

ValuesVenture User Guide

Key Features of the V2 Portal
(bb.valuesventure.com)

Key Features:

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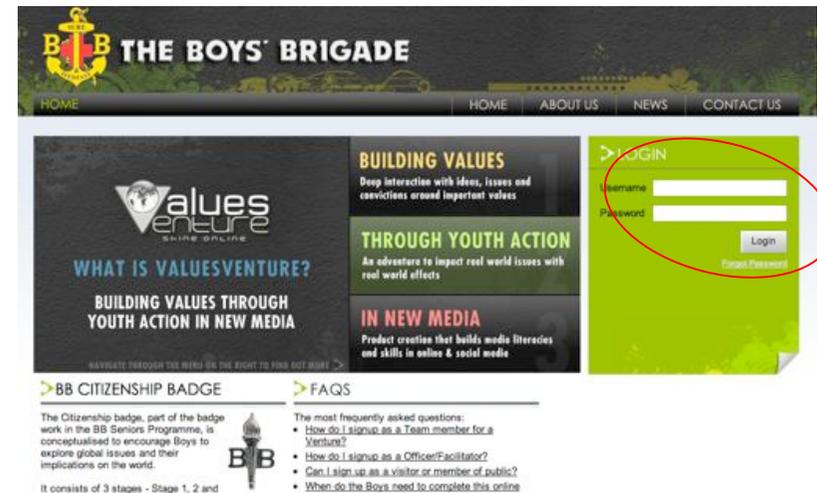


The [BB Citizenship Badge Stages 2 & 3](#) have been designed using ValuesVenture. This is a program format designed for youth participants by focusing on educational and entrepreneurial value. It utilizes **Natural Curiosity** by empowering young people with new ways to impact their world. It encourages **Personal Growth** by approaching values formation through small-scale venture in new media production. It also adopts a **Systematic Approach** of Setup—Launch—Completion, with **4 Zones of Guided Questions and Check-Ins** to allow Teams to stay on track and on target with their Venture.

Facilitators are key to helping teams process their learning in 3 areas:

- Social Learning – as participants experience working in a learning team to impact a target group in society.
- Emotional Learning – as participants discover an inner journey leading to the formation of personal dispositions and values.
- Adventure Learning – as participants experience the challenge of taking on real-world problems to complete a Venture.

A. Unique User Login (Facilitators & Participants)



1. Each company has a facilitator/officer account and participants have a unique login and password for login into the V2 portal at bb.valuesventure.com

2. Username and passwords for each team will be given to the company to distribute to each individual participant in his/her team.

B. Facilitators' Home Page

This is the main page from which you can see everything at a glance.

To view an individual Venture, click on the Venture Title.

If a Venture is requiring your attention, a coloured hexagon will show.

Your home page will also show you the following information:

1. The team Ventures you are currently facilitating.
2. Ongoing Ventures.
3. Completed Ventures.

**Team members can start a new venture by clicking on the "Start New Venture" button. Team members' profiles can be found by going to Build and Profiles (Right).

C. Create a New Venture

1. Click "Start New Venture" on your home page.
2. Fill in your new venture details. Please note that Theme (i.e Badge Stage) and Track cannot be changed once selected. All other details can be edited.
3. IMPORTANT: If you are creating the team as a Facilitator, click the Check Box. Only Facilitators have this check box as they can also join a Team as a Member or a Facilitator.
4. Click "Create" when done.

5. Next, invite Team Members and Facilitator by clicking to **Browse Profiles** and locating them. You can also look for them from the Menu under **Build \ Profiles**.

There are 2 ways to join a Team.

1. You can Request to Join an existing team by browsing for the Venture and then click the **Join the Venture Team** button.

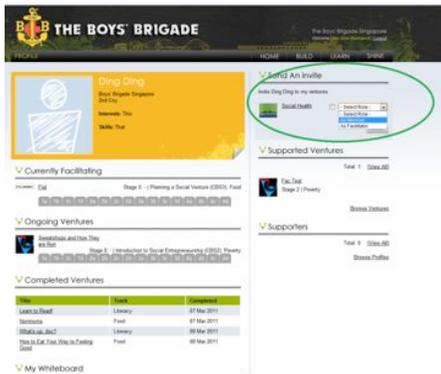


This button shows up at the Venture Dashboard if the Venture has not been approved yet.

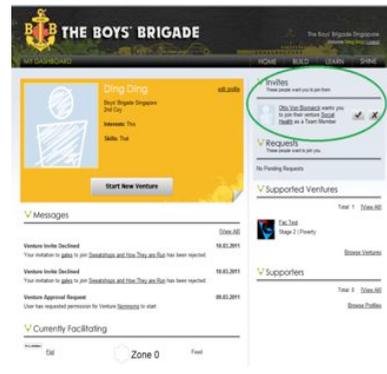


In the User Dashboard, any team member can click to accept the Request to Join.

2. You can **Invite to Join** by browsing for the user and then click the Invite to Join Venture button.



On the right side of the User Profile, select the role (Member or Facilitator), **check the box beside it**, and then Click Invite.



In the User Dashboard, the user will see the invite and just needs to click accept!

D. Approving Ventures

Clicking on the individual Venture's title will bring you to the Venture's page known as the Venture Dashboard.

IMPORTANT: Before your Teams can begin their Ventures, they have to **Request for Approval**. This button only appears if the minimum number (3 Members + 1 Facilitator) is present.



Once a team member clicks Submit for Approval, **Approve/Reject buttons will appear on the Venture Dashboard that only the Facilitator can see and click.**

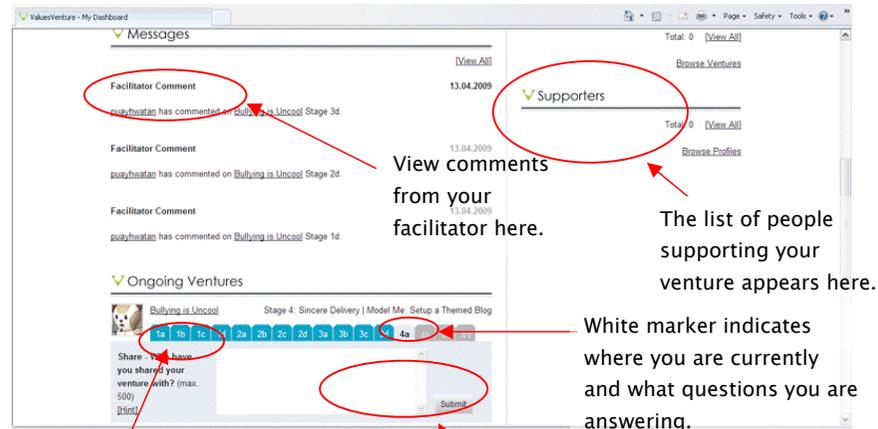
Facilitators have to Approve their Venture request. This is to ensure that the team composition, including track selected is correct. To approve a Venture to start, **click on the "Approve" button.**



To reject a Venture from starting, click on the "Reject" button and fill in the reason in the message box that appears. This message will go to the team.

G. Participants' Check In & Submission

Once you sign in you will automatically start at your Home page. This is where you access your Venture Check-Ins and everything about you. If you are on another page, simply click on the Home tab in the top navigation header to go to your home page.



View comments from your facilitator here.

The list of people supporting your venture appears here.

White marker indicates where you are currently and what questions you are answering.

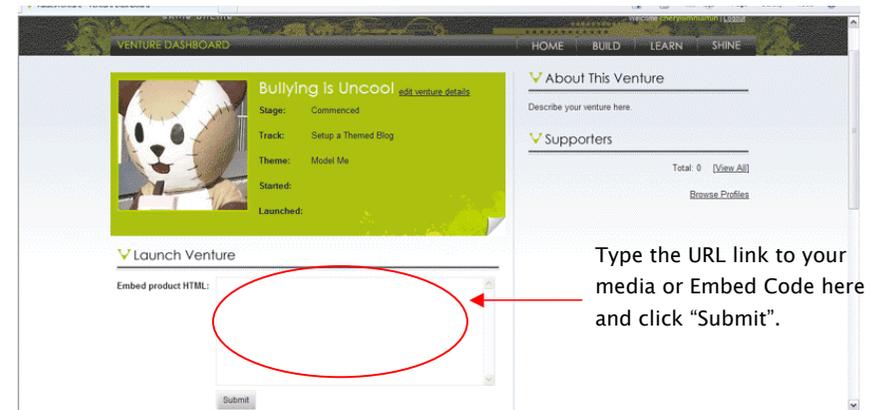
Blue markers indicate the information you have saved for a stage. You can re-visit each of these submissions anytime by clicking on the tab, and amend your answers after saving.

Type your answer in the box provided and click "Save" or "Submit".

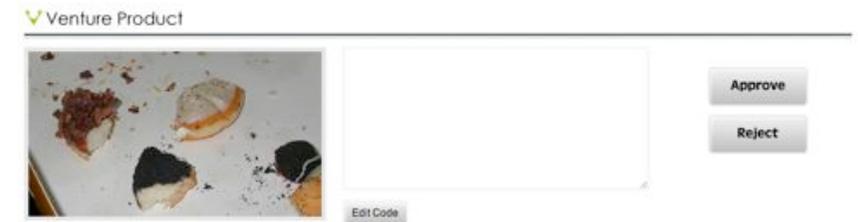
Submission is required at the end of each stage and your Facilitator will be notified to approve your Check-In Stage.

H. Uploading a Media Product

When you are ready to upload your media, paste the Embed Code or the URL link to your media and click submit. Any Team Member may upload the product at any time.



Important: Once it is submitted, Facilitators will need to click **Approve** product in order for it to be **published into the Gallery**.



The Approve and Reject buttons only appear when a Venture Product has been submitted. Facilitators can choose to edit the Product or even launch it themselves.

Head to the Gallery to view the product.