

# PartnerHub

*Matchmaking Platform*

*Developed By*



## USER MANUAL

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# PartnerHub

**Dear User,**

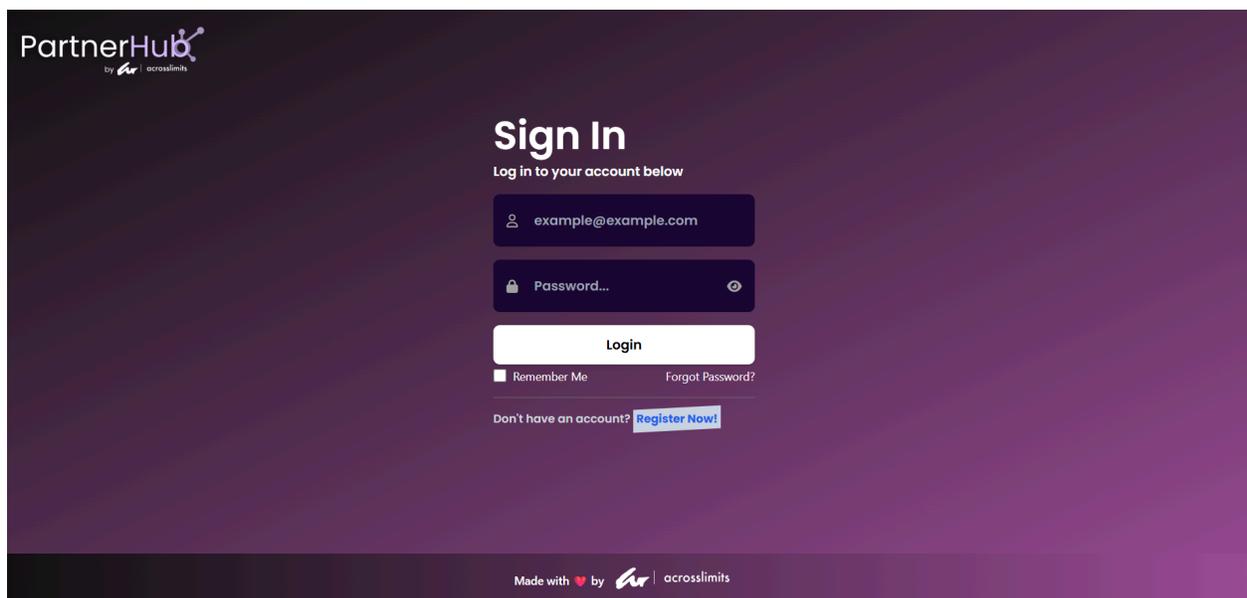
PartnerHub is an innovative and user-friendly matchmaking event platform designed to help you manage participants, organisations, and networking opportunities efficiently.

This manual will provide the necessary information to help you get started with using PartnerHub effectively.

To use PartnerHub platform:

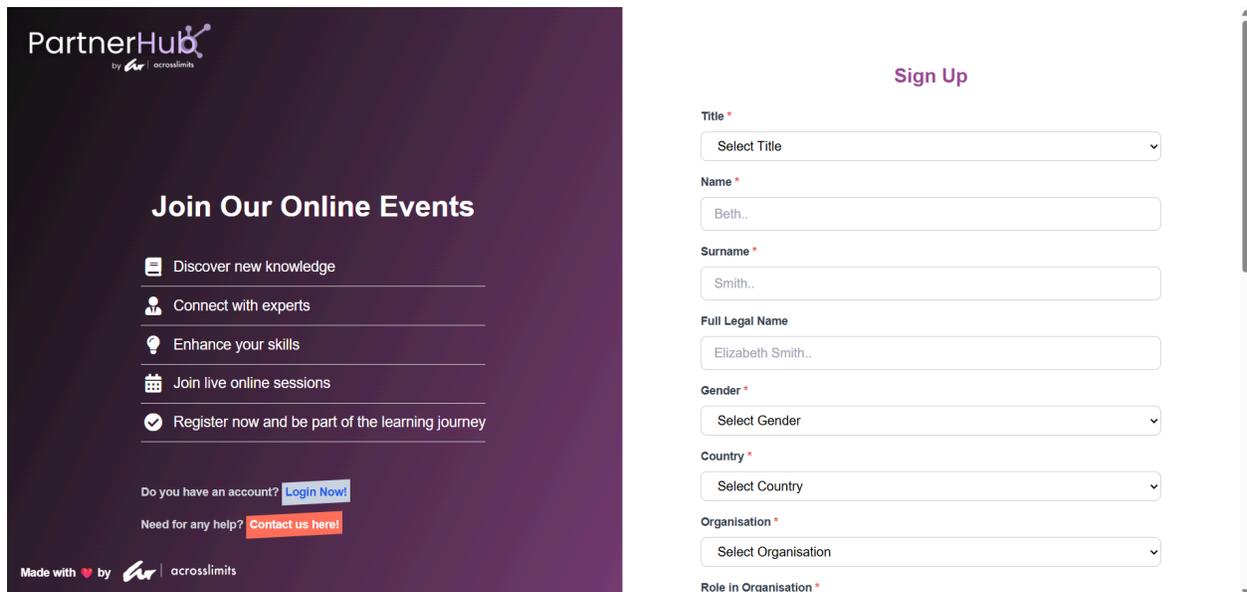
1. Type the following URL into the search bar of your web browser:

<https://app.partner-hub.eu/>



2. Once the page loads, you will find a login page where the Email Address and Password for your account can be inputted.

3. If you are joining for the first time, click the "Register Now" button on the login page to create your account.



The image shows two parts of the PartnerHub website. On the left is a dark purple banner with the PartnerHub logo (by acrosslimits) at the top left. The main heading is "Join Our Online Events". Below this are five items, each with an icon and a horizontal line underneath:

- Discover new knowledge (book icon)
- Connect with experts (person icon)
- Enhance your skills (lightbulb icon)
- Join live online sessions (calendar icon)
- Register now and be part of the learning journey (checkmark icon)

At the bottom of the banner, there are two links: "Do you have an account? [Login Now!](#)" and "Need for any help? [Contact us here!](#)". At the very bottom left, it says "Made with  by  acrosslimits".

On the right is a "Sign Up" form with the following fields:

- Title \* (dropdown menu with "Select Title")
- Name \* (text input with "Beth..")
- Surname \* (text input with "Smith..")
- Full Legal Name (text input with "Elizabeth Smith..")
- Gender \* (dropdown menu with "Select Gender")
- Country \* (dropdown menu with "Select Country")
- Organisation \* (dropdown menu with "Select Organisation")
- Role in Organisation \*

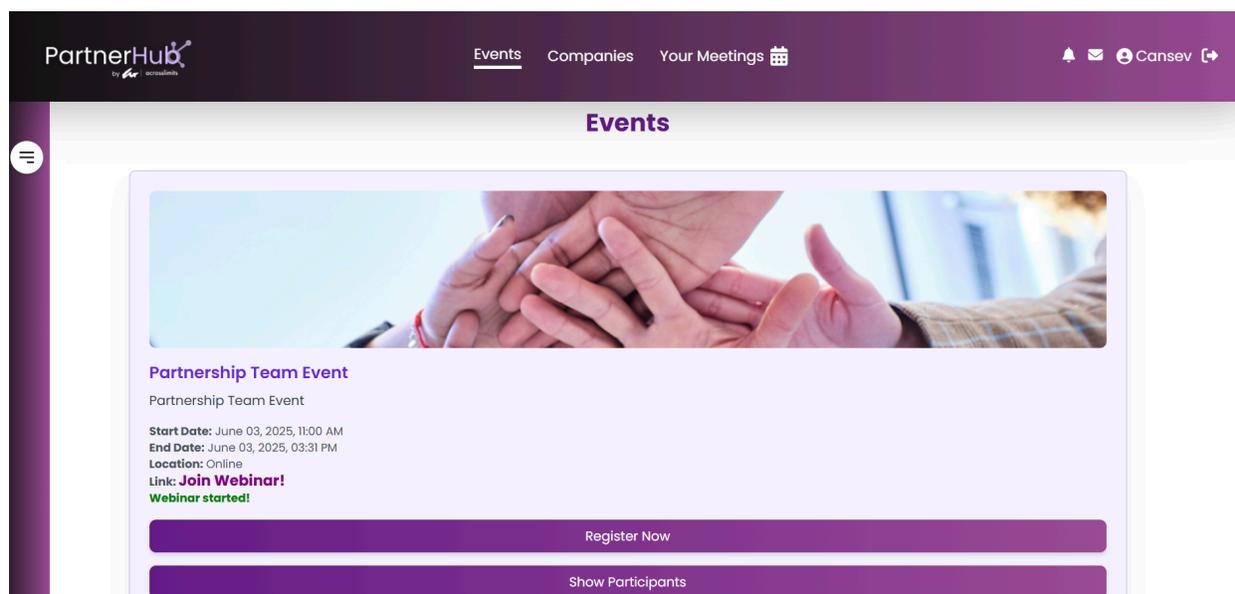
4. After filling in all the required fields in the registration form, click the "Register" button at the bottom of the form. If the registration is successful, you will be automatically redirected to the login form.

5. Use the email address and password you provided during registration to log in to the platform via the login page.

6. After successfully logging in, you will be redirected to the Events page.

# PartnerHub – Events Page

On the Events page, you can view a list of all available events along with their details.

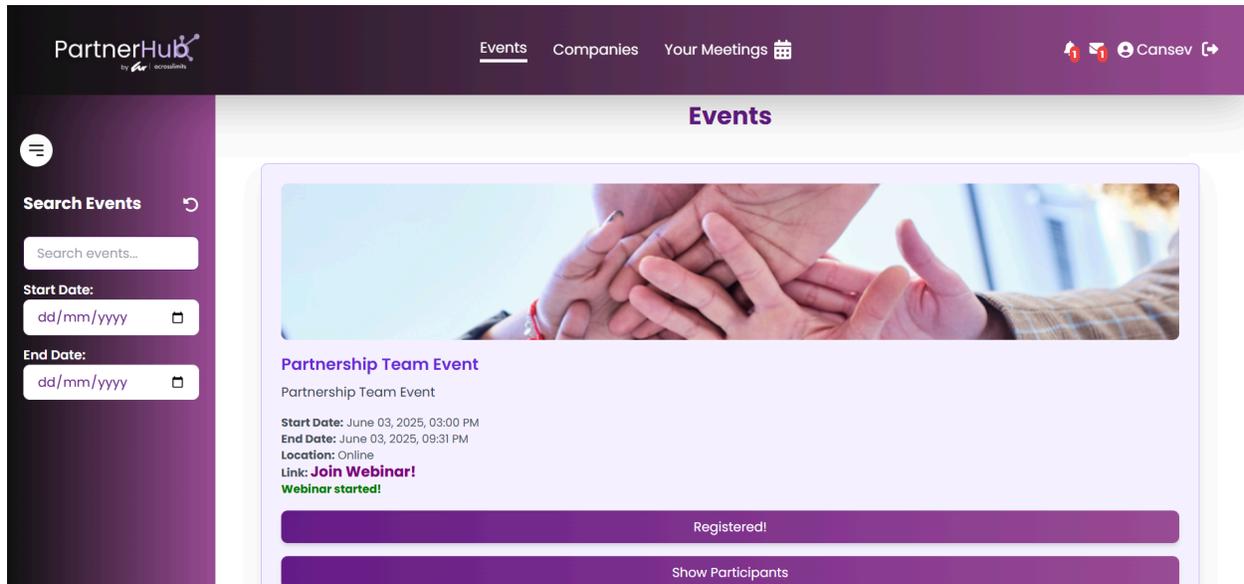


- **Register Button:** Use this button to register for a specific event. You must register in order to participate fully in the event.
- **Webinar Link:** This link provides access to the general webinar associated with the event.
- **Show Participants:** Clicking this button will display a list of all participants who have registered for the selected event.

Please note:

Even if you have not registered for an event, you can still view the list of participants. However, you will **not** be able to send meeting requests or messages to them unless you register for the event.

To **search by event name** or to **view events active within a specific date range**, click the **three-line menu icon** located on the **left side of the page**.



# PartnerHub – Participants Page

You can access the Participants page by clicking the **"Show Participants"** button on the Event page.

This page displays the list of participants who have registered for the selected event.

You can **search and filter** participant information using various criteria.

To **view a participant's profile**, click on their **profile picture** in the list.

To **send a message** to a participant, click on the **messaging icon**.

To **view their availability** and **send a meeting invitation**, click on the **calendar icon**.

Additionally, at the **bottom right of the page**, you can see the **recommended participant** who matches with you.

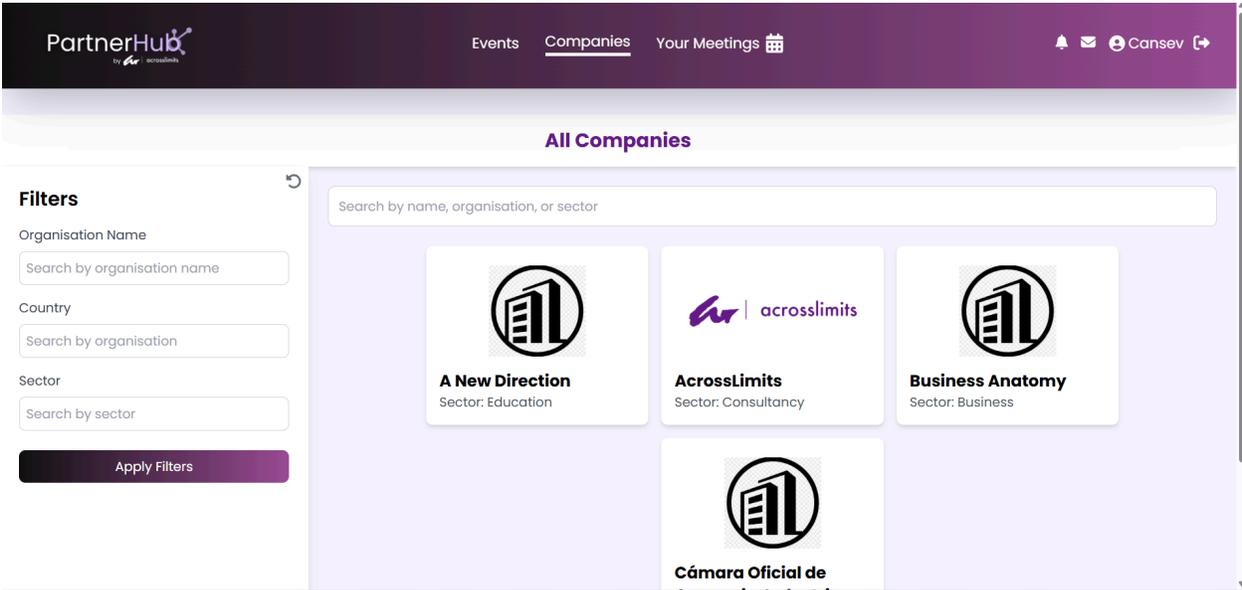
The screenshot shows the PartnerHub interface for the 'Participants for Partnership Team Event' page. The top navigation bar includes the PartnerHub logo, 'Events', 'Companies', 'Your Meetings', and a 'Cansev' button. The main content area features a search bar and a list of participants. On the left, there are filter options for Name, Organisation, Sector, and Country, with an 'Apply Filters' button. The participant list includes:

- Senfer Usman**: Organisation: AcrossLimits, Country: Cyprus, Role In Organisation: Head of Partnerships, Sector: Consultancy. This participant is highlighted as a 'Recommended Participant' with 'View Profile' and 'View Calendar' buttons.
- Brandon Vella**: Organisation: AcrossLimits, Country: Malta, Role In Organisation: Project Officer, Sector: Consultancy. This participant is also highlighted as a 'Recommended Participant' with 'View Profile' and 'View Calendar' buttons.
- Alim Sancar**: Organisation: AcrossLimits, Country: Cyprus.

# PartnerHub – Companies

The Companies page displays the organization names of all users who have registered for the selected event.

You can search and filter companies by organisation name, country, and sector. When you click on the company icon, you will see the participants who are employees of that organisation and have registered for the event.

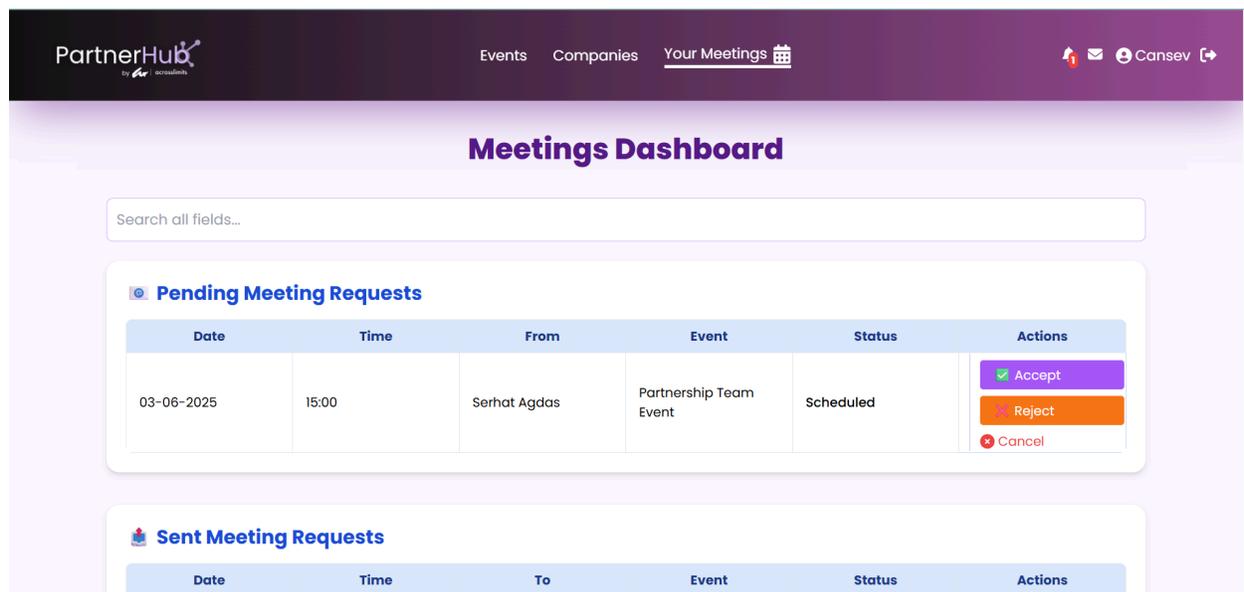


# PartnerHub – Your Meetings

The Your Meetings page displays the **meeting requests sent to you**, the **meeting requests you have sent**, as well as the ones you have **accepted** or **rejected**.

From this page, you can **manage your meetings**:

- Click the **Accept** button to approve a meeting request.
- Click the **Reject** button to decline it.
- For meetings you have already accepted, you can later click the **Cancel** button to cancel them.



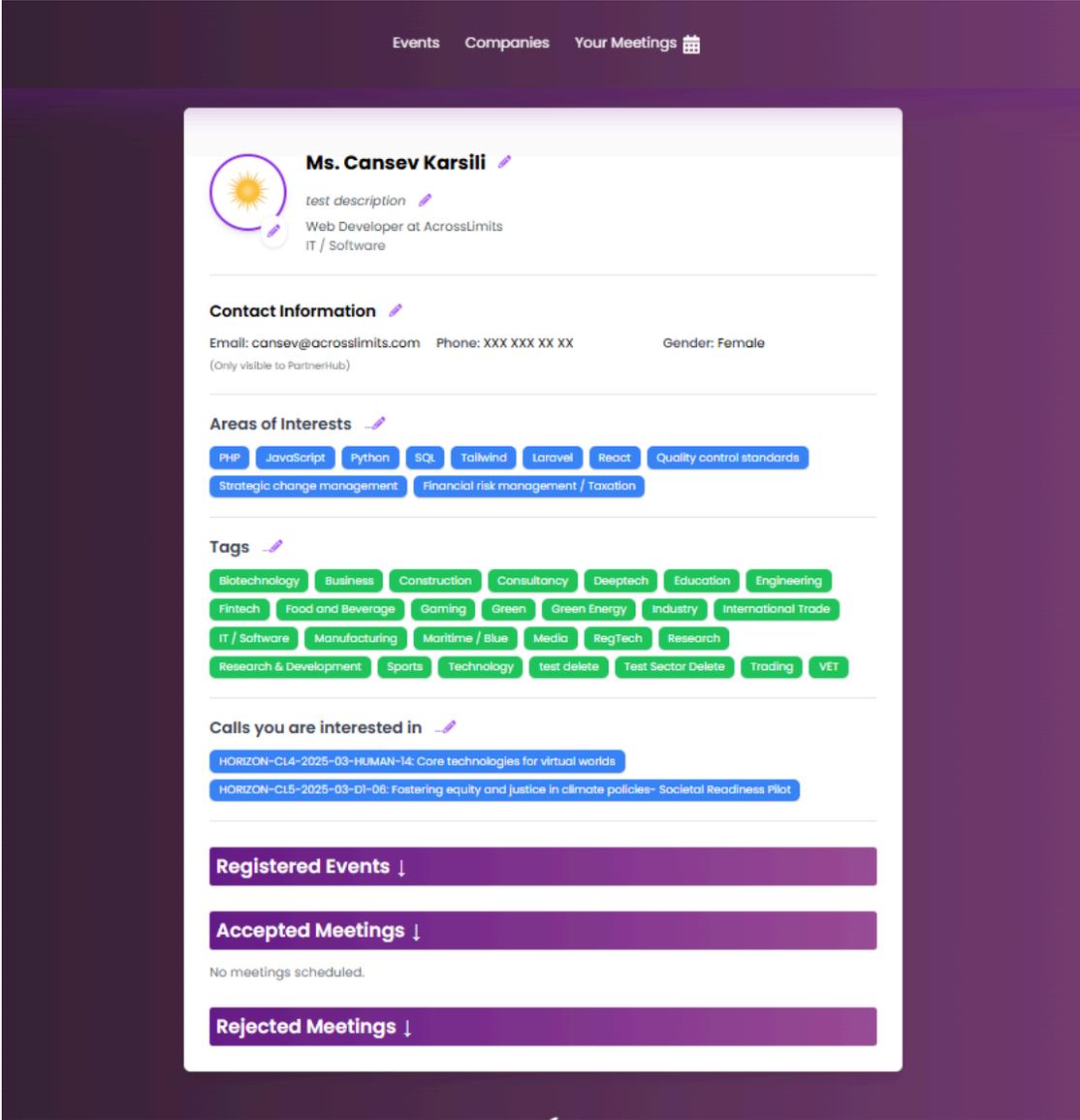
The screenshot shows the PartnerHub interface. At the top, there is a navigation bar with the PartnerHub logo, links for Events, Companies, and Your Meetings (which is active), and user profile information. Below the navigation bar is the 'Meetings Dashboard' section. It features a search bar and two main sections: 'Pending Meeting Requests' and 'Sent Meeting Requests'. The 'Pending Meeting Requests' section contains a table with one row of data and three action buttons (Accept, Reject, Cancel).

Date	Time	From	Event	Status	Actions
03-06-2025	15:00	Serhat Agdas	Partnership Team Event	Scheduled	<a href="#">Accept</a> <a href="#">Reject</a> <a href="#">Cancel</a>

# PartnerHub – Profile

The Profile page displays the information you provided during registration. When you click on your name in the navigation bar, you will be directed to your personal profile page.

By clicking the **pencil icons** on the Profile page, you can **edit and update** the information in the corresponding fields.



After registering for an event, you can see the **Registered Events** tab in your profile and click on **Set Availability for 1-to-1 Meetings** to specify your available time slots for meetings.

Events Companies Your Meetings

**Ms. Cansev Karslii**  
test description  
Web Developer at AcrossLimits  
IT / Software

**Contact Information**  
Email: cansev@acrosslimits.com Phone: XXX XXX XX XX Gender: Female  
(Only visible to PartnerHub)

**Areas of Interests**  
PHP JavaScript Python SQL Tailwind Laravel React Quality control standards  
Strategic change management Financial risk management / Taxation

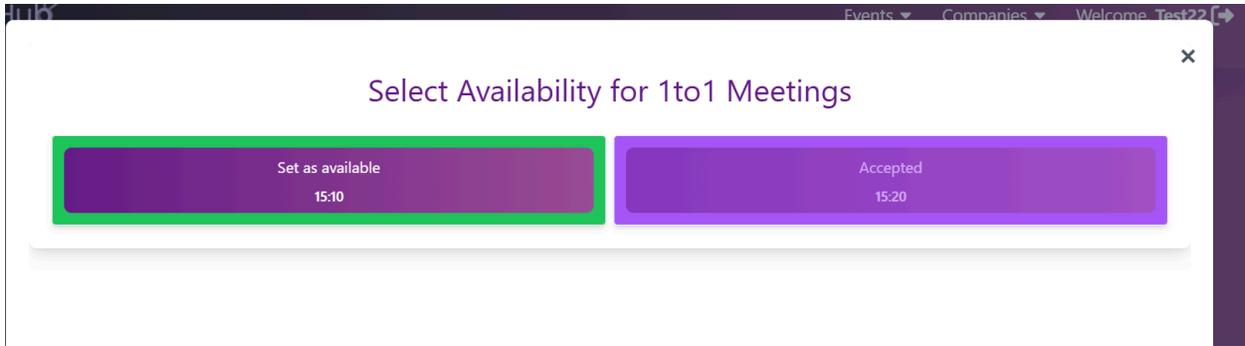
**Tags**  
Biotechnology Business Construction Consultancy Deeptech Education Engineering  
Fintech Food and Beverage Gaming Green Green Energy Industry International Trade  
IT / Software Manufacturing Maritime / Blue Media RegTech Research  
Research & Development Sports Technology test delete Test Sector Delete Trading VET

**Calls you are interested in**  
HORIZON-CL4-2025-03-HUMAN-14: Core technologies for virtual worlds  
HORIZON-CL5-2025-03-DI-06: Fostering equity and justice in climate policies- Societal Readiness Pilot

**Registered Events** ↓

**Accepted Meetings** ↓  
No meetings scheduled.

**Rejected Meetings** ↓



# PartnerHub – Notifications

The **bell** and **envelope** icons in the menu bar display the number of new notifications you have received.

- The **bell icon** shows incoming **meeting requests**.
- The **envelope icon** shows **message notifications** you have received.

