

How to use your desk and your book

Everything below is in plain steps. You need your phone or a laptop, your first name, and your password. If anything does not work, message Janak with a screenshot.

1. Signing in

There is one sign-in for everything. Once you are in, every desk and your book open without asking again.

1. Open **bnielegance.com/desk/coordinators.html**. Save it to your phone's home screen: on iPhone, the share button, then *Add to Home Screen*; on Android, the menu, then *Add to Home screen*.
2. Type your **first name** in small letters (for example *deepak*). If you have a title in front of your name, leave it out.
3. Type your **password**. Janak has sent it to you on WhatsApp. It is your first name, then **@202627**. Do not share it.
4. Leave **Keep me signed in** ticked on your own phone. Untick it on a shared computer.
5. Press **Open**. You see your desk and your book. The Leadership Team sees every desk.

To sign out: press *Sign out* at the top of the page. Do it on any computer that is not yours.

2. Your book

Your book is twelve pages about your job this term: what the desk does, your dates, your checklists, and the scripts you will use. It is printed for you, and it lives on the website too.

To read it

1. On the coordinators page, find your name. There are three buttons.
2. **Booklet** is for printing: A5 pages, two to a sheet, print on both sides and fold.
3. **A4** is the same book, one page to a sheet, for reading on a screen.

To change it

1. Press **Edit**. Your book opens on the screen, page by page.
2. Tap any words and type. What you change is saved by itself after a second; you will see *Saved* at the top.
3. Press **Add a page after this** if you need more room. Press **Remove this page** to take a page out. The cover cannot be removed.
4. Made a mistake? **Put this page back** returns one page to the printed version; **Put the whole book back** returns everything.
5. Press **Export as PDF** to get a fresh printable copy with your changes in it.

Your changes are yours. Only you, the Leadership Team, and Janak can see them. What you change does not change anyone else's book.

3. The MC Desk VISHWESH, RAGHAVENDRA, DEEPAK, NIKHIL, MELWIN, MAHESH, AND JANAK

The MC Desk is where the six Membership Committee coordinators file a short report every week, and where the roster, renewals and traffic lights live.

1. Sign in at **bnielegance.com/desk/mc-desk.html**. Your own desk opens: Growth, Attendance, Application Review, Retention & Renewal, Go-Green or Mentor.
2. Every **Wednesday night**, fill in your report for the week. Short lines are fine: what you did, who you spoke to, what needs a decision.
3. Press **Save**. Janak reads all six reports before the MC meeting on Thursday.
4. **Members** shows every member with their traffic light. **Renewals** shows who renews when. You can look at both from any desk.
5. **Attendance** (Raghavendra): every Thursday, tick who was present, who sent a substitute, and who was absent. Press Save.
6. **Application Review** (Deepak): the **Pre-Induction Orientation** button opens the page for people who want to join. Add the person, fill the goal sheet in the session with them, tick the Regional Office steps as they happen. The **MA form** button at the top opens BNI's membership application with the chapter and region already filled; send that link to the applicant after the orientation.
7. **Retention & Renewal** (Nikhil): the same page has a **Renewing** tab. Every member is listed by renewal date. Tick the steps as you do them; the page tells you the last day for payment. The same **MA form** is used for a renewal: send the link to the renewing member with the payment details, at step 3.

4. This month's scores, by hand JANAK ONLY

Coordinators: nothing for you to do here. Usually the Regional Office's reports arrive by email and the desks update themselves. That is not tested yet, so for October Janak enters the scores himself from the updated files he receives at the end of the week. Your desks and the members page update when he does.

1. Download the four reports from BNI Connect: **Chapter Roster, Dues, Traffic Lights** and **Classifications Not In Chapter**. Save them as they come (Excel or PDF is fine).
2. Sign in to the MC Desk as Janak. Open **Import**.
3. Drop the four files onto the import box, one at a time. The desk reads each one and says how many members it found. If a file is refused, take a screenshot and send it to Smarty.
4. Press **Apply**. Members, traffic lights and renewals update on every desk and on the website's members page.
5. Open **Scorecard** on the VP desk and type the month's five figures: chapter score, Green or Amber, members, closed business, students. Press **Publish**. The home page shows them.
6. If the import box will not take a file, the fallback is the **Traffic lights** table on the MC Desk: type each member's score in the box beside their name and press Save.

From November, forward each report email to **reports@bnielegance.com** and the desks update on their own within the hour. Try it once in October to see that it works; nothing breaks if it does not.

5. The Stronghold VYANKATESH AND THE EIGHT STRONGHOLD COORDINATORS

1. Sign in at **bnielegance.com/desk/stronghold-desk.html**.
2. **Fees** (Vyankatesh): on Thursday, tick the members who have paid the meeting fee. Press **Receipt** to send a numbered receipt on WhatsApp.
3. **Books** (Vyankatesh): enter money that came in and money that went out, each with its receipt photo. Press **Publish to the chapter** when the month is closed; every member sees the figures on the books page.
4. **Your desk** (coordinators): Training, Events, BNI Connect, Social media, Feature presentations, Finance each have a page. Fill in your week and press Save.
5. **Ads** (Umesh): when a member books an ad, note the slot, the month, and the amount received. Artwork goes to Janak.

6. The Gateway LALIT AND THE ELEVEN VISITOR HOSTS

1. Sign in at **bnielegance.com/desk/visitor-desk.html**.
2. Before Thursday, every invited visitor is on the list with a name, mobile and email. Add anyone missing with **Add a visitor**. Send every visitor the official BNI invite link too, **bni.app/bc11618**: it puts them into BNI Connect, which the Regional Office needs.
3. On Thursday at the door, tap **Here** beside each visitor as they walk in. The roster is emailed to them, a thank-you goes on WhatsApp, and their name appears on the President's **Today's visitors** page for the welcome. Do not tap Here before they arrive.
4. On Friday, the **BIT** hosts call every visitor. Note what they said in the box beside the name.
5. A visitor who wants to join: tick **Wants to join**. Deepak sees them on the orientation page.

7. The President's Portal

GAVIN, THE CAPTAINS, AND THE PRESIDENT'S
SUPPORT COORDINATORS

1. Sign in at **bnielegance.com/desk/president-portal.html**.
2. **Today's visitors** (Gavin): the red button at the top opens a page that lists, in big type, every visitor the hosts have marked present and who invited them, in the order they arrived. Keep it open on your phone from 7.30; it refreshes itself. Read the welcome from it.
3. **Captains**: your team's page shows your members, their lights, and the league points. After each meeting, enter the team's points for the round and press Save.
4. **Shital** keeps the league table: enter every team's points after Thursday; the paper and the website read from it.
5. **Education** (Jay and Nescia): the scripts are in your book; the portal shows which one is this week's.

8. If something goes wrong

1. **Wrong name or password:** your name is your first name in small letters; your password is that name, then @202627. No spaces.
2. **The page is empty or old:** pull down to refresh, or close the tab and open it again. Nothing is lost; everything is saved on the chapter's own store.
3. **Two people edited the same thing:** the desk shows the other person's copy and says so. Look, then make your change again.
4. **Anything else:** a screenshot to Janak on WhatsApp, with what you pressed. He has the full picture and can fix most things in a minute.