



Kiwaniis[®]

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

How To Add Club Officers

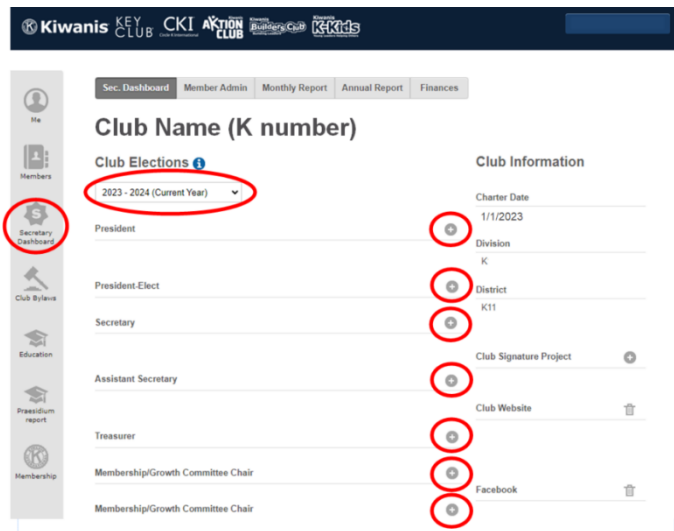
To add a new club officers, you must have access to the Secretary Dashboard (Club President, Club Secretary and Club Assistant Secretary).

Log into [Kiwaniis Connect](#).

Click on the “Secretary Dashboard” in left hand column of icons.

Select the desired year by clicking the year drop down menu.

Then click the plus button next to each officer position.



Type the first few letters of the person’s name. The system will create a drop down menu of all club members with matching names. Select the desired person's name. Click “Submit”.

Repeat the last step until all officers have been entered and appear on screen.