



Welcome to your BoF *Professional* Team Membership

Now that you've joined the BoF Professional community, here's an easy guide to getting started.

Invite Your Team

As the account administrator, you can start inviting your team members right away.

To do so, please follow these simple steps:

- 🔒 Log in to the BoF website with your administration account details
- Click on your initials in the yellow box at the top right of the screen, click 'Choose company', then select your company
- Click 'Users' to be taken to your User Listing page and then click 'Invite Users'
- Click 'BoF Professional' and then enter the relevant account information. Then select 'Invite User'
- ✉ Each user will then receive an email confirming how to set up their membership

Managing Your Account

Once you have begun inviting your team members to join BoF Professional, you will see your invited members appear under 'Accounts'. Within this section, you can control various elements of your account.

VIEW USER INFORMATION

View user names and email addresses
View activation status of memberships
View the date users joined your group

FILTER USERS

Filter user status by 'Active', 'Disabled' and 'Archived'
Search for specific users by name or email address

ARCHIVE OR REVOKE MEMBERSHIPS

Archive a membership to remove access and free up a seat
Revoke membership to prevent users from setting up their membership and also free up a seat
(Only available if the invitation has not already been accepted)

DISABLE OR ENABLE MEMBERSHIPS

Disable memberships to stop BoF Professional access for the user but not free a seat
Enable the membership to restore BoF Professional access to the user

FAQS

How does adding and removing users affect my billing?

Seats can be re-assigned an unlimited number of times throughout the course of your membership without affecting billing. If you'd like to increase the number of seats in your account, please get in touch professional.groups@businessoffashion.com and we can support you with this. We will prepare an addendum and you will be charged on a prorated basis. Please note, you cannot decrease the number of seats until the end of your 12-month subscription term.

One of the email addresses is incorrect. Can I change this?

If you have entered the incorrect email address you will need to 'revoke' the membership to free up the seat, allowing you to invite the user again using the correct email address.

Can I change the account administrator?

You can have multiple administrators on the account and change them over time, should you wish to do this, please get in touch professional.groups@businessoffashion.com.

What if I'd like to change the group name?

If you need to change the name of your group, please get in touch professional.groups@businessoffashion.com with us directly so we can update this for you.

Contact us

For further information or enquiries, please contact us directly at professional.groups@businessoffashion.com.