



joinmyjourney

# Hub creation and management

Create an account	2
Creating a hub	3
Administering a hub	4
Hub settings	4
Shareable hub link	4
Hub privacy	4
Safe-listed email domains	5
Users	5

## Create an account

The account you create will be used to administer the hub.

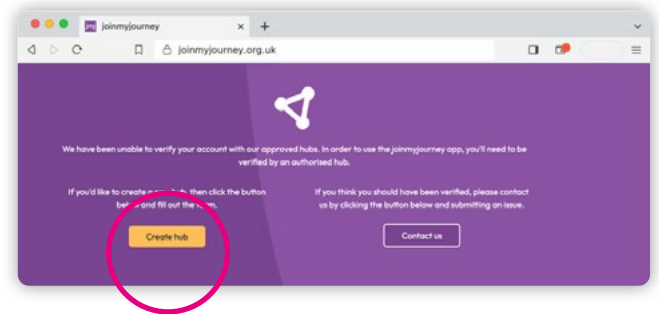
1. Visit [joinmyjourney.org.uk](https://joinmyjourney.org.uk) and fill out the **Create an account** form.
2. Once you have submitted the form you will need to verify your email address. You should receive a link in your mailbox. Make sure to check your junk folder.

If you do not receive the verification email and it is not in your junk folder then it is possible that your organisation's firewall is preventing emails being delivered from **joinmyjourney.org.uk**. Please contact your organisation's IT security team, asking them to safe-list the **joinmyjourney** domain.

The screenshot shows a web browser window with the URL [joinmyjourney.org.uk/register](https://joinmyjourney.org.uk/register). The page has a purple header with the 'joinmyjourney' logo and the text 'Create an account'. Below the header are several white input fields: 'First Name', 'Last Name', 'Email address', 'Password (min 8 characters)', and 'Confirm password'. There is a checkbox labeled 'I agree to the Terms of Service and Privacy Policy' and a dropdown menu labeled 'Who uses joinmyjourney?'. At the bottom left, there is a yellow 'Sign up >' button. The browser's address bar and navigation icons are visible at the top.

## Creating a hub

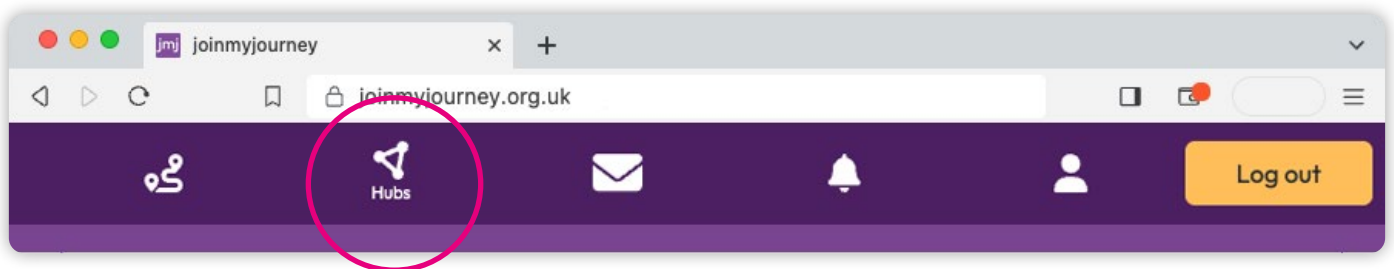
1. Once you have clicked the email verification link you should be taken to the following screen (see right), click on **Create hub**.
2. Fill out the **Create a hub** form (see right):
  - a. This will send a hub approval request to super admins.
  - b. Once approved, a super admin will contact you to confirm this.



## Administering a hub

Once your hub is approved, you will be able to change its settings. You will need to visit the **Hubs** section and find the hub that you've just created.

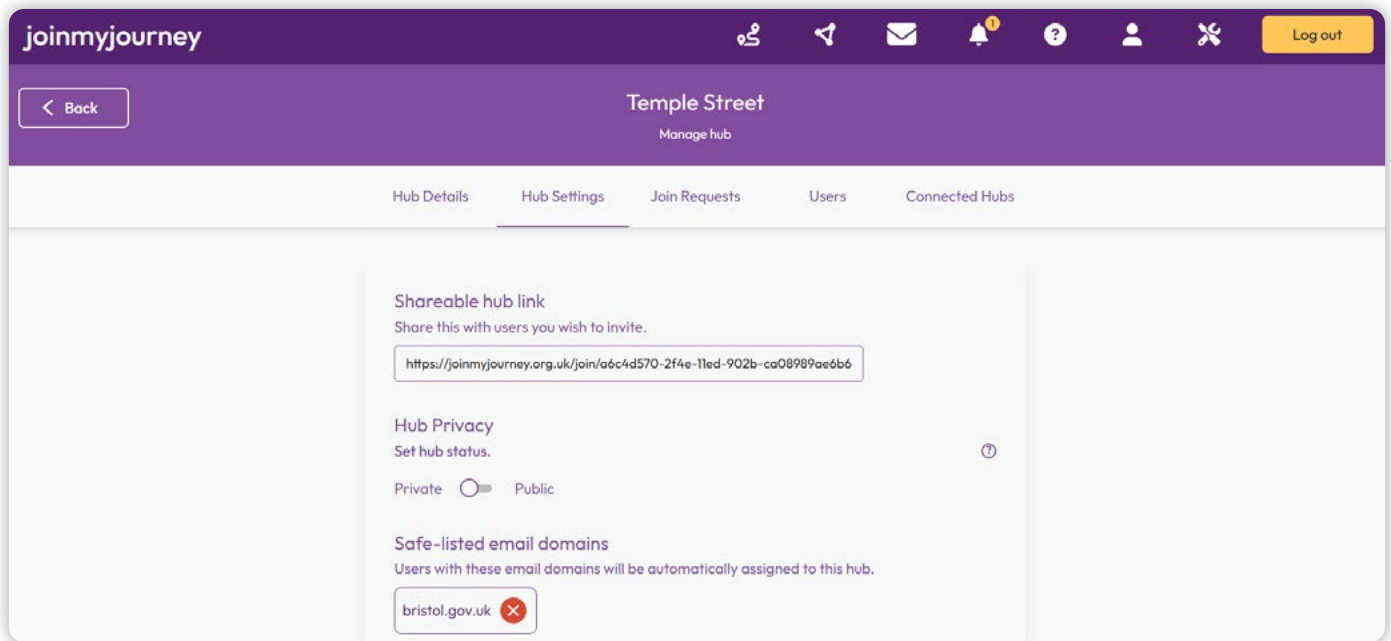
Below is a screenshot of the Hubs menu.



1. Click **Hubs**
2. Then click on the hub you wish to administer



3. You will be taken to a page that looks like the below, here you can change the settings of the hub.



## Hub settings

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Set up your hub as you wish, each panel within the hub administration area is explained below.

### Shareable hub link

You can share this URL with your users and they will be able to join immediately after visiting this link and signing up / logging in.

### Hub privacy

When a hub is set to private no one can find the hub when they search and only invited people can gain access. If set to public, anyone can search and request to join the hub. Those with a safe listed domain will be added automatically when they join the platform.

### Safe-listed email domains

Specify any email domains where users that sign up with those email domains will be automatically assigned to that hub.

### Users

Here you can carry out basic user administration after users have signed up to the hub.

### Connected hubs

You can join different businesses together using connected hubs. This will allow staff to find and share with staff of connected companies or in the same area, but individual hub admins will not be able to see data of staff from connected organisations.