**BNIConnect: Quick Pathways to Success**

**President**

**Enter Goals**: Operations 🡪 Chapter 🡪 Manage Goals 🡪 Enter Chapter Goals

**View Goals**: Operations 🡪 Chapter 🡪 Manage Goals 🡪 View Chapter Goals

**Sponsorship**: Reports 🡪 Chapter 🡪 Sponsor Report

**Vice President**

**PALMS**: Operations 🡪 Chapter 🡪 Meeting Management 🡪 Enter PALMS

**VP Report (Personal PALMS for each member in last 4 weeks**): Reports 🡪 Chapter 🡪 VP Report

**Pending Applications**: Operations 🡪 Chapter 🡪 Manage Memberships 🡪 View Pending Applications

**Membership Committee**

**Upcoming Renewals**: Reports 🡪 Chapter 🡪 Membership Dues Report

**Training Report**: Reports 🡪 Chapter 🡪 Member Training Report

**Absence**: Reports 🡪 Chapter 🡪 Absence Report

**Personal PALMS (for one Member)**: Reports 🡪 Chapter 🡪 Personal PALMS Report

**Length of Membership**: Reports 🡪 Chapter 🡪 Length of Membership Report

**Secretary / Treasurer**

**Speaker Roster:** Operations 🡪 Chapter 🡪 Meeting Management 🡪 View / Edit Speakers

**Pending Applications**: Operations 🡪 Chapter 🡪 Manage Memberships 🡪 View Pending Applications

**Training Report**: Reports 🡪 Chapter 🡪 Member Training Report

**Member Details (Bio, GAINS**): Reports 🡪 Chapter 🡪 Member Details

**Visitor Host Coordinator**

**Mark Visitor Attendance:** Operations 🡪 Chapter 🡪 Visitor Registration Portal

**Mentor Coordinator**

**Training Report**: Reports 🡪 Chapter 🡪 Member Training Report

**Communications Coordinator**

**News Feed** (appears on bnibc.ca / bni-indiana.com chapter web page): Operations 🡪 Chapter 🡪 Manage News

**Members**

**Roster**: Reports 🡪 Chapter 🡪 Chapter Roster Report

**Member Details (Bio, GAINS**): Reports 🡪 Chapter 🡪 Member Details

**My BNI Business** (to run personal reports): Click the Home button (picture of the House), options appear in middle right area of page

**Change Password / Update Profile**: Click the Home button options appear on upper right area of page

**Links to Common Functions** (customizable**):** Home 🡪 Chapter

**Global Support**

**Click the ? in the upper right area of the page**: 🡪 Submit a Request