

Club Secretary M.U.C. Tips

2019-2020 // MICHIGAN DISTRICT OF KEY CLUB

Updated by Preston Parana, District Secretary

Notes from the District Secretary:

Updating the Membership Update Center of Key Club is important. Having an up-to-date club roster allows you to confirm any changes on the club board, and permits you to take attendance in an easy way. Let's say you want IN; that's why you're here. Found below are step-by-step instructions on how to access the M.U.C. Follow these, and you'll be on the path to grand success!

Instructions on How to Update Your Club's Roster:

1. Remember that you need to email your Club Advisor (or previous Club Secretary) in order to be granted access to your club account with the correct username and password. This step takes place on the Kiwanis Membership Update Website, located [here](#).
2. Once you get logged in with your username and password, there will be a tab called "Membership/Roster Updates". Click on this tab. Check that each member of your club is registered, with their name and provided email. If some are not, or the list has not been updated, then...
3. Take time to refresh the old roster by adding new members to the club and deleting old members that are no longer in your club.

My provided username and password to login don't work.

What do I do?

Don't worry, I've got your back. There are solutions on how to solve this. Read below to ensure that you have proper access to the account.

1. If an error pops up, send an email to kiwanisone@kiwanis.org and state your club name/number, and explain that you want to update membership. They will

provide you extensive help and will be more than happy to assist. You can also email me, at secretary@mikeyclub.org, for help.

- a. Don't know your club number? No problem! Click [here](#) to see the Club Paid Membership Report, scroll down to page 57, and find your club number (with club name being in alphabetical order). This club number will start with an H. For example, H90315 is Addison High School's club number.
 - b. If none of this has worked and you still are out of luck, your best bet is to call Kiwanis and bug them until they help. Their phone number for assistance is +1-317-875-8755.
2. If one of the 3 strategies does work for you, Kiwanis will email you with further instructions on how to properly log in using your new information.

I finished updating our club roster... what now?

Once finished, an **invoice** will pop up for the dues that have been tagged with the specific number of members in the club roster. This is where you stop your work, because your club treasurer now has the responsibility of paying the invoice off for your club.

I hope this helped! Be sure to stay tuned for my monthly "How-To" videos, and extra club secretary resources for assistance. And as always, do not hesitate to contact me if any of you still have any further questions!

Regards,

Preston Parana

District Secretary 2019-2020