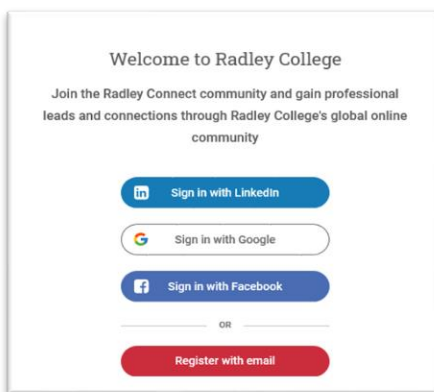


## THE FOUR QUICK STEPS TO JOINING RADLEY CONNECT

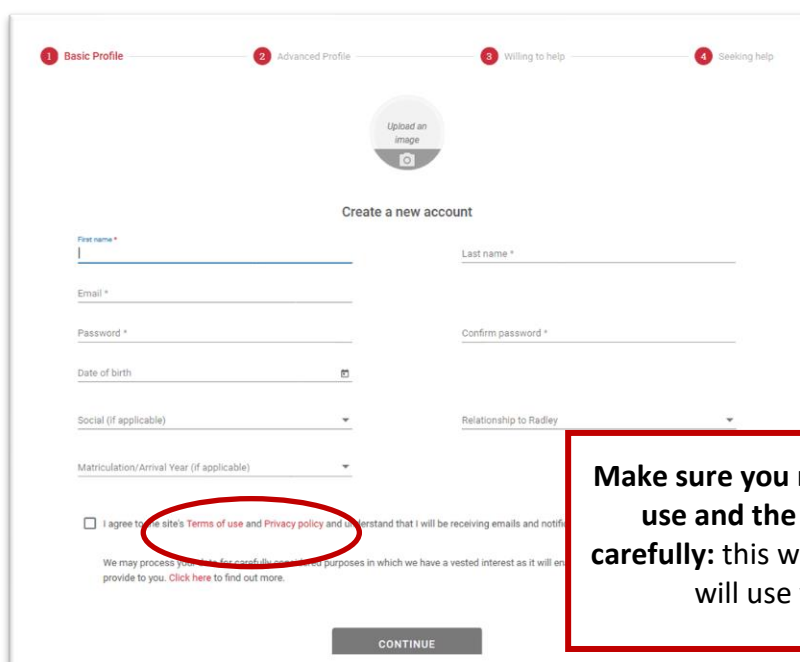
1. **There are four ways to register on the platform:** Using **LinkedIn, Google, Facebook** or your **email address** and a **self-generated password**. You choose the one that is most convenient to you, however LinkedIn is probably the easiest, as it will sync your profile from LinkedIn, which you can then edit to suit this platform.

[www.radleyconnect.org.uk](http://www.radleyconnect.org.uk)



**When you register, please make sure you use your personal email address:** We recommend you register with a private email address not a corporate one so you can stay connected if you leave your current position.

2. **If you log in with your email address and a self-generated password:** This screen (below) will come up so you can enter more information about who you are and your connection to Radley. If you sign in with Facebook or LinkedIn, a lot of this information will be auto populated.



**Make sure you read the Terms of use and the Privacy Policy carefully:** this will tell you how we will use your data.

3. After you have filled out your basic information and accepted the terms and conditions you will be asked how you are **'Willing to help'** the community. This section is critical to the success of the platform in achieving one of its objectives – to better support the careers of current and Old Radleians. It is not mandatory to tick any of these boxes, you can go in and update these settings at any time.

Offer help	Seek help
<input checked="" type="checkbox"/> Introduction to business connections	<input type="checkbox"/> Introduction to business connections
<input checked="" type="checkbox"/> Insight into a career or company	<input type="checkbox"/> Insight into a career or company
<input type="checkbox"/> Speaking or advising at a career or business event	<input type="checkbox"/> Speaking or advising at a career or business event
<input checked="" type="checkbox"/> CV Development	<input type="checkbox"/> CV Development
<input checked="" type="checkbox"/> An internship	<input type="checkbox"/> An internship
<input checked="" type="checkbox"/> Interview practice	<input type="checkbox"/> Interview practice
<input type="checkbox"/> Advice on an entrepreneurial idea	<input type="checkbox"/> Advice on an entrepreneurial idea
<input type="checkbox"/> Advice on a university, degree or course	<input type="checkbox"/> Advice on a university, degree or course
<input type="checkbox"/> Support Radley's state school partners	<input type="checkbox"/> Support Radley's state school partners
<input type="checkbox"/> Gap year placement	<input type="checkbox"/> Gap year placement
Offer Mentoring	Seek Mentoring
<input type="checkbox"/> Career progression	<input type="checkbox"/> Career progression
<input type="checkbox"/> Career change	<input type="checkbox"/> Career change
<input type="checkbox"/> Starting a business	<input type="checkbox"/> Starting a business
<input type="checkbox"/> Raising investment funding	<input type="checkbox"/> Raising investment funding
<input type="checkbox"/> Working internationally	<input type="checkbox"/> Working internationally
<input type="checkbox"/> Other	<input type="checkbox"/> Other

Once you have completed this stage, you will receive this message while your application is reviewed which we will endeavor to do within three working days maximum.

Thank you for registering on Radley Connect. We are currently reviewing your application. You will receive an email once you have been approved which should be within the next 3 working days. For any questions, please contact: [radsoc@radley.org.uk](mailto:radsoc@radley.org.uk) Kind Regards, The Radley Connect team

After you have been approved, you will receive an email, and then you will be able to edit your profile at any time from the drop down box

4. **After you have been approved – please enter the platform and edit your profile**



In this section, there are a number of different things you can edit:

- **Your professional summary** – which you should seek to make relevant to the Radley Community

- **Industry and job function**
- **Your education and career history**
- **Willing to help** – please make sure you review the ‘Willing to help’ section regularly and state clearly how you are willing to support other members of the community. You may not be in a position to help at this time. That is perfectly fine as you can go in and update your profile at any time.

**You can also change your settings:**

- **Account:**
  - Language
  - Login options
  - Connect and sync LinkedIn, Facebook, and Google accounts
- **Notifications:**
- **Privacy:**
  - Who can see your number and email address
  - Who can see your location
  - Who can send you messages
  - Social media messaging

**Now read our Top 8 Tips on how to get the most out of Radley Connect.**