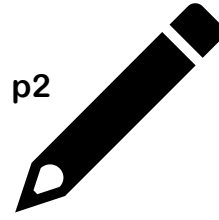


Editing your profile p2

Editing a vacancy p3

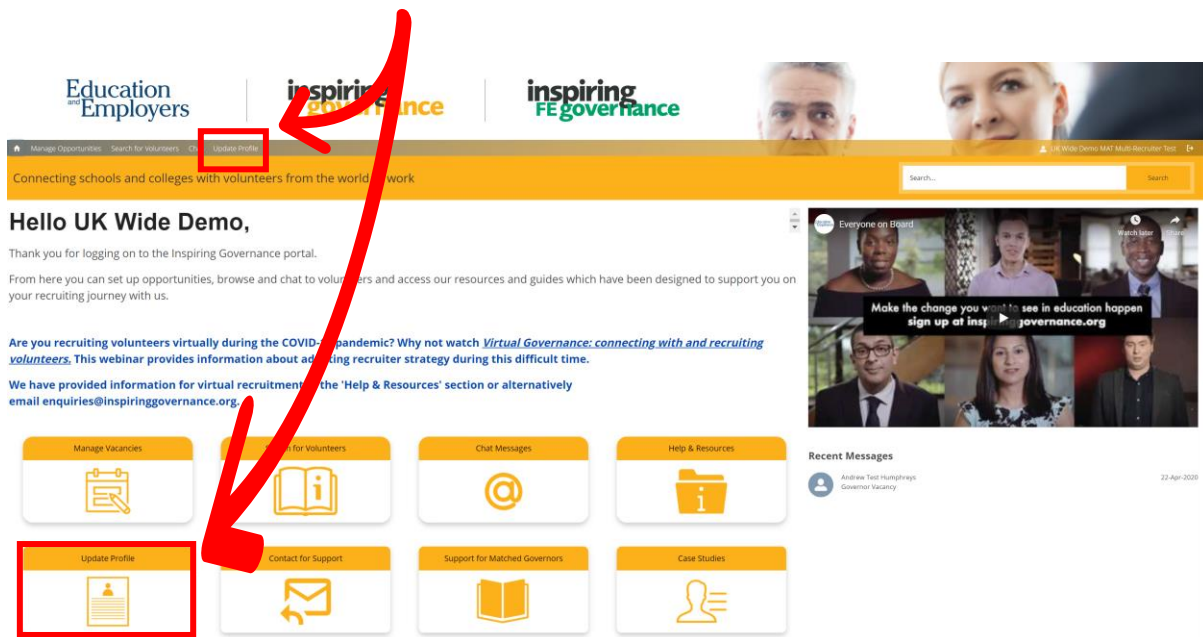


inspiring
governance

The school governance
recruitment and support service

To edit your profile

1. Start by going to either of the 'Update Profile' options



2. Here you can update your personal and contact details, add memberships or update your password.

About you Your Governor Vacancies

Title
Mrs.

* First Name
Claire

* Last Name
Wedderman

* Email
enquiries@inspiringgovernance.org

Alternative Email Help

* Business Phone
123456

Mobile Phone
123456

* Job Title
School business manager

Name of organisation Help
TEST DO NOT USE - UK Wide Demo Iv

* How did you hear about us?
Education and Employers Website

My memberships of Professional Associations / Trade Unions / Universities and other Networks. Help

Please add your membership of any of these groups here. You can remove just added (unsaved) relationships. Saved relationships can be de-activated if you are no longer a member of the network by unticking the 'Active?' box, but not removed.

NAME OF ORGANISATION	RELATIONSHIP	ACTIVE?	OPT IN?
Search...		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

We send regular newsletters and information about Education and Employers and our programs. Please tick this box if you do not wish to receive this.

Change Password is down here.

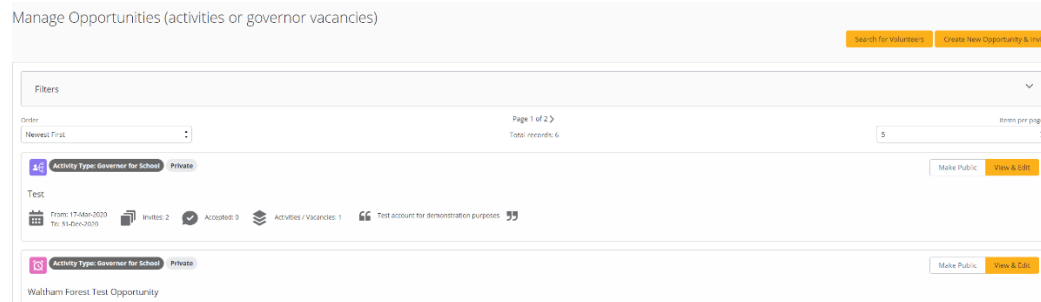


When you're done, click 'Save Changes'.

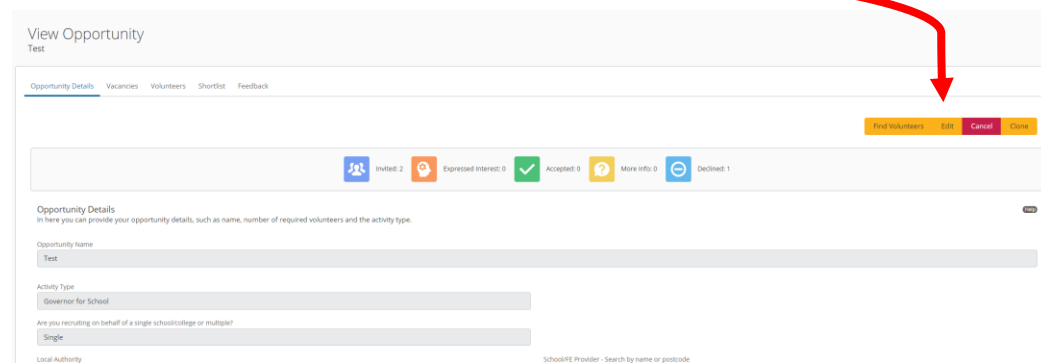


To edit a vacancy.

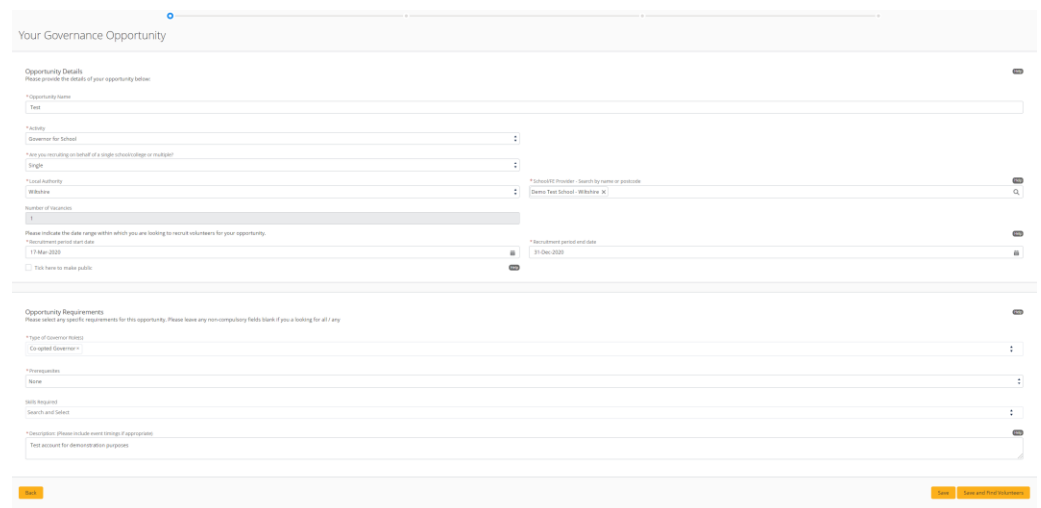
1. Go to the 'Manage Opportunities' tab, top left.
2. Click 'View and Edit' next to the vacancy you want to work on.



3. Click the 'Edit' button



4. Make changes to your opportunity details and requirements.



- You can change the type of vacancy, type of schools, date range, skills required etc.
- You can also make your vacancy public/private.
- You can alter the vacancy description.

i Remember you can always contact us for help:
enquiries@inspiringgovernance.org
0207 566 4880

When you're done, click 'Save' or, if you want to continue to find volunteers for your vacancy, select 'Save and Find Volunteers'.

