



CONSERVATION ALLIANCE
FOR SEAFOOD SOLUTIONS

SEAHIVE QUICK START GUIDE



JOIN

- Click [here](#) to register for SeaHive using your email address
- Select your preferred language

CREATE YOUR PROFILE

- **CLICK ON THE CENTER HEXAGON**
 - Enter your name
 - Upload a photo
 - Check the box if you are a Global Hub member
 - Establish your current home location on the map using geolocation
 - Provide a very brief bio
 - Insert your LinkedIn web link (optional)
 - Indicate your professional areas of expertise (i.e. communications, FIPs, strategic planning, etc.) These do not have to be skills you utilize in your current position. Your areas of expertise will be matched with the needs other user's indicate in the open question described below.
 - Type the name of your current primary employer(s) - please don't use acronyms
 - Add web links to the key projects your currently working on - links should direct to a site that describes the project and its purpose
- **CLICK ON EACH OF THE OUTER BLUE HEXAGONS TO HELP OTHERS UNDERSTAND WHERE, WHAT AND WITH WHOM YOUR WORK IS FOCUSED**
 - **Company Type:** Select the type of entity that best describes where you currently work (i.e. NGO, Seafood Company, Consultant, etc.)
 - **Regions of Work:** Enter the countries impacted by your work, not just where you are physically based. You may also choose "Global" if applicable.
 - **Topic Areas:** Select the key responsible seafood areas you currently focus on
 - **Species Focus:** Select the species your current projects impact - you may also select "Generalist/No Species" if applicable.
 - **Partnerships:** Enter the names of other organizations, initiatives, coalitions, working groups that you are actively engaged with or participating in.
 - **Open Question:** In short phrases, share what kind of support/connection you are seeking in SeaHive. Do you need specific expertise to support a project? Do you have a challenge you'd like to collaborate on? This section will connect you with other SeaHive users who have expertise in these areas.



UNLEASH YOUR CONNECTIONS

Once you have completed your profile, you may begin exploring SeaHive. Read below to learn about the multiple ways to view and seek connections.

- **GOLD HEXAGONS**

- The gold hexagons around your profile will automatically populate "matches" - other SeaHive users who share the same attributes you selected in your profile.
- One user name will appear in the "match" hexagon. Click on the hexagon to view an extended list of 5 additional users who also match that same area of focus.
- Update your profile any time with different answers in the blue hexagons to find matches on other topics/focus areas.
- Suggested matches will refresh every time you log on.

- **SEAHIVE COMMUNITY**

- Click on the second button at the bottom of the screen to see your profile within the SeaHive Community.
- Click on the associated circles around your name to explore specific connections with individuals who have also indicated this as an area of focus.
- Click on the individual's circle to view their SeaHive profile.
- You can zoom in, out and refresh the page any time for easy viewing.
- If you want to view users with a different focus area, simply return to your profile and select that attribute in the appropriate blue hexagon and the community map will display the new data.

- **SEAHIVE GLOBE**

- Click on the third button at the bottom of the screen to view users on the SeaHive Globe.
- Click on the Alliance logos to view individuals located in regions around the world that are of interest to you. Click "SeaHive" to view the user's full profile.
- Use the search tool in the upper right corner (magnifying glass icon) to find any user by entering their name or email address



TIPS FOR USING SEAHIVE

- **SPELL IT OUT.** Avoid using acronyms and abbreviations to ensure your entries are connected across users and languages.
- **THIS IS A PERSONAL PROFILE.** Provide information that is relevant to you as an individual member of the community, not just a representative of your organization.
- **KEEP IT CURRENT.** It's important to update your information to ensure accurate connections are made. Refresh your profile when you begin a new project, change positions or want to be connected through different topics/regions.
- **SHARE YOUR FEEDBACK.** SeaHive is intended to be a living tool and will continue to evolve with user needs and suggestions. Email Meaghan@solutionsforseafood.org with ideas!

FREQUENTLY ASKED QUESTIONS

- **Q: When should I use SeaHive?**
- **A:** Users can utilize the power of SeaHive's connectivity for a variety of solutions. Log in before beginning a new project to ensure there isn't an overlap of efforts, search for a partner with experience/expertise in a specific area, identify where there are gaps in our movement and opportunities for new initiatives, coordinate on aligned funding requests, find experts in an unfamiliar region, collaborate to strengthen projects/campaigns, the list goes on!
- **Q: English isn't my first language, can I still participate in SeaHive?**
- **A:** Yes! SeaHive is available in six languages. Just select your preferred language on the profile screen.



FREQUENTLY ASKED QUESTIONS CONT.

- **Q: My colleagues heard about SeaHive and want to participate - is it OK to have multiple users from the same company engaging on SeaHive?**
- **A:** Absolutely. We want as many individuals interested in engaging on SeaHive to create a profile and interact. This is an individual-based map, so organization affiliation is just one component of your profile.

- **Q: I've found a great connection, now what do I do?**
- **A:** Click on the user's profile and you'll find a live link to email them directly - tell them you found them on SeaHive! You can also see where they are located, the projects they are working on, etc. by viewing their central hexagon.

- **Q: I've clicked on too many circles in the Community View and now I can't see other users clearly. How can I fix this?**
- **A:** Use the refresh button (circular arrow) in the top right corner of the page to close all connections and start fresh. You can also use the "+" and "-" tools to zoom in and out.

- **Q: I have the name/email of someone specific I want to find - how do I search for an individual on SeaHive if they don't appear in my connections?**
- **A:** Click on the "SeaHive Globe" page and find the search button in the top corner (magnifying glass). Enter the name or email address of the individual and SeaHive will reveal their profile if they are registered on the platform.

- **Q: I had a recent change in position/company - can I stay on SeaHive?**
- **A:** Yes. Simply update your company affiliation in your center hexagon as well the surrounding blue hexagons to ensure they reflect your new role.

- **Q: How will this data be used?**
- **A:** Your profile information will be shared with other users for the purpose of connection. The Alliance will also analyze SeaHive's data to understand where there are possible synergies and gaps in our movement's efforts to help catalyze impact. For full details about data usage, see our Privacy Policy [here](#).