

## SECRETARY/TREASURER BNI CONNECT QUICK START GUIDE

### HOW TO ENTER SPEAKER ROTATION SCHEDULE

Operations>Chapter>Meeting Management>  
View/Edit Speakers>Assign Speakers>Enter  
Date>Select Speaker>Enter Topic>Submit

Or

1. Operations
2. Chapter
3. Meeting Management
4. View/Edit Speakers
5. Assign Speaker
6. Enter Date
7. Select Speaker
8. Enter Topic
9. Submit

### HOW TO CONFIRM MEMBERS MSP TRAINING

Reports>Chapter>Member Training  
Report>Dates>Event Types>Go

Or

1. Reports
2. Chapter
3. Member Training Report
4. Event Types
5. Go

### MEMBERSHIP DUES REPORT

Reports>Chapter>Membership Dues  
Report>Report Date>Go

Or

1. Reports
2. Chapter
3. Membership Dues Report
4. Report Date
5. Go

### MEMBERSHIP BIO INFORMATION

Reports>Chapter>Member Details>View  
Members Bio>Member Name>Go

Or

1. Reports
2. Chapter
3. Member Details
4. View Members Bio
5. Member Name
6. Go