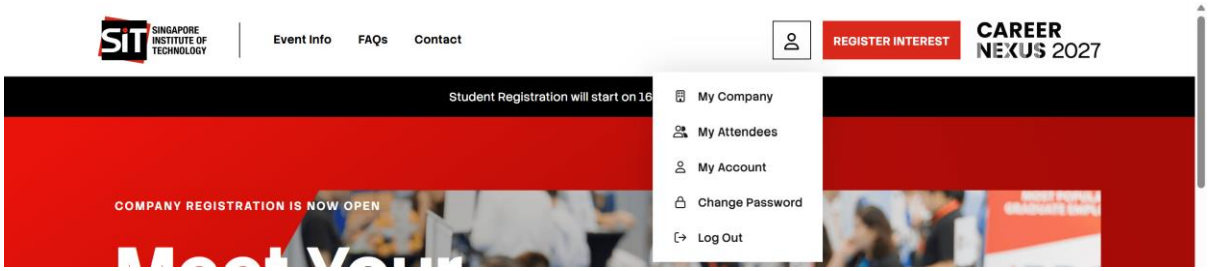
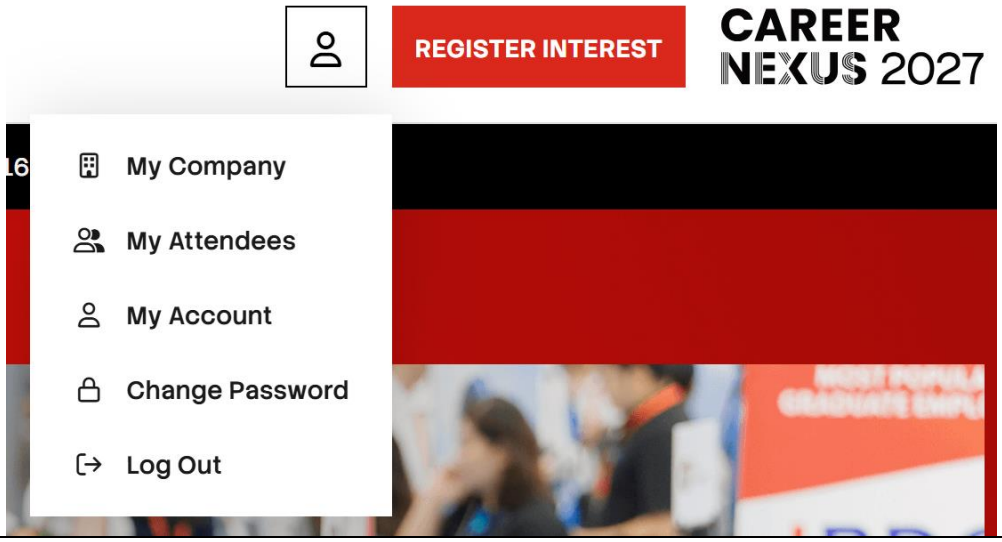
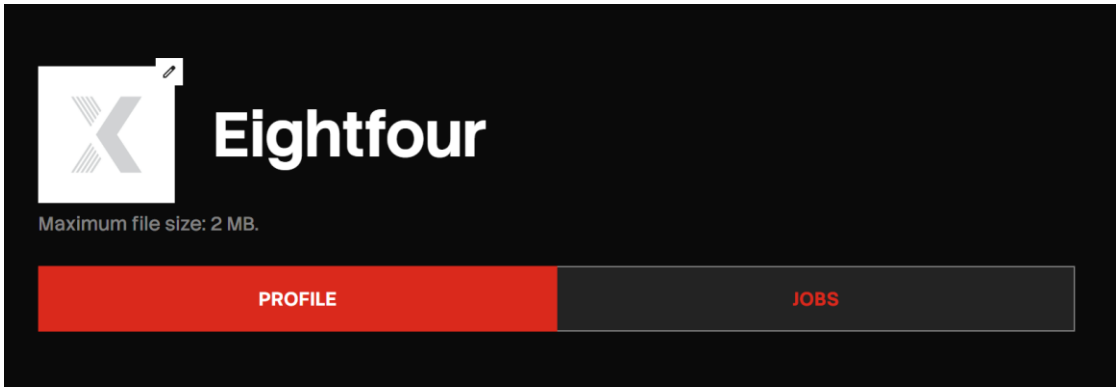
Navigating the Site 1
My Company 2
Customizing the Profile Section 3
Adding Job Listings 3
My Attendees 3
My Account 3
Change Password 3

Navigating the Site

Upon logging in, users will have access to gated content. Company specific pages and functions are described in the following sections:



My Company

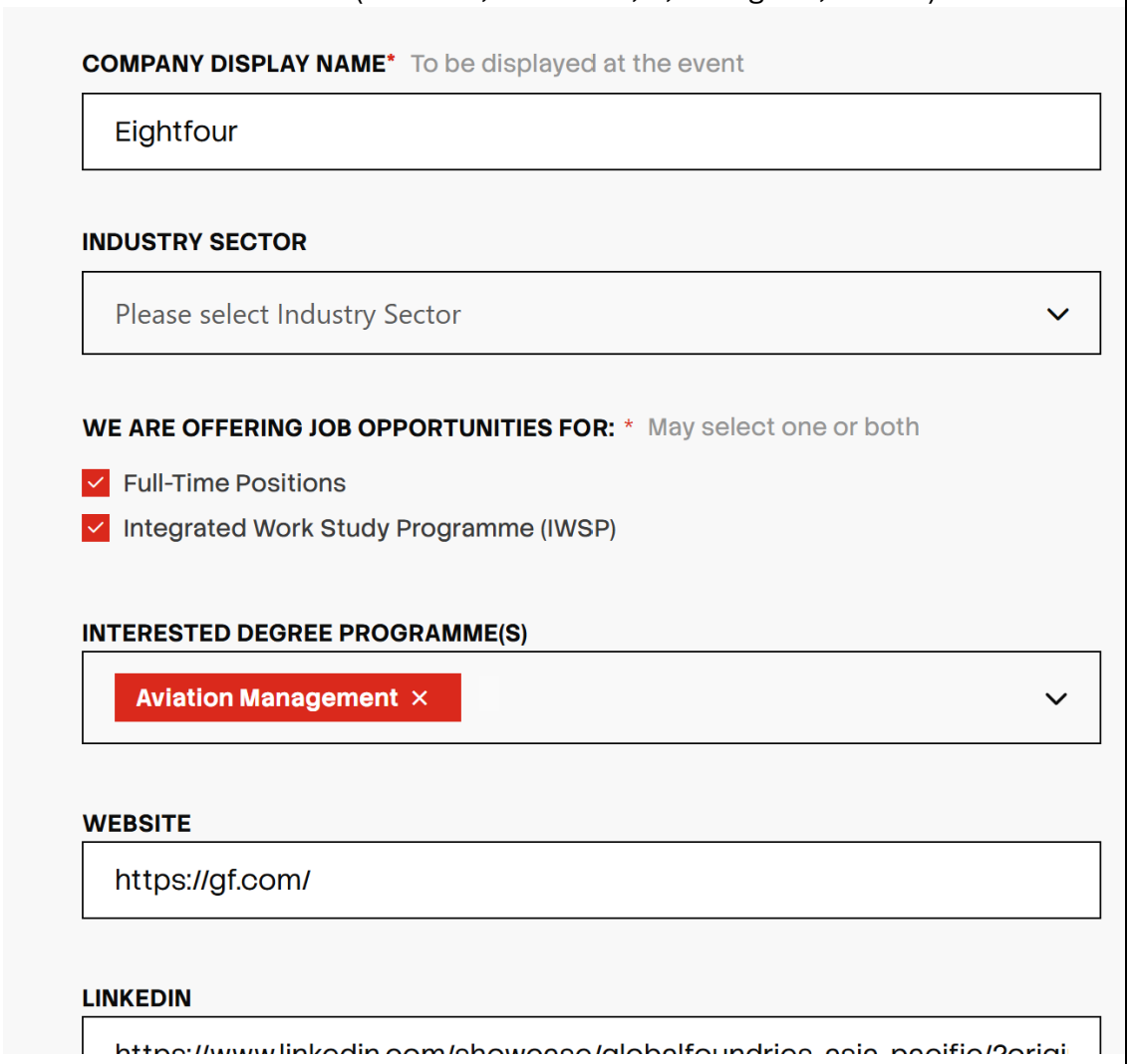
1	Users may edit their Company's page by clicking on the "My Company" button under the dropdown menu: 
2	This is where users can customise two main sections (Profile and Jobs) 

Customizing the Profile Section

3a

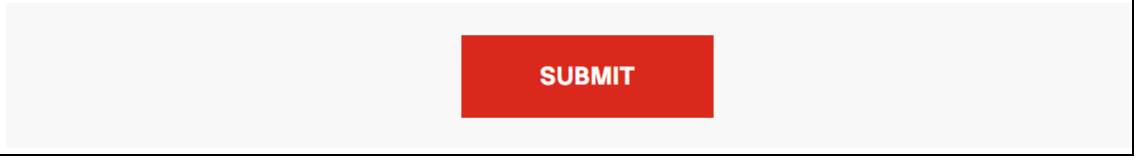
Users may edit the following:

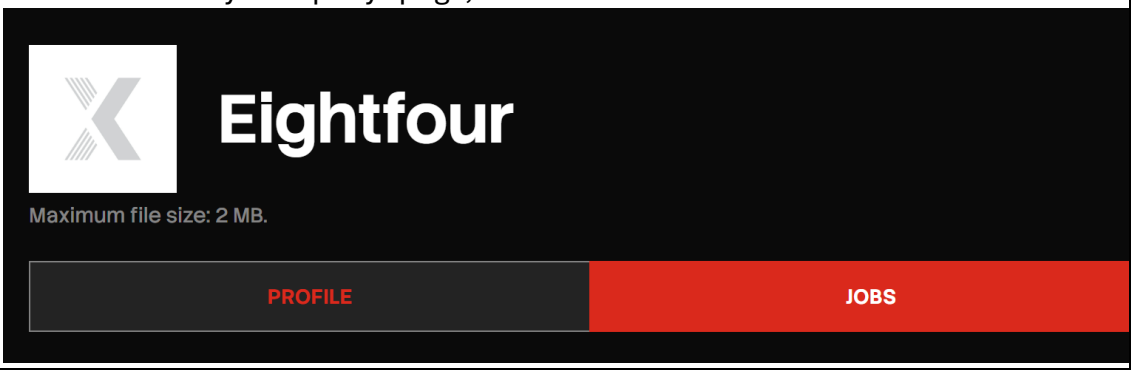
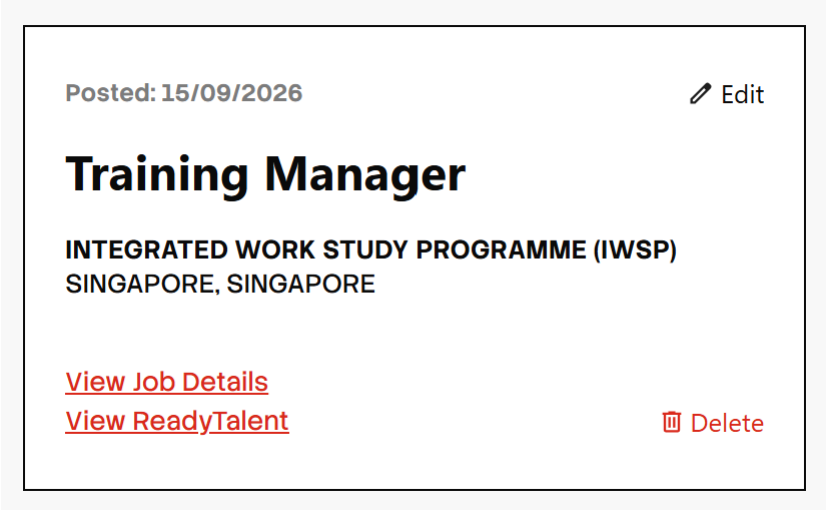
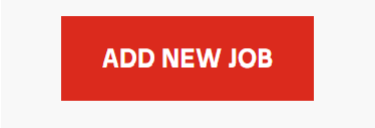
- Company Profile Picture
- Company Display Name
- Industry Sector
- Interested Degree Programmes
- Website link
- Social media links (LinkedIn, Facebook, X, Instagram, Others)

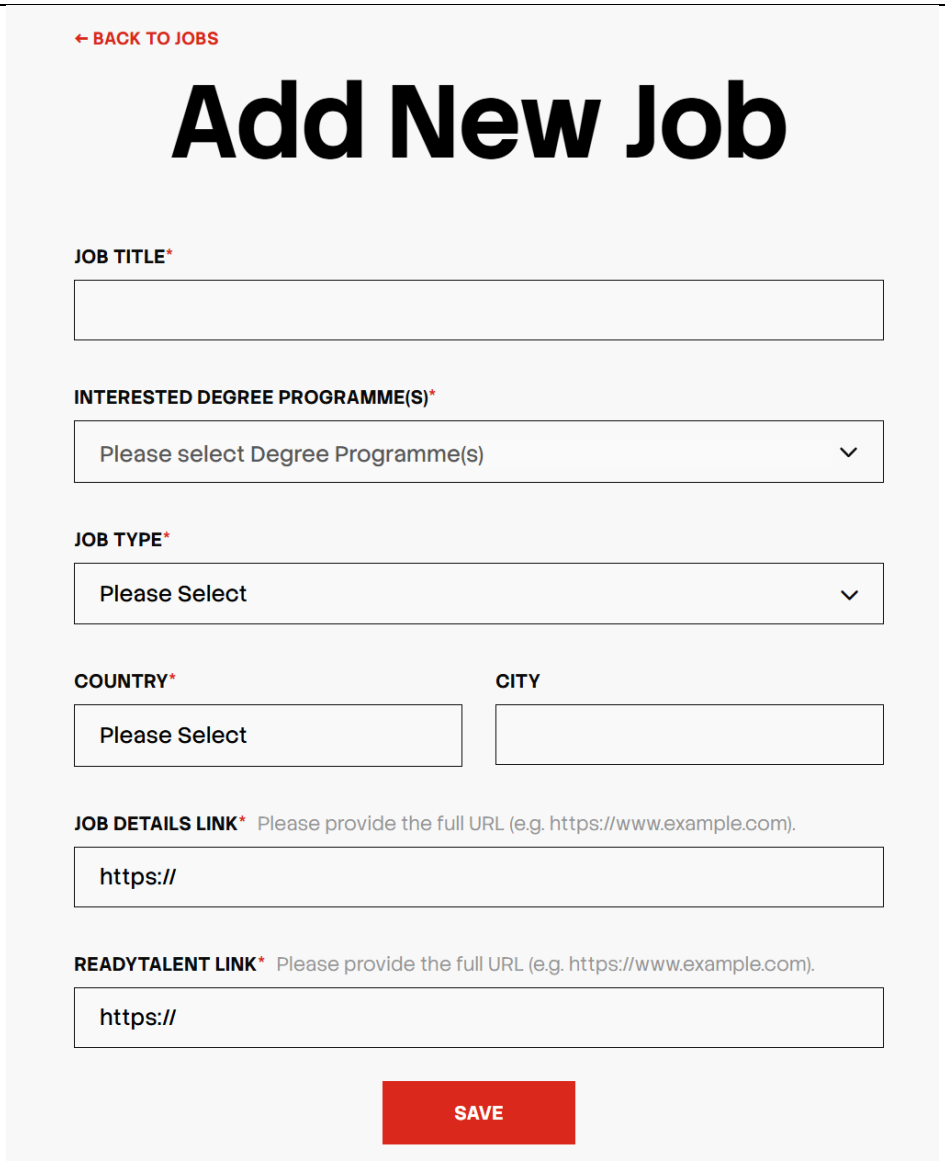


3b

Once done, users may click “Submit” to save changes



Adding Job Listings	
4 a	On the same “My Company” page, click on the “Jobs” tab 
4 b	Users may click “Edit” or “Delete” to make changes to their existing job listings 
4 c	New job listings are created by clicking the “Add New Job” button below the job listings 
4 d	On the “Add New Job” page, users may input the following: • Job Title • Interested Degree Programme • Job Type • Country • City • Job Details link (such as LinkedIn or other related job platforms) • ReadyTalent link

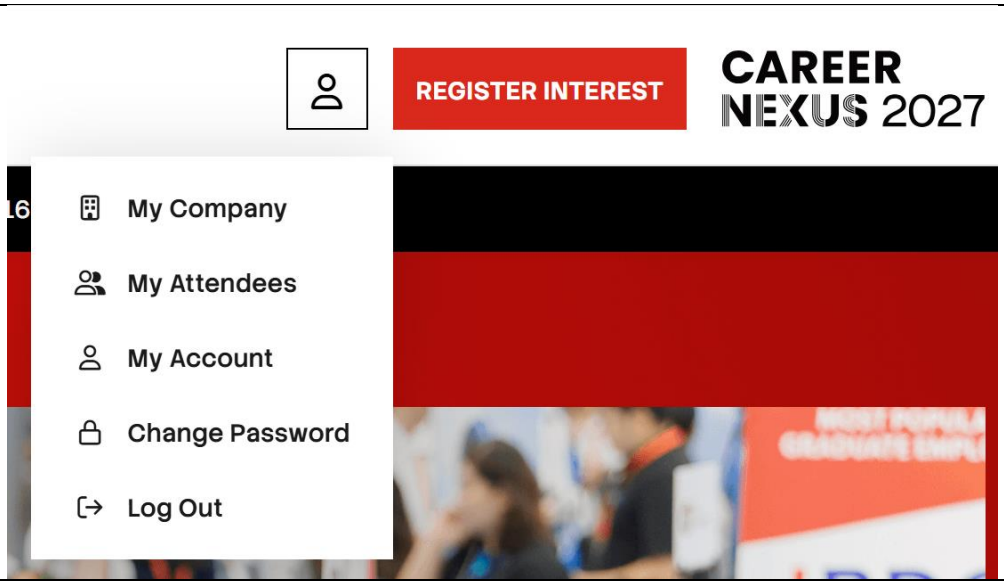
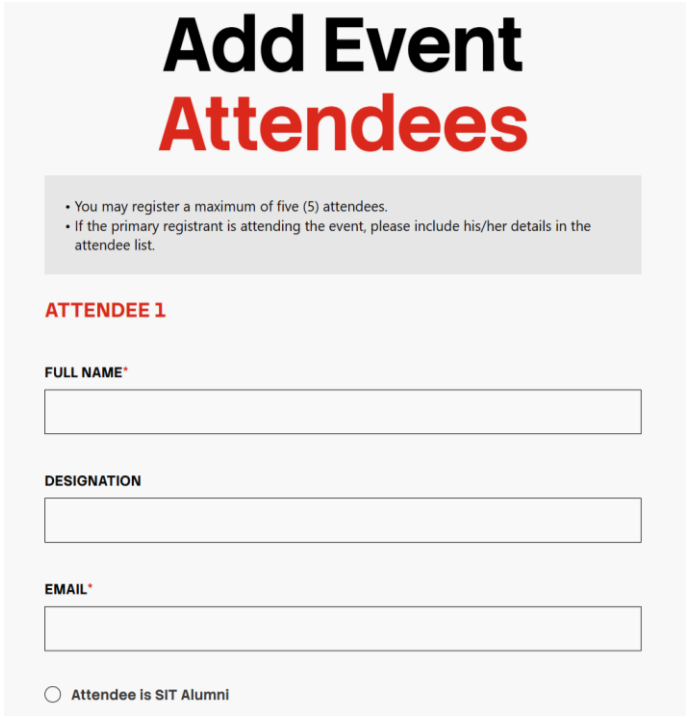


Once done, users may click “Save” to submit changes.

Navigate back to “My Company” page in the dropdown menu, followed by the “Job” tab to view the newly added jobs.

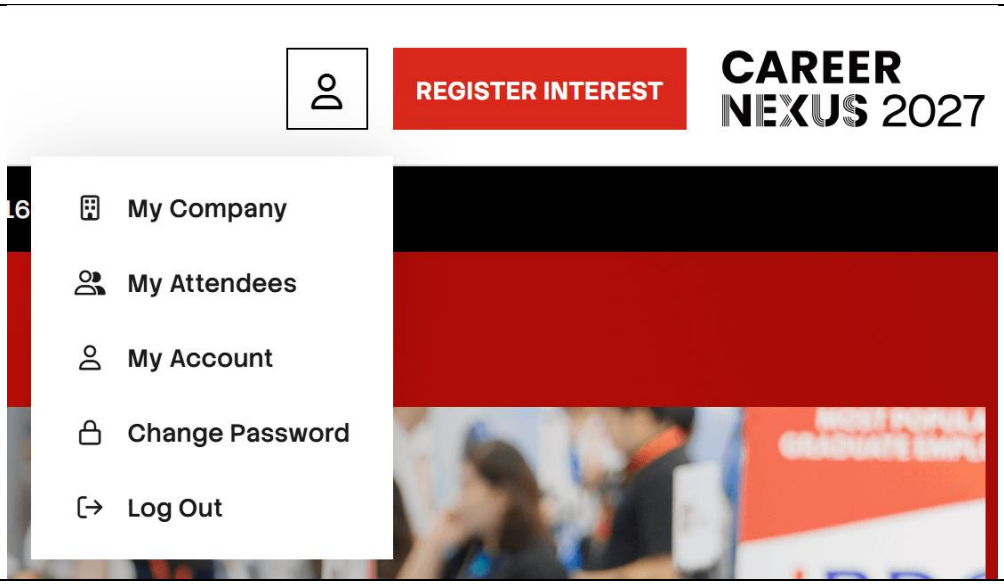
My Attendees

1	Users may edit their Company’s page by clicking on the “My Attendees” button under the dropdown menu:

	
2	Users can add the details of up to 5 company representatives attending the event  Once done, users may click “Save” to submit changes.

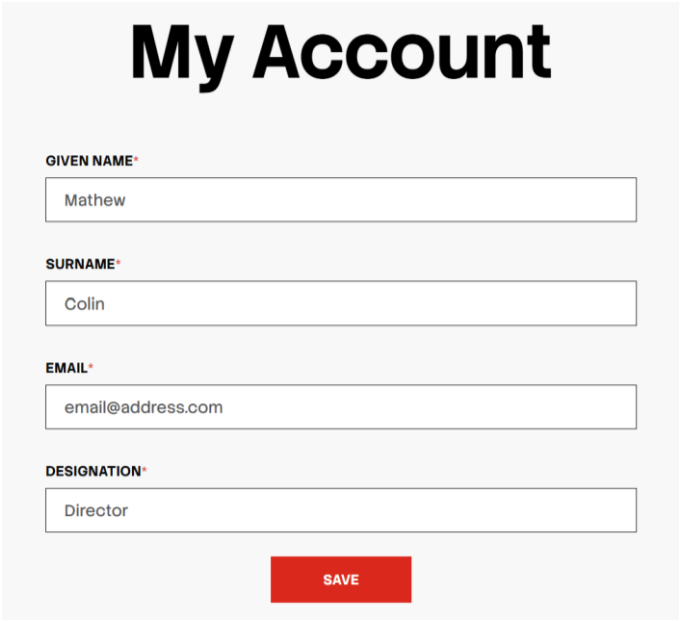
My Account

1	The user may edit their Company’s page by clicking on the “My Account” button under the dropdown menu:

<table>
<tr><td></td><td>
</td></tr>
<tr><td>2</td><td>On this page, users may edit their account settings, such as:

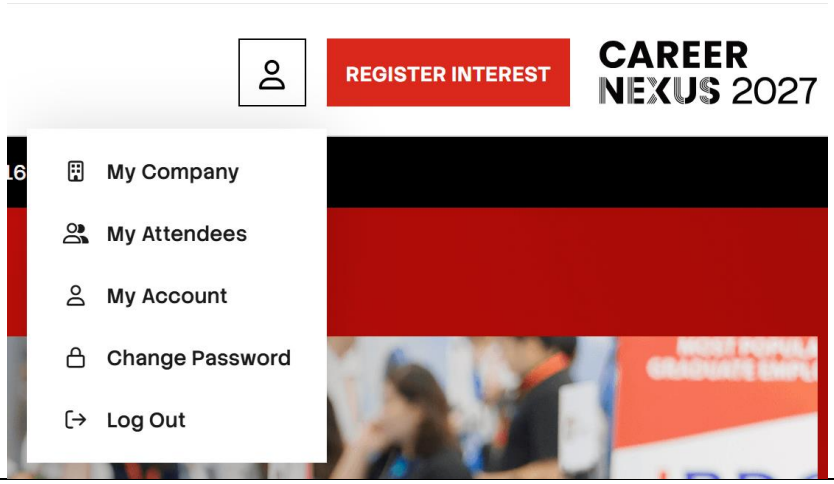
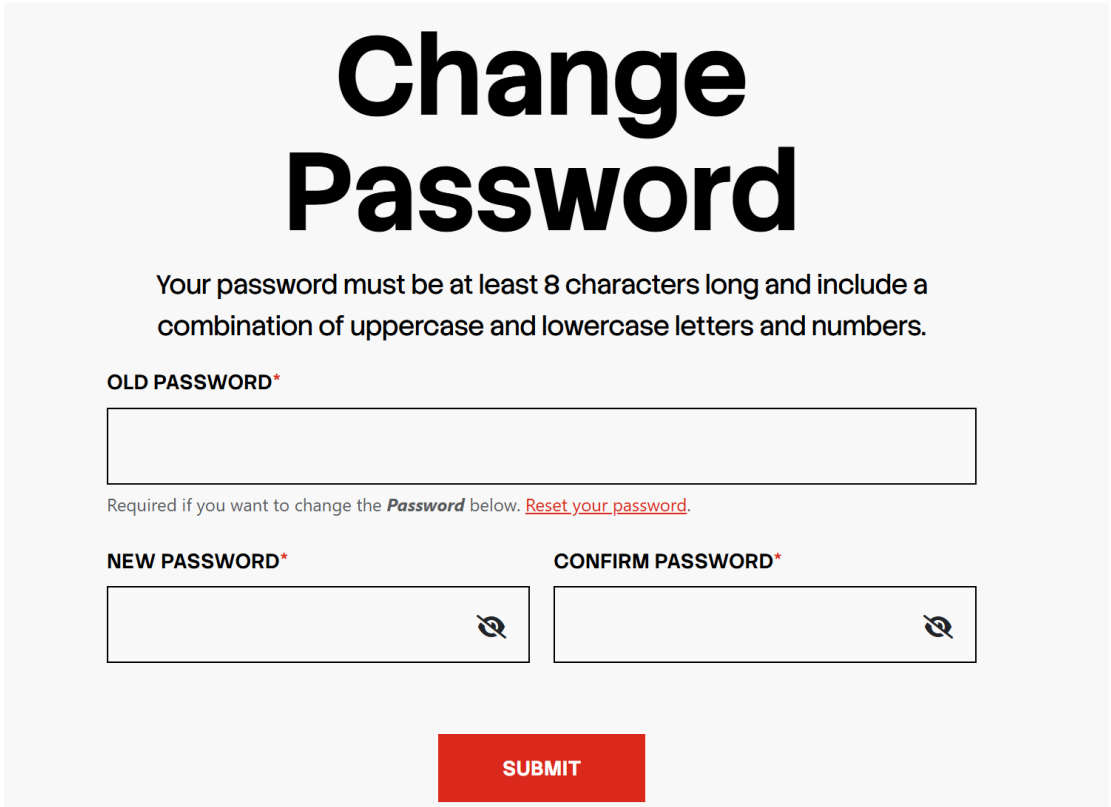
- Given name
- Surname
- Email
- Designation

The user can add the details of up to 5 company representatives attending the event



Once done, users may click “Save” to submit changes.</td></tr>
</table>

Change Password

1	The user may edit their Company's page by clicking on the "Change Password" button under the dropdown menu: 
2	This page allows users to change their password should they feel the need to change it.  Once done, users may click "Submit" to save changes.