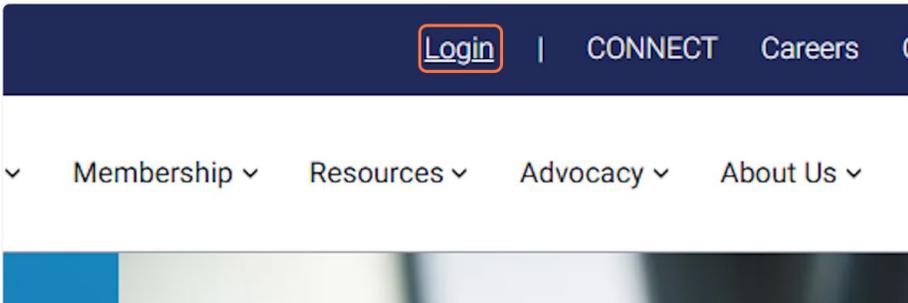


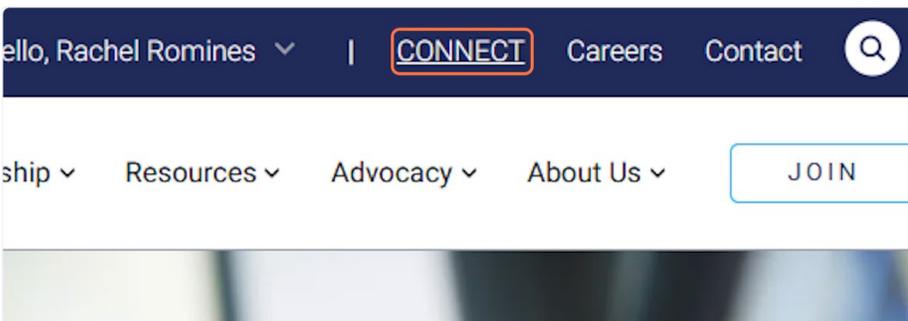
# How to Make a Post on CONNECT

## 1. Login to the Big I Illinois website at [www.ilbigi.org](http://www.ilbigi.org).

Only agency members have access to CONNECT.

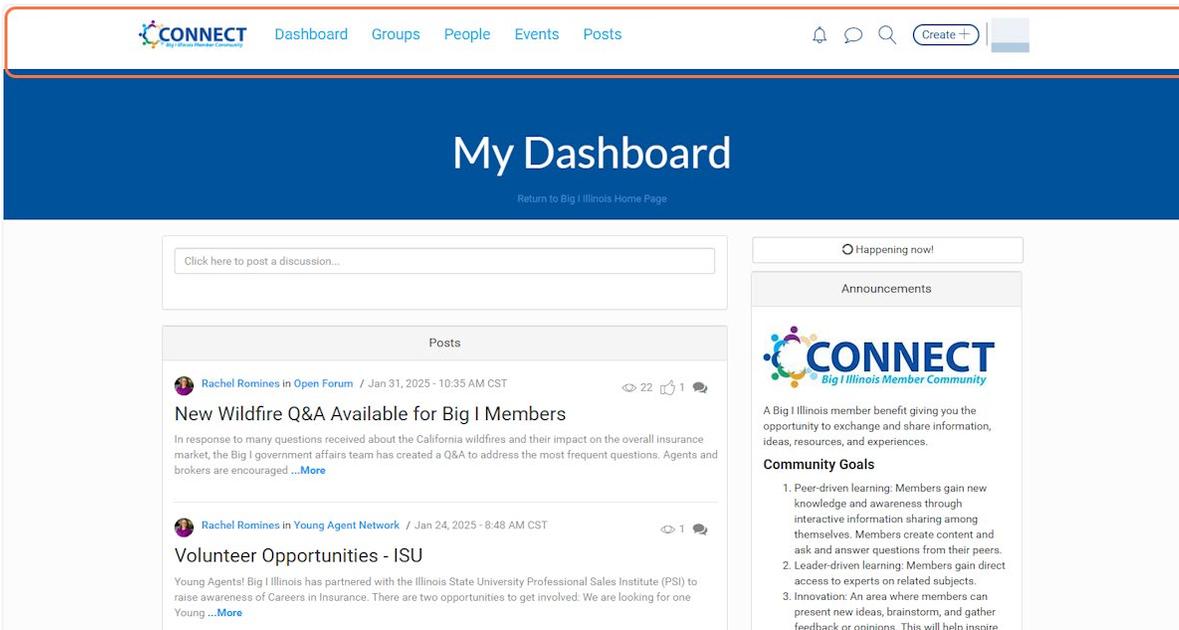


## 2. Once logged in, click on CONNECT

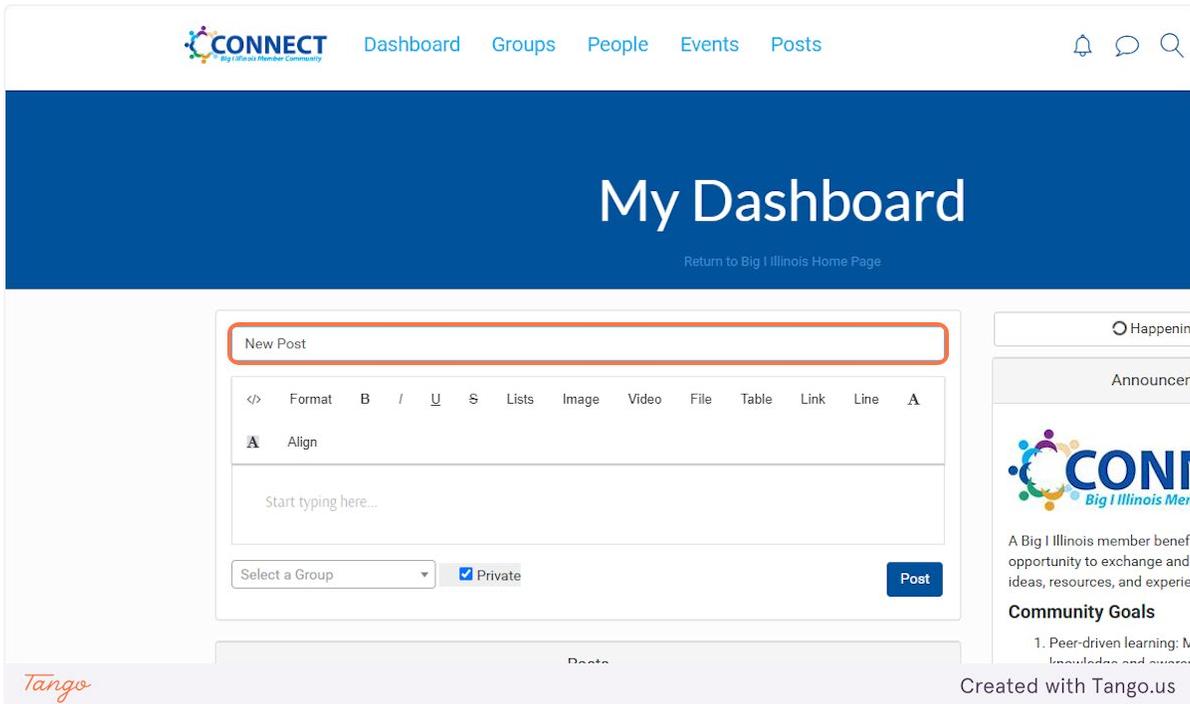


## 3. This is your dashboard.

Explore the area! This is your starting point.



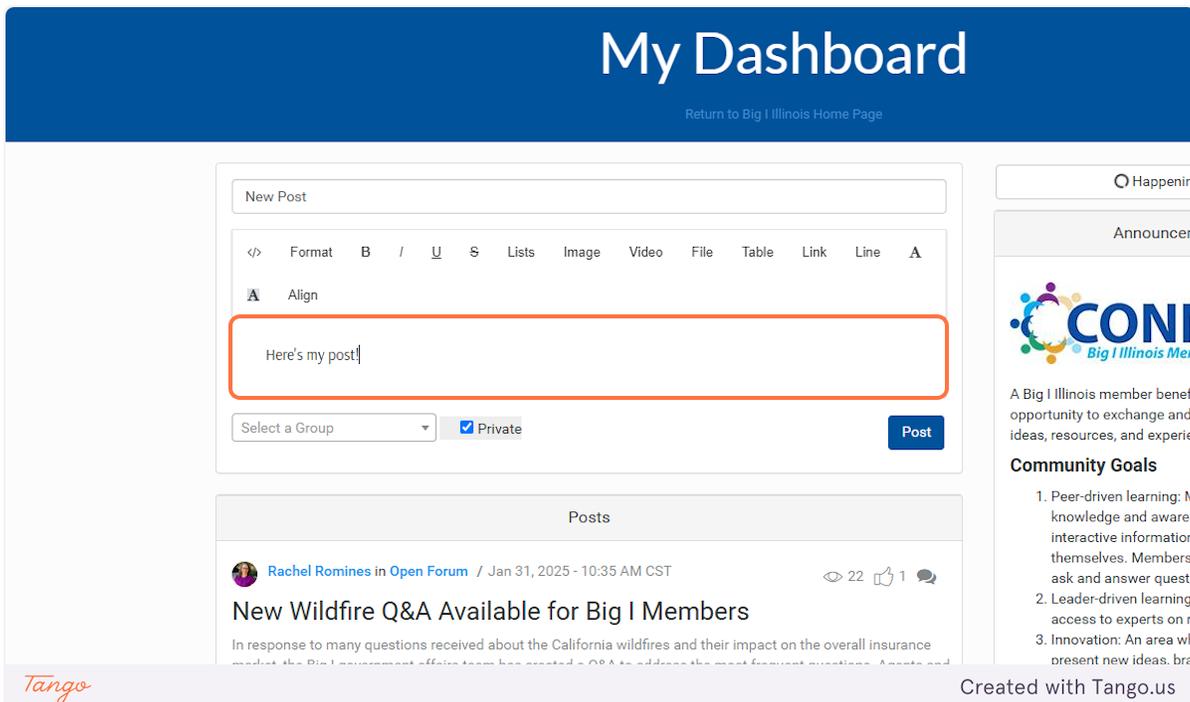
#### 4. To add a post, simple start with your Subject text.



The screenshot shows the 'My Dashboard' interface. At the top, there is a navigation bar with 'CONNECT Big Illinois Member Community' logo and links for 'Dashboard', 'Groups', 'People', 'Events', and 'Posts'. A 'Return to Big Illinois Home Page' link is also present. The main heading is 'My Dashboard'. Below this, there is a 'New Post' form. The form includes a text input field labeled 'New Post' which is highlighted with a red border. Below the input field is a rich text editor with options for 'Format', 'B', 'I', 'U', 'S', 'Lists', 'Image', 'Video', 'File', 'Table', 'Link', 'Line', and 'A'. There is also an 'Align' option. Below the editor is a 'Select a Group' dropdown menu and a 'Private' checkbox. A 'Post' button is located at the bottom right of the form. To the right of the form, there is a sidebar with a 'Happening' section and an 'Announcement' section. The 'Announcement' section features the 'CONNECT Big Illinois Member Community' logo and text: 'A Big Illinois member benefit opportunity to exchange and ideas, resources, and experie'. Below this is a 'Community Goals' section with a list: '1. Peer-driven learning: M knowledge and awaren'. At the bottom left, there is a 'Tango' logo and at the bottom right, it says 'Created with Tango.us'.

#### 5. Type in the editor.

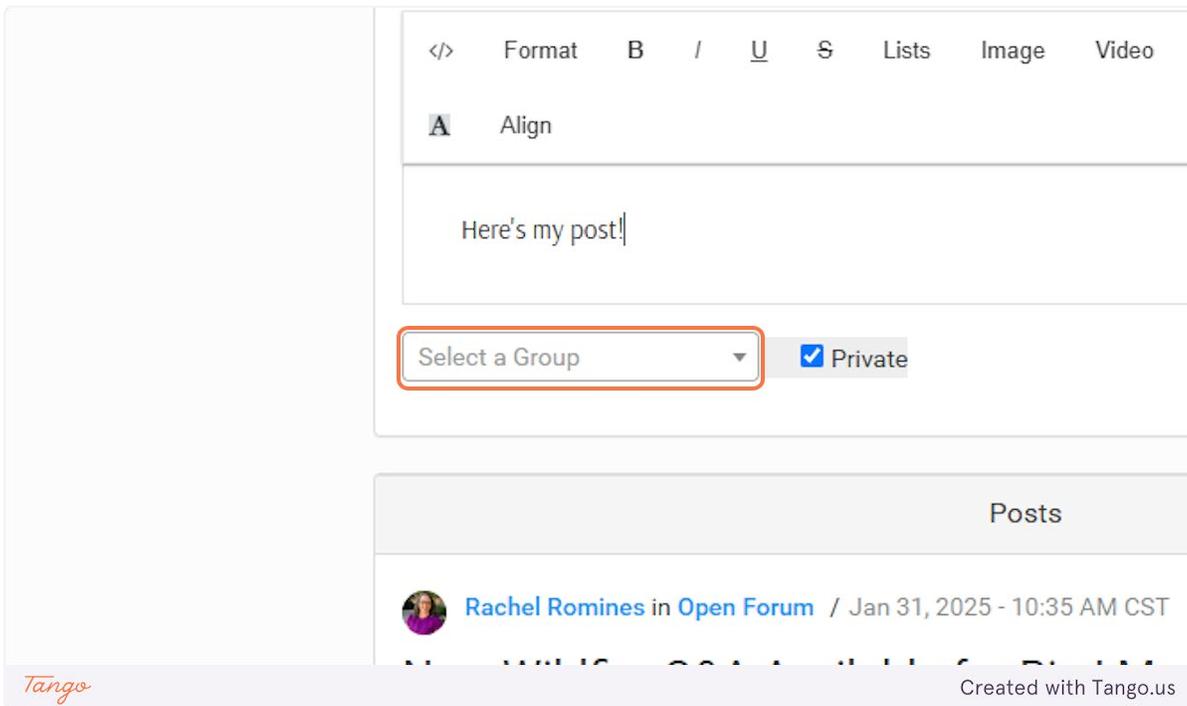
You can include links, files, and more.



The screenshot shows the 'My Dashboard' interface. The 'New Post' form is now filled with the text 'Here's my post!' in the text input field, which is highlighted with a red border. The rich text editor below it is also highlighted with a red border. The 'Post' button is still visible. The sidebar on the right remains the same. Below the form, there is a 'Posts' section. The first post is by 'Rachel Romines in Open Forum' on 'Jan 31, 2025 - 10:35 AM CST'. The post title is 'New Wildfire Q&A Available for Big I Members'. The post content starts with 'In response to many questions received about the California wildfires and their impact on the overall insurance market, the Big I equipment affairs team has created a Q&A to address the most frequent questions. Agents and'. At the bottom left, there is a 'Tango' logo and at the bottom right, it says 'Created with Tango.us'.

## 6. Click on Select a Group

You'll have to select a group before posting. Only the groups you are a part of will be shown in the list.



</> Format B / U S Lists Image Video

A Align

Here's my post!

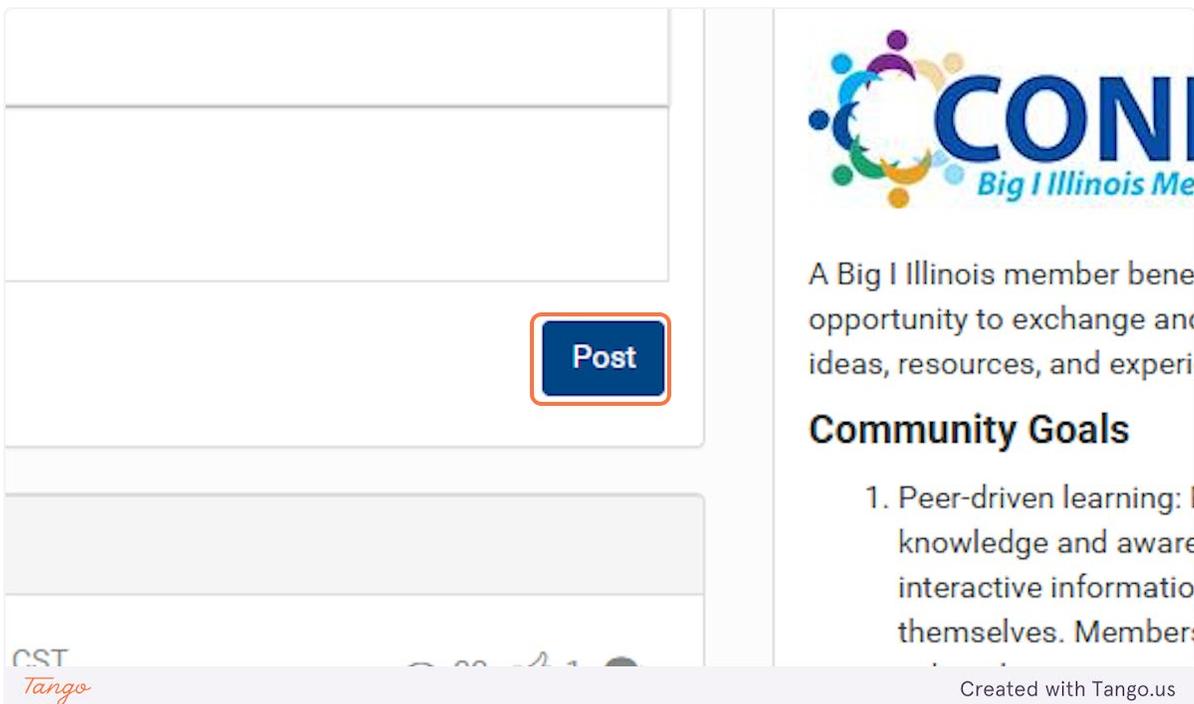
Select a Group  Private

Posts

 Rachel Romines in Open Forum / Jan 31, 2025 - 10:35 AM CST

Tango Created with Tango.us

## 7. Ready?! Click on Post!



Post



A Big I Illinois member bene  
opportunity to exchange and  
ideas, resources, and experi

**Community Goals**

1. Peer-driven learning: I  
knowledge and aware  
interactive informatio  
themselves. Member

Tango Created with Tango.us