

Klubraum Onboarding Template

Step 1: Download the Klubraum app

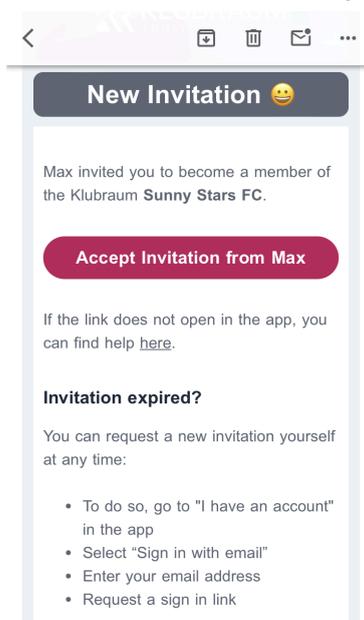
Download the KLUBRAUM app from the App Store or from Google Play.



Alternatively, you can use our web version at <https://web.klubraum.com/> on your PC or laptop.

Step 2: Accept the invitation to your Klubraum

Open the invitation email to your Klubraum that you received from your admin by email. Follow the pink button in the email, which will automatically log you into the clubroom.

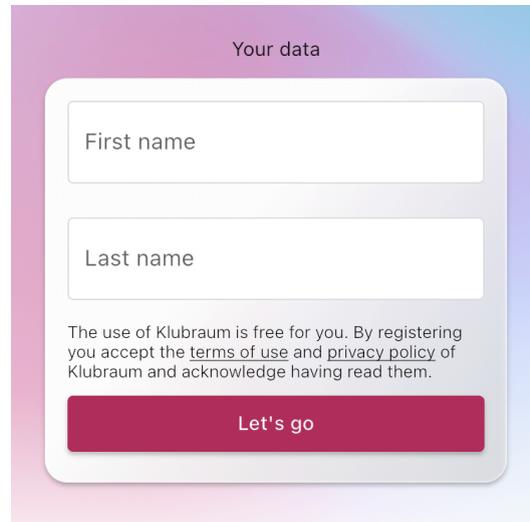


Your invitation has expired?

- Go to the start screen and click **Join existing Klubraum**
- Select **I have an invitation**
- Type in your email address
- Make sure that it is the same email address that you were invited with
- Within few seconds you'll receive a new invitation in your inbox

Step 3: Insert your name

In the next step, enter your first and last name in the field that opens.

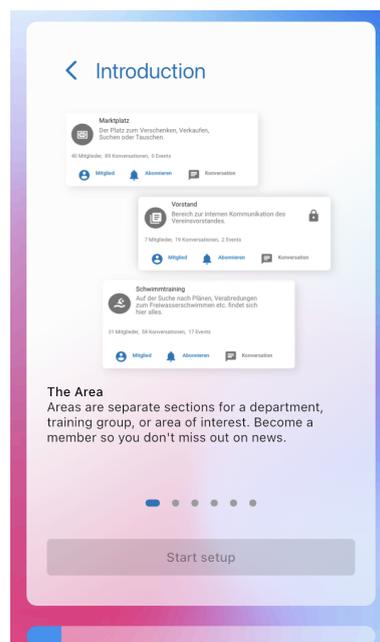


The screenshot shows a registration form titled "Your data" with a light purple and blue gradient background. It contains two input fields: "First name" and "Last name". Below the fields is a paragraph of text: "The use of Klubraum is free for you. By registering you accept the [terms of use](#) and [privacy policy](#) of Klubraum and acknowledge having read them." At the bottom of the form is a red button labeled "Let's go".

Step 4: Watch the Introduction (optional)

You can now view the introduction, which is automatically displayed when you create your account, or by accessing it in the **settings** under **Introduction**.

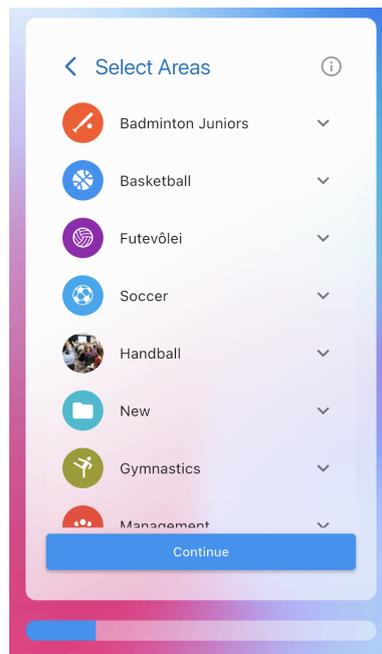
The introduction explains the most important components of the Klubraum app, such as the **Areas**, the **Calendar**, the **Conversations** and the **Timeline**.



Step 5: Setup the app

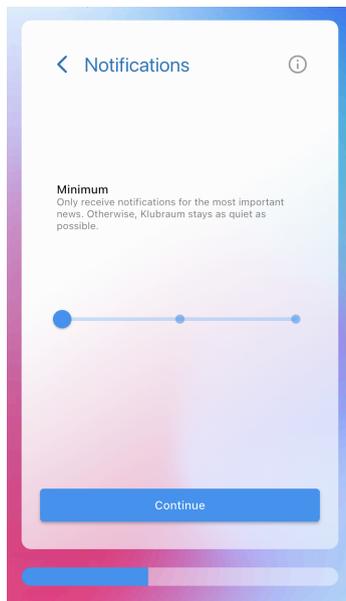
Select Areas

Now select the areas in which you would like to participate or in whose events you would like to take part



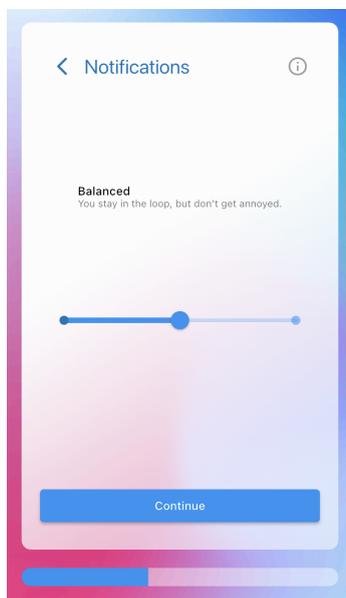
Adjust your notifications

You can now choose between different notification profiles to set when and what you want to be notified about



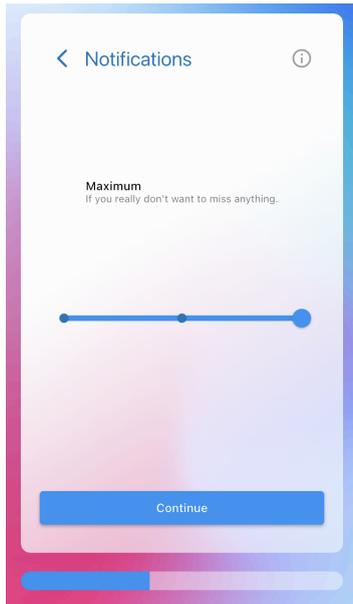
Minimum

Only the most important notifications are activated by default. If you want to receive certain notifications, you have to activate them yourself.



Balanced

Many notifications are activated by default. You will be asked whether you want to activate notifications for new chats.

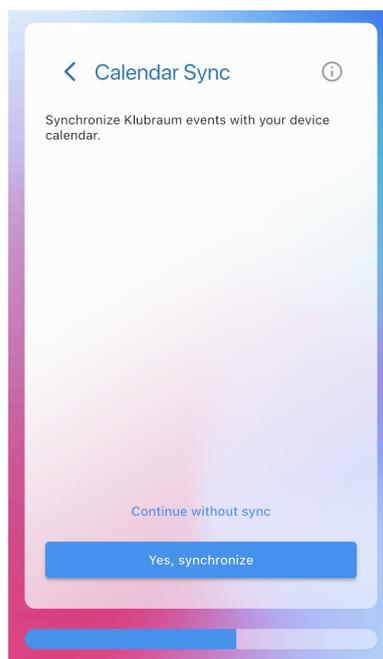


Maximum

All notifications are activated by default. If you do not want to receive certain messages, you must deactivate them yourself.

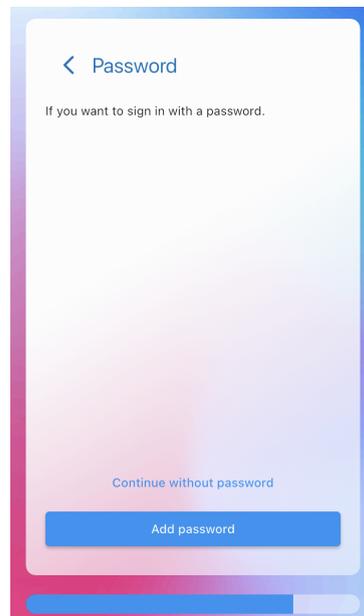
Calendar synchronization

Klubraum allows you to synchronize your events from the Klubraum calendar with your device calendar. This means you can also see your Klubraum events in other calendar apps on your smartphone.



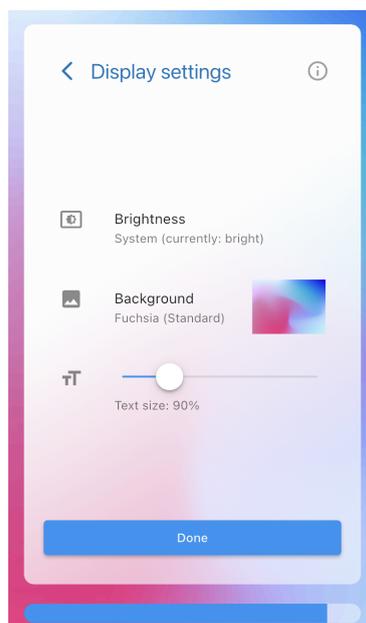
Set password

You can now set a password that you can use together with your e-mail address to log into your clubroom account in both the app and the web version.



Adjust display settings

Here you can adjust the screen brightness, select a background design and set the font size.



Step 6: Complete your Quick Start tasks

Here you have the opportunity to further customize your clubroom and connect with other members



Create your Klubraum



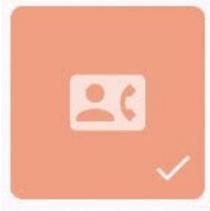
Create an initial area for testing events and conversations



Create your first event



Start your first conversation



Your option to enter additional information such as e-mail address or mobile number

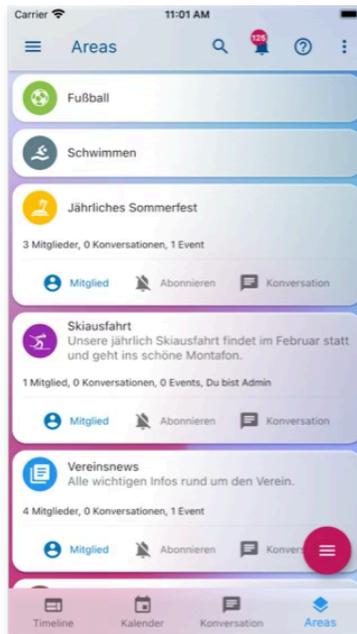
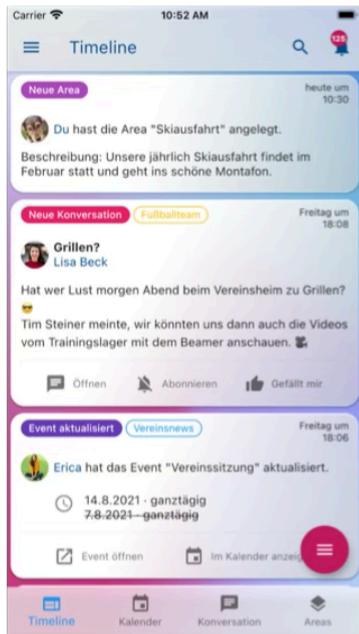


Invite other members to your Klubraum



Assign your newly created test event or another event

Schritt 7: In deinem Klubraum mitwirken



Viel Spaß mit Klubraum!

