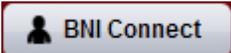




Member Profile "Quick Start" Guide

Login in at www.BNIConnect.com or select  on the BNI regional website.
NOTE: The first time you do so you will be required to agree to the BNI Connect Terms of Use.

"My Account". Scroll over the "Options" button in the top right corner and select "My Account". You may also select "[Update Profile/My BNI Page](#)".



"Main Profile"

1. My Business. Write a comprehensive description of your business. **Note:** This field also accepts HTML.
2. Keywords. Enter search terms which may be used to locate your type of business. Do not use spaces.

When finished select  to save your work. **DO NOT** proceed until you do!

Select "User Profile"

1. Add an **appropriate** profile picture.
2. Add Company Logo. It may be necessary to crop the logo to close to a square shape.

When finished select  to save your work.

Select "Contact Details"

1. **Make sure "Show me on BNI Public Websites" and "Show on National Websites" are selected.**
2. Update Phone. Enter phone numbers in this format; 916-555-9800. For extensions enter as; 916-555-9800 777 or 916-555-9800 x777.
3. Update email and website address.
4. Add Social Networking Sites.
5. You may individually select the items which are visible on the BNI regional website.
6. Update Address. Enter 'By Appointment' in Address Line 1 if you do NOT wish this address to display on the chapter website. Note: Use two letter state abbreviation i.e. CA. Do not delete billing address.

When finished select  to save your work.

Select "Account Settings"

The following settings are **recommended**:

1. Member to Member. Select "All" for each entry.
2. Group Post Email Notifications. Select the frequency of "Group Post Email Notifications".
3. Email Forwarding. Enter your usual email address. Select "Yes" for the first four options and "No" for the last.

When finished select  to save your work.

Select "Bio"

1. Update "My Bio". Take your time and fill this out in detail. Fellow BNI members who are using BNI Connect will be able to read it, **the general public will not.**
2. Add two Weekly Presentations.
3. Complete your "GAINS Profile"
4. Add "Tops Profile". The Tops Profile **will be displayed** on the BNI regional website.

When finished select  to save your work.

Your member profile is now ready to be displayed on the BNI regional website.
You may further develop your profile by carrying out the actions on the next page.

Select “home”  in the upper left corner to return to your personal homepage.

Select My Network 

Add Connections (BNI members who are not in your chapter)

1. Under the heading “Connections” select  to search for BNI members in any BNI Connect region.
2. Once you have located the member, be sure to personalize the request and select .

Request and Give Testimonials (to BNI members to whom you are connected)

Select “home” 

Select My Network 

1. Under the heading “Connections” select .
2. Select the member, or search for the member, you wish to ask or give a testimonial.
3. Select “Ask for Testimonial” or “Give a Testimonial”, complete the relevant information and select .

Join a Group

Select “home” 

Select My Network 

1. Under the heading “Groups” select .
2. Scroll through the groups or select  to search groups by keyword or creator.
3. Once you find the group you wish to join select .
4. You will be asked to confirm you wish to join. If you are select “Yes”, if not select “No”.
5. If you selected “Yes” you will be advised your application was successful.

Create a Group

Select “home” 

Select My Network 

1. Under the heading “Groups” select .
2. Enter new group details, choose invitees and select .
3. The new group will appear in the list of groups that you are a member.