

# How to Access the Membership Update Center (MUC)

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## What is the Membership Update Center (MUC)?

The Membership Update Center, or MUC, is Key Club International and Kiwanis International's way of tracking membership information. It keeps track of your members' and officers' contact information and generates your invoice to pay dues.

## Steps for Accessing the MUC

- 1) Go to [www.keyclub.org/MUC](http://www.keyclub.org/MUC).
- 2) If you have the same Faculty Advisor, use the same login information as last year.
- 3) If you have a new Faculty Advisor click "Register/Reset Password."
- 4) You will be prompted to enter an email address. Enter the Faculty Advisor's email address. They will receive a confirmation email providing them with a unique hyperlink which will allow him/her to set a new password.
- 5) If the email is rejected, then email [memberservices@kiwanis.org](mailto:memberservices@kiwanis.org) with a request to update your club's Faculty Advisor contact information.
- 6) After a new password is set, you will be able to log into the MUC using your Advisor's email address and the created password.

## Adding New Members & Making an Invoice

- 1) Round up information from each new member, name (first and last), email addresses and expected year of graduation.
- 2) Log in to your MUC account at [keyclub.org/muc](http://keyclub.org/muc). Then click the "Membership Update Center" button.
- 3) Click the "Members" tab, and delete all graduated members. (Tip: you can delete all graduated members easier by filtering by graduation year.)
- 4) Then click the "Add New Member" or "Bulk Add Members" tab to add new members. (Tip: you can add in groups of 10 members at a time with the bulk add feature.)
- 5) When you are done adding all new members, click the "Finances" tab to generate an invoice or pay online. If you are paying by mail, print the invoice, and follow the directions on the invoice.

## More Information

- For more details on how to navigate the MUC, please view the New York District MUC Tutorial: <http://bit.ly/MUCtutorial>.
- If the Faculty Advisor is leaving, they should update the Faculty Advisor's information to that of the new Advisor.

**If you ever need help with paying dues, contact the District Treasurer at [treasurer@tokeyclub.com](mailto:treasurer@tokeyclub.com), or the District Administrator at [administrator@tokeyclub.com](mailto:administrator@tokeyclub.com).**