

# Kiwanis

## KiwanisOne Online Reporting System Tip Sheet

There are a few areas of the report that are causing problems with users, so before contacting support please see if your issue is resolved below. If you do not find an answer to your question, send an email to: [kiwanisone@kiwanis.org](mailto:kiwanisone@kiwanis.org).

**1. Where do I go to log in?** – The login page for the online reporting system is:

[www.kiwanisone.org/login](http://www.kiwanisone.org/login)

**2. I don't have a password, what do I need to do?** – All you need to do is register in the system. There is information on the next page on how to do that. You will only need to register once.

**3. I have forgotten my password, what do I do?** – To reset your password go to:

<http://www.kiwanisone.org/common/setpassword.aspx>

**4. Where is the Membership Record section of the Monthly Report?** – That section is not in the report anymore. Kiwanis already knows how many members in your club, so there is no need to ask. By the end of the calendar year you will be able to access your roster through the reporting system and also see your membership activity for the year.

**5. How do I submit my report?** – Once you have filled out both sections of the report, the 'Submit' button on the Report Launch page will be active. Click the 'Submit' button to submit the report. The red dot in the Submitted column indicates it has been successfully submitted.

**6. The sponsored clubs listed in Part 1 of the report are incorrect, what do I do?** – Contact the Kiwanis Helpline at 1-800-kiwanis x411 and let them know your clubs listed are incorrect.

**7. Can I amend a submitted report?** – Yes, you can amend a report at any time. Simply log in and go to the Report Launch page and click the 'Part 1 (or 2) Completed' link adjacent to the desired month. Make any necessary changes and save the section. Back on the Report Launch page click the 'Submit' button adjacent to that month to resubmit the report.

**8. How do I add/change/delete email addresses where copies of the reports get sent?** – The email addresses are set up in the Monthly Report Setup area. To change them click the Monthly Report Setup link on the Report Launch page. Once the new page loads click the Email Setup link in the table of options.

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## KiwanisOne Online Reporting System Registration

These simple instructions will help you get started with the new monthly reporting system that will be available **November 1<sup>st</sup>**. Secretary feedback helped us improve the reporting process. Changes are outlined below:

1. Annual Club Report questions are incorporated. At the end of the year, you need to review the data imported into the Annual Club Report and possibly answer a few additional questions.
2. Distinguished Club criteria (Kiwanis International version) is incorporated, and you will be able to monitor your status online starting in December.
3. The Membership Record section has been removed. We will be creating a new Membership Information page soon so you can view the information we have about the membership of your club.
4. Reports **MUST** be filed **sequentially** and **start** with the **October** report.
5. Minimal setup is required before you start reporting. After you log in and go to the main reporting page, click on the Monthly Report Setup page, and then click on each of the three links.

Please read each scenario below carefully. Follow the instructions adjacent to the one that fits you best.

Scenario:	Use Instruction Set
I was the secretary for the 06-07 Kiwanis year AND will still be the secretary for the 07-08 year AND have been submitting my reports through KiwanisONE	A
I filled out the 06-07 Annual Club Report online through KiwanisOne	A
All others	B

### Instruction Set A

1. Navigate to <https://www.kiwanisone.org/login>.
2. Log in and click on Monthly Report in the Secretary menu (in gray bar area).

### Instruction Set B

3. Navigate to <http://www.kiwanisone.org/common/memberregistration.aspx>.
4. Follow the instructions.
5. Once your password is set, navigate to <https://www.kiwanisone.org/login>.
6. Log in and click on Monthly Report in the Secretary menu (in gray bar area).