### Worldchefs Account

### 1. What has changed on Worldchefs Website?

Worldchefs has upgraded its online community platform! In order to support one of our pillars, Networking, we are providing better and more effective networking opportunities to our community members as a part of a website upgrade. As a result, all individual member profiles on myCHEFPSACE, Worldchefs Education Partners, Worldchefs National Associations and Worldchefs Associate members have been transferred to the new and improved Worldchefs online community network, powered by Hosco, which is fully GDPR compliant. This transfer took place on 22nd January 2020 and the communications were sent to all the network on the same day.

#### 2. What happened to my previous myCHEFSPACE account?

If you had an existing myCHEFSPACE account, you received an activation email with instructions on how to activate your improved profile on the new platform. If you can't find the email, simply try to login at <a href="https://www.worldchefs.org/login">www.worldchefs.org/login</a> using your myCHEFSPACE credentials. The system will ask you to review your information and you can get access to your new Worldchefs account.

### 3. What is the difference between a myCHEFSPACE account and the Worldchefs account?

The new Worldchefs platform has replaced myCHEFSPACE. Your new account has new features, access to +35k job opportunities, +6k world class companies, and over +500k members. In the future, you will only require this Worldchefs account to sign up or sign in onto different Worldchefs digital platforms, This single sign-on feature will help reduce the need of remembering different login credentials while accessing Worldchefs online services

### 4. Did I lose all the information on my myCHEFPCAE account?

All the information you had on your myCHEFSPACE account has been transferred to the new Worldchefs account. You will have a chance to review this information while activating your Worldchefs account, if you haven't already. Click <a href="here">here</a> to log in. The system will prompt you with all previous information. You can then simply follow the onscreen instructions to finish the activation process.

# 5. Do I have to create a new Worldchefs account even though I had a myCHEFSPACE account?

If you had a myCHEFSPACE account then you won't have to create a new Worldchefs account. You simply have to **activate** your account on the new platform and you will get access to the new and improved Worldchefs online community platform.

#### 6. How do I log in to my Worlchefs account?

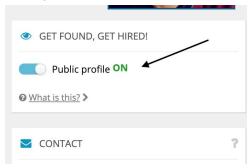
You can click <u>here</u> to visit our login page, If you are having trouble logging in then please send us an email at <u>webmaster@worldchefs.org</u>.

#### 7. How do I create my Worldchefs account?

You can click <u>here</u> to provide us a few details and create your Worldchefs account to access Worldchefs online community platform. If you are having trouble creating your account then please send us an email at <u>webmaster@worldchefs.org</u>.

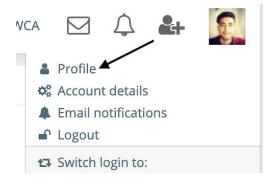
#### 8. How can I set my Worldchefs account public?

Once you login into your Worldchefs account, select the option "profile" by hovering on your profile picture on the top right corner of the page. Then on the right side of your profile you shall see a section "GET FOUND GET HIRED." Please turn on the option to make your profile public.



#### 9. How do I update my Worldchefs account profile?

You must first log in to your Worldchefs account and then hover the cursor over your profile image on the right top corner of the page (see screenshot) and then click on "Profile". You will then be able to update different sections of your profile with Education, Work Experience, Profile picture, etc.



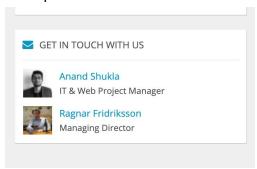
#### **Associations Account**

#### 1. Where can I find all of the Worldchefs associations?

All Worldchefs associations can be found on our country member directory page. Click <a href="here">here</a> to see the directory. All country names are connected to their specific association page on Worldchefs online community network.

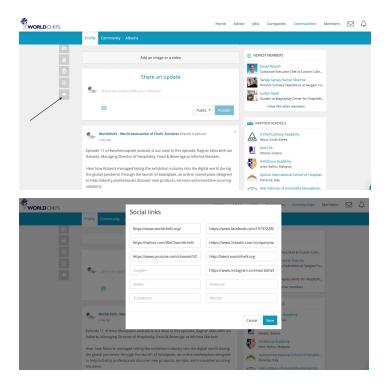
## 2. Where can I see the administration team members that were on the old association profile?

Administration team members have now moved to "Get in touch with us" section on the Worldchefs online community platform, This section can be found at the bottom right of the association profile, Admins have the ability to add a Picture, Name, and Designation of the person in this section.



- 3. Where are the contact details of association and association team members?

  Our new Worldchefs online community platform is GDPR compliant under which we are not allowed to show any contact details such as email address, phone number, etc.
- 4. Where can I link the Associations social media account? Social media accounts can be linked by clicking on the "+" sign on the left side of the page. Simply copy the URL and paste it in the respective sections. Please see below screenshots:



# 5. Where is the culinary team and honorary member section on the new association page?

There is no dedicated section to display the Culinary and Honorary team members. However, Culinary and Honorary team members can be added to the "Get in touch with us" section with their name, picture, and designations.

### 6. How can I request Worldchefs to set an admin for my association?

Please fill out <u>this</u> form and upon submission, we will set that person as an admin. Please note that the admin should have a Worldchefs account. If the person who is supposed to be the admin had a myCHEFSPACE account, then it simply needs to be activated. If not, then they can create their personal Worldchefs account through <u>this</u> webpage.

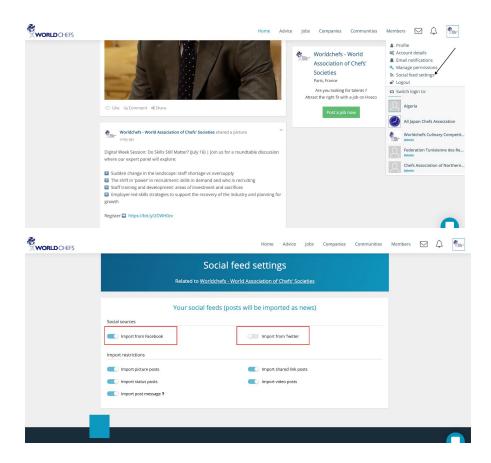
## 7. Will I have 2 accounts with separate credentials: one as an admin and one personal Worldchefs account?

No. You can use the same Worldchefs account as an admin account for associations. You can easily switch your login from Worldchefs account to an admin account of an association by clicking on the "Switch login to" section on the top right corner of the page. Please see the below screenshot:



## 8. How can I connect my association's Facebook and Twitter accounts to the association feed?

This feature allows you to import your posts from Facebook and Twitter and automatically posts them on Worldchefs online community platform. This is a great way to help your association stay active and share news. This option can be found on the top right corner of the page titled "Social Feed Settings". Please see the screenshot below:



### School account

Where can I find all the Worldchefs Education partners?
 All of the Worldchefs Education Partners (Approved Schools) can be found on this page.

2. What happened to old Education partner profiles?

Data like name, logo, social media accounts and address are moved over to the new and improved education partner profile.

3. How can I let Worldchefs know who will be the admin of the school profile?

Please fill out this form and upon submission, we will set that person as an admin.

Please note that the admin should have a Worldchefs account. If the person who is supposed to be the admin had a myCHEFSPACE account, then it simply needs to be activated. If not, then they can create their personal Worldchefs account through this webpage.