



# Kiwaniis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

## 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).

Log into [Kiwaniis 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

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

