



# HOW TO GUIDE TO USING LUMI FOR ORGANISATIONS

At LUMi we're believe in growing Norwich's community, through the power of sharing. LUMi's your place to share: Space, Skills & Stuff, who you are and what you do. Everything is uploaded directly by members and super simple to use.

## STEP 1



**Space**

### Individual membership

To get started first:

- register as an individual member.
- verify your email

## STEP 2



**Skills**

### Upgrade your account

- go into 'My Account'
- click on 'Upgrade Account'
- choose - add new organisation or
- join an existing organisation

*Tip - when setting up your organisation's account. Add your logo, contacts and social media to be atuo filled in your online forms.*

## STEP 3



**Stuff**

### Start sharing!

Once your request is approved:

- return to My Account
- scroll down to My Assets
- click on icons for online forms
- start by listing your organisation and tell Norwich who you are!

*Tip - you can have multiple members, everyone can add and edit listings giving you complete transparency and control.*

**LUMi** A brighter way to share

WWW.LUMI.ORG.UK

