

Membership Update Center

Following are the steps to updating your Key Club's membership roster and generating a dues invoice online, using our Membership Update Center. The system works, but you must follow the directions very carefully.

Access the membership Update Center by visiting the Key Club web site at www.keyclub.org. Click on the Membership Update Center link on the lower right hand corner. The letters are highlighted in bright blue. You will be prompted for your club key number and password, which are mailed to the Faculty Advisor in early September. Be sure to put your "Caps Lock" on, since this information must be entered in UPPERCASE letters.

Please note: If you have a large club, remember, you don't have to get all of your membership roster updates completed in one sitting. Simply logout when you get tired, and the roster updates will be saved. DO NOT print your invoice until you have completed adding, deleting, and editing your membership roster.

You will go to a page that says: "Welcome to the Key Club Membership Update Center. Click here to begin." When you do that, you'll be directed to Step 1, but before you do that, please update your club's Faculty and Kiwanis Advisor information, as follows:

0. ***Update the Club Advisor Information.*** Click on the Club Advisors link at the top of the page. Click the ADD button to add a new advisor. Click the ADVISOR'S NAME to update or delete that advisor. To update, make the desired changes, and then click the UPDATE button at the bottom of the page. To delete, click the DELETE button.
1. ***Do you have any members you wish to delete?*** Click yes, and the member list will appear. To delete a member, click the member's name and then click "Delete" near the bottom of the page. Deleted members will be indicated with an asterisk(*). Deleted member records will not be removed from the membership listing, but will NOT be included in the total number of members billed. When you have finished deleting members, click at the bottom of the member list page on the link that says CLICK IF YOU ARE FINISHED DELETING MEMBERS.
2. ***Do you wish to add new members and/or edit existing members?*** Follow the instructions. Remember, to ADD a member, click the ADD link at the bottom of the page, fill in the information, and then click the UPDATE button at the bottom of the page. To UPDATE an existing member's information, click the member's name, and it will open up the data fields. When you have updated the member information, then go to the bottom of the page and click the UPDATE button. When you have finished adding and updating members, then go to the link at the bottom of the member list that states: CLICK HERE IF YOU ARE FINISHED ADDING AND UPDATING MEMBERS. After you have made all of your deletes, adds, and changes, you must proceed to steps 3, 4, 5, and 6 to register your member updates and generate an invoice.

3. ***Have you made all of your additions/corrections and deletions?*** Click YES to continue, or click NO to go back to Step #1.

4. ***Are you Ready to generate your invoice?*** Clicking YES will produce an invoice containing the number of members in the club and the corresponding amount of dues to be remitted. Please be sure you have completed adding, deleting, and editing your membership roster before printing the invoice. Once the invoice has been generated and verified, you will not be able to generate another invoice. If you click NO, you will be taken back to Step #1. From there, you may continue the process or logout.

5. **Click here for a printable invoice.** Print the invoice using the file/print option from your browser. After printing, you must click the AFTER PRINTING, CLICK HERE TO CONTINUE link in the center of the invoice.

The invoice will list the Number of Members, International Dues, District Dues, and Total Dues.

Upon generation and verification of the club invoice, all member record additions and updates will become permanent. Changes to the member and advisor records will be made within 1-3 weeks after invoice generation. New member materials, including cards, pins, certificates, and handbooks, will be mailed to the faculty advisor at the permanent school address approximately 4 weeks after the invoice has been generated.

5 ½. ***Review your invoice.*** Check the accuracy of these items: Club #, Club name and address, Faculty and Kiwanis Advisors, Sponsoring Kiwanis club, Paid members, International and District Dues payment. Do NOT send cash. Do NOT mail a copy of your club roster with payment. Make check or money order payable to *Key Club International*. Mail one copy of the invoice with your payment. NEW!! Beginning in October of 2006, clubs will be given the option to **pay dues online with a credit card.**

6. ***Did you successfully print your invoice?*** This step is crucial to getting your updated members registered! Please be sure the invoice printed correctly. If you answer YES, you will not be able to generate another invoice, and membership information will be sent to the Kiwanis Family database. If you answer NO, you will be taken back to step 1. From there, you may continue the process or logout.

6 ½. If you click YES, you will see this message: ***You have successfully generated an invoice.*** A hard copy of the roster is NOT required. Do NOT mail the roster with the invoice. Click here to logout.

7. ***That's it! You've done it!*** So celebrate... grab your favorite beverage, your favorite snack, or maybe some chocolate!

8. ***Thanks*** for all you do for Key Club!