Primary address& updated to RI)

CC Billing Address: (Credit Card payments)

Home Address: (Label/Correspondence Home)

Office Address: (Label/Correspondence Office)

Finance Email Address: (Dues Invoice Email)

Emergency Contact:

(Level 4+ View)

ICE:

Internet Information:

Permissions:

Opt Out: (Opt-Out of PMAIL communications)

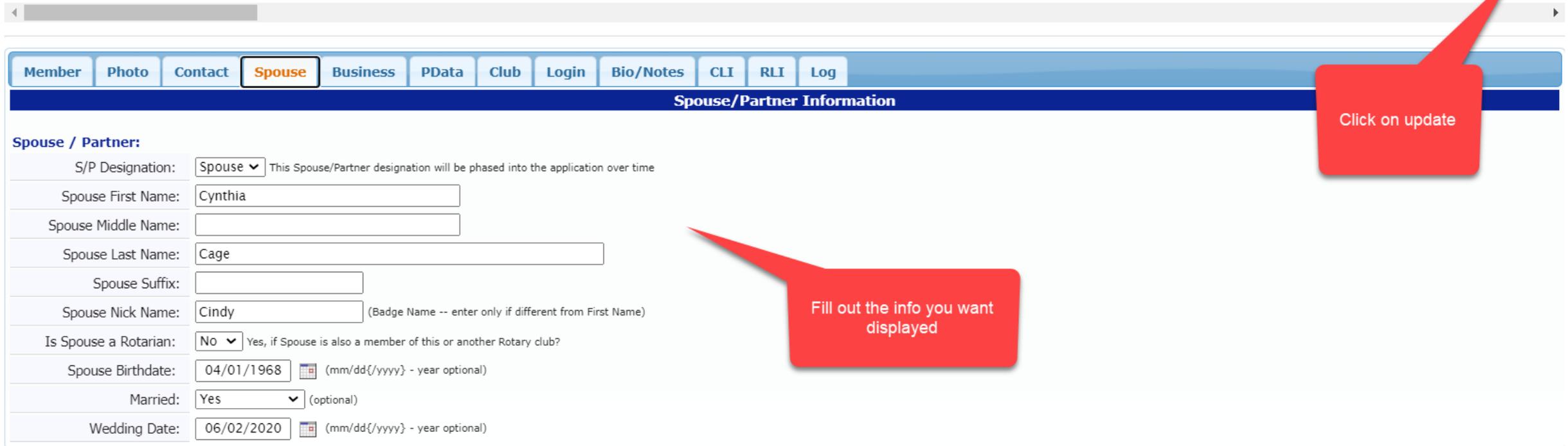
Do not duplicate info here. If you only have one email designate it as home or office

Same here do not duplicate

Spouse

- This is an optional tab. If you do have a spouse or partner, it is good to complete this so when you do register for an event it is very easy to add your spouse or partner to the registration.

Cancel Terminate Update



The screenshot shows a web interface for managing a member's profile. At the top, there is a navigation bar with tabs: Member, Photo, Contact, Spouse (highlighted), Business, PData, Club, Login, Bio/Notes, CLI, RLI, and Log. Below the navigation bar is a dark blue header for the 'Spouse/Partner Information' section. The form contains the following fields:

S/P Designation:	Spouse	<small>This Spouse/Partner designation will be phased into the application over time</small>
Spouse First Name:	Cynthia	
Spouse Middle Name:		
Spouse Last Name:	Cage	
Spouse Suffix:		
Spouse Nick Name:	Cindy	<small>(Badge Name -- enter only if different from First Name)</small>
Is Spouse a Rotarian:	No	<small>Yes, if Spouse is also a member of this or another Rotary club?</small>
Spouse Birthdate:	04/01/1968	<small>(mm/dd/yyyy) - year optional</small>
Married:	Yes	<small>(optional)</small>
Wedding Date:	06/02/2020	<small>(mm/dd/yyyy) - year optional</small>

Two red callout boxes are present: one pointing to the 'Update' button with the text 'Click on update', and another pointing to the form fields with the text 'Fill out the info you want displayed'.

Business

- This is an optional tab. Self-explanatory

Cancel Terminate Update

Member Photo Contact Spouse **Business** PData Club Login Bio/Notes CLI RLI Log

Business Information

Business Information:

Business Name:	<input type="text" value="Nicolas Cage Productions"/>
Business Position:	<input type="text" value="Owner"/>
Business Web:	<input type="text" value="www.nicholasageproductions.com"/>
Employees:	<input type="text" value="10"/>

Complete Information Optional

PData

- In this section you can select participation information that the District has created
- Click on the Red cross “Add/Edit Participation Data Records”

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Member, Photo, Contact, Spouse, Business, PData, Club, Login, Bio/Notes, CLI, RLI, and Log. The 'PData' tab is selected and highlighted with a red arrow. Below the navigation bar is a dark blue header with the text 'Participation Data Information'. Underneath, a paragraph states: 'This section includes the Participation Data for this member. Member participation data can be edited from this screen by clicking the + button below.' To the right of this text is a button with a red cross icon and the text '+ Add/Edit Participation Data Records', also indicated by a red arrow. Below the text is a table with the following data:

Code	Participation	Value	Modified	Created
CM	Charter Member			Cage, Nicolas 06/15/20
GSEM	GSE Team Member			Cage, Nicolas 06/15/20
SM	Sustaining Member			Cage, Nicolas 06/15/20

PData

- Put a check mark and/or text or years in those areas you have achieved then click save

Enter Participation Data

<input type="checkbox"/> ALUMNI of Rotary	<input type="checkbox"/> Perfect Attendance Since: <input type="text"/> (ex: 1992)
<input type="checkbox"/> Ambassadorial Scholar	<input type="checkbox"/> PHF - Paul Harris Fellow
<input type="checkbox"/> Benefactor	<input type="checkbox"/> PHS - Paul Harris Society
<input type="checkbox"/> Bequest Society	<input type="checkbox"/> Previous Rotary Years in other Clubs: <input type="text"/>
<input checked="" type="checkbox"/> Charter Member	<input type="checkbox"/> RI-Four Avenues of Service Citation
<input type="checkbox"/> Cultural Scholar	<input type="checkbox"/> RI-Service Above Self Award
<input type="checkbox"/> Double Sustaining Member	<input type="checkbox"/> RLI - Discussion Leader
<input type="checkbox"/> GSE Team Leader	<input type="checkbox"/> RLI - Graduate
<input checked="" type="checkbox"/> GSE Team Member	<input checked="" type="checkbox"/> Rotarian of the Year: <input type="text" value="2018"/> (ex: 1997, 2001)
<input type="checkbox"/> Major Donor	<input type="checkbox"/> Rotarian since <input type="text"/>
<input type="checkbox"/> Past Club President <input type="text"/>	<input checked="" type="checkbox"/> Sustaining Member
<input type="checkbox"/> Past District Gov/District Served: <input type="text"/>	<input type="checkbox"/> The Mickey Mouse Foundation
<input type="checkbox"/> Past RI Director	<input type="checkbox"/> TRF-Distinguished Service Award
	<input type="checkbox"/> TRF-Meritorious Service Award

Club

- You can enter your previous years in Rotary on this Tab
- If you want your previous clubs listed, give the information to your secretary and they can enter the info on this tab and also your perfect attendance and preset meal codes

Cancel Terminate Update

Club Information

Club Details:

Club: Hollywood

Rotary Club Number: 5551212

Club Position: Member

Previous Years: Previous years in another Club

Last RI Update: 11/22/17 (Terminate)

Attendance:

Attendance Model: Date Since (Approach used below for calculating perfect attendance)

Perfect attendance: since: (Enter as: mm/dd/yyyy)

Attendance %: Past 6 Months Last Year

These fields will be updated for Weekly Attendance users in the near future

Preset Meal Code: Weekly Attendance will use this preset meal code for this member

Finance:

PrePay Meals: Flag to indicate if member pre-pays meals for invoicing purposes

Send Invoices By: How should the dues invoice be delivered

Previous Club History: (S-Lvl 1 S-Lvl to Update)

[+ Add Previous Club](#)

Edit	Club Name	District	Club #	State	From	To	E Mail	Created	Modified
	Pasedana Club	99690	3939	CA	06/01/02	06/30/03		06/15/20 12:59 PM Cage, Nicolas	06/15/20 12:59 PM Cage, Nicolas

Login

- This is the login and password area you use to log into DACdb
- Only an officer can reset your security level

The RI Interface is set to **OFF**. Any changes you make here will be made in DACdb but will not be updated in RI. If you want your changes to be sent to RI, please setup the integration, by following the instructions found here.

Cancel Terminate Update

Member Photo Contact Spouse Business PData Club **Login** Bio/Notes CLI RLI Log

Member Login Information

Login Credentials:

User Name:

Password:
The Password is no longer displayed. It can be reset by entering a new value.

Security Lvl: Note: This Security Lvl setting overrides Club Position setting

Reset Password: Prompt for Password change on next login?

Policy Accepted: Was the usage policy accepted?

Login Retry Count: Enter zero (0) to reset the login count (S-lvl 3+)

Last Login Attempt: 06/16/20 at 12:00:00 AM ET

You can change your user name and password.
Only an officer or level 4 can change your security level

Bio/Notes

- This is a helpful section to be completed. Self Explanatory

Member Background:	
BIO / Description:	<p>(i.e.: Community positions, projects, organizations, subjects you could give a 30 minute talk to the Club):</p> <p>Nicolas Kim Coppola, known professionally as Nicolas Cage, is an American actor and filmmaker. Cage has been nominated for numerous major cinematic awards, and won an Academy Award, a Golden Globe, and Screen Actors Guild Award for his performance in Leaving Las Vegas. Wikipedia</p> <p>Born: January 7, 1964 (age 56 years), Long Beach, CA</p> <p>Net worth: \$25 million (2017)</p> <p>Parent(s): August Coppola; Joy Vogelsang</p> <p>Awards: Academy Award for Best Actor, MORE</p>
Degree(s):	B.S. Business, University of Southern California
Hobbies:	Reading, Fishing, Dancing
Club Participation Achievements:	
References:	
Why did you Join Rotary:	

You can fill this out if you wish. Entirely Optiona.

CLI (Community Leadership Involvement)

- This is an optional area
- To add something click on the red cross (Add Community Involvement Record)
- Complete the box that pops up.

Cancel Terminate Update

Member Photo Contact Spouse Business PData Club Login Bio/Notes CLI RLI Log

Community Leadership Involvement Information

This section includes the Community Leadership Involvement data for this member. The Community Leadership Involvement information consists of participation in non-pro

Add your involvement by clicking on red x

+ Add Community Involvement Record

Edit	Organization	Leadership Role	Length of Time	Organizational Website	Modified	Created
	Red Cross	Volunteer Chair	1.0	redcross.com		Cage, Nicolas 06/15/20

Last updated on: 06/16/20 At

Enter Community Leadership Involvement Information

Organization:* Salvation Army

Leadership Role: Volunteer

Length Of Time: 5 (In Years or fractions of years)

Organization Website URL:* salvationarmy.com

Cancel Delete Save

Fill our the information and clickon save

RLI (Rotary Leadership Institute)

- If you belong to a Zone that uses RLI, when you take a course in RLI it will automatically be posted here. You cannot update. Please contact your RLI District Chair if something is missing.

Cancel Terminate Update



Member Photo Contact Spouse Business PData Club Login Bio/Notes CLI **RLI** Log

Class Information

This section includes the Class data for this member. Your access is **Read-Only**.

The highest level RLI class taken: **Part I**

Class Information:

Dates	Course	RLI Domain	Location	Notes	Modified	Created
06/29/18	Part I (31)	Test 9969	Hollywood			Kelly, Lin 06/15/20
06/28/19	Part II (32)	Test 9969	Hollywood			Kelly, Lin 06/15/20
05/29/20	Part III (33)	Test 9969	Virtual			Kelly, Lin 06/15/20

This will automatically populate if you have taken RLI Classes

Log

- This is visible to an officer. If you click on this tab, you can view certain actions that took place in a user's record.

Member	Photo	Contact	Spouse	Business	PData	Club	Login	Bio/Notes	CLI	RLI	Log
Member Information Change Log											
Member Change Log:											
Date	Modified By	Field Name	Old Value	New Value							
06/16/20 09:03	Cage, Nicolas	LOGINNAME		nicholas@cage.com							
		DESCRIPTION	Nicolas Kim Coppola, known professionally as Nicolas Cage, is an American actor and filmmaker. Cage has been nominated for numerous major cinematic awards, and won an Academy Award, a Golden Globe, and Screen Actors Guild Award for his performance in Leav...	Nicolas Kim Coppola, known professionally as Nicolas Cage, is an American actor and filmmaker. Cage has been nominated for numerous major cinematic awards, and won an Academy Award, a Golden Globe, and Screen Actors Guild Award for his performance in Leav...							
06/16/20 09:00	Cage, Nicolas	BUSNAME		Nicolas Cage Productions							
		BUSPOSITION		Owner							
		BUSWEB		www.nicholascageproductions.com							
		EMPLOYEES	0	10							
		DESCRIPTION	Nicolas Kim Coppola, known professionally as Nicolas Cage, is an American actor and filmmaker. Cage has been nominated for numerous major cinematic awards, and won an Academy Award, a Golden Globe, and Screen Actors Guild Award for his performance in Leav...	Nicolas Kim Coppola, known professionally as Nicolas Cage, is an American actor and filmmaker. Cage has been nominated for numerous major cinematic awards, and won an Academy Award, a Golden Globe, and Screen Actors Guild Award for his performance in Leav...							
06/15/20 14:19	Cage, Nicolas	HOBBIES	...	Reading, Fishing, Dancing...							
		DEGREE	...	B.S. Business, University of Southern California...							
		DESCRIPTION	...	Nicolas Kim Coppola, known professionally as Nicolas Cage, is an American actor and filmmaker. Cage has been nominated for numerous major cinematic awards, and won an Academy Award, a Golden Globe, and Screen Actors Guild Award for his performance in Leav...							
06/15/20 14:05	Cage, Nicolas	PREVYEARS	0	1							
06/15/20 13:43	Cage, Nicolas	MEMBERID	0	8523040							
		MARITALSTATUS		Y							

Info is automatically populated here and only level 4 or higher can view



**MAKE SURE YOU VISIT THE HELP TAB IN
DACDB TO FIND ANSWERS TO YOUR
QUESTIONS**