Enter Edtech

User guide for Entrepreneurs

www.enteredtech.eu

Getting started

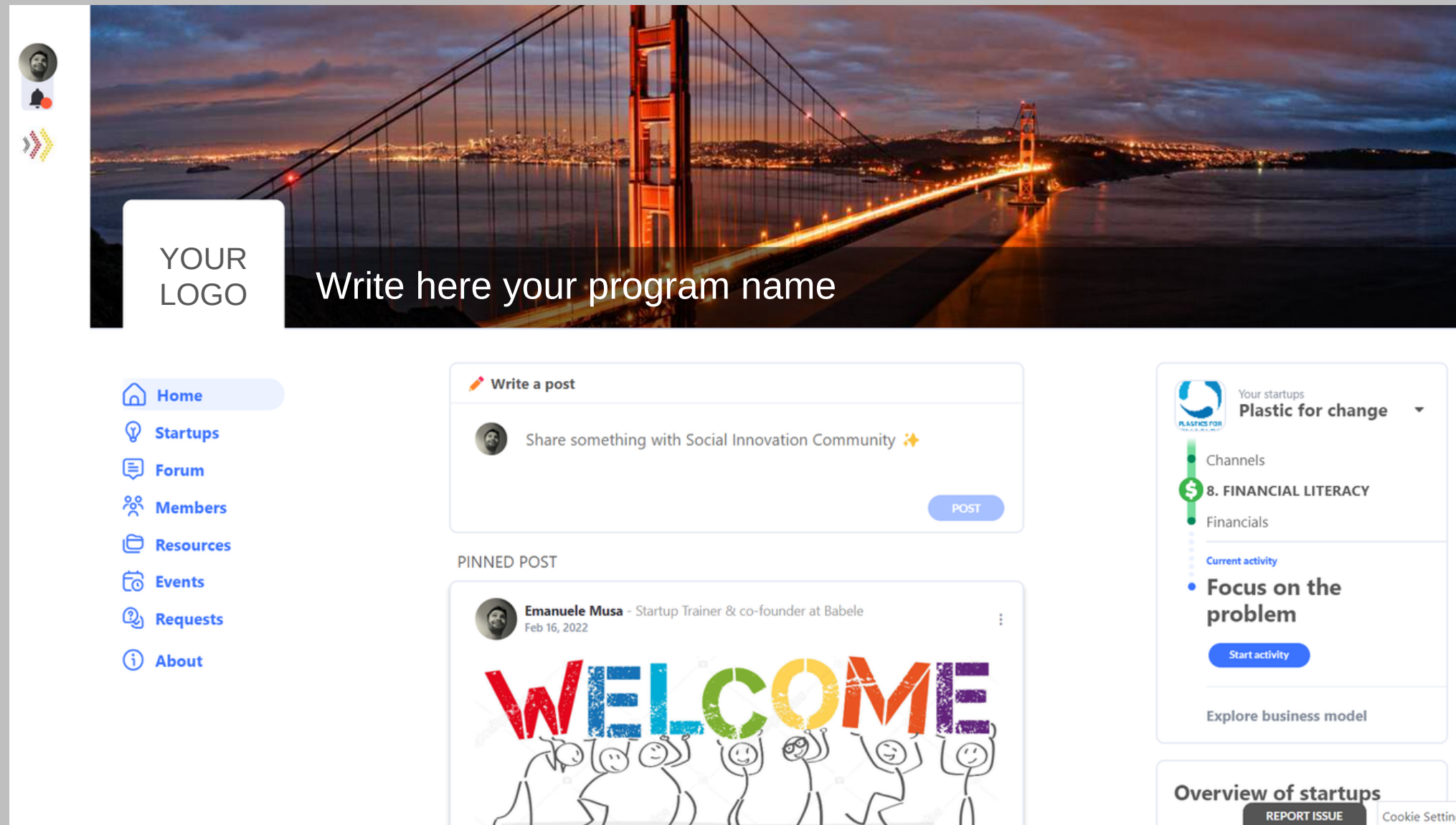You will receive an email to join the program and its digital community.

1. Create your account;
2. Follow the step-by-step tutorial to create your user profile;
3. Make sure you complete perfectly your profile: it will help you to be matched with the right experts!

You can always reach the platform via the link: **www.yourprogram.com/link**

On the *left menu* you have the program's environments

- **Home**: it's a newsfeed
- **Ventures**: all startups in the program
- **Resources**: database with files & docs
- **Discussions:** forum
- **Members**: CRM with all participants
- **Events**: Find all events
- **Requests**: List of startup challenges

Develop your company profile

Once you join the program, you will already be a member of your startup. To find your startup, click on your user profile (top-left). We reccomend you to:

- **Upload** your company logo and a cover picture;
- **Invite** your team and mentors from the «Network» tab;
- Click on **«Modules»** to start the program.

Under the tab *Network* you can organise your team

Invite your team members, organise your mentors and other stakeholder groups.

- Click on **Invite People** to add your team members (choose circle = TEAM);
- Create new sub-roles by clicking on the **EDIT Circles** button;
- Change users roles by clicking on the blue tab underneat their profile picture.

Under the tab *Pitch Deck* you can find the program modules

Each week, a new module becomes available. All you need to do is:

- Click on Start Assignment;
- Watch the video / read the tutorial;
- Complete your assignment;
- Organize a conf-call with your mentor.

  For each activity, you can customize the privacy, based on the circles defined in the Network tab.
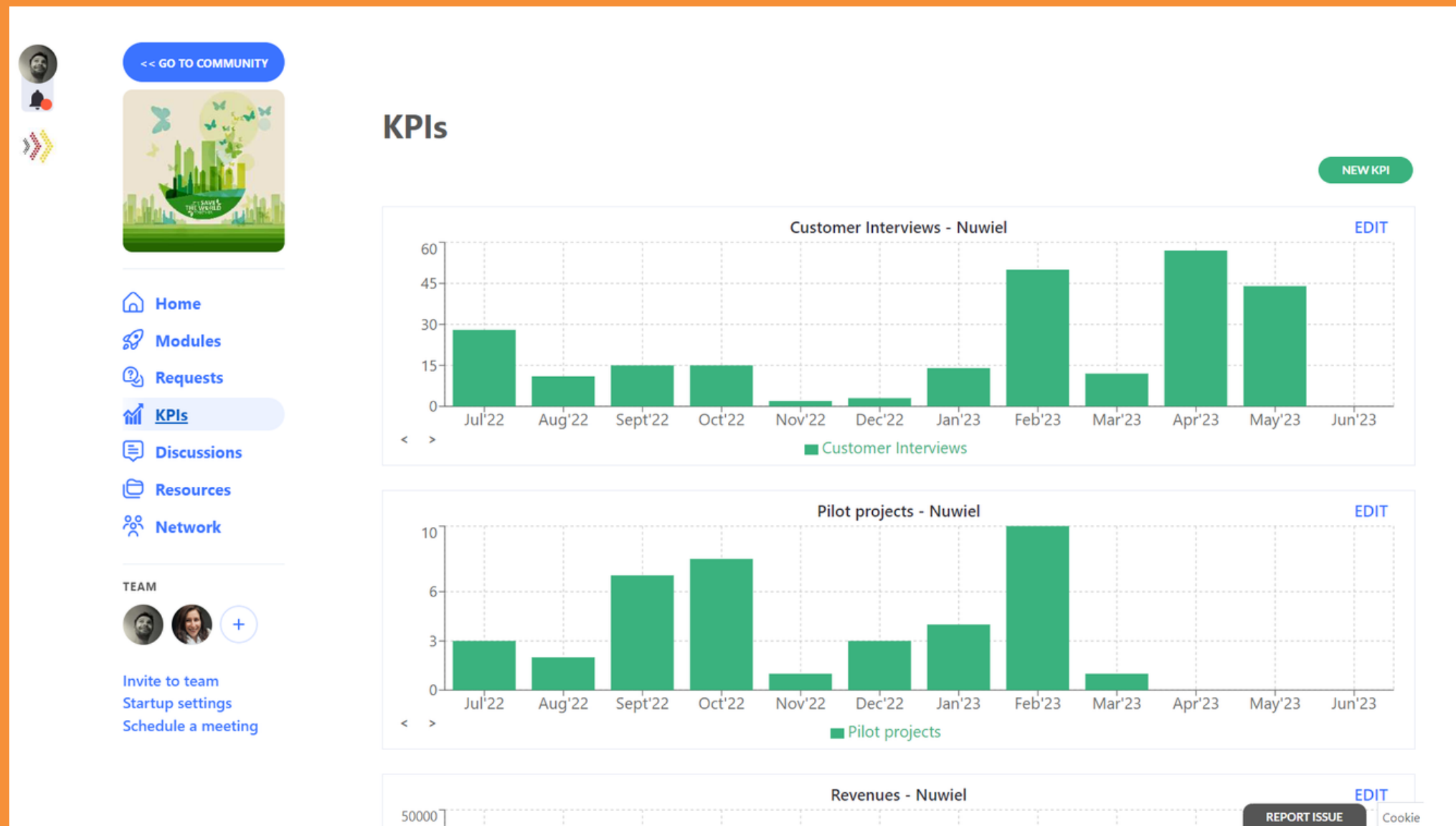
Under the tab *Requests* you can post your challenges

Do you need help with a specific challenge?

- Create a new request;
- Create a clear description of the problem;
- Choose the skills you need to find;
- Wait for the algorhithm to invite relevant experts to help you out.

Under the tab *KPIs* you will find your startup's metrics

You will receive automatic reminders whenever it's time again to submit your KPIs.

- From the HOME tab: click on the submit KPIs blue button;
- Input the KPIs on the pop-up;
- Edit your data from the KPIs page;
- You can create new startup metrics by clicking on the **NEW KPI** button.

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Under the tab *Resources* you will find your Data Room

Here you can store files and documents that are relevant to your startup.

- Click on **UPLOAD** to add files, links and documents (also from Gdrive & Dropbox);
- Choose the privacy: if you choose **custom,** then you can select the users circles that should have access to the resource;
- All the files that you upload on the pitch-deck activities, are available under the RESOURCES tab, and are tagged with the topic's name - to facilitate navigation.

Under the tab *Discussions* start public & private threads

Here you can create discussions with chosen stakeholder groups.

- Click on **NEW DISCUSSION** to start a new thread;
- Choose the privacy: if you choose **custom,** then you can select the users circles that should have access to the discussion;
- You will get notified whenever there are new posts and comments.

Thank you