

# HOW TO UPDATE YOUR DATA ON ROTARY DISTRICT WEBSITE

[www.rotary5160.org](http://www.rotary5160.org)

clubs

district database

[www.DaCdb.com](http://www.DaCdb.com)

far left box : **LOG IN Here** The screen below will pop up.

## Sign In

User Name:

Password:

Your member number – above your name on your Rotary Magazine. You can change your password once you log in.

Club Number:

**NOW Required** for greater than Member LVL-1 access.

Remember Me:

**DO NOT check this on public systems  
(e.g., libraries, internet cafes)**

Login

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### Once you are logged in:

- Click on: **My Club** and scroll down to your name
  - Click on “edit” to the right of your name
    - Correct your email address and update the rest of your information including badge name, badge category, spouse, birthday, etc., even upload a picture of yourself.
    - Click on “update” after you have completed your information

Look around on the district and club site – lots of fun information.

***Thanks much - Enjoy looking around the site!***