Send **Your** District Committee a PMail

Communicating with your District peer group has many benefits, but the top of the list is most likely **HOW DO I DO…** There is a wealth of knowledge among our club leadership both past and present. So rather than thinking you are alone in the universe, reach out to District Rotarians who are in the same boat as you.

Let's pick on clubs' secretaries and what they do every Rotary Year. The **HOW DO I …** update Club Positions or **HOW DO I …** change a member's password are two common examples.

The following example applies to Club Presidents, President Elects, Secretaries, Executive Secretaries, Treasurers, Foundation Chairs, and Membership Chairs.

In most cases, you will only see the Committee for your club position.

From the DaCdb **MY CLUB** tab

Click the **Committees** tab (to the right of the **My Club** tab)

Select the **PMail** ( ) icon to the left of the committee name

The **FROM** line will have your name

The **TO** line will include all the district clubs' secretaries' names

Change the default **SUBJECT** to something like **"HELP**… **HOW DO I DO…** "

You have the option of adding a **CC** or **BCC** on the next line

The **{%FName%}** in the next line is the first name of the secretary, so you could type:

Dear Club Secretary {%FName%}:

Replace the **Start YOUR Message Here...** with your text**.**

(If you want to **copy-and-paste** text from **MS Word, click** the Word **(** **) tab** from the selection above.)

Sign (type) your name and your club name. Ex. Barney Fife, Rotary Club of Mayberry

When done**,** click the **yellow Send (** **)** tab at the top right of the screen.

May 20, 2017