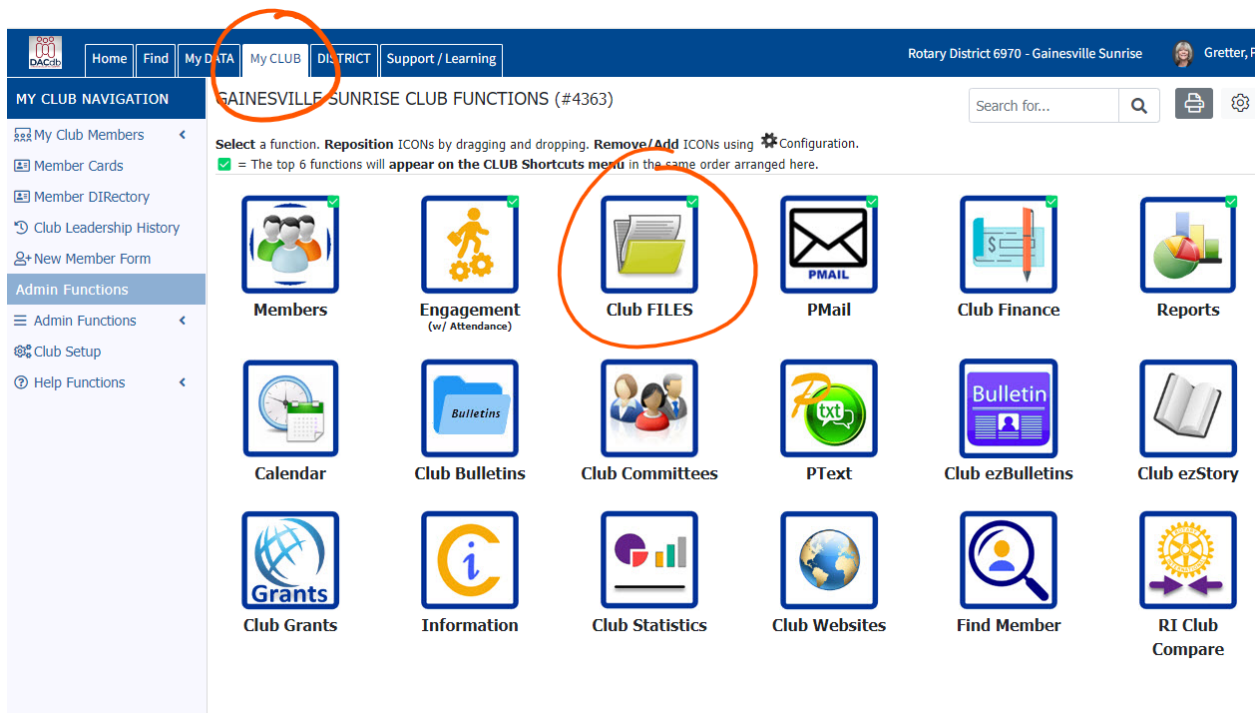**How To Access Documents in DACdb**

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.

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.