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USER GUIDE

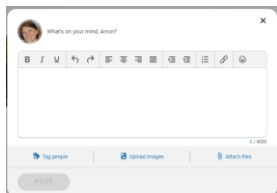
News Feed

The News Feed is where you will find updates from all users. It is here you can post your own photos, updates, thoughts etc. and see what others are doing.

You will always see your comment box at the top of the feed asking, 'What is on your mind?'



Once clicked on, you can write your post, add photos, tag other users and attach files.



Top Tip: Tagging people in your post will notify them directly and will encourage engagement.

**Please remember that what you post on the News Feed is visible to everyone on the network.*

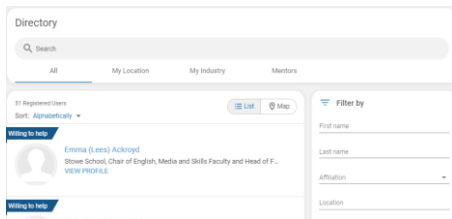


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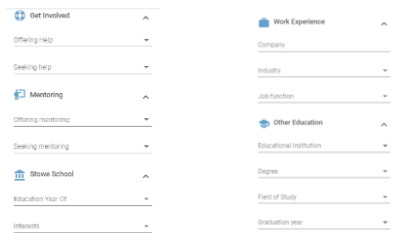
Directory

There are numerous ways to search for people on Stowe Connect.



- By name
- Members in your location
- Members in your industry
- Mentors
- Affiliation
- Location

More detailed filters are on the right-hand side



Top Tip: The more information you add to your profile, the easier it is for people to find you.

You can message any member on Stowe Connect without ever seeing their email address.



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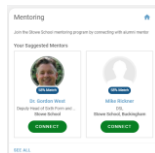
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Mentoring: Find a Mentor

There is an algorithm within Stowe Connect that matches you with suitable mentors, which is based on the information provided in user profiles. These are then suggested to you.

Other ways to search for a mentor include:

- Company
- Location
- Industry
- Job Function



Find Mentors By Company

Stowe School	8 Mentors work here
Stowe School, Buckingham	4 Mentors work here
Killik & Co	1 Mentor works here

SEARCH BY COMPANY

Find Mentors By Industry

Education	8 Available Mentors
Financial Services	4 Available Mentors
Automotive	3 Available Mentors

SEARCH BY INDUSTRY

Top Tip: You can manage and keep tabs on your mentoring relationships on the 'Mentoring Relationships' tab

Mentors in Your Area

SEE ALL

Find Mentors By Job Function

1 Education	7 Available Mentors
2 Finance	4 Available Mentors
3 Media & Communications	2 Available Mentors
4 Operations	2 Available Mentors
5 Real Estate	2 Available Mentors

SEARCH BY JOB FUNCTION



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Mentoring: Settings

Manage your settings for mentorship and decide if you have a limit of people you are willing to mentor, how you can help, who you can help and if you are looking for help.

Mentees will be able to message you directly (without being able to see your email address). You will receive an email and a notification about the request. If you have reached your limit of Mentees, you will be shown as unavailable.

Top Tip: Make sure you have enough time for mentoring by managing the number of people you can mentor at one time. This can be updated at any time

Mentoring

Maximum number of people I want to mentor at a time

Unlimited

- +

[UPDATE MENTEE LIMIT](#)

Mentoring Settings

Offer Help

Introduction to connections

Open doors at workplace

Answer industry specific questions

Meet for coffee

Seek Help

Introduction to connections

Open doors at workplace

Answer industry specific questions

Meet for coffee

Offer Mentoring

Mentor a Stoic

Mentor a Recent Leaver

Career advice

CV Guidance

Internship

Work Placement

Seek Mentoring

Mentor a Stoic

Mentor a Recent Leaver

Career advice

CV Guidance

Internship

Work Placement

[UPDATE MENTORSHIP SETTINGS](#)



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Job Board

All jobs are listed on the Job Board and can be filtered by company, job title, employment type, job function, industry and location.

You can also post any jobs you are hiring for. All you need to do is fill out the relevant fields and post.

Post a Job

Company *

Title *

Location

Employment type ▼ Recruiter job ID

Job function ▼

Industry ▼

Company website (link to the specific job opening below)

Job description

Please select how you would like candidates to apply

Email Through your site

Website *

POST CANCEL

Top Tip:
Recently posted jobs show up on the News Feed and feature in the monthly digest email.

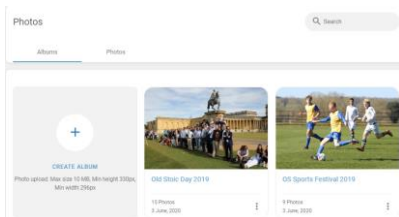


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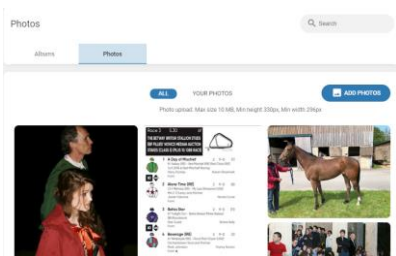
Photos

Everyone loves photos, if you have any you would like to share then as well as adding them to the News Feed, you can also create an album.



Top Tip: All photos added to the News Feed automatically show up in the Photos tab.

Creating an album makes them easier to find.





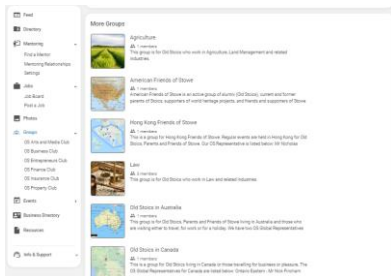
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Groups

We have set up a number of groups already, but these can be added to if there is something missing.

Being part of a group allows you to network with people with similar interests to you.



All the features of the main News Feed apply to groups but with a smaller, more targeted audience.

It will depend on the settings of the group as to whether you can join automatically or need to be approved by the group admin.

Top Tip: If your industry or interests mentioned in your profile match a pre-existing group, you will automatically be added to that group.



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Groups: Setting up a new group

If we have missed any groups that you would like to be part of then you can create your own, an Administrator will then approve the creation of the group.

Groups

Q Search

+ New group

You will need the following:

- Group Name
- Website (if applicable)
- Description
- Logo
- Banner image

Top Tip: Messages can be sent from one group member to the either the whole group or selected members

Decide if:

- New members need to be approved
- If there are any members you would like to be added automatically

Please note: all groups need to be classed as regular.



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Events

All events can be found on the Events Board, where there is the ability to register for the event.

You can also post your own event. You will need:

- An image
- Name
- Location
- Link to event URL (if applicable)
- Start Date
- End Date
- Event ID
- Registration Option
 - Internal RSVP
 - External registration via URL
 - Registration form embedded in description
- Who you want to invite
 - Everyone
 - Based on a specific criteria (industry, year group, company etc.)
 - Selected individuals

Top Tip: Events can also be created within a group to reach a more targeted audience.

Top Tip: When you click on an event, you can register to see the list of other attendees.



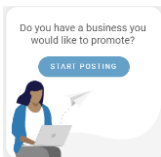
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Business Directory

As Old Stoics, you get the added benefit of exclusive offers from luxury brands. Information on how to claim these offers can be found in the postings.

Promoting your Business



If you have a company and would like to advertise and provide Old Stoics with a special offer, then you can post it on Stowe Connect.

If you don't have an offer for Old Stoics, your listing will show without the green banner.



All new listings will feature in the monthly digest email.

Top Tip: Offering a discount or incentive will encourage traffic to your listing.



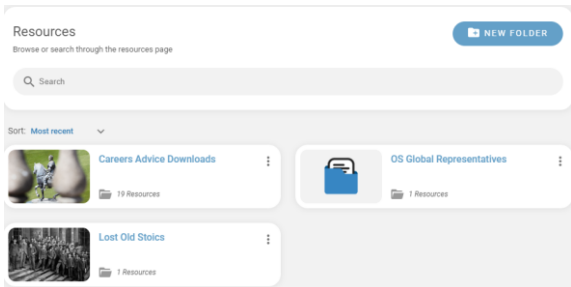
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Resources

The Resources Library will continue to grow as more people join Stowe Connect and engage.

If you are looking for any information or have any of your own helpful resources you would like to share, then this is the place.



Top Tip: Remember to post on the News Feed, and any relevant groups, about any resources you have added.



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Contact

If you have any issues with Stowe Connect or have any feedback, please contact us:

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