

ClubResource^{LLC}

KiwanisONE Online Reporting System

This document will help you get started with the new reporting system that will be available **November 1st**. We have made many changes based upon secretary feedback to improve the reporting process. Some of the changes are outlined below:

1. The Annual Club Report is now incorporated, so you will not need to fill one out in October 2007 if **ALL** the monthly reports are filed between October 2006 and September 2007.
2. The Distinguished Club criteria (Kiwanis International version) is incorporated, and you will receive updates via email every month with your club's status toward becoming distinguished (starting late 2006)
3. Starting membership numbers for the year will come from Kiwanis International and cannot be changed. If you find your membership numbers are different you should get a copy of your roster from KI by calling member services or via Kiwanis Remote. Kiwanis Remote is accessed by Club Secretaries at <http://districts.kiwanis.org/kiwanisremote>. Once you get the roster from KI compare it to your roster and make any necessary additions or deletions with Kiwanis International.
4. Reports **MUST** be filed sequentially and start with October.
5. There will be a few items you will need to set up before you start reporting. You only need to do it once, and will be prompted to do so when you log in for the first time. They are:
 - a. Setting membership goal for the year
 - b. Listing all sponsored organizations
 - c. Entering club type and if property owned by club
 - d. Setting up recurring services (optional)

Instructions for getting logged in

1. Navigate to <http://www.kiwanisportal.com/common/reportingsignup.aspx>
2. Download the Reporting Help document (Word or PDF).
3. Enter the following district code: 724axy
4. Click the 'Submit' button.
5. Enter your club's key number. Include the preceding 'k' (ex. K05241)
6. Click the 'Submit' button.
7. Enter your name, email, member number, and password.
8. Click the 'Submit' button.
9. Click the link to the login page then add that page to your Favorites if you would like.

Support

Support will be handled by Club Resource, LLC until January 1st 2007 by emailing support@clubresource.com. Starting in January you will contact your district office for issues that are not technical.