

KIWANIS REMOTE – USEFUL TOOL FOR CLUB SECRETARIES

Club Secretaries, has one of your club members changed addresses? Do you need a copy of your club roster? Kiwanis International has a new web-based tool for you to perform these and other useful functions through a secure Internet website.

Kiwanis Remote was created to allow club secretaries only, the ability to easily query and update their member information housed at Kiwanis International Headquarters in Indianapolis, Indiana.

Kiwanis Remote is a database interface where club secretaries will be able to search for, retrieve and update member and club data, and also to print and download basic rosters. Clubs reporting new member adds and member deletes should continue making these changes to the club roster via fax, email or US Post, as Kiwanis Remote does not have this capability.

To access Kiwanis Remote, simply direct your web browser to <http://districts.kiwanis.org/kiwanisremote>. First time users will need their membership ID number and club ID number to create their user name and password. Your member ID and your club ID can be found on your club roster and your member ID card. You can also find your member ID on the mailing label of your Kiwanis magazine. A tutorial is available on the site to learn how to best use the many handy features of Kiwanis Remote.

Pop-up blockers must be disabled before using reporting and downloading features. Any technical questions should be sent to kiwanisremote@kiwanis.org.



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