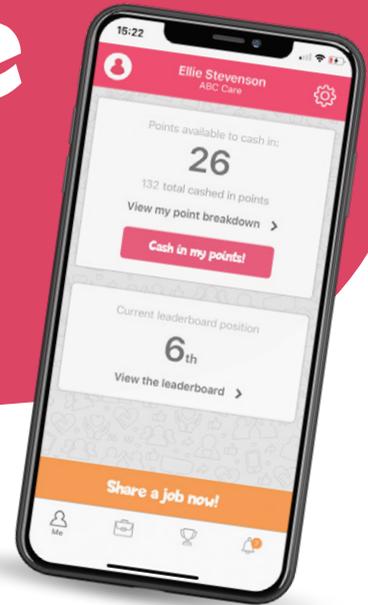


Getting started with your Care Friends App.



Care Friends
Caring people know caring people

“I think it’s an amazing app”

“The app is perfect”



“I love the app. It’s user friendly, and a great way to earn extra cash for minimum effort”

“Unlike our old referral scheme, now I get paid before someone even starts the job.”

Michelle, Care Worker.

Need help:

If you get stuck, you can contact us on: support@carefriends.co.uk



How to download the app.

TIP:

It only uses 46mb (android) or 55mb (Apple) of data, which is about the same as using Facebook for 30mins, but you can download on wifi to avoid using data.

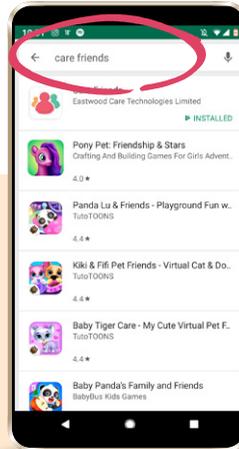
1



Go to the Google Play store
or
Apple App store.

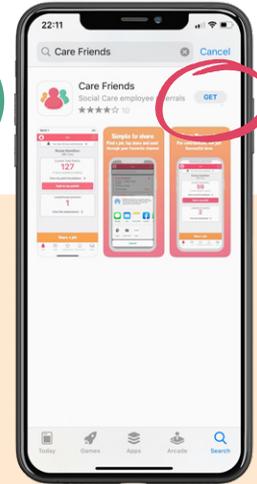


2



Type Care Friends
in the Search bar
to find the App.

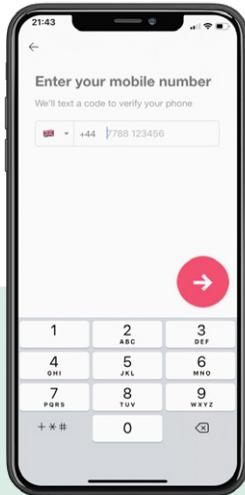
3



Tap 'GET' (Apple) or
'INSTALL' (android) and
once this is done you are
ready to register...

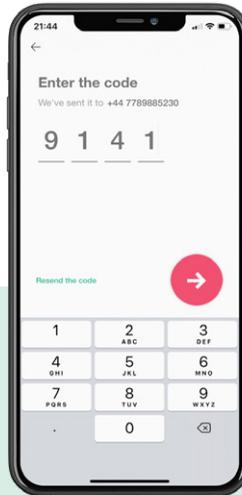
How to register.

4



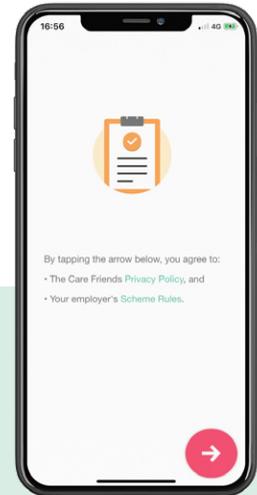
Tap 'Get Started' and enter your mobile number when asked.

5



You will automatically be sent a text message from your organisation with a 4 digit security code; enter it when prompted.

6



Tap the links to read the 'Care Friends Privacy Policy' and 'Your Employer's Scheme Rules'. When you have done so, indicate your agreement by tapping the red arrow to continue.

Guide to your home screen.

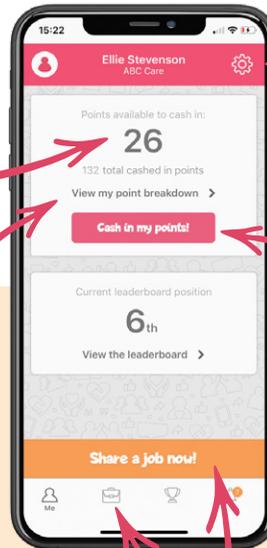
A. Your points total shows you the number of Care Friends points you have right now.

B. Tap on 'View my point breakdown' to view a breakdown of your points total and what you have been awarded them for (find out more on page 8).

C. To share a job with a friend or your social network, tap the share banner or the briefcase icon (then see page 6).

E. You can use the settings button in the top right hand corner to review your profile, terms and conditions or to get help.

D. To ask for your points to be paid out, tap here (see page 8 for more info).

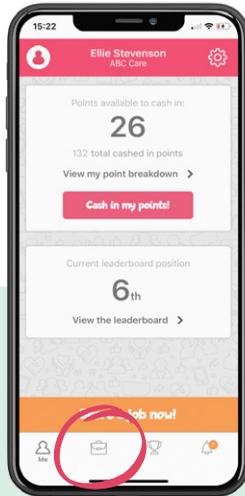


How to share.

TIP:

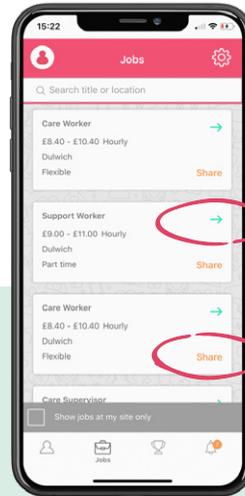
SMS, WhatsApp and Facebook are the most popular apps for sharing.

8



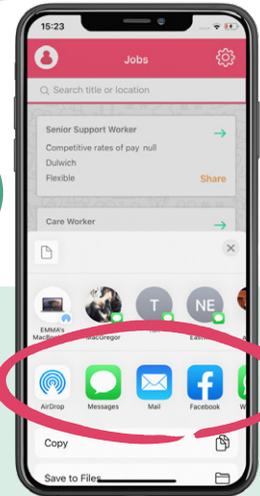
The jobs button will take you to all the jobs your company currently has available.

9



On your jobs page you can see all the jobs currently available to share at your company. To see more detail about each job, tap the green arrow or to share, tap 'Share'.

10



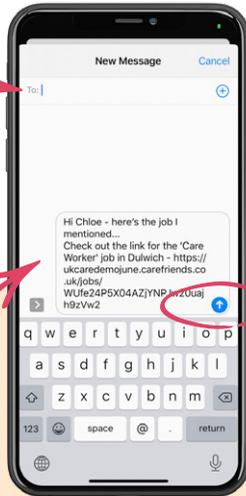
Choose which of your apps you would like to use to share the job. When you tap that method, you'll be taken to that app directly.

SMS text example.

Facebook example.

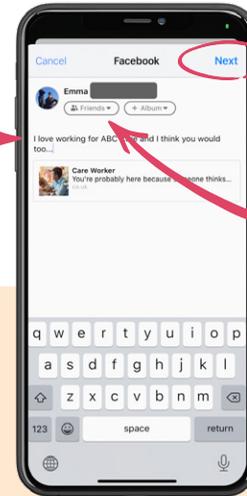
A. Choose who you want to share with by starting to type their name or number and then selecting them.

B. We recommend adding in a personal message with the job listing with typing it here.



C. Tap the arrow to share the job.

A. Write a short personal message to recommend people apply e.g. I love my job because..... I think you would love it too.....



C. Tap 'Next' to follow instructions to share your message.

B. You can tag specific people you think may be interested.

TIP:

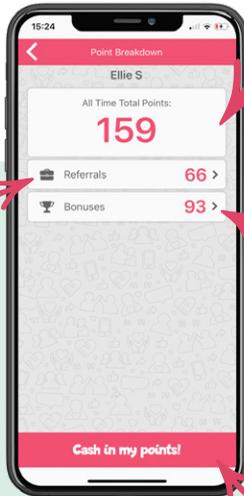
Personalising your message to the recipient means more 'expressions of interest'.

Your points breakdown and cashing in.

Current points total

This is your current total points from both your referral and bonus points combined.

11



Referral Points

Your company decides how many points you get for each stage of the recruitment process.

Bonus Points

Your company can also award you bonus points for thank-yous, achievements and incentives.

Cash in points

Tap the red banner to notify your employer that you would like to request payment of your points in the next payout.

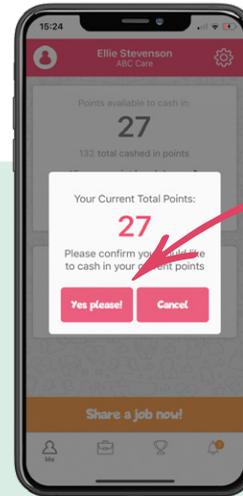
TIP:

To find out about earning bonus points, ask your manager.

INFO:

Before the next payroll, your company will check and approve your request. When it is marked as approved, you will be notified and your points total will go back to zero.

12



When you tap 'Yes please', your company is notified that you would like to be paid out your points in the next payroll.

TIP:

For details of specific rules for your company payments, check your scheme rules or ask your manager.