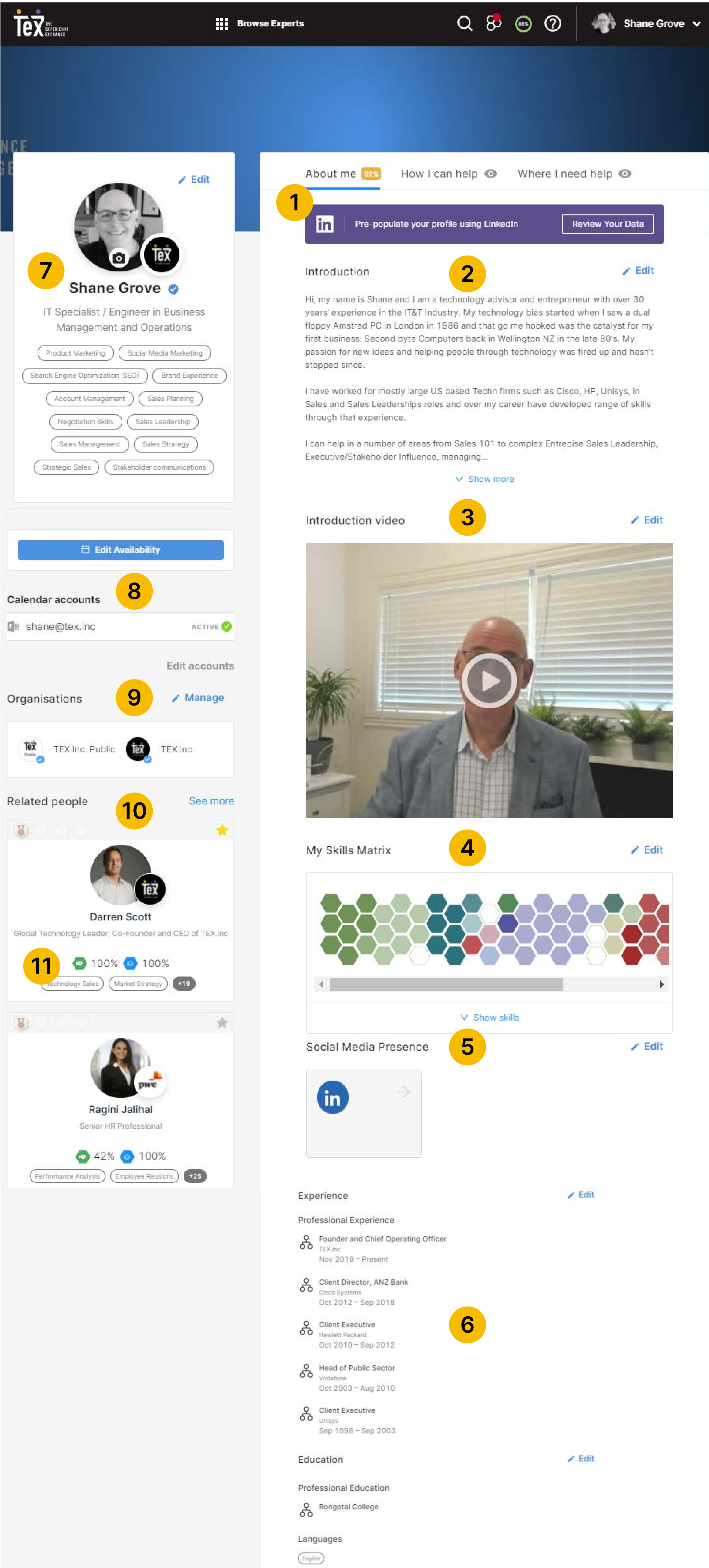


User Guide - Profile

Create you profile and enter core skills data that will allow us to match you with the right person within your company programs. The below sections will highlight an example of viewing someone else's profile and show you the process to start entering your own data.



1. "About me" tab*

- 1 Import LinkedIn Data
- 2 Personal introduction (text)
- 3 Personal introduction (video)
- 4 Skills Matrix
- 5 Social Links
- 6 Professional Experience & Education
- 7 Headline and photo
- 8 Your availability and Calendar Synchronisation
- 9 Organisations you belong to
- 10 Related people
- 11 Matching attributes with this person

* Everyone on the platform will have an "About me" tab, although it is up to each user as to how much data they upload.

The "How i can help" tab, and available times will only be shown if the user has offered to share skills and set times

Some of the design elements maybe slightly adjusted to what you see on the image shown

...continued on Page 2

Start here - Build your About Me section

- 1 Watch the [welcome video from our CEO](#), then start building your profile. Add a section by clicking the 'Add section' button in the top right corner.

3

- Introduction
- Introduction video
- Skills Matrix
- Experience
- Education
- Finalise profile

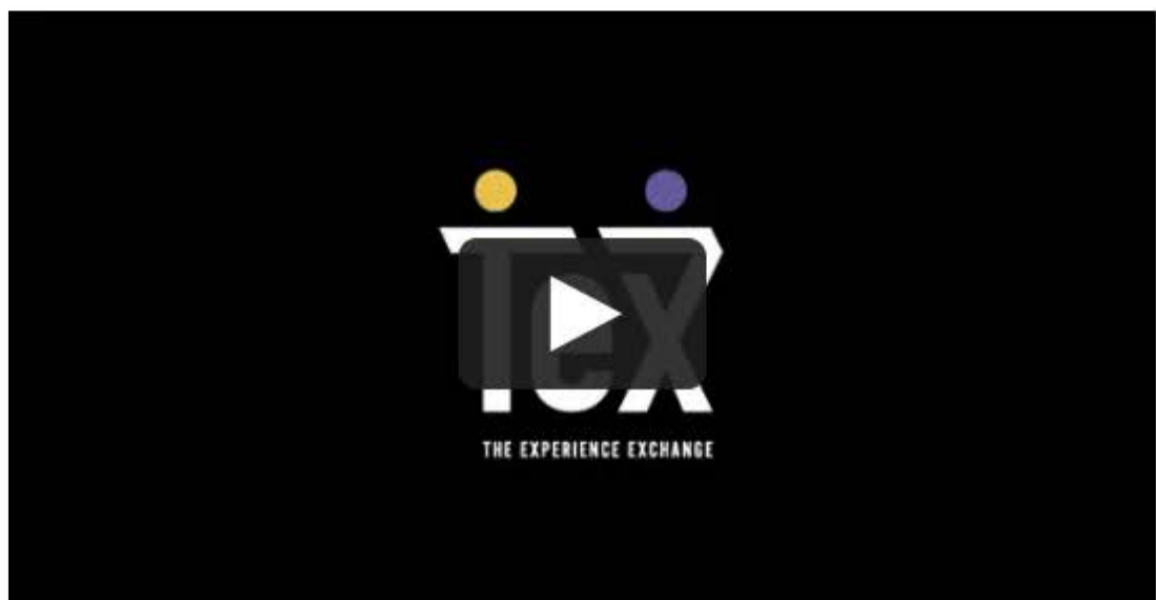
2

Introduce yourself

+ Add section

This is a snapshot of who you are as a person. What do you love doing outside of work? What are your hobbies and interests? What is something unique about you?

Watch this quick explanation:



2. Build your "About me" section

- 1 Watch the [welcome video](#)
- 2 Go to Introduction and click "+ Add section"
- 3 Repeat for each of the builder options
- 4 For those wanting to share expertise, go to the "How I can help" tab - see below

Tip:

Your profile can be accessed anytime from the dropdown navigation menu under your name, or by clicking on the %completion icon in the navigation bar

1

About me 31% How I can help Where I need help

View terms and conditions

Build your How I Can Help section

Add a section to your profile by clicking the "Add section" button in the top right corner.

- Skills to share ✓
- Available times
- Services ✓

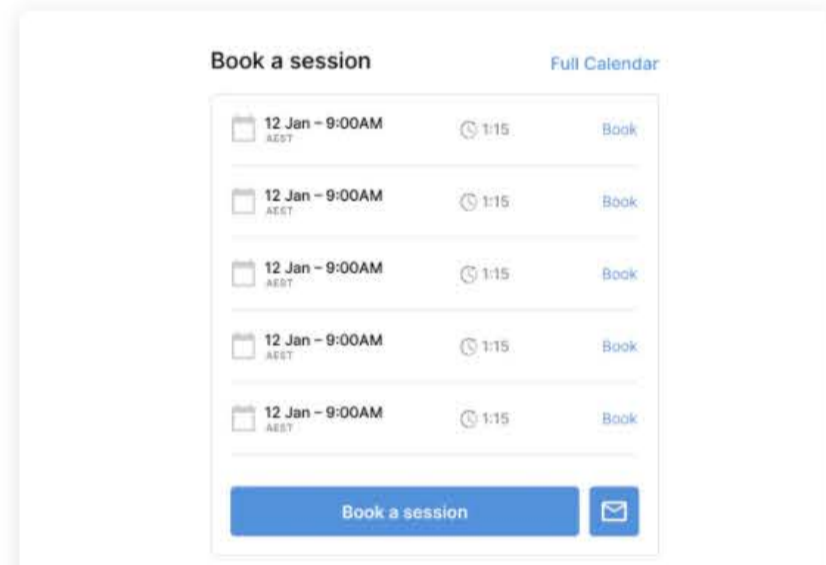
3

Add your availability

+ Add section

Set your availability for others to see and book you for a session.

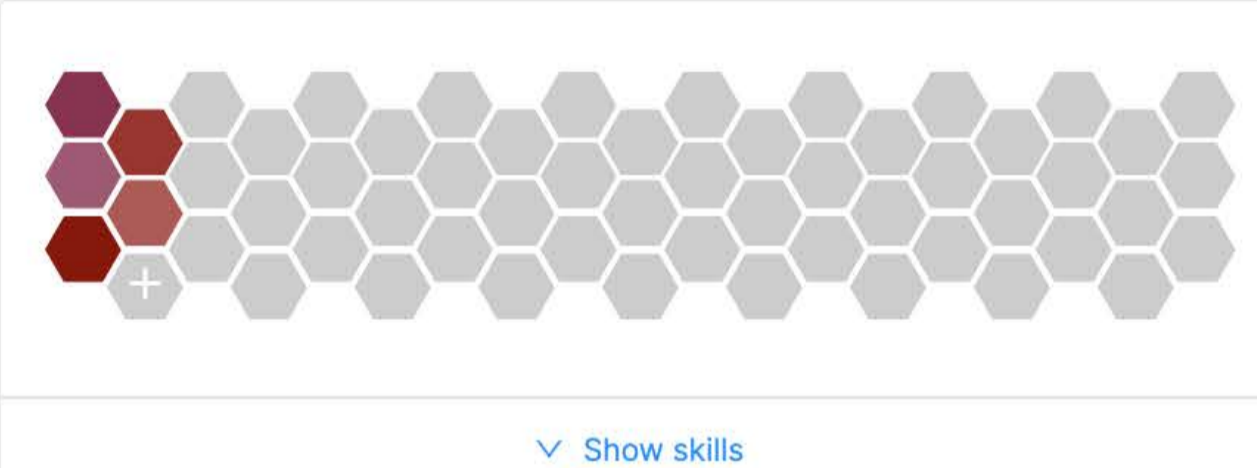
Here is an example:



2

Skills to share


Edit



Show skills

4

My Services



Introductory call

Darren Scott2

+ Add a service

Edit

**** This should be done by people wanting to share their expertise on the platform**

3. Enable your "How I can help" tab

- 1 View and acknowledge "Terms and Conditions"
- 2 Highlight skills to share in your skills matrix*
- 3 Set your available times
- 4 Build a service**

* Skills to share may already be active due to you completing this function in the "about me" section. Note that competency levels will not be shown publicly. This data is private and is for you to track progress and ensure you get the right matches.

** Services are optional and are an easy way of highlighting a particular topic area that you wish to offer that maybe made up of several skills. Example "Starting a new business" or "Developing senior leaders"


An "introductory call" service is automatically assigned to you once you agree to share skills. This allows users to book a general introductory call.

- 3 ☐ Show this tab to other users

Skills to learn

1

Edit



Show skills

4. View your "Where I need help" tab

- 1 Edit skills to learn*
- 2 Request for help - coming soon**
- 3 Note: Your learn skills are private data to you. You may make this data visible to others by checking this radio button

* this will take you to the skills engine and only needs to be done if you wish to add more skills to learn

** this feature will allow you to post specific requests for help if you are unable to find what you need on the platform.