Joining THalumni.net allows members to:

- Check the information we hold for you and update your profile, stating what information you wish to be kept private.
- Update your mailing preferences.
- Search the alumni directory by name, matriculation year, subject or location and send a private message to other Trinity Hall members.
- Join the careers directory if you are willing to offer students advice.
- Search the careers directory by industry, organisation name, subject or location and send Trinity Hall members a private message.
- Book and pay for events online and see lists of those attending.
- View files within a secure area of the website, particularly those related to our reps and volunteers.

Year Reps are able to:

- Write a message which can appear on their year group’s homepage.
- View files relating to the volunteers event and other guides for Reps on our volunteers page.
Logging in:
From the Trinity Hall alumni page www.trinhall.cam.ac.uk/alumni, click on “Keep in touch” and then click THalumni.net or click the “Login to THalumni.net” button on the right hand side of any page within the alumni section. This takes you to the log in page.

The log in page:
If you have registered before:

• Enter your username and password.

If you have forgotten your log in details:

• Click on the forgotten info button and your details will be sent to you by e-mail.

If you have never registered before:

1) Click on “new user registration” (you need an active email address to sign up).
2) Fill in the registration form - fields with an * are required.
3) You can select your own username and password. Usernames must be unique in the system and passwords must be a minimum of 6 characters.
4) You will receive an confirmation e-mail once you have submitted the form.
5) We will endeavour to have registrations approved within three working days (we verify that all those registering are members of Trinity Hall). Once your registration has been approved you will be able to log in and benefit from all of the functionality within THalumni.net.
You can always return to your home page by clicking my home page in the top right.

The THalumni.net navigation menu will appear on the left hand side of all pages within THalumni.net with various options.

Your home page, contains your profile summary, a list of upcoming events and any messages from your year rep (if relevant).
Update my profile:
This takes through a series of steps to update the information we hold for you in terms of contact details, addresses, business information, education record, interests and spouse details. You can also upload a photo and write your latest news in the bio section.

You can stipulate if you want the information to remain private or be visible within the THalumni.net directory (only TH members will be given access to THalumni.net) via the checkbox on the right.

**Update my log in details:** This allows you to change your username and password.

**Update my mailing preferences:** This allows you to opt to receive our publications by post or email; to join our open events mailing lists and unsubscribe from emails.

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### Update My Profile

Please update your information using the form below. The privacy settings allow you to share the information you want with other online members. Please contact data@trinhall.cam.ac.uk with any questions.

[Biographical] [Phone & Email] [Address] [Business & Careers] [Education] [Interests] [Spouse] [Log-in details]

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#### 1. BIOGRAPHICAL INFORMATION & PHOTO

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
<th>Private Options</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>Marital status</td>
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</tr>
</tbody>
</table>

[Update]
The Alumni Directory:
You are able to search the directory for all living members of the College.
You can search by name, matriculation year, city and subject.
You can sort the results by clicking on the column headers.
You can send the individual a private message (which will be forwarded to their regular email account) by clicking on the “send message” link in the right hand column. This opens up a window for you to type your message in.

Alumni Directory

Use our directory to search for other Trinity Hall members by matriculation year, subject, city and name.

Email the Trinity Hall Alumni office or telephone +441223766345

TRINITY HALL ALUMNI DIRECTORY

First Name: 
Previous Name: 
Subject 1: 
Surname: 
Class of: 
City: 

Search

Results: (1 - 50) of 500

1 2 3 4 5 ... 10 Next

Primary Addressee Title Known As Surname Previous Name Class of Messaging

Sending Messages:
Clicking on “Send Message” on the right hand side of the directory results will enable you to send a message to that person, which will be emailed to them. Clicking on send message will open a new window and the recipients name should be displayed below the to line. Type the subject line and the text in the box below and then click on “Send Message” at the bottom of the page.
Careers Network:

Registering on the careers network: If you are willing to offer advice to students and recent graduates you can register for our online careers directory.

1) Click on update my profile
2) Click on the Business & Careers section. At the bottom of this section you can use the drop down menu to state if you can offer careers advice and/or work experience. You are also able to add a career note with any further details of your career.

Searching the careers network: Use the search facility to search by industry, matriculation year, subject, profession, position or organisation name. Beneath the search results you can search for keyword within members’ “career notes”.

TH Careers Directory

Use our directory to search for other Trinity Hall members who have offered to help students and graduates with careers advice. As well as searching via various fields within the directory you can search for keywords within an alumnus’ career network notes. You are able to contact members of the directory via a private message.

If you are willing to offer careers advice, please sign up via your profile.

Email careers@trin.cam.ac.uk or telephone +441223?66345

CAREERS DIRECTORY

<table>
<thead>
<tr>
<th>First Name:</th>
<th>Surname:</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>Position:</td>
<td>Profession:</td>
</tr>
<tr>
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</table>
Events calendar:
You can view the calendar as a by month calendar and select the month in the drop-down date field, or you can click on list view to view the events in chronological order. Clicking on the filter button on the top right will allow you to filter the events by category. Clicking on an event entry in the calendar will take you to a summary of the event details and then click on “more information” for further details and a booking form where appropriate.

Calendar

The calendar contains all of the alumni, open and College events that are organised by the Alumni Development Office. Please note some events are by invitation only and these events are marked accordingly. You can filter the events by category, using the “Star” button and you can also view the calendar as a list using the “list view” button. Clicking on the event will give you more information. If you have any questions please contact Mary Richmond the events officer on events@trinhall.cam.ac.uk.

Rep Messages:
If any Reps wish to send a message to their year group or to those in their region please contact us on data@trinhall.cam.ac.uk and we will be able to help.

If you have any problems with the new site, or any feedback please email us at data@trinhall.cam.ac.uk or call Rachelle on 01223 766345

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