



BNI Connect[®] Training

Updating Member Profile

Version 1.0 – 11/30/2011

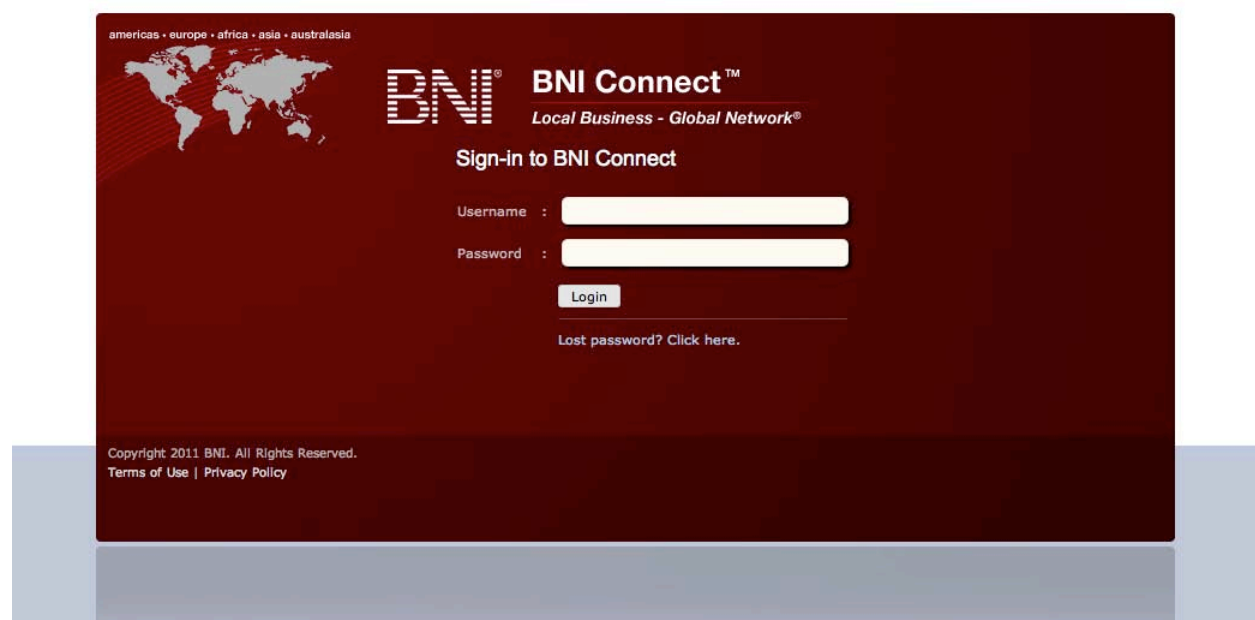
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Overview

The information about a Member's business can be viewed by the public on the BNI Connect® website. It is critical that Members not only complete their profile on BNI Connect®, but also keep the information current. This training manual will outline the information that is best updated periodically so that fellow BNI Members and people searching BNI public websites have the correct information.

Start by logging in to BNI Connect® at <http://bniconnect.com>



Log in to 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®.

Maintaining Your Profile

After logging into BNI Connect®, choose the 'My Account' option in the upper right corner as shown below.

The screenshot displays the BNI Connect member profile interface. At the top, a dark red header contains the BNI logo and the text "BNI Connect™ Local Business - Global Network®". On the right side of the header, the date "Thursday, December 1, 2011" and the user's name "Welcome Jason Turcotte" are visible. Below the header, a navigation bar includes links for "Network", "Operations", "Reports", "Tools", and "Admin". A callout box with a white arrow points to the "My Account" button in the top right corner. The main content area is divided into several sections: "Connections" (listing members like Allina Laine and Alyssa Lazerow), "Groups" (listing "Website Developers and Designers", "Western Mass BNI", and "Mill River Business Contact Sphere"), "Documents" (listing "Become a Networking Mentor.pdf", "BNI Handy Guide to Networking.pdf", "BNI Policies.pdf", and "BNI Transfer Request Form.doc"), "Updates" (stating "There are no updates"), "Recommendations" (stating "You have no recommendations"), "Events" (stating "There are no upcoming events"), and "Unread Messages" (stating "There are no messages"). At the bottom left, a "Personal" section includes links for "Profile" and "Signout". At the bottom right, there is copyright information: "Copyright 2011 BNI. All Rights Reserved. BNIConnect: Release 1.5.4, Build: 3 Last Changed Date: 2011-10-05_18-59-52", a "Secured by thawte" security seal, and links for "Terms of Use" and "Privacy Policy".

Main Profile Tab

A Member's Main Profile will appear once 'My Account' has been selected in the upper right corner. The initial information that can be changed by the Member includes the following fields:

- First Name
- Last Name
- Suffix (Jr., Sr., etc)
- Display Name
- Gender
- Company Name
- VAT Number

The following fields are set by the Regional Office and cannot be changed:

- Industry
- Classification
- Chapter
- Membership Status

The box entitled 'My Business' allows Members to put more specific and detailed information about their businesses.

'Keywords' allows Members to be searched by the key words they have entered into this box. The keywords must be separated by a comma.

NOTE: The BNI Connect web site search function operates using the keywords. Keywords must be entered into a members profile in order for them to show up on the search function on the regional website. Without keywords, the database has no way to find the member during a search.

See the screenshot below for how these fields can be completed.



* Required Field

Title	Mr.
First Name *	Jason
Last Name *	Turcotte
Suffix	
Display Name	Jason Turcotte
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
Company Name	Turcotte Data & Design
Product/Service Description	
VAT Reference Number	
Industry	Computer
Classification	Web Design
Chapter	Mill River BNI
Membership Status	Active
My Business	Turcotte Data & Design solves design and marketing problems for businesses by helping them achieve a professional and effective Internet presence. We do this through a combination of website
Keywords (comma separated)	website, webdesign, web site, web design, cms, content management system, e-commerce, ecommerce, blog, branding,
<p>Update</p>	

Once all of this information has been updated and the user is ready to submit the information, click 'Update' to save the changes.

User Profile Tab

Changing the username and password

The information contained in 'User Profile' tab includes the username and password for BNI Connect®, the memorable question the user selected when originally establishing their profile, the answer to the memorable question, the language used, profile image and company logo.

Edit Profile : Jason Turcotte Back

Messages Profile Phone Settings Documents Calendar User Profile


* Required Field


Username jasanturcotte Change Username Change Password

Memorable Question * What is the answer to life, the universe and everything?

Answer * 42

Language English (US) Update

Profile Image  Change Profile Picture

Company Logo  Change Company Logo

To change the username, click 'Change Username' under the current username. Type in a new username when the pop-up box appears and click 'Submit' when finished.

To change the password, click 'Change Password' under the current username. A pop-up box will appear that asks for the current password and then the new password and confirmation of the new password. Click 'Submit' when finished.

Memorable Question and Answer

The Memorable Question is asked of the user when he/she has forgotten their password and needs the BNI Connect system to email it to them.

In this section, the user can update their question and also the answer.

Profile Image

Each user can add or update the image that will represent them on the BNI Connect® System. To change or add this picture, click the button that says 'Change Profile Picture'. This will allow the user to locate an image on their computer to use for their profile picture.

Company Logo

Just as with the Profile Image, a user can choose an image on their computer to display as their company logo on BNI Connect®. The process is the same as updating the Profile Image.

Contact Details Tab

Contact Details information includes:

- Various telephone and fax numbers
- Email address
- Website
- Various social networking links
- Business address
- Billing address

Any of this information can be updated by changing the existing information or adding additional information. Click 'Update' at the bottom of the page to save changes made to this page.

Required Field

Contact Details

Phone * 413-303-1533

Direct Number

Home

Mobile Number

Pager

Voice Mail

Toll Free

Fax

Email info@turcottedata.com

Website http://turcottedata.com

Social Networking Links Select Add

Facebook X http://www.facebook.com/#/pages/Turcotte-I

LinkedIn X http://www.linkedin.com/in/jasonturcotte

Twitter X http://twitter.com/jasonturcotte

Blog X http://turcottedata.com/TDD/blog

Address

Address Line 1 * 116 Pleasant Street

Address Line 2 Ste 312

City Easthampton

State / County / Province MA

Country * United States

Zip / Postal Code 01027

Billing

Same as above

Address Line 1 * 123 Main Street

Address Line 2

City Easthampton

State / County / Province MA

Country * United States

Zip / Postal Code 01027

Update

Account Settings Tab

The Account Settings page allows the user to determine what personal information can be seen by their connections and by the public.

Edit Profile : Jason Turcotte Back

Account Settings

Member to Member

Show My Bio to	<input checked="" type="radio"/> All <input type="radio"/> My Connections <input type="radio"/> None
Show My Connections to	<input checked="" type="radio"/> All <input type="radio"/> My Connections <input type="radio"/> None
Show My Recommendations to	<input checked="" type="radio"/> All <input type="radio"/> My Connections <input type="radio"/> None
Show My Picture Gallery to	<input checked="" type="radio"/> All <input type="radio"/> My Connections <input type="radio"/> None
Show My Email to	<input checked="" type="radio"/> All <input type="radio"/> My Connections <input type="radio"/> None
Show my contact details to	<input checked="" type="radio"/> All <input type="radio"/> My Connections <input type="radio"/> None

BNI Public Websites

Show me on BNI Public Websites	<input checked="" type="checkbox"/> If checked the public will be able to search for your services
Allow people to email me from the BNI public website	<input checked="" type="checkbox"/> If checked the public will be able Inmail you from your Public Profiles
Show my contact details on BNI public website	<input checked="" type="checkbox"/> Uncheck for home offices, etc. (City and State will display at all times.)

Email Forwarding

Notification email address	<input type="text" value="jason@turcottedata.com"/> <small>Use to forward the following to an email address other than the one in your profile</small>
Forward BNIConnect Message I receive to my email address	<input checked="" type="radio"/> Yes <input type="radio"/> No
Forward BNI mail I send to my email address	<input type="radio"/> Yes <input checked="" type="radio"/> No
Forward My Connections Requests to my email address	<input checked="" type="radio"/> Yes <input type="radio"/> No
Forward My Recommendation Requests to my email address	<input checked="" type="radio"/> Yes <input type="radio"/> No

Update

Member to Member:

This section sets the security for the information that can be seen by BNI Members on BNI Connect® and includes:

- My Bio – Determines whether other BNI Members can see the information entered into the Bio section of a profile.
- My Recommendations – Determines whether other BNI Members can see any recommendations that have been received through BNI Connect
- My Connections – Determines whether other BNI Members can see a list of a user's Connections within BNI Connect
- My Picture Gallery – Determines whether other BNI Members can see items in a user's Picture Gallery.
- My Email – Determines whether other BNI Members can see a user's email address
- My Contact Details – Determines whether other BNI Members can see a user's contact details, which includes a user's telephone and office address, but not a user's billing address.

Public Website:

The following options determine what information is displayed on BNI public websites such as Regional and Chapter websites.

- Show Me on BNI Public Websites – If checked the public will be able to search for you or your services
- Allow People to Email Me from the BNI Public Website – If checked the public will be able to send you a message from BNI websites and your public profile. (Note: The sender will not see the actual email address to which the email is being sent.)
- Show My Contact Details on the BNI Public Website – This determines whether a user's information is displayed on a BNI public website. Users can consider un-checking this box for home offices, etc. however city and state will display at all times.

Email Forwarding:







This section determines how a Member is notified of various activity from BNI Connect.

- Notification Email Address – A user can enter an email address here and then receive a copy of all emails from BNI Connect®
- Forward BNI Connect Message I receive to my email address – Allows a user to determine if they would like to receive copies of BNI Connect messages at their email address
- Forward BNI mail I send to my email address – Allows a user to determine if they would like a copy of each message they send to a BNI connection to be forwarded to their email
- Forward my Connections Requests to my email address – Allows a user to determine if they would like to receive an email each time they receive a connection request
- Forward my Recommendation Requests to my email address – Allows a user to determine if they would like a notification each time they receive a recommendation on BNI Connect

BIO Tab

The Bio tab is where a user can enter various information about themselves and their business.

Edit Profile : Jason Turcotte Back







Bio

* Required Field

My Bio

Years In Business: 5

Previous Types of Jobs: Director of Technical Support for a software company, Public Safety Dispatcher

Spouse: Lisa

Children: None

Pets: 2 English Bulldogs, Guinness and Stella

Hobbies & Interests: video games, golf, boating, wine tasting

City of Residence: Ware

Years in that City: 7

My Burning Desire is to: Grow my business to 2-5 employees

Something No One Here Knows About Me: As soon as I put that here, everyone will know!

My Key to Success: Remembering that technology does not come naturally to all those using IT

Commercial

Commercial 1: Turcotte Data & Design, led by Jason Turcotte, has over 12 years of experience designing professional, effective websites.

Commercial 2:

GAINS Profile

Goals: To close business on 25 websites for the year of 2011

Accomplishments: Helped grow a public safety software from 400 to 700 clients in 5 years.

Interests: Golf, boating, wine tastings, entertaining with friends

Networks: BNI, Twitter, LinkedIn, Facebook, Easthampton Chamber of Commerce, National Assoc. of Photoshop Professionals,

Skills: public speaking, graphic design, HTML/CSS expert, social media tactics, IT expert, writing, public relations/marketing.

Tops Profile

Ideal Referral: A connection with a business coach that deals with businesses from startup to 40-50 people.

Top Product: CMS (Content Management System) websites that allow my clients to update websites on their own and are easy to use.

Top Problem Solved: The problem of small businesses not having a professional presence on the Internet.

My Favorite BNI Story: My favorite "story" about BNI happens every week and nearly every day. BNI is great for making additional revenue for your

My Ideal Referral Partner: Business coaches, marketing copywriters and graphic designers

[Update](#)

My Bio

In the 'My Bio' section, the user can enter information about themselves . In fact, this is the same information a Member would include on the Bio sheet that is read just before their Showcase Presentations. This section includes:

- Years in business
- Previous types of jobs
- Spouse
- Children
- Pets
- Hobbies & interests
- City of residence
- Years in that city
- Burning desire
- Something nobody knows about them
- Secret to success

Commercial

In this section, the user has space to enter two commercials, or short sales pitches that will display on their profile.

GAINS Profile

The GAINS Profile section allows the user to enter the following information:

- Goals
- Accomplishments
- Interests
- Networks
- Skills

Tops Profile

In this section, the user has the ability to enter:

- Ideal referral
- Top product
- Top problem solved
- Their favorite BNI Story
- Ideal referral partner

After the user has entered the information they wish, they should click the 'Update' button to save that information.

Training History Tab

Training History shows all trainings attended by the Member.

Conclusion

When a Member keeps their profile accurate and up-to-date, it will undoubtedly help them project a professional and successful image to those using BNI Connect and the general public visiting the BNI public websites. This has a great chance of helping them generate even more business through BNI.