

DaCdb Add/Edit Club Positions – Access Level 4

Starting Notes:

- Before the beginning of the next Rotary Year (usually in December) add the RI and District required positions: President, Secretary, Treasurer, Membership and Rotary Foundation Chairs, and Executive Secretary (if the club has that position). It is not necessary to have one member with both the Secretary and Executive Secretary positions. These two positions have the very same access at the club and RI levels. Some clubs appoint an Executive Secretary for multiple years for continuity.
- DaCdb allows a club to enter any one of the above positions to more than one member, but RI will only take the **first** one entered into DaCdb. For example: A club may want to have Co-Membership chairs. The first Membership Chair will receive membership related correspondence from RI and the District. The second Membership Chair will only receive District related membership correspondence.
- There is no need to enter club positions into the RI database. Positions entered into the DaCdb database are uploaded to RI. Positions entered directly into the RI database are not downloaded to DaCdb, and will have to also be entered into DaCdb.
- If a member with one of the five (or 6) required positions is leaving your club, before “terminating” their record delete that club position from their DaCdb record.

Add/Edit Club Positions:

From the **My Club** tab

Click the **Edit Club** tab (far right of the screen just above club officers’ photos)

Click the **Positions** tab

In the **Listing Option** area select an **OrgYear** from the dropdown box.

Click the yellow pencil next to the member for whom you want to assign a position.

Note:

- If the member has not been assigned a position for the selected **OrgYear**, the “Close”, and “Add” tabs will be displayed just above the dark blue column title line on the right side of the screen.
- If the member has been assigned a position for the selected **OrgYear**, the “Close”, “Clone Last Position”, “Delete”, “Edit”, and “Add” tabs will be displayed just above the dark blue column title line.

Click the Add (or Edit) tab.

If necessary, edit the “**Start Date** and **End Date**” for the desired Rotary year (can be for a partial year).

To the right of the **Club Position Name** field, click the **ADD** tab. Click on the box next to the desired position(s), and click the **Save** tab at the bottom of the screen. If you want the member’s photo (if available) with this position to show on the “**My Club**” tab screen, check the box under the **Leader** column. Next click the **Add** tab to complete the addition, then click **Close**. (or click **Cancel** to abort the addition)

Use Club Officer Compare in DaCdb to verify the positions are in place in DaCdb and RI.

From the **My Club** tab click the **RI Integration** tab (down the left side of the screen). Click the **Club Officer Compare** tab. Compare the Officers in Rotary and **Officers in DaCdb** columns. They should be the same. If the **Officers in DaCdb** have not transferred over to the **Officers in Rotary column**, wait a few minutes. This can be caused by a network problem. If you see <<<< >>>> in the “=” column, click the <<<< to move the position over to the Officers in Rotary column.

The link below can be found under the **Training** tab on the District website (www.rotarydistrict6910.org):

<http://www.rotarydistrict6910.org/Website%20Documents/Training/05-Ron-B-Power-Point-District-DaCdb-Club-Officer-Compare-10-02-2017.pdf>