



VeryConnect Quick Guide for Members

We want all our members to get the most out of using VeryConnect as a platform to work together to improve public library provision in the UK. We have compiled this guide to help you navigate the functions and tailor the settings to best suit your preferences.

The following actions are covered in the guide:

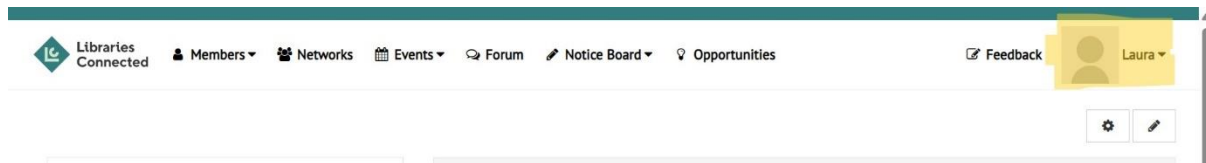
- Setting up your profile and email preferences
- Overview of sections
- Viewing the address book
- Booking an event
- Managing organisation members (for group managers)
- Adding a notice
- Browsing opportunities
- Posting to a forum
- Participating in a 'Network'

Setting up your profile and email preferences

You can add a photo of yourself, select your skills and interests, and add any dietary requirements or additional requirements for events. You can also let us know if we can share your contact details with partners and other third parties.

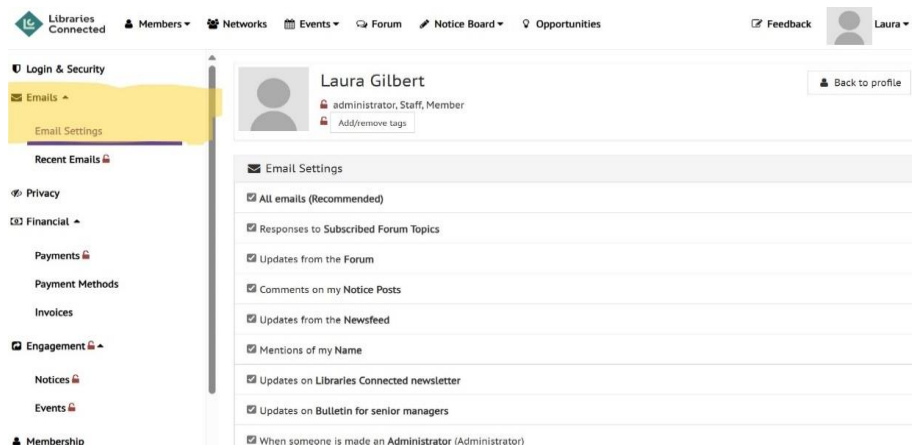
You can also update your contact details and see the roles you have been assigned.

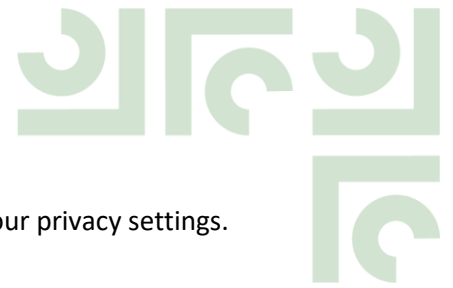
Click on your avatar in the upper right corner to get there.



Notifications

Go to Settings under your avatar in upper right corner and then click on emails on the left-hand menu, here you will be able to choose which notification emails you receive.





You can also use the Settings menu to update your password and choose your privacy settings.

Overview of Sections

The homepage features shortcuts to the latest events and notices. At the top of the homepage, you have:

- **Members:** To access the address book.
- **Networks:** This shows the networks that you are a member of.
- **Events:** Lists all events available to book onto, as well as your current and past bookings.
- **Forum:** This area will be developed to become a discussion board.
- **Notice Board:** An area for all members to be able to post and read notices about library related job opportunities, news and events.
- **Opportunities:** To view opportunities to get involved with Libraries Connected including projects, advocacy, funding, vacancies etc.
- **Feedback:** Click here to send us any problem reports, feature ideas and general comments

Viewing the Address Book

On the homepage click on the members tab, then address book. You can then view the profiles of all members or search for members. You can also click on organisations to view details of the member groups.

Booking an Event

On the homepage then Events tab you will see a list of events. Click on an event to see the full details and link to book. The booking link will auto-populate your details from your profile then you will be asked to review and confirm your booking.

You can access a list of events you have booked onto under the same Events tab.

Adding a Notice to the Notice Board

To add a library-related job opportunity, news item or event to the Notice Board click on the Notice Board tab at the top menu and then My Notice, then on New at the top left of the screen. Once you have entered the notice, you can save and publish the item.

Browsing Opportunities

Under the Opportunities tab at the top menu, you are able to see all opportunities listed by Libraries Connected, or search for listings in a particular category such as funding or vacancies.

Posting to a Forum – Coming Soon

The forum will be developed to be a discussion board where you can ask questions to other members, post comments and share ideas.

Participating in a Network – Coming Soon

Networks will be developed to allow working groups to discuss and share ideas. You will be able to view and access your networks via this tab.



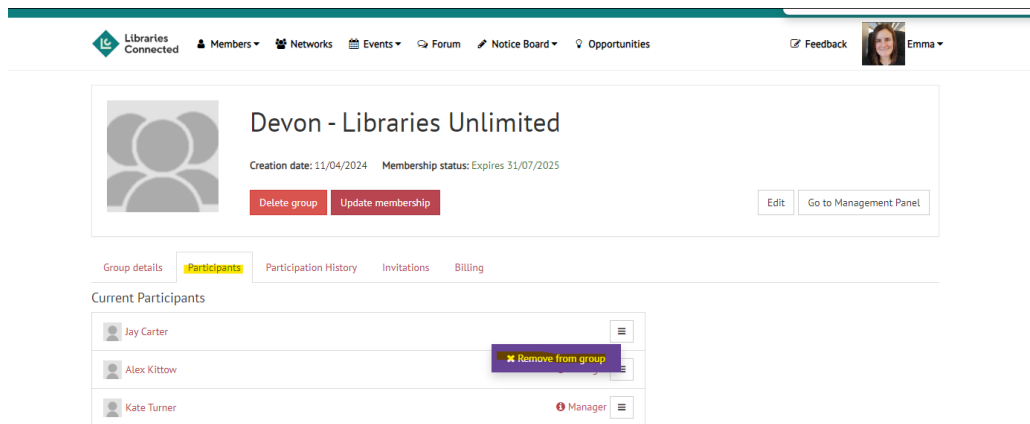
Managing Organisation Members (for Group Managers only)

Each member organisation has a Group Manager – this is usually the Head of Service.

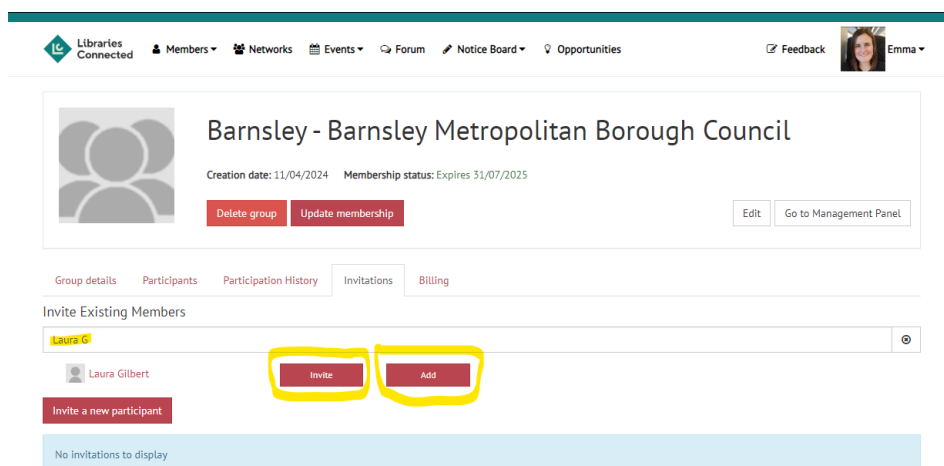
As a Group Manager you can add a remove people from your group. So, if you spot someone who doesn't work for your library service anymore or someone you know has a profile who is missing, you can update the participants list.

To view the people in your organisation's group, go to the organisation's page by heading to your profile page and select your organisation from the 'Groups' section. By clicking on the 'Participants' tab you can see a list of members.

To remove someone from the group click on the 3 lines next to their name and select 'remove from group'.



To add someone to the group click on the 'Invitations' tab and search for person by typing their name. Once you see them in the list below you can click on 'Add' to add them to the group or 'Invite' to send them an invitation to join via email.



If you have any problems or questions

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