



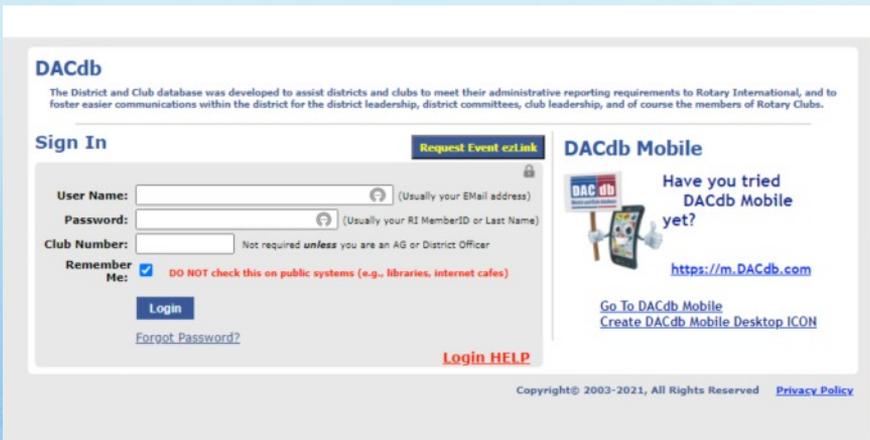
District and Club database

Getting Started

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

Let's Get Started!

www.dacdb.com



The screenshot shows the DACdb login interface. At the top left, it says "DACdb" and provides a brief description of the database's purpose. Below this is a "Sign In" section with a "Request Event ezLink" button. The login form includes fields for "User Name" (with a note that it's usually an email address), "Password" (with a note that it's usually an RI MemberID or Last Name), and "Club Number" (with a note that it's not required unless you're an AG or District Officer). There is a "Remember Me" checkbox and a "Login" button. A "Forgot Password?" link is also present. To the right of the login form is a "DACdb Mobile" section with an image of a smartphone displaying the app, a question "Have you tried DACdb Mobile yet?", a link to "https://m.DACdb.com", and two more links: "Go To DACdb Mobile" and "Create DACdb Mobile Desktop ICON". At the bottom of the page, there is a copyright notice for 2003-2021 and a "Privacy Policy" link.

My User Name _____

My Password _____

My Club Number _____

(Get your club number from your club President or Secretary.)

You can also find it at www.rotary.org

Welcome to DACdb!

DACdb (District and Club Database) is a software program written by Rotarians, for Rotarians to help us manage our clubs, districts, and Zones. It allows us to easily find each other and communicate. Information entered here gets uploaded to Rotary International, making life easier.

The program is very powerful, but most people only use a few functions, so we will focus on those to get you started.

And it is pronounced: Dack-Dee-Bee Now you are in the know!

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More Advanced Stuff:

Get DACdb on your computer, tablet, or mobile phone.

It goes everywhere you do!

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Logging Into DACdb

On your computer or tablet, go to www.dacdb.com

A log in box will pop up (like the one inside the front cover).

Enter your username, password and club number.

Click Enter.

Congratulations!

Solving Problems

1. I forgot my password

Click “Forgot Password” under the LOGIN button. You will get an email from the system allowing you to change your password.

2. I don't have a Username

Sure you do! Ask your Club President or Secretary to send you a log in email from the system. It will give you your username and allow you to set your password. They should go to EDIT on your profile and select the LOGIN tab. (In case you need to help them!)

3. My password used to work but doesn't anymore!

Use the Forgot Password button to reset your password. Be sure to use at least 12 characters, upper case, lower case, number, and special character. Whew!

4. None of this worked

Ask for help! Here are your contact people (2021):

6900 - Margie Kersey or Mary Ligon

6910 - Tom Upchurch or Leo Lawrenson

6920 - Paula Goodnow or Bruce Montgomery

Edit My Information

Log into www.dacdb.com

Click the tab at the top labeled MY DATA.

Click EDIT MEMBER in the left column.

You can make changes on the following tabs:

Member, Spouse, Photo, Contact,
Bio Notes, Business, CLI,
Pdata, & Login

You can **not** change these tabs:

RLI or Club



Enter your change and click UPDATE in the upper right hand corner before going to the next tab.

Congratulations!

Notes

1. The best size photo to upload is 150 pixels wide x 188 pixels tall. It should be a jpg or gif.
2. The information under the RLI tab is uploaded when you attend an RLI program in-person or online.
3. The information under the Club tab is updated when you join or leave a club.
4. You can add as much or as little information as you would like. Share your hobbies, vocation, and education if you wish. The more you share, the easier it is for others to find you.
5. Other people on DACdb will see your birthday, but not your birth year!

Find the Calendar

Log into www.dacdb.com

Click MY CLUB tab at the top of the screen.

Click the CALENDAR icon.



Choose the types of events you want to see by clicking the buttons at the top: RLI Training, District Event, Club Event, District Governor Visits, etc. You may select one type or all of them.

If you want to see events that have passed, use the GO TO button and select the past date from the calendar pop up.

To learn more about an event, click on the event name. A new box will pop up with details. The event name is in **red**.

Congratulations!

Notes

You can find events on the calendar sponsored by a variety of groups like:

- PETS (President Elect Training Seminar)
- RLI (Rotary Leadership Institute)
- Zone 34 (The districts in Georgia, Florida & Caribbean)
- DACdb (training seminars that are free!)
- Your District (things like District Assembly or District Conference)
- Other Clubs (things like meetings and fundraisers)

Register for an Event

Log into www.dacdb.com

Click on MY CLUB tab at the top of the screen.

Click the CALENDAR icon.

Scroll to the Event you wish to register for.

Click REGISTER NOW to the left of the event name. Register Now will be in **red**.

Complete the registration form and payment form (if necessary).

You will receive an automatic email within 24 hours from DACdb and a separate email from the payment portal (if applicable).

Congratulations!

Solving Problems

1. I registered for an event, but now I can't go.

You can cancel your registration! Go to the Calendar and scroll to your event. Instead of seeing "Register Now", you will see MY REGISTRATION in **red**. Click it and you will have the choice to Modify your registration, View it, or Cancel. Click the proper choice and follow the prompts. If you need a refund, contact the group sponsoring the event.

2. I want to register someone else - not me!

When you click REGISTER NOW, you will have an option to "Register Another Member" or "Register a Guest". Choose one of these to register another person instead of yourself. Then follow the prompts. They will receive the email confirmations.

Making Payments

If you did not make payment with your enrollment, you can go back and add your payment later!

Log into www.dacdb.com

Click on MY CLUB tab at the top of the screen.

Click the CALENDAR icon.

Scroll to the Event you registered for.

Click My Registration to the left of the event name. My Registration will be in **red**.

Click Pay Online and complete the payment form.

You will receive an automatic email within 24 hours from DACdb and a separate email from the payment portal (if applicable).

Congratulations!

Solving Problems

1. It declined my credit card!

The most common reason a card is declined is because the address on your profile (under MY DATA tab) isn't the mailing address for the credit card statement. Add this address to your Contact page and select it under "CC Billing Address" under Contact Preferences lower down on the Contact page.

2. It still declined my credit card!

Credit cards must be drawn on a bank in the USA.

3. It declined again!

Contact your card provider.

Find My Fellow Club Members

Log into www.dacdb.com

Click the MY CLUB tab at the top.

Click the CLUB MEMBERS icon.



You will see a list of all active and honorary members with phone numbers and email addresses.

Club officers are listed at the top of the page for easy reference.

If you want to see someone who has quit your club, click the Terminated Members tab.

If you want to email a fellow club member, click their email address. It will pull up your email program and you can send them an email.

Congratulations!

Sending Emails to Everyone in Your Club

Log into www.dacdb.com

Click MY CLUB / CLUB MEMBERS.

Look to see if there is a blue check mark to the left of every member's name. If not, click the box at the top of the list to add a check. Only have check marks next to the people you want to receive your email.

Click the PMail icon in the upper right-hand corner.

Follow the prompts to complete your email. The Pmail is personalized to each person who receives it.

Click SEND.

Congratulations!

NOTE: DACdb calls emails, "Pmail".



Find Other Rotarians

Log into www.dacdb.com

Click the MY CLUB tab at the top.

Click the FIND MEMBER icon.



Complete the information you know:

Name or email address

Club Name

District Number

Phone Number

Click the yellow SEARCH button in the upper right.

Select your person from the resulting list by clicking their name.

Congratulations!

Notes

1. You can do a search using business name or type without knowing a person's name. You could find a realtor, attorney or other professional in any area!
2. Use the buttons to include special groups in your search, like:
 - Terminated
 - Guests (not Rotarians)
 - Global (for Rotarians outside your District)
3. You can search for people by occupation as well by entering either a classification or selecting an occupational code.
4. Use the Soundex search if you do not know how to spell the person's name.

Create a Story for your Club

Log into www.dacdb.com

Click on MY CLUB tab.

Click on CLUB ezSTORY icon.

Click ADD STORY.



Give your story a Headline and add a date for the story to be published.

Upload a photo to accompany your story.

Click the selections for where the story should be published, such as website and/or ezbulletin.

Click the STORY CONTENT tab.

Enter your story in the bottom box. You can type directly into the box or copy and paste from another document. (Use CONTROL V to paste into any DACdb text box).

Enter a short description of your story in the top box.

Click the Orange SAVE button in the upper right corner.

Congratulations!

Notes

1. Your story won't publish until it is updated to PUBLISHED on the first page. This allows your story to be reviewed and edited before it goes live.
2. You can also enter an End Date, so your story won't keep re-appearing.
3. "Show on Homepage" will show your story on the DACdb home page for your club when your club members log into DACdb.

Make a Newsletter Template (New Bulletin)

Log into www.dacdb.com

Click on MY CLUB tab.

Click on CLUB ezBULLETIN icon.



Click NEW BULLETIN button in upper right.

Select a template or click “here” to create a new newsletter by selecting a blank template.

Select your color theme, font and font size on left-hand column.

Now drag your “tags” into the proper column so your newsletter knows what you want to publish.

- * Under HEADERS, choose Header 1 for Clubs and drag to the Header area of your template.
- * Under SIDEBAR TAGS, drag the items you want to show in the sidebar to the sidebar portion of your template.
- * Under FOOTER TAGS, drag the items you want to show in the Footer to the Footer portion of your template.
- * Under BODY TAGS, drag STORIES to the Body of your newsletter. Add any other tags you wish.

Click UPDATE to save your changes.

Congratulations!

This video is very helpful for setting up a newsletter in DACdb:
<https://vimeo.com/371733431>

Make a Newsletter using your Template

Log into www.dacdb.com

Click on MY CLUB tab.

Click on CLUB ezBULLETIN icon.

Click NEW BULLETIN button in upper right.

Select your template.

Click ONE CLICK BUILD.

Review your newsletter using Preview.

You can use TEST EMAIL to ensure your newsletter looks good.
The system will send a copy to only you.

Click SAVE.

Click the Edit pencil to open your Bulletin and click PUBLISH in the upper right-hand corner.

To email your bulletin, click the Pmail icon to the left of the bulletin's name and follow the prompts (See sending emails).

Congratulations!



Notes

1. You can use ADVANCED BUILD if you wish to decide which stories will appear in this issue. For example, if you have too many stories and want to save some for next week.
2. If you find a typo in a story, you can correct it in the newsletter preview rather than going back to ezStories to fix it.

Resources & Information

DACdb is paid for by your District. Your club uses it at no charge. DACdb offers some premium features your club can subscribe to at an additional fee, but everything covered in this booklet is free.

MY DATA

You can view your information under MY DATA to see what events you have registered for (with dates & times!)

You can enter a makeup using the Makeup button in the left-hand column.

Be sure to enter your business information so other Rotarians can use FIND to locate your type of business!

CALENDAR

You can search the calendar by using the blue arrows or the GOTO button (enter the date you want to see). You can also change your view with WEEK, MONTH or YEAR (default) views.

Enter your own event on the calendar by clicking ADD EVENT.

Here is a video about using the calendar:

<https://vimeo.com/263947982>

FIND

For a PDF with full documentation of this feature, go to: FIND tab and click DOCUMENTATION in the left-hand column.

STORIES

Jump to the ezBulletin page quickly from the Story page by clicking ezBulletins in the left-hand column.

Resources & Information

PMAIL

PMail stands for “Personalized Mail”. When you use certain symbols in your PMail, it is personalized to each person who receives it.

Click on MY CLUB / PMAIL and you will see several tools on the left to track your message.

For a ton of information, click DOCUMENTATION in the left-hand column for a PDF covering PMail.

NEWSLETTERS

For lots of information about using DACdb to make a bulletin, click DOCUMENTATION in the left-hand column when you are in ezBulletins.

ACCESS

You can get DACdb on your phone! Go to:

<https://m.DACdb.com>

I Want to Learn MORE!

Log into www.dacdb.com and click the HELP tab at the top. There are lots of training videos you can use. Also, watch the calendar! The DACdb team conducts online training about once a month on a variety of topics. Become a Pro!

Use the link below to access even more training:

<https://www.dacdb.org/dacdb-university-training-for-everyone/>

See DACdb videos on Vimeo here:

<https://vimeo.com/user52968252>

Congratulations!

