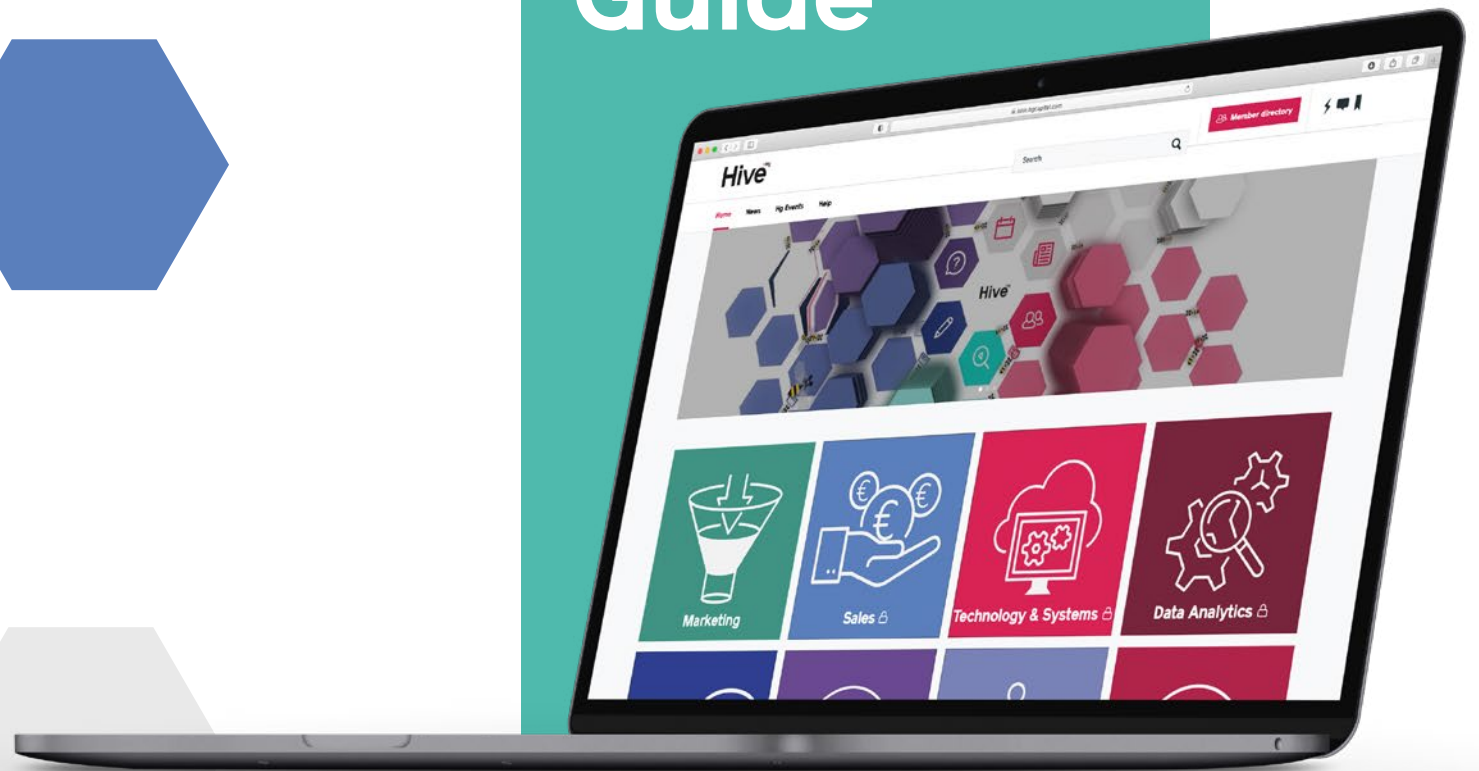


# Hive<sup>xHg</sup>

## Community Guide

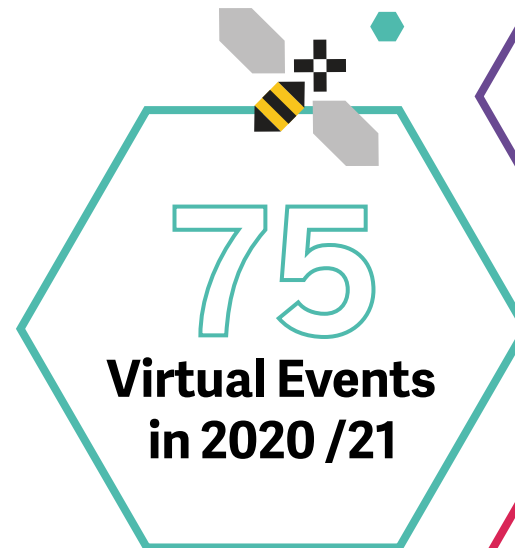


# Hive<sup>xHg</sup> Harnessing the Power of the Portfolio

Hg's online collaboration platform, Hive, connects thousands of executives across the Hg portfolio through multiple live communities. By providing members with a space to share specialist knowledge, experience and expertise, Hive enables collaboration at scale across the entire Hg family and plays a central role in Hg's value-add proposition to portfolio companies.

## Hive:

- Provides up-to-date news and information.
- Facilitates knowledge sharing amongst peers by allowing members to pose questions to one another.
- Provides access to trusted tools and best practice resources.
- Enables individuals across the portfolio to network, build connections and communities.
- Offers ways to source an expert or supplier when facing a new challenge.
- Invites access to Hg events, including forums, webinars and summits.



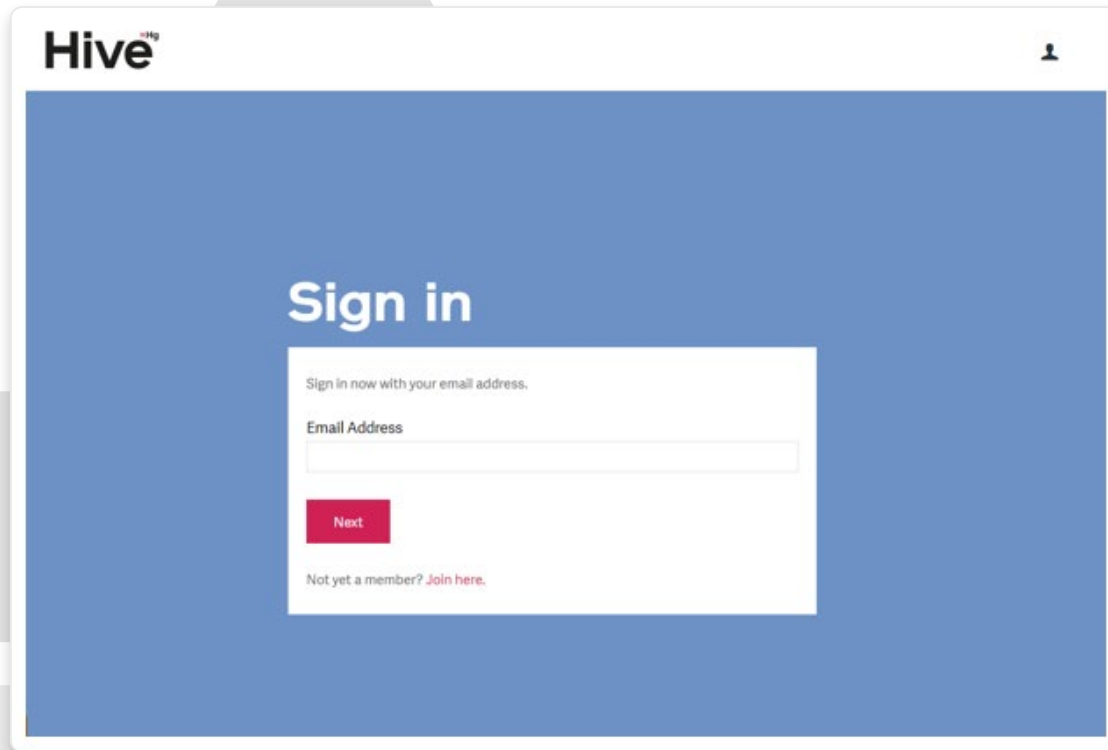
75  
Virtual Events  
in 2020 /21



>2K  
Active Members  
& Growing



24  
Live  
Communities

A screenshot of the Hive login screen. The page has a blue background with the Hive logo in the top left corner. In the center, there is a white box containing the text "Sign in" in large white letters. Below this, it says "Sign in now with your email address." followed by a label "Email Address" and a text input field. A red "Next" button is positioned below the input field. At the bottom of the white box, it says "Not yet a member? [Join here.](#)". In the top right corner of the blue area, there is a small user icon.

**Hive**

**Sign in**

Sign in now with your email address.

Email Address

Next

Not yet a member? [Join here.](#)

## Hive Login Screen

- 1 Go to: [hive.hgcapital.com](https://hive.hgcapital.com)
- 2 Click on the right-hand icon to sign in and then select **Join here**
- 3 Fill in your details: name / email address and create a password at least 12 characters long.


**Welcome !**

Your account has been created.

You are able to request membership to the Hive portfolio communities, by clicking on the respective tiles, on the Hive homepage.

If your request is not granted, please do email [Hg.Communities@hgcapital.com](mailto:Hg.Communities@hgcapital.com) for further information.

**Complete your profile**

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Role *	<input type="text"/>
Company *	<input type="text"/>
Department	<input type="text"/>
Town *	<input type="text"/>
Country *	<input type="text"/>
Professional Skills * 	<input type="text"/>
LinkedIn URL	<input type="text"/>

**Upload your photo to ensure your profile is complete.**

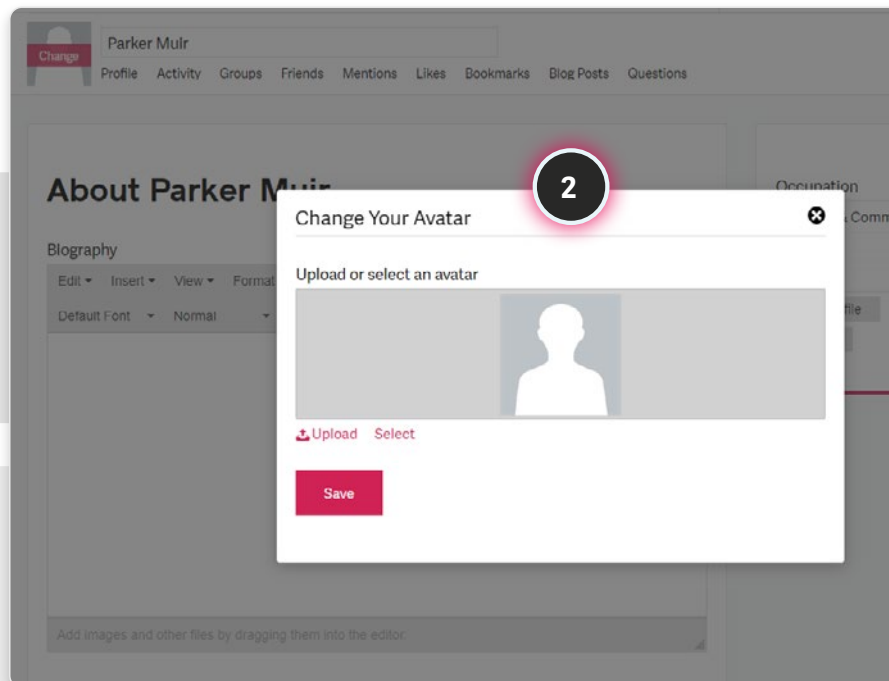
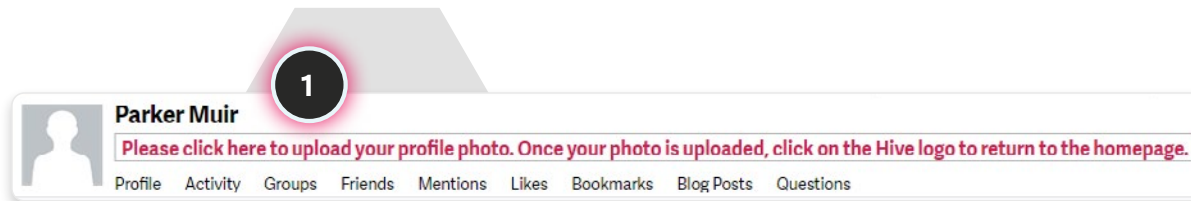
Submit

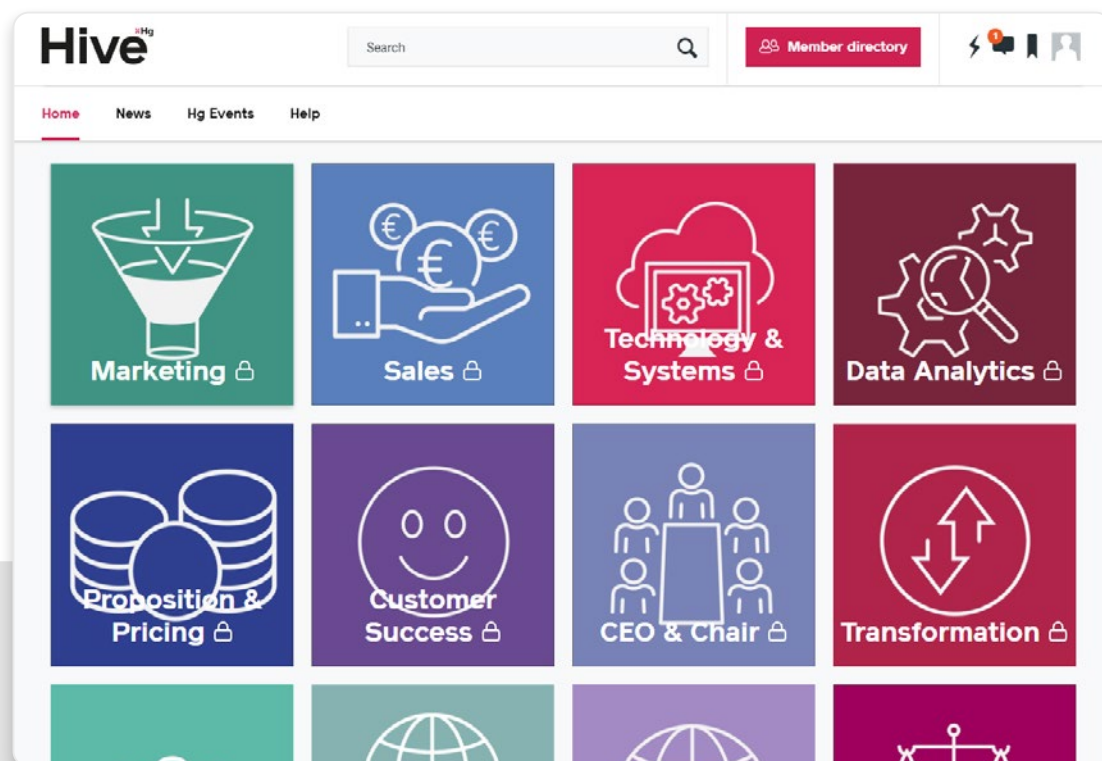
## Account Creation

Once directed to the Welcome page, please fill out your details.

## Your Profile

- 1 Please click on this link to update your profile details and account photo.
- 2 To edit your photo, click 'Change' on the profile picture and upload an image.





Request Membership

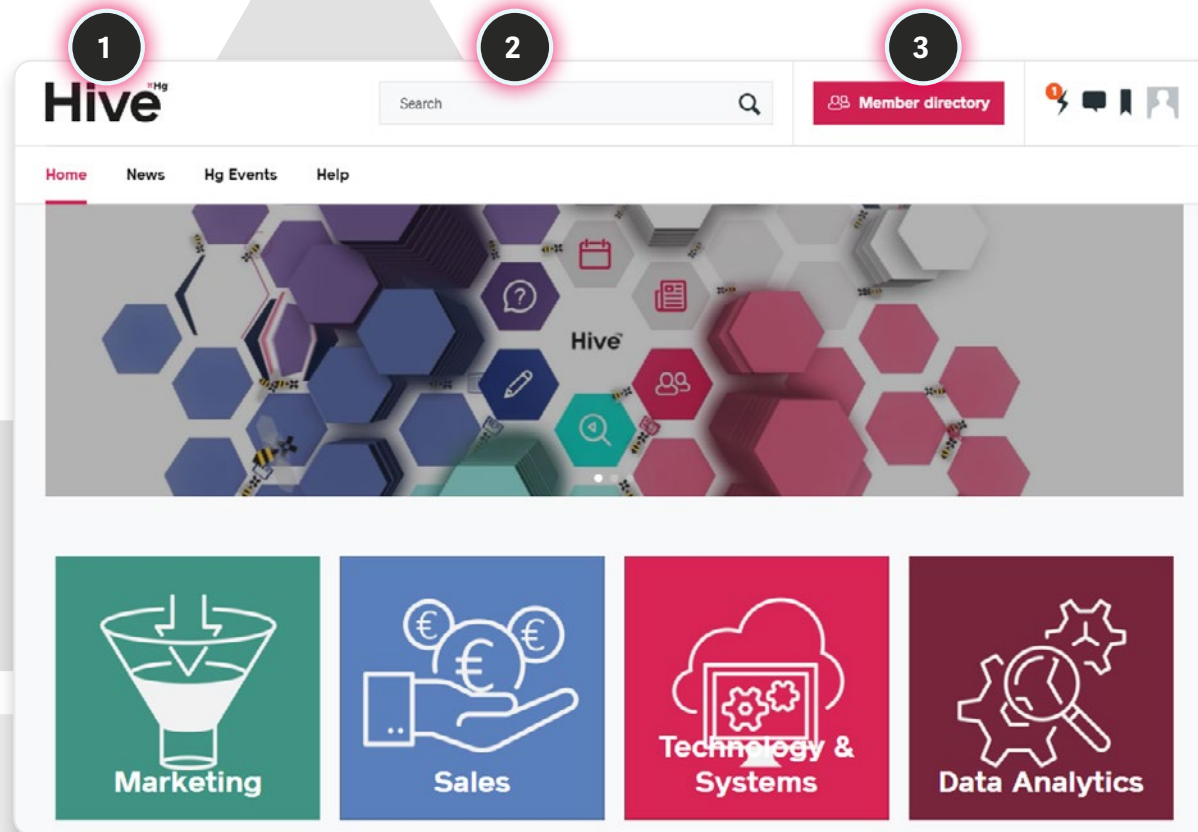
To join this Hive portfolio community, please state your role and company and click on the 'Request Membership' button below.

Message

Request Membership

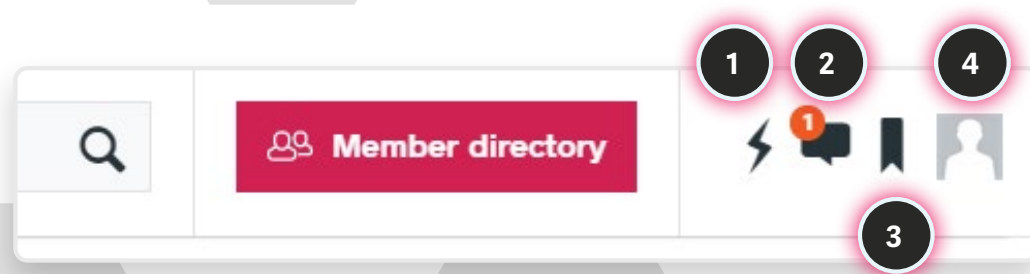
## Hive Communities

Please return to the Homepage and select the communities you would like to join from the icons displayed. Once you have requested access, your application will be reviewed within 24hours. If you have any issues, please contact [Hg.Communities@hgcapital.com](mailto:Hg.Communities@hgcapital.com)



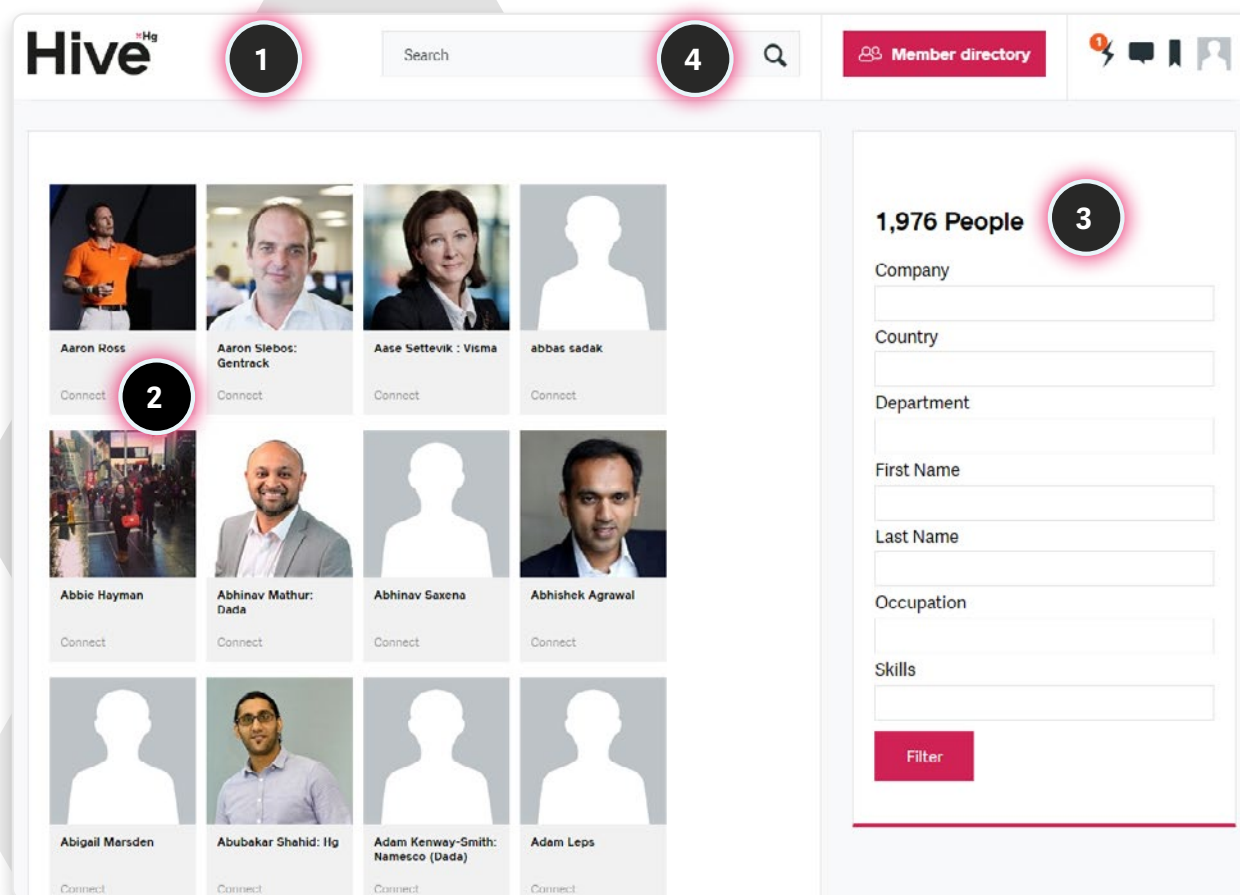
## Navigating Hive

- 1 Click on the Hive logo to take you to the Homepage.
- 2 Keyword search for content & people.
- 3 Members directory for Hive members across all communities.



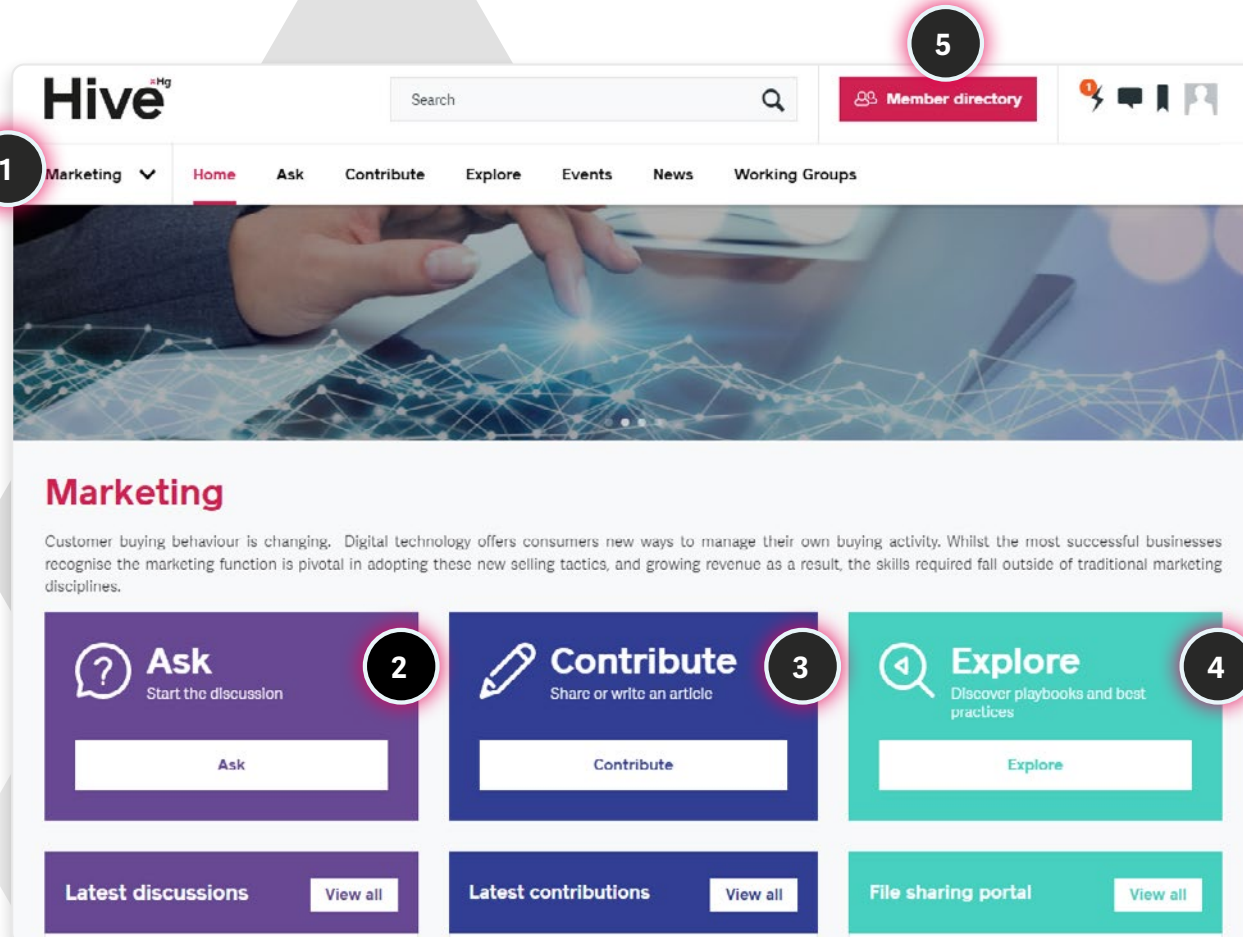
## Your Account

- 1 Notifications on your account.
- 2 Your inbox for direct private messages.
- 3 Bookmark tab.
- 4 Please select your Profile icon to make changes to your profile and email notification settings (Settings > Email Digests / Subscriptions / Notifications).



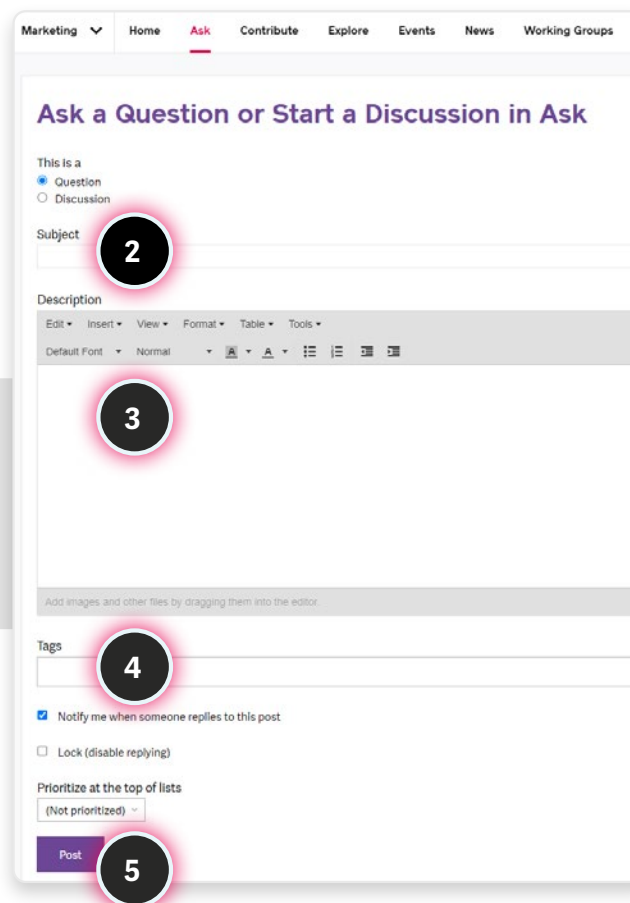
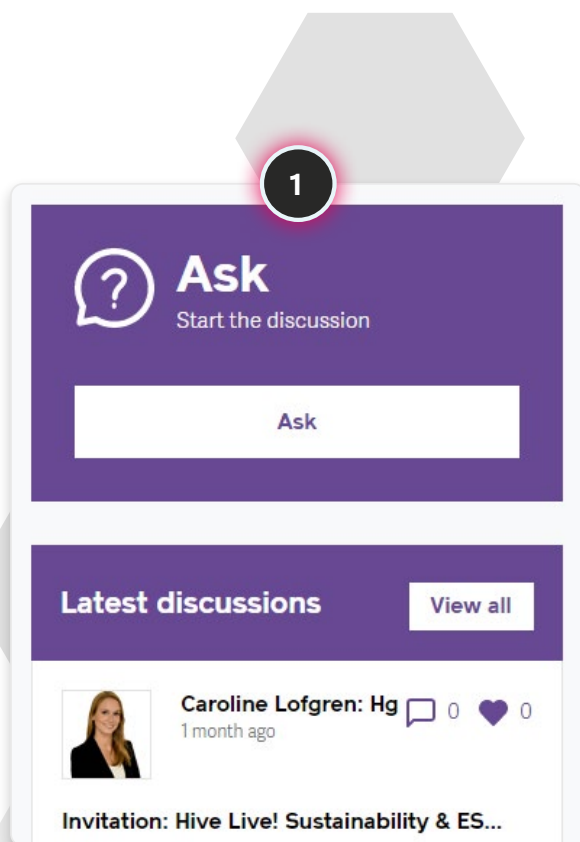
## Members Directory

- 1 Main Members Directory to connect with peers across the portfolio.
- 2 Hover over each profile for further details.
- 3 Search by name, company, country, role or skills.
- 4 You can also use the search bar to enter free text.



## Group Homepage

- 1 Navigate between your communities using the downward arrow.
- 2 **Ask:** ask questions, start discussions and send announcements (members are auto subscribed to receive notifications for activity in the Ask section of each group).
- 3 **Contribute:** share or write an article.
- 4 **Explore:** discover best practice, lessons learnt, materials and templates from our experts.
- 5 **Members directory:** all members specific to this community.



## Ask

- 1 Click on the **Ask** button to post a question or discussion topic.
- 2 Please enter the subject of your post.
- 3 Add your text in the Description field and click the Insert button to include files, images or videos.
- 4 Ensure you tag with keywords in the open text field.
- 5 Click Post to share with the community.

The image shows two parts of the Hive interface. On the left is the 'Contribute' button, which is a blue rectangle with a white pencil icon and the text 'Contribute'. Below it is a section titled 'Latest contributions' with a 'View all' button. A contribution by 'Jolanta Pilecka: Hg' is shown, dated '4 days ago', with a profile picture and icons for comments and likes. Below this is a link to 'Social Trends 2021 Report - GOOD Read'. On the right is the 'New Post to Contribute' form. It has a title field, a body field with a rich text editor, an 'Attach a file or URL' field, a 'Tags' field, and two buttons at the bottom: 'Post' and 'Save as Draft'. Numbered callouts 1 through 7 point to specific elements: 1 points to the 'Contribute' button, 2 points to the title field, 3 points to the body field, 4 points to the 'Attach a file or URL' field, 5 points to the 'Tags' field, 6 points to the 'Options' link, and 7 points to the 'Post' button.

**1** Click on the **Contribute** button to post an article.

**2** Please enter the topic of your post.

**3** Add your text in the Description field and click the Insert button to include files, images or videos.

**4** Add additional files / URLs here.

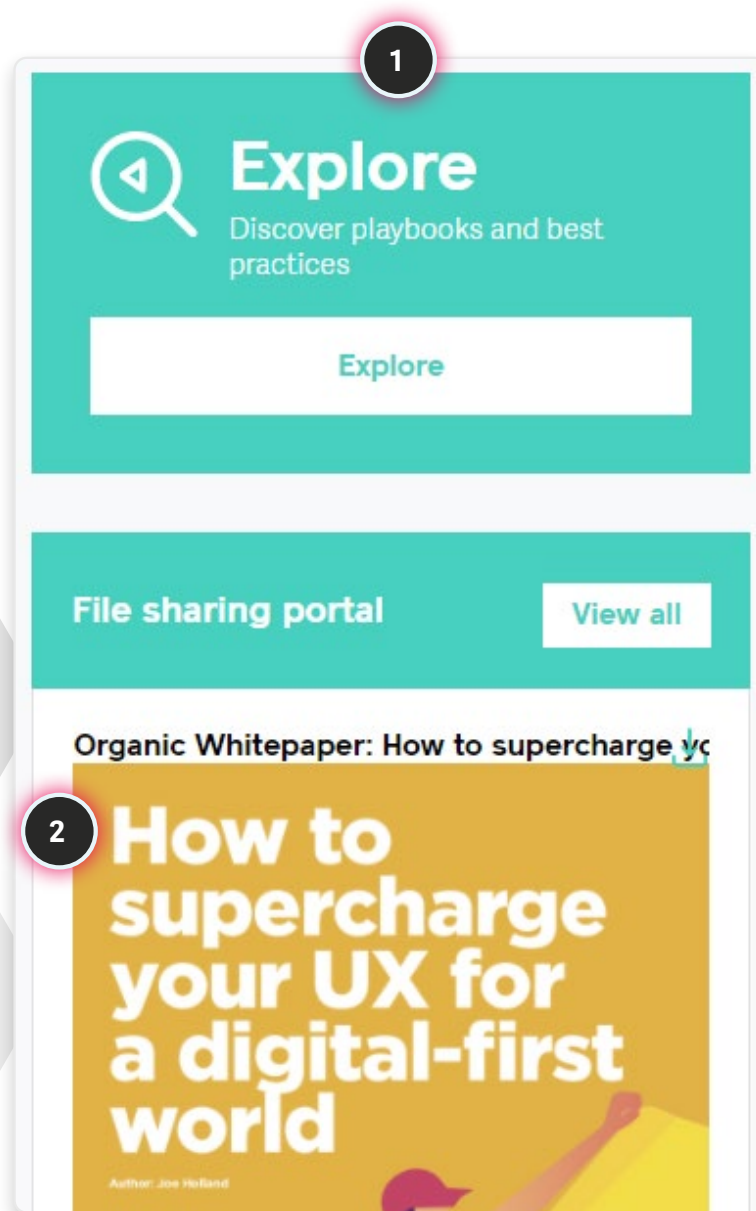
**5** Ensure you tag with keywords in the open text field.

**6** Click Options to save a thumbnail image for your article.

**7** Click Post to share with the community (or save a draft copy until you are ready to post).

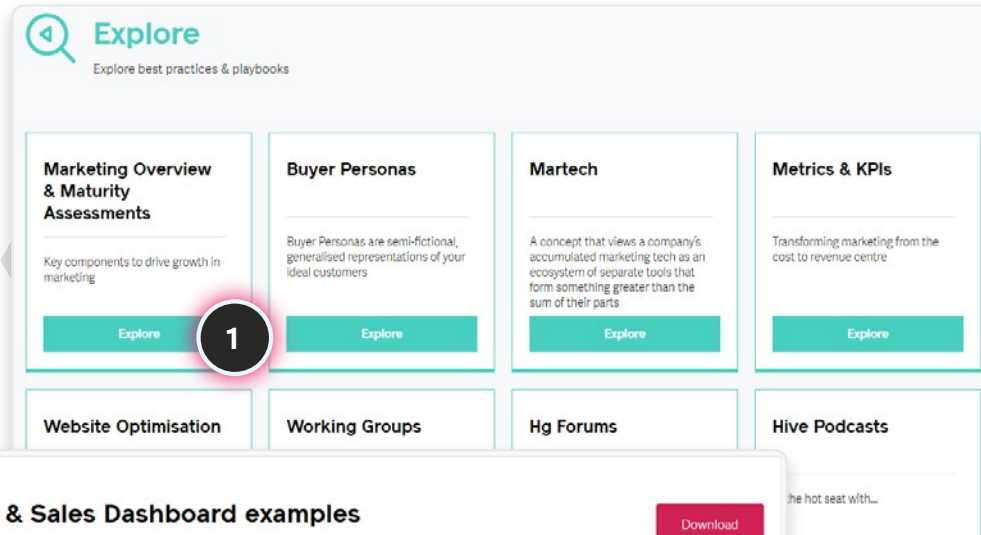
## Contribute

- 1 Click on the **Contribute** button to post an article.
- 2 Please enter the topic of your post.
- 3 Add your text in the Description field and click the Insert button to include files, images or videos.
- 4 Add additional files / URLs here.
- 5 Ensure you tag with keywords in the open text field.
- 6 Click Options to save a thumbnail image for your article.
- 7 Click Post to share with the community (or save a draft copy until you are ready to post).

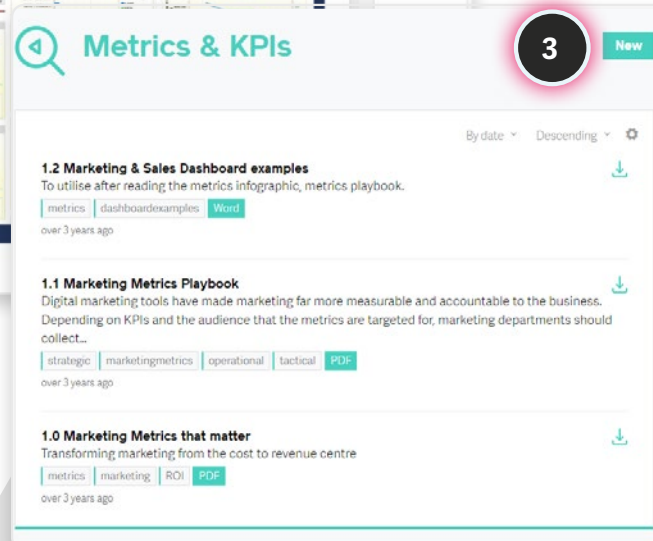
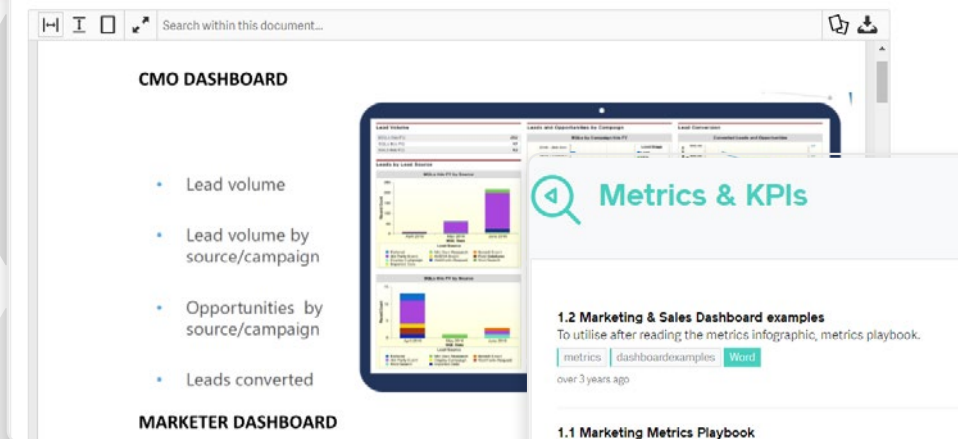


## Explore

- 1 Click on the **Explore** button to visit the file sharing portals.
- 2 The latest files shared on Hive will be displayed here.



## 2 1.2 Marketing & Sales Dashboard examples



# Explore

- 1 Select a topic to explore the relevant content.
- 2 Preview documents online or download to your computer.
- 3 Click New to upload and share your own materials / information.

The screenshot displays the 'Events' section of the Hive platform. At the top, a calendar icon and the word 'Events' are visible. A red circle with the number '1' highlights the 'Events' header. Below this, a list of events is shown, each with a title, dates, and locations. The events listed are:

- Hive Live Webinar: AWS Masterclasses: 15 & 17 Sept: 3-4.30pm UK time** (15 Sep 2020 15:00 to 17 Sep 2020 16:30 Dublin, Edinburgh, Lisbon, London)
- 2020 Virtual HR & Talent Forum** (29 Sep 2020 13:30 to 30 Sep 2020 16:00 Dublin, Edinburgh, Lisbon, London)
- 2020 Virtual Growth Summit** (9 Nov 2020 13:00 to 13 Nov 2020 16:30 Dublin, Edinburgh, Lisbon, London)
- 2021 Rising Leaders** (27 Jan 2021 9:00 to 27 Jan 2021 18:00 Dublin, Edinburgh, Lisbon, London)
- 2021 Diversity & Inclusion Forum** (24 Feb 2021 9:00 to 24 Feb 2021 17:00 Dublin, Edinburgh, Lisbon, London)

A registration modal is open for the 'Hive Live Webinar: AWS Masterclasses' event. A red circle with the number '2' highlights the modal. The modal contains the following fields and buttons:

- Registration for Hive Live Webinar: AWS Masterclasses: 15 & 17 Sept: 3-4.30pm UK time**
- Email address**:
- First name**:
- Last name**:
- Update** button
- Cancel Registration** button

## Events

- 1 See our upcoming events in the calendar.
- 2 Register your attendance direct using the Hive platform functionality.

The screenshot displays the Hive News interface. At the top, there's a 'News' header with a 'New' button. Below it, a list of news items is shown, including 'Congratulations IRIS! New website signifies evolution for IRIS Software Group' and 'Design visualization: how Foundry is leading the visual-first revolution'. Below the news list, there's a 'New Post to News' form. The form has a 'Title' field (callout 2), a 'Body' field with a rich text editor (callout 3), a 'Tags' field (callout 5), and a 'Post' button (callout 7). There are also fields for 'Add images and other files by dragging them into the editor' (callout 4) and 'Upload file' (callout 6). A 'Save as Draft' button is also visible.

## News

- 1 Share your company news direct on Hive.
- 2 Please enter the topic of your post.
- 3 Add your text in the Description field and click the Insert button to include files, images or videos.
- 4 Add additional files /URLs here.
- 5 Ensure you tag with keywords in the open text field.
- 6 Click Options to save a thumbnail image for your article.
- 7 Click Post to share with the community (or save a draft copy until you are ready to post).

# Next on Hive

**Hive** <sup>Hg</sup>

Search

Member directory

Home News **Hg Events** Help

**Hg Events** New

**Events**

**Hive Live Webinar: AWS Masterclasses: 15 & 17 Sept: 3-4.30pm UK time**

15 Sep 2020 15:00 to 17 Sep 2020 16:30 Dublin, Edinburgh, Lisbon, London

**2020 Virtual HR & Talent Forum**

29 Sep 2020 13:30 to 30 Sep 2020 16:00 Dublin, Edinburgh, Lisbon, London

**2020 Virtual Growth Summit**

9 Nov 2020 13:00 to 13 Nov 2020 16:30 Dublin, Edinburgh, Lisbon, London

September 2020

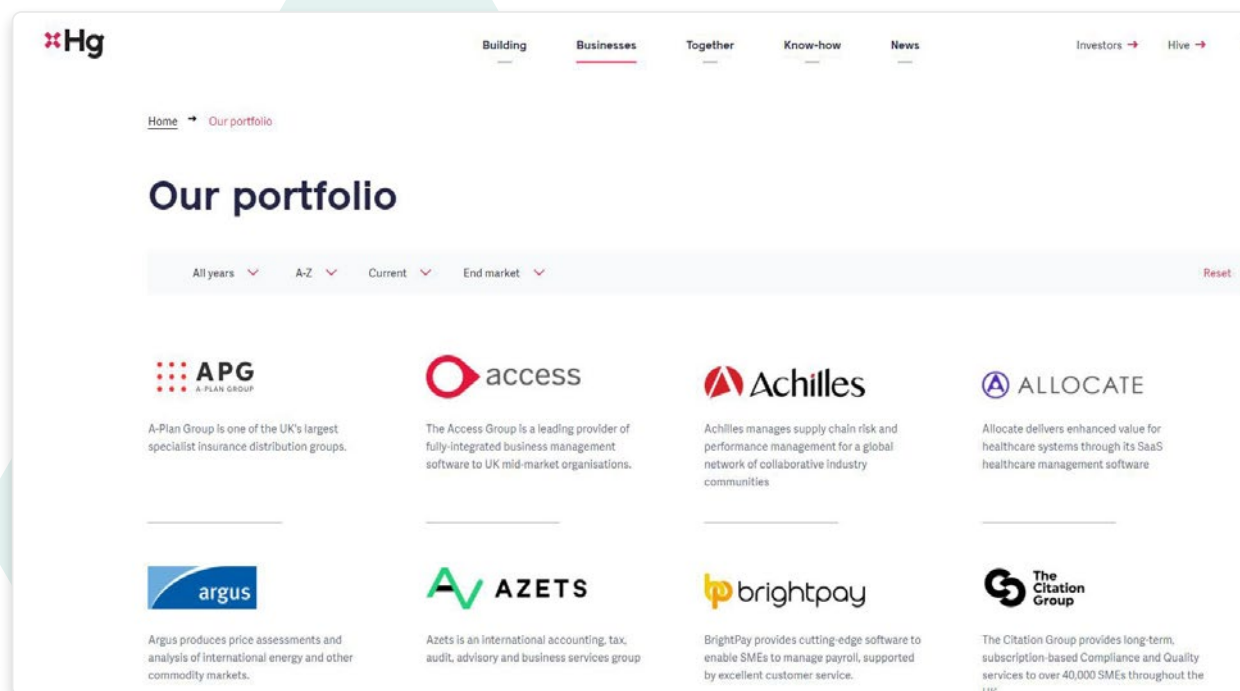
S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

## Events Calendar

When you register to the Hive online events & Hg offline forums, you will do this via the Hive event calendar. The new development will enable you to add the calendar invitation direct to your Outlook or Gmail email account.

8.2★

**Average Rating**



## Hg Portfolio Directory

A new page will be created on the main Hive community landingpage, dedicated to the Hg Portfolio, providing a description of each company (Similar look and feel to this page <https://hgcapital.com/our-portfolio/>).

7.8★  
Average Rating

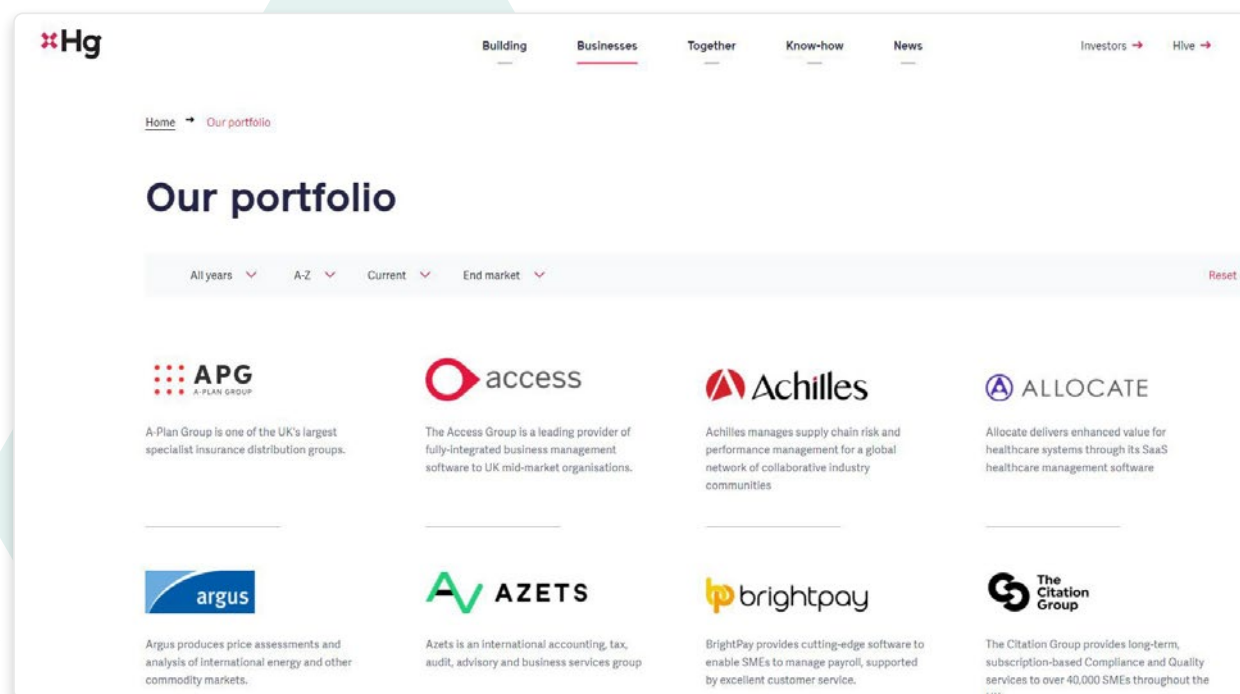
The screenshot displays the Hive Member directory interface. At the top, there's a search bar with the text "Search" and a magnifying glass icon. To the right of the search bar is a red button labeled "Member directory" with a person icon. Further right are icons for notifications, chat, and a profile. The main content area shows a grid of 12 member profiles, each with a photo, name, and company, and a "Connect" button. The profiles are arranged in three rows and four columns. The sidebar on the right contains a section titled "1,976 People" followed by search filters: Company, Country, Department, First Name, Last Name, Occupation, and Skills. Each filter has a text input field. At the bottom of the sidebar is a red "Filter" button.

Member	Company	Action
Aaron Ross		Connect
Aaron Slebos	Gentrack	Connect
Aase Settevik	Visma	Connect
abbas sadak		Connect
Abbie Hayman		Connect
Abhinav Mathur	Dada	Connect
Abhinav Saxena		Connect
Abhishek Agrawal		Connect
Abigail Marsden		Connect
Abubakar Shahid	Hg	Connect
Adam Kenway-Smith	Namesco (Dada)	Connect
Adam Leps		Connect

## Hg Portfolio Directory

On the Hive community main members directory page, in the search function, if you search via company, a description of the company will appear as well as all employees present on Hive.

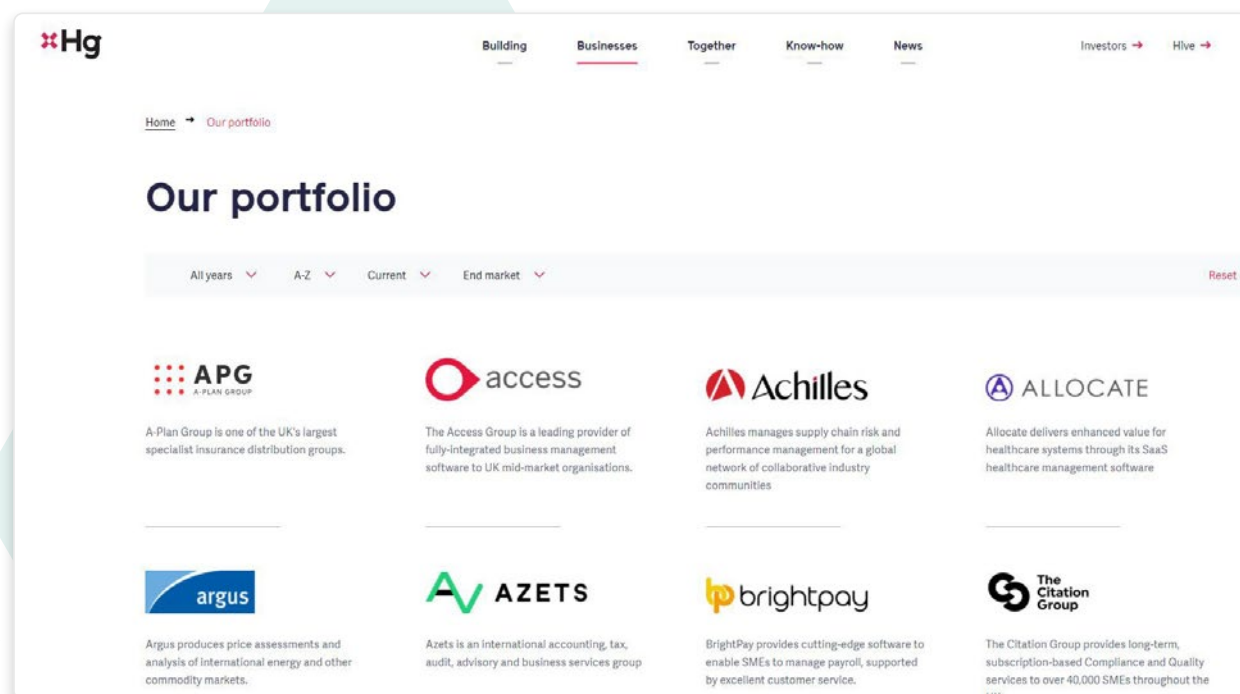




## Hg Portfolio Product Directory

The Hg Portfolio Supplier Network community will be available to all members on Hive. It will provide a directory of all Hg portfolio companies, their products, relevant information and contact details.





## Hg Expert Network Directory

The Hg Expert Network community will be available to all members on Hive. It will provide a directory of all experts in the Hg network (e.g. speakers at summits, experts who work with Hg executives).

8.1★  
Average Rating



## Hg Help Chatbot

Help chatbot, will be available 24/7 to help you assist and navigate on theHive community. It will also have a list of pre-defined FAQs.

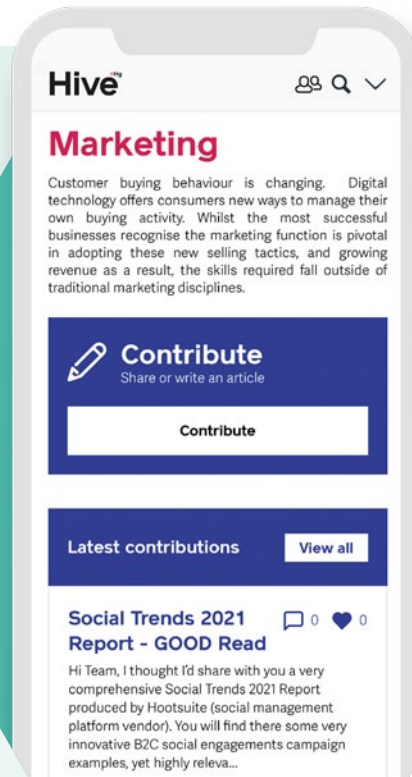




## Hive Coffee Meetings & Networking

The creation of a Hive coffee meeting roulette. You will submit your availability during the month and randomly be matched based on your profile with a peer in the portfolio once a month to have a introductory coffee call. This will be an initiative to connect peers across the Hive platform.





## Hive Mobile App

The creation of a Hive mobile app. The mobile app will be responsive like the desktop app. You will receive notifications to your phone and be able to stream content (provided you are connected to the internet). Would you connect to Hive via a mobile app more often than utilizing the desktop?

5.1★  
Average Rating