

## Tips for the Monthly Reports

1. **Check the secretary dashboard often.** The dashboard was established to let secretaries know of any important resources, announcements or deadlines plus access club stats, including roster. You'll also find most commonly needed quick links, downloads and an option to submit a question to your district or Kiwanis Member Services team.
2. **Keep track of your distinguished points** – Another feature of the secretary dashboard is the distinguished points tracker. As you accumulate points during the Kiwanis year, you can see where you still have room to score more and work towards being a distinguished club.
3. **E-mail alert setup** – Clubs can set up people to receive a copy of the monthly report when it's submitted each month. Click e-mail setup from the Monthly Report launch page. From here you can add, edit or delete the e-mail addresses of the recipients.
4. **Service & fundraising worksheet** – If your club does more than three projects and you want to have a record for all of them, you don't have to worry about double the work as the worksheet can be imported directly into the monthly report. Just be sure to categorize each project listed. Check all three boxes and click import.
5. **Club website** – If your club has a website, you can update that information and your URL will be displayed on the Kiwanis.org club locator. Changes are uploaded to the database overnight Eastern Standard Time U.S. so your new website link is live inside of 12-24 hours.
6. **Save reports in progress** – Did you know you can start a report and save changes to finish later? If you get started on a report, but run of time or have to stop before it is finished, you can save your work and come back later. Fill out all that you can and, most importantly, remember to click "Save." You can start up right back where you left off when you return to the Monthly Report.
7. **How to update a submitted report** – If you need to make a change to a report that has already been submitted, go the Monthly Report launch page and click on the part of the report that is saved and needs to be changed. Make your change, hit save and resubmit the report so the newest data is captured.
8. **Add, delete and edit members with Kiwanis International** – Using the member management tab, you are able to manage club membership without mailing anything in. You can add members electronically and even generate an invoice to send with payment that speeds up the process. To edit and delete from the member list, click club management, do a search for current active members and make changes from the list as needed.
9. **Update officers for the current year** – Clubs now can update their officers online with the Club Election tab. View club officers for each office as currently entered into the Kiwanis International database. If a change needs to be made, simply click "Add" or "Edit" and the changes will be made.
10. **Add, edit or delete the current meeting location for your club.** Click on Meeting Location under the secretary menu and you will see what we show on file for your current meeting location. You can adjust times, days and locations. This information is reflected on the Kiwanis.org club locator listing for your club with about 12 hours.

11. **Survey club members** – Would you like each member's perspective on the club's strengths and weaknesses so that you can outline a strategy to improve and grow? You can do this with the Club Excellence Tool. There are 25 quick questions and individual answers are anonymous. Results are compiled for club and district leaders to review trends, averages and anonymous comments. Multi-year and beginning/end of year survey results can be compared to show the health of your club over time. Tips and resources to improve are provided when results are compiled to assist in outlining a plan to make your club stronger. To get started, click on Club Excellence Tool Admin and read the detailed instructions.
12. **Assist your Kiwanis SLP advisors** – Each new year oftentimes brings new Kiwanis SLP advisors. Keep them up-to-date right from the secretary dashboard to ensure the right person at the club level is getting the right information to grow their SLP membership and help students learn to lead. You will see a list of the SLP clubs you sponsor (if any) near the bottom left of the secretary dashboard. You can easily edit advisor's information. With the size of some schools, things are easily lost when they are not properly addressed, so let's be sure to assist our advisors as much as possible.