



## 1 How to create a trip

Planning a trip somewhere? You can alert alumni at your destination by **creating a new trip**.

From the Live Feed page, click the Trip tab. Type in your destination and let people know how long you will be there for. Leave a message or extra information for fellow alumni.

A screenshot of the 'New trip' form. It has a title bar with a hand icon and 'New trip' text. The form fields are: 'Departure' (London, UK), 'Destination' (New York, NY, USA), 'Transport mode' (Plane), 'Start date' (2018-03-11) and 'Start time' (clock icon), 'End date' (2018-03-15) and 'End time' (clock icon). Below these is a 'Leave your message' text area containing: 'Hi! I'm in New York for some business meetings. Would love to meet up with some local Imperial alumni for a coffee. Let me know if you want to meet'. At the bottom are 'Notify people' and 'Publish' buttons.

## 2 How to check in

Somewhere a little more specific? Forgot to plan your trip? Not to worry!

You can **use the check-in feature** to share your location, wherever you are in the world.

As with the trip feature, type in your destination and leave alumni a message with some extra details.

A screenshot of the 'Let people know you're nearby' form. It has a title bar with a location pin icon and 'Let people know you're nearby' text. The form fields are: 'Address' (London, UK) and 'Leave your message' text area containing: 'At Imperial for the day. I'm in the Alumni Visitor Centre this afternoon.'. At the bottom are 'Notify people' and 'Publish' buttons.