

## Getting started

This short guide will help you get your company registered. Once you have an account you will be able to search for opportunities on YORhub projects across the region and apply online.

This guide shows you how to

- register an account
- customise your profile

### 1. Register an account

- Go to <https://members.yorhub.com/> and click *Register*

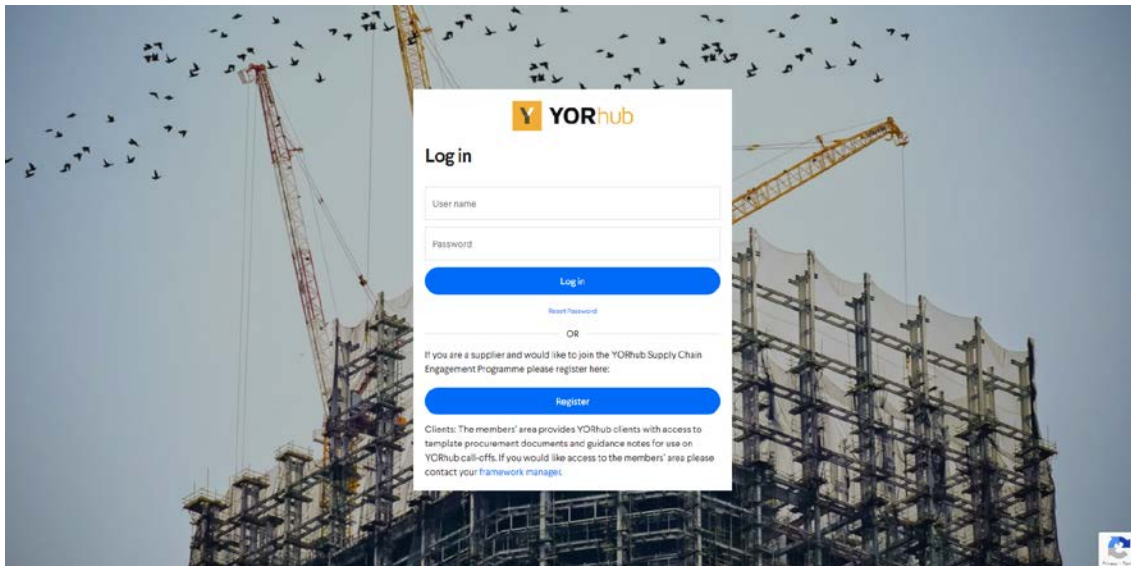
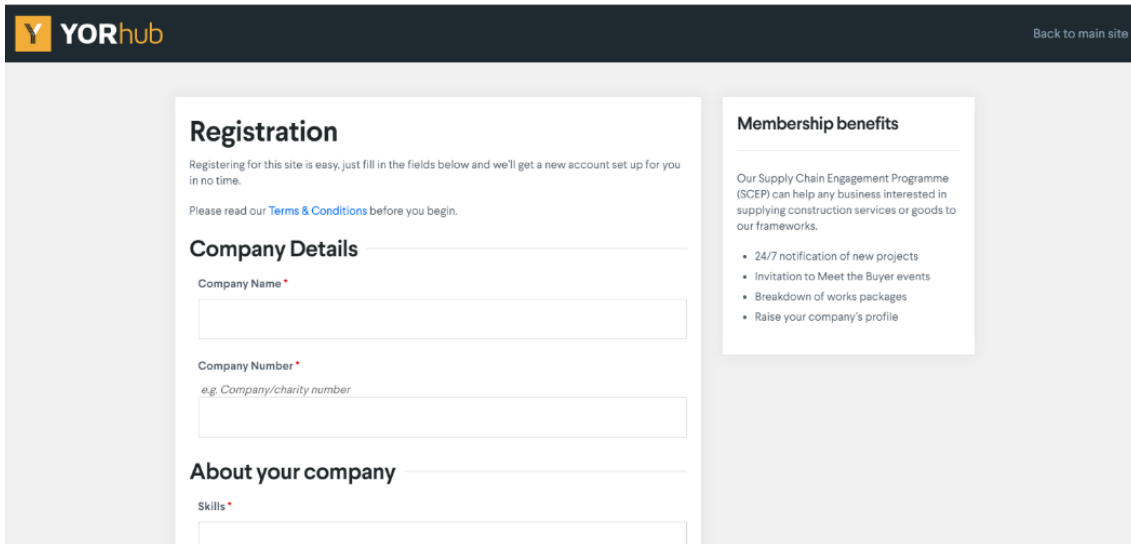


Figure 1: Log in or Register



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- Complete your company details. Pay particular attention to *Skills* and *Locations*, as these will be used to identify opportunities that you may be interested in.



The screenshot shows the YORhub registration page. At the top left is the YORhub logo, and at the top right is a link to 'Back to main site'. The main content is divided into two columns. The left column is titled 'Registration' and contains the following text: 'Registering for this site is easy, just fill in the fields below and we'll get a new account set up for you in no time.' and 'Please read our [Terms & Conditions](#) before you begin.' Below this are three sections: 'Company Details' with a 'Company Name \*' field, 'Company Number \*' with a subtext 'e.g. Company/charity number', and 'About your company' with a 'Skills \*' field. The right column is titled 'Membership benefits' and contains the text: 'Our Supply Chain Engagement Programme (SCEP) can help any business interested in supplying construction services or goods to our frameworks.' followed by a bulleted list: '24/7 notification of new projects', 'Invitation to Meet the Buyer events', 'Breakdown of works packages', and 'Raise your company's profile'.

Figure 2: Registration page

- Fields marked with an asterisk (\*) are mandatory.
- Click *Save changes* at the end of the page.

### Welcome to the YORhub members' website!

Now you will be able to browse available opportunities, receive notifications of project opportunities and view announcements.

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### 2. Customise your profile

Configure your account to enhance your presence on the members' website and choose whether to be notified of updates.

To reach the profile settings options either:

- click *Profile* on the left hand menu bar (Figure 3) then select *Edit Profile*, *Edit Avatar*, *Passwords* or *Email Settings* from the menu shown on the settings page (Figure 4); or
- select the settings icon in the top right hand corner of the screen (Figure 5) then *Edit Profile*

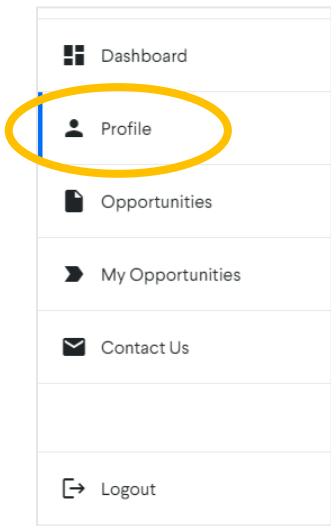


Figure 3: Profile menu option

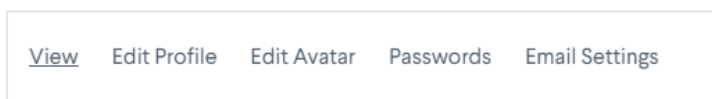


Figure 4: profile configuration menu

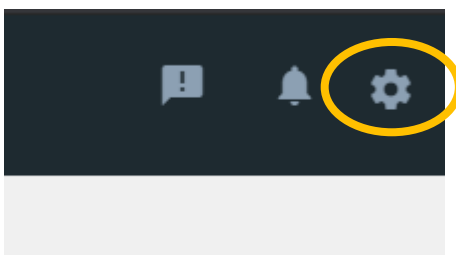


Figure 5: Settings icon

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- Select *Edit Profile* to amend your skills and work location as well as individual and company details.

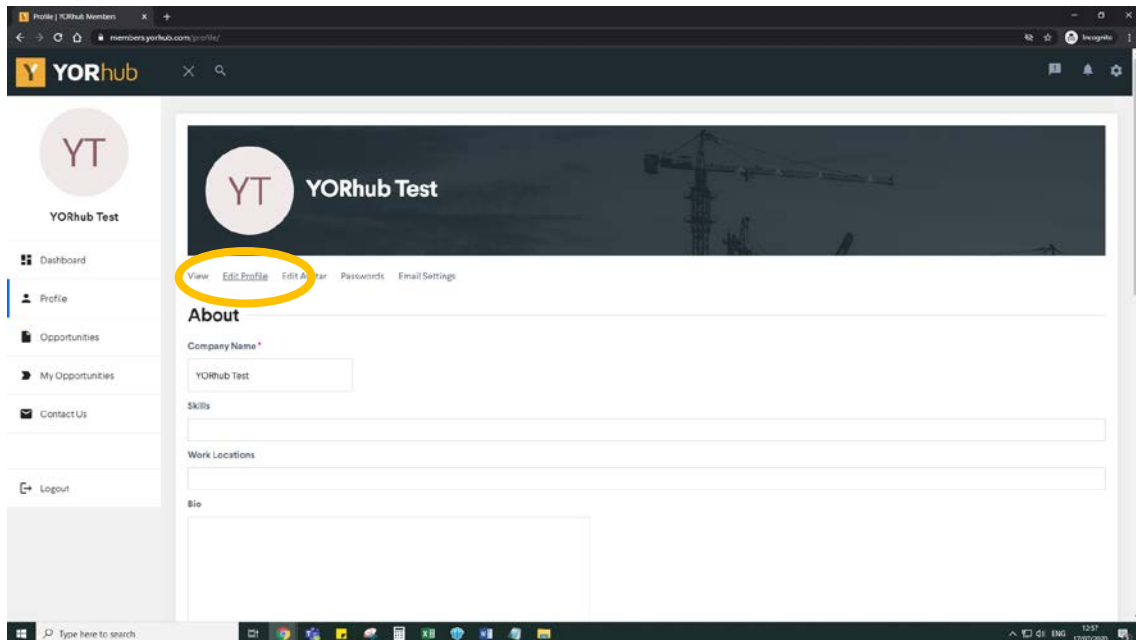


Figure 6: Edit profile

- To add a profile photo click *Edit Avatar* then *Select Avatar* to upload an image.

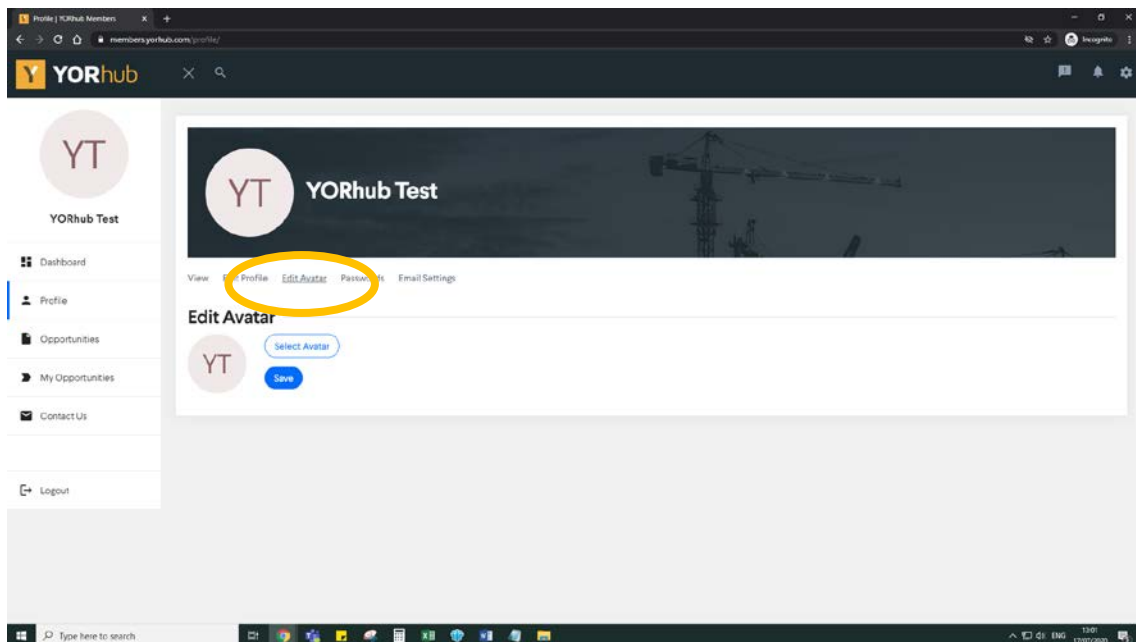


Figure 7: Edit Avatar

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- Select *Passwords* to change your password.

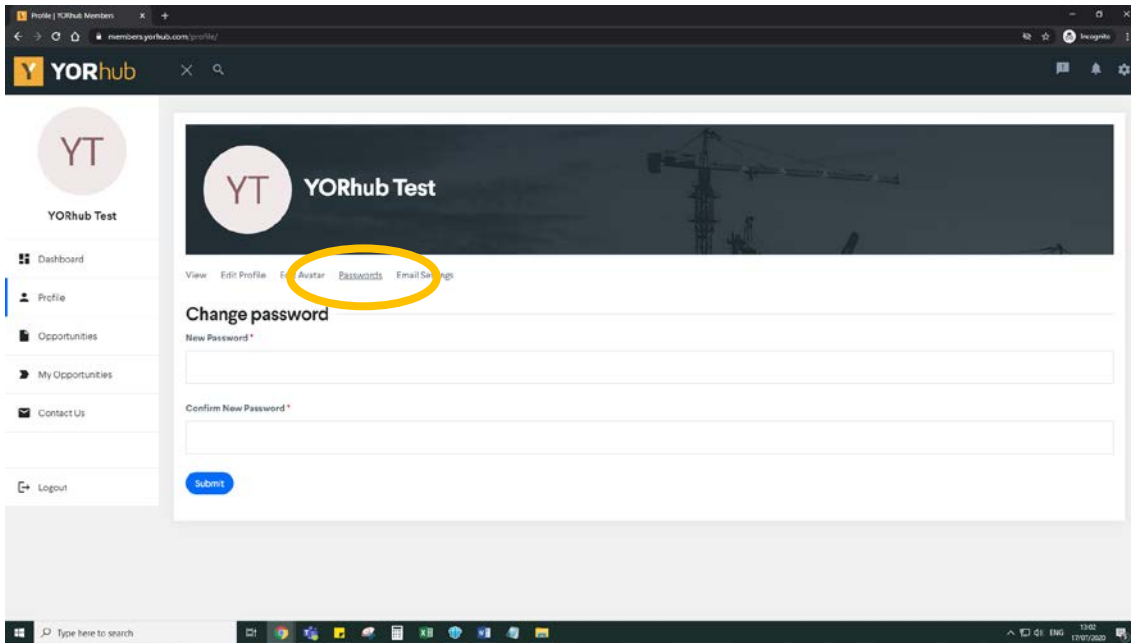


Figure 8: Change password

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- To select whether to be automatically notified by email of relevant contract opportunities or when new announcements are posted on the website, click *Email settings* then check or uncheck the tickbox on that page.

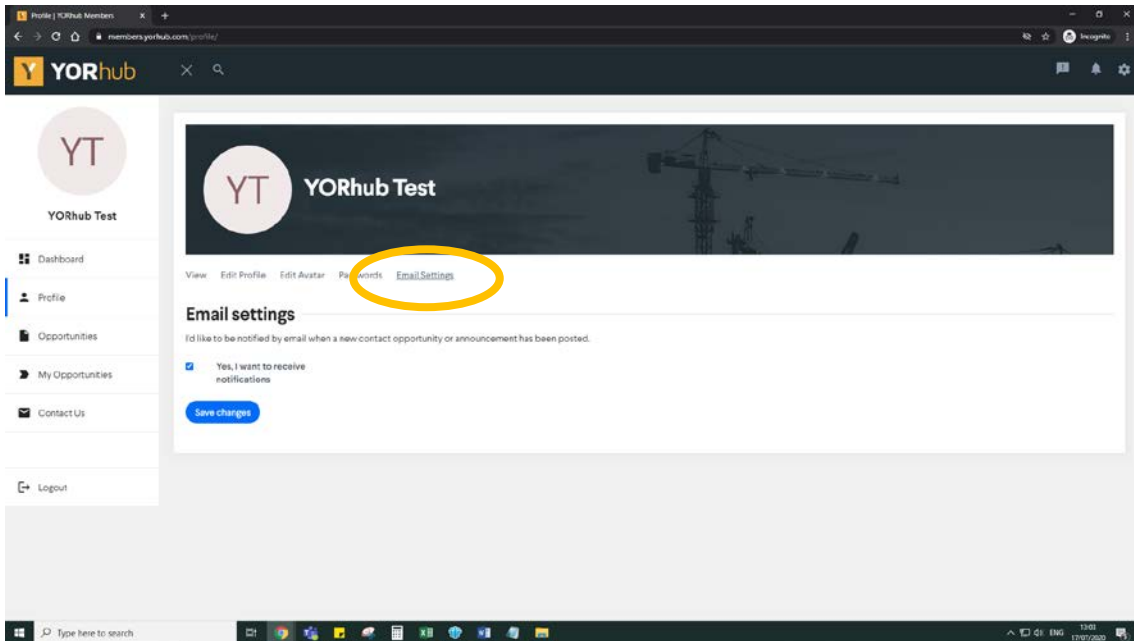


Figure 9: Change email notification setting

**Do not forget to save any changes you make to your profile.**

If you need assistance with registering or using the website please contact [info@yorhub.com](mailto:info@yorhub.com)

