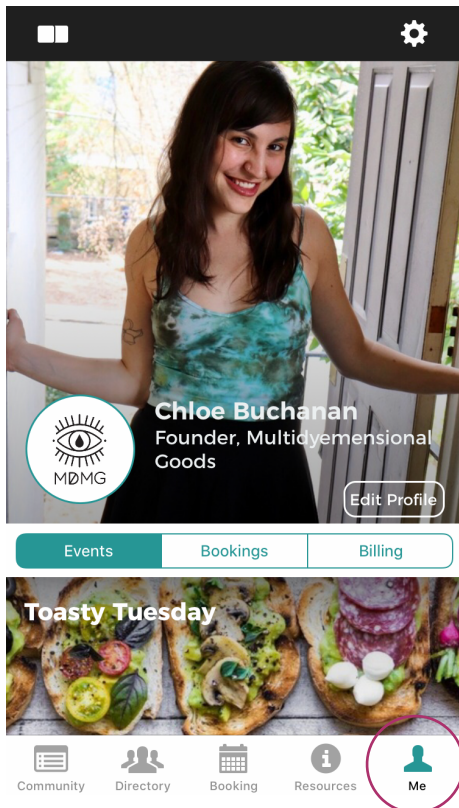




# Introducing Coworks

Your Community App

- Stay up to date on **community events**
- Use the **directory** to connect with fellow members
- **Book conference rooms**
- Check out the **resources** tab for ALL the deets on your space
- Update your **payment method** and **view your invoices**



Get started by heading to the “Me” tab.

Here you are able to edit your profile, update billing information, view your invoices, and see your scheduled events and bookings.

### Tasks:

- Set a new password
- Add a photo
- Write a short bio
- Confirm your phone number



The first tab is the **Community Feed**, this is where you see a chronological list of the events happening in your space.



Click the join button for the events you plan to attend.

The check mark lets you know this is on your schedule and has been pushed to your phone's default calendar.

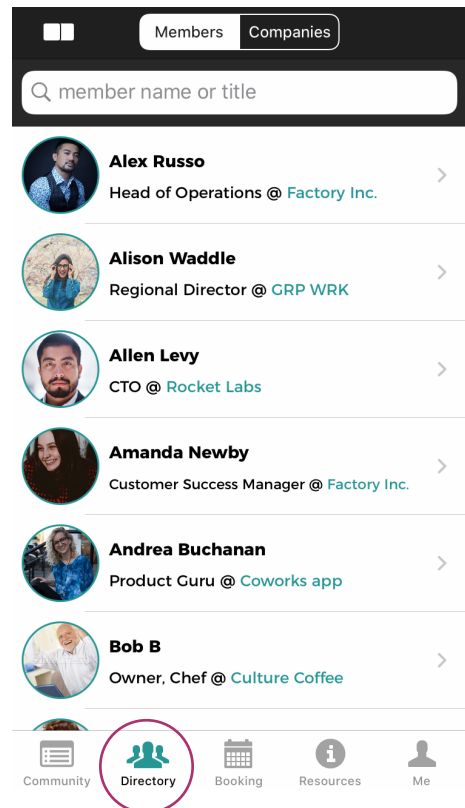


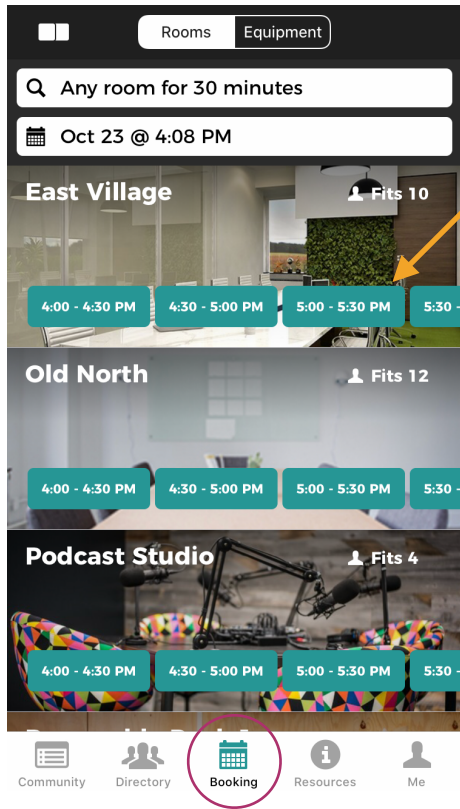
The second tab is the **Directory**, this is where you can see who else works in your space by member or company.



Use the search bar to search names, companies, and bios.

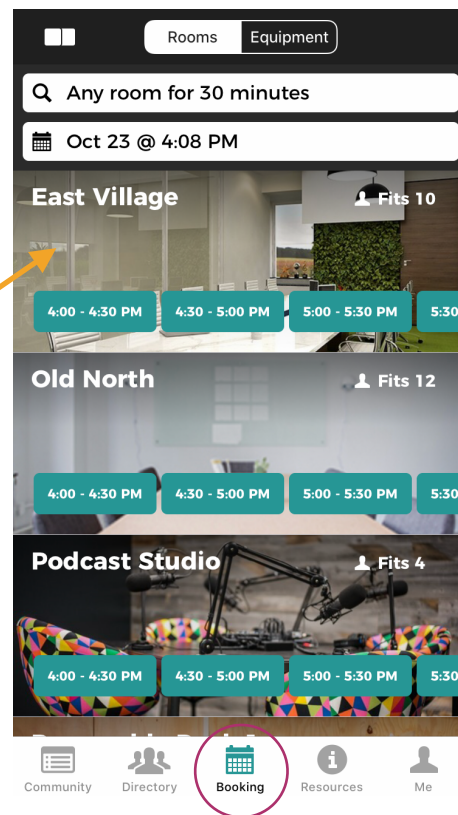
Remember to add keywords to your bio so other members can find YOU.



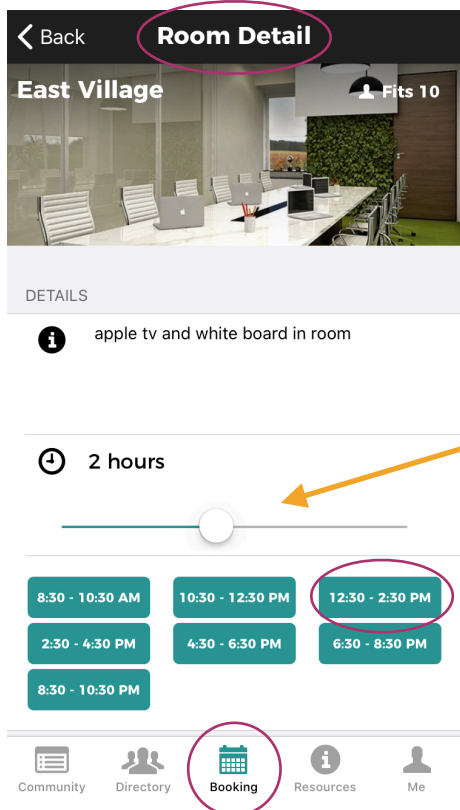


The third tab is for **Booking rooms**, this is where you can see and **book available rooms** in your space.

Use the one click buttons to book for the current or following available time blocks.



Click on the room itself to see more details about the room.

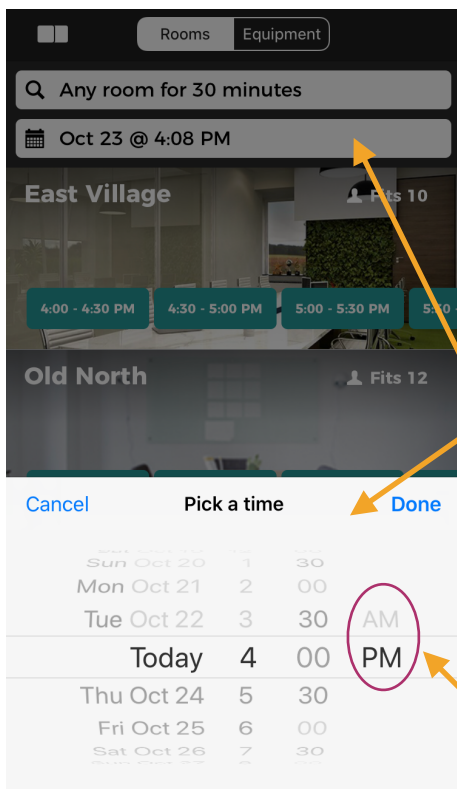
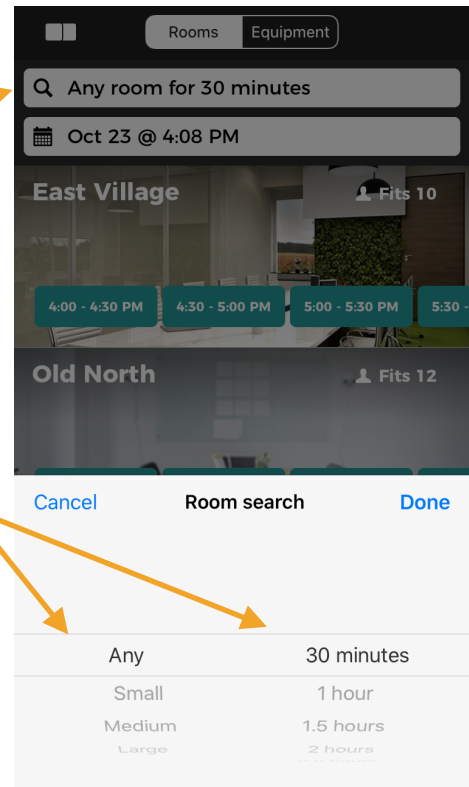


In the **Room Detail** view, use the toggle bar to set a custom amount of meeting time (iOs only right now).

Then, click to select from the available time blocks in your selected room for that length of time.



You can also book a room by clicking the “Any room for 30 minutes” bar to search by the size room you need and exact amount of time you need it.



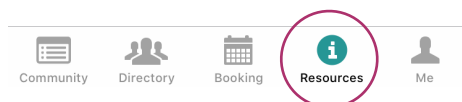
Book for future dates using the date bar which pops up a scrolling date and time box below.



Don't forget to toggle the AM/PM to the proper setting!

**Pro Tip:** Every room booking pushes to your device's default calendar. You can use this calendar event to add attendees and change the meeting name.

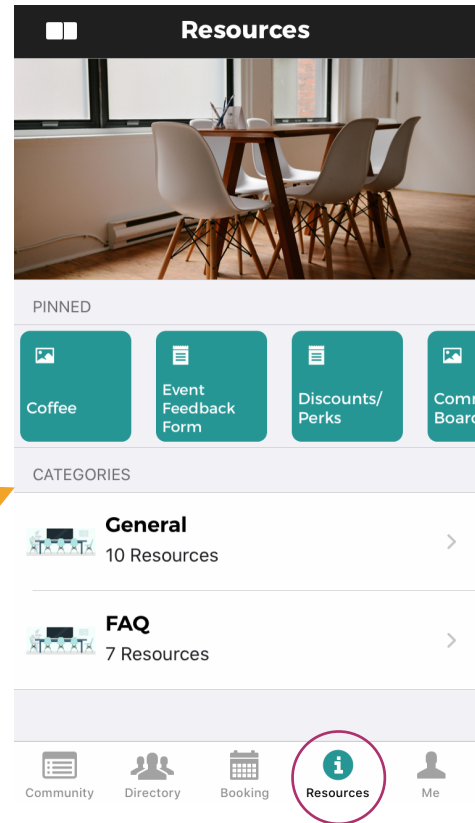
The fourth tab - Resources - is your go-to for information on your space, the resources your community offers, and so much more.



Check the resources tab to find answers to questions about your space, its features, and more.



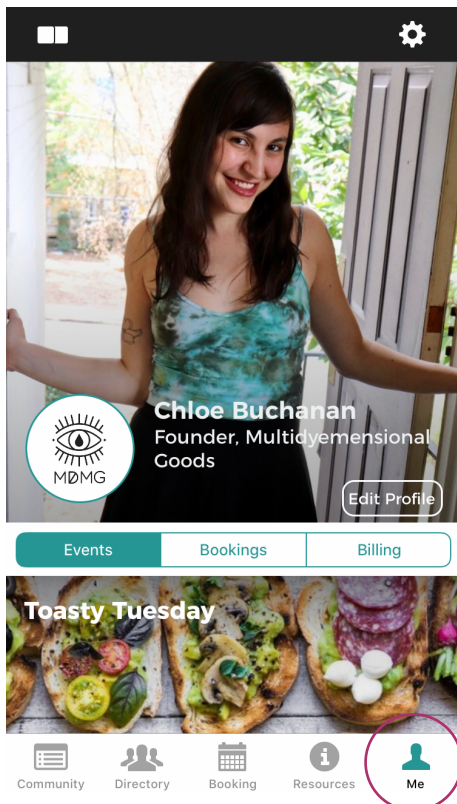
Look to the **Pinned** area for spotlighted resources.



However, there are also folders with more info below in the **Categories**. Check here to self-serve on all the questions you have about your space.

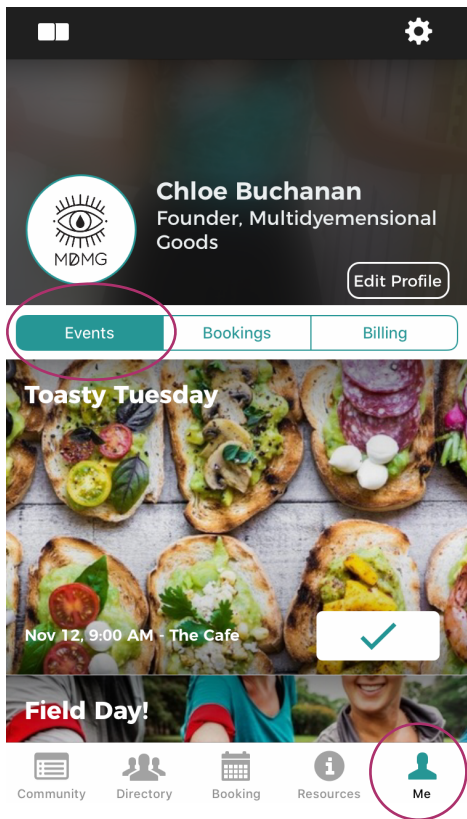


The last tab is your Me section, your area for updating your personal or company profile, checking events you've signed up for, viewing invoices, and updating your payment method.

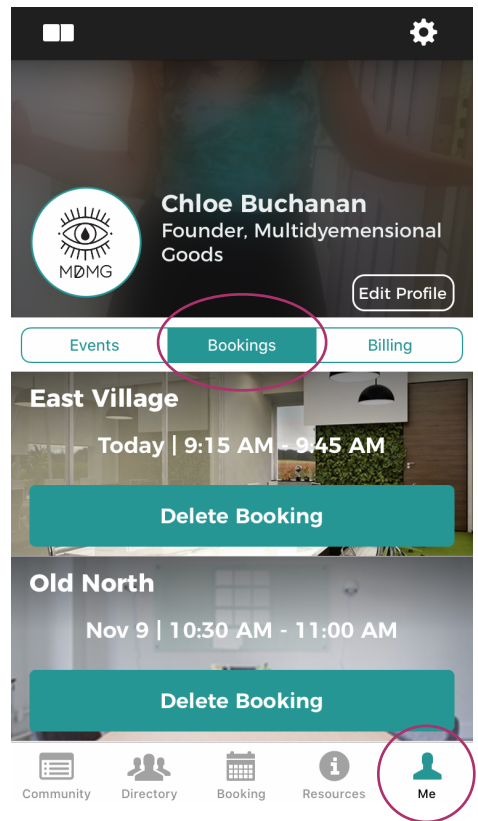


Click on **Edit Profile** to update both your personal and company profile.

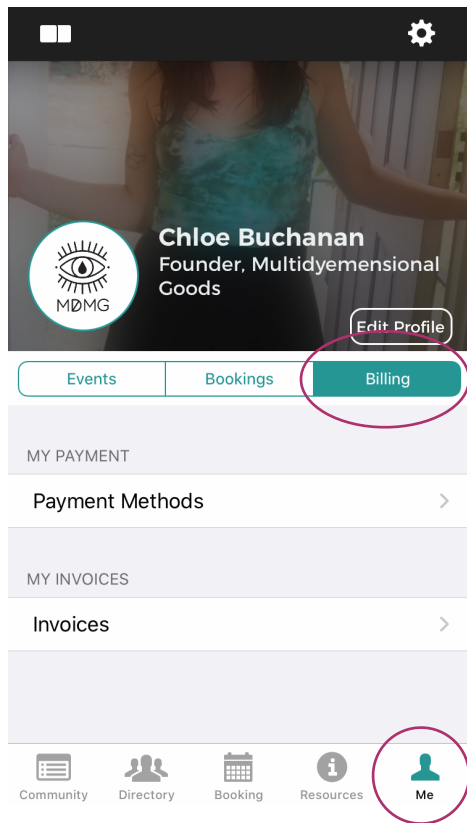




Check the **Events** section to see which events you've signed up for.



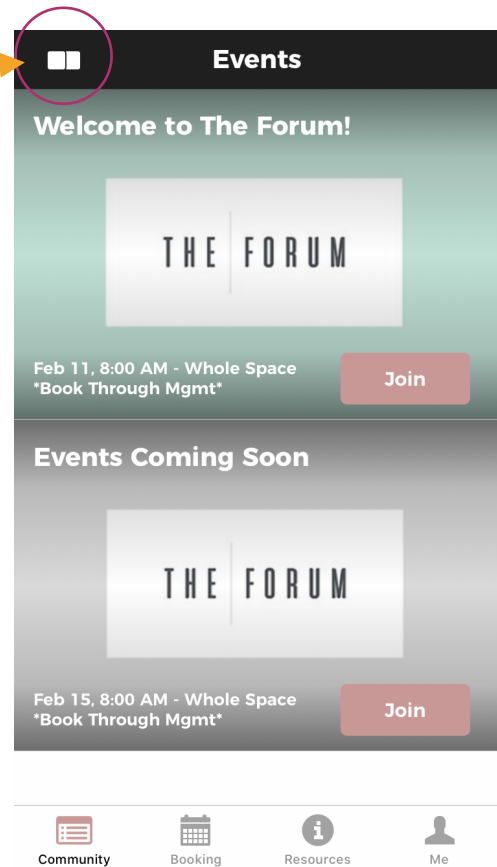
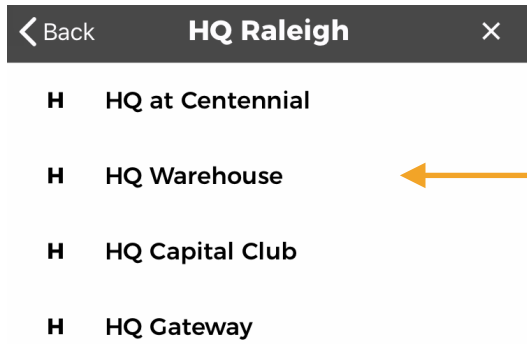
Check the **Bookings** section to see or delete future bookings.



Go to the **Billing** section to update your payment method and view future invoices.

Switch between multiple campuses at any point by clicking here.

And then selecting the campus you are looking for from the available options.



This will pull up that campus' rooms and content.

If you ever get stuck, don't hesitate to reach out to [support@coworksapp.com](mailto:support@coworksapp.com)!

