DACdb to RI "Direct Connect" Selection Process

Choose DACdb as Your Club System Management Partner Organization

Summary: Updating the Rotary Database automatically from DACdb

DACdb now has the ability to automatically update Club and Member data *directly* into the Rotary (RI) database. . . this is called "**RI Direct Connect**" (this significantly speeds up the updating process. In the past, changes were sent via email. Rotary International no longer accepts email changes. The updates occur in the RI database within a few minutes after the user clicks the UPDATE button in **DACdb** (verses a few days using the former Email notification procedures). This is a 2-step process, which MUST be done in this sequence.

Step 1: Choose DACdb as the Partner Organization in the RI database.

A current club officer of record accesses the Rotary website at www.rotary.org. Then, click on *My Rotary* link to get to the screen with the **SIGN IN** (or **Register**) buttons. Click **SIGN IN** (or **Register**) button, and the following screen is displayed. If you do NOT have an account at Rotary, then first use the **CREATE ACCOUNT** functions.

If this is the first time you are logging into the RI database, then you must register by clicking on the **CREATE ACCOUNT** button. Then, **RI** will send you an email within a few hours, so you can log in. ***NOTE:*** If you have any problems logging into the RI database, you must contact RI for assistance, as we have no capability to help you log into the RI database.

Once you are logged into **RI**, click on **Manage**, then **Club Administration** link.
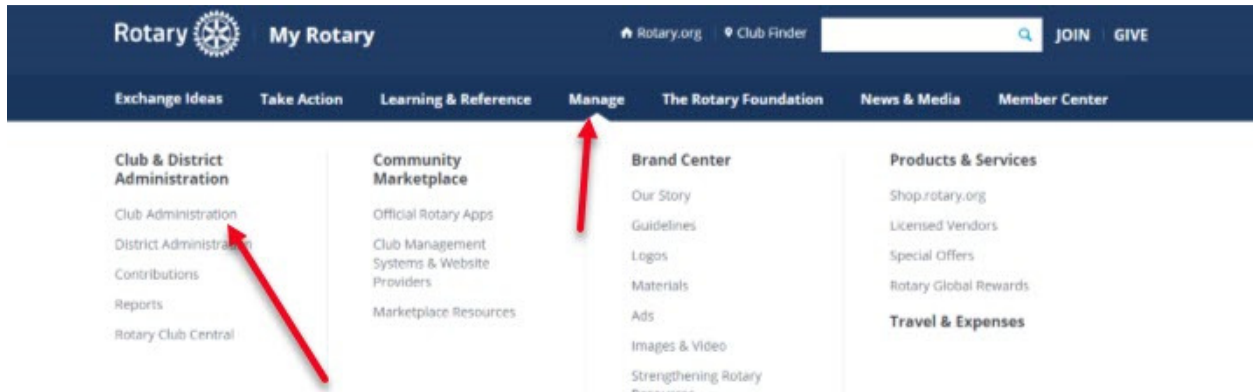
Once you are on the **Club Administration** page. Scroll down to **CLUB & MEMBER DATA** then scroll down to **Designate a club management vendor**.

Now scroll down the page to Club Management Systems and select "Tell us which vendor you're allowing to update club data.

Select DACdb from the drop down menu and click on I Agree

Identify and authorize a Club Management Vendor
Please review the Agreement below and click on "I Agree" to authorize Rotary International to complete the data integration process and submit your authorization.

Rotary Club and Rotaract Club Authorization to Initiate Data Integration Agreement

Identify the club management vendor you are authorizing from the dropdown menu below.

Club management vendor

DACdb ▼

If you are allowing this vendor to view or to view and update your club data on behalf of your club, under the dropdown menu "Access granted to" below, please select "Club".

If you are allowing this vendor view-only access to your club data for viewing by your district or zone, under the dropdown menu "Access granted to" below, please select "District" or "Zone," as applicable.

Access granted to

Rotary Club ▼

You can allow multiple vendors view-only access to your club data, but only one vendor can update your data. Repeat this process as many times as necessary if you allow multiple vendors view-only access to your club data.

Start Date
04/07/2017 00:00:00

By clicking the "I agree" button, I make the representations and warranties, authorize RI to complete the data integration process in rotary.org/myrotary and agree to abide by the terms and conditions set forth below:

1. I represent and warrant that I have the authority to act on behalf of my club (the "Club") and to enter this Agreement with RI. I represent and warrant that the members of my Club understand that their personal and member data will be shared with and used by Rotary International, including its foundation, employees, subsidiaries, agents, and representatives (collectively "RI"), and the club management vendor identified above ("Club Management Vendor").

2. The Club grants RI express consent to integrate Club data, including individual member data, with the Club Management Vendor. The Club represents and warrants that it has granted the Club Management Vendor express consent to provide Club data, including individual member data to RI. The Club grants RI express consent to provide Club data to the Club Management Vendor.

3. The Club understands that it can withdraw its express consent at any time by returning to https://my.rotary.org/manage/club-district-administration/club-administration and following the appropriate steps or by contacting RI staff at data@rotary.org. The Club understands that such a withdrawal of consent applies on a go forward basis only and does not affect data that may have been integrated between RI and the Club Management Vendor when consent was current or not withdrawn.

4. The Club agrees that RI shall not be liable to the Club or its members (existing now or in the future), individually or collectively, for any damages of any kind whatsoever related to any of the data it provides to RI hereunder and the data integrated between RI and the Club Management Vendor or any privacy or confidentiality laws or regulations, data breach or data theft.

I agree to the terms and conditions set forth in this Rotary Club and Rotaract Club Authorization to Initiate Data Integration Agreement.
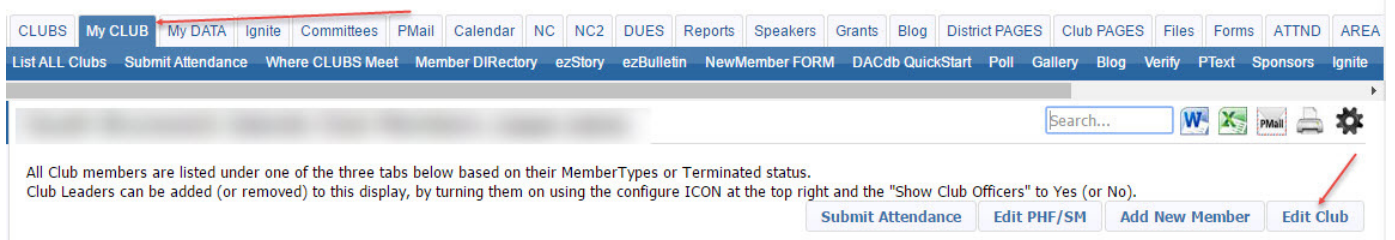☑

| I Agree | | I Disagree |

That's it. . . you have completed the first step of the **RI DIRECT CONNECT** processing for your club. Now for **STEP 2**.

Step 2: Choose "RI Direct Connect" in the DACdb database.

A current club officer logs into **DACdb** database, then clicks on the **My Club** tab. Click on the **Edit Club** link to update the interface method.

On the **Information** page (near the bottom of the page), click on the **Rotary Interface** drop down selection and choose **RI "Direct Connect"**. Then click on the **Update** button to complete. your selection.
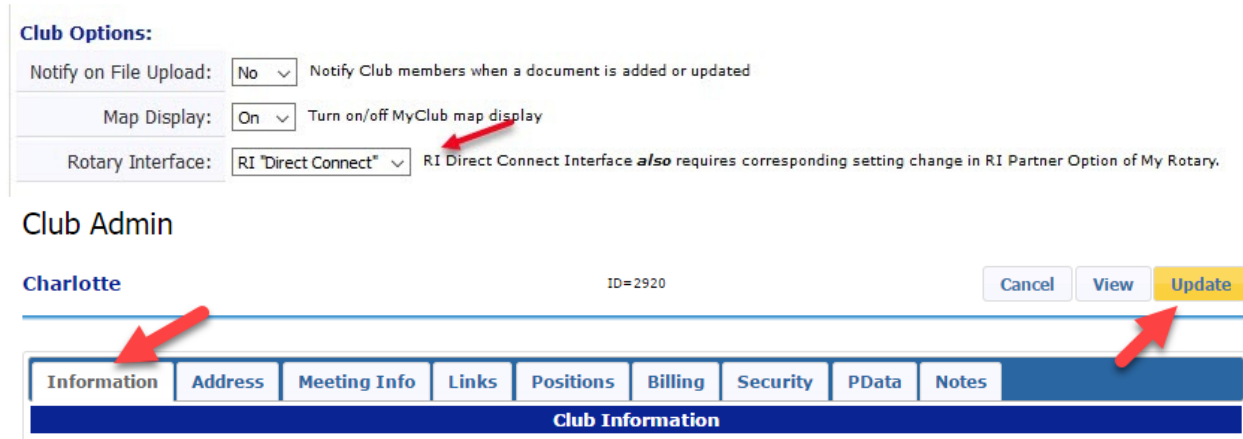
That's it! Congratulations! You have now completed the 2 steps necessary to activate the interface to update club and member changes entered into **DACdb** directly into the RI database (usually takes about 24 hours to activate at RI). You will now have the **RI Compare** functions available for your club.