

How to Become a **BUZZIN' BEE** on...



Simple How To Start & Keep Up the BUZZ:

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BEE theBUZZnetwork

www.beethebuzznetwork.com

Sign Up /Sign In Once Approved

1. Go to <http://www.beethebuzznetwork.com>
2. Sign Up using one of your established social media accounts
3. CHOOSE Facebook, Linkedin, Google+, Twitter or Yahoo Icons
4. Confirm by clicking on link in Your Home Email Mailbox

Set Up Your Profile Page

1. Sign in to <http://www.beethebuzznetwork.com> (if not already)
2. Click the "Settings" link in top right corner of the page
3. Click the "My Page" link on the left:

A. Update Your Profile Photo:

1. Sign in. to <http://www.beethebuzznetwork.com> (if not already)
2. Click the "Settings" link in upper right corner of the page.
3. Click the "Choose File" button next to the Photo field,

What's the best size for a profile picture image? *Just about any image will work as long as it is a GIF, JPG or PNG image that is under 10 MB in size. We recommend square images that are larger than 183×183 pixels. Anything larger will be compressed/resized to fit that space.*

B. Add Your Bio/Business Info:

1. Use Empty Textbox To Add This Info
2. Go to My Page and click the "Edit" button in Textbox
3. Copy/Paste Info from your computer files or create now.

Adding/Managing Your Friends

A. Send a Friend Request

Click on Members Tab in Menu at top of page

Click on Member Photo you would like to Add to Friends

Click the "Add as Friend" link under their profile photo

(Optional: add a note to your friend request, click the "Add a personal message" link.)

Click "Send" to notify them of your Friend Request

B. View /Accept Your Friend Requests

When someone sends you a friend request, **you'll receive an email and be alerted when you sign in to the Network.**

At the top of the right column, you'll see how many friend requests you have next to the "Friends" link.

To view who has requested to be your friend, **click on this link to be taken to your My Friends page, with the Requests Received tab open.**

C. Message Your Friends

You can send a **private message** to anyone you're friends with – **or to a group of people you're friends with.**

1. **Click the "Inbox" link** from the top right side of the page,
2. **Click on the "Compose" link**
3. **Select friends** you'd like to send your message to.
4. **Create or Paste Message** into message area
5. **Click Send**

Sharing with Other Social Media Sites

A. Facebook:

1. **Go to the "My Page" in main menu**
2. **Click on Share On Facebook Under Profile Photo**
3. **Log In to Facebook Account**
4. **Choose List to Send to (Public, Friends, etc)**

B. Twitter:

1. **Go to the "My Page" in main menu**
2. **Click on Share On Twitter Under Profile Photo**
3. **Log In to Twitter Account**

C. Google+:

1. **Go to the "My Page" in main menu**
2. **Click on Share Google+ Under Profile Photo**
3. **Log In to Gmail Account/Google+ Account**

Joining /Invite Members to Groups

A. Join Group

1. Click on Groups Page in main menu
2. Click on Group icon you wish to join
3. Click on +Join (name of group) at top right of box
Add comments/ message/follow group members

B. Invite people to a group

1. Go to the group's page in main menu
2. Click on "My Groups"
3. Choose Group you wish to invite people to
4. Click the "Invite More People" link.
(Non-members will need to join BEEtheBUZZnetwork in order to join the group)

Status Updates

A. Sharing a Text Notice with Live Link

1. Type/Paste in desired notice or comment
2. Add Link if not in above
3. Click Share

B. Sharing a Blog Post

1. Click on Blog Post Link above status box
2. Type / Paste in Blog Text OR Click on Options
(My Blogs or ALL Blogs) to share created Blog Post)
3. Add / Paste in Title
4. Click Publish Post

C. Sharing a Video

1. Click on Video Link above status box
2. Paste the video URL or embed code
3. Click on Add Video

D. Sharing an Event

1. Click on Event Link above status box
2. Type / Paste in Description of Event **OR** Click on Options
(*My Events or ALL Events*) to share created Event)
3. Add / Paste in Title
4. Add Photo (upload from your files)
5. Add Event Type
6. Add Dates, Times, Location
7. Click Create Event

E. Sharing a Photo

1. Click on Photo Link above status box
2. Click on Browse
3. Find Photo you wish to upload
4. Click on Add Photos

Adding Photos / Albums / Slideshows

A. Adding Photos:

1. Click on Photo Link above status box
2. Click on Browse
3. Find Photo(s) you wish to upload
4. Click on Add Photos

B. Adding Albums:

1. Click on Photo Link above status box (if not there already)
2. Click on My Albums
3. Click on +Add at top right of box
4. Drag to Add Photos
5. Add Album Title / Description
6. Click Save
7. Click Share & Choose Social Media/Options Share with Friends

C. Create Slideshow:

1. Click on View Slideshow (left/center page)
2. Click Share/Choose Social Media/Options to Share Friends

Adding Events & Inviting Members

A. Add an Event:

1. Go to the Events page and clicking the “+Add” link.
2. Upload an *roughly square in size so it doesn't get distorted*
3. Add text, hyperlinks, images / paste already created text
4. Specify the Privacy settings for your event.
5. Add title, start time, event type, and organizer.
6. Click “Add Event”

B. Invite Members to an Event:

1. Click the “Invite More People” link.
2. To see who has responded, go to your event's detail page.

Please note that no email notifications are sent out when someone RSVPs to your event.

C. Edit Your Event's Information:

1. Click “Edit Event” link in the Options drop-down menu.
2. Change any information about the event
3. Click Save.

D. Send a Message to the Guests of Your Event:

1. Click “Send Message to Guests” in Options drop-down menu
2. Choose guests you'd like to send your message to
3. Write your message below.
4. Click “Send” to send the message!

You will not receive a copy of the broadcast message you send out to your guests

E. Copy Event:

1. Click “Copy Event” link in the Options drop-down menu.
2. Change any information about the next event
3. Click Save.
4. Invite Guests (See B)

Adding a Blog Posting & Sharing

Your My Page on [BEEtheBUZZnetwork](http://www.beethebuzznetwork.com) comes equipped with your very own blog.

Click on the “Blog Posts” link on the left hand side to visit your blog page.

A. How To Post In Your Blog:

1. Sign in to <http://www.beethebuzznetwork.com>
2. Click on Blogs on the Menu Bar.
3. Click +Add
4. Add Title of your blog.
5. Add Text in text editor.
(Copy & paste from word doc recommended)
6. Scroll to the end of the page.
7. Save as draft then check spelling , etc.
8. Choose Edit Blog Posts from tool bar
9. Click Preview for one last look
10. Choose Date to Post or Choose Now
11. Click Publish Post.

(will be saved as draft until date to be sent if scheduled)