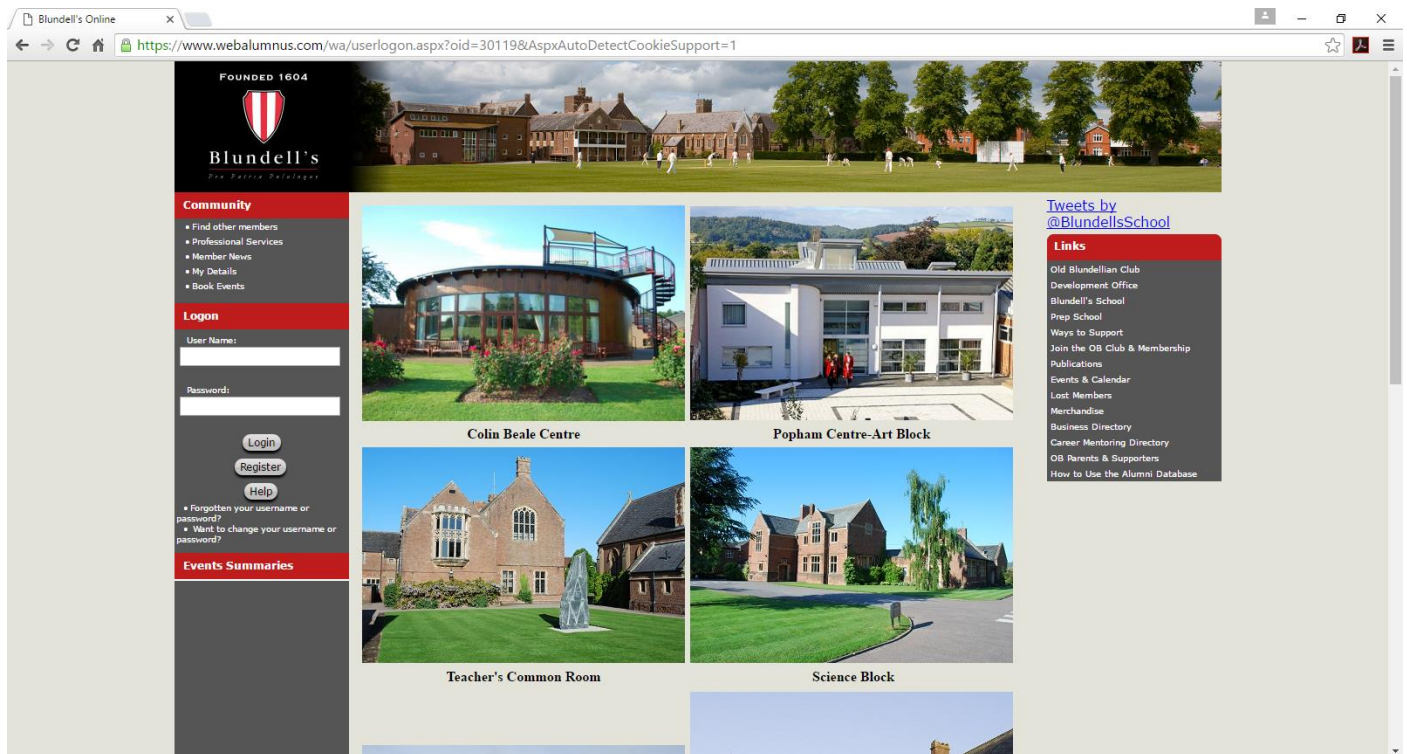


Old Blundellian Database - 'Blundell's Online'

brought to you by the OB Club & Development Office



The Alumni Database has been developed for Old Blundellians as a means of providing up-to-date news and information about the OB Club and its members worldwide! The News and Events sections are updated regularly. This site also enables OBs to search for friends and colleagues wherever they may be in the world today.

Please do log on to the Alumni Database to search for old colleagues and update your own details so that friends can find you!

Enclosed are details & instructions to help you to use the many features of 'Blundell's Online'

Please don't hesitate to contact either the OB Club or Development Office if you encounter any problems logging on.

Development Office

Amber Oliver; Development Director
01884 232324; a.oliver@blundells.org

Jessica Riley, Development & Communications PA
01884 243262; devoffice@blundells.org

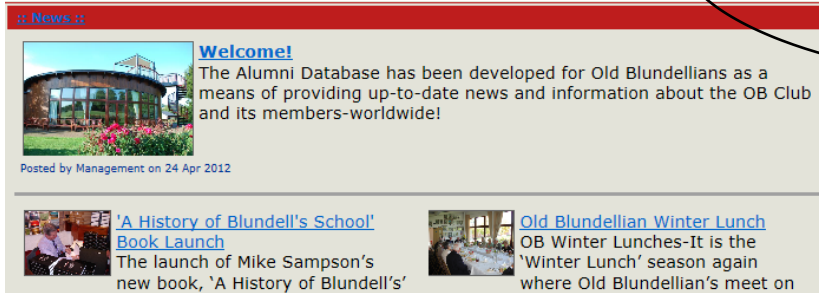
Old Blundellian Club

Janet Wooff; OB Administrator
01884 232010; admin@obclub.co.uk

Paddy Armstrong; OB Secretary
07799066966; pa@obclub.co.uk

How to use the Alumni Database Site

- Visit www.blundells.org and click on the 'Alumni Database' (bookmark for future use)
- **Logon** to the site using your username & password.
If you can't remember your user name & password one can be sent to you.
- **Event News** will be displayed.
Click on the articles to view more information and Photos.

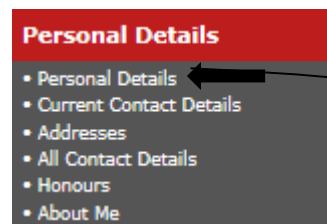
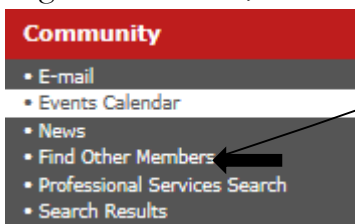


The screenshot shows the login interface. It has a red header 'Logon', followed by 'User Name:' and 'Password:' input fields. Below these are buttons for 'Login', 'Register', and 'Help'. At the bottom, there are two links: 'Forgotten your username or password?' and 'Want to change your username or password?'.

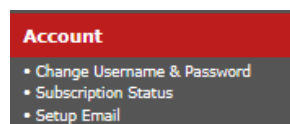
- **Events Calendar** allows you to see upcoming events hosted by both the OB Club and Development Office.

Date	Event	Location	Type
14 Jun 2012	London Drinks Reception	The Light Bar, London	Social
16 Jun 2012	Old Blundellian Day	Blundell's School, Beale Centre	Social
27 Jun 2012	Henley Royal Regatta	Henley-on-Thames	Sporting

- **Photo Gallery** allows you to view albums from past events.
- **More News** located on the right hand side of the Home Page. Gives you information & photos about past events.
- **Find Other Members** the tool bar on the left hand side of the Home page allows you to search for other members. Go to Community and then search either by Name, School, Occupation, Higher Education, and Location etc.



- **Edit your own Details** you can edit your contact details including Career, Family Relationships, Higher Education, Current Interests etc. *Don't forget to mark your contact details as 'visible' if you are happy for others to get in contact with you.*
- **Change your Username & Password** if you would like to change these details to perhaps something more memorable go to 'Account' on the tool bar on the left hand side and click on 'Change your Username & Password'



How to Find Other Members:

1. Logon using your Username & Password.
2. Click on the Community bar located on the tool bar on the left hand side.
3. Under Community click on **'Find Other Members'**
4. You can Search by:
 - a. Name, House, Years, Occupation, Higher Education, Location, & Club Memberships.
5. Too many Search results?
 - a. Try refining your search to include more information such as their School Years or House.
6. Too few Search Results?
 - a. Try expanding your search by removing some of the details. Perhaps only use a first or last name.
7. If you still are having trouble or not getting the results you need. Call the Development Office at 01884 243262 or email devoffice@blundells.org or OB Club at 01884 232010 or admin@obclub.co.uk

Edit Your Own Details:

1. **Address:** Go to 'Personal Contact Details' and click on 'My Addresses'
2. **Email/Website/Phone Numbers:** Go to 'Personal Contact Details' and click on 'My Contact Details'
 - a. Click on the information you want to add and press the + button 'add new item'
3. **Relationships:** (Parents/Siblings/Spouse and Children): Click on 'Relationships' and add in your family.
4. **Membership:** Click on 'Memberships'
 - a. Include any current interests you have now.
 - b. (Hint: This is important to include as it enables us to know what you enjoy doing now so we can notify you of future events that may interest you.)
5. **Education:** (Blundell's & Higher Education): Click on 'Education'
 - a. This allows you to add in your information while you were at School, University, and any Activities you participated while at Blundell's.
6. **Career:** (both past & present including career mentoring): Click on 'Career'
 - a. Click on 'Occupations' to add past and present careers
 - b. If you are interested in acting as a Career mentor or speaker please click on 'My Career Advice Setting' and fill out our [Career Mentoring Application](#) and email it to devoffice@blundells.org
7. **Account:** (change password/username):
 - a. Change password/Username to something more memorable
 - b. (Hint: perhaps use your email as your username)
8. **Help:**
 - a. Use the Help button if you need more information or email/phone the Development Office direct and they will be able to assist.

Good Luck and we hope you enjoy finding long lost friends and making new ones!