

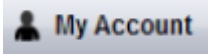


## Member Profile "Quick Start" Guide

Print this document and use it as a guide to complete your BNI Connect personal profile.

Login in at [www.BNIConnect.com](http://www.BNIConnect.com) or select  at [www.pnw.com](http://www.pnw.com).

**NOTE: The first time you do so you will be required to agree to the BNI Connect Terms of Use.**

Select "My Account"  in the upper right corner of the homepage.

### Select "Main Profile"

1. My Business. Write a comprehensive description of your business.
2. Keywords. Enter search terms which may be used to locate your type of business.

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

When finished select  to save your work.

### Select "Contact Details"

1. Update Phone. Phone numbers must be entered in this format; 360-555-9800. If you have an extension it must be entered as; 360-555-9800 777 or 602-555-9800 x777.
2. Update email and website address.
3. Add Social Networking Sites.
4. You may individually select the items which are visible on the BNI San Gabriel & Inland West regional website. Make sure you select "Show me on BNI Public Websites" and "Show on Website" for each item you want displayed and insure you select which address (Main, Billing or None) to display.

**NOTE:** Insure you enter the two letter state abbreviation **only** i.e. WA

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 infomercials.
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 page 2.**

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

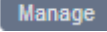

## Select My Network

My Network

**Add Connections** (BNI members who are not in your chapter whose regions are on BNI Connect)




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)



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” or “Give”, complete the relevant information and select .

## Join and Create Groups

**Join a Group:**

1. 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:** (you may create up to four groups)

1. 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.