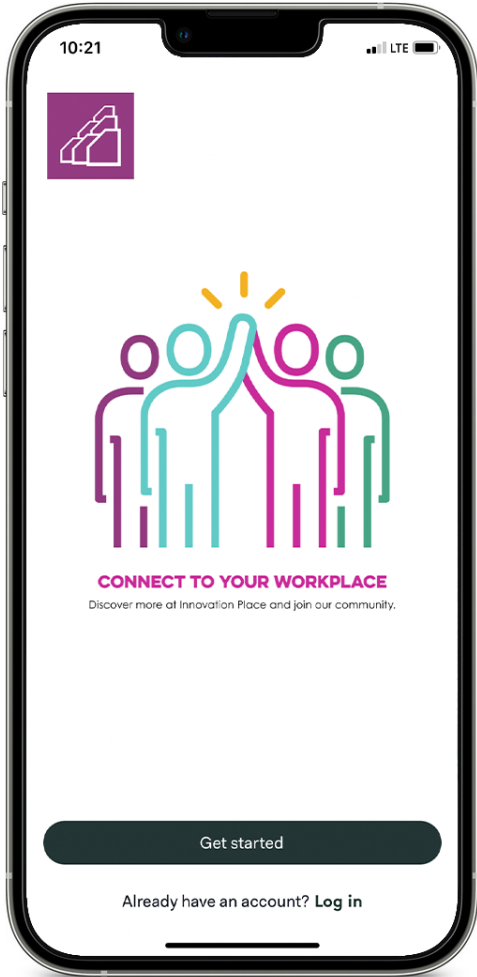




HOW-TO GUIDE



Helping grow
Saskatchewan's
tech sector.

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WELCOME TO INNOVATION PLACE CONNECT!

Innovation Place Connect is our
phone- and web-based workplace
experience platform that integrates
our whole workplace ecosystem together.

Thank you for connecting!



HOW TO DOWNLOAD ON YOUR PHONE

[Innovation Place Connect](#) is available in the [Google Play Store](#) for Android users and the [Apple App Store](#) for iPhone users.

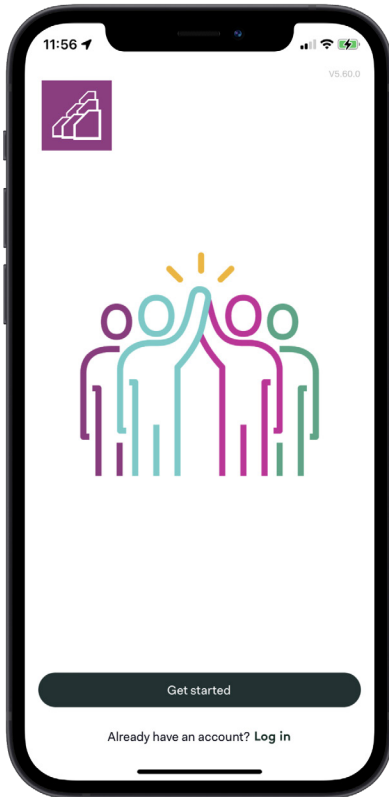
- 01** Open your camera app with the camera direction facing outward.
- 02** Hold your phone to scan the QR code below.
- 03** Select "open link" and you will automatically be brought to the Innovation Place Connect page on either the Google Play Store or Apple App Store.
- 04** Click to download.

Alternatively, you can search for "Innovation Place Connect" in the App Store or Google Play Store and download.

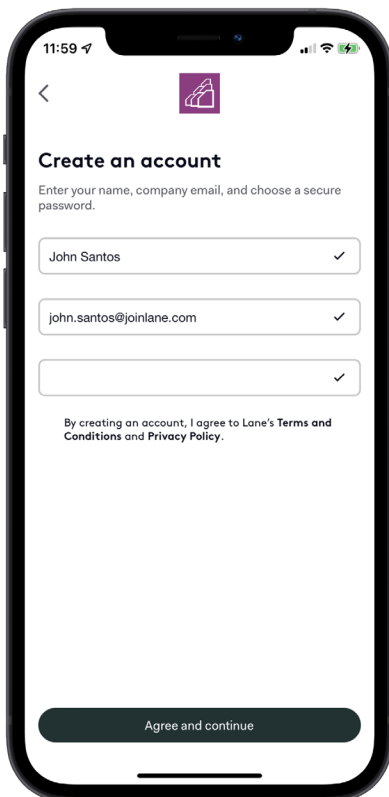


HOW TO SIGN UP

Once Innovation Place Connect is successfully downloaded and opened on your mobile device, it's time to sign up!



STEP 1 SELECT "GET STARTED"

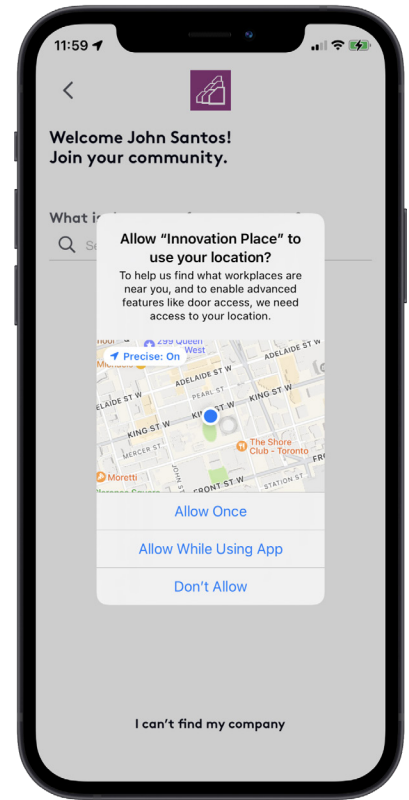
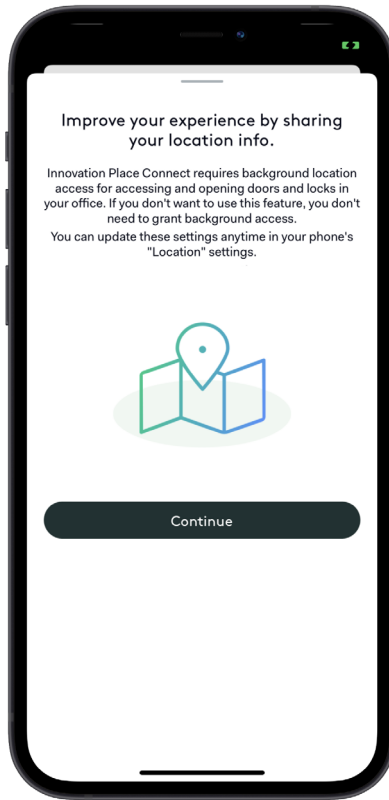


STEP 2 CREATE AN ACCOUNT

- **Full Name:** Enter your first and last name so that you are registered uniquely from others
- **Email:** Enter your work email address
- **Password:** You know the drill, pick a password that's unique to this account

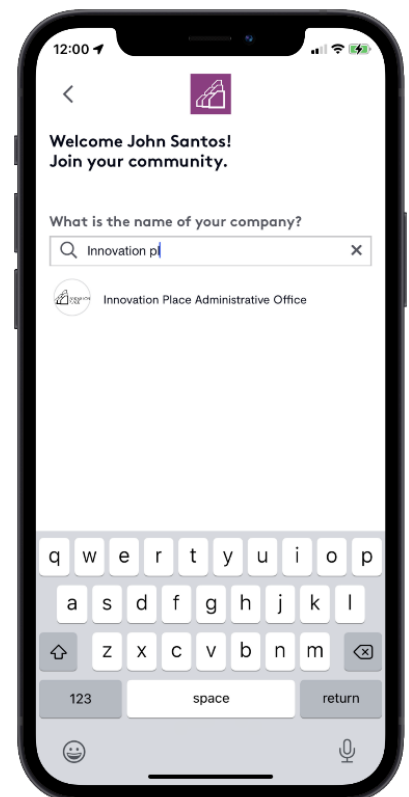
STEP 3 LOCATION SERVICES

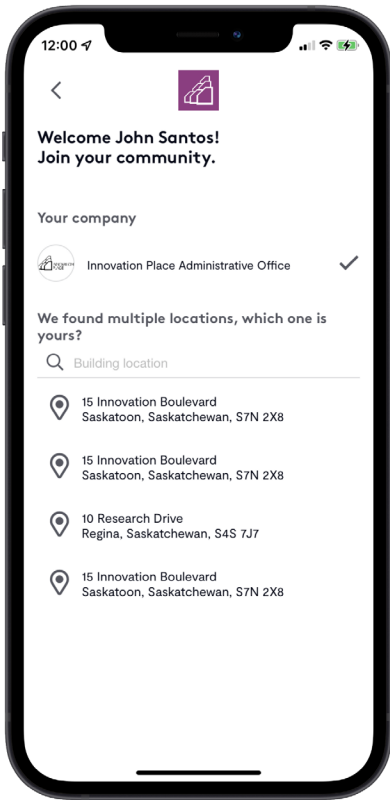
Click 'Continue' and choose your location preferences.



STEP 4 SELECT THE NAME OF YOUR COMPANY

It is important that you select your company so that you are registered at Innovation Place Connect.





STEP 5 SELECT YOUR BUILDING LOCATION

Search for your company and click on your building location. You'll then be able to continue.

STEP 6 COMPLETE SETUP

Confirm your registration via email and that's it! You are now signed up to Innovation Place Connect.

Find out about more features on the following pages!

HOW TO NAVIGATE



THE HOME TAB

Get the latest at your park!

Important notices, curated feeds and quick access are your jumping off point to a whole new world!



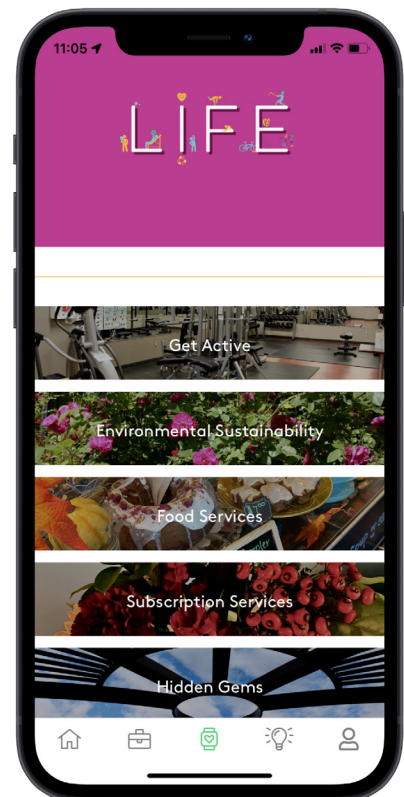
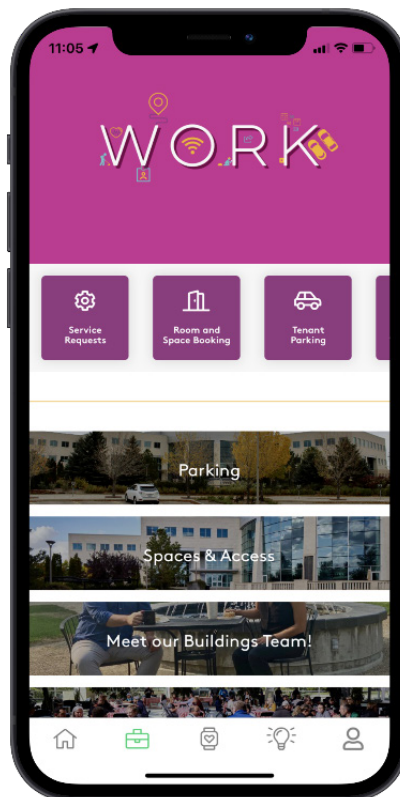
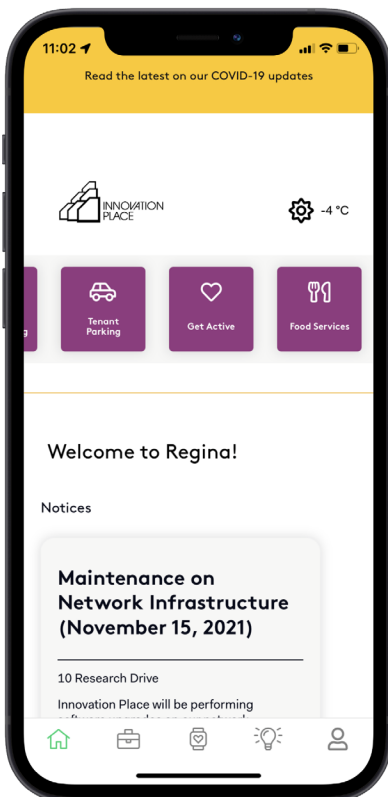
THE WORK TAB

Find everything you need to make your work day easier. Book rooms, request service, access guides and more!



THE LIFE TAB

Explore the unique facets that make park life exceptional. Get active, find hidden gems and subscribe to killer services!





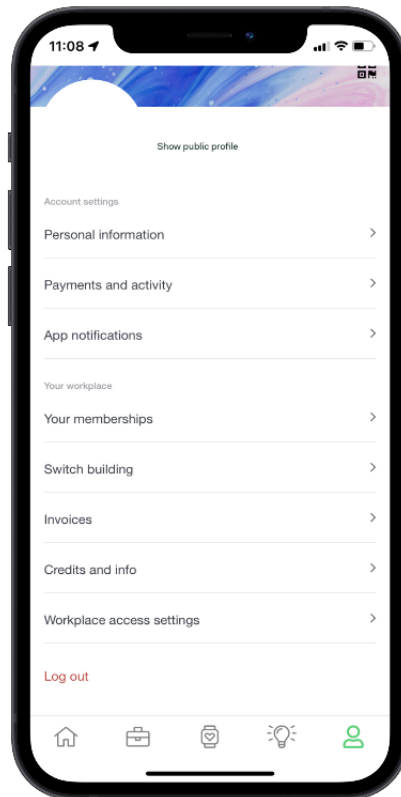
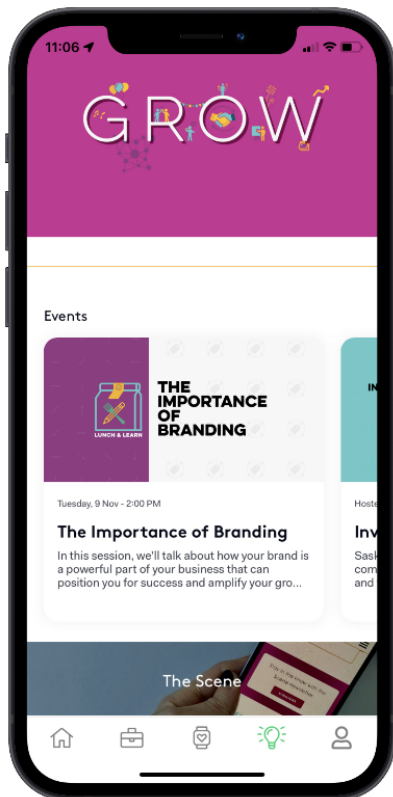
THE GROW TAB

Develop yourself, team or company even further with our specialized programs, events, partnerships and more!




THE PROFILE TAB

Personalize your experience by becoming part of our community. Manage your account, set your notification preferences and more!



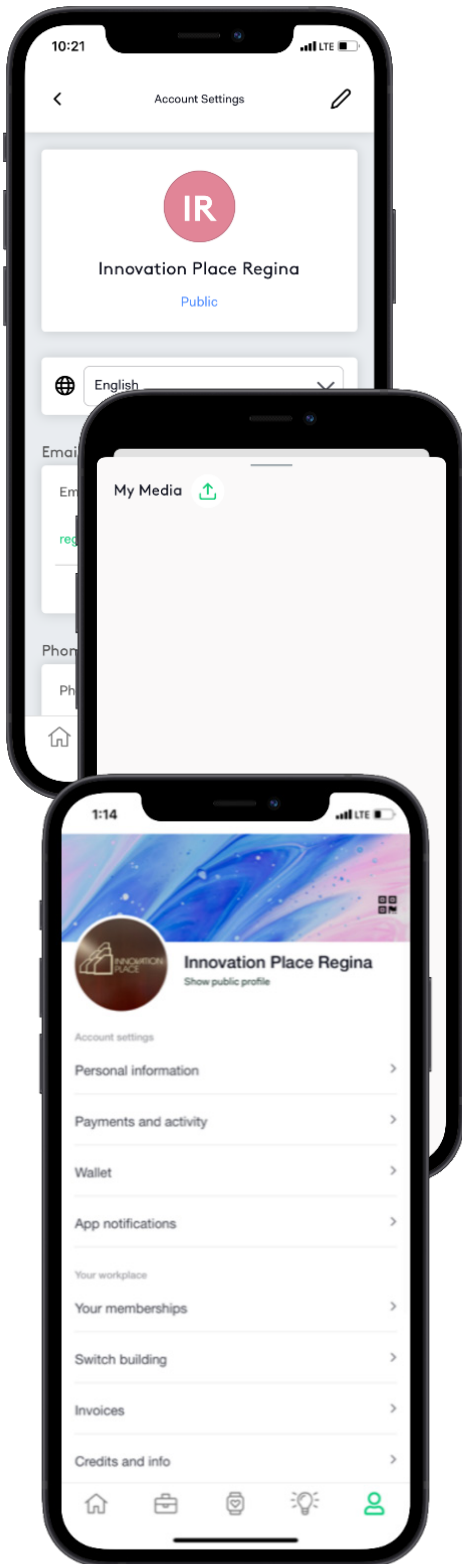
MANAGING YOUR PROFILE ON MOBILE

Click on the **Profile Tab**  to access your user profile in either the mobile. Your profile is where you can manage your personal information and user preferences.

PERSONAL INFORMATION

Under **Personal Information**, click on the **Pencil icon** at the top right to edit your profile information.

Here you can update / manage your name, email, phone number, language, profile picture, reset passwords and select whether your profile is public or private.



How to upload a profile picture

- 01 Click on the circle image above your name. The **Media** page will open.
- 02 Click the green **Upload** icon to either upload a picture from your phone library or take a picture on your camera.

In order for the app to access your phone library and camera you must enable settings.

How to Enable settings:

- **iOS:** Go to **Settings** and scroll down to select the Connect app, then select Camera.
- **Android:** Go to **Settings > Apps & Notifications**. Select the Connect app and tab **Permissions**. Choose **Camera**.

- 03 Once you have selected an image, tap on it to apply.

PUBLIC VS. PRIVATE PROFILE

By setting your profile to **Public**, other members will be able to view basic information about your account. Having a public profile allows Workplace Admins to view this information when you submit a request in the app:

- Profile picture
- Name
- Email
- Phone Number
- Channels you are a member of

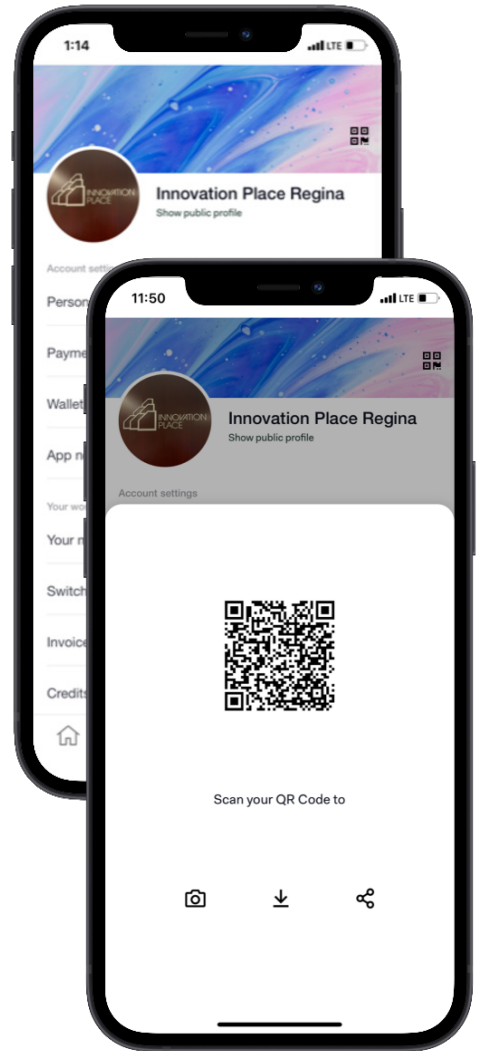
Setting your **Profile** to private hides all the above information.

To manage this setting, you can either check or uncheck the **Make your profile public** option.

ACCESS YOUR QR CODE

QR codes can be used to validate your workplace identity and facilitate transactions.

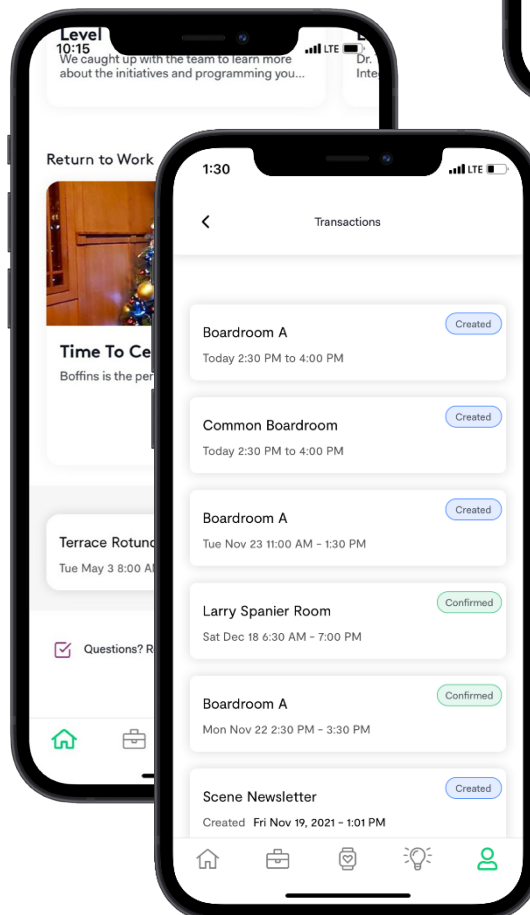
- 01 Click on the Profile tab on the bottom right corner of the mobile app.
- 02 Click on small QR code icon in the top right corner.
- 03 Your QR code will appear. Tap on the middle of the QR code to expand it to full screen for scanning.

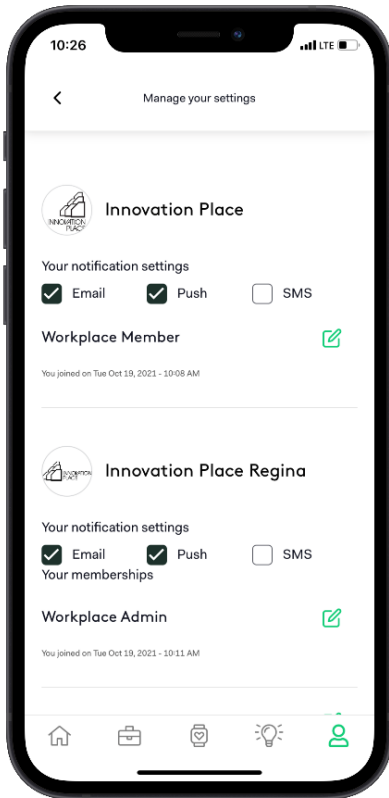


PAYMENT AND ACTIVITY

This section provides a detailed breakdown of your interaction history such as room booking, parking and access requests as well as event registration.

You can also find a list of your interactions at the bottom of the **Home** screen.





APP NOTIFICATIONS

Notifications are a great way to stay informed on everything happening in the park.

How to manage notifications

You can manage your notifications by going to **Profile > App notifications**. Here you can select the method of notifications for each channel.

By default, notifications are automatically set to Email and Push.

- **Email:** Receive the latest communications straight to your inbox.
- **Push:** You can receive in-app push notifications on your mobile device through the app.

Push notifications appear as banners or badges in your mobile device. However, if the device settings is set to block notifications from the app, they will not appear.

To enable notifications on your mobile device:

- **iOS:** Go to **Settings > Notifications** and make sure Notifications are turned on in general. Scroll down and select the Connect app. Enable **Allow Notifications** and select the type and style of notifications you want to receive.
- **Android:** Go to **Settings > Apps & Notifications**. Select the Connect app and make sure **Show Notifications is On**. Make sure **Allow Notifications** is turned on.
- **SMS:** Receive notifications via a simple text message.


YOUR MEMBERSHIPS

Joining and subscribing to a channel is the best way to stay connected to your workplace and ensure that you don't miss important updates specific to your location.

There are two main channels to subscribe to: Innovation Place Saskatoon and Innovation Place Regina.


If you move to a new location, obtain additional space in a new location or change companies with the park you will want to make sure you are subscribed to the right channels.

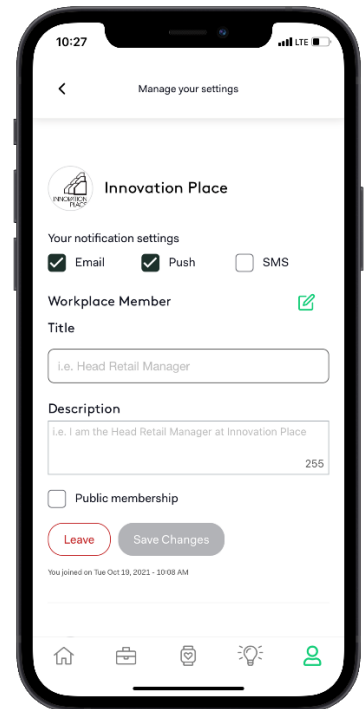
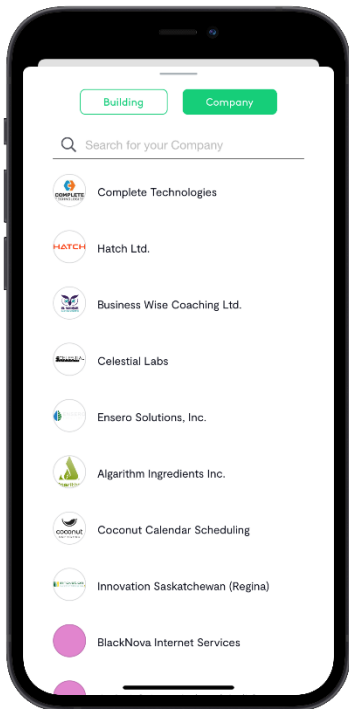
How to subscribe to a channel

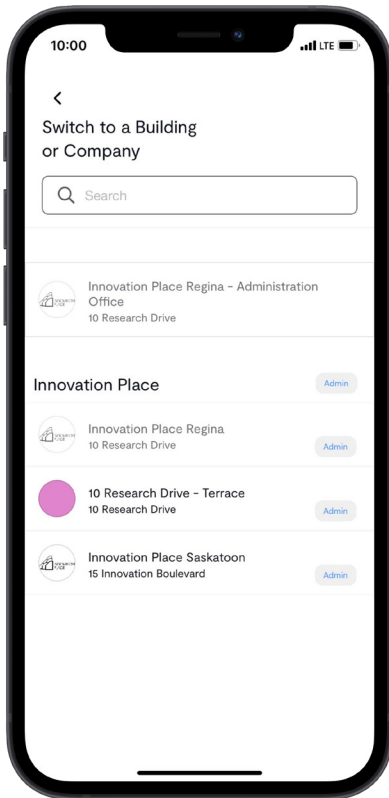
- 01 Open your **Profile Tab**  from the bottom right of the mobile app.
- 02 Select **Your memberships** from the list. You will then see a list of all the available companies within the park.
- 03 Use the **Search** field to find the company you would like to subscribe to.
- 04 When you have located the channel you would like to join, tap on it and select **Yes, join!** to join.

How to unsubscribe to a channel

If you are leaving your workplace, or no longer need to belong to a channel, it is easy to unsubscribe.

- 01 Open your **Profile Tab**  from the bottom right of the mobile app, and click on **App notifications** from the bottom of the page. From there you will see a list of the channels you are a member of.
- 02 Click the green edit **Pencil** and click **Leave**.
- 03 You will then be prompted to leave the channel, terminating your membership.






SWITCH BUILDING

Innovation Place Connect has two main channels, one for the Regina Park and one for the Saskatoon Park. In the case that you are a member of both cities you may want to switch between communities.

How to switch locations

- 01 Open your **Profile Tab**  from the bottom right of the mobile app. From there you will see a menu option called **Switch building**.
- 02 Find the channel you want to switch to by scrolling through the list or using the search bar.
- 03 Click on the channel you want to switch to and you will be taken to the homepage of the new channel.

MANAGING YOUR PROFILE ON DESKTOP

Under **Profile**, you can update / manage your name, email, phone number, language, reset passwords and select whether your profile is public or private.

PUBLIC VS. PRIVATE PROFILE

By setting your profile to **Public**, other members will be able to view basic information about your account. Having a public profile allows Workplace Admins to view this information when you submit a request in the app:

- Profile picture
- Name
- Email
- Phone Number
- Channels you are a member of


Setting your **Profile** to private hides all the above information.

To manage this setting, you can either check or uncheck the **Make your profile public** option.

You can only upload profile photos on the mobile version.

ACCESS YOUR QR CODE

QR codes can be used to validate your workplace identity and facilitate transactions.

- 01** Click on the **Profile Tab**  on the top right corner on your desktop.
- 02** Your QR code appears under your name and contact information.


BUILDING & COMPANY

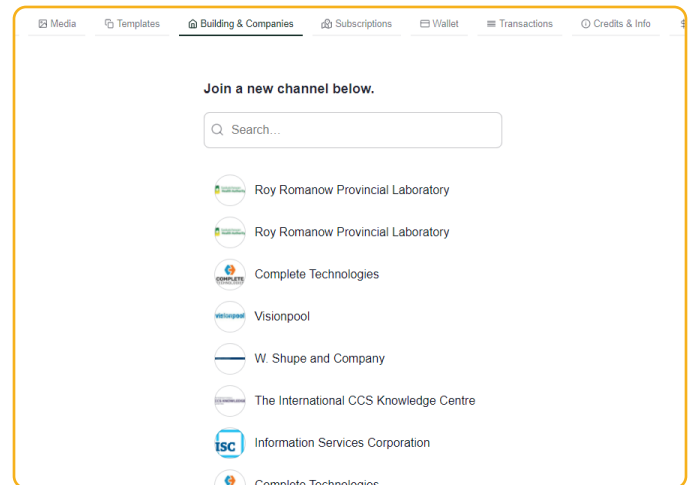
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How to subscribe to a channel

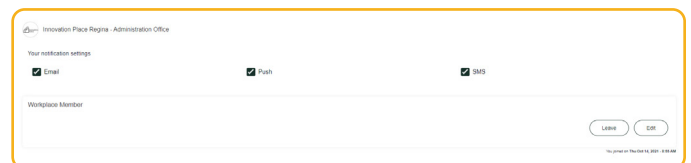
- 01 Open your **Profile**  from the button on the top right corner of the screen.
- 02 Select **Buildings & Companies** from the top of the **Profile Page**. You will then see a list of available companies within the park.
- 03 Use the **Search** field to find the company you would like to subscribe to.
- 04 When you have located the channel you would like to join, double click and select **Confirm** to join.



How to unsubscribe to a channel

If you are leaving your workplace, or no longer need to belong to a channel, it is easy to unsubscribe.

- 01 Open your **Profile**  by clicking on the **Gear** icon in the top right corner of your screen. From there you will see a list of the channels you are a member of.
- 02 Click **Leave** under the channel you would no longer like to be a member of.
- 03 You will then be prompted to leave the channel, terminating your membership. Give the page a quick refresh and the channel should be gone.

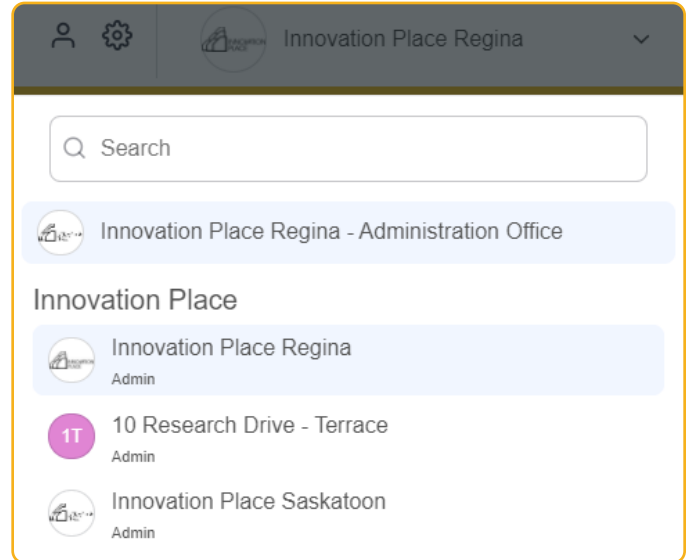


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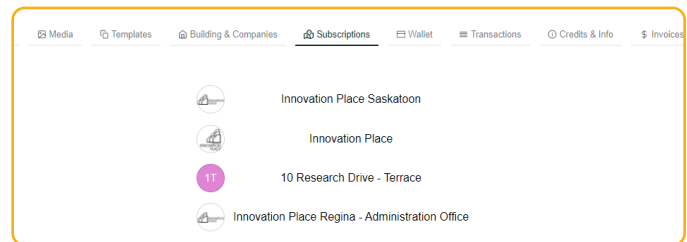
You can easily switch channels using the following steps:

- 01** You will see the active channel in the top right corner of your screen.
- 02** Click on the down arrow, or click on the name of the active channel to display the Channel Switcher. From there you will see all the channels you are a member of.
- 03** **Locate Channel:** Find the channel you want to switch to by scrolling through the list or using the search bar.
- 04** **Open Channel:** Click on the channel you want to switch to and you will be taken to the homepage of the new channel.



SUBSCRIPTIONS

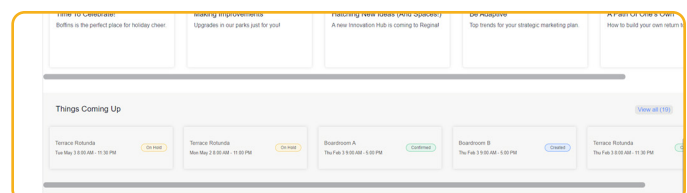
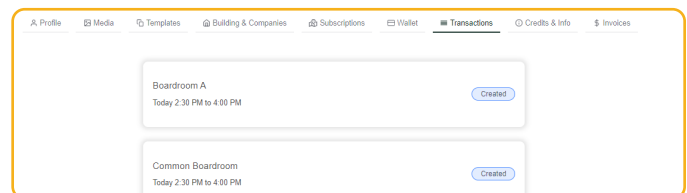
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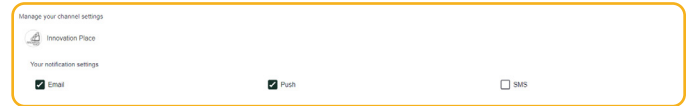


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