Rotary Club of Indianapolis
SINCE 1913

Did You Know?.....

YOU CAN USE DACDB(DISTRICT AND CLUB DATABASE) AS A NETWORKING TOOL

Why Use DACdb?

- Find Rotary members (Active/ pending/ Terminated/ Within your district)
- View/ print member directory (multiple formats)
- View committees and calendar of events
- Download contacts into Excel or Word format
- Send emails and texts directly from DACdb
- Edit your own data
- See your dues history, pay your dues online
- See your attendance for the Rotary year
- View club and district events using online calendar
- Enter your meeting makeups
- Print reports/ photo albums
- Plus, many more reasons……

Focus of This Presentation:

- Get logged in
- Edit your data
- Upload your photo
- Enter key words to help Rotarians find you easier
- Tell members about yourself, and what you enjoy doing
- Export data to Excel, PDF, or Word format
- Create membership directory
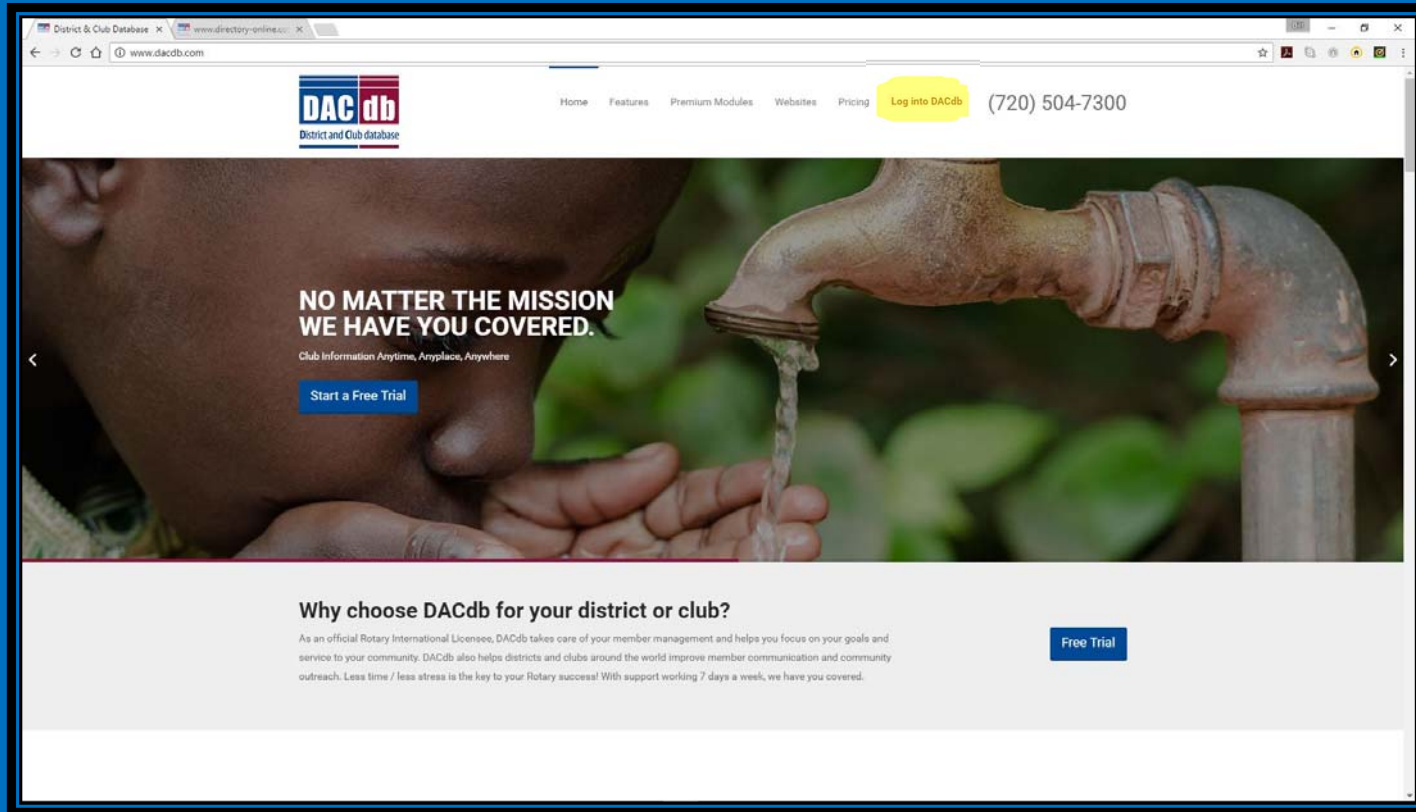
Get Logged In

- Don't have a username or forgot your password? Contact the Rotary office
- Go to DACdb: http://www.dacdb.com/
- Click on "Login to DACdb" in the top right corner
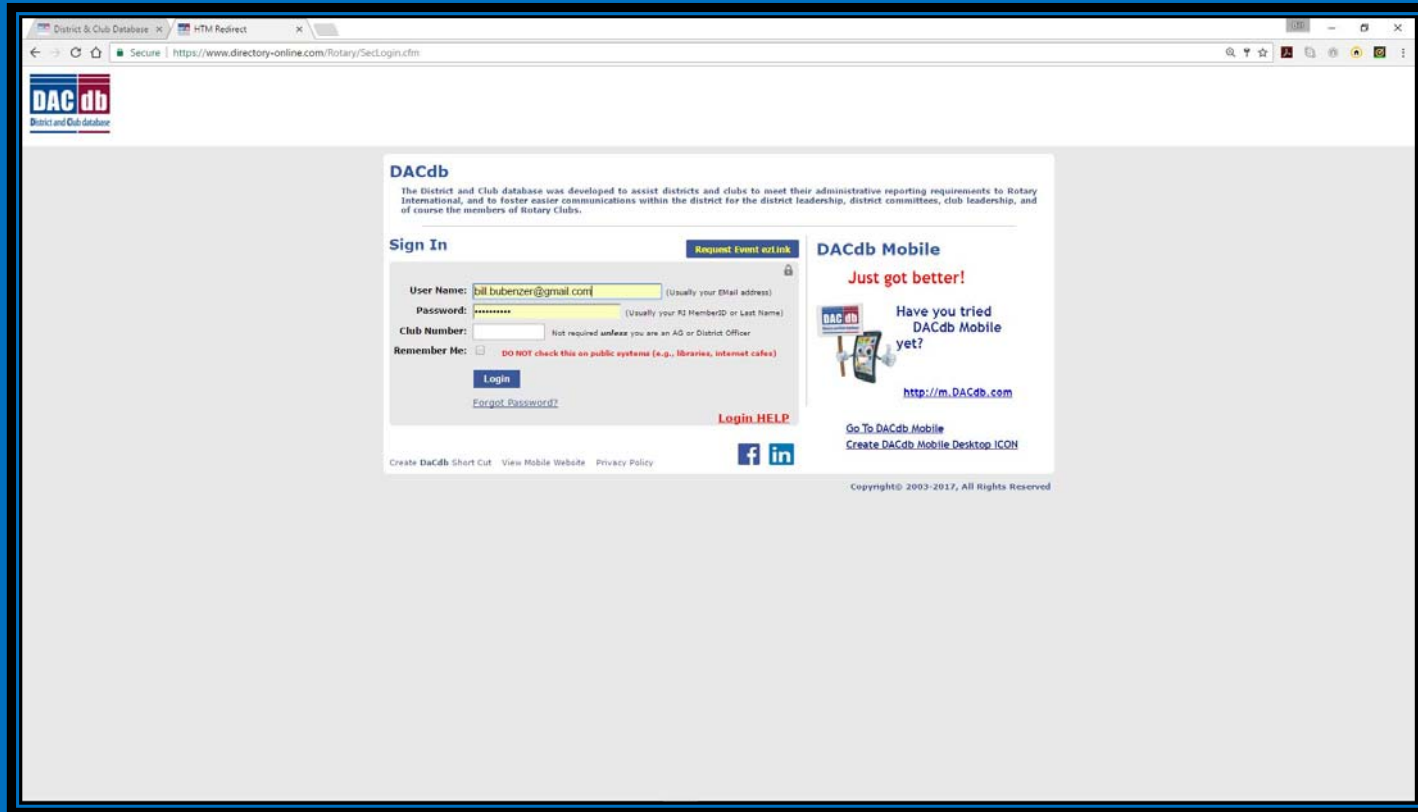
What Device Do You Use?

- You can use DACdb on your desktop, tablet, or phone
- Use DACdb on your mobile device: http://m.DACdb.com (no need for an app)
- Instructions on how to create a mobile desktop icon on your phone or tablet device
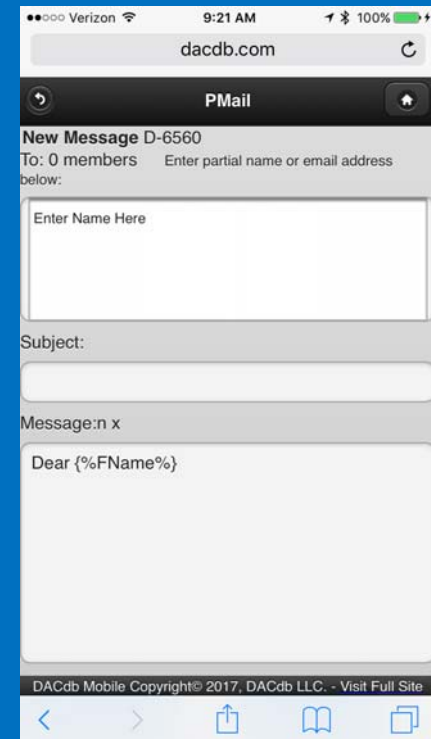
DACdb Mobile/ Tablet Platform

- Want to take DACdb with you?
- Easy access
- Simple layout. Loaded with features (search, email (Pmail), club locator, event calendars, committee listings, and much more!)

Update Your Profile (My Data Tab)

- Click the edit link to the right of your name to begin updating your record

Update Your Member Information (Member tab)

- Let us know about you, and your Rotary classification
- Keep your information current (did you move or change jobs?)
- Fields that are grayed out can only be modified by the Rotary office
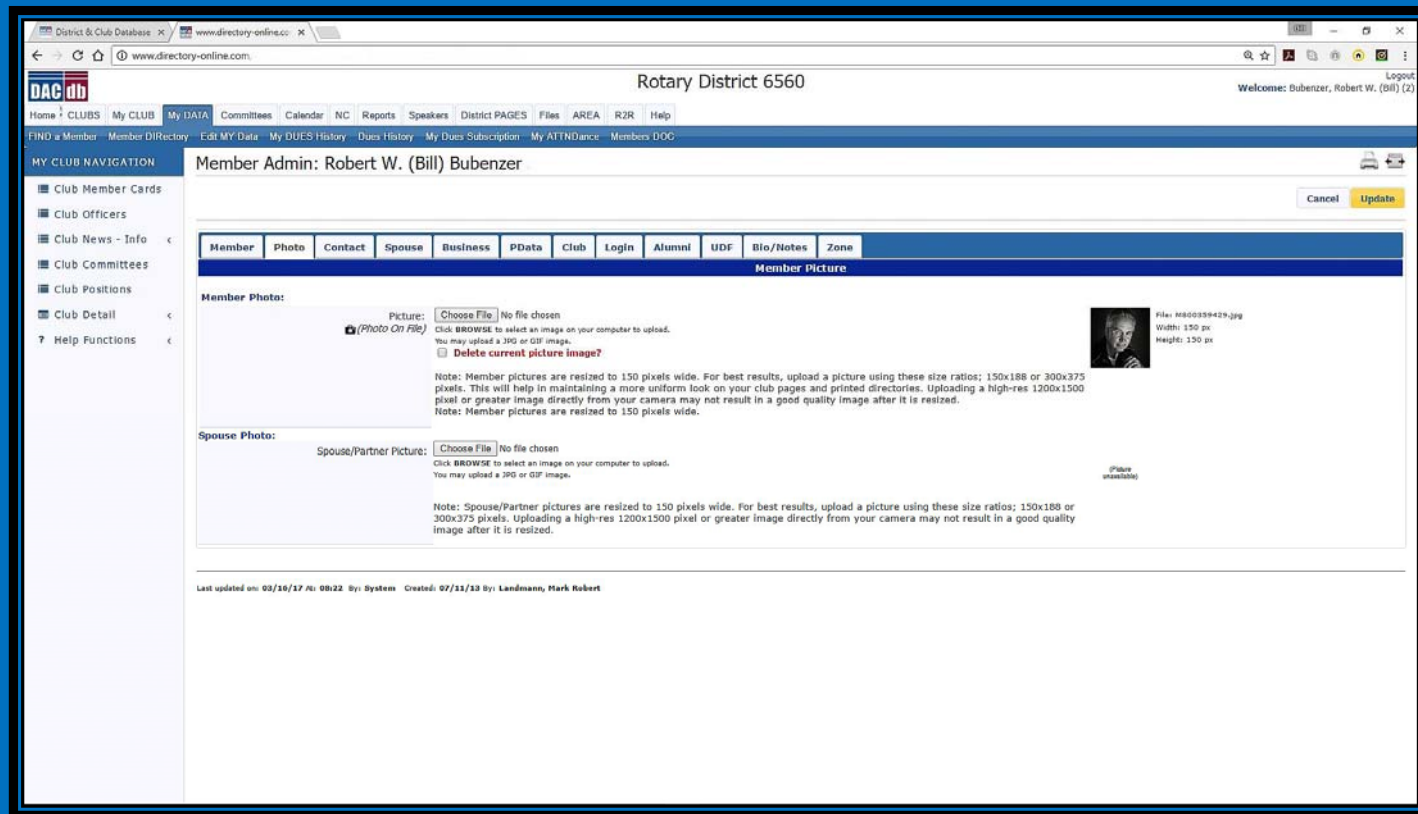
Upload Your Photo (Photo tab)

- A picture is worth a 1,000 words
- Help Rotarians put a face with your name

Preferred Contact Information (Contact tab)

- How do you want Rotarians to contact you?
- Please include Emergency Contact information

Your Business Information (Business tab)

- Tell us where you work, and what you do

IMPORTANT: Business position is a searchable field!

- Tell us what you do, <u>using key words</u> that Rotarians will use to find you by occupation or hobby (Realtor, Banker, Lawyer, Doctor, Contractor) Use words not already used in your company name

Want to Change Your Login Information? (Login tab)

- Update your username and password
- Please include Emergency Contact information

Tell Us More (Bio/ Notes tab)

- Share your bio, education, hobbies, and special things you want Rotarians to know about you
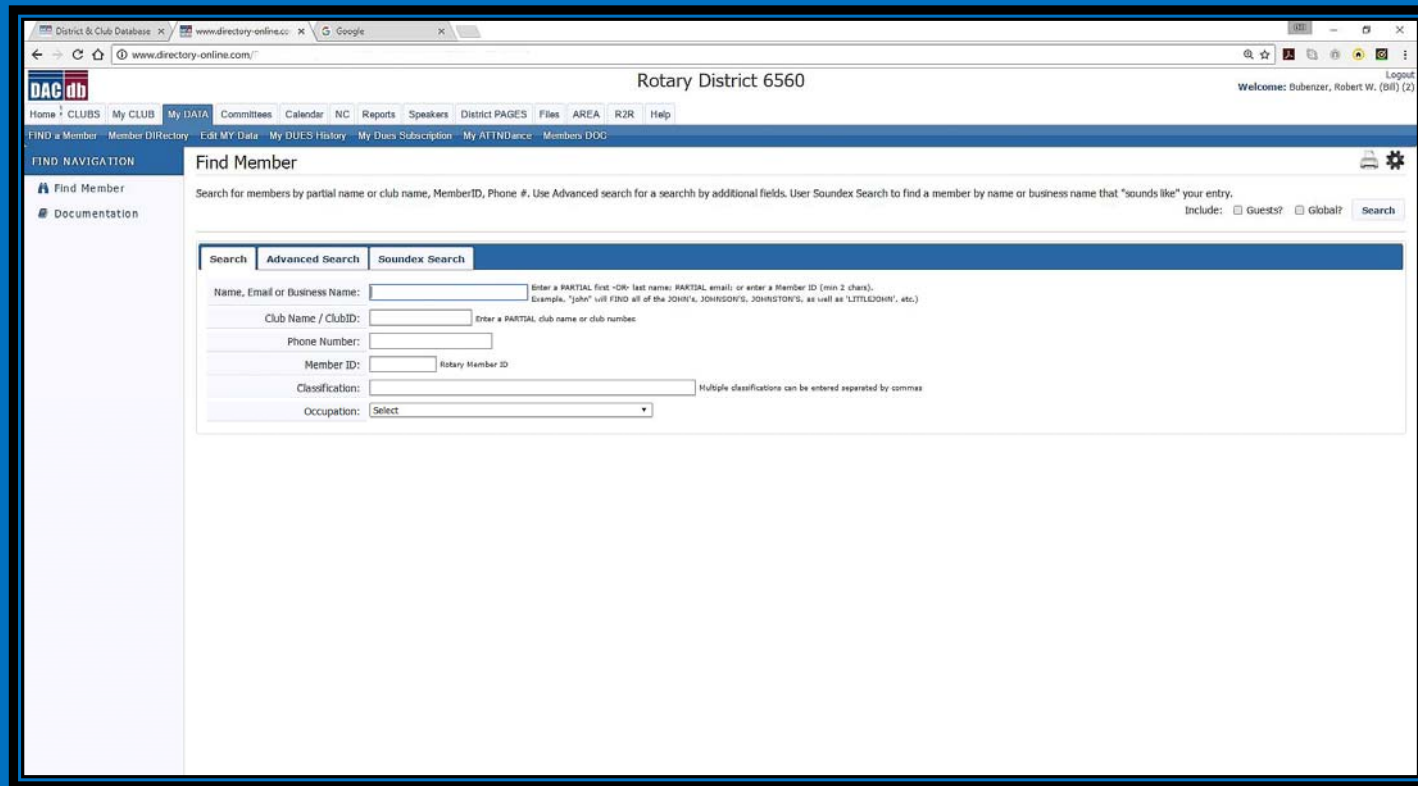
Start Searching (Find a member tab)

- Start searching for fellow Rotarians
- Try using single key word searches, or use the pull down selections where applicable

Advanced Searching (Find a member-advanced search tab)

- Try using single key word searches
- You can enter searches in other fields to narrow down your results

Create Your Own Member Directory

- View to screen, print, export to Excel or Word, or create a PDF

Advanced Features

- Customize the column headers the way you want to see them (click on settings button to the right of the printer icon)
- View active, other, proposed, and terminated members
- You can print or export your contacts to Word or Excel (see yellow highlighted area)

Need More Help?

- DACdb University
- Videos
- Contact the Rotary office

DACdb Overview

- All District 6560 Clubs:
  - Member listing and directory
  - Where and when clubs meet
  - Club/ District officers and leadership
  - Club/ District committees
  - Club/ District calendar of events
  - Club/ District news
  - Club/ District statistics
  - Club/ District information
  - Club/ District files
  - Club/ District bulletins
  - Club dashboard
  - Print reports

![Rotary Club of Indianapolis logo — SINCE 1913]

Still Need Help?

CONTACT: THE ROTARY OFFICE

OR

BILL BUBENZER:CELL 317-439-4169/ EMAIL BILL.BUBENZER@GMAIL.COM