

# TeamDNA™ Process Workflow

## How do I set up my Team to use TeamDNA™?

1. Define your Organization
  1. The first, or “lead,” team member creates their business profile and then continues to build their “Organization” (your company).
  2. Once the Organization has been created, the lead team member then creates the organization team.
  3. Add Team members – these are referred to as your TeamDNA™ “contributors”. Your “team” is typically comprised of your founding members or functional managers.
  4. For each team member, the team member must be defined before starting the TeamDNA™ Individual contributor profile.
    1. Member Name – as you would like it to appear in both their individual TeamDNA™ reports, and as a member of the TeamDNA™ organizational team report.
    2. Member Email Address – the email address to be used to send the team member their individual TeamDNA™ report link.
    3. Member Role or Title – as it should appear on your organizational TeamDNA™ team report.

## What does the founder/lead team member need to do to prepare the organization's team members?

1. Let them know ahead of time that your Organization is using TeamDNA™
2. Let them know the date and time that the TeamDNA™ process will start.
3. Each Team member will be required to create their own Team Member profile using the invitation link that they receive by email.
4. Once they have created their profile, they click to access TeamDNA™ from their personal login portal, and then click the “Start TeamDNA™” button.



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5. Remind them that once they click Start TeamDNA™, they must complete all profile questions in the allotted 15-minute time limit. There are no restarts, no pauses, no repeating questions allowed.

### **What is the cost – when/how to pay?**

1. Single member \$99 (additional team members can be added \$99 per member)
2. For a Team of up to 6 members \$495.
3. Subscription enrollment allows the creation of multiple versions of each TeamDNA™ for the following 12 months.
4. Use the Stripe payment pop-up to pay before starting TeamDNA™

### **How freely shareable TeamDNA™ are my Organizational and Individual profiles?**

1. Each TeamDNA™ individual and organization report is accessed using secure, unique links or URL values. You and your Organization “own” these links and are free to share them as you determine to be appropriate.

### **How do I start the TeamDNA™ profile process? How much time is required to complete each Individual TeamDNA™ profile?**

1. Each Team Member receives an invitation when the Team Leader clicks the “Click to Start” button. This sends an invitation to each defined Team member at the indicated email address.
2. When the invited Team Member clicks their invitation link, they are taken directly to the Startup Ecosystem™ Application portal to create their company (Organization) member account profile.
  1. Member Name (first and last name are required)
  2. Member Email (MUST be the same as the email used on their invitation)
  3. Member Role or Title
3. Select TeamDNA™ from the left side menu takes them to TeamDNA™, where they click the button to start their individual TeamDNA™.
4. Once started, the Team Member has 15 minutes to complete their individual TeamDNA™ profile.



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**My Team has evolved. Can I repeat and create an updated TeamDNA for my evolved Team?**

1. Yes. If you are the Team Leader, you can log in to your Startup Ecosystem™ account, select TeamDNA™ from the left-side menu, and click to create a new TeamDNA.
2. Select your Team Members to associate with the new TeamDNA Organizational profile and click the "Start TeamDNA™" button.
3. Members who were contributors to a previous TeamDNA™ will see a new TeamDNA™ invitation when they log in to their existing account.
4. New Team Members will need to create their Startup Ecosystem™ Team Member account profile, and when they log in, they will see a button to start their TeamDNA™ survey. Once initiated, they will have 15 minutes to complete all questions.



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