

IDEA CENTER UPDATES!

Introducing Our New Deskworks Platform

To better serve the needs of our growing IDEA community, we're introducing a dedicated platform to host membership, room reservation and member communication - one consolidated platform for all of your IDEA Center needs!

Members will no longer need to use Network for Good for payments or Skedda for reservations, and will create a new Deskworks account to replace them both. Deskworkswill be available within your browser or the Deskworks app, and will allow usersto manage their membership, reserve rooms and connect with other members.

You'll also be able to create your own profile, post to our internal bulletin board and get dialed into all of the projects, meetups and events happening in our creative community - all in one place. This is ideal for dedicated communication between active members in the IDEA Center, especially for those that prefer to keep their social accounts separate or are off of social platforms entirely.

As you may have heard, we're also in the midst of renovating an exciting new collaborative hub across town. Once we move to our new space, this platform will provide even greater flexibility and functionality for members (including the ability to use your phone as a key)! **Please read/review the next page for information on how to get started using the Deskworks system.**

GETTING STARTED WITH DESKWORKS

- **We've already created a new account for existing members, so current/active members just need to login and finish setup.** All membership payments and reservations will be made on Deskworks, and there will be no charges made from our old system (Network for Good).
- To access the new account, update profile and payment information and set up any/all upcoming reservations, please follow the steps below. Any accounts not fully set up may be deactivated.
- **Please Go To Our New Deskworks Site:**
create.mydeskworks.com

NOTE: Before logging in for the first time, click the "Forgot Password" link and enter your email address. A Password Reset email will be sent to you with your new, random password. Use Your full email as your Login ID with the new, random password (note: the Login ID will follow this format: emailedomain.com).

Once You've Logged Into Deskworks, You Can:

- Update your password from your View/Edit Profile page.
- View Your Dashboard: This will be the first thing you see when you log in. On the Dashboard you can review current and upcoming reservations, see your recurring billing items, any open orders present, and view the public Message Board.
- Update Your Personal Information: To update your email, phone, address, password and more you'll need to go to your Profile page. This can be found in the left menu under "Members". Click "Members" first, then the link for "View/Edit Profile". Any section you need to update you'll need to click "Edit" for, then "OK" to save when you are finished. We strongly recommend updating your password as soon as you first log on.
- Update Your Billing Information: If you go into the Credit Card/ACH Info page you will have the ability to update your payment information. You may add as many cards or accounts to this page as you wish. One method of payment (one card and/or one eCheck account) will always be your Default Payment Method, which will be used for all payments in Deskworks.
- Make Reservations: You'll be able to make reservations in Deskworks by going either to Reservation Calendar, or directly to the Make a New Reservation link in the Reservation section of the menu. In the Reservation Calendar, click in the row of the space you're interested and near the time that you're interested in - you'll be taken to a page where you can select the specific times you want to book, enter a title for the reservation, enter any notes for the reservation (number of people attending, etc.), or make your reservation into a Recurring Reservation. You can also access the View/Edit Reservations page to view your current and past reservations.