



District and Club Database (DACdb)

## Level-5 Access for Area Officers

February 10, 2017

<http://www.directory-online.com/Rotary/>

- We hope this sheet will provide you with an understanding of features of the District and Club Database (DACdb) which are available to all Level-5 Area Officers (Assistant Governors, Foundation Advocates, Membership Advocates). We don't intend to describe in detail how each feature works, but we will be happy to work with you if and when you need more information.
- If you need assistance with your username & password contact **PhilMorris@Rotary7690.org**. Include your name and club in the body of the email message.
- An outline of features available to Level-5 Area Officers can be found on the **DACdb HOME** page.




### AREA tab

Information about District and Club Leaders in your area can be found using the AREA tab. Full contact information is given for Rotarians in clubs in **your** area. Limited contact information is given for Rotarians in clubs not assigned to your area. By default, information is displayed for Club President, Club Secretary and Club Treasurer for the current year.

- **Display Options** allow you to add other club officers to the list.
- **Change OrgYear** enables you view the Area and Club Leadership information for other years.

### CLUBS tab

From the CLUBS tab the functions that may interest you are:

- Create **REPORTS** () you can manage information about your clubs and your clubs' membership using one of the reports provided.
- Send **PMail** () you can send PMail to all Rotarians in your Area.
- Send **TEXT MESSAGES** () Messages can be sent to members' cell phones, if the database contains information about the members' cell phone carrier. By default, members without a carrier defined will be sent an E-Mail message.

For further information or assistance, contact [PhilMorris@Rotary7690.org](mailto:PhilMorris@Rotary7690.org).