

Clean Up Your myICLUB Club: Understanding Settings and Utilities

MYICLUB INVESTMENT CLUB WEBINAR SERIES

Presented by Doug Gerlach
July 2026



1

Your Hosts



Douglas Gerlach
President,
ICLUBcentral Inc.



Russell Malley
Club Accounting Advisor,
myICLUB



Sean Pulrang
Senior Support
Representative,
myICLUB

2

Handout & Questions



- Handout for this webinar is available in PDF format in **Materials** section.
- Type questions at anytime into **Questions** box.

3

About myICLUB



- myICLUB has roots in club accounting software going back to 1988.
- App has evolved over decades & now offers broadest suite of tools available for investment club operations and accounting.
- This has increased complexity—keep up to date with our webinars, YouTube videos, & blog.

4

Resources for More Help



- Check File Storage in your myICLUB site for “Free Resources from myICLUB” which includes comprehensive user guide as well as quick start guides for new members & new treasurers.
- Ask our AI Chatbot questions about clubs (from the myICLUB Help/Support center).
- Contact our top-notch help team if you still need help!

5

Special Roles for Admins & Treasurers



- Every club must have at least one Administrator who has super-user privileges & can access all settings.
- Treasurers have elevated permissions regarding accounting and tax preparation.
- Users who don't have appropriate permissions for any tasks will see error message when they try to access those areas of myICLUB.
- Members should contact their club administrator first with questions, including password resets.

6



SECURITY & PORTFOLIO SETTINGS

TK

Fix Security Names



Accounting > Securities > Security Settings.

- Default names of securities may be excessively long or all in capital letters.
- Though purely cosmetic, can improve organization & readability of reports.
- Can remove “Inc,” “Corporation,” “Co,” etc.

Security	Date of first buy	Shares owned	Price/ share	Cost/ share
Apple (AAPL)	01/25/07	404.5539	\$253.79	\$16.9475
Air Lease (AL)	06/15/14	1,200.0000	\$64.94	\$41.6333
Century Communities (CCS)	10/03/17	400.0000	\$57.38	\$36.2750
Church & Dwight (CHD)	01/24/00	550.0000	\$93.32	\$80.2332
CHIPOTLE MEXICAN GRI (CMG)	10/10/17	1,000.0000	\$32.01	\$6.2372
Darden Restaurants (DRI)	07/13/14	320.1600	\$196.04	\$112.7651
Electrolux AB Class (ELUXY)	12/04/20	1,700.0000	\$12.31	\$48.0788
Extra Space Storage (EXR)	07/01/17	275.0000	\$131.13	\$143.5791

8

Edit Names in Security Settings



Accounting > Securities > Security Settings.

Edit security settings

This page allows you to edit the symbol, name, security type, tax status, and (for mutual funds) method used for cost basis calculation.

Basic Settings

Company Name	Chipotle Mexican
Symbol	CMG (What's this?)
Exchange	NYSE
Security Type	Common Stock

Advanced Settings

Federal Tax-Free?	☐
Country	United States of America (What's this?)
Quote Symbol	CMG (What's this?)

Company name

Company name	Symbol	Type
Air Lease	AL	C
Alpine Income Property Trust Inc	PINE	R
Apple	AAPL	C
Century Communities	CCS	C
CHIPOTLE MEXICAN GRILL INC	CMG	C
Church & Dwight	CHD	C

9

Adjust Details of New Securities



Accounting > Securities > Security Settings.

- When adding new security to club portfolio, must complete security's profile with additional details:

- Company name
- Symbol
- Exchange
- Security Type
- Country
- Quote Symbol

Edit security settings

This page allows you to edit the symbol, name, security type, tax status, and (for mutual funds and fixed cash investments) method used for cost basis calculation.

Basic Settings

Company Name	Microsoft Corp
Symbol	MSFT (What's this?)
Exchange	OTC
Security Type	Common Stock

Advanced Settings

Federal Tax-Free?	☐
Country	United States of America (What's this?)
Quote Symbol	MSFT (What's this?)

Submit Cancel

10



ACCOUNTING SETTINGS

11

Freeze Unit Value



Accounting > Utilities > Update Club Settings

- If club transferred from other accounting site (such as Bivio), recommended to “freeze” unit values for transactions entered before move to myICLUB.

Unit freeze date: 

- Check with myICLUB Support with any questions about this setting.

12

Include Earlier Security Ownership



Accounting > Utilities > Update Club Settings

- If club held stock at any point, sold all shares, then repurchased more shares, can choose whether or not to include those earlier shares in return calculations OR show returns only for current holdings.

Include Earlier Ownership: ☐ Yes
☒ No

Include earlier ownership for return calculations on repurchased securities.

13

Calculate Returns for Mergers/Spinoffs



Accounting > Utilities > Update Club Settings

- If shares were received as part of merger or spinoff, returns can be calculated from date of first tax lot basis of parent company OR from market value on date of merger/spinoff (**recommended**).

Merger/Spinoff return based on: ☒ Market value from the "action" date
☐ Tax basis

14

Handling Money Markets



Accounting Securities > Security Settings

- Money markets can be tracked as **Cash** (easiest) or as **Securities** (more complex but aids reconciliation).
- To use as Security, create in **Security Settings** as **Fixed Income**.
- Then must use buy/sell/reinvest transactions whenever cash is used whenever buying/selling or recording money market interest.

Edit security settings

This page allows you to edit the symbol, name, security type, tax status, investments) method used for cost basis calculation.

Basic Settings

Company Name	Fidelity Money Market Fund
Symbol	SPRXX (What's this?)
Exchange	
Security Type	Fixed Income

15



TOOLS FOR CLUB OPERATIONS

16

Add a Club Logo



Accounting > Utilities > Update Club Settings

- Club logos, whether custom or not, can add flair & identity to club site & reports.
- Can be GIF, JPG, or PNG format, 150 wide x 150 tall.
- Artistic member might be able to create, or try using AI to come up with custom image.
- Or use myICLUB logo image library.

17

Add a Club Logo



Accounting > Utilities > Update Club Settings

Logo picture: No file selected.

or [Choose an Image from the myICLUB.com Logo Library](#)

Upload a logo of your club that will appear on reports and the club's homepage. Images should be in GIF, JPG, or PNG format, and 150 pixels high x 150 pixels wide. Note: Images larger or smaller than 150x150 will be resized to fit.

myICLUB.com Logo Library

Select an image from the myICLUB.com Logo Library to serve as your club logo. You can change logo will appear throughout your club's website as well as on all reports. Images are available in the categories; browse the available images and make your selection:

[Animals](#)

[Arts and Music](#)

[Business and Jobs](#)

[Food](#)

[Miscellaneous](#)

[Money](#)

[Nature](#)

[People](#)

[Sports and Games](#)

[Transportation](#)

Accounting

Ac

Your cl

Portf

18

Set Up Club Public Home Page



- Make club overview visible to visitors.
- Select elements to display about portfolio, means of contacting club officers, & more (no personal member info).
- Add or update in **Accounting > Utilities > Update Club Settings**.
 - Also set Country, State, & Start Date.
- Will generate shareable public website URL address.

Public Home Page Settings

Customize and publish your investment club's public home page by selecting the components from the following options. This can be useful to provide information about your club to potential members. myICLUB does not encourage the use of the home page for the purpose of publicly soliciting members, which can run afoul of SEC advertising rules (more information).

By default, all myICLUB clubs are private and are only made public if an Administrator selects components to be displayed from the following options and the "Publish Public Home Page" option is activated. Members' personal information is always kept private, as is the total value of the club portfolio and its holdings.

- ☐ Keep Club Private (Default).

- ☒ Publish Public Home Page.

Options

Club Name:

Contact email: (If Contact Us section is enabled)

Location: (Be as general or specific as you like)

This is a test club used by myICLUB staff, not a real investment club.

Welcome text:

Select elements to display on page.

- ☒ Portfolio Heatmap.
- ☒ Portfolio Holdings.
- ☒ Watch List Holdings.
- ☒ Portfolio Control Panel. (Only for stocks with linked Stock Selection Guides.)
- ☒ Files. (Only files marked "Public" in File Storage will be shown. Tip: Add a welcome document to your club's File Storage and mark it public so that it appears here.)
- ☒ Portfolio Diversification Graphs.
- ☒ Portfolio Performance.
- ☒ Contact Us. (Enables a form to allow visitors to send a message to the Contact email address set above.)
- ☒ Exclude from search engines. (Some search engines do not respect this setting.)

19



About Us

Location: a van, down by the river.

Founded: 1997

This is a test club used by myICLUB staff, not a real investment club.

Contact Us

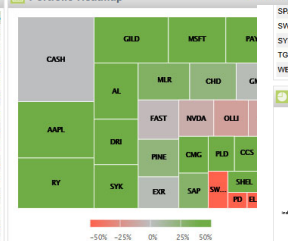
Portfolio Holdings

As of 3/31/2013

Security	Price/Share	Cost/Share	% Gain Loss	% of Portfolio
AAPL	253.79	16.95	1397.5%	8.0%
AL	64.94	41.63	56.0%	6.0%
CCS	57.38	36.28	58.2%	1.8%
CHD	93.32	80.23	16.3%	4.0%
CMG	32.01	6.24	413.2%	2.5%
DRI	196.04	112.77	73.8%	4.9%
ELUXY	12.31	48.08	-74.4%	1.6%
EXR	131.13	143.58	-8.7%	2.8%
FAST	46.40	46.77	-0.8%	4.0%
GILD	139.37	58.26	139.1%	8.8%
GMED	86.16	74.63	15.4%	4.6%
MLR	45.55	38.07	19.6%	4.3%
MSFT	370.17	224.74	64.7%	6.0%
NVDA	174.40	223.41	-21.9%	2.7%
NVO	36.75	70.19	-47.6%	1.5%
OLED	91.66	130.35	-29.7%	1.3%
OLLI	92.04	79.43	15.9%	4.3%
PAYS	5.90	4.79	23.2%	4.3%
PD	6.21	44.00	-85.9%	0.4%
PINE	18.00	17.78	1.2%	3.1%
PLD	132.18	23.02	474.2%	1.9%
RY	161.78	91.77	76.3%	7.0%
SAP	171.21	123.90	38.2%	2.8%
SHEL	93.00	54.51	70.6%	1.6%
SPAXX	1.00	1.00	0.0%	0.1%
SWKS	53.55	150.10	-64.3%	1.6%
SYK	328.59	218.16	50.6%	4.8%

Portfolio Heatmap

As of 3/31/2013



Portfolio Performance

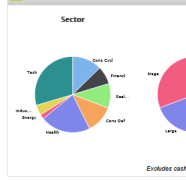
As of 3/31/2013



SPAXX	1.00	1.00	0.0%	0.1%
SWKS	53.55	150.10	-64.3%	1.6%
SYK	328.59	218.16	50.6%	4.8%
TGT	121.20	182.38	-25.4%	2.6%
WBA	11.98	45.25	-73.5%	0.6%

Portfolio Diversification

As of 3/31/2013



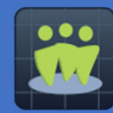
Portfolio Control Panel

As of 3/31/2013

Company	Symbol	Price	% of Total	Proj EPS Growth	Proj P/E	Proj Yield	EPS R2	Proj Tot Ret
Apple	AAPL	\$253.79	8.0%	n/a	n/a	n/a	n/a	n/a
Air Lease	AL	\$64.94	6.0%	n/a	n/a	n/a	n/a	n/a
Century Communities	CCS	\$57.38	1.8%	n/a	n/a	n/a	n/a	n/a
Church & Dwight	CHD	\$93.32	4.0%	n/a	n/a	n/a	n/a	n/a
Chipotle Mexican	CMG	\$32.01	2.5%	n/a	n/a	n/a	n/a	n/a
Darden Restaurants	DRI	\$196.04	4.9%	n/a	n/a	n/a	n/a	n/a
Electrolux AB Class B ADR	ELUXY	\$12.31	1.6%	n/a	n/a	n/a	n/a	n/a
Extra Space Storage	EXR	\$131.13	2.8%	n/a	n/a	n/a	n/a	n/a
Fastenal	FAST	\$46.40	4.0%	n/a	n/a	n/a	n/a	n/a
Gilead Sciences	GILD	\$139.37	8.8%	n/a	n/a	n/a	n/a	n/a
GlaxoSmithKline	GSMT	\$56.16	4.9%	n/a	n/a	n/a	n/a	n/a

20

Set Club Web Links



Accounting > Utilities > Club web links

- Add up to 6 links to websites useful to members to be displayed on club homepage.

Edit Club Web Links

A club member with Administrator privileges can add links to as many as six different websites to the club's private home page. Add, edit, or remove the links and their names below, then click the Save button.

Website #1 URL:
Website #2 URL:
Website #3 URL:
Website #4 URL:
Website #5 URL:

Name:
Name:
Name:
Name:
Name:

Week Ending July 10, 2026

[Go to blog posts](#)

Club Web Links

- StockCentral
- SmallCap Informer
- MyStockProspector
- Yahoo! Finance
- Seeking Alpha

[Edit](#)

21

Customize Discussions



- Club message boards can be created & customized:
 - Board name.
 - Email address.
 - Set to Archived status (no longer in use).
 - Hide history from new members (so they can't see past messages).
 - Restrict to certain members (such as officers).
 - Send or don't send to particular members.
 - Set options for access by club visitor.

Message Board Settings

Your investment club can create multiple Message Boards to facilitate club communication. Separate message boards can be created for officers or committees. If all messages on the club's myICLUB.com website when they are members, but you can email, and if visitors can access particular message boards or receive email.

Message Board Name:

E-Mail Alias:

Use this e-mail address for posting to this message board. If disabled, no email is sent.

Archive This Message Board: ☐ Discussions can be viewed, but no new posts can be made.

Hide Message Board History: ☐ Keep membership and other discussion history.

Restrict to These Members: ☐ Earl Alphonse

Use this for committee or officer message boards. All members can view subject lines on the club website, but only checked members can read and respond to messages or receive emails.

☐ Doug Gerlach
☐ Douglas Headly
☐ Russell Mullet
☐ Marty Mullet

Send E-Mail to These Members: ☐ Earl Alphonse

☐ Alantis Cod
☐ Dungey Crabbe
☐ Portia Dorado
☐ Sarah Finn
☐ Doug Gerlach
☐ Douglas Headly
☐ Russell Mullet
☐ Marty Mullet

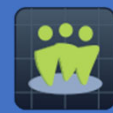
Set Visitor Access: ☐ Read and Post

☐ Read Only

☒ None (Default)

[Create](#)

Keep the Calendar Current



- Add one-time or recurring events (like club meetings).
- Displayed on club home page.

Edit Calendar Event

Edit Event

Heading: Monthly Club Meeting

Date: 5/24/2018

Time: 7:00 PM (GMT-05:00) America/New_York

Description: Paragraph Monthly meeting of Any IC.

Repeat: Repeat every 1 mo Monthly on the fourth

Ends: Never 7/21/2026 Investment Club Webinar

On 7/23/2026 AMA with Doug Gerlach of Dividend Informer

7/23/2026 Monthly Club Meeting

Go to club calendar

23

Calendar



July 2026

Show Events: ☒ Club ☒ Portfolio ☒ Global

Click on any date to view details for that day.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10 DRI ex-div	11
12	13	14 RPM ex-div	15 8:30 PM Doug Gerlach at BetterInvesting Online Chapter (Virtual) ARX TO div paid	16	17	18 8:00 AM Doug Gerlach at St Louis BetterInvesting Chapter
19	20 7:00 PM Monthly Club Meeting	21 9:00 PM Investment Club Webinar	22	23 8:30 PM AMA with Doug Gerlach of Dividend Informer	24	25 12:30 PM Doug Gerlach at Silicon Valley BetterInvesting Chapter
26	27 RY ex-div	28 7:30 PM John Bajkowski and Doug Gerlach "What's Wrong with Wall	29 1:30 PM SmallCap Informer Subscribers Webinar - Mid-2026 Update (Online)	30	31 RPM div paid SYK div paid	

- TIP: Use checkboxes at time to turn on/off events:
 - Club (yellow).
 - Portfolio (green).
 - Global (blue).
- Use PDF icon to print/save calendar.

24



MANAGING MEMBERS & RESPONSIBILITIES

Set Member Payment Cents Amounts



Accounting > Utilities > Member Payment Cents Amounts

- For automated deposits, treasurer can set value for each member to use on their payments.
- When those deposits show in club's account, treasurer then knows who has paid by the amount.

Member Payment Cents Amounts

To identify which member made which payment when importing club transactions, assign cents amount. Each member should then add their assigned cents amount to each ment club.

Member	Cents Amount
Earl Z Alphonse UGMA	\$0.01
Alantis Cod UGMA	\$0.02
Dungy Crabb	\$0.03
Portia Dorado	\$0.04
Sarah Finn UGMA	\$0.05
Doug Gerlach	\$0.06
Hally Halibut	\$0.07
Dogfish Headly	\$0.08

20

Set StockWatcher Assignments



Reports > StockWatcher Assignments

- All stocks should have StockWatchers who report regularly on company progress.
- Can be set by Club Admin.

StockWatcher Assignments

Each stock in your club requires a **StockWatcher**, and only one **StockWatcher** one member can be assigned many stocks). Each **StockWatcher's** **SSGPlus** s data and judgment in the club's **myICLUB.com** Portfolio and StockWatcher R

Security	Assigned To	SSGPlus Estab
Apple (AAPL)	Dungy Crabb	
Air Lease (AL)	Fran Fisher	
Century Communities (CCS)	Sarah Finn UGMA	
Church & Dwight (CHD)	Doug Gerlach	
Chipotle Mexican (CMG)	Hally Hailbut	
Darden Restaurants (DRI)	Marty Mullet	
Electrolux AB Class B ADR (ELUXY)	Mahi Mahi	
Extra Space Storage (EXR)	Barry Barracuda	

Review Member Permissions



People > Permissions tab

- New **Permissions** tab in **People** section lets members see their own permissions on myICLUB site, & Club Admins can see all member permissions.
- **IMPORTANT:** Make sure only currently authorized members have rights to "Record accounting information."

People															
		Members Treasurers Administrators Permissions													
Any I.C.															
Member Permissions - 7/20/2026															
Member	Club Role	Record accounting information	Modify club name and settings	Post to message boards	Edit member profiles and permissions	Create and delete message boards	Access membership discussions	Upload files	Delete files	Create and delete hidden	Create, edit, and delete events	Edit Watch List and StockWatcher assignments			
Alphonse UGMA, Earl Z															
Cod UGMA, Atlantis	Member														
Crabb, Dungy	Member														
Dorado, Portia															
Finn UGMA, Sarah	Treasurer														
Gerlach, Doug	Administrator														
Hailbut, Hally															
Headly, Dogfish															
Malley, Russell															

Set/Adjust Member Permissions



People > Member > Edit Member Profile

- In **People** tab, Club Admin can set each member's privileges on site.
- **IMPORTANT:** When changing officers, make sure to update both incoming & outgoing responsibilities.

Current User: _____

Member Position and Permissions

Role: **Member**

Allow this member to:

- Manage Treasurer Duties**
 - ☐ Record accounting information / receive renewal notices
- Manage Club Details and Members**
 - ☐ Modify club name and settings
 - ☐ Invite and eject members
 - ☐ Edit member profiles and permissions
- Manage Voting, StockWatchers, and Watch List**
 - ☐ Create and delete ballots
 - ☐ Edit Watch List and StockWatcher assignments
- Manage/Access Message Board**
 - ☒ Access membership discussions*
 - ☒ Post to message boards*
 - ☐ Delete message board postings
 - ☐ Create and delete message boards
- Manage/Access File Storage**
 - ☒ Upload files*
 - ☐ Delete files uploaded by other members
 - ☐ Create and delete folders
 - ☐ Make files public
- Manage Calendar**
 - ☐ Create, edit, and delete events

* Default permissions for all members.

Set Emergency Contacts



People > Member > Edit Member Profile

- Club Admin can adjust, OR each member can set their own.
- Fields support name, phone, email.
- Consider adding descriptor to Name field (spouse, partner, son, daughter, parent, etc.)
- Member can only see their own contacts; Club Admins can see & edit all.

Emergency Contact

Contact Name:

Contact Phone:

Contact Email:

30

Reset Club Members Passwords



People > Tools

- Club admins can reset member's forgotten passwords.
- Click "Reset Password" icon from Tools column on People page.

People

Members		Treasurers	Administrators	Permissions	show former members		
Name		Email	Joined	Online	Tools		
 Alphonse UGMA, Earl Z		sean@iclub.com	01/2021	✓			
 Cod UGMA, Alantis Member		DavidCod@underthesea.com	12/1998	✓			
 Crabb, Duncy Member		crabbyCPA@sidewayspartnersllc.com	02/2009	✓			
 Dorado, Portia		portladorado@mallinator.com	02/2009	✓			
 Finn UGMA, Sarah Treasurer		sarahfinn@mallinator.com	04/1999	✓			
Name's Gerlach, Doug							

31



SETTINGS YOU PROBABLY DON'T NEED TO ADJUST

RARELY USED SETTINGS & UTILITIES

Rarely-Needed Utilities & Settings



Accounting > Utilities

- *Confirm with myICLUB support & back up data before using these.*
- **Clear leftover members:** Remove withdrawn members who still show on reports.
- **Round all decimals:** Changes historical cash values to 2 decimal places.
- **Transfer member transactions:** Useful if member has 2 myICLUB logins.
- **Enter beginning balances:** Used when entering historical data when first starting to use myICLUB.
- **Allocation settings:** Be sure to use "Time based allocation" & do not adjust Reinvestment option unless required & club began in 2010 or earlier.
- **Initial Unit Value:** Default is \$10. Do not change unless confirmed with myICLUB Support.

33

Thank You!

MYICLUB.COM
WWW.MYICLUB.COM

