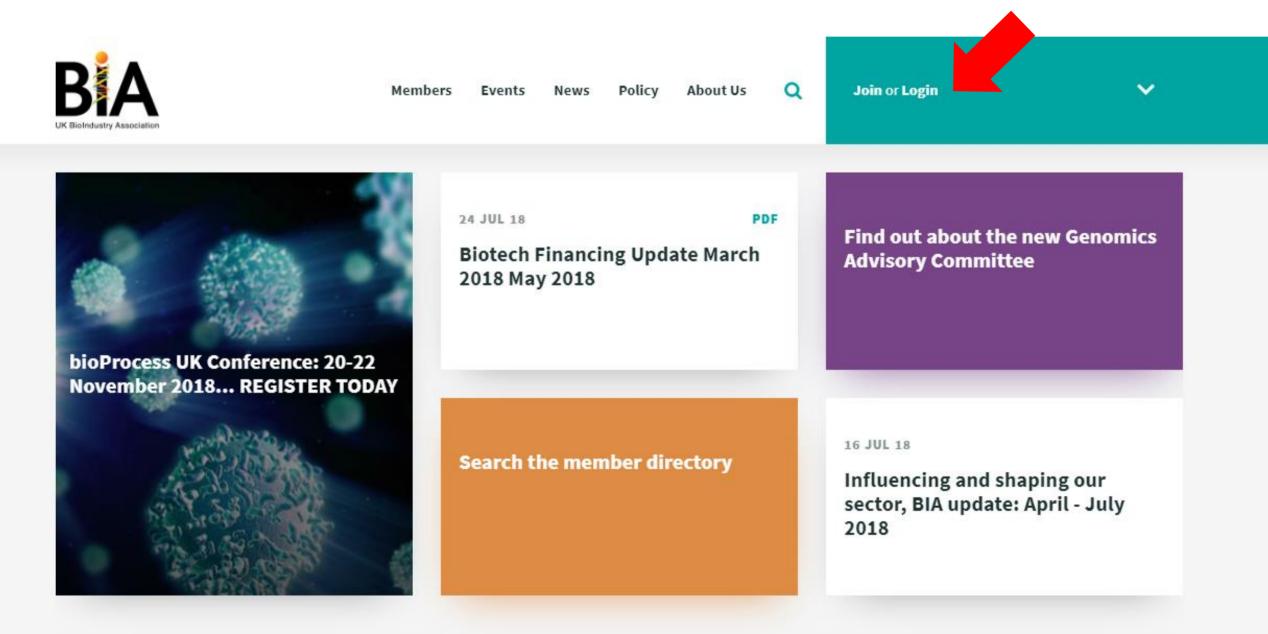
## Website functions

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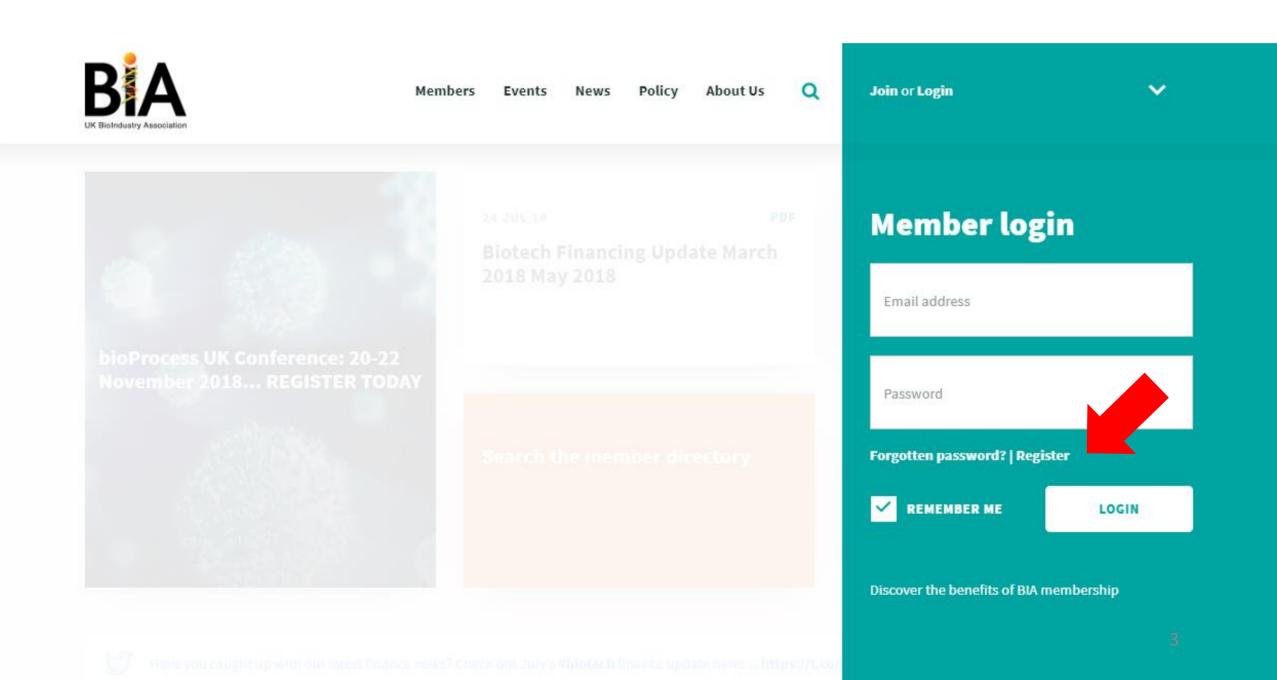
## Registering as a user

# To get started, go to "Join or Login" at the top right of the homepage, and then click the drop-down arrow.



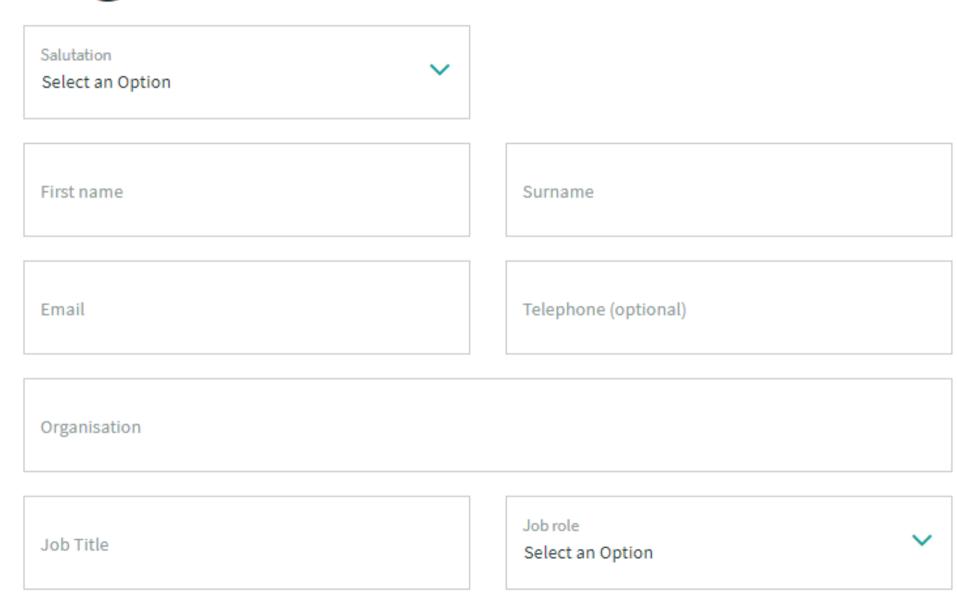
< 1 of 5 >

# Click register, which will bring you to the next step in the process



#### Fill out your details on the registration page

## Registration

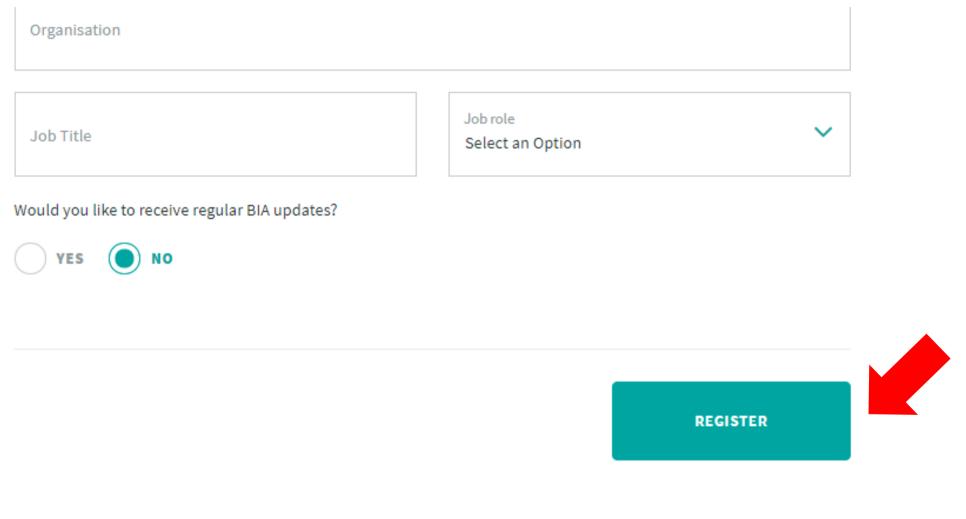


Would you like to receive regular BIA updates?





When you're finished, click **register** to complete the process, and **follow the instructions** sent to the **email** address provided.



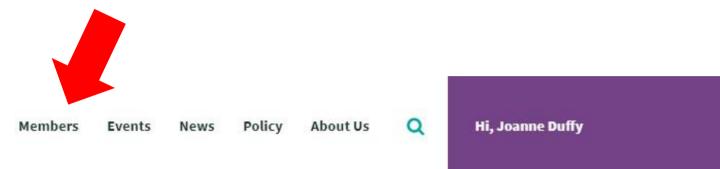
The BioIndustry Association, 7th Floor, Southside, 105 Victoria Street, London, SW1E 6QT ● Tel: +44 (0)20 7630 2180

Privacy statement

## Submitting a member job

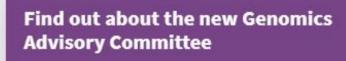
# To submit a member job, hover over **members** on the homepage









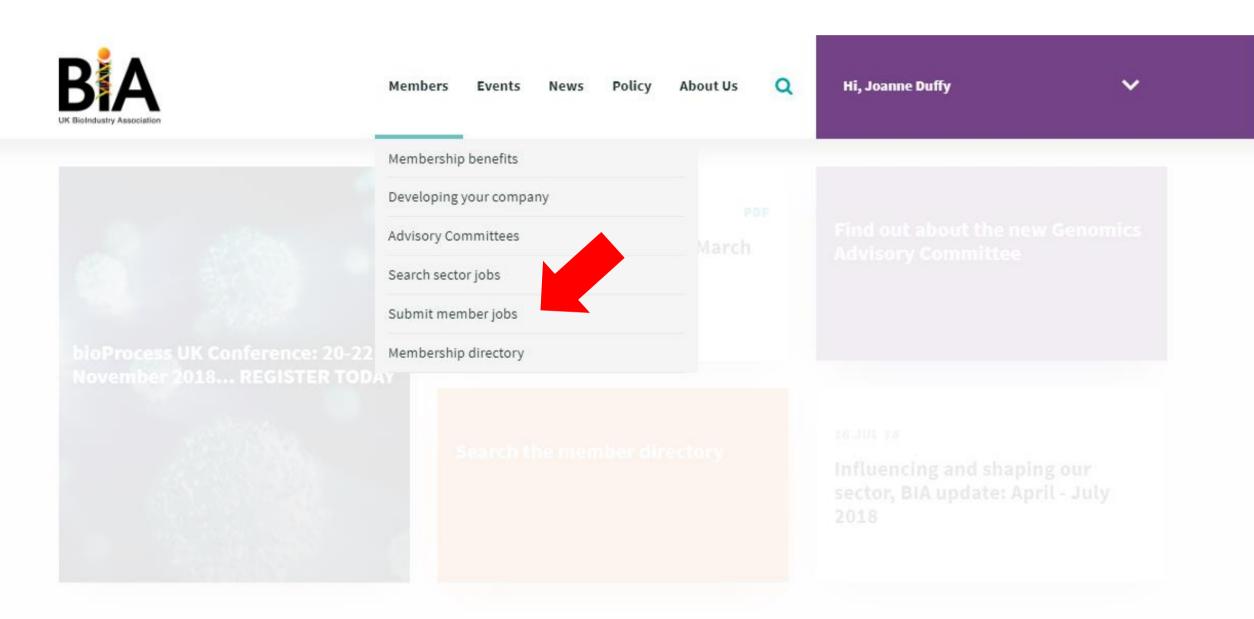


Search the member directory

Influencing and shaping our sector, BIA update: April - July 2018

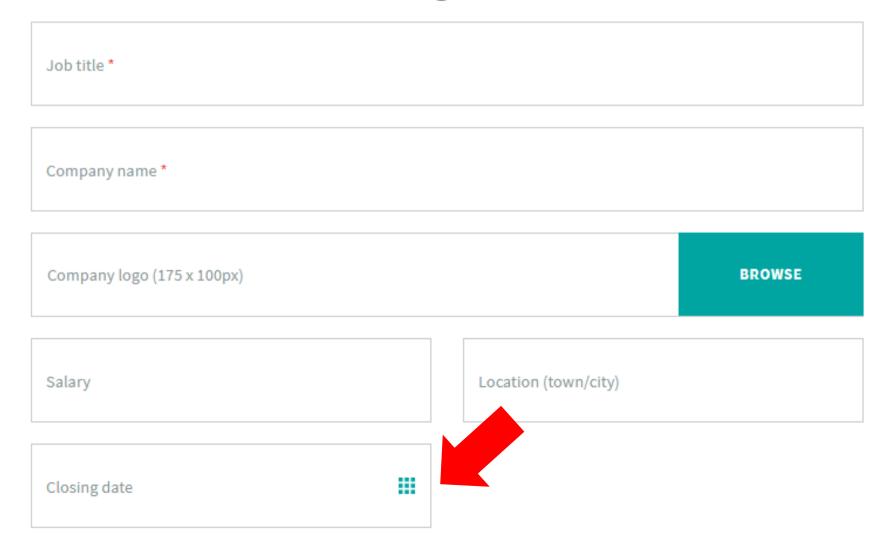
16 JUL 18

#### Click on **submit member jobs**



Fill out the details of the job being advertised. Pay careful attention to the **closing date**. Your job posting will automatically expire on this date. The default setting for this is today's date, meaning your job posting will disappear immediately if it's not filled out correctly.

### Submit member jobs



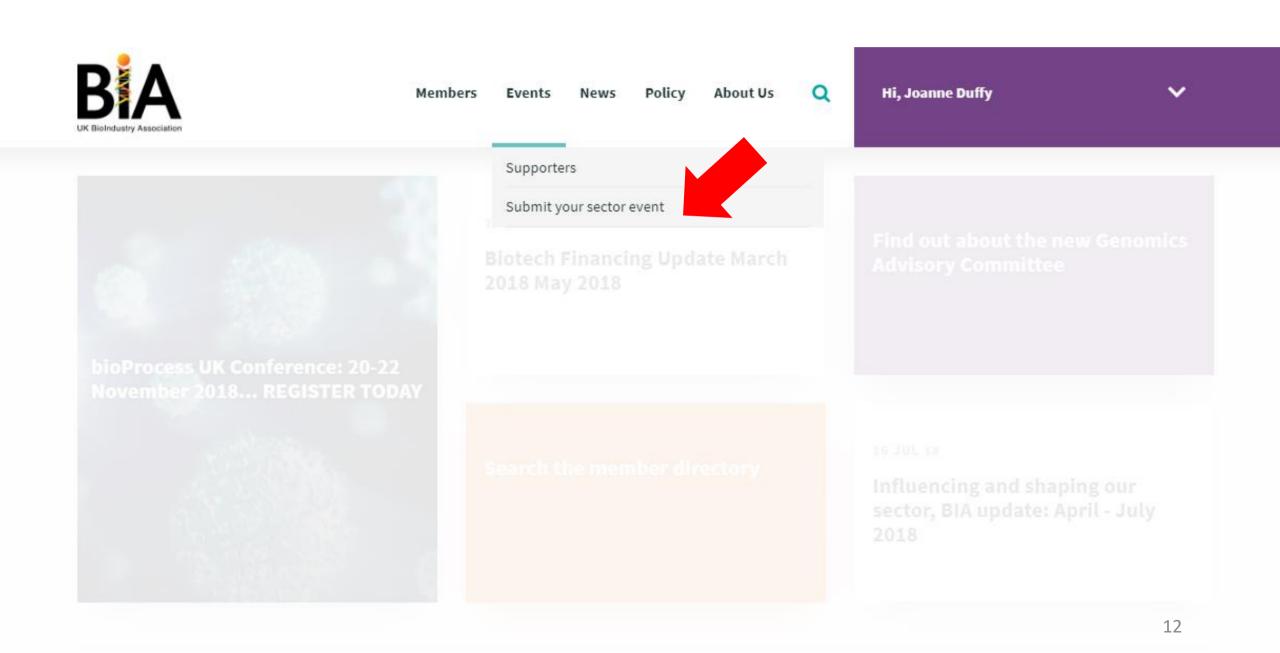
The contact details associated with the job posting will be filled out for you automatically. When you are happy with the details of the job posting, click **submit** to finalise. One of our colleagues will approve your posting as quickly as possible.

#### **Contact details**

Salutation Ms			
First name Joanne	Surname Duffy		
Email jduffy@bioindustry.org	Telephone (optional) 020 7630 2183		
Organisation BIA			
Job title Communications Executive	Job role		
SUBMIT			

## Submitting a member event

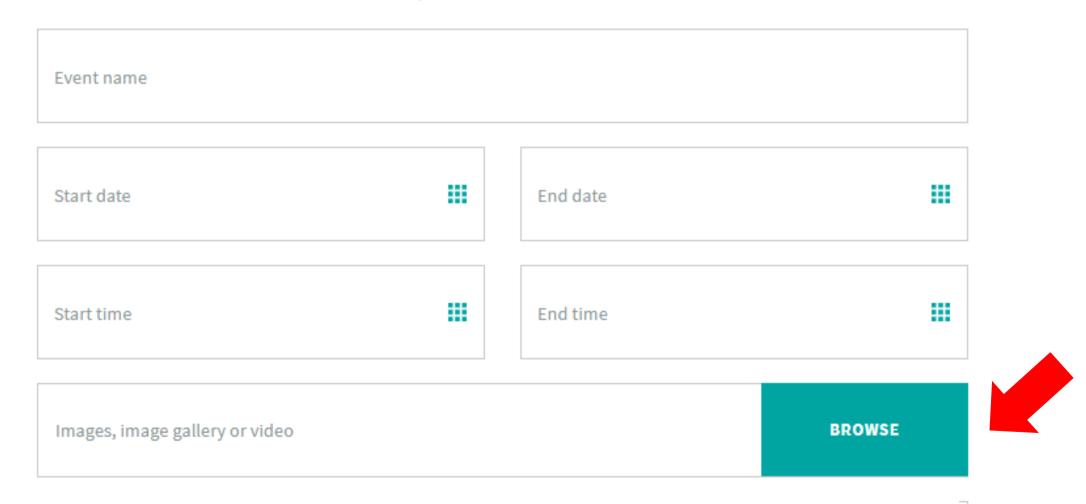
# To submit an event, hover over **events** on the homepage and click on **submit your sector event**



Fill out your event details. Your **event thumbnail** should be **380x214** and be as **high resolution** as possible.

## Submit your sector event

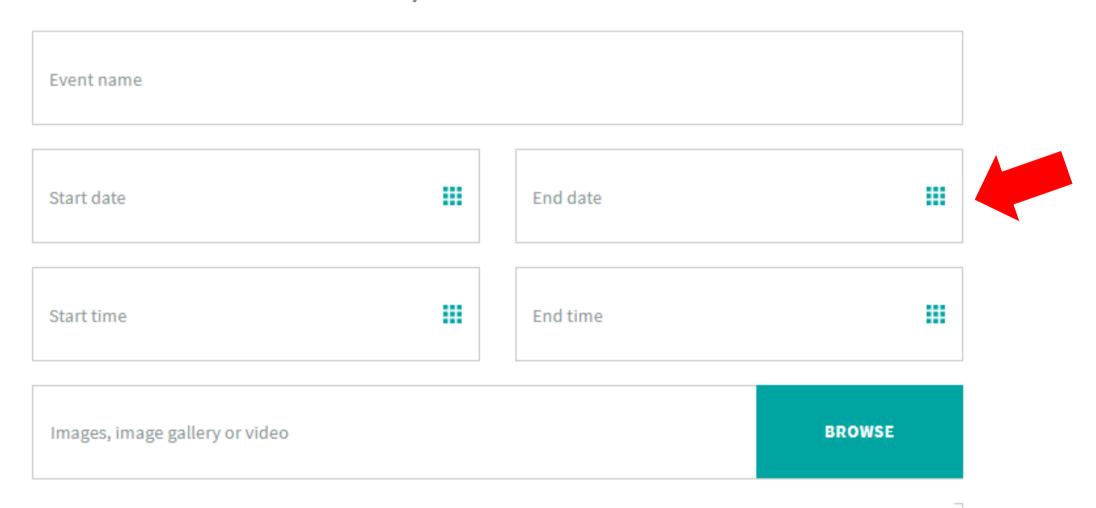
We are delighted to support other sector events. By listing your event you will have access to life science professionals worldwide. Please use the form below to submit your sector event.



Pay careful attention that the **date of your event** is correct, as the default setting is today's date, and users may miss your event!

## Submit your sector event

We are delighted to support other sector events. By listing your event you will have access to life science professionals worldwide. Please use the form below to submit your sector event.



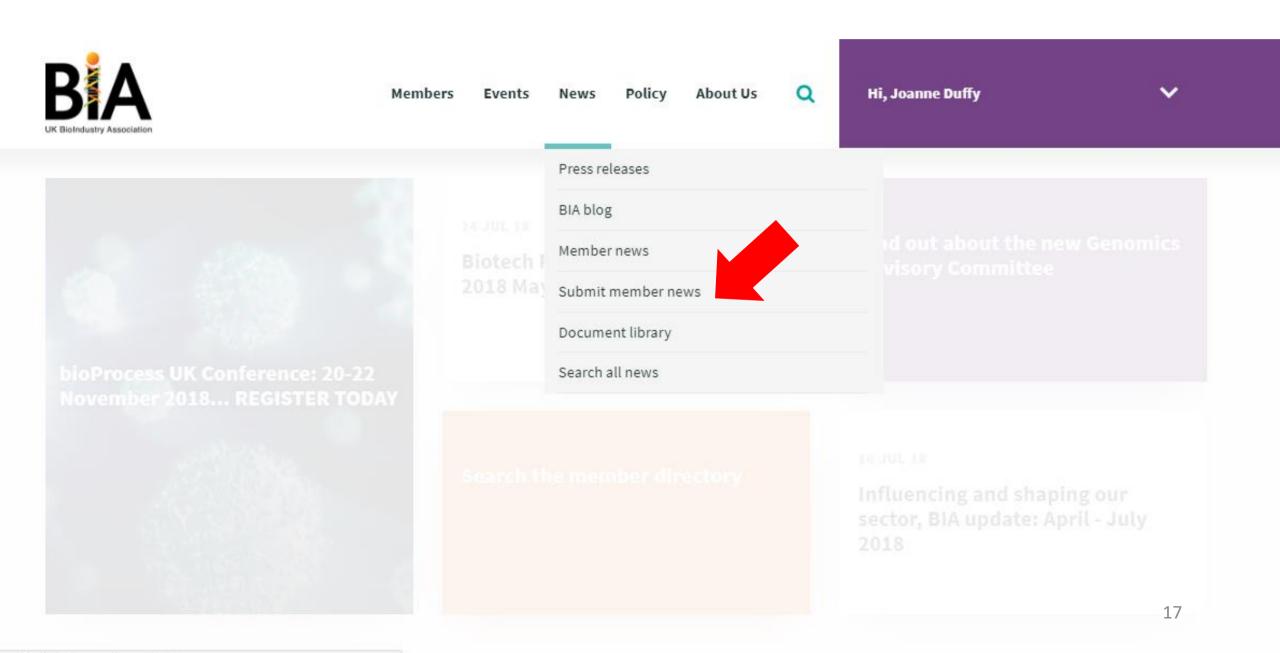
When you are happy with the details of the event, click **submit** to finalise. One of our colleagues will approve your posting as quickly as possible.

Juannie	Dully			
Email	Telephone (optional)			
jduffy@bioindustry.org	020 7630 2183			
Organisation				
BIA				
Job title Communications Executive	Job role			
Communications executive				
Incomplete details? Update them <b>here</b>				
SUBMIT				

15

## Submitting sector news

# To submit sector news, hover over **news** on the homepage and click on **submit member news**



Fill out the **headline**, and add some **introduction text**. The **introduction text** is the text which will appear as a **teaser** on our news section. The **first paragraph** of your piece should be plenty to add here. **Make sure to repeat it** in the **main content** of the news item.

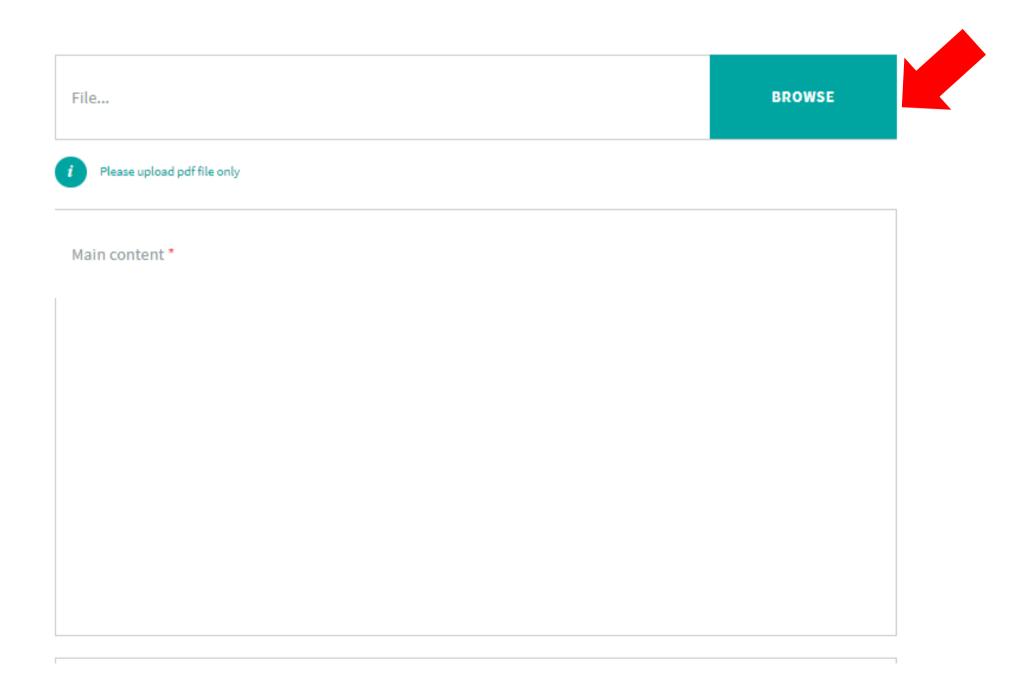
#### **Submit member news**

Please fill in the boxes below to submit your member news story to the BIA communications team to review. If approved, your story will appear within the next three days. We only profile content from BIA members - if you are not a member and would like to join the BIA then please go to the members section of the website.

Headline (Page title) \*

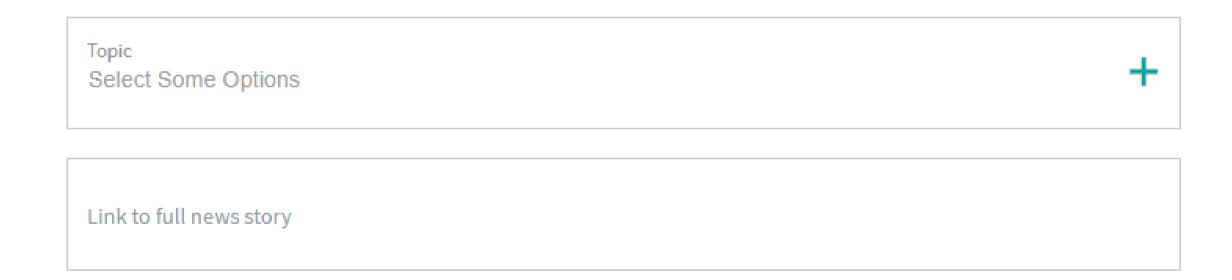
Introduction text \*

#### You can add a PDF file to your news item if you wish.

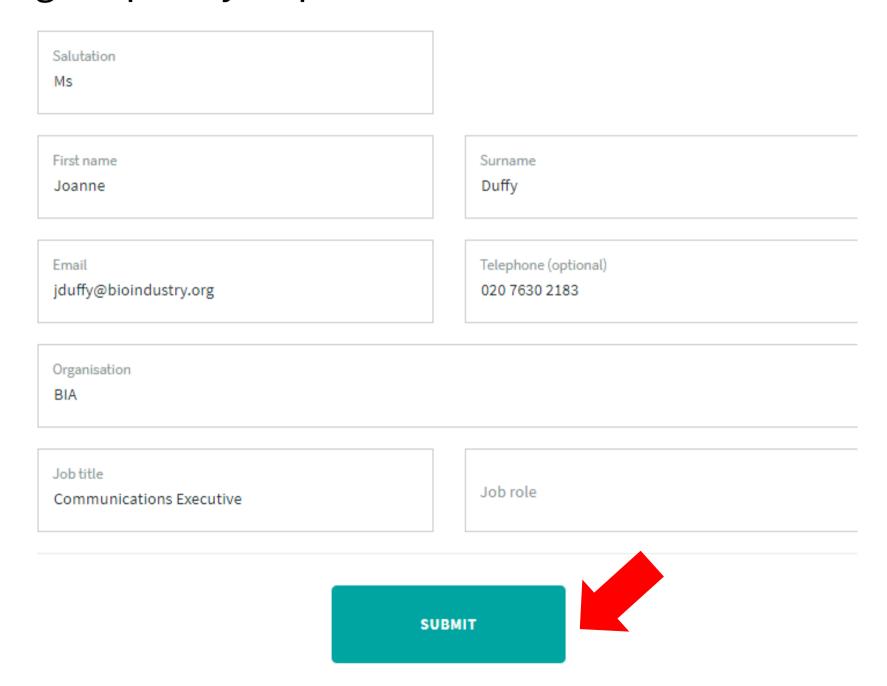


You can add some **topic tags** to the news piece to make it easier for readers to find, eg **Manufacturing**, **Regulatory** etc

You can also add an external link to the story if it is published elsewhere

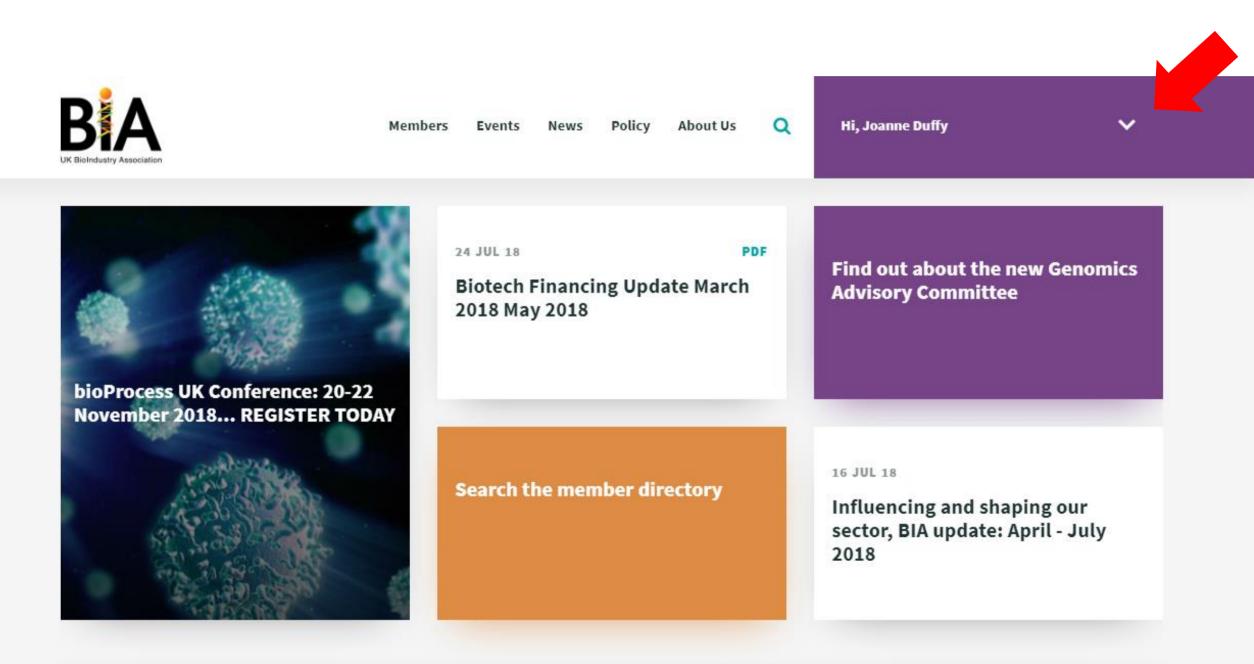


When you are happy with the details of the news item, click **submit** to finalise. One of our colleagues will approve your posting as quickly as possible.

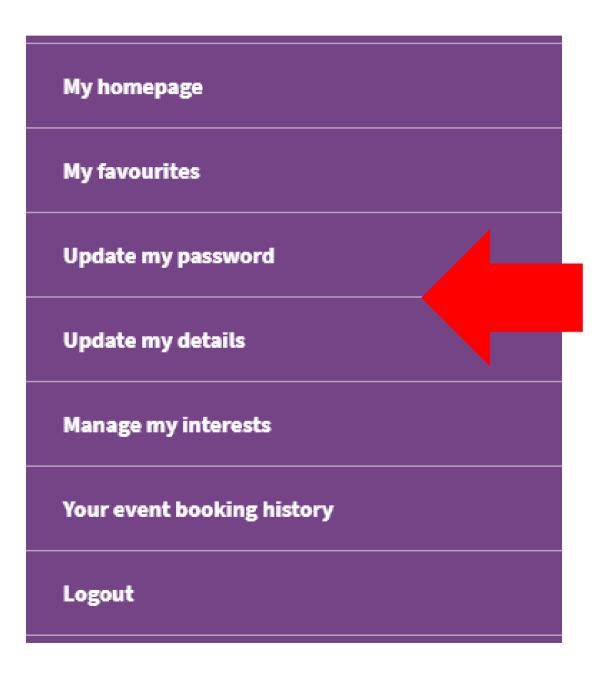


## Updating your details

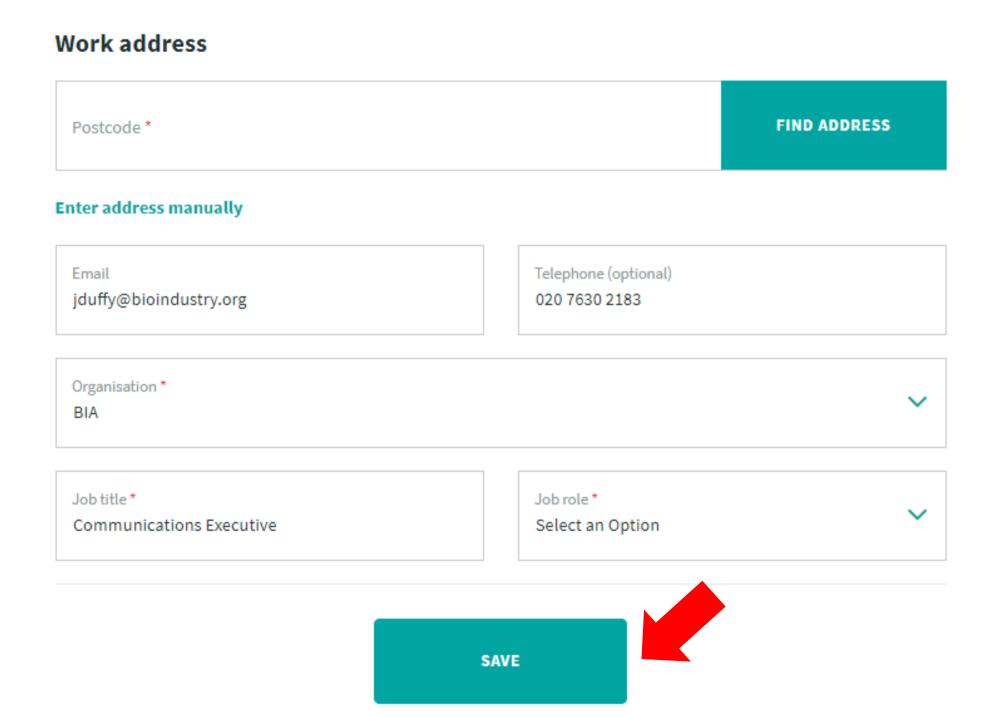
# Once you are logged in, click on **the drop down arrow** beside your name



# From this menu, you can **update your password** or **update your details**

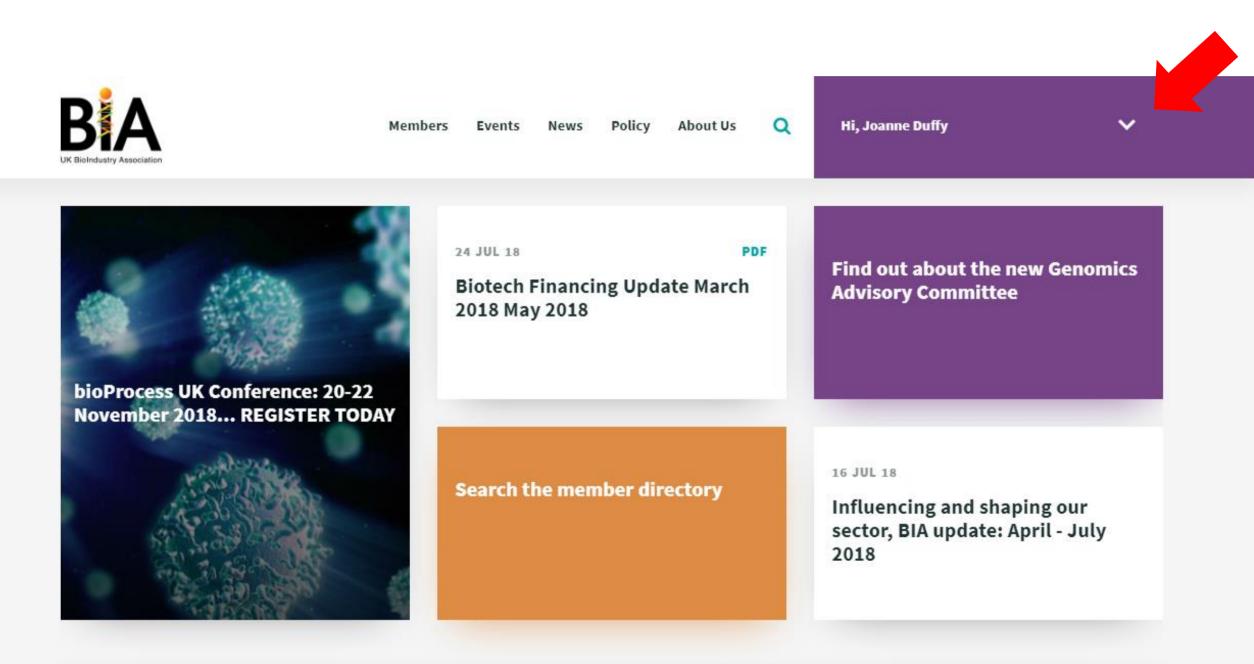


When you are happy the changes to our details, click **save** to finalise.

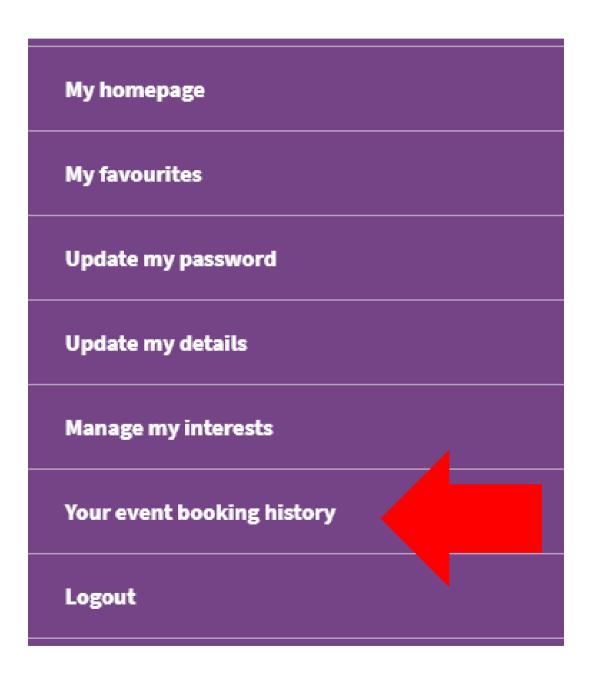


## Event booking history

# Once you are logged in, click on **the drop down arrow** beside your name



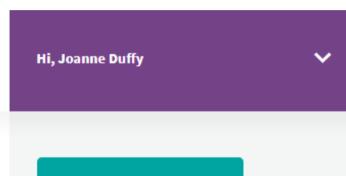
#### From this menu, click on your event booking history



This will show you any events you have registered to attend. You can browse BIA events and sector events by clicking on events at the top of the page.







REGISTER >

#### **BIA Brexit webinar - August**

16.00 - 17.00, 17 Aug 18 Online, Online

Print page



#### WEBINAR

This series of BIA Brexit Briefings will provide monthly updates for our UK and International audiences answering 'What does Brexit mean for Biotechnology in the UK and beyond?

Following the outcome of the UK's referendum on membership of the European Union, the BIA has worked closely with members and stakeholders to identify the threats and opportunities for biotech post-Brexit and to represent the sector.

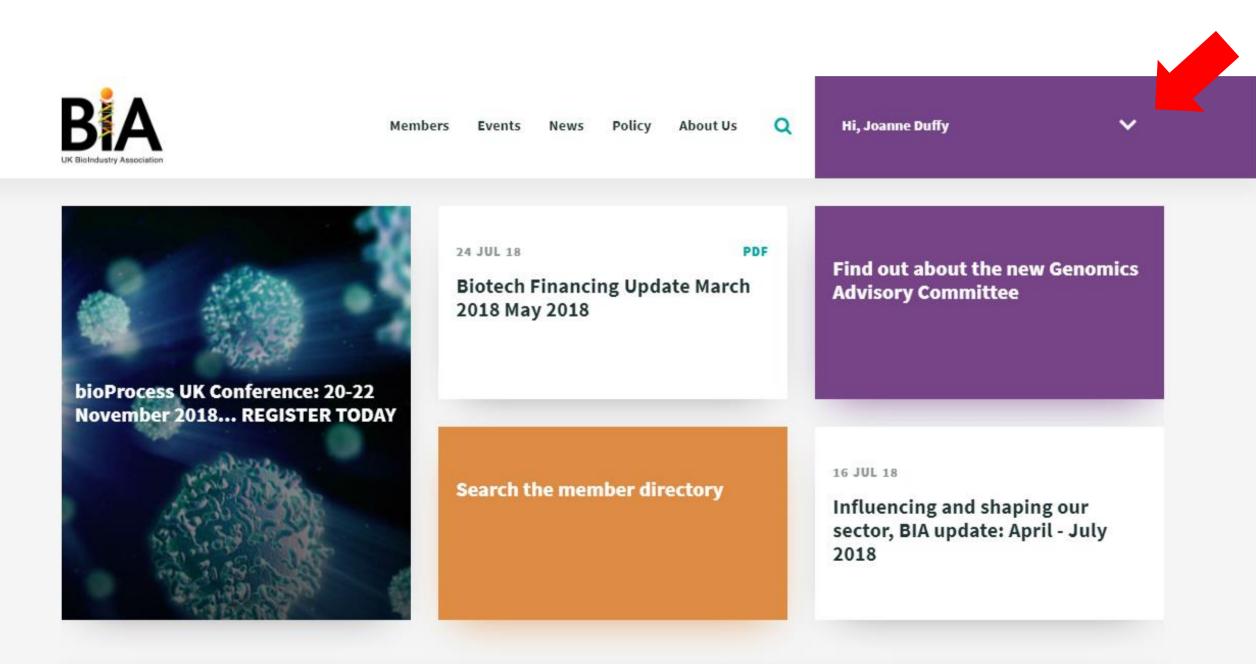
Our BIA Brexit Briefing webinars provide a monthly update on Government policy, progress of working groups, and how these potentially affect companies in life sciences.

# Related events 28 SEP 18 WEBINAR Brexit briefing webinar September 26 OCT 18 WEBINAR Brexit briefing webinar - October Online 29 30 NOV 18 WEBINAR

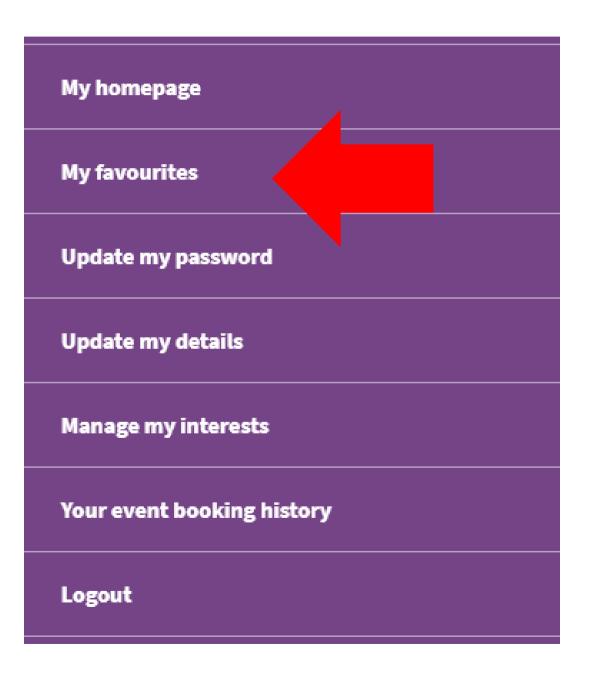
#### **BIA Annual Supporters**

## **Favourites**

# Once you are logged in, click on **the drop down arrow** beside your name



#### From this menu, click on my favourites



At the bottom of every page of our website, you will find a **button** which allows you to **add that page** to your **favourites** 



# All of the pages you favourite while you browse the site will be **saved** in **my favourites**



Members Events News Policy About Us Q

## My favourites

Use the "+ Add to my favourites" button at the bottom of any page (resources, news, membership events, etc) to add it to your Favourites. It's a great way to save things for quick reference in the future without filling up your bookmarks.

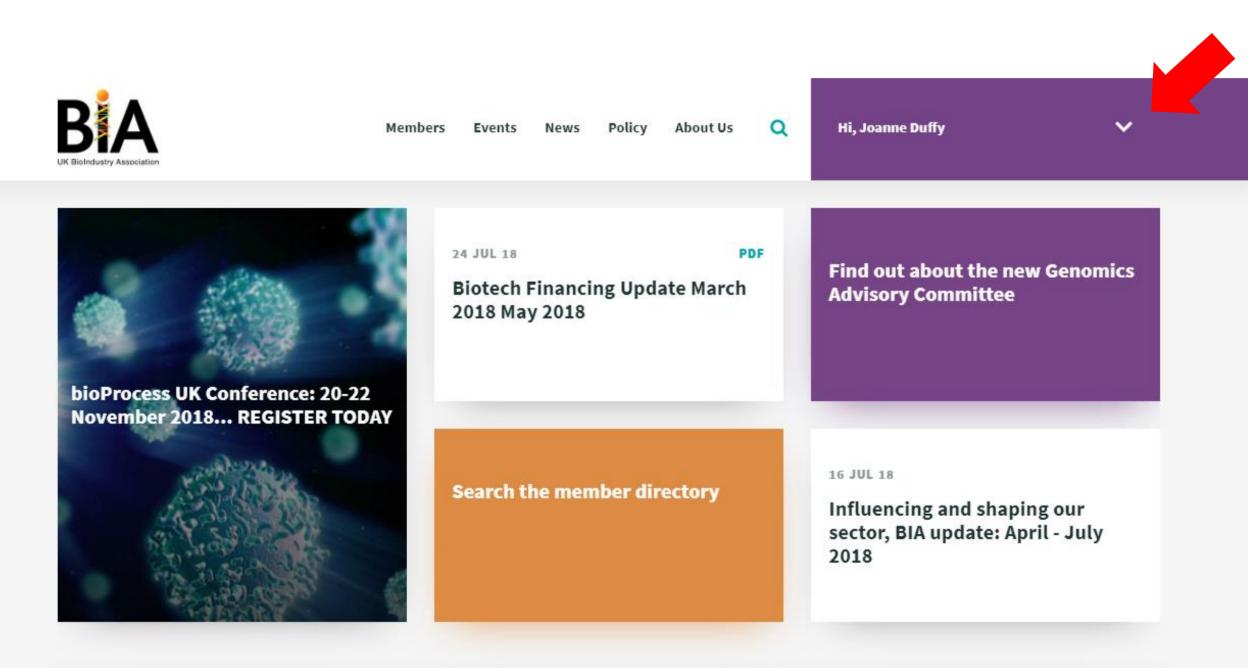
**DISPLAY 1 RESULTS** 

06 JUN 2017 PAGE

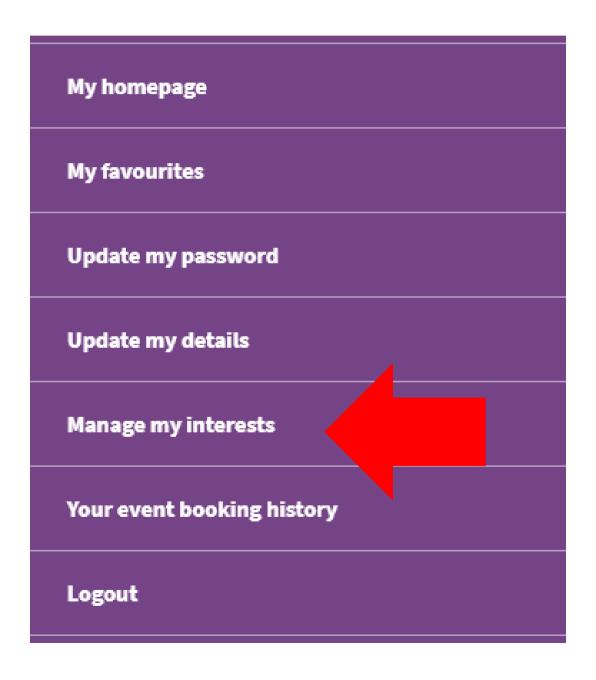


## Manage my interests

# Once you are logged in, click on **the drop down arrow** beside your name



#### From this menu, click on manage my interests



# This page allows you to select what **newsletters** you would like to be signed up to

#### Manage my interests

Subscribe to our emails, and choose your interests using the tabs and tick boxes below. Updating your interests means that when you click on your name in the navigation above, it will take you to a personalised home page where you will find news, events, and resources that are related to these.

By choosing the newsletters you're interested in, you are giving us permission to contact you about these topics. You can update your preferences below at any time. If you would like to be removed from our mailing lists, please email us.

Newsletter preferences	Update interests	
INVESTORS' NEWS		
EVENTS		
MEMBERSHIP		
SAVINGS		
POLICY AND REGULAT	TION	
FINANCE NEWS		
A NEWSCAST (WEEKING	- NEWS ETTER	

# By clicking on **update interests** you can manage what areas of the BIA are most relevant to your interests

#### Manage my interests

Subscribe to our emails, and choose your interests using the tabs and tick boxes below. Updating your interests means that when you click on your name in the navigation above, it will take you to a personalised home page where you will find news, events, and resources that are related to these.

By choosing the newsletters you're interested in, you are giving us permission to contact you about these topics. You can update your preferences below at any time. If you would like to be removed from our mailing lists, please email us.

Newsletter preferences	Update interests	
REGULATORY		
FINANCE TAX INVEST	MENT	
PRE CLINICAL AND C	LINICAL RESEARCH	
MANUFACTURING		
OVERARCHING POLIT	TCAL ISSUES	
IP AND TECHNOLOGY	TRANSFER	

# Be sure to click **save changes** to update when you are finished

IP AND TECHNOLOGY TRANSFER		
STRATEGIC TECHNOLOGIES		
SKILLS PEOPLE AND TALENT		
ACCESS TO MEDICINES		
	SAVE CHANGES	

## If you have any problems or questions about using the website, please get in touch with our Communications Executive, Joanne Duffy

#### **Joanne Duffy**

Communications Executive BioIndustry Association (BIA)

jduffy@bioindustry.org

020 7630 2183 07864902930