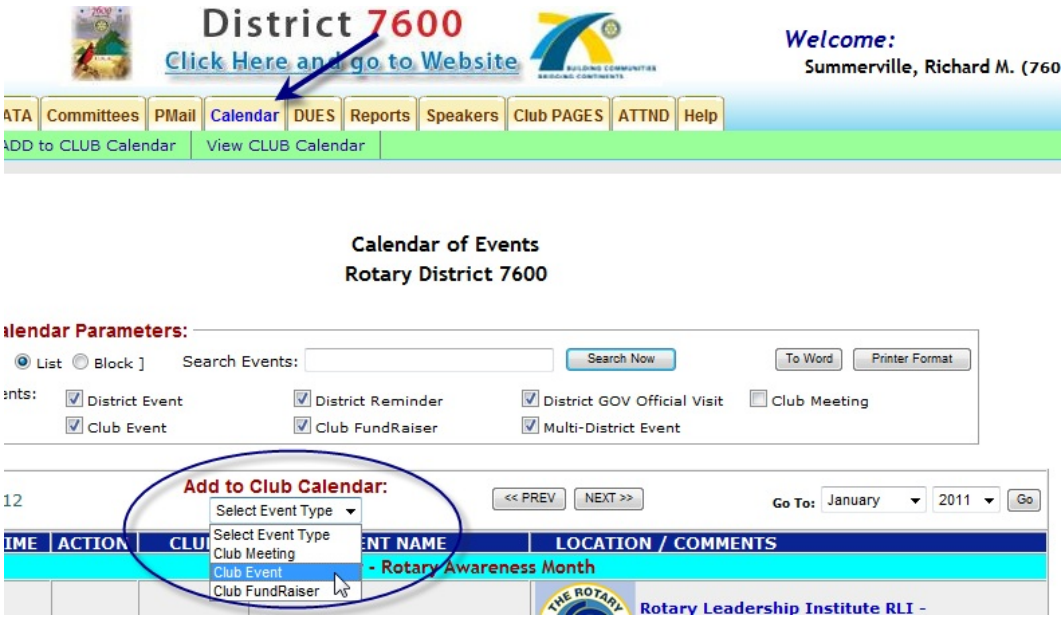
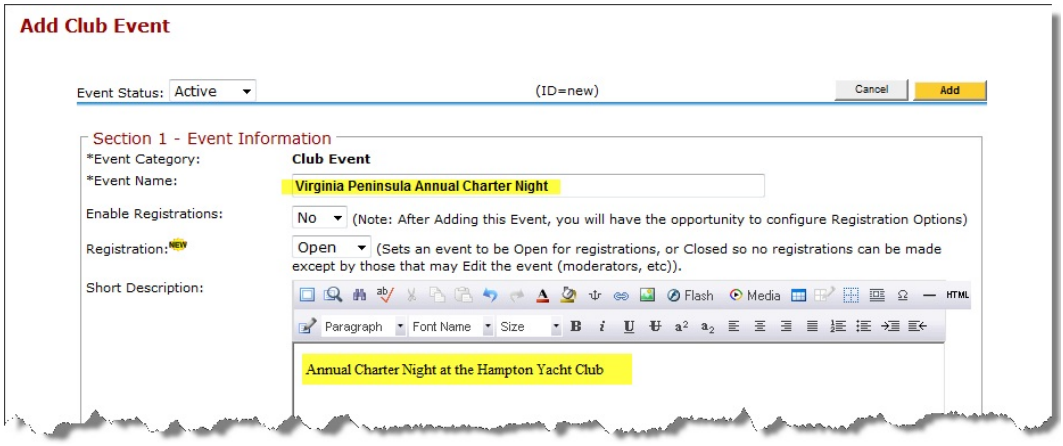
Adding a CLUB Event to the District/Club Calendar

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

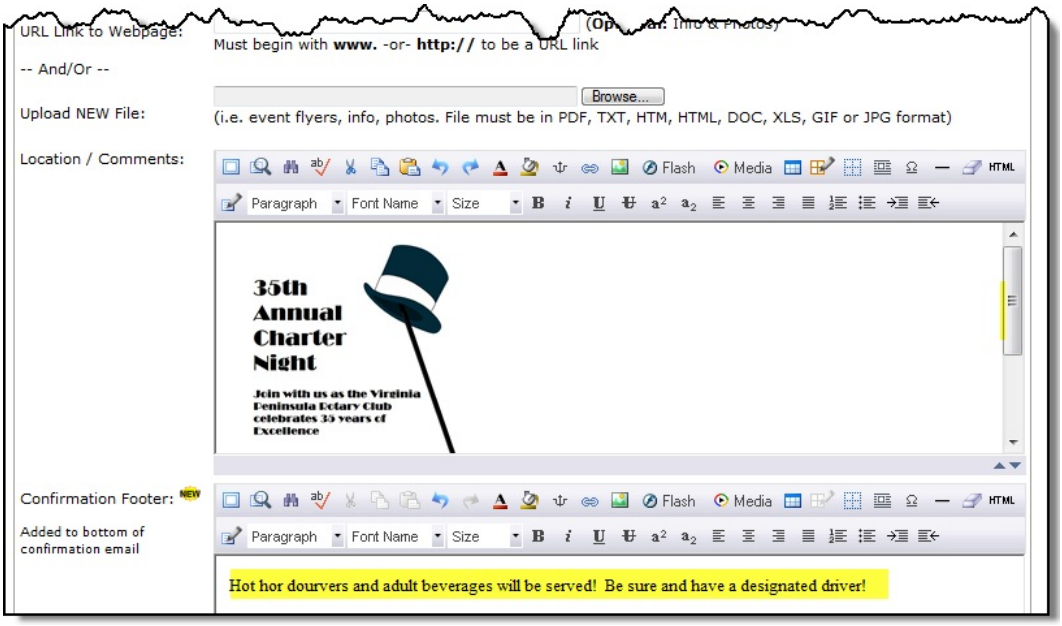


Once you select the type of event, you will immediately be taken to a new screen.

Complete the requested information at the top of the screen



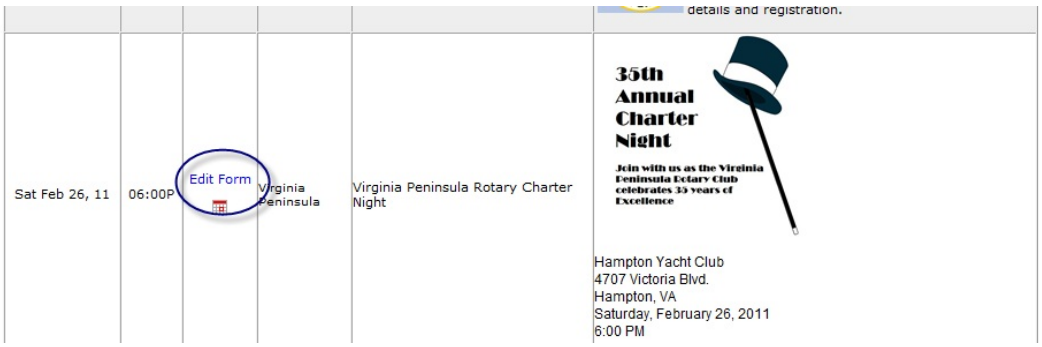
And then scroll down to complete the rest of the screen



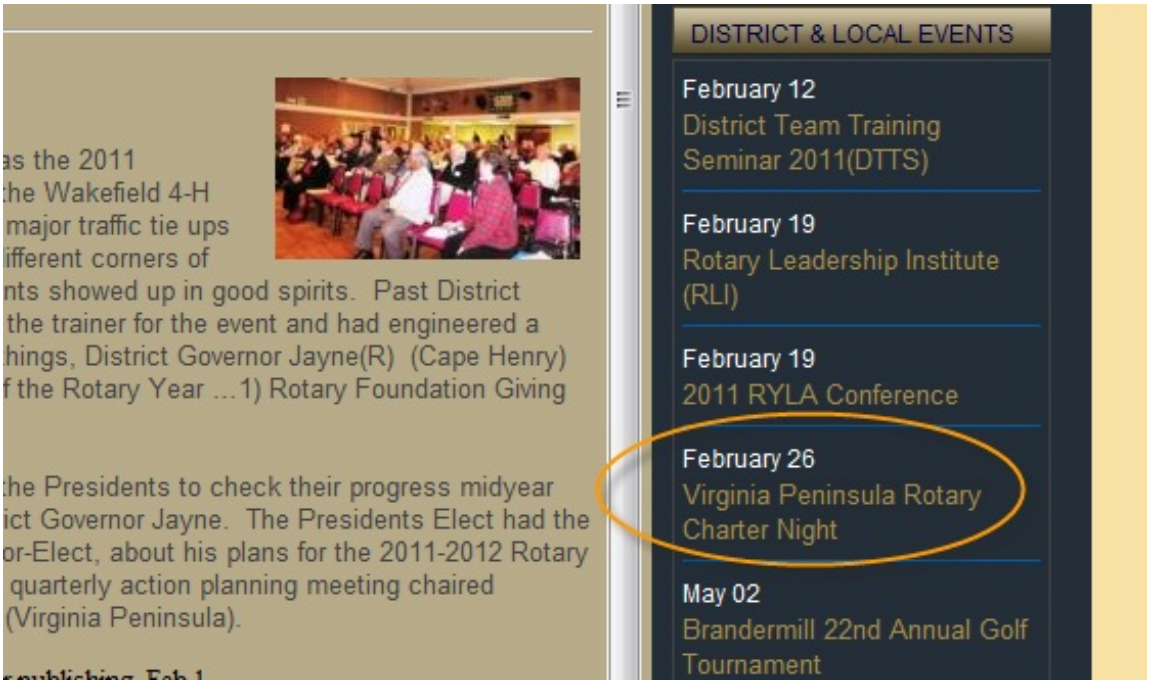
Complete the location information and any additional confirmation information that you might want. And then click the gold update button at the bottom or top of the screen. (If you don't click "update" your changes will be lost!)

> ***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.



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



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