

Welcome to ClimbHI Bridge!



ClimbHI Bridge is a portal built to connect Educators and Businesses through streamlined communication. The portal contains many different opportunity categories that educators can explore and then send requests to the available businesses in each category:

- Guest Speaking/Guest Teaching
 - Judges & Coaches Sought
 - Mentorships/Advisory Boards
- Job Shadowing/Teacher Externships
 - Project-Based Learning
- Career Fair Participation & Job Fair Readiness Activities
 - Site Visits & Other Events
 - Internships
 - Scholarships
 - Jobs
 - General Inquiries

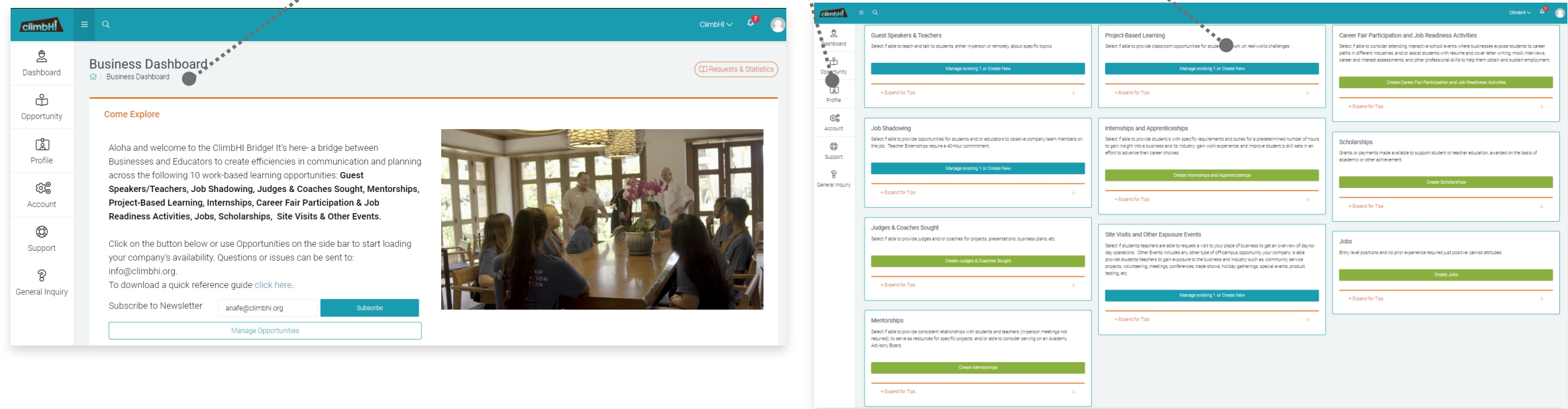
Let's get started:

► Step 1

Log into your profile
<https://bridge.climbhi.org/login>

Once logged in, you will be directed to the **Business Dashboard**.

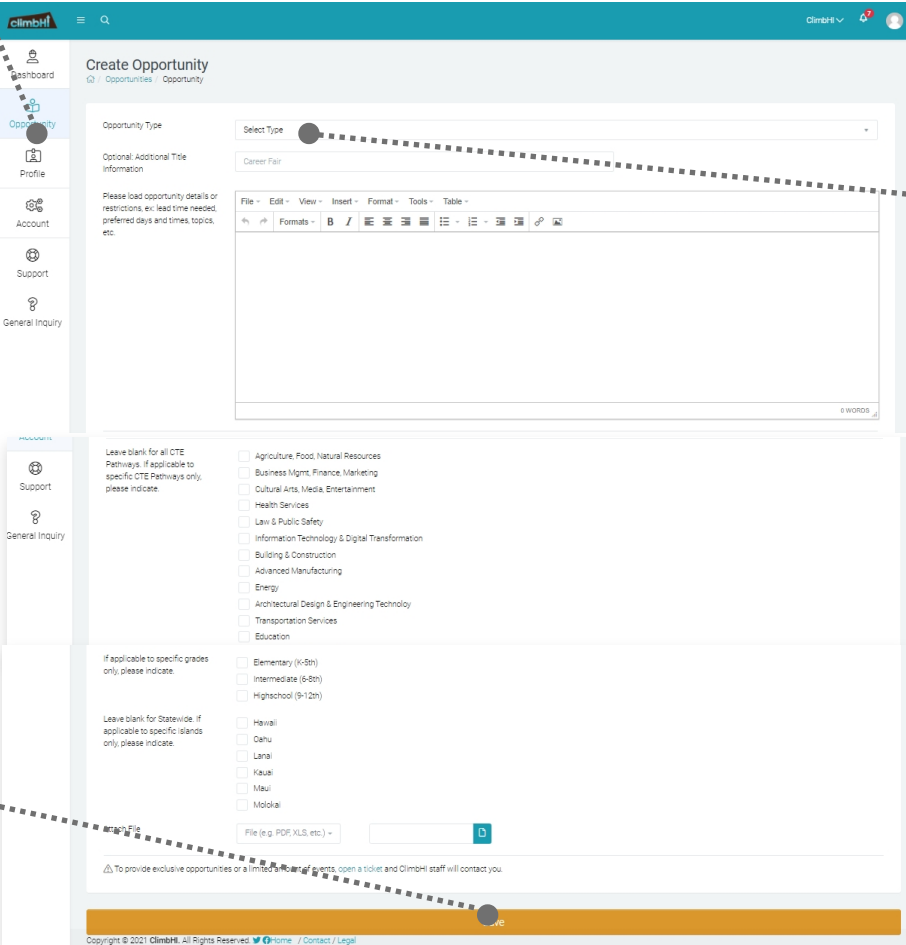
Click into a **specific opportunity category** or use the **menu on the left** to create a new listing or view existing listings.



► Step 2

To create a new listing, **select “Opportunity” from the menu on the left** or click into the opportunity category from the dashboard.

Once in the **“Create Opportunity”** screen, provide the requested information.

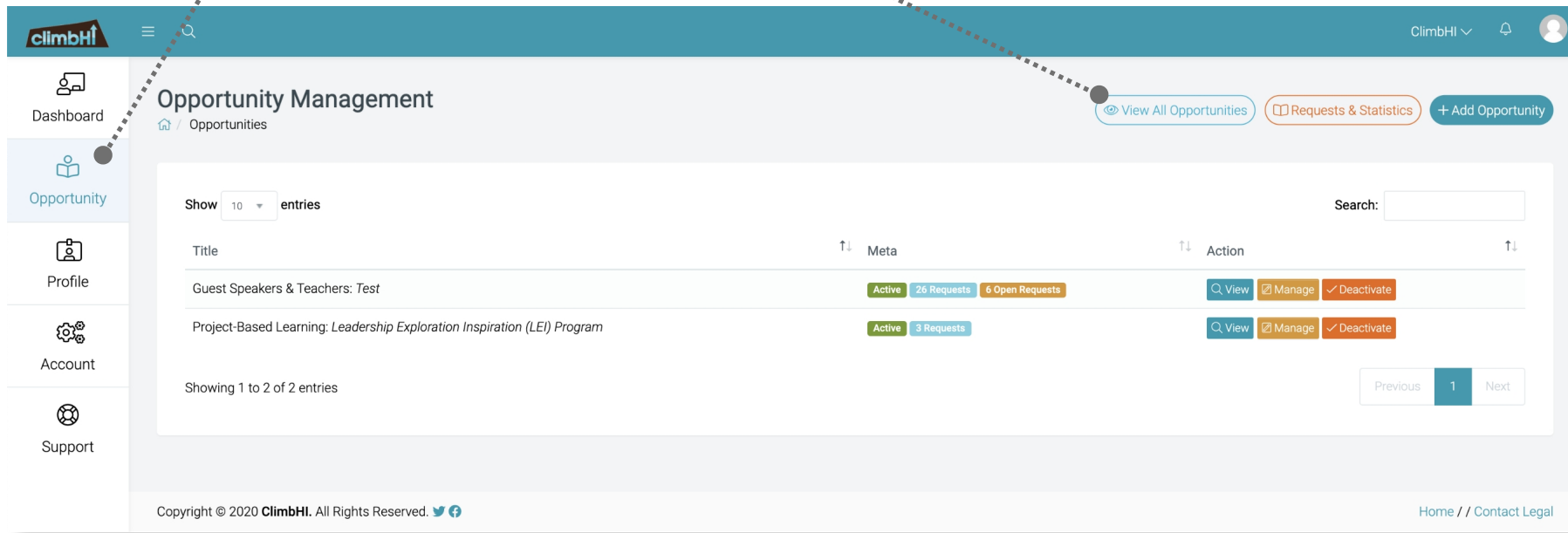


Clicking the **“Save”** button pushes your listing live.

Step 3

After creating a listing, it can be managed by clicking back into **“Opportunity”** from the menu on the left or clicking back into the opportunity category from the dashboard.

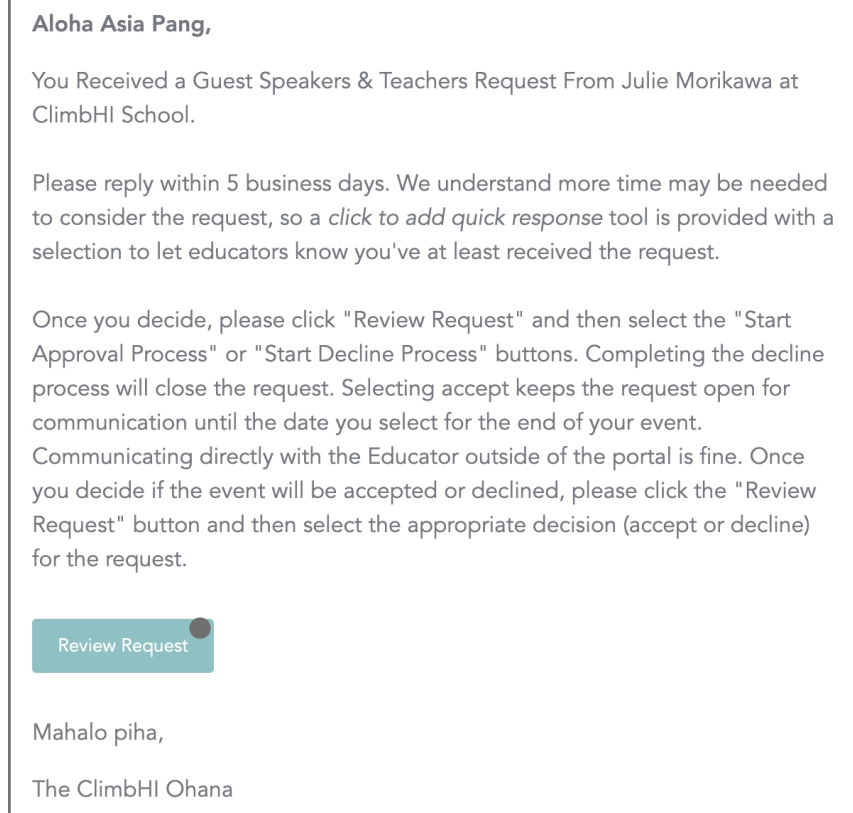
You can also view all listings created by other businesses by clicking on **“View All Opportunities”**.



Receiving Requests:

Email notifications are sent each time an Educator Request is submitted to your business.

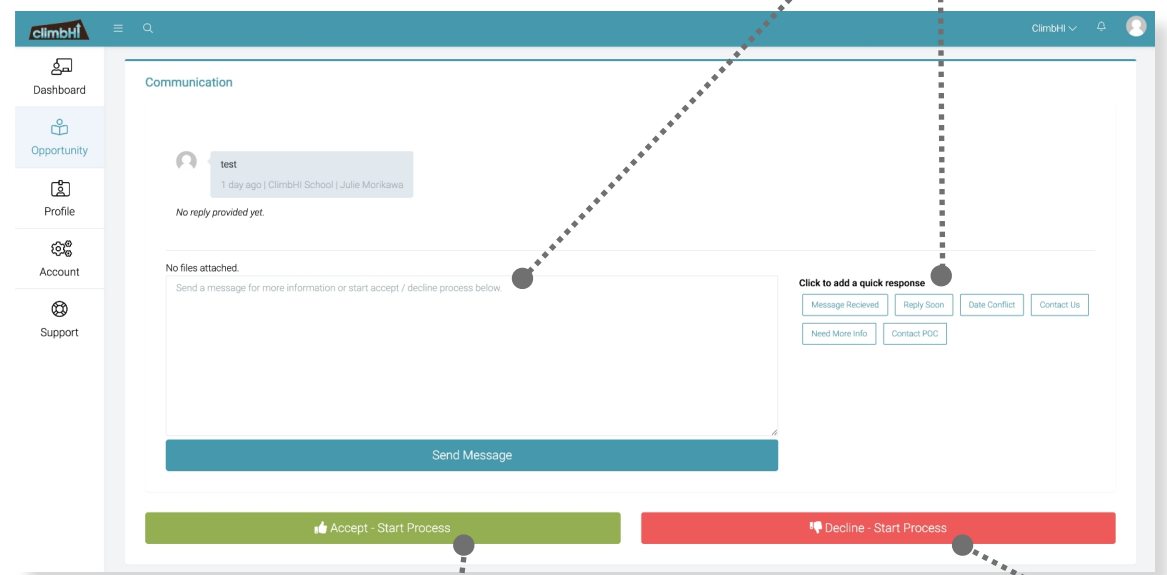
Click on **“Review Request”** and take next steps.



(Sample e-mail notification)

You can reply to the request in 3 different ways:

1. Use the **quick reply responses** or type your questions in the **text box**.



2. Accept by selecting the **“Accept”** button and providing the required information. You will be able to edit details up through the end of your event. Each edit is automatically submitted across to the educator.

3. Decline by selecting the **“Decline”** button and providing a reason.

Post-Event:

On your event start date, you will receive an **email notification** with info on the post-event process.

After the event, please use the **“Review Opportunity”** button from the email to complete the **post-event form**.

Submit your form when completed.

