# Using DACdb District Compare

**Rationale:**

DACdb is a valuable tool in managing Rotary membership at both the District and Club level. It can, however, be a misleading indicator of membership growth if allowed to get out of synch with the "official" records of Rotary membership in My Rotary  http://www.rotary.org/myrotary. The **District Compare** tool in DACdb identifies disparities in member records between these two databases.

**Methodology**:

To run District Compare (as a Level 6 user or higher):

1. Log into DACdb
2. Click the "My Club" tab
3. On the left navigator, open "RI Integration", and click "District Compare"
4. <u>Check only two boxes</u> -- "Show mismatched Member Types" and "Show missing Rotary Numbers"
5. Click "Submit"

The report takes awhile to run (20 to 30 minutes), and will be delivered to you by email. Open the email when it arrives, and note that many clubs indicate "There were no issues found for this club."

For other clubs, the mismatches will fall into several categories:

1. Member in DACdb column only
2. Member in RI column only
3. Member in both columns, RI number = 0 or mismatched
4. Member in both columns, mismatched member type - Honorary vs. Active

To proceed further, it's necessary to drill down into each club with mismatch issues. Go back to the My Club tab and "RI Integration", then click "Member Compare". At the top right-hand corner of the screen, there's a "Switch Club" icon. Select the club of interest and refer to "Resolving Member Compare Discrepancies" for a complete guide on helping clubs resolve the mismatches. **Note** that "RI Direct" must be implemented by each club for Member Compare to work (see "Clubs" tab).

**Causes and Prevention of Mismatches:**

Mismatches are caused by improper entry of new members or termination of existing members. The #1` cause of problems are start dates or termination dates` more than 30 days in arrears from the date the add or terminate is entered. RI will reject adds or terminations more than 30 days in arrears.

Mismatches are also caused when prior Rotarians are improperly added. Here's a "best practice" for adding new members, and particularly important when adding prior Rotarians:
https://rotary7750.org/document/adding-new-members-to-my-rotary-and-dacdb

The best preventative measure is training of clubs to run their own Member Compare regularly and fix mismatches in a timely fashion.

If you have trouble with any of these processes, email support@dacdb.com, including your Club ID and the Member ID with which you're having trouble.

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