**BBGS Website – Member’s Hub User Guide**

Create an Account

* Place cursor on ‘Membership’ in top menu bar.
* Scroll down to ‘Join Us’ and click
* Bottom of the page you will see a form you can fill out if you are already a BBGS member with us. To fill out the form, you will need:
	+ Membership number \*(please see below for joint members)
	+ Name
	+ Email address
	+ Password
	+ Region (for the map) \*can be done at a later stage
	+ Contact email for the map \*can be done at a later stage
	+ Type of breeder \*can be done at a later stage
* Click ‘Register’.

You can now access the secure area of the website.

\*As joint members share membership numbers for the website one must use the membership number (000) and the other with the letter J to start (J000).

Your Profile

To view your profile click on log in/out, here you can either log out or view your account.

On your profile you can upload a cover photo and a profile picture, this is what will show in the forum.

To edit your profile click on the cog on the right, you now have an option to:

* Change your region
* Update your email address, this will then be available on the Members’ Directory
* Select what type of breeder you are. This will also show on the Members’ Directory,

 (If a person searching refines the search to Hobby and you have selected this you will show on the refined list).

If you want to remove yourself from the map, remove your region in your profile. Once you remove it you will not be found on the map, same vice versa. To be found ensure you have chosen your region correctly.

Members’ Hub

Under membership you can find Member’s Hub. Here is where Grassroots, forum, articles and more are found.

**Navigating Your Member’s Hub and New Site.**

**Your Profile**

ABOUT

Personalise your profile to suit you. You can add cover photos and a profile picture, which will be visible as your Forum Icon when you post in the forum. You can change your **REGION** here too, so if you ever move don’t worry you can edit this yourself. Same with your email which is the contact information people can contact you through the **MAP**. If you don’t want to be on the map leave your **REGION** blank. You can also swap and change what type of breeder you are to suit what you are doing, and the direction you have chosen for your herd. This consists of:

**H** - Hobby      **P** - Pedigree Breeder      **M** - Meat Breeder      **E** - Exporter    **G** – Genetic Material

**DON’T FORGET TO UPDATE YOUR PROFILE TO SAVE ANY CHANGES.**

POSTS

Click on posts to reveal a feed of all posts added to the website. These include any new articles, the items in What’s On and For Sale. Here you can keep up to date with any new updates, it’s in order of the most recent, so you won’t miss a thing.

**Members Hub**

Here you can find:

Forum

Newsletters

Directory (MAP)

Offers & Discounts

Webinars

Articles

Grassroots

Herdbook

Navigating

Forms

All found at the bottom of the page.

Place an advert

Form found at the bottom of the **FOR SALE** page.

Click the + button for the form to drop down and reveal itself.

Log In

Once you have created an account, you can either go through membership> Log in/ Log out or

On the home page there is a log in box.