New Member Checklist

This checklist requires you to have already registered for your TNT account. If you haven't yet, do so at
https://totalnetworkingteam.com/register

☐ **Add Your Directory Entry**
Sign in > Dashboard > Click "Add Directory Entry" in the sidebar

Be sure to add photo, logo, company contact information, phone numbers, emails, URLs, and most important, add a description that tells everyone exactly what you do. This bio can include basic HTML and should be as informative as possible.

☐ **Add Chapter As Directory Category**
Sign in > Dashboard > Click "Edit Directory Entry" in the sidebar

If you missed this step when you first created your directory entry, you can edit your entry and add your chapter name as a category (it's in the category list). This allows you to show up on the chapter pages.

☐ **Register As a Substitute If Interested**
Sign In > Dashboard > Click "Edit Directory Entry" in the sidebar

Add the category "Substitute" to be listed on the page of substitutes. People can call on you to fill their place when they're going to be absent. Substitutes should provide a 60-sec presentation for you. After you read theirs, you can tell the group about yourself and your company.

☐ **Visit TNT University**
Sign in > Dashboard > Click "TNT University" in the sidebar

This is where you will find videos teaching you how to prepare for a 60-sec presentation, 10-min presentation, and other tips on networking.

☐ **Visit Your Chapter Page**
Sign in > Chapters > Click your chapter

This is the place where you can get all the info for everyone in your chapter. If you haven't added them to your phone, you should do so now. You never know when someone may need their contact info. If you don't see your entry on this page, be sure you added your chapter as a category.

☐ **Visit The Member Directory**
Sign in > Chapters > Click Directory

The directory is where you can see all the people in all of the chapters and get the contact info of any member you need. This is a great place to find people in categories your chapter may not have, so check back often.