

# QUICK GUIDE TO NETWORK SUCCESS

This document shows in 4 steps how to participate successfully at our online matchmaking. Following all steps increases the opportunity to connect and meet with the right people.

## In this manual:

A. How to create an account on The <a href="#">Flux50 Network</a>	p1
B. Log in and start completing your profile details	p2
C. Book your meetings	p3
D. Share your opportunity!	p5
E. Support	p5

## A. HOW TO CREATE AN ACCOUNT ON THE [FLUX50 NETWORK](#)

1. Open the event link that you received by mail  
or just go straight to the 'Sign Up' page <https://network.flux50.com/register/>.

2. Click in the bottom of the page on 'Register now'



3. In the new page fill in the form under the heading at the right 'Sign up to become a participant'

**SIGN UP TO BECOME A PARTICIPANT**

If you are not yet a participant of Flux50 Network, please Sign up. You become a participant and will directly be signed up to SMARTENERGY | 6-pack series ENERGY COMMUNITIES B2B #1.

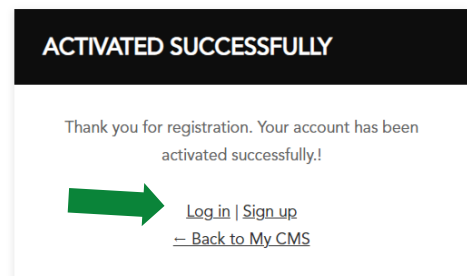
Email Address  
\_\_\_\_\_

First name  
\_\_\_\_\_

Surname  
\_\_\_\_\_

Password  
\_\_\_\_\_

4. Go to your inbox and click on the welcoming mail to activate your account
5. You can now login with your brand new account and start completing your profile details



## B. LOG IN AND START COMPLETING YOUR PROFILE DETAILS

1. Log in for the first time
2. Add account details to fill your profile

### CONGRATULATIONS!

Welcome! You are signed up to SMARTENERGY | 6-pack series ENERGY COMMUNITIES B2B #1. Please fill in your profile. Having a complete profile increases your opportunity to connect with and meet the right people. We protect your privacy. By default nobody can see your contact information.

- 1 Your personal inform
- 2 Your tags

First name \*

Surname \*

3. Select your company from the list after you typed your company name. If you are the first person of your organisation that creates an account on the platform, you also need to create your company page. The system indicates this for you.

Click on 'Create company page' if your organisation is not shown in the dropdown.

Company

Job Position

4. You will be directed to the new company page after clicking and saving the words describing best your personal
  - Job level
  - Job focus
  - Energy keywords

You can select as many relevant topics as you see fit.

5. Complete your company profile in case your organisation wasn't in the list yet

### COMPANY PAGE

Please fill in your company profile. In the 'description field' please explain what your organization does.

- 1 Company information
- 2 Company tags

Company

Website \*

Description

- Click and save the info for your company. Don't think about your own unit or department, but also about your colleagues' core business.

*You are the owner of the company page - if your colleagues want to make changes they will need to go through you.*

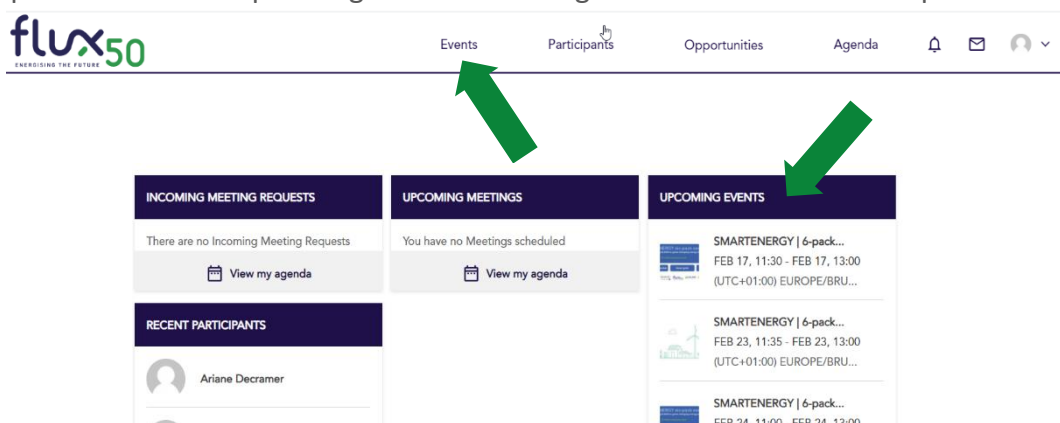
You need to click the keywords and answer the short questions regarding:

- Organisation type
- Sector
- Organisation size
- Flux50 member (Y/N) => **only for Talent & Valorisation members!**
- Export markets
- Start-up (Y/N)
- Scale-up (Y/N)

- Congratulations! You just created your personal Flux50 Network profile.

## C. BOOK YOUR MEETINGS

On the homepage you find an overview & you can register for the events you want to participate in. Click on 'Upcoming events' at the right or on 'Events' in the top menu bar.

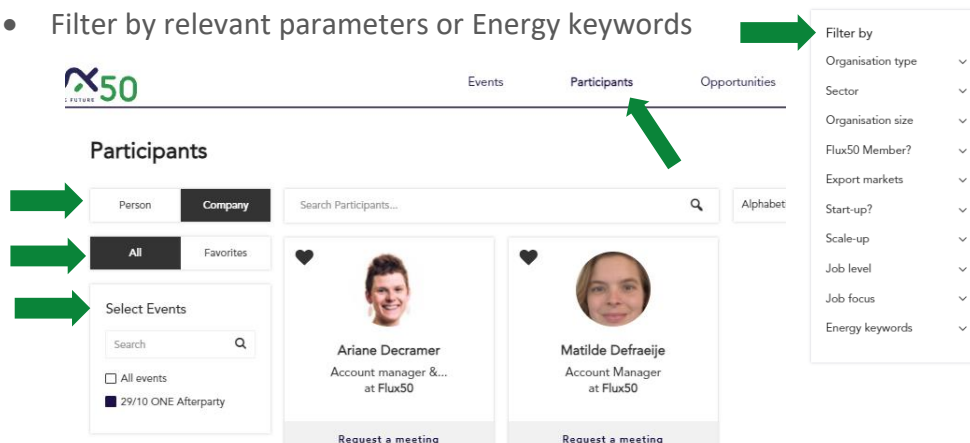


- Book your meetings: go to the event of your choice and click in the bottom on

**Start making meetings**

- You can search through the 'Participants' of an event by filtering on

- Person or Company, limit to Favorites if used
- Select Events
- Filter by relevant parameters or Energy keywords



3. Click on the person of your choice and request them to meet

You can see their profile, energy keywords, events they're attending and opportunities they posted.

4. When you click 'Request a meeting' on that person's profile the system automatically selects the first available time slot that fits both your agenda's.

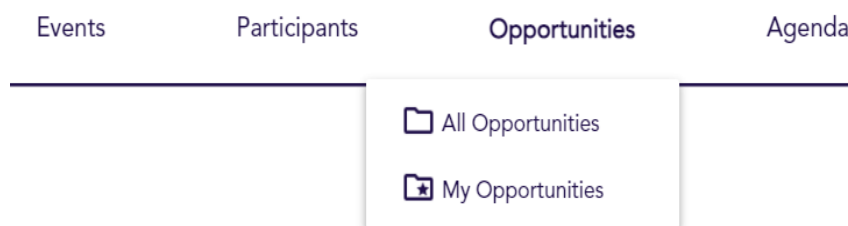
***! Once you've scheduled a meeting with a participant, you are & stay connected to her/him on the platform and you can send messages here, also after the online matchmaking event.***

5. In your online agenda you can follow the state of play of your meetings and requests.

You can easily export your scheduled appointments and all details like counterpart & location. Just click on the print icon and a PDF file will download including all details.

## D. SHARE YOUR OPPORTUNITY!

An opportunity is something you offer or something you look for. It can be a challenge, a service, a technology, investment, ....



1. You can link your opportunity to the event you're participating in or create a general opportunity - not linked to any event.

### New opportunity information

Event: Not linked to any event

Name: SMARTENERGY | 6-pack series ENERGY COMMUNITIES B2B #1

Description: Not linked to any event

 A green arrow points from the 'Event' dropdown menu to the 'Event' label.

Name: Looking for companies to test new storage technology

Description: Describe your opportunity SMART  
Simple  
Measurable  
Acceptable  
Realistic  
Timing

Video: Paste here the link of your video

Extra Content: Label: Url

 A green arrow points from the 'Label' input field to the 'Label' label.

If you want to add an URL, always fill in the 'Label' box - to describe the URL.  
e.g. "Offered storage technology website"

2. Make your opportunity as attractive as possible with a SMART description, link to a video, photos, ....
3. Fill in the type of opportunity and the energy keywords and save.

## E. SUPPORT

With this info you should be able to get started and fully make use of the Flux50 Business & Matchmaking platform.

If you nevertheless experience any difficulties or you have questions on how to proceed, contact [network@flux50.com](mailto:network@flux50.com). We will answer your question as soon as possible, but surely within 24 hours during weekdays.

Want to know more about the energy cluster Flux50? Contact us at [info@flux50.com](mailto:info@flux50.com).

