

MANAGING YOUR ALUMNI CLUB

Using 'IE Connects'

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01.Introduction

1.1. WHAT IS IE CONNECTS?

IE Connects is your one-stop-shop for connecting with the IE community! You can access the platform on the web or download the IE Connects mobile app. IE Connects allows IE students and alumni to expand their network through clubs and the Directory, join events worldwide, find career related resources and much more. Members of the IE Community with IE login credentials can access the platform.

1.2. WHAT CAN I DO ON IE CONNECTS?

- Here you can search, connect, and chat with over 70.000 students and alumni professionals, representing over 162 countries.
- Join a club, become a leader, and attend events by topic or by region.
- Be a part of the discussion and represent IE through our many regional, social, professional, and athletic clubs.
- Find others with similar interests and look for possible mentors or even find new friends.
- Building your profile and IE Connects will help you match up with meaningful people, clubs, and events.
- Get involved and give back to your community.
- Whether you are launching your career, wishing to land your dream job, or make a change down the road, you can plug into IE Connects to find on-demand career resources on IE Connects. Check out upcoming events, job search support, explore mentoring options and recent job vacancies.

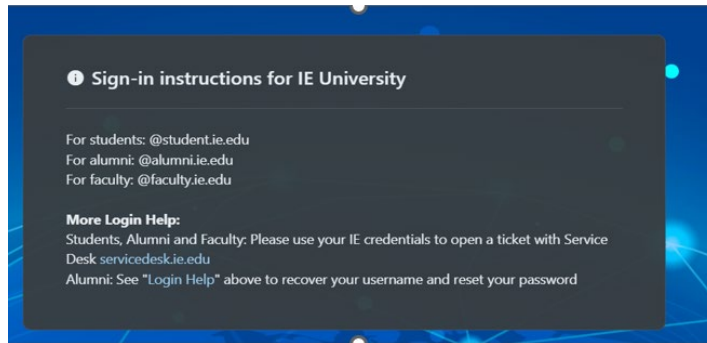
Ready to connect? You are just a few clicks away. Get started now!

02. Sign in

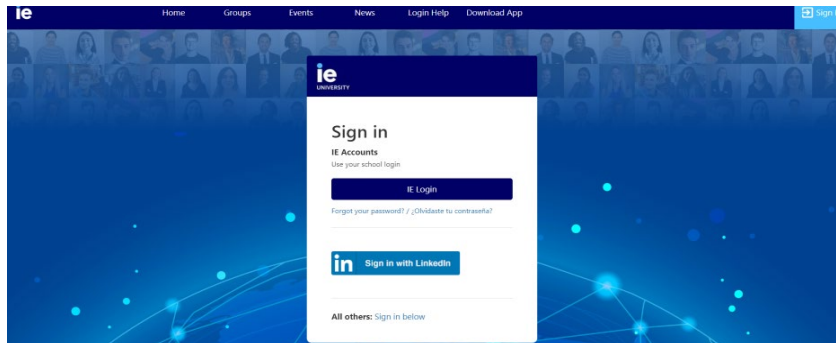
There are two ways to log into IE [Connects](#):

- With your IE credentials
- Sign in with LinkedIn

Besides, you will find at the bottom of the IE connects page sign-in instructions.



2.1. SIGN IN WITH YOUR IE CREDENTIALS



Use your school login:

- ✓ IE username: [username@alumni.ie.edu](#) (your IE email)
- ✓ IE password

Reset Password

Click on this [link](#) and enter your IE username (xxxx@alumni.ie.edu) and we will send you an email (to your contact email) with instructions to recover your password.

Recover my username

Click on this [link](#) and enter the email address (your contact email) linked to your Alumni account and click Send. We will send you an email with your Alumni username. If you don't see an email from us in your inbox within a few minutes, check your spam folder.

More log in help

Contact us at ieconnects@ie.edu

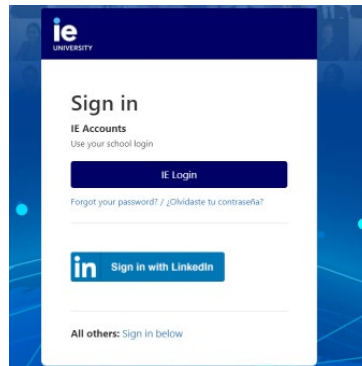
2.2. SIGN IN WITH LINKEDIN

Things to keep in mind:

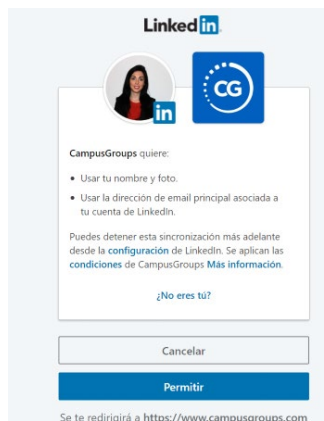
- ✓ This option only works if your email contact is the same for both platforms: IE connects and LinkedIn. For example, your gmail email.
- ✓ If you want to use this option to log in and you would like to change your email contact in IE connects, contact us at ieconnects@ie.edu

Follow these instructions:

- ✓ You click the "Sign in with LinkedIn" button



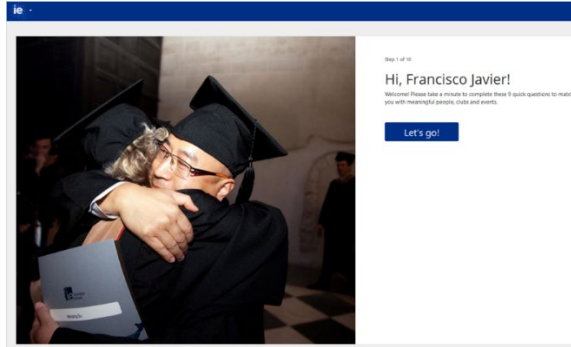
- ✓ Enter your username and password on LinkedIn



- ✓ This will automatically sign you in to IE Connects, ready for you to use.

INITIAL QUESTIONS TO BUILD YOUR PROFILE

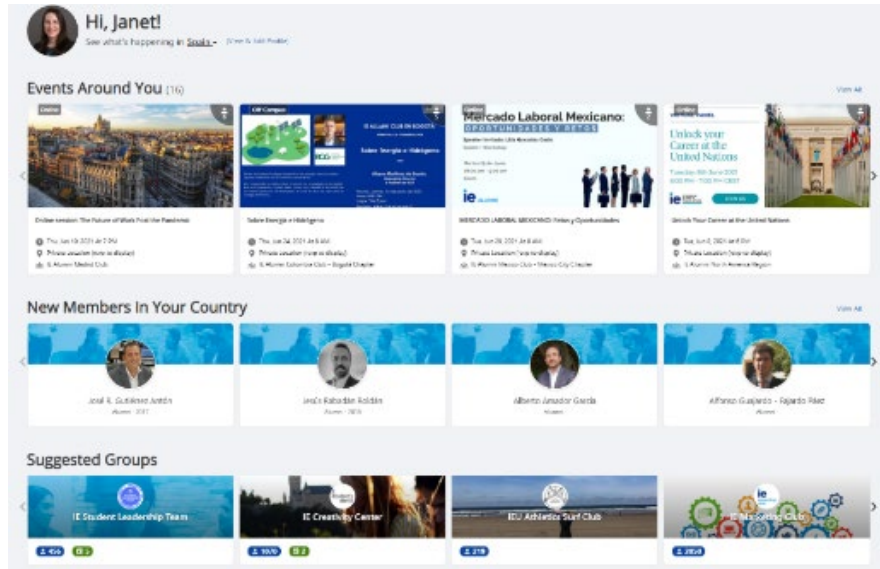
The first time you log into IE Connects, you need to complete a few short questions to match you with meaningful people, club and events: for example, upload a picture of yourself, complete your personal information, communication preferences, events and interests, industries, connection opportunities...



03. How to update your profile

HOMEPAGE

Once you complete the one-time opening questions, you'll be taken to the home page where you can find upcoming events, members in your country and suggested groups based on your interests.

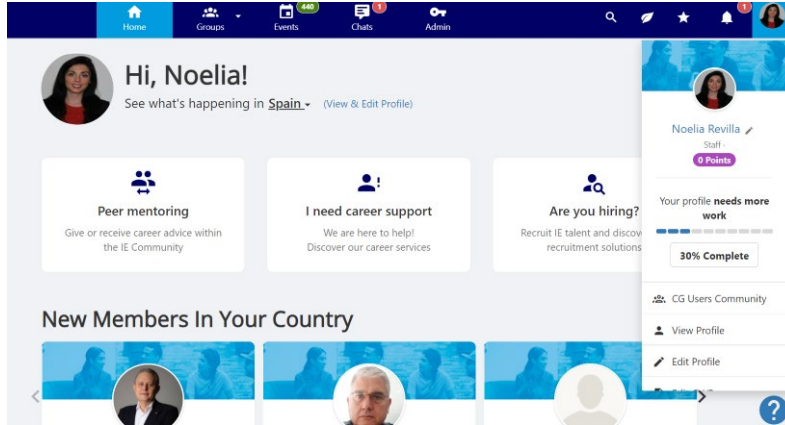


It is an alumni Specific landing page:

- ✓ Geo Location (editable). It is important to keep the information updated.
- ✓ Events Near You
- ✓ Suggested members
- ✓ Search for groups or see "All Groups" You can filter by region or professional clubs. Find a group you like and join! You'll receive emails about upcoming events and can interact with the club.

UPDATE YOUR PROFILE

On the top right corner of your Homepage, you can always update your profile. Please don't forget to update your own profile with your photo and bio so alumni who wish to join your club will see a more personal view of you.



To edit your profile, click on the profile photo icon in the top right corner and choose “Edit Profile”. Complete or update as many fields as you’d like, and these will be displayed on your profile in the Directory. Don’t forget to accept that we can communicate with you under “Custom Fields”.

MORE EMAILS

Other email

* Select your preferred email

Select your preferred email for all group communication.

Custom fields

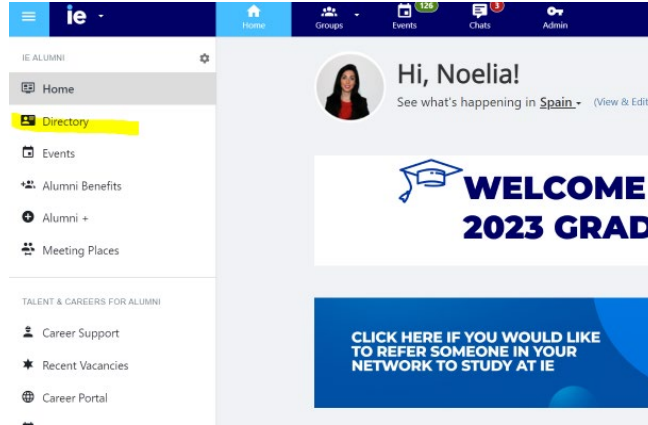
Communication language

Global Alumni Relations may keep me informed via email of their events and news.

Please check this box if you want to hear from the Global Alumni Relations team in regards to news, events and resources relevant to you as alumni intended to help you stay connected with the IE community.

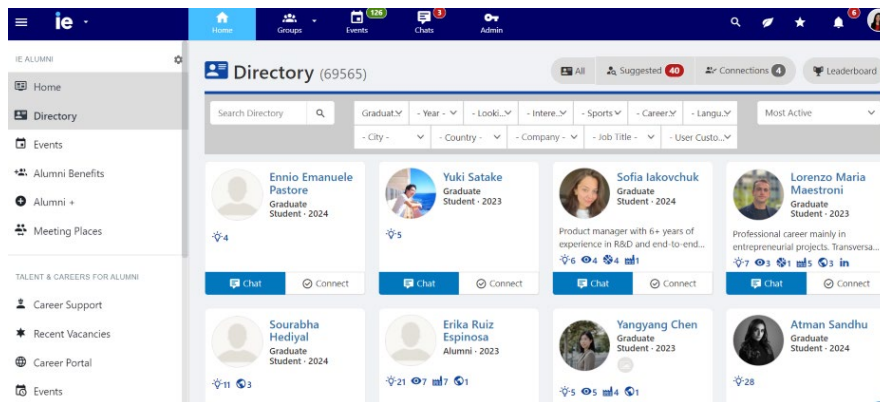
04.Alumni directory

On the left menu you'll find the Directory. The Directory is an exclusive IE networking tool, access over 70k Alumni at your fingertips.



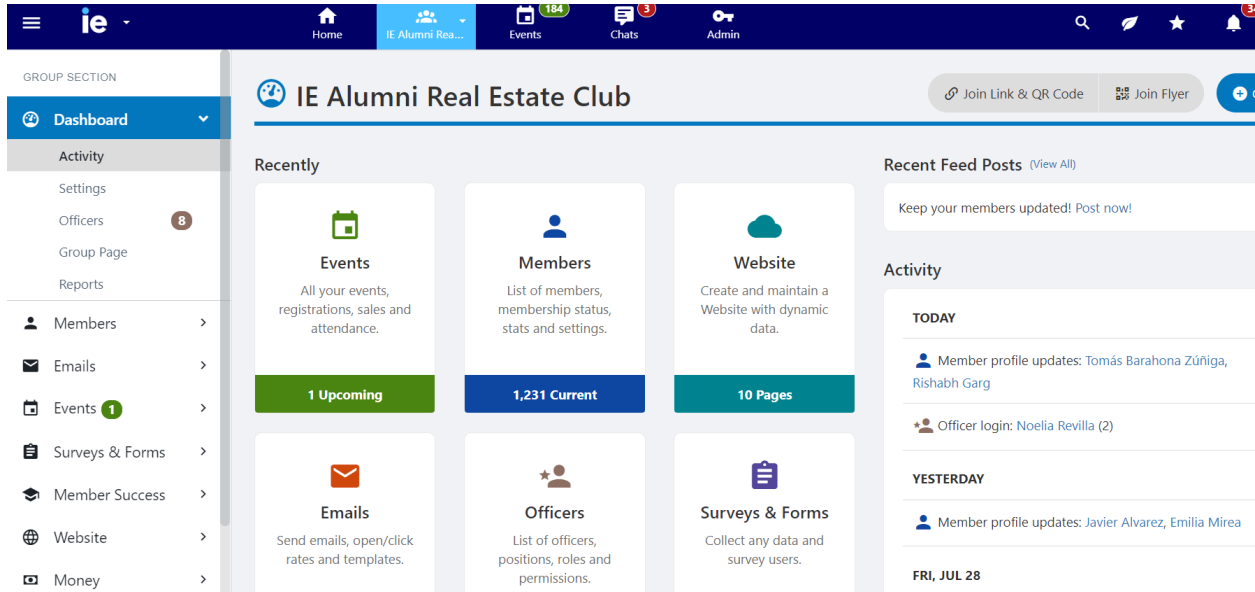
Benefits:

- You can search for alumni and students, filter and check out someone's profile.
- Add them as a connection
- Chat directly with other members of the IE community.



05.Managing your club

Upon logging in, select your club from the “Groups” tab. Example: IE Alumni Chicago Club. Officers can use several tools to manage their club more efficiently.



These tools are classified under specific modules:

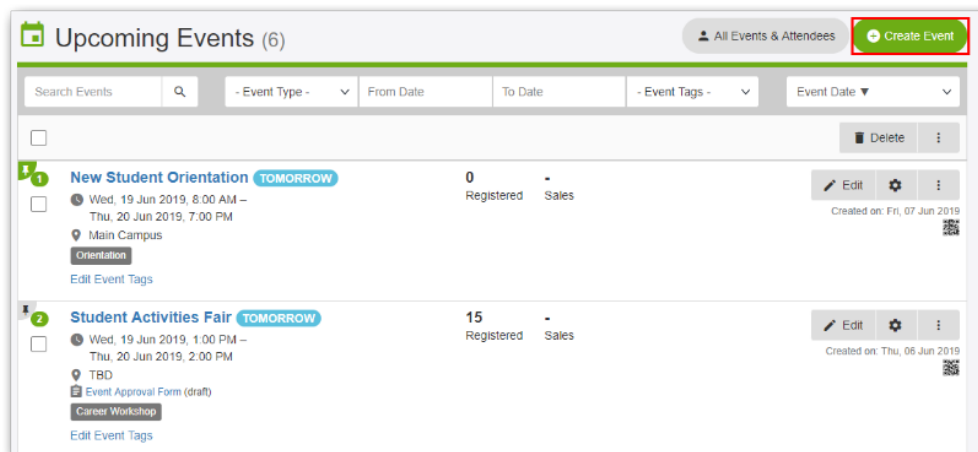
- **Dashboard:** Track recent activity and quickly access commonly used features (for example: Events, Email, etc.), manage your group settings, list of officers, and access rights
- **Members:** Add and manage group members or validate people who requests to join the group
- **Events:** Create events, sell tickets, track registration and event statistics
- **Emails:** Create new emails using mailing lists or email templates and check delivery status
- **Forms:** Create forms or surveys and manage submitted responses
- **Files:** Upload and share photos and documents
- **Website:** Create and/or administer the group’s website, blog, and discussion boards

Below you will find detailed information about the ‘IE Connects platform’ and explanation on how to use it. Here is an explanatory [video](#) on Group Management from the perspective of an officer.

06.Club Events

Click on the *Create Event* button in the *Events* menu to create an event. All kind of events must be included in the platform. Benefits:

- ✓ More visibility
- ✓ Everything in one place
- ✓ Tracking
- ✓ Co-hosting with other clubs and departments
- ✓ Targeted communications



6.1. WHO IS ALLOWED TO REGISTER IN THE EVENTS?

Alternatives:

I. Events for IE Connects users only

Exclusive events for the IE community (students, alumni, staff and faculty). No guests.

6 Access & Display Options

Who is allowed to register?

- Everyone
 - IE University IEConnects users only
 - Some IE University users only (click to select users)
 - Some IE University tagged users only (click to select users)
 - Group members only
 - Some group members only (click to select groups)
 - Tagged members only (select one or several Members tags)
 - Sub-Groups members only (select one or several Sub-Groups tags)
 - Invited people only (invited by email from IEConnects with the event clickbox)
 - Officers only
 - Members with Badges only (select one or several badges)
- Prevent users who are already registered to another event at the same time from registering to this event

II. Some IE University users only (click to select users)

Specific events addressed only IE alumni. You can also choose year of graduation.

6 Access & Display Options

Who is allowed to register?

- Everyone
- IE University IEConnects users only
- Some IE University users only (click to select users)

Please select some Account Types or/and enter at least one Year of Graduation:

Account Types:

- Prospective Student
- Undergraduate Student
- Graduate Student
- IExL
- Exchange student
- Student Partner
- Alumni
- Former Client
- Faculty
- Staff
- Staff (Contractor)
- CGC

AND

Only people in the selected Account Types **AND** that are in the entered Year(s) of Graduation will be allowed to register.

Years of Graduation:

- 2030
- 2029
- 2028
- 2027
- 2026
- 2025
- 2024
- 2023
- 2022
- 2021
- 2020
- 2019

III. Some IE University tagged users only (click to select users)

For example, when you want to organize an event for a particular IE programme (an IMBA, ExMBA...)

Some IE University tagged users only (click to select users)

Please select User Tags from the user tag categories listed below:

Search

Assoc

- associate
- non_associate

Campus

- Madrid
- SEG
- Segovia

Comm Lang

- English

- Group members only
- Some group members only (click to select groups)
- Tagged members only (select one or several Members tags)
- Sub-Groups members only (select one or several Sub-Groups tags)
- Invited people only (invited by email from IEConnects with the event clickbox)
- Officers only
- Members with Badges only (select one or several badges)

IV. Group members only

A specific event for the members of the club in IE connects.

6 Access & Display Options

Who is allowed to register?

- Everyone
- IE University IEConnects users only
- Some IE University users only (click to select users)
- Some IE University tagged users only (click to select users)
- Group members only
- Some group members only (click to select groups)
- Tagged members only (select one or several Members tags)
- Sub-Groups members only (select one or several Sub-Groups tags)
- Invited people only (invited by email from IEConnects with the event clickbox)
- Officers only
- Members with Badges only (select one or several badges)

Prevent users who are already registered to another event at the same time from registering to this event

V. Everyone

Events to open IE members (alumni, students, staff...) and non-IE members (guests)

6 Access & Display Options

Who is allowed to register?

- Everyone
- IE CampusGroups users only
- Some IE users only (click to select users)
- Some IE tagged users only (click to select users)
- Group members only
- Some group members only (click to select groups)
- Tagged members only (select one or several Members tags)
- Sub-Groups members only (select one or several Sub-Groups tags)
- Invited people only (invited by email from CampusGroups with the event clickbox)
- Lottery winners only (this only applies to events included in an **event package**)
- Officers only
- Members with Badges only (select one or several badges)

Prevent users who are already registered to another event at the same time from registering to this event

Who can see this event?

- Everyone
- Logged on users only
- Group members only
- Just the people who are allowed to register
- No one (always hide from the calendar)

Display on the Upcoming Events slider (on the home page)

As an exception, there is another alternative, when you select “everyone”. In the tab “registrations options”, you select “no” and people will sign up in another platform (for example, eventbrite) or they can register via email.

7 Registration Options

Do you want to let people register to this event?

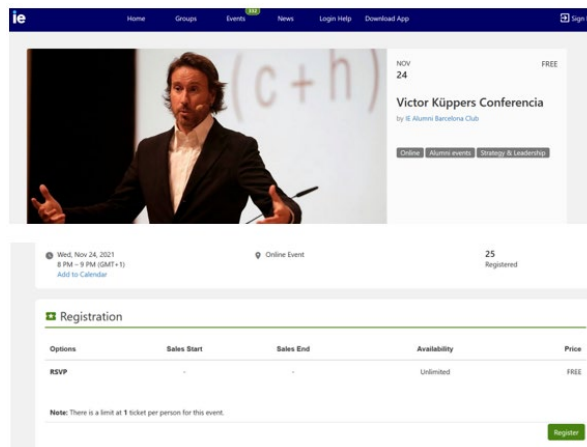
Yes No (Option to enter an external event registration Website URL)

(Example: <http://www.rspsite.com>)

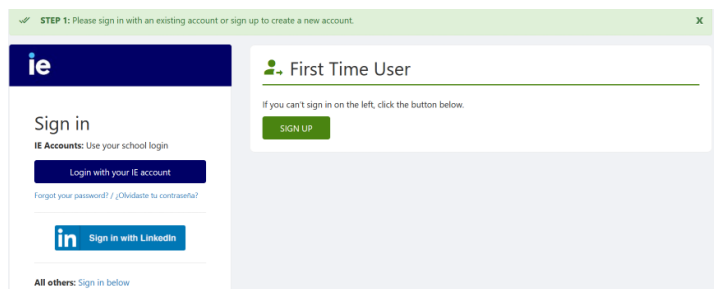
Automatically redirect to this page when clicking on this event in the calendar

NON IE MEMBERS – REGISTRATION FOR AN IE ALUMNI EVENT

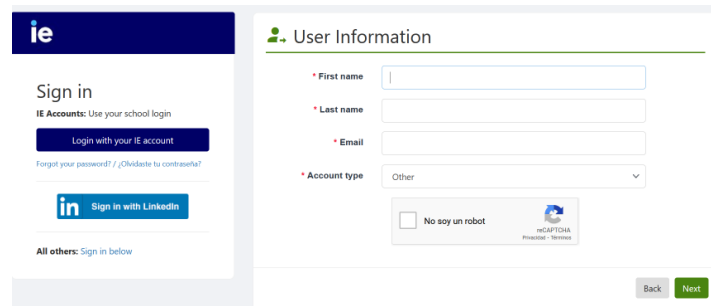
1. Click on the button “Register”



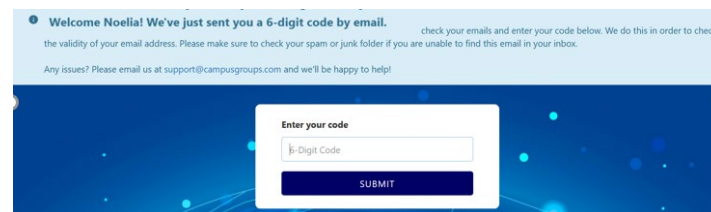
2. Click on the button “Sign up”



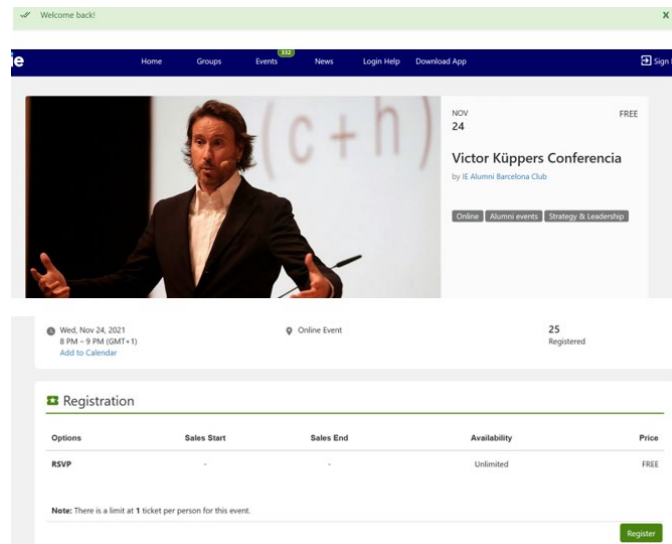
3. Please, fill in the following information (first name, last name and email).



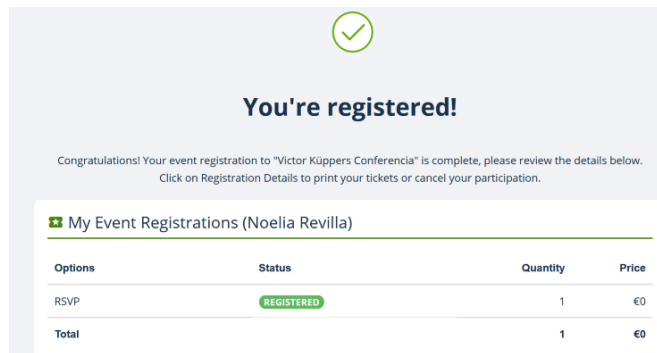
4. You will receive a 6 digit code by email. The subject of the email is “Sign In Code”. Please check your Spam folder.



- You will be automatically redirected back at the 'Event' page. To finish your registration please click on the “Register” button again.



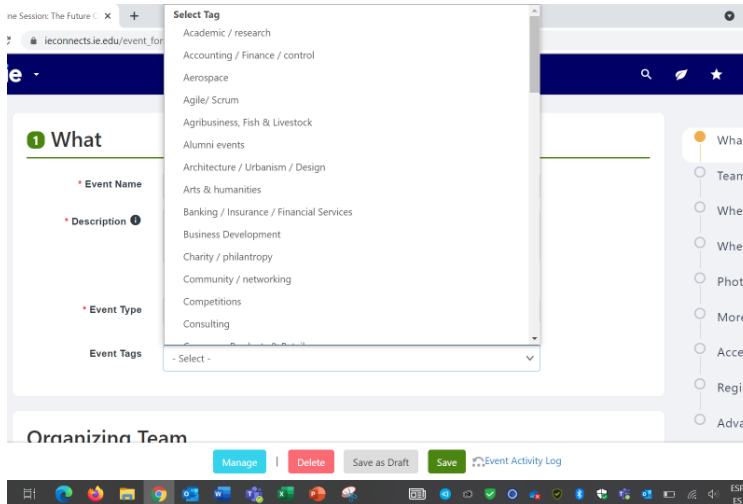
- Your event registration is complete, and you will receive a confirmation email.



6.2. BEST PRACTICES FOR HOSTING EVENTS ON IE CONNECTS

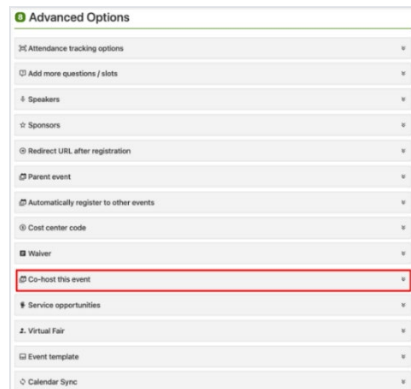
A. EVENT TAGS

Choose the appropriate tags to highlight and add exposure to your event. Make sure that you always select **“alumni events”** and **“community/networking tags”**. Other areas of interest: Business, Management, Finance, Social...



B. CO-HOST EVENTS

To increase visibility, you can also co-host events with other clubs under step 8 “Advanced Options”. Select the club you want to **co-host** your event with. The alumni club leaders will be informed of your new event and will have the ability to invite their members. They will appear on your event page as **co-hosts**.



- Select the group(s) with whom you want to Co-Host this event
- If desired, leave a message to the alumni club leaders in the bottom textbox
Note: You can see the list of alumni club leaders by selecting the X officers link next to the Group's name.
- Click Save

C. ADD SPEAKERS TO YOUR EVENT

Insert the speaker’s information of the event (photo and bio). This is very useful for the attendees.

8 Advanced Options

🔍 Attendance tracking options

🔍 Add more questions / slots

🔍 Speakers

➕ Add Speaker

🎤 Create/Edit a Speaker

* First name

* Last name

Role
The role of this person in the pane (Panelist, Speaker, Moderator, Staff ...)

Picture

Company

Title

Email

Phone
Speaker's email and phone won't be displayed on the event registration page.

D. AUTOMATIC REMINDER

Please select the option “send a reminder”. The attendees will receive a message a few days or few hours before the event. Besides, the attendees will have the option to cancel the registration. We will have an idea already of the number of attendees.

👤 Attendance limit

👤 RSVP Not Attending

🕒 **Reminder**

Send a reminder to guest before the event.

Customize your reminder:



Hi Noelia,

This is a reminder for the following event.

Not sure you'll attend?

If you wish to cancel your participation, please [click here](#) and cancel. Thank you!

[INVERSIÓN HOTELERA: El giro definitivo hacia la sofisticación](#)

Wednesday, June 21

9:00am - 11:00am (GMT+2)

MARIA DE MOLINA, 11, Aula Magna, IE Business School, Calle de María de Molina, 11, 28006 Madrid, Spain

E. ADD A WAITING LIST TO YOUR EVENT

Officers can add a waiting list to their events. Under the section 7 – Registration, the waiting list will be automatically activated when the event capacity is reached.

Registration Option

Donation Yes No
Will allow users to specify their own amount. Do not set a price while using this option.

Quantity available
Numbers only, no decimals
IMPORTANT: if you leave this field empty, your event will have unlimited capacity.

Waiting list:

Allow waiting list Yes No

Waiting list promotion timeout
Numbers only, no decimals
Enter a number of hours (24 hours by default).

F. REQUEST FEEDBACK FOR YOUR EVENT

Select “feedback request under registration options”

7 Registration Options

Do you want to let people register to this event?
 Yes No (Option to enter an external event registration Website URL)

Option	Price	Registrations Starts	Registrations Ends	Total # of Items for Sale	Waiting List Activation	Items Sold	Waiting List	Manage
RSVP	\$0	-	-	No Limit		0	-	Edit Delete Access Duplicate
Total						0		

Close Event Registration (when you don't want people to register anymore)

Registration will be open from/to ▼

Attendance limit ▼

RSVP Not Attending ▼

Reminder ▼

RSVP personalized email confirmation ▼

Feedback request ▼

Check the Send a feedback request one day after the event option

Feedback request

Send a feedback request 1 day after the event
Tip: once the event has taken place, if you do not feel like sending your feedback request anymore, you have 24 hours to go back to this page and uncheck this box.

To all the people who registered to the event
 Only to the people who checked-in at the event

Form/survey ▼
Add a form/survey to your feedback request.

Custom content
Customize the content of your feedback request email.

Choose to whom the feedback request will be sent (every registered attendee or only attendees that have checked in).

It is also possible to attach a form to the request.

- Select the Form/survey from the dropdown
- Customize the feedback request email with the Custom content textbox
- Click Save

View the results of the Event Feedback and Ratings:

- You should be able to access the Feedback when managing your event, under the list of attendees. Under each attendee's picture, you should see a Rating & Feedback section for the person who submitted feedback.
- Alternatively, you can generate a report on the attendees' list to download them.
 - a. Manage the event
 - b. Click the Download Attendees List button
 - c. Click the Show all fields link
 - d. Check the Attendee's Rating and Attendee's Feedback checkboxes
 - e. Click Download

Attendance Tracking Webinar CO-203120 Copy Link Edit Preview Track Attendance

📍 Fri, 26 Oct 2018 7:00 PM - 8:00 PM
📍 CampusGroups Office
33 Registered
\$0.00 Sales
8 Checked In
1 Checked Out
2 No Show

Registration Options

Option	Price	Registrations Starts	Registrations Ends	Total # of Items for Sale	Waiting List Activation	Items Sold	Waiting List	Manage
RSVP	\$0	-	-	No Limit	On	33	-	Edit Delete Access Duplicate
Add New Option						Total	33	

Attendees (26) Dashboard Add or Invite Attendees

RSVP YES
Status
Checkin Status
Reg. Option
Last Registered
46

Send Mobile Notification
 Email Attendees
 Download Attendees List

3. ATTENDANCE

Checked-In Date
 Checked-Out Date
 No Show Date
 RSVP'ed at the door
 Attendee's Rating

Attendee's Feedback

YOU CAN CREATE A PAID EVENT

Under the section 7 – Registration, edit the RSVP option. Add a price (only in euros) and save. By default, all tickets are free. You can create as many tickets as you wish by using the "Add New Option" button.

7 Registration options

Do you want to let people register to this event?
 Yes No (Option to enter an external event registration Website URL)

Option	Price	Registrations Ends	Total # of Items for Sale	Waiting List Activation	Items Sold	Waiting List	Manage
RSVP	\$0	Fri, Jun 13	No limit	off	0	-	Edit Delete Access
Add New Option					Total:	0	

When RSVP'ing, the participants will be automatically prompted to PayPal. You can monitor who registered, how many tickets they bought and how much they paid under the list of attendees when managing your event

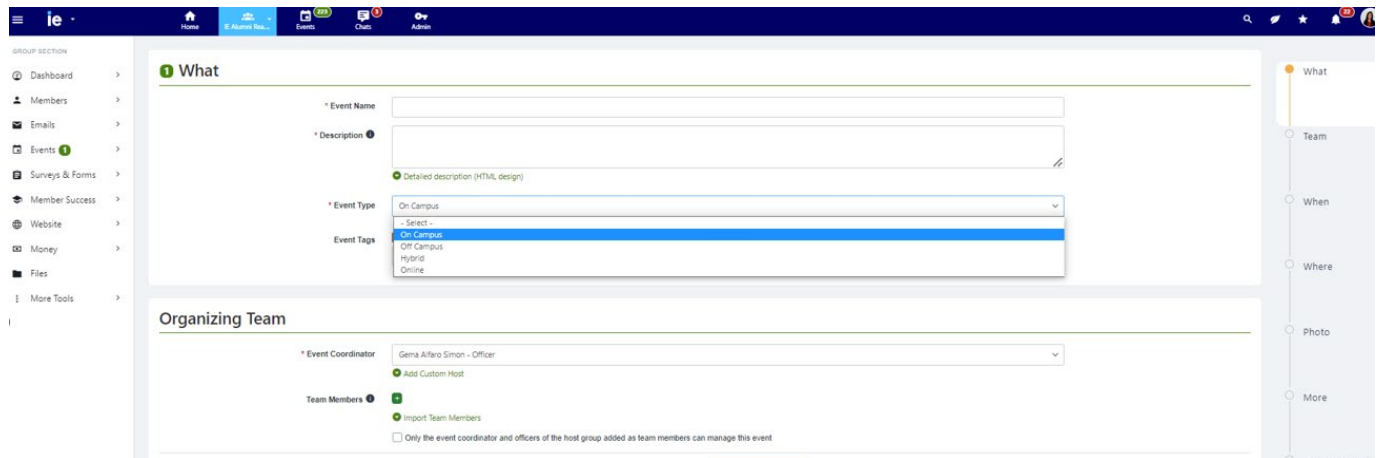
Useful links for event creation:

- Create [Event templates](#) for campus-wide use or exclusively for your group
- [Update event as an Officer](#)
- [Duplicate an Event](#)
- [Move people on the waiting list](#) for an event to the event list
- [Add attendees](#) to an event
- How to invite people to [an invite-only event](#)
- Download [event attendance report](#)

07.Track event attendance

7.1. EVENTS FACE TO FACE

When creating a new event in IE connects, you can choose between four event types. You need to select On-Campus and type in a location name. Add an optional address so that the map on the events page will lead attendees to the correct place.



The screenshot shows the 'What' section of an event creation form in IE Connects. The form includes the following fields and options:

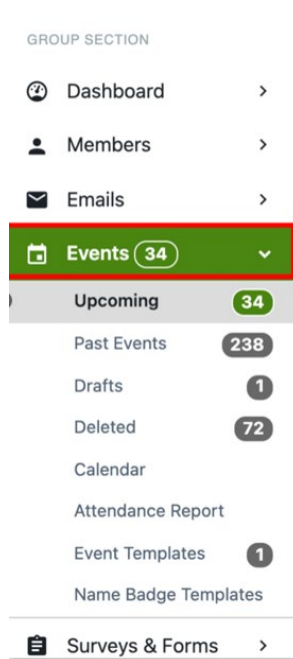
- Event Name:** A text input field.
- Description:** A text area with a 'Detailed description (HTML, design)' icon.
- Event Type:** A dropdown menu with 'On Campus' selected.
- Event Tags:** A list of tags: 'On Campus', 'Off Campus', 'Hybrid', and 'Online'. 'On Campus' is highlighted.
- Organizing Team:**
 - Event Coordinator:** A dropdown menu with 'Gema Alfaro Simon - Officer' selected.
 - Team Members:** A section with an 'Add Custom Host' button and an 'Import Team Members' button.
 - A checkbox: 'Only the event coordinator and officers of the host group added as team members can manage this event'.

You can track attendance in two different ways: manual tracking with a laptop/app and self check-in with a QR Code.

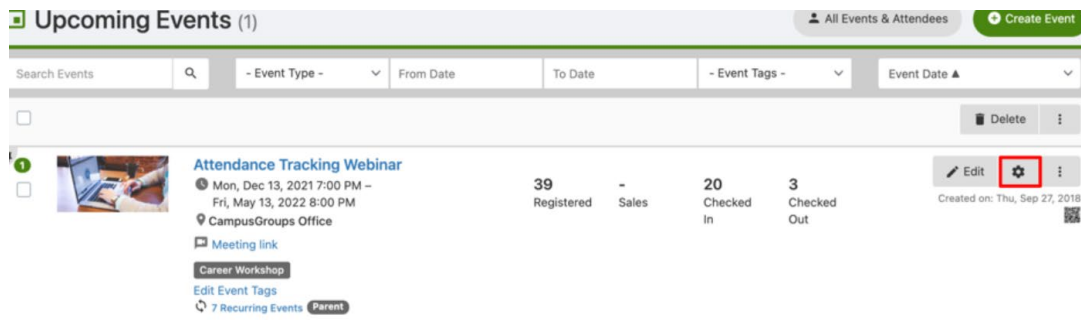
1.MANUAL TRACKING

✓ Manual tracking with a laptop

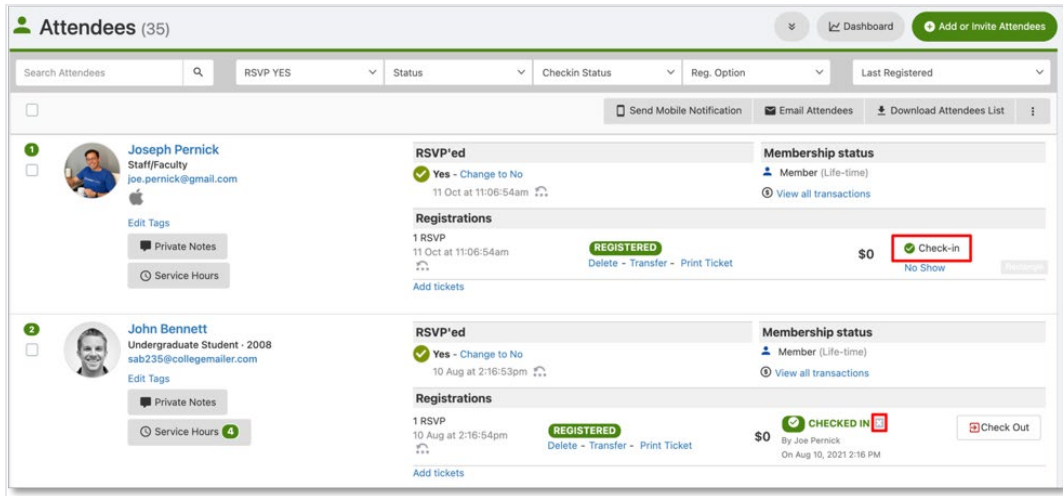
- Log in
- Manage your group
- Click on Events



- Click the Manage button on the appropriate event

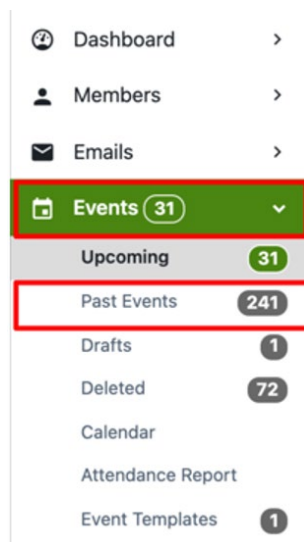


- The Manage Event page allows you to directly check in attendees.
 - ✓ To check in people manually, you can scroll through the list of attendees, or search people by typing their names
 - ✓ Click on Check-In
 - Note: You can also cancel the Check-In from this view by clicking on the X icon



***Note: Check in a user for a past event**

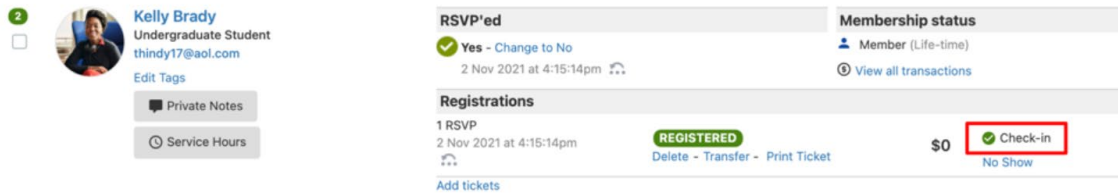
Even if an event has already taken place, you can check in a user for an event in the past



- Manage your Group
- Click on Events the Past Events
- Manage the event by clicking on its name



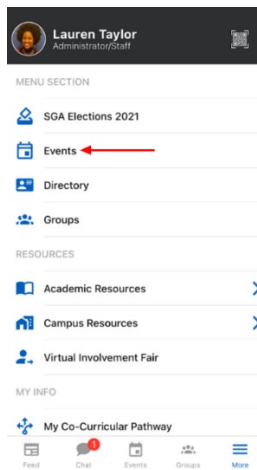
- Under attendees, click the Check-In button for anyone who registered



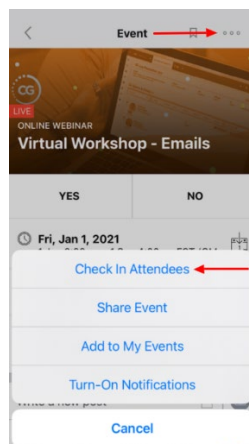
✓ **Manual Check-In with the app**

How to check-in people during an event:

- Download the IE Connects app.
- Log on to the IE Connects mobile app.
- Click on *Events* within the main menu.

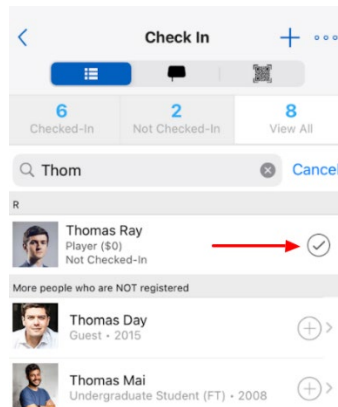


- You can select your event in the events list, or you can search for the name of the group to access the event.
- Click on the top right menu and then on *Check in Attendees*.



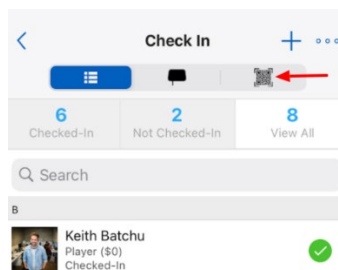
- You can check in attendees in 2 different ways:
 - a) **To check in people manually**

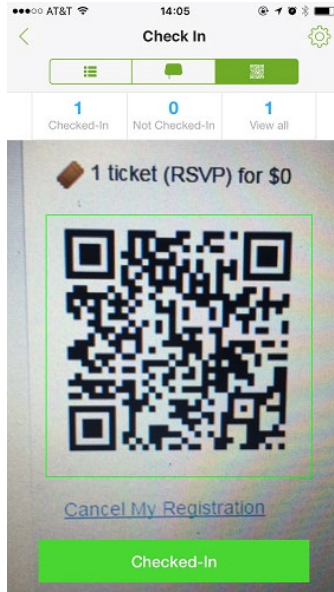
You can scroll through the list of attendees, or search people by typing their names and clicking on the *Check-In* icon. The check mark next to the name of the attendee will turn green indicating that they've been successfully checked in.



b) Scan QR codes on attendee tickets or email confirmations

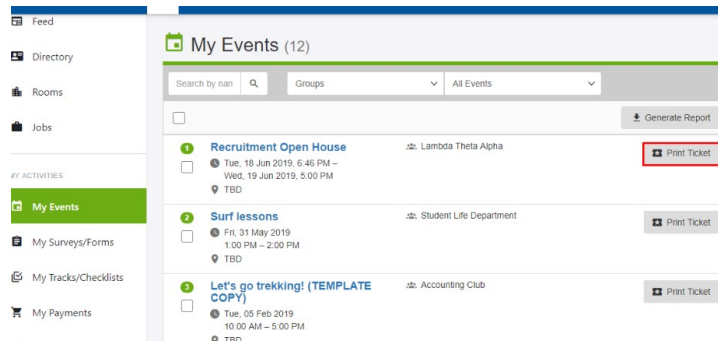
To use the QR Code scanner, click the QR code icon and use the camera on your device to scan QR codes on attendee tickets or email confirmations (someone from the event scan's the person's QR that they received from their email. The green *Checked-In* message will appear when the attendee is successfully checked in.





*** How to download an event ticket**

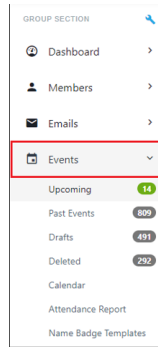
- Log in IE Connects
- Go to your home page and click on My Events
- You will then access a listing of all your event tickets
- Click on Print Ticket to download a PDF version of your ticket



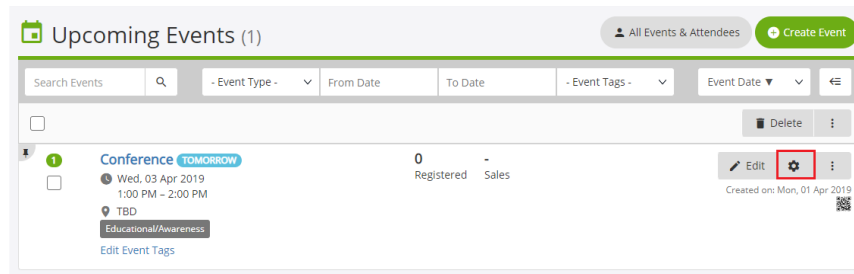
II. SELF CHECK-IN WITH A QR CODE

How to get the QR code flyer of the event. Display the QR code flyer at the entrance of the event for attendees to scan:

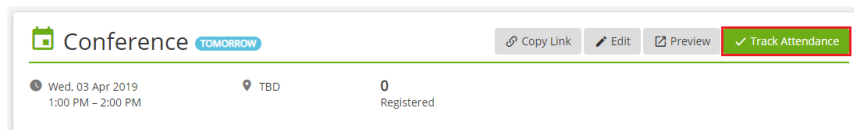
- Log in
- Manage your Group
- Click on events



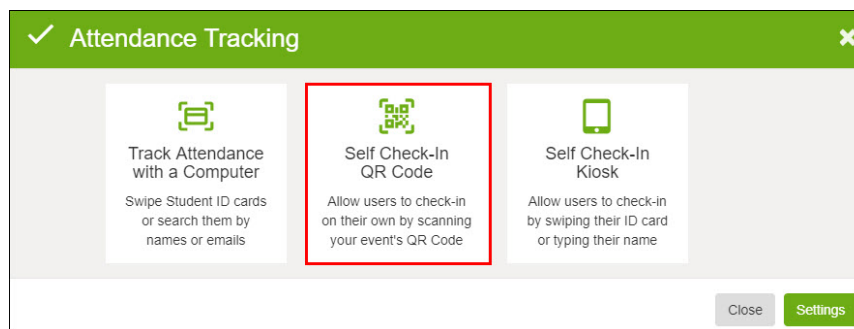
- Manage your event by clicking on the *Gear* icon



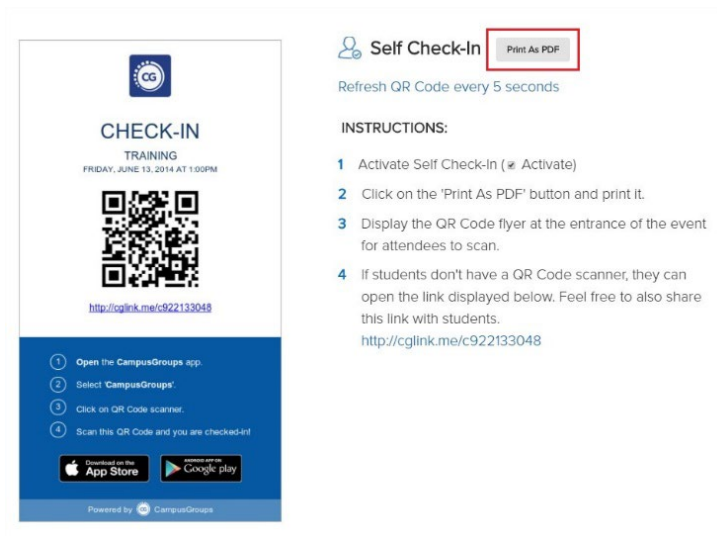
- Click on the *Track Attendance* button



- Click on *Self Check-in QR Code* to access the Self Check-in

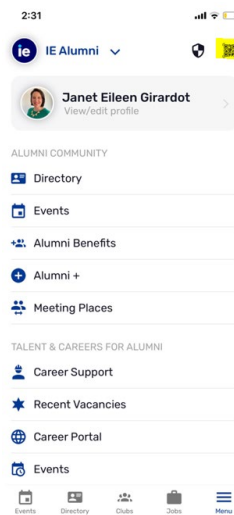


- Click on the 'Print As PDF' button to download and print the flyer
 If attendees don't have a QR Code scanner, they can open the link displayed below the QR Code (e.g., <http://cglink.me/c922133048>)



✓ **How to self check-in with the event QR Code on the app**

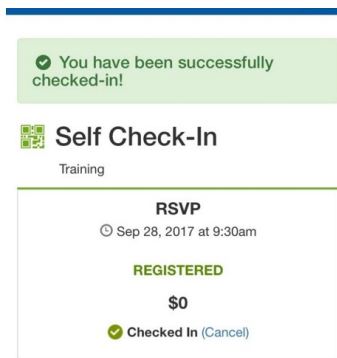
- ✚ Download the IE Connects app
- ✚ Log on to the IE Connects mobile app.
- ✚ Click on the 'QR Code' scanner on the top right menu.



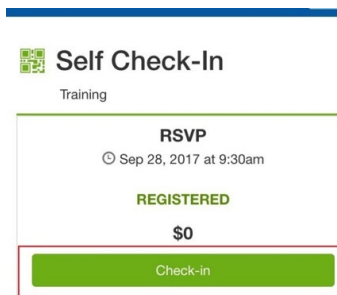
- ✚ Click on 'Scan QR Code' and scan the event QR code.



- ✚ If the event has only one type of ticket and you already registered, you will be automatically checked-in.



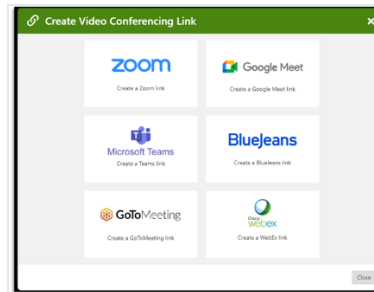
- ✚ Otherwise, you will need to click on the 'Check-in' button.



7.2. ONLINE EVENTS

When you create an online event, add a link for virtual attendees

In the meeting section of the event form, you can now click create video conferencing link and select your preferred app and generate a meeting link



- Paste your link in the Meeting Link section
- Select which meeting app you are using in the drop down menu
- Filter who can see your link to manage your Event's privacy

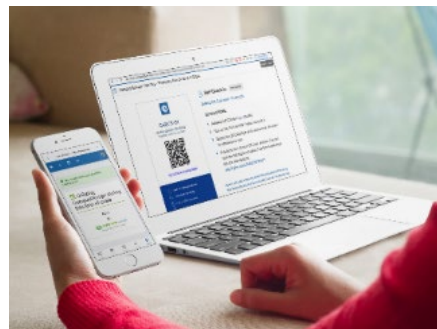
VIRTUAL ATTENDANCE TRACKING

If you are holding an online class, event, or webinar (with Zoom, Webex, GoToMeeting, Blue Jeans, etc.) and would like to track attendance:

Use a dynamic QR code for self check-in

Display the self check-in QR code on your event presentation or in the chat of the virtual meeting

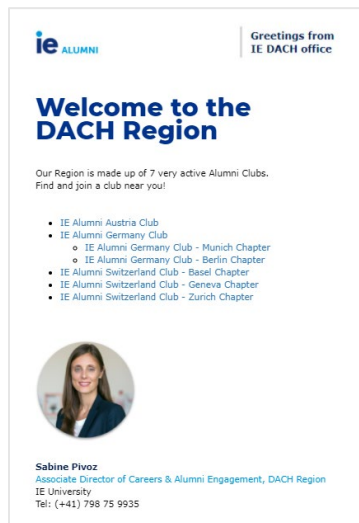
- First, attendees need to download the mobile app prior to your event
- Go to your *Upcoming Events* listing
- Select the event
- Go to *Track Attendance*
- Select *Self Check-In QR code*
- Save it and paste it on the first slide of your presentation to allow attendees to scan it at the beginning of your virtual event or you can include it in the chat of the virtual meeting
- Attendees can then scan the QR code with their phones using the mobile app and just like that, they are checked in



08.Regional pages

Having a regional page allows Alumni & Career Team and Global Markets host an event from this page and co-host with the alumni clubs:

- IE Alumni DACH Region
- IE Alumni Benelux Region
- IE Alumni Europe Region
- IE Alumni LATAM Region
- IE Alumni Spain Region
- IE Alumni North America Region
- IE Alumni Middle East and Africa Region
- IE Alumni APAC Region



Global Markets: Hosting Events on IE Connects.

Why it is good to host events in IE Connects for IE alumni and how it helps you:

- Visibility
- Tracking
- Co-hosting with other clubs/Pages/departments etc.
- Awareness
- How many events alumni have attended
- Who's attending the events
- "Easier" to register to events

LOCAL OFFICE EVENT OPEN TO ALUMNI

We have two options:

1. Search the group tab for your regional page of choice. To limit event registration to IE students and IE alumni, select access for "IE CampusGroups only"

6 Access & Display Options

Who is allowed to register?

- Everyone
- IE CampusGroups users only

2. You select “everyone”. In the tab “registrations options “ you select “no” and people will sign up in another platform (for example, eventbrite) or they can register via email.

6 Access & Display Options

Who is allowed to register?

- Everyone
 - IE University IEConnects users only
 - Some IE University users only (click to select users)
 - Some IE University tagged users only (click to select users)
 - Group members only
 - Some group members only (click to select groups)
 - Tagged members only (select one or several Members tags)
 - Sub-Groups members only (select one or several Sub-Groups tags)
 - Invited people only (invited by email from IEConnects with the event clickbox)
 - Officers only
 - Members with Badges only (select one or several badges)
- Prevent users who are already registered to another event at the same time from registering to this event

7 Registration Options

Do you want to let people register to this event?

- Yes
- No (Option to enter an external event registration Website URL)

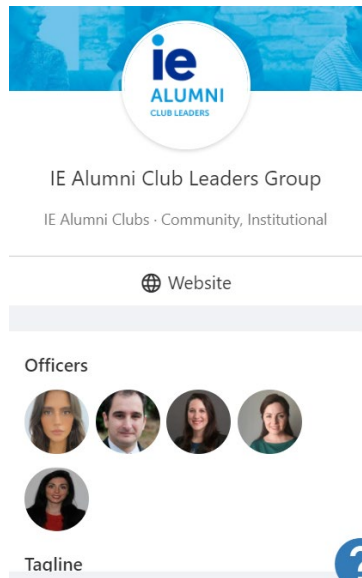
(Example: <http://www.rsvpsite.com>)

- Automatically redirect to this page when clicking on this event in the calendar

09. Alumni Club Leaders Group

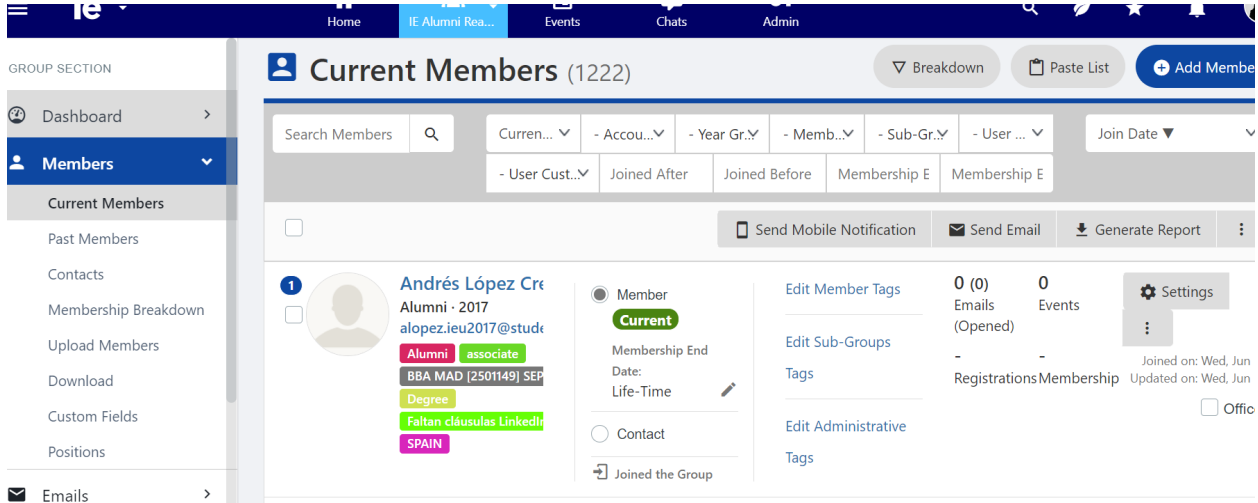
A private space created for Alumni Club Leaders to communicate, find synergies, share best practices, network and support one another. Don't miss the opportunity to share news and events on the feed of this group:

- Post and find helpful resources for managing your club
- Introduce yourself via the General Channel Feed



10. Communicate with your members

See all your members within the *Members* menu. Feel free to use our search and filter features to quickly find a particular member. For example, by year of graduation.



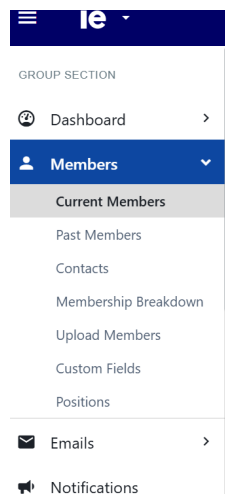
Club's communication and promotion

Communicate easily with your members by Selecting the **Emails** option. You can compose new emails using mailing lists or email templates and check delivery status.

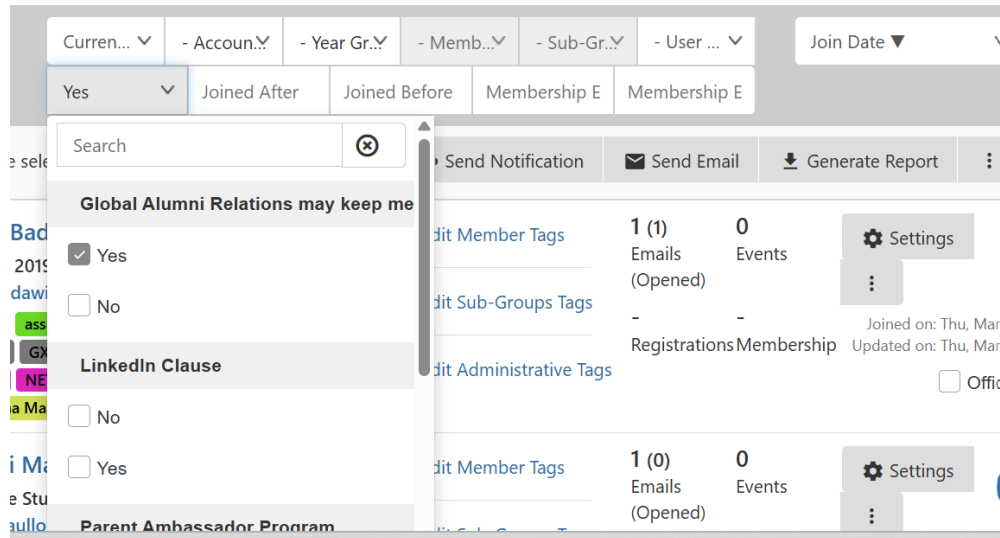
10.1.HOW TO SEND AN EMAIL TO THE MEMBERS OF THE CLUB

It allows you to easily make highly customized emails:

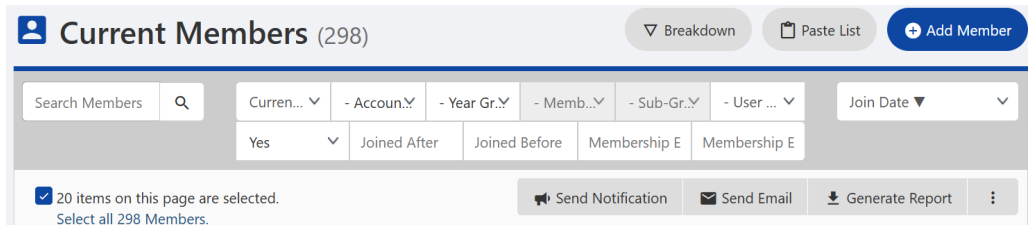
1. Log in
2. Manage your group
3. Click on *Members* in the left menu



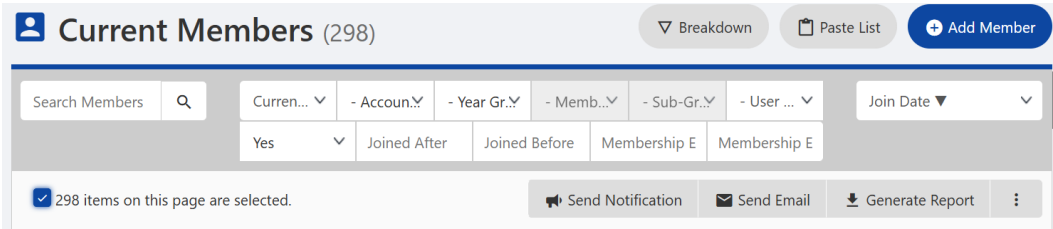
- To filter members who want to receive information about the club, select 'Yes' beside 'Global Alumni Relations may keep me...'



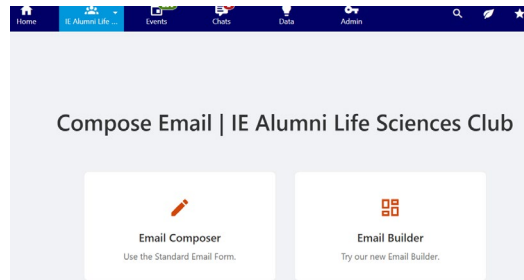
- Select all members who wish to receive information by ticking the box on the left



- Click the 'Send Email' button

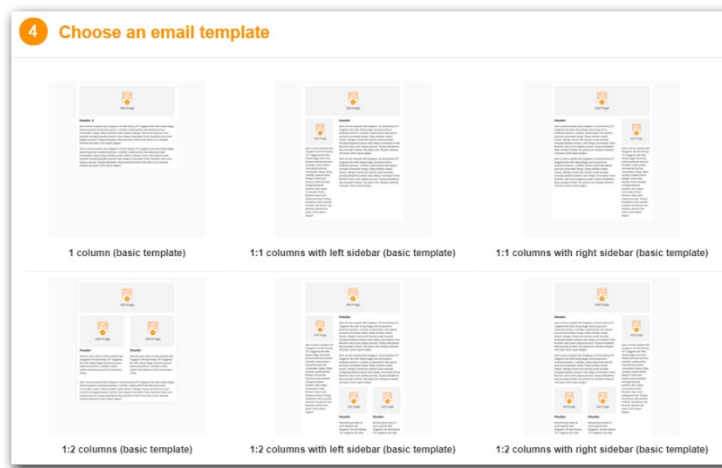


7. Click on *email composer*

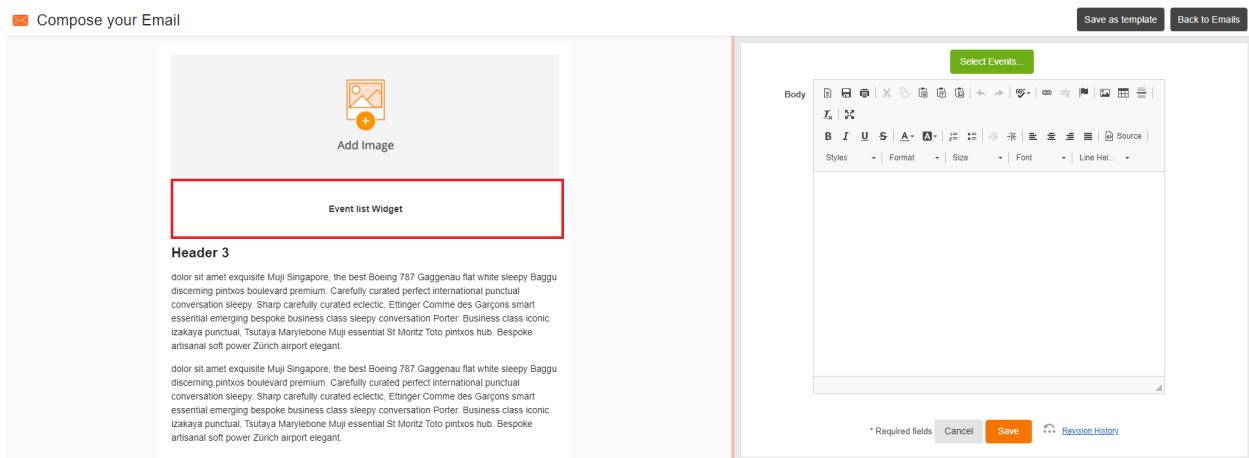


8. The next step lets you add a subject, choose the address from which you will be sending the email, and add an introduction to your email.

9. You will be able to choose an email template. Clicking on a template will automatically send you to the next step.

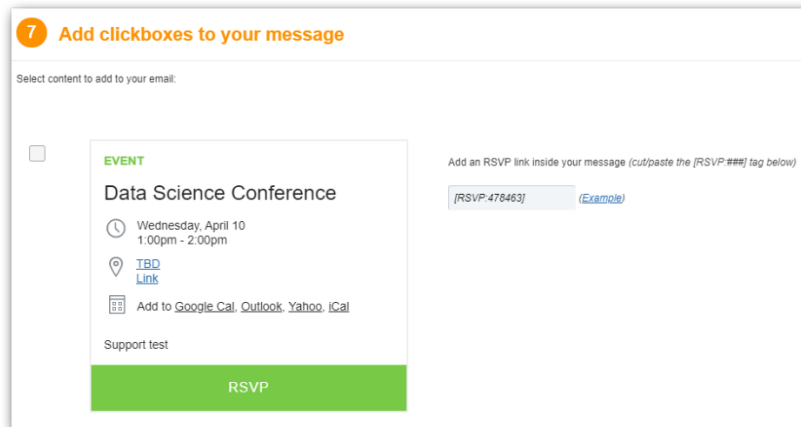


10. You will be able to customize your email.

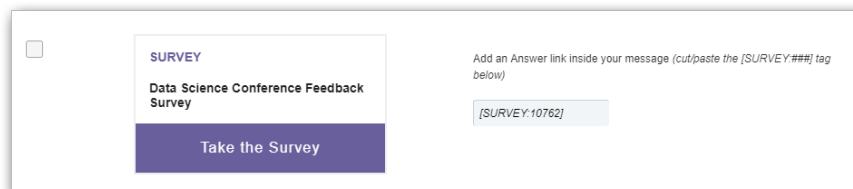


11. The clickboxes step allows you to add different types of Clickboxes to your email:

- Event Registration

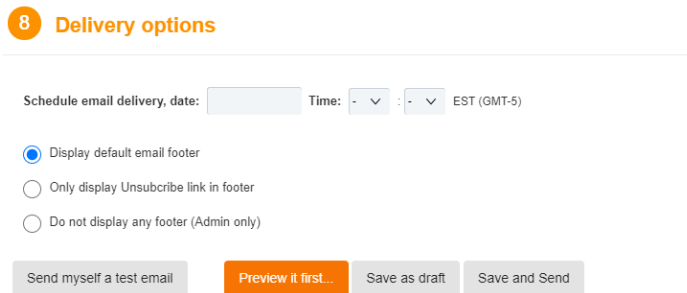


- Surveys



- Links to edit the recipient's profile or send a thank you

The last step is used for delivery options, such as email delivery date, sending yourself a test email or email previewing.



10.2. THE GROUP FEED

You can also interact and share with all your members **by posting on the group feed** and adding photos, documents, links, and polls to your posts.

ie Home Events Chats Admin

GROUP SECTION

Dashboard

Activity

- Settings
- Officers 7
- Group Page
- Reports

Members

- Emails
- Events
- Surveys & Forms
- Member Success
- Website
- Money
- Files

IE Alumni Real Estate Club

Join Link & QR Code Join Flyer

Recently

Events
All your events, registrations, sales and attendance.
54 Past Events

Members
List of members, membership status, stats and settings.
1,224 Current

Website
Create and maintain a Website with dynamic data.
10 Pages

Emails
Send emails, open/click rates and templates.
67 Sent

Officers
List of officers, positions, roles and permissions.
7 Active

Surveys & Forms
Collect any data and survey users.
4 Created

Recent Feed Posts View All

Keep your members updated! **Post now!**

Activity

TODAY

- Member profile updates: Miguel Diaz
- Officer login: Noelia Revilla (1), Ana Gil (2)

YESTERDAY

- New group members: Gustavo Cuervo
- Member profile updates: Matthew Alec Davis, Dorian Ranger, Maria And Urosa, Mariana Molineras Calero
- Officer login: Javier Alvarez (3), Ana Gil (4)

Community Feed 33

General Channel Feed

MOST RECENT

IE Alumni Real Estate Club - IE Alumni Clubs

Home

General Channel

- IE Alumni Norway Club - IE Alumni Clubs
- IE Alumni Club Leaders Group - IE Alumni Clubs

MY GROUPS

- IE Alumni Madrid Club - IE Alumni Clubs
- IE Alumni Europe Region - IE Alumni Clubs
- Arts & Humanities Division Institutional
- IE Alumni Benelux Region - IE Alumni Clubs

Start a new conversation in IE Alumni Real Estate Club...

Lupo Fabiani Colonna Di Cesaro Feb 22, 2023 2:29 PM

Hi all,
at YELDO we specialize in mezzanine/senior financing of real estate projects. As of today, we have financed projects worth EUR 300m+ in EU and Switzerland with a co-investment ticket of up to EUR 25m. As of today we have generated an average IRR of 14.7% for our investors without ever having an operation in default.
We are now working on a senior debt financing opportunity in Spain and we would like to get in touch with EU Real Estate credit funds for possible co-investments. Any connection would be appreciated.
Tap on this link to access our platform and gather some more info: <https://www.yeldo.com/>
Please contact me on lupo.fabiani@yeldo.com if you want more information.
Thank you

Javier Alvarez Jul 28, 2021 11:03 AM

SAVE THE DATE: VIII FORO INMOBILIARIO

Acelerando la transformación del sector inmobiliario: Nuevas oportunidades de inversión en un entorno smart, sostenible y digital.

¿POR QUÉ ESTE FORO?

Porque los profesionales de RE necesitan un lugar de encuentro del máximo nivel en el que debatir sobre los grandes retos a los que se enfrenta la industria inmobiliaria en el paradigma actual, analizar las tendencias y... [Read More](#)

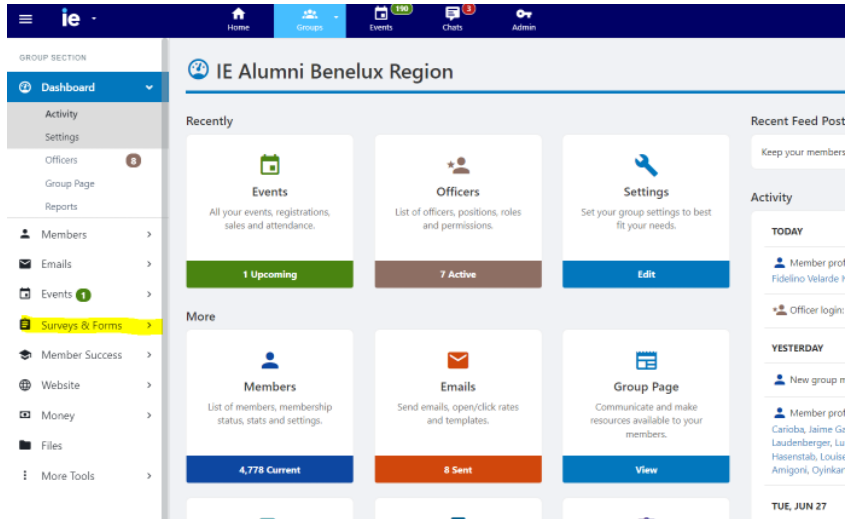
Foro inmobiliario OP Save the date.pdf

11. Create a form or a survey

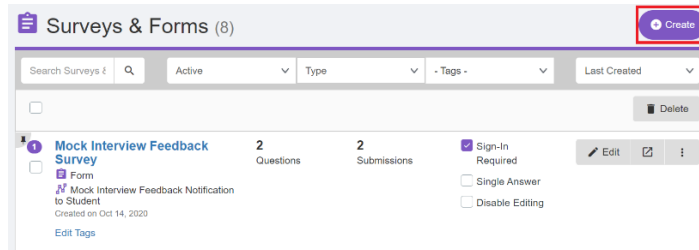
Create and send surveys to your club members and event attendees within the *Surveys & Forms* tab. Identify differences between [surveys and forms](#) and learn how to create each of them.

Tip: Receive an email notification when a user has sent their submission using the Notifications feature within the settings of the form

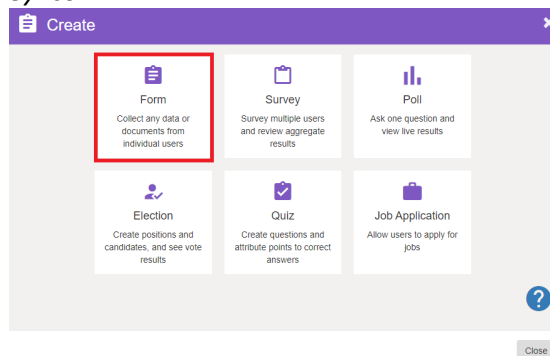
1. Click on *Surveys & Forms*



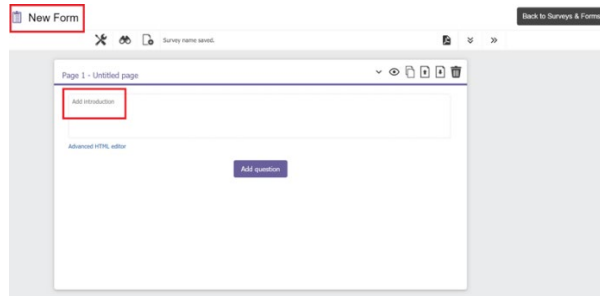
2. Click on *Create*



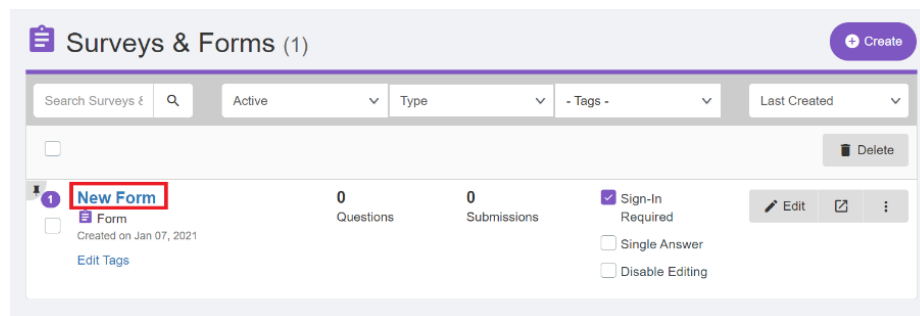
3. Click on the *Form* or *Survey* icon



4. Personalize your form/survey to include a title and an introduction.



5. Add your questions
6. Determine the *Settings* for your survey
7. Click *Save*
8. To see the results of your form/survey click on the title



9. Click on *Stats* to access statistics, answers ratios, and date/time of answers

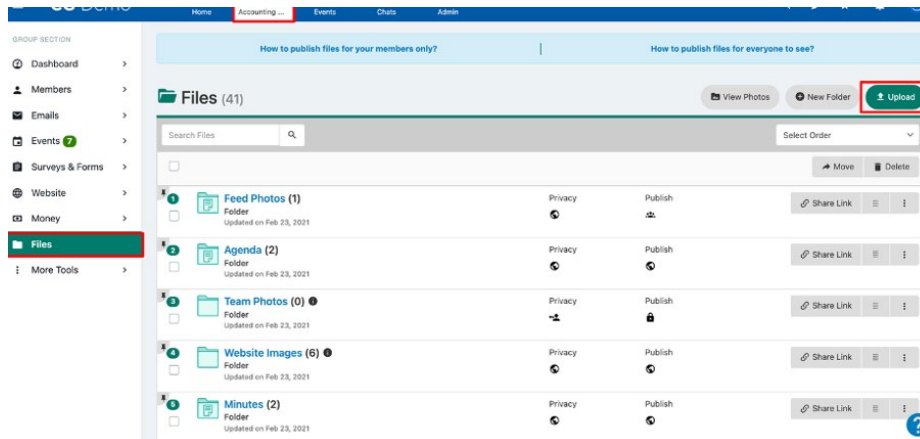
12. Manage your media

Store and share documents and photos under the *Media* menu.

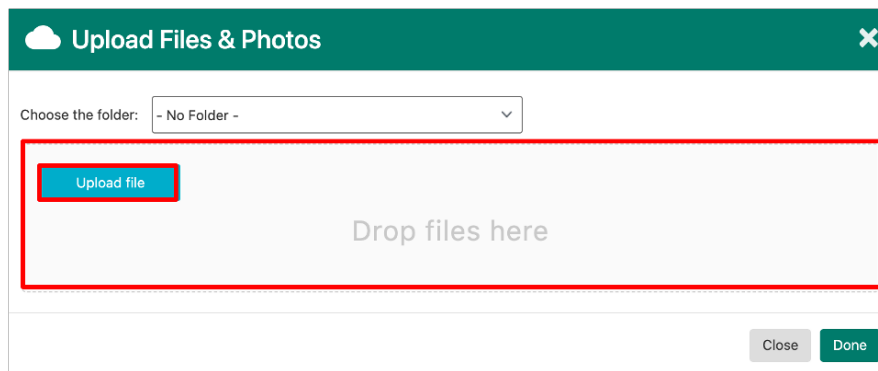
How you can upload and share a document as a user within a Group

IE Connects allows you to upload documents and share them with your group. To do so, follow these steps:

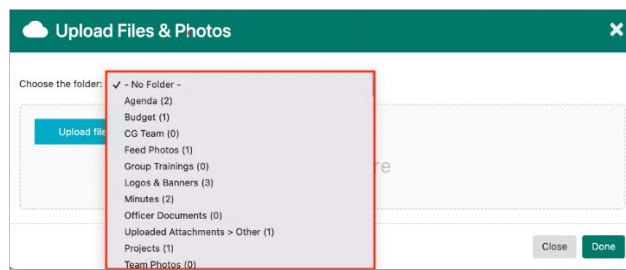
- Manage your group
- Select **Files** then **Upload**



- Select a file, click on **Upload files** and/or you can drag and drop file(s) into the box

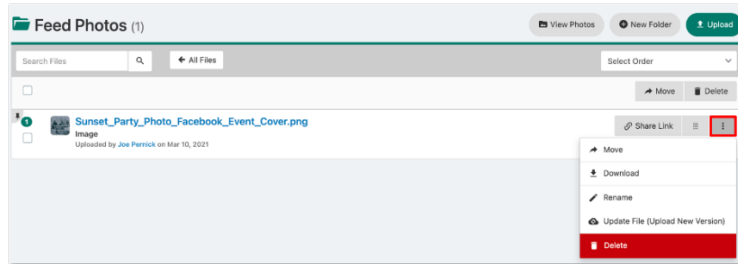


- To upload directly into a folder select the appropriate folder from the dropdown



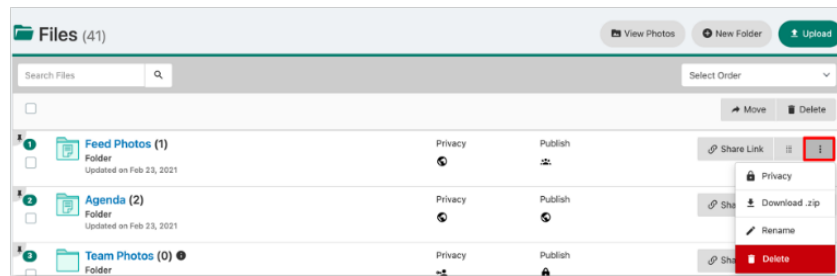
Once a document has been uploaded, select the **More** icon and select the action:

- Move a file to a folder
- Download the file
- Rename the file
- Delete the file



From the **Files** page click the **Menu** icon on a folder to:

- Change the privacy settings of the folder (This can be used to share the files that are within the folder)
- Download the folder as a .zip
- Rename the folder
- Delete the folder



13. Manage your website

Administer, edit, and customize the club website under the *Website* menu. Getting started with the [new website builder](#)



About us

The **IE Sailing Club** brings together sea lovers and sailing enthusiasts, newbie "pirates" and experienced sailors. We organize **social sailing** events open to everyone that would like to live this wonderful experience. We also participate in **competitive regattas** for those with more experience. If you have never been on a yacht, we will gladly take you along, make you part of our family, show you how to trim the sail... you will understand why we always say that **life is better on a boat!** Come on in... and let the sea set you free!



IE Sailing Club Leadership Team

WE ARE ALWAYS LOOKING FOR MORE IE BRAVE SOULS TO HELP US MAKE OUR CLUB EVEN MORE LEGENDARY - JOIN US!



Tabea Herbst



Ana Margarida
Constantino Ferreira Da
Silva



Piotr Kisielewski



Paula Outon Marini