

# KEY CLUB

## Instructions for Online Club Roster and Dues Processing

Our dues this year are payable to Key Club International, The dues are 13 USD. Key Club International receives 6.50. Key Club Eastern Canada receives 6.50.

Every year in August to late September, your club will receive a confidential password and access information to update the club's membership roster. Clubs can update this information and generate a dues invoice online via the secure website. The confidential password and access information will only be sent to the listed Club Faculty Advisor. If your club does not receive its confidential password and access information, or the password becomes lost, contact the Eastern Canada District Board and your request or a new one will be sent to you. Please have your clubs name and key number ready.

To update your clubs roster and generate a dues invoice <http://soapmu.kiwanis.org/> and click on the button marked "Membership Update Center". Please note that the confidential password and access information is case sensitive. Be sure to read the instructions all throughout the process carefully! After you have updated you clubs roster, you will then generate an invoice. The invoices will be in PDF (portable document format). Make sure you have acrobat reader before proceeding or <http://www.adobe.com/products/acrobat/readstep2.html> to download it.

After generating and printing an invoice (the invoice is zeroed out so that new members can be generated) you will get a prompt that asks: "Did it print successfully?" Click YES. That will register the new members that you have just added. You will then need to send in the invoice along with the correct amount of dues for the club. Send the invoice and payment to the address listed on the invoice.

Please allow 4-6 weeks from the time the international office receives the payment for your club to receive the New Key Clubber Membership Package (pins/cards/handbooks). Only new members will receive these items.

For questions or concerns, please call the International Member Services Department at 317-875-8755 ext 390 or toll free at 1-800-KIWANIS ext 390; or contact via email at [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org) a copy will also be sent to the District Office.