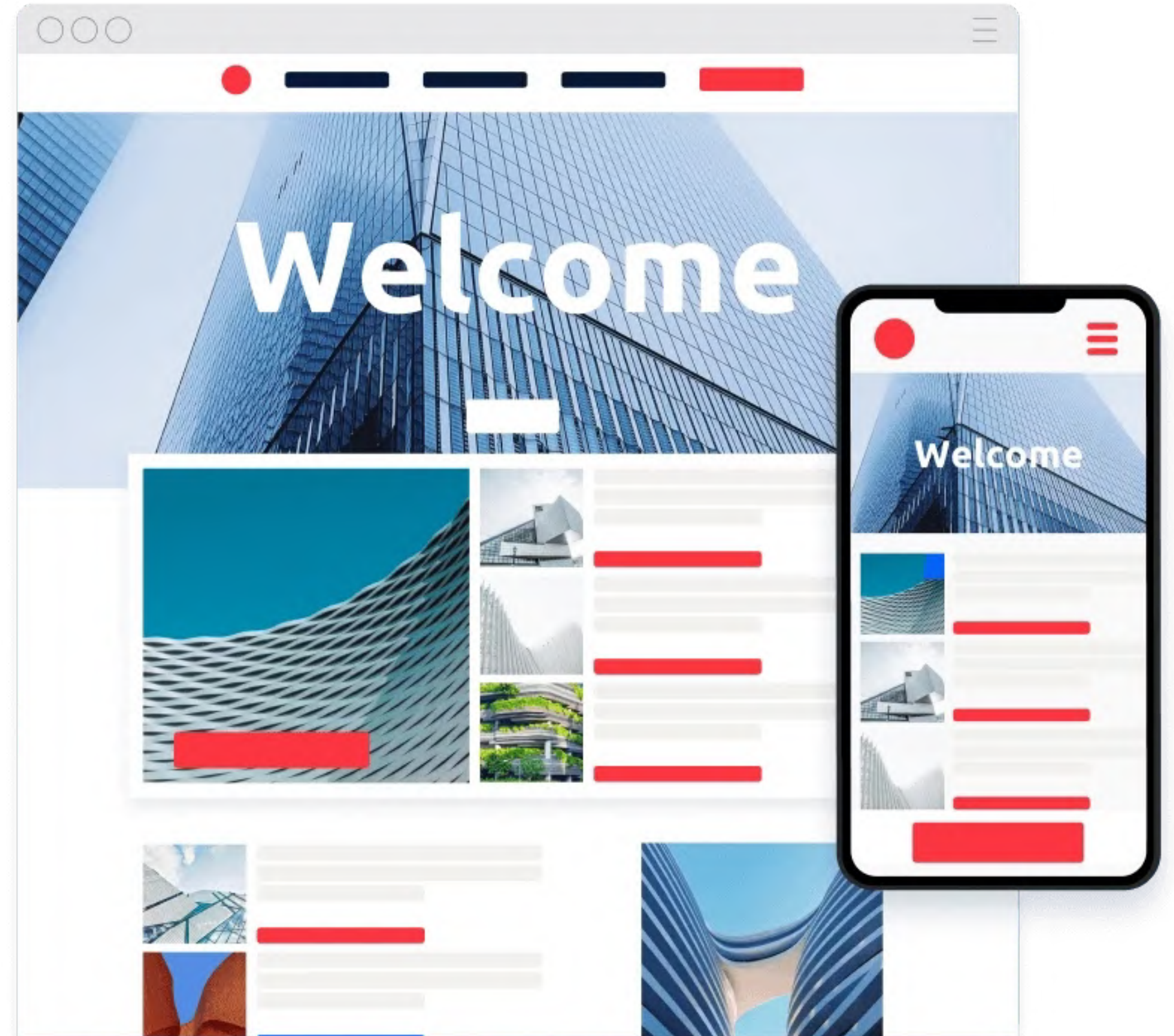


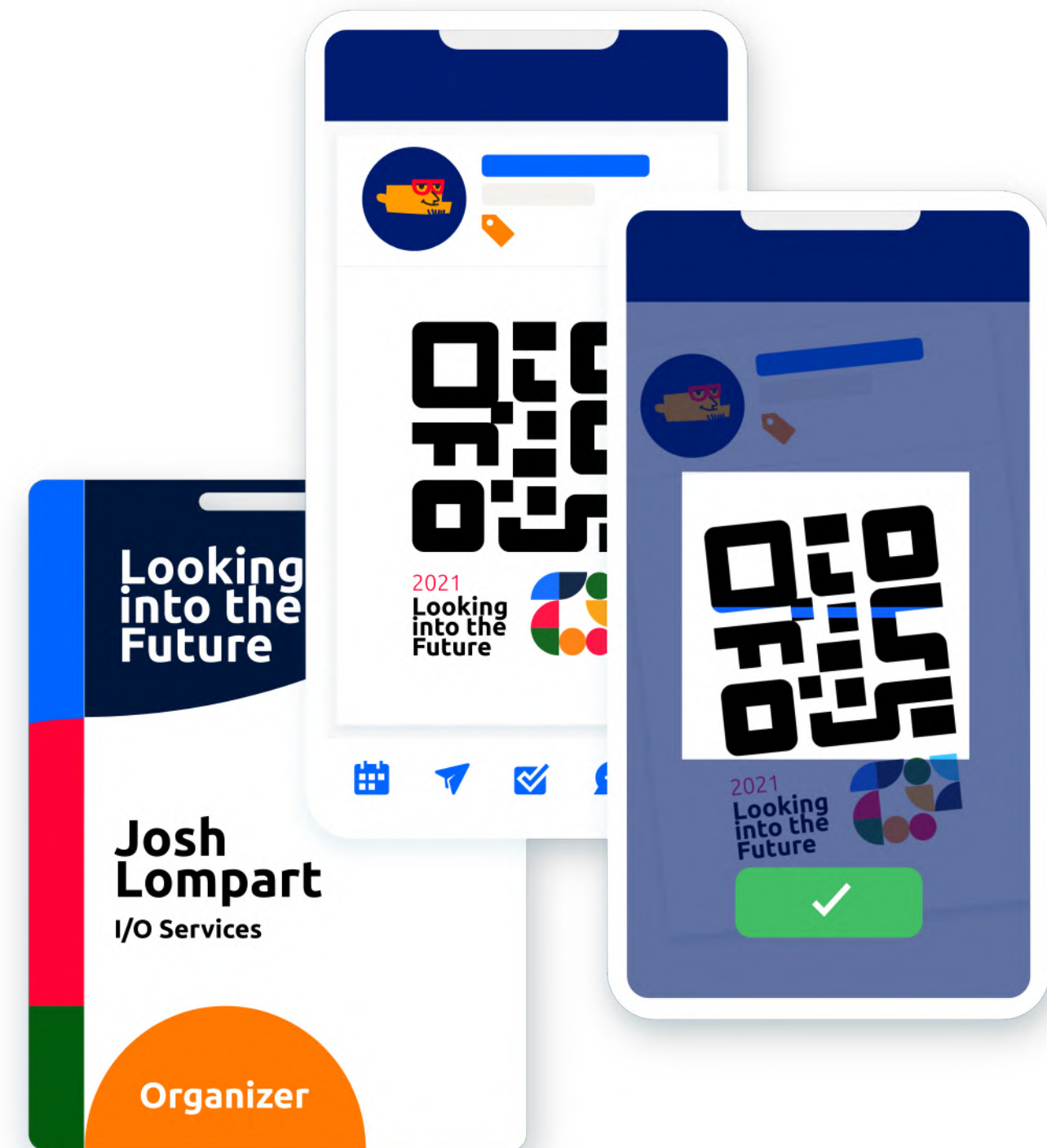
How to Use My Glue Our Member Engagement Hub

Engage with Our Community.
Via Desktop or Mobile.
Anywhere, Anytime.



Why Register an account on Glue Up?

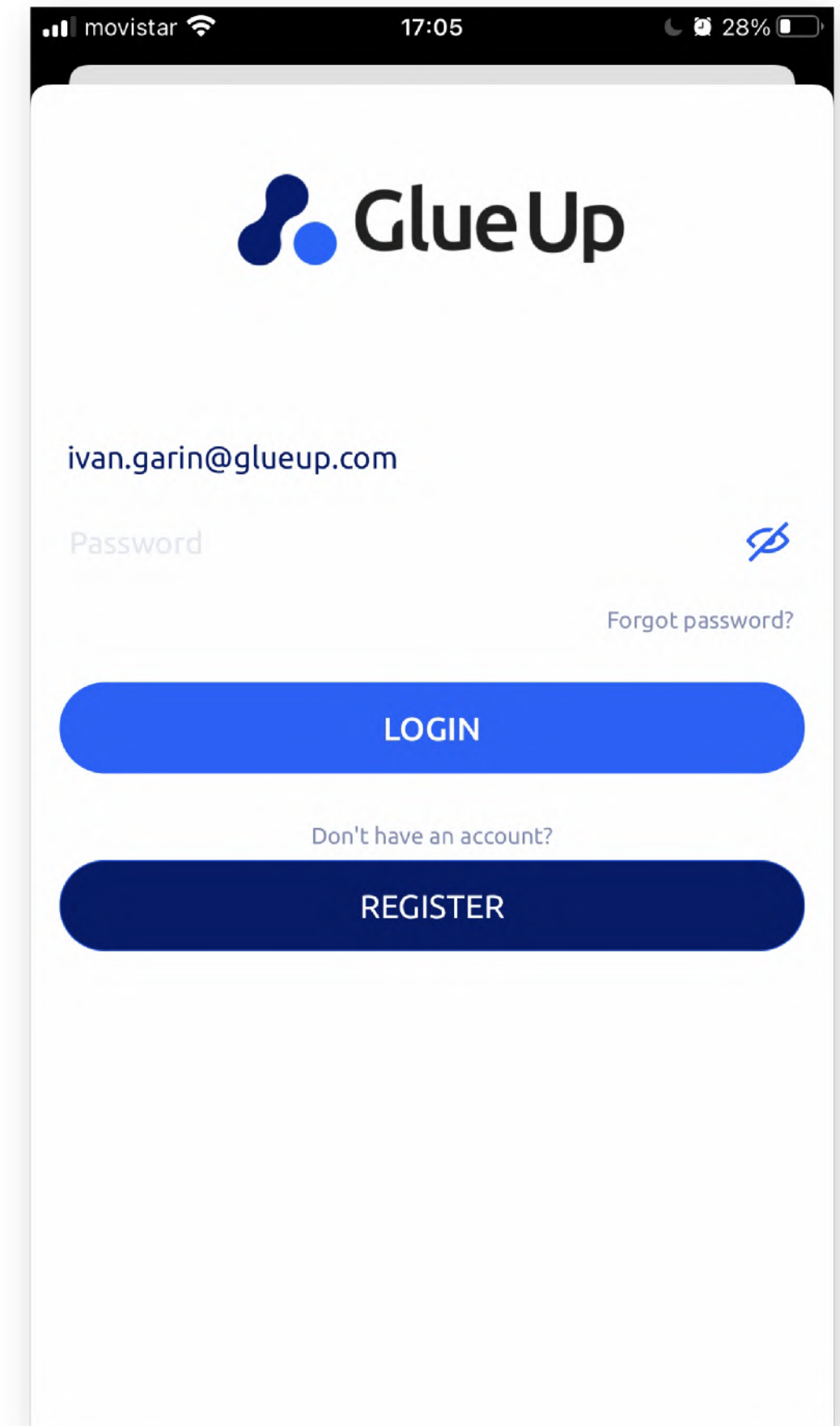
- **1.** Find all our organizational activities on a single platform.
- **2.** Access your registrations to events and manage your membership information independently.
- **3.** Get access to your member benefits 24/7 and access member-only information.
- **4.** Have the ability to network with other members.
- **If you are not using the My Glue app, you are not enjoying all of your benefits.**



How to get the mobile app?

- Download the My Glue App on [App Store](#) or [Google Play](#)
- If you are a new user, **register** you Glue Up account directly on the app. Otherwise, simply log in to your existing account.
- Start exploring My Glue app!
- *Check the following 3 slides to understand how you should proceed based on your user status.*

[Scan and Download here! >>](#)



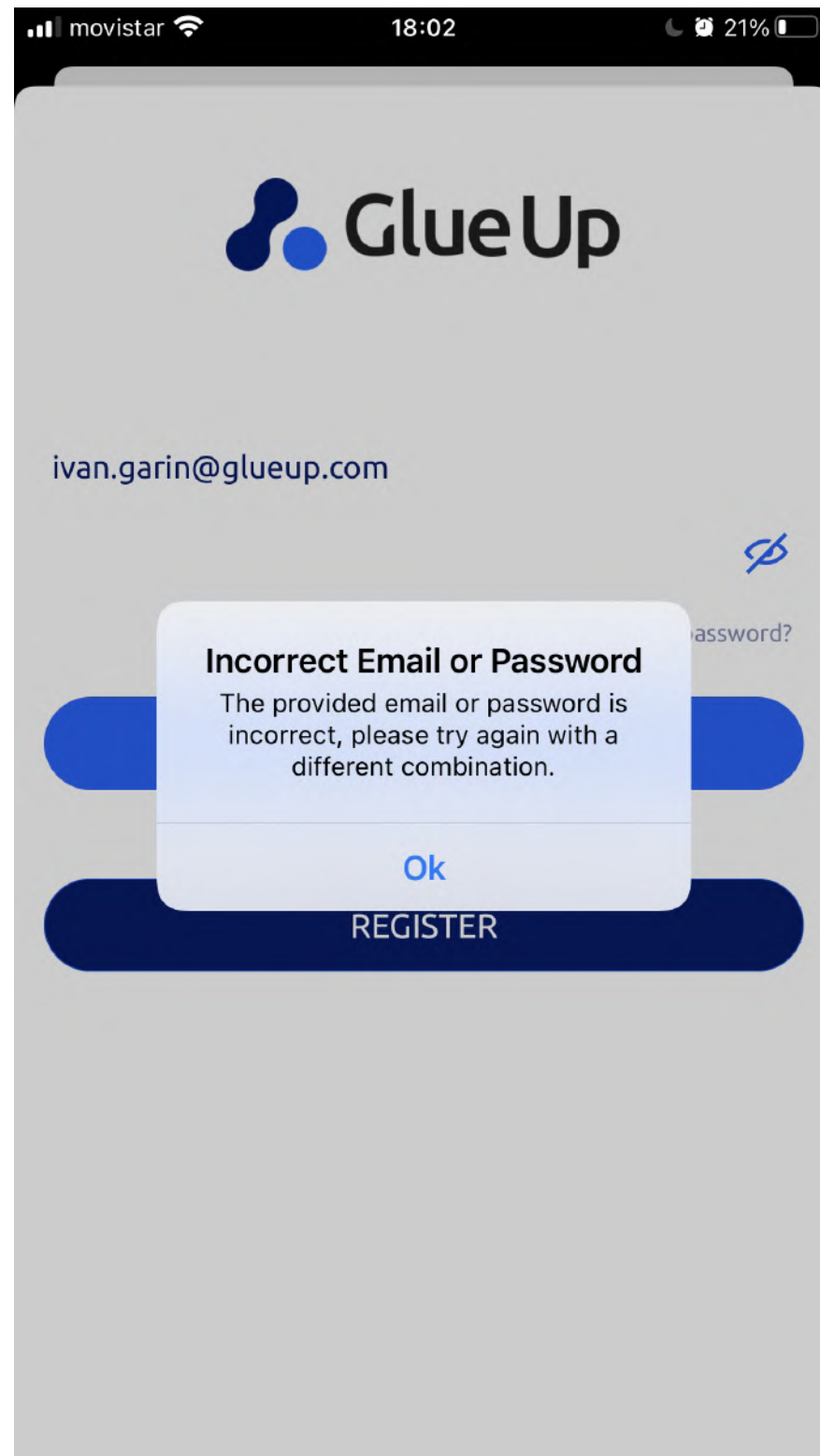
**Having errors to login?
Following possible errors and how to
solve them.**

Possible Error #1



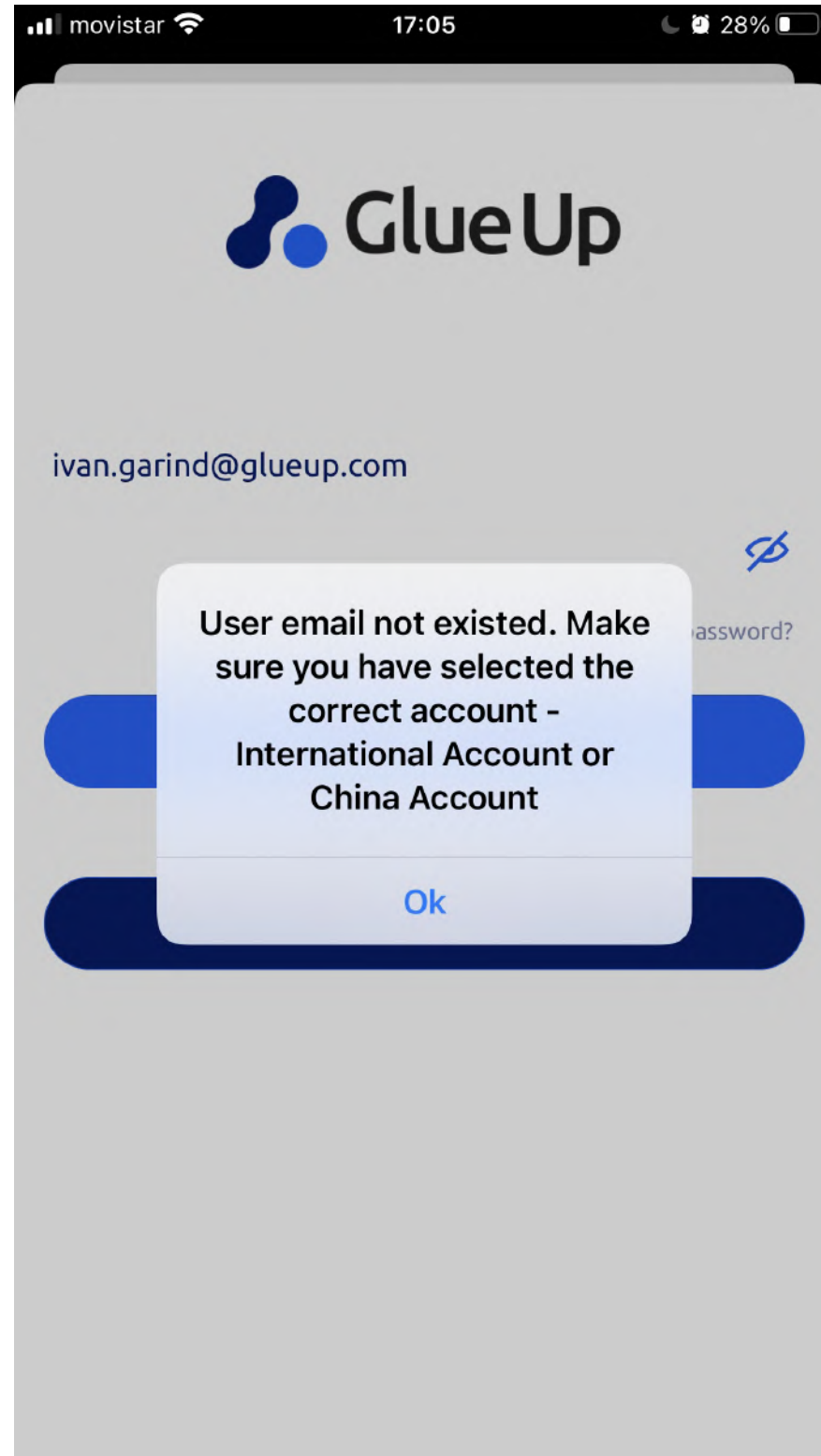
- Error message: 'Email does not exist'
- Scenario: trying to log in
- Reason: You have not registered an account yet with this email address
- Solution: try logging in again with another email that might have been used to register an account instead
- Solution 2: instead of trying to log in, register an account instead

Possible Error #2



- Error message: 'Incorrect email or password'
- Scenario: trying to log in
- Reason: You have a registered account already, but you are putting in the wrong password.
- Solution: Click on **forgot password** > check inbox or spambox for auto email > Click > **follow instructions** > Reset password and login

Possible Error #3



- Error message: 'Error - email address does not exist'
- Scenario: Trying to register
- Reason: You are trying to register, but you already have an account associated with this email.
- Solution: Try to log in instead. Forgot password? Please refer to the previous slide.

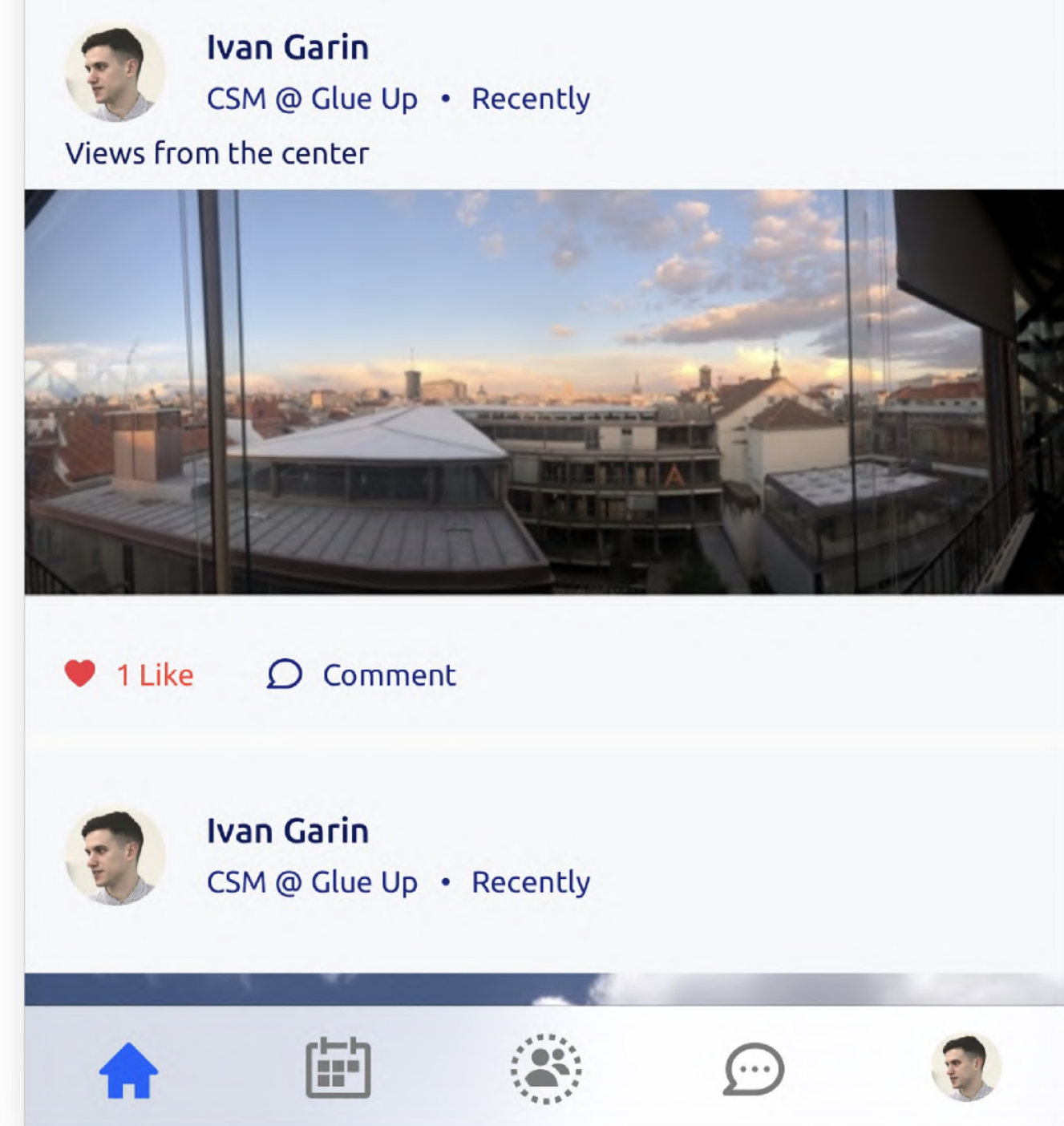
If none of this works..

- Please reach out to your main contact at our organization

**Once logged in,
Find the same functionalities
via the mobile app or desktop**

Navigate the menus (My Glue mobile app)

Glue Up's all-in-one Community Management Suite is the easiest way to build and grow your community through events, memberships & other digital tools.



Home thread

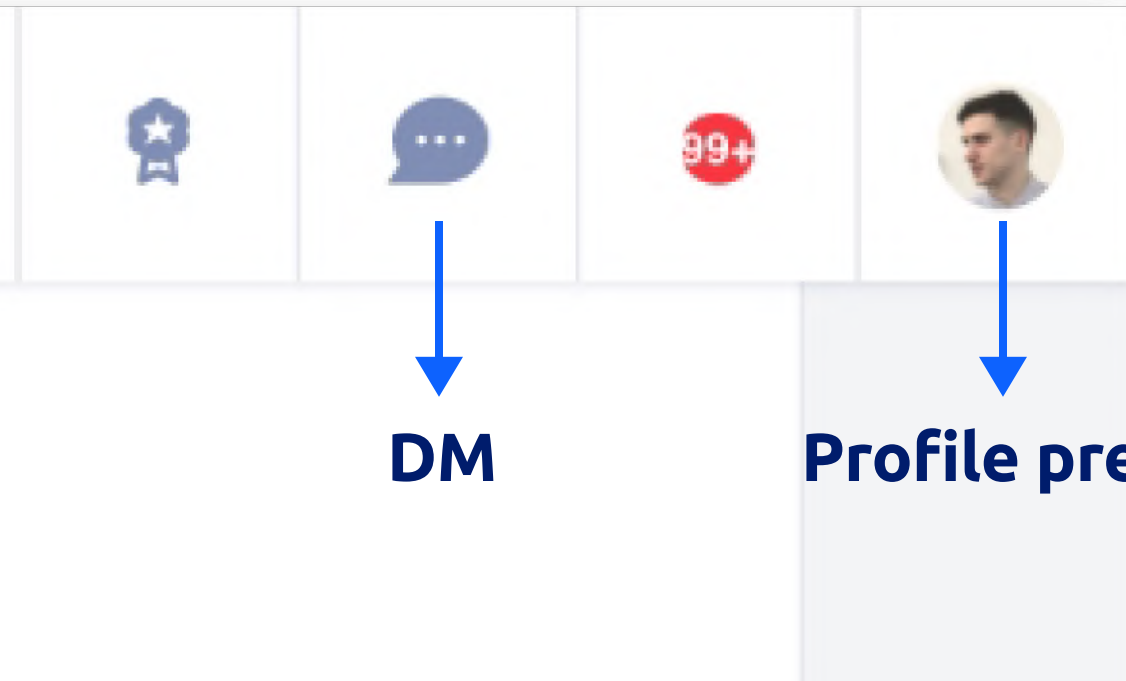
Events

Community









DM

Personal profile

Top right corner on My Glue Desktop

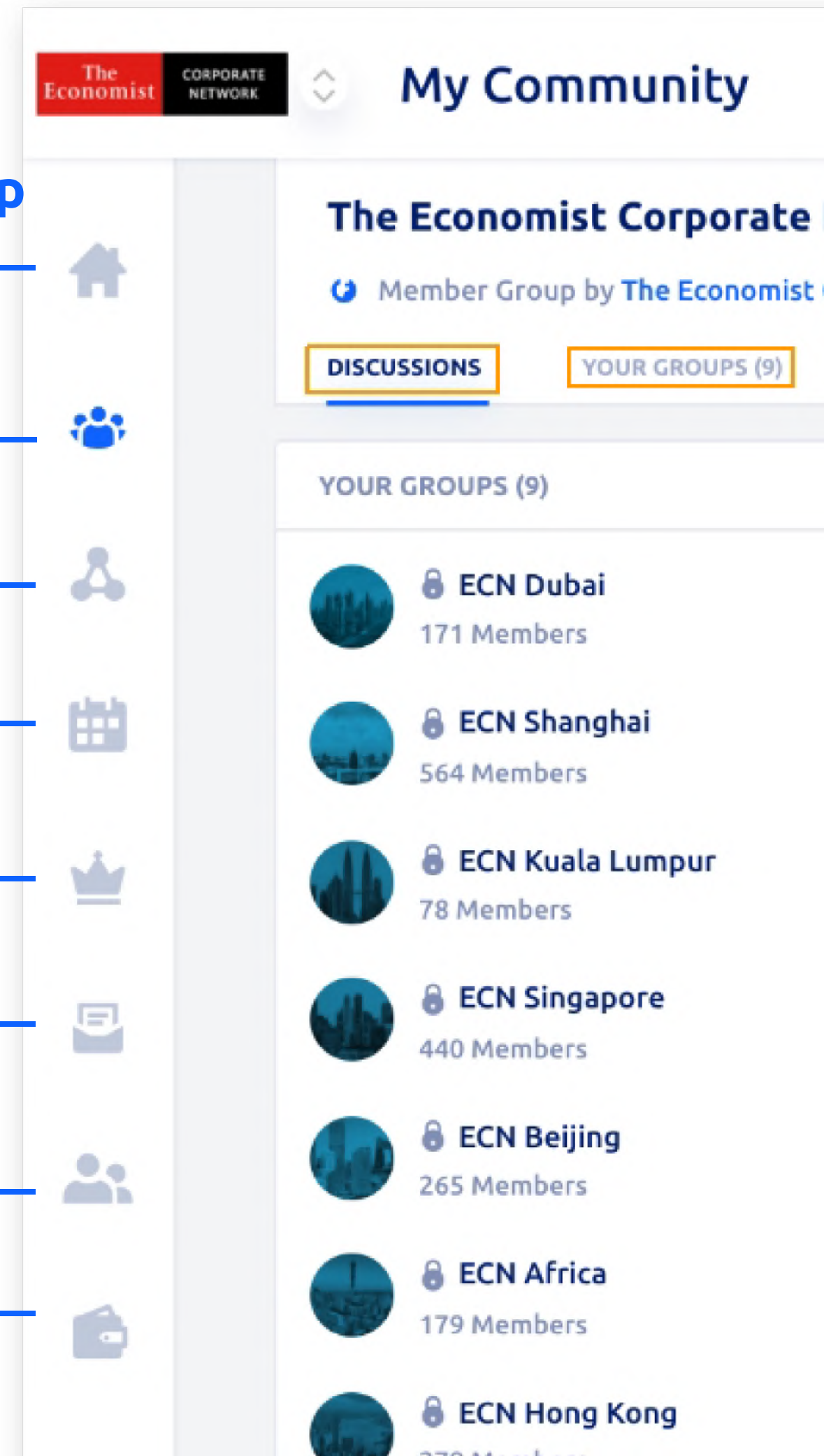


Left bar on My Glue Desktop

- Home thread ← 
- Community ← 
- Member Directory ← 
- Events ← 
- Manage your membership ← 
- Subscriptions ← 
- Committee ← 
- Save your Payment details ← 

Navigate the menus (Desktop)

Glue Up's all-in-one Community Management Suite is the easiest way to build and grow your community through events, memberships & other digital tools.

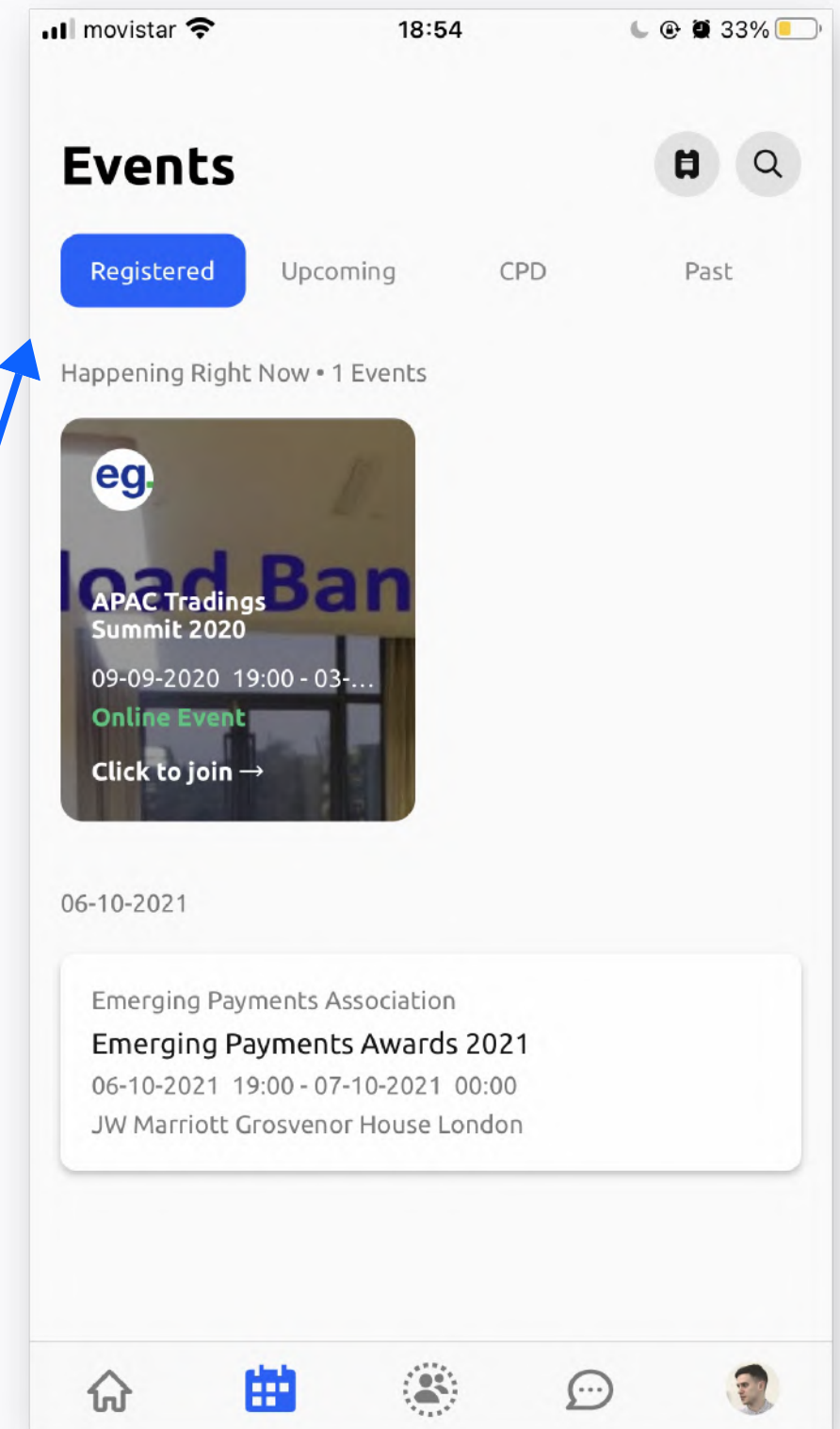
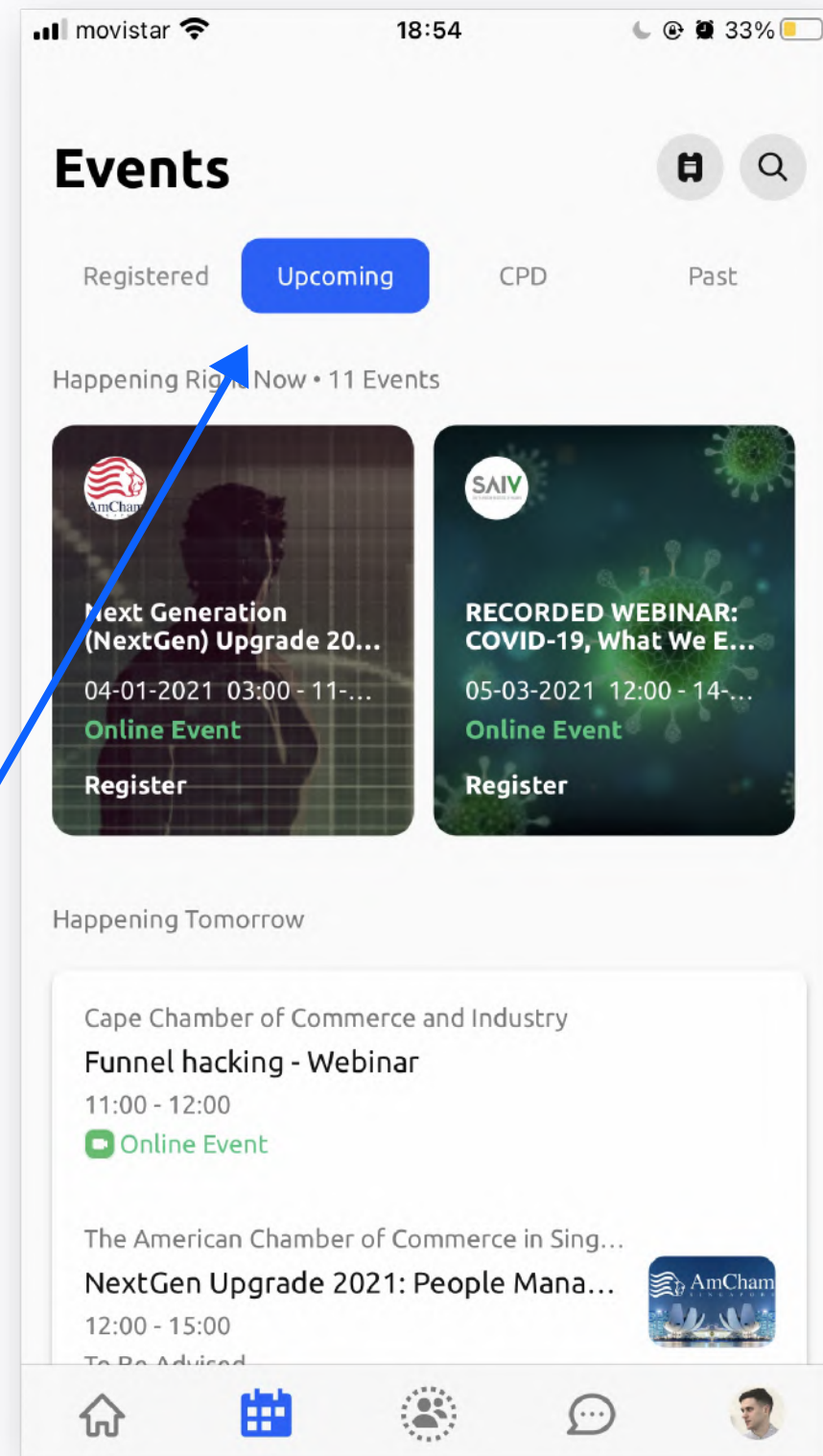


Access Upcoming, Current, and Past events information, and also your registration details.

One place for all our organization events

Find updated information about your past and future events, access your registration, and engage with other attendees.

- Browse through upcoming events
- Click on the event title to find more information
- Click on Register to fill up the registration form



- Find your registration
- To edit registration details, please reach out to the event's public contact (on the event page or on the confirmation email)
- If it is an online event, click on 'click to join' to access the event

Discover upcoming events on Desktop as well

Find updated information about your past and future events and engage with other attendees.

GlueUp Events

REGISTERED EVENTS (20) UPCOMING EVENTS PAST EVENTS CPD EVENTS

HAPPENING LATER THIS WEEK

27 Thu May 17:00

1er Speed Networking CAMEXA

REGISTER NOW

28 Fri May 12:00

Community Experience S Retention - APAC

EVENT INFO REGISTER NOW

28 Fri May 12:00

28 Fri May 17:00

Access ECN upcoming and past events as well as your registrations

From your registration:

- Access the event link (online event only)
- Find out who are the other attendees and network with them

REGISTERED EVENTS (11) | UPCOMING EVENTS | PAST EVENTS | CPD EVENTS

HAPPENING TODAY

11 May 10:00 Tue | Checked In: 1/1

Registration Complete

CPE event Training
CPD

VIEW REGISTRATION | EVENT INFO

ASSOCIATION | CPE event Training

BACK TO EVENTS

CPE event Training
by THE GREAT ASSOCIATION

May 11 - 19, 2021 (GMT+2) · Add to Calendar

Click to Join Event

https://app.glueup.com/event/cpe-event-training-30556/

See other attendees in the Event Community

Registration ID	Registration Date	Registrants	Status
#1194748	December 9, 2020 17:16	1	FREE

Access Pass

Name	Status	Access Pass Type
Ivan Garin Respaut Checked In	FREE	Student

Email: ivan.garin@glueup.com
Phone: +34 602478185

Manage your member profile
Get access to member-only benefits

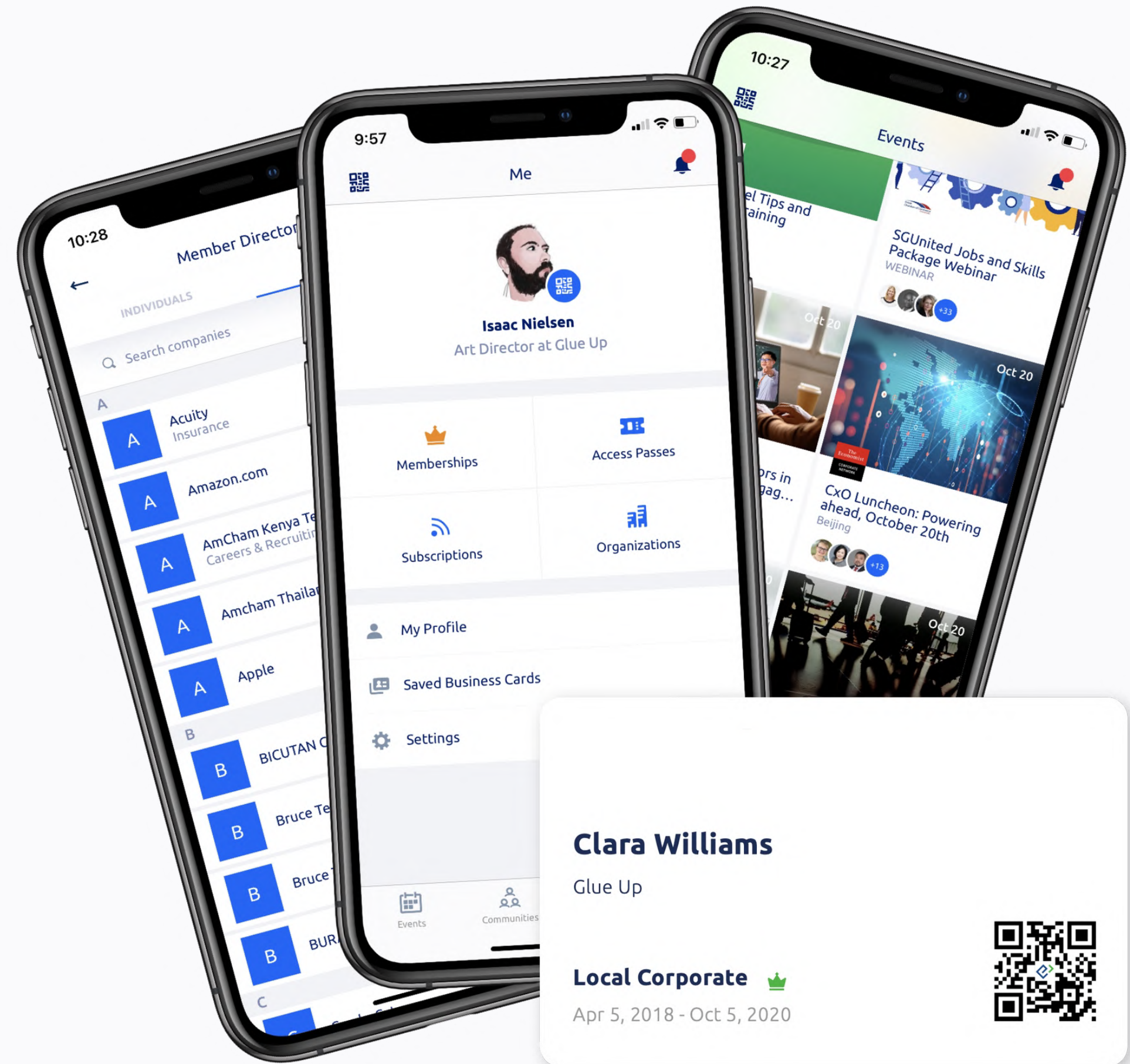
Membership Managent

All-in-one place

Get the most of your memberships from the palm of your hand.

- Manage your Profile info
- Edit your company
- Invite and remove colleagues
- Browse the Membership Directory

Check our user guide for members [here](#).



Membership Managent

All-in-one place

Get the most of your memberships from the palm of your hand.

The screenshot displays the 'Memberships' management interface. At the top, there are tabs for 'ACTIVE MEMBERSHIPS', 'INACTIVE MEMBERSHIPS', and 'MEMBERSHIP OPTIONS'. The main content area shows a list of memberships, with one highlighted: 'Glue Up' (Corporate Membership) with Membership ID # 297655. A blue box highlights the member profile for 'Ivan Garin', an Endometriosis Specialist at EventBank. Below this, a detailed view of 'THE GREAT ASSOCIATION Membership' (Multinational) is shown. This view includes fields for 'Membership Status' (Active), 'Membership ID #' (297655), and 'Member Limit' (1/102). There are buttons for 'ADD NEW MEMBER' and 'INCREASE MEMBER LIMIT'. To the right, the 'ADMINISTRATIVE CONTACT' section shows 'Ivan Garin' (CSM) with contact details and an 'EDIT CONTACT' button. Below this is the 'YOUR COMPANY INFORMATION' section for 'Glue Up' (Vancouver, Cape Verde) with an 'UPDATE COMPANY DETAILS' button. The 'MEMBERS (1)' section shows 'Ivan Garin' as the 'PRIMARY MEMBER' with a 'Contact ID #' of 1000012 and an 'UPDATE MY MEMBER PROFILE' button. At the bottom, there is an 'OTHER MEMBERS' section with an '+ Add New Member (101 free slots)' button. Blue arrows point from the text on the left to these specific UI elements.

Edit Admin Contact details (who receives all system emails for member status updates)

Edit Company info (and visibility on Member Directory)

Edit your own info (and visibility on Member Directory)

(only for Primary Member) Add / remove other colleagues from membership

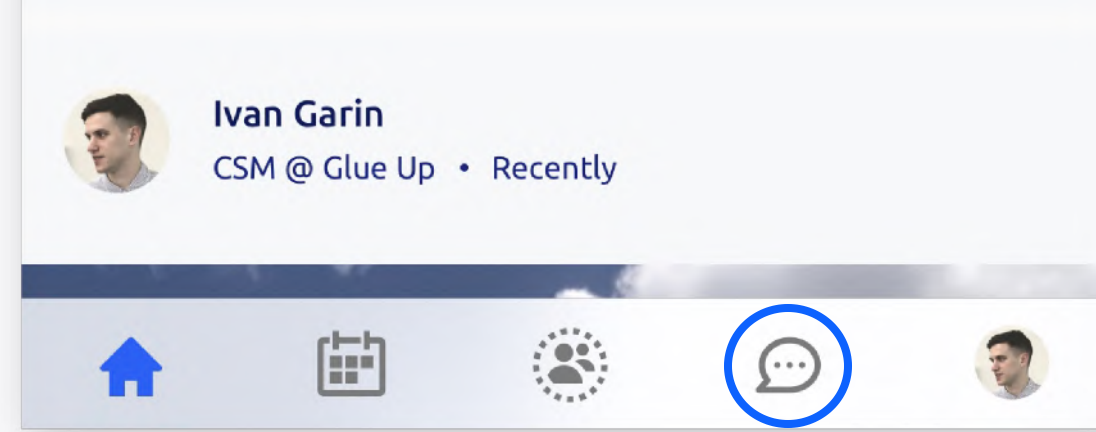
Direct Messaging

Talk with other Members

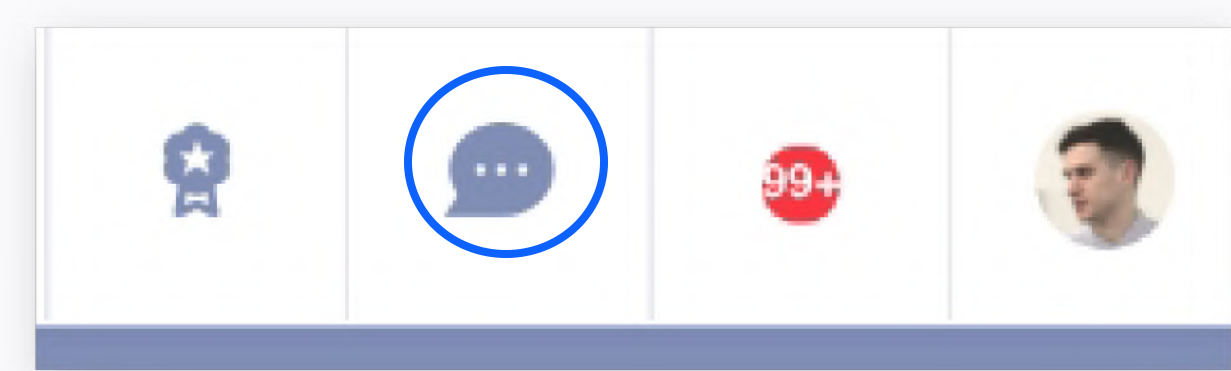
Develop lasting relationships with other members, and be part of the community!

1-on-1 Chats allow, Member to member

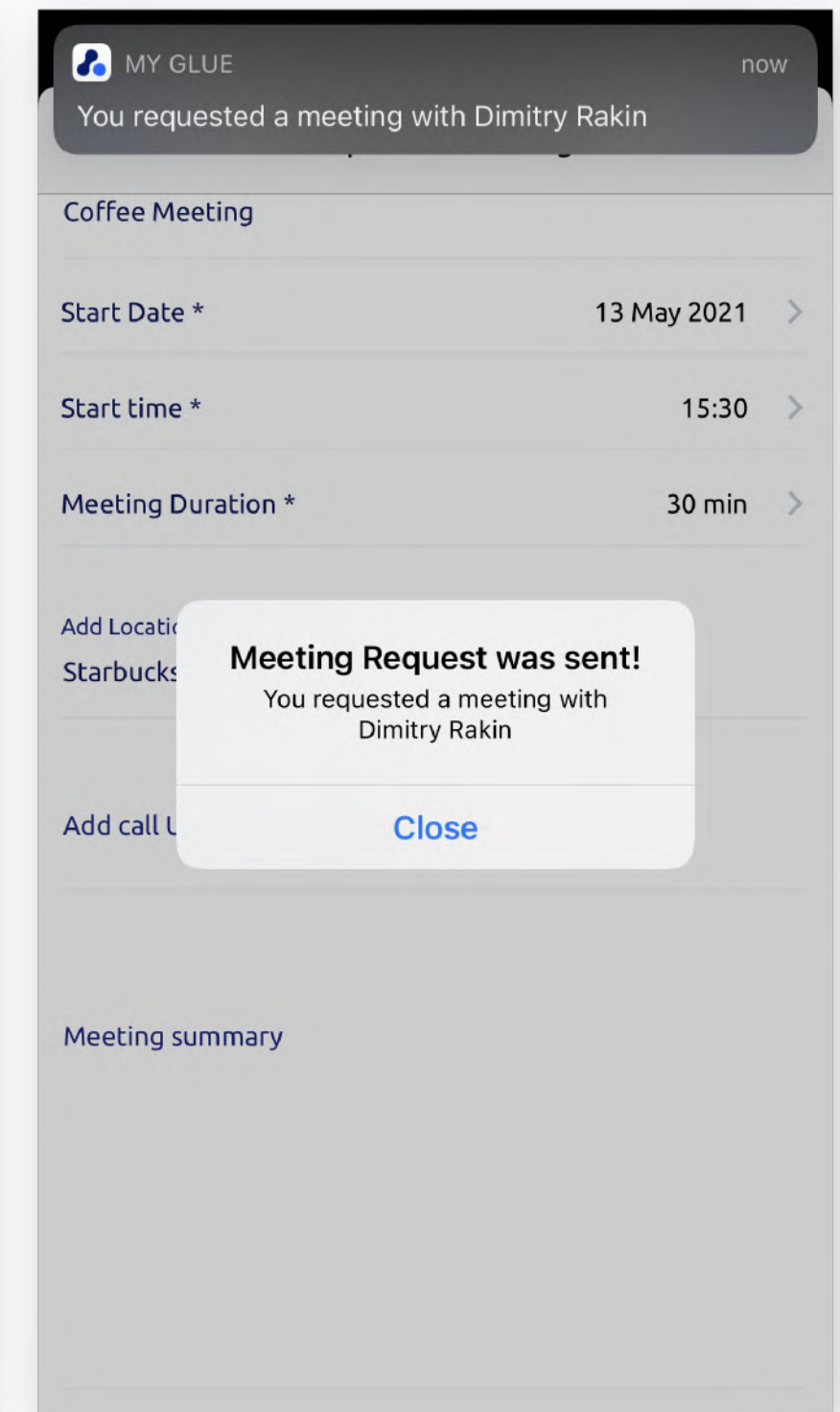
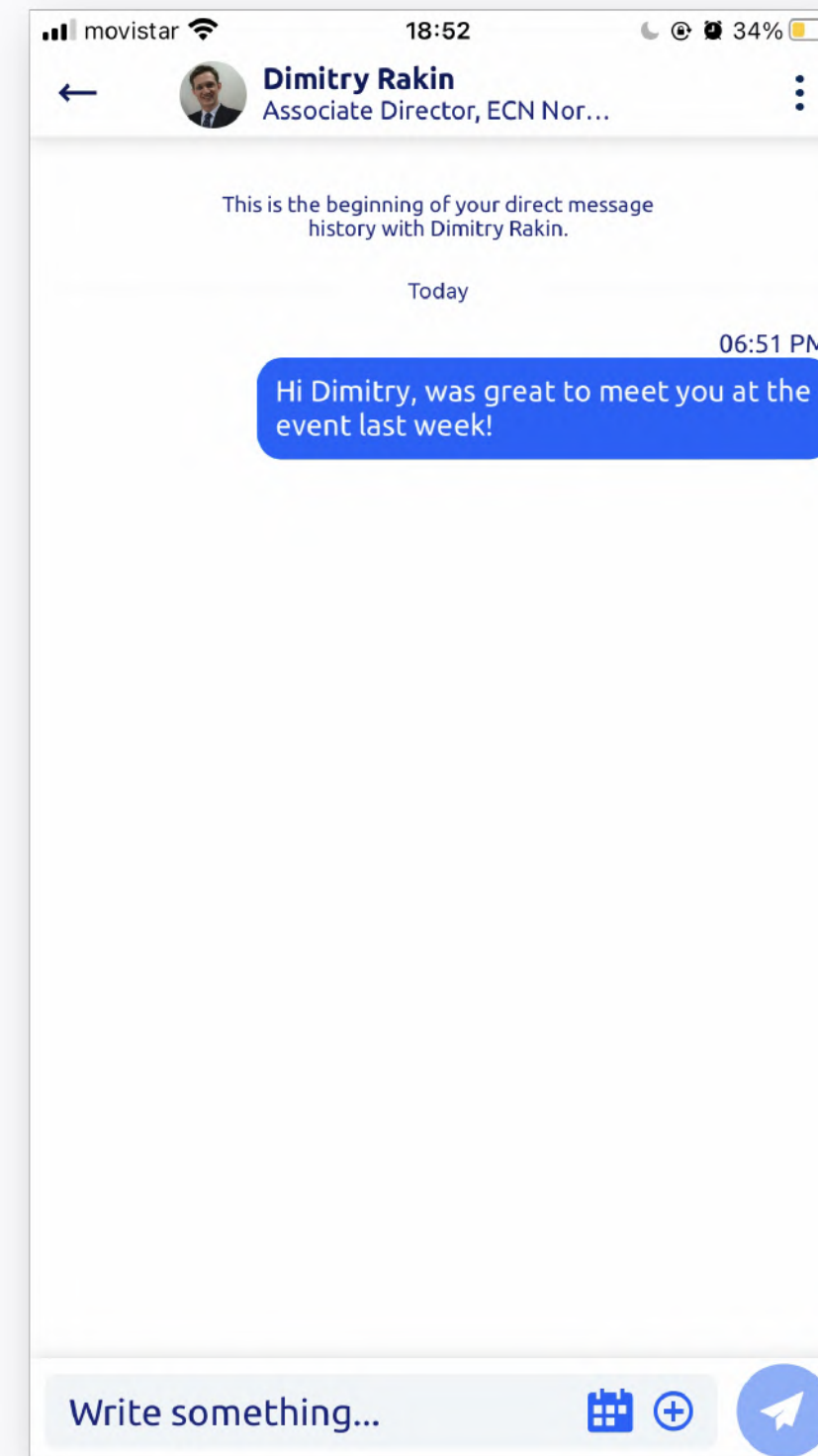
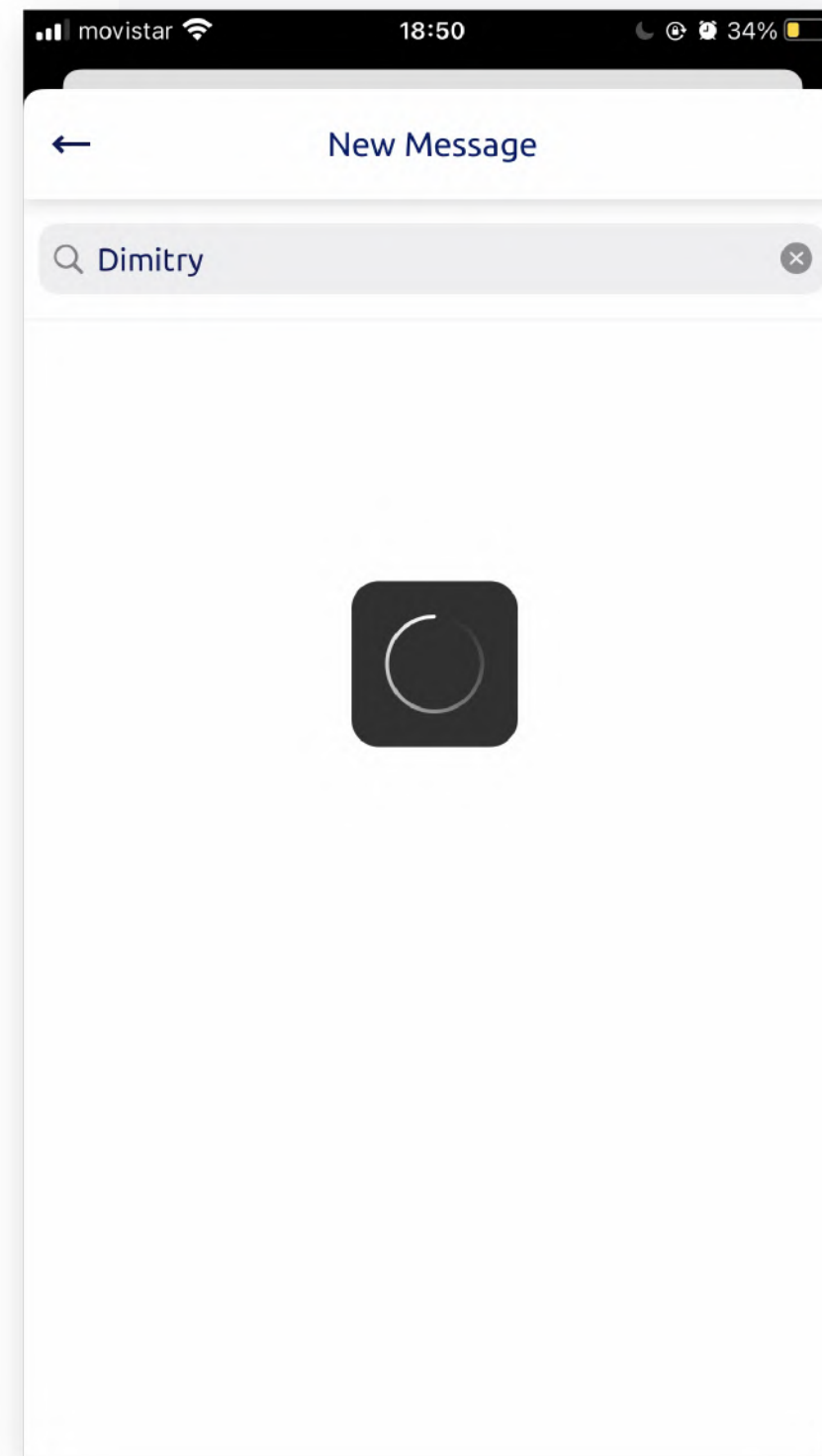
- The other member must be registered on Glue Up too
- Look for first or last name
- Functions include send a meeting request



On My Glue mobile app



Top right on Desktop screen



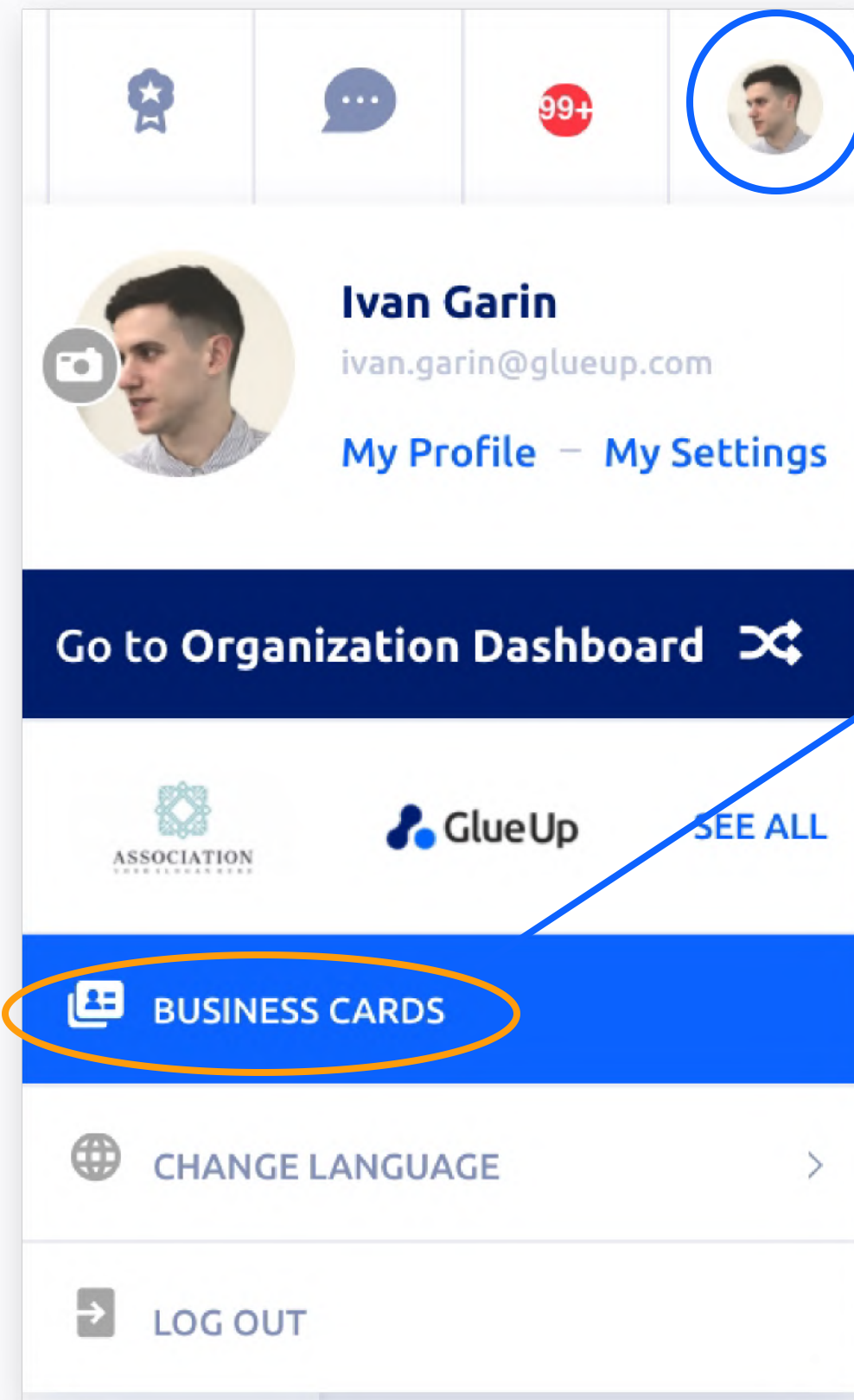
**Connect to other members via DM
(Direct Messaging) and Business Card
exchange**

App - Digital Business Cards

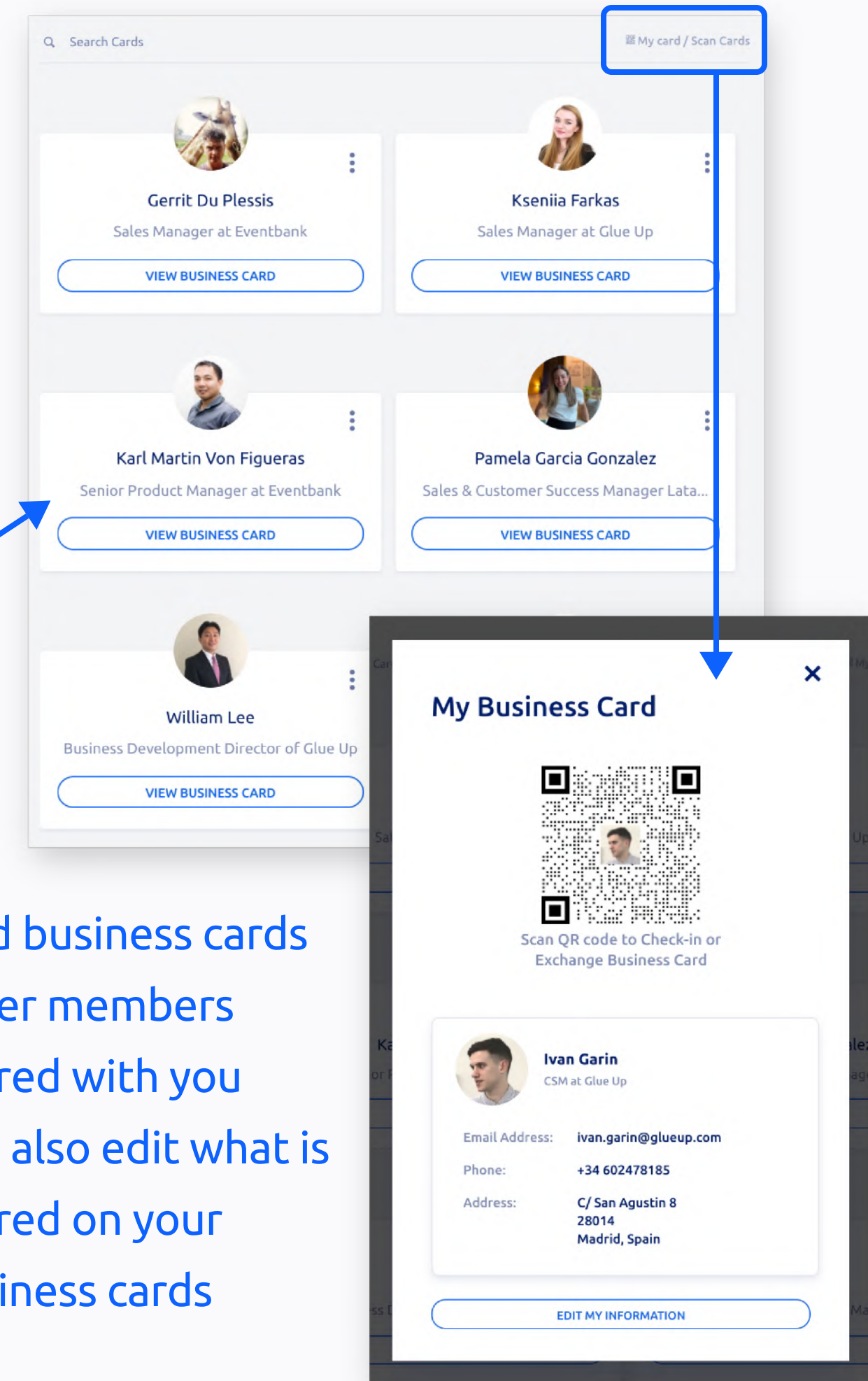
Network with other members

Manage the business cards collected, and edit your business card details

- Business Card Scanner
- Personal QR-Code
- Individual CRM



Access business card section from your top right profile pic icon > Business cards



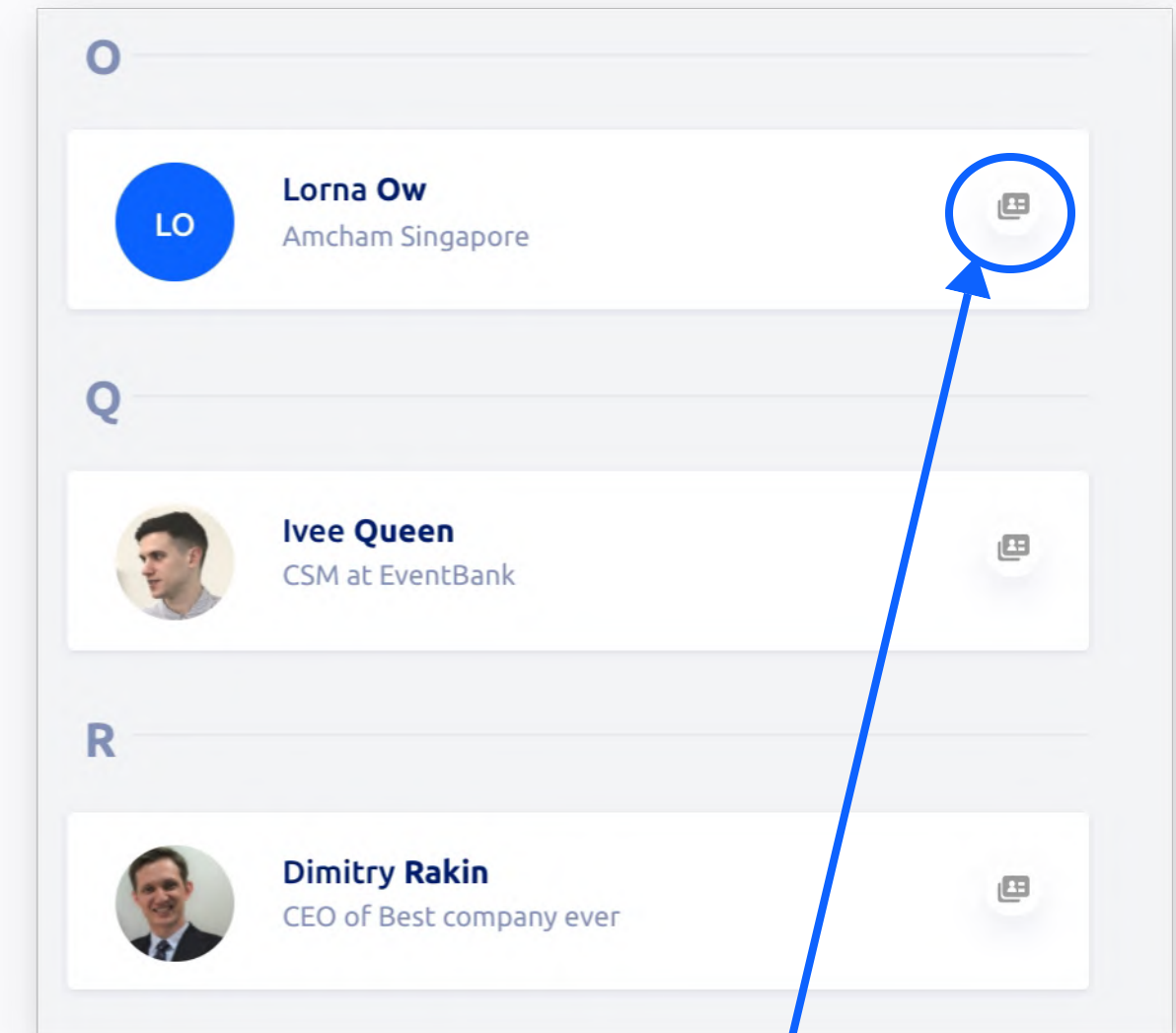
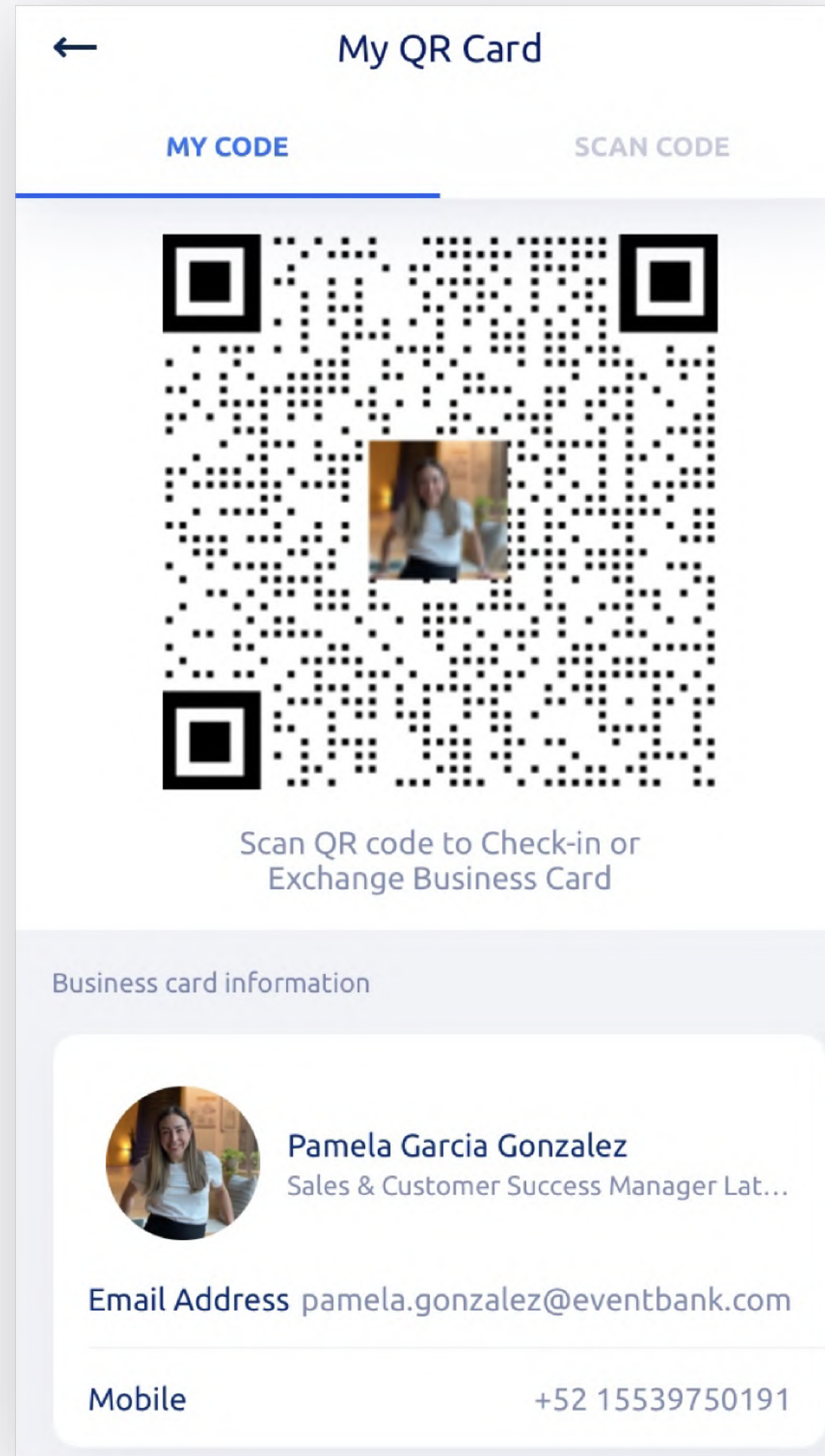
Find business cards other members shared with you and also edit what is shared on your business cards

Share your Digital Business Cards

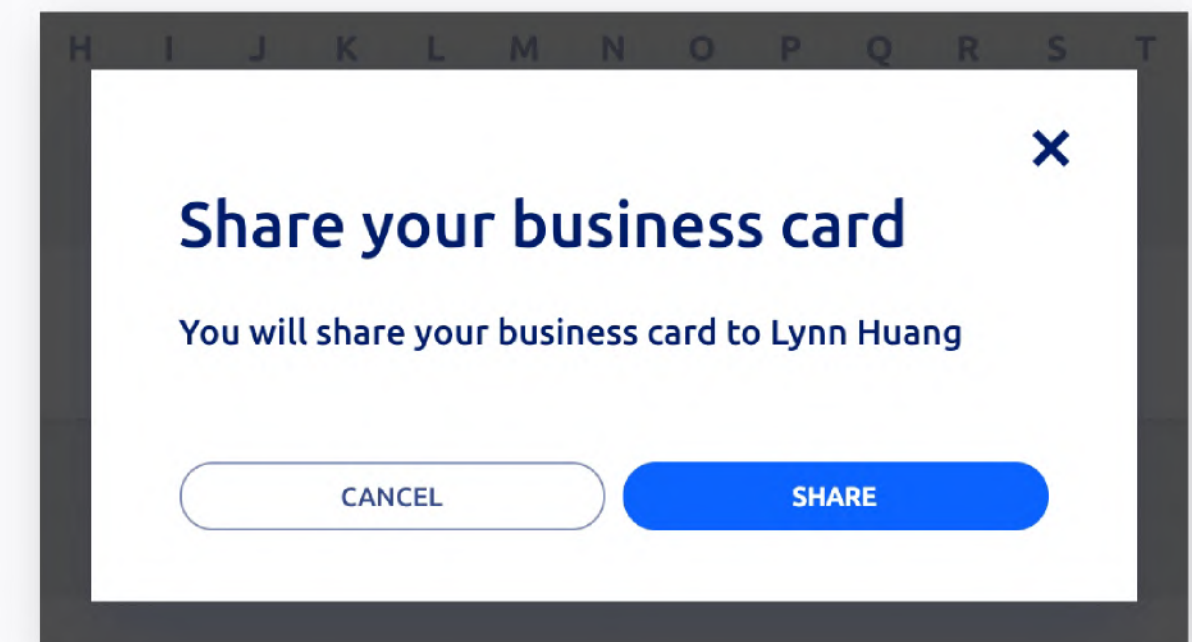
Network with other members

Create and share your own digital business cards, save contacts of your interest, and effectively network with everyone no matter where they are

- Tilt your phone horizontally to access either:
 - Business Card Scanner
 - Business Card QR code



Everywhere you see this icon, you can share your business card

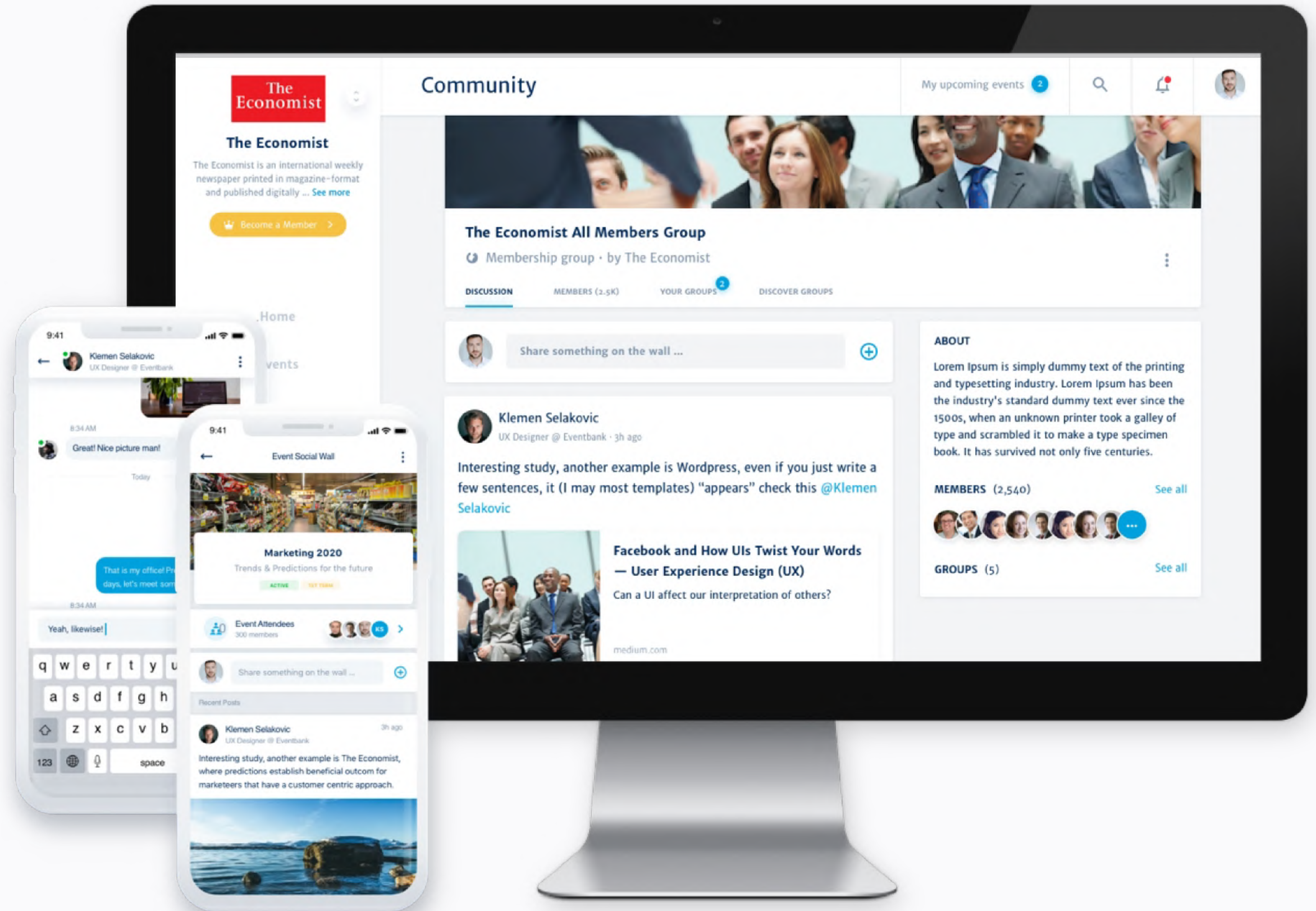


Community

Engage with your groups and community

Be part of the conversation from your community's dashboard.

- Find general information of your community and members
- View your groups
- Live wall
- Members directory

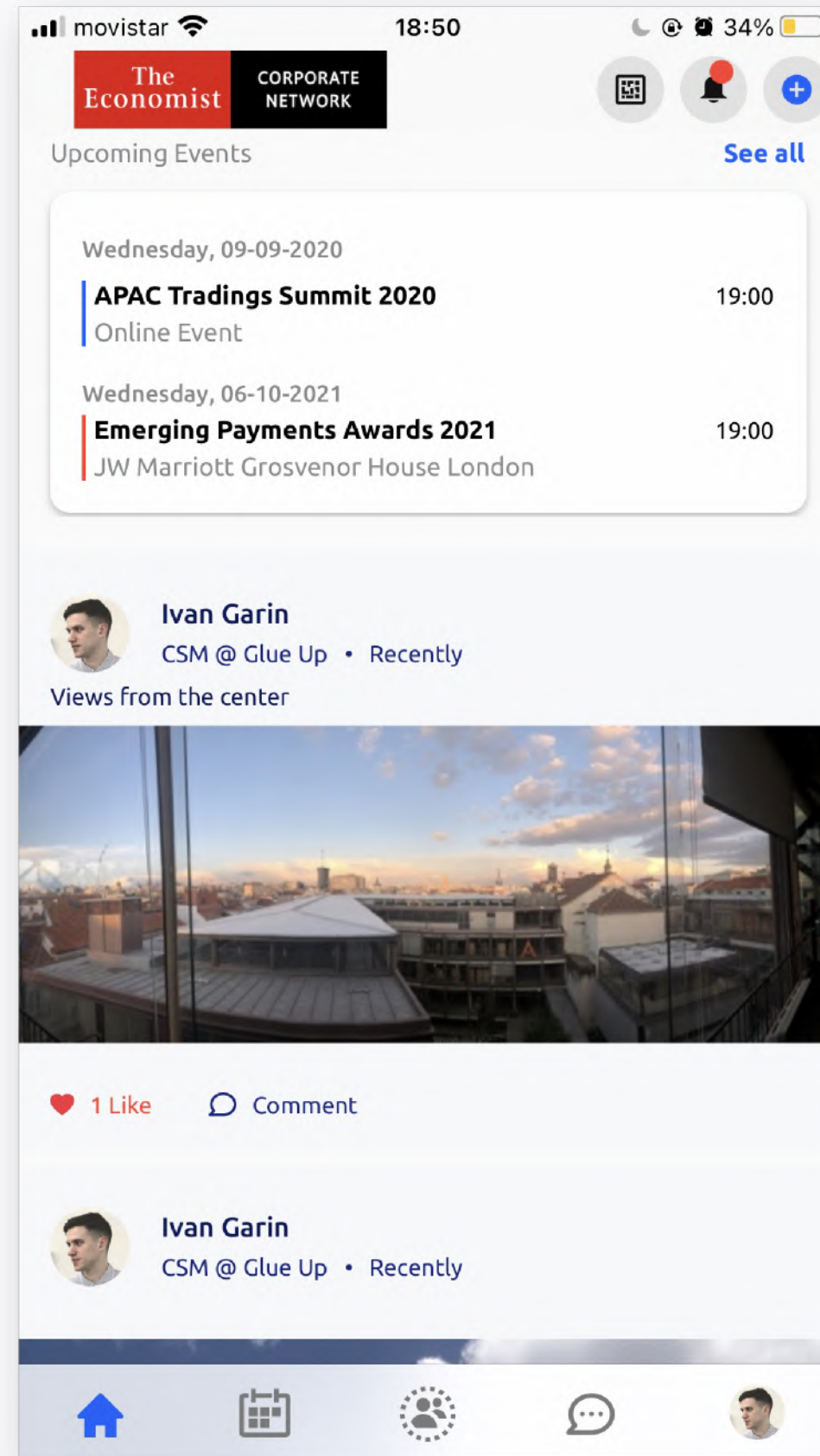


Community

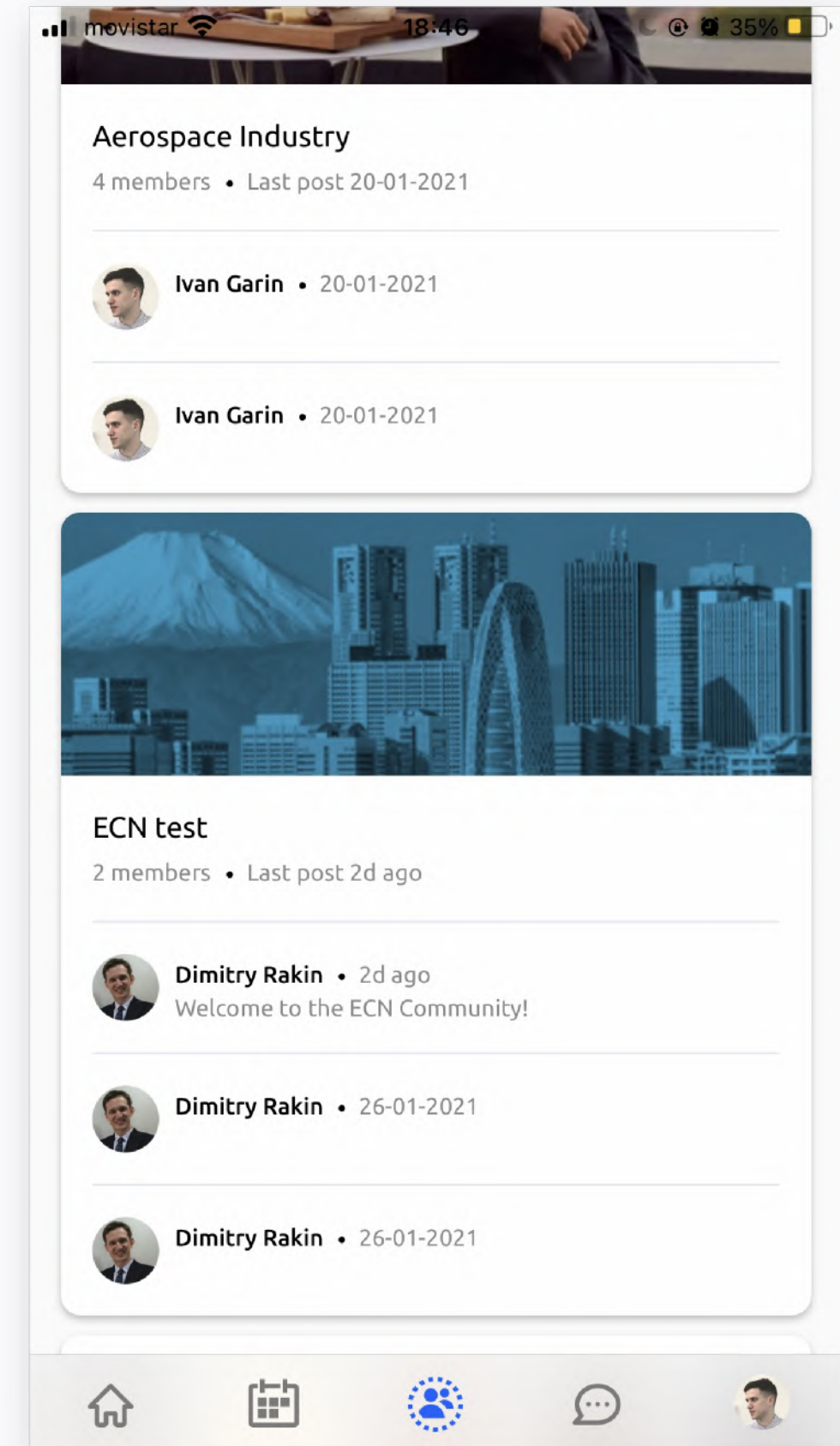
Engage with your groups and community

The community allows you to interact with other members

- On a main wall
- On a private group
- Via Direct Messaging
- Files shared by your organization also available there



On Mobile, main community wall is on left 'house' icon



Community groups are accessible from middle icon

Community

Engage with your groups and community

Be part of the conversation from your community's dashboard.

- Discussions: main wall (all members can access)
- Your Groups > find your chapter and participate there
- Members: find other ECN members
- Latest org docs: find files shared by ECN

Like, comment, share pics or files under others' posts

Community

File Share Access

Find, save, share and pin files ECN staff puts to your availability.

- Discussions: main wall (all members can access)
- Your Groups > find your chapter and participate there
- Members: find other ECN members
- Latest org docs: find files shared by ECN

The screenshot shows the 'My Community' page in The Economist Corporate Network. It features a table of shared files with columns for File Name, Owner, Upload Date, and File Size. A blue 'Pin to top' button is overlaid on the table, highlighting the file 'Asia_Datatool_March_2021'.

File Name	Owner	Upload Date	File Size
Asia & Australasia Regional Forecast - March 2021	Yvonne Lim	April 13, 2021	731.82 KB
Asia_Datatool_March_2021	Yvonne Lim	April 13, 2021	5.40 MB
A balancing act risk and reward in Asia-ABOS	William Thomas	April 13, 2021	520.88 KB
ECN_community_guidelines	Dimitry Rakin	March 12, 2021	74.91 KB
ECN_View_from_the_bridge_Leading_through_pandemic_2020	Clare Whelan	February 24, 2021	319.70 KB
The_Economist_special_report_Future_of_Travel_Feb2021	Dimitry Rakin	February 18, 2021	9.01 MB

You can pin (bookmark at the top) files so you do not lose track of them

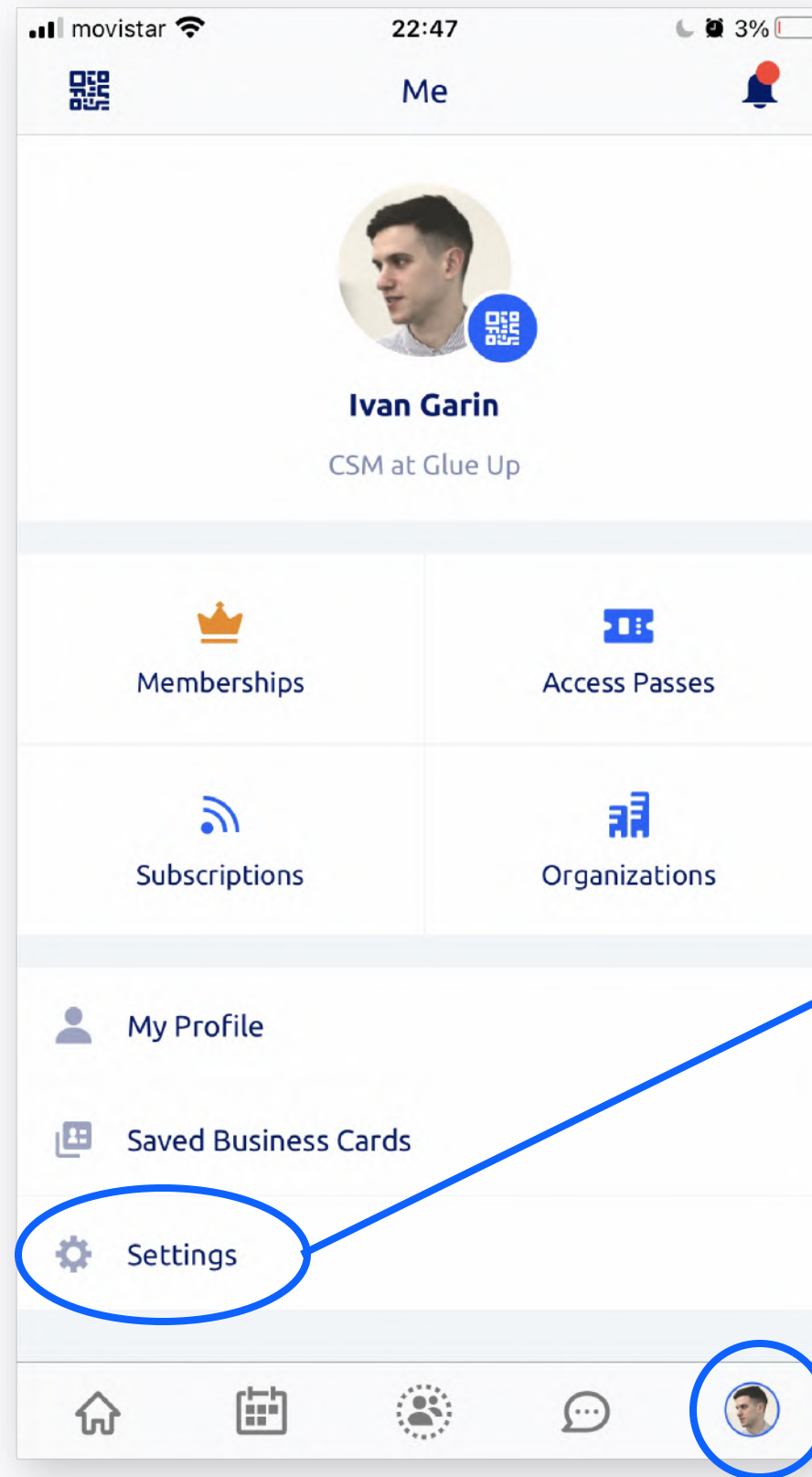
Manage your preferences
Freely opt-in and opt-out

Manage your Profile

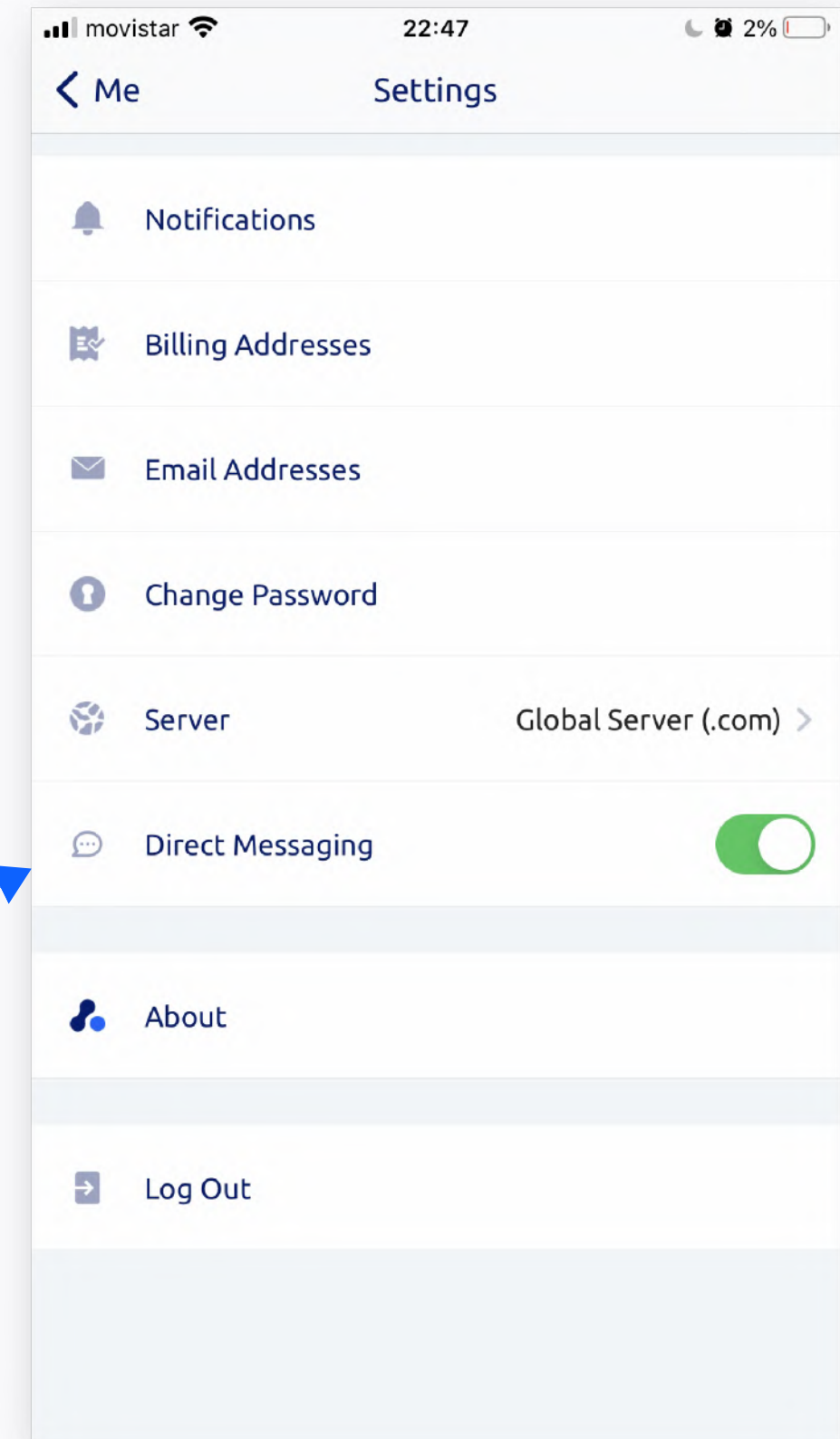
Adjust settings & preferences

Personalize your profile settings, including:

- Profile information
- Payment Methods
- Notificaciones Preferences
- Member Directory Visibility
- Access to community or Direct Messaging
- Saved Business Cards



From Settings you can edit the functions you wish to enable



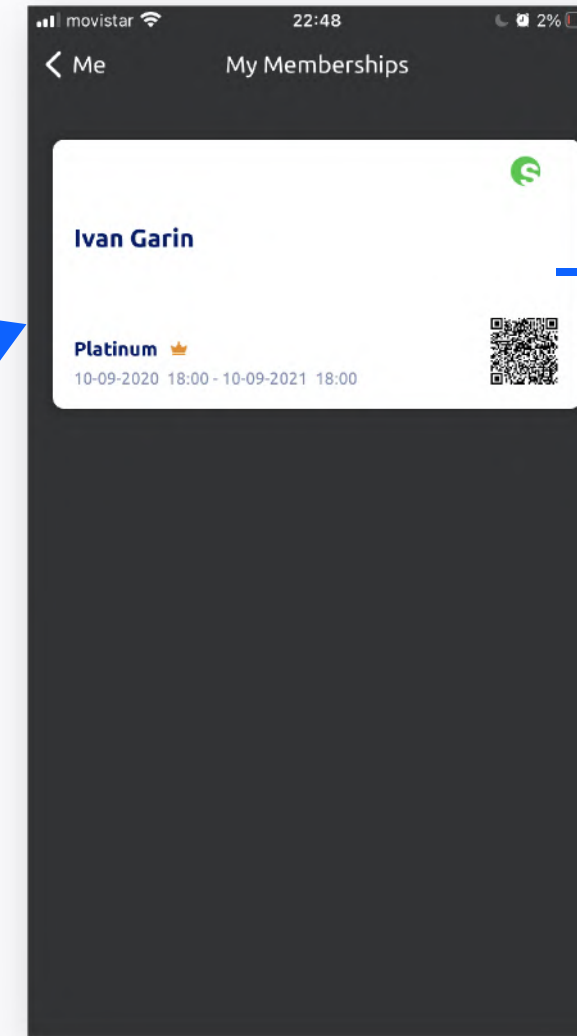
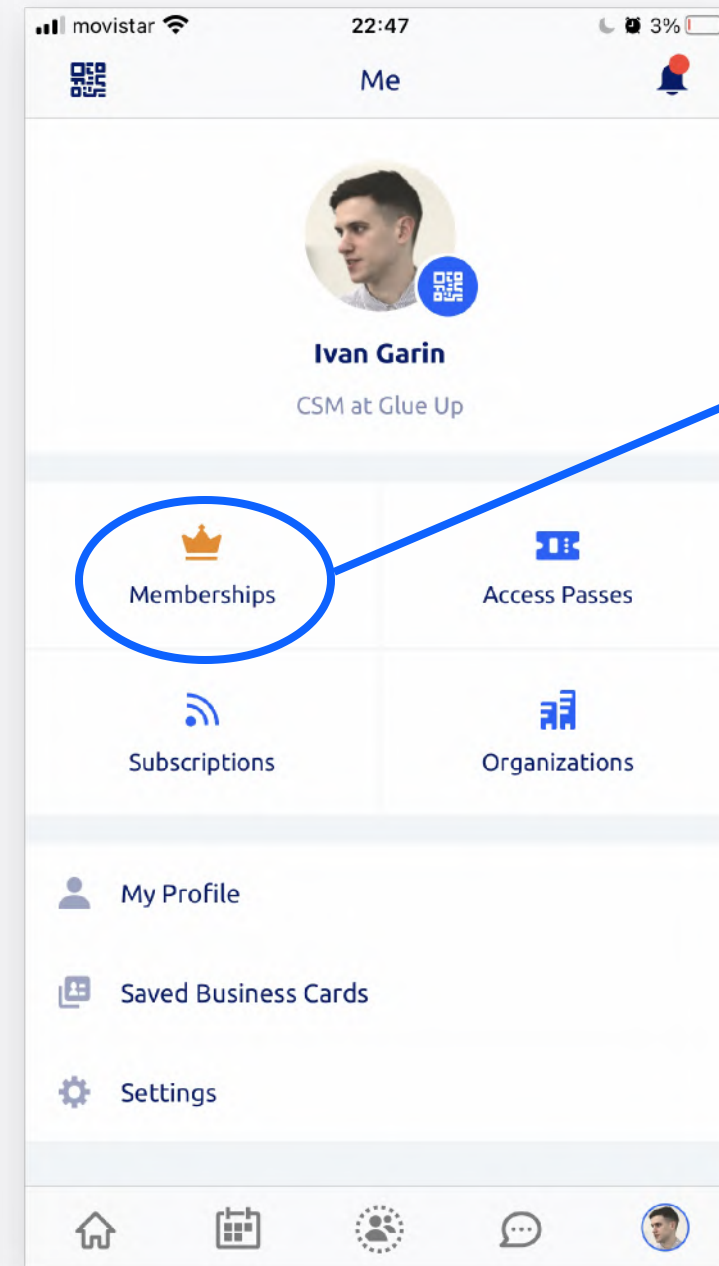
Go to settings to opt-out of Direct Messaging

Manage your Profile

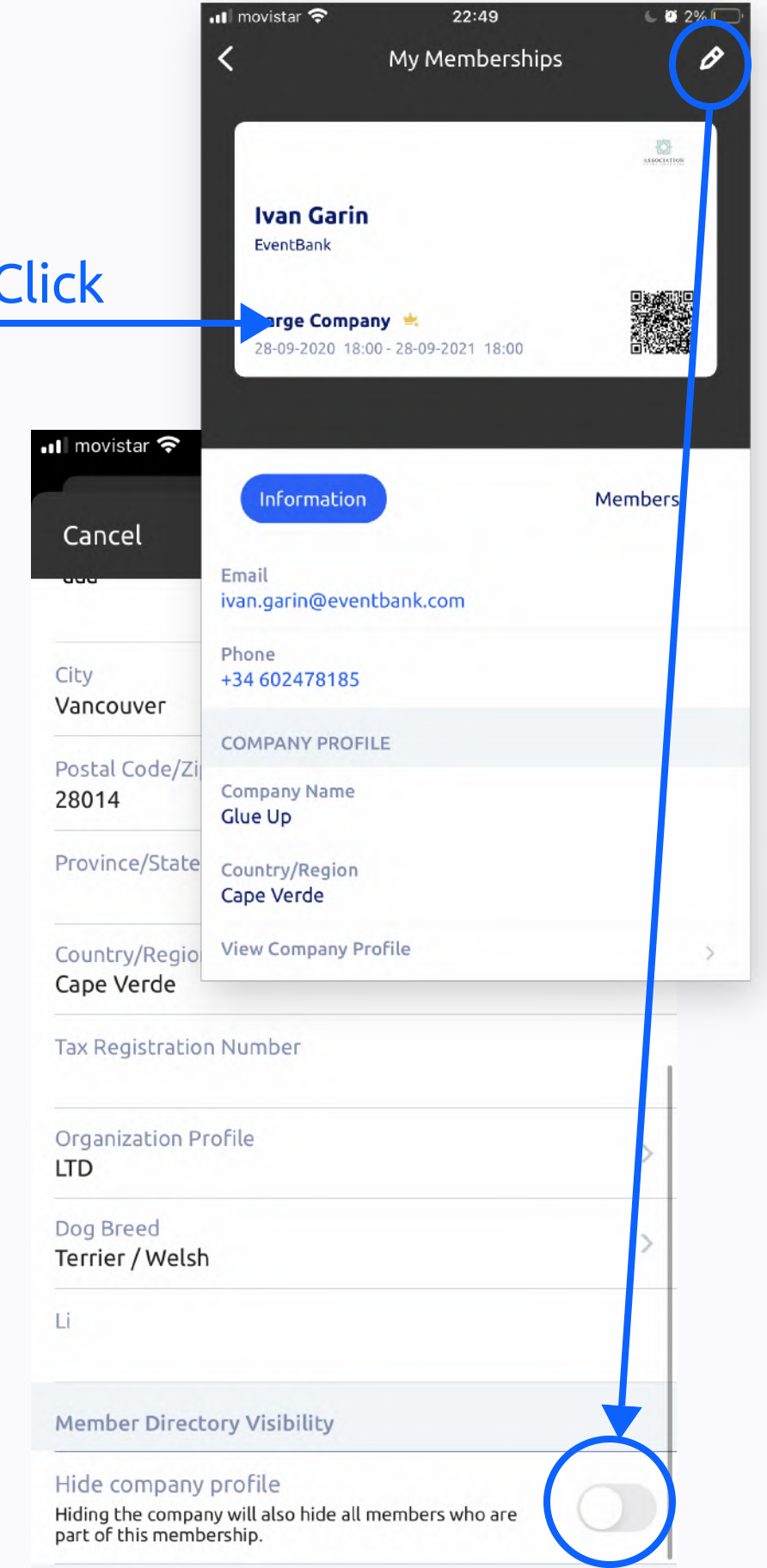
Adjust settings & preferences (mobile)

Personalize your profile settings, including:

- Profile information
- Payment Methods
- Notificaciones Preferences
- Member Directory Visibility
- Access to community or Direct Messaging
- Saved Business Cards



Click



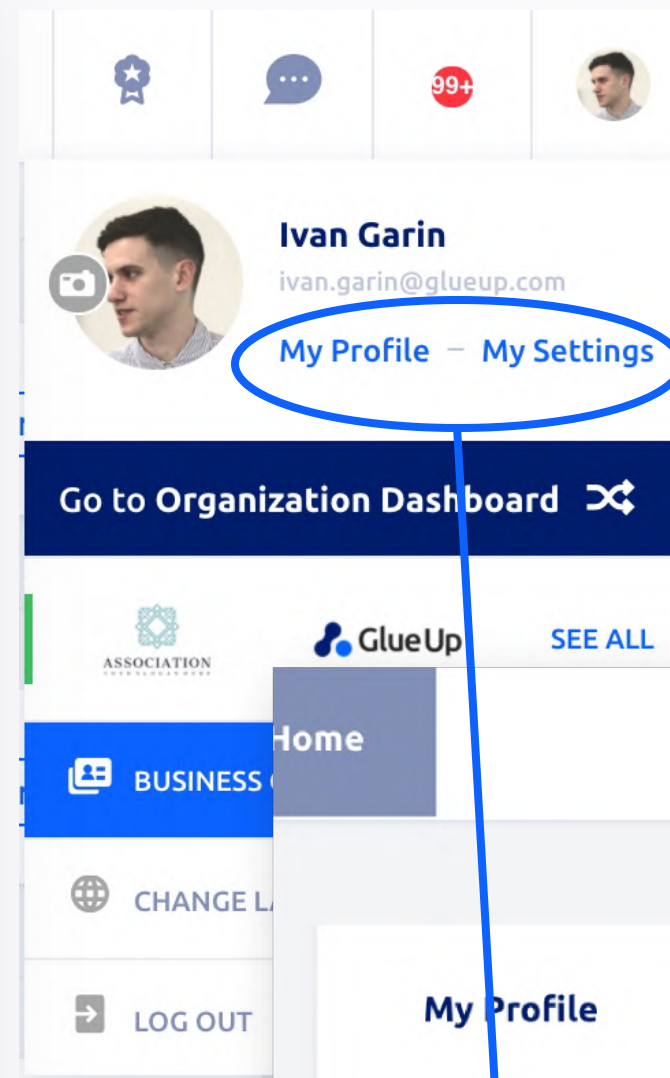
From Settings > Memberships > Click on member card > click on pencil (top right) scroll down > remove org or individual from Member Directory

Manage your Profile

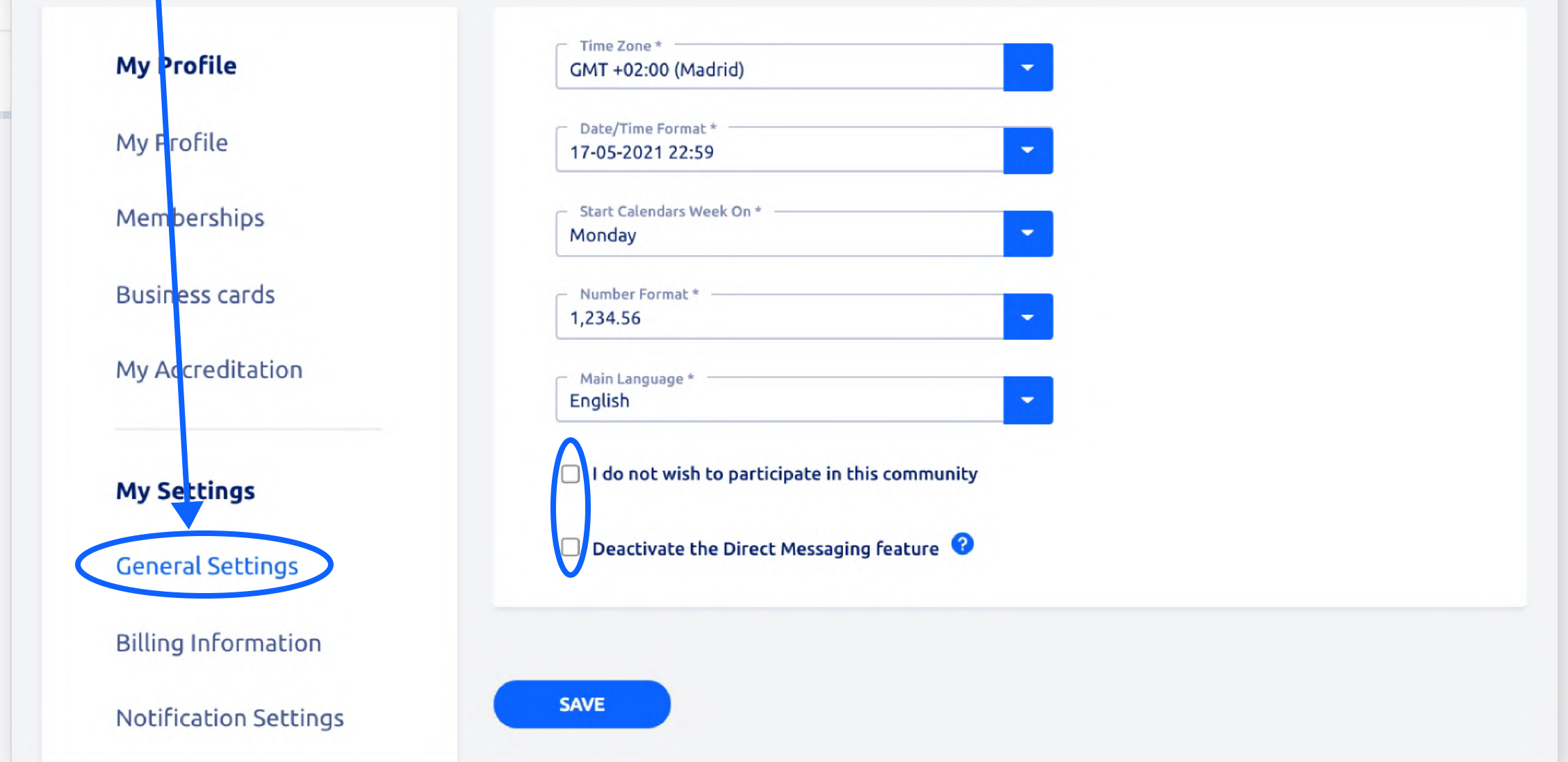
Adjust settings & preferences (desktop)

Personalize your profile settings, including:

- Profile information
- Payment Methods
- Notificaciones Preferences
- Member Directory Visibility
- Access to community or Direct Messaging
- Saved Business Cards



From Settings > Memberships > Click on member card > click on pencil (top right) scroll down > remove org or individual from Member Directory



Thank You !



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