



Kiwaniis®

LOUISIANA-MISSISSIPPI-WEST TENNESSEE DISTRICT

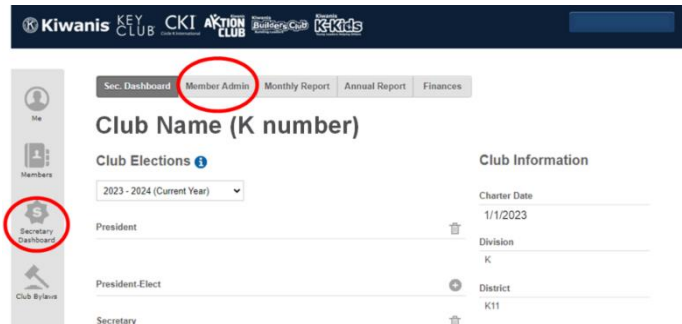
How To Change a Member’s Address, Email, Etc.

To change a member’s information details, you must have access to the Secretary Dashboard (Club President, Club Secretary and Club Assistant Secretary). To change a member’s name, call Kiwanis International at 1-800-KIWANIS (549-2647) ext. 411.

Log into [Kiwaniis Connect](#)

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

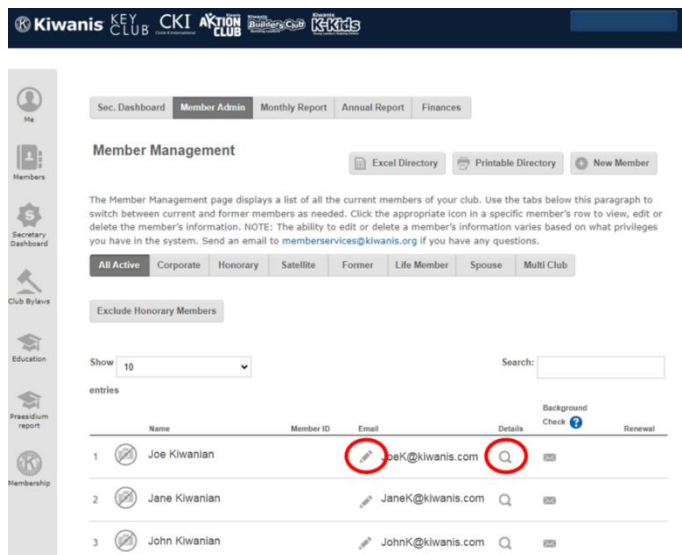
Click on “Member Admin” along top



To change a member’s email, click the pencil (edit button) next to the member’s email.

To change other member details, click the magnifying glass (details button) and click “Full Details” on the window that pops up.

On the “Details” page, click “Edit”, change the desired information on the “Main Information” tab at top, and click “Save Main Information” at the bottom right corner of the page.



You can change other information by clicking through the “Address”, “Contact Information”, “Other Information”, etc. tabs along the top of the “Edit” page. Click the plus signs to add information or the pencils to edit information.