

How To Add A New Club Member

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

Kiwanis CLUB CKI AKTION

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Log into Kiwanis Connect

Click on the "Secretary Dashboard" in left hand column of icons

Click on "Member Admin" along top

Click "New Member" on the right side

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() Me	Sec. Dashboard Member Admin Monthly Report Ann	ual Report Finances	
	Club Name (K number)		
	Club Elections (1)		Club Information
Members	2023 - 2024 (Current Year) 👻		Charter Date
3			1/1/2023
Secretary Dashboard	President	Ť	Division
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~	President-Elect	0	District
Club Bylavrs			K11
	Secretary	音	
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1	Member Management		
Members			
-	The Member Management page displays a list of all the current members of your club. Use the tabs below this paragraph to		
	switch between current and former members as needed. Click the appropriate icon in a specific member's row to view, edit or delete the member's information. NOTE: The ability to edit or delete a member's information varies based on what privileges		
Dashboard	you have in the system. Send an email to memberservices@kiwanis.org if you have any questions.		
4	All Active Corporate Honorary Satellite For	mer Life Member	Spouse Multi Club
Club Bylave			
	Exclude Honorary Members		
R Kiwanis KEY., CKI AKION REPROD PERMA			
CLUB Distinguist CLUB "Latinguist" on CLUB			
	Add		
Ma	Please note that only basic information is required at this stage. On subsequent pages you will have the opportunity to f		
a more complete profile.			
Nembers	"Required fields		
	Club name	District	

Enter the new member's information and click continue. Follow instructions until member has been completed added.