

DACdb User Sign-In

- 1. To Access DACdb: The District and Club Database homepage is: www.directory-online.com
- 2. DACdb Sign In: to sign into the DACdb Sign In Page, you will need the following information:
 - User Name: this is usually your email address.
 - Password: this is usually your Member Number (your club secretary should have if needed.)
 - Your member number can be found on the mailing label on the front of your Rotarian magazine (a seven digit number located in the upper left side of label.)
 - *Club Number*: Only required for lvI-5+ members (your club secretary should have if needed.)
 - Check the *Remember Me* Box for future ease of login (do not select when logging in using public devices.)

DACdb	Club database was developed to assist districts and clubs to meet the	ir administrative reporting requirements to Rotary
International, and course the memb	d to foster easier communications within the district for the district leasers of Rotary Clubs.	dership, district committees, club leadership, and of
Sign In	Request Event ezLink	DACdb Mobile
	£	lust got better!
User Name:	(Usually your EMail address)	Sust got better.
Password:	(Usually your RI MemberID or Last Name)	Have you tried
Club Number:	Not required unless you are an AG or District Officer	DACdb Mobile
Remember Me:	DO NOT check this on public systems (e.g., libraries, internet cafes)	yet?
	Login	http://m.DACdb.com
Fo	prgot Password?	
	<u>Login HELP</u>	Go To DACdb Mobile
		Create DACdb Mobile Desktop ICON
Create DaCdb Short C	Cut View Mobile Website Privacy Policy	
		Copyright© 2003-2015, All Rights Reserved

3. Other Options On Sign In Page:

- *Create DACdb Shortcut*: click and hold on this hyperlink and drag to your desktop for a DACdb shortcut on your desktop.
- *View Mobile Website*: you can access the mobile website from here if you want to login to DACdb using your mobile device. (More information on the mobile site below.)
 - o Cellular coverage or wireless internet access is required.
- Login Help: Click here if you need additional assistance with logging in.
- *Forgot Password*? If you forgot your password, click here and enter your user name. We will send you a link to click on and enter a new password.
- *Request Event ezLink*: When you click this button, enter your email address and security code and we will search for any available event(s) that you can obtain an ezLink Registration.



User Sign-In Guide

July 2015

DACdb

The District and Club database was developed to assist districts and clubs to meet their administrative reporting requirements to Rotary International, and to foster easier communications within the district for the district leadership, district committees, club leadership, and of course the members of Rotary Clubs.

Sign In	Request Event ezLink	DACdb Mobile
User Name: Password: Club Number: Not req Remember Me: DO NOT check the	(Usually your EMail address) (Usually your RI MemberID or Last Name) uired unless you are an AG or District Officer is on public systems (e.g., libraries, internet cafes)	Just got better! Have you tried DACdb Mobile yet?
Login Forgot Password? Create DaCdb Short Cut View Mobile Web	Login HELP	http://m.DACdb.com Go To DACdb Mobile Create DACdb Mobile Desktop ICON
		Copyright© 2003-2015, All Rights Reserved

4. Enter The DACdb Site:

- If you selected the *Remember Me* box: for future logins, you will not be required to enter your information into the fields above (unless you clear your browser's cookies)
- You will see a listing of main tabs in light blue (i.e. Clubs) and sub-menu items (i.e. Ignite) directly underneath, which can be selected. The currently selected tab is in a darker blue.

District and Oub database	District 5110	
Home Find Acc	s Users CLUBS My CLUB My CLUB My DATA Committees PMail Calendar DUES Repo	ts
Where CLUBS Meet Submit Atten	lance Member DIRectory Setup Ignite	
•		
Club Member Listing	Welcome to the new My Club listing! To access the old version of My Club click here.	
Club Officers	Sisters Club Members (Club# 26829)	



DACdb Mobile User Sign-In

- 1. DACdb Mobile: You may access DACdb from your mobile device (iPhone/iPad/Android)
 - From your device, go to: <u>http://m.dacdb.com</u>



- 2. DACdb Mobile Sign In: to access the mobile DACdb site, you will need the following:
 - *Login Name*: this is usually your email address.
 - *Password*: this is usually your Member Number (your club secretary may have if needed.)
 - Your member number can be found on the mailing label on the front of your Rotarian magazine (a seven digit number located in the upper left side of label.)
 - *Club Number*: Only required for lvI-5+ members (your club secretary may have if needed.)
 - Check the *Remember Me* Box for future ease of login (except when logging in using public devices.)
 - From the mobile site, you can access a variety of different options, which are labeled in blue.
 - o (i.e. Attendance: You can Enter Attendance, Add Club Meeting and Enter Makeups.)



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Rotary Sign In Assistance

If you need assistance with logging into the DACdb or DACdb mobile website, please contact: support@directory-online.com, explain your problem and someone will get right back to you.