**USER MANUAL**

**How the Platform works?**

**Dear Visitor,**

**Welcome to our FairShares Platform!**

As you've probably noticed **this is not a regular website**.

We call it a Platform, so it’s a kind of a declaration of principles and values of FairShares Labs and the FairShares Model.

Moreover **this is an interactive cooperating communications and learning tool** to exchange ideas, plans, questions and opinions, providing the means and the medium for communication and cooperation between the partners as well as learners and the community.

Let us briefly introduce the main functions of the Platform:

**PUBLIC HOME PAGE**

On the **public** **Home Page** you can read about us, about the project and see the latest informations and news. On the Home page you will find the **Map**, where you can search for Projects, information hubs (Labs) in your area or even across Europe. If you are interested in taking it further, please register and read more. Once you have registered you will be able to use the training and education tools to access information, join a Project or Lab, or start your own project.

**REGISTER YOURSELF AND LEARN MORE**

For **registration** we will need some data from you. Compulsory data is indicated with stars (\*). If you would like to participate in international cooperation don’t forget to fill “other spoken languages”. You can upload documents yourself or about your business (CV, Qualifications, Results, References…).

For registration of the “planned role” you can choose “other” categories too, This covers Trainers and Admins.

Your **profile** will be automatically created and it you can shape and change it anytime.

**EVERYTHING IN 5 LANGUAGES**

Everything on the Platform is available in **5 languages**: English, German, Croatian, Dutch, Hungarian

**REGISTER YOUR PROJECT**

On the Platform you can **register your Project**. You can define not only your project data but also participate in an open forum where you can invite stakeholders and specify which Lab you belong to. This enables the nearest Lab to help and support you whenever you need it. Your **Project Profile** will be automatically created and it can be changed by you at anytime. Project participants can communicate directly with each other on the **Forum**.

**REGISTER A LAB**

It is also possible to **register a Lab and create a Lab Profile**, but since this is a training, workshop and information base, this must be in coordination with the Admin of that country.

**Each project must belong to a Lab** that can help you with information, provide training, offer various events and provide you you with reading (on the Lab Profile) and news about the other projects, events and courses in this Lab.

**WHAT IS THE DIFFERENCE BETWEEN THE LAB AND THE PROJECT?**

So, to clarify **what a FairShares Lab and Project are**:

**FairShares Labs** are real and virtual co-working spaces that provide communication facilities, workshops, training and support to social enterprise start-ups and conversions. FairShares Labs can be situated wherever the four primary stakeholder groups can meet (using the FairShares Platform for e-learning and exchange). Primary stakeholders can place offers, find each other and use the FairShares tools by registering on the FairShares Platform. External and internal business experts can provide coaching in both real and virtual FairShares Labs using the FairShares Platform.

**FairShares Projects** are also real and virtual in which primary stakeholders (Founder, Labour, User and Investor members) generate social and blue economy ideas together. They apply the FairShares Model - using the FairShares Platform and Planner - to develop FairShares enterprises.

**YOUR BIGGEST HELP TO THE PROJECT START: THE PLANNER**

If you want to create a Project, you will get a lot of help through the **Planner**. First of all, you can download (from Download section of the Platform) the short Canvass which helps you to think about the process of creating a project.

Than you can register projects on the Planner.

What is the Planner? This is an interactive cooperating working tool which guides the four stakeholder groups and FairShares Lab support staff through the process of generating a social enterprise idea, developing a business plan and starting an enterprise.

Important: **you have to use this tool -** without the Planner you cannot create a project. But, you can get all additional information and assistance from your Lab its trainers and coaches if you need it.

**LEARN MORE IN COURSES**

Courses are available with training sessions and workshops in your local Lab. You can also choose to participate in international events abroad in the other national Labs . The courses can be either actual events in the Labs or online webinars (web seminars) on the Platform.

You can search for courses locally or internationally, register on them and get feedback from your Lab-Admin.

**WHAT DOES IT MEAN?!**

You can find an **Encyclopedia** on the Platform that explains important key words. They give explanations and definitions of the thinking behind the FairShares Labs Project. We would welcome your comments questions and suggestions!

**YOU CAN FIND EVERYTHING ON THE PLATFORM**

How can you **search on the page**?

This is a great opportunity to find everything that interests you! We have varied search modes to help you.

You can choose your language or one of the 4 other offered languages.

Firstly, ***you can search on the Map***.

On the Map you can easily find other *Projects* in your area or in Europe if you would like to collect ideas or find partners abroad.

You can *search for Labs on the Map* too, and use it to ask for information, participate in training/workshops, meet with partners in your projects, other project partners or your coach.

We have made easier for you ***with icons***:

The Labs are house icons. The Projects are factory icons. You can distinguish a project status by colours: grey icon means the project is in the idea phase. An orange icon means its in the planning phase and the green icon means that the project is ready and operating (i.e. operating as an enterprise).

In addition to the Map, **you can search in Menus**.

You can search projects *by Project categories*:

* Consultation/Education
* Employment
* Inclusion/Social
* Environment/Energy
* Media
* Gastronomy/Food/Nutrition
* Art/Culture
* Recreation/Tourism/Entertainment
* Commerce
* Accommodation/Tourism
* Health
* Technologies/IT/Development
* Other

Menus offer other possibilities to search for Information, download materials, training tools, courses (real and webinar) in your area or in Europe. By using the encyclopedia, or our recent news, you can participate in several forums and you can search for labs and projects again.

*You can search projects* by status (idea, plan or enterprise), languages, categories and location.

*You can search Labs* by their real or virtual status, categories, languages, disabled access, co-working possibilities and location.

*You can search courses* by their course title/name, categories, languages, location, trainer, charges, which Lab they belongs to and where the course will be held.

When registering, it is important to enter your data accurately to ensure that others can find you and your project.

You/your partners can decide what public information you give about your project. You always can update and edit your project or personal profile.

**INFORMATION ABOUT FAIRSHARES**

You can find comprehensive information about the FairShares Model underthe **Informations section.** You may also wish to refer to http://[www.fairshares.coop](http://www.fairshares.coop) - the association that created, and is responsible, for managing development of the FairShares Model.

**DOWNLOAD AND TAKE IT WITH YOU!**

**You can download** materials to use to develop your project idea, e.g. project results, manuals, training tools.

**CONTACT US**

If you have questions please don’t hesitate to contact us or your country Admin.

And lastly, if you would like to hear about us regularly, click on the Newsletter button.

Another click and you can look around on our Website too.