

# Special Interest & Working Groups Portal Manual

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A how-to guide to your new  
members area



# We're excited to launch a new area of our member portal, just for Special Interest Groups and Working Groups.



We hope you will find the portal useful to see what groups you're part of, upcoming dates, relevant documents & easily apply to other groups.

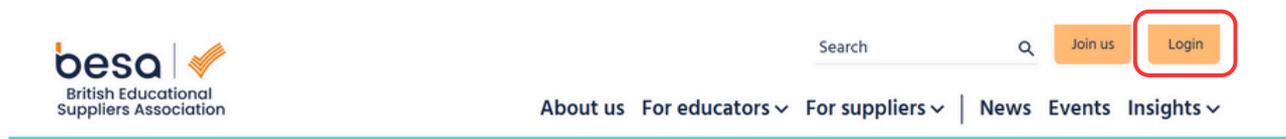
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If you require any assistance with using the new SIG & WG portal, please contact our team at [eventsteam@besa.org.uk](mailto:eventsteam@besa.org.uk).

# Logging in

To access the members area, please click login at the top of any of our [website pages](#).



If you've logged into the portal before, just login using your email and password.

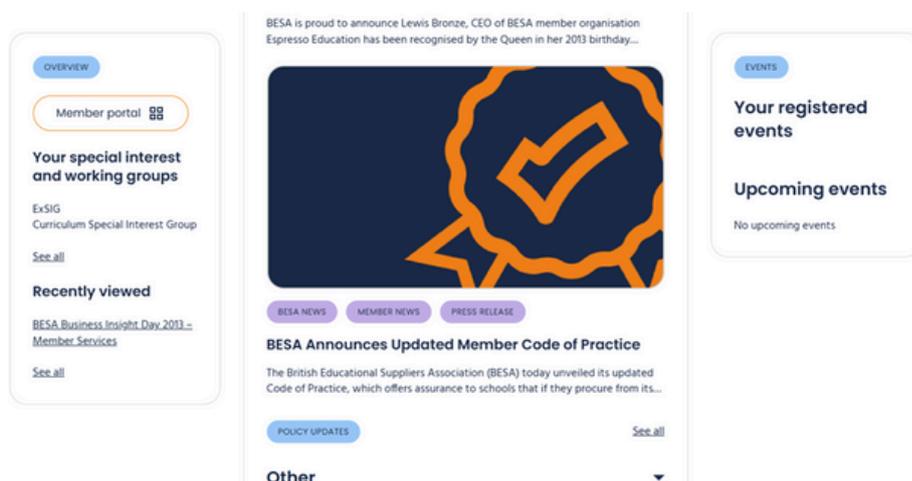
## Not logged into the portal before?

If you had an account on our previous website just click 'forgot password?' and follow the instructions emailed to your address.

If you didn't have a login to our website before, you will need to choose 'create an account'.

If you have any difficulties logging in following these steps, please contact our membership team on [members@besa.org.uk](mailto:members@besa.org.uk) or call the BESA office on 020 7537 4997.

Once you've logged in, you can click through to the SIG / WG area directly from the dashboard, on the left, or click 'Member portal' and then 'My groups'.



-  My dashboard
-  My account
-  My company contacts
-  My membership
-  My messages
-  My invoices
-  My groups
-  My events
-  Supplier directory

# All groups dashboard

## Here you can see:

- The groups you are a member of
- The other groups that are available for you to join



Search



Join us

Member's area

Sign Out

About us For educators ▾ For suppliers ▾ | News Events Insights ▾

## All groups

**This is the new hub for all SIG and WG groups and meetings.**

**At the top of the dashboard, you will see a table that displays your current groups:**

### My Groups

Once you join a group, any of your colleagues can be added without needing to apply again. To add other contacts to a group, please reach out to [eventsteam@besa.org.uk](mailto:eventsteam@besa.org.uk).

Group	Role	Member since	Next meeting date
<a href="#">Export Special Interest Group</a>	Member	22/04/2025	Monday, 30 June 2025 11:00 am-1:00 pm
<a href="#">Early Years Special Interest Group</a>	Member	13/01/2025	Thursday, 05 June 2025 11:00 am-1:00 pm

## Here you can:

- See the upcoming meeting date
- See your group member status
- See your pending applications
- Click through to see the group page

# Viewing your groups

If you click on any of your groups from the table on the dashboard, you will be taken to that groups' portal page:

Group	Role	Member since	Next meeting date
<a href="#">Export Special Interest Group</a>	Member	22/04/2025	Monday, 30 June 2025 11:00 am-1:00 pm
<a href="#">Early Years Special Interest Group</a>	Member	13/01/2025	Thursday, 05 June 2025 11:00 am-1:00 pm

This is your new go-to place for all information about the group.

Here you can view:

- Group information
- All documents:
  - Agendas
  - Minutes
  - Guest speaker slides
- Upcoming meeting details
- Group members

### Export Special Interest Group

Chair: Sven Huber, Founder & CEO, Fiction Express Education Ltd

#### Upcoming meetings

Meeting	Date	Start time	Location	Meeting link
Export Special Interest Group   30/06/2025	30/06/2025	11:00	Online	

#### Group documents

Document name	Uploaded date	Actions
Meeting Minutes 13th February 2025	07/05/2025	<a href="#">Download</a>
CMA Guidelines	07/05/2025	<a href="#">Download</a>

#### Group members

Company name	Member name
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# Leaving a group

If you would like to leave a group and to no longer receive meeting invites, opportunities and communications then scroll down to the bottom of group page and click 'Leave group'.



If you have a colleague you would like to take your place, make sure to provide their details.

Please note that many of our groups are open to BESA members only. If your company decides not to renew then you will be removed from the group.

# Joining a new group

On the group dashboard you will see the list of all groups:

## All groups

To explore group details, terms of reference, and application letter templates please visit: [Special interest and working groups - BESA](#)

<b>Curriculum Special Interest Group</b> Join group	<b>Early Years Special Interest Group</b> Join group
<b>Educational Furniture, Fixtures and Equipment Special Interest Group</b> Join group	<b>Educational Technology Special Interest Group</b> Join group
<b>Export Special Interest Group</b> Join group	<b>Science, Technology, Engineering, and Mathematics Special Interest Group</b> Join group
<b>Special Needs Working Group</b> Join group	<b>Women's Educational Suppliers Network</b> Join group

**Simply click 'Join group' and type your application letter in the text box.**

You can see application letter templates and the terms of reference for each group on the [website here](#).

### Key information to note:

- Your application must agree to the groups' terms
- Applications take 7 days to process
- If your company is already a member you will be added automatically when clicking 'Join group'
- Only the WESN group is open to non BESA members

### Join group

Write your letter of application:

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