ERASMUS
CENTRE FOR
ENTREPRENEURSHIP

Member Management

This set of instruction will guide you through the essentials of finding, connecting and managing members in your online community

How can I connect with my coworkers?

- To connect with a member simply click on their profile picture thumbnail on the feed or on the sidebar in your 'home' tab and click 'add to contacts'. Alternatively, you can go to the 'members' tab on the global navigation bar and check the 'all members' option on the left sidebar. Here you will see the list of members in your coworking space. To connect with a coworker, simply click on any member and select 'add to contacts' in the modal window.

  Once you have requested to connect with a coworker, they will receive a notification and they can approve your request to connect.

What happens when I can connect to a coworker?

- Once you are connected with a coworker, you will have the ability to send and receive chat messages to that coworker.

How can I view the profile of another company?

- To view the profile of a company, go to your 'members' tab, and check the on 'all companies' option on the left sidebar. Here you can see a list of companies that are present in your coworking space. To view the profile of a company simply click 'view profile' under any company on that list.

How can I sort members?

- You can find member sorting options on the left sidebar in the 'members' tab. Here you can select to see all users, all companies or all contacts. Furthermore, you can select to only see members of a particular location.