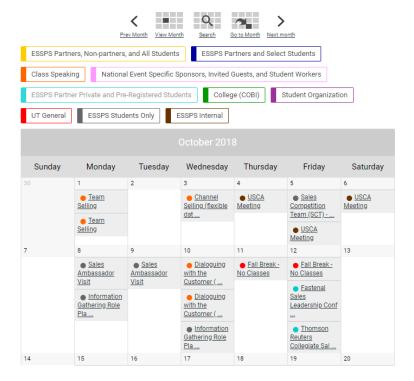


Memberclicks Guide for Students

Stay on top of the calendar of events/interactions that matter for professional selling



View Event Attendee Lists

Event Attendees

 $Attendee \ lists are updated on an ongoing basis and might not reflect a registration that was submitted within the past 48 hours\\$

Students - contact information on the company attendees can be found using the *Directory Search on Companies* (button/link in the Exclusive Protected Content)

Advisory Board - attendee list

Networking Night - attendee list

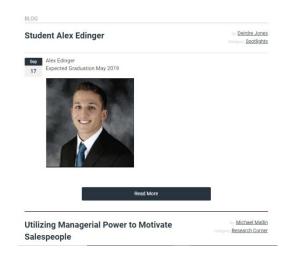
Internal Sales Competition (ISC) - attendee list

Corporate Coaching Sessions - Fall - attendee list

<u>Corporate Coaching Sessions - Spring</u> - attendee list forthcoming

Fete - attendee list forthcoming

Interact with ESSPS students, faculty and companies in the Blogs and Discussion Forums



Identify Job Shadowing at Companies

Organization	
Contact Name	
Address Main State	
Select an option	+
who can be shadowed Shadowing	
who can be shadowed	wed or put you in touch with pe
who can be shadowed Shadowing Select an option Internships: Please note that receiving academic Internship also requires the student to have comp	: credit for PSLS 4940 Sales
who can be shadowed Shadowing Select an option Internships: Please note that receiving academic Internship also requires the student to have compute internship taking place.	: credit for PSLS 4940 Sales
Job Shadowing Contacts: Contacts can be shadowho can be shadowed Shadowing Select an option Internships: Please note that receiving academic Internship also requires the student to have compthe internship taking place. Internship Approved for Academic Credit Yes	: credit for PSLS 4940 Sales
who can be shadowed Shadowing Select an option Internships: Please note that receiving academic Internship also requires the student to have compthe internship taking place. Internship Approved for Academic Credit	credit for PSLS 4940 Sales

How to Leverage Memberclicks

Watch tutorial videos (comprehensive and micro learning both available)

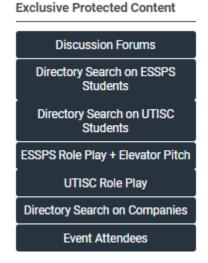
Once logged in to the Memberclicks <u>Member Center</u>, you can see your My Profile. Depending on your relationship with the ESSPS, there is also an Exclusive Protected Content section where your access could be set to none, one, some, or all areas.

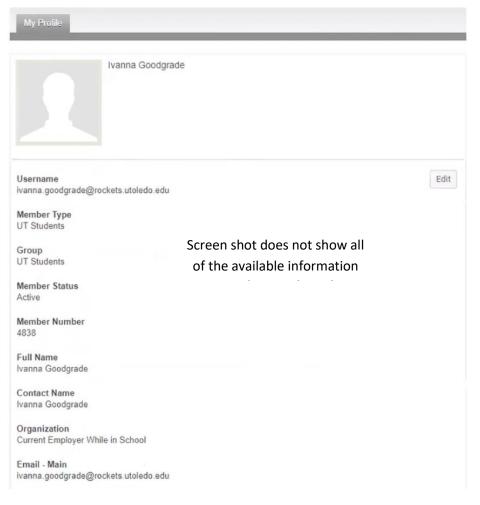
First Time Access to Member Center

Remember to click on the Forgot Your Password? link the first time you
access Memberclicks so you can set a password for yourself (username is
your email address - First.Last@rockets.utoledo.edu)

Keep Your Profile Updated

- Review your *individual profile* and update any information that might be outdated or missing
- Be sure to click the Edit button when you are reviewing your profile so you can see all the elements to the profile
 - Don't miss out on making your profile shared with companies and students in a Directory Search
 - Select Granted for Consent to Share Profile
 - o See what companies see when they view your profile (see links at the end of the Privacy Policy)
- Remember to click the Save button to save your changes

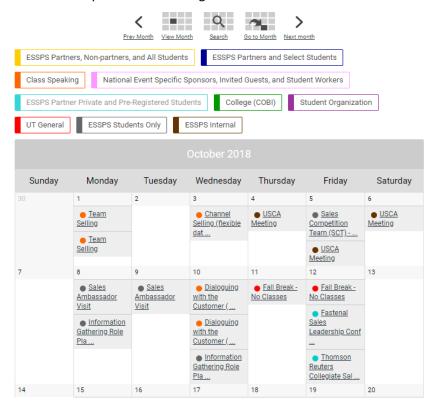


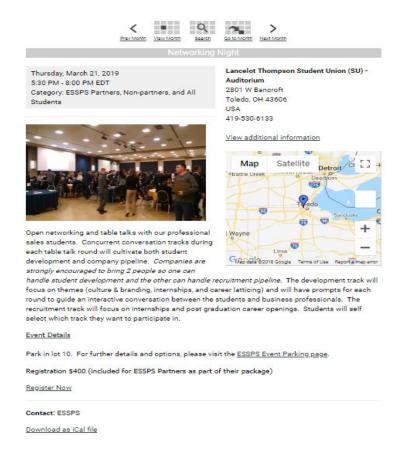


Calendar of Events

Stay on top of the calendar of events/interactions that matter for professional selling.

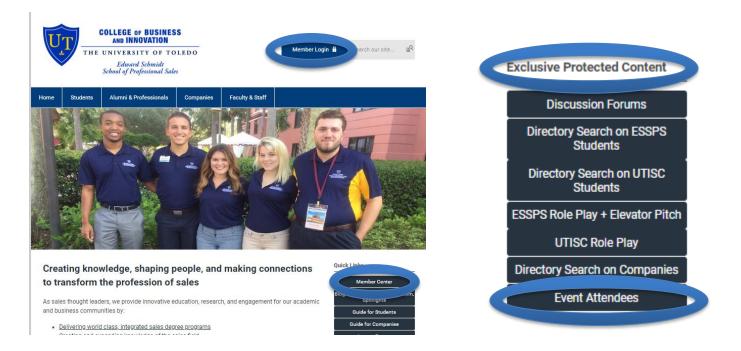
- Each calendar item has event details, relevant signup, or registration links and is downloadable to your own calendar.
- The Color code is used in the calendar to make it easier for students, alumna and the business community to learn more about the events and activities. All events that are required to be at as a Sales student are colored in YELLOW. DARK **BLUE** events are only for selected students. ORANGE events are for classroom speaking. PINK events are for student workers who help to run the events. TEAL events are for preregistered students. GREEN events are for COBI students. PURPLE events are for student organizations. General important days for UToledo are marked RED. **GREY** events are for ESSPS students only. **BROWN** events are for the faculty and staff.
- You can also look up the events or company class speakers by using the "Search" button right above the calendar





How to View Event Attendees

- Make sure to be logged in to the Member Center (through Member Login or Member Center)
- Go to the Exclusive Protected Content section on the right side of the screen and click the Event Attendees button



- You will see a list of the events along with a separate link to view the event attendees
- The first link is for an event itself. By clicking on that, you will see detailed information about that event. If you click the attendee list link, it will bring up the event attendee list.

Event Attendees

Attendee lists are updated on an ongoing basis and might not reflect a registration that was submitted within the past 48 hours

Advisory Board - attendee list

Fall Fete - attendee list

Internal Sales Competition (ISC) - attendee list

Corporate Coaching Sessions - Fall - attendee list

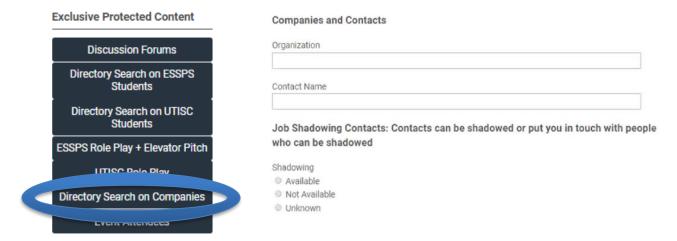
Corporate Coaching Sessions - Spring - coming in December

Networking Night - coming in December

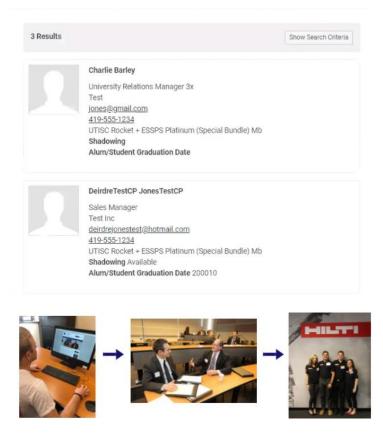
<u>University of Toledo Invitational Sales Competition (UTISC)</u> - coming in February

Search Directory for Companies and Individuals

- Make sure to be logged in to the Member Center (through Member Login or Member Center)
- Go to the Exclusive Protected Content section on the right side of the screen and find the Directory Search on Companies button

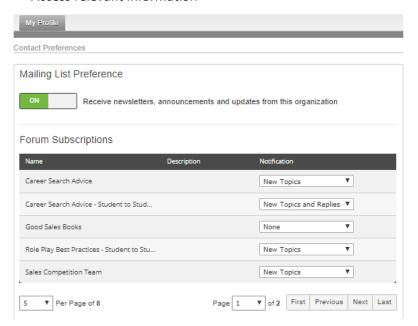


- Using the Directory Search, you can:
 - Identify job shadowing opportunities
 - Review intern and entry level job descriptions
 - Learn more about companies' development programs, career lattice, etc
- After submitting the criteria, you will have a list of individuals and organizations that meet your search criteria. By clicking on an individual person's or a company's profile, you can see further information on that person or company.



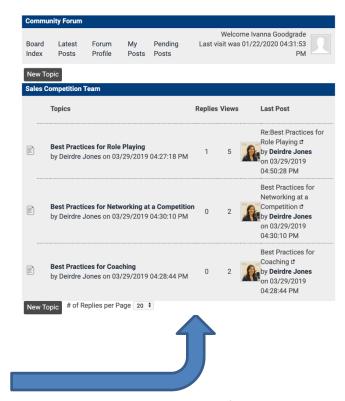
Participate in Discussion Forums

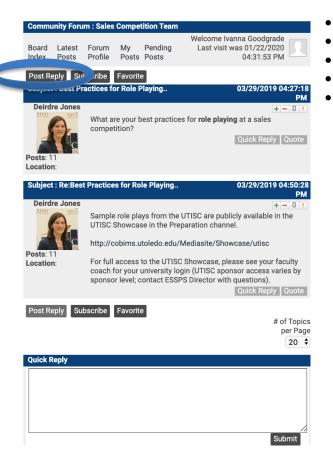
- Manage your Contact Preferences in <u>Member Center</u> so you can automatically get notifications on the forums you have access to
- Access Discussion Forums in the Exclusive Protected Content section
- Post and reply to questions and ideas with our students, faculty, and partners/sponsors
 - Posting/Replying in Discussion Forums links to your profile allowing other logged in users to see the
 portions of your profile that are sharable. The Consent to Share field is connected to whether your
 profile is visible in a Directory Search.
- Access relevant information



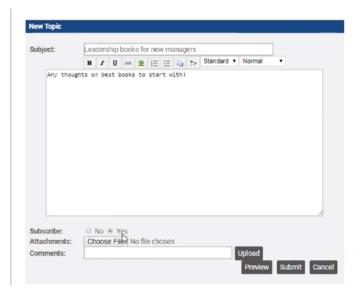








- Reply to interesting topics with Post Reply button Create your own topic with New Topic button Edit or Delete your own discussions
- Vote up a topic with a green plus + button
 - Vote down a topic with a red minus button



Learn and Interact in the Blogs

- Access Blogs in the Quick Links section
- Gain insights and comment/ask questions on:
 - Research Corner –
 practioner focused
 summaries of the
 research being done by
 ESSPS faculty/staff
 - Spotlights students, alumni, partners
 - Alumni Wisdom key learnings, inspiration, and guidance from ESSPS alumni
 - Users must login to post comments; profiles are not linked to Blog posts
- New content added multiple times a month



Privacy

- Your individual information is defaulted to only be visible to faculty/staff in a Directory Search. If you want to share your profile with companies in a Directory Search, you need to change your Consent to Share Profile to "Granted"
- Parts of your profiles like home contact info, Mediasite username/password, etc are only visible to faculty/staff
- Check out our Privacy Policy to learn more and see what different users see when they view profiles

Help

- If you need any help with using Memberclicks or have questions about your profile in the <u>Member Center</u>, please feel free to contact the ESSPS Director
- Watch tutorial videos (comprehensive and micro learning both available)

Contact ESSPS Director, Deirdre Jones at 419-530-2978 or Deirdre.Jones@utoledo.edu to learn more or ask questions