Blaenau Gwent
Business Hub

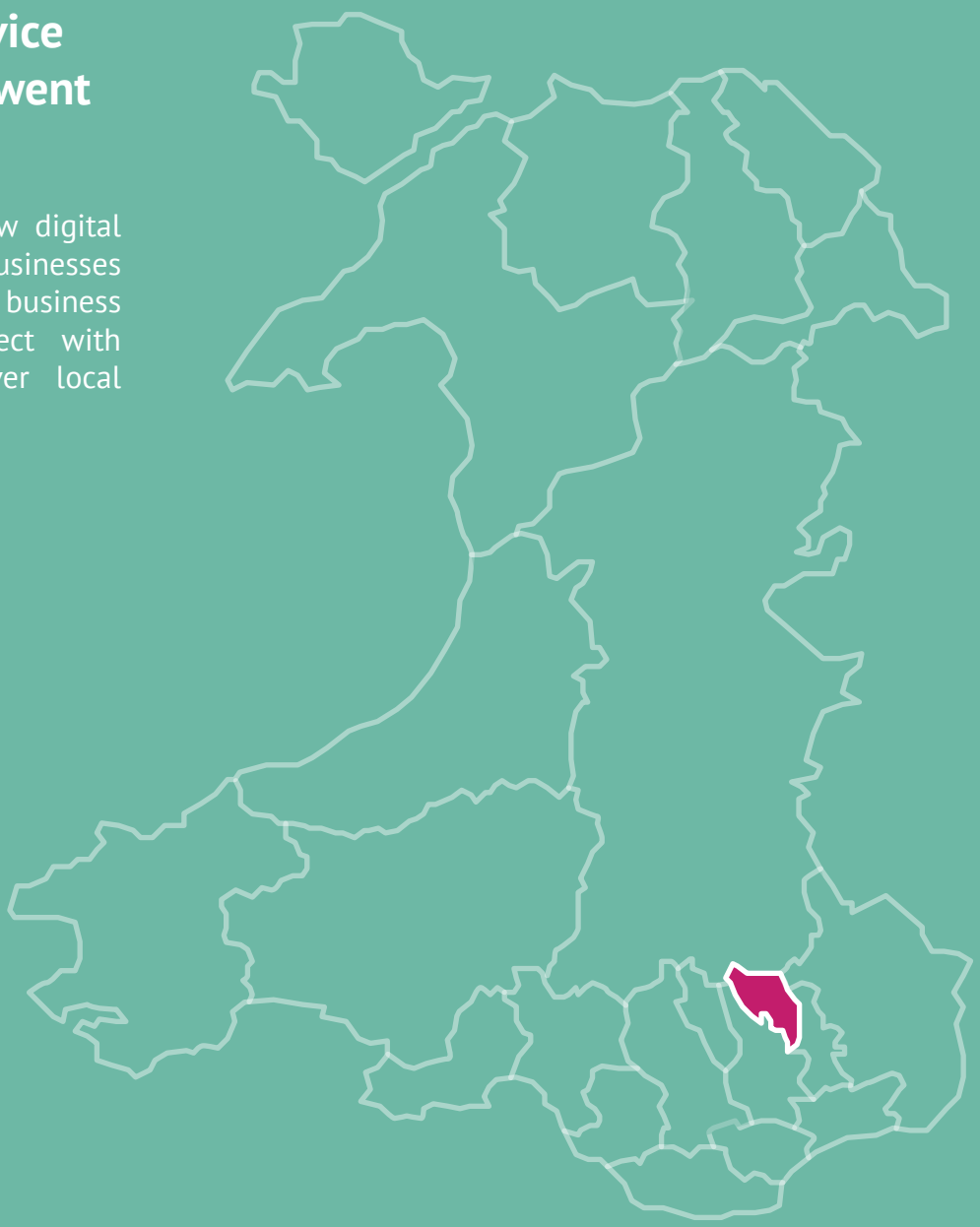
Business Hub Information Guide

www.blaenaugwentbusinesshub.co.uk

What is the Blaenau Gwent Business Hub?

A free online service for all Blaenau Gwent businesses.

The Hub is a smart new digital platform enabling local businesses and start-ups to access business support, network, connect with each other and discover local opportunities.



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Making the most of your profile

1. Register

Tip

Selecting an Interest in 'Interests/Favourites' will ensure you receive updates from the Hub which are entirely relevant to you.

2. Receive Authorisation Email

3. Complete Your Profile In Full

Tip

Your profile on the Business Directory is a place to showcase your services and company. Visitors can search the Business Directory for specific key words, so ensure your profile is as complete as possible when you are filling out each section.

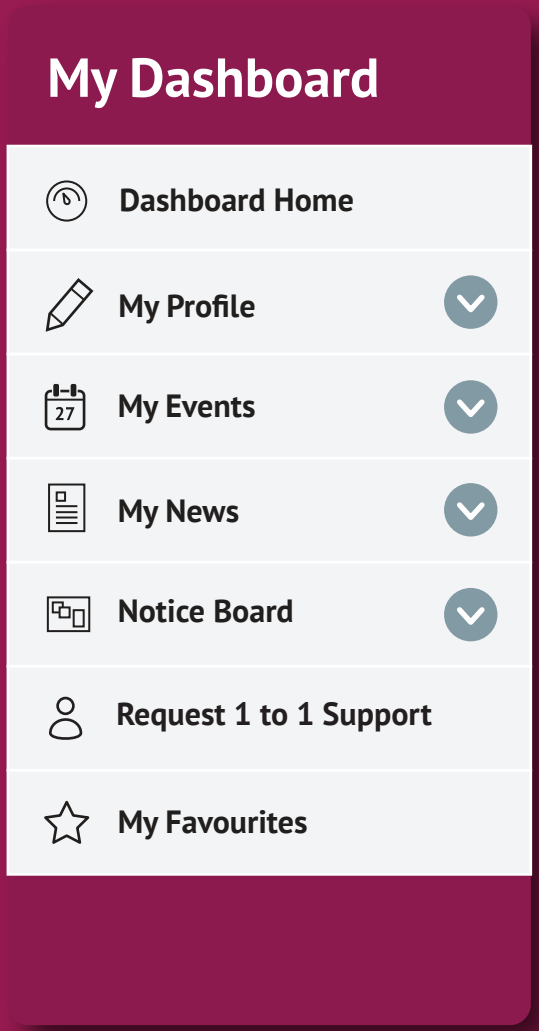
Your Dashboard

Once registered for the Hub, you have your own personalised dashboard relevant to you. On your dashboard you will see Notifications and Hub Feeds.

Notifications are relevant to activity you have engaged with on the Hub e.g. an event you have booked onto or a question you have posted.

Hub Feeds show you the latest activity on the Hub including news and events, which match your Interests.

You can also edit your profile at any time and access links to post news, events, questions and access support in your area.



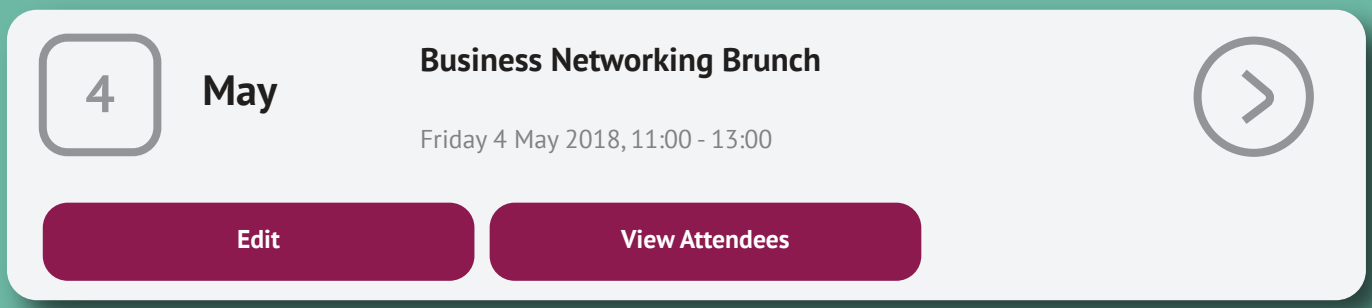
Events

Post and promote your events on the Hub, where other members can book on!

The Events area on your dashboard allows you to schedule your own events. You can also view any events you are attending if you have booked on directly through the Hub.

If you wish to post an event which links off to an external site to handle the bookings, simply enter this link into the 'External Booking Site' field, otherwise members can book online on the Hub.

Once you have posted your event, you can edit the event, view your attendees and send them a message if required. Attendees will receive an email with your message. Events posted are published on the Events page of the Hub.



News

Share your news with the Business Hub!

You can post and publish your news on the Business Hub, which will be seen by the Business Hub community and visitors to the website.

Once registered, simply navigate to the News area on your dashboard and post your news. You can also view all news you have posted to the Hub in one place.

Tip

If your news item is relevant to a specific Area or Interest, be sure to select this when posting.

Your news item will be posted to the 'Member News' area on the News page.

Connect With other members

The Notice board

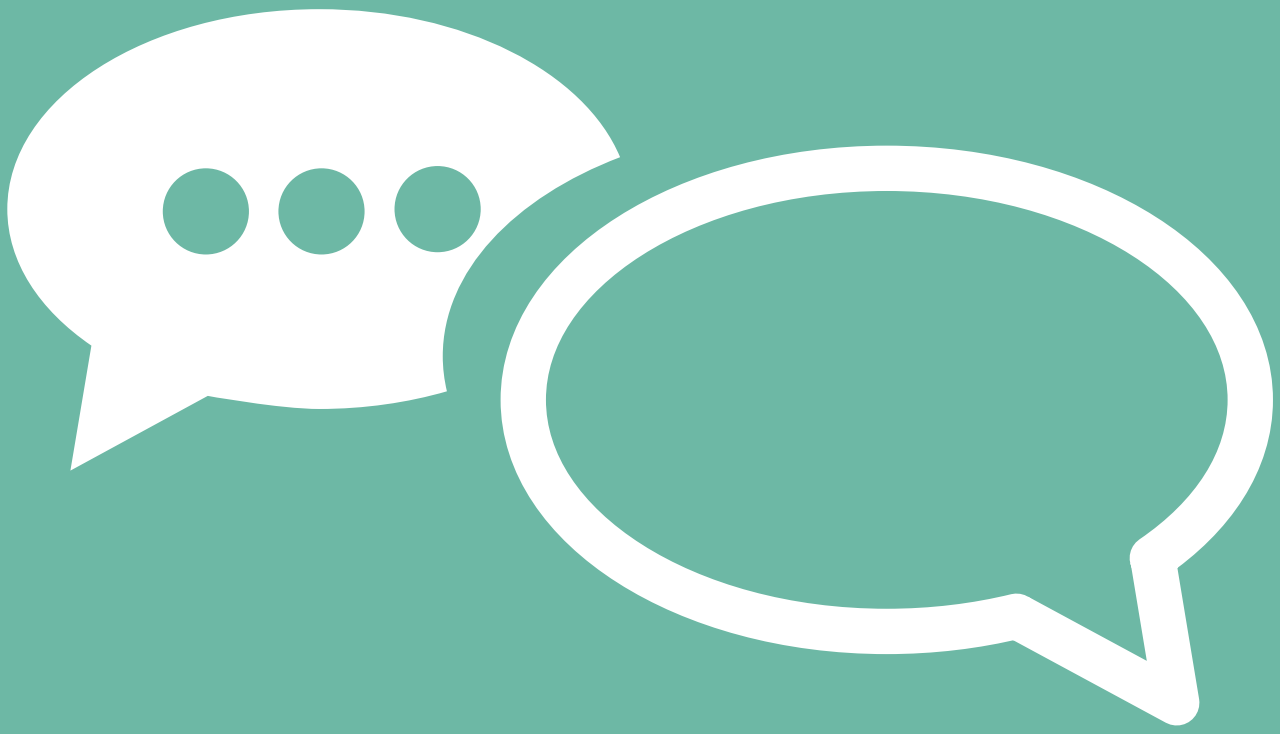
The Notice board is an area where members of the Business Hub can connect and interact with each other.

Looking for recommendations or suppliers?

Simply post a question and select an area of Interest it is relevant to, and other members can respond directly via the Hub.

You can also view and respond to questions other members have posted on the Hub which match your interests.

You can request business advice from local experts using the 'Request 1 to 1 Support' tab on your dashboard.

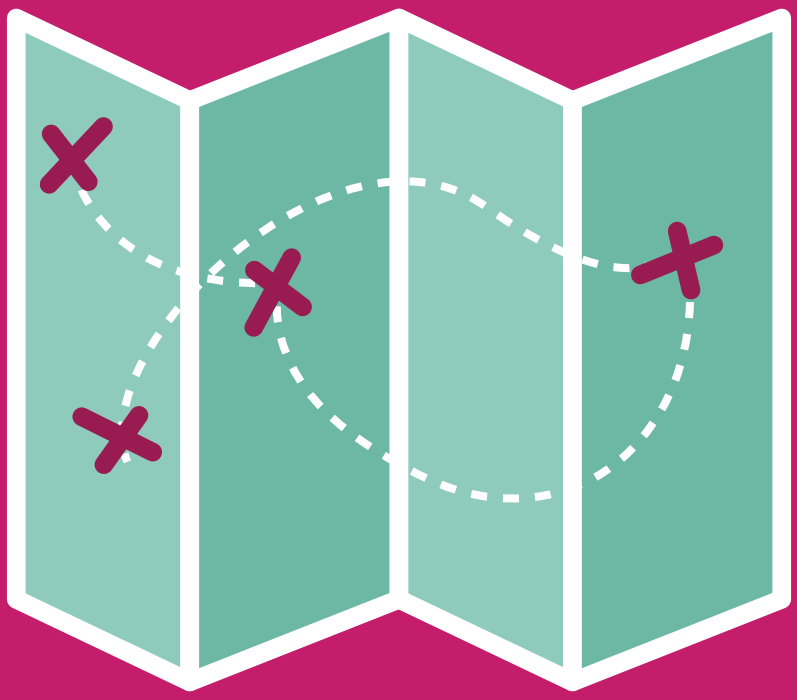


Request 1 to 1 Support

You can select an area your question relates to, and a member of staff at the Council will receive the message.

You will be notified by email and on your dashboard when you have received a response.

Other areas of the Business Hub



Business Directory

You can search online for local businesses and suppliers using the Business Directory. Once registered, your company and profile will automatically appear on the listings!

Property Search

The property search allows you to search online for commercial property and land in Blaenau Gwent.

Support

Details of support and information is available on the Support tab of the Business Hub. Here you will find a range of information as well as external links.

You can also enquire directly online through the Hub for selected grant or funding programmes.

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