



GCC BDI Online Platform User Guide

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NEW PLATFORM- INTRODUCTION

Dear Members,

We are excited to announce that we have transitioned to a new Customer Relationship Management (CRM) platform, called Glue Up, to enhance the services we provide to you. This transition is aimed at improving your overall experience by offering a more visually appealing and advanced online platform with exciting features. One of the major advantages of this transition is the introduction of a customised mobile app, allowing you to conveniently access our services on the go. With Glue Up, we are confident that we will be able to deliver a higher level of service, streamline our operations, and provide you with a seamless and engaging member experience.

The new platform has an intuitive and user-friendly interface, making it easier for you to navigate and interact with our platform.

As we transition to Glue Up, we will ensure that there is minimal disruption to our services. Our team is working diligently to make sure you continue to enjoy the benefits of our membership without interruption. We will also provide comprehensive training resources, which includes this User Guide, and support to help you become familiar with the new platform and make the most out of its functionalities.

We understand the importance of data security and want to assure you that your information is safe as we transition to Glue Up. We have implemented robust security measures to safeguard your personal data and ensure its confidentiality. Glue Up employs advanced encryption protocols, firewalls, and regular security audits to prevent unauthorized access or data breaches. Your privacy is our top priority, and we are committed to adhering to industry best practices, including the DIFC Data Protection Law and all other data protection laws and regulations in the region and GDPR, to maintain the integrity and security of your information.

If you have any questions or need further information, please do not hesitate to contact the Membership Team at membership@gccbdi.com.

GCC BDI NEW MEMBERS

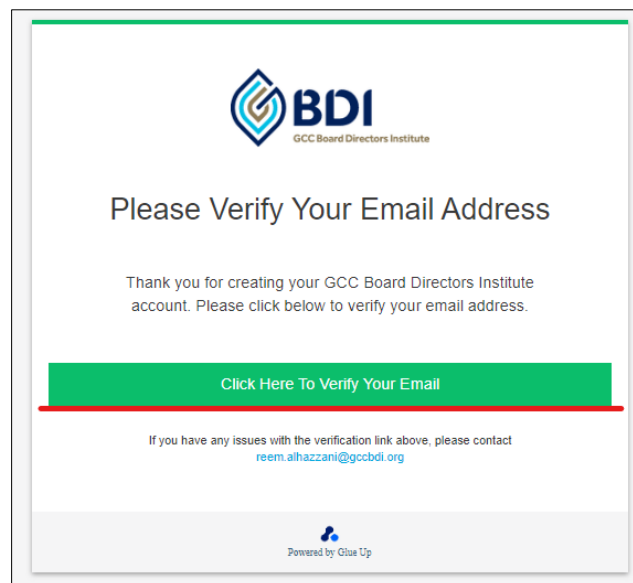
Applying to become a Member

Application Form

1. Go to our website [here](#) and choose the membership category you fit into, based on our [eligibility criteria](#).
2. As you complete the application form, make sure to **choose and remember your password** as this will be used to **access your GCC BDI online account and mobile app**.
3. Before you submit the application, you will be asked for your billing information. Please note that **you will not be required to make the payment at this point**. You will be asked to make the payment once your application is approved.

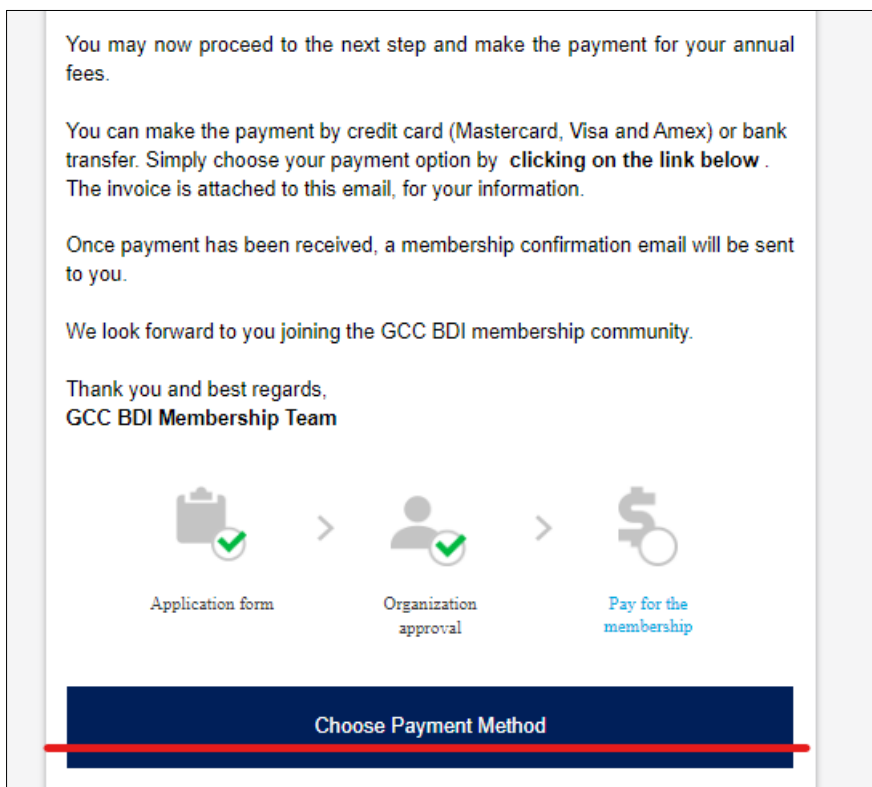
Email Communications

4. Upon submitting your application, you will receive two emails: Application Status and Confirm your address emails.
5. **Application status email:** This is to advise you we have received your application.
6. **Verification of email address:** You **MUST** verify your email address as this is the only way you will be able to access our online platform and mobile app:
 - a. Upon receiving the verify email communication, click on '**Click here to verify your email address**'. The email address will come from 'no-reply@glueup.com'. Check your junk folder, if you don't receive the email.



7. Once you click on the button to verify your email address, you will be automatically taken to the GCC BDI Online platform, as a guest user.
8. You can see the GCC BDI Online platform features, by clicking [HERE](#).

9. Once we approve your application, you will receive an email asking you to **proceed to membership payment based on the payment term you have chosen** when completing the application form.
10. Please click on the '**Choose Payment Method**' button to pay either by Credit Card or Bank transfer.



11. Please note that if you choose to make the payment by bank transfer, you will receive an email with our bank details. Your membership will only be activated once we receive the payment.

Membership Activation

12. Once payment is confirmed, you will receive a confirmation email.
13. Click on the button '**Complete Your Member Profile**' and sign in to the platform.
 - a. **Username:** Email address used on the membership application form.
 - b. **Password:** Password created during the membership application process.
14. Upon login, you will be asked to update your **Membership Directory Profile** – this is the information other members of the GCC BDI will be able to see when searching the directory. This is also the information presented in your **GCC BDI e-business card**.



Membership activated internally

If you have not applied for your membership online, we may still process your membership internally.

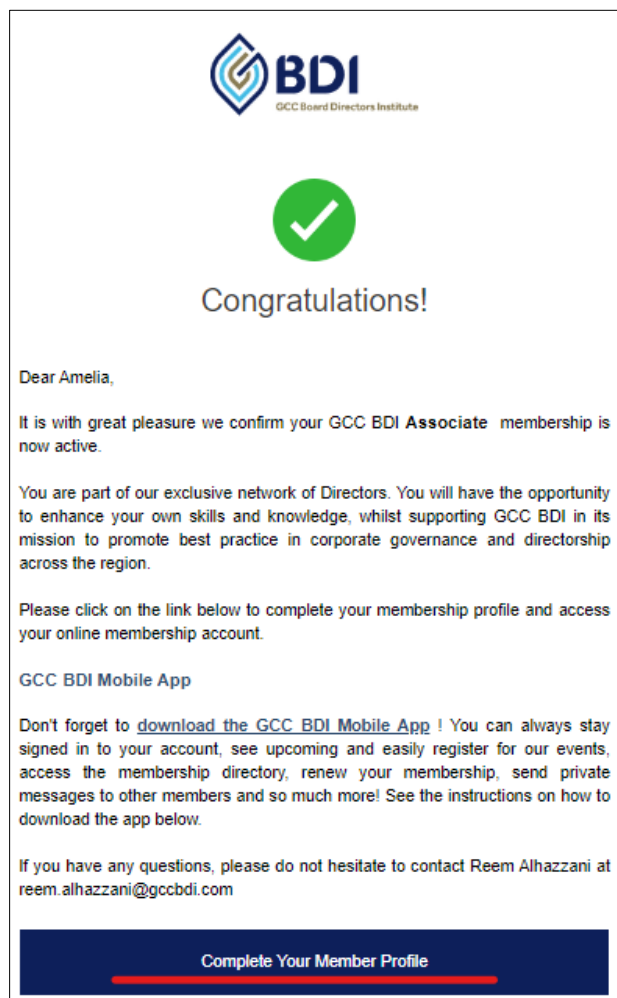
In this case, after your membership is processed internally and activated:

Membership Welcome Email

A Confirmation email welcoming you to GCC BDI and your new membership will be sent to you.

Complete Your Member Profile


In order to activate your membership, you **MUST** click on the ‘**Complete Your Member Profile**’ button.



Register your membership email

Once you click on the button, you will be asked to register your email to your membership account. Follow the instructions on the screen.

Please make sure to set up a password and save it for future reference.




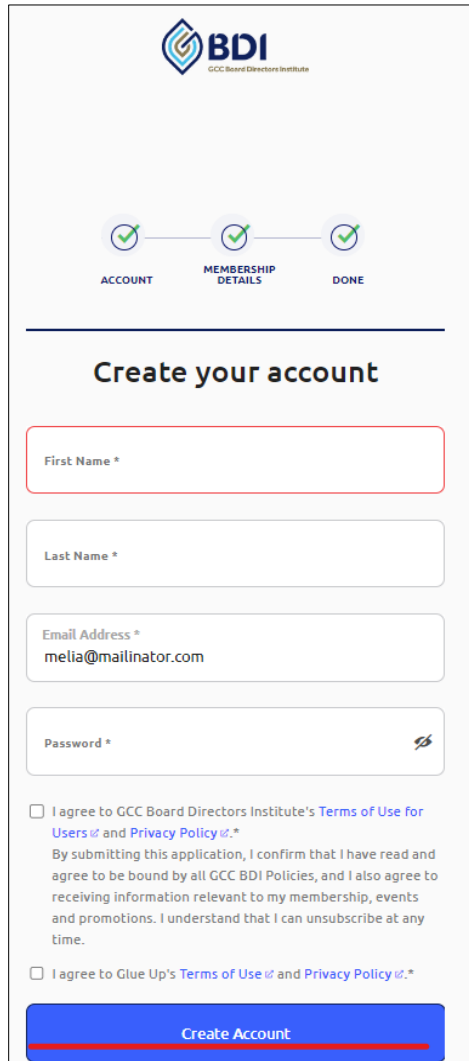
BDI
GCC Board Directors Institute

ACCOUNT MEMBERSHIP DETAILS DONE

**You've been invited to join GCC Board
Directors Institute's
Associate membership**

Click below to register your new
account.

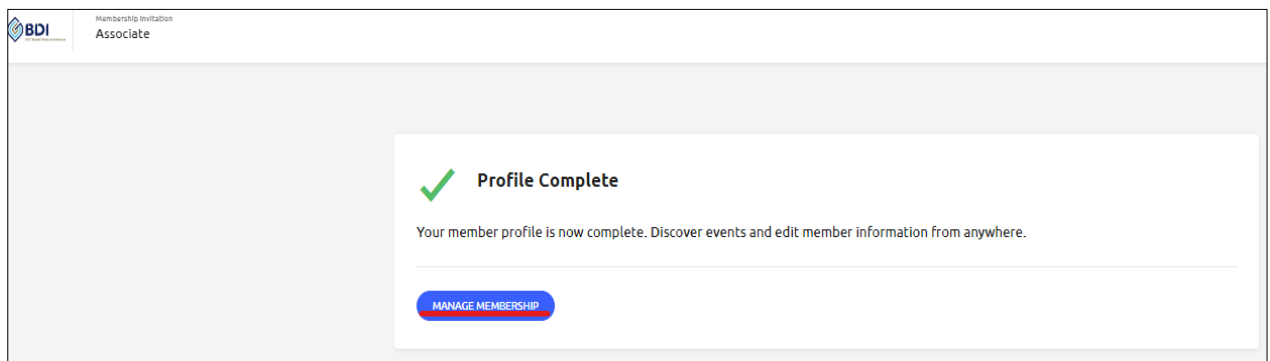
 [Register with Email](#)



The screenshot shows a web form titled "Create your account" for BDI. At the top, there is a progress indicator with three steps: "ACCOUNT" (checked), "MEMBERSHIP DETAILS" (checked), and "DONE" (checked). The form fields are: "First Name *", "Last Name *", "Email Address *" (with the example "melia@mailinator.com"), and "Password *" (with a strength indicator icon). Below the fields are two checkboxes for terms and conditions: "I agree to GCC Board Directors Institute's Terms of Use for Users and Privacy Policy" and "I agree to Glue Up's Terms of Use and Privacy Policy". A blue "Create Account" button is at the bottom.

Complete setting up your membership profile

Once you complete your membership profile, click on **'Manage Membership'** to go to your online platform.




The screenshot shows a confirmation message on a page titled "Membership Invitation Associate". The message features a green checkmark icon and the text "Profile Complete". Below this, it says "Your member profile is now complete. Discover events and edit member information from anywhere." A blue button labeled "MANAGE MEMBERSHIP" is positioned at the bottom of the message box.

GCC BDI EXISTING MEMBERS

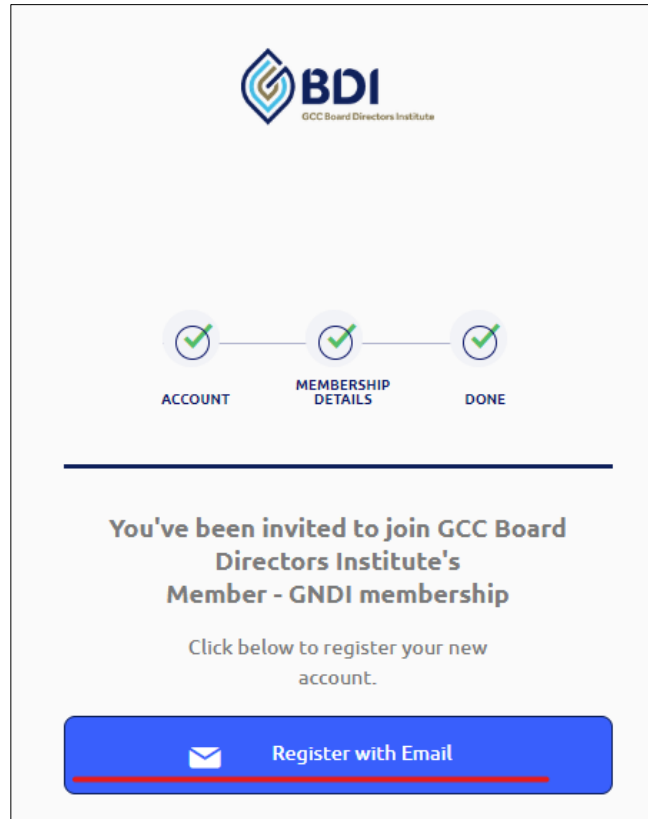
Activating membership account

Existing GCC BDI members had their membership information and contact details migrated to our new Membership & Events platform – Glue Up. Now that the transition has been completed, you **MUST** activate a new membership account to access the online account, mobile app and benefits.

1. Once the migration of platforms is completed, you will receive a welcome email.
2. On that email, click on '**Create Your New Member Account**' – see the image below:

 <p style="text-align: center;">Welcome to Your Enhanced Membership</p> <p>Dear Lourdes,</p> <p>We are excited to announce that we have transitioned to a new Membership & Events platform, called Glue Up , to enhance the services we provide to you. This transition is aimed at improving your overall experience with exciting features .</p> <p>One of the major advantages of this transition is the introduction of a mobile app , allowing you to conveniently access your benefits on the go.</p> <p style="text-align: center;"><u>STEP 1: CREATE NEW MEMBERSHIP ACCOUNT</u></p> <p>You MUST now create a new membership account to access the online platform, mobile app and all the membership benefits you are entitled to.</p> <ol style="list-style-type: none"> 1. Click on the button below 'Create Your New Member Account'. 2. Register with your email address - this will be your Username. 3. Create a Password - this will be used to sign-in to both online portal and mobile app. 4. Complete and/or update your member profile. <p>Follow the instructions on the screen to successfully complete the process.</p>	<p style="text-align: center;"><u>STEP 2: DOWNLOAD AND SIGN-IN TO THE GCC BDI MOBILE APP</u></p> <p>After you have created your new membership account:</p> <ol style="list-style-type: none"> 1. Open the App Store on your iPhone or iPad, or Google Play Store on your Android device and type 'GCC BDI' in the search and download the app. 2. Click on 'Log in' and insert your username and password. <p>If you have any questions, please do not hesitate to contact us on the details below.</p> <p>GCC BDI Membership Team</p> <div style="text-align: center; background-color: #003366; color: white; padding: 5px; margin: 10px 0;"> Create Your New Member Account </div> <p style="text-align: center; font-size: small;">If you have any issues, please contact mariane.zanatta@gccbdi.org</p>
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3. Click on '**Register with Email**'.

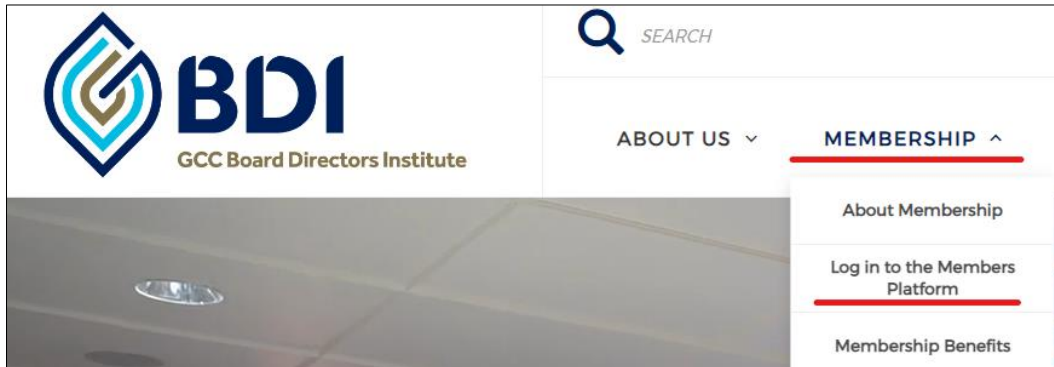


4. Enter your first and last name and a password. **Please make note of this password, as it you will use it to sign-in to the platform.**
5. Click on 'Create Account'. At this point, your account will be activated.
6. Complete the membership information form. **This step is optional, although it is highly recommended. You may choose to update your profile when you next log in to the platform. If that is the case, just close the window.**
7. Once you complete your profile, click on 'Manage Membership' and access your GCC BDI Online Account.
8. You can see all the features in the online platform by clicking [here](#).
9. Please make sure to download the GCC BDI mobile app for – see instructions [here](#).

LOGGING IN TO THE GCC BDI ONLINE PLATFORM

1. Go to our website home page [here](#).
2. On the top menu, go to 'Membership' and click on 'Log in to the Members Platform'
3. Click on 'Log in to the GCC BDI Online Platform'.

4. Insert your username and password.



Log in to the Members Platform

As a member of the GCC BDI, we want to make sure you are aware of the many benefits of using our members platform.

Our online members platform allows you to:

- Easily register for events
- Renew your membership
- Connect with other members through our directory
- Stay up-to-date with GCC BDI latest updates
- And much more

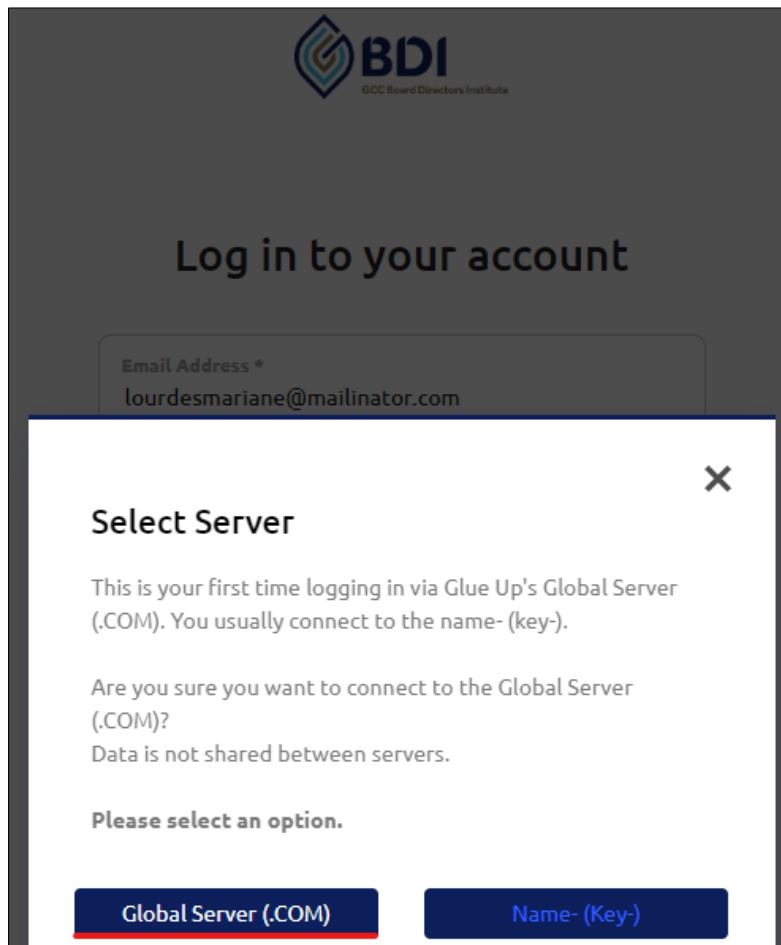
SIGNING IN TO THE ONLINE PLATFORM

1. Click on the button below
2. Insert your username (email address) and password
3. If you have forgotten your username or password, please send an email to the Membership team at membership@gccbdi.org.

[LOG IN TO THE GCC BDI ONLINE PLATFORM](#)

Logging in for the first time – Important Notice

1. When logging in for the first time, you will be asked to select the server to log in – you will be asked this only once.
2. Select the server '**Global Server (.COM)**'.



UPDATING YOUR PROFILE

There are two profiles you can update online:

- **Edit Member Profile:** This will update the information we hold in our database about your membership and personal and professional detail. The information updated in this section will only be available for you and GCC BD staff.

Note: GCC BDI relies heavily on accurate and up-to-date member information to communicate effectively with you. This includes important membership updates, event invitations, newsletters, membership benefits and more.

Having outdated or incorrect contact information can result in missed opportunities to engage with the GCC BDI and stay informed about the latest news and events.

- **Edit Profile:** This will be the information available publicly to other GCC BDI members in the **Membership Directory & E-Business cards only**. The fields that you can edit and that will be publicly available to other members to see are:

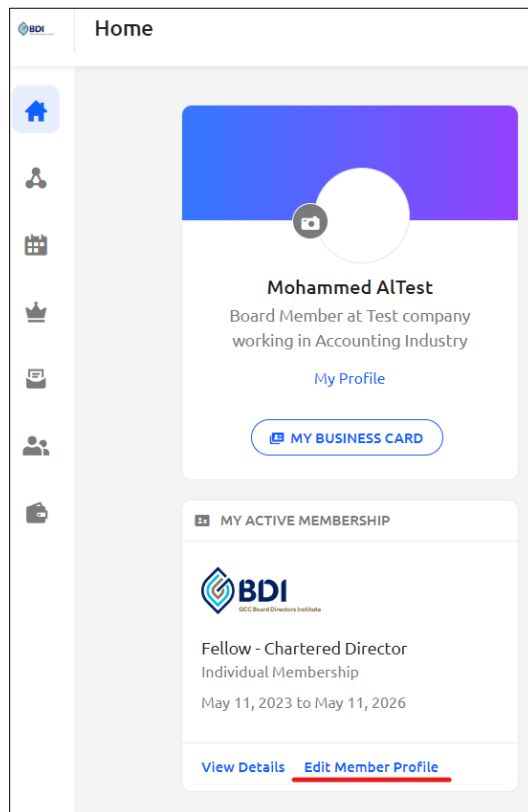


- Profile Photo
- First name (Mandatory)
- Last name (Mandatory)
- Company Name (Mandatory)
- Title/Position (Mandatory)
- Function
- Industry
- Fields of Expertise/Experience

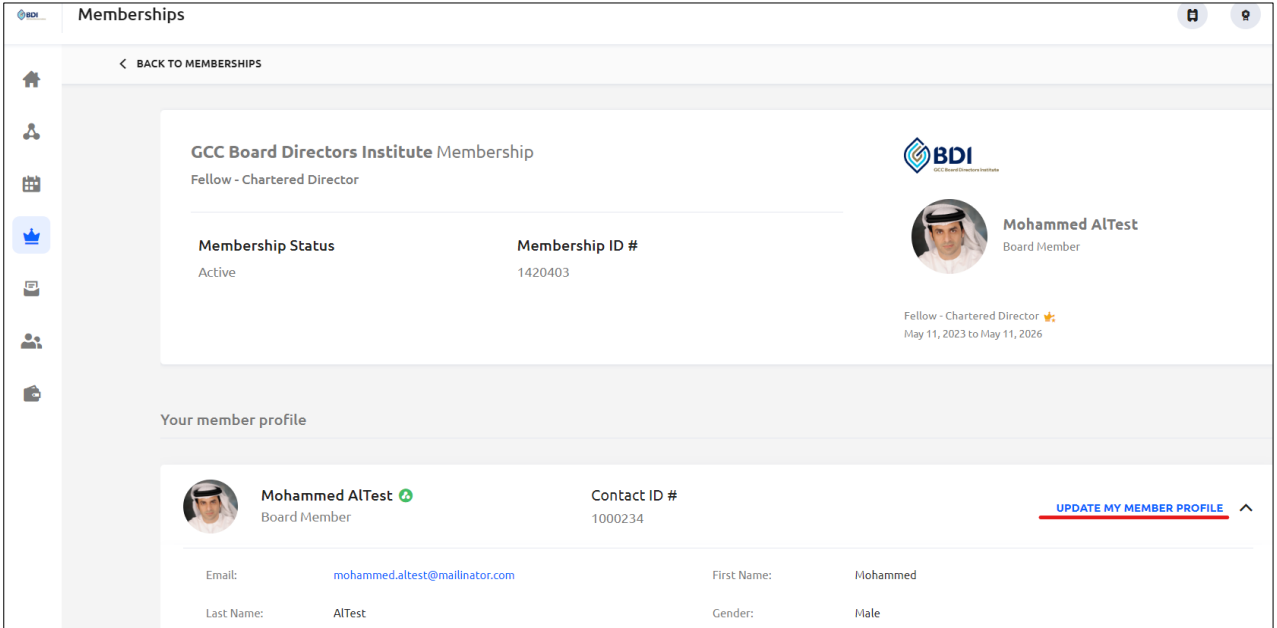
Note: If you wish to remove your profile from the directory, please contact the Membership Team at membership@gccbdi.com.

Updating your membership profile

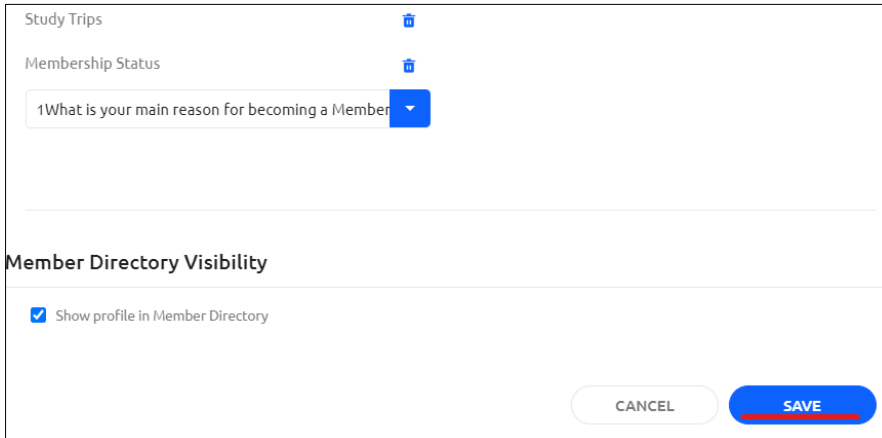
1. Log in to the GCC BDI Online Platform [here](#).
2. On the home page, click on **'Edit Member Profile'**.



3. Click on **'Update my Member Profile'**.

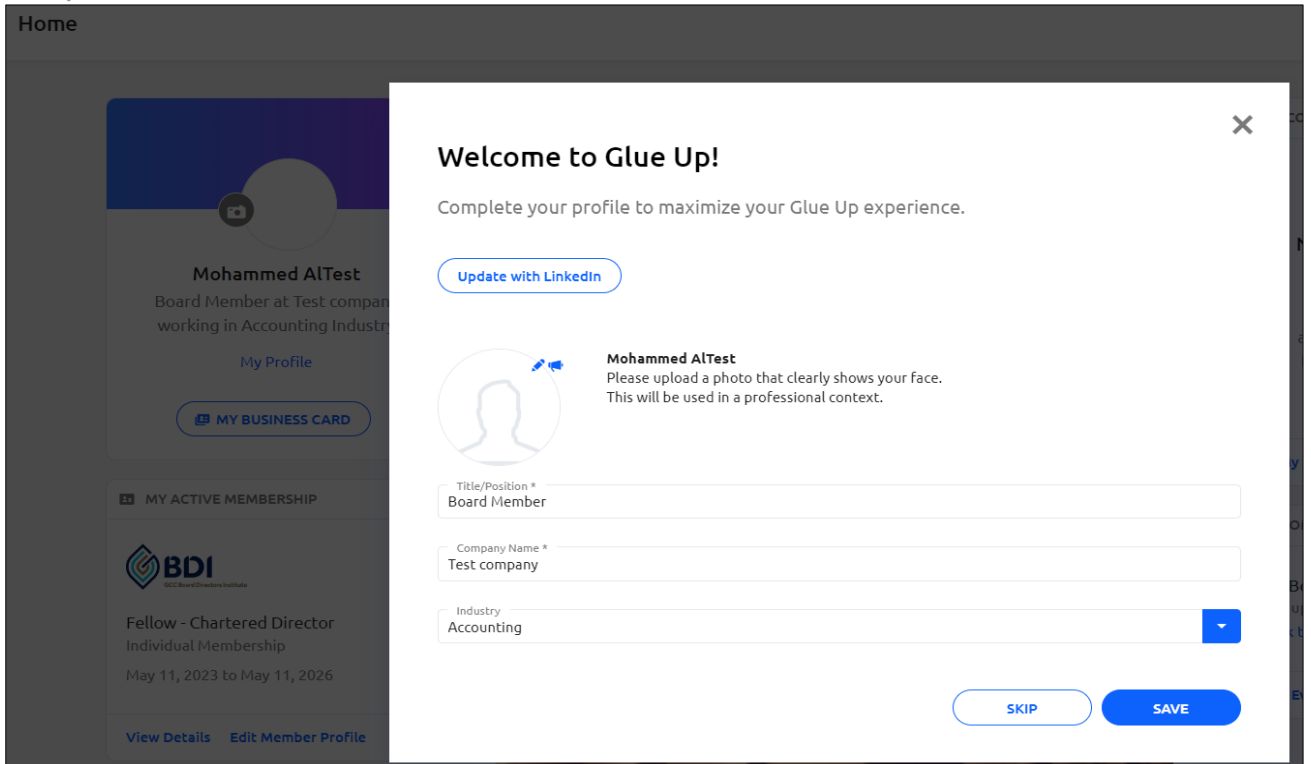


4. Update the profile as necessary.
5. Scroll down the page and click 'SAVE'.

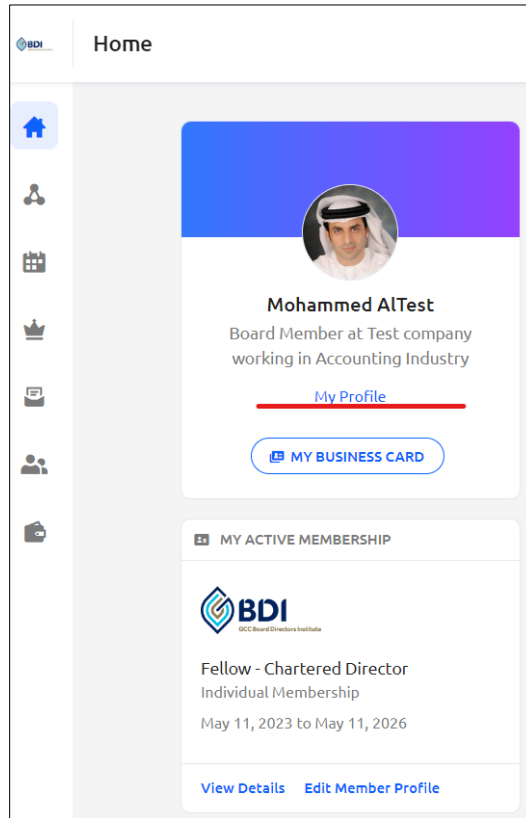


Updating the Membership Directory & e-Business card Profile

1. Log in to the GCC BDI Online Platform [here](#).
2. Upon signing in, you will be asked to complete your Membership Directory & e-Business card profile if you have not fully completed yet.



3. Alternatively, log in to the online platform.
4. On the home page, click on 'My Profile' – under your profile photo.



5. Make the necessary updates, scroll down the page and click '**SAVE**'.

MEMBERSHIP RENEWAL

The GCC BDI will send you email communication before your membership expires. You will be able to renew your membership up to 35 days before your membership expires.

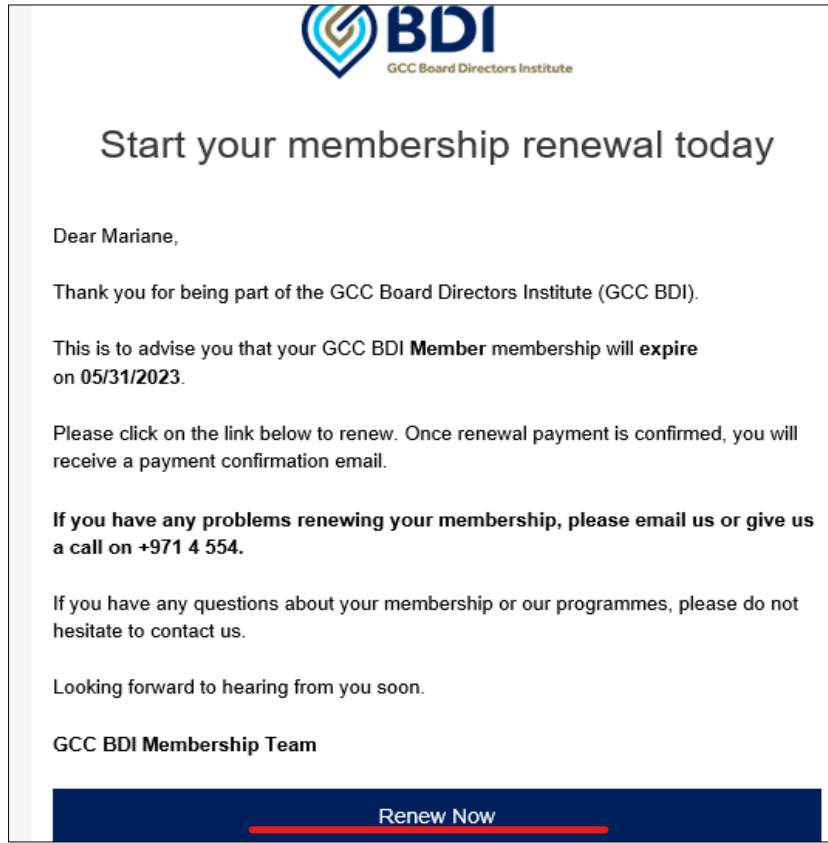
You also be able to renew your membership up until 30 days after your membership expires.

We advise all members to renew their membership before their membership expires as this will make sure you have continuous access to the membership benefits.

How to renew your membership

Email

1. Upon receiving the GCC BDI membership renewal email, please click on the '**Renew Now**' button.
 - a. Please note that all renewal communications come from 'GCC Board Directors Institute no-reply@glueup.com'.



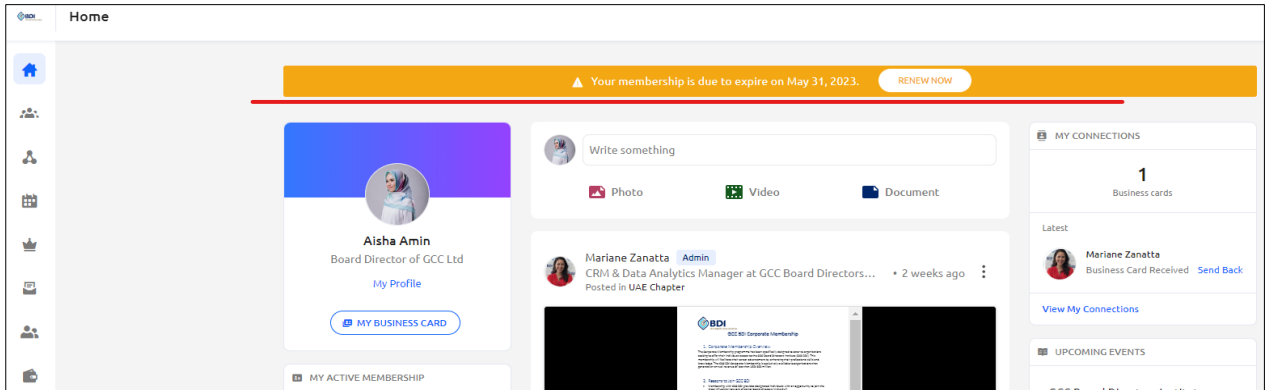
2. Upon clicking on the email, you will be asked to sign-in to your membership account using **your username and password**. If you have forgotten your password, please click [here](#) for more information.
3. Once signed-in, click on **'Renew Now'** and follow the instructions for payment.

Renew or Upgrade Membership			
Associate	Duration	Total	UPGRADE NOW ▼
Individual	Lifetime		
Member - Expiring Soon	Duration	Total	RENEW NOW ▼
Individual (Expiring in 12 hours)	12-month	\$500	

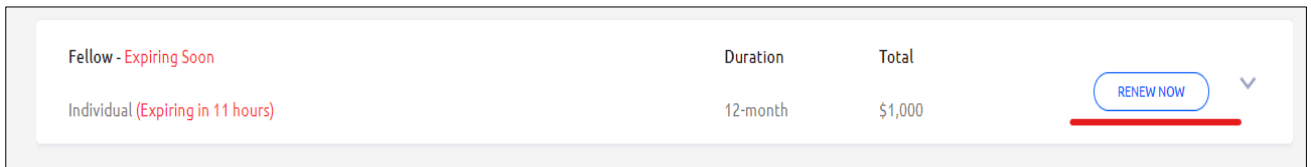
Online Platform

1. Sign-in to the Online Platform using your username and password. You can see instructions on how to sign-in by clicking [here](#).

- At the home page you will see a notice at the top of the page advising you to renew your membership. Click on **'Renew Now'**.

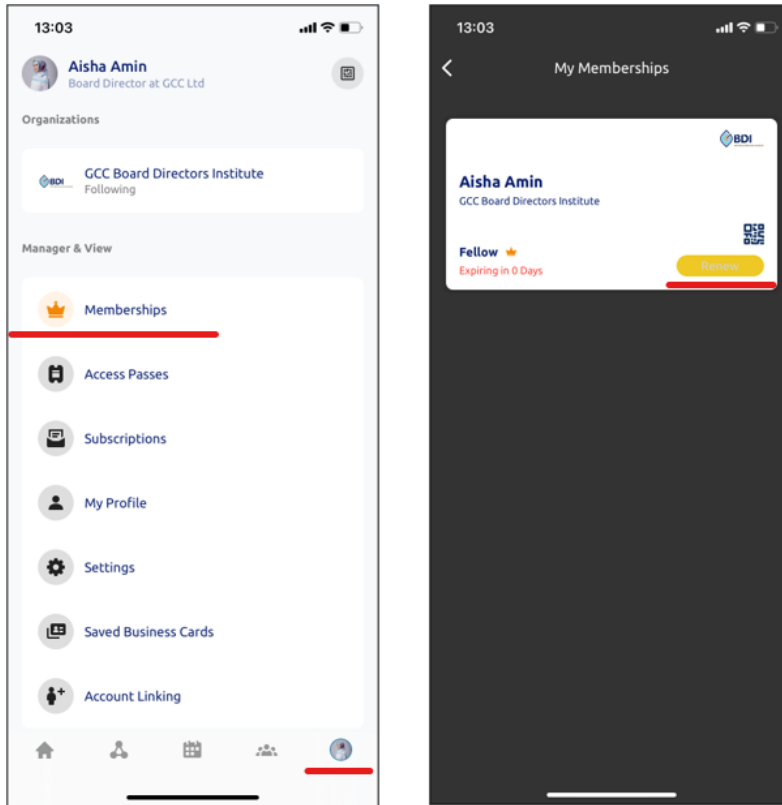


- Find your membership category and click on **'Renew now'**.



Mobile App

- Sign-in to the GCC BDI mobile app here. For more information on how to sign-in, please click [here](#).
- Click on your profile image/icon at the bottom right of the screen.
- Click on **'Memberships'**.
- Click on the button **'Renew Now'** and complete the payment process as instructed.



Membership Renewal Confirmation

1. Once payment is confirmed, you will receive a confirmation email. Your membership details will be automatically updated, and you will continue to have access to your benefits.
2. Please take this time to access all your membership benefits from the [Online Platform](#) and [Mobile App](#).

GCC BDI ONLINE PLATFORM FEATURES

Our platform allows you to easily register for events, renew your membership, connect with other members through our directory, stay up to date with our latest updates, access board opportunities, access private communities and much more.

By using our members platform, you can streamline your membership experience and get the most out of your membership benefits. We encourage you to explore the platform and take advantage of all the features available to you.

Home Page

In the home page, you can see a glimpse of all the activities in the GCC BDI:

E-Business card profile

You can see the information appearing on the business card, manage the fields to be shown in it and edit the information in it.

Membership categories

See and edit details of current memberships and memberships you have applied for.

Communities

See the list of all communities you belong to, other members in the same group, information and files shared by GCC BDI and other members.

Online wall

See the latest GCC BDI updates.

Events

See a list of upcoming events.

My connections

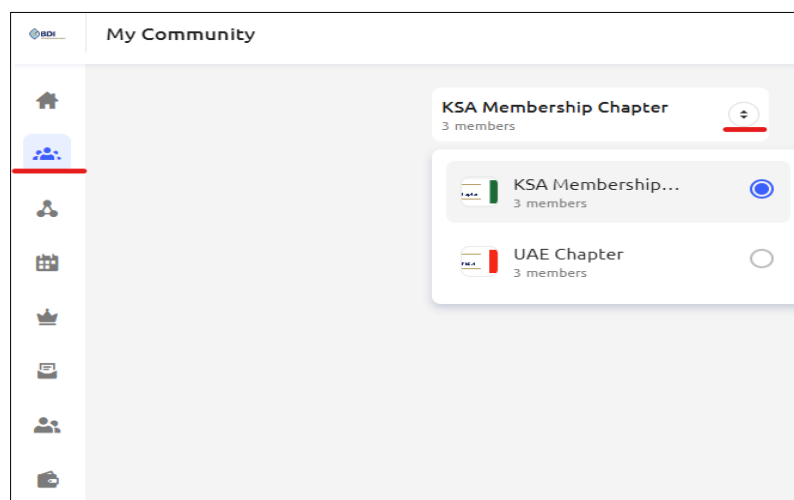
See the list of e-business cards you have shared and received.

My Community

The GCC BDI online communities provide our members with a digital space to network, no matter where they are. This is an interactive wall where any member who has been added can share posts, see each other's profiles, join different discussion groups and download files that GCC BDI uploads.

To access your online communities:

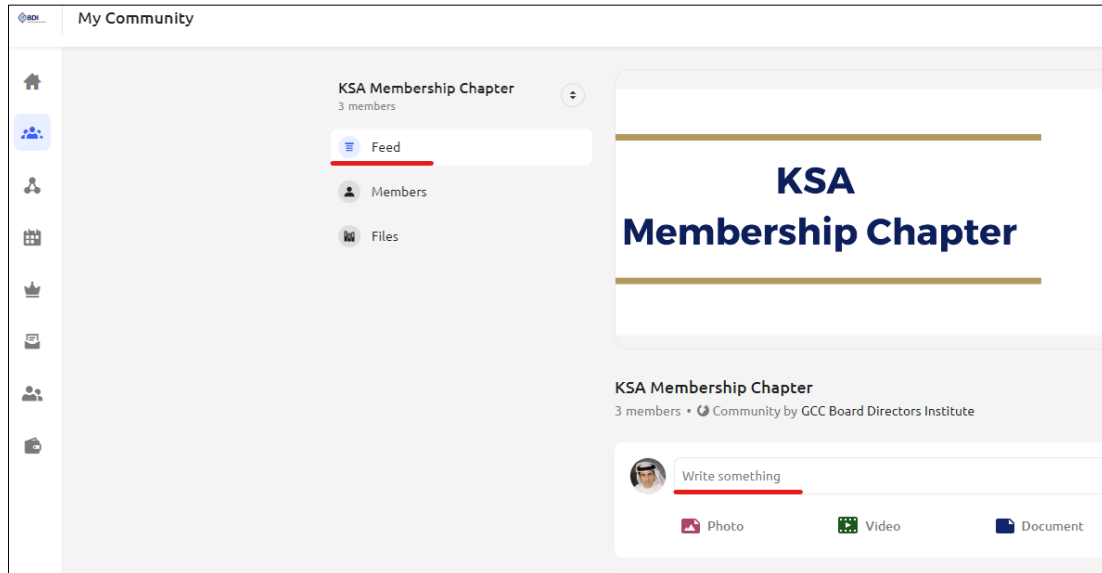
1. [Log in](#) to the GCC BDI online account.
2. On the left-hand side of the page, click on '**Communities**'.
3. Click on the drop-down menu to see all communities you have been added to.



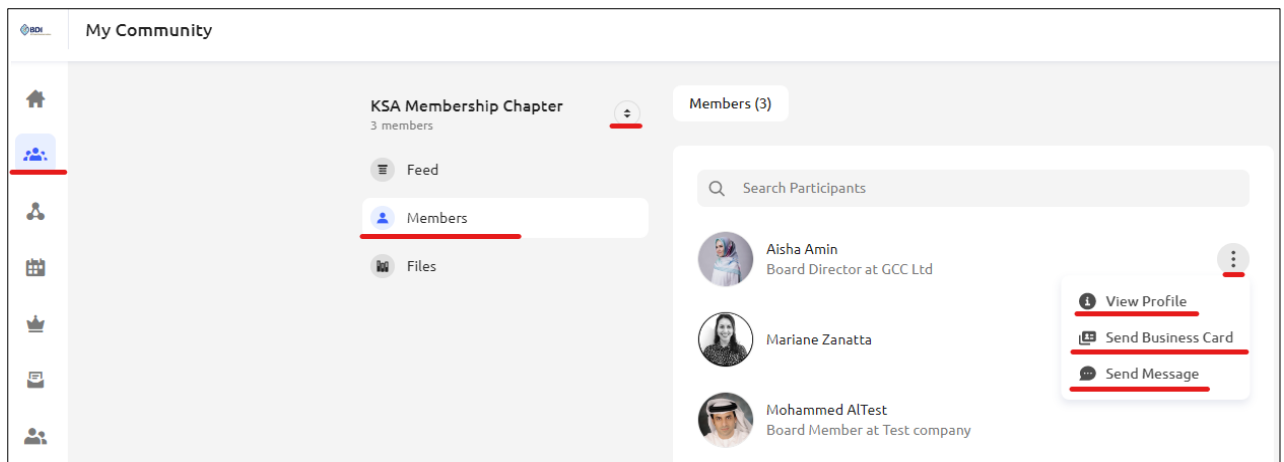
4. Click on the name of the Community you wish to go into.

5. In the Community you will find:

- a. **Feed:** In the feed, you can see posts from other members of the community, write posts, and see announcements and content shared by GCC BDI.



- b. **Members:** See other members who belong to this community. Start conversations with other members, view their profile or send your business card.



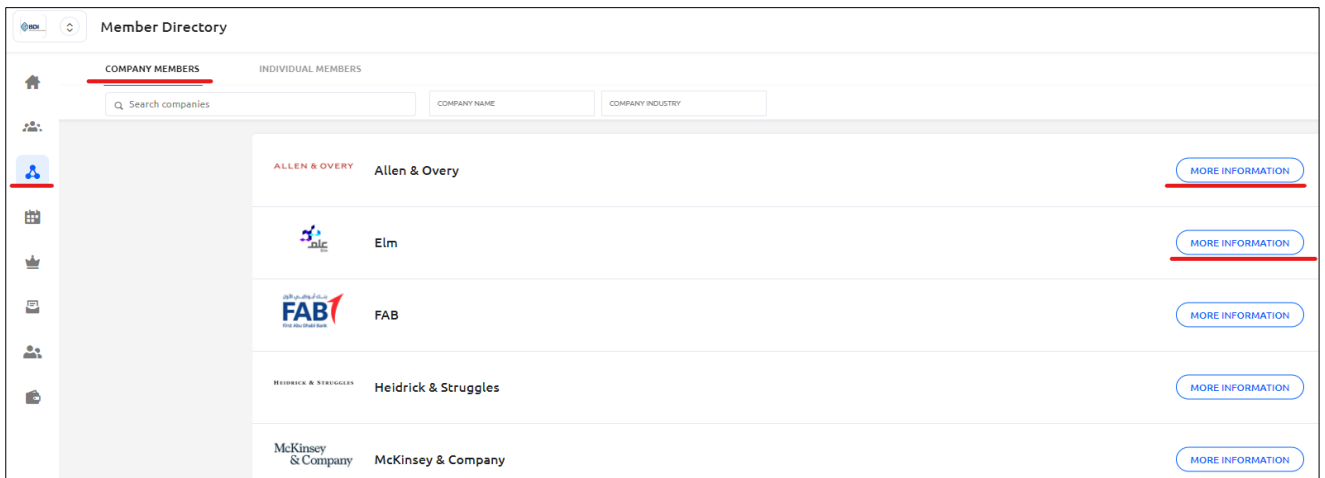
- c. **Files:** This is where you will find the files shared by GCC BDI only.

Note: if you wish to be removed from a community, please contact the Membership Team at membership@gccbdi.com.

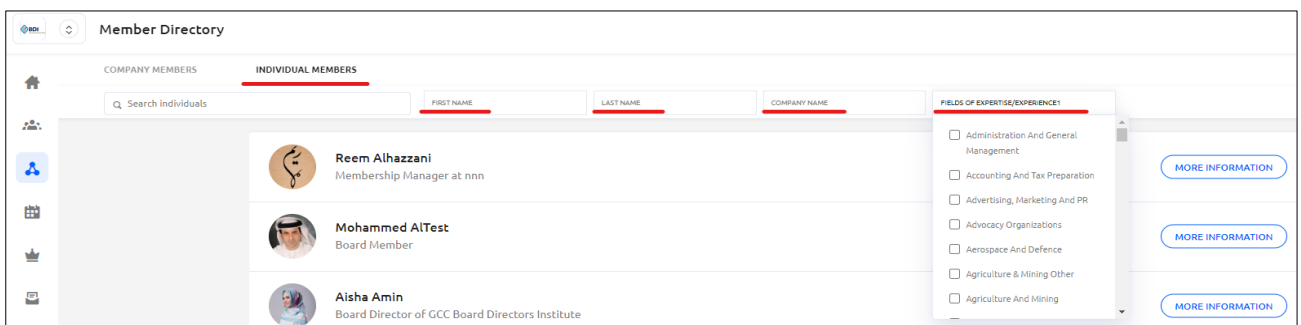
Membership Directory

The directory search is a valuable tool that enables our members to easily access and connect with each other. Our members can take advantage of the wealth of resources and expertise available within our network, building valuable connections that can support their personal and professional growth.

1. Click on **'Member Directory'** on the left-hand side of the page.
2. You will first see a list of **'Company Members'** – these are our Corporate Affiliates, Strategic Partners and Corporate Members.
3. Click on **'More information'** for further information.



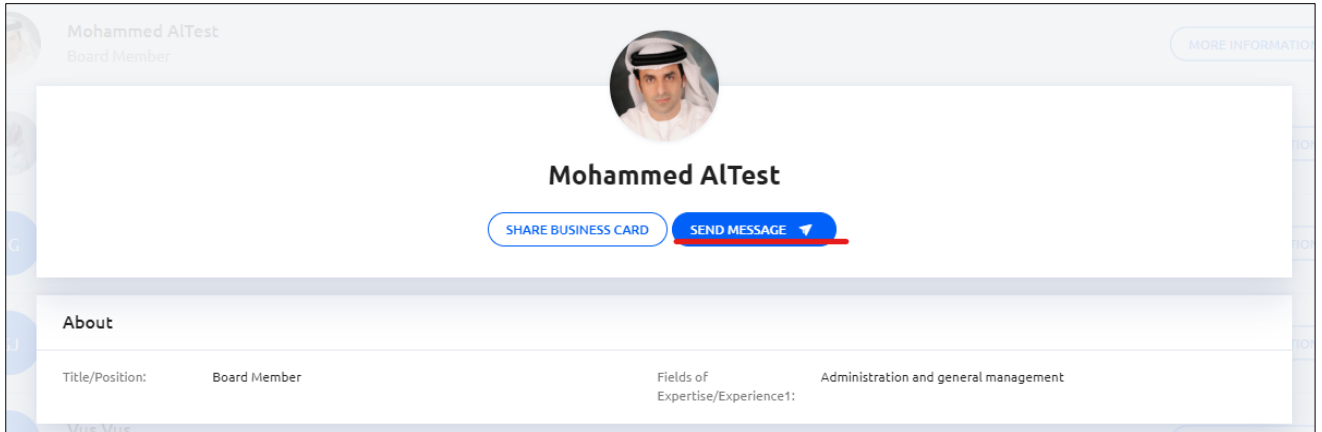
4. Click on **'Individual Members'** to see full list of active GCC BDI members.
5. You can search for other members by:
 - a. First name
 - b. Last name
 - c. Company name
 - d. Fields of expertise/experience



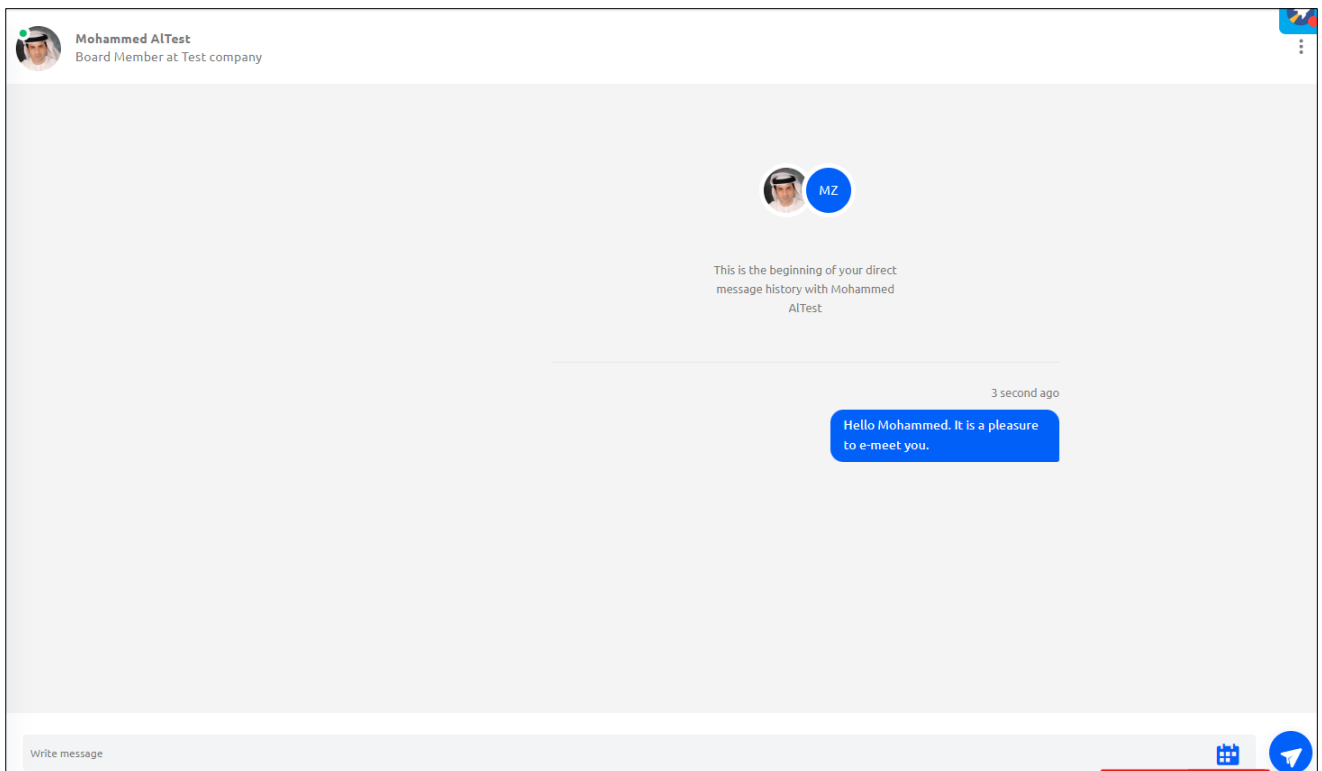
6. Click on **'More information'** to see further information about each member.

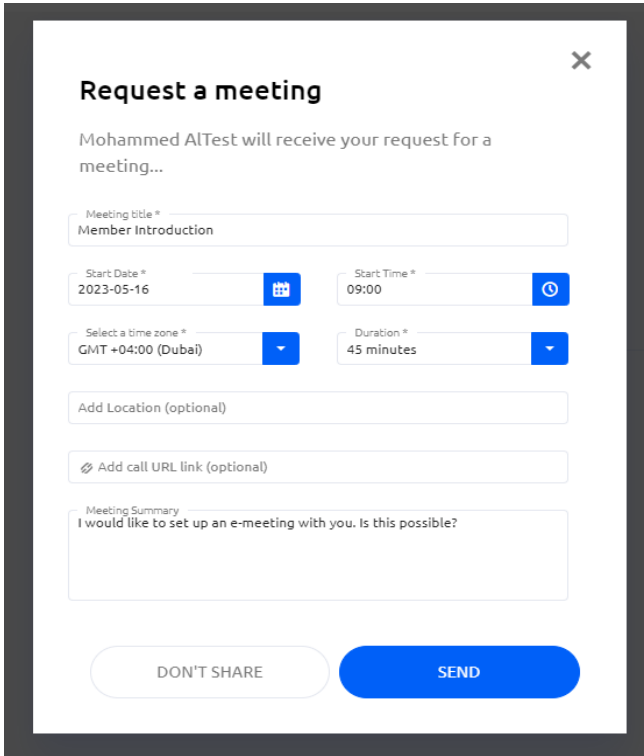
Direct Messaging

1. On the [Membership Directory](#), search for the member you are looking for and click on **'More information'**
2. On the members profile, click on **'Send Message'**.



3. You can type and send direct messages.
4. You can also send meeting requests either online or in-person by clicking on the calendar icon below:



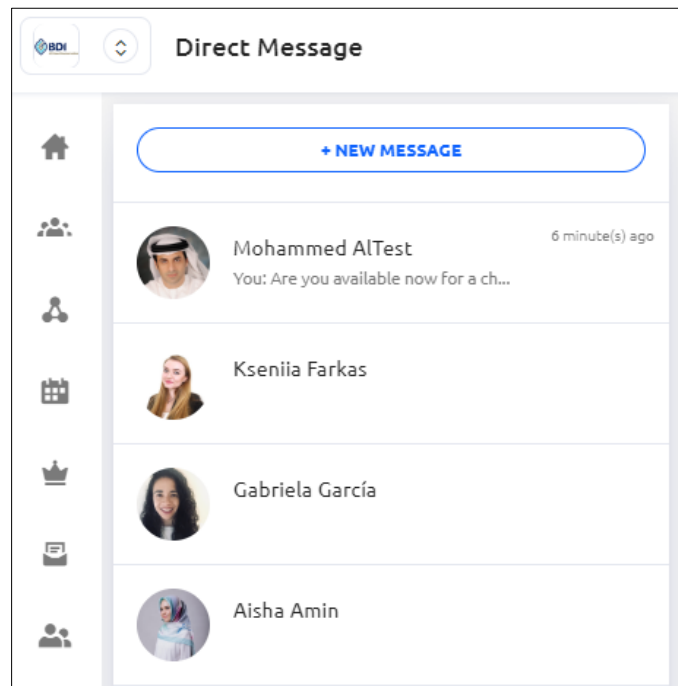
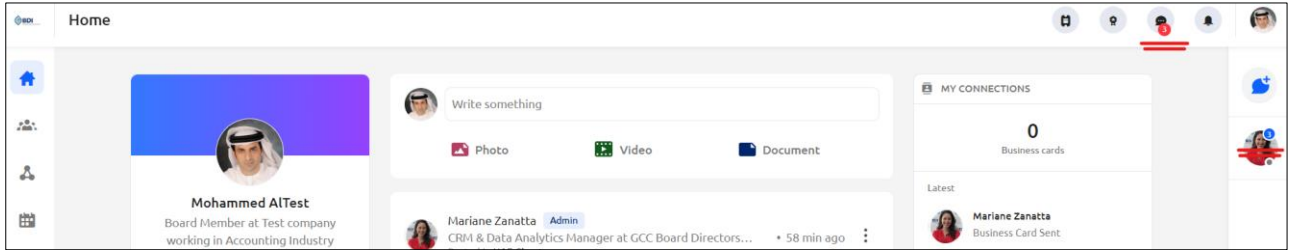


The screenshot shows a 'Request a meeting' form with the following fields and options:

- Meeting title ***: Member Introduction
- Start Date ***: 2023-05-16
- Start Time ***: 09:00
- Select a time zone ***: GMT +04:00 (Dubai)
- Duration ***: 45 minutes
- Add Location (optional)**: (empty field)
- Add call URL link (optional)**: (empty field)
- Meeting Summary**: I would like to set up an e-meeting with you. Is this possible?

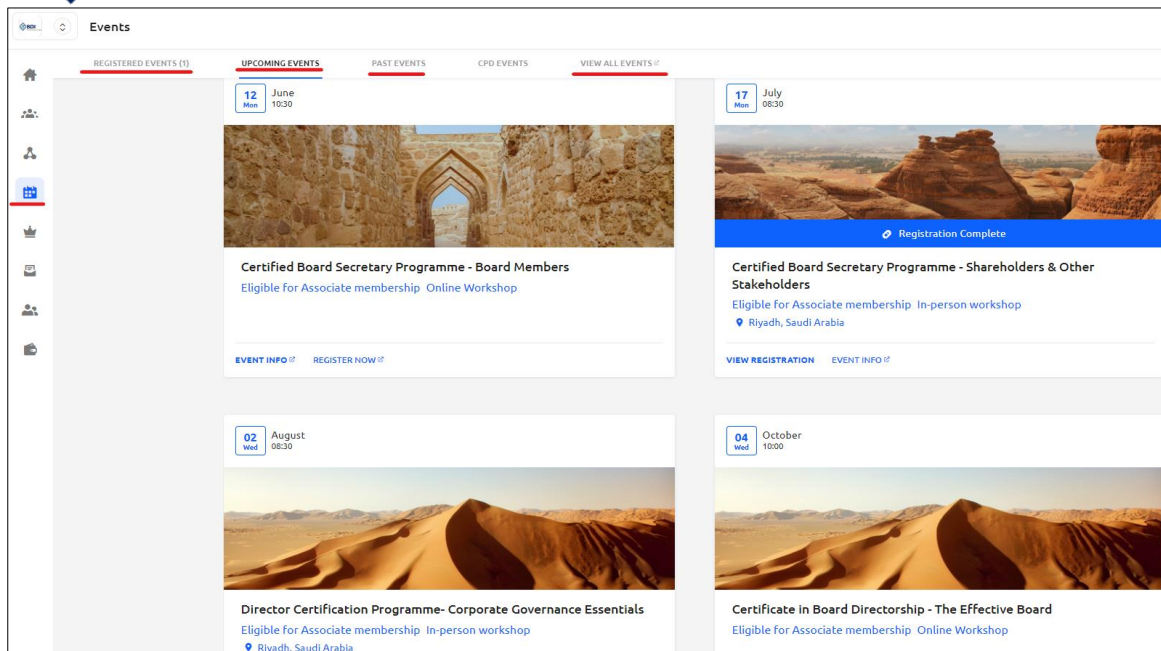
At the bottom of the form, there are two buttons: 'DON'T SHARE' and 'SEND'.

5. To see the messages received:
 - a. Go to the home page.
 - b. At the top of the page, click on 'Messages' icon at the top of the page. It will show in red how many messages were received.
 - c. On the right-hand side, you will see the photo of the person messaging you as well as the amount of messages unread.



Events

1. Click on the 'Calendar' icon on the left-hand side of the screen.
2. You can see the list of upcoming events, events you have registered for, events held in the past. You can also see the full list of events on our website.
3. You can register for any of our upcoming events from the platform or mobile app. Do that by choosing the event you wish to attend and clicking on '**Register Now**'.



The screenshot shows the 'Events' page with a navigation menu on the left and a grid of four event cards. The 'UPCOMING EVENTS' tab is active. The events are:

- June 12 (Mon) 10:30:** Certified Board Secretary Programme - Board Members. Eligible for Associate membership. Online Workshop. Status: REGISTER NOW.
- July 17 (Mon) 08:30:** Certified Board Secretary Programme - Shareholders & Other Stakeholders. Eligible for Associate membership. In-person workshop. Riyadh, Saudi Arabia. Status: Registration Complete.
- August 02 (Wed) 08:30:** Director Certification Programme- Corporate Governance Essentials. Eligible for Associate membership. In-person workshop. Riyadh, Saudi Arabia. Status: REGISTER NOW.
- October 04 (Wed) 10:00:** Certificate in Board Directorship - The Effective Board. Eligible for Associate membership. Online Workshop. Status: REGISTER NOW.

Registering For an Event

1. Go to the event you wish to attend and click on '**Register Now**'.
2. **Choose the ticket** according to your '**Membership Category**' **AND** '**Email address connected to your membership account**'.
 - a. If you select a Membership Category you are **NOT** a part of, you will get an error message asking you to contact the GCC BDI team.
 - b. If you select the correct Membership Category but register using a different email address (email address connected to your membership account), you will also get an error message asking you to contact the GCC BDI team.


Event Registration
Certified Board Secretary Programme - Board Members

SELECT PACKAGE ATTENDEE INFORMATION CONTACT DETAILS REQUEST RECEIVED

Select your ticket(s). If you have any questions, please [contact us](#).

Ticket Name	Price	Quantity	Total
Non-Member <small>This ticket is for Non-members of the GCC BDI only</small>	Standard Price Approval required \$3,960	0	\$ 0
Associate <small>This ticket price is for Associates of the GCC BDI only</small>	Member Price Approval required Limited to 1 Membership Type(s)	1	\$ 3,762
Member <small>This ticket price is for Members of the GCC BDI only</small>	Member Price Approval required Limited to 4 Membership Type(s)	0	\$ 0
Fellow <small>This ticket price is for Fellows & Honorary Fellows of the GCC BDI only</small>	Member Price Approval required Limited to 3 Membership Type(s)	0	\$ 0
Total Due:			\$3,762

[REGISTER NOW](#)



Restricted Ticket Type

This ticket type is limited to Associate members. The email address associated with this registration does not match the qualifying membership type(s).

If you have any questions, please contact vandana.h@gccbdi.org.

[OK](#)

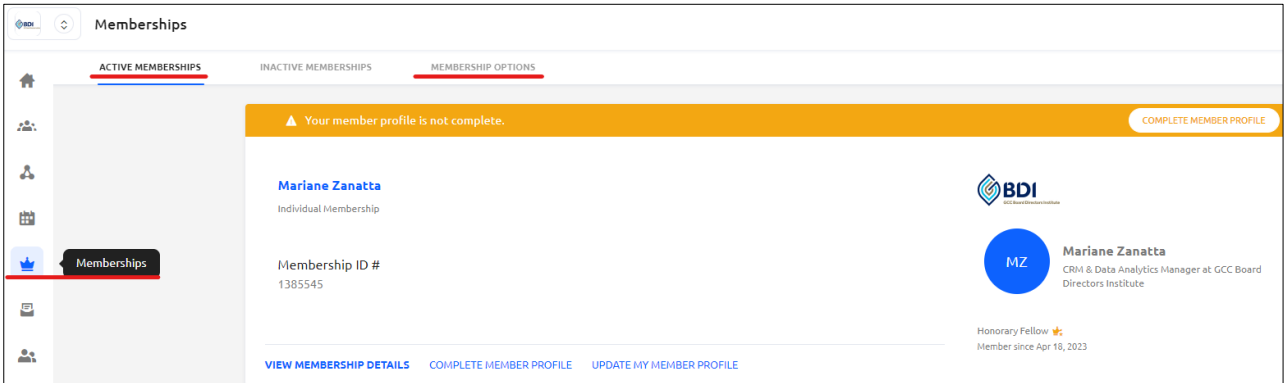
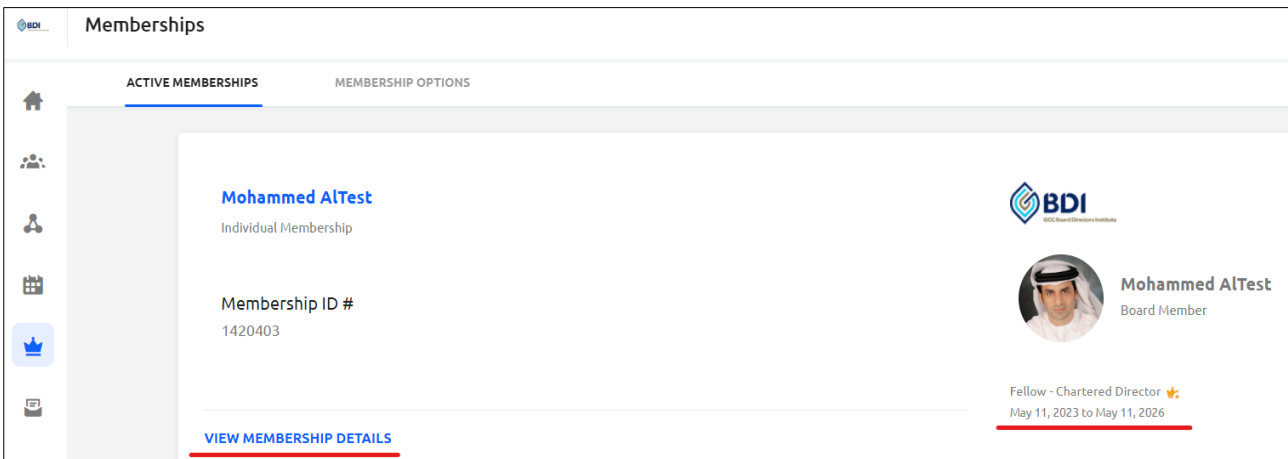
| Note: You MUST select the correct ticket type based on the Membership Category you have AND the email connected to your membership.

If you have any questions, please contact the Membership Team at membership@gccbdi.com.

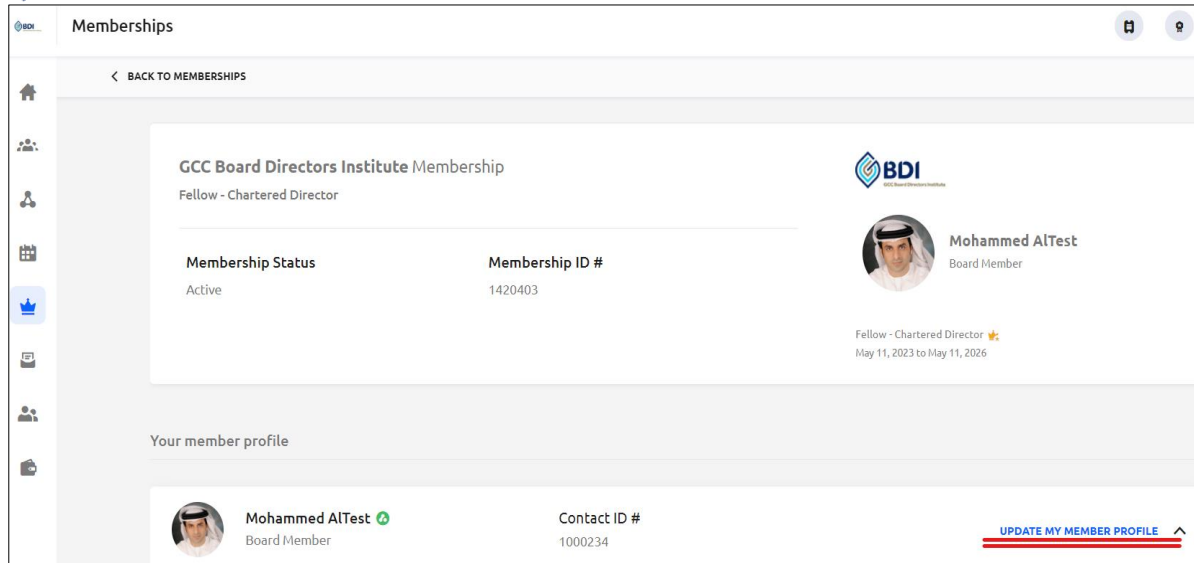
Memberships

1. Click on the 'Membership' icon on the left-hand side of the of the screen.

2. You will be able to see the current memberships you have active or pending approval and/or payment.
3. You can see the details of your current membership including Membership Name, Membership Start & End date.

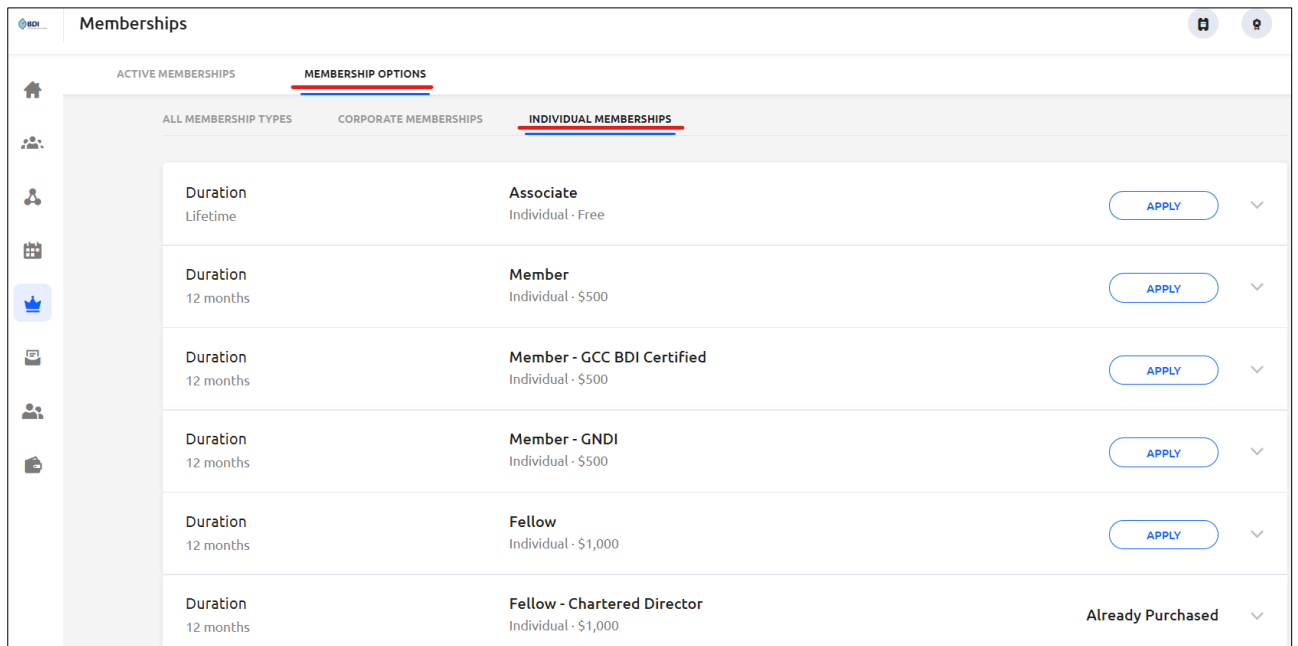



4. To update your membership profile, please click on '**View Membership Details**' and click on '**Update My Member Profile**'.



Applying/Upgrading Your Membership

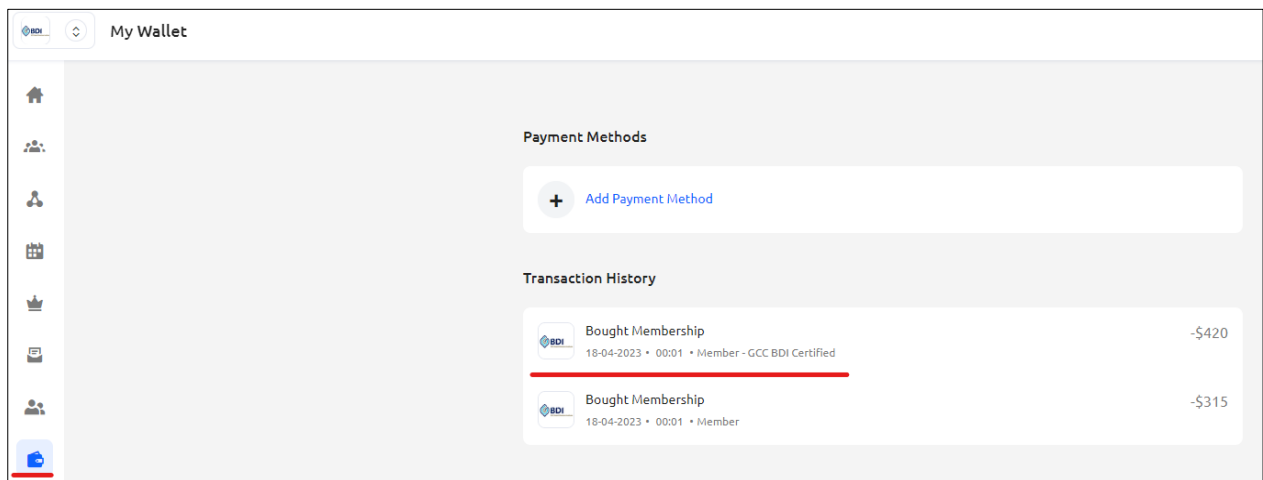
1. Click on **Membership Options** to see a full list of membership available.
2. Click on **'Apply'** to see full details about membership, including:
 - a. Criteria for membership application.
 - b. Membership annual fees.
 - c. Membership year duration.
3. Complete the form and submit it accordingly.

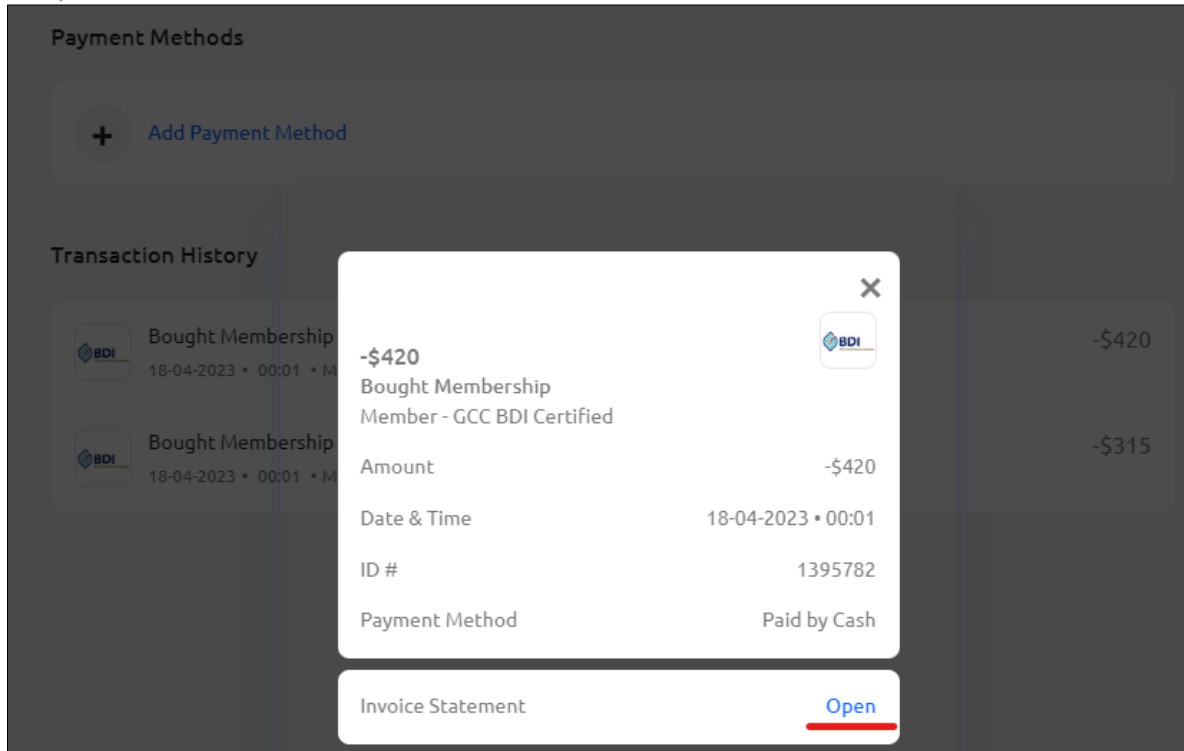


My Wallet – Transactions history

See information of previously issued invoices under **'My wallet'**.

1. Click on the icon on the left-hand side of the screen.
2. Click on the transactions under **'Transaction History'**.
3. Once the transaction history is open, please click on the button **'Open'** to download the invoice.



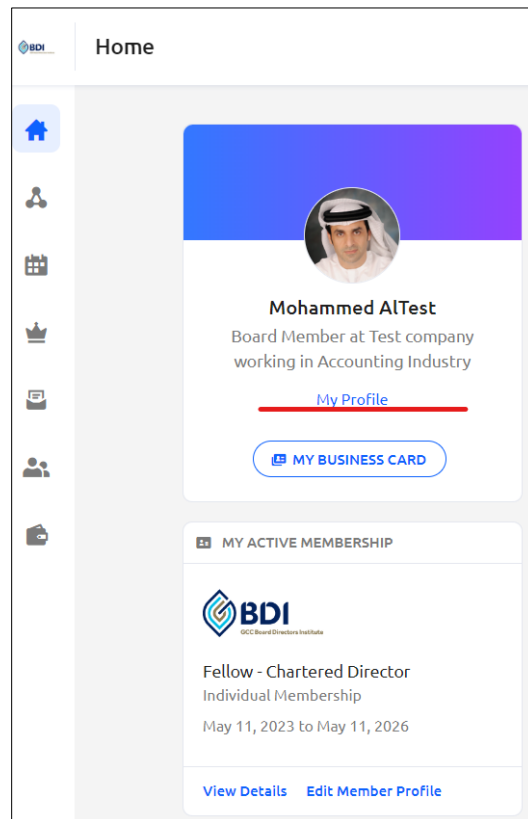


e-Business Card

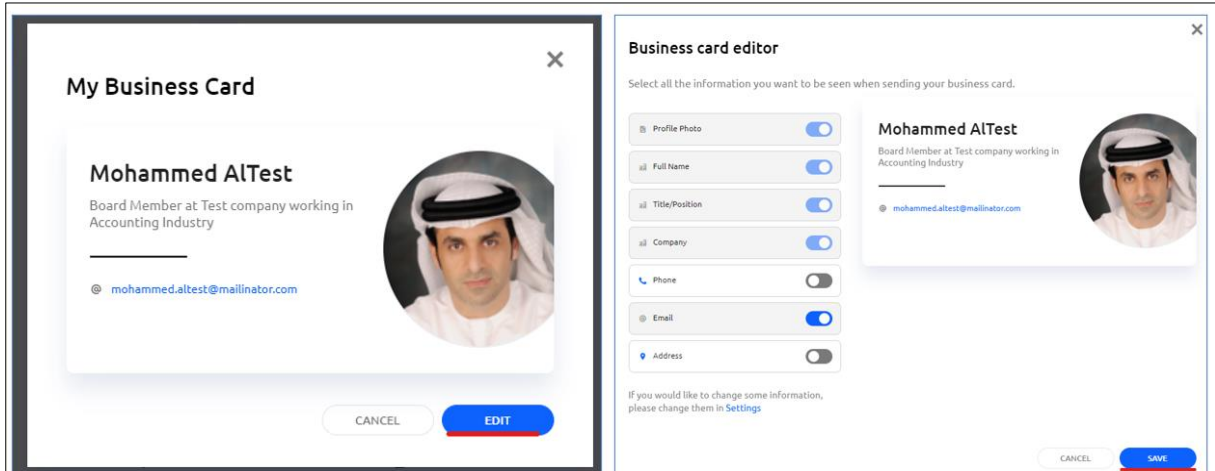
This is a way to connect with other members of the GCC BDI by sharing your business card virtually.

Updating Information on Business Card

1. On the home page, click on '**My Profile**' – under your profile photo.

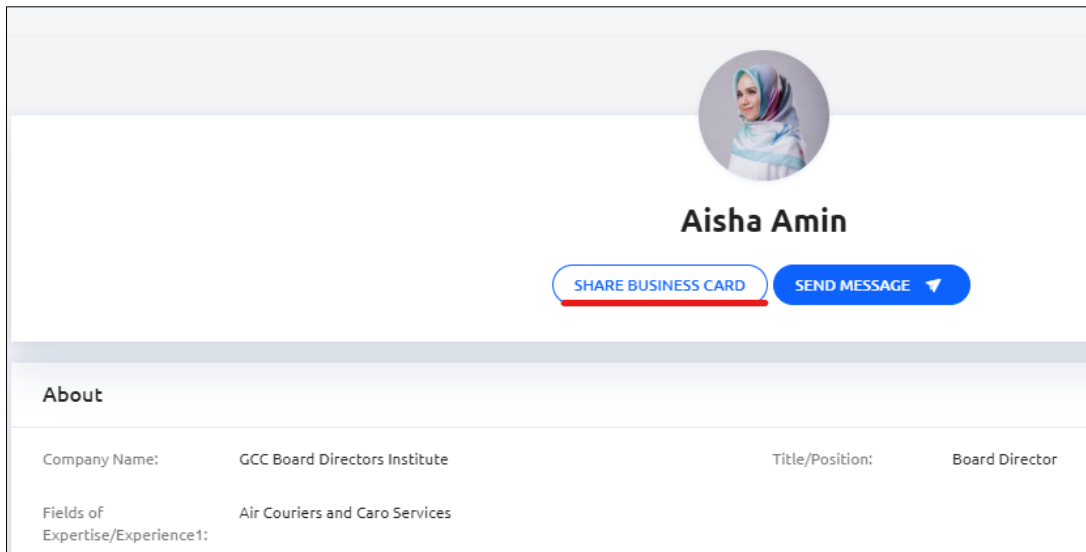


2. Make the necessary updates, scroll down the page, and click '**SAVE**'.
3. To choose which information you would like to appear on your business card, click on '**My Business Card**'.
4. Click on '**Edit**' and select all the information you want to be seen when sending e-business cards.



Sending Business E-Cards

1. On the [Membership Directory](#), search for the member you are looking for and click on 'More information'
2. On the members profile, click on 'Share Business Card'.



General Settings

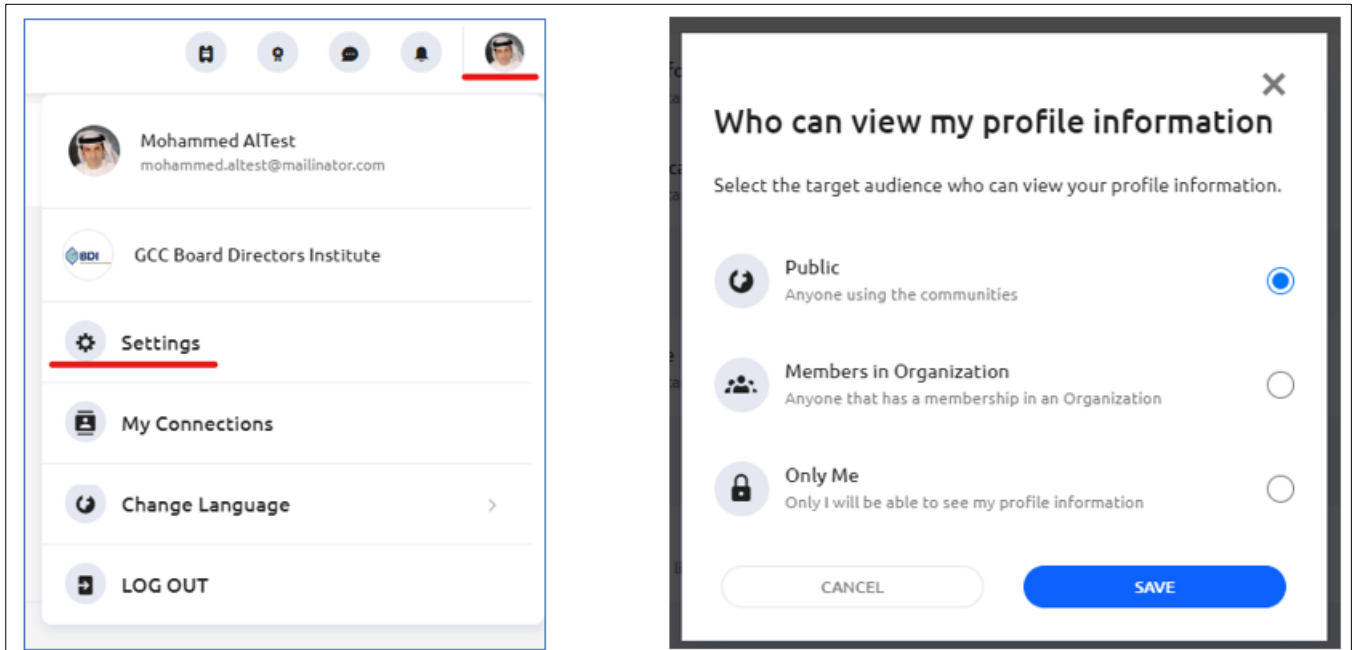
Privacy

In this section decide who can:

1. View your profile information.
2. Send you e-businesses card.
3. Send direct messages to you.

You can change the privacy settings to:

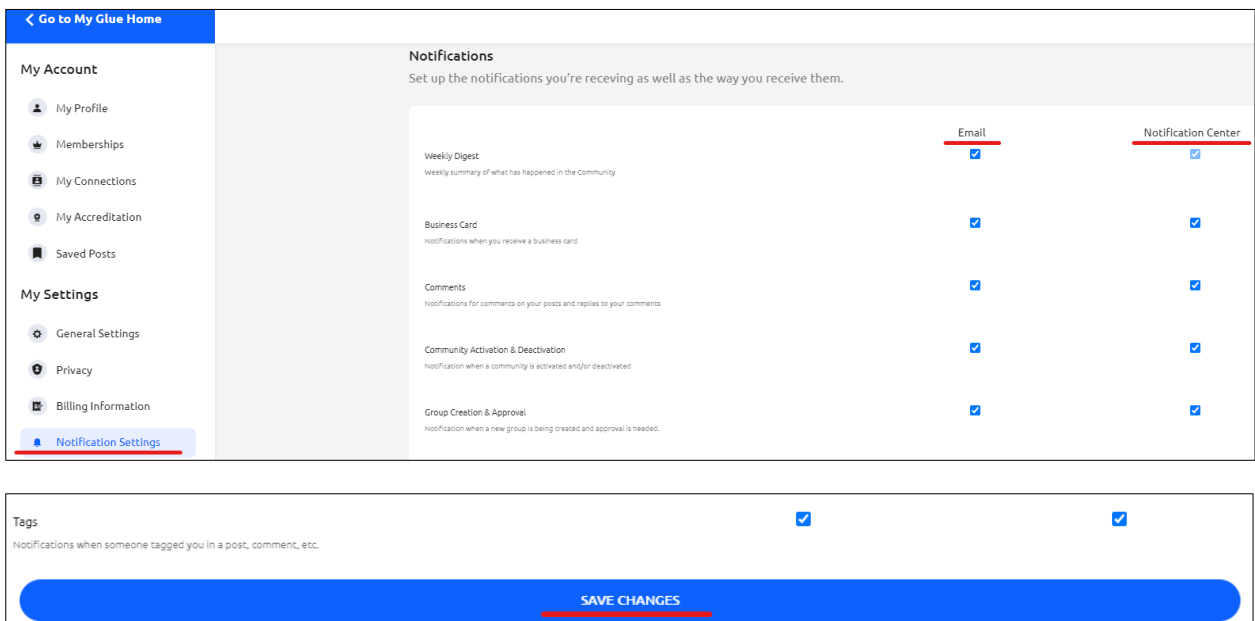
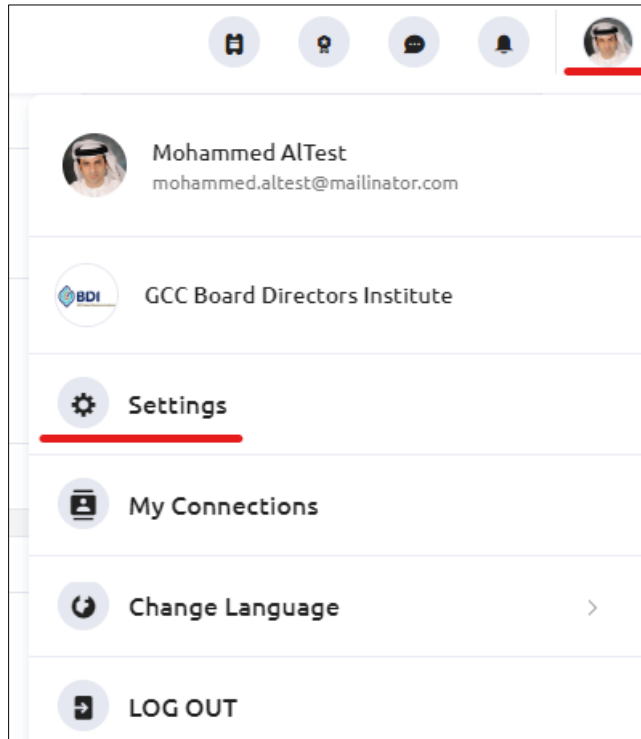
- **Public:** Anyone using the online platform.
- **Members:** Anyone that has an active membership with GCC BDI.
- **Only me:** Information will only be visible to you.



Notifications

Manage your notifications to receive them by email or directly on the platform through the notification centre.

1. Click on your **'Profile'** image at the top of the page.
2. Click on **'Settings'**.
3. Click on **'Notifications Settings'**.
4. Check and uncheck notification boxes based on your criteria.
5. Scroll down the page and click on **'SAVE'**.

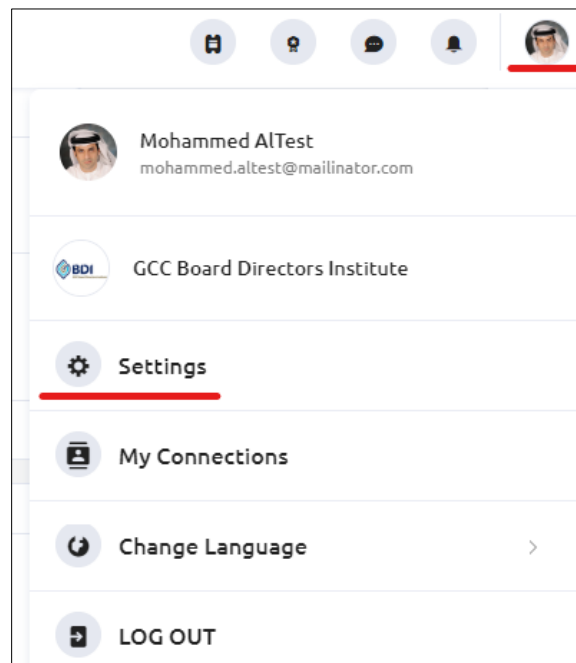


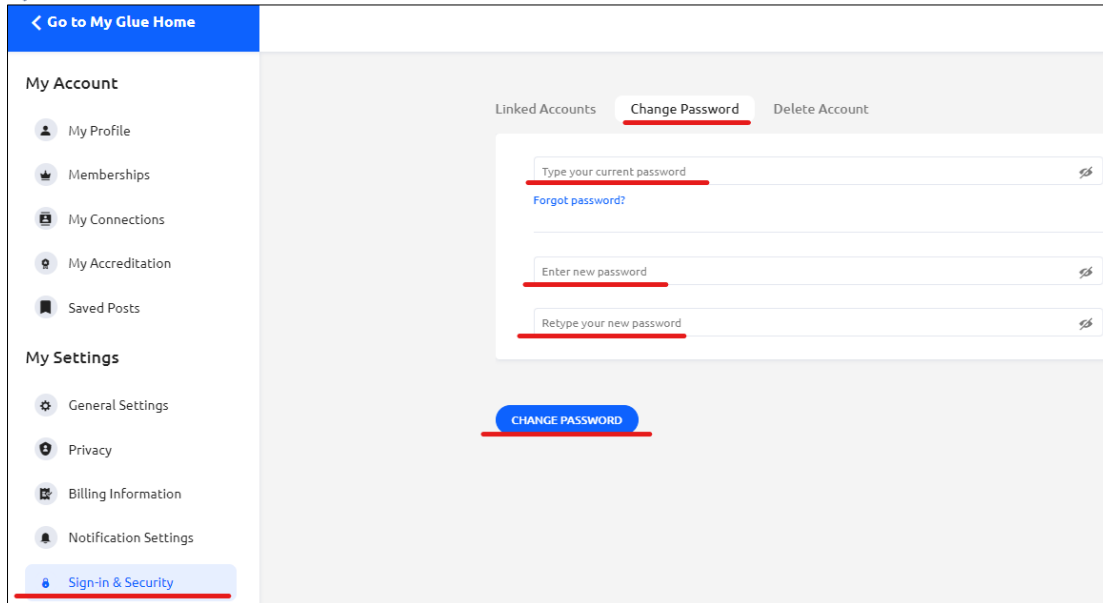
Update Password

There are two ways you can update your password:

Online Platform

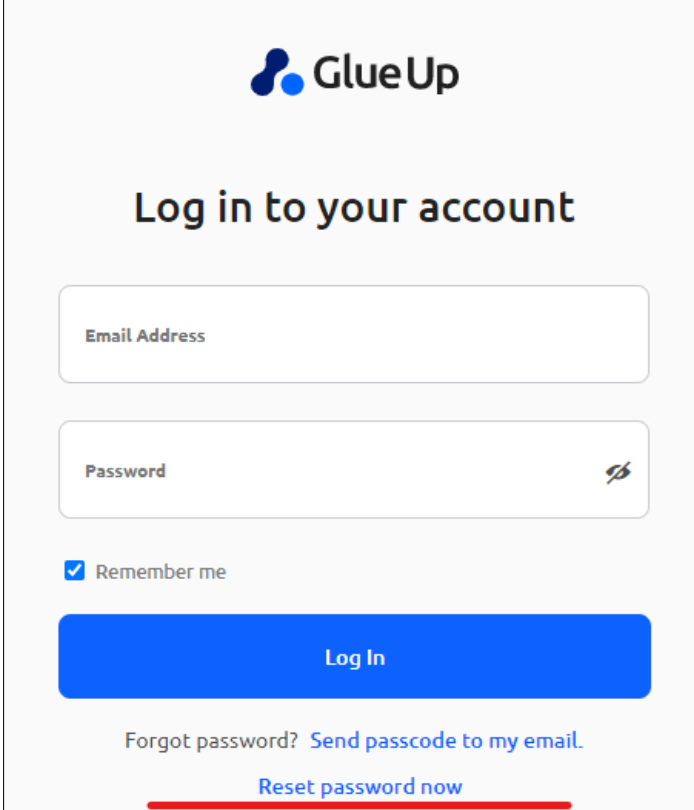
1. Click on your **'Profile'** image at the top of the page.
2. Click on **'Settings'**.
3. Click on **'Sign-in & Security'**.
4. Click on **'Change Password'**.
5. Type your **'Current Password'**, **'enter your password'** and then **'repeat your new password'**.
6. Click on **'Change Password'**.





Forgotten Password/Reset Password


1. Go to the Online Platform log in page: <https://app.glueup.com/account/login>
2. Click on **'Reset password now'**.
3. Enter your email address (the email address associated with your membership account) and click on **'Submit'**.
4. An email will be sent to your email with a link.
5. Click on the link in the email and **'Reset Your Password'**.
6. Type your new password and confirm it.
7. After that, log in to your account using your new password.



GlueUp

Log in to your account

Email Address

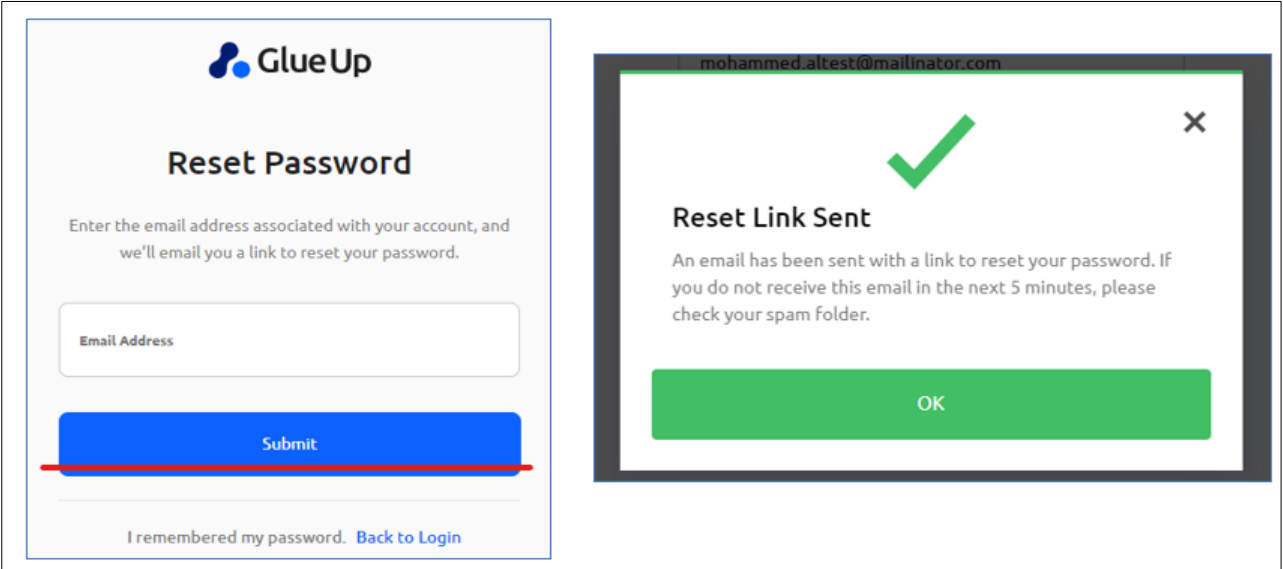
Password 

Remember me

Log In

Forgot password? [Send passcode to my email.](#)

[Reset password now](#)



GlueUp

Reset Password


Enter the email address associated with your account, and we'll email you a link to reset your password.

Email Address

Submit

I remembered my password. [Back to Login](#)

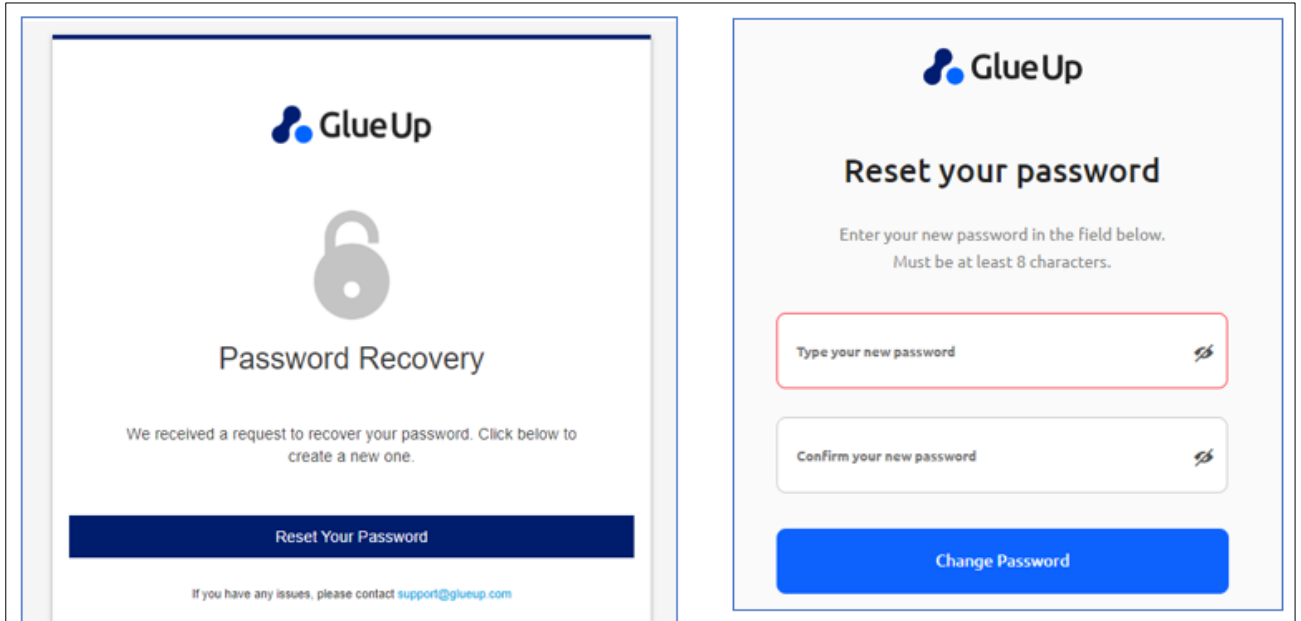
mohammed.altest@mailinator.com



Reset Link Sent

An email has been sent with a link to reset your password. If you do not receive this email in the next 5 minutes, please check your spam folder.

OK



Account Deletion

As part of our Privacy Policy, you have the right to request the deletion or removal of your personal data.

Please contact the Membership Team at membership@gccbdi.org for more information.

GCC BDI MOBILE APP

Downloading the app

Downloading our mobile app is easy and can be done through the Apple App Store or Google Play Store. Follow the steps below to download the app:

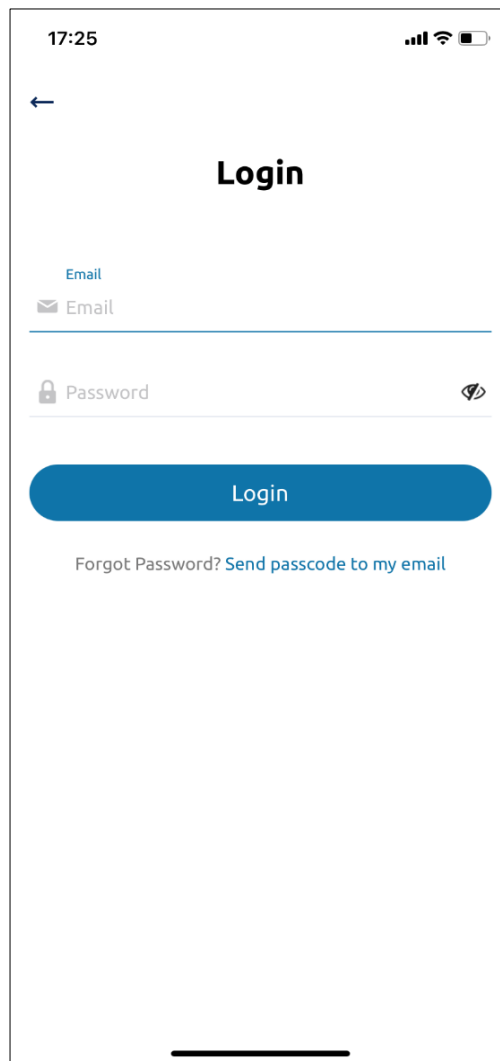
1. Open the App Store on your iPhone or iPad, or Google Play Store on your Android device.
2. In the search bar, type in "**GCC BDI**" and tap the search button.
3. Look for the GCC BDI logo and tap on the app.
4. Once you are on the app page, tap the "Download" button.
5. Follow the on-screen instructions to complete the download.
6. The app is free to download.

Sign- in

Please note that before you can access your account in the GCC BDI mobile app, you will need to have your membership account verified and activated.



1. Once you have verified your email address (after submitting the membership application form), & your membership application has been approved and paid for, you may use your username and password to log in to the GCC BDI mobile app.
 - a. For more information on verification of email address, please click [here](#).
2. On the home page of the mobile app, click on '**Log in**' and enter your username and password.



3. Enter your username and password and then click on **'Log in'**.

Mobile App Features

All the features you find in the Online Platform in your web browser will also be found on the GCC BDI mobile app.

Home Page

Upon signing-in, you will land on the Home Page of the app. In this page you can find:

- List of upcoming events.
- Information shared by admin or other members of the GCC BDI.

From here you can browse to all other pages in the app.

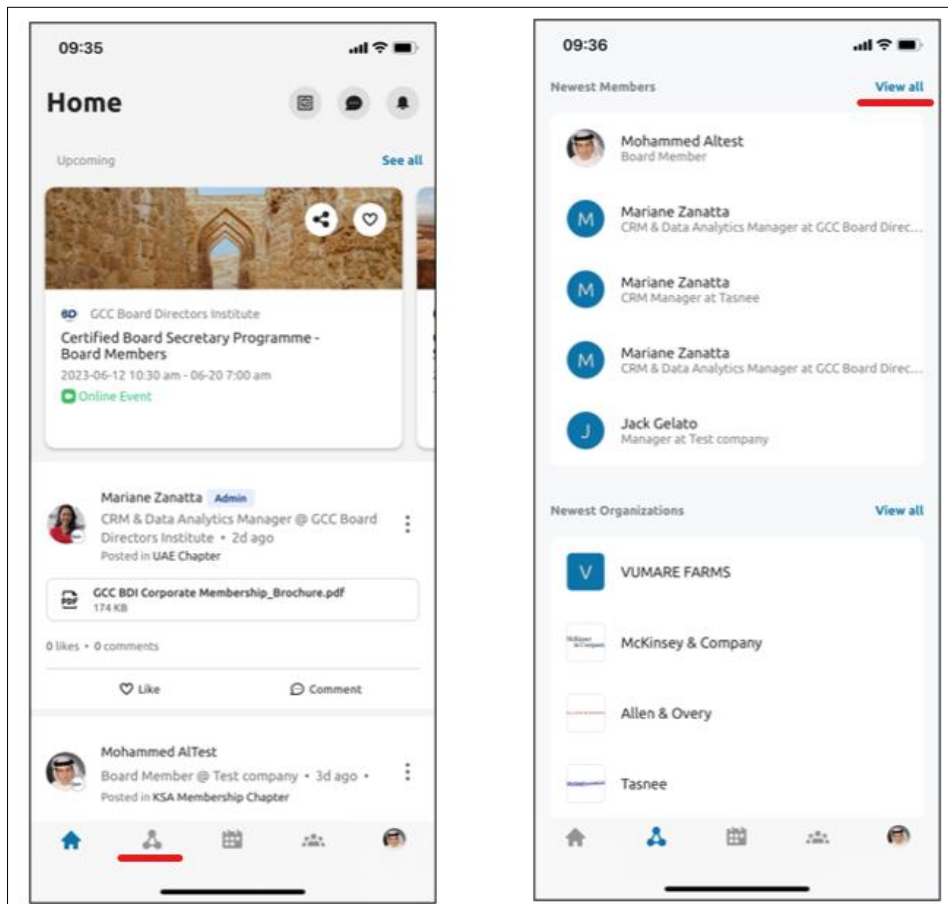
Membership Directory

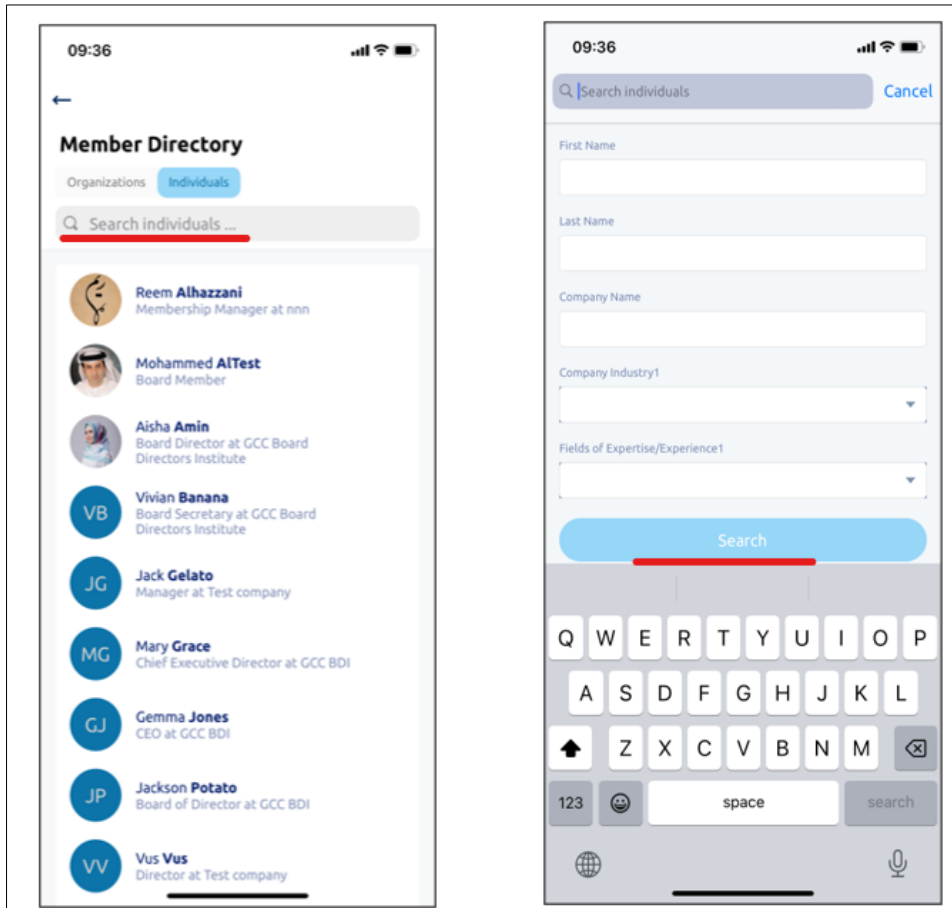
See our members and easily connect with them:

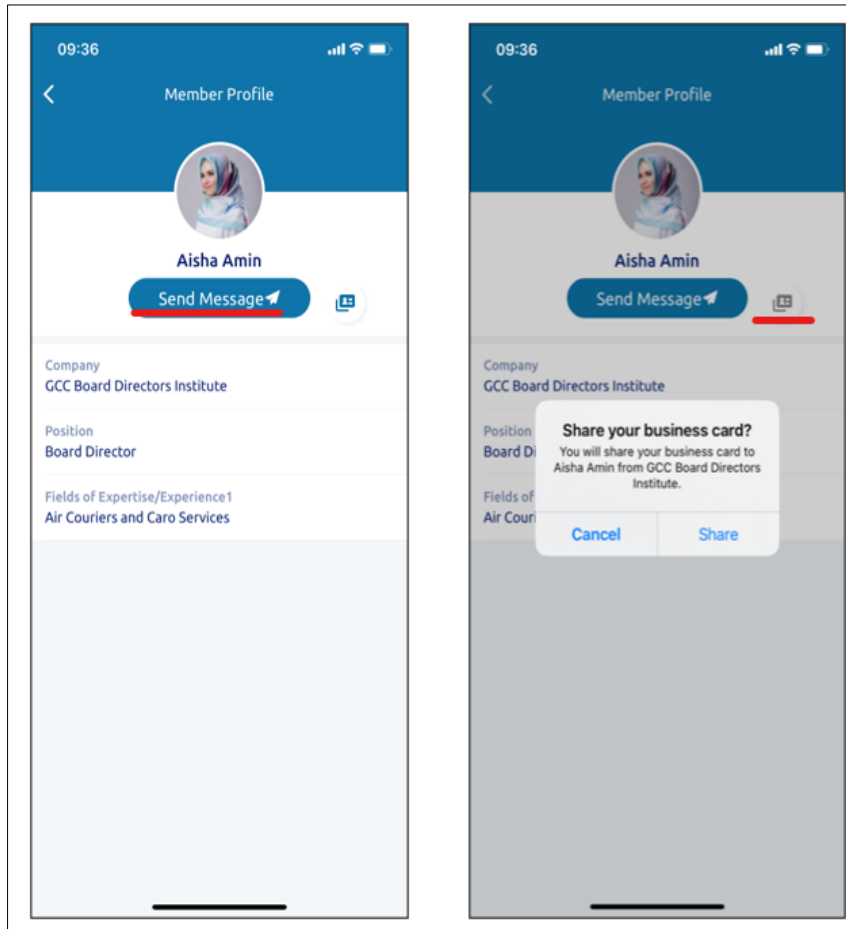
1. Click on the Membership Directory icon at the bottom of the app.
2. See our newest members at a quick glance. To see all members, click on **'View all'**.
3. Click on **'Search'** to find other members by using the available filters.
4. To see full details and connect to other members, click on their name.
5. Click on **'Send Message'** if you wish to send a private message.

Share e-business card

6. You can also share your e-business card by clicking on the icon next to the 'Send Message' button. If you want to find out more about e-business cards, please click [here](#).

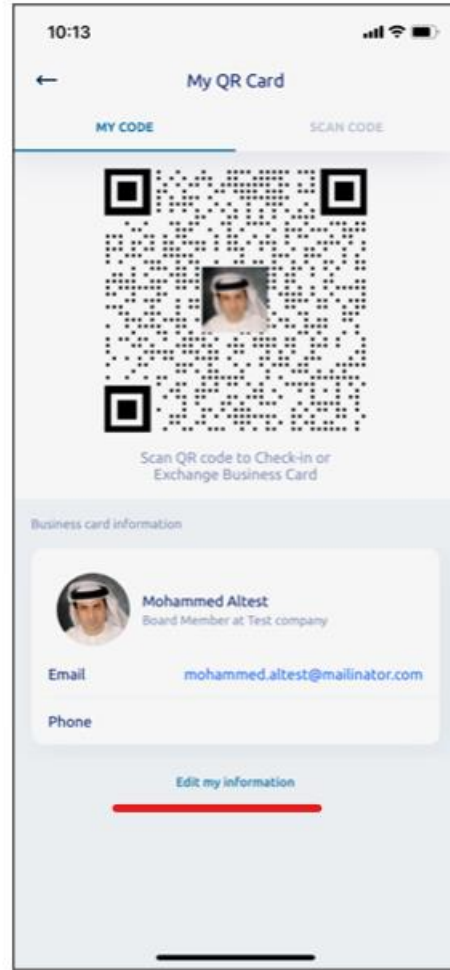
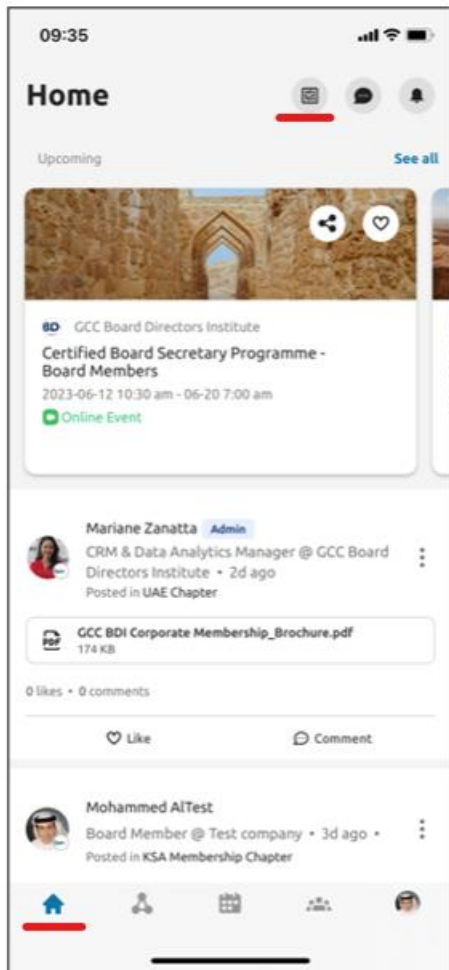






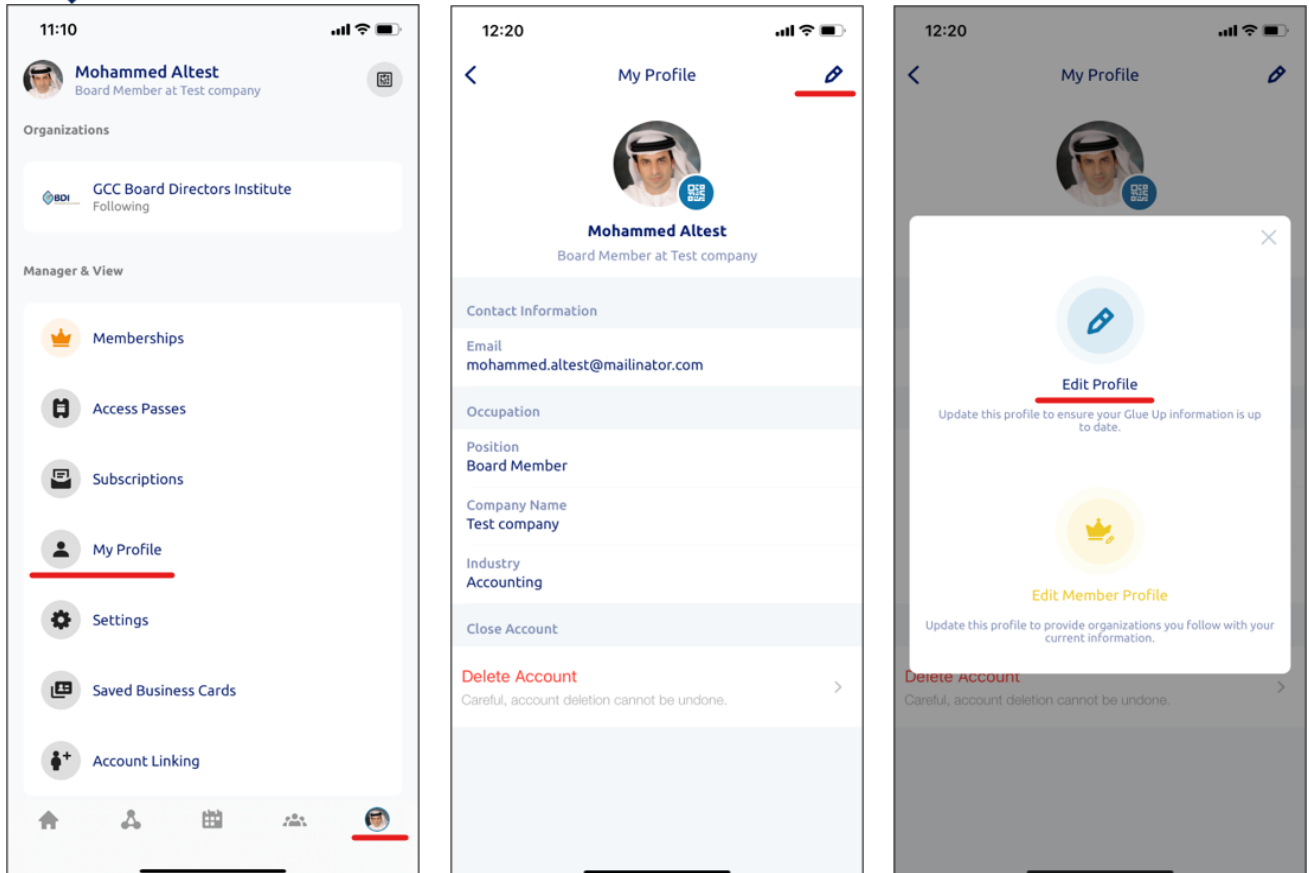
Editing information on e-business card

7. To edit the information you wish to appear on your business card, go to the home page, and click on the top left-hand side icon on the screen.
8. Click on **'Edit my information'**.
9. Once your information has been updated, click on **'Save'**.



Alternatively, you can also edit your e-business card by:

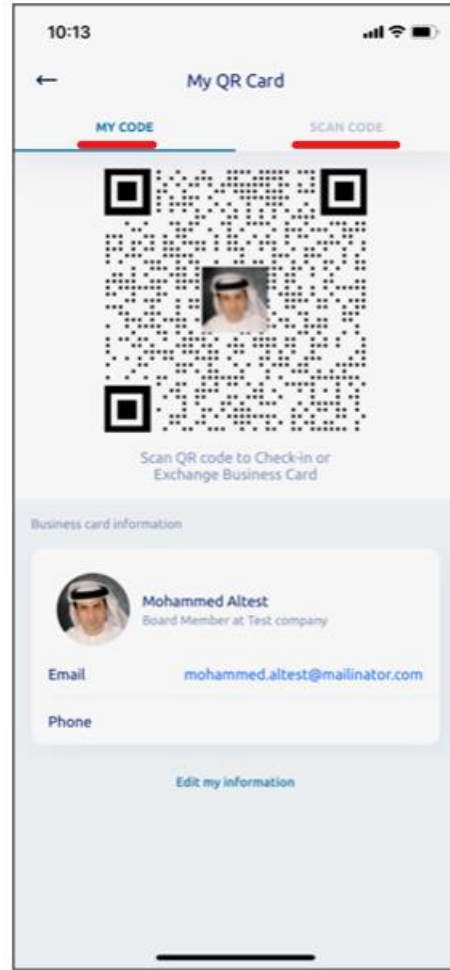
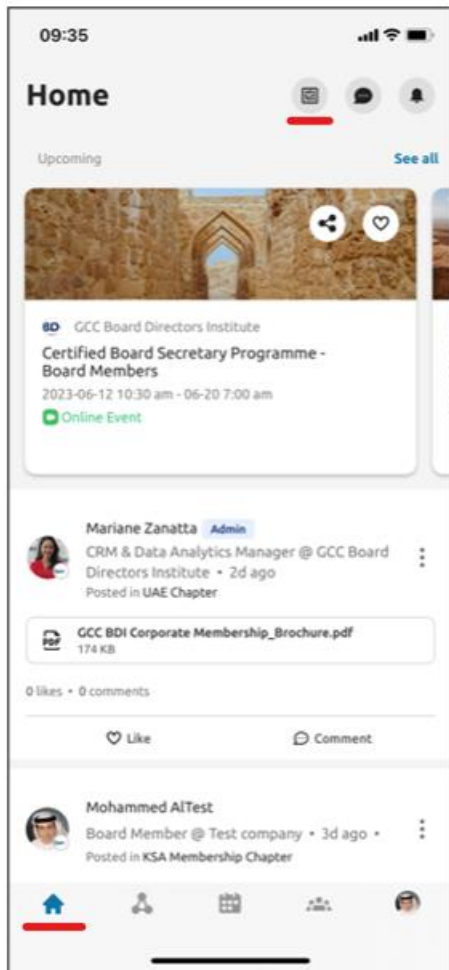
10. Click on your profile image/icon at the bottom right of the screen.
11. Click on **'My Profile'** and click on the edit icon at the top of the screen.
12. Click on **'Edit Profile'**, update your information, and click on **'Save'**.



Share & Receive e-Business Card (In-Person)

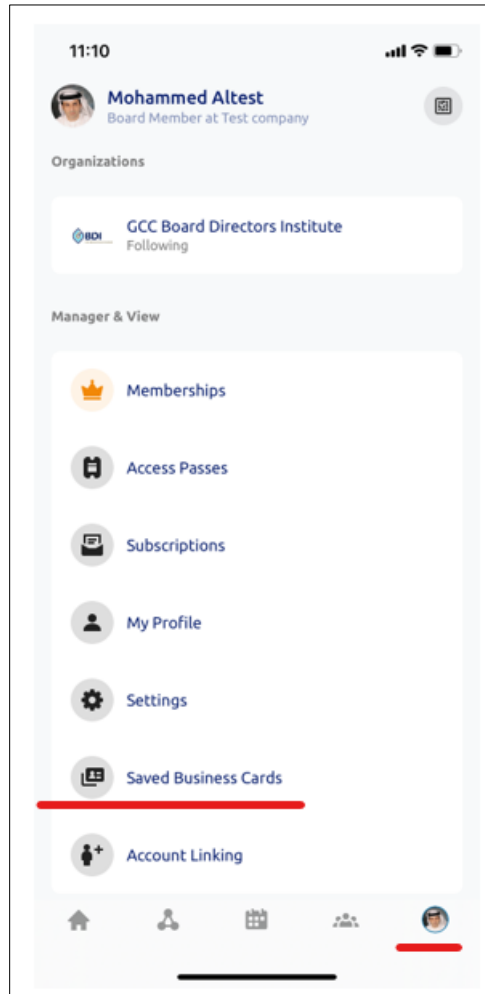
You have the option to share and receive e-Business Cards through the mobile app by scanning the e-business card QR code:

13. Access your e-business card by going to the home page, and clicking on the top left-hand side icon on the screen.
14. . You will see your QR code for your business card.
15. Instruct the other member to open his/her GCC BDI mobile app and access their e-business card, as instructed above.
16. On the screen, he/she will click on '**Scan Code**' and point the camera to your QR code.
17. Once the QR code is read, it will be automatically added to your connection records.



Access Saved e-business cards

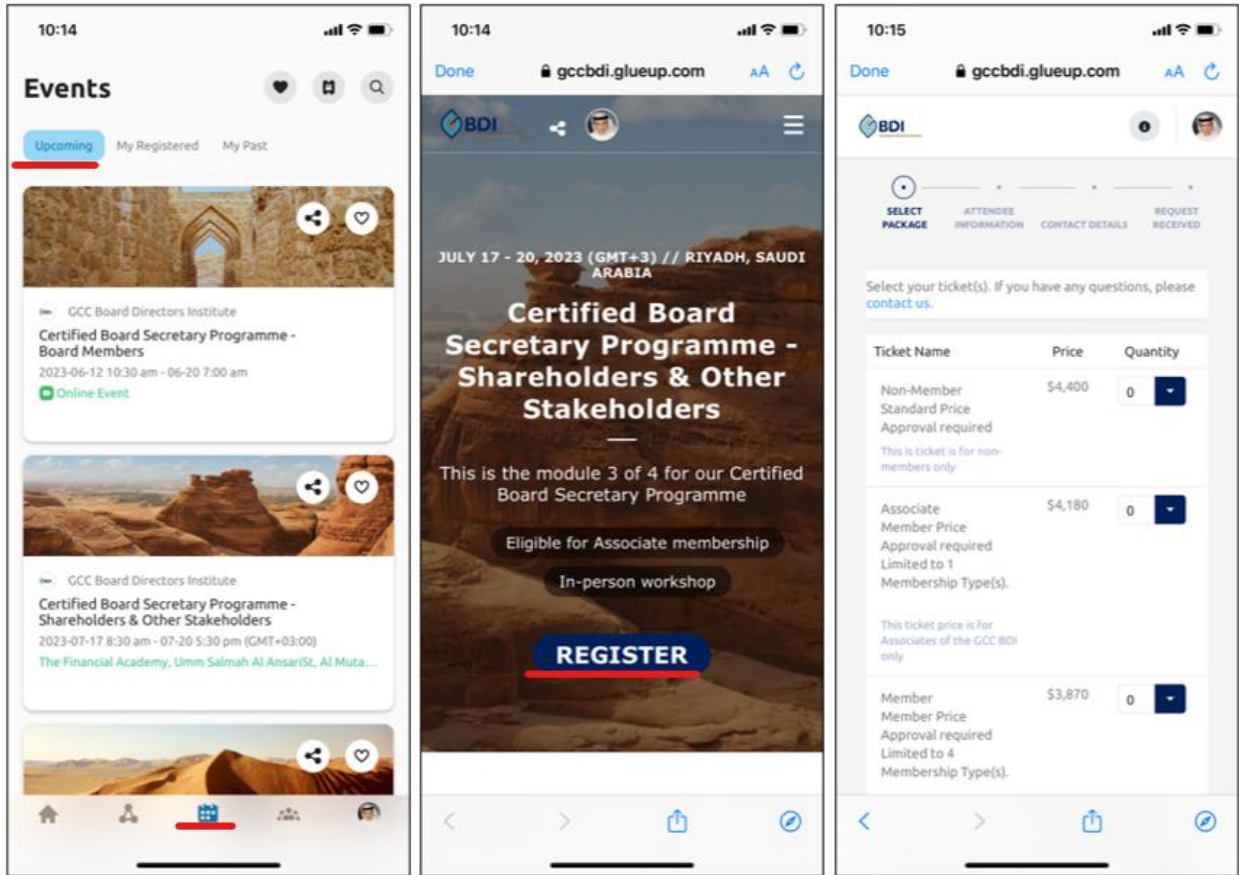
18. To access all your saved cards, click on your profile image/icon at the bottom right of the screen.
19. Click on **'Saved Business Cards'**.



Events

You can easily register and pay for events in the mobile app.

1. Click on the calendar icon at the middle of the screen.
2. Click on the upcoming event you wish to attend.
3. Click on the '**Register**' button.
4. Choose the correct ticket name based on your **Membership Category** and follow the instruction for payment.

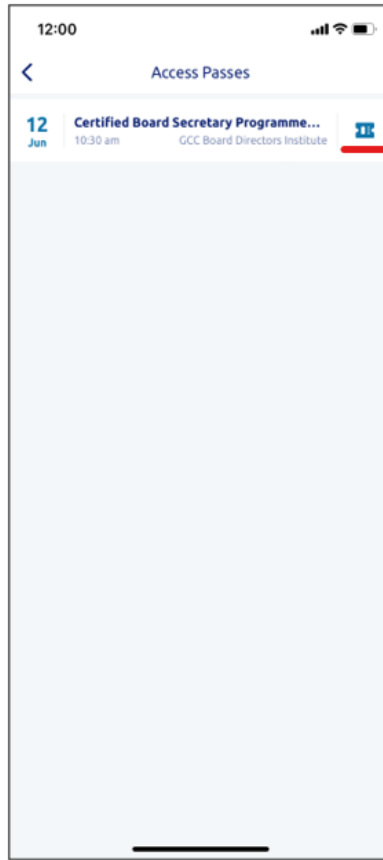
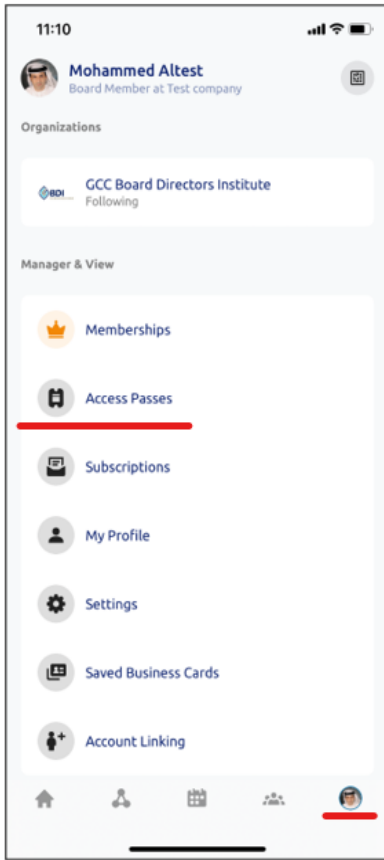


Attendance Registration (In-Person) events

GCC BDI staff can automatically confirm your attendance to an in-person event by scanning your registration QR code.

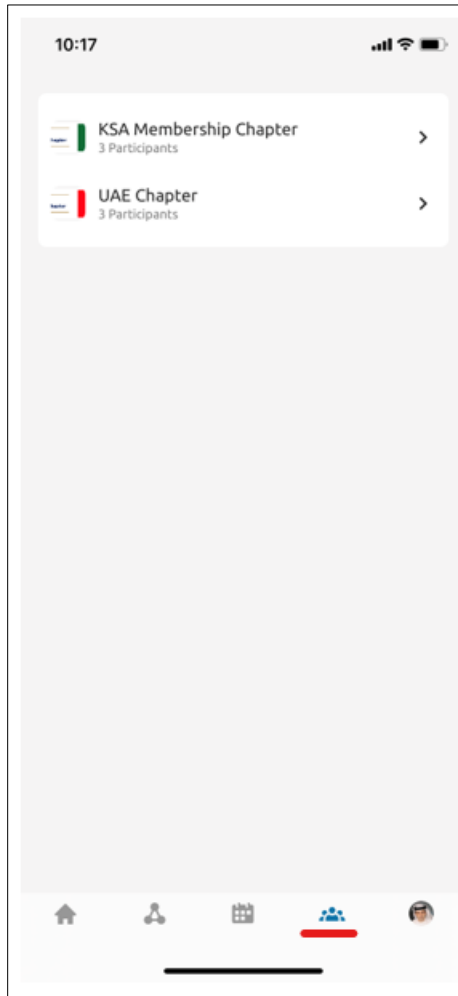
How to access events registration QR code:

1. Click on your profile image/icon at the bottom right of the screen.
2. Click on 'Access Passes' and see all events you have registered for.
3. Click on the code of the event and the QR code of your registration will appear.
4. GCC BDI staff will scan the QR code from your mobile app and automatically confirm attendance.



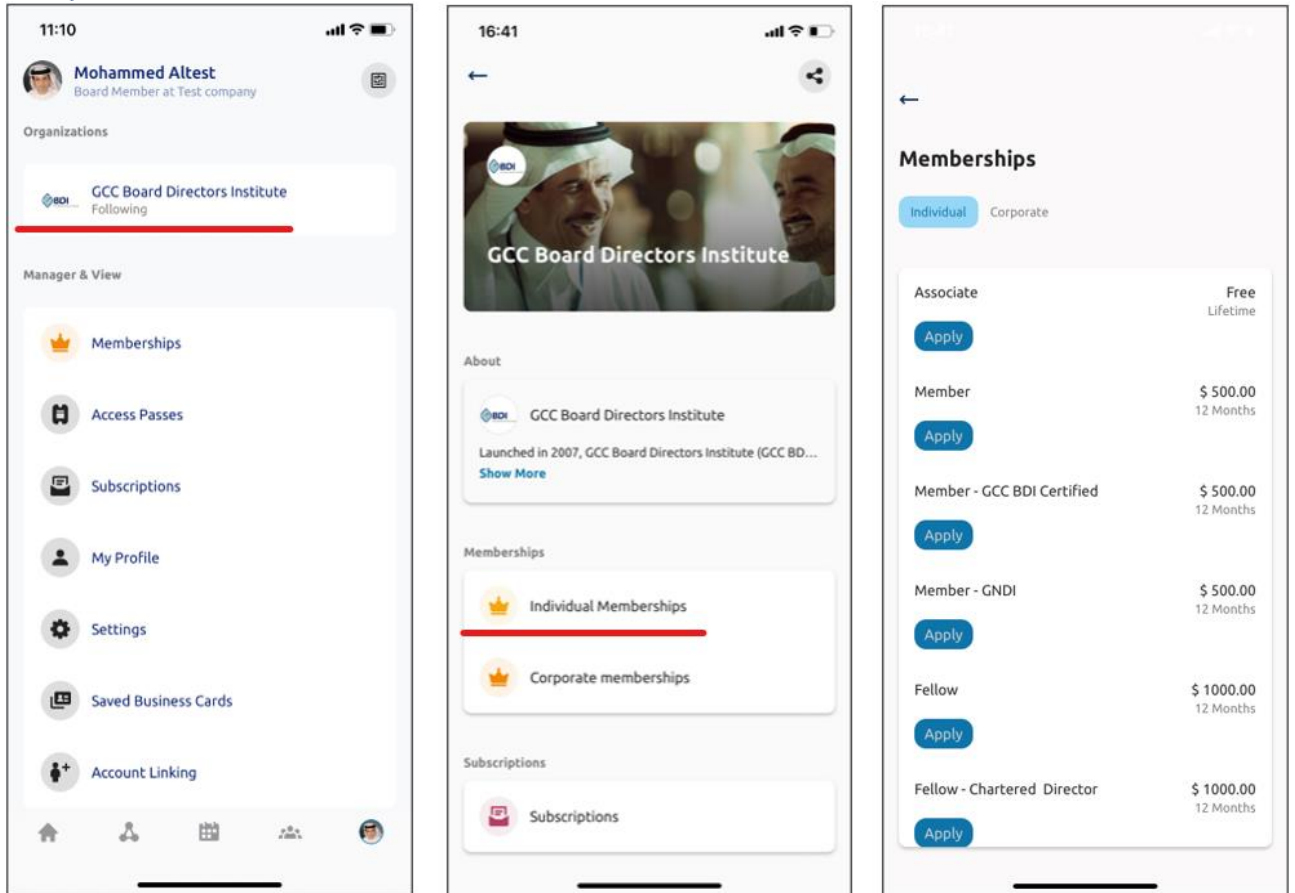
Communities

1. Access the communities you belong to by clicking on the icon at the bottom of the page and clicking on the name of the community you wish to access.
2. Find out more about communities by clicking [here](#).



Applying/Upgrading membership

1. Click on your profile image/icon at the bottom right of the screen.
2. Click on the '**GCC Board Directors Institute**' logo.
3. Click on '**Individual Memberships**' and apply for a membership category.

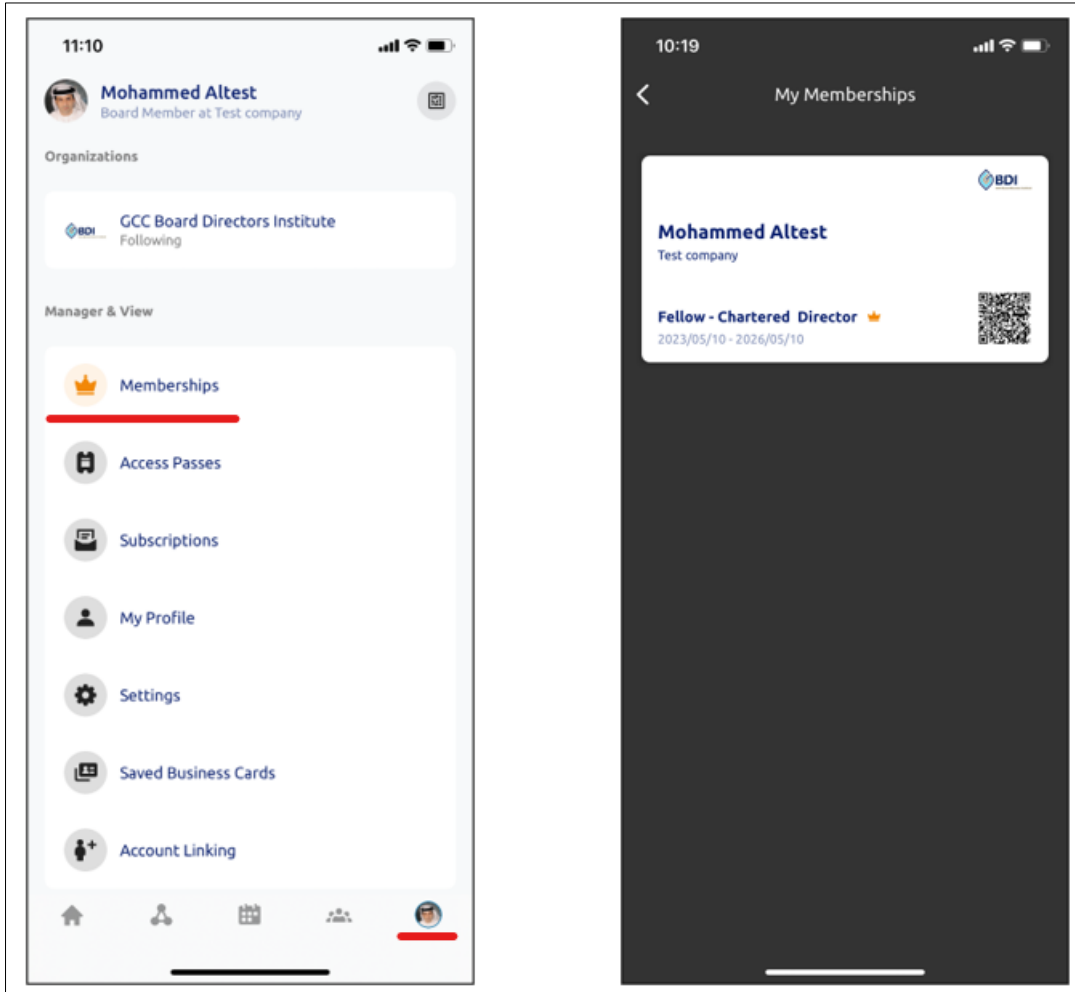


Membership e-Card

To access products and services at discounted rates offered by our Membership Partners, you **MUST** present your membership e-card to our partners.

You can access your easily access your membership e-card on the mobile app:

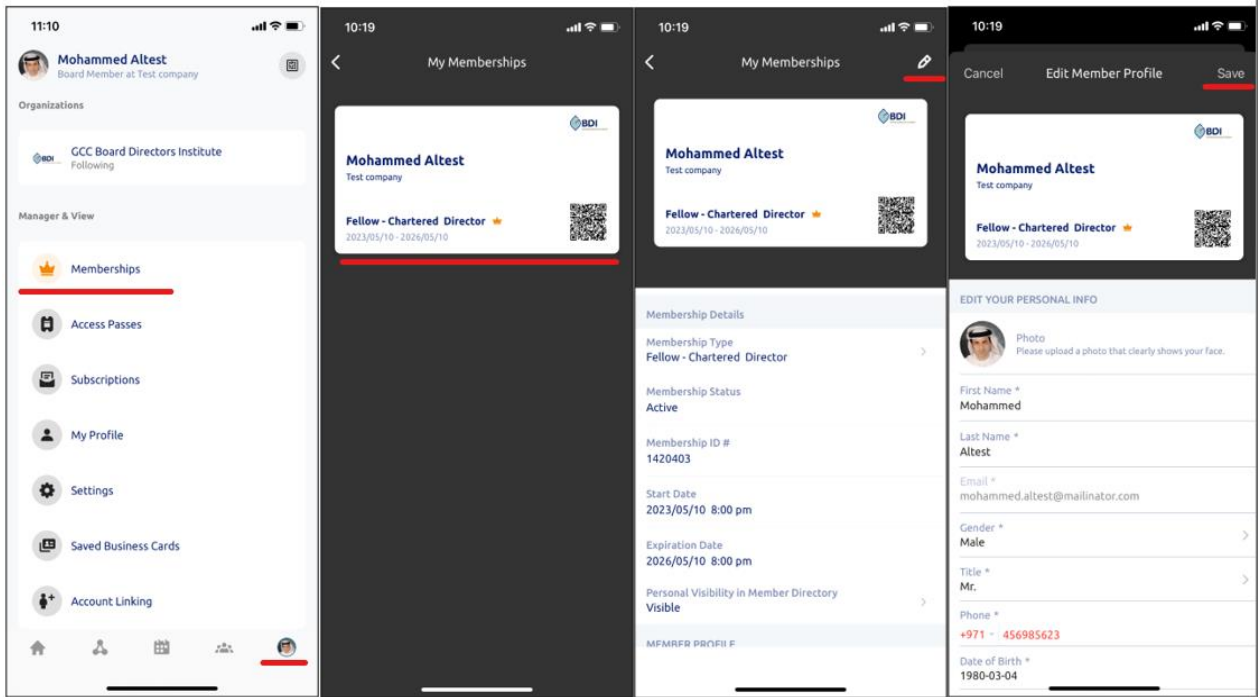
1. Click on your profile image/icon at the bottom right of the screen.
2. Click on **'Memberships'**.



Edit Membership Profile

You **MUST** edit the information that goes on your e-business card **AND** your membership profile. Please click [here](#) for more information.

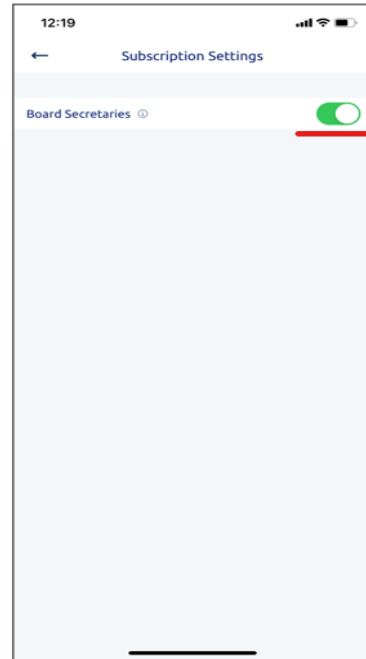
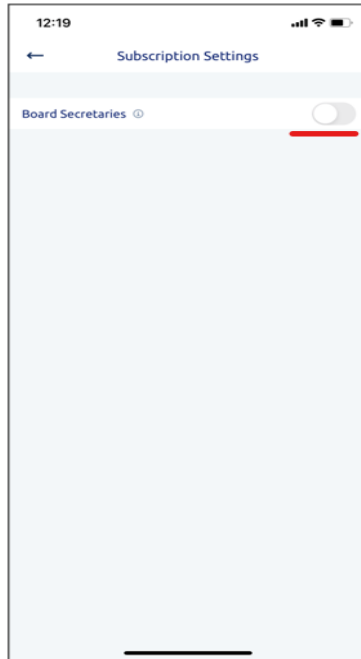
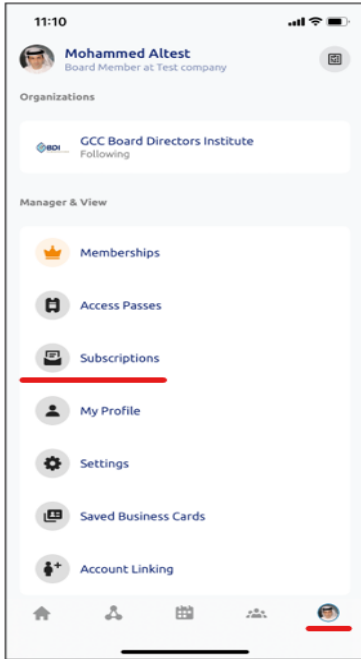
1. Click on your profile image/icon at the bottom right of the screen.
2. Click on **'Memberships'**.
3. Click on the membership card and then click on the **'Edit'** icon on the top of the page.
4. Once you update your membership profile, please click on **'Save'**.



Subscriptions

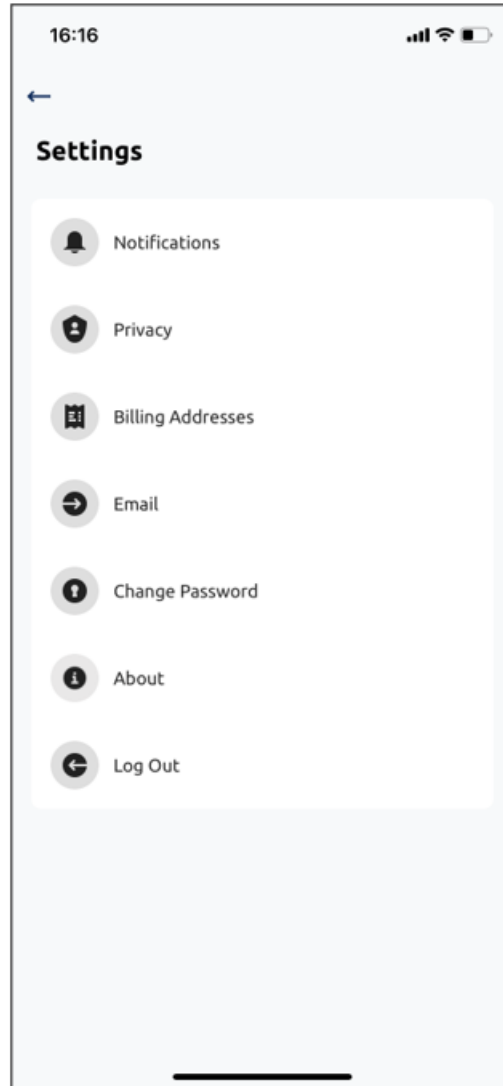
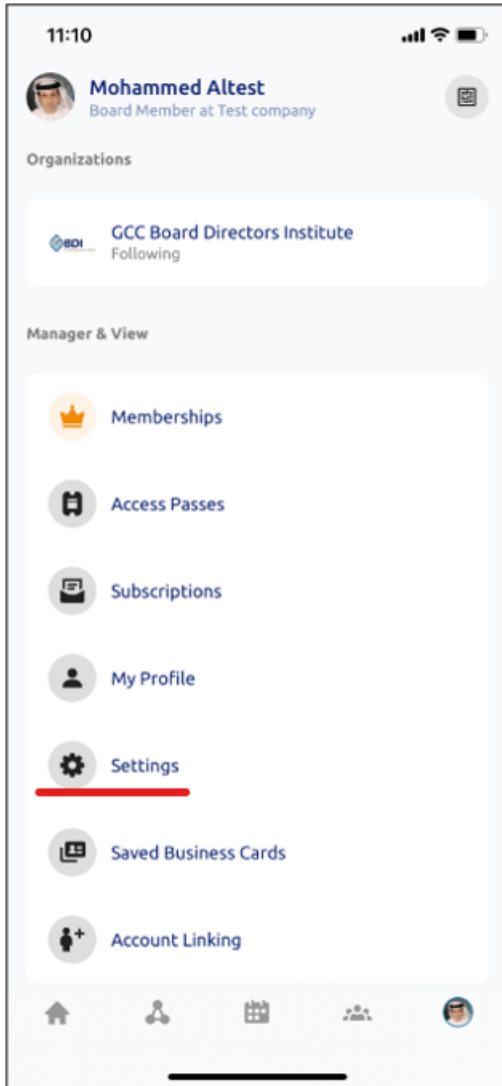
Subscribe to receive information by email on different topics, as set out in the subscriptions list.

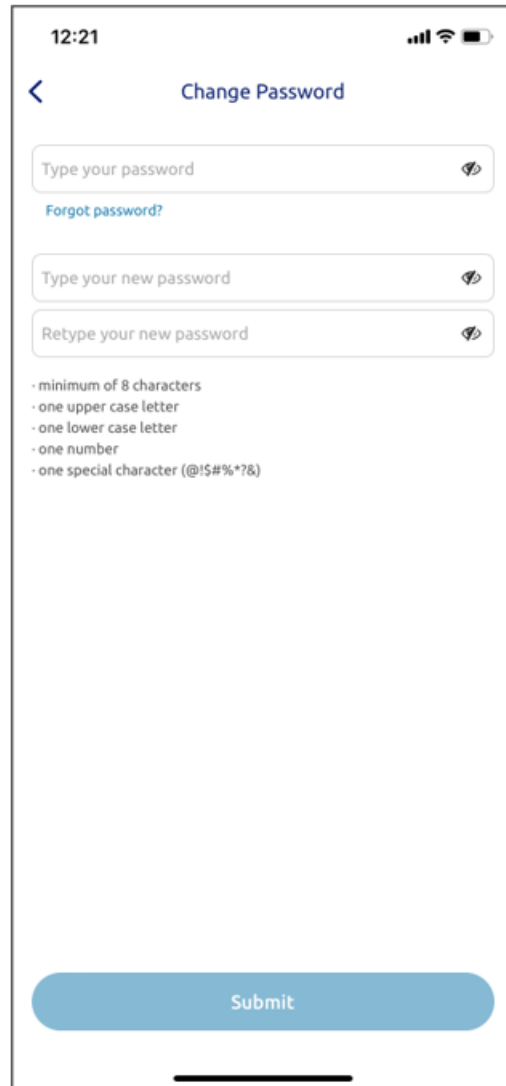
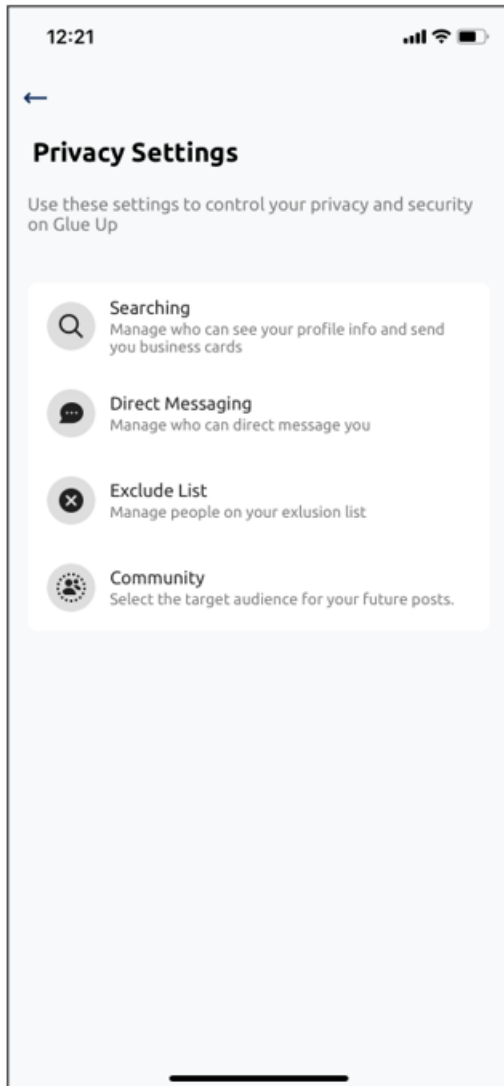
1. Click on your profile image/icon at the bottom right of the screen.
2. Click on 'Subscriptions'.
3. Subscribe to any lists by clicking on the toggle button.



Settings

In this section you may make changes to the settings of your mobile app and membership account. Change your preferences on how you would like to receive notifications, update your privacy settings, change your password and much more.





Contact Us

If you have any questions, please contact us at membership@gccbdi.com or call us at +971 4 554 7967.

VERSION CONTROL

GCC BDI Document Control		Date
Document Name	GCC BDI Online Platform User Guide	XXX 2025
Document Owner	Executive Director	
Key Contact	Jane Valls	
Document Status	Final	16 August 2023
Version	V1	
Approved by	GCC BDI Board	For next meeting
Revision History		
Classification	Public	
Next Review Date	Annual	