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# District and Club database

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## Premium District Emails

New Member Emails  
New Member Sponsor Emails  
Termination Emails

## User Documentation

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Prepared By  
Mark Landmann  
Phone: 303-470-1928  
E-mail: [mlandmann@q.com](mailto:mlandmann@q.com)

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## 1. Introduction

Enhance your districts ability to communicate with new members, member sponsors and terminated members by using DaCdb's Premium District Emails. The Premium District Email solution is an optional module that Districts can subscribe to on an annual basis for a small additional fee. The Premium Emails will automatically send emails to identified district and club groups based on:

- New Member Adds (New Member Welcome and Sponsor Emails)
- Termination of Members

The email generation, once configured happens automatically behind the scene when members are added and terminated.

This is a district / account level option. Configuration is setup by the Lvl-7+ DCO. However, we have added the ability for individual clubs to tailor the email distribution list for the club.

### 1.1 New Changes

If you are a previous user of Premium District Emails, you will notice the following changes to this version:

#### 1.1.1 General

- New Setup Menu under the Members tab, available to Lvl-7+ Members to configure the Premium Emails.
- New Setup Menu under the Members tab, *optionally* available to Club Leaders to configure the new member, sponsor and termination emails sent to the club leadership.

#### 1.1.2 New Member Emails

- Definitions of message *metadata tags* are now documented
- Emails can be sent to chairs of designated district/account committees
- Emails can be sent to a variety of club positions (defined by the RoleKey)
- Email cc is now available
- By default, emails are now sent to the Club President

#### 1.1.3 Sponsor Emails

- Definitions of *metadata tags* are now documented
- Emails can be sent to chairs of designated district/account committees
- Emails can be sent to a variety of club positions (defined by the RoleKey)
- Email cc is now available
- By default, emails are now sent to the Club President

#### 1.1.4 Termination Member Emails

- Emails that terminate can now be sent to members that have terminated – based on the termination code
- Emails can be sent to chairs of designated district/account committees
- Emails can be sent to a variety of club positions (defined by the RoleKey)
- Email cc is now available
- By default, emails are now sent to the Club President

## 1.2 What do I need to know right now?

For current users, the system basically operates the same way. There should be no changes to the current operation. By default, emails are sent to the Club Executive Secretary (CES), Club Secretary.

To change who is on the Email list for New Members and Sponsor Emails, these must be configured under Setup. To take advantage of Terminated Member emails, these must be configured using the Setup too. By default, Terminated Emails are not sent.

The Lvl-7+ can optional allow the clubs to modify the distribution of emails sent to their leadership. The distribution list can be modified on a club by club basis. The decision to allow the clubs to make their own modifications requires a call to support to set the security level for the Setup menu or the Lvl-7+ to make the change for them.

## 1.3 Audience / Affected Groups

The target audience for this document is:

- District / Account Managers (Lvl-7+)
- Club Officers that are interested in changing the club email notification lists

## 2. Setup / Configuration

The Premium Email configuration is done via the Setup sub-menu found under the Member tab. The configuration is done under the Premium Emails tab, as shown below.

### Member Setup

[Save Setup](#)

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Profile Premium EMail PMail All Security

#### Optional Premium Emails

Member Emails - Turn ON, but there is a \$200/yr charge to existing accounts before 09/22/2008. After this date, the Fees are included in the Annual cost.

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#### Sponsor Emails:

----- District-level Settings -----

Sponsor Email:

Sponsor Email Template:  Select file from list

Sponsor CC Email:  Optional CC on EMail

Email Committee Chairs on:  Enter Committee RoleKeys separated by comma  
[Who is this now?](#)

Email Club Positions:  Enter Club Positions (RoleKeys) separated by comma  
[Who is this now?](#) Note: This list will change for each club

----- Club-level Settings -----

Email Club [6128] Positions:  Enter Club Positions (RoleKeys) separated by comma  
(Overrides District List) [Who is this now?](#) Note: This list will change for each club

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#### New Member Emails:

----- District-level Settings -----

New Member Email:

New Member Template:  Select file from list

New Member CC Email:  Optional CC on EMail

Email Committee Chairs on:  Enter Committee RoleKeys separated by comma  
[Who is this now?](#)

Email Club Positions:  Enter Club Positions (RoleKeys) separated by comma  
[Who is this now?](#) Note: This list will change for each club

----- Club-level Settings -----

Email Club [6128] Positions:  Enter Club Positions (RoleKeys) separated by comma  
(Overrides District List) [Who is this now?](#) Note: This list will change for each club

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#### Term Member Emails:

----- District-level Settings -----

Term Member Email:

Term Member Template:  Select file from list

Term Member CC Email:  Optional CC on EMail

Email Committee Chairs on:  Enter Committee RoleKeys separated by comma  
[Who is this now?](#)

Email Club Positions:  Enter Club Positions (RoleKeys) separated by comma  
[Who is this now?](#) Note: This list will change for each club

----- Club-level Settings -----

Email Club [6128] Positions:  Enter Club Positions (RoleKeys) separated by comma  
(Overrides District List) [Who is this now?](#) Note: This list will change for each club

# Premium District Emails

There are three types of emails to be configured in this section

- **Sponsor Emails** – Emails sent to the sponsor of the new member being added. The Sponsor must be identified and the Sponsor must have a valid email address for the email to be sent.
- **New Member Welcome Emails** – Emails sent to the new member that was added. The member must have a valid email address to receive the Welcome Email.
- **Terminated Member** – Emails sent to members that have terminated. Emails will be sent to members that terminated based on the termination code selected. Each termination code can be set to send (or not) an email to the Member. For example, it is probably inappropriate to send a deceased member an email, so the deceased termination code is not checked for this termination type.

Sponsor, New Member and Termination emails can be sent to a defined list of club leaders and/or district committee chairs. In addition, a list of optional CC emails can be included. The club leaders and district committee chairs are set by identifying the positions and committees using the position RoleKey(s). If you are not familiar with the RoleKey concept, please contact support.

Since this is a district-level function, the district Lvl-7 DCO is responsible for the district-wide configuration. This is done in each of the three sections under the district level settings.

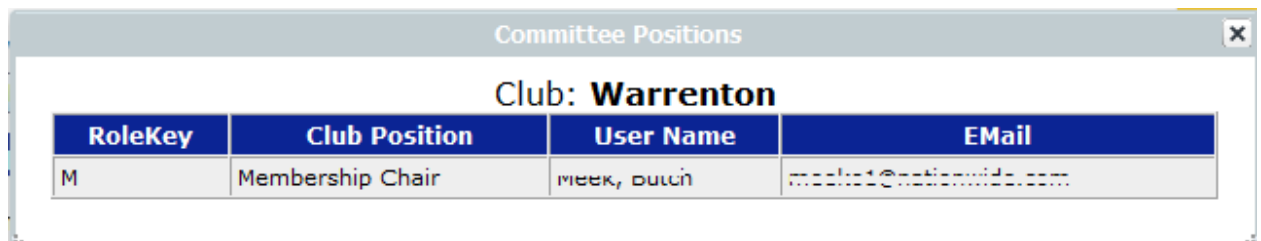
However, each club can specify their own list of club roles that will be emailed. The club selection overrides the district level settings. For example, if the District setting for the club is to send emails to the President (P) and Secretary(S), the RoleKeys "P,S" would be entered for the Club Positions. Then, if a specific club only wanted to sent sponsor emails to the Secretary, Treasurer and Membership, the club could enter the RoleKey position codes of "S,T,M". In this case, the President would not receive the sponsor email.

## 2.1 Who Is this Now?

In each section and for each Committee and Club entry, there is a Who is this now? Hyperlink. Clicking on this link will show the members associated with the corresponding RoleKeys entered.

### 2.1.1 Committee Positions

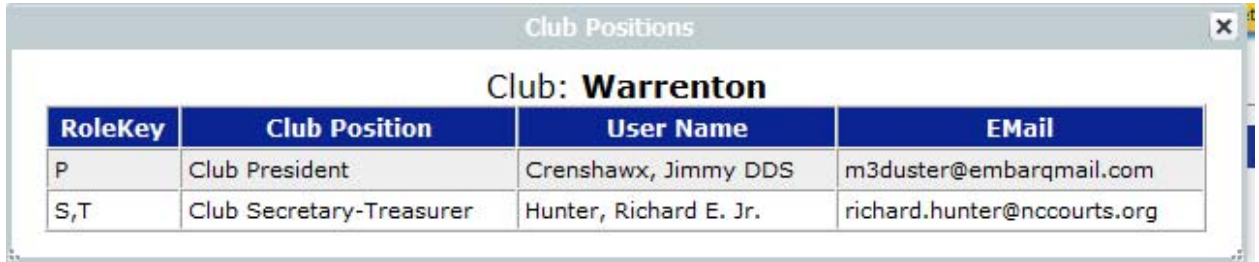
The who is this now? hyperlink will show the members associated with the committee RoleKeys entered.



RoleKey	Club Position	User Name	Email
M	Membership Chair	mreek, ducun	mreek1@nationwide.com

## 2.2 Club Positions

The [who is this now?](#) hyperlink will show the members associated with the club RoleKeys entered.

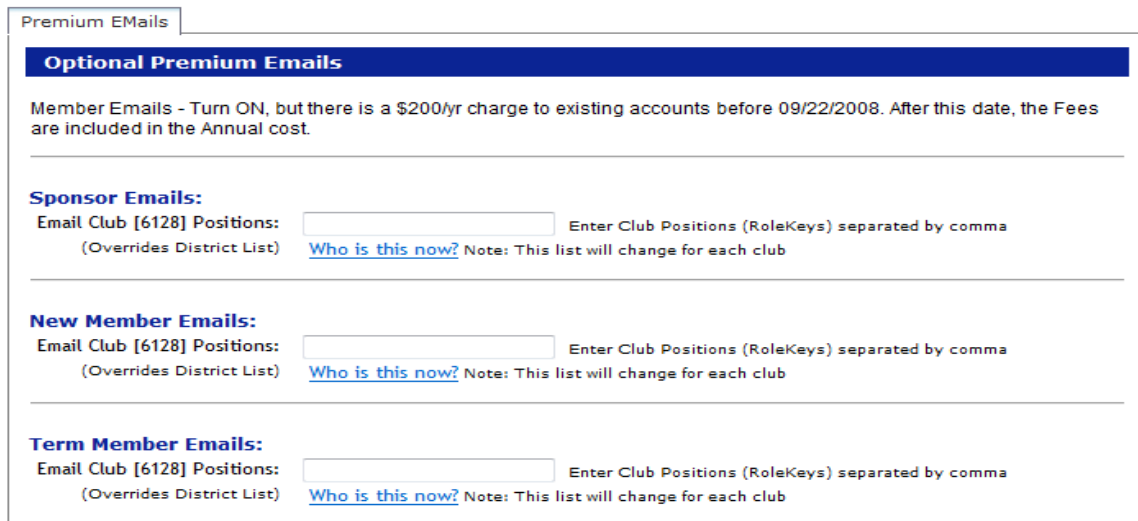


RoleKey	Club Position	User Name	EMail
P	Club President	Crenshawx, Jimmy DDS	m3duster@embarqmail.com
S,T	Club Secretary-Treasurer	Hunter, Richard E. Jr.	richard.hunter@nccourts.org

## 2.3 Club Entry

The ability for an individual club to access the Setup configuration can be optionally configured on a District/Account basis. This gives the Lvl-7 the option to control the club changes or allow the clubs to make the changes themselves. To change this, is a Menu configuration change which Support can make. Have it your way!

By default, Clubs will not have access to the Setup. If the clubs are given access, then their Setup screen will look like the following where only the club position roles can be changed.



Premium Emails

**Optional Premium Emails**

Member Emails - Turn ON, but there is a \$200/yr charge to existing accounts before 09/22/2008. After this date, the Fees are included in the Annual cost.

**Sponsor Emails:**  
Email Club [6128] Positions:  Enter Club Positions (RoleKeys) separated by comma  
(Overrides District List) [Who is this now?](#) Note: This list will change for each club

**New Member Emails:**  
Email Club [6128] Positions:  Enter Club Positions (RoleKeys) separated by comma  
(Overrides District List) [Who is this now?](#) Note: This list will change for each club

**Term Member Emails:**  
Email Club [6128] Positions:  Enter Club Positions (RoleKeys) separated by comma  
(Overrides District List) [Who is this now?](#) Note: This list will change for each club

## 2.4 Sponsor Emails

A customized thank you letter can optionally be sent to the new member's sponsor. The Sponsor is identified in Section 1 of the Member Add screen.

### 2.4.1 Sponsor Identification

The Sponsor name must be looked-up using the lookup button so that we can link the name entered with the person's record so we have their respective email.

# Premium District Emails

USER DOCUMENTATION

Start Date:\*  (mm/dd/yyyy)

Sponsor Name:  (Lookup Sponsor)

Language Skills:  (e.g., Spanish,Read,Write,Speak)

Classification:

## 2.4.2 Sponsor Email Configuration

A thank you email can be optionally sent to the new member's sponsor. Sponsor Email must be set to YES, and a Sponsor Template must be selected. In addition, the sponsor must be identified when the new member is added to the system, and of course, the selected sponsor must have a valid email address.

### Sponsor Emails:

----- District-level Settings -----

Sponsor Email:  Yes

Sponsor Email Template:  Select file from list

Sponsor CC Email:  Optional CC on EMail

Email Committee Chairs on:  Enter Committee RoleKeys separated by comma  
[Who is this now?](#)

Email Club Positions:  Enter Club Positions (RoleKeys) separated by comma  
[Who is this now?](#) Note: This list will change for each club

----- Club-level Settings -----

Email Club [6128] Positions:  Enter Club Positions (RoleKeys) separated by comma  
(Overrides District List) [Who is this now?](#) Note: This list will change for each club

**Sponsor Email.** Yes or No, this controls whether an email will be sent

**Sponsor Email Template.** The selection pick list contains a list of documents under the District uPage templates. Select the appropriate document name referring to the Email.

**Sponsor CC Email.** An option list of emails can be entered. These emails will be on the CC list of the emails sent out.

**Email Committee Chairs.** The district committee chairs on one or more district committees can be copied on the email. This might include for example, the District Membership Chair on the District Membership Committee (DM). The committee must have a unique RoleKey defined, and the committee must have a Chair position defined.

**Email Club Positions.** The club leaders can be emailed the sponsor email. One or more leader positions can be entered using the RoleKey nomenclature (e.g., P=President, S=Secretary). By Default, the Club Executive Secretary (CES) (if defined) and the Club Secretary (S) will be sent a copy of the email.

## 2.5 New Member Welcome Emails

A welcome email can be optionally sent to each "Active" new member in the club/district. New Member Email must be set to YES, and a New Member Template must be selected.

# Premium District Emails

USER DOCUMENTATION

## New Member Emails:

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**District-level Settings**

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New Member Email:

New Member Template:  Select file from list

New Member CC Email:  Optional CC on EMail

Email Committee Chairs on:  Enter Committee RoleKeys separated by comma  
[Who is this now?](#)

Email Club Positions:  Enter Club Positions (RoleKeys) separated by comma  
[Who is this now?](#) Note: This list will change for each club

---

**Club-level Settings**

---

Email Club [6128] Positions:  Enter Club Positions (RoleKeys) separated by comma  
(Overrides District List) [Who is this now?](#) Note: This list will change for each club

**New Member Email.** Yes or No, this controls whether an email will be sent

**New Member Email Template.** The selection pick list contains a list of documents under the District uPage templates. Select the appropriate document name referring to the Email.

**New Member CC Email.** An option list of emails can be entered. These emails will be on the CC list of the emails sent out.

**Email Committee Chairs.** The district committee chairs on one or more district committees can be copied on the email. This might include for example, the District Membership Chair on the District Membership Committee (DM). The committee must have a unique RoleKey defined, and the committee must have a Chair position defined.

**Email Club Positions.** The club leaders can be emailed the email. One or more leader positions can be entered using the RoleKey nomenclature (e.g., P=President, S=Secretary). By Default, the Club Executive Secretary (CES) (if defined) and the Club Secretary (S) will be sent a copy of the email.

## 2.6 Terminated Member Emails

A termination email can be optionally sent to each “Active” terminated member in the club/district. The Termination Email must be set to YES, and a Termination Template must be selected.

### Term Member Emails:

----- District-level Settings -----

Term Member Email:

Term Member Template:  Select file from list

Term Member CC Email:  Optional CC on EMail

Email Committee Chairs on:  Enter Committee RoleKeys separated by comma  
[Who is this now?](#)

Email Club Positions:  Enter Club Positions (RoleKeys) separated by comma  
[Who is this now?](#) Note: This list will change for each club

----- Club-level Settings -----

Email Club [6128] Positions:  Enter Club Positions (RoleKeys) separated by comma  
(Overrides District List) [Who is this now?](#) Note: This list will change for each club

---

**Terminated Email.** Yes or No, this controls whether an email will be sent

**Terminated Member Email Template.** The selection pick list contains a list of documents under the District uPage templates. Select the appropriate document name referring to the Email.

**Terminated Member CC Email.** An option list of emails can be entered. These emails will be on the CC list of the emails sent out.

**Email Committee Chairs.** The district committee chairs on one or more district committees can be copied on the email. This might include for example, the District Membership Chair on the District Membership Committee (DM). The committee must have a unique RoleKey defined, and the committee must have a Chair position defined.

**Email Club Positions.** The club leaders can be emailed the email. One or more leader positions can be entered using the RoleKey nomenclature (e.g., P=President, S=Secretary). By default, no positions are sent this email.

Termination emails are only sent if the Termination Code entered is defined to send out a termination letter. This is indicated on the member termination page, where the reason for termination is selected. Those shown as [Term Letter Send] will have a termination letter generated.

**Reason for Termination:**

- Clasification(1) **[Term Letter Sent]**
- Business Transfer(2) (Term Letter Sent)
- Moved(3) (Term Letter Sent)
- Attendance(4)
- Business Pressure(5) (Term Letter Sent)
- Disinterest(6) (Term Letter Sent)
- Health/Personal(7)
- Deceased(8)

Other, please indicate:

If No.2 or 3, have you notified clubs in the member's new area of a former Rotarian moving to their locality?

## 3. Email Templates

The templates that are configured above are created and managed under the District uPages. By default, the District/Account is loaded with three (3) default email templates. These are located under the Templates sub-directory.

Rotary District 500 Documents

Home > Templates <<-- click links here to navigate

Type	File Name	Modified	Size
	TerminationLetter.html	04/25/09 08:17 PM	3 KB
	ThankYou-Sponsor.html	04/22/09 11:44 AM	4 KB
	Welcome-NewMember.html	04/03/09 08:16 PM	7 KB

3 files found Total space used in this directory: 14 KB

There are currently no restrictions on the number of templates that can be created. However, only one template can be in effect for each Sponsor, New Member and Terminated Member emails.

To edit the template, click on the file name. This will invoke the HTML Editor, where changes can be made to the template. The revised template can either be saved or saved under a new file name. Since this is an HTML document – please be sure to create and use the extension HTM or HTML on all file names.

The District uPages provides the basic file routines to add, copy, move, rename and delete pages. There are no backups for deleted pages – be careful.

Note: While the uPage file routines supports a hierarchy of sub-directories, Setup will only look in the top-level Template directory.

## 4. Termination Codes

By default, the system supplied termination codes are configured as follows:

### Termination Admin


View

ID	Termination	Is Active	Is Default	Send Term Letter	Position Sort	Modified	Created
1	Clasification(1)	✓		✓	1	Michael Thacker 05/09/2009	Mark Landmann 02/08/2008
2	Business Transfer(2)	✓		✓	2	Michael Thacker 05/09/2009	Mark Landmann 02/08/2008
3	Moved(3)	✓		✓	3	Michael Thacker 05/09/2009	Mark Landmann 02/08/2008
4	Attendance(4)	✓			4	Mark Landmann 02/10/2008	Mark Landmann 02/08/2008
5	Business Pressure(5)	✓		✓	5	Michael Thacker 05/09/2009	Mark Landmann 02/08/2008
6	Disinterest(6)	✓		✓	6	Michael Thacker 05/09/2009	05/09/2009
7	Health/Personal(7)	✓			7	05/09/2009	05/09/2009
8	Deceased(8)	✓			7	05/09/2009	05/09/2009

Only the termination codes with a check-mark in the Send Term Letter column will generate a termination email.

If this list needs to be extended, the District Lvl-7 can add additional termination codes/reasons here. The new codes will appear to all clubs.

If the Lvl-7 wants to define their own set of codes and over-ride the current system settings, then the Lvl-7 should Load Defaults, and then under Edit, check the box – [ ] Use Custom Termination codes.

 Note: For Rotary, the standard set of termination codes defined is expected by RI processing. The addition of new termination codes may affect on RI's termination process.

## 5. Template Metadata

Metadata means data about data -- metadata describes other data. Within the body of the template emails that are being sent to new members, member sponsor or terminated members metadata tags can be inserted to customize the emails being sent. These tags define variables that when sent out by the system will be replaced with the current appropriate values.

The following variable metadata is available for your use, when you are designing the New Member, Sponsor and/or Terminated Member emails.

### 5.1 New Member / Sponsor Email Data

The following metadata tags are available for New Member and Sponsor emails. The content of the data fields below come from the entries made on the Member record during the Add process.

Variable	Description
{%UserID%}	UserID
{%FName%}	Member First Name (or Badge Name, when available)
{%MemberID%}	Member ID – e.g. RI member ID number
{%LastName%}"	Member Last Name
{%FirstName%}"	Member First Name
{%MidName%}"	Member Mid Name
{%NameSfx%}"	Member Name Suffix
{%Email%}"	E-mail
{%MemberName%}"	Member's Name: First Middle Last Suffix
{%MemberType%}"	Member Type (Active, Honorary, Guest, etc.)
{%BadgeNumber%}	Badge Number
{%Gender%}	Member's gender – M=male or F=female
{%BirthDate%}	Member's birth date in the format mm-dd. Year is not provided
{%StartDate%}	Member's start date
{%SponsorName%}	The Sponsor of this Member (if provided)
{%PartnerFirstName%}	Partner/Spouse first name
{%PartnerLastName%}	Partner/Spouse last name
{%PartnerNickName%}	Partner/Spouse nick name
{%AnniversaryDate%}	Anniversary Date, date format depends on district/account setting
{%BusName%}	Business Name
{%BusPosition%}	Business Position (e.g. Vice President Finance)
{%BusWeb%}	Business website address/URL
{%Employees%}	Number of employees
{%OccupationCode%}	Occupation code
{%Address%}	Member Address (composite of address field 1 and 2)
{%Address1%}	Member Address line 1
{%Address2%}	Member Address line 2 (if used)
{%City%}	Member City
{%StateCode%}	Member State Code (e.g. AZ, CO, FL)
{%ProvOrOther%}	Member Providence or Other
{%PostalZip%}	Member Postal Zip (zip code)
{%CountryCode%}	Member Country Code
{%HomePhone%}	Member Home Phone
{%OfficePhone%}	Member Office Phone
{%FaxNumber%}	Member Fax Number
{%CellPhone%}"	Member Cell Phone

# Premium District Emails

USER DOCUMENTATION

{%TollFreeNumber%}"	Member Toll Free Number
{%ClubID%}"	ClubID (the club number assigned by RI)
{%ClubName%}"	Club Name
{%AccountID%}"	Members Account or District number
{%OrgYear%}"	The current org-year (e.g., 2008-09)
{%Today%}"	Today's date in the format: mmmm dd, yyyy

## 5.1.1 Logged In User Data

There are variables available that are associated with the User that entered the new member. This is the logged in user that made the member add.

Variable	Description
{%SESSION.UserName%}	UserName of the logged in user sending this email
{%SESSION.Email%}	Email address of the logged in user sending this email
{%SESSION.HomePhone%}	Member Home Phone
{%SESSION.OfficePhone%}	Member Office Phone
{%SESSION.CellPhone%}"	Member Cell Phone
{%SESSION.AccountID%}"	AccountID / District number of the user sending the email

## 5.1.1 District Governor Data

There are variables associated with the current District Governor for the District/Account. The value of these will change based on the DG role that is defined in the District DLT committee.

Variable	Description
{%DG.UserName%}	District Governor UserName (FirstName MI LastName NameSfx)
{%DG.MemberName%}	District Governor Member (FirstName MI LastName suffix)
{%DG.FName%}	Member First Name (or Badge Name, when available)
{%DG.LastName%}"	Member Last Name
{%DG.FirstName%}"	Member First Name
{%DG.MidName%}"	Member Mid Name
{%DG.NameSfx%}"	Member Name Suffix
{%DG.Email%}	District Governor Email address
{%DG.HomePhone%}	District Governor Home Phone
{%DG.OfficePhone%}	District Governor Office Phone
{%DG.CellPhone%}"	District Governor Cell Phone
{%DG.AccountID%}"	District/AccountID number of the user sending the email

## 5.1.2 Login Data

The New Member welcome email may contain login information. This will be sent only to Level-1 Members (which is probably almost all the cases).

Variable	Description
{%UserName%}"	Sender's Member Name (FirstName MI FirstName, NameSfx)
{%Password%}"	Sender's Email Address

In the future, the ClubID will be a required field for access to the system for members with a security level greater than 1 (member level).

## 5.2 Terminated Emails

The following metadata tags are available for **Terminated Member** emails.

### 5.2.1 Member Data Field

The data fields identified under the New Member are also available for the Terminated Member email.

### 5.2.2 Logged In User Data

The data fields identified under the New Member are also available for the Terminated Member email.

### 5.2.1 District Governor Data

The data fields identified for the District Governor data for the New Member are also available for the Terminated Member email.


### 5.2.2 District Membership Chair Data

The name, email, office phone and home phone of the District Membership chair can be identified within the body of the terminated email. The District Membership Chair is pulled from the District Committee with RoleKey (DM).

Variable	Description
{%DMC.MemberName%}	District Membership Chair Member Name
{%DMC.OfficePhone%}	District Membership Chair Office Phone
{%DMC.OfficePhone%}	District Membership Chair Office Phone
{%DMC.Email%}	District Membership Chair Email address

For this to work successfully:

- There must be a District Membership Committee (a committee with a RoleKey of "DM") in the current OrgYear
- There must be a member assigned to a chair position
- The District Membership Chair must have an Email address, Office Phone or Home Phone defined

 Note: The District Membership (DM) is not the same as the Membership committee (M).

## 6. Default Templates

Each District/Account will contain three default templates. Each can be customized under the District uPages by any Lvl-7 member or other users that are given permission to update the District uPages.

The templates are found on the following pages.

## 6.1 New Member Email



**{%DG.FirstName%} {%DG.MidName%} {%DG.LastName%}**  
**Governor {%OrgYear%}**  
**District {%DG.AccountID%}**

---

{%Today%}

Dear Rotarian {%FName%},

### Welcome to Rotary!

On behalf of the members of the **Rotary Club of {%ClubName%}** and of the other 40 clubs in our district, I'd like to extend my hand and welcome you to Rotary. You joined the world's leading service organization of business professionals.

Over the next few months, you will become more acquainted with the organization and the great work your club is doing in the community. It can also be a challenging time, as you learn your fellow member names, the structure of the meetings, the procedures, etc. Your club may assign a mentor to go through this process. If not, take it upon yourself to ask the club's membership chair or the president if something is unclear. By all means, if you can, volunteer as early as possible for a committee, club project or event. And invite to Rotary everyone you believe will benefit from joining the organization, just as you have done.

Start your Rotary experience by signing up on the district's database.

This message to you was made possible because your club secretary entered your name, address and e-mail to the system. You can enhance your bio (which can be seen by all Rotarians in the district) and also include a picture of yourself.

The **CALENDAR** offers lots of information on what is happening around the district -- visit often, the information changes almost daily.

Click====>[here to Login to DaCdb](#) ( the **District and Club database**)

Your default **Username** and **Password** currently are (and once you log in, you are encouraged to *change* your Password):

- **Username:** *your e-mail address*

- **Password:** *your Last Name*

Click **MEMBERS** tab, then the **VIEW MY DATA** screen is automatically displayed. *Remember to change your password using EDIT.*

That's it! I hope this information helps. Again, welcome to Rotary. If I can be of further assistance, please contact me.

Yours in Rotary Service,

**{%DG.FName%} {%DG.LastName%}**

Governor

Rotary International District {%DG.AccountID%}

## 6.2 Sponsor Email



**{%DG.FirstName%} {%DG.MidName%} {%DG.LastName%}**  
**Governor {%OrgYear%}**  
**District {%DG.AccountID%}**

---

{%Today%}

Dear Rotarian {%SponsorName%},

**Thank you!**

On behalf of the members of the **Rotary Club of {%ClubName%}** and of the other 47 clubs in our district, I'd like to extend my warmest **THANK YOU** for sponsoring **{%MemberName%}**.

We are members of a very prestigious organization called Rotary because someone invited us to share their personal experience of service above self. You have just created an additional link to your club and Rotary International by inviting **{%MemberName%}** to be our newest Rotarian.

Whether **{%MemberName%}** is the first member you have sponsored or the 50th member, the feeling of having given the Gift of Rotary remains the same. I encourage you to continue seeking others whom you believe can uphold the same standards you have set for your club, your community and Rotary.

Yours in Rotary Service,

***{%DG.FName%} {%DG.LastName%}***

Governor

Rotary International District {%DG.AccountID%}

## 6.3 Terminated Member



**{%DG.FirstName%} {%DG.MidName%} {%DG.LastName%}**  
**Governor {%OrgYear%}**  
**District {%DG.AccountID%}**

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{%Today%}

Dear {%FName%},

I have been advised that your membership in the Rotary Club of {%ClubName%} was recently terminated. Although we do request that club secretaries list a reason for membership termination, I have frequently found that no reason is listed or that the reason listed is inaccurate.

Regardless of your reason for leaving the Rotary Club of {%ClubName%}, I hope that your experience in Rotary has been rewarding and that you will want to continue your service to others by reconnecting with a Rotary club at some time in the future.

As you are aware, Rotary is truly international. There is hardly a place in the world that does not have a club in close proximity.

Should a part of your reason for leaving be related to a change in your occupation or some other part of your life that makes attending your club's meetings difficult and there are no alternative clubs in your community that meet your schedule and/or needs, please consider joining an eClub. You can remain a Rotarian, visit clubs when your schedule permits, and join other Rotarians in community service. You can find a list of eClubs at: <http://www.rotalink.org/eClubs/>

If you would like assistance in locating a club, please feel free to contact me or {%DMCMemberName%}, District Membership Chairman at {%DMCOfficePhone%} (office), {%DMCHomePhone%} (home), or email {%DMCEMail%}. We will do what we can to assist you.

Do keep in mind that Rotary membership is by invitation and classification and that each club determines its openings.

I wish you well and hope you will continue your Rotary involvement.

Yours in Rotary Service,

***{%DG.FName%} {%DG.LastName%}***

District Governor

Rotary International District {%DG.AccountID%}