UWI VENTURES CLIENTS – USER GUIDE

In order to access our support network and develop a new business enterprise, just follow the steps shown below:

1. Go to connect.uwiventuresltd.com and take some time to browse our site and check out who we are and what we're about.



2. Click in 'Our Services' then go to 'Ventures APP' as indicated below.



 Once you are on the Ventures App page, scroll down to the 'Request Access to Ventures App' form as shown below (Green Tab, bottom left of the screen shot).



4. Once you complete the form and click 'submit', we will send you an **email link** to the incubator platform as shown below. When you receive this email, click on the 'Create Account' tab within the email as shown below.

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5. Once you enter the system, you will be invited to create your account profile. In this section, you can edit your name, your profile picture, 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.



6. After completing your profile information, go to the menu bar on the left and click on '**Applications' Icon**. A 'Start a new application' page will open up. Click 'New Application' as shown below.



7. You'll be asked to select the programme that you're applying for. Select the Programme that you wish to enter as we usually have more than one programme running at the same time. (See screenshots below).

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8. Next, you'll be asked to give a name for your business. You can add your business name or just use your user name if you don't yet have a business name yet.

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9. Once you click save above, you'll be taken to the start of the actual Application Process (See screen shot below). In this process must scroll-down in order to complete each of forms and assignments. When filling out each Form, make sure you complete all required fields. As you complete one Form, access to the subsequent Form depends on the information you provided in the previous Form (which is evaluated at each stage by the Programme Evaluators).



NOTE: Some Forms require you to upload assignments that you have to complete. On these assignments, you must use the Templates which are provided in your **Resources Tab**.

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10.When you are finished with each Form, click '**Save'** and then click '**Submit** Application'. You can also save your application and complete it later if needed.



11.Getting Coaching – Our system makes it easy for you to get business coaching. If you need coaching simply scroll up and click the 'Activities' tab as shown in the screenshots below.



Once you click that tab, you type / ask questions (SEE BELOW) and get answers from a coach who is also logged in and keeping an eye on you. Remember to click POST after you type your message.

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Good Luck!