Adding Facilitators

- Log into DACDB.com
- Click the District Tab
- Click the Calendar icon
- Make sure the RLI button is checked at the top
- Scroll to your event
- Click MANAGE EVENT





Adding Facilitators

• Click the FACILITATOR tab at the top of your event

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? Help SETUP #QR Code Setup My CLUB Shortcuts	Club/RLI Name: RLI 9001 Event V Enable Registration: Yes V This is used to enable the registrations for this event. Link: Enter virtual meeting link, include the https://											
RL1 Shortcuts	Speaker: Jamie Mick Topic: Enter an optional meeting topic											
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- Search for your facilitator in the left hand box and CLICK it
- Click the >> button to move the name to the right hand box
- Click UPDATE EVENT after all names are entered

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