# Kiwanis Club of Atlanta - Website and Member Access

Go to Website:         www.kiwanisatlanta.org or https://kiwanisatlanta.org

Click on:                Member Login or Member Area on top right of home page

For first time users or if you forgot password:  Click on "New and Existing Users: retrieve login and/or reset password" and follow the instructions to retrieve your password via your email address.  **Write down your user name that Club Runner assigns to you.**

Log in with User Name and password.  When you sign in, click on Member Area at top and you will be at the Admin page:

**My ClubRunner**:

> Edit Profile - update your contact information and set up a new User Name
>
> Edit Password
>
> Upload Photo – you can upload your own jpg file
>
> My Commitments – shows what volunteer opportunities/committees for which you have signed up
>
> My Friends – Here you can set up your Kiwanis friends emails!
>
> View Member Directory – gives you list of members, emails, work and cell phone #s that you can print.
>
> View Club Photo Directory – view member photos and click on their name to view their profile.
>
> View Printable Mailing Labels – Be sure to adhere to Club privacy policy regarding soliciting members.
>
> Email Message Center – you can email a member of the club or your committee directly from this area.
>
> View Club Documents – documents will be uploaded here
>
> My Committees – view what committees you have joined
>
> My Billing Account Balance – This shows you your outstanding balance and gives you link to pay by credit card.

**Website Manager:**  While currently visible this will be restricted access only to individuals who can post to the website.

**Membership Manager**

> Club Dashboard – View membership analysis by month
>
> Committee Management – View the committees and chairs
>
> Gender Distribution – Summary of membership breakdown by gender

**Meeting Services**

> Generate Attendance Report – soon, you will be able to view your own attendance history

**To Come:**

> Ecommerce capabilities and viewing your club billing
>
> Looking up members by Join Date
>
> Looking up members by Birthdate