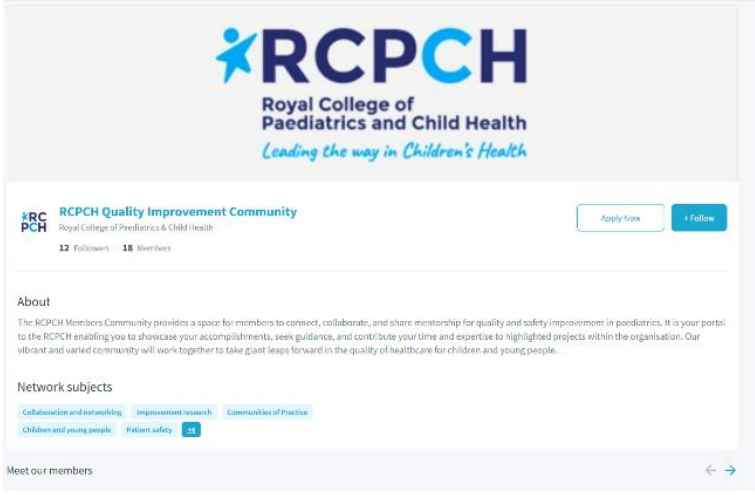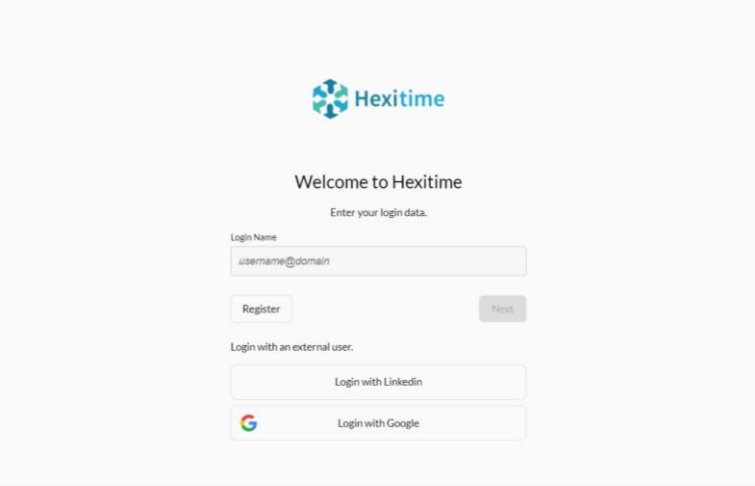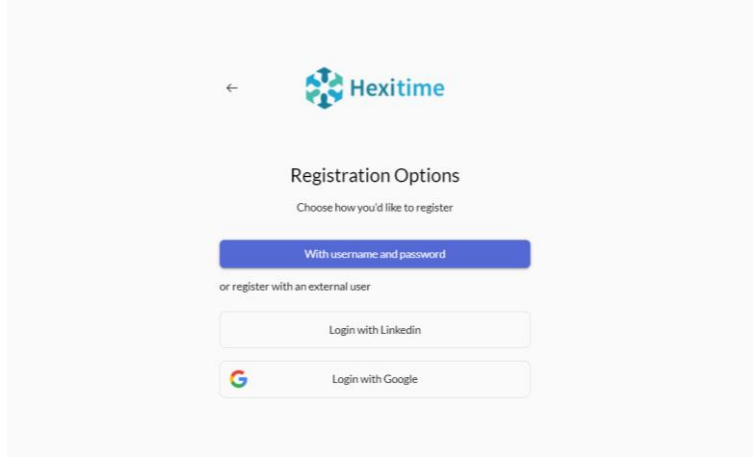# RCPCH Quality Improvement Community
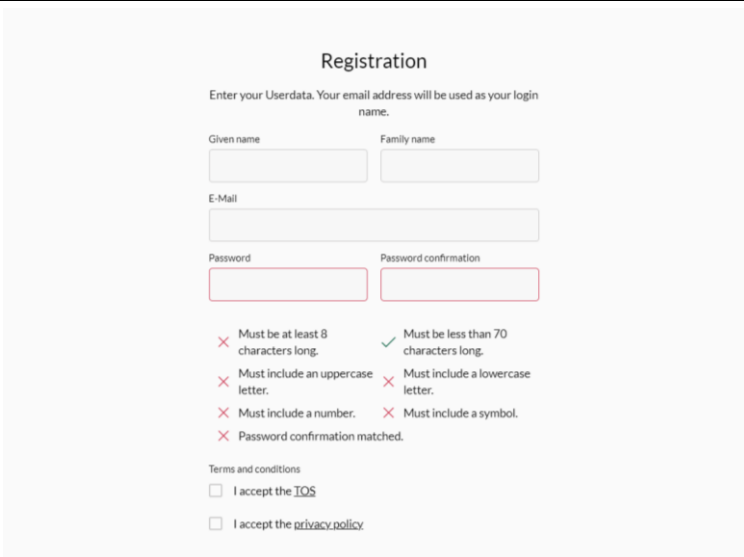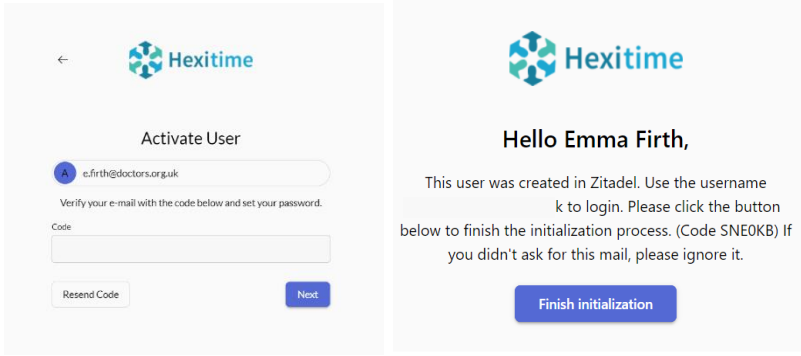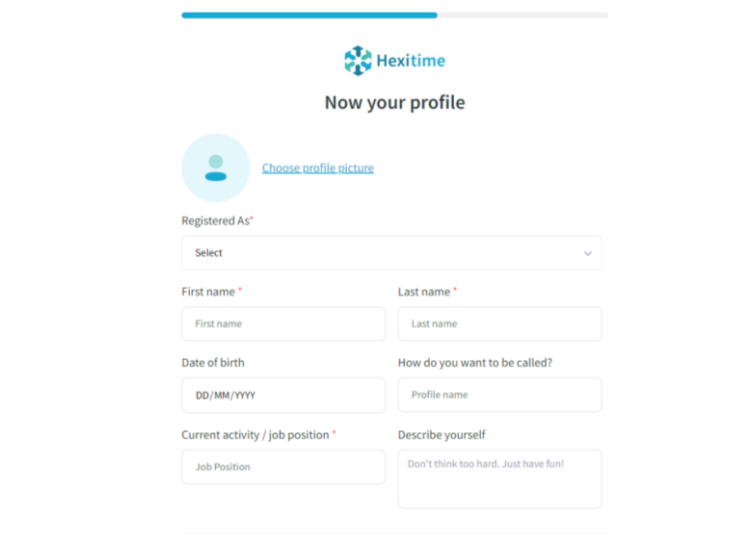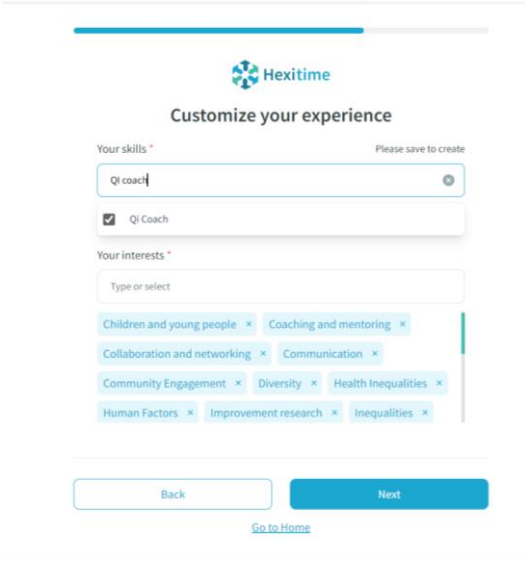
– 'How to' guide for joining
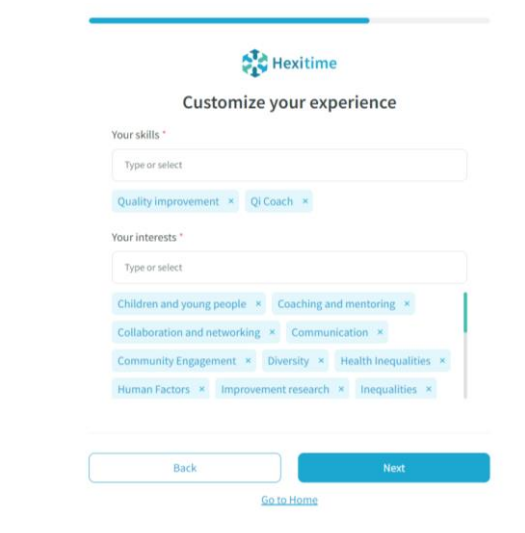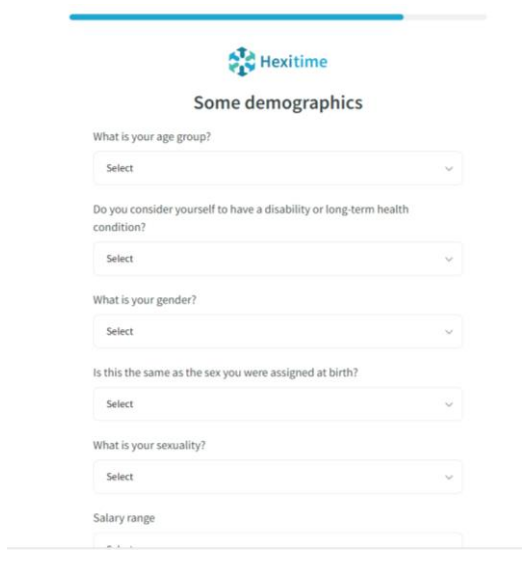
March 2025
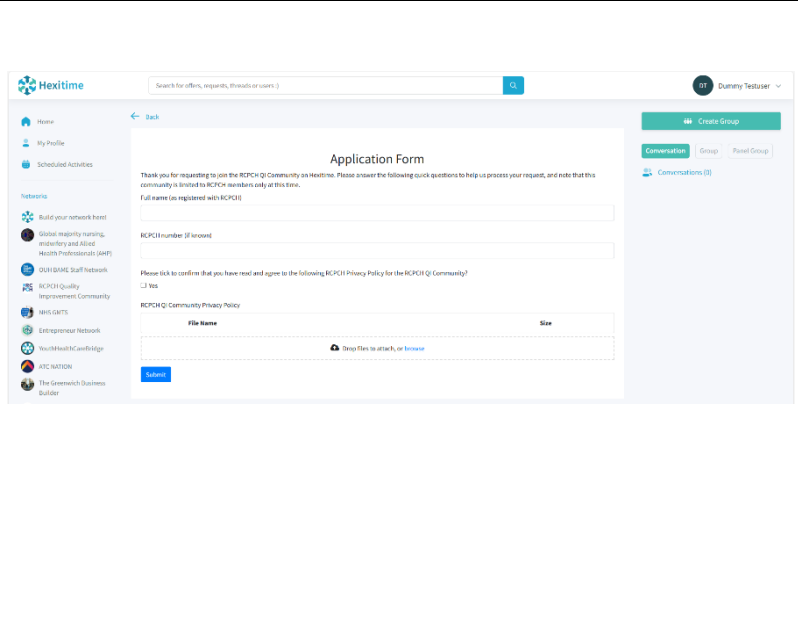
How to join Hexitime and the RCPCH QI Community

1	Go to the website https://app.hexitime.com/network/13	
2	Click 'Apply now'. Provide your email address and click 'Register'.	
3	Click 'With username and password'.	

4	Enter your name, email address and create a password. Read the terms of service, and privacy policy. You will need to tick by each one to say you accept them in order to progress.	
5	Activate your account by: Entering the code sent to your email address OR Click the 'Finish initialization' button in the email.	
6	Create your profile by registering as an **individual** in the 'Registered as' drop down. Then add the rest of your details. A red star means that a field is mandatory e.g. First name.	

7	Add one or more skills to your profile by searching the drop down list, or typing and hitting enter.	
8	Follow the same process as step 7 to add your interests.	
9	Use the drop down options to add demographics. This is not mandatory, or made public. This information helps us understand who is accessing the community.	

10	You will be asked to complete a brief Application Form. Please provide your name, RCPCH number (if known), and read the attached RCPCH QI Community Privacy Policy, and click 'Yes' to confirm that you agree	
11	Your application will be checked and approved by the RCPCH QI Team asap. Your application depends on you being a member of the RCPCH. Once approved, you will receive an email which takes you to the homepage of the RCPCH QI Community on Hexitime. **Please check your junk/spam inbox for this email.**	

Please visit the RCPCH QI Community Guidance page for information about how Hexitime works, including ideas on what you could share and request from the network. You will also find how-to videos for making offers, requests, taking up offers you find from members, and contributing to discussions in the group via Threads.

To contact the RCPCH QI Team for queries of feedback, please email: qips@rcpch.ac.uk

For any further technical support please email: hello@hexitime.com