

# @workplace

## What is Workplace?

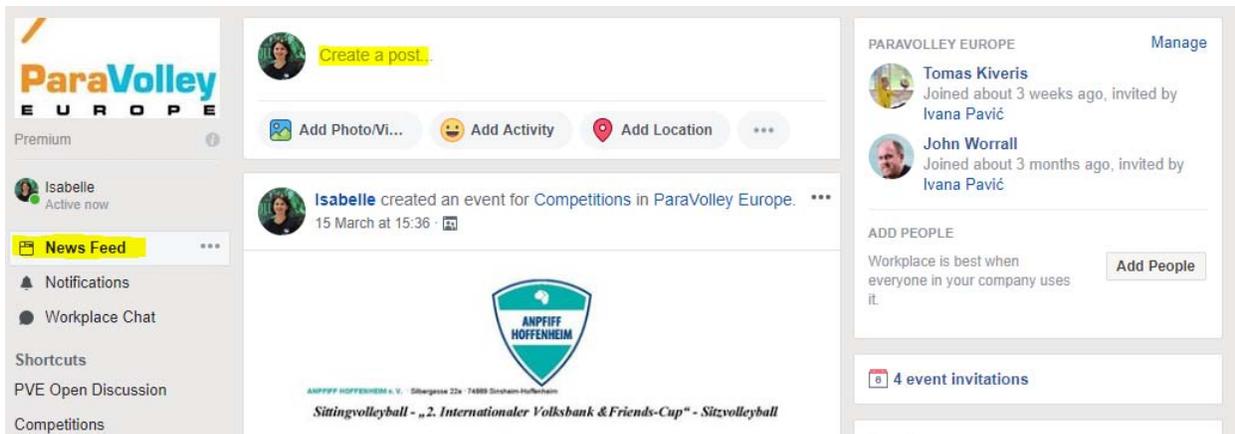
**ParaVolley Europe Workplace by Facebook is a collaboration and communication tool that connects people from the paravolley world in Europe via an internal social network.**

It is similar to Facebook however it is mainly focused towards developing idea and information sharing (new training techniques, national competitions, etc...) within Europe as well as improving communication between the various stakeholders.

It is set up like Facebook with the following features:

## News Feed:

The News Feed is a scrolling stream of posts that keeps people up to date with relevant announcements.



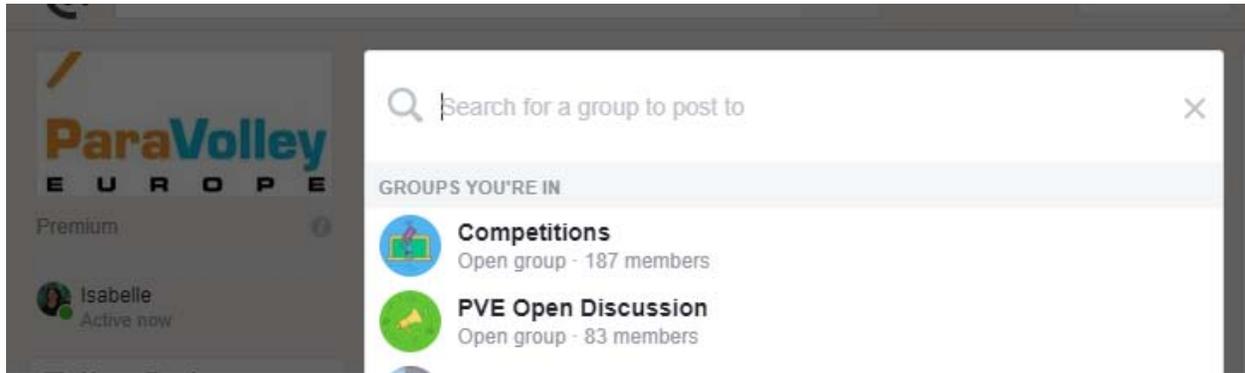
News feeds are how you are kept up to date with what is going on in ParaVolley Europe.

Members can follow specific groups and conversations to stay in the loop.

Just like Facebook, the Workplace news feed is individually tailored to a specific user. The more you interacts with the feed the better it will become over time.

You can create your own post to be published in a relevant group.

Before you publish any information, please make sure it is relevant to the audience you are targeting and that it gives useful information to the intended group.

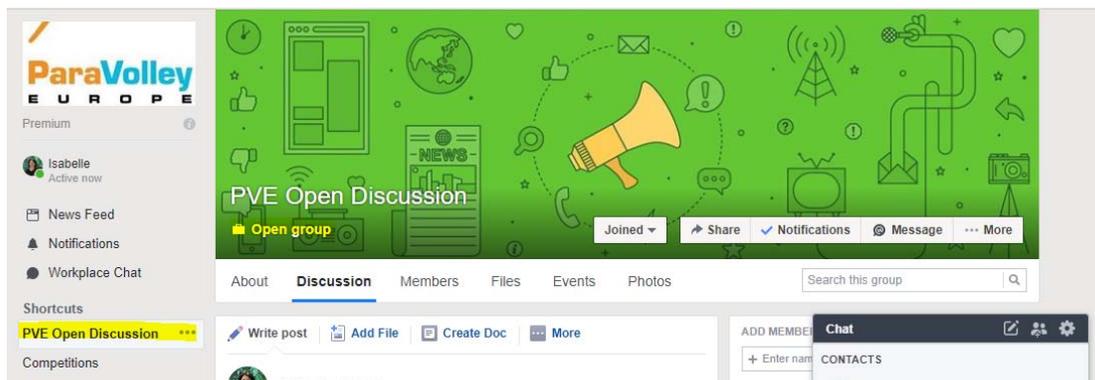


You can ask questions, sharing best practices, ask for recommendations, request information on various topics... etc...

Please remember Workplace is not Facebook; therefore any funny videos or jokes or any posts of this kind should not be posted there. Only posts that are linked to paravolley in Europe and its development should be published. If you are not sure if what you want to publish meets our requirements, please do not hesitate to ask us.

### **Groups:**

Groups are shared collaboration spaces where people can upload documents, leave comments, manage projects, and get work done with other members.



Groups are the best way to organise the types of conversations that occur within Workplace. Commenting allows the members to join in and communicate their opinions about important updates or announcements.

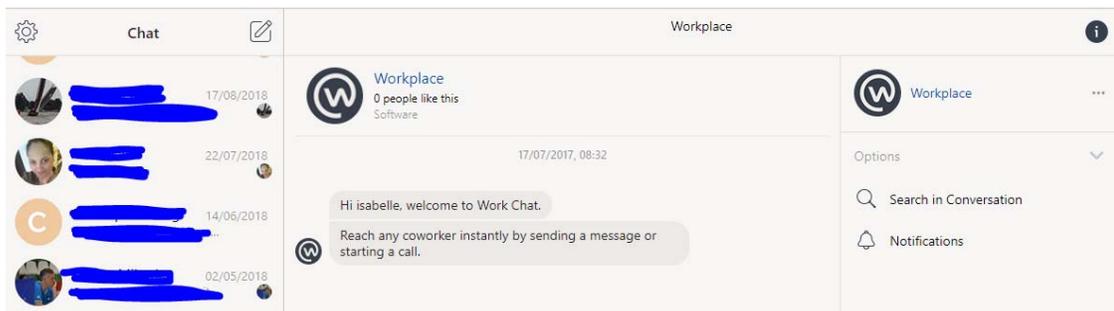
Groups can be public (for the entire organisation), or private (limited to certain teams or team members only).

When you join Workplace, you have the possibility to join already created groups or based on your “position”, the administrator might have already added you to groups relevant to you.

### **Workplace Chat:**

Workplace Chat is an instant messaging tool that allows text, voice calls or video conferencing with up to 50 members.

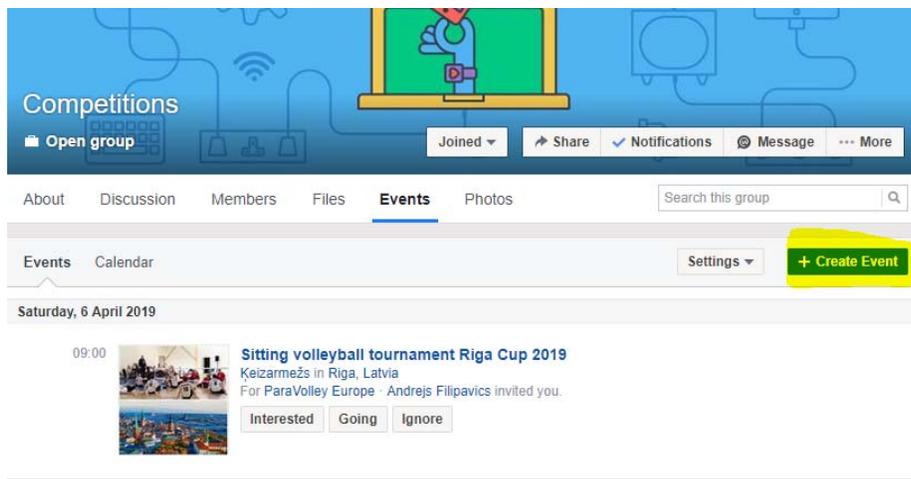
Workplace chat gives your team the ability to communicate with one another directly. Team members can have one on one conversations or set up a group message.



Chat lets the team send text, files, images, video messages, audio clips, etc. to anyone within the organisation.

### **Events:**

Events can be created within Workplace for important gatherings or in more specific cases like in the **Competitions group**, inform members about the competitions taking place all over Europe.

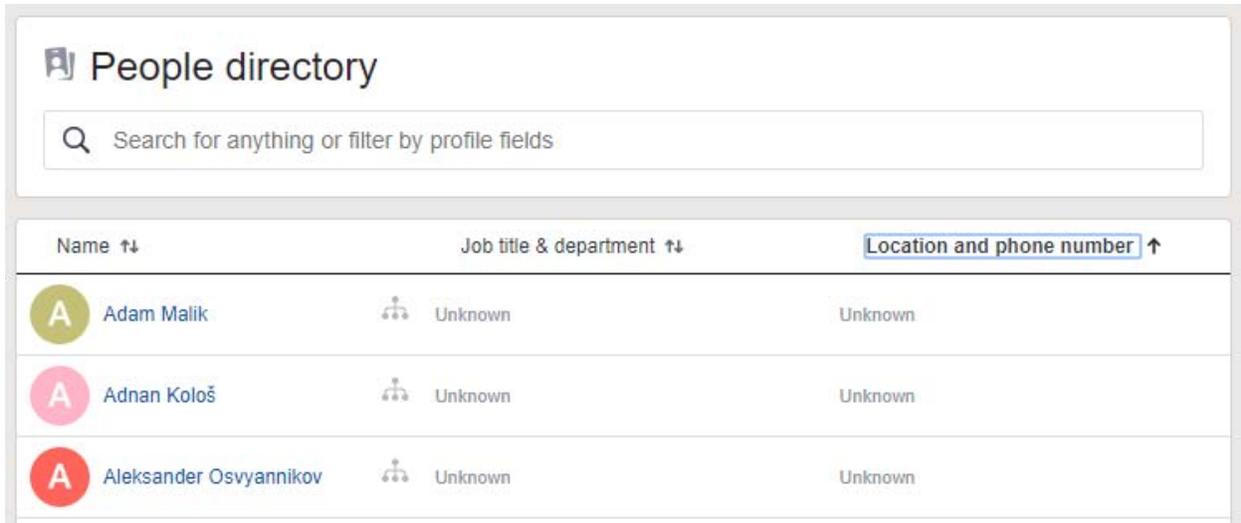


Members can respond with whether or not they will be attending and keep track of when important events are happening around the organisation.

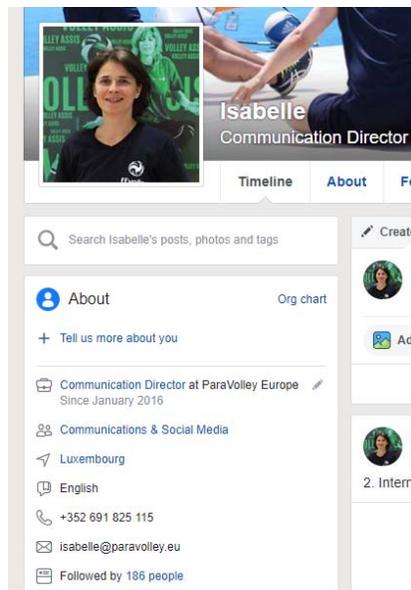
It is a good tool to find out what activities are taking place within Europe.

### **People Directory:**

Find colleagues, build connections, and collaborate more effectively with a searchable database of profiles.



When you access Workplace, please make sure you fill in your personal information so that people know who you are and what your responsibilities are.



With Workplace internal communication and collaboration improve and it is a great tool for brainstorming, mining information, and amplifying the overall reach of content you create.

If you want to include other paravolley stakeholders, please send us a mail – [info@paravolley.eu](mailto:info@paravolley.eu) detailing why they should be included on Workplace. The more communication we have between us, the better.

It is our responsibility to grow the sport