

Opportunity Peterborough Bondholder Network

Portal User Guide

Updated January 2019

Contents

Give colleagues access to the Portal	2
Passwords – Forgotten	4
Passwords - Change	6
Reassign the primary user role	8
Subscribe to the newsletter	9
Register for a Breakfast event	11
Upload news	14
Publish an event	16
Publish a job vacancy	
Update your company profile / information	
Quickly join Share Peterborough	
How to increase the number of delegates that can attend a Breakfast event	24
Renewing membership	27

If you have any feedback about our user guide or would like further assistance to use the Bondholder Portal, please email: <u>bondholder@opportunitypeterborough.co.uk</u> 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 <u>https://bondholder.opportunitypeterborough.co.uk/</u>



o Click 'Edit Company Delegates' on the top menu

Company Details Company Profile Company Delegates Edit Your Membership Your Invoices Company Delegates and Preferences Company Delegates and Preferences Users Details and Preferences Users Details and Preferences This section allows you to manage all the users (your employees) assigned to your Bondholder account. You can add new users, edit and delete existing people below. There's no limit on the number of users you can add. By adding your colleagues here, you're enabling them to receive the monthly Bondholder member newsletter straight to their inbox and they'll be able to attend Bondholder networking events too. You can also grant 'Dashboard Accees' to your users, meaning they can log in to the Bondholder Portal to post news, events, blogs and jobs on behalf of your business. The Primary User below will always receive your account invoices and membership renewal reminders so 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 would also be sent to the account sensil listed on your Company Details page. You can update this email at any time. Name Email and Role Helena Info@opportunitypeterborough.co. Leven Yes Users?								
Company Delegates and Preferences Users Details and Preferences Users Details and Preferences Users or this section along and the users (your employees) assigned to your Bondholder account. You can add new users, events and delete existing people below. There's no limit on the number of users you can add. By adding your colleagues here, you're enabling them to receive the monthly Bondholder member newsletter straight to their inbox and they'll be able to attend Bondholder networking events too. Nor can also grant 'Dashboard Access' to your users, meaning they can log in to the Bondholder Portal to post news, events, blogs and jobs on behalf of your business. The Primary User below will always receive your account invoices and membership renewal reminders so they can't be deleted, atthough 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. Name Email and Role Mame Access Receive Primary Merice Heina info@opportunitypeterborough.co. west West Yest Yest		Company Details	Company Profile	Company Delegates	Edit Your Membership	Your Invoices		
Verso Users Details and Preferences View Statistical and Preferences View View View Statistical and Preferences View View View View View View View View	EVENTS	Company	Delegates a	nd Preference	S			
Users Details and Preferences Image: Serie Corr Image: Corr </th <th>E l</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	E l							
This section allows you to manage all the users (your employees) assigned to your Bondholder account. You can add new users, edit and delete existing people below. There's no limit on the number of users you can add. By adding your colleagues here, you're enabling them to receive the monthly Bondholder member newsletter straight to their inbox and they'll be able to attend Bondholder networking events too. View can also grant 'Dashboard Access' to your users, meaning they can log in to the Bondholder Portal to post news, events, blogs and jobs on behalf of your business. The Primary User below will always receive your account invoices and membership renewal reminders so they can't be deleted, although you can reassign this role to a different user at any time. Name Email and Role Memory News? Helena info@opportunitypeterborough co: Coe Business Growth Executive Adding more users?	JOBS	Users Details	and Preferenc	es				
Vou can also grant 'Dashboard Access' to your users, meaning they can log in to the Bondholder Portal to post news, events, blogs and jobs on behalf of your business. View of the Primary User below will always receive your account invoices and membership renewal reminders so 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. Name Email and Role Helena info@opportunitypeterborough.co. Coe Business Growth Executive Adding more users?		This section allow edit and delete ex you're enabling th Bondholder netwo	vs you to manage all disting people below. Them to receive the m porking events too.	the users (your employe There's no limit on the onthly Bondholder mem	ees) assigned to your Bo number of users you ca ber newsletter straight to	ondholder account. n add. By adding yo o their inbox and the	You can add ur colleague: ey'll be able t	new users, s here, o attend
SMARING The Primary User below will always receive your account invoices and membership renewal reminders so 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. Name Email and Role Access Dashboard? Receive News? Primary User? Actions Helena info@opportunitypeterborough.co. Ves		You can also grar blogs and jobs or	nt 'Dashboard Acces n behalf of your busi	s' to your users, meanin ness.	ig they can log in to the	Bondholder Portal t	o post news,	events,
LOG OUT Name Email and Role Access Dashboard? Receive News? Primary User? Actions Helena info@opportunitypeterborough.co. Yes		The Primary User although you can accounts email lis	below will always re reassign this role to sted on your Compar	ceive your account invo a different user at any f ny Details page. You car	ices and membership re time. A copy of your acc n update this email at an	newal reminders so ount invoices will al y time.	they can't be so be sent to	e deleted, the
Helena info@opportunitypeterborough.co. Coe Business Growth Executive Yes Yes Adding more users?	LOG OUT	Name		Email and Role	Acces Dashb	s Receive board? News?	Primary User?	Actions
Coe Business Growth Executive Adding more users?		Helena		info@opportunitypet	erborough.co.	Y es	Yes	
Adding more users?		Coe		Business Growth Ex	xecutive			
Adding more users?								
		Adding more	users?					

o 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

	Bondholder networking even You can also grant 'Dashboa blogs and jobs on behalf of y The Primary User below will although you can reassign th accounts email listed on you	ts too. Ird Access ¹ to your users, meaning they can log your business. always receive your account invoices and mem is role to a different user at any time. A copy of Ir Company Details page. You can update this e	in to the Bondho bership renewal r your account inv mail at any time.	Ider Portal t eminders so roices will al	to post news, o they can't be iso be sent to	events, e deleted, the	Success New Delegate Added Successfully OFFOT2021 Payment is now due. Please click "Manae Your Isolicae"
LOG OUT	Name	Email and Role	Access Dashboard?	Receive News?	Primary User?	Actions	below to view all invoices and arrange payment. For any invoicing queries, please call
	Helena	info@opportunitypeterborough.co.					our accounts team during office hours on 01733 317417
	Coe	Business Growth Executive	Tes	res	Tes		MANAGE YOUR INVOICES
	Joe	info@opportunitypeterborough.co.		Ves		DELETE	
	Bloggs	Director		res			
	Adding more users?						
	Just enter the name and ema so they can post content on email with instructions on ho ADD ANOTHER USER	ail address of each new user above. If you'd like behalf of your company, please turn on "Acces w they can log in and change their password to	e to give access t s Dashboard" and e access your bus	o the main E d click upda iiness accor	Bondholder Da te, and we'll s unt.	ashboard end an	
	Want more delegates	to attend Opportunity Peterboroug	h events?				

• 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
- <u>https://bondholder.opportunitypeterborough.co.uk/request-password-reset</u>

	Log in		
	3		
Welcome to the	Bondholder Network portal		
To log in to the men password for your a If your organisation	ubers' portal for the first time, you'll just need to ccount by clicking on the forgotten password lin is already a member of the network and you wo	create a new k below. uld like access to the	
portal, please ask o bondholder⊜opport	ne of your account's users to add you as a deleg unitypeterborough.co.uk for assistance.	ate or email:	
Email Address			
Password	Password		
		LOG IN	

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

Opportunity Pelerboroug Bondholder Network	jh		SUCCESS We've sent you an email to reset your password
	Re	(Q) quest a password reset	
	Email Address	info@coportunitypeterborough.co.uk	

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

	Opportunity Peterborough
H	i Helena Coe, lease click the link below to reset your password
<u>h</u> d	ttps://bondholder.opportunitypeterborough.co.uk/#/reset-password/gz1rKGWP4a- YlKroEwt2fwKC2p6bR7Zg3GtEF1M-uW
Ì	The second s
	RESET PASSWORD
	Copportunity Peterborough
F	Opportunity Peterborough Opportunity Peterborough Limited, a compan egistered in England and Wales with number 05377004 having its registered office at Allia Futu Business Centre, London Road, Peterborough, PE2 8AN. Tei: <u>01733 317417</u>

• 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 <u>https://bondholder.opportunitypeterborough.co.uk/</u>



 $_{\odot}$ Scroll to the bottom of the page – Help and Information → Edit Your User Profile



Opportunity Peterborough Bondholder Network	🖾 Contact Us 🚯 Your Invoices 🙆 Ec	it Company Delegates () Edit Membership	Belit Company Details 🕀 Publish
NEWS / VIEWS	Edit U	(2) ser Profile	
EVENTS -2085	Email Address infoliopportunitypelerborough.co.uk First name	Is the Primary User? Yes - receives reminders and invoices Last name	
	Helena Your Job Title Business Growth Executive Sign up for Bondholder email news?	Coe	
	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 <u>https://bondholder.opportunitypeterborough.co.uk/</u>



o Click 'Edit Company Delegates' on the top menu

Cor	mpany Details	Company Profile	Company Delegates	Edit Your Members	hip Your	Invoices		
C	Company	Delegates a	and Preference	s				
ι	Jsers Details	s and Preferenc	xes					
Ti ea ya B	his section allow dit and delete e: ou're enabling th ondholder netw	vs you to manage all xisting people below hem to receive the m orking events too.	I the users (your employ . There's no limit on the nonthly Bondholder mem	ees) assigned to you number of users you iber newsletter straig	r Bondholde can add. By ht to their in	r account. y adding yo box and the	You can add ur colleague sy'll be able	l new us es here, to attene
v								
bl	ou can also grai logs and jobs oi	nt 'Dashboard Acces n behalf of your busi	ss' to your users, meanir iness.	ng they can log in to	the Bondhol	der Portal t	o post news	, events
bl Ti al	ou can also grai logs and jobs of he Primary User Ithough you can ccounts email lis	nt 'Dashboard Accei n behalf of your busi r below will always re i reassign this role to sted on your Compa	ss' to your users, meanin iness. eceive your account invo o a different user at any iny Details page. You ca	ng they can log in to vices and membershi time. A copy of your n update this email a	the Bondhol p renewal re account invo t any time.	der Portal to eminders so pices will als	o post news o they can't t so be sent to	, events, be delete b the
bl Ti al	ou can also grai logs and jobs of he Primary User though you can ccounts email li: Name	nt 'Dashboard Acce: n behalf of your busi r below will always re r reassign this role to reassign this role to sted on your Compa	ss' to your users, meanir iness. eceive your account invo o a different user at any ny Details page. You car Email and Role	ng they can log in to vices and membershi time. A copy of your n update this email a Ac Da	the Bondhol p renewal re account invo t any time. cess shboard?	der Portal te eminders so bices will als Receive News?	o post news o they can't to so be sent to Primary User?	, events, be delete b the Actio
	ou can also grai logs and jobs of he Primary User though you can ccounts email lii Name Helena	nt 'Dashboard Acce: n behalf of your busi r below will always re r reassign this role to sted on your Compa	ss' to your users, meanir iness. eceive your account invo o a different user at any my Details page. You car Email and Role info©opportunitypet	ng they can log in to nices and membershi time. A copy of your n update this email a Ac Da terborough.co.	the Bondhol o renewal re account invo any time. cess shboard?	der Portal te eminders so bices will als Receive News?	o post news o they can't to so be sent to Primary User?	, events be delet bo the Actic

• 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 <u>https://bondholder.opportunitypeterborough.co.uk/</u>



o Click 'Edit Company Delegates' on the top menu

ompany Details	Company Profile	Company Delegates	Edit Your Membership	Your Invoices		
Company	Delegates a	nd Preference	S			
Users Details	and Preferenc	es				
This section allow edit and delete ex you're enabling th Bondholder netwo	/s you to manage all disting people below. nem to receive the m orking events too.	the users (your employe There's no limit on the conthly Bondholder mem	es) assigned to your Bo number of users you can ber newsletter straight to	ndholder account. add. By adding yo their inbox and th	You can add our colleague iey'll be able t	new users s here, to attend
You can also grar blogs and jobs or	nt 'Dashboard Acces n behalf of your busi	ss' to your users, meanin ness.	g they can log in to the f	Bondholder Portal	to post news,	events,
The Primary User although you can accounts email lis	below will always re reassign this role to sted on your Compar	eceive your account invo a different user at any t ny Details page. You car	ces and membership re- ime. A copy of your acco update this email at any	newal reminders so ount invoices will a v time.	o they can't b Iso be sent to	e deleted, the
			Acces			
Name		Email and Role	Dashb	oard? News?	Primary User?	Actions
Name Helena		Email and Role	arborough.co.	s Receive oard? News?	Primary User?	Actions
Name Helena Coe		Email and Role info@opportunitypet Business Growth Ex	Dashb erborough.co. ecutive	s Receive oard? News?	Primary User? Yes	Actions
Helena Coe		Email and Role info©opportunitypet Business Growth Ex	arborough.co. ecutive	oard? News?	Primary User? Yes	Actions

• 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.

Ð						S	
Users Details and Pre	ferences					De	elegate Updated Succe
This section allows you to ma edit and delete existing peopl you're enabling them to receip	nage all the users (your employees) assigned e below. There's no limit on the number of use re the monthly Bondholder member newsletter	to your Bondhold ers you can add. E straight to their i	ler account. ' By adding yo nbox and the	You can add ur colleague sy'll be able	new users, is here, to attend	2	delegates to attend Bon Breakfasts
You can also grant 'Dashboar blogs and jobs on behalf of yo	d Access' to your users, meaning they can log our business.	; in to the Bondho	older Portal t	o post news	events,	Ľ	PGRADE YOUR ACCOL ADDING MORE DELEG
The Primary User below will a although you can reassign thi	Iways receive your account invoices and men s role to a different user at any time. A copy o	bership renewal r f your account inv	reminders so voices will alt	they can't b so be sent to	e deleted, the		MEMBERSHIP END 07/01/2020
accounts email listed on your	Company Details page. You can update this e	mail at any time.					Payment is now due. P click 'Manage Your Inve
Namo	Email and Role	Access Dashboard?	Receive News?	Primary User?	Actions	i i	elow to view all invoice arrange payment. For invoicing queries, pleas
test	info@opportunitypeterborough.co.					•	office hours on 01733 3
test	test	Yes	Yes	Yes			
							MANAGE YOUR INVOI

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 <u>https://bondholder.opportunitypeterborough.co.uk/</u>



o Click on 'Events' on the left hand menu



- 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.

NEWS / VIEWS	i∰ Ever	nts Cal	endar					
	January 201	19				TODAY	PREV NEXT	Latest News
	SUN	MON	TUE	WED	тни	FRI	SAT	08/01/2019
	30	31	01	02	03	04	05	Impact of automation, AI and robotics on Peterborough's future workforce to be discussed by leading UK think
	06	07	08	09	10 Making Tax Digital fo	11	12	tank at Breakfast event From Cross Keys Homes - 04/01/2019 Cross Keys Homes -
	13	14	15	16	17	18	19	highest possible rating from Regulator
LOG OUT	20	21	22 Making Tux Digital fa Bondholder Breaktas	23 What Are Your 2019 _	24	25	26 Skanska 900 churi	cost law firm highlights the need to meet the needs of an ageing population with the
	27	28	29	30	31	01	02	appointment of a Court of

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

Ê	© 22/01/2019 (07:30 - 09:00) OP EVENT	Upcoming Events
EVENTS	Bondholder Breakfast - January 2019	 22/01/2019 (07:30 - 09:00) OP EVENT Bondholder Breakfast - January 2019
กล	44 delegates attending to date. View list BOOK YOUR PLACE	by Opportunity Peterborough
	SQUARESTONE GROWTH	 22/01/2019 (09:00 - 11:00) Making Tax Digital for VAT Seminar by Rawlinsons Accountants
	The first Breakfast event of 2019 will feature a talk from thinktank Centre for Cities. The independent, non-partisan urban policy research unit provides rigorous, data-driven research and policy ideas to help cities and Government address the challenges and opportunities they face. Read more here.	© 28/01/2019 (08:00 - 11:00) What Are Your 2019 Professional Goals and Business Objectives?
_	7.30am - 8.00am Networking and refreshments	by TheOneGroup
_	8.00am - Welcome Lafest city news Tom Hennessy, Chief Executive, Opportunity Peterborough	© 26/01/2019 (10:00 - 16:00) SKANSKA 900 Charity Event
	Our investment in Peterborough	by YMCA Trinity Group
	Booking Your Place	ny y cui company detana 🕤 Pra
	Bondholder Breakfast - January 2019	Event Overview
EVENTS JOBS DIRECTORY SHARING	Who will be attending? Your current membership allows for up to 3 delegates to join us at this event. Add more delegates here. There are currently 56 spaces left. Choose your delegates Select Want someone else from your business to come instead? Add staff members to your profile here.	Title: Bondholder Breakfast - January 201 Date/Time: 201/2019 (07:30 - 09:00) Location Ashurst First East in Southgate Park Bakewell Road, Orton Southgate Paterborough PE2 6YS VIEW DETAILS
	CONFIRM YOUR BOOKING	

 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.

	Bondholder Breakfast - January 2019	Event Overview
	Max will be alternation?	Title: Bondholder Breakfast - January 20
<u></u>	who will be attending?	Date/Time:
JOBS	Your current membership allows for up to 3 delegates to join us at this event. Add more delegates here.	22/01/2019 (07:30 - 09:00)
m	There are currently 56 spaces left.	Location
Ā	Choose your delegates	Ashurst First East in Southgate Par
RECTORY	Polost	Peterborough
	poloct	PE2 6YS
<u> </u>	Helona Coe	
	Joe Bloggs	VIEW DETAILS
	CONFIRM YOUR BOOKING	
OG OUT		

- 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/



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



o Select 'Publish News Article'

0	Opportunity Peterborough Bondholder Network	Contact Us (É) Your Invoic	BEdit Company Delegates	O Edit Membership	🖉 Edit Company Details	+ Publish
NEWS / VIEWS	\oplus Publish a	News Article				
Î					Your previous new	s:
JOBS	Please type or paste moderation'. Your arti soon as that's done, Opportunity Peterbor Title of article	your article content into the space bel icle will then be queued ready for Opp your article will feature on the Bondhol rough website.	w, upload an image and 'submit for orbunity Peterborough to review and der portal news & views feed and th	publish. As e	YOU HAVEN'T PUE ANYTHING YI	BLISHED ET!
	Main content area	B I ≣ - i≡ - ø				

 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.

	Upload your image For best results, upload an	image at least 1200px wi	de as a JPG	
L	(1) CHOOSE IMAGE			
L	or, if you have no image, i	choose from the below		
	and the second			

 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

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



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



o Select 'Publish an Event'

	Opportunity Peterborough Bondholder Network	Contact Us	Your Invoices Your Invoices Control Contro Control Control Control Control Control	Bedit Compa	any Delegates 🛛 🙆 E	dit Membership	🖉 Edit Company Details	\bigoplus Publish
NEWS / VIEWS	\oplus Publish a	n Even	t					
Î								
EVENTS	About the event							
Ţ	Title of event							
JOBS								
fā	Training					•		
DIRECTORY	Start Date		Start 1	ime				
л	dd/mm/yyyy		09	•	00	•		
	End Date		End Ti	me				
SHARING	dd/mm/yyyy		09	•	00	•		
÷	Details about this ev	rent						
LOG OUT	+ + Formats -	B <i>I</i> ≣ - ≣	- P					

- 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 <u>https://bondholder.opportunitypeterborough.co.uk/</u>



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



• Select 'Publish a Job Vacancy'

Ø	Opportunity Poterborough Bondholder Network	Contact Us	Your Invoices Your Invoices	B Edit Company Delegates	🚫 Edit Membership	Ø Edit Company Details	+ Publish
	\oplus Publish a	Job Va	acancy				
EVENTS	About the role						
sec	Title of vacancy						
ŧ.	Details about this vo	B I i≣ - i≣	- e ^o				
DIRECTORY							

- 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 <u>https://bondholder.opportunitypeterborough.co.uk/</u>



o Click on 'Edit Company Details'

Ø	Opportunity Paterboroug Bondholder Network	h 🗹	Contact Us 🤅	D Your Invoices	() Edit Corr	npany Delegates	O Edit Me	mbership /
	Ø Edi	t Comp	any De	etails				
	Company Details	Company Profile	Company Delega	ates Edit Your M	lembership	Your Invoices		
چ	You	ır Business Nam	e					
	Busi	ness Name						
	Loc	ess Line 1						
	Addr Addr	ress Line 2						

 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.

Describe your business
Peanine Joni Mailleas
Please use this section to showcase your business to other Bondholder members and the general public. For example, you can describe your company, promote your products and services and mention any other useful information you'd like to include.
\Leftrightarrow \Leftrightarrow Formats \sim B I \ddagger \downarrow \ddagger \sim \downarrow
test account

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.

CO SHARE PETERBOROUGH	Create your Account
	Opportunity Peterborough Bondholder Member?
OVERVIEW	
WHAT'S NEW	CLICK HERE FOR QUICK REGISTRATION
OUR IMPACT	
SEARCH NETWORK	EMAIL ADDRESS
EVENTS	Enter Your Grant Houses
NEWS	Password
LISTINGS	PASSWORD CONFIRMATION
GROUPS	Repeat Password
HELP ~	TITLE FIRST NAME LAST NAME
	Mr • First Name
LOG IN TO YOUR ACCOUNT	ORGÁNISATION MANE Enter the name of your organisation
	YOUR JOB TITLE

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

C SHARE	Register using your Bondholder Account
PETERBOROUGH	Opportunity Peterborough Enter the email address of your Opportunity Bondholder account below and then ciclo proceed to review an email requesting authorisation to bad your account
OVERVIEW	details.
WHAT'S NEW	Einter your Bondhölder Network email address
OUR IMPACT ~	
SEARCH NETWORK	PROCEED
EVENTS	
NEWS	
LISTINGS	
GROUPS	
HELP ~	
LOG IN TO YOUR ACCOUNT	

 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 https://bondholder.opportunitypeterborough.co.uk/



o 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'

d another for registered × • unts email. You can edit addolder Breakfasts. If you'd adding more delegates at a
v v unts email. You can edit udholder Breakfasts. If you'd adding more delegates at a
× • unts email. You can edit adholder Breakfasts. If you'd adding more delegates at a
× • unts email. You can edit idholder Breakfasts. If you'd adding more delegates at a
unts email. You can edit udholder Breakfasts. If you'd adding more delegates at a
idholder Breakfasts. If you'd adding more delegates at a
idholder Breakfasts. If you'd adding more delegates at a
idholder Breakfasts. If you'd adding more delegates at a
adding more delegates at a
mbership.
× 👻
e payment. We'll email you



• You will also receive a confirmation email

Invoice for Opportunity P	eterborough Bondholder Network 🗇 Inbox ×	•
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 Payeal 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 potal. This renewal or update was authorised by Helena Coe (<u>infl@Boportunitreterforcegh.co.uki</u>) 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 <u>bondholder@opportunitypeterborough co.uk</u>	
	Many thanks, Opportunity Peterborough	
	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.

- Opportunity Peterborough Bondholder Network 🖂 Contact Us 🚯 Your Invoices 🔕 Edit Company Delegates 🔞 Edit Membership 🖉 Edit Company Details 🕀 Publish Þ Welcome to the Bondholder Network NEWS / VIEWS Î the ş B B © 05/02/2019 (08:00 - 11:00) Impact of automation, AI and robotics on Peterborough's future workforce to be discussed by leading UK think tank at Breakfast event Driving Emotional Intelligence and Reducing Stre your Organisation (PB) 08/01/2019 by Opportunity Peterborough ed by TheOneGroup
- Log in to the Bondholder Portal
 - https://bondholder.opportunitypeterborough.co.uk/

• Click on 'Your Invoices' on the top menu

	£ You	r Invoic	es						
Ľ	Company Details	Company Profile	Company Delegates	Edit Your Membershi	p Your Invoices			Membership	0
L	Invoice His	story						Here's a quick glance of your Bondholder membership.	
	Invoice #	Date	Membership Type	Delegates	Expires	Status	Action	BONDHOLDER MEME (COMPANY)	BER
Ŀ	000050713	07/01/2019	Company	2	07/01/2020	Paid		2 delegates to attend Bond Breakfasts	holder
RY								UPGRADE YOUR ACCOUR ADDING MORE DELEGA	NT BY ITES
٥								MEMBERSHIP END 07/01/2020	S:
								Renew early to make sure don't miss any events	you
								RENEW YOUR MEMBER	SHIP

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

Renew Your Membership	
Membership Renewal	Membership (3) Here's a quick glance of your Bondholder membership.
Confirmation Of Renewal Your Name Name	BONDHOLDER MEMBER (COMPANY) 2 delegates to attend Bondholder Breakfasts
Email Address Confirmation Date of Renewal Wedensder, January 9, 2019 9:32 AM	UPGRADE YOUR ACCOUNT BY ADDING MORE DELEGATES
Current Membership End Date Tuesday, January, 7, 2020 11.40 AM New Membership End Date Turunday, January 7, 2021 11.40 AM	07/01/2020 Renew early to make sure you don't miss any events
RENEW YOUR MEMBERSHIP	RENEW YOUR MEMBERSHIP EARLY

 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.

س	Bondholder Net	work	Contact os	C TOUR INVOICES		прану реедак		ip 🖉 Euit Company Details	
	£Y	our Invo	oices						
Î	Company De	tails Company Pr	ofile Company Dele	gates Edit Your	Membership	Your Invoices		Membership	Ø
	Invoice	e History	Here's a quick glance of your Bondholder membership.						
JOBS	Invoice	Date	Membership Type	Delegates	Expires	Status	Action	BONDHOLDER (COMPA	MEMBER
1]	0000507	14 10/01/2019	Company	2	07/01/2021	Unpaid	ARRANGE PAYMENT	2 delegates to atter Breakfa	id Bondholder sts
	0000507	13 07/01/2019	Company	2	07/01/2020	Paid		UPGRADE YOUR A	ACCOUNT BY DELEGATES
SHARING								MEMBERSHI	P ENDS: