How do I Join YourKnow?
• Click on 'Create Account'.
• Choose to register as either a 'User' or a 'Publisher'.
• Complete the form, the Asterisk* indicates mandatory fields.
• Agree with YourKnow terms of service.
• Answer the captcha code.
• Click on 'Submit' and enjoy YourKnow membership.

If you forget your password:
• Click on 'Sign in'.
• Click on 'Forgot Password?'.
• Enter your Email or publisher ID and follow the steps to reset it. You will need access to the email associated with your account. For additional assistance refer to our support using the 'Contact Us' at the bottom of the page.

How much does it cost?
YourKnow's core features are available to both users and publishers at no cost.

How do I change my password?
• Click on 'Welcome (your name)' at the top.
• Click on 'My Profile' in the submenu.
• Click on 'CHANGE PASSWORD'.
• Enter your current password, new password, confirm your new password and then click on 'CHANGE PASSWORD'.

How do I edit my profile?
• Click on 'Welcome (your name)' at the top.
• Click on 'My Profile' in the submenu.
• Click on 'EDIT PROFILE'.

How do I change my profile picture?
• Click on 'Welcome (your name)' at the top.
• Click on 'My Profile' in the submenu.
• Click on 'UPLOAD IMAGE'.
• Browse your device, select an image and click open.
• Click on 'Submit'.

How do I join a group?
• Click on a category on the frontpage under 'Collaborations'.
• Use the search bar or scroll down to find groups you're interested in.
• Select a group and review its description.
• Click on 'Join Group' to submit a request to join.

How do I join a specific group?
• Click on 'Collaborations' located at the top.

• Click on the 'Search Groups' submenu.
• Use the search bar and search for the group.
• Select the group and click on 'Join Group' to submit a request to join.

How do I create a group?
Only registered users can create groups.
• Click on 'Collaborations' at the top.
• Click on the 'Create Group' in the submenu.
• Enter a group name, group names must be unique.
• Choose a group category from the 'Category' drop list.
• Choose a group privacy type, 'Public' or 'Private'.
• Provide a description for your group.
• Click on 'Create'.

How do I manage a Group?
As creator of a group, you have the following privileges:
• Invite members from the YourKnow community.
• Accept or deny requests to join your group.
• Remove members from your group.
• Host group discussions.

How do I look at my ongoing and upcoming collaborations?
• Click on the bell at the top and join the collaboration.
or
• Click on 'My YourKnow' at the top of the page.
• Click on 'My Calendar' in the submenu.

How do I create a collaboration event?
You must be part of a group to create a collaboration.
• Click on 'Collaborations' at the top.
• Click on 'Groups Membership' and select the group in which you want to start a collaboration.
• Select the date for your collaboration.
• Click on the 'Select Event Type' arrow and set the event type to 'New collaboration'.
• Give a title and description to your collaboration.
• Select the group members that you would like to invite to your collaboration.
• Click on the clock to the right of 'End Date' to choose when your collaboration will end.
• Click on 'Submit'.

How do I continue from a previous collaboration?
• Click on 'Collaborations' at the top.
• Click on 'Groups Membership' and select the group in which you want to continue a collaboration.
• Select a date to continue your collaboration.

• Click on the 'Select Event Type' arrow and set the event type to 'Continued Collaboration'.
• Click on 'Select Event' and select the collaboration you want to continue working on.
• Give your continued collaboration a description.
• Select the group members that you would like to invite to your collaboration.
• Click on the clock to the right of 'End Date' to choose when your collaboration will end.
• Click on 'Submit'.

How do I upload a book?
Only registered users and publishers can upload books.
• Click on 'Upload' at the top.
• Click on 'CHOOSE FILE' under source file to browse your device and select content in one of the following forms: epub, pdf, ppt rtf, docx, xlsx.
Click on the second 'CHOOSE FILE' under image file to browse your device for an image, it will be used as book cover. (optional)
• Complete the form, the Asterisk* indicates mandatory fields.
• Agree with the YourKnow terms of service then click 'Upload'.

How can I get more people to read my book?
• Create a group that will represent your book.
• Invite members to join your group.
• Join a group of the same category and share your book with its members.
• Initiate discussions and collaborations.

Do I need to be a member to read books?
No, you can read books without registering.

Can I download a book?
No, the books are streamed for reading purposes.