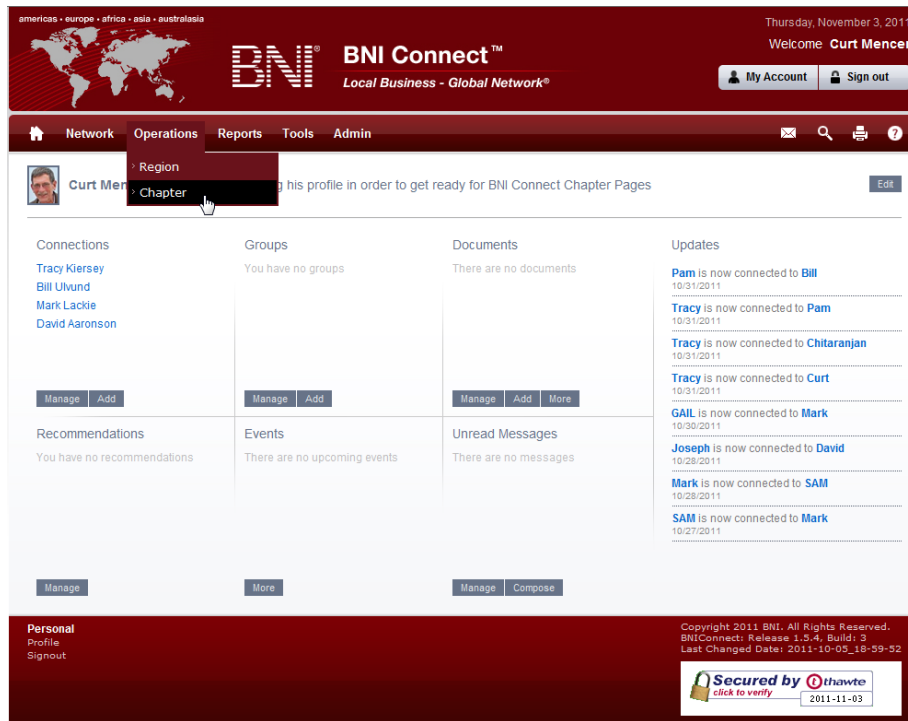
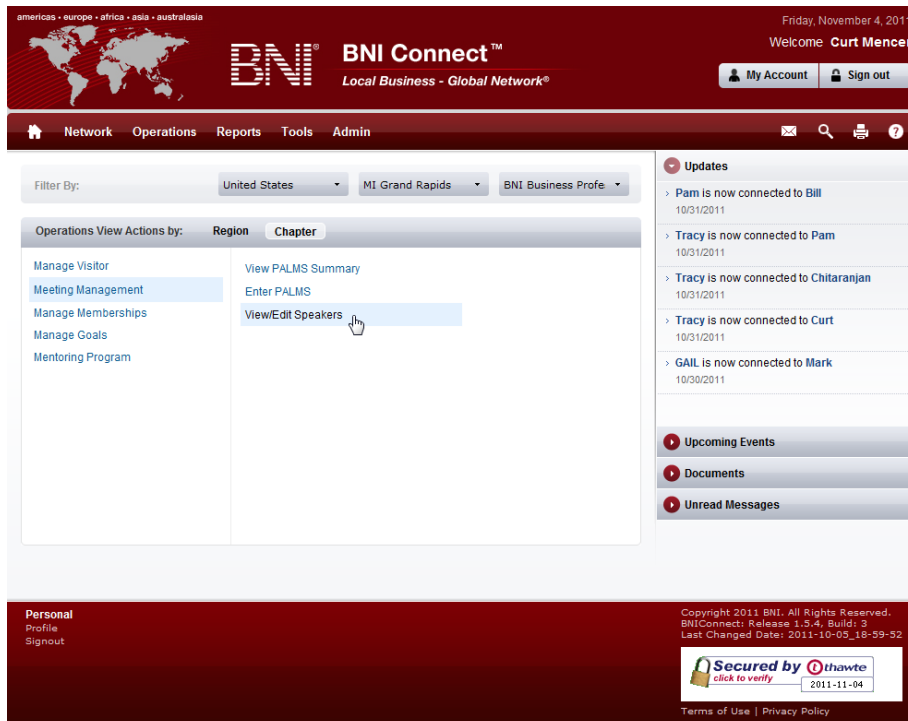


Entering Speakers and Printing the Speakers Report in BNI Connect

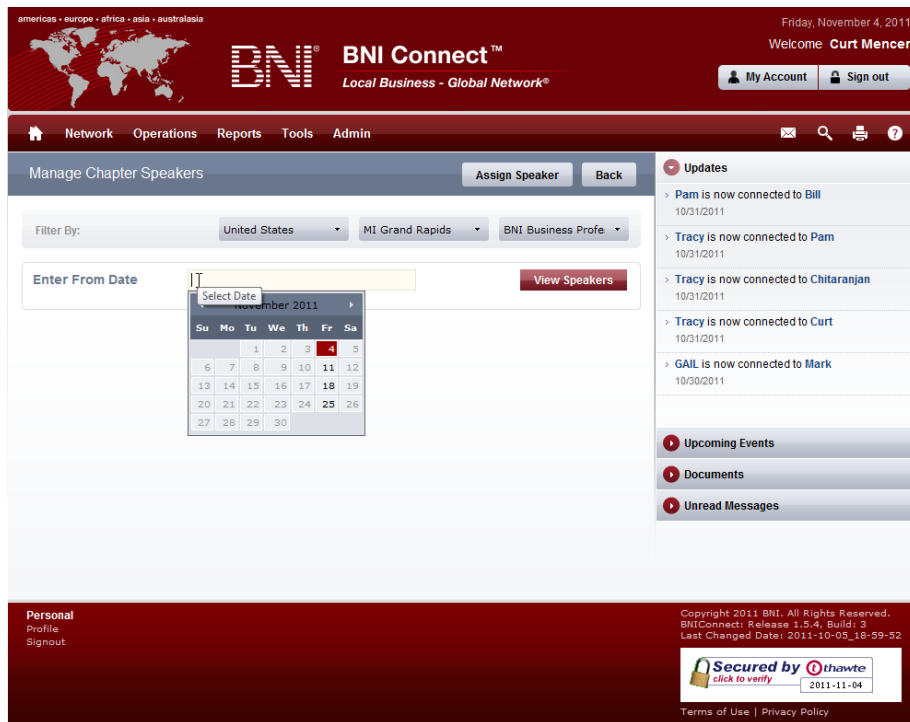
1. Under **Operations** select "**Chapter**"



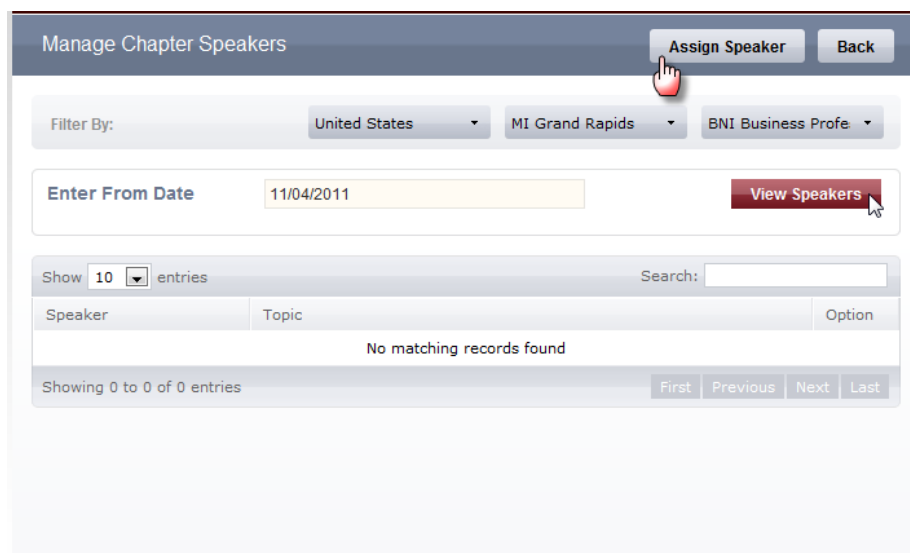
2. Click on "**Meeting Management**" and then click on "**View/Edit Speakers**"



3. Click in the **Enter From Date** box to view a calendar. You can only edit or add speakers to dates in the future. Pick a start date by **clicking** on it.



4. The **Manage Chapter Speakers** dialog will display. Click on **"View Speakers"** to see the speakers that have been assigned. If **"No matching records found"** displays and you are ready to assign speakers, click **"Assign Speaker"**.



5. The **Assign Speaker** dialog displays. Left click in the **Enter Date** field and select an eligible date (shown in **bold**) and then select a **member or Director** from the dropdown by clicking on their name.

Assign Speaker

Required fields

Enter Date * 11/04/2011

Select Speaker * Select Speaker

Enter Topic *

- Select Speaker
- Annette Powell
- Anthony Snyder
- Asa Davis
- Barbara Pitcher
- Bill Ulvund
- Brian Scarbrough
- Carla Burmeister
- Christopher J. Powell
- Connie Hinton
- Craig S. Biegalle
- Curt Mencer
- Dan Durham
- Dan Georgevich
- Darrin Bernatowicz
- Deb Tjapkes
- Denny Gillem
- Donald Farmer
- Donna Kula
- Duane Luchies
- Ed Cullivan
- Frank Williams**
- Gary Springstead
- Gregory Zahrt
- Jason DeKuiper
- Jeff & Lisa Blanzly
- Jeff Brown
- Jim Draper
- John Meyer
- John Payne

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Last Changed Date: 2011-10-19

6. Type in the title of their talk (or their classification if there is no title) in the **Enter Topic** box and click **"Submit"**.

Assign Speaker

Required fields

Enter Date * 11/04/2011

Select Speaker * Frank Williams

Enter Topic * Insurance for You!

Submit Close

7. Your speaker and topic will now show on the assigned date.

Manage Chapter Speakers Assign Speaker Back

Filter By: United States MI Grand Rapids BNI Business Prof.

Enter From Date: View Speakers

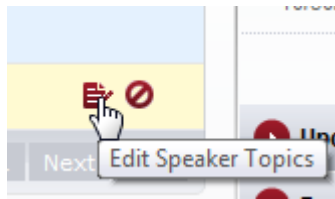
Show entries Search:

Speaker	Topic	Option
11/04/2011		
Frank Williams	Insurance for You!	 

Showing 1 to 1 of 1 entries First Previous 1 Next Last

To make corrections now or in the future, click on the

Edit Speaker Topics icon



or the **Remove Speaker** icon



and make the appropriate corrections.

8. Enter at least **6 weeks** of speakers in order to be able to print a valid "Speakers Report".

Speaker	Topic	Option
11/04/2011		
Frank Williams	Investments for You!	
11/11/2011		
Carla Burmeister	Titles for You!	
11/18/2011		
Jason DeKulper	Insurance for You!	
11/25/2011		
Jeff & Lisa Blanz	Photography for You!	
12/02/2011		
Gregory Zahrt	Gifts for You!	
12/09/2011		
Gary Springstead	The Law and You!	

9. Click on **"Reports"** then on **"Chapter"** and the **Reports Menu** displays. Click on **"Speakers Report"**.

americas • europe • africa • asia • australasia

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

Network Operations **Reports** Tools Admin

Filter By: Region MI Grand Rapids BNI Business Profe

Reports View Actions by: Region **Chapter**

- Member Training Report
- Chapter Roster Report
- Membership Dues Report
- Meeting Notes Report
- Summary PALMS Report
- Absence Report
- Classifications Not In Chapter
- Speakers Report
- Regional Leaders Report
- Sponsor Report
- Personal PALMS Report
- VP Report
- Cumulative VP Report
- Member Details >>

Chapter > Member Training Report • Required fields

Start date 05/01/2011

End date 10/31/2011

Event Types All
Advanced Member Success Proj
Advanced Trainings
Director Meeting
Directors Training

Show Not Attended

Go

Updates

- Pam is now connected to Bill 10/31/2011
- Tracy is now connected to Pam 10/31/2011
- Tracy is now connected to Chitaranjan 10/31/2011
- Tracy is now connected to Curt 10/31/2011
- GAIL is now connected to Mark 10/30/2011

Upcoming Events

Documents

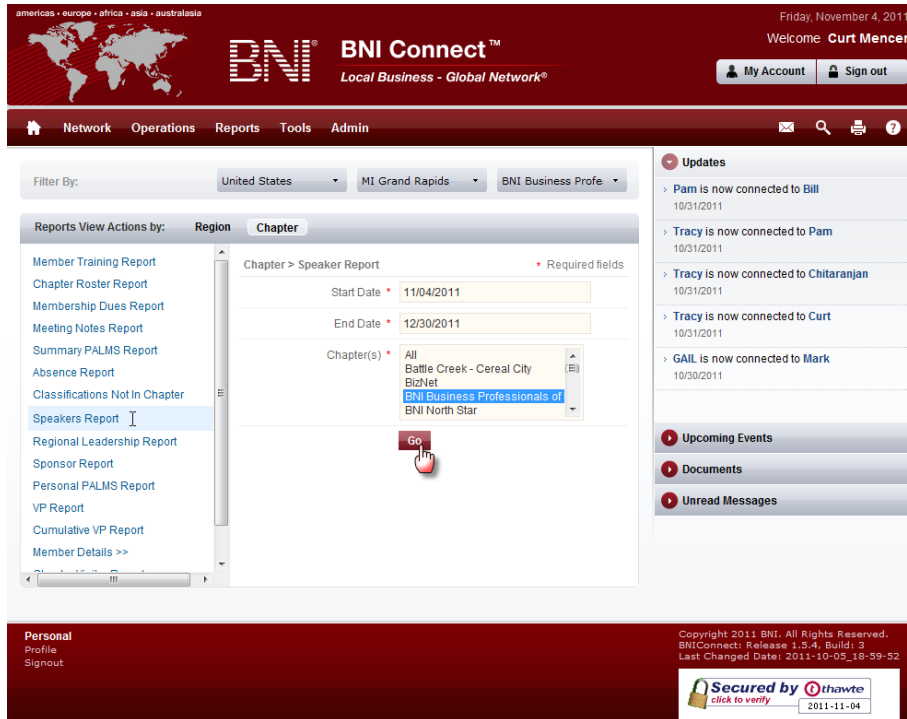
Unread Messages

Personal Profile Signout

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BNICConnect: Release 1.3.4, Build: 3
Last Changed Date: 2011-10-05_18-59-52

Secured by Thawte
click to verify 2011-11-04

10. Left click in the **Start Date** box and select a date from the calendar. Then left click in the **End Date** box and select a date from the calendar. Select your **Chapter** name by clicking on it and the click **"Go"**.



11. Your report will display in alphabetical order. **Double click** the **"Meeting Date"** column to sort by ascending date.

Chapter > Speaker Report

Chapter > Speaker Report Export Print

Running User: Curt Mencer | Run At: Nov 4, 2011 7:40 PM | Country: United States | Region: MI Grand Rapids | Chapter: BNI Business Professionals of Fremont

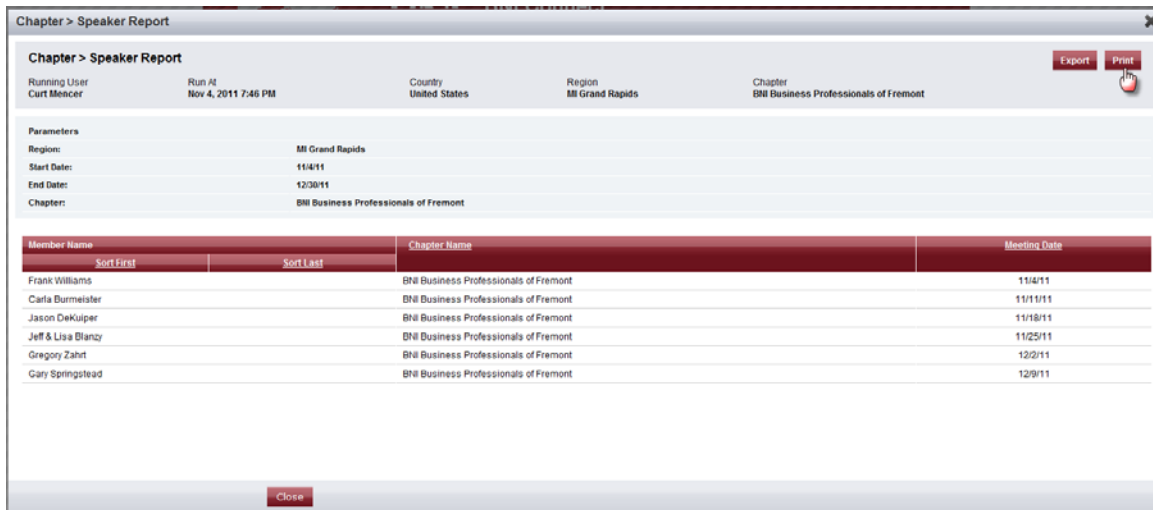
Parameters:

Region: MI Grand Rapids
 Start Date: 11/4/11
 End Date: 12/30/11
 Chapter: BNI Business Professionals of Fremont

Member Name	Chapter Name	Meeting Date
Sort First	Sort Last	
Jeff & Lisa Gianzy	BNI Business Professionals of Fremont	11/25/11
Carla Burmeister	BNI Business Professionals of Fremont	11/11/11
Jason DeKuiper	BNI Business Professionals of Fremont	11/18/11
Gary Springstead	BNI Business Professionals of Fremont	12/9/11
Frank Williams	BNI Business Professionals of Fremont	11/4/11
Gregory Zahrt	BNI Business Professionals of Fremont	12/2/11

Close

12. Your report will display in date order. Click **"Print"** to print the report.



Chapter > Speaker Report

Running User: Curt Mencer Run At: Nov 4, 2011 7:46 PM Country: United States Region: MI Grand Rapids Chapter: BNI Business Professionals of Fremont

Parameters

Region: MI Grand Rapids
 Start Date: 11/4/11
 End Date: 12/30/11
 Chapter: BNI Business Professionals of Fremont

Member Name	Chapter Name	Meeting Date
Sort First	Sort Last	
Frank Williams	BNI Business Professionals of Fremont	11/4/11
Carla Burmeister	BNI Business Professionals of Fremont	11/11/11
Jason DeKuiper	BNI Business Professionals of Fremont	11/18/11
Jeff & Lisa Blanz	BNI Business Professionals of Fremont	11/25/11
Gregory Zahrt	BNI Business Professionals of Fremont	12/2/11
Gary Springstead	BNI Business Professionals of Fremont	12/9/11