

## Sign In

### Credentials

**User Name:** usually your email address

**Password:** usually your RI Member ID number

**Club Number:** Find your club number at <http://rotary7690.org/7690-Club-Numbers.shtm>

### PROBLEM?

You may request your [Sign In](#) credentials. Send your request by email to [PhilMorris@Rotary7690.org](mailto:PhilMorris@Rotary7690.org)  
Include your name and your club name in the email.

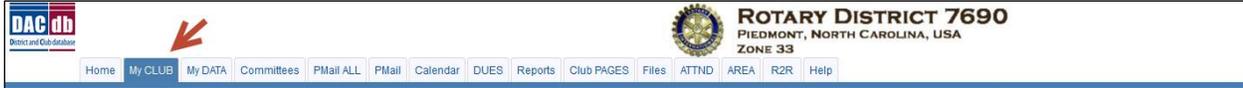
## How to update your own member profile

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Help? Contact [PhilMorris@Rotary7690.org](mailto:PhilMorris@Rotary7690.org) or 336-887-7435  
Karen and I will be happy to arrange 1 on 1 DaCdb instruction at a computer near you.

## How to manage your club's records (Security Level 4)

The key to managing your club's records is found in the 'My CLUB' tab:



### Section 1 – Club Information

**Section 1 - Club Information:**

Meeting Time: Monday at 12:00 PM  
 Meeting Place: String & Splinter Club  
 Meeting City: High Point  
 Meeting Address: 300 West High Avenue, High Point, NC 27265  
 Meeting Directions: From NORTH High Point: take Main Street (US-311), turn RIGHT on English Drive. From SOUTH High Point take Main Street (US-311), turn LEFT on English Drive. Turn left on Lindsay Street (the second traffic light). You will cross the railroad tracks via an overpass. West High Avenue is on the south shoulder of the tracks. The String & Splinter Club is in the building next to the Market Square tower. Parking is available in the courtyard, or below the Market Square tower.

Club Description:  
 Link to Club Website: <http://www.FurniturelandRotary.org>  
 Link to About Us:  
 Link to Project URL:

**Club Admin**

Furnitureland ID=6059

**Club Information**

Enter the Club information. The fields marked with \* are required fields.

**Club Info:**

\*Club Name: **Furnitureland** (Level-7 change only)  
 Club Badge Name: Furnitureland Shorter form of Club Name used on Badges (max 32 chars)  
 Active: Yes  
 Club Type: Regular Club  
 \*Club Number: **6059** (To change the Club Number, please contact support)  
 \*AREA: 6 Club Area /Region Number. Non-Regular clubs should be 0.  
 Charter Number:   
 Charter Date: 05/16/1971 (mm/dd/yyyy) - Charter Date - default is today -- please change  
 EIN:  Optional Club Tax ID  
 Alt EIN:  Optional alternate or secondary Club Tax ID (e.g., club foundation)  
 Club Sponsor(s):  Optional sponsor club name  
 Representative:  Optional Representative name

**Club Options:**

Notify on File Upload: Yes Notify Club members when a document is added or updated  
 Map Display: On Turn on/off MyClub map display  
 Rotary Interface: RI "Direct Connect" RI Direct Connect Interface *also* requires corresponding setting in RI MAP.



### ***How to Add a New Member to DaCdb:***

You will need a RI Membership Number when you add a new member to the database. Only Rotary International assigns membership numbers. You can find additional details about adding new members to the RI database and to DaCdb in the **Help** tab - 'Review FAQ Notes.'

Here is the recommended procedure:

Add the new member directly into the RI database with minimal data (Name, Address, and Admission Date.) Here's how:

1. Visit [www.Rotary.org](http://www.Rotary.org), log into 'My Rotary,' click on 'Manage' and select 'Club Administration'
2. Select "Add/edit/remove member – Club level" and follow the instructions for adding new members.
3. After you have added the new member you can find the RI Membership Identification. **Make a note of this number.**
4. Now that you have the new member's you are ready to add the new member's information to District and Club Database (DaCdb). Use the RI Membership ID number you just noted as the DaCdb **Member ID**.

Proceed to **Add NEW Member** screen



## How to manage Club Positions

- Section 3: Club Members and Positions:

**Section 3: Club Members and Positions:**

**Member Type:** (All ON | OFF) [Default Setup](#)

Active     Active-LOA     Active-Associate     Active-Corporate     Active-R85  
 Honorary     Alumni     Alumni-Verified     Alumni-INTERACT     Alumni-ROTARACT  
 Alumni-RYE     Alumni-RYLA     Friends of Rotary     Guest     Guest-Rotarian  
 Proposed     Staff Position

**Search/Filter:**  Search by listing by Last Name or Badge\*

**Show:**  Current Members     Terminated Members

[Edit Club Positions](#)    [Edit PHF/SM](#)    [Add Member](#)    [Club Reports](#)    [Bulk Email](#)    [PMAIL](#)

Displaying 1 to 59 of 59 Members.    [A](#) | [B](#) | [C](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [M](#) | [N](#) | [O](#) | [P](#) | [R](#) | [S](#) | [T](#) | [W](#) | [ALL](#)

<input checked="" type="checkbox"/>	Member Name	Type	Position	Home Phone	Office Phone	PHF	SM	BDay	Email
<input checked="" type="checkbox"/>	Abeles, Cheridan	Guest							CarolinaBelle7@hotmail.com
<input checked="" type="checkbox"/>	Abeles, Eric (Cheridan)	Active	Club Service Chair		336 881 3390			5/16	eabeles@hpbinsurance.com
<input checked="" type="checkbox"/>	Adams, James E. (Jim & Gloria)	Active		336-884-1618	336-880-6501	<input checked="" type="checkbox"/>		9/23	jadamsfurniture@gmail.com
<input checked="" type="checkbox"/>	Ayer, Mark L.	Active	Secretary Secretary-Elect	336-884-1374	336-861-6270	<input checked="" type="checkbox"/>		5/10	MLADVM@NorthState.net

Edit Club Positions screen:

**Club Admin**

**Furnitureland**    ID=6059    [Cancel](#)    [View](#)    [Update](#)

[Information](#)    [Address](#)    [Meeting Info](#)    [Links](#)    [Committees](#)    **[Positions](#)**    [Billing](#)    [Security](#)    [PData](#)    [Notes](#)

**Club Positions**

This is a list of Club members and their position(s) in this Club. Members get added to this list by being a member of the Club (there is no add link here). Member positions within the club can be edited from this screen, just click on the PENCIL  icon.

**Listing Options:**    **Listing Reports:** (Pop-Up blockers must be disabled)

Show:  Only members with club positions?    Leadership History: [Click Here](#)

OrgYear: 2015-16    [Select the correct 'OrgYear'](#)    Position Summary: [Click Here](#)

59 members    [A](#) | [B](#) | [C](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [M](#) | [N](#) | [O](#) | [P](#) | [R](#) | [S](#) | [T](#) | [W](#) | [ALL](#)

Edit	Club Member Name	MemberType	Sec-Lvl	2015-16 Positions
<b>- A -</b>				
	Abeles, Cheridan	Guest	1	
	Abeles, Eric	Active	3	Club Program Chair, Vice President (CPC,VP)
	Adams, James E.	Active	2	
	Ayer, Mark L.	Active	4	Secretary (S)
<b>- B -</b>				
	Blue, William F.	Active-R85	1	
	Burnett, Caroline H.	Active	1	
<b>- C -</b>				
	Cain, Elwood	Guest	1	

**Club Position Admin**

Click [Edit] to change or add new roles to these position(s) in the same time period (typically the OrgYear). Click [Add] to add a new position in a different time period (in most situations this would be in a new OrgYear period).

**Ayer, Mark L.** ID=76906307 Close Delete Edit Clone Last Add

Active	Start Date	End Date	Club Position Name	Leader	S-Lvl	Sort
	07/01/2015	06/30/2016	Secretary	✓	4	10
✓	07/01/2014	06/30/2015	Secretary Secretary-Elect	✓	4	10

**Use this to ADD a new position in another OrgYear**

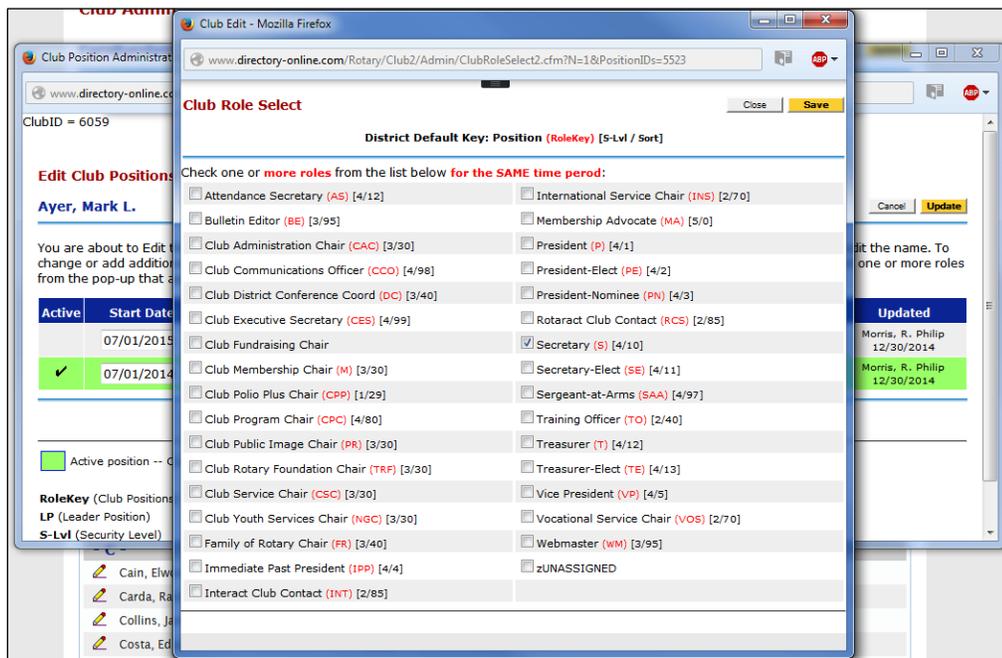
Active position -- Current member position in use

**RoleKey** (Club Positions) - RoleKeys link Club Position to one or more Committees.  
**LP** (Leader Position) - Check this if you want the position shown at the top of the club listing.  
**S-Lvl** (Security Level) - Security level for this position (e.g., 4 is club officer). You cannot grant a security level higher than your own.  
**Sort** (Sort Position). - Affects the leader position sorting sequence, lower numbers sort first.

**Ayer, Mark L.** ID=76906307 Close Delete Edit Clone Last Add

Active	Start Date	End Date	Club Position Name	Leader	S-Lvl	Sort
	07/01/2015	06/30/2016	Secretary	✓	4	10
✓	07/01/2014	06/30/2015	Secretary Secretary-Elect	✓	4	10

**Use this to EDIT positions or to ADD additional roles**



**\*Did I do it right?\***

Visit <http://www.rotary7690.org/databasesupdate.shtml>

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Help? Contact [PhilMorris@Rotary7690.org](mailto:PhilMorris@Rotary7690.org) or 336-887-7435

*Karen and I will be happy to arrange 1 on 1 DaCdb instruction at a computer near you.*

## Calendar

Rotary District 7690  
 PIEDMONT, NORTH CAROLINA, USA  
 ZONE 33

Home My CLUB My DATA Committees PMail ALL PMail Calendar **DUES** Reports Club PAGES Files ATTND AREA R2R Help

View DISTRICT Calendar Goto RegisterME ADD to CLUB Calendar Event Questions View CLUB Calendar Clone Event

Calendar of Events  
 Rotary District 7690 **District Calendar**

Event Calendar Parameters:

Calendar: [  List  Block ] Search Events: [ ] Search Now [ ] To Word [ ] To Excel [ ] Printer Format [ ]

Include Events:  District Event  District Reminder  District GOV Official Visit  Club Meeting  
 Club Event  Club FundRaiser  Multi-District Event

Rotary District 7690  
 PIEDMONT, NORTH CAROLINA, USA  
 ZONE 33

Home My CLUB My DATA Committees PMail ALL PMail Calendar DUES Reports Club PAGES Files ATTND AREA R2R Help

FIND a Member MAP to CLUBS List ALL Clubs Submit Attendance Where CLUBS Meet **Club CALENDAR** Club BULLETINS Stories ezBulletin RI COMPare NewMember FORM Secretary DOC RI TranLog Poll Verify Setup

Calendar of Events  
 Rotary District 7690 - Calendar for Furnitureland

Event Calendar Parameters:

Calendar: [  List  Block ] Search Events: [ ] Search Now [ ] To Word [ ] To Excel [ ] Printer Format [ ]

Include Events:  District Event  District Reminder  District GOV Official Visit  Club Meeting  
 Club Event  Club FundRaiser  Multi-District Event

Event Type	District Calendar	Club Calendar	
District Event	Yes	Yes	
District Reminder	Yes	Yes	
District GOV Official Visit	Yes	Yes	
Club Meeting	<b>No</b>	Yes	Use 'Club Meeting' for those events restricted to club members, or of local interest only.
Club Event	Yes	Yes	
Club Fund Raiser	Yes	Yes	PROBABLY a club fund raiser such as "Weekly Bingo" at a local recreation center should be considered a 'Club Meeting' and not a 'Club Event' or 'Fund Raiser.'
Multi-District Event	Yes	<b>No</b>	

## A new event registration procedure for DaCdb:

We will be phasing in a new event registration procedure over the next few months. Look for it to start with the District 7690 Installation of District Officers event.

Click on REGISTER NOW in the calendar or on the REGISTER NOW link that is sent with the announcement of the event. This screen will appear. Click on the REGISTER NOW button on the bottom right of the screen.

<b>Event Name:</b>	Rotary District 7690 Installation Banquet
<b>Description:</b>	
<b>Location:</b>	 <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> <p><b>Rotary District Officers Installation Banquet - June 23, 2015</b> Pinewood Country Club Asheboro Cocktails (cash bar) -- 6:00 pm Dinner - 7:00pm</p> </div>
<b>Event Date:</b>	Tuesday Jun-23-2015
<b>Event Start Time:</b>	6:00 PM
 <span style="background-color: #FFD700; padding: 5px 15px; border: 1px solid black; font-weight: bold; color: black;">Register Now!</span>	

### STEP 1 – Your Information

We're using Walter Abele as an illustration. If he wanted to add another person (spouse, guest) he would click ADD ANOTHER PERSON.

If not, he would click CONTINUE. Our example will show adding an additional person.

**Rotary District 7690 Installation Banquet**  
Tuesday Jun 23, 2015 (ID=77252681)

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**Step 1 - Your Information**

You are making a registration for **yourself**.

Use Add Another Person button below to include your spouse/partner, guest or another Rotarian.

Registration Information For: **Walter Abele**

Please enter/update:

<b>* First Name:</b>	<input type="text" value="Walter"/>	<small>Login to change first name</small>
<b>* Last Name:</b>	<input type="text" value="Abele"/>	<small>Login to change last name</small>


Add Another Person
Continue

**Register Another Person**

This pop-up screen will appear. Walter can add another Rotarian, a spouse (or partner), or a guest.

He would repeat this process for each person he wants to register.

Rotary District 7690 Installation Banquet  
Tuesday Jun 23, 2015 (ID=77252681)

Step 1 - Your Information

You are making a registration for **yourself**.

Use **Add Another Person** button below to include your spouse/partner, guest or another Rotarian.

Registration Information For: **Walter Abele**

Please enter/update:

\* First Name:  Login to change first name

\* Last Name:  Login to change last name

**Register Another Person**

Is the person being registered a:

- Another Rotarian
- Spouse or Partner
- Other Guest (e.g, friends, children)

Cancel Select

We have shown the screen after he added his spouse.

Rotary District 7690 Installation Banquet  
Tuesday Jun 23, 2015 (ID=77252681)

Step 1 - Your Information

You are making a registration for **2** people.

Use **Add Another Person** button below to include your spouse/partner, guest or another Rotarian.

Registration Information For: **Walter Abele**

Please enter/update:

\* First Name:  Login to change first name

\* Last Name:  Login to change last name

Registration Information For: **Sue Abele (Spouse/Partner)**

Please enter/update:

\* First Name:

\* Last Name:

Add Another Person Continue

**STEP 2—Make Selections**

In this particular event there are no selections to be made, but this is where he would make selections for each person (such as food choices, outside event selections for District Conference, etc.)

Proceed to Confirmation.

Rotary District 7690 Installation Banquet  
Tuesday Jun 23, 2015 (10=77252681)

Step 2 - Make Selections

You are making a registration for 2 people.  
There are 2 sections below -- one for each person registering. Please be sure to complete all 2 sections.

Registration for: Walter Abele (Walter)

Questions	Walter's Selections						
I will be attending the District 7690 Installation Banquet on June 23.	<table border="1"> <thead> <tr> <th>Qty</th> <th>Cost</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>40.00</td> <td>40.00</td> </tr> </tbody> </table>	Qty	Cost	Total	1	40.00	40.00
Qty	Cost	Total					
1	40.00	40.00					

Registration for: Sue Abele (Sue)

Questions	Sue's Selections						
I will be attending the District 7690 Installation Banquet on June 23.	<table border="1"> <thead> <tr> <th>Qty</th> <th>Cost</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>40.00</td> <td>40.00</td> </tr> </tbody> </table>	Qty	Cost	Total	1	40.00	40.00
Qty	Cost	Total					
1	40.00	40.00					

Total Event Fee(s) for all 2 registrations: **80.00**

Proceed to Confirmation

**Step 3— Verify and Confirm**

This screen will appear, verifying the selection(s) he has made.

Rotary District 7690 Installation Banquet  
Tuesday Jun 23, 2015 (10=77252681)

Step 3 - Verify and Confirm

You are making a registration for 2 people. Please be sure to review and verify all sections below before confirming your registration.

Registration For: Walter Abele

Question	Selection	Qty	Cost	Total
I will be attending the District 7690 Installation Banquet on June 23.		1	\$40.00	\$40.00
<b>Walter Abele Total:</b>			<b>\$40.00</b>	

Registration For: Sue Abele

Question	Selection	Qty	Cost	Total
I will be attending the District 7690 Installation Banquet on June 23.		1	\$40.00	\$40.00
<b>Sue Abele Total:</b>			<b>\$40.00</b>	
<b>Total Event Fees for all 2 Registrations:</b>			<b>\$80.00</b>	

Confirm Selections and Proceed to Payment

**Step 4 – Payment**

This screen will appear asking him to choose his method of payment. In this case the only choice is by check, although credit cards would appear as an option if the District were accepting them.

Step 4 - Payment

Event Fee Summary:

Description	Amount
Abele, Walter	\$40.00
Abele, Sue	\$40.00
<b>Total Event Fees:</b>	<b>\$80.00</b>
Amount Already Paid:	\$0.00
<b>Amount Due:</b>	<b>\$80.00</b>

Payment Options:

Pay By Check:

- Submit your check payment according to the event instructions.
- Click the **Pay By Check** button on the right.

Check Types Accepted:

Personal Check  Club Check

Pay By Check

This pop-up screen will appear when PAY BY CHECK is selected. From the drop down, he would select the type of check he'll be sending (personal, club or company in this case) before he can proceed to the next screen.

Rotary District 7690 Installation Banquet  
Tuesday Jun 23, 2015 (ID=77252681)

Step 4 - Payment

Event Fee Summary:	
Description	Amount
Abele, Walter	\$40.00
Abele, Sue	\$40.00
<b>Total Event Fees:</b>	<b>\$80.00</b>
Amount Already Paid:	\$0.00

**Pay By Check** [X]

Enter your check information below:

Amount Due:

Check No:  (optional - if known)

Check Type:  ←

Notes/Comments: Enter payment note to moderator(s) below (if any):  
Max 255 chars

Done

This is a confirmation of his registration which he can print for his records or e-mail to his club treasurer if appropriate.

Event Name: Rotary District 7690 Installation Banquet

Description:

Location:  **Rotary District Officers Installation Banquet - June 23, 2015**  
Pinewood Country Club  
Asheboro  
Cocktails (cash bar) - 6:00 pm  
Dinner - 7:00pm

Event Date: Tuesday Jun-23-2015  
Event Start Time: 6:00 PM

Registration For: **Walter Abele (Walter)** (Registration No: 318755)

Question	Selection	Qty	Cost	Total
I will be attending the District 7690 Installation Banquet on June 23.		1	\$40.00	\$40.00
<b>Walter's Total:</b>				<b>\$40.00</b>

Registration For: **Sue Abele (Sue)** (Registration No: 318756)

Question	Selection	Qty	Cost	Total
I will be attending the District 7690 Installation Banquet on June 23.		1	\$40.00	\$40.00
<b>Sue's Total:</b>				<b>\$40.00</b>

**Total Event Fee(s) for registration: \$80.00**

\$40 per person - please send a copy of this confirmation form and your check made payable to  
**Rotary District 7690**  
to:  
Rotary District 7690, 114 Willoughby Park, High Point, NC 27265

Thank you.

PLEASE PRINT THIS CONFIRMATION FOR YOUR RECORDS.