

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).

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Log into Kiwanis Connect.	Sec. Deshbowrd Member Admin Monthly Report Annual Report Finances Member Admin Monthly Report Annual Report Finances		
Click on the "Secretary Dashboard" in left hand column of icons.	Club Elections () Version ()	Club Information Charter Date 1/1/2023 Division	
Select the desired year by clicking the year drop down menu.	Cub Bytens President-Elect Secretary	K District K11 Club Signature Project	0
Then click the plus button next to each officer position.	Presention neert Treasurer O Membership/Growth Committee Chair O Membership/Growth Committee Chair	Club Website Facebook	Û

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.