

User Manual 2022



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Welcome!

BPW International Business & Services Directory

bpw.directory is a networking tool that can be operated using a smartphone, tablet or PC. Registration is open to BPW members only; the entry is free of charge.

bpw.directory makes our professional competency visible and promotes mutual exchange at the international association level, which is made possible by entering profession, branch and sector.

bpw.directory also shows the richness of competency of BPW International members to the outside world. Organizations and institutions, political committees or media can easily find competent women worldwide.

bpw.directory is not an interactive social media tool; contact is made outside the platform and exclusively by e-mail.

[Create your account](#)



www.bpw.directory

Search

[map view](#)

Search for incredible women




  pt

Susana Strechar
Administradora

Brazil, Curitiba



5 Office / ICT / Administration / Translation / 5.61 Office Services

  en

Tomi Odunsi Fadina
Ceo Cgt Media

Nigeria, BPW Nigeria



9 Communication / Media / PR / Publicity / Marketing / Print / 9.59 Other Production

  de en

Sophie Rohé
Social Media Manager & Web Designer

Germany, München

9 Communication / Media / PR / Publicity / Marketing / Print / 9.32 Graphics / Creation

  en et

Angela Ventsel
Entrepreneur

Estonia, BPW ESTONIA

1 Bank / Insurance / Trust / Business, Personnel, Legal Consultation / 1.64 Business Consulting





Language Changer

[Feedback](#)[FAQ](#)[About](#)[Data Privacy](#)[Introduction](#)[Pinboard](#) | [en](#) | [de](#) | [fr](#) | [it](#) | [es](#)[Login](#)[Create your account](#)

click to change
the language

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Navigation - Introduction

[Feedback](#)[FAQ](#)[About](#)[Data Privacy](#)[Introduction](#)[Pinboard](#) | [en](#) | [de](#) | [fr](#) | [it](#) | [es](#)[Login](#)[Create your account](#)

▲
click

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Navigation

Introduction – Step by step, Branches & Sectors (pdf)



[Home](#) [Feedback](#) [FAQ](#) [About](#) [Data Privacy](#) [Introduction](#) [Pinboard](#) | [en](#) [de](#) [fr](#) [it](#) [es](#)
[Login](#) [Create your account](#)

Introduction

Step by step to your profile

[Download as pdf](#)

A guide for registering yourself in the bpw.directory

Directory Branches & Sectors

[Download as pdf](#)

A list of all branches and sectors to get and keep an overview.



Navigation - Pinboard



[Feedback](#) [FAQ](#) [About](#) [Data Privacy](#) [Introduction](#) [Pinboard](#) | [en](#) [de](#) [fr](#) [it](#) [es](#)
[click](#) ▲ [Login](#) [Create your account](#)

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Pinboard




adminBPWDirectory • 6T. TEILEN

bpw.directory Pinboard
for your ideas & testimonials

adminBPWDire... 16T.


Edit Business Card



1. Log in to your account.
2. Click on "Settings" or "Edit Profile" in the account navigation.
3. Make your changes.

adminBPWDire... 2Mt.

Pinboard




NEW - bpw.directory Pinboard

- for business card advice
- for good tips about the registration
- for testimonials
- for your good ideas on networking

Thank your for your

adminBPWDire... 22T.

Version 1.0




bpw.directory - Version 1.0

BPW International Customized Professional Networking Tool

Update from the beta version to version 1.0 on August 11, 2022, 6 months after the launch. Welcome to #professionalnetworking

adminBPWDire... 22T.

Spanish / Español




Check the languages in your Business Card

We had a bug in the language list 🐛 - please check your listed languages and update them. It affects especially Spanish 🇪🇸. Hemos tenido un error en la lista de idiomas 🐛 -

adminBPWDire... 3Mt.

Rotate foto



Is your photo facing the wrong way on your business card? To fix this, you have the following options:

1. Take another photo 📷 ... and follow 3-6

Or:

2. Go to your computer, rotate the photo and save



Create your account



[Feedback](#) [FAQ](#) [About](#) [Data Privacy](#) [Introduction](#) [Pinboard](#) | [en](#) [de](#) [fr](#) [it](#) [es](#)
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www.bpw.directory



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[Create your account](#)



Watch out for typos!

! Attention to typing errors!
 ! Vorsicht vor Tippfehlern!
 ! Attention aux fautes de frappe!
 ! Attenzione agli errori di battitura!
 ! Cuidado con los errores tipográficos!

Create your account

Email *  !

After submit you will receive a mail to confirm this email address

Password *  !

Repeat Password *  !

Repeat Password

After submit you will receive a mail to confirm this email address

Close

!! spam?

click

Submit



Check your emails – and your spam!

BPW-Validate Account



BPW Admin <notification@bpw.directory>
an mich ▾



Validate your account

validate your account by clicking the button below

click



click me



Email validated successfully

A screenshot of a website header. On the left, there is a home icon and the text "Feedback". In the center, a green success message box contains a white checkmark and the text: "Success Email validated successfully! You may now login in order to finish the setup of your profile!". To the right of the message box, the text "Introduction" is visible. On the far right, there is a "Pinboard" link, a language selector "en", a "Login" link, a red triangle pointing up, and the word "click" in red.

A screenshot of an account status page. The text "Account status" is centered at the top. Below it is a green checkmark inside a light green circle. To the left of the circle, the word "click" is written in red with a red triangle pointing down towards a yellow "Login" button.



Create your Business Card

Login

Email *

Password *

[forgot password?](#)

No Account yet? [Create your account](#)

Submit



Login

Login

Email *

my-validated-email@example.com

Password *

.....

[forgot password ?](#)

No Account yet ? [Create your account](#)

Submit

Edit Profile

General

Details



[Feedback](#)



Warning

This account need to be setup first !

[Introduction](#)

[Pinboard](#)

[en](#)

[Login](#)

Edit profile

1 General Details

Drop profile picture

First Name * Last Name *

Profession *



Edit Profile

General Details

– Photo, Name & Profession

Edit profile

1 General Details

click for photo
▼
Drop profile picture

First Name *  Last Name * 

Profession * 



Edit Profile

General Details

– Branch & Sector



First Name *

Simone

Last Name *

de Beauvoir

7 Health Services

8 Household / Interior Equipment / Decoration

9 Communication / Media / PR / Publicity / Marketing / Print

10 Body Care

11 Art / Literature / Music / Theatre / Cultural Institution

12 Food and Luxury Food ▲

Branches optional

[click for the branch & scroll ▼](#)

Sector optional ▼



Edit Profile

General Details

– Branch & Sector



First Name *

Simone

Last Name *

de Beauvoir

Profession *

Writer

Branches *

11 Art / Literature / Music / Theatre / Cultural Institution

[Here](#) you can find help with the branches and sectors

click for the sector & scroll

Sector *

Select your sector

choose 2. options

Branches optional

Sector optional

Here you can find help with the branches and sectors

Sector *

11.36 Writing

Select your sector

Branches optional

Sector optional

Next



click

2

Details





Edit Profile Details

Edit profile



General Details

2

Details

click

Languages *

Select languages

Max 6 languages

Professional Experience (max 800 characters)


Professional Experience (max 800 characters)

Website address

Hint



Edit Profile Details - Languages

 General Details

2 Details

Languages *

Select languages 

Max 6 languages


Search

- Abkhazian
- Afar
- Afrikaans
- Akan
- Albanian

 [Slack link](#)



Edit Profile Details - Languages

 General Details

2 Details

Languages *

Select languages 

Max 6 languages

Search

Fijian

Finnish

French

Fulah

Gaelic- Scottish Gaelic

 scroll & select language

 Slack link



Edit Profile Details - Languages



General Details



Details

Languages *

French x

Max 6 languages

Search

Ewe

Dzongkha

English

Esperanto

Estonian

Ewe


repeat for more languages



Slack link



Edit Profile Details - Languages

 General Details

2 Details

Languages *



Max 6 languages

Search

- Dutch
- Dzongkha
- English
- Esperanto
- Estonian
- Ewe

 [Slack link](#)



Edit Profile Details – Free Text

Languages *

French x English x

Max 6 languages

Professional Experience (max 800 characters)



free text, max 800 characters

Professional Experience (max 800 characters)

Website address

Hint

[in](#) LinkedIn profile



Edit Profile Details – Free Text

Languages *

English x

French x



Max 6 languages

PROFESSIONAL EXPERIENCE (max 800 characters)

Here you will find space for a text that you can create freely. Talk about your company, your education, your work. Or describe your career, your soft skills, your beliefs. You may also list all the offices you have held or still hold. Of course, you may also include your hobbies, your sports activities and ambitions, your preferences. In short - you may record your personal branding here. You can change, adapt, edit this text whenever you want. You are speaking to an international audience here, adapt your language to your profile depending on whether you are more regional or international. The free text is not translated. Contents of the free text are not covered by the word search in the filter. The size of the text is limited to 800 characters. so check if there is room for everything.



Edit Profile Details - Website

Professional Experience (max 800 characters)

website address

www.simonedebeauvoir.fr

Hint

▲
type

 LinkedIn profile

 Slack link

M Medium page

 Facebook profile



Edit Profile Details – Social Media

Professional Experience (max 800 characters)

website address

Website address

Hint

copy and fill in
your social media accounts

 LinkedIn profile

 Slack link

M Medium page

 Facebook profile

 Instagram profile

 Twitter profile

 Wordpress profile

 YouTube profile



Instagram profile



Twitter profile



Wordpress profile



YouTube profile

Back

Next



click


BPW Infos





Edit Profile BPW Infos – Region, Country, Club

Edit profile

 General Details

 Details

3  BPW Infos

click & choose your region

Region

Region

click & choose your country

Country *

Country


BPW Club *



Original name of your BPW Club



Edit Profile BPW Infos – Region

 General Details

 Details

3 BPW Infos

Region

Unspecified

Africa

Asia Pacific

Europe


Latin America

North America & The Caribbean



Edit Profile

BPW Infos – Country

 General Details

 Details

3 BPW Infos

Region

Europe

Region

Estonia

Faroe Islands

Finland


France

Germany

Gibraltar



Edit Profile BPW Infos – Club

 General Details

 Details

3 BPW Infos

Region

Europe



Region

Country *

France



Country


BPW Club *

BPW Club



Edit Profile

BPW Infos – Club

 General Details

 Details

3 BPW Infos

Region

Europe



Region

Country *


France



Country

BPW Club *

Paris



Edit Profile

BPW Infos –

BPW Offices

Country

BPW Club *

Paris

BPW Offices past or present (please tick)

Club

President Executive

Federation

President Executive

International

President Executive

City map view

to display your profile on the map, please add your city here. If you can't find your city in the suggestions, add a comma (,) and the country.



Edit Profile BPW Infos – City Map View

Country

BPW Club *

Paris

BPW Offices past or present (please tick)

Club

President Executive

Federation

President Executive

International

President Executive

City map view **type & choose**



Pari

Paris, France

Parre, Italy

Ready Mentor



Edit Profile

BPW Infos – City Map View

Country

BPW Club *

Paris

BPW Offices past or present (please tick)

Club

President Executive

Federation

President Executive

International

President Executive

[City map view](#)

Paris, France

to display your profile on the map, please add your city here. If you can't find your city in the suggestions, add a comma (,) and the country.
48.859116/2.331839



Edit Profile BPW Infos – Your Offers

City map view

Paris, France

to display your profile on the map, please add your city here. If you can't find your city in the suggestions and regions (,) and the country.

48.859116/2.331839

- Ready Expert
- Ready Mentor
- Ready Presentation

 **tick what you offer**

Offices past or present (please tick)

Club

President Executive

Federation

President Executive

International

President Executive

City map view

Paris, France

to display your profile on the map, please add your city here. If you can't find your city in the suggestions, add a comma (,) and the country.

48.859116/2.331839

Ready Expert

Ready Mentor

Ready Presentation

Back

Next




click





Edit Profile Validation – Directory Mailings

 General Details

 Details

 BPW Infos

4 Validation **choose & tick**
▼

By ticking this check box you accept to receive max 12 mails/year. *

I accept I do not accept

Please fill in the e-mail address of your Club President * *

When you save your registration, an e-mail goes automatically to your Club President i.e. to the address you indicated above. Your Club President receives your registration and confirms with a simple click on a link that you are a paid-up member of her club. If this space is empty there is no e-mail sent.



Edit Profile Validation - President's email address

Please fill in the e-mail address of your Club President * *

sample@example.com

!!Typos!!

When you save your registration, an e-mail goes automatically to your Club President i.e. to the address you indicated above. Your Club President receives your registration and confirms with a simple click on a link that you are a paid-up member of her club. If this space is empty there is no e-mail sent.

Back

Next

▲
click

5 Done

Edit profile

 General Details

 Details

 BPW Infos

 Validation

5 Done

You are now done.

Back

Submit


click

•••••
•••••

Check your emails.

BPW Admin

BPW - Account status updated

An: bpwprojects@gmail.com

Eingang...gmail.com



BPW International Directory – Confirmation of Your Registration

Dear Member

Your registration has been successfully forwarded to your Club President for approval.

As soon as she has approved your registration, you will get an e-mail with the final confirmation of your directory registration.

If you have any questions, please contact the administrator

admin@bpw.directory

Kind regards,

Dr. Antoinette Rüegg, BPW International Directory Chair

Daniela Rigassi, BPW International Directory Administrator

[Go to website](#)



Activation of the Business Card

To Club Presidents:
Check your emails,
also in spam.



BPW International Directory – Activation of a profile

Dear Madam President

To activate a profile/Business Card on bpw.directory, we must know if the registrant is a paid-up member of your BPW club:

- If the below indicated person as registrant is a paid-up member of your BPW Club, please click the button accept to send your confirmation. The profile will be activated.
- If the below indicated person as registrant is unknown or no member of your BPW Club, please click the button refuse (Mail to Administrator)

Name and Family Name:

Simone De beauvoir

Member of BPW Club:

Paris

Profession:

Author

Accept

Refuse

Activation of the Business Card

Accept – if paid
Refuse – if not paid

Name and Family Name:

Simone De beauvoir

Member of BPW Club:

Paris

Profession:

Writer



If the buttons do not work, please click on one of the following links, or copy them into your browser

Accept [https://bpw.directory/president-validation-account?](https://bpw.directory/president-validation-account?Token=75404d0184b3128dfb18502e681bd01ac0a6cb534f4708e73cb757d4f1a454fa&Enable=1)

[Token=75404d0184b3128dfb18502e681bd01ac0a6cb534f4708e73cb757d4f1a454fa&Enable=1](https://bpw.directory/president-validation-account?Token=75404d0184b3128dfb18502e681bd01ac0a6cb534f4708e73cb757d4f1a454fa&Enable=1)

Decline [https://bpw.directory/president-validation-account?](https://bpw.directory/president-validation-account?Token=75404d0184b3128dfb18502e681bd01ac0a6cb534f4708e73cb757d4f1a454fa&Enable=0)

[Token=75404d0184b3128dfb18502e681bd01ac0a6cb534f4708e73cb757d4f1a454fa&Enable=0](https://bpw.directory/president-validation-account?Token=75404d0184b3128dfb18502e681bd01ac0a6cb534f4708e73cb757d4f1a454fa&Enable=0)

Visit the BPW International Business & Services Directory [bpw.directory!](https://bpw.directory/)



Message to the Club President – Approval of your Member's Profile

BPW International Directory – Approval of Your Member's Profile


Dear Madam President

We thank you for approving the registration of your club member. Her profile has been activated and is now online. If you have any questions, please contact the administrator (admin@bpw.directory)

Kind regards,

Dr. Antoinette Rüegg, BPW International Directory Chair
Daniela Rigassi, BPW International Directory Administrator

[Back to home page](#)



Check your emails – Profile activated!



BPW International Directory – Profile accepted !

Dear Member

We are happy to inform you that your registration has been approved by your Club President. Your profile is now online.

If you have any questions, please contact the administrator
admin@bpw.directory

Kind regards,

Dr. Antoinette Rüegg, BPW International Directory Chair

Daniela Rigassi, BPW International Directory Administrator

[Go to log in](#)



Find your Business Card - Search Filters

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[Create your account](#)


[click for filters](#) Search [map view](#)



Search Filters

Select values, Search by


 Woman name or Club name Select languages ▼

Branches Sector ▼

Region Country ▼

Sort order ▼

Close Filter

Search for incredible women 



Search by name



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[Login](#) [Create your account](#)


Search

[map view](#)

Search for incredible women



Simone



en fr

Simone De Beauvoir
Writer

France, Paris

11 Art / Literature / Music / Theatre / Cultural Institution / 11.36 Writing



Search by Sort Order

Select values, Search by

Woman name or Club name

Branches

Region

Region
Sort order

- A-Z
- Z-A
- Newest first
- Random

Select languages

Languages

Sector

Select your sector

Country

Country

Filter

Search by Newest first



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committees or media can easily find competent women worldwide.








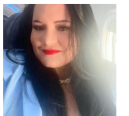
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Search [map view](#)

Search for incredible women

Newest ×

  <p>en fr</p> <p>Simone De Beauvoir Writer</p> <p>France, Paris</p> <p>11 Art / Literature / Music / Theatre / Cultural Institution / 11.36 Writing</p>	  <p>pt</p> <p>Perla Cesar Perla Cesar Consultora/ Mentora</p> <p>Brazil, BPWPOA</p> <p>9 Communication / Media / PR / Publicity / Marketing / Print / 9.63 PR Consulting</p>	  <p>de en</p> <p>Ruth Nieffer Senior Lecturer</p> <p>Switzerland, Chur</p> <p>4 Education / 4.61 University</p>	  <p>pt</p> <p>Leticia Silva Empresaria</p> <p>Brazil, São Paulo</p> <p>20 Other sectors / 20.89 Other Services</p>
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This is your Business Card


✕

Simone De Beauvoir

Author

Speaking: English French



France
Paris

11 Art / Literature / Music /
Theatre / Cultural Institution
/ 11.36 Writing

[Contact Simone De beauvoir](#)

This is my professional experience:

Here you will find space for a text that you can create freely. Talk about your company, your education, your work. Or describe your career, your soft skills, your beliefs. You may also list all the offices you have held or still hold. Of course, you may also include your hobbies, your sports activities and ambitions, your preferences. In short - you may record your personal branding here. You can change, adapt, edit this text whenever you want. You are speaking to an international audience here, adapt your language to your profile depending on whether you are more regional or international. The free text is not translated. Contents of the free text are not covered by the word search in the filter. The size of the text is limited to 800 characters, so check if there is room for everything.

<https://www.simonedebeauvoir.fr>

Ready for
Expert | Mentor | Presentation

Club
President | **Executive**

Federation
President | Executive

International
President | Executive



Search by Map View

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[Create your account](#)

Search

click
▼
📍 map view







Map View



click on the country to display BPW members

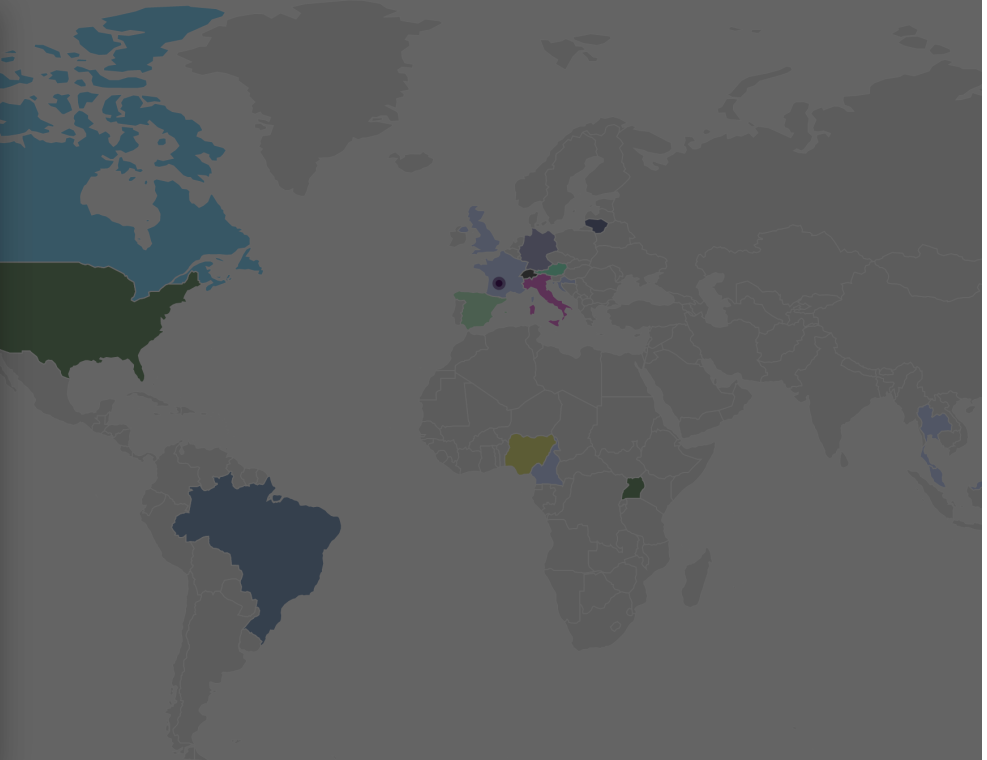


en fr


Simone De Beauvoir

Writer

France, Paris

11 Art / Literature / Music / Theatre /
Cultural Institution / 11.36 Writing





Edit your Business Card

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 click

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You are logged in



[Feedback](#)
[FAQ](#)
[About](#)
[Data Privacy](#)
[Introduction](#)
[Pinboard](#)
[| en](#)
[de](#)
[fr](#)
[it](#)
[es](#)

Welcome Simone De beauvoir
 

[Profile](#) | [Edit Profile](#) | [Settings](#) | [Logout](#)

You are logged in!

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Settings



[Feedback](#) [FAQ](#) [About](#) [Data Privacy](#) [Introduction](#) [Pinboard](#) | [en](#) de fr it es

Welcome Simone De beauvoir
[Profile](#) | [Edit Profile](#) | [Settings](#) | [Logout](#)



click

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Settings – Email address of your president

[Profile](#) | [Edit Profile](#) | [Settings](#) | [Logout](#)

[Edit Profile](#)

[BPW Directory Mails](#)

[Reset Password](#)

[Delete account](#)

[FAQ](#)

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[Email address of your
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Here you can change your password.

Password *

Enter your actual password

New Password *

Chose new password

Repeat New Password *

Repeat New Password



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✕

Simone De Beauvoir

Author

Speaking: English French



France
Paris

11 Art / Literature / Music /
Theatre / Cultural Institution
/ 11.36 Writing

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Contact page

The screenshot shows a contact form overlay on a user profile page. The background is dimmed, showing a profile picture of a woman, the text "France Paris", and a list of categories including "11 Art / Literature / Music", "Theatre / Cultural Institutions", and "11.36 Writing". A link "Contact Simone De beau" is visible. The overlay form has the title "To contact this user, fill in your email" and contains three input fields: "your First Name *", "your Last Name *", and "your Email *". A "request" label is positioned above the email field. At the bottom of the form are "Cancel" and "Send" buttons. The URL "https://www.simonedebauvoir.fr" is visible at the bottom of the page.

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