

## Fellows Hub – Guide

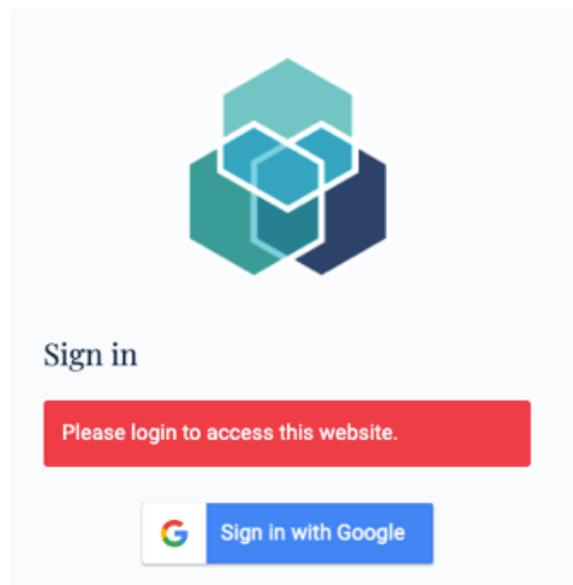
The Fellows Hub has been developed to support and facilitate communication, collaboration, and engagement across the entire community. We have built it with input and feedback from Fellows and in response to many requests from across the Fellowship for a private space for interaction and connection.

The Hub is for every Fellow at every stage of the Fellowship journey – newly selected Fellows, active Fellows on Placement, and Senior Fellows.

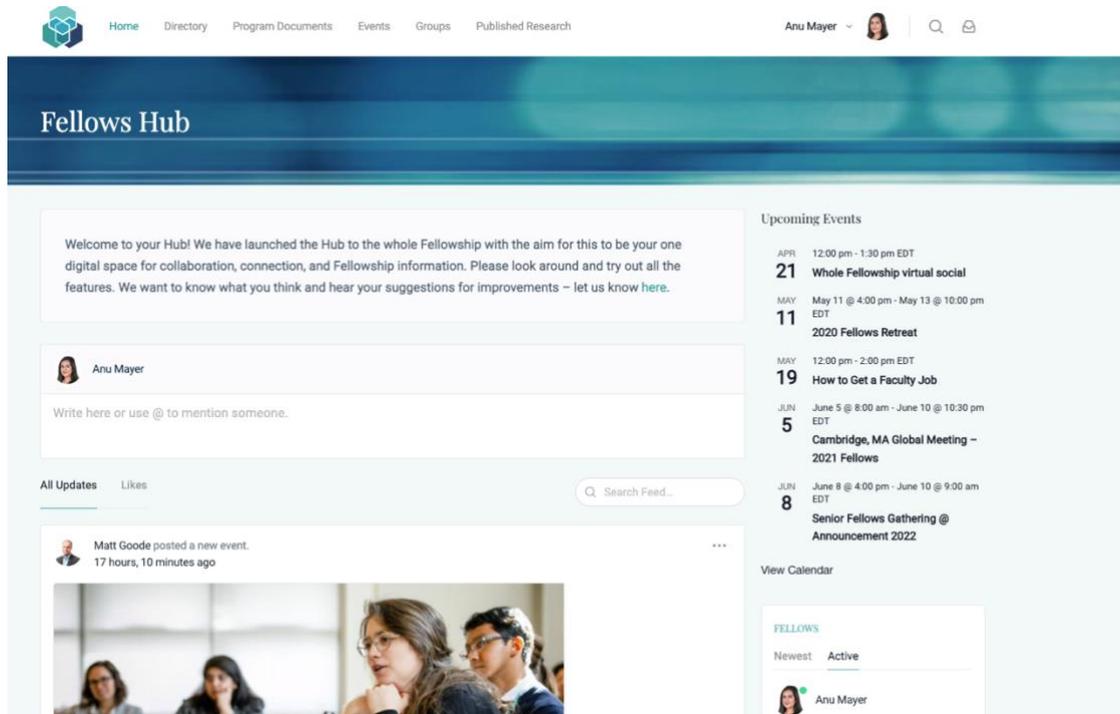
## Login

To access the Hub, click here: [hub.schmidtsciencefellows.org](http://hub.schmidtsciencefellows.org) or enter this URL into your web browser. You can also click on the 'Hub Login' button at the top of the Schmidt Science Fellows website home page.

You will see a Google Sign in option, click on that button, and sign in using your Schmidt Science Fellows email address and password. You have now entered the Hub.



# Home page



Once you have signed in, the first page you will see is the home page. This page displays an array of information from across the Hub around the main centralized feed, including the following five upcoming events populated from the Events tab, recently active Fellows, newest members, and the latest Tweets from the Schmidt Science Fellows Twitter account.

The home feed is at the center of this page - a space where Fellows, Academic Council, and Program team can post messages visible to the entire community. You may post images, emojis, and tag your community members in a post using the '@' key followed by a person's first name, which will auto-populate the name for you to choose. Fellows and team members can comment and like the posts in the main feed. The main feed is unique to your account. For example, it will display updates from Groups you are a member of, and if you choose to 'follow' a Fellow, those Fellow's activity updates will also show in your feed (more details of this in Directory).

At the top of your screen, you will see the Schmidt Science Fellows logo in the header bar, followed by the six unique tabs in the Hub – Home, Directory, Program Documents, Events, Groups, and Published Research. These are the main sections of the Hub. You will see your own thumbnail picture to the right of these tabs. The drop-down arrow next to your thumbnail image allows you to navigate to specific areas in the Hub quickly and is unique to each user. For example, you can navigate to your profile or view groups you are a member of from this drop-down list.

To the right of your thumbnail image is a search icon and file icon:

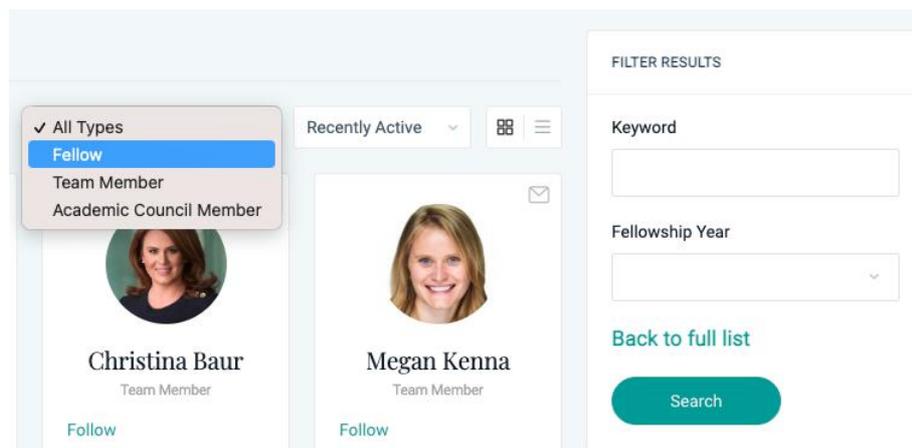
The search icon allows you to search the entire Hub and will produce results from across all six sections of the Hub.

The direct messaging feature next to the search icon allows you to directly message any community member, including the Academic Council and Program team. These messages are only visible to you and those you choose to message. A bell icon will appear with a red notification if you have a message from another Hub user.

## Directory

The Directory is where you can find and connect with any other member of the Fellowship. It will help you stay connected with your cohort and identify Fellows from across the community you want to interact with.

The Directory has been designed for you to search for any member of the Fellowship community, Program team, and Academic Council by filtering through drop-down options under “All Types” and “Fellowship Year”. The keyword search function has been developed to search and pick up on any word from a user’s profile and is not only limited to a name search. For example, you can search for a specific area, country, scientific discipline, interest, and much more. You can also “follow” other members of the community here. This function allows you to receive alerts from other members of the community on your main feed.



The Directory will have the most significant value if all Fellows maintain up-to-date and detailed profile information.

The Hub is accessible only to our community and you should feel confident in sharing more information that will help you and others to connect. We hope that Fellows can use the Hub Directory to share and connect over science but also to find others with shared interests and experiences – or even simply to let others know if you are visiting a different city and are open to meeting or which conferences you are attending soon.

## Updating your profile information

To complete and update your profile information, search for your name in the directory and click on your profile tile, which will open up your profile page. Underneath your profile

image are three tabs – Profile, Timeline, and Groups. Here, you can update your profile, view and post to your timeline, which is directly linked to the main feed on the home page, and view the groups you are a member of.

You have the option to update your cover photo and profile photo by clicking directly on the image itself. To update any other part of your profile, click on the “Edit Profile” button to the top right of the “Contact Me” section. This will open up an editable version of your profile. Ensure you complete the About Me, Contact Me, and About My Research sections so others can know more about you and connect. Fellows have the option to list their published research in the “About My Research” section – please note this does not automatically post to the “Published Research” section of the Hub (see Published Research) but acts as a space for you to share your research within your profile only. The About Me and Contact Me sections allow you to share with the community your personal and scientific interests.

## Program Documents

This section has been designed for you to find all Program related information and to be able to directly download the documents under one tab. All documents will be listed under the “All Documents” section with “Forms” and “Program Info” containing valuable documents from the Program team such as the Terms of Fellowship, Fellows’ Handbook, and expenses forms.

This section will be kept up to date by the Program team.

## Events

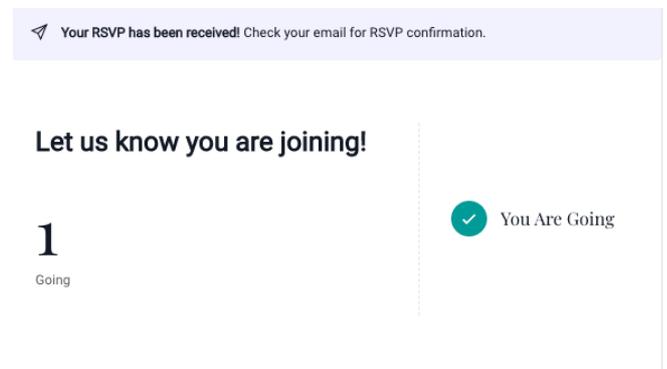
The Events section will keep you informed of upcoming events across the entire Fellowship community with full details, including dates, times, and locations. If you are organizing a Fellowship-related event that you would like to include here, please click on the ‘submit here’ link to send the team the event details in order for us to review the request.

If you are joining any of the events listed, please use the RSVP function to let everyone know. This is a great way for the community to see who else is attending.

To RSVP, simply click the “RSVP Now” link on the event tile itself which will navigate you to the RSVP box. Click the “Going” button to RSVP.

This doesn’t replace any registration process so please make sure you continue to respond to requests to complete registrations when the Program team sends these out.

When you click on an event, you have the option to add the event details to your Google Calendar and iCalendar as well as see related events.



## Whole Fellowship virtual social

April 21 @ 12:00 pm – 1:30 pm Online – Times are EDT

Join Fellows from across all the cohorts for a fun and challenging social. This is an opportunity to connect with new contacts from across the community as you will be placed in teams for an enjoyable but stimulating challenge.

Hold the date and full details will follow!

**Free**

 + Add to Google Calendar  + Add to iCalendar

### Related Events



How to Get a Faculty Job  
May 19 @ 12:00 pm – 2:00 pm EDT



Cambridge, MA Global Meeting – 2021 Fellows  
June 5 @ 8:00 am – June 10 @ 10:30 pm EDT



Senior Fellows Gathering @ Announcement  
2022  
June 8 @ 4:00 pm – June 10 @ 9:00 am EDT

## Groups

You will automatically already be a member of your own cohort group when you join the Hub and any relevant groups we are aware of.

In this section, you can browse all other groups and have the freedom to create your own. If you wish to create your own group, click on the “Create a Group” tab, where you will then need to complete the required sections:

### Create A New Group

1. Details — 2. Settings — 3. Forum — 4. Photo — 5. Cover Photo — 6. Invite

Group Name (required)

Group Description

Create Group and Continue

The formation of a new group automatically will be posted to the home feed for the entire community to view. You have control over whether your group is private or public and can assign organizers to the group. All public groups are open to the community to view and join should they wish to. You also have the option to add specific permissions to your group in the “Settings” tab.

Each group contains its own home feed, a space to upload photos, albums, documents, send messages, start a discussion board, send invites, accept pending invites, and a section to manage the entire group.

The Groups tab functions similar to the different Slack channels and provides a space for sharing topic-specific information, discussion, and developing a community around an interest.

## Published Research

This section of the Hub allows you to search for highlighted published articles from your Fellowship community by browsing through all articles or clicking on specific disciplines such as “Biology” or by clicking on a global challenge area such as “Climate change.” The tile format of each published research displays a Fellow’s thumbnail image, Fellow name, link to the paper via URL or pdf, DOI link, and name of the journal.

If you would like to submit your own published research, click the “Submit here” link at the top of the page. The communications team will receive this and review and publish your research on the Hub. This section of the Hub is different from the “Published Research” section in your profile. This area is specifically used to highlight publications to the community in one space of the Hub.

Have published research? [Submit here](#)

All Published Research   Biology   Machine Learning   Materials   Physics   Soft Robotics   Technology   Biodiversity conservation   Climate change   Health

<p>Population responses of farmland bird species to agri-environment schemes and land management options in Northeastern Scotland</p> <p>Journal of Applied Ecology <a href="https://doi.org/10.1111/1365-2664.13309">https://doi.org/10.1111/1365-2664.13309</a></p> <p>Published : Mar 21, 2022 Biology, Biodiversity conservation</p> <p> Gergana Daskalova</p>	<p>Rare and common vertebrates span a wide spectrum of population trends</p> <p>Nature</p> <p>Published : Mar 21, 2022 Biology, Biodiversity conservation</p> <p> Gergana Daskalova</p>	<p>A single-plasmid approach for genome editing coupled with long-term lineage analysis in chick embryos</p> <p>Development</p> <p>Published : Mar 21, 2022</p> <p>Biology</p> <p> Shashank Gandhi</p>	<p>Bimodal function of chromatin remodeler Hmgai in neural crest induction and Wnt-dependent emigration</p> <p>eLife <a href="https://doi.org/10.7554/eLife.57779">https://doi.org/10.7554/eLife.57779</a></p> <p>Published : Mar 21, 2022 Biology, Health</p> <p> Shashank Gandhi</p>
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## Questions?

If you would like to ask a question about the Hub, report a problem, submit feedback, submit an event, or anything else, you can contact us by navigating to the bottom of the Hub and clicking on the “Contact Us” section. A member of the communications team will receive this question and respond directly to you.

## Future Development

We are hugely grateful to the group of Fellows who contributed their time to identify the community’s needs as we designed the Hub, testing early versions, and providing feedback. We hope that the Hub offers the space for collaboration and communication that Fellows have asked for.

We will continue to develop the Hub – and have plans to launch more features later this year. If you have suggestions for how we can improve the Hub further, please let us know by contacting us using the “Contact Us” section at the bottom of the page and selecting the “Submit Feedback” option.

