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BNI Connect[®] Training

Speaker Rotation

Version 1.0 – 10/30/11

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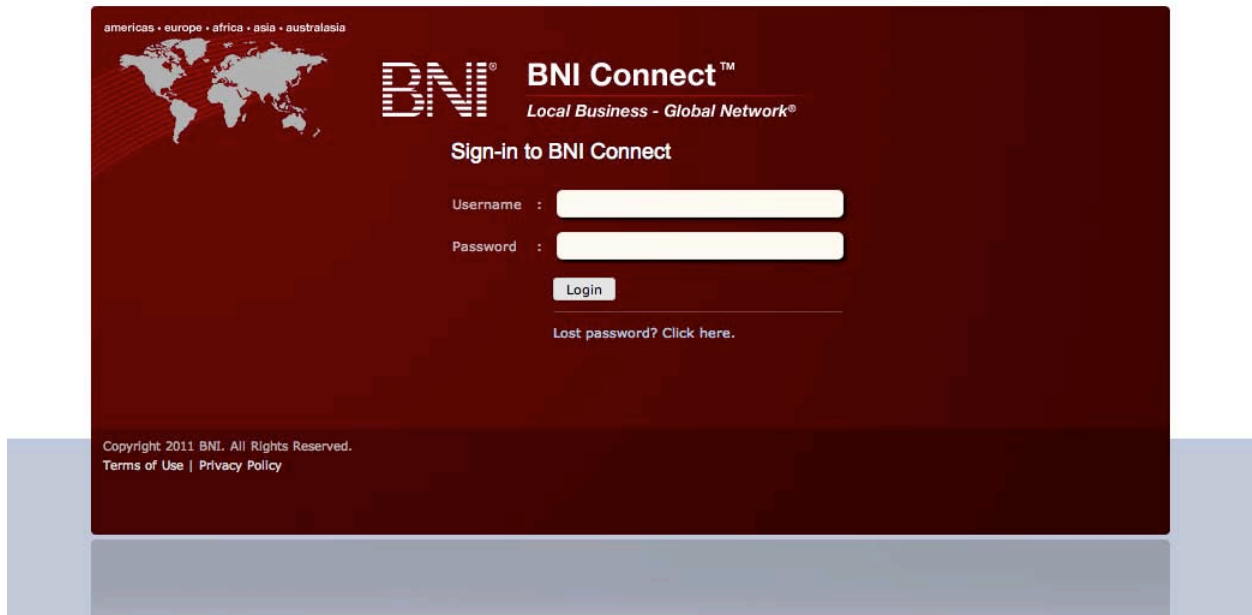
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Overview

This manual will outline the steps required to effectively enter and maintain a Chapter's Speaker Rotation.

The Speaker Entry Process

Start the Speaker Entry process by logging into BNI Connect® at <http://bniconnectglobal.com>.



Log into BNI Connect® using the username and password created when initially joining the website.

Once logged into the website, the “Dashboard” will appear. This screen will be the start or jumping off point for most of the functions in BNI Connect.

Entering a New Speaker Into the Rotation

After logging into BNI Connect[®], choose the 'Chapter' option under the 'Operations' menu as shown in Figure 2.

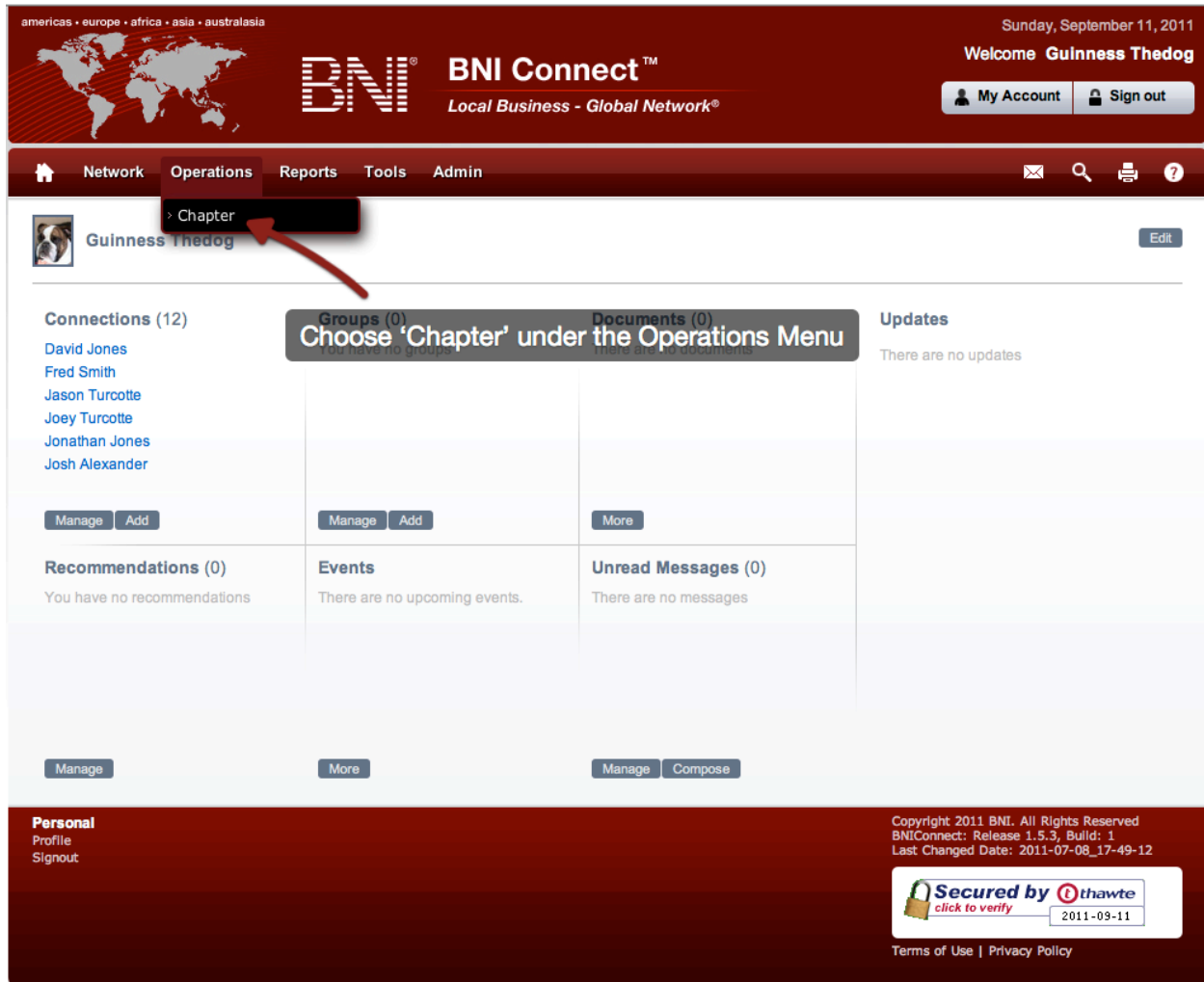


Figure 2

The next screen will show all the operations that can be performed at the Chapter level. As indicated in Figure 3, select 'Meeting Management' in the list on the left and then select 'View/Edit Speakers' from the list on the right.



Figure 3

To assign a new Speaker, click the 'Assign Speaker' button as show in Figure 4.



Figure 4

At that point, a small window will pop up, as shown in Figure 5. Select the appropriate date and Chapter Member. Finally, enter a brief description in the topic field about the presentation that Member is going to give. When that is complete, click the 'Submit' button to save the entry.

The screenshot shows a web form titled "Assign Speaker" with a close button (X) in the top right corner. A legend in the top right indicates that fields with an asterisk (*) are required. The form contains three main input areas:

- Enter Date ***: A text input field with a red arrow pointing to it from a callout box labeled "1 Choose date".
- Select Speaker ***: A dropdown menu with "Select Speaker" as the current selection. A red arrow points to it from a callout box labeled "2 Select Member".
- Enter Topic ***: A large text area with a red arrow pointing to it from a callout box labeled "3 Enter a brief description about the Speaker's presentation.".

At the bottom of the form are two buttons: "Submit" and "Close".

Figure 5

You can repeat these steps for a second Speaker if your Chapter has two speaker spots. **Note:** *Please contact the regional office if you need to have the second speaker set for your chapter.*

Speaker entry will prompt an email to be sent from BNI Connect® reminding the member of their presentation on the appropriate date.

Helpful Tip

Speaker entry also updates the Chapter website with the Speaker and the topic.

Edit or Modify an Existing Speaker Entry

Many of the steps to edit or modify an existing Speaker entry are the same as entering a new Speaker.

Choose 'Chapter' from the 'Operations' menu.

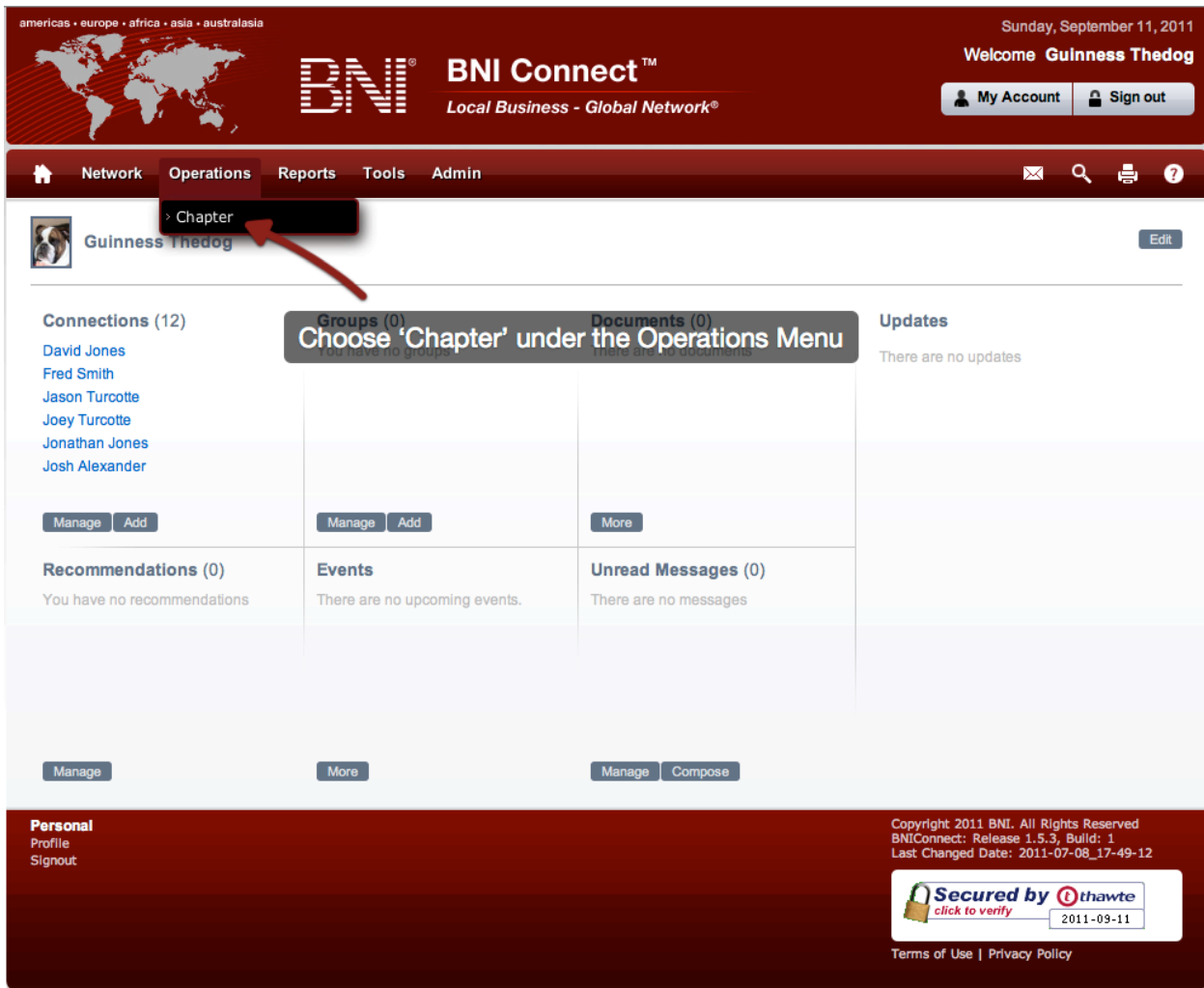


Figure 6

The next screen will look like Figure 4. Choose the appropriate date that is needed to edit or modify a pre-existing Speaker entry.

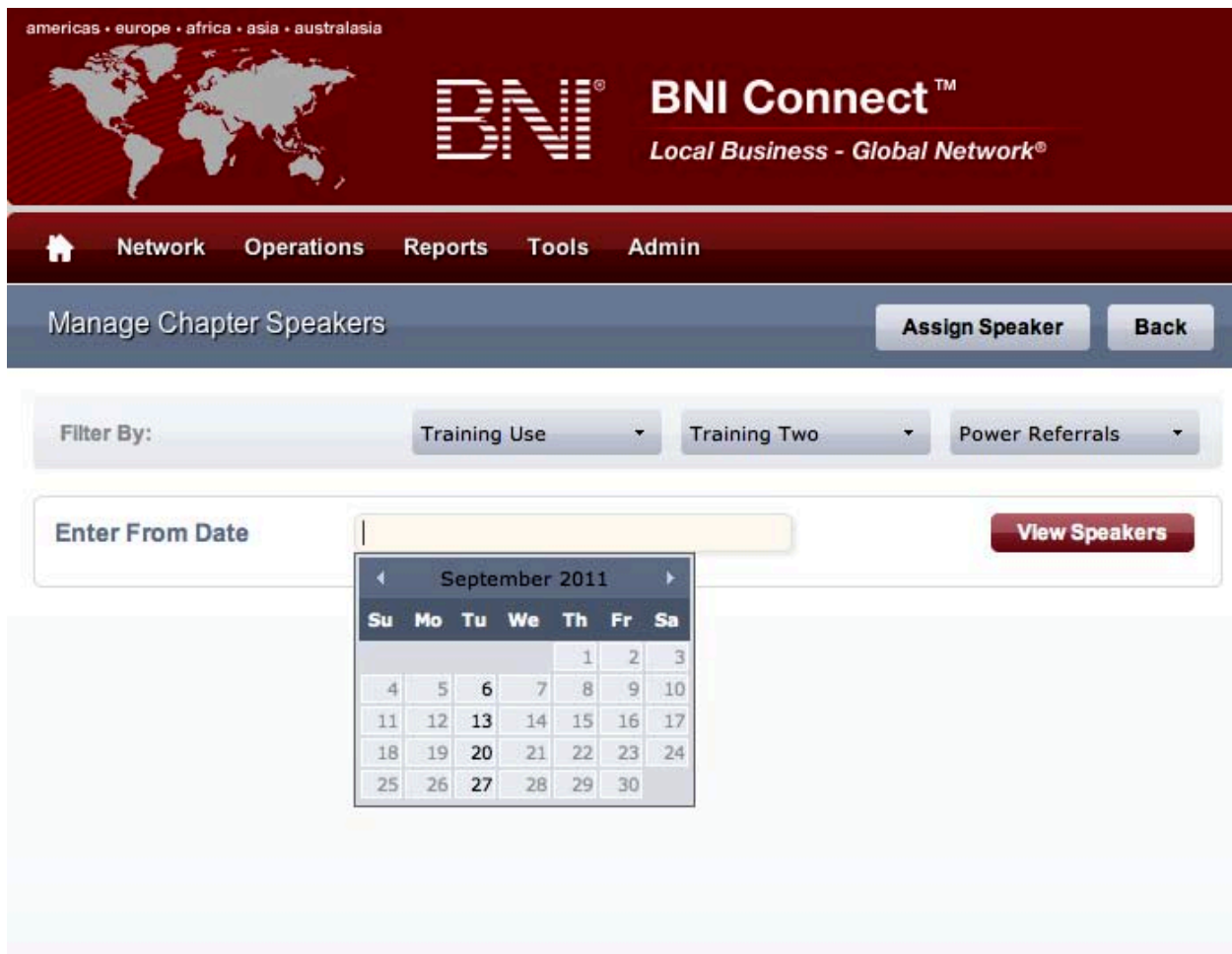


Figure 7

Once you've chosen the correct date, you will be presented with a list of scheduled Speakers, as show in Figure 8. To edit a particular entry, click the appropriate icon in the 'option' column. The first icon that looks like a piece of paper with a pencil edits the topic of the presentation and the second icon that looks like a circle with a line through it deletes the member from the Speaker rotation.

Helpful Tip

You can only edit the presentation topic details when choosing to edit an existing Speaker. To reschedule a Speaker you will need to first delete that Speaker and then re-enter them using the process outlined for entering a new Speaker.

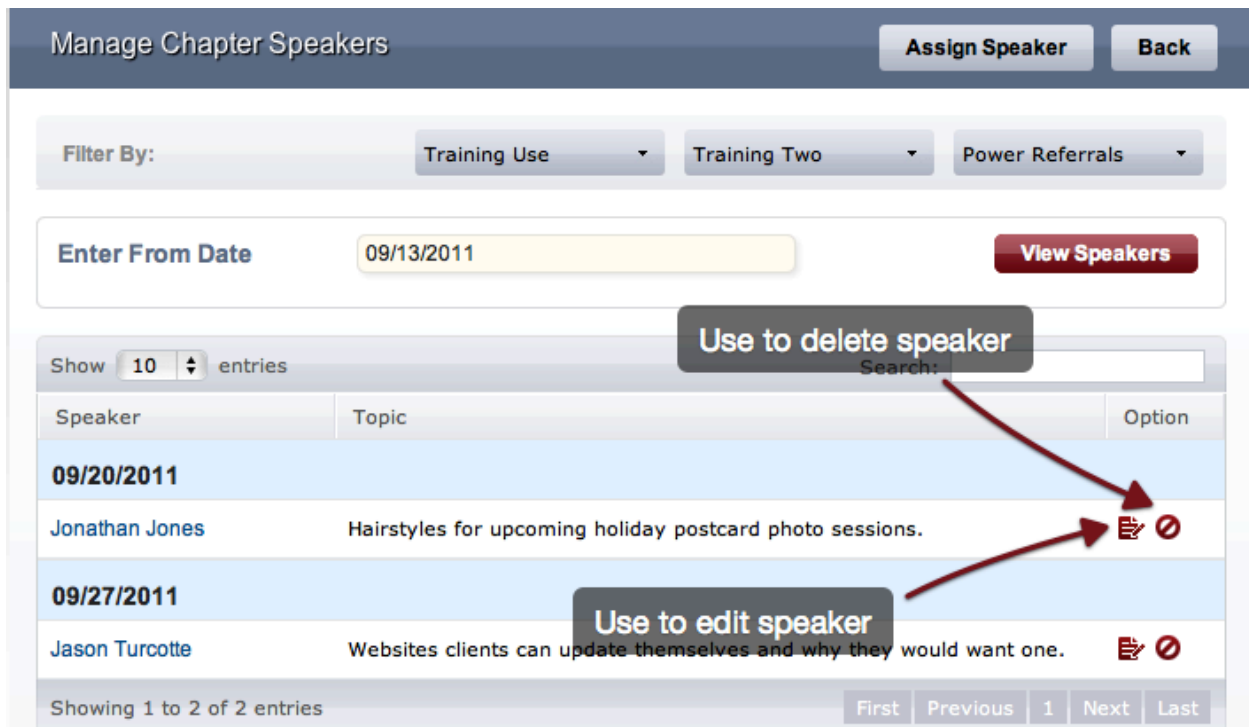


Figure 8

Helpful Tip

Speaker entry also updates the Chapter website with the Speaker and the topic.

Conclusion

Keeping this information up-to-date in the BNI Connect system not only provides a place for Members to check the upcoming presenters, but also has the added benefit of displaying the Chapter's Speaker rotation on the Chapter's public website thereby promoting the Members and the Chapter more effectively.