

## Introduction

- District Database **vs.** RI Database  
**RI Database**
  - Foundation Giving
  - Rotarian magazine subscription
  - RI Dues Collection**District & Club Database (DaCdb)**
  - Club & District Communication
  - Club & District Organization
- *Currently* there is **no electronic link** between the RI database and DaCdb. When you enter information in either of these two databases the other database is not updated automatically. There are plans to link the two databases but that is for the future.
- When you add a new member to DaCdb you need to know the **Membership ID** number that Rotary International assigns to the new member. That is why you should add a new member to [www.Rotary.org](http://www.Rotary.org) *before* you add the new member to DaCdb.
- It is strongly recommended that you follow the sequence given when you add a new member.



## How to do it

Visit <http://www.Rotary.org>

1. Log onto “Member Access” (it is at the upper right corner of the homepage.) and visit the “Update Membership Data” link. Click on “Add New Member” and enter the new member’s information in the required fields. Then click on “SAVE.”
2. View the new member’s information. You should find Rotary International’s **Membership ID**. Make a note of this number.

Visit **DaCdb** (see [How to Log In handout](#).)

1. Click on the “MY CLUB” tab. (Everything you need for club administration is behind the “MY CLUB” tab!)
2. Scroll to the top of “Section 1 - Club Information”
3. Click on the “Add New Member” button.
4. Complete the Member profile form. Be sure that you use the Rotary International’s **Membership ID** number that you noted in the previous paragraph.
5. When you have completed the information required click on “UPDATE”

**When you add or change information about a member you do not need to make the change in the RI Database.** DaCdb takes care of that for you. Here’s how:-

- When you add or change information in **DaCdb** that Rotary International wants in the **RI Database** (change of address, etc.) DaCdb *automatically* sends an email message to the data processing department of Rotary International informing them of the information they need to add or change. Most likely you are the Club Secretary and you will get a copy of the message as well.
- *Currently*, someone from the Data Processing staff will open the email and make the changes manually in the RI database. And a copy of that email will be sent to the District Governor, to the District Executive Secretary and to the Club President.