



## DACdb to RI “Direct Connect” Selection Process



### Choose DACdb as Your Partner Organization

#### Summary: Updating the Rotary Database automatically from DACdb

**DACdb** now has the ability to automatically update Club and Member data *directly* into the Rotary (RI) database...this is called “**RI Direct Connect**” (which significantly speeds up the updating process. Otherwise, your changes are sent by Email, which is the default method). The updates occur in the RI database within a few minutes after the user clicks the UPDATE button in **DACdb** (verses a few days using the default Email notification procedures). This is a **2-step process**, which **MUST** be done in this sequence.

First step, go to the Rotary.org web site, and choose **MY ROTARY to LOG IN**. And, after logging in, click on **MANAGE**, and then the **CLUB ADMINISTRATION** link. Once you are on the Club Administration page, *SCROLL down* to the **PARTNER ORGANIZATION** section, and select **DACdb** as your integration partner.

Second step, log into **DACdb**, and *EDIT* your Club data to select “RI Direct Connect” as the interface option for your Club. This selection is near the bottom of the first club page in edit mode.

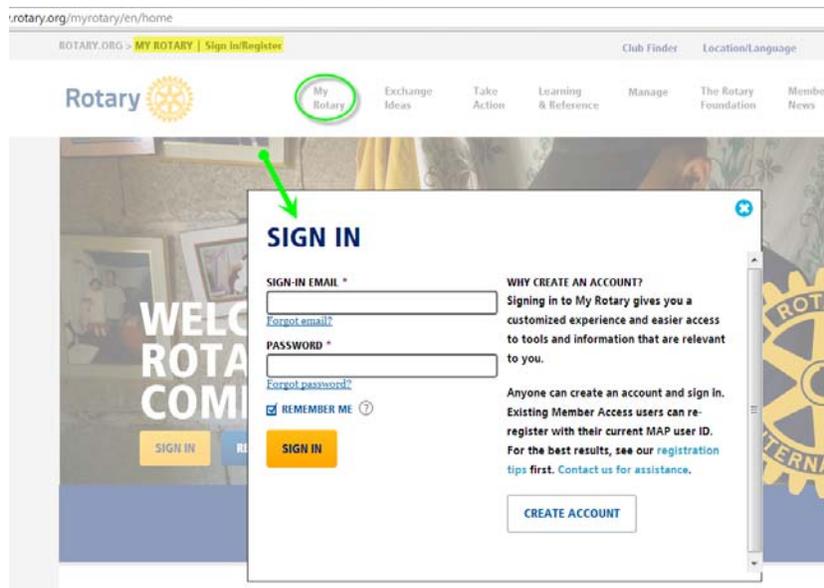
Once these 2 steps are successfully completed, it is an automated process to interface directly into the RI database any changes entered into the **DACdb** database that Rotary wants to know about. Also, the **RI COMPare** function becomes available, which shows the RI data and the **DACdb** data “side-by-side” for all your club members.

NOTE: **ONLY** the current club president, club secretary, or club executive secretary (club officer *of record*) at RI can make the Partner Organization selection in the Rotary web site. And, the DCO in the district can **not** make these selections for their clubs.

Below are the screen shots for both **STEP 1** and **STEP 2** to assist you in making these selections in both databases.

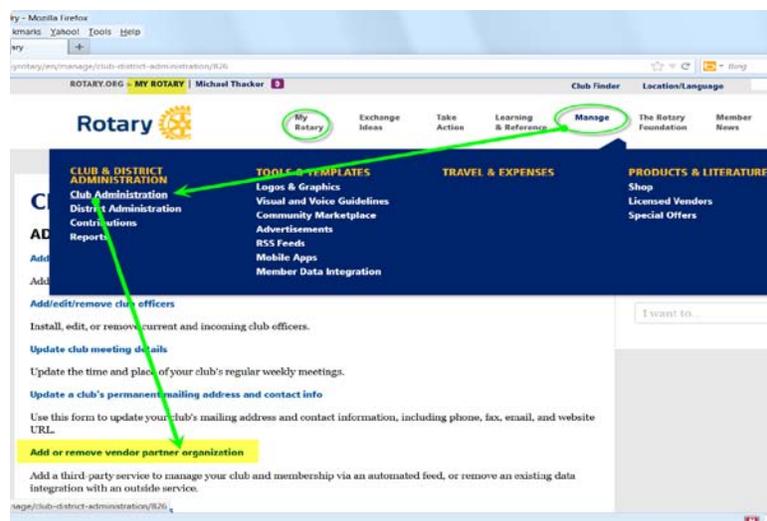
## STEP 1: Choose DACdb as the Partner Organization in the RI database

A current club officer of record accesses the Rotary web site: [www.Rotary.org](http://www.Rotary.org)  
Then, click on **MY ROTARY** link to get to the screen with the **SIGN IN** (or **Register**) buttons. Click **SIGN IN** (or **Register**) button, and the following screen is displayed.



If this is the first time you are logging into the RI database, then you must register by clicking on the **CREATE ACCOUNT** button. Then, RI will send you an email within a few hours, so you can log in. **NOTE:** If you have any problems logging into the RI database, THEN you must contact RI for assistance, as we have no capability to help you log into the RI database.

After logging in, click on the **MANAGE** link, then the **Club Administration** link, and finally the **Add or remove vendor partner organization** link. **NOTE:** Only club officers of record at RI will see these links.



(continuing - **STEP 1: Choose DACdb as the Partner Organization**)

Scroll down to near the bottom of the Manage Club Data screen, and then select **DaCdb** from the list of partner organizations...then **SAVE** your selection.

Rotary

Have a question? Visit our FAQ.

**Scroll DOWN to select**

**PARTNER ORGANIZATION**

Manage Club Data  
Your club information will be listed in the Official Directory as shown below. To make changes, click "Edit" for each of the sections below. **Information must be entered by 10 March, each Rotary year, to appear in the Official Directory.**  
**Note:** Club contact information will be published in Rotary media, including Club Locator on the RI website. Club officer information will be published in the Official Directory only.

Rotary Club of:	Warrenton
Year of Admission:	1945
Number of Active Members (not including honorary)	18

Go to: Address | Official Directory | Current Officers | Incoming Officers | Partner Organization | Sponsored Rotaract Clubs

Club's Permanent Mailing Address and Contact Information

Incoming Officers

Click on "Add Club Officers" button above to add Incoming Officers under Club Officers heading.  
Open club officer positions for the incoming Rotary year.

	Position	Start Date	End Date	Name	Address	Phone	E-mail
Edit Contact Info	Executive Secretary/Director	01-Jul-2014	30-Jun-2015	Mr. Michael W Thacker	266 N. Holiday Dr. Macon NC 27551 United States	1 252-257-1401	dg@MikeThacker.com

Partner Organization

Add Partner Organization

Name	Start Date	End Date
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**select DaCdb from the list**

**IF** you had *previously* selected another organization, then you must **TERMINATE** that selection, **before** you can choose **DaCdb** as your new partner organization.

Partner Organization

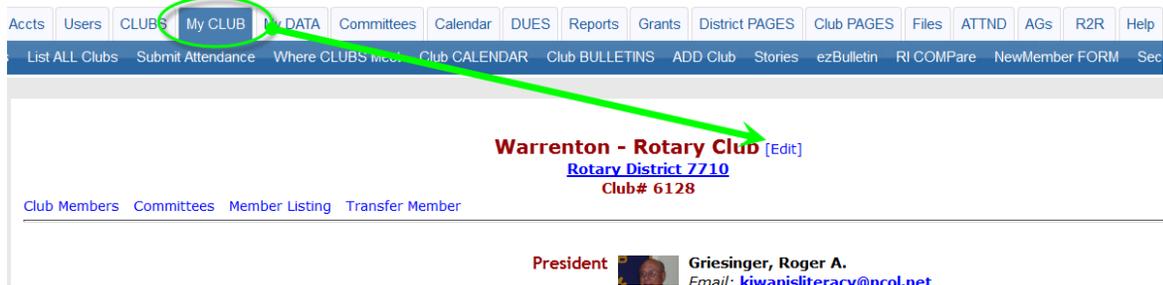
**You must TERMINATE a previous selection, if one exists**

	Name	Start Date	End Date
Terminate	Club Express	21-Mar-2011	

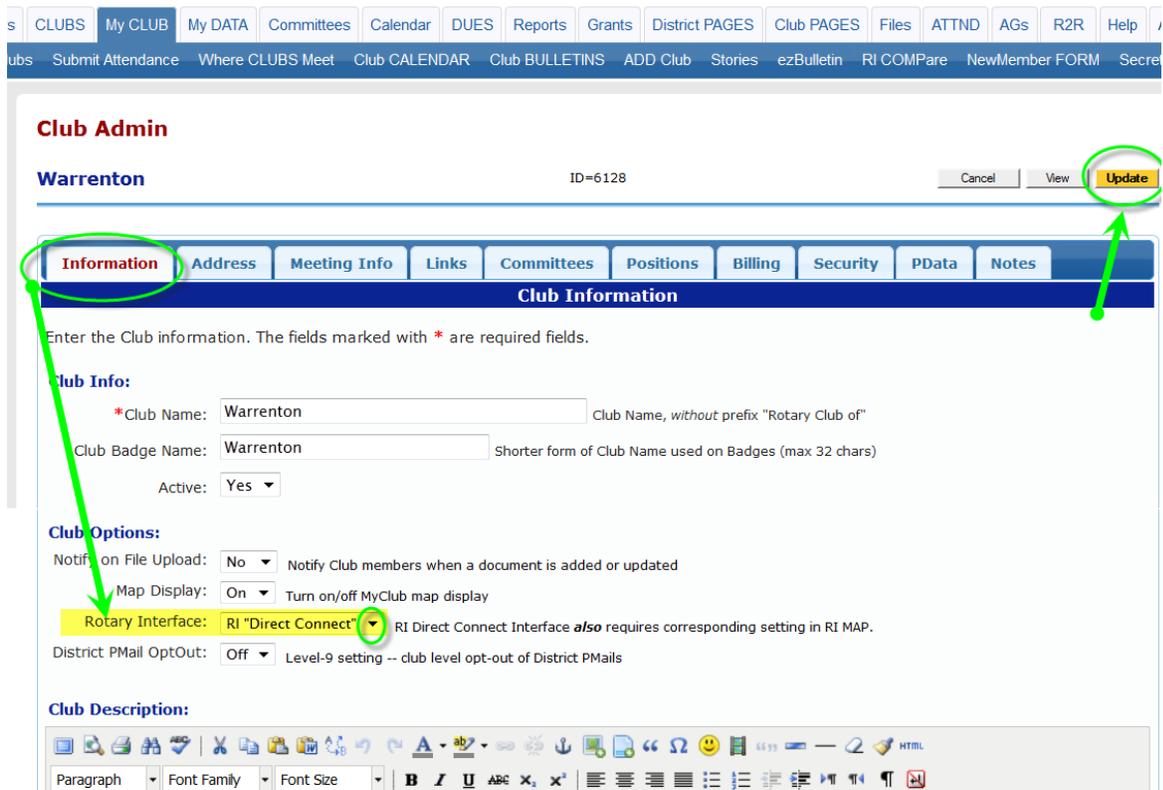
**THAT'S IT...**you have completed the first step of the RI DIRECT CONNECT processing for your club. Now for **STEP 2**, to complete the selection process in **DACdb**.

## STEP 2: Choose "RI Direct Connect" in the DACdb database

A current club officer logs into the **DACdb** database, and then clicks on the **MY CLUB** tab. Then, click on the *EDIT* link to update the interface method.



Then, on the **INFORMATION** page (near the bottom)...click on the **Rotary Interface** drop down *selection*, and choose **RI "Direct Connect"**. Finally, click on the **UPDATE** button to complete your selection.



**THAT'S IT...Congratulations!** You have now completed the 2 steps necessary to activate the interface to update club and member changes entered into **DACdb** directly into the RI database (usually takes about 24 hours to activate at RI). AND, you also now have the **RI COMPare** functions available for your club.