
SWNG Member Manual

OVERVIEW

This manual is intended to provide a simple guide to common activities on the Southwest Network Groups members site.

SECTIONS

[**How To Give A Rap**](#)

[**How To Give A Referral**](#)

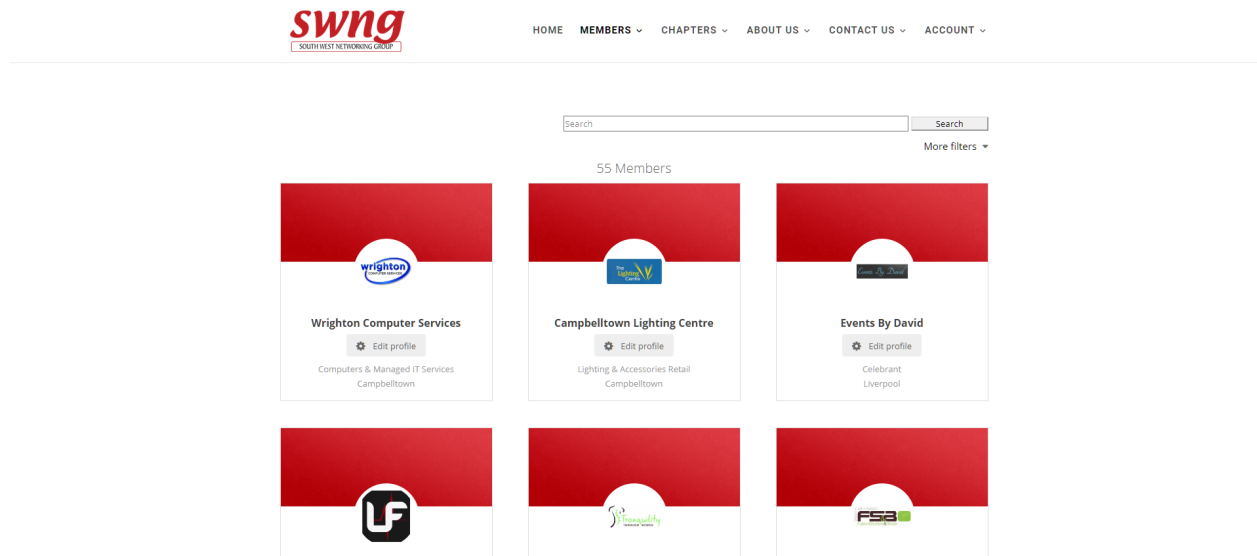
[**How To Update Your Profile**](#)

[**How To Update Your Account**](#)

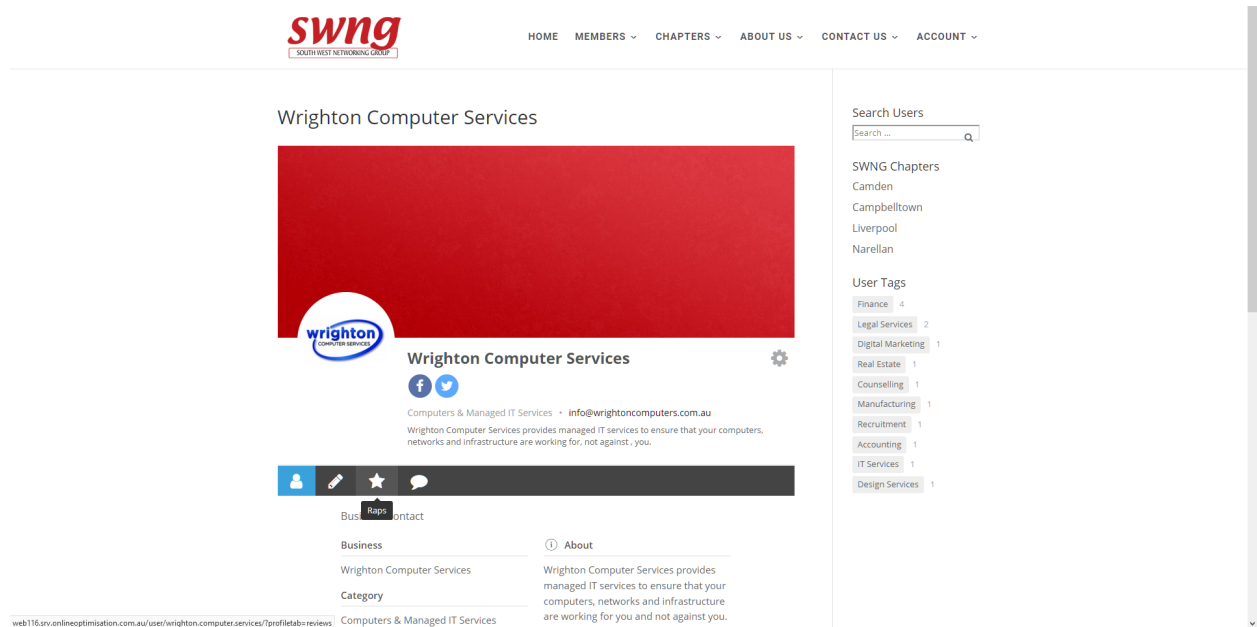
[**How To Reset Your Password**](#)

How To Give A Rap

To find a specific member, you can search our member directories. From the main menu at the top of the page, select the chapter if you know which chapter the member belongs to, or the **Search All** option if you do not.



On the directory page click on the members profile, we will use Wrighton Computer Services (top left) for the example.



Then click on the star icon to access the **Raps** tab

The screenshot shows the SWNG (South West Networking Group) website. The header includes the SWNG logo and navigation links: HOME, MEMBERS, CHAPTERS, ABOUT US, CONTACT US, and ACCOUNT. The main content area displays the profile of 'Wrighton Computer Services'. The profile features a red banner, the company logo, and contact information: 'Computers & Managed IT Services', 'info@wrightoncomputers.com.au', and a description of their services. Below the profile is a 'User Rating' section showing a 5.00 average based on 0 reviews, with a 'Write a review for this user' button. On the right side, there is a 'Search Users' bar and a list of 'SWNG Chapters' (Camden, Campbelltown, Liverpool, Narellan) and 'User Tags' (Finance, Legal Services, Digital Marketing, Real Estate, Counselling, Manufacturing, Recruitment, Accounting, IT Services, Design Services).

Click on the section that says “Write a review for this user” and it will change to look like the image below. Click on the star rating you want to give, enter a subject (what the review is about, or a summary like “Very Professional!”, write your review and then click **Submit Review**

The screenshot shows the review form for Wrighton Computer Services. It includes a star rating (5 stars), a subject line 'Enter subject...', and a date 'by Online Optimisation, 14 November 2019'. Below these is a text area for the review 'Enter your review...'. A blue 'Submit Review' button is at the bottom. A close button (X) is in the top right corner.

Please note that you must be logged in to give a member a Rap. If you are not you will be prompted to login first.

How To Give A Referral

To give a member a referral, you may do so either from your own profile, or directly from theirs.

To give a referral from your own profile, log in to the site, and if you aren't redirected to your profile on login, you may simply click the **Account > Profile** link (from the main menu select the **Profile** link from the submenu under the **Account** link). You will land on your Profile page, which should look similar to the one below.

The screenshot shows the user profile for 'Online Optimisation' on the SWNG website. The header includes the SWNG logo and navigation links: HOME, MEMBERS, CHAPTERS, ABOUT US, CONTACT US, and ACCOUNT. The profile card features a blue header with the text 'Creating Success Online' and the website 'www.onlineoptimisation.com.au'. Below this is a dark bar with icons for profile, edit, star, speech bubble, and another speech bubble. The 'Business Contact' section shows the category 'Business' and a description: 'Online Optimisation is a local business that helps local businesses with online marketing.' On the right, there is a 'Search Users' field and a list of 'SWNG Chapters' (Camden, Campbelltown, Liverpool, Narellan) and 'User Tags' (Finance: 4, Legal Services: 2, Digital Marketing: 1, Real Estate: 1, Counselling: 1, Manufacturing: 1, Recruitment: 1, Accounting: 1, IT Services: 1, Design Services: 1).

To give someone a referral, click on the single speech bubble icon, it will show the label **Give Referral** when hovered over.



Once you have clicked on the link you will be shown the form on the right. **Note: if you are giving a referral from another members profile page, you will NOT see the 'Recipient Member' select section.**

Fill out the details and hit **Submit Referral**. You will get confirmation and the member who you sent the referral to will receive a notification email to let them know. The process is identical to refer from a members profile, except the Recipient Member section.

Member Details

Recipient Member:
add-nett-pty-ltd

Referral Details

Name:

Business/Organisation:

Phone:

Email:

Notes:

How To Update Your Profile

To edit your profile, first you must be logged in. Next go to your profile page (members should be redirected to their page on login) by selecting **Account > Profile** link (from the main menu select the **Profile** link from the submenu under the **Account** link).

You will be shown your profile page. To edit it click on the cog icon below your cover image, and select the **Edit Profile** option.

demo.user



demo.user

demo.user@email.com



Edit Profile

My Account

Logout


Cancel



Business Contact

The view will change and allow you to change or fill in the values of your details. There is an illustrated breakdown on the next page.

- 1. Cover image:** click here to upload your own cover image, a dialog will open and guide you through the process.
- 2. Profile image:** click here to upload your own profile image, a dialog will open and guide you through the process.
- 3. Blurb:** A short description or blurb about your business. This entry is limited to 180 characters. A more detailed section is available in the next section.
- 4. Business details:** All the contact and business details. Entries that are missing will not be shown on the public profile. **Note: To update your primary email, you will need to do so via the Account page.**
- 5. Update button:** Once you are done, you may submit it by clicking here, or the check mark below and to the right of the cover image.



[HOME](#)
[MEMBERS](#)
[CHAPTERS](#)
[ABOUT US](#)
[CONTACT US](#)
[ACCOUNT](#)

demo.user

1

Change your cover photo

2

demo.user

demo.user@email.com

3

Tell us a bit about yourself...

180

4

Business Contact

Business

demo.user

Category

First Name

Demo

Last Name

Member

Chapter

Website URL

http://www.demo.com.au

Secondary E-mail Address

Phone

Mobile

Fax

Facebook

Twitter

LinkedIn

Instagram

Business Type

Update Profile

Cancel

Search Users

Search ...

SWNG Chapters

Camden

Campbelltown

Liverpool

Narellan

User Tags

Finance 4

Legal Services 2

Digital Marketing 1

Real Estate 1

Counselling 1

Manufacturing 1

Recruitment 1

Accounting 1

IT Services 1


Design Services 1

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How To Update Your Account

To edit your account, first you must be logged in. Next go to your account page by selecting **Account** from the top menu. You will see the form below.



demo.user
[View profile](#)

	Account	>
	Change Password	>
	Privacy	>
	Groups	>
	My Photos	>
	Delete Account	>

Account

Username


First Name

Last Name







E-mail Address

[Update Account](#)

The main tab allows you to change your name and primary email. You cannot change your username, this is the unique identifier the website uses for you. Clicking on the other tabs will also allow you to select different options such as change your password (shown below), select privacy options (depending on account type) and even delete your account.



demo.user
[View profile](#)

	Account	>
	Change Password	>
	Privacy	>
	Groups	>
	My Photos	>
	Delete Account	>

Change Password

Current Password

New Password

Confirm Password

[Update Password](#)

How To Reset Your Password

swng
SOUTHWEST NETWORKING GROUP

HOME MEMBERS CHAPTERS ABOUT US CONTACT US LOGIN

Login

Username or E-mail

Password

☐ Keep me signed in

Login Register

[Forgot your password?](#)

Search Users

Search ...

SWNG Chapters

Camden

Campbelltown

Liverpool

Narellan

User Tags

Finance 4

Legal Services 2

Digital Marketing 1

Real Estate 1

Counselling 1

Manufacturing 1

Recruitment 1

Accounting 1

IT Services 1

Design Services 1

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Privacy Policy

If you ever forget your password you can have it reset from the login page. Underneath the Login Button, there is a link to reset your password. You will be prompted to enter your username or email.

Password Reset

To reset your password, please enter your email address
or username below

Enter your username or email

Reset my password

And an email will be sent to the email registered to your account.

Password Reset

We have sent you a password reset link to your e-mail.
Please check your inbox.

Once you have clicked the link to reset your password, you will be taken to a screen where you may now set your new password.

South West Networking Group


3

New

Edit Page

Enable Visual Builder

Howdy, Online Optimisation



HOME MEMBERS CHAPTERS ABOUT US CONTACT US ACCOUNT

Password Reset

New Password

Confirm Password

Change my password

Search Users

Search ...

q

SWNG Chapters

Camden

Campbelltown

Liverpool

Narellan

User Tags

Finance 4

Legal Services 2

Digital Marketing 1

Real Estate 1

Counselling 1

Manufacturing 1

Recruitment 1


Accounting 1

IT Services 1

Design Services 1

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