Training Content

• Hub Access
  • Two Options: GBTA Website & Direct Access

• My Hub Home
  • Personal Profile and Settings

• Members
  • Member Search and Connections

• Groups
  • Access Hub Groups

• Forums
  • Be Part of the Discussion

• Resources
  • Access GBTA's Resource Library, OnDemand
Hub Access

Two Options: GBTA Website & Direct Access
Hub Access | Option One:

To access the Hub via GBTA website, go to this web address.

Under “Quick Links,” select “GBTA Hub” from dropdown options.
Hub Access | Option Two:

To access the Hub directly, go to this web address:
https://hub.gbta.org/home

Login to personal GBTA Hub account using this option.
You will be brought to the GBTA Log-in page. Use your GBTA credentials to log in. If you do not remember your log-in information, contact membercare@gbta.org.

When you log-in you will also have an opportunity to view your Member Dashboard. Here you can update your contact information, password, GBTA profile picture and membership.
My Hub Home

Personal Profile and Settings
To access the member’s personal Hub profile, select the drop down menu from top banner titled “My Home” and then select “My Hub Profile”

Also available here is the option to update settings, including individual notification and privacy settings
Within the personal Hub profile, the member has the option to:

- Update personal information, add a profile picture, a biography, and any social media profiles
- View connections and Hub activity
- See the member’s Hub Groups and access them
Privacy Settings
• Allows member to control what other members can see or do in regards to personal account

• These include sending private messages, adding comments, viewing the profile or accessing files that have been shared.

Notification Settings
• Controls what notifications the member will receive via email from the Hub

• GBTA recommendation is to have group notification options on to ensure updates when available
Privacy Settings

My Account

Privacy Settings
Manage your privacy settings below. Clicking below determines what other members can do with regard to your account:

<table>
<thead>
<tr>
<th>Profile Area</th>
<th>Connections Only</th>
<th>Everybody</th>
<th>Nobody</th>
</tr>
</thead>
<tbody>
<tr>
<td>Send me private messages</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Create profile comments</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>View profile comments</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Basic Information</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Professional Information</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Social Media Information</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>My Files</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>My Photos</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>My Videos</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
</tbody>
</table>

Delete Account
Deleting your profile will deactivate your account, disable all further content notifications and set would like to continue please click the following link, Delete my account.

Privacy Settings
- Allows member to control what other members can see or do in regards to personal account
- These include sending private messages, adding comments, viewing the profile or accessing files that have been shared.

Save Changes
Notification Settings

• Controls what notifications the member will receive via email from the Hub

• GBTA recommendation is to have group notification options on to ensure updates when available
Subscription Settings

Once you have enabled notifications, you can now subscribe to different conversations, site-wide activity or group activity.

- GBTA recommendation is to subscribe to as many areas as you can to start and then return to this page to make adjustments as needed.
Members

Member Search and Personal Connections

Connecting the people that connect the world.
Under the "Members" drop down option, members can search for GBTA members, view or add new connections, and view new Direct and Allied GBTA members.
Search for GBTA members in the Hub by the person’s name.

If looking for other options, search by:
- Job Title
- Company
- Address (City, State)
- Postal Code

Search results will appear here.
Sort those results utilizing the drop down.
Making Connections

After selecting the member’s name, the Hub provides access to their personal Hub profile.

To make a connection with this member, click on the “Add as Connection” option.

The member will receive an email notification (as long as settings are updated) and once the request has been approved, their information will be displayed under the Connections section and within the Members drop down option along the top of the page.
Groups
Access to Hub Groups

Connecting the people that connect the world.™
Under the “Groups” drop down option, members can view all of GBTA’s Groups, make request to join, and access current groups.
To browse all of GBTA's current Groups, select the “Groups” option and then “Browse Groups”

On this page, each Group’s name, type and a brief description will be displayed.

A member can request to join any of these groups, but depending on the type of the Group, will determine the access. The type is listed above each Group name:

- **Public**- Open to anyone to join (immediate access)
- **Private**- Requires permission to join (controlled by Group Admin)
The member can view the Groups that they belong to under the “My Groups” tab option.

The member can also search the various Groups by name, view by category, or even request to create a new Group.
Buyers Only Group

This is a private group that consists of travel buyer members, discussing topics of interest to travel buyers.

Other corporate travel buyers may request to join this group.

Travel suppliers are not permitted to join.
Forums

Be a Part of the Discussion

Connecting the people that connect the world.™
Under the “Forums” drop down option, members can search through all the various discussion posts from GBTA Hub Members, join the discussion, or even start a new one.
Under “What’s Trending, the member can select to see the most recent posts, the most popular, or the topics that they have subscribed to.

Search the Forums using any keyword here.
Here is a listing of all categories with total posts

To start a new discussion by topic, click a topic under this header
Once a topic is picked, the forum will be displayed (for example, “Meetings And Events”). To subscribe to the topic, check this box.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Replies</th>
<th>Views</th>
<th>Last Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dishonored Reservations</td>
<td>2</td>
<td>36</td>
<td>Re: Dishonored Reservations by [username] - Jan 16, 2019 12:51 pm</td>
</tr>
<tr>
<td>Groupize</td>
<td>1</td>
<td>17</td>
<td>Re: Groupize by [username] - Jan 9, 2019 9:38 am</td>
</tr>
<tr>
<td>Meetings policy</td>
<td>1</td>
<td>21</td>
<td>Meetings policy by [username] - Aug 23, 2018 8:03 am</td>
</tr>
</tbody>
</table>

To start a new discussion, click here.
Resources
Access to GBTA's Resource Library

Connecting the people that connect the world.™
Under the “Resources” drop down option, members can have access to the GBTA Resource Library, including articles, toolkit, white papers, and webinars that can be searched by topic area.
Also available is an option to search by selecting from the various filter options on the left side of the page, including language, event, type of resource, publication year, or even by customized/specific time frames.

Search by keywords

Results will appear here, along with an option to sort.
On Demand

Access to GBTA's On Demand Library

Connecting the people that connect the world.™
Under the “On Demand” drop down option, members can have access to the GBTA OnDemand Library, including Past Webinars, Conventions and Conferences that can be searched by topic area.
Once a topic has been selected from the main page, you can browse or search content by event category.
Other GBTA Member Resources

**Dedicated COVID-19 Webpage**
Includes Resources, News and Poll Results

**GBTA Professional Development**
Designed to power the careers of business travel professionals using education and certification to fuel recognition and advancement.

**GBTA Daily News Brief**
A daily email highlighting pertinent business travel

**Industry Job Board**
Post and Search Industry Jobs

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Have Questions or Need Assistance?

For Hub assistance contact: HubHelp@gbta.org

For questions on membership contact: membercare@gbta.org