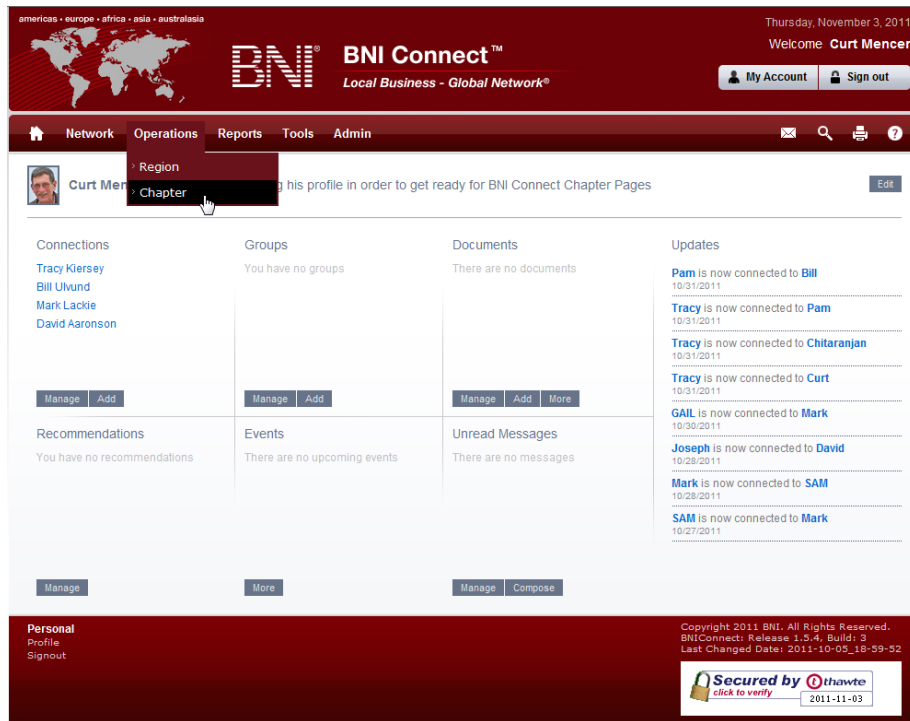
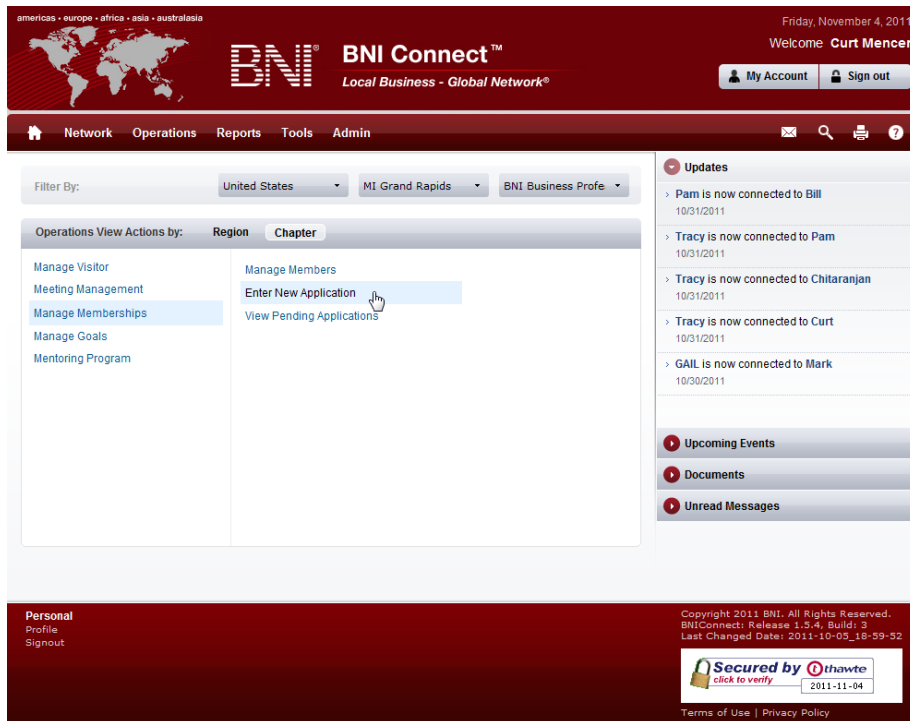


Entering New member Information in BNI Connect

1. Under **Operations** select "**Chapter**"



2. Click on **Manage Memberships** and select **Enter New Application**



- The **Search for Previous Memberships Worldwide** dialog displays. Type in the applicant's first name, last name and the email address that may have been associated with the previous membership and click **"Search"**.

Enter New Application : Step 1

Filter By: United States MI Grand Rapids

Search For Previous Memberships Worldwide:

First Name * Fred

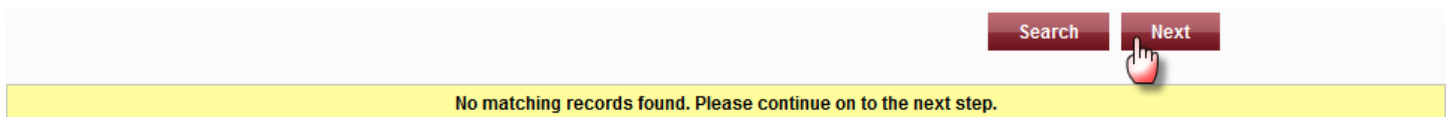
Last Name * Flinstone

Email * fred@bedrock.com

Email Address Unknown

Search

Typically, you will see the following message:



When you do, click **"Next"**

- The name fields will remain populated from the previous search. Click **"Search Visitors"**

americas • europe • africa • asia • australasia

Friday, November 4, 2011
Welcome Curt Mencer
My Account Sign out

Network Operations Reports Tools Admin

Enter New Application : Step 2 Back

Filter By: United States MI Grand Rapids BNI Business Profe

Search Visitors

First Name Fred

Last Name Flinstone

Company Name

Search Visitors Enter New Member

Show 50 entries

Name	Company	Profession	Date	Status	Visited Chapter
Fred Flinstone	Bedrock Quarry	Landscaping - Landscape Supplies	11/04/2011	Visitor	BNI Business Professionals of Fremont

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Convert to Member

Personal Profile Signout

Copyright 2011 BNI. All Rights Reserved.
BNConnect: Release 1.5.4, Build: 3
Last Changed Date: 2011-10-05_18-59-52

Secured by Thawte click to verify

When the information you entered when Fred visited shows, click on the **"Convert to Member"** icon.

- The **Convert to Member** dialog displays with all the information you added when Fred visited. **Left Click** in the "**Application Date**" box and then the "**Induction Date**" box and select both those dates from the calendars that appear by clicking on them.

- Scroll through the rest of the form to make sure it is complete. Type the **Payer Name**, select the **Payment Option** and the **Membership Option** and click "**Submit**". The membership is now submitted.

If this new member had never been entered as a visitor, you would add all the information in the appropriate fields. For details on that see "**Entering a Visitor in BNI Connect**".