

## **IBCN Member Resources Guide**

As part of IBCN's mission to provide members with information and connections that will help them achieve their business and career objectives, we have been working to put together a useful Website, [www.IBCNltd.org](http://www.IBCNltd.org). On this site, members have access to valuable tools and resources (all found in the Members Only area of the website), including:

### **Membership Directory**

The IBCN Membership Directory is on our website. Through this on-line directory, you are able to see a full list of members, view member profiles, and even send a member an email. To protect the privacy of all of our members, this directory is only available to IBCN members in our Members-Only area of the website, and you have the ability to control what information you want other members to see. Below are steps you can follow to view and edit your profile information:

#### *Accessing/Editing Your Member Profile:*

- To access your profile, login under the green box on the left side of the homepage (If you do not have your password, click the "forgot password" link beside the log in button and an email with instructions for resetting your password will be sent to you.)
- Once logged in, a "view profile" link will appear. Clicking this link will take you to your profile page.
- To update your profile, click the "edit profile" button
- To save the changes, click the "save" button
- The "Privacy" link allows you to specify which fields are visible to other members in the Member Directory, or hidden.
- Click the "My directory profile" to preview how your profile is displayed to others based on your privacy settings

## **Member Resources:**

IBCN has a Member Resources tab, where documents can be posted and shared with all members, job openings announced, and any other resources could be added. We encourage you to add resources to this area. To do so, simply email content to our association manager at [ldurbin@inlinellc.net](mailto:ldurbin@inlinellc.net).

If you go to that page now, you will find a Word document of current member emails. You can cut and paste from this document if you want to send an email to all members.

## **Discussion Forums:**

IBCN has discussion forums on the website. The forum is an online place where you can post messages that other members can view and reply. It is a great tool for members to connect, network, ask questions and share information with each other. Please note that these forum pages are restricted to IBCN members, and we request that all members abide by the Forum rules and guidelines posted online.

We currently have forum pages set up for Health//Welfare and Retirement topics.

As a member, you must subscribe yourself to the forum, or a specific forum topic, if you wish to receive email notifications of forum updates. Below are detailed instructions on how you can do this:

### *Subscribing to the forum*

To subscribe to the entire forum, visit the forum page and click the **Subscribe to** forum link above the topic list. You will subsequently receive email notifications of updates to any of the topics in the forum, with links to the new or updated topics.

To subscribe to just one topic in a forum, view the topic then click the **Subscribe to** topic link above the topic messages.

## Frequency of email notifications

By default, email notifications of forum updates are sent on a daily basis. These daily forum notifications contain a summary of the previous day's updates. Alternately, you can choose to receive weekly forum notifications, which are sent on Sunday night/Monday morning.

To change your forum subscription settings go to your member profile(see view Profile under Green Box at left of page)and:

- Click the Email subscriptions link.
- Click the Edit profile button.

In the Forum subscriptions section, you can unsubscribe your existing subscriptions and change the frequency of forum update notifications.

- To unsubscribe to a forum or forum topic, uncheck the checkbox beside the forum or topic name. To change the frequency of the update notifications, click the dropdown and choose either Daily, Weekly, or Immediately from the options. Once finished making changes, you must click the **Save** button.

For your convenience and future reference, this guide will be posted on the membership information page of the website.

Should you have any questions or problems accessing or editing your member profile and settings, feel free to contact me at [ldurbin@inlinellc.net](mailto:ldurbin@inlinellc.net).

And please let us know if you have any additional ideas of how to make this website most effective for you.

Lynne M. Durbin  
IBCN Association Manager  
[ldurbin@inlinellc.net](mailto:ldurbin@inlinellc.net)