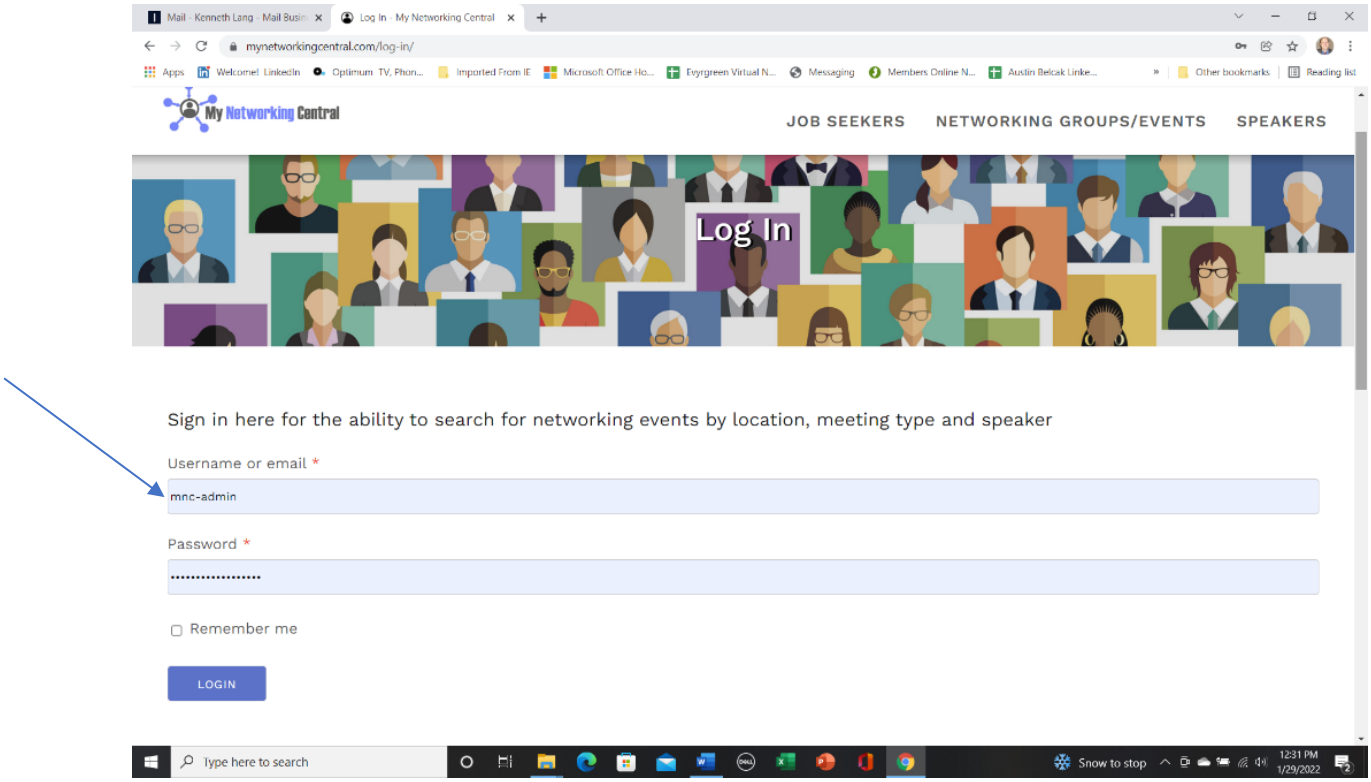
Version 2

My Networking Central

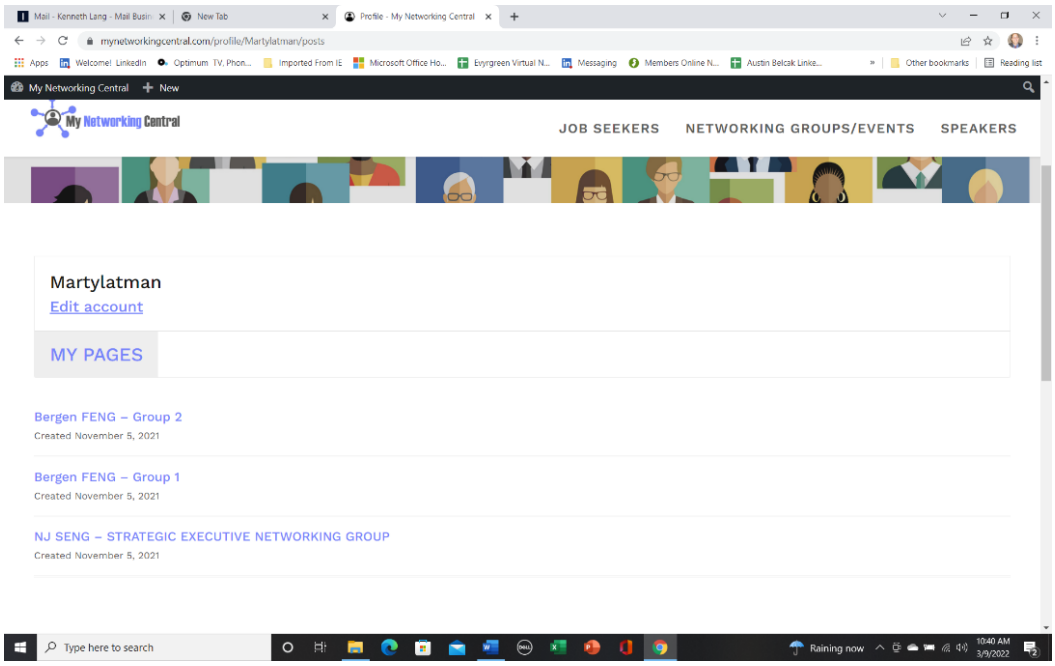
USER GUIDE – GROUP LEADERS – EDIT YOUR PAGE

KENNETH

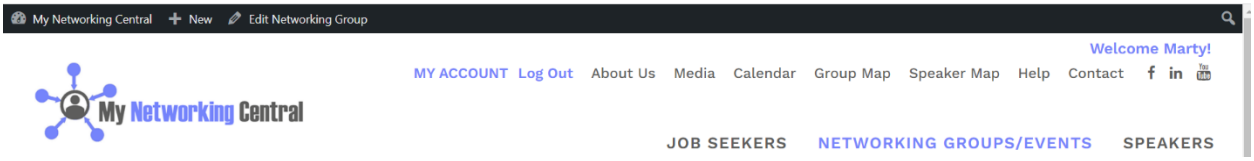
1. Log in to MNC w/username password



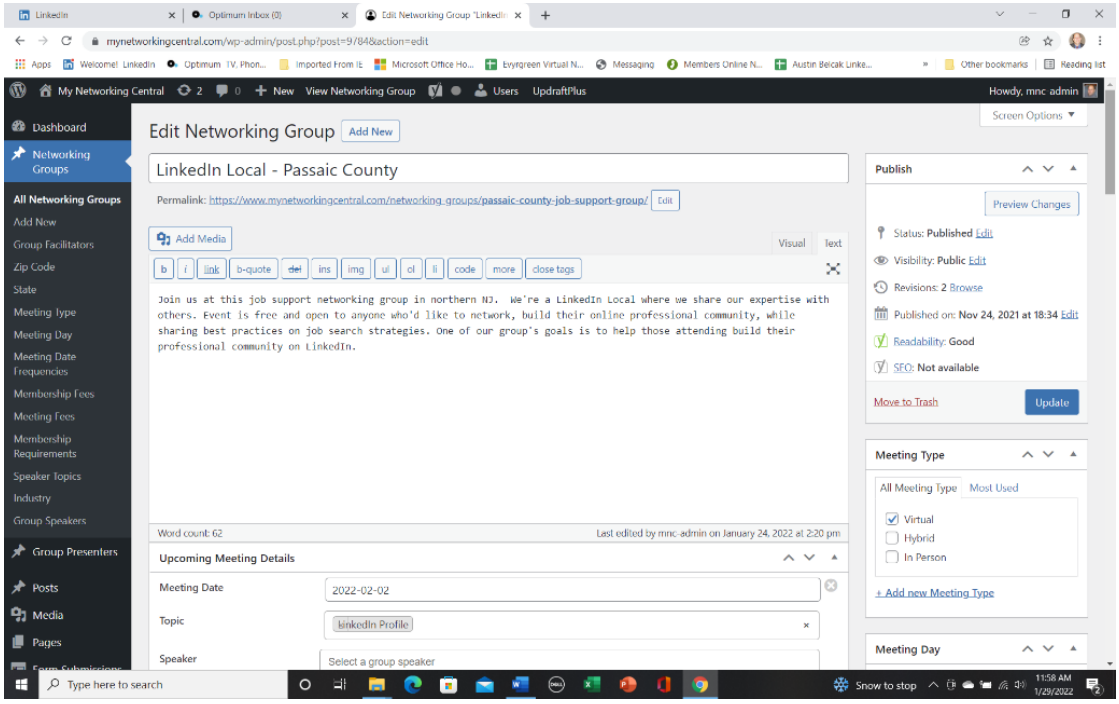
2. Select My pages and then select the group you'd like to edit

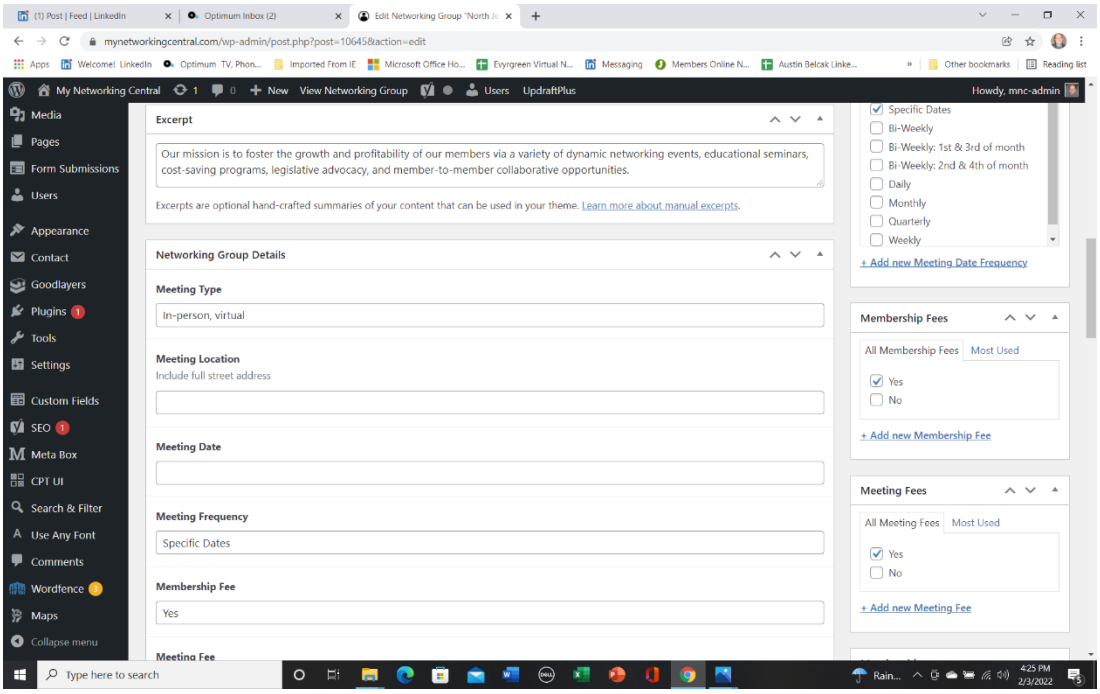


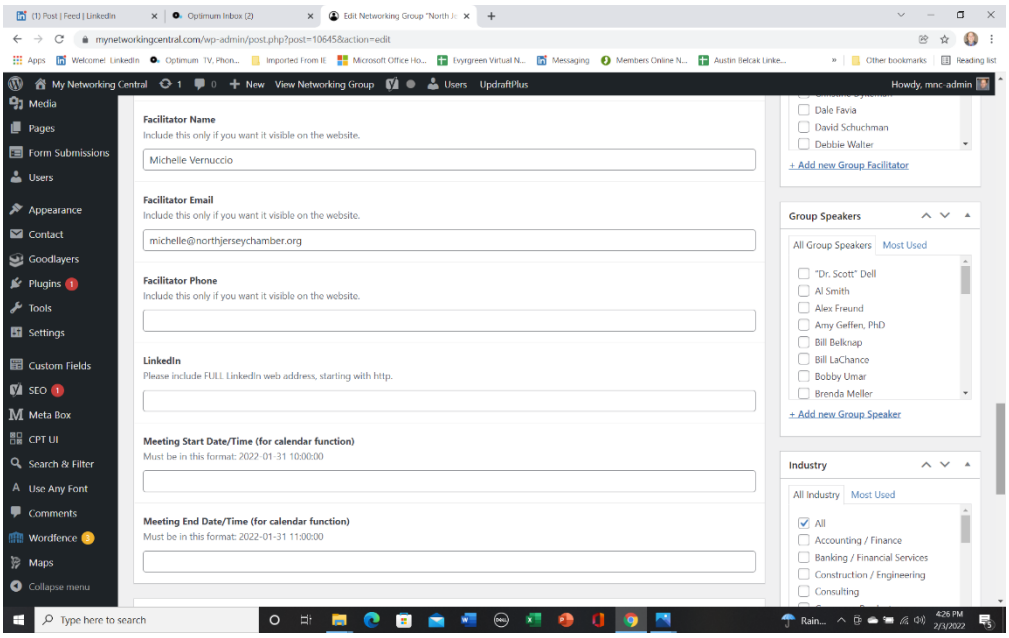
3. Select ‘Edit Networking Group’ from the Black toolbar to edit your specific group

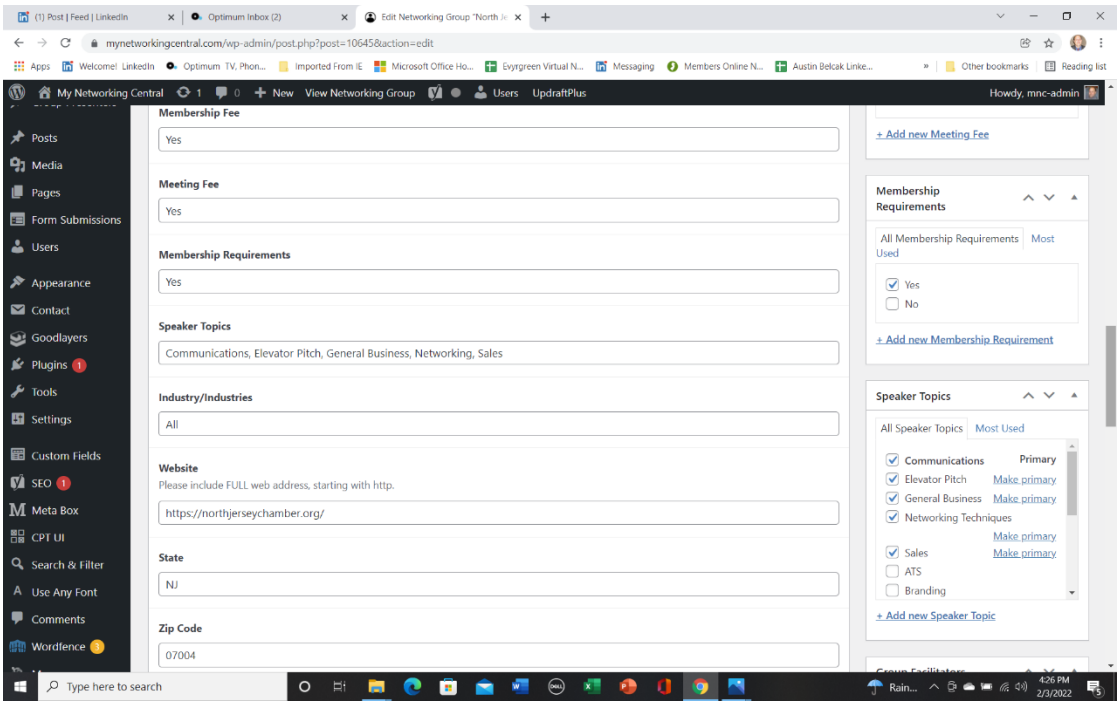


4. You can change text info and any other fields, field by field, if needed (see next few slides).

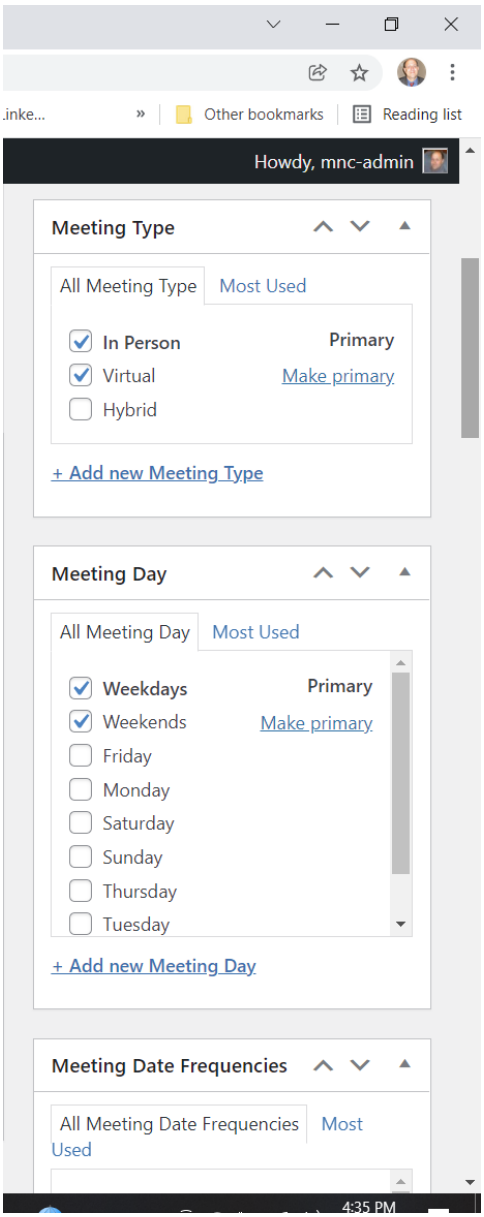


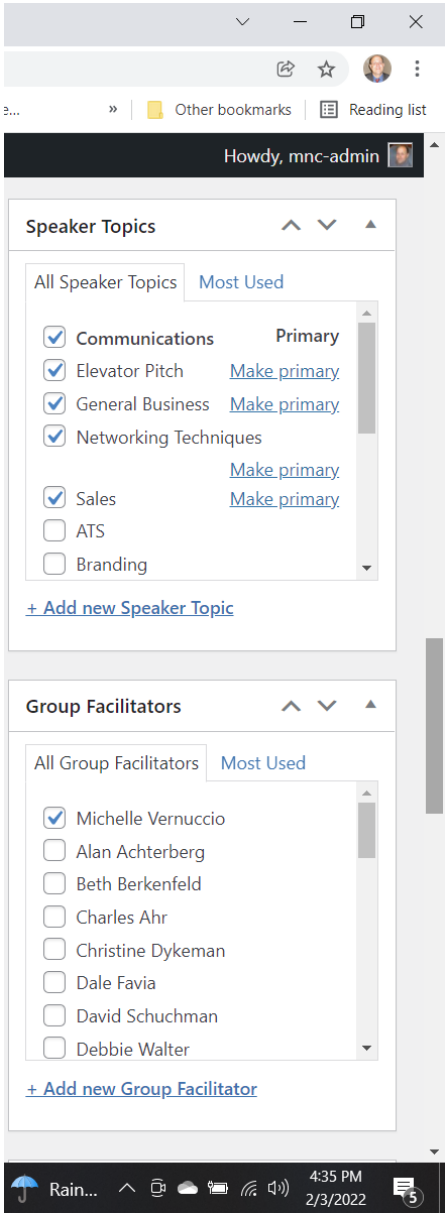

Excerpt
Our mission is to foster the growth and profitability of our members via a variety of dynamic networking events, educational seminars, cost-saving programs, legislative advocacy, and member-to-member collaborative opportunities.
Excerpts are optional hand-crafted summaries of your content that can be used in your theme. Learn more about manual excerpts.
Networking Group Details
Meeting Type
In-person, virtual
Meeting Location
Include full street address
Meeting Date
Meeting Frequency
Specific Dates
Membership Fee
Yes
Meeting Fee
Specific Dates
Bi-Weekly
Bi-Weekly: 1st & 3rd of month
Bi-Weekly: 2nd & 4th of month
Daily
Monthly
Quarterly
Weekly
+ Add new Meeting Date Frequency
Membership Fees
All Membership Fees
Most Used
Yes
No
+ Add new Membership Fee
Meeting Fees
All Meeting Fees
Most Used
Yes
No
+ Add new Meeting Fee

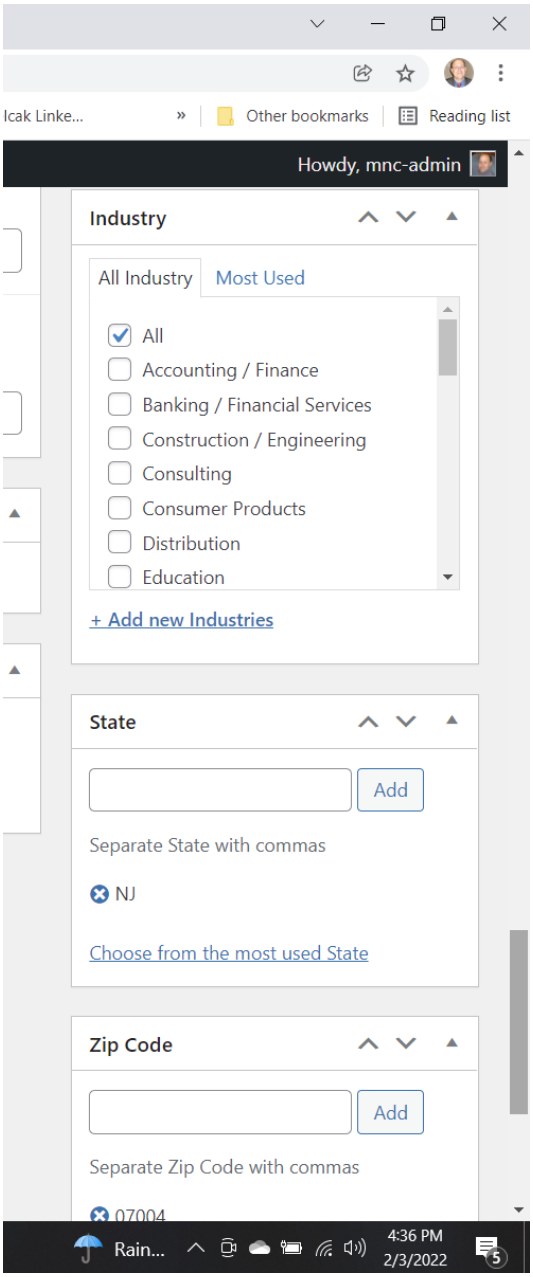

Facilitator Name
Include this only if you want it visible on the website.
Michelle Vernuccio
Facilitator Email
Include this only if you want it visible on the website.
michelle@northjerseychamber.org
Facilitator Phone
Include this only if you want it visible on the website.
LinkedIn
Please include FULL LinkedIn web address, starting with http.
Meeting Start Date/Time (for calendar function)
Must be in this format: 2022-01-31 10:00:00
Meeting End Date/Time (for calendar function)
Must be in this format: 2022-01-31 11:00:00
Dale Favia
David Schuchman
Debbie Walter
+ Add new Group Facilitator
Group Speakers
All Group Speakers
Most Used
"Dr. Scott" Dell
Al Smith
Alex Freund
Amy Geffen, PhD
Bill Belknap
Bill LaChance
Bobby Umar
Brenda Meller
+ Add new Group Speaker
Industry
All Industry
Most Used
All
Accounting / Finance
Banking / Financial Services
Construction / Engineering
Consulting


Membership Fee
Yes
Meeting Fee
Yes
Membership Requirements
Yes
Speaker Topics
Communications, Elevator Pitch, General Business, Networking, Sales
Industry/Industries
All
Website
Please include FULL web address, starting with http.
https://northjerseychamber.org/
State
NJ
Zip Code
07004
+ Add new Meeting Fee
Membership Requirements
All Membership Requirements
Most Used
Yes
No
+ Add new Membership Requirement
Speaker Topics
All Speaker Topics
Most Used
Communications
Primary
Elevator Pitch
Make primary
General Business
Make primary
Networking Techniques
Make primary
Sales
Make primary
ATS
Branding
+ Add new Speaker Topic

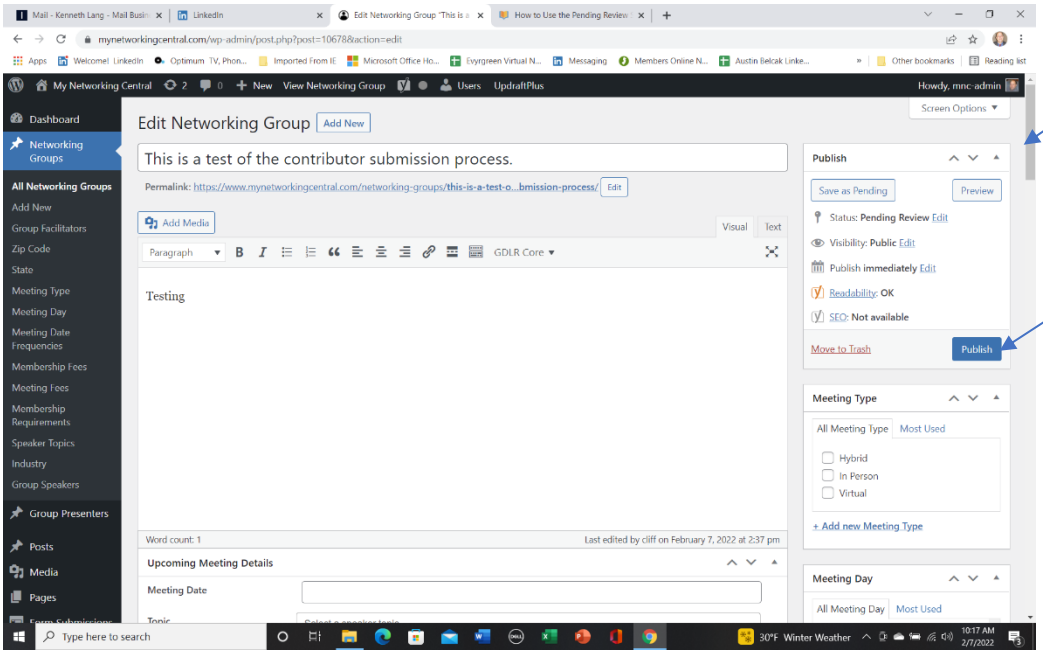
5. Any changes you may should also be reflected on the tabs on the right side of the page as those tabs are used for search functionality (next 3 screenshots)



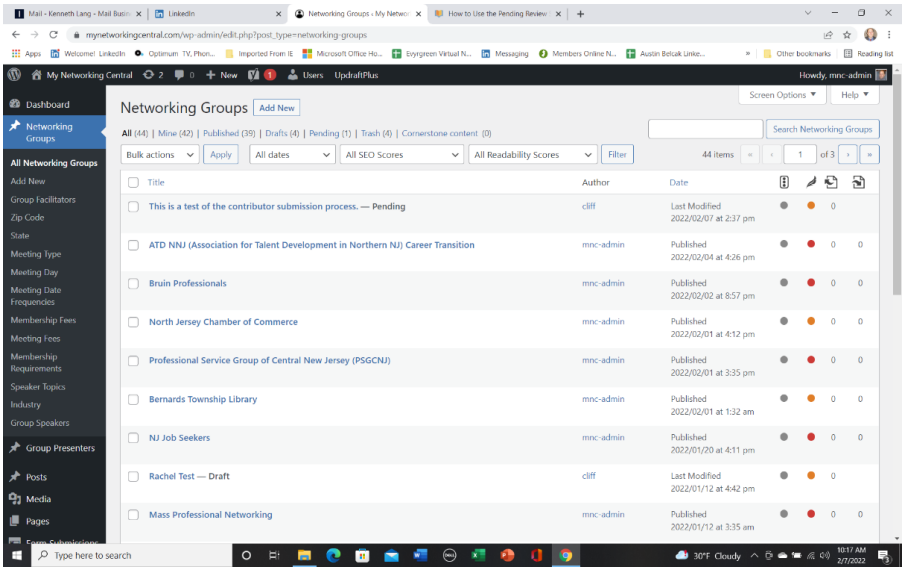



Howdy, mnc-admin
Industry
All Industry
Most Used
All
Accounting / Finance
Banking / Financial Services
Construction / Engineering
Consulting
Consumer Products
Distribution
Education
+ Add new Industries
State
Add
Separate State with commas
NJ
Choose from the most used State
Zip Code
Add
Separate Zip Code with commas
07004
4:36 PM
2/3/2022

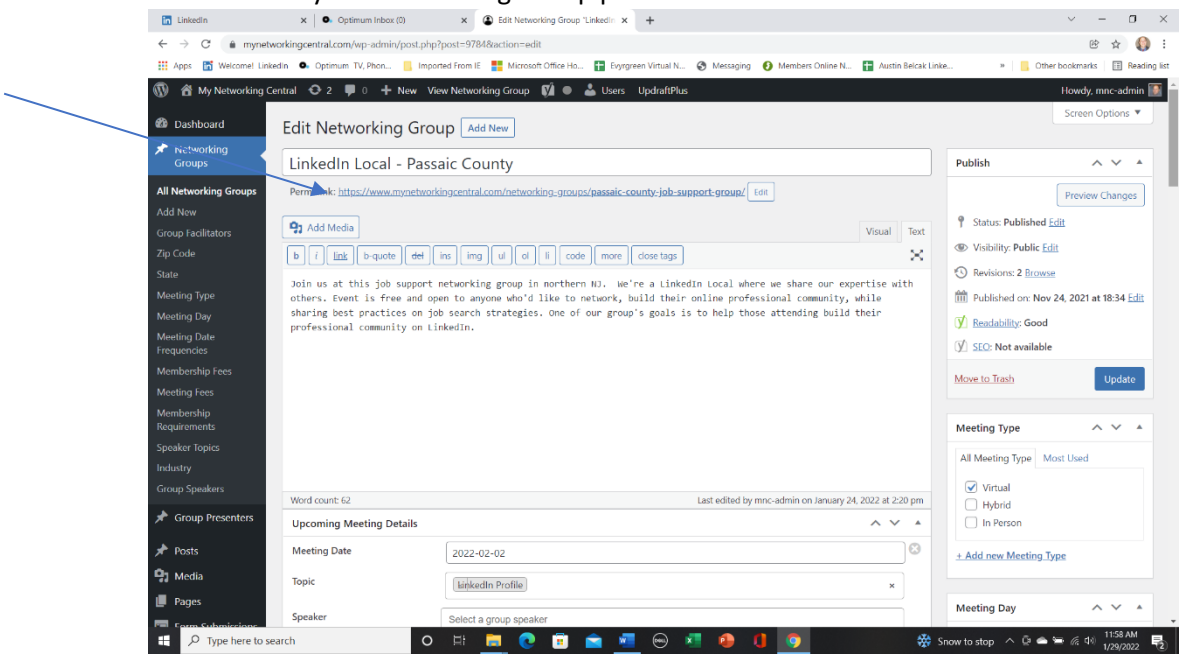
6. At top of the page, first select Preview to view your page and then select Publish to publish it – Proceed to step 11. Note: If you create a group page from scratch it'll be saved as pending for me to review it.



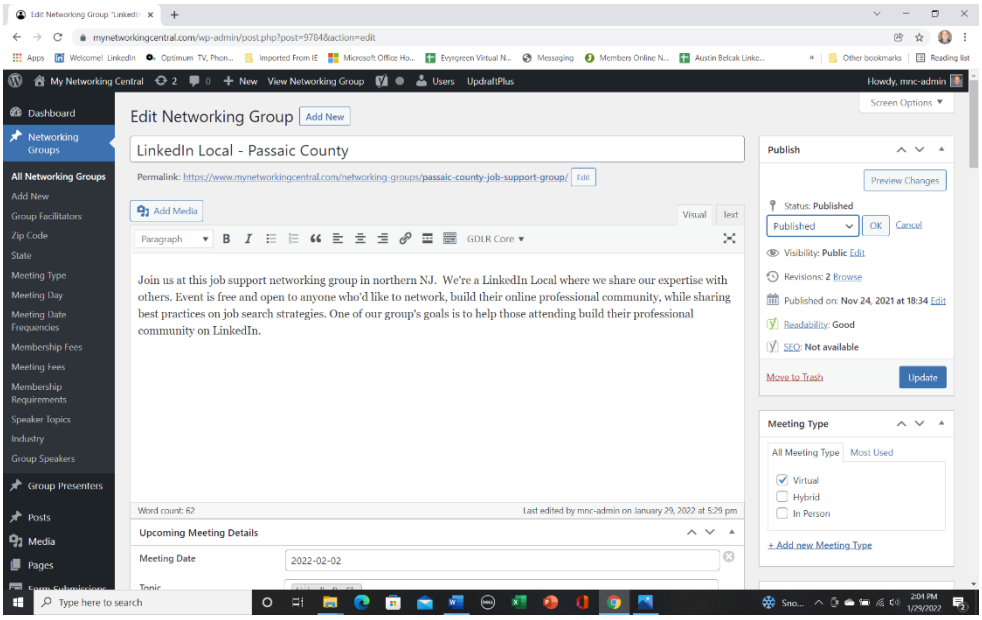
8. If it's a new page, this is what I'll see



9. DO NOT edit your Networking Group permalink!!!!!



10. If this is a new page (not one already created) I'll switch the status to Publish



11. After you select update, go to your page to confirm your changes have been made