



HOMECOMING WEBAPP

Quick Start Guide

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Introduction

During this Homecoming, we're offering all registered Alumni access to a dedicated WebApp designed to make networking easier and help you create meaningful connections with other participants.

You can chat and schedule meetings with fellow Alumni. By completing your profile, you'll also receive personalized match suggestions based on your interests.

Explore the full event program, view your personal schedule, and access your digital badge — all directly from the WebApp.

Please note: Networking features are only available if you provided your privacy consent during registration. If you haven't done so yet, you can easily update your consent in the WebApp and start exploring right away.

1. Access and Language

The WebApp is available exclusively to Alumni who:

- **have given their consent to networking**, and
- **are registered for at least one Homecoming event**.

Access the WebApp through the dedicated link (sent via email) or from the official Homecoming website and log in using your Bocconi credentials. You can switch languages by selecting **EN/IT** in the top-right corner.

💡 **Tip:** **Save** the WebApp page to your smartphone's home screen and enable **push notifications** — this way, you can access it easily and receive real-time updates.

When you log in for the first time, you might see a few informational messages or screens. Here are the main ones and how to interpret them:

- **No networking consent given**

You cannot access the networking service and you will not be visible or contactable by other participants because you have not authorized the use of your data for this purpose.
You can update your choice below by giving consent to share some of your details (name, surname, job title and company) with other participants so you can take part in networking activities.

☐ CONSENT ☒ DO NOT CONSENT

SAVE

If you haven't yet provided your consent, you won't be able to access the service or be contacted by other participants.

From this screen, you can change your preference at any time: select **"I consent"** or **"I do not consent"**, then click **"Save"** to update your choice.

After selecting **"I consent"**, you'll gain immediate access to the WebApp, although some features (such as the **Matchmaking** section) may take up to 30 minutes to become active.

- **User not registered for any event**

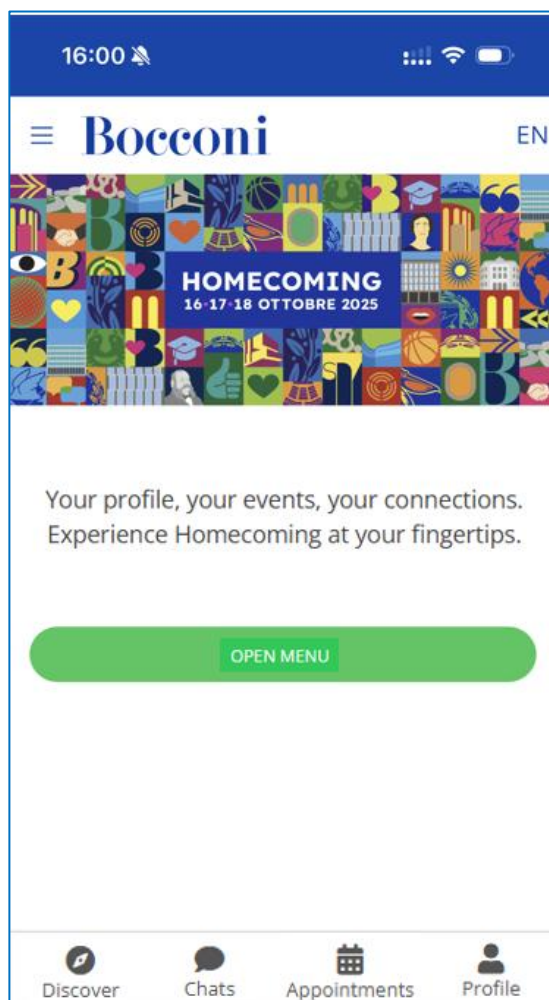
If you're not registered for any event and registrations are already closed, you won't be able to access the WebApp. We hope to welcome you soon at the next Community events!

2. Navigation: Home and Menu

On the home screen, you can open the main menu by tapping the three-line icon in the top-left corner or by tapping the green “*Open Menu*” button.

The side menu includes the following sections: *My Profile, Networking, Check-In, Map, Calendar, Donate Now, Help Desk, and Log Out.*

At the bottom of the screen, four quick-access buttons — *Discover, Chats, Appointments and Profile* — let you easily navigate the WebApp’s main features.



3. Check-In & Map

In the *Check-In* section, you'll find your personal QR code, which serves as your **digital badge** for entering Homecoming events.

The *Map* section lets you explore the Bocconi campus. You can zoom in and use the magnifying glass icon to search for specific buildings.

4. My Profile

In the **My Profile** section — accessible via the navigation icons at the bottom of the page or through the side menu — you can view and update your personal information.

You can also adjust your **Contact Preferences** and manage your **visibility** during Homecoming 2025:

- **Matching** – allow your profile to be included in other participants' connection suggestions.
- **Chat** – enable the chat to send and receive messages.
- **Meetings** – send and receive meeting requests. You can manage your availability in the **Appointments** section.

Use the **Edit Profile** button to access three tabs: **Bio & Social**, **Career**, and **Contact Information**.

Here you can add a profile photo, update your personal details, and control visibility for certain fields by selecting or deselecting the **eye icon**.

If you disable the visibility of a specific field, other users won't be able to find you through that information in search results.

💡 **Tip:** Your bio is a key part of your profile. We recommend writing a short description of who you are — your professional background, personal interests and hobbies. The words you include act as **search keywords**, helping others find you more easily.

A complete and up-to-date profile increases your chances of **appearing in networking suggestions** (Matchmaking section) and **receiving invitations and chats**.

⚠️ **Remember:** Save any changes before leaving the page.

5. Find and Connect with Other Participants

In the *Discover* section — accessible through the navigation icons at the bottom of the page or from the side menu under **Networking** — you can search for and connect with other participants at Homecoming 2025.

At the top of the section, you'll find a bar with two search modes:

Search for one or more people

MatchMaking

- **Search for one or more people:** This option lets you look for other participants by entering their first name, last name, or by using advanced filters. It's ideal if you're trying to find specific contacts:
 - **Degree Type / Diploma Type** – enter the full name of the degree program to find the correct name more easily (e.g. *Master of Business Administration* instead of *MBA*).
 - **Company** – if you can't find the company, select "*Other*" to add a new one.
 - **City** – Alumni enter their city according to their language, so if you're searching for "Rome," also try "Roma" for more accurate results.
 - **Keyword** – use a keyword to find people who share your interests. Keywords are based on the terms included in users' bios.

After applying one or more filters, you'll be able to view the matching profiles and choose whether to open them, start a chat or request a meeting.

⚠ **Reminder:** Only the participants who have given **networking consent** and chosen to make their information visible in the **My Profile** section will appear in the search results. You'll only see the fields that each user has decided to make public.

- **Matchmaking:** discover tailored connections for you: Alumni who share your journey, experiences and ambitions.

The suggested connections are based on your profile information and an automatically calculated compatibility score.

You can sort the results by compatibility level and contact the suggested Alumni via **chat** or **meeting request**.

6. Chats

On the *Chats* page — accessible through the navigation icons at the bottom of the screen — you can:

- **Start a new chat** with another participant: type their name in the “Search conversations” bar and send the first message to begin the conversation.
- **View all your active conversations** with other participants: tap on any chat to open it and continue your exchange.

💡 You can also **start a new chat** directly from a participant’s profile by selecting the message icon  in the top-right corner.

Notifications – How they work

- **New conversation** (first chat with a participant): the first message you receive will trigger an **email notification**. A small **dot** will also appear next to the Chats section in the WebApp. If you’ve enabled **push notifications**, you’ll receive one on your device as well.
- **Subsequent messages in the same conversation**: these won’t generate additional emails, but you’ll see a visual notification next to the Messages section and a blue **dot** beside the relevant chat. If **push notifications** are enabled, you’ll receive one for each new message.

💡 **Tip: Enable notifications** the first time you log into the WebApp, so you don’t miss any messages during the event.

7. Appointments

The **Appointments** page — accessible through the navigation icons at the bottom of the screen — allows you to manage your **meeting availability** and **view, accept, decline or cancel meetings** scheduled with other participants.

Organized appointments

Attention! To receive appointment requests, set your availability.

CLICK HERE

- **Set or Edit Your Availability**

To receive meeting requests, you first need to set your availability. Tap “Click here” to open the Meeting Availability panel. Here, you can specify the days and time slots when you’re available to meet other participants.

To do this:

1. Select your preferred time slots by tapping the corresponding boxes (e.g. 08:00, 10:30, etc.). The selected slots will be highlighted in blue. Remember to tap the blue “Confirm” button at the bottom before exiting the page.
2. Your confirmed slots will appear at the top of the screen, next to the message: “You have indicated X available time slots.”
3. You can update it at any time by selecting the “Edit availability” button.

You have selected **9** available time slots.

 UPDATE AVAILABILITY

- **Manage Your Appointments**

This section is divided into two main tabs:

My appointments

Requests

- **My Appointments** – here you’ll find the meetings you’ve proposed and/or those already confirmed.

- **Sent requests (pending):** meeting proposals you've sent that haven't yet been accepted are marked with an **orange "Pending" badge** (at the top left of the meeting card).
 - **Confirmed appointments:** display the **time, participant's name**, and any **accompanying message**. From here, you can view meeting details or **cancel a meeting** if something unexpected comes up. If you cancel, you can send a short message to the other participant to explain the reason or suggest rescheduling.
- **Requests** – this tab shows **meeting proposals** received from other users. When you receive a request, you can either *accept* or *decline it*. If you haven't received any requests yet, the message "*No requests*" will appear.

Confirmed meetings are displayed in chronological order and automatically updated based on your actions or those of the other participant.

- **How to Request a Meeting with Another Participant**

- from a **participant's profile** by selecting the calendar icon  in the top-right corner, or
- from a **chat**, by tapping the three dots in the top-right corner and choosing "*Schedule Appointment*."

- **Notifications and Updates**

Every new request or change related to meetings will trigger a notification:

- via **email**, when a meeting request is received, accepted, declined or canceled;
- through a **visual notification within the WebApp**, next to the Appointments section.

💡 **Tip: Enable notifications** when you first access the WebApp so you don't miss any updates.

8. Calendar

In this section, you can browse the full calendar of activities scheduled for Homecoming. Two viewing modes are available:

- **My Events** – displays only the events you've **registered** for.

You can view the **schedule** and **event details** — including title, time, description and location — for each activity you're attending. You can also filter your events by date (16, 17, or 18 October 2025).

- **All Events** – allows you to explore the entire Homecoming program, including events you haven't registered for.

For each event, you can view the **full details** — title, time, description and location.

You can filter by date (16, 17, or 18 October 2025) and, by tapping the magnifying glass icon, use **advanced filters** to search by event **title** or **category** (e.g. Institutional, Cultural & Leisure, etc.).

For every event, tapping the blue “**Participants**” button lets you see the list of Alumni registered for that activity.

9. Donate Now

By selecting “**Donate Now**” from the menu, you’ll be redirected to the “**Back Home. Impact the Future**” [fundraising page](#).

With your donation, you can help support new generations of students — offering opportunities to those who are just beginning the same extraordinary journey you once experienced: studying at Bocconi.

10. Help Desk

In the *Help Desk* section, you’ll find a quick guide to using the WebApp and a dedicated chat where you can report issues or request assistance.

For any additional support, the organizing team is available at: homecoming25@unibocconi.it

11. Log Out

To exit the WebApp, select *Log Out*. You’ll be asked to authenticate again the next time you log in.