

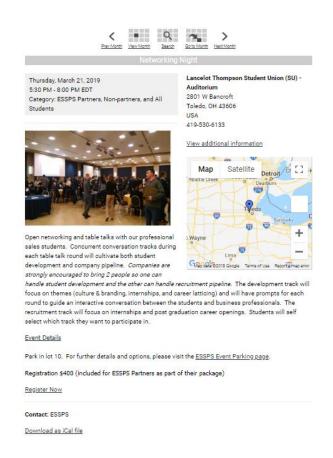
**Memberclicks Guide** 

for Companies

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



# **Register for ESSPS events/interactions**



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



# **Search for ESSPS students**

Contact Name	
	/YYYTT, Enter year and term without spaces. Terms are 10 for spring, 30 for sumr
201910	
Major	
✓ PSLS	
■ MKTG	
□ PPSL	
☐ ACCT	
□ AOT	

# **Engagement Advantages**



Advantages	ESSPS Partners + UTISC Sponsors	Fall Fete and Networking Night Companies	Others
See a comprehensive calendar of important	Yes	Yes	Yes
dates and details for the university, college, and			
ESSPS			
Register for ESSPS events/interactions, get	Yes, access based	Yes, yellow (ie: partner	Yes, yellow (ie:
instant confirmations, download calendar	on having an ESSPS	and non-partner)	partner and non-
invites, review your event submissions, and	partnership and/or	events only	partner) events only
appear in the Event Attendees	UTISC sponsorship		
Receive event invitations & program updates	Yes	Yes	Yes
Gain insights from research-active faculty in	Yes	Yes	Yes
Research Corner, alumni in Alumni Wisdom, and			
customers in Spotlight (Blogs)			
Share your organization's story in your	Yes, available to	Yes, available to	No
organization profile – career lattice, sales	students 24*7*365	students temporarily	
internship, entry level, sales development		shortly before and after	
program, and more		each event	
Alert students to sales internship academic	Yes, available to	Yes, available to	No
credit approval and job shadowing	students 24*7*365	students temporarily	
opportunities		shortly before and after	
		each event	
Keep your team engaged and empowered in the	Yes, available to	Individual profiles exist,	Individual profiles
recruiting process with individual profiles	students 24*7*365	but are not visible to	exist, but are not
		students	visible to students
Request form to share your corporate events to	Yes	No	No
the calendar so students can see them			
Participate in discussion forums on career and	Yes	No	No
professional topics			
View your partnership/sponsorship status and	Yes	No	No
benefits, receive reminders, and pay online			
Search directory on ESSPS and/or UTISC	Yes, access based	No	No
students	on having an ESSPS		
	partnership and/or		
	UTISC sponsorship		
Link to ESSPS role plays and elevator pitches	Yes, access based	No	No
and/or UTISC role plays	on having an ESSPS		
	partnership and/or		
	UTISC sponsorship		

Last Updated 5/4/2020

# **How to Leverage Memberclicks**

Watch tutorial videos (comprehensive and micro learning both available)

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

## **First Time Access to Member Center**

 Remember to click on the Forgot Your Password? link the first time you access Memberclicks so you can set a password for yourself (username is your email address)

# **Receive Email Invitations and Updates**

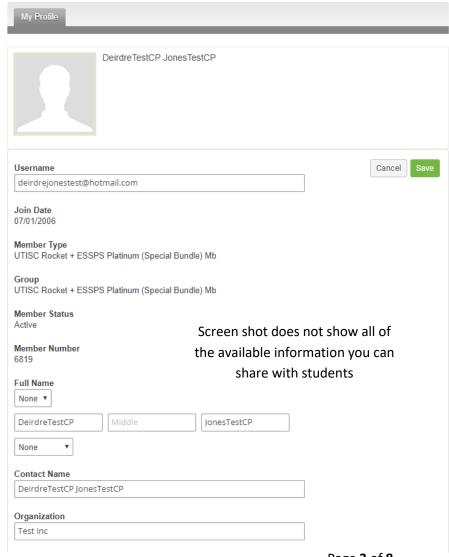
- Emails will come from the address <u>utessps@memberclicks-mail.net</u> and will say they are from University of Toledo Edward Schmidt School of Professional Sales
- If you do not receive our emails, please check your junk mail and approve <a href="mailto:utessps@memberclicks-mail.net">utessps@memberclicks-mail.net</a> as an approved sender. If you need additional help on whitelisting, please contact the ESSPS Director

# Exclusive Protected Content



# **Keep Your Profile Updated**

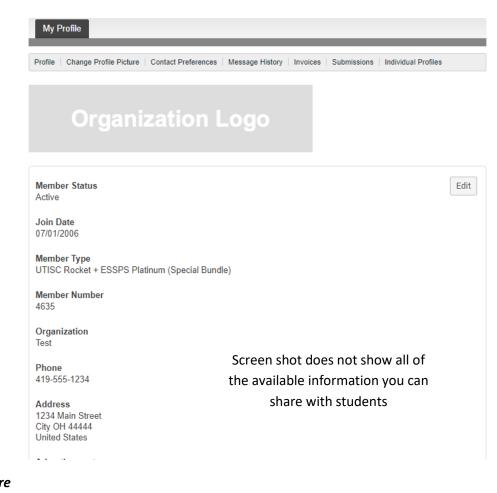
- Review your individual profile and update any information that might be outdated or missing
- Be sure to click the Edit button when you are reviewing your profile so you can see all the elements to the profile
  - Don't miss out on alerting us that you are available for job shadowing
  - See what students see when they view your profile (see links at the end of the Privacy Policy)
- Remember to click the Save button to save your changes



Last Updated 5/4/2020 Page **3** of **8** 

- Review your
   organization profile and
   update any information
   that might be outdated
   or missing
  - Key contacts are the only ones who can see and edit the organization profile
  - To access your organization profile, hover on the My Profile tab and select Your Organization
  - Share files

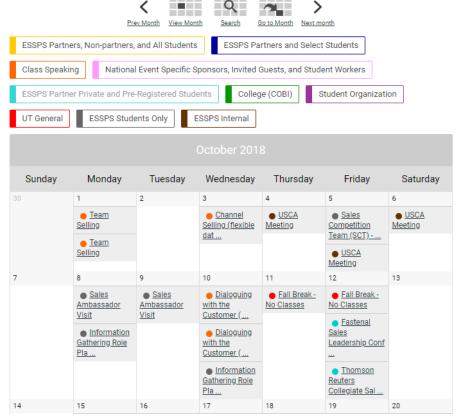
     and/or
     descriptions on
     career lattice,
     sales internship,
     entry level, sales
     development
     program, and more



See what students see when they view your profile (see links at the end of the Privacy Policy)

# **Register for Events**

 You can register for any of the ESSPS events by accessing the ESSPS Memberclicks calendar item for that specific event



Last Updated 5/4/2020 Page **4** of **8** 











- Each calendar item has a registration link and event details and is downloadable to your own calendar
- o Memberclicks looks at your Member Type to know what our relationship is, so only the right members are registering for exclusive events, paying (or not paying) registration fees, participating in discussion forums, etc
- Class speaking opportunities are also in the calendar (look for orange events). Do a search on TBD to see dates/topics that are still available. Registration for class speaking is for ESSPS Partners via email or phone with the ESSPS Director

Thursday, March 21, 2019 5:30 PM - 8:00 PM EDT Category: ESSPS Partners, Non-partners, and All Students

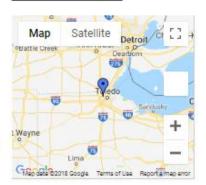


Open networking and table talks with our professional sales students. Concurrent conversation tracks during each table talk round will cultivate both student development and company pipeline. Companies are strongly encouraged to bring 2 people so one can

Lancelot Thompson Student Union (SU) -Auditorium

2801 W Bancroft Toledo, OH 43606 USA 419-530-6133

View additional information



handle student development and the other can handle recruitment pipeline. The development track will focus on themes (culture & branding, internships, and career latticing) and will have prompts for each round to guide an interactive conversation between the students and business professionals. The recruitment track will focus on internships and post graduation career openings. Students will self select which track they want to participate in.

### **Event Details**

Park in lot 10. For further details and options, please visit the ESSPS Event Parking page.

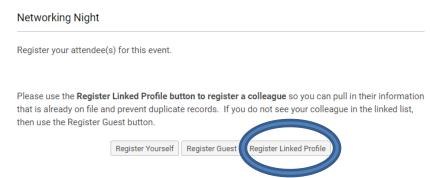
Registration \$400 (included for ESSPS Partners as part of their package)

Register Now

Contact: ESSPS

Download as iCal file

When you register your colleagues for an event, please click on the **Register Linked Profile** button because we already have a number of your colleagues in the system and linked to your organization. This saves you time and prevents duplicate records in the system. When you click on the Register Linked Profile button, it lists all the linked profiles we have for your organization, and you can pick the one you need (repeat that step for each person you need to add to the registration). The Register Guest button is for adding new people if you don't see them in the Linked Profiles.



Remember to click the Next button (bottom of screen after all the attendees) to get to the summary page and then click the Submit button to submit your registration.

- Registration notices are sent immediately after you register and go out individually to each of the attendees that
  you register, and the key contact completing the form gets Bcc'd on those emails. The registration notice
  includes a link to the downloadable calendar invite and event information.
- To see
  - Event submissions (ie: registrations), go to My Profile tab > Submissions
  - List of company attendees, click on the Event Attendees button in the Exclusive Protected Content section
  - Event notifications, go to My Profile tab > Message History > click on the message to read its contents
- To add anyone to an existing ESSPS event/interaction registration, ESSPS Partners and UTISC Sponsors can complete another online registration for just that person. All other organizations and individuals will need to contact the ESSPS Director to avoid being prompted online to pay another registration fee.
- To cancel anyone on an existing ESSPS event/interaction registration, please contact the ESSPS Director

# **Being a Key Contact**

- Can register themselves, linked members/colleagues, and guests (ie: colleagues who are not in the system yet) for ESSPS events
- Edit the organization profile
- View (not edit) individual profiles for linked members/colleagues

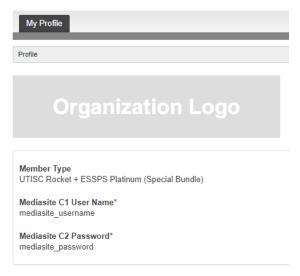
# Search Directory for ESSPS (or UTISC) Students

 Per the Family Educational Rights and Privacy Act (FERPA), students must consent to the sharing of their information with others. An ESSPS student's profile will be added to the Directory Search if/when they have their Consent to Share Profile with Companies and Students set to Granted

# Contact Name Graduation Date (YYYYTT, Enter year and term without spaces. Terms are 10 for spring, 30 for summer, and 40 for fall. Example 201840 = Fall 2018.) 201910 Major PSLS MKTG PPSL ACCT

# **View Role Plays and Elevator Pitches**

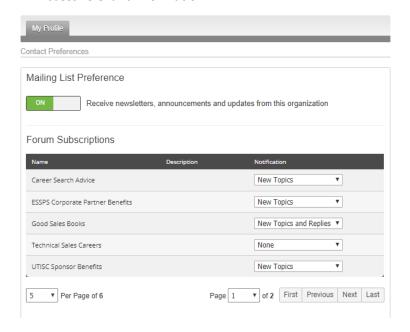
- Get your login credentials for the Showcase in Mediasite
  - Member Center > hover over the My Profile tab > click on Your Organization to see your organization's username and password to access the ESSPS Role Play + Elevator Pitch and/or UTISC Role Play channels
- Click on the ESSPS Role Play + Elevator Pitch or UTISC Role Play buttons in the Exclusive Protected Content section to get directed to the respective showcases and channels. Login using the Mediasite credentials you found in Memberclicks to access the video content.

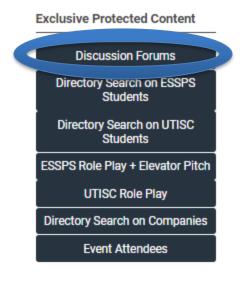


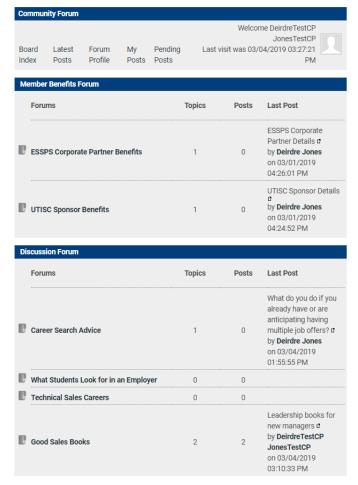


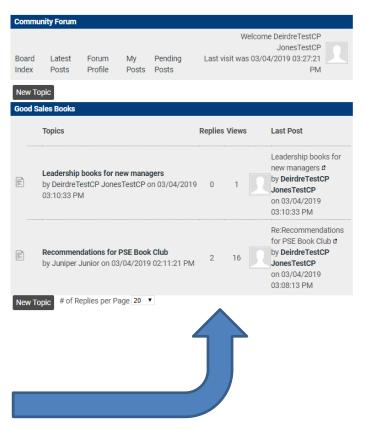
# **Participate in Discussion Forums**

- Manage your Contact Preferences in <u>Member Center</u> so you can automatically get notifications on the forums you have access to
- Access Discussion Forums in the Exclusive Protected Content section
- Post and reply to questions and ideas with our students, faculty, and partners/sponsors
- Access relevant information









# Learn and Interact in the Blogs

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



# **Privacy**

- Your individual and organization information are only visible to the students and faculty/staff. It is NOT visible to the other companies in the system.
- Parts of your profiles like home contact info, vehicle info for parking, Mediasite username/password, etc are only visible to faculty/staff
- Check out our Privacy Policy to learn more and see what students see when they view profiles

## Help

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

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

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