

USER GUIDE



MONTANA CLUB
SINCE 1966

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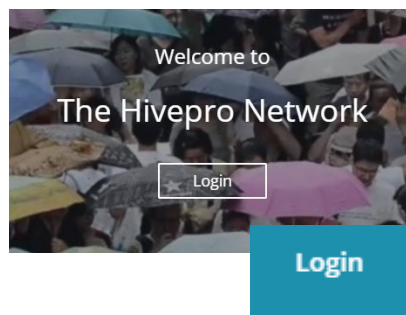
MONTANA CLUB
SINCE 1966

USER PROFILE & SETTINGS

1

How to Login

Go to the domain address that has been created for you and click on the **Login** button, which is either located in the centre of your screen or in the top right hand corner.



If you already have an account, enter your email address and password. If you have previously imported your profile, you can login using your LinkedIn, Facebook, Xing or Google+ credentials.



Have an account? Login

Email

Password

[Reset password](#)

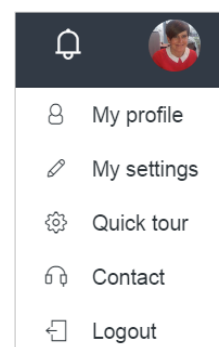
OR

Only if you have already imported your profile

2

Your Profile

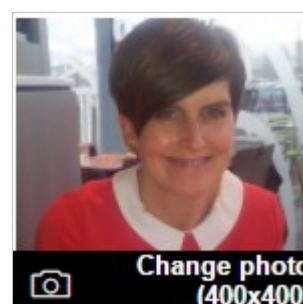
To change your profile, click on your profile picture (if added) in the top right hand corner of the page and select **My profile**.



i

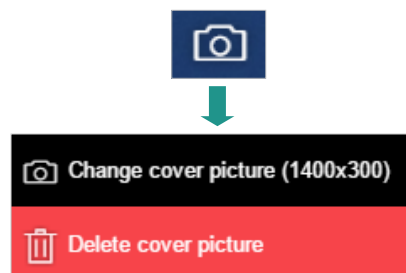
Profile Picture

To change your profile picture, hover over the central image in the banner and select the **camera** icon to change the photo (400 x 400). Select an image of your choice and click **Open**.



ii Change Cover Picture

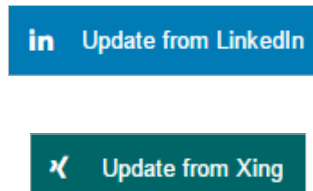
To change your cover picture, hover over the camera icon in the left hand corner of the banner and either **change the cover picture** (1400 x 300) or **delete the cover picture**. If you wish to change the cover picture, select an image of your choice and click **Open**.



iii Change Personal Details

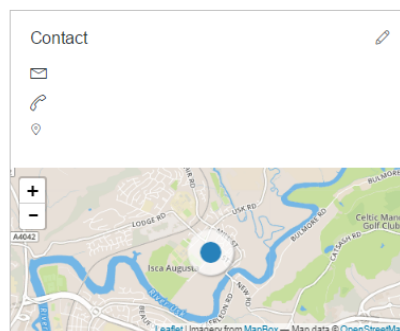
To change your personal details, click on **Edit** in the right hand corner of the banner. You can choose whether this information is visible to all, visible to admins only or visible to your favourite users. When you have made the necessary changes, including uploading your resume, click **Save**.

You can also update personal information from either **LinkedIn** or **Xing**.



Profile information can be amended, as well as contact details (email, phone, address, etc.)

Industry	
Skills	
Are you willing to share your experiences?	+
What are your interests?	+
Are you looking for a job?	+
What is your favourite colour?	+
Experience	+
No experience specified.	
Education	+
No education specified.	

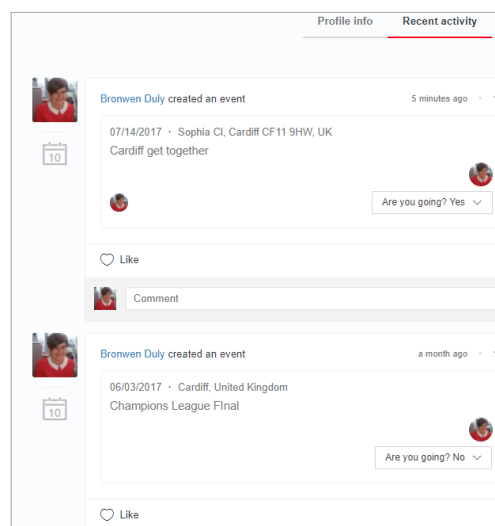


For each of your contact details, set a custom visibility setting to ensure your privacy.

iv Recent activity

Recent activity

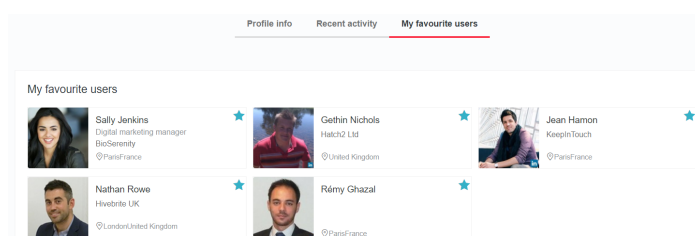
You can see a snapshot of your recent activity.



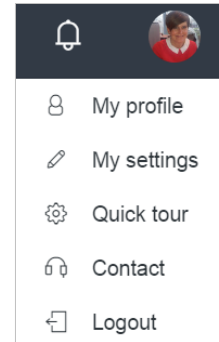
v My favourite users

My favourite users

When you select favourite users within your community, they are listed for you under My favourite users.



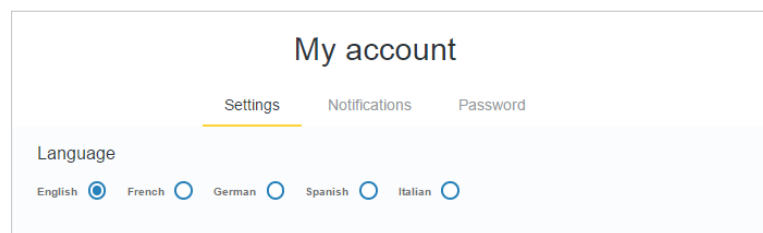
To change your settings, click on your profile picture in the top right hand corner of the page and select **My settings**.



i

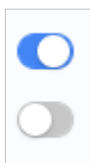
Settings

Firstly, select the correct **language** option.



ii

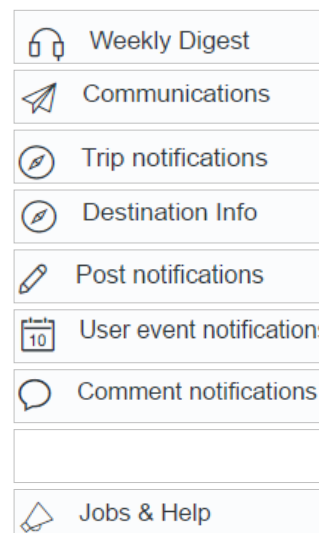
Notifications



You have full control over the **notifications** and **newsletters** you receive by setting your preferences using the toggle facility.



You can **untick** any updates that you do not wish to receive via email.

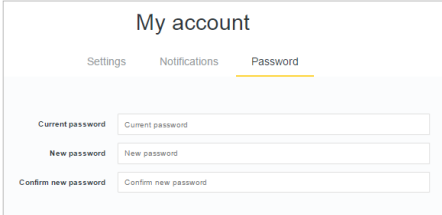


You can also opt not to be contacted by members of the network.

Do not wish to be contacted by the network



You can change your current password by entering a new password and confirming your changes.



My account

Settings Notifications Password

Current password

New password

Confirm new password

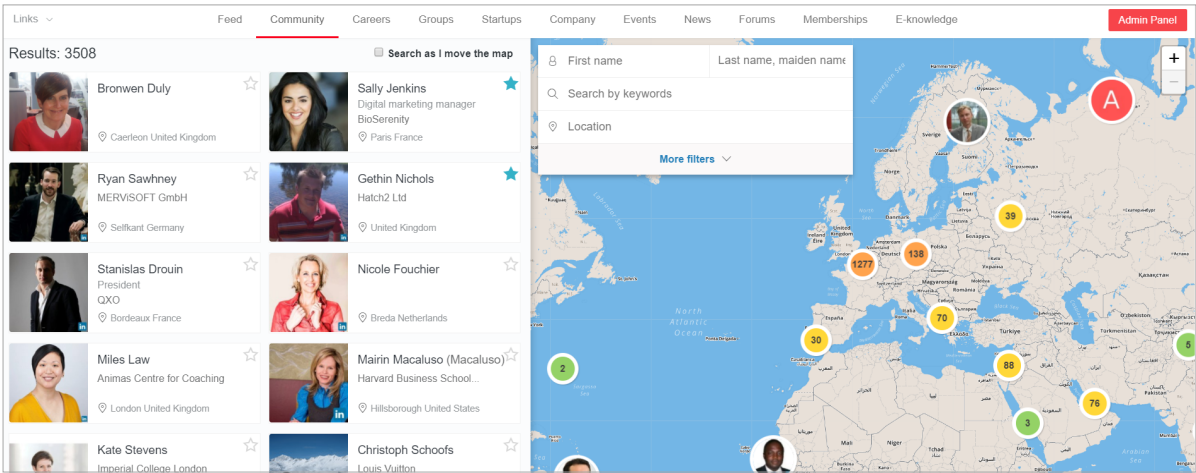
Once you are happy with the changes you have made to your settings, click **Save**.



YOUR COMMUNITY

1 Community

Being able to search for particular members of your community is a powerful and yet essential tool.



You have the ability to add members of the community to your “favourite users”.



You can search on first name, last name, maiden name, keywords and location.

First name	Last name, maiden name
Search by keywords	
Location	
More filters	

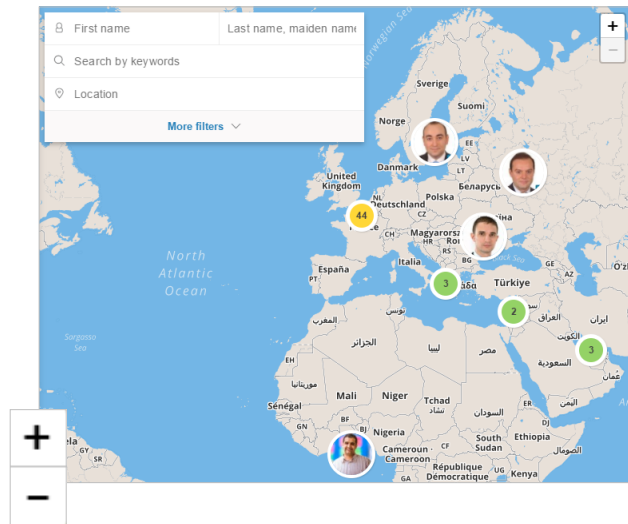
There are a range of filters that can also be applied to really track down particular members of your community.

<input type="radio"/> Users with a valid profile picture
<input type="radio"/> Order results by user name
Companies
Industries
Program(s)
Nationalities
Are you willing to share your experiences?
What are your interests?
Are you looking for a job?
What is your favourite colour?

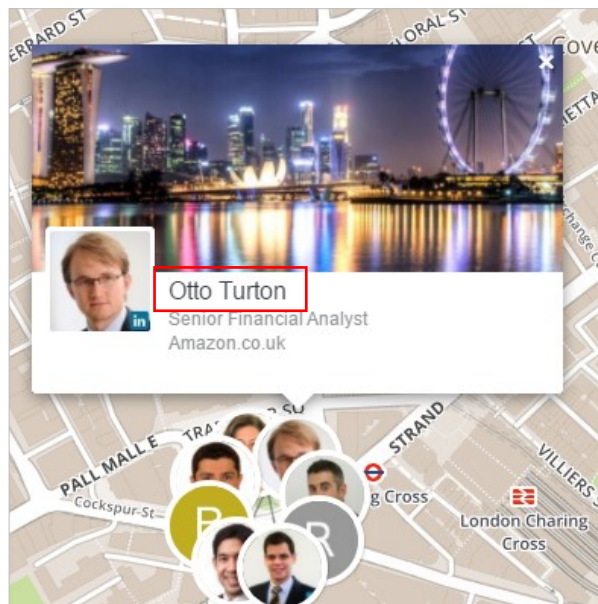


When you have applied your filters, you can visualise your community on the map.

You can **zoom in an out** of the map and really pinpoint where members are located.



When you have located members in a particular area on the map, you can click on their **profile image** to find out further details about them.

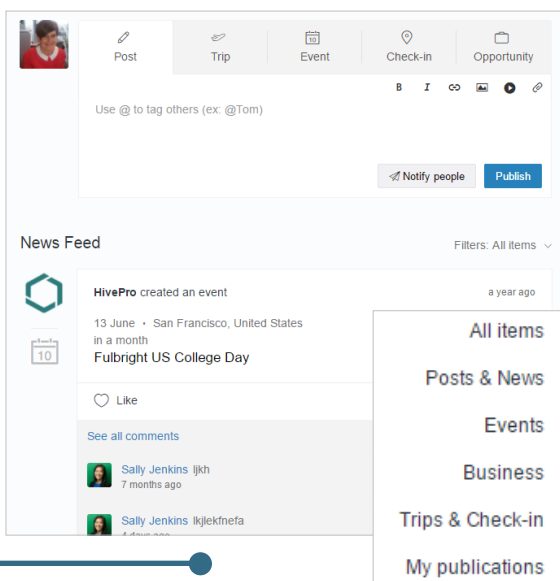


The name of the member of the community you have selected acts as a hyperlink and you are directed to their **profile page**.



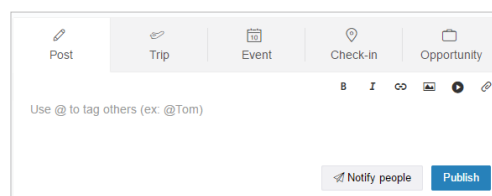
On **Live Feed** you can post a notification out to members of the community. You can also notify users about a trip, an event, an opportunity or even that you are at a specific location if anybody wants to meet up. This is perfect if you want to increase engagement within your community.

The News Feed can be filtered so that you can just read targeted posts.



Post

On Live Feed you can post a notification out to members of the community. You can use @ to tag others e.g. @david and the notification, when published, is just between those users.



You can add hyperlinks, images, video and an attachment to your notification.



If you select the **Notify people** button, you can select the people to notify and this can be done by searching on a person's name, a Location (up to 64km), Companies, Industries, and so on. You can multi-select using the available filters.

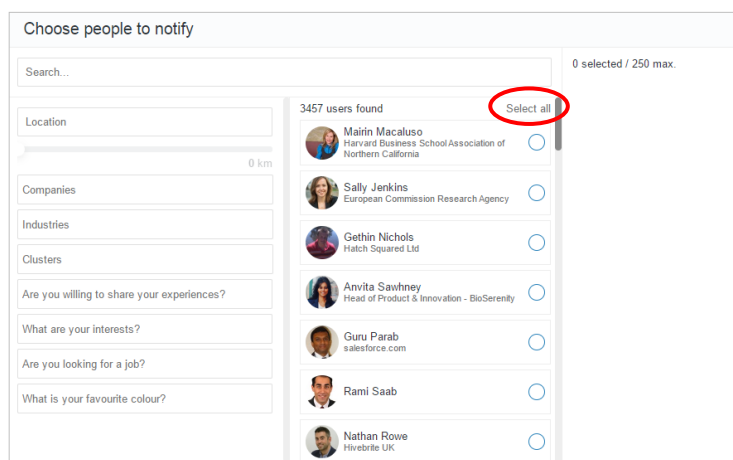
Notify people



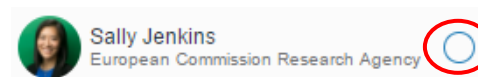
You can use

Select all to choose all users who appear based on your criteria.

Unselect all will reverse this process.



It is easy to deselect by clicking the radio button next to the user's name.



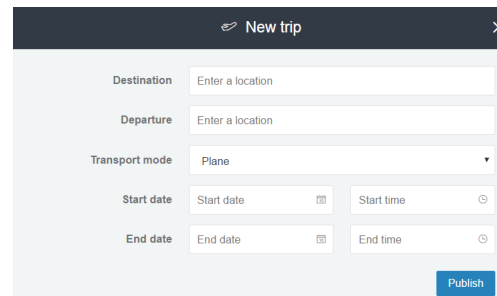
When you have made your selection, click on the **Validate selection** button and click **Publish**.

Validate selection

Publish

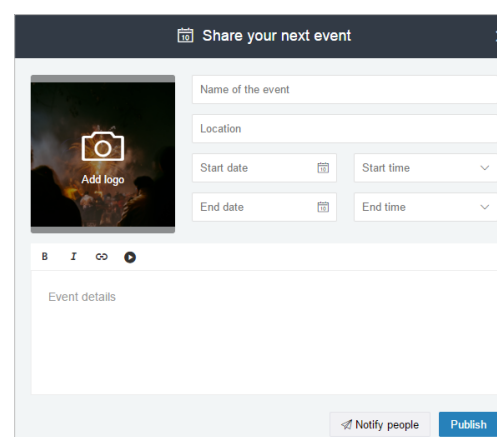
ii Trip

If you are visiting a particular destination, you can notify people that you will be there. You can specify the location of your departure and transport mode. You can also enter a start and end date/time. Click **Publish** when you have set your criteria.



iii Event

If you are arranging an event, you can notify the community about the details, including name of the event, location and start and end date/time. You can also add details of the event, a hyperlink and a video. Use **Notify people** to select specific members of the community. Click **Publish** when you have set your criteria.




iv Check-in

If you are visiting a location, you can check-in where you are to let nearby members know where you are and see if anyone can join you. Set an address and leave them a message. Use **Notify people** to select specific members of the community. Click **Publish** when you have set your criteria.

v Opportunity

You can share an opportunity or ask for help. Enter details about the type of job and contract, including the location and start date.

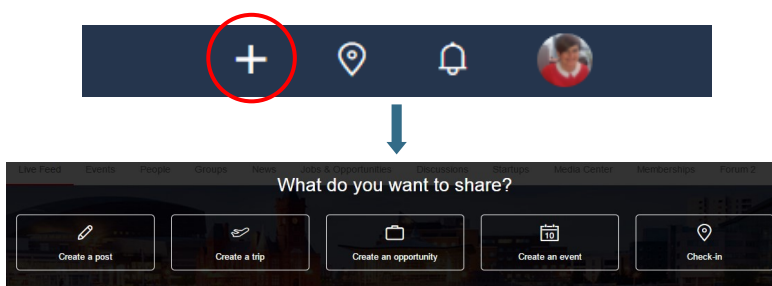
You can enter additional information on the job itself, including adding a description, an attachment and a hyperlink. You can also format this text.

You can enter a description URL and contact email.

When you have entered all details about the opportunity, click **Publish**.

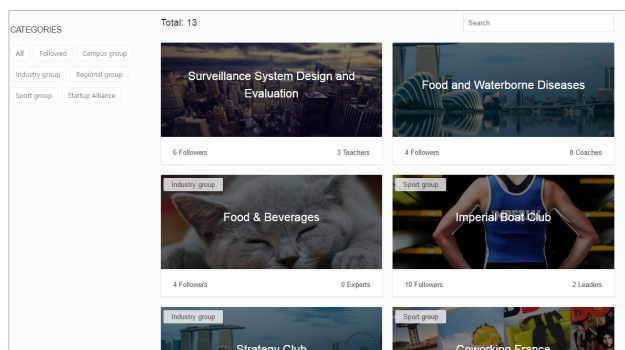
vi Adding a notification from anywhere on the platform

You can also add a notification by selecting the **+** in the top right hand corner of the page.



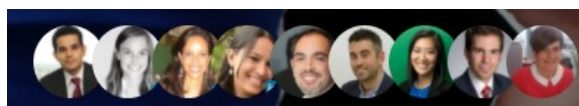
Groups are a great way of connecting people within a community.

You can view any of the groups that have been created to find out further information. Use **Categories** to locate the groups you are interested in.



If you would like to become a member of that particular group, click the **Follow** button which is located in the banner. You will also be able to see the other members of the group as their images are shown.

Follow



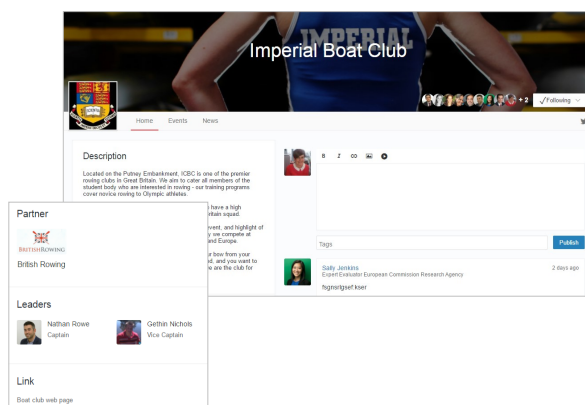
To keep up-to-date with social networks, there is the ability to link to **Twitter**.



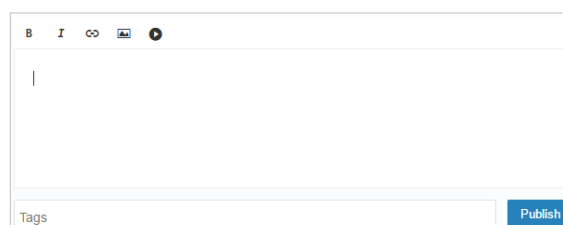
Home

Home Events Media center News

On the **Home** page of the group, you will be able to see a **description** of the group, as well as **partner** information, the **leader(s)** of the group and suitable **links**.



You have the ability to add a suitable post. You can use **bold** and **italics** to your text, as well as including a **hyperlink**, an **image** and even embed **video**.

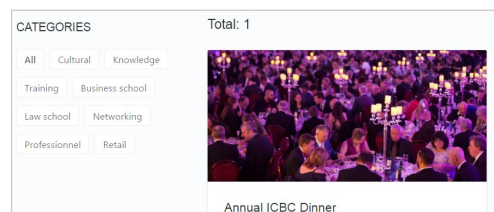


ii

Events

Home Events Media center News

Any **events** linked to your group can be posted by the administrator of the group so that you can keep up-to-date with what is happening. Events can be sub-divided into **categories** and you have the opportunity of viewing **past** and **upcoming** events. Click on the posted event itself to find out further details.



iii

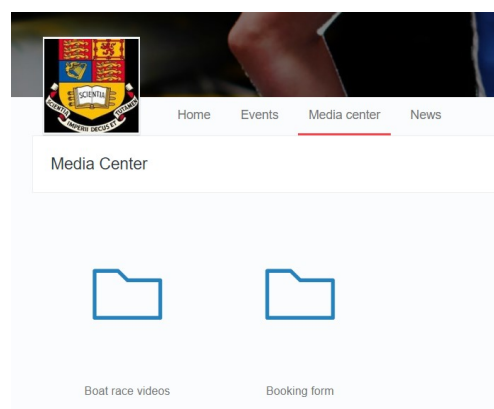
Media Centre

Home Events Media center News

The **media centre** within groups will give you access to files that can be shared with members in that group.

A folder structure can efficiently organise all resources for you.

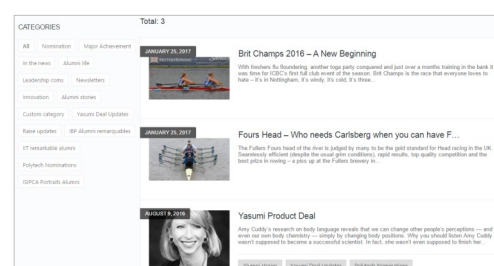
You can view all relevant documents, images and video, and download them if necessary.



iv

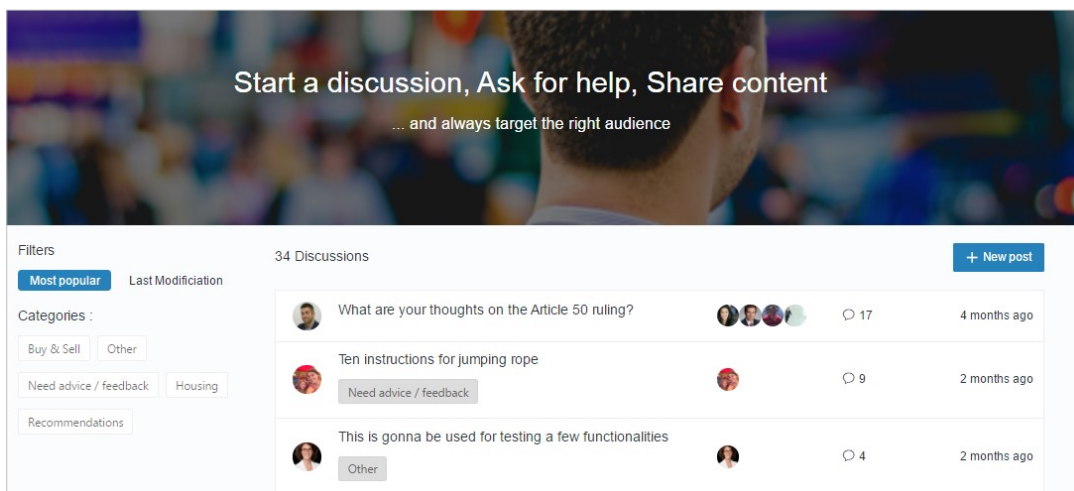
News

Any **news** items linked to your group can be posted by the administrator and news can also be sub-divided into **categories**. Click on the title of each news item to find out more.

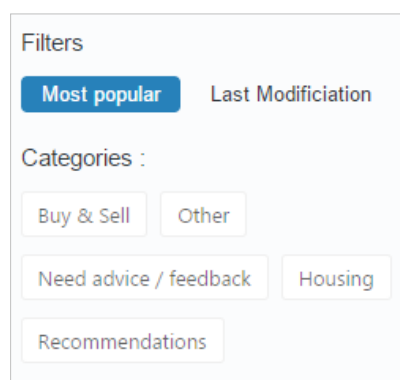


Forums

Forums are a perfect way of starting a discussion with your community. It's a great place to go to ask for help, as well as you having the ability to share useful content.



When looking at the posts that have been added, they can be viewed by **most popular** or **last modification**. Posts can also be sub-divided by **categories**.



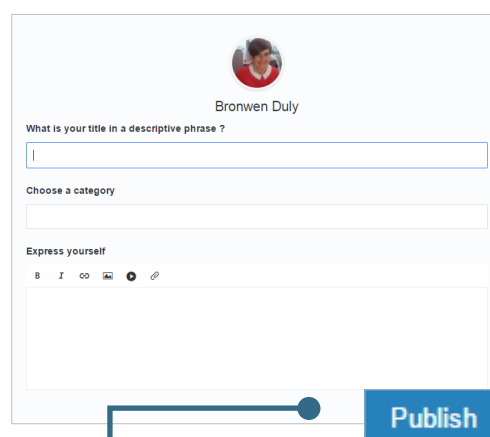
Adding a new post

To add a new post to the forum, click on the **+ New post** button.




Add a descriptive **title** for your post and select a relevant **category**. Add relevant content to your post as you have the ability to include **hyperlinks**, **images**, **video**, as well as **attaching files**. There is **bold** and **italics** if you wish to emphasise the text.

When you are ready, click the **Publish** button.

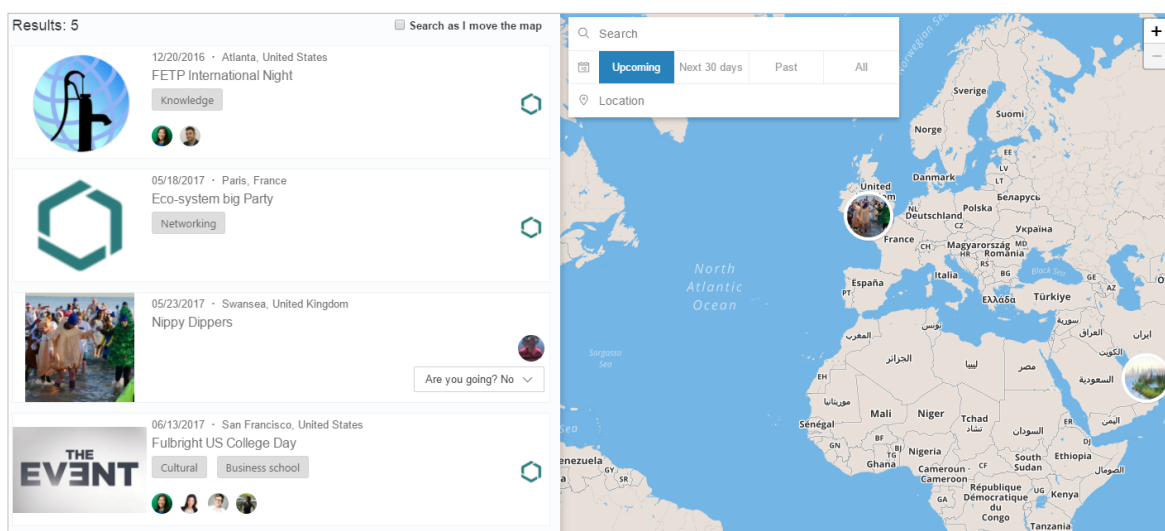


NEWS, EVENTS & INFORMATION

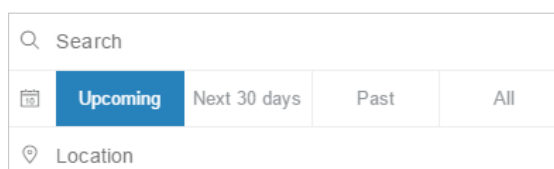
1

Events

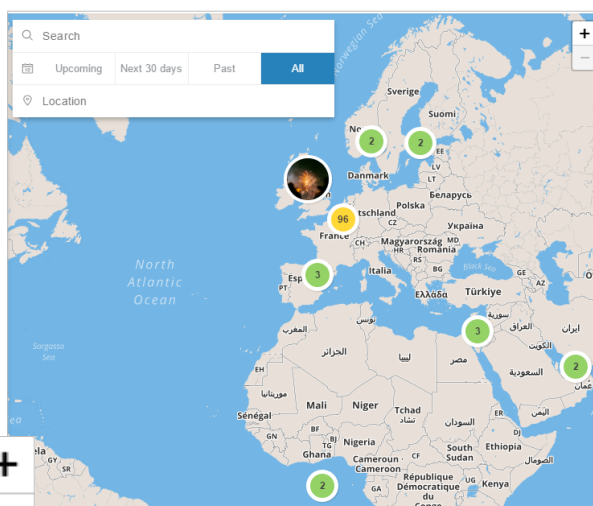
Don't miss out on events from your organisation and its members. Map and filter the upcoming events and join the ones you like .



You can **search** for a particular event or filter results on events that: are **upcoming**, will take place in the **next 30 days** or have happened in the **past**. Otherwise, you can view **all events** or search by **location**.



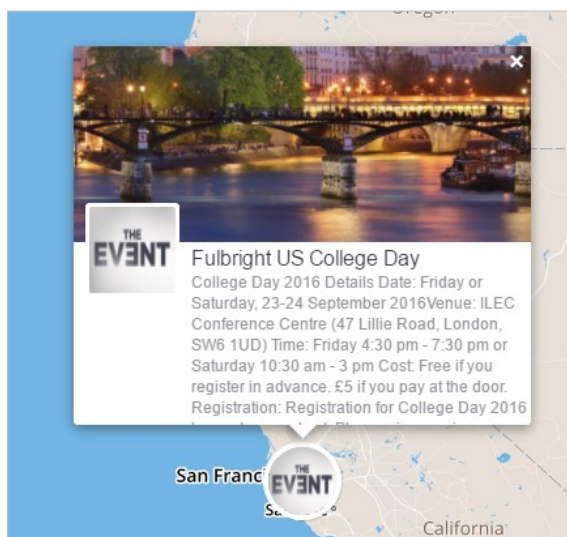
When you have applied your filters, the map will clearly highlight where the events are taking place round the globe.



You can zoom in and out of the map and really pinpoint where the events are taking place.

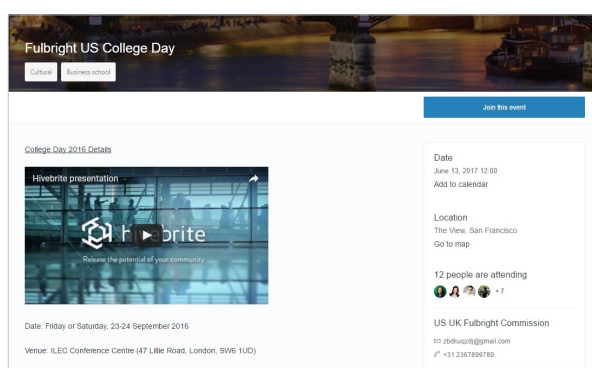


When you have located a particular event on the map, you can click on the event's **logo** to find out further details



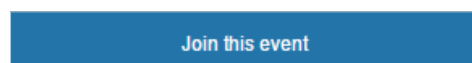
The **name of the event** you have selected acts as a hyperlink and you are directed to that particular event page. Here you will find additional information on the event including:

- A description, potentially including images, video, an attachment, etc.
- Tickets and the cost (if applicable)
- Comments
- The date (sync with your calendars - Google, Yahoo, Outlook or Apple)
- Location (map), people attending, email address and telephone number.



Joining the event

If you would like to take part in an event you can click the **Join this event** button and you are directed towards the tickets section of the events page.



Enter the number of tickets you require and click **Join**.

Alumni Member Unlimited	Free	0
Early Bird Remaining	20 €	0
Other Unlimited	50 €	0

Join
Join





Payment

If not already pre-populated, you will need to add your **name**, **email address**, **company name** and **mobile number**.

Click the **Purchase** button to pay for your ticket(s) to the event.

You will need to enter a suitable **email address** and your **card details** to complete the payment. Select **Remember me** to store your card details. Click the **Pay** button to confirm the transaction.

2

News

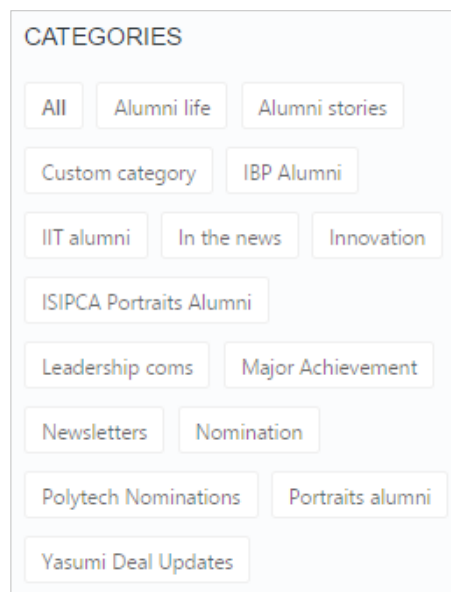
Keep up to date with news items published for your community. The news items can include images, video, hyperlinks and even attachments. RSS feeds can also be incorporated.





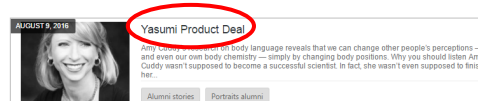
Filtering news

You can filter news based on the categories created for you. This makes it a lot easier to locate relevant news items based on your requirements.



Viewing a news item

To view a particular news item, click on the **item heading**. This will open up the full article for you to read. Use the scroll bar to move up and down.



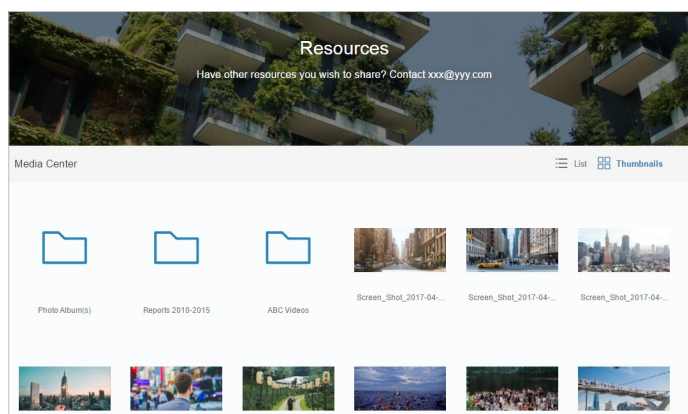
3

Media Centre

The media centre will give you access to files that can be shared across the community.

A folder structure can efficiently organise all resources for you.

Resources can be shown in list view or thumbnails.



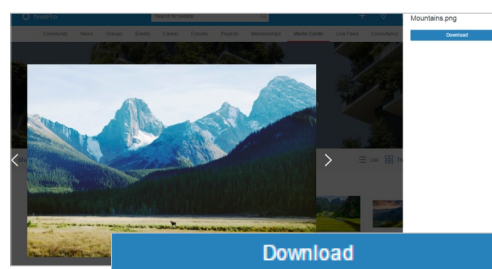
i Viewing media resources

Use the arrows to move forwards and backwards so that you can view all relevant documents, images and video.



ii Opening media resources

To download resources, click on the **download** button that is located in the pane on the right hand side of the screen.. When you click on a PDF, it automatically opens in a new window.

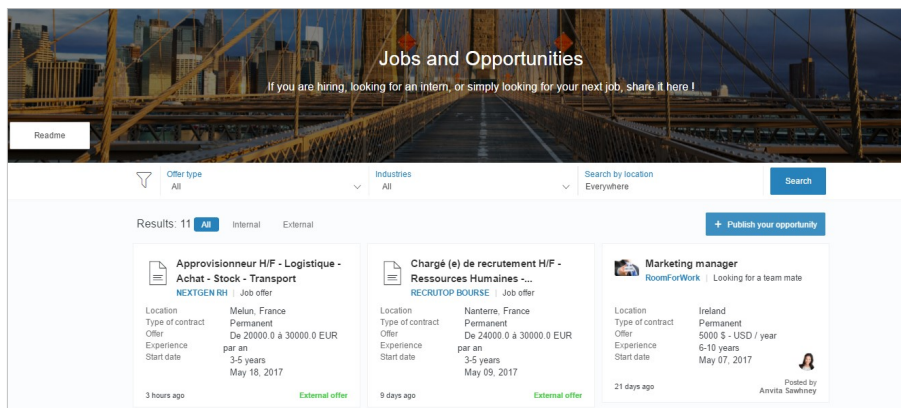


JOBS AND OPPORTUNITIES

1

Jobs and Opportunities

Find your next job or internship through the career centre or take a look at the offers from other members of the community and apply directly online.



All jobs, both internal and external, that have been posted are listed for you.

You are able to see a brief description of the job itself—title, location, offer, experience and start date. You can see who posted the job offer and how long ago the position was posted.



If you click on the **job title**, you will be able to see a job description. You can add a **comment** if necessary, as well as being able to **like** the listed position.

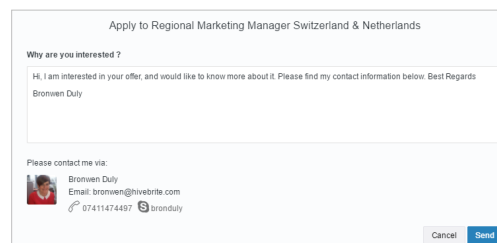


A **descriptive link** can be included which will hyperlink to additional details on the job, if created by the company in question.



Apply, I'm interested

Click on the **Apply, I'm interested** button to contact the person who posted the job. Send them a brief message, expressing your interest in the job, and click the **Send** button.





Searching for jobs

The search interface includes three filters: **Offer type** (set to All), **Industries** (set to All), and **Search by location** (set to Everywhere). A **Search** button is located to the right of these filters. Below the filters, three expanded dropdown menus are shown: **Offer type** with options like Job offer, Looking for a job, Short term project offer, Looking for a team mate, Request for mentorship, Request for contacts, and Internship offer; **Industries** with options like Accounting, Airlines/Aviation, Alternative Dispute Resolution, Alternative Medicine, Animation, Apparel & Fashion, and Architecture & Planning; and **Search by location** with the option Everywhere.

You can filter jobs based on **offer type**, **industries** and you can also search by **location**. When you have selected suitable criteria, click the **search** button.

Search



Publishing an opportunity

If you wish to let your community know about:

- a new job/short term project/ internship that has become available
- help you require finding a new job/ partner for your new venture/ contacts and leads/ inernship

+ Publish your opportunity

click the **+ Publish your opportunity** button.

You can add details about the opportunity that has arisen, or the help you require.

You can add a suitable description and attachment, The text can be formatted and a relevant hyperlink added if necessary.

A description URL will provide additional information on the opportunity/help that is required.

Click the **Publish** button when you are happy with the details added.


The form is titled "Share an opportunity or ask for help". It contains the following fields: **Type * & Logo** (Offer a job), **Type of contract** (Type of contract), **Location * & Start date** (Location, Start date), **Title *** (Title), **Company name** (Company name), **Years of experience** (Years of experience), **Duration** (Duration), **Salary (gross)** (Yearly salary (gross), Daily salary (gross), \$ - ZWR), **Industries** (Industries), **Description & attachment** (More info...), and **Description url & Contact email** (Description url, Contact email). A **Publish** button is at the bottom right.



iii

Uploading your CV

If you haven't already done so, you can upload your CV/resume so that it is available for other members of the community to view and even download.



Go to **My profile** and once you have clicked the **edit** button, you can upload your CV/resume.

iv

Receiving notifications about jobs or help

To ensure that you are informed about any jobs or help that arise, go to **My settings**. Make sure that your preference is set to receive notifications about any offer or request that matches your skills/interest/location.

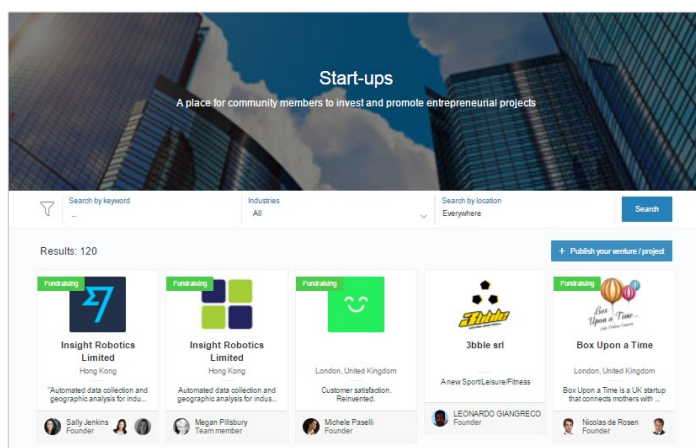


Notify me about any offer or request that matches my criteria (skills, interests or location)

2

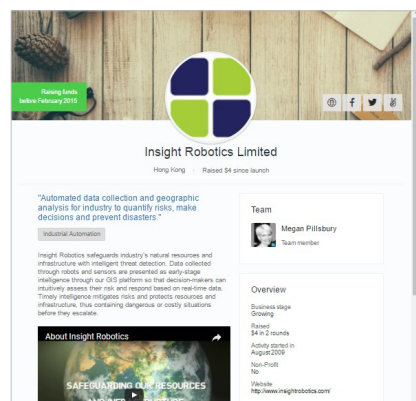
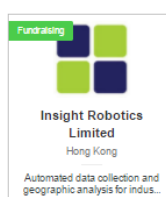
Entrepreneur

Entrepreneur is the perfect place for community members to invest and promote entrepreneurial projects.



To look at the individual projects in more detail, click on the tile that has been created for that particular project.

You will be able to see an overview of the company, the venture itself, fundraising and links to relevant social media and AngelList.



i Searching for projects

You can search on **keyword**, **industries** and by **location**. When you have selected suitable criteria, click the **search** button.

ii Publishing an opportunity

If you wish to let your community know about a venture/project in your company, click the **+ Publish your venture/project** button.

+ Publish your venture / project

You can provide company information, including a **cover picture** and your **logo**.

Further details can be added on your activity, including a suitable **hyperlink** and **video** if required.



You can add **links** to your website, social media and AngelList. Details on **funding** and your team can easily be added.

Click the **Save** button when you are happy with the details added.

iii Receiving notifications about your ventures

To ensure that you are informed about any comments made on any of your ventures, go to **My settings**. Make sure that your preference is set to receive notifications.