



## Quick Start Guide

Welcome to DACdb! This simple guide is designed to give you basic information and an overview of some of our key functions. As you become comfortable with the tasks, explore our further documentation located throughout DACdb. Most importantly, we encourage your feedback and questions!

Thank you for choosing DACdb, and again, welcome!



# District And Club Database

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# District And Club Database

## My Club Tab Overview

### My Club Tab Overview

Rotary Club of Hollywood Club Members (Club# 99969889)

All Club members are listed under one of the three tabs below based on their MemberTypes or Terminated status. Club Leaders can be added (or removed) to this display, by turning them on using the configure ICON at the top right and the "Show Club Officers" to Yes (or No).

2015-16 Club Officers

- Angelina Jolie, President
- Pierce Brosnan, President-Elect Secretary
- Tom Cruise, President-Nominee
- Tom Hanks, President-Nominee Club Director

Active/Honorary Members		Other Members		Terminated Members						
#	Action	Member Name	Member Type	Club Position	Home Phone	Office Phone	Cell Phone	PHF	SM	Email
1		Anderson, Richard Dean	Active			(310) 285-9000				Angus@MacGyver.com
2		Aniston, Jennifer	Active			(310) 275-6135				Jennifer@Aniston.com

1. Tabs and sub-menu
2. Side menu
3. Short-cut buttons
4. Current Club Leadership
5. Membership listing with contact and edit shortcuts

#### Common icons:

	Settings		Edit
	Export to Excel		Save
	Export to Word		VCard
	View .pdf		Favorite
	Delete		PMAIL



# District And Club Database

## My Club Tab Overview

***Tip: Don't be afraid to explore! Try clicking the Settings wheel at the top of the page and select the member information fields you want visible on the "My Club" page.***



# District And Club Database

## Find a Member

### Find a Member

Browse your membership by viewing the list provided on the My Club page. You can also scan “other” types of members and terminated members. Don’t have time to browse? Search using these two easy methods.

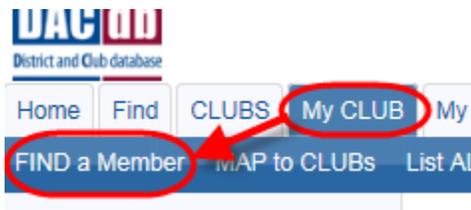
1. My Club tab --> Search box



2. As you type the member’s first or last name, the member list will shrink, leaving you with search results.

To search for members outside your club:

1. My Club tab --> Find A Member



2. For a general search use the *Search* tab. For a more granular search, use the *Advanced Search* tab. Enter search criteria and click the “Search” button.



# District And Club Database

## Find a Member

**Find Member**

Search for members. 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.

Include:  Guests?  Terminated?  Global

**Search** **Advanced Search** **Soundex Search**

Name, Email or Business Name:

Club Name / ClubID:

Phone Number:

Member ID:

Classification:  Multiple classifications can be entered separated by commas

Occupation:

***Tip: Try a Classification search to find members you could introduce to each other at your next meeting!***



# District And Club Database

## Edit Club Information

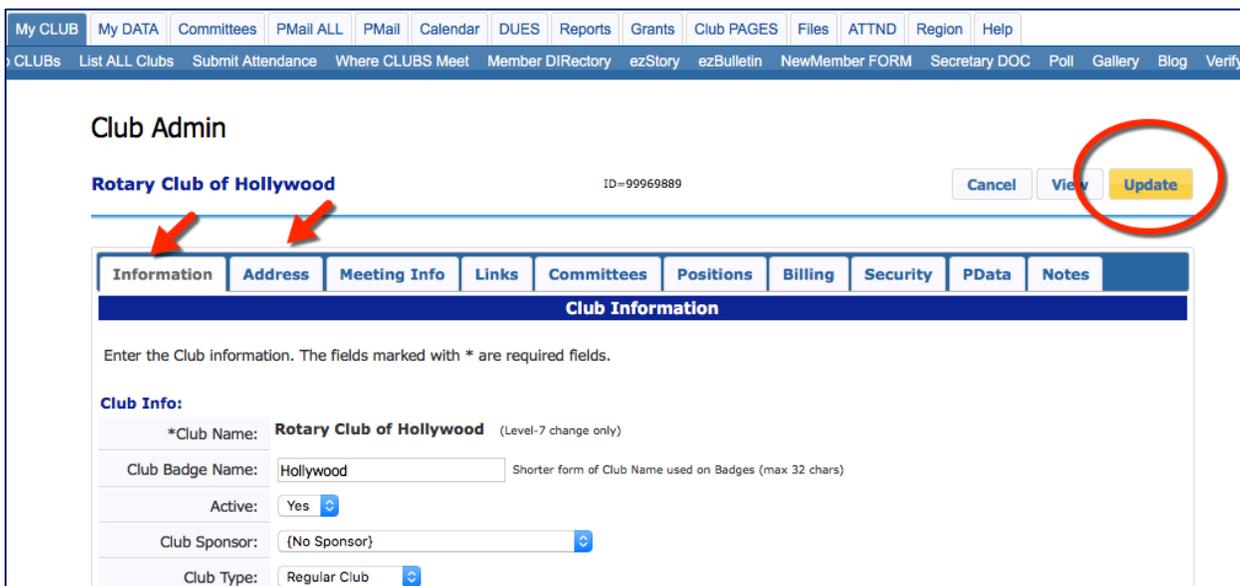
### Edit Club Information

Edit club contact information, meeting location/time, and much more.

1. My Club Tab--> Edit Club



2. Click through the tabs to edit club information.



3. When finished, click the yellow "Update" button.

**Tip: This information is important to your membership and district. Please keep it current!**



# District And Club Database

## Setup RI Direct

### Setup RI Direct

Connecting DACdb and Rotary International will allow you to upload and sync data easily between the two databases faster than the 'email' method. This eliminates the need for duplicate data entry, and speeds up the process of integration. Rotary International also prefers to have this method enabled as it reduces errors and manual labor at their end. *We highly recommend you enable RI Direct.*

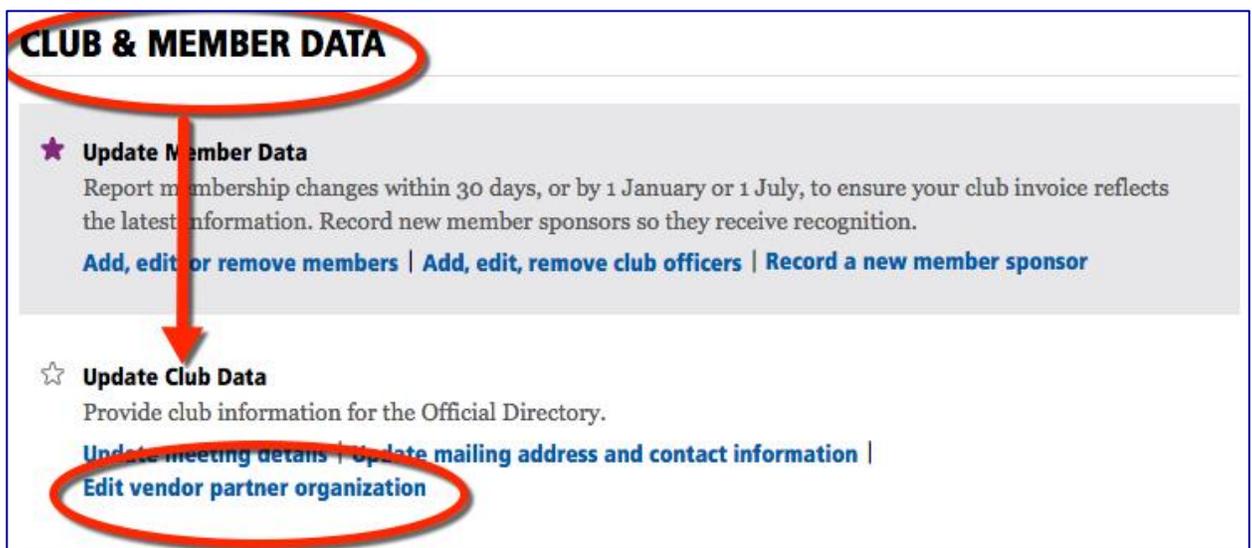
Turning this feature on also gives you access to Member Compare. (Compare data between RI and DACdb on one easy screen.)

RI Direct must be enabled in *two places*: **DACdb** and **Rotary International**.

Note: Once configured in both DACdb and RI, it can take 24-48 hours for RI to enable the system.

#### Enable at RI

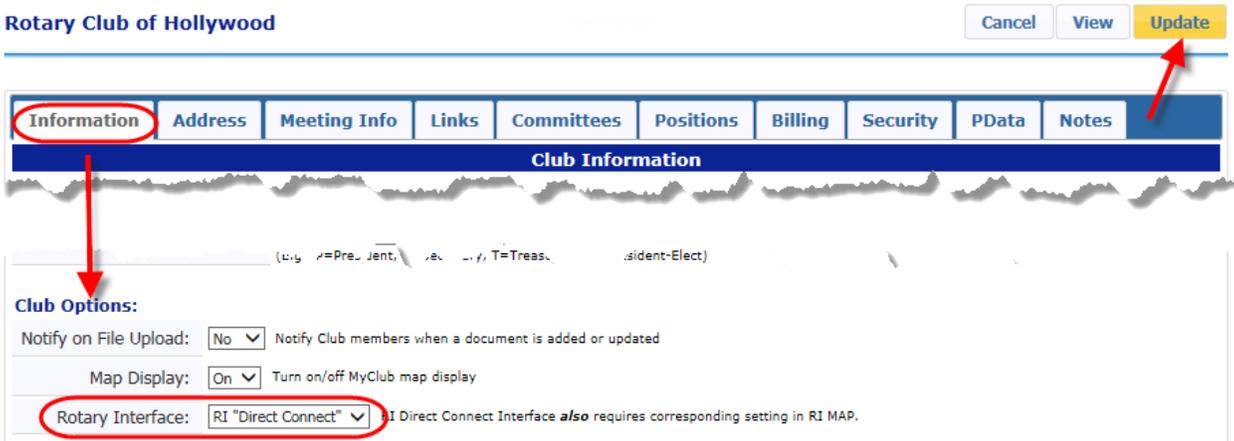
1. Log into (or create an account at) My Rotary: <https://www.rotary.org/myrotary>
2. Go to: Manage --> Club Administration
3. Under "Club & Member Data" look for "Update Club Data" and click the blue "Edit Vendor Partner Organization"



4. Scroll to the bottom of the page, find the “Partner Organization” section and select “DACdb”.

### Enable in DACdb

1. Log into DACdb at: <https://www.directory-online.com>
2. Go to: My Club tab --> Edit Club button
3. On the Information tab, scroll down to “Club Options”
4. Under “Club Options” find “Rotary Interface” and choose “RI Direct Connect”.



Rotary Club of Hollywood

Cancel View **Update**

Information Address Meeting Info Links Committees Positions Billing Security PData Notes

**Club Information**

Club Options:

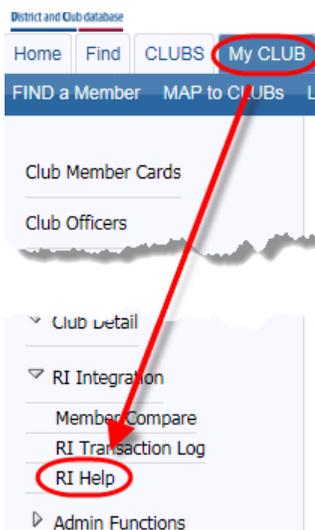
Notify on File Upload: No Notify Club members when a document is added or updated

Map Display: On Turn on/off MyClub map display

Rotary Interface: RI "Direct Connect" RI Direct Connect Interface *also* requires corresponding setting in RI MAP.

5. When finished, click the yellow “Update” button.

**Tip: For detailed instructions see My Club tab --> “RI help” in the side menu.**



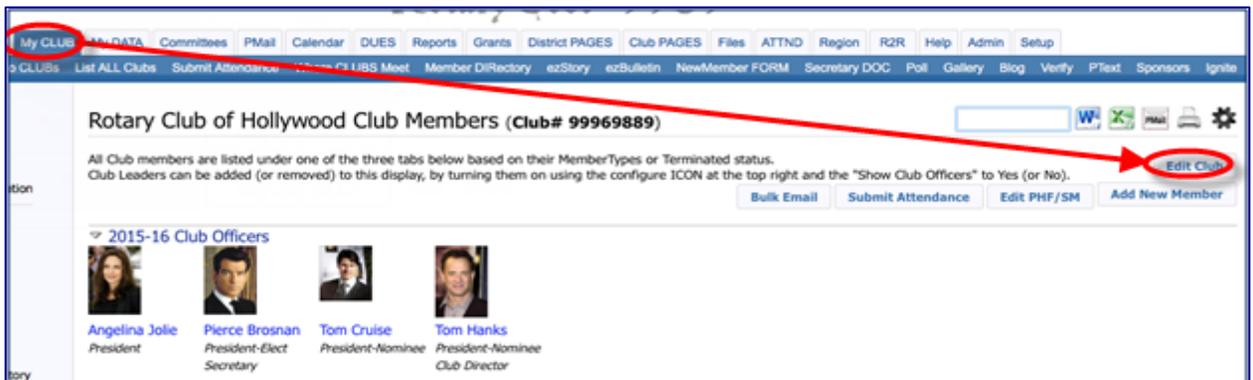


# District And Club Database

## Edit Club Officers

### Edit Club Officers

1. My Club Tab--> Edit Club



2. Click the Positions tab.

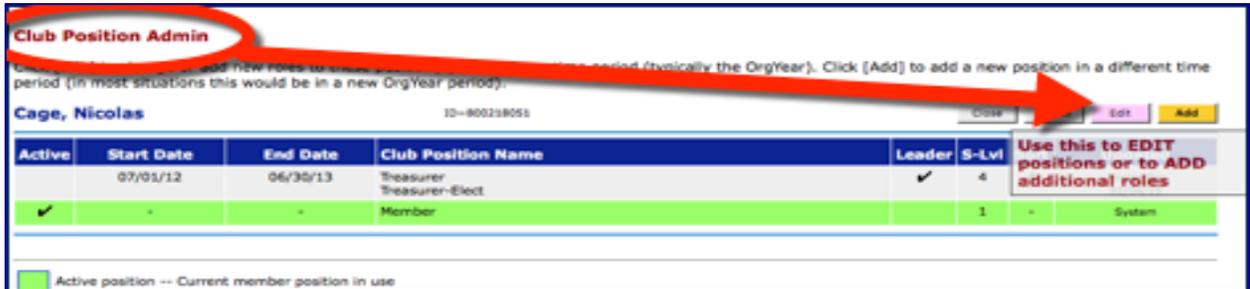


3. Click the pencil edit button next to the Member name.

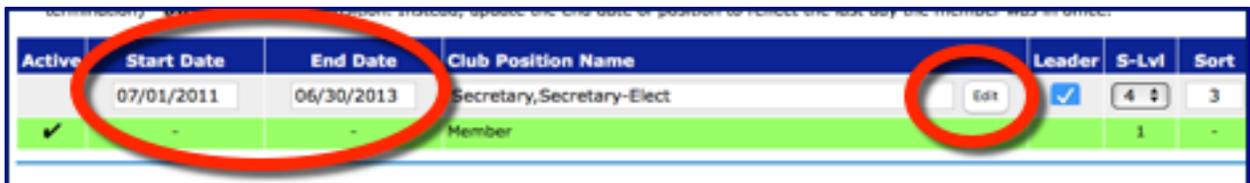
The screenshot shows the 'Club Position Admin' screen with a list of 21 members. The pencil edit button next to the member name 'Anderson, Richard Dean' is circled in red. The table below shows the details of the members.

Edit	Club Member Name	MemberType	Sec-Lvl	2015-16 Positions
- A -	Anderson, Richard Dean	Active	7	President-Nominee, Club Director, Club Programs Chair (PN,,CPC)
	Anderson, Jennifer	Active	1	
	Brosnan, Pierce	Active-RBS	4	President-Elect, Secretary (PE,S)
- C -	Cage, Nicolas	Active	1	
	Craig, Daniel	Active	1	
	Cruise, Tom	Active	4	President-Nominee (PN) (10/02/15 - 06/30/16)
- D -	Damon, Matt	Active	1	
	Diaz, Cameron	Active	1	
- H -	Hanks, Tom	Active	4	President-Nominee, Club Director (PN,) President-Elect (PE) (07/01/14 - 12/30/15)
- J -				

4. Club Position Admin screen --> Edit



5. Enter start and end dates.
6. Next to Position title, click 'edit' and a list of positions will appear.



7. Check the box(es) next to the desired role(s) and click "Save".

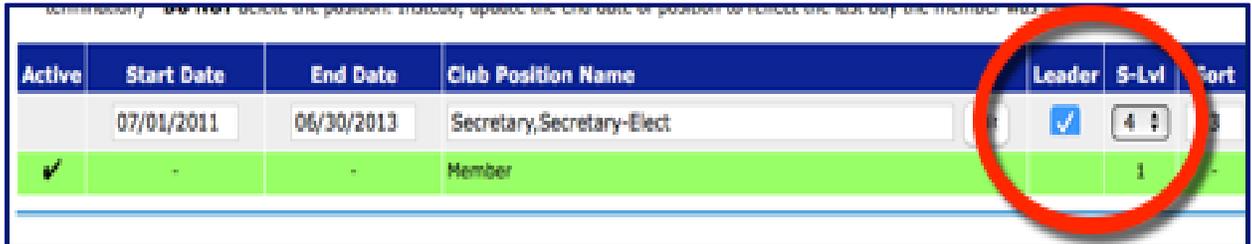


**\* If you add a position that has a known progression - such as a President-Nominee (PN) DACdb will automatically populate the rest of the progression for you in each subsequent Org Year! PN, PE, P, iPP, PP**

8. Check the "Leader" box to enable position visibility at the top of your club's page.

	<h1>District And Club Database</h1>
	<h2>Edit Club Officers</h2>

9. You can assign leadership positions different security levels in DACdb. Level 4 is Club officer.



Active	Start Date	End Date	Club Position Name	Leader	S-Lvl	Sort
<input checked="" type="checkbox"/>	07/01/2011	06/30/2013	Secretary,Secretary-Elect	<input checked="" type="checkbox"/>	4	
<input checked="" type="checkbox"/>	-	-	Member	<input type="checkbox"/>	1	

When finished, click "Update".



My CLUB My DATA Committees PMail ALL PMail Calendar DUES Reports Grants Club PAGES Files ATTND Region Help

CLUBS List ALL Clubs Submit Attendance Where CLUBS Meet Member Directory ezStory ezBulletin NewMember FORM Secretary DOC Poll Gallery Blog

### Club Admin

**Rotary Club of Hollywood** ID=99969889 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.

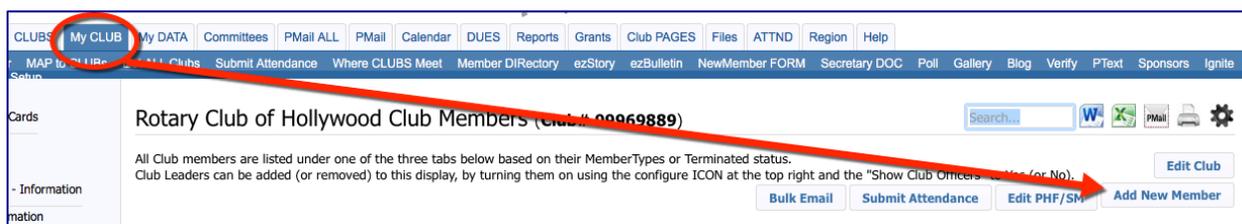
**Listing Options:**  
 Show:  Only members with Club positions?  
 OrgYear: 2015-16

**Listing Reports: (Pop-Up blockers must be disabled)**  
 Leadership History: [Click Here](#)  
 Position Summary: [Click Here](#)

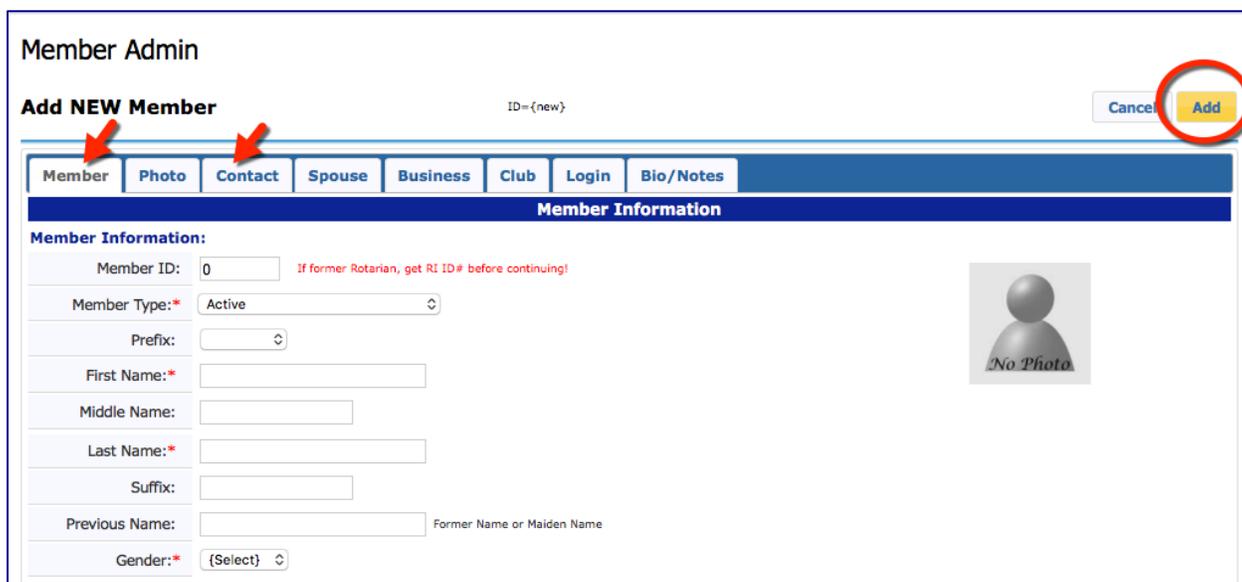
**Tip: Encourage your members to provide profile photos so everyone can 'see' club leaders and fellow Rotarians.**

### Add a New Member

1. My Club Tab --> Add New Member



2. Fill in the member's information. Note: \* is required
3. If you do not already have an RI member ID, leave this blank (0) for now.
4. When finished, click the yellow "Add" button.



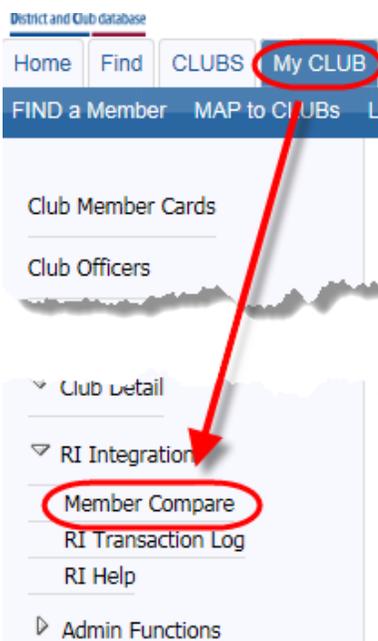
5. That's it! Rotary International receives an automatic message to add the new member, eliminating the need for you to enter the data twice! The new member's RI member ID should be issued 3-5 days in Member Compare.

**Tip: A word of caution: Avoid changing the new member record until the RI ID number is in the DACdb system.**

### Retrieve Member ID

A few days after you've added a new member, check Member Compare to see if the RI Member ID has been issued.

1. My Club Tab--> Member Compare
2. Located in the side menu under RI Integration



3. A list of your members will appear. Next to the new member's name, click "Get Member ID" and the RI Member ID will be added to the member record. Don't see "Get Member ID" yet? Keep checking back.

**Tip: After your new member has an RI ID, send a "Welcome" PMail with login credentials and a copy of the Quick Start Guide for Members. Encourage your members to login and explore DACdb!**



# District And Club Database

## Edit, Delete or Download Member Record

### Edit, delete, or download a Member record

1. My Club Tab --> Member List

The screenshot shows the DAC db interface. The 'My CLUB' tab is highlighted with a red circle. Below the navigation bar, the page title is 'Rotary Club of Hollywood Club Members (Club# 999)'. There are three tabs: 'Active/Honorary Members', 'Other Members', and 'Terminated Members'. Below the tabs is a table with the following columns: '#', 'Action', 'Member Name', 'Member Type', and 'Club Position'. The table contains two rows of data:

#	Action	Member Name	Member Type	Club Position
1		Anderson, Richard Dean	Active	
2		Aniston, Jennifer	Active	

2. In the Action column of your current member list, you will see the pencil 'edit' button, a red "X" for terminate, and a shortcut to download the member into your Outlook address book.

#### Edit:

1. Click the pencil in the Action column to open the Member Admin screen and edit a member's record.



# District And Club Database

## Edit, Delete or Download Member Record

**Member Admin**

**Anderson, Richard Dean** ID=800218027 Cancel Terminate **Update**

**Member** Photo **Contact** Spouse Business PData Club Login Alumni UDF Bio/Notes CLI Log

**Member Information**

**Member Information:**

Member ID: 0

Member Type:\* Active

Prefix: Mr.

First Name:\* Richard

Middle Name: Dean

Last Name:\* Anderson

Suffix:



Member Data Correct?  
[What is this?](#)

2. Click through the tabs and correct the member's information.
3. When finished, click the yellow "Update" button.

### Terminate

1. Click the red "X" in the Action column to open the Termination Screen.

**Enter Termination Reason**

**Delete Member Record** ID=800218027 Cancel **Terminate**

Is this delete only for the local district database? >  Yes  No

**Member Delete Verification:**

Member ID: 0 Gender: Male

Name: Anderson, Richard Dean (MacGyver) Admission Date: 01/03/1980

Business Name: AMC Movies

Club Name: Rotary Club of Hollywood

Address: AMC Los Angeles 10250 Constellation Boulevard, Los Angeles, CA 90067

**Termination Data:**

\*Date of Termination:  (mm/dd/yyyy - required field) - please make sure this is correct!

When terminated was a member of:

this club for: 36 years; - and -

other club(s) for: 0 years.

Please Indicate if:

Current Club President  Past Director, RI

Current Club Secretary  Past District Governor

Reason for Termination:

Relocation (Term Letter Sent)  Joining New Club (Term Letter Sent)

Family Obligations (Term Letter Sent)  Attendance

Business Obligations (Term Letter Sent)  Deceased

Health/Personal

Other, please indicate:

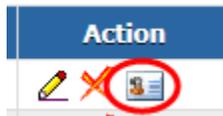
If Relocation or Joining another club, have you notified clubs in the member's new area of a former Rotarian moving to their locality?

 District and Club database	District And Club Database
	Edit, Delete or Download Member Record

2. Enter the termination date and reason- these are required by RI.
3. Click the yellow "Terminate" button.

**Download member contact information to your address book:**

1. Click the contact card in the Action column, and follow the prompts on your computer.



***Tip: For a quick look at member contact data and photo, hover your mouse over the member name. Click the name to view the member's details.***



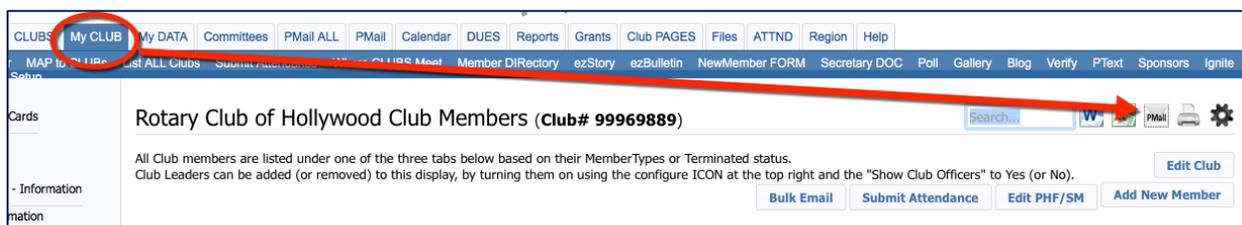
# District And Club Database

## Compose, Save and Send PMail

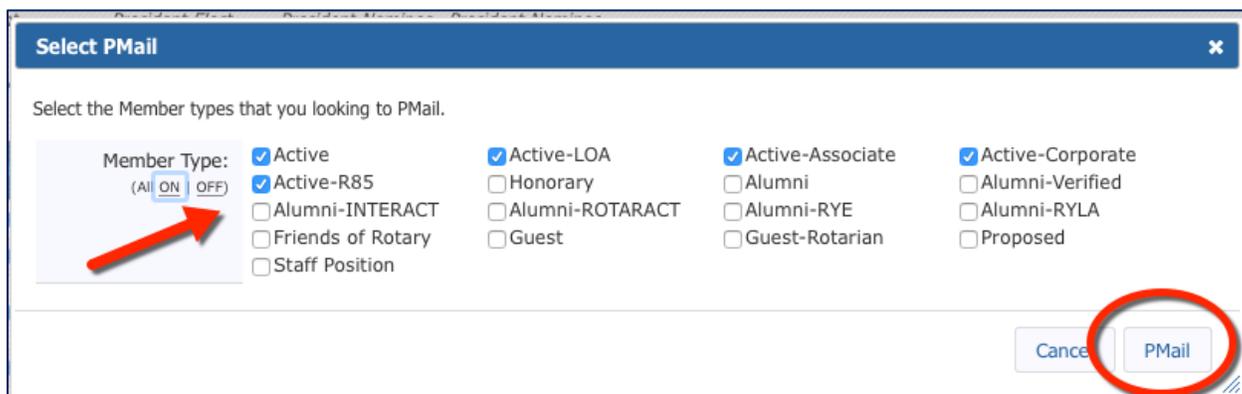
### Compose, Save, and Send a PMail

The quickest and easiest way to communicate with your club is through our internal email system, called Personal Mail, or PMail. Look for the PMail icon in member records and throughout DACdb for access. Check out the complete guide to PMail in the Help/Documentation section of the PMail window.

1. My Club Tab --> PMail



2. Select the type of member to email, and click the "PMail" button.

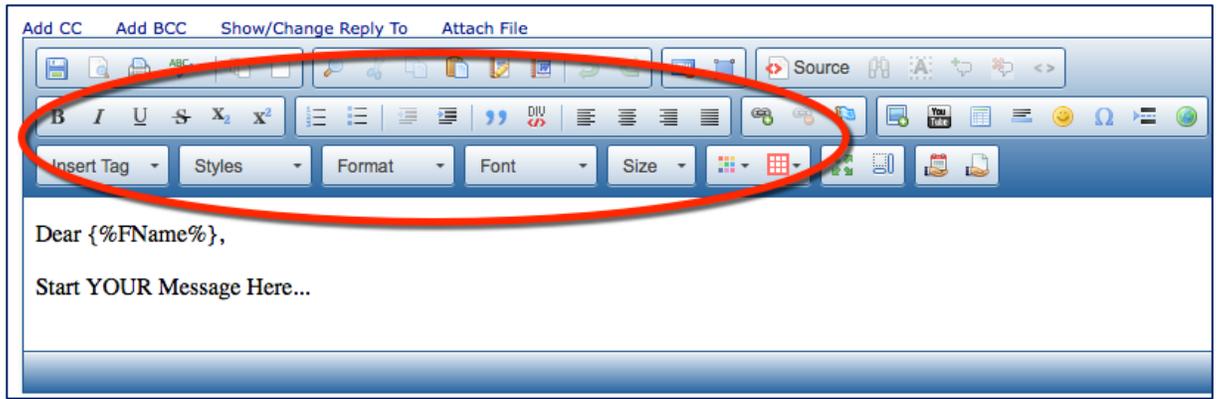


3. Type your message in the box. The default email inserts the first name of the recipient.
4. Format the colors, fonts, paragraph styles, etc. using the Editor toolbar.

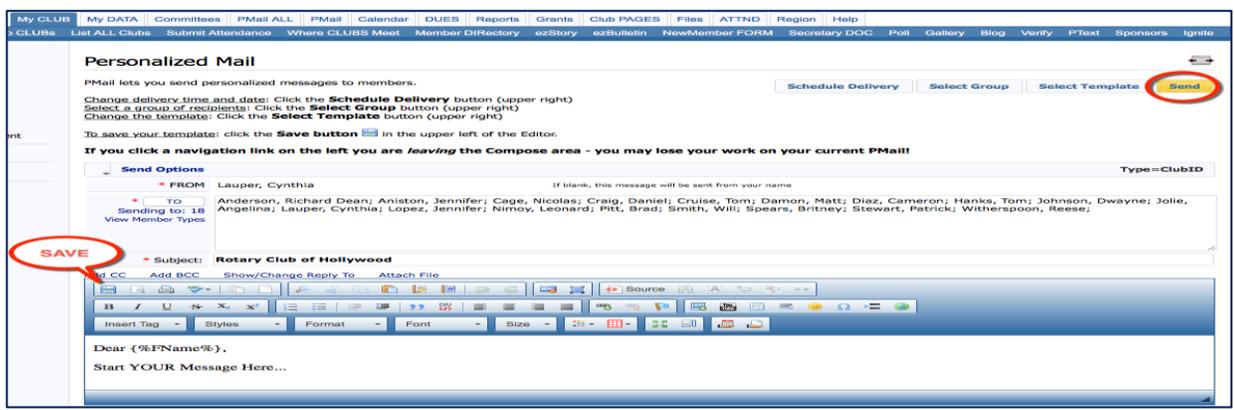


# District And Club Database

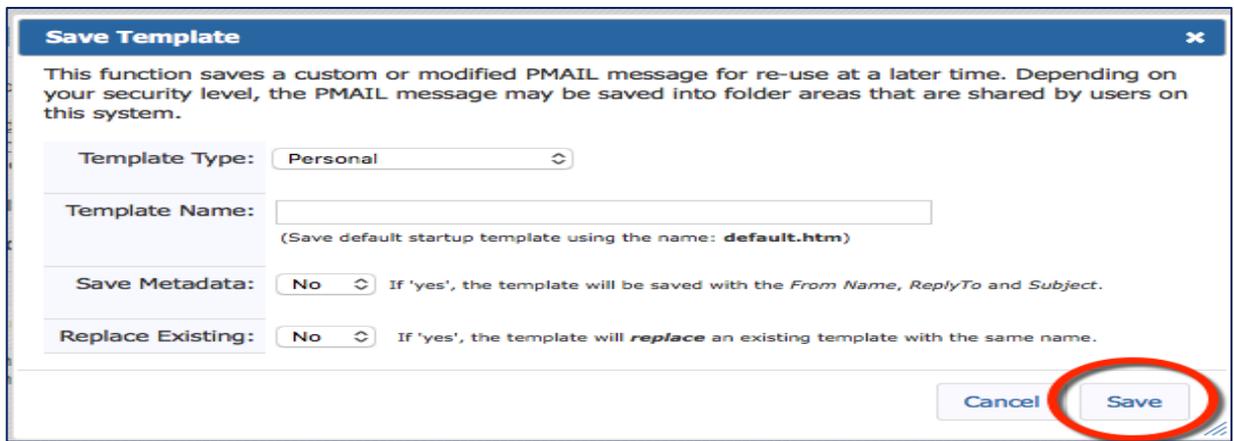
## Compose, Save and Send PMail



- 5. To save your message, click the “disk” button in the upper right of the Editor. It is recommended to save your progress every few minutes as you compose the message.



- 6. The Save Template screen will appear. Choose to save your message in a Personal or Club folder (other officers may access). Give the message a name, and decide if this replaces a previous version. Click “Save” when finished.





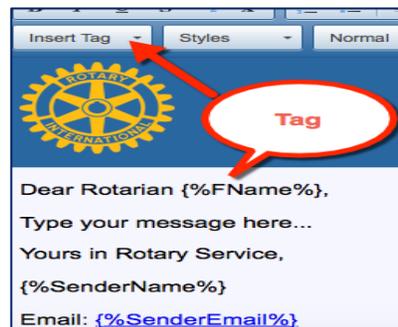
# District And Club Database

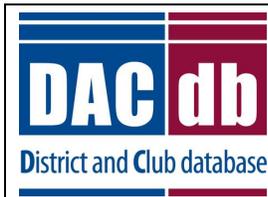
## Compose, Save and Send PMail

7. After your message is composed and ready for delivery, click "Send".

**Tip:** To PMail an individual, click the member's name to open the member record and find the PMail button in the top right corner.

**Did you know...** Tags are fields that auto-populate with information. To add 'tags' to your message, click the 'insert tag' button in the message editor. Even though your template looks funny at first, the final product will be a personalized email to each recipient.





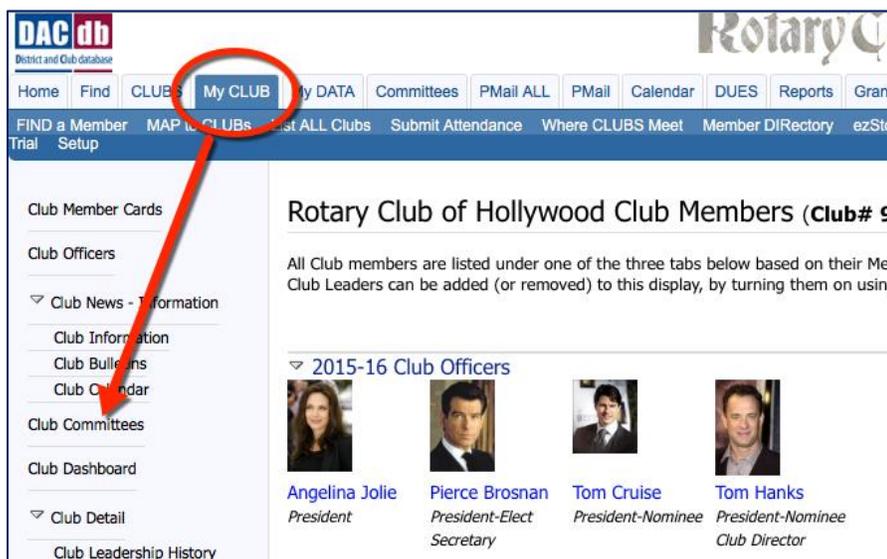
# District And Club Database

## Create, Edit and PMail a Committee

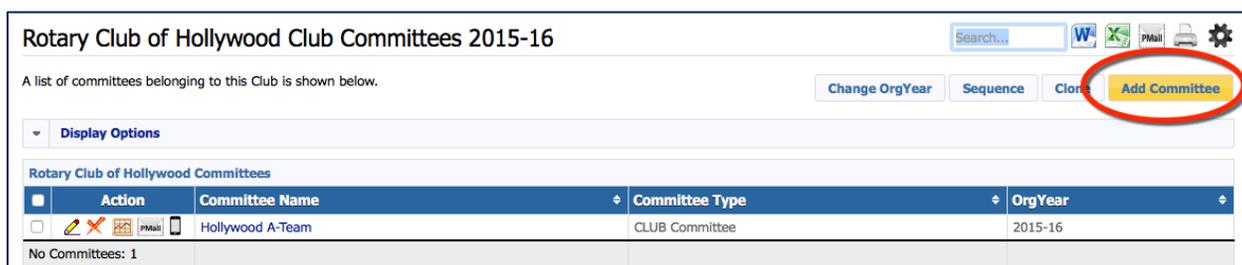
### Create, Edit, and PMail a Committee

Create a committee to communicate and share information with a select group of members.

1. My Club Tab --> Club Committees (side menu)



2. The Committee page will open, and display current committees. Click the yellow "Add Committee" button.



3. Add committee name and details, then click "Save".

**Club Committee Admin** ID={new}

**Add new Committee** Cancel Save

**Information** **Options** **Security**

**Committee Information**  
This Committee is Viewable on a Public Website

**Committee Info:**

\*Committee Name:

Committee Type: CLUB Committee

Committee Affiliation: Rotary Club of Hollywood

Parent Committee: (Remove this Committee from the Parent structure)

Sequence No: 0 Committee sequence number in listing (Note: leave 0 to sort by Committee name)

Org Year: 2015-16 (Custom Year)

Group-de-Groups: No

RoleKey:

**Committee Description:**



4. After saving the committee, the "Members & Positions" tab will appear.
5. Members and Positions tab --> "Add/Delete Committee Members".

**Club Committee Admin** ID=800102614

**Pretend Club** 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.

**0 Committee Member found.**  Add/Delete Committee Members

#	Action	Member Name	Club Name	Committee Position	Terminated
---	--------	-------------	-----------	--------------------	------------

6. Select members from the left column and use the right arrow button to add them to the committee. To remove members, select the name on the right, and use the left arrow.

**Select Members on Committee** ✕

**Hollywood A-Team - 2015-16**

Find:  Enter partial last name, club number or MemberID

Order By:  Member (Club)  District (Member)  Member (Business)  
 Club (Member)  Club (Member) MemberType  Business (Member)

Member Types:  Include All Member Types in Search (default Active only)

Position:  \*New\* Members added below will be assigned this committee position

---

**Select from Members:**  Show Only Club Members

- Anderson, Richard Dean (Rotary Club of Hollywood)
- Cruise, Tom (Rotary Club of Hollywood)
- Damon, Matt (Rotary Club of Hollywood)
- Diaz, Cameron (Rotary Club of Hollywood)
- Hanks, Tom (Rotary Club of Hollywood)
- Johnson, Dwayne (Rotary Club of Hollywood)
- Jolie, Angelina (Rotary Club of Hollywood)
- Lauper, Cynthia (Rotary Club of Hollywood)
- Lopez, Jennifer (Rotary Club of Hollywood)
- Nimoy, Leonard (Rotary Club of Hollywood)
- Pitt, Brad (Rotary Club of Hollywood)
- Shatner, William (Rotary Club of Hollywood)
- Smith, Will (Rotary Club of Hollywood)
- Spears, Britney (Rotary Club of Hollywood)
- Stewart, Patrick (Rotary Club of Hollywood)

**Select from Committee:**

- Aniston, Jennifer (Rotary Club of Hollywood)
- Brosnan, Pierce (Rotary Club of Hollywood)
- Cage, Nicolas (Rotary Club of Hollywood)
- Craig, Daniel (Rotary Club of Hollywood)

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.

7. When finished, click "Save".
8. To assign committee chair or other leadership roles, click the pencil edit button next to the member name, and enter the member's position in the popup window.

#	Action	Member Name	Club Name	Committee Position
1		Cage, Nicolas		
Last Updated on: Never By: Created: 0				

**Enter Member's Position on Committee** ✕

**Member Name:** Cage, Nicolas

**\*Committee Position:**

9. Using the icons in the Action column, easily delete, view reports, PMail or text the committee.



# District And Club Database

## Create, Edit and PMail a Committee

Rotary Club of Hollywood Club Committees 2015-16

A list of committees belonging to this Club is shown below.

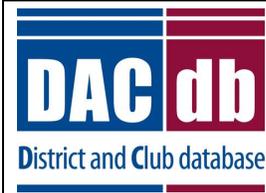
Change OrgYear Sequence Clone Add Committee

Display Options

Action	Committee Name	Committee Type	OrgYear
    	Hollywood A-Team	CLUB Committee	2015-16

No Committees: 1

***Tip: Think outside the committee box- create a committee to reach out to specific groups, such as young leaders, the current Board of Directors, Past Presidents, or club members who share a common interest. You can have as many committees as you like!***



# District And Club Database

## Submit Monthly Attendance

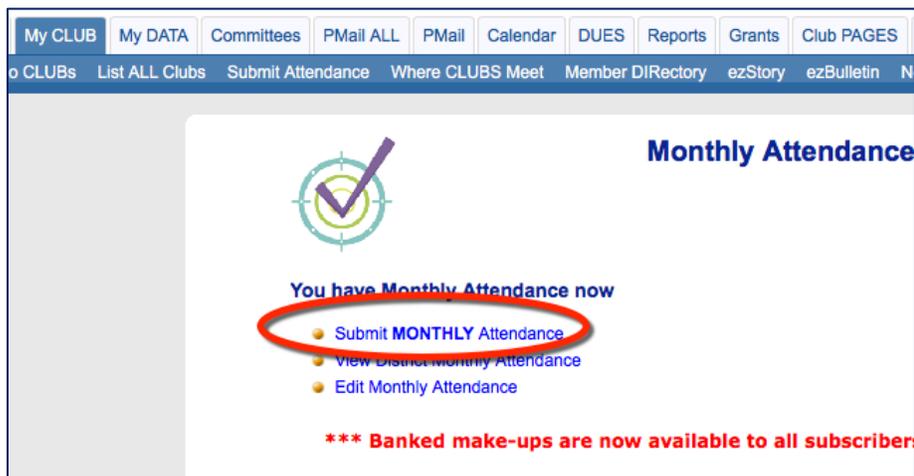
### Submit Monthly Attendance

The upgraded Attendance module allows you to track weekly and individual member attendance. Without the subscription, you can still submit monthly attendance reports to your district through DACdb. Let's take a closer look.

1. My Club tab --> Submit Attendance



2. Click "Submit Monthly Attendance".



3. Choose the report month, then edit the form with your club's information.



# District And Club Database

## Submit Monthly Attendance

**Attendance Reporting**

Just **complete** this "attendance form", and then press **Submit ATTENDANCE** below.

**Submit ATTENDANCE Report**

Select Club:	Rotary Club of Hollywood	
Reporting Month:	<b>MONTH ENDING:</b> Select Month Ending	Correcting DATA for this Month <input type="checkbox"/> ?
Membership:	<b>Total MEMBERSHIP:</b> 0 (hint: 21 ACTIVE members ( Active=19 Active-R85=2 ) currently in database as of the End of the Reporting Month (excluding Guest=1 ) members)	
Average Attendance:	0 % Specify percentage as xx.xx (i.e. 87.12% = 87.12 or 100% = 100.0) <small>In other words, <b>DO</b> include the DECIMAL Point.</small>	
No. of Meeting Held:	0-None	
Meeting Cancelled / Reason:	Please Give DATE and REASON meeting cancelled, otherwise LEAVE BLANK	
Submitted By:	Submitted by: Lauper, Cynthia	

**"Thank You"**  
for using the electronic ATTENDANCE module

You must press the **SUBMIT ATTENDANCE REPORT** button to send your club's attendance data.

- When finished, click the yellow "Submit Attendance Report".

**Tip: Learn more about monthly attendance reporting, and our upgraded weekly attendance module from the Monthly Attendance home screen.**

**Did you know...** DACdb also offers a **Weekly Attendance** module that allows clubs to track meetings, makeups, excused absences, check-in users with barcode scanners and RFID tags and more! Click on the "ATTND" tab for more information.



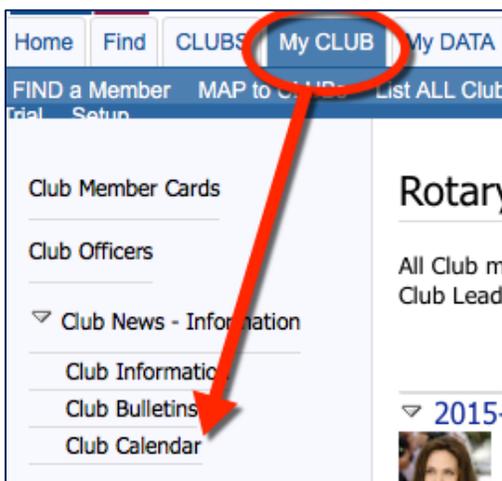
# District And Club Database

## Add a Meeting to the Calendar

### Add a Meeting to the Calendar

The DACdb calendar tool offers many options, ranging from recurring meetings to events that require registration. Start by simply adding weekly meeting information, then, as you become more comfortable, explore additional features.

1. My Club tab --> Club Calendar (side menu)



2. Look for the red “Add to Club Calendar” and select the event type. (meeting, event, fundraiser)



3. Name the event and add details.



# District And Club Database

## Add a Meeting to the Calendar

**Add Club Event**

Event Status: Active (ID=new) Cancel Add

**Section 1 - Event Information**

\*Event Category: Club Meeting

\*Event Name:

Enable Registrations: No (Note: After Adding this Event, you will have the opportunity to configure Registration Options)

Registration: Closed (Sets an event to be Open for registrations, or Closed so no registrations can be made except by those that may Edit the event (moderators, etc)).

4. Scroll down the page and find Section 2. Enter the start date and time.

**Section 2 - Event Schedule**

\*Start Date:  (mm/dd/yyyy) TBA End Date:  (mm/dd/yyyy) - (Not required UNLESS different)

\*Start Time:  (hh:mm AM/PM, -or- Use 24-hour Military time, e.g. 1800 is 6:00 PM)

Recurs: One-Time

Cancel Add

5. When finished, click the yellow "Add" button.

**Tip: Create a recurring weekly club meeting. It's simple! Just select 'weekly' next to 'Recurs' in Section 2. Remember- this will duplicate your meeting, so title the event something simple, like "Weekly Club Meeting".**



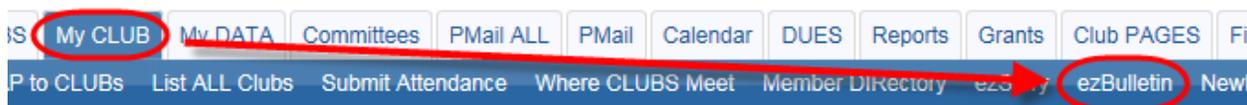
# District And Club Database

## Create a Newsletter/Bulletin

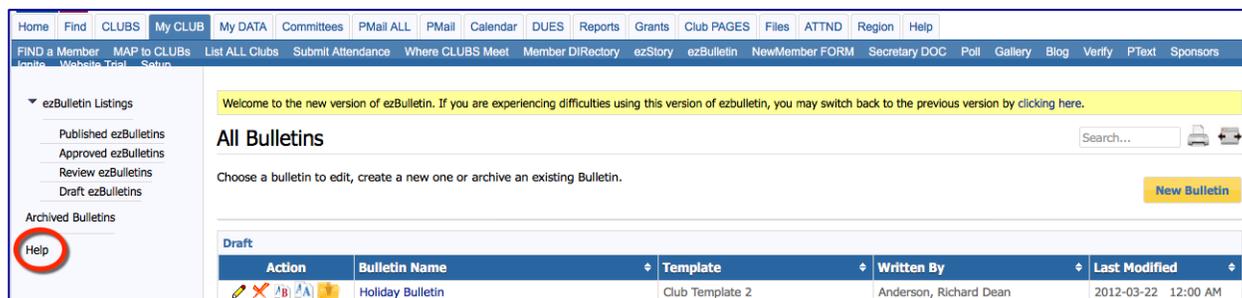
### Create a Newsletter/Bulletin

If you're like most Rotary clubs, you write, print, mail, and email a newsletter to your membership. ezBulletin provides professional designs you can customize and save for future use. To start creating your new newsletter, check out our complete guide to ezBulletin!

1. My Club --> ezBulletin



2. Find "Help" at the bottom of the side menu.



**Tip: If you're creating a 'separate' newsletter for members without email, try this shortcut: After you complete the ezBulletin, click the "View PDF" button, and you will have a printable version of your newsletter. Print it, fold it, and mail it-voila!**



# District And Club Database

## Reset a Password

### Reset a Password

1. Go to the DACdb login screen <https://www.directory-online.com>
2. Click “Forgot Password?”

**DACdb**  
The District and Club database was developed to assist districts and clubs to meet their administrative reporting requirements to Rotary International, and to foster easier communications within the district for the district leadership, district committees, club leadership, and of course the members of Rotary Clubs.

**Sign In** Request Event ezLink

**User Name:**  (Usually your EMail address)  
**Password:**  (Usually your RI MemberID or Last Name)  
**Club Number:**  Not required *unless* you are an AG or District Officer  
**Remember Me:**  **DO NOT check this on public systems (e.g., libraries, internet cafes)**

**DACdb Mobile**  
**Just got better!**  
Have you tried DACdb Mobile yet?  
<http://m.DACdb.com>  
Go To DACdb Mobile  
Create DACdb Mobile Desktop ICON

Create DaCdb Short Cut View Mobile Website Privacy Policy

3. Enter your Username (probably your email address)

**Reset My Password**

If you forgot your password, you may reset your password using this request form.

An email will be sent to you with a link. By clicking on that link you can enter a new password for your account.

Enter your **User Name** below and we'll immediately send the password reset email to your preferred email address. The email should arrive within several minutes.

Enter your **User Name** here:  (Note: This is usually your email address)

4. Click the green “Submit” and check your email. You will receive an email with reset instructions.

**Tip: Remember, you do not need to enter your club number to log in!**



# District And Club Database

## Edit User/Login Credentials

### Edit User/Login Credentials

Assist a member by reviewing and updating their login credentials.

1. Find the member in DACdb, and click to edit the record.
2. In the Member Admin screen, click the "Login" tab.

Member Admin

Hanks, Tom Cancel Terminate Update

Member	Photo	Contact	Spouse	Business	PData	Club	<b>Login</b>	Alumni	UDF	Bio/Notes	CLI	Log
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**Member Login Information**

**Login Credentials:**

User Name:  Email Login to User

Password:

The Password is no longer displayed. It can be reset by entering a new value.

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

Reset Password:  Prompt for Password change on next login?

3. Verify the Username (email address) and edit if necessary. Click the yellow "Update" button.

Note: changing a contact email address (on the "Contact" tab) does not by default change a *login* email address.

Member Admin

Hanks, Tom Cancel Terminate Update

Member	Photo	Contact	Spouse	Business	PData	Club	Login	Alumni	UDF	Bio/Notes	CLI	Log
--------	-------	---------	--------	----------	-------	------	-------	--------	-----	-----------	-----	-----

**Member Login Information**

**Login Credentials:**

Email Login to User

The Password is no longer displayed. It can be reset by entering a new value.

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

Reset Password:  Prompt for Password change on next login?

4. Send the member an email with both username and password details by clicking "Email Login to User". Verify the member's email address in the "Contact" tab before sending. If you make changes to either the User Name or Password, **save your changes before** sending the email!



## District And Club Database

### Edit User/Login Credentials

5. Or, type in a new password for the member, click the yellow “Update” button, and direct them to the DACdb login screen.

***Tip: Until it is replaced, the default password is the member’s RI Member number. Encourage members to edit their password details to something more ‘memorable’.***