

# Kiwanis Engage

Jeffrey Wolff

Capital District Executive Director



# Club Member

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- Logging In / Profile Update
- What can a member update?
  - Main Information
  - Address
  - Contact Information
  - Other Information (Skills)
  - Profile Photo
- What can a member not update?
  - Sponsorship
  - Leadership Roles
  - Membership History

# Club Officer



- Switching Profiles
- Adding New Members (Generates Open Invoice)
- Member Admin – Delete Member
- Background Checks (Self-Pay / Club-Pay)
  - Active Members vs Non-Member Chaperones
- Member Edit Information

# Club Officer



- Club Information
  - Meeting Location (Physical / Virtual) – Find A Club
  - Signature Project
  - Social Media Links / Club Website
  - Club Leadership Roles (Election Report)
  - Prospective Member Tracking (NEW)
  - Service Leadership Program Info (Faculty/Kiwanis Advisors)
    - Youth Protection Guidelines Training

# Club Officer



- Finances
  - Open Orders
  - Builders/K-Kids - Renewal Process (August 1<sup>st</sup>)
- Monthly/Annual Report
  - Save As Draft / Submit
  - Print & Send Copy

# SLP Club Advisor



- No More SLP Membership Update Center
  - Club Details
    - Club Information
    - Club Members
    - Club Officers
  - Club Leadership Roles
  - Finances
  - Member Admin
  - Monthly and Annual Reports

# District Officer



- District Dashboard
  - Club Officer Positions
    - Log In As Feature
  - District Reporting
    - Annual membership totals
    - Monthly report Year-to-Date Status
    - Club officer report
    - Club meeting locations
    - Prospects reporting (NEW)

**Q&A**