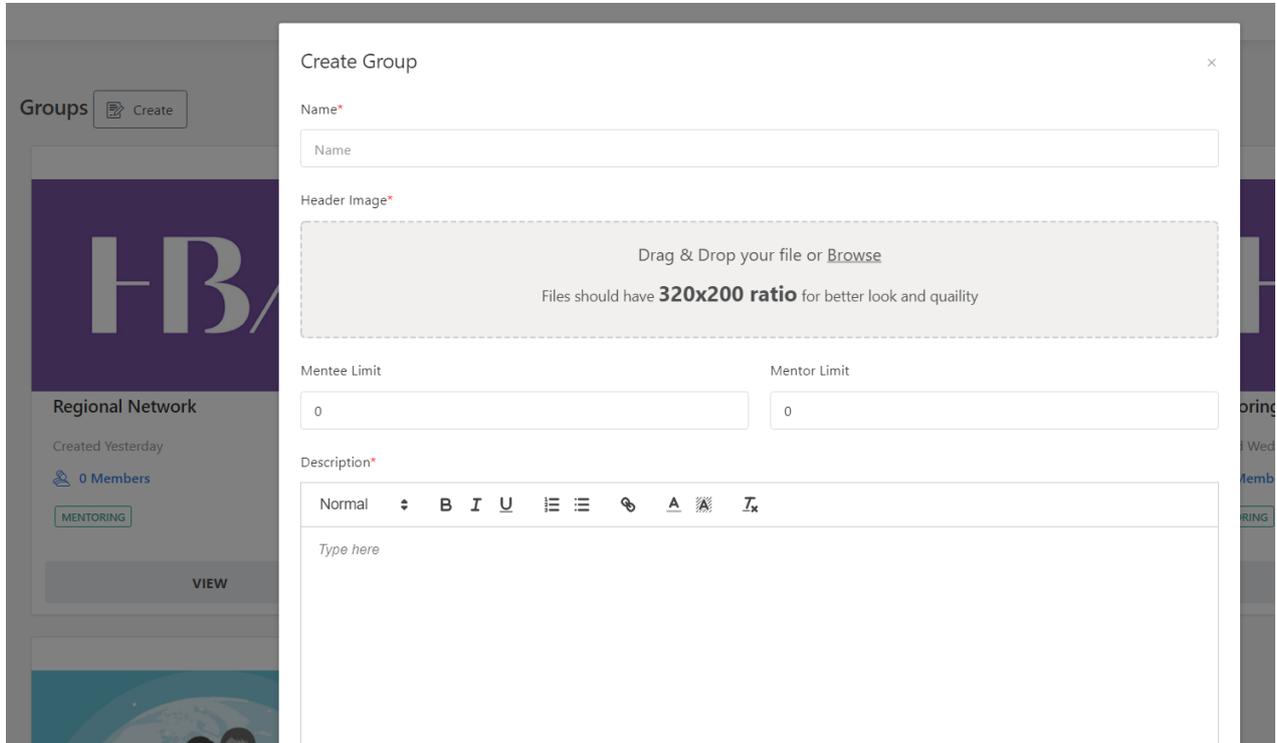


# Group Matching

Last Modified on 02/11/2022 10:24 am EST

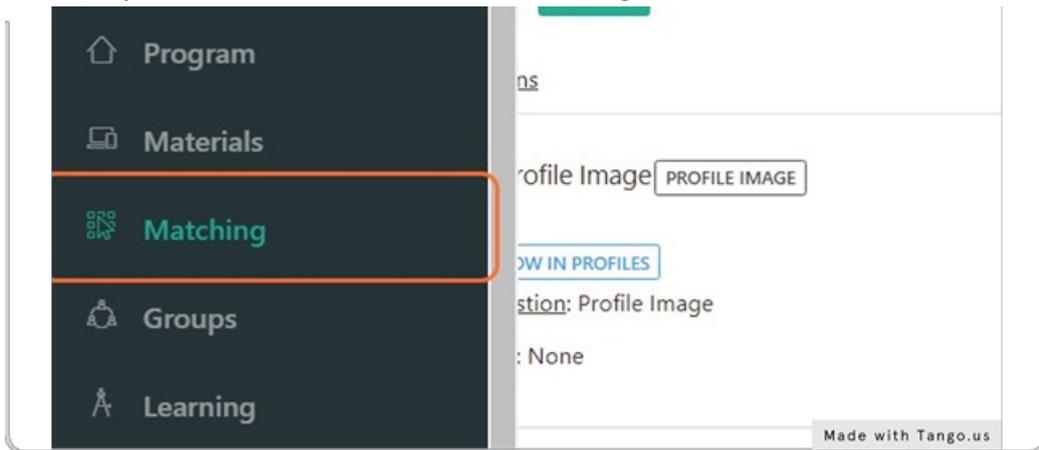
## STEP 1

From Qooper Admin Dashboard, select Groups. Click "create" to create a new group. The image we've used for groups is [White HBA logo purple background no text.jpg](#)



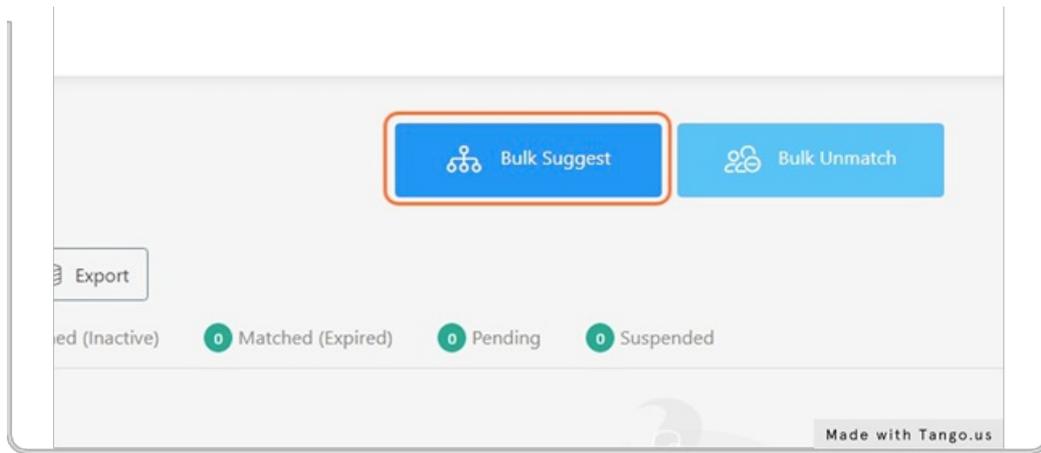
## STEP 2

From Qooper Admin Dashboard, select matching



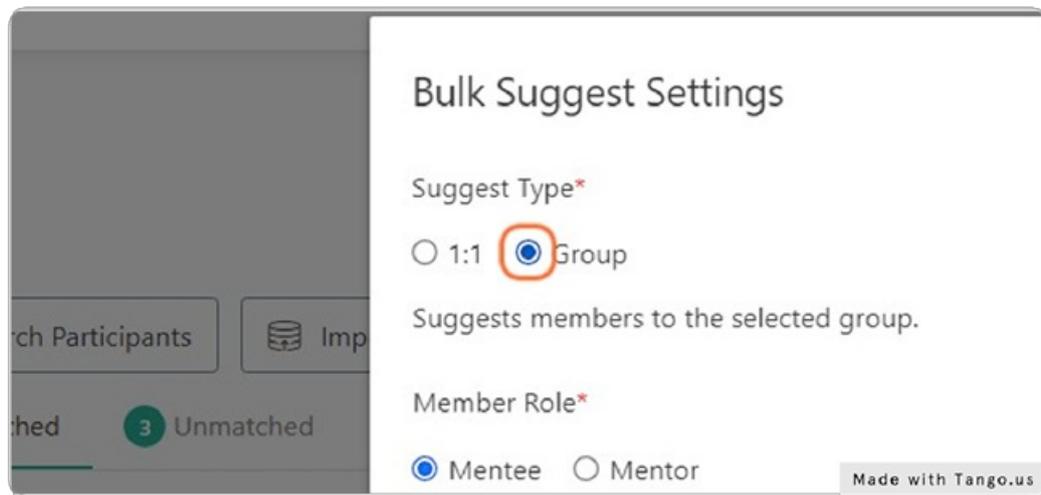
## STEP 3

Click Bulk Suggest



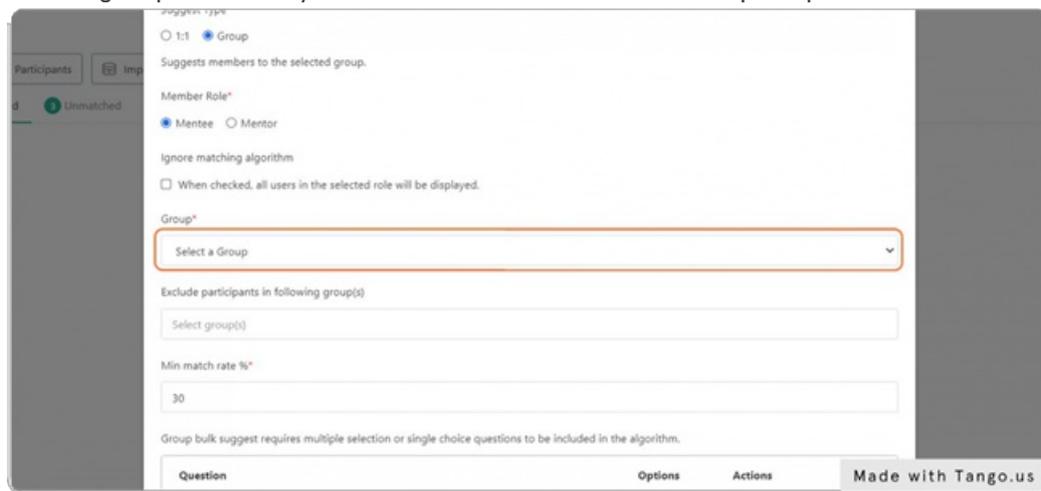
STEP 4

Select "group" and which member role you're matching (mentee or mentor)



STEP 5

Select group in which you'd like to match from the Group drop-down



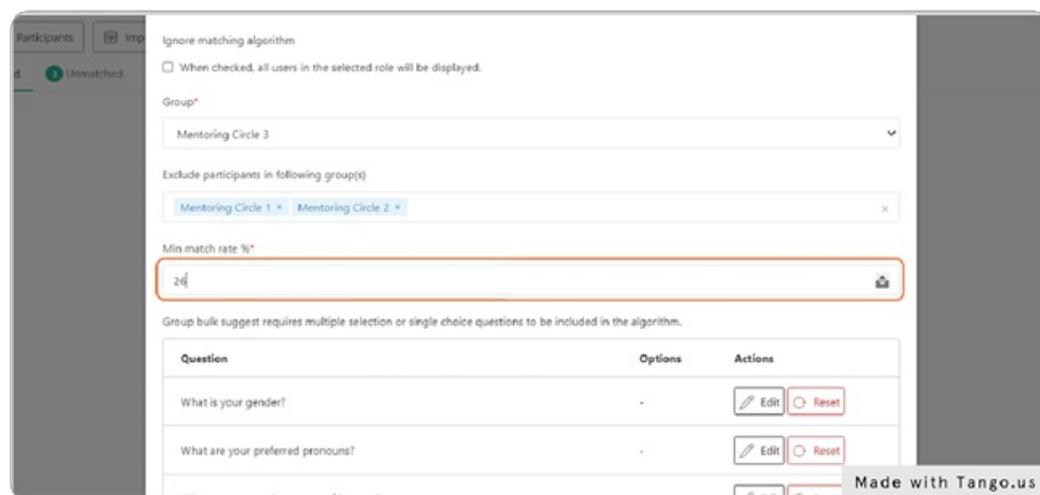
STEP 6

Select previously matched groups to exclude those that have already been placed within a group; this is a multi-select field



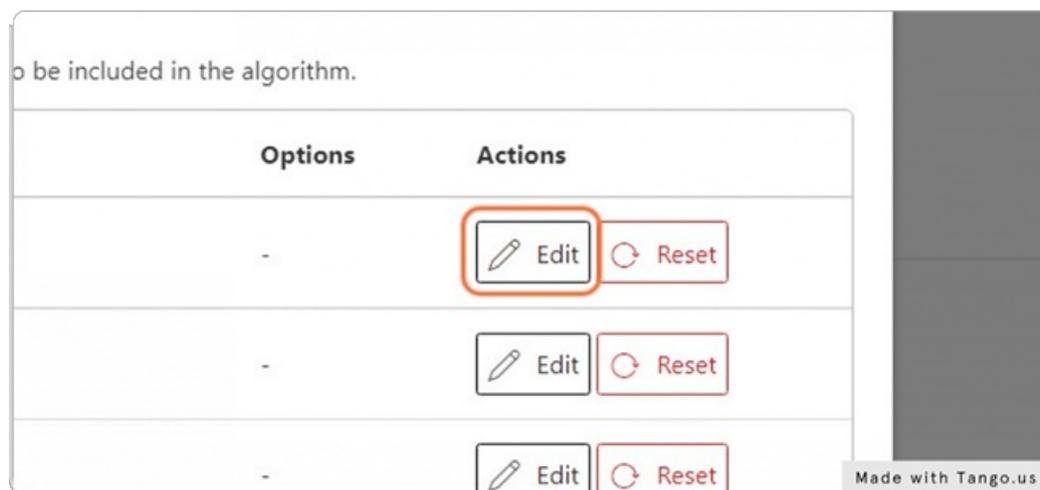
STEP 7

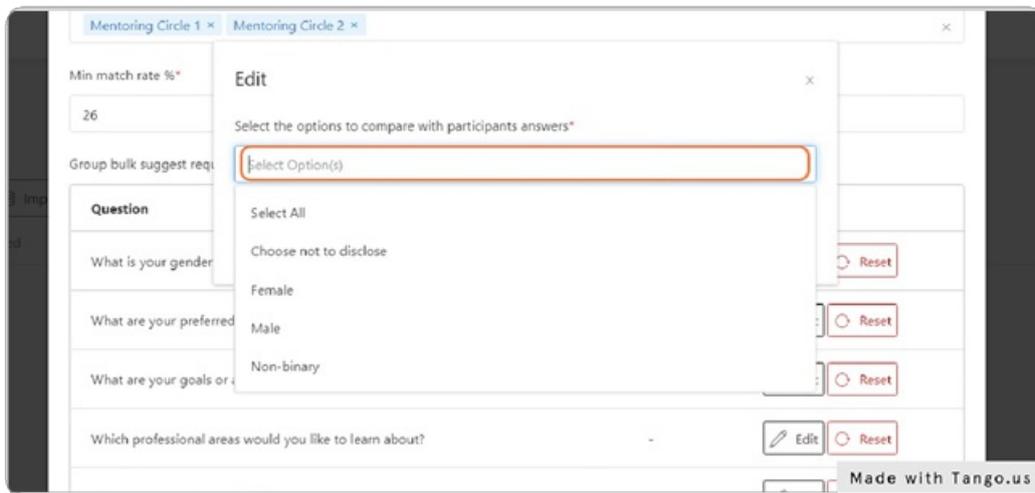
### Set minimum match rate %



STEP 8

### Edit answers on which you'd like to match





STEP 9

Click on Proceed to see bulk suggestions



STEP 10

Select "details" to see applicant's survey responses, confirm to add to group, or skip to skip the suggestion.

*Note: once confirmed, the participant will be notified via email*

## Confirm Suggestions

×

✓ Confirm All (2)

① EACH PARTICIPANT WILL BE NOTIFIED UPON CONFIRMATION.

SUGGESTED ▾



Michelle Newsome  
Manager at Self employed  
Mentee

100% Match Rate

Details

Confirm

Skip



Michelle Morse  
Manager at HBA  
Mentee

100% Match Rate

Details

Confirm

Skip

Close

To match manually, from Groups on Admin Dashboard, click the three dots in the upper right corner of the group you'd like to match to and select add mentee or mentor

The screenshot shows the 'Groups' section of an Admin Dashboard. At the top left, there is a 'Groups' header with a 'Create' button. Below this, there are four group cards, each featuring a large stylized logo and the following information: 'Regional Network' (Created Yesterday, 0 Members), 'Mentoring Circle 3' (Created Yesterday, 0 Members), 'Mentoring Circle 2' (Created Yesterday, 0 Members), and 'Mentoring Circle 1' (Created Wed, Feb 09, 0 Members). Each card has a 'MENTORING' button and a 'VIEW' button. A context menu is open over the 'Mentoring Circle 3' card, displaying options: 'Add Mentee', 'Add Mentor', 'Edit', and 'Delete'.