## How To Access Documents in DACdb

Club documents, such as Board of Director meeting minutes, are stored in the Club Files area of DACdb. Instructions on how to access club documents are below. Please note that your screen and icons may look slightly different than mine

- 1. Log into DACdb.
- 2. Click the **My Club** tab at the top of the page.
- 3. Click the **Club Files** icon. (Note that the icons may be in a different order on your screen)



- 4. There are 2 tabs at the top of the documents area, Public and Secure.
  - a. The Public area contains general documents, such as fundraiser sponsor and ticket forms, Wild Game Feast or Seafood Spectacular forms, and more.
  - b. The Secure area contains private club documents, such as Board of Director meeting minutes, some financial information, etc.

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File Manager: Club Gainesville Sunrise Downloads		search	Q	ê 🕸
The file manager stores documents and images below. The documents can be organized under sub-directories (folders).	Delete Copy	Move Add Folder	Add Link	Upload File
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DO NOT disclose member "personally identifiable information" in Public Files (e.g. E-mail addresses, Phone num accessible to members that have logged in - use the Secure Files tab. The maximum upload size of a single file	nbers and addre is: 20 MB.	ess data). If you want your	ile to only	be
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	DATA       My CLUB       DISTRICT       Support / Learning         File Manager: Club Gainesville Sunrise Downloads         The file manager stores documents and images below. The documents can be organized under sub-directories (folders).       Zip         Public       Secure         Store PUBLIC files are that you would like ANYONE on the internet to be able to access. The files stored here DO NOT disclose member "personally identifiable information" in Public Files (e.g. E-mail addresses, Phone nun accessible to members that have logged in - use the Secure Files tab. The maximum upload size of a single file         NOTE: The following words are "reserved" and cannot be used in any File Name or Folder Name: On Navigation: Home       <<         Action       Types       File Name         Action       Types       2019 event-filyer_letter.pdf         A //B        2019 event-filyer_tabloid.pdf       2019 event-filyer_tabloid.pdf         A //B        2019 event-filyer Jetter.pdf       2019 event-filyer Jetter.pdf         A //B        2019 event-filyer Jetter.pdf       2019 event-filyer Jetter.pdf         A //B        2019 event-filyer Jetter.pdf       2020 event.pdf         A //B        2020 event.pdf       2020 event.pdf         A //B        2020 event.pdf       2020 event.pdf	DATA       My CLUB       DISTRICT       Support / Learning       Robary Dist         File Manager: Club Gainesville Sunrise Downloads         The file manager stores documents and images below. The documents can be organized under sub-directories (folders).       Zip       Delete       Copy         Public Secure         Store PUBLIC files are that you would like ANYONE on the internet to be able to access. The files stored here will be indexed bo NoT disclose member "personally identifiable information" in Public Files (e.g. E-mail addresses, Phone numbers and addre accessible to members that have logged in - use the Secure Files tab. The maximum upload size of a single file is: 20 MB.         NOTE: The following words are "reserved" and cannot be used in any File Name or Folder Name: CAST, DECLAR         Navigation: Home <<<- click links here to navigate          Action Types File Name         Action Types File Name         Action Types Voiter-file Name         2019 event-filyer_letter.pdf         Link 1         Action Types File Name         Action Types Viewent-filer_file         Action Types Viewent-filer_reture.pdf         Link 2         Action Types File Name         Action Types Viewent-filer_file Name         Action Types Viewent-	DATA       My CLUB       DISTRICT       Support / Learning       Rotary District 6970 - Gainesville Sunrise         File       Manager:       Club       Gainesville       Support / Learning       search         The file manager stores documents and images below. The documents can be organized under sub-directories (folders).       Zip       Delete       Copy       Move       Add         Public       Secure       Store PUBLIC files are that you would like ANYONE on the internet to be able to access. The files stored here will be indexed by search engines like Go DO NOT disclose member "personally identifiable information" in Public Files (e.g. E-mail addresses, Phone numbers and address data). If you want your faccessible to members that have logged in - use the Secure Files tab. The maximum upload size of a single file is: 20 MB.         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The documents can be organized under sub-directories (folders).       Zip       Delete       Copy       Add       Add         Public       Secure       Store PUBLIC files are that you would like ANYONE on the internet to be able to access. The files stored here will be indexed by search engines like Google, Yahr Do NoT disclose member "personally identifiable information" in Public Files (e.g. E-mail addresses, Phone numbers and address data). If you want your file to only accessible to members that have logged in - use the Secure Files tab. The maximum upload size of a single file is: 20 MB.         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- 5. Click on the name of a document to open the file.
- 6. You can click the download arrow to save the document to your computer. (*Note that Word documents may automatically download to your computer.*)
- 7. Or click the print button and follow the prompts to print the document.

