

Ron Barden

Rotary Club of Clayton

District Communications Officer (DaCdb) 2017-18

Area III Assistant Governor 2017-18

Technology & DaCdb:

**DaCdb New Member
Form**



Club Secretaries – DaCdb New Member Form

DaCdb New Member FORM (NewMember FORM tab)

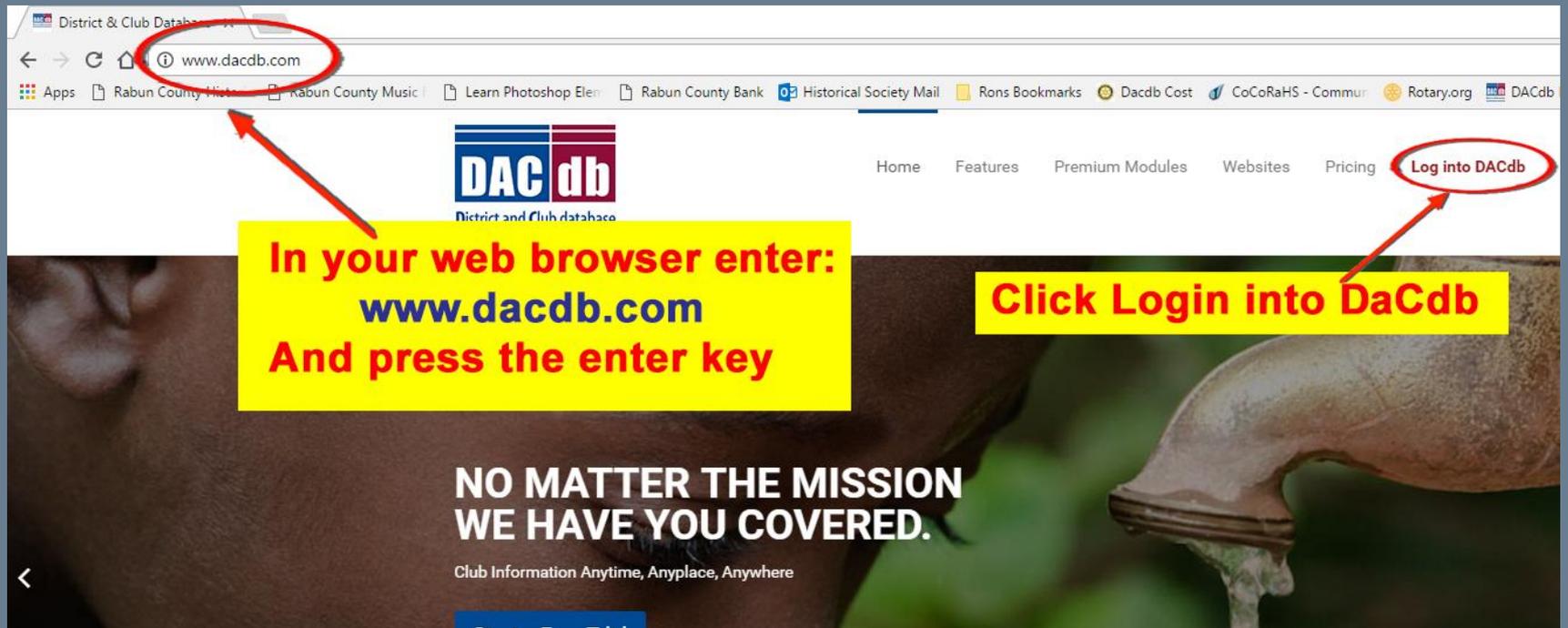
One of the DaCdb updates released after July 2016 is the “New Member Form”. This form is used to capture information about a new member that can be entered in the new member’s DaCdb record. Previously this form was emailed or printed and handed to a new member for completion. Once completed, the club secretary would enter the information into DaCdb. The new version still allows the distribution and manual entry of information from the old form. The new version has the added convenience of electronically collecting and uploading a new record to the DaCdb database.

There are three ways the electronic record can be generated:

- The club secretary or designee can complete an online PDF document and submit it directly to the database
- An email can be generated in DaCdb and sent to a new member with a link to an online document for completion and submission.
- An email can be sent from Outlook, Gmail, or other preferred email providers to a new member with a weblink to the online document.

In all three submission choices above, a proposed member record will be electronically generated in the DaCdb database reducing the chances of mistyped information. The record will be placed under the “Proposed Members” tab and an email will be sent to the new member and the designated club officers.

Club Secretaries – DaCdb New Member Form



The screenshot shows a web browser window with the address bar containing www.dacdb.com, which is circled in red. A red arrow points from a yellow text box below to this address. The website header includes the DACdb logo and a navigation menu with links for Home, Features, Premium Modules, Websites, Pricing, and a 'Log into DACdb' button, which is also circled in red. A red arrow points from a second yellow text box to this button. The main content area features a large image of a person's face and a water tap, with the text 'NO MATTER THE MISSION WE HAVE YOU COVERED.' and 'Club Information Anytime, Anyplace, Anywhere' below it.

**In your web browser enter:
www.dacdb.com
And press the enter key**

Click Login into DaCdb

Club Secretaries – DaCdb New Member Form

The screenshot shows the DaCdb login interface. At the top left is the logo for 'DAC db District and Club database'. The main heading is 'DACdb' with a sub-heading: 'The District and Club database was... International, and to foster easier co... course the members of Rotary Clubs.' Below this is a 'Sign In' section with four input fields: 'User Name:' (with a note '(Usually your EMail address)'), 'Password:' (with a note '(Usually your RI MemberID or Last Name)'), 'Club Number:' (with a note 'Not required *unless* you are an AG or District Officer'), and 'Remember Me:' (with a checkbox and a warning 'DO NOT check this on public systems (e.g., libraries, internet cafes)'). A 'Login' button is below the fields, and a 'Forgot Password?' link is to its left. A yellow callout box with red text says 'If you are a Club or District Officer enter your Club Number'. A red arrow points from this box to the 'Club Number' field. Four red arrows point from the left towards the 'User Name', 'Password', 'Club Number', and 'Login' button fields. To the right of the login form is a promotional banner for 'DAC db' mobile, with the text 'Have you tried DACdb Mobile yet?' and the URL 'http://m.DACdb.com'. Below the banner are links for 'Go To DACdb Mobile' and 'Create DACdb Mobile Desktop ICON'. At the bottom of the page, there are links for 'Create DaCdb Short Cut' and 'View Mobile Website', and a copyright notice: 'Copyright © 2005-2014, All Rights Reserved'.

Club Secretaries – DaCdb New Member Form

Rotary District 6910 REmakY | ID | Utility | Logout
Welcome: Barden, Ronald W. 6910-7

Home Find CLUBS My CLUB My DATA Committees PMail Calendar NC DUES Reports Grants District PAGES Club PAGES Files Forms ATTND Area Help Admin Setup

FIND a Member MAP to CLUBS List ALL Clubs Submit Attendance Where CLUBS Meet Member Directory ezStory ezBulletin NewMember FORM DaCdb QuickStart Poll Gallery Blog Verify PText Sponsors Websites Setup

MY CLUB NAVIGATION

- Club Member Cards
- Club Officers
- Club News - Info
- Club Committees
- Club Positions
- Club Detail
- RI Integration
- Admin Functions
- Help Functions

Clayton Club Members (Club# 4158)

All Club members are listed under one of the three tabs below based on their MemberTypes or Terminated status. Club Leaders can be added (or removed) to this display, by turning them on using the configure ICON at the top right and the "Show Club Officers" to Yes (or No).

Submit Attendance Edit PH/SM Add New Member Edit Club

2016-17 Club Officers



Burl E. Parks
President



Tony A. Allred
President-Elect



Terry Thornton
Secretary



Timothy W. Ranney
Treasurer



Hugh Donnett Harper
Sergeant-at-Arms



Pamela L. Wright
Membership Chair



David Tatum
Rotary Foundation Chair



Jim Antosiak
iPast President



Ronald W. Barden
Bulletin Editor



Denise S. Windham
Asst Governor

A new tab will be inserted in this process

Active/Honorary Members Other Members Terminated Members

#	☑	Action	Member Name	MemberID	Home Phone	Office Phone	Cell Phone	E-Mail	Role
1	☑		Adams, Chris						1-Member
2	☑		Allred, Tony A.					allred@samontains.com	4-Club Officer
3	☑		Antosak, Jim						4-Club Officer
4	☑		Baker, Mitchel L. Jr.						1-Member
5	☑		Barden, Ronald W.						Account Manager

Club Secretaries – DaCdb New Member Form

The steps in the next four pages need only to be completed in the initial setup of the online New Member Form:

- Select from the DaCdb provided information what the club wants to include in the online New Member Form
- Customize the reply email sent to the new member after completing and submitting the online New Member Form

Club Secretaries – DaCdb New Member Form

Rotary District 6910

Home Find CLUBS My CLUB My DATA Committees PMail Calendar NC DUES Reports Grants District PAGES Club PAGES Files Forms ATTND Area Help Admin Setup

NEW MEMBER

New Member Entry Form

New Member Entry Form. Using System default template.
If you [SUBMIT APPLICATION] -- you will **create** a new proposed member in your Club. Or you can EMail the proposed member a link to the application below to complete on line.
Link to PDF form, click [here](#)

ROTARY CLUB OF CLAYTON

MEMBER INFORMATION FOR DaCdb System

ROTARY MEMBERSHIP APPLICATION

Potential members are asked to complete the following information. Starred items(*) are required.

After completing this form, click 'Submit' and the Club you are requesting to join will receive your application. You can also print this form and mail it per your Club's instructions. A copy of this application will be emailed to you.

MEMBER:

Title: _____

*First Name: _____

MI: _____

*Last Name: _____

Suffix: _____

Nickname: _____ (Badge Name)

*Birthdate: _____ (mm/dd/yyyy)

*Gender: _____

*Email: _____

Home Phone: _____

*Cell Phone: _____

*Cell Carrier: {select}

Sponsor(s) *Sponsor 1: _____

Please check the below next to your preferred mailing address.

Club Secretaries – DaCdb New Member Form

Rotary District 6910

Home Find CLUBS My CLUB My DATA Committees PMail Calendar NC DUES Reports Grants District PAGES Club PAGES Files Forms ATTND Area Help Admin Setup

FIND a Member MAP to CLUBS List ALL Clubs Submit Attendance Where CLUBS Meet Member Directory ezStory ezBulletin NewMember FORM DACdb QuickStart Poll Gallery Blog Verify PText Sponsors Websites Setup

NEW MEMBER: EMail Proposed Member Website Link Blank PDF Form Help Setup new

New Member Entry Form

New Member Entry Form. Using System if you [SUBMIT APPLICATION] – you will Link to PDF form, click [here](#)



Configure New Member Form

Select the visible fields for the New Member Application below. Un-check fields that are not required on your membership application.

Field Name	Visible	Field Name	Visible	Field Name	Visible	
Member Information			Home Address			
Title:	<input checked="" type="checkbox"/>	Address:	<input checked="" type="checkbox"/>	Partner First Name:	<input checked="" type="checkbox"/>	
First Name:	<input checked="" type="checkbox"/>	City:	<input checked="" type="checkbox"/>	Partner Middle Name:	<input checked="" type="checkbox"/>	
Middle Name:	<input checked="" type="checkbox"/>	State:	<input checked="" type="checkbox"/>	Partner Last Name:	<input checked="" type="checkbox"/>	
Last Name:	<input checked="" type="checkbox"/>	County:	<input checked="" type="checkbox"/>	Partner Suffix:	<input checked="" type="checkbox"/>	
Suffix:	<input checked="" type="checkbox"/>	Province:	<input checked="" type="checkbox"/>	Partner Nick Name:	<input checked="" type="checkbox"/>	
Badge Title / Nick Name:	<input checked="" type="checkbox"/>	Postal Code:	<input checked="" type="checkbox"/>	Partner Birthdate:	<input checked="" type="checkbox"/>	
Birthdate:	<input checked="" type="checkbox"/>	Country:	<input checked="" type="checkbox"/>	Marital Status:	<input checked="" type="checkbox"/>	
Gender:	<input checked="" type="checkbox"/>	Business Address		Anniversary Date:	<input checked="" type="checkbox"/>	
Contact Information			Address:	<input checked="" type="checkbox"/>	Partner Email:	<input checked="" type="checkbox"/>
Email:	<input checked="" type="checkbox"/>	City:	<input checked="" type="checkbox"/>	Is Partner Member?:	<input checked="" type="checkbox"/>	
Home Phone:	<input checked="" type="checkbox"/>	State:	<input checked="" type="checkbox"/>	Previous Club Information		
Office Phone:	<input checked="" type="checkbox"/>	County:	<input checked="" type="checkbox"/>	Member ID:	<input checked="" type="checkbox"/>	
Cell Phone:	<input checked="" type="checkbox"/>	Province:	<input checked="" type="checkbox"/>	Previous Club 1:	<input checked="" type="checkbox"/>	
Fax Number:	<input checked="" type="checkbox"/>	Postal Code:	<input checked="" type="checkbox"/>	Previous Club 2:	<input checked="" type="checkbox"/>	
Cell Carrier:	<input checked="" type="checkbox"/>	Country:	<input checked="" type="checkbox"/>	Other Member Information		
Business Information			Vacation Address			
Business Name:	<input checked="" type="checkbox"/>	Address:	<input type="checkbox"/>	Club Achievements:	<input checked="" type="checkbox"/>	
Business Position:	<input checked="" type="checkbox"/>	City:	<input type="checkbox"/>	BIO / Description:	<input checked="" type="checkbox"/>	
Business Website:	<input checked="" type="checkbox"/>	State:	<input type="checkbox"/>	Degrees:	<input checked="" type="checkbox"/>	
No of Employees:	<input checked="" type="checkbox"/>	County:	<input type="checkbox"/>	Hobbies & Interests:	<input checked="" type="checkbox"/>	
		Province:	<input type="checkbox"/>	Notes & Other Comments:	<input checked="" type="checkbox"/>	
		Postal Code:	<input type="checkbox"/>	Member Sponsor		
				Sponsor Name 1:	<input checked="" type="checkbox"/>	
				Sponsor Name 2:	<input type="checkbox"/>	

Check or uncheck the boxes to customize the form to meet your club's needs

Click "Set Club Default" to save your changes

Reset Club **Set Club Default**

Club Secretaries – DaCdb New Member Form

Rotary District 6910

Home Find CLUBS My CLUB My DATA Committees PMail Calendar NC DUES Reports Grants District PAGES Club PAGES Files Forms ATTND Area Help Admin Setup

NEW MEMBER

- EMail Proposed Member
- Website Link
- Blank PDF Form
- Setup**

New Member Entry Form. Using System default template.
If you [SUBMIT APPLICATION] -- you will **Create** a new proposed member in your Club. Or you can EMail the proposed member a link to the application below to complete on line.
Link to PDF form, click [here](#)

Rotary Club of Clayton

MEMBER INFORMATION FOR DaCdb System

ROTARY MEMBERSHIP APPLICATION

Potential members are asked to complete the following information. Starred items() are required.*

MEMBER:

Title: _____

*First Name: _____

MI: _____

*Last Name: _____

Suffix: _____

Nickname: _____ (Badge Name)

*Birthdate: _____ (mm/dd/yyyy)

*Gender: _____

*Email: _____

Home Phone: _____

*Cell Phone: _____

*Cell Carrier: **{select}**

Sponsor(s) *Sponsor 1: _____

Please check the below next to your preferred mailing address

Club Secretaries – DaCdb New Member Form

Click “Reply Message” to customize the acknowledgement reply email to the new member who has submitted the online new member form.

Enter the email address of the officer(s) who will be listed in the To: line of the acknowledgement email. If left blank the default is the Club Secretary, Executive Secretary, and the Membership Chair.

Don't forget to save your work

Club Secretaries – DaCdb New Member Form

The next sections will provide three choices on how the club would like to capture the information on the online New Member Form

- The club secretary or designee can complete an online PDF document and submit it directly to the database.
- An email can be generated in DaCdb and sent to a new member with a link to an online document for completing and submission.
- An email can be sent from Outlook, Gmail, or other preferred email providers to a new member with a weblink to the online document.

Club Secretaries – DaCdb New Member Form

The club secretary or designee can complete an online PDF document and submit it directly to the database

1. [Navigation Menu]

2. [NewMember FORM]

3. [E-Mail Proposed Member]

ROTARY CLUB OF CLAYTON
MEMBER INFORMATION FOR DaCdb System

ROTARY MEMBERSHIP APPLICATION

Potential members are asked to complete the following information. Starred items() are required.*

After completing this form, click 'Submit' and the Club you are requesting to join will receive your application. You can also print this form and mail it per your Club's instructions. A copy of this application will be emailed to you.

MEMBER:

Title: _____

*First Name: _____

MI: _____

*Last Name: _____

Suffix: _____

Nickname: _____ (Badge Name)

*Birthdate: _____ (mm/dd/yyyy)

*Gender: _____

*Email: _____

Home Phone: _____

*Cell Phone: _____

*Cell Carrier: **{select}**

Sponsor(s) *Sponsor 1: _____

Please check the below next to your preferred mailing address

Club Secretaries – DaCdb New Member Form

The club secretary or designee can complete an online PDF document and submit it directly to the database

Rotary District 6910

NEW MEMBER

New Member Entry Form. Using System default template.
If you [SUBMIT APPLICATION] -- you will **create** a new proposed member in your Club. Or you can Email the proposed member a link to the application below to complete on line.
Link to PDF form, click [here](#)

ROTARY CLUB OF CLAYTON
MEMBER INFORMATION FOR DaCdb System
ROTARY MEMBERSHIP APPLICATION

Potential members are asked to complete the following information. Starred items() are required.*

After completing this form, click 'Submit' and the Club you are requesting to join will receive your application. You can also print this form and mail it per your Club's instructions. A copy of this application will be emailed to you.

MEMBER:

Title: _____
*First Name: xxxxxxxxxxxx xxxxxxxxxxxx
MI: _____
*Last Name: xx
Suffix: _____
Nickname: _____ (Badge Name)
*Birthdate: 01/01/2001 (mm/dd/yyyy)
*Gender: Male
*Email: ronbarden.1217@gmail.com
Home Phone: _____
*Cell Phone: 999-999-9999
*Cell Carrier: Verizon

Sponsor(s)
*Sponsor 1: John Symth

Please check the below next to your preferred mailing address.

All selections with a "*" are required fields

Once the fields are entered click Submit Application

Club Secretaries – DaCdb New Member Form

The club secretary or designee can complete an online PDF document and submit it directly to the database

Rotary District 6910

NEW MEMBER

New Member Entry Form

New Member Entry Form. Using System default template.
If you click on the link to PDF form, you will update the proposed member's profile. You can also Email the proposed member the application form below to be completed on-line.

Proposed Member was Added

ROTARY CLUB OF CLAYTON

MEMBER INFORMATION FOR DaCdb System

ROTARY MEMBERSHIP APPLICATION

After completing this form, click 'Submit' and the Club you are requesting to join will receive your application. You can also print this form and mail it per your Club's instructions. A copy of this application will be emailed to you.

MEMBER:

Title: _____

*First Name: **XXXXXXXXXX XXXXXXXXXXXX**

MI: _____

*Last Name: **xx**

Suffix: _____

Nickname: _____ (Badge Name)

*Birthdate: **01/01/2001** (mm/dd/yyyy)

*Gender: **Male**

*Email: **ronbarden.1217@gmail.com**

Home Phone: _____

*Cell Phone: **999-999-9999**

*Cell Carrier: **none**

Sponsor(s) *Sponsor 1: **John Symth**

Once Submit Application is clicked the message "Proposed Member was Added" will be displayed at the top of the screen

Club Secretaries – DaCdb New Member Form

An email can be generated in DaCdb and sent to a new member with a link to an online document for completing and submission.

Rotary District 6910

Send Email to New Member

Send the New/Proposed member the New Member Entry Form.
You are about to send this to a NEW Member -- that is not yet in your Club.

To:

Subject:

1. Enter the email address of the recipient

3. When finished click Send Email

2. (Enter the Propose Member Name Here)

Dear (Enter the Propose Member Name Here),

You have been proposed as a new member of the Rotary Club of Clayton and we are looking forward to having you as a member of our club and the great organization of Rotary International. You are joining an organization that is in over 200 countries and has a membership of over 1.2 million members worldwide.

Please feel free to ask any m... experience.

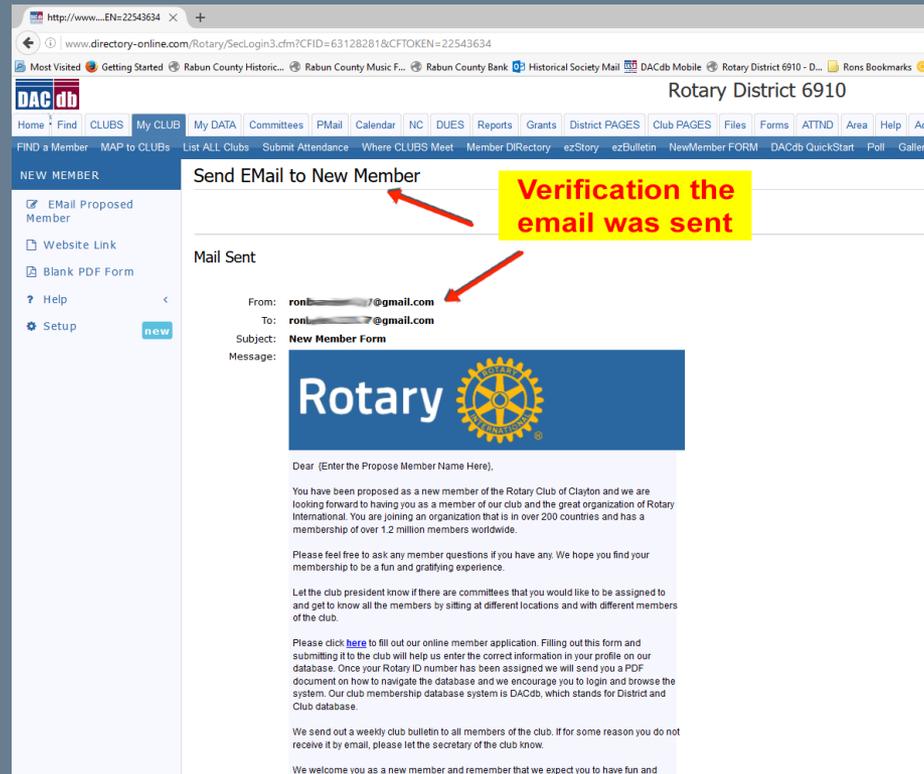
Let the club president know i... sitting at different locations and with different members of the club.

Please click here to fill out... the correct information in your profile on our database. Once your
Rotary ID number has been... you to login and browse the system. Our club membership database
system is DaCdb, which star...

After the email is received the recipient will click the highlighted "here" to access the online New Member Form

Club Secretaries – DaCdbNew Member Form

An email can be generated in DaCdb and sent to a new member with a link to an online document for completing and submission.



The screenshot displays the DaCdb website interface for Rotary District 6910. The main heading is "Send EMail to New Member". A yellow callout box with red arrows points to the "Send EMail to New Member" button and the "Mail Sent" status, with the text "Verification the email was sent".

The email content is as follows:

From: ron[redacted]@gmail.com
To: ron[redacted]@gmail.com
Subject: New Member Form

Message:

Rotary 

Dear (Enter the Propose Member Name Here),

You have been proposed as a new member of the Rotary Club of Clayton and we are looking forward to having you as a member of our club and the great organization of Rotary International. You are joining an organization that is in over 200 countries and has a membership of over 1.2 million members worldwide.

Please feel free to ask any member questions if you have any. We hope you find your membership to be a fun and gratifying experience.

Let the club president know if there are committees that you would like to be assigned to and get to know all the members by sitting at different locations and with different members of the club.

Please click [here](#) to fill out our online member application. Filling out this form and submitting it to the club will help us enter the correct information in your profile on our database. Once your Rotary ID number has been assigned we will send you a PDF document on how to navigate the database and we encourage you to login and browse the system. Our club membership database system is DaCdb, which stands for District and Club database.

We send out a weekly club bulletin to all members of the club. If for some reason you do not receive it by email, please let the secretary of the club know.

We welcome you as a new member and remember that we expect you to have fun and

Club Secretaries – DaCdb New Member Form

An email can be generated in DaCdb and sent to a new member with a link to an online document for completing and submission.

ROTARY CLUB OF CLAYTON
MEMBER INFORMATION FOR DaCdb System

ROTARY MEMBERSHIP APPLICATION

Potential members are asked to complete the following information. Starred items() are required.*
After completing this form, click 'Submit' and the Club you are requesting to join will receive your application. You can also print this form and mail it to the Club. A copy of this application will be emailed to you.

MEMBER:

Title: _____
*First Name: _____
MI: _____
*Last Name: _____
Suffix: (Badge Name)
Nickname: _____ (Badge Name)
*Birthdate: _____ (mm/dd/yyyy)
*Gender:
*Email: _____

COMMUNITY LEADERSHIP & OTHER COMMENTS: I.e., community organizations you are involved with (board member, volunteer, etc), projects, etc. If you are a subject, you could give a 30 minute talk to the club.

Please enter the security code **EXACTLY** as shown on the right. The letters are lower case.

8 a f q 4

[Submit Application To Club](#)

When the online New Member Form has been completed, clicking the Submit Application to Club will send the form to the club's DaCdb database

Club Secretaries – DaCdb New Member Form

An email can be generated in DaCdb and sent to a new member with a link to an online document for completing and submission.



MEMBERSHIP APPLICATION CONFIRMATION

The Rotary Club of Clayton

P.O. Box 1088

Clayton, GA 30525

Email Club Secretary Terry Thornton; ohiomary@windstream.net

Or Membership Chair Pam Wright: pam.wright@cooneefederal.com

Dear **XXXXXXXXXXXXXX**

Thank you for applying for membership with the **Rotary Club of Clayton**. We appreciate your interest in our club. Your application has been submitted to the club officers for review. They will be in contact with you shortly. If you have any questions or need assistance regarding your membership, please let us know.

Regards,
The Rotary Club of Clayton

Example of email sent to new or prospective members after they submitted the online New Member Form



Mon 1/9/2017 12:08 PM

Clayton New Member Application <mailservice@directory-online.com>

Proposed Member Application: yyyyyyyyyy, xxxxxxxxxxxxxx

To: ohiomary@windstream.net; pam.wright@cooneefederal.com; ronbarden.1217@gmail.com

Dear Club Officer;

This is an automated message from DACdb.

A new member application from:

First Name: **XXXXXXXXXXXXXX**

Last Name: yyyyyyyyyy

has been submitted. You can find this application under My Club in the "Proposed" tab.

Example of email sent to club officers after the online New Member Form is submitted

Rotary



District 6910

Club Secretaries – DaCdb New Member Form

An email can be sent from Outlook, Gmail, or other Preferred email providers to a new member with a weblink to the online document.

Email a Link to the New Member

Send an email using GMAIL, Outlook, or your preferred email provider. Embed the link below into your email. A personalized email can be sent to the new member by the club secretary, membership chair, or the new member's sponsor.

Example link from the Rotary Club of Clayton – Club #4158:

<http://IsMyRotaryClub.org/NewMember/?AccountID=D6910&ClubID=4158>

Replace the club number 4158 with your club number

Club Secretaries – DaCdb New Member Form

In one of the first slides of this presentation, we noted “A new tab will be inserted in this process”. After the completion and submission of an online New Member Form, the “Proposed Members” tab will be inserted between the “Other Members” and “Terminated Members” tabs and will remain there until all New Member Form records are processed.

Club Secretaries – DaCdb New Member Form

Rotary District 6910

Home Find CLUBS My CLUB My DATA Committees PMail Calendar NC DUES Reports Grants District PAGES Club PAGES Files Forms ATTND Area Help Admin Setup

FIND a Member MAP to CLUBS List ALL Clubs Submit Attendance Where CLUBS Meet Member Directory ezStory ezBulletin NewMember FORM DACdb QuickStart Poll Gallery Blog Verify PText

MY CLUB NAVIGATION

- Club Member Cards
- Club Officers
- Club News - Info
- Club Committees

Clayton Club Members (Club# 4158)

All Club members are listed under one of the three tabs below based on their MemberTypes or Terminated status. Club Leaders can be added (or removed) to this display, by turning them on using the configure ICON at the top right and the "Show Club Officers" to Yes (or No).

2016-17 Club Officers

- Hugh Donnett Harper
Sergeant-at-Arms
- Pamela L. Wright
Membership Chair
- David Tatum
Rotary Foundation Chair

Help Functions

Active/Honorary Members Other Members **Proposed Members** Terminated Members

#	Action	Member Name	Member Type	Club Position	Home Phone	Office Pho
1		xx, xxxxxxxxxxxx xxxxxxxx	Proposed			
2		xx, xxxxxxxxxxxx xxxxxxxx	Proposed			
3		yyyyyyyyy, xxxxxxxxxxxx	Proposed		706-111-2222	

Clicking the Proposed Members tab will display records received from the submission of the online New Member Form

Click the pencil icon to open a record

Club Secretaries – DaCdb New Member Form

Clicking the Proposed Members tab will display records received from the submission of the online New Member Form.

Before changing the “Member Type” and entering the “Start Date” check each Member tab at the top of the record (not the top of the screen) for any mistypes. The more information in the record, the better DaCdb’s program can determine whether there is or is not a matching record in the RI database for this individual. Running Member Compare [My Club tab/RI Integration tab (on the left side of the screen)/Member Compare tab] 10 to 15 minutes after submitting the new record will complete the add new member process providing a RI number for a new Rotarian.

Club Secretaries – DaCdb New Member Form

Rotary District 6910

Member Admin: xxxxxxxxxxxx xxxxxxxxxxxx xx id=80032468

Member Information

Before changing the "Member Type" and entering the "Start Date" check each Member tab at the top of the record (not the top of the screen) for any mistypes.

Member Information:

Deleted: No Delete file for Member (Note: bypasses RI Processing)

Member ID:

PREVIOUS NAME:

Gender:

Badge Information:

Badge/Nick Name: (Only put in a Badge Name if different from First Name)

Badge Title: Title you want to appear on Event Badges

Badge Number:

Other Information:

Start Date: (mm/dd/yyyy) Admission/Start Date in this Club!
If there are previous years in another club, enter those years under the Club Tab

Birth Date: (mm/dd/yyyy) - year optional, but necessary for calculating the club's demographics correctly
Note: The DOB year, if entered, is only visible to the member and the few club officers who can edit member info, to all others it is hidden.

Birth Place: Optional City, State where born

Club Secretaries – DaCdb New Member Form

Rotary District 6910

Member Admin: xxxxxxxxxxxx xxxxxxxx xx id=800573662

Member Information

Member Type: Proposed

1. Once you have checked for mistypes, you can change the Member Type from "Proposed" to "Active".

2. Next enter the "Start Date".

3. Click Update to save your work and send the new member record to RI.

Note: The "Start Date" is the start date in your club. The "Start Date" must be no more than 29 days before the current date. Example: if the current date is November 1, entering a date before October 3 will generate an error message and the record will not be submitted to RI.

END OF THIS PRESENTATION