

# Kiwanis

## KiwanisOne Online Reporting System Registration

Please read each scenario below carefully. Follow the instructions adjacent to the one that is the best fit for you.

Scenario:	Use Instruction Set
I was the secretary for the 08-09 Kiwanis year AND will still be the secretary for the 09-10 year AND have been submitting my reports through KiwanisOne	A
All others (new secretary, never reported online, etc.)	B

### Instruction Set A

1. Navigate to <https://www.kiwanisone.org/login>
2. Log in and click on Monthly Report in the Secretary menu (on left)

### Instruction Set B

3. Navigate to <http://www.kiwanisone.org/common/memberregistration.aspx>
4. Follow the instructions
5. Once your password is set, navigate to <https://www.kiwanisone.org/login>
6. Log in and click on Monthly Report in the Secretary menu (on left)

## Get Started – Online Monthly Reports

These simple instructions will help you get started with the new monthly reporting system which will be available **November 1<sup>st</sup>**

1. Minimal setup is required before you start reporting:
  - a. Log in at <https://www.kiwanisone.org/login>
  - b. Click the Secretary button from the left navigation menu
  - c. Click the Monthly Report link
  - d. Click the Email Setup link just below the page header and enter any email addresses where you want copies of the report sent
2. Reports **MUST** be filed **sequentially** and **start** with the **October** report.
3. There is a Part 1 and a Part 2 for each month's report. **Both must be completed** in order to activate the Submit button on the Monthly Report Launch Page.
4. Your Annual Club Report is compiled automatically based on the information you provide in the online monthly reports. At the end of the year you will be able to access a compilation of all of the reports.
5. Distinguished Club criteria (Kiwanis International version) is incorporated, and you will be able to monitor your status online starting in December.
6. Training – Online training videos for the reporting system are available at: <http://www.kiwanisone.org/Reporting>

# Kiwanis

## KiwanisOne Online Reporting System 2009-2010

### Tips:

If you encounter an issue as you begin to use the online reporting system, please review the tips below before contacting support. If you do not find an answer to your question, send an email to: [kiwanisone@kiwanis.org](mailto:kiwanisone@kiwanis.org).

**1. Where do I go to log in?**

The login page for the online reporting system is: [www.kiwanisone.org/login](http://www.kiwanisone.org/login)

**2. I don't have a password, what do I need to do?**

All you need to do is register in the system. The previous page will give you easy steps to follow to get you registered.

**3. I have forgotten my password, what do I do?**

To reset your password go to:

<http://www.kiwanisone.org/common/setpassword.aspx>

**4. How do I submit my report?**

Once you have filled out both sections of the report, the 'Submit' button on the Report Launch page will be active. Click the 'Submit' button to submit the report. A red dot in the Submitted column indicates it has been successfully submitted.

**5. Can I amend a submitted report?**

Yes, you can amend a report at any time. Simply log in and go to the Report Launch page and click the 'Part 1 (or 2) Saved' link adjacent to the desired month. Make any necessary changes and save the section. Back on the Report Launch page click the 'Submit' button adjacent to that month to resubmit the report.

**6. Where do I add/change/delete my email distribution list for sending out copies of the report?**

The email addresses are set up in the Email Setup area. To change them click the Email Setup link on the Report Launch page.

**7. Where can I get training?**

You can access an online training videos at: <http://www.kiwanisone.org/Reporting>

# Kiwanis

## Changes in the Monthly Report

Aside from several minor changes in the report for 2009-2010 the biggest change is how service project information is collected. In previous years the report asked for all of the individual projects with a small area for the project title. This year the project totals will be entered and there will be room to enter three detailed descriptions for service projects or fundraisers. This detailed information will allow district leadership and Kiwanis International to get more details on the activities of your club as well as integrate the data from the monthly reports with other Kiwanis sites.

## Where does the club secretary begin?

We highly recommend that new and returning secretaries read the following:

- KiwanisOne Online Reporting System Registration (page 1)
- Get Started – Online Monthly Reports (page 1)
- Tips: KiwanisOne Online Reporting System 2009-2010 (page 2)

The above information will get new secretaries off to a good start and provide updated information to returning secretaries as well as being a great refresher!

## Review of Part 1 – Monthly Report

Because these reports are used internationally you will need to select the currency used in your club. You will find the currency setup dropdown list at the very top of October's report just below the page title. This will only appear on the October report.

Carmel - N. Indy Families Scott Smith | Log Out

KiwanisOne  
A Kiwanis International Resource Portal

Club Management | Kiwanis Leader | Kiwanis Community | Member Resources | Kiwanis.org

Part 1 - Monthly Report for

Set Your Club's Currency for This Year's Reports: USD

**Fundraising and Services**

Service projects not involving Service Leadership Programs  
Please highlight the services you provide in your community, the funds you raise to support worthy causes, and the clubs you support. Check all projects over to complete your club totals for each segment below.

Hours Total	Members Involved	Expenses USD	Estimated Youth Served	Projects Completed

Service projects involving only Service Leadership Programs  
Please highlight the services you provide in your community, the funds you raise to support worthy causes, and the clubs you support. Check all projects over to complete your club totals for each segment below.

Hours Total	Members Involved	Expenses USD	Estimated Youth Served	Projects Completed

# Kiwanis

The first section of **Part 1** allows you to report your club's **Fundraising and Service totals** for the month. It's important to **count projects only once** when completing each part.

## Fundraising and Services

**Service projects not involving Service Leadership Programs**  
Please highlight the services you provide in your community, the funds you raise to support worthy causes, and the clubs you sponsor. Count all projects once to complete your club totals for each segment below.

Hours Total	Members Involved	Expenses USD	Estimated Youth Served	Projects Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total hours for all club sanctioned service projects <b>not</b> involving SLP clubs you sponsor	Total members involved in all non-SLP services for the month	Total expenses for all non-SLP services for the month	Total # approx. youth serviced in all non-SLP services for the month	Total non-SLP projects completed for the month

**Service projects involving only Service Leadership Programs**  
Please highlight the services you provide in your community, the funds you raise to support worthy causes, and the clubs you sponsor. Count all projects once to complete your club totals for each segment below.

Hours Total	Members Involved	Expenses USD	Estimated Youth Served	Projects Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total hours for all club sanctioned service projects involving SLP clubs you sponsor	Total members involved in all SLP only services for the month	Total expenses for all SLP only services for the month	Total # approx. youth serviced in all non-SLP services for the month	Total SLP only projects completed for the month

**Fundraising**  
Please highlight the services you provide in your community, the funds you raise to support worthy causes, and the clubs you sponsor. Count all projects once to complete your club totals for each segment below.

Hours Total	Members Involved	Money Raised USD	Projects Completed
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total hours devoted to fundraising for the month	Total members involved in fundraising for the month	Total fundraising monies for the month	Total Fundraising projects completed for the month

# Kiwanis

Next, you will see three large boxes where you will report information for **up to three key projects your club has accomplished for that month**. Here is an example of the **Project-1 Description** box:

**Project-1 Description**  
Please give a description and CLUB TOTALS for up to three key projects your club has accomplished this month. Check as many "Type" boxes as apply.

**Project 1 - Title:**

**Project 1 - Description:**

**Hours Total**

**Members Involved**

**Expenses USD**

**Estimated Youth Served**

Type (check all that apply):

<p><u>Projects</u></p> <p><input type="checkbox"/> Club Service Projects</p> <p><input type="checkbox"/> Young Children Priority One (0-5 years)</p> <p><input type="checkbox"/> Youth Services (6-18 years)</p> <p><input type="checkbox"/> Service Leadership Program</p> <p><input type="checkbox"/> Fundraising</p>	<p><u>Branded Programs</u></p> <p><input type="checkbox"/> Terrific Kids</p> <p><input type="checkbox"/> Bring Up Grades</p> <p><input type="checkbox"/> Read Around the World</p> <p><input type="checkbox"/> Boys &amp; Girls Club</p>
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Use a meaningful project title: Annual Bike Safety Mini-Camp

Share an interesting description of your great project! (limit to 2000 characters or about 300 words)

Your best estimate of how many youth were served with this project?

What were the total expenses or funds raised for this project?

How many of your club members participated in this project?

What project types apply?

How many total hours did it take to complete this project?

What branded programs apply if any?

Two additional boxes follow the one above and ask for the same information for each of the other projects you choose to report. The figures you enter should already be reflected in the totals for the month in the previous section. For the project type section, you may check off as many of the categories that apply.

# Kiwanis

Finally, the last box asks for **Service Leadership Programs** supported by your club for the month. Remember to provide the **month's TOTALS** for each choice:

Service Leadership Programs		
Our club supported the following programs this month (please check all boxes that apply and include TOTALS for each choice using the text box provided):		
<input type="checkbox"/> Bring Up Grades	<input type="text"/>	Children recognized
<input type="checkbox"/> Terrific Kids	<input type="text"/>	Children recognized
<input type="checkbox"/> Read Around The World	<input type="text"/>	Children served
<input type="checkbox"/> Key Leader	<input type="text"/>	Members volunteered on-site
	<input type="text"/>	Sponsored students to attend

The last step to **finish Part 1** is to click a button to either:

- **Save and continue** to part 2 or
- **Save and exit** to report start page or
- **Save and stay** on Part 1 page or
- **Exit** to report start page **without saving**

Remember, once you save Part 1, you can always return to it at a later time to make changes as needed, even after you submit it to Kiwanis International.

Let's assume you wish to move on to complete Part 2.

## Review of Part 2 – Monthly Report

**Part 2** of the Monthly Report is a bit shorter in length compared to Part 1. Begin by indicating the **Donations/Contributions** your club has made for the month. Note that if your club's contributions do not fit in to scholarships or the Children's Hospital/Children's Miracle Network category in the **Money Donated** box, place them in the box for **Other Contributions**. You can always add additional rows if you need the extra space.

# Kiwanis

Part 2 - Monthly Report for October 2009

[Edit Page Help](#) 

Donations/Contributions		
<b>Money Donated</b>		
Please provide totals for this month in each section below. If you have contributions that do not fit the categories below, please add them to the "Other Contributions" section. You may add additional rows as necessary by clicking the "Add Other Contributions" button located at the bottom of this section.		
Scholarships	<input type="text"/>	Total Number Given
	USD <input type="text"/>	Amount Donated
Club Foundation	USD <input type="text"/>	Amount Donated
District Foundation	USD <input type="text"/>	Amount Donated
Children's Hospital/Children's Miracle Network	USD <input type="text"/>	Amount Donated

Other Contributions			
Organization/Program Name			
<input type="text"/>	USD	<input type="text"/>	Amount Donated
<input type="text"/>	USD	<input type="text"/>	Amount Donated
<input type="text"/>	USD	<input type="text"/>	Amount Donated
<input type="text"/>	USD	<input type="text"/>	Amount Donated

Add:

The next box allows you to report your clubs **Meeting Attendance** for the month.

Meetings and Interclubs					
<b>Meeting Attendance</b>					
Please indicate your club's meeting dates for this month. Use the drop-down arrow to select the dates. The system will automatically populate the number of members in your club. Please include your total number of members in attendance at each meeting and whether or not your club included a program for members and guest to enjoy.					
Month /Day	Member in Club	Members in Attendance		Program	
10 / <input type="text" value="--"/> <input type="text" value=""/>	<input type="text"/>	<input type="text"/>		<input type="radio"/> Yes	<input checked="" type="radio"/> No
10 / <input type="text" value="--"/> <input type="text" value=""/>	<input type="text"/>	<input type="text"/>		<input type="radio"/> Yes	<input checked="" type="radio"/> No
10 / <input type="text" value="--"/> <input type="text" value=""/>	<input type="text"/>	<input type="text"/>		<input type="radio"/> Yes	<input checked="" type="radio"/> No
10 / <input type="text" value="--"/> <input type="text" value=""/>	<input type="text"/>	<input type="text"/>		<input type="radio"/> Yes	<input checked="" type="radio"/> No
10 / <input type="text" value="--"/> <input type="text" value=""/>	<input type="text"/>	<input type="text"/>		<input type="radio"/> Yes	<input checked="" type="radio"/> No

# Kiwanis

This is followed by a box to report the total number of members who participated each week in **Interclub Activity**. You can add rows to accommodate additional meeting dates and locations as needed.

<b>Interclub Activity</b> Please indicate your club's interclub meeting dates for this month. Use the drop-down arrow to select the dates. Please include the TOTAL NUMBER OF MEMBERS who participated in interclub meetings EACH WEEK and the name of the club visited. You may add rows as needed.							
Month/Day	Members	Club Visited	Within Home Division?		To Service Leadership Program Club?		
10 / -- ▾	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
10 / -- ▾	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
10 / -- ▾	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
10 / -- ▾	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
10 / -- ▾	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

Add: 1 ▾

# Kiwanis

The section is where you will find **Additional Questions** that might vary from month to month. Remember to look carefully at this section since changes may be unexpected.

**Additional Questions**  
Was your club contacted by your Lt. Governor?  Yes  No

Did the following participate in CLE Training Session prior to 10/01/2009?  
Current President  In Person  Online  No  
Current Secretary  In Person  Online  No

**District Questions:**  
No additional district questions this month.

**International Questions:**  
No additional Kiwanis International questions this month.

As always, **finish Part 2** of the Monthly Report by clicking a button to:

- **Save and return** to part 1 or
- **Save and exit** to report start page or
- **Save and stay** on Part 2 page or
- **Exit** to report start page **without saving**

Remember, once you save Part 2, you can always return to it at a later time to make changes as needed.

Returning back to the **Monthly Report Launch Page** or start page, you have the option to **View Report** on your screen. It is also helpful to **Send a Preview** of the report to club leadership before you submit it to Kiwanis International. To do so:


- Click the **Send Preview** link in the appropriate month's report row in the table

## Monthly Report Launch Page

[Edit Page Help](#) 

[Email Setup](#)

Select Year

Report Year	Report Month	Part 1	Part 2	Send Preview	Submitted	Submit	View Report
2009	October	Part 1 Saved	Part 2 Saved	Send Preview		<input type="button" value="Submit"/>	<a href="#">View Report</a>
2009	November	<a href="#">Part 1 Saved</a>	<a href="#">Part 2 Saved</a>	<a href="#">Send Preview</a>		<input type="button" value="Submit"/>	<a href="#">View Report</a>
2009	December					<input type="button" value="Submit"/>	

# Kiwanis

The next screen displays the names and email addresses for those people who will receive an email containing the report preview. If this email distribution list is incorrect, return to the Monthly Report Setup link to make corrections.

You must click **Send Email** to push the email out from the system to the recipient.

Monthly Report Configurable Questions Admin

[Edit Page Help](#)

Name/Description	Email Address
scott.in.nh@gmail.com	scott.in.nh@gmail.com
Test Scott	chayworth@kiwanis.org

Click **Return to Monthly Report Menu** to move back to the Monthly Report Launch Page or start page.

**Once your report is in final form and ready to be submitted to Kiwanis International,**

1. Click the **Submit** button in the appropriate month's report row in the table

Monthly Report Launch Page

[Edit Page Help](#)

[Email Setup](#)

Select Year

Report Year	Report Month	Part 1	Part 2	Send Preview	Submitted	Submit	View Report
2009	October	Part 1 Saved	Part 2 Saved	Send Preview	<input checked="" type="radio"/>	<input type="button" value="Submit"/>	<a href="#">View Report</a>
2009	November	<a href="#">Part 1 Saved</a>	<a href="#">Part 2 Saved</a>	<a href="#">Send Preview</a>		<input type="button" value="Submit"/>	<a href="#">View Report</a>
2009	December					<input type="button" value="Submit"/>	

You will know your report has been successfully submitted when the red dot appears in the appropriate month's report row in the table. Remember, **you can always make a change to the report even after you submit it to Kiwanis International. Simply make your changes to Part 1 or Part 2, save them, the click Submit again.**

That's it! You are done! Congratulations!