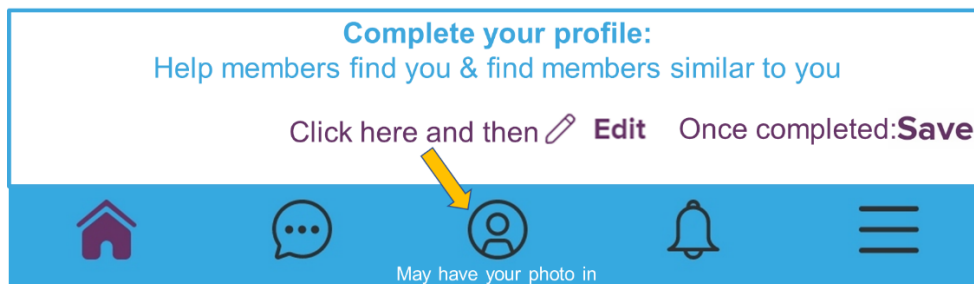


Instructions

1. Access our App on your computer using our Web version or on your Mobile by downloading the App and fill in key information about yourself (diversity information is for statistical purposes only and your email and address will not be shared but are needed for SCIO).

We are really excited about our new App. We will need everyone's input over time to build it up so please be active on it. **Please ensure your phone is on the latest ios or android operating system version before downloading:**

- Access the web version here: <https://ctchem.disciplemedia.com>
 - [Here](#) is a link for the Google play store for your **Android** phone
 - [Here](#) is a link for the App store for your **Apple** phone
2. Enter your email and a password of your choice and click "**Become a Member**".
 3. Enter your username which should be your full name: **First Name and Family Name**
 4. Confirm your email address using the **verification email**, which has been emailed to you
5. **Complete your profile and find similar members** (How to 3 minute [video here](#) – turn the volume up)
 - You will have partially filled out your profile when you first accessed the App, but please fill in the rest of the information now. Click in the circle with a person in on the blue band at the top or bottom of your screen, then click edit (pencil) and remember to **Save** once finished.



- View your profile and look at the About section.

About



The image shows a screenshot of the 'About' section in the app. At the top, there are two social media icons: LinkedIn and Twitter. Below these are three input fields. The first field is labeled 'First Name' and contains the text 'Anna'. The second field is labeled 'Surname' and contains the text 'Davis'. The third field is labeled 'CtC Hub' and contains the text 'Edinburgh'. To the right of the 'First Name' field is a magnifying glass icon. At the bottom of the section is a downward-pointing arrow.

- You can click the down arrow to see all of your public information.
- Find others with a similar profile: Let's say I'd like to find others who also have Charity sector experience. By clicking on the magnifying glass next to Charity I can see all other members who have Charity sector experience.

6. Join some groups

- There is an "All members" group that you are automatically a member of
- Click on the 3 lines on the right side of the blue banner, click Activity feed. Can also be accessed by clicking home, Network and Group sharing
- Click on the Plus sign to see what groups are available:



- There are 3 Public groups which you can join, depending on where you are on your journey. You can also contribute to groups such as posting vacancies in "Preparing and looking for roles" if you join that group
- There are further Private Groups you can request to join if you support CtC which your team can use to communicate and share info
- Click on the group name to see the description if you are on the Mobile App
- Click  to join a Public group or  Private groups

7. Post some information, questions or comments

Go to the activity feed and start getting involved:

- Click on the 3 lines on the right side of the blue banner, click Activity feed. Can also be accessed by clicking home, Network and Group sharing
- Click on a group
- Read, like and comment on existing posts
- Start some new discussions

8. Have a look at the information available

Have a look at the home page with the "tiles" you can click. Hopefully it is self-explanatory. We have started populating some of the information, but as a new App, we will be adding new information all the time. To start with you may wish to look at:

- "Get started", step 1 (this document) and then step 2 - book an introducer meeting
- Events
- Vacancies: please share vacancies on the "Preparing and looking for roles" so we can add to them and use #Vacancy

9. Make sure you're notified

Find out when new content has been published or if people have messaged you by going into your profile, selecting settings (the cog), click on push notifications and then click to enable push notifications and also any particular elements you'd like to be notified of, e.g. new messages.

Let us know! Let us know if anything is difficult, unclear, not working or if you have suggestions for improvements. Please contact Tabatha: technical.support@changingthechemistry.org copying Anna: anna.davis@changingthechemistry.org