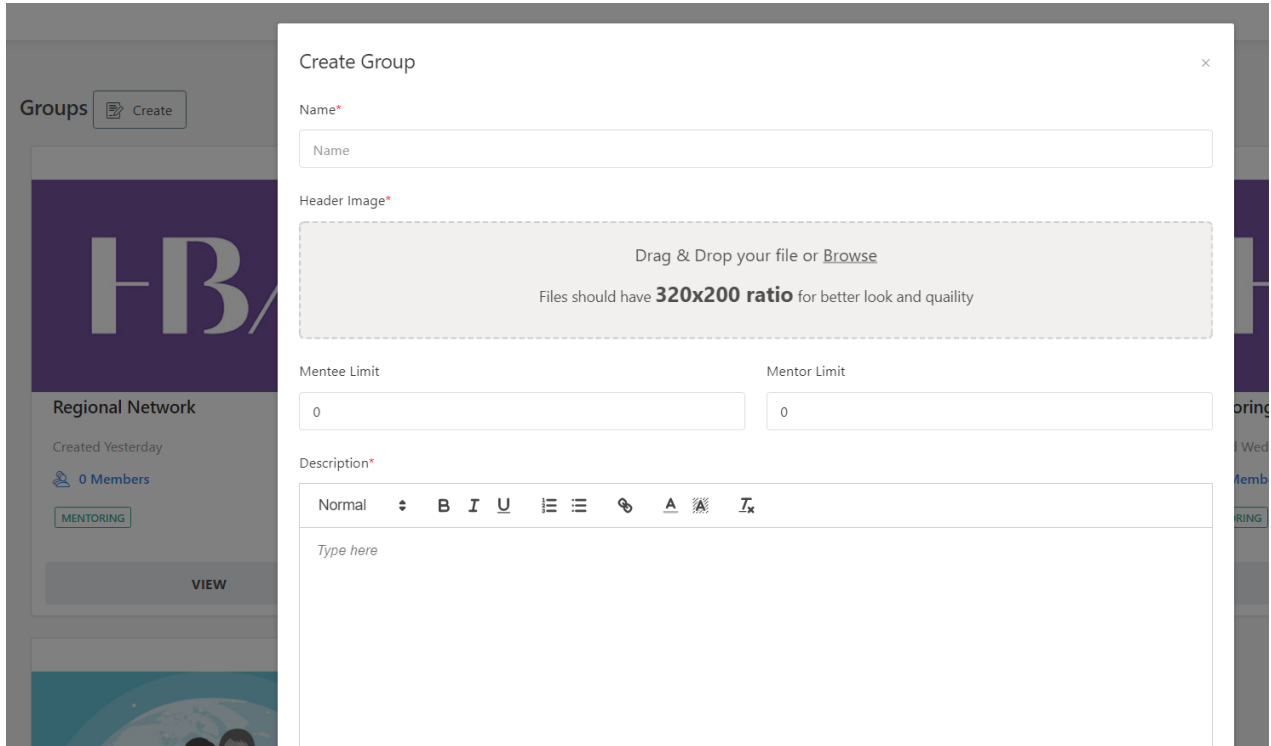


Group Matching

Last Modified on 03/26/2025 9:39 am EDT

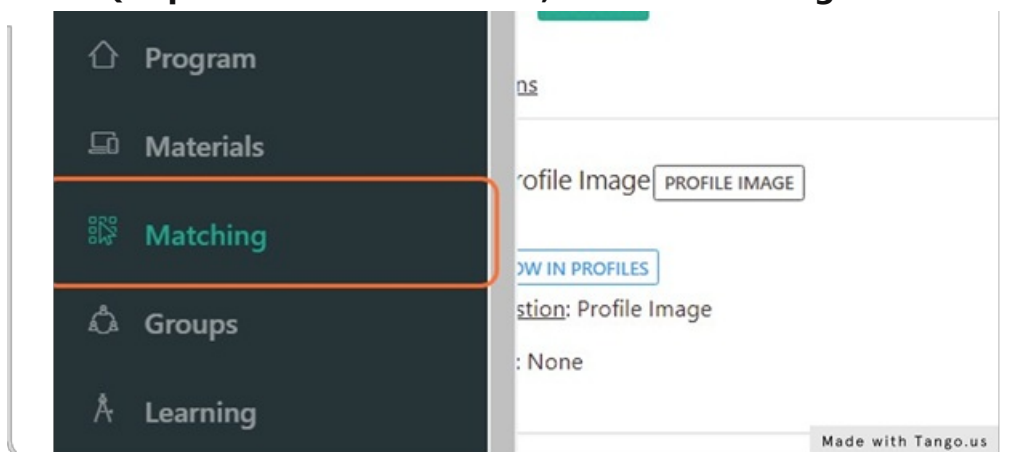
STEP 1

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** 



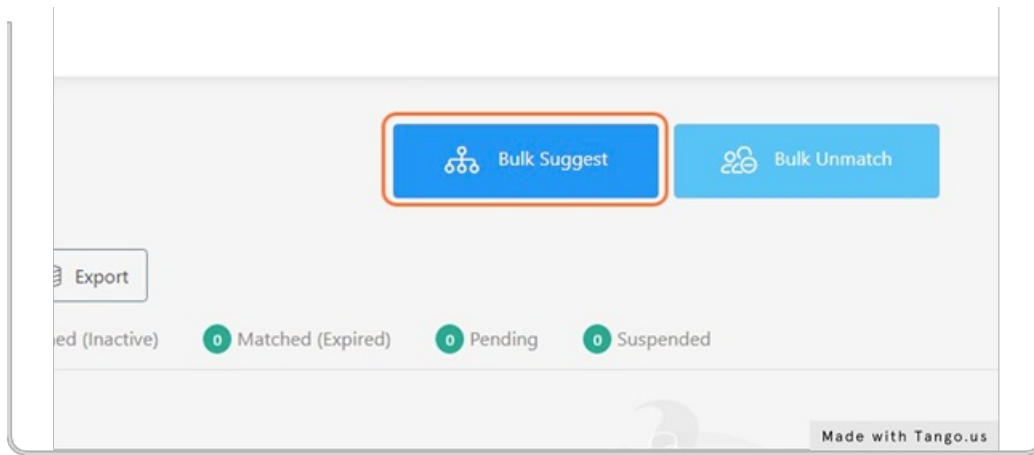
STEP 2

From Qooper Admin Dashboard, select matching



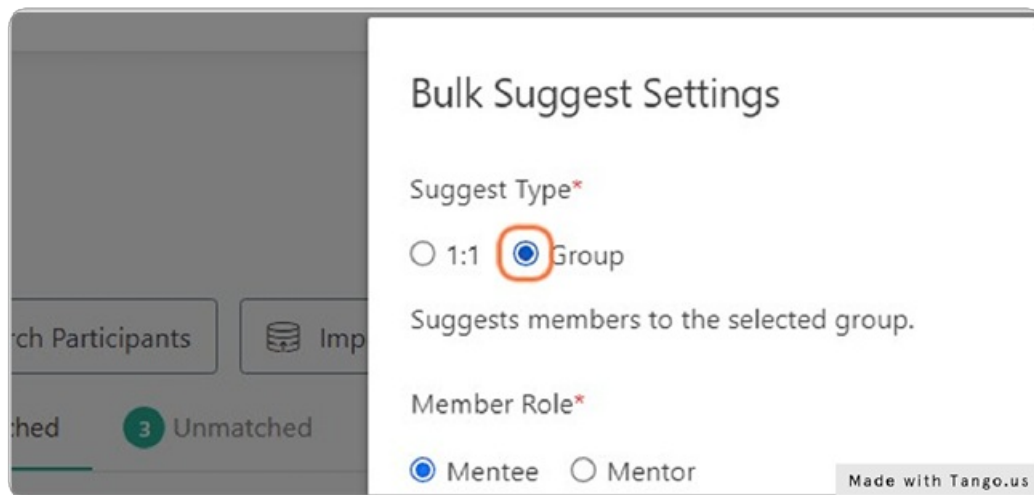
STEP 3

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

Suggests members to the selected group.

Member Role*
 Mentee Mentor

Ignore matching algorithm
 When checked, all users in the selected role will be displayed.

Group*
Mentoring Circle 3

Exclude participants in following group(s)

select group(s)

- Regional Network
- Mentoring Circle 2
- Mentoring Circle 1
- Mentor Network
- Mentee Network

What is your gender?

Edit Reset

Made with Tango.us

STEP 7

Set minimum match rate %

Ignore matching algorithm
 When checked, all users in the selected role will be displayed.

Group*
Mentoring Circle 3

Exclude participants in following group(s)
Mentoring Circle 1 × Mentoring Circle 2 ×

Min match rate %*
20

Group bulk suggest requires multiple selection or single choice questions to be included in the algorithm.

Question	Options	Actions
What is your gender?	-	Edit Reset
What are your preferred pronouns?	-	Edit Reset

Edit Reset

Made with Tango.us

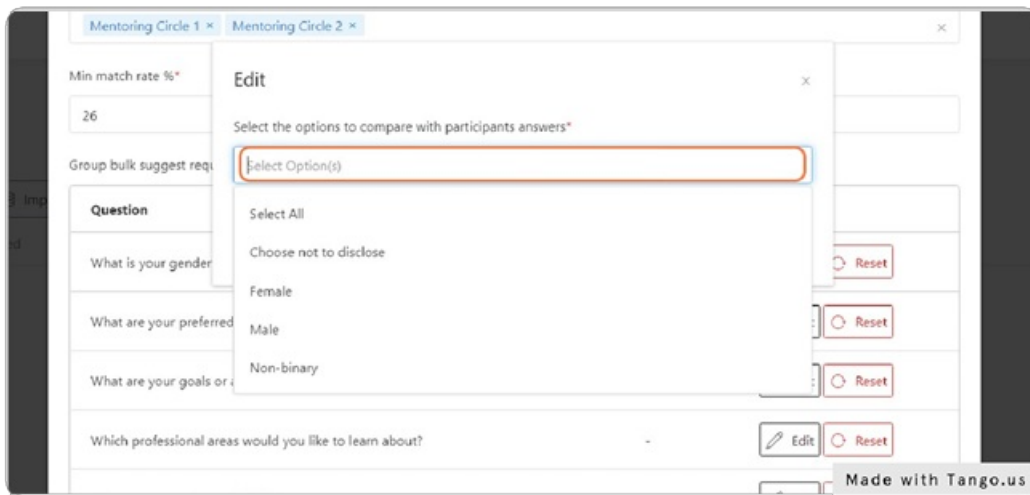
STEP 8

Edit answers on which you'd like to match

to be included in the algorithm.

Options	Actions
-	Edit Reset
-	Edit Reset
-	Edit Reset

Made with Tango.us



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 and a 'Create' button. Below this, four group cards are displayed in a row. Each card features a large purple logo (part of the 'B/BA' branding) at the top. The groups are: 'Regional Network', 'Mentoring Circle 3', 'Mentoring Circle 2', and 'Mentoring Circle 1'. Each card includes the text 'Created Yesterday' (or 'Created Wed, Feb 09' for the last one), '0 Members', a 'MENTORING' button, and a 'VIEW' button at the bottom. A context menu is open over the 'Mentoring Circle 3' card, showing options: 'Add Mentee', 'Add Mentor', 'Edit', and 'Delete'. The 'Add Mentee' option is highlighted.