**District and Club Database (Dacdb) Registration and RI Interface Directions**

Sign on by using your Email address as the User ID, and your RI Member ID as your Password. (Your RI Member ID is shown on your monthly ROTARIAN magazine just above your name, or you can get it from your club secretary). Once you have registered, just click **VIEW MY DATA** (under the **MEMBER** tab), and then you may EDIT/change "your information", including the User ID and Password.

This database is the central reservoir of district information. Whenever a change is made to a club’s or member’s information etc., that change is automatically reflected throughout the database. Here is how different types of district users can change the database:

|  |  |
| --- | --- |
| 1. Members | * Maintain their OWN record
* View all public data in Member and Club databases.
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| 2. Club Officers: President, Secretary, Exec-Secretary, CCO - Club Communications Officer, the"-elect" officers | * Maintain any member record in their CLUB
* Maintain their CLUB record
* View all data in Member and Club databases
* ADD/DELETE members-any committee in their CLUB
* Export all reports pertaining to their CLUB
* Submit "events" to Club calendar
* Submit "club bulletins"
* **PMAIL** all their Club members
* **PMAIL** all their "peers", such as other Club Presidents
* **Transfer member records directly to RI**
 |
| 3. Area Assistant Governor  |   View all data in Member and Club databases   Export all reports pertaining to clubs ***in their Area***.   PMAIL all the Club Presidents ***in their Area***. |

**INTERFACE WITH ROTARY INTERNATIONAL**

**Note to Club Officers: President, Secretary, Executive Secretary, the"-elect" officers**

 **DACdb** now has the ability to automatically update Club and Member data ***directly*** into the Rotary (RI) database…this is called “**RI Direct Connect**” (which significantly speeds up the updating process. Otherwise, your changes are sent by Email, which is the default method). The updates occur in the RI database within a few minutes after the user clicks the UPDATE button in **DACdb** (verses a few days using the default Email notification procedures). This is a ***2-step process***, which ***MUST*** be done in this sequence.

First step, go to the Rotary.org web site, and choose **MY ROTARY to LOG IN.** And, after logging in, click on **MANAGE**, and then the **CLUB ADMINISTRATION** link. Once you are on the Club Administration page, click on the **VIEW AL**L links, then select the ***Add or remove vendor partner organization*** link. SCROLL *down* to the **PARTNER ORGANIZATION** section, and select **DACdb** as your integration partner.

Second step, log into **DACdb**, and *EDIT* your Club data to select “RI Direct Connect” as the interface option for your Club. This selection is near the bottom of the first *club page* in EDIT mode.

Once these 2 steps are successfully completed, it is an automated process to interface directly into the RI database any changes entered into the **DACdb** database that Rotary wants to know about. Also, the **RI COMPARE** function becomes available, which shows the RI data and the **DACdb** data “side-by-side” for all your club members.

NOTE: **ONLY** the current club president, club secretary, or club executive secretary (club officer *of record)* at RI can make the Partner Organization selection in the Rotary web site. And, the DCO in the district **cannot**make these selections for their clubs.

Below are the screen shots for both **STEP 1** and **STEP 2** to assist you in making these selections in both databases.

**STEP 1: Choose DACdb as the Partner Organization in the RI database**

A current club officer of record accesses the Rotary web site: [www.Rotary.org](http://www.rotary.org/). Then, click on ***MY ROTARY*** link to get to the screen with the **SIGN IN** (or **Register**)

buttons. Click **SIGN IN** (or **Register**) button, and the following screen is displayed. IF you do **NOT** have an account at Rotary, then first use the **CREATE ACCOUNT** functions



If this is the first time you are logging into the RI database, then you must register by clicking on the **CREATE ACCOUNT** button. Then, RI will send you an email within a few hours, so you can log in. **NOTE:** If you have any problems logging into the RI database, THEN you must contact RI for assistance, as we have no capability to help you log into the RI database.

After logging in, click on the ***MANAGE*** link, then the ***Club Administration*** link, then the **VIEW ALL** link to see the complete list of choices, and finally select the ***Add or remove vendor partner organization*** link. NOTE: Only club officers of record at RI will see these links.

Then near the bottom of the Manage Club Data screen, and then select **DACdb** from the list of partner organizations…and, then SAVE your selection.





**IF** you had *previously* selected another organization, then you must TERMINATE that selection, ***before*** you can choose **DACdb** as your new partner organization.



**THAT’S IT**…you have completed the first step of the RI DIRECT CONNECT processing for your club. Now for **STEP 2**, to complete the selection process in **DACdb**.

# STEP 2: Choose “RI Direct Connect” in the DACdb database

A current club officer logs into the **DACdb** database, and then clicks on

the **MY CLUB** tab. Then, click on the *EDIT* link to update the interface method.



Then, on the **INFORMATION** page (near the bottom)…click on the **Rotary Interface** drop down *selection*, and choose **RI “Direct Connect”**. Finally, click on the **UPDATE** button to complete your selection.



**THAT’S IT…Congratulations!** You have now completed the 2 steps necessary to activate the interface to update club and member changes entered into **DACdb** directly into the RI database (usually takes about 24 hours to activate at RI). AND, you also now have the **RI COMPARE** functions available for your club.