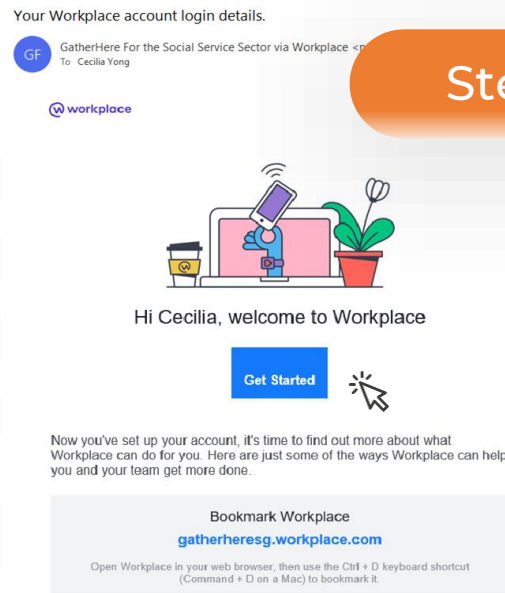


User Guide:

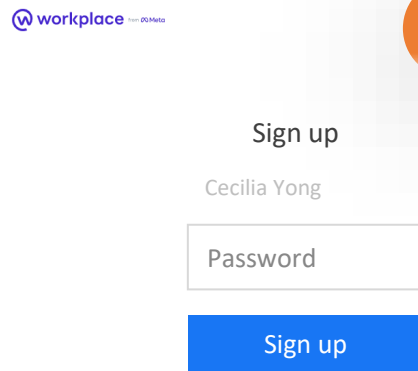
- 1) How to claim your GatherHere Account
- 2) How to join the Event on GatherHere
- 3) How to access GatherHere on Desktop & Mobile

1) How to claim your GatherHere Account



Step 1

- Once your GatherHere account has been created, you will receive an **automated email** from GatherHere notification@fbworkmail.com
- To claim your account, **click on** “Get Started”.



Step 2

- Your name will appear on the **Sign-up page**
- Create your own **password (alphanumeric)**
- **Click on** “Sign Up” button. You are all set!



Step 3

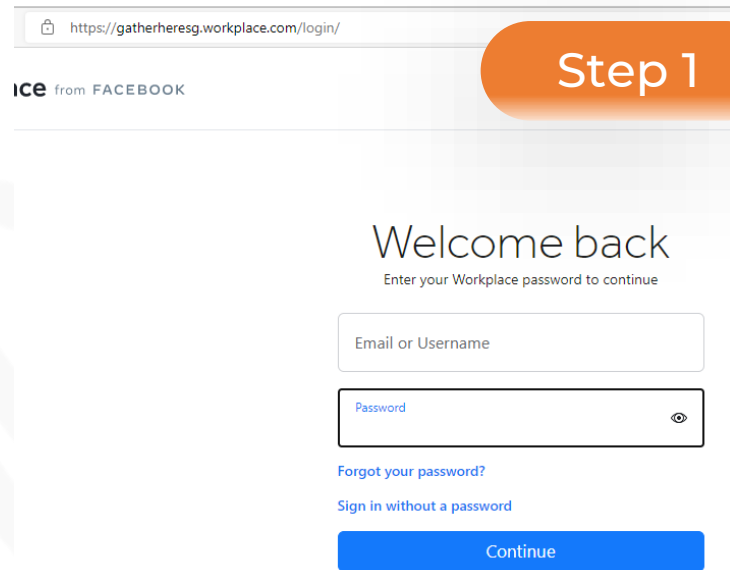
Board Members **Look for Board Members Group**

Join

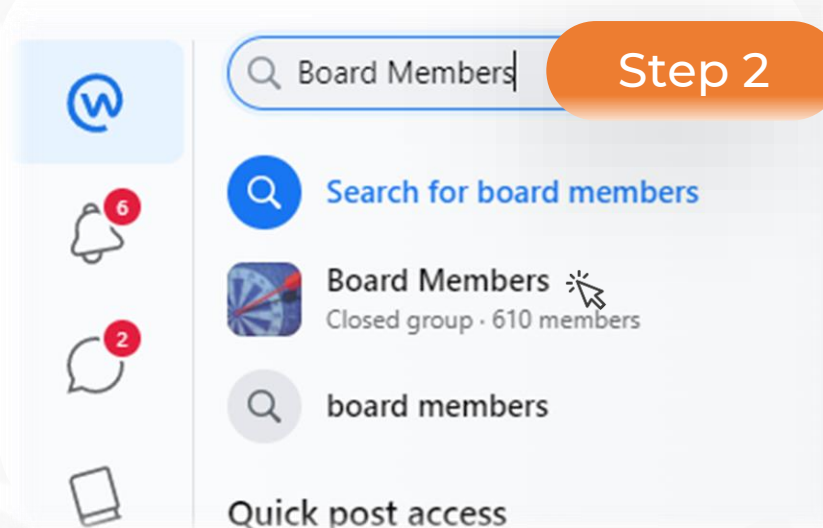
Click on “Join” Button to be part of the group!

- Search for “**Board Members**” on the **Search Bar** on GatherHere in Facebook Workplace
- **Click on** “Join”!

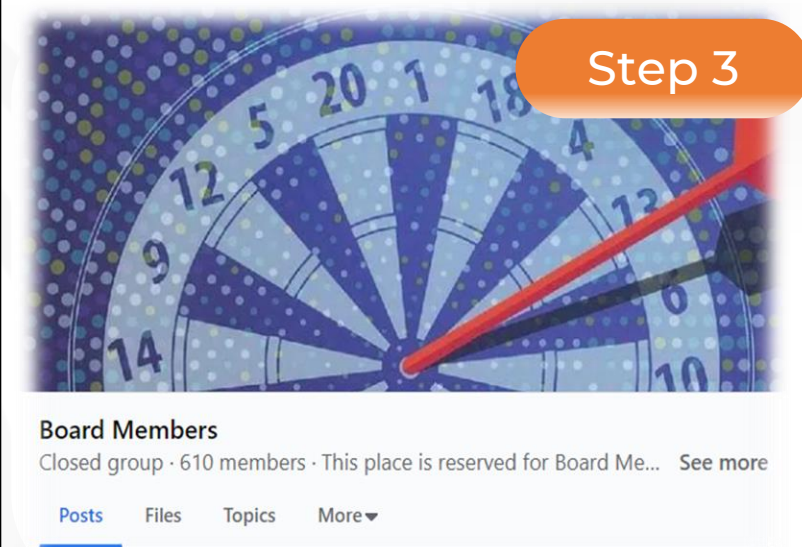
2) How to join the Event on GatherHere



- Key in the login address:
<https://gatherheresg.workplace.com/login>
- Key in your name and password
- **Click on** “Continue”.



- Search for **“Board Members”**
- **Click on** “Board Members” group

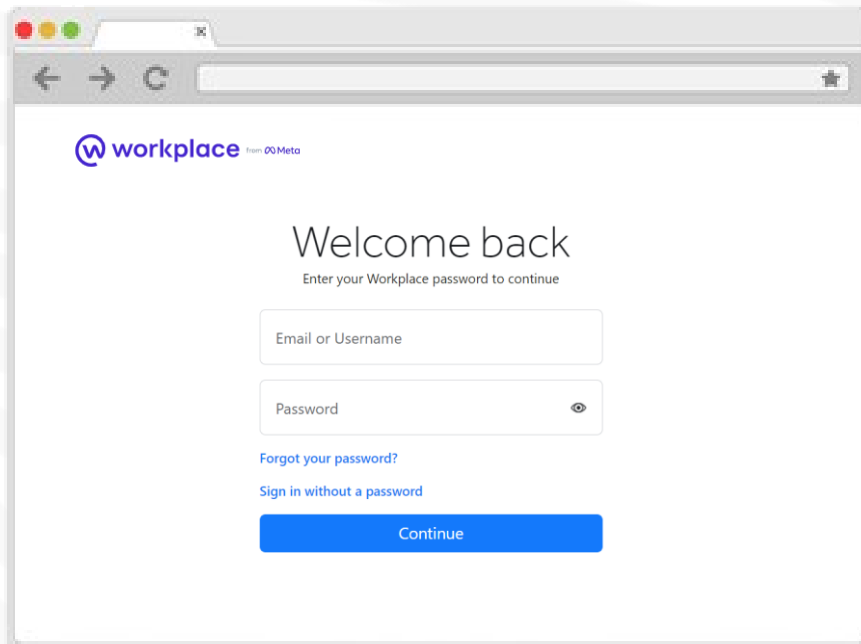


- You’ve arrived at the event page!

3) How to access GatherHere on Desktop & Mobile/Tablet

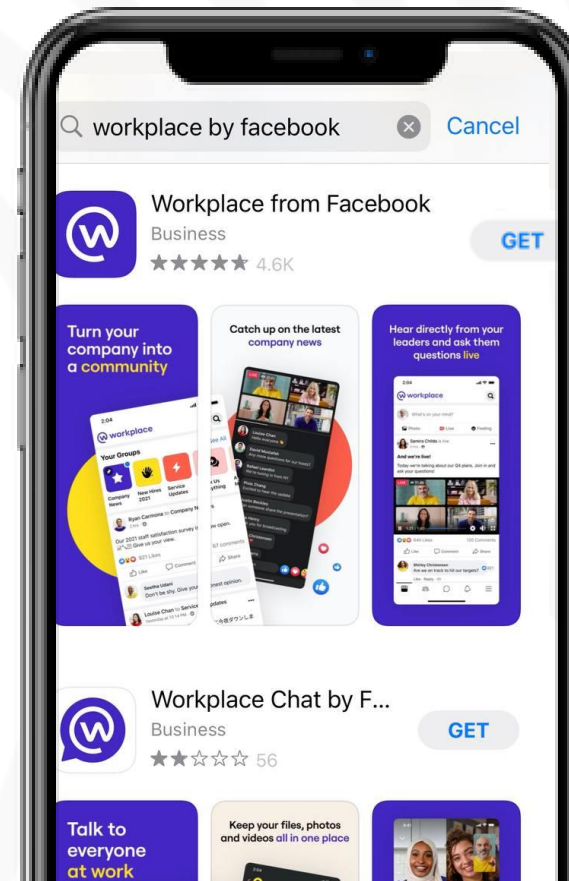
(a) Available on Desktop

<https://gatherheresg.workplace.com/login>



Note: Please do **NOT** use Safari browser for desktop login to GatherHere. **Google Chrome, MS Edge** are acceptable.

(b) Available on Mobile/Tablet (iOS and Android)



Install these two apps to engage with your community while on the go:

- **Workplace by Facebook**
- **Workplace Chat by Facebook**