

What you need to know:

- If this is your *first visit* to DaCdb:
 - **Username** is your email address
 - **Password** is your Rotary International identification number
 - **Club Number:** available at <http://tinyurl.com/cq4lbd>
- Once you have successfully logged into DaCdb you can change your own log in information.
- If you need help with logging into DaCdb call Phil Morris.

To Log in - - -

1. Visit <http://www.Rotary7690.org>
2. Click on the DaCdb link (it's a pocket knife in the upper left corner of the page.)
3. Type your **username** in the field provided.
4. Type your **password** in the field provided.
5. Type in your **club number** in the field provided.
6. If this is your first time you will be asked to review and agree to the policy for using the information in the database.
7. If you have successfully logged in you will be at the "HOME PAGE"

Details . . .

USERNAME is usually your email address

- **Unless** you have visited the database and have changed it in your profile
- **Unless** you have changed your email address since you originally logged in. Your original email address continues to be your username until you make the change on your profile page.
- And remember your username is **CaSe SeNsItIvE**.

PASSWORD is usually your Rotary Identification Number.

Where do you find that? Call your club secretary, or copy it from your copy of *The Rotarian*. (see <http://tinyurl.com/cq4lbd>)

The individual's Rotary Number is usually the password in the **District and Club Database**.

To take advantage of this feature, Rotarians must register using their district, club and member ID numbers. A Rotarian's member number can be found on the address label on *The Rotarian* (first eight digits directly above the name. for example:
this individual's Rotary Number is 123456
- it is not necessary to include the leading zeros!)

```
#XXXXXXXX *****AUTO**5-DIGIT 27999
# 00123456 3 # 9494 01 47
(Bar Code appears here)
Ivan M. Rotarian
My
Address 5050
Serviceville, NC 27999-
1234 17
```

