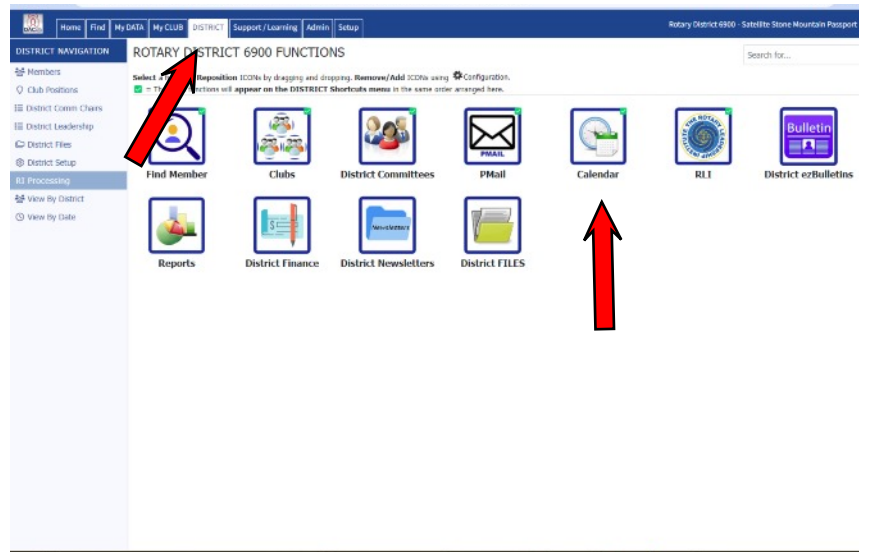
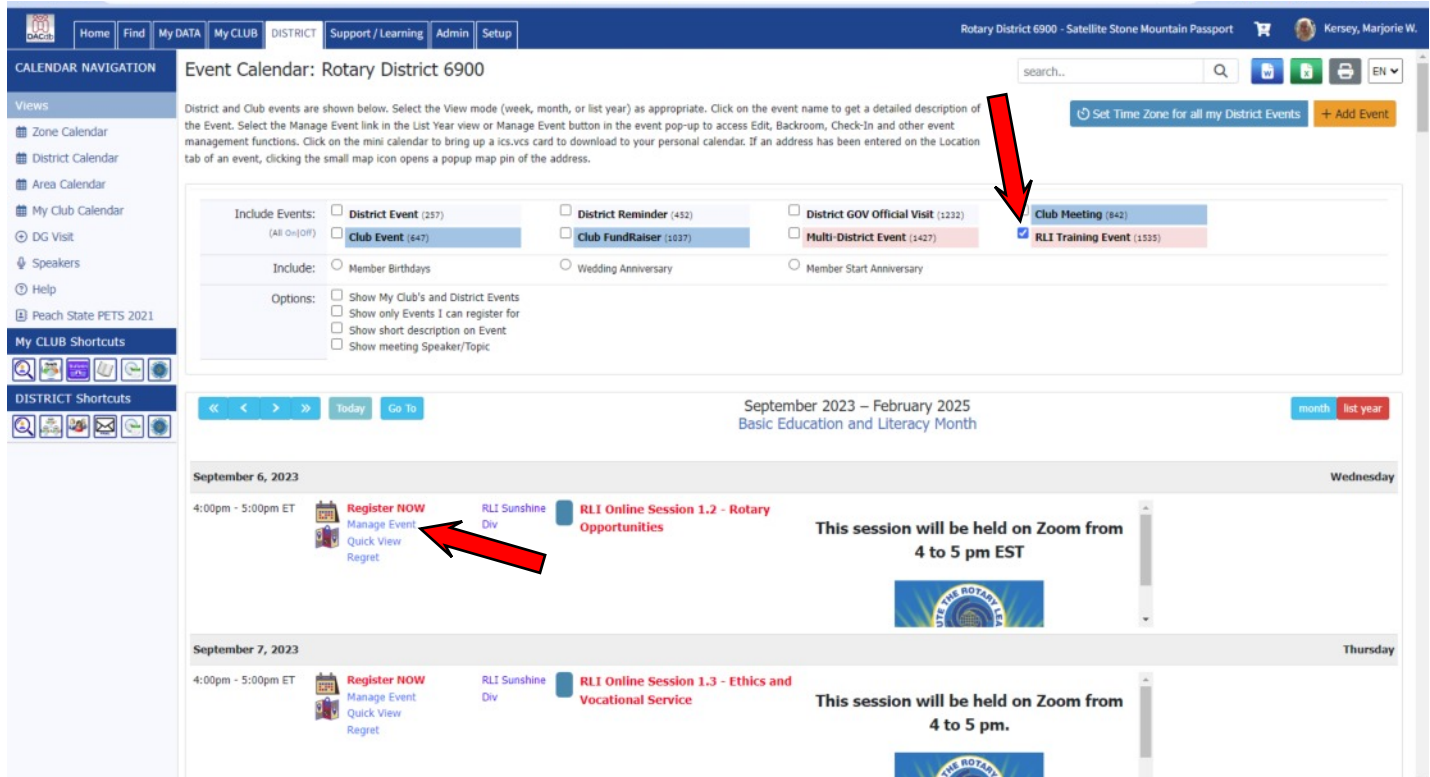


Register Walk-ins on-site

- 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



- While you are doing this, have the student complete the walk in form



Register Walk-ins on-site

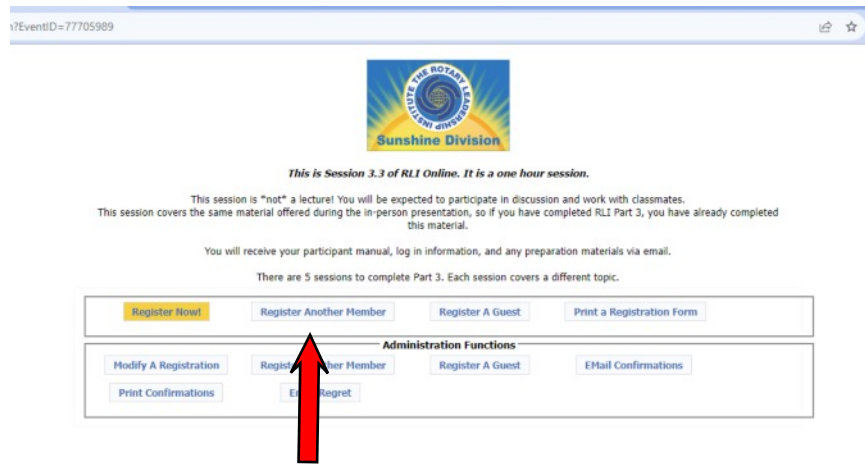
- Click BACKROOM in the left hand column

- Click the REGISTER button
- A new window will pop up
- Ask the student for the completed form

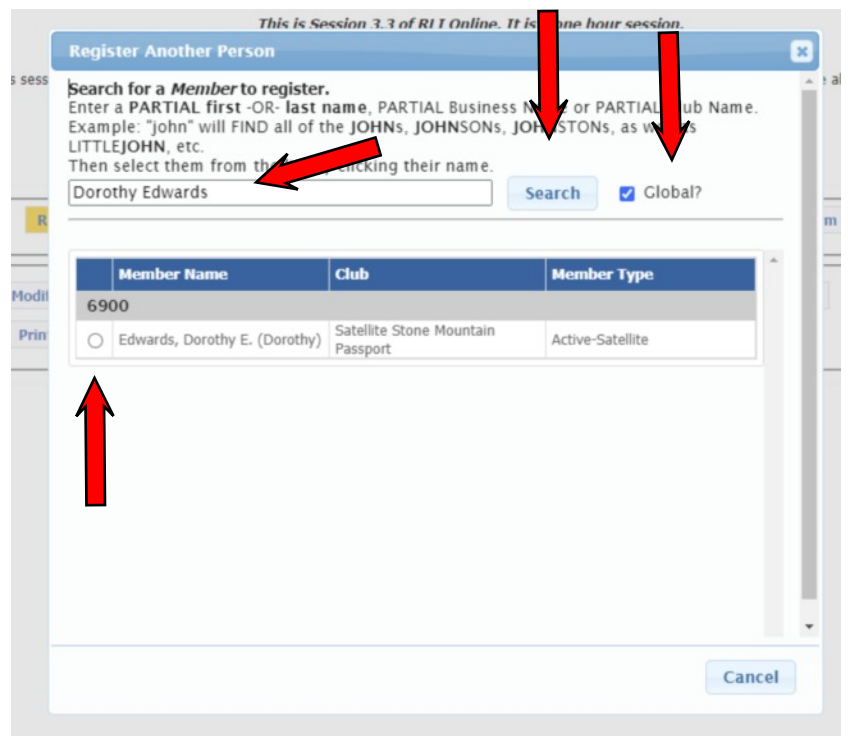
#	Action	Member Name	Paid	Total Amt	Amt Paid	Amt Due	Payments	Member Type	Badge Name	Badge	E-Mail	Chk
1	<input checked="" type="checkbox"/>	Acon, Katty (Katty Acon)	Paid	100.00	100.00	0.00	3M8235020J3682053 History	Active	Katty Acon		acon.katty@gmail.com	Do
2	<input checked="" type="checkbox"/>	Alvarez, Anna Rita (Anna)		100.00	0.00	100.00	Pay On Line 03M57031KJ968345L History	Active	Anna	Profes	anna.r.alvarez@gmail.com	Ho
3	<input checked="" type="checkbox"/>	Alvarez-Pousa, Omar Antonio (Omar)	Paid	100.00	100.00	0.00	History	Active	Omar	Omar Alvarez-Pousa	oa5@nyu.edu	Key
4	<input type="checkbox"/>	Barker, John Dennis (John)	* CANCELLED *	0.00	0.00	0.00	History	Active	John	John Barker	john@fire4.com	Mir
5	<input checked="" type="checkbox"/>	Beatty, Gwynne (Gwynne)	Paid	100.00	100.00	0.00	96P1125858237515X History	Active	Gwynne		gwynne@ucsf.com	For
6	<input checked="" type="checkbox"/>	Blanco-Corey, Marilyn (Marilyn)		100.00	0.00	100.00	Pay On Line History	Active	Marilyn		marilynblanco-corey@gmail.com	Boo
7	<input checked="" type="checkbox"/>	Brookes, Robert (Bob)	Paid	100.00	100.00	0.00	0V829590K8994060U History	Active-RBS	Bob	Bob	robertbrookes@yahoo.com	Key
8	<input type="checkbox"/>	Conklin, Jason Patrick (Jason)	* CANCELLED *	100.00	0.00	100.00	History Pay On Line	Active	Jason	Research Specialist	jconklin@usa.net	Ver
9	<input type="checkbox"/>	Cross, John (John)	* CANCELLED *	100.00	0.00	100.00	History Pay On Line	Active	John		rotaryclubofsunnisef@gmail.com	Sur
10	<input checked="" type="checkbox"/>	Cruz, Edgar Estuardo (Edgar)		100.00	0.00	100.00	History Pay On Line	Active	Edgar	Doctor	edcruz88@gmail.com	Mia
11	<input checked="" type="checkbox"/>	Deveaux, Corlette (Corlette)	Paid	100.00	100.00	0.00	6NE73182L2338251Y History	Active	Corlette		contact@deveauxgroup.com	We
12	<input checked="" type="checkbox"/>	Fardella, Cynthia (Cynthia)		100.00	0.00	100.00	History Pay On Line	Active	Cynthia		cynthia_fardella@hotmail.com	For
13	<input checked="" type="checkbox"/>	Feliciano, Lisa (Lisa Feliciano)		100.00	0.00	100.00	History Pay On Line	Active	Lisa		FELICIANO.LISA1@AOL.COM	Key
14	<input checked="" type="checkbox"/>	Fitzgerald, Dan (Dan Fitzgerald)	Paid	100.00	100.00	0.00	88L08254M1765891T History	Active	Dan Fitzgerald		dan@rosjgiving.com	We
15	<input checked="" type="checkbox"/>	Folkers, Sparkie (Sparkie)	Paid	100.00	100.00	0.00	4HP87246VH960782H History	Active	Sparkie	Business/Home Imprc	sparkiefolkers@gmail.com	Coc

Register Walk-ins on-site

- If the person is a Rotarian, click REGISTER AN-OTHER MEMBER
- Another box will pop up



- Enter the person's name
- Click the GLOBAL button if they are *not* from your district
- Click SEARCH
- A list of names will come up, find your student and click the dot in front of their name
- A new box will pop up



- Click CONTINUE
- Another box will pop up



Register Walk-ins on-site

- Click the dot next to the class they wish to attend
- Click PROCEED TO CONFIRMATION
- A new box will pop up
- Click CONFIRM SELECTIONS
- A new box will pop up

RLI Online Session 3.3 - Public Image
Tuesday Oct 24, 2023 (ID=77705989)

Step 2 - Make Selections

Selections for: **Dorothy E. Edwards (Dorothy)**

Questions	Dorothy E. Edwards Selections
Enter your question text here	<input checked="" type="radio"/> Public Image Session 3.3 02:00 PM Tuesday Oct 24, 2023 - Tuesday Oct 24, 2023 03:00 PM Zoom Cost 15.00

Total Event Fee(s) for this registration: 15.00

[Proceed to Confirmation](#)

RLI Online Session 3.3 - Public Image
Tuesday Oct 24, 2023 (ID=77705989)

Step 3 - Verify and Confirm

Please click CONFIRM at the bottom of the page after checking the accuracy of your information.

Selections for: **Dorothy E. Edwards**

Questions	Selection	Qty	Cost	Total
Enter your question text here	Public Image Session 3.3 02:00 PM - Tuesday Oct 24, 2023 03:00 PM		15.00	
Dorothy E. Edwards Total:				15.00

Total Event Fee Due: 15.00

[Confirm Selections](#)

RLI Online Session 3.3 - Public Image
Tuesday Oct 24, 2023 (ID=77705989)

Step 4 - Payment

Event Fee Summary:



Description	Amount
Edwards, Dorothy E.	15.00
Total Event Fees:	15.00
Amount Already Paid:	0.00
Amount Due:	15.00

Payment Options:

Pay Online By Credit Card / Debit Card:

- Only the credit cards shown below are accepted.
- **PLEASE use your credit card Billing Address on the next screen.**
 - Set the preferred address to match your credit card billing address under the 'Contact' tab, or;
 - Enter a credit card billing address, and set the 'CC Billing Address' to use that address.
 - Close the window, and proceed to pay for the event online
- Click on the **Pay By Credit Card Online** on the right.

Card Types Accepted:

[Pay By Bank Card](#)

- Follow the directions for taking payments on-site