DACdb – District and Club Database

Login

User Name is usually your email address.

Passwords are random. So, when a new member is added the secretary should make sure the email is the username for the user and the password is random unless the secretary assigns a specific password. Then click on send login to user.

DACdb will be going to 12 character passwords requiring

- minimum length of 12 characters
- require at least one uppercase letter
- require at least one lowercase letter
- require at least one numeric character
- require at least one symbol (special char)

So, I would advise your members to go in and do that.

For new members added, an automated welcome letter is sent to their login email with a link to create or reset their password.

They can also just go to https://www.dacdb.com and enter their email and click on forgot password. This will force a password reset.

The secretary can also go to a member's profile, then to their LOGIN tab and click the email login to user which will also send a link to create or reset their password.

Login User Count should be set to zero.

Security Level is automatically assigned according to position. A Member is Level 1; Officers are Level 4. Access to certain functions are allowed according to the security level assigned.

MY CLUB Tab

Find Member

Click on the Icon FIND. Type in the last name of the person you are looking for. A list of people with that last name will come up. Click on the name you want and you can access their Profile with contact information. Any level of security can do this.

Club Members

Click on the CLUB MEMBERS Icon or menu to see a list of members in your club. Officers are listed at the top of the page with their photos. Click on any name to bring up their profile with contact info.

All Club Officers, including Presidents Elect have Security Level 4 and can edit the profile of any member of their club, as well as add and terminate members. They have the same access to functions as the Club Secretary. Sign up for DACdb training to learn how.

AREA

Click on the AREA icon to find the contact info for the Assistant Governors and Club Presidents of every club in the District.

Calendar

Click on the Calendar Icon to add a District or Club event.

Club Information

Click on Club Information to keep your club meeting location, day of the week and time of meetings, and mailing address current. This is important to anyone wishing to join your club meetings for a makeup. It is also the information published in the District Directory and the RI Official Directory.

Club Committees

Make communication to groups more efficient by building CLUB COMMITTEES in DACdb. You can form a committee of your board members, a budget committee, a project committee, etc. This makes it simple to send Pmail to specific groups.

Reports

Use the Reports Icon to make club rosters, print labels, name badges and tent cards, get a birthday & anniversary list, and pull a variety of specific data.

PMail

Click on the PMAIL (personalized mail) icon to go to a template for sending personal emails to all your members or specific groups.

RI Compare

This icon called RI Compare will compare Rotary's database to your club database in DACdb. This will help you to be sure that all of your records are in balance.

These are just a few of the time saving functions available to you in your DACdb resource. Zoom training classes will be held throughout the year with detailed instructions for each of these tools. These classes are highly recommended for all club officers and board members.

Resources:

District Admin Secretary Diana Barden, jerrybarden@comcast.net

District Communications Officer, Melissa Barry, mbarry@itscurrie.com