



HOW TO SUBMIT EVENT FLYERS

When submitting an event flyer, you will need to go to www.bign.com and download the Event Flyer Template and instructions. Following the instructions, install the template and use it to create your flyer in Microsoft Word. Once you have saved your flyer as a document, simply email it to your upline Gold or Platinum for them to forward to events@bign.com. Be sure to include the date, location and featured speaker in the subject line of your e-mail.

PROCEDURE FOR HOSTING EVENTS AND PLACING THEM ON THE WEBSITE

When hosting an event and placing it on the website, please fill out the overview information update sheet. Please give this completed form to your upline Gold or Platinum and they will submit it to our Webmaster.