

# Special Interest & Working Groups Portal

## FAQs



Please find answers to common questions below. If you have any further queries please don't hesitate to contact us at [eventsteam@besa.org.uk](mailto:eventsteam@besa.org.uk)

### What is the portal for?

The portal is for our members to easily see what groups they're part of, upcoming dates, relevant documents & to apply to other groups more easily.

I've sent in an application letter to join a group. When will I hear if I've been successful?

Applications take 7 days, you will then receive an email with information on your application status and whether you have been successful. You can also see your application status in the portal.

If you haven't heard within 10 days please contact [eventsteam@besa.org.uk](mailto:eventsteam@besa.org.uk).

If my colleague is already a group member do I still need to apply?

There's no need for you to apply if your company is already a member, you will be added automatically when clicking 'Join group'.

I know I'm in a group but it's not showing on my portal?

Click 'Join group' and you should be automatically added.

If you are prompted to write an application letter, please get in touch with [eventsteam@besa.org.uk](mailto:eventsteam@besa.org.uk) who will be able to sort this for you.

### How do I get the meeting Zoom links?

The Zoom links are in the portal and will also be emailed to you before the meeting.

### I'm struggling to log in

Make sure you're using the correct email and password. If you can't remember your password, please follow the steps after clicking 'forgot password'.

Otherwise please get in touch with [members@besa.org.uk](mailto:members@besa.org.uk) who will be able to assist you.

### I would like to leave a group

Just go to the portal and click on the group. Then scroll down to the bottom of the page and click 'Leave group'.

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

I'm a BESA Member but I'm receiving a notification saying I can't join a group

Please get in touch with [members@besa.org.uk](mailto:members@besa.org.uk).

My company isn't a BESA Member, can I still use the portal?

Yes you can. The Women's Educational Suppliers Network is open to non-members; in the portal you can apply to join & view meeting information.