

## BNI United Chapter Official Website Partner's Profile Update Guideline

Website: [www.Bni-United.com.my](http://www.Bni-United.com.my)

System: WordPress

Log in maintenance

### **1. To log into the system:**

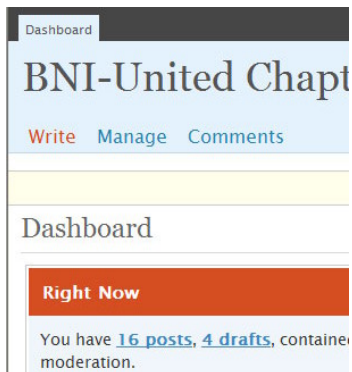
[www.Bni-united.com.my/beta/wp-admin](http://www.Bni-united.com.my/beta/wp-admin)

A screenshot of the WordPress login form. It features two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember Me' and a 'Log In' button.

[Lost your password?](#)

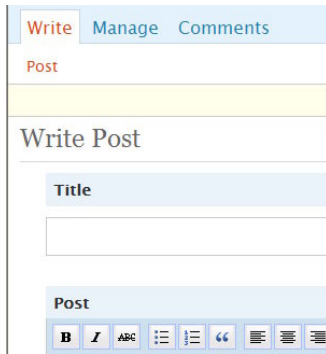
Key in the given Username & Password accordingly (all small case without spacing)

### **2. To key in your business details**



- Click on the “Write” button

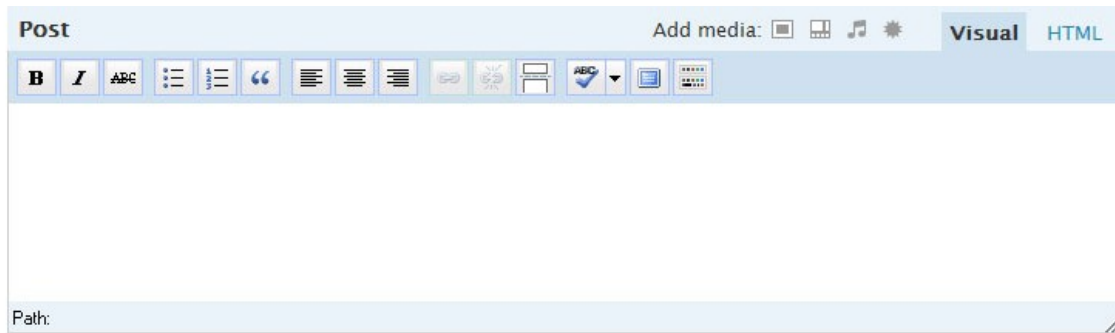
## 2.1 Key in your Business Category



The screenshot shows a 'Write Post' form. At the top, there are three tabs: 'Write' (highlighted in red), 'Manage', and 'Comments'. Below the tabs is a 'Post' label and a yellow highlighted area. The main form area is titled 'Write Post' and contains a 'Title' input field. Below the title field is a large text area for the post content. At the bottom of the form, there is a 'Post' label and a rich text editor toolbar with icons for bold, italic, text color, list, link, quote, image, video, and other formatting options.

- Key in your business category in the “**Title**” field
- For e.g.: Florist, Catering, Dentist, General Insurance, Traveling and etc.

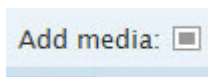
## 2.2 Key in company details



The screenshot shows a 'Post' editor interface. At the top, there is a 'Post' label and an 'Add media:' button with icons for image, video, music, and a gear. To the right of these are two tabs: 'Visual' (highlighted) and 'HTML'. Below the tabs is a rich text editor toolbar with icons for bold, italic, text color, list, link, quote, image, video, and other formatting options. The main area is a large text input field. At the bottom, there is a 'Path:' label and a text input field.

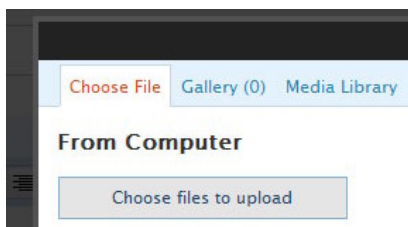
- Key in your company details in words & images in “**Post**” column

## 2.3 To add company logo / images



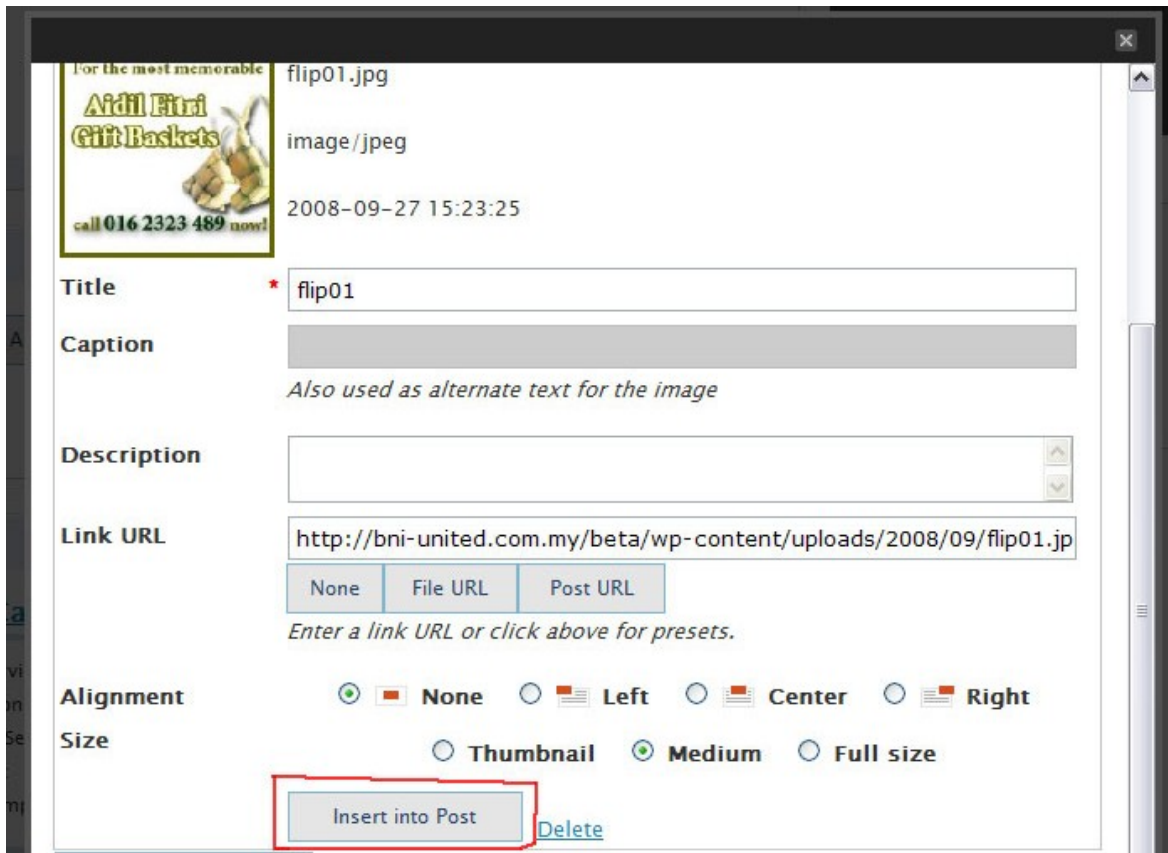
The screenshot shows a close-up of the 'Add media:' button, which is a light blue button with a square icon to its right.

- Click on the Square button next to “**Add media:**”
- You will see a pop-up window

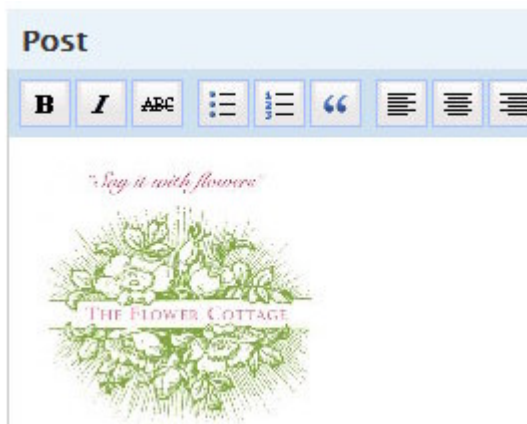


The screenshot shows a file selection pop-up window. At the top, there are three tabs: 'Choose File' (highlighted in red), 'Gallery (0)', and 'Media Library'. Below the tabs is the text 'From Computer'. At the bottom, there is a button labeled 'Choose files to upload'.

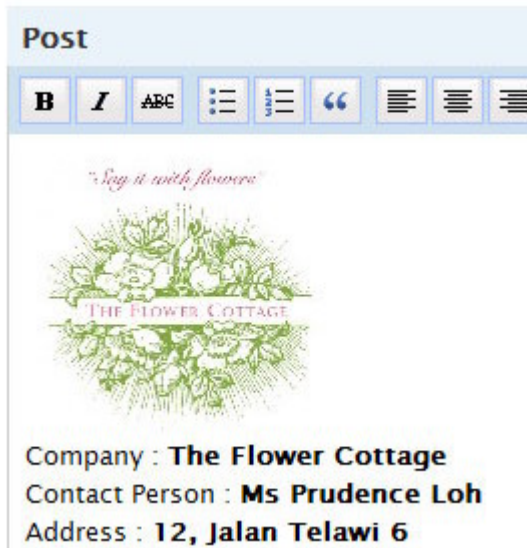
- Click on the “**Choose files to upload**” button to brows for your file
- After chosen your image, you will see the below screen



- Click on the “**Insert into Post**” button to add your image
- You will see your image in the “**Post**” column



- To adjust the image size: Click on the image and then click on the edge of the image, press the “**Shift**” button on your keyboard and then hold and drag to your preference size.



- After resized the image, press enter to key in your company details below the logo / image.

## 2.4 To add Hyperlink



ost n **Insert/edit link (Alt+Shift+A)** gifts & Hampers, **click here** f

- First select the words to be linked
- Click on the “**Chain**” button on the menu bar

- Insert the URL into the “**Link URL**” box
- Select the “**Open link in a new window**” at the “**Target**” box
- Click “**Insert**” to add the link

### Company Profile:

- You can also key in your **Company Descriptions** and more details on **Products & Services** with **images**

### Promotions:

- If you have **Promotion** to display, you have the choice to key in on top or below of your company details

## **3. Assign the Services Category**

### **+ Add New Category**

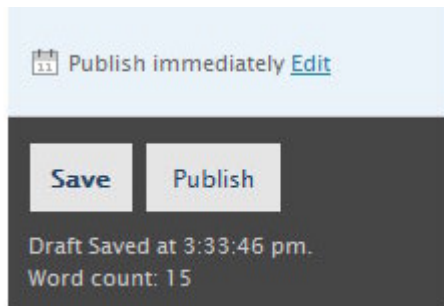


A screenshot of a web form titled '+ Add New Category'. It contains a list of categories, each with an unchecked checkbox:

- Associates Services
  - Appreciations
  - Corporate Services
  - Investment
  - Life-Style Improvement
  - Services

- Click on the Associates Services your business belongs to

## **4. Publish your Company Details**



A screenshot of a publishing interface. At the top, it says 'Publish immediately [Edit](#)'. Below this are two buttons: 'Save' and 'Publish'. Underneath the buttons, it displays 'Draft Saved at 3:33:46 pm.' and 'Word count: 15'.

- Click on the “**Publish**” button to save & display your post

## **5. To Manage your Company Detail**



A screenshot of a management interface for 'BNI-United Chapter'. It features a 'Visit Site' button. Below the header are three buttons: 'Write', 'Manage' (highlighted in red), and 'Comments'. At the bottom, there are two links: 'Posts' and 'Media Library'.

- Click on the “Manage” button

## Manage Posts

All Posts | Published (16) | Drafts (5)

Delete Show all dates View all categories Filter

<input type="checkbox"/>	Date	Title
<input type="checkbox"/>	57 mins ago	<b>Florist &amp; Wedding Deco</b>
	18 hours ago	<b>Promotion for Ann Lam</b>

Edit "Florist & Wedding Deco"

- Click on the Title belongs to your business
- Although you will see all partners' business but you're unable to edit them, so just ignore.

### 6. To add Promotion

Dashboard

## BNI-United Chapt

Write Manage Comments

Dashboard

**Right Now**

You have **16 posts**, **4 drafts**, contained in moderation.

- Click on the "Write" button

Write Manage Comments

Post

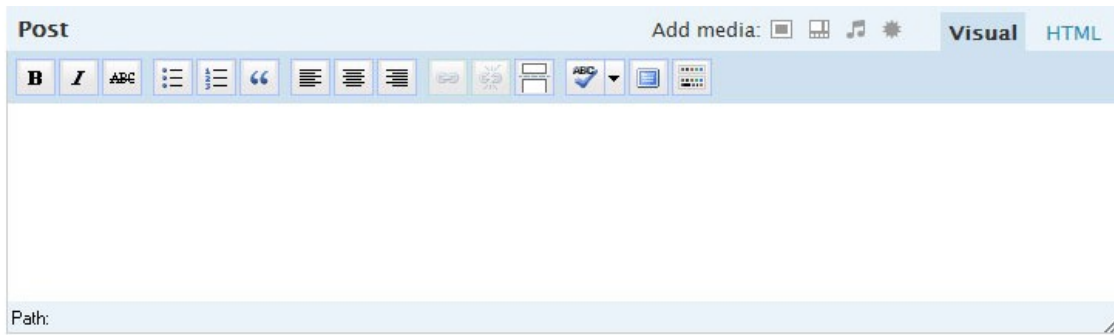
### Write Post

Title

Post

**B** *I* ABC ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♀ ♂ ♁ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ ♁ ♃ ♄ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓

- Key in your Promotion title in the "Title" field
- For e.g.: **"Promotion: The most memorable Ramadhan Gifts & Hampers"**



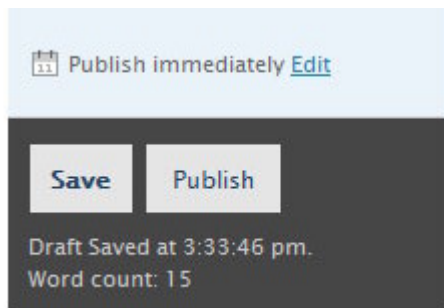
- Key in your **Promotions** at the “**Post**” column
- You can add Images, Texts and also Hyperlink your Promotions by using the “**To Add the Hyperlink**”.
- If you are lost, refer back to the “**2.4 To add Hyperlink**”

### 6.1 To activate your Promotion



- Click on the “**Promotions**” checkbox

### 7. Publish your Promotion



- Click on the “**Publish**” button to save & display your promotion

Note: You will have 1 individual page for your **Promotions & Company Profile**

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