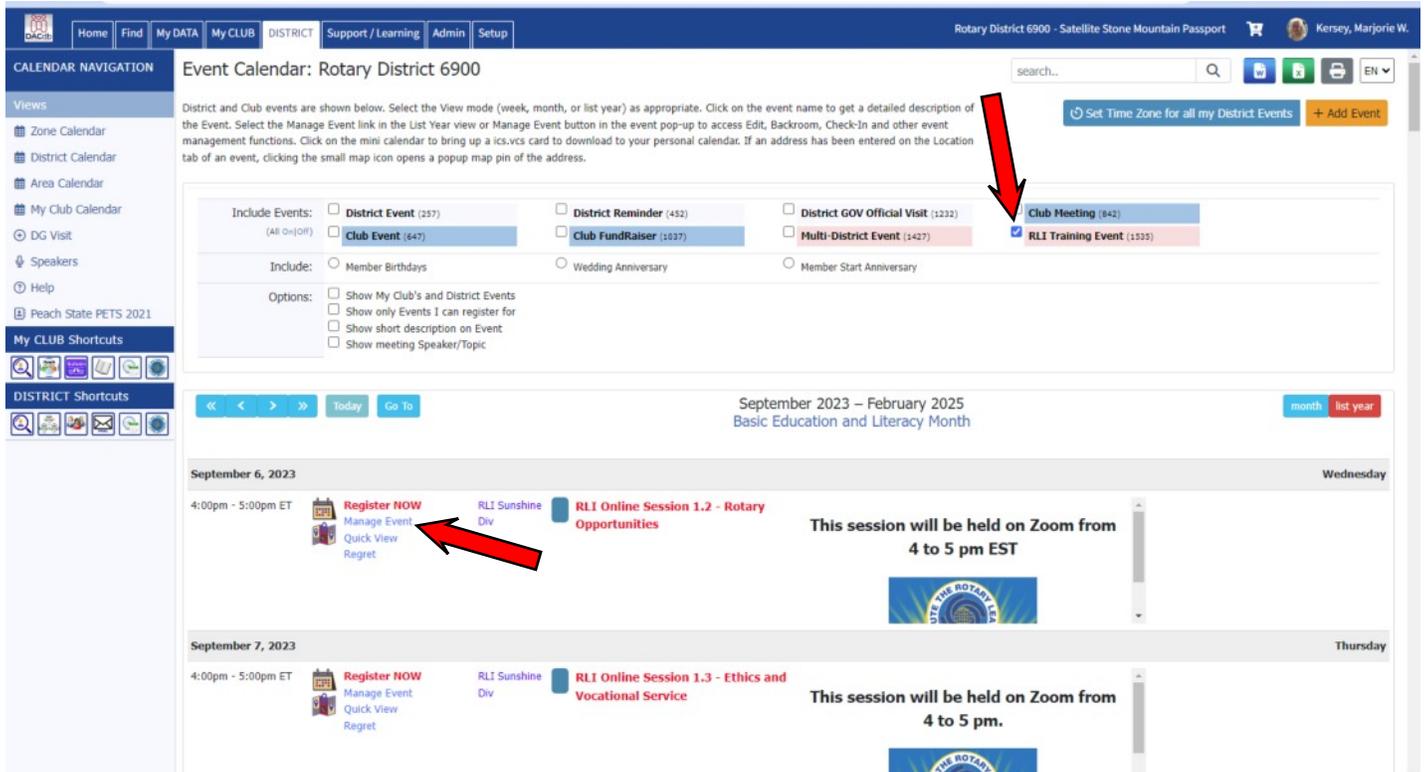
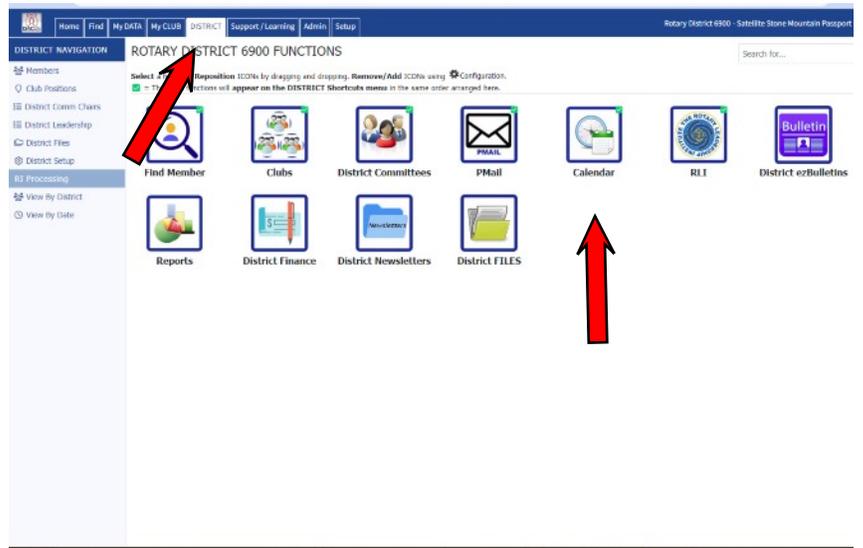


Adding Facilitators

- 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

The screenshot shows the event management interface for "RLI Online Session 3.3 - Public Image". The "Facilitators" tab is highlighted in the top navigation bar. The "Event Information" section contains the following details:

- Event Name: RLI Online Session 3.3 - Public Image
- Event Status: Active
- Event Category: RLI Training Event
- Club/RLI Name: RLI 9001 Event
- Enable Registration: Yes
- Link: Enter virtual meeting link, include the https://
- Speaker: Jamie Mick
- Topic: Enter an optional meeting topic
- Planning Notes/Comments: Enter internal notes or comments regarding the meeting, speaker

At the bottom, there are social media sharing options for Facebook, EverNote, Twitter, Mastodon, LinkedIn, Tumblr, Reddit, Pinterest, and PrintFriendly.

- 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

The screenshot shows the "Facilitators" tab selected. The "Update Event" button is highlighted with a red arrow. The "Selected Facilitator Information" section contains the following table:

Selected	Signup Avail	Rating	Member Name	Club Name	RLI	Level	Approve Date	Home Phone	Office Phone	Cell Phone	Email
<input type="checkbox"/>		0.00	Mick, Jamie	Trinity	6950	Basic		727-857-1971	727-835-3035	727-642--8041	jmick@tbpm.net

The "Available Facilitators" list includes:

- Adams, H. Roy (D6950-St. Petersburg)
- Adams, John C (D6940-Pensacola-Cordova)
- Adizua, Patrick Eychie (D7020-Mandeville)
- Anderson, David F. (D6990-Pinecrest Rotary Club)
- Arnold, Robert Wayne Sr. (D6890-Winter Haven)
- Avery, Debbie (D6930-Vero Beach Sunrise)
- Babbitt, Julia Rose (D6930-Eco Friendly)
- Balmer, David N (D6940-Panama City Beaches)
- Bean, Everett Perry III (D6950-Tarpon Springs)
- Beil, Eugene Leonard (D6950-Hudson)
- Belton, Tracy McIntyre (D6980-The Villages-Noon)
- Berg, Michael L. (D6910-Dawson County)
- Bingham, Chad (D6910-Braselton)
- Blasi, Ellen P. (D6990-Key Biscayne)

The "Selected Facilitators" list includes:

- Mick, Jamie (D6950-Trinity)