

# Kiwanis

## KiwanisOne Online Reporting System

These simple instructions will help you get started with the new monthly reporting system that will be available **November 1<sup>st</sup>**. Secretary feedback helped us improve the reporting process. Changes are outlined below:

1. Annual Club Report questions are incorporated. At the end of the year, you need to review the data imported into the Annual Club Report and possibly answer a few additional questions.
2. Distinguished Club criteria (Kiwanis International version) is incorporated, and you will be able to monitor your status online starting in December.
3. The Membership Record section has been removed. We will be creating a new Membership Information page soon so you can view the information we have about the membership of your club.
4. Reports **MUST** be filed **sequentially** and **start** with the **October** report.
5. Minimal setup is required before you start reporting. After you log in and go to the main reporting page, click on the Monthly Report Setup page, and then click on each of the three links.

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

Scenario:	Use Instruction Set
I was the secretary for the 06-07 Kiwanis year AND will still be the secretary for the 07-08 year AND have been submitting my reports through KiwanisONE	A
I filled out the 06-07 Annual Club Report online through KiwanisOne	A
All others	B

### Instruction Set A

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

### 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 (in gray bar area).