

My CLUB Navigation Tab

Navigation through the **DaCdb** is accomplished by clicking on tabs/links at the top of the database home page. About 90% of the club administrative tasks on the database can be accomplished from the **My CLUB** tab. The club secretary can navigate through club functions and processes on the **DaCdb** via this tab and related sub-menu links. The underlying sub-menu link functions are explained in detail in **My CLUB Sub-Menu Links** found on pages 43-50.



My CLUB Tab

Clicking the **My CLUB** tab on the Home Page takes you to the **My CLUB** page which includes four separate categories of club information. The four sections are:

- ▶ Club Leadership Section
- ▶ Section 1 - Club Information
- ▶ Section 2 - Club Committees
- ▶ Section 3 - Club Members and Club Positions



The My CLUB page is detailed below.

zGUEST of District - Rotary Club [Edit]
Rotary District 7600
Club# 99012164

[Club Members](#) [Member Listing](#)

[Club Dashboard](#)

- Club President:**  **Cooper, Winston C Jr.**
 Email: Wcooper@yahoo.com
 Office: 757-859-2928 Home: 757-869-3939
- Membership/Pres-Elect:**  **Dalton, John E**
 Email: Johnd@cox.net
- Club Secretary:**  **Ezell, Cyndia Lee**
 Email: cyndialee@yahoo.com
 Office: 817-536-1234 Home: 817-536-5850
- Vice President:**  **Cox, Marilyn E**
 Email: marilyn1944@yahoo.com
 Office: 757-565-1213 Home: 757-565-1212
- Club Treasurer:**  **Monroe, Ally E**
 Email: allymonroe@cox.net
 Office: 757-253-9293 Home: 757-253-9292
- Club Admin Chair:**  **Mayfield, Phyllis**
 Email: office@rotary7600.org
 Office: 757-603-6277
- Programs Chair:**  **Wilson, Mark L**
 Email: mwilson@cox.net
 Office: 757-876-4939 Home: 757-876-2929

Section 1 - Club Information:

[Edit Club](#) [Submit Attendance](#) [Add New Member](#)

Meeting Time: {undefined}

Meeting Place: No Meeting Place - This is the Rotary District Office

Meeting City:

Meeting Address:

Meeting Directions:

Link to Map/Directions: [Click here for map and directions](#)

Club Description: These names are not necessarily Rotarians but Guests, Youth Exchange, GSE, Out of Area, etc.. use for easy registration at certain events.

Link to Club Website:

Link to About US:

Link to Project URL:

Club Phone Number: 757-603-6277

Fax Number: 877-905-8434

Club Email: office@rotary7600

Club's Mailing Address: 312 Waller Mill Road, Suite 300, Williamsburg, VA 23185

Charter Date:

Calendar: [Club Calendar](#) [District Calendar](#) [Club Bulletin](#) [District Newsletters](#)

Section 2: Club Committee:

Viewing Committees for Org-Year: 2010-11 [Club Committee Bulk Clone](#) [Add Club Committee](#)

Committee	Committee Type	Action
zGUEST of District		
Membership (2010-11)		View Edit Delete Reports PMail
Service Projects (2010-11)		View Edit Delete Reports PMail

There are 2 Club Committees found for OrgYear selected.

Section 3: Club Members and Positions:

Member Type: (All ON | OFF)

Active Active-R85 Honorary Alumni Alumni-Verified
 Guest Guest-Rotarian Friends of Rotary Proposed Active-LOA
 Staff Position

LName or Badge#: Current Terminated [Edit Club Positions](#) [Edit PHF/SM](#) [Add Member](#) [Club Reports](#) [Bulk Email](#) [PMail](#)

Displaying 1 to 17 of 17 Members.

	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Adams, Ann	Active							annadams@cox.net
<input checked="" type="checkbox"/>	Bonadonna, Colleen	Guest-Rotarian							office@rotary7600.org
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary)	Active	Club President	757-869-3939	757-859-2928	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/6	Wcooper@yahoo.com
<input checked="" type="checkbox"/>	Cox, Marilyn E (Lyn & Johnny)	Active	Vice President	757-565-1212	757-565-1213			1/11	marilyn1944@yahoo.com
<input checked="" type="checkbox"/>	Dalton, John E	Active	Membership/Pres-Elect						Johnd@cox.net
<input checked="" type="checkbox"/>	Ezell, Cyndia Lee (Cindy & Larry)	Active	Club Secretary	817-536-5850	817-536-1234	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	7/13	cyndialee@yahoo.com

Club Leadership Section

The **Club Leadership** section of the **My CLUB** tab lists information about the club officers. The club officers' positions, names, pictures, emails, and telephone data are found at on the top portion of the **My CLUB** page. Also in the Club Leadership section are hyperlinks (links) that act as a "shortcut" to pertinent club data located either on the **My CLUB** page and/or underlying sub-menu links. These links are identified in a light blue font and will highlight in yellow when the cursor is hovering on the link. These links allow a quick "edit/view" for oft-used data and information without leaving the **My CLUB** tab and its underlying sub-menu links. See the links that are highlighted below as an example. The link descriptions are detailed below.



Rotary Club [Edit] - This link is found on the top line of the Club Leadership section. By clicking on this link you will be transferred to the **Club Admin** page. This page has a series of sub-menu tabs that allows editing and updating club information by the club secretary. Note: this link functions the same as the "Edit Club" button found in the **Section 1 - Club Information**.

Rotary District nnnn -This link is found on the 2nd line of the Club Leadership section. By clicking on this link, you will be transferred to your Rotary District website.



Club Members - This link is found in the upper left-hand corner of the Club Leadership section. By clicking on this link you will be transferred to **Section 3 - Club Members and Positions** section of the **My CLUB** page near the bottom of the page. You can also access this data by scrolling down to this section. The link functions will be described in the **Section 3 - Club Members and Positions** section.

Section 3: Club Members and Positions:

Member Type: Active Active-R85 Honorary Alumni Alumni-Verified
 (All ON | OFF) Guest Guest-Rotarian Friends of Rotary Proposed Active-LOA
 Staff Position

LName or Badge#: Current Terminated [Edit Club Positions](#) [Edit PHF/SM](#) [Add Member](#) [Club Reports](#) [Bulk Email](#) [PMAIL](#)

Displaying 1 to 17 of 17 Members. [A](#) [B](#) [C](#) [D](#) [E](#) [G](#) [M](#) [N](#) [R](#) [S](#) [T](#) [W](#) [ALL](#)

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Adams, Ann Edit View Term	Active							annadams@cox.net

Member Listing - This link is found in the upper left-hand of the page next to **Club Members** links. By clicking on this link you will be transferred to a page that details your club members. This page lists the members in alphabetic order. You can produce reports and can format and export to an EXCELLED spreadsheet or XML. See the reporting/exporting icons on the top right corner of the page. The page also has a Search function and the buttons for this function can be found at the top left-hand side of the **Member Listing** page. You can “contract/expand” by clicking/unclicking fields within the search criteria. By entering a few letters of a last name in the **Search** input field, it will display only those members names that begin with the entered letters. You can also click the letters at the top of the list to filter name starting with that particular letter.

Search: [Refresh](#)

[Contract All](#) | [Expand All](#)

Member Type: (All ON | OFF)

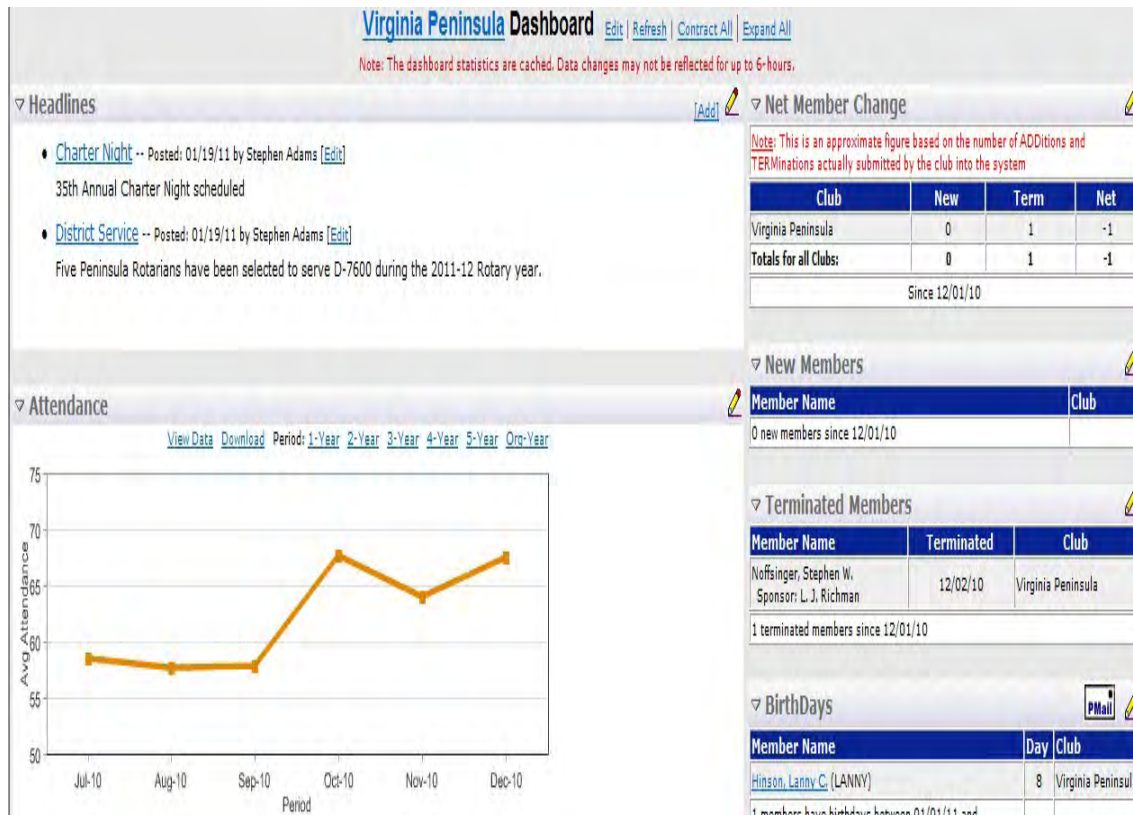
Active Active-R85 Honorary Alumni Alumni-Verified Guest

zGUEST of District (99012164)  

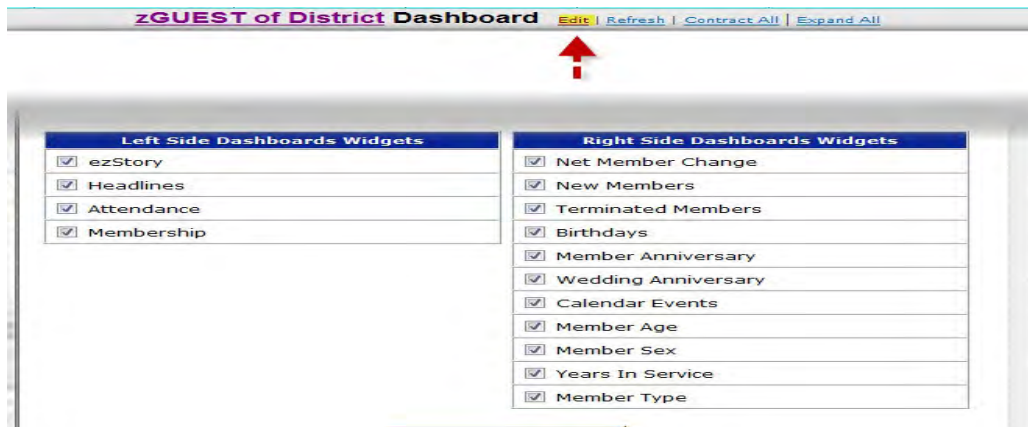
[A](#) [C](#) [D](#) [E](#) [G](#) [M](#) [R](#) [S](#) [T](#) [W](#) [ALL](#)

Member Name	FIRSTNAME	MIDNAME	LASTNAME	NAMESFX	EMAIL	MEMBERID
Adams, Ann	Ann		Adams		annadams@cox.net	0
Cooper, Winston C Jr.	Winston	C	Cooper	Jr.	Wcooper@yahoo.com	139348
Cox, Marilyn E	Marilyn	E	Cox		marilyn1944@yahoo.com	123456
Dalton, John E	John	E	Dalton		Johnd@cox.net	0
Ezell, Cyndia Lee	Cyndia	Lee	Ezell		cyndialee@yahoo.com	128477
Grimes, David T	David	T	Grimes		DGrimes@DTGCS.net	111112
Maufield, Phyllie	Phyllie		Maufield		office@rotary7600.org	129292

Club Dashboard - This link is found in the upper right-hand side of the page. By clicking on this link, you will be transferred to the **My Club Dashboard** tab which provides a thumbnail sketch of your club statistics: attendance trends, membership trends, birthday (member and spouse), anniversaries, and club membership anniversaries. The **Club Dashboard** can also be accessed from the **DaCdb** Home page on the 3rd line named **My Club Dashboard** tab.



The **Edit** link at the top of the page opens a pop-up window with graph/chart options to display on the Club Dashboard.



Club Leadership Email - This link is found in the club officers' information. By clicking on this link, you can send an email to the club officer from this page.

Section 1 – Club Information

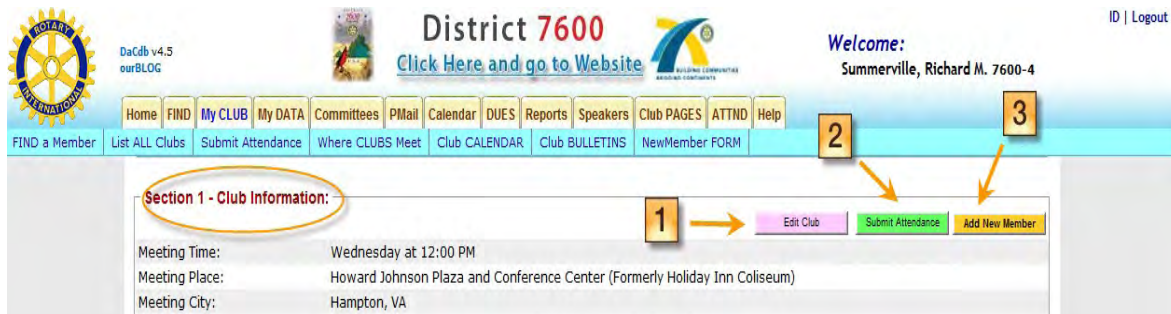
The **Section 1 - Club Information** is the public access section of the **My CLUB** page and defines club pertinent data - meeting time, meeting place, location on map, as well as links to other information about the club. Scroll down to the middle of the page to view this section below the **Club Leadership** Section on the **My CLUB** page.

The screenshot shows the District 7600 website interface. The top navigation bar includes links for Home, FIND, My CLUB, My DATA, Committees, PMail, Calendar, DUES, Reports, Speakers, Club PAGES, ATTND, and Help. The 'My CLUB' link is highlighted. Below the navigation bar, there are several tabs: FIND a Member, List ALL Clubs, Submit Attendance, Where CLUBS Meet, Club CALENDAR, Club BULLETINS, and NewMember FORM. The 'Section 1 - Club Information' section is circled in red and contains the following information:

Meeting Time:	Wednesday at 12:00 PM
Meeting Place:	Howard Johnson Plaza and Conference Center (Formerly Holiday Inn Coliseum)
Meeting City:	Hampton, VA
Meeting Address:	1815 West Mercury Boulevard, Hampton, VA,
Meeting Directions:	
Link to Map/Directions:	Click here for map and directions
Club Description:	The Rotary Club of the Virginia Peninsula meets weekly at the Howard Johnson Plaza and Conference Center. With over 60 members, we come from all walks of life with business professionals, business owners/executives, medical professionals, and educators all being represented. We adhere to Rotary's 4-Way test and have added our own -- "Is it fun for all concerned?" Non Rotarian "guests" are invited to visit our meeting for a "free lunch". We will do our best to make you feel welcome and appreciated.
Link to Club Website:	www.peninsularotary.org
Link to About US:	
Link to Project URL:	www.peninsularotary.org/ClubProjects.cfm
Club Phone Number:	
Fax Number:	
Club Email:	rsummer@cnu.edu
Club's Mailing Address:	P O Box 1772, Newport News, VA 23601
Charter Date:	26-Oct-76
Calendar:	Club Calendar District Calendar Club Bulletin District Newsletters

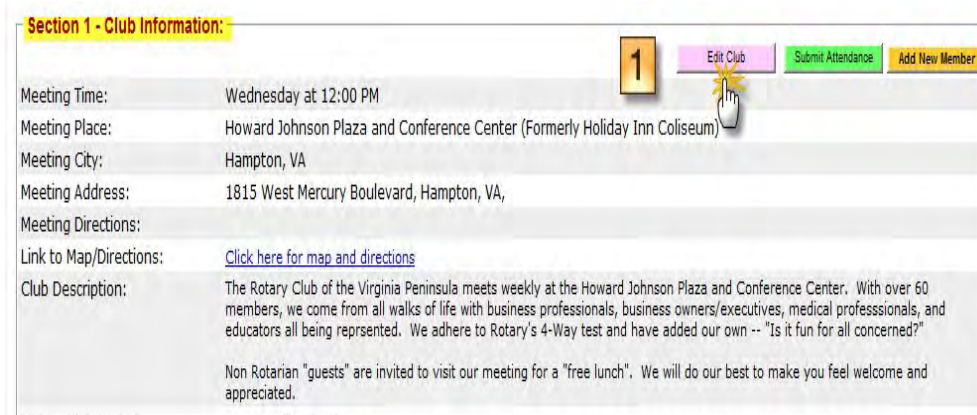
The **Section 1 - Club Information** functions are found in the upper right-hand corner. The functions are:

- ▶ **Edit Club**
- ▶ **Submit Attendance**
- ▶ **Add New Member**



1. Edit Club

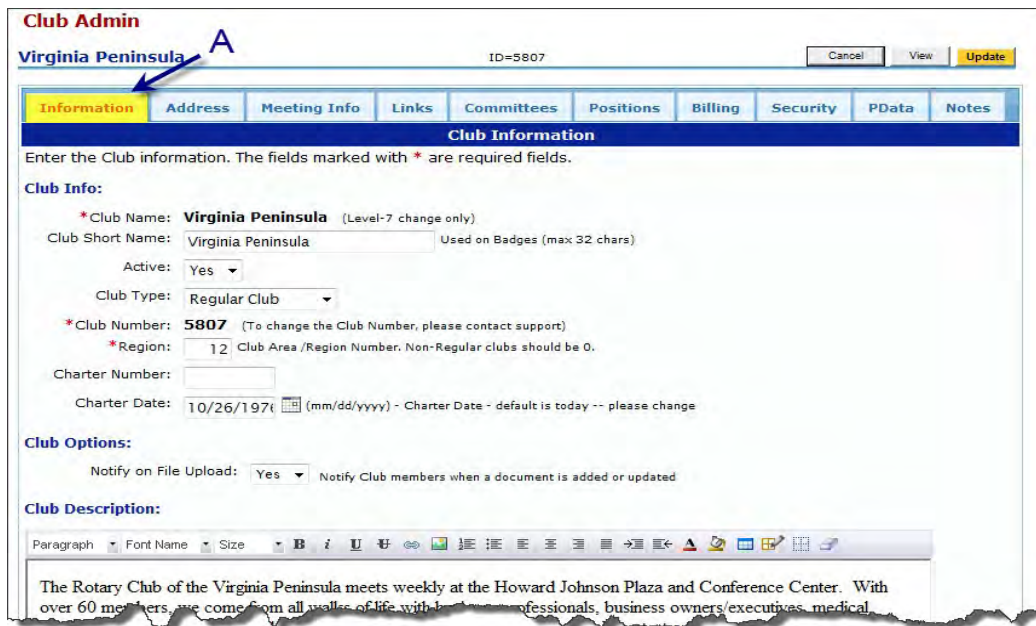
The **Edit Club** function button allows updating for the following data on the **Club Admin** pages detailed below. By clicking on this button it will transfer you to the **Club Admin** page.



On the Club Admin page, note the sub-menu tabs for club administrative tasks.



- A. **Information** - The Information sub-menu tab details basic information about the club. The three sections are **Club Information**, **Club Options**, and **Club Description**.



- B. **Address** - The Address sub-menu tab is optional information that can be used in reporting.

Information	Address	Meeting Info	Links	Committees	Positions	Billing	Security	PData	Notes
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Club Mailing Information

This section includes *optional* information regarding the Club's Mailing address. The Club mailing information is used on several reports, contribution forms and Dues Invoice module.

Club Mailing Address:

Address:

City:

State Code:

Province:

Zip/Postal Code:

County:

Country Code:

Phone Number:

Fax Number:

Email:



- C. **Meeting Info** - The Meeting Info sub-menu tab details the physical location and meeting times for a Rotary club.

Club Admin
Virginia Peninsula ID=5807 Cancel View Update

Information Address **Meeting Info** Links Committees Positions Billing Security PData Notes

Meeting Information
Enter the Club meeting information. This information is displayed on the Club View page and is used to populate where Clubs meet display.

Meeting Start Time: 12:00 PM (hh:mm AM/PM, -or- Use 24-hour Military time, e.g. 1800 is 6:00 PM)
Meeting End Time: (hh:mm AM/PM, -or- Use 24-hour Military time, e.g. 1800 is 6:00 PM)
Meeting Day: Wednesday Select the meeting day of the week
Meeting Place: Howard Johnson Plaza and Conference Center (Formerly Holiday Inn Coliseum)
Meeting Address: 1815 West Mercury Boulevard
Meeting City: Hampton, VA
Meeting State Code:
Meeting Province:

- D. **Links** - The Links sub-menu tab displays URL links to other club sites.
- ▶ Link to Map/Directions: This URL is a map/directions locator website such as www.mapquest.com.
 - ▶ Link to Club Website: This is a link to your club's website.
 - ▶ Link to about US: This is a link to your club's website plus the website page that describes your club.
 - ▶ Link to Project URL: This is a link to your club's website and website project page.

Club Admin
Virginia Peninsula ID=5807 Cancel View Update

Information Address Meeting Info **Links** Committees Positions Billing Security PData Notes

Club Links
Club URL links to other sites. Links should be entered in the form: http://www.____

Link to Map/Directions: http://www.mapquest.com/maps/1815+west+mercury+hampton+va/
Link to Club Website: www.peninsularotary.org
(if URL starts with "http://", Level-0 redirects to external club page)
Link to About US:
Link to Project URL: www.peninsularotary.org/ClubProjects.cfm

- E. **Committees** - The Committees sub-menu tab shows a listing of committees for the current year. The action options are “Cancel”, “View”, and “Update”. The “Add Club Committee” option and instructions can be found under **Section 2 - Committees**.

Club Admin
Virginia Peninsula ID=5307 Cancel View Update

Information Address Meeting Info Links **Committees** Positions Billing Security PData Notes

Club Committees

Club committees are defined here. Club committees will also be shown on the committee listing under the club name for the OrgYear they are defined in.

Viewing Committee for Org-Year: 2010-11 Add Club Committee

Committee	Committee Type	Action
Virginia Peninsula		
Club Administration (2010-11)		View Edit Delete Reports PMail
Club Service (2010-11)		View Edit Delete Reports PMail
International Service (2010-11)		View Edit Delete Reports PMail
Membership (2010-11)		View Edit Delete Reports PMail
Public Relations (2010-11)		View Edit Delete Reports PMail
Rotary Foundation (2010-11)		View Edit Delete Reports PMail
Service Projects (2010-11)		View Edit Delete Reports PMail
Vocational Service (2010-11)		View Edit Delete Reports PMail

There are 8 Club Committees found for OrgYear selected.

- F. **Positions** - The Positions sub-menu tab describes the current club positions for the club members. A pencil icon allows edit capability to change the club positions.

Club Admin
zGUEST of District ID=99012164 Cancel View Update

Information Address Meeting Info Links Committees **Positions** Billing Security PData Notes

Club Positions

This is a list of Club members and their position(s) in this Club. Members get added to this list by being a member of the Club (there is no add link here). Member positions within the club can be edited from this screen, just click on the PENCIL icon.

There are 15 members in the Club

Edit	Club Member Name	SecLvl	OrgYear / Date	2010-11 Positions
	Bonadonna, Colleen	1	2010-11	Member
	Cooper, Winston C Jr.	4	2010-11	Club President (P)
	Cox, Marilyn E	4	2010-11	Vice President (VP)
	Dalton, John E	1	2010-11	Member
	Ezell, Cyndia Lee	4	2010-11	Club Secretary (S)

- G. **Billing** - The Billing sub-menu tab details *optional* billing information for Dues Module, if applicable, for a club.

Club Admin
zGUEST of District ID=99012164

Cancel View Update

Information Address Meeting Info Links Committees Positions **Billing** Security PData Notes

Club Billing Information

This section includes *optional* information regarding the Club's billing and credit card processing gateway information. The club billing information can be included on the Dues Invoices that are generated.

Billing Address Information:

Billing Address1:
 Billing Address2:
 Billing City:
 Billing State Code:
 Billing Province:
 Billing Postal Zip:
 Billing Country Code: UNITED STATES

- H. **Security** - The Security sub-menu tab defines those club members that have been allowed higher security level for specific functions.

Club Admin
zGUEST of District ID=99012164

Cancel View Update

Information Address Meeting Info Links Committees Positions Billing **Security** PData Notes

Club Access Security

By default, only Club officers in this Club can edit members. Additional members from the District can be granted similar access rights, by selecting them from the list on the left, moving them to the list on the right.

Note: You are encouraged *not* to grant too many members access.

Select from Members:

Ezanno, Shelly
 Fagan, Harry L.
 Fahey, John A.
 Fairfield, Deann Carol
 Fall, Marilyn Catherine
 Faraone, Janet
 Farrar, Herbert L.
 Farrar, William B. IV
 Fauntleroy, Germaine S.
 Feibelman, Frank M.

Members with Club Edit Access:

Ezell, Cyndia Lee

- I. **PData** - The Participation Data sub-menu tab allows for four levels of participation data.

- J. **Notes** - The Information and Notes sub-menu tab is used for internal information only.

2. Submit Attendance

The **Submit Attendance** radio button allows the club secretary to submit a monthly attendance report to the Rotary District Secretary. By clicking on this, it transfers to a page with the following data.

Section 1 - Club Information:

Meeting Time: Wednesday at 12:00 PM

Meeting Place: Howard Johnson Plaza and Conference Center (Formerly Holiday Inn Coliseum)

Meeting City: Hampton, VA

Meeting Address: 1815 West Mercury Boulevard, Hampton, VA

Meeting Directions:

Link to Map/Directions: [Click here for map and directions](#)

Club Description: The Rotary Club of the Virginia Peninsula meets weekly at the Howard Johnson Plaza and Conference Center. With over 60 members, we come from all walks of life with business professionals, business owners/executives, medical professionals, and educators all being represented. We adhere to Rotary's 4-Way test and have added our own -- "Is it fun for all concerned?"

Non Rotarian "guests" are invited to visit our meeting for a "free lunch". We will do our best to make you feel welcome and appreciated.

Note: There is an Optional Attendance Module; user instructions are available for those clubs that have purchased the optional module.

Monthly Attendance

You have Monthly Attendance now

A [Submit MONTHLY Attendance](#)

B [View District Monthly Attendance](#)

C [Edit Monthly Attendance](#)

Upgrade now to...
Weekly Attendance Module

***** Banked make-ups are now available to all subscribers of the Weekly Attendance *****

Learn more about the Weekly Attendance functions...

- A. [Submit Monthly Attendance](#) - by clicking this link, the Monthly Attendance form appears for data entry via drop-down menus. When the Submit button is clicked, if there are no errors, a new page displays **"Attendance Report Accepted!"** that verifies that the data has been accepted and logged. If there are errors, a new page displays that details what input error

rejected the submission and offers suggestions for corrections. For example, if the wrong month was used as input and that month's attendance data is already in the database, an error message will be displayed. Note: There is an override checkbox for correcting data for a particular month. The data input fields are described below.

Attendance Reporting ← **A**
 Just complete this "attendance form", and then press **Submit ATTENDANCE** below.

Submit ATTENDANCE Report

Select Club:	zGUEST of District	
Reporting Month:	MONTH ENDING: December 2010	Correcting DATA for this Month <input type="checkbox"/> ?
Membership:	Total MEMBERSHIP: 13 (hint: 13 ACTIVE members (Active=13) currently in database as of the End of the Reporting Month (excluding Guest-Rotarian=1 Staff Position=1) members	
Average Attendance:	95.30 % 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:	4	
Meeting Cancelled / Reason:	Please Give DATE and REASON meeting cancelled, otherwise LEAVE BLANK	
Submitted By:	Submitted by: Ezell, Cyndia Lee	

This is the message after an attendance report is submitted.



Thank you for filing your attendance report!!

- B. [View District Monthly Attendance](#) -This link provides a listing of all district clubs. This report can be sorted and sequenced in various ways based upon the column description. By clicking on the column description (if the cursor is hovered over the link, it will highlight in yellow), the report can be resequenced by that column description. By clicking on the **Club Name**, a more detailed report for individual club statistics will be displayed by month. This can also be resorted by column descriptions. In the right-hand corner of either page, there are options to print the report or export to an EXCEL spreadsheet or WORD documents.

Report Parameters:

Month Ending: Detailed? Refresh

Membership & Attendance for December 2010
Clubs in District 7600

Note: CLICK on the Column Header to sort the Column. CLICK again to change sort order.

Club	Members 6/30/10	Members Current	YTD-Chg	Cha From Last Mo.	Meetings Held	Average Attend%	ATT % Rank
Blackstone (Area 8)	26	25	-1	0	3	68.00	43
Bon Air (Area 4)	48	61	13	0	2	94.00	4
Brandermill (Midlothian) (Area 5)	31	34	3	1	4	79.55	25
Cape Charles (Area 16)	33	34	1	0	3	79.57	24
Cape Henry (Area 15)	59	56	-3	-1	5	91.54	8
Chesapeake (Area 13)	88	93	5	1	4	51.98	56
Chester (Area 5)	25	31	6	0	4	70.16	41

- C. **Edit Monthly Attendance** - The attendance report can be updated by the following methods:
1. **Add** - click this button to insert a new row to add new monthly data.
 2. **Delete** - click this button to delete information that has been added in error. A new page appears with a new check box by the months in question. Adding a checkmark to the applicable month produces a pop-up window to verify that the **Delete** function is correct. Clicking "Yes" will delete the month and the page will refresh with updated data.
 3. **Edit** - click this button to modify all input data fields for any month. Only field that is not available for data input is the **Month** field.

Attendance Edit Parameters:

Select Club: zGUEST of District Start Date: 07/01/2010 End Date: 06/30/2011 Submit

zGUEST of District Attendance Data Add Delete Edit

Period	Members	Meetings	Attendance	New	Term	Reason	Modified	Created
12/2010	13	4	80.59%	0	0		Cyndia Ezell 01/21/11	Cyndia Ezell 01/10/11

3. Add New Member

The **Add New Member** radio button gives the club secretary the option to add new club members. This links to the **Member Admin (Add New Member)** page, where the following initial information can be added: **Member Type, First Name, Middle Name, Last Name, Suffix, Email Type, and Email**. Only these fields are required to add a new member to the database. After entering the data and clicking the **"Add"** radio button, the page is refreshed and populated with the entered data. Within the refreshed page, a sub-menu link ribbon, across the top of the page, can be used to complete the process of adding the club member data.

Section 1 - Club Information:

Meeting Time: Wednesday at 12:00 PM

Meeting Place: Howard Johnson Plaza and Conference Center (Formerly Holiday Inn Coliseum)

Meeting City: Hampton, VA

Meeting Address: 1815 West Mercury Boulevard, Hampton, VA,

Meeting Directions:

Link to Map/Directions: [Click here for map and directions](#)

Club Description: The Rotary Club of the Virginia Peninsula meets weekly at the Howard Johnson Plaza and Conference Center. With over 60 members, we come from all walks of life with business professionals, business owners/executives, medical professionals, and educators all being represented. We adhere to Rotary's 4-Way test and have added our own -- "Is it fun for all concerned?"

Buttons: Edit Club, Submit Attendance, Add New Member (highlighted with a yellow box and a hand cursor icon)

Annotation: A yellow box with the number '3' is placed over the 'Add New Member' button.

Add New Member data fields that are required are designated with a red asterisk before the field (see the **Member Information** page and **Member Login Information** pages). Most of the data input fields are self-explanatory as to data required for a particular field.

Member Admin

Add NEW Member ← **3** ID=new Cancel Add

New Member

New Member Information

To create a NEW member, please select a **MemberType**, and enter the new members **First** and **Last** name. After adding this information, you will be taken to the the Member Edit screen, where additional information may be entered.

Note: The member being added will not be able to login, until additional login information is provided on the next screen.

* Member Type: Active

* First Name: John Middle Name: C

* Last Name: Murray Suffix:

Email: HOME jmurray@cox.net
(optional, but highly recommended!)

When a new member is added, an email will be sent to Rotary International and the new member will be added at RI. A Rotary number will not be assigned to the new member until RI adds them to the rolls. Within a few weeks of adding the new member, the Club Secretary should edit the record and add the new RI number. (The member number can be obtained from one of several reports available to club secretaries at www.rotary.org). After the new member record has been added, the new club member can access **DaCdb** to update their own record.

Note: Rotary International does not recognize transfers between Rotary Clubs. The procedure is to drop (terminate) the member from one club and add them as a new member to the new club. However, the

member can retain their original member number. The club secretary of the new club should enter the member number when entering the new member.

Member Admin Page Functions - The three action functions listed below are initiated from each of the **Add Member** page sub-menu links listed below.

1. **Cancel** - The **Cancel** function refreshes the page and links to the **Section 1 - Member Detail (Active)** page that allows option to re-enter data by clicking on the [\[Edit\]](#) hyperlink.
2. **Terminate** - The **Terminate** function allows deletion of the member data. The page refreshes the **Member Admin Member Information** page as shown in the page example, with "Delete: Murray, John". The banner across the top of the page states: "**Verify this is the Member to Terminate**". In response, the two options available are: "**Cancel**" to keep the data from being deleted from the database, or "**Terminate**" that will delete the data. After making a choice, the page will be refreshed. If the choice is to terminate the data, the page is refreshed again with a pop-up window with the message: "**Please confirm**". If confirmed then the member will be terminated.
3. **Update** - The **Update** function refreshes the page with the **Section 1 - Member Detail (Active)** page. This page details data that was entered on previous pages. There is an [\[Edit\]](#) link, at the top of the page, that returns the previous page in case additional data is to be added or modified.



Member Admin Sub-Menu Tabs

1. **Member** - The **Member Information** page identifies the member by name being added in the upper left hand corner of the page. This page is a continuation of address/telephone data as well as classification and club sponsor data. Some of the data input fields have drop-down menus. The dates (**Club Start Date** and **Birth Date**) have a calendar look-up reference; the **Club Sponsor** field provides a "**Find a Member**" search by last name to populate the **Sponsor's Name** field.

Member Admin ID=800209579

Murray, John C Cancel Terminate Update

Member Photo Contact Login S/P Business PData Club Alumni Notes Zone

Member Information

Member Information:

Member ID: 0

* Member Type: Active

Prefix: {select} * Gender: {Select}

* First Name: John Middle Name: C

* Last Name: Murray Suffix:

Previous Name: Former Name or Maiden Name

Badge/Nick Name: Jack (Only put in a Badge Name IF different from First Name)

Badge Title: Title you want to appear on Event Badges

Badge Number:

* Start Date: 01/03/2011 (mm/dd/yyyy) - Admission/Start Date in this Club!
If there are previous years in another club, enter those years under the Club Tab

Birth Date: 07/13/1960 (mm/dd/yy) - year optional, but necessary for calculating the club's demographics correctly

Birth Place: Chesapeake, VA Optional City, State where born

Sponsor: Cyndia Ezell (Lookup Sponsor)

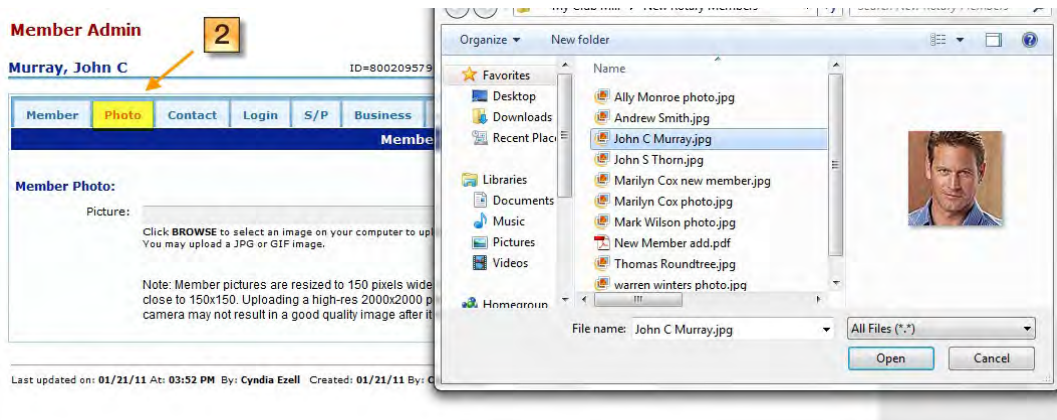
No. Sponsored: 0 Number of Members Sponsored

Language Skills: Spanish

Classification: Principal

Occupation Code: 12-02 - Administrator - Secondary

2. **Photo** - The **Member Photo** page is displayed when the **Photo** submenu tab is highlighted and clicked. The **"Picture:"** field includes a drop-down menu that allows you to "Browse" your computer files in order to upload a picture in JPEG or GIF format. After the update function, the page is refreshed with the picture added to the **Photo** icon field. A new checkbox field is displayed that gives you the option to delete the picture.



3. **Contact** - The Contact tab details address, phone, email, and internet data. On this page, information can be added in several different ways.
 - Phone information and Emergency Contact data is entered directly in the spaces provided.
 - Internet Information is entered by the use of drop-down menus.

- Contact Preferences are also selected by the use of drop-down menus, but before you can select what information you want to appear, you have to populate these windows by using the “Add” function and/or the “Edit” (pencil icon) functions found in the upper section of the page.
- Address Data is added by clicking on the “+ Add Address Record” to enter different types of addresses (home, office, vacation, etc.) and use the “pencil icon” under Edit to change, update, correct, or delete existing information. When the data is saved/updated, it will appear on the Contact page.

Member Admin

Murray, John C ID=800209579 Cancel Terminate Update

Member Photo **Contact** Login S/P Business PData Club Alumni Notes Zone

Member Contact Information

Member Addresses:

Edit	Type	Address	City	State/Prov	Zip/Postal	Country
	HOME	3939 Hickory	Wakefield	Virginia	23509	United States
	OFFICE	3505 W. Main St	Chesapeake	Virginia	25606	United States

+ Add Address Record

Member Emails:

Edit	Type	Email	Display As ?	Syntax Valid ?	Use Alt ?	Verified ?
	HOME	jmurray@cox.net		✓		

+ Add Member Email Record

Use these edit functions to add member contact data.

4. **Login** - The **Login** tab is used to populate the **Login Credentials** for the club member being added or updated.

Member Admin

Murray, John C ID=800209579 Cancel Terminate Update

Member Photo Contact **Login** S/P Business PData Club Alumni Notes Zone

Member Login Information

Login Credentials:

User Name:

Password:

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

Reset Password: NO Prompt for Password change on next login

Policy Accepted: YES Was the usage policy accepted?

NEW Login Retry Count: 0 (Level-7 reset)

Last Login Attempt: **01/21/11 at 12:00:00 AM ET**

Last updated on: 01/21/11 At: 06:07 PM By: Cyndia Ezell Created: 01/21/11 By: Cyndia Ezell

5. **S/P** - The **Spouse/Partner** tab is to add the club member's spouse information.

The screenshot shows the 'Member Admin' interface for 'Murray, John C' with ID=800209579. A yellow box with the number '5' and an arrow points to the 'S/P' tab in the navigation menu. The 'Spouse/Partner Information' section contains the following fields:

- S/P Designation: Spouse (dropdown) - This Spouse/Partner designation will be phased into the application over time
- Spouse First Name: Janet
- Spouse Last Name: Murray
- Spouse Nick Name: Jan (Badge Name -- enter only if different from First Name)
- Is Spouse Member: No (dropdown) - If Spouse is also a Member?
- Spouse Birthdate: 06/20/1962 (calendar icon) (mm/dd/yyyy) - year optional
- Married: Yes (dropdown) (optional)
- Anniversary Date: 04/12 (calendar icon) (mm/dd/yyyy) - year optional

6. **Business** - The **Business** sub-menu tab identifies the club member's employment and job description.

The screenshot shows the 'Member Admin' interface for 'Murray, John C' with ID=800209579. A yellow box with the number '6' and an arrow points to the 'Business' tab in the navigation menu. The 'Business Information' section contains the following fields:

- Business Name: Chesapeake School District
- Business Position: Principal
- Business Web: www.chesapeakeedistrictschools.edu
- Employees: 50

At the bottom, it says: Last updated on: 01/21/11 At: 06:07 PM By: Cyndia Ezell Created: 01/21/11 By: Cyndia Ezell

7. **PData** - The **PData** sub-menu tab is used to update/edit the club member's participation data. Clicking on the edit "pencil icon" opens a pop-up window with a menu of all the Rotary participation categories. By checking on the categories that apply and clicking the "Save" button, this information is saved.

8. **Club** - The **Club** sub-menu tab is used to identify the club status.

9. **Alumni** - Not applicable at this time.

10. **Notes** - Not applicable at this time.

11. **Zone** - Not applicable at this time.

When all sub-menu tab data pages have been updated, click the “Update” button. The data will be added to the database. See club member detail page below.

Member: **John C Murray** [Edit] P Mail

Section 1 - Member Detail (Active)

John C Murray (Jan)
 3939 Hickory
 Wakefield , VA 23509

Home: 757-229-2929
 Office: 757-229-2930
 Email: jmurray@cox.net
 Club: **ZGUEST of District**
 Anniversary: 04/12

Classification: **Principal**
 Bus Position: **Chesapeake School District**
 Bus Name: www.chesapeakeedistrictschools.edu
 Bus Web:

Degree: **Bachelor's Degree, Master's Degree**
 Hobbies: **golf, reading**

Section 2 - Member Committees:
 There are 0 committee(s).

Committee	Position
-----------	----------

Calendar/Events Links

At the bottom of the **Section 1 - Club Information** section, there are four links under the heading of “**Calendar:**”. These links provide a “view” of Rotary Club event-driven communications.

Section 1 - Club Information:

Edit Club Submit Attendance Add New Member

Meeting Time: {undefined}

Club Email: office@rotary7600

Club's Mailing Address: 312 Waller Mill Road, Suite 300, Williamsburg, VA 23185

Charter Date:

Calendar: [Club Calendar](#) [District Calendar](#) [Club Bulletin](#) [District Newsletters](#)

- ▶ **Club Calendar** - The **Club Calendar** link gives you the option to “view” your Rotary club’s calendar. It lists local club and district events. This “view” is the **Club Calendar** page found on the Calendar tab/link on the top row of the **DaCdb** home menu tabs. See edit functions for this in the **CALENDAR** module under **Add to Club Calendar** and **View My Calendar** sub-menu links. The calendar can be printed or exported to a WORD document.

Rotary District 7600 - Calendar for zGUEST of District

Event Calendar Parameters:

Calendar: [List Block] Search Events:

Include Events: District Event District Reminder District GOV Official Visit Club Meeting
 Club Event Club FundRaiser Multi-District Event

Jan 2011 - Jul 2012 **Add to Club Calendar:** Select Event Type Go To: January 2011

DATE	TIME	ACTION	CLUB	EVENT NAME	LOCATION / COMMENTS
January - Rotary Awareness Month					
Sat Jan 22, 11	08:30A		RI Zone 33	Rotary Leadership Institute RLI - Raleigh	Rotary Leadership Institute RLI - Raleigh NC. Event for Prospective & Existing Rotary Club Leaders. Go to www.ri33.org for details and

- ▶ [District Calendar](#) - The **District Calendar** link also gives you the option to view the **District Calendar** that lists district and zone events. This “view” is the **District Calendar** page found on the **Calendar** tab on the top row of the **DaCdb** home menu tabs. The calendar can be printed or exported to a WORD document. See edit functions for this in the **CALENDAR** module under **View District Calendar** and **Goto Register Me** sub-menu links.

Calendar of Events
Rotary District 7600

Event Calendar Parameters:

Calendar: [List Block] Search Events:

Include Events: District Event District Reminder District GOV Official Visit Club Meeting
 Club Event Club FundRaiser Multi-District Event

Jan 2011 - Jul 2012 **Add to Club Calendar:** Select Event Type Go To: January 2011

DATE	TIME	ACTION	CLUB	EVENT NAME	LOCATION / COMMENTS
January - Rotary Awareness Month					
Sat Jan 22, 11	08:30A		RI Zone 33	Rotary Leadership Institute RLI -	Rotary Leadership Institute RLI - Raleigh NC. Event for Prospective & Existing Rotary Club Leaders. Go to www.ri33.org for details and

- ▶ [Club Bulletin](#) - The Club Bulletin link is utilized to manipulate club bulletin data. If the club has a weekly/monthly bulletin or newsletter, it can be posted from the My CLUB tab/CLUB Bulletins sub-menu link. See this link for detailed “how-to” instructions.
 - **Add Bulletins File** - page to add uploaded file to Club Bulletins folder.
 - **Add URL** - page to add bulletins description and URL for upload file.
 - **Add Folder** - page to add a new folder for club bulletins.
 - **Copy, Move, Rename, and Delete** - options for file manipulation.

Rotary District 7600
zGUEST of District

Notify Members on Upload: **No**

Home <<- click links here to navigate

[Add Bulletins File](#)
[Add URL](#)
[Add Folder](#)
[Copy](#)
[Move](#)
[Rename](#)
[Delete](#)

Type	File Name	Modified	Size
0 files found			
		Total space used in this directory:	0 KB

Files can be referenced at:
 - HTTP URL: <http://www.directory-online.com/Rotary/Accounts/7600/Bulletins/99012164/{filename}>>
 - File Path: D:\Rotary\Accounts\7600\Bulletins\99012164\{filename}

- ▶ **District Newsletters** - The District Newsletters link gives you a “view” of the last 20+ District Newsletters in PDF format. See the Calendar tab/View District NEWSLETTER sub-menu tab on the top row of the **DaCdb** main menu tabs for more details.

Rotary District 7600
District Newsletters

Notify Members on Upload: **No**

Home <<- click links here to navigate

Type	File Name	Modified	Size
	The7600bridge0111.pdf	01/07/11 02:23 PM	458 KB
	Features_January2011.pdf	12/31/10 12:35 PM	646 KB
	The7600bridge1210.pdf	12/01/10 05:34 AM	951 KB
	Features_December2010.pdf	11/30/10 05:50 PM	503 KB

Section 2 - Club Committees

The **Section 2 - Club Committees** section can be found by scrolling down to the middle of the **My CLUB** page. This page lists all your club committees for the current year. For each committee listed, the **Action** links ([View](#), [Edit](#), [Delete](#), [Reports](#), and [PMail](#)) are available to view and/or update committee particulars. These **Action** links are the same as found on the **Committees** tab on the database home page. If you click on the **Committees** tab and scroll down to the bottom of the page, you will see the same links found in **Section 2 - Club Committee** section. The buttons above the Action links define how to clone more than one committee at a time and how to add a committee.

Committee	Committee Type	Action
zGUEST of District		
Membership (2010-11)		View Edit Delete Reports PMail
Service Projects (2010-11)		View Edit Delete Reports PMail

There are 2 Club Committees found for OrgYear selected.

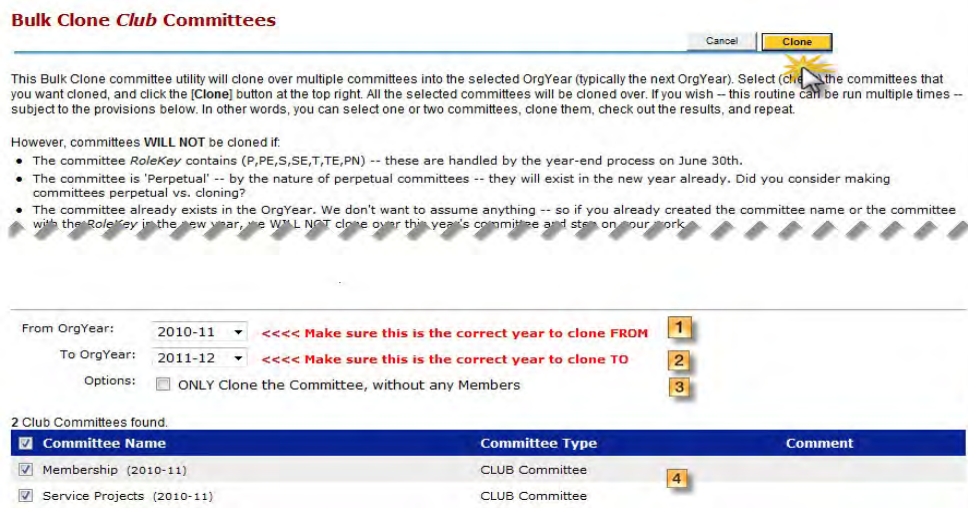
Section 2 -Club Committee Bulk Clone

If the same committees will be in effect in the new club year, there is an option to “clone” the committees so that they do not need to be re-entered. This radio button appears in the upper right-hand corner of the page.

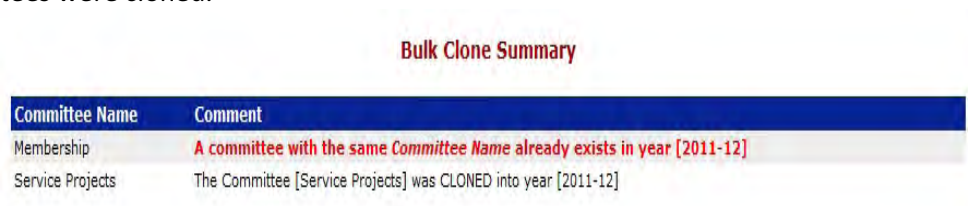


By clicking on the **Clone** button, the **Bulk Clone Club Committees** page is displayed. At the top of this page are detailed instructions on how to clone the committees that you need for the coming year. The input fields are as follows:

1. **From Org-Year:** - drop-down menu with table of years to choose the from year to clone.
2. **To Org-Year:** - drop-down menu with table of years to choose the to year to clone.
3. **Options:** - click option that allows cloning committees without committee members.
4. **Committee Names:** - allows “click/unclick” to add or eliminate committees to be cloned.



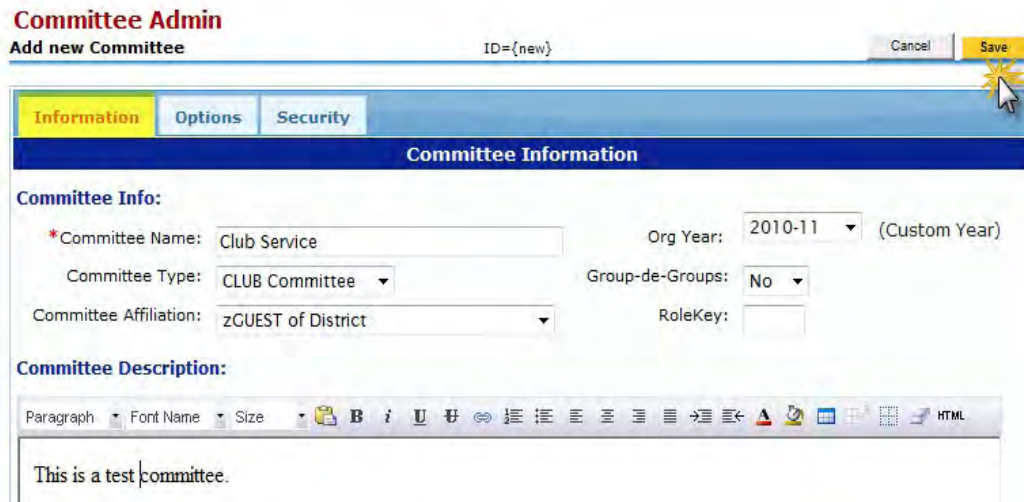
After clicking the “**Clone**” button, the Bulk Clone Summary page is returned detailing what committees were cloned.



Section 2 - Club Committee: Add Club Committee

The **Add Clone Committee** button transfers to the **Committee Admin** Page where new club committee information can be added. There are three tabs: **Information**, **Options**, and **Security** that are used to create a new committee.

- ▶ **Information Tab** -The **Information** tab displays the Committee Info and Committee description. The Committee Info section includes drop-down menus to add/modify data. The Committee Description section is a free-form format to describe a particular committee.



The screenshot shows the 'Committee Admin' interface with the 'Information' tab selected. The page title is 'Committee Admin' and the subtitle is 'Add new Committee'. The ID field contains '{new}'. There are 'Cancel' and 'Save' buttons in the top right. The 'Information' tab is highlighted, and the 'Committee Information' section is visible. The 'Committee Info' section includes: 'Committee Name' (Club Service), 'Org Year' (2010-11), 'Committee Type' (CLUB Committee), 'Group-de-Groups' (No), 'Committee Affiliation' (zQUEST of District), and 'RoleKey'. The 'Committee Description' section has a rich text editor with the text 'This is a test committee.' and a toolbar with various formatting options.

- ▶ **Options Tab** - The **Options** tab displays two options: Display Sorting Options and Committee Parameters. The sorting options are available to define how you want the club member names sorted (i.e., User, Member, or Business) and/or how the club should be listed (i.e., by Club Name or User Name). Parameters are listed with drop-down menus to define committee listing format and whether there should be notification sent on a file upload.



The screenshot shows the 'Committee Admin' interface with the 'Options' tab selected. The page title is 'Committee Admin' and the subtitle is 'Add new Committee'. The ID field contains '{new}'. There are 'Cancel' and 'Save' buttons in the top right. The 'Options' tab is highlighted, and the 'Committee Options' section is visible. The 'Display Sorting Options' section includes: 'Member Display Format' (User Name (Club Name), Member Name (Business Name), Business Name (Member Name)) and 'Committee Listing Sort' (Club Name, User Name). The 'Committee Parameters' section includes: 'Show Description' (Yes), 'Notify on File Upload' (No), 'Include Deleted Members' (No), and 'Public Website Display' (All Members).

- ▶ **Security Tab** - The **Security** tab displays the “View Security” and “Edit Security” drop-down menus; The table includes all database security levels. These options are used to override the system default security levels.



Section 2 - Club Committee Action Functions

For the club committees listed in the lower section of the **Section 2 - Club Committees** on **My CLUB** page, there are five links - [View](#), [Edit](#), [Delete](#), [Reports](#), and [PMail](#). These links function as “shortcuts” that allow you to view/update committee data from the **My CLUB** tab.



Section 2 - Club Committee [View](#) Link


The Committee [View](#) link displays the Committees page for a particular committee and consists of four separate sections.

1. **Committee Chairman** - At the top of the page, the chairman information is listed for that particular committee, along with that club member’s information. The chairman’s email is a hyperlink so that you can email the chairman from this page.

2. Section 1- Notes and Comments - This section is available for optional freeform notes - This data is entered in the Committee Description section on the Committee Admin page.
3. Section 2: Committee Members and Positions - This section list the committee members and committee positions.
4. Section 3: Committee Leadership History - This section identifies who Committee Chairman is for the current year and for the previous year.

zGUEST of District - Membership - 2010-11 [Edit]
Rotary District 7600 Committee

Committee Members

1 Membership Chair:  **Roundtree, Thomas A Jr.**
Email: TomR@cox.net
Office: 757-599-6544 Home: 757-599-6543

2 Section 1 - Committee Notes & Comments:
This is a test committee for zGuest of District. This is the member committee. Thomas Roundtree is Chairman.

3 Section 2 - Committee Members and Positions:
There are 5 members assigned to the committee.

<input checked="" type="checkbox"/>	Member Name	Sort: Club ▼ Name	Type	Position	Home Phone	Office Phone	Email
<input checked="" type="checkbox"/>	Neilson, Linda E (Cap) (zGUEST of District)	View	Staff Position	Member	757-220-0280		lezelln@cox.net
<input checked="" type="checkbox"/>	Ezell, Cyndia Lee (Cindy & Larry) (zGUEST of District)	View	Active	Member	817-536-5850	817-536-1234	cyndialee@yahoo.com
<input checked="" type="checkbox"/>	Monroe, Ally E (zGUEST of District)	View	Active	Member	757-253-9292	757-253-9293	allymonroe@cox.net
<input checked="" type="checkbox"/>	Winters, Warren E (Sandy) (zGUEST of District)	View	Active	Member	757-899-2922	757-869-5958	wwinters@cox.net
<input checked="" type="checkbox"/>	Roundtree, Thomas A Jr. (Tom) (zGUEST of District)	View	Active	Membership Chair	757-599-6543	757-599-6544	TomR@cox.net

4 Section 3 - Committee Leadership History:

Position	2010-11	2011-12
Membership Chair	Roundtree, Thomas A Jr.	Roundtree, Thomas A Jr.

Last updated on: 01/19/11 At: 09:40 PM By: Ezell, Cyndia Lee Created: 01/19/11 By: Ezell, Cyndia Lee

Club Committee Links

At the upper left-hand corner of the page is a [Committee Member](#) link that will take you directly to the lists of committees (**Section 2 - Committee Members and Positions**).

At the top middle section of the page is an [\[Edit\]](#) hyperlink. By clicking on this link, the **Committee Admin** page will be displayed with administrative functions (committee information and description, committee formats, security levels plus members and positions changes).

Within the **Section 2 - Committees and Positions** section, the [Member Name](#) link displays the Microsoft Outlook window to send an email to the committee member; the [Club Name](#) link transfers to the **My CLUB** page. The [View](#) link transfers to the **Member Detail** page. The [Email](#) link will send an email to the committee member.

The committee list also has two sorting options and these fields are the [Club](#) and [Name](#) columns.

zGUEST of District - Membership - 2010-11 [Edit]
 Rotary District 7600 Committee

Committee Members

Membership Chair:



Roundtree, Thomas A Jr.
 Email: TomR@cox.net
 Office: 757-599-6544 Home: 757-599-6543

Section 1 - Committee Notes & Comments:

This is a test committee for zGuest of District. This is the member committee. Thomas Roundtree is Chairman.

Section 2 - Committee Members and Positions:

There are 5 members assigned to the committee.

Enter Makeups Files Reports Bulk Email PMAIL

<input checked="" type="checkbox"/>	Member Name	Sort: Club Name	Type	Position	Home Phone	Office Phone	Email
<input checked="" type="checkbox"/>	Ezell, Cyndia Lee (Cindy & Larry) <small>(zGUEST of District)</small>	View	Active	Member	817-536-5850	817-536-1234	cyndialee@yahoo.com

Committee Members and Positions Administrative Functions

Five radio buttons in the upper right-hand corner of the **Section 2 - Committee Members and Positions** page define the administrative processes for the current committees.

Section 2 - Committee Members and Positions:

There are 5 members assigned to the committee.

1 2 3 4 5
 Enter Makeups Files Reports Bulk Email PMAIL

<input checked="" type="checkbox"/>	Member Name	Sort: Club Name	Type	Position	Home Phone	Office Phone	Email
<input checked="" type="checkbox"/>	Ezell, Cyndia Lee (Cindy & Larry) <small>(zGUEST of District)</small>	View	Active	Member	817-536-5850	817-536-1234	cyndialee@yahoo.com
<input checked="" type="checkbox"/>	Monroe, Ally E	View	Active	Member	757-253-9292	757-253-9293	allmonroe@com.net

- 1. Enter Makeups** - By clicking on this button, the **Entered Banked Makeup** page is displayed. Note: in order for a committee member to be included in the banked makeup process, ensure that all applicable names are clicked “on” at the right of the committee member’s name on the committee membership page. The time spent in the meeting can be considered a regular Rotary meeting. The committee members can “bank” this time to make-up for any missed meetings. The input fields are “Calendar Date” and an optional “Other Members Present:” field for listing any other Rotary members attending the meeting/venue. The “Makeup Venue” can be a committee meeting, an event (such as a Rotary Club outing), or Rotary related project and can be changed to reflect this. To generate the banked makeup transaction, please click the **Submit** button at the bottom of the page.

Enter Banked Makeup

To enter a makeup, please complete and submit the following form below.
This entry will be added to the makeup bank in an **Approved** state for the selected member(s).

* Select Member: 5 user(s):	Neilson, Linda E; Ezell, Cyndia Lee; Monroe, Ally E; Winters, Warren E; Roundtree, Thomas A Jr.
* Date of Makeup:	01/12/2011 <input type="text"/> MakeUp Date - is Required
* Makeup Venue:	Membership Club, Committee Meeting, Event or Project where makeup was made
Other Members present: - or - comments (optional)	Neilson, Linda E; Ezell, Cyndia Lee; Monroe, Ally E; Winters, Warren E; Roundtree, Thomas A Jr.

2. **Files** - By clicking on **Add Committee Files** button, an upload page is displayed and files related to that particular committee can be uploaded to the database. The Files page includes file manipulation processes: **Add URL, Add folder, Copy, Move, Rename, and Delete.**

Rotary District 7600
Membership

Notify Members on Upload: **No**

Home <<-- click links here to navigate

Type	File Name	Modified	Size
0 files found			

Total space used in this directory: 0 KB

Files can be referenced at:
- HTTP URL: <http://www.directory-online.com/Rotary/Accounts/7600/Committee/800036159/{filename}>>
- File Path: D:\Rotary\Accounts\7600\Committee\800036159\{filename}

Below is the Upload File page. The data input fields are Descriptive File Name and New Name where the new file is added to be uploaded. There is a "Browse" button to assist in finding the file on your computer. By clicking the Add button, the file is adding to the database committee files.

Upload File

File Upload Information:

WARNING: The information you are uploading is available for Public VIEWING, so beware of disclosing "contact information" in your materials (e.g. E-mail addresses, Phone numbers, and Address data) that you don't want searchable and indexed by Google, MSN, etc..

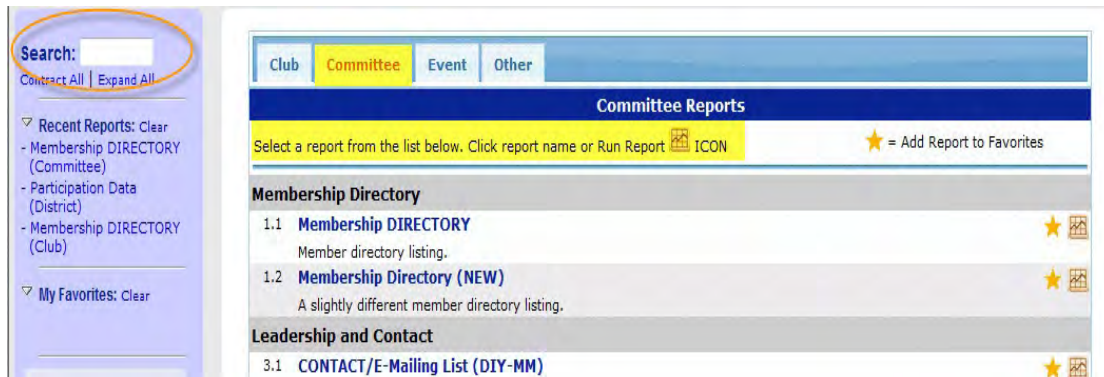
Select a local document file to be uploaded into the files area. If you are replacing an existing file, check the Replace? checkbox. There is no backup for lost/overwritten files. Please always keep a local backup copy.

Descriptive File Name:
(Hint: Characters and Numbers ONLY in Name; Special Characters are NOT permitted. Spaces in file names can cause problems in some browsers.)

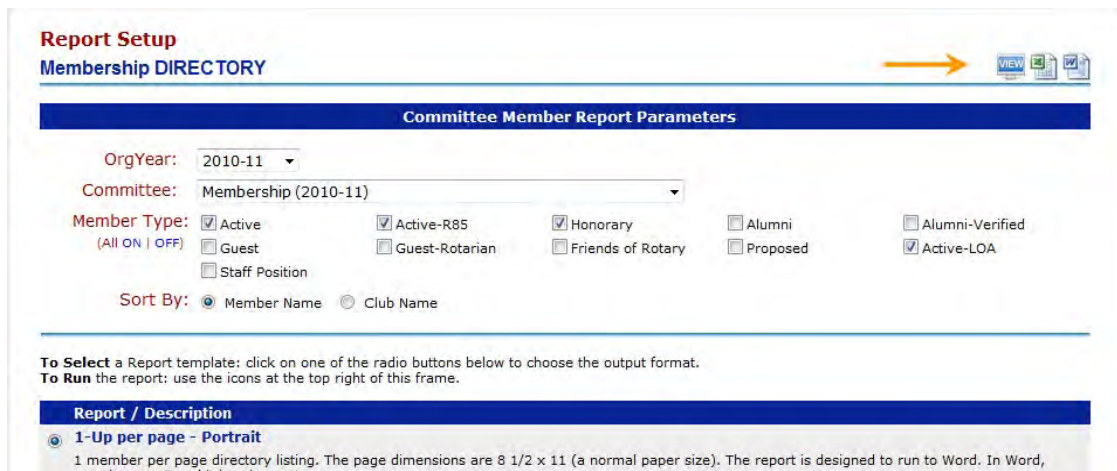
New name:

Replace file?

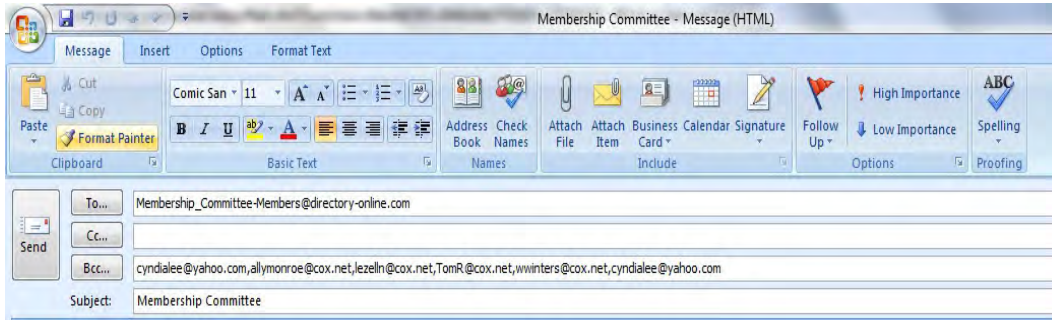
3. **Reports** - By clicking on this button, the Committee Reports tab is displayed. This tab is the same as the **Committees** tab found on the database Home Page. Reports can be selected by the report icon found to the right of the report listing or by clicking on the Committee report link. A **Search** option, found on the left-hand side of the page, allows you to search for specific reports.




When the report icon is clicked, the Report Setup page displays and provides several options to format reports. The reports can be viewed on the screen or exported to an EXCEL spreadsheet or WORD documents.



4. **Bulk Email** - By clicking on Bulk Email button, a link will open Microsoft Outlook. The email format will include those committee member email addresses. On the committee page, there is a default click box that will include all the committee members' emails on the bulk email. If only certain committee members need to be included, the default click box needs to be cleared and click on the committee member's to select for the bulk email.



5. **PMail Tab** - By clicking on this button, you can send a “personalized email” to your committee members using the templates that are categorized by: System, District, Club, Personal. See the PMail tab on the database Home Page for detailed instructions on how to create a PMail.

Send Personalized Email (PMail) 

Print the summary for your records

Sending PMail:

Date: **01/23/11 02:25 PM**
 Sent From: **Cyndialee** (Display Name)
 From Email: **cyndialee@yahoo.com** (Bounced e-mail messages are returned here)
 Reply To: **cyndialee@yahoo.com** (Member's will reply to this address)
 Subject: **Rotary - - Members**

Sending To:

Recipient	Name	Email Address	Unformatted Partial Message / Comments
Ezell, Cyndia Lee	Cindy	cyndialee@yahoo.com	Dear Cindy, Start YOUR Message Here.....
Monroe, Ally E	Ally	allymonroe@cox.net	Dear Ally, Start YOUR Message Here.....
Neilson, Linda E	Linda	lezelln@cox.net	Dear Linda, Start YOUR Message Here.....
Roundtree, Thomas A Jr.	Tom	TomR@cox.net	Dear Tom, Start YOUR Message Here.....
Winters, Warren E	Warren	wwinters@cox.net	Dear Warren, Start YOUR Message Here.....

BCC To:

- cyndialee@yahoo.com

Section 2 - Club Committee [Edit Link](#)

The [Edit](#) link will transfer you to the **Committee Admin** page. Under the [Edit](#) function, an additional function tab not available on the [View](#) link, **Members and Positions tab**, is displayed on the **Committee Admin** page. The **Information, Options, and Security** tabs are discussed in the previous [View Link](#) section.

Members and Positions Tab - The **Members and Positions** tab displays the Committee listing that details the Committee member and Committee member's position on that committee.

Committee Admin
Membership ID=800036159

Cancel Clone View Update

Information Options Security **Members and Positions**

Committee Members Positions

This is a list of Committee members and their Committee Position on this Committee.
Click **+** to ADD or DELETE members to this committee.
Click **↔** to change the **position** of a member on the committee.

5 Committee Members found.

+ Add/Delete Committee Members

Edit	Committee Members	Committee Position	Terminated
	Neilson, Linda E (7) <small>(zGUEST of District)</small>	Member	
	Ezell, Cyndia Lee (Cindy) (4) <small>(zGUEST of District)</small>	Member	
	Monroe, Ally E (4) <small>(zGUEST of District)</small>	Member	
	Winters, Warren E (2) <small>(zGUEST of District)</small>	Member	
	Roundtree, Thomas A Jr. (Tom) (2) <small>(zGUEST of District)</small>	Membership Chair	

In the upper right-hand corner of the committee listing is a “**+ Add/Delete Committee Members**” link. By clicking on this link, the **Manage Committee Members** page displays with two columns - one with all the club members on the left side and current committee members on the right side. Using the right and left arrows in the middle of the page you can move the members back and forth between the columns by clicking on the name and the appropriate arrow. Moving from left to right adds a member to the committee. Moving from right to left, deletes a member from the committee. Additionally, there is a “find” function and a “display” function at the top left-hand corner of the page that can be used to filter or refine the process.

Member Select Information
Membership - 2010-11

Cancel Save

Find: Enter partial last name or club number

Display By: Member (Club) District (Member) Member (Business) Club (Member) Business (Member)

Select from Members: Show Only Club Members

- Bonadonna, Colleen (zGUEST of District)
- Cooper, Winston C Jr. (zGUEST of District)
- Cox, Marilyn E (zGUEST of District)
- Dalton, John E (zGUEST of District)
- Grimes, David T (zGUEST of District)
- Mayfield, Phyllis (zGUEST of District)
- Murray, John C (zGUEST of District)
- Smith, Andrew (zGUEST of District)
- Thorn, John S Jr. (zGUEST of District)
- Williams, Brian T. (zGUEST of District)
- Wilson, Mark L (zGUEST of District)

Members on Committee:

- Ezell, Cyndia Lee (zGUEST of District)
- Monroe, Ally E (zGUEST of District)
- Neilson, Linda E (zGUEST of District)
- Roundtree, Thomas A Jr. (zGUEST of District)
- Winters, Warren E (zGUEST of District)

Note: Deleted/Terminated members are highlighted in **Yellow**. If this is a historical committee (e.g., Past Presidents), it may be acceptable to leave terminated members on the committee for reference. Otherwise, you might consider removing them.

The **Committee Members and Positions** tab also has the **edit** function (pencil icon) that is to the left of the committee member's name. By clicking on the pencil icon, a pop-up page gives you the option, in a drop-down menu, to change the club position via a table of all club positions descriptions. Click "save" to update the database and refresh the page with update data.



Committee Edit Administrative Functions

The Committee Admin page contains four functions to add/modify the committee information under the [Edit](#) link.

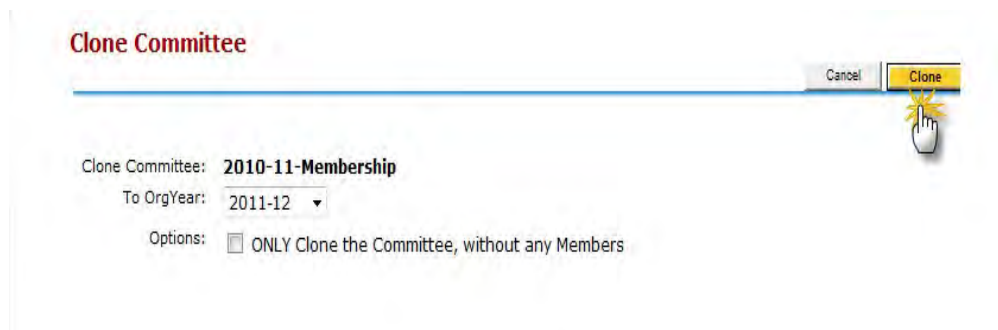
Cancel - Use the Cancel button to undo any modifications made on the Committee Admin page. By clicking on this button, the page will transfer from the Committee Admin page to the Committee Tab on the database Home Page. The Committees are displayed.



Clone - Use the Clones button when you want to a clone a committee for the next year, either with or without the current club members.



There is also a checkbox option to exclude the current members in the cloned committee for the next year. The Org-Year drop-down menu has a table of 30+ years to choose from. Once the new committee is cloned for the upcoming year, it cannot be created again. An error message will display: **“Problem! A committee with the same Committee Name already exists in year (20nn-nn). You cannot clone this committee again”**. Click on the Clone button to activate these changes. This is the same page that is displayed for the Bulk Clone Club Committee.



View - Use the **View** button when you want to view a particular committee’s data.



zGUEST of District - Membership - 2010-11 [Edit]
Rotary District 7600 Committee

Committee Members

Membership Development:  **Ezell, Cyndia Lee**
Email: cyndialee@yahoo.com
Office: 817-536-1234 Home: 817-536-5850

Membership Chair:  **Roundtree, Thomas A Jr.**
Email: TomR@cox.net
Office: 757-599-6544 Home: 757-599-6543

Section 1 - Committee Notes & Comments:
This is a test committee for zGuest of District. This is the member committee. Thomas Roundtree is Chairman.

Section 2 - Committee Members and Positions:
There are 5 members assigned to the committee.

Member Name	Sort: Club	Name	Type	Position	Home Phone	Office Phone	Email
<input checked="" type="checkbox"/>		Neilson, Linda E (Cap)	View	Staff Position	Member	757-220-0280	lezelln@cox.net

Update - Use the **Update** button to save modifications made to the **Committee Admin** pages. By clicking "Update", the page refreshes with the updated committee data.

Committee Admin
Membership ID=800036159 Cancel Clone View **Update**

Information Options Security Members and Positions

Committee Members Positions

This is a list of Committee members and their Committee Position on this Committee.
Click **+** to ADD or DELETE members to this committee.
Click  to change the **position** of a member on the committee.

5 Committee Members found. + Add/Delete Committee Members

Edit Committee Members	Committee Position	Terminated
 Neilson, Linda E (7) (zGUEST of District)	Member	

Section 2 - Club Committee Delete Link

The **Delete** link displays the **Committee Admin** page. This function can delete a committee within any of the function tabs - **Information**, **Options**, **Security**, and **Members and Positions** - on this page. By clicking on the Delete button, a pop-up window is displayed with the following warning message: "**Please confirm - this will PERMANENTLY delete the selected records**". By clicking the "**OK**" button, the data will be deleted and the page will transfer to the **Committees** tab on the Home Page.

Committee Admin
Delete: **Membership** ID=800036159 Cancel **Delete**

Information Options Security Members and Positions

Committee Members Positions

This is a list of Committee members and their Committee Position on this Committee.
Click **+** to ADD or DELETE members to this committee.
Click  to change the **position** of a member on the committee.

Section 2 - Club Committee Reports Link

The [Reports](#) link is the same as [Member Listing](#) that is found at the top of the **My CLUB** page. Additionally, the **Reports** tab can be found on the database Home Page. See **Reports** Tab for reporting functions also.

Section 2 - Club Committee PMail Link

The [PMail](#) link is the same as the **PMail** tab found on the database Home Page. See the **PMail** Tab for personalized email functions.

Section 3 - Club Members and Positions

The **Section 3 - Club Members and Positions** section is found near the bottom of the **My CLUB** page. Use this section to manage club member data and club positions. It allows the updating of individual records, club positions, PHF status and reporting. Note the sub-menu tabs, **Edit Club Positions**, **Edit PHF/SM**, **Add Member**, **Club Reports**, and **PMail**, that appears just to the upper right-hand side of the individual member information. These action buttons will be discussed below.

At the top of this section, the **Member Type** fields (see check boxes) can be included/excluded by clicking/unblinking the required member types. Below that is a **Search** function whereby a search can be done by last names/badge in order to filter the search criteria. Additionally, you can also filter by status - Current or Terminated.

Section 3: Club Members and Positions:

Member Type: (All ON | OFF)

Active Active-R85 Honorary Alumni Alumni-Verified

Guest Guest-Rotarian Friends of Rotary Proposed Active-LOA

Staff Position

LName or Badge#: Current Terminated

[Edit Club Positions](#) [Edit PHF/SM](#) [Add Member](#) [Club Reports](#) [Bulk Email](#) [PMAIL](#)

Displaying 1 to 16 of 16 Members.

B | C | D | E | G | M | N | R | S | T | W | ALL

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Bonadonna, Colleen	Guest-Rotarian							office@rotary7600.org
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary)	Active	Club President	757-869-3939	757-859-2928			5/6	Wcooper@yahoo.com

Editing Members and Adding New Members

The same **Add Member** page is used for adding new members and editing existing club members information.

There are links on this page that link to other database tabs and sub menu links dealing with a member and positions data. The links are noted below.

Member Name Link - By clicking on the Microsoft Outlook Contact icon, you can add the email addresses and club member information into you Microsoft Outlook address file.

Email Link - To email an individual member, click on the Club Member Name or Email Address.

Edit -Link The same page is used for Adding New Members and for Editing the information for existing members. When the Edit link is clicked, the page is transferred to a window pop-up form with all the data previously entered for the individual member. When **Add Member** is clicked, the same form pops up, but it is blank. Regardless of whether an existing member’s record is being edited, or a new member is being added, complete as much information as possible. Remember, the system can only draw on information that has been entered to produce reports, directories, etc.

View Link - This link simply displays all the information available for an individual member. It is a good way to check whose information is incomplete.

Terminate Link - This link is used to terminate a club member’s record.

Section 3: Club Members and Positions:

Member Type: (All ON | OFF) Active Active-R85 Honorary Alumni Alumni-Verified Guest Guest-Rotarian Friends of Rotary Proposed Active-LOA Staff Position

LName or Badge#: Current Terminated [Edit Club Positions](#) [Edit PHF/SM](#) [Add Member](#) [Club Reports](#) [Bulk Email](#) [PMAIL](#)

Displaying 1 to 16 of 16 Members. [B](#) [C](#) [D](#) [E](#) [G](#) [M](#) [N](#) [R](#) [S](#) [T](#) [W](#) [ALL](#)

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Bonadonna, Colleen	Guest-Rotarian							office@rotary7600.org
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary)	Active	Club President	757-869-3939	757-859-2928			5/6	Wcooper@yahoo.com
<input checked="" type="checkbox"/>	Cox, Marilyn E (Lyn & Johnny)	Active	Vice President	757-565-1212	757-565-1213			1/11	marilyn194@yahoo.com

Committee Members and Positions Administrative Functions

Five radio buttons, in the upper right-hand corner of the **Section 3 - Committee Members and Positions** section, define the administrative processes for the current committees.

Section 3: Club Members and Positions:

Member Type: (All ON | OFF) Active Active-R85 Honorary Alumni Alumni-Verified Guest Guest-Rotarian Friends of Rotary Proposed Active-LOA Staff Position

LName or Badge#: Current Terminated [Edit Club Positions](#) [Edit PHF/SM](#) [Add Member](#) [Club Reports](#) [Bulk Email](#) [PMAIL](#)

Displaying 1 to 16 of 16 Members. [B](#) [C](#) [D](#) [E](#) [G](#) [M](#) [N](#) [R](#) [S](#) [T](#) [W](#) [ALL](#)

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Bonadonna, Colleen	Guest-Rotarian							office@rotary7600.org

Edit Club Positions

It is very important that club positions be kept up to date. DaCdb automatically updates these positions at the start of every Rotary Year. By clicking on the Edit Club Positions, the Club Admin page will be displayed for this administrative function.

Section 3: Club Members and Positions:

Member Type: Active Active-R85 Honorary Alumni Alumni-Verified
 (All ON | OFF) Guest Guest-Rotarian Friends of Rotary Proposed Active-LOA
 Staff Position

LName or Badge#: Current Terminated

[Edit Club Positions](#) [Edit PHF/SM](#) [Add Member](#) [Club Reports](#) [Bulk Email](#) [EMAIL](#)

Displaying 1 to 16 of 16 Members.

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Bonadonna, Colleen	Guest-Rotarian							office@rotary7600.org
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary)	Active	Club President	757-869-3939	757-859-2928			5/6	Wcooper@yahoo.com
<input checked="" type="checkbox"/>	Cox, Marilyn E (Lyn & Johnny)	Active	Vice President	757-565-1212	757-565-1213			1/11	marilyn1944@yahoo.com
<input checked="" type="checkbox"/>	Dalton, John E	Active							Johnd@cox.net
<input checked="" type="checkbox"/>	Ezell, Cyndia Lee (Cindy & Larry)	Active	Club Secretary	817-536-	817-536-1224			7/12	cyndialee@yahoo.com

To modify the club position on a particular club member, click on the pencil icon to the left of the club member's name.

Club Admin

zGUEST of District ID=99012164 [Cancel](#) [View](#) [Update](#)

Information Address Meeting Info Links Committees **Positions** Billing Security PData Notes

Club Positions

This is a list of Club members and their position(s) in this Club. Members get added to this list by being a member of the Club (there is no add link here). Member positions within the club can be edited from this screen, just click on the PENCIL icon.

There are 16 members in the Club

Edit	Club Member Name	SecLvl	OrgYear / Date	2010-11 Positions
	Bonadonna, Colleen	1	2010-11	Member
	Cooper, Winston C Jr.	4	2010-11	Club President (P)
	Cox, Marilyn E	4	2010-11	Vice President (VP)
	Dalton, John E	1	2010-11	Member
	Ezell, Cyndia Lee	4	2010-11	Club Secretary (S)


A window pop-up screen will appear with a data input field to change the position. There is a drop-down menu that contains all the Rotary Club positions. By selecting a new club position and clicking on the **Save** button, the new position will be changed.

Club Admin









zGUEST of District ID=99012164 Cancel View Update

Information Address Meeting Info Links Committees **Positions** Billing Security PData Notes

Club Positions

This is a list of Club members and their position(s) in this Club. Members get added to this list by being a member of the Club (there is no add link here). Member positions within the club can be edited from this screen, just click on the PENCIL  icon.

There are 16 members in the Club

Edit	Club Member Name	SecLvl	OrgYear / Date	2010-11 Positions
	Bonadonna, Colleen	1	2010-11	Member
	Cooper, Winston C Jr.	4	2010-11	Club President (P)
	Cox, Marilyn E	4	2010-11	Vice President (VP)
	Dalton, John E			
	Ezell, Cyndia Lee			
	Grimes, David T			
	Mayfield, Phyllis			
	Monroe, Ally E			

ClubPosition Information

Edit Club Position Save

Member Name: Dalton, John E

Club Position: * Membership/Pres-Elect (4)


On the **Club Admin** page, click on the Update button to ensure that the club position has been updated.

Club Admin



zGUEST of District ID=99012164 Cancel View Update

Information Address Meeting Info Links Committees **Positions** Billing Security PData Notes

Club Positions

This is a list of Club members and their position(s) in this Club. Members get added to this list by being a member of the Club (there is no add link here). Member positions within the club can be edited from this screen, just click on the PENCIL  icon.

There are 16 members in the Club

Edit	Club Member Name	SecLvl	OrgYear / Date	2010-11 Positions
	Bonadonna, Colleen	1	2010-11	Member
	Cooper, Winston C Jr.	4	2010-11	Club President (P)
	Cox, Marilyn E	4	2010-11	Vice President (VP)
	Dalton, John E	4	2010-11	Membership/Pres-Elect (M,PE)

Edit PHF/SM

Use the PHF/SM function to update your Paul Harris Sustaining Members. By clicking on this button the Participation Data Update page appears. This page includes all the club members. To the right of the name are two lists - PHF and Sustaining Member.

Section 3: Club Members and Positions:

Member Type: (All ON | OFF)
 Active Active-R85 Honorary Alumni Alumni-Verified
 Guest Guest-Rotarian Friends of Rotary Proposed Active-LOA
 Staff Position

LName or Badge#: Current Terminated

[Edit Club Positions](#) [Edit PHF/SM](#) [Add Member](#) [Club Reports](#) [Bulk Email](#) [PMAIL](#)

Displaying 1 to 16 of 16 Members.

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Bonadonna, Colleen	Guest-Rotarian							office@rotary7600.org
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary)	Active	Club President	757-869-3939	757-859-2928			5/6	Wcooper@yahoo.com
<input checked="" type="checkbox"/>	Cox, Marilyn E (Lyn & Johnny)	Active	Vice President	757-565-1212	757-565-1213			1/11	marilyn1944@yahoo.com
<input checked="" type="checkbox"/>	Dalton, John E	Active							Johnd@cox.net
<input checked="" type="checkbox"/>	Ezell, Cyndia Lee (Cindy & Larry)	Active	Club Secretary	817-536-	817-536-1734			7/12	cyndialee@earthlink.net

. To the right of the name are two lists - PHF and Sustaining Member.

Participation Data Update [Close](#)

zGUEST of District - Rotary Club District 7600

Bulk update the Paul Harris Fellow (PHF) and Sustaining Member (SM) status.

- PHF - Is on one-time check
- SM - Can be checked or unchecked as needed

Club Members: [Update Members](#)

There are 14 club members.

Member Name	PHF	Sust Memb
Cooper, Winston C Jr.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Cox, Marilyn E	<input type="checkbox"/>	<input type="checkbox"/>
Dalton, John E	<input type="checkbox"/>	<input type="checkbox"/>

To make a change to the status of a club member or members, select the click box(es) for the appropriate status. After updating, click "Update Members" button. The update will transfer you to the **My CLUB** page. If you scroll down to **Section 3 - Club Members and Positions**, you will see that the PHF and/or SM column fields have been updated to reflect the new status for those club members selected.

Section 3: Club Members and Positions:

Member Type: (All ON | OFF)
 Active Active-R85 Honorary Alumni Alumni-Verified
 Guest Guest-Rotarian Friends of Rotary Proposed Active-LOA
 Staff Position

LName or Badge#: Current Terminated

[Edit Club Positions](#) [Edit PHF/SM](#) [Add Member](#) [Club Reports](#) [Bulk Email](#) [PMAIL](#)

Displaying 1 to 16 of 16 Members.

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Bonadonna, Colleen	Guest-Rotarian							office@rotary7600.org
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary)	Active	Club President	757-869-3939	757-859-2928	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	5/6	Wcooper@yahoo.com

Add Member

See pages 13-18 for Add Member instructions under **Section 1 Club Information Add Member** section.

Section 3: Club Members and Positions:

Member Type: (All ON | OFF) Active Active-R85 Honorary Alumni Alumni-Verified
 Guest Guest-Rotarian Friends of Rotary Proposed Active-LOA
 Staff Position

LName or Badge#: Current Terminated

[Edit Club Positions](#) [Edit PHF/SM](#) [Add Member](#) [Club Reports](#) [Bulk Email](#) [EMAIL](#)

Displaying 1 to 16 of 16 Members.

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Bonadonna, Colleen	Guest-Rotarian							office@rotary7600.org
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary)	Active	Club President	757-869-3939	757-859-2928			5/6	Wcooper@yahoo.com
<input checked="" type="checkbox"/>	Cox, Marilyn E (Lyn & Johnny)	Active	Vice President	757-565-1212	757-565-1213			1/11	marilyn1944@yahoo.com
<input checked="" type="checkbox"/>	Dalton, John E	Active							Johnd@cox.net
<input checked="" type="checkbox"/>	Ezell, Cyndia Lee (Cindy & Larry)	Active	Club Secretary	817-536-	817-536-1234			7/13	cyndialee@yahoo.com

Club Reports

This is the **Reports** tab found on the **DaCdb** home page.

Section 3: Club Members and Positions:

Member Type: (All ON | OFF) Active Active-R85 Honorary Alumni Alumni-Verified
 Guest Guest-Rotarian Friends of Rotary Proposed Active-LOA
 Staff Position

LName or Badge#: Current Terminated

[Edit Club Positions](#) [Edit PHF/SM](#) [Add Member](#) [Club Reports](#) [Bulk Email](#) [EMAIL](#)

Displaying 1 to 16 of 16 Members.

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Bonadonna, Colleen	Guest-Rotarian							office@rotary7600.org
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary)	Active	Club President	757-869-3939	757-859-2928			5/6	Wcooper@yahoo.com
<input checked="" type="checkbox"/>	Cox, Marilyn E (Lyn & Johnny)	Active	Vice President	757-565-1212	757-565-1213			1/11	marilyn1944@yahoo.com
<input checked="" type="checkbox"/>	Dalton, John E	Active							Johnd@cox.net
<input checked="" type="checkbox"/>	Ezell, Cyndia Lee (Cindy & Larry)	Active	Club Secretary	817-536-	817-536-1234			7/13	cyndialee@yahoo.com

Bulk Email

This function uses your system's default email program (i.e., Microsoft Outlook, etc.) to send an email blast to all or specific club members based upon names selected. By clicking on Bulk Email button, a link will open Microsoft Outlook or default email program. The email format will include those club member email addresses. On this page, there is a default click box that will include all the club members' emails on the bulk email. If only certain club members need to be included, the default click box needs to be cleared and then click on the club members for bulk email selection.

Section 3: Club Members and Positions:

Member Type: (All ON | OFF) Active Active-R85 Honorary Alumni Alumni-Verified
 Guest Guest-Rotarian Friends of Rotary Proposed Active-LOA
 Staff Position

LName or Badge#: Current Terminated

[Edit Club Positions](#) [Edit PHF/SM](#) [Add Member](#) [Club Reports](#) [Bulk Email](#) [PMAIL](#)

Displaying 1 to 16 of 16 Members. [B](#) [C](#) [D](#) [E](#) [G](#) [M](#) [N](#) [R](#) [S](#) [T](#) [W](#) [ALL](#)

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Bonadonna, Colleen	Guest-Rotarian							office@rotary7600.org
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary)	Active	Club President	757-869-3939	757-859-2928			5/6	Wcooper@yahoo.com
<input checked="" type="checkbox"/>	Cox, Marilyn E (Lyn & Johnny)	Active	Vice President	757-565-1212	757-565-1213			1/11	marilyn1944@yahoo.com
<input checked="" type="checkbox"/>	Dalton, John E	Active							Johnd@cox.net
<input checked="" type="checkbox"/>	Ezell, Cyndia Lee (Cindy & Larry)	Active	Club Secretary	817-536-	817-536-1224			7/13	cyndialee@usbaa.com

PMail Tab - PMail is short for “personalized” email. It allows you to select individual recipients for an email, and to individualize the email with member information found in the database (e.g., a birth date, company name, spouse name, etc.). PMail emails are security level protected; Level four and above can send a PMail to the entire club. To initiate a PMail, use the check box(es) on the left to select what members you wish to mail to, then click the PMail button. There is a **PMail** tab on the **DaCdb** home page.

Section 3: Club Members and Positions:

Member Type: (All ON | OFF) Active Active-R85 Honorary Alumni Alumni-Verified
 Guest Guest-Rotarian Friends of Rotary Proposed Active-LOA
 Staff Position

LName or Badge#: Current Terminated

[Edit Club Positions](#) [Edit PHF/SM](#) [Add Member](#) [Club Reports](#) [Bulk Email](#) [PMAIL](#)

Displaying 1 to 16 of 16 Members. [B](#) [C](#) [D](#) [E](#) [G](#) [M](#) [N](#) [R](#) [S](#) [T](#) [W](#) [ALL](#)

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Bonadonna, Colleen	Guest-Rotarian							office@rotary7600.org
<input checked="" type="checkbox"/>	Cooper, Winston C Jr. (Winnie & Mary)	Active	Club President	757-869-3939	757-859-2928			5/6	Wcooper@yahoo.com
<input checked="" type="checkbox"/>	Cox, Marilyn E (Lyn & Johnny)	Active	Vice President	757-565-1212	757-565-1213			1/11	marilyn1944@yahoo.com
<input checked="" type="checkbox"/>	Dalton, John E	Active							Johnd@cox.net
<input checked="" type="checkbox"/>	Ezell, Cyndia Lee (Cindy & Larry)	Active	Club Secretary	817-536-	817-536-1224			7/13	cyndialee@usbaa.com

My CLUB Sub-Menu Links

FIND a Member sub-menu link:

To find a club member, just fill in what information you know about the person you are looking for (less is better than more) and then click the **Search** button. Other search parameters are: Member ID, Classification, or Club Name/ID. There is a checkbox titled "Global" that gives the option to search across Rotary Districts.

Find a Member

Search Parameters

Name, Email or Business Name: Member ID: Classification: Club Name / ClubID: Phone Number: Global? [advanced search](#)

Enter a PARTIAL first -OR- last name; PARTIAL email; or enter a Member ID (min 2 chars).
Example: "john" will FIND all of the **JOHNS**, **JOHNSONS**, **JOHNSTONS**, as well as **LITTLEJOHN**, etc.

If you click on the advanced search in the upper left-hand corner of the search page, a new page with expanded search parameters will display. See example below.

Find a Member

Advanced Search Parameters

First Name: Middle Name: Last Name: Email: Global? [normal search](#)

Business Name: Classification:

Member ID: ClubID: Club Name:

Home Phone: Office Phone: Cell Phone: Fax Number: Toll Free Number: Other Phone:

PARTIAL data may be entered. (Except: MemberID and ClubID)
Example: Last Name of "john" will FIND all of the **JOHNS**, **JOHNSONS**, **JOHNSTONS**, as well as **LITTLEJOHN**, etc.

Results

There are 1 Member found.

Member Name	Business Name	Type	Action
Rotary District 7600			
Ezell, Cyndia Lee (Cindy & Larry) <small>(zGUEST of District)</small>	Kennedale Public School System	Active	4-Club Officer View Edit Delete

The page will refresh and display results. Click on the member's name to email them or click on "View" to see more information about them.

Find a Member

Search Parameters

Name, Email or Business Name: Member ID: Classification: Club Name / ClubID: Phone Number: advanced search Global?

Enter a PARTIAL first -OR- last name; PARTIAL email; or enter a Member ID (min 2 chars).
 Example: "John" will FIND all of the **JOHN**s, **JOHNSON**s, **JOHNSTON**s, as well as **LITTLEJOHN**, etc.

Results

There are 2 Members found.

Member Name	Business Name	Type		Action
Rotary District 7600				
Ezell, Cyndia Lee (Cindy & Larry) <small>(zGUEST of District)</small>	Kennedale Public School System	Active	4-Club Officer	View Edit Delete
Neilson, Linda E (Cap) <small>(zGUEST of District)</small>		Staff Position	7-Account Manager	View Edit Delete

Note: The fastest way to find a member within your own club is to click on the **My CLUB** tab. All the members of your club are on the page and to find individual members, scroll down to **Section 3 - Club Members and Positions** of the page. To email a member, click on their name or email address. To see more information about a fellow club member, click on the "View" link next to their name or the "Edit" or "Delete" to make changes to the club members' data.

List ALL Clubs sub-menu link: This link lists all the other clubs in your district. Click on the "View" link to display information about individual clubs. Included on the left-hand side of the page is the Search function with sort and filter criteria.

[FIND a Member](#) | [List ALL Clubs](#) | [Submit Attendance](#) | [Where CLUBS Meet](#) | [Club CALENDAR](#) | [Club BULLETINS](#) | [NewMember FORM](#)

Search:

[Contract All](#) | [Expand All](#)

Recent Clubs: Clear

- Sandston
- West Richmond
- Virginia Peninsula
- New Kent County
- zGUEST of District

Sort By:

- Club Name
- Club Short Name
- Region

Club Listing

68 Clubs found B | C | E | F | G | H | I | J | L | M | N | O | P | R | S | T | V | W | Y | Z | ALL

Club Name	Club Short Name	Region	Club Type	Action
Blackstone	Blackstone	8		View
Bon Air	Bon Air	4		View
Brandermill (Midlothian)	Brandermill (Midlothian)	5		View
Cape Charles	Cape Charles	16		View
Cape Henry	Cape Henry	15		View
Chesapeake	Chesapeake	13		View
Chester	Chester	5		View
Churchland	Churchland	13		View
City Center Newport News	City Center Newport News	17		View

Scrolling down to your club's information and you will find additional edit options.

Submit Attendance sub-menu link: This page provides the club secretary a way to submit club attendance each month. If your club uses the Weekly Attendance module, help documentation can be found under the main “Help” tab. **Submit Attendance** can also be found under **My CLUB** tab in **Section 1 - Club Information**.


Where CLUBS Meet sub-menu link: This page provides a listing of where different clubs meet within your district. The listing may be sorted by day/time, club, city or area. This information will help you do “make-ups”, when you miss your regular club meetings.

Time	Club	Meeting Place	City
Monday			
07:30 AM	Western Henrico County	Westwood Racquet Club	Richmond
07:30 AM	Great Bridge (Chesapeake)	Cahoon Plantation	Chesapeake
12:30 PM	Sandston	Roma Ristorante Italiano (this is a new meeting location as of 8/2008)	Sandston, VA
06:30 PM	Blackstone	Slaw's Restaurant	Blackstone, VA
06:30 PM	Warwick	Hilton Village Woman's Club	Newport News
12:00 PM	Northside Norfolk	Uptown Buffet	Norfolk, VA
Tuesday			
07:00 AM	James City County	Kingsmill Golf Clubhouse	Williamsburg

By clicking on the Club name, it will transfer you to that particular club page for additional information. The Club Meeting times can be exported to a WORD document.

Club CALENDAR sub-menu link: This page shows you the events planned by your club, your district and multi-district events. You can control what you see by checking the appropriate boxes (Include Events) at the top of the page. (Encourage your club to use this calendar to help keep its members informed of events.) The Calendar can be exported to WORD or can be printed from the database.

[ibs](#) | [Submit Attendance](#) | [Where CLUBS Meet](#) | **[Club CALENDAR](#)** | [Club BULLETINS](#) | [NewMember FORM](#)




Calendar of Events
 Rotary District 7600 - Calendar for [Virginia Peninsula](#)

Event Calendar Parameters:

Calendar: [List Block] Search Events:

Include Events: District Event District Reminder District GOV Official Visit Club Meeting
 Club Event Club FundRaiser Multi-District Event

Jan 2011 - Jul 2012 **Add to Club Calendar:** Select Event Type ▼ << PREV NEXT >> Go To: January ▼ 2011 ▼

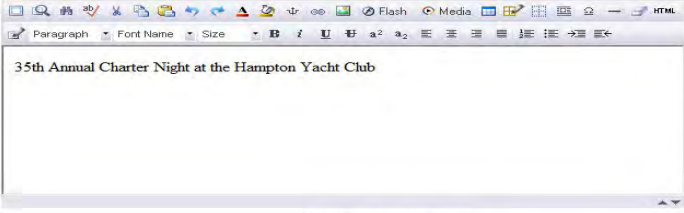
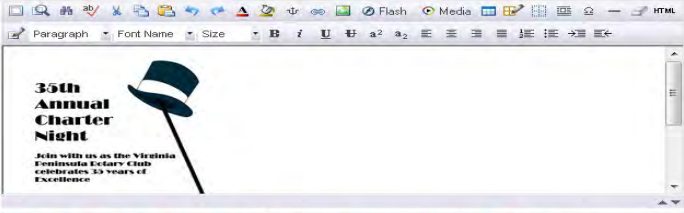
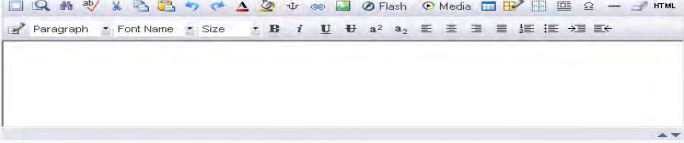
DATE	TIME	ACTION	CLUB	EVENT NAME	LOCATION / COMMENTS
February - World Understanding Month					
Sat Feb 26, 11	06:00P	Edit Form	Virginia Peninsula	Virginia Peninsula Rotary Charter Night	 <p>35th Annual Charter Night</p> <p>Join with us as the Virginia Peninsula Rotary Club celebrates 35 years of Excellence</p>

Note: The event in February contains a link - [Edit Form](#). This is a link to the **Edit Event Link** where the club secretary can update the event information. There are two sections: **Section 1 - Event Information** and **Section 2 - Event Schedule**.

Edit Club Event

Event Status: Active (ID=77157517) [Cancel] [View] [Delete] [Update]

Section 1 - Event Information

Event Category: Club Event
Club/District Name: Virginia Peninsula
Event Name: Virginia Peninsula Rotary Charter Night
Enable Registration: No Registration: Open
Short Description: 
URL Link to Webpage: (Optional: Info & Photos)
-- And/Or --
Upload NEW File: (i.e. event flyers, info, photos. File must be in PDF, TXT, HTM, HTML, DOC, XLS, GIF or JPG format) [Browse...]
Location / Comments: 
Confirmation Footer: Added to bottom of confirmation email 

Section 2 - Event Schedule

Start Date: 02/25/2011 [calendar icon] TBA End Date: 02/25/2011 [calendar icon] (Not required UNLESS different)
Start Time: 06:00 PM (hh:mm AM/PM, -or- Use 24-hour Military time, e.g. 1800 is 6:00 PM)

[Cancel] [View] [Delete] [Update]

Last updated on: 01/16/11 At: 03:50 PM By: Richard Summerville Created: 01/11/11 By: Walter Neilson

Club BULLETINS sub-menu link: Many clubs upload their weekly/monthly club bulletins to [DaCdb](#). This allows you to view current and past bulletins from your club. By clicking on the file name, you can view that bulletin.

View the following action buttons on the **Club BULLETINS** tab.

- › **Add Bulletins File** - page to add uploaded file to Club Bulletins folder.
- › **Add URL** - page to add bulletins description and URL for upload file.
- › **Add Folder** - page to add a new folder for club bulletins.
- › **Copy, Move, Rename, and Delete** - options for file manipulation.

Rotary District 7600
Virginia Peninsula

Notify Members on Upload: **Yes**

[Home](#) <<< click links here to navigate

Add Bulletins File Add URL Add Folder Copy Move Rename Delete

<input type="checkbox"/>	Type	File Name	Modified	Size
<input type="checkbox"/>		Jan 2011.pdf	01/12/11 10:45 AM	311 KB
<input type="checkbox"/>		Dec 2010.pdf	01/11/11 03:06 PM	347 KB
<input type="checkbox"/>		Nov 2010.pdf	01/11/11 03:02 PM	4,435 KB
<input type="checkbox"/>		Oct 2010.pdf	01/11/11 03:02 PM	2,542 KB
<input type="checkbox"/>		Sep 2010.pdf	01/11/11 03:01 PM	1,649 KB
<input type="checkbox"/>		Aug 2010.pdf	01/11/11 03:01 PM	356 KB
<input type="checkbox"/>		Jul 2010.pdf	01/11/11 03:01 PM	354 KB
<input type="checkbox"/>		Jun 2010.pdf	01/11/11 03:00 PM	309 KB

Member New Form sub-menu link: The New Member Form is a comprehensive document that is used to add new members to the Rotary database. The format is a PDF file that the member can enter the data into the document and email a copy to the club secretary.



ROTARY CLUB OF Virginia Peninsula
MEMBER INFORMATION FOR DaCdb SYSTEM

PERSONAL FACTS FOR ROTARY CLUB DATABASE

Members are asked to complete the information requested below. Starred items () are essential fields
 <After completing this form, you can **SAVE** it in your computer; **PRINT** it, or **E-mail** it as an Attachment*

Please return this form to the club secretary.

Member: *Title _____ *First Name Mary MI: _____
 *Nickname _____ (Badge name) *Last Name Hardin

*Date of Birth: ___/___/___ *E-mail address _____
Please check the below to indicate which is your preferred mailing address

Residence
Address _____
 Street _____
 City _____ State _____ Zip _____
 Phone: _____ Fax: _____

Vacation
Address _____
 Street _____
 City _____ State _____ Zip _____
 Phone: _____ Fax: _____

BUSINESS: Company: _____
 Occupation / Job Title: _____
 Phone: _____ Ext: _____ Fax: _____ Cell Phone: _____

Business
Address _____
 Street _____
 City _____ State _____ Zip _____

Postal Box
Address _____
 Box Number _____ City _____ State _____ Zip _____

CLUB: (Check appropriate boxes) to be filled out by club secretary
 Classification: _____

*Member Type: Active: Active – Rule of 85: Active – Leave of Absence: Honorary:
 Paul Harris Fellow: Yes: No: If yes, which Rotary year? ___/___ (i.e.: 96/97)
 *Induction Date: ___/___/___ Sponsor's Name _____

FAMILY:

Spouse or Significant Other *First Name: _____ *Last Name: _____
*Date of Birth: ____/____/____
Married: Yes No *Anniversary Date: ____/____/____

Children's Names (s):	Gender:	Date of Birth
_____	M <input type="checkbox"/> F <input type="checkbox"/>	____/____/____
_____	M <input type="checkbox"/> F <input type="checkbox"/>	____/____/____
_____	M <input type="checkbox"/> F <input type="checkbox"/>	____/____/____
_____	M <input type="checkbox"/> F <input type="checkbox"/>	____/____/____
_____	M <input type="checkbox"/> F <input type="checkbox"/>	____/____/____

PREVIOUS ROTARY CLUBS: *Rotary ID number _____

Name of Club: _____ City/State _____ Date Joined: _____ Date Resigned: _____

Name of Club: _____ City/State _____ Date Joined: _____ Date Resigned: _____

CLUB ACHIEVEMENTS: *i.e.: offices held in club and which year.*

HOBBIES & INTERESTS: *i.e.: golf, fishing, and hunting*

NOTES: *i.e.: Community positions, projects, organizations, subjects you could give a 30 minute talk to the club.*