

***New Rotary District Club Database (DaCdb) Web Site  
Access and Update Procedures for All Grove Rotarians  
12/2/2009***

Our Rotary District, 6110, has created a database web site for all clubs to use to maintain their member information. Currently, this information has been maintained in the past on our own [www.groverotary.org](http://www.groverotary.org) web site with the 'member roster' button and link. The capabilities of the district club database (DaCdb) web site enable us to remove the 'member roster' function from our web site, and also eliminate the use of the non-supported desktop Rotary International software, RI-CAS by our club secretary. There are other capabilities of the district club database that should aid our club secretary as well.

So, effective 1/1/2010, the 'member roster' button and link on [www.groverotary.org](http://www.groverotary.org) will be replaced with a link to the district club database.

***You can begin using this database immediately, and the access procedures are shown below.***

1. In your web browser (Internet Explorer) go to [www.groverotary.org](http://www.groverotary.org), and click on the 'DaCdb Login' button or link.
2. On the Login screen, click on the 'Forgot Password, Click Here' link.
3. Enter your e-mail address on the 'send me my password' page and click on the 'Submit' button.
4. You will receive your password via email.
5. Go back to [www.groverotary.org](http://www.groverotary.org), and click on the 'DaCdb Login' button or link, and enter your email address and password to login.
6. You should then receive a Usage and License Agreement that you must scroll down to the bottom and click on 'I accept the Usage Policy' and 'Submit'.
7. Click on the 'myClub' tab at the top of the page.
8. From there, you are given the page with the list of our Rotarians. You can view their information, which is the same information that you could see with the old 'Member Roster' button on our web site.
9. You can scroll down and click on the 'view' link for your own entry, and then following that, click on the 'edit' link just to the right of your name and make any needed changes to your entry. Please do this to keep your information current!
10. Or, you can click on the 'Members' tab at the top of the page and you will then be shown your own entry. From there, click on the 'edit' link just to the right of your name to make changes to your entry.
11. To change your password, click on the 'Members' tab and then the 'Change My Password' tab.