

# Official Representative - Start up form



Welcome to your Official Representative account on The Student Room. Complete the below preferences and our Client Services team will get you set up.

**Your username** (will be displayed on the site when posting – max 16 characters)

**Your email address**

**A bit about you**

(an introduction to your details will be displayed within your profile – max 1000 characters)

**Three preferred links**

Please provide up to three links that can be included in your profile, including a description for each. These can be to areas on your site, or on ours.

- 1.
- 2.
- 3.

**Your signature**

(this is optional – any information to be displayed below each post you make. Max 350 characters.)

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**Image/videos** (please supply one of each of the following by attaching to your email)

**1. Avatar – Max 100px x 100px.**

This will display next to your username every time you post.

**2. Profile Picture – Max 100 x 100px**

This will display within your actual profile.

**3. YouTube video**

This will embed within your profile.

## Alerts

Alerts are a great way of managing your workload. Everyday you'll be notified of mentions of your university/company so you can check out opportunities to get involved in conversations and answer questions.

Complete the table below for your alert preferences, if you'd like us to exclude specific forums like "Football" or "chat" where irrelevant mentions often appear let us know.

Alert type	Frequency	Terms
<b>Brand:</b> Make sure you're engaging with relevant conversations	Daily or weekly	
<b>Competitor:</b> Track what your competitors are up to on the site		
<b>Course Specific:</b> Keep an eye out for key conversations relating to courses you recruit for		