

Opportunity Peterborough  
Bondholder Network

# **Portal User Guide**

Updated January 2019

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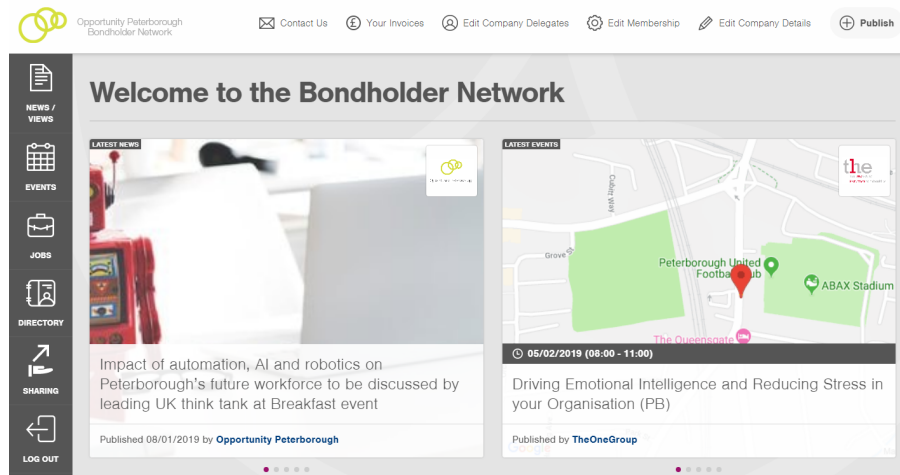
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If you have any feedback about our user guide or would like further assistance to use the Bondholder Portal, please email: [bondholder@opportunitypeterborough.co.uk](mailto:bondholder@opportunitypeterborough.co.uk) or call 01733 317417.

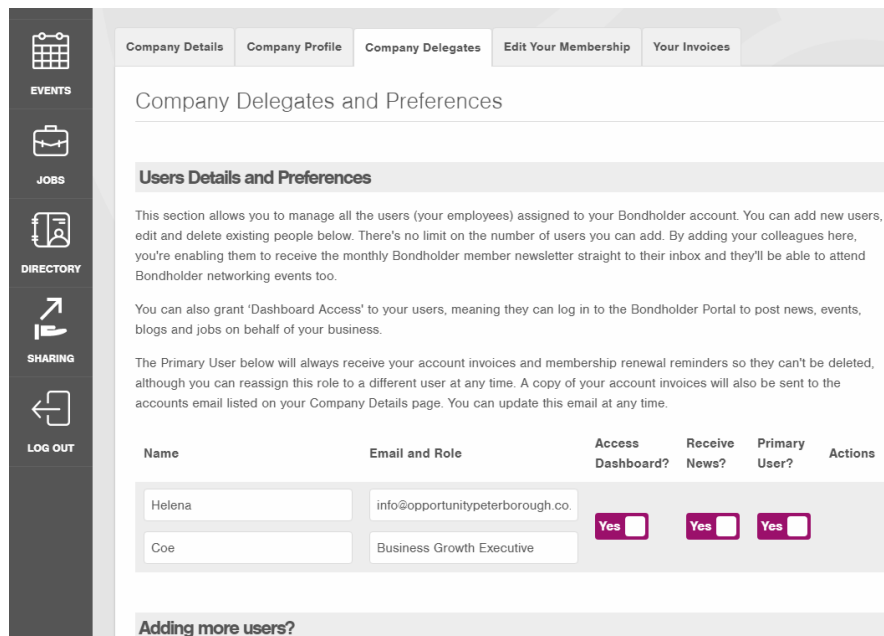
# Give colleagues access to the Portal

There is no limit to the number of users you can have on the portal. By granting 'Dashboard Access' to your users they can log in to the Bondholder Portal to post news, events, blogs and jobs on behalf of your business, and keep your organisation's directory profile up to date.

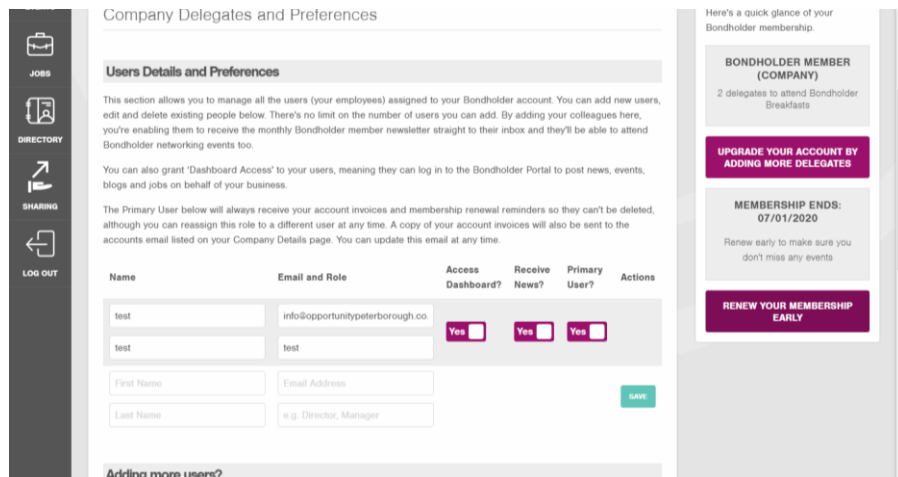
- Log in to the Bondholder Portal  
<https://bondholder.opportunitypeterborough.co.uk/>



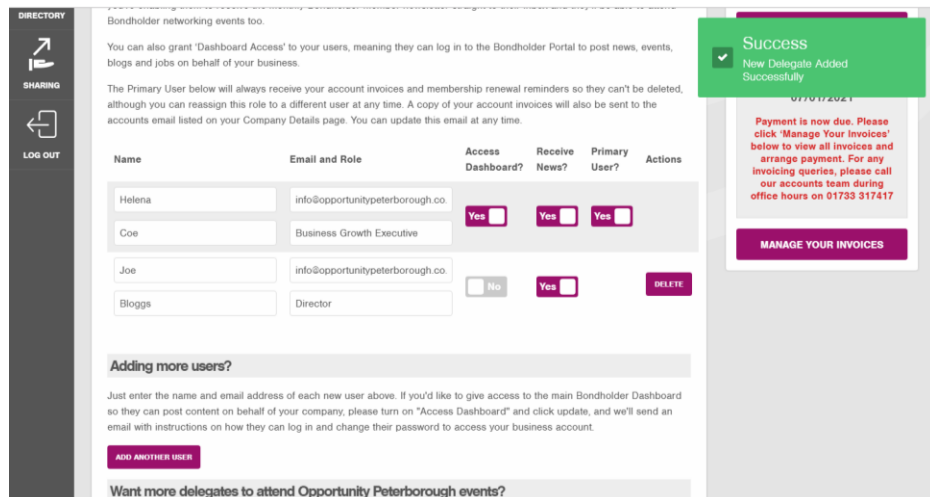
- Click 'Edit Company Delegates' on the top menu



- Click 'Add Another User', fill in the boxes that appear and click Save



- Once a new delegate has been added successfully a green box will appear in the corner of your screen



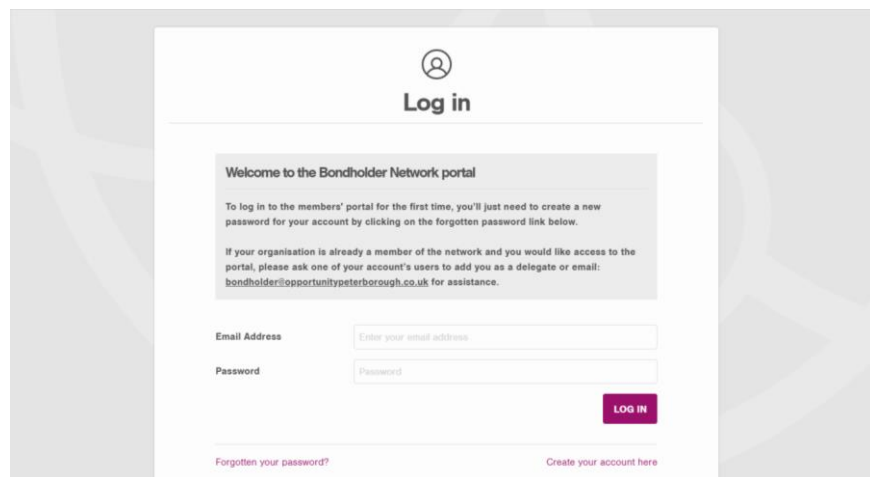
- You can then set the Yes/No preferences on 'Access to Dashboard', 'Receive News' and 'Primary User'.

## Passwords – Forgotten

Your account can have as many users as you like at no additional cost. Each person has their own log in using their email as their username.

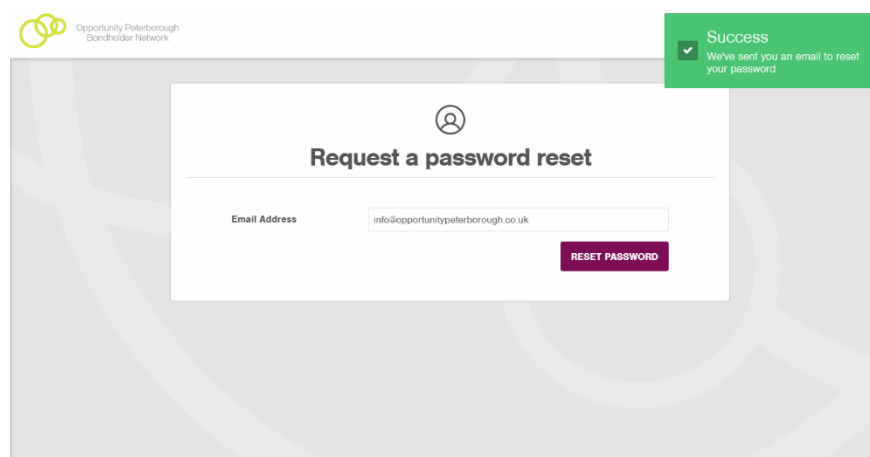
If your email address is not recognised, please ask a colleague with access to the portal to check you are listed as a delegate and that the email address attached to your name is the one you are trying to use to log on.

- If you have forgotten your password simply use the forgotten your password button on the log in page
- <https://bondholder.opportunitypeterborough.co.uk/request-password-reset>



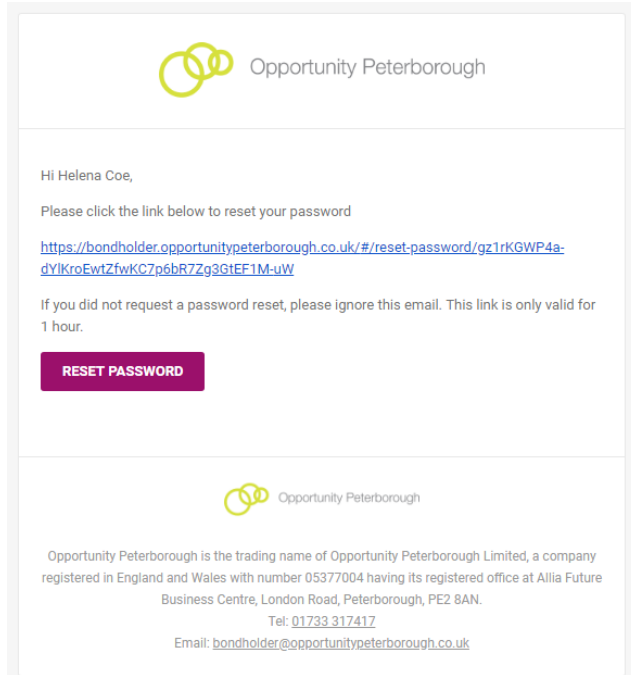
The screenshot shows the 'Log in' page of the Bondholder Network portal. At the top, there is a user icon and the text 'Log in'. Below this is a 'Welcome to the Bondholder Network portal' message. The message states: 'To log in to the members' portal for the first time, you'll just need to create a new password for your account by clicking on the forgotten password link below. If your organisation is already a member of the network and you would like access to the portal, please ask one of your account's users to add you as a delegate or email: [bondholder@opportunitypeterborough.co.uk](mailto:bondholder@opportunitypeterborough.co.uk) for assistance.' There are two input fields: 'Email Address' with the placeholder 'Enter your email address' and 'Password' with the placeholder 'Password'. A purple 'LOG IN' button is located to the right of the password field. At the bottom of the form, there are two links: 'Forgotten your password?' and 'Create your account here'.

- Enter your email address and click the 'Reset Password' button

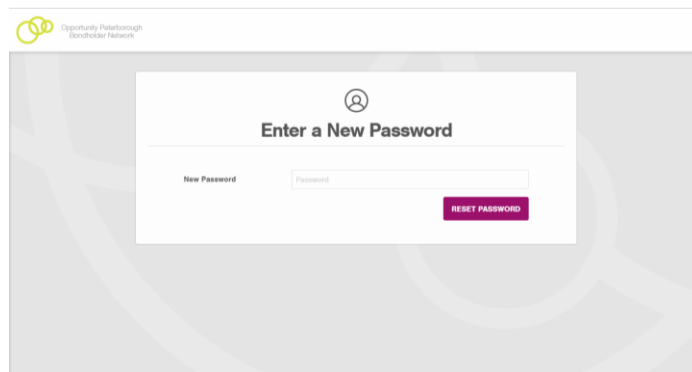


The screenshot shows the 'Request a password reset' page of the Bondholder Network portal. In the top left corner, there is the logo for 'Opportunity Peterborough Bondholder Network'. In the top right corner, there is a green success message: 'Success We've sent you an email to reset your password'. The main content area has a user icon and the text 'Request a password reset'. Below this is an 'Email Address' input field with the placeholder 'info@opportunitypeterborough.co.uk'. A purple 'RESET PASSWORD' button is located to the right of the input field.

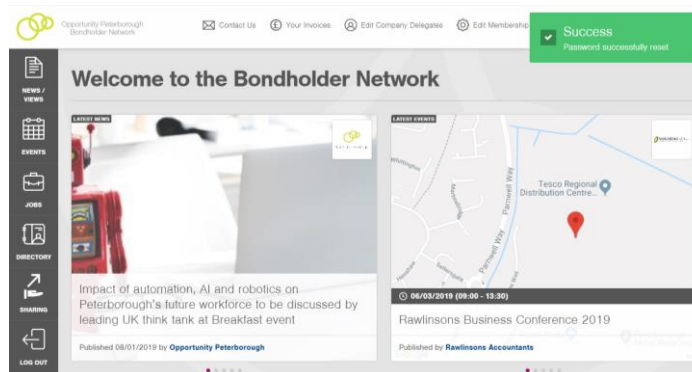
- You should receive an email with a link to reset your password



- Click either the 'Reset Password' button or the link



- Enter your new password and click 'Reset Password'

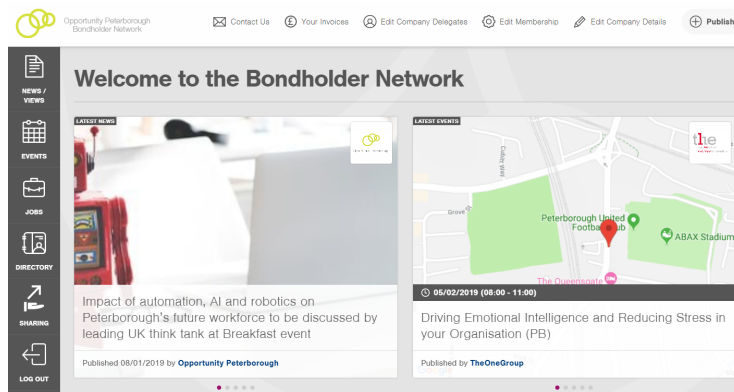


## Passwords - Change

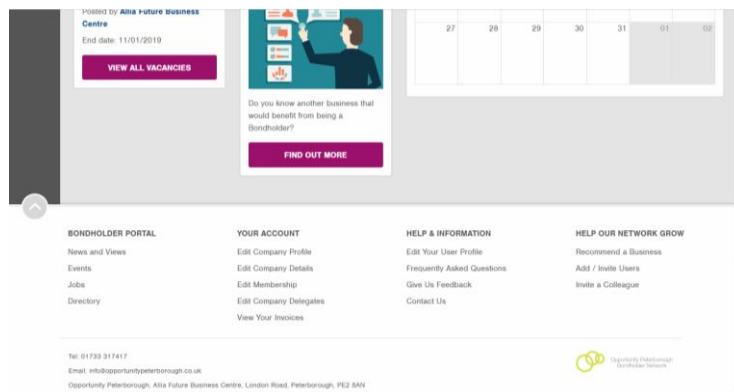
You can have as many users for your account as you like with no extra charge. Each person has their own log in using their email as their username.

If your email address is not recognised, please ask a colleague with access to the portal to check you are listed as a delegate and that the email address attached to your name is the one you are trying to use to log on.

- Log in to the Bondholder Portal  
<https://bondholder.opportunitypeterborough.co.uk/>



- Scroll to the bottom of the page – Help and Information → Edit Your User Profile



- NEWS / VIEW
- EVENTS
- JOBS
- DIRECTORY
- SHARING
- LOG OUT

### Edit User Profile

**Email Address**  
info@opportunitypeterborough.co.uk

**Is the Primary User?**  
Yes - receives reminders and invoices

**First name**  
Helena

**Last name**  
Coe

**Your Job Title**  
Business Growth Executive

**Sign up for Bondholder email news?**  No

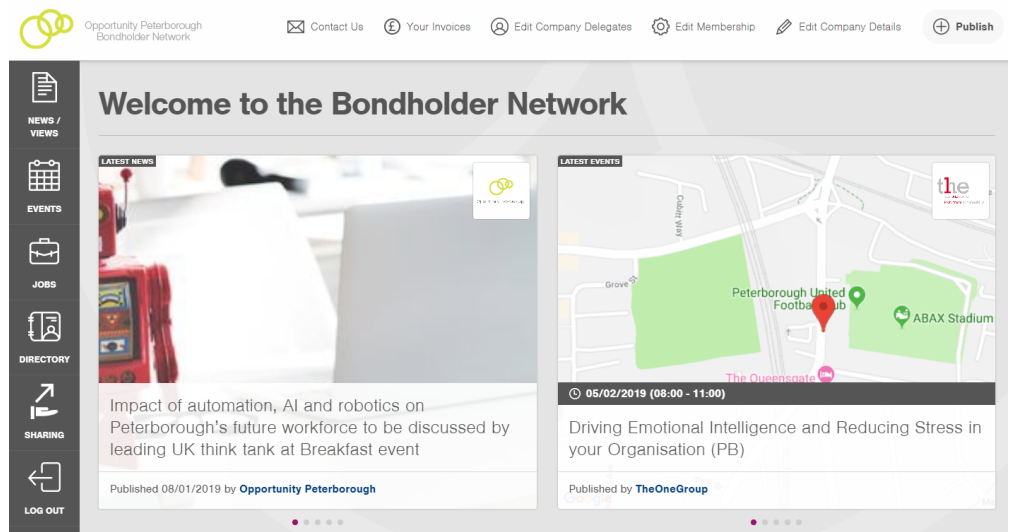
[CHANGE PASSWORD](#) [UPDATE PROFILE](#)



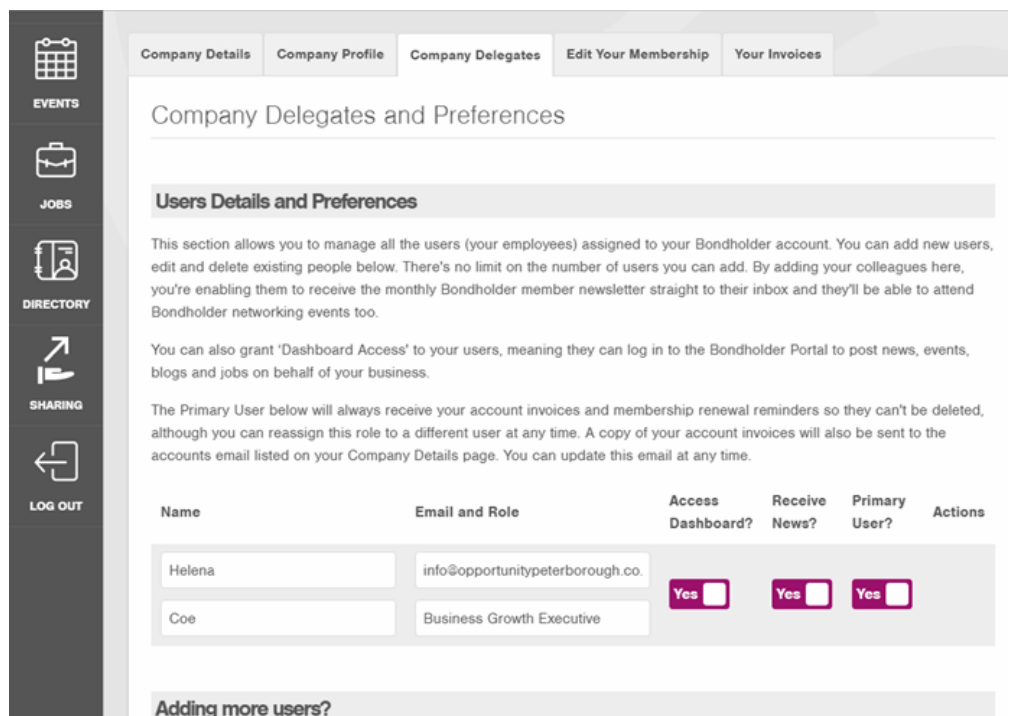
## Reassign the primary user role

Your account must have one Primary User who will always receive your membership invoices and renewal reminders. This means they can't be deleted, although you can reassign this role to a different user at any time. A copy of your account invoices will also be sent to the accounts email listed on your 'Company Details' page. You can update this email at any time.

- Log in to the Bondholder Portal  
<https://bondholder.opportunitypeterborough.co.uk/>



- Click 'Edit Company Delegates' on the top menu

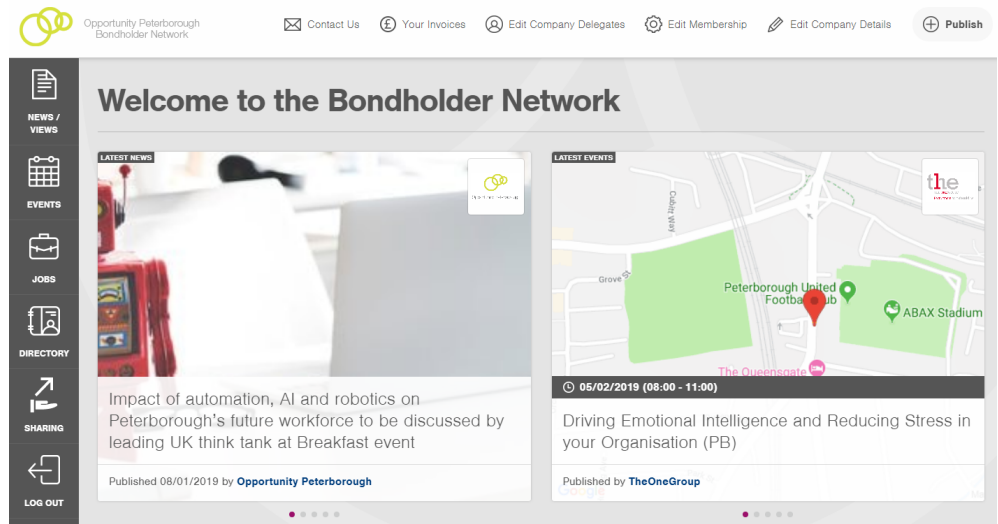


- Make sure the correct user has the 'Primary User?' option as Yes.

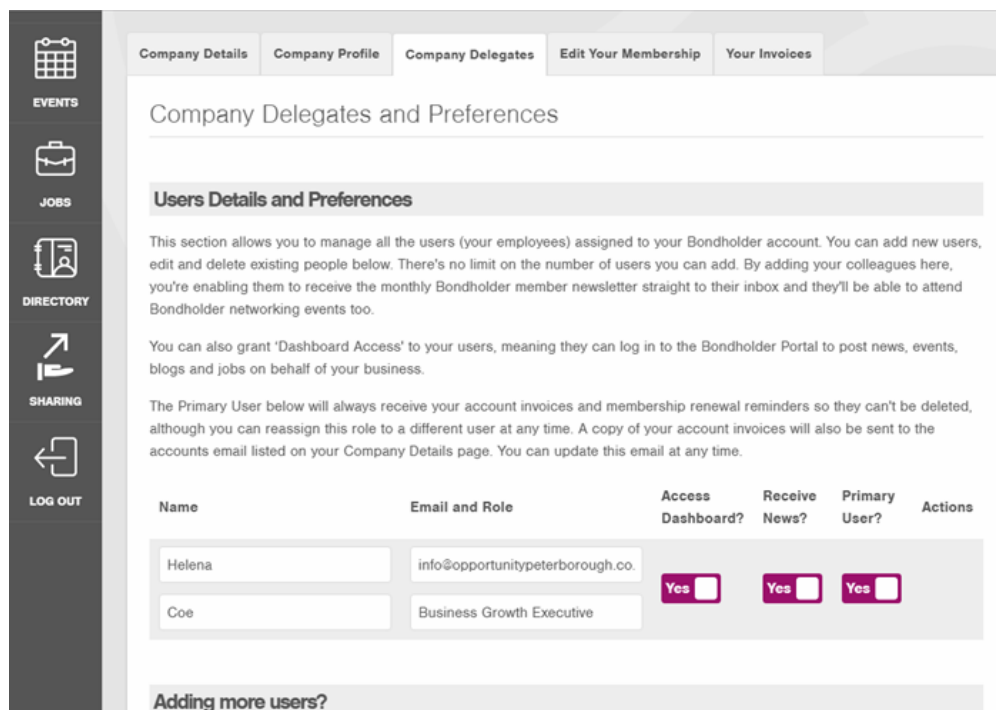
## Subscribe to the newsletter

There is no limit to the number of subscribers you can have to the newsletter. The newsletter is exclusive to members and is the best way of staying up to date with events and news from across the network.

- Log in to the Bondholder Portal <https://bondholder.opportunitypeterborough.co.uk/>



- Click 'Edit Company Delegates' on the top menu



- Make sure 'Receive News?' option is on Yes

- Once the option has been changed (if necessary) a green box should appear in the corner of your screen.

The screenshot shows a web interface for managing company delegates. On the left is a dark sidebar with icons for 'JOBS', 'DIRECTORY', 'SHARING', and 'LOG OUT'. The main content area is titled 'Company Delegates and Preferences' and contains a section for 'Users Details and Preferences'. This section includes explanatory text about managing users and a table of current users. A green success message is visible in the top right corner, and a purple 'MANAGE YOUR INVOICES' button is at the bottom right.

**Success**  
Delegate Updated Successfully

2 delegates to attend Bondholder Breakfasts

**UPGRADE YOUR ACCOUNT BY ADDING MORE DELEGATES**

**MEMBERSHIP ENDS: 07/01/2020**

Payment is now due. Please click 'Manage Your Invoices' below to view all invoices and arrange payment. For any invoicing queries, please call our accounts team during office hours on 01733 317417

**MANAGE YOUR INVOICES**

Name	Email and Role	Access Dashboard?	Receive News?	Primary User?	Actions
test	info@opportunitypeterborough.co	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
test	test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Adding more users?

## Register for a Breakfast event

Breakfast events are exclusively for members of the Bondholder Network, held roughly bi-monthly and are free of charge. Standard membership gives you two spaces at each Breakfast and different people are welcome to attend each time. If you wish to know how to add more spaces to your membership please see page 23.

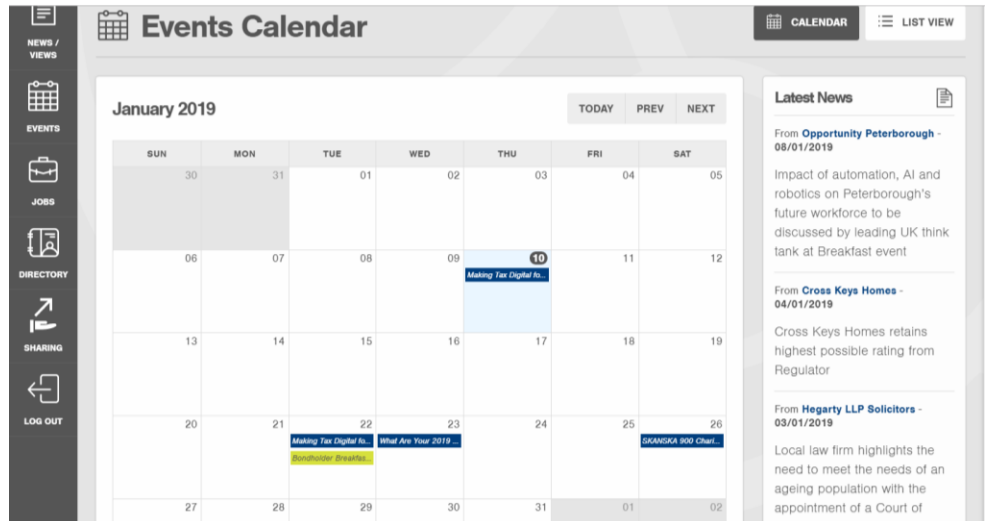
- Log in to the Bondholder Portal  
<https://bondholder.opportunitypeterborough.co.uk/>

The screenshot shows the 'Welcome to the Bondholder Network' page. At the top, there is a navigation bar with links for 'Contact Us', 'Your Invoices', 'Edit Company Delegates', 'Edit Membership', 'Edit Company Details', and a 'Publish' button. On the left, a vertical menu contains icons for 'NEWS / VIEWS', 'EVENTS', 'JOBS', 'DIRECTORY', 'SHARING', and 'LOG OUT'. The main content area is divided into two columns. The left column, titled 'LATEST NEWS', features an article about the 'Impact of automation, AI and robotics on Peterborough's future workforce' published on 08/01/2019 by Opportunity Peterborough. The right column, titled 'LATEST EVENTS', features an event titled 'Driving Emotional Intelligence and Reducing Stress in your Organisation (PB)' published on 05/02/2019 (08:00 - 11:00) by TheOneGroup. A map above the event listing shows the location near Peterborough United Football Club and ABAX Stadium.

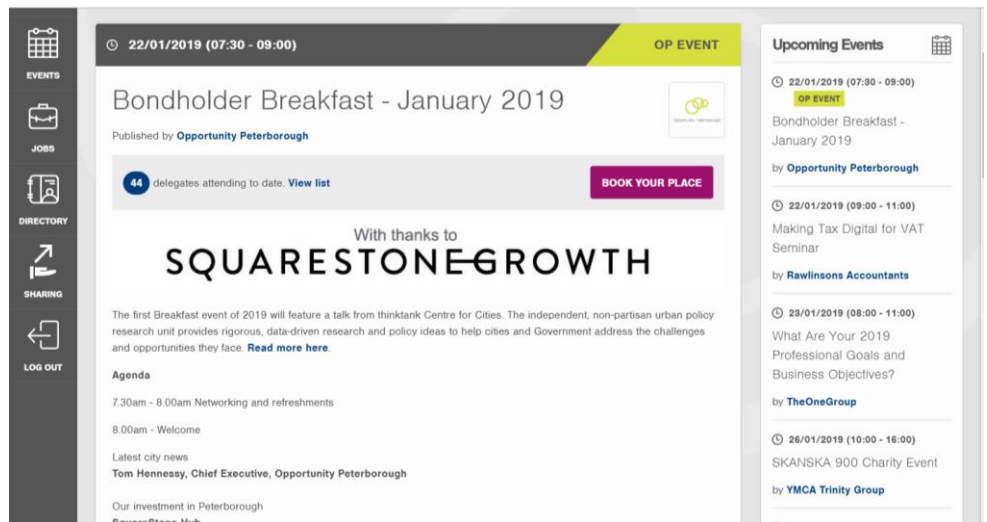
- Click on 'Events' on the left hand menu

The screenshot shows the 'Upcoming Events' page. The left-hand menu is the same as in the previous screenshot, but the 'EVENTS' icon is highlighted. The main content area is titled 'Upcoming Events' and has two tabs: 'CALENDAR' and 'LIST VIEW'. The 'CALENDAR' tab is active, showing a list of events. The first event is 'Making Tax Digital for VAT Seminar' on 10/01/2019 (09:00 - 11:00), published by Rawlinsons Accountants. The second event is 'Bondholder Breakfast - January 2019' on 22/01/2019 (07:30 - 09:00), published by Opportunity Peterborough. This event is marked as an 'OP EVENT' and has 33 delegates. A 'BOOK YOUR PLACE' button is visible for this event. A map below the event listing shows the location. On the right side, there is a 'Latest News' section with three articles: one from Opportunity Peterborough (08/01/2019) about automation, one from Opportunity Peterborough (03/01/2019) about the Skills Service, and one from WLP (21/12/2018) about Ramco recycling surplus assets.

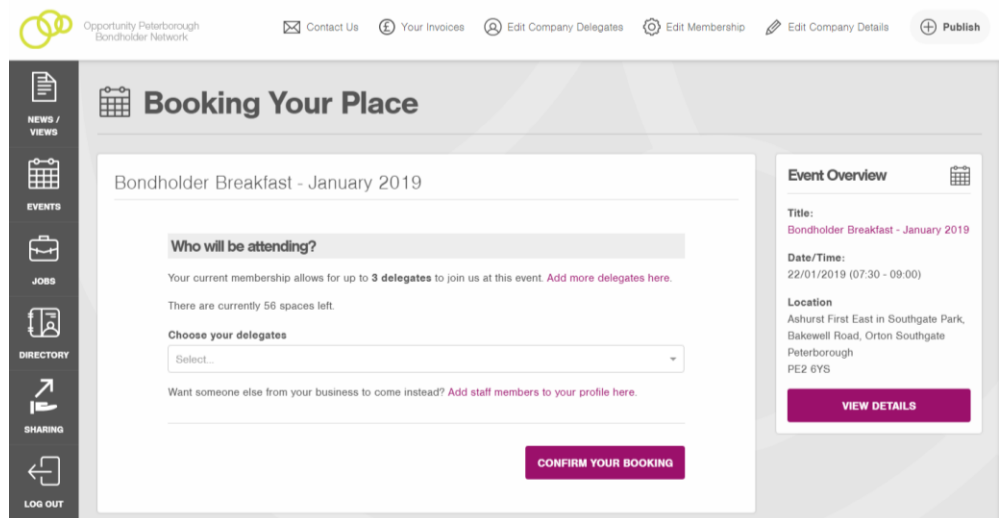
- If there is a Breakfast event scheduled it will appear (you may need to scroll down) → click on 'Book your Place'
- Alternatively you can view the Events in Calendar view (the button is above the 'Latest News' column); Opportunity Peterborough events, which include the Breakfast events, will appear in green.



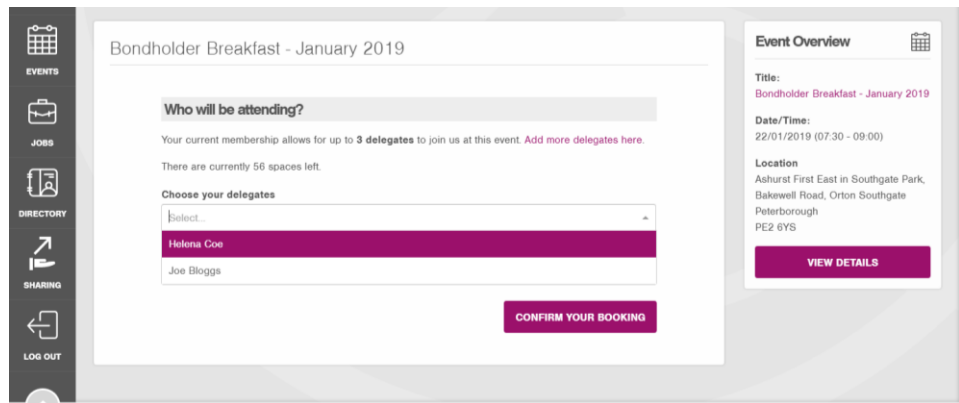
- Click on the event to see more information and to book your place



- Then click on 'Book Your Place'



- At this stage you can choose who to book on to the event from the delegates in your account, including yourself, using the drop down list. Once you have clicked 'Confirm Your Booking' the people who have been registered will receive a confirmation email.

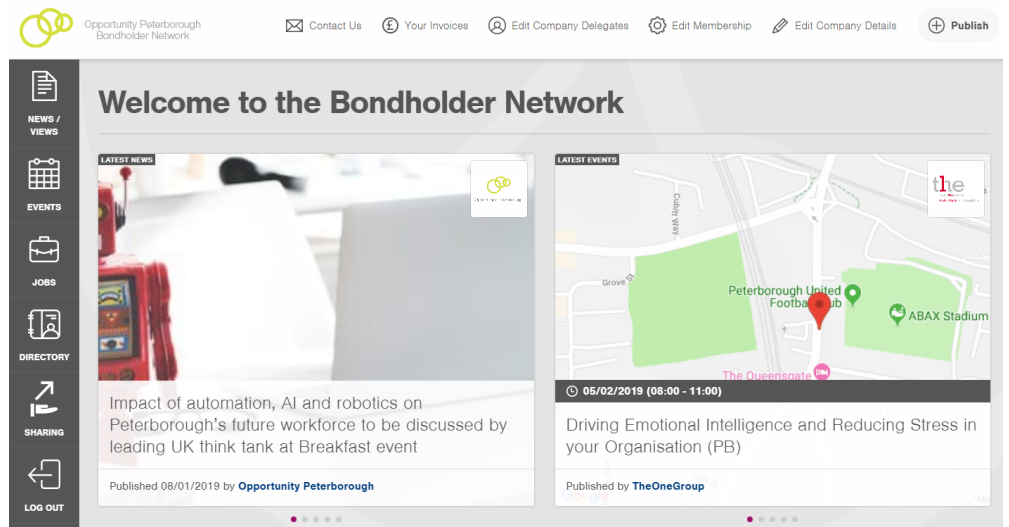


- You can book other people's places and they will receive a confirmation of the booking as well.
- If a colleagues name does not appear on the drop down list you must add them as a delegate in your account. Please follow instructions on page 2.
- If you want to be able to send more delegates to Breakfast events, please follow the instructions on page 23.

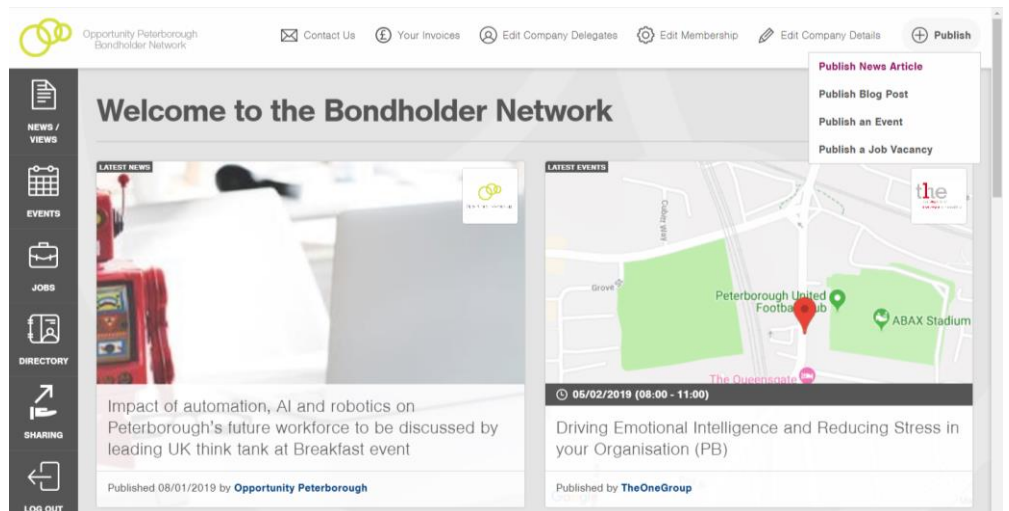
## Upload news

As part of your membership, Bondholders can upload as much news as they wish. There are no restrictions on frequency or word count. All news is included in the monthly newsletters and Opportunity Peterborough will also share news on social media.

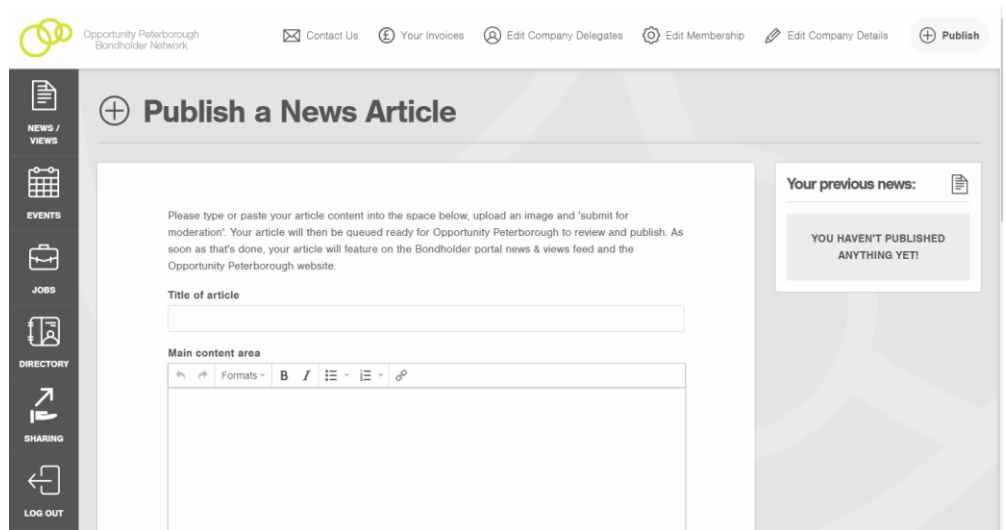
- Log in to the Bondholder Portal  
<https://bondholder.opportunitypeterborough.co.uk/>



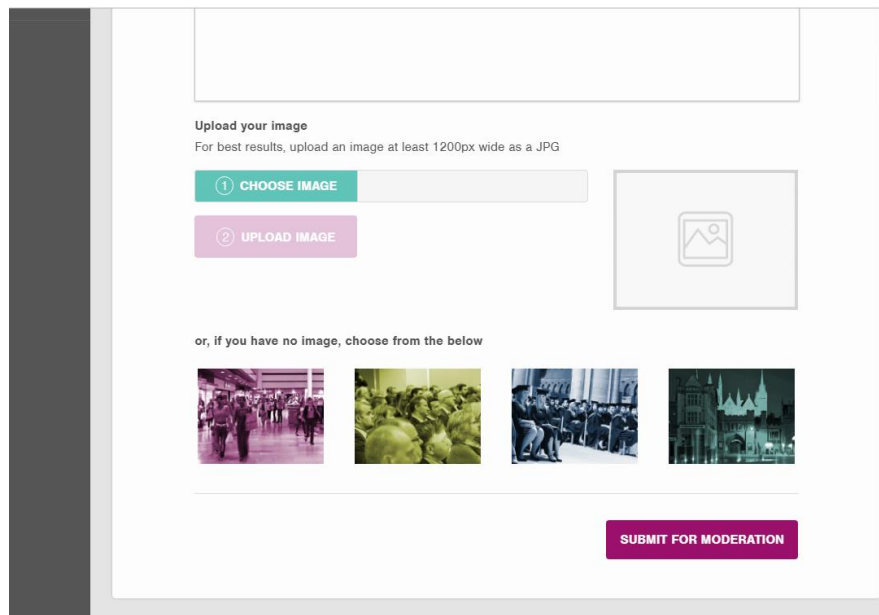
- Hover over 'Publish' in the top right hand corner



- Select 'Publish News Article'



- To add your news, copy and paste content using the keyboard controls Ctrl+C and Ctrl+V. There is no word count limit on news articles. To add an image click on 'Choose Image' and then 'Upload Image' after making your selection, or choose one from our image bank. Once completed please click the 'Submit for Moderation' button.



- Once submitted the post will come to the Bondholder Team for approval. This is just a formatting and sense check. Once approved, the post will be visible to all website visitors.

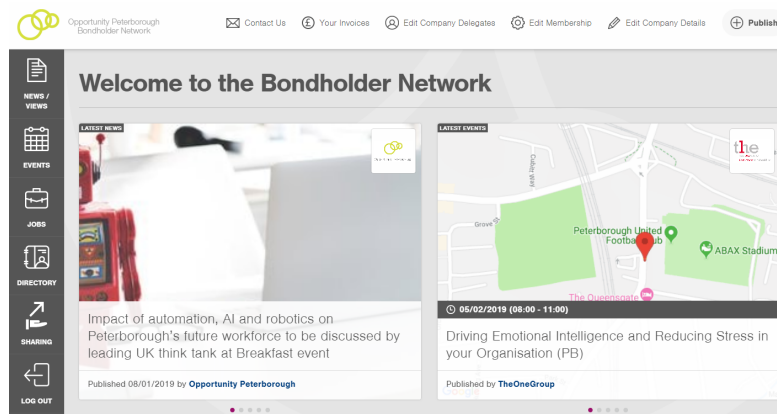


## Publish an event

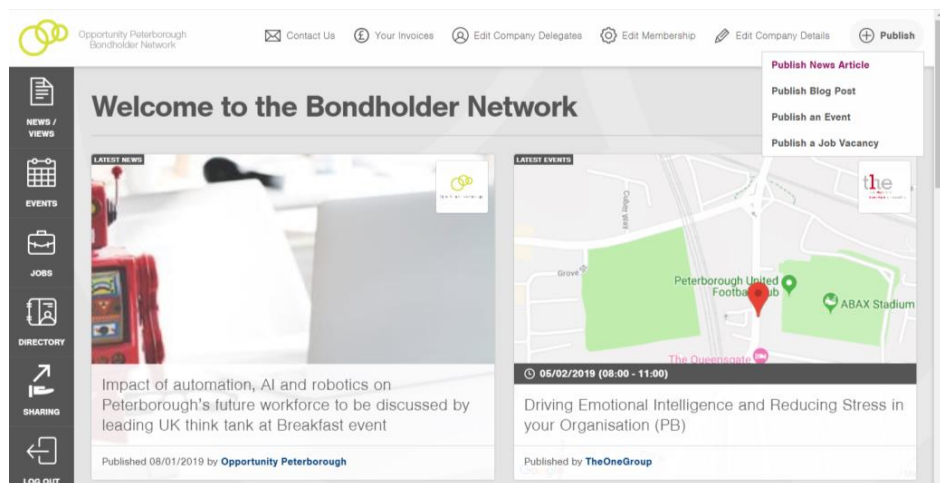
Please use this feature as much as you like, it is free of charge and events are shared in newsletters and events reminders. The event doesn't have to be located in Peterborough, but this is where most Bondholders are based. If you are planning to have a special offer in place for Bondholder members please email us:

[bondholder@opportunitypeterborough.co.uk](mailto:bondholder@opportunitypeterborough.co.uk)

- Log in to the Bondholder Portal  
<https://bondholder.opportunitypeterborough.co.uk/>



- Hover over 'Publish' in the top right hand corner



- Select 'Publish an Event'

The screenshot shows the 'Publish an Event' form within the Opportunity Peterborough Bondholder Network interface. The form is titled 'Publish an Event' and is located in the top right corner of the page. The page header includes the logo and name 'Opportunity Peterborough Bondholder Network' and several navigation links: 'Contact Us', 'Your Invoices', 'Edit Company Delegates', 'Edit Membership', 'Edit Company Details', and a 'Publish' button. The left sidebar contains navigation options: 'NEWS / VIEWS', 'EVENTS', 'JOBS', 'DIRECTORY', 'SHARING', and 'LOG OUT'. The form itself is titled 'About the event' and contains the following fields:

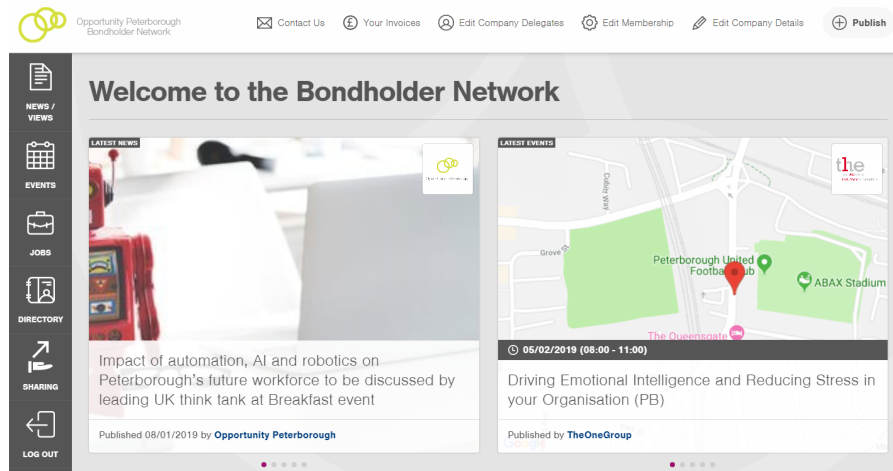
- Title of event**: A text input field.
- Type of Event**: A dropdown menu with 'Training' selected.
- Start Date**: A text input field with the placeholder 'dd/mm/yyyy'.
- Start Time**: Two dropdown menus for hours (09) and minutes (00).
- End Date**: A text input field with the placeholder 'dd/mm/yyyy'.
- End Time**: Two dropdown menus for hours (09) and minutes (00).
- Details about this event**: A rich text editor with a toolbar containing 'Formats', 'B', 'I', and other icons.

- To add your event, fill in the relevant details such as title, date and time. For event details, you can copy and paste content using the keyboard controls Ctrl+C and Ctrl+V. There are no word count restrictions. To add an image click on 'Choose Image' and then 'Upload Image' after making your selection, then click the 'Submit you Event' button.
- Once submitted the post will come to the Bondholder Team for approval. This is just a formatting and sense check. Once approved, the post will be visible.

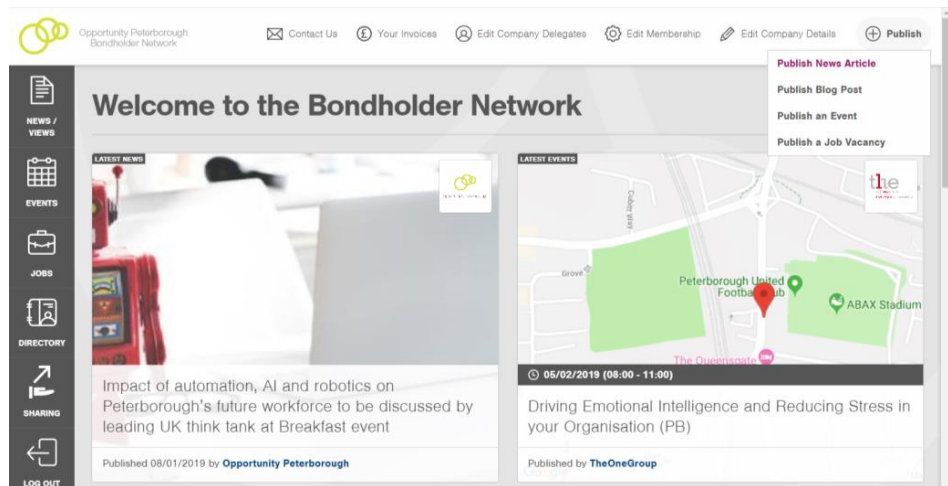
## Publish a job vacancy

Please use this feature as much as you like, it is included as part of your membership and there is no extra charge. We love to see jobs being created in Peterborough and if you've got opportunities in other locations you're welcome to share those too. There are no word count restrictions on job vacancy postings.

- Log in to the Bondholder Portal  
<https://bondholder.opportunitypeterborough.co.uk/>



- Hover over 'Publish' in the top right hand corner



- Select 'Publish a Job Vacancy'

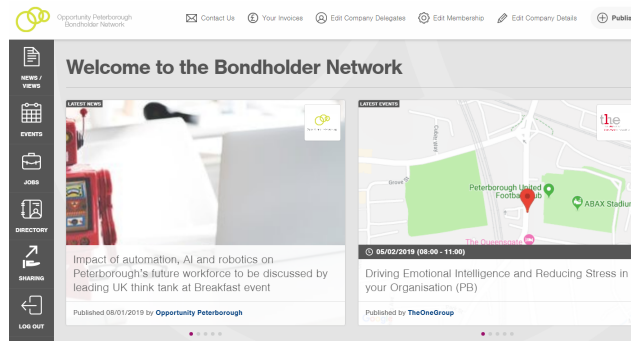
The screenshot shows a web interface for publishing a job vacancy. At the top, there is a navigation bar with the logo and name 'Opportunity Felarborough Bondholder Network' on the left, and several utility links: 'Contact Us', 'Your Invoices', 'Edit Company Delegates', 'Edit Membership', 'Edit Company Details', and a 'Publish' button. A dark sidebar on the left contains icons and labels for 'NEWS / VIEWS', 'EVENTS', 'JOBS', 'DIRECTORY', 'SHARING', and 'LOG OUT'. The main content area is titled '+ Publish a Job Vacancy' and contains a form. The form has a section 'About the role' with a 'Title of vacancy' text input field. Below that is a 'Details about this vacancy' section with a rich text editor toolbar (including undo, redo, formats, bold, italic, list, link, and unlink) and a large text area for the job description.

- To add your job vacancy information, copy and paste content using the keyboard controls Ctrl+C and Ctrl+V then click the 'Submit your Job' button at the bottom of the page. There is no word count limit on job vacancy posts.
- Once submitted the post will come to the Bondholder Team for approval. This is just a formatting and sense check. Once approved, the post will be visible.

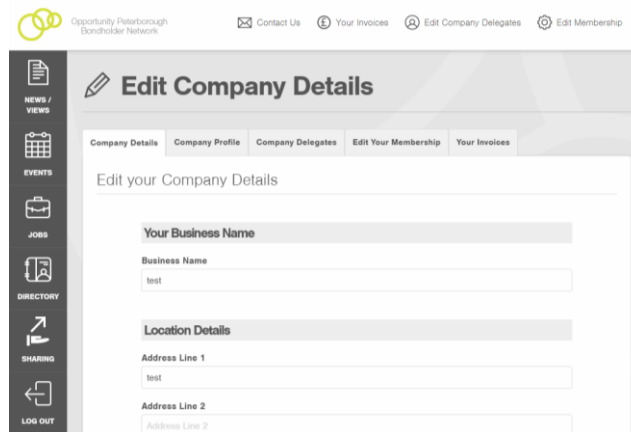
## Update your company profile / information

Your company profile in our members directory is how other members can find out more about your business. Any user with access to the portal in your account can update this information.

- Log in to the Bondholder Portal  
<https://bondholder.opportunitypeterborough.co.uk/>

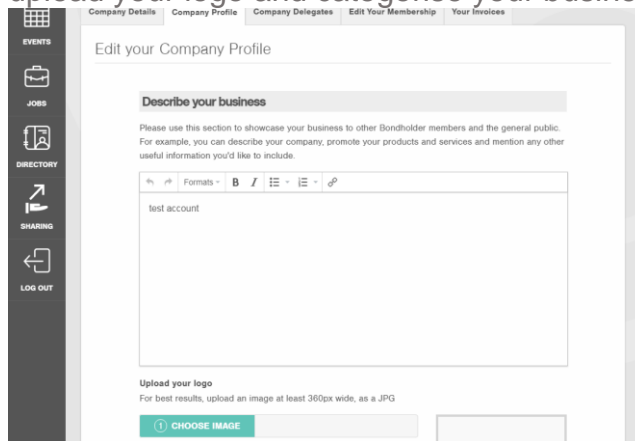


- Click on 'Edit Company Details'



- Under the 'Company Details' tab you can edit and add company information including address, website, twitter handle, number of employees. This is also where you can confirm your 'Accounts Email' which is where we will send a copy of any invoices. You can change the email if required on this tab.

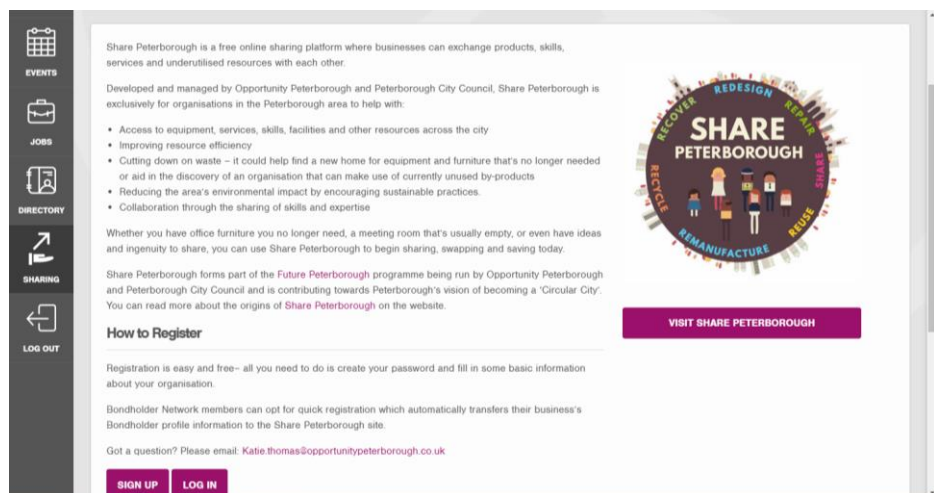
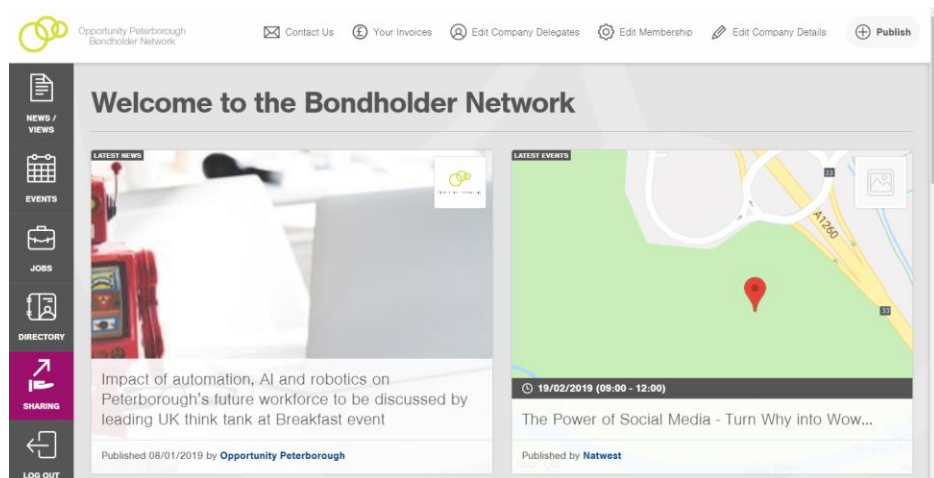
- Under the 'Company Profile' tab you can describe your business, upload your logo and categorise your business by sector.



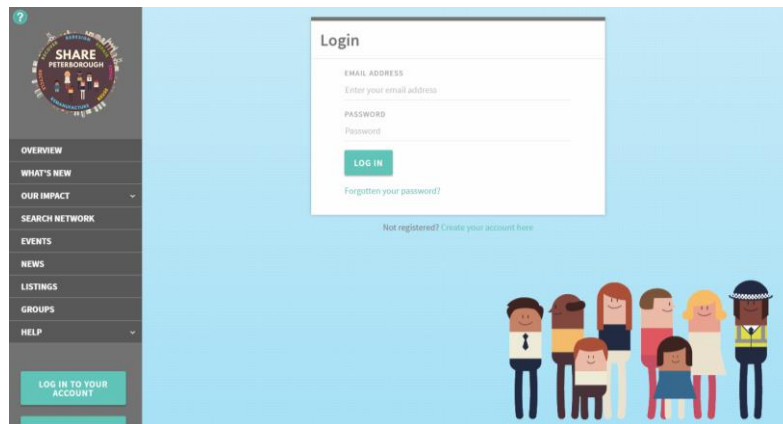
## Quickly join Share Peterborough

Share Peterborough is a free online sharing platform where businesses can exchange products, skills, services and underutilised resources with each other. Whether you have office furniture you no longer need, a meeting room that's usually empty, or even have ideas and ingenuity to share, you can use Share Peterborough to begin sharing, swapping and saving today.

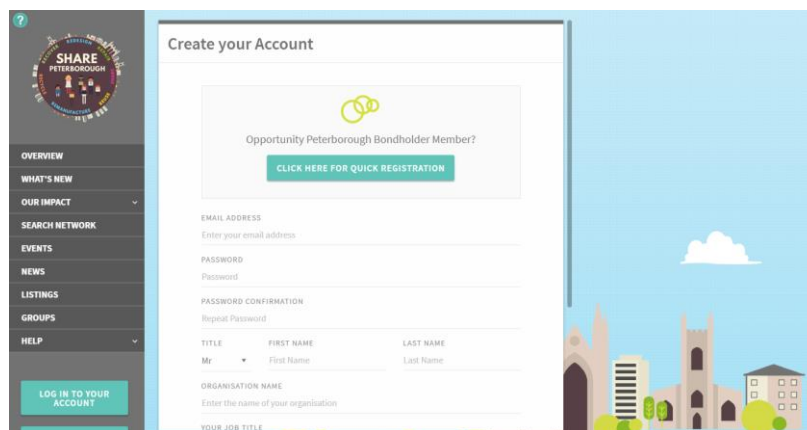
- Log in to the Bondholder Portal  
<https://bondholder.opportunitypeterborough.co.uk/>
- You can access Share Peterborough via the Sharing button on the left hand side menu.



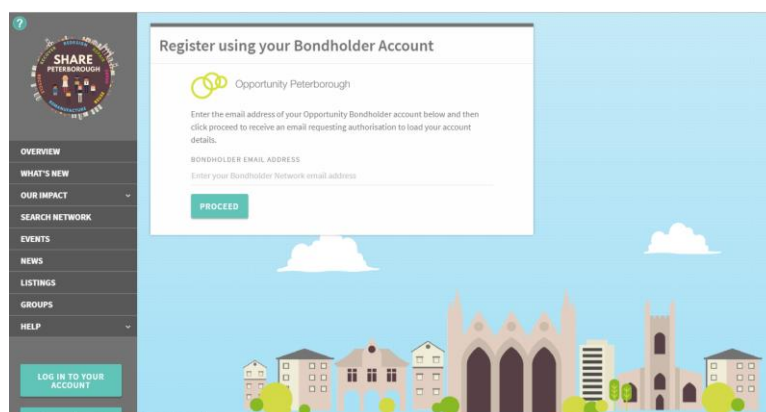
- On this page you can either sign up, or log in if you already have an account.
- Clicking the log in button will take you to the Share Peterborough log in page.



- Clicking the sign up button will take you to the Share Peterborough sign up page.



- To speed up registration you can use your Bondholder account information. Simply use the 'Click Here For Quick Registration' button.



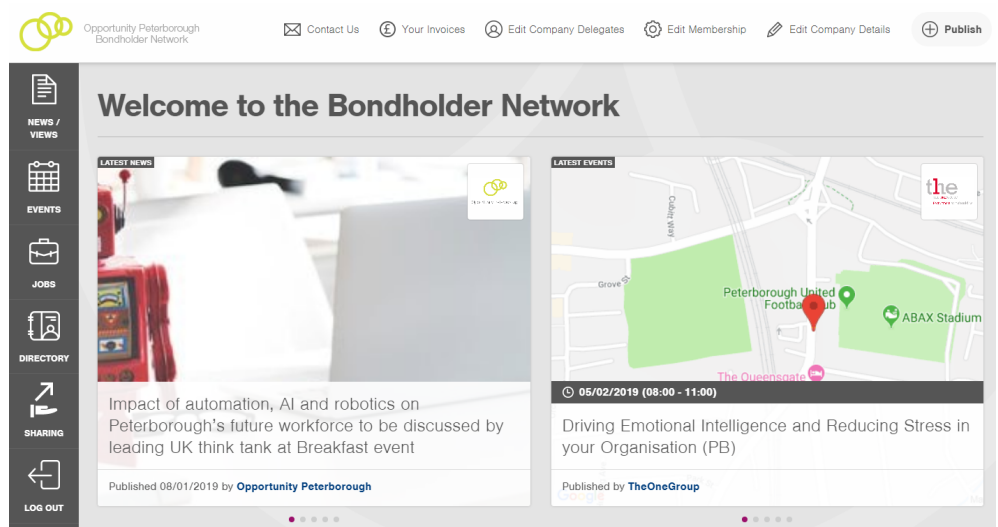
- Once you have entered your email address and clicked 'Proceed' you will receive an email requesting authorisation to load your account details onto the Share Peterborough platform.



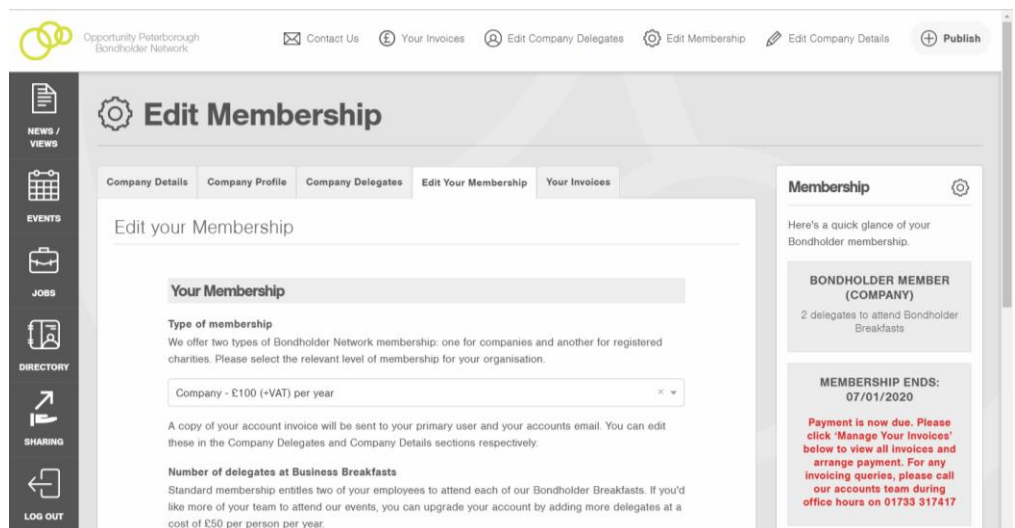
## Increase the number of delegates that can attend a Breakfast event

A standard membership allows your organisation to send up to two delegates to each Breakfast at no extra cost. You can send different members of staff to each Breakfast but if you would like more places, these can be purchased for £50 per person for the duration of your current membership. This way, your team can benefit from the most relevant speakers and topics.

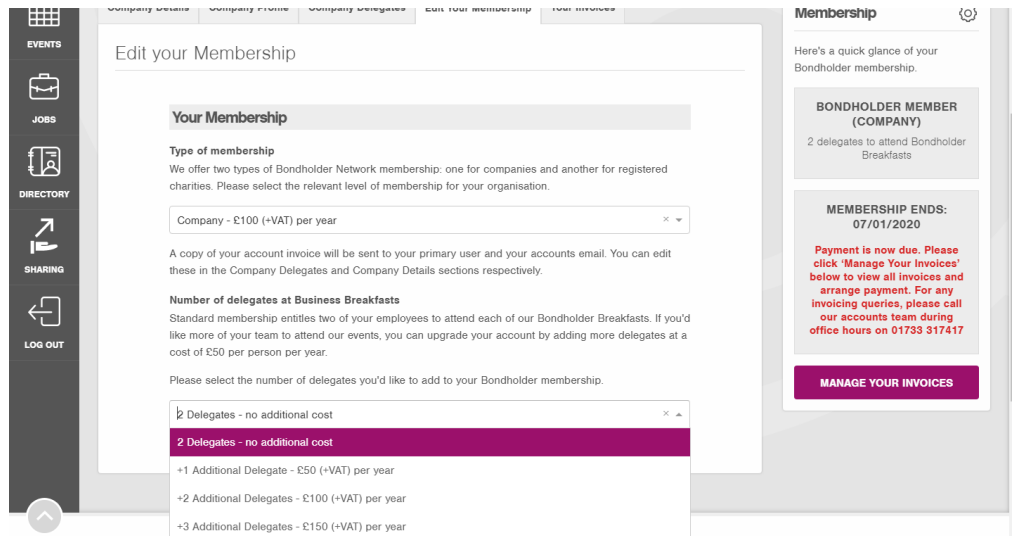
- Log in to the Bondholder Portal  
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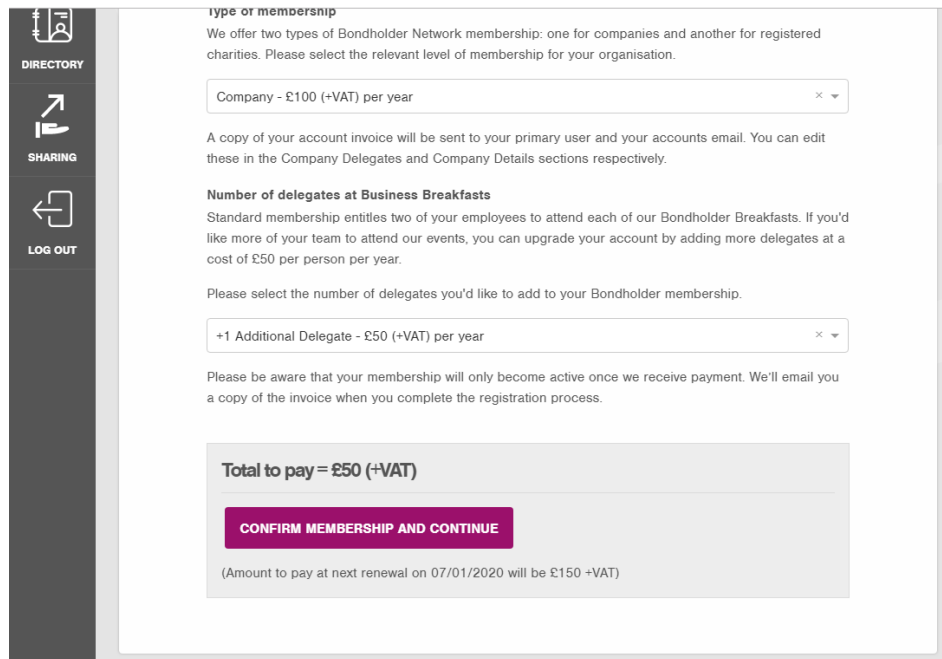
- Click on 'Edit Membership' on the top menu



- Scroll down to the drop down menu under 'Number of Delegates at Business Breakfasts' and select whichever option you require.



- Once you have selected the appropriate option please click 'Confirm Membership and Continue'



**Your invoice**

Company Details | Company Profile | Company Delegates | Edit Your Membership | Your Invoices

Invoice #000050715 [PRINT INVOICE OR SAVE AS PDF](#)

**Invoice currently outstanding**

[MAKE PAYMENT VIA PAYPAL](#)

**Payment required within 30 days.** If you have already arranged payment via BACS/cheque, please ignore this message

For BACS Payments please use Barclays Bank  
 Sort Code: 20-67-37  
 Account Number: 83628191  
 Account Name: **Opportunity Peterborough Limited**  
 Please make cheques payable to Opportunity Peterborough Limited

Invoice Number: 000050715  
 Invoice Date: 10/01/2019

To: \_\_\_\_\_ From: \_\_\_\_\_

**Membership**

Here's a quick glance of your Bondholder membership.

**BONDHOLDER MEMBER (COMPANY)**  
 3 delegates to attend Bondholder Breakfasts

**UPGRADE YOUR ACCOUNT BY ADDING MORE DELEGATES**

**MEMBERSHIP ENDS: 07/01/2021**  
 Payment is now due. Please click 'Manage Your Invoices' below to view all invoices and arrange payment. For any invoicing queries, please call our accounts team during office hours on 01733 317417

**MANAGE YOUR INVOICES**

- You will also receive a confirmation email

Invoice for Opportunity Peterborough Bondholder Network [Inbox x](#)

**Opportunity Peterborough**  
 to me, admin

Opportunity Peterborough

Thanks for renewing or updating your Opportunity Peterborough Bondholder Network membership

Hi Helena Coe,

Please find your invoice below along with a summary of your membership, which expires on 07/01/2021.

You can [pay for this invoice via Paypal](#) or by arranging a BACS transfer (our bank account details are listed at the bottom of the invoice). You can also download a copy of your invoice in the Bondholder portal. This renewal or update was authorised by Helena Coe ([info@opportunitypeterborough.co.uk](mailto:info@opportunitypeterborough.co.uk)) at 10th January 2019, 10:24:47 am

For any invoicing queries, please contact our accounts team during office hours by calling 01733 317417 or by emailing [bondholder@opportunitypeterborough.co.uk](mailto:bondholder@opportunitypeterborough.co.uk)

Many thanks, Opportunity Peterborough

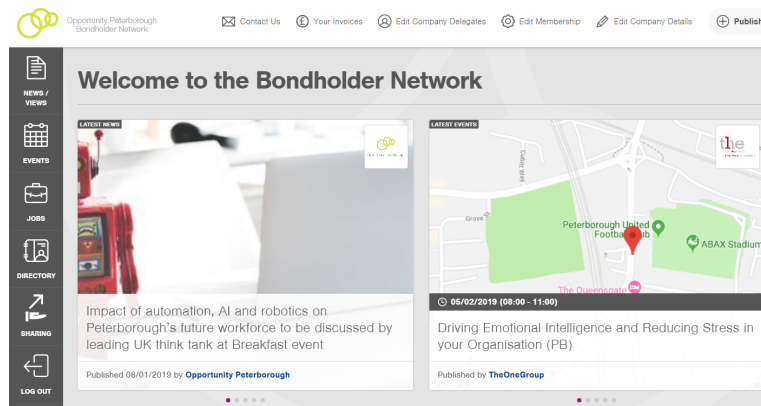
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**Your invoice**  
 Invoice Number: 000050714  
 Invoice Date: 10/01/2019

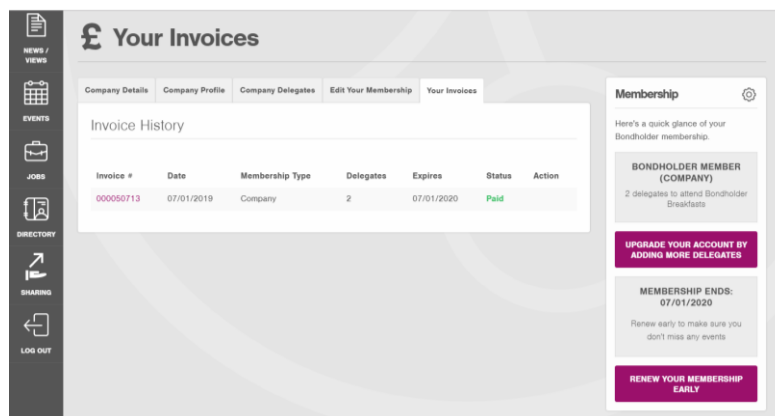
## Renew your membership

You can renew membership for the following year as long as the current membership is paid. Your new membership will start at the end of the current one, not when you click to renew.

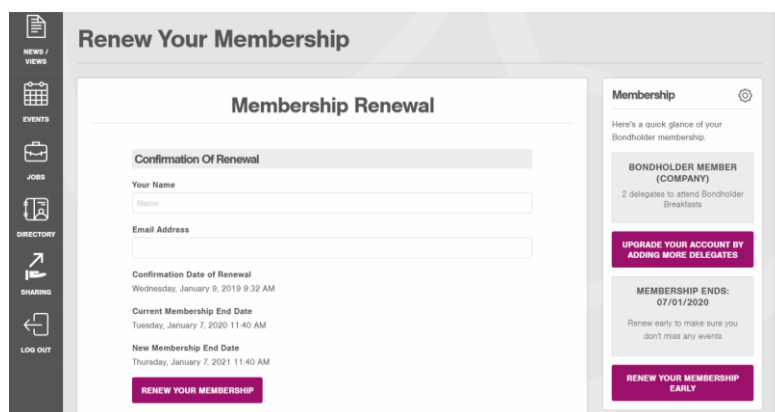
- Log in to the Bondholder Portal  
<https://bondholder.opportunitypeterborough.co.uk/>



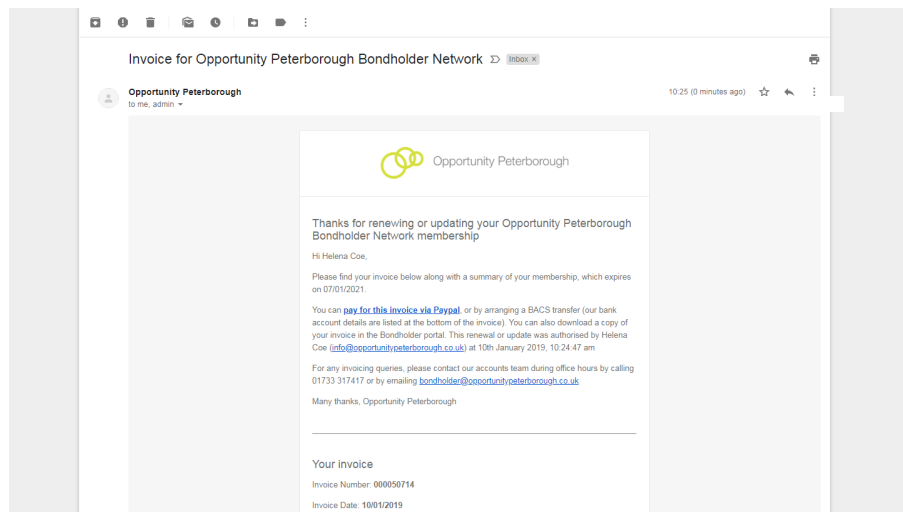
- Click on 'Your Invoices' on the top menu



- Click on the 'Renew Your Membership' button and fill in the 'Confirmation of Renewal' form → Click 'Renew Your Membership'



- You should receive an email confirming your membership renewal, and containing an invoice. This email will also be sent to the Primary User and Accounts Email.



- Under the 'Your Invoices' section in the portal the updated membership end date will be shown, along with who conducted the renewal and their email address.

