

## JOIN

### The beginners guide to membership dues

Paying dues can be a scary process, but with this guide, it will be easy. Just follow each step carefully and take your time.

Every August or September, each club receives a confidential password. With this password, clubs can update their information and membership roster at [www.keyclub.org](http://www.keyclub.org).

3. To update your club's information and membership roster, visit [www.keyclub.org](http://www.keyclub.org). There is a link towards the top of the page that says "Dues & Reports." Click that link, and you will see another page. On that page, there is a link to the "Membership Update Center." Click that link to enter the next page, where you will then see the link to "The Membership Update Center," which will take you to the login page.
  - a. The direct link to the Membership Update Center is <http://soapmu.kiwanis.org/default.cfm?action=logon>.
4. Log in using the instructions on the first screen.
  - a. This is the part where you need the confidential password that you received in the mail.
5. After logging in, follow the instructions on each screen.
  - b. Update the club advisor information.
  - c. Delete any members from the roster that are no longer a part of the club.
  - d. Update the information for existing members.
  - e. Add new members.
6. Make sure that all membership information has been completed properly.
7. Generate an invoice.
8. Click on the highlighted link in the center of the invoice that reads: "After printing, you must click here to finish the process." This should be followed by the question: "Did you successfully print your invoice?"

1. Click YES if your invoice printed correctly. Ensure that the invoice printed correctly before clicking yes, because you may not be able to return to the page with the invoice on it.
  - a. If you clicked "Yes," you will see the message: "You have successfully generated an invoice."
    - i. This step loads the member and advisor information into the membership database.
  - b. If you clicked "No," the website returns to the beginning so that you can fix any mistakes.
2. Provide payment according to directions on the website.
  - a. Mail your check or money order to the address shown on the invoice.
    - i. Include a copy of the invoice.
  - b. Pay using credit card or Paypal.
    - i. Follow the instructions on the website.
    - ii. Include a copy of the invoice.

After generating and printing an invoice, the invoice page is reset to zero so that new members can be added throughout the year.

Follow the same steps each time when entering new members throughout the year or when editing member information.

New members will receive certain items in the mail, such as member cards, pins and handbooks. After the International Office has received your payment, allow 4–6 weeks for these items to be mailed to your school.