

Member Guide in the Kiwanis Portal by Club Resource, LLC

Welcome to the Kiwanis Portal by Club Resource, LLC. This document is intended to help you familiarize yourself with the member functions of the Kiwanis Portal. Before logging in you need to set your password. In order to log in you **MUST** have an email address registered in the portal. To set your password navigate to:

<http://www.kiwanisportal.com/common/setpassword.aspx>

When you get to this page you will enter your email address. The portal will then generate an email back to you containing a link to set your password. Once you do that, go to the following page to log in:

<http://www.kiwanisportal.com>

The remainder of this document will describe all of the functions available in the menu. The title above each of the blue lines below corresponds to the primary menu items in the gray bar towards the top of the page.

Home

Member Start Page

- **Description:** This page is the starting point in the Kiwanis Portal. It is a snapshot what is going on in your club. It displays your personal commitments (volunteering, committee meetings, and event tasks), meeting information, upcoming events, and any announcements.
- **To get there:** It is the first page when you log in
- **Note:** None

Update My Information

- **Description:** This function is for updating your personal information in the Kiwanis Portal. Once you update your information click the 'Submit' button at the bottom of the page.
- **To get there:** Home → Update My Information
- **Note:** Updating this information DOES NOT update your information with Kiwanis International. It is for internal club use only.
- **Note2:** If you change your email address, the next time you go to log in you will use the new email address as your logon name.

Calendar

Club Calendar

- **Description:** This function provides a way to view club events and meetings in a calendar view.
- **To get there:** Calendar → Club Calendar

- **Note:** Any member can add a calendar entry by clicking the Manual Calendar Entries link on the bottom of the page.

Division Calendar

- **Description:** This function displays the events of other clubs in your division that are using the Kiwanis Portal.
- **To get there:** Calendar → Division Calendar
- **Note:** None

Member

View Members

- **Description:** This function is for viewing your club's member directory. To see details on a member click the plus sign on the left side of the member's name.
- **To get there:** Members → View Members
- **Note:** None

Events

View Current Events

- **Description:** This function is for viewing all information about upcoming events and contains the following sections:
 - Event Listing – Displays all of the upcoming events for your club. Click the magnifying glass icon for details on an event.
 - Event Details – Displays details about the event, shows the volunteer positions needed for the event, and allows you to sign up to volunteer for the event. To do that, click the 'Sign Me Up' button adjacent to the desired position.
- **To get there:** Events → View Current Events
- **Note:** None

View Past Events

- **Description:** This function is for viewing all information about past events and contains the following sections:
 - Event Listing – Displays all of the past events for your club. Click the magnifying glass icon for details on an event.
 - Event Details – Displays details about the event.
- **To get there:** Events → View Past Events
- **Note:** None

Meetings

View Meetings

- **Description:** This function displays information about upcoming meetings such as speaker name and topic (if any), meeting time, and meeting location. If you have a speaker in mind for a meeting you can look to see if the speaker slot is vacant

for the particular meeting. If it is vacant you can fill out a brief form to recommend the speaker by clicking the 'Recommend Speaker' link. The portal generates an email to the club speaker coordinator.

- **To get there:** Meetings → View Meetings
- **Note:** None

Committees

View Committees

- **Description:** This function displays information about the committees in your club. It contains the following sections:
 - Committee Listing – This page displays all of the active committees in your club. To view details of a committee click the 'Details' link adjacent to the desired committee.
 - Committee Detail – This page lists the following committee information:
 - Committee name
 - Committee chair name
 - Committee description
 - Committee members
 - Sponsored events
 - Next meeting date
 - Available meeting minutes for download
- **To get there:** Secretary → Attendance Report → [Printable Attendance List link]
- **Note:** None

Projects

View Projects

- **Description:** This page displays general information about the activities in which your club is involved throughout the year. There are no event management capabilities in the page; it is just to show what your club does throughout the year.
- **To get there:** Projects → View Projects
- **Note:** If you are looking for information on an upcoming event check the Events page.

Newsletter

View Newsletters

- **Description:** This function lists all of your current and past newsletters. Newsletters can be in two formats – uploaded and online. If it is an uploaded newsletter, click the 'Download' link adjacent to the desired newsletter. If it is an online newsletter, click the 'View Newsletter' link. The newest newsletters will be at the top.
- **To get there:** Newsletters → View Newsletters
- **Note:** None