

Membership Update Center

Who has access?

For Key Club, the faculty advisor and the club secretary can access the system.

Step One: Go to the MUC at www.keyclub.org/MUC

Step Two: Register and Get Password

Email:

Password:

Login

remember me

[Register/Reset Password](#)

If the faculty advisor who paid dues last year is still your faculty advisor, then enter his/her email address and password from the past year.

If you have a new faculty advisor or your faculty advisor's email has been rejected, then you will need to email memberservices@kiwanis.org with a request to update your club's faculty advisor contact information before you can get into the system.

If you have not ever used the Membership Update Center:

Click on "Register/Reset Password." The next screen will ask you to enter your email address. You will then receive an email from Portalbuzz, with instructions on how to set a password. If you do not see the message within 1 hour, please email memberservices@kiwanis.org. Make sure to check your spam filters for the message.

Step Three: Log in and Update Your Roster

Access the system with your email address and password and begin updating your roster. Follow the links on the screen. You can add or delete several members at a time, or one-by-one.

Step Four: Make Payment

Roster Complete - Print Invoice

Finalize your roster by clicking Roster Complete - Print Invoice. You can then either pay online with a credit card, or print an invoice. Note: If you come back and add more members later, your invoice may still show the members you already added. This is because your check hasn't been fully processed by Kiwanis International. Simply send in only the amount for the new additions.

Step Five: Keep Using the MUC

As the year goes one, please use the MUC to add members. Important – as soon as you elect new officers to your club, immediately make those changes on the MUC. Doing this will ensure that the new club secretary has access the next Fall. If there is a change in faculty advisor, please contact member services immediately.

For a video tutorial: Membership Update Center - Video Tutorial by: Portalbuzz

www.youtube.com/watch?v=OtfAvudii-w