

Membership Update Center Tutorial



Initial Ribbon when you log in



projects

Email

documents

newsletters

secretary

admin

Division Name

: Sycamore South

District Name

: Indiana

Club Officers (2011-2012)

President

: Anderson, Diana

Vice President

: Bacon, Steve

Secretary

: Barclay, Mary

Treasurer

: Hopewell, Nick

Bulletin Editor

: Stevenson, Laurel

Advisor/s

: Bellman, Dinah

School/site mailing address

University of Indianapolis 1400

East Hanna Avenue, Indianapolis

Indiana

School/site phone number

: 317-788-3368

Club Website (URL)

: http://www.incki.org

School/site website URL

: http://www.uindy.edu/

Meeting Time/Location

[Edit](#)

Place

: University of Indianapolis

Meeting Day/Time

: 1st Fri - 9:00 AM

Club status

: Active

Club size history

2010 2011 2012

Club charter date

: March 21, 1990

Club type

: School-based

Name of sponsoring KI club

: Kiwanis Club of Carmel - North Indy Families

General Information Page

Clubs Officers can be edited each year

Can also be edited each year

Click on the bar graph to have it expand

meetings
& events

committees

projects

Email

documents

newsletters

Admin Access Delete Member(s) Bulk Add Members Export to Excel Add New Member








General
Information

Members

Finance

Club Members

Filter Graduation Year ☐

Member ID	Last Name	First Name	Email	Graduation Year	Details	Edit	Delete
A12345	Anderson (President)	Diana	diana.anderson@gmail.com	2000	view		<input type="checkbox"/>
A67890	Bacon (Vice-President)	Steve	steve.bacon@gmail.com	2000	view		<input type="checkbox"/>
A54321	Barclay (Secretary)	Mary	mary.barclay@gmail.com	2000	view		<input type="checkbox"/>
A09876	Gregoire	Matt	matt.gregoire@gmail.com	2000	view		<input type="checkbox"/>
A14789	Hassan	Saima	saima.hassan@gmail.com	2001	view		<input type="checkbox"/>
A12369	Kolter	Chris	chris.kolter@gmail.com	2001	view		<input type="checkbox"/>
A98741	Martin	Beth	beth.martin@gmail.com	2001	view		<input type="checkbox"/>

delete

When you click on the “Members” tab, this page will appear with all of your club’s members from the previous year.

Click “Add New Member” to add more members

a
Admin Access
Delete Member(s)
Bulk Add Members
Export to Excel
Add New Member

General Information

Club Members

Member ID	Last Name
A12345	Anderson
A67890	Bacon (V)
A54321	Barclay
A09876	Gregoire
A14789	Hassan
A12369	Kolter
A98741	Martin

View Member Details

Name Anderson, Diana

Nickname Diana

Middle Initial R

Email diana.anderson@gmail.com

Date of Birth March 21, 1978

Member Since 1990

Phone (608) 826-0117

Address 9306, Eaglewood Dr
Verona, Indiana

City Indianapolis

State Indiana

Postal Code 40627

Country United States

Graduation Year 2000

close

Filter Graduation Year ☐

Details	Edit	Delete
view		<input type="checkbox"/>
view		<input type="checkbox"/>
view		<input type="checkbox"/>
view		<input type="checkbox"/>
view		<input type="checkbox"/>
view		<input type="checkbox"/>
view		<input type="checkbox"/>

delete

General
Information

Members

Finance

Add New Member

* Required

Club : University of Southwest Indianapolis Circle K

First Name * : Claude

Last Name * : Warren

Suffix :

Address :

City :

Country : United States ▼

State / Province : Indiana ▼

Postal Code :

Email Address : claudewarren@gmail.com

Valid

Graduation Year * : 2001 ▼

Phone (#s only) : () -

Date of Birth (mm/dd/yyyy) :

Gender : Male ▼

This will appear when you click "Add New Member." Fill in your member's information and then click "SAVE."

save

cancel

meetings
& events

committees

projects

Email

documents

newsletters



Admin Access

Delete Member(s)



Bulk Add Members



Export to Excel



Add New Member



General
Information

Members

Finance

Bulk Add Members

All fields for each new member are required

First Name	Last Name	Email	Graduation Year
Elizabeth	Finney	elizabeth.finney@gmail.com	2000 ▼
Laura	Hawkins	laura.hawkins@gmail.com	2001 ▼
David	Milne	david.milne@gmail.com	2002 ▼
Lynn	Smith	lynn.smith@gmail.com	2002 ▼

You can now "Bulk Add Members."

Insert each member's First Name, Last Name, Email, and Graduation Year. Click "ADD" when you are finished.

add

cancel

1. You can also delete more than one member by clicking the check box on their name line.
2. A pop-up box will appear with the names of the selected members and confirmation of deleting them. Click "DELETE" if the correct members are selected.
3. Then click "Delete Member(s)."

Admin Access Delete Member(s) Bulk Add Members Export to Excel Add New Member

General Information **Members** Finance

Club Members

Bulk Deletion of Members

Confirmation
Are you sure you want to delete the selected club members?
Anderson, Diana
Barclay, Mary
Gregoire, Matt

delete cancel

Member ID	Last Name	First Name	Email	Graduation Year	Details	Edit	Delete
A12345	Anderson (President)				view		<input checked="" type="checkbox"/>
A67890	Bacon (Vice-President)				view		<input type="checkbox"/>
A54321	Barclay (Secretary)				view		<input checked="" type="checkbox"/>
A15963	Finney				view		<input type="checkbox"/>
A09876	Gregoire	Matt	matt.gregoire@gmail.com	2000	view		<input checked="" type="checkbox"/>
A14789	Hassan	Saima	saima.hassan@gmail.com	2001	view		<input type="checkbox"/>
A15987	Hawkins	Laura	laura.hawkins@gmail.com	2002	view		<input type="checkbox"/>
A12369	Kolter	Chris	chris.kolter@gmail.com	2001	view		<input type="checkbox"/>
A98741	Martin	Beth	beth.martin@gmail.com	2001	view		<input type="checkbox"/>
A35741	Milne	David	david.milne@gmail.com	2002	view		<input type="checkbox"/>
A35789	Smith	Lynn	lynn.smith@gmail.com	2002	view		<input type="checkbox"/>

You can also delete members according to graduation year.

Checkmark "Filter Graduation Year"

Use the drop-down menu to select the graduation year that you wish to view. Then click "FILTER"

Click the checkmark under "Delete" to select all members in your list.

Click "DELETE"

meetings & events

committees

projects

Email

documents

a Admin Access Delete Member(s) Bulk Add Members Export to Excel Add New Member

General Information **Members** Finance

Club Members

Filter Graduation Year ☒

Filter 2000

Member ID	Last Name	First Name	Email	Graduation Year	Details	Edit	delete
A12345	Anderson (President)	Diana	diana.anderson@gmail.com	2000	view		<input checked="" type="checkbox"/>
A67890	Bacon (Vice-President)	Steve	steve.bacon@gmail.com	2000	view		<input checked="" type="checkbox"/>
A54321	Barclay (Secretary)	Mary	mary.barclay@gmail.com	2000	view		<input checked="" type="checkbox"/>
A15963	Finney	Elizabeth	elizabeth.finney@gmail.com	2000	view		<input checked="" type="checkbox"/>

delete

Once again a pop-up box will appear to confirm deleting your members. Click "DELETE" if the correct members are selected.

The screenshot shows a web application interface for managing club members. On the left is a dark sidebar with icons for 'meetings & events', 'committees', 'projects', 'Email', and 'documents'. The main content area has a top navigation bar with 'Admin Access' and buttons for 'Delete Member(s)', 'Bulk Add Members', 'Export to Excel', and 'Add New Member'. Below this are tabs for 'General Information', 'Members', and 'Finance'. The 'Members' tab is active, showing 'Club Members'. A table lists members with columns 'Member ID' and 'Last Name'. A blue arrow points from the text above to the 'delete' button in a confirmation pop-up box.

Club Members

Member ID	Last Name
A12345	Anderson (President)
A67890	Bacon (Vice-President)
A54321	Bardlay (Secretary)
A15963	Finney

Bulk Deletion of Members

Confirmation

Are you sure you want to delete the selected club members?

Anderson, Diana
Bacon, Steve
Bardlay, Mary
Finne, Elizabeth

delete **cancel**

Filter Graduation Year ☒
Filter 2000

Details	Edit	delete
view		<input checked="" type="checkbox"/>
view		<input checked="" type="checkbox"/>
view		<input checked="" type="checkbox"/>
view		<input checked="" type="checkbox"/>

delete

You can also transfer all of your club members' information into an Excel Spreadsheet. Click on "Export to Excel" to do so. A pop-up box will appear to confirm.

Admin Access Delete Member(s) Bulk Add Members **Export to Excel** Add New Member

General Information **Members** Finance

Club Members

member ID	first name				on	edit	delete
A12345	Diana						<input type="checkbox"/>
B12345	Steve						<input type="checkbox"/>
C12345	Mary						<input type="checkbox"/>
I12345	Elizabeth						<input type="checkbox"/>
D12345	Matt						<input type="checkbox"/>
E12345	Saima						<input type="checkbox"/>
J12345	Laura						<input type="checkbox"/>
F12345	Chris						<input type="checkbox"/>
G12345	Beth	Martin	beth.martin@gmail.com	2001			<input type="checkbox"/>
K12345	David	Milne	david.milne@gmail.com	2002			<input type="checkbox"/>
L12345	Lynn	Smith	lynn.smith@gmail.com	2002			<input type="checkbox"/>
H12345	Claude	Warren	claud.warren@gmail.com	2001			<input type="checkbox"/>

Opening AllMemb04122012_4.csv

You have chosen to open
 AllMemb04122012_4.csv
which is a: Microsoft Excel Comma Separated Values File
from: <http://soapmu.kiwanis.org>

What should Firefox do with this file?

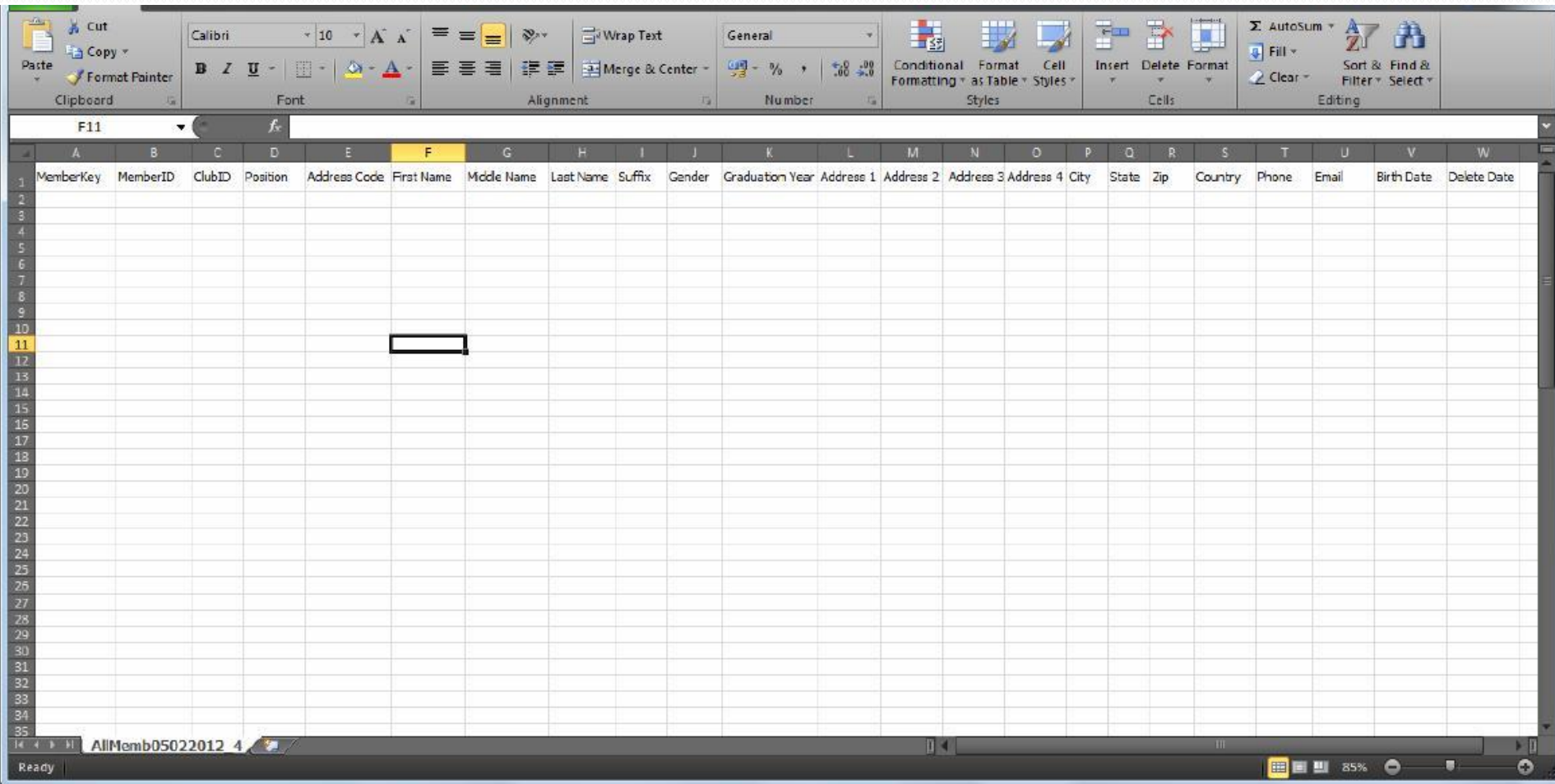
☐ Open with Microsoft Excel (default)

☒ Save File

☐ Do this automatically for files like this from now on.

OK Cancel

The Excel Spreadsheet will appear with all of your members' information.



If you have any questions, feel free
to contact your District Treasurer at
treasurer@ikeyclub.org

