UWI VENTURES

VenturesApp Login Guide



To get started, just follow the steps shown below.

1. Go to https://uwiventuresltd.com/ and take some time to browse our site and check out

what we're about.





2. Click in 'Our Services' then go to 'Ventures APP' as indicated below. Or Just click 'Register'



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3. Once you are on the Ventures App page, scroll down to the 'Request Access to Ventures

App' form as shown below.





4. Complete the Form and click 'Submit'.





5. Once you complete the form and click 'submit' a UWI Ventures Administrator will send you

an email invitation to the incubator platform like the one shown below. When you receive

the email, click on the 'Create Account' tab within the email as shown below.





6. Once you enter the system, you will be invited to create your account profile. In this section,

you can edit your name, your profile pick, age, address, competencies, etc. You should try to complete as much of that section as possible as this will help your evaluators to coach you.





7. After completing your profile information, open the menu bar on the left and click on

'Applications'. Click that and a 'Start a new application' page will open up. Click 'New

Application' as shown below.





8. If you happen to already have an old application in the system but want to start a new

application, just go to your activities page and click 'Start New Application'



9. Once you start a new application, you'll be asked to select the *programme* that you are applying for. You should select 'Entrepreneurship Unit Start-up Incubator' unless you are applying for a specific *faculty Entrepreneurship programme* or other call for proposal.



10. You'll then be asked to give a name for your business. It's ok to just use your user name if

you don't yet have a name for your business or your business idea as yet.



11. Once you click save above, you'll be taken to Round-0 (zero) of the business development process. This Round is basically your application to become formally accepted in the system so that we can begin working with you.





12. At this point, you can begin completing the form by scrolling down on this page. Make sure you complete all required fields. See example below.



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- 13. When you are done with this form (and any other form), click '**Save'** and then hit '**Submit** Application'. If you have not completed your application (or any other form) but need to exit, don't worry, it is saved automatically and you can always continue the form later.



14. Your form is then reviewed by a UWI Ventures evaluator. If you are accepted, you will receive an email invitation to move to Round-one, which begins the **Incubation phase**. All other rounds are similar in that you have to complete the information in each round and obtain approval before you can continue to the next round. There are a total of four rounds eight which cover all the things you need to do to ensure successful start-up business. Once you've completed your tasks up to the fourth and final round, you'll be reclassified officially as a **Start-up**. Once you become a Start-up, you'll now be in the **Business Acceleration Phase** and able to meet with the UWI Ventures Investment team or meet with our Panel of Start-up Investors.

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15. Getting Coaching / or ask for help – Our system makes it easy for you to get business coaching and allows you to ask questions at each step of the process, or whenever you're not sure how to proceed. We don't expect you to know everything so feel free to engage with us. You can do this simply by scrolling up and clicking the 'Activities' tab as shown below.



Once you click that tab, you'll be taken to your coaching session page where you can type questions (SEE BELOW) and receive answers from a coach who is also logged in and keeping an eye on you. Remember to click, 'Make visible on my file' and then click 'POST' after you

type your message. New Tab × 🛛 Accelerator App × + Ð X $\leftarrow \rightarrow C$ connect.uwiventuresltd.com/application/5f32a95d9e0550001196c2f8/activities ☆ ۲ ≡ 2 Jane Doe's Fashions 🗹 **Applications** Start New Application JDI APPLYING FOR: Entrepreneurship Unit Start-Up I... Application of Jane Doe's International Designs for category Entrepreneurship Unit Start-up 8 Incubator, applied on October 1, 2020 In Process Account STEPS FOR SELECTION SHOW PAST APPLICATIONS Ø Tasks (1st) round of selection > Opportunities ACTIVITIES APPLICATION FORM My Startup round of selection (2nd) > B I \mathbf{U} 12 ± ± \equiv H1 H2 H3 Ø Applications (3rd) round of selection > A Community Add a note or a message Other Resources DOCUMENTS max file size 15MB Create Startup Make this an update on my file ⑦ Support Presentation1 (2).pptx () Log out ACTIVITY COMMENTS EMAILS POWERED BY C) AcceleratorApp へ *備* 句》) ENG 01/10/2020 P Type here to search Ξi ×∃ 0 PB

16. **The Entire Process** - The process table below highlights all eight rounds that you will need in order to successfully complete in the Incubation Process. The periods shown below in months are estimated but really depends on your progress.

Round	Client Task / Requirement	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month	Month
		1	2	3	4	5	6	7	8	9	10	11	12
0	New Inventor/ Entrepreneur Incubator Application												
1	Your Business Idea / IP Description												
2	Conduct Your Market Assessment							UVL Coaches, EU, Faculty Coach, STACIE,					
3	Develop Your Business Model (Business Plan)												
4	Develop Your Concept Pitch: Video / PPT												
5	Start-up Accelerator Application / *UVL Service Agreement												
6	Team Development / Provide Team Bios				Γ								
7	Incorporate the Business / Provide Documents												
8	Series A Investment Request / Pitch to UVL Board	UVL Mentors, UVL Board											
9	Series B Investment Request (Expansion Phase)												
10	Series C Investment Request / Divestment												