



Account Setup

[Leaders only]

Step 1: Go to UI Bakery website link: <https://uibakery.io/>

The screenshot shows the UI Bakery homepage. At the top, there is a navigation bar with links for Product, Solutions, Resources, Pricing, and Contact. On the right side of the nav bar are Log In and Start for Free buttons. A banner at the top right states "UI Bakery partners with DigitalOcean!" with a "Learn more" link. The main headline reads "Custom web apps. At speed." Below it, a subtext says "UI Bakery is a low-code platform for developers that saves their time." A blue "Book a demo" button is visible. The overall background has a grid pattern.

- Select the black button: Start For Free

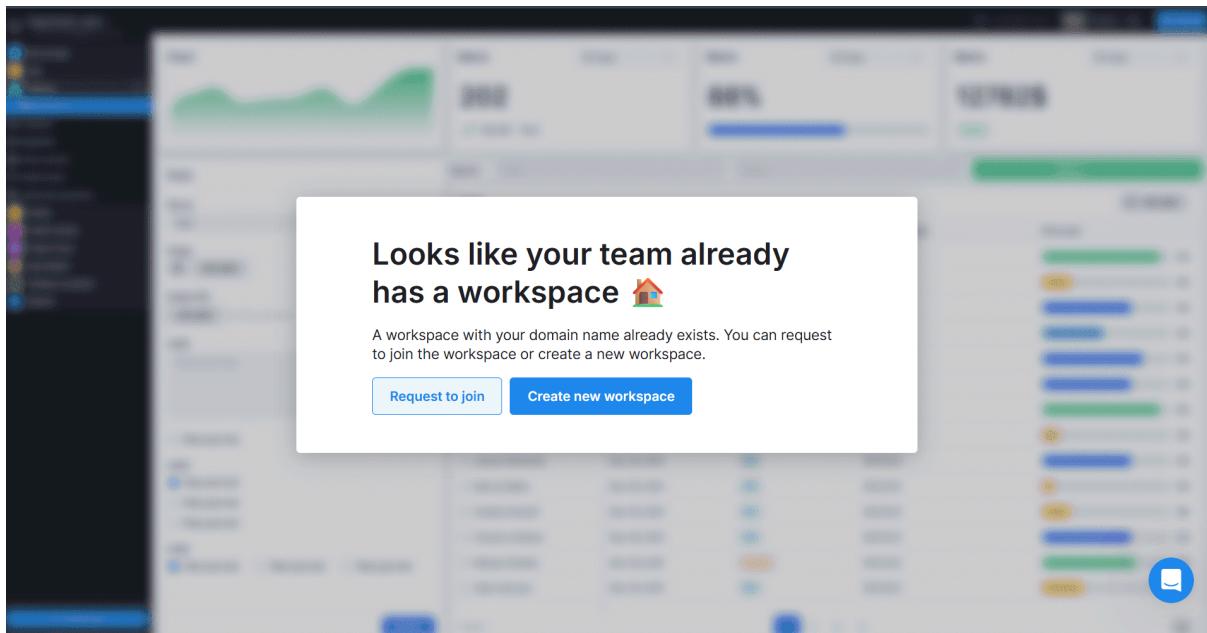
Step 2: Create an account

Enter your email, password and tick the checkbox : I agree to the terms of service and privacy policy

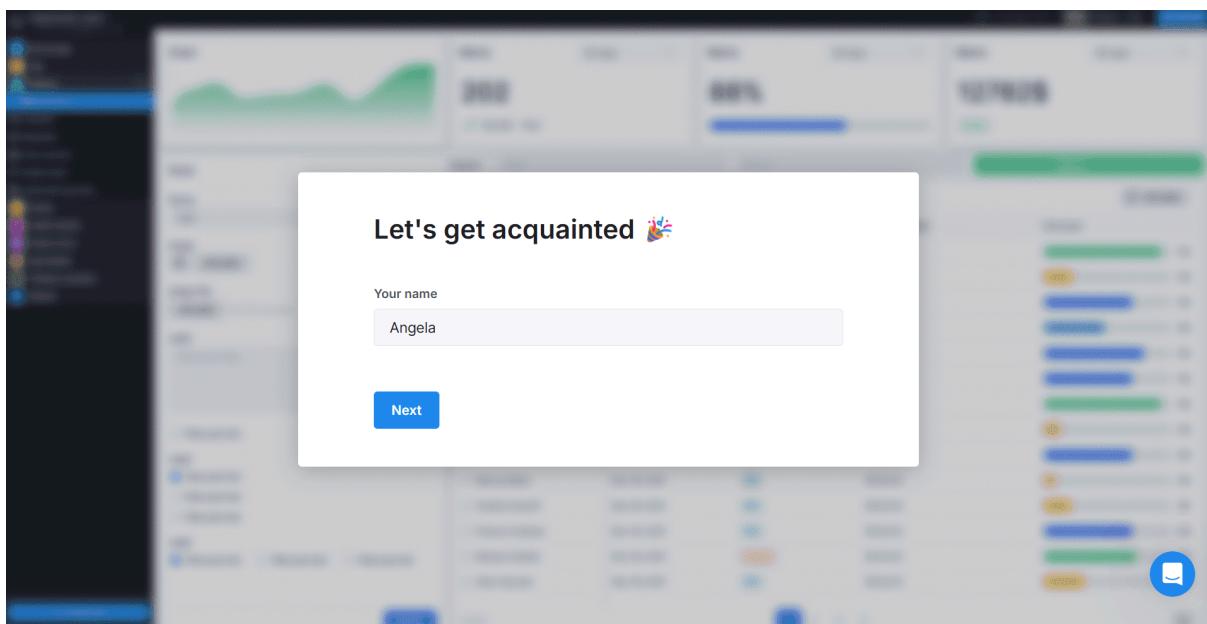
The screenshot shows the UI Bakery sign-up page. It features a "Sign up" heading and a "Start today with the forever free plan." message. There is a "LOGIN WITH GOOGLE" button with a Google logo. Below it is an "or" link. The "Work Email" field contains "name@company.com" and is highlighted with a red box. The "Password" field contains "password". Below these fields are two checkboxes: "I agree to get announcement emails from UI Bakery" and "I agree to the Terms of Service and Privacy Policy", both of which are unchecked. At the bottom are "Sign Up" and "Already have an account? Login here" buttons. A note at the very bottom encourages users to schedule an onboarding call.

[LEADERS ONLY]

Step 3: After creating an account, you will see this information

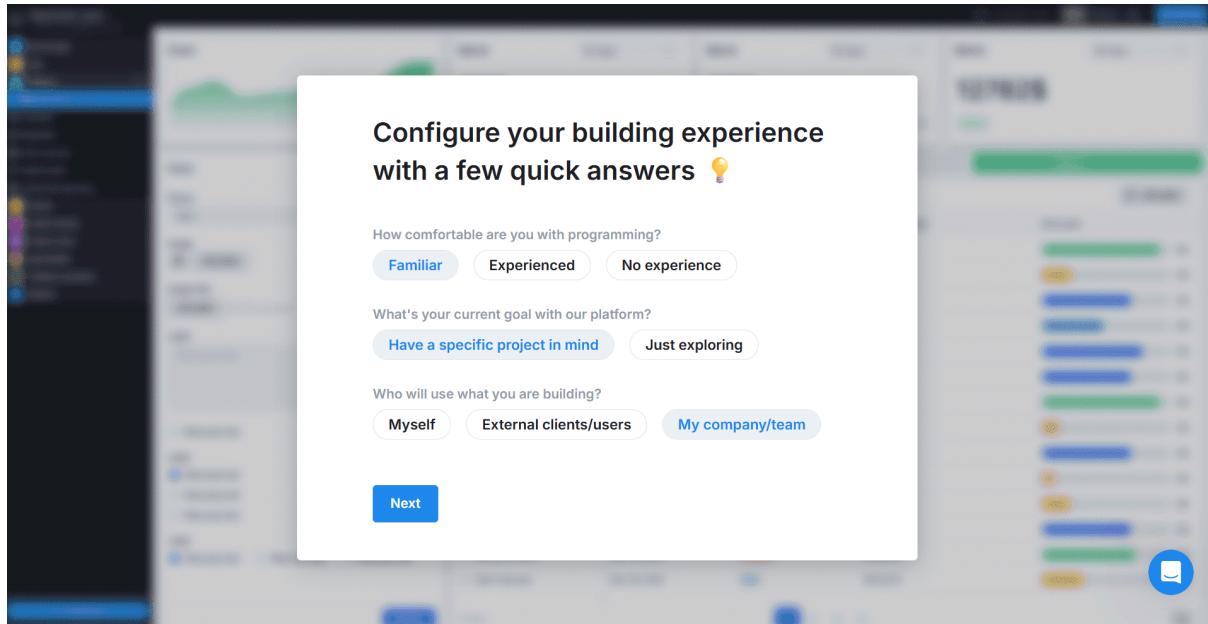


Step 4: Enter your name and click next



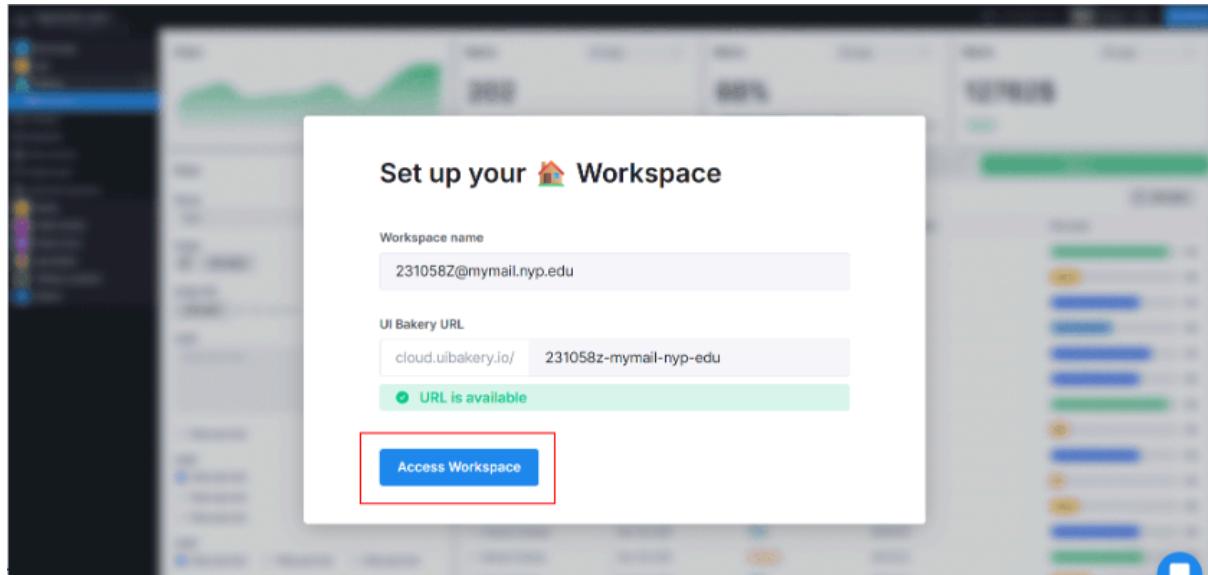
Scroll down to continue

Step 5: Enter these information and click next



Step 6:

Rename your Workspace name → your team name / group. After rename, Click access workspace



Scroll down to continue

Step 7 : Invite your team members

1. Click share button
2. Fill in your team email and select roles
3. Click invite users

The screenshot shows a workspace interface with a sidebar containing 'Components' and 'Library'. The main area displays a table of users with columns for Id, Avatar, Name, Created at, Role, and Enabled. A modal window titled 'Invite users' is open, showing an input field for 'Email' with the value '240755X@mymail.nyp.edu.sg' and a dropdown for 'Role' set to 'editor, user'. Below the input fields are buttons for '+ Add another user' and 'Manage access'. At the bottom of the modal are links for 'Workspace URL' and 'Embed URL', and a large blue 'Invite users' button.

[Second way to invite your teammates]

(Ignore if you have already invited your teammate successfully)

[In the dashboard interface]

Go to User & Permission

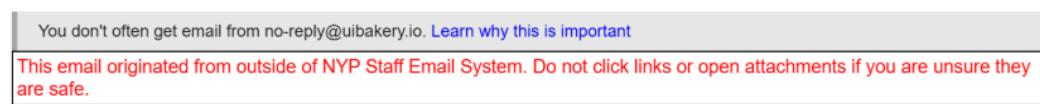
1. Click invite user to workplace button
2. Enter teammate email and select role
3. Click the invite button

The screenshot shows the 'Users & Roles' page in the dashboard. On the left, a sidebar lists 'Users & Permissions' with options like Profile settings, Workspace settings, Audit logs, External analytics, Docs, Schedule a demo, and Plans. The main area has tabs for 'USERS' and 'ROLES'. It shows a table with columns for 'Email' and 'Role'. Two users are listed: '2310582@mymail.nyp.edu.sg' with role 'admin' and '240755X@mymail.nyp.edu.sg' with role 'pending'. At the top right, there is a blue 'Invite users to workspace' button. Below the table, there are pagination controls for 'Items per page' (set to 25), 'Page 1 of 1', and a search bar. A small circular icon with a mail symbol is visible in the bottom right corner.

[Teammates only]

Step 1: Accept invitation from your email

- Go to your email
- Click on the link

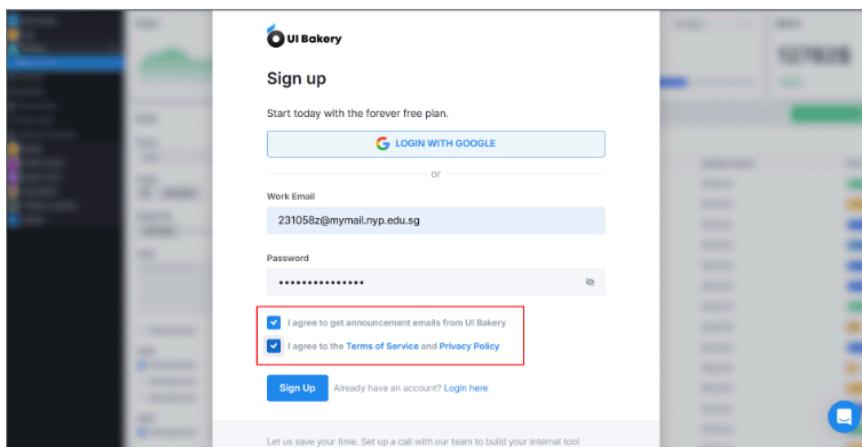


Angela invited you to 231058Z@mymail.nyp.edu workspace. Join the workspace to collaborate: <https://cloud.uibakery.io/auth/register?email=240755X@mymail.nyp.edu.sg>

Do you have any questions? Feel free to contact us in the live chat or email us at support@uibakery.io.

Step 2: Create an account

- Fill in the email & password (Use the same email address)
- Agree to the terms of service and privacy policy
- Press on sign up button



Step 3 : Enter your name and click on Access workspace

