

## KiwanisOne.org online reporting system

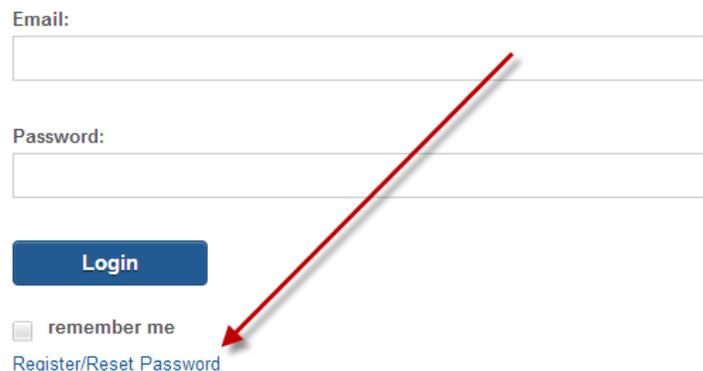
Club secretaries are tasked with completing club reports, managing membership, updating officer information and more. What would normally require hours of paperwork is now available with just a few clicks via the KiwanisOne online reporting system. KiwanisOne is a one-stop, single login destination for various reports and secretary features. Learn more about the online reporting system at [www.KiwanisOne.org/reporting](http://www.KiwanisOne.org/reporting).

### Registration/Reset Password

All Kiwanis members can create a login for KiwanisOne. Whether or not certain features are available to them after logging in depends on their roles with the club, division, or district. To register your login credentials for the first time, or to simply reset the ones you already have, the process is virtually the same.

1. In your browser, go to <http://reporting.kiwanisone.org>.
2. Click the “Register/Reset Password” link at the bottom of the page.
3. Type your email address in and click the Submit button.
4. If your email address is already in the database, you’ll receive an email with instructions or setting up (or resetting) your password. If the email address you enter is not found, you’ll be prompted to send an email to Member Services so that they can update your member profile with your new email address.

NOTE: This login page is used to access any and all features built into KiwanisOne. This includes all Kiwanis club officer features, training features for incoming officers, and the Membership Update Center (Key Club, Circle K, and Aktion Club).



Email:

Password:

remember me

[Register/Reset Password](#)

## **Home Page**

When you log in to KiwanisOne you'll first be taken to the new Home page. Your name and the name of your club will be at the top of the page next to the Sign Out button. Beneath that you'll have the ability to update your own information with the "Edit Profile" link.

This page also includes the newest feature of KiwanisOne, the Message Hub. The Message Hub will be the best place to keep up with recent announcements from Kiwanis International and from your district office. You can also use hashtags and other filters to search for messages from other club officers, lieutenant governors, and district officers. For a full tutorial of the Message Hub, head to [www.KiwanisOne.org/MessageHub](http://www.KiwanisOne.org/MessageHub).

Click the Secretary icon on the left to get to the Secretary Dashboard.



## **Secretary Dashboard**

The Secretary Dashboard was established to provide a one-stop "home page" to help secretaries access club information and reporting features. The dashboard is broken into multiple sections, each of which is briefly explained below.

NOTE: Despite its name, the Secretary Dashboard is available for club presidents in KiwanisOne as well. There are some features that club secretaries have access to that the club presidents do not. The Secretary Dashboard is one of the few options available to both.

### **Club Elections**

This section allows for quick and easy editing of the club's officer roles. Use the dropdown menu to select which Kiwanis year to view or edit the officer roles. If no officer is listed for a role, click the plus icon to add a member to this role. After clicking the plus icon, a window will pop up. Start typing the name of the member and choose the appropriate member from the results. When finished, click Submit. This will update the information on the dashboard and in the Kiwanis International database concurrently.

### **Club Information**

This section displays your club's charter date, division, and district. The only field you can edit is the Website field. If your club has a website (or a Facebook page) enter the URL for the website by clicking the plus icon. Make sure you enter the full address, e.g. <http://www.kiwanis.org> instead of just [www.kiwanis.org](http://www.kiwanis.org). This website address is automatically posted to the Find A Club locator on

Kiwanis.org so make sure you keep it up to date!

### **Meeting Locations**

This sections allows for editing the meeting locations for your club. This information, much like the website field, is automatically added to your club's info on the Find A Club locator on Kiwanis.org so make sure it stays up to date! Click the plus icon to add a new meeting location, or click the pencil icon next to an already existing one to edit the information for it. Clubs can list more than one meeting date and time.

### **Sponsorships**

This section will display any Service Leadership Program clubs that your Kiwanis club has sponsored. Each new year often brings new Kiwanis advisors and faculty advisors. Keep this contact information up-to-date to ensure the right person at the school or club level is getting the right information to grow their SLP membership and help students/members learn to lead. With the size of some schools and clubs, things are easily lost when they are not properly addressed, so let's be sure to assist our advisors as much as possible.

You can edit the advisors for the SLP by clicking the pencil icon(s). If the sponsored clubs listed are incorrect, contact the Kiwanis Helpline at 800-KIWANIS, extension 411, or send an email to [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org). Someone from the Member Services team can help get this corrected for you.

Additionally, you should confirm your youth program advisors have successfully completed professional background checks in this section. This is a requirement for anyone working with youth.

### **Links & Downloads**

These sections are pretty self-explanatory. Kiwanis International will update these sections anytime there is a critical announcement, or when a new form becomes available that should be quickly accessible to club secretaries or presidents.

### **Support**

This section of the Secretary Dashboard provides a quick and easy way to send a message to your district or to the Member Services team at Kiwanis International. Simply choose which office you'd like to contact, type in your message, and click the Submit button. Since you are already logged in to KiwanisOne, the respective team will know who the message is coming from and will respond to your message as soon as possible.

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## **Members Admin**

The Members Admin section is only available to the club secretary. It allows for adding new members, editing the information of or deleting of current members, as well as a way to search for and export member information to an Excel spreadsheet.

The Member's admin page by default displays a list of all the current members of your club. Use the tabs just above the member list to switch between active, corporate, honorary, satellite, and even former members of your club. 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 you have in the system.

To add a new member, click the New Member button. You'll start by entering the new member's first and last name, email address, and then selecting which type of member they will be (e.g. Corporate, Honorary, etc.). The system will guide you through the rest of the process step by step. Make sure to fill in any required fields marked with an asterisk before submitting the new member's information.

## **Monthly Reports**

One of the most basic requirements of a club secretary is to submit monthly reports about their Kiwanis club's activities and successes. Here are a few tips that will help you get started with the online monthly reports feature of KiwanisOne.

To access the monthly reports launch page, log in to KiwanisOne and then click on Monthly Report in the navigation menu at the top of the page.

### **Navigating the Monthly Reports Launch Page**

- The monthly report consists of Part 1 and Part 2 for each month, starting in October for the beginning of Kiwanis International's fiscal year.
- In the Part 1/Part 2 columns there will be a pencil icon for any report that has not been started. Click that icon to edit the respective part of the monthly report. Once you've edited and saved your changes, the pencil icon will change to a checkmark.
- The Submit button for the month you are working on will be disabled until you have edited and saved both Part 1 and Part2. Once both parts have been edited, the Submit button will be clickable.

- When the Submit button is clicked, the report will be sent to Kiwanis International.
- Click the icon in the Send Preview column to email a copy of the monthly report to anyone you'd like. On this page, you can easily add, edit, or delete the person(s) you wish to email the report preview to.
- Once the report is submitted to Kiwanis International, a magnifying glass icon will appear in the View Report column. This is the best indicator as to whether or not the report has been successfully submitted. If there is no magnifying glass icon, the report has not yet been submitted.
- Reports MUST be submitted sequentially. For example, editing Part 1 or Part 2 of the November report is disabled until the October report has been successfully submitted.

### Monthly Reports – Tips and Need-To-Knows

- The currency used for all of your monthly reports is set at the very top of Part 1 of the October report. Be sure to set the proper currency, and the system will use that currency for the rest of the reports submitted throughout the year.
- Reports can be edited, saved, and submitted as many times as needed. If you submit a report with an error or you simply need to make an adjustment, go back to the report and make your edits by clicking on the checkmark icon. When you're ready, submit the report again.
- If you start Part 1 or Part 2 of a monthly report, but don't have time to finish it, no problem. Just click the Save and Exit to Report Start Page button at the bottom of the page. The information will be saved and you can continue it at any time from any computer when you log back into KiwanisOne. Remember, once you have saved Part 1 or Part 2, the pencil icon changes to a checkmark, but it can still be clicked on for editing purposes.
- The Annual Club Report will be automatically compiled for you at the end of the year if you've filed all of your monthly reports for the Kiwanis year using the online system. This is yet another huge time saver for Kiwanis club secretaries! You will have the chance to review and approve all of the information before officially submitting your Annual Club Report in November.
- Part 1 of each monthly report has dedicated fields for entering information on up to 3 different service projects. If your club has more than 3 service projects that you'd like to report on for a single month, use the Service & Fundraising Tracking Worksheet. This will help you track service projects and fundraising throughout the month that can then be imported into the service totals section of the monthly report with a single click. A blue link for the Service & Fundraising Tracking Worksheet is found at the top of the Monthly Reports Launch Page.

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Sec. Dashboard

Member Admin

Monthly Report

**Finances**

## **Finances**

Open (unpaid) orders for your club are listed on the Finances page. These invoices include dues, new member add fees, etc. Select one or more invoices using the checkboxes and you'll see a Pay & Print appear at the bottom of the page. You may also select the top checkbox to select all invoices, and then print and pay them all at one time.

The compiled invoices will show as itemized expenses on the printout. The printout will also include instructions on where to send payment(s).

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## **Stuck? Need Help?**

If you encounter an issue as you begin to use KiwanisOne's reporting features, don't worry. There are plenty of support resources available to help.

Tutorial videos and support articles can be found at [www.KiwanisOne.org/reporting](http://www.KiwanisOne.org/reporting).

Secretary tools and support articles/videos can be found at [www.KiwanisOne.org/clubsecretary](http://www.KiwanisOne.org/clubsecretary).

Please review the tips in this guide and the helpful information on the pages linked above before contacting support. If you do not find an answer to your question, send an email to [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org) describing your issue with as much detail as possible. One of the reps will get back to you as quickly as possible.