

Try DACdb Mobile...



## DACdb Mobile Now in Stores

DACdb Mobile can now be found in Google Play and Apple App stores. Use this QR code to download the app to your mobile devices. This app is free to you to use. Let us know how it works for you!



<http://web2application.com/w2a/sl.php?an=29248>



# Getting Started

Learn to do what you want to do  
without the gory details

Welcome to Rotary! We hope you will maximize your membership by taking advantage of our online member portal, DACdb. This is more than an online directory—it's an interactive tool to help you engage with our Club.

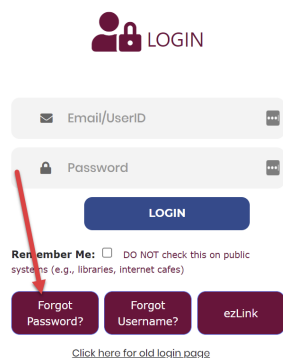
Through DACdb, you can edit your profile, search for members, register for events, and much more!

## Login to DACdb

Your account in DACdb is automatically created when you join our Club. You won't need to "sign-up" for DACdb! But you will need to set a password for your account.

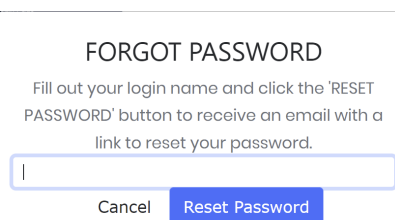
1. To log in for the first time, usually your preferred email address is your username, and you will need to set a new password.

A. In your desktop web browser go to <http://dacdb.com/index.html> and click on the "Forgot Password" link



The screenshot shows the DACdb login interface. At the top, there is a 'LOGIN' button next to a user icon. Below it are two input fields: 'Email/UserID' and 'Password'. A 'LOGIN' button is positioned below these fields. Underneath the login fields, there is a 'Remember Me' checkbox and a warning: 'DO NOT check this on public systems (e.g., libraries, internet cafes)'. At the bottom of the login section, there are three buttons: 'Forgot Password?', 'Forgot Username?', and 'ezLink'. A red arrow points to the 'Forgot Password?' button. Below these buttons is a link: 'Click here for old login page'.

B. Enter your user name (generally your preferred email address) and click "Reset Password".

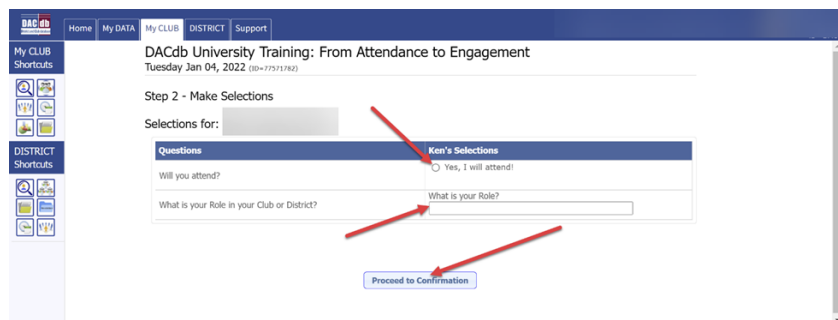


The screenshot shows the 'FORGOT PASSWORD' page. It has a heading 'FORGOT PASSWORD' and a sub-heading 'Fill out your login name and click the 'RESET PASSWORD' button to receive an email with a link to reset your password.' Below this is a text input field with a cursor. At the bottom, there are two buttons: 'Cancel' and 'Reset Password'.

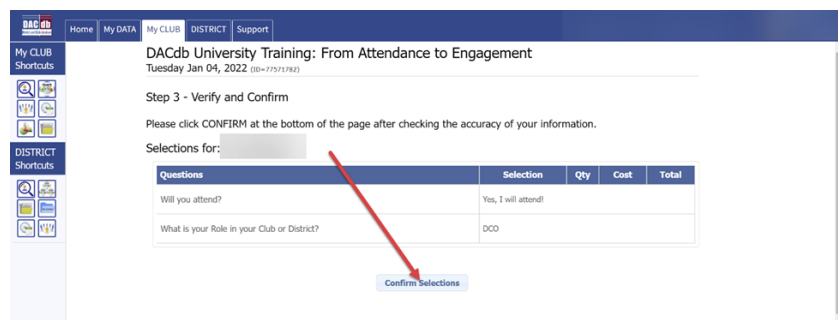
## Solving Problems—Troubleshooting

1. I forgot my password  
Click "Forgot Password" under the Login button. You will get an email from the system, allowing you to change your password.
2. I don't have a Username  
Ask your Club President or Secretary to check the Login tab of your profile to be sure the Username field is not blank. They can send you a login email from the system that includes your username and allows you to set your password.
3. My password used to work but doesn't anymore!  
Use the Forgot Password button to reset your password. Be sure to use at least 12 characters, uppercase, lowercase, number and a special character.
4. None of this worked.  
Ask for help. Start with your club secretary or other club officer with level-4 security access who can view and edit your profile. If that doesn't work, reach out to your Assistant Governor. Keep working your way up the chain of resources to your DCO (District Communications Officer) or District Administrator. Most login issues can be solved at the club level. If you are still stuck, call DACdb support.
5. My Rotary buddy's profile includes interests, education and Rotary achievements that aren't detailed on mine.  
Edit your profile and explore the Business, PData and Bio/Notes tabs where you can insert additional information about yourself.
6. I registered for an event, but now I can't go.  
For most events you can cancel your registration before the cancellation deadline. Locate your event in the calendar. Instead of seeing "Register Now," you will see "My Registration" in red. Click it. You will have the choice to Modify, View or Cancel. Click the appropriate choice and follow the prompts. If you need a refund, contact the group sponsoring the event.
7. It declined my credit card:  
The most common reason a card is declined is because the address on your profile (under My Data tab) isn't the mailing address for the credit card statement. Add this address to your Contact page with the address type Other. Select it as your "CC Billing Address" under Contact Preferences lower left on the Contact page.
8. It still declined my credit card!  
Credit cards must be drawn on a bank in the USA. Contact your card provider.

- For most events you will be presented with one or more questions to answer. Some may have costs associated with them.
- Respond to the questions and click on the “Proceed to Confirmation” button.



- Review your answers to the questions, and if they're correct, click on “Confirm Selections.”



- After clicking “confirm Selections,” you will receive the “confirmation” screen. Usually an email will also be sent to your preferred email address which includes the selections you made in answer to the registration questions.

**Tip: It's a good idea to print this page for your records!**

## Send Email to Other Members

Go to the My Club tab. If a club officer, select the PMail icon and then PMail All Club on the left when PMail opens. If not a club leader, select the Club Members icon. When the roster opens, confirm there is a blue checkmark to the left of everyone you want to reach. Then click the mini PMail icon on the upper right. Follow the prompts to complete your email. The PMail is personalized to each recipient. Select Send on the right.

- Click OK and look at the inbox for your preferred email address. Sometimes our emails get diverted to your spam or junk email folder so please check there if the email doesn't arrive in your inbox within 5 minutes.

You will be receiving an email with a link to reset your account. If you do not receive this email please contact support for assistance.



- The email will contain the following text:

Dear Ken, You have requested a password reset for your DACdb account. Please [click here](http://dacdb.com/Login3/index.html?reset=776CE2FB-A048-6A40-A7F5ACB59274D1AD&uid=800746897) to reset the password on your account. If you prefer to not click on the link above, copy and paste this URL into your web browser: <http://dacdb.com/Login3/index.html?reset=776CE2FB-A048-6A40-A7F5ACB59274D1AD&uid=800746897>

Regards,

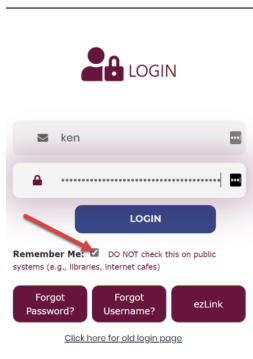
DACdb Support

- Click on the link or paste the URL into your web browser. The following dialog will display.:



- Be sure the password meets the required minimum of 12 characters, containing upper and lower case letters, numbers, and special characters. Enter your new password and confirm it by entering it again in the second box. Then click on “RESET PASSWORD.”

G. You will see a confirmation that your new password has been saved, and you will be taken to the login screen where you can log in with your new credentials.



H. If you are on your own computer, please click on the Remember Me box. If your web browser asks, you may choose to save or update the password.

2. You will not need to enter your Club Number.

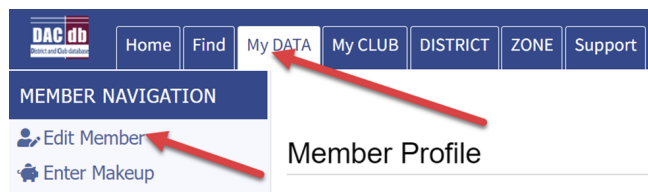
Can't remember your password? Click the "Forgot Password?" button to reset it.

**Tip: Don't forget to bookmark the login page, check the "Remember Me" box, and check out our mobile version (<https://m.dacdb.com>)! Our mobile offering is available in the iOS and Android app stores. It has the functionality most users need; it's like having a club directory in your phone!**

## Update your Username or Password

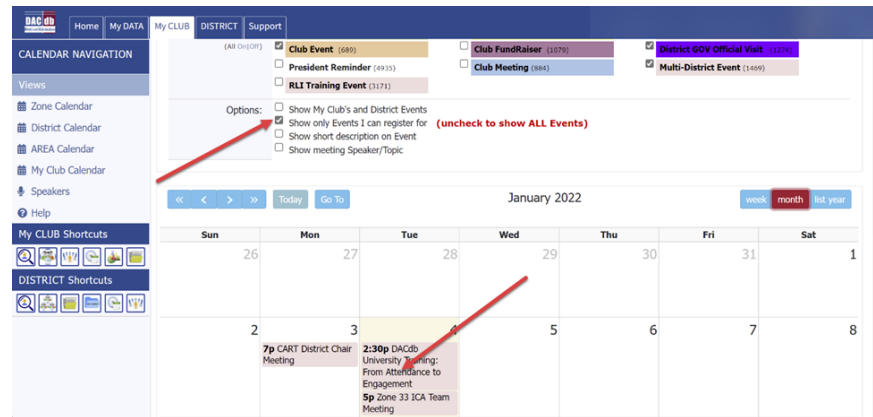
When you join Rotary, usually your preferred email address becomes your default username. However, if you change email addresses, your username **will not** change unless you allow DACdb to change it as you save your new email address. To update your username or password:

1. Select the "My DATA" tab and click on "Edit Member" on the left.



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2. If the Calendar is in either "week" or "month" mode, click on the check box to "Show only events I can Register for" at the top, and then click on the event you wish to register for.

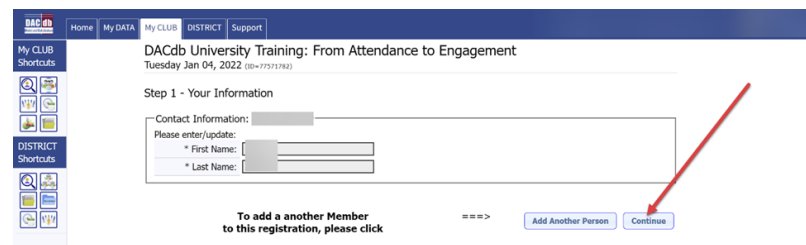


3. To begin the registration, scroll to the bottom of the event description information and click on the "Register NOW" button.



4. Verify the information that autofills about you on the next screen is correct and click "Continue."

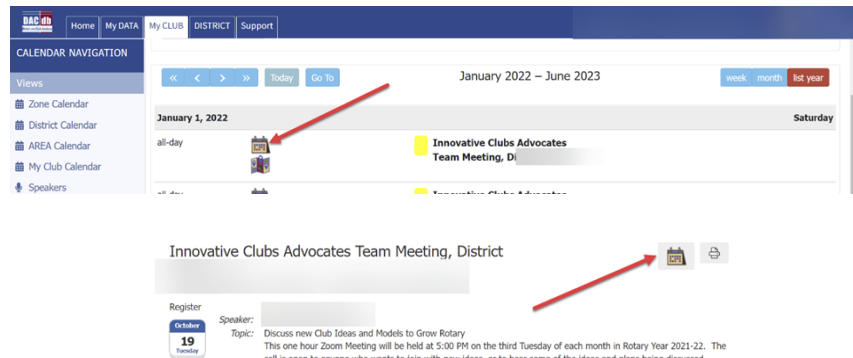
5. For some events you may be presented with the ability to register someone else. Select Add Another Person; provide the required information and then select "Continue."



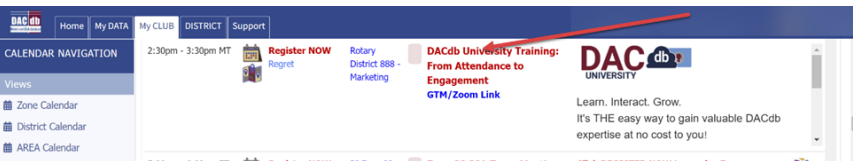
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4. The calendar will appear below. Notice that you can select the presentation style of the calendar: Week | Month | List Year. The previous example is the “List Year” view.

5. To download an event to your calendar, there are two methods. One is to put the calendar into “List Year” view and click on the calendar icon to download a “.ICS” file that you can import into your local calendar. The other is to click on the event in either of the other two views and click on the calendar icon there to download a “.ICS” file that can be imported into your local calendar.



6. To view event details, click on the name of the event.

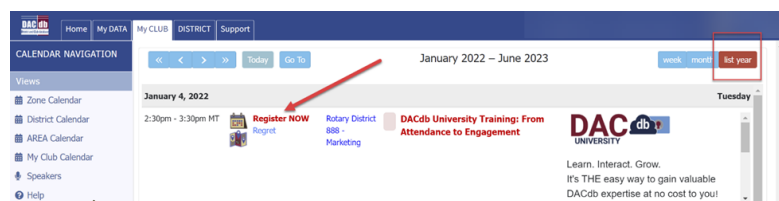


**Tip: To get the most out of your club calendar, remember to check all the event category boxes!**

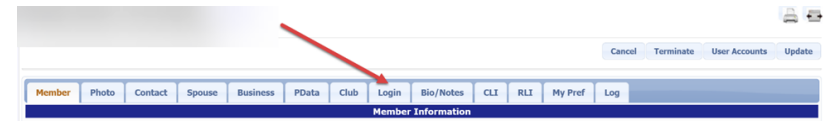
## Register for an Event

There is more than one way to start the registration process

1. If the Calendar is in “list year” view, you will see the words **”Register NOW”** to the left of the Event name. Click on **”Register NOW”**.



2. Click the “Login” tab.



3. Edit the username field (does not have to be an email address but frequently is) and password to your desired information. Click the “Update” button at the upper right of the window to save your changes.

**Tip: This login is for our club database in DACdb only. This is not your login for Rotary International. To create an online account with Rotary International, go to [www.rotary.org](http://www.rotary.org).**

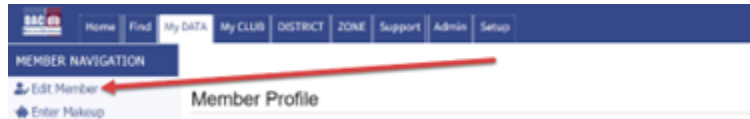
## Update your Membership Data

When you open DACdb you’ll see the Home screen, often with District announcements, and a tab menu across the top left. Switch from the Home tab to the My Data tab to update your own profile:

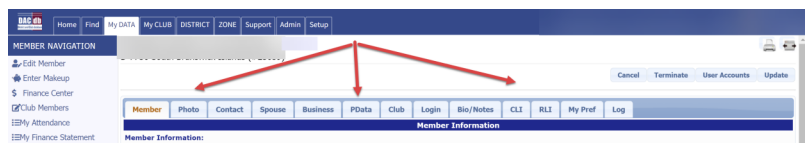
1. Click the “My Data” tab to view your profile



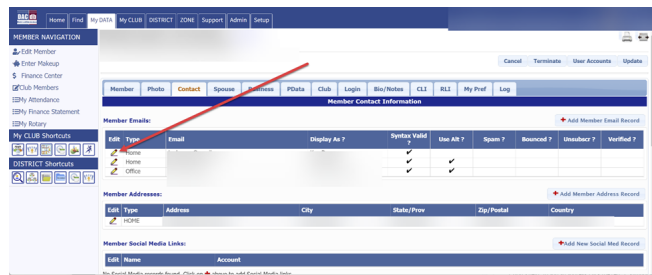
2. To change or update your data, select Edit Member on the left



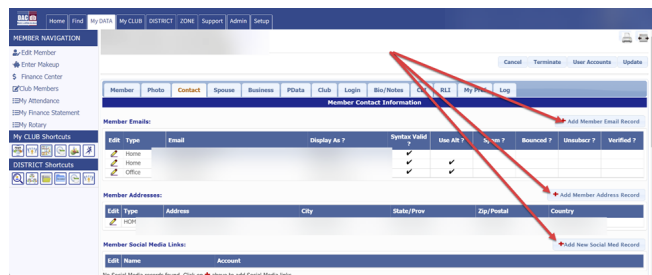
3. Information tabs will appear below your name. Click into the tab you wish to edit.



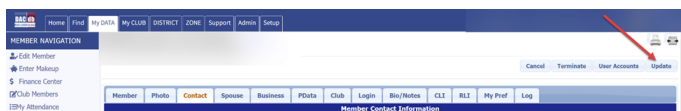
4. Some fields are ready to edit; just click into the field and type. Some fields have a pencil edit button. Click the pencil edit button and a popup screen will appear. Modify the information and click “Save.”



5. To add another email or mailing address, click the red “+” symbol at the top right of the section. Make your entries in the popup that opens; save as you close the popup.



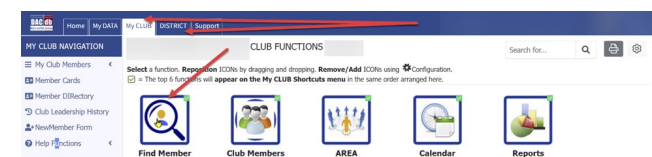
6. When finished click the “Update” button at the upper right of the window to save your changes. You only need to click “Update” once to save edits made throughout your profile tabs.



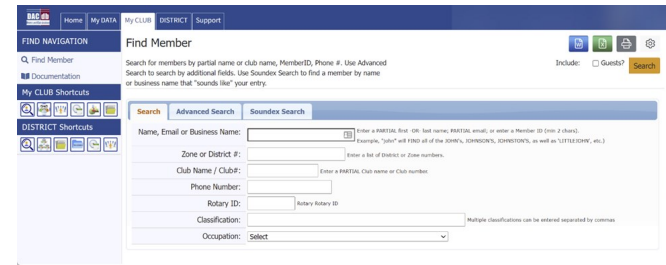
## Search & Browse for Members

One of the benefits of being a Rotarian is making new friends and colleagues. Search for someone by name, classification or company!

1. To search within your club, click on the “My Club” tab. Then click the “Find Member” icon. To search for a member of another club in your district, click on the “District” tab and then click “Find Member.”



2. A search box will appear. Enter your search parameters (last name, company name, or classification). The more information added, the narrower the results.



3. After adding your key term(s), hit the “Enter” button on your keyboard or click the “Search” button on the top right of the window. Your results will be displayed below.

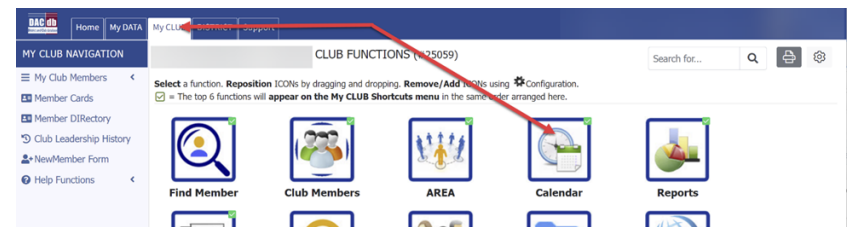
4. OR find members by browsing a member list. Click the “My Club” tab next to My Data.” Then click on the “Club Members” icon.

- Club officers will appear at the top, followed by a list of your fellow members.
- To view and contact a member, click the member’s name in blue, and you will be redirected to the member’s profile page.

## View the Club Calendar

The Club Calendar is your resource to view club/district meetings and activities. You can view event details and download reminders to your own calendar.

1. Click the “My Club” tab located at the top of the page.  
2. Click the “Calendar” icon.



3. Check the boxes for event categories you wish to view.

