

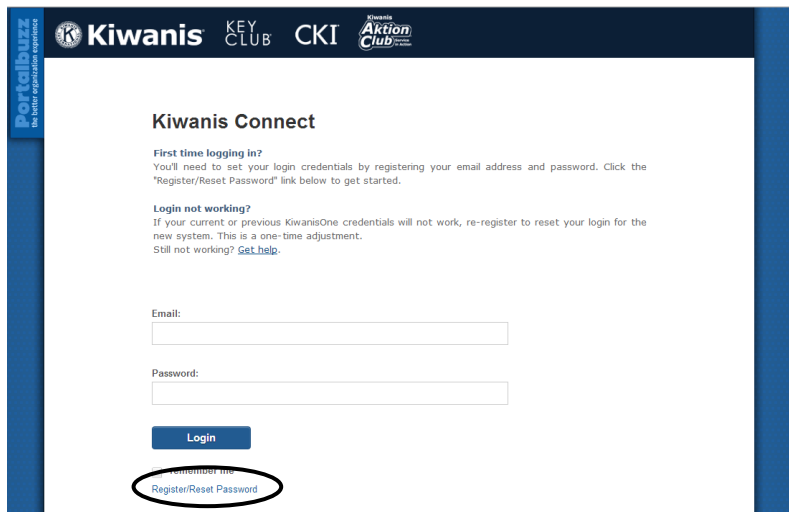
## Membership Update Center

As the new President/Secretary you are in charge of reporting all members to International. To do that, you use the Membership Update Center. This can be found by going to [circlek.org](http://circlek.org) and clicking on the Membership Update Center link at the top.

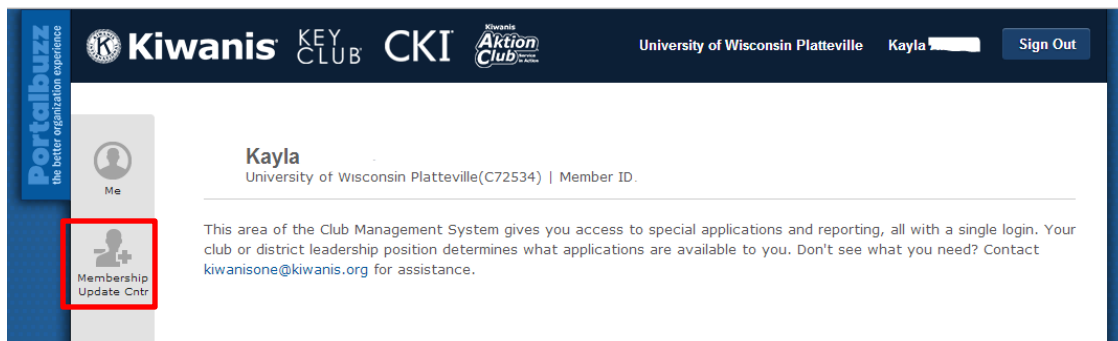


To import members, follow the steps below:

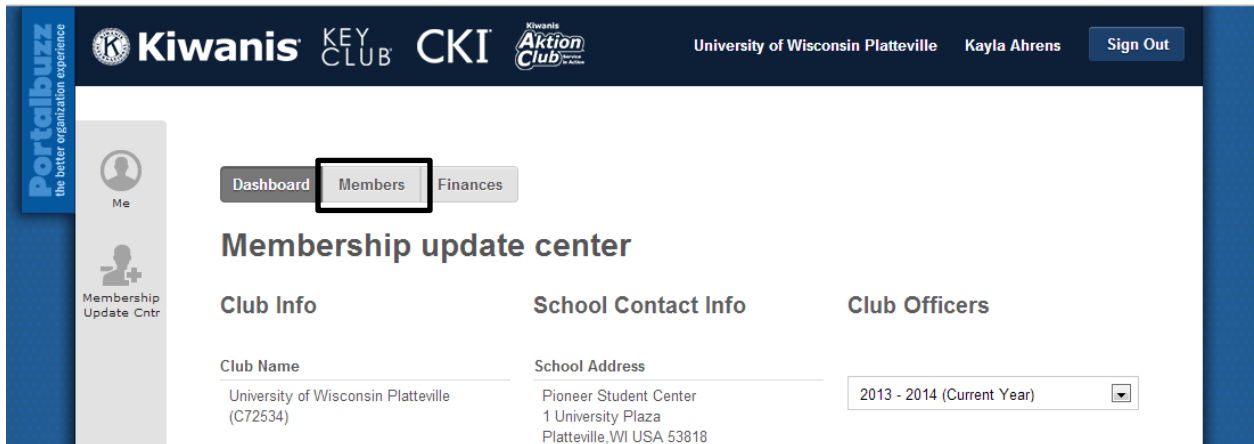
1. Have last year's secretary update the club officers to give you access to MUC.
2. When you are at the homepage pictured below, click on Register/Reset Password.



3. Enter your email and click submit. An email will be sent to you. When you receive the email, follow the link to reset your password.
4. Login to MUC and you will see this screen. Click the Membership Update Cntr button on the left side of the screen.

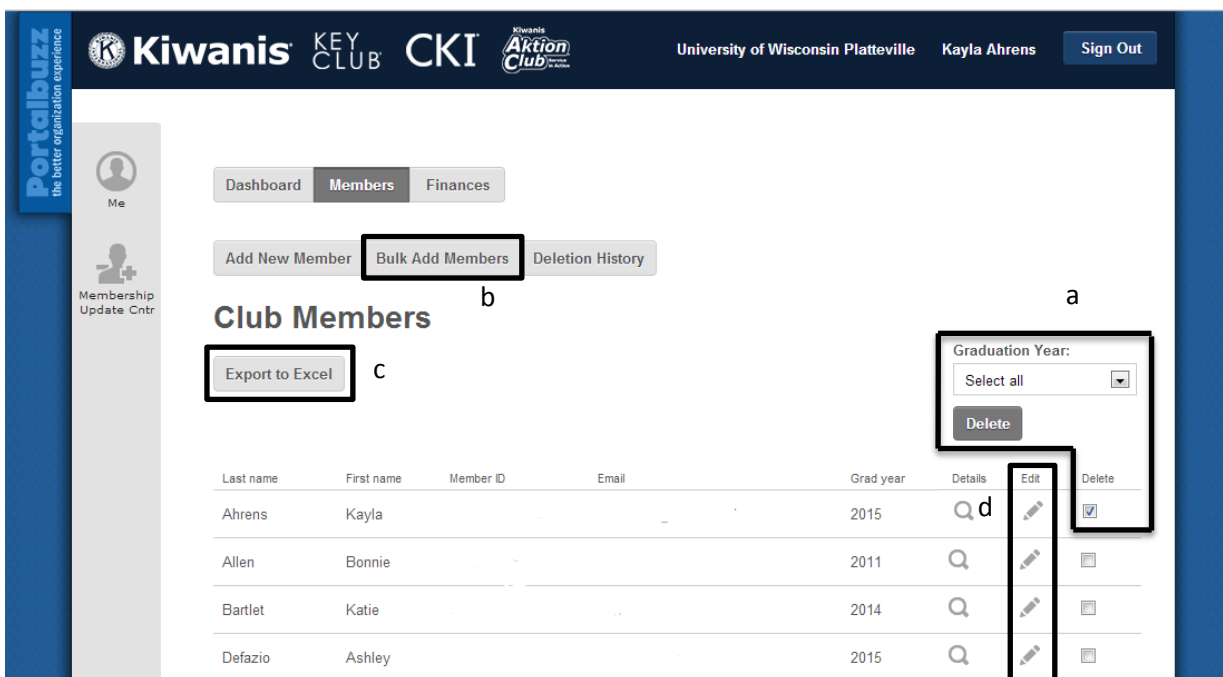


5. At the top of the screen, click on members.



6. This screen you have a few options/tasks:

- You need to delete any members that have either graduated, stopped coming or haven't paid for this new term. To do this, either select the box following the names of past members and then selecting the delete button towards the top or you can use the drop down menu to select a graduation year.
- To add members, click on "Bulk Add Members". Enter their first and last name, their email and the year they intend to graduate. At the bottom click save. If you have any issues after you save it, set through them.
- You can get a list of your members in excel by clicking the "Export to Excel" button.
- If you need to edit any information regarding members, click on the pencil next to the member's name.



- Click on the Finances button at the top.
- When you get to this screen, check the box next to the order you just made. At the bottom, click "Print Invoice and Pay by Mail". It is recommended that **2 copies** are printed. One of these is sent to International and the other one should be kept in your records. Bring the invoice to the treasurer and have them write out a check. All the information (who to write the check to, where to send it, etc.) is on the invoice.

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Me  
Membership Update Cntr

Dashboard Members **Finances**

### Open Orders

Finances: View the open orders for your club.  
Please send a detailed email to [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org) if you have any questions or comments.

Order No.	Order Date	Invoice Date	Amount
<input checked="" type="checkbox"/> 9000192838	9/5/2013	10/1/2013	USD 30.00

Balance Due: 30.00

**Print Invoice and Pay by Mail** Pay Online by Credit Card