

# Manage Your Deal & Be a Part of a Community of Practice

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## 1 Manage your deal:

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[Sign Up to Start an Organization Space](#)

## 2 Working with the Community:

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[Join the Community of Investment Practitioners](#)

START: A deal manager who is familiar with site, but has not yet used it, Intends to set up account/deal. To do so they click "sign up" btn at top right

## PERSONAL INFORMATION: Following Diagram Entry Fields


Already have a personal account?

Community ID	Personal PW
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New to SwiftScale? Please create a personal account.

Disclaimer: Information will not be shared with any third party.

Starred fields are mandatory

Name*	Personal E-mail*	
Personal Phone Number*	Subject Matter Expertise*  ▼	
Personal Address	Country	
City	CA ▼	Zip Code
Personal ID*		
Personal Password*		
Re-enter Password*		
PLACE/CROP	Insert Photo	
	From Web <input type="text" value="Link"/>	
	From Computer <input type="button" value="Browse..."/>	
	<input type="button" value="Take Photo"/>	

When a person is invited to SS to join an Org they receive an email containing a link that when clicked will be prompt them to enter their personal info first (same as this screen), and their principal info next (same as Principal info screen). If they have already joined as a person, with intentions of starting a new org, they can enter their personal ID and Password to log in, but will still need to create a principal account for the new org (only the Admin, everyone else is sent confirmation e-mail. Once the account has been created the Admin will sign in using their selected org ID and PW. With each new org membership there is a new ID and PW. This personal account ID info is only for the community and if one is starting a new org.

NEXT

Click sends the new user to the first sign-up screen (personal info). Here the Admin enters their personal info. The only member of a team who can “sign-up” through the site “sign-up” btn is an advisor. Anyone who carries out the initial sign-up is defaulted as the Admin (this can be edited later) all others are invited at some point in the process.

Please Review Your Information

## PERSONAL INFORMATION:

Edit



Name: Juan Davis

Phone Number: 401 996 9013

E-mail: Juandavis@gmail.com

Subject Matter Expertise: Administration

Personal ID: JuanDavis1

Personal Password:

SUBMIT

Once the Initial Admin/Org data has been entered the admin will be prompted to review the information, and agree to SS terms, They will then receive an e-mail telling them to confirm/log in to their account.

## ORGANIZATION INFORMATION:

Already part of an organization? Sign in [here.](#)

Starting a new SS organization? Sign up here.



     

Admin: Juan Davis

The Admin fills out Initial company information. They define the org for SS. For another member (an admin or the opposite deal team (an invited party) an org may already exist, here they would click the “sign in” btn to bypass this step.

## ORGANIZATION INFORMATION:

Already part of an organization? Sign in here.

Org ID	
Principal ID	
Principal PW	
Starting a new SS	
Org ID	
Org Address	
Org City	
Industry(ies)	<h2>INDUSTRY SPECIFICS</h2> <input type="text" value="Nationality (UN nation code)"/>  American - 840 <input type="button" value="Add Another Nationality"/>  International Industry List Hierarchy - with associated codes <input type="text" value="Search"/>  <a href="#">Browse List</a> <hr/> <b>Misc. Repair (except computers)</b> <ul style="list-style-type: none"><li>3267 Audio Equipment and T.V. Repair</li><li>3133 Electrical and Electronic Equipment Repair Except Audio and T.V.</li><li>3215 Furniture Repair/ Reupholstery</li><li>4566 Other Equipment Repair</li></ul> <b>Trade, Retail-Selling Goods to Individuals and Households</b> <ul style="list-style-type: none"><li>3038 Catalogue or Mail Order</li></ul> <hr/> Electrical and Electronic Equipment Repair Except Audio and T.V. ISIC: 3133 <input type="text" value="Size of Business (Revenue)"/> <input type="button" value="Add Another Industry"/> <input type="button" value="DONE"/>

Admin sets the industry specifics. This is in a modal window (probably will need to be a little larger...)

Please Review Your Information

## ORGANIZATION INFORMATION:

Edit

Soogle Inc. 307 employees  
1606 Amphitheatre Parkway Seats: 75  
Palo Alto, CA 94302

## INDUSTRY SPECIFICS:

Edit

Industry: Electronic and Electrical Equipment Repair  
Nationality: American - 804  
ISIC: 3133  
Size (Revenue): 100 B

SUBMIT

Next form @Zuora

Once the Initial Admin/Org data has been entered the admin will be prompted to review the information, and agree to SS terms, They will then receive an e-mail telling them to confirm/log in to their account.

# rial Request

## REQUEST A FREE TRIAL

First Name: \*

Last Name: \*

Company Name: \*

Email Address: \*

Phone Number: \*

Annual Revenue: \*

Which CRM do you use? \*

Comments:

Submit

Billing is associated with org size/number of seats so will come after the org setup, this screen, along with org setup, will be bypassed for anyone joining SS through invitation

After completing the org profile/identifying their principal info, the Admin is linked out to Zuora to and prompted to assess the number/division of seats/any other billing info required by the site.

## PRINCIPAL INFORMATION

1. IT development

They also enter their principal information. They could have more than one principal account. For each organization a member can hold one principal account. The admin retains their principal information within the context of their org. Even if they assume a number of roles within that org, any information that has been tied to them lower in the hierarchy (is if they assumed some role in specific deal within their org) is forwarded to them through their principal account tied to that organization. A person may have two principal accounts if they are asked to join another org.



Please Review Your Information

## PRINCIPAL INFORMATION:

Edit

Org Phone Number: 401 575 3256

Org E-mail: juandavis@soogle.com

Industry Expertise: Electronic and Equipment Repair Tech. and Process Development

Org ID: JuanDavisSoogle1

Org Password:

Devin: Might consider having the number of seats allotted post somewhere when you are generating a team (any team) so it can be easily editable, and if you need to add one, you can through SS, and you get billed through the other site. I assume teams will want to add new seats throughout the deal or investment process...

Tim: I agree, and it will probably add a further complication. A team lead may not have authority to buy more seats, so they will need to specify the seats they need and then a workflow will need to route that spec as a request for more seats to the Org Admin to approve. Might also need to get routed to a Deal Mgr if budget is attached to Deals.

More complicated than warranted in this phase, but it most likely going to grow to that.

I have read and agree the Terms and Conditions of SwiftScale

SUBMIT

Once the Initial Admin/Org data has been entered the admin will be prompted to review the information, and agree to SS terms, They will then receive an e-mail telling them to confirm/log in to their account.