

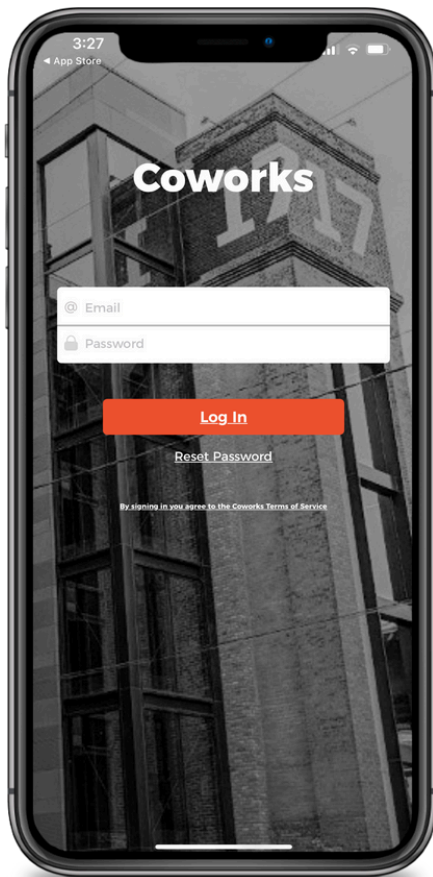
Coworks

Your Community App



Benefits of Coworks

- Reserve conference rooms
- Register for upcoming SVA events
- Discover SVA community via the directory
- Find resources about membership and the space
- Receive notifications for guest check-in



Download Coworks



APPLE APP STORE



GOOGLE PLAY STORE

- A link to download the app and login information is emailed to you when you join Startup Virginia
- Contact Lindsay (lwood@startupvirginia.org) if you have any questions



Me tab:

- Get started by heading to the **Me** tab.
 - Complete your profile and view scheduled events and room bookings.



step 1: Click **Edit Profile**

step 2: Set a profile picture.

step 3: Confirm your email is correct.

step 4: Add/verify your title.

step 5: Add/verify your phone number.

step 6: Write a short bio.

step 7: Change your password.

Click **Save**.

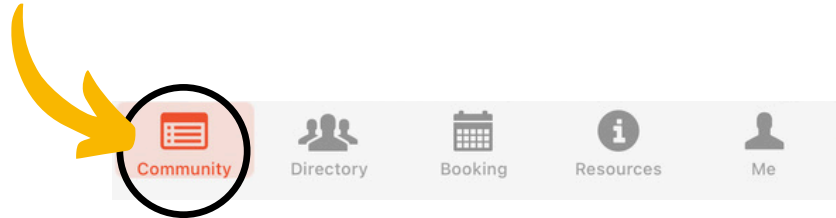
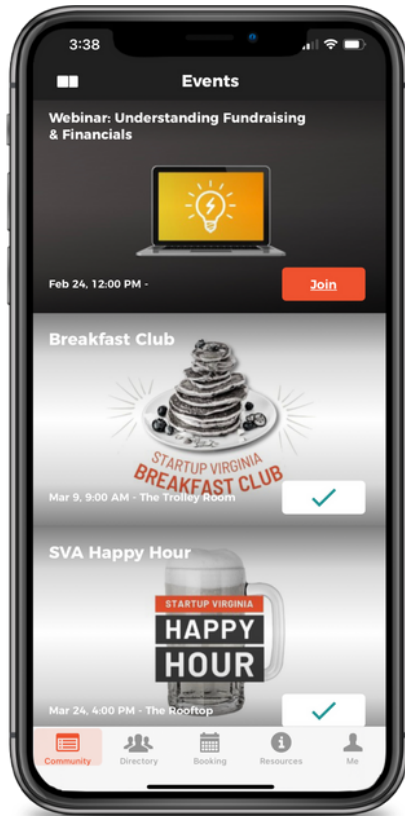
- If you are a team admin (SVA's designated point of contact), you can edit your team's page by clicking **Edit Profile** and then clicking **Edit Team** at the top of the screen.

Now let's explore the rest of the tabs!



Community tab:

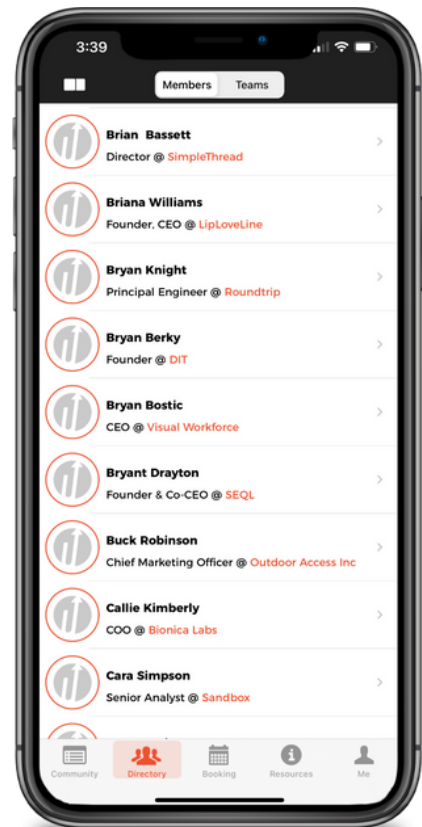
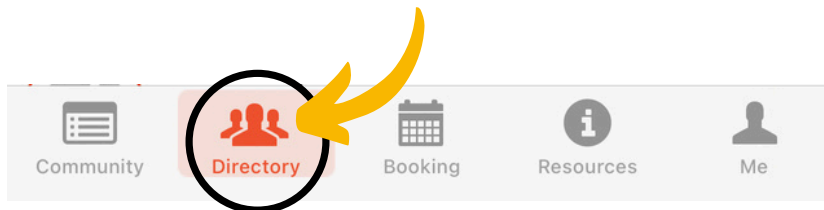
- The **Community** tab shows upcoming SVA member events.

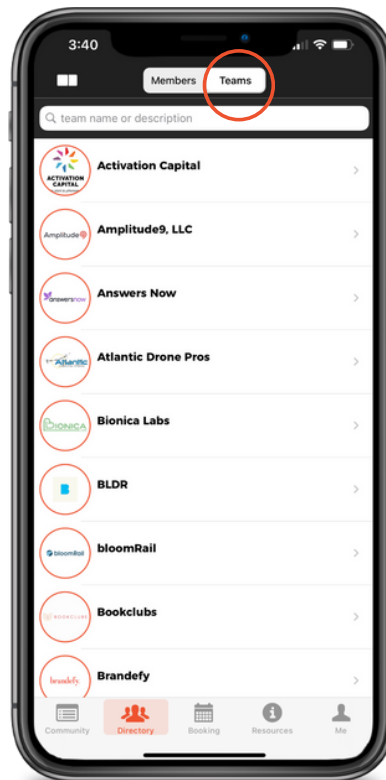
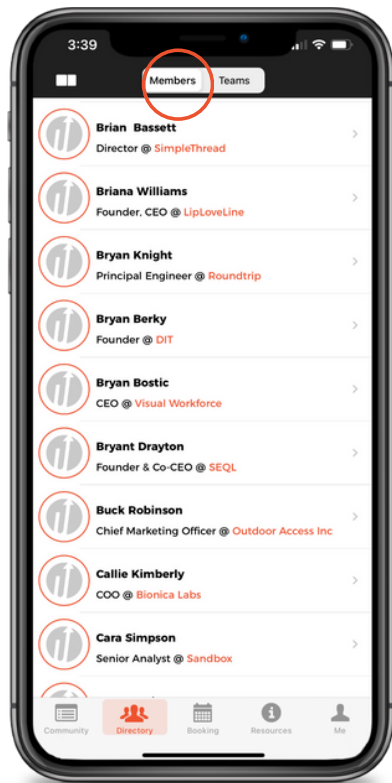


- Click the **Join** button to RSVP to an event.
 - The check mark indicates you are registered and the event has been added to your phone's default calendar.

Directory tab:

- The **Directory** tab is where you can see and connect with your fellow SVA members.

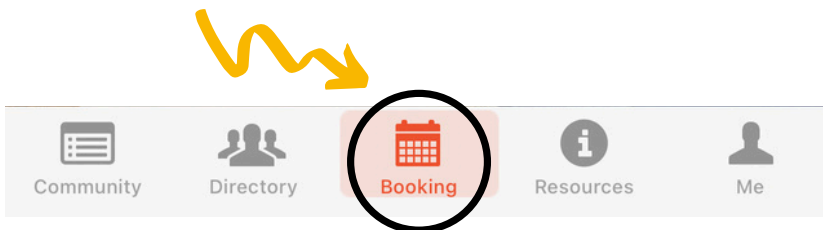




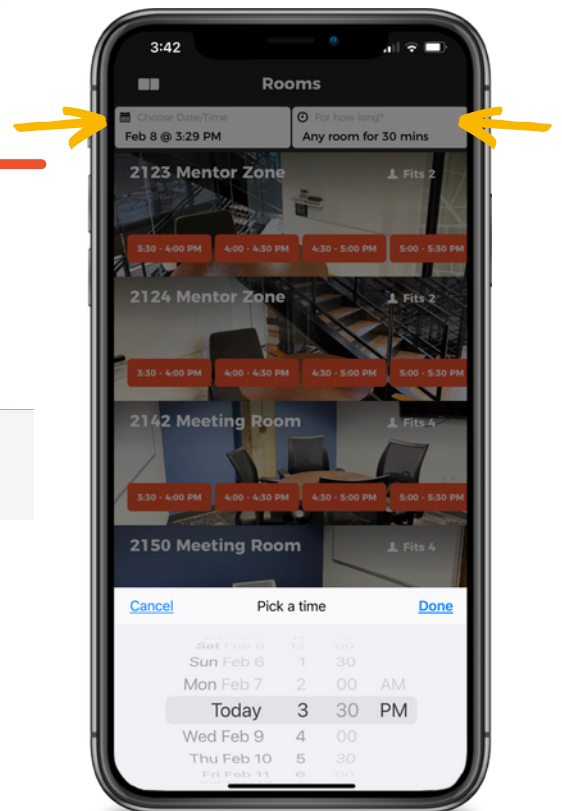
- Switch between **Members** directory and **Teams** directory at the top of the page.
- Use the search bar to look up companies, names, and bios.
- Add keywords to your bio so other members can find you.

Booking tab:

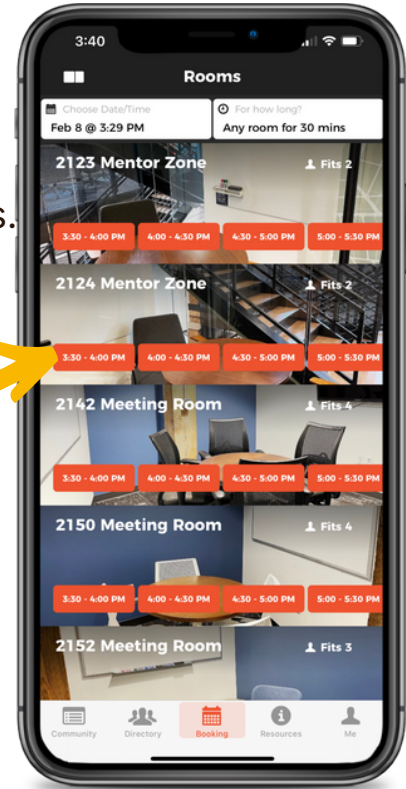
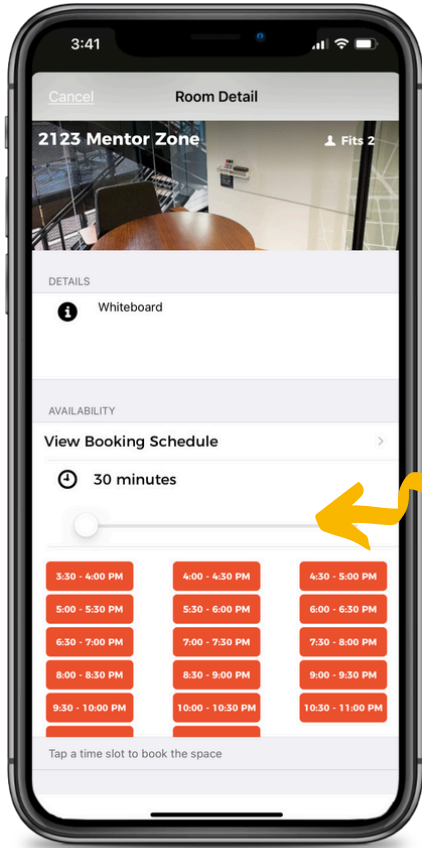
- The **Booking** tab is where you can reserve available rooms.



- First choose your date, time, and duration at the top of the screen.
- Available rooms will appear.



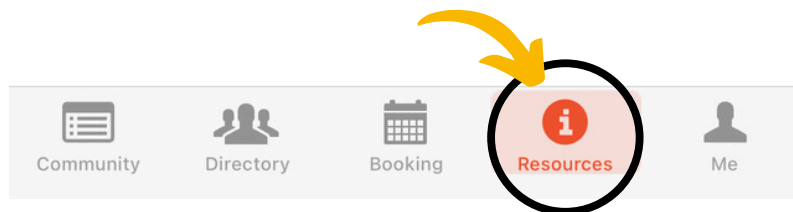
- Use the one-click buttons to book preset time blocks.
- Click on the room image to see more details.
- Rooms can be booked for a maximum of 4 hours.



- Alternatively, in the **Room Detail** view, use the toggle bar to set a custom amount of meeting time.
- Choose from the available time blocks in your selected room for that length of time.

Resources tab:

- The **Resources** tab is your go-to for everything Startup Virginia, from the WiFi password to startup platform discounts.



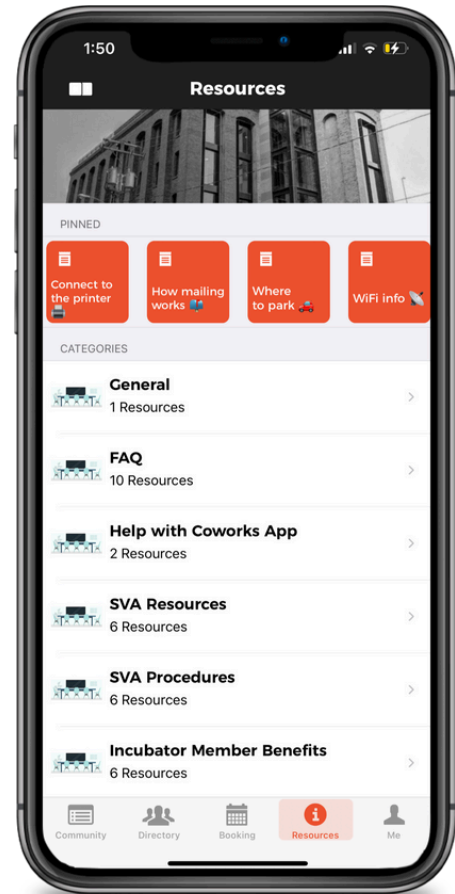
List of Resources:

- **FAQ**

- WiFi info
- Borrow a computer monitor
- Connect to the printer
- How to make coffee
- How mailing works
- Where to park
- Where to find lockers
- 1717 business hours
- Lost keycard/office key
- Borrow tech for hybrid meetings

- **SVA Incubator Resources**

- Notary Services
- SVA Startup Job Board
- Hubspot Discount
- AWS Credits
- AWS Webinar Library
- Justworks PEO Discount
- Entrepreneur Certificate Course
- Mentor Platform
- VA Angel and Investor Groups
- Zendesk Discount
- SVA Corporate Partners
- Investor Preparedness
- Mongo DB Credit
- VA Investors Tax Credits (Form QBA)
- Meta Educational Resources



- **Help with Coworks App**

- How to use the App
- Quick-Start Guide

- **SVA Procedures**

- New/terminated employee procedure
- Reserve the Rooftop, Trolley Room, or Church Hill
- Maintenance requests
- Media Requests Procedure
- How to get logo on office door
- Member and Guest Check-In

