Online Renewals: Approving Renewal Applications - Full Process For Leadership Teams

All online renewals must be approved through BNI Connect in order to complete the process. This approval process can be done either before an application is submitted or after, depending on local policies and procedures.

Quick Steps:

1. Access the Renewal Approval screen from one of the available links: the MC renewal reminder email, the Membership Dues report, the application received email, or the view pending applications screen.
2. Review the application (if submitted), member performance, and training details.
3. Select the appropriate approval options.
4. Choose the Approve or Decline button to submit the decision.

Follow This Visual Guide:

Options for Initiating the Approval Process

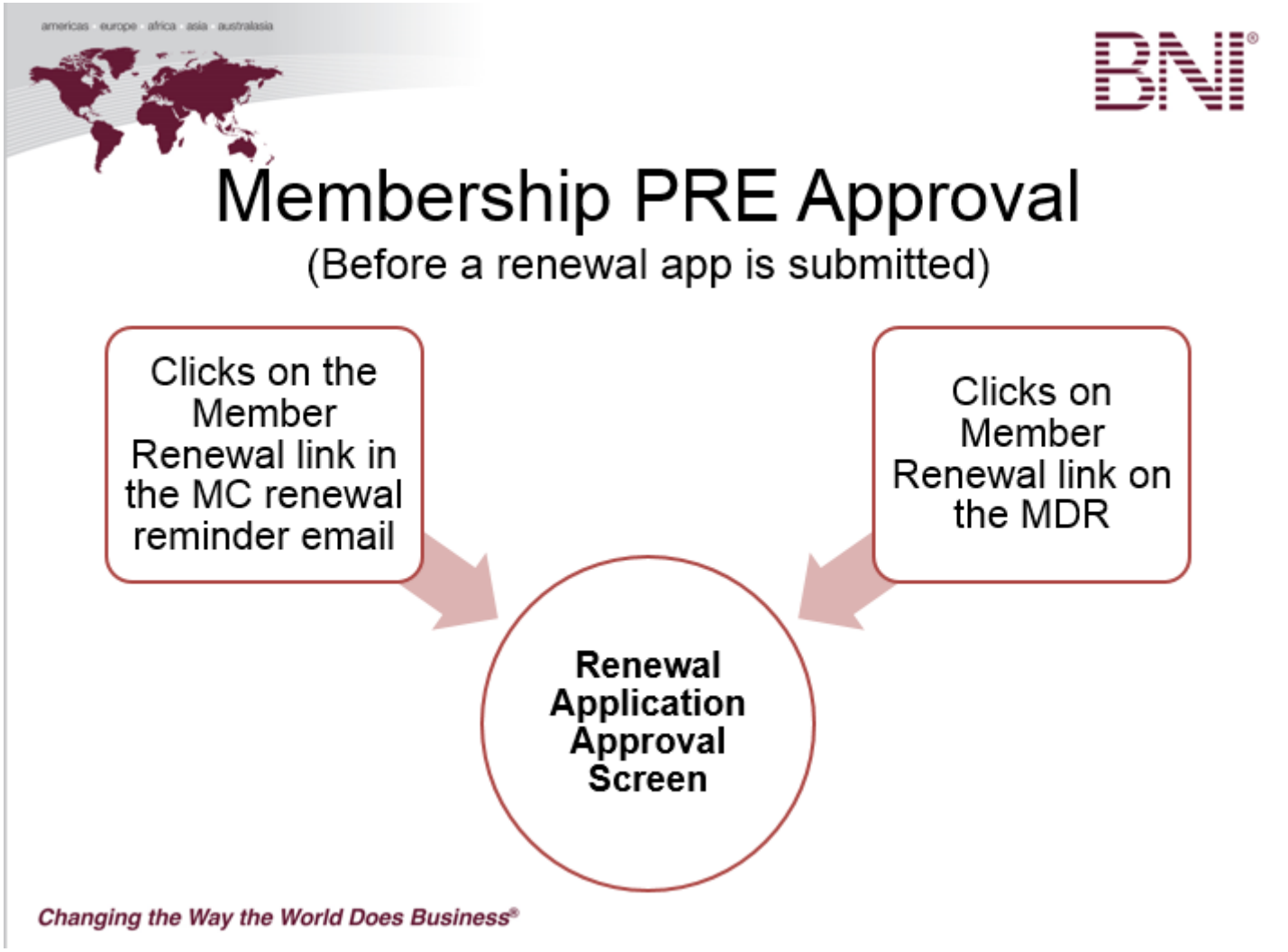
BNI

Renewal Approvals

- Each online renewal MUST be approved in BNI Connect
- Approvals may be full, conditional, or denied
- Regions may allow pre-approvals, post submission approvals, or both
- Applications cannot be reconciled until approved

Changing the Way the World Does Business®

Pre Approval of a Membership - Before a Member has Submitted a Renewal Application Only



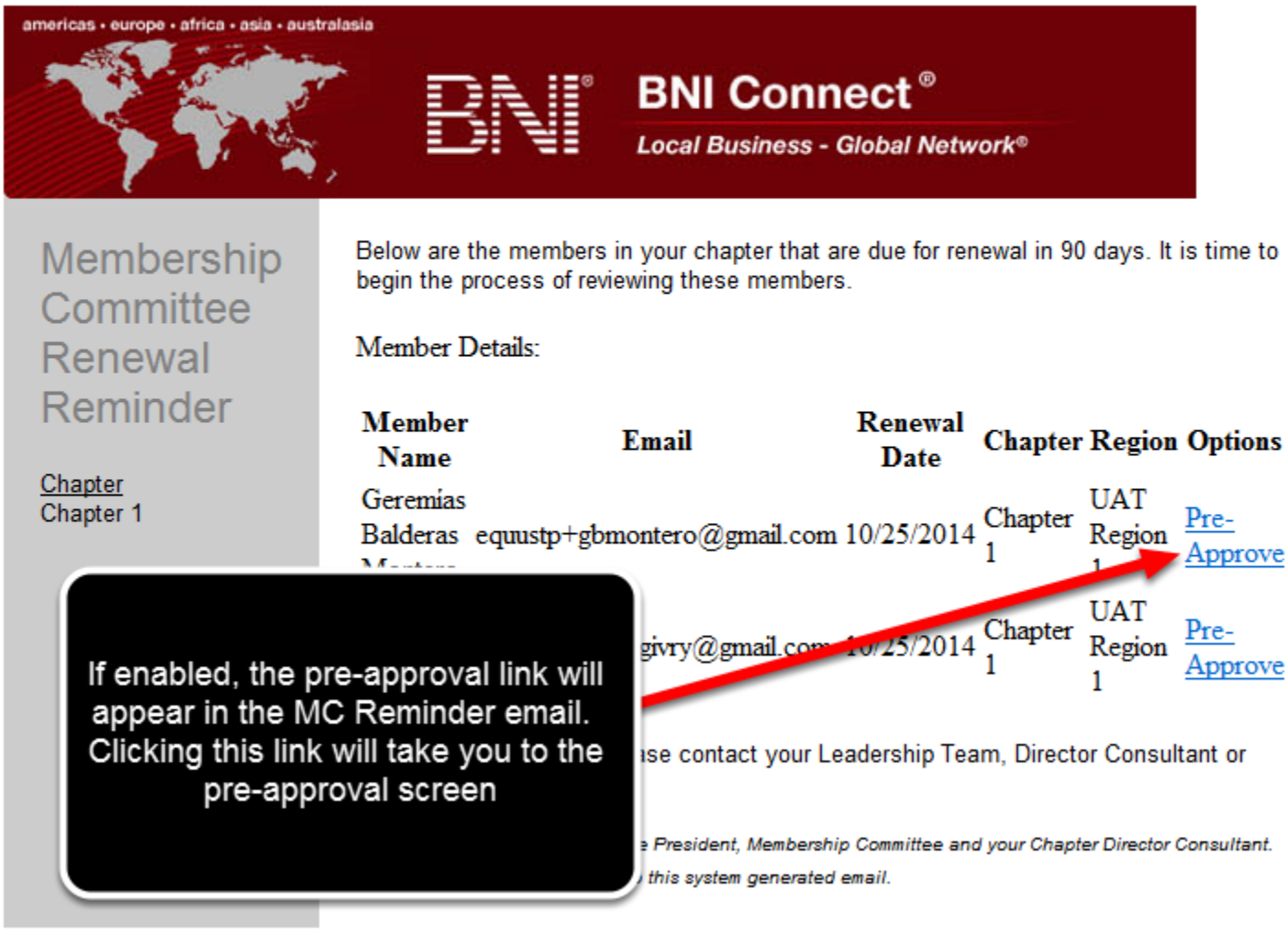
Note: The option to pre-approve a membership is decided by the regional and\or national office. If this option is unavailable, please contact your Executive Director.

Option 1: Click the Renewal Link in the MC Renewal Reminder Email

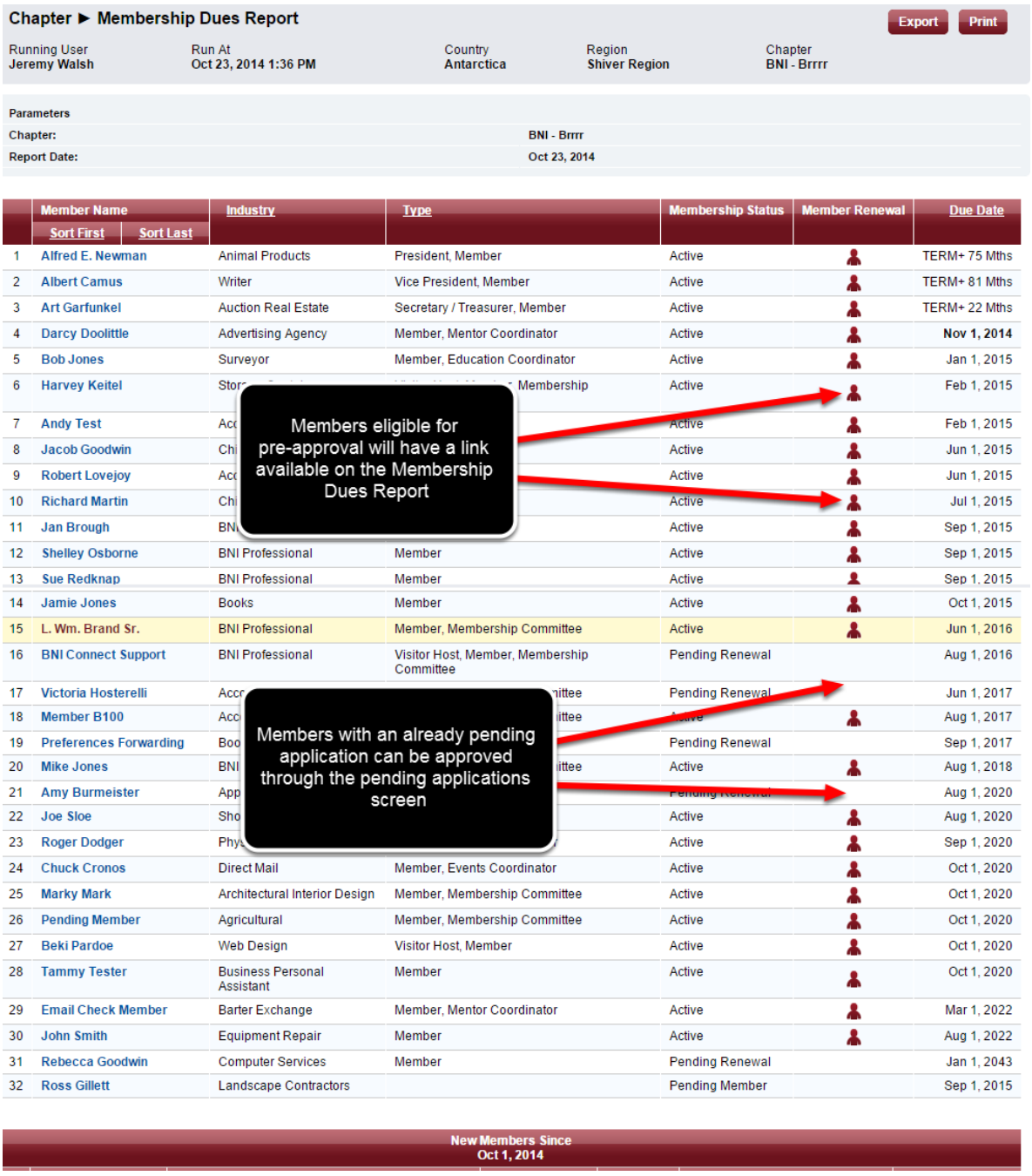
Upcoming Chapter Renewals - Membership Committee Reminder

Sys Admin [bni.notifications@trackbniconnect.com]

To: test01@bnitester.com



Option 2: Click the Renewal Link in the Membership Dues Report

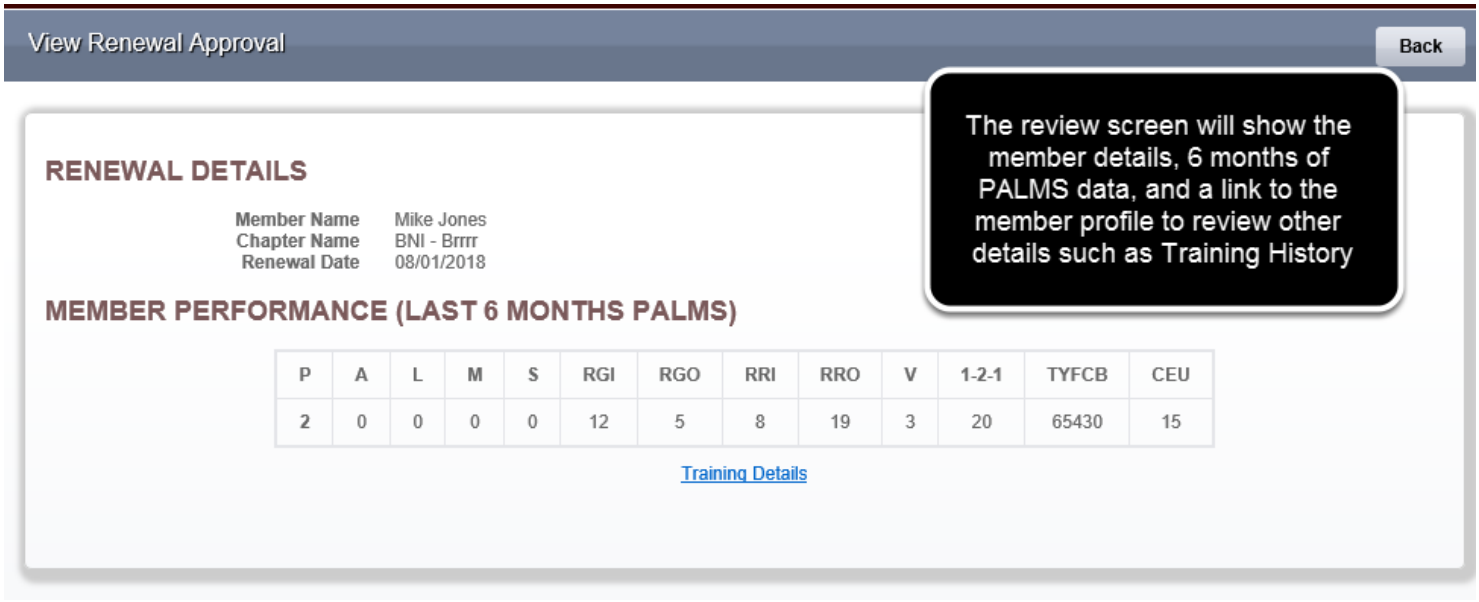


	Member Name (Sort First / Sort Last)	Industry	Type	Membership Status	Member Renewal	Due Date
1	Alfred E. Newman	Animal Products	President, Member	Active		TERM+ 75 Mths
2	Albert Camus	Writer	Vice President, Member	Active		TERM+ 81 Mths
3	Art Garfunkel	Auction Real Estate	Secretary / Treasurer, Member	Active		TERM+ 22 Mths
4	Darcy Doolittle	Advertising Agency	Member, Mentor Coordinator	Active		Nov 1, 2014
5	Bob Jones	Surveyor	Member, Education Coordinator	Active		Jan 1, 2015
6	Harvey Keitel	Stor	Membership	Active		Feb 1, 2015
7	Andy Test	Ac		Active		Feb 1, 2015
8	Jacob Goodwin	Ch		Active		Jun 1, 2015
9	Robert Lovejoy	Ac		Active		Jun 1, 2015
10	Richard Martin	Ch		Active		Jul 1, 2015
11	Jan Brough	BN		Active		Sep 1, 2015
12	Shelley Osborne	BNI Professional	Member	Active		Sep 1, 2015
13	Sue Redknap	BNI Professional	Member	Active		Sep 1, 2015
14	Jamie Jones	Books	Member	Active		Oct 1, 2015
15	L. Wm. Brand Sr.	BNI Professional	Member, Membership Committee	Active		Jun 1, 2016
16	BNI Connect Support	BNI Professional	Visitor Host, Member, Membership Committee	Pending Renewal		Aug 1, 2016
17	Victoria Hosterelli	Acc	ittee	Pending Renewal		Jun 1, 2017
18	Member B100	Ac	ittee			Aug 1, 2017
19	Preferences Forwarding	Boo		Pending Renewal		Sep 1, 2017
20	Mike Jones	BNI	ittee	Active		Aug 1, 2018
21	Amy Burmeister	App				Aug 1, 2020
22	Joe Sloe	Sho		Active		Aug 1, 2020
23	Roger Dodger	Phy		Active		Sep 1, 2020
24	Chuck Cronos	Direct Mail	Member, Events Coordinator	Active		Oct 1, 2020
25	Marky Mark	Architectural Interior Design	Member, Membership Committee	Active		Oct 1, 2020
26	Pending Member	Agricultural	Member, Membership Committee	Active		Oct 1, 2020
27	Beki Pardoe	Web Design	Visitor Host, Member	Active		Oct 1, 2020
28	Tammy Tester	Business Personal Assistant	Member	Active		Oct 1, 2020
29	Email Check Member	Barter Exchange	Member, Mentor Coordinator	Active		Mar 1, 2022
30	John Smith	Equipment Repair	Member	Active		Aug 1, 2022
31	Rebecca Goodwin	Computer Services	Member	Pending Renewal		Jan 1, 2043
32	Ross Gillett	Landscape Contractors		Pending Member		Sep 1, 2015

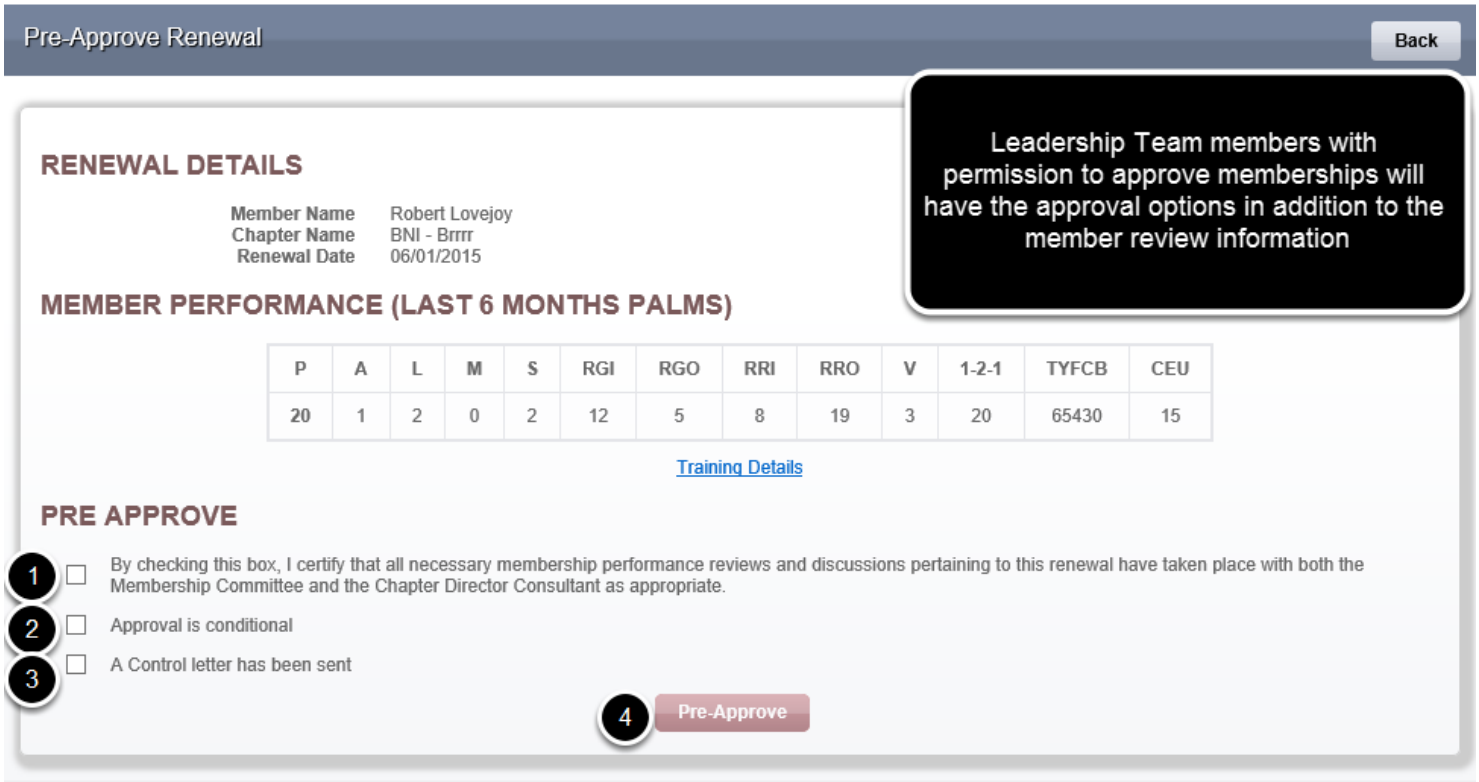
A guide to accessing the membership dues report can be found HERE.

A guide to accessing the pending applications screen can be found HERE.

The View Renewal Approval Screen - For Review Only



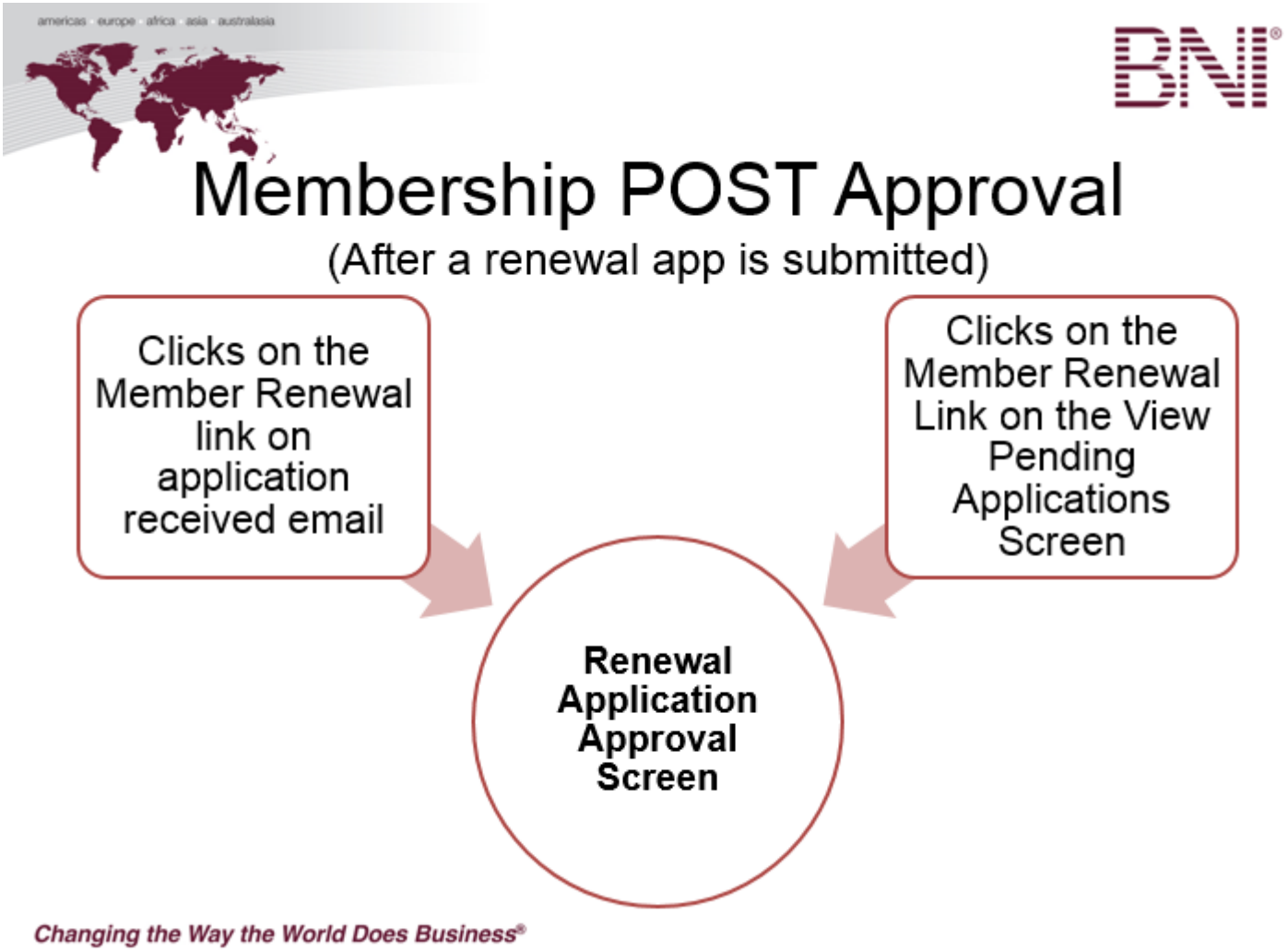
The Pre-Approval Screen



1. Before a decision can be saved, the user must assert that they have fully completed the review process.
2. A conditional approval means that the member may have been issued a warning about performance or attendance, but an approval was granted. The conditions of this approval are subject to regional policy.
3. If control letters (such as a probation notification) have been sent, this can be noted before submission.

Note: Only pre-approvals are allowed. Declining a renewal can only be done post renewal application submission.

Post Approval of a Membership - After a Member has Submitted a Renewal Application Only



Note: The option to post-approve a membership is decided by the regional and\or national office. If this option is unavailable, please contact your Executive Director.

Option 1: Click the Approval Link on the Application Received Email

Renewal Details

Chapter Name
BNI - Brrrr

Renewing Member
John Smith

Renewal Due Date
08/01/2020

Congratulations, A new renewal application has been received from John Smith for the BNI - Brrrr Chapter in Shiver Region. This is fabulous news and relates to the health and wellness of the BNI - Brrrr Chapter and our Region.

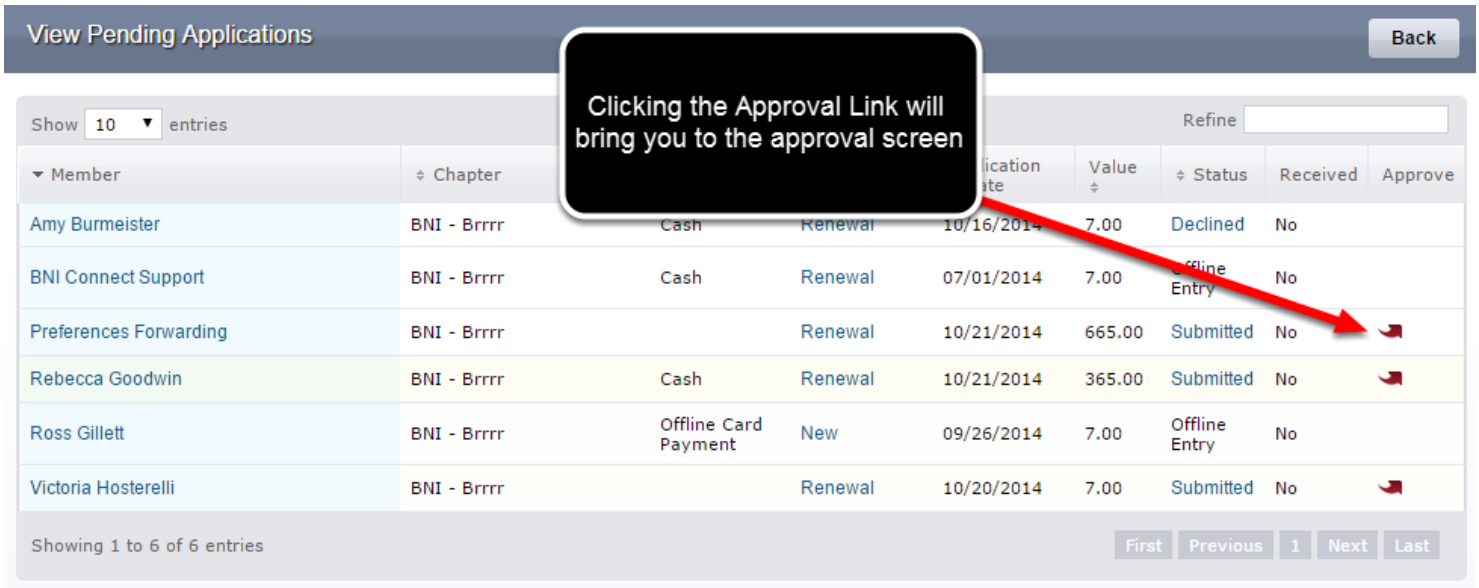
Please click below to be logged into BNI Connect(R) to approve this renewal. Remember, just as in new applications, best practices are to complete the approval process within 48 hours of the application. A copy of the application is attached.

Approve This Renewal
https://www.trackbniconnect.com/web/secure/adminRenewalApprovalForm?memberId=1132442

View Pending Applications
https://www.trackbniconnect.com/web/secure/operationsChapterMembershipPendingApplication?overrideCountryId=364&overrideRegionId=365&overrideChapterId=366

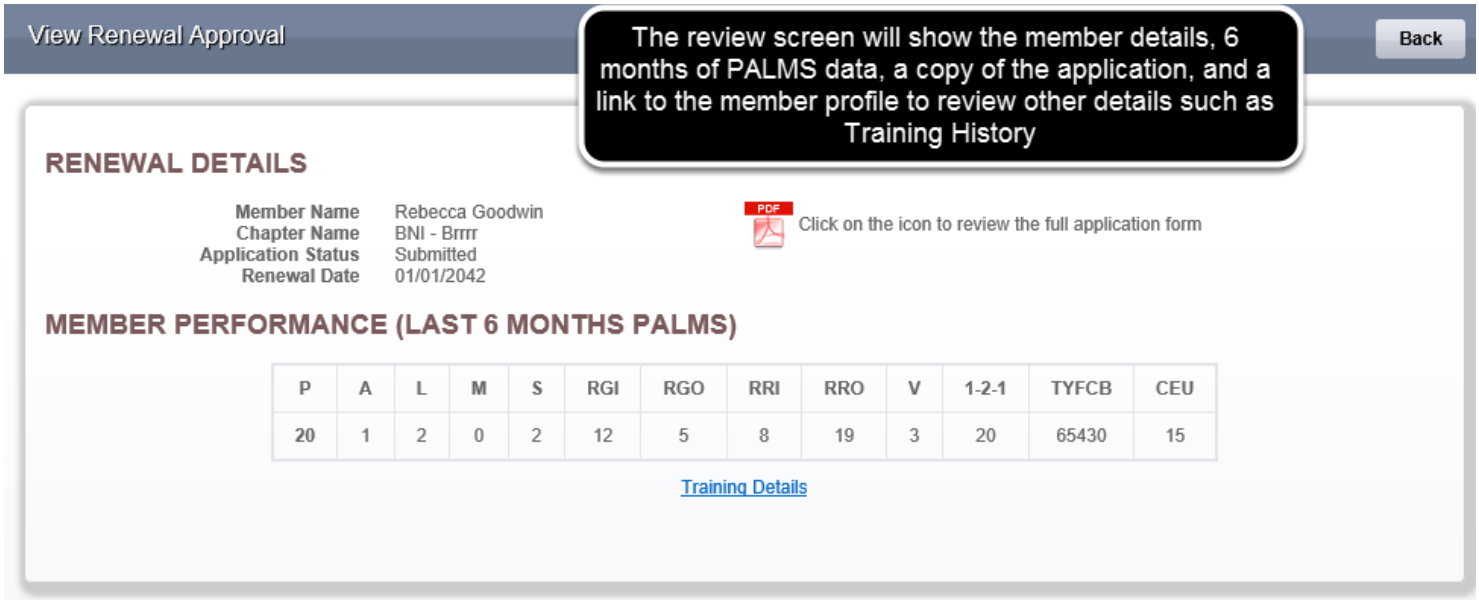
This email was copied to the Vice President, Membership Committee and your Chapter Director Consultant. Please do not respond directly to this system generated email.

Option 2: Click the Renewal Link on the View Pending Applications Screen

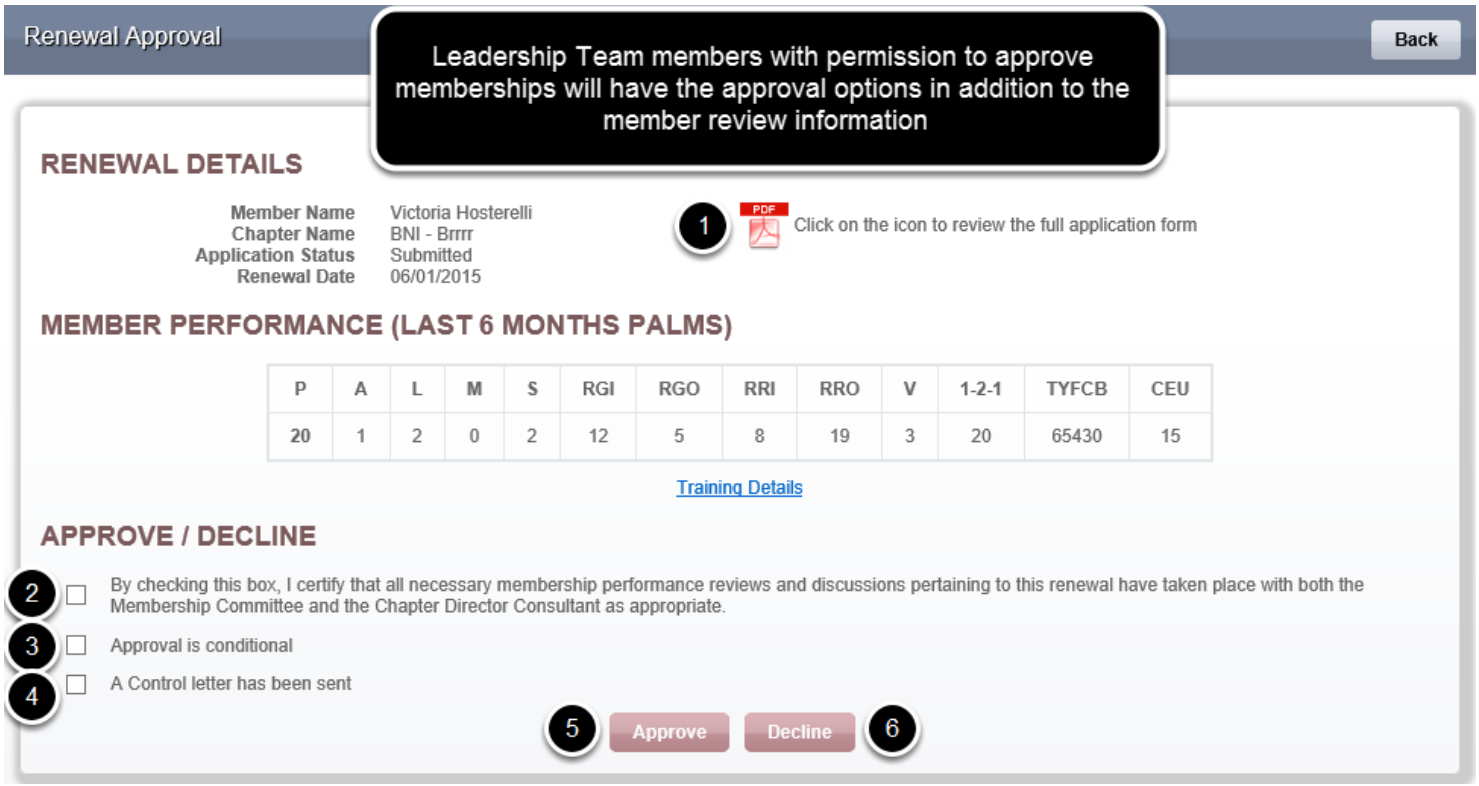


Note: Online Approvals are only available for renewals submitted online.

The View Renewal Approval Screen - For Review Only

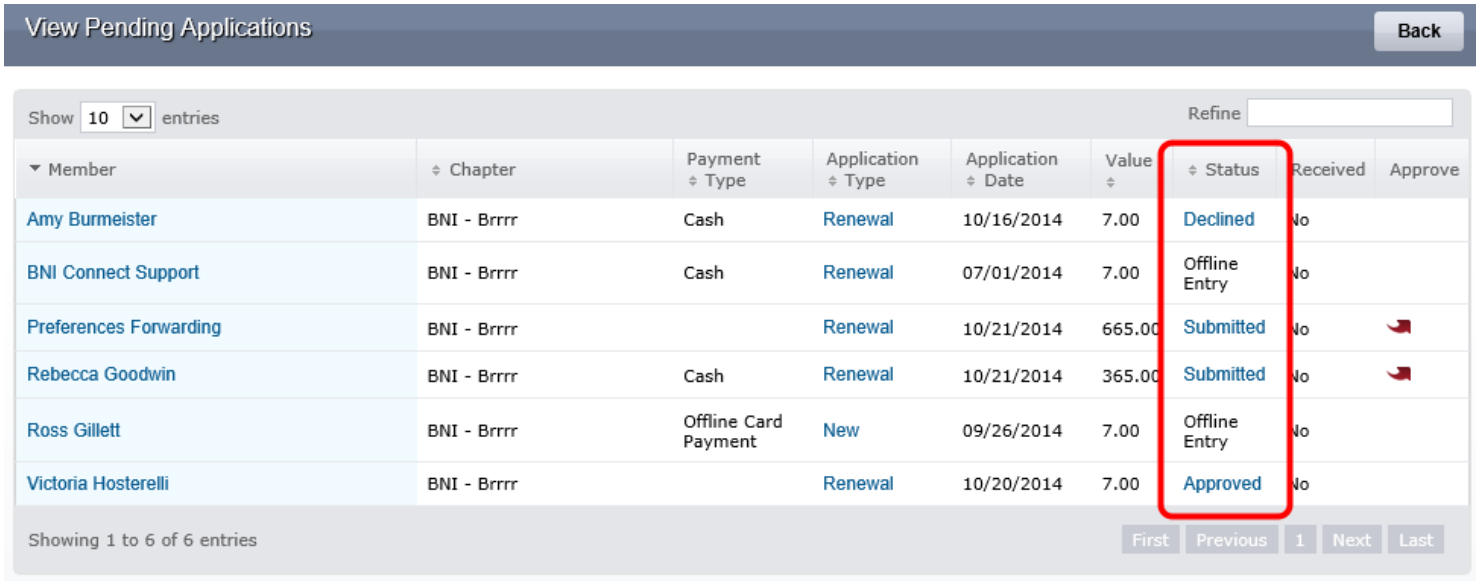


The Post-Approval Screen

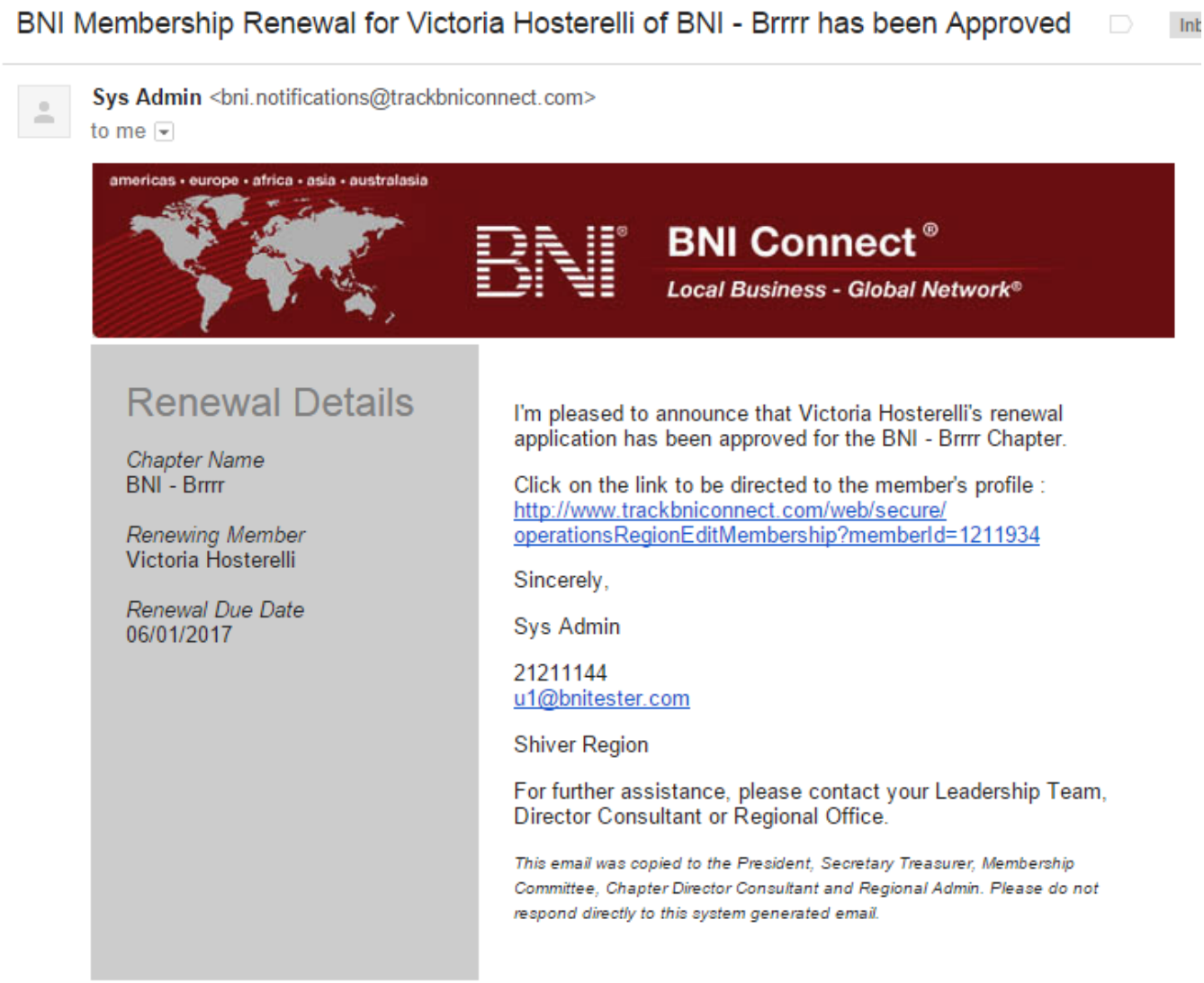


1. For post approvals, a copy of the application will be available for review.
2. Before a decision can be saved, the user must assert that they have fully completed the review process.
3. A conditional approval means that the member may have been issued a warning about performance or attendance, but an approval was granted. The conditions of this approval are subject to regional policy.
4. If control letters (such as a probation notification or in the case of a declined renewal) have been sent, this can be noted before submission.

After a Decision is Made, Pending Applications Will be Updated



Notifications are Sent About Decisions


BNI Membership Renewal for Victoria Hosterelli of BNI - Brrrr has been Approved

Sys Admin <bni.notifications@trackbniconnect.com>
to me

americas • europe • africa • asia • australasia

BNI Connect®
Local Business - Global Network®

Renewal Details

Chapter Name
BNI - Brrrr

Renewing Member
Victoria Hosterelli

Renewal Due Date
06/01/2017

I'm pleased to announce that Victoria Hosterelli's renewal application has been approved for the BNI - Brrrr Chapter.

Click on the link to be directed to the member's profile :
http://www.trackbniconnect.com/web/secure/operationsRegionEditMembership?memberId=1211934

Sincerely,

Sys Admin

21211144
u1@bnitester.com

Shiver Region

For further assistance, please contact your Leadership Team, Director Consultant or Regional Office.

This email was copied to the President, Secretary Treasurer, Membership Committee, Chapter Director Consultant and Regional Admin. Please do not respond directly to this system generated email.

Approval and Declined emails are copied to the Regional Admins, Chapter Director Consultant, President, Vice President, Secretary Treasurer and Membership Committee.

Happy Connecting!

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