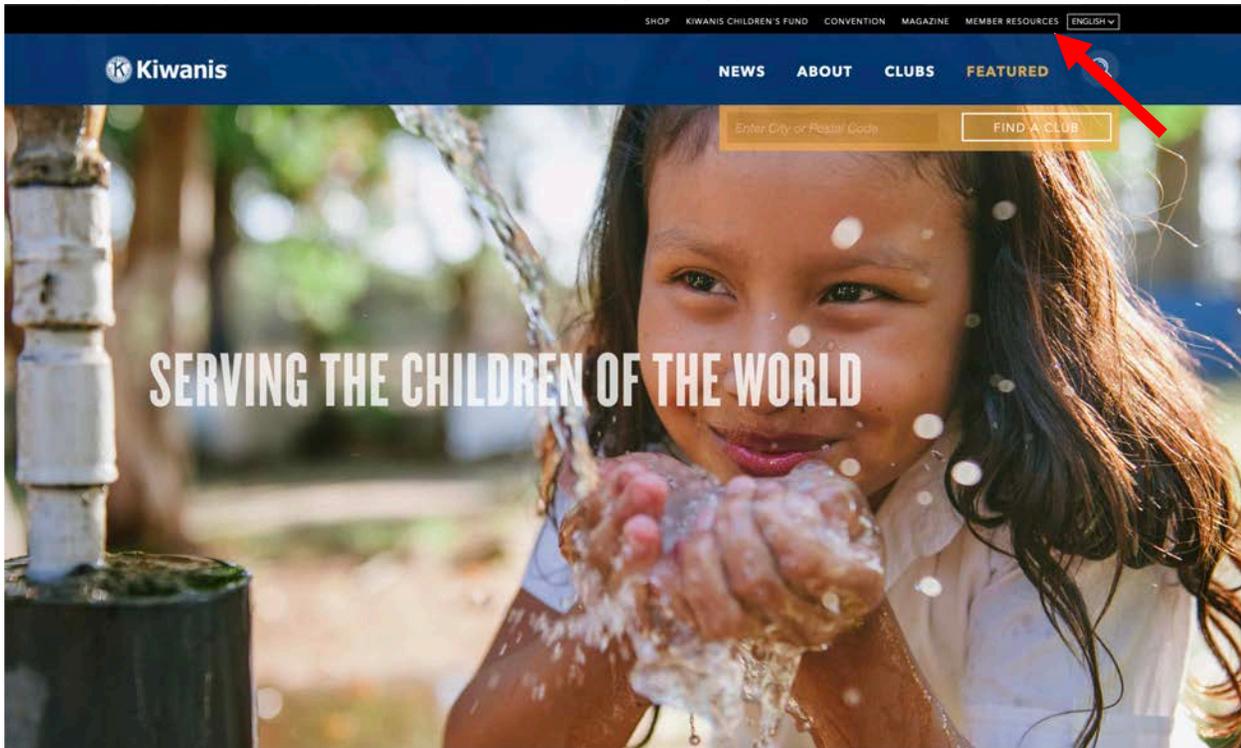
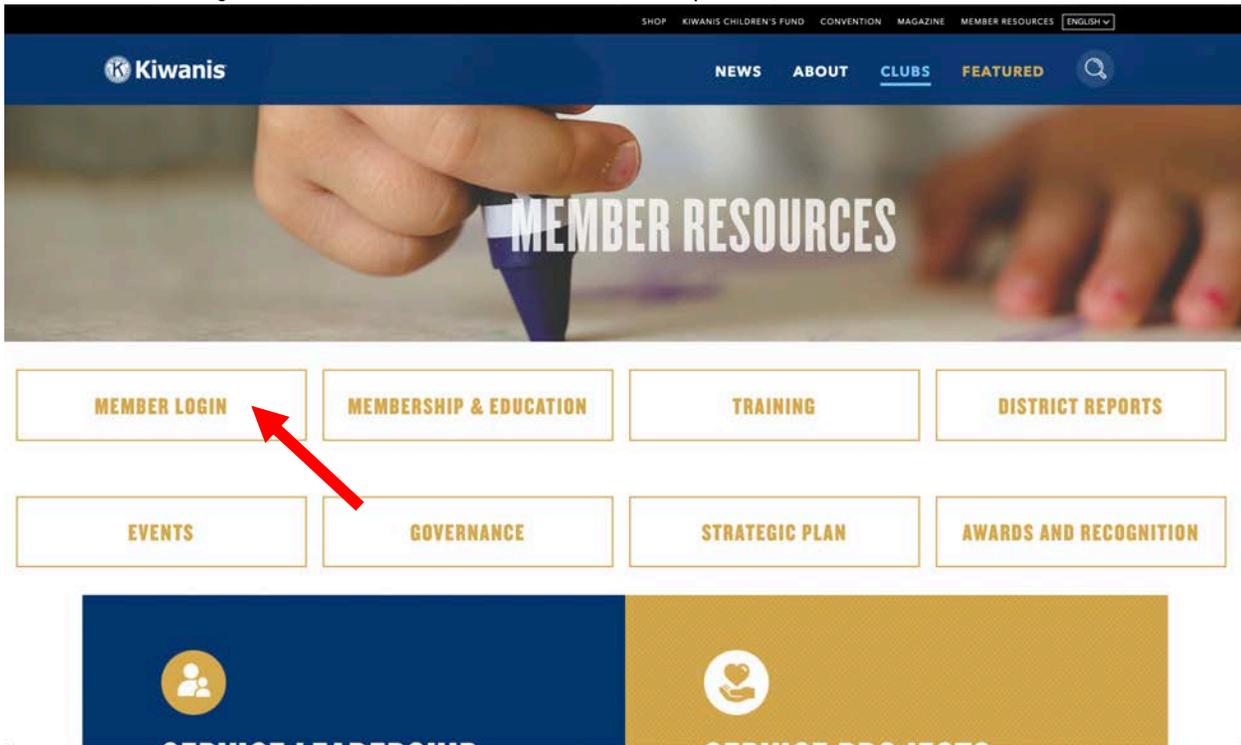


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Starting at [kiwanis.org](http://kiwanis.org) click on "Member Resources" at the top of the page.

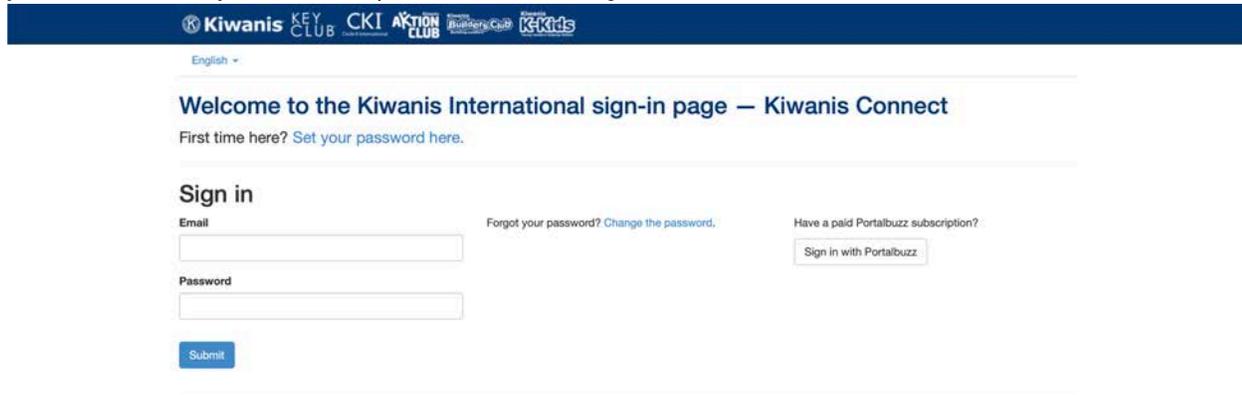


Click on "Member Login" to access KiwanisConnect. A new tab will open



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This will take you to the login screen unless you are already logged in. (This is common if you don't usually sign-out before closing your browser.) Enter your email and password and click "Login."



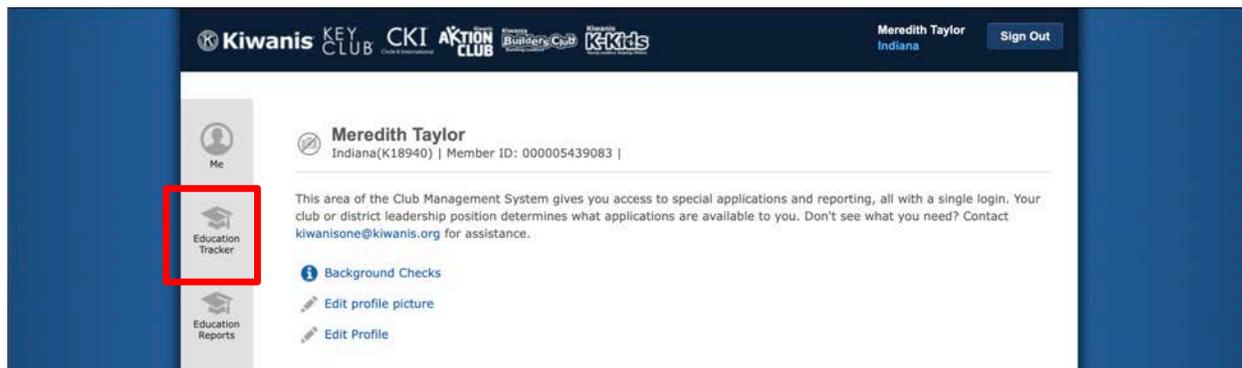
You are almost logged in. You have one more choice you will need to make on this screen. Under organization make sure you pick the "[district name] (KXX)" choice in the dropdown menu and not your club name. Finally, click "Login" to complete the process.



You may or may not encounter this screen. If you do press continue. If not, continue to the next step.

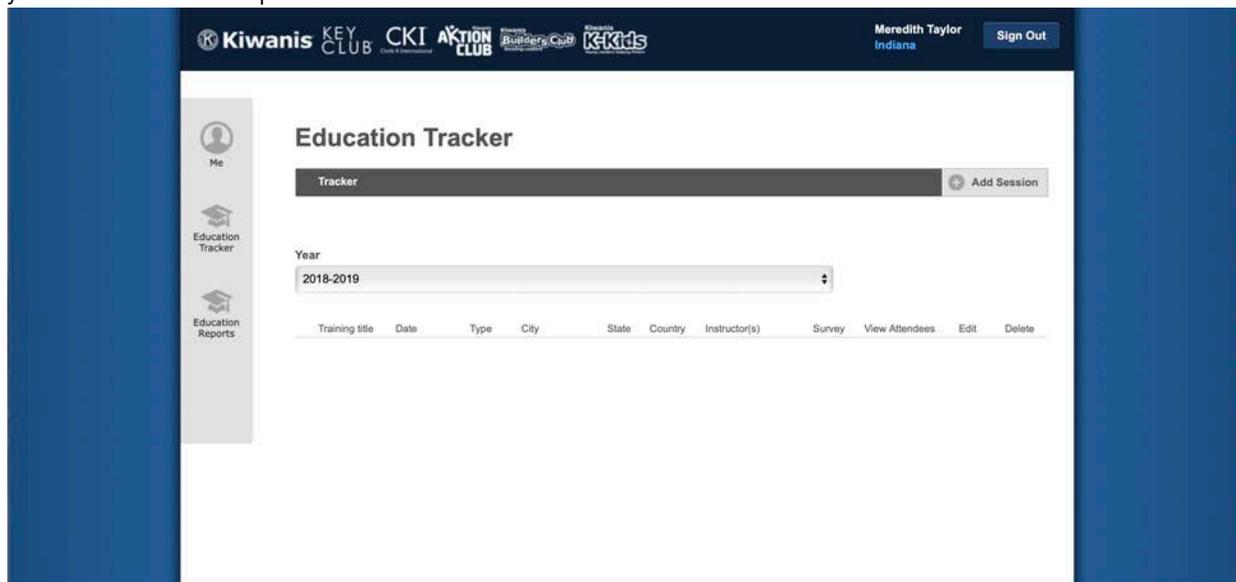


Look at the left side of the screen and click on "Education Tracker" to add education session information.

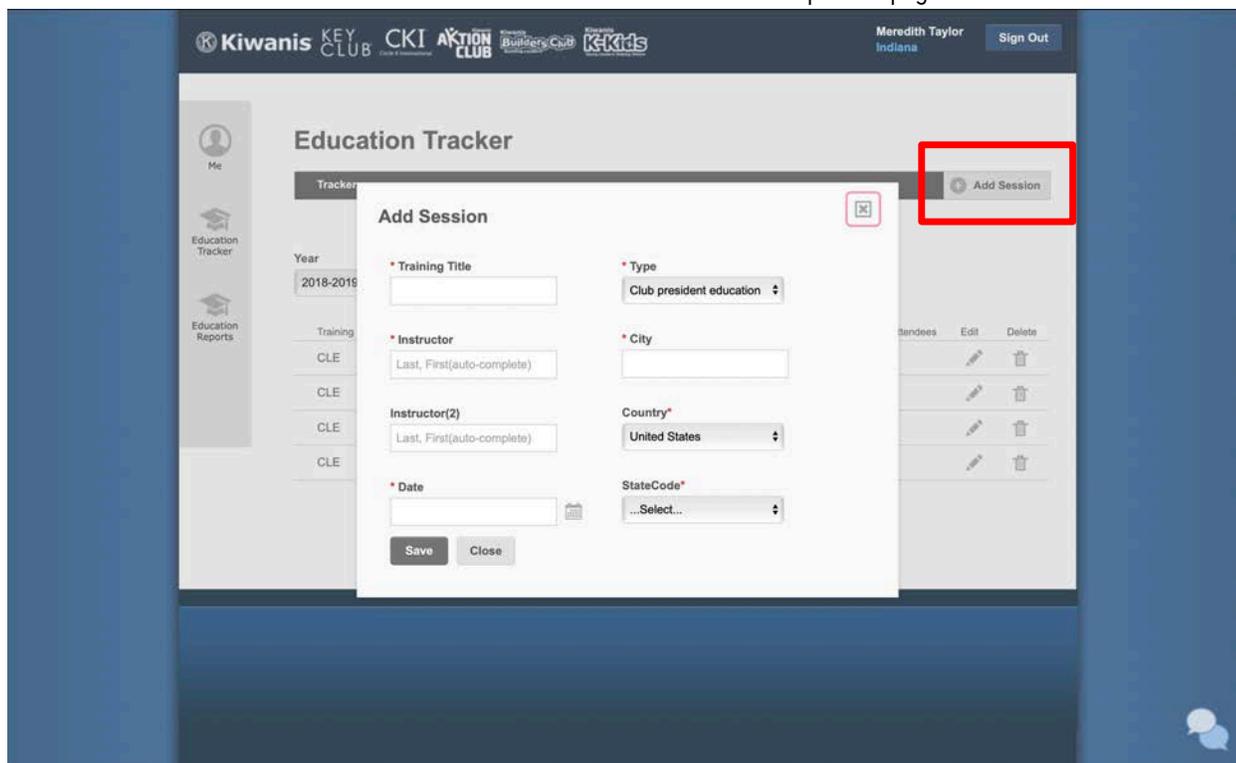


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Now, you're on the Education Tracker screen. This is where you will add all the information and attendees for each session you facilitate. You will notice the dropdown menu on this page. You can look back at the sessions you facilitated in the past 8 years, if you entered them in the previous versions of the Education Tracker.



To add a session click on the "Add Session" button in the tracker bar near the top of the page.



After you click on the "Add Session" button, the pop-up screen you see here will appear. You will need to input the following information:

**Training Title:** Depending on the preference of your leadership development coordinator, this title can vary. Some leadership development coordinators will prefer for you to enter the Division(s) present at the session, a region of the district that is being served at the session or the event [such as District Convention] where the session is being held. When in doubt, ask your leadership development coordinator what his or her preference is for naming Training Title.

# Education Tracker Instruction Manual–June 2019

**Type:** This dropdown menu includes several options of education sessions you could facilitate. Depending on which session you are facilitating, you will select the appropriate type of session. For this instructional document, we will focus on club president education.

**Instructor:** You will add your name in this field. Begin typing your name in this field (first or last name–although, if you have a very common name it may take some time for your name to appear in the list). As you type, names will begin to appear because this list self-populates from the Kiwanis member database. Once your name appears, please select it from the list.

**Instructor (2):** If you co-facilitate the session with another instructor, please enter his or her name in this section. Same instructions apply to this field as the previous instructor field. If you did not have a co-facilitator, leave this field blank.

**Date:** Using the calendar icon, select the date your education session was conducted.

**City:** Enter the name of the city where your education session was conducted.

**State:** Enter the state where your education session was conducted. If you live outside the United States, you will not answer this question.

**Country:** Select the country where your education session was conducted from the dropdown menu.

**Add Session**

\* Training Title: Indy Metro - Club President

\* Type: Club president education

\* Instructor: Taylor, Meredith (dropdown menu open showing Taylor, Meredith (Indy-It's 5 o'clock Somewhere ~ K18940))

\* City: Indianapolis

Instructor(2): Last, First(auto-complete)

Country\*: United States

\* Date: 06/22/2019

StateCode\*: Indiana

Save Close

This screen shot shows an example of the session information entered completely. Notice the instructor name will populate in the dropdown menu. You should have the same result when you enter your information.

Once you have all the information entered, don't forget to click "Save".

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After you click “Save” you will be taken back to the Education Tracker opening screen. You will see the information from the session you just entered.

Let’s take a quick look at the options associated with this session. We’ll focus on the four icons on the far right.

The screenshot shows the Education Tracker interface. At the top, there are logos for Kiwanis, Key Club, CKI, Action Club, Builders Club, and Kiwanis Kids. The user's name, Meredith Taylor, and location, Indiana, are displayed, along with a Sign Out button. On the left, there is a navigation menu with icons for Me, Education Tracker, and Education Reports. The main content area is titled "Education Tracker" and includes a "Tracker" header with an "Add Session" button. Below this is a "Year" dropdown menu set to "2018-2019". A table lists several sessions with columns for Training title, Date, Type, City, State, Country, Instructor(s), Survey, View Attendees, Edit, and Delete. The last row, "Indy Metro - Club President" by Taylor, Meredith, is highlighted with a yellow border.

Training title	Date	Type	City	State	Country	Instructor(s)	Survey	View Attendees	Edit	Delete
CLE	5/18/2019	PRES	Indianapolis	IN	USA					
CLE	5/18/2019	SEC	Indianapolis	IN	USA					
CLE	8/16/2019	PRES	Elizabeth	IN	USA					
CLE	8/16/2019	SEC	Elizabeth	IN	USA					
Indy Metro - Club President	6/22/2019	PRES	Indianapolis	IN	USA	Taylor, Meredith				

Instructor(s)	Survey	View Attendees	Edit	Delete
Taylor, Meredith				

**Survey:** The clipboard icon will take you to the instructor survey. We will cover this later in this document.

**View Attendees:** The people icon will allow you to enter attendees and see the list of attendees previously entered. A complete tutorial on adding attendees will be addressed next.

**Edit:** If you need to edit any of the information associated with the session, click the pencil icon. This will take you back to the “Add session” pop-up screen. You will be able to edit the information for this session only.

**Delete:** Click the trash can icon to delete all information associated with the session. Any information you’ve entered will be lost. Only delete a session as a last resort.

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Now it's time to add attendees. So, click on the people icon under "View Attendees".

Instructor(s)	Survey	View Attendees	Edit	Delete
Taylor, Meredith				

Tip: You will complete the next three steps to add each attendee at your session.

Step 1: To begin adding attendees, click on the plus sign (+) next to Add Attendee.



**View Attendees**

Session: Indy Metro - Club President  
Date: 6/22/2019  
Location: Indianapolis

Attendees | Email Attendees | **+ Add Attendee**

Name	Club	Division	Position	Email address	Email sent	Survey filled out	Edit	Delete
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[Return to Education Tracker](#)

Step 2: After clicking the plus sign (+) next to Add Attendee, you will see the pop-up window shown above. Begin with entering the attendee's name in the search field. You can type in the attendees first or last name—although, if the attendee has a very common name, it may take some time for your name to appear in the list. Just as with the instructor field in the previous section, as you type, names will begin to appear because this list self-populates from the Kiwanis member database. Once the correct attendee's name appears, select it from the list.

**Add Attendee**

Search

Name

Club

Division

Position

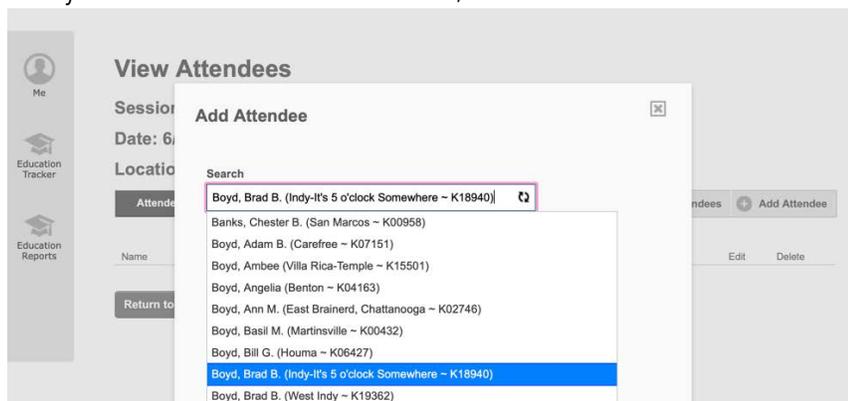
\* Email

# Education Tracker Instruction Manual–June 2019

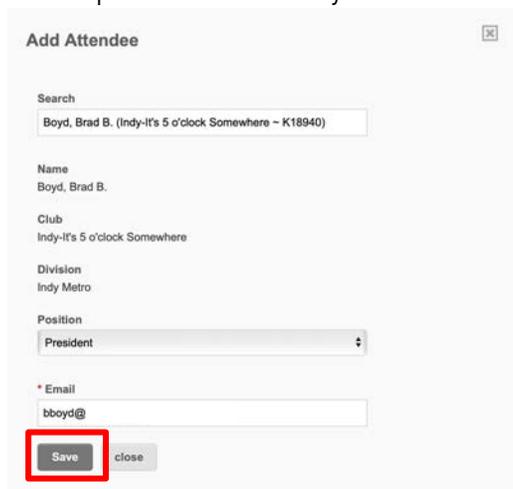
The screen below shows you an example of what the screen looks like as a name is entered in the search field.



Once you see the attendee's name in the list, select that name from the list.



Step 3: Once you've selected the attendee's name from the list, their information will populate from the Kiwanis member database. Click "Save" once you are satisfied that you have selected the correct attendee from the list. Remember, you will do these same three steps for each attendee at your session.



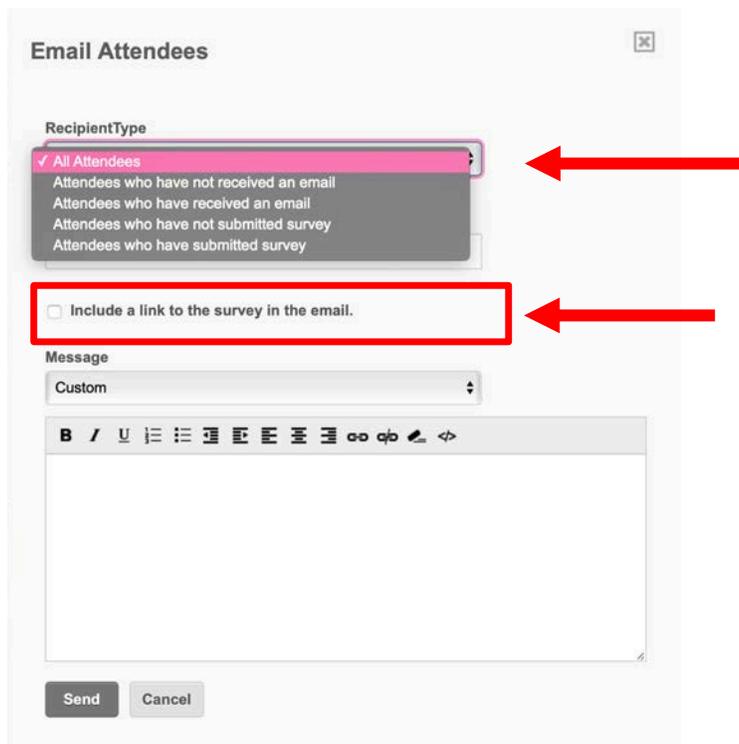
**Please note:** An email address is required for each attendee. Most attendees have an email address on file with Kiwanis International. If the attendee doesn't have an email address on file, you can enter the email address given at the education session. Also, if the email address given at the education session is different from the email address that populates from the membership database, you can enter the email address given at the education session. This will not alter the email address that is on file with the member record, but it will send any attendance tracker communications to this email.

**TIP:** Ask each attendee to indicate their club name and provide an email address before they depart from your education session.



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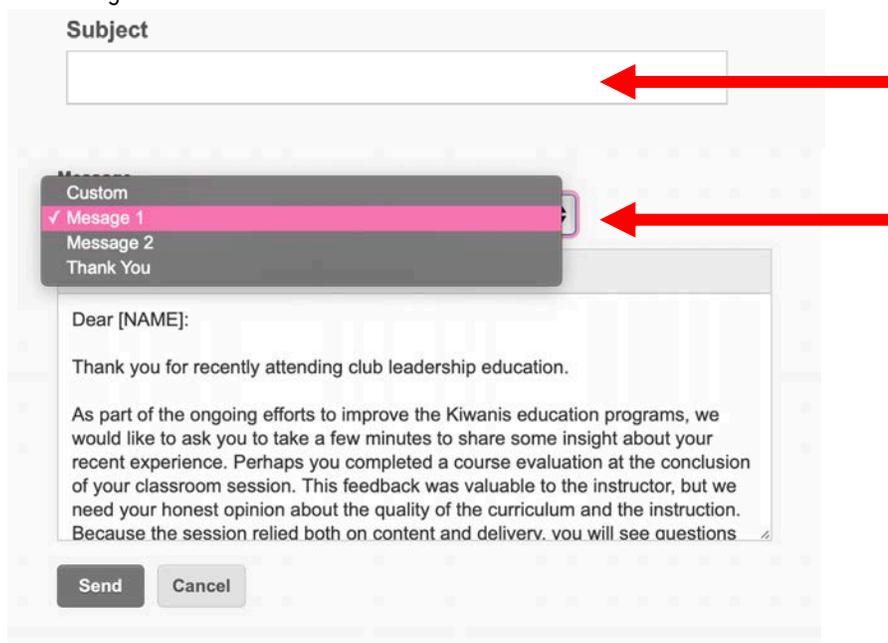
So, once you click "Email Attendees" the window you see in the screen shot above will appear.



We're going to zoom in so we can get a closer look.

Let's look at the Recipient Type first. The first time you send out the email you will choose "All Attendees" from the "Recipient Type" drop down menu. Next, you will check the box under Recipient Type to include the link to the survey in the email.

Once you've sent the initial email to everyone, you can come back and resend the email to only the recipients who have not submitted the survey. Please be sure to select the correct recipient type when sending additional communications. In this digital era, it's important to only send emails that are relevant to the user. If the attendee has already completed the survey and they receive another email asking them to complete the same survey again, they are less likely to read additional communications concerning education.



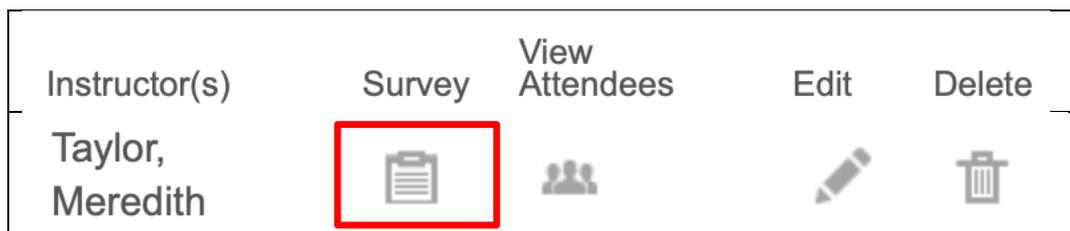
# Education Tracker Instruction Manual–June 2019

Moving further down in the Email Attendees pop-up box, you will see a line to enter the email subject line. Please enter a simple subject line. Many recipients will not open an email without a subject line because they feel it's probably spam. So, enter a simple subject line such as *Feedback needed from recent Kiwanis Education Session* or *Kiwanis Education Survey – Your Feedback is Important*. Including Kiwanis in the subject line also ensures the likelihood of the recipient opening the email.

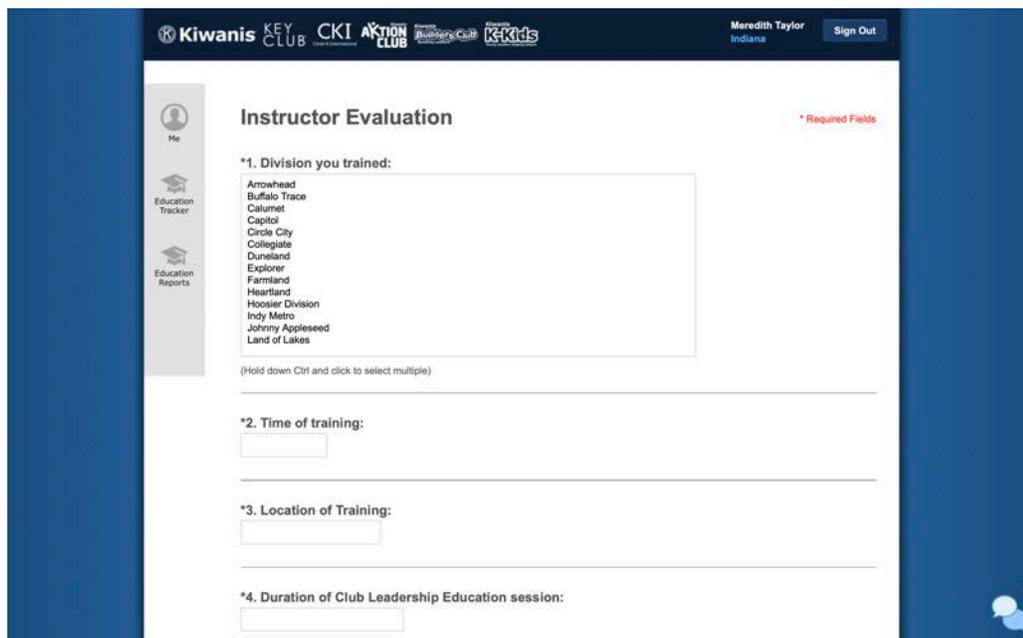
Next, you will come to the Message drop down menu. Let's look at the four types of messages you can send:

- **Custom:** The custom email was added to allow instructors to write their own communication to attendees. However, if you choose this option please remember, the email isn't sent from your email account, but from [kiwanisone@kiwanis.org](mailto:kiwanisone@kiwanis.org). If an attendee replies to the email, the staff at Kiwanis International may not be able to determine which district the attendee is from or how they can help since the question may be very specific to the session that took place. It is best to use either Message 1 or Message 2 if at all possible.
- **Message 1:** Message 1 was written to be sent to all attendees thanking them for their attendance and asking them to complete the course survey. We ask that you use this email as your first communication to all attendees.
- **Message 2:** Message 2 was written to be sent to only attendees who have not completed the survey. This assumes that Message 1 was sent first.
- **Thank you:** This message can be used to thank those who completed the survey. It is not necessary to send this email to everyone, but if you do have time to send this email, it's already written.

Once you've sent the email to all the attendees, it's time for you to provide your feedback. And your feedback is important. To take the instructor survey, click on the "clipboard" icon under Survey in the Education Tracker screen.

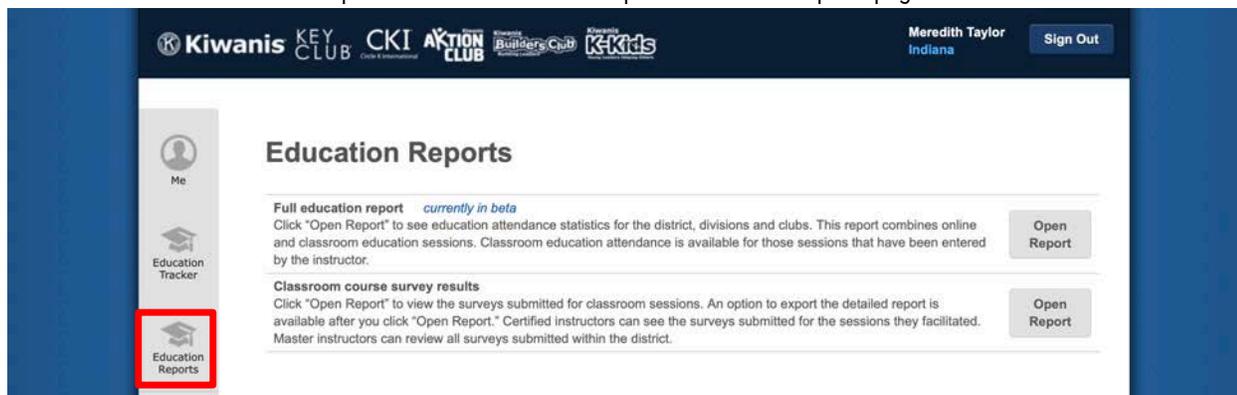


After you click the clipboard icon, the window above will appear. Remember your feedback is important and appreciated. Please take the time to complete the Instructor Evaluation.

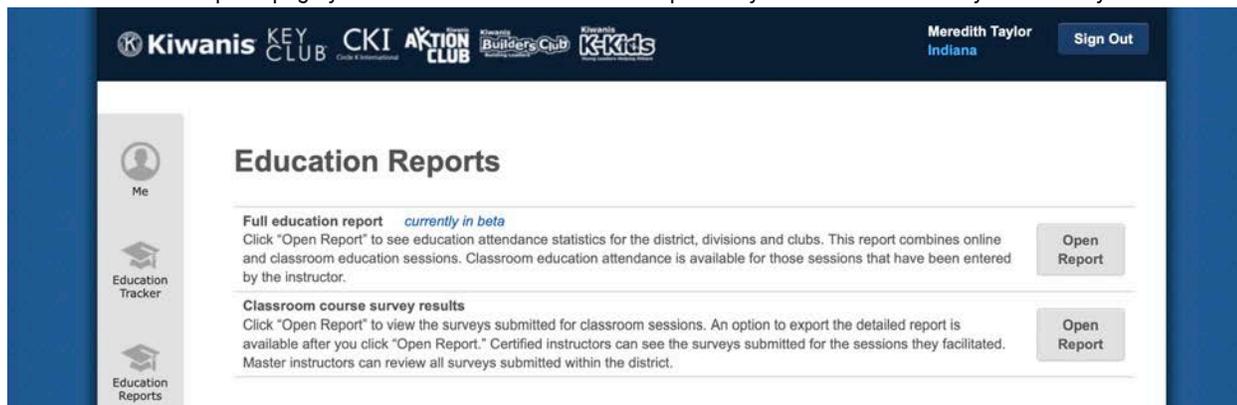


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You can also access Education Reports. Click on Education Reports to view the reports page.



On the Education Reports page you can view the full education report for your district and survey results for your classroom training.



In the full education report you will be able to export a report to spreadsheet showing you a list of everyone in your district who has completed classroom or online education.

