



WWW.BNI.COM

# **BNI Connect<sup>®</sup> Training**

## *Chapter Website Content Management Solution (CMS) Manual*

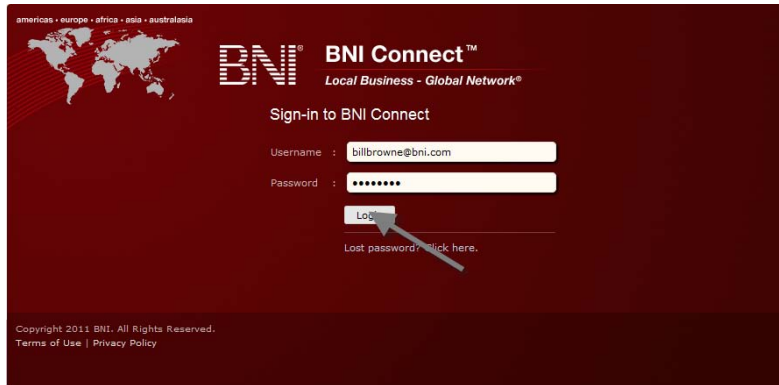
*Version 1.0 – 12/4/2011*

## Overview

This manual will assist Chapter Webmasters in editing their BNI Connect® Public Websites. The Chapter Web Site is the first impression a person may have on your chapter. Keeping the site accurate and up to date will make the first impression a more positive experience for the visitors.

## Getting Started

You must first log into BNI Connect® and navigate to the CMS editor via Tools>CMS>Chapter Websites.



This will bring you to the Chapter CMS Edit screen as shown below.

## CMS Editor Screen

americas • europe • africa • asia • australasia

**BNI** **BNI Connect™**  
Local Business - Global Network®

Home Network Operations Reports Tools Admin

Edit Website: antarctic...gion-bni-brrrrr-chapter [Back](#)

Pages Library Site Information Gallery

Page	Last Modified	Options
Home	11 August 2011	Edit Name Edit Metatags Edit Content
Chapter Members	11 August 2011	Edit Name Edit Metatags Edit Content
> MemberDetails	30 August 2011	Edit Metatags Edit Content
> ChapterDetails	30 August 2011	Edit Metatags Edit Content
> SendMessage	11 August 2011	Edit Metatags Edit Content
Gallery	30 August 2011	Edit Name Edit Content Hide

Preview URL: /bnicms/preview/sites/antarcticreferrals.com/shiver-region-bni-brrrrr-chapter  
Live URL: http://antarcticreferrals.com/shiver-region-bni-brrrrr-chapter [Publish](#)

## Pages Tab

The pages tab displays the standard pages on your chapter website.

**Home** – This is the chapter home page which will list the chapter details

**Chapter Members** – This page will list all “current” members of the chapter.

**Member Details** – This page will contain the details for each member

**Chapter Details** – This page will contain the details for the chapter

**Send a Message** – This is the page that contains the details for people to send a message to the members

**Gallery** – This is the page that will contain all the pictures that the chapter has uploaded into the system as well as those images that are contained within the system library

To publish changes you have made, click the Publish button at the bottom. Publishing your website updates your live website, so until you publish you can continue to edit content until you are satisfied, and then publish to make them appear live.

The first column in the table displays the page name; the second displays the date the page was last saved; and the third column is how you change or translate the page names.

The Metatag column follows, by clicking this link you may add Keywords and Description meta tags. And the Edit Content column is next, this is the link to click to edit your page.

The last column, Show/Hide can be used to show or hide the Gallery page.

In the dark gray box at the bottom (which also contains the Publish button) are two links. The Preview URL opens your preview site as it will appear after you publish it. Use this site to review the changes you save to pages as a last step before publishing your site. It will open in a new tab.

The Live URL opens the live website in a new tab. Use this link to get to your live site conveniently.

## Library Tab

Use the Library Tab to upload images, documents and flash files to use on your public websites. The Upload button opens a file browser screen; browse & select your file and click open. Supported File types are displayed in the 'Files of Type' drop down in the file browser screen.



You may choose up to three files at once. To upload multiple images, wait for the file(s) to appear on the screen; and click the Upload button.

You will be returned to the Library>Images tab and your image(s) will appear.

To delete an image, check the box in the light gray border of the image, and click delete. The Documents and Flash tabs function similarly.

There is a 5 MB Maximum file size for images, documents and flash.

## Site information Tab

This tab is used to translate the Member Only, BNI International and Region Website buttons on the chapter sites. (These buttons appear in the upper right of chapter websites.)

**Note:** The Site Tag Line may only be changed by Country Directors.

The screenshot shows the BNI Connect CMS interface. At the top, there is a red header with a world map and the text "americas • europe • africa • asia • australasia". Below this is the BNI logo and the text "BNI Connect™ Local Business - Global Network®". A navigation bar contains "Network", "Operations", "Reports", "Tools", and "Admin". The main content area is titled "Edit Website: antarctic...gion-bni-brrrrr-chapter" and has a "Back" button. Below the title are four tabs: "Pages", "Library", "Site Information" (which is active), and "Gallery". The "Site Information" tab contains several fields, each with a red asterisk indicating it is a required field. The fields are: "Domain Name" with the value "antarcticreferrals.com/shiver-region-bni-brrrrr-chapter"; "Site Tag Line (displays in header)" with the value "Local Business — Global Network®"; "Button: Member Only" with the value "Members Only"; "Button: BNI International" with the value "BNI International"; and "Button: Regional Website" with the value "Regional Website". There is also an "Analytics Code (i.e. javascript code)" field containing a block of JavaScript code for Google Analytics. At the bottom of the form is a red "Update" button.

americas • europe • africa • asia • australasia

**BNI** **BNI Connect™**  
Local Business - Global Network®

Home Network Operations Reports Tools Admin

Edit Website: antarctic...gion-bni-brrrrr-chapter [Back](#)

Pages Library **Site Information** Gallery

• Required fields

Domain Name **antarcticreferrals.com/shiver-region-bni-brrrrr-chapter**

Site Tag Line (displays in header) \* Local Business — Global Network®

Button: Member Only \* Members Only

Button: BNI International \* BNI International

Button: Regional Website \* Regional Website

Analytics Code (i.e. javascript code) `<script type="text/javascript">var gaJsHost = (("https:" == document.location.protocol) ? "https://ssl." : "http://www.");document.write(unescape("%3Cscript src=" + gaJsHost + "google-analytics.com/ga.js" type="text/javascript'`

**Update**

If you use Analytics on your website enter the Analytics Code javascript in the last field. This is an advanced feature and if you do not use Analytics this box may remain empty.

The red Update button at the bottom is used to save changes.

## Gallery Tab

The Gallery Tab is only displayed after you have enabled the Gallery feature. You enable the Gallery feature by clicking the Gallery 'Show' link in the 'show/hide' column of the Pages tab.

americas • europe • africa • asia • australasia

**BNI** **BNI Connect™**  
Local Business - Global Network®

Network Operations Reports Tools Admin

Edit Website: antarctic...gion-bni-brrrrr-chapter Back

Pages Library Site Information

Page	Last Modified	Options
Home	28 September 2011	Edit Name Edit Metatags Edit Content
Chapter Members	13 September 2011	Edit Name Edit Metatags Edit Content
> MemberDetails	30 August 2011	Edit Metatags Edit Content
> ChapterDetails	30 August 2011	Edit Metatags Edit Content
> SendMessage	23 September 2011	Edit Metatags Edit Content
Gallery	28 September 2011	Edit Name Edit Content <span>Show</span>

Preview URL: /bnicms/preview/sites/antarcticreferrals.com/shiver-region-bni-brrrrr-chapter  
Live URL: http://antarcticreferrals.com/shiver-region-bni-brrrrr-chapter Publish

To enable the Gallery feature, click "Show" and confirm. This will display a 'Gallery' tab as shown below

There will be no Albums listed at first; to add an album click the red Add Album button in the upper right corner.

After you have added an album, you may edit the album name or description with the Edit link. You may delete an album using the delete link.

## Adding an Album

Clicking the red Add Album button in the upper right corner opens the Add Album screen.

americas • europe • africa • asia • australasia

**BNI**® **BNI Connect**™  
Local Business - Global Network®

Home Network Operations Reports Tools Admin

Edit Website: antarcticreferrals.com/shiver-region-bni-brrrrr-chapter Back

Pages Library Site Information **Gallery**

**Click to add a Chapter Album**

**Add Album**

Name	Type	Options		
Midnight Sun Visitor Days	BNI Brrrrr Chapter	Edit Album	Manage Photos	Delete Album

**To change an album Name or Description after it has been created click here.**

**Click to add/delete photos from an existing album**

**Clicking the red Add Album button above opens the following screen.**

Add Album antarcticreferrals.com/shiver-region-bni-brrrrr-chapter ✕

\* Required fields

Album Name \*

Album Description \*

**Enter Album Name, Description and submit to create a Chapter Album**

Submit Close

After you have added an album, you may add or delete photos by clicking the Manage Photos link in the table displaying your albums.

### Adding & Deleting Photos

When you have created an album you may add or delete photos from it.



To add a photo click the Add Photo button and complete the Upload Images screen as shown below.

The image shows two screenshots of the BNI Connect CMS interface. The top screenshot is the 'Manage Photos' screen, and the bottom screenshot is the 'Upload Images' screen. Both screenshots include a header with the BNI logo and 'BNI Connect™ Local Business - Global Network®'. The top screenshot also has a navigation bar with 'Network', 'Operations', 'Reports', 'Tools', and 'Admin'. The 'Manage Photos' screen shows a table of existing photos with columns for Name, Title, and Options. The 'Upload Images' screen shows a form with a 'Select Photo' button, a 'Title' input field, and an 'Upload' button. Callouts with arrows point to the 'Add Photo' button and the 'Title' field in the 'Manage Photos' screen, and the 'Select Photo' button in the 'Upload Images' screen.

**Manage Photos screen - add or delete photos**

Edit Website: antarctcr...gion-bni-brrrrr-chapter Back

Pages Library Site Information **Gallery**

**Add Photo** **Albums**

Name	Title	Options
1313076864.JPG	It's cold!	Edit Delete
1313076885.jpg	Very cold!	Edit Delete
1313076911.jpeg	Lot's of snow here!	Edit Delete

Edit the Title of the image here after it has been added.

Click Add Photo button to add an image as shown here.

**Upload Images screen**

CMS Region: Upload Images to Gallery Back

**Attach Files**

Select Photo \*

Title \*

**Upload**

Select one photo to upload, title it and click upload.

One photo may be uploaded at a time. After you have uploaded a photo, you may Edit the title of the image, or delete the image by using the appropriate links in the Manage Photos screen.

(Refer to the Gallery page section below for details on the Gallery feature.)

## Editing Pages

To edit a page click the Edit Content link in the row for the appropriate page. Here is a screen shot of the screen that will appear when you edit the content of the Home page

The screenshot shows the 'Edit Page' interface for the URL `antarcticreferrals.com/shiver-region-bni-brrrrr-chapter - Home`. At the top, there are navigation buttons: 'Using Library Images', 'Preview', 'Save', and 'Close'. Below this is a red header with a world map, the BNI logo, and the text 'BNI Brrrrr Chapter Local Business — Global Network®'. A 'Members Only' button is on the right. A grey banner below the header reads 'You may edit or translate any page header by clicking on the header text here'. The main content area has a blue header with 'About our BNI Chapter' and a rich text editor toolbar. The editor contains text about business growth and a group photo of members. Below the editor is a 'Chapter Speakers' section with a table header 'Meeting Date : Meeting Speaker, Meeting Topic'. A callout bubble points to this section with the text 'This section is database driven. Update in View/Edit Speakers.'

## CMS Editor Icons

Icons are distributed in three rows in the CMS editor.

**Note:** *Many of the editing functions should only be used by advanced users experienced with this type of editing. If you are unsure what a function does, ask before attempting.*

### First Row



The first section contains the Source and Templates icons. These are for advanced users.

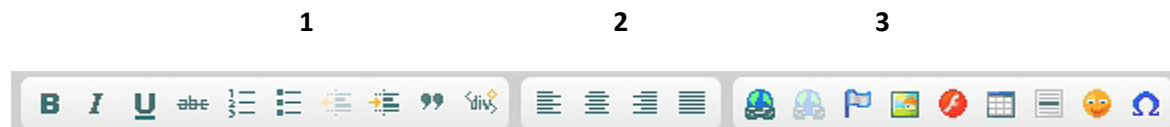
The second section contains the editing icons to undo, redo, cut, copy, and several icons to paste (these are covered in the Images section of this document). The magnifying glass icon is used to find text on the page, the next 'abc' icon is a find/replace tool, the following icon is Select All, and the last icon of an eraser is the Remove Formatting icon.

**The third section contains icons for creating and editing forms and is for advanced users only.**

The fourth section has an icon to maximize the CMS editor screen; *followed by an icon to display the blocks, which is an advanced user feature.*

The last section has icons to change text to subscript, or superscript.

### Second Row



Section one contains icons for bold, italic, underline and a tool to create text that is crossed through. The following icon with 123 columns, and the bullet icon are standard numbering and bullet icons.

Indenting or removing indenting of text can be performed with the next two icons; the apostrophe icon formats text as block quote, *and the div icon is for advanced users.*

Section two contains icons for justifying text: left justify; center; right justify and block justify.

Section three contains Insert icons. The globe/chain link icon allows you to add or modify links/email links to text; and the following icon removes these links. *The flag icon inserts a bookmark or 'Anchor' and is for advanced users.*

The icon of a picture allows you to add and modify images; the red Flash icon serves the same function for Flash files; and the table icon allows you to add or modify a table in a page.

The last three icons allow you to add a line, emoticon or special character in a page.

### Third Row



The *Styles* drop down box contains seven choices of styles that can be applied to text. The Heading styles of H1 thru H6 can be used to divide sections of web pages and other formatting. The last selection is 'Normal', which is the font Arial, size 14.

The *Font* and *Size* drop downs allow you to choose from a number of different fonts and sizes; and the last two icons are the Text Color and Background Color icons and function as they would in Word.

Text with a style applied, along with fonts/ sizes applied can conflict, so it is helpful to change any text with styles applied back to the 'Normal' style before changing the font or size. (*Advanced users may use the Source icon to remove formatting from text as well.*)

## Adding & Modifying Images

Images may be added to pages from two folder locations, the Library folder and the Common Library.

This button switches the CMS editor between the Library images (uploaded to the Library tab); and the Common Library (containing standard BNI branding images you may also use).

com/shiver-region-bni-brrrrr-chapter - Home **Using Library Images** Preview Save Close

**BNI**<sup>®</sup> BNI Brrrrr Chapter  
Local Business — Global Network<sup>®</sup> **Members Only**

Gallery

About our BNI Chapter

**Our Chapter Passed \$465,897 in the past 12 months!**  
BNI members, on average, increase their business 20% the first year. Our chapter is a dynamic, committed group of business people who know how to refer business to each other.  
We have open categories for individuals who will bring enthusiasm and integrity to our meeting. Just one person per professional specialty is allowed in each chapter.  
Search our members here to see if your category is open, then visit a meeting and lock out your competition!  
**Visit our chapter this week!**  
Click [here](#) for directions and chapter contact info.  
**Warm up at our meeting - stay for the HOT**

**Chapter Speakers**  
Meeting Date : **Meeting Speaker, Meeting Topic**

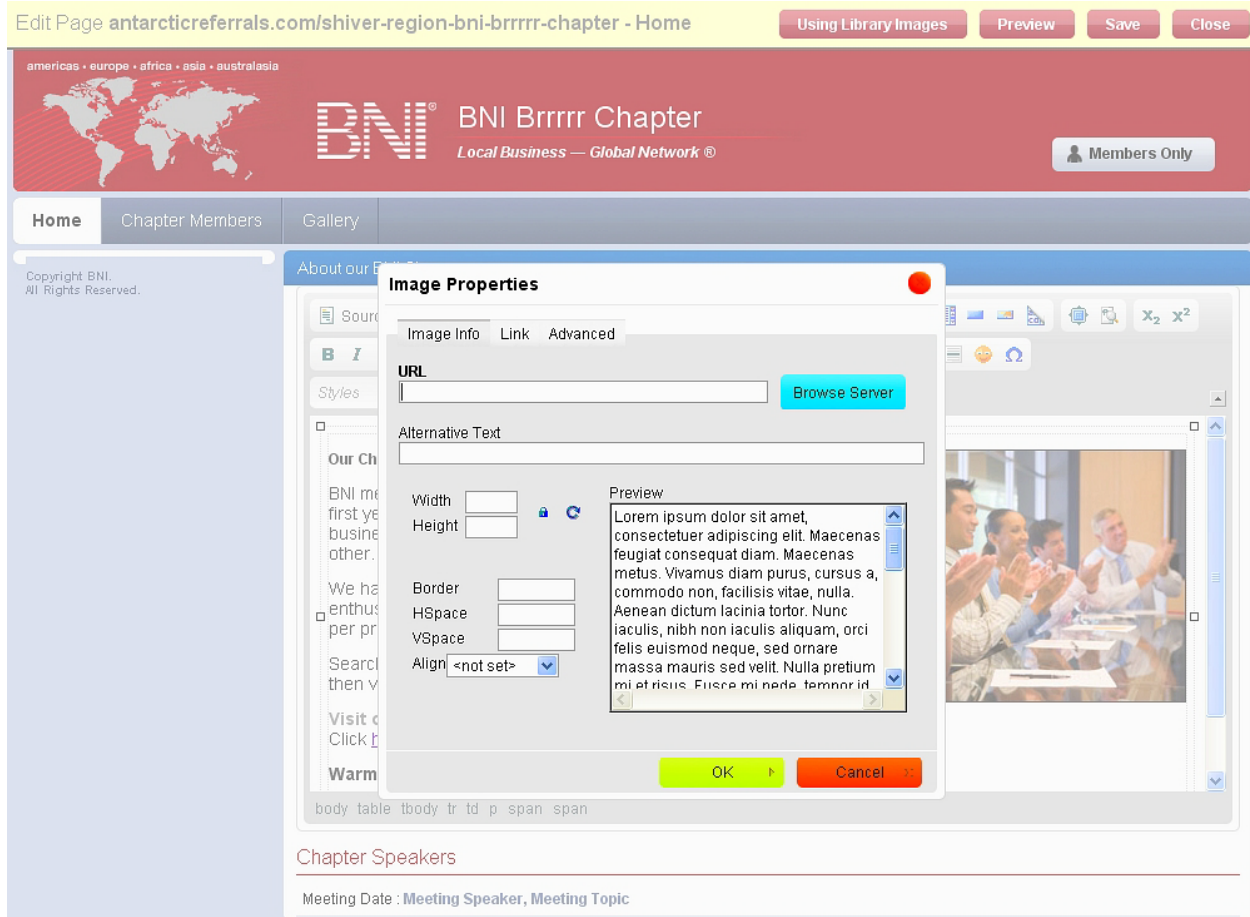
Click an existing image to select, then click the image icon to edit.

When the red button in the upper right corner of the CMS editor displays 'Using Library Images' and you insert an image, you will see images uploaded to your Library tab (as well as some standard banner logos such as BNI Podcast, SuccessNet, etc.)

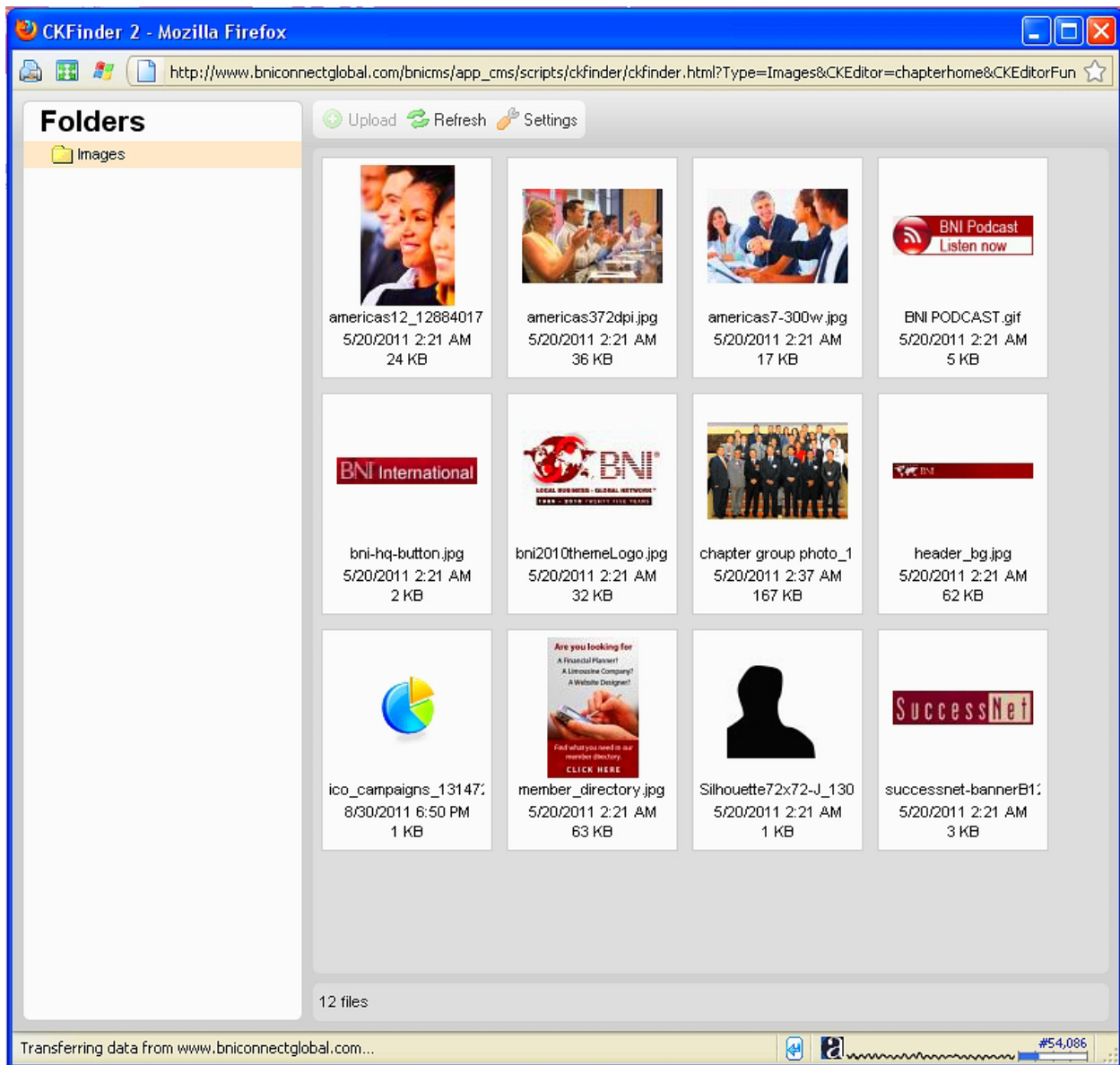
When the red button displays 'Using Common Library' and you insert an image, you will see standard BNI branding images that you may also use.

To switch back and forth between these folders, save your changes, and then click the red button. A confirmation screen will appear, click Cancel and the text on the red button will change.

To insert an image, perform the above so you are on the correct folder, place your cursor in the location you want the image, and click the Image icon to display the Image Properties screen as shown here:



Click the Browse Server button to display the CK Finder, which will display images to select.



(If no images appear, switch back and forth between the Library and Common Library as outlined above; close the page and re-open to edit. This is due to browser cache and is usually only needed to be performed once.)

In the CK Finder double click the image you would like to insert. The CK Finder will close, the URL field will display the image link, and the image will appear in the Preview box.

You may add Alternative Text if you wish (this is text that will display when you hover over the image), and you may also change the Width and Height, which will display the current width and Height.

**Note:** We recommend changing the image size of your image before uploading for best results. When you re-size an image within the image properties screen, it can affect page loading speed.

When the icon of the lock appears locked, any Width or Height changes you make will proportionally change the other dimension; when it is unlocked you may change one dimension at a time. This is how

you would distort a picture (stretch or shrink it in one dimension.) To revert the image to the original size, click the icon of the blue arrow circle.

Borders can be added to any image. To add a border, insert the number of pixels in the Border field. Adding a border can be helpful to distinguish the image from the background, such as when you are using a light image on a light background.

A setting of 1 pixel wide produces a thin black line around your image; increase the pixel size for wider borders.

Set the border to '0' if you are going to add a hyperlink to the image and you do not want a blue hyperlink border around your image.

HSpace and VSpace can be set to give your image white area on the sides (HSpace or Horizontal Space) or above and below the image (VSpace or Vertical Space). We recommend starting at 20 for both HSpace and VSpace and modifying them until it looks good.

Align the image Left if you would like text to appear to the right of the image; or Right to make text appear to the left of the image.

If you do not want text to the left or right of the image, select <not set>. When you have <not set> selected, you may use the Align Paragraph icons of Align Left, Align Center or Align Right to position the image.

You may manage an image link here as well. Choose the Link tab and complete the steps as outlined in the Links section of this document. The blue Browse Server button allows you to make the image a hyperlink to another image (an example would be if you wanted a thumbnail of a poster on a page, and when a visitor clicks the thumbnail it takes them to a bigger image of the poster.) To do this, resize your image to a thumbnail size and upload both sizes to your Library tab. Use the Browse Server button to link the smaller image to the bigger image.

The Advanced tab is for advanced users.



## Adding & Modifying Links

Links can be added to any text or image.

The screenshot displays the BNI Connect CMS editor interface. At the top, it shows the page title "Edit Page antarcticreferrals.com/shiver-region-bni-brrrrr-chapter - Home" and buttons for "Using Library Images", "Preview", "Save", and "Close". The main content area is titled "About our BNI Chapter" and contains text about the chapter's performance and membership. A "Link" dialog box is open over the text, showing the "Link Info" tab. The dialog box has three tabs: "Link Info", "Target", and "Advanced". Under "Link Info", the "Link Type" is set to "URL", the "Protocol" is "http://", and the "URL" field contains "bni.com". A "Browse Server" button is visible. A callout bubble points to the "Link" icon in the editor's toolbar, stating: "To add a link, highlight the text, then click the links icon and select options as demonstrated to the right." Another callout bubble points to the "Target" tab in the dialog box, stating: "To create a link that opens in a new window, click the Target tab and select 'New Window (\_blank)'".

**To add a link, highlight the text, then click the links icon and select options as demonstrated to the right.**

**These settings will make the link open in the same browser window.**

**To create a link that opens in a new window, click the Target tab and select 'New Window (\_blank)'**

### To add/delete a link

Click the icon of the globe and chain icon, and the Link screen will appear as shown above.

To create a standard link, select the Link Info tab. On the Link Info tab select:

- Link Type: URL

- Protocol: http://
- And enter the link into the URL field.

To make your link open in a new window instead of the same screen, select the Target tab and New Window (\_blank) in the Target drop down.

To delete a link, highlight the link and click the icon of the globe with broken chain link, which is to the right of the Add Link icon.

### To create an Email link

To create an Email link, in the Link Info tab, select E-mail as the Link Type, then enter the email address. The Message Subject and Message Body are optional.

**Link**

Link Info | Advanced

Link Type  
E-mail  **Select 'Email'**

**E-Mail Address**  
beth@bniconnect.com **Enter Email address**

Message Subject  
Website Inquiry **Enter email subject (optional)**

Message Body  
Please provide cell phone **Enter the start of the email body (optional)**

OK  Cancel

The Advanced tab is for advanced users. The 'Browse Server' button on the Link Info tab is for BNI Connect® system developer use and can be ignored.

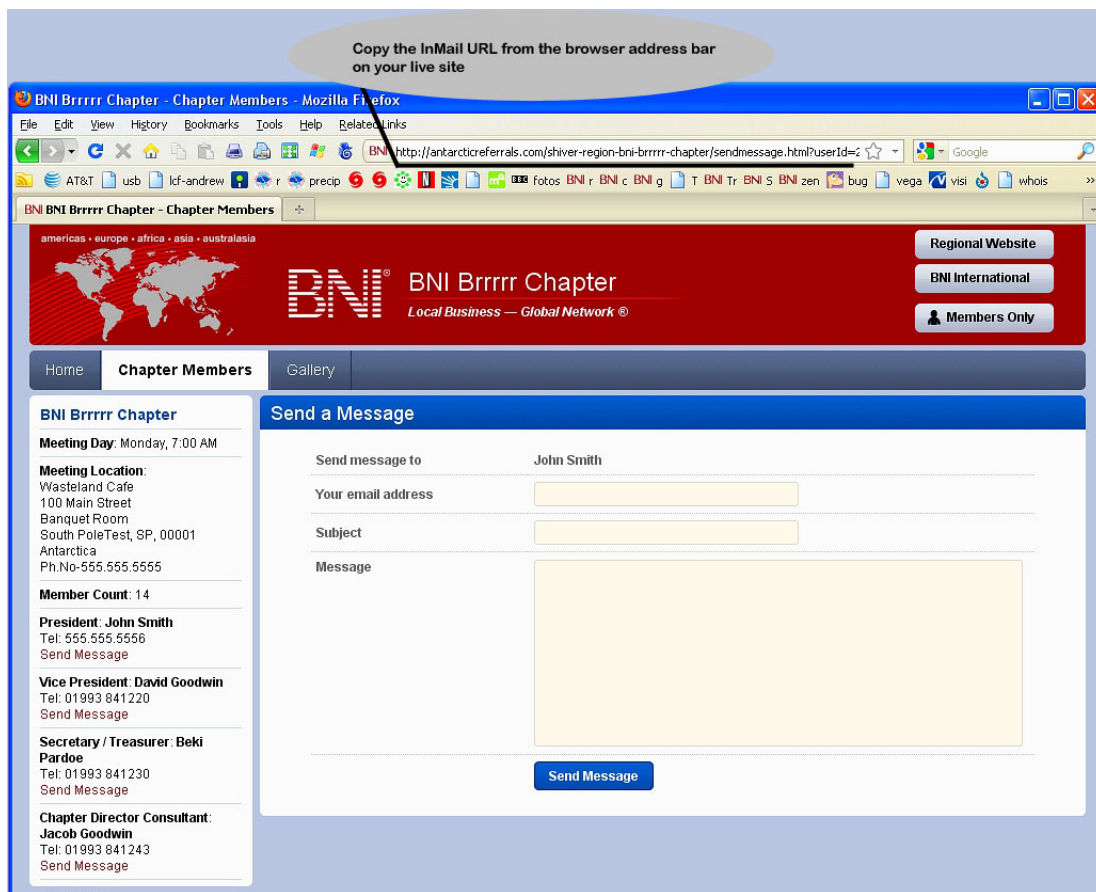
## Inmail

This feature of BNI Connect® allows a website visitor to send an 'Inmail' to a Member or Director from the Chapter websites. It must be enabled by a member in order for the member's Send Message links on the public website to work, which is managed by the member in their 'My Account' section on the Account Settings tab. The following two items must be checked in order for the Send Message link to appear for a member:

- Show me on BNI Public Websites
- Allow people to email me from the BNI public website

Inmail has the benefit of allowing a website visitor to contact a member without publishing the member's actual email address, which can cause spamming issues. If the Member has the Forward BNI Connect® Message I Receive to my Email Address checked, these Inmails will also be forwarded to that email address.

You may easily insert an Inmail link to any text in your public website after your site is live.



Browse to the person's Send Message page on your live site, and copy the link URL from your browser's address bar.

Add a link to the text and use the URL you have copied as shown below.

**Link**

Link Info Target Advanced

Link Type  
URL

Protocol **URL**  
http:// antarcticreferrals.com/shiver-region-bni-brrrrr-cl

Browse Server Enter link in above box

Link format should resemble this:

**http://antarcticreferrals.com/shiver-region-bni-brrrrr-chapter/sendmessage.html?userId=278486&userName=John%20Smith**

OK Cancel

(More details on the Send Message & Inmail can be found in the Send Message sections of this document.)

## PAGES

### Left Column

The Left Column of chapter websites is not editable in the CMS editor. All the elements in the left column are database-driven.

The screenshot shows a web page for a BNI chapter. At the top, there is a red banner with a world map and the text "americas • europe • africa • asia • australasia". Below this is a navigation menu with "Home", "Chapter Members", and "Ga". The main content area displays the following information:

- BNI Brrrrr Chapter**
- Meeting Day:** Monday, 7:00 AM
- Meeting Location:** Wasteland Cafe, 100 Main Street, Banquet Room, South PoleTest, SP, 00001, Antarctica, Ph.No-555.555.5555
- Member Count:** 14
- President: John Smith**  
Tel: 555.555.5556  
[Send Message](#)
- Vice President: David Goodwin**  
Tel: 01993 841220  
[Send Message](#)
- Secretary / Treasurer: Beki Pardoe**  
Tel: 01993 841230  
[Send Message](#)
- Chapter Director Consultant: Jacob Goodwin**  
Tel: 01993 841243  
[Send Message](#)

Two callout boxes provide additional context:

- A grey circle on the left contains the text: "Chapter name, meeting day and Location are edited in Chapter Attributes by a director".
- A grey circle at the bottom contains the text: "Field Labels are translated based on user's browser language settings".

At the bottom of the page, it says "Copyright BNI. All Rights Reserved."

The Chapter Name, Meeting Day and Time, and the Location are managed in the Chapter's Attributes.

Field labels 'Meeting Day' through 'Chapter Director Consultant' will be displayed using the Language that the user has their browser set to. For example, if a person in Spain has their browser set to Spanish, the text "Meeting Day' would display as 'Día Reunión'.

These items are translated in the Translation tool; Country level permissions are required.

## Home

The Chapter Home page has standard content that can be modified or translated.

You may edit or translate any page header by clicking on the header text here

About our BNI Chapter

Source

**B I U** abe

Styles Font Size

**Our Chapter Passed \$465,897 in the past 12 months!**

BNI members, on average, increase their business 20% the first year. Our chapter is a dynamic, committed group of business people who know how to refer business to each other.

We have open categories for individuals who will bring enthusiasm and integrity to our meeting. Just one person per professional specialty is allowed in each chapter.

Search our members here to see if your category is open, then visit a meeting and lock out your competition!

**Visit our chapter this week!**  
Click [here](#) for directions and chapter contact info.

**Warm up at our meeting - stay for the HOT referrals!!!**

This figure is driven by the system. This line may be removed for new/restart chapters, and re-inserted later.

These items are translated in the Translation Tool:  
Admin>Chapter>Manage Attributes>Chapter View Attributes

Chapter Speakers

Meeting Date : Meeting Speaker, Meeting Topic

Speaker and Topic are managed in  
Ops>Chapter>Meeting Management>View/Edit Speakers

### 'Our Chapter Passed \$465,897 in the past 12 months!' Feature

Chapter websites are created with standard content that includes an Initial line that displays the figure that a chapter has entered into the system as closed business for 12 months.

Webmasters do have the ability to remove this if appropriate, e.g. if a chapter is in the Restart process; or for a new, small chapter launch, etc. If omitted, it may be added back in later by adding the line:

Our Chapter Passed \$##tyfcb## in the past 12 months!

### Other Features

The Header of the page which displays in the blue bar can be edited or translated by double clicking on this text in the CMS editor.

Meeting Speaker and Meeting Details are database driven elements that are managed by Chapter Leadership in Operations>Chapter>Meeting Management>View/Edit Speakers.

**Note:** The Speaker Topic is a required field when entering a speaker, and sometimes the Topic is not available to Leadership at the time they add a speaker to the system.

Some Regions have been training their Chapter Leaders to enter the speaker's Company Name as the topic, if it is unknown at that time (not 'TBD').

The Date format in Chapter Speakers is set by your browser's language settings.

## Chapter Members

The Member List page allows you to add content above and below the middle, database driven section of the page.

The screenshot displays the BNI Members CMS editor. At the top, there is a blue header with the text 'BNI Members'. Below the header is a rich text editor with a toolbar containing various icons for text formatting and editing. The text area contains the instruction: "Enter content above the database driven section of the page here." Below the text area is a search bar with the label "Search:". Underneath the search bar is a table with four columns: "Member Names", "City", "Profession/Spec", and "Company". The table is currently empty. Below the table is a pagination control showing "Showing 0 to 0 of 0 entries" and buttons for "First", "Previous", "Next", and "Last". At the bottom of the editor is another rich text editor with the instruction: "Enter content below the database drive section of the page here."

Field labels of the database driven section may be edited or translated with in the CMS editor.

Database driven content for this page such as Member Names, Chapter, and City are edited outside the CMS editor in the appropriate Connect tool.

## Member Details

The Member Details page allows you to add content above and below the middle, database driven section of the page

americas • europe • africa • asia • australasia

**BNI** BNI Brrrrr Chapter  
Local Business — Global Network®

Members Only

Home Chapter Members Gallery

Copyright BNI. All Rights Reserved.

Member Details

Enter content that will appear above member details here.

(member Details will appear here) DATABASE DRIVEN SECTION

Enter content that will appear below member details here.

Database driven content for this page such as Member Names, Chapter, and City are edited outside the CMS editor in the appropriate Connect tool.



## Member Details



**Phone** 555.555.5556  
**Mobile Number** 555.556.5547  
**Website** <http://smithcotestsite.com>

**Smith Bros.**  
151 South Main Street, Main Floor  
South Pole: 55555  
SP, Antarctica

### Social Networking Links

<http://www.facebook.com/johnsmith>  
<http://www.linkedin.com/profile/view?ic>  
<http://twitter.com/#!/JSmith>

[Send Message](#)

### John Smith

Smith Bros.  
Chapter: BNI Brrrrr Chapter  
Equipment, Equipment Repair

#### My Business

We service and repair all makes and models of snowmobiles and snow machines. We offer Arcticat brand snowmobiles and PWC's. Our mechanics are certified and licensed for all major brands of sleds. [Visit my Ebay store here!](#)

#### Ideal Referral

Snowmobile fleet owners would be my ideal referral. We offer contract-based fees that include routine maintenance to reduce operating costs.

#### Top Product

The Arcticat Electric 500, arriving in our showroom in July. Travel across the entire ice cap in a single charge!

#### Top Problem Solved

I had the fortune to work on the Geologic Survey's snow machine; we added a solar panel and a side mount for their sonar array.

#### My Favorite BNI Story

I meet BNI member Augie Carlson in Austria through BNI connect. He manufactures high quality V belts, and they turned out to be one of our most popular products

#### My Ideal Referral Partner

Insurance agents

## Chapter Details

The Chapter Details page allows you to add content above or below the database driven section of this page.

antarticreferrals.com/shiver-region-bni-brrrrr-chapter - ChapterDetails

Using Library Images Preview Save Close

europa • africa • asia • australasia

**BNI**<sup>®</sup> BNI Brrrrr Chapter  
Local Business — Global Network<sup>®</sup>

Members Only

Chapter Members Gallery

Chapter Details

Source Undo Redo Bold Italic Underline Text Color Background Color Bulleted List Numbered List Link Unlink Image Table Zoom In Zoom Out

Styles Font Size Color Background Color

Enter content that will appear above chapter details here.

(Chapter Details appear here) DATABASE DRIVEN SECTION


Source Undo Redo Bold Italic Underline Text Color Background Color Bulleted List Numbered List Link Unlink Image Table Zoom In Zoom Out

Styles Font Size Color Background Color

Enter content that will appear below chapter details here.

Database driven information, such as Chapter Meeting Location, Leadership Teams, Chapter Directors and Chapter Attributes is edited outside the CMS editor in the appropriate Connect tool.

americas • europe • africa • asia • australasia



**BNI**® BNI Brrrrr Chapter  
Local Business — Global Network ®

Regional Website  
BNI International  
Members Only

Home Chapter Members Gallery

**BNI Brrrrr Chapter**

**Meeting Day:** Monday, 7:00 AM

**Meeting Location:**  
Wasteland Cafe  
100 Main Street  
Banquet Room  
South PoleTest, SP, 00001  
Antarctica  
Ph.No-555.555.5555

**Member Count:** 14

**President: John Smith**  
Tel: 555.555.5556  
[Send Message](#)

**Vice President: David Goodwin**  
Tel: 01993 841220  
[Send Message](#)

**Secretary / Treasurer: Beki Pardoe**  
Tel: 01993 841230  
[Send Message](#)

**Chapter Director Consultant: Jacob Goodwin**  
Tel: 01993 841243  
[Send Message](#)

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**Chapter Details**

**BNI**® BNI Brrrrr Chapter

**Meeting Details**  
Monday 7:00 AM

**Wasteland Cafe**  
100 Main Street, Banquet Room  
South PoleTest, SP, 00001  
Antarctica  
**Phone:** 555.555.5555

**Direction**  
We are next to the Polar Bear Theater on South Street.  
[View Map](#)

**Member Count: 14** [Show Members](#)

**CHAPTER LEADERSHIP**

**President**  
**John Smith**  
Phone: 555.555.5556  
[Send Message](#)

**Vice President**  
**David Goodwin**  
Phone: 01993 841220  
[Send Message](#)

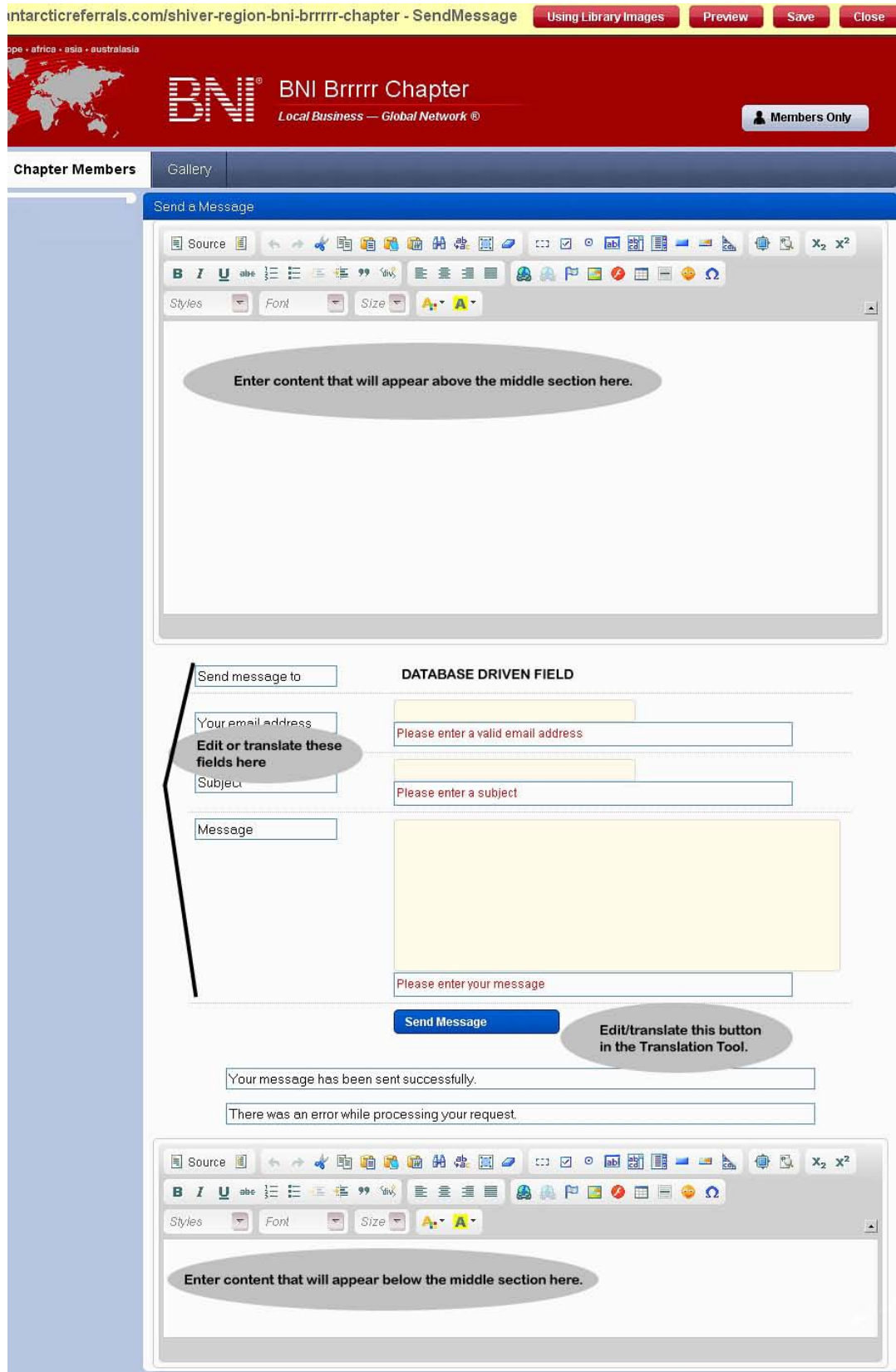
**Secretary / Treasurer**  
**Beki Pardoe**  
Phone: 01993 841230  
[Send Message](#)

**Chapter Director Consultant**  
**Jacob Goodwin**  
Phone: 01993 841243  
[Send Message](#)

## Send Message

The Send Message page appears when a user visits your public website and sends an 'Inmail' message.

In the CMS editor, the Send Message page has the ability to add content above and below the middle section of the page:



The following Fields and Button are translated within the CMS editor by double clicking the text:

- Please enter a subject field text

- Please enter your message field text
- Blue Send Message button
- Send message to field label
- Your email address field label

## Gallery

The Gallery page is only displayed after you have enabled the Gallery feature. You enable the Gallery feature by clicking the Gallery 'Show' link in the 'show/hide' column of the Pages tab.

The screenshot shows the BNI Brrrrr Chapter website. At the top, there is a red header with a world map and the text "americas • europe • africa • asia • australasia". To the right of the map is the BNI logo and the text "BNI Brrrrr Chapter" and "Local Business — Global Network®". Further right are three buttons: "Regional Website", "BNI International", and "Members Only". Below the header is a blue navigation bar with "Home", "Chapter Members", and "Gallery". The main content area is split into two columns. The left column contains chapter details: "BNI Brrrrr Chapter", "Meeting Day: Monday, 7:00 AM", "Meeting Location: Wasteland Cafe, 100 Main Street, Banquet Room, South PoleTest, SP, 00001, Antarctica, Ph.No-555.555.5555", "Member Count: 14", "President: John Smith, Tel: 555.555.5556, Send Message", "Vice President: David Goodwin, Tel: 01993 841 220, Send Message", "Secretary / Treasurer: Beki Pardoe, Tel: 01993 841 230, Send Message", and "Chapter Director Consultant: Jacob Goodwin, Tel: 01993 841 243, Send Message". The right column is titled "Picture Gallery" and contains an announcement for "Midnight Sun Visitor Days" with the text "For those who can't sleep, join us to learn how you can expand your business and lock out your competition!". At the bottom left of the page, there is a small copyright notice: "Copyright BNI. All Rights Reserved."

The Gallery page displays Chapter albums on your public website. (Managing Albums and Photos is covered in the Gallery Tab section above.)

You may add content above or below the middle, database driven section of this page containing your Albums.



BNI reserved.

Picture Gallery

Enter content that will appear above Region and Chapter Albums here

body p

**Midnight Sun Visitor Days** (this section will populate if you have created a Chapter Album)  
For those who can't sleep, join us to learn how you can expand your business and lock out your competition!

Enter content that will appear below Region and Chapter Albums here.