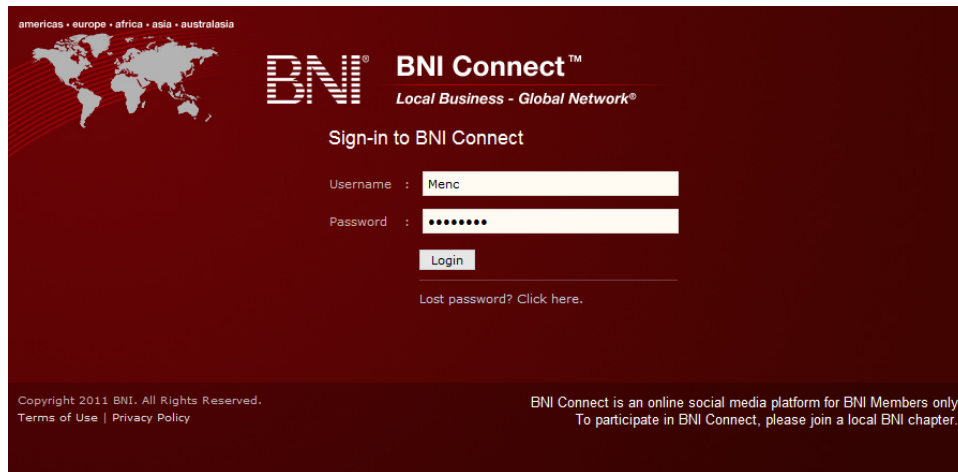
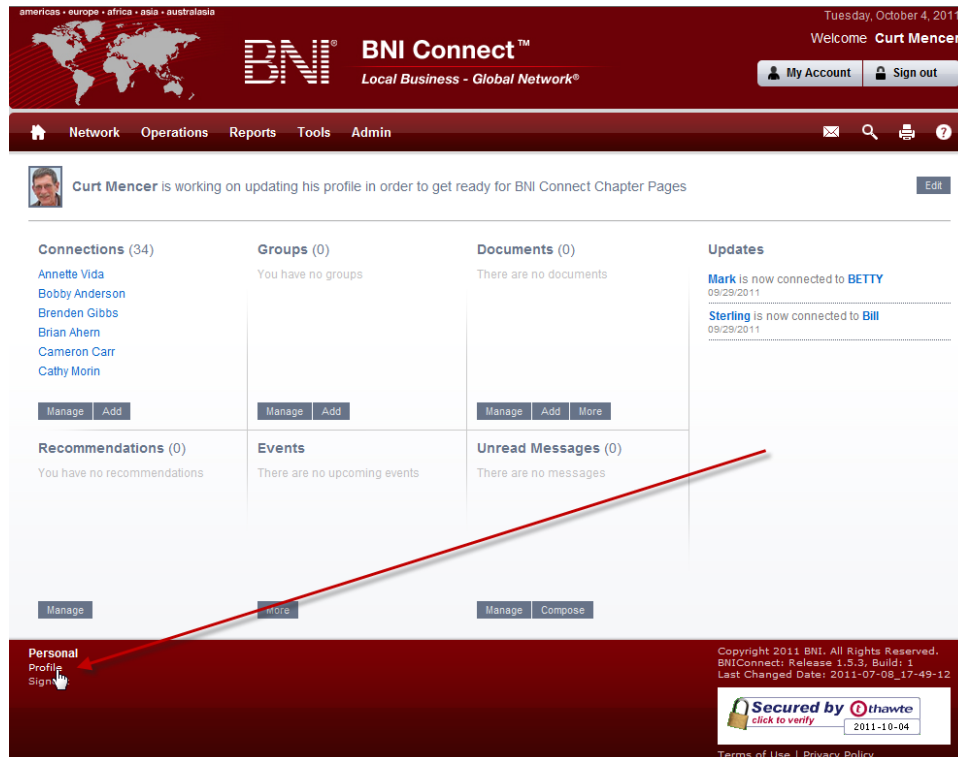


Entering and Editing Your Personal Profile In BNI Connect

1. **Login** to BNI Connect using the login credentials provided you by BNI-Michigan or your Director.



2. At the bottom of your Home Page, under "**Personal**" click on "**Profile**".



3. Your **Profile** will display.

The screenshot shows the BNI Connect user interface. At the top, there is a navigation bar with the BNI logo and the tagline "Local Business - Global Network". The user is identified as Curt Mencer, and the date is Sunday, October 9, 2011. Below the navigation bar, there are tabs for Network, Operations, Reports, Tools, and Admin. The main content area displays the user's profile for Curt Mencer, including a photo, a status message, and a list of profile management options. A yellow MSP (Member Service Professional) badge is visible. To the right, there is a sidebar with sections for Updates, Upcoming Events, Documents, and Unread Messages. The profile details section lists contact information for WSI Internet Consulting, including phone numbers, email, and address. At the bottom, there is a footer with copyright information, a security seal from Thawte, and links to Terms of Use and Privacy Policy.

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Sunday, October 9, 2011
Welcome **Curt Mencer**

BNI Connect™
Local Business - Global Network®

My Account Sign out

Network Operations Reports Tools Admin

Curt Mencer
is working on updating his profile in order to get ready for BNI Connect Chapter Pages

Change Password
Change Photo/Logo
Update Profile/My BNI Page
Update Privacy Settings

MSP

Updates

- Kathleen is now connected to David 10/06/2011
- Annette has updated profile message 10/05/2011
- Brian has updated profile message 10/05/2011
- Jeremy has updated profile message 10/05/2011
- Lynn has updated profile message 10/05/2011
- Fredric has updated profile message 10/05/2011

Upcoming Events

Documents

Unread Messages

Mr. Curt Mencer
United States > MI Grand Rapids > Muskegon II - Port City Professionals
Holland-Chapter Director Consultant, MI Grand Rapids-Director Consultant, Lakeshore Entrepreneur-Chapter Director Consultant, Muskegon II - Port City Professionals-Member, Lakeshore Business Professionals-Chapter Director Consultant, BNI Business Professionals of Fremont-Chapter Director Consultant, River City-Chapter Director Consultant, MI Grand Rapids-Region Wide Access, Muskegon III - Success Express-Chapter Director Consultant, Coastal Connections-Chapter Director Consultant

Display Name : Curt Mencer
Industry : Consulting, Internet Consulting
Company : WSI Internet Consulting

Phone : 231-563-6130
Home : 231-563-6130
Mobile Number : 231-343-3432
Email : cmencer@wsimarketing.com
Address : 5243 Lake Habor Rd
City : Muskegon
State / County / Province : MI
Country : United States
Zip / Postal Code : 49441

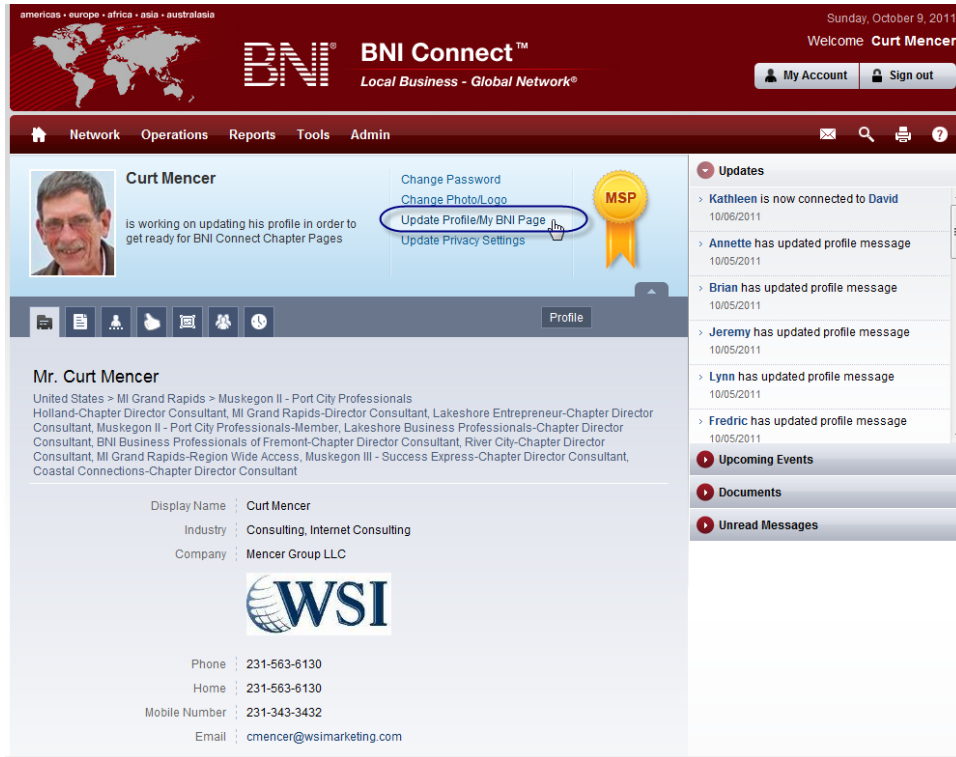
Personal
Profile
Signout

Copyright 2011 BNI. All Rights Reserved.
BNIConnect: Release 1.5.3; Build: 1
Last Changed Date: 2011-07-08_17-49-12

Secured by Thawte
click to verify 2011-10-09

Terms of Use | Privacy Policy

4. Click on "**Update Profile/My BNI Page**" to begin editing your profile.



5. You will be updating a portion of your **Profile** on 5 different screens. Each portion of the profile is identified by an icon in the grey bar at the top of the profile. The editable sections are:

- i. **Main Profile**
- ii. **User Profile**
- iii. **Contact Details**
- iv. **Account Settings**
- v. **Bio**



When you click on the editable section icon, the section opens on the screen and the name of the section appears on the right. In this example, I am getting ready to edit the **Main Profile**.

6. Edit Main Profile

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Sunday, October 9, 2011
Welcome **Curt Mencer**

My Account Sign out

Network Operations Reports Tools Admin

Edit Profile : Curt Mencer

Back

Main Profile

Required Field

Title Mr.

First Name * Curt

Last Name * Mencer

Suffix

Display Name Curt Mencer

Gender Male Female

Company Name WSI Internet Consulting

Industry Consulting

Classification Internet Consulting

Chapter Muskegon II - Port City Professionals

Membership Status Active

My Business WSI Internet Consulting helps clients make a profit on their investment in the Internet by building clean, clear action oriented Web sites and Optimizing those sites (SEO)

Keywords (comma separated) Web development, web content, search engine optimization, SEO

Click Here

Update

Updates

- > Kathleen is now connected to David 10/06/2011
- > Annette has updated profile message 10/05/2011
- > Brian has updated profile message 10/05/2011
- > Jeremy has updated profile message 10/05/2011
- > Lynn has updated profile message 10/05/2011
- > Fredric has updated profile message 10/05/2011

Upcoming Events

Documents

Unread Messages

Personal Profile Signout

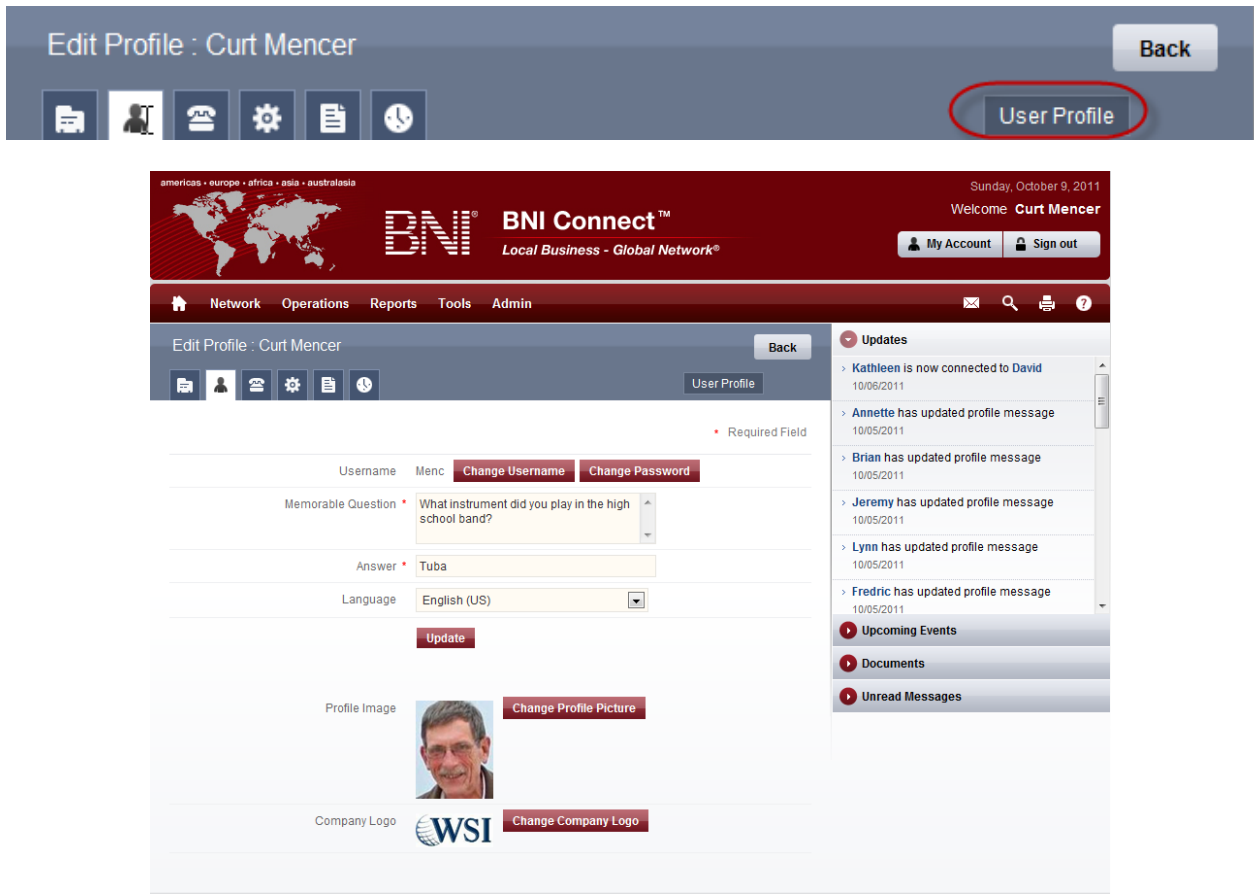
Copyright 2011 BNI. All Rights Reserved.
BNIConnect: Release 1.5.3; Build: 1
Last Changed Date: 2011-07-08_17-49-12

Secured by **thawte**
click to verify 2011-10-09

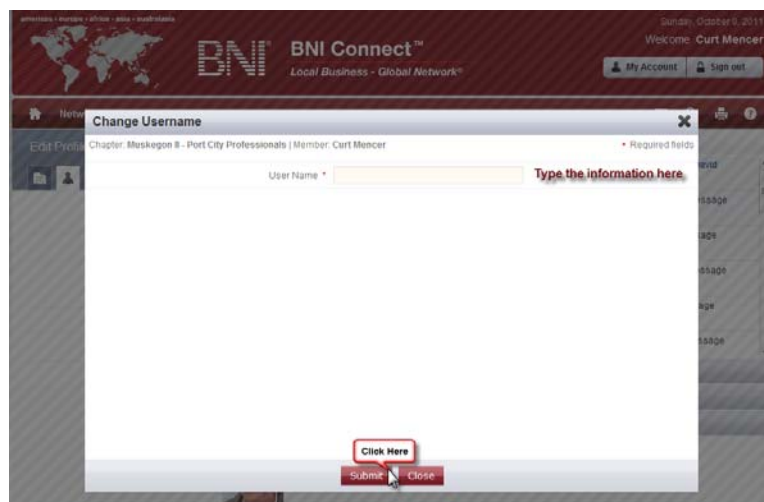
Terms of Use | Privacy Policy

Complete all the information on this form that applies to you (note the 3 lines of info already there) and click "**Update**".

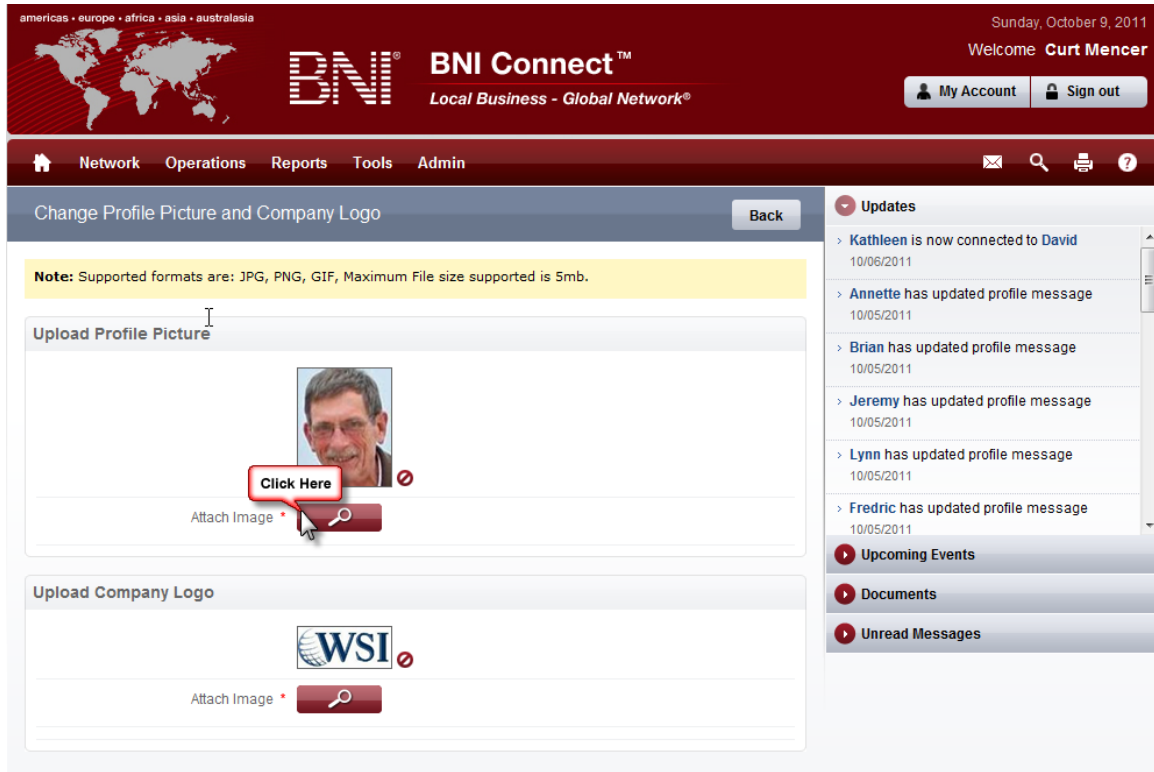
7. Edit User Profile



- a. On this screen, you edit by typing in the fields with an * and clicking on the boxes that say "Change..."
 - i. Clicking on "Change Username" or "Change Password" allows you to type new information into a dialog box and save it by clicking "Submit"



- ii. Clicking on "**Change Profile Picture**" or "**Change Company Logo**" will bring up the following dialog box



1. Clicking on the "**Attach Image Icon**" will bring up the following:



Navigate to the image you want, **select** it by clicking on it to highlight it and then click "**Open**". Your image will be uploaded and you may size it to fit.

When you are finished with the screen, click "**Update**" at the bottom.

8. Edit Contact Details

Edit Profile : Curt Mencer Back

Home Profile Settings Documents Calendar Contact Details

* Required Field

Contact Details

Phone *	<input type="text" value="231-563-6130"/>
Direct Number	<input type="text"/>
Home	<input type="text" value="231-563-6130"/>
Mobile Number	<input type="text" value="231-343-3432"/>
Pager	<input type="text"/>
Voice Mail	<input type="text"/>
Toll Free	<input type="text"/>
Fax	<input type="text"/>
Email	<input type="text" value="cmencer@wsimarketing.com"/>
Website	<input type="text"/>
Social Networking Links	<input type="text" value="Select"/> <input type="button" value="Add"/>

Address

Address Line 1 *	<input type="text" value="5243 Lake Habor Rd"/>
Address Line 2	<input type="text"/>
City	<input type="text" value="Muskegon"/>
State / County / Province	<input type="text" value="MI"/>
Country *	<input type="text" value="United States"/>
Zip / Postal Code	<input type="text" value="49441"/>

Billing

Same as above	<input type="checkbox"/>
Address Line 1 *	<input type="text" value="5243 Lake Habor Rd"/>
Address Line 2	<input type="text"/>
City	<input type="text" value="Muskegon"/>
State / County / Province	<input type="text" value="MI"/>
Country *	<input type="text" value="United States"/>
Zip / Postal Code	<input type="text" value="49441"/>

On this screen, you will enter information in all the fields with an * and click **Update**

9. Edit Account Settings

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BNI BNI Connect™
Local Business - Global Network®

Home Network Operations Reports Tools Admin

Edit Profile : Curt Mencer 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 type="radio"/> All	<input checked="" 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 type="radio"/> All	<input checked="" 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 to Inmail you from your Public Profiles
Show my contact details on BNI public website	<input type="checkbox"/> Uncheck for home offices, etc. (City and State will display at all times.)

Email Forwarding

Notification email address
Use to forward the following to an email address other than the one in your profile

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 checked="" type="radio"/> Yes <input 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

Click Here
Update

On this screen select options by **clicking** in the appropriate **radio button** or **check box** for your selection and then clicking "**Update**". ***These preferences are similar to Facebook privacy settings and tell the system how and with whom to share your information and how to communicate with you.***

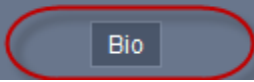
10. Edit **Bio** -- this screen has several sections that correspond to the 1 2 1 sheets you fill out and exchange when you prepare for a one to one meeting with another member. There is also an area to input 2 60 second presentations. You can copy these directly from a 60 second timing sheet and paste them into the screen. **This is one of the most important screens in the profile -- the more info you add, the better your chance of getting a referral from another member outside your chapter!**

Edit Profile : Curt Mencer Back

* Required Field

My Bio

Years In Business	5
Previous Types of Jobs	manager in electronics, general retailing, and farm store retailing; Training and Development Manager for 2 retail farm store chains: Contract
Spouse	Lisa Kay
Children	Lisa D
Pets	Barq's, the dog who likes to ride and Nehi, th
Hobbies & Interests	I like to cook, walk, bike, read, and listen to 'old' rock-n-roll (these likes are not in any particular order)!
City of Residence	Muskegon, MI
Years in that City	15
My Burning Desire is to	help people make a difference!
Something No One Here Knows About Me	When I was a Senior in High School, I played a tuba duet with the Worlds' Most Famous Tuba Player -- Bill Bell
My Key to Success	stay focused; stay connected; stay resilient



Commercial

Commercial 1
 CURT MENCER, WSI INTERNET CONSULTING AND EDUCATION. WHAT DO YOU REALLY NEED TO BE A

Commercial 2
 CURT MENCER, WSI INTERNET CONSULTING AND EDUCATION. ALL THE INTERESTING TACTICS FOR

GAINS Profile

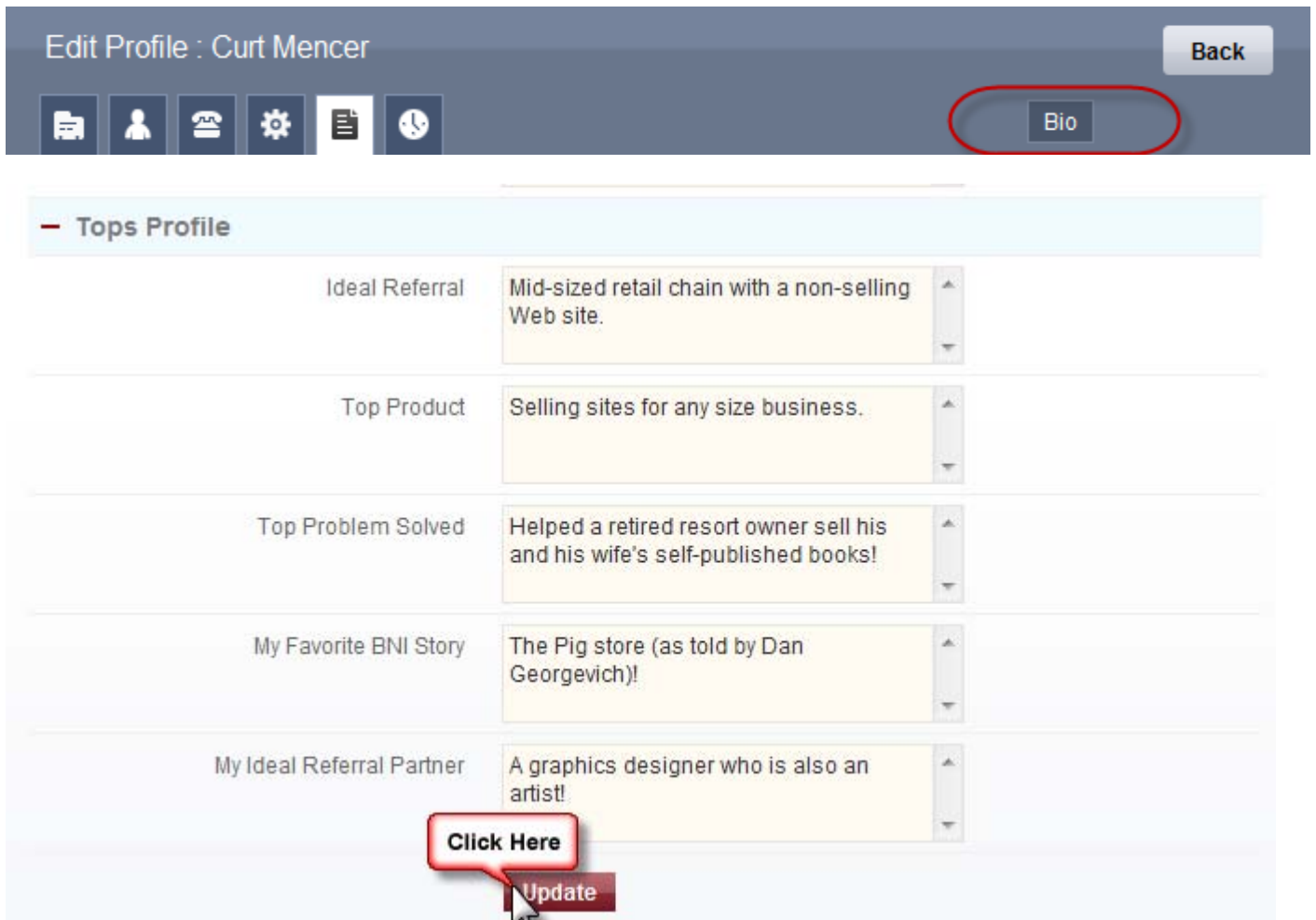
Goals
 Add two new clients each month during 2011.
 Increase my renewal percentage to 80%

Accomplishments
 Happily married; completed an MBA; started my own business twice; remodeled 3 houses (it takes a long

Interests
 Reading – SF and Grisham and DeMille and Baldacci and Ludlum; riding bikes; playing tennis (sorta'); travel; food;

Networks
 BNI; Toastmasters; Rotary; WSI the group of franchisees; Mid-State Farm Store Coop; Muskegon Area Chamber

Skills
 Listening; Writing; Web marketing; some Photoshop; graphic layout; Search Engine Optimization; Social



When you have finished entering all the data in this screen, click on **"Update."** Your profile is now complete. You may change anything in your profile by simply clicking **"Update Profile/My BNI Page"**

