CREATE YOUR COMPANY PAGE

Construction21 gives great visibility to your company on the web, especially among professionals of the sustainable building and cities sector. Your company page is key to trigger that visibility and the first step to managing your digital image. This page allows you to:

- Present your company/organisation,
- Link all the members of your company with a Construction21 account,
- Highlight your company and its actions through the contents published by the members of your team.



- Go to your Construction21 platform.
- Click on « Login / register » or « Login» on the black toolbar at the top of your screen.
- Type in your personal login (email address) and your password
 You don't have an account yet? Follow the instructions of the « How to register » tutorial



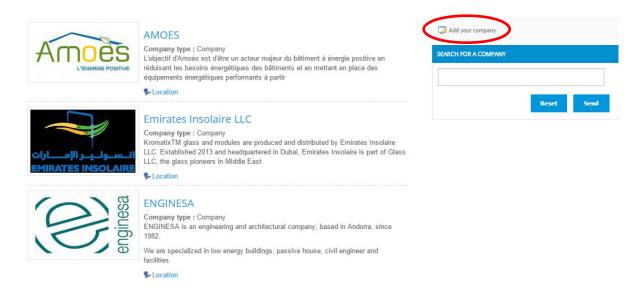
2 GO TO THE MEMBERS SECTION OF THE MENU

1. Click on the "Companies/organizations" submenu.

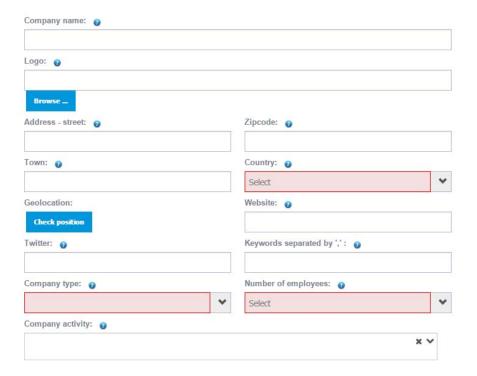




2. On the left of your screen, under the menu, click on "Add your company".



3 FILL IN THE FIELDS



- 1. Type in the name of your company
- 2. Upload your logo
- 3. Fill in the address field (street, ZIP Code, city, country) of your company and click on the "Check position" button to enable the geolocation.
- 4. Enter the URL address of your company's website, starting with http://



- 5. The description field allows you to write a presentation of your company in a few paragraphs, illustrations and weblinks.
- 6. If your company is part of a network (professional unions, clusters, federations...) check if that network owns a dedicated page on Construction21 by browsing the choice menu, then link your company to that network. One company can belong to several networks.
- 7. In the last field, type in the names of the Construction21 users you wish to give management rights on your company page (for instance: members of the communication division of your company).
- 8. Click on "Save": your page is saved and published. You can edit it anytime you want, through your profile of through the submenu "Companies/Organizations" ».
- 9. To edit your company page, click on « Edit » at its top left corner. (Accessible only to authorized users).
- 4

LINK YOUR PROFILE TO YOUR COMPANY PAGE

- 1. Select "Profile » in the menu at the top right corner of your screen under your name.
- 2. In the field "Company/Organisation », start typing the first letters of your company name, then select your company among the options given to you.
- 3. Save.
- 5

YOUR NETWORK PAGE

To create a network page, follow the same process, after selecting the « Network » submenu in the « Members » menu.

NB: Your network page won't be published online right after you saved it. It must be validated by our moderation team.

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INVITE YOUR TEAM TO JOIN YOUR COMPANY PAGE

Invite the other salaries of your company to join Construction21 and to link their profiles to your company page. Same goes for the members of your network. Suggest them to create their company page and to link them to your network page.

All contents published by the salaries of your company, or the members of your network, will be accessible through your company/network pages.

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EDIT YOUR COMPANY PAGE

Only the authorized users can edit your Company page. If you're not a page manager and wish to edit your company page, Contact us.

If you're authorized, open the page and click on "Edit the page".



Be advised : modifications won't be saved until all mandatory fields are filled in (they are displayed in red when empty)

