

# Kiwanis Service Leadership Programs Membership Update Center Instructions

## Who has access?

For Key Clubs and Circle K clubs, the faculty advisor and the club secretary can access the system. For Aktion clubs, the facility advisor and the Kiwanis advisor both have access. In order to access the system, the email address for these individuals must match the records at Kiwanis International. To **update advisor information**, the sponsoring Kiwanis club secretary should email the new advisor's name and contact information to [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org).

## Step one: Go to the MUC

Go to the appropriate site to access the Membership Update Center:

- Aktion Club: [www.aktionclub.org/MUC](http://www.aktionclub.org/MUC)
- Circle K: [www.circlek.org/MUC](http://www.circlek.org/MUC)
- Key Club: [www.keyclub.org/MUC](http://www.keyclub.org/MUC)

## Step two: Register and get password

Click on "Register/Reset Password." The next screen will ask you to enter your email address. You will then receive an email from Portalbuzz, with instructions on how to set a password. If you do not see the message within 1 hour, please email [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org). Make sure to check your spam filters for the message.

KIWANIS CONNECT

Please note: you must register first before attempting to access the system. Previous year passwords are no longer valid.

E-mail:

Password:

remember me

## Step three: Log in and update your roster

Access the system with your email address and password and begin updating your roster. Follow the links on the screen. You can add or delete several members at a time, or one-by-one.

## Step four: Send your payment

Finalize your roster by clicking **Roster Complete - Print Invoice**. You can then either pay online with a credit card, or print an invoice. (Note: If you come back and add more members later, your invoice may still show the members you already added. This is because your check hasn't been fully processed by Kiwanis International. Simply send in only the amount for the new additions.) Allow 2-4 weeks after your club's payment for delivery of the new-member pins, cards, and handbooks. **Only new members will receive these items.**

**Roster Complete - Print Invoice**

## Step five: Keep using the MUC

As the year goes on, please use the MUC to add members. Important – as soon as you elect new officers to your club, immediately make those changes on the MUC. Doing this will ensure that the new club secretary has access the next fall. If there is a change in advisor, please email member services immediately.

For questions or concerns, please call our Help Line at 1-800-KIWANIS (549-2647), extension 411; or contact us via e-mail at [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org).