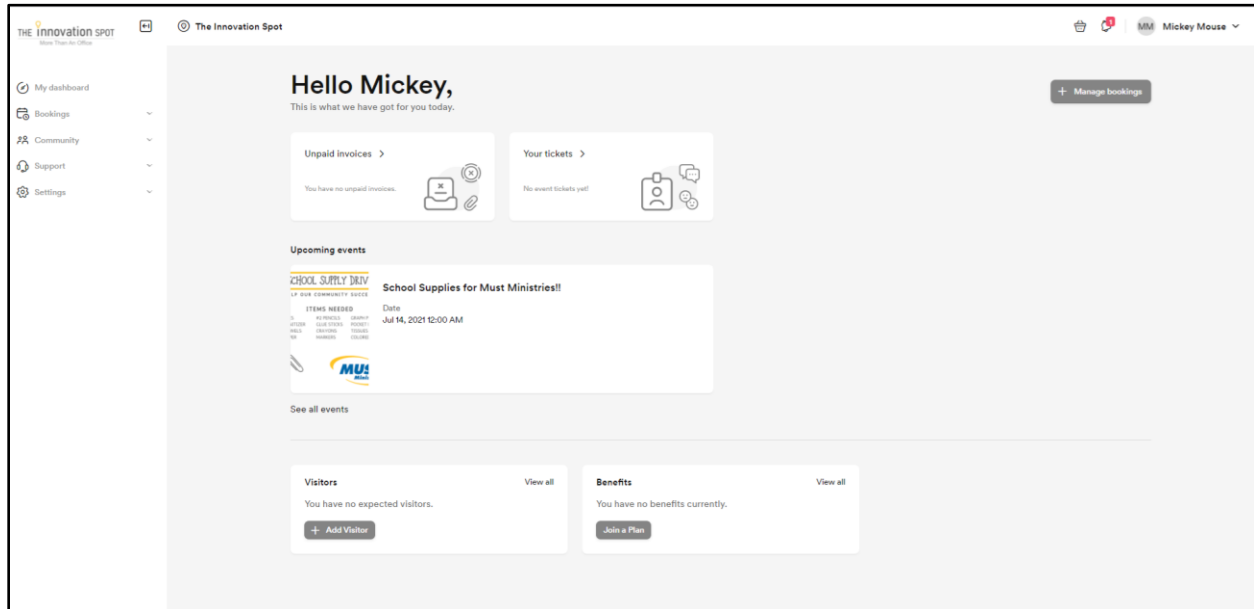
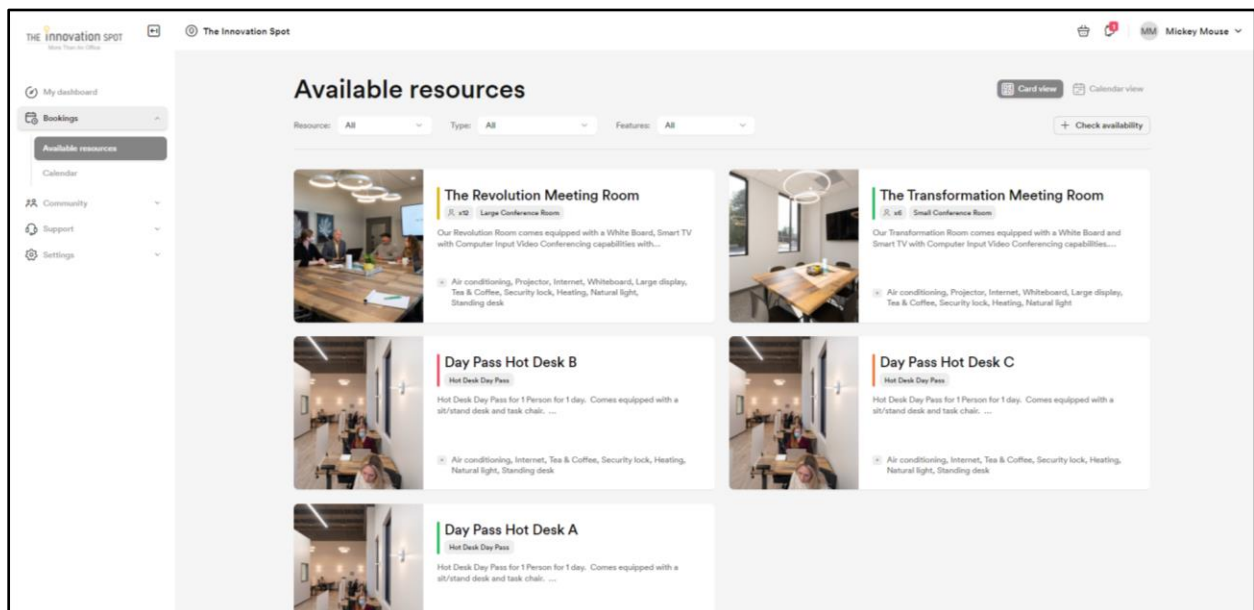


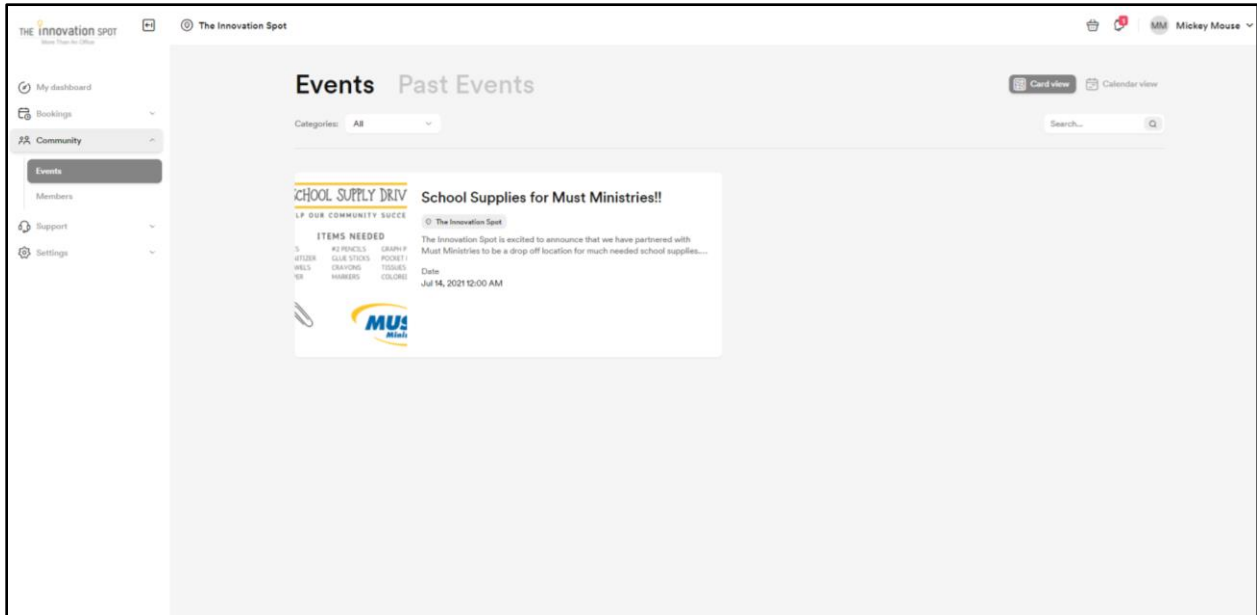
The Innovation Spot Member Portal

How to Access: Go to <https://www.theinnovationspot.com/> then click on “Member Login” in the Menu. Enter your email and password (or sign in with Google or Facebook). From the Home Screen you will be able to handle your Billing & Payment Information, Look Up Invoices, Book Conference Rooms, View Upcoming Events, Register Visitors, View Booking Credits, etc.



The left side contains links to the Booking (Conference Room) Calendar, Community (Events), & Settings (Billing Details).





User Account Information can be accessed in 2 ways either by click on your name in the top right, “My Account”. Or by clicking on “Settings” on the left side and then “My Account”.

Here you will be able to enter your personal details. Please be sure to look at “Profile Privacy” about halfway down the page, check the box if you wish to network with other members and have your profile enabled.

