

DACdb Overview:

The District and Club database (DACdb, pronounced *dak-dee-bee*), is an on-line database for members, clubs, committees, and the district. It is the master database for District information, and can be updated by individual members, District Chairs, Club Officers, and District Administrators. Although this is a district-level database, it is also suitable as the recordkeeping system for any club wishing to use it as such. Rotarians can update their own profiles, and report their own make-up meetings. There are many reports available to the clubs as a by-product of this database (such a current Member Roster and Club Directory with Member Photos, an itemized Transmittal for making contributions to *The Rotary Foundation*, Name Badges for events and Mailing Labels. In addition, there are Weekly Attendance functions to check-in live with a bar code scanner (or a mouse click), along with all the necessary reports at the member and club level, with automatic calculation of the Monthly Attendance values. There is also a Dues Module.

Log-in Instructions:

Go to www.rotaryd5100.org (or any other iteration of our address such as www.district5100.org or www.isrotary4you.org). From the outward-facing home page, you will see the following in the upper right-hand corner of the screen:



Click the gold “Member login” bar, which will take you to the sign-in screen:



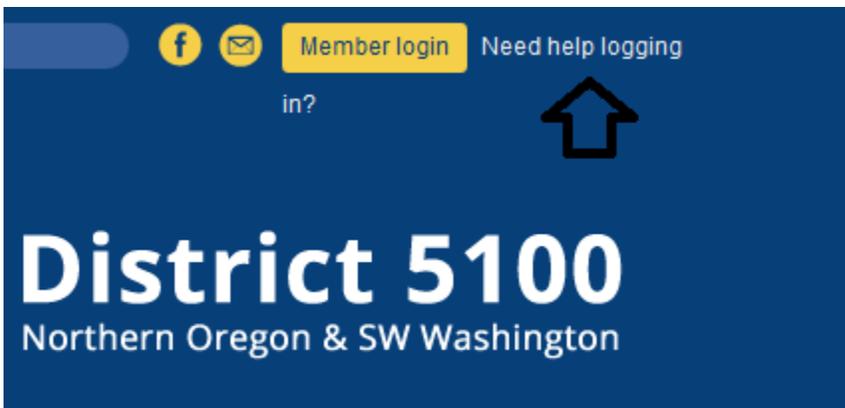
1. **User Name:** This is *usually* your email address.
2. **Password:** This is *usually* your Rotary Member number. If you don't know your Rotary Member number, look at the mailing label on the front of your Rotarian magazine (it is in the upper left hand portion of the label, and is the 7 significant digits: e.g. 2057275); or ask your club secretary.
 - a. If you do NOT have a Rotary Member number yet, then try using your last name in the password field.
3. **Club Number:** Again this is available from your club secretary or other club officers. This field is **not** required to log in for non-officers of the district.

Quick Start Tips:

- Before you Sign In, create a **shortcut** on your desktop by clicking on the "Create DaCdb Short Cut" link at the bottom LEFT (under the LOG IN button) of your page. (circled link above; and DRAG it onto your desktop).
- Click the "Remember Me" and it is not necessary to fill in your information again.

Log-in Help

If the above steps do not work for you, then you have a very simple solution. Just click the white wording "Need help logging in?"



A box will appear containing the name, email address and phone number of our District Communications Officer, currently Diane Weber. She will respond promptly to your request for help, and can do such things as walk you through the process, give you your user name and password and help you change your password. Bottom line, don't stress! Just call for help, and you'll be on your way!

