

### FAQ – Frequently Asked Questions

Portage Rotary website: [www.portagerotary.org](http://www.portagerotary.org)

HOW TO FIND?	FOLLOW THESE STEPS:
Rotary Club of Portage	Type <a href="http://www.portagerotary.org">www.portagerotary.org</a> onto your browser address bar [Enter]
Bulletins	<ol style="list-style-type: none"> <li>1. Find and click on [Club Bulletin] on left panel of home page</li> <li>2. Find date of interest and click on the blue link</li> </ol>
Pictures (on Facebook)	<ol style="list-style-type: none"> <li>1. Find and click on [Club Albums] on left panel of home page</li> <li>2. This will redirect you to our Facebook account home page</li> <li>3. Close the page by clicking [X] in upper tab to return to home page</li> </ol>
Calendar of events/programs	<ol style="list-style-type: none"> <li>1. Find and click on [Club Calendar] on left panel of home page</li> <li>2. Select month of interest by arrow on top of calendar</li> </ol>
Forms for friends and members	<ol style="list-style-type: none"> <li>1. Find and click on [Forms and Documents] on left panel of home page</li> <li>2. Select document of interest by clicking on the blue (or purple) link at end of listing</li> </ol> <p>Sometimes you must have Adobe PDF software resident on your computer to view. You can download free Adobe PDF when needed from your browser search.</p>
DACdb	<ol style="list-style-type: none"> <li>1. Find and click [DACdb – Rotary Member – Login] on upper right panel of home page</li> <li>2. Sign in with Member Name and Rotary International ID (one time, it remembers)</li> </ol>
District 6360	Find and click on [Rotary District 6360] on left panel of home page
Personal profile information	<ol style="list-style-type: none"> <li>1. Login to [DACdb – Rotary Member – Login]</li> <li>2. Click [MyDATA] then click [Edit] to update if needed</li> </ol>
Committee members	<ol style="list-style-type: none"> <li>1. Login to [DACdb – Rotary Member – Login]</li> <li>2. Click [MyDATA]</li> <li>3. Click [Committees]</li> <li>4. Click [View]</li> </ol>
Member email, phone numbers	<ol style="list-style-type: none"> <li>1. Login to [DACdb – Rotary Member – Login]</li> <li>2. Click [MyCLUB]</li> <li>3. Click [Club Members]</li> <li>4. Find member email and/or phone numbers listed</li> <li>5. Find Board members on main page for quick information access</li> </ol>
Expand small print on website	<ol style="list-style-type: none"> <li>1. Hold down [Ctrl] on keyboard, then press [+] to expand print size</li> <li>2. Do it again to go to even larger print</li> <li>3. To restore the size press [Ctrl] and then the [ ] key</li> </ol>