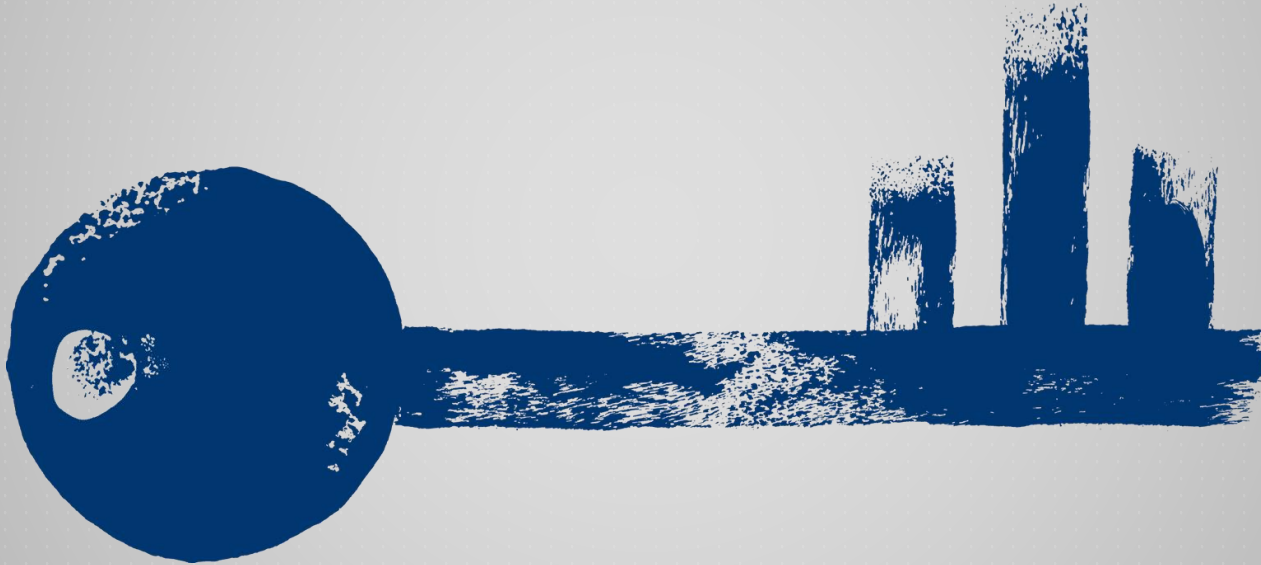


DUES 101

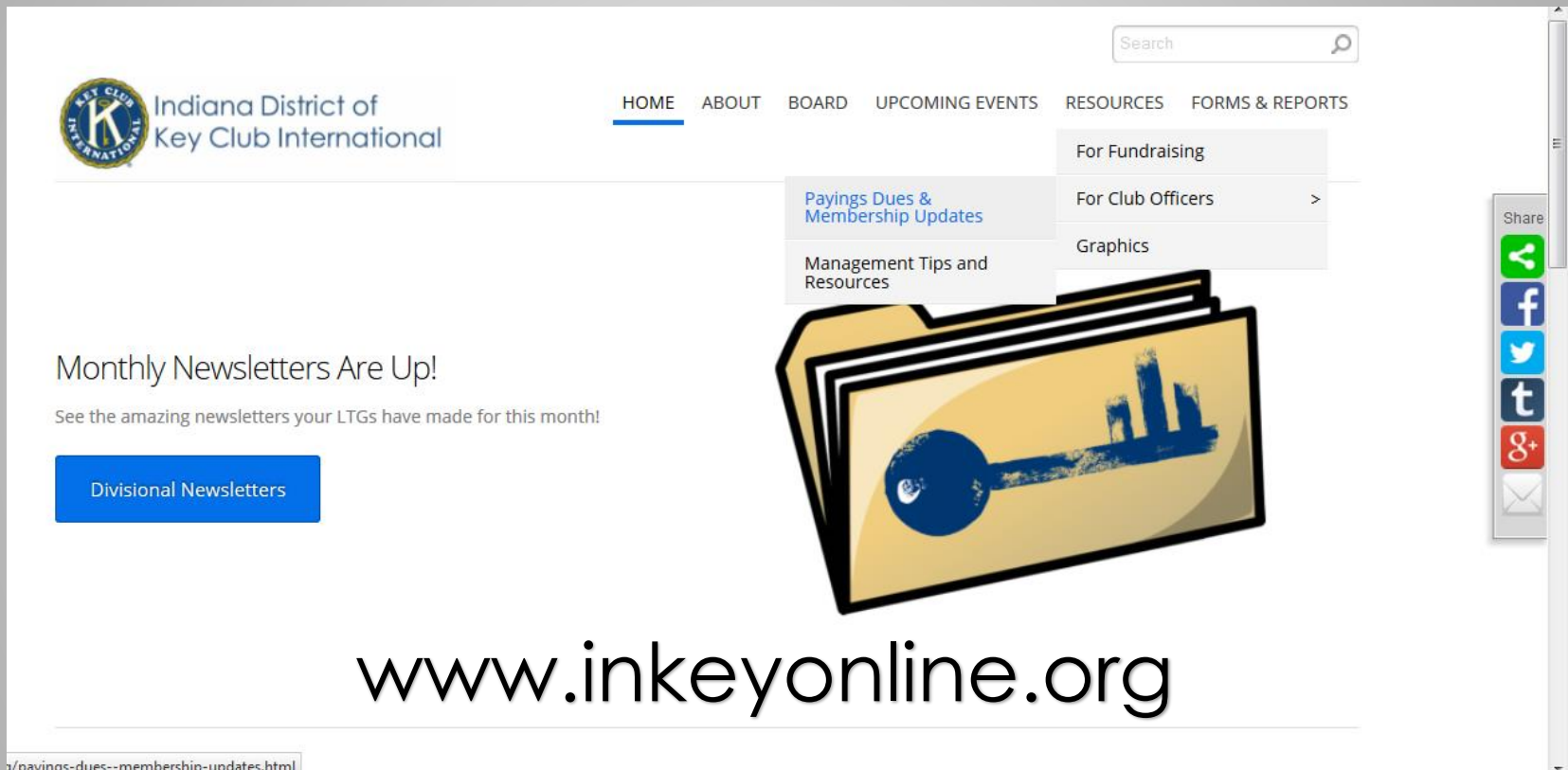
How to keep your clubs chartered and updated with the District.



Indiana District of
Key Club International



ACCESSING THE PAYING DUES/MEMBERSHIP UPDATE PAGE



The screenshot displays the website for the Indiana District of Key Club International. The top navigation bar includes links for HOME, ABOUT, BOARD, UPCOMING EVENTS, RESOURCES, and FORMS & REPORTS. A search bar is located in the top right corner. The 'RESOURCES' menu is expanded, showing options for 'For Fundraising', 'For Club Officers', and 'Graphics'. The 'For Club Officers' option is highlighted, and a sub-menu is visible with the following items: 'Payings Dues & Membership Updates', 'Management Tips and Resources', and 'Graphics'. The 'Payings Dues & Membership Updates' item is highlighted in blue. Below the navigation, there is a section titled 'Monthly Newsletters Are Up!' with a sub-headline 'See the amazing newsletters your LTGs have made for this month!' and a blue button labeled 'Divisional Newsletters'. A large folder icon with a key and a city skyline is positioned to the right of the newsletter section. At the bottom of the page, the URL 'www.inkeyonline.org' is displayed. A browser address bar at the bottom left shows the path '/pavingas-dues--membership-updates.html'.

Indiana District of Key Club International

HOME ABOUT BOARD UPCOMING EVENTS RESOURCES FORMS & REPORTS

Search

For Fundraising

For Club Officers >

Graphics

Payings Dues & Membership Updates

Management Tips and Resources

Monthly Newsletters Are Up!

See the amazing newsletters your LTGs have made for this month!

Divisional Newsletters

www.inkeyonline.org

/pavingas-dues--membership-updates.html

NAVIGATING THE PAYING DUES/MEMBERSHIP UPDATE PAGE



Resources for Paying Dues

Dues: A How-To

[Paying Dues and How to Update Members](#)

Indiana Key Club uses Portalbuzz to update each chapter's membership files and to keep track of dues for that academic year. Follow the instructions below for the process by which you update the files, if you are registered as a chapter on the site already, **skip steps 1-3.**

1. Go to [Kiwanis Portalbuzz](#)
2. Click on "Register/Reset Password"
3. Follow the prompts on screen to register your chapter.
4. Once in the Key Club Portal, click on "Membership Update Center" icon on the upper left sidebar.
5. Click on the "Members" tab on the upper toolbar.
6. Update the new members of your club, while deleting the graduated members (if returning user).
7. Click on the "Finances" tab on the upper toolbar.
8. Print out the final invoice for your club to mail to Indiana Key Club before November 1st for the early bird patch.
9. Click on the "Dashboard" tab.
10. Update any information that may be outdated, making changes to the officers in respect to the coming year's board.
11. Mail the invoice to Key Club International, 3636 Woodview Trace, Indianapolis, IN, 46268

ACCESSING KIWANIS CONNECT AND THE MEMBERSHIP UPDATE CENTER (MUC)

Kiwanis KEY CLUB CKI ACTION CLUB

Kiwanis Connect

First time logging in?
You'll need to set your login credentials by registering your email address and password. Click the "Register/Reset Password" link below to get started.

Login not working?
If your current or previous KiwanisOne credentials will not work, re-register to reset new system. This is a one-time adjustment.
Still not working? [Get help.](#)

Email:

Password:

Login

Kiwanis KEY CLUB CKI ACTION CLUB

Portalbuzz the better organization experience

Me

Membership Update Cntr

School Adviser

School (School Code) Member ID: 00000000000000

This area of the Club Management System gives you access to special applications and reporting, all with a single login. Your club or district leadership position determines what applications are available to you. Don't see what you need? Contact kiwanisone@kiwanis.org for assistance.

The Member Resources section of the KiwanisOne website has moved to <http://www.kiwanis.org/kiwanisone>. All reporting tools are accessible via the menu at left. The Annual Report is now a tab on the secretary dashboard (top).

Districts can manage websites via <https://www.kiwanisone.org/common/districtlogin.aspx>

VIEWING MUC DASHBOARD AND MEMBER LIST FOR EDIT

Portalbuzz the better organization experience

Kiwanis KEY CLUB CKI AKTION CLUB

Me

Membership Update Cntr

Dashboard Members Finances

Membership update center

The following club officers and advisors have access to update your club's membership information.

- Aktion Club: Facility Advisor & Kiwanis Advisor
- Circle K: CKI Secretary, CKI Treasurer, Faculty Advisor & Kiwanis Advisor
- Key Club: Key Club Secretary & Faculty Advisor

Club Info	Financial
Club Name Washington Township High School (H91481)	Amount Owed \$0
District Indiana	Advisors
Division Duneland	Advisor Barbara Kruszynski-Rea (Faculty) If the advisors information listed above is

Portalbuzz the better organization experience

Kiwanis KEY CLUB CKI AKTION CLUB

Me

Membership Update Cntr

Dashboard Members Finances

Add New Member Bulk Add Members Deletion History

Club Members

Export to Excel

Graduation Year:

Last name	First name	Member ID	Email	Gender	Grad year	Details	Edit	Delete
Adkins	Taylor	000004196678	tayloradkins@gmail.com	F	2016			
Arrigo	Sarah	000003722186	iluvpink001@gmail.com	F	2015			
Batthauer	Maddison	000004196819	mbat6005@eastporter.k12.in.us	F	2018			
Batzek	Kaylee	000003891493	kaylee_megan@live.com	F	2017			

ADDING NEW CLUB MEMBERS AND REMOVING PAST MEMBERS IN THE MUC

Membership Update Cntr

Add New Member Bulk Add Members Deletion History

Add New Member

Please send a detailed email to memberservices@kiwanis.org if you have any questions or comments.

***Required**

Club
Washington Township High School

Address 1

Address 2

* First Name

* Last Name

Nickname

Suffix

Email Address

Postal Code

* Graduation Year
Select

Area code

Phone Num

* City

State:
Indiana

* Country:
United States

Birth Date

Gender
Select ...

Save Cancel

Portalbuzz the better organization experience

Kiwanis KEY CLUB CKI AKTION CLUB

Dashboard Members Finances

Add New Member Bulk Add Members Deletion History

Club Members

Export to Excel

Graduation Year:
Select all

Last name	First name	Member ID	Email	Gender	Grad year	Details	Edit	Delete
Adkins	Taylor	000004196678	tayloradkins@gmail.com	F	2016	Q	✎	✖
Arrigo	Sarah	000003722186	iluvpink001@gmail.com	F	2015	Q	✎	✖
Batthauer	Maddison	000004196819	mbat6005@eastporter.k12.in.us	F	2018	Q	✎	✖
Batzek	Kaylee	000003891493	kaylee_megan@live.com	F	2017	Q	✎	✖

Select the members you want deleted by clicking the checkboxes next to their names, then click the delete button

ACCESSING FINANCES AND SENDING THE BALANCE TO INDIANA DISTRICT

The screenshot shows the Kiwanis Key Club CKI Action Club portal. The header includes the Kiwanis logo, 'KEY CLUB', 'CKI', and 'ACTION CLUB' logos, along with the user's name 'Barbara Kruszynski-Rea' and a 'Sign Out' button. The navigation menu has 'Dashboard', 'Members', and 'Finances' tabs, with 'Finances' being the active tab. The main content area is titled 'Open Orders' and contains the text: 'Finances: View the open orders for your club. Please send a detailed email to memberservices@kiwanis.org if you have any questions or comments.' Below this, a large text block states: 'All balances will be listed here'.

After printing out the balance due, mail the balance and check to **Key Club International, 3636 Woodview Trace, Indianapolis, IN, 46268**