

## Adding a CLUB Event to the District/Club Calendar

After you have signed in to DaCdb (district database), select the Calendar tab, the quickest way to add an activity/event is to use the Add to Club Calendar drop down window

The screenshot shows the District 7600 website interface. At the top, there is a navigation bar with tabs for ATA, Committees, PMail, Calendar, DUES, Reports, Speakers, Club PAGES, ATTND, and Help. Below this is a green bar with buttons for 'ADD to CLUB Calendar' and 'View CLUB Calendar'. The main content area is titled 'Calendar of Events Rotary District 7600'. Underneath, there are 'Calendar Parameters' including search options and checkboxes for event types like District Event, District Reminder, District GOV Official Visit, Club Meeting, Club Event, Club FundRaiser, and Multi-District Event. A table with columns 'TIME', 'ACTION', 'CLUB', 'EVENT NAME', and 'LOCATION / COMMENTS' is visible. A blue circle highlights the 'Add to Club Calendar' dropdown menu, which is open, showing options: 'Select Event Type', 'Club Meeting', 'Club Event', and 'Club FundRaiser'. The 'Club Event' option is selected. The table shows an event for 'Rotary Awareness Month' and 'Rotary Leadership Institute RLI'.

Once you select the type of event, you will immediately be taken to a new screen.

Complete the requested information at the top of the screen

The screenshot shows the 'Add Club Event' form. At the top, there is a section for 'Event Status' set to 'Active' and '(ID=new)', with 'Cancel' and 'Add' buttons. Below this is 'Section 1 - Event Information'. The form fields are: '\*Event Category:' set to 'Club Event'; '\*Event Name:' with the text 'Virginia Peninsula Annual Charter Night'; 'Enable Registrations:' set to 'No' with a note: '(Note: After Adding this Event, you will have the opportunity to configure Registration Options)'; 'Registration:' set to 'Open' with a note: '(Sets an event to be Open for registrations, or Closed so no registrations can be made except by those that may Edit the event (moderators, etc))'; and 'Short Description:' with a rich text editor containing the text 'Annual Charter Night at the Hampton Yacht Club'.

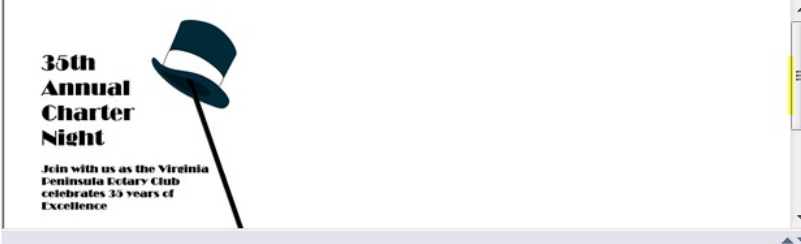
And then scroll down to complete the rest of the screen

URL Link to Webpage:  (Optional: Info & Photos)  
 Must begin with **www.** -or- **http://** to be a URL link

-- And/Or --

Upload NEW File:   
 (i.e. event flyers, info, photos. File must be in PDF, TXT, HTML, DOC, XLS, GIF or JPG format)

Location / Comments:



**35th Annual Charter Night**  
 Join with us as the Virginia Peninsula Rotary Club celebrates 35 years of Excellence



Confirmation Footer:   
 Added to bottom of confirmation email

Hot hor dourvers and adult beverages will be served! Be sure and have a designated driver!

Complete the location information and any additional confirmation information that you might want. And then click the gold update button at the bottom or top of the screen. (If you don't click "update" your changes will be lost!)

***Hint:** Don't be afraid to be creative and use small graphics, logos, etc. It will help draw attention to your event.*

Re-click the calendar tab to see how you like the results. (Your event will appear on the calendar in 'date order'. So if you don't see it at first, scroll down to the date of your event.) If you want to edit or change the way it looks, simply click the Edit Form link which takes you back to your form. Your entry can be as simple or as fancy as you desire, it will just take a little work.

					details and registration.
Sat Feb 26, 11	06:00P	<a href="#">Edit Form</a> 	Virginia Peninsula	Virginia Peninsula Rotary Charter Night	 <b>35th Annual Charter Night</b> Join with us as the Virginia Peninsula Rotary Club celebrates 35 years of Excellence  Hampton Yacht Club 4707 Victoria Blvd. Hampton, VA Saturday, February 26, 2011 6:00 PM

Once you have posted your event to the database, it will automatically appear on the district website as well.

as the 2011  
the Wakefield 4-H  
major traffic tie ups  
different corners of  
nts showed up in good spirits. Past District  
the trainer for the event and had engineered a  
hings, District Governor Jayne(R) (Cape Henry)  
of the Rotary Year ... 1) Rotary Foundation Giving



the Presidents to check their progress midyear  
ict Governor Jayne. The Presidents Elect had the  
or-Elect, about his plans for the 2011-2012 Rotary  
quarterly action planning meeting chaired  
(Virginia Peninsula).

ublishing Feb 1

**DISTRICT & LOCAL EVENTS**

February 12  
District Team Training  
Seminar 2011(DTTS)

February 19  
Rotary Leadership Institute  
(RLI)

February 19  
2011 RYLA Conference

February 26  
Virginia Peninsula Rotary  
Charter Night

May 02  
Brandermill 22nd Annual Golf  
Tournament

**Hint:** You can submit stories about your planned (and completed) event to the webmaster. Stories can be accepted in MSWord and PDF formats. A few pictures are helpful as well. If you belong to Facebook, your abbreviated story can be posted there as well. (Otherwise, we'll post some of them on the Rotary 7600 Facebook fan page.) Submit stories to [DCO.webmaster@rotary7600.org](mailto:DCO.webmaster@rotary7600.org)