

# How to Report Membership



## Step 1

### Log in to Kiwanis Engage

Your club advisor should have the log-in information to your school's Kiwanis engage account. If you have any issues signing in, contact [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org)

## Step 2

### Delete non-returning members

Click onto the member admin tab and delete members who have left. First, sort by graduation date to delete all members who have graduated. Then, check to see if any remaining members are not returning, and delete their information.

**IMPORTANT:** Do not delete returning members. This may jeopardize their eligibility for scholarships and awards

## Step 3

### Add New Members

If you are adding multiple members at once, use the bulk add feature. Then, follow the instructions to enter each student's information. Once you have saved your changes, a red message should appear at the top of the page. In 24 hours, your invoice will be available for view.

## Step 4

### Payment

There are two ways to pay dues. Once you have generated your invoice, you may either pay online by credit card, or print out the invoice and mail it with a check to the address provided

The club advisor, president, secretary, and treasurer are responsible for reporting dues

If you are having any issues with the dues reporting process, contact [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org)