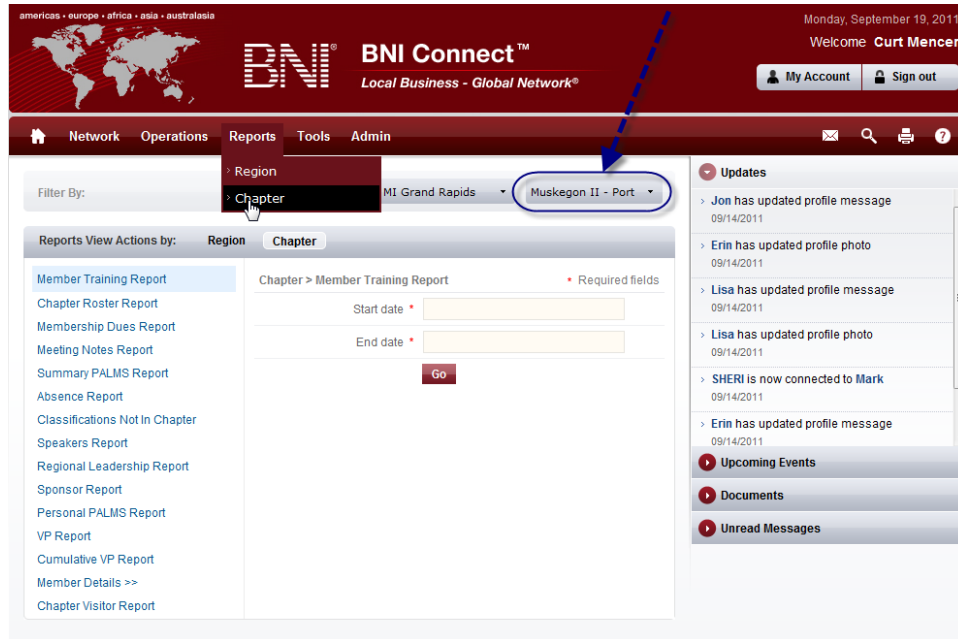
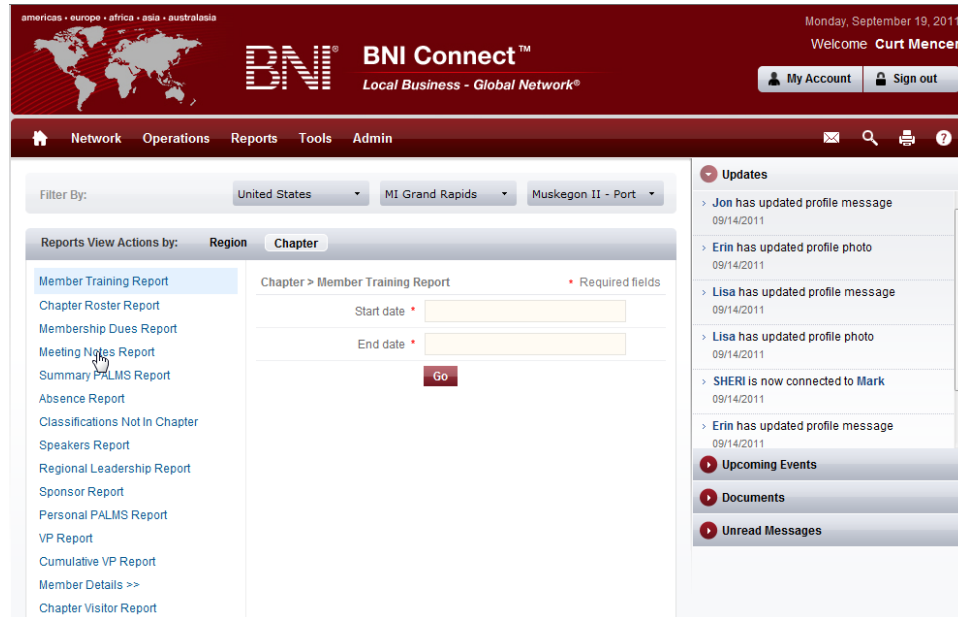


## Printing a "Meeting Notes Report" In BNI Connect (using the Meeting Notes Report as an "Ask Sheet" for your meeting)

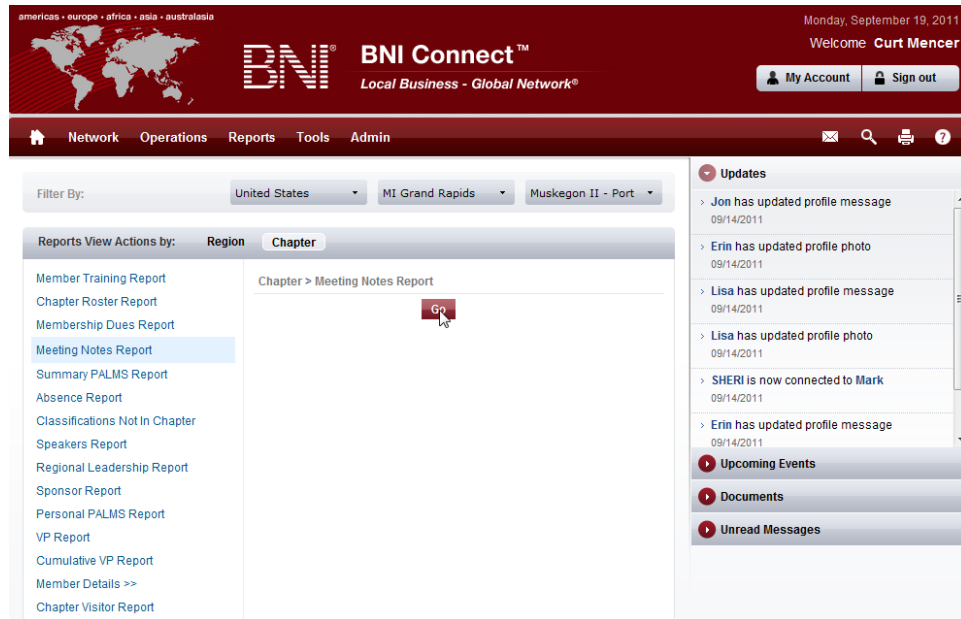
1. Under **"Reports"** click on **"Chapter"** Make sure your chapter name is visible in the chapter drop down.



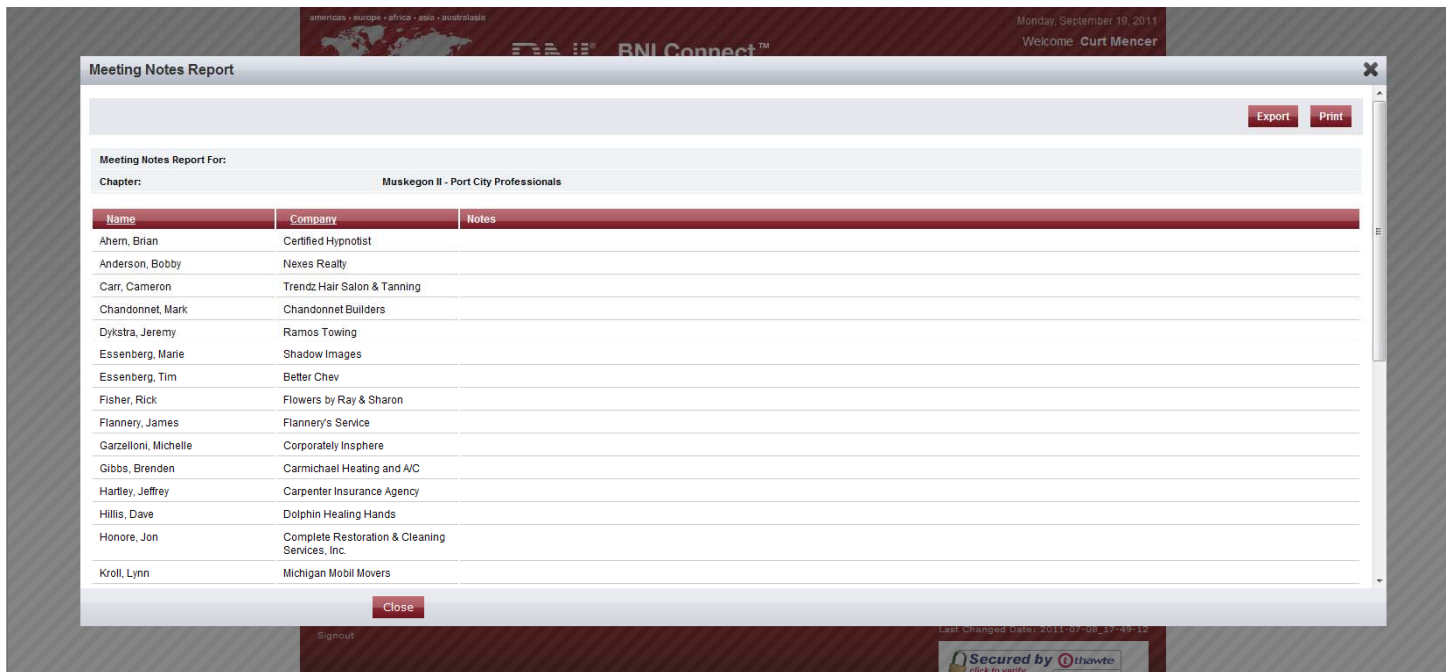
2. Under **Chapter** click on **"Meeting Notes Report"**



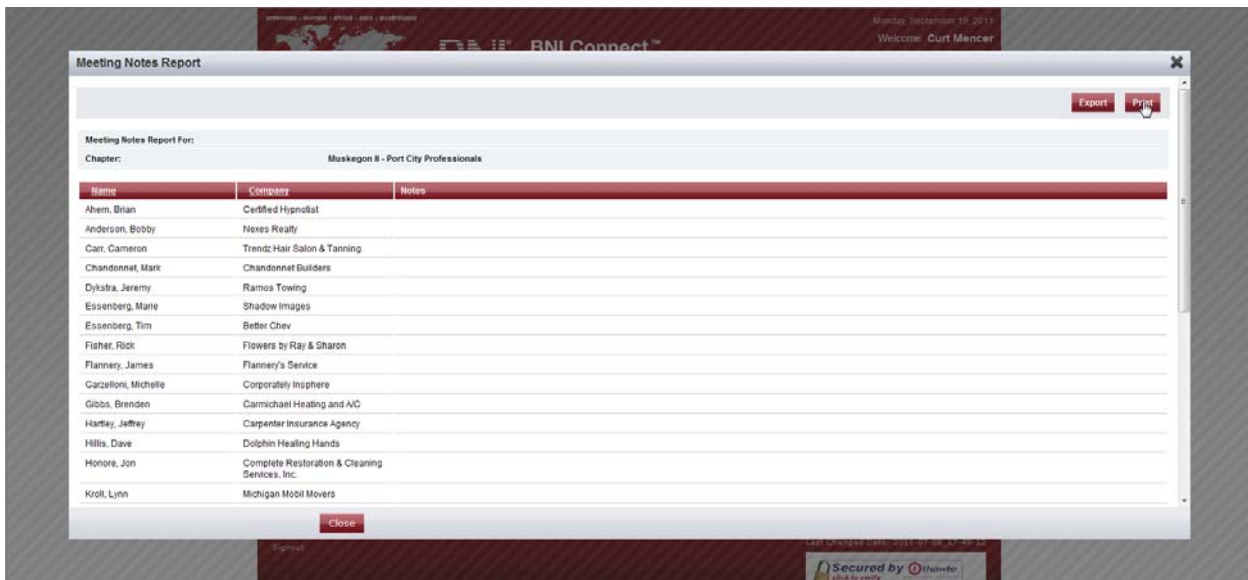
3. When the **Meeting Notes Report** loads, click **"Go"**.



4. The report will display...



- Click on **"Print."** By following your printer's specific instructions, you can print as many reports as you need for your chapter in either 'portrait' or 'landscape mode. You will now have an **Ask Sheet** with a blank back.



- NOTE:** If you want more control of the look of your report (**Ask Sheet**), you may export the report to **Microsoft Excel** and print the report from there. In **step #5** above, click on **"Export"** and save the report to your computer. Format and print from within **Excel**.

