

Everything you will need to manage your club's membership records can be found behind the “**MyClub**” tab.

- **Directory of Club Officers**
- **Section 1. – Club Information**
- **Section 2. – Club Committees**
- **Section 3. – Club Members and Positions**



Section 1. – Club Information - In this section you can:

- **Edit information** about your Rotary club
- Submit a monthly **Attendance Report** to the District office
- **Add New Member** to the database
- If implemented you can
 - **View your club calendar,**
 - **View the District calendar,**
 - **View your club bulletins,**
 - **View the District newsletter.**

Section 2. – Club Committees

- **Add** committees here
- **Assign** members to committees
- **Define** a members' role in the committee. (when you identify a chair of the committee you allow the chair level 2 permissions which enables management and communication with the committee members.

Section 3. – Club Members and Positions

- **Edit Club positions** – you can identify officers here
- **Identify Paul Harris Fellows, and Sustaining Members**
- **Add New Members**
- **Prepare Club Reports**
- Send **Bulk Mail** through your onboard email program (i.e. Outlook)
- Send **P-Mail** through DaCdb's email client. Once you get used to this it is easier than using your on-board email program.